

HUMAN RESOURCES PLAN - 2018

DISCIPLINE COMMITTEE (DIC)

C-516-2.12
Appendix A(i)

Committee: Discipline Committee	Date Developed: December 2017
Committee Review Date: January 12, 2018	Date Council Approved: February 2, 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	38 members		
Broad Engagement	Elected Councillor: 5 LGA (P.Eng.) Councillor: 2 AG (P.Eng.) Members: 3 LGA (Lay) Councillor: 3 Attorney General (AG) appointee (LL.B.): 5 General Member: 20		
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>Experienced Members:</u></p> <p>d. Participate as a panel member at contested hearings (Prerequisite: a and b)</p>	<p><u>All Members</u></p> <p>Performance Evaluation of panel members to measure sufficiency and effectiveness of training. (to be developed by the Evaluation Task Group)</p> <p><u>New Members:</u></p> <p>a. Attend the training session(s) (to be developed by the Training Task Group)</p> <p><u>New Scribes:</u></p> <p>c. Attend the training session(s) (to be developed by the Training TG)</p> <p><u>Experienced Members:</u></p> <p>d. No change</p> <p>e. No change</p>	

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	<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 a presiding member at a pre-hearing (Prerequisite: d)</p> <p><u>Past Chairs:</u></p> <p>Past Chairs will be used as advisers, when required.</p> <p><u>Emeritus members:</u></p> <p>This is a subcategory of past-DIC members appointed under section 27(1)4 who may still contribute their wise counsel based upon years of DIC experience. These members do not serve on panels.</p>	<p>f. Attend the training session(s) (to be developed by the Training TG)</p> <p>g. Replaced by dedicated training sessions (to be developed by the Training TG)</p> <p><u>New Panel Chairs:</u></p> <p>h. Attend the training session(s) (to be developed by the Training TG)</p> <p>i. No change</p> <p><u>New Pre-Hearing Conference Chairs:</u></p> <p>j. No change</p> <p><u>Past Chairs:</u></p> <p>No change</p>	
<p>Term of Office</p>	<p>Refer to the DIC Terms of Reference</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:
Hear and Decide Matters (Panel Members)	<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).
Set hearings (Chair, DIC)	<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.
Develop Volunteers (Chair, Vice-Chair, DIC)	<ul style="list-style-type: none"> a. Identify training requirements and resources. b. Organize training sessions. c. Conduct training sessions.
Develop Policy and Plans (Chair, Vice-Chair)	<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.
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.

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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 Task Group	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.	Trainers to be identified by the Task Group	Annually
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 Task Group	Annually
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)

3. Comments