

**2021 Work Plan  
REGIONAL COUNCILLORS COMMITTEE (RCC)**

<b>Approved by Committee:</b> [DATE]		<b>Review Date:</b> September xx, 2020.
<b>Approved by Council:</b> November 20, 2020		<b>Approved Budget:</b> \$38,850.00 – September xx, 2019.
<b>Mandate [as approved by Council]:</b>	<p>To act as the responsible authority for the PEO Chapters in the five PEO regions.</p> <p>To respond to Council, chapters, and regions on matters of concern to chapters and regions.</p> <p>To respond to Council on matters pertaining to the approved Mission, Focus and Strategic Plan of the association.</p> <p>The Professional Engineers Act includes no reference to Chapters of the Association of Professional Engineers Ontario, hereinafter called PEO Chapters,</p> <p>The Professional Engineers Act defines additional objects for the association as</p> <ol style="list-style-type: none"> <li>1. To establish, maintain, and develop standards of knowledge and skill among its licence holders.</li> <li>2. To establish, maintain, and develop standards of qualification and standards of practice for the practice of professional engineering.</li> <li>3. To establish, maintain, and develop standards of professional ethics among its licence holders.</li> <li>4. To promote public awareness of the role of the Association.</li> <li>5. To perform such other duties and exercise such other powers as are imposed or conferred on the Association by or under any Act. R.S.O. 1990, c. P.28, s. 2 (4).</li> </ol> <p>PEO Chapters are defined in Regulation 941, as amended, as "Chapter" means a chapter established according to the by-laws",</p> <p>By-Law No. 1 of the Association of Professional Engineers of Ontario states specifically that "There shall be chapters of the association constituted in accordance with the by-laws.",</p> <p>By-Law No. 1 of the Association of Professional Engineers of Ontario states the purpose of Chapters is "to maintain a local presence for the engineering profession through activities of benefit to engineers and the communities they live in",</p> <p>By-Law No. 1 of the Association of Professional Engineers Ontario enables Council to establish from time to time standard rules and procedures governing the operating of chapters and the conduct of their affair</p> <p><i>March 23, 2018</i></p>	
<b>Terms of Reference [Key duties]:</b>	<p>Regional Councillors shall convene a congress of two delegates from each Chapter in their respective regions three times per year. The objective of the congresses is to:</p> <ol style="list-style-type: none"> <li>1. consult with the Chapters on matters of concern for PEO Council</li> <li>2. communicate matters of PEO policy and procedure to the Chapters</li> <li>3. Administer the business planning and operation of the Chapters</li> </ol> <p>The Regional Councillors Committee shall convene a conference of delegates from all Chapters in Ontario at least once per year. The objective of the conference is to:</p> <ol style="list-style-type: none"> <li>1. provide training for Chapter delegates in operation and administration of Chapter activities</li> <li>2. provide a forum for sharing of ideas and best practices between all Chapters in Ontario</li> </ol> <p>The regional Councillors Committee work to provide the means, resources and policies within PEO for the Chapters to achieve their Mandate, Essential Purposes and Objectives as set out in the Terms of Reference for Chapters.</p> <p>The budget for the operation of the Regional Councillors Committee, including funding for all PEO Chapters based on their annual business plans, regional offices, and PEO staff support is prepared by the committee annually and submitted to the Finance Committee for inclusion in PEO budget making process.</p>	

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<p><b>Equity and Diversity Awareness</b></p>	<p>1. Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? <u>NO</u></p> <p>2. Is each task/activity being done equitably and engaging diverse groups? <u>YES</u></p> <p>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? <u>NO</u></p>		
<p><b>Tasks, Outcomes, and Success Measures:</b></p>	<p><b>Task/Activities:</b></p> <p><i>Briefly describe specific tasks related to the committee/task force Terms of Reference to be undertaken during the year and the deliverables expected upon completion of the tasks. Answer questions 2 and 3.</i></p>	<p><b>Outcomes Success measures</b></p> <p><i>For each task, identify its outcomes and related success measures.</i></p>	<p><b>Due date:</b></p> <p><i>Include dates for deliverables.</i></p>
	<p>For example:</p> <ol style="list-style-type: none"> <li>Approve, distribute, and oversee Chapters' allotments.</li> <li>Consult with the Chapters on matters of concern for PEO Council</li> <li>Provide training for Chapter delegates in operation and administration of Chapter activities</li> </ol> <p><b>Q2:</b> 1- The disbursement of the allotment amongst the chapters are performed equitably.</p> <p>2- Regional Congresses is the main channel of consultation with the Chapters, and the meeting engages diverse groups in an equitable manner.</p> <p>3- Training is delivered in an equitable manner and engages diverse groups.</p> <p><b>Q3:</b> 1- Several chapters executive boards are multi-cultural and there are no barriers during the performance of this task.</p> <p>2- There are no communication barriers when consulting the Chapters. Persons with disabilities and food allergies were appropriately accommodated when necessary.</p> <p>3- There are no communication barriers when delivering training to chapter executives. Persons with disabilities and food allergies were appropriately accommodated when necessary.</p>	<ol style="list-style-type: none"> <li>Chapters' financial reports are approved in the third quarter of the year to allow Regional Councillors to disburse it accordingly as per Council's approved budget.</li> <li>RCC decides on what issues/concerns should be brought forward to their respective committees/task forces and follow up seeking positive feedback in order to address the issue/concern.</li> <li>Regional Councillors in tandem with The Chapters Office provide training to chapters delegates in several areas to ensure they are performing their respective tasks effectively and as per PEO's standards and guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>Approval Nov. 2020 Distribution Dec. 2020 Mngmt Jan to Dec. 2021</li> <li>Jan to Dec. 2021</li> <li>Jan to Dec. 2021</li> </ol>
<p><b>Performance metrics</b></p>	<p>Success is measured in the extent to which each PEO Chapter has the volunteers, executives, officers, funding, and support necessary to fulfill their essential purposes as set out in the Terms of Reference for Chapters.</p>		

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	<p>Reporting by the Chapters is at each of the three congresses per year in each region. The committee submits a written report to Council for distribution to PEO members at each Annual General Meeting.</p> <p>RCC complies with Committee and Task Force Policy and the spirit of the PEO Committee Guidelines.</p>
<b>Inter-committee collaboration:</b>	<p>RCC collaborates with several of PEO's committees/task forces yearly, it depends on the nature of the concerns brought forward during Regional Congresses. Currently, and moving into the year 2020 RCC is addressing issues related to the Licensing, Finance, Professional Standards, Joint Relations, Legislative, Volunteer Leadership Planning, and Chapters Leaders Conference Planning Committees as well as the 30 x 30 Task Force.</p>
<b>Stakeholders:</b>	<p>RCC engages with the Ontario Society of Professional Engineers yearly.</p>