

# HUMAN RESOURCES PLAN - 2017

## DISCIPLINE COMMITTEE (DIC)

<b>Committee:</b> Discipline Committee	<b>Date Developed:</b>
<b>Committee Review Date:</b>	<b>Date Council Approved:</b> June 23, 2017

Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
<b>Core Competencies</b>	See Appendix A	See Appendix A	
<b>Committee Membership</b>	45 members		
<b>Broad Engagement</b>	Elected Councillor: 6 LGA (P.Eng.) Councillor: 3 AG (P.Eng.) Members: 3 LGA (Lay) Councillor: 2 Attorney General (AG) appointee (LL.B.): 6 General Member: 25		
<b>Volunteer Development Plans</b>	<p><b><u>New Members:</u></b></p> a. Attend a DIC meeting and a basic training session (conducted by members of the DIC and outside counsel) b. Participate as a panel member at a hearing <p><b><u>New Scribes:</u></b></p> c. Act as a panel scribe (Prerequisite: a and b) <p><b><u>Experienced Members:</u></b></p> d. Participate as a panel member at contested hearings (Prerequisite: a and b) e. Participate on the subcommittee (Prerequisite: a, d, c, d)	<p><b><u>New Members:</u></b></p> a. Attend a DIC meeting and a basic training session b. Participate as a panel member at a hearing. <p><b><u>New Scribes:</u></b></p> c. Act as a panel scribe (Prerequisite: a and b) <p><b><u>Experienced Members:</u></b></p> d. Participate as a panel member at contested hearings (Prerequisite: a and b) e. Participate on the subcommittee (Prerequisite: a, b, c, d)	

# HUMAN RESOURCES PLAN - 2017

## DISCIPLINE COMMITTEE (DIC)

	<p>f. Attend bi-annual refresher training</p> <p>g. Present training material at a DIC meeting</p> <p><b><u>New Panel Chairs:</u></b></p> <p>h. Attend panel chair training (Prerequisites: acting on an uncontested hearing and several contested hearings)</p> <p>i. Conduct a panel for a hearing within 12 months after receiving the training (Prerequisite: attendance at the panel chair training)</p> <p><b><u>New Pre-Hearing Conference Chairs:</u></b></p> <p>j. Participate as a presiding member at a pre-hearing (Prerequisite: acting on several contested hearings)</p> <p><b><u>Past Chairs:</u></b></p> <p>Past Chairs will be used as advisers, when required.</p> <p><b><u>Emeritus members:</u></b></p> <p>This is a subcategory of DIC members appointed under section 27(1)4 and composed of people who will contribute their wise counsel based upon years of experience. These members will not serve on panels. Members will be automatically become emeritus members when they have not served on or volunteered to serve on a panel for one year.</p>	<p>f. Attend bi-annual refresher training</p> <p>g. Present training material at a DIC meeting</p> <p>h. Attend panel chair training. (Prerequisites: acting on an uncontested hearing and several contested hearings)</p> <p>i. Conduct a panel for a hearing within 12 months after receiving the training (Prerequisite: attendance at the panel chair training)</p> <p><b><u>New Pre-Hearing Conference Chairs:</u></b></p> <p>j. Participate as a presiding member at a pre-hearing (Prerequisite: acting on several contested hearings)</p> <p><b><u>Past Chairs:</u></b></p> <p>Past Chairs will be used as advisers, when required.</p>	
<p><b>Term of Office</b></p>	<p>Discipline Committee shall name one of its members as Chair and another as Vice-Chair for a period of two years.</p>		<p>Next change of Chairs planned for November 2017.</p>

# HUMAN RESOURCES PLAN - 2017

## DISCIPLINE COMMITTEE (DIC)

### 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:
Hear and Decide Matters (Panel Members)	<ul style="list-style-type: none"> <li>a. Knowledge of the applicable sections of the Act, Regulations, SPPA, Discipline Committee's Rules and the Handbook :               <ul style="list-style-type: none"> <li>i. Panel chair – Comprehensive Knowledge</li> <li>ii. Experienced Members – Detailed Knowledge</li> <li>iii. New Members – Basic Knowledge</li> </ul> </li> <li>b. Ability to contribute to the panel's deliberations by understanding the legal arguments presented, identifying facts, weigh differing views, and to make fair, logical decisions (all panel members).</li> <li>c. Be committed and enthusiastic (all panel members).</li> <li>d. Ability to write Decisions and Reasons (scribe).</li> <li>e. Ability to conduct a hearing, including involving the ILC where appropriate (panel chair).</li> <li>f. Have the time required to sit on panels (all panel members).</li> <li>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).</li> </ul>
Set hearings (Chair, DIC)	<ul style="list-style-type: none"> <li>a. Ability to set a date when the panel and the parties are available.</li> <li>b. Broad experience conducting a pre-hearing conference.</li> </ul>
Develop Volunteers (Chair, DIC)	<ul style="list-style-type: none"> <li>a. Identify training requirements and resources.</li> <li>b. Organize training sessions.</li> <li>c. Conduct training sessions.</li> </ul>
Develop Policy and Plans (Chair, Subcommittee)	<ul style="list-style-type: none"> <li>a. Develop and analyze policy alternatives.</li> <li>b. Draft proposals to amend the Handbook, Work Plan, and H.R. Plan.</li> </ul>

# HUMAN RESOURCES PLAN - 2017

## DISCIPLINE COMMITTEE (DIC)

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"> <li>a. Respond to information requests from PEO and Council.</li> <li>b. Draft and provide administrative reports.</li> <li>c. Communicate with Council.</li> </ul>

### 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	Ability of understanding allegations to contribute to panels' deliberations and the legal arguments presented identifying facts.	Training and experience (including observing hearings).	DIC Members	Annually
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.	DIC Members	Annually
Comprehensive Knowledge	Of the applicable sections of the Act, Regulations and the DIC's Rules, and a detailed knowledge of the Handbook.	Training and experience.	DIC Members	Annually
Time	The number of practicing engineers on DIC needs to be increased.	Improving procedures to improve the ability to predict the length of hearings and to encourage companies to allow their employees to participate.	DIC and Council	Medium-term (3-5 years)

**HUMAN RESOURCES PLAN - 2017**  
**DISCIPLINE COMMITTEE (DIC)**

**3. Comments**

--