Professional Engineers Ontario

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Minutes

Regional Councillors Committee (RCC)
Saturday, April 1, 2017

Delta Kingston Waterfront Hotel
1 Johnson St, Kingston, ON K7L 5H7, Canada
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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
	Ewald Kuczera, P.Eng.	Western Senior Regional Councillor
(Teleconference)	Dan Preley, P.Eng.	Northern Senior Regional Councillor
	Noubar Takessian, P.Eng.	East Central Junior Regional Councillor
(Teleconference)	Michael Wesa, P.Eng.	Northern Junior Regional Councillor
Guests:	Ishwar Bhatia, P.Eng.	Incoming Eastern Regional Councillor
	Thomas Chong, P.Eng.	Incoming East Central Regional Councillor
	Lola Hidalgo, P.Eng.	Incoming Western Regional Councillor
	Lionel Ryan, P.Eng.	Kingston Chapter Chair
Staff:	Matthew Ng, P.Eng.	Manager, Chapters
	Julia Milter	Chapter Coordinator (Minute Taker)
Regrets:	Gary Houghton, P.Eng.	Western Junior Regional Councillor
	Gerard McDonald, P.Eng.	Registrar, PEO
	Warren Turnbull, P.Eng.	West Central Senior Regional Councillor

1.0 Call to order and welcome
1.1 SWOT Presentation by G. McDonald
SWOT Presentation by G. McDonald has been cancelled and meeting was called to order by the Chair at 9:01 a.m.

2.0 Routine Business
2.1 Approval of the meeting Agenda
D. Chui added item *7.1 Audited Financial Statements* and D. Preley requested to put on the Agenda item *7.2 Term Limits for RCC Chair.*

Motion 1: To approve meeting's Agenda as amended. Moved by N. Takessian, seconded by E. Kuczera. Motion **CARRIED**.

2.2 Approval of Minutes to previous meeting (Nov 5, 2016)
November 5, 2016 meeting's minutes were approved as presented in the following motion:

Motion 2: To approve Minutes from previous meeting as presented. Moved by E. Kuczera, seconded by D. Chui. Motion **CARRIED**.

2.3 Business arising from previous Minutes
Action 3 from November 5, 2016 meeting remains open until the next RCC meeting as G. Boone is still working on the report:

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Action 1: (*Outstanding Action 18 from July 23, 2016 RCC meeting*) 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.

Action 9 from November 5, 2016 meeting remains open until the next RCC meeting as Chapter Office is still in process of collecting month-end bank balances from Chapters:

Action 2: *(Outstanding Action 9 from November 5, 2016 RCC meeting)* M. Ng to begin compiling and graphing bank balances, allotment and year-end bank balance goal per chapter for the respective Regional Councillors.

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: Remains Open. RCC requested that Council ask Licensing Committee to give priority consideration to the Structured EIT Program and to compile metrics with regards to the licensing timelines. RCC's request is outlined in detail in Motion 3.

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: Remains Open. RCC requested that Council ask Licensing Committee to give priority consideration to the 30-hour per month supervised EIT experience requirement and to compile metrics with regards to the licensing timelines. RCC's complete request is outlined in Motion 3:

Motion 3: RCC requests that Council ask Licensing committee to give priority consideration to the Structured EIT program as outlined in Western Open Issue 55 and 30-hour monitoring requirement as outlined in Western Open Issue 56. RCC also requests that Council direct the Licensing Committee to compile metrics with regards to licensing timelines and provide an update at each Council meeting. Moved by: E. Kuczera, seconded by N. Takessian. Motion **CARRIED**.

West Central Open Issue 32: WCRC wants RCC to implement means of improving the knowledge new licensee have with regards to the role and mandate of PEO in society, its chapter system and volunteerism in general for the Association.
Update: Remains open. RCC revised "Welcome Package" has been submitted to the Licensing Committee. RCC actioned Chapter Office to request an update from PEO Licensing Committee with regards to the "Welcome Package" acceptance/implementation status.

Action 3: Chapter Office to solicit an update from PEO Licensing Committee with regards to the "Welcome Package" acceptance status, and if accepted, proposed timeline for implementation.

West Central Open Issue 38: To develop a standardized procedure for all Chapters to elect Chapter Board members.
Update: Remains open. RCC motioned Chapter Office to develop the first draft of a centralized best practice procedure for Chapters to elect Chapter Board Members, and once reviewed, the draft is to be distributed to all Chapters for consultation:

Motion 4: RCC to develop a centralized best practice procedure for Chapters to elect Chapter Board Members. Chapter Office to develop the first draft and once reviewed by RCC, it will be sent out to all chapters for consultation. Moved by D. Chui, seconded by N. Takessian. Motion **CARRIED**.

RCC also actioned Chapter Office to provide an update on the By-Law No. 1 amendment status.

Action 4: Chapter Office to provide an update on the By-Law No. 1 amendment status for the July 2017 RCC meeting.

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: Remains Open. Region requested to leave this open issue active until task force has finished its work and reported to the PEO Council. Task force is actively working on its objectives.

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: Remains Open. RCC's request to the Licensing Committee as outlined in Motion 3 (April 1, 2017 RCC meeting) will provide the service standard for responses as required by the Northern Open Issue 41.

3.2   RCC special project funding
Councillors reviewed Special Project Fund reports provided by the East Toronto and Scarborough Chapters and received them in the following motion:

Motion 5: To receive special project funding reports. Moved by D. Brown, seconded by E. Kuczera. Motion **CARRIED.**

4.0   Chapter and RCC Finances
4.1   2018 Business Plan Package Approval
2018 Business Planning and Reporting Package has been presented to RCC members. Brief discussion ensued about document changes from 2017 to 2018. Distribution deadline has been set to June 30, 2017. Document and submission due date have been approved in the following motion:

Motion 6: To approve 2018 Business Planning and Reporting Package with the submission deadline of June 30, 2017. Moved by D. Brown, seconded by G. Boone. Motion **CARRIED.**

4.2   Chapter bank balances
Chapter Office presented to RCC graphs that are based on the month-end bank balance information received from Chapters. Discussion ensued about possible uses of data collected and how telling graphs could be. Chapter Office is still in the process of collecting all month-end bank balance information from Chapters and will present completed graphs during the next RCC meeting in July 2017.

5.0   RCC Issues/Chapter Policies/Documentations/Processes
5.1   Mathletics clickers update
Mathletics Clickers update was presented to RCC members. RCC confirmed conclusions as outlined in the meeting package and listed in Appendix A of this document, and directed Chapter Office to communicate the conclusions to all 36 Chapters in the following motion:

Motion 7: RCC confirm the conclusions as outlined in the Mathletic Clicker report in April 1, 2017 RCC package and direct chapter office to communicate the conclusions to our 36 chapters across Ontario. Moved by G. Boone, seconded by N. Takessian. Motion **CARRIED**.

Discussion ensued about best ways for chapters to utilize "Poll Everywhere" technology and all costs associated with migrating from Mathletic Clickers to online poll/survey software. Discussion resulted in following motion:

Motion 8: RCC requests that the Chapter Office investigates chapter utilization and custom pricing package for "Poll Everywhere" for Chapters and report back to the July 2017 RCC meeting. Moved by N. Takessian, seconded by E. Kuczera. Motion **CARRIED.**

5.2   LifeSize Cloud implementation
LifeSize Cloud Implementation updates have been presented to RCC members. Discussion ensued about positives and negatives of the software, and reasons behind it being selected by PEO. RCC actioned Chapter Office to provide justification behind PEO's decision to select and implement LifeSize Cloud software as a videoconferencing tool:

Action 5: Chapter Office to provide rationale behind PEO's decision to implement LifeSize Cloud software.

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Discussion ensued about logistics of the software implementation and about possibility of establishing a working group tasked with implementation of LifeSize Cloud software. Discussion resulted in following motion, which was not supported by RCC:

Motion 9: RCC requests Council to direct IT department to form a group of knowledgeable people for the implementation of LifeSize Cloud. Moved by G. Boone, seconded by D. Chui. Motion **DEFEATED.**

5.3   Technical Talks presented by Professional Engineers
Councillors exchanged their opinions about technical talks being presented by Professional Engineers versus not licensed by PEO professionals. Consensus was that RCC is in support of having P.Eng. speakers as much as possible, however RCC does not believe in micromanaging Chapters. Current practice is working and therefore no change has been recommended. Chapter Office was actioned to communicate RCC's consensus to M. Spinks regarding this matter.

Action 6: Chapter Office to communicate to M. Spink RCC's consensus with regards to the technical talks being presented by Professional Engineers rather than not licensed by PEO professionals.

5.4   Online Leadership Module
RCC reviewed the request made by G. Comrie on behalf of the Human Resources Committee (HRC) with regards to the Online Leadership Modules. RCC supported HRC's recommendation for all new and existing Chapter Executives to complete the "Our Mandate" and the "Equity and Diversity Awareness" modules and additionally, all Chapter Chairs and Vice-Chairs to complete the "Chairing Effective Meetings" module:

Motion 10: RCC supports the recommendation from HRC based on email from March 21, 2017 and directs Chapter Office to roll out to all Chapters accordingly. RCC welcomes feedback through the Chapter Office. Moved by G. Boone, seconded by E. Kuczera. Motion **CARRIED**.

Please see the email from HRC in the Appendix B.

5.5   Canadian Anti-Spam Legislation update
RCC received an update on the Canadian Anti-Spam Legislation's July 1, 2017 deadline for Chapters to receive express consent from Chapter Members in order to be able to send out commercial electronic messages. Discussion ensued about PEO's efforts to acquire express consent from its members and timeline for implementation. Discussion did not result in any actions or motions.

6.0   RCC Subcommittees/Task Forces/Working Groups updates
6.1   ITEG update
M. Ng notified RCC that the group will continue to work on its objectives in the second quarter of 2017. No discussion ensued.

6.2   Business Planning and Reporting Task Force update
RCC agreed that the first introductory meeting of the Business Planning and Reporting Task Force will be open to all Regional Councillors rather than Junior Councillors as per Terms of Reference. First meeting will take place in April 2017.

6.3   2017 PEO AGM and Volunteer Leadership Conference
N. Takessian provided a brief update on the 2017 PEO AGM and Volunteer Leadership Conference. No discussion ensued.

7.0   Other Business
7.1   Audited Financial Statements
Discussion ensued about the process involved in auditing Chapters' annual financial statements. M. Ng provided information with regards to procedures involved. Discussion did not result in any motions or actions.

7.2   Term limits for RCC Chair
RCC decided to set term limits for Chair and Vice-Chair of RCC to be one year only each:

Motion 11: RCC supports term limits for Chair and Vice-Chair as one year term only each. Moved by D. Preley, seconded by M. Wesa. Motion **CARRIED.**

Councillors also agreed that Chair and Vice-Chair of the committee should not be from the same region in the following motion:

Motion 12: RCC supports that Chair and Vice-Chair should not be from the same region. Moved by E. Kuczera, seconded by: N. Takessian. Motion **CARRIED.**

8.0   Adjournment/Next RCC Meeting Scheduling
8.1   RCC Special Meeting – April 22, 2017

RCC's Special Meeting to elect Chair and Vice-Chair will take place on Saturday, April 22, 2017 during 2017 PEO AGM's weekend. Councillors agreed to schedule July 2017 RCC meeting during the April 22nd RCC Special Meeting when new Chair and Vice-Chair are elected. To avoid possible confusion during action-packed weekend, RCC actioned Chapter Office to clearly communicate in a separate email meeting's scheduling details:

Action 7: Chapter Office to clearly communicate details of the RCC Special Meeting scheduling in the separate email.

C. Sadr thanked all current Regional Councillors including those Councillors who were on RCC for the past four years. Councillor Sadr also thanked PEO Chapter Office staff (M. Ng, J. Milter, S. Gillam and S. Natalizio) for supporting and helping him over his two terms as Regional Councillor.

Regional Councillors thanked C. Sadr for his leadership as a RCC chair during the past 2 years.
Meeting was adjourned by the Chair at 2:40 pm.

Appendix A

Excerpt from "Mathletics Clickers Update" document from April 1, 2017 RCC Package:

Conclusion:
- For chapters that have developed IP around Clickers for Mathletics, PEO will continue to have 5 sets of clickers ready for Chapters to borrow.
- Scarborough Chapter can continue to run their Mathletics using their set of clickers – PEO is not mandating use of any technologies.
- Poll Everywhere should be suggested as an alternative to clickers for those Chapters that are new to hosting Mathletics and similar events.
- Based on its broad accessibility ability and easy integration to PowerPoint, Poll Everywhere should be used by Chapters to host other events like engineering pop quizzes, etc.
- The cost of subscription to Poll Everywhere should be part of the cost the Chapter should undertake as part of their allotment. It is not suggested that RCC or PEO Chapter's Office be paying for this service for Chapters to access.

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Appendix B

From: Fern Goncalves [mailto:fgoncalves@peo.on.ca]
Sent: March-21-17 4:34 PM
To: Changiz Sadr
Cc: Matthew Ng; George Comrie; Gerard A McDonald
Subject: FW: HRC motion to RCC

Dear Changiz,

The message below is sent on behalf of President George Comrie, who is also the Chair of the Human Resources Committee. Can you please add this item to the Agenda for the next RCC meeting. Thank you.

To the Regional Councillors Committee:

I am writing to inform you of a request that the Human Resources Committee (HRC) made at its meeting on February 2, 2017 involving the Regional Councillors Committee (RCC).

As you may be aware, the HRC has undertaken an initiative to develop and introduce leadership web modules with the objectives of enhancing the common understanding of PEO's regulatory mandate, roles, responsibilities, and governance among its volunteers; and developing leadership skills within PEO's volunteer base. In December 2016, PEO announced the introduction of two online leadership development modules: Our Mandate and Chairing Effective Meetings.

At its meeting on February 2nd, the HRC mandated that all new committee and task force volunteers be required to complete the Our Mandate and the Equity & Diversity Awareness module before the new volunteer is recommended to Council for approval of their appointment.

To further support this initiative, the HRC passed the following motion:

> The HRC recommends that the Regional Councillors Committee (RCC):
> 1. Direct that chapters require all new and existing chapter executives to complete PEO's Our Mandate and the Equity & Diversity Awareness modules.
> 2. Direct that chapter chairs and vice chairs be required to complete the Chairing Effective Meetings module.
> 3. Monitor the compliance uptake on both directives.

The HRC respectfully requests that RCC consider the motion and implement an action plan to communicate this request to chapter volunteers.

Regards,
George Comrie, P.Eng.
Chair, Human Resources Committee

Fern Gonçalves, M.Ed., CHRL
Director, People Development | Staff and Volunteer Resources
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