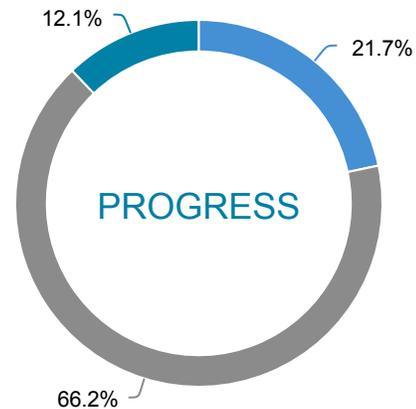
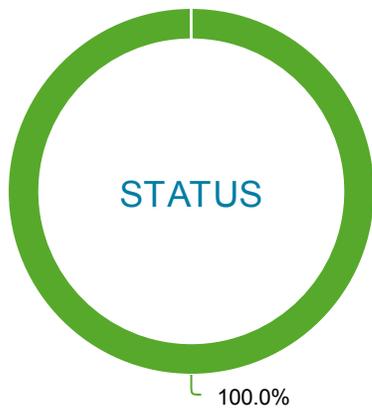


Executive Report

Feb 27, 2015 - Mar 31, 2015

CORPORATE HEALTH AND PROGRESS



On Track

In Progress

Upcoming

Completed

Report Summary

Strategic Plan Update #1

As of March 12, 2105 of the 98 Strategies identified in the Strategic Plan, 4 have been completed, 66 are in progress and 28 have yet to commence.

In terms of Activities associated with specific Strategies, 12.1% of these have been completed another 21.7% of the Activities are in progress, and 66.2% of the Activities have yet to commence.

All Activities in progress are deemed to be "On Track" at this point.

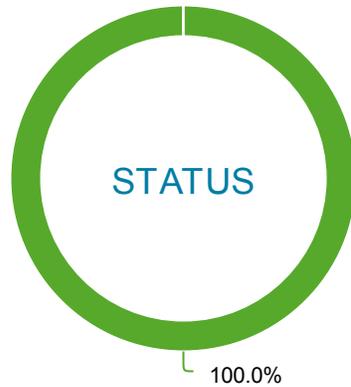
Status: On Track (Green), Some Disruption (Yellow), Major Disruption (Red), No Update (Grey)

Progress: Overdue (Orange), In Progress (Blue), Upcoming (Grey), Completed (Teal), Discontinued (Purple)

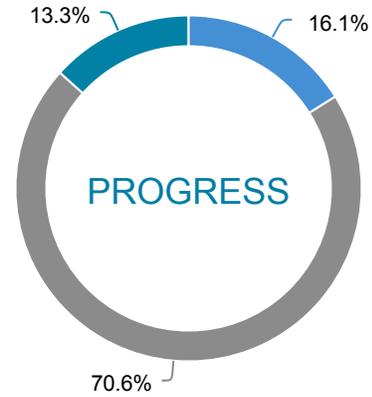
Strategic Objective 1

Owner: Michael Price

PRACTITIONERS - Public interest is enhanced through ensuring qualified applicants are licensed to practise professional engineering and that practitioners are competent and ethical



■ On Track



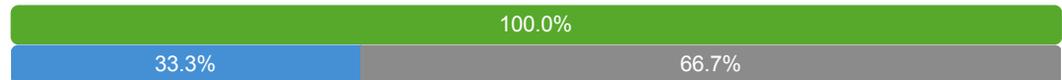
■ In Progress ■ Upcoming
■ Completed

Strategy Updates

Strategy 1.1

Owner: Johnny Zuccon and Bernard Ennis

Introduce two performance standards related to Tower Cranes and Supervising & Delegating. Establish these in regulations and promote their use



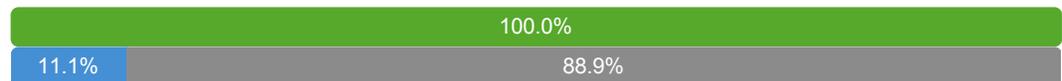
Mar 05, 2015 20:12:14 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Draft regulations are with the Legislative drafter. B. Ennis met with drafter and MAG staff to review drafter's concerns. Next steps includes resolving drafter's issues and then produce the draft regulations for Council approval. Anticipate completing this strategy by end of September 2015.

Strategy 1.2

Owner: Michael Price and Pauline Lebel

Engage an assessment expert to review the ERC interview process for applicants that have been referred by the ARC



Mar 04, 2015 16:07:45 by Michael Price (Deputy Registrar, Licensing and Finance)

Prepare terms of reference: (40% Completed) Prepared Initial Draft
Prepare terms of reference: (0% Completed) Developing outline for terms
 Consulted to be engaged to review existing processes and to develop and implement recommendations. Expected completion date March 31, 2016.

Strategy 1.3

Owner: Michael Price and Moody Farag

Establish process to close Inactive files in a timely manner

100.0%

Mar 04, 2015 16:10:52 by Michael Price (Deputy Registrar, Licensing and Finance)

Project to Commence Q2 2015

Strategy 1.4

Owner: Michael Price and Moody Farag

Provide information to prospective applicants through increased seminars and webinars

100.0%

25.0%

75.0%

Mar 04, 2015 16:12:43 by Michael Price (Deputy Registrar, Licensing and Finance)

Identify partners: (25% Completed) Update

Identify partners: (25% Completed) List Compiled of Existing organizations

Approach organizations and to provide seminars by end of 2015.

Strategy 1.5

Inactive

Owner: Scott Clark and Manoj Choudhary

Develop a Professional Practice Exam (PPE) distance learning module for EITs to improve access and enhance the learning

100.0%

Mar 04, 2015 12:55:05 by Scott Clark (Chief Administrative Officer)

Professional Practice Exam (PPE) Training Requirements: (100% Completed) Professional Practice Exam Training Requirements have been documented. Next step is to prepare training materials.

Prepare training materials : (100% Completed) All the training materials have been identified and prepared. Next step is to produce training materials.

Produce Training Module Materials : (100% Completed) Training materials required for the online module have been prepared. Next step is to schedule video shoot.

Schedule Video Shoot: (100% Completed) Online module video shoot has been scheduled. Next step is to video shoot with Scholarlab.

Video Shoot with Scholarlab: (100% Completed) Professional Practice Exam (PPE) online video is available for viewing on the Scholarlab website. Next step is to update PEO presentations and website with link to the Professional Practice Exam (PPE) online module.

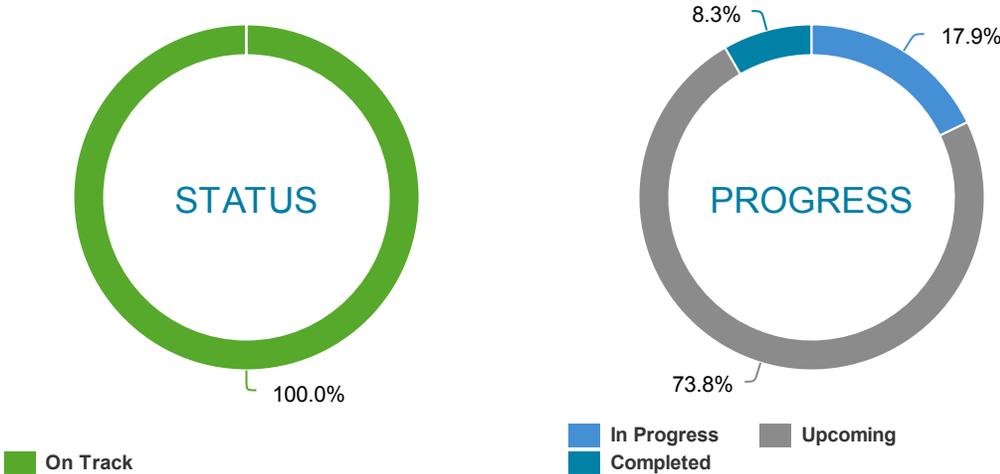
Update PEO materials : (100% Completed) PEO presentations and website with link to the Professional Practice Exam (PPE) have been updated. Next step is to communicate about the PPE online module to the applicants eligible to write PPE.

Communicate the availability of Professional Practice Exam (PPE) online module: (100% Completed) PPE are scheduled each year in April, October and December. Exam Center will extract from PEO database a list of applicants eligible to appear in the upcoming Professional Practice Exam. Going forward, Exam Center will be including the PPE online module link in the invitation letter going out to the applicants eligible to write Professional Practice Exam. This will ensure that the applicants will be able to view the PPE online module in order to prepare for writing the PPE. The PPE online module is currently being used by the applicants and we have been receiving positive feedback about the module. The project is completed.

Strategic Objective 2

Owner: Johnny Zuccon

PRACTITIONERS - Public recognition is increased through ensuring that titles, designations, certificates and marks are issued to qualified applicants and entities

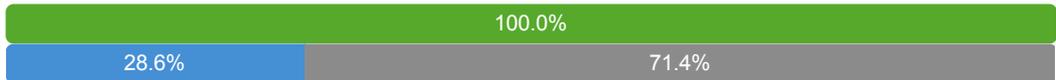


Strategy Updates

Strategy 2.1

Owner: Johnny Zuccon and Jose Vera

Conduct reputation survey to determine attitudes of licence holders and stakeholders towards PEO for ongoing project of enhancing public recognition



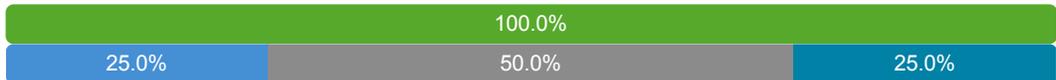
Mar 05, 2015 20:14:16 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Working on developing the RFP for external vendors. Next steps include finalizing the RFP and issuing to potential vendors. Anticipate completing the strategy end December 2015.

Strategy 2.2

Owner: Johnny Zuccon and Connie Mucklestone

Develop and implement communications plan around the LET/LL and C of A regulation changes to independent practice



Mar 05, 2015 21:02:09 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Work in progress. Drafting the plan. Next steps will include circulating the draft to SMT, OACETT and MAG Staff for input prior to finalizing. Anticipate completing this strategy by end of June 2017.

Strategy 2.3

Owner: Johnny Zuccon and Connie Mucklestone

Develop and implement a targeted communications plan to encourage internationally trained engineers to become licensed

100.0%

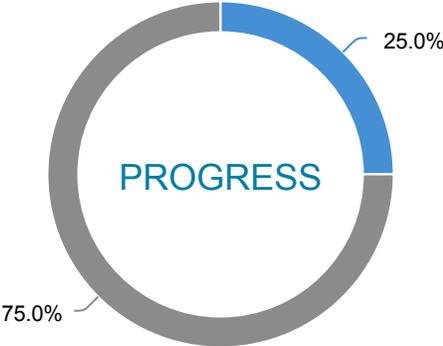
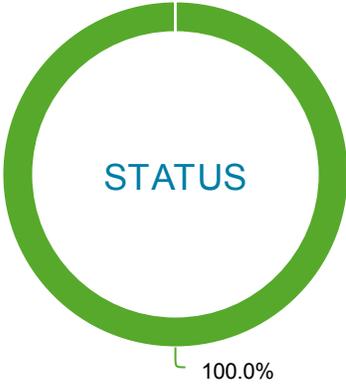
Mar 05, 2015 21:24:05 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Work to commence following the PEO AGM. Anticipate completing this strategy by end of July 2017.

Strategic Objective 3

Owner: Johnny Zuccon

PRACTITIONERS - Members regard PEO as their trusted advisor and advocate in matters of professional practice



On Track

In Progress

Upcoming

Strategy Updates

Strategy 3.1

Owner: Johnny Zuccon and Jose Vera

Produce an educational program to inform members about the role of the PSC and the services that Practice Advisory can offer to practitioners, and promote their use

100.0%

Mar 05, 2015 20:16:59 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Activities under this strategy to begin in June 2015.

Strategy 3.2

Owner: Johnny Zuccon and Jose Vera

Explore the merits of developing a practice guide for PEO members practicing internationally

100.0%

50.0%

50.0%

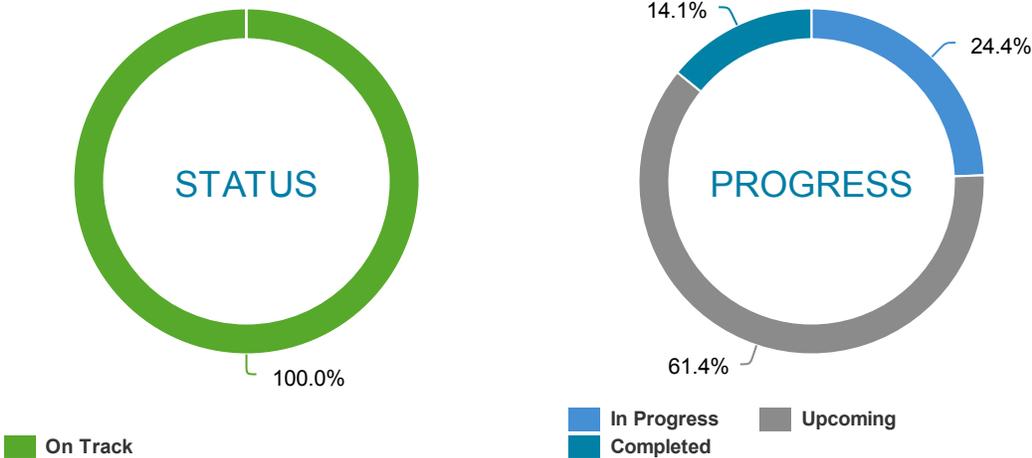
Mar 05, 2015 20:22:00 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

A list of international practice calls and 3 extra-jurisdictional discipline cases handled by PEO were provided to PSC. Next steps include having PSC determine if a guideline of this nature is warranted. Anticipate completing this strategy by end of June 2015.

Strategic Objective 4

Owner: Johnny Zuccon

REGULATORY FRAMEWORK - Elliot Lake Commission of Inquiry recommendations are earnestly implemented



Strategy Updates

Strategy 4.1 Owner: Johnny Zuccon and Jose Vera

Develop a Performance Standard for structural inspections of existing buildings which will require the production of a Structural Adequacy Report. (Recommendations 1.4 and 1.6)

100.0%

Mar 05, 2015 20:23:48 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

The activities under this strategy will begin in early fall 2015. Anticipate completing the strategy by end of 2016.

Strategy 4.2 Owner: Johnny Zuccon and Bernard Ennis

Develop a regulation for a structural engineering specialist title. (Recommendation 1.5)

100.0%

50.0% 25.0% 25.0%

Mar 05, 2015 20:29:18 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Draft scope of work for the legal opinion is near completion. RFP for public perception study is currently being prepared. Next steps include getting the legal opinion and issuing the RFP for the consultation. Anticipate completing the strategy by end of June 2015.

Strategy 4.3 Owner: Johnny Zuccon and Jose Vera

Develop a Performance Standard that will require P.Eng.s to make available, on request, any records in their possession or control related to the structural integrity of a building

(Recommendation 1.21)

100.0%

Mar 05, 2015 20:32:44 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Activities under this strategy will begin in mid March 2015. Anticipate completing the strategy by end of December 2015.

Strategy 4.4

Owner: Johnny Zuccon and Bernard Ennis

Develop a Performance Standard instructing P.Eng.s that the contents of an engineering report, or draft report, including a Structural Adequacy Report, should not be altered simply because the client requests that it be changed. Rather, any alteration of an engineering report, or draft report, should be based on sound engineering principles or changed facts.

(Recommendation 1.23)

100.0%

33.3%

33.3%

33.3%

Mar 05, 2015 20:36:53 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Council approved proceeding with implementation plan and work is proceeding. Anticipate completing this strategy by end of October 2015.

Strategy 4.5

Owner: Johnny Zuccon and Bernard Ennis

Under the direction of the CPDCQA Task Force, prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency. (Recommendation 1.24)

100.0%

60.0%

40.0%

Mar 05, 2015 20:39:52 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

CPDCQATF continues to develop the proposal. RFP for member survey is under construction. Next steps will finalize the survey. OCEPP to host a workshop to test the CPD proposal. Anticipate completing this strategy by end of December 2015.

Strategy 4.6

Owner: Johnny Zuccon and Sal Guerriero

Develop a regulation requiring practitioners to advise clients of any suspensions or revocations of their licences, and the reasons therefor, that arise out of disciplinary actions resulting from specific circumstances. (Recommendation 1.25)

100.0%

33.3%

33.3%

33.3%

Mar 05, 2015 20:52:23 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Work in progress to determine statutory authority for implementing the request. Next steps are contingent on the legal opinion outcome. Anticipate completing the strategy by end of May 2015.

Strategy 4.7

Owner: Scott Clark and Alan Zimmermann

Make available specific disciplinary information on the PEO website in a format readily and easily searchable by the name of a practitioner. (Recommendation 1.26)

100.0%

Mar 04, 2015 12:56:38 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q2 2015.

Strategy 4.8

Owner: Johnny Zuccon and Bernard Ennis

Define, in regulation or legislation, as may be required, the roles and responsibilities of a "Prime Consultant". (Recommendation 1.27)

100.0%

25.0%

50.0%

25.0%

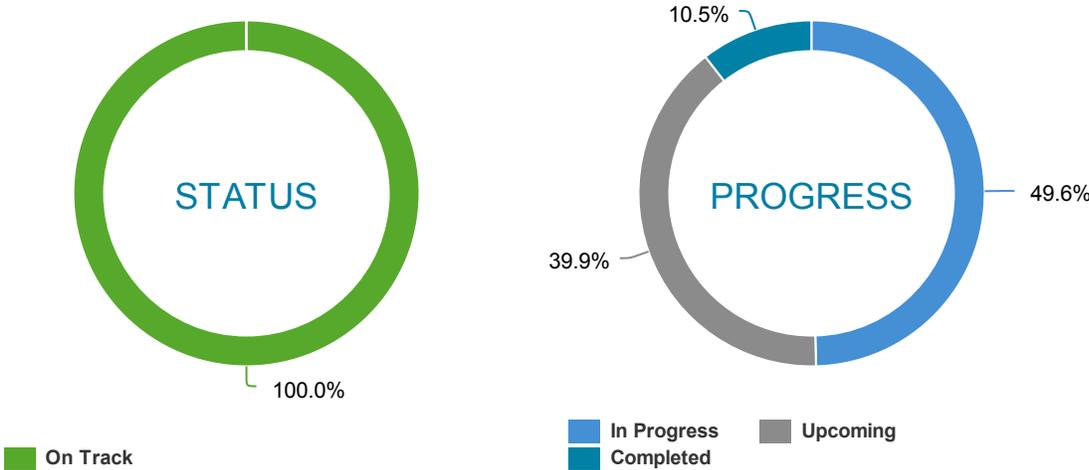
Mar 05, 2015 20:42:43 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Activities under this strategy will begin by the end of March 2015. Anticipate completing this strategy by end of September 2015.

Strategic Objective 5

Owner: Johnny Zuccon

REGULATORY FRAMEWORK - Regulations, standards and guidelines are produced through an evidence-based, integrated and streamlined policy-making process

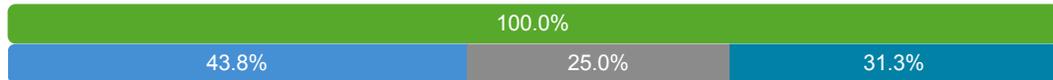


Strategy Updates

Strategy 5.1

Owner: Johnny Zuccon and Jordan Max

Develop and implement an evidence-based regulatory policy development program for staff and committees, including training, tools, and coaching



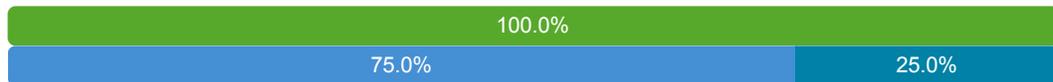
Mar 05, 2015 19:39:03 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Completed the training package and delivery to staff advisors for regulatory committees. Next steps will include articles in Engineering Dimension and preparatory work to establish the centre of excellence. Anticipate completing the strategy by the end of December 2015.

Strategy 5.2

Owner: Johnny Zuccon and Bernard Ennis

Reorient OCEPP operations to focus on workshops that will gather evidence for regulatory policy development purposes



Mar 02, 2015 15:54:34 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Briefing Note: (15% Completed) OCEPP Advisory Board meeting held to consider options; historical information on OCEPP operations, financing, performance metrics collected
Duty to Report Workshop: (10% Completed) Preliminary planning for workshop underway; potential participants identified; questions to be addressed formulated.
Continuing Professional Development Workshop: (7% Completed) See Activity 4.5.3.

Preliminary planning under way.

Strategy 5.3

Owner: Johnny Zuccon

Establish proactive relationships with key ministry officials to help promote regulatory initiatives



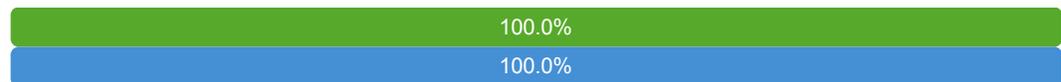
Mar 05, 2015 19:42:35 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Key ministries have been identified and logged. Next steps include developing and designing a brochure on regulatory roles and the how to co-operate with government ministries . Strategy to be completed by end of December 2015.

Strategy 5.4

Owner: Johnny Zuccon and Jordan Max

Implement a legislation monitoring program



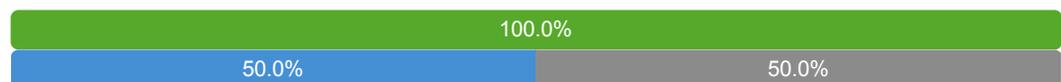
Mar 05, 2015 19:46:01 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Subscribed to News Release updates from key ministries; subscribed to Regulatory Registry for proposed Regulations that is not currently any mechanism to obtain electronic notification from the Legislative Assembly so must rely on ministry releases. Next steps include monitoring and follow up for any additional details. Anticipated completion date end of March 2015.

Strategy 5.5

Owner: Johnny Zuccon and Jordan Max

Develop a mechanism to identify regulatory gaps in the Professional Engineers Act and monitor political environment for opportunities to introduce amendments



Mar 05, 2015 19:51:04 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Have set up the log and populating it. Next steps include reviewing existing council motions that specify or by extension require an Act change. Next steps include reviewing other regulatory bodies' Acts to identify any best practices or specific powers or provisions that may be useful for PEO. Also looking to establish Act Changes Protocol to be adopted across PEO operations. Anticipate completing this strategy by end of November 2015.

Strategy 5.6

Owner: Linda Latham and Marisa Sterling

Review strength of rationale for repealing the industrial exception



Mar 02, 2015 22:51:33 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Hire researcher and consultant: (100% Completed) Scope of work agreed to with Gail Krantzberg of McMaster Engineering's Policy department

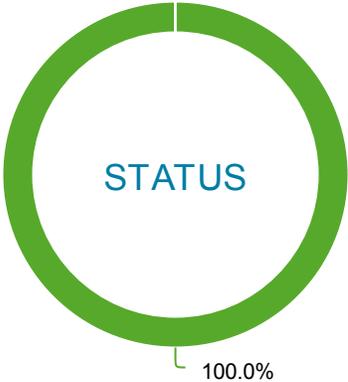
Collect relevant accident data: (5% Completed) Making arrangements to collect court documents for identified Ministry of Labour prosecutions that may have involved equipment design problems

On track to present interim report to Council at its June meeting, and final report to Council in November.

Strategic Objective 6

Owner: Michael Price

REGULATORY FRAMEWORK - Licensing is based on levels of competence



■ On Track
 ■ In Progress
 ■ Upcoming

Strategy Updates

Strategy 6.1 Owner: Michael Price

Contribute to Engineers Canada initiatives to address maximization of common standards in issues of national interest



Mar 04, 2015 16:17:18 by Michael Price (Deputy Registrar, Licensing and Finance)

Attend Engineers Canada National Admissions Officials Meetings: (25% Completed)

Reviewed Proposal to include Geoscientist Issues

Monitor Engineers Canada Educational Credential Assessment Proposal : (17% Completed)

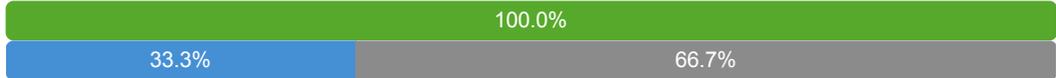
Advised LAC of Observer status on Committee

Framework for Regulation Consultation: (100% Completed) Have consulted with Diane Freeman, Chair of the National Framework Task Force and have agreed that the NFTF would be the appropriate vehicle for PEO consultation on the EC Framework for Regulation

Bring forward concerns to CEQB and monitor ECA proposal through Licensing Affairs Committee to be completed by June 30, 2015.

Strategy 6.2 Owner: Michael Price and Pauline Lebel

Contribute to APEGBC Canadian Environment Experience Requirement Project Steering Committee and assess recommendations for potential implementation



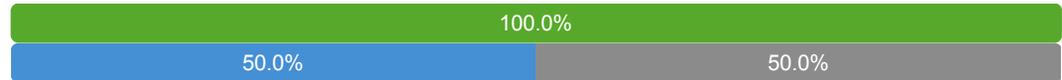
Mar 04, 2015 16:20:37 by Michael Price (Deputy Registrar, Licensing and Finance)

Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (10% Completed) Presentation of Pilot to ERC
Reivew pilot results from other provinces and determine appropriate recommendations for Council's consideration by Q3 2016.

Strategy 6.3

Owner: Michael Price and Moody Farag

Articulate, in coordination with the ARC, the expectations and requirements of accreditation



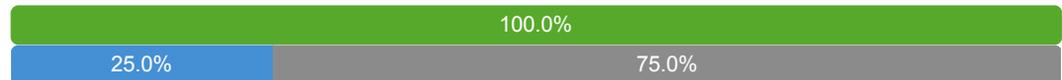
Mar 04, 2015 16:22:31 by Michael Price (Deputy Registrar, Licensing and Finance)

Establish an ARC subcommittee: (10% Completed) Arrange Initial Meeting for March 20
After information collection previous proposals for long term vison to be reviewed by September 30, 2015.

Strategy 6.4

Owner: Michael Price

Analyze, in coordination with the ARC, the utility of the “looking to exempt” designation of Washington Accord Applicants



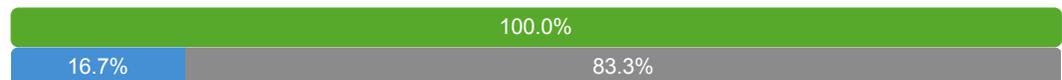
Mar 04, 2015 16:47:24 by Michael Price (Deputy Registrar, Licensing and Finance)

Attend Licensing Affairs Committee Meeting: (17% Completed) Attended February 5 Meeting
Advise ARC of current CEQB position and implement ARC recommendations by December 31, 2015.

Strategy 6.5

Owner: Michael Price

Conduct a policy review of Canadian experience requirements, technical exam programs and national mobility



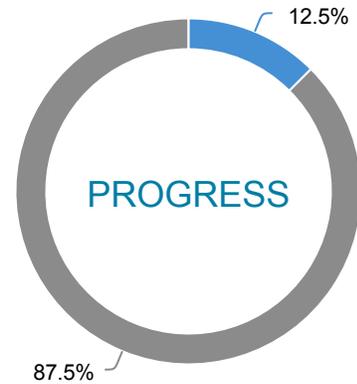
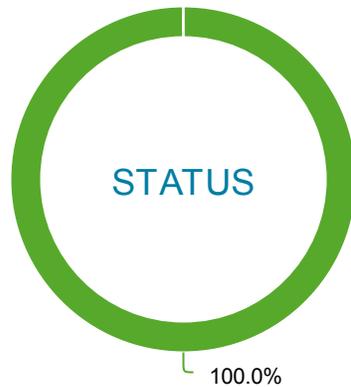
Mar 04, 2015 16:49:33 by Michael Price (Deputy Registrar, Licensing and Finance)

Licensing Committee - Canadian Experience Paper: (20% Completed) Item on Agenda for February 22 LIC Meeting
Through Licensing Committee develop action plan for Council approval and implementation by Q1 2016.

Strategic Objective 7

Owner: Linda Latham

REGULATORY FRAMEWORK - The complaints process is optimized, balancing transparency, fairness and timeliness



■ On Track

■ In Progress

■ Upcoming

Strategy Updates

Strategy 7.1

Owner: Linda Latham

Establish targets for the timelines associated with the various types of files and activities that investigations require and report on target achievement



Mar 04, 2015 21:25:55 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in fall of 2015.

Strategy 7.2

Owner: Linda Latham

Develop a system to monitor and report discrete complaint investigation steps against the established targets



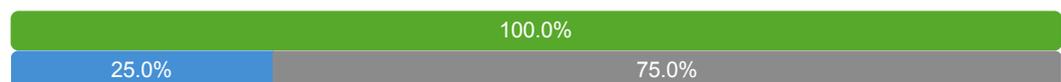
Mar 04, 2015 21:26:51 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in fall of 2015.

Strategy 7.3

Owner: Linda Latham and Ken Slack

Develop revised publicly available Complaints Guide reflecting current complaint and investigation processes



Mar 02, 2015 22:57:51 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Develop first draft for review.: (20% Completed) Started draft text.

Final draft to be available to communications for review by year-end 2015.

Strategy 7.4

Owner: Linda Latham and Ken Slack

Develop internal complaints procedures manual



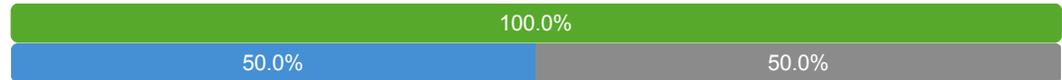
Mar 04, 2015 21:28:13 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in April 2015.

Strategy 7.5

Owner: Linda Latham

Implement new COC Decision and Reasons template for COC non-referral decisions



Mar 02, 2015 22:59:57 by Linda Latham (Deputy Registrar, Regulatory Compliance)

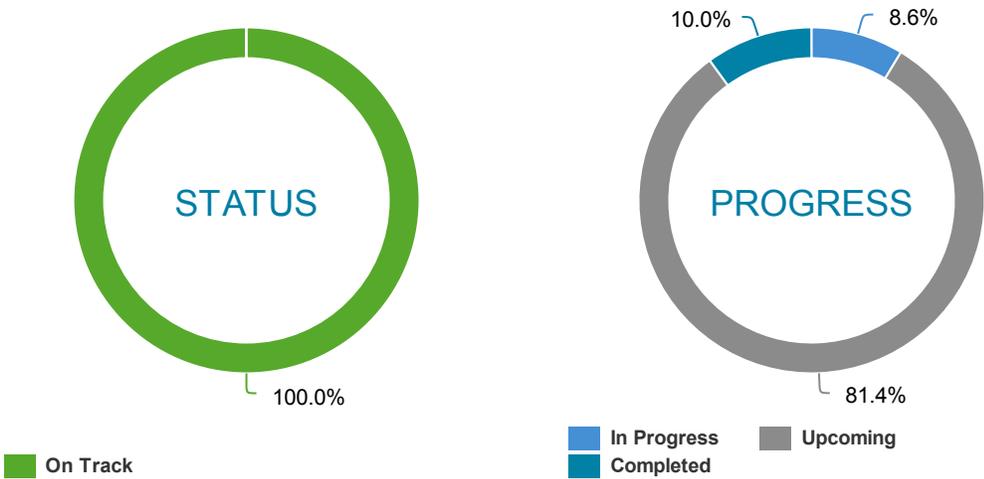
Committee Vice Chair to develop template for lead reviewer presentation of files.: (25% Completed) Draft template underway

New COC Decision template to be put into use by year end 2015.

Strategic Objective 8

Owner: Linda Latham

REGULATORY FRAMEWORK - The practice and title-provisions of the Professional Engineers Act are judiciously enforced and continuously improved



Strategy Updates

Strategy 8.1

Owner: Linda Latham and Marisa Sterling

Categorize all enforcement inquiries by source of allegation and violation type



Mar 04, 2015 21:32:10 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin March 15, 2015.

Strategy 8.2

Owner: Linda Latham and Marisa Sterling

Develop key performance indicators (KPIs) of enforcement activity.



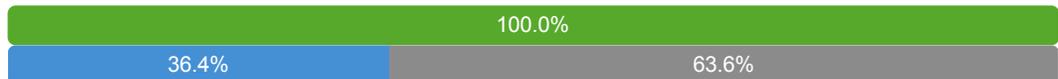
Mar 04, 2015 21:32:57 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin March 15, 2015.

Strategy 8.3

Owner: Linda Latham and Marisa Sterling

Develop new enforcement activity report



Mar 09, 2015 16:48:51 by Gerard McDonald (Registrar)

Revise report: (100% Completed) Enforcement activity report was revised with new measurements and included in the 2014 PEO Annual Report.

Strategy 8.4

Owner: Linda Latham and Marisa Sterling

Revise enforcement policy and procedures manual

100.0%

Mar 04, 2015 21:34:05 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin in spring 2015.

Strategy 8.5

Owner: Linda Latham and Marisa Sterling

Develop criteria to assess and prioritize enforcement violations and link them to associated degrees of prosecutorial action

100.0%

Mar 04, 2015 21:34:48 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin March 15, 2015.

Strategy 8.6

Owner: Linda Latham and Marisa Sterling

Carry out root cause analysis of obstacles to enforcement prosecutorial success

100.0%

Mar 04, 2015 21:35:21 by Linda Latham (Deputy Registrar, Regulatory Compliance)

Work to begin spring 2015.

Strategy 8.7

Owner: Johnny Zuccon and Bernard Ennis

Communicate intent of 2014 changes to the Building Code Act to building officials and monitor compliance

100.0%

25.0%

25.0%

50.0%

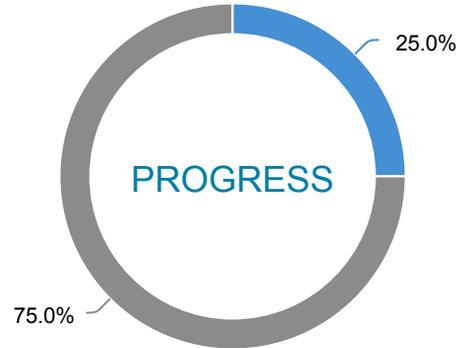
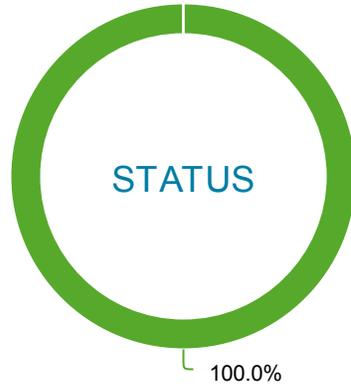
Mar 05, 2015 20:46:55 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Discussions held with Ministry of Municipal Affairs and Housing and Building Officials about their concerns regarding removal of table; staff met with Chris Roney, Dave Brown and Len King to discuss next steps; scope of work for legal research prepared. Councillors have determined that PEO should not cede to the MMAH request for introducing the PEO-OAA Joint Bulletin as an Appendix within the BCode. Next steps this item is now on hold pending MMAH responses.

Strategic Objective 9

Owner: Johnny Zuccon

REGULATORY FRAMEWORK - Tribunals employ accepted smart practices in all operations and are seen to be independent and fair



■ On Track

■ In Progress

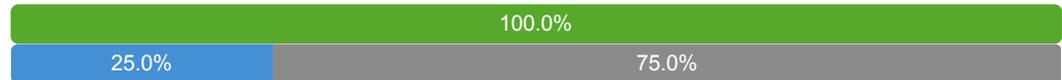
■ Upcoming

Strategy Updates

Strategy 9.1

Owner: Johnny Zuccon and Sal Guerriero

Establish and implement enhanced practices for all PEO Tribunals



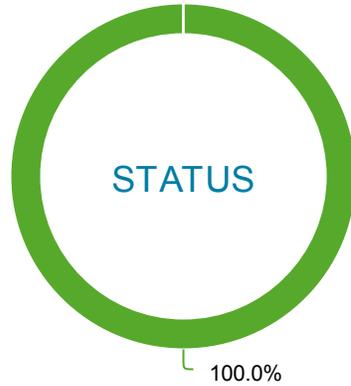
Mar 05, 2015 20:56:18 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Performed environmental scan from other regulatory bodies for best practices. Practice Directions were identified as the common vehicle for communicating best practices. REC has approved the concept. Next steps will include DIC approval to have staff produce a list of potential practice directions to be developed. Anticipate completing this strategy by end of December 2015.

Strategic Objective 10

Owner: Johnny Zuccon

STAKEHOLDERS - Engage key regulatory ministries and industry in engineering public policy development



■ On Track

■ In Progress

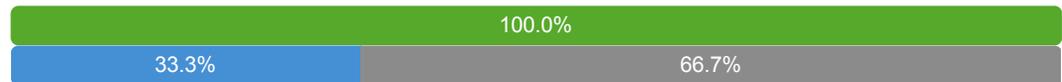
■ Upcoming

Strategy Updates

Strategy 10.1

Owner: Johnny Zuccon and Bernard Ennis

Work with various PEO units and external stakeholders to further the aim, expressed in Council position, of introducing professional design coordination into the Ontario Building Code



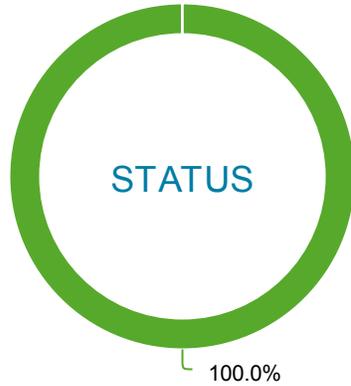
Mar 05, 2015 20:48:34 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Placed this item on the agenda for EABO's April/May meeting. Next steps will be contingent on EABO discussions. Anticipate completing this strategy by end of December 2015.

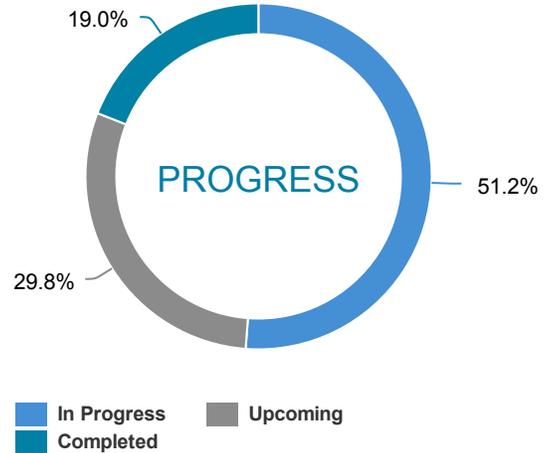
Strategic Objective 11

Owner: Michael Price

STAKEHOLDERS - Other engineering bodies (eg. OSPE, OACETT, CEO, and Ontario universities, among others), are supported within the limits of their respective mandates



■ On Track

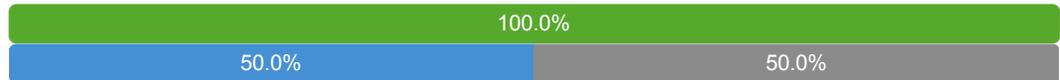


Strategy Updates

Strategy 11.1

Owner: Michael Price and Pauline Lebel

Collaborate with other Ontario engineering bodies to provide information on licensing requirements



Mar 04, 2015 16:53:20 by Michael Price (Deputy Registrar, Licensing and Finance)

Maintain ongoing relationships with OSPE wrt experience requirements: (40% Completed)

Ongoing Participation in Seminars

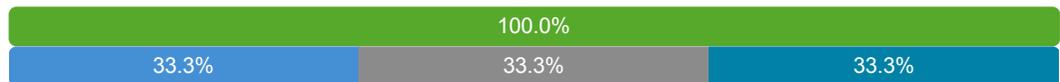
Provide support to PEO chapters: (33% Completed) Ongoing Presentations to Chapters

Presentations to government, employers, Chapters and IEG panels to be completed by December 31, 2015

Strategy 11.2

Owner: Scott Clark and Matthew Ng

Review National Engineering Month partnerships to enhance cooperation among main engineering bodies (PEO, OACETT, and OSPE)



Mar 04, 2015 16:15:30 by Matthew Ng (Manager, Chapters)

National Engineering Month Partnerships: (100% Completed) National Engineering Month Ontario Steering Committee discussed the governance structure of the National Engineering Month Partnerships. National Engineering Month 2015 is currently underway. During the review of the 2015 campaign, the project will be moving to the next step, which is drafting the revised

governance structure based on the committee's discussions. The overall strategy 11.2 is current and on track. This task 11.2.1 is completed.

Draft revised governance structure re NEMOSC: (10% Completed) National Engineering Month 2015 commenced. Monitoring program and activities for providing input to the governance structure document

Next steps: Continue collecting program and activities data from the National Engineering Month 2015 to feed into the governance structure document. Revised governance structure document will be reviewed by National Engineering Month Ontario Steering Committee.

Project expected to be completed by 31 December 2015.

Strategy 11.3

Inactive

Owner: Scott Clark and Fern Goncalves

Explore with OSPE alternative funding arrangements for the OPEA Gala to promote the long-term viability and prestige of the event

100.0%

Mar 02, 2015 23:48:00 by Fern Goncalves (Director, People Development)

OPEA Gala Funding (PD11): (100% Completed) 3-year OPEA Memorandum of Understanding for 2015 - 2017 signed by PEO and OSPE

OPEA Memorandum of Understanding (PD11): (100% Completed) Council approval of 3-year Memorandum of Understanding for 2015 - 2017 OPEA.

Strategy 11.4

Owner: Michael Price

Improve PEO lines of communication with CEAB, CEQB and universities

100.0%

50.0%

50.0%

Mar 04, 2015 16:55:07 by Michael Price (Deputy Registrar, Licensing and Finance)

Prepare Correspondence to CODE Chair: (25% Completed) Initial Letter Regarding Limited Licence Changes Completed

Attend CEAB and CEQB meetings: (10% Completed) Manager, Licensure attended February 7 CEAB Meeting

Establish regular Council reporting by PEO's CEAB and CEQB reps by Q4 2015.

Strategy 11.5

Owner: Michael Price and Lawrence Fogwill

Explore options, in consultation with CEAB and universities, for addressing effect of Limited Licence changes on university professors

100.0%

100.0%

Mar 04, 2015 16:56:14 by Michael Price (Deputy Registrar, Licensing and Finance)

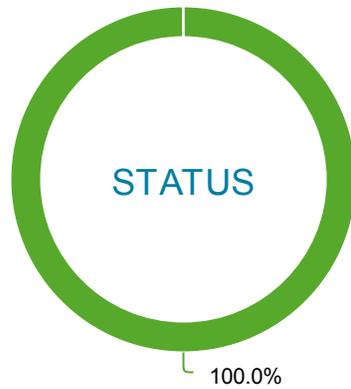
ARC CODE Fact Finding : (20% Completed) Letter Sent

Meeting scheduled for March 20, 2015

Strategic Objective 12

Owner: Michael Price

STAKEHOLDERS - Productive partnerships are developed with Engineers Canada and other constituent associations



On Track

In Progress

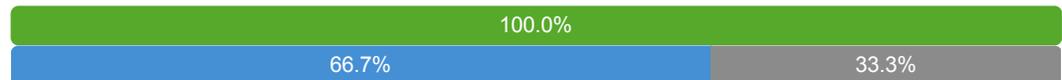
Upcoming

Strategy Updates

Strategy 12.1

Owner: Michael Price

Contribute to Engineers Canada initiatives to address maximization of common standards and assess applicability of other CA practices in licensing, accreditation discipline and enforcement issues



Mar 04, 2015 16:58:26 by Michael Price (Deputy Registrar, Licensing and Finance)

Add items to National Admissions Officials Agenda of National Interest: (20% Completed)

Reviewed Geoscientist Proposal

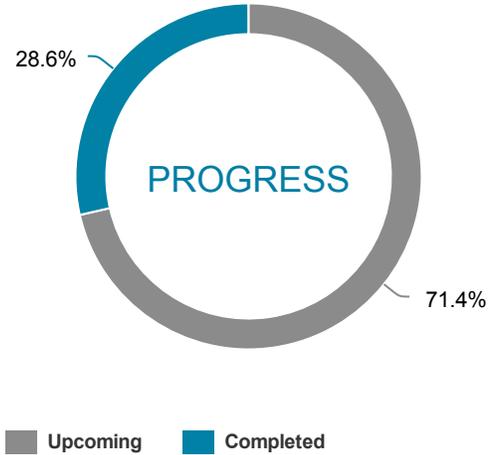
Licensing Affairs Committee: (18% Completed) Respond to Process Information Requests

Monitor Engineers Canada Educational Credential Proposal to be completed by Q4 2015.

Strategic Objective 13

Owner: Johnny Zuccon

STAKEHOLDERS - Public respect for the role of PEO is increased in accordance with the objects of the Professional Engineers Act



Strategy Updates

Strategy 13.1

Owner: Johnny Zuccon and Connie Mucklestone

Audit PEO communications activities to determine their current effectiveness and make recommendations for increasing their effectiveness in support of the organization's Vision and Mission



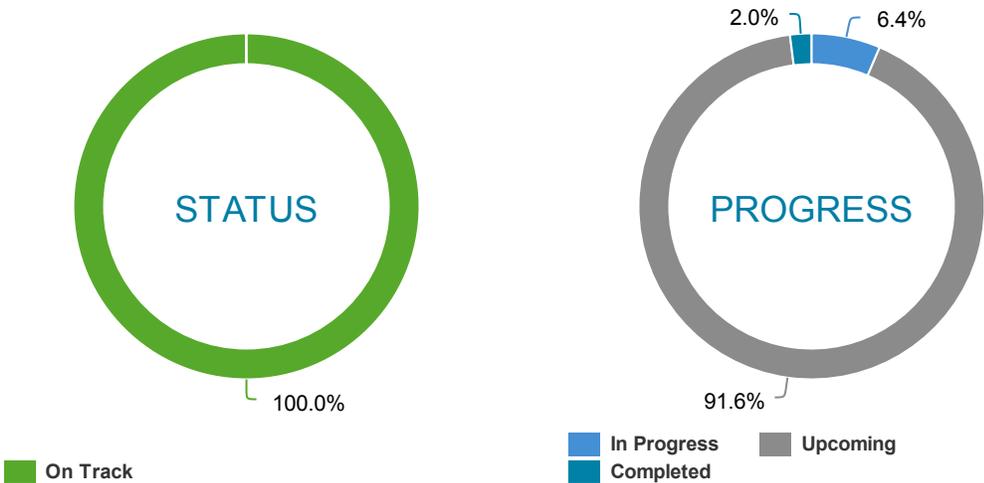
Mar 05, 2015 21:07:52 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

RFP sent to six firms on February 27, 2015. Next steps include awarding the successful vendor. Anticipate completing the strategy by end of December 2016.

Strategic Objective 14

Owner: Johnny Zuccon

OPERATIONS - Electronic communications are engaging, interactive, dynamic and appropriately targeted and integrated



Strategy Updates

Strategy 14.1

Owner: Johnny Zuccon and Connie Mucklestone

Review website analytics and end-user functionality to determine next iteration of PEO web presence



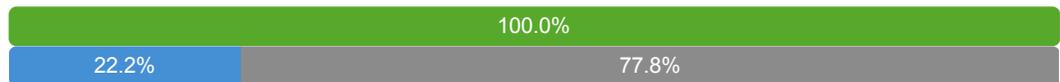
Mar 05, 2015 21:09:16 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Work to commence following the AGM. Anticipate completing this strategy by end of September 2016.

Strategy 14.2

Owner: Johnny Zuccon and Connie Mucklestone

Develop web-based version of Engineering Dimensions to enhance accessibility of information for members



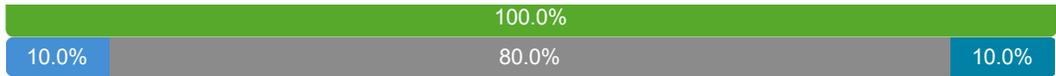
Mar 05, 2015 21:14:21 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Online research is work in progress. Next steps include establishing new magazine work flow to accommodate the on-line Engineering Dimension edition. Designing the ED website. Anticipate completing this strategy by end of September 2016.

Strategy 14.3

Owner: Johnny Zuccon and Connie Mucklestone

Develop and cement social media as a PEO communications tool



Mar 05, 2015 21:18:45 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

The approved PEO Social Media Policy was uploaded to the chapters.peo.on.ca website and chapters were informed. Next steps include, communication of staff, developing of communication materials, establishing PEO presence on other social media sites and integrating social media into PEO communications. Anticipate completing this strategy by end of September 2016.

Strategy 14.4

Owner: Michael Price and Moody Farag

Clarify applicant information about courses in lieu and provide more detailed instructions for obtaining PEO approval on PEO's website



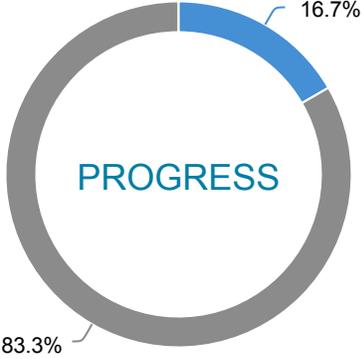
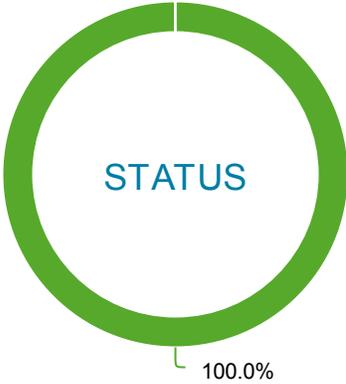
Mar 04, 2015 17:09:19 by Michael Price (Deputy Registrar, Licensing and Finance)

ARC Policy Review to be completed and then update website by Q4 2015.

Strategic Objective 15

Owner: Michael Price

OPERATIONS - Service delivery is improved by clarifying staff and volunteer responsibilities and managing performance



■ On Track
 ■ In Progress
 ■ Upcoming

Strategy Updates

Strategy 15.1

Owner: Scott Clark and Fern Goncalves

Align individual staff objectives to priorities and goals and provide coaching, support, training and empowerment to increase competencies and improve service delivery



Mar 04, 2015 12:59:58 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q2 2015.

Strategy 15.2

Owner: Michael Price and Maria Cellucci

Explore utility of a new Chart of Accounts and Staff Contribution System to facilitate accurate and informative financial tracking



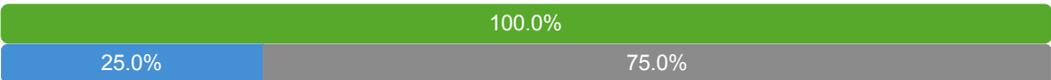
Mar 04, 2015 17:12:25 by Michael Price (Deputy Registrar, Licensing and Finance)

Chart of accounts vision and goals to be developed and implemented by end of 2015.

Strategy 15.3

Owner: Michael Price and Moody Farag

Initiate Lean Management Project to review steps and processing times of the P. Eng. Licensing process



Mar 05, 2015 18:59:28 by Michael Price (Deputy Registrar, Licensing and Finance)

Identify processing steps : (100% Completed) Staff Meetings with Lean Management Consultant

July 16, 17 and August 6 and 7, 2014

Strategy 15.4

Owner: Michael Price and Moody Farag

Review applicant assessment communications to ensure clarity

100.0%

Mar 04, 2015 17:16:41 by Michael Price (Deputy Registrar, Licensing and Finance)

Letters to be reviewed, modifeid and approved by Q1 2016.

Strategy 15.5

Owner: Michael Price and Pauline Lebel

Conduct a survey as a follow-up to applicants that have been interviewed by the ERC

100.0%

Mar 04, 2015 17:19:24 by Michael Price (Deputy Registrar, Licensing and Finance)

Survey questionnaire developed, conducted and implement recommendations by July 1,2016

Strategy 15.6

Owner: Michael Price and Lawrence Fogwill

Establish Process Indicators for Temporary Licence, Limited Licence, Consulting Engineer Designation and Certificate of Authorization

100.0%

100.0%

Mar 05, 2015 21:29:41 by Michael Price (Deputy Registrar, Licensing and Finance)

TL Milestones: (85% Completed) The in strictly an internal staff function when ALL application requirements have been submitted. No committee input is required. A new TL can be issued within 15 business days for complete applications. Renewals can be issued within 10 business days for a complete application. We will produce some statistics to support this.

LL Milestones: (15% Completed) A Working Group has been formed with members of ARC, ERC, LIC and staff to coordinate the new LET requirements and process. The first meeting was March 4th, next meeting planned for March 24th. The WG will be instrumental is helping to develop the key time lines and milestones for applications, as will both ARC and ERC. Both committee chairs are directly and actively involved is each TF.

CEDC milestones: (25% Completed) CED approvals and renewals are dependent on the committee. This topic to be discussed at the next CEDC meeting on May 21.

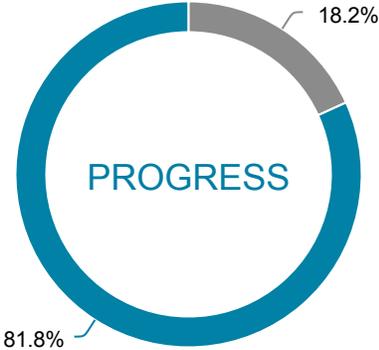
Establish Milestones for C of A: (50% Completed) Certificates of Authorization applications, which are properly filled out and complete, are currently processed for approval within 5 business days. RUSH applications are normally approved by the next business day. For renewals, additional research is required.

Expected to be completed by Q4 2015

Strategic Objective 16

Owner: Scott Clark

OPERATIONS - Cost management and service delivery are improved by actively managing service provider performance



■ Upcoming ■ Completed

Strategy Updates

Strategy 16.1

Owner: Matthew Ng, Ralph Martin, Jeannette Chau, Scott Clark, and Alan Zimmermann

Manage vendor performance, reduce or consolidate vendors where possible and consider going to RFP / RFQ if appropriate to maximize the value provided by PEO's 3rd party suppliers



Mar 04, 2015 14:51:11 by Scott Clark (Chief Administrative Officer)

Establish vendor governance: (100% Completed) Following the Control Objectives for Information Technology (COBIT5) framework, governance established with key vendors.

Implement good IT governance: (100% Completed) Ticketing system installed and in use by staff

Next steps: IT audit to be conducted for compliance against established governance practices including Payment Card Industry (PCI) compliance.

Project expected to be completed December 2016.

Official Election Agent Services RFP: (100% Completed) Official Elections Agent RFP completed and OEA engaged to conduct election. Project completed.

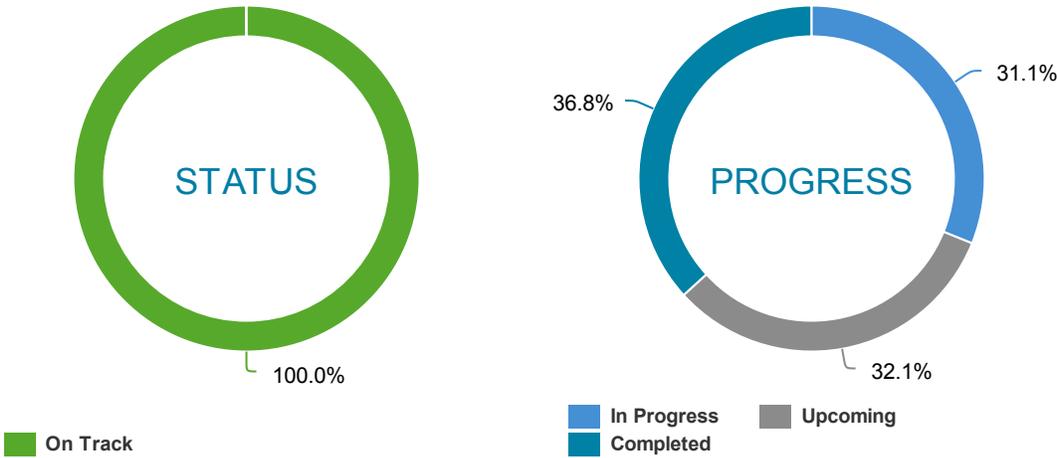
EIR RFP: (100% Completed) EIR RFP completed and new service provider selected. Project completed.

Catering Services RFP: (100% Completed) New caterer introduced December 2014. Project completed.

Strategic Objective 17

Owner: Scott Clark

OPERATIONS - PEO Headquarters occupancy rates and building efficiency are optimized



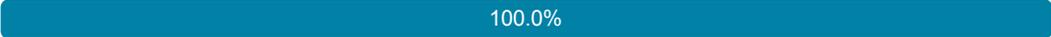
Strategy Updates

Strategy 17.1

Inactive

Owner: Scott Clark and John Cookson

Assess furniture assets in long-term storage for disposal to optimize storage requirements and minimize storage costs



Mar 03, 2015 11:46:47 by John Cookson (Manager, Building Operations)

Long-term Asset Storage Requirements: (100% Completed) Assets have been documented and a full inventory has been prepared

Assess Asset Inventory: (100% Completed) Finance has identified which assets have any book value and those that still do.

Determine Disposal Options: (100% Completed) Several furniture dealers contacted and none were interested in purchasing items with no book value.

Prepare Disposal Plan : (100% Completed) Disposal and storage plan approved by Registrar

Disposal and Storage: (100% Completed) All assets have been disposed of or are now in storage at 40 Sheppard. PEO will no longer incur any storage fees going forward.

Strategy 17.2

Owner: Scott Clark and John Cookson

Renovate suite 101 to enhance working conditions of front-line reception staff, provide greater privacy to applicants and increase meeting space for volunteers



Mar 03, 2015 12:44:24 by John Cookson (Manager, Building Operations)

Suite 101 Renovations: (100% Completed) All options, design layouts and preliminary budgets are complete

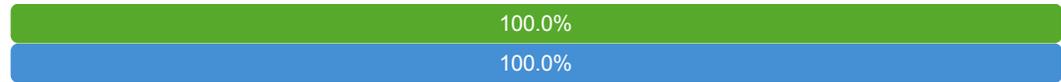
Demolition/Construction Begins: (100% Completed) Permits delivered to General Contractor

New design and drawings: (100% Completed) All drawings and designs have been submitted.
Tender: (100% Completed) General Contractor has submitted all documentation to the appropriate trades for quotes
Tender Process Review: (95% Completed) Awaiting CCDC to be signed by the President.
Construction schedule is to have space complete and ready for furniture delivery and final set up on April 10th. Anticipated move in date is April 20th. Final completion of project (removal of current reception desk) is scheduled for April 24th.

Strategy 17.3

Owner: Scott Clark and John Cookson

Create a 40 Sheppard capital projects document archive to improve research and analysis capabilities and enhance decision-making



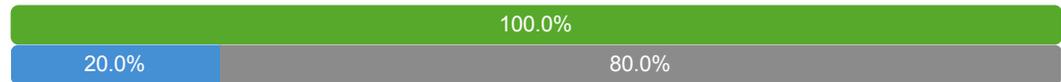
Mar 04, 2015 13:04:58 by Scott Clark (Chief Administrative Officer)

Building Document Archive: (15% Completed) Archiving of building documents ongoing. Project is expected to be completed Q4 2016.

Strategy 17.4

Owner: Scott Clark and John Cookson

Update the long-term capital plan for 40 Sheppard to ensure appropriate stewardship of PEO's building asset and improve financial planning



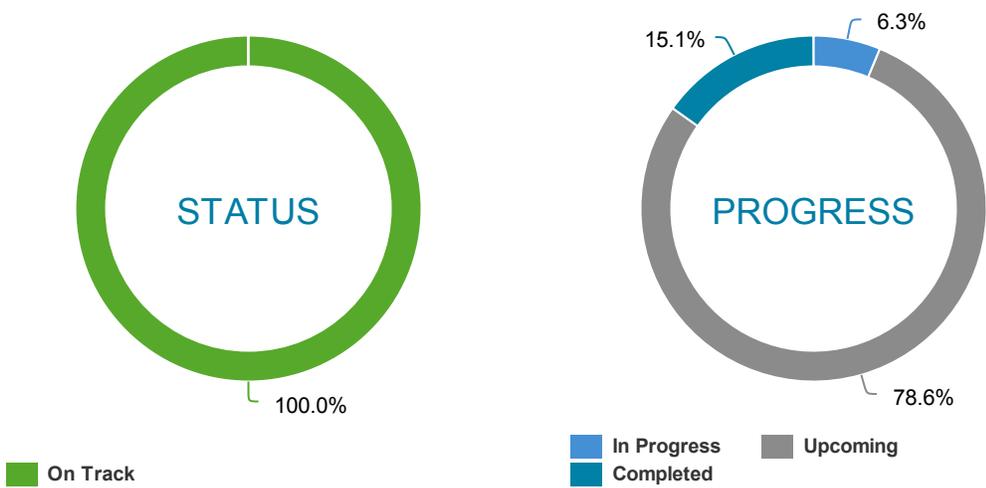
Mar 04, 2015 13:09:24 by Scott Clark (Chief Administrative Officer)

Long Term Capital Plan: (32% Completed) Meeting with BJC to review progress is scheduled for March 17, 2015.
Next steps: Capital Plan will be reviewed by Finance Committee and Council as part of 2016 budget process.
Project expected to be completed Q1 2017.

Strategic Objective 18

Owner: Scott Clark

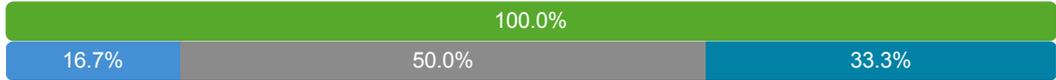
OPERATIONS - Risk is mitigated by assessing vulnerabilities and addressing service gaps



Strategy Updates

Strategy 18.1 Owner: Scott Clark and Alan Zimmermann

Decommission Prism 4.3 and outsource eblasts



Mar 04, 2015 13:14:09 by Scott Clark (Chief Administrative Officer)

Manage risk of Prism 4.3: (25% Completed) Chapter websites to WordPress sites and calendars to Prism 5.11

Worked with DMC to update 700+ bad email addresses

Outsource eBlasts: (80% Completed) Pilot successfully run with York Chapter and all member PEO HQ eBlast

Next Steps: Review results of eblast pilot, make recommendations for implementation. Training will be conducted for key stakeholders. The outsourced eblast solution will be implemented April 2015. Prism 4.3 will be decommissioned.

Project expected to be completed by September 2015.

Strategy 18.2 Owner: Scott Clark and Alan Zimmermann

Re-launch Sharepoint based upon accepted smart practices

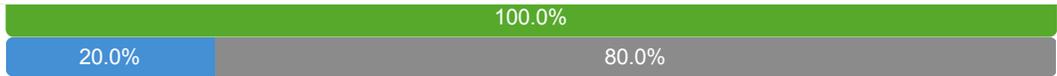


Mar 04, 2015 13:14:23 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q3 2015.

Strategy 18.3 Owner: Scott Clark and Alan Zimmermann

Replace the outsourced core infrastructure provider



Mar 11, 2015 12:07:36 by Scott Clark (Chief Administrative Officer)

RFP outsourced environment: (10% Completed) CAO appointed as Business Sponsor for the project. Project initiated at kick-off meeting with key stakeholders.

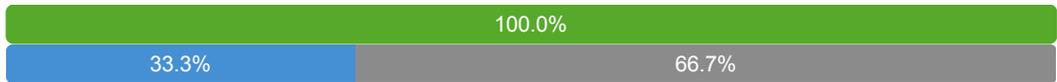
Next steps: An RFP process will be undertaken and the IT infrastructure will be migrated to a new vendor.

Project expected to be completed by August 2015.

Strategy 18.4

Owner: Scott Clark and Alan Zimmermann

Update systems – PCs; website performance; Optical Imaging Technology



Mar 03, 2015 15:02:18 by Alan Zimmermann (Director, Information Technology)

Update PC's & Laptops: (20% Completed) Project well underway with 7 / 28 upgrades completed thus far

Next Steps: Continue to execute project plan, aiming to complete all upgrades by May, 2015

Strategy 18.5

Owner: Michael Price and Moody Farag

Implement new Online Licensing system



Mar 04, 2015 18:02:43 by Michael Price (Deputy Registrar, Licensing and Finance)

To be implemented in conjunction with Aptify Phase 2. Expected to be completed Q4 2016

Strategy 18.6

Owner: Scott Clark and Alan Zimmermann

Implement an IT dashboard to focus efforts on improving service availability, service performance, and client satisfaction



Mar 04, 2015 13:19:30 by Scott Clark (Chief Administrative Officer)

IT Dashboard: (100% Completed) Initial dashboard created and being utilized by IT

Next steps: IT dashboard will be refined to add more detailed metrics based on system performance and utilization of metrics.

Project is expected to be completed by Q4 2015.

Strategy 18.7

Owner: Alan Zimmermann and Scott Clark

Develop a disaster recovery / business continuity plan to mitigate risk of disruption to ongoing PEO operations

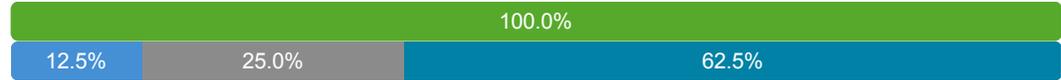


Mar 04, 2015 13:25:58 by Scott Clark (Chief Administrative Officer)

Project expected to commence March 2015.

Strategy 18.8

Owner: Scott Clark and Matthew Ng

Develop a guide to CASL for Chapters to facilitate common understanding, compliance and mitigate risk**Mar 04, 2015 13:29:01 by Scott Clark (Chief Administrative Officer)**

Engage legal counsel on CASL issue: (100% Completed) Task completed - engaged with legal counsel on Canadian Anti Spam Legislation (CASL) issue in the context of our chapters and what they do. Moving on to the next task, which is to determine the breadth of communications undertaken by our chapters

Determine breadth of communications undertaken by Chapters: (100% Completed) Task completed - Chapter communications analyzed and classified into broad groups that is easy to interpret for Canadian Anti Spam Legislation (CASL). Next steps to conduct risk assessment and business impact assessment based on the results obtained in this step.

Conduct Risk Assessment and Business Impact Assessment: (100% Completed) Task completed - Risk assessment conducted and documented and business impact assessed and documented fully in preparation for the next step - to create the DRAFT Canadian Anti Spam Legislation (CASL) guide for chapters.

Draft CASL Guide for Chapters: (100% Completed) Completed the draft Canadian Anti Spam Legislation (CASL) guide for chapters. Corporate Services department received final copy back from PEO communications department. Next step is to develop the communications é training strategy and materials for chapters and other stakeholders.

Develop communication / training strategy and materials: (100% Completed) Communication plan with Chapters and other stakeholders, Canadian Anti Spam Legislation (CASL) training material for Chapters and the strategy of handling the training developed by the Chapter Office and approved by Chief Administrative Officer (CAO). The project is on track to be completed by 31 Dec 2015

Distribute CASL Guide for Chapters: (80% Completed) Guide sent to legal counsel for review, comments received and incorporated. Task is 80% complete. The project is on track to be completed by 31 Dec 2015

Distribute CASL Guide for Chapters: (80% Completed) CASL Guide sent to PEO Communications for final edit. Task is 80% complete.
Next steps: Guide will be distributed to Chapters. Training material will be developed for annual training for Chapters in privacy and CASL.
Project is expected to be completed by 31 Dec 2015

Strategy 18.9

Owner: Scott Clark, Michael Price, and Alan Zimmermann

Impliment APTIFY Phase 1**Mar 12, 2015 16:11:39 by Gerard McDonald (Registrar)**

Establish Governance: (100% Completed) Steering Committee approved Governance Structure January 12

Perform Mini-Discovery Session: (100% Completed) the final requirements report was signed off on Feb 13th

Budget Development and Approval: (100% Completed) Budget approved by Finance Committee on March 11, 2015

Aptify Phase 1 implimentation should be completed by Mid-Fall, 2015

Strategy 18.10

Owner: Scott Clark and Alan Zimmermann

Aptify - Phase 2



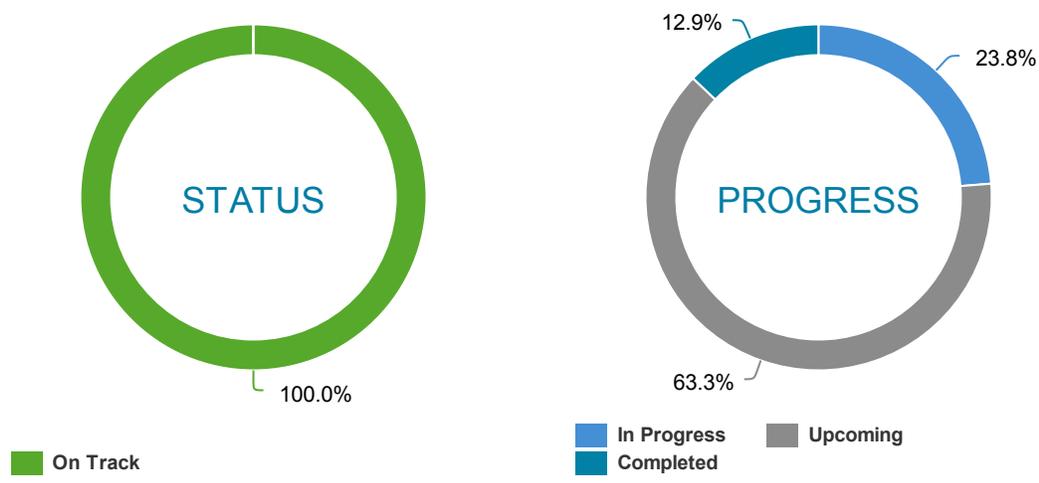
Mar 04, 2015 13:29:40 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q3 2015.

Strategic Objective 19

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - PEO has a sustainable organization-wide continuous-improvement culture



Strategy Updates

Strategy 19.1 Owner: Scott Clark and Alan Zimmermann

Establish IT Service Management controls and IT Project Management controls to increase predictability create efficiency and meet stakeholder needs

A horizontal progress bar for Strategy 19.1. The top bar is solid green and labeled '100.0%'. Below it, a segmented bar shows: 20.0% (blue, In Progress), 60.0% (grey, Upcoming), and 20.0% (dark blue, Completed).

Mar 04, 2015 13:34:44 by Scott Clark (Chief Administrative Officer)

IT Project Management Controls: (60% Completed) Completed 7th floor A/V project, now closing it properly with the Business Unit following PMBOK (Project Management Body of Knowledge) best practises

Next Steps: IT policies will be created to provide guidance. Project management controls will be audited as part of continuous improvement. IT services management processes will be created and implemented based on best practices from Informaiton Technology Intrastructure Library (ITIL). Lessons learned will be applied as needed.

Project Management audit planned for Q2, 2015

Project is expected to be completed by Q4 2017.

Strategy 19.2 Owner: Scott Clark and Jeannette Chau

Develop GLP training modules to enhance the skills of the GLP members and effectiveness of the GLP

A horizontal progress bar for Strategy 19.2. The top bar is solid green and labeled '100.0%'. Below it, a segmented bar shows: 20.0% (blue, In Progress) and 80.0% (grey, Upcoming).

Mar 04, 2015 13:36:05 by Scott Clark (Chief Administrative Officer)

Determine training requirements: (75% Completed) Second GLP training development meeting

held Feb 10th.

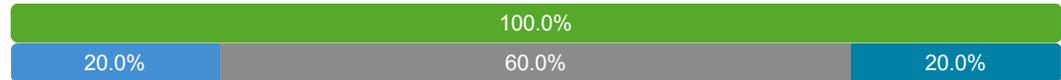
Next steps: Development of powerpoint presentations and training materials, production of training modules, development of communications strategy and roll out.

Project expected to be completed by April 2016.

Strategy 19.3

Owner: Scott Clark and Matthew Ng

Develop a Reference / FAQ Guideline module to improve access to information and enhance the learning opportunity for Chapter volunteers



Mar 04, 2015 13:38:53 by Scott Clark (Chief Administrative Officer)

Chapter FAQ Guideline: (100% Completed) Completed the determination of training requirements - Chapter FAQ guideline. Task completed. Project is on track to be completed by 31 December 2015

Develop FAQ PowerPoint presentation: (20% Completed) Collected pertinent information for PowerPoint slides.

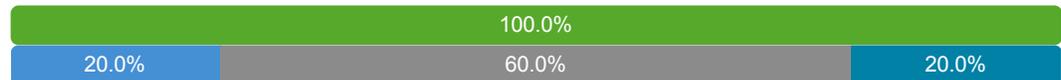
Next steps: A training module will be developed along with a communication strategy and roll out of module to Chapters.

Project expected to be completed by December 2015

Strategy 19.4

Owner: Scott Clark and Matthew Ng

Develop Chapter financial management training module for Chapter Chairs and Treasurers to broaden understanding of fiscal processes and enhance accountability



Mar 04, 2015 13:41:34 by Scott Clark (Chief Administrative Officer)

Training requirements for Chapter Chairs and Treasurers Training Module: (100% Completed) training requirements for Chapter Chairs and Treasurers established. Task completed. Project is on track to be completed by 31 December 2015.

Develop PowerPoint presentation and other training materials for treasurer's training: (22% Completed) Collected the past training material for treasurer meeting. Received requestes from the chapters of the need for a treasurer training. Next steps is to develop the PowerPoint in a way that it can be adopted as script for the web module (webinar)

Next steps: Training module will be developed along with a communication strategy to support roll of module to Chapters.

Project is expected to be completed by December 2015.

Strategy 19.5

Owner: Scott Clark and Fern Goncalves

Update Employee Manual to ensure that PEO policies are in compliance with legislation and industry accepted smart practices; and post on SharePoint to enhance access to current information for all staff and facilitate common understanding and compliance



Mar 03, 2015 14:08:24 by Fern Goncalves (Director, People Development)

Employee Manual (PD1): (35% Completed) Continued review of policies and Employee Manual.

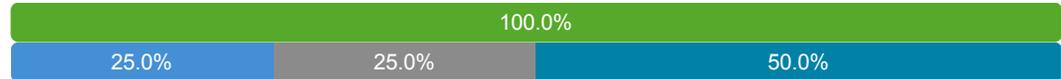
Next steps: Draft Employee Manual presented to Senior Management Team for review and approval.

Project expected to be completed by January 2016.

Strategy 19.6

Owner: Scott Clark and Fern Goncalves

Harmonize generic volunteer orientation with committee-specific on-boarding to improve volunteer understanding of PEO policies and volunteer engagement



Mar 03, 2015 14:05:31 by Fern Goncalves (Director, People Development)

Volunteer Orientation / On-boarding (PD2): (100% Completed) PowerPoint presentation for the volunteer orientation module developed and approved.

Volunteer Orientation Module (PD2): (100% Completed) Production schedule developed and video shot participants and date confirmed.

Launch Volunteer Orientation Module (PD2): (25% Completed) Video shoot scheduled for March 6.

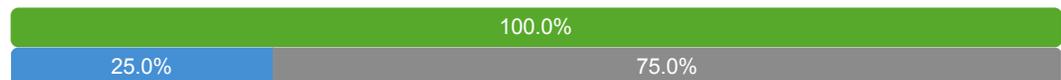
Next steps: Once video shoot complete, post production and review of draft module.

Project expected to be completed by Dec 2015.

Strategy 19.7

Owner: Scott Clark and Fern Goncalves

Develop Volunteer Manual to improve volunteer understanding of PEO policies and enhance access to current information



Mar 03, 2015 14:10:13 by Fern Goncalves (Director, People Development)

Volunteer Manual (PD3): (50% Completed) Review of volunteer policies and development of manual.

Next steps: Present draft Volunteer Manual to Advisory Committee on Volunteers for review and approval. Once approved, post on SharePoint.

Project expected to be completed by April 2016.

Strategy 19.8

Owner: Scott Clark and Fern Goncalves

Provide Privacy Policy training to volunteers and staff to facilitate common understanding and compliance



Mar 03, 2015 14:13:11 by Fern Goncalves (Director, People Development)

Privacy Policy Training (PD6): (75% Completed) Privacy module PowerPoint slides approved. Third review and edit of video script completed.

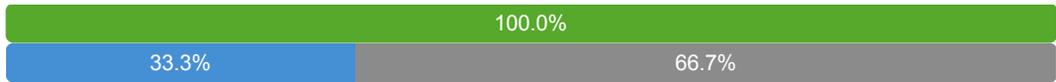
Next steps: Develop production schedule for web module.

Project expected to be completed by August 2015.

Strategy 19.9

Owner: Scott Clark and Fern Goncalves

Conduct a member survey to assess relevance of PEO to their needs



Mar 03, 2015 14:11:45 by Fern Goncalves (Director, People Development)

Member Needs Survey (S6): (10% Completed) Research underway on survey questionnaire best practices.

Next steps: Present draft member survey to Senior Management Team for review and approval.

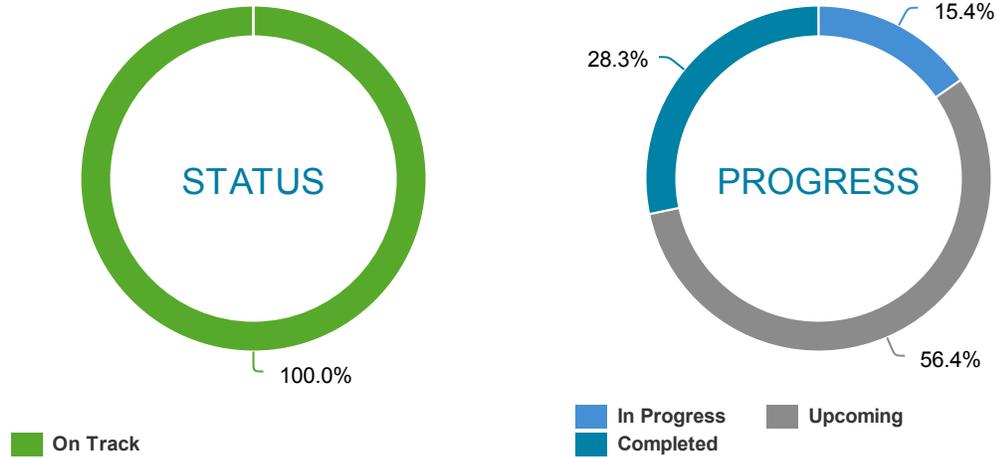
Once approved, administer member needs survey.

Project expected to be completed by June 2015.

Strategic Objective 20

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - PEO's governance approach is robust, transparent and trusted

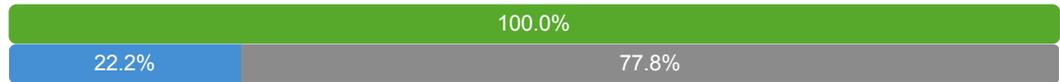


Strategy Updates

Strategy 20.1

Owner: Johnny Zuccon and Connie Mucklestone

Develop and publish series of articles on aspects of PEO governance and accepted smart practices for governance of regulatory bodies



Mar 05, 2015 21:22:19 by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs)

Solicitation of input from Council, Secretariat and SMT is ongoing. Some potential authors noted and once topics are finalized authors and articles can be assigned and published. Anticipate completing this strategy by end December 2017.

Strategy 20.2

Owner: Scott Clark and Ralph Martin

Review election costs and procedures of other Constituent Associations and develop a proposal for PEO elections that enhances efficiencies and controls costs



Mar 04, 2015 13:49:43 by Scott Clark (Chief Administrative Officer)

Council Election Costs: (10% Completed) Monitoring 2015 election costs and preparing to canvass election costs of other constituent associations.

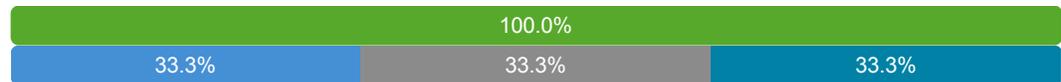
Next steps: A review of election costs and procedures of other constituent associations will be conducted. CESC will review report and make recommendations to Council. An RFP for Official Election Agent services will be conducted.

Project expected to be completed by August 2015.

Strategy 20.3

Owner: Scott Clark and Ralph Martin

Develop a Councillor orientation program to improve new Councillor on-boarding



Mar 04, 2015 13:51:20 by Scott Clark (Chief Administrative Officer)

Council Orientation: (100% Completed) Orientation presentation delivered at 2014 Council retreat

Council Orientation: (50% Completed) Presentation slides under review.

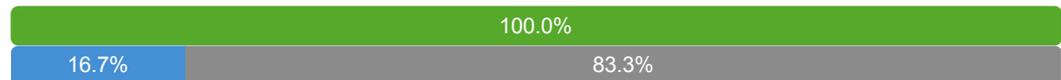
Next steps: Deliver 2015 Council Orientation program

Project expected to be completed by May 2015.

Strategy 20.4

Owner: Scott Clark and Ralph Martin

Develop a briefing note training program for staff and volunteers to improve the quality of submissions to Council and to enhance decision-making at Council



Mar 03, 2015 18:53:53 by Ralph Martin (Manager, Secretariat)

Briefing Note Training: (60% Completed) Presentation slides being drafted.

Next steps: SMT to review and update presentation slides and recommend staff for training, training to be delivered. Following successful delivery of training to staff, a webcast will be prepared to support volunteer training.

Project expected to be completed by November, 2015.

Strategy 20.5

Owner: Scott Clark and Ralph Martin

Develop and implement an electronic queuing and voting application for Council meetings to enhance the effectiveness of the Council Chair and improve meeting efficiency



Mar 03, 2015 18:48:21 by Ralph Martin (Manager, Secretariat)

Queuing and Voting Application: (100% Completed) Completed trial of CAA at October 2014 EXE meeting - application did not operate as expected, other technologies will be sourced out.

Council Voting and Queuing Application.: (10% Completed) Business sponsor assigned, project charter being drafted

Voting and queuing application to be developed using principles outlined in draft policy for IT projects involving or supported by IT. This includes project management protocols, defining requirements, conducting an RFP, developing the application solution and user acceptance testing.

Project is expected to be completed Q4, 2016.

Strategy 20.6

Inactive

Owner: Scott Clark and Ralph Martin

Develop Council / Executive Committee motion tracking system to improve research capabilities and enhance Council oversight

100.0%

Mar 04, 2015 13:54:40 by Scott Clark (Chief Administrative Officer)

Develop and populate Council/Executive Committee Motion Tracking System: (100% Completed) Tracking System Developed

SMT reviews the Council/Executive Committee motion tracking application: (100% Completed) Motion tracking system approved by SMT

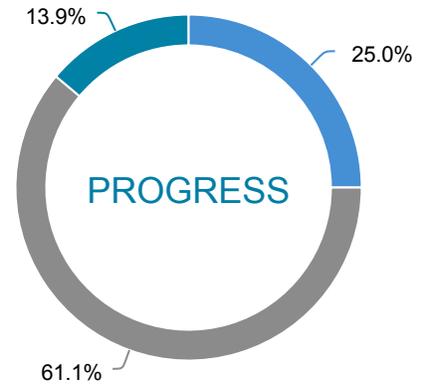
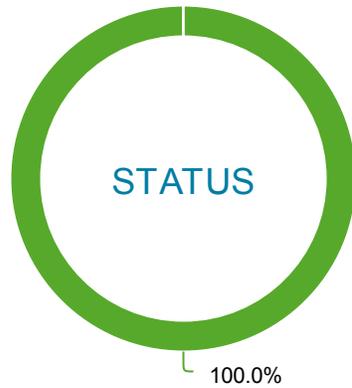
Council motion tracking: (100% Completed) Council Action Log posted to secure Council website

Project completed.

Strategic Objective 21

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - Chapters are engaged in the regulatory mandate of PEO



On Track

In Progress
Completed

Upcoming

Strategy Updates

Strategy 21.1

Owner: Scott Clark and Manoj Choudhary

Develop a Licensure Assistance Program (LAP) orientation training module to improve access and enhance the learning opportunity for Interns and Guides



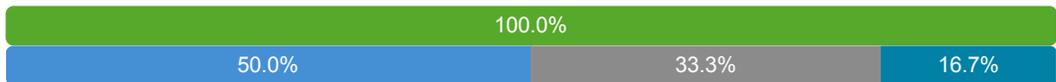
Mar 04, 2015 13:55:19 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q1 2016

Strategy 21.2

Owner: Scott Clark and Matthew Ng

Constitute a Chapter IT Governance Task Group to develop Chapter IT standards and recommended practices and enhance communication between Chapters and PEO on Chapter IT issues



Mar 04, 2015 13:58:45 by Scott Clark (Chief Administrative Officer)

Develop task group terms of reference (IT Envisioning Governance): (100% Completed) terms of reference established and approved. Task completed. Project currently on track to be completed by 31 December 2015.

Recruit volunteers for ITEG Task group: (70% Completed) Applications received and being reviewed.

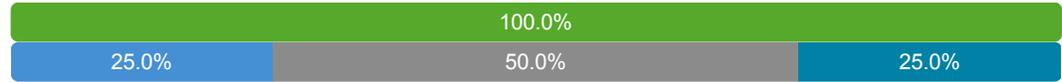
Next steps: ITEG task group work plan being developed. IT governance protocols for Chapters will be developed along with a communication strategy.

Project expected to be completed by December 2015

Strategy 21.3

Owner: Scott Clark and Fern Goncalves

Plan and implement combined Volunteer Leadership Conference involving leaders from chapters and committees / task forces to be held in conjunction with the PEO Annual General Meeting to facilitate common understanding of regulatory issues among all volunteers



Mar 03, 2015 14:17:12 by Fern Goncalves (Director, People Development)

Volunteer Leadership Conference Pilot (PD12): (25% Completed) Volunteer Leadership Conference Planning Committee (VLCPC) developing program agenda and breakout activities for 1-day conference.

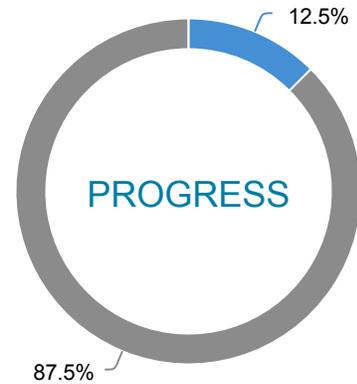
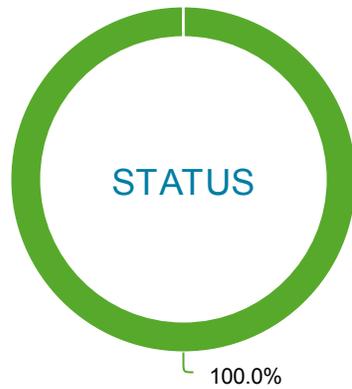
Next steps: Pilot volunteer leadership conference takes place on April 24, 2015. Following the conference, evaluate success and present recommendations to Executive Committee.

Project expected to be completed by September 2015.

Strategic Objective 22

Owner: Michael Price

STAFF, VOLUNTEERS & COUNCIL - Equity and diversity values and principles are integrated into the general policy and business operations



■ On Track

■ In Progress

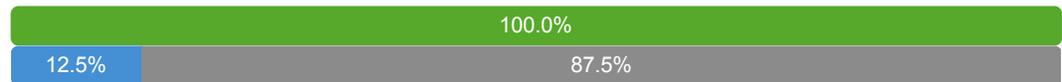
■ Upcoming

Strategy Updates

Strategy 22.1

Owner: Michael Price, Moody Farag, and Pauline Lebel

Online equity and diversity training module is available to all ARC and ERC members. Introduce mandatory equity and diversity and AODA training for all ARC and ERC members



Mar 04, 2015 18:24:13 by Michael Price (Deputy Registrar, Licensing and Finance)

Present equity and diversity module: (25% Completed) Agenda Item for February 27 ERC Business Meeting

Present equity and diversity module: (25% Completed) ERC were provided with presentation and link to the online model at February 2014 business meeting. ARC and ERC members to complete module by Q2 2016.

Strategic Objective 23

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - Organizational renewal is ensured through succession plans and talent management strategies



■ Upcoming

Strategy Updates

Strategy 23.1

Owner: Scott Clark and Fern Goncalves

Conduct analysis of volunteer database to identify committee HR plan gaps and turn-over rate.



Mar 04, 2015 13:59:17 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q4 2015.

Strategy 23.2

Owner: Scott Clark and Fern Goncalves

Develop succession plans and talent management strategies to enhance operational effectiveness



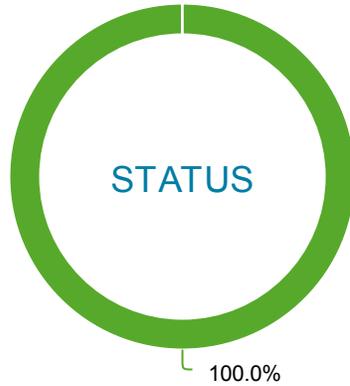
Mar 04, 2015 13:59:33 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q2 2015.

Strategic Objective 24

Owner: Scott Clark

STAFF, VOLUNTEERS & COUNCIL - PEO is recognized as an employer of choice



On Track

In Progress

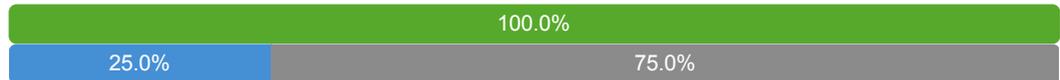
Upcoming

Strategy Updates

Strategy 24.1

Owner: Scott Clark and Fern Goncalves

Conduct an employee job satisfaction survey to assess and improve employee engagement and morale



Mar 03, 2015 14:19:27 by Fern Goncalves (Director, People Development)

Job Satisfaction Survey (PD9): (15% Completed) Research and development of job satisfaction survey questionnaire.

Next steps: Present draft job satisfaction survey to Senior Management Team for review and approval. Once approved, conduct survey and analysis of results.

Project expected to be completed by June 2015.

Strategy 24.2

Owner: Scott Clark and Fern Goncalves

Develop an employer-of-choice strategy to increase employee engagement; enhance preservation of the knowledge base; promote employee satisfaction; and improve organizational performance



Mar 04, 2015 14:00:09 by Scott Clark (Chief Administrative Officer)

Project expected to commence Q3 2015.