



# Minutes

## Regional Councillors Committee (RCC) Saturday, October 20, 2018

### Cedar Meadows Resort, Timmins Ontario

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

#### 1.0 Call to order and welcome

The Chair called the meeting to order at 9:00 a.m.

#### 2.0 Routine Business

##### 2.1 Approval of the meeting Agenda

The Chair presented two changes to the timing of the day's agenda and one new addition:

- 3.3 Chapter by-laws to be discussed immediately following 2.2, to accommodate Councillor Houghton, connected via teleconference.
- 3.2 Scarborough Chapter's application for Special Project Fund to be addressed at 11:30am when chapter representative will call in to discuss proposal.
- NEW: Helen Wojcinski, P.Eng., Chair of the 30 by 30 Task Force, will call in at 10:00 a.m. to present the mandate of the 30 by 30 Task Force.

**Motion 1:** To approve meeting's agenda as amended. Moved by R. Subramanian, seconded by G. Boone.  
**Motion CARRIED.**

##### 2.2 Approval of Minutes to previous meeting (July 28, 2018)

**Motion 2:** To approve minutes from July 28, 2018 RCC meeting as presented. Moved by G.Boone, seconded by I. Bhatia. Motion **CARRIED.**

## 2.3 Business arising from previous Minutes

The Acting Chapter Manager, Adeilton Ribeiro, reported on the business arising. Items that required further discussion are summarized below:

- **July 28, 2018, Action 7**

*RCC to develop a chapter conflict resolution policy document based on the West Central Region test case and will also investigate a volunteer code of conduct.*

The Chapter Office presented a draft copy of the policy document outlining step-by-step instructions for RCC management of chapter conflicts. Committee members discussed the various situations when this document might be required. Councillors agreed that they are no longer certain the West Central Region test case should be adopted as the standard procedure. The committee reached a consensus to seek direction from HR Staff.

**Action 1:** Chapter Office will direct the following questions to Margaret Braun, Acting Director of People Development:

- Who should assess chapter conflict: RCC or People Development or the Registrar or the Chapter Office?
- Once the decision is made that intervention is required, who should act as intervenor: a third-party mediator, RCC or People Development? And if one of the two latter: is special training required and/or provided?

**Motion 3:** To table the adoption of the chapter conflict management policy until such time that input is received from PEO's People Development Department. Moved by L. MacCumber. Seconded by: L. Hidalgo. Motion **CARRIED.**

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

*RCC to consider the needs surrounding a PEO Volunteer Policy, including whether police background checks are included. The Chapter Office will report on this issue at the July RCC meeting and include the results of the environmental scan currently under way by PEO Researcher, Eric Chor.*

- **July 28, 2018, Action 3**

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

Chapter Office presented volunteer onboarding practices for 4 associations. Chapter Office also explained that HR is working on volunteer training and is reviewing existing policies.

The Committee discussed the original Council motion ("RCC to develop a process to ensure the safety and security of volunteers and participants") from March 23, 2018, and debated whether the direction was to develop a process for all volunteers or only chapter volunteers.

RCC agreed to mark the above actions as "complete" and to direct a new action based on seeking guidance from People Development.

**Action 2:** Chapter Office to request, on behalf of RCC, guidance and possible action from People Development in the development of a PEO Volunteer process, including volunteer onboarding, police checks and training. RCC requests their assistance in completing the item tasked to them by Council. Is RCC meant to develop something just for chapters or for all PEO volunteers? RCC also requests guidance for the police background check decision. Should it be required of all volunteers or only for specific positions? Are there specific scenarios that require a background check? If a background check isn't 100% clean is there a criterion for what is acceptable and what isn't?

## 3.0 Chapter Issues

### 3.1 Regional Open Issues

**East Central Open Issue # 53:** ECRC requests RCC to consider whether there will be additional funding for chapter budgets to accommodate potential increased Canada Post costs due to members opting out of electronic

communications from PEO chapters.

Update: While it is too early to know what will happen, this is something that chapters can build into their business plans going forward (starting with 2020) once they see the result. RCC will also monitor this issue for the first 12 months.

**East Central Open Issue #54:** ECRC requests from RCC to review the internal licensing process and provide streamlined internal steps to getting licences and provide open communication with applicants.

Update: Council has hired an HR consultant to review PEO's regulatory practices. RCC will be cooperating with this assessment. In order to be fully versed on chapter issues, RCC would like to hear from chapters on any licensing issues they have encountered through their membership.

**Action 3:** Chapter Office to ask chapters to compile data from specific member experiences, such as email communications related to the EIT licensing process and submit it in a report. Chapter Office will not accept reports containing anecdotes or heresay – it must contain concrete examples of frustrations in the licensing process.

**Eastern Open Issue #116:** Establish a manual, handbook on how things are done with regard to police checks when working with children and to follow up on the status of the police check issue.

Update: This issue has been referred to PEO's People Development department.

**Eastern Open Issue # 117:** RCC should consider a 2-tiered price point system for licensure: one for practicing and one for non-practicing engineers.

Update: RCC voted to support this open issue and will pass on the suggestion to the Finance Committee.

**Motion 4:** To support the Eastern Open Issue and to pass on the suggestion of a 2-tiered price point system for licensure, to the Finance Committee. Moved by I. Bhatia. Seconded by G. Boone. Motion **CARRIED**.

**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: RCC voted to support this open issue and will request that IT build an application status box into the Member Portal.

**Motion 5:** To request that IT builds an application status box for the Member Portal so that applicants can log-in and see the status of their application (where it is in the licensing process). Moved by R. Subramanian and seconded by G. Boone. Motion **CARRIED**.

**Northern Open Issue #46:** The Northern Region moves to request RCCC 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: This item was on the September Council agenda but was tabled to the next Council meeting in November.

**Northern Open Issue #47:** NRC moves that the PPE pass letter process of the 90-day deadline be improved to allow for warning communications (such as a 30-day warning) to be sent prior to file closure.

Update: RCC questions the legality (based on the Regulation) of closing applicant files, specifically if they do not respond within 90 days of receiving their PPE pass letter. They would like the Licensing Committee get a legal opinion on this issue and, subject to outcome, RCC requests a warning letter be sent 30 days prior to file closure,

to be delivered using the same medium as the PPE pass letter.

**Motion 6:** RCC requests Licensing Dept to seek legal review for the new practice of closing applicant files following the PPE pass letter, and subject to outcome, to introduce a process for sending warning letters 30 days in advance of file closure. Moved by: L. MacCumber. Seconded by: S. Robert. Motion **CARRIED**.

**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: Changes are coming to the welcome package that will include information about the chapter system and volunteerism. At this time details on the mandate of PEO in society could not be added.

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

Update: This can remain open and Congress and RCC can follow-up after a year of collecting express consent.

**Western Open Issue # 57:** Whereas the chapters are finding PEO's interpretation of the CASL policy is too restrictive, WRC supports WCRC's 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: This can remain open and Congress and RCC can follow-up after a year of collecting express consent.

**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: L. Hidalgo suggested that given recent budget discussions, that this project either be put on hold or that the Region could partner with SMP to engage students in some of the tasks that had been brainstormed for the paid student position.

**Action 4:** L. Hidalgo will provide information to Chapters Manager who will liaise with Tracey Carauna, Manager of EIT programs.

**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: Direction is coming from the Chapter Office.

**Western Open Issue #61:** WRC moves to ask RCC to prioritize this issue, and to provide the region with a timeline, to be reported at the next WRC congress, so that within the next year chapters can amend their by-laws; and if chapter by-law amendments do not conflict with current By-Law No.1, to permit the ratification of said amendments.

Update: Direction is coming from the Chapter Office.

**Action 5:** Chapter Office will work with Jordan Max, Policy Manager, to draft a letter to the chapters, informing chapters that amended by-laws will remain unsigned however chapters can operate using their member-ratified by-laws.

### 3.2 Special Project Applications and Reports

Scarborough Chapter Chair, Murad Hussain, P.Eng., joined the meeting via teleconference to provide the background of his Special Project Fund request. The project is a website database for Scarborough members,

that can eventually be rolled out to other chapters. The portal that will be created can incorporate chapter websites and will help with member engagement. The \$3,500 will be used to purchase a required plug-in. The chapter will build everything else. It is a bit like a clone of EventBrite. The portal could potentially be built within a few weeks.

**Motion 7:** To approve the Special Project request from Scarborough Chapter in the amount of \$3,500. Moved by: K. Torabi. Seconded by L. Hidalgo. Motion **CARRIED**.

### **3.3 Chapter By-laws**

The Chair asked Councillors L. MacCumber and G. Houghton to lead the conversation seeing as they are both members of the Legislation Committee (LEC).

The Committee reviewed the various recommendations originally made in the Policy Intent document from Matt Ng.

#### EIT privileges: By-law No.1, Section 5

**Motion 8:** To allow EITs to serve on chapter boards, in any position, with no limitations. Moved by G. Boone, seconded by I. Bhatia. Motion: **CARRIED**

RCC agreed that chapter by-laws should not have the power to change the above ruling. Therefore ideally the Regulation's reference to chapter by-laws should change (In discussing Engineers in training: "*Regulation 941, 32.1 (2) 1 ii: subject to the Chapter's by-laws, may serve as a member of the Chapter executive.*"

#### Use of "engineering intern" and EIT interchangeably

**Motion 9:** To not broaden, or make changes to, references or definitions of "EIT" and "engineering intern" as written in the Act. Moved by L. MacCumber, seconded by G. Boone. Motion **CARRIED**.

#### Chapter by-laws to be filed with the Registrar

It was explained that this is very common language in legislation. The Registrar represents all PEO staff members and as such this term is acceptable.

**Motion 10:** To not make any changes to By-law No.1 Section 7 regarding the filing of chapter by-laws. Moved by L. MacCumber, seconded by G. Boone. Motion **CARRIED**.

#### Selecting an alternate chapter

After an extended conversation, the Committee agreed that members should be able to select their chapter, and that choosing to belong to an alternate chapter instead of your "home chapter" should not have restrictions associated with it.

The amendment will focus on By-Law No.1's definition of chapter membership. Currently Section 2 states "*Members of the association whose residence addresses are within a chapter area shall be members of that chapter.*" The proposed amendment will be adjust this definition to "Members of the association whose residence addresses are within a chapter area shall, by default, be members of that chapter, or, by selection, be members of an alternate chapter of their choosing."

**Motion 11:** That RCC will request an amendment to By-Law No.1 pertaining to the definition of chapter membership, to allow members to select a different chapter from the one associated with their residence address, and, as per the By-Law Change Protocol document, RCC will submit the appropriate information for review by Council. Moved by L. MacCumber, seconded by S. Robert. Motion **CARRIED**.

#### Definition of chapter boundaries

**Motion 12:** To maintain the current process for defining chapter boundaries (managed by the Chapter Office) and not to move it into the Regulation or By-law. Moved by L. MacCumber, seconded by: L. Hidalgo. Motion **CARRIED.**

## 4.0 Chapter & RCC Finances

### 4.1 2019 Chapter Budget

The Committee reviewed the Finance Committee's list of suggested cuts to the Chapters budget. There was consensus among Councillors to not accept any of the proposed cuts.

**Motion 13:** Moves to not support any of the possible cuts to the chapters budget as suggested by Finance Committee. Moved by: I. Bhatia, seconded by: S. Robert. Motion **CARRIED.**

**Action 6:** Once the November 16<sup>th</sup> Council meeting package is distributed with the final list of Finance Committee's recommendations, RCC will review in advance of the Council meeting and if necessary hold a teleconference to confirm RCC's strategy and ensure all Regional Councillors are in agreement.

### 4.2 2019 Regional Allotments

The Chair confirmed the RAT model using the three-year smoothing process.

### 4.3 Chapter Bank Balances

The Chapter Coordinator presented chapter bank balances and noted where bank balances are close to the 50% targets. She also raised the issue of reserved monies and indicated that RCC needs to know if a portion of a chapter's bank balance is earmarked for an event or donation, etc. Perhaps chapters should report donation funds once they are deposited to their account.

**Action 7:** Chapter Office will add highlighting for chapters that are tardy in reporting monthly bank balances.

The Chair acknowledged recent conversations pertaining to chapter finances and centralized banking and included his concerns on this subject. The committee discussed possible outcomes, negative and positive and decided to form a working group to explore the suggestion in more detail.

**Motion 14:** To create a working group to investigate optional payment mechanisms for chapters, to include credit cards; the group will consist of G. Boone, L. Hidalgo and R. Subramanian. Moved by G. Boone, seconded by L. Hidalgo. Motion **CARRIED.**

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

### 5.1 Chapter Communications and Express Consent Update

The Chapter Manager confirmed that the plan for collecting express consent (as explained at September congresses) is progressing and will launch shortly.

### 5.2 Welcome Letter Update

The Acting Chapters Manager reviewed the hoped-for changes to the welcome letter and the newly designed "About Chapters" page and reported that only the latter had been given a green light.

RCC understands that the welcome package might be undergoing a review on a larger scale and that no changes will be approved for the welcome letter at this time. RCC noted that they believe the following should be incorporated into an updated welcome letter:

- Reference to additional standards and guidelines documents
- Information on PEO's mandate within society

A. Ribeiro reviewed the updates to the "Licence Presentation Ceremony form" and explained that this document belongs to Chapters.

RCC requested the following addition:

- To be added at the bottom of the document after the "Contact your chapter today" statement: "Also visit the Volunteer section of [www.peo.on.ca](http://www.peo.on.ca) to learn about volunteering with committees."

**Motion 15:** To accept the proposed changes and updates to the Licence Presentation Ceremony form, as amended. Moved by I. Bhatia, seconded by L. Hidalgo. Motion **CARRIED**.

**Action 8:** At the suggestion of RCC, Chapter Office to consider which side of the Licence Presentation Ceremony form should be "page 1".

### **5.3 Chapter Equity and Diversity Award Update**

The feedback collected at the September congresses on the E&D award has been sent to the E&D Committee.

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

### **6.1 2018 CLC Update**

CLC Chair, Ishwar Bhatia updated the RCC on the planning to date. The conference draft agenda will be approved next week.

### **6.2 West Central Region Investigation**

The Chapter Coordinator presented a draft version of the bulletin requested by RCC at the July 28, 2018 RCC meeting: "*Action: 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.*

The Committee discussed the content and images as well as how the bulletin should be presented to chapter volunteers. The Committee agreed that it will be presented as something to help with the "effective running of your chapter".

RCC requested the following changes:

- Use a picture of P.Eng pin instead of iron ring
- Include links to online leadership modules and chapter election documents
- Include a link to PEO's Volunteer webpage

**Motion 16:** To accept the bulletin as amended. Moved by I. Bhatia, seconded by R. Subramanian. Motion **CARRIED**.

### **6.3 Eastern Regional Office Update**

Eastern Councillor, I. Bhatia updated the RCC about the feasibility of having a chapter office in the Eastern region. I.Bhatia presented a new vision for all regional offices, which is that PEO should decentralize certain functions of the head office (within the licensing process) and start to partner with, and train people in the various

regions so that they can facilitate interviews (as an example) at the regional offices. Data has been collected however due to current budget constraints, the task force believes the issue must be tabled.

#### **6.4 Regional Election Search Committee**

Junior Councillors gave updates on the election prospects within their regions. They discussed various tactics for recruiting candidates for the 2019 election, such as attending chapter events, speaking 1-on-1 with volunteers and holding a teleconference with interested parties.

**Action 9:** Chapter Office to follow-up with Ralph Martin to request that the RESC Chairs be invited to CESC meetings.

### **7.0 Other Business**

#### **7.1 Posting RCC Agendas Prior to Meetings**

Following a motion from the Eastern Region, RCC discussed whether their meeting agendas should be posted online in advance of the meetings. The consensus was that chapter members should reach out to their Regional Councillor and request information about upcoming meeting agendas, and that the agendas would not be posted.

#### **7.2 OSPE's Involvement at Regional Congresses**

Western Region Councillor Hidalgo noted that it can be problematic to leave OSPE's participation at congresses up to chapter delegates. Committee members suggested that that is only one way to proceed and that the congress Chair can make the decision on behalf of the region.

Councillors discussed the various ways that OSPE contributes to congresses, and the value of these contributions. It was suggested that RCC could help OSPE participate in more meaningful ways.

**Action 10:** The Chair will reach out to OSPE and suggest a more interactive and/or cooperative approach to PEO congresses and start a dialogue on how chapters can better benefit from OSPE's presence.

#### **7.3 30 by 30 Task Force**

The Chair of the 30 by 30 Task Force, Helen Wojcinski, P.Eng., joined the meeting via teleconference and gave a brief update on the task force's initiatives. She explained that 30 by 30 is a licensing initiative and that it plays an important role in the pathway to licensure for women. She noted various ways the chapters can play a part in this initiative:

- By forming WIE committees with both men and women members
- By Information sessions such as LAP, with a special focus on women
- By offering additional support and bridging programs for internationally trained women
- By considering a focus on female students when liaising with university engineering programs
- By striving to match the 30 by 30 goal within chapter leadership positions
- By considering separate scholarships for female engineering students
- By showcasing practicing female engineers and supporting female engineers that run for Council
- By nominating women for awards

Helen closed by stressing the importance of setting goals because when goals are set, goals are realized. "What gets measured gets done." It's important to track current numbers, e.g. current levels of female volunteers (leadership positions), number of female engineering currently navigating licensure, etc.

The task force is working on a communications plan and they consider chapters one of their major stakeholders.

#### **7.4 Open Roundtable – Time Permitting**

The Chair went around the table for a quick round table however there were no additional issues.

**8.0 Next RCC Meeting and Adjournment – March 2019**

**8.1 RCC Meeting Scheduling**

The next meeting of the RCC will be April 6, 2019 at the PEO Offices.

**8.2 Meeting Adjourned**

The meeting was adjourned at 4:00 p.m.