

Minutes

Regional Councillors Committee

Saturday July 13, 2019

Chair:	Serge Robert, P.Eng.	Northern Senior Regional Councillor
Vice-Chair:	Guy Boone, P.Eng.	Eastern Senior Regional Councillor
Delegates:	Gary Houghton, P.Eng. Wayne Kershaw, P.Eng. Lisa MacCumber, P.Eng. Arthur Sinclair, P.Eng. Keivan Torabi, P.Eng. Ramesh Subramanian, P.Eng. Warren Turnbull, P.Eng. Randy Walker, P.Eng.	Western Senior Regional Councillor Western Junior Regional Councillor West Central Senior Regional Councillor East Central Junior Regional Councillor East Central Senior Regional Councillor Northern Junior Regional Councillor West Central Junior Regional Councillor Eastern Junior Regional Councillor
Staff:	Adeilton Ribeiro, P.Eng. Julie Hamilton Sharon Gillam	Chapter Manager (Acting) Chapter Coordinator Chapter Admin
Time:	9:00 am – 4:00 pm	

1.0 Call to order and welcome

The Chair, Serge Robert, called the meeting to order at 9am. He welcomed everyone and acknowledged the newest Regional Councillors. The Chair also reviewed rules of order and how Councillors should use their name tags to indicate when they would like to speak.

2.0 Routine Business

2.1 Approval of the Agenda

- Request to add 7.2 Equity and Diversity Committee Update to Section 7.0.

Motion 1: To approve the meeting agenda as amended.

Moved by: R. Subramanian. Seconded by: G. Boone. Motion **CARRIED**.

1. **Action 1:** RCC to consider scheduling a separate meeting (in person or teleconference) to discuss the regulatory review

2.2 Approval of Minutes to previous meeting (April 6, 2019)

Motion 2: To approve the Minutes to previous meeting (April 6, 2019) as presented.

Moved by: L. MacCumber. Seconded by: W. Turnbull. Motion **CARRIED**.

2.3 Business arising from previous Minutes

A. Ribeiro reported on the business arising. Items that required further discussion are summarized below:

- **October 20, 2018, Action 2**
Chapter Office will follow up on the progress of the PEO Volunteer Code of Conduct as Council Motion referred it to People Development.
- **October 20, 2018, Action 10**
Chapter Office will draft the action item and forward it to Councilor Sinclair as he volunteered to refer this to the Joint Relations Committee as he is a member of.

3.0 Chapter Forum

3.1 Regional Open Issues

East Central Open Issue #54: ECRC requests RCC to review the internal licensing process and provide streamlined internal steps to getting licenses and provide open communication with applicants.

RCC Update: Remain open with understanding that licensing process is under review.

East Central Open Issue #55: For the purpose of open and transparent chapter elections, ECRC asks RCC to adjust the chapter membership policy, such that a member who belongs to an Alternate Chapter (either manually through PEO or through EPIM), but has been a member of said Alternate Chapter for less than one year, cannot change their chapter affiliation until the one year period expires, with the following exceptions:
1. The member moved his/her principal residence to within the chapter boundaries before the 1-year period expired, or
2. The member started employment inside the chapter boundaries before the 1-year period expired.

RCC Update: Refer to the by-law review group as part of the Chapter By-Law reform.

East Central Open Issue #57: ECRC moves that RCC consider increasing the Licence Ceremony Presentation reimbursement amount to reflect the increasing costs of holding these ceremonies.

RCC Update: Chapters should budget for the ceremonies when they work on their business plans. This is a regulatory function that chapter money can be spent on.

Eastern Open Issue #116: ERC moves that RCC establishes a manual, handbook on how things are done with regard to police checks when working with children and to follow up on the status of the police check issue.

RCC Update: Volunteer onboarding and offboarding needs to be reviewed. This Issue is tabled until the October RCC meeting.

RCC suggests that this could be added to the Chapter By-Laws reform, that any interaction with any group have the policy from that group put on file with the chapter for audit purposes. Any group that requires a vulnerable sector check can be handled on a case by case basis, and when vulnerable sector check is required, it can be done and paid for by the chapter.

Upon further review into exactly how Chapters interact with groups that may require a police check, Chapters must follow each individual group's policy when doing the interaction. Additionally, when the chapter runs an event, children are accompanied by a parent or guardian and are not left in the care of anyone in the system.

Eastern Open Issue #117: ERC requests more transparency on the criteria and process of information on the committee and task forces from HRC.

RCC Update: RCC requires more clarification on the Open Issue.

Eastern Open Issue #119: ERC moves that the ITEG task group be dissolved.

RCC Update:

Motion 3: RCC moves to dissolve the ITEG task group.

Moved by: G. Boone. Seconded by: W. Kershaw. Motion: **CARRIED**

Eastern Open Issue #120: ERC moves the creation of an IT staff led team to deal with communication issues and policies, such as webmail and videoconferencing, and that this team will report to Council and bring an update to the Regions.

RCC Update: This issue is tabled.

Eastern Open Issue #121: ERC requests RCC to change current process of reviewing special project fund requests, so requests are responded to in no more than 3 months.

RCC Update: This is more of a communication issue than a process issue.
Recommended to close.

Eastern Open Issue #122: ERC requests RCC to direct Licensing to review the Experience Requirements for applicants that don't have a P.Eng reference in their work environment, especially for self-employed applicants.

RCC Update: Remain open with understanding that licensing process is under review.

Eastern Open Issue #123: ERC requests that the licensing process be automated (electronically) and report an update during ERCs.

RCC Update: Remain open with understanding that licensing process is under review.

Eastern Open Issue #124: ERC requests RCC to confirm whether Chapters still need to have constitutions.

RCC Update: Based on Legal Opinion, the answer is "no". Recommended to close.

Eastern Open Issue #125: ERC requests People Development ensure no personal volunteer information be required or provided to third parties in the completion of mandatory training.

RCC Update: Remain open and refer to People Development. RCC agrees that privacy concerns need to be addressed.

Eastern Open Issue #126: To ensure fairness, ERC requests that Council direct staff to review the policies and procedures with respect to foreign educated applicants that have completed their graduate studies at CEAB (Canadian Engineering Accreditation Board) universities.

RCC Update: Universities review applications based on credits and research levels. PEO reviews applications based on course content. This is an important difference. Remain open with understanding that licensing process is under review.

Eastern Open Issue #127: ERC requests Council to review EIT's, LL's, PL's and TL's rights to vote in PEO council elections commencing in the calendar year 2020, and in all subsequent PEO council elections.

RCC Update: This is tabled until after Council has discussed the Member's Motion. This is an agenda item for the September 2019 meeting.

Eastern Open Issue #128: ERC asks Council to hire a mediator at PEO's expense to work with PEO, OSPE and CEO to ensure that our collective efforts going forward are collaborative and not confrontational.

RCC Update: Recommended to close and refer the stakeholder concern to the JRC.

Eastern Open Issue #129: ERC requests that PEO, CEO and OSPE try to reach an agreement that no further letters will be sent to the Attorney General's Office until a single letter containing the resolution can be sent, on behalf of all three organizations.

RCC Update: Recommended to close and refer the stakeholder concern to the JRC.

Eastern Open Issue #131: The ERC requests that RCC review the Ethics Module and determine

i) whether the answer to the Code of Ethics question is correct

ii) whether the answer to the question about a customer's part being changed is correct (that the document requires a P.Eng stamp.)

RCC Update: Refer issue to Tribunals and Regulatory Affairs staff and bring an update to September congress.

Northern Open Issue #45 – NRC requests 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.

RCC Update – Will remain open pending information from the regulatory review and any decision on the future of PEAK.

Northern Open Issue #46: The Northern Region moves to request RCC acquire clarification from Council on criteria for eligible PEAK courses as an important area of non-technical knowledge appears to have been missed, which has a direct impact on worker safety, such as OHS regulations

RCC Update – Will remain open pending information from the regulatory review and any decision on the future of PEAK.

Northern Open Issue #47: NRC moves that the PPE pass letter process of the 90-day deadline be improved to allow for warning communications (such as a 30-day warning) to be sent prior to file closure.

RCC Update: Remain open with understanding that licensing process is under review.

Northern Open Issue #48: NRC motions that PEO implement a notification letter for applicants in advance of file closure, to include information on how to re-apply and a reminder that once a file is closed an applicant can no longer use the EIT designation.

RCC Update: Remain open with understanding that licensing process is under review.

Northern Open Issue #49: NRC moves that RCC will request to make the mandatory volunteer training available for group training sessions.

RCC Update: Remain open and defer to People Development.

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

RCC Update: Remain Open until 1 year has passed from the initial express consent collection via the renewal/registration cycle (November 2019).

West Central Open Issue #41: WCRC requests that PEO IT Department provide a timeline and associated budget to support the RCC decision to collect express consent, in order to be CASL compliant when sending Campaigner communications.

RCC Update: Remain Open until 1 year has passed from the initial express consent collection via the renewal/registration cycle (November 2019).

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.

RCC Update: Remain Open until 1 year has passed from the initial express consent collection via the renewal/registration cycle (November 2019).

Western Open Issue #60: WRC motions that Chapters who have amended their by-laws and submitted them for review need them to be brought to RCC for review and approval.

RCC Update: This issue will be referred to the RCC working group.

Western Open Issue #61: WRC moves to ask RCC to prioritize this issue, and to provide the region with a timeline, to be reported at the next WRC congress, so that within the next year Chapters can amend their by-laws; and if chapter by-law amendments do not conflict with current By-Law No.1, to permit the ratification of said amendments.

RCC Update: This issue will be referred to the RCC working group.

Western Open Issue #62: WRC moves that, to allow congresses time to review the information, that RCC requests an extension on the deadline for Professional Standards Committee's public consultation on the use of seal recommendations.

RCC Update: Councillor MacCumber sits on the Professional Standards Committee (PSC) and reported that the next meeting is September 2, 2019. The subcommittee will meet after that date to discuss the feedback. PSC will accept feedback after the deadline provided a staff member (Jose Vera or Sherin Khalil) is notified that the feedback is coming.

Western Open Issue #64: WRC moves that it does not support the proposed change in the Expense Reimbursement Policy of no longer reimbursing alcohol related expenses.

RCC Update: Recommended to close. Liability issue was the rationale behind this specific change to the Reimbursement Expense Policy with council. Chapter's input to be sent to council in September.

Western Open Issue #65: WRC requests documentation to support the proposed changes to the alcohol expenses reimbursements, to include details on the research conducted; WRC also requests that the proposed changes do not include exceptions for specific circumstances or groups.

RCC Update: Issue was referred to the Finance Committee.

Western Open Issue #66: WRC moves to request RCC support re-instating the Education Committee based on a review of the EDU terms of reference, scope and budget.

RCC Update: Issue was tabled to further discussion. EIT department is proposing the return of the EDU Committee and its activities in the budget for 2020.

Western Open Issue #67: WRC moves that at the next WRC chapter delegates will receive a summary of the regulatory review and an overview of what it means for PEO and Chapters.

RCC Update: The Regulatory Review Report was sent to all members following the June Council meeting. The issue remains open until action plan becomes available.

Western Open Issue #68: WRC moves that RCC will only review MOUs or other contractual agreements that are not already approved under By-law No.1 section 8, paragraphs 1 & 2

RCC Update:

Motion 5: RCC moves that the Chapters Manager (Acting) will review MOU/Contract/Partnership requests that come in from the Chapters and decide whether or not the approval needs to come from RCC.

Moved by: W. Kershaw. Seconded by W. Turnbull. Motion: **CARRIED**

Western Open Issue #69: WRC moves that the region enthusiastically supports, as a proposed change to the Expense Reimbursement Policy, the inclusion of childcare expenses because of the inclusion it supports.

RCC Update: No action required.

3.2 Regulatory Review

The Chapter Manager (Acting) provided some background and advised that the current way the Chapters are working will need to change.

The committee shared their thoughts and concerns regarding the Regulatory Review and what it means for chapters. This included:

- The difference between association vs regulator activities
- The OSPE-PEO relationship
- Concerns over the accuracy of some of the comments in the Review
- The role of chapters as defined by PEO
- The role of self-regulation and what it looks like in today's world
- The future of regional positions on Council, of Council elections, and whether chapter reform is required
- OSPE's ability and willingness to absorb the chapters
- PEO's licensing process is the priority issue and steps taken in addressing licensing recommendations will have a trickle-down effect for chapters
- PEO's need to update the legislative framework and pay attention to PEO's mandate and to the chapters' essential purposes

The committee felt that the Report is still being digested by all stakeholders. There was agreement that it would be important to continue this conversation at regional congresses. There was also agreement that RCC should be pro-active in the discussion about the future of chapters. To that end the possibility of a future follow-up RCC teleconference or in-person meeting was discussed.

4.0 Chapter Finances

4.1 2020 Chapter Budget

The Chapter Manager (Acting) presented the draft of the chapter operational budget and highlighted the recommended increases for 2020:

- Increases to allotments, chapter certificate ceremonies, and regional congresses
- Decreases to regional offices, chapter administration, CLC, RCC meeting costs and Special Fund and Regional Business.

Questions posed to RCC:

- NEM budget → The Chapter Manager (Acting) asked if NEM related activities are misaligned with PEO's mandate given the Regulatory Review Report;
- Chapters Scholarship budget → The Chapter Manager (Acting) asked if Chapters Scholarship is misaligned with PEO's mandate given the Regulatory Review Report;

The Committee discussed the role of chapters and the desired outcome for the 2020 Budget.

Items of note included:

- Funding for the 30x30 initiative
- The role that NEM plays in generating PEO visibility with the public
- OSPE's willingness to run activities
- The need to clarify what is considered a regulatory activity
- The difference between Engineers Canada's initiatives and PEO's mandate
- It was mentioned that the Motion closing the regional offices mentioned using the budget to fund the hiring of co-op students for the outer regions
- The scholarships offered by the Ontario Professional Engineers Foundation for Education were mentioned as an alternative to RCC scholarships

A. Ribeiro explained PEO's contractual obligations with the NEM steering committee, specifically the fact that PEO will still contribute \$26,000,00 annually for the next two years due to a 3-year contract with the service provider Groundswell.

Motion 6: RCC moves that for the 2020 Chapter Budget, the funding of \$40,000 for the RCC scholarship program will be suspended.

Moved by: L. MacCumber. Seconded by: W. Turnbull

Recorded vote

K. Torabi - yes
R. Subramanian - yes
R. Walker - no
G. Boone - yes
W. Kershaw - yes
W. Turnbull - yes
L. MacCumber - yes
G. Houghton - yes
A. Sinclair - yes

Motion: **CARRIED.**

Motion 7: RCC moves that for the 2020 Chapter Budget, the funding of \$13,000 for NEM chapter activities will be suspended, such that the Chapter Budget for NEM will be reduced to \$27,000.

Moved by: A. Sinclair. Seconded by: K. Torabi

Recorded vote

A. Sinclair - yes
G. Houghton - yes
L. MacCumber - yes
W. Turnbull - yes
K. Torabi: yes

R. Subramanian - yes
R. Walker - yes
B. Boone - no
W. Kershaw - no

Motion: **CARRIED**.

Motion 8: RCC moves to increase the Chapter Allotment budget by \$13,000 for 2020.

Moved by: W. Kershaw. Seconded by: K. Torabi. Motion: **CARRIED**

Motion 9: Move to approve the budget as presented.

Moved by: L. MacCumber. Seconded by: W. Kershaw. Motion: **CARRIED**

Action 2: The Chapter Office to send the updated Operational Budget spreadsheet to RCC.

4.2 2020 Regional and Chapter Allotments

The allotment model will be updated based on the budget changes discussed in 4.1.

Action 3: Chapter Office to re-run the RAT model with the new numbers and advise the RCC of the outcome.

4.3 Chapter Bank Balances

The Chapter Manager (Acting) reported on the chapter bank balances as of 31 May 2019. It was suggested that delinquent chapters would not get their allotments until their current bank information had been received. The issue was recommended to the RCC working group.

4.4 Overview of Special Project Fund

The Chapter Manager (Acting) reported on up-to-date numbers for 2019.

5.0 Events / Activities / Programs

5.1 Council appointments and conflict of interest

The Chapter Manager (Acting) briefed the committee on the existing RCC motion specifying that volunteers elected to PEO Council must resign from chapter officer positions and cannot not vote on chapter issues at the chapter level:

From RCC Minutes, July 2016:

Motion 8: To adopt the 4 points of Interest as presented at the March 12, 2016 meeting and incorporate into 4.13 and/or 4.14 of the Chapter FAQ document:

Duty to avoid conflicts of interest: *Whenever an individual has a personal interest in the same subject matter as that of the organization to which they are a board member (Councillor), a conflict of interest arises. The words "personal interest" has generally been interpreted to mean a personal or pecuniary interest.*

1. *Professional engineers and Engineering Interns should always declare any conflict of interests. Should there be a conflict of interest, the individual should refrain from taking part in decision making.*
2. *Should a chapter officer be elected to PEO Council or hired as staff at PEO, he/she must resign his/her position as chapter officer prior to taking on the said role.*
3. *Should a chapter executive be elected to PEO Council, he/she can remain as a chapter executive, but without the ability to move, second, vote and influence the chapter decision making process.*
4. *Should a chapter executive be hired as staff at PEO, he/she must resign his/her position as chapter executive prior to taking on the said role.*
*Moved by D. Brown. Seconded by M. Wesa. Motion **Carried** with a friendly amendment.*

The Chapter Manager (Acting) highlighted that the above motion neglects to include volunteers who are **appointed** to PEO Council. He requested that the current committee correct this oversight and also indicated that the 2016 motion must first be rescinded and then a new amendment created.

Motion 10: RCC moves to rescind Motion 8 from July 23, 2016 RCC, regarding the conflict of interest of volunteers on Council and chapter boards.

Moved by: L. MacCumber. Seconded by: R. Subramanian. Motion: **CARRIED**

Motion 11: RCC moves that in the event of a chapter board member (officer or executive) becoming a member of PEO Council, or is hired as staff at PEO, they must resign their position as chapter board member (officer or executive) prior to taking on the role.

Moved by L. Macomber. Seconded by: R. Subramanian.

Recorded vote

- A. Sinclair – yes
- G. Houghton – yes
- L. Macomber - yes
- W. Turnbull – yes
- W. Kershaw – yes
- G. Boone – yes
- R. Walker – yes
- R. Subramanian - yes
- K. Torbay – yes

Motion **CARRIED**.

5.2 Centralized banking

The Chapter Manager (Acting) presented the latest update from the Finance department. Finance has reached out to Scotiabank for additional information pertaining to centralized banking, and this will be shared once there is an update.

5.3 Expense Reimbursement Policy Feedback

The Chapter Manager (Acting) presented the collated input from regional congresses on the recommended changes/edits to the Expense Reimbursement Policy. This will be sent to Finance for consideration.

5.4 Co-op student update

There was discussion surrounding the closure of regional offices and the available budget.

The Chair commented on the committee's lack of clarity on the scope of the initiative and suggested it might be appropriate to pass the issue to People Development for implementation. This is in line with the message given to Councillors at the recent Council Retreat regarding the leading of operational projects.

Motion 12: RCC moves to consider the possibility of including EITs and recent graduates into the search for outer region assistants.

Moved by W. Kershaw. Seconded by G. Boone. Motion: **DEFEATED**

5.5 Congress Workshop Feedback

West Central and Eastern Regional Senior Councillors spoke for their respective regions and provided overviews of the new workshop format.

Councillor MacCumber reported that the workshop had worked well for her delegates. However she stressed the ongoing confusion over what is considered regulatory, and also that many delegates still do not read the package in advance.

Councillor Boone reported that the delegates had enjoyed the new congress format. He mentioned that the hosting chapter had led the workshop discussion which worked well, and that the delegates chose to meet Friday evening to review the agenda which provided focus for the congress itself.

5.6 Standardized congress packages

Councillor Walker presented his idea for a standardized meeting package. The package would include information for all regions and would be distributed to the committee in

advance of all congresses. Regional Chairs could then add/remove items of discussion on the agenda of their respective congress.

There was support for piloting this format for the September round of congresses. Due to the size of the file the package will most likely be uploaded to Chapters website and the link shared with delegates.

6.0 Reports – Council / RCC /Subcommittees/ Congress

6.1 By-law, Terms of Reference and Business Plan Working Group

Councillor MacCumber presented an update on chapters by-laws. She noted that a legal opinion was sent to the Legislation Committee (LEC) regarding PEO authority over chapters and that the recommendation is to put standardized chapter by-laws into either an updated By-law No.1 or a new By-law No.2, and then to put smaller individualized items into Terms of Reference documents or MOUs, per chapter.

She presented the list of policy items for which LEC requires clarification from RCC. These items require approval prior to bringing back to LEC.

It was suggested to set up a teleconference among the working group members before the August long weekend to discuss and answer questions as proposed on the working document. The proposed date was July 17th, 2019.

Regarding EITs and their ability to serve on the chapter boards, and the alternate chapter affiliation difficulties: it was suggested these problems could be solved when amending By-law No. 1/creating By-law No.2.

Action 4: Move all open issues relating to By-Law amendments into one working document for the purpose of the legislation committee and RCC working group.

Action 5: A. Ribeiro will forward to RCC, the legal opinion regarding PEO's authority on chapters.

6.2 Nomination of 2019 CLC Vice-Chair

The Chair for CLC 2019 is Councillor MacCumber. A. Ribeiro explained the time and effort commitment for participating at the Chapter Leaders Conference Planning Committee.

Councillor Boone volunteered to act as Vice-Chair.

6.3 Nomination 2020 VLCPC members

As per its Terms of Reference, the 2020 Volunteer Leadership Conference Planning Committee includes two representatives from the RCC. Councillors Sinclair and Boone volunteered.

Motion 13: The RCC moves to recommend that People Development consider cancelling the Volunteer Leader Conference.

Moved by: W. Kershaw. Seconded by K. Torabi. Motion: **DEFEATED**

7.0 Other Congress Business

7.1 Western Region Conflict

Councillor Kershaw reported on a recent conflict with a Western Regional chapter. He presented details surrounding the circumstances in question, including the fact that legal counsel had referred the matter to PEO's internal conflict resolution process.

PEO does not have a volunteer conflict resolution process however the Western Regional Junior Councillor in collaboration with the Chapter Manager (Acting) proposed to mediate via two teleconference calls.

Councillor Kershaw apprised committee members of the eventual resolution.

It was noted that there is no rule in the Chapter's By-laws pertaining to a maximum size chapter board. Therefore it was recommended to the By-Law working group to add this to the list of policy items/concerns. Additionally, it was noted that a procedure on how to remove a member from a chapter board is required.

7.2 Equity and Diversity Update

Councillor Subramanian presented a concern from the Equity & Diversity Committee regarding consequences for non-compliance for the mandatory volunteer training.

People Development department is keeping track of those who have and have not completed the module.

Action 6: A. Ribeiro will ask People Development to comment on the plan for cases of non-compliance regarding the mandatory volunteering training.

8.0 Announcements / Next meeting / adjournment

8.1 Congress Schedule

<u>Date</u>	<u>Location</u>
October 26, 2019	PEO Offices, Toronto