



# Minutes

Regional Councillors Committee (RCC)  
Saturday, July 25, 2015

Holiday Inn North Bay  
1325 Seymour St, North Bay, ON P1B 9V6  
Tel: (705) 476-7700

<b>Chair:</b>	Changiz Sadr, P.Eng.	East Central Regional Councillor
<b>Vice-Chair:</b>	Nick Colucci, P.Eng.	East Central Regional Councillor
<b>Members:</b>	Danny Chui, P.Eng. Charles Kidd, P.Eng. Len King, P.Eng. Ewald Kuczera, P.Eng. Dan Preley, P.Eng. Serge Robert, P.Eng. Warren Turnbull, P.Eng.	West Central Regional Councillor Eastern Regional Councillor Western Regional Councillor Western Regional Councillor Northern Regional Councillor Northern Regional Councillor West Central Regional Councillor
<b>Guests:</b>	Michael Blair, P.Eng. Thomas Chong, P.Eng. Rob Willson, P.Eng.	North Bay Chapter, Past-Chair President, PEO Chair, Regional Allotment Task Force
<b>Staff:</b>	Matthew Ng, P.Eng. Julia Milter	Manager, Chapters Coordinator, Chapters
<b>Regrets:</b>	David Brown, P.Eng. Michael Wesa, P.Eng.	Eastern Regional Councillor Member, Regional Allotment Task Force (Teleconference)

## 1.0 Call to order and welcome

Meeting was called to order by the Chair at 9:00 a.m.

## 2.0 Routine Business

### 2.1 Approval of the meeting Agenda

Agenda was approved with addition of 1 item:

**Motion 1:** To approve meeting's agenda with addition of item "7.1 VLC Briefing Note to Executive Committee".

**Moved by:** N. Colucci. **Seconded by:** E. Kuczera. Motion **CARRIED.**

### 2.2 Approval of Minutes to previous meeting (March 28, April 8, April 25)

Minutes from 3 previous meetings were approved as presented:

**Motion 2:** To approve minutes from March 28, April 8 and April 25, 2015 meetings as presented.

**Moved by:** N. Colucci. **Seconded by:** E. Kuczera. Motion **CARRIED.**

### 2.3 Business arising from previous Minutes

Short discussion ensued about action items from previous minutes and did not result in any actions or motions.

### 3.0 Chapter Issues

#### 3.1 Regional Open Issues

##### Western Region Open Issues

**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 met once and planning on meeting in the next little while to work out realistic options on what might interest companies to participate in the program. The ad-hoc group is also planning on developing a survey to be sent out to the companies to refine the program deliverables.

##### 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:** Recommended to be closed. *“Instructions on Invitations to Chapter Events”* document was created and approved by RCC. Next step is to send it out to chapters and put it on the regional congresses for roll out.

**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 112** – Notice of Motion for the Eastern Region Congress to be held in Ottawa 30 May 2015, Concerning the Licensing of Academically qualified Engineers serving in the Canadian Forces  
WHEREAS the PEO is the body responsible for the licensure of Engineers in the Province of Ontario as detailed in the Professional Engineers act, and  
WHEREAS some 200 Engineers per year graduate and serve as Military Officers in the Canadian Forces, but are exempt from the requirement for the P.Eng. Licence. Those that would meet the Academic Requirements for Licensure, are usually, but not exclusively, employed doing Professional Engineering work, and  
WHEREAS these Officers are often unable to fulfill the listed requirements for Experience during their initial employment, for reasons not under their control, such as:

1. They may not be employed as an Engineer, they have no choice since the Canadian Forces employs them according to the needs of the forces, not the personal needs of the individual,
2. They may not be supervised by a Professional Engineer,
3. They may not be employed in the field of their Under-graduate Degree, or
4. They may be restricted from describing the nature of their employment.

Be it resolved that PEO Council approach the Canadian Forces in an effort to encourage Licensure of these otherwise qualified officers.

**Update:** General consensus was that this issue is outside of RCC’s scope. Eastern Regional Congress was recommended to work with PEO staff to address Royal Military College (RMC) about this matter directly.

##### Northern Open Issues

**Northern Open Issue 37 – NRC requests RCC to establish a task force to consider the AGM Term Limits Motion and make recommendations back to RCC.**

**Update:** RCC will appoint its chair to recommend to the PEO Council for the Task Force to be appointed to review term limits for all PEO Council positions. Recommendation resulted in following motion:

**Motion 3:** With regards to Northern Open Issue 37: RCC recommends that Council appoint a Task Force to review term limits for all PEO Council members. Such Task Force shall be made up of Council members, chapter executive members, members at large, with no more than 50% of current Council members. Task Force is recommended to present Terms of Reference by February 2016 and report back to RCC no later than Fall 2016.

**Moved by:** N. Colucci. **Seconded by:** E. Kuczera. Motion **CARRIED.**

**East Central region has no current Open Issues.**

### **3.2 Special Project Fund Applications**

There were 4 Special Project Fund applications presented. General discussion on the Special Project Fund applications and process resulted in the following action:

**Action 1:** As part of the condition of receiving the special project fund reimbursement from PEO, RCC request the chapter to submit a report including information on the success of the event and spent funds breakdown. Such report will be sent back to RCC for review.

**York chapter Special Project Fund application “GTA Mathletic Competition”** – Application was approved for the full asking amount.

**Motion 4:** To approve York chapter Special Project Fund application “*GTA Mathletic Competition*” for the full requested amount of \$4500.

**Moved by:** N. Colucci. **Seconded by:** L. King. Motion **CARRIED.**

**Scarborough chapter Special Project Fund application “The Modular Electronic Engineering (MEE) Program”** – Application was approved for the full asking amount.

**Motion 5:** To approve Scarborough chapter Special Project Fund application “*The Modular Electronic Engineering (MEE) Program*” for the full requested amount of \$4000.

**Moved by:** N. Colucci. **Seconded by:** L. King. Motion **CARRIED.**

**Ottawa chapter Special Project Fund application “PEO US Member Event Funding”** – Application was denied.

General consensus was that Chapter needs to revisit the application and explain what would be tangible benefits of this project to the general membership.

**West Toronto chapter Special Project Fund application “Women in Engineering and Science (WIES) Design Competition”** – Application was approved for the full asking amount.

**Motion 6:** To approve West Toronto chapter Special Project Fund application “*Women in Engineering and Science (WIES) Design Competition*” for the full requested amount of \$2000.

**Moved by:** D. Chui. **Seconded by:** W. Turnbull. Motion **CARRIED.**

## **4.0 Chapter & RCC Finances**

### **4.1 2016 Chapter Budget**

2016 Chapter Budget was presented to RCC. After extensive discussions, Councillors agreed to increase chapter allotment in 2016 by 10% to the total amount of \$561,000.00.

**Motion 7:** To increase the 2016 Chapter Allotment budget by 10% to the total amount of \$561,000.00, and in future years increase will first include the inflation percent, and then will be multiplied by the membership growth percent.

**Moved by:** D. Chui. **Seconded by:** W. Turnbull. Motion **CARRIED.**

Total 2016 Chapter Budget, after chapter allotment adjustment, totaled to be \$974,975.00.

**Motion 8:** To accept the 2016 Chapter Budget with amendments to the total amount of \$974,975.00.

**Moved by:** N. Colucci. **Seconded by:** E. Kuczera. Motion **CARRIED.**

#### 4.1.1 2016 Chapter Business Plan Summary

Statistical chart was presented to Councillors with 2016 chapter allotment requests. Discussions ensued but no action or motion came thereof

#### 4.1.2 Regional Councillors on Regional Business Line Item

Information on Regional Councillors on Regional Business budget line item was presented to Councillors. Brief discussion ensued and did not result in any actions or motions.

### 4.2 2016 Regional Allotment

Prolonged discussion ensued about various ways of splitting the 2016 chapter allotment amongst 5 regions. General consensus was to adopt the financial recommended by the Regional Allotment Task Force for 2016 regional allotments distribution in motion available under section 4.3 in this document.

\$561,000.00 that RCC is requesting would be split in following way:

Eastern Region *	\$ 79,112.58 (\$79,113)
East Central Region *	\$ 152,704.21 (\$152,705)
Northern Region *	\$ 72,262.99 (\$72,262)
West Central Region *	\$ 136,257.17 (\$136,257)
Western Region *	<u>\$ 120,663.05 (\$120,663)</u>
Total for all regions:	\$ 561,000.00

- Chapter Manager was directed to round up / down to an even number, less the cents.

### 4.3 Regional Allotment Task Force Recommendations

*Regional Allotment Task Force Financial Model* ([Appendix A](#)) was presented to RCC members. Adjustments were made for the regional area percentage. After extensive discussion the model was approved by RCC:

**Motion 9:** To adopt the Regional Allotment Task Force's financial model as presented, with modification made for the area, for the use in 2016 budgeting year and modify it as necessary in future years.

**Moved by:** E. Kuczera. **Seconded by:** N. Colucci. Motion **CARRIED.**

## 5.0 RCC Issues/Chapter Policies/Documentations/Processes

### 5.1 Contact Check List for Staff

"*Contact Checklist for Staff*" document was presented to RCC. After brief discussion on the purpose of such document RCC supported the initiative. No changes were proposed by RCC on the document.

### 5.2 Instructions on Invitations to Chapter Events

"*Instruction on Invitations to Chapters*" ([Appendix B](#)) document was presented to RCC. Numerous changes were done to the document and final version was approved by RCC. Document will be presented to chapters during the September 2015 round of Regional Congress.

**Motion 10:** To approve “*Instructions on Invitations to Chapter Events*” document with changes.

**Moved by:** W. Turnbull. **Seconded by:** S. Robert. Motion **CARRIED**.

### 5.3 Central Elections and Search Committee (CESC)

Councillors agreed to remove the second part of the briefing note to the Central Election and Search Committee that asks the committee to remove the current restriction on Senior Councillors attending Chapter events while seeking re-election. This restriction was never imposed by CESC to begin with but rather RCC itself.

Chapter Manager will create the Briefing Note to CESC based on the updated version of this document.

### 5.4 Regional Election and Search Committee (RESC)

In wake of the upcoming August 12<sup>th</sup> CESC meeting, Chair asked all Junior Councillors to share with the committee what has been done in their respective regions to encourage participation in PEO Council elections. Various ways of promoting PEO council election were discussed. General consensus was that suggestion should be made to CESC not to release the names of running candidates before the nominations closing date. Conversation did not result in any actions or motions.

Chapter Manager clarified the purpose of the CESC meeting to everyone. The intent is to open the communication channel and allow the CESC members talk with the RESC members.

### 5.5 Essential Purposes of a Chapter review

Councillors reviewed the “*Essential Purposes of a Chapter*” ([Appendix C](#)) document. After extended conversation, the document was approved by RCC with minor changes:

**Motion 11:** To approve the “*Essential Purposes of a Chapter*” document as amended.

**Moved by:** W. Turnbull. **Seconded by:** D. Preley. Motion **CARRIED**.

Updated document will be presented to chapters during the September 2015 round of Regional Congress.

### 5.6 Chapter By-Laws

Discussion ensued about chapters’ concerns with regards to the PEO By-Law No.1 and how its wording affects the new Chapter By-Laws. Councillors agreed that a disclaimer should be added to the current Chapter By-Law template to accommodate the By-Law No.1 wording and would state that Chapter By-Law is subject to change when By-Law No.1 changes.

New deadline for chapter By-Law submission was set to be October 2, 2015 for RCC to review and recommend to Council.

#### 5.6.1 Scarborough Question

Information was presented in the package. Issues coming out of this item were discussed under item 5.6. No further discussion ensued.

### 5.7 Townhall Meetings 2015

A letter from President Chong to Chapter Leaders and the Townhall meetings budget was presented to RCC. Councillors requested to be informed of what topics will be addressed at those meetings in order to discuss with chapters further “regional flavors” that could be added to the agenda.

**Action 2:** RCC requests a communiqué from T. Chong and G. McDonald that would outline topics to be discussed during the 2015 Townhall meetings.

### 5.8 OSPE-PEO Joint Relations Committee

President Chong presented to RCC the request from OSPE to create the mechanism for OSPE to work with PEO chapters. Discussion ensued and did not result in any actions or motions.

#### **5.9 Volunteer Service Pins**

Memorandum from Advisory Committee on Volunteers (ACV) was presented to RCC with notification that ACV passed a motion to accept the recommendation from RCC regarding the Volunteer Service Recognition program.

#### **6.0 RCC Subcommittees / Task Forces / Working Groups updates**

##### **6.1 IT Governance Working Group**

Chapter Manager provided an update on the progress of the working group. No discussion ensued.

#### **7.0 Other Business**

##### **7.1 VLC Briefing Note to Executive Committee**

Volunteer Leadership Conference Briefing Note was presented to RCC. General consensus was that RCC is satisfied with the success of the first VLC and agrees with it continuing annually. Councillors were asked to provide their comments to Chapter Office no later than July 31, 2015 to be forwarded to the Executive Committee.

<b>Action 3:</b> RCC to provide feedback on the Volunteer Leadership Conference Briefing Note before July 31, 2015.
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#### **8.0 Next RCC Meeting and Adjournment – October 24, 2015**

<b>Motion 12:</b> To adjourn the meeting at 4:00 p.m.
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<b>Moved by:</b> D. Preley. <b>Seconded by:</b> N. Colucci. Motion <b>CARRIED.</b>
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Next meeting is scheduled to take place on October 24, 2015 in Ottawa.

# RAT Model - Core / Area / Per Capita model (CARRIED)

Membership data

As of May 29 2014

RCC July 25, 2015 Minutes DRAFT

Date: July 7 2015

If we use the model we have last year....

Region	# Chapters in the region	P.Eng.	EIT	Total	Regional Geographical Size			Per Capita (C)	CALCULATED 2016 (A + B + C) = D	ACTUAL 2015 (E)	calc - actual
					Core (A)	% Area of Ontario	Area (B)				
Western	9	15,173	2,049	17,222	\$ 48,626.51	4.5%	\$ 2,019.60	\$ 70,016.94	\$ 120,663.05	\$ 116,280.00	4,383.05
West Central	7	16,901	3,018	19,919	\$ 54,602.23	1.5%	\$ 673.20	\$ 80,981.74	\$ 136,257.17	\$ 127,799.00	8,458.17
East Central	6	20,629	3,676	24,305	\$ 52,768.96	2.5%	\$ 1,122.00	\$ 98,813.25	\$ 152,704.21	\$ 128,470.00	24,234.21
Eastern	7	11,510	1,314	12,824	\$ 24,507.54	5.5%	\$ 2,468.40	\$ 52,136.64	\$ 79,112.58	\$ 74,307.00	4,805.58
Northern	7	2,571	473	3,044	\$ 21,290.64	86.0%	\$ 38,596.80	\$ 12,375.54	\$ 72,262.98	\$ 63,144.00	9,118.98
					<u>\$ 201,795.88</u>	<u>100.0%</u>	<u>\$ 44,880.00</u>	<u>\$ 314,324.12</u>	<u>\$ 561,000.00</u>	<u>\$ 510,000.00</u>	
					35.97%		8.00%	56.03%			
					% of Total		% of Total	% of Total			

Total Allotment	\$ 561,000.00	What we decided to be the 2015 total allotment	Area portion	8.00%	Change this number to adjust how much % area is taken into account
Core Funding (W)	\$ 5,402.95	2013 net average cost per the region			
Core Funding (WC)	\$ 7,800.32	2013 net average cost per the region			
Core Funding (EC)	\$ 8,794.83	2013 net average cost per the region			
Core Funding (E)	\$ 3,501.08	2013 net average cost per the region			
Core Funding (N)	\$ 3,041.52	2013 net average cost per the region			

(Total Allotment - Regional Geographical Size - Core Funding Total) / Total Members	\$ 4.07
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## APPENDIX B

### Instructions on Invitations to Chapter Events

#### 1. Chapter events are defined as, but not limited to the following:

- a. Licence Presentation Ceremonies (LPC)
- b. Chapter Annual General Meeting (Chapter AGM)
- c. Town hall meetings
- d. Symposiums

#### 2. Invitation

- a. Chapters must invite the Senior and Junior Regional Councillor of their respective region to their Chapter events.
- b. Where there is a cost associated to attending the chapter event, the Chapter is not asked to absorb the cost.
- c. The same registration and refund policy to general delegates should apply to Regional Councillors and other PEO representatives as well.

#### 3. PEO Representation Hierarchy (in descending order) – highest ranking should give greetings on behalf of PEO Council

- a. President
  - i. President
  - ii. President-elect
  - iii. Past President
- b. Vice President
  - i. Elected Vice President
  - ii. Appointed Vice President
- c. Regional Councillors
  - i. Regional Councillors (of the region)
    1. Senior
    2. Junior
  - ii. RCC chair
  - iii. Regional Councillors (from other regions)
    1. Senior
    2. Junior
- d. Councillor-at-large
- e. LGA
  - i. Member LGA of PEO Council
  - ii. Lay LGA of PEO Council
- f. Staff
  - i. Registrar
  - ii. Deputy Registrar, CAO
  - iii. Directors
  - iv. Managers
  - v. Coordinators

#### 4. Greeting Protocol

- a. Please select from the above hierarchy to determine who is the speaking delegate for the chapter event representing PEO Council.
- a. Starting from the top, in the absent of the individual, the chapter is advised to skip to the next line of the hierarchy.
- b. Chapter event organizers must allow time (around 5 minutes) for the speaking delegate to give greetings on behalf of PEO and PEO Council.

#### 5. Special Protocol – Chapter Licence Presentation Ceremonies (LPC)

- a. All Regional Councillors present at the Chapter LPC must participate in the presentation of the P.Eng. certificates to new professional engineers, in addition to the Chapter Chair.
- b. Normally, if the President, the Registrar, or the Politicians (e.g., MPP) are present, they will join and congratulate the new Licensees.
- c. In the absence of Regional Councillors, please refer to the hierarchy as per section 3.



**Appendix A: Sample invitation email text**

Dear Regional Councillor,

We are pleased to invite you and your spouse to our Chapter Licence Presentation Ceremonies (LPC).

The event is schedule to take place on <date> and at <time> to <time>

The place for the event is <name of place and address> <website if you have it>

Please find attached our formal Invitation. Let us know your response on or before <date>

Regards,

Chapter event organizer

**Appendix B: - Sample invitation letter text**

Re: Invitation for <chapter> Chapter Licence Presentation Ceremonies (LPC)

Dear Regional Councillor,

The <chapter> of Professional Engineers Ontario cordially invites you and your spouse to the Chapter LPC which is scheduled on <date> at <place> <address> <website> starting at <time starts>. The cost of the event will be <cost> per person.

For this round of LPC, we are pleased to announce that we have <#> new professional engineers getting their licences.

We would be grateful if you could make yourself available during the ceremony to help us hand out these certificates and celebrate their successes.

Please RSVP by letting us know of your and your spouse's attendance, meal preference and food allergies thereof. If you are unable to attend, please let us know. Thank you in advance.

We are looking forward to hearing from you soon.

Regards,

Chapter event organizer

APPENDIX C

**Essential Purposes of a Chapter**

#	Essential Purpose	High Level Description	Specifics
1	<b>Presence</b>	Enhance public awareness for the engineering profession in the local community.	Events (seminars/ workshops, National Engineering Month, Science fairs, EIT, debates, etc.); Educational outreach (primary, secondary, & post-secondary schools); Chapter scholarships; Certificate presentations; Community (public) outreach; Mentorship; Public communications, Chapter Government Liaison Program; etc.
2	<b>Communication</b>	Facilitate two-way communication with the license holders and PEO Council.	Events (regulatory, seminars/ workshops, EIT, debates, tours, etc.); Certificate presentations; Chapter meetings; Chapter AGM; Chapter communications; Regional Congresses; Subcommittees; Chapter Government Liaison Program; etc.
		Report non-compliance issues.	
3	<b>Grassroots Participation</b>	Promote participation of license holders in Chapter and other PEO activities. Encourage license holders to take an interest and participate in PEO Governance (i.e. voting in PEO elections, conversations, coming out to town hall meetings, asking questions, etc.)	Events (regulatory, social, sporting, seminars/ workshops, National Engineering Month, Science fairs, EIT, debates, etc.); Certificate presentations; Chapter meetings; Chapter AGM; Chapter communications; Mentorship; Regional Congresses; Subcommittees; Chapter Government Liaison Program; PEO Events; Education outreach; etc.
4	<b>Recognition</b>	Recognition of individuals for their support of the profession.	Service pins, FEC, Order of Honour Service Awards, etc.
		Recognition of firms for their support our chapters and of the profession.	Appreciation Plaques, Certificates, Awards, No cash awards to firms, etc.
		Recognition of chapters for exceptional leadership and programming.	Recognition certificate, etc.
5	<b>Governance</b>	Encourage professional engineers to participate in regulatory roles at PEO.	PEO events (AGM, Regional Congresses, CLC, Conferences, etc.); Debates; Seminars/ workshops; Subcommittees; etc.
		Encourage professional engineers to participate in enforcement and discipline activities at PEO.	For example: improper use of the professional engineer title (sending to the enforcement email address)