



Minutes - Approved

Regional Councillors Committee (RCC) Saturday, October 26, 2019

PEO Offices – 40 Sheppard Ave W.

Vice-Chair:	Guy Boone, P.Eng.	Eastern Senior Regional Councillor
Members:	Randy Walker, P.Eng.	Eastern Junior Regional Councillor
	Keivan Torabi, P.Eng.	East Central Senior Regional Councillor
	Arthur Sinclair, P.Eng.	East Central Junior Regional Councillor
	Ramesh Subramanian, P.Eng.	Northern Junior Regional Councillor
	Wayne Kershaw, P.Eng.	Western Junior Regional Councillor
	Lisa MacCumber, P.Eng.	West Central Senior Regional Councillor
	Warren Turnbull, P.Eng.	West Central Junior Regional Councillor
Staff:	Adeilton Ribeiro, P.Eng.	Acting Manager, Chapters
	Julie Hamilton	Coordinator, Chapters
	Sharon Gillam	Chapter Administrative Assistant
Regrets:	Serge Robert, P.Eng.	Northern Senior Regional Councillor
	Gary Houghton, P.Eng.	Western Senior Regional Councillor

1.0 Call to order and welcome

Chair Serge Robert, P.Eng. was unable to attend. The meeting was chaired by Vice-Chair, Guy Boone, P.Eng. The meeting was called to order at 9:03 am.

The Chair, noted the sad news regarding the passing of the Chapter Manager and colleague, Matthew Ng, P.Eng. A moment of silence was observed in his honour.

2.0 Routine Business

2.1 Approval of the meeting Agenda

Changes to the agenda include:

- 2.3 added: Finance Director will give a brief presentation on centralized banking
- Councillor MacCumber requested 5.1, 6.1 and 6.2 be moved earlier in the day as she must leave early
- Councillor Subramanian highlighted calendar errors on page 2 for Friday and Saturday scheduling

Motion 1: To approve meeting's agenda as amended. Moved by R. Subramanian, seconded by L. MacCumber. Motion **CARRIED.**

2.2 Approval of Minutes to previous meeting (July 13, 2019)

Motion 2: To approve minutes from July 13, 2019 RCC meeting as presented. Moved by: W. Kershaw. Seconded by: L. MacCumber. Motion **CARRIED**.

2.3 Presentation – Centralized Banking – Chetan Mehta, Director of Finance

C. Mehta provided an overview from the auditors, the Audit Committee (AUC) and the current proposals for centralized banking for PEO chapters.

Highlights from the presentation:

- C. Mehta is finalizing a briefing note for November Council meeting
- AUC meeting on October 17th voted unanimously to present centralized banking options to RCC and Council
- PEO auditors have highlighted control issues (2017) and HST remittance issues
- Chapters will close individual bank accounts
- Chapters will no longer accept revenue (entry, sponsorship, donation, etc)
- Chapters will keep all respective funds and will not be penalized for having “extra” in their bank accounts
- Payments and expense claims will be handled centrally by PEO Finance
- This is proposed to provide financial oversight, mitigate risk of reputational risk, and to address CRA HST requirements
- Next steps are subject to Council approval in November; if approved chapters will continue to use their allotment funds to pay for chapter activities up to Dec.15, 2019, and then transfer balances by Dec. 20, 2019 and close accounts by Dec.31, 2019.

A roundtable discussion followed with questions addressing various concerns including: chapter method of payment, reimbursement of volunteer spending, timing of payments to vendor and volunteer, the proposed timeline, the presented framework vs other suggested frameworks, fundraising, approvals, fiduciary responsibility and risk mitigation.

C. Mehta acknowledged the various concerns voiced by RCC. He will continue to work on the briefing note, adding that the recommendations from AUC are flexible and not attached to any specific timeline.

Additional steps following the centralized banking discussion:

- L. MacCumber would like Chetan Mehta to give a brief presentation at the CLC to advise chapters of the audit information.
- A. Ribeiro proposed communications and/or a teleconference on this topic, with chapter representatives, in advance of the CLC.
- Councilor Kershaw stressed the important of the volunteers in conducting chapter operations

Action 1: The Chapter Office will set-up teleconferences to advise the chapters of the subject of the briefing note and to request their input on setting-up an acceptable framework. Messaging will stress PEO's position of non-compliance.

Motion 3: RCC moves that they are in support of centralized banking for chapters, conditional on a framework which addresses the concerns raised today (communication, timeline and process) and includes feedback from chapters.

Moved by: R. Walker. Seconded by: W. Kershaw. Motion: **CARRIED**.

2.4 Business arising from previous Minutes

The Acting Chapter Manager, Adeilton Ribeiro, reported on the business arising. Items that required further discussion are summarized below:

- **July 13, 2019, Action 6**

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

Additional action: Request that Acting Chapters Manager follow-up with People Development about an extension of two months for volunteers that have requested log-in information by Dec.31st deadline. Also address confusion over reminder emails coming from HRdownloads rather than PEO.

Motion 4: RCC moves to bring to Council a request to not suspend volunteers who have begun the process for mandatory training but due to technical issues or vendor delay have not completed by Dec.31st, 2019.

Moved: W. Kershaw. Seconded by: R. Subramanian. Motion: **CARRIED.**

- **October 20, 2018, Action 10**

The Chair will reach out to OSPE and suggest a more interactive and/or cooperative approach to PEO congresses and start a dialogue on how chapters can better benefit from OSPE's presence.

Additional action: At the next JRC meeting, Councillor Kershaw will ask OSPE for their input on continuing the discussion between OSPE and PEO chapter volunteers, specifically at congresses.

3.0 Chapter Issues

3.1 Regional Open Issues

East Central Open Issues #54 and #55:

No changes or updates

Eastern Open Issues:

#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: Code of Conduct is being rolled out to volunteers. This document will give PEO something to point to as a policy. Staff to investigate adding a section on vulnerable populations. Recommend to close: chapters to enforce code of conduct and mandatory volunteer training.

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

RCC Update: Remain open pending HRC feedback

#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: Recommend to close.

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

RCC Update: Recommend to close.

#124: ERC requests RCC to confirm whether chapters still need to have constitutions.

RCC Update: Waiting on additional information to be provided by R. Linseman. Remain open.

#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: Member motion was defeated at September Council Meeting.

#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: Remain Open until R. Linseman receives a response to the additional information he has submitted to PEAK staff.

Northern Open Issues:

#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: Remain open. RCC supports the creation of an interim tracker for the application process.

Motion 5: RCC moves to bring to Council the need for an immediate application tracking tool for applicants to use as an interim process while automated licensing is being worked on.

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

#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.

#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 – see motion

Motion 6: RCC moves to bring to Council Northern Open Issue #47 in order for Council to direct the Registrar that warning letters must be sent with 60 day and 30 day timelines, reminding applicants that their application will be closed.

Moved by: R. Subramanian. Seconded by: W. Kershaw. Motion **CARRIED**

#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: Recommend to close.

West Central Open Issues

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

RCC Update: Remain open until the renewal/registration cycle ends (Nov 2019)

#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.

Western Open Issues

#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.

Motion 7: RCC moves to bring to Council the request for legal review to address that in light of existing legal opinion that chapters are not a separate entity to PEO, that CASL does not apply to Chapter communications.

Moved by: W. Kershaw. Seconded by: R. Walker. Motion **CARRIED**

#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: RCC supports this as an ongoing problem and will take to Council. Recommend close

Motion 8: RCC moves to rescind former RCC motion (2015) that put bylaws on hold, so that chapters may make updates to their by-laws, within the parameters of By-law No.1.

Moved by: W. Kershaw. Seconded by: A. Sinclair. Motion **CARRIED**

Motion 9: RCC moves to allow chapters to make amendments to their by-laws to bring them up to date, sending proposed changes to Chapter Office and if granted permission, ratify changes at chapter AGM.

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

Action 2: Chapter Office to notify LEC of new RCC motion.

#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: Remain open pending feedback of the revised draft.

#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: Remain open pending feedback of the revised draft.

#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: Remain open. Councillor Kershaw has sent a request to the Chair of Council, requesting that several Western volunteers be invited to the next Council meeting to speak on this subject.

#70: WRC moves that further attention be given to Campaigner, whereby PEO creates additional distribution lists in consultation with chapters, and further, WRC requests consultation (tele)conference sessions with chapter Campaigner volunteers in order to hear additional suggestions and concerns.

RCC Update: Remain open and consider how to make chapter events more open to everyone.

#71: WRC requests that the "Not Yet Consented" list be kept past the Nov deadline and that strategies be explored to contact the membership on that list with clear communications regarding future chapter communications.

RCC Update – Remain open.

Motion 10: RCC moves to request that Council directs the Registrar to hold off on the Nov.30th deadline to move names on the Not-Yet list to the No list, until such time when we have a legal opinion on CASL.

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

Action 3: Chapter Office to request legal input on CASL from new PEO General Counsel.

#72: WRC moves that information needs to be provided immediately to chapters about PEO's path forward, and that chapters need to be formally consulted regarding these decisions.

RCC Update: Recommend close. This will be addressed at the CLC.

#73: WRC to consider suspending a rotating congress schedule in favour of a centralized location, and for Staff to provide a value assessment to the Region at the next congress.

RCC Update – Recommend close. There is no cost savings in moving the congress to a central location when you average the region's travel. The solution is to avoid the high tourist area of the Niagara Chapter's region.

#74: WRC moves that RCC review chapter 2020 allotments in light of additional mailing costs that chapters are incurring with as per CASL policy implementation.

RCC Update: Chapter should budget for this expense in their business plan. Remain Open until CASL is resolved.

#75: WRC reinforces the sentiments that the licensing process is a major problem at all levels that needs to have immediate action taken to resolve this issue, and therefore would like a summary of all ongoing issues and proposed actions, in time to review before the next WRC.

RCC Update: Chapter Office will invite David Kiguel, P.Eng., Academic Requirements Committee Chair, to the next congresses.

Action 4: Chapter Office will invite David Kiguel to February or June congresses.

#76: WRC motions RCC to develop a new multi-pronged chapters communication strategy, to cover how chapter messages are conveyed to membership, with an update to be provided to the region by the next regional congress in February 2020.

RCC Update: Recommend close. RCC acknowledges concern and will address this at the CLC in November.

Action 5: In advance of next RCC meeting, Regional Councillors to review open issues from their region, and try to mitigate and resolve issues in order to minimize the list of Open Issues.

3.2 Campaigner Update

The Chapter Office reviewed the latest updates on chapter membership and CASL consent.

3.3 February Congresses

- The Eastern Region decided against a face-to-face February meeting because the item of most concern, the future of PEO chapters, will not have been decided by the February meeting.
- The Western Region would like to switch their February and June meetings in order to discuss licensure problems in person at the February meeting.

Motion 11: RCC moves that the Western Region will take special action to have a face-to-face congress in February and a teleconference congress in June.

Moved by: W. Kershaw. Seconded by R. Walker. Motion **CARRIED**

4.0 Chapter & RCC Finances

4.1 2019 Regional and Chapter Allotments

A. Ribeiro provided the numbers based on the proposed budget. The 2020 Budget will be approved at the November Council meeting.

4.2 Chapter Bank Balances

A. Ribeiro reported on the current bank balances of the chapters. Several chapters have been negligent on providing monthly balances. Discussion from the RCC was that chapters need to be sent a reminder. It is likely volunteer bandwidth issues rather than not wanting to be transparent.

Action 6: Chapter Office will send reminder notice to chapters about sending their monthly bank balances.

5.0 RCC Issues/Chapter Policies/Documentations/Processes

5.1 Licensure Concerns

W. Kershaw shared concerns from the Western Congress regarding licensure. Notably, applicants are giving up on the process due to obstacles of communication and process. Councillors Sinclair and Kershaw have asked volunteers to send them specific examples of application frustrations, especially those dealing with perceived feelings of non-standardized treatment.

RCC agreed that PEO needs to make this a high priority and would like to bring this issue to Council's attention. However they acknowledged that currently there are no metrics to refer to. RCC discussed chapter access to PEO members, EITs and applicants, and whether this access can be leveraged.

Motion 12: RCC moves that Councillors Kershaw, MacCumber, Boone and Sinclair will develop, and distribute via chapters, a survey of the licensing experiences of current EITs and recent licence recipients.

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

5.2 Chapter Elections

This item has been tabled to the next RCC meeting in April 2020.

5.3 Standardized Congress Packages

Feedback was positive on the standardized congress package for the September round of congresses. All regions are seeing the other regional concerns and it is recommended that the Chapter Office continues with a standardized meeting packages going forward.

6.0 RCC Subcommittees / Task Forces / Working Groups updates

6.1 2019 CLC Update

L. MacCumber, Chair of the Chapter Leaders Conference Organizing Committee, briefed RCC members on the CLC plans including the breakout discussions, special guests Helen Wojcinski (30x30), Murad Hussain (Scarborough Chapter's portal), Deanna Williams (co-author of the regulatory review), and possibly the addition of Finance Director, Chetan Mehta, to discuss financial issues.

6.2 By-Law Working Group Update

L. MacCumber noted that the Legislative Committee (LEC) was sent the regulatory changes. LEC requested that several of the items on the Open Issues list be sent to Council for further discussion. Other items are dependent on the outcome of the Action Plan.

6.3 Regional Election Search Committee

A brief discussion was held on the regional search for Council candidates. Councillors agree that concerns over time commitment seems to be the biggest issue.

Action 7: Chapter Office to send RCC members the link to PEO election information which includes time expectations for the RCC.
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7.0 Other Business

No other business was added to the agenda.

8.0 Next RCC Meeting and Adjournment – March/April 2020

8.1 RCC Meeting Scheduling

A doodle poll will be sent to the RCC to select the date for the March/April meeting. The dates proposed were March 28, April 4 or April 18.

8.2 Meeting Adjournment

The meeting was adjourned at 3:53 p.m.