



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, December 7, 2017

Location: PEO Offices, Room 1C

Time: 5:00pm – 6:30pm (Festive dinner 6:30-8:00pm)

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| Attendance: | <p>Chris Kan, P.Eng. – Chair Sean McCann, P.Eng. – Vice Chair Christian Bellini, P.Eng. – Council Liaison Michael Chan, P.Eng. Nick Colucci, P.Eng. Denis Dixon, P.Eng. Márta Ecsedi, P.Eng. Lisa Lovery, P.Eng.</p> <p>Regrets: Doug Hatfield, P.Eng. Vic Pakalnis, P.Eng. Fern Gonçalves – Director, People Development (Committee Advisor)</p> <p>Staff: Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> |
| AGENDA ITEMS | ROUTINE BUSINESS |
| 1.1 Welcome and Introduction | The Chair welcomed everyone and called the meeting to order at 5:04pm. |
| 1.2 Approval of Agenda | <p>Moved by Sean McCann, seconded by Denis Dixon:</p> <p>That the Agenda be approved as presented. MOTION CARRIED.</p> |
| 1.3 Approval of Minutes (October 5, 2017) | <p>Moved by Michael Chan, seconded by Lisa Lovery:</p> <p>That the Minutes of the ACV meeting held on October 5, 2017 be approved as presented. MOTION CARRIED.</p> |
| 1.4 Council Update – November 16-17, 2017 | <p>Christian provided an update on the Council decisions, as follows:</p> <ul style="list-style-type: none"> - 2018 Operating and Capital budgets were approved. - Motion related to hiring contract licensure staff was defeated. - <i>The 2018-2020 Strategic Plan</i> was approved and will be publicly released in accordance with the Communication Plan. - Motion regarding engaging an External Governance Expert was carried. |



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| | <p>- Creation of a new online licensing portal task force was tabled to the March meeting.</p> | | |
| <p>2. COMMITTEE AND TASK FORCE TERMS OF REFERENCE</p> | | | |
| <p>2.1 Consulting Engineer Designation Committee (CEDC) – Request for exemption from the ‘term limit’ requirement</p> | <p>It was noted that the ACV’s role under the approved <i>Terms of Reference Template</i> document is to review exceptional circumstances and consider a temporary exemption of the term limits provision only.</p> <p>Action [1]: Chris will send a letter to the CEDC Chair to advise him of the ACV’s role and recommend bringing the request regarding exemption of the CEDC from the ‘term limit’ requirement directly to Council.</p> | | |
| <p>2.2 Enforcement Committee (ENF) – Revised Terms of Reference</p> | <p>It was agreed to accept the <i>ENF Terms of Reference</i> with the following amendment:</p> <table border="1" data-bbox="626 940 1507 1079"> <tr> <td data-bbox="626 940 914 1079">Council Liaison</td> <td data-bbox="914 940 1507 1079">The Council Liaison is appointed in accordance with the process approved by Council at its 508th meeting on September 23, 2016.</td> </tr> </table> <p>Action [2]: Staff will communicate the ACV’s recommendation to the committee and will submit the document for approval to Council.</p> | Council Liaison | The Council Liaison is appointed in accordance with the process approved by Council at its 508 th meeting on September 23, 2016. |
| Council Liaison | The Council Liaison is appointed in accordance with the process approved by Council at its 508 th meeting on September 23, 2016. | | |
| <p>2.3 Experience Requirements Committee (ERC) – Request for exemption of ERC Chair and Vice Chair</p> | <p>It was reaffirmed that the ACV’s role under the approved <i>Terms of Reference Template</i> document is to review exceptional circumstances and consider a temporary exemption of the term limits provision only.</p> <p>Action [3]: Chris will send a letter to the ERC Chair to advise him of the ACV’s role and recommend bringing the request regarding exemption of the ERC Chair and Vice Chair from the ‘term limit requirement’ directly to Council.</p> | | |
| <p>2.4 Human Resources Committee (HRC) (a) Request to peer-review the decision re: adding Fees Mediation Committee (FMC) to the list of committees exempt from the ‘term limit’ requirement for committee members</p> | <p>(a) The ACV reviewed the request from the HRC to peer-review the decision regarding adding the Fees Mediation Committee (FMC) to the list of committees exempt from the ‘term limit’ requirement for members and agreed that the FMC has a statutory mandate similar to the listed committees and, therefore, should be exempt.</p> <p>The ACV would also like to bring to the HRC’s attention that the FMC’s role of mediating fees between engineers and clients does not fall into the PEO’s mandate.</p> | | |



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| <p>(b) Request for peer-review of the decision re: changes to the Committees and Task Forces Policy – Reference Guide (Section 6: Role of the Council-appointed Liaison)</p> | <p>(b) The ACV discussed the proposed amendment to the <i>C & TF Policy – Reference Guide</i> and identified the following implications of the change:</p> <ol style="list-style-type: none"> 1. When a Council Liaison (CL) becomes a member of a committee, the committee size will increase, which might require resignation of another committee member to comply with the membership requirement identified in the Terms of Reference. 2. If a CL’s term ends in the middle of an operating year, s/he would have to leave the committee in the middle of the year. 3. It is unclear whether or not the CL will remain the committee member once his/her Council term ends. <p>The ACV proposed the following wording to amend <i>Section 6</i> of the <i>C & TF Policy – Reference Guide</i>:</p> <p style="padding-left: 40px;">If liaisons are not already members of their assigned committee/task force, when appointed by Council as a Council Liaison, they become full voting members of the committee/task force. The ‘Council Liaison’ appointment is in addition to the committee membership, as identified in their respective Terms of Reference. When the Council Liaison’s term on Council ends, s/he will no longer be a member of the committee and a new Council Liaison will be appointed to the role.</p> <p>Action [4]: Viktoria will forward the ACV’s comments to the HRC Committee Advisor.</p> |
| <p>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</p> | |
| <p>3.1 2017 Committee Chairs Workshop – Update</p> | <p>The Subcommittee Chair, Sean McCann, provided an update regarding the 2017 Committee Chairs Workshop. He noted that the workshop was successful, based on the participants’ feedback summary (95% expectations met, overall ranking - 80% positive comments). A Report will be sent to all participants in early January. The subcommittee discussed the implementation of learning and considered continuation (Part 2 – ‘deeper dive’) in 2018.</p> <p>Action [5]: Staff will send the DISC personality test to those ACV members who were unable to attend the workshop.</p> |
| <p>3.2 C & TF Policy Reference Guide – Self-Evaluation Form – Subcommittee Update</p> | <p>No update</p> |



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| <p>3.3 Succession Planning Subcommittee Update</p> | <p>It was reported that the subcommittee had two meetings (via teleconference and in-person) to discuss the ACV's Succession Plan. The following steps were to be included into the ACV's succession plan:</p> <ul style="list-style-type: none"> - Develop generic training for new members who do not have prior volunteer experience on PEO Committees/Chapters. - Develop specific training for new members with PEO volunteer background. - Develop leadership training for transition of existing ACV members to leadership roles. <p>Action [6]: Subcommittee will finalize the web-posting and selection process to proceed with the recruitment of a new member in 2018.</p> |
| <p>3.4 ACV Terms of Reference</p> | <p>The ACV reviewed the revised Terms of Reference document, updated as per Council's directive, and made no comments.</p> |
| <p>4. OTHER BUSINESS</p> | |
| <p>4.1 Recommendation from EDC regarding Work Plan Template</p> | <p>Moved by Sean McCann, seconded by Christian Bellini:</p> <p>That ACV support the EDC's recommendation to eliminate the option of two Work Plan Template versions and approve the Work Plan (E&D version) to be recognized as the official PEO Work Plan Template form. CARRIED.</p> <p>Action [7]: Staff will update the <i>C & TF Policy – Reference Guide</i>, PEO's website and will communicate the change to the Committee Chairs and Advisors.</p> |
| <p>4.2 ACV web-posting</p> | <p>This item was deferred to the Succession Planning subcommittee.</p> |
| <p>4.3 ACV subcommittee assignments</p> | <p>The 2018 Workshop Subcommittee members are:</p> <ul style="list-style-type: none"> - Sean McCann (Chair) - Michael Chan - Doug Hatfield - Lisa Lavery - Chris Kan <p>The discussion of the remaining subcommittee assignments was deferred to the next meeting.</p> |
| <p>5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT</p> | |



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| Future Meetings and Adjournment | <p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none">- Thursday, January 11, 2018- Thursday, March 8, 2018- Friday, April 20-21, 2018 - Volunteer Leadership Conference- Thursday, May 24, 2018- Thursday, August 9, 2018- Thursday, October 4, 2018- Friday, October 26, 2018 - Committee Chairs Workshop- Thursday, December 6, 2018 <p>The meeting was adjourned at 6:34pm.</p> |
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