
Minutes

Regional Councillors Committee (RCC) Saturday, October 28, 2017

Marriott on the Falls 6755 Fallsview Blvd, Niagara Falls, ON

Chair:	Warren Turnbull, P.Eng.	West Central Regional Councillor
Vice-Chair:	Noubar Takessian, P.Eng.	East Central Regional Councillor
Members:	Ishwar Bhatia, P.Eng.	Eastern Regional Councillor
	Guy Boone, P.Eng.	Eastern Regional Councillor
	Thomas Chong, P.Eng.	East Central Regional Councillor
	Danny Chui, P.Eng.	West Central Regional Councillor
	Lola Hidalgo, P.Eng.	Western Regional Councillor
	Gary Houghton, P.Eng.	Western Regional Councillor
	Dan Preley, P.Eng.	Northern Regional Councillor
	Michael Wesa, P.Eng.	Northern Regional Councillor
Guests:	Kelly Reid, P.Eng.	Councillor-at-Large
	Bill Heska, P.Eng.	Niagara Chapter
	Darlene Daigle, P.Eng.	Niagara Chapter
	Michael Price, P.Eng.	Deputy Registrar, Licensing & Registration
Staff:	Matthew Ng, P.Eng.	Manager, Chapters
	Julie Hamilton	Coordinator, Chapters
	Sharon Gillam	Chapter Administrative Support
Breakfast:	8:00 a.m. – 9:00 a.m.	
Meeting:	9:00 a.m. – 4:00 p.m.	
Recorded:	Yes	
Distributed:	November 8 th , 2017	

1.0 Call to order and welcome

The meeting was called to order at 9:10 a.m. by W. Turnbull.

2.0 Routine Business

2.1 Approval of the meeting Agenda

- D. Preley requested that the following items be added to the agenda under section 8.0 Other Business:
 - 8.1 Canadian Anti Spam Legislation
 - 8.2 RCC Minutes, Agenda and Timeline
 - 8.3 In-Camera Session at each RCC meeting
 - 8.4 Entrepreneurship & Innovation
 - 8.5 RCC Strategic Plan
 - 8.6 RCC Priorities
 - 8.7 RCC Assessment
 - 8.8 RCC Meetings & Dates
- G. Boone requested that the following items be added to the agenda under section 7.0 RCC Subcommittees/Task Forces/Working Group updates:
 - 7.3 Chapter Reform Task Force: Terms of Reference
 - 7.4 Proposed Task Force: Entrepreneurship
- G. Boone asked to have item 3.2 Special Project Fund Applications moved to after lunch

Motion 1: To approve the meeting Agenda as amended. Moved by: N. Takessian. Seconded by: T. Chong. Motion **CARRIED**.

2.2 Approval of Minutes to previous meeting (July 29, 2017)

Motion 2: To approve the Minutes to previous meeting (July 29, 2017) as amended. Moved by: N. Takessian. Seconded by: T. Chong. Motion **CARRIED**.

Action 1: Chapter Office to ensure Minutes are circulated to Regional Councillors within two weeks of the meeting date and that all documents pertaining to the meeting are placed on the share drive.

2.3 Business arising from previous Minutes

Progress	Business Arising	Steps Taken
7.4	Action 1: (Outstanding Action 18 from July 23, 2016 RCC meeting) G. Boone to prepare a final one to two-page report explaining the concept and success of Ottawa Chapter's entrepreneurship program for review by the RCC at its next meeting.	To be presented in agenda item 7.4
Completed	Via Motion 5: RCC directs RCC Chair and Manager, Chapters to write to the Registrar outlining the many issues reported by chapters regarding perceived licensing related issues and requesting his immediate action.	Issue was discussed with Registrar. RCC Chair and Manager, Chapters were informed of steps taken by Michael Price to mitigate the problem.
Completed	Via Motion 6: RCC directs the RCC Chair and Manager, Chapters to draft a briefing note to Council requesting the formation of a Task Force to oversee the execution of the online licensing project, while ensuring it addresses the licensing issues currently experienced.	RCC Chair drafted a briefing note to Council Executive. In light of changes and steps taken under Michael Price, it was decided the Task Force was not necessary. ¹ <i>At meeting:</i> After discussion the RCC agreed that the briefing note should still stand and be brought forward. ²

MINUTES of the meeting of the Regional Councillors Committee, Saturday, October 28th, 2017 at 9:00am

Completed	Action 2: M. Ng to update the 2018 Chapter Budget to reflect RCC's decisions and forward the updated version to RCC members.	M. Ng sent it updated version via email to RCC.
Completed	Action 3: Chapter Office to distribute the full contents of START report to Regional Councillors Committee.	START 2 was distributed and is also on the share drive. ³
Completed	Action 4: Chapter office to communicate the "Essential Purposes of the Chapter" document with all chapters and suggest to the chapters the importance of holding more Regulatory Function type events. Chapter office is to provide guidance regarding what is a Regulatory Function by way of examples where applicable.	This was an item on the agenda at Regional Congresses.
In progress	Action 5: Regional Councillors to submit their ideas and feedback to the Chapter Office with regards to the content of three pages in the "Welcome Package" for the new licensees.	Manager, Chapters still waiting for Regional Councillors to send their ideas.
5.2	Action 6: Chapter Office to organize the first meeting of the Business Planning and Reporting Task force in Fall 2017.	To be discussed in agenda item 5.2
2.3	Action 7: Chapter Office to include "terms of RCC Chair and Vice-Chair" as discussion at the October 2017 meeting. This issue was on the RCC July 2017 agenda and was tabled for the RCC October 2017 meeting.	<i>At meeting:</i> RCC discussed whether to change a previous motion that Chair and Vice-Chair to terms should only be 1 year in length. ⁴
6.1	Action 8: Chapter Office to form a Regional All-Candidate Meeting action team and move forward with organizing 2018 Regional All-Candidate meetings.	To be discussed in agenda item 6.1
2.3	Action 9: Chapter Office to distribute the sample Regional Congress Feedback to RCC members.	This was not done for September

		meetings but Manager, Chapters is committed to doing it for the next set of Congress meetings.
<p>2.3</p>	<p>Discussion of new proposal for AGM rotation.</p> <p>Once every third year, the PEO AGM is held in an outer region chapter area. While it is more cost effective to host it in GTA, for inclusivity of our outer regions and volunteers, PEO bears the extra expense and takes the AGM “on the road”</p> <p>Problem</p> <ul style="list-style-type: none"> • The current system of bidding is time and resource consuming for our volunteers and our staff. When a chapter is not selected it is very disappointing and the result is wasted time. Additionally, there is a finite number of cities with the infrastructure to hold the AGM. <p>Proposed Solution:</p> <ul style="list-style-type: none"> • Eliminate current practice of bidding and establish a more equitable rotation basis. • In each of the outer regions (northern, eastern and western), PEO would have pre-selected venues large enough to host the OH and the AGM for PEO. This number is always finite and for sure less than the total number of chapters in that particular region. • Instead of a bidding process, every third year, PEO will refer to the hosting schedule and take the AGM out-of-town to the region and chapter. • Hosting schedule will look like the following: 2017 – n1 2018 – GTA 2019 – GTA 2020 – e1 2021 – GTA 2022 – GTA 2023 – w1 2024 – GTA 2025 – GTA 2026 – n2 	<p><i>At meeting:</i> RCC discussed this proposal and would like to continue the conversation at the February meeting.</p> <p>There is support for suggesting an alternative rotation so that with more locations that are capable of hosting are in the rotation at a greater frequency.⁵</p>

¹Action 2: RCC Chair and Manager, Chair will ensure that RCC is updated whenever a RCC motion cannot be acted upon or when new information is made available that changes the outcome of a RCC motion.

²Action 3: The RCC would like their list of brainstormed ideas on ways to reduce the licensing backlog to be given to the requested Task Force.

³Action 4: Chapter Office to confirm what the acronym START stands for.

⁴Motion to Rescind 1: To rescind *Motion 11* from RCC meeting on April 1st, 2017, which states “*RCC supports term limits for Chair and Vice-Chair as one year term only each*”. Motion moved by T. Chong. Seconded by: M. Wesa.

Michael Wesa: Yes
Thomas Chong: Yes
Danny Chui: No
Lola Hidalgo: Abstain
Gary Houghton: Yes
Ishwar Bhatia: Abstain
Guy Boone: Abstain
Noubar Takessian: Yes
Dan Preley: No

Motion **CARRIED**. (The rescinded motion is from the previous year’s RCC so a 2/3 majority is not required to rescind.)

⁴Motion 3: To modify the terms of Chair and Vice-Chair to be up to two years, subject to election. Motion moved by N. Takessian. Seconded by: T. Chong.

Michael Wesa: Yes
Thomas Chong: Yes
Danny Chui: No
Lola Hidalgo: Yes
Gary Houghton: Yes
Ishwar Bhatia: Abstain
Guy Boone: Yes
Noubar Takessian: Yes
Dan Preley: No

Motion **CARRIED**.

5Motion 4: To support changing the current bidding process for out-of-town AGM hosting to a proposed regional rotation schedule (subject to resource limitations) as per PEO Awards Committee. Motion moved by T. Chong. Seconded by: D. Chui. Motion **CARRIED**.

Motion 5: To propose a similar rotation (as Motion 4) for the November OPEA Awards. Motion moved by G. Boone. Seconded by: M. Wesa. Motion **CARRIED**.

3.0 Chapter Issues

3.1 Regional Open Issues

Northern Open Issue 41: The Northern Regional Congress (NRC) requests that the RCC approach the Experience Requirement Committee for a revamp of the communication process and establish a service standard for responses to applicants to PEO.

- **Update:** Deputy Registrar provided answers to this issue: effective immediately, all standard communications with applicants has been vetted through the Communications dept. for positive language. Service standard is being improved as the backlog is being reduced. Remain Open.

Northern Open Issue 42: NRC motions RCC to consider that any suggested term limits on Chapter Executive from the Council be the decision of the Chapter Executive to determine applicability.

- **Update:** NRC accepted this and the issue was closed at the Congress. Closed.

Northern Open Issue 44: NRC requests RCC that a portal be developed to allow P.Eng. applicants to track the status of his/her application progress. This portal should track completed steps as well as outstanding application milestones.

- **Update:** As per Michael Price presentation, this is underway with request for proposal (RFP) going out in January 2018. Closed.

Northern Open Issue 45: NRC requests the RCC provide a time table of completions for the portal to allow P.Eng applicants to track the status of his/her application progress. This portal should track completed steps as well as outstanding application milestones.

- **Update:** PEO Licensing and Registration Department is currently establishing the details to the on-line licensing project. The RFP will go out in January 2018. The expected time-frame of completion is yet to be determined. Remain Open.

Northern Open Issue 46: NRC requests the RCC to investigate express consent from members to collect expressed consent to receive commercial emails.

- **Update:** Discussions tabled until the CASL survey report is ready. RCC plans to have a dedicated teleconference on this subject. Remain Open.

Northern Open Issue 47: NRC requests the RCC that pre-submission reviews of experience records by PEO shall only be conducted by licensed engineers familiar with the licensure submittal requirements.

- **Update:** Pre-submission reviews do not require a P.Eng., However, only a P. Eng can sign-off on final review. Suggestions, such as using P.Eng. volunteers to review pre-licensing experience, or other options should be forwarded to Michael Price, Deputy Registrar, Licensing and Registration. Remain Open.

East Central Open Issue 52: ECRC would like to motion RCC to review the process, timelines and communications (both ways) regarding the EIT licensing application process.

- **Update:** As part of the online licensing project, which has not started, this open issue will remain open. Correction, only one person was hired to help with the backlog reduction. Remain Open.

East Central Open Issue 53: ECRC motion RCC to prepare a change to the allotment model that a chapter regulatory event be a requirement as part of the Core Activity for the chapter.

- **Update:** RCC agrees with this issue but suggests revisiting following the November 2017 Chapter Leaders Conference for a list of regulatory framework type activities. Remain Open.

Eastern Open Issue 113: ERC requests that RCC provide the formal direction in the form of the framework / model for planning and executing Regional Congress, and in particular, clarify the responsibilities and authorities relating to thereof.

- **Update:** PEO has done this, as evidenced at previous night's dinner where everyone paid for their own meal as per new policy. Closed.

Motion to Rescind 2: To rescind *Motion 8* from RCC meeting on July 29, 2017, which states "RCC accepts proposed "*Regional Congress Organization Protocol and RACI Chart*" as it appeared in the RCC meeting package."
Motion moved by G. Boone. Seconded by: D. Chui. Motion **FAILED**. (The rescinded motion is from the current year's RCC so a 2/3 majority is required to rescind.)

Eastern Open Issue 114: ERC motions RCC to investigate opportunities to develop a mechanism to assist anyone (applying for their P.Eng. licence) unable to produce appropriate documentations (for instance refugees with foreign based engineering training) to achieve engineering licensure in Ontario, while ensuring PEO's mandate of ensuring public safety.

- **Update:** PEO has a process in place on this issue. The Regional Councillors will obtain the letter from Michael Price, Deputy Registrar, Licensing, and will provide a copy at the February Congress. Remain Open.

Action 5: M Ng will distribute the letter from the Licensing and Registration department regarding the process of un-documented persons applying for licence with PEO.

West Central Open Issue 32: WCRC wants RCC to implement

means of improving the knowledge new licensee have with regard to the role and mandate of PEO in society, its chapter system and volunteerism in general for the Association.

- **Update:** This issue continues in progress. Chapter office to re-send the "Welcome Package" for RCC to review and provide feedback on the contents of the three pages dedicated to chapters. Remain Open.

Action 6: M Ng will resend Welcome package to RCC with reply deadline of Nov 30, 2017.

West Central Open Issue 38: To develop a centralized procedure for Chapters to elect Chapter Board members.

- **Update:** This has been done and it was closed at the Congress. Closed.

West Central Open Issue 39: West Central Regional Congress motions RCC to create a joint PEO-OSPE working group to tackle a project on climate change.

- **Update:** RCC recommends to close, Jim Chisholm has left the OSPE Board. No action required. Recommend Close.

West Central Open Issue 40: WCRC motions RCC to direct a CASL compliance plan review in December 2017.

- **Update:** Discussions tabled until the CASL survey report is ready. RCC plans to have a dedicated teleconference on this subject.

Western Open Issue 57: Whereas the chapters are finding the PEO's interpretation of the Canadian Anti-Spam Legislation (CASL) policy is too restrictive. WRC supports WCRC open issue 40 and requests RCC to have the current policy reviewed and provide direction that meets the minimum requirements to accept a more reasonable level of risk associated with the CASL requirements.

- **Update:** Discussions tabled until the CASL survey report is ready. RCC plans to have a dedicated teleconference on this subject. Remain Open.

3.2 Special Project Fund Applications

Eastern Central Request: N. Takessian presented the application on behalf of the Scarborough Chapter. The request is for \$3,000 to hold a workshop on Unmanned Aerial Vehicles (UAV) to include hands-on training. Participants would qualify for PEAK credit.

Motion 6: To accept Special Project Fund application from Scarborough Chapter for \$3,000 to hold a UAV workshop on November 30th, 2017. Motion moved by N. Takessian. Seconded by: T. Chong. Motion **CARRIED**.

Eastern Request: G. Boone presented the application on behalf of the Algonquin Chapter. The request is for \$1,200 to host a day trip for 30 people to the grand opening of the Science & Technology Museum in Ottawa.

Motion 7: To accept Special Project Fund application from Algonquin Chapter for \$1,200 to host a day trip for 30 people to the grand re-opening of the Science & Technology Museum in Ottawa on November 11th. Motion moved by G Boone. Seconded by: I. Bhatia. Motion **CARRIED**.

- G. Boone presented an additional two Special Project Fund applications, on behalf of Upper Canada and 1000 Islands chapters, for the same event, for \$1,200 each.
- The additional special project applications were not included in the meeting package.
- The RCC discussed how to deal with the three identical applications. Discussions ensued resulting in the following motions.

Motion to Reconsider 1: To reconsider Motion 7 so that two additional applications for the same event can be taken into account. Motion moved by L. Hidalgo. Seconded by: M. Wesa. Motion **CARRIED**.

Motion 7: To accept Special Project Fund application from Algonquin Chapter for \$1,200 to host a day trip for 30 people to the grand re-opening of the Science & Technology Museum in Ottawa on November 11th. Motion moved by G. Boone. Seconded by: I. Bhatia.

- N. Takessian proposed an amendment that the total ask amount from Algonquin Chapter be reduced to \$700. G. Boone and I. Bhatia accepted this as a friendly amendment.

Motion 7, reconsidered and amended: To accept the Special Project Fund application from Algonquin chapter, to host a day trip for 30 people (per chapter) to the grand re-opening of the Science & Technology Museum in Ottawa on November 11th, awarding the adjusted amount of \$700 to the chapter. Motion moved by G. Boone. Seconded by: I. Bhatia. Motion **CARRIED**.

Motion 8: To accept the Special Project Fund applications from Upper Canada and 1000 Islands chapters, to host a day trip for 30 people (per chapter) to the grand re-opening of the Science & Technology Museum in Ottawa on November 11th, awarding the adjusted amount of \$700 to each chapter. Motion moved by D. Chui. Seconded by: N. Takessian. Motion **CARRIED**.

4.0 Open Discussion on Licensing Process and Concerns

Michael Price, P. Eng., Deputy Registrar, Licensing and Registration, gave a presentation to the RCC on the current challenges and backlog faced by the Licensing and Registration staff at PEO.

M. Price presented a brief history on P.Eng application with Year-Over-Year (YOY) numbers and graphs, including stats on CEAB vs non-CEAB (Canadian Engineering Accreditation Board).

RCC heard about competing priorities (Aptify), a 15% increase in applications ready for Initial Experience Assessment from 2015 to 2016, and about PEO staffing difficulties and how these correlated to the current level of Initial Experience Assessment completed numbers in January and February 2017, and the heightened backlog of applications *waiting* for assessment from January to June 2017.

All Licensure Assessment positions were fully staffed as of May 2017 and fully trained by July 2017. There has been an improvement in outstanding Initial Experience Assessments since that time. 233 P.Eng licences were

issued in October 2017 which is the highest number month.

M. Price also addressed various assessment follow-up issues such as insufficient information on experience summary, missing referee evaluations, inappropriate referees and faculty missing practical. An online module on “How to Complete and Properly Format an Experience Summary” is currently being developed. M. Price also reviewed various initiatives undertaken to improve customer service, with a focus on improving communications with applicants who are going through the licensing process.

RCC also heard that an online licensing system is on the horizon (RFP to go out in January 2018) but that it will take anywhere between 1-2 years to fully launch.

M. Price briefly mentioned that currently PEO gives away \$1,000,000 in free licences every year through the Financial Credit Program (FCP) which accounts for approximately 2600 applications per year or 48%.

5.0 Chapter & RCC Finances

5.1 2018 Chapter Budget

The Chair reported on the overall PEO budget and concerns about chapter allotments and banks balances as they pertain to the current and projected deficit. The Chair presented a report detailing monthly bank balances from Oct 2016-September 2017. The spreadsheet included averages for the year, by chapter, as well as a region total average.

The RCC discussed various tactics and concerns and touched on chapter fiscal responsibility with regard to event planning, revenue streams, and adhering to the 50% of allotment policy.

Motion 9: To help contribute to the deficit reduction by reducing the total Chapter allotments by \$100,000 (approximately 84% of current bank balance) down to \$524,000, to be applied to Regions where applicable, at the same time keeping the current planned Chapter activities. Motion moved by D. Chui. Seconded by: I. Bhatia. Motion **CARRIED**.

5.2 Budget Process Activity Report (BPAR) discussion

The Chapter Manager suggested that no changes are made to the reporting process now. Further discussion on BPAR Terms of Reference was tabled for the next meeting.

5.3 Chapter Bank Accounts

As per 5.1 and Motion 8, Regional Councillors will be responsible for reducing their chapter bank balances where needed.

6.0 RCC Issues/Chapter Policies/Documentations/Processes

6.1 Interim Report for Regional All-Candidates Meeting

The Chapter Manager presented his interim report for regional all-candidates meetings. He explained that PEO will host five regional all-candidates meetings in January, using tele/video-conference technology.

Currently two possible solutions for live-streaming are being evaluated: Skype for Business and Cisco.

M. Ng is committed to trialing each technology prior to selection, and to executing a dry-run post selection. This is to ensure a smooth experience for all participants in January. (Balloting opens February 19th. Meetings to be held the week of January 22nd.)

6.2 Eastern Regional Office – Cost Benefit Analysis

The Chapter Manager presented a cost analysis (of first three years) for an Eastern Region Satellite office of the PEO. This potential project is not part of the 2018 budget. A briefing note to Council on this subject was tabled at the last Council meeting.

The Chapter Manager will put the analysis into the Council budget package once the RCC endorses it. It's in the briefing note as something RCC is proposing however Council has not approved it. Council's motion states that if approved, an additional \$30,000 would be added onto the budget.

G. Boone spoke to the analysis and suggested that if the project cannot be justified then the other two satellite offices should be closed.

The Chair ended the discussion because the motion has already passed.

Action 7: Chapter Office will circulate statistics on EITs who have applied for P.Eng as a result of having a PEO satellite office on campus (University of Western Ontario and Lakehead University).

6.3 Collection of Chapter Bank Account Balance

No further discussion is required. (See 5.1)

7.0 RCC Subcommittees/Task Forces/Working Groups updates

7.1 2017 Chapter Leaders Conference update

The Chapter Manager reported on the Chapter Leaders Conference and that of the CLC Committee regarding agenda and topics. He gave a verbal rundown of the afternoon breakout sessions and information on the keynote luncheon speaker. He confirmed that there will be no Chapter Story Contest this year.

7.2 2018 Regional Election and Search Committees updates

The Chair asked for brief updates from the Junior Councillors with regard to securing candidates for their regional elections.

The Chapter Manager reminded the RCC that, in keeping with the PEO Privacy Policy, he will act as the communication link between members and regional councillors in the case of not knowing an individual's contact information.

7.3 Chapter Reform Task Force: Terms of Reference

G. Boone spoke to the previous successful motion which requested a task force on chapter reform. He queried a timeline for Terms of Reference.

The Chair suggested that they need something to come forward to

the RCC, whether it be from staff or a volunteer, to propose a Terms of Reference. It won't be discussed in the meeting.

Motion 10: To table 7.3's discussion on Terms of Reference. Motion moved by D. Chui. Seconded by: N. Takessian. Motion **CARRIED**.

Proposed Task Force: Entrepreneurship

G. Boone presented a one page document on a chapter based entrepreneurship program, Engineering Innovation Ecosystem, "EIE". The Ottawa Chapter launched the program in September 2015. Ottawa has had success with the program and G. Boone believes it can be rolled out to other chapters.

The Chair thanked G. Boone for the presentation but reminded him that this program is not the responsibility of the RCC.

Motion 11: To receive the information in 7.4, as presented by G. Boone. Motion moved by D. Chui. Seconded by: N. Takessian. Motion **CARRIED**.

8.0 Other Business

Motion 12: To table all remaining agenda items on section 8 till the next meeting due to time constraints. Motion moved by D. Chui. Seconded by: T. Chong. Motion **CARRIED**.

- 8.1 Canadian Anti-Spam Legislation
- 8.2 RCC Minutes, Agenda and Timeline
- 8.3 In-Camera Session at each RCC meeting
- 8.4 Entrepreneurship & Innovation
- 8.5 RCC Strategic Plan
- 8.6 RCC Priorities
- 8.7 RCC Assessment
- 8.8 RCC Meetings & Dates

9.0 Next RCC Meeting and Adjournment

9.1 Next RCC meeting (face-to-face)

RCC Date	Location
Saturday, April 7, 2018	TBD

A teleconference will be organized for the end of November to discuss the remaining agenda items.

With the remaining agenda tabled, the meeting adjourned at 5:30 p.m.