



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, August 10, 2017

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

<p>Attendance:</p>	<p>Chris Kan, P.Eng. – Chair Sean McCann, P.Eng. – Vice Chair Christian Bellini, P.Eng. – Council Liaison Michael Chan, P.Eng. Nick Colucci, P.Eng. Denis Dixon, P.Eng. Márta Ecsedi, P.Eng. Doug Hatfield, P.Eng. Lisa Lovery, P.Eng. Vic Pakalnis, P.Eng.</p> <p>Staff: Fern Gonçalves – Director, People Development (Committee Advisor) Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p>
<p>AGENDA ITEMS</p>	<p>ROUTINE BUSINESS</p>
<p>1.1 Welcome and Introduction</p>	<p>The Chair welcomed everyone and called the meeting to order at 5:55pm.</p>
<p>1.2 Approval of Agenda</p>	<p>Moved by Nick Colucci, seconded by Márta Ecsedi:</p> <p>That the Agenda be approved as amended. MOTION CARRIED.</p>
<p>1.3 Approval of Minutes (May 25, 2017)</p>	<p>Moved by Michael Chan, seconded by Sean McCann:</p> <p>That the Minutes of the ACV meeting held on May 25, 2017 be approved as presented. MOTION CARRIED.</p>
<p>1.4 Council Update</p>	<p>Council Liaison Christian Bellini provided a brief update on the Council meeting held on June 23, 2017. Key highlight included:</p> <ul style="list-style-type: none"> - PEO Policy re: Appeals of Discipline Committee Decision was approved. - Final Recommendations of the Council Term Limits Task Force were presented and approved, i.e. a 6 year-term for Councillors. After 6 years they must step down (unless they



	<p>run for the positions of President or Vice President) for at least 10 years before they could run again. LGA Councillors will be appointed for a maximum of two 3-year terms, pending approval by the Attorney General.</p> <ul style="list-style-type: none"> - GLP Audit Report and Recommendations were approved. - 2018 Budget Assumptions were approved. - Changes to the 2017 Committees and Task Forces Roster and revised Terms of Reference were approved as presented. - Council Liaisons were appointed to AWC, EDU, PSC and REC.
2. COMMITTEE AND TASK FORCE TERMS OF REFERENCE	
The ACV reviewed and discussed various committee terms of reference presented for ACV's review prior to presentation to Council.	
2.1 Awards Committee (AWC)	<p>Moved by Vic Pakalnis, seconded by Nick Colucci:</p> <p>That no recommendations/feedback be provided. MOTION CARRIED.</p>
2.2 Complaints Review Councillor (CRC)	The minor change in the Terms of Reference did not require review.
2.3 Discipline Committee (DIC)	<p>Moved by Sean McCann, seconded by Márta Ecsedi:</p> <p>That ACV strongly recommend that the Discipline Committee (DIC) comply with the Council's directive to establish term limits for the role of chair, vice chair and members. MOTION CARRIED.</p>
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
3.1 2017 Committee Chairs Workshop	The Subcommittee Chair, Sean McCann, provided an update regarding selection of the facilitator – Gregg Brown.
3.2 2017 Vital Signs Survey	<p>Márta Ecsedi provided a summary report of the results of the 2017 Vital Signs Survey.</p> <p>Recommendations for 2020 Survey included:</p> <ul style="list-style-type: none"> - Review list of committees and eliminate Board committees; add Council. - Monitor response rate by committee and send reminder to Chairs of those committees with no or low response. <p>Follow-up recommendations included:</p> <ul style="list-style-type: none"> - Send participation info to Chairs - Report Summary to all volunteers



	- Collaborate with PEO Communications Staff on an article in Engineering Dimensions
4. OTHER BUSINESS	
4.1 Terms of Reference Template – Term Limits Proposed Wording	<p>The committee reviewed and discussed the <i>Term Limits for Committees – Proposed wording for inclusion into the Committee Term of Reference Template</i> document developed by the Human Resources Committee, which was forwarded to ACV for peer review and comment.</p> <p>Moved by Vic Pakalnis, seconded by Michael Chan:</p> <p>That ACV present the following peer review feedback regarding the <i>Term Limits for Committee Proposed Wording</i> to the Human Resources Committee:</p> <p>a.) ACV is prepared to support the proposed wording, with the exception that an additional note be included to allow committees to propose an exception where necessary. Committees could present their proposed exception and justification to the ACV for their review and recommendation to Council. For example:</p> <ul style="list-style-type: none"> • If the vice chair is unable or unwilling to succeed to the role of chair and no other member is interested in assuming the role, the committee could propose that the current chair serve one additional one-year term only to allow for an appropriate transition to a new chair; or • If a committee is unable to recruit a replacement for a volunteer who has reached ten years of service, the committee could propose that the volunteer continue to serve until a suitable replacement is found. <p>b.) ACV also emphasized the importance of developing a volunteer succession plan to support the implementation of the term limit directive and the proposed wording for inclusion in the T of R template. MOTION CARRIED (6 In favour; 2 Against)</p>
4.2 C & TF Policy Reference Guide – Self-Evaluation Form	This item was deferred to the next meeting.
4.3 Succession Plan for ACV Subcommittee	The following subcommittee was formed to develop Succession Plan for the ACV:



	<ul style="list-style-type: none">- Chris Kan- Vic Pakalnis- Denis Dixon
5. MEETING EVALUATION [by Vic Pakalnis]	
6. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	<p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none">• Thursday, October 5, 2017• <i>Friday, November 3, 2017 – Committee Chairs Workshop</i>• Thursday, December 7, 2017 <p>The meeting was adjourned at 8:11pm.</p>