

8.3 RCC Meeting Minutes



101-40 Sheppard Ave. W., Toronto, ON M2N 6K9
T: 416 224-1100 800 339-3716 www.peo.on.ca
Enforcement Hotline: 416 224-9528, ext. 1444

Minutes

Regional Councillors Committee (RCC)
Saturday, November 5, 2016

[Delta Hotels London Armouries](#)
[325 Dundas St., London, ON N6B1T9](#)
519-679-6111

| | | |
|--------------------|------------------------------|--|
| Chair: | Changiz Sadr, P.Eng. | East Central Senior Regional Councillor |
| Vice-Chair: | Danny Chui, P.Eng. | West Central Junior Regional Councillor |
| Members: | Guy Boone, P.Eng. | Eastern Junior Regional Councillor |
| | David Brown, P.Eng. | Eastern Senior Regional Councillor |
| | Gary Houghton, P.Eng. | Western Junior Regional Councillor |
| | Ewald Kuczera, P.Eng. | Western Senior Regional Councillor |
| | Dan Preley, P.Eng. | Northern Senior Regional Councillor |
| | Noubar Takessian, P.Eng. | East Central Junior Regional Councillor |
| | Warren Turnbull, P.Eng. | West Central Senior Regional Councillor |
| | Michael Wesa, P.Eng. | Northern Junior Regional Councillor (via teleconference) |
| Staff: | Matthew Ng, P.Eng. | Manager, Chapters |
| | Sebrina Natalizio | Interim Coordinator, Chapters (via teleconference) |
| Time: | 8:00 a.m. – 9:00 a.m. | Breakfast |
| | 9:00 a.m. – 4:00 p.m. | Meeting |

1.0 Call to order and welcome

The meeting was called to order at 9:00 a.m. by C. Sadr.

2.0 Routine Business

2.1 Approval of the meeting Agenda

Motion 1: To approve the meeting Agenda as presented.

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

2.2 Approval of Minutes to previous meeting (July 23, 2016)

Motion 2: To approve the Minutes to previous meeting (July 23, 2016) as presented.

Moved by: N. Takessian. Seconded by: W. Turnbull. Motion **CARRIED**.

2.3 Business arising from previous Minutes

| | | |
|--------------------|-----------|--|
| Completed | Action 1 | <i>No further action required</i> |
| Completed | Action 2 | <i>No further action required</i> |
| In progress | Action 3 | <i>New action item follows below *</i> |
| Completed | Action 4 | <i>No further action required (refer to Item 5.2)</i> |
| Completed | Action 5 | <i>No further action required (refer to Item 5.1)</i> |
| In progress | Action 6 | <i>New action item follows in Item 3.1 (refer to Western #55)</i> |
| In progress | Action 7 | <i>New action item follows in Item 3.5</i> |
| Completed | Action 8 | <i>No further action required</i> |
| Completed | Action 9 | <i>No further action required</i> |
| Completed | Action 10 | <i>No further action required</i> |
| Completed | Action 11 | <i>No further action required</i> |
| Completed | Action 12 | <i>No further action required (refer to Item 4.3)</i> |
| In progress | Action 13 | <i>New action item follows below **</i> |
| Completed | Action 14 | <i>No further action required (refer to Item 4.4)</i> |
| Completed | Action 15 | <i>No further action required</i> |
| Completed | Action 16 | <i>No further action required</i> |
| Completed | Action 17 | <i>No further action required</i> |
| In progress | Action 18 | <i>New action item follows below ***</i> |
| Completed | Action 19 | <i>No further action required</i> |

***Action 1:** (*Outstanding Action 3 from July 23, 2016 RCC Meeting*) M. Ng to initiate the meeting of the business planning and reporting task force prior to the next RCC Meeting.

****Action 2:** M. Ng to add the review of the draft letter to the Agenda of the next RCC meeting. (*Outstanding Action 13 from July 23, 2016 RCC Meeting*) M. Ng to follow-up with appropriate staff, E. Kuczera and C. Sadr to work on a letter to send to the Legislation Committee to determine what is required specifically by the RCC with respect to initiating a policy change to By-Law No. 1.

With respect to Action 18 from the July 23, 2016 RCC Meeting (*G. Boone to prepare a one to two-page report explaining the concept and success of Ottawa Chapter's entrepreneurship program for review by the RCC at its next meeting*), G. Boone presented an interim report that included an opinion piece from the September/October issue of *Engineering Dimensions*, "Inspiring innovation and entrepreneurship within PEO's Ottawa Chapter", in addition to an email. Refer to **Appendix A** for the report.

The RCC felt that the "Inspiring innovation and entrepreneurship within PEO's Ottawa Chapter" piece should have been reviewed with closer attention to its content by Communications Staff prior to publication. It was reported that this concern has been sufficiently addressed by the Registrar and as a result, further action was not required of the RCC.

*****Action 3:** G. Boone to prepare a final one to two-page report explaining the concept and success of Ottawa Chapter's entrepreneurship program for review by the RCC at its next meeting.

3.0 Chapter Forum

3.1 Regional open issues

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:** M. Ng to follow-up with interested Western Region parties as discussed at the October 1, 2016 Western Regional Congress. Action has not been requested of the RCC.

Action 4: Chapter Manager to contact Angela Scott, Wayne Kershaw and Julien Samson to inquire if they would be interested in working with the Licensing Committee on identifying obstacles that individuals and companies are facing with the proposed structured EIT program.

Western Open Issue 56: WRC requests RCC to request the PEO Licensing Committee to clarify the background associated with 30 hour supervised EIT experience per month requirement; to provide information on what is an acceptable way for how an EIT can get someone to vouch for his/her experience in the absence of a P.Eng. direct supervisor. The region further asks the committee to provide an explanation on why this is changed, and with the intent to change it back to what it was before.

- **Update:** Action has not been requested of the RCC at this point. M. Ng to forward the background email from Michael Price to Western Region delegates. M. Ng to contact Michael Price to request a timeline showing when the experience requirement will be reverted to what it had been.

West Central Open Issue 32: WCRC wants RCC to implement means of improving the knowledge new licensee have with regard to the role and mandate of PEO in society, its chapter system and volunteerism in general for the Association.

- **Update:** The “Welcome Package” revisions were provided at the July 23, 2016 RCC Meeting. At its current meeting, the RCC approved the revisions with instructions for M. Ng to submit the revisions to Licensing.

Motion 3: To approve the “Welcome Package” as presented at the last RCC Meeting (July 23, 2016) and have it sent to Licensing.

Moved by: D. Brown. Seconded by: E. Kuczera. Motion **CARRIED**.

Action 5: M. Ng to submit the RCC approved revisions of the “Welcome Package” to Licensing.

West Central Open Issue 37: The WCRC would like to motion the RCC to examine the motion trail that led to today's restrictions on chapter volunteers and regional councillors traveling within their home chapter and if needed to re-cast the policy for reimbursing our chapter volunteers on their mileage expenses.

- **Update:** Refer to Item 4.1 (PEO Expense Reimbursement Policy) for updates and further action.

Northern Open Issue 38: NRC requests RCC to recommend to Council to establish a task force to look at the size of the council make-up with reference to the James Dunsmuir's article in Engineering Dimensions May/June 2015 issue.

- **Update:** The Council Composition Task Force should report to Council early next September. Action has not been requested of the RCC.

Northern Open Issue 39: NRC requests RCC to recommend to council to rescind the motion of a membership referendum for continuous professional development (CPD) program. It is the opinion of the NRC that PEO should have a mandatory CPD program for its members and administered by PEO.

- **Update:** The (CP)² Task Force will be presenting its final report to Council at its November 17-18, 2016 meeting. At that point, Council will decide if it will stand down the Task Force or keep it operational should there be required to follow-up of the Task Force. Action has not been requested of the RCC.

Northern Open Issue 40: To raise the RCC Entrance Scholarship Fund from \$1000 per chapter to \$2000 per chapter.

- **Update:** The Region requests to keep this issue open until they receive the approved 2017 PEO budget. Action has not been requested of the RCC.

Northern Open Issue 41: The Northern Regional Congress (NRC) requests that the RCC approach the Experience Requirement Committee for a revamp of the communication process and establish a service standard for responses to applicants to PEO.

- **Update:** The RCC expressed concern regarding this open issue and has requested further information from the Experience Requirements Committee Chair and Staff in order to further address the Region's request.

Motion 4: With respect to Northern Regional Congress Open Issue #41, the RCC requests the RCC Chair to write a letter to the Experience Requirements Committee Chair and Staff (copying Michael Price, Deputy Registrar, Licensing and Registration) to address the communication process and more specifically, the customer service response timeline, with an example / background to be provided in the response.

Moved by: D. Brown. Seconded by: W. Turnbull. Motion **CARRIED**.

Action 6: With respect to Northern Regional Congress Open Issue #41, the RCC Chair to write a letter to the Experience Requirements Committee Chair and Staff (copying Michael Price, Deputy Registrar, Licensing and Registration) to address the communication process and more specifically, the customer service response timeline, with an example / background to be provided in the response.

3.2 Chapter profit & loss (PL) statement split

Recently, there were discussions between the Chairs of the Financial Committee and RCC as to the proposed 2017 Chapter Office budget. The proposed Chapter Office budget reflects a 6.0% increase over 2016, however, the Finance Committee's report reflected a 13.7% increase in chapter related expenses. The cause of the discrepancy was a difference in how cost objects (codes used by PEO accounting) are reported as compared to the cost objects presented by the Chapter Manager to and approved by the RCC.

There are items that appear in PEO's financial reports that are chapter expenses but are not related to the Chapter Office budget (the budget reviewed and approved by the RCC). For instance, chapter expenses that are unrelated to the Chapter Office budget may include expenses such as chapter volunteers attending the Education Conference or the funding chapters receive from the Government Liaison Program.

The confusion was resolved once the cost objects managed solely by the Chapter Office (i.e. the ones that makeup its budget) were extracted from all the cost objects that are related to chapter expenses in general.

The **full list of cost objects that are covered by the Chapter Office** is below and appears with current financial data in the Meeting Package:

| Cost Object | Description |
|--------------------|--|
| D105 | National Engineering Month (Sponsorship costs) |
| D477 | Chapter Allotments (Allotments paid to chapters; costs for the Chapter certificate program & framed certificates; meals, mileage, accommodation, etc. costs for the Chapter Leaders Conference (CLC), Regional offices) |
| D478 | Regional Congress (Air fare/train fare, accommodation, meals, parking, etc. for attending the Regional Congress meetings) |
| D479 | Regional Councillors Committee (Monies for the Regional Councillors Committee Special Project Fund and Scholarship program) |

A partial list of cost objects that are **not covered by the Chapter Office** is below and appears with current financial data in the Meeting Package:

| Cost Object | Description |
|------------------------------|--|
| D480 | Education Committee (Education outreach programs - funding for special education projects) |
| D410 | Annual General Meeting (Air fare/train fare, accommodation, meals, parking, etc. for attending the AGM) |
| D420 | Order of Honour (Accommodation costs for attending OOH) |
| D470 | Ontario P.Eng. Awards (Parking and accommodation costs for attending the OPEA awards ceremony) |
| D475 | Volunteer Leadership Conference (Air fare/train fare, accommodation, mileage for attending the Volunteer Leadership Conference) |
| D100, D211, 412, etc. | SMP, Government Liaison Program, etc. (Meals, mileage, etc. costs for attending various events) |

3.3 Chapter bank balances

In order to have a comprehensive look at a chapter's financial health (which is not sufficiently captured in a snapshot of a bank balance on the last day of the year), the RCC has decided to monitor each chapter's cash flow throughout the year. This includes collecting data such as monthly bank balances, remaining expenditure projections,

allotment received, and monitoring the 50% year-end bank balance goal. Data will be compiled and graphed by the Chapter Office.

Motion 5: That chapters submit to the Chapter Office, their month-end bank balances each month, beginning January 2015, ongoing.

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

Action 7: M. Ng to communicate to chapters that they are to submit to the Chapter Office their month-end bank balance as of October 31, 2016, as well as their projected expenses for the remainder of 2016.

Action 8: M. Ng to communicate to chapters that they are to submit to the Chapter Office their month-end bank balances each month, beginning January 2015, ongoing.

Action 9: M. Ng to begin compiling and graphing bank balances, allotment and year-end bank balance goal per chapter for the respective Regional Councillors.

3.4 RCC special project funding

3.4.1 Current request

Motion 6: To approve Peterborough Chapter's Special Project Request ("Engineering Special Speaker Series") for \$1,780 with the condition that Peterborough Chapter plan for further series in its business plans.

Moved by: D. Brown. Seconded by: G. Boone. Motion **CARRIED**.

3.4.2 Previous project follow-up reports

RCC Special project follow-up reports for North Bay Chapter's "Ring of Fire" and Upper Canada Chapter's "CANstruction" events were accepted by the RCC without further questions or actions required.

3.4.3 Application distribution and process

The RCC determined that chapters will adapt the system of submitting their RCC Special Project Applications to the account specialprojects@peo.on.ca. The intent is to allow for application tracking by the Chapter Coordinator to ensure that only completed applications with the Senior Regional Councillor's approval are included in the meeting material of the next possible RCC meeting.

The Chapter Office was reminded to ensure the RCC is aware of operational changes prior to implementing the changes.

Action 10: M. Ng to notify Chapters that going forward, RCC Special Project Funding Applications are to be sent only to the account specialprojects@peo.on.ca.

Action 11: Chapter Coordinator to notify the appropriate Senior and Junior Regional Councillors and Chapter Manager upon receipt of a RCC Special Project Application. Prior to forwarding the application for triage, the Chapter Coordinator to verify that the application is complete and that calculations are correct.

3.5 Mathletics clickers update

Information item. Refer to the RCC Meeting Package for details.

Action 12: M. Ng to request quotations on renting and also purchasing clickers based on the feedback received from Chapters following the September round of regional congresses. M. Ng to also investigate the logistics of using smartphone scoring apps.

Action 13: M. Ng to include instructions for first time users with each package of Clickers currently owned by the Chapter Office.

3.6 Lifesize Cloud implementation

The RCC was requested by M. Ng to consider the concerns of the Chapter Office regarding the the funding, hardware, procurement and technical concerns of an immediate rollout of Lifesize Cloud to chapters.

Motion 7: To approve the Chapter Office's proposed implementation of the Lifesize Cloud plan, pending the Chapter Office's report on budget implications and issues to the RCC prior to February 2017.

Moved by: E. Kuczera. Seconded by: D. Brown. Motion **CARRIED**.

A recorded vote was requested:

G. Boone: No

D. Chui: Yes

D. Brown: Yes

G. Houghton: Yes

E. Kuczera: Yes

D. Preley: Yes

N. Takessian: No

W. Turnbull: Yes

M. Wesa: Yes

Action 14: M. Ng to prepare a report to the RCC prior to February 2017, on budget implications and issues concerning the implementation of Lifesize Cloud.

4.0 RCC Issues/Chapter Policies/Documentations/Processes

4.1 PEO Expense Reimbursement Policy

With respect to the new open issue raised at the September 14, 2016 West Central Regional Congress (open issue 37), the RCC, upon receiving the motion trail concerning the current policy regarding reimbursement of mileage expenses for chapter executives attending executive meetings (refer to the Meeting Package for details), discussed the rationale for a policy change.

The RCC is open to pursuing the possibility of changing the reimbursement policy to grant additional mileage coverage to chapter executives attending executive meetings, however, at this point, the RCC does not have the appropriate data to make a fiscally informed decision.

Any decision the RCC makes regarding volunteer reimbursement will need to be accepted into PEO's Expense Reimbursement Policy, which is up for review in 2017.

Action 15: M. Ng to request from the West Central Chapters, estimates on the mileage each Executive would have travelled to attend a Chapter Executive meeting in 2015. M. Ng to compile and analyze data for presentation to the RCC.

4.2 2017 Council election allowance

The RCC was previously requested by Council to provide a formula for travel allowances based on geographical distance for candidates running in the 2017-2018 Council election.

The RCC determined that two funding models would be needed, one for Regional Councilors and one for the other Councillors as the former is only required to travel in one specific region, while the latter would need to travel throughout the province and would require a higher allowance than the former. Refer to the RCC Meeting Package for the specific considerations and formulae.

Motion 8: To approve the 2017 PEO Council election allowance as presented in the RCC Meeting Package of November 5, 2016.

Moved by: G. Houghton. Seconded by: G. Boone. Motion **CARRIED**.

A recorded vote was requested. **Note:** all Senior Regional Councillors abstained from voting stating conflicts of interest.

G. Boone: Yes
D. Chui: Yes
D. Brown: Abstained
G. Houghton: Yes
E. Kuczera: Abstained
D. Preley: Abstained
N. Takessian: Yes
W. Turnbull: Abstained
M. Wesa: Yes

4.3 Clarification of the nomination and election of the Board at a Chapter AGM

At its last meeting (July 23, 2016), the RCC was tasked with providing feedback on the clarification of the nomination and election of the board at a Chapter AGM document distributed by M. Ng. W. Turnbull provided feedback which was accepted by the RCC. Refer to the RCC Meeting Package for W. Turnbull's feedback.

Action 16: M. Ng to circulate the revised version (W. Turnbull's version) of the clarification of the nomination and election of the board at a Chapter AGM document to chapters for review and feedback.

4.4 Chapters and election candidates

At its last meeting (July 23, 2016), the RCC was tasked with providing feedback on the Chapters and election candidates document distributed by M. Ng. W. Turnbull provided feedback which was accepted by the RCC. Refer to the RCC Meeting Package for W. Turnbull's feedback.

Going forward, the five protocol points listed in the document will be translated into a properly formatted guideline document that will be distributed to chapters. In addition, it was agreed that an additional point be incorporated at the beginning of the document:

Motion 9: To approve the Chapters and Election Candidates protocol from the RCC Meeting Package of November 5, 2016 with the addition of a point:

Chapters should allow candidates or their designate to speak at events as a good governance practice

Moved by: W. Turnbull. Seconded by: G. Boone. Motion **CARRIED**.

Action 17: M. Ng to circulate a properly formatted guideline of the approved Chapters and Election Candidates protocol.

4.5 Congress packages on chapter office website

It was accepted by the RCC that Congress Minutes can be posted on chapters.peo.on.ca site.

5.0 RCC Subcommittees/Task Forces/Working Groups updates

5.1 ITEG update

Information item. Refer to the RCC Meeting Package for details.

5.2 Business Planning and Reporting Task Force terms of reference

Motion 10: To approve the Terms of Reference for the Business Planning and Reporting Task Force as presented in the RCC Meeting Package of November 5, 2016, with the amendment that preference for the election of the Chair be given to a returning Councillor.

Moved by: M. Wesa. Seconded by: N. Takessian. Motion **CARRIED**.

Action 18: M. Ng to amend the Terms of Reference for the Business Planning and Reporting Task Force to indicate that preference for the election of the Chair be given to a returning Councillor.

5.3 2016 Chapter Leaders Conference update

Information item. Refer to the RCC Meeting Package for details.

5.4 2017 Regional Election and Search Committees updates

Updates were presented by the Chairs of each Regional Election and Search Committee (RESC):

Eastern RESC: a meeting was held at the end of the September 10, 2016 eastern regional congress. G .Boone confirmed that several members have declared an interest in running for the position of Eastern Regional Councillor, but have not yet submitted their nomination papers.

Western RESC: G. Houghton indicated that one member so far has indicated an interest in running for the position of Western Regional Councillor.

West Central RESC: D. Chui will be holding a teleconference meeting for the group next week.

East Central RESC: N. Takessian indicated that one member so far has indicated an interest in running for the position of East Central Regional Councillor.

Northern RESC: M. Wesa indicated that one member so far has indicated an interest in running for the position of Northern Regional Councillor. M. Wesa also indicated that some members expressed an interest in running for the position in the near future.

6.0 Other Business

6.1 Standing Invitation to OSPE to attend Regional Congresses

C. Sadr indicated that he's replied to Gerard McDonald's email (refer to the RCC Meeting Package for G. McDonald's email) notifying him that guest invitations to Regional Congresses are at the sole discretion of the respective Senior Regional Councillor (as the Chair of his/her region's Regional Congress).

The RCC modified the above slightly by indicating that while the Committee supports the idea of inviting a representative of the Ontario Society of Professional Engineers (OSPE), the Committee will defer to the will of each Regional Congress. That is to say that a standing item on each Regional Congress agenda will be a decision as to whether an OSPE representative will be invited to the next meeting of that Regional Congress.

Motion 11: At the will of the Congress, they may invite OSPE to attend and update the Congress as necessary at OSPE's own expense.

Moved by: D. Brown. Seconded by: D. Chui. Motion **CARRIED**.

Action 19: C. Sadr to communicate the RCC's decision regarding inviting OSPE to attend Regional Congresses to G. McDonald.

Action 20: M. Ng to ensure that all Regional Congress agendas, commencing in 2017, include a standing item as to whether an OSPE representative will be invited to the next meeting of the Regional Congress.

The RCC was reminded that aside from the Regional Councillors, the only other PEO Councillors with a travel budget to attend chapter events/ regional congresses are the: President, President-elect and Past President. As such, Senior Regional Councillors are to confirm with the Chapter Manager whether there are enough funds in the budget to invite guests (other than the three mentioned) to Regional Congresses prior to the invitation being sent.

The RCC was also reminded that should they invite any guests to their Regional Congresses, that they notify the Chapter Office two months prior to the Regional Congress to ensure that a meeting room with the proper capacity is booked and also to ensure that should a guest require overnight accommodations, that those are also available.

6.2 OSPE Liaison on each Chapter Executive

G. Boone and W. Turnbull updated the RCC that the Joint Relationship Committee (JRC) is leaning towards having a designated OSPE member on each PEO Chapter Executive. As it stands, OSPE is working on determining a potential OSPE designate for each chapter.

Action 21: M. Ng to add an item to the February 2017 Regional Congress agendas to communicate the request of the Joint Relationship Committee to have designated OSPE members on Chapter Boards.

7.0 Next RCC Meeting and Adjournment

7.1 2016 and 2017 Calendars

| <u>RCC Date</u> | <u>Location</u> |
|-----------------------------|----------------------|
| ***Saturday, March 25, 2017 | ***PEO (TBC) Toronto |

With the agenda completed, the meeting adjourned at 2:55 p.m.