



# Minutes

Regional Councillors Committee (RCC)  
Saturday, January 31, 2015

Toronto Airport Marriott Hotel  
Address: 901 Dixon Road, Toronto, ON M9W 1J5  
Phone: (416) 674-9400

<b>Chair:</b>	Len King, P.Eng.	Western Region Junior Councillor
<b>Vice-Chair:</b>	Rob Willson, P.Eng.	West Central Region Senior Councillor
<b>Members:</b>	David Brown, P.Eng.	Eastern Region Senior Councillor
	Nick Colucci, P.Eng.	East Central Region Junior Councillor
	Charles Kidd, P.Eng.	Eastern Region Junior Councillor
	Ewald Kuczera, P.Eng.	Western Region Senior Councillor
	Serge Robert, P.Eng.	Northern Region Junior Councillor
	Changiz Sadr, P.Eng.	East Central Region Senior Councillor
	Michael Wesa, P.Eng.	Northern Region Senior Councillor
<b>Guests:</b>	Thomas Chong, P.Eng.	President-elect, PEO
	Manoj Choudhary, P.Eng.	Manager, EIT
<b>Staff:</b>	Matthew Ng, P.Eng.	Manager, Chapters
	Yulia Milashchenko	Coordinator, Chapters
<b>Regrets:</b>	Danny Chui, P.Eng.	West Central Region Junior Councillor

## 1.0 Call to order and welcome

Meeting was called to order by the chair at 9:01 a.m.

## 2.0 Routine Business

### 2.1 Approval of the meeting Agenda

Agenda was approved with following additions:

- o 3.2.2 Ottawa Special Project Fund
- o 6.4 Regional Offices Work Group

**Motion 1:** To approve meeting's agenda as amended.

**Moved by:** N. Colucci. **Seconded by:** C. Kidd. Motion **CARRIED.**

### 2.2 Approval of Minutes to previous meeting (Oct 18, 2014 and Dec 16, 2014)

Minutes from both October 18 and December 16, 2014 meetings were approved as presented.

**Motion 2:** To approve October 18<sup>th</sup> 2014 meeting's minutes as presented.

**Moved by:** N. Colucci. **Seconded by:** E. Kuczera. Motion **CARRIED.**

**Motion 3:** To approve December 16<sup>th</sup>, 2014 meeting's minutes as presented.

**Moved by:** C. Sadr. **Seconded by:** E. Kuczera. Motion **CARRIED.**

### 2.3 Business arising from previous Minutes

There was no business arising from previous minutes.

### 3.0 Chapter Issues

#### 3.1 Regional Open Issues

#### Western Region Open Issues

**Western Open Issue 49** – Whereas PEO is trying to encourage Engineering graduates to become Professional Engineers, and whereas becoming a Professional Engineer has positive impacts to employees at the workplace, and whereas the current turn-around time for reviewing a P. Eng application is 12 -16 weeks after the referees forms have been received, and whereas there could be an expected increase in the volume of applicants with the removal of the industrial exception, be it resolved that RCC request Council to find appropriate ways to reduce the turnaround time metric to 4 weeks for 90% applicants.

**Update:** Remains Open. No updates to report.

**Notes:** RCC Chair has send out the communication to the Registrar officially requesting the Lean Study results once it is completed.

#### 3.1.1 PEO Governance Review updates

**Western Open Issue 51** – Whereas PEO has struggled for a number of years with governance issues, and, whereas PEO has responded recently to a number of these issues in a knee-jerk reaction, Whereas other motions have been proposed to review council makeup, WRC requests that RCC requests PEO to initiate a governance review of the PEO. To this end, a taskforce shall be set up comprising PEO stakeholders and shall include additional members from other professional organizations. Such taskforce shall review current governance models and provide recommendations to PEO Council.

**Update:** RCC requested Western Regional Congress to review 2003 and 2010 PEO Governance Review documents and resent RCC with report on which issues remain outstanding and have continued relevance.

**Action 1:** RCC requests Western Regional Congress to:

- review 2003 and 2010 PEO Governance Review documents,
- determine which issues remain outstanding and have continued relevance,
- provide report back to RCC before February 27, 2015.

**Notes:** RCC agreed to rescind Motion 6 from October 18<sup>th</sup>, 2014 meeting:

**Motion 6:** *With regards to Western Open Issue 51 and PEO's Strategic Plan: RCC recommends that Council directs the Registrar to hire a consultant to conduct a PEO Governance Review. **Moved by:** R. Willson. **Seconded by:** C. Kidd. Motion **CARRIED.***

**Motion 4:** Motion to RCC rescind Motion #6 from the October 18, 2014 RCC meeting, regarding Western Open Issue 51. Whereas,

- a. it has been brought to the attention of the RCC that there have been two significant Governance reviews at PEO in the recent past, namely in 2003 and 2010;
- b. the extent to which these reviews have been implemented by PEO is unknown to the RCC;
- c. before any future governance work is undertaken, point b. above should be known to decision makers; and,
- d. the responsibility for making recommendations to Council with respect to governance rests with the Executive Committee.

**Moved by:** N. Colucci. **Seconded by:** D. Brown. Motion **CARRIED.**

Discussion ensued on future steps in resolving Governance Review issue, resulting in Motion that was tabled till the next meeting:

**Motion 5:** Whereas, in relation to Western Open issue 51:

That RCC request its Chair to refer this matter to the Executive Committee at their next meeting:

- a. to summarize the 2003, 2010 and other governance reviews and their current status;
- b. Determine what issues remain outstanding and have continued relevance.
- c. to provide report back to RCC.

**Moved by:** N. Colucci. **Seconded by:** C. Sadr.

Moved to table:

**Moved by:** S. Robert. **Seconded by:** M.Wesa. Motion **TABLED.**

**Note: motion tabled to allow time for the Western Regional Councillors to have a discussion with the region on the problem statement of western open issue 51**

**Action 2:** Chapter Office to include Governance Review item and the review of tabled Motion 5 to the Agenda for the March 28<sup>th</sup> RCC meeting.

### 3.1.2 Chapter Involvement in hosting PEO Annual General Meeting

**Western Open Issue 54 –** That WRC requests RCC to clearly establish roles/ responsibilities of the hosting chapter in organizing the PEO Annual Meeting and PENTA Forum events.

**Update:** Remains open. RCC requests Chapter Office to distribute “Chapter Involvement in hosting PEO Annual General Meeting” document for consultation to all 36 chapters, appropriate staff and stakeholders for peer review on February 4, 2015.

**Notes:** RCC shall contact Chapter Manager with comments (if any) regarding the “Chapter Involvement in hosting PEO Annual General Meeting” document before February 3, 2015 for the document to be distributed for consultation on February 4, 2015.

**Motion 6:** Chapter Manager to distribute “Chapter Involvement in hosting PEO Annual General Meeting” document to all chapters and any relevant committees for review during the February 2015 round of Regional Congress on February 4, 2015.

**Moved by:** E. Kuczera. **Seconded by:** R. Willson. Motion **CARRIED.**

**Action 3:** RCC to contact Chapter Manager with comments regarding the “Chapter Involvement in hosting PEO Annual General Meeting” document before February 3, 2015.

### 3.1.3 Structured EIT Program

**Western Open Issue 55 –** WRC requests RCC to establish a task force to consider recommended changes and potential implementation of the proposed structured EIT program as presented in the PENTA Forum 2014, so to address Western Open Issue 49 by 2015 PEO AGM.

**Update:** No update to report. Remains Open.

**Notes:** EIT Manager participated in January 31, 2015 RCC meeting. Discussion ensued. No further actions are required for the time being.

## West Central Open Issues

### 3.1.4 Meeting Attendance Policy

**West Central Open Issue 29 –** WCRC wants RCC to review the invitation and attendance policy of Chapter AGM and Meetings where a senior regional Councillor is seeking re-election, and where a senior regional Councillor is seeking election to other council positions.

**Update:** Remains open. Chapter Office is continuing to work on improving the “Meeting Attendance Policy Draft” document by incorporating all Councillors suggestions and feedback.

**Notes:** Second version of the draft will be presented to RCC for approval during the March 28, 2015 meeting.

### 3.1.5 Open Issues, Motions and Actions Flow Chart

**West Central Open Issue 31 – WCRC wants RCC to establish a mechanism to track motions' progress and their proposed implementations.**

**Update:** Remains open. The flowchart depicting Open Issues, Motions and Actions, and their creation, tracking and completion processes was presented to RCC.  
RCC requested Chapter Office to present this flowchart to all Chapters during the February 2015 round of Regional Congress.

**Action 4:** Chapter Office to include the Motions/Actions flowchart to all Congress Packages during the February 2015 round of Regional Congresses.

**West Central Open Issue 32 – WCRC wants RCC to implement means of improving the knowledge new licensees have with regards to the role and mandate of PEO in society, its chapter system and volunteerism in general for the association.**

**Update:** Remains open. Chapter Office is working on improving the Welcome Package to new licensees that could provide the additional information with regard to the role and mandate of PEO in society, its chapter system and volunteerism, in general, for the association.

### Eastern Open Issues

**Eastern Open Issue 109 – To determine the feasibility of establishing a steering committee in the Eastern Regional Congress to investigate how to better service and engage members in the greater Ottawa area (National Capital Region).**

**Updates:** Remains open. No updates to report. Committee continues to work on their objectives.

**Eastern Open Issue 111 – Whereas the ERC wants to improve the future allotment planning processes; for chapters to prepare Draft Business Plan 3 weeks prior to the June Congress for a presentation/discussion/peer review of their Business Plans at their June Congress.**

**Update:** RCC directed this issue to the Regional Allotment Task Force (RAT Force) that will look in all aspects of annual regional allotment distribution including the planning process and report back to RCC at a subsequent meeting.

### East Central and Northern regions have no current Open Issues.

Conversation ensued about the background information pertaining to any open issue. The concern is that after certain amount of time, the actual intent of the open issue is lost. General consensus was that all open issues should include background/rationale behind the motion, which resulted in following motion:

**Motion 7:** All open issues to include background explaining the reasons and rationale behind the motion.

**Moved by:** E. Kuczera. **Seconded by:** S. Robert. Motion **CARRIED.**

### 3.1.6 USA PEO Proposal

Councillors reviewed the proposal made by Pierre Legault, P.Eng. regarding the creation of the USA Chapter for PEO members residing in the USA.

General consensus was that that this proposal might have significant benefits to members living outside of Ontario and in this context, in the US, however such “non-resident” chapter should have a clear mandate that serves in PEO’s best interests. Councilors agreed, as an experiment, to send out initial contact e-blast in order to gauge interest in participating in a “virtual” networking opportunity.

Discussion resulted in following motion:

**Motion 8:** With respect to the proposal submitted to RCC by Pierre Legault, P.Eng. (past chair Ottawa Chapter), RCC authorizes the Chapter Manager to send an initial contact e-blast to PEO members living in the States of TN, GA, OH, KY, MO, VA, and NC to gauge their interest in participating in a “virtual” networking opportunity. Chapter Manager is further authorized to provide the use of the teleconference number to facilitate initial dialog with licence holders. Pending a report to be submitted to RCC by engineer Legault, RCC may determine what action, if any, will be executed to move forward with the experiment.

**Moved by:** N. Colucci. **Seconded by:** R. Willson. Motion **CARRIED.**

### **3.1.7 Lack of inclusion of the regional councillors in PEO's communications to chapters.**

Councillor Sadr brought to the Committee's attention the issue of Regional Councillors not being carbon copied to some communications from Head Quarters to Chapters in their respective regions. Due to the variety of the communications sent out by the Head Quarters and amount of e-mails Councillors receive on every day basis, it was decided not to put a firm rule in place. Proposed solution was to include respective Regional Councillors to the regional e-mail distribution list.

**Action 5:** Chapter Manager to request IT Department to add respective Regional Councillors e-mails to the regional e-mail distribution list.

## **3.2 Special Project Fund Applications**

### **3.2.1 2015 PEO Niagara Design Build Competition**

Councillor Kuczera presented Niagara Chapter's Special Project Fund application for the 2015 PEO Niagara Design Build Competition. RCC Supported the initiative up to a maximum amount of \$2300.

**Motion 9:** RCC to approve Niagara Chapter Special Project Fund application for the 2015 PEO Niagara Design Build Competition up to a maximum amount of \$2300 from RCC Special Project Fund.

**Moved by:** E. Kuczera. **Seconded by:** N. Colucci. Motion **CARRIED.**

### **3.2.2 Ottawa Special Project Fund**

Councillor Kidd gave RCC notice that Ottawa Chapter is preparing the Special Project Fund application to expand the scope of their Annual General Meeting. They will be presenting all required paperwork to RCC during the next meeting.

## **4.0 Chapter & RCC Finances**

### **4.1 2015 Chapter Allotment Distribution**

Chapter Manager announced that the first part of allotment for all Chapters has been signed by the Registrar on January 20, 2015 and sent to the Finance Department for processing. It is estimated for Chapters to see money in their bank accounts during the second week of February.

## **5.0 RCC Issues**

### **5.1 Aptify rollout and E-Blast tool updates**

Chapter Manager updated RCC on the Aptify roll out and E-Blast tools:

- Aptify project has been restarted and at the moment IT group is focusing managing scope creep.
- Chapter E-blast consultation turned out comments that will be compiled in one document and distributed back to chapters and all Regional Councillors.
- “Campaigner” was selected to be a third party vendor for managing chapter e-blasts. York chapter was selected to run the pilot testing of the new software.

### **5.2 Chapter Volunteer Service Recognized by PEO**

Councillor King, on behalf of RCC, sent a letter to the Awards Committee requesting clarifications pertaining to the criteria of chapter volunteer service recognized by PEO. There was no answer to this date. RCC requested Chapter Manager to follow up with this matter.

**Action 6:** Chapter Manager to follow up with the Awards Committee regarding the Chapter volunteer service recognized by PEO.

### **5.3 Council Elections Debates Promotion**

With regards to the Action 7 from Eastern Regional Congress that took place on September 20, 2014:

*Action 7: RCC to come up with a way to promote Council Elections Debates amongst members.*

Councillors agreed that Eastern Regional Congress should address their concerns to the Central Elections and Search Committee (CESC).

Discussion ensued about confusion surrounding Candidates referring to a Nominator as an Endorser.

### **5.4 Future RCC Meetings Schedule**

With regards to the Action 5 from the West Central Regional Congress that took place on October 4, 2014:

*Action 5: Chapter Office to pass on West Central's request to RCC to schedule its meetings a year in advance and add those dates to the Chapter Key Dates Calendar.*

Councillors granted West Central Region's request and scheduled RCC meetings for year 2015:

March 28, 2015 – Face-to-face order of business meeting

April 25, 2015 – Special Elections Meeting during PEO's Annual General Meeting

July 25, 2015 – Face-to-face order of business meeting

October 25, 2015 – Face-to-face order of business meeting

December 2, 2015 – Year-end wrap up teleconference meeting.

All dates will be added to the Chapter Key Dates document and calendar by the Chapter Office.

## **6.0 RCC Subcommittees / Task Forces / Working Groups updates**

### **6.1 Regional Allotment Task Force**

Regional Allotment Task Force's first meeting (teleconference) was scheduled by the Task Force members to take place on Tuesday, February 3, 2015 from 12 p.m. to 1 p.m.

### **6.2 IT Governance Work Group**

Chapter Manager presented Terms of Reference for the IT Governance Work Group and announced that group members will be selected from the pool of applicants within next two weeks.

### **6.3 Volunteer Leadership Conference Organizing Committee**

Councillor Willson briefly updated RCC with the developments and plans of the Volunteer Leadership Conference Organizing Committee for the pre-AGM Friday, April 24, 2015. Theme for the event was selected to be "Connecting PEO Volunteers". Main focus of the Volunteer Leadership Conference is to connect and build trust between Committee Volunteers and Chapter Volunteers.

### **6.4 Regional Offices Work Group**

A conversation ensued about the reasons behind existing Regional Offices and possible Eastern Regional Office. Councillors expressed interest in seeing some statistics whether there is a higher proportion of graduates getting licensed from those universities that have Regional Offices versus the ones that do not. Conversation did not result in any actions or motions.

## **7.0 Other Business**

There was no other business discussed.

## **8.0 Adjournment**

### **8.1 Next RCC Meeting**

Next RCC meeting is scheduled to take place on Saturday, March 28, 2015 in Toronto.

Meeting was adjourned at 2:28 p.m.