



# Minutes - *approved*

## ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

**Date:** Thursday, February 4, 2021

**Location:** Zoom videoconference

**Time:** 5:00pm – 7:00pm

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| <b>Attendance:</b>                                 | <p>Sean McCann, P.Eng. – Chair<br/>Michael Wesa, P.Eng. – Vice Chair<br/>Sola Abolade, P.Eng.<br/>Christian Bellini, P.Eng.<br/>Márta Ecsedi, P.Eng.<br/>Vicki Hilborn, P.Eng.<br/>Lisa Lovery, P.Eng.<br/>Eric Nejat, P.Eng.<br/>Saif Rehman, P.Eng.<br/>Nick Shelton, P.Eng.</p> <p><b>Guest:</b><br/>Neil Kennedy, P.Eng. – PSC Chair</p> <p><b>Staff:</b><br/>Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> |
| <b>AGENDA ITEMS</b>                                | ROUTINE BUSINESS  |
| <b>1.1 Welcome and Introduction</b>                | The Chair welcomed everyone and called the meeting to order at 5:05pm.  |
| <b>AGENDA ITEMS</b>                                | ROUTINE BUSINESS  |
| <b>1.2 Approval of Agenda</b>                      | <p>Moved by M. Wesa, seconded by S. Rehman:</p> <p><b>That the Agenda be approved as presented. CARRIED.</b></p>  |
| <b>1.3 Approval of Minutes (December 10, 2020)</b> | <p>Moved by E. Nejat, seconded by M. Wesa:</p> <p><b>That the Minutes of the ACV meeting held on December 10, 2020 be approved as presented. CARRIED.</b></p>   |
| <b>1.4 Council Update</b>                          | <p>C. Bellini provided an overview of the governance directives approved by Council at its <a href="#">November 20th</a> meeting, including:</p> <ol style="list-style-type: none"> <li>1. PEO will primarily be a regulator.</li> <li>2. Council is a governing type board.</li> <li>3. Councillors will only serve on Board and Governance committees</li> </ol>  |



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|   | <p>4. Council will “rightsize”.</p> <p>5. Council will approve strategic priorities.</p> <p>6. Formal annual evaluations of the effectiveness of Council, Committees and Chairs, and the CEO &amp; Registrar will be conducted based on pre-agreed criteria.</p> <p>7. Council will adopt a risk model.</p> <p>Christian will step down from ACV after the AGM (on May 15<sup>th</sup>)</p>   |
| <b>2. REQUESTS FROM COMMITTEES AND TASK FORCES</b>                                  |   |
| <b>2.1 Request from Professional Standards Committee (PSC) – one-year extension</b> | <p>N. Kennedy provided a brief background for the one-year extension of membership request. PSC had lost 5 members in the past 1-1/2 years and 2 more (R. Jones and F. Wong) had reached their 10 year limit, and not renewed. PSC was recruiting, interviewing 3 potential members soon. It was agreed that PSC should be looking into bringing more new members onboard in 2021, and the Past Chair may remain as an observer during the transition period. Members of ALL committees should be advised of their final year of service as part of their HR Plans.</p> <p>ACV recommended that PSC Chair comes back to the ACV if any further help is require related to recruitment of new members.</p> |
| <b>2.2 Equity, Diversity and Inclusion Committee (EDIC) Terms of Reference</b>      | <p>V. Hilborn provided a brief overview of the proposed changes. It was suggested that the amended document was sent for review by the Senior Legal Counsel, and then the final draft presented to the ACV for peer-review.</p>   |
| <b>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</b>                   |   |
| <b>3.1 2021 Committee Chairs Workshop subcommittee – Update</b>                     | <p>S. Rehman reported that the subcommittee was planning to have a meeting on February 16<sup>th</sup> to discuss the workshop theme and overall focus for this year, including possible involvement of Government Solutions (GSI). The subcommittee is still looking for a new Chair.</p> <p><b>Action:</b><br/>M. Ecsedi to send the Consultation Survey Results to S. McCann and S. Rehman.</p>  |
| <b>3.2 Vital Signs Survey – Action Plan template</b>                                | <p>Response was sent to Cliff Knox regarding ACV request to create action plans. It is voluntary, but hopefully all committees would consider it.</p> <p>ACV is to support committees, not grade or direct them. At the workshop mention could be made on term limits and action plans.</p>   |



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|  | <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- ACV to review the draft Action Plan and provide comments to M. Ecsedi.</li> </ul>  |
| <b>3.3 Volunteer Leadership Conference Planning Committee (VLCPC) - Update</b> | <p>M. Ecsedi provided an update that the committee sent out a consultation survey, the results of which will be used to finalize the theme for this year's VLC.</p> <p>Kevin Gangel is speaker. Marta Ecsedi is Chair of the planning subcommittee, and Luc Roberge is Vice-Chair.</p>  |
| <b>3.4 Government Liaison Committee (GLC) - Update</b>                         | <p>V. Hilborn reported that the GLC is in the process of assigning a GLP rep to each riding in the province. A good response was received to the call for volunteers and the applications were disseminated to local chapters to make a selection.</p>  |
| <b>3.5 Generic Volunteer Profile</b>   | <p>Staff reported that this item was put on hold by the HRC pending the governance review.</p>  |
| <b>4. OTHER BUSINESS</b>   |   |
| <b>4.1 Election of Chair/Vice Chair</b>  | <p>Moved by S. Rehman, seconded by L. Lovery:</p> <p><b>That Michael Wesa, P.Eng. be elected as the ACV Chair for 2021. CARRIED.</b></p> <p>Moved by S. McCann, seconded by M. Ecsedi:</p> <p><b>That Saif Rehman, P.Eng. be elected as the ACV Vice Chair for 2021. CARRIED.</b></p>   |
| <b>5. MEETING EVALUATION</b>   |   |
| <p>Led by Nick Shelton.</p>  |   |
| <b>6. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT</b>                        |   |
| <b>Future Meetings and Adjournment</b>   | <p>The next ACV meeting/event dates:</p> <ul style="list-style-type: none"> <li>- Thursday, April 1</li> <li>- Thursday, June 24</li> <li>- Thursday, August 26</li> <li>- Friday, October 1 – Committee Chairs Workshop</li> <li>- Thursday, October 14</li> <li>- Thursday, December 9</li> </ul> <p>The meeting was adjourned at 7:12pm.</p> |