



Minutes

Regional Councillors Committee (RCC) Saturday, October 24, 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
	Peter Cushman, P.Eng.	East Central Junior 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
Guests:	Marisa Sterling, P.Eng.	President
	Sherlock Sung	Councillor
	Michael Chan, P.Eng.	Councillor
	Scott Schelske, P.Eng.	Councillor
	Lorne Cutler, P.Eng.	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 Chair, R. Subramanian called the meeting to order at 9:09 am. He welcomed the LGA guests who joined the meeting as observers.

2.0 Routine Business

2.1 Approval of the meeting Agenda

An *in-camera* session was requested for part of 3.1 Regional Open Issues.

Agenda accepted as amended.

Motion 1: To approve the meeting agenda as amended.

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

2.2 Approval of Minutes to previous meeting (July 18, 2020)

Motion 2: To approve minutes from July 18, 2020 RCC meeting as presented.

Moved by R. Walker. Seconded by C. Chiddle. Motion **CARRIED**.

2.3 Business arising from previous Minutes

A. Ribeiro went through the business arising from the previous minutes.

Update on Action 4 & 6, July 2020: Regarding Eastern Open Issue #134 and Western Open Issue #79, RCC Chair, Councillor Subramanian was to contact J. Zuccon and C. Mehta once PEO staff had presented the proposed changes for the chapter monthly statements. As this meeting has now taken place, the RCC Chair will proceed with this conversation.

Update on Action 7, July 2020: After discussing the feedback from the Registrar's office, RCC members felt this was not a satisfactory conclusion and that the issue should go to Council as an RCC issue.

Motion 3: RCC moves to bring Business Arising Action 7 (July 18, 2020) to Council as an RCC issue; RCC requests that regional and provincial guidelines be applied when assessing chapters for 'return to in-person events'.

Moved by: W. Kershaw. Seconded by: P. Broad. Motion: **CARRIED**.

Action 1: The Chair will bring this Motion forward at the next Council meeting. He will also notify President Sterling of his intention to do so.

3.0 Chapter Issues

3.1 Regional Open Issues

Motion 4: RCC moves to go *in-camera*.

Moved P. Cushman. Seconded by: W. Kershaw. Motion: **CARRIED**.

Motion 5: RCC moves to come out of *in-camera*.

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

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: Recommend to close.

Eastern

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 a more detailed monthly statements for chapters.

RCC Update: Remain Open. As per Business Arising, RCC Chair will continue this conversation with PEO CEO/Registrar and PEO Director of Finance.

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: Remain Open.

West Central

There are no Open Issues for this region.

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: Recommend to close. It is understood that licensing is PEO's first priority in its ongoing transformation.

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: Recommend to close. Consultation to be included in the November 2020 Chapter Leaders Conference.

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: Remain Open. As per Business Arising, RCC Chair will continue this conversation with PEO CEO/Registrar and PEO Director of Finance.

Open Issue # 80 – Western Region would request an apology from the Registrar of the PEO's response related to licensing approval during the COVID pandemic.

RCC Update: Recommend to close. Refer Region to contact PEO CEO/Registrar on this operational issue.

3.2 Framed Certificates and Virtual Ceremonies

A. Ribeiro briefed RCC on the recommendation to maintain the practice, regardless of a licence ceremony being in-person or virtual, of framing certificates for licence holders that indicate their intent to attend a licence presentation offered by their chapter; to introduce mailing these certificates directly to licence holders'; and to have these expenses covered by the Chapter Office budget in 2020 and by each chapter allotment in 2021 and beyond.

Motion 6: RCC moves to approve the Chapter Office recommendation that for licence holders indicating their intent to attend a chapter ceremony, PEO will frame and mail P.Eng. certificates directly to each licence holder; that PEO will absorb this cost in 2020 and chapters will absorb the cost in 2021, and that this practice will continue until in-person events can resume.

Moved by C. Chiddle. Seconded by L. Roberge. Motion: **CARRIED**

Action 2: Chapter Office to inquire with Licensing staff about updating the Intent to Attend a Licence Ceremony Presentation form, to include mention of a *virtual ceremony*.

There was additional discussion on the framing of certificates in general. Councillors feel that all P.Eng. certificates should be framed regardless of attending a ceremony. The value of the licence and the optics of uniformity were highlighted as factors.

Action 3: On behalf of RCC, the Chapter Office will speak with Licensing and Registration about the RCC request to adopt a new practice of framing all new P.Eng. certificates.

3.3 In-person meetings

This was discussed as part of 2.3 Business Arising.

4.0 Chapter & RCC Finances

4.1 2021 Chapter Office Budget Update

A. Ribeiro presented the updated Chapter Office budget as per recommended changes to Chapter Allotments and the RCC Scholarship Fund made by the PEO Director of Finance, C. Mehta. A. Ribeiro included in his explanation the information from C.Mehta that chapter revenue will no longer roll-over to subsequent years. In this new model chapters will have their previous year's revenue added to their chapter allotment figure. The Chapter Office understands that this is tricky for chapter operations however C. Mehta is firm in his statement. Also different is that chapters should receive the amount they request.

- The chapter allotment amount has been increased to match chapter business plans and to include the 2020 revenue, bringing the total to \$884,695.
- The RCC scholarship amount has been increased to cover chapter-sponsored scholarships such that all PEO scholarships will now be funded by RCC. This increases the RCC Scholarship Fund to \$55,000.

Regional Councillors discussed this information at length and expressed their concern, especially regarding unused chapter-fundraised monies. The additional observations were made:

- Unused fundraised monies must be included in a chapter's following year's business plan in order to have a record of this money.
- There has been a lot of change for chapter finances in a short amount of time. Better communication will improve overall trust and acceptance.
- This is contrary to what the chapters were told at the 2019 CLC when centralized banking was addressed.
- This is a process issue. The chapters' expenses will continue to be paid.
- There is a lack of understanding from PEO Finance on how chapters function.

President M. Sterling provided clarification from the recent Finance Committee meeting and explained that formal approval from RCC would be required to move forward with the new budget numbers.

A. Ribeiro highlighted the specific changes that are in need of RCC approval.

Action 4: The Chapter Office to provide RCC with specific details of these budget increases to ensure all Regional Councillors can speak to, and support the numbers, at the Council table.

Motion 7: RCC moves to approve the 2021 budget changes as presented for a new total of **\$1,064,095.00.**

Moved by C. Chiddle. Seconded by A. Sinclair. Motion: **CARRIED**

Action 5: The Finance Committee to be notified of the above motion.

5.0 RCC Issues/Chapter Policies/Documentations/Processes

5.1 Welcome Letter Template

J. Hamilton reported on the Welcome Letter template that has been developed since the decision at the previous RCC meeting to welcome and congratulate new licence holders of each chapter. She presented the template as information.

6.0 RCC Subcommittees / Task Forces / Working Groups updates

6.1 Consultation Process with Chapters at CLC

A. Sinclair, Chair of the CLC Planning Committee, provided information on the progress of the 2020 Chapter Leaders Conference. He provided a quick overview of the agenda, noting that there is a consultation piece planned and that all Regional Councillors are requested to participate as facilitators. There will be a scribe in each room and the information gathered will be formally summarized and given to Council. This exercise is to provide chapter volunteers with the formal consultation they have requested as stakeholders with regard to the changes being discussed around the Council table.

C. Chiddle, Committee Vice-Chair, noted an overall lack of awareness amongst Chapter volunteers regarding current on goings of PEO. She believes there is a need for sincere two-way communication.

Sinclair stressed the importance of RCC's participation. He confirmed that a list of talking points can be provided to Regional Councillors, or that it may be beneficial to gather for a pre-meeting session prior to the CLC.

6.2 Regional Election and Search Committee

Junior Regional Councillors gave reports on their search for candidates for the 2021 PEO election.

Northern – L. Roberge noted that he has reached out to a few people and might have someone from Sudbury interested. He also reported a lot of questions regarding the time commitment, stating that this is a common problem for younger candidates who are already busy with their professional and family lives.

West Central – L. MacCumber reported that the CESC has started to meet with Chair David Brown. She is happy to bring suggestions to the CESC. This is Senior Councillor W. Turnbull's 6th year on Council and as such he cannot run again. Therefore he too is working on recruitment but echoes comments from the North regarding concerns over time commitment.

Western – P. Broad noted the new Council schedule (including strategic conversations) is a bigger time commitment than it used to be.

Eastern – C. Chiddle mentioned that fillable nomination forms would be helpful. She would like to see the CESC make a bigger impact.

East Central – P. Cushman has had several discussions with potential candidates, one who decided to run as a Councillor at Large. He reported that a common response is people who think their voice doesn't

matter. He also noted that the electronic nomination form has some technical issues and does not always show a candidate's name correctly.

7.0 Other Business

7.1 Use of seal

P. Broad raised the issue of the Sept 29 memo from Engineers Canada regarding improper use of seals. L. MacCumber is on the Professional Standards Committee (PSC) and reported that this issue has been addressed at committee. The PSC is currently updating the guideline on use of seal, including elaborating on the use of a digital seal. For more information contact Jose Vera.

7.2 Access to RCC meetings and agendas

C. Chiddle noted a request from an Eastern volunteer for access to RCC Zoom meetings and RCC agendas. The Chapter Office suggested that RCC meeting packages could be posted to the chapters' website which would enable Councillors to share with their chapters. If volunteers remain on mute during a Zoom meeting it would not be problematic to have them attend. However they cannot contribute in any way. Perhaps the Webinar feature can be used similar to Council meetings.

Action 6: The Chair will discuss a possible framework for the next RCC meeting.
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8.0 Next RCC Meeting and Adjournment

8.1 RCC Meeting Scheduling

The next meeting is very likely to be held over Zoom.

8.2 2021 March RCC Meeting

Next RCC Meeting – Chapter Office to send a doodle poll to decide between March 13 and 20.

Meeting was adjourned at 12:30 p.m.