



# Minutes

## Regional Councillors Committee (RCC) Saturday, April 7, 2018

### PEO Offices – 40 Sheppard Ave W, Toronto

<b>Chair:</b>	Warren Turnbull, P.Eng.	West Central Junior Regional Councillor
<b>Vice-Chair:</b>	Noubar Takessian, P.Eng.	East Central Senior Regional Councillor
<b>Members:</b>	Ishwar Bhatia, P.Eng.	Eastern Junior Regional Councillor
	Guy Boone, P.Eng.	Eastern Senior Regional Councillor
	Thomas Chong, P.Eng.	East Central Junior Regional Councillor
	Danny Chui, P.Eng.	West Central Senior Regional Councillor
	Gary Houghton, P.Eng.	Western Senior Regional Councillor
	Lola Hidalgo, P.Eng.	Western Junior Regional Councillor
	Michael Wesa, P.Eng.	Northern Senior Regional Councillor
<b>Guests:</b>	David Brown, P.Eng.	President-Elect
	Bernie Ennis, P.Eng.	Director, Policy & Professional Affairs
	Lisa MacCumber	Incoming West Central Regional Councillor
	Keivan Torabi	Incoming East Central Regional Councillor
	Johnny Zuccon, P.Eng.	Interim Registrar
<b>Staff:</b>	Sharon Gillam	Chapter Administrative Assistant
	Julie Hamilton	Chapter Coordinator
	Adeilton Ribeiro, P.Eng.	Acting Chapter Manager
<b>Regrets:</b>	Dan Preley	Northern Junior Regional Councillor

#### 1.0 Call to order and welcome

Meeting was called to order by the Chair at 9:00 a.m. Warren Turnbull introduced and welcomed the meeting's guests.

#### 2.0 Routine Business

##### 2.1 Approval of the meeting Agenda

The agenda was changed to accommodate guest schedules and to allow more time for certain agenda items, as well as to allow for a round-table discussion at the end, time permitting.

**Motion 1:** To approve meeting's agenda as amended. Moved by T. Chong, seconded by N. Takessian. Motion **CARRIED**.

##### 2.2 Approval of Minutes to previous meetings (October 28, 2017, January 25, 2018, March 5, 2018)

**Motion 2:** To approve the Minutes to previous meeting (Oct 28, 2017). Moved by: N. Takessian. Seconded by T. Chong. Motion **CARRIED**.

**Motion 3:** To approve the Minutes to previous meeting (Jan. 25, 2018). Moved by: N. Takessian. Seconded by T. Chong. **CARRIED.**

**Motion 4:** To approve the Minutes to previous meeting (Mar. 5, 2018). Moved by: I. Bhatia. Seconded by M. Wesa. Motion **CARRIED.**

### 2.3 Business arising from previous Minutes

Progress	Business Arising	Steps Taken
<b>Ongoing</b>	July 2017, 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.	M. Wesa submitted a summary of salient points to go into Welcome Package.
<b>Incomplete</b>	July 2017, Action 9: Chapter Office to distribute the sample Regional Congress Feedback to RCC members.	This was not done for September or February meetings but Manager, Chapters is committed to doing it for the next set of Congress meetings.  <u>Action 1: Chapter Office to send a sample of a congress feedback form to the RCC to review and to include in the June Congresses.</u>  There was a suggestion to make this an on-line form instead.
<b>Complete</b>	Oct 2017, Action 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.	This list was emailed to the RCC Working Group on November 10, 2017.
<b>Complete</b>	Oct 2017, Action 4: Chapter Office to confirm what the acronym START stands for.	As per the email sent by the chapter office following the October meeting. START = Chapter Structure and Revitalization Team
<b>Complete</b>	Oct 2017, 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.	This information is included in the RCC meeting package for April 7, 2018.
<b>Ongoing</b>	Oct 2017, Action 6: M Ng will resend Welcome package to RCC with reply deadline of Nov 30, 2017.	<u>Action 2: Using M. Wesa’s list of pertinent issues, L. Hidalgo will work on a draft copy for the Welcome Package. This will be sent to Communications and then finally to RCC for approval.</u>
	Oct 2017, 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).	Requested stats were not possible.  See Appendix of RCC meeting package for April 7, 2018. Chapter Office included stats on PEO applicants and their university affiliations, and on registered undergraduate engineering students.

### 3.0 RCC Issues/Chapter Policies/Documentation/Processes

#### 3.1 CASL Update

Johnny Zuccon, Interim CEO, summarized the CASL issue to date. He presented what is known as a "Preference Centre" where members will be able to, within their member portal, provide Express Consent for various PEO communications. Something very similar is already in process for Engineering Dimensions. PEO IT Department can include Chapter communications as an opt-in/opt-out choice in the member portal. Additionally it can be included in the licence renewal process so that members cannot complete their renewal until they have selected "yes" or "no" for chapter communications.

Further discussion followed around getting a second legal opinion, and the need to reference Express Consent in the paperwork sent to new approvals, ie the Welcome Letter, and also in the non-online renewal process.

**Motion 5** To adopt the new process of collecting Express Consent, in compliance with Canada's Anti-Spam Legislation (CASL), during the licence renewal process, including EITs. Moved by T. Chong. Seconded by N. Takessian. Motion **CARRIED**.

#### 3.2 Chapter Allotments

The Chair asked each Senior Regional Councillor to briefly explain what method they used to divide the 2018 regional allotments to each of their respective chapters.

RCC discussed best practices and common misunderstandings. There was support from the RCC for a manual or best practices document outlining the general process for annual allotments.

Chapter Office provided the Eastern Regional Councillors with clarification on the bank balance deductions and final allotment amounts.

Discussion followed on the Eastern Region's distribution of 2018 allotments and the perceived gaps in funding. RCC agreed that they would not make any changes to the 2018 allotments.

**Action 3:** Chapter Office to provide training for Regional Councillors in the form of a "Best Practices" document, on the RAT model, Patrick model, and options for apportioning annual allotments.

It was also mentioned that possible changes to the "50% rule" might be considered by the RCC at the next meeting in July. (M. Wesa has compiled various comments and suggestions on this issue, which will be distributed to the RCC before the next meeting.)

#### 3.3 Strategic Plan 2018-2020

The Chapter Office summarized the recent call to action, received by RCC Chair, for RCC to submit strategies for strategic objective #4, which states "Engage chapters as a valuable regulatory resource". A list of potential strategies was reviewed and RCC members were asked to contribute and/or provide comment.

- There was a suggestion that chapters could assist with the Experience Requirements Committee
- PEAK events should be included as regulatory

- M. Wesa explained that his Regulatory presentation (in the package) should not be used until it is finalized and approved by head office

**Action 4:** Chapter Office to circulate final list of Strategic Plan strategies to the chapters in advance of their implementation.

This discussion prompted another discussion on the idea of a Penta-Congress.

**Motion 6:** To ask chapters at their June congresses if they would support a Penta-Congress held at PEO in September in place of their regular regional congresses. Moved by G. Boone. Seconded by L. Hidalgo. **Motion Defeated.**

### 3.4 Chapter By-laws and Policies

The Chair gave an overview of some discrepancies between various chapter by-laws and PEO's By-law #1. By-law #1 has ultimate authority which has led to some arguments at the chapter level. For example, the definition of chapter membership in By-law #1 does not allow for a licensee living outside the geographic borders of a chapter to sit on the Board and/or belong to the chapter, yet many chapter by-laws do allow for this.

**Action 5:** RCC to review PEO By-law No. 1 and various chapter by-laws, and compile a list of items from chapter by-laws that they believe should be included in an amended version of By-law No.1. Suggestions should be sent to the Chapter Office.

More discussion on this subject will be at the next RCC in July.

Another discussion took place on the need to develop a policy on chapter conflict resolution and/or mediation. RCC agreed that appointing two Councillors (not from the region in question) to review and investigate the issue at hand (and report back to RCC) was a positive first step. It was suggested that the Chapter Manager would provide the appointed Councillors with a brief summary of the situation prior to their review.

**Action 6:** RCC and Chapter Office to create a policy to enable Regional Councillors to deal with chapters conflicts in a fair and unbiased manner.

### 3.5 Chapter Volunteer Onboarding

The Chair discussed the recent Motion from Council that directed RCC to “develop a process to ensure the safety and security of volunteers and participants”.

RCC discussed the use of police background checks however there were many questions surrounding the practice.

Points made:

- Who would pay for the check, the volunteer or PEO?
- Chapter volunteers do not tend to work 1-on-1 with children, and rarely without their guardian present
- Requiring a background check is standard practice where children are involved and pro-active
- Why has this come up, and is there a problem?
- How do other organizations deal with this?

**Action 7:** RCC to consider the needs surrounding a PEO Volunteer Policy, including whether police background checks are included. The Chapter Office will report on this issue at the July RCC meeting and include the results of the environmental scan currently under way by PEO Researcher, Eric Chor.

### 3.6 Chapters and PEAK

Bernard Ennis, Director, Policy & Professional Affairs, provided a short PEAK background as it relates to chapters. He noted that chapters are very interested in PEAK events but that there have been some hiccups along the way, citing the instance of a chapter issuing “PEAK certificates”, which cannot be done. B. Ennis explained that PEO does not endorse any continuing education as “PEAK certified”; members are to self-determine whether a particular seminar or training session is applicable to their PEAK continuing knowledge activity hours. B. Ennis asked RCC to provide guidance on whether or not a policy is needed to direct chapters with organizing and marketing CPD events.

**Motion 7:** To direct Staff to develop a policy detailing the proper usage of the word PEAK for chapter event advertising. Moved by I. Bhatia. Seconded by L. Hidalgo. Motion **CARRIED**.

B. Ennis also stated that his staff are seeking legal advice on how to trademark the term PEAK.

### 3.7 New Chapter Executive Positions

RCC discussed the OSPE request to have an OSPE Liaison Director on PEO chapter boards. Ideally this is a PEO chapter volunteer who is also a member of OSPE. A Memorandum of Understanding (MOU) was reviewed as part of this discussion.

**Motion 8:** To create an OSPE Liaison Director position within PEO chapters. Moved by G. Boone. Seconded by T. Chong.

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

Motion **DEFEATED**.

The feeling on RCC was that the decision to have an OSPE Liaison Director would be left to the individual chapters and their Boards. The Chair also explained that chapters should never sign an MOU.

J. Hamilton provided background for the next topic of Ontario Professional Engineers Foundation for Education (OPEFE) membership for each chapter. OPEFE would like to have a OPEFE member within each chapter and have created an application form to reflect this. The role would allow someone to act as a “good-will” ambassador for the Foundation, especially where a university is present and the volunteer can act on behalf of the Foundation to present scholarships and other duties as set out by the Foundation.

**Motion 9:** That RCC supports extending the invitation to interested PEO chapter volunteers to consider applying for OPEFE “PEO Chapter membership”. Moved by G. Boone. Seconded by L. Hidalgo. Motion **CARRIED**.

### 3.8 Congress Scheduling

**Motion 10:** That RCC recognizes the changing landscape of the work week and as such, to better accommodate busy and evolving schedules RCC acknowledges that meetings can be scheduled on any day of the week. Moved by L. Hidalgo. Seconded by N. Takesian. Motion **CARRIED**.

## 4.0 Chapter Forum

### 4.1 Regional Open Issues

**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: PEO is working on a new renewal process to seek express consent (including EITs and new members). See 3.1.

**Western Open Issue # 58:** Motion to task RCC to seek authorization, to fund a pilot project, as per direction from the CLC, to hire EITs or co-op engineering students, to provide support at the chapter level.

Update: RCC needs more information and clarification on what the individual(s) are to do. Region is to provide a better definition of what these interns would do for the chapters, and whose budget will support it. The issue will remain open.

**Action 8:** L. Hidalgo to work with Western chapters to summarize key roles and responsibilities of potential EITs or co-op students that would take part in the pilot project requested in Western Open Issue #58.

**Western Open Issue #59:** RCC to review the regional funding formula, so that no one chapter is getting more than they’ve requested if others are getting less.

Update: RCC Chair confirmed that it is standard procedure that no chapter receives more than they ask for.

**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: RCC and the Chapter Office will work with the Communications department to finalize the “Welcome Package” letter on behalf of Chapters. Recommend this issue be closed.

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

Update: See 3.1. PEO will start to collect Express Consent. Further details will be provided (via Communications) to all chapters in advance of implementation. Recommend this issue be closed.

**Northern Open Issues #41:** 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.

**Northern Open Issues #45:** NRC requests that the RCC to 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.

Updates: M. Wesa commented that both open issues will remain open to act as “reminders” for RCC. Improvements have already been made to the communication process and response times. The RFP proposals for the online system have not been approved by Council.

#### **Eastern**

No open issues.

**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: The licensing backlog has been resolved and the online application system is in process. J. Zuccon suggested a flowchart to include all tasks in the licensing process would be very helpful.

**Action 9:** Chapter Office to invite a staff member to the July RCC meeting to explain the licensing application and registration process in detail, including information about where the consistent back-ups happen, and also to provide an update on the new online application system.

**East Central Open Issue #53:** ECRC motions 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: Remain open as this issue deals with the core function of a chapter and falls in line with the business plan package update

## **4.2 RCC Special Project Funding**

The Ottawa Chapter submitted a Special Project application for \$2,000 to co-host and event called Enable Ottawa 2018, an event that highlights the role engineering can play in improving physical accessibility. The chapter was invited to present to RCC via teleconference. The chapter was represented by Joe Prodrebarac, P.Eng. and Gareth Wood, P.Eng, who gave a 10 minute presentation about the event and then answered questions from the RCC.

**Motion 11:** To approve the Special Project application from the Ottawa Chapter for the amount of \$2,000 to co-sponsor the Enable Ottawa 2018 event. Moved by G. Boone. Seconded by T. Chong.

Gary Houghton: Yes  
Lola Hidalgo: Yes  
Ishwar Bhatia: Yes  
Michael Wesa: Yes  
Thomas Chong: Yes  
Noubar Takessian: Yes  
Danny Chui: Yes  
Guy Boone: Yes

Motion **CARRIED**.

#### 4.3 Regional All Candidates Meetings

J. Hamilton provided a debrief on the January Regional All-Candidates meetings. Four recommendations were presented and the following action resulted from discussion:

**Action 10:** RCC to review Regional All Candidates meetings report (from RCC package) and provide feedback to Chapter Office over next few weeks.

**Action 11:** Discussion on Regional All Candidates meetings to be an agenda item at the June Congresses to discuss Chapter Office report and recommendations.

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

##### 5.1 2018 PEO Business Plan Package Approval

Discussion to approve the 2019 business plan and send out to chapters was discussed. Michael Wesa provided some recommendations that should be incorporated then sent out the RCC for review and approval before sending out to chapters.

**Action 12:** Chapter Office to include parameters on allotment requests (with a goal of an increase between 0-5%) as well as information on funding expectations for 2019, when the 2019 Business Planning and Reporting package is distributed to chapters.

**Action 13:** Chapter Office to review Michael Wesa's recommendations for changes to the Business Planning and Reporting package and email an updated draft of the 2019 spreadsheet to Regional Councillors one week after the April 7th RCC meeting.

##### 5.2 Council Election Travel Allowance

The Chapter Office explained how the travel allowance is used, that the budget belongs to Council (not RCC) and how it was unchanged for the 2018 Council Election. J. Hamilton presented an updated version of the funding formula for approval.

**Motion 12:** To accept the updated model for 2019 Council Election Travel Allowance, as presented. Moved by N. Takessian. Seconded by I. Bhatia. Motion **CARRIED**.

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

##### 6.1 Licensure Task Force

RCC discussed the formal task force approved by Council that will focus on the online licensing platform. The RFP for the new on-line process has not yet been approved. An update on the RFP will be presented at the June Council workshop in June.

##### 6.2 2018 PEO AGM and Volunteer Leadership Conference



W. Turnbull spoke, as the VLC Chair, about the upcoming Volunteer Leadership Conference and Annual General Meeting on April 19-21. He noted that the speaker is the same person from last year's VLC, David Irvine, who will discuss succession planning. The AGM will be held on Saturday, followed by a luncheon, a Council meeting, and Chapter executive training.

## **7.0 Other Business**

### **7.1 Eastern Region Office**

J. Hamilton reported that nothing further has been done on this item since M. Ng presented his mock budget at the October 2017 RCC meeting. As it was not included in the 2018 budget and also due to staff shortages, further research was put on hold. More discussion will take place at the June ERC and the July RCC meeting.

## **8.0 Next RCC Meeting and Adjournment**

### **8.1 RCC Special Meeting – April 21, 2018**

A special RCC meeting will be held during the AGM weekend to select the next term RCC Chair and Vice-Chair. The time and location will be provided day-of.

### **8.2 July 2018 RCC Meeting**

A Doodle poll will be sent to the 2018-2019 RCC with possible dates for the next meeting of the RCC.

<b>Action 14:</b> Chapter Office to email a Doodle Poll to get everyone's availability for the July RCC meeting.
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### **8.3 Adjournment**

Having run later than scheduled, the Chair stated that the meeting would end without the round table discussion.

Thanks and acknowledgement was given by the attendees to the outgoing Councillors, Michael Wesa, Noubar Takessian, and Danny Chui.

The meeting was adjourned at 4:36 p.m.