

HUMAN RESOURCES PLAN - 2020

REGISTRATION COMMITTEE (REC)

C-530-3.5
Appendix M(i)

Committee: Registration Committee	Date Developed:
Committee Review Date: October 10, 2019	Date Council Approved: November 15, 2019

Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
Core Competencies	See Appendix A	See Appendix A	
Committee Membership	10 members		
Broad Engagement	Section 19(1) Elected Councillor: N/A LGA (P.Eng.) Councillor: 0 LGA (Lay) Councillor: 0 Attorney General (AG) appointee (LL.B): 1 General Member: 9	Require additional AG/LGA members on the Committee.	Replace retiring members and provide necessary training for new members. (quantity to be determined by Council).
Volunteer Development Plans	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided during REC meetings c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.)	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided during REC meetings c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.) e. New members to attend a hearing and deliberations as observers.	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided during REC meetings. c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.) e. New members to attend a hearing and deliberations as observers. See Appendix A
Term of Office	Chair and Vice-Chair elected annually, for a maximum of three (3) years. Members – No Term Limit (see comment)		Next election of Chair/Vice Chair planned for fall/winter 2020.

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APPENDIX A

1. Key Objectives and Core Competencies (as per the Work Plan)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Hear and Decide Matters (Panel Members)	<ul style="list-style-type: none"> a. Knowledge of the applicable sections of the Act, Regulations, SPPA, Registration Committees' Rules and the Handbook : <ul style="list-style-type: none"> i. Panel Chair – Comprehensive Knowledge ii. Experienced Members – Detailed Knowledge iii. New Members – Basic Knowledge b. Ability to contribute to the panel's deliberations by understanding the legal arguments presented, identifying facts, weigh differing views, and to make fair, logical decisions (all panel members). c. Be committed and enthusiastic (all panel members). d. Ability to write Decisions and Reasons (scribe). e. Ability to conduct a hearing; understand role of panel members, parties and ILC. f. Have the time required to sit on panels (all panel members). g. Familiarity with Decisions and Reasons in previous matters, judicial reviews of administrative decisions (panel chair and experienced members).
Set Hearings (Chair, REC)	<ul style="list-style-type: none"> a. Ability to set a date when the panel and the parties are available. b. Broad experience conducting a pre-hearing conference.
Develop Volunteers (Chair, REC)	<ul style="list-style-type: none"> a. Identify training requirements and resources. b. Organize training sessions. c. Conduct training sessions.
Develop Policy and Plans (Chair, REC)	<ul style="list-style-type: none"> a. Develop and analyze policy alternatives. b. Appoint Subcommittee(s), as required. c. Draft proposals to amend the Handbook, Work Plan, and H.R. Plan.
Perform Administrative Functions (Chair, REC)	<ul style="list-style-type: none"> a. Respond to information requests from PEO and Council. b. Draft and provide administrative reports. c. Communicate with Council.

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2. Competency Gaps and Action Plan

List top 2 - 3 core competencies missing from the current Committee (knowledge, skills, abilities)	List <u>specific gaps</u> for each core competency	Briefly state <u>how you will close each gap</u> [ie: development plan for current member(s); request for additional volunteer resources]	Resources Needed	Target Date for Completion
Ability to write effective Decisions and Reasons	Understanding the legal requirements for a sound decision	Training and experience	Training	Ongoing
Comprehensive knowledge	Of the applicable sections of the Act, Regulations and the REC's Rules, and a detailed knowledge of the Handbook.	Training and experience	Training	Ongoing

3. Comments

The objective of this plan is to establish and maintain REC adjudicators who can fulfill the requirements of the Act effectively and efficiently.