

# HUMAN RESOURCES PLAN - 2020

C-530-3.5  
Appendix J(i)

## GOVERNMENT LIAISON COMMITTEE (GLC)

|   |  |
|---|--|
| Committee: Government Liaison Committee (GLC) | Date Developed: September 2019           |
| Committee Review Date: September, 2019        | Date Council Approved: November 15, 2019 |

|  | Currently in Place   | Required in 12 months<br>(Identified "Gap" for<br>each Core<br>Competency)  | Required in<br>2 to 5 years   |
|--|--|---|---|
| <b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul> | Key objectives and core competencies are listed in Appendix A  | <ul style="list-style-type: none"> <li>• See Appendix A</li> </ul>  | No gap  |
| <b>Committee Membership</b>  | 11 Members, each a representative according to the GLC Terms of Reference  | <ul style="list-style-type: none"> <li>• See Appendix B</li> </ul>  | Dependent upon renewal of committee membership  |
| <b>Broad Engagement</b>  |  |   |   |
| <ul style="list-style-type: none"> <li>• Career Stage</li> </ul>   | At least 1 from every career stage   | At least 1 from every career stage  | No gap  |
| <ul style="list-style-type: none"> <li>• Diversities of Sources</li> </ul>   | At least 1 representative from key stakeholders for information and cooperation related to Provincial Government interaction         | <ul style="list-style-type: none"> <li>• See Appendix B</li> </ul>  | No gap  |
| <ul style="list-style-type: none"> <li>• Experience Level</li> </ul>   | A minimum of 1 member in C-Level, 2 in A-Level   | A Level or greater  | No gap  |
| <ul style="list-style-type: none"> <li>• Gender Diversity</li> </ul>   | To achieve gender balance consistent with PEO's goals. Currently 1 female, 10 males  | 1 female, 10 males  | Dependent upon members selected to committee – will seek out & request females for new vacancies. |
| <ul style="list-style-type: none"> <li>• Geographic Representation</li> </ul>  | Full geographic representation   | 5 regions represented   | No Gap  |
| <ul style="list-style-type: none"> <li>• CEAB Graduates – vs– IEG</li> </ul>   | N/A  | N/A   | N/A   |
| <ul style="list-style-type: none"> <li>• Licensed –vs– Non-licensed</li> </ul>   | 2 non-licensed members (1 EIT, 1 student member)   | Replace EIT rep as per succession planning section  |   |
| <b>Volunteer Development Plans</b>   | See Appendix C   | See Appendix C  | See Appendix C  |
| <b>Succession Planning</b> <ul style="list-style-type: none"> <li>• List the members</li> <li>• Term of office for committee members</li> </ul>    | Length of term will be two years for each member. Members may be reappointed for an additional two terms, to a maximum of six years. | <ul style="list-style-type: none"> <li>• In 2020 replace "P.Eng. active chapter member"</li> <li>• In 2020 replace EIT rep</li> <li>• In 2020 replace Engineers Canada rep</li> </ul> | In 2021 replace RCC representative  |

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|  |   |  |  |
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|  | When a member's term expires, or a member resigns, Council (or the recommending party) will be asked to appoint a replacement(s)  | • In 2020 replace OSPE rep.  |  |
| <b>Term of Office</b><br>• Chair<br><br>• Vice Chair | <ul style="list-style-type: none"> <li>Chair is elected on an annual basis by the committee to a maximum of term of chair of <b>3 consecutive</b> years.</li> <li>Vice Chair is elected on an annual basis by the committee.</li> </ul> | <p>New Chair first elected in 2018</p> <p>New Vice Chair first elected in 2019</p> | New Chair required in 2021 as current Chair will reach term limit. |

### Committee Roster (Sept 2019)

| Name                    | Position (as defined in Terms of Reference)  | Appointed | Term    |
|-------------------------|--|-----------|---------|
| Warren Turnbull, P.Eng. | RCC representative (Chair 2018)              | 2016      | 4 years |
| Arjan Arenja, P.Eng.    | Active chapter member (Vice Chair 2018)      | 2018      | 2 years |
| Gabriel Tse, P.Eng.     | Active chapter member (Vice Chair 2015-2018) | 2014      | 6 years |
| Shawn Yanni             | Student representative                       | 2019      | 1 year  |
| Daniel King, EIT        | EIT representative                           | 2015      | 5 years |
| Nick Colucci, P.Eng.    | ACV representative                           | 2017      | 3 years |
| Christine Hill, P.Eng.  | CEO representative                           | 2018      | 2 years |
| Jeffrey Lee, P.Eng.     | P.Eng. in a Riding Association               | 2018      | 2 years |
| Lorne Cutler, P.Eng.    | PEO Councillor                               | 2019      | 1 year  |
| [Vacant]                | OSPE representative                          |           | 1 year  |
| [Vacant]                | Engineers Canada representative              |           | 1 year  |

## APPENDIX A

### Key objectives and core competencies (as per the Work Plan)

| <u>List top 3–5 Committee Work Plan Outcomes:</u>  | <u>List core competencies for each Work Plan outcome:</u>   |
|--|---|
| <ul style="list-style-type: none"> <li>Monitor &amp; evaluate regulatory issues requiring liaison with the government and advise council on strategic initiatives to affect such liaison (Key Responsibilities # 1)</li> </ul> | <ul style="list-style-type: none"> <li>- Possess a good knowledge of PEO and Committees related goals, objectives and information available related to government liaison</li> <li>- Possess strategic thinking abilities</li> <li>- Initiate recommendations for change</li> </ul>   |
| <ul style="list-style-type: none"> <li>Coordinate the activities of the GLP (Key Responsibilities # 2)</li> </ul>  | <ul style="list-style-type: none"> <li>- Key persons must be good communicators, knowledgeable and willing to work with others</li> <li>- Ability to organize functions and ensure objectives of this function are achieved</li> <li>- Be familiar with current PEO mandate to regulate in the public interest and Government Liaison issues</li> </ul> |
| <ul style="list-style-type: none"> <li>Coordinate with other government relations initiatives within the</li> </ul>  | <ul style="list-style-type: none"> <li>- Ability to develop relationships with stakeholders to advance cooperation efforts (ref. item 2 of Work plan)</li> </ul>  |

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| <p>engineering profession (Key Responsibilities # 3)</p>   | <ul style="list-style-type: none"> <li>- Willingness to work with stakeholders within the confines of PEO guidelines and accepting differences while working to achieve common objectives</li> <li>- Conflict resolution skills</li> <li>- Possess effective meeting &amp; action implementation skills</li> </ul>  |
| <p>○ Enhance Government Outreach to ensure that our primary mission to regulate the profession in the public interest is communicated to MPPs (Key Responsibilities # 7)</p> | <ul style="list-style-type: none"> <li>- Ability to establish and clarify goals, expectations, obligations, roles and responsibilities of GLC.</li> <li>- Ability to evaluate effectiveness of government liaison program once per year.</li> <li>- Ability to conduct analysis, summarize results and follow up with recommendations for continuous improvement</li> </ul> |
| <p>○ Host Annual Queen's Park MPP reception and/or GLC conference to ensure our regulatory role and mandate are communicated to MPPs.</p>                                    | <ul style="list-style-type: none"> <li>- Key persons must be good communicators, knowledgeable and willing to work with others</li> <li>- Ability to organize functions and ensure objectives of this function are achieved</li> <li>- Be familiar with current PEO Government Liaison issues</li> </ul>  |

## APPENDIX B

### Diversities of Sources (see List of Committee Membership)

|   |   |
|---|---|
| <p><b>Constituency &amp; Qualifications of Committee/Task Force Members</b></p> | <p>The committee will be composed of the following 11 members.</p> <ul style="list-style-type: none"> <li>• Member of the Regional Councillors Committee (recommended by Regional Councillors Committee)</li> <li>• Member of Council</li> <li>• Two (2) active members of a chapter who have experience with GLP or government relations or public policy.</li> <li>• A member of the Advisory Committee on Volunteers (recommended by the Advisory Committee on Volunteers)</li> <li>• P.Eng. active in a Riding Association (recommended by GLP Consultant)</li> <li>• P.Eng. member of the Ontario Society of Professional Engineers (OSPE) (recommended by OSPE)</li> <li>• P.Eng. representative of Engineers Canada (recommended by Engineers Canada)</li> <li>• P.Eng. member of the Consulting Engineers of Ontario (recommended by CEO)</li> <li>• Student representative</li> <li>• EIT representative</li> </ul> <p>The President and the President-elect are ex-officio members, as required by section 30(3) of By-Law No.1. In addition, the CEO/Registrar and the GLP consultant shall be ex-officio members.</p> |
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**HUMAN RESOURCES PLAN - 2020**  
**GOVERNMENT LIAISON COMMITTEE (GLC)**

**APPENDIX C**  
**Volunteer Development Plans**

| <b>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</b> | <b>List specific attributes for each core competency</b>                       | <b>Briefly state how you will meet your needs</b><br>[i.e.: development plans for current member(s); request additional volunteer resources] | <b>Resources Needed</b>             | <b>Target Date for completion</b> |
|--|--|--|-------------------------------------|-----------------------------------|
| Knowledge of PEO policy and positions and available resources                    | Familiarity with available resources regarding government related issues, etc. | Provide training and access to resources   | Staff assistance, Committee Members | ongoing                           |
| Skills to provide advice/ recommendations/ assistance                            | Good communication and problem resolution skills; negotiation skills           | Opportunities to interact and communicate, seek feedback   | Feedback Form                       | ongoing                           |
| Effective Meeting Skills   | Familiarity with rules of order, engagement strategies                         | Select chair with these skills (becomes a role model for others), seek feedback  | Meeting Evaluation Form             | ongoing                           |
| Courteous and proper treatment of fellow volunteers and staff                    | Knowledge of PEO values and code of conduct                                    | Advise new Committee members to complete the mandatory training modules  | Access to training modules          | ongoing                           |