



Minutes - *approved*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, June 6, 2019

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

<p>Attendance:</p>	<p>Sean McCann, P.Eng. – Chair Lisa Lavery, P.Eng. – Vice Chair (teleconference) Michael Chan, P.Eng. – Council Liaison Sola Abolade, P.Eng. Christian Bellini, P.Eng. Nick Colucci, P.Eng. Márta Ecsedi, P.Eng. Eric Nejat, P.Eng. Saif Rehman, P.Eng.</p> <p>Regrets: Margaret Braun, MEd, CHRE – (Acting) Director, People Development (Committee Advisor)</p> <p>Staff: Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p>
<p>AGENDA ITEMS</p>	<p>ROUTINE BUSINESS</p>
<p>1.1 Welcome and Introduction</p>	<p>The Chair welcomed everyone and called the meeting to order at 5:56pm.</p>
<p>1.2 Approval of Agenda</p>	<p>Moved by Nick Colucci, seconded by Christian Bellini: That the Agenda be approved as presented. MOTION CARRIED.</p>
<p>1.3 Approval of Minutes (March 7, 2019)</p>	<p>Moved by Nick Colucci, seconded by Márta Ecsedi: That the Minutes of the ACV meeting held on March 7, 2019 be approved as amended. MOTION CARRIED.</p>
<p>1.4 Council Update</p>	<p>Michael provided an update on the Council meetings, as per the Disposition of Motions for March 22, 2019 and May 4, 2019.</p>
<p>2. COMMITTEE AND TASK FORCE REQUESTS</p>	



<p>2.1 Request from PSC re: protocol for Councillors to attend committee meetings</p>	<p>The committee agreed that a protocol should be developed for Councillors, PEO members and general public to attend meetings of PEO committees and task forces.</p> <p>Christian noted that under By-Law No.1, Section 30. (5) <i>Members of Council may attend meetings of committees appointed under this Section 30 as observers.</i></p> <p><u>Action [1]:</u></p> <ul style="list-style-type: none"> • Chair to send a letter of apology to the Council member who expressed interest in attending the ACV meeting. • Márta to draft the <i>Protocol for Attendance of Committee Meetings by Councillors, PEO members and Public</i> and present it at the next ACV meeting.
<p>2.2 Term limits for committee volunteers</p> <p>- Request from CEDC re: term limits for subcommittee members</p>	<p>The committee discussed the request from the Consulting Engineer Designation Committee (CEDC) regarding term limits for subcommittee members and provided the following feedback:</p> <ol style="list-style-type: none"> 1. Term limits requirement approved by Council does not apply to subcommittee members, as per the Terms of Reference Template. However, the best practice is to consider development of a Succession Plan for the main committee and subcommittees. 2. Subcommittee member(s) can join the main committee regardless of their service on the subcommittee, if they have not previously served on the main committee. 3. With regards to the Past Chair, whose term of service exceeded the term limit, remaining on the committee as an ex-officio member, ACV's perception is that such continuation of service would conflict with the Council's directive as the ex-officio member would be considered to be a member of the committee with full voting rights. <p><u>Action [2]:</u></p> <ul style="list-style-type: none"> • Staff to communicate the above feedback to the respective committee.
<p>2.2 Term limits for committee volunteers</p> <p>- Directives from Council regarding:</p> <p>a. setting a goal percentage of members with <10 years of service; and</p>	<p>The committee discussed the Council's directives.</p> <p>Moved by Nick Colucci, seconded by Christian Bellini:</p> <p>That ACV update the <i>HR Plan Templates</i> to include a requirement for all committees (including regulatory) to develop a Succession Plan to satisfy the intent of Council's directives regarding term limits. MOTION CARRIED.</p>



<p>b. renewal process for term limits for regulatory committees</p>	<p>Action [3]:</p> <ul style="list-style-type: none"> • Staff to update the HR plan to include the requirement for committees to set a goal percentage of members with <10 years of service and identify a member renewal process for regulatory committees. • Staff to provide an update to the Human Resources Committee (HRC) and submit the revised templates for approval to Council.
<p>2.3 Council Liaisons on PEO Committees</p>	<p>The committee agreed that the Role of Council Liaison will remain as described in the Policy.</p> <p>Moved by Michael Chan, seconded by Márta Ecsedi:</p> <p>That the Committees and Task Forces Policy – Reference Guide, <i>Procedures for Appointing Council Liaisons to Committees / Task Forces</i> be amended to add “taking into consideration input from the committee”. MOTION CARRIED.</p> <p>Action [4]:</p> <ul style="list-style-type: none"> • Staff to provide an update to the HRC regarding the Role of Council Liaison and proposed changes to the Policy Reference Guide. • Staff to revise the <i>Committees and Task Forces Policy - Reference Guide</i> for submission to Council in September.
<p>2.4 HRC’s directive re: revisions to Terms of Reference, HR and Work Plan Templates</p>	<p>Moved by Márta Ecsedi, seconded by Nick Colucci:</p> <p>That the changes to the Terms of Reference, HR Plan and Work Plan Templates be approved as amended. MOTION CARRIED.</p>
<p>2.5 Revisions to LIC Terms of Reference</p>	<p>Moved by Nick Colucci, seconded by Michael Chan:</p> <p>That the revised Terms of Reference for the Licensing Committee (LIC) be approved as amended. MOTION CARRIED.</p>
<p>2.6 Code of Conduct for Volunteers</p>	<p>The committee reviewed the draft <i>Code of Conduct for Volunteers</i> and had no concerns.</p>
<p>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</p>	
<p>3.1 2019 Committee Chairs Workshop subcommittee</p>	<p>Saif provided an update regarding subcommittee activities as follows:</p> <ul style="list-style-type: none"> - <i>Speakers:</i> Subcommittee reviewed the list of speakers provided by the National Speakers Bureau (NSB) and decided to search for alternative speakers.



	<ul style="list-style-type: none"> - <i>Further action:</i> ACV Chair to send an email to President Hill to inquire whether the workshop could be utilized as a platform for introducing and initiating change to the Committee and Task Force Chairs, as well as Councillors and staff, based on the Regulatory Review Report (Professional Standards Authority). - <i>Follow-up survey:</i> Subcommittee to provide an update with regards to the results of the follow up survey at the next ACV meeting.
3.2 Succession Planning subcommittee – Update	<p>Sean announced departure of Vic Pakalnis and provided further update regarding subcommittee activities as follows:</p> <ul style="list-style-type: none"> - <i>Recruitment for 2019-2020:</i> Subcommittee will review the applications and provide an update at the next ACV meeting. - <i>Online modules:</i> ACV remains interested in the online modules and will discuss ways to utilize them for volunteer training. - <i>Self-evaluation Form:</i> This item was put on hold until review of the PSA report.
3.3 Government Liaison Committee (GLC) – Update	Nick Colucci, ACV representative on the GLC, provided a brief update on the committee's activities.
3.4 Volunteer Leadership Conference Planning Committee (VLCPC) – Update	Márta Ecsedi, VLCPC Chair and ACV representative, provided a brief update on the committee's activities and the 2019 Volunteer Leadership Conference (VLC). She noted that an update regarding feedback summary will be provided at the next ACV meeting.
4. OTHER BUSINESS	
4.1 ACV representatives on the Volunteer Leadership Conference Planning Committee (VLCPC)	<p>Márta Ecsedi nominated Eric Nejat to be appointed as an ACV representative on the Volunteer Leadership Conference Planning Committee (VLCPC). The Chair asked for further nominations. None being received, he declared nominations closed. Eric accepted the nomination.</p> <p>The appointment of Eric Nejat to the VLCPC as an ACV representative was approved by acclamation.</p>
5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	<p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none"> - Thursday, August 15 - Thursday, October 3 - Friday, November 1 – Committee Chairs Workshop (full day) - Thursday, December 12 <p>The meeting was adjourned at 8:06pm.</p>