

Minutes

Regional Councillors Committee (RCC) Saturday, April 6, 2019

PEO Office, 40 Sheppard Ave West, Toronto, Ontario

Chair:	Warren Turnbull, P.Eng.	West Central Senior Regional Councillor
Vice-Chair:		
Delegates:	Ishwar Bhatia, P.Eng. Guy Boone, P.Eng. Thomas Chong, P.Eng. Lola Hidalgo, P.Eng. Gary Houghton, P.Eng. Lisa MacCumber, P.Eng. Ramesh Subramanian, P.Eng. Keivan Torabi, P.Eng.	Eastern Senior Regional Councillor Eastern Junior Regional Councillor East Central Senior Regional Councillor Western Senior Regional Councillor Western Junior Regional Councillor Northern Senior Regional Councillor East Central Junior Regional Councillor
Guest:	Randy Walker, P.Eng.	Incoming Eastern Junior Regional Councillor
Staff:	Adeilton Ribeiro, P.Eng. Julie Hamilton, P.Eng. Sharon Gillam	Chapter Manager Chapter Coordinator Chapter Admin
Regrets:	Serge Robert, P.Eng.	Vice-Chair, Northern Jr Regional Councillor
Time:	9:00 am – 4:00 pm	

1.0 Call to order and welcome

The Chair called the meeting to order at 9 am. He welcomed incoming Eastern Junior Regional Councillor, Randy Walker.

2.0 Routine Business

2.1 Approval of Agenda

Motion 1: To approve the meeting agenda as presented. Moved by: G. Boone. Seconded by: T. Chong. Motion **CARRIED**.

2.2 Approval of Minutes to previous meeting (October 20, 2018)

Motion 2: To approve the Minutes to previous meeting (October 20, 2018) as presented. Moved by: G. Boone. Seconded by: T. Chong. Motion **CARRIED**.

2.3 Business arising from previous Minutes

The Acting Chapter Manager, Adeilton Ribeiro, reported on the business arising. Items that required further discussion are summarized below:

- **October 20, 2018, Action 1 and Action 2**

Chapter Office will direct questions on chapter conflicts to Margaret Braun, Acting Director of People and Development, and Chapter Office to request, on behalf of RCC, guidance and possible action from People and Development in the development of a PEO Volunteer process, including volunteer onboarding, police checks and training.

Additional action: RCC Chair, Warren Turnbull, updated RCC that he has sent a letter to PEO Registrar on these matters, asking for PEO People Development staff support.

Additional action: RCC members suggested that chapters be reminded of the Anti-Workplace Violence & Harassment Policy. Perhaps chapters can refer to this document at the start of each congress and board meeting. Additionally, chapters need to know the difference between conflict and harassment so that they can recognize the harassment that happens in their chapters and report it accordingly.

- **October 20, 2018, Action 3**

Chapter Office to ask chapters to compile data from specific member experiences, such as email communications related to EIT licensing process and submit it in a report.

R. Subramanian suggested that perhaps a member of RCC should sit on the licensing committees, Experience Requirements Committee (ERC) and Academic Requirements Committee (ARC).

- **October 20, 2018, Action 10**

The Chair will reach out to OSPE and suggest a more interactive and/or cooperative approach to PEO congresses and start a dialogue on how chapters can better benefit from OSPE's presence.

Additional action: W. Turnbull will circulate to RCC his letter to OSPE and the response, once a response has been received from OSPE.

- **October 20, 2018, Action**

RCC to review PEO By-law No.1 in relation to chapter by-laws.

RCC members suggested (for the RCC working group) that one possible addition to the chapter by-laws could deal with the off-boarding of non-active/under-performing chapter board members.

3.0 Chapter Forum

3.1 Regional Open Issues

RCC members agreed to only review new Open Issues (from September congresses). This decision reflected the meeting's full agenda.

East Central Open Issue #55: For the purpose of open and transparent chapter elections, ECRC asks RCC to adjust the chapter membership policy, such that a member who belongs to an Alternate Chapter (either manually through PEO or through EPIM), but has been a member of said Alternate Chapter for less than one year, cannot change their chapter affiliation until the one year period expires, with the following exceptions:

1. The member moved his/her principal residence to within the chapter boundaries before the 1-year period expired, or
2. The member started employment inside the chapter boundaries before the 1 year period expired.

Update: RCC discussion was deferred until chapter by-law update/reform is completed.

East Central Open Issue #56: Whereas an "EIT" is someone who at minimum has graduated from an accredited Canadian engineering program, and at maximum has years of technical experience abroad; and
Whereas the meaning of "EIT" is well-known as "Engineer in Training", and little known as "Engineering Intern"; and
Whereas no other provincial regulator refers to their EIT's as "Interns"; and
Whereas the title of "Intern" is assumed by the public to be a student who has not yet graduated, therefore this title is detrimental to an individual's credibility; and
Whereas the perception that an "Intern" is a student is supported by the majority of job postings with the title "Engineering Intern" requiring no completed Bachelor's Degree; and
Whereas this is ultimately detrimental to promoting new entrants into the profession which is in exact conflict with promoting Engineers Canada's 30 by 30 goals;
ECRC motions that PEO should define an "EIT" as an "Engineer In Training", and cease the use of "Engineering Intern" immediately.

Update:

Motion 3: RCC moves that PEO Council change the acronym EIT title back to Engineer in Training, and not Engineering Intern. Moved by I. Bhatia.

Motion withdrawn by I. Bhatia.

Motion 4: RCC moves to withdraw all motions on the subject of the EIT acronym, and instead refer the issue to the Registrar. Moved by I. Bhatia. Seconded by: T. Chong. Motion **CARRIED**.

Eastern Region Open Issue #118: ERC requests Jeannette Chau, through RCC, to review PEO's contract with consultant Howard Brown and consider cost-saving action of eliminating the contracted services, with the understanding that the inhouse full-time staff member (Jeannette Chau) can perform the duties of the GLP program.

Update: RCC recognizes a concern from the region. Certain budget lines were reduced by 10%. Queen's Park Day has been cut as were other areas. Brown and Cohen does valid work with PEO and does not impact the budget. Additionally the GLP contract was recently reviewed and quotes were received from other firms. Brown and Cohen was selected as the superior option. The current contract is valid and valuable.

Northern Region Open Issue #48: NRC motions that PEO implement a notification letter for applicants in advance of file closure, to include information on how to re-apply and a reminder that once a file is closed an applicant can no longer use the EIT designation.

Update: RCC supports the motion and will bring to Council.

Motion 5: RCC moves to bring Northern Open Issue #48 to Council. Moved by: R. Subramanian. Seconded by: G. Boone. Motion: **CARRIED**

Western Region Open Issue #60: WRC motions that Chapters who have amended their by-laws and submitted them for review need them to be brought to RCC for review and approval.

Update: This will be referred to the by-law working group. (See 4.1)

Western Region Open Issue #61: WRC moves to ask RCC to prioritize the by-laws issue, and to provide the region with a timeline, to be reported at the next WRC congress, so that within the next year chapters can amend their by-laws; and if chapter bylaw amendments do not conflict with current By-Law No.1, to permit the ratification of said amendments.

Update: This will be referred to the by-law working group. (See 4.1)

4.0 RCC Issues/Chapter Policies/Documentation/Processes

4.1 Chapter by-laws

L. MacCumber presented an update from the Legislative Committee (LEC) and recent legal advice. Chapters are considered a dependant part of PEO and not separate entities and therefore PEO can revise chapter by-laws and chapter structure. LEC believes this is best achieved as a PEO by-law and further to that, remaining items (customized at the chapter level) would fall under either a memorandum of understanding (MOU) or terms of reference document, and all existing chapter by-laws would then be rescinded. PEO by-law to include such items as term limits, number of members of a chapter board, and chapter membership restriction (only one chapter). Chapter boundaries should remain as a schedule in the by-law.

RCC agreed to form a working group consisting of L. MacCumber, G. Houghton, W. Turnbull and possibly S. Robert (absent from meeting).

G. Boone requested chapter representation in the working group. He also requested that chapter reform be included: a discussion on making the largest chapters into smaller groups. L. MacCumber explained that the working group should first meet and make some preliminary decisions, before presenting information to chapters for input.

Motion 6: RCC moves to form a working group on chapter by-law reform, to develop a standard by-law chapter, chapter terms of reference and memos of understanding and to follow-up with RCC, chapters and LEC no later than Nov 2019 Council. Moved by: T. Chong. Seconded by: G. Boone. Motioned: **CARRIED**

Action 1: Chapter Office to notify chapters of the new RCC working group and to solicit chapter volunteer input on by-law changes, chapter structure and terms of reference.

4.2 Chapter executive term limits

The committee discussed various scenarios for chapter board term limits, including how exceptions could be written into chapter MOUs to accommodate smaller chapters. G. Houghton suggested the working group could bring their recommendations to the next RCC meeting. The matter was referred to the by-law working group.

4.3 Future of the chapters.

The committee discussed the principal and additional objects of PEO as per the Act. They also reviewed the current “five essential purposes of the chapter” and the examples of each listed in the business planning document. There was consensus that the five essential purposes, and descriptions of each, should be reviewed by the by-law working group.

Motion 7: RCC moves to revise the specifics of each of the five essential purposes of a chapter, in advance of the next business planning cycle, to be drafted by the RCC by-laws working group.

Moved by: G. Houghton. Seconded by: L. MacCumber. Motion: **CARRIED**

There was also discussion pertaining to the RCC Special Projects fund and the current criteria for accepting project applications. Currently projects must be new, unplanned (in business plans), applicable to other chapters and include chapter ownerships (vs sponsorship).

Motion 8: RCC moves to include in the Special Project Project Fund terms of reference, the need for the project to be in line with the principal object of PEO as per the Act.

Moved by: T. Chong. Seconded by: I. Bhatia. Motion: **CARRIED**

Action 2: Chapter Office to include a sample application with the Special Project application, in order to help volunteers understand what should be included.

4.4 PEO Regional Offices

The Chapter Manager, Adeilton Ribeiro, reported on how the regional offices are being used and a summary of their activities. RCC members feel that there should be a better definition of the purpose of the regional offices and that these guidelines must be communicated to all stakeholders. W. Turnbull suggested that updated work plans are required for the regional offices.

There was discussion about regional office relevance and whether or not they are a good use of PEO funds. G. Boone suggested that a better use of resources would be to invest in smart technologies. This could potentially mean touchscreen devices in use at all CEAB institutions in Ontario, to offer PEO information and ways to connect.

Motion 9: RCC moves to close the Western Regional Office at Western University, and the Northern Regional Office at Lakehead University, effective December 31, 2019, such that there will not be financing for either office in the 2020 budget.

Moved by: T. Chong. Seconded by: K. Torabi. Motion: **CARRIED**

4.5 Chapter Communications: Campaigner update

The Chapter Coordinator, Julie Hamilton, provided an update on the collecting consent process to date. She noted the numbers for those consenting to receive chapter email communications are very high.

4.6 Volunteer onboarding policy

Discussed under Business Arising. (Chair has requested Registrar/staff assistance.)

4.7 West central region: Trial Workshop at Congress

Lisa MacCumber presented an idea of running a trial workshop congress at the upcoming June West Central Congress. There would be a regulatory focus to the workshop and she would also open it up to additional chapter delegates.

RCC members supported the strategic nature of this idea. Comments included:

- This format could be used to brainstorm for CLC.
- We can also explore the possibility of professional development on the Friday evening.
- Are congresses still relevant?
- Congresses need to be more consistent across all regions
- This might not work for central regions because of their condensed meeting time

L. MacCumber agreed to run the workshop as a pilot project for the next WCRC, to collect feedback, and to review the experience at the July RCC meeting.

4.8 Co-op Student Project: Grand River

The Western Senior Councillor, Lola Hidalgo presented next steps for this project. As a follow up from the initial idea the Western Region and specifically Grand River Chapter, has proposed what/how the project will move forward. The RCC discussed budgetary concerns.

Motion 10: RCC moves to approve the concept of hiring co-op students, one for each of the outer regions, to be funded, when and if the regional offices are closed, and with students working out of the PEO office.

Moved by: L. Hidalgo. Seconded by: R. Subramanian. Motion: **CARRIED**

5.0 Chapter and RCC Finances

5.1 RCC Special Projects Applications

Ottawa – Innovation Challenge 2019

The Senior Eastern Regional Councillor, Ishwar Bhatia, invited the Ottawa chapter guests, Tapan Das and Ray Barton, to present their special project to the RCC, via teleconference. The chapter presented their idea to bring together several Ontario universities to host an engineering innovation student challenge. The idea is to have a panel assess and score the various ideas on how to improve life through the application of science for the betterment of society.

Following the presentation and questions, RCC thanked and said goodbye to the Ottawa guests, and moved into discussion mode.

RCC members felt that the project did a good job of highlighting how PEO makes it difficult for entrepreneurs to become licensed. However they also felt that more information was needed about the event in question and also for the budget.

Motion 11: Thomas moves to table the approval of Ottawa's application until additional information and correct financials can be confirmed by Ottawa Chapter, and until the chapter agrees to make extra efforts to involve ESCO and other universities.

Moved by: T. Chong. Seconded by: G. Houghton. Motion: **CARRIED**

Grand River Special Project – 30 x 30 Outreach Event Series

Lola Hidalgo introduced chapter chair Jane Wilson and Women In Engineering co-chairs Theresa and Amy. The chapter presented their project to introduce outreach events at universities and colleges that will be interactive working sessions to promote the 30x30 initiative. These events feature a presentation, breakout sessions and networking in a social environment.

Following the presentation and questions, RCC thanked the Grand River guests and moved into discussion mode.

Motion 12: RCC moves to approve Grand River's Special Project funding application for \$2,000.

Moved by: L. Hidalgo. Seconded by: G. Houghton. Motion: **CARRIED**

5.2 Chapter Allotments and Bank Balances

Adeilton Ribeiro reported on chapter allotments, bank balances, and chapters that met the year-end goal of 50% of their average bank balance.

RCC discussed the current method of using average monthly balances to calculate the year-end goal vs the former method of the Dec.31st balance.

Motion 13: RCC moves to revert to the practice of using the December 31st balance to match the target of 50% of the year's allotment, rather than the current method of using the average monthly balance.

Moved by: T. Chong. Seconded by: R. Subramanian. Motion: **DEFEATED**

5.3 2020 Business Plan Package Approval

RCC discussed various updates they would like to see made to the business plan. Some recommendations were emailed by L. Hidalgo and L. MacCumber. Suggestions include hard-coding the annual report to match the business plan, adding more regulatory options under core activities (such as 30x30 and PEAK), showing tally of events planned vs events hosted, and including monthly bank balances.

Chapter guidelines for regulatory activities are needed for volunteers. It was suggested that the development of what falls under regulatory activities be referred to the working group.

Action 3: The by-law working group will also review the business planning document and draft chapter guidelines for 'regulatory activities'.

5.4 Fundraising Policy

The Eastern Region called on RCC to develop a policy to address a chapter's ability to fundraise for other organizations, and to address how that money is recorded on the chapter financial reports. RCC discussed ongoing Council deliberations and possible CRA implications of fundraising.

Motion 14: RCC moves to ask Finance Dept to investigate the need of a policy dealing with chapters receiving outside funds and chapters raising funds for other organizations.

Moved by: T. Chong. Seconded by: G. Boone. Motion: **CARRIED**

5.5 Centralized Banking

The Chair explained that he had recently participated in a Finance Committee meeting where centralized banking was discussed in more detail. He reviewed with RCC members what centralized banking might look like. The committee discussed the possible benefits of centralizing bank accounts.

Motion 15: RCC moves to support the centralized banking framework for chapters and to develop a policy that complies with CRA requirements and auditor recommendations.

Moved by: G. Boone. Seconded by: T. Chong. Motion: **CARRIED**

6.0 Reports – Council / RCC /Subcommittees/ Congress

6.1 2019 PEO AGM/VLC

The Chair reminded all that the VLC and AGM and OH Gala is coming up. Guy Boone, Vice-Chair of the VLC Planning Committee, provided some information about VLC. The theme is Evolving with the Times. Mark Abbott is the keynote guest with University of Toronto's iLEAD group acting as facilitators.

A. Ribeiro reminded RCC members that they will need to meet briefly on Saturday, May 4th (AGM), prior to the Council meeting, in order to appoint the new Chair and Vice-Chair of RCC. A. Ribeiro will ensure all RCC members are contacted with meeting details once a time has been finalized.

6.2 Central Election and Search Committee Travel Allowance

Discussion on the PEO Council Election travel allowance for Regional Councillor Candidates. Committee did not make any changes to the base travel allowance of \$780 or to the forecasted election mileage. The Committee acknowledged that PEO's mileage rate has increased from 0.55 to 0.58 and that this figure should be applied to compare forecasted mileage payment vs maximum allowance.

This comparison did not yield significant change and the maximums were maintained from the 2019 Election.

East Central \$1,005 vs \$993	Max remains \$1,000
Eastern: \$1,502 vs \$1,464	Max remains \$1,450
West Central \$854 vs \$850	Max remains \$850
Western \$1,595 vs \$1,553	Max remains \$1,550
Northern <Does not apply. Northern is at cap of \$2,000>	

6.3 30 x 30 Task Force

Lola Hidalgo reported on the work being done by the 30x30 task force and reminded RCC of the email and presentation that has been sent to chapters for the upcoming info session. L. Hidalgo explained that the task force would like to see 30x30 initiatives included in the chapter business plans. (Task force will not 'vet' chapter 30x30 events as they see that as the role of RCC.)

Action 4: The working group will consider adding a 30x30 activity to the business plan as a core/regulatory activity.

7.0 Other Congress Business

Motion 16: RCC moves that there are insufficient enforcement resources to respond to member complaints regarding enforcement and that this needs to be remedied.

Moved by: G. Boone. Seconded by: T. Chong. Motion: **CARRIED**

Closing comments:

Warren Turnbull took the opportunity to thank those councillors who are also stepping down. Ishwar Bhatia wished to thank all RCC members as he steps down from the committee. Lola Hidalgo suggested that after this meeting it would be important to convey to Council the steps/work undertaken by RCC. She also suggested, and there was committee support for, inviting LGA and Councillors-at-Large to future RCC meetings as observers. Finally, RCC members agreed that the Finance Committee (FIC) should have a designated RCC member.

Action 5: RCC to consider inviting LGAs and Councillors-at-Large to future RCC meetings.

8.0 Adjournment/Next Meeting

8.1 RCC Meeting Schedule

Next meeting will be held on May 4, 2019

8.2 2019 May and July RCC Meetings

The next July meeting will be decided via Doodle Poll once the new councillors are in place.