



Professional Engineers Ontario

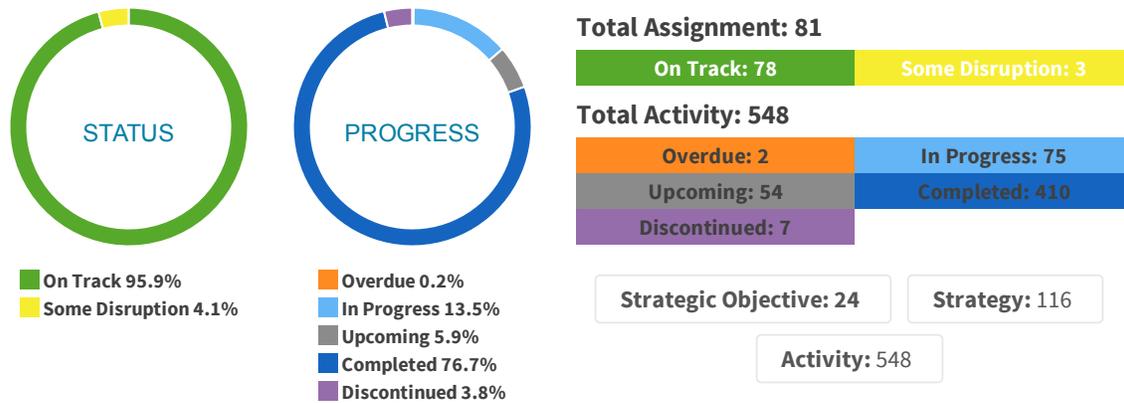
Executive Report

Update 7

Strategic Plan Progress as at Sep 09, 2016

Created on: Sep 06, 2016

Strategic Plan Progress as at Sep 09, 2016



Summary

Strategic Plan - Update #7

As of September 9, 2016, of the 116 Strategies identified in the Strategic Plan, 62 (57) have been completed, 54 (58) are in progress and 0 (1) have yet to commence.

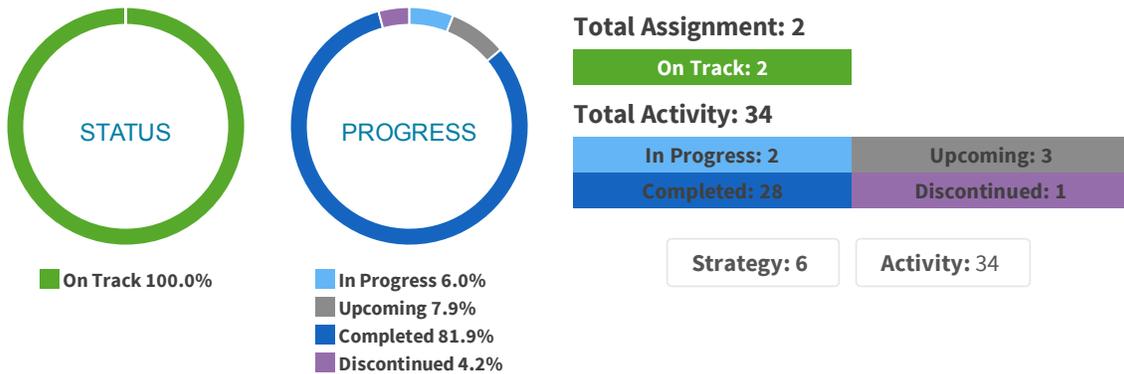
In terms of Activities associated with specific Strategies, 80.47% (71.03%) of these have been completed, another 15.7% (13.65%) of the Activities are in progress, and 5.88% (13.2%) of the Activities have yet to commence.

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.

(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



Strategy 1.1 ★★★★☆

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

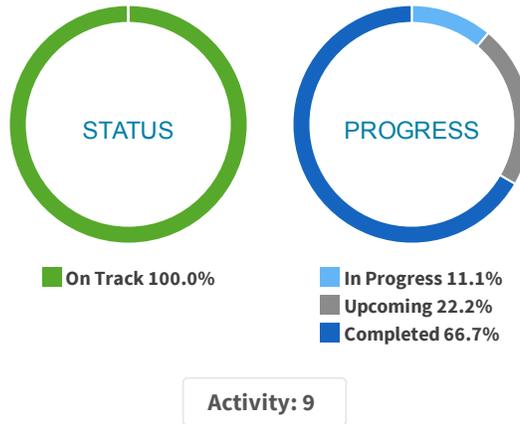


Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Feb 22, 2016

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



Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 25, 2016

ERC to determine process for improvement: (40% Completed)

ERC sub committee appointed a working group to develop an implementation plan. The working group met on August 5th to develop the plan for ERC subcommittee approval in their September meeting.

Process to be completed by October 2016 with recommendations implemented by Q2 2017

Strategy 1.3



Establish process to close Inactive files in a timely manner



Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 27, 2015

Project Completed

Strategy 1.4



Provide information to prospective applicants through increased seminars and webinars

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Michael Price (Deputy Registrar, Licensing and Finance): 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

STATUS
PENDING



Completed 100.0%

Activity: 7

Last update by Scott Clark (Chief Administrative Officer): 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 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)

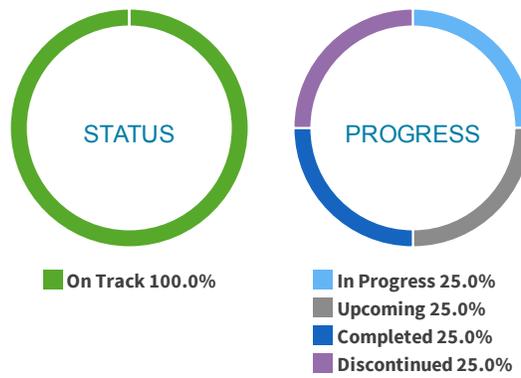
have been updated. Next step is to communicate about the PPE online module to the applicants eligible to write PPE.

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.

Strategy 1.6



Supervising and Delegating Engineering Practice Policy
Implications Review



Activity: 4

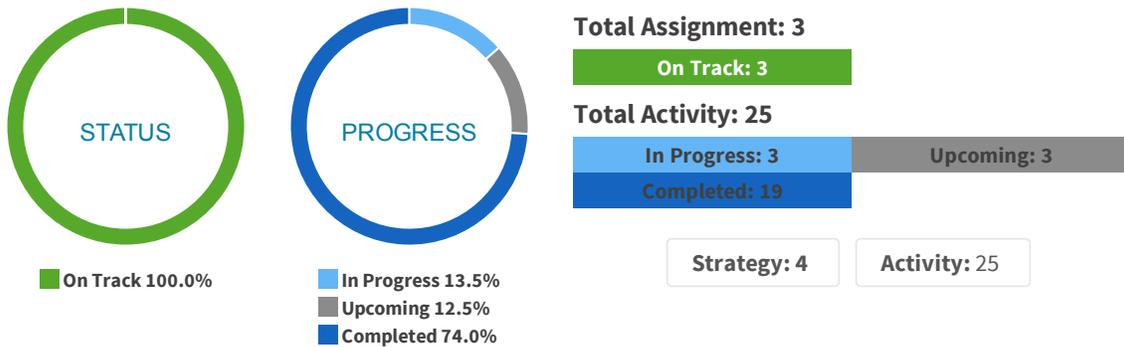
Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

The PSC had planned to use the content of the draft standard as the basis for developing a guideline. A Briefing Note to this effect is in place once PEO President and PSC Chair meet to discuss.

Strategic Objective 2



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



Strategy 2.1



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



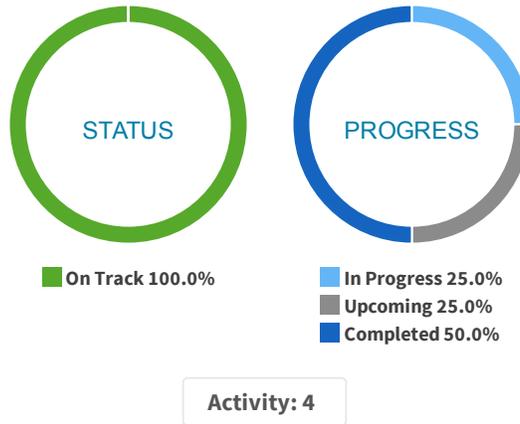
Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Nov 11, 2015

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



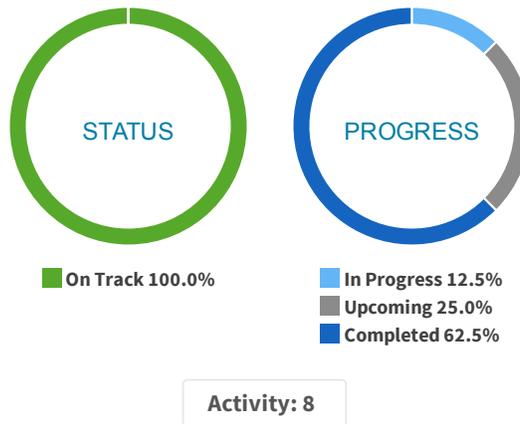
Last update by David Smith (Director, Communications): Sep 02, 2016

Implementation of the approved communications plan continues. Latest activities include posting relevant information on PEO social media accounts. 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



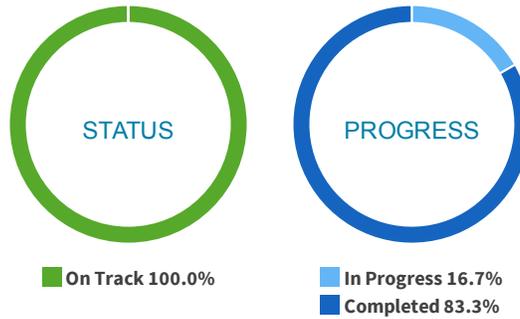
Last update by David Smith (Director, Communications): Sep 02, 2016

Identified opportunity to participate in newcomer expo in fall 2016.
 Identified opportunity to redesign information for newcomers on PEO website for maximum exposure.
 Created a dedicated PEO email address for newcomers to contact us about licensing-related issues. Will promote this address in our communications, especially via social media.
 Identifying advertising opportunities for 2017

Strategy 2.4



Communications Infrastructure Engineering outreach and licensure.



Activity: 6

Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 25, 2016

EDTF Develops Outreach plan Based on ARC and ERC Agreement of Licensure Requirements: (100% Completed)

Working Group of EDTF, ARC and ERC members met on May 13 to finalize outreach to identified potential applicants

Implement Outreach Plan: (100% Completed)

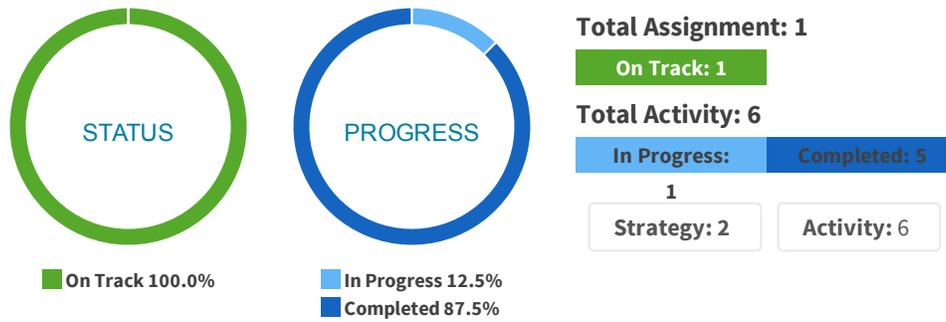
Emails distributed on May 25 inviting prospective applicants to apply for free to PEO

Evaluate and Licence CIE Applicants: (40% Completed)

Applications have been received and assessed by ARC for Limited Licence and P. Eng Licence

Strategic Objective 3 ★ ★ ☆ ☆ ☆

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



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



Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): May 10, 2016

The webinar content is ready. Scheduling with IT resources to develop the webinars.

Strategy 3.2 ★ ★ ☆ ☆ ☆

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

STATUS
PENDING



■ Completed 100.0%

Activity: 2

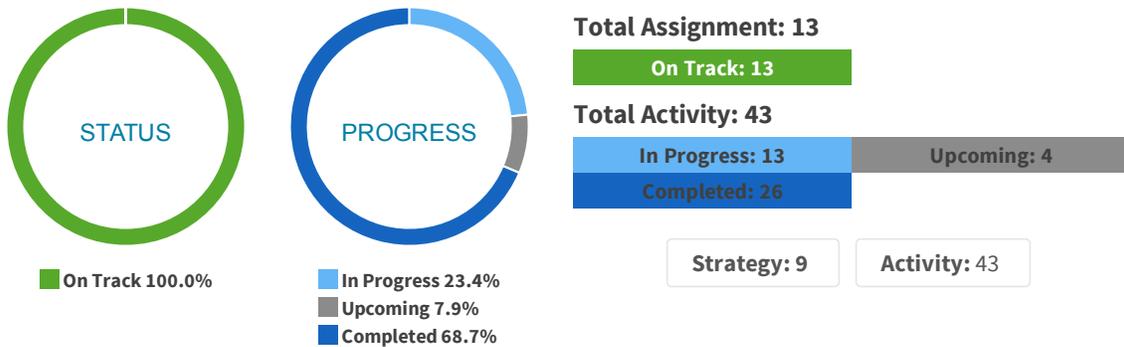
Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Mar 05, 2015

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



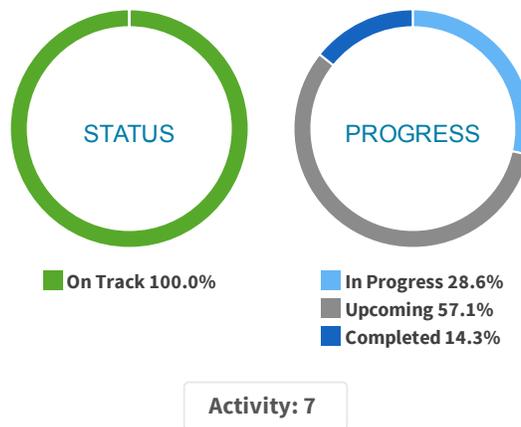
REGULATORY FRAMEWORK - Elliot Lake Commission of Inquiry recommendations are earnestly implemented



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)



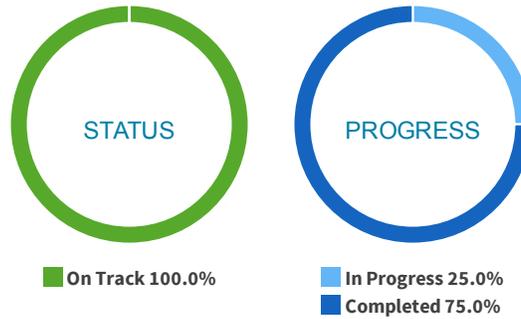
Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

PSC anticipates providing Council with a BN to approve the guideline at its November 2016 meeting. Work continues on the draft the performance standard. Council will be asked to approve the draft in early 2017 prior to submitting it to the Attorney General's Office.

Strategy 4.2



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



Activity: 4

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 02, 2016

Work in progress. Draft white paper on requirements and qualifications has been developed. Sub-committee to report to PSC on moving forward.

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)

STATUS
PENDING



Activity: 4

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): 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)

STATUS
PENDING



Activity: 3

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): 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)

STATUS
PENDING



Activity: 5

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): 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)

STATUS
PENDING



Completed 100.0%

Activity: 3

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): 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)



On Track 100.0%



In Progress 75.0%
Completed 25.0%

Activity: 4

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Requirements gathering is complete

Strategy 4.8



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



Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 02, 2016

Following the meeting held with MMAH and OAA. The PSC will look to approve the terms of reference for a joint sub-committee of PEO and OAA. Anticipate completing this strategy by mid 2017.

Strategy 4.9



Continuing Professional Competence [CP]2 Task Force



Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

Task Force has reviewed the input received from the focus group testing of the beta site on-line CPD module. The next version will be made available for all councillors to test prior to the September Council meeting. The TF is on target to produce a final report which will include recommendations on the implementation of the CPD program. The report is expected for the November 2016 Council meeting.

Strategic Objective 5



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



On Track 42.9%
Some Disruption 57.1%



Overdue 4.5%
In Progress 6.3%
Completed 80.5%
Discontinued 8.8%

Total Assignment: 3



Total Activity: 24



Strategy: 7

Activity: 24

Strategy 5.1



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

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Feb 22, 2016

Completed.

Strategy 5.2



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

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Feb 22, 2016

Strategy is complete.

Strategy 5.3



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

STATUS
PENDING



Completed 66.7%
Discontinued 33.3%

Activity: 3

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): 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

STATUS
PENDING



Completed 100.0%

Activity: 1

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): 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

STATUS
PENDING



Completed 100.0%

Activity: 4

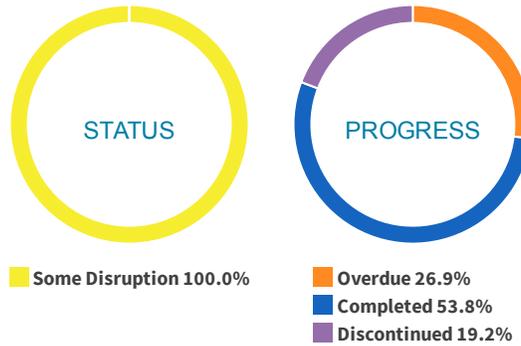
Last update by Jordan Max (Manager, Policy): May 11, 2016

information requested; no additional responses received

Strategy 5.6



Review strength of rationale for repealing the industrial exception



Activity: 6

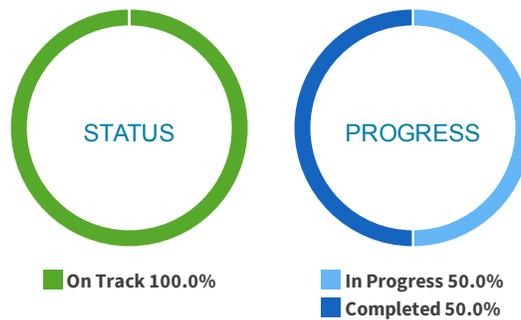
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

The final draft repeal research report was presented to Council in June, 2016. The report is now being revised and completed pending further additional information required and requested of the Ministry of Labour.

Strategy 5.7



Practitioner Research Project



Activity: 2

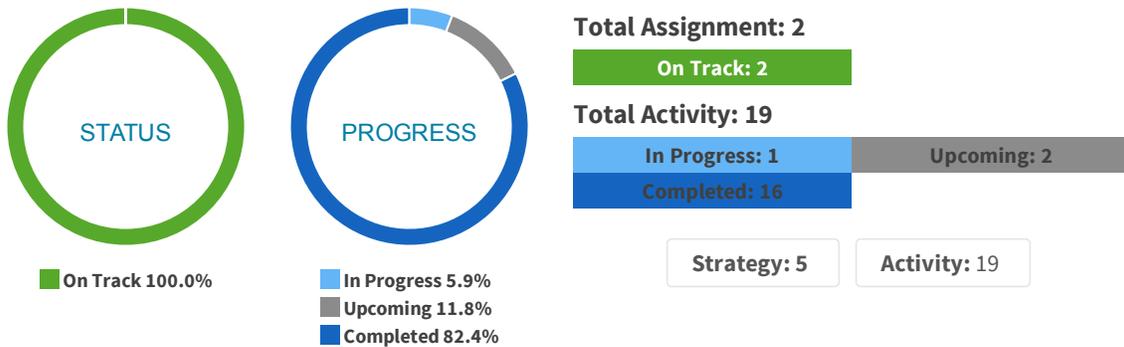
Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

Prioritization of change initiatives underway through discussion with Professional Standards Committee. Anticipate completing this strategy by end of 2016.

Strategic Objective 6



REGULATORY FRAMEWORK - Licensing is based on levels of competence



Strategy 6.1



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



Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 25, 2016

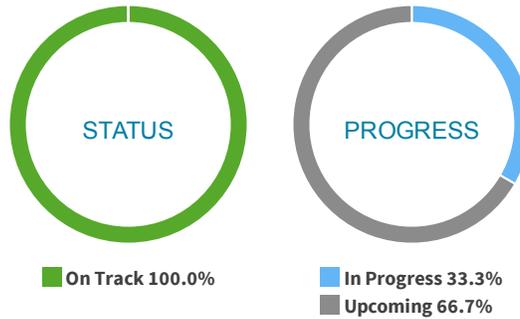
Attend Engineers Canada National Admissions Officials Meetings: (100% Completed)

Attended and Chaired NAOG meeting in Quebec City on June 8 and 9 which included presentations from CEAB, CEQB and Admissions Reference Point Project

Strategy 6.2



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



Activity: 3

Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 25, 2016

Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (40% Completed)

Met with APEGBC and nation admissions officials group to review the status of project to date, April 7, 2016. Project to be extended to May 2017

Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (67% Completed)

Licensing and Registration Staff will attend September 15 meeting of the Steering Committee.

Review pilot results from other provinces and determine appropriate recommendations for Council's consideration by Q3 2017.

Strategy 6.3



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



Activity: 2

Last update by Michael Price (Deputy Registrar, Licensing and Finance): 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

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Michael Price (Deputy Registrar, Licensing and Finance): 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
PENDING



Completed 100.0%

Activity: 6

Last update by Michael Price (Deputy Registrar, Licensing and Finance): May 11, 2016

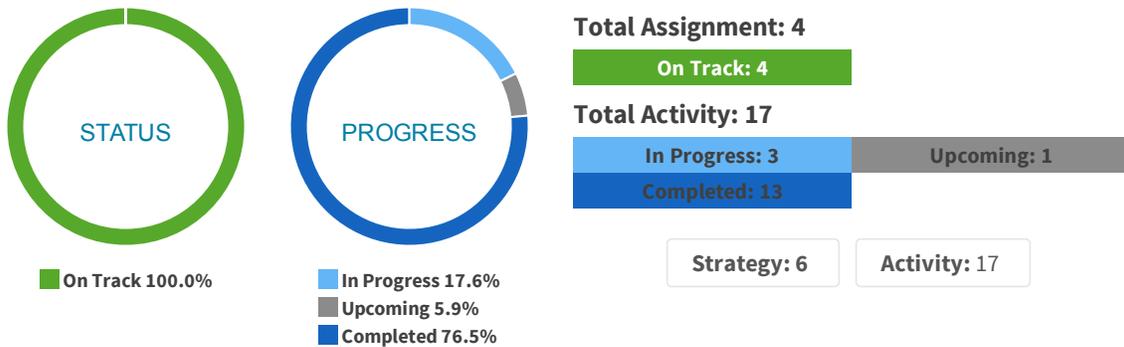
Implement Action Plan: (100% Completed)

Ontario Labour Mobility Act Exception Briefing Note presented at March 11, 2016 Council Meeting

Strategic Objective 7



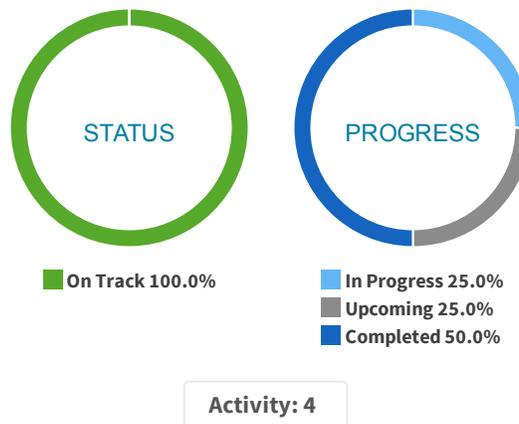
REGULATORY FRAMEWORK - The complaints process is optimized, balancing transparency, fairness and timeliness



Strategy 7.1



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



Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Discrete complaint investigation step targets have been established. Further work on this strategy is superseded by the expanded Register project, which resulted after Council's approval of Act changes which expand the information required to be included in the Register.

Strategy 7.2



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

STATUS
PENDING



Completed 100.0%

Activity: 1

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): 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

STATUS
PENDING



Completed 100.0%

Activity: 4

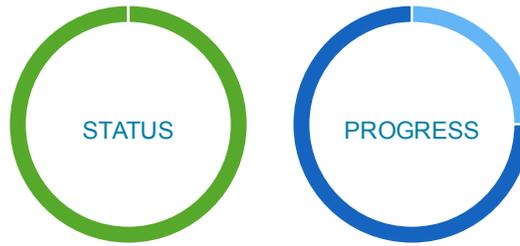
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Feb 24, 2016

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%

In Progress 25.0%
Completed 75.0%

Activity: 4

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

On track for finalized manual by end 2016.

Strategy 7.5



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

STATUS
PENDING



Completed 100.0%

Activity: 2

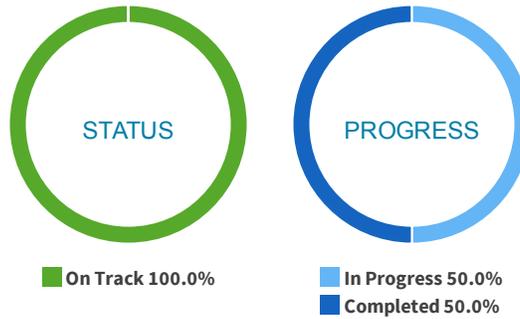
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jan 07, 2016

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.



Activity: 2

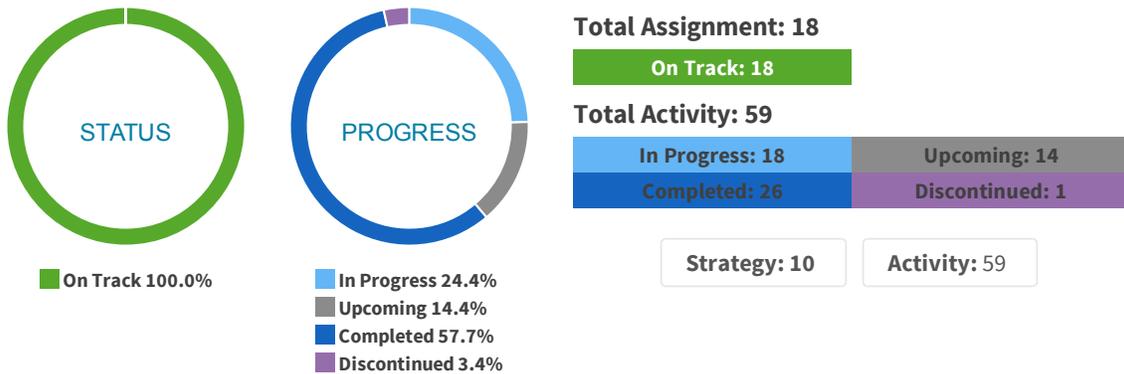
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Legal opinion wrt Voluntary Undertakings was reviewed and adopted by COC at its July AGM. Staff now working on resource documents for the committee's use.

Strategic Objective 8



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



Strategy 8.1



Categorize all enforcement inquiries by source of allegation and violation type



Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

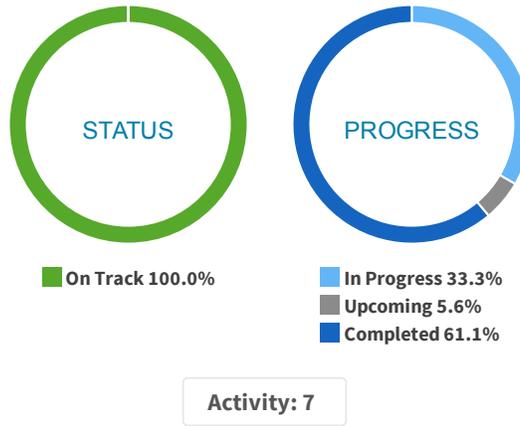
Categorization of all enforcement inquiries by source and type is complete and operationalized.

Communication strategies are in development concurrent with final analysis of 2015 data, compared with corresponding data for 2014 and 2013

Strategy 8.2



Develop key performance indicators (KPIs) of enforcement activity.



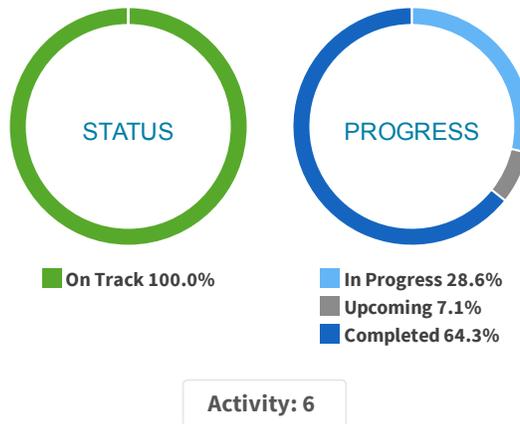
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Tracking of internal operational indicators in now on-going.

Strategy 8.3



Develop new enforcement activity report



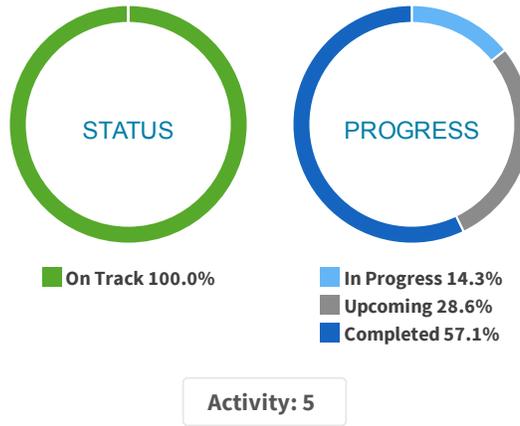
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Enforcement activity report was revised with new measurements and included in the 2014 and 2015 PEO Annual Report. Additional feedback to be requested for incorporation into 2016 annual report.

Strategy 8.4



Revise enforcement policy and procedures manual



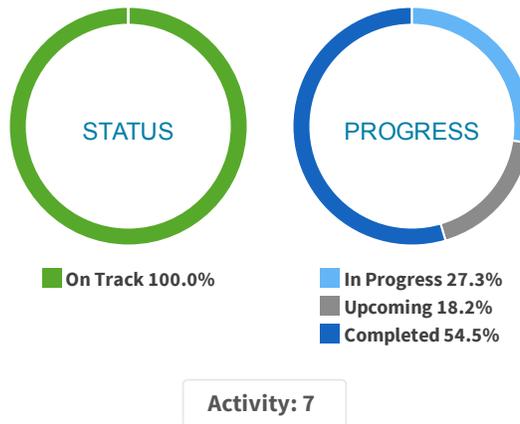
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Gap analysis to evaluate current enforcement policies for gaps and relevancy has been completed. Draft policy document needs formal internal review and formatting, on-track for completion by end of 2016.

Strategy 8.5



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



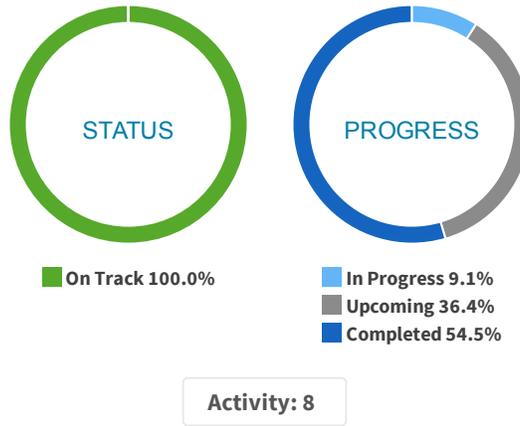
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

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



Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Review of 2014 major files and obstacles is complete. Go-forward actions have been identified to address obstacles. Review of 2015 major files to be completed by Sept 2016.

Strategy 8.7 ★★★★★

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

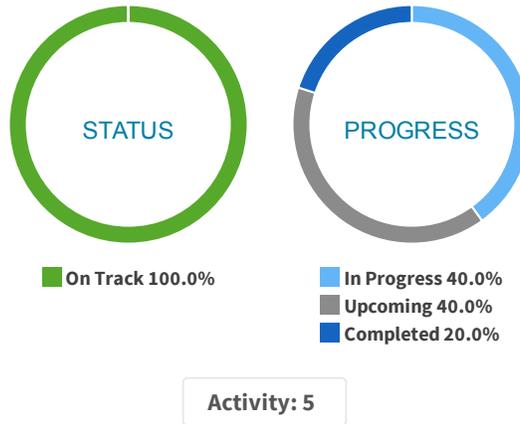


Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Feb 22, 2016

Strategy is completed.

Strategy 8.8 ★★★★★

Develop Enforcement Reporting Guide for use by general public and members



Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Feedback provided by Enforcement Committee. Revised draft has been prepared, currently under review.

Strategy 8.9



Develop plan for enhanced enforcement in manufacturing sector.



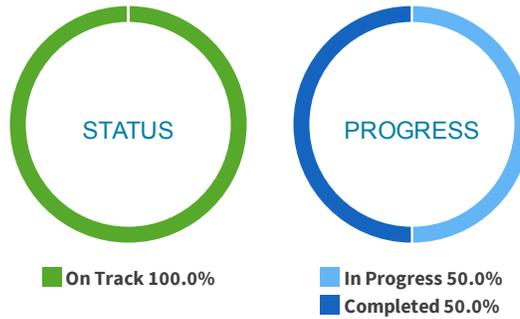
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Assessment of effectiveness of current enforcement activities in manufacturing sector underway. Potential 'enhanced' enforcement activities have been identified, and are under review.

Strategy 8.10



Develop plan for enforcement outreach to key stakeholders.



Activity: 6

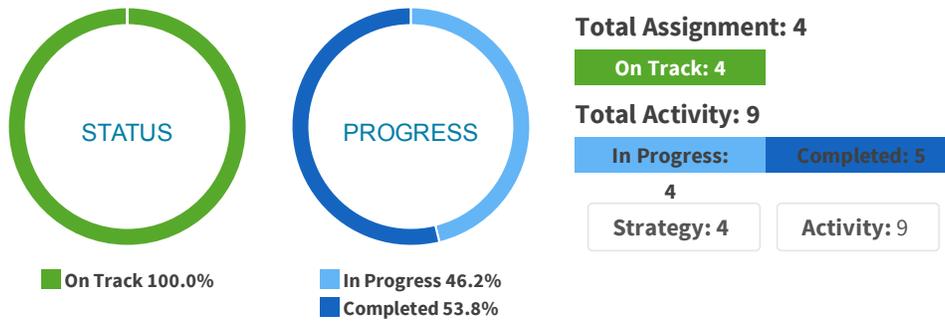
Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Sep 02, 2016

Effectiveness of past enforcement outreach activities has been reviewed and assessed. Key stakeholders have been identified and enforcement outreach plan is in development.

Strategic Objective 9



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



Strategy 9.1



Establish and implement enhanced practices for all PEO Tribunals



Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

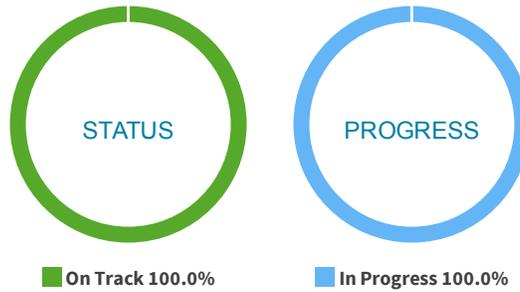
Practice Guideline approved by DIC on June 27, 2016 and implemented by posting on tribunal webpage.

Practice Guideline regarding Ordering of Transcripts posted on DIC and REC webpages following Divisional Court ruling in regard to section 20 SPPA on Records of Proceedings.

Strategy 9.2



Tribunal Panel Composition and Size



Activity: 1

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

Research continues including historical and inter-jurisdictional scan. Anticipate completing this strategy by November .

Strategy 9.3 ★★★★★

Modernization of tribunal processes on practice directions and webpage information.



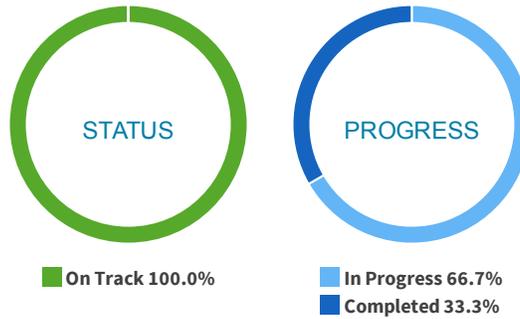
Activity: 1

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

DIC Chair has instituted directions to non-parties to bring a motion with notice to the parties under Rules of procedure. DIC sub-committee is reviewing existing rule to add express language to this effect. Once approved by the DIC, the documentation will be placed on the website.

Strategy 9.4 ★★★★★

On-line webinar training programs for adjudicators.



Activity: 3

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

Orientation Content is now available as an online option for training and to supplement current in person orientation meetings. It includes a quiz with test results. Training package is now available as required.

Strategic Objective 10



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

STATUS
PENDING



Completed 42.9%
Discontinued 57.1%

Total Assignment:

Total Activity: 4

Completed: 1

Discontinued:

3

Strategy: 2

Activity: 4

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

STATUS
PENDING



Discontinued 100.0%

Activity: 3

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): 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
PENDING



■ Completed 100.0%

Activity: 1

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): Sep 01, 2016

The ToR for a guideline and a performance standard has been submitted by BN to the September 2016 Council for approval.

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



Strategy 11.1



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



Last update by Michael Price (Deputy Registrar, Licensing and Finance): 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)

STATUS
PENDING



Completed 100.0%

Activity: 3

Last update by Matthew Ng (Manager, Chapters): 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 signing the 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

STATUS
PENDING



Activity: 2

Last update by Fern Goncalves (Director, People Development): 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

STATUS
PENDING



Activity: 4

Last update by Michael Price (Deputy Registrar, Licensing and Finance): 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

STATUS
PENDING



■ Completed 100.0%

Activity: 1

Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 27, 2015

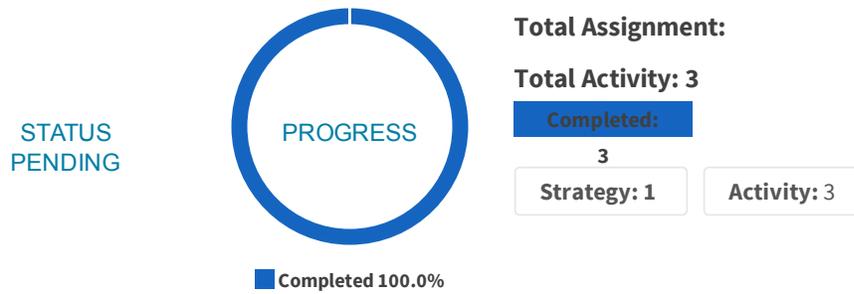
ARC CODE Fact Finding : (100% Completed) at the June 29 ERC meeting the PEO/CODE guideline on the interpretation of experience requirements for university faculty was approved.

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



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



Last update by Michael Price (Deputy Registrar, Licensing and Finance): Jan 05, 2016

Licensing Affairs Committee: (100% Completed)

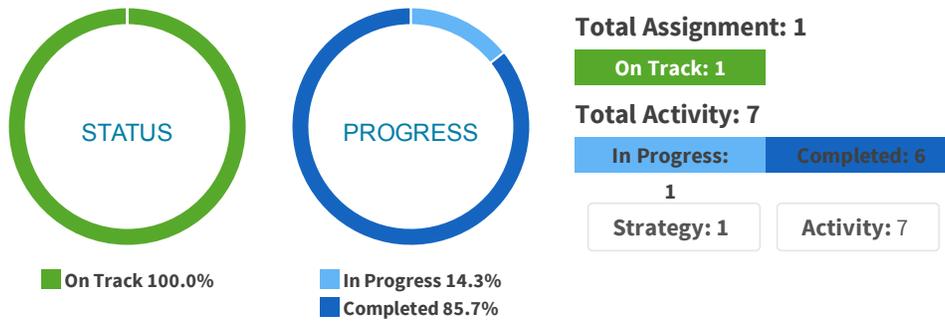
Observed at August and September NAOG consultation. Project is on hiatus.

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



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



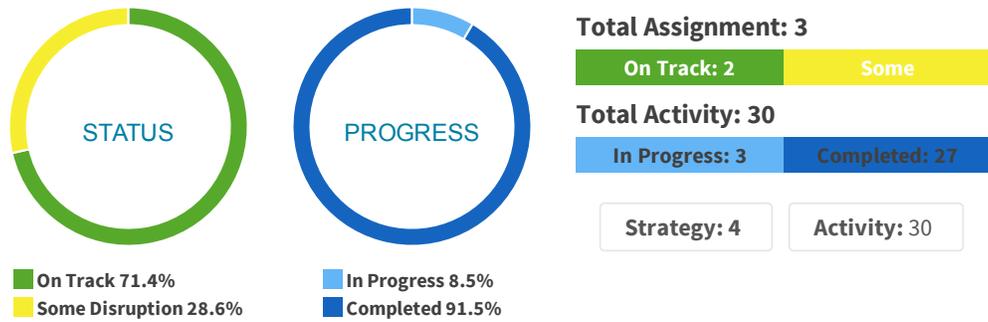
Last update by David Smith (Director, Communications): Aug 31, 2016

Implementation of audit recommendations continues. Latest activities: Revised PEO PowerPoint templates in wide use. Boilerplate "About PEO" text on media releases revised to include PEO mission and vision. PEO/OSPE joint brochure has been approved and is awaiting printing. PEO external communications routinely go through Communications. Engineering Dimensions redesign continues and is scheduled for January 2017. 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



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. Requirements gathering for RFP to begin soon. Next iteration of website is scheduled for implementation in Q4 2016/Q1 2017.

Strategy 14.2, aimed at developing a web-based Engineering Dimensions to enhance accessible for all members, is on track. Engineering Dimensions microsite was released live with release of the May/June 2016 issue.

Strategy 14.3, aimed at fully integrating social media into PEO communications, is one track. Social media used extensively by head office and chapters to promote PEO initiatives and events through Facebook, Twitter, LinkedIn and YouTube. New scheduling management program has been obtained to increase the frequency and and breadth of PEO posts. Social media guideline on content sources and hashtag use has been created for communications staff. 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



Last update by David Smith (Director, Communications): Sep 02, 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 2017 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 daily and functionality issues are being addressed with current website vendor. Development of RFP for new website scheduled for fall 2016. New website expected to be implemented in 2017.

Strategy 14.2



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



Last update by David Smith (Director, Communications): Aug 23, 2016

New web-based version of the magazine launched in May 2016 in conjunction with the May/June issue.

Strategy 14.3



Develop and cement social media as a PEO communications tool



Last update by David Smith (Director, Communications): Sep 02, 2016

Social media now used extensively by head office (Facebook, Twitter, LinkedIn and YouTube) and regularly by 17 chapters to promote PEO initiatives. Social media calendar and guideline created by communications department to assist in content development and a scheduling management tool has been obtained to increase distribution frequency. 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

STATUS
PENDING



Completed 100.0%

Activity: 4

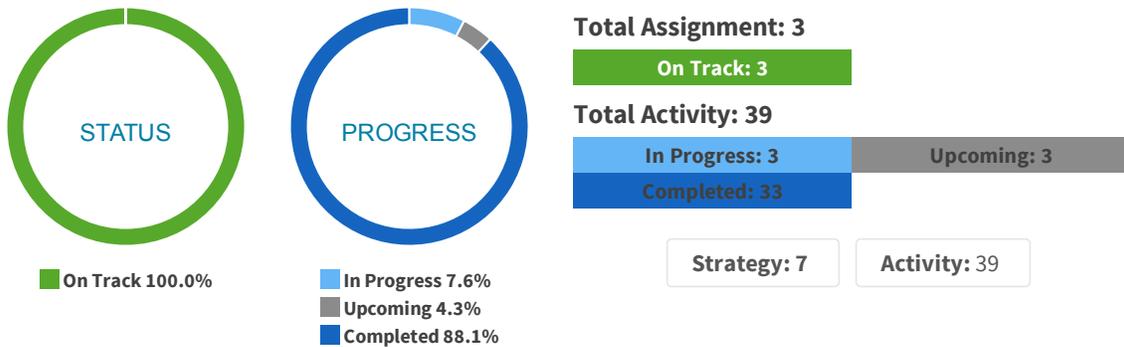
Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 27, 2015

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



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



Last update by Scott Clark (Chief Administrative Officer): Aug 26, 2016

Strategy Update: SMT approval of recommended strategies pending.

Next Steps: Communicate approved coaching mechanisms with employees.

Project expected to be completed by: Sept 2016

Strategy 15.2



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

STATUS
PENDING



Completed 100.0%

Activity: 6

Last update by Gerard McDonald (Registrar): Jan 11, 2016

Completed

Strategy 15.3



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

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Michael Price (Deputy Registrar, Licensing and Finance): Nov 11, 2015

Develop Implementation Plan: (100% Completed)

Implementation plan has been developed

Strategy 15.4



Review applicant assessment communications to ensure clarity

STATUS
PENDING



Completed 100.0%

Activity: 7

Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 25, 2016

Clarify the letters and make them easy to read.: (100% Completed)

Letters reviewed by Licensing staff

Standard letters need to be clear and easy to understand. : (100% Completed)

All revised letters have been reviewed by Communications Director prior to her retirement

Move letters into production environment with Aptify: (100% Completed)

This is complete

Letters have been reviewed, modified and implemented in Aptify

Strategy 15.5



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

STATUS
PENDING



Completed 100.0%

Activity: 5

Last update by Michael Price (Deputy Registrar, Licensing and Finance): May 11, 2016

Highlight recommendations for process improvement: (100% Completed)

The survey was completed and recommendations will be considered. Another survey will be conducted once the recommendations are in place.

The survey results were presented to February 2016 ERC Business Meeting.

Strategy 15.6



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

STATUS
PENDING



Completed 100.0%

Activity: 4

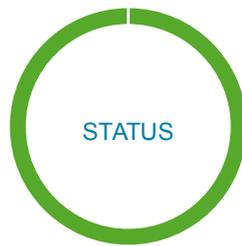
Last update by Lawrence Fogwill (Manager, Registration): Nov 25, 2015

this item is complete as of Nov. 27, 2015

Strategy 15.7



Implementation of online expense project



On Track 100.0%



In Progress 20.0%

Upcoming 30.0%

Completed 50.0%

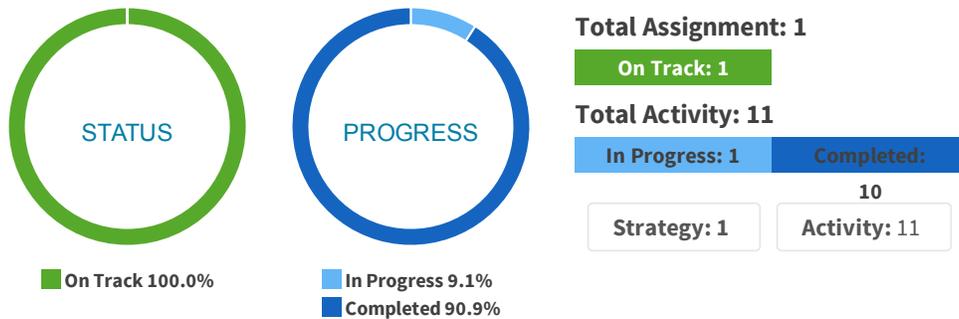
Activity: 10

No update for Strategy 15.7 has been submitted.

Strategic Objective 16



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



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

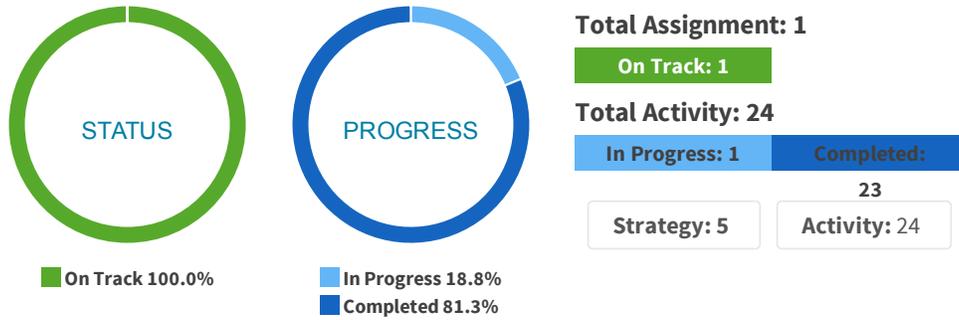


Last update by Scott Clark (Chief Administrative Officer): Aug 29, 2016

Strategy Update: PEO is now PCI compliant. Implemented Change Management, Problem Management, Incident Management, Demand Management, Software development Life Cycle.

Strategic Objective 17 ★★★★☆☆

OPERATIONS - PEO Headquarters occupancy rates and building efficiency are optimized



Strategy 17.1 ★★★★☆☆

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



Last update by John Cookson (Manager, Building Operations): 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

STATUS
PENDING



Completed 100.0%

Activity: 9

Last update by John Cookson (Manager, Building Operations): Oct 08, 2015

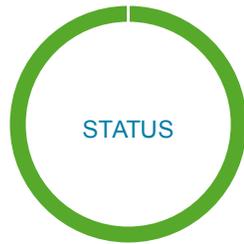
Project Completion: (100% Completed)

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



On Track 100.0%



In Progress 100.0%

Activity: 1

Last update by Scott Clark (Chief Administrative Officer): Aug 25, 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

STATUS
PENDING



Completed 100.0%

Activity: 5

Last update by Scott Clark (Chief Administrative Officer): Apr 20, 2016

Status Update: This project is now complete.

Strategy 17.5



Upgrade hydraulic parking garage elevator

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by John Cookson (Manager, Building Operations): Sep 01, 2016

This project is now complete.

Strategic Objective 18



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



On Track 100.0%



In Progress 11.3%
Upcoming 29.4%
Completed 59.3%

Total Assignment: 6

On Track: 6

Total Activity: 55

In Progress: 5

Upcoming: 12

Completed: 38

Strategy: 11

Activity: 55

Strategy 18.1



Outsource eblasts and migrate all Chapters off Prism 4.3

STATUS
PENDING



Completed 100.0%

Activity: 7

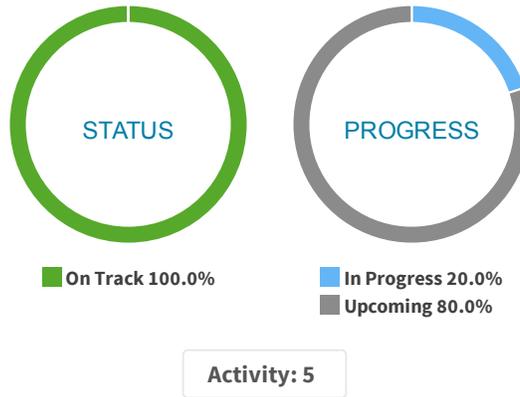
Last update by Alan Zimmermann (Director, Information Technology): Aug 26, 2015

- 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



Last update by Scott Clark (Chief Administrative Officer): Aug 29, 2016

Strategy Update: Requirements gathering is in progress the first draft of the information architecture to level 2 is complete and level three is in progress

Strategy 18.3



Replace the outsourced core infrastructure provider



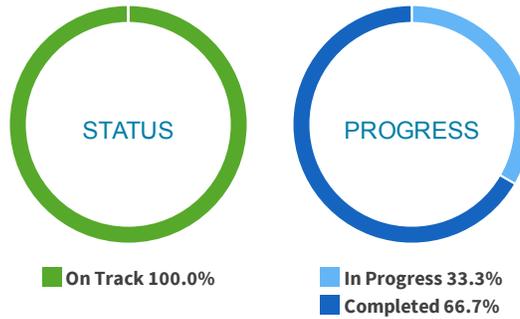
Last update by Zico Sarmento (Information Technology, Manager): Oct 20, 2015

Infrastructure move is complete and we are live at CentriLogic

Strategy 18.4



Update systems – PCs; website performance; Optical Imaging Technology



Activity: 3

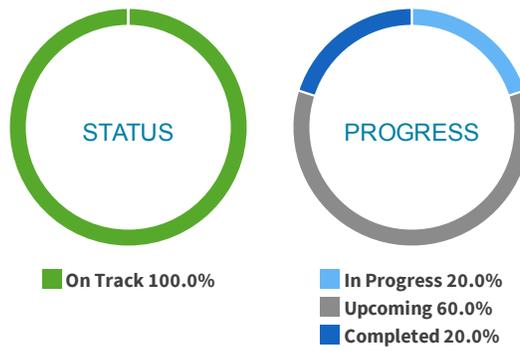
Last update by Alan Zimmermann (Director, Information Technology): Aug 26, 2015

- 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



Activity: 5

Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 25, 2016

Initiate the project: (100% Completed)

Deputy Registrar, Licensing & Registration reviewed On-Line Systems including APEGA

Initiate the project: (100% Completed)

Met with APEGA staff in June and have reviewed On-line Application

Define requirements: (10% Completed)

Meetings held with Consultant on August 15 and 24 to begin to define requirements of online licensing system

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

STATUS
PENDING



Upcoming 50.0%
Completed 50.0%

Activity: 2

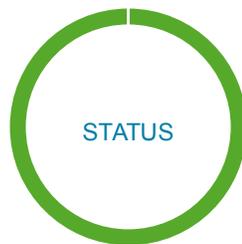
Last update by Alan Zimmermann (Director, Information Technology): Aug 26, 2015

- 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%



In Progress 20.0%
Upcoming 40.0%
Completed 40.0%

Activity: 5

Last update by Scott Clark (Chief Administrative Officer): Aug 25, 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

STATUS
PENDING



Completed 100.0%

Activity: 8

Last update by Matthew Ng (Manager, Chapters): Dec 11, 2015

This strategy is complete

Strategy 18.9



Impliment APTIFY Phase 1

STATUS
PENDING



Completed 100.0%

Activity: 10

Last update by Gerard McDonald (Registrar): Feb 26, 2016

User Acceptance Testing: (90% Completed)

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

Mock Go-Live: (13% Completed)

Data conversion commenced

Go live still scheduled for March 21st

Strategy 18.10



Aptify - Phase 2

STATUS
PENDING



Completed 100.0%

Activity: 1

Last update by Scott Clark (Chief Administrative Officer): 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



On Track 100.0%



In Progress 25.0%

Upcoming 50.0%

Completed 25.0%

Activity: 4

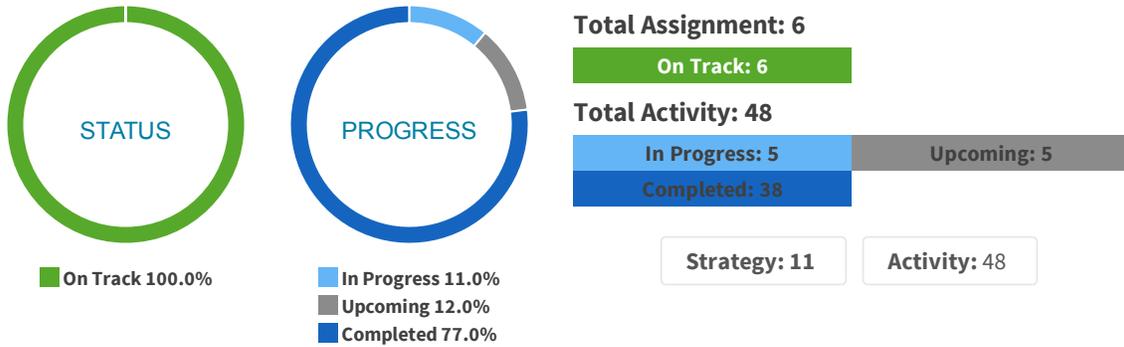
Last update by Scott Clark (Chief Administrative Officer): Aug 29, 2016

Strategy Update: Chapters are working with Campaigner and Communications to implement the CASL requirements and appropriate consent messages to be sent.

Strategic Objective 19



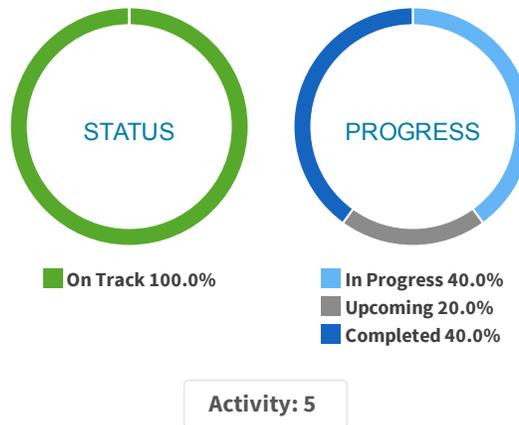
STAFF, VOLUNTEERS & COUNCIL - PEO has a sustainable organization-wide continuous-improvement culture



Strategy 19.1



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



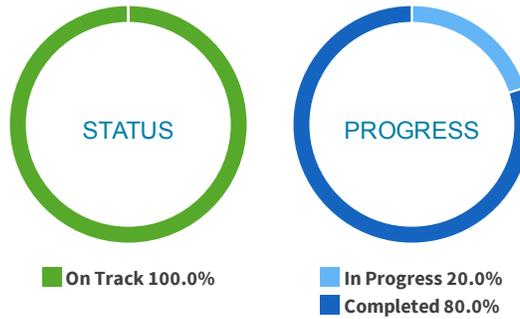
Last update by Alan Zimmermann (Director, Information Technology): Aug 26, 2015

- 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



Activity: 5

Last update by Scott Clark (Chief Administrative Officer): Aug 25, 2016

Strategy Update: training module developed, communication strategy 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



Activity: 5

Last update by Matthew Ng (Manager, Chapters): 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

STATUS
PENDING



Completed 100.0%

Activity: 5

Last update by Matthew Ng (Manager, Chapters): 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

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Scott Clark (Chief Administrative Officer): 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

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Scott Clark (Chief Administrative Officer): 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

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Fern Goncalves (Director, People Development): Jun 09, 2016

Project now completed

Strategy 19.8



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

STATUS
PENDING



Completed 100.0%

Activity: 4

Last update by Fern Goncalves (Director, People Development): 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

STATUS
PENDING



Completed 100.0%

Activity: 4

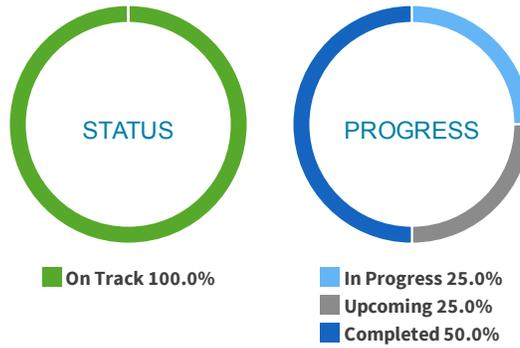
Last update by Fern Goncalves (Director, People Development): Jun 09, 2016

Project is complete.

Strategy 19.10



Conduct GLP Review



Activity: 4

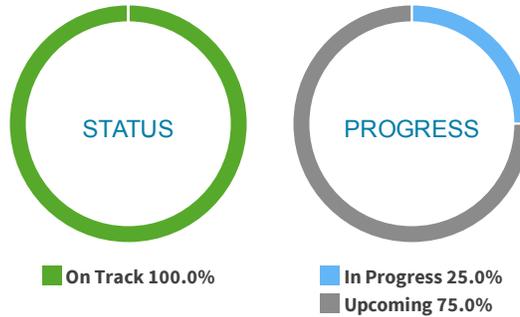
Last update by Scott Clark (Chief Administrative Officer): Aug 25, 2016

Status Update: RFP conducted, consultant engaged, stakeholder interviews conducted
 Next steps: consultant drafting report
 This project is expected to be completed by: November 2016

Strategy 19.11



Implement leadership development and volunteer on-boarding modules



Activity: 4

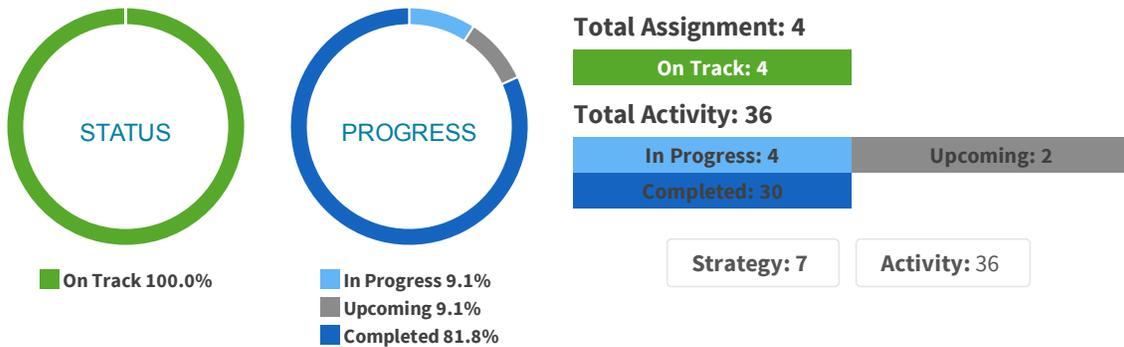
Last update by Scott Clark (Chief Administrative Officer): Aug 25, 2016

Strategy Update: Two module topics identified; module content being developed.
 Next Steps: Module content to be reviewed by HRC
 Project expected to be completed by: December 2016

Strategic Objective 20



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



Strategy 20.1



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



Last update by David Smith (Director, Communications): Sep 02, 2016

Final article in first series published in May/June 2016 issue of Engineering Dimensions. Additional article published in July/August issue. Second series of articles being developed. 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

STATUS
PENDING



Completed 100.0%

Activity: 8

Last update by Scott Clark (Chief Administrative Officer): 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

STATUS
PENDING



Completed 100.0%

Activity: 3

Last update by Scott Clark (Chief Administrative Officer): 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

STATUS
PENDING



Activity: 6

Last update by Scott Clark (Chief Administrative Officer): 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
PENDING



Activity: 4

Last update by Scott Clark (Chief Administrative Officer): May 11, 2016

This project has been terminated due to lack of viable applications and is therefore completed.

Strategy 20.6



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

STATUS
PENDING



Completed 100.0%

Activity: 3

Last update by Scott Clark (Chief Administrative Officer): Mar 04, 2015

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

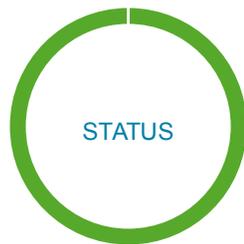
SMT reviews the Council/Executive Committee motion tracking application: (100% Completed) Motion tracking system approved by SMT

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

Strategy 20.7



Support Council Term Limits Task Force



On Track 100.0%



In Progress 33.3%
Upcoming 66.7%

Activity: 3

Last update by Scott Clark (Chief Administrative Officer): Aug 25, 2016

Strategy Update: Task Force continues to meet and review research.

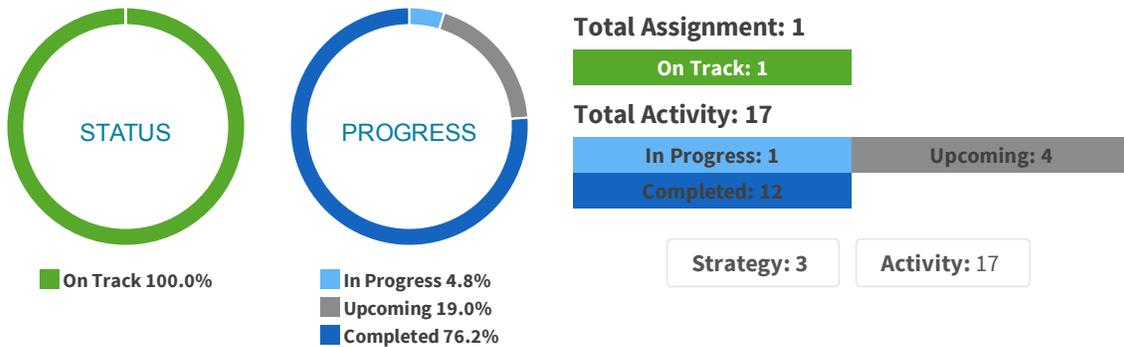
Next Steps: Task Force will draft report.

Project is expected to be completed by March 2017.

Strategic Objective 21



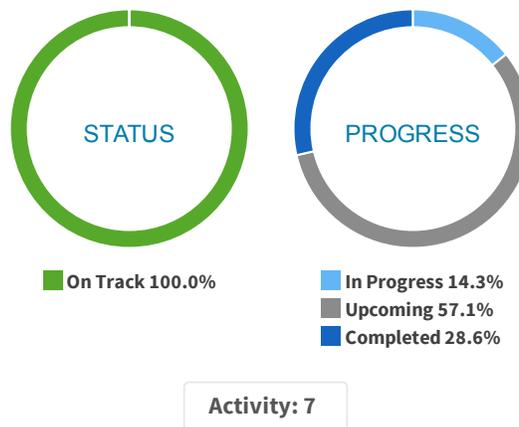
STAFF, VOLUNTEERS & COUNCIL - Chapters are engaged in the regulatory mandate of PEO



Strategy 21.1



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



Last update by Tracey Caruana (EIT Coordinator): Aug 23, 2016

Strategy update: The PowerPoint outline and structure have been developed. Training tools have been identified from the Guide and Intern handbooks. The power point presentation is being developed as well as the script.

Next steps: Full PowerPoint presentation and script to be completed for the online presentation. Once it is completed, filming will be coordinated with Scholarlab.

Project is expected to be completed by July 2017. Power Point presentation and script is expected to be complete by November 2016.

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

STATUS
PENDING



Completed 100.0%

Activity: 6

Last update by Matthew Ng (Manager, Chapters): 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

STATUS
PENDING



Completed 100.0%

Activity: 4

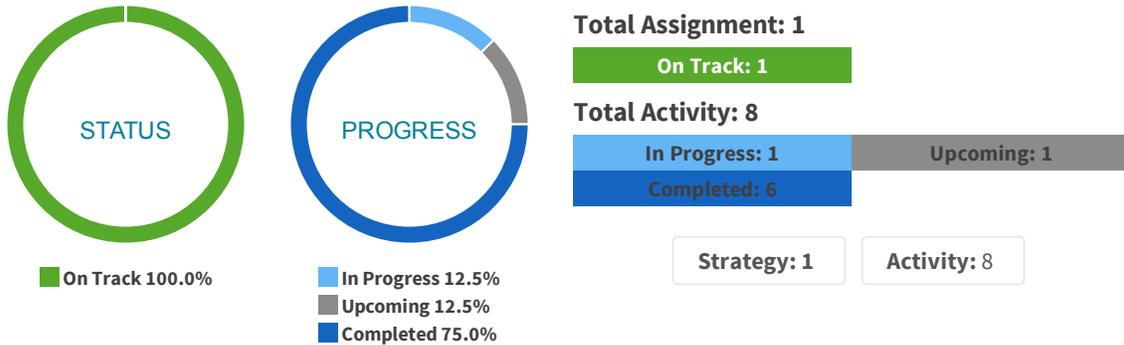
Last update by Fern Goncalves (Director, People Development): Aug 26, 2015

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



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



Last update by Michael Price (Deputy Registrar, Licensing and Finance): Aug 25, 2016

Present requirements to committee: (100% Completed)

ERC was again presented with the requirements for completion of the module in the June 15th meeting. The website link was distributed.

Present requirements to committee: (100% Completed)

Requirements were presented to the ARC and a link to the training module was provided

Monitor participation in training: (100% Completed)

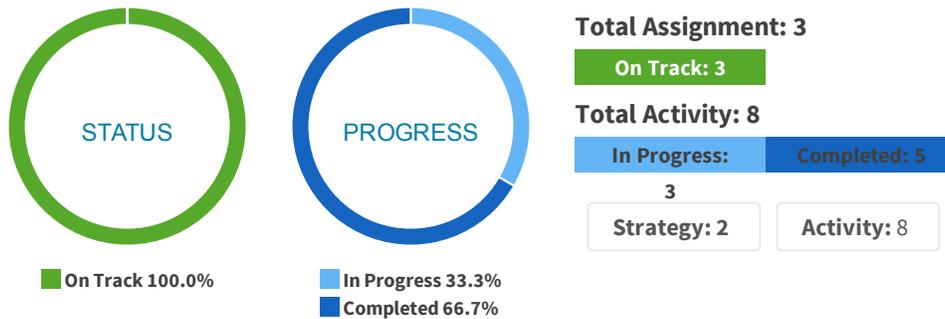
Numbers have been provided by People Development department and will be presented at the ERC business meeting. The requirements and link to training module will again be presented at this meeting

All new ARC and ERC members are required to complete the equity and diversity training before they are able to conduct interviews

Strategic Objective 23



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



Strategy 23.1



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



Last update by Scott Clark (Chief Administrative Officer): Aug 29, 2016

Strategy Update: HRC approved ACV's report. Report and HRC recommendations to be presented to Council on September 23, 2016.

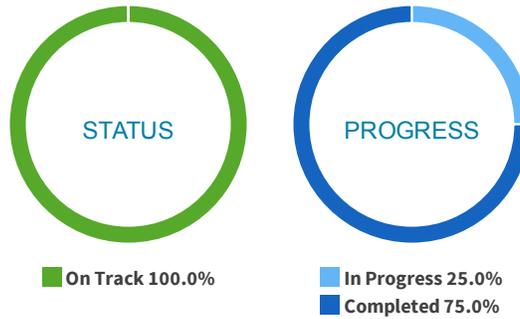
Next Steps: Report to Council in Sept 2016. Pending Council approval, provide committee chairs and staff advisors with information regarding requirement to incorporate 'term limits' into the TofR document by March 2017. People Development staff to conduct a follow-up gap analysis and report findings.

Project expected to be completed by: December 2016

Strategy 23.2



Develop succession plans and talent management strategies to enhance operational effectiveness



Last update by Scott Clark (Chief Administrative Officer): Aug 29, 2016

Strategy Update: Refinement of succession plan process in progress. Development of implementation plan underway.

Next Steps: Implement and communicate approved strategies to staff.

Project expected to be completed by: December 2016

Strategic Objective 24



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



■ On Track 100.0%



■ In Progress 14.3%
■ Completed 85.7%

Total Assignment: 1

On Track: 1

Total Activity: 8

In Progress: 1

Completed: 7

Strategy: 2

Activity: 8

Strategy 24.1



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

STATUS
PENDING



■ Completed 100.0%

Activity: 4

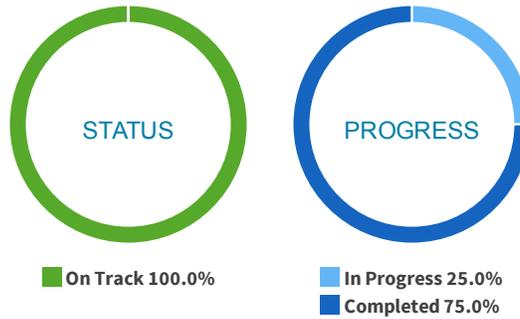
Last update by Fern Goncalves (Director, People Development): Feb 16, 2016

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



Activity: 4

Last update by Scott Clark (Chief Administrative Officer): Aug 29, 2016

Strategy Update: Development of implementation action plan in progress.

Next Steps: Implement and communicate approved initiatives.

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.

© Envisio Solutions Inc. All Rights Reserved.