Professional Engineers Ontario
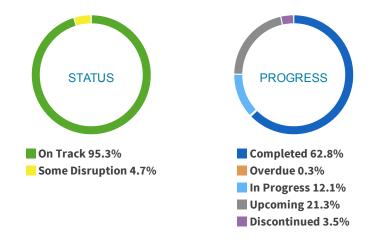
Executive Report

Strategic Plan Update #5

Strategic Plan Progress as at Feb 26, 2016

Created on: Feb 26, 2016

Strategic Plan Progress as at Feb 26, 2016

STATUS
- 🟩 On Track 95.3%
- 🟨 Some Disruption 4.7%

PROGRESS
- 🟦 Completed 62.8%
- 🟧 Overdue 0.3%
- 🟦 In Progress 12.1%
- ⬜ Upcoming 21.3%
- 🟪 Discontinued 3.5%

Strategic Plan Update #5

As of February 26, 2016, of the 116 (98) Strategies identified in the Strategic Plan, **50** (47) have been completed, **63** (48) are in progress and **13** (3) have yet to commence.

In terms of Activities associated with specific Strategies, **66.2%** (65.7%) of these have been completed, another **12.4%** (18.4%) of the Activities are in progress, and **21.3%** (15.9%) of the Activities have yet to commence.

The overwhelming majority of Activities in progress are deemed to be "On Track" at this point. There have been some slight delays noted with respect to the Data Collection Project related to the Industrial Exception, due largely to delay with respect to Freedom of Information requests.

Eighteen new Strategies have been added to the Plan since the last report.

(n.b. numbers in brackets represent the totals from the previous update report)

🎯 Strategic Objective 1 ★★★☆☆

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

PROGRESS

■ Completed 77.8%
■ Upcoming 22.2%

Strategy 1.1 ★★★★☆

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

PROGRESS

■ Completed 100.0%

Last update: Feb 22, 2016

Completed the Tower Crane Review Standard. March/April Engineering Dimensions to inform membership.

Strategy 1.2 ★★★☆☆

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

Completed 66.7%
Upcoming 33.3%

Last update: Feb 17, 2016

Consultant completes final report : (100% Completed)

Consultant presented final report to ERC subcommittee on February 2, 2016

Project to be completed Q3 2016 with implementation of recommendations made and agreed to by ERC

Strategy 1.3 ★★★☆☆

Establish process to close Inactive files in a timely manner

Completed 100.0%

Last update: Aug 27, 2015

Project Completed

Strategy 1.4 ★★★☆☆

Provide information to prospective applicants through increased seminars and webinars

Completed 100.0%

Last update: Jan 05, 2016

> ***Offer Seminars to International Engineering Graduates: (100% Completed)***
>
> 31 Seminars were conducted in 2015 and more than 900 participants attended.

Strategy 1.5   ★★☆☆☆

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

Completed 100.0%

Last update: Mar 04, 2015

> ***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 Scholorlab 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 preapre for writting 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.
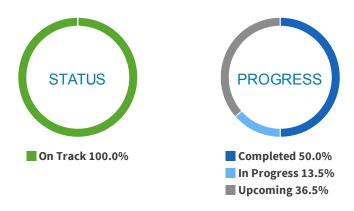
Strategy 1.6   ★★★☆☆

Supervising and Delegating Engineering Practice Policy Implications Review

PROGRESS

■ Upcoming 100.0%

🎯 Strategic Objective 2 ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 50.0%
■ In Progress 13.5%
■ Upcoming 36.5%

Strategy 2.1 ★★★☆☆

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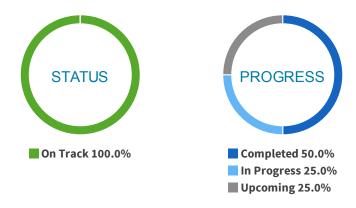
PROGRESS

■ Completed 100.0%

Last update: Nov 11, 2015

❘ Report has been circulated to PSC and it does not require any further action. Completed.

Strategy 2.2 ★★★☆☆

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

STATUS

- 🟩 On Track 100.0%

PROGRESS

- 🟦 Completed 50.0%
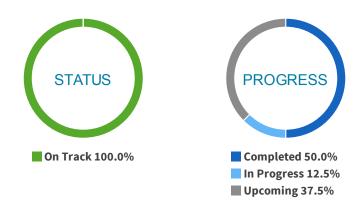- 🟦 In Progress 25.0%
- ⬜ Upcoming 25.0%

Last update: Feb 19, 2016

Implementation of the approved communications plan continues. Latest activities include: Limited licence references on various website pages have been updated. Licensed Engineering Technologist stamp scheduled to go to Council for approval in March 2016. Limited licence certificate and stamp updated for new title. Updates to OACETT Council in September, November and February included statistics on uptake of LET. Cover article on impact of limited licence, CET and C of A regulation changes appeared in the January/February 2016 issue of Engineering Dimensions. President-elect article in North Bay Nugget Engineering Day supplement highlights the changes. President's message in March/April 2016 Engineering Dimensions and 2015 Annual Review will mention LET. Strategy expected to be completed by June 30, 2017.

Strategy 2.3 ★★★☆☆

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

STATUS

- 🟩 On Track 100.0%

PROGRESS

- 🟦 Completed 50.0%
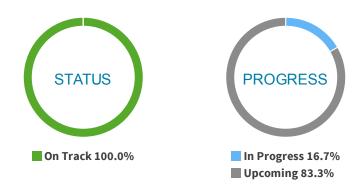- 🟦 In Progress 12.5%
- ⬜ Upcoming 37.5%

Last update: Feb 19, 2016

Communications plan developed and budgeted for 2016. Plan implementation begun with President's Message in July/August issue of Engineering Dimensions reiterating work PEO has done to enable international engineering graduates to become licensed. PEO social media has been engaged to highlight the Financial Credit Program available to qualified international engineering graduates who apply within six months of landing in Ontario. Exploring inclusion of PEO literature targeting newcomers in delegate bags for Newcomers Canada Career and Settlement Fair April 30 in Toronto. Strategy is expected to be completed by July 2017.

Strategy 2.4 ★★★☆☆

Communications Infrastructure Engineering outreach and licensure.

STATUS

■ On Track 100.0%

PROGRESS

■ In Progress 16.7%
■ Upcoming 83.3%

Last update: Feb 17, 2016

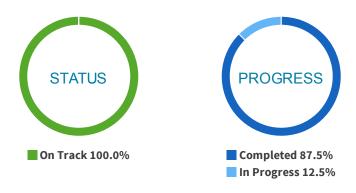*Preliminary Asssessment of Potential Applicant Backgrounds: (50% Completed)*

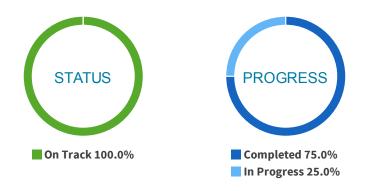Preliminary review by staff of Curriculum Vitaes received

🎯 Strategic Objective 3 ★★☆☆☆

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

STATUS

PROGRESS

■ On Track 100.0%

■ Completed 87.5%
■ In Progress 12.5%

Strategy 3.1 ★★☆☆☆

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

STATUS

PROGRESS

■ On Track 100.0%

■ Completed 75.0%
■ In Progress 25.0%

Last update: Feb 22, 2016

Webinar materials are complete. Staff to schedule dates for the webinars.

Strategy 3.2 ★★☆☆☆

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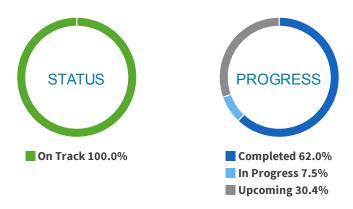
PROGRESS

■ **Completed 100.0%**

Last update: Mar 05, 2015

A list of international practice calls and 3 extra-jurisdictional discipine 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.
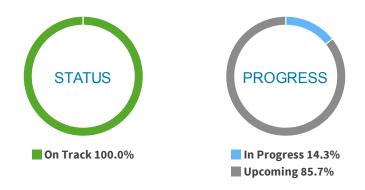
⊚ Strategic Objective 4 ★★★★☆

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

STATUS
■ On Track 100.0%

PROGRESS
■ Completed 62.0%
■ In Progress 7.5%
■ Upcoming 30.4%

Strategy 4.1 ★★★★★

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)

STATUS
■ On Track 100.0%

PROGRESS
■ In Progress 14.3%
■ Upcoming 85.7%

Last update: Feb 22, 2016

> Public consultation of the guideline is scheduled for March and April. Sub-committee working to finalize the draft document on the standard. Target to complete this strategy by December 2016.

Strategy 4.2 ★★★★☆

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

Completed 100.0%

Last update: Feb 22, 2016

> PEO Council's intent for a designation will proceed within the existing regulation making powers under section 7. PEO will not be seeking to amend its legislation to provide authority for an exclusive scope of practice for any specialist designation.

Strategy 4.3 ★★★★☆

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)

Completed 100.0%

Last update: Nov 11, 2015

> Based on PSC feedback suggesting that the PEAct is not the appropriate vehicle for this recommendation, a briefing note has been prepared for a Council decision at its November meeting.

Strategy 4.4 ★★★★☆

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)

PROGRESS

Completed 100.0%

Last update: Aug 28, 2015

> The Professional Standards Committee determined that a performance standard was not the best method to achieve this objective, instead an article in Engineering Dimension outlining the best practices was prepared and will be published in the September/October issue. This completes this strategy.

Strategy 4.5   ★★★★☆

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)

PROGRESS

Completed 100.0%

Last update: Nov 11, 2015

> Task force has completed its work. The BN for Council decision is on the November meeting agenda. This completes the activities under this strategy.

Strategy 4.6   ★★★★☆

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)

Completed 100.0%

Last update: Aug 28, 2015

> Actual draft language to be provided by Attorney General department once PEO decides whether to support or not the recommendation.

Strategy 4.7 ★★★★☆

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)
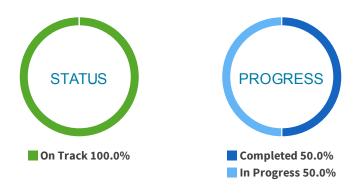

Upcoming 100.0%

Last update: Jan 11, 2016

> Currently gathering requirements for the enhancements to the directories and beginning the design of the solution

Strategy 4.8 ★★★★☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 50.0%
■ In Progress 50.0%

Last update: Feb 22, 2016

Joint PEO-OAA staff meeting to consider the next steps to implement the "prime consultant" roles and responsibilities has been set for March 10 2016. Anticipate completing this strategy by end of 2016.
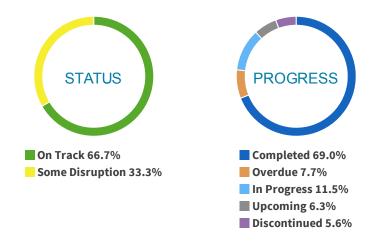
Strategy 4.9   ★★★☆☆

Continuing Professional Competence [CP]2 Task Force

PROGRESS

■ Completed 11.1%
■ Upcoming 88.9%

◎ Strategic Objective 5 ★★★☆☆

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

STATUS

- 🟩 On Track 66.7%
- 🟨 Some Disruption 33.3%

PROGRESS

- 🟦 Completed 69.0%
- 🟧 Overdue 7.7%
- 🟦 In Progress 11.5%
- ⬜ Upcoming 6.3%
- 🟪 Discontinued 5.6%

Strategy 5.1 ★★★☆☆

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

PROGRESS

- 🟦 Completed 100.0%

Last update: Feb 22, 2016

Competed.

Strategy 5.2 ★★☆☆☆

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

17/80

Completed 100.0%

Last update: Feb 22, 2016

> Strategy is complete.

Strategy 5.3 ★★★★☆

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

Completed 66.7%
Discontinued 33.3%

Last update: Feb 22, 2016

> Strategy is complete. Based on feedback from ministry staff, best approach is to work on direct issues on a case by case basis. No need for developing a pamphlet. Meetings will be established on a need basis.

Strategy 5.4 ★★★☆☆

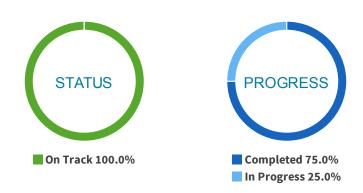Implement a legislation monitoring program

Completed 100.0%

Last update: Mar 05, 2015

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 ★★★★★

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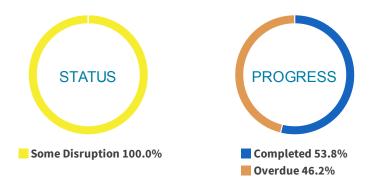

On Track 100.0%

Completed 75.0%
In Progress 25.0%

Last update: Feb 22, 2016

Strategy is complete.

Strategy 5.6 ★★★★☆

Review strength of rationale for repealing the industrial exception

STATUS

■ Some Disruption 100.0%

PROGRESS

■ Completed 53.8%
■ Overdue 46.2%
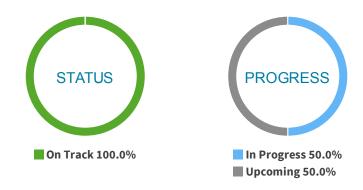
Last update: Feb 24, 2016

> *Collection of relevant accident data continues, but delay has been encountered due to the limitations of the FOI process required to obtain MOL documents. The bulk of MOL documents was expected by end of December, 2015, however these documents have not yet arrived as of Feb 24, 2016. The survey of voluntary compliance companies is delayed due to the departure of the Manager, Enforcement, as well as the volume of work associated with gathering court documents and submitting FOI requests.*
>
> *The final project update is now anticipated to be in June 2016.*

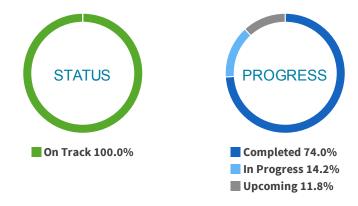**Strategy 5.7** ★★★☆☆

Practitioner Research Project

STATUS

■ On Track 100.0%

PROGRESS

■ In Progress 50.0%
■ Upcoming 50.0%

Last update: Feb 26, 2016

> Project is underway

⊚ Strategic Objective 6 ★★★☆☆

REGULATORY FRAMEWORK - Licensing is based on levels of competence

STATUS

- 🟩 On Track 100.0%

PROGRESS

- 🟦 Completed 74.0%
- 🟦 In Progress 14.2%
- ⬜ Upcoming 11.8%

Strategy 6.1 ★★★☆☆

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

STATUS

- 🟩 On Track 100.0%

PROGRESS

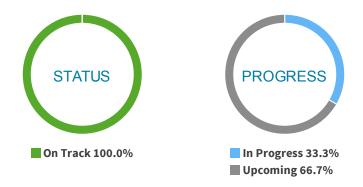- 🟦 Completed 75.0%
- 🟦 In Progress 25.0%

Last update: Feb 17, 2016

> *Attend Engineers Canada National Admissions Officials Meetings: (75% Completed)*
>
> Admissions teleconference on February18 to discuss CEAB accreditation criteria and Licensing Convention refugees. Annual face-to-face meeting scheduled for June 8
>
> Monitor and provide feedback on Engineers Canada Admissions related activities.

Strategy 6.2 ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ In Progress 33.3%
■ Upcoming 66.7%

Last update: Feb 17, 2016

Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (50% Completed)

Licensing and Registration, will participate on the Steering Committee for the next phase of the project.

Review pilot results from other provinces and determine appropriate recommendations for Council's consideration by Q4 2016.

Strategy 6.3   ★★★★☆

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

PROGRESS

■ Completed 100.0%

Last update: Jan 05, 2016

Roydon Fraser Paper: (100% Completed)

Briefing Note submitted to November 2015 PEO Council Meeting

Strategy 6.4   ★★★☆☆

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

PROGRESS

■ Completed 100.0%

Last update: Jan 05, 2016

> *ARC Review CEQB Recommendations: (100% Completed)*
>
> ARC Reviewed 2016 Draft CEQB Work plan which does not include any changes to the criteria
>
> *Attend Licensing Affairs Committee Meeting: (100% Completed)*
>
> Observed at all Engineers Canada convened Meetings with Admissions Officials on ECA
>
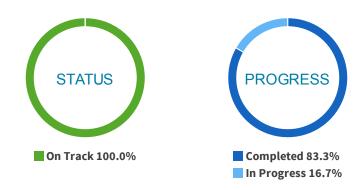> *Implement ARC Recommendations: (100% Completed)*
>
> ARC Updated Policy Manual does not recommend any changes to Looking to Exempt criteria
>
> Advise ARC of CEQB position and have ARC recommend changes, if any, by December 31, 2015

Strategy 6.5 ★★★★☆

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

STATUS

PROGRESS

■ On Track 100.0%

■ Completed 83.3%
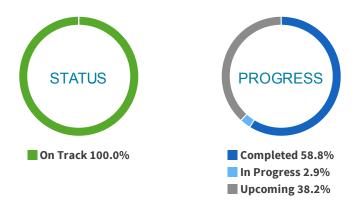■ In Progress 16.7%

Last update: Feb 17, 2016

> *Implement Action Plan: (85% Completed)*
>
> Briefing Note prepared and submitted to March 2016 Council meeting requesting exception to Ontario Labour Mobility Act for 3 years
>
> Implement Action Plan by end of Q1 2016.

⌖ Strategic Objective 7 ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 58.8%
■ In Progress 2.9%
■ Upcoming 38.2%

Strategy 7.1 ★★★★☆

Develop system to monitor and report on discrete complaint investigation steps against their established targets.

PROGRESS

■ Completed 25.0%
■ Upcoming 75.0%

Last update: Jan 07, 2016

▌ Targets have been established, however this strategy is ultimately dependent on Aptify Phase II, which is not a current priority.

Strategy 7.2 ★★★☆☆

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

PROGRESS

Completed 100.0%

Last update: Feb 24, 2016

Targets have been set for discrete complaint investigation steps. Further activity on this strategy is now included in strategy 7.1.

Strategy 7.3 ★★★☆☆

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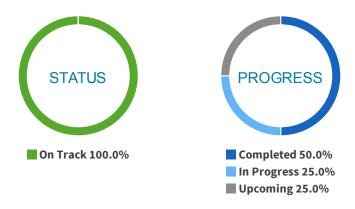
PROGRESS

Completed 100.0%

Last update: Feb 24, 2016

Revised Complaints Guide has been reviewed by Communications and is set for posting to website by end of Feb, 2016.

Strategy 7.4 ★★☆☆☆

Develop internal complaints procedures manual

On Track 100.0%

Completed 50.0%
In Progress 25.0%
Upcoming 25.0%

Last update: Jan 07, 2016

> *Procedure manual structure and table of contents have been developed and approved. Development of manual content is underway, on track for first draft in summer 2016.*

Strategy 7.5 ★★☆☆☆

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

Completed 100.0%

Last update: Jan 07, 2016

> New COC Decision template is being used for COC non-referrals flowing from the December 2015 COC meeting.
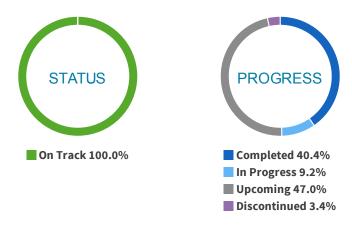
Strategy 7.6 ★★★☆☆

Review and refine voluntary undertakings process employed by Complaints Committee within complaints process.

PROGRESS
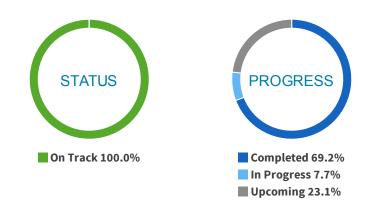
■ Upcoming 100.0%

⊚ Strategic Objective 8 ⭐⭐⭐☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 40.4%
■ In Progress 9.2%
■ Upcoming 47.0%
■ Discontinued 3.4%

Strategy 8.1 ⭐⭐⭐☆☆

Categorize all enforcement inquiries by source of allegation and violation type

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 69.2%
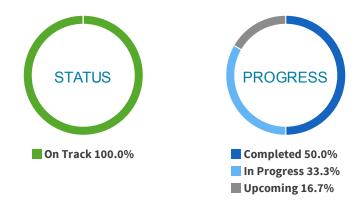**■ In Progress 7.7%**
■ Upcoming 23.1%

Last update: Jan 07, 2016

> *Categorize: (100% Completed)*Building on the tracking currently in place, additional categories for tracking enforcement inquiries and files have been created, and a more robust tracking system has been developed. The system is more labour intensive. Aptify Phase II can help alleviate this additional workload, but in the meantime the tracking is being done using MS Excel. Review of 2015 data is in progress.

Strategy 8.2 ⭐⭐⭐☆☆

Develop key performance indicators (KPIs) of enforcement activity.

STATUS

PROGRESS

■ On Track 100.0%

■ Completed 50.0%
■ In Progress 33.3%
■ Upcoming 16.7%

Last update: Jan 07, 2016

KPI's are being refined, and further internal comments are being solicited before finalization. Tracking to commence when Aptify is fully operational.

Strategy 8.3 ★★☆☆☆

Develop new enforcement activity report

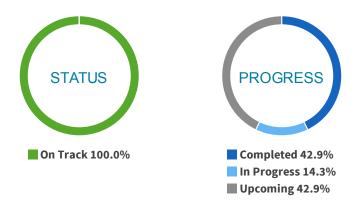PROGRESS

■ Completed 64.3%
■ Upcoming 35.7%

Last update: Jan 07, 2016

Enforcement activity report was revised with new measurements and included in the 2014 PEO Annual Report. Additional feedback to be requested for incorporation into 2015 annual report.

Strategy 8.4 ★★☆☆☆

Revise enforcement policy and procedures manual

On Track 100.0%

Completed 42.9%
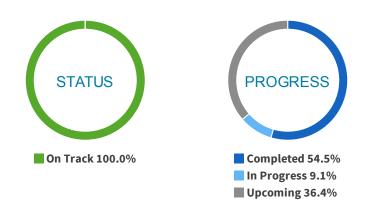**In Progress 14.3%**
Upcoming 42.9%

Last update: Jan 07, 2016

Gap analysis to evaluate current enforcement policies for gaps and relevancy has been completed. Draft policy document needs formal internal review and formatting.

Strategy 8.5   ★★★☆☆

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

On Track 100.0%

Completed 54.5%
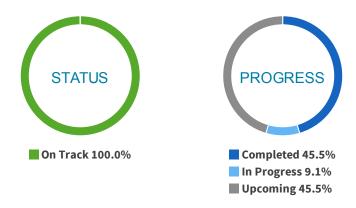**In Progress 9.1%**
Upcoming 36.4%

Last update: Jan 07, 2016

Structure for Decision Aid is mapped out. Concept being fleshed out with detail that defines public and operational risk.

Strategy 8.6   ★★★☆☆

Carry out root cause analysis of obstacles to enforcement prosecutorial success

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 45.5%
■ In Progress 9.1%
■ Upcoming 45.5%

Last update: Jan 07, 2016

Review of 2014 major files and obstacles is complete. Action planning to address obstacles is in development, on track for Q1 2016.

Strategy 8.7 ★★★★☆

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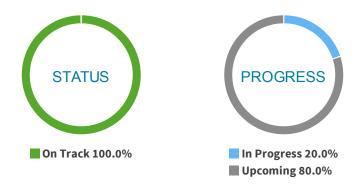

PROGRESS

■ Completed 75.0%
■ Discontinued 25.0%

Last update: Feb 22, 2016

Strategy is completed.

Strategy 8.8 ★★★☆☆

Develop Enforcement Reporting Guide for use by general public and members

On Track 100.0%

In Progress 20.0%
Upcoming 80.0%

Last update: Feb 26, 2016

> Draft Reporting Guide provided to Enforcement Committee on January 19, 2016; awaiting feedback from Committee.
>
> Strategy Scheduled to be completed by March 2017

Strategy 8.9   ★★★☆☆

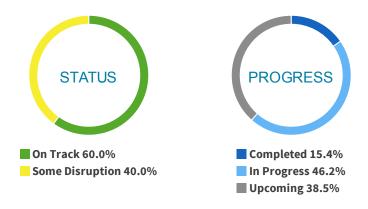Develop plan for enhanced enforcement in manufacturing sector.

Upcoming 100.0%

Strategy 8.10   ★★★☆☆

Develop plan for enforcement outreach to key stakeholders.
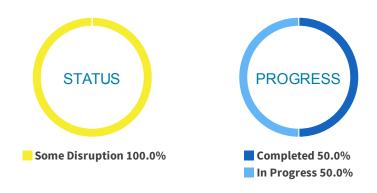
PROGRESS

■ Upcoming 100.0%

🎯 Strategic Objective 9 ⭐⭐⭐⭐☆

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

STATUS

■ On Track 60.0%
■ Some Disruption 40.0%

PROGRESS

■ Completed 15.4%
■ In Progress 46.2%
■ Upcoming 38.5%

Strategy 9.1 ⭐⭐⭐⭐☆

Establish and implement enhanced practices for all PEO Tribunals

STATUS

■ Some Disruption 100.0%

PROGRESS

■ Completed 50.0%
■ In Progress 50.0%

Last update: Feb 22, 2016

> Staff have completed the work as assigned. DIC Chair has requested that prior to going on-line it needs committee approval at its May/June meeting.

Strategy 9.2 ⭐⭐⭐☆☆

Tribunal Panel Composition and Size

PROGRESS

■ Upcoming 100.0%

Last update: Feb 26, 2016

Work Plan developed

Strategy 9.3 ★★★☆☆

Modernization of tribunal processes on practice directions and webpage information.

STATUS

■ On Track 100.0%

PROGRESS

■ In Progress 100.0%

Last update: Feb 23, 2016
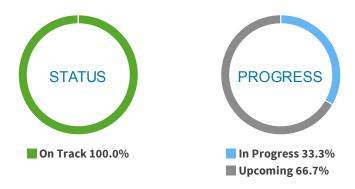
Review access requests before the DIC.

Prepared draft process for Chair's review.

Reviewed ILC legal opinion's on access requests.

Strategy 9.4 ★★★☆☆
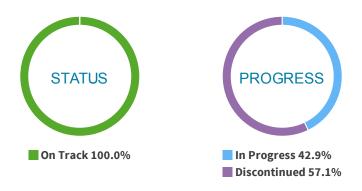
On-line webinar training programs for adjudicators.

STATUS

PROGRESS

■ On Track 100.0%

■ In Progress 33.3%
■ Upcoming 66.7%

Last update: Feb 23, 2016

❚ Reviewed existing content from orientation packages for use in webinar slides.

◎ Strategic Objective 10 ★★★★☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ In Progress 42.9%
■ Discontinued 57.1%

Strategy 10.1 ★★★★☆

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

PROGRESS

■ Discontinued 100.0%

Last update: Feb 22, 2016

This item is already covered under Strategy 4.8.

Strategy 10.2 ★★★☆☆

Pilot project on developing a performance standard to address MOECC modernization of approvals under the Environmental Protection Act.

STATUS

■ On Track 100.0%

PROGRESS

■ In Progress 100.0%

🎯 Strategic Objective 11 ★★★☆☆

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

PROGRESS

■ Completed 100.0%

Strategy 11.1 ★★★☆☆

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

PROGRESS

■ Completed 100.0%

Last update: Jan 05, 2016

> *Maintain ongoing relationships with OSPE wrt experience requirements: (100% Completed)*
>
> P. Lebel supported OSPE training session on experience requirements on December 5, 2015
>
> *Maintain ongoing relationships with OSPE wrt experience requirements: (100% Completed)*
>
> Ongoing Participation in Seminars
>
> *Provide support to PEO chapters: (100% Completed)*
>
> Ongoing Presentations to Chapters
>
> *Presentation to government and employers on experience requirements: (100% Completed)*
>
> Licensing Staff have attended IEP conference and continue to give presentations to employers
>
> *Presentation to government and employers on experience requirements: (100% Completed)*
>
> Participated in the City of Toronto's Engineering career fair on October 26, 2015

> *Panel Participations: (100% Completed)*
>
> Participated in IEP conference panel discussion for February 26, 2015
>
> Presentations to government. employers, Chapters and IEG Panels completed in 2015

Strategy 11.2 ★★☆☆☆

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

PROGRESS

■ **Completed 100.0%**

Last update: Aug 24, 2015

> Three CEOs met (PEO, OACETT and OSPE) early summer - the result is that the Memo of Understanding for 2016 will include OSPE as a full fledged founding partner. OSPE's portion of payment of founders fees is $10,000 for the year of 2016 and will be payable before January 31, 2016. All other aspect of the MoU and the relationship will remain the same.
>
> Matthew Ng, Manager, Chapters completed the MoU 2016 edits in the week of 10 August. All parties on the MoU either have or will be signingthe document before it is send back to each member of the founding partner.
>
> At the August 20 2015 NEMOSC meeting, the committee passed a terms of refernce document adding some element of governance to the existing NEMOSC meetings. The terms of reference document included committee mandate, roles and responsibilities, committee make up and most importantly the quorum.
>
> The strategy is therefore completed.

Strategy 11.3 ★★☆☆☆

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

Completed 100.0%

Last update: Mar 02, 2015

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 ★★★★☆

Improve PEO lines of communication with CEAB, CEQB and universities

Completed 100.0%

Last update: Jan 05, 2016

CEAB Rep Attending CODE Meetings: (100% Completed)

CEAB Rep attended June CODE meeting and will continue to attend CODE meetings scheduled in Ontario in 2016

CEAB and CEQB Rep Council Reports: (100% Completed)

PEO's CEAB and CEQB Reps prepared and distributed Annual report to the November 2015 Council Meeting

Requirement for Annual Council Reporting by PEO's CEAB and CEQB Reps established in 2015

Strategy 11.5 ★★★☆☆

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

PROGRESS

■ **Completed 100.0%**

Last update: Aug 27, 2015

ARC CODE Fact Finding : (100% Completed) at the June 29 ERC meeting the PEO/CODE guideline on the interpretation of experience requirements for university faculty was approved.

New Interpretive Guidelines have been completed and endorsed by CODE.

⊙ Strategic Objective 12 ★★★☆☆

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

PROGRESS

■ **Completed 100.0%**

Strategy 12.1 ★★★☆☆

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

PROGRESS

■ **Completed 100.0%**

Last update: Jan 05, 2016

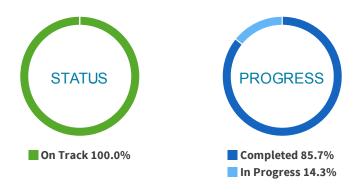> *Licensing Affairs Committee: (100% Completed)*
>
> Observed at August and September NAOG consultation. Project is on hiatus.
>
> Engineers Canada's Educational Assessment Project was monitored throughout 2015
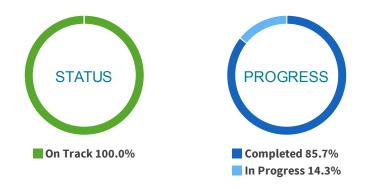
🎯 Strategic Objective 13 ⭐⭐⭐☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 85.7%
■ In Progress 14.3%

Strategy 13.1 ⭐⭐⭐☆☆

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
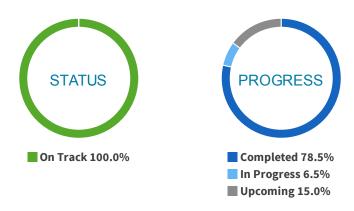
STATUS

■ On Track 100.0%

PROGRESS

■ Completed 85.7%
■ In Progress 14.3%

Last update: Feb 19, 2016

> Audit report received on schedule and reviewed. Audit findings, recommendations and progress presented to Council plenary on November 19. Based partly on the audit result, Engineering Dimensions reverted to a print edition for all recipients, except those requesting the digital edition, starting January/February 2016. Revised editorial objectives for Engineering Dimensions approved by Council on February 5, 2016. PEO PowerPoint presentation templates updated to better reflect Strategic Plan mission, as recommended in the audit. PEO/OSPE joint brochure has been drafted and is undergoing review. PEO external communications routinely go through Communications. Engineering Dimensions redesign scheduled for year-end 2016. Strategy is expected to be fully implemented by December 2016.

🎯 Strategic Objective 14   ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 78.5%
■ In Progress 6.5%
■ Upcoming 15.0%

Summary

Strategy 14.1, aimed at implementing the next iteration of PEO's web presence, is on track. Website analytics analyzed. Log of current site functionality and issues created. Website survey fielded with almost 2600 responses. IT has budgeted in 2016 for platform switch to SharePoint. Improvements to current site based on feedback and analytics begun. Next iteration of website is scheduled for implementation in Q4 2016.

Strategy 14.2, aimed at developing a web-based Engineering Dimensions to enhance accessible for all members, is on track. Research on online versions of similar publications is completed. Word Press site template selected and site design completed. Webmaster has created test site and uploaded January/February 2016 issue for testing. Improvements to site being made as a result of staff tests. Volunteer beta testers recruited and will begin testing. Implementation of the Engineering Dimensions microsite is scheduled for release of the May/June 2016 issue. Strategy expected to be fully executed by December 2016.
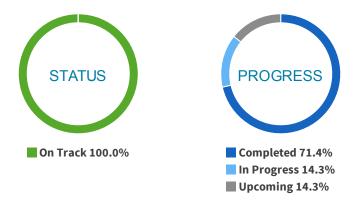
Strategy 14.3, aimed at fully integrating social media into PEO communications, is one track. Social media policy approved and communicated to those affected. Staff and chapter users have been provided a best practices guide. PEO Twitter, LinkedIn, Facebook and YouTube accounts established and being regularly used to supplement communications in other media. Seventeen chapters are using social media to communicate. Strategy expected to be fully executed by September 2016.

Work on Strategy 14.4, aimed at ensuring online information for applicants about courses in lieu is clear, has been completed.

Strategy 14.1   ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 71.4%
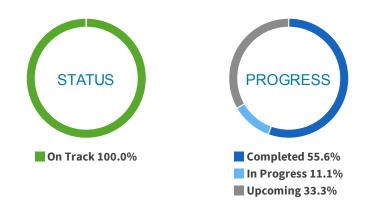■ In Progress 14.3%
■ Upcoming 14.3%

Last update: Feb 19, 2016

Analytics have been reviewed and log of current website functionality and issues created. Website survey fielded and almost 2600 responses received, which have been analyzed. Agreed with IT on change in platform to SharePoint. Money budgeted in IT 2016 capital budget for the new platform. Homepage banner navigation buttons implemented as an immediate improvement, based on survey responses. Website content is being revised and updated and functionality issues being addressed with current website vendor. Development of RFP for new website scheduled for summer 2016. New website expected to be implemented in late 2016.

Strategy 14.2 ★★☆☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 55.6%
■ In Progress 11.1%
■ Upcoming 33.3%

Last update: Feb 19, 2016

Word Press site template selected. Preliminary site design created. Webmaster has created test site and uploaded January/February 2016 issue for testing. Improvements are being made based on results of staff testing. Volunteer beta testers recruited and soon to test. Site scheduled to be launched with May/June 2016 issue. Strategy expected to be fully executed by December 2016.

Strategy 14.3 ★★☆☆☆

Develop and cement social media as a PEO communications tool

PROGRESS

■ Completed 80.0%
■ Upcoming 20.0%

Last update: Feb 19, 2016

Social media policy approved. Staff and chapter users have been provided best practices guides. PEO Twitter, LinkedIn, Facebook and YouTube accounts established and being regularly used to augment and support communications in other media. Seventeen chapters are now using social media regularly in their communications. Other chapters will be encouraged to develop social media presence. Strategy expected to be fully implemented by September 2016.

Strategy 14.4 ★★★☆☆

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

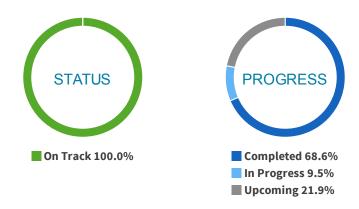PROGRESS

■ Completed 100.0%

Last update: Aug 27, 2015

Information was made available to applicants on PEO's website together with other information regarding technical examinations.
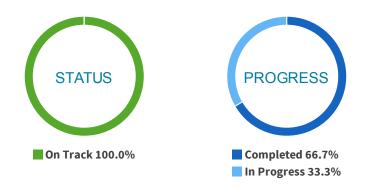
🎯 Strategic Objective 15 ★★★☆☆

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

STATUS

- 🟩 On Track 100.0%

PROGRESS

- 🟦 Completed 68.6%
- 🟦 In Progress 9.5%
- ⬜ Upcoming 21.9%

Strategy 15.1 ★★★☆☆

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

STATUS

- 🟩 On Track 100.0%

PROGRESS

- 🟦 Completed 66.7%
- 🟦 In Progress 33.3%

Last update: Feb 16, 2016

> Strategy Update: SMT reviewing recommended strategies to increase staff competencies and improve service delivery.
>
> Next Steps: Communicate approved coaching mechanisms with employees.
>
> Project expected to be completed by: June 2016

Strategy 15.2 ★★★☆☆

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

Completed 100.0%

Last update: Jan 11, 2016

Completed

Strategy 15.3 ★★★★☆

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

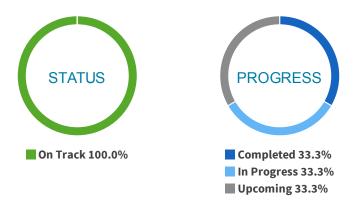**Completed 100.0%**

Last update: Nov 11, 2015

Develop Implementation Plan: (100% Completed)

Implementation plan has been developed

Strategy 15.4 ★★★☆☆

Review applicant assessment communications to ensure clarity

STATUS

On Track 100.0%

PROGRESS

Completed 33.3%
In Progress 33.3%
Upcoming 33.3%

Last update: Feb 17, 2016

Clarify the letters and make them easy to read.: (60% Completed)

Letters reviewed by Licensing staff

Standard letters need to be clear and easy to understand. : (50% Completed)

All revised letters have been reviewed by Licensing and Crystal Versions provided by IT

Letters to be reviewed, modified and implemented by Q3 2016

Strategy 15.5 ★★★☆☆

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

PROGRESS

Completed 80.0%
Upcoming 20.0%

Last update: Feb 17, 2016

Launch survey to all current applicants after interview has been completed: (100% Completed)

Survey completed and final report to be distributed to ERC Business meeting on February 26, 2016

Recommendations based on survey results to be presented to ERC in Q2 2016

Strategy 15.6 ★★☆☆☆

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

PROGRESS

■ Completed 100.0%

Last update: Nov 25, 2015

this item is complete as of Nov. 27, 2015

Strategy 15.7 ★★★☆☆

Implementation of online expense project

PROGRESS

■ Upcoming 100.0%

🎯 Strategic Objective 16 ★★★☆☆

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

PROGRESS

- Completed 81.8%
- Upcoming 18.2%

Strategy 16.1 ★★★☆☆

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

PROGRESS

- Completed 81.8%
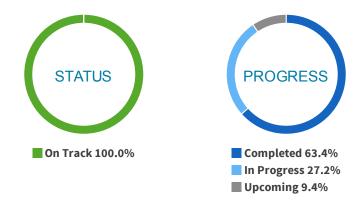- Upcoming 18.2%

Last update: Feb 17, 2016

Strategy update: for activities 16.1.3 and 16.1.4, projects to be initiated in 2016, all other activities in 16.1 have been completed. We have migrated to CentriLogic, reducing vendors by 4 for these services.

Next steps: Monthly account review meetings are being scheduled with the new vendor

⊙ Strategic Objective 17 ★★★☆☆

OPERATIONS - PEO Headquarters occupancy rates and building efficiency are optimized

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 63.4%
■ In Progress 27.2%
■ Upcoming 9.4%

Strategy 17.1 ★★★☆☆

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

PROGRESS

■ Completed 100.0%

Last update: Mar 03, 2015

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 ★★★★☆

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

PROGRESS

■ Completed 100.0%

Last update: Oct 08, 2015

Project Completion: (100% Completed)

Close out and as built drawing have been received.

Strategy 17.3 ★★★☆☆

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

STATUS

PROGRESS

■ On Track 100.0%   ■ In Progress 100.0%

Last update: Feb 17, 2016

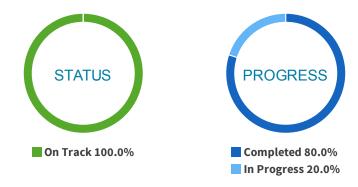Strategy Update: Archiving of building documents ongoing.

Next steps: documents will be archived and tagged to be searchable

Project is expected to be completed by April 2017

Strategy 17.4 ★★★☆☆

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

planning

On Track 100.0%

Completed 80.0%
In Progress 20.0%

Last update: Feb 16, 2016
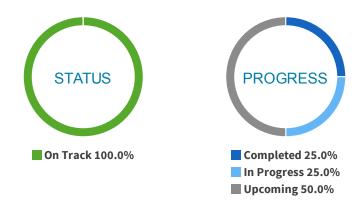
Strategy Update: Updated plan has been submitted by BGIS.

Next Steps: Plan to be reviewed by Manager, Building Operations and CAO.

Project expected to be completed by March 31, 2016.

Strategy 17.5 ★★★☆☆

Upgrade hydraulic parking garage elevator

On Track 100.0%

Completed 25.0%
In Progress 25.0%
Upcoming 50.0%

Last update: Feb 17, 2016

Strategy Update: BGIS is preparing RFP.

Next Steps: BGIS will send out RFP.
Project expected to be completed by September, 2016.

Strategic Objective 18 ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 50.7%
■ In Progress 4.4%
■ Upcoming 44.9%

Strategy 18.1 ★★★☆☆

Outsource eblasts and migrate all Chapters off Prism 4.3

PROGRESS

■ Completed 100.0%

Last update: Aug 26, 2015

- email campaigns (eBlasts) successfully outsourced to "Campaigner"

- the Communications team and all Chapters are now using this new tool

- project is closed

Strategy 18.2 ★★★☆☆

Re-launch Sharepoint based upon accepted smart practices

PROGRESS

Upcoming 100.0%

Last update: Feb 19, 2016

This project will launch April 2016.

Strategy 18.3 ★★☆☆☆

Replace the outsourced core infrastructure provider

PROGRESS

Completed 100.0%

Last update: Oct 20, 2015

Infrastructure move is complete and we are live at CentriLogic

Strategy 18.4 ★★☆☆☆

Update systems – PCs; website performance; Optical Imaging Technology

PROGRESS

■ **Completed 66.7%**
■ **Upcoming 33.3%**

Last update: Aug 26, 2015

- The update of the Optical Imaging Technology (OIT) software is progressing towards completion by September 30, 2015

- The project to update Microsoft Office is planned to be initiated after the OIT project is completed

Strategy 18.5 ★★★★☆

Implement new Online Licensing system

PROGRESS

■ **Upcoming 100.0%**

Last update: Feb 17, 2016

To be implemented in conjunction with Aptify Phase 2. Expected to be completed in 2017

Strategy 18.6 ★★★☆☆

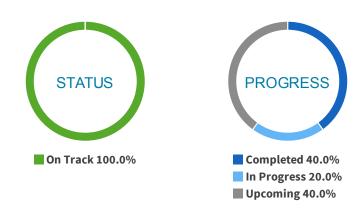Implement an IT dashboard to focus efforts on improving service availability, service performance, and client satisfaction

Completed 50.0%
Upcoming 50.0%

Last update: Aug 26, 2015

> - to be initiated in 2016 to allow resources to focus on project Aptify

Strategy 18.7 ★★★★☆

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

On Track 100.0%

Completed 40.0%
In Progress 20.0%
Upcoming 40.0%

Last update: Feb 17, 2016

> Status Update: IT disaster recovery achieved as a result of switching to the new hosting provider. Development of enterprise wide disaster recovery / business continuity plan initiated.
>
> Next Steps: an enterprise wide disaster recovery / business continuity plan will be developed
>
> Project is expected to be completed by December 2017.

Strategy 18.8 ★★☆☆☆

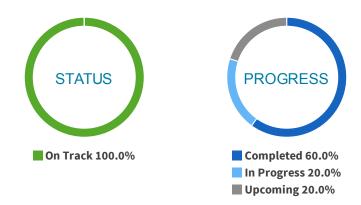Develop a guide to CASL for Chapters to facilitate common understanding, compliance and mitigate risk

PROGRESS

■ **Completed 100.0%**

Last update: Dec 11, 2015

This strategy is complete

Strategy 18.9 ★★★☆☆

Impliment APTIFY Phase 1

STATUS

■ **On Track 100.0%**

PROGRESS

■ **Completed 60.0%**
■ **In Progress 20.0%**
■ **Upcoming 20.0%**

Last update: Feb 26, 2016

User Acceptance Testing: (90% Completed)

User acceptance testing taking a little longer than anticipated due to delay in receiving progam elements

Mock Go-Live: (13% Completed)

Data conversion commenced

Go live still scheduled for March 21st

Strategy 18.10 ★★★☆☆

Aptify - Phase 2

Completed 100.0%

Last update: Feb 17, 2016

Strategy Update: Possible projects identified and prioritized by SMT and budget approved by Council. Projects assigned to Regulatory Compliance and IT. This project is now completed.
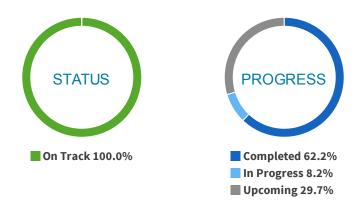
Strategy 18.11 ★★★☆☆

Develop CASL Compliance Tracking

Upcoming 100.0%

Last update: Feb 18, 2016

This project will launch April 2016.

🎯 Strategic Objective 19 ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 62.2%
■ In Progress 8.2%
■ Upcoming 29.7%

Strategy 19.1 ★★★☆☆

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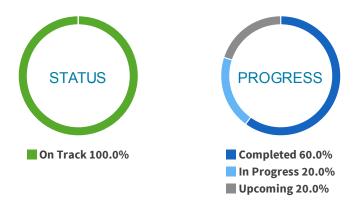
STATUS

■ On Track 100.0%

PROGRESS

■ Completed 20.0%
■ In Progress 20.0%
■ Upcoming 60.0%

Last update: Aug 26, 2015

- engaged vendor (Info-Tech) to provide assessment of PM practices and to provide constructive feedback

- project planned for initiation in October, 2015

Strategy 19.2 ★★★☆☆

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

On Track 100.0%

Completed 60.0%
In Progress 20.0%
Upcoming 20.0%

Last update: Feb 17, 2016

Strategy Update: training module developed, communication strategy being developed

Next step: project is on hold pending GLP review.

Strategy 19.3 ★★★☆☆

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

Completed 100.0%

Last update: Dec 11, 2015

The strategy is complete

Strategy 19.4 ★★☆☆☆

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

PROGRESS

Completed 100.0%

Last update: Dec 15, 2015

This strategy is complete

Strategy 19.5 ★★★☆☆

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

PROGRESS

Completed 100.0%

Last update: Dec 17, 2015

This project is completed.

Strategy 19.6 ★★★☆☆

Harmonize generic volunteer orientation with committee-specific on-boarding to improve volunteer understanding of PEO policies and volunteer engagement
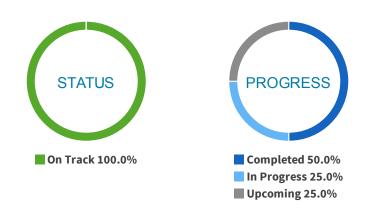
Completed 100.0%

Last update: Dec 18, 2015

This project is completed.

Strategy 19.7 ★★☆☆☆

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

On Track 100.0%

Completed 50.0%
In Progress 25.0%
Upcoming 25.0%

Last update: Feb 19, 2016

Strategy Update: Developing searchable PDF volunteer manual.

Next Steps: PDF volunteer manual is posted and communicated to all volunteers.

Project expected to be completed by: April 2016

Strategy 19.8 ★★☆☆☆

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

Completed 100.0%

Last update: Aug 26, 2015

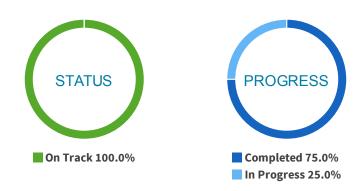Production of the privacy policy training web module by ScholarLab ongoing.

Next steps: Review draft module and finalize with ScholarLab

Project expected to be completed by: October 2015

Strategy 19.9 ★★★☆☆

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

On Track 100.0%

Completed 75.0%
In Progress 25.0%

Last update: Feb 18, 2016

Strategy Update: Member Survey administered January 5 to February 5, 2016.

Next Steps: Results being compiled for report to Council.

Project expected to be completed by: April 2016

Strategy 19.10 ★★★☆☆

Conduct GLP Review

PROGRESS

■ Upcoming 100.0%

Last update: Feb 18, 2016

▍ This project will launch February 29, 2016

Strategy 19.11 ★★★☆☆

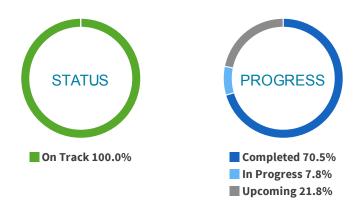Implement leadership development and volunteer on-boarding modules

PROGRESS

■ Upcoming 100.0%

Last update: Feb 18, 2016

▍ This project will launch March 1, 2016

🎯 Strategic Objective 20 ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 70.5%
■ In Progress 7.8%
■ Upcoming 21.8%

Strategy 20.1 ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 33.3%
■ In Progress 44.4%
■ Upcoming 22.2%

Last update: Feb 19, 2016

Article list confirmed and scheduled. Articles published in July/August, September/October, November/December and January/February issues of Engineering Dimensions. Article in hand for March/April 2016 issue. Strategy is expected to be completed by December 2017.

Strategy 20.2 ★★★☆☆

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

Completed 100.0%

Last update: Aug 27, 2015

> An RFP for the Official Elections Agent was completed and sent to six companies. Four submitted proposals. The submissions were reviewed and a recommendation for the Official Elections Agent is going to the September 25 Council meeting.
>
> Next steps: Official Election Agent at the September 25 Council meeting and successful bidder notified.
>
> Project is expected to be completed by September 30, 2015.

Strategy 20.3 ★★★☆☆

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

Completed 100.0%

Last update: May 26, 2015

> *Council Orientation: (100% Completed)*
> Presentation slides prepared.
>
> *Council Orientation : (100% Completed)* Orientation delivered May 28, 2015.
>
> Project completed.

Strategy 20.4 ★★★☆☆

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

PROGRESS

■ **Completed 100.0%**
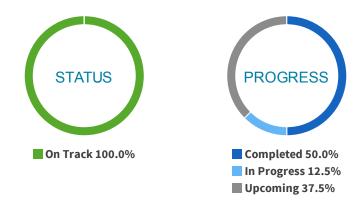
Last update: Nov 09, 2015

Training module made available to Councillors, SMT, Committee Chairs and Committee Advisors.

Project completed.

Strategy 20.5 ★★★☆☆

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

STATUS

■ **On Track 100.0%**

PROGRESS

■ **Completed 50.0%**
■ **In Progress 12.5%**
■ **Upcoming 37.5%**

Last update: Feb 17, 2016

Strategy Update: Draft RFP to be issued by end of March 2016..

Next Steps: RFP will be conducted.

Strategy 20.6 ★★★★☆

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

Completed 100.0%

Last update: Mar 04, 2015

> ***Develop and populate Council/Executive Committee Motion Tracking System: (100% Completed)*** Tracking System Developed
>
> ***SMT reviews the Council/Executive Committee motion tacking application: (100% Completed)*** Motion tracking system approved by SMT
>
> ***Council motion tracking: (100% Completed)*** Council Action Log posted to secure Council website
>
> Project completed.
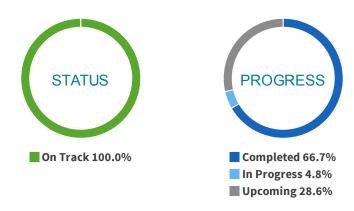
Strategy 20.7   ★★★☆☆

Support Council Term LImits Task Force

Upcoming 100.0%

Last update: Feb 18, 2016

> This project will launch March 1, 2016.

◎ Strategic Objective 21   ★★☆☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 66.7%
■ In Progress 4.8%
■ Upcoming 28.6%

Strategy 21.1   ★★☆☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ In Progress 14.3%
■ Upcoming 85.7%

Last update: Feb 17, 2016

> Strategy Update: Training requirements being gathered.
>
> Next step: once requirements determined, module will be developed
>
> Project is expected to be completed by July 2017

Strategy 21.2   ★★☆☆☆

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

PROGRESS

Completed 100.0%

Last update: Dec 15, 2015

The strategy is complete

Strategy 21.3 ★★☆☆☆

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

PROGRESS

Completed 100.0%

Last update: Aug 26, 2015

Project completed. Executive Committee approved ongoing continuation of Volunteer Leadership Conferences on August 11, 2015.

⊙ Strategic Objective 22 ★★★☆☆

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

PROGRESS

- Completed 62.5%
- Upcoming 37.5%

Strategy 22.1 ★★★☆☆

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

PROGRESS

- Completed 62.5%
- Upcoming 37.5%

Last update: Feb 17, 2016

> *Prepare Briefing Note (if required) for council to make training mandatory: (100% Completed)*
>
> Training Module was introduced to the Committee and they were encouraged to take the training
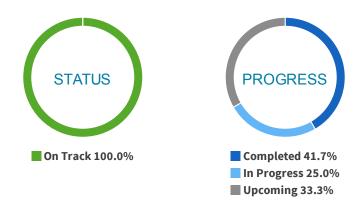>
> Review of existing ARC and ERC members completion of module Q2 2016.
>
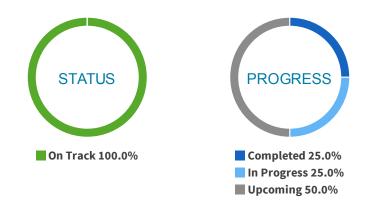> Module now mandatory for all new ARC and ERC members.

⊚ Strategic Objective 23 ★★★☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 41.7%
■ In Progress 25.0%
■ Upcoming 33.3%

Strategy 23.1 ★★☆☆☆

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

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 25.0%
■ In Progress 25.0%
■ Upcoming 50.0%

Last update: Feb 18, 2016

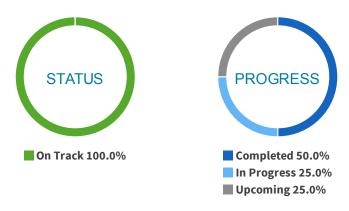Strategy Update: Gap analysis summary report to be reviewed by ACV.
Next Steps: ACV to develop recommendations for presentation to Council in June 2016.
Project expected to be completed by: December 2016

Strategy 23.2 ★★★★☆

Develop succession plans and talent management strategies to enhance operational effectiveness

STATUS

■ On Track 100.0%

PROGRESS

■ Completed 50.0%
■ In Progress 25.0%
■ Upcoming 25.0%

Last update: Feb 18, 2016

Strategy Update: SMT to approve strategies.
Next Steps: Implement and communicate approved strategies.
Project expected to be completed by: December 2016

🎯 Strategic Objective 24 ★★★☆☆

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

PROGRESS

■ Completed 85.7%
■ Upcoming 14.3%

Strategy 24.1 ★★★☆☆

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

PROGRESS

■ Completed 100.0%

Last update: Feb 16, 2016

This project is now complete

Strategy 24.2 ★★★★☆

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

PROGRESS

■ **Completed 75.0%**
■ **Upcoming 25.0%**

Last update: Feb 17, 2016

Strategy Update: Research completed and employer of choice strategies developed for review by SMT.

Next Steps: Report presented to SMT.

Project expected to be completed by: September 2016

This report is generated by Envisio

Go to envisio.com to see more details about our software.