

APPENDIX 7

AUTHORITY TO DELEGATE

Appendix 7 – Authority and Duties of Registrars in Engineering and Geoscience Associations across Canada

This table provides a summary of legislation regarding professional engineering and geoscience associations outside Alberta and, more specifically, whether that legislation includes provisions giving Registrars clear authority regarding their authority and duties (Column 2). Also summarized here is whether the authority to delegate has been clearly stated in the legislation (Column 3). Instances when such authorities are clearly stated with respect to other entities (e.g., boards, committees) are also referenced (Column 4). Council's authority and duties, and authority to delegate, with respect to these constituent associations, are summarized in Appendices 6A and 6B.

<u>Jurisdiction/ Legislation</u>	Is Registrar's authority clearly stated?	Is Registrar's authority to delegate (or authority that can be delegated to the Registrar) clearly stated?	Are authorities of other entities (e.g., Boards, Committees) and authority to delegate stated?	Comments
<p><u>British Columbia: The Association of Professional Engineers and Geoscientists of British Columbia</u></p> <p><i>The Engineers and Geoscientists Act</i></p> <p><i>Bylaws of the Association</i></p> <p>There are no regulations under this Act.</p> <p>All section references are to the Act unless otherwise indicated.</p>	<p>7(1) The council must appoint a registrar, who must be a member of the association.</p> <p>(2) The council must appoint an executive director.</p> <p>(3) The offices of registrar and executive director are held at the pleasure of the council and may be held by the same person.</p> <p>19 The registrar must do the following:</p> <p>(a) continue the register of members kept under the former Act</p> <p>(b) enter in the register the full name and address of each member and the date of issue of each registration</p> <p>(c) make the register available for public</p>	<p>13(8) The council may, in writing, delegate some or all of its powers and duties under this section to the registrar, on the terms or conditions the council considers advisable. (i.e., admission to membership)</p> <p>Bylaw 7(c)(1) The registration committee is hereby created.</p> <p>(3) The registration committee is hereby delegated council's power and authority to:</p> <p>(i) grant the registration of applicants as registered members in accordance with the Act and bylaws</p> <p>(ii) grant enrolment to applicants for other grades of membership in accordance with the Act</p>	<p>3(1) The Association of Professional Engineers and Geoscientists of the Province of British Columbia is continued as a corporation.</p> <p>(2) For the purposes of this Act, the association has the powers and capacity of a natural person, including the power to acquire and dispose of property and the power to enter into contracts.</p> <p>Duties and objects of the association</p> <p>4.1(1) It is the duty of the association</p> <p>(a) to uphold and protect the public interest respecting the practice of professional engineering and the practice of professional geoscience,</p>	<p>In spite of Section 7(2) of the Act, there doesn't appear to be an executive director. According to the website, the Registrar is also CEO.</p> <p>Some unique provisions, as compared to The Association of Professional Engineers and Geoscientists of Alberta:</p> <p>25 If the registrar makes or causes to be made any wilful falsification in any matters relating to the register, he or she commits an offence and is liable on conviction to a penalty of not more than \$2000.</p> <p>16(8) The board (of examiners) must file with the registrar the examination papers</p>

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	<p>inspection during normal business hours (d) keep a record of licensees, certificate holders and members of each grade of membership in the association (e) enter in the record the full name and address of each licensee and certificate holder and the date of issue of each licence and certificate of authorization.</p> <p>29(1) If the association receives a complaint against a member, licensee or certificate holder, the registrar must (a) designate a member to review the complaint (b) refer the complaint to the practice review or conduct review committee (c) close the complaint file and give written reasons for the closure to the complainant and the member, licensee or certificate holder against whom the complaint was made.</p>	<p>and bylaws (iii) grant a licence or limited licence to an applicant, in accordance with the Act and bylaws (iv) assign examinations or coursework to applicants for registered membership, other grades of membership, licence or limited licence (v) publish guidelines for the administration of the registration and licensing processes. (4) The registration committee will implement the policies of council for the registration and licensing process. (5) The registration committee may refer an applicant to council for a decision on the applicant’s suitability for registration or licensing.</p> <p>Bylaw 18(a) In this bylaw: “registrar” means the registrar appointed under the Act and includes his or her delegate.</p>	<p>(b) to exercise its powers and functions, and perform its duties, under this Act, and (c) to enforce this Act. (2) The association has the following objects: (a) subject to subsection (1), to uphold and protect the interests of its members and licensees (b) to establish, maintain and enforce standards for the qualifications and practice of its members and licensees (c) to promote the professions of professional engineering and professional geoscience.</p> <p>31(4) On matters referred to a panel by the discipline committee, a panel has the power and authority of the discipline committee.</p>	<p>submitted to the candidates, together with the answers of each candidate, and must attach to them a certified copy of its report with the marks awarded to each candidate in each subject of the examination.</p>

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<p><u>Saskatchewan: The Association of Professional Engineers and Geoscientists of Saskatchewan</u></p> <p><i>The Engineering and Geoscience Professions Act</i></p> <p><i>Administrative Bylaws</i></p> <p><i>Regulatory Bylaws</i></p> <p>There are no regulations under this Act.</p> <p>All section references are to the Act unless otherwise indicated.</p>	<p>13(2) The council shall appoint a registrar.</p> <p>Admin Bylaws 18 The registrar shall perform the duties imposed on the registrar by the Act and the bylaws and all other duties incidental to the office of registrar.</p>	<p>24(1) The council may delegate to the registrar the power to do all or any of the following:</p> <p>(a) register persons as members (b) issue licences (c) issue certificates of authorization</p> <p>(2) Where a power is delegated pursuant to this section, the exercise of that power by the registrar is deemed to be an exercise of the power by the council</p> <p>(3) The council may impose any terms and conditions that it considers appropriate on a delegation of its powers</p> <p>(4) A person who is aggrieved by a decision of the registrar made pursuant to a delegated power may apply to the council to review that decision.</p> <p>Regulatory Bylaw 19(1) For the purposes of subsection 24(4) of the Act, an application to</p>	<p>Admin Bylaw 24 Where the Council establishes committees pursuant to subsection 14(1) of the Act:</p> <p>(a) the committees shall perform their duties under the direction of the Council.</p>	<p>There is also an executive director. The website shows that the registrar is also the executive director.</p> <p>From the website, the following committees report to the Governance Board:</p> <ul style="list-style-type: none"> • Academic Review • Experience Review • Licensee Admissions • Professional Practice Exam • Registrars Advisory <p>There is also a Discipline Committee and an Investigative Committee.</p>

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		review a decision of the registrar respecting an application for registration or licensure must be made to the Council.		
<p>Manitoba: The Association of Professional Engineers and Geoscientists of Manitoba</p> <p><i>The Engineering and Geoscientific Professions Act</i></p> <p><i>Bylaws</i></p> <p>There are no regulations under this Act.</p> <p>All section references are to the Act unless otherwise indicated.</p>	<p>Bylaw 3.3.1 Registrar The registrar shall be appointed by the council.</p> <p>3.3.2 Secretary The secretary shall be appointed by the council. The offices of registrar and secretary may be combined.</p> <p>3.3.3 Executive Director The council may appoint an executive director. The office(s) of registrar and/or secretary may be combined with that of the executive director.</p> <p>27 The registrar shall keep the register or cause it to be kept.</p> <p>28(1) The registrar shall issue or cause to be issued to each member a certificate of registration.</p> <p>28(2) The registrar shall issue or cause to be issued to each partnership, corporation or other legal</p>	<p>Bylaw 4.3.5 Registrar The duties and authority of the registrar, other than as prescribed by the Act and these bylaws, shall be assigned from time to time by the council.</p> <p>4.3.7 Executive Director If the council appoints an executive director, his or her duties and authority shall be as assigned from time to time by the council.</p> <p>Bylaw 6.1 Manual of Admissions The requirements, policies and procedures applicable to the approval of an application for admission to, enrollment with, or licensure by, the association shall be set out in the association’s “Manual of Admissions”. It shall be authorized by the council and published and available from the office of</p>	<p>Registration committee 14(1) The council shall, in accordance with the bylaws, appoint a registration committee to consider and decide upon applications for certificates of registration, certificates of authorization, temporary licences, specified scope of practice licences and enrolment as engineers-in-training or geoscientists-in-training.</p> <p>Bylaw 4.3.6 Secretary In addition to the duties required by the Act, the secretary shall conduct, or cause to be conducted, the correspondence of the association and council; shall attend all annual general meetings, special meetings and their adjournments, either in person or by substitute appointed for a specific meeting as determined by</p>	<p>The website indicates the registrar is also executive director.</p> <p>From the Manual of Admissions:</p> <p>2.1 Council It is the role of Council to populate the Registration Committee, provide criteria that the Registration Committee will use to consider and decide on applications, and to develop performance standards that will be used in the registration process. Council will also act as the appeal body for the Registration Committee. Council’s authority as an appeal body is limited to “make any decision the registration committee could have made”</p> <p>2.2 Registration Committee:</p>

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	<p>entity to whom the council has granted authorization, a certificate of authorization.</p> <p>28(3) The registrar shall issue or cause to be issued, to each natural person to whom the council shall direct, a temporary licence.</p> <p>28(4) The registrar shall issue or cause to be issued, to each natural person to whom the council shall direct, a specified scope of practice licence.</p> <p>28(5) Each certificate issued under this section shall be signed by the president, or any other person appointed by the council, and the registrar under the seal of the association.</p> <p>32 The registrar shall</p> <p>(a) if a complaint is made under section 31; or</p> <p>(b) if the registrar has reason to believe that the conduct constitutes or may constitute unskilled practice of professional</p>	<p>the association.</p> <p>From the Manual of Admissions:</p> <p>2.3 Executive Director Council has appointed the Executive Director of the Association to the post of Registrar. Council has charged the Executive Director to insure that all applications that are to be considered and decided upon by the Registration Committee are complete.</p> <p>To aid the Executive Director in this responsibility, the Executive Director may employ committees or staff members.</p> <p>At this time, the Executive Director has two such committees:</p> <ul style="list-style-type: none"> • The Academic Review Committee – The Academic Review Committee will assess and make a recommendation on the academic suitability of an applicant. • The Experience Review Committee – The Experience Review 	<p>the council; and shall keep or cause to be kept a correct record of the proceedings.</p> <p>The secretary shall send or cause to be sent all notices that are to be sent to the members of the association and council.</p> <p>The secretary, or any other person deputed by council, shall receive all payments to the association, collect or cause to be collected all dues, fees and assessments levied by council or the association, and ensure that correct accounts are kept. The secretary shall distribute the Auditor’s Report and Statement of Financial Position, or cause it to be distributed, at or before the annual general meeting, and perform such other duties as council may from time to time prescribe.</p>	<p>It is the Role of the Registration Committee “to consider and decide upon applications”</p>

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	<p>engineering or professional geoscience or professional misconduct; refer the matter to the investigation committee.</p> <p>Bylaw 15.1.1 The registrar shall forward any complaint meeting the requirements of the Act to the chair of the investigation committee who shall call a meeting of the investigation committee to consider such complaint.</p> <p>Bylaw 15.3.12 Where in the opinion of the registrar an investigated person has failed to perform in accordance with the terms of any formal written caution issued by the investigation committee, the registrar shall refer the matter to the chair or the investigation committee and such referral shall constitute a new complaint.</p>	<p>Committee will assess and quantify the related experience that an applicant has obtained. At its discretion, the Registration Committee may accept the recommendations developed by the Executive Director or these committees, modify these recommendations, or make any other recommendation regarding an applicant that is consistent with the Manual of Admissions. In accepting a recommendation made by the Executive Director, the Association staff, or any committee in the registration process, the Registration Committee accepts the responsibility of that decision as if they had made it.</p>		
<p>Ontario: Professional Engineers of Ontario <i>Professional Engineers</i></p>	<p>3(8) The Council shall appoint ... a Registrar ... and may appoint one or more deputy registrars</p>	<p>Regulation 73 Documents, other than decisions, of the Discipline Committee may be signed by the Registrar</p>	<p>2(1)The Association ... a body corporate, is continued as a corporation without share capital ...</p>	<p>The PEO website shows the following senior management team:</p>

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<p>Act</p> <p>Regulations:</p> <p>General</p> <p>Performance Standards</p> <p>Bylaw No. 1 A bylaw relating to the administrative and domestic affairs of Professional Engineers of Ontario</p> <p>All section references are to the Act unless otherwise indicated.</p>	<p>who shall have the powers of the Registrar for the purposes of this Act, and may appoint such other persons as are from time to time necessary or desirable in the opinion of the Council to perform the work of the Association. (8.1) The Registrar is responsible for the administration of the Association and reports to the Council. (See also Bylaws in next column)</p> <p>14(1) The Registrar shall issue a licence to a natural person (2) The Registrar may refuse to issue a licence to an applicant. (3) The Registrar may refer the application of the applicant for the issuance of a licence [to the Academic Requirements Committee and/or the Experience Requirements Committee]. (4) The Registrar shall refer an application to a committee under</p>	<p>or a deputy registrar on behalf of the Committee.</p> <p>Bylaw 21 A statutory declaration by the registrar or by any person acting on behalf of the registrar ...</p> <p>Bylaw 35 The Council may employ, or may authorize the registrar or other officials of the association to employ, such other persons as may be considered necessary or desirable for the carrying out of the operations of the association and the conduct of its affairs.</p> <p>Bylaw 36 The association may enter into contracts of employment with any official appointed by the Council ... and may enter into such contracts of employment with other employees of the association as shall be approved by the Council or, if authorized for such purpose by the Council, as shall be approved by the registrar or by such other</p>	<p>(3)The principal object of the Association is to regulate the practice of professional engineering and to govern its members ... in accordance with this Act, the regulations and the by-laws in order that the public interest may be served and protected. (4)For the purpose of carrying out its principal object, the Association has the following additional objects: 1. To establish, maintain and develop standards of knowledge and skill among its members. 2. To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering. 3. To establish, maintain and develop standards of professional ethics among its members. 4. To promote public awareness of the role of the Association. 5. To perform such other duties and exercise such</p>	<p>Registrar</p> <p>Chief Administrative Officer</p> <p>Deputy Registrar, Regulatory Compliance</p> <p>Deputy Registrar, Licensing and Finance</p> <p>Deputy Registrar, Tribunals and Regulatory Affairs</p> <p>The website shows Registrar to be Committee Advisor to the Executive Committee</p> <p>Registration Committee (REC) Committee that holds hearings, when required by the applicant, subsequent to a receipt of a Registrar’s Notice of a proposal to refuse to issue a license, limited license, temporary license, provisional license and Certificate of Authorization.</p>

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	<p>subsection (3) for a determination referred to in that subsection, (a) if the applicant requests the referral; or (b) in the circumstances specified by the regulations. Provisional licence (7) The Registrar shall issue a provisional licence (This section will be repealed when amendments are proclaimed in force).</p> <p>18(1) The Registrar shall issue a temporary licence, a provisional licence or a limited licence. (2) The Registrar may refuse to issue or may suspend or revoke a temporary licence, a provisional licence or a limited licence.</p> <p>Notice of proposal to revoke or refuse to renew 19. (1) Where the Registrar proposes, (a) to refuse to issue a licence; or (b) to refuse to issue, to</p>	<p>official as shall be designated by the Council.</p> <p>Bylaw 41 All money received by or on behalf of the association shall be deposited in the name of the association in one or more chartered banks or trust companies designated by the Council. All payments from the funds of the association shall be authorized by the most senior person in the department or the division of the association from whose budget the funds are being paid. Where the most senior person in the department or division of the association is not available, he or she, or failing that, the registrar and CEO, may designate another person to authorize payments. The payments shall be processed by the treasurer or his or her designate.</p> <p>Bylaw 48 Any or all of the powers set forth in Section 47 [re borrowing money]</p>	<p>other powers as are imposed or conferred on the Association by or under any Act. (5) For the purpose of carrying out its objects, the Association has the capacity and the powers of a natural person.</p> <p>6. In addition to his or her other powers and duties under this Act, the Minister may ...</p> <p>19.1(1) The Registration Committee is continued and shall be composed of ... (4) Any power, duty or function of the chair of the Registration Committee may be exercised by the vice-chair, if the chair is absent or unable to act.</p> <p>24. (1) The Complaints Committee shall consider and investigate complaints.</p> <p>26. (1) The Complaints Review Councilor may examine from time to time the procedures for the</p>	<p>Academic Requirements Committee (ARC) Committee that reviews the academic qualifications for licensure of referred applicants as to whether or not applicants meet prescribed academic requirements and recommend appropriate course of action.</p> <p>Experience Requirements Committee (ERC) Committee that reviews the engineering experience of applicants. Volunteers participate in 2-person technical interview panels to assess if an applicant's experience warrants relief from examinations assigned by the Academic Requirements Committee and/or the experience satisfies both the qualitative and quantitative requirements for licensure.</p>

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	<p>suspend or to revoke a temporary licence, a provisional licence, a limited licence or a certificate of authorization, the Registrar shall serve notice of the proposal, together with written reasons therefor, on the applicant.</p> <p>(3) A notice under subsection (1) shall state that the applicant is entitled to a hearing by the Registration Committee if the applicant mails or delivers, within thirty days after the notice under subsection (1) is served on the applicant, notice in writing requiring a hearing by the Registration Committee and the applicant may so require such a hearing.</p> <p>(4) Where the applicant does not require a hearing by the Registration Committee in accordance with subsection (3), the Registrar may carry out the proposal stated in the notice under subsection (1).</p>	<p>may from time to time be delegated by the Council to any two or more of the councillors, officers or officials of the association.</p> <p>Regulation 30(3) Where a written complaint is received under section 32 of the Act, the Registrar shall select not less than three and not more than four eligible Members to serve on the Fees Mediation Committee with respect to such complaint.</p> <p>Regulation 31(1) Where, pursuant to subsection 32 (3) of the Act, all parties to a dispute consent to arbitration by the Fees Mediation Committee ...</p> <p>(3) The Registrar shall then select three Members to serve as the Fees Mediation Committee with respect to the dispute and the Committee may arbitrate the dispute on terms and conditions acceptable to it.</p>	<p>treatment of complaints by the Complaints Committee.</p> <p>27(4) Any power, duty or function of the chair of the Discipline Committee may be exercised by the vice-chair, if the chair is absent or unable to act.</p> <p>Powers of panel</p> <p>(6) A panel established under subsection (5) has all the powers, duties and functions of the Discipline Committee with respect to the hearing and determination of the matter referred to the panel, and a decision or order of the panel is deemed to be a decision or order of the Committee.</p> <p>Regulation 29 The Executive Committee, (a) may act on behalf of the Council with respect to urgent matters arising between regular meetings of the Council but shall report to the Council with respect to such actions (b) may consult with other committees of the Council</p>	

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	<p>(9) The Registrar and the applicant who has required the hearing are parties to proceedings before the Registration Committee under this section.</p> <p>Act Section 33 -- Registrar's investigation</p> <p>Regulation 32.1(2) The Registrar shall accept as a member of the engineering intern class any person who ...</p> <p>Regulation 32.2(2) The Registrar shall accept as a member of the engineer student class any person who ...</p> <p>Regulation 35 The Registrar is responsible for arranging for the holding of examinations.</p> <p>Regulation 36(4) a licence shall be withdrawn by the Registrar in specified circumstances.</p> <p>Regulation 38 examiners are appointed by the</p>		<p>(c) shall act upon or report upon matters that are referred to it by the Council</p> <p>(d) may advise the Registrar or any other officer or official of the Association on matters of policy</p> <p>(e) may make periodic reviews, forecasts, plans and recommendations to the Council concerning the future organization and operation of the Association</p> <p>(f) may advise the Council on matters pertaining to the Canadian Council of Professional Engineers</p> <p>(g) may advise the Council on all financial matters, including, without limitation, investments, budgets, capital requirements, income, expenditures, salaries, reserves and contingencies or extraordinary expenses, both for current and future operations.</p> <p>Bylaw 8(1) Subject to Section 8(2), none of the</p>	

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	<p>Registrar.</p> <p>Regulation 41.1(1) The Registrar shall designate as a “fee remission Member” every holder of a licence who meets the requirements. (3) The Registrar shall revoke a holder’s fee remission Member designation if the holder.</p> <p>Regulation 44.1(1) The Registrar may grant a provisional licence to an applicant who complies with the requirements of paragraphs 1, 2, 3 and 5 of subsection 33 (1). (2) ... if the Registrar is of the opinion that renewal is necessary.</p> <p>Regulation 46.1(1) The Registrar shall designate as a “fee remission limited licence holder” every holder of a limited licence.</p> <p>Regulation 78.1 The Registrar, if informed of a situation that may endanger life, health,</p>		<p>governing body of a chapter, the officers of a chapter or the members of a chapter shall have any power or authority as such to contract in the name of the association or to assume any obligations on behalf of the association.</p>	

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	<p>property or the public welfare, may take such action as is reasonably necessary to serve or protect the public interest.</p> <p>Bylaw 34 The registrar, any deputy registrars, the treasurer and such other officials as may be appointed by the Council under Section 3(8) of the Act shall have such duties as the Council may determine from time to time.</p>			
<p>Quebec: Ordre des ingénieurs du Québec</p> <p>Professional Engineers Act</p> <p>Professional Code</p> <p>The Order and its members are governed by the Professional Code. Thus, relevant provisions of that code are discussed here.</p> <p>There are 15 regulations in force under the Engineers Act (some in French). They</p>	<p>Professional Code 62 ...The board of directors shall, in particular, (1) appoint the secretary of the order</p> <p><i>(There is also a secretary of the disciplinary council of the order.)</i></p> <p>Professional Code 46 Every person who applies therefore to the secretary of an order shall be entered on the roll of the order if he satisfies the following conditions:</p>	<p>Professional Code 80 The president may not act as the secretary of the order, or exercise the functions assigned to the secretary.</p> <p>Professional Code 85 Despite any inconsistent provision, a two-thirds majority vote of the members of the board of directors is required to dismiss the secretary of the order.</p> <p>Professional Code 108.5 The president of an order shall perform the duties</p>	<p>Engineers Act 9 The Order shall be administered by a board of directors called the “board of directors of the Ordre des ingénieurs du Québec.”</p> <p>EA 12. The board of directors may, in the course of its duties, (a) decide as to any court action or defence proceedings to be taken by and in the name of the Order, or with its authorization (b) generally represent the Order for all legitimate</p>	<p>Engineers Act 7 Subject to this Act, the Order and its members shall be governed by the Professional Code.</p> <p>There is a secretary rather than a registrar.</p> <p>The Ordre des ingénieurs du Québec is a professional order listed in Schedule 1 of the PC. Per section 12 of the Professional Code: The function of the Office (the Office des professions du Québec established by</p>

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<p>have been briefly reviewed. None appears to be relevant here in terms of notable powers.</p> <p>There are hundreds of regulations under the Professional Code, some of which are also listed under the Engineers Act.</p>	<p>Professional Code 46.1 The secretary of the order shall prepare the roll of the order. The roll shall contain, if applicable, the following information: ...</p> <p>46.2. The secretary of the order shall keep in a directory the information concerning ...</p> <p>Professional Code 63 On the advice of the secretary of an order, the Office may order that an election be held on the date it fixes, where ... (Secretary also has other duties related to elections)</p>	<p>conferred by the Act respecting Access to documents held by public bodies and the Protection of personal information (chapter A-2.1) on the person in charge of access to documents or the protection of personal information. The president is also responsible for requests for access and correction made under this division and under the Act respecting the protection of personal information in the private sector (chapter P-39.1). However, the syndic shall perform the duties mentioned in this paragraph with respect to the documents and information the syndic obtains or holds and those the syndic releases within the order.</p> <p>The president may designate the secretary of the order or a member of the management staff as the person responsible, and delegate all or part of the president's duties to that person.</p>	<p>purposes (c) conduct, either directly or through committees or members specially designated for such purpose, any investigation or study deemed useful on any matter of concern to the profession (d) establish scholarships, prizes and medals.</p> <p>Professional Code 62 The board of directors shall have the general administration of the affairs of the order and shall see to the application of this Code, the Act ... It shall exercise all the rights, powers and prerogatives of the order, except those within the competence of the members of the order in general meeting. Unless otherwise provided by this Code or such Act, it shall exercise them by resolution.</p>	<p>the PC) shall be to see that each order ensures the protection of the public. For that purpose, the Office may, in particular, in collaboration with each order, monitor the operation of the various mechanisms established within the order pursuant to this Code and, where applicable, the Act constituting the professional order.</p>

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<p><u>New Brunswick: The Association of Professional Engineers and Geoscientists of New Brunswick</u></p> <p><i>Engineering and Geoscience Professions Act</i></p> <p><i>Bylaws Under the Engineering and Geoscience Professions Act</i></p> <p>There are no regulations under the Act.</p> <p>All section references are to the Act unless otherwise indicated.</p>	<p>“Registrar” means the Registrar of the Association or an Assistant Registrar designated by Council as it considers necessary; “Secretary” means the Secretary of the Association or an Assistant Secretary designated by Council as it considers necessary.</p> <p>15(4) The Council shall appoint a Secretary and a Registrar, whose qualifications and respective terms of office shall be as prescribed by the bylaws.</p> <p>15(5) It shall be the duty of the Registrar to enter in the Register the name of each person entitled to practise as a professional engineer or professional geoscientist.</p> <p>15(6) The certificate of the Registrar under the seal of the Association shall be prima facie evidence that a person is registered or licenced under this Act.</p>	<p>15(1) The responsibility for administration of this Act and the management of the Association shall be vested in an Executive Council which shall consist of a President, first Vice-President, the immediate Past President, and such number of other Vice-Presidents and elected or appointed members of Council as may be prescribed by the bylaws.</p> <p>Bylaw 6.1.8 The seal of the Association shall be applied to all certificates of registration or licences, and to all deeds, agreements, or other instruments. Such documents shall be countersigned by the appropriate officers as designated by Council.</p> <p>Bylaw 6.3.1 All payments shall be made by cheque duly signed by the authorized signing officers as designated by Council.</p>	<p>4 The Association shall have the power to ...</p> <p>6 The objects of the Association are: (a) to regulate the practice of engineering and geoscience and to govern these professions in accordance with this Act and the bylaws; (b) to establish and maintain standards of knowledge and skill among its members; and (c) to establish and maintain standards of professional ethics among its members, in order that the public interest may be served and protected.</p> <p>11 The Council shall appoint annually a Board of Examiners.</p> <p>12 The Board shall, if referred to it by the Council, examine all degrees, diplomas, certificates and other credentials submitted for the purpose of obtaining registration or a licence.</p>	

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	<p>15(8) All officers and officials of the Association, whether elected or appointed, shall exercise such powers and perform such duties as may be prescribed by the bylaws.</p> <p>Bylaw 6.1.2 The administrative officers of the Association shall be the President, Vice-President, Secretary, Treasurer, Registrar and Chief Executive Officer.</p> <p>Bylaw 6.1.4 The Secretary, Treasurer, Registrar and Chief Executive Officer shall be appointed by Council.</p> <p>Bylaw 6.2.3 The Secretary, Treasurer, Registrar and Chief Executive Officer shall be responsible to Council for the duties assigned by the Engineering and Geoscience Professions Act and these by-laws and such other duties as may be assigned to them by Council. The Secretary,</p>		<p>18(7) The Discipline Committee shall: (b) perform such other duties as are assigned to it by the Council.</p> <p>Bylaw 6.2.4 The duties of the Secretary shall include (a) acting as Secretary and recording the minutes for all meetings of the Association and Council, and conducting the correspondence in accordance with the decisions taken and policies established at such meetings; (b) acting as Secretary for the executive committee and such other committees as Council may direct (c) receiving all applications for registration, enrollment or licencing together with all supporting documents (d) cooperating and coordinating with the Registrar (e) having custody of the seal of the Association (f) prior to each annual</p>	

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	<p>Treasurer, Registrar and Chief Executive Officer shall not be eligible to vote at meetings of Council unless they are elected members of Council.</p> <p>Bylaw 6.2.6 The duties of the Registrar shall include: (a) keeping a Register in which shall be entered the name, address and the date of registration of members and persons licenced to practise (b) recording in the Register the names of members removed, with the date and reason for removal; and (c) preparation and certification of a list of the membership eligible to vote and to hold office, for use at the annual meeting and for the conduct of elections.</p>		<p>meeting, submitting to Council a list, certified by the Registrar, of all members in good standing.</p> <p>Bylaw 6.2.5 The duties of the Treasurer shall include :</p> <p>(a) collecting of all money due the Association (b) certifying of all bills or vouchers before presentation to Council for payment (c) keeping of proper records showing the source and disposition of all income (d) the submission at the annual meeting of a financial statement for the most recent fiscal year ... and such other reports as may be requested by Council; and (e) other duties and associated tasks that may be assigned by Council.</p> <p>Bylaw 6.2.7 The duties of the Chief Executive Officer shall include (a) the administration of the head office of the</p>	

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			<p>Association; and (b) such tasks as may be assigned by Council, including filling the offices of Secretary and Treasurer when Council so directs.</p> <p>Bylaw 9.7 The admissions committee shall investigate and report to Council on all matters relating to applications for registration and licencing except for the academic credentials of applicants. The admissions committee shall include at least one geoscientist.</p>	
<p><u>Newfoundland and Labrador: Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL)</u></p> <p><i>Engineers and Geoscientists Act, 2008</i></p> <p><i>Engineers and Geoscientists Regulations, 2011</i></p> <p><i>Bylaw No. 1 made under The Engineers and</i></p>	<p>4(13) The chief executive officer of the association shall act as the registrar for the purpose of this Act.</p> <p>Bylaw 12.1 The affairs and business of PEGNL shall be governed by the board and administered by the chief executive officer/registrar in accordance with the Act, the Regulations, bylaws and policies adopted by the board.</p>	<p>Substitution for registrar</p> <p>Regulation 35 Where reference is made to the registrar in these regulations, and where the registrar is temporarily unable to fulfil the functions contemplated by these regulations due to illness or other reason, those functions may be carried out by another person designated by the board.</p>	<p>4.(1) The association shall be governed by a board of directors</p> <p>Regulation 26 The registration committee shall meet when necessary to consider applications for registration and at least twice annually to consider matters of policy, significant changes in procedure, examination results and other matters referred to it by its executive committee or the</p>	<p>From the website:</p> <p>Registration Committee The purpose of the Registration Committee is to: approve registration of eligible applicants in compliance with the Act and Regulations; to determine additional requirements for registration; and, to provide alternatives and implications for Council consideration regarding registration issues.</p>

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<p><i>Geoscientists Act, 2008 - - PEGNL Administrative Bylaw</i></p> <p>All section references are to the Act unless otherwise indicated.</p>	<p>13(1) The registrar shall keep a register.</p> <p>Regulation 2(o) "required form" means a form that may be prescribed by the registrar.</p> <p>Regulation 3(1) Applications for registration and renewal of registration shall be made to the registrar in the required form and accompanied by the required fees. (2) An application for registration made in accordance with subsection (1) shall be referred by the registrar to the registration committee. (3) The registrar or the registration committee may require the applicant to consent to the registrar, the registration committee or their designate obtaining confirmation or verification from the relevant person, authority or body of documentation and information submitted as part of an application made under subsection (1).</p>	<p>Action by registration committee Regulation 25(1) The executive committee of the registration committee and, where considered appropriate by the executive committee, the registration committee shall appraise an application for registration as a professional member, permit holder, member-in- training or examination candidate which is received through the registrar. (2) On considering an application submitted to it by the registrar, the registration committee or its executive committee may (a) approve the registration of the applicant; (b) not approve registration on the grounds that the applicant fails to meet one or more of the requirements for registration in the Act and the regulations; or (c) defer approval until, in the case of an applicant as</p>	<p>board.</p> <p>Complaints authorization committee 24(1) Where an allegation has been submitted to the complaints authorization committee, the committee may exercise one or more of the following powers: (a) refer the allegation back to the registrar for an investigation or alternative dispute resolution in accordance with the regulations (b) conduct an investigation itself or appoint a person to conduct an investigation on its behalf (c) conduct a practice review into the respondent's practice (d) require the respondent to appear before it. (2) Where the complaints authorization committee is of the opinion there are no reasonable grounds to believe the respondent has engaged in conduct deserving of sanction, the committee shall dismiss</p>	

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	<p>(4) The registrar or the registration committee may require an applicant to provide evidence of being in professional good standing.</p> <p>21(2) The registrar is not eligible to be a member of the complaints authorization committee.</p> <p>22(2) The registrar may on his or her own motion make an allegation and file it.</p> <p>23(1) Where it appears to the registrar that the allegation may be resolved satisfactorily and where the complainant and the respondent consent, the registrar may attempt to resolve the matter.</p> <p>Regulation 29. (1) Where the complaints authorization committee refers an allegation back to the registrar for mediation under paragraph 24(1)(a) of the Act, the registrar shall take the steps</p>	<p>professional member, the applicant has successfully completed one or more examinations or completed a further term and type of experience that the registration committee or its executive committee may require, or in the case of an applicant as professional member or a permit holder, the applicant has met one or more requirements for registration or has provided additional information required by the registration committee or its executive committee.</p> <p>(3) The registration committee may, with the approval of the board, delegate to the registrar the approval of applicants for registration in circumstances where the evaluation of academic qualifications and experience requirements of applicants is not required.</p> <hr/>	<p>the allegation and give notice in writing of the dismissal to the complainant.</p> <p>(3) Where the complaints authorization committee is of the opinion that there are reasonable grounds to believe that a respondent has engaged in conduct deserving of sanction, the allegation is considered to constitute a complaint, and the committee may</p> <p>(a) counsel or caution the respondent; or</p> <p>(b) instruct the registrar to file the complaint against the respondent and refer it to the disciplinary panel; and</p> <p>(c) suspend or restrict the respondent's registration.</p> <p>Powers of adjudication tribunal</p> <p>29. (1) Upon the hearing of a complaint, an adjudication tribunal shall decide whether or not a respondent is guilty of conduct deserving of sanction.</p>	

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	required for the mediation to take place.			
<p data-bbox="92 336 445 397"><u>Prince Edward Island: Engineers PEI</u></p> <p data-bbox="92 435 424 496"><i>Engineering Profession Act</i></p> <p data-bbox="92 537 441 732"><i>The Association of Professional Engineers of the Province of Prince Edward Island Bylaws and Code of Ethics</i></p> <p data-bbox="92 773 411 834">There are no regulations under this Act.</p> <p data-bbox="92 875 445 969">All section references are to the Act unless otherwise indicated.</p>	<p data-bbox="478 336 823 938">11(6) The Council shall appoint a Registrar, a secretary and a treasurer, whose qualifications, duties and respective terms of office shall be as prescribed by the bylaws and the Council may appoint one person to one or more of these offices. (13) All officers and officials of the Association whether elected or appointed shall exercise such powers and perform such duties as may be prescribed in the Act and the bylaws.</p> <p data-bbox="478 979 798 1203">Bylaw 6.1.2 The administrative officers of the Association shall be the President, Vice-President, Secretary, Treasurer, Registrar and the Executive Director.</p> <p data-bbox="478 1243 827 1370">Bylaw 6.1.4 The Secretary, Treasurer, and Registrar shall be appointed by Council.</p>	<p data-bbox="856 336 1205 732">Bylaw 6.2.10 The duties of the Executive Director shall include (a) the administration of the office of the Association; and (b) such tasks as may be assigned by Council including filling the offices of Secretary, Treasurer, and Registrar when Council so directs.</p>	<p data-bbox="1234 336 1583 1399">4 The Association is empowered (a) to provide for the government, discipline and honour of persons practising professional engineering (b) to acquire, hold and dispose of real and personal property (c) to borrow money (d) to establish ... scholarships and prizes (e) to establish and maintain a register of professional engineers and holders of certificates of authorization (f) to prescribe the amount and collect the annual dues and other fees (g) to exempt any person or holder of a certificate of authorization from the payment of any such fee or dues (h) to assess members for any ordinary, special or extraordinary expenditures (i) to prescribe the nature and extent of the education and practical experience in</p>	<p data-bbox="1612 336 1961 1170">From the website: The affairs of the Association are administered in accordance with the <i>Engineering Profession Act, 1990</i>, and the Bylaws and Code of Ethics by a Council consisting of the President, Vice-President, Past-President and a minimum of four Councillors. The President and Vice-President are elected by a vote of the total membership of the Association and hold office for one year. Two Councillors are elected annually by a vote of the total membership and hold office for a term of two years.</p> <p data-bbox="1612 1211 1961 1399">The administrative officers of the Association are the President, Vice-President, Secretary, Treasurer, Registrar and the Executive</p>

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	<p>Bylaw 6.2.3 The Secretary, Treasurer, Registrar and Executive Director shall be responsible to Council for the duties assigned by the Engineering Profession Act and these Bylaws and such other duties as may be assigned to them by Council. The Secretary, Treasurer, Registrar and Executive Director shall not be eligible to vote at meetings of Council unless they are elected members of Council.</p> <p>Bylaw 6.2.9 The duties of the Registrar shall include (a) receiving and presenting to the Engineering Qualifications Committee all applications for membership and keeping a full and correct record of such applications and the Council's resolutions on each application; (b) keeping a register in which shall be entered (c) issuing all certificates of registration (d) recording in the</p>		<p>engineering which must be possessed (j) to take such action as necessary to have members, licensees or engineers-in-training engage in engineering activities for which they are qualified(k) to prescribe the nature and extent of the information required to be filed with the Registrar by a holder of certificate of authorization (l) to provide or arrange for facilities for determining by examination or other means, the competency of persons seeking to practise professional engineering (m) to issue a certificate of registration or license to practise to any person who is qualified (n) to issue a certificate of engineer-in-training to any person who is qualified (o) to issue a certificate of authorization to any partnership, association of persons or corporation which is qualified (p) to develop and</p>	<p>Director. For a number of years the offices of the Secretary, Treasurer and Registrar have been combined with the office of Executive Director. An Administrative Assistant provides the day-to-day administrative services in the Association's office.</p> <p>Committees comprising volunteer members of the Association play an important role in the functioning of the Association and the provision of services to members.</p> <p>The Executive Director is responsible for duties of Executive Director, Registrar, Treasurer and Secretary to Council.</p>

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	<p>Register the names ... removed, with the date and reason for removal (e) preparation and certification of a list of all Members and Honorary Life Members eligible to vote and to hold office and Non-Practising Members entitled to vote.</p> <p>7(1) The Registrar shall keep a register provided by the Council (3) The Registrar upon resolution of the Council and receipt of the fee shall issue a certificate of registration, license to practise or certificate of engineer-in-training (4) The Registrar upon resolution of the Council and receipt of the fee shall issue a certificate of authorization</p> <p>Bylaw 2.2 Application for Membership or Enrolment 2.2.1 Application for registration as a Member or enrolment as an Engineer-in-Training shall be made to the Registrar.</p>		<p>establish ways and means by which members may receive continuing education (q) to negotiate for and on behalf of any member or engineer-in-training in any matter pertaining to his welfare (r) to enter into agreements with similar associations (s) to establish special membership categories and engineering achievement awards (t) to do all such other matters and things as may be necessary for or incidental or conducive to the welfare of professional engineers and their usefulness to the public.</p> <p>15(1) The Council shall appoint annually an Act Enforcement Officer. (3) In the absence or inability of the Act Enforcement Officer to carry out his duties, the chairman of the Act Enforcement Committee may assume the</p>	

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	<p>2.2.2 The application shall be presented by the Registrar to the Engineering Qualifications Committee. The Committee shall deal with the application in the manner provided by Section 9.5 hereof, and shall submit its findings to the Council which shall dispose of the applications by resolution.</p> <p>2.2.7 The Registrar shall acknowledge receipt and shall advise the applicant by letter of the Council's decision on the application</p>		<p>responsibilities and powers of the Act Enforcement Officer.</p> <p>16(7) The Act Enforcement Committee in accordance with the information it has received, may (a) dismiss the complaint (b) refer the matter in whole or in part to the Discipline Committee (c) take such action as it considers appropriate in the circumstances to resolve the complaint (d) recommend to the Council to have the matter heard by a court of competent jurisdiction in Prince Edward Island.</p>	
<p><u>Nova Scotia: Engineers Nova Scotia</u></p> <p><i>Engineering Profession Act</i></p> <p><i>Bylaws of the Association of Professional Engineers, Nova Scotia Regulations 8/46</i></p>	<p>13(4) The Council shall appoint annually a Registrar, a Secretary and a Treasurer, who shall perform the duties assigned to them by this Act and by the bylaws and the Council may appoint one person to any one or more of the offices of Registrar, Secretary and</p>	<p>17(3) Upon the filing of the complaint, the Secretary or the Secretary's designate shall forthwith by written notice. (“Secretary or the Secretary’s designate” is found in a number of instances in the Act.)</p> <p>Regulation/Bylaw 9 (1) The Council at its first regular</p>	<p>6(1) The Association, in addition to all other powers vested in corporations, is authorized and empowered to ... (m) do all such other matters and things as may be necessary for or incidental or conducive to the welfare of professional engineers and their</p>	<p>From the website: Applications will be submitted to the Board of Examiners when all required documents are received.</p> <p>Regulation/Bylaw 19(2) The Council may from time to time appoint from the membership of the</p>

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<p>The bylaws are in the form of a regulation under the Act.</p> <p>All section references are to the Act unless otherwise indicated.</p>	<p>Treasurer.</p> <p>Regulation/Bylaw 10(1) The Council at its first regular meeting shall appoint the Registrar of the Association.</p> <p>(2) The Registrar shall perform the duties imposed upon him by the Act and bylaws. He shall receive and present to the Board all applications for membership, licence to practise or enrolment as an engineer-in-training, and keep a full and correct record of such applications and the Council's resolution on each application. He shall maintain the Register and issue all certificates of registration, licences to practise and perform all other duties incidental to his office or which may be assigned to him by the Association or the Council.</p> <p>(3) The Registrar shall keep a Register in which shall be entered He shall erase therefrom the name of any such person</p>	<p>meeting shall appoint the Secretary of the Association.</p> <p>(2) The Secretary shall perform the duties imposed upon him by the Act and bylaws. He shall attend all meetings of the Association and Council and keep proper minutes of the proceedings thereof, send out all notices on behalf of the Association, Council, and any Committee, conduct all correspondence and keep the seal of the Association and all records pertaining to his office. He shall perform all the duties incidental to his office, or which may be assigned to him by the Association, Council or any Committee of the Association.</p> <p>(4) The Secretary shall be paid a salary determined by Council for performing the duties of Secretary, Treasurer and Registrar; or such proportionate part thereof as shall be determined by the Council if performing only one or</p>	<p>usefulness to the public.</p> <p>17O (1) A disciplinary panel shall hear each case in the manner it considers fit.</p> <p>17P (1) A disciplinary panel has the same powers of taking evidence, compelling the attendance of witnesses, compelling the production of books, paper and documents, and of punishing for contempt or the failure to comply with the orders of the disciplinary panel, as a commissioner appointed under the Public Inquiries Act.</p> <p>Regulation/Bylaw 8 The Vice-President shall perform the duties of the President in the absence or on the resignation or death of the latter and when doing so, the Vice-President shall have the same powers as the President.</p> <p>Regulations/Bylaws 20</p>	<p>Association such other committees as it thinks necessary and may delegate to such committees any of its powers; provided that such committees shall conform to any regulations imposed upon them by the Council.</p> <p>(4) Each committee appointed under subsection (2) shall elect its own Chairman and a Vice-Chairman who shall, in the absence of the former, exercise all the functions and powers of the Chairman.</p> <p>23 The Registrar, if he makes or causes to be made any wilful falsification in any way relating to the register, shall be liable upon summary conviction to a fine of not less than one hundred dollars nor more than two hundred dollars and costs and on failure to pay the same to imprisonment for not more than three months.</p>

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	<p>who has resigned ... The word “suspended” and the date and period thereof shall be placed after the name of any such person who has been suspended.</p> <p>18(1) The Registrar shall keep a register provided by the Council and enroll therein ... the names of all persons who are members, licensed to practise or engineers-in-training and the register shall be open for public inspection at all times without charge.</p> <p>18(2) The Registrar upon resolution of the Council and receipt of the fee ... shall issue a certificate of registration or licence to practise to a person accepted for membership or licensed to practise.</p> <p>(4) If the Council refuses to pass a resolution ...or if the Registrar refuses to register or issue a certificate of registration or licence to practise to such a person, the person aggrieved ... shall have</p>	<p>more of such offices.</p> <p>(5) The Secretary, while performing the duties of Secretary, Treasurer or Registrar, may, with the approval of the Council and at the expense of the Association, engage the services of clerks or stenographers, on a full time or part time basis.</p> <p>Regulation/Bylaw 11(1) The Council at its first regular meeting shall appoint the Treasurer of the Association.</p> <p>(2) The Treasurer shall perform the duties imposed upon him by the Act and bylaws. He shall, under the instructions of the Council, collect and receive, pay out or invest all moneys due to and payable by the Association. He shall keep proper books of account entering therein all moneys received and paid out by the Association, prepare and submit to the annual meeting of the Association the financial statement,</p>	<p>The Executive Committee of the Council ... may act itself or designate a member or members of the Association to act as arbiter between members or engineers-in-training or as negotiator on behalf of the member or engineer-in-training respecting any matter pertaining to his professional welfare. Any action taken hereunder shall be deemed as having been taken by the Association.</p>	

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	the right to apply to a judge ... who ... may grant an order directing the Council and the Registrar to register the name of the person as a member of the Association or to issue to the person a licence to practise, or make such other order as may be warranted by the facts, and the Council shall forthwith comply with the order.	duly certified by the Auditor of the Association, of the annual revenues and expenditures of the Association and furnish such other financial reports as may be requested by the Council. He shall perform all other duties incidental to his office or which may be assigned to him by the Association or Council.		
<p><u>NWT and Nunavut: Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists</u></p> <p><i>Engineering and Geoscience Professions Act</i></p> <p><i>NAPEG Bylaws made pursuant to and subject to Engineering And Geoscience Professions</i></p>	<p>10(1) Council shall appoint an Executive Director.</p> <p>(2) The Executive Director shall</p> <p>(a) maintain, in respect of each designated profession, registers of members, licensees, permit holders and members-in-training; and</p> <p>(b) perform other duties assigned to the Executive Director by this Act and the bylaws and by Council.</p> <p>Bylaw 15 The Executive</p>		<p>4. The Association, in addition to the powers vested in it by the Interpretation Act, has the power</p> <p>(a) to acquire and hold real property and (b) to borrow money for the purposes of the Association.</p> <p>12. (1) Council shall, in accordance with the bylaws, designate a Board of Examiners in Engineering and Geoscience responsible</p>	<p>The Executive Director is CEO and Registrar.</p> <p>Operations in Nunavut Regulatory powers of Association in Nunavut 58. The Association has and may exercise such powers and functions for the regulation of professional engineering and professional geoscience in Nunavut, including the discipline of registrants and permit holders in relation to</p>

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<p>Act</p> <p>There are no regulations under the Act.</p> <p>All section references are to the Act unless otherwise indicated.</p>	<p>Director shall be in responsible charge, under Council governance, of all property of the Association and shall be responsible for the work of all employees of the Association and shall be responsible for maintaining a record of policies, procedures and guidelines of the Association.</p> <p>The Executive Director shall be responsible for:</p> <p>a) maintaining, in respect of each designated profession, a register</p> <p>b) publishing the register annually</p> <p>c) the presentation of business and recording of proceedings at all meetings of the Association and of Council</p> <p>d) conducting the correspondence of the Association and keeping full records thereof</p> <p>e) the books and accounts of the Association and ensuring that all moneys ... are collected and deposited.</p> <p>f) the drawing of cheques</p>		<p>for appraising academic and experience qualifications of applicants for registration under this Act, and for setting and conducting examinations.</p> <p>33 The Discipline Committee shall appoint an Investigative Committee comprised of one or more of its members to conduct a preliminary investigation of the complaint on behalf of the Discipline Committee.</p> <p>37(1) Council shall, on receipt of a direction issued by an Investigative Committee under paragraph 35(1)(c) or by the chairperson of the Discipline Committee under subsection 36(2), appoint a Board of Inquiry comprised of three council members to conduct a hearing to inquire into the complaint.</p> <p>46(1) The chairperson of the Discipline Committee may, at any time before</p>	<p>conduct in Nunavut, as may be provided to the Association under the laws of Nunavut.</p>

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	<p>against the funds of the Association to be signed by the Executive Director and President or alternates approved by Council</p> <p>g) providing from time to time such information and reports as may be requested by Council, or which he/she deems necessary in the interest of the Association</p> <p>h) publishing the Association's schedule of fees annually, and</p> <p>i) such other functions as are necessary or expedient for the proper administration of the Act and bylaws and the affairs of the Association generally.</p> <p>Bylaw 17 (a) Application for registration as members, licensees, permit holders, and members-in-training shall be made to the Executive Director on the application forms approved by Council.</p> <p>(b) The applications shall be reviewed by the</p>		<p>the commencement of a hearing into a complaint, appoint a referee to conduct an alternative dispute resolution process in respect of the complaint.</p>	

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	<p>Executive Director.</p> <p>(c) Applications by applicants who do not qualify under Sections 16... shall be referred to the Board of Examiners immediately.</p> <p>(d) The Executive Director may register applicants, who qualify for registration under Sections 16... and who have applied under the mobility Agreement on Internal Trade.</p> <p>(e) Applications that have been approved by the Board of Examiners shall be reviewed by the membership committee and forwarded to the Council together with a recommendation for disposition. The list of mobility applicants and permit holders, approved by the Executive Director, shall be forwarded to Council at each Council meeting.</p> <p>(g) Application for registration as a permit holder shall be made to the Executive Director. The Executive Director shall</p>			

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	<p>register applicants immediately, who qualify under Section 23(3) of the Act, provided all requirements for registration have been met.</p> <p>32(6) If the Executive Director has evidence, in the absence of a complaint under subsection (1), that the conduct of a practitioner constitutes unprofessional conduct, the Executive Director shall file a written complaint with the chairperson of the Discipline Committee.</p>			
<p>Yukon: Association of Professional Engineers of Yukon</p> <p>Engineering Profession Act</p> <p>Engineering Profession Regulation</p> <p>Engineering Profession Act Bylaws</p> <p>All section references are</p>	<p>10 The Council shall appoint a registrar for the purposes of this Act.</p> <p>Bylaw 10 Council shall appoint officers as specified in the Act all of whom shall serve at the pleasure of Council. (a) a Registrar shall be appointed from the membership of the Association at its first regular meeting following</p>	<p>Bylaw 10(c) Council shall choose to appoint an Executive Director to assist in the management, administration and daily operation of the Association. The Executive Director’s duties include: -keeping minutes of all Association meetings and conducting the general correspondence of the Association and Council. -being responsible for the</p>	<p>8 In addition to the powers vested in it by this and any other Act, the Association has the power to ...</p> <p>44 – powers of the discipline committee</p> <p>Regulation 2 Council shall appoint standing or special committees, task forces or boards as it from time to time may consider necessary to serve the</p>	

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to the Act unless otherwise indicated.	<p>each election. The duties of the Registrar include:</p> <ul style="list-style-type: none"> -performing the duties imposed by the Act, Regulations and these Bylaws -keeping a full and proper record of each application for membership in the Association for all classes of members and the decision of the Board of Examiners with regard to each. -ensuring all new members are provided with a copy of the Act, Regulations and Bylaws and a seal. -being responsible for the safekeeping of the Seal of the Association. -performing other duties incidental to the office or which may be assigned by Council from time to time. <p>Regulation 29(2) The Board of Examiners shall consist of at least three members of the Association, one of whom shall be the Registrar</p> <p>Regulation 5 An</p>	<p>management of the Association's employees and office.</p> <ul style="list-style-type: none"> -preparing a provisional budget for review by the Secretary-Treasurer. - -maintaining a list of members interested in serving on Boards and Committees. -performing all other duties incidental to the office or which may be assigned by the Association or Council from time to time. The Secretary-Treasurer will be responsible for general supervision of the Executive Director and annual evaluation of the incumbent's performance, in consultation with Council. (d) Council may at any time, if deemed necessary, appoint a Deputy Registrar. The Deputy Registrar shall assist the Registrar in the performance of the duties required of that position as directed by the Registrar or Council. Procedures for the appointment of the 	<p>interests of the Association and shall at the time of the appointment establish terms of reference and delegate any authority it deems necessary for the committee, task force or board to perform its function.</p> <p>20(3) The Board of Examiners shall consider applications for the registration of applicants as professional engineers and holders of limited licences.</p> <p>Bylaw 10(b) a Secretary-Treasurer shall be appointed from the membership of the Association at its first regular meeting following each election. The Secretary-Treasurers duties include:</p> <ul style="list-style-type: none"> -giving notice of all meeting of the Association and Council. -being responsible for the keeping of proper accounts for the Association and the preparation of the annual 	

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	<p>application for membership in the Association in any of the classes of membership shall be made to the Registrar and shall be referred by the Registrar to the Board of Examiners for evaluation</p> <p>26(3) Despite section 29, a person designated by the registrar as a mediator may assist in settling a complaint ... but if within 60 days from the date of receipt of the complaint or a longer period agreed to by those persons a settlement of the complaint between those persons does not occur, or in the mediator's opinion is not likely to occur, the complaint shall be referred immediately by the registrar to the Discipline Committee.</p> <p>Regulation 32(2) The mediator may consult with the Registrar, but the Registrar shall not assume the role of mediator.</p>	<p>Deputy Registrar shall be determined by Council when required.</p>	<p>financial statement and balance sheet. -certifying the correctness of all accounts payable. -receiving all fees and payments due the Association. -being responsible for the preparation of a provisional budget for the Association that will be submitted to Council for approval before the end of the previous fiscal year. -carrying out the duties of the Executive Director should that position be vacant for any reason. - performing all other duties incidental to the office of Secretary-Treasurer or which may be assigned by Council from time to time. (e) Council may appoint such other officers as deemed necessary and define their duties.</p>	

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	Bylaw 20 All documents required by the Act, Regulations and these bylaws shall be in a form approved by Council. The Registrar shall be responsible for maintaining a record of all approved documents.			