



# Chapter Executive Training

Hilton Hotel Toronto

May 04, 2019

3:00 – 4:30 p.m.



# Introductions

- Chapter Office: meet the team
- Adeilton Ribeiro, P.Eng., Acting Manager, Chapters  
Julie Hamilton, Coordinator, Chapters  
Sharon Gillam, Administrative Assistant, Chapters
- Chapter roll call



# AGENDA

- 3:00 Chapter Updates, Business and Policies
- 3:30 RCC & Council Updates
- 4:00 CLC and Regional Congress Input



# Chapter Updates, Business and Policies

- Chapter Communication: Campaigner Update
- Mandatory PEO Volunteer Training
- Scholarship Application
- Licence Certificate Presentation Form
- Licence Certificate Claim Form
- Chapters SharePoint
- Chapter Websites
- Anti-Workplace Violence and Harassment Policy
- PEAK Advertisement Policy



## Chapter Communication, Campaigner Update as of April 5, 2019.

- Take away: 86% of members have said “yes”, they want to hear from their chapter!

	YES	NO	NOT YET	% that say YES
Algoma	80	7	174	91.95%
Algonquin	125	14	270	89.93%
Brampton	912	155	2,326	85.47%
Brantford	163	19	450	89.56%
Chatham-Kent	110	12	188	90.16%
East Toronto	1,165	201	2,881	85.29%
Etobicoke	393	49	822	88.91%
Georgian Bay	270	44	550	85.99%
Grand River	1,464	217	3,050	87.09%
Hamilton- Burlington	1,141	217	2,617	84.02%
Kingston	366	64	852	85.12%
Kingsway	254	48	655	84.11%
Lake-of-the-Woods	37	11	81	77.08%
Lake Ontario	788	160	2,083	83.12%
Lakehead	229	24	536	90.51%
Lambton	274	41	650	86.98%
London	773	105	1,716	88.04%
Mississauga	1,856	304	4,345	85.93%
Niagara	430	76	1,049	84.98%
North Bay	112	16	286	87.50%
Oakville	1,096	181	2,342	85.83%
Ottawa	2,307	381	5,545	85.83%
Peterborough	250	37	618	87.11%
Porkupine/Kapuskasing	68	8	150	89.47%
Quinte	120	24	308	83.33%
Scarborough	810	124	2,097	86.72%
Simcoe Muskoka	435	63	1,079	87.35%
Sudbury	389	51	748	88.41%
Temiskaming	20	4	67	83.33%
Thousand Island	102	13	289	88.70%
Toronto- Humber	484	81	1,128	85.66%
Upper Canada	72	10	180	87.80%
West Toronto	1,049	218	2,511	82.79%
Willowdale/Thornhill	1,195	175	3,010	87.23%
Windsor-Essex	481	67	1,069	87.77%
York	2,297	418	5,133	84.60%
<b>Total</b>	<b>22,117</b>	<b>3,639</b>	<b>51,855</b>	<b>86.49%</b>



- **Mandatory PEO Volunteer Training:**
  - PEO launched mandatory online training modules on OHSA and Accessibility on February 28<sup>th</sup>
  - Completion is required by December 31<sup>st</sup>, 2019
  - Noncompliance will result in suspension from the position
  - Approx. 28% of PEO volunteers have already completed
- **Scholarship Application:**
  - 2019 budget \$40,000.00
  - Current budget is \$39,000.00
  - \$1,500.00 per Chapter
  - 2018 total request was \$42,142.75 (31 Chapters applied)



# Licence Certificate Presentation Form

- General information about chapters;
- Encourage new members to stay connected;
- Call for volunteers.

## All About PEO Chapters

PEO chapters provide a local presence for the association. They promote the value of engineering within their communities and provide an important link between members-at-large and PEO's elected Council.

Is there a fee to belong to a chapter?

- Membership is free! There are 36 chapters, organized into 5 regions, across the province. Once you have registered as a PEO member, you will be automatically assigned to a chapter based on your postal code.

How will I know about chapter opportunities and events?

- Each chapter has its own website. They also send email communications to announce upcoming technical talks, networking opportunities, social events and more.

### Stay connected with your chapter through email!

- During your registration process, you will be asked whether you would like to receive emails from your chapter.
- By selecting "YES" you will be added to your chapter's email list and receive messages about their activities, such as the chapter's annual general meeting, licence certificate presentation ceremonies, technical talks and tours, and other exciting events.
- Your communication preference can be updated at any time through the Member Portal.

## Volunteer with your Chapter!

Approximately 500 professional engineers, engineering interns and non-engineers volunteer their time each year to work on behalf of PEO chapters.

Volunteers in our 36 chapters help to:

- Organize licence certificate presentation ceremonies;
- Host technical seminars and social events;
- Offer professional networking opportunities;
- Engage students in discovering the joys of math, science and engineering through education outreach programs and local events; and
- Represent PEO in their communities and beyond.

Contact your chapter today and find out about current volunteer opportunities.

Also, visit the volunteer section of PEO's website ([www.peo.on.ca](http://www.peo.on.ca)) to learn about all the volunteer opportunities available at PEO.

**Your chapter executive looks forward to meeting you at the next chapter event!**



Licence Certificate Ceremony Expense Claim Form

Licence Certificate Claim Form

- Please submit receipts to show all expenses and revenue.

Chapter Name

Contact Name

Position

Tel  Email

Date of ceremony

Location of ceremony

**Type of Event**  
 Dedicated  Combined with other Event

Total cost of certificate ceremony \$  (A)

Total revenue (if any) \$  (B)

Net cost of ceremony (A minus B) \$  (C)

Number of certificate recipients\*  X E = \$  (D)  
\*(That were confirmed and paid for under the Chapter's event contracts)

Total claim (lesser of C or D) \$



**Where:**  
 E=\$60 if PEO frames certificates  
 E=\$80 if PEO Chapter frames certificates

In order for this claim to be valid, the Licence certificates must have been framed according to the PEO framing policy.

Copies of all invoices and receipts or cancelled cheques must be attached.

For information purposes please indicate the total attendance at the ceremony

Chapter Signature \_\_\_\_\_ Date

PEO Approval \_\_\_\_\_ Date





# Chapter SharePoint

- Resource available to all Chapters
- <https://dm.peo.on.ca/chapters/CHAPTERNAME/default.aspx>
- Username/Password – contact Sharon Gillam

PEO Home > Chapters > Algoma

**Announcements**

**Welcome to SharePoint** 2/6/2012 12:49 PM  
by Sebrina Natalizio  
Find your SharePoint User Guide & Directory in the *SharePoint - Getting Started* folder in your Documents Library below.  
Need more training? Contact the Chapter Office and let us know what further training you'd like.

**Calendar**

There are currently no upcoming events. To add a new event, click "Add new event" below.

**Documents**

Type	Name	Modified By
Folder	Finance	Sebrina Natalizio
Folder	Meetings	Sebrina Natalizio
Folder	Reference	Sebrina Natalizio
Folder	Regional Congress	Sebrina Natalizio
Folder	SharePoint - Getting Started	Sebrina Natalizio
Folder	Subcommittees, Programs, Task Forces	Sebrina Natalizio
Folder	Communication and Marketing	Sebrina Natalizio

**User Tasks**

There are no items to show in this view.

**Project Links**

There are currently no favorite links to display. To add a new link, click "Add new link" below.



- **Chapter Websites**

- IT 3-year strategic plan (2017-2020), includes outsourcing all PEO's web-served services.
- Mad Hatter is developing PEO's new website. Once deployed the plan is to move all chapters websites to their server as well.

- **Anti-Workplace Violence and Harassment Policy**

- <http://www.chapters.peo.on.ca/wordpress/wp-content/uploads/2014/04/AntiViolencePolicy.pdf>



- **PEAK Policy**

<http://www.chapters.peo.on.ca/wordpress/wp-content/uploads/2014/04/PEAK-Program-Chapter-Event-Advertising-Policy.pdf>

<b>PEAK Program – Chapter Event Advertising</b>	Date of Policy: November 16, 2018
	Approved by: Council
	Review Date: November 2021

<b>Policy Statement</b>	Chapter event advertising and promotional materials cannot claim or suggest that the event qualifies for PEAK credits or that attendees will be eligible for PEAK hours.
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Promotional materials for chapter events should include this disclaimer:

**Each licence holder should determine whether this event is relevant to their practice. Only practice relevant activities are appropriate for PEAK continuing knowledge hours. Participation in the PEAK program and completing the recommended hours is voluntary.**



# RCC & Council Updates

- **Special Project Fund**
  - Special Project Fund 2019 Budget: \$14,000.00
  - Scarborough Project Fund: \$3,553.85
  - Ottawa Project Fund: \$4,344.00
  - Grand River Project Fund: \$2,000.00
  - Total remaining balance for 2019: **\$4,102.15**
  - New Criteria Component: RCC is giving preference to Projects of a Regulatory Nature
- **Fee Increases**
  - Changes to Article 39 of PEO's By-Law No. 1. resulted in an approved increase of approx. 20% of all fees related to licences, examinations, certificates of authorization, consulting engineer designations, reinstatements, fee remissions, EIT fees and seals, effective May 1, 2019
- **2019 Suspended Committees**
  - Education Committee, Governance Working Group, Emerging Discipline Task Force



# 2019 CLC Discussion Group

- CLC Relevancy
- Breakout session more effective
- No more multiple topics being discussed simultaneously with no end result;
- Within the regulatory mandate - What are the most common challenge(s) your chapter has been involved in lately?
  - Application process
  - Interviews
  - Enforcement
- How can your chapter contribute in solving this issue?  
Prioritize and bring the list of challenges to their respective Department and Committees
- Departments and Committees would recommend action items back to chapters to be discussed at the CLC



# Regional Congress Format Review

- Some Regional Councillors brought to RCC the idea of making the Regional Congress more effective
- What changes would you like see at your Regional Congress?
  - Training
  - Workshops
  - Etc.



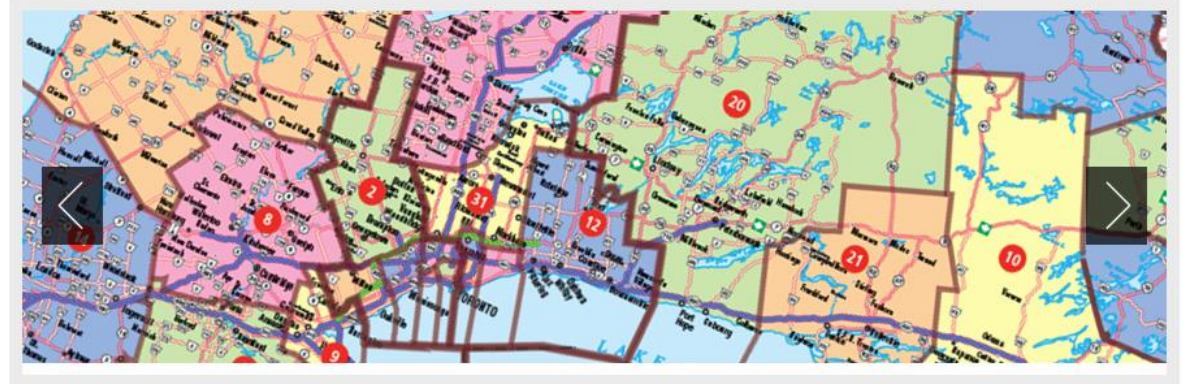
# Chapter Resources

- Chapters website:
- [chapters.peo.on.ca](http://chapters.peo.on.ca)

## PEO Chapters

Professional Engineers Ontario

HOME DOCUMENTS A-Z FORMS/TEMPLATES RESOURCES CONTACT CONGRESS CORNER RCC CORNER CALENDAR



### Volunteer Expense Reimbursement Policy

Expense Reimbursement Policy

Search

Share this: [Twitter](#) [Facebook](#) [LinkedIn](#)



### Outer Regions: Hosting a Congress

This policy outlines the expectations of a hosting chapter for an outer regional congress. Regional Congress RACI and Organization Protocol

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CPDCOA Newsletter Boilerplate



# The Chapter Office

- Completed request forms (name tags, insurance, etc)
- Equipment requests (bridge buster, banners, clickers, etc)
- Campaigner, WordPress and SharePoint support/questions
- Congress/conference details
- Financial information (bank balances, business plans, financial statement)
- Of course: additional questions, requests, comments, and general conversation always welcome!