



Minutes

Regional Councillors Committee (RCC) Saturday, March 13, 2021

Videoconference

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

1.0 Call to order and welcome

The Chair opened the meeting at 9:05 am. He welcomed the incoming Regional Councillors: Christopher Chahine, P.Eng., and Jim Chisholm, P.Eng. He also noted that this is the last RCC before the PEO AGM.

2.0 Routine Business

2.1 Approval of the Meeting Agenda

Though not an official item on the agenda, congratulations were given to A. Ribeiro for his promotion to Manager, Chapters.

The Chair agreed to add *6.1 COVID Re-starting* to the agenda and he confirmed that an update on monthly financial statements would be given under 2.3.

Agenda accepted as amended.

Motion 1: To approve the meeting agenda as amended.

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

2.2 Approval of Minutes to the previous meeting (October 24, 2020)

Motion 2: To approve minutes from October 24, 2020 RCC meeting as presented.

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

2.3 Business arising from previous Minutes

A. Ribeiro reported on the Business Arising.

Further update on completed Actions 4 & 6 from July 2020: The Chair spoke with J. Zuccon, CEO/Registrar at length 2-3 weeks ago. The update is that now under centralized banking, chapter finances are seen as an operational issue and should be managed entirely by PEO Finance staff.

Councillors voiced their concerns regarding the lack of transparency and the difficult position chapter volunteers are in. It was also highlighted that how centralized banking was introduced in 2019 was quite different from today's reality and that this is contributing to volunteer discomfort. The Chair explained that financial responsibility now rests with staff. At chapter AGMs volunteers present the annual finances as per PEO statements and chapter membership votes to receive the information as opposed to approving it. The Chair agreed with the Registrar that the role of RCC is to focus on governance work for the chapters.

Committee members were split on the monthly statement issue but agreed that the governance road map should take precedence and that RCC shouldn't pursue this issue until the fate of chapters is decided.

A. Ribeiro stressed that the job of a Chapter Treasurer is to bring discrepancies to the Finance department so that they can be resolved. Auditors will not blame volunteers for errors as it is PEO who is ultimately responsible. This change will allow chapters to focus on the planning and hosting of meaningful events.

Further update on Action 1 from October 2020: The Chair reported that J. Zuccon has confirmed that the decision to lift the ban on in-person events is an operational issue and will be made by PEO HQ. As a provincial regulator, PEO is following the provincial guidelines of staying home and not gathering. See section 6.1 for discussion pertaining to once PEO lifts the ban.

Action 1: A. Ribeiro to request a written response from J. Zuccon, in which he confirms that the ban on in-person activities will only be lifted by the Registrar and that he also provides further clarity on whether, after the ban is lifted, a regional strategy will be applied; either by RCC or the PEO Registrar.

3.0 Chapter Issues

3.1 Regional Open Issues

East Central

No Open Issues

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: Recommend Close

RCC and the Chapter Office will provide the chapters with a necessary update on monthly financials, possibly as a memorandum of understanding.

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: Recommend to close.

Discussion on the future of the PEAK program and Continuing Professional Development (CPD) is being considered including the OHSA regulation as it applies to engineering work. CPD will soon be mandatory and this issue will finally be resolved.

West Central

No Open Issues

Western

Open Issue #81 – The Western Region moves to request RCC investigate the future direction of the Education Committee (EDU) and on the Region's behalf, request that it be reinstated.

RCC Update: Remain Open

Committees that are neither governance nor regulatory on the activity filter may be embedded into the remaining committees. RCC would like to be proactive on this issue, perhaps claiming EDU as a sub-committee, however, at this time EDU remains suspended and RCC does not have the power to reinstate a committee. It is recommended to leave the issue open until a direction has been made on the governance of this committee.

4.0 Chapter & RCC Finances

4.1 Scholarships

A. Ribeiro provided an update on the RCC Scholarship Fund. The direction from Finance is that chapters are no longer permitted to fundraise for scholarships. The RCC Scholarship Fund was increased to cover the additional scholarships that some chapters build into their business plans. With Scarborough's request for \$1,000, the full \$55,000 in the scholarship budget has now been allotted.

5.0 RCC Issues/Chapter Policies/Documentations/Processes

5.1 RCC Meetings and Agenda access to chapters

A. Ribeiro presented a proposal regarding chapter access to RCC agendas and attendance at RCC meetings as guests. The Chapter Office can post the RCC Agenda to the chapter's website one week before an RCC meeting, and chapter volunteers can request guest status by contacting the Chapter Office. The proposal is to post only the agenda and not the package as that might be confidential.

RCC discussed the proposal and agreed that the complete package should be posted for transparency. When there are confidential matters on the agenda they can be placed *in camera*.

6.0 Other Business

6.1 Covid Re-starting

The RCC agrees that the decision to lift the current ban on in-person activities will come from the Registrar. However, the Regional Councillors feel it is important to start discussing a protocol once that ban is lifted so that a process is in place and can be shared with the chapter volunteers. Of primary importance is whether the Registrar will pass authority to RCC to decide on a regional basis, or whether by lifting the ban he will be permitting in-person activities for the entire province.

Should the authority transfer to RCC, a decision will need to be made on how local public health guidelines are to be consulted in making these decisions.

7.0 Next RCC Meeting and Adjournment

7.1 RCC Meeting Scheduling

A. Ribeiro reviewed the standing process for electing the new Chair and Vice-Chair of RCC, explaining to the guests that when the AGM is in person there is a brief RCC meeting in advance of the Council meeting. However last year the vote was done electronically and the same is being proposed for the upcoming transition. A. Ribeiro would have a nomination period via email and then candidates would prepare statements to be circulated to all RCC members.

- Councillors agreed that the election could not take place until the AGM when the 2021-22 Council is sworn in.
- The committee discussed whether they would meet via Zoom for the election or whether it would take place within the AGM meeting, or whether it would be via Google Forms as per the previous year.
- J. Hamilton confirmed that voting using the Zoom Poll feature can be done anonymously.

RCC decided to proceed with an online election similar to last year.

The next RCC meeting will be in July. A Doodle Poll will be sent to all members to select a date.

Action 2: A. Ribeiro will contact all members of the 2021-22 RCC and ask them to vote on a date for the July RCC meeting (to include a weekday as per request) and will also send instructions for the online election of RCC Chair and RCC Vice-Chair.

This was the last meeting for outgoing Regional Councillors, Wayne Kershaw, Arthur Sinclair and Warren Turnbull. They each thanked their fellow RCC members and PEO staff and wished them well in the future.

The meeting adjourned at 11:30 am.