



Minutes

Regional Councillors Committee (RCC)
Saturday, March 28, 2015

PEO Offices
40 Sheppard Avenue West,
Toronto, Ontario, M2N 6K9
1(800)339-3776

Chair:	Len King, P.Eng.	Western Region Junior Councillor
Vice-Chair:	Rob Willson, P.Eng.	West Central Region Senior Councillor
Members:	David Brown, P.Eng. Nick Colucci, P.Eng. Charles Kidd, P.Eng. Ewald Kuczera, P.Eng. Changiz Sadr, P.Eng. Michael Wesa, P.Eng.	Eastern Region Senior Councillor East Central Region Junior Councillor Eastern Region Junior Councillor Western Region Senior Councillor East Central Region Senior Councillor Northern Region Senior Councillor (Teleconference)
Staff:	Matthew Ng, P.Eng. Julia Milter	Manager, Chapters Coordinator, Chapters
Regrets:	Danny Chui, P.Eng. Serge Robert, P.Eng.	West Central Region Junior Councillor Northern Region Junior Councillor

1.0 Call to order and welcome

Meeting was called to order by the chair at 9:10 a.m.

2.0 Routine Business

2.1 Approval of the meeting Agenda

Agenda was approved with following additions:

- o 4.1.1 Planned Growth
- o 7.2 Marketing Opportunities for PEO at Universities

Motion 1: To approve meeting's agenda as amended.

Moved by: N. Colucci. **Seconded by:** C. Kidd. Motion **CARRIED.**

2.2 Approval of Minutes to previous meeting (January 31, 2015)

Minutes from January 31, 2015 meeting were approved as presented.

Motion 2: To approve January 31, 2015 meeting's minutes as presented.

Moved by: D. Brown. **Seconded by:** N. Colucci. Motion **CARRIED.**

2.3 Business arising from previous Minutes

There was no business arising from previous minutes.

3.0 Chapter Issues

3.1 Regional Open Issues

Western Region Open Issues

Western Open Issue 49 – Whereas PEO is trying to encourage Engineering graduates to become Professional Engineers, and whereas becoming a Professional Engineer has positive impacts to employees at the workplace, and whereas the current turn-around time for reviewing a P. Eng application is 12 -16 weeks after the referees forms have been received, and whereas there could be an expected increase in the volume of applicants with the removal of the industrial exception, be it resolved that RCC request Council to find appropriate ways to reduce the turnaround time metric to 4 weeks for 90% applicants.

Update: Remains Open. No updates to report. Discussion resulted in following action:

Action 1: Chapter Manager to create a communiqué to Chapters with information on Aptify's progress from the 499th Council Meeting's Briefing note and Disposition of Motions from that meeting.

3.1.1 Governance Review

Western Open Issue 51 – Whereas PEO has struggled for a number of years with governance issues, and, whereas PEO has responded recently to a number of these issues in a knee-jerk reaction, Whereas other motions have been proposed to review council makeup, WRC requests that RCC requests PEO to initiate a governance review of the PEO. To this end, a taskforce shall be set up comprising PEO stakeholders and shall include additional members from other professional organizations. Such taskforce shall review current governance models and provide recommendations to PEO Council.

Update: Remains Open. No updates to report. RCC is waiting for Western Regional Congress to reconvene in June to decide the outcome of this open issue.

Western Open Issue 55 – WRC requests RCC to establish a task force to consider recommended changes and potential implementation of the proposed structured EIT program as presented in the PENTA Forum 2014, so to address Western Open Issue 49 by 2015 PEO AGM.

Update: No update to report. Remains Open. Structured EIT ad-hoc group is still to meet in order to work out realistic options on what might interest companies to participate in the program.

West Central Open Issues

West Central Open Issue 29 – WCRC wants RCC to review the invitation and attendance policy of Chapter AGM and Meetings where a senior regional Councillor is seeking re-election, and where a senior regional Councillor is seeking election to other council positions.

Update: Remains open. RCC discussed this item and agreed that a senior regional councillor should be allowed to fulfill his/her duty as regional councillors, thus should not be prevented to attend chapter AGM even when the senior regional councillor is seeking election or re-election.

Conversation ensued about the possible recommendation to the Election and Search Committee (CESC) with regards to matters related to the West Central Open Issue 29 resulting in following action:

Action 2: M. Ng and E. Kuzcera to work on the wording of the motion pertaining to the West Central Open Issue 29, after which RCC to have a teleconference call on April 8, 2015 at 1:00 p.m. to vote on it.

West Central Open Issue 32 – WCRC wants RCC to implement means of improving the knowledge new licensees have with regards to the role and mandate of PEO in society, its chapter system and volunteerism in general for the association.

Update: Remains open. No updates to report. Chapter Office is working on improving the Welcome Package to new licensees that could provide the additional information with regard to the role and mandate of PEO in society, its chapter system and volunteerism, in general, for the association.

Eastern Open Issues

Eastern Open Issue 109 – To determine the feasibility of establishing a steering committee in the Eastern Regional Congress to investigate how to better service and engage members in the greater Ottawa area (National Capital Region).

Updates: Remains open. No updates to report. Committee continues to work on their objectives. Councillor Brown established next Eastern Regional Congress date as a deadline for this committee to report to the congress.

Eastern Open Issue 111 – Whereas the ERC wants to improve the future allotment planning processes; for chapters to prepare Draft Business Plan 3 weeks prior to the June Congress for a presentation/discussion/peer review of their Business Plans at their June Congress.

Update: RCC directed this issue to the Regional Allotment Task Force (RAT Force) that will look in all aspects of annual regional allotment distribution including the planning process and report back to RCC during the July 25th meeting.

Note: Eastern Region Chapters are required to submit their Draft Business Plans no later than May 8, 2015 for a presentation/discussion/peer review of their Business Plans at their June Congress that will take place on May 30, 2015.

East Central and Northern regions have no current Open Issues.

3.2 Special Project Fund Applications

There were no Special Project Fund applications presented to RCC.

4.0 Chapter & RCC Finances

4.1 2016 Business Plan Package Approval

2016 Chapter Business Planning Reporting Package was approved by RCC with one amendment to finish a 2015 statistical column in the Financial Report tab of the document:

Motion 3: To approve 2016 Chapter Business Planning Reporting Package with amendments.

Moved by: N. Colucci. **Seconded by:** C. Kidd. Motion **CARRIED.**

4.1.1 Planned Growth

Councillor Kidd presented to RCC his concerns over the uncertain annual accumulation of funds that is available to Chapters and suggested a small automatic and constant

increase. Discussion ensued about possibility of adding the percent of the previous year's membership population growth to the inflation percent to the chapter annual budget as per Council Budget Assumptions in order to guarantee definite annual budget growth (planned growth = inflation % + growth in membership (% based on numbers)). Discussion did not result in any motions or actions.

4.2 Regional Allotment Task Force Recommendations

Regional Allotment Task Force (RATF) recommendations were presented to RCC as a model that would allow Regional Councillors to split annual budget between regions by using mathematically based approach. The focus of the model was on the regional allocation and not chapter splits within regions. Councillors could not come to a decision and it was decided for RATF to continue work on the model and present it again during the July 25th RCC meeting. As a result, RATF Terms of Reference was extended till July 25, 2015:

Motion 4: To extend the Terms of Reference of the Regional Allotment Task Force till July 25, 2015, with R. Willson and M. Wesa remaining on the Task Force.

Moved by: C. Sadr. **Seconded by:** E. Kuczera. Motion **CARRIED.**

5.0 RCC Issues

5.1 Chapter Volunteer Service Recognized by PEO

Proposed changes in PEO Volunteer Service Recognition Program, Eligibility Criteria wording was presented to RCC. Councillors supported the new wording with some changes and authorized Councillor Sadr and Chapter Manager to approach Advisory Committee on Volunteers (ACV) with proposed new wording.

Motion 5: RCC supports the amended wording for the PEO Volunteer Service Recognition Program Eligibility Criteria and authorizes Chapter Manager and Councillor Sadr to bring this issue back to Advisory Committee on Volunteers (ACV) at their next available meeting.

Moved by: C. Sadr. **Seconded by:** D. Brown. Motion **CARRIED.**

5.2 Chapter By-Laws Template Approval and Timeline

Updated Chapter By-Law template and renewal timeline were presented to RCC. Discussion ensued about various changes in proposed wording of the document resulting in following action:

Action 3: With regards to the Chapter By-Law template:

- Chapter Manager to incorporate suggestions made during the RCC meeting into the By-Law template draft and distribute edited document to RCC.
- Regional Councillors to return the document with additional edits to the Chapter Office no later than April 6th, 2015.
- Chapter manager to distribute final version of the By-Law template with all edits to the Chapter Chairs no later than April 10th, 2015.

5.3 Council Elections Debates Promotion

Discussion ensued about the importance of promoting the Council Election Candidates' debates. Councilors agreed that Central Election and Search Committee should look into advertizing debates to members in media outlets other than PEO website. Ray Linseman from Thousand

Island Chapter identified three media outlets beneficial to the debates' promotion during the February round of Eastern Regional Congress. Discussion resulted in following action:

Action 4: RCC Chair is authorized to address Central Elections and Search Committee (CESC) by asking them to promote candidate's debates and other election materials in three media outlets as identified by Eastern Regional Congress.

5.4 Regional Councilors' Participation in Certificate Presentation Ceremonies

Councillor Sadr brought to the table the issue about chapters not having a clear instruction when it comes to inviting Regional Councillors to chapter events and the extent of Regional Councilors' involvement in those events. Councilors agreed that an instruction should be developed helping chapters with these matters resulting in following motion:

Motion 6: Chapter Office to develop an instruction for the Chapters with regards to event invitations extended to the Regional Councillors and their involvement in those events such as:

- proper invitation protocol,
- providing speaking opportunities,
- presenting new Licensees with Licence Certificates and
- representing PEO Council if there are no other higher ranking Councillors attending the same event.

Moved by: C. Sadr. **Seconded by:** E. Kuczera. Motion **CARRIED.**

Conversation ensued about the funds available to Regional Councillors annually to attend Chapter events i.e. "Regional Councillors on Regional Business" budget line item. Councillors wished to revisit this discussion during the next RCC meeting in order to review annual amounts and how many events it is possible to attend depending on which region these events are happening:

Action 5: To include "Regional Councillors on Regional Business Budget Line Item" on the July 25, 2015 RCC Agenda under discussion item for 2016 budget year.

6.0 RCC Subcommittees / Task Forces / Working Groups updates

6.1 IT Envisioning Governance Work Group

List of candidates for participating in the IT Governance Work Group was presented to RCC. There was no volunteer from West Central region and RCC decided to accept for the position of fifth Regional Representative the next suitable candidate from other regions. Annabelle Lee from York Chapter was accepted as the fifth Regional Representative.

Motion 7: To accept the candidates, as presented, for the IT Governance Regional Representatives and to accept Annabelle Lee from York Chapter as IT Governance Task Group's fifth Regional Representative.

Moved by: D. Brown. **Seconded by:** E. Kuczera. Motion **CARRIED.**

6.2 Regional Offices Work Group

Brief discussion ensued about the Regional Offices Work Group Chair election during the next RCC meeting as Councilor Willson is leaving RCC. Discussion did not result in any actions or motions.

7.0 Other Business

7.1 Toronto-Humber Chapter CASL Issue

Toronto – Humber chapter raised some questions with regards to the Canada Anti Spam Legislation (CASL). Chapter Manager will be addressing all CASL related inquires during the teleconference training that will take place during the month of April 2015. Discussion did not result in any actions or motions.

7.2 Marketing Opportunities for PEO at Universities

M. Ng brought to the table an offer from Gareth Wood, P.Eng. to place a permanent literature stands with PEO materials at Ottawa's Universities in order to provide marketing opportunities for PEO. After brief discussion Councillors supported this idea:

Motion 8: RCC supports Ottawa Chapter's proposed idea of creating marketing opportunities for PEO by installing displays with PEO's literature at Carleton University and University of Ottawa.

Moved by: D. Brown. **Seconded by:** N. Colucci. Motion **CARRIED.**

8.0 Adjournment

8.1 Next RCC Meeting

Next RCC meeting is scheduled to take place on Saturday, July 25, 2015.
Meeting was adjourned at 4:25 p.m.

Motion 9: To adjourn the meeting at 4:25 p.m.

Moved by: C. Sadr. **Seconded by:** E. Kuczera. Motion **CARRIED.**