

Minutes

Regional Councillors Committee (RCC)
Saturday, July 23, 2016

PEO Head Office
40 Sheppard Ave W., Toronto, ON
Telephone: 1-800-339-3716

Chair:	Changiz Sadr, P.Eng.	East Central Regional Councillor
Vice-Chair:	Danny Chui, P.Eng.	West Central Regional Councillor
Members:	Guy Boone, P.Eng.	Eastern Regional Councillor
	David Brown, P.Eng.	Eastern Regional Councillor
	Gary Houghton, P.Eng.	Western Regional Councillor
	Ewald Kuczera, P.Eng.	Western Regional Councillor
	Dan Preley, P.Eng.	Northern Regional Councillor
	Noubar Takessian, P.Eng.	East Central Regional Councillor
	Warren Turnbull, P.Eng.	West Central Regional Councillor
	Michael Wesa, P.Eng.	Northern Regional Councillor
Staff:	Matthew Ng, P.Eng.	Manager, Chapters
	Sebrina Natalizio	Coordinator (Interim), Chapters
Guests:	George Comrie, P.Eng.	President, PEO
	Thomas Chong, P.Eng.	Past President, PEO

1.0 Call to order and welcome

The meeting was called to order at 9:02 a.m. by C. Sadr.

2.0 Routine Business

2.1 Approval of the meeting Agenda

Motion 1: To approve the meeting agenda with the following addition: Item 7.1 - Ottawa entrepreneurship program.

Moved by: N. Takessian. Seconded by: E. Kuczera. Motion **Carried**.

2.2 Approval of Minutes to previous meetings (March 12, 2016; April 30, 2016; May 19, 2016)

Motion 2: To approve the Minutes to the March 12, 2016; April 30, 2016; May 19, 2016 as presented.
Moved by: E. Kuczera. Seconded by: W. Turnbull. Motion **Carried**.

2.3 Business arising from previous Minutes

March 12, 2016 Meeting:

Completed	Action 1	<i>No further action required</i>
Completed	Action 2	<i>No further action required. Refer to Item 3.1 - Western Open Issue 55 for further details.</i>
Completed	Action 3	<i>No further action requested. Refer to Item 3.1 - West Central Open Issue 32 for further details.</i>
Completed	Action 4	<i>No further action required</i>
Outstanding	Action 5	<i>New action item follows below</i>
Outstanding	Action 6	<i>New action item follows below</i>
Completed	Action 7	<i>No further action required</i>
Completed	Action 8	<i>Motion and new action items follow below</i>
Completed	Action 9	<i>No further action required</i>
Completed	Action 10	<i>No further action required</i>
Completed	Action 11	<i>No further action required</i>
Completed	Action 12	<i>No further action required</i>
Outstanding	Action 13	<i>New action item follows below</i>
Completed	Action 14	<i>No further action required</i>
Completed	Action 15	<i>Chapter Manager requests that Regional Councillors remind their chapter delegates to share the congress packages with their chapter executives on an ongoing basis.</i>
Completed	Action 16	<i>No further action required</i>
Completed	Action 17	<i>No further action required</i>

Action 1: M. Ng to circulate among the RCC, J. Chau's email with respect to updating the GLP Advisory on "Political Contributions" and the "Chapter Political Contributions Policy" and corresponding letter to Chapters (Action 5 from the March 12, 2016 RCC Meeting).

Action 2: M. Ng to circulate among the RCC, J. Chau's email with respect to how GLP money is divided (Action 6 from the March 12, 2016 RCC Meeting).

Motion 3: To approve the creation of a task force to investigate ways to simplify the business planning and reporting process with the five Junior Regional Councillors to review the business plans and the five essential purposes of chapters.

Moved by: E. Kuczera. Seconded by: M. Wesa. Motion **Carried**.

Action 3: M. Ng to initiate the meeting of the business planning and reporting task force prior to the next RCC Meeting.

Action 4: The business planning and reporting task force to send its Terms of Reference document to the RCC prior to the next RCC meeting so that the task force can continue its planning without delay. The document should include a timeline showing that proposed implementation be completed in time for the 2018 budget planning period.

Action 5: M. Ng and N. Colucci to find a way to deal with the original issues ITEG was faced with as well as any high priority chapter IT issues to reduce the current ITEG workload. (Action 13 from the March 12, 2016 RCC Meeting).

April 30, 2016 Meeting:

No business arose from the April 30, 2016 meeting.

May 19, 2016 Meeting:

Completed Action 1 *No further action required*
Completed Action 2 *No further action required*
Completed Action 3 *No further action required*

3.0 Chapter Issues

3.1 Regional open issues

Western Region 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: S. McGuire indicated her preference to remain on the task force, however, not in the capacity of the Chair. This issue is also being discussed by the Licensing Committee (LIC) which hopes that they will bring forth a recommendation to Council. The RCC believes this issue needs to go through a full formal process and that it should be done through the LIC with input from the Western Region / chapters. The Chair of LIC would be interested in the results of Western Region's proposed survey to assess where individuals and companies are facing obstacles as these are not tracked.

Action 6: M. Ng to contact the interested parties in the Western Region and inquire if they would be interested in working on Western Open Issue 55 under the direction of the LIC. M. Ng to relay responses back to the LIC.

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: The RCC received the response from the Licensing Committee (LIC). The LIC was not aware that there had been a change and will recommend to Council that the experience requirement revert to what it had been prior to the Council approved changes put forth by the Professional Standards Committee.

West Central Region Open Issues

West Central Open Issue 29 - WCRC wants RCC to review the invitation and attendance policy of Chapter AGM and Meetings where a senior regional Councillor is seeking re-election, and where a senior regional Councillor is seeking election to other council positions.

Update: This action was closed by the region at its June Regional Congress.

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: M. Ng provided the RCC with a revised welcome letter that included info on the functions of PEO, OSPE, Engineers Canada, and related insurance programs. No further action was taken by the RCC. The Human Resources Committee (HRC) is working on a leadership development program that any PEO member will be able to access online. Included in this program will be an introductory module that discusses the mandate, authorities, and powers of PEO and how it relates to other engineering organizations. The introductory module will be produced this year.

An item listed as “West Central Open Issue 33” was erroneously presented to and discussed by the RCC. As this item did not require action from the RCC, it should not have appeared as a Regional Open Issue.

Northern Region Open Issues

Northern Open Issue 37 - NRC requests RCC to establish a task force to consider the AGM Term Limits Motion and make recommendations back to RCC.

Update: This action was closed by the region at its June Regional Congress.

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: No further discussion by RCC needed. The Region requests this be left open as a reminder.

Northern Open Issue 39 - NRC requests RCC to recommend to council to rescind the motion of a membership referendum for continuous professional development (CPD) program. It is the opinion of the NRC that PEO should have a mandatory CPD program for its members and administered by PEO.

Update: No further discussion by RCC needed. The Region requests this be left open as a reminder.

Northern Open Issue 40 - To raise the RCC Entrance Scholarship Fund from \$1,000 per chapter to \$2,000 per chapter.

Update: The RCC Entrance Scholarship Fund is pending Council's approval of the 2017 Chapter Office budget which has proposed a funding increase to a total of \$1,500 per chapter in 2017. Refer to *Item 4.4 - 2017 Chapter office budget*.

Eastern Region Open Issues

Eastern Open Issue 112 - Be it resolved that PEO Council approach the Canadian Forces in an effort to encourage Licensure of these otherwise qualified officers. WHEREAS the PEO is the body responsible for the licensure of Engineers in the Province of Ontario as detailed in the Professional Engineers act, and; WHEREAS some 200 Engineers per year graduate and serve as Military Officers in the Canadian Forces, but are exempt from the requirement for the P.Eng. Licence. Those that would meet the Academic Requirements for Licensure, are usually, but not

exclusively, employed doing Professional Engineering work, and; WHEREAS these Officers are often unable to fulfill the listed requirements for Experience during their initial employment, for reasons not under their control, such as: 1.They may not be employed as an Engineer, they have no choice since the Canadian Forces employs them according to the needs of the forces, not the personal needs of the individual, 2.They may not be supervised by a Professional Engineer, 3.They may not be employed in the field of their Under-graduate Degree, or 4.They may be restricted from describing the nature of their employment.

Update: This action was closed by the region at its June Regional Congress.

East Central Region Open Issues

There were no open issues from East Central region.

3.2 Athletics clickers

Action 7: M. Ng to investigate: renting clickers; bulk purchasing clickers; apps for electronic scoring using smart phones.

3.3 RCC Special project funding

3.3.1 Current request

This section was chaired by D. Chui.

East Toronto Chapter: "PCC Streetcar Tour with Buffet Brunch and Guest Speaker"
(September 25, 2016)

Motion 4: To approve Special Project Funding for East Toronto Chapter's \$1,000 request for its "*PCC Streetcar Tour with Buffet Brunch and Guest Speaker*" project.

Moved by: C. Sadr. Seconded by: D. Brown. Motion **Carried**.

Action 8: M. Ng to request, if permissible, that the East Toronto Chapter either audio or video record the tour/ speech for future PEO use.

Scarborough Chapter: "Balsawood Glider Contest (BGC)" (October 2, 2016)

Motion 5: To approve Special Project Funding for Scarborough Chapter for its "Balsawood Glider Contest (BGC)" project for \$4,000 with the condition that the Chapter receives the first \$2000 as part of the approved amount and the second \$2000 needs to be justified.

Moved by: C. Sadr. Seconded by: E. Kuczera. Motion **Carried**.

C. Sadr resumed chairing the meeting.

3.3.2 Previous project follow-up reports

This item was not addressed.

4.0 Chapter & RCC Finances

4.1 2017 Chapter allotment

The 2016 Council approved chapter allotment was \$561,000.

It was decided that the 2017 budget for chapter allotment request would be based on applying an inflation rate and a rate to account for the increase in new PEO members to the 2016 amount.

Motion 6: The total 2017-chapter allotment amount be entered as \$599,000. This number is based on two factors: projected rate of inflation at 2.0% and the increase in new members at 4.7%.

Moved by: E. Kuczera. Seconded by: D. Brown. Motion **Carried**.

The Regional Allotment Task Force Model (RAT Model) was discussed and used to predict regional allotments. Refer to **Appendix A** for the regional allotments based on the target 2017 chapter allotment total of \$599,000.

4.2 Timely submission of Business Plans

Regional Councillors who are concerned with chapters in their region that submit important documents late are instructed to deal with those chapters individually.

4.3 Regional Councillors on Regional Business budget

Refer to the Meeting Package for updated figures. If a Regional Councillor has spent the allotted budget, said Regional Councillor has to bring the request to over spend to RCC for approval. This is a prior RCC motion.

Action 9: M. Ng to correct minor typos, update the Regional Councillors on Regional Business budget document, and distribute it to the RCC.

4.4 2017 Chapter office budget

The Chapter office budget was discussed. The following amendments were made to the budget presented in the Meeting Package:

- Item 1 Chapter Allotment: \$599,000
- Item 9 RCC - Special Project: \$15,000
- Item 10 RCC - Chapter Scholarship: \$54,000 (\$1,500 per chapter)
- Item 11 Regional Councillor on Regional Business: \$16,800 (\$2,000 for non-GTA councillor; \$1,200 for each GTA councillor)
- Item 14 NEM: \$44,000

Motion 7: To approve the 2017 chapter office budget as proposed with the discussed amendments for a total budget of \$1,037,675.

Moved by: W. Turnbull. Seconded by: E. Kuczera. Motion **Carried**.

Refer to **Appendix B** for the RCC approved 2017 chapter office budget.

Action 10: M. Ng to prepare the approved 2017 chapter office budget with the inclusion of 2015 actual data for the next RCC Meeting.

Discussion regarding the value of the regional offices ensued. D. Brown suggested that the Regional Office Working Group convene to evaluate the value proposition of the regional offices. G. Boone mentioned that Eastern is the only region that does not have a regional office and should have one in Ottawa.

Discussion regarding the Government Liaison Program survey ensued. The survey is anticipated to be presented to Council in time for its November meeting. It is also anticipated that the provincial government will shortly announce restrictions to fundraising for provincial parties.

5.0 RCC Issues/Chapter Policies/Documentations/Processes

5.1 RCC meeting expense reimbursement expectations

Should Regional Councillors have concerns regarding PEO's expense reimbursement policy, they should contact both the Audit Committee and Finance Committee.

5.2 Chapter governance

This item was deferred from the March 12, 2016 RCC Meeting (as Agenda Item 4.7). At its March 12, 2016 meeting, the RCC directed the Chapter Manager to clarify the definition of "conflict of interest" with Scott Clark (CAO, PEO). Refer to this meeting's Supplemental Materials package for S. Clark's response.

Motion 8: To adopt the 4 points of Interest as presented at the March 12, 2016 meeting and incorporate into 4.13 and/or 4.14 of the Chapter FAQ document:

Duty to avoid conflicts of interest: Whenever an individual has a personal interest in the same subject matter as that of the organization to which they are a board member (Councillor), a conflict of interest arises. The words "personal interest" has generally been interpreted to mean a personal or pecuniary interest.

1. Professional engineers and Engineering Interns should always declare any conflict of interests. Should there be a conflict of interest, the individual should refrain from taking part in decision making.
2. Should a chapter officer be elected to PEO Council or hired as staff at PEO, he/she must resign his/her position as chapter officer prior to taking on the said role.
3. Should a chapter executive be elected to PEO Council, he/she can remain as a chapter executive, but without the ability to move, second, vote and influence the chapter decision making process.
4. Should a chapter executive be hired as staff at PEO, he/she must resign his/her position as chapter executive prior to taking on the said role.

Moved by D. Brown. Seconded by M. Wesa. Motion **Carried** with a friendly amendment.

Action 11: M. Ng to incorporate the conflict of interest definition as presented and the four points into section 4.13 and/or 4.14 of the Chapter FAQ document.

5.3 Clarification of the nomination and election of the Board at a Chapter AGM

RCC received documentation regarding this topic in the Supplemental Material package for this meeting. RCC will defer discussion until the next RCC meeting.

Action 12: M. Ng to send the clarification of the nomination and election of the board at a Chapter AGM document in Word format to the RCC. RCC to review and should they require edits, to do so using the track changes feature. M. Ng will compile feedback and ask for further feedback from S. Clark and other appropriate staff. Feedback to be reviewed at the next RCC meeting.

Action 13: M. Ng to follow-up with appropriate staff, E. Kuczera and C. Sadr to work on a letter to send to the Legislation Committee to determine what is required specifically by the RCC with respect to initiating a policy change to By-Law No. 1.

5.4 Chapters and election candidates

RCC received documentation regarding this topic in the Meeting Package. RCC will defer discussion until the next RCC meeting.

Action 14: M. Ng to send the Chapters and election candidates document in Word format to the RCC. RCC to review and should they require edits, to do so using the track changes feature. M. Ng will compile feedback for review at the next RCC meeting.

5.5 Promotion & eBlasting of engineering community events including OSPE programs & events through Chapters

It is allowable for PEO chapters to host joint events with other learned organizations. However, for privacy laws, PEO will only email PEO members and will not share their email list with the other organization and vice-versa. Once the event is finished, the email lists are to be destroyed.

It is not allowable for PEO chapters to sign a Memorandum of Understanding (MOU) with OSPE or any other organizations. Any MOU needs to be signed by PEO Head Office and not by the chapter itself.

5.6 Regional Congresses

5.6.1 Feedback on paperless regional congresses

Motion 9: That the Congress Chair, Vice-Chair, Recording Secretary and Staff receive only a printed copy of the congress agenda and list of attendees at the regional congresses.

Moved by: D. Brown. Seconded by: N. Takessian. Motion **Carried**.

Action 15: Chapter Office to only print an agenda and attendee list for the upcoming September Round of Congress for the Congress Chair, Vice-Chair, Recording Secretary and Staff.

5.6.2 Minutes and activity reports

Motion 10: To discontinue the practice of including past Chapter Activity Reports in the Draft Minutes of a regional congress, effective with the September 2016 round of congresses. To post and archive the past Chapter Activity Reports for all regions on the Chapter Office website, effective with the June 2016 round of congresses.

Moved by: W. Turnbull. Seconded by: D. Brown. Motion **Carried**.

Action 16: Chapter Office to implement the changes regarding the past-congress Chapter Activity Reports.

5.6.3 Minute taking

Motion 11: That the Chapter Coordinator be the Recording Secretary at Regional Congresses.

Moved by: D. Brown. Seconded by: W. Turnbull. Motion **Carried**.

Action 17: The Chapter Office to notify hosting chapters that the Chapter Coordinator will be the Recording Secretary so they do not need to recruit one for the congress meetings.

D. Chui chaired the remainder of the meeting following C. Sadr's departure at the conclusion of Section 5.

6.0 RCC Subcommittees / Task Forces / Working Groups updates

6.1 Nomination of a Vice-Chair for the 2016 Chapter Leaders Conference Organizing Committee

G. Houghton was nominated and accepted the nomination for the position of Vice-Chair of the 2016 Chapter Leaders Conference Organizing Committee.

Motion 12: That G. Houghton be elected as Vice-Chair of the 2016 Chapter Leaders Conference Organizing Committee.

Moved by: W. Turnbull. Seconded by: D. Brown. Motion **Carried**.

6.2 2017 Regional Election and Search Committee (RESC)

Information Item, refer to the Meeting Package for full details. Junior Regional Councillors to actively recruit members to run for Regional Councillors in the upcoming 2016-2017 Council term election.

Junior Regional Councillors have \$1,000 for their own region with which to hold recruitment meetings with their region's Chapter Chairs. There is no requirement to hold meetings, nor is there a limit as to how many meetings may be held (provided the \$1,000 budget is not exceeded).

Junior Regional Councillors are not to judge or pre-screen nominees.

Junior Regional Councillors may communicate with the Central Election Search Committee for ideas on how to recruit nominees and for further coordination.

7.0 Other Business

7.1 Ottawa entrepreneurship program

G. Boone expressed an interest in having the RCC recognize the success of Ottawa Chapter's entrepreneurship program and to have it be identified as an acceptable chapter program in the Business Plan that any chapter can adopt. OSPE is willing to provide funds to the Ottawa Chapter for this program.

Action 18: G. Boone to prepare a 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.

8.0 Next RCC Meeting and Adjournment

8.1 2016 Regional Congress Calendar

The RCC Chair and Vice-Chair would be happy to receive invitations to Regional Congresses.

Information item, refer to Meeting Package for full details.

8.2 2016 RCC Meetings Scheduling

<u>Date</u>	<u>Location</u>
October – TBD	TBD
December - TBD	Teleconference (TBD)

Action 19: Staff to set-up up a Doodle Poll with options for the next RCC Meeting date.

The meeting adjourned at 3:47 p.m.

APPENDIX A

2016 RAT Model - Core / Area / Per Capita model (CARRIED)

Membership data

As of May 17 2016

Date: Wednesday, July 20, 2016

Region	# Chapters in the region	P.Eng.	EIT	Total	Core (A)	Regional Geographical Size			RAT Model CALCULATED 2017 (A + B + C) = D	Sanity Check...		Allotment ask 2017 Allotment Ask		
						% Area of Ontario	Area (B)	Per Capita (C)		ACTUAL 2016 (E)	calc - actual			
Western	9	15,699	2,409	18,108	\$ 67,593.33	4.5%	\$ 2,156.40	\$ 64,730.32	\$ 134,480.05	\$ 120,663.00	13,817.05	\$ 134,230.00		
West Central	7	17,518	3,465	20,983	\$ 56,633.80	1.5%	\$ 718.80	\$ 75,007.53	\$ 132,360.13	\$ 136,257.00	-3,896.87	\$ 163,752.00		
East Central	6	21,255	4,273	25,528	\$ 72,879.30	2.5%	\$ 1,198.00	\$ 91,254.45	\$ 165,331.75	\$ 152,704.00	12,627.75	\$ 185,780.00		
Eastern	7	11,801	1,438	13,239	\$ 45,945.54	5.5%	\$ 2,635.60	\$ 47,325.20	\$ 95,906.34	\$ 79,113.00	16,793.34	\$ 80,750.00		
Northern	7	2,644	463	3,107	\$ 18,603.99	86.0%	\$ 41,211.20	\$ 11,106.53	\$ 70,921.72	\$ 72,263.00	-1,341.28	\$ 71,260.00		
					<u>68,917</u>	<u>12,048</u>	<u>80,965</u>	<u>\$ 261,655.96</u>	<u>100.0%</u>	<u>\$ 47,920.00</u>	<u>\$ 289,424.04</u>	<u>\$ 599,000.00</u>	<u>\$ 561,000.00</u>	<u>\$ 635,772.00</u>
					43.68%	8.00%	48.32%							
					% of Total	% of Total	% of Total							

Total Allotment	\$ 599,000.00	Area portion	8.00%	Change this number to adjust how much % area is taken into account
Core Funding (W)	\$ 7,510.37	2015 net average core cost per the region		
Core Funding (WC)	\$ 8,090.54	2015 net average core cost per the region		
Core Funding (EC)	\$ 12,146.55	2015 net average core cost per the region		
Core Funding (E)	\$ 6,563.65	2015 net average core cost per the region		
Core Funding (N)	\$ 2,657.71	2015 net average core cost per the region		

(Total Allotment - Regional Geographical Size - Core Funding Total) / Total Membership	\$ 3.57
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APPENDIX B

2017 Proposed Chapter Operations Budget (for RCC)

Item	Description	GL Code	2016	2017	\$ change	% Change	Justification
1	Chapter Allotment	D47701	\$ 561,000	\$ 599,000	\$ 38,000	6.8%	Increase approved by RCC motion
2	Northern Regional office	D47702	\$ 18,000	\$ 18,000	\$ -	0.0%	No change
3	Western Regional office	D47706	\$ 25,000	\$ 25,000	\$ -	0.0%	No change
4	Chapter Administration	D47703	\$ 13,400	\$ 13,400	\$ -	0.0%	No change
5	Chapter Certificate Presentation	D47704	\$ 78,700	\$ 78,700	\$ -	0.0%	No change
6	Chapter Leader Conference	D47705	\$ 97,050	\$ 97,050	\$ -	0.0%	No change
7	Regional Congresses - Attendance	D47802	\$ 60,125	\$ 60,125	\$ -	0.0%	No change
8	RCC - Meeting costs	D47902	\$ 16,600	\$ 16,600	\$ -	0.0%	No change
9	RCC - Special Project	D47902	\$ 20,000	\$ 15,000	-\$ 5,000	-25.0%	Not fully subscribed. Reduce by \$5000.
10	RCC - Chapter Scholarship	D47910	\$ 32,000	\$ 54,000	\$ 22,000	68.8%	Increase scholarship for all chapters to \$1500 each.
11	Regional Councillor on Regional Business	D47906	\$ 13,000	\$ 16,800	\$ 3,800	29.2%	Support for Regional Business (\$1200 central / \$2000 outer)
14	NEM	D10501	\$ 40,000	\$ 44,000	\$ 4,000	10.0%	Increase support to NEM, especially for Innovation Funding

TOTAL Proposed Chapter Budget

\$ 974,875	\$ 1,037,675	\$ 62,800	6.4%
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