



# Minutes

## Regional Councillors Committee (RCC) Saturday, July 28, 2018

### PEO Offices, 40 Sheppard Ave. W., Toronto

<b>Chair:</b>	Warren Turnbull, P.Eng.	West Central Regional Councillor
<b>Vice-Chair:</b>	Serge Robert, P.Eng.	Norther Regional Councillor
<b>Members:</b>	Ishwar Bhatia, P.Eng.	Eastern Regional Councillor
	Guy Boone, P.Eng.	Eastern Regional Councillor
	Thomas Chong, P.Eng.	East Central Regional Councillor
	Keivan Torabi, P.Eng.	East Central Regional Councillor
	Lola Hidalgo, P.Eng.	Western Regional Councillor
	Ramesh Subramanian, P.Eng.	Northern Regional Councillor
<b>Staff:</b>	Adeilton Ribeiro, P.Eng.	Acting Manager, Chapters
	Julie Hamilton	Coordinator, Chapters
	Sharon Gillam	Chapter Administrative Assistant
<b>Regrets:</b>	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

Guy Boone requested a change to the agenda, in order to have the Ottawa Chapter call in to discuss their Special Project application, to move 4.6 to after lunch. The committee voted in favour of inviting the chapter to phone-in.

Guy Boone requested an addition to the agenda under 7.0 to a round table discussion. The Chair indicated it would be time dependent.

Lisa MacCumber requested a short discussion on chapter by-laws. The Chapter Manager suggested it could be part of the Business Arising discussion as the issue is already listed there.

**Motion 1:** To approve meeting's agenda as amended. Moved by T. Chong, seconded by G. Boone. Motion **CARRIED.**

##### 2.2 Approval of Minutes to previous meeting (April 7, April 21)

Minutes from April 7, 2018 and April 21, 2018 RCC meetings were approved as presented in the following motion:

**Motion 2:** To approve minutes from April 7, 2018 and April 21, 2018 RCC meetings, as presented. Moved by T. Chong, seconded by K. Torabi. Motion **CARRIED.**

##### 2.3 Business arising from previous Minutes

Councillors discussed action items from previous meetings. Items that required further discussion are summarized below:

- **April 7, 2018, Action 2 (Originally from July and October 2017)**

*Using M. Wesa's list of pertinent issues, L. Hidalgo will work on a draft copy for the Welcome Package. This will be sent to Communications and then finally to RCC for approval.*

L. Hidalgo reported that her draft letter had been reviewed by Communications. Letter was included with RCC package. RCC discussed the updated letter and suggested a few more things could be included, such as mentioning EITs, PEAK, and the availability of past exams.

**Motion 3:** That staff are to finalize the updated welcome package, taking into account the original letter, the updated letter, L. Hidalgo's letter, and anything else that needs to be included, as well as ensuring PEAK is described as voluntary. The final version will be brought to RCC for approval. Moved by I. Bhatia and seconded by T. Chong. Motion **CARRIED**.

**Motion 4:** That any communication with P.Engs and EITs regarding PEAK should include the word voluntary. Moved by K. Torabi and seconded by G. Boone. Motion **CARRIED**.

**Action 1:** Regarding the PEAK flyer in the P.Eng approval letter, Chapter Office will request that it is edited to include the word "voluntary".

- **April 7, 2018, Action 5**

*RCC to review PEO By-law No. 1 and various chapter by-laws and compile a list of items from chapter by-laws that they believe should be included in an amended version of By-law No.1. Suggestions should be sent to the Chapter Office.*

Lisa MacCumber reported that By-Law No.1 needs to clearly state that chapters are a sub-committee of RCC and therefore a Council committee. L. MacCumber is concerned that some chapters don't think they fall under Council's authority. By-law No.1 also needs to address the primary and secondary chapter option because it was never amended to include this after RCC made that change. She suggested that while chapters would like to update their by-laws that they cannot do so until By-law No.1 is updated and she cautioned that it will therefore be a lengthy process that will take a couple of years.

The committee agreed to funnel their feedback through the Chapter Office, who will then prepare a report for the Legislative Committee.

- **April 7, 2018, Action 6**

*RCC and Chapter Office to create policy to enable Regional Councillors to deal with chapter conflicts in a fair and unbiased manner.*

The committee discussed the ongoing issue of conflicts within chapters, harassment-based and otherwise. There were comments regarding policy, the need for training, and the use of a third party for investigations.

**Motion 5:** That RCC directs the Human Resources Committee to develop a training module for chapter volunteers, to complement PEO's Anti-Workplace Violence and Harassment Policy (C-491-5.2 Appendix A) and to ensure it complies with the Ontario Health and Safety Act. Moved by T. Chong and seconded by L. Hidalgo. Motion **CARRIED**.

- **April 7, 2018, Action 8**

*L. Hidalgo to work with Western chapters to summarize key roles and responsibilities of potential EITs or co-op students that would take part in the pilot project requested in Western Open Issue #58.*

The committee discussed the directive from Council that RCC would review the matter and report back to Council in September.

**Motion 6:** To start exploring, by subcommittee, the hiring of co-op students by the Chapter Office, with hiring to start in January, and to report back at the October RCC meeting. Moved by Thomas Chong. Seconded by Guy Boone. Motion **CARRIED**.

### 3.0 Chapter Issues

#### 3.1 Regional Open Issues

**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: Communications have been reviewed and a new process implemented. The online project is being reviewed by Council and will be a long-term project.

**Eastern Open Issue #115:** To improve the chapter budgeting process, the Eastern Region Chapters will adopt a peer review process and will distribute their 2020 draft chapter budgets (business plans) to their fellow chapters, in advance of the June 2019 ERC. The agenda for the June 2019 ERC will include chapter review and feedback of each chapter's business plan. This will increase transparency and will simplify the chapter allotment deliberations.

Update: This does not need to come to RCC for approval. Recommend closing this issue.

**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: At the time of this issue, there was a back-log that has since cleared. The current back-log is currently at one month.

**Northern Open Issue #45:** NRC requests the RCC to provide a time table of completions for the portal 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: The on-line processing is currently being reviewed by council and will be a long-term project. A separate online system to only track application process is not currently on the table, in part due to limited resources. However new communications are being sent as applicants advance through the process.

**Northern Open Issue #46:** NRC to request RCC acquire clarification from Council on criteria for eligible PEAK courses as an important area of non-technical knowledge appears to have been missed, which has a direct impact on worker safety, such as OHSA regulations.

Update: Chapter Office has discussed this with the PEAK staff who will update their FAQs to help clarify the criteria. RCC will also bring this to Council:

<p><b>Motion 7:</b> RCC will seek clarification from Council on whether the framework for PEAK hours can be expanded to include regulatory, non-technical learning opportunities, such as OHSA regulations, environmental topics, and contract law. Moved by L. Hidalgo and seconded by T. Chong. Motion <b>CARRIED</b>.</p>
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**West Central Open Issue #32:** WCRC wants RCC to implement means of improving the knowledge new licensee have with regard to the role and mandate of PEO in society, its chapter system and volunteerism in general for the Association.

Update: RCC has tasked staff with updating the welcome package.

**West Central Open Issue #40:** WCRC motions RCC to direct a CASL compliance plan review in December 2017.

Update: Recommend this issue be closed. PEO has moved forward on collecting consent from members at their renewal and IT is mid-process.

**West Central Open Issue #41:** WCRC requests that PEO IT Department provide a timeline and associated budget to support the RCC decision to collect express consent, in order to be CASL compliant when sending Campaigner communications.

Update: Consent lists are currently being added to all chapter campaigner accounts. Chapters have been notified and must comply with the current status quo of sending no commercial messaging until the current testing is done. Next update will be at September Congresses.

**Western Open Issue # 57:** Whereas the chapters are finding the PEO's interpretation of the Canadian Anti-Spam Legislation (CASL) policy is too restrictive. WRC supports WCRC open issue 40 and requests RCC to have the current policy reviewed and provide direction that meets the minimum requirements to accept a more reasonable level of risk associated with the CASL requirements.

Update: Recommend this issue be closed. PEO has moved forward on collecting consent from members at their renewal and IT is mid-process.

**Western Open Issue # 58:** Motion to task RCC to seek authorization, to fund a pilot project, as per direction from the CLC, to hire EITs or co-op engineering students, to provide support at the chapter level.

Update: Council approved the motion at its June meeting and referred the project back to RCC. Councillor Hidalgo will be working with Grand River chapter and Councillor Roydon Fraser on a work plan and will report back to RCC in October.

**Western Open Issue #59:** WRC motions RCC to review the regional funding formula, so that no one chapter is getting more than they've requested if others are getting less.

Update: The region closed this issue with the understanding that this does not happen.

**Western 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: Councillor Hidalgo explained that currently nothing can be done because By-law No.1 needs to be amended before chapters can update their by-laws. She acknowledged that Councillor MacCumber has also been looking at this issue.

## 4.0 Chapter & RCC Finances

### 4.1 2019 Chapter Budget

The Acting Chapter Manager presented the first draft of the 2019 Chapters budget and explained that it has been submitted to Finance through the budget approval process.

Following a discussion about the proposed changes, the committee decided that the proposed changes were acceptable, except for line 5 for chapter certificate presentations.

**Motion 8:** That the 2019 Chapter Budget, line 5, Chapter Licence Presentations, will be kept at the same level for 2019 as for 2018: \$73,700, rather than the proposed reduction to \$70,700. Moved by L. MacCumber and seconded by T. Chong. Motion CARRIED.

With the above amendment, the committee agreed to support the 2019 Chapter Budget of \$1,081,580.

#### 4.2 2019 Regional and Chapter Allotments

The Acting Chapters Manager presented the concept of two-year and three-year smoothing application to the RAT model, as designed by Councillor Thomas Chong. The committee agreed that the effects of the three-year smoothing showed the best results for distribution.

**Motion 9:** To adopt a three-year smoothing calculation for regional allotments. Moved by I. Bhatia and seconded by L. MacCumber. Motion **CARRIED**.

Also noted that the RCC have not received the business plans of their respective chapters. This will be sent following this meeting.

#### 4.3 Chapter Bank Balances

The chapter bank balances year to date were presented to the committee.

#### 4.4 50% Bank Balance Rule

The committee discussed the current bank balance rule of chapters having no more than 50% of their annual allotment in the bank accounts by the end of the year. The committee agreed that using the average monthly balance at the end of the year, instead of the December bank balance, would be a fairer calculation for chapters.

**Motion 10:** That the 50% end-of-year bank balance rule for chapter bank accounts will be amended to use the annual average monthly bank balance, instead of the end-of-year bank balance. Moved by I. Bhatia and seconded by L. MacCumber. Motion **CARRIED**.

#### 4.5 Overview of Special Project Fund

The Chair provided a summary of projects submitted this year and the status of the Special Project fund.

**Action 2:** Chapter Office will forward follow-up reports from chapters who have been approved for Special Project funds.

#### 4.6 Special Project Application: Ottawa Chapter

The chapter was unavailable to call-in. Instead, Councillor G. Boone presented the special project request. The project refers to an open house event aimed at signing up new volunteers and increasing the chapter's capacity. The committee discussed the value and innovation of the event and Councillors Boone and Bhatia answered questions from committee members.

**Motion 11:** To approve the special project application of the Ottawa chapter. Moved by G. Boone, seconded by I. Bhatia.

Vote recorded as follows:

L. Hidalgo – No  
I. Bhatia – Yes  
T. Chong – No  
S. Robert – No  
G. Boone – Yes  
L. MacCumber – No  
K. Torabi – No  
R. Subramanian – No  
Motion: **DEFEATED**

It was suggested that the chapter provide more information to support the project and submit again.

### 5.0 RCC Issues/Chapter Policies/Documentations/Processes

#### 5.1 2018-2020 Strategic Plan

The Acting Manager reported on the strategic objectives that relate to the chapters. Six objectives were submitted on behalf of the RCC and the Senior Management Team recently met to score the various submissions. The outcome is unknown but will be discussed at the September Council meeting.

## 5.2 Chapter Volunteer Onboarding

The Acting Manager presented the results of staff research into how other organizations screen volunteers. It was suggested that regulatory organizations such as the lawyers and teachers also be contacted to better compare with similar organizations.

**Action 3:** Chapter Office will look into the volunteer screening practices of other regulatory associations.

## 5.3 Licensing Process and Workflow

The Acting Chapters Manager reported on the PEO licensing process, as requested at the April 2018 RCC meeting. He presented a flowchart and two-page accompanying document that highlights where potential bottlenecks occur and what percentage of applications are held up. His report was compiled after meeting with Pauline Lebel, Manager of Licensure, Faris Georgis, Manager of Registration, and Anna Carinci Lio, Supervisor of Examinations.

Experience assessment via interview sometimes causes delays in the application process. This can happen with less common disciplines where an applicant might have to wait until a full day of interviews (of applicants of the same or similar discipline) can be scheduled for ERC volunteers.

The committee discussed how chapters can assist with the licensing workflow and possibly help ease some of the bottlenecks. Building on one of the strategies submitted for the Strategic Plan, W. Turnbull suggested there was an opportunity for chapters to host applicants requiring an ERC interview, with the idea being that the interview could be conducted remotely using Skype or another online platform, between the chapter location and the PEO office. The chapter volunteer would not take part in the interview but would be there to confirm the identity of the applicant, and to simply provide a local connection with PEO HQ.

**Motion 12:** To examine the feasibility of enabling chapters to assist with the ERC interview process, by providing a location where remote and specialized applicants can attend an interview, using Skype or similar platforms. Moved by T. Chong. Seconded by G. Boone. Motion **CARRIED**.

A. Ribeiro also reported on a new process which has been implemented for applicants that pass the PPE test. A "pass letter" is mailed to them and they are given a deadline of 90 days from the date of the letter, to contact PEO to confirm when their experience record will be ready to submit. If an applicant does not get in touch with PEO in 90 days their file is closed.

A. Ribeiro also explained the new communication process that has been implemented with applicants. When their application advances to the next step of the process they are sent an email notification.

L. Hidalgo asked about an applicant's right to an alternative panel for an interview. The existing process allows that if a candidate files a justifiable complaint about a panel, that the panel must be replaced. However L. Hidalgo would like to ensure that this practice is communicated to applicants. Currently applicants are told they can appeal a panel, however it is unknown whether or not they are instructed that if an appeal is approved that the panel will be replaced.

**Action 4:** A. Ribeiro will find out if applicants are informed that a panel will be replaced following a successful appeal.

**Action 5:** Chapter Office will share the workflow documents with the chapters.

## 5.4 Regional All Candidates Meetings

The Chapters Coordinator reported on discussions from the June congresses on the Regional All Candidates meetings and presented some recommendations for moving forward.

**Motion 13:** RCC moves to cease the organizing of regional all-candidates meetings and instead request that the budget be transferred to a Central Election Search Committee (CESC) fund of \$36,000, to offer up to \$1,200 to any chapter wishing to organize a “viewing event” in support of the PEO webcasts. Moved by Thomas Chong. Seconded by Ramesh Subramanian. Motion **CARRIED**.

Further discussion suggested that the PEO webcast schedule be rearranged so that Regional Councillor webcasts are held over four broadcast days, in partnership with President-Elect, Vice President, and Councillor-at-Large webcasts, to allow chapters to arrange viewings of more than one event. Additionally the RCC would like to have the format changed to support a live audience.

**Motion 14:** RCC moves to recommend to Central Election and Search Committee that PEO webcasts are changed to a scenario with a live audience. Moved by Guy Boone. Seconded by Lola Hidalgo. Motion **CARRIED**.

## 5.5 PEAK Policy

The Chair noted that the proposed policy on chapter advertising for PEAK events was revised and sent back to RCC for consideration. It will need to go to council for final approval.

**Motion 15:** To approve the revised policy on chapter advertising for PEAK related events and to send back to Council for final approval. Moved by L. Hidalgo. Seconded by R. Subramanian. Motion **CARRIED**.

## 5.6 Chapter Equity and Diversity Award

The Acting Chapters Manager presented supporting documents for a new, chapter driven award, on behalf of the Equity and Diversity Committee. The award is entitled the Chapter Equity and Diversity Award.

The committee reviewed the award criteria and application process. Concerns were raised over the narrow eligibility parameters and over the complicated application process. RCC would like the Equity and Diversity Committee to reconsider chapter executive eligibility, and to consider simplifying the award application process. RCC also suggested that the award should be sent to chapters for peer review before RCC feedback is compiled and sent to the committee.

**Motion 16:** RCC requests that the Chapter Equity and Diversity Award documentation be sent to chapters in advance of September congresses so that feedback can be collected, and following chapter review RCC will submit final comments to the Equity and Diversity Committee. Moved by T. Chong and seconded by L. MacCumber. Motion **CARRIED**.

## 6.0 RCC/ Subcommittee / Task Force / Working Group updates

### 6.1 West Central Region Investigation

Warren Turnbull and Lisa MacCumber were asked to leave for the in-camera meeting as it relates to their region. The following motion was presented.

**Motion 17:** Move to proceed to In-Camera for the West Central Region investigation. Moved by T. Chong and seconded by L. Hidalgo. Motion **CARRIED**.

The committee came out of In Camera and were rejoined by Warren and Lisa. The committee discussed next steps with regards to chapters, and agreed that the process of the investigation worked well.

**Action 6:** Lessons learned from the investigation will be shared with all chapters via a bulletin, with a focus on appropriate volunteer behaviour, the code of ethics, Wainburg’s Rules of Order, election protocol and diversity awareness.

**Action 7:** RCC to develop a conflict management process document based on the Western Region test case and will also investigate a volunteer code of conduct.

**6.2 Nomination of 2018 CLC Vice-Chair**

Lisa MacCumber volunteered to be the Chapter Leaders Conference Vice-Chair.

**6.3 Nomination of 2019 VLC Representative from RCC**

Warren Turnbull and Guy Boone volunteered to represent the Volunteer Leaders Conference.

**7.0 Other Business**

**7.1 Round Table Discussion**

Time did not permit for this item.

**8.0 Next RCC Meeting and Adjournment**

Next RCC meeting will take place on October 20, 2018.

Location: Northern Region, City: TBD.

Meeting was adjourned by the Chair at 4:50 p.m.