



**Professional Engineers
Ontario**

Council Meeting

529th Meeting of Council
of Professional Engineers Ontario

to be held on

Thursday, September 19, 2019

5:30 p.m. – reception

6:00 p.m. – dinner

7:00 p.m. plenary session

Friday, September 20, 2019

7:45 – 8:45 a.m. – breakfast

9:00 a.m. – 4:00 p.m.

PEO Council Chambers
8th Floor
40 Sheppard Avenue West
Toronto, Ontario

Thursday, September 19, 2019

1. Reception – 5:30 p.m. to 6:00 p.m.
Dinner – 6:00 p.m. to 7:00 p.m.
(8th Floor Dining Room)

2. Plenary Session – 7:00 p.m. to 9:00 p.m.
(8th Floor Council Chambers)
 - Discipline Committee (DIC) Report
 - Governance
 - Cayton Report – Action Plan

Briefing Note - Decision

C-529-1.1

APPROVAL OF AGENDA

Purpose: To approve the agenda for the meeting.

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

That:

- a) the agenda, as presented to the meeting at C-529-1.1, Appendix A be approved; and*
- b) the Chair be authorized to suspend the regular order of business.*

Prepared by: Dale Power, Secretariat Administrator

Appendices:

- Appendix A – 529th Council meeting agenda



Agenda

529th Meeting of the Council
Professional Engineers Ontario

REVISED

Date: Thursday, September 19 and Friday, September 20, 2019
Time: Thursday – 7:00 p.m. – 9:00 p.m.
Friday – 9:00 a.m. – 4:00 p.m.
Place: PEO Offices – 8th Floor Council Chambers
40 Sheppard Avenue West
Toronto, Ontario

<u>Thursday, September 19 – 7:00 p.m. – 9:00 p.m.</u>				
PLENARY SESSION		Spokesperson		Time
1. Discipline Committee (DIC) Report		John Vieth		20 min
2. Governance		President Hill/GSI		30 min
3. Cayton Report – Action Plan		CEO/Registrar		70 min
<u>Friday, September 20 – 9:00 a.m. – 4:00 p.m.</u>				
CALL TO ORDER				
1. <u>APPROVAL OF AGENDA</u>		Spokesperson/ Moved by	Type	Time
1.1	APPROVAL OF AGENDA	Chair	Decision	5 min
2. <u>PRIORITY ITEMS</u>		Spokesperson/ Moved by	Type	Time
2.1	CAYTON REPORT – ACTION PLAN	CEO/Registrar Zuccon	Decision	30 min
2.2	2020 OPERATING BUDGET	Councillor Cutler	Information	15 min
2.3	2020 CAPITAL BUDGET	Councillor Cutler	Information	5 min
2.4	ADDITIONAL BY-LAW FEE CHANGES	Councillor MacCumber	Decision	5 min
2.5	VOLUNTEER CODE OF CONDUCT	Councillor Robert	Decision	15 min
2.6	APPOINTMENT OF COUNCILLORS TO BOARD COMMITTEES	President-Elect Sterling	Decision	10 min
2.7	LEGISLATION COMMITTEE 2019-2020 WORK PLAN	Vice President Bellini	Decision	5 min
2.8	2019 AGM SUBMISSION – BARRIERS TO LICENSURE	Peter Green	Decision	15 min

2.9	2019 AGM SUBMISSION – EVOLUTION OF ONTARIO ENGINEERS	Peter DeVita	Decision	15 min
2.10	2019 AGM SUBMISSION – EIT RIGHT TO VOTE IN COUNCIL ELECTIONS	Vanessa Raponi	Decision	15 min
2.11	2019 AGM SUBMISSIONS – CHAPTER WEBMAIL ACCOUNTS	Ray Linseman	Decision	15 min
2.12	WHITE PAPER – ARTICLING ENGINEER CERTIFICATE/DESIGNATION	Councillor Notash	Decision	20 min
2.13	WHITE PAPER – CHAPTER REFORM	Councillor Boone	Decision	20 min
2.14	MODERNIZING THE INDUSTRIAL EXCEPTION CLAUSE TO EXCLUDE NUCLEAR INDUSTRY	Councillor Torabi	Decision	20 min
2.15	MEMBERSHIP REFERENDUM ON PEAK	Councillor Wowchuk	Decision	20 min
2.16	ACKNOWLEDGEMENT OF EUROPEANS' CONTRIBUTION TO ONTARIO TODAY	Councillor Wowchuk	Decision	20 min
2.17	COC RESPONSE TO EXTERNAL REVIEW REPORT	Councillor MacCumber	Information	5 min
2.18	TECHNOLOGY USE POLICY	Michelle Wehrle	Information	5 min
3. <u>CONSENT AGENDA</u>		Spokesperson/ Moved by	Type	Time
3.1	OPEN SESSION MINUTES – 528 th COUNCIL MEETING – JUNE 20-21, 2019	Chair	Decision	5 min total
3.2	APPROVAL OF CEDC APPLICATIONS	Vice-President Bellini	Decision	--
3.3	CHANGES TO THE 2019 PEO COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER	Chair	Decision	--
3.4	STANDING DOWN THE GOVERNANCE WORKING GROUP PHASE I (GWGP1)	Councillor Spink	Decision	--
3.5	COUNCIL ACTION LOG	Chair	Information	--
4. <u>INFORMATION ITEMS</u>		Spokesperson/ Moved by	Type	Time
ONGOING ITEMS				
4.1	REGULATORY RISK REGISTER	Chair	Information	30 min total
4.2	COUNCILLOR ITEMS	Chair	Information	--
5. <u>IN-CAMERA</u>		Spokesperson/ Moved by	Type	Time
ONGOING ITEMS				
5.1	IN-CAMERA MINUTES – 528 th COUNCIL MEETING – JUNE 20-21, 2019	Chair	Decision	5 min
5.2	TD MELOCHE MONNEX AFFINITY PROGRAM	President-Elect	Information	30 min

		Sterling		
5.3	HRC UPDATE	President-Elect Sterling	Information	10 min
5.4	DISCIPLINE COMMITTEE – DECISIONS AND REASONS	Linda Latham	Information	15 min total
5.5	LEGAL UPDATE	Linda Latham	Information	--
5.6	PEO'S ANTI-WORKPLACE HARASSMENT AND VIOLENCE POLICIES – COUNCILLOR VIOLATIONS, IF ANY	Chair	Information	--
5.7	COMPLAINTS REVIEW COUNCILLOR (CRC)	Councillor Jackson Kouakou	Information	--

Please note that in order to streamline the agenda, Committee reports will no longer be included in the agenda package. Committee Chairs are asked to submit their written reports to the Secretariat for posting on the Council SharePoint site prior to each Council meeting. These reports will not be discussed at the meeting unless a Councillor or an EC Director asks to address a specific item contained within the written report. The reports submitted as of September 6, 2019 are:

- Engineers Canada
- Legislation Committee
- RCC
- Stats

The link below will take you directly to the reports.

[529 Council Reports](#)

Councillors Code of Conduct

Council expects of itself and its members ethical, business-like and lawful conduct. This includes fiduciary responsibility, proper use of authority and appropriate decorum when acting as Council members or as external representatives of the association. Council expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

PEO is committed that its operations and business will be conducted in an ethical and legal manner. Each participant (volunteer) is expected to be familiar with, and to adhere to, this code as a condition of their involvement in PEO business. Each participant shall conduct PEO business with honesty, integrity and fairness and in accordance with the applicable laws. The Code of Conduct is intended to provide the terms and/or spirit upon which acceptable/unacceptable conduct is determined and addressed.

At its September 2006 meeting, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they are when engaged in business activities as professional engineers.

[s. 2.4 of the Council Manual]

2019 Council Meeting/Mailing Schedule

2019 Council Mailing Schedule

2019

Meeting #		Meeting Date	Initial BN Due Date – Members at Large	Initial BN Due Date – Councillors/ Staff	Initial Agenda Mailing Date	Supp. Agenda ¹ Due Date	Supp. Agenda Mailing Date
529	Council	Sept. 19-20	Aug. 30	Sept. 3	Sept. 6	Sept. 10	Sept. 13
530	Council	Nov. 14-15	Oct. 25	Oct. 29	Nov. 1	Nov. 5	Nov. 8

Upcoming Events

Date	Event	Location
November 16, 2019	Chapter Leaders Conference Ontario Professional Engineers Awards (OPEA)	Hilton Toronto Airport Hotel Toronto International Centre

EXTERNAL REGULATORY PERFORMANCE REVIEW – ACTION PLAN

Purpose: To approve the action plan to implement the recommendations in the final report of PEO’s 2019 external regulatory performance review.

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

That Council approves the action plan to implement the recommendations from the 2019 report, *A review of the regulatory performance of Professional Engineers Ontario*, as set out in C-529-2.1, Appendix A.

Prepared by: J. Zuccon, P.Eng., Registrar

Moved by: David Brown, P.Eng., Past President

1. Need for PEO Action

At its June 21, 2019 meeting, Council unanimously passed the following motion:

That Council direct the Registrar to develop a high-level action plan related to the 15 recommendations contained in the April 2019 report *A review of the regulatory performance of Professional Engineers Ontario* from Harry Cayton, Kate Webb and Deanna Williams for consideration at the September 2019 Council meeting.

Appendix A contains the action plan proposed by staff to address the above motion.

2. Proposed Action / Recommendation

That Council approve the action plan to improve PEO’s performance in its core regulatory areas (licensing and registration, complaints and discipline, compliance, enforcement, and practice standards).

3. Next Steps (if motion approved)

The Registrar will:

- Communicate the action plan to staff and stakeholders;
- Develop for Council’s approval a tool for assessing the regulatory purpose of the activities of all PEO committees, chapters, subcommittees and working groups;
- Complete the organizational review with Western Management Consultants;
- Investigate options for creating a dedicated transformation office to refine and execute the action plan; and
- Begin maximizing efficiencies within the existing infrastructure as the foundation for transition by addressing:
 - security risks related to paper files;
 - the inventory of aging licence applicant files;
 - clarification of the minimum information threshold for accepting an application;
 - automation of the Professional Practice Examination; and
 - online renewals of Certificates of Authorization.

4. Policy or Program contribution to the Strategic Plan

The action plan directly addresses the “Protecting the Public Interest” Area of Focus in the 2018-2020 Strategic Plan: “PEO will focus its resources on regulatory functions that help protect the public interest. We will strive for excellence by rigorously and objectively reviewing the effectiveness and efficiency of all our regulatory instruments and operations in the public interest.”

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$tbd	\$tbd	Registrar will request required resources as needed.
2 nd	\$tbd	\$tbd	
3 rd	\$tbd	\$tbd	
4 th	\$tbd	\$tbd	
5 th	\$tbd	\$tbd	

6. Peer Review & Process Followed

<p>Process Followed</p>	<ul style="list-style-type: none"> The report, <i>A review of the regulatory performance of Professional Engineers Ontario</i>, was provided to Council on April 30, 2019. The report contains 15 recommendations. The report’s recommendations were reviewed by Council at its workshop held May 31 and June 1, 2019. Mr. Cayton attended Council’s June 20, 2019 meeting to provide an overview of the report and answer questions from councillors. At its June 21, 2019 meeting, Council unanimously passed the following motions: “That Council direct the Registrar to develop a high-level action plan related to the 15 recommendations contained in the April 2019 report <i>A review of the regulatory performance of Professional Engineers Ontario</i> from Harry Cayton, Kate Webb and Deanna Williams for consideration at the September 2019 Council meeting.” <p>and</p> <p>“That Council receive the April 2019 report <i>A review of the regulatory performance of Professional Engineers Ontario</i> from Harry Cayton, Kate Webb and Deanna Williams, and authorize the Registrar to release it no later than June 27th, 2019. Communications will be developed and guided by one or more of the following statements as necessary:</p> <ul style="list-style-type: none"> Voluntary initiative was undertaken as part of PEO Council’s commitment to ensure PEO is effectively doing the job as set out in the <i>Professional Engineers Act</i>
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	<ul style="list-style-type: none"> • External regulatory review conducted to identify any gaps between PEO’s current practices and the process, procedures and policies exhibited by the best regulators • PEO Council is releasing the report to the public at the earliest opportunity following its first official meeting since receiving the report • PEO Council is pleased with the thoroughness of Mr. Cayton’s review and the subsequent report • Final report provides 15 recommendations on how to improve PEO’s regulatory performance • PEO Council accepts the report in its entirety and is developing an action plan • The report will now serve as the framework to develop a high-level action plan • PEO Council accepts that there is room for improvement and is committed to making the significant changes necessary to enhance PEO’s legislative mandate. This is PEO’s highest priority for the foreseeable future • PEO Council commits to being open and transparent • Final report helps PEO to refocus the objectives of PEO’s Strategic Plan.” <ul style="list-style-type: none"> • At its June 21, 2019 meeting, Council also approved the following motion related to a Council governance advisor: <p style="margin-left: 40px;">That Council approve the Scope of Work for a Council Governance Advisor as presented to the meeting at C-528-2.16, Appendix A, for issuance of a Request for Proposal for the remainder of the 2019-2020 Council year.</p> • A request for proposal was issued, for which five bids were received and evaluated. Governance Solutions Inc. was contracted to serve as the Council governance advisor for the remainder of the 2019-2020 Council year.
Council Identified Review	<ul style="list-style-type: none"> • Council did not direct for any additional consultations for development of the action plan.
Actual Motion Review	<ul style="list-style-type: none"> • Not applicable.

7. Appendices

Appendix A—Action Plan to Implement the Recommendations from the External Regulatory Performance Review, 2019



Professional Engineers
Ontario

C-529-2.1
Appendix A

**Action Plan to Implement
the Recommendations from the
External Regulatory Performance Review, 2019**

September 2019

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Introduction and Background

In September 2018, PEO's Council approved a motion to have an external regulatory performance review conducted to identify any gaps between PEO's current practices and the process, procedures and policies exhibited by the best regulators. This voluntary initiative was undertaken as part of Council's commitment to ensure that PEO is effectively fulfilling its mandate as set out in the *Professional Engineers Act*.

The independent review was led by Harry Cayton, an international advisor to the United Kingdom-based Professional Standards Authority (PSA), an organization recognized for their expertise in developing international standards for regulatory effectiveness and applying them to professional regulatory bodies around the world. The review assessed PEO's performance against its statutory mandate and legislative requirements, internal policies and the standards of good regulation across its core regulatory functions:

- Licensing and registration;
- Complaints, discipline, compliance and enforcement; and
- Professional standards.

The review did not assess the governance of PEO.

In addition to Mr. Cayton, who served as chief executive of PSA from 2007-2018, the review team comprised Deanna Williams, a former registrar and CEO of the Ontario College of Pharmacists who was also appointed by the provincial government as a supervisor to the College of Denturists of Ontario, as well as Kate Webb, a regulatory policy specialist with over 10 years' experience of oversight regulation.

The report was received on April 30, 2019 and it was the major discussion topic at the annual Council Workshop held May 31 and June 1.

At its June 21, 2019 meeting, Council unanimously passed the following motions:

“That Council direct the Registrar to develop a high-level action plan related to the 15 recommendations contained in the April 2019 report *A review of the regulatory performance of Professional Engineers Ontario* from Harry Cayton, Kate Webb and Deanna Williams for consideration at the September 2019 Council meeting.”

“That Council receive the April 2019 report *A review of the regulatory performance of Professional Engineers Ontario* from Harry Cayton, Kate Webb and Deanna Williams, and authorize the Registrar to release it no later than June 27th, 2019.

Communications will be developed and guided by one or more of the following statements as necessary:

- **Voluntary initiative was undertaken as part of PEO Council's commitment to ensure PEO is effectively doing the job as set out in the *Professional Engineers Act***

- **External regulatory review conducted to identify any gaps between PEO's current practices and the process, procedures and policies exhibited by the best regulators**
- **PEO Council is releasing the report to the public at the earliest opportunity following its first official meeting since receiving the report**
- **PEO Council is pleased with the thoroughness of Mr. Cayton's review and the subsequent report**
- **Final report provides 15 recommendations on how to improve PEO's regulatory performance**
- **PEO Council accepts the report in its entirety and is developing an action plan**
- **The report will now serve as the framework to develop a high-level action plan**
- **PEO Council accepts that there is room for improvement and is committed to making the significant changes necessary to enhance PEO's legislative mandate. This is PEO's highest priority for the foreseeable future**
- **PEO Council commits to being open and transparent**
- **Final report helps PEO to refocus the objectives of PEO's Strategic Plan."**

At the June meeting, Council also approved the following motion relating to a Council governance advisor:

That Council approve the Scope of Work for a Council Governance Advisor as presented to the meeting at C-528-2.16, Appendix A, for issuance of a Request for Proposal for the remainder of the 2019-2020 Council year.

The Registrar was subsequently tasked by Council with developing a high-level action plan to implement the recommendations from the external regulatory performance review.

Over the summer, the Registrar and the Senior Management Team developed this plan with the assistance of Shenda Tanchak of Magnetic North Consulting. The resulting plan outlines the organizational transformation required to implement the recommendations while ensuring that a steady state in PEO operations is maintained. The required transformational efforts exceed PEO's current agility and capacity.

With this in mind, and accepting that maintaining the status quo is not an option, this three-year plan was developed as a component of an overall strategy that also includes the following elements:

1. Implementing the structural changes to PEO's operational organization required to produce the capacity and agility needed to achieve the objectives; and
2. Integrating the work of the governance advisor to assist Council in enhancing its governance capabilities.

Change Vision

PEO aspires to become a professional, modern regulator that delivers on its statutory mandate and is supported by a governance culture that consistently makes decisions that serve and protect the public interest.

As a *professional, modern regulator*, PEO will have:

- a) Adopted right-touch regulation principles¹ and applied them to all of its work;
- b) Professionalized its regulatory practices based on right-touch regulation principles;
- c) Focused its resources on delivery of its statutory mandate; and
- d) Built a modern IT infrastructure for business practices and the management of confidential information and data security to support its work and increase efficiency.

Delivering on its statutory mandate means that PEO functions as a public interest regulator and not as a professional association.

Governance culture is defined as the mindset, structures, processes, practices and behaviours needed to support PEO's statutory mandate and its ability to serve and protect the public interest, while respecting the separate accountabilities of Council and the Registrar.

¹ Right-touch regulation means using only the regulatory force necessary to achieve the desired effect. It sees regulation as only one of many tools for ensuring safety and quality and therefore that it must be used judiciously. Professional regulation exists not to promote or protect the interests of professional groups but to enhance public safety and protect the interests of the public. (A review of the regulatory performance of Professional Engineers Ontario, April 2019, page 9)

Guiding Principles

The following guiding principles describe the necessary conditions and ground rules to prepare for and support the action plan.

These principles will serve as the foundation of the plan and be used to help guide PEO's decision-making processes by ensuring that all decisions being considered align with the desired objective and long-term outcomes.

Commitment

- Council affirms its commitment to fully resourcing PEO's core regulatory functions: licensing and registration; complaints, discipline, compliance and enforcement; and professional standards.
- Council endorses the change vision.
- Council will continue to serve as the guiding force and fulfill its fiduciary duties in the execution of the change vision.
- Council will support structural changes as needed to execute the change vision.

Priority

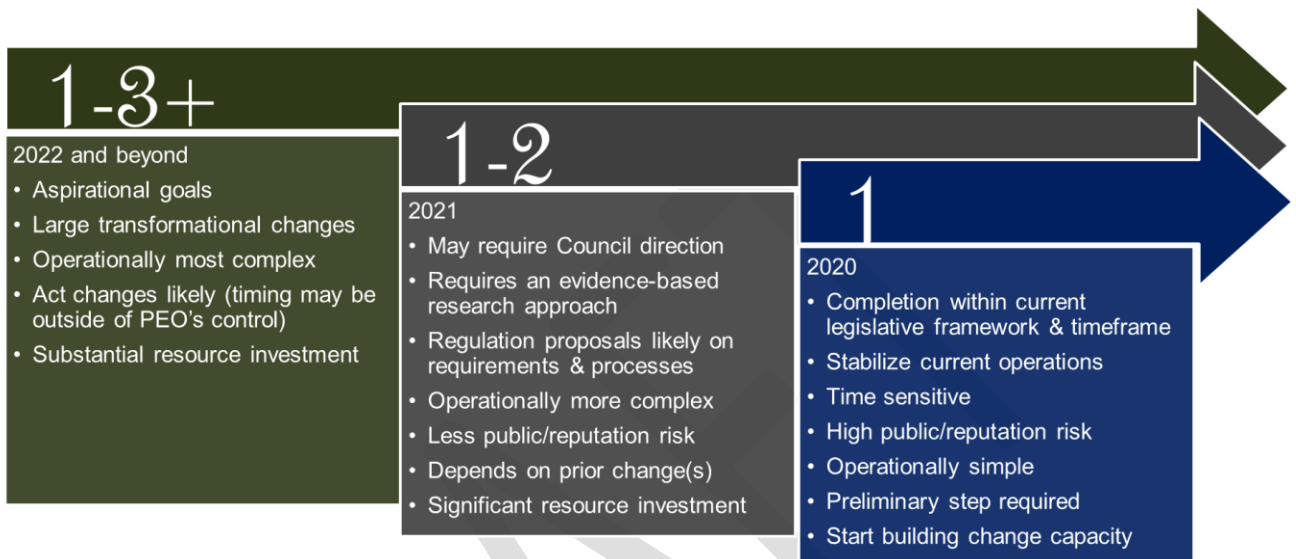
- Implementing the recommendations is PEO's highest priority.
- Initially, the Registrar will address inefficiencies within the existing operations to bring greater focus to PEO's regulatory role.
- New initiatives outside the scope of the action plan will be considered only after the plan has been fully implemented.

Authority

- Council sets policy and direction.
- The Registrar makes all operational changes within the legislative framework.

Implementation Timeframe for Change Activities and Criteria

The definitions below were assigned to each of the stages of the three-year transition plan.



Short-term (less than one year): Activities that can be completed in this timeframe do not require any legislative changes (e.g. process improvements, streamlining, automation, etc.). These activities reduce inefficiencies, are time sensitive and may need to start before other activities can begin. They are intended to help stabilize and modernize current operations.

Medium-term (1-2 years): Activities that likely span 1-2 years to implement as they could require Council direction/decisions that may include regulation changes. These types of activities will necessitate an evidence-based approach with research and data review, leading to regulation proposals that are founded on right-touch regulation methodology. These activities are operationally more complex than those in year one and may require additional resources.

Long-term (3 years and beyond): These activities represent changes that are operationally complex and may require a substantial resource investment. They likely require Act amendments. Aspirational goals could be included in this category (e.g. a modern Act, new licensure models, entity regulation, Canadian experience alternatives, reinstatements, non-practising class of licences, specialist designations, etc.).

Objectives and Key Steps

For each of the 15 recommendations in the Cayton report, an identified problem, objective and key activities were developed to direct the implementation process.

Identified problem(s)—Each identified problem describes an issue to be addressed or a condition to be improved upon that resulted in the recommendation.

Objective—Each objective is a high-level statement that outlines the desired outcome and will position PEO as a modern, effective regulator acting in the public interest.

Key steps—The key steps are actions, not goals, since that presumes the solutions needed to achieve the objectives are known before hand. Each key step is assigned to either Council or the Registrar. Council is responsible for approval of PEO policies, approval of finances, and Council-related issues, such as governance policies. The Registrar is responsible for all other activities.

Recommendation 1	<i>PEO should review all its committees, subcommittees and working groups to ensure they are both necessary and fit for a regulatory purpose (3.28-3.36).</i>
Identified Problem(s)	PEO has committees, subcommittees and working groups that may not serve or be able to fulfill a regulatory function.
Objective	PEO's human resources carry out its governance and regulatory activities efficiently and produce measurable outputs to fulfil the obligations mandated by the Act, regulations and bylaws.
Key Steps	<ol style="list-style-type: none"> 1. Registrar will create, for Council approval, a tool for analyzing the activities and responsibilities of all PEO committees, subcommittees and working groups in relation to PEO's regulatory obligations. 2. Registrar will evaluate, using the approved tool, and report to Council the regulatory necessity of each committee, subcommittee and working group. 3. Registrar will prepare for Council's approval an implementation plan pertaining to changes required as an outcome of the review.

Recommendation 2	<i>PEO should clarify the roles of Council members, staff and volunteers. It should delegate more operational decision-making and responsibility to executive staff and streamline its internal accountabilities, policies and procedures (3.17-3.27).</i>
Identified Problem(s)	The delineation between operational and governance roles and responsibilities, and accountabilities is not well defined. Council and volunteers are inappropriately involved in operational issues.
Objective	PEO is governed by policies that clearly define and respect the distinctive roles and responsibilities of Council, staff and volunteers.
Key Steps	<ol style="list-style-type: none"> 1. Governance Advisor role created and filled (per Council direction in June 2019). 2. At each meeting over the next year or more, Council will consider elements of its governance materials that require revision: for example, roles and responsibilities and other governance policies (including a Code of Conduct with a compliance process). 3. Registrar will arrange for ongoing training for councillors, staff and volunteers on their roles and responsibilities.

Recommendation 3	<i>PEO should consider if its Chapters are either necessary or desirable in delivering its functions as a regulator and should redirect its financial support for them to its core regulatory functions and activities (3.17-3.21).</i>
Identified Problem(s)	Chapters' activities do not fulfill a statutory role and divert PEO's attention and resources from its regulatory mandate.
Objective	PEO has completed a comprehensive review of all chapters' activities to determine which activities are regulatory or association functional roles and has made the necessary decisions.
Key Steps	<ol style="list-style-type: none"> 1. Registrar will create, for Council approval, a tool to analyze chapter activities. 2. Registrar will carry out a comprehensive review of all chapters' activities using the approved tool and make recommendations to Council.

Recommendation 4	<i>PEO should implement all the recommendations of the OFC in his report of 2014 and his subsequent letters. It should consider the way it uses negative language about everyone who is not a licensed P.Eng. and describe people as what they are rather than as what they are not (3.37, 4.10–4.27).</i>
Identified Problem(s)	PEO is still not fully compliant with the OFC's 2014 recommendations and subsequent letters for improvements in its licensing process. PEO uses negative language to refer to persons who are not licensed.
Objective	PEO is in compliance with the Ontario Fairness Commissioner's 2014 recommendations and subsequent letters. PEO does not use negative language to refer to persons who are not licensed professional engineers.
Key Steps	<ol style="list-style-type: none"> 1. Registrar implements an objective, psychometrically valid, digital professional practice examination. 2. Registrar implements and enforces a policy applicable to staff and volunteers to prevent bias in all licensing and registration processes. 3. Registrar develops a protocol to deal with internal reviews. 4. Registrar implements a system for responding to applicant inquiries and requests in a timely manner. 5. Registrar implements and enforces a policy applicable to all PEO staff and volunteers on use of appropriate language to refer to persons who are not licensed professional engineers.

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Recommendation 5	<i>The process for application for a professional engineering license should be simplified and speeded up, the discriminatory aspects of written examinations, a Canadian year of experience and face to face interviews should be discarded. Appeals against refusal of licence should be made available on request of the applicant, who should be provided with legal support in the event of an appeal hearing (4.16–4.27).</i>
Identified Problem(s)	PEO’s current licensing process is lengthy, complex, inherently subjective, still largely paper-based and is not fully aligned with the statutory requirements.
Objective	PEO’s licensing process is straight-forward, timely, objective and commensurate with the existing <i>Professional Engineers Act</i> and its regulations.
Key Steps	<ol style="list-style-type: none"> 1. Registrar identifies and implements changes to simplify, accelerate and limit subjectivity in the licensing process within the constraints and capabilities of existing technology and regulations. 2. Registrar identifies gaps between the existing licensing and registration procedures and current statutory requirements, including any FARPACTA²-compliance issues. 3. Registrar develops a plan for Council approval to address the gaps identified in step 2.

Recommendation 6	<i>PEO should review and revise all its current licensing categories and designation and eliminate those that do not directly contribute to protection of the public/serving the public interest (5.9).</i>
Identified Problem(s)	PEO’s current licensing and designation categories are in need of a review against the principles of right-touch regulation to ensure that they serve and protect the interests of the public.
Objective	PEO provides licences and designations for the sole purpose of serving and protecting the public interest. All licences and designations will have qualifications and ongoing requirements to ensure that risk to the public interest is mitigated.
Key Steps	<ol style="list-style-type: none"> 1. Registrar undertakes a comprehensive review of existing categories of licences, designations and certifications to identify how they contribute to the protection of the public interest. 2. Registrar proposes, for Council approval, changes to existing legislation to eliminate or fix those licences, designations or certifications that do not serve and protect the public interest. 3. Registrar initiates the necessary change process.

² Fair Access to Regulated Professions and Compulsory Trades Act, 2006

Recommendation 7	<i>The public register of licensed engineers and other public directories published by PEO must be complete and kept up-to-date. Currently they are neither (4.6, 4.33–4.36).</i>
Identified Problem(s)	The information contained in PEO’s public register of licensed engineers and other public directories is inconsistent, incomplete and not up-to-date. This situation undermines public confidence in PEO.
Objective	PEO’s registers and public directories of licensed engineering practitioners and of Certificate of Authorization holders are complete, accurate, current, accessible and displayed in a manner understandable by the public.
Key Steps	<ol style="list-style-type: none"> 1. Registrar to undertake a gap analysis and identify any legislative changes that are required 2. Registrar to develop an implementation plan and implement changes. (Note: This action may be contingent on completion of recommendation #13)

Recommendation 8	<i>Licensed engineers employing another engineer should be required as a matter of good practice to check their registration status. PEO should promote to employers and the public the value of checking the register before engaging an engineer (4.37–4.38).</i>
Identified Problem(s)	Employers or supervising engineers are not currently expected to check the status of licence holders or C of A holders to ensure those they hire are licensed and in good standing. PEO does not conduct outreach to employers or supervising engineers on this matter.
Objective	Licensed engineering practitioners are required to use the public register to check registration status before engaging another engineer.
Key Steps	<ol style="list-style-type: none"> 1. Registrar to report to Council on the need, if any, for practice guidelines or standards to facilitate this recommendation. 2. Upon completion of recommendation #7, the Registrar will implement a communications plan informing licensed engineering practitioners of this guideline or standard.

Recommendation 9	<i>PEO should establish a formal process for keeping engineering standards up to date and relevant to contemporary practice in all the fields of engineering that it aims to regulate. PEO should engage fully with setting standards as well as with guidance. PEO should be clear about the enforcement of guidance in complaints and discipline (4.103–4.108, and recommendation 11, below).</i>
Identified Problem(s)	PEO’s current practice guidance documents are primarily guidelines, which are not consistently enforced in the Complaints and Discipline Process, with only a few standards in the regulation. There is no consistent process for regularly reviewing and changing practice standards.
Objective	PEO’s standards of practice address areas of highest risk and are directed to protecting the public interest. The role of practice guidelines as a basis for establishing a standard of care is clearly and universally understood.
Key Steps	<ol style="list-style-type: none"> 1. Registrar to implement a process for reviewing and revising existing standards modelled on periodic regulatory review processes used by governments. 2. Registrar will investigate enforceability of PEO practice guidelines.

Recommendation 10	<i>PEO should revise its PEAK program to ensure it is proportionate and outcome focused and achievable by licensed engineers. It should then make participation in this CPD program mandatory for licensed engineers (4.39–4.42).</i>
Identified Problem(s)	Mandatory participation of regulated professionals in a continuing professional competency program with corresponding assessments to validate results represents international best practices. Council has not made participation in CPD mandatory.
Objective	PEO assures continuing practitioner competency through an appropriate mandatory continuing professional development program.
Key Steps	<ol style="list-style-type: none"> 1. Registrar to provide, for Council approval, the legislative framework needed to implement a mandatory continuing professional development program. 2. Registrar to create and implement a mandatory CPD program, that is pedagogically sound, has measurable and achievable goals, and is proportionate to the need to maintain public trust in the profession. 3. Registrar to consult with and educate PEO licence holders on matters dealing with continuing professional development program.

Recommendation 11	PEO should review its approach to complaints and discipline. In particular, it should: <ul style="list-style-type: none"> • take a more confident approach to the interpretation of its legislation, seeking to protect the public rather than itself (4.46–4.52) • enforce guidance (4.105) • pay more regard to professional conduct and ethics, as breaches of these bring the profession and its regulator into disrepute (4.56–4.57) • be more active in bringing its own complaints (4.46)
Identified Problem(s)	PEO’s complaints and discipline process does not efficiently deal with frivolous and vexatious complaints, including complaints against staff and volunteers. At the same time, it is insufficiently transparent and inconsistent in dealing with issues of professional misconduct.
Objective	PEO’s complaints and discipline system is risk-based, efficient and demonstrates best practices in protecting the public interest.
Key Steps	<ol style="list-style-type: none"> 1. Registrar to conduct gap analysis and identify changes that can be made within the existing regulatory and legal framework, and implement the necessary changes. 2. Registrar to identify any changes that require alteration of existing legislation, draft proposed changes, and provide, with supporting documentation, to Council for approval.

Recommendation 12	Members of the COC and the DIC should not be drawn from the members of the Council. The members of these committees must be able to make judgements independent of the interests of PEO’s Council (3.15, 4.78, 5.11).
Identified Problem(s)	Councillors who also are members of the Complaints or Discipline Committee (whether on panels or not) are inherently in a conflict of interest.
Objective	No current members of PEO Council are also members of the Complaints Committee or the Discipline Committee.
Key Steps	<ol style="list-style-type: none"> 1. Council to take the appropriate steps to comply with the recommendation by not appointing councillors to the COC. 2. Council to invoke its Act Change Protocol to comply with the recommendation regarding the DIC.

Recommendation 13	<i>PEO should commission a full digital strategy for the organization. This should include implementation of an electronic case management system and a database to manage licensing and CofA applications, CPD and complaints and discipline. It should aim for automation of processes. In the meantime, it must improve the security and confidentiality of paper files (3.40, 4.17, 4.100-4.101).</i>
Identified Problem(s)	The organization's operations are still largely paper-based and many of the existing business rules are not readily conducive to implementing a digital strategy. For example, licensing applications and complaints cannot be filed online, files are scanned for storage only after all requirements for licensure are met and the files are considered complete. Files generally are insecurely stored; this does not comply with modern best practices in terms of the management of confidential information and investigation and prosecutorial data security.
Objective	PEO operations are compliant with a digital strategy that increases efficiency, fully supports its mandate and business activities, and mitigates confidentiality and security risks.
Key Steps	<ol style="list-style-type: none"> 1. Registrar to take immediate steps to ensure security and confidentiality of paper files. 2. Registrar to develop a digital strategy and incremental implementation plan for Council approval.

Recommendation 14	<i>PEO should work with the Attorney General's office to seek changes to its statute to modernize its organization and regulatory powers (for example, 4.58, 4.62, 4.63, 4.85).</i>
Identified Problem(s)	PEO has limitations in its statute and regulations that need to be addressed in order to modernize its organization, such as a defined process for dealing with member impairment, mandatory response by a complained against licence holder to a request for information or action, lack of interim suspension powers by the DIC or COC.
Objective	The <i>Professional Engineers Act</i> and its regulations are exemplars of modern, evidence-based, right-touch regulation
Key Steps	<ol style="list-style-type: none"> 1. Registrar maintains an ongoing relationship with the Attorney General to identify opportunities to introduce changes to existing legislation. 2. Registrar develops a comprehensive list of evidence-based regulation and legislative changes required, prioritizes these and identifies the opportunities to make changes. 3. Council invokes its Act Change Protocol and Regulation Change Protocol as required.

Recommendation 15	<i>Council should assess and implement these recommendations. It should require an action plan and time-frame for implementation from its executive staff. When it approves the action plan, Council should commit the necessary resources to deliver it (5.19).</i>
Identified Problem(s)	PEO has failed to effectively and efficiently fulfil its public protection mandate.
Objective	The action plan prepared by the Registrar has been approved by Council and a new strategic plan is in place.
Key Steps	<ol style="list-style-type: none"> 1. Council to approve this action plan. 2. Council initiates a strategic planning process to implement the action plan. 3. Registrar leads strategic planning process.

DRAFT

2020 DRAFT OPERATING BUDGET

Purpose: To review the draft 2020 operating budget.

No motion required

Prepared by: Chetan Mehta – Director, Finance

1. Need for PEO Action

In accordance with the Council approved PEO business planning cycle, the draft operating budget (Appendix A) is provided to Council for review. Council's feedback at this meeting will be incorporated into the final 2020 operating budget which will be presented at the November 2019 meeting for approval.

The key highlights of the 2020 draft operating budget are summarized below and compared to the 2019 forecast. Total revenues in 2020 are budgeted at \$31.8m and total expenses are budgeted at \$28.9m resulting in an excess of expenses over revenues of \$2.9m. This spend of \$28.9m is for sustaining regular day to day or core operations. In addition to these expenses, an additional spend of \$170k is budgeted for other projects related to the external regulatory review; the organizational review; the governance coach and Council special projects.

Revenue

The 2020 budgeted revenue is planned to be \$31.8m representing an increase of \$3.3m or 11.6% over the 2019 forecasted revenue. This is largely due to the approx. 20% across the board fee increase that came into effect on May 1, 2019. Apart from the fee increase, the main factors contributing to the increase in revenues are:

- An increase in P. Eng revenue dues of \$1.9m or 11.2% due to the natural growth in P.Eng membership;
- An increase in application, registration, exam and other fees of \$1.1m or 13% due to an increase in application, examination; EIT and other revenues;
- An increase in 40 Sheppard revenues of \$225k or 11% largely due to an expected increase in occupancy

Expenses

The 2020 budgeted expenses for regular operations are planned to be \$28.9m which represents an increase of \$2.5m or 9.4% over 2019 forecasted expenses. The increase is largely due to:

- An increase in employee salaries and benefits and retiree and future benefits of \$1.2m over the 2019 forecast due to a 3.5% increase in staff salary for merit increases / CPI adjustments and pension top-up contributions.
- An increase of \$513k for additional Contract staff across various departments in 2020.
- An increase of \$224k in Purchased Services largely due to higher costs for event meals and related expenses for the AGM, the OOH and VLC which are to be held in Ottawa in 2020;

costs for producing the ethics video for the PEAK program; videos for OPEA; higher costs for scanning licensing records, etc.

- An increase of \$156k in Volunteer Business Expenses due to higher costs for meals, mileage, accommodation and travel related expenses for attending various events, committee meetings and conferences.
- An increase in costs for Computers and telephone of \$102k due to support contracts for various IT infrastructure services and for leasing IT equipment.

The above are partially offset by:

- Reduction of \$89k in Amortization largely due to fewer capital projects in 2020 and the full amortization of some old equipment.
- Reduction of \$23k in costs for Consultants largely due to no spend on IT consultants in 2020 due to the completion of the Aptify upgrade project

2. Background

Council approved the following motions in the Jun 21, 2019 meeting:

- a) That the 2020 Budget Assumptions presented to Council at C-528-2.3, Appendix A and as recommended by the Finance Committee, be referred.
- b) That the Registrar be directed to initiate the budgeting process per PEO's Budgeting Cycle to present the 2020 draft operating budget and capital budgets at the September 2019 Council meeting based on the approved assumptions.

As per Council direction, the senior management team and staff began work on the 2020 operating budget and 2019 forecast in July. A draft copy of the 2020 operating budget and the 2019 forecast was completed in August and distributed to the Finance Committee prior to its meeting on August 27, 2019. During this meeting, the Finance committee met with members of the senior management team to review the first draft of the 2020 operating and capital budgets. Key highlights of the operating budget were reviewed and questions put forward by the Finance Committee members to the senior management team were answered. After discussion and inputs from staff, the Finance Committee concurred that the draft version of the 2020 operating budget and capital budgets be presented to Council for information and feedback.

3. Appendices

- **Appendix A**
 - 2020 Draft Operating Budget Projected Financial Statements 2021 to 2024
- **Appendix B**
 - 2020 Budget Program Expenses
- **Appendix C**
 - 2020 Budget Assumptions

Professional Engineers Ontario - DRAFT 2020 OPERATING BUDGET

Variance Analysis - 2020 Budget Vs 2019 Forecast

C-529-2.2
Appendix A

27-Aug-19

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REF. NO	DESCRIPTION	2020 Bud	2019 Fcst	2019 Bud	2018 Act	Favourable (Unfavorable) / Variances			
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud	
						\$	%	\$	%
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	REVENUE								
1	P. Eng Revenue	19,527,320	17,564,964	15,847,458	15,731,903	1,962,356	11.2%	1,717,506	10.8%
2	Appln, regn, exam and other fees	9,511,821	8,424,921	8,369,437	6,966,526	1,086,900	12.9%	55,484	0.7%
3	40 Sheppard Revenue	2,295,570	2,070,491	2,110,516	2,058,844	225,079	10.9%	(40,025)	(1.9)%
4	Advertising income	250,000	230,000	220,000	270,005	20,000	8.7%	10,000	4.5%
5	Investment income	205,000	205,000	212,000	64,460	-	0.0%	(7,000)	(3.3)%
6	TOTAL REVENUE	31,789,711	28,495,376	26,759,411	25,091,738	3,294,335	11.6%	1,735,965	6.5%
7	EXPENSES - CORE OPERATIONS								
*8	Salaries and benefits / Retiree and staff future benefits	14,250,018	13,013,193	13,590,196	11,778,442	(1,236,825)	(9.5)%	577,003	4.2%
9	40 Sheppard expenses	2,476,823	2,393,992	2,436,721	2,494,427	(82,831)	(3.5)%	42,729	1.8%
10	Purchased services	1,485,030	1,261,479	1,409,340	1,620,259	(223,551)	(17.7)%	147,861	10.5%
11	Computers and telephone	1,275,800	1,173,222	1,261,529	968,239	(102,578)	(8.7)%	88,307	7.0%
12	Amortization	1,087,223	1,176,642	1,402,674	1,210,440	89,419	7.6%	226,032	16.1%
13	Engineers Canada	1,029,610	1,009,422	974,657	982,774	(20,188)	(2.0)%	(34,765)	(3.6)%
14	Contract staff	1,001,397	488,297	463,780	305,197	(513,100)	(105.1)%	(24,517)	(5.3)%
15	Chapters	996,210	948,615	932,520	817,850	(47,595)	(5.0)%	(16,095)	(1.7)%
16	Legal (Corporate, Prosecution & Tribunal)	914,555	916,177	1,069,605	1,072,994	1,622	0.2%	153,428	14.3%
17	Occupancy costs	888,731	874,228	929,253	885,083	(14,503)	(1.7)%	55,025	5.9%
18	Volunteer expenses	856,425	700,280	770,965	726,230	(156,145)	(22.3)%	70,685	9.2%
19	Transaction fees	706,185	652,485	390,805	544,817	(53,700)	(8.2)%	(261,680)	(67.0)%
20	Postage and courier	503,640	441,849	512,115	529,756	(61,791)	(14.0)%	70,266	13.7%
21	Consultants	404,100	427,100	420,245	235,196	23,000	5.4%	(6,855)	(1.6)%
22	Professional development	220,100	206,500	182,000	86,057	(13,600)	(6.6)%	(24,500)	(13.5)%
23	Recognition, grants and awards	190,320	160,765	165,650	141,498	(29,555)	(18.4)%	4,885	2.9%
24	Staff expenses	166,330	135,459	146,910	88,055	(30,871)	(22.8)%	11,451	7.8%
25	Insurance	127,917	126,900	134,818	127,030	(1,017)	(0.8)%	7,918	5.9%
26	Office supplies	117,400	104,250	101,980	134,263	(13,150)	(12.6)%	(2,270)	(2.2)%
27	Printing	110,000	108,000	111,000	102,310	(2,000)	(1.9)%	3,000	2.7%
28	Advertising	102,050	97,250	107,250	99,268	(4,800)	(4.9)%	10,000	9.3%
29	TOTAL EXPENSES - CORE OPERATIONS	28,909,864	26,416,105	27,514,013	24,950,185	(2,493,759)	(9.4)%	1,097,908	4.0%
30	EXCESS OF REVENUE OVER EXPENSES BEFORE UNDERNOTED	2,879,847	2,079,271	(754,602)	141,553	800,576	(38.5)%	2,833,873	375.5%
31	EXPENSES - NON CORE OPERATIONS								
32	External regulatory review & related expenses	50,000	125,000	125,000	-	75,000	60.0%	-	-
33	Organizational review	50,000	75,000	-	-	25,000	33.3%	(75,000)	-
34	Governance coach and related expenses	60,000	40,000	-	-	(20,000)	(50.0)%	(40,000)	-
35	30 by 30 Task force	10,000	11,000	-	16,910	1,000	9.1%	(11,000)	-
36	Misc Council TFs	-	-	-	1,562	-	-	-	-
	EXCESS OF REVENUE OVER EXPENSES	2,709,847	1,828,271	(879,602)	123,081	881,576	(48.2)%	2,707,873	307.9%

* Note 1: For line item #8, additional monies may have to be paid to FSRA (the Financial Services Regulatory Authority) for pension related matters. The amount to be paid is not known at this time but may be up to an additional \$700k.

Professional Engineers Ontario - DRAFT 2020 OPERATING BUDGET

Variance Analysis - 2020 Budget Vs 2019 Forecast

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

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Ref. No.	Variance Explanation
1	Increase due to higher P.Eng membership fees that became effective May 1, 2019 and the annual growth in membership.
2	Increase due to higher application, registration, examination and various other fees that came into effect on May 1, 2019.
3	Increase in 40 Sheppard revenues due to higher occupancy and reimbursement of recoverable costs.
4	Higher advertising income due to increase in ad revenue from Eng. Dimensions.
5	No change expected in investment revenue - this figure may be lower depending on unexpected changes in market conditions.
8	Increase in salaries and benefits due to the filling of vacant positions in 2019 and the payment of a pension adjustment charge. The number of FT positions in 2020 remains unchanged.
9	40 Sheppard expenses are higher due to an overall increase in tenant recoverable costs largely due to higher costs for utilities; janitorial expenses and amortization.
10	Purchased Services spend is higher in 2020 due to an increase in costs for marking, setting and invigilation of exams; higher costs for printing Engineering Dimensions; increase in audio-visual expenses & costs for meals and catering at various events such as the AGM, OOH, etc.
11	Higher costs for various software support contracts and for leasing IT equipment such as laptops, etc.
12	There is a decrease in amortization costs due to fewer capital projects in 2020.
13	This amount represents the allocation to Engineers Canada. The rate of \$10.21 paid per member remains unchanged.
14	Higher expenses for contract staff in the Corp services, IT, Finance and Regulatory compliance departments. These positions have been requested largely to deal with the increase in workload stemming from the current vacancies in FT staff positions.
15	Chapters costs are higher largely due to an increase in chapter allotments and expenses for various chapter events.
16	Legal (corporate, prosecution and tribunal) expenses are largely in line with the 2019 forecast and are expected to be for legal counsel for corporate general matters, administrative law counsel, discipline prosecution, etc.
17	Slightly higher occupancy costs to reflect the increase in operating costs and higher costs renting external locations for conducting exams.
18	Increase in volunteer expenses for travel, accommodation, mileage, and air/train fare, etc. for attendance at various committee meetings and events.
19	Transaction costs will be higher in 2020 largely due to an increase in credit card transaction costs and costs related to payroll management.
20	Higher costs in 2020 due to increase in postage by Canada Post and higher costs for mailing Eng. Dimensions and other PEO correspondence.
21	Reduction in costs for consultants largely due to completion of the Aptify upgrade project in 2019 with no additional spend expected in 2020. This is partially offset by an increase in the costs for a consultant for the PEAK program.
22	Slight increase in training and professional development costs largely due to higher costs for reimbursement of staff & volunteer P.Eng membership, OSPE and other designation annual dues.
23	Higher spend on recognition, grants and awards in 2020 largely due to staff service awards event in 2020 which is held once every two years; PR items for volunteers, student membership program, govt. liaison program, etc.
24	Increase in staff business expenses for travel to various events, meetings, etc.
25	Slight increase in insurance costs due to higher premiums.
26	Increase in spend on Office Supplies due to higher spend on files, folders, meeting supplies, etc.
27	Printing and photocopying costs in 2020 are expected to remain in line with a slight increase from the 2019 forecast.
28	Advertising costs are expected to increase in 2020 due to spend on ads for staff recruitment and for the EIT program.

Professional Engineers Ontario
Statement of Projected revenues and expenses
for the years ending December 31 - DRAFT

C-529-2.2 Appendix A

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

	2018 ACTUAL	2019 FORECAST	2020 BUDGET	2021 PROJECTION	2022 PROJECTION	2023 PROJECTION	2024 PROJECTION
REVENUE							
P. Eng Revenue	\$15,731,903	\$17,564,964	\$19,527,320	\$19,800,702	\$20,077,912	\$20,359,003	\$20,644,029
Appln, regn, exam and other fees	6,966,526	8,424,921	9,511,821	9,644,986	9,780,016	9,916,937	10,055,774
40 Sheppard Revenue	2,058,844	2,070,491	2,295,570	2,519,787	2,557,036	2,591,430	2,641,317
Advertising income	270,005	230,000	250,000	251,875	253,764	255,667	257,585
Investment income	64,460	205,000	205,000	207,870	210,780	213,731	216,723
	\$25,091,738	\$28,495,376	\$31,789,711	\$32,425,221	\$32,879,509	\$33,336,768	\$33,815,428
EXPENSES							
Salaries and benefits / Retiree and staff future benefits	11,778,442	13,013,193	14,250,018	14,535,018	14,825,719	15,122,233	15,424,678
40 Sheppard expenses	2,494,427	2,393,992	2,476,823	2,421,702	2,439,123	2,460,712	2,494,717
Purchased services	1,620,259	1,261,479	1,485,030	1,529,581	1,575,468	1,622,732	1,671,414
Computers and telephone	968,239	1,173,222	1,275,800	1,314,074	1,353,496	1,394,101	1,435,924
Amortization	1,210,440	1,176,642	1,087,223	1,119,840	1,153,435	1,188,038	1,223,679
Engineers Canada	982,774	1,009,422	1,029,610	1,060,498	1,092,313	1,125,083	1,158,835
Legal (Corporate, Prosecution & Tribunal)	1,072,994	916,177	914,555	932,846	951,503	970,533	989,944
Chapters	817,850	948,615	996,210	1,026,096	1,056,879	1,088,586	1,121,243
Occupancy costs	885,083	874,228	888,731	906,506	924,636	943,128	961,991
Volunteer expenses	726,230	700,280	856,425	873,554	891,025	908,845	927,022
Transaction fees	544,817	652,485	706,185	727,371	749,192	771,667	794,817
Contract staff	305,197	488,297	1,001,397	1,031,439	1,062,382	1,094,254	1,127,081
Consultants	235,196	427,100	404,100	416,223	428,710	441,571	454,818
Postage and courier	529,756	441,849	503,640	518,749	534,312	550,341	566,851
Professional development	86,057	206,500	220,100	226,703	233,504	240,509	247,724
Recognition, grants and awards	141,498	160,765	190,320	196,030	201,910	207,968	214,207
Staff expenses	88,055	135,459	166,330	171,320	176,459	181,753	187,206
Insurance	127,030	126,900	127,917	131,755	135,707	139,778	143,972
Office supplies	134,263	104,250	117,400	120,922	124,550	128,286	132,135
Printing	102,310	108,000	110,000	113,300	116,699	120,200	123,806
Advertising	99,268	97,250	102,050	105,112	108,265	111,513	114,858
	24,950,185	26,416,105	28,909,864	29,478,637	30,135,287	30,811,832	31,516,923
EXCESS OF REVENUE OVER EXPENDITURE before undernoted	\$141,553	\$2,079,271	\$2,879,847	\$2,946,585	\$2,744,222	\$2,524,936	\$2,298,505
EXPENSES - NON CORE OPERATIONS	18,472	251,000	170,000	1,000,000	1,000,000	1,000,000	1,000,000
EXCESS OF REVENUE OVER EXPENDITURE	\$123,081	\$1,828,271	\$2,709,847	\$1,946,585	\$1,744,222	\$1,524,936	\$1,298,505

Professional Engineers Ontario
Balance sheet projection
for the years ending December 31 - DRAFT

C-529-2.2
Appendix A

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	2018	2019	2020	2021	2022	2023	2024
	ACTUAL	FORECAST	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
ASSETS							
CURRENT							
Cash	2,773,438	5,030,209	5,030,209	5,030,209	5,030,209	5,030,209	5,030,209
Marketable securities at fair value	6,819,008	6,819,008	9,925,289	11,738,482	13,037,690	13,935,288	15,341,057
Cash & marketable securities	9,592,446	11,849,217	14,955,498	16,768,691	18,067,899	18,965,497	20,371,266
Prepaid expenses, deposits & other assets	1,191,172	1,105,256	1,012,344	910,140	797,716	674,050	538,017
	11,217,085	13,387,940	16,401,309	18,112,298	19,299,082	20,073,014	21,342,750
Capital assets	34,284,911	33,144,148	31,751,830	30,898,629	30,367,271	30,029,480	29,604,611
	45,501,996	46,532,088	48,153,139	49,010,927	49,666,353	50,102,493	50,947,362
LIABILITIES							
CURRENT							
Accounts payable and accrued liabilities	2,215,435	2,215,435	2,215,435	2,215,435	2,215,435	2,215,435	2,215,435
Fees in advance and deposits	9,250,525	9,250,525	9,250,525	9,250,525	9,250,525	9,250,525	9,250,525
Current portion of long term debt	5,607,000	1,088,796	1,088,796	1,088,796	1,088,796	453,637	-
	17,072,960	12,554,756	12,554,756	12,554,756	12,554,756	11,919,597	11,465,960
LONG TERM							
Long term debt	-	3,720,025	2,631,229	1,542,433	453,637	-	-
Employee future benefits	11,276,600	11,276,600	11,276,600	11,276,600	11,276,600	11,276,600	11,276,600
	11,276,600	14,996,625	13,907,829	12,819,033	11,730,237	11,276,600	11,276,600
Net Assets	17,152,436	18,980,707	21,690,554	23,637,138	25,381,360	26,906,296	28,204,802
	45,501,996	46,532,088	48,153,139	49,010,927	49,666,353	50,102,493	50,947,362

Professional Engineers Ontario
Statement of projected cash flows
for the years ending December 31 - DRAFT

C-529-2.2 Appendix A

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

	2019	2020	2021	2022	2023	2024
<u>Operating</u>	FORECAST	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Excess of revenue over expenses - operations	1,828,271	2,709,847	1,946,585	1,744,222	1,524,936	1,298,505
Add (deduct) items not affecting cash						
Amortization	2,257,232	2,233,299	2,303,126	2,370,758	2,441,101	2,514,268
Amortization - other assets (leasing)	85,916	92,912	102,204	112,424	123,666	136,033
Total Operating	4,171,419	5,036,058	4,351,914	4,227,404	4,089,703	3,948,806
<u>Financing</u>						
Repayment of mortgage	(798,179)	(1,088,796)	(1,088,796)	(1,088,796)	(1,088,796)	(453,637)
Total Financing	(798,179)	(1,088,796)	(1,088,796)	(1,088,796)	(1,088,796)	(453,637)
<u>Investing</u>						
<i>Additions to Capital Assets:</i>						
Additions to Building (Recoverable)	(782,063)	(201,081)	(199,925)	(89,400)	(103,309)	(89,400)
Additions to other Capital Assets (F&F, IT, Phone, AV, etc.)	(334,406)	(639,900)	(1,250,000)	(1,750,000)	(2,000,000)	(2,000,000)
Total Investing	(1,116,469)	(840,981)	(1,449,925)	(1,839,400)	(2,103,309)	(2,089,400)
Net Cash Increase/(Decrease) during the year	2,256,771	3,106,281	1,813,193	1,299,208	897,598	1,405,769
Cash, beginning of year	2,773,438	5,030,209	8,136,490	5,030,209	6,329,417	7,227,015
Cash, end of year	5,030,209	8,136,490	9,949,683	6,329,417	7,227,015	8,632,784
Cash/Investments, end of year	11,849,217	14,955,498	16,768,691	18,067,899	18,965,497	20,371,266
Comprised of:						
Cash	5,030,209	5,030,209	5,030,209	5,030,209	5,030,209	5,030,209
Investments	6,819,008	9,925,289	11,738,482	13,037,690	13,935,288	15,341,057
	11,849,217	14,955,498	16,768,691	18,067,899	18,965,497	20,371,266

Professional Engineers Ontario
40 Sheppard Ave. - Statement of projected revenues and expenses
for the years ending December 31 - DRAFT

C-529-2.2 Appendix A

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

Description	2019 FORECAST	2020 BUDGET	2021 PROJECTION	2022 PROJECTION	2023 PROJECTION	2024 PROJECTION
Rental income	798,531	933,943	1,028,967	1,034,936	1,037,204	1,054,095
Operating cost	1,478,618	1,550,053	1,596,555	1,644,451	1,693,785	1,744,598
Property tax	327,333	350,234	460,294	469,500	478,890	488,468
Parking income	139,050	158,652	158,652	158,652	158,652	158,652
Other space rent	138,309	138,378	136,081	136,081	136,081	136,081
TOTAL REVENUE	2,881,841	3,131,260	3,380,549	3,443,620	3,504,612	3,581,894
Less PEO Share of CAM & Tax	811,350	835,691	860,761	886,584	913,182	940,577
TOTAL REVENUE excluding PEO share of CAM & Tax	2,070,491	2,295,570	2,519,787	2,557,036	2,591,430	2,641,317
Utilities	461,830	519,834	530,231	540,835	551,652	562,685
Property taxes	442,420	451,269	460,294	469,500	478,890	488,468
Amortization	634,629	643,541	680,751	714,788	750,528	788,054
Payroll	258,166	263,329	268,596	273,968	279,447	285,036
Janitorial	226,581	267,611	271,433	276,862	282,399	288,047
Repairs and maintenance	170,821	180,830	173,124	176,587	180,118	183,721
Property management and advisory fees	50,004	51,004	52,024	53,065	54,126	55,208
Road and ground	28,280	26,803	14,671	14,964	15,263	15,569
Administration	25,400	27,313	27,859	28,416	28,984	29,564
Security	29,951	23,400	23,868	24,345	24,832	25,329
Insurance	19,730	20,479	21,093	21,726	22,378	23,049
TOTAL RECOVERABLE EXPENSES	2,347,812	2,475,413	2,523,944	2,595,056	2,668,617	2,744,730
Interest expense on note and loan payable	240,363	141,195	102,641	64,553	27,935	857
Amortization of building	388,293	388,293	388,293	388,293	388,293	388,293
Amortization of leasing costs	85,916	92,912	102,204	112,424	123,666	136,033
Amortization of non-recov cap	57,668	114,242	114,242	114,242	114,242	114,242
Other non-recoverable expenses	85,290	100,458	51,139	51,139	51,141	51,139
TOTAL OTHER EXPENSES	857,530	837,100	758,519	730,651	705,277	690,564
TOTAL EXPENSES	3,205,342	3,312,513	3,282,463	3,325,707	3,373,894	3,435,294
Less PEO Share of CAM & Tax	811,350	835,691	860,761	886,584	913,182	940,577
TOTAL EXPENSES excluding PEO share of CAM	2,393,992	2,476,823	2,421,702	2,439,123	2,460,712	2,494,717
NET INCOME	(323,501)	(181,253)	98,086	117,913	130,718	146,600

2020 Budget - Consolidated

Highlights of significant changes in 2020 budget program expenses as compared to 2019 Forecast

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

C-529-2.2
Appendix B

6-Sep-19

Overview:

Overall, there is an increase of \$744k or 5.8% in the 2020 program expenses vs the 2019 forecast. This increase is largely due to higher spend in the Corporate Services, Licensing and Tribunals departments. There are also increases in spend for Executive, Finance and Communications depts. These increases have been partially offset by a reduction in spend for the Regulatory compliance dept. The increase in Corporate Services is mainly due to higher costs for hosting various events many of which are to be held in Ottawa in 2020. There is also an increase in costs for the building. The spend in the licensing dept. is higher in 2020 largely due to the increase in costs for meals, mileage, and travel-related costs for various committee meetings; and higher costs for conducting exams. The increase in the Tribunals dept. budget is due to the higher spend for the Professional Standards Committee and for the PEAK ethics module. The increase in the budgets for the Executive and Finance depts. are largely due to higher contributions to Engineers Canada and higher transaction costs for credit card/banking services, respectively. These increases across various depts. have been partially offset by a decrease in the budget for the Regulatory Compliance dept. largely due to the conclusion of some complex investigations and discipline prosecutions in 2019.

Department	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation of significant variances
					2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
					\$	%	\$	%	
Corporate Services	6,955,288	6,608,797	6,861,644	6,730,457	(346,491)	(5.2)%	252,847	3.7%	The Corporate services dept. will report an increase of \$346k or 5% over the 2019 forecast largely due to increase in the following: higher costs for various events such the AGM, the OOH (Order of Honour Gala) and the VLC (Volunteers Leaders Conference) which are to be held in Ottawa in 2020. Higher costs expected for hosting various events such Ont. P.Eng awards, Council Workshop, etc. Monies have been set aside for the Education committee as it is expected that this committee will be re-established in 2020. There will be higher costs for the building due to an increase in recoverable costs and higher amortization of tenant inducements.
Licensing	1,150,845	972,853	1,106,325	940,374	(177,992)	(18.3)%	133,472	12.1%	An overall increase of \$178k or 18% is expected in 2020 over the 2019 forecast for the licensing dept. largely due to higher costs for meals, mileage and travel related expenses for various committee meetings; higher costs for marking, setting and invigilation of exams due an expected increase in volume of examinations and higher costs for scanning of licensing records.
Tribunals & Regulatory Affairs	758,625	618,707	658,370	649,429	(139,918)	(22.6)%	39,663	6.0%	The major contributions for the overall variance in budget for this department are an anticipated increase in the activities of the Professional Standards Committee as additional guidelines and standards are required, and the transfer of PEAK ethics module course development from staff to an external vendor.
Executive Office	1,263,010	1,180,842	1,152,882	1,126,793	(82,168)	(7.0)%	(27,960)	(2.4)%	The 2020 budget for the Executive dept is expected to increase by \$82k or 7% vs the 2019 forecast largely due to an increase in the contributions to Engineers Canada to reflect the natural growth in members, higher travel and related costs for representing PEO at various events, meetings, etc., and higher contingency for legal expenses.
Finance	819,461	760,714	500,786	688,125	(58,747)	(7.7)%	(259,928)	(51.9)%	An increase of \$59k or 7.7% is expected in 2020 largely due to higher transaction costs for credit card and banking service fees.
Communications	479,725	459,045	518,625	578,954	(20,680)	(4.5)%	59,580	11.5%	Increase in 2020 budget vs 2019 forecast of 4.5% primarily due to the requirement to conduct a biannual reader survey for Engineering Dimensions (survey not conducted in 2018) as well as the cost for direct digital promotion for the magazine (not incurred in 2019).
ITS	1,766,565	1,775,217	1,898,750	1,396,037	8,652	0.5%	123,533	6.5%	The 2020 ITS budget is largely in line with the spend for the 2019 forecast. The 2019 forecast for ITS dept has an overall decrease of \$123,533 or 6.5% vs forecast primarily due to changes in the scope of work for vulnerability assessment and systems upgrades. The costs for 2019 primarily reflect operational costs. There will be additional spending for IT projects like upgrading end of life applications and systems.
Regulatory Compliance	464,930	538,440	762,655	762,344	73,510	13.7%	224,215	29.4%	Regulatory compliance budget is expected to be lower than 2019 forecast primarily due to a couple of active complex complaint investigations and discipline prosecutions expected to be completed in 2019.
Total - Program expenses	\$13,658,449	\$12,914,615	\$13,460,037	\$12,872,513	(\$743,834)	(5.8)%	\$545,422	4.1%	

Professional Engineers Ontario
2020 Budget - Corporate Services

C-529-2.2
Appendix B

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

6-Sep-19

Overview:

The Corporate Services dept. will report an increase of \$346k or 5% over the 2019 forecast largely due to increase in the following: higher costs for various events such the AGM, the OOH (Order of Honour Gala) and the VLC (Volunteers Leaders Conference) which are to be held in Ottawa in 2020. Higher costs expected for hosting various events such Ont. P.Eng awards, Council Workshop, etc. Monies have been set aside for the Education committee as it is expected that this committee will be re-established in 2020. There will higher costs for the building due to an increase in recoverable costs and higher amortization of tenant inducements.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	20,125	13,825	14,425	4,479	(6,300)	(45.6)%	600	4.2%	Speculation of increased legal costs.
104	Govt. Liaison Committee	7,700	7,700	7,740	6,453	-	-	40	0.52%	
105	National Eng. Month	26,200	39,180	40,000	40,110	12,980	33.1%	820	2.1%	Significant decrease in expenditures in 2020 due to decision to no longer participate in NEM activities, however contractual obligations must still be fulfilled.
210	Committee staff advisors group	250	250	250	-	-	-	-	-	
211	Student Memb-General	53,800	49,071	46,010	42,127	(4,729)	(9.6)%	(3,061)	(6.7)%	Additional costs for reprinting of SMP brochures due to FCP changes, plus costs for outreach to schools.
265	Internship	72,140	63,011	63,200	43,578	(9,129)	(14.5)%	189	0.30%	Additional costs for reprinting of EIT brochures due to FCP changes, plus reinstatement of funds cut in 2019. Less LAP in 2019.
410	Annual General Meeting	224,670	134,876	149,060	154,855	(89,794)	(66.6)%	14,184	9.5%	Meeting held outside of GTA. Travel cost and expenses will increase as a result.
412	Govt. Liaison Program	195,700	153,550	198,500	188,973	(42,150)	(27.5)%	44,950	22.6%	Re-establishment of Queen's Park Day \$35K. Adjustments in event meal costs of \$5K based on past actuals.
420	Order of Honour	123,010	90,140	107,900	113,318	(32,870)	(36.5)%	17,760	16.5%	Meeting held outside of GTA. Travel cost and expenses will increase as a result.
470	Ontario P.Eng. Awards	160,850	127,635	150,975	155,981	(33,215)	(26.0)%	23,340	15.5%	General increased cost for hosting event.
475	Volunteer Leadership Conference	67,620	56,788	55,300	56,822	(10,832)	(19.1)%	(1,488)	(2.7)%	General increased cost for hosting event.
477	Chapters	852,760	838,790	837,340	733,691	(13,970)	(1.7)%	(1,450)	(0.2)%	Increase primarily due to inflation incr (2.4%) + Memb. Incr (2.9%). Offset by elim. of Northern(\$18K) and Western Regional Offices (\$24K).
478	Regional Congress	73,150	86,800	55,040	74,283	13,650	15.7%	(31,760)	(57.7)%	Adjustments made based on 2018 actual.
479	Regional Councillors Committee	38,450	69,219	89,400	71,598	30,769	44.5%	20,181	22.6%	Lower amount in 2020 primarily due to the elimination of Chapter scholarships to students.
480	Education Committee	55,250	-	-	36,342	(55,250)	-	-	-	Re-establishment of the Education committee.

Professional Engineers Ontario
2020 Budget - Corporate Services

C-529-2.2
Appendix B

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

6-Sep-19

Overview:

The Corporate Services dept. will report an increase of \$346k or 5% over the 2019 forecast largely due to increase in the following: higher costs for various events such the AGM, the OOH (Order of Honour Gala) and the VLC (Volunteers Leaders Conference) which are to be held in Ottawa in 2020. Higher costs expected for hosting various events such Ont. P.Eng awards, Council Workshop, etc. Monies have been set aside for the Education committee as it is expected that this committee will be re-established in 2020. There will higher costs for the building due to an increase in recoverable costs and higher amortization of tenant inducements.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
485	EIR	-	-	-	69,425	-	-	-	-	
500	Succession Planning Task Force	31,375	24,887	26,100	-	(6,488)	(26.1)%	1,213	4.6%	
510	Facility	1,435,227	1,491,489	1,587,323	1,527,957	56,262	3.8%	95,834	6.0%	Lowered amount in 2020 primarily due to decrease in the depreciation costs for 40 Sheppard building improvements.
511	40 Sheppard Ave West	2,476,823	2,393,992	2,436,721	2,494,427	(82,831)	(3.5)%	42,729	1.8%	Higher recoverable costs and increase in amortization of tenant inducements.
515	Printing & Mail Services	149,000	145,900	148,900	153,095	(3,100)	(2.1)%	3,000	2.0%	
545	Telephone Services	353	8,054	11,870	11,870	7,701	95.6%	3,816	32.1%	
610	HR Planning S-General	107,500	107,500	97,500	76,574	-	-	(10,000)	(10.3)%	
620	Recruitment Staff-General	10,250	7,250	7,250	3,340	(3,000)	(41.4)%	-	-	Increased costs for online postings.
630	Development - Staff & Volunteers	223,920	210,320	185,820	123,649	(13,600)	(6.5)%	(24,500)	(13.2)%	New compliance training implemented for volunteers. Increased P. Eng. fees payment.
640	Compensation	39,300	25,000	24,250	19,360	(14,300)	(57.2)%	(750)	(3.1)%	Increased contract staff compliment.
645	Benefit Administration-General	129,335	120,980	119,980	84,510	(8,355)	(6.9)%	(1,000)	(0.8)%	Increased costs.
660	Recognition Volunteer-General	19,000	19,000	19,000	6,468	-	-	-	-	
680	Equity & Diversity	16,100	8,200	9,000	9,235	(7,900)	(96.3)%	800	8.9%	Increased travel and expenses for volunteers on committee not living in GTA.

Professional Engineers Ontario
2020 Budget - Corporate Services

C-529-2.2
Appendix B

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

6-Sep-19

Overview:

The Corporate Services dept. will report an increase of \$346k or 5% over the 2019 forecast largely due to increase in the following: higher costs for various events such as the AGM, the OOH (Order of Honour Gala) and the VLC (Volunteers Leaders Conference) which are to be held in Ottawa in 2020. Higher costs expected for hosting various events such as Ont. P.Eng awards, Council Workshop, etc. Monies have been set aside for the Education committee as it is expected that this committee will be re-established in 2020. There will be higher costs for the building due to an increase in recoverable costs and higher amortization of tenant inducements.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
685	Advisory Comm. on Volunteers	13,650	11,925	12,285	11,228	(1,725)	(14.5)%	360	2.9%	
686	Awards Selection Committee	13,000	12,400	11,000	14,289	(600)	(4.8)%	(1,400)	(12.7)%	
687	Human Resources & Comp. Committee	6,000	6,250	6,250	42,088	250	4.0%	-	-	
817	Secretariat Services	3,000	1,500	3,000	398	(1,500)	(100.0)%	1,500	50.0%	
835	Council Elections	171,750	166,168	189,355	217,135	(5,582)	(3.4)%	23,187	12.2%	
845	Executive Committee	5,950	4,512	5,500	2,768	(1,438)	(31.9)%	988	18.0%	
850	Council Meetings	54,550	50,931	65,000	75,558	(3,619)	(7.1)%	14,069	21.6%	
860	Council Workshop	65,280	50,754	67,250	58,834	(14,526)	(28.6)%	16,496	24.5%	General increased cost for hosting event.
865	Council Orientation	3,000	3,300	2,500	1,761	300	9.1%	(800)	(32.0)%	
870	Search Committee	5,350	3,750	6,650	3,878	(1,600)	(42.7)%	2,900	43.6%	
918	GG Sterling Award	3,900	3,900	4,000	-	-	-	100	2.5%	
Corporate Services Total		\$6,955,288	\$6,608,797	\$6,861,644	\$6,730,457	(\$346,491)	(5.2)%	\$252,847	3.7%	

Professional Engineers Ontario

2020 Budget - Licensing

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

C-529-2.2
Appendix B

6-Sep-19

Overview:

An overall increase of \$178k or 18.3% is expected in 2020 over the 2019 fcst for the licensing dept. largely due to higher costs for meals, mileage, accommodation for various committee meetings, higher marking, setting and invigilation of exams due an expected increase in the volume of examinations and higher costs for scanning of licensing records.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	General	15,050	15,050	14,150	7,346	-	-	(900)	(6.4)%	
215	CofA Renewal-General	6,000	6,000	7,000	5,909	-	-	1,000	14.3%	
225	Support Univ-General	500	500	500	15	-	-	-	-	
230	Reinstatement-General	1,700	1,700	1,700	2,476	-	-	-	-	
235	IAMA Transfers	12,250	12,250	12,250	13,191	-	-	-	-	
240	Temporary Licensing	9,800	9,800	6,800	9,415	-	-	(3,000)	(44.1)%	
245	P.Eng. Licensing	805,595	667,935	788,170	665,562	(137,660)	(20.6)%	120,235	15.3%	Higher costs for meals, mileage and accommodation for various committee meetings; higher costs for exam marking, setting and invigilation, rents of offsite space for conducting exams, etc.
246	Licensing Enhancements	600	600	-	357	-	-	(600)	0.0%	
248	Licensing committee	14,900	14,900	15,075	6,704	-	-	175	1.2%	
250	Provisional Licence	650	362	600	367	(288)	(79.6)%	238	39.7%	
255	Limited Licensing	2,400	2,400	2,400	1,363	-	-	-	-	
262	Institute Accreditation	3,700	3,700	3,700	-	-	-	-	-	
270	CofA-General	15,150	15,150	15,150	8,833	-	-	-	-	
275	Consulting Engr. Designation	800	800	800	811	-	-	-	-	
277	Exam Development	1,700	1,700	1,700	-	-	-	-	-	
280	Academic Requirements Com	63,400	61,044	59,900	55,116	(2,356)	(3.9)%	(1,144)	(1.9)%	
285	Experience Requirements Com	38,150	27,830	35,600	34,704	(10,320)	(37.1)%	7,770	21.8%	
290	Consulting Engineers Des	22,200	22,200	21,330	14,561	-	-	(870)	(4.1)%	
525	Document Management Center	136,300	108,932	119,500	113,644	(27,368)	(25.1)%	10,568	8.8%	Increase in costs for scanning of licensing records.
Licensing Total		1,150,845	\$972,853	\$1,106,325	\$940,374	(\$177,992)	(18.3)%	\$133,472	12.1%	

Professional Engineers Ontario
2020 Budget - Tribunals
Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast
DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

C-529-2.2
Appendix B

6-Sep-19

Overview:

The major contributions for the overall variance in budget for this department are an anticipated increase in the activities of the Professional Standards Committee as additional guidelines and standards are required, and the transfer of PEAK ethics module course development from staff to an external vendor.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	1,225	1,700	1,225	283	475	27.9%	(475)	(38.8)%	
110	Legislation Committee	9,000	7,925	7,950	6,042	(1,075)	(13.6)%	25	0.3%	To cover possible increases in volunteer expenses.
111	Practice Advisory	10,050	8,300	7,950	4,417	(1,750)	(21.1)%	(350)	(4.4)%	
120	PEAK	249,475	184,275	259,350	189,548	(65,200)	(35.4)%	75,075	28.9%	For the past three years course development of the ethics module has been handled by PEO staff. This is very time consuming and takes staff away from regular work. Also the quality of the module needs to be improved. For this reason, we intend to have course development done by outside expert. Also, as noted in PEAK report, a data validation study is required.
125	GOV Relations-General	1,775	1,775	1,775	173	-	-	-	-	
153	Tribunal Operations-Regn.	35,550	30,675	25,850	24,098	(4,875)	(15.9)%	(4,825)	(18.7)%	To cover possible increase in number of applicants requesting hearings.
154	Tribunal Operation-Discipline	184,900	180,800	157,295	248,874	(4,100)	(2.3)%	(23,505)	(14.9)%	
156	Fees Mediation Hearings	5,000	5,000	-	4,181	-	-	(5,000)	-	
157	Registration Committee	32,550	27,350	32,000	23,836	(5,200)	(19.0)%	4,650	14.5%	To cover possible increase in number of applicants.
158	Discipline Committee	46,700	47,107	50,850	37,358	407	0.9%	3,743	7.4%	
160	Professional Standards (PSC)	155,150	100,050	80,750	30,888	(55,100)	(55.1)%	(19,300)	(23.9)%	Additional subcommittees are required to fulfill requests for additional standards and guidelines.
167	Complaints Review Councillor	16,000	13,000	12,950	3,514	(3,000)	(23.1)%	(50)	(0.4)%	To cover possible increase in number of requests for review of Complaints Committee decisions.
180	EABO	1,350	1,350	1,325	749	-	-	(25)	(1.9)%	
375	Fees Mediation Committee	6,500	6,500	6,500	8,451	-	-	-	-	
827	Policy Development	3,400	2,900	12,600	67,017	(500)	(17.2)%	9,700	77.0%	
Tribunals & Regulatory Affairs Total		758,625	\$618,707	\$658,370	\$649,429	(\$139,918)	(22.6)%	\$39,663	6.0%	

Professional Engineers Ontario

2020 Budget - Executive Office

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

C-529-2.2
Appendix B

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

6-Sep-19

Overview:

The 2020 budget for the Executive dept is expected to increase by \$82k or 7% vs the 2019 forecast largely due to an increase in the contributions to Engineers Canada to reflect the natural growth in members, higher travel and related costs for representing PEO at various events, meetings, etc., and higher contingency for legal expenses.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	-	-	6,250	3,783	-	-	6,250	100.0%	
805	Executive Operations	-	-	-	919	-	-	-	-	
810	Engineers Canada	1,051,310	1,023,052	997,407	991,276	(28,258)	(2.8)%	(25,645)	(2.6)%	Increase largely due to higher contribution to Engineers Canada on account of increase in membership. The per member cost of \$10.21 remains unchanged.
815	President's Office	34,550	24,403	37,350	28,528	(10,147)	(41.6)%	12,947	34.7%	Higher travel and related costs for representing PEO at various meetings, events, etc.
825	Represent PEO	25,850	15,253	21,850	5,316	(10,597)	(69.5)%	6,597	30.2%	Higher travel and related costs for representing PEO at various meetings, events, etc.
830	OSPE-General	1,800	1,284	1,375	2,675	(516)	(40.2)%	91	6.6%	
875	Audit Committee	49,500	46,650	43,900	43,047	(2,850)	(6.1)%	(2,750)	(6.3)%	
907	Legal Reserve	100,000	70,200	44,750	51,249	(29,800)	(42.5)%	(25,450)	(56.9)%	Contingency for unexpected legal costs.
Executive Office Total		\$1,263,010	\$1,180,842	\$1,152,882	\$1,126,793	(\$82,168)	(7.0)%	(\$27,960)	(2.4)%	

Professional Engineers Ontario
2020 Budget - Finance
Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast
DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

C-529-2.2
Appendix B

6-Sep-19

Overview:

An increase of \$59k or 7.8% is expected in 2020 largely due to higher transaction costs for credit card and banking service fees.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	General	-	-	250	245	-	-	250	100%	
520	Fees & Accounts Administration	683,750	629,750	365,600	562,447	(54,000)	(8.6)%	(264,150)	(72.3)%	Higher transaction costs by way of credit card and banking fees.
530	Financial Management	120,461	119,864	124,536	112,459	(597)	(0.5)%	4,672	3.8%	
555	Accounts Payable	-	-	2,000	996	-	-	2,000	100.0%	
575	Finance Committee	15,250	11,100	8,400	11,978	(4,150)	(37.4)%	(2,700)	(32.1)%	Higher costs allocated for the Finance committee.
Finance Total		\$819,461	\$760,714	\$500,786	\$688,125	(\$58,747)	(7.7)%	(\$259,928)	(51.9)%	

Professional Engineers Ontario

2020 Budget - Communications

C-529-2.2
Appendix B

Highlights of significant changes in 2020 budget program expenses as compared to 2019 Forecast

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

6-Sep-19

Overview:

Increase in 2020 budget vs 2019 forecast of 4.51% primarily due to the requirement to conduct a biannual reader survey for Engineering Dimensions (survey not conducted in 2018) as well as the cost for direct digital promotion for the magazine (not incurred in 2019).

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	-	-	-	1,624	-	-	-	-	
415	Branding-General	17,425	29,795	31,475	32,365	12,370	41.5%	1,680	5.3%	Decrease in budget for 2020 due to absence of expenditure for Order of Honour-related awards costs incurred in 2019.
425	Comm.-General	110,000	109,000	115,000	63,173	(1,000)	(0.9)%	6,000	5.2%	Minor increase in 2020 budget due to increased cost for press release distribution.
430	Dimensions	352,200	320,150	371,550	481,735	(32,050)	(10.0)%	51,400	13.8%	Increased budget in 2020 due to expenditures for biannual reader survey (not conducted in 2019) and the addition of direct digital promotion (not incurred in 2019).
435	Extra Dimensions-General	100	100	600	57	-	-	500	83.3%	Decrease in budget for 2020 is the result of elimination of expenses not expected to be incurred.
Communications Total		\$479,725	\$459,045	\$518,625	\$578,954	(\$20,680)	(4.5)%	\$59,580	11.5%	

Professional Engineers Ontario

2020 Budget - ITS

Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast

DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

C-529-2.2
Appendix B

6-Sep-19

Overview:

Decrease of \$123,533 or 6.5% due to changes in projects either in scope or timing for delivery of projects in 2019. The upgrade projects for Exchange and SharePoint changed from on-premise to cloud-based which resulted in different pricing structures. Website upgrade project was not completed and therefore anticipated additional expenses were not incurred. Increased costs in 2020 over 2019 mainly stem from the hardware end of life upgrade project.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	-	275	275	2,069	275	100%	-	-	
710	InfoSys Dev-General	664,597	681,910	757,955	462,800	17,313	2.5%	76,045	10.0%	In 2019 projects to upgrade exchange & sharepoint changed from on premise to cloud-based, which resulted in less services from CentriLogic.
715	Information System Operation	990,323	1,016,602	1,021,349	853,767	26,279	2.6%	4,747	0.5%	
720	Data Security-General	16,000	8,000	22,500	7,500	(8,000)	(100.0)%	14,500	64.4%	Only one vulnerability assessment performed in 2019 because work scheduled to address vulnerabilities in Q1 were delayed to Q3&Q4. Two vulnerability tests planned for 2020 for enhanced security.
725	Desktop-General	94,145	67,000	80,671	49,785	(27,145)	(40.5)%	13,671	16.9%	In 2020 replace end of life hardware plus carrying cost of newly leased equipment raised costs over 2019 forecast spending. In 2019 reduction in staffing numbers resulted in reduced leasing costs.
730	Web Portal (support)	1,500	1,430	16,000	20,116	(70)	(4.9)%	14,570	91.1%	In 2019, the website upgrade project was not completed therefore the anticipated expenses did not occur.
ITS Total		\$1,766,565	\$1,775,217	\$1,898,750	\$1,396,037	\$8,652	0.5%	\$123,533	6.5%	

Professional Engineers Ontario
2020 Budget - Regulatory Compliance
Highlights of significant changes in 2020 budget program expenses as compared to 2019 forecast
DRAFT - for FIC Review on Aug 27, 2019 - Rev 1

C-529-2.2
Appendix B

6-Sep-19

Overview:

Regulatory Compliance budget is expected to be lower than 2019 forecast primarily due to a couple of active complex complaint investigations and discipline prosecutions expected to be completed in 2019.

Cost Object No.	Cost Object Description	2020 Budget	2019 Forecast	2019 Budget	2018 Actual	Favourable / (Unfavourable) Variances		Favourable / (Unfavourable) Variances		Explanation for variances
						2020 Bud Vs 2019 Fcst		2019 Fcst Vs 2019 Bud		
						\$	%	\$	%	
100	Align Activities	3,780	3,580	3,680	2,761	(200)	(5.6)%	100	2.7%	
310	Registration Investigation	10,855	20,735	10,755	94	9,880	47.6%	(9,980)	(92.8)%	Variance is due to the 2019 forecast being increased to account for one additional complex registration file requiring legal input in 2019.
320	Enforcement	20,845	10,529	42,245	11,247	(10,316)	(98.0)%	31,716	75.1%	A public survey regarding engineering and the public's understanding of the need for a licence is planned for 2020.
325	Discipline Prosecution	86,080	134,059	415,280	509,171	47,979	35.8%	281,221	67.7%	Favourable variance primarily due to current appeals and complex discipline prosecutions expected to be completed in 2019.
340	Complaints Investigation	265,170	295,819	215,695	161,961	30,649	10.4%	(80,124)	(37.1)%	Favourable variance as certain complex investigation files requiring significant expert reports are anticipated to be completed in 2019.
360	Complaints Com	47,250	39,334	44,350	46,624	(7,916)	(20.1)%	5,016	11.3%	Small increase in committee budget as the committee is increasing by two members in 2020.
380	Enforcement Committee	5,950	4,384	5,650	5,827	(1,566)	(35.7)%	1,266	22.4%	
410	Human Rights Challenges	25,000	30,000	25,000	22,117	5,000	16.7%	(5,000)	(20.0)%	Small favourable variance due to an additional claim in 2019, not budgeted for in 2020.
415	Small Claims	-	-	-	2,542	-	-	-	-	
Regulatory Compliance Total		\$464,930	\$538,440	\$762,655	\$762,344	\$73,510	13.7%	\$224,215	29.4%	



Professional Engineers
Ontario

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2020 Operating and Capital Budget Assumptions

Reviewed by FIC on June 3, 2019

2020 Budget Assumptions

Reviewed by FIC on June 3, 2019

This document presents key assumptions for revenues, operating expenses and capital expenses related to PEO's 2020 operating and capital budgets.

A. General Assumptions

In line with previous years, Council-directed projects will be funded from the operating reserve.

B. Capital Expenditure Assumptions

PEO's capital expenditures in 2020 are expected mainly to be for the following:

Technology Projects

PEO expects traditional IT capex costs to shift to opex with the move to a digital/cloud first subscription-based model for applications. In addition, a majority of hardware will no longer be purchased, instead a leasing model will be used. For a more proactive model of budgeting, it will be assumed that a 5% technology contingency will be added to the yearly technology budget to cover unexpected costs.

Building improvements – recoverable

Repairs/upgrades to common areas of the building costing approximately \$515,000 as recommended by BGIS in the Asset Funding Needs Report updated in 2018. The major projects are a new fire pump and control System; replacement of defective exterior windows; and replacement of compressor for the garage sprinkler system.

Facilities

Furniture/filing cabinet additions and/or replacements worth approximately \$20,000.

C. Revenue Assumptions

Based on prior member statistics and current trends, the budget assumptions for the 2020 budget are:

1. Membership levels, fees and dues

- All fees, including P.Eng. fees, EIT fees, application fees, registration fees, limited license fees and provisional license fees, were increased by approximately 20% effective May 1, 2019 and will be used as the basis to project revenues for 2020 (i.e. no further fee increases in 2020 are expected.)
- The Financial Credit program has changed per a Council decision to defer credit for the P. Eng. application fee and fees for the first year of membership in the Engineering Intern (EIT) program until an applicant registers for the P. Eng. license. Assuming there is no significant fall in the number of applicants, this change is likely to result in higher EIT and P.Eng. application fee revenues in 2020.
- Net growth rate in the number of full-fee P.Eng. members is expected to be in the range of 1 to 2 per cent.
- Net growth rate in the number of retirees and partial fee members is expected to be in the range of 2 per cent to 3 per cent.
- Miscellaneous revenue from enforcement-related activities, regulatory recoveries, and administrative fees will be factored in the 2020 budget.

2020 Budget Assumptions

Reviewed by FIC on June 3, 2019

2. Investment income

PEO's fund manager does not predict returns over a twelve-month cycle but given PEO's portfolio which has over 65 per cent in fixed income instruments and the expected increase in interest rates in the foreseeable future, returns over 3 per cent are unlikely. The return for the year ended December 31, 2018 was 0.46 per cent.

3. Advertising income

Advertising revenue in 2020 is expected to be in the range of \$220,000 to \$250,000. Revenue for the first three issues in 2019 is expected to be around \$103,000. Ad revenue for the year ended December 31, 2018 was \$270,005.

4. Rental income from 40 Sheppard

Currently negotiations are underway to lease the remaining portion of the 4th floor (approx. 6,300 sq. ft) for a start date of September 1, 2019. Recovery income should remain in line with total recoverable expenses and slippage should occur only to the extent of any vacancies.

5. Expense Assumptions

1. Salaries

Salaries in 2020 to be budgeted to increase by 3.5 per cent supported by salary market research data. This increase is comprised of:

- 2.5 per cent for a Consumer Price Index (CPI) adjustment; and
- 1 per cent for a merit/equalization pool.

2. Benefits

Benefits include health, vision and dental benefits. For the budget, a premium increase of 2.5 per cent (same as in 2019) has been assumed based on the information received from the benefits provider.

3. PEO pension plan

The pension plan contribution for 2020 will be based on the five - year mandatory funding valuation conducted by PEO's actuary, Buck Consultants. Based on the inputs provided by Buck Consultants, employer costs are projected to be no more 21% per cent of gross salary in comparison.

4. Statutory deductions

These include Canada Pension Plan (CPP), Employer Health Tax (EHT) and Employment Insurance (EI). For 2020, it is anticipated that CPP increases to 5.25% per cent (5.1% in 2019). EHT remains at 1.95% per cent (no change from 2019) and EI is expected to remain unchanged at 2.5% per cent.

5. Other assumptions

- The non-labour/programs spending increase is assumed to be at the forecast inflation of 2.5 per cent and all programs will be subject to evaluation.
- Chapter spending may vary outside of the range of the forecasted inflation rate, depending on a review of chapter business plans for 2020, chapter bank balances and regional business demands.
- The Engineers Canada assessment rate is expected to remain unchanged.

2020 Budget Assumptions

Reviewed by FIC on June 3, 2019

- It is expected that complaint, discipline, and enforcement file volumes will remain consistent with previous years.

6. 40 Sheppard Expenses

Expenses include operating expenses (recoverable and non-recoverable) and financing expenses. Total recoverable tenant expenses are expected to increase by less than 3 per cent. Other non-recoverable expenses, comprising of mostly broker and legal fees, will increase in 2020 as leases are renewed and vacant space is leased.

2020 DRAFT CAPITAL BUDGET

Purpose: To review the 2020 draft capital budget.

No motion required

Prepared by: Chetan Mehta, Director - Finance

1. Status Update

In accordance with the Council approved PEO business planning cycle, the draft capital budget (Appendix A) is provided to Council for review and feedback.

Council's feedback will be incorporated into the final 2020 capital budget to be presented at the November 2019 meeting.

The key highlights of the 2020 draft capital budget are summarized below. The total capital budget for 2020 is \$841m and is comprised of the following parts:

- 1) Capital improvements to 40 Sheppard - \$771k
- 2) Information Technology - \$50k; and
- 3) Facilities - \$20k

1) Capital improvements to 40 Sheppard

A total amount of \$570k has been budgeted for leasehold improvements (or inducements).

Leasehold inducements are incentives by way of cost for renovations that are provided to potential tenants for signing leases for the vacant space on the 4th, 5th and 8th floors.

An amount \$201k has been budgeted for capital improvements that are part of Common Area Maintenance (CAM) costs which are recoverable from tenants and recommended by BGIS, PEO's property manager. These planned improvements in 2020 include:

- \$66k for replacing defective exterior windows;
- \$33k for fire system updates and repairs;
- \$30k for structural study for main building roof;
- \$22k for heat pump replacement; etc.

2) Information Technology Services (ITS)

Significant IT projects planned for 2020 include:

- \$50k for the upgrade of PEO's web portal

3) Facilities

The expenditures for 2020 are:

- \$20k for replacing old office furniture

2. Background

Council approved the following motions in the Jun 21, 2019 meeting:

- a) That the 2020 Budget Assumptions presented to Council at C-528-2.3, Appendix A and as recommended by the Finance Committee, be referred.
- b) That the Registrar be directed to initiate the budgeting process per PEO's Budgeting Cycle to present the 2020 draft operating budget and capital budgets at the September 2019 Council meeting based on the approved assumptions.

As per Council direction, the senior management team and staff began work on the 2020 capital budget and 2019 forecast in July. A draft copy of the 2020 capital budget was completed in August and distributed to the Finance committee prior to its meeting on August 27, 2019.

During this meeting, the Finance Committee met with the members of the senior management team to review the first draft of the 2020 capital budget. The Finance Committee agreed that the draft version of the 2020 capital budget be presented to Council for information and feedback.

2. Appendices

- **Appendix A – 2020 Draft Capital Budget**

Professional Engineers Ontario

2020 Capital Budget - DRAFT

C-529-2.3
Appendix A

27-Aug-19

for FIC Review on Aug 27, 2019 - Rev 1

S. No	Project	2019		2020
		Budget	Forecast	Budget
	Leasehold Improvements			
1	PEO Leasehold 4th floor (Inducements)	\$375,000	\$37,305	\$351,800
2	PEO Leasehold 2nd floor (Inducements)	201,000	194,646	-
3	PEO Leasehold 8th floor (Inducements)	150,000	-	148,350
4	PEO Leasehold 5th floor (Inducements)	-	-	\$69,750
	TOTAL Leasehold Improvements	726,000	231,951	569,900
	40 Sheppard Ave - Recoverable			
5	2019-02 Exterior Windows	66,296	59,940	66,296
6	2020 - Fire System Updates and Repairs	-	-	32,543
7	2020 - Structural Study for Main Building Roof	-	-	30,146
8	2020 - HVAC Chiller Touch Screen replacement	-	-	24,370
9	2019-01 Heat Pump Replacement	23,104	23,104	22,054
10	2020 - Structural Study	-	-	15,000
11	2020 - East Side Paver	-	-	10,672
12	2018-03 Generator Replacement	551,065	491,160	-
13	4th Floor Renovations	130,500	74,402	-
14	2019-03 Repair Loading Dock Base Plate	53,680	53,680	-
15	Mechanical elevator	-	44,851	-
16	2019-05 Security Upgrades	82,819	28,954	-
17	2019-04 Parking Garage Grates	15,559	5,972	-
	TOTAL 40 Sheppard- Common Area	923,023	782,063	201,081
	40 Sheppard Ave - Non-Recoverable			
18	4th Floor Renovations	14,500	26,455	-
	Total 40 Sheppard Ave - Non-Recoverable	14,500	26,455	-
	TOTAL 40 Sheppard	1,663,523	1,040,469	770,981
	Software			
19	Upgrade Aptify	45,000	45,000	-
20	Upgrade portal	-	-	50,000
	Total Software	45,000	45,000	50,000
	Total Computer Software	45,000	45,000	50,000
	Facilities			
21	8 new workstations	85,000	-	-
22	Replacement of Office furniture	20,000	20,000	20,000
23	Replace aging AV equipment	11,000	11,000	-
	Total Facilities	116,000	31,000	20,000
	TOTAL Spend on Capital Assets	\$1,824,523	\$1,116,469	840,981

Briefing Note – By-Law Change – Decision

C-529-2.4

BY-LAW NO. 1 CHANGES – ADDITIONAL 2019 FEE INCREASES

Purpose: To seek Council’s guidance on matters relating to the inclusion of additional fees in By-Law No. 1, and to approve the proposed By-Law changes

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

1. That the word “registrar” be replaced with “CEO/registrar” throughout By-Law No. 1 except where the phrase “deputy registrar” is used.
2. That section 39 of By-Law No. 1 be amended as follows:
 - a) Section 39(1) is repealed and replaced with the attached revised wording in C-529-2.4, Appendix A.
 - b) Section 39(4.1) is inserted with the attached wording in C-529-2.4, Appendix A.
 - c) Section 39(10.1) is inserted with the attached wording in C-529-2.4, Appendix A.
 - d) Section 39(23)(b) is renumbered as section 39(23)(c) and a new section 39(23)(b) is inserted with the attached wording in C-529-2.4, Appendix A.
3. That Council accepts the Legislation Committee’s recommendation to not include in By-Law No. 1 the annual fee for the print edition of *Engineering Dimensions*.
4. That the current \$500 fee applied for an academic course taken in lieu of the first assigned examination be referred to the Finance Committee for review.
5. That Council agrees to reconsider PEO’s EIT Fee Remission policy at the November Council Meeting.

Sections 8(1)16. and 8(2) of the Professional Engineers Act, Section 39 of By-Law No. 1]

Prepared by: Jordan Max, Manager, Policy, Tribunals & Regulatory Affairs Department

Moved by: Lisa MacCumber, P.Eng., Chair, Legislation Committee

1. Need for PEO Action

- At the June 2019 Council Meeting, Council approved the motion presented by the Legislation Committee, to promote transparency by including all licensing fees currently charged (at the May 2019 rates) in By-Law No. 1. As well, Council passed a motion to change the title of Registrar to CEO/Registrar throughout By-Law No. 1. It is necessary to reflect this title change in By-Law No. 1 as soon as possible, as it applies to Association business and contracts (but not regulatory functions required in the Act or Regulations).
- Staff contracted a lawyer, Richard Steinecke at SML Law, to draft the required changes to By-Law No. 1 and submitted it to the Legislation Committee for an initial evaluation. The Legislation Committee reviewed the draft, noting three issues for Council decision. The Committee is requesting that Council approve the draft by-law changes, with the exception of three current fees; Academic Course taken in Lieu of a First Examination, EIT Fee Remission, and Subscription for print versions of *Engineering Dimensions*. Details on these three are as follows:

Academic Course Taken in Lieu of a First Examination

- This suggested By-Law No. 1 change would add a fee for an academic course taken in lieu of a first technical examination assigned to an applicant by the Academic Requirements Committee. PEO began offering the option for applicants who had been assigned technical exams to options to take course in lieu of exams sometime in the 1970s. The 'In Lieu' fee charged to those applicants who are taking courses is meant to replace the initial 'exam file' fee that is charged to those applicants who take technical exams. When an applicant takes their first technical exam, they are charged a fee of \$700, which is a combination of the exam file fee and the fee for the exam itself. As applicants who are taking courses are not taking the exam, they are charged the \$500 file fee on its own. Thus, the fee only applies to course taken in place of the first technical exam, as any applicant who had taken a course after taking an exam would have already paid the \$500 file fee. There have only been 5 applicants who have been charged this fee since 2017. As the Legislation Committee is not a policy-making committee, it is proposing that the appropriateness of the \$500 academic course fee in lieu of the first examination be referred to the Finance Committee for recommendation to Council.

EIT Fee Remission

- This suggested By-Law No. 1 change would add the EIT fee remission previously authorized by a 2009 Council motion for EIT members. However, in drafting the By-Law changes, it became apparent that the fee could not stand by itself in a by-law, since the requirement for fee remission for EITs is not authorized by the Regulation, including the Registrar receiving an undertaking from the EIT that they would not practice engineering while on fee remission, even under the supervision of a P.Eng. To best resolve this, LEC proposes that Council reconsider the EIT Fee Remission Policy at its November 2019 meeting.

Subscription to Print edition of Engineering Dimensions

- The Committee also discussed the inclusion in the By-Law No. 1 of the annual subscription fee for the printed edition of *Engineering Dimensions* for people not currently licensed by PEO or EITs. While this fee was included in the Briefing Note that was sent to Council in June 2019 and approved for inclusion in By-Law No. 1, in drafting the by-law, this fee was flagged as being "more of a cost of a product than a fee" and the Committee decided that this was not a regulatory fee and is recommending that it be excluded from By-Law No. 1.

2. Proposed Action / Recommendation

- That By-law No. 1 be revised to change the term "registrar" to "CEO/registrar" throughout the By-Law, as well as to include the following licensing fees currently charged, at the May 2019 rates:
 - Licence Certificate Replacement (\$60) [section 39(4.1)]
 - Temporary Licence Fee – new Ontario P. Eng. Collaborator (\$120) [section 39(10.1)]
 - Self-inking Seal, replacement (\$70) [section 39(23.b)]
- The Committee recommends that the current fee for an academic course taken in lieu of the first technical examination be excluded from By-Law No. 1 at this time, pending a recommendation by the Finance Committee to Council on the fee's continuance.

- The Committee recommends that the fee for a print subscription to *Engineering Dimensions* is not a regulatory fee, and that it be excluded from By-Law No. 1, but can still be charged where applicable.

3. Next Steps (if motion approved)

- Staff will update and publish By-Law No. 1 as amended, effective immediately. The Registrar’s signature on external letters and Association-related business will be amended to “CEO/Registrar”.
- Staff will refer the status of the fee for the academic course taken in lieu of the first technical examination to the Finance Committee for a recommendation to Council for its consideration
- Legislation Committee will present a decision briefing note on the EIT Fee Remission policy at its November 2019 meeting.

4. Policy or Program contribution to the Strategic Plan

- This initiative will provide the financial capacity to fulfill the 2018-2020 Strategic Plan “Protecting the Public Interest” Focus Area: “PEO will focus its resources on regulatory functions that help protect the public interest. We will strive for excellence by rigorously and objectively reviewing the effectiveness and efficiency of all our regulatory instruments and operations in the public interest.”

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	Fees are already being collected
2 nd	\$0	\$0	
3 rd	\$0	\$0	
4 th	\$0	\$0	
5 th	\$0	\$0	

6. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> • Previous history on this proposal can be found in the March 21, 2019 Council meeting briefing note C-525-2.4. • At the February 8, 2019 Council meeting, Council passed the following motions: That Council repeals section 59 of By-Law No. 1; this amendment is effective immediately when passed without confirmation by the members. That Council approves the policy intent to equally increase all PEO fees in By-Law No. 1 to catch up with inflation since 2004 that were not increased by Council at its November 16, 2018 meeting, as listed in Appendix B, using section 8(2) of the Act and effective immediately; • At the March 2019 Council Meeting, Council approved increasing all fees listed in Section 39 of By-Law No 1 by approximately 20% to the nearest \$5, effective
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	<p>May 1, 2019. Additionally, at that time, two fees that were collected by Professional Engineers Ontario but not listed in By-Law No. 1 at the time were added to the by-law with a 20% increase – the fee for requesting a remarking of an exam and the fee for requesting an examination outside of Canada. The following motions were passed:</p> <p>That Council includes in By-Law No. 1 fees currently collected for requesting remarking of examinations and for examinations held outside of Canada.</p> <p>That article 39 of By-Law No. 1 be repealed and replaced with Appendix A. It is understood that, under the wording of article 39(1), the fees in place as of March 21, 2019 will continue to be payable until May 1, 2019.</p> <ul style="list-style-type: none"> • In preparing to implement the May 1, 2019 Fee increases, staff reviewed and updated all its existing fees by approximately 20 percent. During the update, staff identified another eight fees that PEO currently collects but which were not previously listed in either the Regulation (prior to 2018) or By-Law No. 1. These fees were presented to the Legislation Committee, who sent a Briefing Note to Council moved by L. MacCumber asking for those fees to be added to By-Law No. 1 (see Appendix B). • At the June 21, 2019 Council meeting, Council passed the following motions: That Council approves the policy intent to include in By-Law No. 1 the fees currently collected for: <ul style="list-style-type: none"> (a) EIT Fee Remission; (b) Self-inking Seal, replacement; (c) Licence Certificate Replacement; (d) Temporary Licence Fee – new Ontario P. Eng. Collaborator; (e) Academic Course taken in lieu of first technical examination; (f) Engineering Dimensions print subscription-In-Canada; (g) Engineering Dimensions print subscription-outside of Canada; (h) Engineering Dimensions print subscription-student rate; at the May 1, 2019 rates, as listed in Appendix A, using section 8(2) of the Act and effective immediately.
Council Identified Review	<ul style="list-style-type: none"> • Council has not directed any review.
Actual Motion Review	<ul style="list-style-type: none"> • The motion, along with this briefing note, was reviewed, revised, and approved by the Legislation Committee at its August 23, 2019 meeting.

BY-LAW NO. 1 AMENDMENTS

Fees General (Amended September 20, 2019)

39. (1) Unless otherwise stated, fees including applicable taxes shall be paid on the date specified by the Council.

Licence Fees

(2) An applicant for a licence shall pay an application fee of \$360.

(3) A person whose application for a licence has been accepted shall pay a registration fee of \$300.

(4) Subject to Section 39(5), a holder of a licence shall pay an annual fee of \$265 payable upon registration and on or before each anniversary of registration.

(4.1) A holder of a licence who requests a replacement licence certificate shall pay a fee of \$60.

(5) Every Member who has been a President of the association shall be designated as a "Life Member" and is exempt from the requirement to pay the annual fee referred to in Section 39(4). (Amended as of June 22, 2018)

Limited Licence Fees

(6) An applicant for a limited licence shall pay an application fee of \$360.

(7) A person whose application for a limited licence has been accepted shall pay a registration fee of \$300.

(8) A holder of a limited licence shall pay an annual fee of \$265 payable upon registration and on or before each anniversary of registration. However, a former holder of the engineering technology class of limited licence class is not required to pay an additional fee for reissuing the engineering technology class of limited licence.

Provisional Licence Fees

(9) An applicant for a licence who is issued a provisional licence shall pay a registration fee of \$300.

Temporary Licence Fees

(10) An applicant for a temporary licence shall pay an application fee of \$780.

(10.1) A holder of a temporary licence who collaborates with a different Member than that specified in their current temporary licence, and thus requires an updated temporary licence in order to continue meeting the requirement in sections 42(1)(c) and 44(1) of Regulation 941, shall pay a fee of \$120.

Engineering Intern Fees

(11) An applicant for a licence shall pay a fee of \$90 upon becoming an engineering intern and shall pay an annual fee of \$90 on or before each anniversary of becoming an engineering intern.

Reinstatement Fees

(12) A member who resigned from the association shall pay the following fees before their licence may be reinstated:

- a. a reinstatement fee of \$280;
- b. the fees owing by the person to the association at the time the member resigned, if any; and
- c. the fees payable for the current year and, if at the time of resignation the member's annual fee was reduced in accordance with Section 39(14) (Fee Remission), the member shall pay a reduced annual fee of \$70.

(13) A person whose licence or limited licence was cancelled for non-payment of fees shall pay the following fees before their licence or limited licence may be reinstated:

- a. the fees owing by the person to the association at the time the licence or limited licence was cancelled;
- b. the annual fee payable for the current year and, if at the time of cancellation the person's annual fee was reduced in accordance with Section 39(14) (Fee Remission), the person shall pay a reduced annual fee of \$70; and
- c. subject to Section d, a reinstatement fee of,
 - i. \$60, if the payments referred to in paragraphs (a) and (b) are made in full within 90 days after the cancellation,
 - ii. \$280, if the payments referred to in paragraphs (a) and (b) are made in full more than 90 days and within two years after the cancellation, and
 - iii. \$555, if the payments referred to in paragraphs (a) and (b) are made in full more than two years after the cancellation;
- d. If the person's fees were reduced in accordance with Section 39(14) (Fee Remission) at the time the licence or limited licence was cancelled, the reinstatement fee referred to in paragraph (c) is as follows:
 - i. \$60, if the payments referred to in paragraphs (a) and (b) are made in full within two years after the cancellation, and
 - ii. \$555, if the payments referred to in paragraphs (a) and (b) are made in full more than two years after the cancellation.

Fee Remission

(14) The Registrar shall reduce part of the annual fee, to the amount set out in Section 39(15) of a holder of a licence or a limited licence who meets the conditions of Section 41.1 of Regulation 941

(15) The reduced annual fee referred to in Section 39(14) is \$70 for licence holders and limited licence holders.

(16) If a person no longer meets the requirements of Section 41.1 of Regulation 941, the person shall immediately pay the following fees:

- a. any fees owed to the association;
- b. the difference, if any, between the amount required to be paid by the licence or limited licence holder as an annual fee for the current year and the amount required to be paid as an annual fee for a person who pays a reduced fee in accordance with Section 39(15) for that year; and
- c. a fee of \$60.

Consulting Engineer Fees

(17) A person who applies for designation or re-designation as a consulting engineer shall pay an application fee of \$265.

(18) A person who applies for permission to use the term "consulting engineers" shall pay an application fee of \$55.

(19) A consulting engineer shall pay a registration fee of \$265 for each five year period of designation.

Certificate of Authorization Fee

(20) A person who applies for a certificate of authorization shall pay an application fee of \$400.

(21) A holder of a certificate of authorization shall pay:

- a. an annual fee of \$400 payable upon acceptance of the application and on or before each anniversary of the acceptance; and
- b. for each replaced certificate of authorization, a fee of \$60.

Examination Fees

(22) A person shall pay the following fees in relation to examinations, which are non-refundable except for the fee set out in Section e.:

- a. For each writing of the Professional Practice Examination, \$200;
- b. To write the first Technical Examination, \$700;
- c. To write any subsequent Technical Examination, \$200;
- d. Upon submission of a thesis, \$360;

- e. For each writing of an examination required in support of an application for designation as a consulting engineer, \$200;
- f. An additional fee to write any examination outside of Canada, \$180; and
- g. To request remarking of any examination, \$330.

Seal Fees, Replacement

(23) A person shall pay the following fees for the issuance of a seal:

- a. \$30 for a rubber seal;
- b. \$70 for a self-inking seal; and
- c. \$85 for a metal seal.

CODE OF CONDUCT FOR PEO VOLUNTEERS

Purpose: To approve the Code of Conduct for Volunteers.

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

That the Code of Conduct for PEO Volunteers be approved as presented to the meeting at C-529-2.5, Appendix A.

Prepared by: Viktoria Aleksandrova – Committee Coordinator

Moved by: Serge Robert, P.Eng. – Senior Northern Regional Councillor

1. Need for PEO Action

On March 23rd, 2018, Council passed a motion that Council directs the RCC to develop a process to ensure the safety and security of volunteers and participants who engage with PEO’s various outreach activities. CARRIED.

The Chapter Office submitted the PEO Volunteer Code of Conduct for approval to Council in June 2019. The Briefing Note is attached as Appendix B, for information only.

On June 21, 2019, Council meeting passed the following motion:

Moved by Councillor Kershaw, seconded by Councillor Boone:

That the PEO Volunteer Code of Conduct be referred to Human Resources for further work and brought back to Council for consideration at its September 2019 Council meeting. CARRIED.

As directed by Council, People Development revised the Code of Conduct for PEO Volunteers as presented in Appendix A. The amended document was peer-reviewed by Councillor MacCumber and the Advisory Committee on Volunteers (ACV) at its August 15th meeting.

2. Proposed Action / Recommendation

That the Code of Conduct for PEO Volunteers be approved as presented to the meeting at C-529-x.x, Appendix A.

3. Next Steps (if motion approved)

- (1) People Development will communicate to all current and future volunteers and members of PEO Council the requirement to adhere to the approved Code.
- (2) The Code of Conduct for PEO Volunteers will be posted on PEO website and included in the Volunteer / Councillor Orientation.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• In March 2018, Council directed RCC to develop a process to ensure the safety and security of volunteers and participants who engage with PEO’s various outreach activities;• The PEO Volunteer Code of Conduct was submitted by the Chapter Office to Council in June 2019 and a motion was passed that it be referred to Human Resources for further work and brought back to Council for consideration at its September 2019 Council meeting.• People Development revised the Code of Conduct for PEO Volunteers as per Council’s directive.
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	<ul style="list-style-type: none">• The Advisory Committee on Volunteers (ACV) reviewed the revised Code of Conduct for PEO Volunteers at its August 15th meeting and had no comments.• Councillor MacCumber and PEO Communications department reviewed the document and provided their feedback, which was incorporated in the attached document.
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5. Appendices

- Appendix A – Code of Conduct for PEO Volunteers
- Appendix B – Briefing Note – PEO Volunteer Code of Conduct (June 21, 2019)



Code of Conduct for Volunteers	Date: TBD
	Approved by: Council
	Review Date: TBD

Preamble	All individuals carrying out duties on behalf of the Professional Engineers Ontario (PEO) are expected to act honestly, conscientiously, reasonably and in good faith at all times, as well as abide by the Ontario Human Rights Code and other applicable legislation.
Definitions [for the purpose of this code]	<p>“Association” means the Association of Professional Engineers of Ontario (PEO).</p> <p>“Council” means the Council of PEO.</p> <p>“Chapter” means a chapter established pursuant to By-Law No. 1.</p> <p>“Committee/task force” means a committee/task force established under provisions of the <i>Professional Engineers Act</i>, Regulations or By-Law No.1, or created by Council directly.</p> <p>“Member of Council” means an elected or appointed member of PEO Council.</p> <p>“PEO” means the Association of Professional Engineers of Ontario (PEO).</p> <p>“Volunteer” means any individual who receives no remuneration for carrying out duties on behalf of the Association, including unpaid or receiving honorarium members of committees and task forces, chapter volunteers and individuals appointed by Council to external boards or agencies.</p>
Application and Scope	This code applies to all PEO volunteers, including but not limited to: <ol style="list-style-type: none"> 1- Chapter volunteers (officers, executives, committee members, event volunteers, etc.); 2- Committee/task force volunteers; 3- Members of Council; 4- Individuals appointed by Council to external boards and agencies.
Respect for Role	PEO volunteers and members of Council must understand and keep their activities within the scope and boundaries of their roles and remain accountable to responsible authorities within the Association.
Expected Behaviour	<p>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.</p> <p>At all times, PEO volunteers and members of Council are expected to:</p> <ul style="list-style-type: none"> • carry out duties and responsibilities in a competent, efficient and safe manner; • comply with the mandatory training requirements including all training required under legislation;

PEO Code of Conduct for Volunteers

	<ul style="list-style-type: none"> 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. <p>At all times, PEO volunteers and members of Council <u>shall not</u>:</p> <ul style="list-style-type: none"> 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; engage in any unlawful or criminal activity.
Conflict of Interest	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.
Breaches of the Code of Conduct	<p>Any individual who believes that they have been treated contrary to this Code may submit a complaint in writing to responsible authorities via email to registrar@peo.on.ca.</p> <p>Any suspected and/or proven breach of the Code of Conduct shall be investigated through appropriate means, and corrective actions shall be undertaken depending on the nature of the violation.</p> <p>Breaches of this Code of Conduct may lead to a notification of unacceptable behaviour and/or a warning of termination as a volunteer. Repeated and/or serious violations of the Code may lead to immediate termination.</p>

DECLARATION

I have completed all of the mandatory required volunteer training and I have read and understood the information provided in this document, and I agree to adhere to the Code of Conduct during my volunteer service with Professional Engineers Ontario (PEO).

Volunteer Name

Signature

Date

Please submit the signed document to volunteering@peo.on.ca.

Briefing Note – Decision

C-528-2.8

C-529-2.5 – Appendix B

PEO VOLUNTEER CODE OF CONDUCT

Purpose: To introduce the PEO Volunteer Code of Conduct to all PEO Volunteers.

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

1. Council directs the Regional Councillors Committee (RCC) to introduce the PEO Volunteer Code of Conduct to all PEO volunteers as presented to the meeting at C-528-2.8, Appendix A.

Prepared by: Adeilton Ribeiro, P.Eng. - (Acting) Manager, Chapters

Moved by: Serge Robert, P.Eng. - Senior Northern Regional Councillor

1. Need for PEO Action

Based on the following Council motion from the 517th Council Meeting, Open Session of March 23rd, 2018:

That Council directs the RCC to develop a process to ensure the safety and security of volunteers and participants who engage with PEO's various outreach activities. **CARRIED.**

RCC discussed several potential approaches to respond to the motion and decided to reach out to the experts at the PEO's People Development department for assistance in the matter. To keep in line with the Council's directive, People Development addressed the necessity of developing and implementing a PEO Volunteer Code of Conduct to all PEO's volunteers as a starting point.

The Regional Councillors Committee (RCC) agreed with the recommendation and tasked the Chapter Office to develop the document herein attached.

Most organizations have a code of conduct, the purpose of which is to establish ground-rules of good professional behavior, promote a uniform understanding of acceptable and unacceptable conduct and ensure orderly operation of business.

A written statement of values, beliefs and guidelines creates a level playing field, making everyone aware of the information. The code stresses that PEO volunteers have a responsibility to be ambassadors of PEO. The code can be used to emphasize the importance of volunteer policies and the commitment a volunteer makes to the organization. It can also be a tool in the evaluation of a breach of policy, reminding the volunteer of his or her commitment.

2. Proposed Action / Recommendation

That Council directs the Regional Councillors Committee (RCC) to introduce the PEO Volunteer Code of Conduct to all PEO volunteers.

3. Next Steps (if motion approved)

If the motion is approved, the Regional Councillors Committee (RCC) will implement the PEO Code of Conduct in tandem with other PEO departments. There are two avenues to be explored in order to implement the PEO Code of Conduct to all volunteers:

A. Automated Implementation:

PEO could include the acknowledgement of the PEO Code of Conduct via member portal to all volunteers which have an account. This could be done by automatically prompting volunteers every time they log in to their member portal or by attaching the document to their renewal process - in this case the volunteer would have to sign the document in order to proceed with the renewal of their licence.

All other volunteers that don't have an account would be tracked via PEO volunteer database with the help of the Volunteer Management department and approached through their respective Committee or Chapter supervisor to sign off on the document.

B. Staged implementation:

This method of implementation would take place in stages. The first stage would target Chapters volunteers via Regional Congresses and Chapters Executive Board Meetings. Delegates would be informed of the PEO Code of Conduct and given a deadline to sign off on the document. Volunteers would be tracked via PEO volunteer database and approached through their respective Chapter Chair to sign off on the document.

The next stage would be via Regional Councillors Committee members. Each member would reach out to their respective Committee which they are part of and distribute the document. Volunteers would be tracked via PEO volunteer database with the help of the Volunteer Management department and approached through their respective Committee Chair to sign off the document.

The implementation methods above refer to all volunteers that are already acting as volunteers. For future volunteers the PEO Code of Conduct would be part of the onboarding process.

4. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none">• In March 2018, Council directed RCC to develop a process to ensure the safety and security of volunteers and participants who engage with PEO's various outreach activities;• In consultation with PEO's People Development department, in April 2019, RCC was advised to develop and implement a Code of Conduct to all PEO volunteers;• The document was drafted and sent to Councilor Thurnbull (RCC past Chair) for review on April 28th, 2019 and then sent to People Development for their first review on May 10th, 2019;• The Chapter Office received feedback from People Development on May 22nd, 2019 and applied the recommendations. The second draft was then Reviewed
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	<p>by Councilor Thurnbull and sent back to People Development on May 30th, 2019;</p> <ul style="list-style-type: none">• The Chapter Office received feedback from People Development on June 3rd, 2019 and applied the recommendations;• On June 4th, 2019, the document was sent back to People Development and requested to be peer reviewed by the Advisory Committee on Volunteers (ACV);• The ACV reviewed the Code of Conduct document at its June 6th meeting and stated that the committee had no concerns;• The Chapter Office had the Communications department review the document on June 12th, 2019;• The PEO Communications department reviewed the document and the Chapter office applied the recommendations. The fourth draft is attached herein.
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5. Appendices

- Appendix A – PEO Volunteer Code of Conduct.
- Appendix B – C-455-3.2 Briefing Note - Decision.

Briefing Note – Decision

APPOINTMENT OF COUNCILLORS TO BOARD COMMITTEES FOR 2019-2020

Purpose: To appoint Councillors to Board committees.

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

1. That, as recommended by the Human Resources Committee, Sherlock Sung be appointed as a member to the Audit Committee for the 2019-2020 Council year.
2. That, as recommended by the Human Resources Committee, Arjan Arenja, P.Eng. be appointed as a member to the Finance Committee for the 2019-2020 Council year.

Prepared by: Viktoria Aleksandrova – Committee Coordinator

Moved by: Marisa Sterling, P.Eng. – President-elect, Chair of the Human Resources Committee (HRC)

1. Need for PEO Action

Opportunities to serve on PEO board committees opened due to the retirement of three LGA Councillors on May 16 and June 6, 2019, including a position on the Audit Committee (AUC) due to the retirement of Lew Lederman, QC and a position on the Finance Committee (FIC) due to the retirement of Tim Kirkby, P.Eng.

A call for expressions of interest was sent out to all Council members with a submission deadline of July 31, 2019. The Human Resources Committee (HRC) met on August 26, 2019 to review the submissions according to Process for Board Committee appointments (Appendix A), the Decision Criteria Matrix (Appendix B) and the Special Rules approved at the June 2019 Council meeting.

HRC matched Councillor's first choice with their respective backgrounds and experience relevant to the work of the committee and is recommending the appointments as presented in Appendix C, taking into consideration the need to balance committee continuity with succession planning, Councillor workloads, Councillor involvement with other committees and external appointments as well as committee terms of reference.

2. Policy or Program contribution to the Strategic Plan

Appointing Councillors to Board Committees for the 2019-2020 Council year is related to Objective 9 in the 2018-2020 Strategic Plan.

3. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	Funded from Surplus Fund (Council discretionary funds)
2 nd	\$	\$	
3 rd	\$	\$	
4 th	\$	\$	
5 th	\$	\$	

4. Peer Review & Process Followed

Process Followed	Section 3.1 of the Committees and Task Forces Reference Guide states that "... Certain committees, however, (Executive, Audit, Finance, Human Resources, Legislation, OSPE-PEO Joint Relations, Regional Councillors [board committees]) follow the Council year because membership on these committees is determined by Council elections. The year for these committees begins with the first Council meeting following the PEO Annual General Meeting. ..."
Council Identified Review	Council is the appropriate peer group.
Actual Motion Review	N/A

5. Appendices

- Appendix A – Process for Appointment of Councillors to Board Committees Approved by Council, September 23, 2016
- Appendix B – Board Committee Appointments – Criteria Decision Matrix
- Appendix C – Human Resources Committee Recommendations

Process for the Appointment of Councillors to Board Committees (Approved by PEO Council, September 2016)

Annually, following Council elections:

- Councillors will be asked to submit Board Committee participation preferences to the outgoing Human Resources Committee (HRC)
- HRC would match committee needs to Councillor preferences
- For appointments to HRC, the Executive Leadership Team (President, President-elect and Past President) will review Councillor preferences and make a recommendation to Council to fill the two vacant positions on the committee
- HRC presents its recommendations at the AGM Council meeting for approval
- Should HRC be unable to present a recommendation regarding an appointment, Council will fill the position(s) through a vote

Board Committee Appointments – Decision Criteria Matrix

Priority ranking	Decision Criteria
1.	Councillor preferences.
2.	All Councillors on at least one board committee.
3.	At least one Councillor with a previous experience on the board committee to ensure continuity.
4.	Best efforts to have a Regional Councillor on certain board committees (EXE, AUC, FIC, HRC, LEC, JRC).
5.	Best efforts to ensure that Councillor background and experience are related to board committee.
6.	Best efforts to ensure that each board committee has at least one woman.
7.	Councillor workload/ participation across all committees and other appointments is balanced.

HRC Recommendation – Audit Committee (AUC)

Councillor Expression of Interest and Competencies		1 st , 2 nd , etc. choice	HRC Rationale	Composition / Current membership / HRC Recommendation
Arjan Arenja, P.Eng.*	My experience on the audit committee is not vast, but I do currently sit on the Electrical Safety Authority's Board of Directors and I am a member of their Audit Committee. I can bring my experience and learnings from ESA to be an effective member of the PEO's Audit Committee.	2 nd		<p>Composition: At least 4 members of Council.</p> <p>Current membership:</p> <ol style="list-style-type: none"> Guy Boone Leila Notash Marilyn Spink <p>HRC recommendation: Sherlock Sung</p>
Vaj Bandy, P.Eng.	Served on Society of United Professionals Audit Committee for 4 years.	2 nd		
Sherlock Sung	<ul style="list-style-type: none"> - Interested in gaining experience in financial audits and accounting. - Experienced with external contract administration as federal public servant. - Possess rudimentary accounting knowledge. 	1 st	Councillor's first choice; Councillor workload/ participation across all committees and other appointments is balanced.	

HRC Recommendation – Finance Committee (FC)

Councillor Expression of Interest and Competencies		1 st , 2 nd , etc. choice	HRC Rationale	Composition / Current membership / HRC Recommendation
Arjan Arenja, P.Eng.*	I feel my background in business management, my educational background, and my ability to work with people, give me the appropriate tools to be an effective member of the Finance Committee. As an entrepreneur and business manager, I know the importance of financial wellbeing of an organization. I have managed a few organizations with P&L responsibilities in my career. Also, currently, I sit on the Human Resources and Investment Committee of the Electrical Safety Authority.	1 st	Councillor's 1 st choice; Councillor background and experience are related to board committee work.	<p>Composition: At least 4 members of Council.</p> <p>Current membership:</p> <ol style="list-style-type: none"> Sandra Ausma Lorne Cutler Randy Walker <p>HRC recommendation: Arjan Arenja, P.Eng.</p>
Vaj Bandy, P.Eng.	Would like to see transparency in PEO financial expenditure. PEO has spending problem.	1 st		
Sherlock Sung	<ul style="list-style-type: none"> - Interested in gaining experience with finance, budgeting, investments - Possess rudimentary accounting knowledge. 	2 nd		

Briefing Note – Decision

C-529-2.7

LEGISLATION COMMITTEE WORK PLAN FOR 2019-2020

Purpose: To approve committee/task force work plans, human resources plans and terms of reference.

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

That Council approve the Legislation Committee work plan for 2019-2020 as presented to the meeting at C-529-2.7, Appendix A.

Prepared by: Margaret Braun MEd, CHRE – Interim Director, People and Development

Moved by: Vice President (elected) Bellini, P.Eng.

1. Need for PEO Action

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee / task force is to prepare an annual work plan and human resources plan for the following year by September 30 each year.

One of the roles of Council, as identified in the *Committees and Task Forces Policy* (Role of Council, Item 3), is to approve committee/task force mandates, Terms of Reference, annual work plans, and annual human resources plans. The Legislation Committee (LEC) has submitted its work plan for Council approval.

2. Proposed Action / Recommendation

That Council approve the submitted work plan for the Legislation Committee (LEC).

3. Next Steps (if motion approved)

The approved document will be posted on the PEO website and the committee will implement its plan.

4. Policy or Program contribution to the Strategic Plan

The motion regarding Committee / Task Force Annual Work and Human Resources Plans is related to Objective 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

Not applicable

6. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – <i>Reference Guide</i> , Section 3 - Committee and Task Force Operations <ul style="list-style-type: none">Item 3.3 - By September 30 each year, each committee/task force shall prepare an annual Work and Human Resources Plan for the following year.
Council Identified Review	N/a
Actual Motion Review	N/a

7. Appendices

- Appendix A – Legislation Committee (LEC)
 - i) 2019-2020 Work Plan

WORK PLAN – 2019/2020

LEGISLATION COMMITTEE (LEC)

Approved by Committee: July 27, 2019		Review Date: May 2020	
Approved by Council: TBD		Approved Budget: TBD	
Mandate [as approved by Council]:	<p>Section 30(1) of By-Law No. 1 grants Council the power to appoint the Legislation Committee. The Legislation Committee had been dormant for some time. By Resolution dated May 8, 2009, Council appointed the Legislation Committee.</p> <p>To provide oversight and guidance to matters pertaining to PEO's Act, Regulations and By-Laws. This will include, but not be limited to: (i) acting as custodian for PEO legislation, identifying PEO policies, rules and operational issues which touch on or affect PEO legislation, and providing guidance as to which of these should be put into legislation; ii) overseeing draft changes to PEO legislation; and (iii) keeping Council apprised of relevant external legislative initiatives and changes which may affect PEO legislation.</p>		
Terms of Reference [Key duties]:	<p>In support of its mandate, the Legislation Committee will include among its duties:</p> <ul style="list-style-type: none"> (i) acting as custodian for PEO legislation, identifying PEO policies, rules and operational issues which touch on or affect PEO legislation, and providing guidance as to which of these should be put into legislation; (ii) overseeing draft changes to PEO legislation which have not been assigned to another Committee or Task Force; and (iii) keeping Council apprised of relevant external legislative initiatives and changes which may affect PEO legislation. 		
Equity and Diversity Awareness	<ol style="list-style-type: none"> 1. <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies?</i> YES 2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups?</i> YES 3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences?</i> NO 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	2019-20 Priority Tasks:		
	1. Regulation Changes – External Regulatory Performance Review	Draft Regulations sent to Council for approval	April 2020
	2. Act Changes – External Regulatory Performance Review	Act change proposal sent to Council	April 2020
	3. Regulation Changes – Radiohead Coroner's Inquest Recommendations	Draft Regulations sent to Council for approval	April 2020
4. By-Law Restructuring	Draft proposal for Council on restructuring By-law No.1 into separate functional by-laws	April 2020	

WORK PLAN – 2019/2020

LEGISLATION COMMITTEE (LEC)

5. New Regulations- LIC Recommendations	Draft Regulations sent to Council for approval	April 2020
6. Regulation Changes – Academic & Examinations	Draft Regulations sent to Council for approval	April 2020
7. Regulation Changes – Prior Council Experience	Draft Regulations sent to Council for approval	April 2020
8. Review by-law change proposals from RCC	Provide legislative analysis to RCC and arrange for legal drafting and presentation to Council	April 2020
9. Offer training to PEO Statutory committees on Act/Regulation Change Processes and Requirements and LEC's role in it	Training and presentations offered and accepted	April 2020
10. Complete review of outstanding changes to Regulation 941 for compliance with Council-approved policy motions and evidence-based policy development, and provide feedback to the Attorney General and Council pursuant.	Policy clarifications from Licensing Policy Committee reviewed and recommendations made to Council	ongoing
11. Deal with any residual/remaining issues resulting from Bill 68, including proclamation of outstanding sections (Provisional Licence, <i>Not for Profit Corporations Act</i> changes)	Proclamation dates scheduled with Ministry of the Attorney General.	Ongoing (but by Dec. 2019)
12. Monitor government opportunities to resolve Ontario legislation that conflicts with the authority or provisions of the <i>Professional Engineers Act</i> or its Regulations	Staff to identify opportunities when conflicting Acts or Regulations are proposed for amendment to contact each Ministry, identifying the conflicting provisions and requesting satisfactory resolution.	Ongoing
13. In accordance with the Regulatory Policy Protocol approved by Council, review all referred policy proposals that involve authority from the Act, Regulations or By-Laws, and provide regulatory impact analysis and	Regulatory impact analyses completed and forwarded to Council for policy determination.	Ongoing

WORK PLAN – 2019/2020

LEGISLATION COMMITTEE (LEC)

	recommendations to Council pursuant.		
	14. Maintain an up-to-date regulatory issues (Act/Reg/By-Law change proposals) log and provide annual update to Council	Issues log maintained and provided annually to Council	September 2019
	15. Prepare an annual Work Plan and Human Resources Plan in accordance with the Committees and Task Forces Policy.	Annual Work Plan drafted for Council approval; HR plan developed, if necessary.	September 2019
	Q2: <i>The multi-cultural calendar was considered when scheduling the workshop date.</i>	Calendar considered.	June 2019
	Q3: <i>Persons with disabilities and food allergies were appropriately accommodated.</i>	Accommodations successfully addressed, where necessary.	Each LEC meeting
Inter-Committee Collaboration:	The Committee will liaise with any Committee or Task Force that provides it with work for comment. It will also liaise with any Committee it deems necessary, where such Committee is involved with PEO legislation, etc.		
Stakeholders:	Council and the Attorney General of Ontario; PEO Statutory Committees (Academic Requirements Committee; Experience Requirements Committee; Registration Committee; Complaints Committee; Discipline Committee); and advisory committees (for example, Professional Standards Committee), as needed on specific issues.		

BARRIERS TO LICENSURE

Purpose: To approve the creation of a Task Force that will assess and report on barriers for licensure in emerging/non-traditional disciplines and propose a equitable and sustainable process for EITs and IEGs including those who are not directly supervised by a licensed Professional Engineer to satisfy the Canadian work experience requirement defined in the Professional Engineers Act, Regulation 941, Section 33.4.

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

Note: these motions are mutually exclusive.

That Council:

1. Create a task force to assess and report on barriers for licensure in emerging/non-traditional disciplines and develop an equitable and sustainable process for EITs and IEGs including those who are not directly supervised by a licensed Professional Engineer to satisfy the Canadian work experience requirement defined in the Professional Engineers Act, Regulation 941, Section 33.4. The report and recommendations should be presented to Council for approval no later than the end of 2020.

OR

That Council:

1. Refer the Submission to the Registrar for review of the identified issues as part of the Action Plan for the External Regulatory Review, Recommendation #6

Prepared by: Bernard Ennis, P.Eng., Director, Policy and Professional Affairs

Moved by: Councillor Notash, P.Eng.

1. Need for PEO Action

- At the 2019 Annual General Meeting, the following submission was proposed and accepted by those in attendance:

That PEO Council form a task force to assess and report on barriers for licensure in emerging/non-traditional disciplines and develop an equitable and sustainable process for EITs and IEGs including those who are not directly supervised by a licensed Professional Engineer to satisfy the Canadian work experience requirement defined in the *Professional Engineers Act*, Regulation 941, Section 33.4. The report and recommendations should be presented to Council for approval no later than the end of 2020.

2. Proposed Action / Recommendation

- It should be noted that PEO currently has a Licensing Committee and its Terms of Reference give the LIC the following duties and responsibilities:

1. Identify the need for, and prioritize, enhancements to PEO's licensing policies, criteria, and processes.
 2. Propose to Council the creation of subcommittees / task groups to develop licensing policy in specific policy areas, including their population and terms of reference.
 3. Coordinate the development of proposals for Council approval to enhance PEO's licensing criteria and processes, including appropriate peer review.
- Consequently, Council should consider whether LIC should be tasked with reviewing the need for changes to policies to deal with any potential barriers to licensure and recommendations about a task force to deal with this issue.
 - The Experience Requirements Committee has been engaged in developing options for dealing with the issue of satisfying the Canadian work experience requirement for EITs and IEGs who are not directly supervised by a licensed Professional Engineer. If a Task Force is assigned this responsibility, Council should ensure that ERC and this new Task Force are not duplicating work.
 - Staff recommend that Council should consider this submission in the context of the External Regulatory Review Action Plan for Recommendation #6 of the Cayton Report:

PEO should review and revise all its current licensing categories and designation and eliminate those that do not directly contribute to protection of the public/serving the public interest. (*A review of the regulatory performance of Professional Engineers Ontario*, Professional Standards Authority, April 2019, p 62)

- One of the guiding principles of the External Regulatory Review Action Plan is the imposition of a moratorium on the creation of Task Forces and committees that would deal with issues that are covered by the recommendations in the Cayton Report. This proposed task force falls within the scope of that moratorium; therefore, staff recommend that Council defer any decision on the creation of a Barriers to Licensure Task Force and, instead, direct the Registrar to include review of the identified issues in the action plan for Recommendation #6.

3. Next Steps

(if motion 1 approved)

- The Registrar will draft a terms of reference for the Barriers to Licensure Task Force and submit to Council for approval.
- Volunteer Management will recruit potential members for the Task Force
- The Registrar will assign a Committee staff advisor
- The Barriers to Licensure Task Force will draft a Work Plan for Council's approval

(if motion 2 approved)

- The Registrar will conduct a policy review of the issues raised in the submission and, if they fall within the priority criteria, include assessment and development of proposals for dealing with these issues in the External Regulatory Review Action Plan.

4. Policy or Program contribution to the Strategic Plan

- The Barriers to Licensure Task Force relates to Objective 5 "Increase influence in matters regarding the regulation of the profession" of the 2018-2020 Strategic Plan

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$	N/A
2 nd	\$10,000	\$	This is the generic amount usually allocated for a Task Force per operating year.
3 rd	\$0	\$	
4 th	\$0	\$	
5 th	\$0	\$	

If program is not designated as ending in less than five years (such as creating a Task Force), subsequent years will be assumed to be similar to the fifth year of funding.

6. Peer Review & Process Followed

Process Followed	<p>A Member Submission was passed at the PEO Annual General Meeting with the following motion:</p> <p><i>That PEO Council form a task force to assess and report on barriers for licensure in emerging/non-traditional disciplines and develop an equitable and sustainable process for EITs and IEGs including those who are not directly supervised by a licensed Professional Engineer to satisfy the Canadian work experience requirement defined in the Professional Engineers Act, Regulation 941, Section 33.4. The report and recommendations should be presented to Council for approval no later than the end of 2020.</i></p> <p>Note: A Member Submission is not binding on Council.</p>
Council Identified Review	<p>Identify who is to be consulted; how they will be consulted and what kind of response is expected.</p> <ul style="list-style-type: none"> •
Actual Motion Review	<p>Detail peer review and relevant stakeholder review undertaken</p> <ul style="list-style-type: none"> • The motion was reviewed by the President

7. Appendices -none.

EVOLUTION OF ONTARIO ENGINEERS TASK FORCE

Purpose: To approve the creation of a Task Force that will explore the implications of the accelerating pace of technological change and new scientific discoveries on the regulation, licensing and governing of engineers and applied scientists in Ontario.

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

That Council:

1. Create a task force examining the impact of fast-paced technological change and new scientific discoveries on the regulation, licensing and governing of engineers and applied scientists in Ontario, for a maximum duration of one year.
2. In consultation with the Registrar, the Task Force will prepare a report of its findings and a recommendation for a general meeting of the members to be approved at a subsequent meeting of Council

Prepared by: Rochelle Pereira-Alvares, Research Policy Analyst

Moved by: Councillor Guy Boone, P.Eng.

1. Need for PEO Action

- At the 2019 Annual General Meeting, the following submission was proposed and accepted by those in attendance. It read.
 - Technology is changing at a rapid pace, with new scientific discoveries frequently being made. These two factors will have an impact on the evolution of the engineering profession, and its regulation, licensing and governance.
 - *THEREFORE BE IT SUBMITTED THAT, PEO Council create a Task Force with some urgency, to explore the implications of the accelerating pace of technological change and new scientific discoveries on the regulation, licensing and governing of engineers and applied scientists in Ontario; and, That PEO convene a general meeting of the member forthwith to determine a course of action that the profession may consider as a result of the Task Force's considerations.*

2. Proposed Action / Recommendation

- To approve the creation of the Evolution of Ontario Engineers Task Force
- It should be noted that PEO currently has an Emerging Disciplines Task Force, which was created in 2009. Although it still exists, its funding was suspended as part of the 2019 Operating Budget passed by Council in November 2018. The Task Force has been waiting for about 3 years to provide Council with its final reports and calls to action.
- Staff recommend that the Registrar should consider this submission in the context of the External Regulatory Review Action Plan for Recommendation #6.
 - Recommendation #6 states, "PEO should review and revise all its current licensing categories and designation and eliminate those that do not directly contribute to protection of the public/serving the public interest" (*A review of the regulatory performance of Professional Engineers Ontario*, Professional Standards Authority, April 2019, p 62)

3. Next Steps (if motion approved)

- Draft a Terms of Reference for the Evolution of Ontario Engineers Task Force
- Recruit members for the Task Force
- Registrar to assign a Committee advisor
- Evolution of Engineers Task Force will draft a Work Plan for Council’s approval
- Consult with Engineers Canada and engineering regulators across the country
- Identify and survey/consult with newly licensed, and established engineers, industry leaders and academics in the IT and biotech fields and any other new fields as deemed appropriate (such as the current Cyber Security Engineering and NanoMolecular Engineer).

4. Policy or Program contribution to the Strategic Plan

- The Evolution of Ontario Engineers Task Force relates to Objective 5 “Increase influence in matters regarding the regulation of the profession” of the 2018-2020 Strategic Plan

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$	Funded from Surplus Fund (Council discretionary funds)
2 nd	\$10,000	\$	This is the generic amount usually allocated for a Task Force per operating year.
3 rd	\$0	\$	
4 th	\$0	\$	
5 th	\$0	\$	

If program is not designated as ending in less than five years (such as creating a Task Force), subsequent years will be assumed to be similar to the fifth year of funding.

6. Peer Review & Process Followed

Process Followed	A Member Submission was passed (88%-YES; 12%-NO) at the PEO Annual General Meeting with the following motion; <i>THEREFORE BE IT SUBMITTED THAT, PEO Council create a Task Force with some urgency, to explore the implications of the accelerating pace of technological change and new scientific discoveries on the regulation, licensing and governing of engineers and applied scientists in Ontario; and, That PEO convene a general meeting of the member forthwith to determine a course of action that the profession may consider as a result of the Task Force’s considerations.</i> Note: A Member Submission is not binding on Council.
Council Identified Review	<ul style="list-style-type: none"> • This is an AGM submission for Council review • Part of the Terms of Reference to be created
Actual Motion Review	<ul style="list-style-type: none"> • The motion was reviewed by the President

- **7. Appendices - Appendix A – AGM Submission #2**

To Registrar, Johnny Zuccon, P.Eng., FEC
agmsubmissions@peo.on.ca
April 18, 2019

Motion RE: Evolution of Ontario Engineers

Whereas the following 4 principles appear to apply and that will continue to more significantly impact the evolution of engineers and applied scientists at least in Ontario,


Principle #1: *the members of a given professional practice are in the best position to understand and effectively govern their practice;*

Principle #2: *The only justification for a Licence is that it is necessary to serve and protect the Public Interest;*

Principle #3: *Human knowledge and understanding of science and technology will continue to expand;*

Principle #4: Science and technology will expand at an increasing rate;

Be it resolved that,
PEO Council create a Task Force with some urgency, to explore the implications of the accelerating pace of technological change and new scientific discoveries on the regulation, licensing and governing of engineers and applied scientists in Ontario; and,
That PEO convene a general meeting of the members forthwith to determine a course of action that the profession may consider as a result of the Task Force's considerations.

Moved by: 
Peter M DeVita, MASc, MBA, P.Eng, FEC

Seconded by: 
Guy Boone, P.Eng FEC

AGM MEMBER SUBMISSION #5: EIT RIGHT TO VOTE IN COUNCIL ELECTIONS

Purpose: To consider if the Profession Engineers Act should be amended to allow Engineering Interns (EITs to vote in Council elections)

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

That Council direct the Registrar to provide a policy intent briefing note for an Act Change to allow engineering interns to vote in Council elections, using PEO's Act Change Protocol.

Prepared by: Ralph Martin, Manager, Secretariat

Moved by: Councillor Arthur Sinclair, P.Eng.

1. Need for PEO Action

A Member Submission was passed (63% Yes - 37% No) at the 2019 PEO Annual General Meeting with the following motion;

WHEREAS: Currently, an EIT is not eligible to vote in PEO Council elections; and

WHEREAS: the goings on of the PEO Council directly impact EIT's; and

WHEREAS: passionate EIT's should be encouraged to engage with the PEO;

THEREFORE BE IT SUBMITTED THAT, the PEO allows EIT's to vote in PEO council elections commencing in the calendar year 2019 or in the calendar year as soon thereafter as can be implemented by PEO, and in all subsequent PEO council elections

2. Proposed Action / Recommendation

That Council direct the Registrar to provide a policy intent briefing note for an Act Change, using PEO's Act Change Protocol. This would include a scan of other engineering regulators' statutes, evidence of a problem with EITs not voting, as well as any other stakeholder impacts.

3. Next Steps (if motion approved)

Using the Act Change Protocol, the Registrar will present a briefing note to Council including the policy intent for the proposed change. Afterwards, PEO would present the requested Act Change to the provincial government. PEO does not control the timing of Act changes, as it is at the discretion of the government of the day.

4. Policy or Program contribution to the Strategic Plan

N/A

5. Financial Impact on PEO Budgets (for five years)

There are currently 8082 EIT's. PEO has email addresses for all of them so there would be no additional costs related to sending the election package by traditional mail.

The current Official Elections Agent, Clear Picture have indicated there would not be any additional costs to adding over 8000 people to the email distribution of the election package.

Furhter details on potential financial impact on PEO Budgets will be provided as part of the Act Change Protocol briefing note.

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	
2 nd	\$0	\$0	
3 rd	\$0	\$0	
4 th	\$	\$	
5 th	\$	\$	

6. Peer Review & Process Followed

Process Followed	<p>A Member Submission was passed (63% Yes - 37% No) at the 2019 PEO Annual General Meeting with the following motion;</p> <p><i>THEREFORE BE IT SUBMITTED THAT: the PEO allows EIT's to vote in PEO council elections commencing in the calendar year 2019 or in the calendar year as soon thereafter as can be implemented by PEO, and in all subsequent PEO council elections.</i></p> <p>Note: A Member Submission is not binding on Council.</p>
Council Identified Review	N/A
Actual Motion Review	N/A

7. Appendices

- Appendix A – 2019 Annual General Meeting: Submission 5

The Right to Vote

WHEREAS: Currently, an EIT is not eligible to vote in PEO Council elections; and
WHEREAS: the goings on of the PEO Council directly impact EIT's; and
WHEREAS: passionate EIT's should be encouraged to engage with the PEO;
THEREFORE BE IT SUBMITTED THAT, the PEO allows EIT's to vote in PEO council elections commencing in the calendar year 2019 or in the calendar year as soon thereafter as can be implemented by PEO, and in all subsequent PEO council elections

Background Information:

- The legal voting age in Canada is 18 to vote in municipal, provincial and federal elections; and
- In 2018 an EIT paid to PEO an annual fee of \$75.00, which was less than the \$220.00 annual fee paid by P.Eng.'s but more than the \$55.00 annual fee paid by Retired P.Eng.s (with HST added after on all these amounts); and
- The voter turnout of the 2019 PEO Council election was 12.43%, and this change could increase engagement and interest in the PEO

Moved By: Michael Martin, P.Eng.
Seconded By: Arthur Sinclair, P.Eng.
Chair Signature: Larisse Nana Kouadjo, P.Eng.
Date: April 17 / 2019

PEO WEBMAIL ACCOUNTS FOR CHAPTERS

Purpose: PEO convert 36 generic chapter email addresses that are an “alias” address to a Microsoft Exchange email account that is accessed via webmail.

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

That Council approve the change of the 36 generic chapter email addresses that are an “alias” address to a PEO Webmail account and to provide the password to the relevant chapter chairs and to have the appropriate PEO staff provide self training information in a document to be stored on www.chapters.PEO.on.ca.

Prepared by: Michelle Wehrle – Director, Information Technology

Moved by: Councillor Gary Houghton, P.Eng.

1. Need for PEO Action

The following Member Resolution was passed at the 2019 Annual General Meeting.

That Council approve the change of the 36 generic chapter email addresses that are an “alias” address to a PEO Webmail account and to provide the password to the relevant chapter chairs and to have the appropriate PEO staff provide self training information in a document to be stored on www.chapters.PEO.on.ca.

Council reviews member submissions passed at each Annual General Meeting.

2. Proposed Action / Recommendation

Currently there are 36 generic email accounts addressed to Chapter Chairs, Vice-Chairs, and Treasurers, forwarded to the volunteer’s personal email account.

The current submission is that volunteers are made to use the PEO email system and the email accounts created for chapters. The main benefit outlined in the submission is that the webmail account will allow users of the email system access to PEO’s global address book (GAL) which would facilitate searching for email addresses for anyone associated with PEO – Council, Committee members, staff, chapter staff, chapter volunteers, etc. to facilitate easier communications. The GAL is the directory that contains the information on mailboxes and email distribution lists at PEO.

Converting alias email accounts to mailboxes will not increase visibility to the name of the volunteer within the role at the Chapter. For example in the GAL when searching for the Algoma Chapter information the following would be displayed: Algoma Chapter, Algoma Chapter Treasurer, Algoma Chapter Vice Chair. The details of the Algoma Chapter Vice Chair mailbox would show: algomachaptervicechair@peo.on.ca

Distribution lists such as rcc@peo.on.ca, AlgomaCouncillors@peo.on.ca, Eastern_Treasurers@peo.on.ca and similar distribution lists for the other four regions would not contain the names of the individuals but the names of the positions/titles. For example, Algoma

Councillors distribution list would contain the following information: Algoma Chapter, Algoma Chapter Treasurer, Algoma Chapter Vice Chair

It should be noted that Ray has previously made this proposal to RCC and they have rejected it.

At the time of writing this brief, PEO was in the process of reviewing RFP submissions to move and upgrade PEO's email system from on premise to Microsoft cloud based email system. The RFP submissions were submitted to accommodate the current scope and scale of PEO email systems. The RFP submissions have a significant range in pricing and no decisions regarding the final solution has been determined.

If approved, we would recommend that Council not proceed with this recommendation until after the email system upgrade is implemented to reduce the amount of complexity to the upgrade project. Once completed PEO would investigate the cost for 36 additional mailboxes.

The next stage would be create a terms of use and security policy for all volunteers who would be using PEO's email system to sign prior to gaining access.

Each chapter member in the position would then be contacted with instructions on how to access the email account and a brief training guide provided. Support for the use of the email system would be provided Monday to Friday 8 am to 5 pm by PEO IT staff.

All the figures provided herein are estimates and would be revised after the completion of RFP process.

Licenses:

- Exchange Online Plan 2 for volunteers: Secure and reliable business-class email with unlimited storage, and data loss prevention. No Microsoft Office applications.
\$9.70/user/month = \$4,200 per year
- Ongoing maintenance and administration 1 hours per month of PEO staff time

Total Costs:

Ongoing = \$4,200 per year

3. Next Steps (if motion approved)

- Communication to chapters the mandatory use of PEO email account for Chapter position emails
- Create Terms of Use and Security policy
- Create mailboxes for each chapter and delete the existing alias account and email forwarding
- Each chapter would then be contacted with instructions on how to access the email account after they have signed the terms of use policy
- Additional budget allocation would be required in 2020 for the 36 mailboxes

4. Policy or Program contribution to the Strategic Plan

- The member submission does not relate to the 2018-2020 Strategic Plan Objectives. See Appendix A

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$4200	\$	Funded from Surplus Fund (Council discretionary funds) The costs vary depending on solution chosen.
2 nd	\$4200	\$	
3 rd	\$5000	\$	2% increase
4 th	\$5000	\$	
5 th	\$6000	\$	2% increase

If program is not designated as ending in less than five years (such as creating a Task Force), subsequent years will be assumed to be similar to the fifth year of funding.

6. Peer Review & Process Followed

Process Followed	A Member Submission was passed at the 2019 PEO Annual General Meeting with the following motion; <i>Therefore be it submitted that, the change of the 36 generic chapter email addresses that are an "alias" address to a PEO Webmail account and to provide the password to the relevant chapter chairs and to have the appropriate PEO staff provide self training information in a document to be stored on www.chapters.PEO.on.ca</i>
Council Identified Review	N/A
Actual Motion Review	N/A

7. Appendices

- Appendix A – Member Resolution

2019 PEO AGM Submission
Submit to: Johnny.Zuccon@peo.on.ca

Title: Chapter Webmail Accounts

WHEREAS: a motion was submitted at the 2013 PEO AGM to create generic webmail accounts for key chapter positions such as chair, vice chair, Sec., Treas., past chair etc. and unanimously passed.

WHEREAS: the 2013 motion was rejected by PEO Council

WHEREAS: at the 2015 AGM a motion was passed to allow active PEO volunteers to be able to request and receive a PEO webmail account

WHEREAS: a cost estimate of Total onetime costs = \$10,600.00 and Total ongoing costs = \$18,000.00 per year for 1000 volunteers was provided to Council.

WHEREAS: Council directed the motion to the ITEG (Information Technology Emerging Governance) subcommittee of RCC for consideration and recommendation.

Whereas: the ITEG subcommittee has not generated a reply nor have they met in probably close to two years

Whereas: at the 2018 PEO AGM a repeat motion to allow active volunteers to be able to request a PEO webmail account was again passed

Whereas: the cost estimate to provide up to 1000 volunteers with a webmail account has ballooned to One-time = \$360,578 and Ongoing = \$402,000 per year

Whereas: Council was looking at a deficit budget of approximately \$4.5 million for 2019 and it was decided to defer the item on the Council agenda to revisit the briefing note to add benefit information to the request and to look at a reduced scale to get Council support.

Whereas: the main benefit of the webmail account is to gain access to the global default database information which provides contact information for staff, staff maintained distribution lists, and to be able to find email addresses for other volunteers with limited information using the search capabilities.

THEREFORE BE IT SUBMITTED THAT,

Council approve the change of the 36 generic chapter email addresses that are an "alias" address to a PEO Webmail account and to provide the password to the relevant chapter chairs and to have the appropriate PEO staff provide self training information in a document to be stored on www.chapters.PEO.ON.ca.

Moved By: Ray Linseman, P. Eng RE Linseman

Seconded By: Ahmad Khadra (Print) [Signature] (signature)

Date: April 19, 2019

ARTICLING ENGINEER CERTIFICATE

Purpose: issuing the Articling Engineer certificate/designation once the applicants fulfill the academics and pass the professional practice examination

Motion: That Council direct the Registrar to prepare a staff report on the proposal in this White Paper and present that report to Council at its February 7, 2020 meeting.

Prepared by: Councillor Leila Notash, P.Eng.

Moved by: Councillor Leila Notash, P.Eng.

1. Matter Identification

The application process for a P.Eng. includes several phases. To empower the applicants and facilitate a sense of moving ahead as the applicants fulfil each requirement, these phases could be branded and a certificate could be issued once the applicants fulfil the academics and pass the professional practice examination (PPE).

This was the first proposal of the Academic Requirements Committee (ARC), submitted in 2018, with regards to Objectives 6 and 8 of the 2018-2020 PEO Strategic Plan:

#6: Augment the applicant and licence holder experience

#8: Create a seamless transition from student member to EIT to licence holder

This could be implemented as part of the consideration of Recommendations 5 and 6 of the regulatory performance review¹

“Recommendation 5: engineering license should be simplified and speeded up, the discriminatory aspects of written examinations, a Canadian year of experience and face to face interviews should be discarded...”

Recommendation 6: PEO should review and revise all its current licensing categories and designation and eliminate those that do not directly contribute to protection of the public/serving the public interest.”

2. Value Added

- The certificate could bring the entrepreneurs (including those in emerging disciplines) under the PEO umbrella while pursuing engineering related work towards their experience with no P.Eng. supervision.
- The certificate will alleviate some of the concerns regarding the required one-year Canadian engineering experience for the International Engineering graduates and applicants/EITs with no P.Eng. in their workplace. Similar concerns have been raised by the Ontario Fairness Commission.
- The certificate/designation will be an indication of the applicants' familiarity with the engineering ethics and law, and their commitment to the profession.

¹ A review of the regulatory performance of Professional Engineers Ontario, April 2019 (http://www.peo.on.ca/index.php?ci_id=33534&la_id=1)

- The certificate could further improve the communications with applicants since it will facilitate a sense of moving ahead as the applicants fulfil each requirement.

Any act that is within the “practice of professional engineering”² requires a professional engineer or limited licence holder to assume responsibility for the services within the practice of professional engineering to which the act is related. Applicants and entrepreneurs need a licence holder to review their design and take responsibility for the product or service. Through this certificate, the application process will be more accommodating of applicants and entrepreneurs with no P.Eng. supervisor at their workplace. It will reinforce their commitment to the engineering profession and membership as a Professional Engineer. It is in the public’s interest to bring them under the self-regulation so they could be closely monitored on a path to licensure. This progressive and inclusive policy will also allow ideas to be brought forth from the graduates of the emerging engineering disciplines.

To reduce the implementation cost, the **digital** certificate could be provided via the Member Portal on the PEO's website. As well, similar to the PEAK profile, a pertinent note will be posted for each applicant on the Directories of Practitioners. The certificate/designate could be covered under the P.Eng. application fee.

The title of this certificate was discussed at the May and June 2019 ARC meetings. Several titles were considered (including the “Certified Engineer” and “Associate Engineer”). At the June meeting, the ARC supported the title/designation of “**Articling Engineer**”. Until the Act/Regulation change (to allow using this title), the title will be “**Articling-in-Engineering**”.

This certificate (a form of licence) will be different from the Provisional Licence as all applicants who meet the academics and pass the PPE exam will be qualified regardless of their engineering experience competency (quality and quantity). The Provisional Licence is for applicants who have “*satisfied all of PEO’s licensing requirements except for the minimum 12 months of verifiable and acceptable engineering experience in a Canadian jurisdiction, under the supervision of a professional engineer licensed in the jurisdiction in which the work was undertaken... It may be renewed once for up to 12 months if the Registrar is of the opinion that renewal is necessary to enable the applicant to acquire the experience required by paragraph 4 of subsection 33(1). The holder of the provisional licence is entitled to practise professional engineering only under the supervision of a professional engineer, and shall not issue a final drawing, specification, plan, report or other document unless the supervising professional engineer also signs, and dates it and affixes his or her seal to it.*”³.

3. Peer Review/Discussion

- This is the first proposal of the Academic Requirements Committee (ARC), submitted in 2018, with regards to Objectives 6 and 8 of the 2018-2020 PEO

² “practice of professional engineering” means any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising that requires the application of engineering principles and concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment, or the managing of any such act; Professional Engineers Act, R.S.O. 1990, CHAPTER P.28

³ The Provisional Licence (http://www.peo.on.ca/index.php/ci_id/2073/la_id/1.htm)

Strategic Plan. In June 2019, ARC supported the title/designation of “Articling Engineer”.

- The draft of this White Paper was presented at the LEC (July) and ARC (July and August) Committee meetings (and was shared with LIC in August).
- Staff review (by Jordan Max) concluded that PEO has the authority in the Act to create classes of licence and classes of persons. Further review will be conducted as part of staff preparation of the motion in support of proposed designation/certificate.

4. Value Lost

- There is no evidence that public would be less protected because of this certificate/designation.

5. Action Plans

- The “Articling Engineer” and “Articling-in-Engineering” titles will be trademarked before the “Articling-in-Engineering” title is taken.
- The value of this certificate/designation and what it signifies, including its limitations on individuals, will be defined and well publicized.

Chapter Reform

Purpose: PEO Chapters need to evolve with the times, to be equipped & structured for the essential purposes of a **World Class Engineering Regulatory Body**, Professional Engineers Ontario. This **White Paper** is in concurrence with **2018-2020 Strategic Plan Objective #4**, and with greater sense of urgency as a result of **Recommendation #3** in the Clayton “**PEO Regulatory Performance Review**” Report.

Motion: **PEO Council** to “**Create a Task Force**” with representatives of **Council, RCC, Committees, Chapters & Staff** to implement “**Chapter Reform**” changes & advancements to enable & transform Chapters for vital delivery of **Regulatory Outreach programs**.

This “**Chapter Reform**” **White Paper** has been **Peer Reviewed** at various stages over the past **4+ years** by the Eastern Region Councillor **Guy Boone, P.Eng FEC** at number of PEO Chapter Executive Meetings, the Eastern Region Congress and at the RCC (Oakville; Sat 29 July 2017).

Prepared by: **Guy Boone, P.Eng FEC; PEO Eastern Region Councillor**

1. **Matter Identification:**

- **PEO Chapters** (the Volunteers, Process & Technology) need to be modernized, restructured & equipped for the vital delivery of Regulatory Outreach programs.

The **PEO Chapters** were formed in the 1960s, long before email and Social Media was available at our fingertips., They were created as a means to support **PEO’s Self Regulation** for member engagement, two way communications for Council and as “grass roots” member engagement for Council Elections. There is now opportunity to review the chapter structure to determine the optimal number of chapters and to strengthen the chapter system by looking at whether smaller and large chapters could work together or possible consolidate to have greater member engagement and “grass root” support of regulatory matters and protecting public safety.

Recommendation #3 in the Clayton “**PEO Regulatory Performance Review**” Report

[first Part] PEO should consider if its **Chapters** are either necessary or desirable in **delivering its functions as a regulator**, and

[second Part] should redirect its financial support for them to its **core regulatory functions & activities** (Sections: 3.17-3.21).

PEO 2018-2020 Strategic Plan Objective #4

4. **Engage Chapters** as a **valuable regulatory resource**— **PEO Chapters** will operate as “**branch offices**” for **delivery of regulatory outreach programs**.

The 5 Essential Core Purposes for PEO Chapters need to be revised; they are currently:

1. **[Presence]** Enhance public awareness for the engineering profession in the local community.
2. **[Communications]** Facilitate two-way communication with the License Holders and PEO Council. Report Non-Compliance Issues.
3. **[Grassroot Participation]** Promote participation of License Holders in Chapter and other PEO activities. Encourage License Holders to take an interest and participate in PEO Governance (i.e. Voting in PEO Elections, conversations, coming out to PEO Town Hall Meetings, asking questions, etc).
4. **[Recognition]** Recognition of individuals & firms for their support of the Profession, and support of the Profession. Recognition of Chapters for exceptional Leadership and Programming.
5. **[Governance]** Encourage professional engineers to participate in PEO Regulatory roles, such as enforcement and discipline activities.

Delivery of Regulatory Outreach programs, should include the following (just a sample):

- Certificate Ceremonies, with Keynote Speakers and Meet & Greet Receptions
- Licensure Assistance Program (LAP), including EIT & IEG networking events
- Government Liason Program (GLP)
- Council Townhalls and Election Debates & Candidate Receptions
- Info Sessions for Licensure, Enforcement & PEAK compliance
- Member Consultations for PSC Standards & Policies
- Chapters can help facilitate Regional ERC/ARC Interviews

Activities not Core, & requires a Primary Sponsor (such as OSPE & Others):

- Golf, BBQ & Social Gatherings, including Pub Nights...
- Networking & Career opportunities

Chapters need to fully embrace & take full advantage of Technology, using:

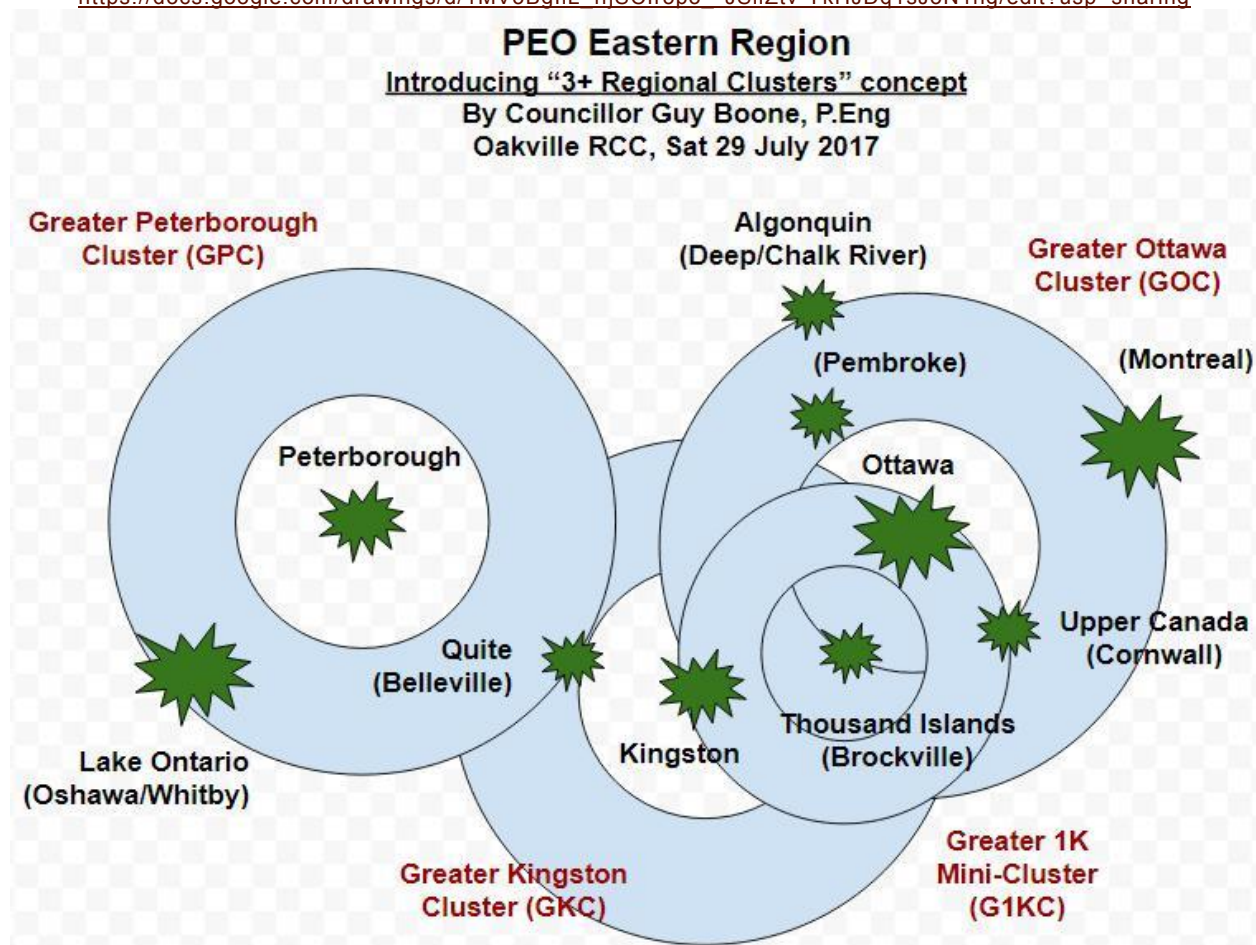
- **Web Teleconference**, using the Entrepreneur+Engineer developed Open Source BigBlueButton.org facilities with **Virtual Meeting Rooms** for all Chapters, Committees & Task Forces... The current **Momentum Teleconference** with **Adobe Connect Pro Screen Sharing** is not an integrated solution open & available to all PEO Volunteers.
- **Webmail (G-Suite)** for all PEO Active Volunteers, with Cloud based Centralized Secure File Storage, Shared Calender, Office (Word, PowerPoint, Excel like Apps, including Forms/eSurvey & Drawing facilities)
- **Poll Everywhere** accounts for all Chapters & Committees for greater Collaborations.
- Implement a [**Member Engagement, Retension & Communication \(MERC\) portal**](#) & **Mobile App** for all Chapters, Committees & Task Forces. In 2018, the Scarborough Chapter requested **RCC Special Funding** for proof of concept, and now can be deployed for all PEO Chapters.

- Chapters to operate taking full advantage of **Centralized Resources**, such as **Centralized Banking** framework, **Certify Online Expense Claims** with designated PEO Credit Cards & **Centralized Event Management**.

Other Guiding Principles, includes:

- Introduce **Chapter Term Limits & Succession Planning** for Executive/Officers, especially the Chapter Chair & Vice-Chair. A Policy needed to deal with Conflict & Fairness.
- **Chapter Executive meeting** must be held in Conference Rooms that are open to Licensure Holders & Public to attend... Holding Executive Meeting in Restaurants need to be discouraged where costly Meals are required, often time competing with music & discussion noise that is unbearable & not appropriate for Web Teleconference remote participation.
- Chapters are the true **“Voice of Engineers”**, whereas OSPE is the **“Voice of the Engineering Community”**. PEO Chapters need not be outsourced to OSPE.
- PEO Chapters need to be rebranded as the **“Engineering Community Chapter”**, reaching out to OSPE & other Leant Societies (such as IEEE, ASME, CNS & all others) for Engineering Discipline Engagement & Consultations.
- **Transforming Chapters** into **“Regulatory Clusters”** (2 concentric Circles), where the Inner Circle is the reasonable distance required to attend a meeting in person, the second Outer Circle represents where Assistance by LRT/Subway or Web Teleconference is required. No Boundry Review is required, & encourages Chapters to work together... Clusters will spread over Regions, as required.

https://docs.google.com/drawings/d/1MV3BgliL_ffjSClr5po_-JSilZtv-YkHJDq1sJoN1hg/edit?usp=sharing



MODERNIZING THE INDUSTRIAL EXCEPTION CLAUSE IN THE ACT

Purpose: To complete the necessary policy development to create a report on, and recommendations for, modernizing the Industrial Exception clause of the Professional Engineers Act (PEA), narrowing down its application, and excluding the nuclear industry from the current exemption.

The motion does not seek to *repeal* the Industrial Exception. Its intent is simply to *restrict* a particular misuse of the existing Exemption, a misuse which has broad implications for public safety.

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

- That Council directs the Registrar to draft a report and recommendations for Council’s decision, by June 2020, regarding a need to modernize the Industrial Exception, narrow its scope, and with specific reference to its application to the nuclear industry.

Prepared by: Councillor Keivan Torabi, P.Eng.

Moved by: Councillor Gregory Wowchuk, P.Eng.

1. Need for PEO Action

- At the 525th Council Meeting plenary held on March 21, 2019, all Councillors present agreed by a show of hands to pursue the White Paper on the need for a modernization of the Industrial Exception, submitted by Eastern Central Region Councillor Keivan Torabi, PhD, P.Eng. and Councillor-at-Large Gregory Wowchuk, P.Eng. (See Appendix A for supporting information, and Appendix B for examples of recruitment of unlicensed persons in the nuclear industry for jobs whose titles include the word ‘engineer’).
- More specifically, the white paper proposed that PEO staff prepare a report detailing how certain industries, particularly the nuclear industry, must not be allowed to take undue advantage of the Industrial Exception clause, and that PEO should prepare both a report and updated clauses for the Act, limiting and clarifying the scope of the Industrial Exception, focusing on the issue where the consequences of industrial accidents would spill over to the public domain.
- The Industrial Exception refers to Section 12(3)(a) of the Professional Engineers Act (PEA), which permits unlicensed persons to perform engineering “*in relation to **machinery or equipment**, other than equipment of a structural nature, for use in the facilities of the person’s employer in the production of products by the person’s employer*”.
- PEO has investigated the **repeal** of the Industrial Exception and an Act change was passed as part of the government’s *Open for Business Act, 2010* that would remove that clause from the *Professional Engineers Act*. The Act change was scheduled to be proclaimed in 2013, but the government of the day chose to postpone the proclamation indefinitely. After consultation with various stakeholders, the government passed subsequent legislation to repeal the previously approved Act change as part of the *Burden Reduction Act, 2017*, despite objections from PEO.

- The proponents have identified a concern that multiple employers may be abusing and/or exploiting the Industrial Exception, and that this clause of the Act needs to be modernized to prevent this. There are also concerned about the extent and applicability of Professional Engineers Ontario's public mandate. According to the proponents, the Industrial Exception may interfere with the effective regulation of the practice of professional engineering within the nuclear industry. The sector is currently subject to federal legislations, with respect to licensing top station-operators (i.e., Authorized Nuclear Operators) by the Canadian Nuclear Safety Commission (CNSC), and complying with environmental requirements established by the federal, provincial, and municipal governments. As well it is subject to international agreements, with respect to monitoring the inventories of new and used nuclear fuel by the International Atomic Energy Agency (IAEA). Currently, the only provincial regulator that has a limited jurisdiction in nuclear industry in Ontario, is the Technical Standard & Safety Authority (TSSA) regarding pressure vessels testing and certification. Currently, there is no restriction on the nuclear industry's use of the Industrial Exception in nuclear stations in Ontario.
- Railway Safety Act (RSA) provides a perfect example of how the federal and provincial jurisdictions are complementing each other to protect the public interests. RSA, Section 11.1.2: "All engineering work relating to railway works must be approved by a professional engineer" <https://laws-lois.justice.gc.ca/PDF/R-4.2.pdf>
- The nuclear industry in New Brunswick and Quebec, however, do comply with their provincial professional engineering acts and requirements. The Industrial Exception is only created for Ontario.

2. Proposed Action / Recommendation

This is an extremely important issue with direct public's interest. A nuclear accident could have incalculable effect on Ontarians' health and economy, and PEO could undoubtedly suffer major criticism for failing to act. Therefore, any plan of action Council considers regarding this issue should be accompanied by relevant, timely, and accurate information. To this end,

- Staff will complete the following components of policy development:
 - Review of PEO's final report and submissions to the government, as part of the Repeal of the Industrial Exception. A significant amount of research and consultation has already been conducted as part of the PEO's attempt to repeal the Industrial Exception (http://peo.on.ca/index.php/ci_id/30944/la_id/1.htm).
 - While PEO's strategy as part of the **repeal** was focused on the health & safety of employees "inside" manufacturing plants, this proposal focuses on the risks imposed on the public "outside" plants (in case of industrial accidents).
 - PEO will need to conduct research to determine the current impact of the Industrial Exception on the well-being of Ontarians, and quantified risks to public safety. It will also need to conduct additional research into the jurisdiction of engineering regulators in the nuclear industry's regulatory framework across the country.

- This proposal is primarily concerned with the nuclear industry’s reliance on Industrial Exception. Therefore, we suggest conducting research and inquiries to determine what percentage of the engineering staff in nuclear industry are not professional (licensed) engineers. The survey should be expanded to include comment from the public, current professional engineers and other interest groups (e.g., Greenpeace as well as nuclear industry).
- Additional legal opinions may be required on whether the scope of the Industrial Exceptions can be narrowed, and if so, how, and also on PEO’s specific jurisdiction within the regulatory framework of the nuclear industry.
- Dr. Torabi has worked in the nuclear industry in Ontario for 19 years, as a Safety and Licensing Engineer, at OPG Pickering and Darlington nuclear stations, Kinectrics (AMEC), SNC-Lavalin and AECL, and is willing act as an adviser to staff preparing the report.

3. Next Steps (if motion approved)

- The next steps for Council-submitted White Papers is to seek Council’s approval for **PEO to develop a report** on how the definition of industrial exemption could be modernized and its scope narrowed to exclude reliance of certain high-risk (to the public safety) industries on it, with specific references to the nuclear industry.
- When policy development is completed, staff will make a report to Council in June 2020 for a decision on how the Industrial Exception could be modernized with respect to the nuclear industry.
- Any resulting proposal for Act changes would require using PEO’s Act Change Protocol

4. Policy or Program contribution to the Strategic Plan

- This initiative will support Goal 5 (“Increase influence in matters regarding the regulation of the profession”) of PEO’s 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

Budget	Operating	Capital	Explanation
Current to Year End	\$60,000 (\$50,000 for consultants)	\$0	No anticipated incremental staff costs to develop draft policy, however there may be costs to conduct regulatory surveys and discuss concerns with stakeholders inside and outside the nuclear industry (i.e., public). Given the amount of work required and the necessity of further legal review, the project will likely require to involvement of consultants. Work stemming from this report could potentially occur even higher legal costs (e.g. lawyers, court fees, further legal opinions).
2 nd	\$	\$	
3 rd	\$	\$	

Budget	Operating	Capital	Explanation
4 th	\$	\$	
5 th	\$	\$	

Est. Hours	PEO Staff	Consultant	Explanation
Current to Year End	200 hr	0	This project will require review of materials previously collected by PEO for repeal of Industry Exception and will require research into how high-risk (to public safety) companies in Ontario may be taking advantage of the Industrial Exemption in a way that places Ontarians at risk.
2 nd			
3 rd			
4 th			
5 th			

6. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> Staff in the Policy Development conducted an initial analysis of the research and policy development work that would be required to complete the reports desired by the whitepaper.
Council Identified Review	<ul style="list-style-type: none"> The Policy Development Unit consulted with the Manager, Enforcement to develop an initial overview of work that could be required and presented it to Councillors Torabi and Wowchuk for review.
Actual Motion Review	<ul style="list-style-type: none"> Staff assisted the authors in drafting this Briefing Note but did not verify the information presented by Councillors Torabi and Wowchuk.


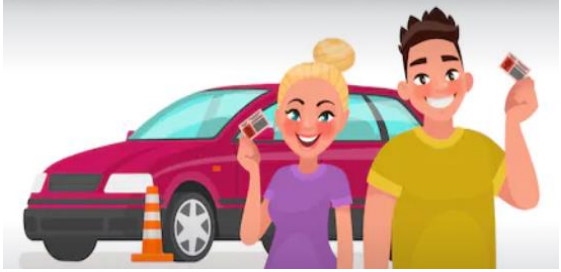
7. Appendices (Supporting Documents)

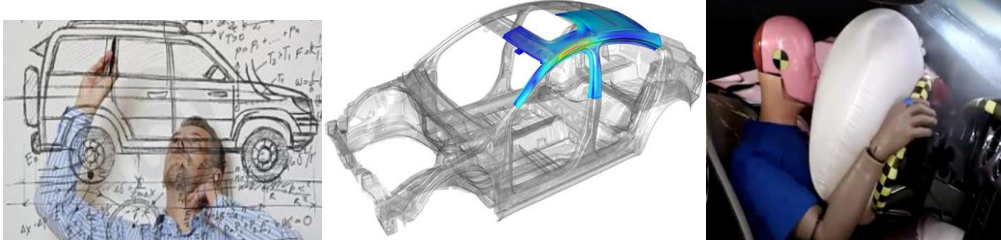
- **Appendices A.1 to A.4** – Background, supporting information and references justifying the importance of this Briefing Note and the need for Council to take immediate action, to Modernize the Industrial Exception clause in the PEA, by excluding nuclear industry from its application.
- **Appendices B.1 to B.4** – Examples of recruitment ads by nuclear industry to hire non-professional engineers to conduct nuclear engineering in Ontario.

Figure [1.a] Differences between Federal & Provincial governments jurisdictions

	Licensed Product	Operation of Product
Federal	 <p>Protection of Public Interest: Legal action against Manufacturer.</p> <p>Public is protected as the “Consequence is limited” to derailment and collision, that could result in injuries and loss of life of a couple of 100 individuals per accident.</p>	 <p>Protection of Public Interest: Legal action against Train Operator</p> <p>Public is protected when the “Consequence is limited”, to a limited number of bad licensed operators.</p>
Provincial	<p>Engineering (Design & Safety Analysis)</p> <p>Engineers involved in Designing a Licensed Product to be driven by a Licensed Operator must comply with Engineering Law and Ethics, set Provincially.</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <p>Protection of Public Interest by the Railway Safety Act and Professional Engineers Act: RSA, Section 1.2.1: “In order to qualify as a Professional Engineer, for the purpose of section 11 of the RSA, a person must be authorized by a Canadian provincial or territorial licensing body to engage in the practice of professional engineering...The Professional Engineer approves all engineering work related to railway works - including, but not limited to, design, construction, evaluation, maintenance and alteration, and in doing so, ensures that the work is done in accordance with sound engineering principles.”</p> <p>https://www.tc.gc.ca/eng/railsafety/guideline-286.htm#_Toc488906579</p>	



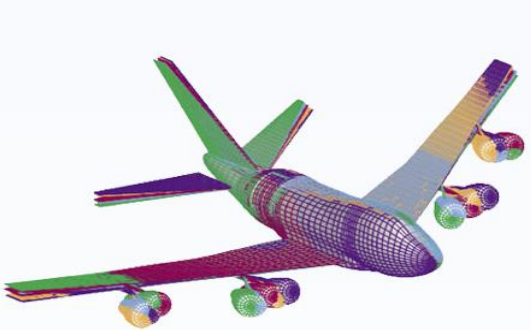
Figure [1.a] Differences between Federal & Provincial governments jurisdictions

	Licensed Product	Operation of Product
Federal		
	<p>Protection of Public Interest: Legal action against Manufacturer (e.g., Toyota’s faulty brake pedal design)</p> <p>Public is protected as the “Consequence is limited”, to very few casualties per accident, and replaceable financial losses, due to poor design.</p>	<p>Protection of Public Interest: Legal action against drivers (e.g., Humboldt Broncos’ Bus Accident)</p> <p>Public is protected when the “Consequence is limited”, to a limited number of bad (drunk) drivers.</p>

Engineering (Design & Safety Analysis)	
<p>Engineers involved in Designing an Automobile to be driven by a Licensed Driver <u>should</u> comply with Engineering Law and Ethics, set Provincially.</p>	
Provincial	
	<p>Protection of Public Interest:</p> <ul style="list-style-type: none"> Automotive industry widely takes advantage of Industry Exception in Ontario. Fatalities are mostly driver error. No many statistics available on faulty engineered products, such as airbags not opening and brakes failing to engage (stuck). However, the consequences are limited to few fatalities and replaceable financial losses.

NOTE: A good precedent is the **Railway Safety Act**. Transportation is under Federal jurisdiction. The Act says, that a **P.Eng. licenced** in their province of practice must be used to ensure railway engineering works are conducted properly. Section 1.2.1: “In order to qualify as a Professional Engineer, for the purpose of section 11 of the RSA, a person must be authorized by a Canadian provincial or territorial licensing body to engage in the practice of professional engineering...The Professional Engineer approves all engineering work related to railway works - including, but not limited to, design, construction, evaluation, maintenance and alteration, and in doing so, ensures that the work is done in accordance with sound engineering principles.” https://www.tc.gc.ca/eng/railsafety/guideline-286.htm#_Toc488906579

Figure [1.c] Differences between Federal & Provincial governments jurisdictions

	Licensed Product	Operation of Product
Federal		
	<p>Protection of Public Interest: Legal action against Manufacturer (e.g., Boeing)</p> <p>Public is protected as the “Consequence is limited”, to few hundred casualties and replaceable financial losses, due to bad design.</p>	<p>Protection of Public Interest: Legal action against drivers (e.g., Humboldt Broncos’ Bus Accident)</p> <p>Public is protected when the “Consequence is limited”, to a limited number of bad pilots.</p>
Provincial	<p>Engineering (Design & Safety Analysis)</p> <p>Engineers involved in Designing a Certified Product to be driven by a Licensed Pilot should comply with Engineering Law and Ethics, set Provincially.</p>	
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Material properties: Corrosion CYS = Compressive yield strength E = Modulus FAT = Fatigue () = Important, but not critical, design requirement</p> <p>FCG = Fatigue crack growth FT = Fracture toughness SS = Shear strength TS = Tensile strength</p> <p>Fixed leading edge: FAT, FT, TS, (corrosion) Fuselage skin: corrosion, CYS, FAT, FCG, FT, SS, TS, (E) Fuselage frames: CYS, E, FAT, FT, TS, (corrosion) Fuselage stringers: CYS, E, FAT, FT, TS, (corrosion) Upper spar: corrosion, CYS, E, (FAT, FCG, FT) Lower spar: FAT, FCG, FT, TS, (corrosion)</p> <p>Seat tracks: corrosion, TS Floor beams: E, TS Cargo tracks: TS, (corrosion) Lower wing (tension): Skins: FAT, FCG, FT, TS, (corrosion) Stringers: FAT, FT, TS, (corrosion, FCG)</p> </div> <div style="width: 45%;">  <p>Horizontal stabiliser: Upper tension: E, FAT, FCG, FT, TS Lower (compression): CYS, E, FAT, FT, (FCG)</p> <p>Upper wing (compression): Skins: CYS, E, FAT, FT, (corrosion, FCG) Stringers: CYS, E, FAT, FT, (corrosion, FCG)</p> </div> </div>	
<p>Protection of Public Interest:</p> <ul style="list-style-type: none"> • There are several federal Acts and Regulations, applicable to air travel and air transport but no mention of word “Engineer” or “Engineering” in any one of them. • Consequences of accidents are generally less severe than that in case of train crashes. • Aerospace industry can take advantage of Industry Exception in Ontario. • The public’s interest is protected as long as the Consequences of poor engineering by unlicensed engineer are limited. Therefore, imposing additional public protection against poor engineering practices maybe unwarranted. 		

Note: Air Transportation Regulation is unlike Railway Safety Act, which states: “a person must be authorized by a Canadian provincial or territorial licensing body to engage in the practice of professional engineering...**The Professional Engineer approves all engineering work related to railway works** - including, but not limited to, design, construction, evaluation, maintenance and alteration, and in doing so, ensures that the work is done in accordance with sound engineering principles.”

https://www.tc.gc.ca/eng/railsafety/guideline-286.htm#_Toc488906579

Figure [1.d] Differences between Federal & Provincial governments jurisdictions

	Licensed Product	Operation of Product
Federal		
	<p>Protection of Public Interest: Legal action against Manufacturer!?! Unlikely!</p> <p>Public is not protected when the “Consequence is not limited” (e.g., Fukushima and Chernobyl... bankruptcy protection).</p>	<p>Protection of Public Interest: Legal action against Operator!?! Unlikely!</p> <p>Public is not protected when the “Consequence is not limited”, and CoA imposes too much risk to the public.</p>
Provincial	<p>Engineering (Design & Safety Analysis)</p> <p>Engineers involved in “Designing” a Licensed Product to be operated by a Licensed Operator should comply with Engineering Law and Ethics, set Provincially (Quebec & New Brunswick).</p>	
	<p>Protection of Public Interest:</p> <ul style="list-style-type: none"> • Nuclear industry widely takes advantage of Industry Exception in Ontario. • The public’s interest is <u>not protected</u> when the Consequences of violating engineering law and ethics are not limited. • The argument of law suit would protect the public’s interest does not hold water for nuclear! 	

NOTE: A good precedent is the **Railway Safety Act (RSA)**, which is under Federal jurisdiction, as well as all transportation industries. The RSA says, that a **P.Eng. licenced** in their province of practice must be used to ensure railway related engineering works are done properly by engineers.

<https://www.tc.gc.ca/eng/railsafety/guideline-286.htm#Toc488906579>

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Senior Technical Engineer/Officer

Location: Bowmanville, ON, CA, L1C 3Z8

Req ID: 1427

Status: Contract (24 months)

Education Level: Bachelor's Degree in Computer Engineering, Computer Science, Mechatronics Engineering, or Electrical Engineering

Location(s): Bowmanville, ON

Travel: Yes- 10%

Deadline to Apply: February 13, 2019

BE THE GENERATION to challenge and change.

At Ontario Power Generation (OPG), our values are our strengths. They are fundamental truths about us that don't change. **Safety. Integrity. Excellence. People and Citizenship.** We operate a diverse portfolio of generation assets including nuclear, hydroelectric, biomass and solar, and offer challenging and unique work opportunities. **BE THE GENERATION to power tomorrow.**

JOB OVERVIEW

Ontario Power Generation (OPG) is looking for a dedicated and results driven professional to join our team in the role of **Senior Technical Engineer/Officer** in Bowmanville, Ontario. Working on the Computers and Control Design Team supporting our Darlington Nuclear Station and reporting to the Section Manager, Computer & Control design, Darlington DCCs & OH180s. In this position, you will have the opportunity to contribute to Ontario Power Generation by coordinating and collaborating with both internal and external stakeholders. You will be required to understand schedules, finances and required performance for the assigned projects.

The ideal candidate must have a Bachelor's Degree, experience and knowledge in systems engineering, **computer programming, cyber security, computer networking and computer architecture.**

This is an exciting opportunity to work in an environment where you will contribute to Ontario Power Generation's continued growth and success in generating safe, clean, reliable low-cost power in a sustainable manner.

KEY ACCOUNTABILITIES

- Working with a multi-disciplined team of engineering and technical specialists to support the operation of the various computer, digital, control, instrumentation and electrical systems;
- Developing and executing projects in compliance with the industry's demanding set of regulations and standards;
- Maintaining written documented processes and procedures to reflect improved operating methods and additions to all supported systems;
- Co-ordinate the clarification of specification requirements, and arrange for necessary changes and/or co-ordinate technical work as required in a number of major work areas;
- Maintain and/or update operating and other specified department/divisional procedures;
- Provide technical evaluations and advice, solve problems and coordinate technical work as required, in a number of major work areas, in support of the commissioning, operation and maintenance of the facilities.
- Day-to-day support of cyber security, networking and computer architecture;
- Review, monitor and stay informed of new security advisories, alerts, vulnerabilities and news;
- Support emergent issues as necessary;
- Investigate and disposition cyber threats from CIO/Canadian Cyber Threat Exchange;
- Firewall maintenance (FCRs, log checks upon request, and configuration specs);
- Review Modifications (i.e., DSC/NICR, Identification/Classification, design guidance) that may come in that requires Cyber SPOC approval/review;
- Provide annual updates on Cyber Security reports and lists;
- Participate in any Incident Response Drills as necessary;
- Participate in training, continuous training/additional learning, and new technology opportunities as necessary.

EDUCATION

- Bachelor's Degree in Computer Engineering, Computer Science, Mechatronics Engineering, or Electrical Engineering

QUALIFICATIONS

- Excellent verbal and written communication skills, including the ability to develop and deliver reports, briefings, project plans.
- Good organizational and leadership skills, and to be a self-starter who can work both independently and in a team environment that is dedicated to engineering excellence and best practices.
- Strong in understanding, executing and following governance and procedures with a questioning and analytical attitude/approach under minimum required supervision
- 2+ years' related computer experience (asset);
- Experience with scripting languages;
- Experience in any COG or other Cyber related meetings, conferences and training regarding cyber security pertaining to instrumentation and control (I&C);
- Previous experience and/or knowledge of cyber security, networking and computer architecture is required;
- Experience and/or knowledge of CSA N290.7;
- Experience working in a nuclear power plant and/or large utility organization (asset)

WHY OPG?

As Ontario's largest clean energy generator, OPG offers an exciting combination of challenging opportunities and career diversity in a work environment where safety is a fundamental value. Being an OPG employee means you can apply your knowledge, broaden your skills and make a valuable contribution to an organization that is vital to Ontario's success.

At OPG, our values are our strengths. They are fundamental truths about our organization that don't change. **Safety. Integrity. Excellence. People and Citizenship.**

Here's why OPG might just be the ideal workplace for you:

- Exceptional range of opportunities province-wide
- Long-term career growth and development opportunities
- Electricity is vital to the province

If you are looking to learn from others and be part of something important, and you are excited about the future of power generation, you will find the right fit at OPG.

Our promise to you:

- We care about the safety and the well-being of our employees. It is our utmost priority.
- A supportive work environment where you can be your best every day.
- Opportunities to stretch and develop in our diverse lines of business.
- Provide spaces for innovative thinking and solutions, such as Launchpad or X-Lab.
- Offer different ways for you to give back to communities where we operate.
- We support employment equity and diversity.

APPLICATION PROCESS

Please submit your application **online** at <https://jobs.opg.com/> by **11:59 PM E.S.T., February 13, 2019**. OPG thanks all those who apply; however, only candidates considered for an interview will be contacted.

ACCOMMODATIONS

OPG is committed to fostering an inclusive, equitable, and accessible environment where all employees feel valued, respected, and supported. If you require accommodation during the application or interview process, please advise us as soon as possible so appropriate arrangements can be made.

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Technical Engineer (ALL LEVELS)

Location: Bowmanville, ON, CA, L1C 3Z8

Req ID: 1411

Status: Contract

Education Level: Bachelor's Degree in Engineering or Applied Science

Location(s): Pickering or Darlington, ON

Shifts(s): Days

Travel: Yes- 10%

Deadline to Apply: February 24, 2019**BE THE GENERATION to challenge and change.**

At Ontario Power Generation (OPG), our values are our strengths. They are fundamental truths about us that don't change. **Safety. Integrity. Excellence. People and Citizenship.** We operate a diverse portfolio of generation assets including nuclear, hydroelectric, biomass and solar, and offer challenging and unique work opportunities. **BE THE GENERATION to power tomorrow.**

JOB OVERVIEW

OPG is looking for a dedicated, results driven and dynamic Engineers to join our team in the role of Technical Engineer at our Pickering or Darlington locations.

As a Technical Engineer you will have the opportunity to contribute to Ontario Power Generation by coordinating and collaborating with both internal and external stakeholders. You will be required to understand schedules, finances and required performance for the assigned projects.

We are looking for the following disciplines:

- Mechanical Engineer
- Electrical/I&C Engineer
- Civil/Structural Engineer
- Nuclear Engineer

This is an exciting opportunity to work in an environment where you will contribute to Ontario Power Generation's continued growth and success in generating safe, clean, reliable low-cost power in a sustainable manner.

KEY ACCOUNTABILITIES

- Working with a multi-disciplined team of engineering and technical specialists to support the operation of the various mechanical and electrical systems;
- Developing and executing projects in compliance with customer expectations and the industry's demanding set of regulations and standards;
- Maintaining written documented processes and procedures to reflect improved operating methods and additions to all supported systems;
- Co-ordinate the clarification of specification requirements, and arrange for necessary changes and/or co-ordinate technical work as required in a number of major work areas;
- Maintain and/or update operating and other specified department/divisional procedures;
- Solve problems, to provide advice and guidance, to initiate developmental studies and to make recommendations during the design, commissioning and operation of a nuclear facility; to evaluate components or materials, and to perform economic studies and evaluations associated with the design, commissioning and operation of a nuclear facility.

EDUCATION

- University Bachelor's Degree in Engineering or Applied Science
- P.Eng (asset)

QUALIFICATIONS

- Excellent verbal and written communication skills, including the ability to develop and deliver reports, briefings, project plans.
- Good organizational and leadership skills, and to be a self-starter who can work both independently and in a team environment that is dedicated to engineering excellence and best practices.

- Have a strong interest in fast-paced, challenging work environments where showing initiative and self motivation are assets;
- Strong in understanding, executing and following governance and procedures with a questioning and analytical attitude/approach under minimum required supervision;
- Experience managing projects;
- Proven track record on delivering results;
- Experience and familiarity with OPGN ECC processes and standards (asset).

WHY OPG?

As Ontario's largest clean energy generator, OPG offers an exciting combination of challenging opportunities and career diversity in a work environment where safety is a fundamental value. Being an OPG employee means you can apply your knowledge, broaden your skills and make a valuable contribution to an organization that is vital to Ontario's success.

At OPG, our values are our strengths. They are fundamental truths about our organization that don't change. **Safety. Integrity. Excellence. People and Citizenship.**

Here's why OPG might just be the ideal workplace for you:

- Exceptional range of opportunities province-wide
- Long-term career growth and development opportunities
- Electricity is vital to the province

If you are looking to learn from others and be part of something important, and you are excited about the future of power generation, you will find the right fit at OPG.

Our promise to you:

- We care about the safety and the well-being of our employees. It is our utmost priority.
- A supportive work environment where you can be your best every day.
- Opportunities to stretch and develop in our diverse lines of business.
- Provide spaces for innovative thinking and solutions, such as Launchpad or X-Lab.
- Offer different ways for you to give back to communities where we operate.
- We support employment equity and diversity.

APPLICATION PROCESS

Please submit your application **online** at <https://jobs.opg.com/> by **11:59 PM E.S.T., February 24, 2019**. OPG thanks all those who apply; however, only candidates considered for an interview will be contacted.

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Engineer Analyst (Nuclear)

Kinectrics Inc. - Toronto, ON

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Join the Kinectrics Safety & Engineering team where you will provide nuclear safety and licensing support to clients in the nuclear sector in the areas of Deterministic Safety Analysis, Probabilistic Safety Analysis, Operational Nuclear Safety, Safe Operating Envelope, Severe Accident Management, Emergency Preparedness, Nuclear Security, Regulatory Affairs and other related disciplines.

Your Responsibilities

- Propose, pursue and execute work acquired in one or more designated specialties.
- Support the development of proposals.
- Prepare technical reports suitable for submission to clients and to nuclear regulators (for example, the Canadian Nuclear Safety Commission).
- Take responsibility for the quality and technical integration of his/her work.
- Perform other duties as required.

Your Qualifications

- Minimum of a Bachelor's degree in Mechanical Engineering, Materials Engineering, Chemical Engineering, Nuclear Engineering, Engineering Science, Physics, Applied Mathematics or equivalent is required.
- Candidates are expected to have or pursue attainment of the P.Eng. designation, if eligible.
- Have detailed technical knowledge and experience in one or more nuclear safety related disciplines.
- Demonstrated knowledge and/or experience in one or more of the following:
 - Containment Analysis
 - Fuel and Fuel Channel Analysis
 - Thermalhydraulics
 - Reactor Physics
 - Developing scripts and running safety analysis codes
 - Safety case development
 - Probabilistic Risk Assessment
 - Technical integration capabilities * In depth knowledge of CANDU technology and other reactor types.
 - Must be able to work in a project driven environment with the capability to meet deadlines, work under pressure, and within project constraints (time, cost, quality).
 - Must be able to organize and prioritize assigned work and to coordinate multiple activities efficiently.
 - Must have a strong attention to detail and to quality assurance requirements.
 - Familiarity with Canadian regulatory requirements and the CSA N286 QA standards.
 - Must be motivated by working with engineering professionals committed to producing timely and high quality technical work.
 - A period of 3 or more years is considered necessary to gain this experience

- Flexible in terms of their willingness to accept evolving assignments as current projects end and new projects begin.
- Flexible in terms of work location. Must be willing to accept assignments to client sites from time to time if the need arises.

Essential Competencies

- Strong communication skills (written and verbal) and a demonstrated capability to interface effectively with and gain the trust of clients.
- Demonstrated expertise in at least one area of complex safety analysis.
- Ability to work under pressure.

Kinectrics welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To apply for this position, the submission of your resume and cover letter on our website, www.kinectrics.com, is required. The Req ID for this position is 963.

Job Type: Full-time

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Kinectrics Inc. Toronto, ON

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Technical Engineer (ALL LEVELS)

Ontario Power Generation Bowmanville, ON

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Nuclear Engineer salaries in Toronto, ON

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Career Opportunities: Engineer/Project Manager (934)

Req Id 934 - Posted 11/05/2018 - Tiverton/Teeswater - Canada - Current Opportunities

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Participate in the development, qualification and implementation of advanced inspection methods and tooling. Kinectrics is seeking experienced candidates and new grads from a variety of disciplines including electrical and mechanical engineering and candidates. Examples of responsibilities and qualifications are as follows.

Your Responsibilities

- Initiate, plan, organize and conduct technical work in support of power plant applications
- Conduct customers' work and prepare reports and other deliverables in a timely manner with recommendations based on results achieved
- Act as a project leader for Kinectrics dealing with projects in Inspection and Maintenance Systems (IMS) development
- Develop, prepare and contribute to proposals for internal and external customers, including scope definition, cost estimation and project scheduling.
- Act as technical support for the team**
- Assist in marketing the technology and services of the business to ensure products remain viable and competitive
- Participate in workshops and conferences to promote the capabilities of the business
- Perform other duties as required

Your Qualifications

- A Bachelor's degree in Mechanical or Electrical Engineering or related. A post-grad degree in a related discipline would be an asset.
- Good knowledge of generation plant design/operation related to CANDU Nuclear power plants
- Demonstrated capability and experience to develop new inspection and monitoring technologies, services, and products and work with external groups to promote technology transfer in this area
- High level of initiative to propose and implement new research and business ideas
- Highly innovative and creative in seeking technical solutions to customer issues
- Flexibility to work in a wide array of technical topics related to inspection and maintenance of power utility system components
- Ability to manage time and budgets on Kinectrics projects and to work on multiple projects in parallel
- Strong customer orientation and commitment to Kinectrics and Business Unit goals
- Demonstrated ability to work in a multi-disciplinary team situation
- Strong oral, written and interpersonal communication skills
- Ability to travel and participate in nuclear outage support work

Shift work will be required.

Our employees enjoy the opportunity to work in an open, friendly and professional environment, with career growth potential, and an outstanding compensation package.

Kinectrics welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Kinectrics is an equal opportunity employer and encourages applications from qualified individuals from all backgrounds. We are committed to employment equity for women, Indigenous and Aboriginal Peoples, visible minorities and persons with disabilities. Interested candidates from these groups are encouraged to apply.

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Briefing Note - Decision

MEMBERSHIP REFERENDUM ON “PEAK”

Purpose: To determine the profession's will on the PEAK program via the long-promised referendum.

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

That a referendum of PEO members on the “PEAK” program be conducted concurrent with the 2020 council elections, and that the will of the majority so polled be executed by Council. An article outlining the “pro” and “con” positions shall be published in Engineering Dimensions and on the PEO website when the candidates' statements are published. The choices offered to members in the referendum shall be: (1) Continuation of PEAK and enforcing member participation, (2) Continuation of PEAK and making participation voluntary, and (3) Termination of PEAK and investigation of effective alternatives.

Prepared and moved by: Gregory Wowchuk, Councillor-at-Large

Seconded by: Keivan Torabi, East-Central Regional Councillor

1. Need for PEO Action

(a.) To date, immense amounts of work have been performed and budget spent on advancing the “PEAK” program, notwithstanding the fact that Council has never secured the profession's members' approval to proceed with this colossal and fundamental change to the licensing regime. **63 pages** of the 528 Council agenda, *over 10 % of the whole agenda*, were consumed by a slick advertising package about the PEAK program. A full-time PEAK “co-ordinator” has been hired. It is clear that a huge amount of human effort and budget at PEO already is being spent on this program, even though it has not yet been adopted formally and made obligatory. Council cannot claim a mandate for this program, as virtually no candidates declared their support for it in their election platforms. (See Appendix 'B'.)

(b.) *In the early days of the compulsory professional development (“CPD”) debate, the members were repeatedly and explicitly assured that their approval would be obtained prior to such a program being implemented.* Yet, the program continues to grow and entrench itself notwithstanding this approval has not been granted. It even got inserted as Objective #1 in the current Strategic Plan!

(c.) The extremely low participation rate in the PEAK program to date indicates that the members do not perceive value and utility in the program. A referendum is needed to determine the members' will on the issue.

(d.) Council risks being labelled duplicitous and unprofessional and member alienation will increase if PEO continues to advance this program without member endorsement. There is significant dissent about the program. The numerous presentations to members, chapters, congresses, employers, and others have not included proponents of *both* sides of the issue. (Propaganda is not befitting a senior profession like engineering.) There have been statements on Council and elsewhere that PEO now has acquired the power to implement the program *with no need for member ratification*. At worst, proceeding further without member endorsement risks creating a “constitutional crisis” at PEO.

2. Recommendation

That the referendum be approved and run concurrent with the 2020 council elections.

3. Next Steps

If approved by Council, the issue of CPD and PEAK will be laid before the members prior to the elections, and then the issue will be put to the members during the council elections.

4. Policy or Program contribution to the Strategic Plan

Objective #1 in the 2018-2020 Strategic Plan, “Refine the delivery of the PEAK program”, simply cannot be accomplished until the legitimacy of the program itself is confirmed by the profession's members.

Continuing on the path followed to date *is in violation of* Objective #6: “PEO will address any perceived barriers and friction points between itself and its applicants and licence holders, and build 'customer satisfaction' into all its regulatory processes and initiatives.”

5. Financial Impact on PEO Budgets (for five years)

Substantial savings will be realized as staff (present and projected) assigned to promoting the program, fielding member enquiries, implementing the program, modifying the website and membership database, and monitoring and enforcing member compliance are not needed. As the true costs to date of PEAK have never been broken out separately and disclosed to Council, it is not possible at this time to quantify the budgetary savings.

Alternative methods of practice quality assurance—such as practice standards—can be investigated by volunteers on the Professional Standards Committee at no incremental budget costs. Another alternative, requiring employers of engineers to provide job-specific training and upgrades, also would cost PEO nothing.

6. Peer Review & Process Followed

Process Followed	Wainberg rules 11.1, 17.1, and 17.6
Council-Identified Review	Council is the appropriate peer group.
Actual Motion Review	(none)

7. Appendices

- Appendix 'A': A history of PEAK/CPD and members' democratic rights
- Appendix 'B': Candidates'/councillors' platforms on PEAK
- Appendix 'C': Members' letters to Engineering Dimensions
- Appendix 'D': Preliminary Staff Note on Motion for Consideration

Engineering Dimensions and Document Research— A History of CPD/PEAK and Members' Democratic Rights

March/April 2011 to present

DATE	PAGE	COMMENT
May '11	10	Town Hall opposition to Council choosing the President
July '11	30	President Adams: "I don't think we should take away a democratic right from constituents without their approval."
July '11	62	Council discusses election irregularities.
July '11	62	AGM motion requiring members' referendum of governance issues not discussed by Council; shunted off to Executive Committee
Sept '11	25	Patrick Quinn points out PEO was set up as a member-directed, self-regulating profession; criticizes attempts to neuter the President.
Nov '11	18	Report on PARN/PEO seminar: Consensus on CPD eludes us. Author Andy Friedman says "(CPD's) overall value in enhancing an individual's practice or competence is still uncertain." CPD's benefit is as "a demonstration of professionalism and a commitment to 'whole career learning' beyond what is imparted for initial licensing."
Nov '11	61	President Freeman reports that 2010 AGM motion requiring that the PEA include member ratification of any by-law change was passed, but a PEO survey of Oct 2010 showed members supported Council seeking ratification only when Council deemed it appropriate.
Jan '12	3	President Adams re-iterated that PEO is a member-directed, self-regulating profession, and that councillors are obligated to manage financial affairs prudently. His attempts to curtail profligate spending have been rebuffed by Council.
Jan '12	20, 21	Pro- and con- opinion pieces regarding election of the President.
Jan '12	26ff	A Short History of PEO's Beginnings by Peter DeVita.
Mar '12	3	President Adams: "The provision of new knowledge and training, on a continuing basis, for top performance, becomes an ever more necessary requirement."
Mar '12	17	Continuing Professional Development Now a Requirement in Manitoba. [A burdensome, bureaucratic CPD regime is imposed on Manitoba engineers.]
Jul '12	9	Report on 2012 AGM: George Comrie moved that Council rescind acceptance of Councillor Mike Hogan's resignation, and that Council "refrain from attempting to enact in any policy, regulation or bylaw, any provision that would empower PEO council to remove a councillor from council. . . without his or her formal resignation or consent in writing". The second part of this motion was shunted off for future debate by Council after inconclusive voting.
Jul '12	9	Report on 2012 AGM: Patrick Quinn's motion to affirm PEO's "historic member-centric model of self-governance" was not debated, but sent to Council for future consideration.
Jul '12	52	Article by Chris Roney, "The Role and History of PEO Council", emphasizing protection of the public and the role of LGAs.

- Nov '12 66 Minutes of 2012 AGM report that EXE revised member's motion which called for member referenda on governance changes to "consider member approval". At the November 2012 meeting, Council reworded the motion to "that council shall research and perform due diligence on any governance issues requiring regulations and bylaw amendments; and obtain member approval by binding referendum". This motion was tabled.
- Jan '13 3 President Dixon opines that "candidates may not always have a clear understanding of the laws that relate to the association and its staff", but this does not mean we should interfere with democracy; instead, we should try to inform our members better so they vote better.
- May '13 3 President Bergeron questions "the lack of a mandatory requirement for continuing education. The question may arise as to how PEO ensures continuing competency, or competency in the area in which a P.Eng. practises."
- May '13 3 Council asks RCC to investigate why voter participation rate has dropped to a mere 8 per cent in the 2013 council elections.
- Nov '13 42 Council, at its Sept '13 meeting, "unanimously supported, in principle, the development of a PEO continuing professional development program and referred a report by the Ontario Society for Professional Engineers' Continuing Education Working Group to the Professional Standards Committee (PSC) for comment."
- Nov '13 42 Report on 2013 AGM: Motion calling on Council "to refrain from attempting to enact in any policy, regulation or bylaw any provision that would empower it to remove any councillor from the council or from any office of the association without his or her formal resignation or consent in writing."
- Mar '14 39 Council, at its Feb '14 meeting, discussed the CPD issue. PSC questioned OSPE's favourable report: (1) No evidence that the program is effective in reducing discipline cases or protecting the public interest, (2) Do senior engineers need more CPD than junior?, and (3) What level of CPD reporting protects the public interest? A membership survey revealed several serious objections to CPD. PSC was asked to prepare a problem-definition statement.
- May '14 4 President Adams reports on AGM of Georgian Bay Chapter: "There was a general belief among the participants that it is an individual engineer's responsibility to maintain his or her competency. Further, it was thought each member should design their own training program in conjunction with the needs of their employer, by delineating the continuing education they require to adequately protect the public from engineering failures in their own practice. . . Moving on such a voluntary approach to achieving individual continuing competence would be a very positive route to member buy-in and to PEO's ability to assure government we are individually continuing to update our proficiency to protect the public."
- May '14 24ff Two lengthy articles about CPD. One councillor warns that PEO may incur liability if the public assumes CPD ensures competence.
- May '14 24ff Report on Council's Mar '14 meeting: Terms of reference for Continuing Professional Development, Competency, and Quality Assurance Task Force. Council feels we must be "proactive" in regulating. Several councillors are requesting a members' referendum.
- Jan '15 37 Past President Freeman feels "our institutions run more effectively and serve us better when voters are more engaged. . .strengthening the tradition of democracy that shapes how the profession is governed will enhance the profession's prospects and better reflect its contributions to society."
- May '15 4 Compulsory Continuing Professional Development Endangers the Public: Opinion piece by Abdul Mousa, P Eng (not published in Dimensions): "Imposing compulsory CPD on the members of professional societies corners them into becoming 'PDH collectors' rather than learners. That is not much different from being stamp collectors or comic book collectors!"

- Jul '15 3 President Chong's message re 2015 AGM: Lawyer Peter Doody states "There is no mandatory continuing professional development (CPD) education requirement for professional engineers in Ontario, so engineers are not required to certify they are taking steps to stay current with new developments." (This observation is true, but competence was not a cause of the Elliot Lake failure.) Chong states "A properly designed CPD and quality assurance program helps provide (such) assurance to the public, government and employers of the competence of our PEO licence holders."
- Jul '15 8 Report on 2015 AGM: President Chong strongly supports enhanced member participation in PEO governance. Nancy Hill's submission to limit council terms was passed. Patrick Quinn's submission, requiring "major policy changes, such as compulsory professional development, to be subject to two-thirds council approval and ratification by member referendum" was defeated.
- Jul '15 19 Advertisement asking members to participate in a poll on CPD. Respondents are directed to an overview of the task force's findings, but no contrary points of view were provided.
- Jul '15 22 CPDCQA Task Force report to Council contains six recommendations.
- Jul '15 38ff "The emphasis on self-regulation has shifted from a focus on protection of the profession, to a focus on protection of the public." (Yet later in this article is the admission this has never been a problem in engineering regulation: "Reviews of the recent literature on self-regulation as public policy make little reference to the engineering profession. The bulk of the criticism about self-regulation as an anti-competitive practice not fully in tune with the public interest seems to fall on the legal profession.")
- Sep '15 3 President Chong's message was almost entirely about CPD and its "tailoring". The Legislation Committee has been instructed to work on Act changes which would allow Council to make CPD obligatory. Town halls called "You Talk, We Listen" will be convened in each of five regions. President Chong also attended a U.S. conference, where he trumpeted our "democratic self-governance. . . which sets policy, determines the direction of the engineering profession and oversees its operation."
- Sep '15 8 Article entitled "Risk-Based Approach, Flexibility Central Principles of CPD Program Development". "Non-practising engineers will simply take a refresher course on ethics." [Since an estimated two-thirds of PEO members do not need their PEng to do their work, it seems they will be relied on in any plebiscite to impose their will on the one-third which does.]
- Sep '15 3 Council 502 Recorded Votes: Motion 5.2: Referendum on Continuing Professional Development: "That Council affirms its intent to ask the membership to ratify in a referendum, any mandatory requirement to participate in a continuing professional development competency and quality assurance program. For: D. Adams, I. Bhatia, D. Chui, N. Colucci, G. Comrie, B. Dony, S. Gupta, L. King, B. Kossta, E. Kuczera, P. Quinn, R. Shreewastav; Against: D. Brown, C. Kidd, D. Preley, S. Reid, S. Robert, C. Sadr, M. Spink, W. Turnbull"
- Nov '15 8 Article: "Lively Discussions a Feature of PEO Regional Town Hall Meetings". Registrar McDonald gave an overview of the Elliot Lake inquiry's recommendations, stating PEO is not required to abide by them, but that doing so would "move the engineering profession forward". A report from CPDCQATF chairman Annette Bergeron was presented. [No presentations from opponents of the scheme were presented to attendees.] It is reported that questions from attendees were "numerous, with members showing a keen interest in the CPD proposal and possible specialist designation". [Substantial contrary opinion was offered at these meetings, but was not reported in Engineering Dimensions.]
- Nov '15 8 "Members to Have Final Say on PEO CPD Program". Article states that "at its September 25 meeting, PEO council approved a motion that affirmed its intent to ask membership to ratify any mandatory requirement to participate in CPD or quality assurance plans. . . Registrar Gerard McDonald, P.Eng., assured members they will be fully consulted on the CPD matter."

- Nov '15 37 Report on Council's September meeting: "Council affirmed. . . its intent to ask the membership to ratify through referendum any mandatory requirement to participate in a PEO continuing professional development (CPD) program. . . Feedback from a series of town hall meetings. . . will be incorporated into the task force's final report."
- Nov '15 49 Report on 2015 AGM: Nancy Hill's motion mandating term limits suggests it will address member apathy (particularly in younger members) and foster greater recruitment and new ideas. Peter DeVita's amendment to remove her proposed specific terms was defeated, and Hill's original motion was carried. Patrick Quinn's motion passed, stating that "future PEO budgets be based on PEO's needs as a regulator, rather than on raising spending to match projected income." His motions requiring a super-majority approval by Council on budget line items >100 k\$ and for major policy changes, including CPD (the latter requiring member ratification) was defeated.
- Mar '16 7 The Continuing Professional Competence Program Task Force (CPCPTF) has taken the reins from the Continuing Professional Development, Competence and Quality Assurance Task Force, and will focus on risk assessment by practitioners. A program will be ready for "test drive" late in 2016. It will be voluntary, with members deciding by referendum about a mandatory version "at a date yet to be decided".
- Mar '16 1 CPCPTF Work Plan: November 2016: "To Council for timing of referendum"
- Mar '16 8 CPD Plans Move to Detail Design Phase: CPCPTF will design the actual plan, prepare budget estimates, propose implementation "strategy" and communications plan, and develop a proposed referendum question and "consultation plan".
- Mar '16 38ff Members to Have Final Say on CPD Program: "Continuing Professional Development (CPD) for its members is a thorny question that has beset PEO policy-makers for several decades." "PEO had long envisioned a voluntary annual reporting mechanism for members to list professional development activities, and, in fact, developed the means for members to do so on their annual licence renewal forms. The practice was never embraced by licence holders, or promoted by PEO, however. At town hall meetings. . . PEO reported that only about 15 practitioners out of a membership of more than 80,000 have voluntarily reported their CPD activity." Councillor David Brown states ". . . a voluntary program is all but useless in much the same manner as our current voluntary reporting program is useless. Apparently, only about 10 members report each year and, in truth, I'm not one of them. Therefore, the mountain before us is that the program must be mandatory if it is to be considered seriously by our licensees or, more importantly, the public at large." [A skeptic might say the concept of compulsory "professional development" is useless!]
- May '16 9 CPD Task Force Looking to Implementation Options: CPCPTF is planning the timeline for on-line risk review and CPD reporting. "PEO has assured members that mandatory CPD requirements will not be implemented without approval through a member referendum."
- May '16 58 The 70 Per Cent Problem, the 30 Per Cent Solution: Senior structural engineer husband/wife team laments that the 30 per cent of engineers who require licensing have their democratic voice diluted by the larger group which does not. The Mattacchiones ask "Why would PEO be prepared to waive a CPD requirement for this group, if not to engage this majority of members not working in engineering to accept and adopt a CPD program that engineer Quinn quite correctly points out will be costly and lacks proof for its need?" We need to consider restricting PEO membership to the 30 per cent who actually need it.
- Jul '16 9 Report on 2016 AGM: Motion by Ray Linseman that PEO's CPD program be renamed "continuing professional education" and ratified by board members of PEO's 36 chapters, rather than the general PEO membership. Motion defeated.
- Jul '16 18 Innovative Elements of Proposed CPD Program Taking Shape: CPCPTF chair Annette Bergeron has returned from a CPD conference in Portugal, where other attendees were "intrigued" by PEO's proposed risk-based approach.

- Jul '16 43 Council's June '16 meeting heard results of the Member Satisfaction Survey. Strong majorities approved of PEO's regulatory performance. [If we are doing such a good job, what is the need for CPD?]
- Sep '16 2 Minutes of Eastern Regional Congress: "Action 6: Councillor Brown to provide the ERC with the referendum question once the final report is presented to Council."
- Sep '16 8 CPCPTF to Recommend Practice Profile for Licence Holders: The TF will recommend to Council that, beginning in 2017, members complete an online practice profile, as well as voluntarily reporting hours spent on CPD during the past year. This information would be posted on the members' online directory. This information is necessary before any mandatory CPD program is created.
- Nov '16 8 Minutes of 509 Council: Registrar McDonald advised that the program that is being approved by Council would continue until June 2018 when the report on the PEAK Program comes back to Council. Council would then decide next steps. Should one of the next steps be to implement mandatory CPD, then based on the motion that Council has approved, Council would have to consider a referendum. If, however, Council decides to continue with the program as it is currently constituted, the program would continue in its present form.
- Nov '16 x Chapter Leaders Conference 2016, Presentation on PEAK: "Introduction in this manner. . . obviates the immediate need for a referendum on a mandatory CPD program."
- Nov '16 3 President's Message: Competence Assurance for Professional Engineers: President Comrie says "competence is an amalgam of three basic components: knowledge, practice skill and character. . . we're not doing this because someone in authority has directed us to." [Then why do CPD proponents keep referring to the Bélanger report and warning we must impose CPD or the government will?] "There also exists no evidence of widespread incompetence or negligence on the part of licensed professional engineers. Relative to members of other senior professions, PEO members attract relatively few complaints. And in those cases that are referred to discipline, the allegations are most often of professional misconduct, not incompetence. . . I am satisfied that most of you take your professional responsibilities seriously, including the responsibility to keep up to date in your technical knowledge and skills. . . So our problem is a credibility problem. PEO needs to be seen to be engaged in monitoring our licensees' ongoing competence assurance activities. . ." [Exactly! There is no competence problem, and CPD will not necessarily improve competence, but will look good to outsiders. It's pure window-dressing.]
- Nov '16 11 Licence Holders Encouraged to Test Proposed Online Practice Evaluation Questionnaire: The CPD program has been given a catchy new name: "PEAK". The online tool will ask if members are practising or non-practising. Both will require taking an online "ethics refresher", but the latter will have to answer 23 questions, whose responses will be used to assess the number of CPD hours the member must collect.
- Nov '16 6 Final Report of the CPCPTF, Executive Summary: "The Terms of Reference for (CP)2 TF directed it to prepare a referendum question. The Task Force has decided that Council should postpone a referendum because the program recommended here does not include mandatory continuing professional development."

- Nov '16 54ff Minutes of 2016 AGM: Report by CPCPTF chairman Annette Bergeron: in October 2015, then-Attorney-General Meilleur reported her ministry was “liaising” with PEO on development of a CPD program. PEO had tried to implement a CPD program in the past, but the idea was rejected by the membership. “Consultations” and an Ipsos-Reid poll were conducted to help shape the TF's work. [It is not stated specifically what influence those opinions had on the program. It seems to have changed little from the early design.] One of the themes in the consultations was that “a mandatory CPD program would not change their current practices”. [Then why would we go through all this??] The program, however, might allow PEO to gather data on the nature of its members' work. Members attending the AGM commented: (1) “li- censed engineers are already doing what is needed. . . PEO needs to address the few who are not”. (2) “CPD is a solution in search of a problem.” CPD is a response to the Elliot Lake mall failure, but would not have prevented it. (3) Only 30 % of PEO members need their li- cence for their work, so the remaining 70 % should not be forced to upgrade their skills. Prac- tice restrictions are a better solution. (4) CPD could help re-address the repeal of the Industri- al Exception. APEGBC CEO/Registrar Ann English reports that BC engineers rejected a pro- posed CPD program there.
- Jan '17 David Brown E-Blast #2: “1. Council HAS NOT approved mandatory CPD for licensees. This requires a referendum and an Act change. 2. Council HAS approved a VOLUNTARY pro- gram of data gathering, practice declaration and an ethics module we hope everyone will take part in. We are hopeful our licensees will help us acquire this information by voluntarily taking part in the PEAK program so we can answer the simplest of questions, such as “how many engineers actually practice engineering”? Believe it or not, as a regulator we don't have a clue how many actually practice engineering. 3. Council HAS approved a motion that re- quires a full member referendum to enact mandatory CPD. Any candidate or interest group that is telling you that CPD is mandatory or a “done deal” is simply wrong and ill-informed.”
- May '17 7 President Dony's message: “The introduction of PEO's Practice Evaluation and Knowledge (PEAK) program is an excellent demonstration to the public at large of our desire to regulate the profession openly and transparently. I am fully in support of the program. . .”
- May '17 9 PEO Beefing Up PEAK Outreach and Communication Efforts: A co-ordinator has been hired “to better help members come to terms with the requirements of its professional development initiative”. This staffer will “develop and maintain program information, produce marketing ma- terials and strategies, and participate in events to promote and explain the PEAK program”. [The members already have seen what is being proposed. Why is this person needed.] “PEO is continuing with its communication and data-gathering efforts.”
- May '17 34A6 Annual Review 2016: “The program is designed to provide the association with an accurate and up-to-date regulatory profile of its licence holders to help ensure it has sufficient informa- tion to effectively carry out its role as regulator of the profession.”

- Sep '17 11 Court Ruling Advances Notion of Mandatory Continuing Professional Education: The Supreme Court of Canada, in a split decision, concluded Manitoba's law society had the power to impose CPD on its members. The appellant, who had been practising law since 1955, elected to quit rather than be forced to participate in CPD. "I can't think of a more honourable way to leave the profession than to resist this program." [However, the court concluded that the adoption of CPD was reasonable because the profession's members had democratic power over the benchers: "Many benchers of a law society are also elected by and accountable to members of the legal profession, and applying the reasonableness standard ensures that the courts will respect the benchers' responsibility to serve those members." The dissenting opinion stated: "In this case, the Law Society's rule that members who fail to complete 12 mandatory hours of continuing professional development activities in a calendar year are automatically suspended is unreasonable, because it is inconsistent with the Law Society's mandate to protect the public's confidence in the legal profession. When a lawyer is suspended, so is public confidence in him or her." In other words, automatically suspending an otherwise competent practitioner simply because of non-compliance with the CPD program is unreasonable.] "PEO. . . may eventually consider a mandatory CPD program by way of a member referendum."
- Mar '18 23 Continuous Learning Through PEAK. Article gives some examples of "recognized" and "not recognized" PEAK activities. [How these activities help protect the public—one of the prime justifications for the program—is painfully unclear.]
- May '18 31f PEAK Turns One: Almost all professional regulators impose mandatory CPD. Some even do practice audits at the practitioner's workplace! PEAK is not like most CPD programs, in that it is tailored to risk. It is valuable in collecting data on what members are doing. As of March 31st, 26170 members have completed at least the first element of PEAK, the practice declaration. 51 presentations to chapters, employers, and others have been made. A new "ethics module" has been introduced.
- Jul '18 40 Raising the Regulatory Bar: PEAK declarations and credits could be referenced by the Complaints Committee in assessing a member's activities. "We should consider whether voluntary compliance with PEAK is adequate. . . [it would be beneficial] to rely on PEO for assurance that members are competent and practising within their scope of training."
- Jul '18 51 Council meeting, June '18 report on PEAK: 33 per cent of members completed the practice declaration, but only 7 per cent of members have reported continuing knowledge activities.
- Apr '19 42 A review of the regulatory performance of Professional Engineers Ontario April 2019: "4.41 The Council has approved the PEAK program but because the engineering profession continues to widely indicate its disapproval of and lack of support for the program, Council has not proceeded to make participation mandatory."

Engineering Dimensions Research— Candidates'/Councillors' Platforms

C-529-2.15
Appendix B

March/April 2011 to present

DATE	PAGE	PLATFORM	COMMENT
May '11	25	Denis Carlos	Pro-member; wants to represent diverse views of members
May '11	22	Denis Dixon	Favours more member involvement in PEO affairs
May '11	22	Patrick Quinn	Led court challenge against BRAGG
May '11	24	Paul Ballantyne	Wants increased communication and participation of volunteers
May '11	26	Wayne Kershaw	Served on RIE task force
Jan '12	50A14	Colin Moore	"I remain dedicated to preserving Engineering as a self-regulating profession. I will continue to support the 'self' part and the role of the members, who must collectively have the primary responsibility for the profession and the protection of the public under the Professional Engineers Act, and keeping members involved through a vigorous Chapter system."
Jan '12	50A2	Corneliu Chisu	Promises "respect for members"
Jan '12	50A14	Danny Chui	"We need a member-directed governance organization, because it is the soul of self-regulation."
Jan '12	50A11	Denis Carlos	Criticizes fiscal imprudence, removal of President as Chair, Council's sole control of by-laws. Self-regulation means control by the profession's members.
Jan '12	50A5	George Comrie	"I'm for approval of substantive governance and policy changes (e.g. election of President, annual fees) by member referendum. . . I'm against concentrating power in the hands of a few Councillors and staff (oligarchy)."
Jan '12	50A14	Jim Chisholm	"I believe that it is important to develop programs and policies that are member centred. Our 73,000 members have a wealth of knowledge, experience and wisdom that should serve as the foundation of strength for sustaining and building the PEO."
Jan '12	50A11	Nick Colucci	Council needs to be more accountable to the members. We need to facilitate bringing members' concerns to Council.
Jan '12	50A4	Patrick Quinn	Members are this profession, not the Council or the government. I have always fought for your rights.
Jan '12	50A12	Ramesh Subramanian	"Members must have a say in any substantive governance and policy decisions made. . ."
Jan '12	50A10	Roger Toutant	Members' control of PEO is being eroded. Fiscal responsibility is urgently needed. PEO bureaucracy is out-of-control.
Jan '12	50A12	Sandra Ausma	"It's time to elect a council that will engage and represent the membership, and encourage pride in the profession."

Jan '13	50A12	Anthonios Partheniou	"It is important to increase PEO's focus on professional development. PEO is one of the few professional associations that does not require mandatory continuing professional development credits."
Jan '13	50A9	Changiz Sadr	"I strongly believe in a member-directed, self-governing profession. . . Any substantive change to (governance) must be put directly to the membership for their approval."
Jan '13	50A3	Corneliu Chisu	"Above all I listen to our members' voice".
Jan '13	50A2	David Adams	Adams "understands the real issues and speaks up for the members".
Jan '13	50A7	David Brown	"I am part of a member-directed, independent, self-regulating profession. . . We need to actually listen to our membership. . ."
Jan '13	50A12	Ewald Kuczera	"We are a member-directed, self-governed profession; we protect the public interest when we RESPECT THE MEMBERS."
Jan '13	50A3	George Comrie	Supports "democratic self-governance of PEO. Council should seek and heed the advice of the membership on substantive matters of policy and governance."
Jan '13	50A15	Gregory Wowchuk	"PEO is a member-directed, self-governing profession, PERIOD. The public interest is enhanced, not threatened, when we govern ourselves."
Jan '13	50A11	Michael Wesa	"PEO must remain an effective, self-regulated profession, and this is best accomplished with the input of PEO's greatest assets: its members".
Jan '13	50A6	Roger Jones	Favours "a proud, independent, self-governed profession" and "a member-directed, self-governing PEO, with a productive Council".
Jan '13	50A5	Roydon Fraser	"I am also motivated by strong desire to have members respected. . ."
Jan '13	50A4	Thomas Chong	Will work to "restore a democratic self-governing PEO".
Jan '15	10A11	Changiz Sadr	"Respect the Members." Favours a democratic PEO and accountable council.
Jan '15	10A10	David Brown	"I want to make sure members are not unduly burdened with a one size fits all solution."
Jan '15	10A8	Fred Saghezchi	"We have to guard and to appreciate the only treasure we have, 'members' opinions and advice".
Jan '15	10A13	Galal Abdelmessih	"Transparency and push-pull communication to engage members in the decision making process are essentials for member driven self-governing profession like ours."
Jan '15	10A14	Gregory Wowchuk	"PEO is a member-directed, self-governing profession, PERIOD. The public interest is enhanced, not threatened, when we govern ourselves. . . Council is accountable to the membership. . ."
Jan '15	10A4	Nancy Hill	"If elected I will. . . work to address the issue of Continuous Professional Development in a way that is efficient, effective and not mired in bureaucracy."
Jan '15	10A6	Patrick Quinn	Opposes fee increase or mandatory continuing education program.
Jan '15	10A6	Rob Willson	Supports CPDCQA Task Force recommendations.
Jan '15	10A7	Roger Jones	Will work to "maintain a member-directed PEO".

Jan '15	10A7	Roydon Fraser	Wants “members respected (e.g. control fees and expenditures), to defend our self-regulated profession (e.g. engage members in major decisions), and to battle ineffective, burdensome, or politically convenient, decisions.”
May '15	28	Bob Dony	“Dony believes that to restore the relevance of self-regulation in engineering for all its member licensees, the profession must be responsive to the concerns of the cross-section of new and existing licence holders.”
May '15	27	George Comrie	“A passionate advocate for our Canadian model of professional self-regulation, Comrie believes in PEO's accountability to its membership, and in strengthening its core regulatory functions.”
May '15	30	Serge Robert	“A firm believer in continuing education and maximizing one's exposure to other trains of thought, he participates in and encourages others to participate in all forms of professional development. . . .”
Jan '18	6A18	Agnes Krawczyk	“The PEAK program was initiated without a referendum. The majority of engineers keep up to date on their professional development, and do not require a formal program, and extra expense from the PEO to make sure that this is happening. In my opinion, the PEAK program, in its current format, is not helpful to anyone, and is completely unnecessary.”
Jan '18	6A12	Amin Mali	<i>[Position on CPD not revealed.]</i>
Jan '18	6A9	Barna Szabados	“The new PEAK (Practice Evaluation and Knowledge) program although suffering from start-up hiccups is nevertheless a valuable start and should benefit mainly young engineers.”
Jan '18	6A4	Christian Bellini	“If we do not act to modernize the way we evaluate education and work experience, we risk becoming an organization which only regulates the traditional fields. . . .”
Jan '18	6A6	Darla Campbell	<i>[Position on CPD not revealed.]</i>
Jan '18	6A14	Edgar Fernandez	“Many engineers are facing nowadays is many of their employers have stopped paying training to develop them, therefore it will be difficult for some of them to comply with PEAK.”
Jan '18	6A17	Fahad Rashid	“The majority of engineers keep up to date on their professional development, and do not require a formal program, and extra expense. PEAK program should be reviewed and justified before such a drastic measure is undertaken.”
Jan '18	6A3	Faizul Mohee	“The PEAK program. . . should be revisited for further review in a newly formed 'PEAK review committee'; and then the committee's suggestions should be sent for a membership 'referendum' before implementation. I personally think that the PEAK program, in the current format, is NOT helpful to anyone, and is unnecessary.”
Jan '18	6A8	Fred Saghezchi	“All Members Involvement in Council Decision Making Process”
Jan '18	6A15	Gary Houghton	“[PEO has] taken measures that will continue to demonstrate a mission of continuous learning.”
Jan '18	6A12	Greg Merrill	<i>[Position on CPD not revealed.]</i>
Jan '18	6A9	Gregory Wowchuk	“‘PEAK’ and CPD are unnecessary, ineffective, bureaucratic, costly, and divisive. Their proponents have never identified the problem, demonstrated their effectiveness, or revealed the true cost. PEAK/CPD must be halted and the referendum we were promised called immediately. . . Council's recent moves taking away power from the members are unacceptable.”

Jan '18	6A10	Guy Boone	CPD/PEAK programs should be co-ordinated with OSPE and other “Learnt Societies”.
Jan '18	6A11	Jovica Riznic	“The true strength of PEO is in its members. . .Competency growth is a concern for every responsible professional. Thus, the PEAK and CPD must be revisited, redrafted and accepted by the true majority of membership.”
Jan '18	6A6	Karen Chan	Supports CPD and PEAK as it supports PEO's mandate to regulate and strengthen the profession.
Jan '18	6A13	Keivan Torabi	“I believe imposing the PEAK/CPD (Continuing Professional Development) on us is a major diversion from the main PEO's mandate and mission, which is to protect the public. . . whether or not PEAK/CPD has any merits or not, we should be offended and alarmed by the lack of transparency, and the denial of our right to call a referendum, before [we] start spending and allocating budget to it.” PEO needs to focus on enforcement, not PEAK/CPD.
Jan '18	6A7	Leila Notash	“While having information on members and the present-day standards for practice and professional ethics are necessary for the regulatory bodies, if PEAK has no value for the members and PEO then it will become a very costly process to collect voluntary disclosure of self-declared data.”
Jan '18	6A16	Lisa MacCumber	<i>[Position on CPD not revealed.]</i>
Jan '18	6A5	Marisa Sterling	<i>[Position on CPD not revealed.]</i>
Jan '18	6A3	Nancy Hill	<i>[Position on CPD not revealed.]</i>
Jan '18	6A4	Nick Colucci	<i>[Position on CPD not revealed.]</i>
Jan '18	6A8	Nick Pfeiifer	<i>[Position on CPD not revealed.]</i> “PEO has an extremely capable membership that can be engaged. . . so that public interest may be served and protected.”
Jan '18	6A13	Noubar Takessian	<i>[Position on CPD not revealed.]</i>
Jan '18	6A10	Orjit Pandit	<i>[Position on CPD not revealed.]</i>
Jan '18	6A5	Peter Cushman	“PEAK. . . is not the right way (to) resolve the issue and we should look at other alternatives. At the current rate, PEAK doesn't seem effective or even necessary. The Peak program is a poorly conceived plan to encourage engineers to keep pace with changing technology.”
Jan '18	6A19	Ramesh Subramanian	<i>[Position on CPD not revealed.]</i>
Jan '18	6A14	Salman Basit	<i>[Position on CPD not revealed.]</i>
Jan '18	6A18	Serge Robert	<i>[Position on CPD not revealed.]</i>
Jan '18	6A16	Sohail Naseer	<i>[Position on CPD not revealed.]</i>
Jan '18	6A7	Solomon Ko	<i>[Position on CPD not revealed.]</i>

Engineering Dimensions Research— Letters to the Editor

<p>C-529-2.15 Appendix C</p>
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March/April 2011 to present

DATE	PAGE	WRITER	COMMENT
Mar '11	78	Mohammed A R Osman	PEO should publish a “sunshine list”, i.e. salaries >100 k\$
May '11	87	Alberto Quiros	Lack of leadership at PEO; favours elected president
May '11	90	Allen Jones	Karakatsanis and Freeman were great presidents; self-regulation is a privilege which can be taken away.
July '11	69	David Gelder	Laments lack of respect between engineers.
Sept '11	58	David Moffat	“Professional development is important, but we need to consider some other factors.” Working engineers are creating new knowledge long before courses teaching that knowledge can be designed. “One-size-fits-all will not work.”
Jan '12	57	Tom Hamilton	“I am shocked and appalled to hear that government representatives have infiltrated our organization and have subverted our established procedures and protocol to further their own agenda. . . Let’s work together to take back our organization with all haste.”
Jan '12	57	Brian Lechem	Dismayed at councillors' attack on the president. “If the freely and democratically elected PEO president is not to be allowed to 'preside', what is his role to be?”
Jul '12	64	Harry Nagata	Feels PEO presidents do not understand their role. They do not “have special powers or authority”.
Jul '12	64	Roger Toutant	Letter critical of Manitoba's CPD program, which he considers “ineffective” and “which turns engineers into quasi-slaves to its bureaucratic feel-good ambitions”.
Jul '12	64	Roy Gibson	Endorses President Adams' description of engineers and their work
Jul '12	66	Tatiana Lazdins	Believes (wrongly) that Council's sole purpose is to represent the public, and that “there should never be constraints of membership approval for any of council's actions, by AGM, referendum or otherwise”.
Nov '12	66	Pierre Lapalme	Criticizes Roger Toutant's letter on CPD, saying Toutant could even have earned CPD credits just for writing that letter. Says CPD is mandatory in the other provinces and professions.
May '13	3	David Moffat	Complains about shift to paperless Engineering Dimensions: “PEO is concerned about reducing costs where it concerns communication to members but appears to have no compunction about spending money on itself.”

Jul '14	53	Patrick Quinn	“Professional development and quality assurance are window dressing brought in by regulators who cannot take the liability for continuing competence but wish to give the public the impression they are doing their jobs. Until proof is offered that compulsory professional development or quality control has any impact on continuing competency, the CPDCQATF's tasks are a solution in search of a problem.”
Mar '16	48	Patrick Quinn	“Competency is learning by doing, not by filling out annual forms and logging professional development hours. . . PEO is vigorously promoting a compulsory professional development program that neither the members, the government, nor the public is demanding. These programs are window dressing for regulators that cannot take the liability for continuing competence but wish to give the public the impression that they are doing their jobs of ensuring their members are competent in practice. . . Before it is pushed further, it must be shown that PEO's CPD proposal is an issue that solves some demonstrated need, provides a system that can be measured by results versus goals, and that it has been chosen by a rational analysis.”
Mar '16	49	Steve Schillaci	Attended East Central town hall in November; disagrees with Annette Bergeron's assertion that “70 per cent of attendees came around to supporting our program and 30 per cent of attendees did not want to listen”. Schillaci says, “I believe she mistook a polite response as acceptance and it was she who failed to listen to views that did not fit her narrative. . . Customers, employers and the marketplace are more than capable of policing engineering competence. . . I'm confident that our PEO members will reject CPD in a fair referendum that allows for that option.”
May '16	76	Roy Fletcher	CPCPTF's “risk assessment' reported so far does not include appraisal of the qualifications of a member both technically and conscientiously for providing services directly to the public”.
May '16	75	William Este	Attended a town hall “where most attendees opposed the proposed CPD program. . . Any bureaucracy needed to 'herd' 80,000 professional engineers into risk slots and then mandate and supervise how they should be 'professionally developed' is unimaginable, to say the least.”
May '16	75	Matthew Dudman, EIT	Favours CPD because he feels his university education did not provide sufficient practical experience. [He fails to explain how CPD, as opposed to on-the-job experience would fill this void.]
Nov '16	68	Brian Lechem	“Engineers in the 21st century have no option other than to maintain their professional competence and this means acting in a proactive manner. . .” [There is no evidence that PEO members are not already doing what is necessary to practise competently.]
May '17	66	Duncan Gibbons	“It is believed that engineers would be maintaining professional standards [by enrolling in PEAK] and be looked upon more favourably by the public. However, my experience has been that the public does not care how many courses a person takes. They only care that you are doing your job honestly and to the best of your abilities. . . This indicates a need for PEO to be able to reconcile on-the-job learning and satisfactory job performance against the artificial construct of CPD learning.”

Mar '18	70	Rahmat Ushak-saraei	<p>“I would remain totally opposed to PEAK and PEAK-like programs, proven to be a failure in other disciplines, and am disturbed that someone speaks falsely on my behalf. Additionally, the low level of participation in the PEAK program along with the continually low level of participation in the standard voting process are indicative symptoms of larger challenges that PEO has been facing for long time in convincing licence holders of its ability to introduce strategic visions and pragmatic approaches that truly represent the engineers and engineering profession in the modern era. So, although one would have hoped that PEO chose the wise path of putting the PEAK program to vote among all licence holders rather than blindly implementing it, it is my firm belief that, at the end, even though PEO may choose to impose it as a mandatory requirement, it will only further confirm the need for a major organizational overhaul of PEO to meet the demands of the 21st century.”</p>
Jul '18	54	Bruce Matthews	<p>Not a Members' Club: Writer opines that “continued club mentality” has harmed OSPE. “There are countless examples over the years where it has been clear that member interests have strongly influenced PEO policy and practices.” [This is actually a <i>good</i> thing; it is an essential element of any self-regulated profession, and has never, ever been shown that the public interest was harmed.]</p>

PROFESSIONAL ENGINEERS ONTARIO

PRELIMINARY STAFF NOTE ON MOTION FOR CONSIDERATION

AT PEO COUNCIL MEETING, SEPTMEBER 20, 2019

Please note that this information is supplied only as general background to assist Council in its deliberations.

Staff take no position on the motion, its merits or its feasibility, and make no recommendation for further action or study.

1. Motion (without preamble)

That a referendum of PEO members on the “PEAK” program be conducted concurrent with the 2020 council elections, and that the will of the majority so polled be executed by Council. An article outlining the “pro” and “con” positions shall be published in Engineering Dimensions and on the PEO website when the candidates' statements are published. The choices offered to members in the referendum shall be: (1) Continuation of PEAK and enforcing member participation, (2) Continuation of PEAK and making participation voluntary, and (3) Termination of PEAK and investigation of effective alternatives.

2. Included in current strategic plan? (If yes, describe relationship)

- Refer to Briefing Note

3. Financial and resource implications.

- Refer to Briefing Note

4. Other considerations (eg. legal, operational, governance)

- *Coroner’s Jury recommendation following inquiry into the death of Scott Johnson (2019):*

To Professional Engineers Ontario

Professional Engineers Ontario (“PEO”) should:

....

17. Require that all engineers undertake a minimum number of hours of professional development activities and submit a record of such activities each year to PEO.

- See also: *Report of the Elliott Lake Inquiry (2014)*

Briefing Note - Decision

ACKNOWLEDGMENT OF EUROPEANS' CONTRIBUTION TO ONTARIO TODAY

Purpose: To acknowledge and express gratitude for the hard work and enormous contribution of Europeans throughout history to Ontarians' present standard of living and quality of life.

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

That Council directs the Registrar to complete policy development and draft a policy for Council's decision, for the November 2019 Council meeting, on how to acknowledge the immense contribution of Europeans to modern-day Ontario. This acknowledgment would be read at PEO Council, chapter, committee, and staff meetings and events.

Prepared by / Moved by: G P Wowchuk, Councillor-at-Large

1. Need for PEO action

At its June 2019 meeting, Council, via item C-528-2.7, decided it was appropriate to venture into the domain of acknowledgment of past history. That motion, however, by identifying and acknowledging a single ethnic group and excluding others, arguably violates one of PEO's traditional core values: inclusivity and diversity.

The enormous, undeniable contribution of Europeans to Canada's present standard of living and quality of life is unmatched by any other single group, *particularly in the historical development and application of engineering*, and must be acknowledged by PEO.

2. Recommendation

That the motion be approved, and the specified policy be drawn up.

3. Next steps

When policy development is complete, staff will bring a recommendation to Council at its November meeting for a decision on how the suggested acknowledgement can be made at PEO activities such as chapter, committee, council, and staff meetings and events.

4. Policy or Program contribution to the Strategic Plan

Objective #5, "Increase influence in matters regarding the regulation of the profession" can be advanced by showing engineering's dramatic contribution to Canadian civilization since the arrival of European settlers in the 16th and subsequent centuries.

Objective #9, "PEO will consistently evaluate and review the presence of its core values in the performance of staff and volunteer activities, as well as regulatory decisions" is advanced by our inclusion of the founding group which arguably has had the greatest impact on the historical evolution of the greatest country in the world in which to live.

5. Financial impact on PEO budgets (for five years)

(none)

6. Peer Review & Process Followed

Process Followed	Wainberg rules 11.1, 17.1, and 17.6
Council-Identified Review	Council is the appropriate peer group.
Actual Motion Review	(none)

7. Appendix

- Appendix A – A synopsis of Europeans in Ontario
- Appendix B – Preliminary Staff Note on Motion for Consideration

A SYNOPSIS OF EUROPEANS IN ONTARIO

Gregory P Wowchuk,
Former President,
Etobicoke Historical Society

1. Introduction:

The following is an overview of the history of Europeans in Ontario. Obviously, it is a *general* summary of a number of European ethnic groups and how they have contributed to industry and society in our province.

2. Croatians:

Croatian immigration to Canada began around 1905, with the majority coming from Europe, but some arriving from the United States. Another wave arrived from Europe during the 1920s, with many working in heavy industry, and, notably, building the Welland Canal and constructing other infrastructure, such as the railways. Oppressed by communism in their homeland, and displaced during the Second World War, another wave came and were active in farming, retail, and municipal government.

3. Czechs and Slovaks:

Many Czechs and Slovaks came to Canada in the 1920s, seeking economic opportunity. Like the Germans, many were skilled tradesmen. Another wave, fleeing communism and the Soviet invasion (Prague Spring) of 1968 came in the 1970s. Many academics also arrived in Canada during this period.

4. Dutch:

The first recorded group of Dutch immigrants was around 1810, with most leaving the U.S. as United Empire Loyalists (UELs)--and receiving Crown land grants in appreciation. Their homeland devastated by WWII, a large wave arrived, mostly in Ontario, and to this day, are major players in the province's agriculture sector. The Dutch were experts at managing drainage of low-lying terrain. The Holland Marsh, just north of Toronto, is presently one of the province's most fertile and productive vegetable-farming areas.

5. English and Scots:

The British influence on Canadian history, economy, and culture is undeniable. The British parliamentary system is arguably the most successful democratic model, adopted worldwide. "Peace, order, and good government" is almost the motto which sets Canada apart from other countries. The Hudson's Bay Company, considered the world's first corporation (1670) was Ontario's first organized trading and merchant entity. Great numbers came to Ontario following the American Revolution (UELs). The English and Scots were superb *engineers* and stonemasons, responsible for the bulk of Ontario's road, railway, bridge, and canal building. They also were the major players in timber, lumber, and shipbuilding. The Welland Canal was completed in 1829, allowing ships to sail between Lakes Ontario and Erie, bypassing Niagara Falls and running entirely in Canada. The Rideau Canal, opened in 1832, is the oldest continuously-operating canal in North America, built to bypass the St Lawrence River between Kingston and

Montréal. (The St Lawrence route was considered too vulnerable to American attack after the War of 1812.) The Rideau's stone masonry probably will last for centuries. The Scots were also excellent dairy farmers, with concentrations in the vicinity of Guelph. The police and court systems in Ontario (but not in Québec) are based on the British model.

6. French:

In the early days of European influence in Ontario, the French were the major players. Cultural and economic ties with various Indian tribes were established. In 1673, however, with New France formally ceded to Britain, the British presence in Ontario dominated. Pockets of French, however, to this day, dot the province. Many Québécois moved to southern Ontario in pursuit of jobs resulting from industrial growth, particularly in the years of the First World War. There was a heavy French presence in the textile industry in Ontario in the first half of the twentieth century.

7. Germans:

The first wave of Germans immigrating to Ontario came, interestingly, as United Empire Loyalists during and after the American Revolution. Additional groups fled war in their homeland, notably the German Revolutions of 1848-49 and the Franco-Prussian war of 1870. Many Germans were in the skilled trades such as machinists, and were in demand during several periods of industrial expansion in Ontario. Their homeland ravaged by WWII, many came to Canada in the 1950s. There still is a large ethnic German population in the Kitchener area (whose name was changed from "Berlin" in 1916 due to the war).

8. Greeks:

Most Greek immigration to Canada occurred in the 1900s, and was motivated mostly by economic distress in their homeland. The Greeks tended to be quite independent-minded, favouring self-employment by owning restaurants, theatres, and shops.

9. Hungarians:

Following WWI, a wave of Hungarians arrived, seeking economic security. Many worked on the Welland Canal, in local factories, and in agriculture. Many fled the Hungarian Uprising of 1956, seeking freedom and free enterprise in western countries, including Canada. Hungarian Canadians who despised exploitation of ordinary workers under communism embraced labour unions in Ontario and western Canada. Hungarian Canadians also loathed fascism, and many joined the Canadian army in WWII.

10. Irish:

The Irish also were part of the United Empire Loyalists settlers to Ontario after the American Revolution. Extreme poverty in the 1820s and the Potato Famine of the late 1840s led to desperate emigration to Canada and the United States, where they worked on railway and canal building and in agriculture. Irish workers also contributed significantly to urban infrastructure in the late 19th and early 20th centuries. They faced discrimination from ethnic English and other Europeans. ("NINA" signs in shop windows: "No Irish Need Apply".)

11. Italians and Portuguese:

The first Italians came to Canada in the late 1800s. There was political and economic chaos in Italy, and Canada beckoned. Unfortunately, they, too, faced discrimination, and most found work as labourers and factory workers. A

large contingent left Italy after its defeat in WWII. It has been suggested their heritage in ancient Rome played a part in their immense contribution to the infrastructure of southern Ontario. Italians were great builders, and it is said cities like Toronto and Hamilton would be unrecognizable today but for the skill and hard work of Italian Canadians.

Most Portuguese Canadians arrived in the 1950s and 1960s from Portugal and the Azores and settled in Montréal, Toronto, and Hamilton. Like the Italians, they made major contributions to our infrastructure. Many also worked in Ontario factories.

12. Polish and Ukrainians:

At the end of the 19th century, the Canadian government actively recruited immigrants from eastern Europe. One prime objective was to open up the prairie provinces, and the eastern Europeans were the best wheat farmers in the world, not to mention capable of withstanding harsh winters, mosquitoes, and subsistence living. The federal government wanted to bump up Canada's population to forestall any American designs on our territory. Poles and Ukrainians in western Canada tended to be employed in agriculture, while those in Ontario were more urbanized, working in factories.

13. Scandanavians:

The Vikings were the first Europeans to set foot in North America. Archaeological evidence in Newfoundland/Labrador confirms this. The first known Swede in what is now Canada was Jacob Fahlström, an official with the Hudson's Bay Company. Most Swedes came during the entire 19th century, settling almost entirely in western Canada, but a significant number came to Toronto. Present-day Manitoba has more citizens of Icelandic descent than Iceland! Scandanavians arriving in the last five decades generally have been well-educated and, like the Germans, were employed in manufacturing and the trades.

PROFESSIONAL ENGINEERS ONTARIO

PRELIMINARY STAFF NOTE ON MOTION FOR CONSIDERATION

AT PEO COUNCIL MEETING, SEPTMEBER 20, 2019

**Please note that this information is supplied only as general background
to assist Council in its deliberations.**

**Staff take no position on the motion, its merits or its feasibility, and make no recommendation for
further action or study.**

1. Motion (without preamble)

That Council directs the Registrar to complete policy development and draft a policy for Council's decision, for the November 2019 Council meeting, on how to acknowledge the immense contribution of Europeans to modern-day Ontario. This acknowledgment would be read at PEO Council, chapter, committee, and staff meetings and events.

2. Included in current strategic plan? (If yes, describe relationship)

- N/A.

3. Financial and resource implications.

- Policy would be drafted by PEO staff in addition to other duties. Legal review would likely be required to avoid conflict with human rights legislation, Charter of Rights, etc.
- Cost of acknowledgement per se would be marginal.

4. Other considerations (eg. legal, operational, governance)

- Indigenous land acknowledgements have become prevalent following the "Calls to Action" contained in the 2015 Report of the Truth and Reconciliation Commission related to residential schools and the historic mistreatment of Indigenous peoples
- *Ontario Human Rights Code*, section 6:

"Every person has a right to equal treatment with respect to membership in any trade union, trade or occupational association or self-governing profession without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability."

COC Response to the Professional Standards Authority Report titled ‘A Review of the Regulatory Performance of Professional Engineers Ontario’, dated April 2019

Purpose: To notify Council of the position and response of the Complaints Committee (COC) to the external regulatory review report by the Professional Standards Authority

No motion required

Prepared by: Chris Roney, P.Eng., Chair, Complaints Committee

1. Status Update

At its meeting of August 1, 2019, the Complaints Committee¹ reviewed and discussed the contents and recommendations of the report prepared by the Professional Standards Authority (PSA) titled, “A Review of the Regulatory Performance of Professional Engineers Ontario,” dated April 2019.

The Committee unanimously passed a motion that the Chair formally notify Council of the following position of the Complaints Committee with respect to the *Report*:

1. That the Complaints Committee is very supportive of the thrust and intent behind the recommendations contained in the PSA report.
2. That PEO, as an organization, urgently needs to make significant organizational and structural changes that shift sharply towards fulfilling its core regulatory mandate, and away from all non-regulatory activities.
3. That Council needs to focus its time, energy, attention, and the organization’s full resources on the core work of regulation, and on the implementation of the PSA Report recommendations.
4. That PEO, led by Council, must undergo a significant cultural and behavioral change from its current focus and activities that are, often-times, more suited to a member’s interest-driven organization, to purely and solely that of a regulator acting in the public interest.

The Complaints Committee also directed the Chair to convey to Council that the Committee will be looking to Council for regular updates in the coming weeks and months with respect to the progress of the implementation plan that is being prepared in response to the PSA report.

¹ The Complaints Committee is a statutory committee of Professional Engineers Ontario, charged with carrying out one of PEO’s key regulatory functions: the investigation and response to complaints made by members of the public, public sector officials or others regarding the work, conduct or actions of PEO Licensees and Certificate of Authorization holders. As part of its regulatory mandate under Sections 23 and 24 of the Professional Engineers Act, the complaints process is designed to ensure that the public interest is served and protected and that confidence in the ability of the profession to regulate the conduct of its own members, is maintained.

In closing, please be advised that the Complaints Committee has already begun implementing the recommendations that focus on areas that are within its ability to control, and plan to present briefing notes with motions to council for approval if and as required.

2. Background

PEO commissioned the Professional Standards Authority to carry out a review of PEO's regulatory performance in late 2018. PSA's resulting report was issued in April 2019, and made available to the Complaints Committee and the public in late June 2019.

The Complaints Committee decided upon receipt of the report, that as a priority, it would review the report and recommendations, and provide its response to the report to Council.

Revised Technology Use Policy (Council)

Purpose: Provide update on the changes to the Technology Use Policy (Council)

No motion required

Prepared by: *Michelle Wehrle – Director, Information Technology*

1. Status Update

The Violations section of the Technology Use Policy (Council) were adjusted after a review of what allowable actions are able to enforce the policy under the ACT, Regulations and Bylaws.

2. Background

In May 2019, PEO started a pilot project to provide Council members with dedicated technology to support their mandate while on Council. With the introduction of the new technology, a policy on technology use was created.

At the June Council meeting, Council had questions regarding the policy, and it was discussed that not all the repercussions for non-compliance were enforceable.

The following changes were made:

Original:

Violations of this policy will be treated like other allegations of wrongdoing at PEO. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

- Disciplinary action according to applicable PEO policies;
- **Removal from Council;**
- Legal action according to applicable laws and contractual agreements; and/or
- Return of PEO-issued equipment.

Revised:

Violations of this policy will be treated like other allegations of wrongdoing at PEO. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

- Disciplinary action according to applicable PEO policies;
- Legal action according to applicable laws and contractual agreements; and/or
- **Suspension of access to PEO technology**
- Return of PEO-issued equipment.

3. Appendices:

- Appendix A – Technology Use Policy

Technology Use Policy (Council)	Date of Policy: June 5, 2019
	Approved by: Senior Management Team
	Review Date: August 2019

Policy Statement	PEO has an interest in safeguarding its confidential and proprietary information. This policy follows best practices for the appropriate usage, management and security of PEO technology systems. It outlines appropriate standards and procedures for use of PEO computer hardware and software and accessing PEO networks, systems, databases, servers and other technology infrastructure.
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Purpose	This policy outlines the acceptable use of technology resources provided by PEO to protect its resources and information from the misuse or abuse of computer technologies. Such misuse or abuse could result in loss or theft of PEO data, exposure of confidential information through compromised systems, malicious attacks from hackers and damage to critical applications and any other PEO technology and communication assets.
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Application and Scope	<p>This policy defines the terms of use for all computer equipment, hardware, software, operating systems, storage media, network accounts, electronic mail, internet browsing, communications equipment and any other computer technology or equipment that is PEO property. Whether in the office, at home or when travelling, all PEO computer equipment is intended for conducting PEO business. This policy applies regardless of where the equipment is used.</p> <p>This policy applies to:</p> <ul style="list-style-type: none"> • all current members of PEO Council.
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Definitions	<p>The following definitions apply for the purpose of this policy:</p> <p>Councillor—an individual who has been elected or appointed to serve on PEO Council.</p> <p>Equipment—any hardware or software provided by PEO</p> <p>Intranet—PEO’s private network of internal communication and collaboration that provides a single starting point to access internal and external resources.</p> <p>IT department—PEO’s Information Technology Services staff</p>
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	<p>Technology—all computers (workstation, laptop, tablet, servers), application software, storage media, phones, websites and accessories.</p> <p>Vulnerabilities—viruses, spyware, adware, malware, ransomware or hackers.</p>
<p>Policy specific issues or considerations</p>	<ul style="list-style-type: none"> • PEO assumes the cost of providing work-related equipment for use by councillors. • The provided equipment is to be used for conducting PEO business only. • All equipment is setup with PEO approved and standardized software and configurations to ensure that the same level of performance, operability and security is maintained. • Only approved software will be installed on the equipment. Requests can be made to the IT department via email helpdesk@peo.on.ca if additional software is required to perform the duties of a councillor. The IT Department will: <ul style="list-style-type: none"> ○ Evaluate the requested software to ensure it is appropriate; ○ Follow the procurement process for acquiring the software; ○ Obtain and track all licences; ○ Test new software for conflict, compatibility and security; and ○ Perform any required installation, training and set-up. • A PEO-assigned email address will be setup on the equipment for use conducting councillor business. • PEO will maintain responsibility for a lost, stolen or damaged device until the councillor no longer serves on Council. • The technology equipment provided is the property of PEO until the councillor no longer serves on Council, at which time all PEO information, including email, licensed/proprietary software and access permissions, will be removed. The equipment will then be the property of the Councillor. • The IT department and Secretariat staff will provide support for the technology to active councillors.
<p>Privacy and Security</p>	<ul style="list-style-type: none"> • Councillors are responsible for taking all reasonable measures to ensure the physical security of the provided equipment, including protecting it from theft and damage. • Councillors must not reveal their PEO account password to others or allow others to use their account. Passwords are designed to maintain the confidentiality of PEO’s business-related information and to give councillors access to information relevant to their PEO work. Passwords are not designed to provide privacy from inspection or review by PEO or its representatives. • While PEO’s network administration provides a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of PEO. All messages, images and files created, sent or received using PEO computer equipment or e-mail, intranet or internet systems are PEO’s property and should not be considered private or personal information. • To the extent permitted by law, PEO retains the right to deploy and use tools to monitor, audit, review, intercept, access and disclose all messages and

	<p>information stored, created, sent or received by any use of the systems without notice to the user, sender or recipient of the message. For example, monitoring may be necessary for the following, without limitation: to protect and ensure the system's security; network and system maintenance purposes; to gather information as part of a PEO investigation; to ensure that the user is not using the systems to communicate improper content, such as harassment or unauthorized disclosure of confidential information; and to ensure that any user is not communicating to unauthorized recipients or in an unauthorized manner. Therefore, users should have no expectation of privacy with respect to their use of PEO equipment.</p> <ul style="list-style-type: none"> • Councillors must comply with PEO security protocols, including but not limited to, equipment security lock, login password, virus protection, Find Device, etc. • If any equipment is lost, stolen, compromised or damaged, the IT department must be notified immediately to ensure that no security threats exist.
<p>Unauthorized Uses</p>	<p>The following activities are strictly prohibited when using PEO equipment, internet/intranet/extranet, email, servers, storage equipment etc. This list may be modified without prior notice.</p> <ul style="list-style-type: none"> • Engaging in any activity that is illegal under local, provincial, federal or international law while using PEO-owned resources. • Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of 'pirated' or other software products that are not appropriately licensed for use by PEO. • Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which PEO or the end user does not have an active licence. • Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question. • Introducing malicious programs into the network or systems. • Using PEO's computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws. • Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data for which the councillor is not the author of or an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. • Circumventing user authentication or security of any host, network or account. • Using PEO equipment for any type of gaming including, but not limited to, online gambling. • Storing personal documents on PEO equipment.

Violations	<p>Violations of this policy will be treated like other allegations of wrongdoing at PEO. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:</p> <ul style="list-style-type: none"> • Disciplinary action according to applicable PEO policies; • Legal action according to applicable laws and contractual agreements; and/or • Suspension of access to PEO technology • Return of PEO-issued equipment.
Procedures	<p>Equipment User Agreement (Councillor) to be signed as part of this policy. See Appendix A.</p>
Responsibility	<p>PEO management staff has primary functional responsibility to ensure compliance/adherence to this policy.</p> <p>The IT department has primary responsibility for implementation of the policy.</p> <p>The IT department, working with People Development and Secretariat, has primary administrative responsibility for the policy.</p> <p>Compliance with this policy is the responsibility of all councillors.</p>

CONSENT AGENDA

Purpose: To approve the items contained in the consent agenda

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

That the consent agenda be approved.

Prepared by: Dale Power, Secretariat Administrator

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 Dale Power (416-224-1100, extension 1130 or dpower@peo.on.ca) if there are any required revisions prior to the meeting so that the minutes, when presented, may be considered within the consent agenda.

The following items are contained in the consent agenda:

- 3.1 Minutes – 528th Council Meeting – June 20-21, 2019
- 3.2 Approval of CEDC Applications
- 3.3 Changes to the 2019 PEO Committees and Task Forces Membership Roster
- 3.4 Standing Down the Governance Working Group Phase 1
- 3.5 Council Action Log

OPEN SESSION MINUTES – 528th Council Meeting – June 20-21, 2019

Purpose: To record that the minutes of the open session of the 528th meeting of Council accurately reflect the business transacted at that meeting.

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

That the minutes of the 528th meeting of Council, held June 20-21, 2019, as presented to the meeting at C-529-3.1, Appendix A, accurately reflect the business transacted at that meeting.

Prepared by: Dale Power, Secretariat Administrator

1. Need for PEO Action

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

2. Current Policy

Section 25(1) of By-Law No. 1 states that meetings of PEO are to be governed by *Wainberg's Society Meetings*. Rule 27.5 of *Wainberg's* states that "There is no legal requirement to have minutes verified, but it is considered good practice. The motion does not by itself ratify or adopt the business transacted; it merely verifies the minutes as being correct [a correct record of the discussions held and decisions made at the meeting]."

3. Appendices

- Appendix A - Minutes – 528th Council open session meeting – June 20-21, 2019



Minutes

C-529-3.1
Appendix A

The 528th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Thursday, June 20, 2019 and Friday, June 21, 2019 at 9:00 a.m.

- Present:
- N. Hill, P.Eng., President and Council Chair
 - D. Brown, P.Eng., Past President and Council Chair
 - M. Sterling, P.Eng., President-elect
 - C. Bellini, P.Eng., Vice-President (Elected)
 - S. Ausma, P.Eng., Councillor at Large
 - V. Banday, Lieutenant Governor-In-Council Appointee [via teleconference, minutes 12126 to 12132 only]
 - G. Boone, P.Eng., Eastern Regional Councillor
 - L. Cutler, P.Eng., Councillor at Large
 - G. Houghton, P.Eng., Western Regional Councillor
 - Q. C. Jackson, Barrister & Solicitor, Lieutenant Governor-In-Council Appointee
 - W. Kershaw, P.Eng., Western Regional Councillor [minutes to 12126 to 12143 only]
 - L. MacCumber, P.Eng., West Central Regional Councillor
 - L. Notash, P.Eng., Councillor at Large
 - T. Olukiyesi, P.Eng., Lieutenant Governor-In-Council Appointee
 - S. Robert, P.Eng., Northern Regional Councillor [minutes 12133-12155 only]
 - A. Sinclair, P.Eng., East Central Regional Councillor
 - M. Spink, P.Eng., Lieutenant Governor-In-Council Appointee
 - R. Subramanian, P.Eng., Northern Regional Councillor
 - S. Sung, Lieutenant Governor-In-Council Appointee
 - K. Torabi, P.Eng., East Central Regional Councillor
 - W. Turnbull, P.Eng., Western Regional Councillor
 - R. Walker, P.Eng., Eastern Regional Councillor
 - G. P. Wowchuk, P.Eng., Councillor at Large
- Regrets:
- A. Arenja, Lieutenant Governor-In-Council Appointee
 - N. Rush, C.E.T., Lieutenant Governor-In-Council Appointee
- Staff:
- J. Zuccon, P.Eng., Registrar
 - L. Latham, P.Eng., Deputy Registrar, Regulatory Compliance
 - D. Smith, Director, Communications
 - M. Wehrle, Director, Information Technology
 - M. Braun, Acting Director, People Development [minutes 12126 to 12132 only]
 - J. Chau, Manager, Government Liaison Programs
 - D. Manico-Daka, Manager, Information Technology [minutes 12126 to 12132 only]
 - R. Martin, Manager, Secretariat
 - D. Power, Secretariat Administrator
 - J. Max, Manager, Policy
 - B. St. Jean, Senior Executive Assistant

- Guests:
- H. Brown, Brown & Cohen [minutes 12128 to 12154 only]
 - D. Chui, P.Eng., PEO Director, Engineers Canada [minutes 12128 to 12154 only]
 - G. Comrie, P. Eng., Chair, Central Election and Search Committee [minutes 12128 to 12154 only]
 - B. Matthews, P.Eng., CEO, Consulting Engineers of Ontario [minutes 12128 to 12154 only]
 - S. Perruzza, P.Eng., CEO, Ontario Society of Professional Engineers (OSPE) [minutes 12128 to 12154 only]
 - K. Reid, P.Eng., PEO Director, Engineers Canada [via teleconference, minutes 12128 to 12154 only]
 - C. Sadr, P. Eng., PEO Director, Engineers Canada [minutes 12128 to 12154 only]

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order at 9:00 a.m. on Thursday, June 20, 2019 .

President Hill provided a recap of the May 30 to June 1, 2019 Council Workshop. Council explored the concept of public interest and crafted the following definition: “Why PEO – to protect the welfare of the public (individually, collectively, including environment) connected with engineering activity.”

Council also discussed regulatory activities vs. association activities at the workshop.

Moved by Councillor Subramanian, seconded by Councillor Kershaw:

That Council move in-camera.

CARRIED

12127 IN-CAMERA SESSION

While in-camera, Council:

- a. approved the public release of the report “A Review of the Regulatory Performance of Professional Engineers Ontario” and moved the discussions and motion into open session.
- b. discussed implementation of the recommendations in the report “A Review of the Regulatory Performance of Professional Engineers Ontario” and moved the discussions and motion into open session.

The following in-camera resolutions from the June 20th in-camera Council meeting regarding the report “A Review of the Regulatory Performance of Professional Engineers Ontario” were moved into open session:

12128 PUBLIC RELEASE OF THE REPORT “A REVIEW OF THE REGULATORY PERFORMANCE OF PROFESSIONAL ENGINEERS ONTARIO”

Moved by Past President Brown, seconded by Councillor MacCumber:

That Council receive the April 2019 report *A review of the regulatory performance of Professional Engineers Ontario* from Harry Cayton, Kate Webb and Deanna Williams, and authorize the Registrar to release it no later than June 27th, 2019. Communications will be developed and guided by one or more of the following statements as necessary:

- Voluntary initiative was undertaken as part of PEO Council's commitment to ensure PEO is effectively doing the job as set out in the Professional Engineers Act
- External regulatory review conducted to identify any gaps between PEO's current practices and the process, procedures and policies exhibited by the best regulators
- PEO Council is releasing the report to the public at the earliest opportunity following its first official meeting since receiving the report
- PEO Council is pleased with the thoroughness of Mr. Cayton's review and the subsequent report
- Final report provides 15 recommendations on how to improve PEO's regulatory performance
- PEO Council accepts the report in its entirety and is developing an action plan
- The report will now serve as the framework to develop a high-level action plan
- PEO Council accepts that there is room for improvement and is committed to making the significant changes necessary to enhance PEO's legislative mandate. This is PEO's highest priority for the foreseeable future
- PEO Council commits to be open and transparent
- Final report helps PEO to refocus the objectives of PEO's Strategic Plan

**CARRIED UNANIMOUSLY
Recorded Vote**

For

S. Ausma
V. Banday
C. Bellini
G. Boone
D. Brown
L. Cutler
G. Houghton
Q. Jackson
W. Kershaw
L. MacCumber
L. Notash
T. Olukiyesi
S. Robert
A. Sinclair
M. Spink
M. Sterling
R. Subramanian
S. Sung
K. Torabi
W. Turnbull

R. Walker
G. Wowchuk

12129
**RECOMMENDATIONS IN THE REPORT “A
REVIEW OF THE REGULATORY
PERFORMANCE OF PROFESSIONAL
ENGINEERS ONTARIO”**

Moved by Past President Brown, seconded by Councillor Walker:

That Council direct the Registrar to develop a high-level action plan related to the 15 recommendations contained in the April 2019 report *A review of the regulatory performance of Professional Engineers Ontario* from Harry Cayton, Kate Webb and Deanna Williams for consideration at the September 2019 Council meeting.

CARRIED UNANIMOUSLY
Recorded Vote

For

S. Ausma
V. Banday
C. Bellini
G. Boone
D. Brown
L. Cutler
G. Houghton
Q. Jackson
W. Kershaw
L. MacCumber
L. Notash
T. Olukiyesi
S. Robert
A. Sinclair
M. Spink
M. Sterling
R. Subramanian
S. Sung
K. Torabi
W. Turnbull
R. Walker
G. Wowchuk

12130
COUNCIL ACTION LOG

Past President Brown referred to item 27 on the Action Log regarding Council access to Sharepoint. He noted the need to address a policy statement related to this. For example, not every file will be accessible to everyone on Council. This will be added to the Action Log.

It was suggested that a calendar of all committee meetings be made available on Councillor iPad's. This will be addressed by Secretariat and IT. In the meantime, it was noted that this information is readily available on PEO's website.

Councillor Boone advised that it was his understanding that the Advisory Committee on Volunteers (ACV) were looking at a policy regarding Council members attending committee members as observers. Councillor Cutler noted that there is no budget for travel and/or accommodation for anyone attending a meeting who is not on the committee unless Council directs the Finance Committee to do this.

Councillor Boone also noted that he had received feedback from a member regarding a Professional Standards Committee (PSC) consultation which he would pass on to the Registrar regarding the use of the seal. Councillor MacCumber advised that after the close of the consultation period the subcommittee discusses and addresses all comments which are then sent to the PSC and that there is a log on how each comment is considered before coming to Council.

**12131
REGULATORY RISK REGISTER**

Responding to a query regarding the purpose of the Regulatory Risk Register Past President Brown explained that it is a tool to make Council aware of the risks to the organization and that there should be active discussion on this at all Council meetings to determine if the ratings should be revised. Best practices indicate the operations should be segregated from risks to PEO as a regulator or the Board. Items in red are things that Council should always be cognizant of, yellow is cautionary and green is low risk. He added that Council collectively identifies risk and weighs them.

Staff will pull together a guide on how to use the Regulatory Risk Register for presentation at the September Council meeting.

Office of the Fairness Commissioner (Risk #15) and Fiscal Health (Risk #12) should go to “red”. Reduce Likelihood from 3 to 2 for Risk #1.

**12132
COUNCILLOR ITEMS**

a. Agenda Items

It was suggested that in future, Section 5. Information Items be moved ahead of 4. In-Camera on the agenda. The Chair advised that this would be taken under advisement during agenda planning.

b. Technology Use Policy (Council)

Councillor Notash referred to the recent Technology Use Policy and asked for clarification regarding a number of items as follows:

Policy Specific Issues or Considerations

M. Wehrle confirmed that when a Councillor leaves Council, their iPad will be wiped of all data and returned to factory reset to ensure the privacy and security of PEO information.

Privacy and Security

The iPads provided to Councillors are meant to be used while they are on Council and any information or communication while using these devices are considered on behalf of PEO and as such are PEO’s intellectual property. These are basic, standard policies that one would find in most organizations around intellectual property. M. Wehrle

advised that IT would not arbitrarily conduct checks. This would only be done through the direction of the Registrar if there was an issue, otherwise confidential information will remain confidential. The policy does not indicate that PEO has ownership of private information.

Violations

Since this is an operational policy the bullet stating “Removal from Council” should be revisited.

Registrar Zuccon stated that the policy was for the protection of Councillor but first and foremost to protect the reputation of PEO. It was agreed that the Technology Use Policy would be reworked to address the concerns brought forward by some members of Council. Councillors were invited to send any further comments to the Registrar.

c. Whistle Blower Protection

The policy should include protection for anyone from PEO who brings forth issues that should be made public.

d. Implications of a Volunteer Being Sued

In response to a query regarding implications and costs related to a volunteer being sued in the course of doing PEO work, Councillor Turnbull advised that the RCC would be bringing forward a new policy for Council approval shortly.

e. Training Modules

Registrar Zuccon will include statistics regarding volunteer completion of Workplace Harassment and AODA training in his Registrar’s report.

Council convened at 9:00 a.m. on Friday, June 21, 2019. President Hill provided a recap of the June 20, 2019 in-camera meeting. She noted that most of the day was spent discussing the regulatory review with the external consultant Harry Cayton. She advised that the report was accepted in its entirety and that an action plan was being developed.

President Hill asked if there were any conflicts to declare before proceeding with the agenda. There were none.

**12133
IMPLEMENTATION OF
RECOMMENDATION FROM CORONER’S
INQUEST INTO THE DEATH OF SCOTT
JOHNSON**

The Coroner’s Office has requested that all parties to whom recommendations were directed report back within 6 months (i.e. by October 10, 2019) regarding the status of their implementation plans. In order to be able to report to the Coroner, it is necessary that Council begin consideration of an implementation plan immediately. This does not mean that decisions need to be made on specific recommendations; however, research and analysis needed to assist Council in making those decisions should be conducted.

This Coroner’s Inquest was closely followed by the press. It is likely that there will be requests regarding PEO’s plans by the end of the year.

Moved by Vice-President Bellini, seconded by Past President Brown:

That Council direct the Registrar to carry out the work outlined in the Implementation Plan as presented to the meeting at C-528-2.1, Appendix A and provide these policy analyses to Council at its November 2019 meeting for consideration and decision.

CARRIED

Registrar Zuccon advised that the plan to outline what would be involved in implementing the recommendations would be within the current budget of the policy development group.

The PEAK program concluded its second year of operation on March 31st, 2019. The third year of the PEAK program began on April 1, 2019 and is currently underway.

At its November 2016 meeting Council passed a motion directing the Registrar to implement the non-mandatory PEAK program.

At its June 2018 meeting Council passed the following motions:

1. That Council receive the Report on Year 1 of the PEAK Program.
2. That Council direct the Interim Registrar to begin planning for the third year of operation of the PEAK program and to include for this continuation of the program in the 2019 budget.

Council was provided with a report that provides an overview of the program, information on participation rates and examples of the kind of data that can be collected through this program.

Both the "Coroner's Inquest into the death of Scott Johnson" and the "Review of the regulatory performance of Professional Engineers Ontario" recommend the need for PEO to implement mandatory continuing professional development for all licence holders. A briefing note dealing with the Coroner's inquest recommendations presented to Council at the meeting included a motion directing the Registrar to prepare the policy analysis needed to assess the viability of a mandatory CPD program. The PEAK program is the CPD program proposed by the Continuing Professional Development, Competency, and Quality Assurance Task Force and developed by the Continuing Professional Competence Program (CP)2 Task Force.

The PEAK program, if mandatory, would also be an excellent tool for updating the register information and fulfilling Recommendation 7 of the Regulatory Performance Review.

Moved by Councillor Spink, seconded by Past President Brown:

That Council direct the Registrar to operationalize the PEAK program as a continuing operational program.

CARRIED

**12134
PEAK PROGRAM – UPDATE AND
OPERATIONALIZATION**

12135
2020 BUDGET ASSUMPTIONS

It was noted that the five-year budget forecast includes a 2% inflation factor which could fluctuate and that this should be taken into consideration.

It has been the practice for Council to approve the budget assumptions for the next financial year in June. A combination of inputs from concerned domain experts, Council directives, and a trend analysis of historical data are used to generate the budget assumptions.

It was moved by Councillor Cutler, seconded by Councillor Turnbull:

- 1. That the 2020 Budget Assumptions presented to Council at C-528-2.3, Appendix A and as recommended by the Finance Committee, be approved.**
- 2. That the Registrar be directed to initiate the budgeting process per PEO'S budgeting cycle to present the 2020 draft operating budget and capital budgets at the September 2019 Council meeting based on the approved assumptions**

It was the position of Council that approving the budget assumptions was unnecessary and that the assumptions could be included as information for future years. The Finance Committee will, therefore, be asked to revisit the PEO annual budgeting cycle with this in mind.

Councillor Cutler advised that the Finance Committee will be looking at multi-year budgets in the future.

Moved by Councillor Spink, seconded by Councillor Walker:

That the 2020 Budget Assumptions presented to Council at C-528-2.3, Appendix A and as recommended by the Finance Committee, be referred.

CARRIED

Council then voted on motion 2 directing the Registrar to initiate the budgeting process.

That the Registrar be directed to initiate the budgeting process per PEO's Budgeting Cycle to present the 2020 draft operating budget and capital budgets at the September 2019 Council meeting based on the approved assumptions.

CARRIED

12136
**ELECTION MATTERS – ISSUES REPORT
AND PROCEDURES**

Members of Council are to be elected annually in accordance with sections 2 through 26 of Regulation 941 under the *Professional Engineers Act*.

In accordance with the Protocol for Annual Review of Election

Procedures, the Central Election and Search Committee (CESC) undertook a review of the procedures for the conduct of the 2019 Council Elections. PEO convention requires that Council approve voting procedures and election publicity procedures, which form part of the voting procedures, for its annual elections. All recommendations approved by the CESC have been incorporated into the Voting and Election Procedures and the 2020 Council Elections Guide, as the case may be, and will be amended, if required, as per Council's decisions at the meeting.

S. 13(1) and 13(2) of Regulation 941 requires Council to appoint a Regional Election and Search Committee (RESC) for each Region composed of the Chair of each Chapter in the Region and appoint the Junior Regional Councillor in each Region as the Chair of the RESC for that Region.

The CESC Issues report deals with a number of issues including:

- Removal of candidate material from the PEO website;
- Posting the caption "withdrawn" on the PEO website if a candidate withdraws from the election;
- The amount of voting results made available for the election.

G. Comrie, Chair of the Central Election and Search Committee, provided a high level overview of the Issues Report.

Moved by Past President Brown, seconded by Councillor Turnbull:

That Council, with respect to the 2020 Council election:

- a) approve the recommendations contained in the 2019 Central Election and Search Committee Issues Report as presented to the meeting at C-528-2.4, Appendix A;**
- b) approve the 2020 Voting Procedures, as presented to the meeting at C-528-2.4, Appendix B;**
- c) approve the 2020 Election Publicity Procedures, as presented to the meeting at C—528-2.4, Appendix C;**
- d) approve the 2020 Nomination Form as presented to the meeting at C-528-2.4, Appendix D;**
- e) approve the 2020 Nomination Acceptance Forms for President-Elect, Vice-President, Councillor-at-Large and Regional Councillor as presented to the meeting at C-528-2.4, Appendix E,**
- f) appoint the Regional Election and Search Committees (RESC) for each Region,**
- g) appoint the Junior Regional Councillor in each Region (Ramesh Subramanian, P.Eng., Randy Walker, P.Eng., Arthur Sinclair, P.Eng., Wayne Kershaw, P.Eng., Warren Turnbull, P.Eng.) as Chair of the RESC for their Region.**

Moved by Councillor MacCumber, seconded by Councillor Wowchuk:

That the PEO election webcast debates be discontinued for 2020 and that alternatives be sought.

**DEFEATED
Recorded Vote**

<u>For</u>	<u>Against</u>
D. Brown	S. Ausma
G. Houghton	C. Bellini
L. MacCumber	G. Boone
K. Torabi	L. Cutler
W. Turnbull	W. Kershaw
R. Walker	Q. Jackson
G. Wowchuk	L. Notash
	T. Olukiyesi
	S. Robert
	A. Sinclair
	M. Spink
	M. Sterling
	R. Subramanian
	S. Sung

Moved by Councillor Wowchuk, seconded by Councillor Notash:

That the Nomination Form, as presented at C-528-2.4, appendix d), be revised by removing the statement “I have known the candidate for at least two years.”

**CARRIED
Recorded Vote**

<u>For</u>	<u>Against</u>	<u>Abstain</u>
S. Ausma	C. Bellini	M. Spink
G. Boone	D. Brown	
L. Cutler	W. Kershaw	
G. Houghton	R. Subramanian	
Q. Jackson	S. Sung	
L. MacCumber	W. Turnbull	
L. Notash	R. Walker	
T. Olukiyesi		
S. Robert		
A. Sinclair		
M. Sterling		
K. Torabi		
G. Wowchuk		

Moved by Councillor Kershaw, seconded by Councillor MacCumber:

That the Central Election and Search Committee (CESC) be directed to

create leadership competencies to identify better candidates.

CARRIED

Past President Brown declared a conflict as a member of the Central Election and Search Committee and did not cast a vote.

Moved by President-Elect Sterling, seconded by Councillor Boone:

That the 2019 Issues Report be tabled.

DEFEATED

Council then voted on the main motion as amended with revised Appendix d) 2020 Nomination Form.

That Council, with respect to the 2020 Council election:

- a) **approve the recommendations contained in the 2019 Central Election and Search Committee Issues Report as presented to the meeting at C-528-2.4, Appendix A;**
- b) **approve the 2020 Voting Procedures, as presented to the meeting at C-528-2.4, Appendix B;**
- c) **approve the 2020 Election Publicity Procedures, as presented to the meeting at C—528-2.4, Appendix C;**
- d) **approve the 2020 Nomination Form as presented to the meeting at C-528-2.4, Appendix D and amended by removing the two-year known requirement;**
- e) **approve the 2020 Nomination Acceptance Forms for President-Elect, Vice-President, Councillor-at-Large and Regional Councillor as presented to the meeting at C-528-2.4, Appendix E;**
- f) **appoint the Regional Election and Search Committees (RESC) for each Region;**
- g) **appoint the Junior Regional Councillor in each Region (Ramesh Subramanian, P.Eng., Randy Walker, P.Eng., Arthur Sinclair, P.Eng., Wayne Kershaw, P.Eng., Warren Turnbull, P.Eng.) as Chair of the RESC for their Region.**

CARRIED

**12137
REVIEW OF ALLEGATIONS OF VOTING
IRREGULARITIES IN 2019 COUNCIL
ELECTIONS**

After the close of the voting period for the 2019 Council elections, an unsuccessful candidate for the office of Councillor-at-Large requested data from PEO staff and the Chief Elections Officer on the number of voters who had voted for him each day during the voting period. His request was denied, on the grounds that releasing data on votes by candidate could jeopardize the secrecy of the balloting.

The candidate was, however, provided with a graph of the daily totals of votes (for all candidates and offices) for each day of the voting period, data for which had been published weekly on PEO's website throughout the voting period. To the candidate - and to others with whom he

shared the graph – the pattern of votes by day appeared irregular, and gave grounds for speculation that there may have been voter fraud. After extensive e-mail correspondence – some of which raised other questions related to the security of the electronic election system and its associated procedures – the matter was referred to the Central Election and Search Committee by the Chief Elections Officer.

Councillors Torabi and Wowchuk raised the matter at the 526th Council meeting on March 23, 2019, and were subsequently asked to attend the CESC's meeting at which it would be considered, which took place on April 30, 2019.

It is proposed that, by adopting the CESC report of its review of the matter raised, Council accepts the findings and recommendations of the Committee contained therein that:

- (i) The committee found no evidence of alleged voting irregularities that might have compromised the results of the Council elections.
- (ii) The Committee did not find compelling reasons to conduct further investigation into the data recorded by PEO's electronic election agent, and in particular data segregated by candidate.
- (iii) The Committee recommends that the electronic election agent's call centre not be used to re-issue voting credentials in future PEO elections.
- (iv) The Committee recommends that PEO's contract with its electronic elections agent be amended to specify ownership and retention of PEO's election data.
- (v) The Committee recommends that the Central Election and Search Committee for 2019-2020 review the authentication procedures and requirements for voters in the 2020 Council elections with a view to minimizing the possibility of voter impersonation.
- (vi) The Committee recommends that the Central Election and Search Committee for 2019-2020 review the role and responsibilities of the Returning Officers with a view to making them a more meaningful assurance mechanism in an electronic election.

Further to item (iii) regarding CESC's recommendation that the electronic election agent's call centre not be used to re-issue voting credentials in future PEO elections it was recommended that alternatives to the call centre for providing credentials for the 2020 election be sought. The Chair advised that this recommendation would be taken under advisement. This item will be added to the action list.

Responding to a comment regarding the recommendation that PEO's contract with its electronic elections agent be amended to specify ownership and retention of PEO's election data G. Comrie advised that

the electronic elections agent has confirmed that they will keep the data indefinitely.

It was suggested that the CESC investigate alternatives to a third party verification of credentials such as independent entry of credentials and automatic retrieval with ID if the credentials are lost.

Moved by Past President Brown, seconded by Councillor Turnbull:

That Council adopt the report of the findings and recommendations of the Central Elections and Search Committee (CESC) as presented to the meeting at C-528-2.5, Appendix A.

CARRIED

Past President Brown declared a conflict and did not cast a vote.

**12138
BY-LAW NO. 1 CHANGES – ADDITIONAL
2019 FEE INCREASES (POLICY
DEVELOPMENT)**

At the March 2019 Council Meeting, Council approved increasing all fees listed in Section 39 of By-Law No 1 by approximately 20% to the nearest \$5, effective May 1, 2019. Additionally, at that time, two fees that were collected by Professional Engineers Ontario but not listed in By-Law No. 1 at the time were added to the by-law with a 20% increase – the fee for requesting a remarking of an exam and the fee for requesting an examination outside of Canada.

In preparing to implement the May 1, 2019 Fee increases, staff reviewed and updated all of its existing fees by approximately 20 percent. In the updating, staff identified another eight fees that PEO currently collects but which were not previously listed in either the Regulation (prior to 2018) or By-Law No. 1. In the interest of transparency, it was recommended that By-Law No. 1 be amended to include those fees at the May 1, 2019 rates.

To comply with section 7(d) of the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006*, it is recommended that Council include the following eight current fees that are not listed in By-Law No. 1 with an approximately 20% increase (new rate in brackets):

- (a) EIT Fee Remission (\$25)
- (b) Self-inking Seal, replacement (\$70)
- (c) Licence Certificate Replacement (\$60)
- (d) Temporary Licence Fee – new Ontario P. Eng. Collaborator (\$120)
- (e) Academic Course taken in lieu of first technical examination (\$500)
- (f) Engineering Dimensions print subscription-In-Canada (\$30)
- (g) Engineering Dimensions print subscription-outside of Canada (\$40)
- (h) Engineering Dimensions print subscription-student rate (\$15)

As Council also expressed at its February 8, 2019 meeting, once these by-law changes are passed by Council, they are effective immediately, without member confirmation required.

Moved by Councillor MacCumber, seconded by Councillor Olukiyesi:

That Council approves the policy intent to include in By-Law No. 1 the fees currently collected for:

- (a) EIT Fee Remission;**
 - (b) Self-inking Seal, replacement;**
 - (c) Licence Certificate Replacement;**
 - (d) Temporary Licence Fee – new Ontario P. Eng. Collaborator;**
 - (e) Academic Course taken in lieu of first technical examination;**
 - (f) Engineering Dimensions print subscription-In-Canada;**
 - (g) Engineering Dimensions print subscription-outside of Canada;**
 - (h) Engineering Dimensions print subscription-student rate;**
- at the May 1, 2019 rates, as listed in Appendix A, using section 8(2) of the Act and effective immediately.**

CARRIED

**12139
WHITE PAPER FOLLOW UP – INDIGENOUS
LAND ACKNOWLEDGEMENT AT PEO
ACTIVITIES**

At the 525th Council Meeting plenary held on March 21, 2019, all Councillors present agreed by a show of hands to pursue the White Paper on the need for a PEO policy on Indigenous land acknowledgement, submitted by President-Elect Hill, Elected Vice President Sterling and Northern Regional Councillor Subramanian. The next steps in the process for Council submitted White Papers is to seek Council's approval to complete the policy development and draft a policy for decision by Council if it is to be adopted.

There are indigenous people who are PEO volunteers and licence holders, who are external stakeholders to the practice of professional engineering and may be staff and applicants to PEO. A policy on land acknowledgement could be consistent with PEO's core values of accountability and respect that are intended to inform behaviours by licence holders, volunteer leaders, applicants and staff of fairness and accepting responsibility.

It may be in the public interest to acknowledge Indigenous land as PEO regulates many disciplines of the practice of professional engineering that interact with the land, the environment and indigenous communities.

Land acknowledgements were one of the recommendations of the Truth and Reconciliation Commission of Canada's 2015 Report as a step towards reconciliation with indigenous people. They are made as a way for non-Indigenous settlers to honour and recognize the history of the land, and the pre-existence of Indigenous people in North America prior to the arrival of Europeans.

Engineers Canada signed a Statement of Partnership with the Assembly of First Nations in July 2010 to raise awareness about engineering

programs and education among Indigenous youth. Making a land acknowledgement at PEO meetings and events may be a compendium to such initiatives.

Moved by President-Elect Sterling, seconded by Councillor Subramanian:

That Council directs the Registrar to complete policy development and draft a policy for Council's decision, by November 2019, on how to acknowledge Indigenous territorial land at PEO Council, chapter, committee and staff meetings and events.

**CARRIED
Recorded Vote**

For

S. Ausma
C. Bellini
G. Boone
D. Brown
L. Cutler
G. Houghton
Q. Jackson
L. MacCumber
L. Notash
T. Olukiyesi
S. Robert
A. Sinclair
M. Spink
M. Sterling
R. Subramanian
S. Sung
W. Turnbull

Against

W. Kershaw
K. Torabi
R. Walker
G. Wowchuk

Indigenous voices should be included in the policy development on how to acknowledge indigenous territorial land.

**12140
PEO VOLUNTEER CODE OF CONDUCT**

Based on the following Council motion from the 517th Council Meeting, Open Session of March 23rd, 2018:

That Council directs the RCC to develop a process to ensure the safety and security of volunteers and participants who engage with PEO's various outreach activities. CARRIED.

RCC discussed several potential approaches to respond to the motion and decided to reach out to the experts at the PEO's People Development department for assistance in the matter. To keep in line with the Council's directive, People Development addressed the necessity of developing and implementing a PEO Volunteer Code of Conduct to all PEO's volunteers as a starting point.

The Regional Councillors Committee (RCC) agreed with the recommendation and tasked the Chapter Office to develop the document herein attached.

Most organizations have a code of conduct, the purpose of which is to establish ground-rules of good professional behavior, promote a uniform understanding of acceptable and unacceptable conduct and ensure orderly operation of business.

A written statement of values, beliefs and guidelines creates a level playing field, making everyone aware of the information. The code stresses that PEO volunteers have a responsibility to be ambassadors of PEO. The code can be used to emphasize the importance of volunteer policies and the commitment a volunteer makes to the organization. It can also be a tool in the evaluation of a breach of policy, reminding the volunteer of his or her commitment.

Moved by Councillor Robert, seconded by Councillor Turnbull:

That Council directs the Regional Councillors Committee (RCC) to introduce the PEO Volunteer Code of Conduct to all PEO volunteers as presented to the meeting at C-528-2.8, Appendix A.

Moved by Councillor Kershaw, seconded by Councillor Boone:

That the PEO Volunteer Code of Conduct be referred to Human Resources for further work and brought back to Council for consideration at its September 2019 Council meeting.

CARRIED

In order to assist with the reworking of the PEO Volunteer Code of Conduct the following feedback was received:

- Include a mandatory training component such as Accessibility for Ontarians with Disabilities Act (AODA) and Workplace Discrimination and Harrassment (WDHP) that all volunteers are to complete as per legislation and the consequences if this training is not completed
- Vulnerable screening (check for local requirements – police, schoolboards, etc.)
- The Code of Conduct needs to be tailored more to volunteers, for example, on page 4 of the document under Conflict of Interest it states “consulting with your manager/supervisor before undertaking other roles in organizations whose goals, purposes or activities conflict with PEO”. This relates to staff, not volunteers
- The role of staff is different than that of volunteers – look at the types of people volunteers work with
- There appears to be a need for some further documentation related to consequences if the code is violated and that PEO is

responsible for investigating complaints related to violations of the code

- The proposed Code of Conduct may be too prescriptive – it may be helpful to consult with a subject matter expert

12141
PRE-START HEALTH AND SAFETY REVIEW
SUBCOMMITTEE

The current practice guideline for “*Professional Engineers Providing Reports for Pre-Start Health and Safety Reviews*” was published in 2001 and has not been revised since then. There have been numerous changes to relevant Canadian Standards Association (CSA) standards and Ministry of Labour (MOL) guidelines for the “*Pre-Start Health and Safety Reviews: How to Apply Section 7 of the Industrial Establishments Regulation*”.

The above indicates that the guideline should be reviewed and revised as necessary.

Moved by Councillor MacCumber, seconded by Councillor Spink:

That the Professional Standards Committee (PSC) is instructed to form a Pre-Start Health and Safety Review subcommittee to complete the work described in the Terms of Reference as presented to the meeting at C-528-2.8, Appendix A.

CARRIED

Councillor MacCumber responded to a question regarding the process that PSC follows by advising that the PSC is comprised of ten to twelve members with various disciplines but there is currently no one who has the expertise to draft the recommended changes related to the Pre-Start Health and Safety Review Guideline.

The Professional Standards Committee will be asked to revise their Terms of Reference to make the process less cumbersome.

12142
2018 AGM SUBMISSION – LEADERSHIP
DEVELOPMENT PROGRAM

A Member Submission was passed (82% Yes - 18% No) at the 2018 PEO Annual General Meeting with the following motion;

THEREFORE BE IT SUBMITTED THAT: PEO Council form a task force to develop a comprehensive Leadership Development Program (LDP) to support the Succession Planning and Term Limits provisions adopted by Council, and make this program available for all practitioners with a focus on PEO’s current and future volunteers. The LDP should be designed to effectively build high performance leadership capacity as volunteers advance in their volunteer careers with PEO.

Briefing Note C-528-2.10 included a motion to establish a Leadership Development Program Task Force (LDPTF).

There was no mover or seconder for this motion.

12143
CEO/REGISTRAR TITLE

The Chair turned the gavel to President-Elect Sterling.

PEO records indicate that, historically, there were two senior staff member positions, one of the Executive Director, and another one of the Registrar. The Registrar is to carry out the duties as set out in the Professional Engineers Act, Regulations 941, Bylaw No. 1 and PEO policies.

In 1998, the two positions were combined and PEO's Registrar became the association's Chief Executive Officer (a single staff member responsible and accountable to Council). Based on the information in the President's Report which was provided to Council, the purpose was to realign PEO's staff structure to focus resources on the core functions of registration, licensing, discipline and enforcement. The position of Executive Director was eliminated at that time.

At C-427-5, a recommendation as made by the Human Resources and Compensation Committee (HRCC) to approve the revised Roles, Responsibilities and Limitations of the CEO/Registrar.

In 2013, the Human Resources Committee (HRC) provided a report to Council to approve the job description for a Registrar position to initiate the process of selecting an executive search. The report was discussed in-camera.

In 2019, at the request of the HRC, staff conducted an environmental scan of other engineering associations and provincial regulators to find out the current industry standards and current practices. The results of the environmental scan were provided to Council.

Moved by President Hill, seconded by Councillor Notash:

That Council:

- 1. Rescind the motion that a single combined chief staff position to be titled Registrar.**
- 2. Approve the title of the chief staff officer position to be 'CEO/Registrar' to align with the industry standards and current practices as presented to the meeting at C-528-2.10, Appendix A.**

CARRIED

President-Elect Sterling returned the gavel to President Hill.

12144
COMMITTEE/TASK FORCE TERMS OF REFERENCE, WORKPLANS AND HUMAN RESOURCES PLANS

One of the roles of Council, as identified in the *Committees and Task Forces Policy* (Role of Council, Item 3), is to approve committee/task force mandates, Terms of Reference, annual work plans, and annual human resources plans.

In accordance with the *Committees and Task Forces Policy – Reference Guide* (Sections 2.5 and 3.2), the Licensing Committee (LIC) submitted its Terms of Reference to the Advisory Committee on Volunteers (ACV) for review and comment. At June 6 ACV meeting, a motion was passed to accept the revised Licensing Committee (LIC) Terms of Reference as amended.

The Human Resources Plan and Work Plan for the Licensing Committee (LIC) were submitted to Council in February 2019. Council directed the committee “to review Work Plans to include Equity & Diversity”. The revised plans were presented with changes highlighted.

Moved by Vice-President Bellini, seconded by Councillor Kershaw:

That Council approve the committee/task force work plan, human resources plans and terms of reference as presented to the meeting at C-528-2.11, Appendices A(i) and B(i, ii, iii).

It was noted that there are inconsistencies in the HR Plans for the committees and task forces. For example, some have a number of core competencies, others have few or none at all. LIC has no development plan. HR staff were directed to advise how these plans can be more consistent and robust in terms of core competencies, volunteer development plans and diversity.

Council directed that the Licensing Committee work plan, terms of reference and human resources plan be referred back to the committee for integration with the high level action plan regarding the recent external review.

Moved by Vice-President Bellini, seconded by Councillor Olukiyesi:

That the Licensing Committee (LIC) work plan, terms of reference and human resources plan as presented at C-528-2.12, Appendices B(i, ii, iii) be referred back to the Licensing Committee for further work and brought back to the November 2019 Council meeting for consideration.

CARRIED

The main motion was then voted on as amended.

That Council approve the Complaints Committee (COC) human resources plan as presented to the meeting at C-528-2.12, Appendix A(i).

CARRIED

It was suggested that “internationally educated” was more appropriate language than “foreign trained”.

**12145
PROPOSED SPECIAL RULES OF ORDER**

Section 25(1) of By-Law No. 1 requires that all meetings of the association are to be governed by *Wainberg's Rules of Order*. These rules may be amended by passing *Special Rules of Order*, which supersede *Wainberg's*, and which remain in effect only until the close of business at the next Annual General Meeting.

Adopting *Special Rules* provides guidance on how to deal with certain situations that arise in meetings where PEO convention varies from the rules contained in its parliamentary authority, *Wainberg's Rules of Order*, or on which *Wainberg's* is silent or contradictory.

Adopting *Special Rules* also provides consistency on how such matters may be handled at all meetings of the association.

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

Moved by Councillor Wowchuk, seconded by Councillor Torabi:

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

That the Special Rules of Order, as presented to the meeting at C-528-2.13, Appendix a, be approved effective immediately and remain in effect until the close of business at the 2020 Annual General Meeting.

CARRIED

**12146
FINAL REPORT OF THE PUBLIC
INFORMATION CAMPAIGN TASK FORCE**

At the Council Retreat in June 2016, Council discussed the possibility of initiating a public information campaign based on the value proposition of professional engineering. Such an initiative would support the fourth additional object under the *Professional Engineers Act*, "To promote public awareness of the role of the Association."

In September 2016, Council approved a motion to establish a task force "to examine a potential public information campaign based on a value proposition of professional engineering that promotes public awareness of the role of PEO."

The Public Information Campaign Task Force was subsequently formed in February 2017 with a budget of 100,000 to engage an agency to assist with messaging and plan development. The output of this work formed the basis of the recommendations of the task force and its subsequent report to Council.

Moved by Councillor Spink, seconded by Councillor Subramanian:

That Council receive the final report of the Public Information

Campaign Task Force as presented to the meeting at C-528-2.14, Appendix B, and stand down the Public Information Campaign Task Force with thanks.

CARRIED

The Chair, on behalf of Council, thanked the members of the Public Information Campaign Task Force for their important work which will lay the groundwork for the future.

Moved by President-Elect Sterling, seconded by Councillor Turnbull:

Required a 2/3 Majority of Votes Cast to Carry

That Council waive the section 4(1) in the Special Rules of Order at PEO Meetings 2019-2020 requiring a three week notice to Councillors to allow them to express their interest in serving in these two positions.

CARRIED

Moved by President-Elect Sterling, seconded by Councillor Ausma:

Required a Simple Majority of Votes Cast to Carry

That Council appoint Councillor Olukiyesi as Vice President (Appointed) and Councillor Cutler as the LGA member of the PEO Executive Committee for the 2019-2020 Council year.

CARRIED

Moved by Councillor Robert, seconded by Councillor Jackson Kouakou:

That pursuant to Section 11 of the Professional Engineers Act (PEA) that Council delegates to the Executive Committee the authority to exercise any power or perform any time sensitive duty of the Council other than to make, amend or revoke a regulation or by-law, for the 2019-2020 Council term.

**CARRIED
Recorded Vote**

For

S. Ausma
C. Bellini
G. Boone
D. Brown
L. Cutler
G. Houghton
Q. Jackson
L. MacCumber
L. Notash

Against

S. Sung
K. Torabi
G. Wowchuk

**12147
APPOINTMENT OF VICE PRESIDENT
(APPOINTED) AND LIEUTENANT
GOVERNOR APPOINTMENT (LGA) TO
THE EXECUTIVE COMMITTEE**

T. Olukiyesi
S. Robert
A. Sinclair
M. Spink
M. Sterling
R. Subramanian
W. Turnbull
R. Walker

**12148
COUNCIL GOVERNANCE ADVISOR – SCOPE
OF WORK**

The Chair turned the gavel to Past President Brown.

As part of its discussion of the External Regulatory Performance Review at its recent annual workshop, Council agreed in principle to engage a governance advisor, starting in September 2019, as an independent expert to assist Council and the president/chair with leading the development and maintenance of sound governance and leadership practices during the 2019-2020 term to ensure that PEO continues to act in the public interest.

To comply with Council's Procurement Policy, a Request for Proposal (RFP) is required to tender this work. Council's agreement on the Scope of Work is required before proceeding with issuing the Request for Proposal. The Scope of Work includes the following:

- Clarifying governance objectives and outcomes;
- Council meeting agenda development and priority-setting;
- Agenda content support (templates, process improvement);
- Helping to ensure appropriate public interest focus at Council meetings;
- Attending all Council meetings as an observer, as a parliamentarian (interpreting Rules of Order), and offering post-meeting feedback and coaching (collectively for councillors and for the president/chair); and
- Providing ongoing training and development for councillors and the president/chair (e.g. plenary sessions) as required.

Moved by President Hill, seconded by Councillor Turnbull:

That Council approve the Scope of Work for a Council Governance Advisor as presented to the meeting at C-528-2.16, Appendix A, for issuance of a Request for Proposal for the remainder of the 2019-2020 Council year.

CARRIED

Past President Brown returned the gavel to President Hill.

**12149
PRESIDENT HILL'S PARTICIPATION IN
ENGINEERING CHANGE LAB WORKSHOP**

President Hill has been invited to participate in the Engineering Change Lab Canada – Workshop 14, to be held jointly with its US counterpart, in Berkeley, California between July 15-17, 2019. This summit will be the first joint session between the Canadian and US Engineering Change Labs, offering opportunities to share perspectives about the future of engineering, compare thoughts about a stewardship mission for engineers, and strengthen the collaborative relationship and synergy between our two groups.

The workshop themes are listed as follows:

- 1) The many current public discussions about the relationship between technology and society that are highlighting ethical issues related to engineering, and how the engineering community is responding.
- 2) The evolving, fuzzy edge and collaboration between science and engineering that is manifest today in many technologies, but that is particularly present in the computing/digital hi-tech, bio, nano, neuro, and biomedical engineering realms.
- 3) The relationship between engineering and entrepreneurship in the emerging future, as expressed broadly in the Bay Area's engineering and tech community.

Moved by President-Elect Sterling, seconded by Councillor Boone:

- 1. That Council approve the participation of President Nancy Hill, P.Eng., LLB, at the US-Canada Engineering Change Lab Workshop in Berkeley, California from July 15-17, 2019.**
- 2. That Council approve a budget of \$3,100 for this purpose.**

CARRIED

Moved by Councillor Ausma, seconded by Councillor Jackson Kouakou:

That Council move in-camera

CARRIED

**12150
CONSENT AGENDA**

Moved by Past President Brown, seconded by Councillor Subramanian:

That the Consent Agenda be approved as presented.

CARRIED

Included on the consent agenda:

- 3.1 Minutes – 525TH Council meeting – March 21, 2019
- 3.2 Minutes – 526TH Council meeting – April 23, 2019
- 3.3 Minutes – 527TH Council meeting – May 4, 2019
- 3.4 Approval of CEDC Applications
- 3.5 Changes to the 2019 PEO Committees and Task Forces

Membership Roster

[Note: minutes 12150 to 12154 reflect the motions provided in the briefing notes presented to the meeting.]

**12151
MINUTES – 525th COUNCIL MEETING –
MARCH 21, 2019**

That the minutes of the 525TH meeting of Council, held March 21, 2019, as presented to the meeting at C-528-3.1, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**12152
MINUTES – 526th COUNCIL MEETING –
APRIL 23, 2019**

That the minutes of the 526TH meeting of Council, held April 23, 2019, as presented to the meeting at C-528-3.2, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**12153
MINUTES – 527th COUNCIL MEETING –
MAY 4, 2019**

That the minutes of the 527TH meeting of Council, held May 4, 2019, as presented to the meeting at C-528-3.3, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**12154
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-528-3.4, Appendix A, Section 1.

2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-528-3.4, 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-528-3.4, Appendix A, Section 3.

CARRIED

**12155
CHANGES TO THE 2019 PEO COMMITTEES
AND TASK FORCES MEMBERSHIP ROSTER**

That Council approve changes to the 2019 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-528-3.5, Appendix A.

CARRIED

An additional column was suggested to indicate how long each volunteer has been on the committee. Some Council liaison positions are vacant. Lola Hidalgo should be replaced by Guy Boone as the RCC representative on the Licensing Committee.

Tim Kirkby was appointed to OACETT for a two-year term while he was still on Council. It was suggested that Tim Kirkby continue as the OACETT appointee for the coming year and that this be revisited at the end of the first year. During this time Tim will be asked to provide regular written

12156
IN-CAMERA SESSION

reports to Council.

While in-camera, Council:

- a. verified the in-camera minutes from the 525th meeting of Council held March 21, 2019;
- b. verified the in-camera minutes from the 526th meeting of Council held April 23, 2019;
- c. approved the appointment of additional members to the 2019-2020 Central Election and Search Committee (CESC) and moved the motion to open session
- d. received an update from the Complaints Review Councillor (CRC)
- e. received an HRC Update;
- f. received decisions and reasons of the Discipline Committee
- g. received a legal update on legal actions in which PEO is involved
- h. noted there were no issues reported regarding PEO's Anti-Workplace and Violence Policy

The following in-camera resolution from the June 21, 2019 Council meeting was moved into open session:

Moved by Past President Brown, seconded by Councillor Notash:

That:

- a) **Daryoush Mortazavi, P.Eng. and Sangeeta Nagrare, P.Eng be appointed as the additional members to the 2019-2020 Central Election and Search Committee;**
- b) **that the 2018-2019 Central Election and Search Committee be stood down with thanks at the close of this Council meeting;**
- c) **that the 2019-2020 Central Election and Search Committee be constituted at the close of this Council meeting.**

CARRIED

These minutes consist of twenty-five pages and minutes 12127 to 12156 inclusive.

N. Hill, P.Eng., Chair

R. Martin, Corporate Secretary

Briefing Note – Decision

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Purpose: Under Section 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 is recommending that Council approve the following motions.

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

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-529-3.2, Appendix A, Section 1.
2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-529-3.2, 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-529-3.2, Appendix A, Section 3.

Prepared by: Faris Georgis, P.Eng, Manager, Registration and Imelda Suarez, Staff Support

Moved by: Christian Bellini, P.Eng.

1. Need for PEO Action

Council needs to accept the recommendations of the Consulting Engineer Designation Committee (CEDC) with respect to the applications submitted for its consideration before the applicants are informed of the PEO’s decision with respect to their application.

2. Proposed Action / Recommendation

That Council approve/deny the applications for designation and redesignation.

3. Next Steps (if motion approved)

The applicants will be advised of Council’s decision with respect to their applications.

4. Peer Review & Process Followed

Process Followed	All applications were reviewed by PEO staff, the Regional Subcommittees of CEDC and later approved by CEDC on August 15, 2019.
Council Identified Review	Not applicable. Required by Regulation.
Actual Motion Review	As stated under above process.

5. Appendices

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

To the 529th Meeting of the Council of
Professional Engineers Ontario

REPORT OF THE CONSULTING ENGINEER DESIGNATION COMMITTEE

Chair: Shawn Gibbons, P.Eng.

- 1. The Committee has reviewed the following applications for DESIGNATION and recommends to Council that these 9 applicants be exempted from examinations pursuant to Section 56(2) of O.Reg.941 and that they be considered for DESIGNATION AS CONSULTING ENGINEER, having met the requirements pursuant to Section 56(1) of O.Reg.941 :**

#	P.Eng.	Company Name	Address	Licence #
1.1	Barrios, Jose (Abraham)	C.F. Crozier & Associates Inc.	100-2800 High Point Dr, Milton ON, L9P 6P4	100047124
1.2	Behboudi, Ramin	Swallow Acoustic Consultants Ltd.	23-366 Revus Ave, Mississauga ON, L5G 4S5	90471764
1.3	Dada Ortiz, Michelle	MNT Consulting Group Inc.	345 Cox Mill Rd, Barrie ON, L4N 7S8	100115813
1.4	Holroyd, Robert	Engineering Link Inc	200-207 Adelaide St E, Toronto ON, M5A 1M8	20218301
1.5	Lejcar, Peter	Associated Engineering (Ont) Ltd	508 Riverbend Dr, Kitchener ON, N2K 3S2	90491549
1.6	Paznar, Matthew	Neegan Burnside Ltd	15 Townline, Orangeville ON, L9W 3R4	100098945
1.7	Poorazar, Mohammadreza	Kirchhoff Automotive Corporate	200 Vandorf Sideroad, Aurora ON, L4G 0A2	100075677
1.8	Weaver, Matthew	J.L. Richards & Associates Ltd	314 Countryside Dr, Sudbury ON, P3E 6G2	100123955
1.9	Witherspoon, James	WT Infrastructure Solutions Inc.	114 Downey Rd, Guelph ON, N1C 1A2	90460346

2. The Committee has reviewed the following applications for **REDESIGNATION** and recommends to Council that these **42** applicants be granted **REDESIGNATION AS CONSULTING ENGINEER**, having met the requirements pursuant to Section 57(2) of O.Reg.941:

#	P.Eng.	Company Name	Address	Licence #
2.1	Archer, David	RC Spencer Associates Inc	800 University Ave W, Windsor ON, N9A 5R9	90281023
2.2	Ash, John (Stephen)	WSP Canada Inc.	300-2611 Queensview Dr, Ottawa ON, K2B 8K2	90411042
2.3	Bazante Pelaez, Oscar	WSP Canada Inc	600 Cochrane Dr, 5th Flr, Markham ON, L3R 5K3	100077627
2.4	Burgess, Andrew	Burgess Engineering Inc	9 Sunset Dr, Northern Bruce Peninsula ON, N0H 2H0	90280348
2.5	Chou, Quan Ban (Jordan)	Canadian Power Utility Services Ltd	700-155 Rexdale Blvd, Toronto ON, M9W 5Z8	8192015
2.6	Cobbe, Kelly	IBI Group	101-410 Albert St, Waterloo ON, N2L 3V3	90236860
2.7	Cyr, Robert	Explotech Engineering Ltd.	5-58 Antares Dr, Ottawa ON, K2E 7W6	90476227
2.8	Dykstra, Richard	Dillon Consulting Ltd	1400-130 Dufferin Ave, London ON, N6A 5R2	12686705
2.9	Fejes, Gyoergy (George)	Irish Creek Consultants	6566 Ellis Rd, Cambridge ON, N3C 2V4	90444118
2.10	Fung, Philemon	SRS Consulting Engineers Inc.	108-5 Shields Crt, Markham ON, L3R 0G3	90363847
2.11	Galloway, Walter	The Greer Galloway Group Inc.	973 Crawford Dr, Peterborough ON, K9J 3X1	15434012
2.12	Hejazi, Hooshang	AH Designs Inc	16 Doon Rd, North York ON, M2L 1L9	100021772
2.13	Jaeger, Jeffrey	Kerry T. Howe Engineering Ltd	98 Church St, St Catharines ON, L2R 3C8	21639505
2.14	Jagdat, Rameshwar	Canada Engineering Services Inc.	39 Davisbrook Blvd, Scarborough ON, M1T 2H6	21649405
2.15	Jambakhsh, Reza (Ray)	DST Consulting Engineers Inc	885 Regent St, Suite 3-1B, Sudbury ON, P3E 5M4	90218355
2.16	Johnson, Brian	Johnson Engineering Consultants Inc.	368 Huron St, Stratford ON, N5A 5T5	90417510
2.17	Jouharchi, Hava	YCA Engineering Ltd	8557-9251 Yonge St, Richmond Hill ON, L4C 9T3	100010925
2.18	Kannout, Mhd-Khaled	Afamia Engineering Inc	2201-250 Yonge St, Toronto ON, M5B 2L7	100104654
2.19	Katakkar, Sharad	Katakkar Engineering Assoc Inc	22 John Stiver Cres, Markham ON, L3R 9A9	22997019

2.20	Knight, Mark	University of Waterloo	200 University Ave, Waterloo ON, N2L 3G1	90466848
2.21	Kooren, Richard	Origin and Cause	1336 Sandhill Dr, Ancaster ON, L9G 4V5	24434508
2.22	Li, Zhenyong	Zel Consulting Inc.	68 Conistan Rd, Markham ON, L3R 8K5	100043976
2.23	Little, Jay	Nortown Refrigeration Ltd.	20 Densley Ave, Toronto ON, M6M 2R1	27065010
2.24	Malone, Matthew	Root Cause Forensic Science & Engineering Inc.	445 Osiris Dr, Richmond Hill ON, L4C 2R1	90504788
2.25	McIntyre, Ross	Goodkey Weedmark & Associates Ltd	1688 Woodward Dr, Ottawa ON, K2C 3R8	30572309
2.26	Medeiros, Jose	Eaglebrooke Engineering Ltd	15-1228 Gorham St, Newmarket ON, L3Y 8Z1	90221557
2.27	Merat, Soorena	Silkatech Consulting Engineers Inc.	14 Knollview Cres, Toronto ON, M2K 2E1	100109715
2.28	Mihhailenko, Sergei	Mihko Engineering Ltd	24 Chicory Cres, St Catharines ON, L2R 0A5	100080638
2.29	Munn, William	BM Ross & Associates Ltd	62 North St, Goderich ON, N7A 2T4	100104573
2.30	Newbigging, Michael	CH2M Hill Canada Ltd	300-72 Victoria St S, Kitchener ON, N2T 4Y9	33858500
2.31	O'Brien, Stephen	DLW Engineering Services Ltd	32 Treeview Cres, Caledon ON, L7C 1E2	90340191
2.32	Pasiecznik, Eugene	Pasiecznik, Eugene	505 Glover Rd, Stoney Creek ON, L8E 5C6	35623503
2.33	Pichler, Bruce	Pichler Engineering Ltd	150 North Shore Rd, Grafton ON, K0K 2G0	90550674
2.34	Popescu, Laurentiu	L.P. Engineering Inc.	11 Katerina Ave, Thornhill ON, L4J 8H5	37115508
2.35	Rak, Ladislav	Field Review Consultants Ltd.	4-111 Zenway Blvd, Vaughan ON, L4H 3H9	38011011
2.36	Sacco, Rosario	Urban Ecosystems Ltd	705-7050 Weston Rd, Woodbridge ON, L4L 8G7	40295305
2.37	Shirer, Robert	R.J. Shirer & Associates Inc.	84 Abilene Dr, Etobicoke ON, M9A 2N7	42151506
2.38	Southward, Ralph	Southward Consultants Ltd	176 Shaw St, Hamilton ON, L8L 3P7	43728013
2.39	Spriet, Andrew	Spriet Associates London Ltd	155 York St, London ON, N6A 1A8	43923010
2.40	Sturm, Milos	Shoreplan Engineering Ltd	202-20 Holly St, Toronto ON, M4S 3B1	44908507
2.41	Whelan, Philip	McIntosh Perry Consulting Engineers Ltd	115 Walgreen Rd, Ottawa ON, K0A 1L0	90376799
2.42	Yung, Thomas	Lee Yung and Associates Inc	107-2349 Fairview St, Burlington ON, L2R 2E3	51776011

3. The Committee recommends to Council that the following **8 FIRMS** be granted **PERMISSION TO USE THE TITLE “CONSULTING ENGINEERS”** (or variations thereof), having met the requirements pursuant to Section 68 of O.Reg.941:

#	Company Name	Address	Designated Consulting Engineer(s)
3.1	AEC Consultants Ltd.	387 Bantry Ave, Richmond Hill ON, L4B 4E9	Manouchehr Afrooz
3.2	Environmental Infrastructure Solutions Inc.	300-600 Alden Rd, Markham ON, L3R 0E7	Horia Ispas
3.3	Forefront Engineering Inc.	210-1329 Gardiners Rd, Kingston ON, K7P 0L8	Kyle Nielissen
3.4	GSS Engineering Consultants Ltd.	1010 9th Ave. W., Unit 104D, Owen Sound ON, N4K 5R7	Jeff Graham, Rakesh Sharma
3.5	M.E. McCartney Engineering Ltd.	117 Brampton Rd, Toronto ON, M9R 3K3	Mike McCartney
3.6	RK Energy Consultants Limited	675 Cochrane Dr, East Tower, 6th Flr, Markham ON, L3R 0B8	Reza Kadkhodaie
3.7	Robert G. McEwen & Associates Limited	326B Ashley St., RR1, Belleville ON, K0K 2B0	L. Robert McEwen
3.8	Sigma Research Inc.	2-259 Edgeley Blvd, Concord ON, L4K 3Y5	George Dinca

CONSULTING ENGINEER DESIGNATION APPLICATIONS

Legal Implications/Authority

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

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

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

Briefing Note – Decision

CHANGES TO THE 2019 COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER

Purpose: To approve changes to Sections 1 (Board Committees), 2 (Other Committees Reporting to Council) and 5 (External Appointments) of the *2019 PEO Committees and Task Forces Membership Roster*.

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

That Council approve changes to the *2019 PEO Committees and Task Forces Membership Roster* as presented to the meeting at C-529-3.3, Appendix A.

Prepared by: Margaret Braun MEd, CHRE – Interim Director, People and Development

Moved by: Vice President (elected) Bellini, P.Eng.

1. Need for PEO Action

It is the role of Council to approve annual rosters of committee members under the Committees and Task Forces Policy (Role of Council, Item 4) and authorize the membership of those volunteers who formally participate on its behalf through membership on committees and task forces. Furthermore, Council is asked to approve volunteer members of committees and task forces in accordance with PEO's insurance policy requirements.

Council approved the *2019 PEO Committees and Task Forces Membership Roster* at the November 16, 2018 meeting.

Appendix A sets out changes that require Council approval at this time.

2. Proposed Action / Recommendation

Approve the changes to the *2019 PEO Committees and Task Forces Membership Roster*.

3. Next Steps (if motion approved)

- a. The newly appointed and re-appointed members will be notified accordingly.
- b. The updated *2019 PEO Committee and Task Force Membership Roster* will be posted on PEO's website.

4. Policy or Program contribution to the Strategic Plan

The motion regarding Changes to the *2019 PEO Committees and Task Forces Membership Roster* is related to Objective 9 in the 2018-2020 Strategic Plan.

5. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – Role of Council Item 4: Approve the annual roster of committee members.
Actual Motion Review	N/a

6. Appendices

- Appendix A – Changes to the *2019 PEO Committees and Task Forces Membership Roster*.

**Changes to the 2019 PEO Committees and
Task Forces Membership Roster**

529th Council Meeting

New appointments:

First/Last Name	Term / Compliance [per Terms of Reference]	Committee / Task Force Position
Victoria Hilborn, P.Eng.	January 1, 2020 – December 31, 2020	Advisory Committee on Volunteers (ACV) member
Nicholas Shelton, P.Eng.	January 1, 2020 – December 31, 2020	Advisory Committee on Volunteers (ACV) member
Michael Wesa, P.Eng.	September 20, 2019 – December 31, 2019	Advisory Committee on Volunteers (ACV) member
Obrad Aleksic, P.Eng.	September 20, 2019 – December 31, 2019	Experience Requirements Committee (ERC) member
Kam Leong, P.Eng.	September 20, 2019 – December 31, 2019	Experience Requirements Committee (ERC) member
Mirsad Mulaosmanovic, P.Eng.	September 20, 2019 – December 31, 2019	Experience Requirements Committee (ERC) member
Edward Poon, P.Eng.	September 20, 2019 – December 31, 2019	Experience Requirements Committee (ERC) member
Lorne Cutler, P.Eng.	September 20, 2019 – December 31, 2019	Government Liaison Committee (GLC) – Member of Council
Guy Boone, P.Eng.	September 20, 2019 – AGM 2020	Licensing Committee (LIC) – RCC representative (1-year term) Volunteer Leadership Conference Planning Committee (VLCPC) – RCC representative (1-year term)
Arthur Sinclair, P.Eng.	September 20, 2019 – AGM 2020	Volunteer Leadership Conference Planning Committee (VLCPC) – RCC representative (1-year term)
Marisa Sterling, P.Eng.	September 20, 2019 – AGM 2020	Volunteer Leadership Conference Planning Committee (VLCPC) – EXE representative (1-year term)
Chuck McDermott, P.Eng.	November 3-5, 2019	Canadian Engineering Accreditation Board – General Visitor (Lakehead University)
Tim Kirkby, P.Eng.	November 3-5, 2019	Canadian Engineering Accreditation Board – General Visitor (Lakehead University) (external)
Guy Boone, P.Eng.	November 10-12, 2019	Canadian Engineering Accreditation Board – General Visitor (University of Waterloo) (external)
Alice Chow, P.Eng.	November 10-12, 2019	Canadian Engineering Accreditation Board – General Visitor (University of Waterloo) (external)
Vic Pakalnis, P.Eng.	November 24-26, 2019	Canadian Engineering Accreditation Board – General Visitor (Carleton University) (external)
Christian Bellini, P.Eng.	November 24-26, 2019	Canadian Engineering Accreditation Board – General Visitor (Carleton University) (external)
Tahir Shafiq, P.Eng.	February 2-4, 2020	Canadian Engineering Accreditation Board – General Visitor (Ontario Tech University) (external)
Alfred Inacio, P.Eng.	February 2-4, 2020	Canadian Engineering Accreditation Board – General Visitor (York University) (external)

**Changes to the 2019 PEO Committees and
Task Forces Membership Roster**

529th Council Meeting

Changes to the Roster:

First/Last Name	Term / Compliance [per Terms of Reference]	Committee / Task Force
Daryoush Mortazavi, P.Eng.	June 2019 – Sept 2020	Central Election and Search Committee (CESC)
Sangeeta Nagrare, P.Eng.	June 2019 – Sept 2020	Central Election and Search Committee (CESC)
Vice President (appointed) Olukiyesi, P.Eng.	June 2019 – AGM 2020	Executive Committee (EXE)
LGA Councillor Cutler, P.Eng.	June 2019 – AGM 2020	Executive Committee (EXE)
Márta Ecsedi, P.Eng.	1-year term [2 nd term / full compliance]	Volunteer Leadership Conference Planning Committee (VLCPC) – Chair
Guy Boone, P.Eng.	1-year term [2 nd term / full compliance]	Volunteer Leadership Conference Planning Committee (VLCPC) – Vice Chair

Committee and Task Force Resignations/Retirements:

First/Last Name	Service Dates	Committee / Task Force
Julia Rozhko, P.Eng.	2005 – 2019	Experience Requirements Committee (ERC)
Nicholas Colucci, P.Eng.	2018 – 2019	Volunteer Leadership Conference Planning Committee (VLCPC)
Nancy Hill, P.Eng.	2018 – 2019	Volunteer Leadership Conference Planning Committee (VLCPC)
Warren Turnbull, P.Eng.	2015 – 2019	Volunteer Leadership Conference Planning Committee (VLCPC)

Briefing Note – Decision

C-529-3.4

STANDING DOWN THE GOVERNANCE WORKING GROUP PHASE 1 (GWGP1)

Purpose: To stand down the Governance Working Group Phase 1 (GWGP1)

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

That Council stand down the Governance Working Group Phase 1 with thanks.

Prepared by: Ralph Martin, Manager, Secretariat

Moved by: Councillor Spink, P.Eng.

1. Need for PEO Action

The following motions creating the GWGP1 were passed by Council at the November 2017 meeting

That Council directs the Registrar to immediately issue a call for volunteers for appointment to a 7 member Phase 1 Governance Working Group (GWGP1) for Council approval at a future date, comprised of the following:

*4 current Councillors with at least one lay LGA, plus 3 additional members at large
Preference is for members at large who have formalized Governance Education*

That Council directs the Registrar to develop terms of reference for the Phase 1 - GWGP1 incorporation elements outlined in Section 3 of this briefing note.

That Council directs the GWGP1 to provide a progress report to Council prior to the 2018 AGM, or shortly thereafter, which will include timing for delivery of their final report to Council.

That Council approves a budget of \$40,000 for the GWGP1 to complete their work and deliver a report to Council before the 2019 AGM, if not earlier

The GWGP1 held meetings in May and July and 2018. The total cost of the two meetings was \$452.55.

As part of the development of the 2019 PEO budget, Council directed that funds for the operation of the GWGP1 be suspended for 2019.

At the June 2019 meeting, Council approved a Scope of Work for a Council Governance Advisor for issuance of a Request for Proposal for the remainder of the 2019-2020 Council year.

2. Proposed Action / Recommendation

Stand down the Governance Workin Group Phase 1 (GWGP1) with thanks

3. Next Steps (if motion approved)

The members of the GWGP1 will be notified that the working group has been stood down with thanks

Budget line items for the GWGP1 will be removed from the 2020 Budget

4. Policy or Program contribution to the Strategic Plan

N/A

5. Financial Impact on PEO Budgets (for five years)

	Operating	Capital	Explanation
Current to Year End	\$0	\$0	
2 nd	\$0	\$0	
3 rd	\$	\$	
4 th	\$	\$	
5 th	\$	\$	

6. Peer Review & Process Followed

Process Followed	N/A
Council Identified Review	N/A
Actual Motion Review	N/A

7. Appendices

- Appendix A – AGM Submission – Engaging an External Governance Expert

Briefing Note – Decision

Originally presented
as C-515-2.7

C-529-3.4
Appendix A

2017 AGM SUBMISSION – ENGAGING AN EXTERNAL GOVERNANCE EXPERT

Purpose: To examine opportunities for PEO Council & Committees to be more efficient, to save volunteer & staff time and PEO resources, and to be considered a modern regulator in order to ensure PEO remains relevant as the Regulator of Engineers in Ontario.

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

1. That Council directs the Registrar to immediately issue a call for volunteers for appointment to a 7 member Phase 1 Governance Working Group (GWGP1) for Council approval at a future date, comprised of the following:
 - 4 current Councillors with at least one lay LGA, plus 3 additional members at large
 - Preference is for members at large who have formalized Governance Education
2. That Council directs the Registrar to develop terms of reference for the Phase 1 - GWGP1 incorporation elements outlined in Section 3 of this briefing note.
3. That Council directs the GWGP1 to provide a progress report to Council prior to the 2018 AGM, or shortly thereafter, which will include timing for delivery of their final report to Council.
4. That Council approves a budget of \$40,000 for the GWGP1 to complete their work and deliver a report to Council before the 2019 AGM, if not earlier.

Prepared by: Lisa MacCumber, P.Eng., Past Chair, Mississauga PEO Chapter

Moved by: Councillor Roydon Fraser, P. Eng.

1. Need for PEO Action

A Member Submission was passed (62% Yes – 38% No) at the 2017 PEO Annual General Meeting with the following motion;

THEREFORE IT BE SUBMITTED THAT: PEO engage an external governance expert to advise Council independently on how to modernize the governance of the organization in order to ensure self-regulatory status and that the principles of the new governance model be presented to Council for approval before the next AGM.

PEO is 95 years young; however, does PEO's governance structure meet the needs for the Profession and the Public for the next 100 years? As a gift to PEO for its upcoming 100th anniversary, Council is being asked to support these motions to ensure that PEO remains relevant as a Self-Regulator of the Profession for the next century.

Current efforts by the Council Term Limits Task Force (CTLTF), the Council Composition Task Force (CCTF) and the Succession Planning Task Force (SPTF) will be leveraged by this working group including applicable past efforts related to governance.

Background

Council established the CTLTF at the February 2016 meeting. The CTLTF was directed to examine issues of term limits for all Council positions and issues related to succession planning. Council approved recommendations from the CTLTF at the June, 2017 meeting.

Council established the CCTF at the September 2016 meeting. The CCTF was directed to examine the issue of Council size and composition. Council approved a \$7500 budget for the task force. The CCTF is currently developing recommendations that will be presented to Council in 2018. The task force requested an additional \$15,000 in funds at the September 2017 Council meeting in order to complete their work, which was approved by Council at the meeting.

Council established the SPTF at the June 2017 meeting. The SPTF is tasked to *develop a comprehensive implementation plan with schedule, future operating expenses of search and training modules, candidate targets, media programme to educate members etc.* Council approved a \$60,000 annual budget for the SPTF. The following recommendation was also approved at the June 2017 Council meeting, *“Upon completion of its work, the SPTF will be replaced by the Succession Planning Committee (SPC) to maintain the programme and manage its evolution in future years.”*

2. Proposed Action / Recommendation

1. That Council directs the Registrar to immediately issue a call for volunteers for appointment to a 7 member Phase 1 Governance Working Group (GWGP1) for Council approval at a future date, comprised of the following:
 - 4 current Councillors with at least one lay LGA, plus 3 additional members at large
 - Preference is for members at large who have Governance Education

3. Next Steps (if motion approved)

1. That Council directs the Registrar to develop terms of reference for a Phase 1 - GWGP1 to conduct the following;
 - Develop a clear definition and understanding of the problem
 - Converge on a clear & common understanding of the mandate of PEO which is key to problem definition.
 - Define how PEO’s mandate currently manifests itself, where priorities lie and what PEO’s mandate might or should look like in the future, if applicable
 - Evaluate and understand the risk of PEO losing its self-regulatory status and remaining relevant as a licensed profession. For example, by defining the value proposition of the P.Eng.
 - Communicate results to Council for feedback and direction once the above is complete
2. Once Council feedback and direction is received, the GWGP1 will review and confirm their Terms of Reference for alignment with initial findings. If warranted, the GWGP1 is encouraged to revise their plan including Terms of Reference and submit to Council for approval.
3. The GWGP1, with staff support, will develop RFP’s to engage a Regulatory Governance Subject Matter Expert(s) (SME), or other SME’s as appropriate, to assist with:
 - Defining the problem
 - Provide introductory Governance Education to Council
4. The GWGP1 will provide input on both the desired qualifications of the SME’s plus the bid evaluation criteria with staff. For example, an expert who can clearly demonstrate success working with organizations similar to PEO, preferably in regulatory governance, and who will bring their lessons learned to the working group.
5. Work of the recent governance related task forces, such as the Council Term Limits Task force, Succession Planning Task Force and Council Composition Task Force would be considered.
6. The GWGP1 is to provide a progress report to Council prior to the 2018 AGM, or shortly thereafter, including timing for delivery of their Report to Council.

7. An estimated budget of \$40,000 is required for the GWGP1 to deliver a report for Council approval prior to the 2019 AGM. This report will confirm, if a Governance Review is warranted. If not, no further action is needed.
8. Only after the GWGP1 work is completed would Council have the information to clearly understand the justification to proceed with a governance review or governance improvements.

4. Peer Review & Process Followed

<p>Process Followed</p>	<p>At the 2017 PEO Annual General Meeting, a Member Submission was presented with the following motion;</p> <p><i>THEREFORE IT BE SUBMITTED THAT: PEO engage an external governance expert to advise Council independently on how to modernize the governance of the organization in order to ensure self-regulatory status and that the principles of the new governance model be presented to Council for approval before the next AGM.</i></p> <p>Staff prepared background notes on the submission noting the governance reviews undertaken by the CTLTF and the CCTF. Since Annual General Meeting in April 2017, the Council approved recommendations by the CTLTF including the creation of the Succession Planning Task Force. The CCTF will present recommendations to Council in 2018.</p> <p>This Revised Motion (tabled from Sept 2017 Council meeting) was reviewed by 2 Current Councillors and the 2 original movers of the member’s motion. Two additional Councillors also provided input.</p>
<p>Council Identified Review</p>	<p>At the September meeting, Council annually reviews Member Submissions passed at the PEO Annual General Meeting. The motion was tabled to the November council meeting.</p>
<p>Actual Motion Review</p>	<p>N/A</p>

5. Appendices

- Appendix A – 2017 AGM Submission – External Governance Expert

COUNCIL ACTION LOG

Purpose: To provide Council with the Council Action Log.

No motion required

Prepared by: Ralph Martin, Manager, Secretariat

1. Status Update

In June, 2018 Council tasked staff with developing a Council Action Log. The log is designed to capture Action Items as well as identify the Lead Responsibility and the Status.

The purpose of the Action Log is to capture action items from Council meetings and provide Council with updates on steps taken on each issue.

2. Appendices

Note: Council Action Log not included in the open session package due to in-camera material.

In Camera Session

In-camera sessions are closed to the public