



Minutes

Regional Councillors Committee (RCC) Monday, March 31, 2014 and Wednesday, April 9, 2014

Teleconference

Dial In: 1-866-512-0904

Participant Code: 5122544

Chair: Len King, P.Eng. (March 31, 2014 and April 9, 2014)

Vice-Chair: Rob Willson, P.Eng. (March 31, 2014 and April 9, 2014)

Members: Sandra Ausma, P.Eng. (March 31, 2014 and April 9, 2014)
David Brown, P.Eng. (March 31, 2014 and April 9, 2014)
Changiz Sadr, P.Eng. (March 31, 2014 and April 9, 2014)
Michael Wesa, P.Eng. (March 31, 2014)
Danny Chui, P.Eng. (April 9, 2014)
Ewald Kuczera, P.Eng. (April 9, 2014)

Guests: Nick Colucci, P.Eng. (March 31, 2014 and April 9, 2014)
Serge Robert, P.Eng. (March 31, 2014 and April 9, 2014)
Charles Kidd, P.Eng. (April 9, 2014)
Dennis Woo, P. Eng., York Chapter Chair (April 9, 2014)
Patrick Yeung, P.Eng., York Chapter Treasurer (April 9, 2014)

Staff: Matthew Ng, P.Eng., Manager, Chapters (March 31, 2014 and April 9, 2014)
Yulia Milashchenko, Coordinator, Chapters (March 31, 2014 and April 9, 2014)

Regrets: Chris Taylor, P.Eng.
Denis Carlos, P.Eng.

Time: 6:00 p.m. – 9:00 p.m. (Teleconference)

1.0 Call to order and welcome (CHAIR)

Meeting was called to order by L. King at 6:05 p.m. (March 31, 2014), 6:04 p.m. (April 9, 2014)

2.0 Routine Business (ALL)

2.1 Approval of the meeting Agenda

C. Sadr put the motion forward to remove item 8.2 from the agenda based on the recommendation that it is a chapter issue and it should be dealt with during the East Central Regional Congress. Section 6.2 was removed by consensus from the agenda before the April 9, 2014 meeting started.

Motion 1: To remove item 8.2 from the agenda.

Moved by C. Sadr, seconded by M. Wesa.

C. Sadr - FOR

M. Wesa - FOR
S. Ausma - FOR
R. Willson - FOR
D. Brown - FOR
Motion unanimously **CARRIED**

Motion 2: To approve Agenda, with changes (Note: to remove item number 8.2 and change item 4.3 and 4.5 to the discussion items rather than decision items).
Moved by S. Ausma, seconded by M. Wesa. Motion **CARRIED**.

2.2 Approval of Minutes to previous meeting (December 7, 2013)

Motion 3: To approve December 7, 2013 RCC meeting minutes
Moved by D. Brown, seconded by R. Willson. Motion **CARRIED**.

2.3 Business arising from previous Minutes
Councillors reviewed section 2.3 of the package and no conversation ensued.

3.0 Chapter Issues (ALL)

3.1 Regional Open Issues

Western Regional 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.
- C. Sadr raised an issue over the removal of the pre-paid return postage for referees. He believes that it will delay the processing time as it is inconvenient for the referee or that the whole process should be done electronically if it is the matter of cost to PEO. Councilor Sadr shared with RCC details of the e-mail from Gerard McDonald explaining the reasons behind the issue which were significant savings to PEO and future possibilities of on-line applications, once Aptify is fully operational.

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: Remains open pending the Governance Review and Strategic Planning.

Western Open Issue 52 - To ask council to create a licensure improvement task force to review current processes and way to improve. Metrics start the moment applications received by PEO.

- Update: No updates to report, remains open.
- Western regional councillors still have not had their one-on-one meeting with Gerard McDonald at this time

Western Open Issue 53 - RCC to ask for an explanation from regional councilors regarding any funding discrepancies which occurred for the 2014 allotment. A funding discrepancy is defined as a difference between the Chapter ask and the resulting allotment.

- Update: Councillor Sadr explained that although he cannot speak for the senior councillor, but his understanding for the allotment distribution in 2014 is that with the fact that we have enough funding to meet the chapter's asking, the reduction in the three chapters (York, Simcoe Muskoka and Willowdale Thornhill) to what these chapter to ask for, and the subsequent increase to the other three chapters (East Toronto, Lake Ontario and Scarborough) is intended to equalize the years of reduction seen by these chapters. In addition some other factors such as chapter activity, business plan, bank balance, and the fact that some chapters could get sponsors and raise funds for their events were taken into consideration. It was also explained to the chapters that in spite of reduction for some chapters, they have received increase comparing to their 2013 allotment, such as York Chapter for example that received 78% increase to their 2013 allotment.

West Central Regional Open Issues

West Central Open Issue 28 - Devise a mechanism (process and application) to coordinate advance planning for major event promotion and participation across the region to enhance planning and attendance at major chapter events.

- Update: Recommend to close but will remain open until next Regional Congress, during which it will be closed.
- After receiving information that new calendar will be fully operational and in use as of April 1, 2014, Councillor Willson recommended that chapters should be diligent in populating the calendar as it is very important tool in ensuring harmonious event scheduling.

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.
- Councillors discussed in detail all aspects of the policy involving Senior Regional Councillors attending AGMs while seeking election for any position:
 - Chapters need to remain neutral during the election period.
 - Senior Regional Councillor should "lay low" to avoid potential conflicts, etc. during election period.

- Junior Regional Councillor should be attending the said event on behalf of the Senior Regional Councillor
- If desired, Chapter should be inviting all Candidates or none at all (along with the Senior Regional Councillor) to their AGM to avoid bad optics.
- There is a potential for conflict of interest involving travel expense reimbursement for Senior Councillor on Regional Business
- There is no clear distinction between chapter costs and personal expenses for Candidates
- Perhaps we could be changing the time for Chapter AGMs to be held after the election season
- Perhaps we could be changing the length of the election campaigns
- Issues surrounding low numbers in Membership voting
- New action item was created for the Chapter Office to draft new policy regarding the matter for the next RRC meeting for review and further discussion.

Action 1: In response to West Central Open Issue 29 (RCC to review the invitation policy of Chapter AGM...), chapter office staff will draft the new policy regarding the Senior Regional Councillor attending AGMs while seeking election for any position to be reviewed during next RCC meeting.

West Central Open Issue 30 - WCRC want RCC to have a mechanism to deliver ‘Real Time’ Status on issues. The present methods are not adequate and timely to allow members to spark discussion and comment on issues.

- Update: R. Willson recommended for the Disposition of Motions document to be released to the membership after each Council session.

Action 2: Chapter Office to investigate the possibility for the Disposition of Motions document to be released to the public after each Council session.

Eastern Regional Open Issues

Eastern Open Issue 105 - Whereas the proceedings of extra-provincial tribunals and commissions could have effects on the public perception and guidelines of practice, the Eastern Regional Congress requests that PEO Council monitor and report to Ontario members the details, progress and lessons of national engineering tribunals and events.

- Update: Engineers Canada is working on dedicated to releasing the information on the proceedings of extra- provincial tribunals and commissions under the heading of National Perspective or Engineers Canada Perspective by Q3 of 2014.
- This is ongoing awaiting Engineers Canada’s action.

Eastern Open Issue 107 - To have regional congress and Regional Councillor Committee information posted online.

- Update: RCC webpage, which is a part of PEO website, is ready and operational. Chapter Office will start populating information shortly

Action 3: Chapter office to populate information on the RCC page to be ready by the June round of Regional Congresses.

Eastern Open Issue 108 - That the online license holder directory be enhanced to allow a search by chapter affiliation.

- Update: PEO IT is working on making the on-line License Holder Directory be searchable by Chapter affiliation and via a drop-down menu, promising to have it ready by the June round of Regional Congresses.

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).

- Update: Terms of Reference and a Work Plan were presented to RCC and resulted in the motion of accepting both, however denying the request for face-to-face meeting funding and presenting working group with some additional options.

Motion 4: To support Terms of Reference and the Work Plan for the Eastern Region Steering Committee. RCC denies the request for \$10,305.30 for face-to-face meetings; instead RCC wants the Steering Committee to have Teleconference meetings for at least first 3 meetings. Chapter Office will support Steering Committee for Teleconference needs.

Moved by D. Brown, seconded by C. Sadr. Motion **CARRIED**.

East Central Regional Open Issues

East Central Open Issue 70 - ECRC requests that Council recognize that “substantive motions” that require consultation with members are motions that:

- a) affect new policy or changes to existing policy;
- b) affect changes to the Act, Regulations or by-laws;
- c) changes to any governance of PEO not requiring changes to the Act, Regulations or by- laws;
- d) affect financial decisions in excess of \$25,000.; or
- e) as determined by Council in addition to but not to the exclusion of the points (a, b, c, d) above.

- Update: M. Ng sent out some information regarding the background of (a, b, c, d) shortly after the February 2014 Congress meeting.
- Councillor Sadr proposed to present the original wording of points a, b and c to chapter delegates during the next round of Regional Congress where it will be decided on the future course of this open issue.

Action 4: In response to East Central Open Issue 70 (Substantive motions), C. Sadr and M. Ng will work together to develop a one-pager with the information on the background of what discussions that led to points a, b and c and d as presented. The findings are to be presented to East Central chapters’ delegates during their next Congress.

East Central Open Issue 71 - That future chapter allotments from each region to chapters within the region to be decided by majority vote in a committee meeting formed by the senior regional councillor, junior regional councillor and one delegate (usually chair or treasurer) from each chapter.

- Update: RCC defeated the motion that supports the initiative of having an annual meeting regarding allotment distribution between Chapter and Regional Councillors.
- Some regional councillors are concerned with the extra work this would bring as it is imposed on them on an already packed schedule.
- Councillors discussed in detail all aspects of the request for the special annual meeting including:
 - Increased work load for Regional Councillors
 - Possibility in increased financial accountability for Chapters
 - Negative attitude directed towards Regional Councillors in the event of the funding reduction from the “asking” amount
 - Necessity of the agreement between Senior and Junior Regional Councillor regarding annual allotment distribution
 - Possibility of having the meeting only in case when chapters are receiving the “asking” amounts and there is a decision of both Regional Councillors to change individual allotments.
- Councillor Willson requested clarification as to the reason of 3 opposed votes:
 - D. Brown stated that it will increase work load on the already busy schedule of Regional Councillors
 - S. Ausma believes that this is a lot more complicated issue than presented in this motion and therefore, more work that needs to be done to promote fairness in allotment distribution and reduce Councilors’ work load
 - M. Wesa stated that there always options for communication between chapters and Regional Councillors, especially in complicated cases, instead of resorting to mandatory meetings.
 - RCC agrees that it should be up to the common sense of the Regional Councillor to call a meeting with the chapters when he/she sees a potential for trouble with the decision of allotment. There should not be a rule to demand more work.

Motion 5: East Central 71: The future chapter allotments from each region to chapters within the region to be decided by majority vote in a committee meeting formed by the Senior Regional Councillor, Junior Regional Councillor and one delegate (usually chair or treasurer) from each chapter.
Moved by C. Sadr, seconded by R. Willson. Motion **DEFEATED**.

3.2 Special project applications (ALL)

3.2.1 National Engineering Month: Guest Speaker Accommodations

M. Wesa pointed out that this kind of an application should be a part of Northern Speakers Fund rather than RCC Special Project Fund.

S. Ausma withdrew this project application since it was not sent to her for the approval prior to RCC meeting, and it does not have her signature.

Northern Regional Councillor will discuss this and support the chapter through Northern Speakers Fund.

3.2.2 Establish Mechatronics Clubs in High Schools as Pilot Project.

Councillor Sadr rejected this application since this project application was submitted both to RCC and EDU. It was requested by Councillors for this

application to be re-submitted on the correct template and with the signature of Senior Regional Councillor.
Chapter office staff is asked to send the correct form to the Scarborough Chapter.

Action 5: Chapter Office to send the template for the RCC Special Project Fund application to the Scarborough Chapter and inform them of the necessity for it to be signed by the Senior Regional Councillor.

- 3.2.3 Sami Jo Small, Teamwork for Success from a 3 Time Olympian Women's Hockey Champion
Councillor Sadr rejected the application from PEO York Chapter because of the high amount of speaker fee and with no alternate speaker, which has already been communicated with the chapter prior to the RCC meeting.
Chapter office will be requesting further information from York Chapter.
S. Ausma commented that Ms. Small is not a professional engineer with PEO and perhaps not a fitting speaker for the promotion of women in engineering. S. Ausma will provide C. Sadr with information regarding WEAC (Women in Engineering Advisory Committee) that might prove useful for this application for York Chapter.

Action 6: In relation to PEO York Chapter's special project fund request, RCC requested that the Chapter Office to request PEO York chapter to provide explanation regarding the high costs associated with contracting a guest speaker for York Chapter's Special Project Fund application.

4.0 Chapter Policies / Documentations / Processes (ALL)

4.1 Expense Reimbursement Policy Review (ALL)

Recommended changes based on the Consultation comments were presented to RCC.
R. Willson had a meeting with M. Ng on April 4, 2014 regarding all comments before all proposed changes will be presented to Finance Committee (FIC) in mid April.
Councillors discussed different proposed changes including:

- Times for submission
- Spousal Travel
- Spousal accompanying delegates to PENTA forum and Order of Honour Gala.
- Councillors on Regional Business
- Personal vehicle use on PEO Business
- Rental Vehicle Insurance

Motion 6: To recommend proposed modifications made to the current Expense Reimbursement Policy with changes, and to the Finance Committee for the approval for the 2014-2015 Council year.
Moved by R. Willson, seconded by S. Ausma. Motion **CARRIED**.

Action 7: In relation to the Expense Reimbursement Policy annual review, Chapter office staff are reminded to include item about Regional Councillors on Regional Business at home chapter issue (60km roundtrip rule) on the future RCC meeting Agenda.

4.2 Equity and Diversity Awareness Workshop (R WILLSON)

Northern Region selected Equity and Diversity as a topic that will be presented to Chapter Volunteers during PENTA Forum 2014.

4.3 Chapter involvement in regulatory issues (R WILLSON)

R. Willson shared with the committee that some chapters express interest in regulatory functions of PEO other than Certificate Presentation Ceremony. After discussing it with chapters, two possible avenues were discovered:

1) Chapters taking part in evaluating engineers' experiences similar to the work of Experience Requirements Committee (ERC). C. Sadr commented that in order to ensure proper conduct, members of ERC receive extensive training and it will not be possible to fully train all interested chapter volunteers, for them to take part in experience evaluations.

2) Chapters to form a subcommittee to participate in Continuing Professional Development (CPD) decisions pending the Council's approval of set endeavor.

It was proposed for this topic to be included on the Agenda for the June 2014 round of Regional Congresses.

Motion 7: To include "Chapter Involvement in Regulatory Issues" as a discussion item on the June round of Regional Congress Agenda in order to obtain the feedback and gauge appetite of chapter delegates for the regulatory issues and if so, which ones.

Moved by D. Brown, seconded by R. Willson. Motion **CARRIED**.

4.4 Mandatory refundable fees for members attending events (R WILLSON)

R. Willson shared with the committee that a lot of chapters are experiencing a significant amount of people not showing up for the events. Solution to this problem might be in charging minimal administration fee that will be refundable via PayPal or in added value to the member to induce event participation.

Motion 8: For chapters that are experiencing difficulties with no-shows to events, RCC recommends chapters to apply refundable (PayPal or added value) administrative fee to the price of the event ticket.

Moved by R. Willson, seconded by C. Sadr. Motion **CARRIED**.

4.5 Chapter assistance to Professional Foundation for Education (FFE) fundraising efforts (R. WILLSON)

R. Willson presented RCC with the background information with regards to Professional Foundation for Education and their fundraising efforts. Due to the electronic annual license renewal process, FFE is not able to pass the letter promoting organization's fundraising initiatives to the membership and the amount of donations decreased. Councillor Willson shared with RCC the idea that Chapter system could serve as a link between FFE and membership by having one FFE member as a chapter volunteer tasked with promoting Professional Foundation for Education's mandate.

Motion 9: RCC supports allowing chapters to have one chapter member to be a member of the FFE and that member will support fundraising efforts of FFE within that chapter.

Moved by R. Willson, seconded by S. Ausma.

R. Willson: FOR

S. Ausma: FOR

D. Brown: FOR

C. Sadr: FOR

D. Chui: AGAINST

E. Kuczera: AGAINST

Motion **CARRIED**.

5.0 Chapter & RCC Finances (ALL)

5.1 2014 Chapter Allotment Distribution – Progress Report (STAFF)

Progress Report was presented to RCC. C. Sadr proposed for future annual allotments to be split into two parts, out of which the first part will be distributed to chapters at the beginning of the year, to ensure proper cash flow. And the second part of the annual allotment will be distributed after all necessary documents are submitted by Chapter to the Chapter Office.

M. Ng commented that he is authorized to extend a helping hand to chapter in need to repay outstanding bills before annual allotment distribution and this measure is not necessary. However, he does not see any problem as it does not pose any logistical problems for Chapter Office, other than the fact that first part of the allotment cannot be released till the new budget comes into the affect, and that usually does not happen till mid to end of January. C. Sadr accepted this.

Motion 10: Starting with fiscal 2015, the chapter office will release chapter allotments in two parts: the first part is 50% of the “asking” allotment amount for the budget year, and it will be released at the beginning of the said fiscal year once new year’s budget is available to ensure Chapter’s going concern; the second part will be the difference between what was paid and what was approved for the said fiscal year. It will be released after all the appropriate documents and reports are submitted to the chapter office by the chapter.

Moved by C. Sadr, seconded by D. Brown. Motion **CARRIED**.

5.2 2015 Business Plan Package (STAFF)

2015 Business Plan Package will be sent out to chapters shortly.

C. Sadr volunteered to work closely on the proposal made by Madu Suthanan to add Activity Code and Activity type lines in order to figure out effectiveness of such modifications for next year’s (2016) Business Plan Package.

RCC approved for the presented business plan to be sent out to chapters without modifications.

Action 8: Councillor Sadr to work with Madu Suthanan in order to investigate the effectiveness of adding Activity Code and Activity Type lines in the Business Plan Package for the 2016 budget year.

Motion 11: To send out existing 2015 Business Plan Package to all chapters the way it is presented in the RCC meeting package.

Moved by D. Brown, seconded by C. Sadr. Motion **CARRIED**.

6.0 RCC Issues (ALL)

- 6.1 Review: Teleconference Pilot - Regional Congress February 2014 (ALL)
Congress feedback was presented to Councillors with the addition of Graham Houze's comments for Eastern Region regarding the value of face-to-face meetings. After discussing all pros and cons along with Western Open Issue 54 (RCC to ensure that future congresses are face-to-face, not teleconference) following motion was carried by RCC members:

Motion 12: Starting with fiscal 2015, the February round of Regional Congresses will be held via teleconference for Eastern, Western and Northern Regions. West Central and East Central Regions, due to its proximity to head office, will have an option of face-to-face/Teleconference hybrid meeting. June and September rounds of Regional Congresses will be held via face-to-face meetings for all regions. Moved by D. Brown, seconded by C. Sadr. Motion **CARRIED**.

- 6.2 East Central Allotment Distribution Emergency (STAFF)
This item was removed from the Agenda by L. King

7.0 RCC Subcommittees / Task Forces / Working Groups updates (ALL)

- 7.1 Regional Office Working Group (ROWG) report
In accordance with terms of reference for the working group, two RCC members should be part of the group. With C. Taylor and S. Ausma finishing their term, D. Brown and S. Robert volunteered to represent Eastern and Northern Regions at Regional Office Working Group.

Action 9: In relation to Regional Office Working Group (ROWG), for Chapter Manager to send all information available about the work group to Councillor D. Brown and S. Robert.

- 7.2 Chapter Leader Conference (CLC) Organizing Committee 2014 report
M. Ng briefed RCC on the progress of 2014 CLC organizing committee formation. Meetings will start sometime in late July. Vice-Chair is not appointed at this time. No further discussion ensued.

7.3 Eastern Region Steering Committee (D BROWN)

Committee dealt with this items along with Eastern Region 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)) with the following discussion and motion: Terms of Reference and a Work Plan were presented to RCC and resulted in the motion of accepting both, however denying the request for face-to-face meeting funding and presenting working group with some additional options.

Motion 4: To support Terms of Reference and the Work Plan for the Eastern Region Steering Committee. RCC denies the request for \$10,305.30 for face-to-face meetings; instead RCC wants Steering Committee to have Teleconference meetings for at least first 3 meetings. Chapter Office will support Steering Committee for Teleconference needs. Moved by D. Brown, seconded by C. Sadr. Motion **CARRIED**.

7.4 Penta Forum 2014

M. Ng informed RCC about the PENTA Forum 2014 developments and topic selections. Patrick Yeung, York Chapter Treasurer, shared that East Central Region is hoping to pursue Allotment Distribution as a topic for the Forum. He stated that Forum discussion will be about protecting Chapters' interests in future allotment distributions.

Action 10: In relation with East Central Region's topic for PENTA Forum 2014 (Annual Allotment Distribution), Chapter Office to collect delegate's feedback on this session and issues raised, if East Central will indeed proceed with planned topic at PENTA Forum 2014 and present it to RCC members during the subsequent meeting.

7.5 Why Are You Not Engaged (WAYNE) report

M. Ng reported to the committee that Wayne Kershaw is looking to use the Western Region as a pilot before he devises a province wide plan for WAYNE.
Information item: no action required.

8.0 Other Business (ALL)

8.1 Regional Councillor Representative on Government Liaison Committee (GLC)

C. Kidd showed interest in becoming Regional Councilor representative on GLC for the next Council year. M. Ng received permission from him to forward his contact information to Jeannette Chau.

9.0 Next meeting scheduling and Adjournment (CHAIR)

Next RCC Meeting will take place on April 26, 2014.

Meeting was adjourned by Len King at 9:04 p.m. on March 31, 2014 and 9:02 p.m. on April 9, 2014.