

Agenda

Regional Congress Tuesday, February 11, 2020

Chair: Guy Boone, P.Eng.
Vice-Chair: Randy Walker, P.Eng.

Senior Regional Councillor
Junior Regional Councillor

Staff: Adeilton Ribeiro, P.Eng.
Julie Hamilton
Sharon Gillam

Acting Manager, Chapters
Chapter Coordinator
Chapter Administrative Coordinator

Time: 6:00 p.m. – 9:30 p.m.

- | | | |
|-----------|--|--------------------|
| 6:00 p.m. | 1. Call to order and welcome | |
| 6:15 p.m. | 2. Routine Business | |
| | 2.1 Approval of the meeting Agenda | Decision |
| | 2.2 Approval of Minutes to previous meeting (Feb 2019) | Decision |
| | 2.3 Business arising from previous Minutes | Information |
| 6:30 p.m. | 3. Chapter Forum | |
| | 3.1 Regional Open Issues / Concerns | Discussion |
| | 3.2 Open issues from the other regions | Discussion |
| | 3.3 Campaigner Update | Information |
| 7:15 p.m. | 4. Chapter Finances | |
| | 4.1 2020 regional allotments | Information |
| | 4.2 Transfer of bank accounts | Information |
| | 4.3 Centralized banking discussion (Certify, Eventbrite, Invoices) | Discussion |
| | 4.4 Eastern Chapter discussion: Activity and Business Plan reports | Discussion |
| 8:15 p.m. | Break | |
| 8:30 p.m. | 5. Events / Activities / Programs | |

- 5.1 GLP Academy **Information**
- 8:35 p.m. 6. **Reports – Council / RCC / Subcommittees / Congress**
- 6.1 Update from Friday’s Council meeting: Activity Filter **Information**
- 8:50 p.m. 7. **Other Congress Business**
- 8:55 p.m. 8. **Consent Agenda**
- 8.1 EIT Updates **Information**
- 8.2 Government Liaison Program (GLP) Updates **Information**
- 8.3 OPEA Nominations **Information**
- 8.4 PEO IT Updates **Information**
- 8.5 Staff Report and Staff Changes Notifications **Information**
- 8.6 Important Dates Calendar **Information**
- 8.7 PEAK Update **Information**
- 8.8 CLC Feedback **Information**
- 8.9 Activity Reports **Information**
- 8.10 Licensing improvements, from Registrar **Information**
- 9:00 p.m. 9. **Announcements / Next Meeting / Adjournment**
- 9.1 2020 Congress Scheduling **Information**
- 9.2 Next Meeting: Date and Location **Decision**

Region	Hosting Chapter, June Congress
Eastern	Quinte (Belleville)
Northern	Lakehead (Thunder Bay)
Western	Teleconference

Minutes - DRAFT

Eastern Regional Congress

September 14, 2019 – Holiday Inn Ottawa East

Chair:	Guy Boone, P.Eng.	Senior Regional Councillor
Vice-Chair:	Randy Walker, P.Eng.	Junior Regional Councillor
Delegates:	Uditha Senaratne, P.Eng.	Algonquin, Chair
	Bob Radenovic, P.Eng.	Algonquin, Vice-Chair
	Stephanie Thomson, EIT	Algonquin, observer
	Ashley Hosier, P.Eng.	Kingston, Chair
	Kazi Haque, P.Eng.	Kingston, Executive
	Michael Wearing, P.Eng.	Peterborough, Executive
	Coellen Linkie, P.Eng.	Quinte, Vice-Chair
	Damien Letendre, P.Eng.	Ottawa, Chair
	Ved Proag, P.Eng.	Ottawa, Vice-Chair
	John Hazel, P.Eng.	Ottawa, observer
	Joseph Podrebarac, P.Eng.	Ottawa, observer
	Rihab Abu-Khater, EIT	Ottawa, observer
	Sana Abou Shaaban, EIT	Ottawa, observer
	Ray Barton, P.Eng.	Ottawa, observer
	Ray Linseman, P.Eng.	Thousand Islands, Vice-Chair
Graham Houze, P.Eng.	Thousand Islands, Past-Chair	
Emma Vanier, P.Eng.	Upper Canada, Vice-Chair	
Guest:	Marisa Sterling, P.Eng.	President-Elect
Staff:	Adeilton Ribeiro, P.Eng.	Chapter Manager (Acting)
	Julie Hamilton	Chapter Coordinator
	Sharon Gillam	Chapter Administration
Time:	9:00 am to 4:00 pm	

1.0 Call to order and welcome

The Chair, Councillor Guy Boone, called the meeting to order at 9:00 am. He thanked everyone for attending and invited everyone to do a round-table of introductions to include goals of the day. There was consensus around the table that a better understanding of the Harry Cayton, as well as PEO's next steps, are needed. Additionally delegates are looking for direction regarding regulatory activities.

2.0 Routine Business

2.1 Approval of the Agenda

The Chair requested a change to the agenda:

- Section 6.0 and Section 4.0 to be switched
- Section 6.1 to be called External Review and Council Workshop

Motion 1: To approve the meeting agenda as amended.

Moved by: A. Hosier. Seconded by: U. Senaratne. Motion **CARRIED**.

Action: At the request of R. Linseman, Chapter Office to review meeting recording for conversation on PEAK that was not included with June minutes.

2.1 Approval of Minutes to previous meeting (June 22, 2019)

Motion 2: To approve the Minutes to previous meeting (June 22, 2019) as presented.

Moved by: M. Wearing. Seconded by: B. Radenovic. Motion **CARRIED**.

2.2 Business arising from previous Minutes

Review of the business arising from previous minutes.

3.0 Chapter Forum

3.1 Regional Open Issues

Open Issue #116 – ERC moves that RCC establishes a manual, handbook on how things are done with regard to police checks when working with children and to follow up on the status of the police check issue.

Update: Will wait for further information from next RCC meeting.

Open Issue #117 – ERC requests more transparency on the criteria and process of information on the committee and task forces from HRC

Request for further information:

Update: This relates to volunteers applying for committee openings. Applications are submitted without confirmation of receipt. Volunteers also wait a long time to receive a response (up to 6 months), and then they might get a letter stating they weren't accepted, only to receive another "call for volunteers" email, without an explanation. This is a transparency issue. Congress agreed to keep the issue open. President-Elect Sterling offered to ask HRC how this process can be better managed.

Action: President-Elect Sterling to reach out to HRC regarding application criteria and transparency, and to CC Acting Chapters Manager Adeilton Ribeiro.

Open Issue #120 – ERC moves the creation of an IT staff led team to deal with communication issues and policies, such as webmail and videoconferencing, and that this team will report to Council and bring an update to the Regions.

Update- Conversation about why this is tabled by RCC. Councillor Walker explained that there are other priorities at the moment. Councillor Sterling also explained that volunteers cannot direct staff. This will remain open. R. Linseman to consider different wording.

#121 – ERC requests RCC to change current process of reviewing special project fund requests, so requests are responded to in no more than 3 months.

Update – Move to close. RCC does do teleconferences and follows up quickly.

Motion 3: ERC moves to close issue #121
Moved by: G. Houze. Seconded by: A. Hosier. Motion: – **CARRIED**.

Open Issue #123 – ERC requests that the licensing process be automated (electronically) and report an update during ERCs.

Update – Remain open with understanding that licensing process is under review. Report back every meeting.

Open Issue #124 – ERC requests RCC to confirm whether chapters still need to have constitutions.

Update – Legal advice was “no” and RCC recommended Close. However mover will provide more information to RCC so that a more fulsome opinion can be documented.

#125 – ERC requests People Development ensure no personal volunteer information be required or provided to third parties in the completion of mandatory training.

Update – Chapter Office explained the use of the clause in question. Delegates requested that the vendor name, HRdownloads, be included on the update. Move to close.

Motion 4: ERC moves to close issue #125
Moved by: G. Houze. Seconded by C. Linkie. Motion: **CARRIED**

Action 1: Chapter Office to follow-up with People Development to send reminders to all volunteers to complete.

Open Issue #126 – To ensure fairness, ERC requests that Council direct staff to review the policies and procedures with respect to foreign educated applicants that have completed their graduate studies at CEAB (Canadian Engineering Accreditation Board) universities.

Update – Councillor Walker explained Councillor Subramanian’s input regarding the difference between recognizing that a master’s degree has been attained, and confirming the content of all courses used to attain the master’s degree. Move to close.

Motion 5: ERC moves to close issue #126.

Moved by G. Houze. Seconded by: A. Hosier. Motion **CARRIED**

Open Issue #127 – ERC requests Council to review EIT’s, LL’s, PL’s and TL’s rights to vote in PEO council elections commencing in the calendar year 2020, and in all subsequent PEO council elections.

Update – Remain Open. This is tabled until after Council has discussed the Member’s Motion. This is an agenda item for the September 2019 meeting.

Open Issue #128 - ERC asks Council to hire a mediator at PEO’s expense to work with PEO, OSPE and CEO to ensure that our collective efforts going forward are collaborative and not confrontational. And #129 - ERC requests that PEO, CEO and OSPE try to reach an agreement that no further letters will be sent to the Attorney General’s Office until a single letter containing the resolution can be sent, on behalf of all three organizations.

Open Issue #129 ERC requests that PEO, CEO and OSPE try to reach an agreement that no further letters will be sent to the AG’s office until a single letter containing the resolution can be sent on behalf of all three organizations.

Update – Move to close both issues. Additional stakeholder concerns can go JRC.

Motion 6: ERC moves to close issues 128 and 129.

Moved by: G. Houze. Seconded by: E. Vanier. Motion: **CARRIED**

Open Issue #131 – The ERC requests that RCC review the Ethics Module and determine
i) whether the answer to the Code of Ethics question is correct
ii) whether the answer to the question about a customer’s part being changed is correct
(that the document requires a P.Eng. stamp.)

Update – R.Linseman to provide more details – Remain Open

Action 2: Ray Linseman to provide a response by next congress (February 11, 2020).

NEW Open Issue

C. Linkie began a conversation on the changes facing PEO and posited that a conversation is needed in order for PEO to decide their place in the PEO/OSPE/CEO landscape. She later reported that she will wait to attend CLC before making a motion on this issue.

3.2 Campaigner Update

The Chapter Office provided an update on the region's and individual chapter's data on the collection of consent for Campaigner use, as of August 2019.

R. Linseman expressed concern with the slow transition off of the "no consent yet" list.

4.0 Reports – Council/RCC/Subcommittees/Congress

4.1 External Review and Congress Workshop

The Chair passed the workshop portion of the congress to Ottawa Chair, Damien Letendre, to lead the conversation. D. Letendre invited guest, President-Elect Sterling, to provide an overview of the Cayton report.

President-Elect Sterling's summary included:

- Stakeholders should focus on what's possible for PEO moving forward and how PEO can remain relevant
- Big questions include how we licence, how we keep the public safe by setting standards, and how we achieve meaningfulness/match the identity of an engineer
- Council needs to decide what is needed to reach the future they want
- This is our change to address the modernization of PEO

D. Letendre thanked President-Sterling and invited delegates to share their thoughts.

Some voiced their disappointment that volunteers weren't included in the review process. Others suggested that most licence holders aren't aware of the current challenges facing PEO and that strategic communication (possibly in-person or online) was needed.

There were questions about process and President-Elect Sterling clarified that Council will make a collective policy decision and then will only be involved with budgetary concerns. The Action Plan suggests over three years staff will first tackle operational issues, then licensing and legislative issues will follow. At the same time, the Registrar will undertake an organizational review. Delegates agreed that PEO was entering into a period of transformational change.

Councillor Boone accessed his recent Council briefing package online and reviewed the PEO Action Plan with the delegates. He summarized the three year plan that President-Elect Sterling made reference to.

G. Houze suggested that the upcoming CLC was an excellent opportunity to discuss the report, action plan, and steps going forward. He encouraged volunteers to come prepared with questions to ask Registrar Johnny Zuccon at the CLC.

4.2 Central Election Search Committee and Chapters

Reported on the 2020 travel expenses of election candidates. Junior Councillor, Randy Walker, encouraged delegates to run for Eastern region. Take back and share with their chapters. Members do not need to be on the chapter executive to run for Council.

R. Linseman noted that is poorly advertised communication for the council webcasts. He had suggested to move the voting period to less days.

5.0 Events / Activities / Programs

5.1 NEM and Scholarships

The Chapter Office reminded delegates that special RCC funding for chapter scholarships and NEM events (via 3rd party Groundswell) has been suspended for 2020.

6.0 Chapter Finances

6.1 Chapter Allotments

The Chapter Office reported on the proposed 2020 chapters budget as well as some relevant changes to the RCC budget. If approved by Council in November, the Eastern region will receive \$96,967.00.

6.2 Business Plan Update

Outstanding chapters were reminded to please submit their Business Plans to the Chapter Office.

7.0 Other Congress Business

7.1 Congress Packages and Agenda

R. Linseman raised concern over updated versions of the congress package and how best to provide that information.

The Chapter Office explained the new difficulty of continually adding chapter reports and re-uploading the package.

R. Linseman requested better version control for future congress packages.

Delegates agreed that the agenda should be available sooner for chapter input. There was no consensus on how best to achieve this. Councillor Boone suggested the process could be improved internally. Delegates discussed possibly having the host chapter collate "regional concerns" a week prior to the congress.

7.2 2020 AGM in Ottawa

Councillor Boone reminded delegates that the next AGM is in Ottawa. There was discussion on a regional contribution to the AGM. President-Elect Sterling encouraged delegates to consider what opportunities are presented with a local AGM and what they'd like to leverage. There was a suggestion to connect with federal employees (P.Engs) on the subject of licensure.

Action 3: A. Ribeiro will share the region's desire to be involved with the AGM to the organizing department.

8.0 Consent Agenda

The following items were pulled out of the Consent Agenda:

- 8.1 Student Membership Program
- 8.2 Government Liaison Program
- 8.4 PEAK Update
- 8.6 Chapter Reports
- 8.7 Engineers Duty to Report

8.1 Student Membership Program

Delegates felt there was a missed opportunity that they didn't know the ESSCO conference was taking place in Ottawa this weekend.

Action 4: Eastern Region asks Tracey Caruana, Manager of the EIT unit to notify the regional chapters on activities under the EIT/SMP umbrella within their region.

Action 5: Guy Boone asks ERC to report on what actions have been taken to be involved with the student at the universities.

8.2 Government Liaison Program

Councillor Walker provided a brief introduction of the GLP. Councillor Boone reminded delegates of the GLP Academy in Kingston on Nov.23rd.

8.4 PEAK Update

The Chapter Office reported that PEAK is no longer a pilot project and has been operationalized.

8.6 Chapter Reports

Algonquin – Held an amazing tour of the Garrison Petawawa Fire Hall. The technical aspect of firefighting was explained and demonstrated. Chapter is still struggling to get participation at regulatory activities.

Kingston – Held a summer BBQ and was their first ever member-only event (and families). Also held a well-received event with local organization that matches youth with employers. Popular “biggest concrete pour” event featuring the Canada Royal Milk project. The chapter is also hosting the GLP academy on Nov 23rd and planning a technical symposium with OSPE in 2020.

Peterborough – Busy with many seminars in conjunction with IEEE, including one on possibly re-booting lock 19 on the Trent Canal.

Ottawa – Held a new member night in June. Had a licence ceremony with the largest number of new licence recipients (54), at which the guest speaker was from the Transportation Safety Board. She talked about aviation, crashing, diagnostics, etc and was terrific.

Quinte – They’ve had 3 licence presentations. They are also planning an upcoming speakers night in October on large bulk ship unloaders.

Upper Canada – The chapter handed out scholarships at local schools. They also have an upcoming fall tour of the waste water treatment plant.

Thousand Island – Hosted a guest speaker at their AGM who talked about autonomous vehicles. Investigating a talk on the Nipigon Bridge. The chapter is also working with Helen Wojcinski to plan a 30x30 event in either late November or early December.

8.7 Engineer’s Duty to Report

The Chapter Office reminded delegates of the call for consultation on new guidelines for the use of the Seal. The deadline has been extended to the end of September.

Motion 7: To receive the remaining Consent Agenda.

Moved by: G. Houze. Seconded by: A. Hosier. Motion **CARRIED**.

9.0 Announcements / Next meeting / adjournment

9.1 Congress Schedule

June 6, 2020: Quinte

September 2020: Algonquin

In light of the changes happening at PEO, delegates voted for an in-person congress in February. Quinte was selected because of its Via Rail offerings. This will affect the congress schedule.

They also selected a date for a teleconference if a face-to-face is not possible. Delegates voted to keep a teleconference on a weeknight instead of moving it to a weekend.

<u>Date</u>	<u>Location</u>
February 11	Teleconference
or	
February 8	Face-to-face – Quinte Chapter

Action 6: Staff to check budget availability for a face-to-face meeting.

9.2 Congress Feedback

The Chapter Office reminded delegates that feedback from the last set of congresses was in the meeting package and also requested that feedback be submitted for the September congress.

9.3 Adjournment

The meeting was adjourned at 3:53 p.m.

DRAFT

Eastern Region Campaigner Report

As of November 2018, PEO initiated a 12-month transition period to a new Chapter e-mail Communication framework.

The purpose of this report is to present individual Chapter Communication statistics on the *Open Rate*, *Click Rate*, *Subscriber Attrition* and *Non-Openers* during the period from October 2018 to November 2019, and in future, compare to numbers approximately one year from now and statistically measure the impact post-implementation of the new Chapters Communication framework.

The month of October was considered as a starting point because it provides a true reading of membership numbers prior to the start of transition period.

Open Rate:

The Open Rate measures one open per recipient (it means that it only counts a value of 'one' in case a recipient opened a message multiple times) and is expressed as a percentage of the total number of delivered email messages.

Click Rate:

The Click Rate measures the percentage of email messages that drew at least one click. If the e-mail contained a call to action, it is expressed as click-through, counting only one click per recipient.

Subscriber Attrition

The Subscriber Attrition measures the percentage of 3 categories:

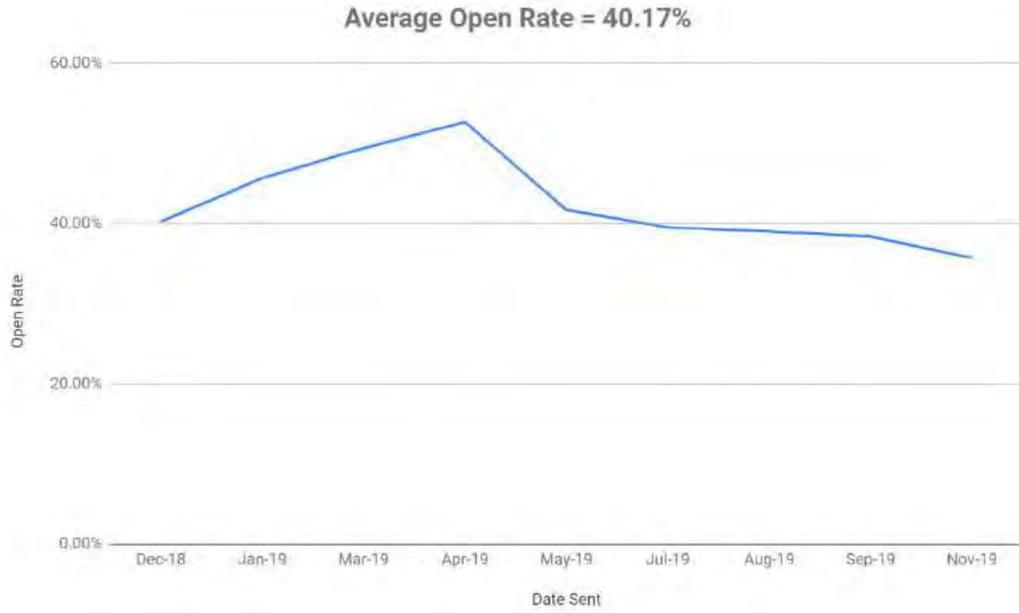
1. Unsubscribed Rate: The percentage of delivered email messages that caused subscribers to voluntarily unsubscribe themselves from the Chapter mailing list;
2. Spam Rate: The percentage of delivered messages which recipients indicated that the email message is unwanted, whether it fits the classic definition of "spam" as an unsolicited email;
3. Hard Bounce Rate: The percentage of sent messages that failed (bounced) because the address doesn't exist, or the account was closed.

Non-Openers

The Non-Openers value represents the total number of subscribers that did not open a single e-mail.

Algonquin Chapter

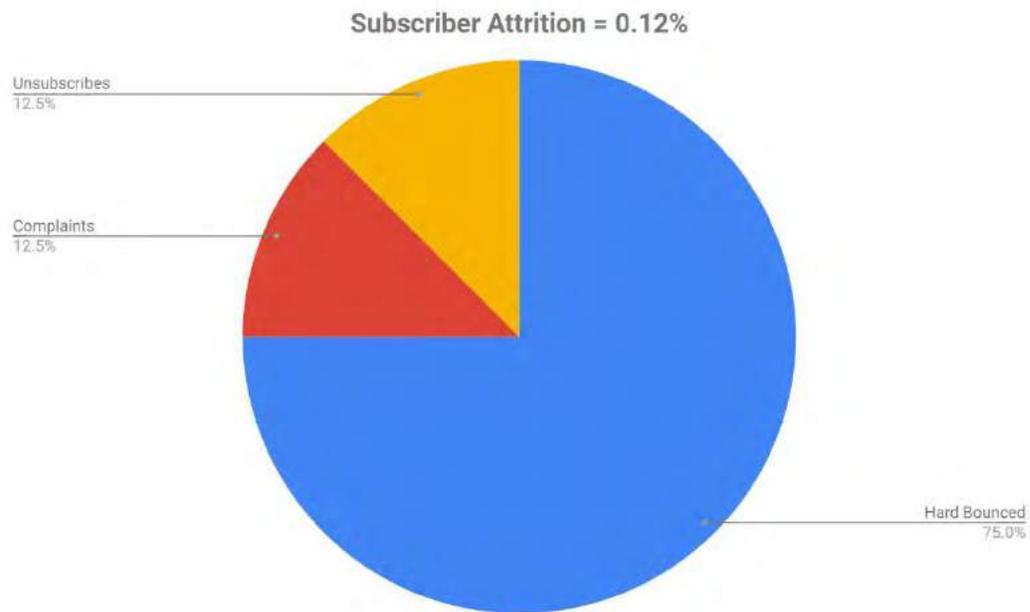
Open Rate: 40.17%



Click Rate: 2.93%



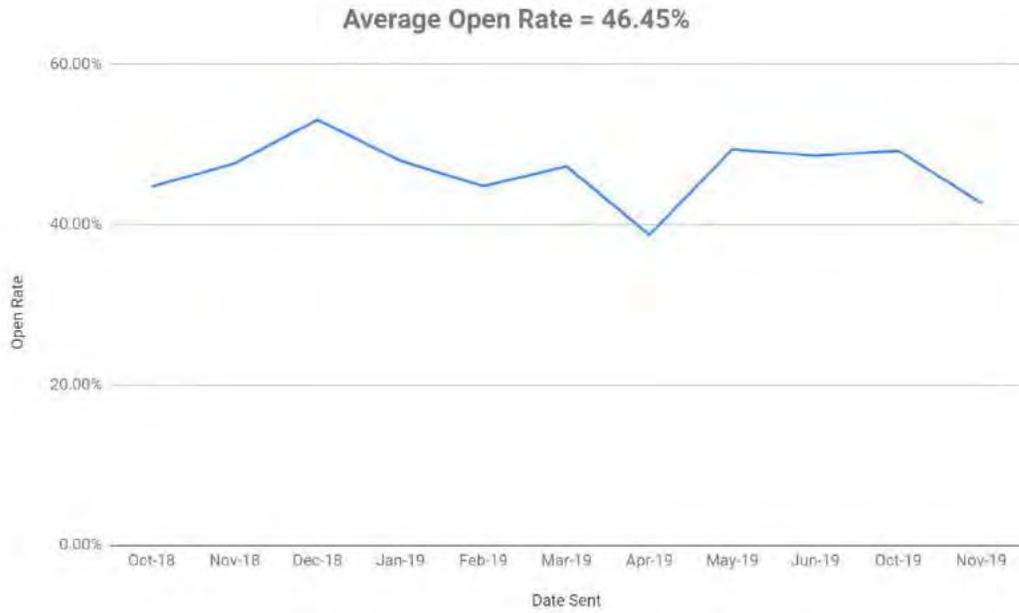
Subscriber Attrition Rate: 0.12%
Total Attrition: 8



Non-openers: 60
Total Subscribers: 448

Kingston Chapter

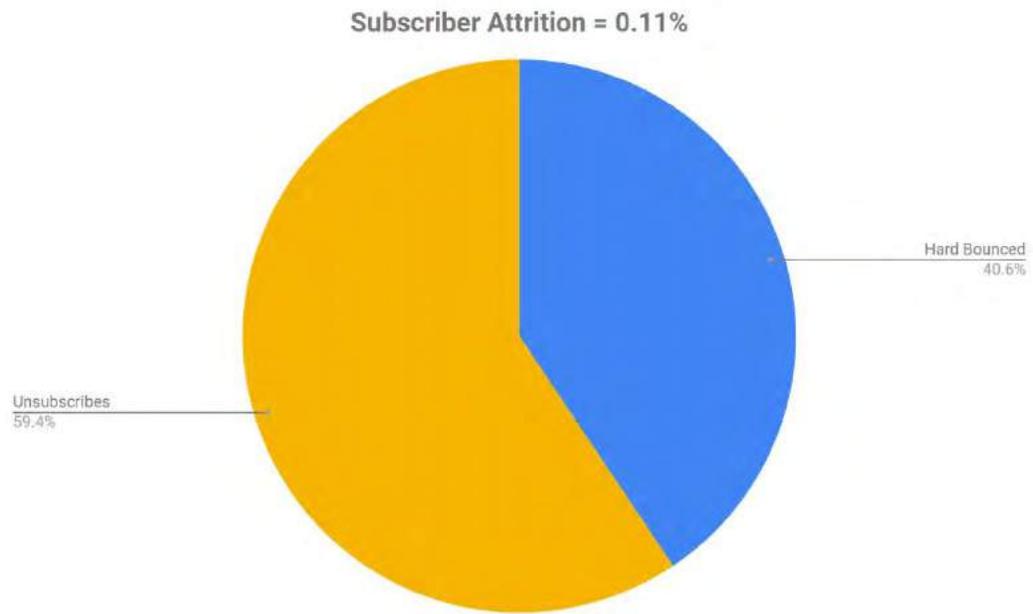
Open Rate: 46.45%



Click Rate: 3.50%



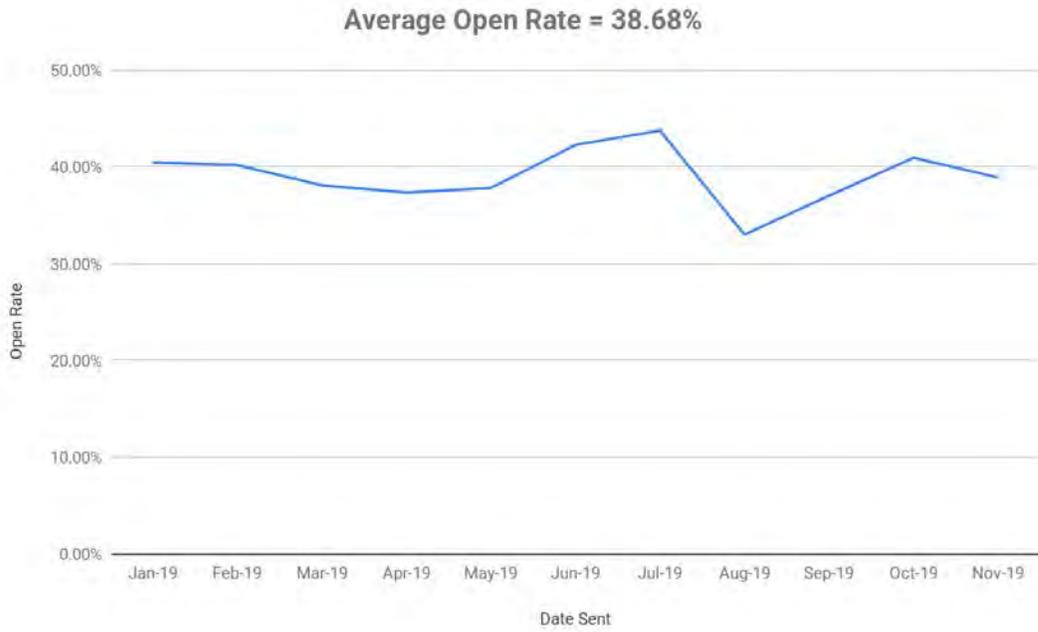
Total Attrition: 0.11%



Non-openers: 27
Total Subscribers: 1567

Ottawa Chapter

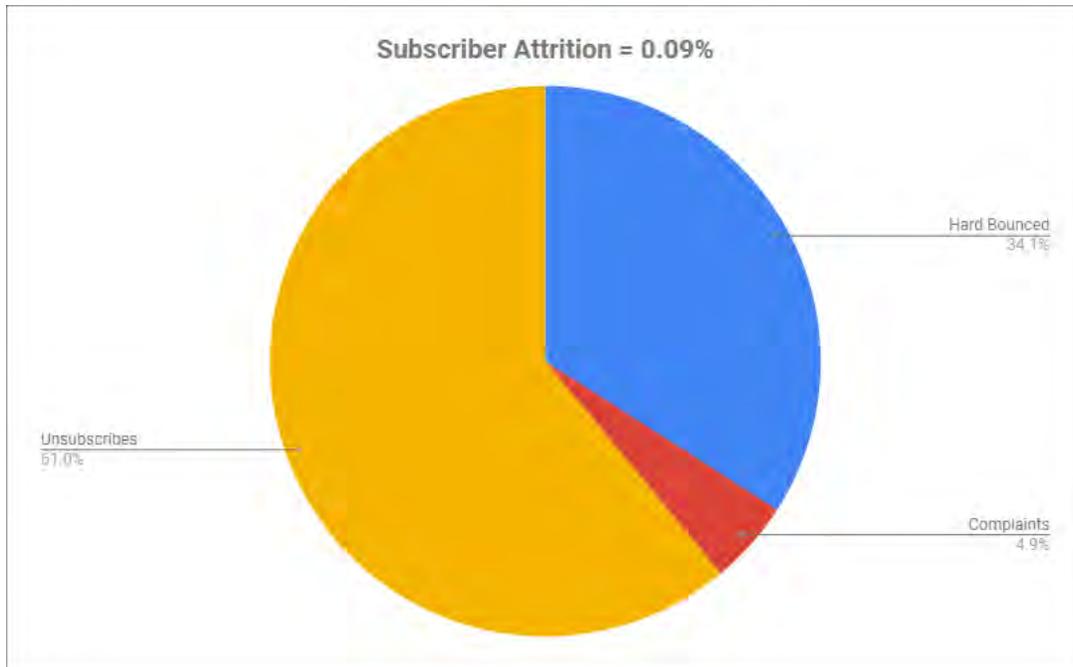
Open Rate: 38.69%



Click Rate: 0.27%



Total Attrition: 0.09%

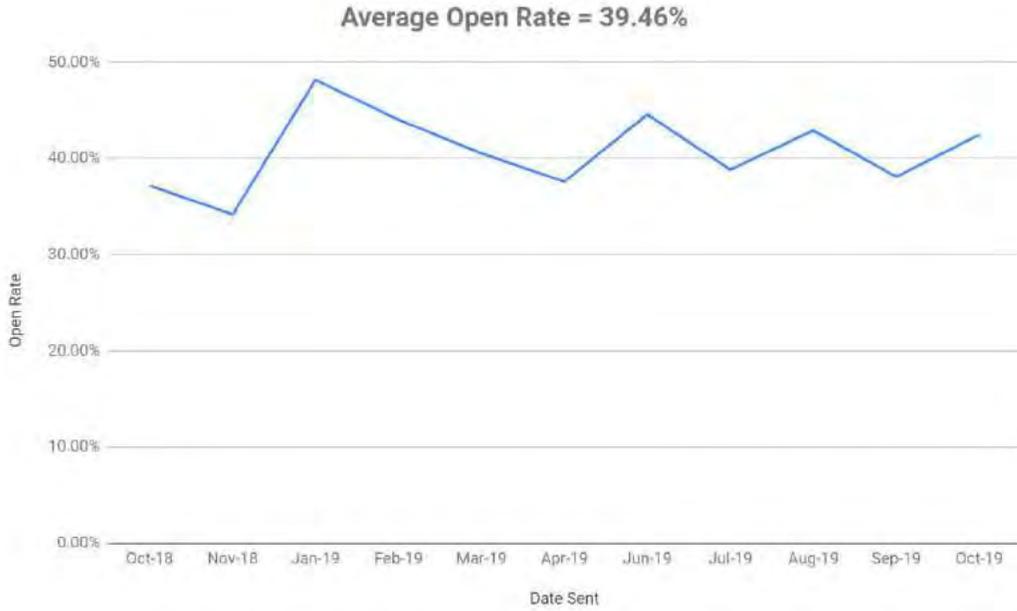


Non-openers: 5595

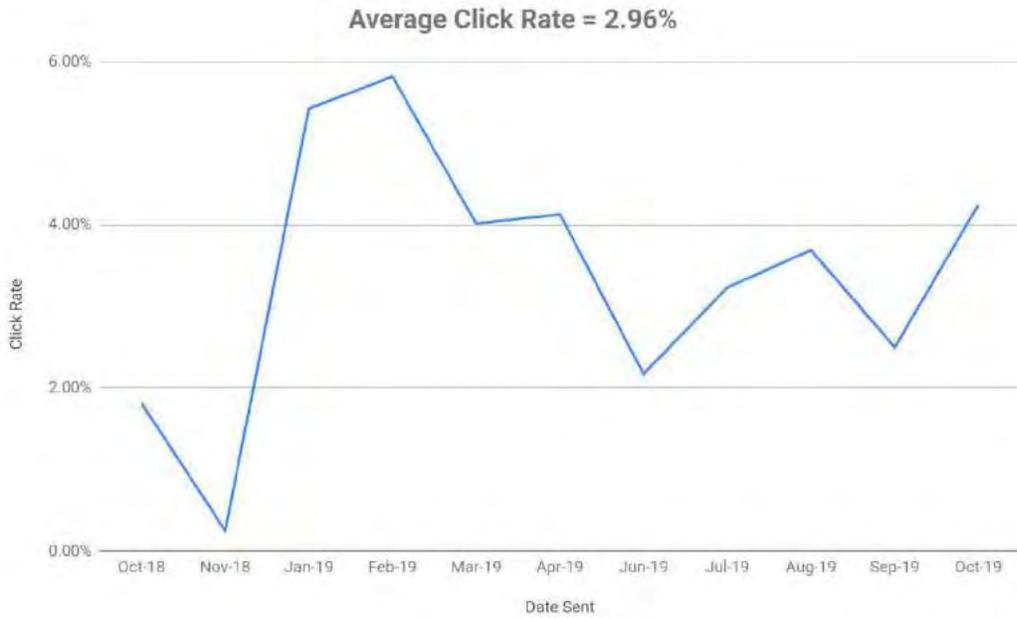
Total Subscribers: 10359

Peterborough Chapter

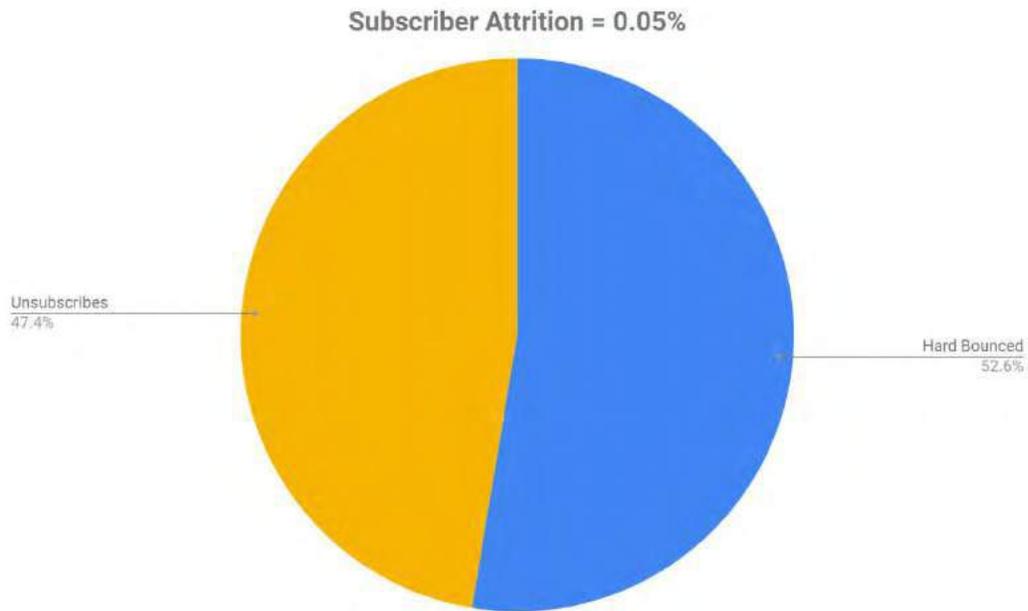
Open Rate: 39.46%



Click Rate: 2.96%



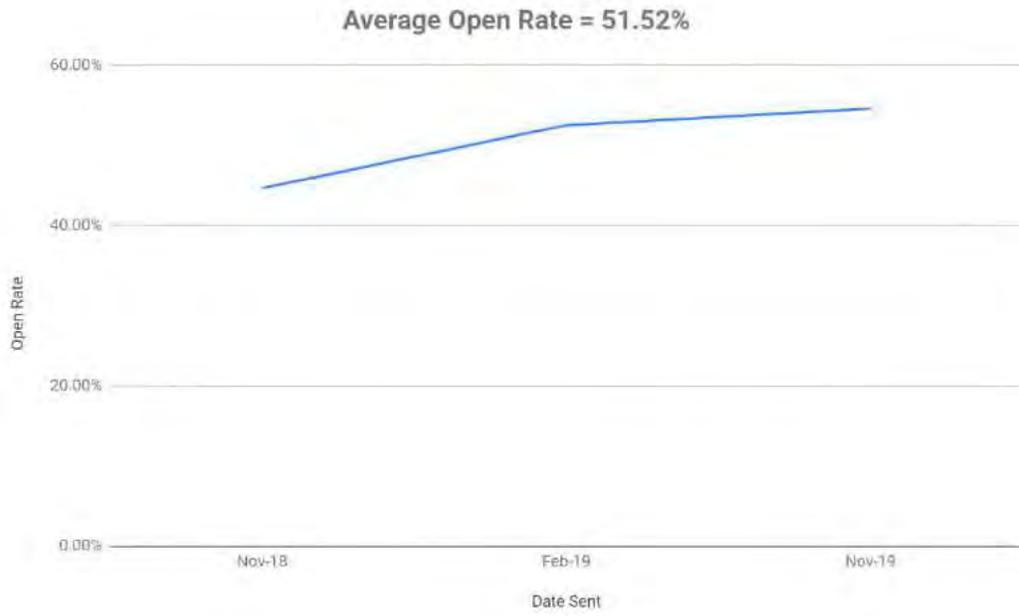
Total Attrition: 0.05%



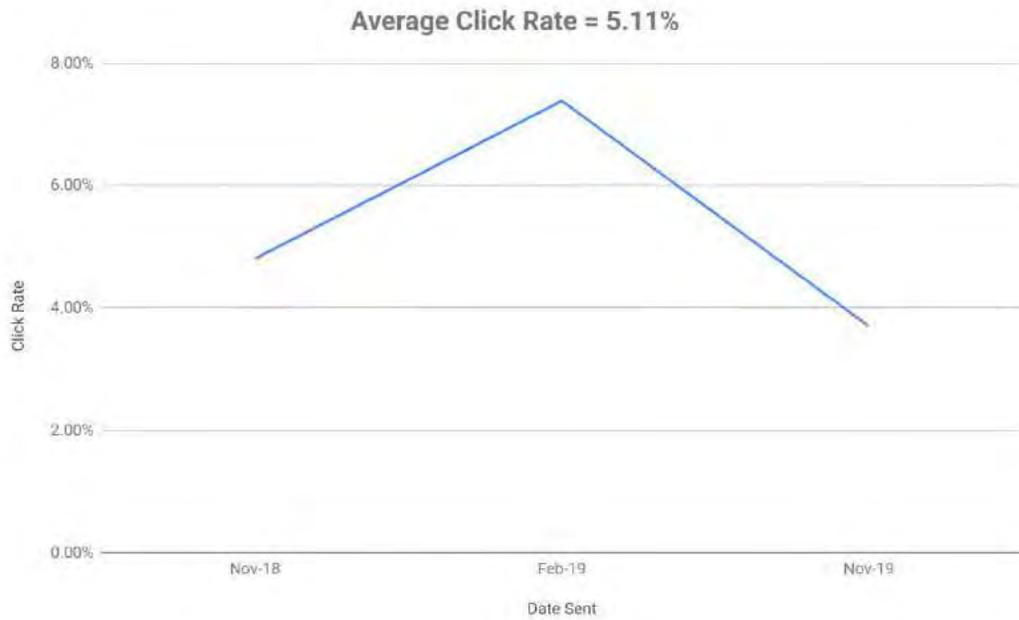
Non-openers: 124
Total Subscribers: 1052

Quinte Chapter

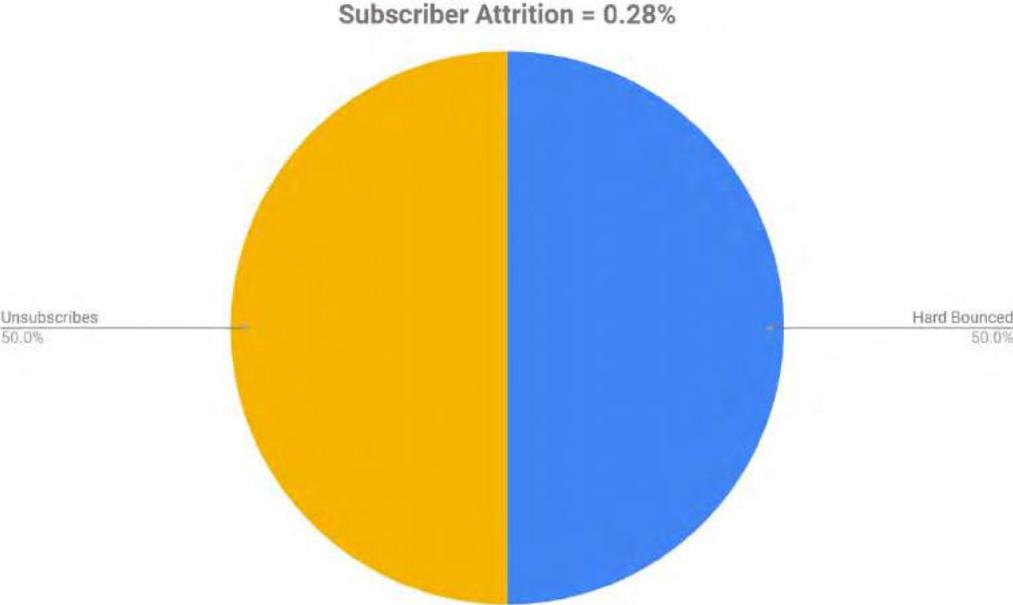
Open Rate: 51.52%



Click Rate: 5.11%



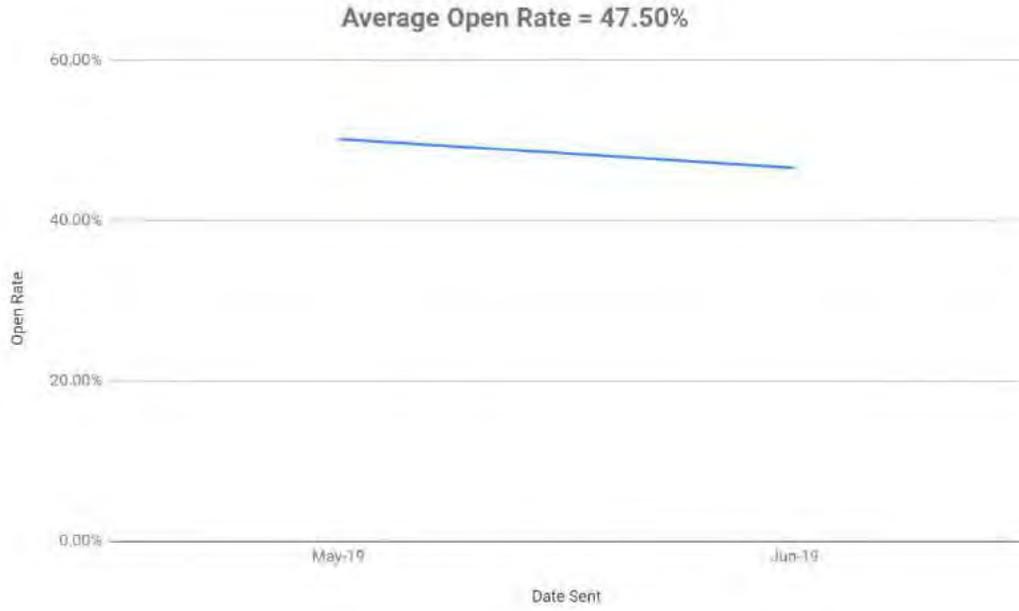
Total Attrition: 0.28%



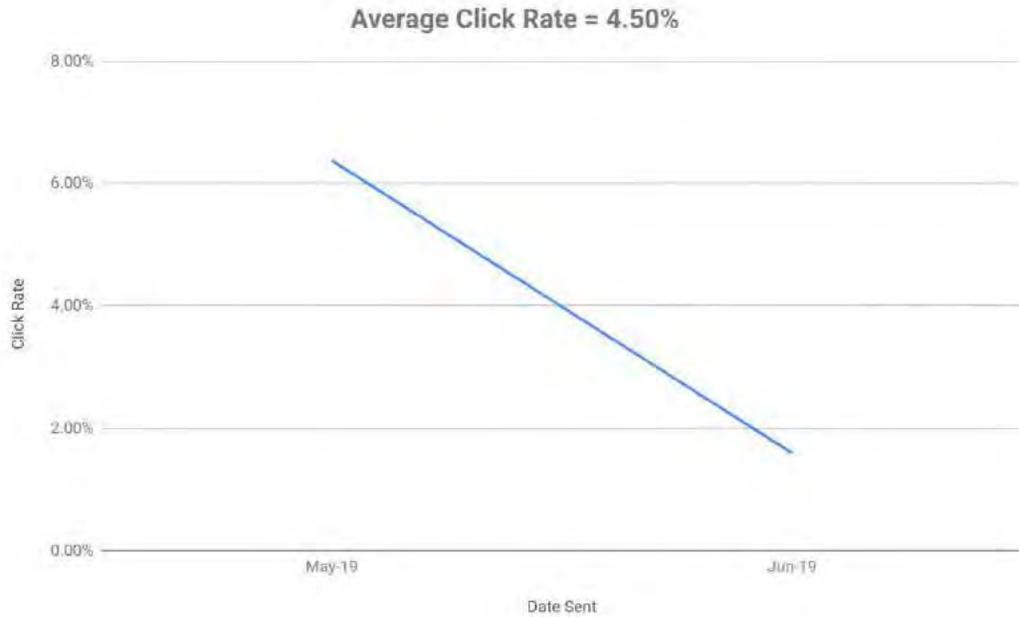
Non-openers: 37
Total Subscribers: 506

Thousand Islands Chapter

Open Rate: 47.50%

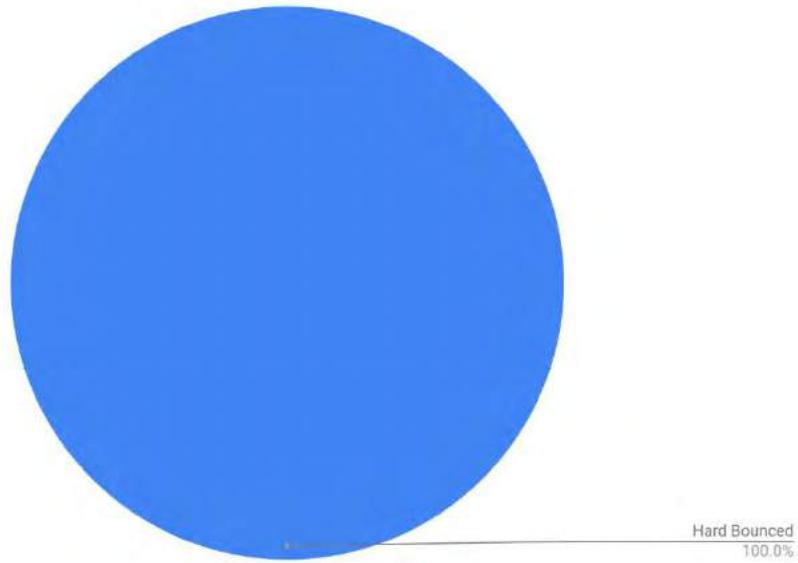


Click Rate: 4.50%



Total Attrition: 0.50%

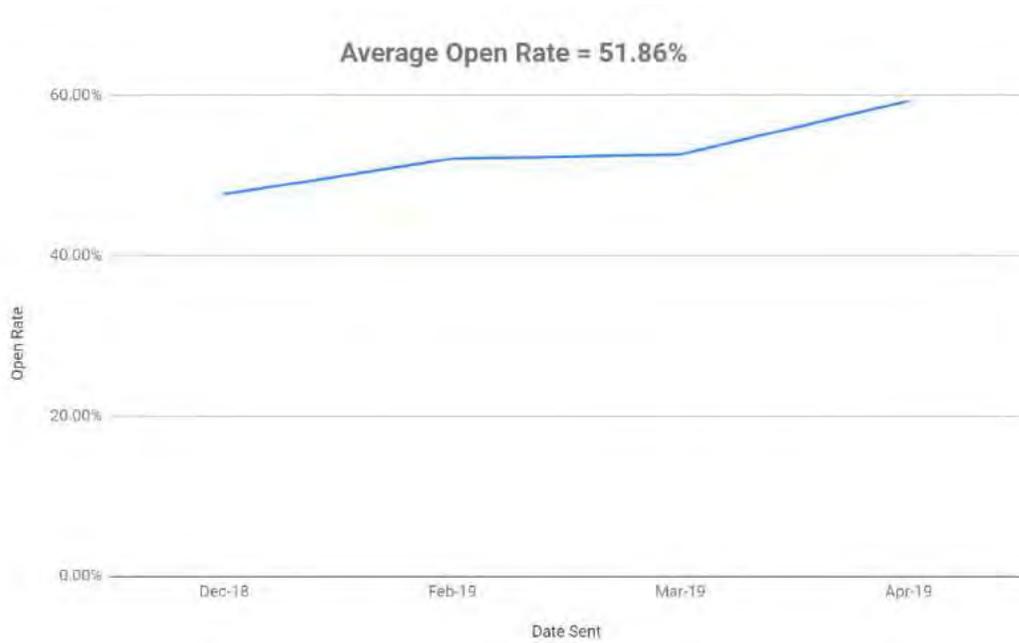
Subscriber Attrition = 0.50%



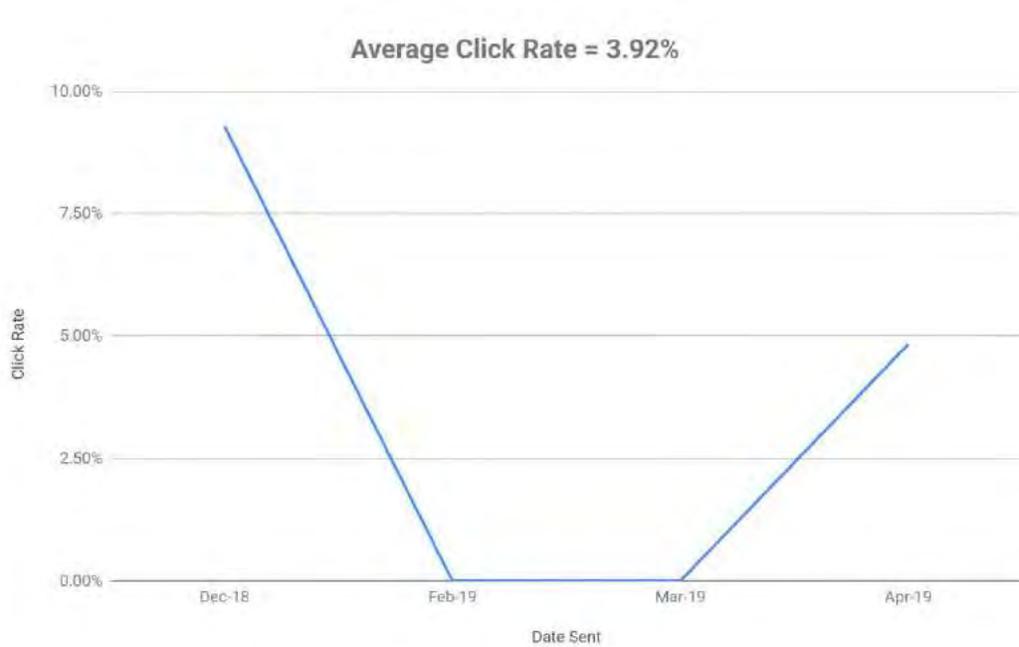
Non-openers: 0
Total Subscribers: 457

Upper Canada Chapter

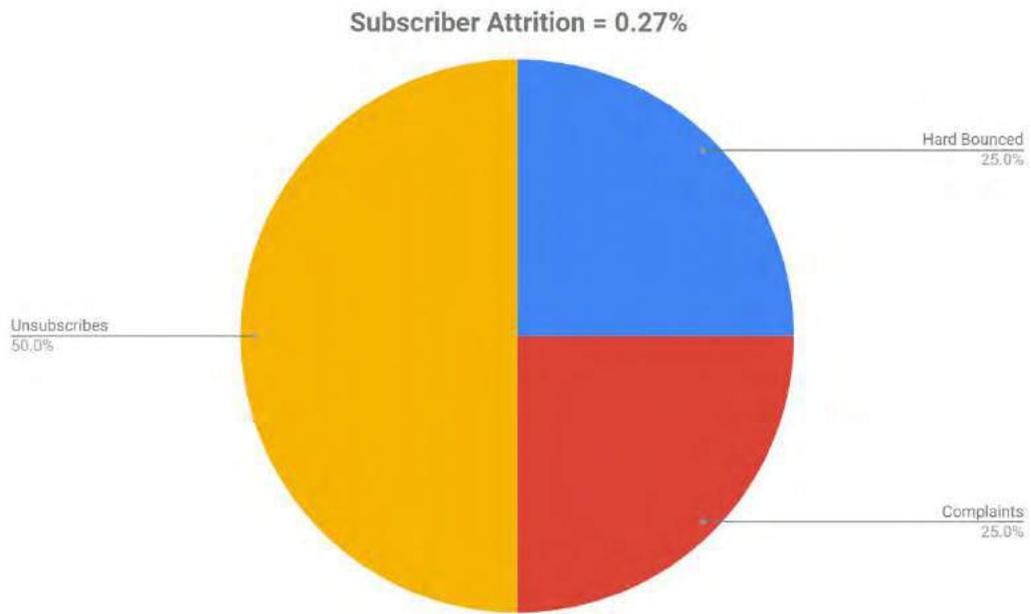
Open Rate: 51.86%



Click Rate: 3.92%



Total Attrition: 0.27%



Non-openers: 2

Total Subscribers: 304