

Minutes - DRAFT

Regional Councillors Committee (RCC) Saturday, July 29, 2017

Holiday Inn & Suites Oakville at Bronte

Address: 2524 Wyecroft Road, Oakville, L6L 6P8

Phone: (905) 847-1000

Chair:	Warren Turnbull, P.Eng.	West Central Regional Councillor
Vice-Chair:	Noubar Takessian, P.Eng.	East Central Regional Councillor
Members:	Ishwar Bhatia, P.Eng.	Eastern Regional Councillor
	Guy Boone, P.Eng.	Eastern Regional Councillor
	Thomas Chong, P.Eng.	East Central Regional Councillor
	Danny Chui, P.Eng.	West Central Regional Councillor
	Lola Hidalgo, P.Eng.	Western Regional Councillor
	Dan Preley, P.Eng.	Northern Regional Councillor
	Michael Wesa, P.Eng.	Northern Regional Councillor
Guests:	Sulaf Al Karawi, P. Eng.	Oakville Chapter (am only)
	Darla Campbell, P. Eng.	Chair, Government Liaison Committee (pm only)
	Len D'Elia P. Eng.	Oakville Chapter (am only)
	Ian Kirby, P. Eng.	Oakville Chapter (am only)
	Jeffrey Lee, P. Eng.	Oakville Chapter (am only)
	Sohail Naseer, P. Eng.	Oakville Chapter (am only)
Staff:	Matthew Ng, P.Eng.	Manager, Chapters
	Julia Milter	Coordinator, Chapters
Regrets:	Gary Houghton, P.Eng.	Western Regional Councillor

1.0 Call to order and welcome

Meeting was called to order by the Chair at 9:02 a.m.

2.0 Routine Business

2.1 Approval of the meeting Agenda

- D. Preley requested to add following items to the Agenda under section 7.0 Other Business:
 - 7.1 Review of Council approval of Chapter Special Project Funding
 - 7.2 RCC Open Issues and lack of response from the Council
 - 7.3 Roles, Responsibilities, and Terms of the RCC Chair and Vice-Chair.
 - 7.4 Licensure Process
 - 7.5 RCC Chair voting rights during the meeting
- Bhatia requested to add following item to the Agenda under section 7.0 Other Business:
 - 7.6 Roles and Responsibilities of Council Members
- M. Ng. requested to add section 7.0 Other Business:
 - 7.7 Regional All-Candidate Meetings
- G. Boone requested to move item 3.3 Chapter Reform to the beginning of the section 3.0 Chapter Forum under subheading 3.1.

Motion 1: To approve meeting's agenda as amended. Moved by N. Takessian, seconded by D. Preley. Motion **CARRIED**.

2.2 Approval of Minutes to previous meeting (April 1, April 22)

- Minutes from April 1 and April 22, 2017 RCC meetings were approved as presented in the following motion:

Motion 2: To approve minutes from April 1, 2017 and April 22, 2017 RCC meetings as presented. Moved by N. Takessian, seconded by M. Wesa. Motion **CARRIED**.

2.3 Business arising from previous Minutes

M. Ng went over action items created during the last RCC meeting. Only Action 1 remains open and moves to the next meeting as Councillor Boone requires more time to prepare the document:

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.

3.0 Chapter Issues

3.1 Chapter Reform

G. Boone introduced Chapter Reform concepts deliberated during the Council Workshop in June 2017. Councillors briefly discussed proposed concepts and agreed that chapters need to be addressed before any decisions can be made. RCC proposed to establish a subcommittee that will be comprised of the Councillors and certain chapter representatives to look in to enhancing volunteer leadership succession and other chapter reform concepts outlined by G. Boone:

Motion 3: RCC to establish a chapter reform subcommittee (of RCC Councillors and pertinent chapter representatives) to look at enhancing volunteer leadership succession by, but not limited to, optimizing chapter size.

The subcommittee is made up of RCC Councillors and pertinent chapter representatives. The terms of reference and workplan of this said subcommittee of RCC shall be peer reviewed by regional congresses in September and approved by RCC at its next meeting prior to implementation.

Moved by D. Chui, seconded by I. Bhatia. Motion **CARRIED**.

3.2 Regional Open Issues

Western Region:

- Western Region does not have any current open issues.

West Central Region:

- **West Central 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. The revised "Welcome Package" for new licensees allows chapters to have 3 pages worth of space for its contents. RCC was tasked to provide their ideas and feedback to Chapter Office before the October RCC meeting.
- **West Central Open Issue 38:** To develop a standardized procedure for all Chapters to elect Chapter Board members.
 - **Update:** RCC accepted the "Standardized Chapter Election Guide" document presented by the Chapter Office. Document will be presented to Chapter Delegates during the September 2017 round of Regional Congress.
- **West Central Open Issue 39:** West Central Regional Congress motions RCC to create a joint PEO-OSPE working group to tackle a project on climate change.
 - **Update:** Remains open. A briefing note from J. Chisholm will be brought to RCC during the October 2017 meeting.
- **West Central Open Issue 40:** WCRC motions RCC to direct a CASL compliance plan review in December 2017.
 - **Update:** Remains open. RCC supported West Central Region in their attempt to launch CALS compliance review starting November 2017.

Motion 4: RCC supports CASL compliance review, starting in November 2017 as per West Central Open Issue 40. Moved by N. Takessian, seconded by T. Chong. Motion **CARRIED**.

East Central Region:

- **East Central Open Issue 52:** ECRC would like to motion RCC to review the process, timelines and communications (both ways) regarding the EIT licensing application process.
 - **Update:** Remains open. RCC will communicate with the Registrar outlining the many issues reported by chapters regarding perceived licensing related issues and requesting his immediate action, and will request the Council to form a Task Force to oversee the execution of the online licensing project, while ensuring it addresses the licensing issues currently experienced.

Motion 5: RCC directs RCC Chair and Manager, Chapters to write to the Registrar outlining the many issues reported by chapters regarding perceived licensing related issues and requesting his immediate action. Moved by T. Chong, seconded by N. Takessian. Motion **CARRIED**.

Motion 6: RCC directs the RCC Chair and Manager, Chapters to draft a briefing note to Council requesting the formation of a Task Force to oversee the execution of the online licensing project, while ensuring it addresses the licensing issues currently experienced. Moved by N. Takessian, seconded by M. Wesa. Motion **CARRIED**.

Northern Region:

- **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 will communicate with the Registrar outlining the many issues reported by chapters regarding licensing related issues and requesting his immediate action, and will request the Council to form a Task Force to oversee the execution of the online licensing project, while ensuring it addresses the licensing issues currently experienced.
- **Northern Open Issue 42:** NRC motions RCC to consider that any suggested term limits on Chapter Executive from the Council be the decision of the Chapter Executive to determine applicability.
 - **Update:** Remains open. RCC believes that this matter is mostly applicable to the Northern Region, and thus, should be dealt with by the Northern Region only. RCC encourages chapter boards to establish succession plans and encourages chapters to work with the Regional Councillors to find new executive members and officers where applicable. Although term limits are not mandated, where applicable, long standing (i.e. 3 term) board officers are encouraged to stand down when new qualified chapter members are nominated for officer positions.

Motion 7: RCC encourages chapter boards to establish succession plans and encourages chapters to work with the regional councillors to find new executive members and officers where applicable. Although term limits are not mandated, where applicable, long standing (i.e. 3 term) board officers are encouraged to stand down when new qualified chapter members are nominated for officer positions. Moved by M. Wesa, seconded by I. Bhatia. Motion **CARRIED**.

- **Northern Open Issue 43:** NRC requests RCC that the wait time for fully completed P.Eng. applications (without the case for further review) be a maximum of 90 days.
 - **Update:** RCC will communicate with the Registrar outlining the many issues reported by chapters regarding licensing related issues and requesting his immediate action, and will request the Council to form a Task Force to oversee the execution of the online licensing project, while ensuring it addresses the licensing issues currently experienced.
- **Northern Open Issue 44:** NRC requests RCC that a portal be developed to allow P.Eng. applicants to track the status of his/her application progress. This portal should track completed steps as well as outstanding application milestones.
 - **Update:** RCC will communicate with the Registrar outlining the many issues reported by chapters regarding licensing related issues and requesting his immediate action, and will request the Council to form a Task Force to oversee the execution of the online licensing project, while ensuring it addresses the licensing issues currently experienced.

Eastern Region:

- **Eastern Open Issue 113:** ERC requests that RCC provide the formal direction in the form of the framework / model for planning and executing Regional Congress, and in particular, clarify the responsibilities and authorities relating to thereof.
 - **Update:** Remains open. RCC accepted the “Regional Congress Organization Protocol and RACI Chart” document presented by the Chapter Office. Document will be presented to Chapter Delegates during the September 2017 round of Regional Congress.

Motion 8: RCC accepts proposed “*Regional Congress Organization Protocol and RACI Chart*” as it appeared in the RCC meeting package. Moved by N. Takessian, seconded by M. Wesa. Motion **CARRIED**.

3.3 Special Project Fund Applications

I. Bhatia and G. Boone presented “Comedy Night” and “Launch of the Entrepreneurial Program” special project fund applications submitted by Eastern Region chapters. Since applications were incomplete, RCC recommended that chapters putting forward these proposals complete applications according to the regulations and resubmit them for consideration in time for the October 2017 RCC meeting.

4.0 Chapter & RCC Finances

4.1 2018 Chapter Budget and Process

M. Ng explained the proposed 2018 Chapter Budget numbers. Councillors accepted 2018 Chapter Budget and decided that some budget line items should be increased due to the increasing food and beverage costs:

Motion 9: RCC approves 2018 Chapter Budget as presented and to increase “*Chapter Leaders Conference*” line item by \$5000, and “*Regional Congress*” line item by \$5000. Moved by D. Chui, seconded by G. Boone. Motion **CARRIED**.

G. Boone put forward a proposal to establish the Eastern Regional Office. A concern was raised that RCC should examine carefully whether it is necessary to create Eastern Regional Office and see costs associated with its creation before deciding.

After a brief discussion on previous numerous attempts to create a third Regional Office, Councillors agreed to include Eastern Regional Office creation costs to the 2018 Chapter Budget in the following motion:

Motion 10: RCC directs the Chapter Office staff to start the process of establishing the Eastern Regional Office and allocate appropriate funds for its creation in the 2018 PEO Operations Budget. Moved by G. Boone, seconded by D. Chui. Motion **CARRIED**.

RCC actioned M. Ng to update and distribute the 2018 Chapter Budget document.

Action 2: M. Ng to update the 2018 Chapter Budget to reflect RCC’s decisions and forward the updated version to RCC members.

4.2 2018 Regional Allotment

Regional Allotment Task Force created model with 2018 regional allotment numbers was presented to Committee Members. RCC supported the distribution of funds amongst regions as per the model in the following motion:

Motion 11: RCC supports 2018 Regional Allotment distribution as presented and allows Manager, Chapters to round up/down to even up the numbers. Moved by N. Takessian, seconded by D. Preley. Motion **CARRIED**.

4.3 2018 Chapter Business Plan Summary & Month-End Bank Balances

Regional Councillors reviewed charts based on the chapters’ month-end bank balances. Discussion ensued about the amount of the residual bank balance chapters are holding and did not result in any actions or motions. Chapters will continue to collect this information to build a data base with historic month-end bank

balance information. It was agreed that the RRC sub-committee will develop a proposed formula regarding the maximum month-end bank balance chapters may have before annual funding is withheld.

5.0 RCC Issues/Chapter Policies/Documentations/Processes

5.1 Essential Purposes of the Chapter Review

Councillors reviewed current list of the Essential Purposes of the Chapter and did not propose any changes. Also, a summary of the START (Chapter Structure and Revitalization Team) report was presented to Councillors. Chapter Office was tasked to distribute the full START report to RCC members and create a communication to chapters outlining the Essential Purposes of the Chapter encouraging them to participate more frequently in the Regulatory Function events:

Action 3: Chapter Office to distribute the full contents of START report to Regional Councillors Committee.

Action 4: Chapter office to communicate the “Essential Purposes of the Chapter” document with all chapters and suggest to the chapters the importance of holding more Regulatory Function type events. Chapter office is to provide guidance regarding what is a Regulatory Function by way of examples where applicable.

5.2 Chapter Board Member Elections Guide

M. Ng presented “Standardized Chapter Election Guide” document as requested per West Central Open Issue 38. Councillors reviewed the document and after a brief discussion supported the document. Also, RCC requested that Chapter Office distributes the document to Congress Delegates for feedback during the September 2017 round of Regional Congress:

Motion 12: RCC accepts the “*Standardized Chapter Election Guide*” document as presented in the RCC meeting package and direct Chapter Office staff to prepare a presentation to chapters during the September 2017 Regional Congress for their review. Moved by T. Chong, seconded by I. Bhatia. Motion **CARRIED**.

5.3 Chapter By-Laws and By-Law No. 1

M. Ng presented “Policy Intent for By-Law No. 1 Changes” document to Councillors. Councillors agreed with all changes outlined in the document and agreed to approach the Council regarding this matter in the following motion:

Motion 13: RCC directs RCC Chair and Manager, Chapters to prepare the briefing note to PEO Council introducing the policy intent statements and requesting Council to direct the Legislative Committee to commence work on making the necessary changes to Bylaw No.1. Moved by N. Takessian, seconded by T. Chong. Motion **CARRIED**.

5.4 “Poll Everywhere” Technology

“Poll Everywhere” pricing and components chart was presented to Councillors. Since the PEO does not have a Poll Everywhere account with additional users, chapters will be required to pay for their own account.

5.5 Teleconferencing Solutions for Chapters

Councillors were informed that Lifesize Cloud service for web conferencing has been discontinued, and that PEO IT departments is working on new solutions. No discussion ensued.

5.6 RCC Entrance Scholarship Review

Changes to the “PEO Chapter Scholarship Terms of Reference and Guidelines” were presented to Councillors. Additional minor changes were requested to be added. Councillors accepted updated document in following motion:

Motion 14: RCC accepts the changes as presented to the “*Chapter Scholarship Terms of Reference and Guidelines*”.

Suggestions include to either remove “University” as there are colleges that offer accredited engineering programs as well; or add “Colleges” to the sentence. Moved by D. Chui, seconded by M. Wesa. Motion **CARRIED**.

5.7 Welcome Package for New Licensees

Ideas for the three-page spread in the “Welcome Package” for new licensees were presented to Councillors. Discussion ensued about the amount of space that is allocated for Ontario Society of Professional Engineers (OSPE) content. Councillors agreed to allow OSPE to have one paragraph of content in the following motion:

Motion 15: For the three (3) pages within the revised “Welcome Package” to new licensees, RCC supports OSPE to have one paragraph mention in the “Welcome Package” for new licensees. This is contrary to the Licensing Department suggestion of dedicating one page to that matter. Moved by D. Chui, seconded by T. Chong. Motion **CARRIED**.

Councillors were tasked to submit their ideas on the three-page spread content in the following action:

Action 5: Regional Councillors to submit their ideas and feedback to the Chapter Office with regards to the content of three pages in the “Welcome Package” for the new licensees.

5.8 Ontario Society of Professional Engineers (OSPE) Participation at Regional Congress

M. Ng gave a brief overview of OSPE’s participation in the June 2017 round of Regional Congress. Councillors shared their experiences with OSPE’s presentations. Discussion did not result in any actions or motions.

6.0 RCC Subcommittees / Task Forces / Working Groups updates

6.1 Business Planning and Reporting Task Force

RCC agreed that all Regional Councillors (Senior and Junior) should take participation in the Business Planning and Reporting Task Force. Chapter Office was actioned to organize the first meeting of the Task Force in Fall 2017:

Action 6: Chapter Office to organize the first meeting of the Business Planning and Reporting Task force in Fall 2017.

6.2 2017 Chapter Leaders Conference

2017 Chapter Leaders Conference (CLC) organizing committee roster was presented to RCC. I. Bhatia volunteered to be the Vice-Chair of the CLC 2017 Organizing Committee.

7.0 Other Business

7.1 Review of Council approval of Chapter Special Project Funding

There were two special project applications submitted by an eastern region chapter. As both submissions were after the submission deadline and in a rush, the submissions appeared not to be ready. Instead of voting on the funding requests, the chair requested the eastern regional councillors to take this back and work with the chapter to refine the submission for another RCC meeting. RCC will review and approve Chapter Special Project Funding requests, Council involvement is not required.

7.2 RCC Open Issues and lack of response from Council

Regional Councillors agreed that they should be more proactive in bringing RCC Open Issues to the Council in the future, where applicable. It was suggested that some open issues should become motions during Council meetings.

7.3 Roles and Responsibilities, Terms of RCC Chair and Vice-Chair.

M. Ng provided information on the roles, responsibilities and terms of the RCC Chair and Vice-Chairs. RCC decided to review the previous RCC motion for the RCC chair being available for one year only (***Motion 11 from April 1, 2017 RCC meeting:** 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**.*). This issue has been tabled to the next RCC meeting in October 2017. Discussion did not result in any actions or motions.

Action 7: Chapter Office to include “Terms of RCC Chair and Vice-Chair” as discussion at the October 2017 meeting.

7.4 Licensure Process

Licensure process issue was addressed during the East Central Open Issue 52 discussion resulting in RCC's decision to communicate with the Registrar outlining the many issues reported by chapters regarding perceived licensing related issues and requesting his immediate action, and to request the Council to form a Task Force to oversee the execution of the online licensing project, while ensuring it addresses the licensing issues currently experienced.

7.5 RCC Chair voting rights during the meeting

M. Ng provided information on the official Wainberg's Society Meeting rules with regards to the meeting's chair being able to vote.

7.6 Roles and Responsibilities of Council Members

Discussion ensued about roles and responsibilities of the Regional Councillors. For more information, Regional Councillors were directed to review Council Manual and contact Manager, Chapters directly for questions.

7.7 Regional All-Candidate meeting

Regional All-Candidate meeting options were presented to Regional Councillors. Consensus was that a hybrid model would be the most successful combining chapter-hosted local events and live-streaming all-candidate meetings. Discussion resulted in following action:

Action 8: Chapter Office to form a Regional All-Candidate Meeting action team and move forward with organizing 2018 Regional All-Candidate meetings.

7.8 Regional Congress Performance Review (added by D. Preley)

Councillors discussed the possibility of feedback forms to be available during the Regional Congress to gauge the performance of Regional Councillors and Staff. Chapter Office was tasked to distribute Western Regional Congress feedback form to all Councillors as an example:

Action 9: Chapter Office to distribute the sample Regional Congress Feedback to RCC members.

7.9 Government Liaison Program 2.0 (added by W. Turnbull)

D. Campbell shared with Councillors the new vision from Government Liaison Program. After brief discussion Councillors agreed that GLP 2.0 requires more detailed attention and should be included to the October 2017 meeting's Agenda for in-depth discussion.

8.0 Next RCC Meeting and Adjournment – October 28, 2017

Next RCC meeting will take place on October 28, 2017. Location is to be determined.

Meeting adjourned by the Chair at 4:00 p.m.

No motion to adjourn required as RCC has completed the meeting agenda.

This meeting was audio recorded for minute taking and verification of facts only

Minutes taken by Julia Milter, Coordinator, Chapters

Draft minutes distributed to RCC via email by Julia Milter on 23rd August 2017