

**WORK PLAN – 2018**  
**DISCIPLINE COMMITTEE (DIC)**

C-516-2.12  
Appendix A(ii)

<b>Approved by Committee:</b> January 12, 2018	<b>Review Date:</b>
<b>Approved by Council:</b> February 2, 2018	<b>Budget:</b> Committee: \$54,850

<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 (1)</b> 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="padding-left: 20px;">Section 27(1)(1): Elected Councillor</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="padding-left: 20px;">Section 27(1) 2(i): LGA (P.Eng.) Councillor</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="padding-left: 20px;">Section 27(1) 2(ii): AG (Lay) (P.Eng.) Members</td> <td style="text-align: right;">3</td> </tr> <tr> <td style="padding-left: 20px;">Section 27(1) 3 (i): LGA (Lay) Councillor</td> <td style="text-align: right;">3</td> </tr> <tr> <td style="padding-left: 20px;">Section 27(1) 3 (ii): AG (LL.B.) Appointee</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="padding-left: 20px;">Section 27(1)(4): General Member</td> <td style="text-align: right;">20</td> </tr> <tr> <td style="padding-left: 20px;">Current roster as of December 21, 2017: Total:</td> <td style="text-align: right;"><u>38</u></td> </tr> </table>			Section 27(1)(1): Elected Councillor	5	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	3	Section 27(1) 3 (ii): AG (LL.B.) Appointee	5	Section 27(1)(4): General Member	20	Current roster as of December 21, 2017: Total:	<u>38</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>														
	1. Canvass members for Hearings and achieve:	90%	Ongoing														

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	Responses within one week “Yes” available responses “Not” available responses	> 50% < 40%	
	2. Convene hearings	Notice of Hearing issued within 90 days of referral  Parties are given ample opportunity to prepare for the hearing	Ongoing
	3. Issue Decisions and Reasons	Decisions and Reasons issued on a timely basis: 90 days from release of a merits decision, 60 days for penalty/costs decisions, and 60 days for sanctions and publication decisions after receiving final submissions from the parties.	Report to Council quarterly
	4. Hold a DIC meeting		2 per year
	5. Establish Training Task Group, develop adjudication training resources, train all committee members	All DIC members serving on panels have completed the adjudication training. Improve expediency, fairness and quality of decisions.	Complete in 10 months
	6. Establish Evaluation Task Group, develop and implement a peer evaluation process for committee members.	Evaluation results available for all DIC members. Data used by DIC Chair to improve member performance through targeted coaching and training.	Complete in 10 months
	7. Harmonize Handbook with current rules and procedures.	Review and update	Ongoing
<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>		