

Briefing Note – Decision

C-537-3.4c.

EXPERIENCE REQUIREMENTS COMMITTEE (ERC) TERMS OF REFERENCE

Purpose: To consider the Amendment to the Council Approved Terms of Reference (ToR) to (a) clarify ERC membership and (b) address participation of members in the committee activities

Motion(s) to consider: (requires a simple majority of votes cast to carry)
To approve the proposed amendment to the ERC Terms of Reference

Prepared by: David Kiguel, P.Eng., FEC, Chair of the Experience Requirements Committee

Moved by: Christian Bellini, P.Eng., FEC, President-Elect

1. Need for PEO Action

- The Constituency and Qualifications of Committee Members Section in the ToR was unclear with respect to disciplines and areas of expertise represented in the Committee.
- There is a need to address the membership of individuals who have remained in the Committee's roster without participating in the Committee's activities by attending meetings and conducting interviews of licensure applicants.

2. Proposed Action / Recommendation

- Proposed amendment to the Constituency and Qualifications of Committee Members Section to read:
"Two-thirds continuity is desired as a minimum with as many of the PEO recognized engineering disciplines as possible to be represented."
- Addition of the following paragraph to the Term Limits for Committee Members Section:
"However, in order to maintain their membership, members are expected to actively participate in the committee activities, conducting interviews and attending committee meetings. Staff will review members' participation on an annual basis and advise the Chair and the Vice-Chair about recommended actions on this matter, up to including removal of the committee membership."

3. Next Steps (if motion approved)

- The Terms of Reference will be amended as indicated and the updated version will be posted on the PEO website.

4. Policy or Program contribution to the Strategic Plan

- The amendment adds clarity and transparency to the operation of the ERC, consistent with the objectives of the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

- **No financial impact expected**

6. Peer Review & Process Followed

<p>Process Followed</p>	<p>Outline the Policy Development Process followed.</p> <ul style="list-style-type: none"> • Addition of paragraph to the Term Limits for Committee Members Section was discussed and approved by the ERC Sub-Committee (ERCSC) in June 2020. • Addition of paragraph to the Term Limits for Committee Members Section was presented to the ERC and approved in June 2020. • During the discussion of the above, President Marisa Sterling raised her concern that the Constituency and Qualifications of Committee Members Section of the ToR could be interpreted as limiting the ERC membership. • The ERCSC addressed the concern and developed words to clarify the intent in August 2020 for presentation to the ERC. • The ERC discussed and approved the proposed amendment in August 2020.
<p>Council Identified Review</p>	<p>Identify who is to be consulted; how they will be consulted and what kind of response is expected.</p> <ul style="list-style-type: none"> • No need for further consultation as these are minor changes to the document.
<p>Actual Motion Review</p>	<p>Detail peer review and relevant stakeholder review undertaken</p> <ul style="list-style-type: none"> • Proposed amendment was reviewed by the ACV as prescribed in the Committees and Task Forces Policy – Reference Guide. The ACV endorsed the proposed changes at its October 15th, 2020 meeting.

7. Appendices

- Appendix A – ERC ToR document (red-lined)
- Appendix B – ERC ToR document (clean)

C-537-3.4c. Appendix A

Appendix A
ERC Terms of Reference (red-lined)

Experience Requirements Committee - ERC
Terms of Reference

Issue Date: September 30, 2015
Approved by: Experience Requirements
Committee

Review Date: ~~March 2, 2018~~ August 28, 2020
Review by: Manager, Licensure

<p>Legislated and other Mandate approved by Council</p>	<p>To assess the experience of applicants as required:</p> <ul style="list-style-type: none"> (a) to determine if experience under the Regulations has been met; (b) to recommend to the ARC how experience should be taken into account in assigning of examinations; (c) to interview applicants where there is a question of the ability to communicate effectively in English; and (d) in the case of reinstatement – to assess applicant’s knowledge and understanding of the current laws and standards governing the practice of professional engineering <p>To advise the Registrar with respect to the foregoing. (Mandate approved in principle by Council)</p>
<p>Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Review and evaluate the experiential qualifications of applicants • Review, evaluate, recommend and make policies and procedures pertaining to ERC’s mandate • Interact with the Academic Requirements Committee (ARC) on issues of commonality and interest.
<p>Success Measurements of Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Timely and appropriate advice to the Registrar. • Monthly approval of ERC Interview recommendations. • Ensuring that the public interest is served and protected.
<p>Constituency & Qualifications of Committee Members</p>	<p>Minimum seven members of the Association, including chair and immediate past chair. Two-thirds continuity is desired; with all traditional disciplines to be represented as a minimum with as many of the PEO recognized engineering disciplines as possible to be represented. Council representation may also be included. Members are appointed annually by Council on the consideration that the proportion of the engineering disciplines represented is to be approximately same as that for the applications to be considered. Members should have at least ten years of experience as an engineer.</p>

Term Limits for Committee Chair and Vice Chair	The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member.
Term Limits for Committee Members	Given the statutory mandate of the ERC as well as the reliance on the expertise and experience of their members in order to carry out their legislated mandates, there is no term limit imposed on the general membership of this committee. However, in order to maintain their membership, members are expected to actively participate in the committee activities, conducting interviews and attending committee meetings. Staff will review members' participation on an annual basis and advise the Chair and the Vice-Chair about recommended actions on this matter, up to including removal of the committee membership.
Succession Planning	<ul style="list-style-type: none"> • Renewal of the committee's membership and on-boarding of new committee members' requirements will be assessed and identified in the annual Human Resources Plan to: <ul style="list-style-type: none"> (a) replace Committee members who move on to other Committee or Council responsibilities (b) replace Committee members who are no longer willing or able to serve on the committee (c) ensure that there is an adequate pool of panel members conducting interviews that matches, as best as possible, the work experience of applicants. These include traditional as well as emerging disciplines • Identify members with leadership qualities and interest in ERC activities and invite them to join the ERC Sub-Committee. Under normal circumstances, the ERC Sub-Committee should be the source for future ERC officers (Chair and Vice-Chair). <p>The ERC will strive to bring to the Committee and to the ERC Sub-Committee, new members representing a diversity of disciplines, gender and visible minorities.</p>
Recruitment of New Committee Members	The committee assists Human Resources in the recruitment of new committee members to ensure wide discipline representation based on applications received, especially in the non-traditional disciplines.
Quorum	According to the Regulations Section 41 (1) three members constitute a quorum
Reporting Requirements	The Chair shall submit an annual report, not later than January 15 th of each year to the Council. The ERC members shall provide notes on each experiential assessment in the file for individual applicants.
Meeting Frequency & Time	There are 6 regular meetings for the Committee as a whole where a small fraction of the membership (those that have the time available) shows up. These meetings are really not the core function of the committee which is to

Commitment	conduct individual interviews with applicants. At these business meetings, policies and procedures are reviewed as well as any additional issues related to the work of the ERC.
Committee Advisor	Deputy Registrar, Licensing & Registration
Staff Support	Manager, Licensure

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Appendix B

ERC Terms of Reference (clean)

Experience Requirements Committee - ERC
Terms of Reference

Issue Date: September 30, 2015
Approved by: Experience Requirements Committee

Review Date: August 28, 2020
Review by: Manager, Licensure

Legislated and other Mandate approved by Council	<p>To assess the experience of applicants as required:</p> <ul style="list-style-type: none"> (e) to determine if experience under the Regulations has been met; (f) to recommend to the ARC how experience should be taken into account in assigning of examinations; (g) to interview applicants where there is a question of the ability to communicate effectively in English; and (h) in the case of reinstatement – to assess applicant’s knowledge and understanding of the current laws and standards governing the practice of professional engineering <p>To advise the Registrar with respect to the foregoing. (Mandate approved in principle by Council)</p>
Key Duties and Responsibilities	<ul style="list-style-type: none"> • Review and evaluate the experiential qualifications of applicants • Review, evaluate, recommend and make policies and procedures pertaining to ERC’s mandate • Interact with the Academic Requirements Committee (ARC) on issues of commonality and interest.
Success Measurements of Key Duties and Responsibilities	<ul style="list-style-type: none"> • Timely and appropriate advice to the Registrar. • Monthly approval of ERC Interview recommendations. • Ensuring that the public interest is served and protected.
Constituency and Qualifications of Committee Members	<p>Minimum seven members of the Association, including chair and immediate past chair. Two-thirds continuity is desired as a minimum with as many of the PEO recognized engineering disciplines as possible to be represented. Council representation may also be included. Members are appointed annually by Council on the consideration that the proportion of the engineering disciplines represented is to be approximately same as that for the applications to be considered. Members should have at least ten years of experience as an engineer.</p>

Term Limits for Committee Chair and Vice Chair	The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member.
Term Limits for Committee Members	Given the statutory mandate of the ERC as well as the reliance on the expertise and experience of their members in order to carry out their legislated mandates, there is no term limit imposed on the general membership of this committee. However, in order to maintain their membership, members are expected to actively participate in the committee activities, conducting interviews and attending committee meetings. Staff will review members' participation on an annual basis and advise the Chair and the Vice-Chair about recommended actions on this matter, up to including removal of the committee membership.
Succession Planning	<ul style="list-style-type: none"> • Renewal of the committee's membership and on-boarding of new committee members' requirements will be assessed and identified in the annual Human Resources Plan to: <ul style="list-style-type: none"> (d) replace Committee members who move on to other Committee or Council responsibilities (e) replace Committee members who are no longer willing or able to serve on the committee (f) ensure that there is an adequate pool of panel members conducting interviews that matches, as best as possible, the work experience of applicants. These include traditional as well as emerging disciplines • Identify members with leadership qualities and interest in ERC activities and invite them to join the ERC Sub-Committee. Under normal circumstances, the ERC Sub-Committee should be the source for future ERC officers (Chair and Vice-Chair). <p>The ERC will strive to bring to the Committee and to the ERC Sub-Committee, new members representing a diversity of disciplines, gender and visible minorities.</p>
Recruitment of New Committee Members	The committee assists Human Resources in the recruitment of new committee members to ensure wide discipline representation based on applications received, especially in the non-traditional disciplines.
Quorum	According to the Regulations Section 41 (1) three members constitute a quorum
Reporting Requirements	The Chair shall submit an annual report, not later than January 15 th of each year to the Council. The ERC members shall provide notes on each experiential assessment in the file for individual applicants.
Meeting Frequency & Time	There are 6 regular meetings for the Committee as a whole where a small fraction of the membership (those that have the time available) shows up. These meetings are really not the core function of the committee which is to conduct individual interviews with applicants. At these business meetings,

Commitment	policies and procedures are reviewed as well as any additional issues related to the work of the ERC.
Committee Advisor	Deputy Registrar, Licensing & Registration
Staff Support	Manager, Licensure

Briefing Note – Decision

C-537-3.4c.

EXPERIENCE REQUIREMENTS COMMITTEE – SUB-COMMITTEE (ERCSC) TERMS OF REFERENCE

Purpose: To consider *the* Amendment to the Council Approved Terms of Reference (ToR) to specify the procedure to select and appoint ERCSC members

Motion(s) to consider: (requires a simple majority of votes cast to carry)
To approve the proposed amendment to the ERCSC Terms of Reference

Prepared by: David Kiguel, P.Eng., FEC, Chair of the Experience Requirements Committee (ERC)

Moved by: Christian Bellini, P.Eng., FEC, President-Elect

1. Need for PEO Action

- The ERCSC has been operating as a Sub-Committee of the ERC for many years.
- The ERCSC Terms of Reference were approved by Council in 2015.
- There was no defined process in the ToR to select and appoint ERCSC members.
- The ERC developed a formal process to select and appoint ERCSC members and approved it in June 2020.

2. Proposed Action / Recommendation

- Proposed amendment is to add the following paragraph in the Constituency and Qualifications Section of the ToR document:

“Appointment of ERCSC members-at-large shall follow an ERC approved procedure.”

3. Next Steps (if motion approved)

- The Terms of Reference will be amended as indicated and the updated version will be posted on the PEO website.

4. Policy or Program contribution to the Strategic Plan

- The amendment adds clarity and transparency to the operation of the ERC, consistent with the objectives of the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

No Financial Impact expected.

6. Peer Review & Process Followed

Process Followed	<p>Outline the Policy Development Process followed.</p> <ul style="list-style-type: none"> • Procedure to select and appoint ERCSC members-at-large was formalized and applied in early 2020
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	<ul style="list-style-type: none"> • ToR amendment was developed and approved by the ERCSC in June 2020 • Procedure and ToR amendment was presented and approved by the ERC in June 2020
Council Identified Review	<p>Identify who is to be consulted; how they will be consulted and what kind of response is expected.</p> <ul style="list-style-type: none"> • No need for further consultation as this is a minor addition to the document.
Actual Motion Review	<p>Detail peer review and relevant stakeholder review undertaken</p> <ul style="list-style-type: none"> • Proposed amendment was reviewed by the ACV as prescribed in the Committees and Task Forces Policy – Reference Guide. The ACV endorsed the proposed change at its October 15th, 2020 meeting.

7. Appendices

- Appendix A – Experience Requirements Committee – Sub-Committee Terms of Reference (red-lined).
- Appendix B – ERCSC Membership Selection Procedure.

**C-537-3.4c.
Appendix A**

**Experience Requirements Committee (ERC)
ERC Sub-Committee (ERCSC) Terms of Reference**

Issue Date: December 18, 2015 **Review Date:** June 26, 2020
Approved by: Experience Requirements Committee **Review by:** Manager, Licensure

Key Duties and Responsibilities	<ul style="list-style-type: none"> 1. Assist and advise the ERC in completing its work. 2. Carry out and report on specific tasks assigned by the ERC. <p>Note: The ERCSC annual budget will be part of the ERC budget.</p>
Success Measurements of Key Duties and Responsibilities	Timely completion of the tasks assigned by the ERC. Recommendations on means for improving performance and best practice within all aspects of the ERC’s Scope.
Type of Committee	Advisory and operational
Responsible Authority	ERC
ERCSC Meetings	<p>As and when necessary between regularly scheduled ERC Business meetings to:</p> <ul style="list-style-type: none"> (a) Work on specific tasks assigned by the ERC; (b) Conduct Committee business, including actions delegated by the full Committee; (c) Review and comment on activities of Working Groups (WGs) constituted by the ERC for specific tasks; (d) Review and comment on draft documents relevant to the ERC mandate; (e) Evaluate and recommend opportunities for improving ERC operations; (f) Identify, review and advise on matters of interest to the ERC.
Constituency and Qualifications	<p>The ERCSC shall consist of a maximum of ten (10) ERC Members, including the ERC Chair, the ERC Vice-Chair, the ERC Immediate Past-Chair and up-to seven (7) ERC Members-at-large, representing a diversity of gender and disciplines, who have expressed interest and willingness to serve in the ERCSC.</p> <p>To ensure continuity, three (3) of the ERCSC Members-at-large will be appointed for 3-year terms and four (4) will be appointed for a 2-year terms.</p> <p>Appointment of ERCSC members-at-large shall follow an ERC approved procedure.</p> <p>The current ERC Chair and Vice-Chair shall respectively serve as ERCSC Chair and Vice-Chair.</p> <p>If the ERC Immediate Past-Chair is not available, the following priority is to be used for this position: (a) Immediate Past Vice-Chair; (b) a Past Chair from a previous period; or (c) a Past Vice-Chair from a previous period.</p> <p>Membership in the ERCSC shall be limited to a maximum of ten (10) years.</p>

	Non-ERCSC members can be invited, as required, to ERCSC meetings for their participation on specific agenda items.
Reporting Requirements	The ERC Chair or a designated ERCSC member will report on Sub-Committee activities and status of assigned tasks as a standing agenda item in ERC Business Meetings. For specific tasks and WGs, the member leading the task / WG will present results and recommendations to the ERC.
Staff Advisor	Manager, Licensure
Staff Support	Licensing Representative

Procedure for the Selection of ERC Subcommittee Members

Approved by the ERCSC on June 9th, 2020

Approved by the ERC on June 26th, 2020

According to the approved ERC Subcommittee (ERCSC) Terms of Reference, the ERC Subcommittee is composed of the ERC Chair, the ERC Vice-Chair, the ERC Immediate Past-Chair and up-to seven (7) ERC members-at-large, representing a diversity of discipline, age, gender orientation, ethnicity, ability/disability, etc. Of the seven members-at-large, three serve a three year term and the remainder serve a two year term, thus allowing for overlap and continuity.

This procedure is intended for use in the determination of how the seven members-at-large are to be selected. The ERC Chair and Vice-Chair are elected through an established election procedure in which all ERC members vote.

It is proposed that the seven members-at-large be selected and appointed according to the following guidelines:

Expressions of Interest

1. At a time in advance of the end of the term for ERCSC members, staff will send a communication to all ERC members requesting expressions of interest to join the ERCSC.
2. Expressions of interest should be accompanied with a short resume describing the candidate's past activities in the ERC and their reason why they want to join the ERCSC. The above document should not exceed one page.
3. All ERC members who have responded to the communication will be considered as "candidates" for the open positions, after staff have verified that they meet the requirements below.

Requirements for valid candidacy

1. The candidate shall have served on ERC interview panels on at least 4 occasions in the immediately preceding 2 years.
2. The candidate shall preferably represent an engineering discipline not already represented on the ERCSC.
3. The candidate should have actively attended / participated, on average, in at least two out of the six (6) ERC business meetings during each year of their ERC membership.
4. ERCSC members whose term expires at the time, may apply for re-appointment provided that their re-appointment would not extend their service beyond the maximum tenure established in the ERCSC Terms of Reference.
5. If there are more candidates than positions open or available after satisfying the above conditions for selection/appointment, the ERC Chair shall direct PEO support staff to conduct an election amongst the competing candidates by forwarding their short resumes to the ERCSC membership.
6. Where elections are held, the process shall whittle down the candidate numbers according to the votes cast to the number of vacancies available to be filled on the ERCSC at that time.

7. In case of any ties, the appointment decision will be made by the ERC Chair, the ERC Vice-Chair and the Immediate Past-Chair, with preference given to new candidates instead of retiring members who wish to continue, unless the retiring member is involved with critical work at the ERCSC that cannot be interrupted or set aside.

C-537-3.4c.

Briefing Note – Decision

COMMITTEE / TASK FORCE TERMS OF REFERENCE

Purpose: To approve committee and task force Terms of Reference, work plans and human resources plans.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approve the revised Terms of Reference for the Volunteer Leadership Conference Planning Committee (VLPCP), as presented at C-537-3.4c., Appendix A.

Prepared by: Viktoria Aleksandrova – Committee Coordinator

Moved by: President-elect Bellini, P.Eng.

1. Need for PEO Action

One of the roles of Council, as identified in the *Committees and Task Forces Policy* (Role of Council, Item 2), is to approve committee/task force mandates, Terms of Reference, annual work plans, and annual human resources plans.

In accordance with the *Committees and Task Forces Policy – Reference Guide* (Sections 2.5 and 3.2), the Volunteer Leadership Conference Planning Committee (VLPCP) submitted its revised Terms of Reference to the Advisory Committee on Volunteers (ACV) for review and comment. At its October 15, 2020 meeting, the ACV passed the following motion*:

2.3 Revised VLPCP Terms of Reference	Moved by Eric Nejat, seconded by Michael Wesa: That the revised VLPCP Terms of Reference be accepted with a provision that the Succession Plan section be updated and provided to the ACV for electronic vote. MOTION CARRIED.
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* ACV Minutes of October 15, 2020 are pending approval at the December 10, 2020 meeting.

2. Proposed Action / Recommendation

That Council approve the submitted Terms of Reference as presented.

3. Next Steps (if motion approved)

The approved document will be posted on the PEO website.

4. Policy or Program contribution to the Strategic Plan

The motion regarding committee / task force Terms of Reference is related to Objective 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

Not applicable

6. Peer Review & Process Followed

Process Followed	<ul style="list-style-type: none"> The revised VLPCP Terms of Reference was submitted to Volunteer Management in October 2020.
Actual Motion Review	<ul style="list-style-type: none"> In accordance with the <i>Committee and Task Force Policy – Reference Guide</i> (Sections 2.5 and 3.2), the Terms of Reference was accepted by the ACV at its October 15, 2020 meeting. Further revisions were approved by electronic vote.

7. Appendices

- Appendix A – Volunteer Leadership Conference Planning Committee (VLPCP)
 - i) Terms of Reference

C-537-3.4c.
Appendix A

Volunteer Leadership Conference Planning Committee (VLPC) Terms of Reference

Issue Date: August 22, 2015

Approved by: Committee

Review date: September 2020

Reviewed by: Council

Legislated and other Mandate approved by Council	The Volunteer Leadership Conference Planning Committee (VLPC) is responsible for organizing an annual conference, to be held in conjunction with PEO's Annual General Meeting, that would involve both chapter and committee volunteer leaders and include topics related to PEO policy, governance issues, regulatory process and leadership development with a regulatory focus.
Key Duties and Responsibilities	<ul style="list-style-type: none"> • Identify and select conference themes and topics consistent with the mandate; • Develop the conference program by contributing expertise as well as chapter and committee perspectives; • Source and solicit speakers / facilitators and approve proposals; • Co-ordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and • Contribute to the development of a conference evaluation survey.
Constituency & Composition	<p>The VLPC membership will consist of:</p> <ul style="list-style-type: none"> • One representative / advisor from the Executive Committee (EXE), to be appointed by the EXE; • Two representatives from the Advisory Committee on Volunteers (ACV), to be appointed by the ACV; • Two representatives / advisors from the Regional Councillors Committee (RCC), to be appointed by the RCC; • Director, People Development; and • Manager, Chapters.
Qualifications of the Chair and Vice Chair	The Chair must have a minimum of 1 term experience as a member of the planning committee. Other qualifications include availability of time and accessibility.
Election of the Chair and Vice Chair	In accordance with the Committees and Task Forces Policy.
Term Limits for Committee Chair and Vice Chair	The Chair and Vice Chair are elected annually for a one-year term, from June to May . The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term

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Appendix A

	of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum six (6) years of cumulative committee service.
Term Limits for Committee Members	Committee members are appointed for a one-year term, from June to May. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after six (6) years of cumulative committee service.
Succession Planning	The Members of the VLCPC are elected annually from three separate Committees: two members from the Advisory Committee on Volunteers (ACV), two members from the Regional Councillors Committee (RCC), and one from the Executive Committee, automatically the President-Elect. The Chair and Vice-Chair are elected from the ACV and RCC representatives. These positions alternate between the ACV and RCC. The Vice-Chair will take on the role of Chair once the current Chair's term is completed (up to three years) or said Chair resigns. The Past Chair will remain on the Committee for one year as long as their term has not expired.
Quorum	Four members, including the Chair (or designate) and at least one representative of the Regional Councillors Committee, one representative of the Advisory Committee on Volunteers, and one staff representative.
Meeting Frequency & Time Commitment	<ul style="list-style-type: none"> • Committee members are typically expected to attend weekly teleconference meetings from October to April, typically 1 hour in duration. • Meetings shall be scheduled at the call of the Chair. Minutes that reflect all significant decision shall be kept at all regular meetings.
Operational year time frame	Appointments to the VLCPC are tied to the development cycle for the Conference beginning in September each year and ending with the VLCPC's post-conference debriefing meeting in June-July.
Committee advisor	<ul style="list-style-type: none"> • Director, People Development • Manager, Chapters

Briefing Note – Decision

C-537-3.4d

COMMITTEE / TASK FORCE ANNUAL WORK AND HUMAN RESOURCES PLANS

Purpose: To approve committee and task force work plans and human resources plans.

Motion(s) to consider: (requires a simple majority of votes cast to carry)

That Council approve the committee / task force work plans and human resources plans as presented to the meeting at C-537-3.4d., Appendices A to N.

Prepared by: Viktoria Aleksandrova – Committee Coordinator

Moved by: President-elect Bellini, P.Eng.

1. Need for PEO Action

Under the Committees and Task Forces Policy (Committees/Task Forces Operations, Item 3), each committee/ task force is to prepare an annual work plan and human resources plan for the following year by September 30 each year.

One of the roles of Council, as identified in the *Committees and Task Forces Policy* (Role of Council, Item 3), is to approve committee/task force mandates, Terms of Reference, annual work plans, and annual human resources plans. Below is the *2021 Work and HR Plans Submission Log*:

Board Committees	2021 Work Plan
Regional Councillors Committee (RCC)	Submitted

Other Committees Reporting to Council	2021 Work Plan	2021 HR plan
Academic Requirements Committee (ARC)	Submitted	Submitted
Advisory Committee on Volunteers (ACV)	Submitted	Submitted
Awards Committee (AWC)	Submitted	Submitted
Central Election and Search Committee (CESC)	No info	No info
Complaints Committee (COC)	Submitted	Submitted
Complaints Review Councillor (CRC)	Submitted	Submitted
Consulting Engineer Designation Committee (CEDC)	Submitted	Submitted
Discipline Committee (DIC)	Submitted	Submitted
Enforcement Committee (ENF)	Submitted	Submitted
Equity and Diversity Committee (EDC)	Submitted	In progress
Experience Requirements Committee (ERC)	Submitted	Submitted
Fees Mediation Committee (FMC)	No changes	No changes
Government Liaison Committee (GLC)	Submitted	Submitted
Licensing Committee (LIC)	Submitted	Submitted
Professional Standards Committee (PSC)	Submitted	Submitted
Registration Committee (REC)	Submitted	Submitted
Volunteer Leadership Conference Planning Committee (VLCPC)	Submitted	Submitted

Task Forces	2021 Work Plan	2021 HR plan
30 by 30 Task Force (30x30 TF)	Submitted	Submitted

2. Proposed Action / Recommendation

That Council approve the submitted human resources plans and work plans for the respective committees/task force, as identified in the table above.

3. Next Steps (if motion approved)

The approved documents will be posted on the PEO website and the committees will implement their plans.

4. Policy or Program contribution to the Strategic Plan

The motion regarding Committee / Task Force Annual Work and Human Resources Plans is related to Objective 9 in the 2018-2020 Strategic Plan.

5. Financial Impact on PEO Budgets (for five years)

Not applicable

6. Peer Review & Process Followed

Process Followed	Committees and Task Forces Policy – <i>Reference Guide</i> , Section 3 - Committee and Task Force Operations <ul style="list-style-type: none"> • Item 3.3 - By September 30 each year, each committee/task force shall prepare an annual Work and Human Resources Plan for the following year.
Council Identified Review	Not applicable
Actual Motion Review	Not applicable

7. Appendices

- Appendix A – Advisory Committee on Volunteers (ACV)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan
- Appendix B – Academic Requirements Committee (ARC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan
- Appendix C – Awards Committee (AWC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan
- Appendix D – Complaint Review Councillor (CRC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan
- Appendix E – Complaints Committee (COC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan
- Appendix F – Consulting Engineer Designation Committee (CEDC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix G – Discipline Committee (DIC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix H – Enforcement Committee (ENF)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix I – Equity and Diversity Committee (EDC)
 - i) 2021 Work Plan

- Appendix J – Experience Requiriements Committee (ERC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix K – Government Liaison Committee (GLC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix L – Licensing Committee (LIC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix M – Professional Standards Committee (PSC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix N – Regional Councillors Committee (RCC)
 - i) 2021 Work Plan

- Appendix O – Registration Committee (REC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix P – Volunteer Leadership Conference Planning Committee (VLCPC)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

- Appendix Q – 30 by 30 Task Force (30/30 TF)
 - i) 2021 Human Resources Plan
 - ii) 2021 Work Plan

HUMAN RESOURCES PLAN - 2021

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Committee: <i>Advisory Committee on Volunteers (ACV)</i>	Plan Year: 2021
Committee Review Date: <i>August 2020</i>	Date Council Approved: TBD

Categories	Target / Ideal (To meet the needs of the Committee)	Current in Place	Gap [ST = Short-term Goal LT = Long-term Goal]
Core Competencies <i>[See Appendix A]</i> <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	<ul style="list-style-type: none"> • Key objectives and core competencies are listed in Appendix A 	<ul style="list-style-type: none"> • See Appendix A 	No gaps
Committee Membership	7 to 10 Members	10 Members	No gap
Broad Engagement	At least 1 from every career stage	7 mid-level/late, 3 retired	No gap
Disciplines	5 to 6 diverse disciplines	Electrical, Mechanical, Civil, Structural, Construction, Environmental/Agricultural, Transportation, Industrial, Geological, Building, Electrical/Computer	No gap
Experience Level	A minimum of 1 member in C-Level	1 at C level, all D-Level or greater	No gap
Gender / Diversity	At least 1 female member	6 males and 4 females	No gap
Geographic Representation	Full geographic representation	4 out of 5 regions represented	LT – Eastern region
CEAB Graduates –vs– IEG	Equal distribution	8 CEAB grads, 2 internationally trained	No gap
Licensed –vs– Non-licensed	All P.Engs.	All P.Engs.	No gap
Volunteer Development Plans <ul style="list-style-type: none"> • List potential development opportunities 	<ul style="list-style-type: none"> • Advancement to Chair/Vice Chair • Lateral moves to other committee/task force • Election to Council • Appointment to external agencies/boards 	<ul style="list-style-type: none"> • Member self-identified future plans 	N/a
Succession Planning <ul style="list-style-type: none"> • Time on Committee 	<ul style="list-style-type: none"> • At least 2 members with 0 to 5 years on committee • At least 2 members with 5 to 10 years 	<ul style="list-style-type: none"> • 0 to 5 years = 7 • 5 to 10 years = 3 • Over 10 years = 0 	ST- No gap LT- No gap
Terms of Office: <ul style="list-style-type: none"> • Chair/Vice Chair 	<ul style="list-style-type: none"> • Chair: Maximum of 3 consecutive years, subject to annual renewal. • Vice Chair: Maximum of 3 consecutive years, subject to annual renewal. • Members: Appointed annually for a one-year term, from January to December. May be re-appointed to a maximum of 10 cumulative years. 		

HUMAN RESOURCES PLAN - 2021 ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

<ul style="list-style-type: none"> • Committee members 	<ul style="list-style-type: none"> • At least every two (2) years a new member joins the committee.
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APPENDIX A

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

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
1. Develop Guidelines and Templates (ToR, Work plans, HR Plans, etc.)	<ul style="list-style-type: none"> - Possess a good knowledge of PEO and Committee structure - Prior PEO Committee experience preferred - Explain the role of a committee member in supporting committee's activities - Initiate recommendations for change
2. Assist PEO staff with Volunteer Leadership and training programs	<ul style="list-style-type: none"> - Conduct volunteer needs assessment, understand training and development concepts - Provide training resources and advise on methodologies - Project management skills and ability to implement training plans
3. Establish criteria for recognition programs	<ul style="list-style-type: none"> - Develop relationships with stakeholders to identify recognition trends - Conduct research , collect and interpret data - Provide recommendations on criteria for recognition
4. Conduct Vital Signs Survey of committee members	<ul style="list-style-type: none"> - Promote the need for survey as a method of collecting feedback from committee members - Work collaboratively to prepare a survey questionnaire - Conduct analysis, summarize results and follow up with recommendations
5. Host Annual Committee Chairs Workshop	<ul style="list-style-type: none"> - Be familiar with current issues of PEO Committees - Identify goals and set up priorities - Facilitate meetings and workshops

Action plan for volunteer recruitment

List top 2 – 3 preferred core competencies (knowledge, skills, abilities)	List <u>specific attributes</u> for each core competency	Briefly state <u>how you will meet your needs</u> [ie: development plans for current member(s); request additional volunteer resources]	Resources Needed	Target Date for completion
Knowledge of available resources	Familiarity with training & recognition programs, etc.	Provide training and access to resources	Staff assistance	Ongoing
Ability to implement programs/plans	Ability to prioritize and good organization skills	Recruit new members with organizational skills	New volunteers	Ongoing
Skills to provide advice/ recommendations/ assistance	Good communication and problem resolution skills	Develop communication skills, attend workshop on problem resolution	External services (3 rd party)	Ongoing

Comments

WORK PLAN - 2021

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Approved by Committee: August 2020		Review Date: September 2021	
Approved by Council: TBD		Approved Budget [2021]: TBD	
Mandate [as approved by Council]:	<ul style="list-style-type: none"> To assist and advise committees in fulfilling their operational requirements under the Committees and Task Forces Policy. To assist Council by reviewing proposed revisions to Committee and Task Force - Mandates, Terms of Reference, Work Plans and Human Resource Plans. 		
Equity and Diversity Awareness	<ol style="list-style-type: none"> Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES Is each task/activity being done in an equitable manner and engaging diverse groups? YES, the multi-cultural calendar was considered when scheduling the workshop date. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO, persons with disabilities and food allergies were appropriately accommodated. 		
Tasks, Outcomes and Success Measures:	Part 1: Activities – ACV Terms of Reference	Current status (Date):	Due date:
	1. Assist committees/task forces in the preparation of Mandates, Terms of Reference, annual Work Plans and Human Resources (HR) Plans. <i>[Refer to Responsibility 1]</i>	Ongoing	As requested
	2. Identify volunteer training programs. Facilitate implementation of training programs for volunteers. <i>[Refer to Responsibility 2]</i>	Ongoing	As requested
	3. Host Annual workshop of Chairs and Committee Advisors. <i>[Refer to Responsibility 4]</i>	Ongoing	TBD
	4. Review and refine, if required, guidelines and templates for Committee Work and HR plans. <i>[Refer to Responsibility 5]</i>	Ongoing	As requested
Tasks, Outcomes and Success Measures:	Part 2: Activities – General Operations	Current status (Date):	Due date:
	1. Elect ACV Chair and Vice-Chair for 2021.	In progress	January 2021
	2. Prepare an Annual Report for 2020 to be presented at 2021 PEO AGM.	In progress	Feb-March 2021
	3. Monitor and ensure ACV webpage is up-to-date.	Ongoing	As requested
	4. Prepare, approve and submit for approval to November Council an ACV Work & HR Plan for 2022.	In progress	September 2021
	5. Prepare, approve and submit for approval to November Council for approval an ACV Roster for 2022.	In progress	September 2021
6. In collaboration with Executive Committee, assist with development and implementation of PEO's	In progress	December 2021	

WORK PLAN - 2021**ADVISORY COMMITTEE ON VOLUNTEERS (ACV)**

	<i>governance roadmap, long-term vision, operational action plan.</i>		
	Part 3: Activities Supporting Committees and Task Forces Policy and Reference Guide:	Current status (Date):	Due date:
	1. <i>Make recommendations to Council on Mandates, Terms of Reference, Work Plans and HR Plans.</i> <i>[Responsibility 5]</i>	<i>Ongoing</i>	<i>As requested</i>
	2. <i>Assist committee/task forces with preparation of the Annual Roster of committee members.</i> <i>[Responsibility 6]</i>	<i>Ongoing</i>	<i>As requested</i>
	3. <i>At the request of Council, review new Committee and Task Force Policy & Procedures.</i>	<i>Ongoing</i>	<i>As requested</i>
	4. <i>Appoint one representative to the Government Liaison Committee (GLC).</i>	<i>Ongoing</i>	<i>January 2021</i>
	5. <i>Appoint two representatives to the Volunteer Leadership Conference (VLC) Planning Committee.</i>	<i>Ongoing</i>	<i>June 2021</i>
Inter-committee collaboration:	Executive Committee (EXE) Human Resources Committee (HRC) Other committees and task forces reporting to Council Regional Councilors Committee (RCC) Equity and Diversity Committee (EDC)		
Stakeholders:	PEO Council / Committees and Task Forces / Chapters Engineers Canada Other agencies and organizations		

C-537-3.4d
Appendix B(i)

Human Resources Plan

HR Plan for the Academic Requirements Committee

Committee: Academic Requirements Committee	Date Developed:
Committee Review Date:	Date Council Approved:

Categories	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
Core Competencies <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	<i>List key objectives and core competencies.</i> Professional Engineers (P. Eng.) normally with a minimum of ten years of engineering experience	None.	Any emerging discipline, with expected sufficient number of applications, will be considered as the need arises.
Volunteer Development Plans <ul style="list-style-type: none"> • List potential development opportunities 	<i>List advancement and development opportunities.</i> <ul style="list-style-type: none"> • Ongoing operation discussion as part of monthly meetings • Ongoing collaboration with ERC and other PEO committees as noted in the ARC Work Plan • Expert speakers as needed • Reports from ARC members serving on PEO committees and national boards on issues raised at the committees/boards (including 	None	None at this point.

C-537-3.4d
Appendix B(i)

	the current President of PEO who is an ARC member		
Committee Membership	<p><i>List total number of committee members.</i></p> <p>25 members</p>		
<p>Broad Engagement</p> <ul style="list-style-type: none"> • Career Stage • Disciplines • Experience Level • Gender / Diversity • Geographic Representation • CEAB Grads / Non-CEAB Grads • Licensed /Non-licensed 	<p>List</p> <ul style="list-style-type: none"> • <i>Career stage (i.e.early/mid/late/retired)</i> • <i>Disciplines</i> • <i>Experience level (ie.Class A – F)</i> • <i>Gender/diversity</i> • <i>Regions (i.e. Eastern)</i> • <i>Total CEAB & non-CEAB</i> • <i>Licensing requirements</i> • 25 members with expertise covering 34 disciplines • Career stages: associate professor, professor or professor emeritus • 4 (out of 25) female members • About 8 (out of 25) CEAB and 17 non-CEAB graduates • From 5 regions of Ontario • All 25 members are PEng 		

C-537-3.4d
Appendix B(i)

Succession Planning • List the members	Length of service to the committee	Search/appoint new members as needed	Search/appoint new members as needed
R. Subramanian - Chair W. EIMaraghy – V. Chair Sanjeev Bhole Judith Dimitriu Bob Dony Amir Fam Roydon Fraser Ross Judd Meilan Liu Joe Lostracco Michael Hulley Ian Marsland Magdi Mohareb George Nakhala Leila Notash Remon Pop-Lliev Amin Rizkalla Medhat Shehata Shamim Sheikh Juri Silmberg Allen Stewart Barna Szabados Seimer Tsang John Yeow Gosha Zywno	2013 1989-1994, 1998 2004 1992 1998 2010 1998 1978 2010 2017 2017 2016 2010 2003 2003 2005 2010 2014 2002 1982 2014 2000 2000 2010 1993		
Term of Office • Chair • Committee members	<ul style="list-style-type: none"> • <i>Identify the maximum term of office specified in the Terms of Reference</i> • <i>Identify preferred turnover</i> <ul style="list-style-type: none"> • The term as Chair is normally 2 years. The vice chair normally is asked to become the chair. • No term limits for Committee members because of the required expertise. 		

WORK PLAN - 2021

ACADEMIC REQUIREMENTS COMMITTEE (ARC)

C-537-3.4d
Appendix B(ii)

Approved by Committee: <i>October 23, 2020</i>	Review Date: October 23, 2020
Approved by Council:	Approved Budget: <i>[AMOUNT] [DATE]</i>
Mandate [as approved by Council] April 2010:	<p>To</p> <ul style="list-style-type: none"> • assess the academic qualifications of applicants referred to the Academic Requirements Committee (ARC) by the Registrar or as requested by applicant to review their qualifications, • advise Professional Engineers Ontario (PEO) on academic matters relating to PEO Admission procedures and policies, and • oversee the Professional Practice Examination (PPE). <p>Legislative References:</p> <p>Professional Engineers Act, Section 14 (3), 14 (4), 14 (5), 18 (3)</p> <p>Referral to committee</p> <p>(3) The Registrar may refer the application of the applicant for the issuance of a licence, (a) to the Academic Requirements Committee for a determination as to whether or not the applicant has met the academic requirements prescribed by the regulations for the issuance of the licence;</p> <p>(b) to the Experience Requirements Committee for a determination as to whether or not the applicant has met the experience requirements prescribed by the regulations for the issuance of the licence; or</p> <p>(c) first to the Academic Requirements Committee and then to the Experience Requirements Committee for determinations under clauses (a) and (b).</p> <p>Same</p> <p>(4) The Registrar shall refer an application to a committee under subsection (3) for a determination referred to in that subsection,</p> <p>(a) if the applicant requests the referral; or</p> <p>(b) in the circumstances specified by the regulations.</p> <p>Hearing</p> <p>(5) A committee shall receive written representations from an applicant but is not required to hold or to afford to any person a hearing or an opportunity to make oral submissions before making a determination under subsection (3).</p> <p>Referral to committee</p> <p>(3) Subsections 14 (3) to (6) (which relate to the Academic Requirements Committee and the Experience Requirements Committee) apply with necessary modifications in respect of an applicant for a temporary licence or a limited licence.</p> <p>Note: On a day to be named by proclamation of the Lieutenant Governor, subsection (3) is amended by striking out “a temporary licence or a limited licence” at the end and substituting “a temporary licence, a provisional licence or a limited licence”.</p> <p>R.R.O. 1990, Reg. 941, Section 34</p> <p>Examinations required by the Academic Requirements Committee shall be held prior to the 1st day of June in each year and at such other times, if any, and at such place or places, as the Council may from time to time determine.</p> <p>R.R.O. 1990, Reg. 941, Section 36</p> <p>(7) Where an applicant who is required by the Academic Requirements Committee to take and pass more than one examination fails to take at least one examination in each academic year after taking the first of such examinations, the Registrar shall withdraw the applicant’s application for a licence unless the applicant submits to the Registrar reasonable justification in writing for the failure to take the examination.</p>

WORK PLAN - 2021

ACADEMIC REQUIREMENTS COMMITTEE (ARC)

	<p>R.R.O. 1990, Reg. 941, Section 40 (1)</p> <p>(1) The Academic Requirements Committee is continued and shall be composed of a chair appointed by Council, the immediate past chair, if any, and such other Members as are appointed by the Council and three members of the Committee constitute a quorum.</p> <p>R.R.O. 1990, Reg. 941, Section 40 (2)</p> <p>(2) Where an application for the issuance of a licence, temporary licence or limited licence is referred to the Academic Requirements Committee pursuant to the Act, the Committee shall,</p> <p>(a) assess the academic qualifications of the applicant;</p> <p>(b) determine whether the applicant meets the academic qualifications prescribed by this Regulation and so advise the Registrar; and</p> <p>(c) if the Committee determines that the applicant does not meet the academic requirements, specify the academic requirements that the applicant must meet, for the purposes of the notice referred to in subsection 14 (6) of the Act.</p> <p>R.R.O. 1990, Reg. 941, Section 40 (3)</p> <p>(3) For the purpose of carrying out its duties in subsection (2), the Academic Requirements Committee,</p> <p>(a) shall review the education, experience and other qualifications of the applicant in the light of the academic standards established for the issuance of licences, temporary licences or limited licences, as the case requires, at the time of such review;</p> <p>(b) may, in the discretion of the Committee and on its own initiative, interview the applicant;</p> <p>(c) may refer the experience of an applicant to the Experience Requirements Committee for an assessment and recommendation as to how such experience should be taken into account in assigning examinations to the applicant; and</p> <p>(d) shall consider and decide upon the form and content of examinations recommended and the results of such examinations.</p> <p>R.R.O. 1990, Reg. 941, Section 40 (4)</p> <p>(4) For the purposes of clause 14 (4) (b) of the Act, the Registrar shall refer to the Academic Requirements Committee every application for a limited licence made on or after the day</p>
<p>Terms of Reference [Key duties]:</p>	<ul style="list-style-type: none"> - Review and evaluate the academic qualifications of applicants - Review, evaluate, recommend, and make policies and procedures pertaining to ARC's mandate. - Review and advise on PPE issues. - Interact with the Experience Requirements Committee (ERC) on issues of commonality and interest. - Equity and Diversity Module to be reviewed by each member (required of new members). <p>For a representative list of specific activities see Appendix A.</p>
<p>Equity and Diversity Awareness</p>	<ol style="list-style-type: none"> 1. <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES</i> 2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES, also in 2017 ARC expanded the guidelines on the Conflict of Interest and Bias in its Manual</i> 3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? ARC related documents, such as the Engineering Report Preparation and Guideline documents should be online and accessible to public</i>

WORK PLAN - 2021

ACADEMIC REQUIREMENTS COMMITTEE (ARC)

Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Evaluate applicant academics.	Number of applications processed by category (e.g., confirmatory, ERC interviews, specific exams)	Ongoing
	Monitor PPE Results	Identify any major shift in pass/fail rates	Ongoing
	<i>Persons with special needs are appropriately accommodated.</i>		
Inter-committee collaboration:	Known or Expected Collaborations (September 2017 – September 2018) <ul style="list-style-type: none"> - Experience Requirements Committee - Advisory Committee on Volunteers - Registration Committee - Legislative Committee - Licensing Committee - National Framework Task Force 		
Stakeholders:	<ul style="list-style-type: none"> • Engineers Canada • Ryerson University with respect to IEEQB – Internationally Educated Engineers Qualification Bridging Program • McMaster University with respect to their B.Tech programs 		

APPENDIX A REPRESENTATIVE ARC ACTIVITIES

1. Review and assess the academic qualifications of applicants not possessing a Canadian Engineering Accreditation Board (CEAB) accredited engineering degree, and to recommend a course of action to the Registrar.
2. Recommend new or amended admissions-related policies or procedures. For example, the establishment of policies, guidelines, procedures and standards pertaining to the Admissions Policy Manual, to emerging disciplines, to scopes of practice, to memoranda of agreement, etc.
3. Develop and review examination syllabi and the PEO board sheets.
4. Update the Admissions Policy and Procedures Manual (a.k.a. Red Book).
5. Review and approve Experience Requirements Committee (ERC) recommendations with respect to files referred by the ARC.
6. Assign, review and approve technical examinations, e.g., for content and quality assurance.
7. Review and approve the Professional Practice Examination (PPE) also referred to as the Ethics and Law examination. Review and approve the results of the PPE and make recommendations on actions to be taken by applicants failing the PPE.
8. Receive information and provide advice to the Registrar or Council on current academic requirements initiatives and issues (including Canadian Engineering Qualifications Board (CEQB), Canadian Engineering Accreditation Board (CEAB), Engineers Canada, emerging disciplines) that affect the processing and assessment of applications for licensure.

Human Resources Plan – 2021

AWARDS COMMITTEE (AWC)

Committee: <i>Awards Committee</i>	Date Developed: September 2020
Committee Review Date: September 2021	Date Council Approved: TBD

Categories	Target / Ideal (To meet the needs of the Committee)	Currently in Place	Gap [ST = Short-term Goal LT = Long-term Goal]
Core Competencies <ul style="list-style-type: none"> Skills/Abilities Expertise/Knowledge 	<ul style="list-style-type: none"> Key objectives and core competencies are listed in Appendix A 	<ul style="list-style-type: none"> See Appendix A 	<ul style="list-style-type: none"> No gaps
Committee Membership	<ul style="list-style-type: none"> 11 members At least 1 Councillor, 2 OSPE appointees, 1 OOH Companion and at least 3 from the OOH list and from the OPEA 	<ul style="list-style-type: none"> 9 members 2 OSPE representatives 3 OOH (1 Companion) 1 OPEA 	<ul style="list-style-type: none"> 2 Members 1 Councillor
Broad Engagement Career Stage	<ul style="list-style-type: none"> At least 1 from every career stage (i.e. early, mid and late) 	<ul style="list-style-type: none"> 7 senior in career 2 mid in career Majority in Class F 	<ul style="list-style-type: none"> 1 early in career
Disciplines & Sectors	<ul style="list-style-type: none"> At a minimum: 1 from government, 1 from academia, 6 from a wide variety of disciplines and sectors 	<ul style="list-style-type: none"> Academia, Government (Municipal, Public Transport), Private (Digital Transmission Systems, Manufacturing, IT, Consulting, Trading) Chemical, Mechanical, Electrical, Civil 	<ul style="list-style-type: none"> No gaps
Gender / Diversity	<ul style="list-style-type: none"> At least 1/3 female members 	<ul style="list-style-type: none"> 2 female and 7 male members 	<ul style="list-style-type: none"> 2 females
Geographic Representation	<ul style="list-style-type: none"> Full geographic representation 	<ul style="list-style-type: none"> Geographic representation across all regions 	<ul style="list-style-type: none"> No gap
CEAB / International Engineering Graduates	<ul style="list-style-type: none"> A minimum of 3 CEAB & 2 International engineering graduates 	<ul style="list-style-type: none"> 6 CEAB and 3 IEG 	<ul style="list-style-type: none"> No gap
Licensed –vs– Non-licensed	<ul style="list-style-type: none"> All P.Engs. 	<ul style="list-style-type: none"> All P.Engs. 	<ul style="list-style-type: none"> No gap
Volunteer Development Plans <ul style="list-style-type: none"> List potential development opportunities [See Appendix B]	<ul style="list-style-type: none"> Advancement to Vice Chair / Chair / Past Chair Lateral move to other committee/task force Election to Council Appointment to external agencies 	<ul style="list-style-type: none"> Vice Chair appointed by AWC with expectation he / she will become Chair and that current Chair will become Past Chair For the other roles member self-identify future plans 	<ul style="list-style-type: none"> No gap
Succession Planning <ul style="list-style-type: none"> Time on Committee 	<ul style="list-style-type: none"> At least 2 members with 0 to 5 years on committee At least 2 members with 5 to 10 years 	<ul style="list-style-type: none"> Chair – Jan 2020 0 to 5 years = 9 5 to 10 years = 0 Over 10 years = 0 	<ul style="list-style-type: none"> 2 members with 5 to 10 years
Terms of Office: <ul style="list-style-type: none"> Chair/Vice Chair 	<ul style="list-style-type: none"> Maximum three (3) consecutive years At least every two (2) years a new member joins the committee 		

Human Resources Plan – 2021 AWARDS COMMITTEE (AWC)

• Committee members	
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APPENDIX A

A. Key objectives and core competencies (per the Work Plan)

<u>List top 3–5 Committee Work Plan Outcomes:</u>	<u>List core competencies for each Work Plan outcome:</u>
1. List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval	<ul style="list-style-type: none"> - Possess a good knowledge of PEO award criteria and selection process - Facilitation, review and evaluation of nomination submissions for OPEA, OOH and Sterling awards programs; independently and then through participation in a structured committee process
2. A balanced and high caliber pool of nominees for all Awards Programs and External Honours	<ul style="list-style-type: none"> - Ability to develop relationships with engineering stakeholders to promote awareness of awards programs and solicit increased nominations - Ability to oversee, facilitate and evaluate Awards Program Communication Plan and periodically monitor for effectiveness - Promote and make presentations on the Awards Program at Chapter or PEO events, RCC, other external venues, etc.
3. PEO website that promotes the Awards Program and is user friendly in accessing and completing the nomination processes for the various awards	<ul style="list-style-type: none"> - Proficient understanding of Awards Program nomination process and best practices used in other programs - Ability to contribute to promotion of Awards Programs, website development and electronic submissions
4. Greater efficiency and easier participation for AWC and PEO members by leveraging technology	<ul style="list-style-type: none"> - Ability to work with technology such as SharePoint and video teleconferencing

B. Action plan for volunteer recruitment

<u>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</u>	<u>List specific attributes for each core competency</u>	<u>Briefly state how you will meet your needs</u>	<u>Resources Needed</u>	<u>Target Date for completion</u>
<ul style="list-style-type: none"> • Ability to assess and make recommendations on how service years are to be calculated for OOH recipients. • Ability to review and understand selection criteria used for the OPEA award recipients – especially Citizenship Award and the new Engineering Project or Achievement Award • Ability to determine process for awarding the Engineering Project or Achievement Award during the OPEA gala. 		Facilitated strategic session (no external resources required)		June 2021 Strategic Session

Human Resources Plan – 2021
AWARDS COMMITTEE (AWC)

Ability to work with technology such as SharePoint and video conferencing		PEO training sessions	PEO IT staff	Ongoing at each meeting
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Work Plan – 2021 Awards Committee (AWC)

Approved by Committee: September 2020		Review Date: September 2021	
Approved by Council: TBD		Approved Budget: TBD	
Mandate [as approved by Council]:	To coordinate, manage, promote and monitor the Professional Engineers Ontario (PEO) <u>Ontario Professional Engineers Awards (OPEA) Program, Order of Honour (OOH), Sterling Engineering Intern Award,</u> and External Honours activities to support achievement of the additional object of the Act, which states, "To promote public awareness of the role of the association". (Section 2(4) 4)		
Terms of Reference [Key duties]:	<ol style="list-style-type: none"> 1. Encourage the nomination and celebration of deserving colleagues for recognition through Professional Engineers Awards Programs (OOH, OPEA and Sterling) and External Honours. 2. Promote and raise awareness of the Awards program through: <ol style="list-style-type: none"> (a) representation at Committee and Chapter events, and (b) communications with employers of engineers, learned societies, associations, and others. 3. Monitor and review past award recipients and other award programs to identify persons deserving further recognition through upgrades or other awards. 4. Review and assess eligible nominations for the Ontario Professional Engineers Awards (OPEA), Order of Honour (OOH), Sterling Award and External Awards programs and make recommendations for potential awardees for approval by PEO Council, and by the OSPE Board regarding the OPEA awardees only. 5. Participate in establishing parameters for the award ceremonies to recognize recipients of the OOH and OPEA. Participate in the ceremonies. 6. Monitor the awards program strategies. 7. Review and consider / recommend to Council awards program changes and/or new awards where appropriate. 8. Oversight of the nomination for the Engineers Canada Fellowship program and for the Ontario Volunteer Service Award. 		
Equity and Diversity Awareness	<ol style="list-style-type: none"> 1. Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES 2. Is each task/activity being done in an equitable manner and engaging diverse groups? YES 3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO 		

Revised: September, 2020

Work Plan – 2021 Awards Committee (AWC)

Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes and Success Measures:	Due date:
	1.1 Facilitate nominations for potential candidates for all awards programs, including keeping track of high calibre candidates for the OPEA awards, OOH upgrades.	A balanced and high calibre pool of nominees for all Awards Programs.	Ongoing
	1.2 Identify and facilitate eligible nominations for the various External Honours Programs.		Ongoing
	2.1 Contribute and provide input into the development of PEO website as it pertains to the Awards Program. Utilize web-based video-telecom communication and other tools for AWC business.	Promotion of Awards Program on PEO website. User-friendly online nomination process.	Ongoing
	2.2 Raise the profile of the Ontario Professional Engineers Award for Engineering Project or Achievement.		Ongoing
	2.3 Review the demographics data of past nominations (last three years).	Increased diversity of nominations.	Ongoing
	4.1 Assess eligible nominations for the association's OOH.	List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval.	Nov 2021
	4.2 Assess applications for the Sterling Award.		Nov 2021
	4.3 Assess eligible nominations for the OPEA.		Mar 2021
	4.4 Develop a Conflict of Interest Protocol.		Jan 2021
		Increased transparency and credibility of PEO Awards Program	

Revised: September, 2020

Work Plan – 2021 Awards Committee (AWC)

		and fairness in selecting winners.	
	7.1 Review and update the OPEA and OOH nomination forms and process.		Ongoing
	7.2 Revision of the percentage/scoring system for OPEA categories.		June 2021
	7.3 Revisiting the OOH selection criteria (putting contributions to the engineering profession into a point system).	Recognize those that demonstrate leadership and volunteer service that advances PEO's mission.	September 2021
Inter-committee collaboration:	Regional Councillors Committee (RCC) – Volunteer recognition		
External Stakeholders:	OSPE Staff and OSPE Board of Directors Engineers Canada Provincial and Federal Government		

Revised: September, 2020

HUMAN RESOURCES PLAN – 2021 COMPLAINTS REVIEW COUNCILLOR (CRC)

Committee: Complaints Review Councillor	Date Developed:
Committee Review Date: September 2020	Date Council Approved:

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	1 member		
Broad Engagement	Section 25(1) Elected Councillor: N/A LGA (P. Eng.) Councillor: N/A LGA (Lay) Councillor: N/A General Member: 1 NOTE: CRC cannot be a member of the Discipline Committee as per Council's directive.	Proclamation of the amendments to the <i>Professional Engineers Act</i> would provide confirmation that there can be more than one CRC.	Provide necessary training for new members.
Volunteer Development Plans	a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff b. Provide resources (handbook, legal reference books, etc.)	a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff b. All members attend CRC meetings and obtain training relating to decision-making and report-writing. c. Provide resources (handbook, legal reference books, case book, etc.)	a. New members attend a basic orientation session conducted by CRC Chair and the Tribunals Staff b. All members attend CRC meetings and obtain training relating to decision-making and report-writing. c. Provide resources (handbook, legal reference books, case book, etc.) See Appendix A
Succession Planning • List the members	Yufei (Fiona) Wang - 2019		
Continuous learning	Create or attend training relating to decision-making and report-writing such as Osgoodes Professional Development Training.	Create or attend training relating to decision-making and report-writing such as Osgoodes	Create or attend training relating to decision making decision-making and report-writing such as

C-537-3.4d.
Appendix D(i)

HUMAN RESOURCES PLAN – 2021 COMPLAINTS REVIEW COUNCILLOR (CRC)

	Provide resources (handbook, legal reference books, etc.)	Professional Development Training. Provide resources (handbook, legal reference books, case book, etc.)	Osgoodes Professional Development Training. Provide resources (handbook, legal reference books, case book, etc.)
Term of Office	N/A	N/A	N/A

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:
Review the treatment of a complaint	<ul style="list-style-type: none"> a. Knowledge of the applicable sections of the Act, Regulations and SPPA. b. Be committed and available to do a review. c. Ability to write Reports. d. Familiarity with previous Reports
Develop Volunteers (Chair, CRC)	<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, CRC)	<ul style="list-style-type: none"> a. Develop and analyze policy alternatives. b. Draft proposals to create Handbook, Work Plan, and H.R. Plan.
Perform Administrative Functions (Chair, CRC)	<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.

HUMAN RESOURCES PLAN – 2021 COMPLAINTS REVIEW COUNCILLOR (CRC)

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
Regulatory and/or decision writing experience in order to write concise and clear Reports that address matters within CRC jurisdiction.	Experienced CRCs who already know how to write decisions	Training and experience: Post the CRC vacancy publically to attract people with the right experience Ask the AG to approve LGAs that have regulatory and/or decision writing experience	Training	Ongoing
In-depth knowledge of the PEO organizational structure in order to properly respond to requests for review	Understanding of interaction/flow between PEO and Complaints Committee Understanding the role of staff of the Tribunals and Staff related to Complaints	Training and experience: Have the CRC meet with Staff and/or the Complaints committee when onboarding to better understand PEOs organizational structure	Training	Ongoing

3. Comments

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