

Minutes

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REGIONAL COUNCILLORS COMMITTEE of PROFESSIONAL ENGINEERS ONTARIO was held at the Novotel Hotel, North York and via Videoconference on July 23, 2022 from 9am-4pm.

Present:	Christopher Chahine, P.Eng. Randy Walker, P.Eng. David Kiguel, P.Eng. Luc Roberge, P.Eng. Susan MacFarlane, P.Eng. Vicki Hilborn, P.Eng. Tim Kirkby, P.Eng. Jim Chisholm, P.Eng. Pappur Shankar, P.Eng.	East Central Junior Regional Councillor (Chair) Eastern Senior Regional Councillor (Vice Chair) East Central Junior Regional Councillor (Zoom) Northern Senior Regional Councillor Western Senior Regional Councillor (Zoom) Western Junior Regional Councillor Eastern Junior Regional Councillor West Central Junior Regional Councillor (Zoom) West Central Junior Regional Councillor
Regrets:	Dana Montgomery, P.Eng.	Northern Junior Regional Councillor (Zoom)
Staff:	Julie Hamilton Sharon Gillam	Coordinator, Chapters Administrator, Chapters
Observer:	Vaj Bandy, P.Eng.	Councillor-at-Large (Zoom)

1.0 Call to Order

Chair, Christopher Chahine opened the meeting at 9:00 am. A request was made to have these meetings put into Diligent Board going forward.

2.1 Approval of Agenda

RCC moves to approve the meeting agenda as amended.

- Correction: Councillor MacFarlane's surname, pg. 1

Moved by: L. Roberge. Seconded by: V. Hilborn

CARRIED

2.2 Previous Minutes

RCC moves to approve the Minutes from March 9, 2022

Moved by: L. Roberge. Seconded by: R. Walker

CARRIED

RCC Moves to approve the Minutes from May 2, 2022

Moved by: V. Hilborn. Seconded by: R. Walker

CARRIED

2.3 Business arising from previous Minutes

Update on the Business Arising from previous meeting. March 2022 outstanding: memo on open/closed meetings. The policy is still in draft form with the Governance and Nominations Committee (GNC).

3.1 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: Reviewed draft of new PEO Financial Statement. Will be ready and distributed for July 31 statements. Recommend Close.

Open Issue #135 – *ERC moves that whereas PEO HQ has adopted a centralized banking system in 2019 that is fully administered under the PEO CFO such that Chapters no longer manage accounts, process payments or issue payments; whereas financial reporting to Chapters is in the form of a summary that contains deductions from Chapter accounts outside Chapter Business Plan activity; whereas PEO HQ receives claims, processes claims, makes payment directly to individuals/companies/providers, records payments, and provides monthly statements; that the position and past by-law role of Treasurer should be removed from Chapter constitutions/by-laws as it is redundant and causes double tabulation and reporting with inherent errors; that this issue will be deferred until such time that Council has confirmed the role of chapters with regard to the future of PEO.*

RCC Update: Remain Open. GNC report to Council with recommendations for chapters due at February Council. This Open Issue tentatively on RCC agenda for March 2022.

Northern

Open Issue # 51 – *NRC moves that in light of Council removing the chapters' section of the PEO Reimbursement Policy, and the fact that this has led to a reduction in volunteer expense coverage; the region requests RCC's support and that they discuss this matter at the next RCC meeting and vote to bring this issue to Council.*

RCC Update: Support this Open Issue and wish to carry a Motion to take this issue to Council:

Motion: RCC requests that Council direct the Audit & Finance Committee to consider the inclusion of guest expense reimbursements when a volunteer attends a Regional Congress, such as for past Chapter Leaders Conferences and AGMs.

Moved by: L. Roberge. Seconded by: R. Walker

CARRIED

West Central

Open Issue #43 – *WCRC moves that the West Central Region forms a working group (one representative per chapter) with Councillor Shankar, to establish a one-day engineering conference and networking event for all WCR chapters to attend; to be funded by individual chapters.*

RCC Update: RCC acknowledges request and recommends Close.

Western

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

RCC Update: Received Region's request to keep Open.

Open Issue #83 - *WRC moves that RCC investigate the licensing process of closing applications 90 days after the NPPE pass letter, specifically with regard to applications belonging to those who have paid for EIT status and are in good standing order, such that that these applications and EIT statuses should remain active and not closed; and also to ensure communications are improved such that EITs are contacted about their application prior to closure.*

RCC Update: Remain Open

Open Issue #84 - WRC moves that RCC pursue the Registrar for investigating and reinstating the EIT Member status (and funds), where appropriate, for those whose applications were cancelled despite having active (paid) EIT status.

RCC Update: Remain Open

Open Issue #85 - WRC moves that RCC address concerns regarding PEO communications and failures due to existing issues with some servers identifying PEO's emails as SPAM, and not providing receiver notification for failed email communications.

RCC Update: Remain Open

3.2 Dormant Chapters Discussion

The Chair provided background on struggling chapters such as Georgian Bay Chapter which, since the pandemic, have had no volunteers.

- Councillors discussed items to consider, including
 - chapters merging with other chapters and what is required
 - re-training for dormant chapters
 - Inactive chapters need a coach from their region – perhaps a Regional Councillor is best suited to help the chapter re-establish
 - Use existing documents to help recruit volunteers
 - Use expertise from other chapter boards
- It was decided to establish a working group to define how to help dormant chapters:

Motion: RCC moves to establish a RCC working group to study how to aid dormant and struggling chapters.

Moved by: V. Hilborn. Seconded by: S. MacFarlane

CARRIED

Working Group Volunteers – Vicki Hilborn, Luc Roberge and Pappur Shankar

4.1 2023 proposed budget for Chapter Office

J. Hamilton spoke on the proposed chapter operations budget. There are four different sections, Chapter Allotments, Chapter Office Admin, RCC, and Congresses. She presented the 2023 budget using 2019 (pre-pandemic) as a guide. Chapters were asked to request 2023 allotments based on an inflation rate of 7.7%.

RCC discussed the Chapter Office Admin budget and motioned to increase from proposed \$10,500 to \$12,000:

Motion: RCC moves to increase the chapter administration budget from \$10,500.00 to \$12,000.00 and accept the overall 2023 budget as amended.

Moved by: T. Kirkby. Seconded by: R. Walker

CARRIED

4.2 Council election travel

The Chair noted the amount a candidate can claim for travel allowance for the PEO Election 2023. Councillors requested clarification what is included in travel, and whether childcare is included in amounts.

Action: Chapter Coordinator to confirm what is included in “travel” expenses and whether childcare is included, and will then ask RCC to vote on the motion by email.

4.3 RCC Special Projects – Part 1

The Chair briefed the committee of Thousand Island's request for special funding. The chapter has requested \$20K funding. The chapter was asked to join the meeting via Zoom to present. The RCC needs to

decide on whether the project is approved; if yes, how much to award; and if more than the current budget of \$7,500, they must also address where the additional funds will come from.

4.3 RCC Special Projects – Part 2

The Chair introduced the Thousand Islands Chapter representative, Ross Anderson. He is the lead representative from the chapter. Mr. Anderson presented the chapter's proposal for special project funding and answered questions from the RCC. Following the presentation there was much discussion from the committee on the decision of accepting the project and approving funding.

Motion: RCC moves to approve the Thousand Islands Chapter application to use RCC Special Projects Fund for specifically the cairn piece of this project; subject to endorsement from PEO Communications and Legal.

Moved by: R. Walker. Seconded by: P. Shankar

CARRIED

Motion: RCC moves to approve \$20,000 for the Special Projects budget for the TIC application.

Moved by: J. Chisholm. Seconded by: R. Walker

CARRIED

Motion: Move to rescind RCC motion to award \$20,000 to Thousand Islands Chapter Special Project application.

Moved by: L. Roberge. Seconded by: S. MacFarlane

CARRIED

Motion: RCC moves to award additional funds to Thousand Islands Chapter up to \$10,000 (\$7,500 + \$2,500 re-directed), following their output of a minimum of \$10,000 from their chapter allotment.

Moved by: S. MacFarlane. Seconded by: L. Roberge

CARRIED

\$2,500 redirected from D-478-01 Regional Congress 40103 Staff Air/Train (\$1,000) and 40104 Staff Car Retal/Taxi (\$1,500).

4.4 New Monthly Statement

J. Hamilton briefed the RCC on the proposed new monthly financial statements. She noted the existing form was very unhelpful. The Finance Office has provided a much more detailed statement. Chapters will be notified as soon as this is implemented.

Action: The RCC would like the chapter office to send a note of thanks to Finance, on behalf of RCC, for providing the new statement.

5.1 Chapters and Paperless communication

The Chair provided the background on current chapter minimum requirements of communication, including notifying non-email members of the chapter AGM. PEO has recently adopted paperless communication to all license holders. It is costly to continue to send paper newsletters.

Motion: Such that PEO has moved to a paperless environment, RCC moves that chapters are no longer required to (but can still choose to) provide hard copy notices of chapter Annual General Meetings to non-email recipients.

Moved by: V. Hilborn. Seconded by: R. Walker

CARRIED

5.2 Gift Cards

The Chair provide background on this item. Some chapters are providing gift cards in lieu of in-person dinners. The committee discussed whether RCC adopt a policy concerning gift cards? The consensus was that RCC does not direct chapters on how they should use their allotment funds, however it was agreed that it is inappropriate to use chapter allotment funds to give gift cards to Regional Councillors.

Action: Chapter Office to draft a chapter spending policy stating that chapter allotments cannot be used to compensate Regional Councillor participation with gift cards.

5.3 Chapter Sponsorship

J. Hamilton provided background on this issue. Chapters receive sponsorship for particular events, such as symposiums and golf tournaments. This is generally done to partner with the engineering community, however from PEO Finance side, there is the potential for a conflict of interest for a regulator to receive sponsorship.

The Chair opened the floor for discussion. Many opinions were voiced including the need to consider risk to the organization, how sponsorship funds are handled, and whether sponsorship funds are needed. There was no consensus for a ruling on sponsorship. The recommendation is to include sponsorship in the ongoing risk assessment of chapter activities.

Action: Staff to add the item of including sponsorships to the risk assessment document.

5.4 Procurement Policy

J. Hamilton provided information that PEO has a procurement policy, which has not been extended to chapters. However, with the move to centralized banking there have been suggestions that chapter spending should match PEO's policies and practices.

The Chair opened the floor for discussion. Many opinions were voiced but no consensus was reached.

Action: RCC requests staff work on a sub-section of the chapter spending policy to include procurement guidelines for purchases; and that a draft be presented back to the RCC for review and approval.

6.1 Risk Assessment

The Chair provided information on the amalgamation of the risk assessment and asked Luc Roberge from the working group to provide the ongoing work the group is doing. He provided the background on the GNC discussion on the "neither" category as well as the chapter risks.

L. Roberge presented the timeline of the working group, which includes the recent chapter consultation at the round of June congresses, as well as next steps for a second consultation which will build on the results going forward.

There were five medium to high-risk items/activities identified. Positive outcomes from the chapters were also requested.

The observation is there is a disconnect between the chapters and PEO. The Activity Filter, which assigned "Neither" to all chapter activities, was rather negative and did not look at the benefits of various chapter activities.

The Chair asked if any new members of RCC would like to join the working group. No new councillors joined. L. Roberge received a request to ensure future chapter policy and procedures are developed based on the outcome of the risk assessment project.

Action: RCC requests chapter staff to obtain information on chapters in BC.

L. Roberge noted there may be a need for a special meeting in late Fall to confirm RCC decisions before bringing the final report goes to GNC.

6.2 Chapter Leaders Conference 2022

The Chair opened the floor on whether to hold a CLC this year. The committee was unanimous in supporting a 2022 CLC. The Chair also requested a vote on holding it virtually or in-person. The RCC chose to hold an in-person event.

The selection of Chair and Vice-Chair are:
Christopher Chahine for Chair and Susan MacFarlane as Vice-Chair.

Date for the next CLC will be October 22, 2022. This is a month earlier than usual to accommodate the risk assessment project schedule. This means that the RCC meeting in October will be pushed to November.

The proposed focus is to spend time on the next chapter consultation for the risk assessment. RCC also discussed including a segments on running for Council, FARPACTA compliance and the CPD update.

7.1 Centennial Events

J. Hamilton provided an update and information on the Centennial gifts and promotional items. All chapters have been asked to hold centennial events. She provided a list of examples of what chapters have held or are planning this year.

7.2 Regional Offices

J. Hamilton reported on a discussion from the PEO Centennial Gala in May where the topic was the regional offices. This item was added to Northern and Eastern Regions' congress agendas. The Northern Region wishes to remain paperless and the use of an office no longer makes sense. In Eastern (Ottawa Chapter), they would like to see a kiosk on a university campus set-up to provide PEO presence. No further discussion or decision were made.

7.3 International Travel

The Chair requested this item be added to the agenda to discuss the risk of chapters events crossing the US-Canada border. The Chapter Office requested information on the current PEO insurance coverage of volunteers. It was advised that this type of coverage does not appear on our current policy and the suggestion from the provider is to avoid cross-border events.

Action: RCC requests staff include item in the risk assessment, and if needed create a waiver for PEO insurance coverage.

7.4 Climate Change Survey

The Chair noted that there are concerns about the climate and suggested that RCC might ask chapters if they have similar concerns. Councillor Jim Chisholm has been a leader in climate events at the chapter level and spoke to this issue.

J. Chisholm would like to survey the chapter boards to support developing a practice guideline on the adaption and mitigation of climate risk, to include the risks to engineering.

Motion: RCC moves that following this committee meeting, the Chapter Office will issue a survey to PEO chapter boards on behalf of the Regional Councillors Committee, asking

- "As a practicing Engineer are you concerned with the lack of Climate Change Guidelines set out by PEO?" (YES/NO), and
- "Do you support PEO developing a practice guideline on adaptation and mitigation of climate specific risks to engineering" (YES/ NO)

and to bring the results to the October 2022 RCC meeting for discussion

Moved by: J. Chisholm. Seconded by: T. Kirkby

CARRIED

Next Meetings

Date and location of next RCC meeting will be held in-person in Toronto as a hybrid – Saturday, November 5, 2022.

Special Meeting

The Chair explained that it might be necessary to hold a special RCC meeting to discuss the future of the Chapter Certificate Ceremony.

Motion: RCC moves to approve the addition of a special meeting if necessary, to discuss chapter certificate ceremonies.

Moved by: S. MacFarlane. Seconded by: L. Roberge.

CARRIED

In-Camera Meeting:

Motion: RCC moves to open an in-camera session.

Moved by: T. Kirkby. Seconded by: L. Roberge.

CARRIED

Adjournment

The next meeting will be November 5, 2022

The meeting adjourned at 4:00 pm