

# WORK PLAN – 2019

C-521-2.9 Appendix E(ii)
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## DISCIPLINE COMMITTEE (DIC)

<b>Approved by Committee:</b> September 28, 2018	<b>Review Date:</b>
<b>Approved by Council:</b> November 16, 2018	<b>Budget:</b> Committee: \$50,850 (pending Council approval of 2019 budget)

<b>Mandate:</b>	<p>The Discipline Committee (“DIC”) is an independent administrative tribunal whose mandate is, as per sec. 27.1 and 28 of the <i>Professional Engineers Act</i> (“PEA”), which state, in part:</p> <p><b>27.1</b> 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><b>28</b> (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>The DIC Chair assigns members to a panel and designates one of them to act as the Chair of the panel pursuant to Section 27 of the PEA. 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>																
<b>Terms of Reference:</b>	Refer to the DIC Terms of Reference approved by Council																
<b>Membership:</b>	<p>PEO Council appoints people to the DIC. The Chair is selected by the members of the DIC.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Section 27(1)(1): Elected Councillor</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Section 27(1) 2(i): LGA (P.Eng.) Councillor</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Section 27(1) 2(ii): AG (Lay) (P.Eng.) Members</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Section 27(1) 3 (i): LGA (Lay) Councillor</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Section 27(1) 3 (ii): AG (LL.B.) Appointee</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Section 27(1)(4): General Member</td> <td style="text-align: right;">28</td> </tr> <tr> <td>Current roster as of September 28, 2018: Total:</td> <td style="text-align: right;"><u>42</u></td> </tr> </table>			Section 27(1)(1): Elected Councillor	3	Section 27(1) 2(i): LGA (P.Eng.) Councillor	2	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	4	Section 27(1)(4): General Member	28	Current roster as of September 28, 2018: Total:	<u>42</u>
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<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities</b>	<b>Outcomes/ Success Measures</b>	<b>Due Date</b>														
	<p>1. Canvass members for Hearings and achieve:</p> <p>Responses from total roster within one week:</p>	90% response within 7 days with:	Normal committee operations														

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	<p>“Yes” available responses: “Not” available responses: No response:</p>	<p>&gt; 50% &lt; 40% &lt; 10%</p>	
	2. Scheduling hearings	<p>Notice of Hearing issued within 90 days of referral</p> <p>Parties are given ample opportunity to prepare for the hearing</p>	Normal committee operations
	3. Issue Decisions and Reasons	<p>Decisions and Reasons released in timely manner:</p> <p>90 days for merits decision, 60 days for penalty/costs decisions, 60 days for sanctions and publication decisions</p> <p>after receiving final submissions from the parties.</p>	Report to Council every 6 months
	4. Hold a DIC general meeting	2 per year	annual
	5. Implement the recommendations of the Training Task Group to provide adjudication training resources to all committee members	<p>Improve expediency, fairness and quality of decisions.</p> <p>All DIC members serving on panels have completed the adjudication training.</p>	Complete in 2019
	6. Implement the recommendations of the Evaluation Task Group to implement a peer evaluation process for committee members.	<p>Evaluation results available for all DIC members.</p> <p>Data used by DIC Chair to improve member performance through targeted coaching and training.</p>	Complete in 2019
	7. Harmonize Handbook with current rules and procedures.	Review and update	Complete in 1H2019
<b>Planned Achievements</b>	<p>To improve the performance of the Committee according to the Success Measures listed above by implementing:</p> <ul style="list-style-type: none"> <li>A comprehensive training program for all DIC members</li> <li>A process to evaluate the performance of all DIC members while serving on discipline panels</li> <li>Improvements to rules and procedures to fairly expedite the process of hearing and deciding matters.</li> </ul> <p>Refer to the DIC HR Plan approved by Council</p>		