

HUMAN RESOURCES PLAN - 2019

DISCIPLINE COMMITTEE (DIC)

C-521-2.9 Appendix E(i)

Committee: Discipline Committee		Date Developed: December 2017	
Committee Review Date: September 28, 2018		Date Council Approved: November 16, 2018	
Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
Core Competencies	See Appendix A	See Appendix A	
Committee Membership	42 members	40 – 50 members	40 – 50 members
Broad Engagement	Elected Councillor: 3 LGA (P.Eng.) Councillor: 2 AG (P.Eng.) Members: 3 LGA (Lay) Councillor: 2 Attorney General (AG) appointee (LL.B.): 4 General Member: 28	Improve diversity by recruiting more female General Members and female Elected Councillors to serve on the committee.	50% of Committee members have less than 10 years of service on the Discipline Committee
Volunteer Development Plans	<p><u>All Members</u></p> <p><u>New Members:</u></p> <p>a. Attend a DIC meeting and a basic training session</p> <p>b. Participate as a panel member at a contested hearing</p> <p><u>New Scribes:</u></p> <p>c. Act as a panel scribe (Prerequisite: a and b)</p>	<p><u>All Members</u></p> <p>Performance Evaluation of panel members to measure sufficiency and effectiveness of training. (in the process of being developed by the Evaluation Task Group)</p> <p><u>New Members:</u></p> <p>a. Attend the two-day training session developed by the Training Task Group (TTG)</p> <p>b. No Change</p> <p><u>New Scribes:</u></p> <p>c. Attend the two-day training session developed by the TTG</p>	

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	<p><u>Experienced Members:</u></p> <p>d. Participate as a panel member at contested hearings (Prerequisite: a and b)</p> <p>e. Participate on subcommittee (Prerequisite: a, b, c, d)</p> <p>f. Attend bi-annual refresher training</p> <p>g. Present training material at a DIC meeting</p> <p><u>New Panel Chairs:</u></p> <p>h. Attend panel chair training (Prerequisites: d)</p> <p>i. Conduct a panel for a hearing within 12 months after receiving the training (Prerequisite: h)</p> <p><u>New Pre-Hearing Conference Chairs:</u></p> <p>j. Participate as an observer first prior to presiding at a pre-hearing (Prerequisite: d)</p>	<p><u>Experienced Members:</u></p> <p>d. No change</p> <p>e. No change</p> <p>f. Attend the two-day training session developed by the TTG.</p> <p>g. Replaced by dedicated training sessions</p> <p><u>New Panel Chairs:</u></p> <p>h. Obtain SOAR Certificate in Adjudication</p> <p>i. No change</p> <p><u>New Pre-Hearing Conference Chairs:</u></p> <p>j. No change</p>	<p>f. Attend bi-annual refresher training session (to be developed by TTG).</p> <p>g. volunteer to present refresher training to more junior DIC members.</p> <p><u>Panel Chairs</u></p> <p><u>h. All chairs to obtain SOAR certification.</u></p>
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APPENDIX A

1. Key Objectives and Core Competencies (as per the Work Plan)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
<p>Hear and Decide Matters (Panel Members)</p>	<ul style="list-style-type: none"> a. Knowledge of the applicable sections of the <i>Professional Engineers Act</i> and its Regulations, the <i>Statutory Powers and Procedures Act</i>, the DIC Rules of Procedure and the DIC Handbook: <ul style="list-style-type: none"> i. Panel chair – Comprehensive Knowledge ii. Experienced Members – Detailed Knowledge iii. New Members – Basic Knowledge b. Ability to contribute to the panel's deliberations by understanding the legal arguments presented, finding facts, weighing evidence, and making fair, reasonable decisions that apply the law to the facts and evidence. (all panel members). c. Be committed and enthusiastic. Judicial Temperament. (all panel members). d. Ability to write Decisions and Reasons (scribes). e. Ability to conduct a hearing, including involving the ILC where appropriate (panel chair). f. Have the time required to sit on panels (all panel members). g. Familiarity with Decisions and Reasons in previous matters, judicial reviews of administrative decisions, and PEO reviews of the Complaints and Discipline process (panel chair and experienced members).
<p>Set hearings (Chair, DIC)</p>	<ul style="list-style-type: none"> a. Ability to obtain mutually available dates from the parties, appoint a panel and issue the Notice of Hearing within the prescribed statutory time. b. Experience conducting a pre-hearing conference.
<p>Develop Volunteers (Chair, Vice-Chair, DIC)</p>	<ul style="list-style-type: none"> a. Identify training requirements and resources. b. Organize training sessions. c. Conduct training sessions.
<p>Develop Policy and Plans (Chair, Vice-Chair)</p>	<ul style="list-style-type: none"> a. Develop and analyze policy alternatives. b. Draft proposals to amend the DIC Handbook, Work Plan, and HR Plan.

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List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Perform Administrative Functions (Chair, DIC)	<ul style="list-style-type: none"> a. Respond to information requests from PEO and Council. b. Draft and provide administrative reports. c. Communicate with Council.

2. Competency Gaps and Action Plan

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [i.e.: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Ability to contribute to the panel's deliberations	Understanding allegations and the legal arguments presented, contributing to panels' deliberations and finding facts.	Training and experience (including observing hearings).	Trainers to be identified by the TTG	Experience – Annually, Training – Initial two-day course plus bi-annual refresher
Ability to write Decisions and Reasons	Willingness to write the Decisions and Reasons; ability to communicate effectively in writing; have the time to draft Decisions and Reasons.	Training and experience.	Trainers to be identified by the TTG	Experience – Annually, Training – Initial two-day course plus bi-annual refresher
Comprehensive Knowledge	Of the applicable sections of the PEA and its Regulations, and the DIC's Rules, and detailed knowledge of the DIC Handbook.	Training and experience.	Trainers to be identified by the TTG	Experience – Annually, Training – Initial two-day course plus bi-annual refresher
Time	The number of practicing engineers on the DIC needs to be increased.	Improving procedures to fairly expedite the hearing process, and encourage companies to allow their employees to participate.	DIC and Council	Medium-term (3-5 years)

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3. Comments

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