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# Minutes

## Regional Councillors Committee (RCC) Monday, November 29, 2017

### Teleconference

**Chair:** Warren Turnbull, P.Eng. West Central Regional Councillor  
**Vice-Chair:** Noubar Takessian, P.Eng. East Central Regional Councillor  
(left at 5:30 pm)

**Members:** Ishwar Bhatia, P.Eng. Eastern Regional Councillor  
Guy Boone, P.Eng. Eastern Regional Councillor  
Danny Chui, P.Eng. West Central Regional Councillor  
Lola Hidalgo, P.Eng. Western Regional Councillor  
(joined at 4:25 pm)  
Gary Houghton, P.Eng. Western Regional Councillor  
Michael Wesa, P.Eng. Northern Regional Councillor

**Regrets:** Dan Preley, P.Eng. Northern Regional Councillor  
Thomas Chong, P.Eng. East Central Regional Councillor

**Staff:** Matthew Ng, P.Eng. Manager, Chapters  
Julie Hamilton Coordinator, Chapters

**Time:** 4:00 p.m. – 6:00 p.m.

**Recorded:** No

**Distributed:** December 1<sup>st</sup>, 2017

4:00 p.m. Call to order and welcome

The meeting was called to order at 4:03 p.m. by W. Turnbull

4:05 p.m. Approval of the meeting Agenda

- M. Ng requested that the following item be added to the agenda:
  - Regional All-Candidates Meeting Format

**Motion 1:** To approve the meeting Agenda as amended. Moved by: M. Wesa. Seconded by: I. Bhatia. Motion **CARRIED**.

Approval of Minutes to previous meeting (October 28, 2017)

**Motion 2:** To approve the Minutes to previous meeting (October 28, 2017) as amended. Moved by: G. Boone. Seconded by: M. Wesa. Motion **CARRIED**.

Business arising from previous minutes: in progress

4:15 p.m. October 28 meeting item “8.1 CASL on Chapter Operations” – Report and recommendations

- Manager, Chapters reviewed the survey findings and the chapter recommendations.
- Feedback from East Central was highlighted as having come from informed sources.
- RCC agreed that a timeline should be added.

**Motion 3:** To support the report on the findings from the chapter CASL survey and move to empower staff to explore implementing the recommended solutions by January 15<sup>th</sup>, 2018. Motion moved by N. Takessian. Seconded by I. Bhatia. **CARRIED**.

**Action 1:** Staff will send the report on the CASL survey to the chapters.

4:45 p.m. October 28 meeting item “6.3 Collection of Chapter Bank Account Balance”

- RCC discussed the value in continuing to collect chapter bank balance information.

- There is some interest in developing an online form to make the submission very straightforward.
- Councillors agreed that they do not want the task to be onerous for chapters.

**Motion 4:** To direct our 36 chapters to report their previous month bank balance to the chapter office no later than 10 days into the new month. Motion moved by I. Bhatia. Seconded by L. Hidalgo. **CARRIED.**

5:00 p.m. New item on “Regional and Chapter Allotment 2018”

- Manager, Chapters presented the circulated spreadsheet entitled “Regional Allotments based on Bank Balances: reduction of \$100,000” per the meeting package.
- RCC discussed the 2018 Budget and the use of end-of-year bank balances in allotment determination, etc. Emphasis was placed on the attached spreadsheet not containing the final set of numbers. Instead it is an example of how the final numbers will be calculated.

**Motion 5:** To support the regional apportioning method of splitting up the \$100,000 reduction into regional amounts as shown in the attached example, and task PEO Chapter Office staff to commence asking for the year end bank balances from chapters immediately. Moved by N. Takessian. Seconded by I. Bhatia.

Motion **CARRIED.**

**MINUTES** of the meeting of the Regional Councillors Committee, Wednesday, November 29, 2017

Regional Allotments based on Bank Balances: reduction of \$100,000						
	WESTERN	WEST CENTRAL	EAST CENTRAL	EASTERN	NORTHERN	TOTAL
ORIGINAL 2018 ALLOTMENTS (Per RAT Model on \$624,000)	\$117,798.92	\$162,882.54	\$171,106.82	\$93,902.10	\$78,309.62	\$624,000.00
AVERAGE REGIONAL BANK BALANCE (Oct 1, 2016 - Sept 30, 2017)	\$126,959.90	\$153,662.99	\$117,379.83	\$66,244.39	\$110,518.82	\$574,765.92
65% OF REGIONAL ALLOTMENT	\$76,569.30	\$105,873.65	\$111,219.43	\$61,036.37	\$50,901.25	\$405,600.00
AVERAGE REGIONAL BANK BALANCE OVER 65%	\$50,390.60	\$47,789.33	\$6,160.40	\$5,208.02	\$59,617.56	\$169,165.92
PROPORTION OF REGIONAL EXCESS OVER TOTAL EXCESS	29.79%	28.25%	3.64%	3.08%	35.24%	100.00%
REGIONAL SHARE OF \$100,000 BANK BALANCE ADJUSTMENT	\$29,787.68	\$28,249.98	\$3,641.63	\$3,078.65	\$35,242.07	\$100,000.00
ADJUSTED REGIONAL ALLOTMENTS DUE TO EXCESS BANK BALANCE	\$88,011.24	\$134,632.56	\$167,465.19	\$90,823.45	\$43,067.55	\$524,000.00
Percentage	65%					

**Action 2:** Staff will circulate final breakdown of the \$100,000 to RCC to get councillors' approval on final numbers.

5:30 p.m. RCC Task Group: Licensing Issues

- Manager, Chapters and the RCC Chair presented various options on how RCC can get involved with resolving the licensing challenges currently facing PEO. M. Wesa presented his recommendations as well.
- There was support for the Chair's idea that interested councillors could form a working group to pursue the matter. The Chair suggested that RCC can invite D. Preley to be the lead on this project.
- The following RCC members have expressed interest in joining the licensing process working group
  - Lola Hidalgo
  - Michael Wesa
  - Dan Preley
  - Guy Boone
  - Noubar Takessian
- There was consensus that forming a working group was a good step in light of RCC's recent motion to Council that was tabled. It is hoped that the RCC working group can start right away and have something prepared for the March Council meeting.

**Motion 6:** To establish a licensing process working group to address issues experienced by applicants as reported to chapters. Moved by L. Hidalgo. Seconded by G. Boone.

Motion **CARRIED**.

5:45 p.m. Regional All-Candidates Meeting Format

- Manager, Chapters reviewed the plans for the regional all-candidates meeting that were presented at the October 28, 2017 RCC meeting.
- The proposed project budget was discussed briefly and there were no concerns raised by RCC.
- Possible timelines were discussed: the centrally organized all-candidates telecasts are during the week of January 8<sup>th</sup> and the regional all-candidates meetings will be during the weeks of January 22<sup>nd</sup> and 29<sup>th</sup> for all five regions.

**Motion to 7:** To support the proposed regional all-candidates meeting format for the 2018 PEO Council election. Moved by D. Chui. Seconded by M. Wesa.

Motion **CARRIED**.

5:50 p.m. RCC Terms of Reference

- Changes to RCC Terms of Reference were presented, reviewed and confirmed.

**Motion 8:** To accept the amendments to the RCC Terms of Reference document as presented. Moved by G. Boone. Seconded by: M. Wesa.

Motion **CARRIED**.

5:55 p.m. Final Thoughts

- RCC agreed that the outcome of the 2017 CLC should be discussed at the next face-to-face RCC meeting. It is agreed

that knowledge generated from the CLC should be used going forward to keep the momentum going.

- The Chair suggested that items from the 2018-2020 strategic plan will be part of the agenda for the next RCC meeting as well. In the meantime, councillors and chapter's leaders can review how the strategic plan document will be implemented at the chapter level, and perhaps generate some tangible ideas moving forward.

6:00 p.m. Next RCC Meeting and Adjournment

Next RCC meeting (face-to-face)

<b>RCC Date</b>	<b>Location</b>
<b>Saturday, April 7, 2018</b>	<b>TBD</b>

The meeting adjourned at 6:00 p.m.