

WORK PLAN – 2017

DISCIPLINE COMMITTEE (DIC)

Approved by Committee:	Review Date:
Approved by Council: June 23, 2017	Budget: Committee: \$54,850

Mandate:	<p>The Discipline Committee (“DIC”) is an independent administrative tribunal whose mandate is, as per sec. 27.1 and 28 of the PE Act:</p> <p>Excerpt:</p> <p>27.1 The Council or the Executive Committee may, by resolution, refer to the Discipline Committee for hearing and determination any allegation of professional misconduct or incompetence on the part of a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence specified in the resolution.</p> <p>28 (1) The Discipline Committee shall,</p> <p>(a) when so directed by the Council, the Executive Committee or the Complaints Committee, hear and determine allegations of professional misconduct or incompetence against a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence;</p> <p>(b) hear and determine matters referred to it under section 24, 27.1 or 37; and</p> <p>(c) perform such other duties as are assigned to it by the Council.</p> <p>PEO Council appoints people to the DIC. The Chair is selected by the members of the DIC.</p> <p>The Chair assigns members to a panel to hear, and designates one of them to act as the Chair of the panel pursuant to Section 27 of the <i>Professional Engineers Act</i> (the “Act”). Panels hear and determine allegations of professional misconduct or incompetence against a member or licence holder.</p> <p>The DIC operates within the provisions of the <i>Statutory Powers Procedure Act</i> (“SPPA”).</p>																							
Terms of Reference:	Refer to DIC Terms of Reference																							
Membership:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Section 27(1)(1): Elected Councillor</td> <td style="width: 10%; text-align: right;">6</td> <td style="width: 10%;"></td> </tr> <tr> <td>Section 27(1) 2(i): LGA (P.Eng.) Councillor</td> <td style="text-align: right;">3</td> <td></td> </tr> <tr> <td>Section 27(1) 2(ii): AG (Lay) (P.Eng.) Members</td> <td style="text-align: right;">3</td> <td></td> </tr> <tr> <td>Section 27(1) 3 (i): LGA (Lay) Councillor</td> <td style="text-align: right;">2</td> <td></td> </tr> <tr> <td>Section 27(1) 3 (ii): AG (LL.B.) Appointee</td> <td style="text-align: right;">6</td> <td></td> </tr> <tr> <td>Section 27(1)(4): General Member</td> <td style="text-align: right;">25</td> <td></td> </tr> <tr> <td>Current roster as of June 2, 2017:</td> <td style="text-align: right;">Total:</td> <td style="text-align: right;"><u>45</u></td> </tr> </table>			Section 27(1)(1): Elected Councillor	6		Section 27(1) 2(i): LGA (P.Eng.) Councillor	3		Section 27(1) 2(ii): AG (Lay) (P.Eng.) Members	3		Section 27(1) 3 (i): LGA (Lay) Councillor	2		Section 27(1) 3 (ii): AG (LL.B.) Appointee	6		Section 27(1)(4): General Member	25		Current roster as of June 2, 2017:	Total:	<u>45</u>
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Tasks, Outcomes and Success Measures:	Task/Activities	Outcomes/ Success Measures	Due Date																					
	1. Canvass members for Hearings and achieve:	80-90% 50-80%	Ongoing																					

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	Responses within one week "Yes" available responses "Not" available responses	30-40%	
	2. Convene hearings	No delays due to panelists being unavailable	Ongoing
	3. Issue decisions and reasons	No impact on the fairness of hearings and within the timeframes set out in the planned achievements section	Report to Council quarterly
	4. Hold a DIC meeting		2 per year
	5. Hold training sessions		Ongoing
	6. Provide members with an opportunity to attend external training	Improve panel performance	Ongoing
	7. Initiate Panel Chair training	Improve panel performance	2016-Ongoing
	8. Implement the recommendations of the Handbook Subcommittee	An updated DIC Handbook	2017
	9. DIC Handbook Subcommittee	Report progress at the DIC Meeting	2017
	10. Working Group (Confidentiality/Record Retention)	Report progress at the DIC Meeting	2017
Council Liaison	TBD		
Committee Advisor	Johnny Zuccon, P.Eng - Deputy Registrar, Tribunals and Regulatory Affairs		
Committee Support	Sal Guerriero, P.Eng., LL.M. – Manager, Tribunals, Tribunals and Regulatory Affairs Lana Tereshchenko – Tribunals Coordinator, Tribunals and Regulatory Affairs		
Planned Achievements	<ul style="list-style-type: none"> • Hearings commenced within 9 months from date of referral: 90% • Decision and Reasons issued within 6 months of the date hearing concludes: 90% • Decision and Reasons outstanding within a year of the date hearing concluded: 10% • Handbook text revisions and/or Rules of Procedure updates 75% 		
Discipline Committee Appointees	Chair: Ravi Gupta, P.Eng. Vice Chair: John Vieth, P.Eng. There are 45 members on the committee as listed in the <i>2017 Committee and Task Force Membership Roster</i> approved by Council.		