

**HUMAN RESOURCES PLAN - 2019**  
**FEES MEDIATION COMMITTEE (FMC)**

C-521-2.9 Appendix J(i)
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Committee: Fees Mediation	Date Developed:
Committee Review Date: October 2, 2018	Date Council Approved:

	Target / Ideal (To meet the need of the Committee)	Currently in Place	Gap [ST = Short-term Goal] [LT = Long-term Goal]
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	[See Appendix A]		
<b>Committee Membership</b>	6	6	
<b>Broad Engagement</b> Career Stage	Mid/Late/Retired Stage	Late/Retired Stage	ST: Mid Stage
Disciplines	N/A	N/A	N/A
Experience Level	Senior Level Practitioner	Senior Level Practitioner/ Other Relevant Experience	ST: Recruit Senior Level Practitioner with Relevant Experience
Gender / Diversity	High Diversity	Low Diversity	LT: High diversity level (reflecting PEO's overall diversity)
Geographic Representation	North/ East/ Central/Western	East/ Central / Western Representation	ST/ LT: Northern Region Representation
CEAB Grads/ Foreign-trained	1 Foreign Trained Member	1 Foreign Trained Member	ST: Recruit a Foreign Trained Member
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>• List potential development opportunities</li> </ul>			
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>• Time on Committee</li> </ul>	No term limits	No term limits	
<b>Terms of Office:</b>	Chair/Vice Chair – maximum 3 consecutive years Committee members – N/A		

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**APPENDIX A**

**A. Key objectives and core competencies (as per the Work Plan)**

<p><u>List top 3–5 Committee Work Plan</u></p> <p><u>Outcomes:</u></p> <p>Conduct Mediation / Arbitrate a Dispute (Panel Members)</p>	<p><u>List core competencies</u> for each Work Plan outcome:</p> <ol style="list-style-type: none"> <li>1) Knowledge of the applicable sections of the Act, Regulations, and the SPPA.             <ol 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> </ol> </li> <li>2) Ability to conduct a Mediation / Arbitration.</li> <li>3) Ability to contribute to deliberations by understanding and identifying facts, weigh differing views, and to make fair, logical decisions.</li> <li>4) Be committed and enthusiastic.</li> </ol>
<p>Develop Volunteers (Chair, Tribunal Staff)</p>	<ol style="list-style-type: none"> <li>1) Identify training requirements and resources.</li> <li>2) Organize training sessions.</li> <li>3) Conduct training sessions.</li> </ol>
<p>Schedule Mediation / Arbitration Sessions (Chair, FMC)</p>	<p>Ability to set a date for a Mediation / Arbitration session, selecting a panel, or assigning a single member when the parties are available.</p>
<p>Develop Policy and Plans (Chair, FMC)</p>	<ol style="list-style-type: none"> <li>1) Develop and analyze policy alternatives.</li> <li>2) Develop Rules of Procedure for Fees Mediation Committee. (Mediation / Arbitration)</li> </ol>
<p>Perform Administrative Functions (Chair, FMC)</p>	<ol 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> </ol>

**B. Competency gaps and action plan**

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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> [ie: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for completion
Ability to hold a successful Mediation / Arbitration	Ability to understand and identify relevant facts, weigh differing views, and to make fair and logical decisions.	Training and experience (including holding Mediations/ Arbitrations).	FMC Members  Guest Speakers/ Trainers	Annually
Development of Skills	Ability to successfully mediate/ active listening	Training and experience (including holding Mediations/ Arbitrations).		
Comprehensive Knowledge	Of the applicable sections of the Act, Regulations.	Training and experience.	FMC Members	Annually

**C. Comments**