

# Minutes

## Regional Councillors Committee (RCC) Saturday, March 12, 2016

### PEO Head Office and Teleconference 40 Sheppard Ave W., Toronto, ON

<b>Chair:</b>	Changiz Sadr, P.Eng.	East Central Regional Councillor
<b>Vice-Chair:</b>	Nick Colucci, P.Eng.	East Central Regional Councillor
<b>Members:</b>	David Brown, P.Eng.	Eastern Regional Councillor
	Charles Kidd, P.Eng.	Eastern Regional Councillor
	Len King, P.Eng.	Western Regional Councillor
	Ewald Kuczera, P.Eng.	Western Regional Councillor
	Dan Preley, P.Eng.	Northern Regional Councillor (Teleconference)
<b>Staff:</b>	Matthew Ng, P.Eng.	Manager, Chapters
	Sebrina Natalizio	Coordinator (Interim), Chapters
<b>Guests:</b>	Guy Boone, P.Eng.	
	Gary O. Houghton, P.Eng.	
	Noubar Takessian, P.Eng.	
	Michael Wesa, P.Eng. (Teleconference)	
<b>Regrets:</b>	Danny Chui, P.Eng.	West Central Regional Councillor
	Serge Robert, P.Eng.	Northern Regional Councillor
	Warren Turnbull, P.Eng.	West Central Regional Councillor

#### 1.0 Call to order and welcome

Meeting was called to order at 9:04 a.m. by C. Sadr.  
Quorum was established.

#### 2.0 Routine Business

##### 2.1 Approval of the meeting Agenda

Agenda was approved with the addition of the "6.4 – Regional Congress binder"

<p><b>Motion 1:</b> To approve agenda with addition of item 6.4 – Regional Congress binder <b>Moved by:</b> N. Colucci. <b>Seconded by:</b> E. Kuczera. Motion <b>Carried.</b></p>
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##### 2.2 Approval of Minutes to previous meeting (October 24, 2015)

Minutes of the previous meeting were approved as presented.

**Motion 2:** To approve the minutes to the previous meeting as presented.

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

### 2.3 Business arising from previous Minutes

<b>Completed</b>	Action 1	<i>Refer to Item 3.1 - Western Open Issue 56.</i>
<b>Completed</b>	Action 2	<i>Refer to Item 3.1 - West Central Open Issue 32.</i>
<b>Ongoing</b>	Action 3	<i>Refer to Item 3.1 - Eastern Open Issue 112.</i>
<b>Completed</b>	Action 4	<i>Motion and new action item follows below.</i>
<b>Completed</b>	Action 5	<i>Refer to Item 3.1 – West Central Open Issue 29.</i>
<b>Completed</b>	Action 6	<i>No further action required.</i>
<b>Completed</b>	Action 7	<i>Chapter Office has adopted the practice of using Outlook to send meeting requests for RCC meetings and will see if options can be managed to allow recipients to edit the request in their calendars.</i>

**Motion 3:** To approve the *RCC Special Project Funding* requirements regarding the “Follow-up Report” as presented and amended at the March 12, 2016 RCC Meeting.

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

The approved document is attached as Appendix A.

**Action 1 (March 12, 2016):** M. Ng to update chapter resource documentation with approved *RCC Special Project Funding* document.

### 3.0 Chapter Issues

#### 3.1 Regional Open Issues

During this agenda item, it was generally agreed that Regional Councillors should not move or second motions at Regional Congresses, nor should they influence the decisions that are to be made by chapter delegates. Aside from chairing the congress if/when applicable, Regional Councillors should be observers and should only advise on Council issues as they arise.

#### 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: Ongoing. M. Ng approached Tracey Caruana (Acting Manager, EIT) to be subject matter expert.

**Action 2:** M. Ng to contact S. McGuire to inquire if she is still willing to continue with the project.

**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: Waiting for Licensing Committee to formally reply to the RCC.

### 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: M. Ng presented a re-drafted guideline that was accepted by the RCC for adoption into chapter resource material. **4.6. Refer to item 4.6 - Guidelines on invitations to chapter events.**

**West Central Open Issue 32** – WCRC wants RCC to implement means of improving the knowledge new licensees have with regards to the role and mandate of PEO in society, its chapter system and volunteerism in general for the Association.

Update: M. Ng presented a draft “Welcome Letter”. Modifications were requested by the RCC.

**Action 3:** M. Ng to include reference to OSPE in “Step 5” of the Welcome Letter and to request the Licensing Department to include information regarding OSPE into the overall package (ex. a brochure or a couple pages of information). M. Ng to follow up with appropriate staff to determine the appropriateness of including reference to the sponsored group insurance coverage plans available from both Engineers Canada and OSPE in “Step 5” of the Welcome Letter. M. Ng to email revised “Welcome Letter” to RCC.

**An item listed as “West Central Open Issue 33” was erroneously presented to and discussed by the RCC. As this item had been a tabled motion at the West Central Regional Congress in February 2016, it should not have appeared as a Regional Open Issue.**

### Eastern Region Open Issues

**Eastern Open Issue 112** – Notice of Motion for the Eastern Region Congress to be held in Ottawa 30 May 2015, concerning the Licensing of Academically qualified Engineers serving in the Canadian Forces 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.

Be it resolved that PEO Council approach the Canadian Forces in an effort to encourage Licensure of these otherwise qualified officers.

Update: RMC Dean is on sabbatical. Eastern Regional Congress to decide if this action should remain open or be closed.

### **East Central Region Open Issues**

There were no open issues from East Central region.

### **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: No update. This was discussed generally in conjunction with the following open issue.

**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: Council composition is a governance issue and is beyond the scope of the RCC. The RCC recommends that a Northern chapter representative raise this as a motion at the 2016 PEO AGM.

**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: The RCC respects the democratic process in which Council made the decision to have a referendum, and as such will not comply with this request. RCC recommends that a Northern chapter representative raise the issue as a motion at the 2016 PEO AGM.

## **3.2 Special Project Fund Applications**

### North Bay

“Ring of Fire - A Round Table Discussion” (Week of May 9-13 (one night only))

**Motion 4:** To approve Special Project Funding for North Bay Chapter's \$1,000 request for its "Ring of Fire" project.

**Moved by:** D. Preley. **Seconded by:** N. Colucci. Motion **Carried**.

Upper Canada

"CANstruction" (April 15 – 30, 2016)

**Motion 5:** To approve Special Project Funding for Upper Canada Chapter's \$2,000 request for its "CANstruction" project. **Moved by:** C. Kidd. **Seconded by:** N. Colucci. Motion **Carried**.

**Action 4:** In conjunction with Action 1, M. Ng to update the *RCC Special Project Funding* document to clarify the intent of the wording "Current bank balance committed to programs" that is included in Section 6 of the application form.

### 3.3 Chapter donations to political parties

**Motion 6:** That the Regional Councillors Committee:

1. Approve the GLP Advisory on "Political Contributions" as presented to the meeting at Appendix A.
2. Approve the "Chapter Political Contributions Policy" as presented to the meeting at Appendix B.
3. Authorize the Manager, Government Liaison Program to send out the GLP Advisory on "Political Contributions" to Chapter GLP Chairs; and
4. Direct the Manager, Chapters to draft the communiqué on behalf of the Chair, RCC and distribute the Policy to Chapter stakeholders including but not limited to Chapter Chairs, Chapter Vice Chairs and Chapter GLP Chairs.

**Moved by:** N. Colucci. **Seconded by:** C. Kidd. Motion **Carried**.

**Action 5:** M. Ng and Jeannette Chau (Manager, GLP) to ensure that the implementation of the letter to chapters, the advisory and policy clarify and include the following:

- J. Chau is the contact person for all GLP related spending and chapters must adhere to her advice
- There is an extra emphasis for the remainder of 2016 that J. Chau be notified prior to a chapter spending any funds on attending political events, meetings, or any political activities that require expenditure of chapter funds in order to ensure that the GLP budget is not exceeded
- Clarify the difference – if any – between the \$234/riding budget and the \$10,000 budget
- Clarify if the \$234/ riding budget needs to be lowered for the remainder of 2016
- Clarify the differences between attending an event of a political party and that of a non-partisan event
- Clarify the difference between attending a political event and making a donation to a political party
- Reiterate and make clear that if any chapter is unclear or has any questions regarding anything to do with the GLP or donations to political parties that they are to **CALL Jeannette Chau before** making any commitments or expenditures

**Action 6:** M. Ng to follow up with J. Chau as to how GLP money is divided and to report back to the RCC at its July meeting. M. Ng to forward revised implementation documents (letter to chapters, advisory, and policy) to RCC for review.

#### **4.0 RCC Issues/Chapter Policies/Documentations/Processes**

##### **4.1 2016 Allotment distribution update**

Information item. No action required.

##### **4.2 2017 Business plan package update**

In addition to the 5 suggestions listed in the Meeting Material, two new items were presented on behalf of the chapter treasurers for Algonquin (Item 6) and Grand River (Item 7):

**Item 6** – To include a worksheet for Licence Presentation Ceremony that can be linked to the appropriate line item on the Annual Report, in order to consolidate information. This can be implemented on an optional basis, i.e. the worksheet will be included and linked, but not required to be completed should a chapter not want to.

**Item 7** – For chapters to use Intuit Quicken® for all financial reporting (instead of the current planning and reporting package).

**Motion 7:** To accept the 2017 Business Plan recommendations (items 1-6 as presented) and to create a task force to look at the future of business planning process.

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

**Action 7:** Chapter Office to make the approved changes to the 2017 Business Planning & Reporting Package.

Discussion regarding discontinuing the current planning and reporting process and extending the East Central Region's chapter allotment distribution formula to all regions took place.

**Action 8:** The 2016-2017 RCC to create a task force to investigate ways to simplify the business planning and reporting process.

##### **4.3 Initial release date of 2017 chapter allotments**

The Chapter Office is in the practice of releasing the first 50% of chapter allotments that have been approved as soon as the funds to do so are released to the Chapter Office; this usually happens mid-January.

No further action required.

##### **4.4 Paperless regional congresses**

**Motion 8:** That the Chapter Office no longer print hard copies of congress packages for staff, regional councillors, the recording secretary, or anyone who requests one. That to facilitate the process of moving to paperless regional congresses, the Chapter Office provide for staff, regional councillors, and the recording

secretary: a printed copy of the agenda, congress attendance, draft minutes from the previous meeting, and the region specific open issues. That these will be a trial for the remainder of 2016.

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

**Action 9:** Chapter Office to remove full page “Section (#)” dividers from the regional congress packages.

#### **4.5 By-Law No.1 policy intent**

N. Colucci was acting Chair from 1:03 p.m. until 1:09 p.m. in C. Sadr’s temporary absence.

No update.

#### **4.6 Guidelines on invitations to chapter events**

The presented document does not cover if/how a PEO Council candidate should be invited; that is an issue for the Central Election and Search Committee (CESC).

**Motion 9:** To accept and add the “Guidelines on invitations to chapter events” to the Chapter Manual.

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

**Action 10:** M. Ng to update the Chapter Manual and chapter reference documentation with the approved “Guidelines on invitations to chapter events” document.

#### **4.7 Chapter governance**

Discussion regarding the roles and involvement on a chapter of a chapter volunteer who subsequently becomes a Councillor or employed by PEO ensued. The following was deferred until the July 2016 RCC meeting.

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:

1. Professional engineers and Engineering Interns should always declare any conflict of interests. Avoidance should always be the first course of action and declaration does not correct a conflict of interest.
2. Should a chapter officer be elected on PEO 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 on 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: N. Colucci. Deferred to the July 2016 RCC meeting.

**Action 11:** M. Ng to seek advice from Scott Clark (CAO) regarding the legal definition and relevant examples of “a conflict of interest”.

#### **4.8 Expense reimbursement policy review process**

PEO is anticipating the trial of an online expense submission and reimbursement process. Initially, the trial will begin with staff expenses in 2016, and should this trial be successful PEO would subsequently roll it out to volunteers.

An Expense Reimbursement Policy is coming up for review. However, this will be deferred in order to capture the fundamental changes that would occur with the trial online process.

Notification regarding expense allowance for “Regional Councillor on Regional Business” was provided:

- Eastern, Northern, and Western Regional Councillors’ each have a budget of \$1,500/fiscal year.
- East Central and West Central Regional Councillors each have a budget of \$1,000/fiscal year.
- Incoming Junior Regional Councillors will likely not have the full amount in their budgets.
- Regional Councillors’ expenses for events hosted by their home chapters will not be reimbursed if travelling less than 60km roundtrip.
- 2016 mileage reimbursement: \$0.54/km

**Action 12:** M. Ng to update the 2016-2017 term Regional Councillors of the remaining funds in their respective “Regional Councillor on Regional Business” budgets.

### **5.0 RCC Subcommittees / Task Forces / Working Groups updates**

#### **5.1 Regional Election and Search Committee (RESC) debriefing**

For 2017 elections, the new junior regional councilors are the election chair for the region they represent. The mandate is to seek candidates who are committed to serving on Council and are committed to actively participating in the election process (ex. attending debates).

#### **5.2 IT Governance Working Group update**

**Motion 10:** That N. Colucci continues on the IT Governance Committee.  
**Moved by:** C. Kidd. **Seconded by:** L. King. **Motion Carried.**

**Action 13:** 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.

### **6.0 Other Business**

#### **6.1 CASL and express consent (deadline: July 1, 2017)**



Information item. No immediate action required.

## **6.2 Composition of Executive Committee**

**Action 14:** A Regional Councillor interested in becoming a member of the Executive Committee to express interest at the RCC Special Meeting on April 30, 2016. Right of first refusal will go to the 2016-2017 RCC Chair, right of second refusal will go to the 2016-2017 RCC Vice-Chair. M. Ng to include this on the meeting agenda.

## **6.3 GLC Regional Councillor appointment**

Item deferred to the July 2016 RCC meeting to include the 2016-1017 term RCC members.

## **6.4 Regional Congress Binders**

**Action 15:** Regional Councillors to remind their chapter delegates to share the congress binders with their chapter executives at their meetings.

## **6.5 Canadian National Exhibition (CNE) booth**

PEO has access to a booth for one day during the 2016 CNE.

**Action 16:** N. Colucci to forward M. Ng the information package for volunteers who'd like to manage the CNE booth. M. Ng to share this information at the June 2016 round of regional congresses.

## **7.0 Next RCC Meeting and Adjournment**

### **7.1 2016 Regional Congress Calendar**

Information item. No further action required.

### **7.2 2016 RCC Meetings Scheduling**

<b>Date</b>	<b>Location</b>
April 30, 2016 – Special Meeting	The Fairmont Royal York (Room TBA)
July - TBD	TBD
October - TBD	TBD
December - TBD	Teleconference (TBD)

The Chapter Office is obliged to hold a meeting in Ottawa in 2016 to satisfy a contractual obligation. This can be met by hosting either a RCC meeting or an Eastern Regional Congress.

**Action 17:** Scheduling of RCC 2016 meeting dates to be added to the agenda of the April 30, 2016 RCC Special Meeting. Consideration of hosting a RCC Meeting in Ottawa to be included.

### **7.3 Meeting adjournment**

C. Sadr extended appreciation and thanks to the outgoing/ departing members of the RCC.

D. Brown extended thanks and appreciation to the RCC Chair and Vice-Chair for their service to the committee over the 2015-2016 term.

The meeting adjourned at 3:21 p.m.

## Appendix A

# PEO Chapter Special Project Fund Application Guidelines

### Introduction

The RCC Special Project Fund provides supplemental funding, subject to availability, for chapters to undertake projects that fall outside of the scope of normal Chapter Business Plan activities, or activities where an unforeseen or extraordinary expense is incurred.

### Application process

- 1) Complete the **"Application" and the "Business Plan"** tab of the application form.
- 2) Provide as much details as possible as RCC evaluate your submission based on what you send in.
- 3) Sign your application and send your completed form to both your regional councillors (senior and junior), the Chapter Manager, and to [specialprojects@peo.on.ca](mailto:specialprojects@peo.on.ca). The purpose is for the regional councillors to review the application first to give their comments and recommend any refinements. This is also necessary so that they are knowledgeable of your idea and prepare to go to on your behalf.
- 4) All applications will be evaluated with the recommendation by the senior regional councillor of the region at the next available RCC meeting.
- 5) Once the decision is made by RCC, it will be communicated back to you via the senior regional councillor.
- 6) Should your special project be approved, complete the **"Follow-up Report" upon completion** of the project.

### Terms of reference

- 1) Special project fund is only for new projects (projects are something that is never done before, with a defined start and end, and a definite scope).
- 2) Special projects cannot be recurring nor can it be funding an expansion of the current program.
- 3) Special projects must meet the defined objective, roles and responsibilities of a chapter.
- 4) The special project must provide the opportunity for the chapter to have a meaningful involvement and not simply by donation to a third party. Administrative control must be exercised by the chapter executive.
- 5) Not all applications are approved. Therefore no irreversible commitments should be made by the chapter with reference to the special project before receiving word that the special project funding request is approved.
- 6) Special speaker expenses funding for chapters in remote areas such as the Northern Region.

### Funding

- 1) Funds will be paid upon the submission of finance statement (supported by receipts) associated with the special project. The RCC approved amount is the maximum amount payable to the chapter.
- 2) Request for an advance can be made for up to 50% of the approved special project amount. Advances in excess of actual expenditure shall be returned to PEO.

### Follow-up Report\*\*\* NEW

- 1) Special Project Fund Follow-Up Report needs to be submitted after the funding has been received.
- 2) If the report was not received by RCC in the reasonable amount of time, all future applications submitted by the respective chapter may be rejected.
- 3) To complete Special Project Fund Report please go to the "Follow-up Report" tab of this document.
- 4) Please submit this report within 3 months of the completion of the project.

# PEO Chapter Special Project Fund Application / Approval Form

## 1) General Information

Date of application submission:	
Region:	
Chapter:	
Applicant's name	
Applicant's position on the chapter	

## 2) Project details

Name of special project:	
Proposed date of function:	
Proposed time of function:	

## 3) Justification

Related essential purpose of chapters:	
Target Audience:	

## 4) Project specifications

Project / Event Description:	
Additional Detail:	

## 5) Attendance details summary

Projected number of attendees:	
% Professional Engineers and EITs	
% Students (University or High School)	
% General Public	

## 6) Financials and risks

Current Chapter bank balance:	
Date of bank balance:	
How much money is committed towards funding chapter activities for the remainder of this year? Do you currently have any outstanding invoices or pending payments (credits or debits)? If so, include this number(s) in your calculations: Current Chapter Reserves (this includes bank balance, GICs, etc):	

Total projected event cost:	\$	-
Total project event revenue:	\$	-
Projected net cost (cost-revenue):	\$	-

Amount Requested:	\$	-
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## I) Application approved by chapter chair Date

Signature (chapter chair)	Print name

## II) Recommended by senior regional councillor Date

Signature (senior regional councillor)	Print name

*I have reviewed the application above and recommend it for RCC's consideration. I will be speaking to this application at the next RCC.*

## III) RCC decision - Approved / Declined Amount (if applicable)

Signature (RCC chair)	Print name

*If RCC approves the application. The maximum amount payable is the approved amount  
Where RCC declines the application, if required, please seek clarification from your senior regional councillor*

# PEO Chapter Special Project Fund

## Special Project Business Plan

Region :

Chapter :

Date :

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Date of function :

Function Description:

PEO Objective # :

Estimate number of attendance:

Professional Engineers

General Public

Revenue :

Charges per head  
Sponsors

**Budget**

**Actual**

Cost :

Total revenue

Venue  
Advertisement  
Food  
Printing & Copying  
Prizes  
Gifts for presenter  
Speaker gifts

Total Cost

**Net cost of Function :**

**\$0**

**Amount Applied :**

**\$**

**-**

# PEO Chapter Special Project Fund Follow-up Report

## 1) General Information

Date of report submission:

Region:

Chapter:

## 2) Project details

Title:

Date of function:

Time of function:

Location of function:

## 3) Justification

Related essential purpose of chapters:

Target Audience:

## 4) Project specifications

Project / Event Description:

Additional Detail:

## 5) Attendance details summary

Total number of attendees:

% Professional Engineers and EITs

% Students (University or High School)

% General Public

## 6) Financials and risks

Current Chapter bank balance:

Date of bank balance:

How much money is committed towards funding chapter activities for the remainder of this year?

Do you currently have any outstanding invoices or pending payments (credits or debits)? If so,

include this number(s) in your calculations:

Current Chapter Reserves (this includes bank balance, GICs, etc):

Total project cost:

Total project revenue:

Total net cost (cost-revenue):

Amount that was Requested:

Additional comments about this experience you would like to add: