



# Minutes - Approved

## Regional Councillors Committee (RCC) Saturday, April 4, 2020

### Videoconference

<b>Chair:</b>	Serge Robert, P.Eng.	Northern Senior Regional Councillor
<b>Vice-Chair:</b>	Guy Boone, P.Eng.	Eastern Senior Regional Councillor
<b>Members:</b>	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
	Gary Houghton, P.Eng.	Western Senior 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
<b>Staff:</b>	Adeilton Ribeiro, P.Eng.	Acting Manager, Chapters
	Julie Hamilton	Coordinator, Chapters
	Sharon Gillam	Chapter Administrative Assistant
<b>Guests:</b>	Peter Broad, P.Eng.	Incoming Junior Councillor Western Region
	Chantal Chiddle, P.Eng.	Incoming Junior Councillor Eastern Region
	Peter Cushman, P.Eng.	Incoming Junior Councillor East Central Region
	Luc Roberge, P.Eng.	Incoming Junior Councillor Northern Region

#### 1.0 Call to order and welcome

The Chair, Councillor Serge Robert, called the meeting to order at 9:14 am. He welcomed the new incoming councillors attending as observers. A. Ribeiro reviewed best practices for a successful virtual meeting

#### 2.0 Routine Business

##### 2.1 Approval of the meeting Agenda

**Motion 1:** To approve the meeting agenda as presented.

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

*\*Councillor Boone joined the meeting after the agenda had been approved. He requested several additions to the agenda but the Chair did not accept the suggested amendments. Councillor Boone asked to have it recorded that he does not support the meeting's agenda.*

## 2.2 Approval of Minutes to previous meeting (October 26, 2019)

**Motion 2:** To approve minutes from October 26, 2019 RCC meeting as presented.

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

## 2.3 Business arising from previous Minutes

The Chapter Manager, Adeilton Ribeiro, briefed the committee on the actions from the October 26, 2019 meeting.

Of note:

Action 2, Feb '20 on chapter by-law amendments: PEO General Counsel reported that PEO's By-law No.1 supports the RCC motion to allow chapters to amend their by-laws. The Chapter Office confirmed that at the next round of congresses they will inform chapters that they can now amend their by-laws. Proposed changes are to be approved by either the Chapters Manager or the Regional Councillor prior to chapter members voting on them. This action will be marked as Complete and all further by-law issues will be referred to the RCC by-law working group.

Action 10, Oct'18 on OSPE at congresses: Councillor Boone would like to formalize a workplan for the chapters and OSPE and suggested that the conversation continue at the JRC. The status will remain Ongoing and RCC members on the JRC can provide further update at the next RCC meeting.

## 3.0 Chapter Issues

### 3.1 Regional Open Issues

#### East Central Open Issues:

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: Remain Open. Councillor Sinclair hasn't received the summary yet from York Chapter however he believes that their recently implemented election procedure (used at this year's AGM) will resolve the issues they encountered in 2019.

#### Eastern Open Issues:

Open Issue #117 – ERC requests more transparency on the criteria and process of selecting volunteers for committees and task forces, by the HRC.

RCC Update: Remain Open. The Chapter Office believed this was no longer an issue however Councillor Boone reported that this is an ongoing issue and agreed to review with the HRC and President-Elect Marisa Sterling.

**Action 1:** Councillor Boone to email the Chapters Manager with further information regarding Open Issue #117.

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: IT Director will not be creating an IT led team for chapters. Volunteers cannot direct the creation of a staff team. Eastern Councillors will resolve this issue with the Eastern Region at the June congress.

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

RCC Update: The information submitted from an Eastern Region volunteer use an older version of the Professional Engineer's Act. The references to chapter constitutions were removed 30 years ago. As per a past PEO legal opinion ("Steinicki") the current Act supersedes chapter constitutions.

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 issue might be addressed by PEO Council and so RCC tabled the discussion. Remain Open

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: Remain open until PEAK Staff and R. Linseman finish their conversation.

#### **Northern Open Issues:**

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 OHSA regulations

RCC Update: Remain Open. PEAK eligibility will not be addressed until such time that PEAK becomes mandatory.

#### **West Central Open Issues**

There were no issues for West Central Region

#### **Western Open Issues**

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. The Chapters Manager explained the misconception that chapters were reaching more members prior to the consent framework. Councillor Kershaw will go back to chapters and ask them to clarify their request. He will also discuss how they can use social media to strengthen their communications, however he stressed that the region does not agree with the current framework.

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: Remain Open. Chapters can amend their by-laws provided they are first vetted by the Chapter Office. Once approved, proposed changes must be ratified by chapter members.

**Action 2:** At the June round of congresses the Chapter Office will notify chapters that proposed by-law amendments must first be filed with the Chapter Office.

Open Issue #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: Recommend to close.

Open Issue #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: Remain Open. Council's road map to address regulatory and governance reports, and resulting actions, can be shared with the Region.

Open Issue #77 – Whereby the PEO is a self-regulating profession, and consultation with stakeholders is a critical element of effective change management which fosters engagement, minimizes disruption, and maximizes the chance of successful implementation, WRC moves RCC propose to Council the need to implement a formal change management process including a formal consultation process with key stakeholders, to guide the development and implementation of the Action Plan.

RCC Update: Councillors acknowledged that while protocols are in place for consultation process, that they will take this Open Issue to Council to support the concerns of chapter stakeholders.

**Motion 3:** RCC moves to take Western Open Issue #77 (Feb/2020) to Council for discussion:

*Whereby the PEO is a self-regulating profession, and consultation with stakeholders is a critical element of effective change management which fosters engagement, minimizes disruption, and maximizes the chance of successful implementation, WRC moves RCC propose to Council the need to implement a formal change management process including a formal consultation process with key stakeholders, to guide the development and implementation of the Action Plan.*

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

Recorded Vote:

G. Houghton – In favour  
W. Kershaw – In favour  
L. MacCumber – Against  
R. Subramanian – In favour  
A. Sinclair – Against  
R. Walker – In favour  
W. Turnbull – Against  
G. Boone – Against

## 4.0 Chapter & RCC Finances

### 4.1 Centralized banking: bank transfers and balances

A Ribeiro presented a summary of chapters that have transferred their bank accounts to PEO. Regional Councillors will follow-up with any chapters that have not completed this transfer.

### 4.2 Centralized banking: approvals

The Chapter Manager updated the committee on the current approval process of chapter invoices and reimbursements. In response to requests for a more formal process he presented a new form that can be

used by chapter volunteers when they submit reimbursement claims as well as when they request to have an invoice paid.

A. Ribeiro confirmed that volunteers who cannot complete the document electronically will have to print the form, complete the details and scan the completed form.

**Motion 4:** Move to approve the new approval process for reimbursement claims and invoice payment requests by adopting the use of the form as presented.

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

Recorded Vote:

G. Boone – Abstain

G. Houghton – In favour

W. Kershaw – In favour

L. MacCumber – In favour

R. Subramanian – In favour

A. Sinclair – In favour

W. Turnbull – In favour

R. Walker – In favour

#### 4.3 Allotments

The Chapter Manager reported on the final 2020 chapter allotments.

#### 4.4 2021 Business Plan approval and role of Treasurer

Councillors agreed that chapters will continue with the current business plan process. There were no requested changes or edits to the previous year's business planning document.

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

#### 5.1 Certificate ceremony reimbursements: new process and 2020 disbursement

The Chapter Manager reported that the existing program for licence ceremony reimbursements cannot continue in the new centralized banking framework. He proposed that the 2020 budget line be disbursed to the 36 chapters based on each chapter's average claim from the past three years of reimbursement claims. Going forward chapters will include this expense when they draft their business plan for the coming year so that it is reflected in their allotment request.

**Motion 5:** RCC moves that the 2020 Chapter Office budget amount for certificate ceremonies (amount of \$77,300) will be transferred to the 36 chapters as a percentage of their average claim for the past 3 years, as presented, and that going forward the licence reimbursement form will no longer be used.

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

#### 5.2 Mandatory notice for Chapter AGMs: method of communication

The Chapter Manager reported that the Western Congress in February discussed ways to save costs on the required postal mailings to notify members not on email, of the chapter AGMs. One suggested alternative was to publish the notice of AGM in Engineering Dimensions. The Chapter Manager brought this question to the Engineering Dimensions staff who confirmed that this can be made available to chapters.

**Action 3:** The Chapter Office will notify chapters of Engineering Dimensions publication deadlines.

**Motion 5:** RCC moves that the required notice of AGM can be done through an Engineering Dimensions posting rather than paper mailings.

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

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

### 6.1 Election of new RCC Chair and Vice-Chair

Given that the AGM and next meeting will not be in-person, the Chapter Manager proposed a new online process for the election of the RCC Chair and Vice Chair. He presented a time-line for both the nomination and election periods.

The Chapter Office confirmed that a candidate running for Chair can also run for Vice Chair.

**Motion 6:** RCC moves to approve the proposed online election of the 2020-21 RCC Chair and Vice Chair.

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

### 6.2 Volunteer Leader Conference - Information

Councillor Boone provided an update for the 2020 VLC. With the AGM in-person event cancelled, the VLC planning committee is hoping to continue as virtual seminars. The committee continues to work with the Engineering Change Lab and will be finalizing the VLC plan in the next few weeks.

### 6.3 Central Election Search Committee (CESC): candidate travel 2021

The Chapter Manager briefed the RCC on the proposed 2021 travel allowance for PEO Council candidates. It is the same formula used each year, with the necessary adjustment made to the mileage rate.

Councillors discussed the existing formula and maximums and agreed that the Northern maximum should be increased.

**Motion 7:** RCC moves to accept the existing calculations for candidate travel, with the amendment that the Northern Region maximum is changed to \$3,000.

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

**Motion 8:** RCC moves to accept the proposed 2021 election travel allowance as amended.

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

### 6.4 Chapter by-laws working group

The working group did not have any updates on chapter by-laws.

Councillor Boone suggested there could be value in having Council's parliamentarian or PEO's in-house Counsel review chapter by-laws (or a sampling) in order to make recommendations for a changed template, or to advise on best practices. Councillor MacCumber stated that by-laws will be addressed in greater detail once the chapter question has been addressed in Council.

**7.0 Other Business**

**7.1 Regional June Congresses and COVID-19**

**Motion 9:** RCC moves to change the June congresses to a virtual-conference format but to maintain each region's pre-scheduled congress date.

Moved by: R. Walker. Seconded by: R. Subramanian. Motion: **CARRIED**

**8.0 Next RCC Meeting and Adjournment**

**8.1 RCC Meeting Scheduling**

The next meeting will take place in July and will likely be a video-conference. Decision to send a doodle pole to the newly elected Councillors to decide when to hold the next meeting.

**Motion 11:** RCC moves that the Chapter Office will send a Doodle Poll to 2020-21 Regional Councillors to select the next meeting date from the options of July 11, 18 and 25.

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

Meeting adjourned at 1:58 pm.