

## 2016 Regional Councillors Committee (RCC) Report

The Regional Councillors Committee (RCC) is comprised of the 10 elected Regional Councillors (two-year terms each) of each of the five regions. In 2016, the members of the RCC were as follows:

| Region       | Senior Regional Councillor<br>(term expires at 2017 AGM) | Junior Regional Councillor<br>(term expires at 2018 AGM) |
|--------------|--|--|
| Northern     | Dan Preley, P.Eng.                                       | Michael Wesa, P.Eng.                                     |
| Eastern      | David Brown, P.Eng.                                      | Guy Boone, P.Eng.  |
| Western      | Ewald Kuczera, P.Eng.                                    | Gary Houghton, P.Eng.                                    |
| West Central | Warren Turnbull, P.Eng.                                  | Danny Chui, P.Eng.                                       |
| East Central | Changiz Sadr, P.Eng.                                     | Noubar Takessian, P.Eng.                                 |

The mandate of the RCC is to act on behalf of Council in relation to all matters of concern to PEO's 36 Chapters dispersed in the 5 regions. The RCC has the authority from PEO Council to respond to all matters pertaining to the mandate of the association in the context of Chapters and its volunteers.

The following generally summarizes the responsibilities and business of the RCC:

- ◆ Meet as a committee on a regular basis to discuss/resolve relevant Chapter issues;
- ◆ Recommend budget allocations for activities of the RCC, and the chapter system;
- ◆ Host Regional Congresses and meet with chapters on a regular basis; and
- ◆ Facilitate reports and studies related to regional and chapter business.

More specifically to 2016, collectively Regional Councillors participated in numerous events organized by Chapters in their own regions and in some cases attended Chapter events in other regions to gain broader insight to the profession throughout Ontario.

Total chapter allotment for 2016 was \$561,000 for the 36 chapters in 5 regions.

The RCC continued to have the Chapter Scholarship Program in place where Chapters can award up to \$1000 in any denominations to one or a number of deserving student(s) entering into engineering program in Ontario.

### Election of 2016 – 2017 RCC Chair

RCC elects its chair person annually from amongst the 10 elected Regional Councillors. For 2016, councillor Changiz Sadr, P.Eng. was elected as chair of RCC during the April 30<sup>th</sup> 2016 Special RCC meeting. Councillor Danny Chui, P.Eng. was elected as vice-chair of RCC at the same meeting.

### 2016 Regional Congresses

- 1) Regional Congresses are business meetings of the Chapter volunteers and the Regional Councillors. They are scheduled to take place during the months of February, June and September of the year.
- 2) RCC continued to run February congresses for the western, eastern and northern region as teleconference meetings. PEO and its chapters continued to reap the benefits of this

- idea as it avoided unnecessary volunteer travel in inclement weather conditions; saved on costs of holding a round of congresses; switched matters up so to allow broader chapter participation. Our chapter volunteers continued to respond positively to this.
- 3) Adobe Connect is still an indispensable tool to allow chapter office staff to display the meeting package and made chapter volunteer participation easier on teleconference.
  - 4) With the central regions, the February regional congresses for the east and west central regions were organized as hybrid meetings (face-to-face meeting with an option to call in) to cater for both preferences.
  - 5) Chaired by the senior regional councillor of the region, the intent of these meetings is to facilitate effective two way communications between PEO Council, Chapter staff and the volunteers in our Chapter system.
  - 6) 15 regional congresses took place in 2016. A total of 241 volunteers attended the meetings. The number of attendees of each congress, including the 2 delegates per chapter of the region, 2 regional councillors, chapter office staff and some invited guests are present for each region.
  - 7) RCC wanted to encourage succession planning at Chapters and in 2016, continued to allow one (1) EIT to attend regional congresses with all out of pocket expenses paid.

### 2016 Regional Congress Schedule

|            | Northern                                       | Eastern                                       | Western                                      | East Central                               | West Central                            |
|------------|--|---|--|--|---|
| <b>Feb</b> | Feb 10, 2016<br>11 attended<br>Teleconference  | Feb 17, 2016<br>15 attended<br>Teleconference | Feb 9, 2016<br>12 attended<br>Teleconference | Feb 26, 2016<br>13 attended<br>PEO Offices | Feb 3, 2016<br>19 attended<br>Toronto   |
| <b>Jun</b> | Jun 18, 2016<br>13 attended<br>Sault St. Marie | May 28, 2016<br>20 attended<br>Belleville     | Jun 11, 2016<br>20 attended<br>Port Dover    | Jun 8, 2016<br>20 attended<br>PEO Offices  | Jun 14, 2016<br>18 attended<br>Toronto  |
| <b>Sep</b> | Sept 17, 2016<br>15 attended<br>Thunder Bay    | Sept 10, 2016<br>19 attended<br>Ottawa        | Oct 1, 2016<br>19 attended<br>Guelph         | Sept 14, 2016<br>13 attended<br>Barrie     | Sept 13, 2016<br>14 attended<br>Toronto |

### 2016 Regional Councillors Committee (RCC) Meetings

Regional Councillors Committee (RCC) meet when it is necessary to resolve pertinent Chapter related issues like review regional congress open issues; set budgets; establish allotment; evaluate special project requests for Chapters, etc.

In 2016, RCC met five times. The table below shows the meeting schedule. Although face-to-face meetings are preferred, technology (in particular using Adobe Connect to share documents and Momentum as teleconference technology provider) is fully leveraged to help the RCC councillors connect together to carry out RCC's mandate and maintain quorum.

| Date           | Location                         | Details              |
|----------------|----------------------------------|----------------------|
| March 12, 2016 | PEO Offices, Toronto, ON         | Face-to-face meeting |
| April 30, 2016 | Royal York Hotel,<br>Toronto, ON | Election meeting     |

| Date          | Location                          | Details  |
|---------------|-----------------------------------|--|
| May 19, 2016  | Teleconference meeting            | Nominations of RCC representatives on various committees |
| July 23, 2016 | PEO Offices, Toronto, ON          | Face-to-face meeting                                     |
| Nov 5, 2016   | Delta Armouries Hotel, London, ON | Face-to-face meeting                                     |

### **2016 PEO AGM Training (April 30<sup>th</sup>, 2016)**

One in-person training session was organized by RCC to leverage the fact that a lot of chapter volunteers are present at the AGM. The Chapter office staff provided the training to volunteers after the 2016 PEO AGM Luncheon and the RCC election meeting, and concurrent to the first Council meeting of the new Council. The training session held was Chapter Executive Training.

- Chapter Executive Training
  - 27 Chapter volunteers signed on to this popular interactive training session to learn about the details of Chapter operations and the responsibility of a Chapter executive.
  - Actual 35 Chapter volunteers participated.
  - The two and half hour training session was provided by Matthew Ng, P.Eng., Manager, Chapters, and Sharon Gillam, Chapter Admin Support

### **2016 Chapter Leader Conference (November 19, 2016)**

- RCC nominated Warren Turnbull, P.Eng. to lead the organization of the 2016 Chapter Leaders Conference (CLC). Gary Houghton, P.Eng. was nominated as vice chair to the committee assisting Warren.
- The conference successfully took place on November 19, 2016 at the Hilton Hotel and Suite at 5875 Airport Road, Mississauga, ON.
- The theme for the 2016 CLC was *“Revitalizing the Brand...Making Connections”*.
- As always, CLC 2016 opened with greetings from our President Comrie, our current RCC chair Councillor Sadr and closed with remarks from our President-elect Dony – this is a long-standing tradition that adds significant prestige to CLC, RCC and PEO.
- The program for the CLC consists of the following:
  - Our Registrar Gerard McDonald, P.Eng. kicked the CLC off in the morning of the CLC with an exercise of solicit input from chapter leaders to assist in the development of PEO’s 2018-2020 Strategic Plan.
  - Just before the morning break, Registrar McDonald continued by explaining to the delegates about the new PEAK Program and held a small discussion session on how can chapters help PEO with it?
  - No CLC would be complete without our Fourth Annual Chapter Story Contest – the People’s Choice. Congratulations to Windsor-Essex chapter for winning the Chapter Story Contest two years in a row!!
  - New this year, the committee decided that there will be no Lunchtime Keynote Speaker. Instead, the committee chose to hire a renowned digital marketing expert, Ms. Erin Bury, to assist PEO with the CLC.
  - First up after lunch, Ms. Bury presented her talk on *“Five Ways Start-up Thinking Can Make You A Better Marketer”* followed by leading our volunteers through a

“Branding Chapter Challenge”. Great session had by all resulted in some incredible ideas to help chapter think outside of a box and build our brand at the same time!

- The overall feedback scores received from the delegates to the conference was a respectable 84% for appropriateness and 82% quality of execution.
- The RCC would like to thank the hard work of everyone on the 2016 CLC organizing committee for an excellent and well organized conference.

#### **RCC 2016 Achievements:**

- Special Project fund
  - Provided funding to the East Toronto Chapter for their PCC Streetcar tour, the Scarborough Chapter for their Balsa Wood Glider project and Peterborough Chapter for their technical talk series.
  - Provided seed money towards the purchase of web cameras for chapters to use with Lifesize Cloud (new teleconferencing technology). This technology is scheduled to be deployed to all 36 chapters in 2017.
  - RCC decided to lower the 2017 budget for the special project fund from \$20,000 to \$15,000 so the budget follows more realistically with the level of fund subscriptions.
- RCC Entrance Scholarship amount increased
  - RCC agreed unanimously to increase the entrance scholarship amount from \$1,000 to \$1,500 per chapter for 2017. This was a direct result of a Northern region open issue raised during the northern regional congress.

#### **2017 Chapter Budget Planning**

- RCC reviewed the 36 proposed 2017 Chapter Business plans in accordance with the business plan and expense guideline.
- The total allotment budget proposal made by RCC for 2017 is \$599,000. It was approved by PEO Council during the November 2016 Council Meeting.
- RCC continued to use the mathematical model developed back in 2015 to divide out the total allotment into regional portions for 2017.
- The regional allotment model used is based on the summation of three factors
  - Total average net core costs as calculated for each region
  - Per capita amount based on the population of members within each region
  - Area adjustment amount based on the surface area of the region. The intent of this is to balance the great differences between east or west central regions and the northern region
- As for individual chapter allotments, it is up to the regional councillors of the region to determine how much each chapter gets based on their bank balances and business plans submitted to the chapter office.
- Expanded in its implementation, west central region now joined east central region to employ the “Patrick Model” to assist in the determination of the chapter allotment.
- The “Patrick Model” is based on an average on the following five factors:
  - The number of members for the chapter as a portion of total number of members for the region.
  - The number of events held in 2015 as a portion of total number of events held in the region in 2015.

- The chapter allotment received in 2016 as a portion of total chapter allotment for the region in 2016.
- The number of chapter events planned in 2017 as a portion of total number of chapter events planned in the region in 2017.
- The chapter allotment ask in 2017 as a portion of total chapter allotment asks in the region in 2017.

**Chapter Open Issues**

- RCC dealt with all the issues formally raised by Chapter leaders in the regional congresses in the year.

**Committee Chair:** Changiz Sadr, P.Eng.

**Committee Advisor:** Matthew Ng, P.Eng., Manager, Chapters

## RCC Councillors Attendance Record for 2016

| Regional Councillor |   | Meetings eligible to attend | Meetings attended | Meetings attended % |
|---------------------|---|-----------------------------|-------------------|---------------------|
| Charles Kidd        | Eastern Regional Councillor (term expired in 2016)  | 1                           | 1                 | 100%                |
| David Brown         | Eastern Regional Councillor (term expires in 2017)  | 5                           | 5                 | 100%                |
| Guy Boone           | Eastern Regional Councillor (term expires in 2018)  | 4                           | 4                 | 100%                |
| Serge Robert        | Northern Regional Councillor (term expired in 2016)                                       | 1                           | 0                 | 0%                  |
| Dan Preley          | Northern Regional Councillor (term expires in 2017)                                       | 5                           | 5                 | 100%                |
| Michael Wesa        | Northern Regional Councillor (term expires in 2018)                                       | 4                           | 3                 | 75%                 |
| Danny Chui          | West Central Regional Councillor (term expired in 2016)                                   | 5                           | 3                 | 60%                 |
| Warren Turnbull     | West Central Regional Councillor (term expires in 2017)                                   | 5                           | 4                 | 80%                 |
| Nick Colucci        | East Central Regional Councillor (term expired in 2016)                                   | 1                           | 1                 | 100%                |
| Changiz Sadr        | East Central Regional Councillor (term expired in 2015; re-elected; term expires in 2017) | 6                           | 6                 | 100%                |
| Noubar Takessian    | East Central Regional Councillor (term expires in 2018)                                   | 4                           | 3                 | 75%                 |
| Len King            | Western Regional Councillor (term expired in 2016)  | 1                           | 1                 | 100%                |
| Ewald Kuczera       | Western Regional Councillor (term expires in 2017)  | 5                           | 5                 | 100%                |
| Gary Houghton       | Western Regional Councillor (term expires in 2018)  | 4                           | 4                 | 100%                |