



Minutes

Regional Councillors Committee (RCC) Saturday, July 18, 2020

Videoconference

Chair:	Ramesh Subramanian, P.Eng.	Northern Senior Regional Councillor
Vice-Chair:	Randy Walker, P.Eng.	Eastern Senior Regional Councillor
Members:	Chantal Chiddle, P.Eng.	Eastern Junior Regional Councillor
	Arthur Sinclair, P.Eng.	East Central Senior Councillor
	Luc Roberge, P.Eng.	Northern Junior Regional Councillor
	Wayne Kershaw P.Eng.	Western Senior Regional Councillor
	Peter Broad, P.Eng.	Western Junior Regional Councillor
	Warren Turnbull, P.Eng.	West Central Senior Regional Councillor
	Lisa MacCumber, P.Eng.	West Central Junior Regional Councillor
Regrets:	Peter Cushman, P.Eng.	East Central Junior Regional Councillor
Staff:	Adeilton Ribeiro, P.Eng.	Acting Manager, Chapters
	Julie Hamilton	Coordinator, Chapters
	Sharon Gillam	Chapter Administrative Assistant

1.0 Call to order and welcome

The meeting was called to order at 9:10. The Chair welcomed everyone to the first meeting of council year for 20/21. The new councillors introduced themselves. A. Ribeiro reviewed best practices for a successful online meeting.

2.0 Routine Business

2.1 Approval of the Meeting Agenda

Agenda accepted as presented.

Motion 1: To approve the meeting's agenda as presented.

Moved by: W. Turnbull. Seconded by: W. Kershaw. Motion **CARRIED**.

2.2 Approval of Minutes to the previous meeting (April 4, 2020)

Motion 2: To approve minutes from April 4, 2020 RCC meeting as presented.

Moved by: R. Walker. Seconded by: W. Kershaw. Motion **CARRIED**.

2.3 Business arising from previous Minutes

A. Ribeiro provided updates for the Business Arising from the previous meeting.

- Oct 26th, 2019 Action 4: L. Roberge would like to keep the invitation option open to speak on the process. A. Ribeiro reminded the RCC that a committee chair cannot speak on the PEO license process. W. Kershaw proposed the idea of inviting D. Kiguel to the CLC as a possible breakout session.

Action 1: Chapter Office will brief CLCPC of the RCC suggestion to invite the Chairs of ARC and ECR to the CLC.

- April 6th, 2019 Action 5: W. Kershaw proposed inviting all LGA councilors to attend an RCC meeting as observers. L. MacCumber noted that this was open to any councillor to attend upon request rather than by invitation.

Action 2: Chapter Office to extend an invitation to all LGAs, appointees, and Councilors at large to the next RCC meeting as an observer.

3.0 Chapter Issues

3.1 Regional Open Issues

East Central

Open Issue #55 – For the purpose of open and transparent chapter elections, ECRC asks RCC to adjust the chapter membership policy, such that a member who belongs to an Alternate Chapter (either manually through PEO or through EPIM), but has been a member of said Alternate Chapter for less than one year, cannot change their chapter affiliation until the one year period expires, with the following exceptions:

1. The member moved his/her principal residence to within the chapter boundaries before the 1-year period expired, or
2. The member started employment inside the chapter boundaries before the 1-year period expired.

RCC Update: York chapter still to provide their best practice methodology. Chapter office to follow up with chapter.

Action 3: Chapter office to follow-up with York chapter on EC Open Issue #55.

Open Issue #56 – East Central Region requests that RCC allow chapters to mail framed certificates that are printed and currently in volunteers' possession until such time that licence ceremonies resume.

RCC Update: RCC moves that Chapters be permitted to hand out existing framed license certificates in a way that suits them, including mailing, provided they follow the requirements set by staff, and that volunteers would be reimbursed.

Eastern

Open Issue #127 – ERC requests Council to review EIT's, LL's, PL's, and TL's rights to vote in PEO council elections commencing in the calendar year 2020, and in all subsequent PEO council elections.

L. MacCumber suggests that the matter is being dealt with as part of the action plan and recommends letting staff deal with it. RCC recommends the Open Issue to be closed.

Open Issue #133 – ERC requests funds which are not spent due to Covid-19 to be accumulated for the next year. This implies that there would be an exemption from the bank-balance rule, so that unspent money does not penalize chapters.

RCC Update: RCC decided not to reduce the proposed allotment budget for 2021 based on unspent funds during the year of 2020.

Open Issue #134 – ERC moves that the monthly account balance currently provided by PEO Finance is not enough for maintaining and appropriate reporting of financial records and therefore requests that PEO prepare more detailed monthly statements for chapters.

RCC Update: Open Issue remains open. RCC Chair will contact CEO & Registrar Johnny Zuccon about the issue.

Action 4: RCC Chair, R. Subramanian to contact PEO's Director of Finance, Chetan Mehta, and CEO & Registrar Johnny Zuccon regarding Eastern Open Issue #34 and follow up on proposed financial monthly statement sample provided by the Chapter Office.

Northern

Open Issue #46 – The Northern Region moves to request RCC 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.

RCC Update: Open Issue remains open.

Open Issue #50 – NRC requests that RCC brings to Council the issue of PEO applicants who have failed either Part A or Part B in the lead-up to PEO's transition to the NPPE, be permitted to re-write the failed portion by October/November 2020 (deadline to be determined by PEO Exams Dept.).

A. Ribeiro explained the situation to RCC and provided an update that the Chapters Office followed up with the chapter to provide information to clarify the issue. RCC recommends closing this issue.

West Central

Open Issue #42 – That the RCC clarify to chapters what expectations and accountabilities exist for chapters and chapter treasurers with respect to the new financial framework

RCC Update: RCC understands the lack of clarity on the change of the treasurer role within the chapter, however, as the Chapter Office works with PEO's Finance department to ease the implementation of new financial processes, the position of the Treasurer is still vital to the Chapter Office as being the point of contact with PEO staff to ensure all new requirements are being followed.

Open Issue #43 – WCRC moves RCC to investigate and update the chapters about centralized Zoom accounts for the chapters.

RCC Update: Chapters to purchase their Zoom account and submit a reimbursement claim to the Chapter Office through the personal reimbursement process.

Western

Open Issue #75 – WRC reinforces the sentiments that the licensing process is a major problem at all levels that needs to have immediate action taken to resolve this issue, and therefore would like a summary of all ongoing issues and proposed actions, in time to review before the next WRC.

RCC Update: Remain Open. Western Councillor W. Kershaw is working on this issue with CEO & Registrar Johnny Zuccon.

Open Issue #77 – Whereby the PEO is a self-regulating profession, and consultation with stakeholders is a critical element of effective change management which fosters engagement, minimizes disruption, and maximizes the chance of successful implementation, WRC moves RCC propose to Council the need to implement a formal change management process including a formal consultation process with key stakeholders, to guide the development and implementation of the Action Plan.

RCC Update: Open Issue remains open. RCC Chair will collect the list of recommendations from SMT and start a consultation process with all Chapters before the following Council meeting.

Action 5: RCC Chair to contact CEO & Registrar Johnny Zuccon regarding Western Open Issue #77 and obtain the list of recommendations regarding chapters to start a consultation process with chapters before the upcoming Council meeting.

Open Issue #78 – WRC motions the RCC to request that the Chapter Office send treasurer-related communications directly to the Chapter Treasurers, to avoid potential missed communications, for items such as the Monthly Chapter Business Statement, requests for the upcoming Business Plan, approvals on the Business Plan and allotment amounts.

RCC Update: RCC recommends that chapters include the treasurer's e-mail addresses to the chapter generic e-mail address/distribution list.

Open Issue #79 – WRC motions the RCC to request that the Chapter Office include within the Monthly Chapter Business Statement, itemized details for all expenses and revenue entries received by each chapter, to assist Chapter Treasurers in monitoring the accuracy of monthly entries.

RCC Update: Open Issue remains open. RCC Chair will contact CEO & Registrar Johnny Zuccon to follow up on chapters' requests regarding a more detailed Monthly Financial Statement.

Action 6: RCC Chair to contact CEO & Registrar Johnny Zuccon regarding Western Open Issue #79 to follow up on the chapters' request for a more detailed Monthly Financial Statement.

4.0 Chapter & RCC Finances

4.1 Centralized banking: monthly statements

4.1.1 WCRC Open Issue #42 and WRC Open Issue #79

A. Ribeiro briefed the RCC on the WC open issue, and noted that the Finance department is opposed to allowing chapters access to their respective bank accounts and highlighted the following points:

- RCC or PEO's Finance department no longer requires the chapters' audited Financial Statement;
- Chapters' treasurers are concerned about their role within the chapter;
- Monthly Financial Statements provide insufficient details to treasurers to keep control of the chapters accounting.

J. Hamilton also noted that chapters were told that access would be available, and it is the gold standard of centralized banking. However, this work is long and arduous and expensive to set up. Ultimately, RCC understands that states providing chapters with access to their bank accounts is not necessary as long as detailed monthly statements are provided to the chapter's treasurers.

4.1.2 Eastern Region Open Issue #134

A. Ribeiro briefed RCC on the situation and explained that in consultation with Senior Manager Jeannette Chau, the Chapter Office is working on a proposal to PEO Senior Management, to improve the monthly statements, such that chapters can see each of their debits and credits and presented a sample of the proposed financial statement.

It was also noted that, currently, Chapters Chairs are being copied on payments being made to vendors.

However, it appears that some treasurers may not be receiving this information.

In conclusion, the RCC Chair, R. Subramanian will contact the PEO's Director of Finance and the CEO & Registrar on the request and include the sample.

4.2 2021 Proposed Budget for Chapter Office

4.2.1 Bank balance rule and COVID

A. Ribeiro presented RCC with chapters' current financial situation through a spreadsheet that included all chapter's bank balances as of June 30th, respective transferred funds from their individual bank accounts as well as respective approved allotments for the year of 2020.

A. Ribeiro also explained how the initial proposed allotment is usually calculated and presented RCC with several budget options considering the current chapter's financial situation. Following the explanation, A. Ribeiro elaborated on the Eastern Region Open Issue #133 which requests that monies are not spent do to COVID to be accumulated for the following year, and that there would be an exemption from the 50% bank-balance rule.

L. MacCumber raised a question regarding how unspent funds will be treated towards the end of the year as per the centralized banking framework, and suggested the Chapters Office follow up with the Finance department as that will significantly impact the proposed chapter allotment budgeting for the next year.

Ultimately, RCC decided to propose a full allotment budget as the previous year and not to reduce it until:

- a. clarification on how unspent funds will be treated towards the end of the year as per the centralized banking framework, and
- b. all 2021 Chapter Business Plans are submitted to the Chapters Office.

And that the proposed budget figure to be adjusted accordingly at the Finance Committee meeting schedule to August 27th, 2020.

Motion 3: RCC to recommend a proposed initial allotment budget of \$689,299.95 and that the amount to be adjusted once:

- a. clarification on how unspent funds will be treated towards the end of the year as per the centralized banking framework, and
- b. all Chapter Business Plans are submitted to the Chapters Office.

Moved by: L. MacCumber. Seconded by: W. Kershaw.

Counted vote: 5 In favor vs 3 Against.

Motion: **CARRIED.**

Chapter Scholarship

A. Ribeiro noted that the RCC Scholarship budget has been suspended in 2020 and brought to the attention of RCC to decide on whether to continue with the suspension or reinstate it for 2021.

C. Chiddle shared her opinions on how valuable the scholarship fund is and shared some experiences from when she was part of the Kingston chapter board.

A. Sinclair on the other hand shared his opinion as not supportive of the reinstatement of the RCC Scholarship fund and stated that this activity is not regulatory in any shape or form. He also mentioned the Foundation for Education already deals with it and all chapters are free to join the program if they wish to pursue such activity.

W. Kershaw spoke in favor of the reinstatement of the budget and suggested that the program does support PEO's regulatory mandate as it increases the chances of those who benefited from it becoming licensed in the future.

L. Roberge also indicated to be in favor of the reinstatement of the scholarship budget.

R. Walker spoke in favor of the reinstatement of the budget and shared his positive experiences with past applicants.

L. MacCumber suggested that it would be premature to reinstate the budget as PEO's Action Plan and Activity Filter is still in progress.

C. Chiddle ended the discussion and proposed a motion. The RCC Chair requested the voting to be recorded.

Motion 4: RCC moves to reinstate the RCC Scholarship fund for the 2021 budget.

Moved by: C. Chiddle. Seconded by: W. Kershaw.

Recorded Vote:

R. Walker – yes
P. Broad- yes
C. Chiddle – yes
L. Roberge – yes
W. Kershaw – yes
W. Turnbull – no
A. Sinclair – no
L. MacCumber – no

Motion **CARRIED**.

National Engineering Month

A. Ribeiro briefed RCC on the reasons why the NEM budget was suspended for the year 2020 and explained the contractual situation involving the service provider Groundswell, which obligates PEO to contribute to its founder's fee (\$26,000) for the year of 2021.

Motion 5: RCC moves to reinstate the NEM budget (\$13,000.00) for the 2021 year.

Moved by: W. Kershaw. Seconded by: R. Walker. Motion: **CARRIED**

4.3 2021 Business Planning

J. Hamilton explained to RCC the summary of proposed changes to the Business Plan document that was included in the package. These proposed changes aim to better reflect the current chapters framework of centralized banking and correct some irregularities with the document. The main proposed changes include:

- Removing references to Essential Purposes;
- Removing references to a chapter's "bank balance";
- Removing mention of including the licence presentation reimbursement in the revenue section;
- Formulas are no longer hidden, however, the cells are still locked to prevent accidental deleting;
- Added an optional "Combined AGM & Licence Presentation event";
- Removing references to investment earnings;
- An updated explanation of Chapter Communications to include Engineering Dimensions option;
- Removing from Core: Regulatory & Technical Seminars, Business Reporting, and the "Other" line;
- Etc.

L. MacCumber suggested having the Financial Statement and Reconciliation Form removed from the package as this information are no longer required by either PEO or Councilors. A. Ribeiro clarified that the chapters still need to report the information to their membership, and since these documents are fed

by other tabs in the document, it would help treasurers in proving such information at their respective AGMs.

C. Chiddle brought to RCC's attention that chapter by-laws require this information to be presented at their AGMs.

W. Kershaw added that the Financial Statements need to be audited as per chapter by-laws.

Motion 6: RCC moves to keep the Financial Statement form and Reconciliation Form in the 2021 Business Plan.

Moved by: W. Kershaw. Seconded by W. Turnbull. Motion: **CARRIED**

5.0 RCC Issues/Chapter Policies/Documentations/Processes

5.1 Direction for Chapter events moving forward

Chapters have requested an update regarding the situations of in-person events as per direction from PEO.

A. Ribeiro explained how chapters were communicated by the CEO & Registrar Johnny Zuccon about stopping with all in-person events due to COVID.

L. MacCumber suggested advising the chapters based on the provincial emergency provision that chapters act accordingly.

Ultimately, RCC wants communication coming from the Registrar Office including directions on in-person events and following provincial guidelines. And that chapters need to be mindful of PEO's liability in this situation.

Action 7: RCC Chair to contact CEO & Registrar Johnny Zuccon regarding an update on when chapters will be allowed to run in-person events as per local health authorities' guidelines.

5.2 Zoom Accounts for Chapters

A. Ribeiro briefed RCC on the motion from the Eastern region regarding getting one Zoom account for the region and presented a price table including different Zoom account options.

A. Ribeiro explained that Zoom does not issue invoices, and purchases must be done through credit card or PayPal online, and that would cause difficulties in having the cost shared by multiple chapters.

W. Turnbull suggests that each chapter should have its Zoom account paid by the Chapter Office.

R. Walker's expressed a concern that the councilors should have their account as well to set up meetings amongst them, not including the chapters. However, discussion suggested that councilors could use either the chapter Office account or one of the chapter's accounts when necessary.

Ultimately, RCC understands that chapters should purchase their own Zoom account and claim reimbursement through the Chapter Office.

5.3 Certificate Presentations and new members

A. Ribeiro briefed RCC on the East Central Open Issue #56 and explained that the East Toronto chapter has certificates in their possession and has asked if they can mail out to the member.

To facilitate the discussion, A. Ribeiro presented three options and its pros and cons.

RCC suggested that the options presented during the meeting be sent to the chapters and that they are asked to use the best option that suits them.

Motion 7: RCC moves that Chapters be permitted to hand out existing framed license certificates in a way that suits them, including mailing, provided they follow the requirements set by staff, and that volunteers would be reimbursed.

Moved by: C. Chiddle. Seconded by: W. Kershaw. Motion: **CARRIED**

The Chapter Office asked for RCC consideration that a Welcome e-mail to all new members, regardless of whether they selected to attend a ceremony or not, be sent by the chapter. J. Hamilton explained that she recently heard from a chapter that was preparing an email campaign to their newest members and that the point of this campaign was to welcome the members into the chapter and to offer congratulations on receiving their P.Eng.

A. Ribeiro clarified that this e-mail is an independent initiative from the Welcome Package letter.

RCC agreed to allow chapters to send emails to all new members provided a template from the Chapter Office is to be used in order to standardize the message.

Motion 8: RCC moves that chapters should email the PEO provided template to congratulate and welcome all new members of their chapter regardless of whether they have indicated they want to attend a certificate ceremony or have provided their consent in the Member Portal.

Moved by: L. Roberge. Seconded by: W. Kershaw. Motion: **CARRIED**

6.0 RCC Subcommittees / Task Forces / Working Groups updates

6.1 2020 CLC Chair and Vice-Chair

Nominated Chair: East Central Senior Regional Councilor, Arthur Sinclair, P.Eng
Nominated Vice-Chair: Eastern Junior Regional Councilor, Chantal Chiddle, P.Eng

6.2 2021 VLCPC members (2)

RCC representation in the Volunteer Leadership Conference Planning Committee (VLCPC)

Northern Junior Regional Councilor, Luc Roberge, P.Eng
Western Senior Regional Councilor, Wayne Kershaw, P.Eng

6.3 2020-21 LIC member (1)

RCC representation in the Licensing Committee (LIC)

Northern Junior Regional Councilor, Luc Roberge, P.Eng

7.0 Other Business

No other business was introduced at the meeting.

8.0 Next RCC Meeting and Adjournment

8.1 Date of next RCC meeting

Saturday, October 24th (Most likely virtual – via Zoom)

8.2 Adjournment

Meeting adjourned at 3:08 pm