

**HUMAN RESOURCES PLAN – 2021****LICENSING COMMITTEE (LIC)**

Committee: <b>Licensing Committee</b>	Date Developed: xx, 2020
Committee Review Date: <b>xx, 2020</b>	Date Council Approved:

Categories	Currently in Place	Required in 12 months (Identified “Gap” for each Core Competency)	Required in 2 to 5 years
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Professional engineers with extensive knowledge of the <i>Professional Engineers Act</i> and Regulation 941.</li> <li>• Knowledge of PEO’s mandate, core values, governance and committee structure.</li> <li>• Knowledge of licensing criteria and processes acquired through collaboration and volunteering on the ARC, ERC, LEC, and REC.</li> <li>• Familiarity with the ARC Licensing and Registration Policies and Guidelines.</li> <li>• Understanding of PEO’s association with the Canadian Engineering Accreditation Board (CEAB) and its role on behalf of the provincial and territorial engineering regulatory bodies.</li> <li>• Understanding of PEO’s association with the Canadian Engineering Qualifications Board and how it relates to the development of national guidelines that provide advice on regulatory practices.</li> </ul>	All members have these core competencies to successfully carry out the Committee’s mandate as per its Terms of Reference.	None

## WORK PLAN - 2021

### LICENSING COMMITTEE (LIC)

Approved by Committee: xx, 2020		Review Date: xx, 2020	
Approved by Council:		Approved Budget: \$16,750 (Pending Council Approval)	
Mandate [as approved by Council]	To coordinate and integrate the ongoing development of PEO's licensing requirements and processes, including the inputs of other PEO committees and external stakeholders involved in the licensing process.  (Established by Council Resolution: September 26, 2014)		
Terms of Reference [Key Duties]	<ol style="list-style-type: none"><li>1. Identify the need for, and prioritize, enhancements to PEO's licensing policies, criteria, and processes.</li><li>2. Propose to Council the creation of subcommittees / task groups to develop licensing policy in specific policy areas, including their population and terms of reference.</li><li>3. Coordinate the development of proposals for Council approval to enhance PEO's licensing criteria and processes, including appropriate peer review.</li><li>4. Ensure the involvement of PEO's legislated committees involved in licensure (ARC, ERC, LEC, REC) in peer review of proposed changes to PEO's licensing criteria and processes.</li><li>5. Assess threats from external sources to the integrity of PEO licensing criteria and processes and propose proactive strategies and tactics to address them for Council approval.</li><li>6. Review and advise Council with respect to proposals from internal and external stakeholders for changes to PEO's licensing criteria and processes.</li><li>7. Maintain, on behalf of Council, a prioritized high-level plan for development and implementation of changes to PEO's licensing criteria and processes.</li><li>8. Track and document developments and practices in other self-regulating professions with respect to licensure.</li><li>9. Maintain dialogue with Engineers Canada and its Constituent Associations and boards (CEAB and CEQB) on issues related to licensure.</li><li>10. Review and comment on elements of the National Framework for Licensure that are relevant to PEO's licensing criteria and processes.</li><li>11. Communicate regularly with Council and important stakeholders to keep them up to date on issues and developments related to licensure.</li></ol>		
Equity and Diversity Awareness	<ol style="list-style-type: none"><li>1. Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</li><li>2. Is each task/activity being done in an equitable manner and engaging diverse groups? YES</li><li>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO</li></ol>		
Tasks, Outcomes	Task/Activities	Outcomes and Success Measures	Due Date

## WORK PLAN - 2021

### LICENSING COMMITTEE (LIC)

<b>and Success Measures</b>	1. Coordinate with legislated licensing-related committees (ARC, ERC, REC) on licensing policy matters.	Provide support to the other committees and coordinate their input and peer review.	As required
	2. Monitor licensing of individuals practicing in emerging disciplines / scopes of practice and assist with process issues arising.	<ul style="list-style-type: none"> <li>• Critical mass of licensees in emerging disciplines / scopes of practice;</li> <li>• Applicants in emerging disciplines / scopes of practice well-handled by licensing processes</li> </ul>	TBD
	3- Consider new licensing policy items including, but not limited to: <ul style="list-style-type: none"> <li>• Certifications in emerging scopes of practice</li> <li>• Powers of the Registration Committee</li> <li>• Competency-based assessment of experience</li> <li>• The Provisional Licence</li> <li>• The Temporary Licence</li> <li>• Structured Internships</li> <li>• Assessment of Good Character / Suitability to Practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy documents issued for peer review</li> <li>• Potential Act and Regulation changes for review by LEC</li> <li>• Briefing Notes with resolutions for Council approval</li> </ul>	TBD
	4- EIT Academic Requirements	Review consistency of inter-provincial EIT requirements	Ongoing
	5- Experience requirements	Review the 4 years and 1year Canadian experience	Ongoing
	6- Referee program	Propose alternate routes to experience requirements adapted to the problematic applicants that cannot have P.Eng. supervision.	Ongoing
<b>Inter-Committee Collaboration</b>	Academic Requirements Committee (ARC), Experience Requirements Committee (ERC), Legislation Committee (LEC), Registration Committee (REC), Canadian Engineering Accreditation Board (CEAB), Canadian Engineering Qualifications Board (CEQB)		

C-537-3.4d.  
Appendix L(ii)

**WORK PLAN - 2021**  
**LICENSING COMMITTEE (LIC)**

<b>Stakeholders</b>	Engineers Canada and its other Constituent Associations Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Council of Ontario Deans of Engineering (CODE) Office of Ontario Fairness Commissioner
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**HUMAN RESOURCES PLAN – 2021****LICENSING COMMITTEE (LIC)**

	<ul style="list-style-type: none"> <li>Because of the importance of retaining a solid base of domain knowledge with respect to licensure, Committee members are expected to have in-depth knowledge of licensure.</li> <li>Professional engineers who have rendered conspicuous service to the engineering profession.</li> <li>Professional engineers who have a solid understanding of PEO's relationship with various stakeholders: Engineers Canada (EC) and its other Constituent Associations; Ontario Association of Certified Engineering Technicians and Technologists (OACETT); Council of Ontario Deans of Engineering (CODE); Office of Ontario Fairness Commissioner (OFC).</li> </ul>		
<b>Volunteer Development Plans</b>	N/A	N/A	N/A
<b>Committee Membership</b>	10 Members	None	None
<b>Broad Engagement</b>	Most positions are filled by stakeholder committee appointments. LIC also has members-at-large which allows for flexibility as to diversity and gender.	N/A	N/A
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>List of members below</li> </ul>	List of member service to Committee: Terms below	Search/appoint new members as needed	Search/appoint new members as needed.

## HUMAN RESOURCES PLAN – 2021

## LICENSING COMMITTEE (LIC)

<b>Term of Office</b> <ul style="list-style-type: none"> <li>• <b>Chair and Vice-Chair</b></li>          <li>• <b>Committee Members</b></li> </ul>	<p>The Chair and Vice-Chair are elected annually for a one-year term, from January to December. They may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable, but not mandatory, that the Vice-Chair succeed to the position of Chair when the Chair's term of service ends. 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 until they have been off the Committee for at least six (6) years. Once having served as Chair, a committee member may serve thereafter only as a general member, and only to a maximum of ten (10) years of cumulative committee service.</p> <p>The objective for term lengths and limits on the Committee is to strike a balance between continuity of knowledge and experience, on the one hand, and proper succession and introduction of new members, on the other hand.</p> <p>With the exception of the LEC appointee (an annual appointment, since LEC members are appointed annually by Council), a term on this Committee is either two (2) or three (3) years, with the variation in term length designed to stagger turnover and ensure continuity.</p> <p>Committee members may be reappointed but shall retire from the Committee for at least six (6) years after ten (10) years of cumulative service.</p>		

**HR Plan for Professional Standards Committee 2021**

<b>Committee:</b> Professional Standards Committee	<b>Date Developed:</b> August 25, 2020
<b>Committee Review Date:</b> October 6, 2020	<b>Date Council Approved:</b>

Categories	Currently in Place	Required in 12 months (Identified "Gap" for each Core Competency)	Required in 2 to 5 years
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the <i>Professional Engineers Act</i> and PEO processes</li> <li>• Extensive experience in providing engineering services to clients and employers</li> </ul>	None	None
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>• List potential development opportunities</li> </ul>	Legal review of practice standards processes.	Presentation by legal firm on issues pertaining to practice standards processes.	None
<b>Committee Membership</b>	<ul style="list-style-type: none"> <li>• 8 members including one councilor who serves as Council liaison.</li> </ul>	2	2
<b>Broad Engagement</b>			
Career Stage	Split of late and mid-career; none in early career	None	None
Disciplines	Members should be from a wide range of disciplines and work environments	Practitioners from specific disciplines required for guidelines and standards are recruited on as needed basis for subcommittees (LT)	None
Experience Level	Levels D – F only	Level F: Level E: 8 Level D:	None
Gender / Diversity	Percentages of male and female should reflect the percentage of each in membership	Male: 5 Female: 3	None

### PROFESSIONAL STANDARDS COMMITTEE WORK PLAN FOR 2021

Approved by Committee: October 6, 2020		Review Date: September 1, 2020	
Approved by Council:		Approved Budget:	
Mandate [as approved by Council]:	Record verbatim any specific powers listed in the Act, Regulations or By-Law No.1, along with the committee's or task force's other Mandates. Mandate is defined by the Committees & Task Forces Policy as "the functional scope of the committee approved by Council" [DATE APPROVED BY COUNCIL]		
Terms of Reference [Key duties]:	<ul style="list-style-type: none"><li>To review, recommend and provide advice to Council and members on matters pertaining to professional practice, including performance standards, forms of agreement and standards of practice.</li><li>To make recommendations on issues affecting employee engineers and their employers in matters of professional practice.</li><li>To provide guidance on professional practice issues. To develop professional practice guidelines.</li><li>To review, recommend and provide advice to Council with respect to establishing and maintaining standards of practice for all areas of professional engineering.</li></ul>		
Equity and Diversity Awareness	<p>1. Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? <b>Yes</b></p> <p>2. Is each task/activity being done in an equitable manner and engaging diverse groups? <b>Yes</b></p> <p>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? <b>No</b></p>		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Complete drafts of the following guidelines: a) Technical Audits of Condominiums b) Regulatory Studies ESDM & AAR Reports c) Coordinating Licensed Professionals d) Use of Seal e) Pre-start Health & Safety Reports f) Professional Engineering Practice	Draft approved by Council	a) Early 2021 b) Early 2021 c) Nov 2020 d) Early 2021 e) Late 2021 f) Nov 2020
	<b>Q2:</b> The multi-cultural calendar was considered when scheduling meeting dates. <b>Q3:</b> Persons with disabilities and food allergies were appropriately accommodated.	<b>Yes, for larger groups, while Doodle polls are used for smaller groups</b>  Yes	
Performance metrics	Number of practice guidelines: 35 Number of performance standards: 6 Number of practice guidelines published or revised in 2020: 5		
Inter-committee collaboration:	PSC may consult and/or collaborate with the following PEO committees/task forces over the next year: Discipline Committee, Complaints Committee, Enforcement Committee, Education Committee, Government Liaison Committee, Chapter Chairs and various task forces.		
Stakeholders:	Association of Consulting Engineering Companies – Ontario, Ontario Ministries and Authorities, Ontario Municipalities, the Ontario Society of Professional Engineers (OSPE), and other appropriate groups depending on subcommittee recommendations.		



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Geographic Representation	Standards of practice do not vary across the province; greatest variation of practice areas is present in the GTA so majority of the membership will be from the GTA	GTA: 4 Other areas: 4	None
CEAB Grads/ Foreign-trained	No preferences	CEAB: 7 IEG: 1	None
Licensed –vs– Non-licensed	All members of PSC must be licensed	All members of PSC are licensed	None
<b>Succession Planning</b> • List the members	As per 2020 PEO ANNUAL COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER	N/A	N/A
<b>Continuous learning</b>	Presentations by legal firms on issues involving practice standards.		
<b>Term of Office</b> • Chair • Committee members	<ul style="list-style-type: none"> <li>• As per PSC Terms of Reference</li> <li>• As per PSC Terms of Reference</li> </ul>		

**2021 Work Plan  
REGIONAL COUNCILLORS COMMITTEE (RCC)**

<b>Approved by Committee:</b> [DATE]		<b>Review Date:</b> September xx, 2020.
<b>Approved by Council:</b> [DATE]		<b>Approved Budget:</b> \$38,850.00 – September xx, 2019.
<b>Mandate [as approved by Council]:</b>	<p>To act as the responsible authority for the PEO Chapters in the five PEO regions.</p> <p>To respond to Council, chapters, and regions on matters of concern to chapters and regions.</p> <p>To respond to Council on matters pertaining to the approved Mission, Focus and Strategic Plan of the association.</p> <p>The Professional Engineers Act includes no reference to Chapters of the Association of Professional Engineers Ontario, hereinafter called PEO Chapters,</p> <p>The Professional Engineers Act defines additional objects for the association as</p> <ol style="list-style-type: none"> <li>1. To establish, maintain, and develop standards of knowledge and skill among its licence holders.</li> <li>2. To establish, maintain, and develop standards of qualification and standards of practice for the practice of professional engineering.</li> <li>3. To establish, maintain, and develop standards of professional ethics among its licence holders.</li> <li>4. To promote public awareness of the role of the Association.</li> <li>5. To perform such other duties and exercise such other powers as are imposed or conferred on the Association by or under any Act. R.S.O. 1990, c. P.28, s. 2 (4).</li> </ol> <p>PEO Chapters are defined in Regulation 941, as amended, as "Chapter" means a chapter established according to the by-laws",</p> <p>By-Law No. 1 of the Association of Professional Engineers of Ontario states specifically that "There shall be chapters of the association constituted in accordance with the by-laws.",</p> <p>By-Law No. 1 of the Association of Professional Engineers of Ontario states the purpose of Chapters is "to maintain a local presence for the engineering profession through activities of benefit to engineers and the communities they live in",</p> <p>By-Law No. 1 of the Association of Professional Engineers Ontario enables Council to establish from time to time standard rules and procedures governing the operating of chapters and the conduct of their affair</p> <p><i>March 23, 2018</i></p>	
<b>Terms of Reference [Key duties]:</b>	<p>Regional Councillors shall convene a congress of two delegates from each Chapter in their respective regions three times per year. The objective of the congresses is to:</p> <ol style="list-style-type: none"> <li>1. consult with the Chapters on matters of concern for PEO Council</li> <li>2. communicate matters of PEO policy and procedure to the Chapters</li> <li>3. Administer the business planning and operation of the Chapters</li> </ol> <p>The Regional Councillors Committee shall convene a conference of delegates from all Chapters in Ontario at least once per year. The objective of the conference is to:</p> <ol style="list-style-type: none"> <li>1. provide training for Chapter delegates in operation and administration of Chapter activities</li> <li>2. provide a forum for sharing of ideas and best practices between all Chapters in Ontario</li> </ol> <p>The regional Councillors Committee work to provide the means, resources and policies within PEO for the Chapters to achieve their Mandate, Essential Purposes and Objectives as set out in the Terms of Reference for Chapters.</p> <p>The budget for the operation of the Regional Councillors Committee,</p>	

**2021 Work Plan  
REGIONAL COUNCILLORS COMMITTEE (RCC)**

	including funding for all PEO Chapters based on their annual business plans, regional offices, and PEO staff support is prepared by the committee annually and submitted to the Finance Committee for inclusion in PEO budget making process.		
<b>Equity and Diversity Awareness</b>	<p>1. <i>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies?</i> <u>NO</u></p> <p>2. <i>Is each task/activity being done equitably and engaging diverse groups?</i> <u>YES</u></p> <p>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences?</i> <u>NO</u></p>		
<b>Tasks, Outcomes, and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes Success measures</b>	<b>Due date:</b>
	<i>Briefly describe specific tasks related to the committee/task force Terms of Reference to be undertaken during the year and the deliverables expected upon completion of the tasks. Answer questions 2 and 3.</i>	<i>For each task, identify its outcomes and related success measures.</i>	<i>Include dates for deliverables.</i>
	<p>For example:</p> <ol style="list-style-type: none"> <li>Approve, distribute, and oversee Chapters' allotments.</li> <li>Consult with the Chapters on matters of concern for PEO Council</li> <li>Provide training for Chapter delegates in operation and administration of Chapter activities</li> </ol> <p><b>Q2:</b> 1- The disbursement of the allotment amongst the chapters are performed equitably.</p> <p>2- Regional Congresses is the main channel of consultation with the Chapters, and the meeting engages diverse groups in an equitable manner.</p> <p>3- Training is delivered in an equitable manner and engages diverse groups.</p> <p><b>Q3:</b> 1- Several chapters executive boards are multi-cultural and there are no barriers during the performance of this task.</p> <p>2- There are no communication barriers when consulting the Chapters. Persons with disabilities and food allergies were appropriately accommodated when necessary.</p>	<ol style="list-style-type: none"> <li>Chapters' financial reports are approved in the third quarter of the year to allow Regional Councillors to disburse it accordingly as per Council's approved budget.</li> <li>RCC decides on what issues/concerns should be brought forward to their respective committees/task forces and follow up seeking positive feedback in order to address the issue/concern.</li> <li>Regional Councillors in tandem with The Chapters Office provide training to chapters delegates in several areas to ensure they are performing their respective tasks</li> </ol>	<ol style="list-style-type: none"> <li>Approval Nov. 2020 Distribution Dec. 2020 Mngmt Jan to Dec. 2021</li> <li>Jan to Dec. 2021</li> <li>Jan to Dec. 2021</li> </ol>

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REGIONAL COUNCILLORS COMMITTEE (RCC)**

	3- There are no communication barriers when delivering training to chapter executives. Persons with disabilities and food allergies were appropriately accommodated when necessary.	effectively and as per PEO's standards and guidelines.	
<b>Performance metrics</b>	Success is measured in the extent to which each PEO Chapter has the volunteers, executives, officers, funding, and support necessary to fulfill their essential purposes as set out in the Terms of Reference for Chapters. Reporting by the Chapters is at each of the three congresses per year in each region. The committee submits a written report to Council for distribution to PEO members at each Annual General Meeting. RCC complies with Committee and Task Force Policy and the spirit of the PEO Committee Guidelines.		
<b>Inter-committee collaboration:</b>	RCC collaborates with several of PEO's committees/task forces yearly, it depends on the nature of the concerns brought forward during Regional Congresses. Currently, and moving into the year 2020 RCC is addressing issues related to the Licensing, Finance, Professional Standards, Joint Relations, Legislative, Volunteer Leadership Planning, and Chapters Leaders Conference Planning Committees as well as the 30 x 30 Task Force.		
<b>Stakeholders:</b>	RCC engages with the Ontario Society of Professional Engineers yearly.		

## HUMAN RESOURCES PLAN - 2021 REGISTRATION COMMITTEE (REC)

<b>Committee:</b> Registration Committee		<b>Date Developed:</b>	
<b>Committee Review Date:</b> September 29, 2020		<b>Date Council Approved:</b>	
Categories	Currently in Place	Required in 12 Months (Identified "Gap" for each Core Competency)	Required in 2 to 5 Years
<b>Core Competencies</b>	See Appendix A	See Appendix A	
<b>Committee Membership</b>	12 members		
<b>Broad Engagement</b>	Section 19(1) Elected Councillor: 1 LGA (P.Eng.) Councillor: 0 LGA (Lay) Councillor: 0 Attorney General (AG) appointee (LL.B): 2 General Member: 9	Additional 2-3 member appointments in 2021 to ensure compliance with recent PEO audit.  <del>Proclamation of the amendments to the Professional Engineers Act would create an opportunity to increase the diversity, women and geographic representation on REC.</del>	provide necessary training for new members.
<b>Volunteer Development Plans</b>	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

## HUMAN RESOURCES PLAN - 2021

### REGISTRATION COMMITTEE (REC)

<b>Term of Office</b>	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 2021.
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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"> <li>a. Knowledge of the applicable sections of the Act, Regulations, SPPA, Registration Committees' Rules and the Handbook : <ul style="list-style-type: none"> <li>i. Panel Chair – Comprehensive Knowledge</li> <li>ii. Experienced Members – Detailed Knowledge</li> <li>iii. New Members – Basic Knowledge</li> </ul> </li> <li>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).</li> <li>c. Be committed and enthusiastic (all panel members).</li> <li>d. Ability to write Decisions and Reasons (scribe).</li> <li>e. Ability to conduct a hearing; understand role of panel members, parties and ILC.</li> <li>f. Have the time required to sit on panels (all panel members).</li> <li>g. Familiarity with Decisions and Reasons in previous matters, judicial reviews of administrative decisions (panel chair and experienced members).</li> </ul>
Set Hearings (Chair, REC)	<ul style="list-style-type: none"> <li>a. Ability to set a date when the panel and the parties are available.</li> <li>b. Broad experience conducting a pre-hearing conference.</li> </ul>
Develop Volunteers (Chair, REC)	<ul style="list-style-type: none"> <li>a. Identify training requirements and resources.</li> <li>b. Organize training sessions.</li> <li>c. Conduct training sessions.</li> </ul>
Develop Policy and Plans (Chair, REC)	<ul style="list-style-type: none"> <li>a. Develop and analyze policy alternatives.</li> <li>b. Appoint Subcommittee(s), as required.</li> <li>c. Draft proposals to amend the Handbook, Work Plan, and H.R. Plan.</li> </ul>

## HUMAN RESOURCES PLAN - 2021

### REGISTRATION COMMITTEE (REC)

List Top 3-5 Committee Work Plan Outcomes:	List Core Competencies for Each Work Plan Outcome:
Perform Administrative Functions (Chair, REC)	a. Respond to information requests from PEO and Council. b. Draft and provide administrative reports. c. Communicate with Council.

#### 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.
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### REGISTRATION COMMITTEE (REC)

<b>Approved by Committee:</b> September 29, 2020	<b>Review Date:</b>
<b>Approved by Council:</b>	<b>Approved Budget:</b> TBD
<b>Mandate [as approved by Council]:</b>	<p><b>Notice of proposal to revoke or refuse to renew</b></p> <p><u>19.(1)</u> Where the Registrar proposes,</p> <ul style="list-style-type: none"> <li>(a) to refuse to issue a licence; or</li> <li>(b) to refuse to issue, to suspend or to revoke a temporary licence, a provisional licence, a limited licence or a certificate of authorization,</li> </ul> <p>The Registrar shall serve notice of the proposal, together with written reasons therefore, on the applicant. R.S.O. 1990, c. P.28, s. 19 (1); 2001, c. 9, Sched. B, s. 11 (22).</p> <p><b>Exception</b></p> <p><u>(2)</u> Subsection (1) does not apply in respect of a proposal to refuse to issue a licence, a temporary licence, a provisional licence or a limited licence where the applicant previously held a licence, a certificate of authorization, a temporary licence, a provisional licence or a limited licence that was suspended or revoked as a result of a decision of the Discipline Committee. 2001, c. 9, Sched. B, s. 11 (23).</p> <p><b>Notice</b></p> <p><u>(3)</u> A notice under subsection (1) shall state that the applicant is entitled to a hearing by the Registration Committee if the applicant mails or delivers, within thirty days after the notice under subsection (1) is served on the applicant, notice in writing requiring a hearing by the Registration Committee and the applicant may so require such a hearing. R.S.O. 1990, c. P.28, s. 19 (3).</p> <p><b>Power of Registrar where no hearing</b></p> <p><u>(4)</u> Where the applicant does not require a hearing by the Registration Committee in accordance with subsection (3), the Registrar may carry out the proposal stated in the notice under subsection (1). R.S.O. 1990, c. P.28, s. 19 (4).</p> <p><b>Hearing by Registration Committee</b></p> <p><u>(5)</u> Where an applicant requires a hearing by the Registration Committee in accordance with subsection (3), the Registration Committee shall appoint a time for, give notice of and shall hold the hearing. R.S.O. 1990, c. P.28, s. 19 (5).</p> <p><b>Continuation on expiry of committee membership</b></p> <p><u>(6)</u> Where a proceeding is commenced before the Registration Committee and the term of office on the Council or on the committee of a member sitting for the hearing expires or is terminated other than for cause before the proceeding is disposed of but after evidence is heard, the member shall be deemed to remain a member of the Registration Committee for the purpose of completing the disposition of the proceeding in the same manner as if the member's term of office had not expired or been terminated. R.S.O. 1990, c. P.28, s. 19 (6).</p> <p><b>Powers of Registration Committee</b></p> <p><u>(7)</u> Following upon a hearing under this section in respect of a proposal by the Registrar, the Registration Committee may, by order,</p>



**HUMAN RESOURCES PLAN - 2021****Volunteer Leadership Conference Planning Committee (VLCPC)**

<b>Committee:</b> <i>Volunteer Leadership Conference Planning Committee (VLCPC)</i>	<b>Plan Year:</b> 2021
<b>Committee Review Date:</b> <i>September 2020</i>	<b>Date Council Approved:</b> TBD

<b>Categories</b>	<b>Target / Ideal</b> (To meet the needs of the Committee)	<b>Current in Place</b>	<b>Gap</b> [ST = Short-term Goal LT = Long-term Goal]
<b>Core Competencies</b> <i>[See Appendix A]</i> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Key objectives and core competencies are listed in Appendix A</li> </ul>	<ul style="list-style-type: none"> <li>• See Appendix A</li> </ul>	No gaps
<b>Committee Membership</b>	5 Members, each a representative according to the VLCPC Terms of Reference (1 EXE rep; 2 ACV reps and 2 RCC reps)	5 Members	No gap
<b>Broad Engagement Career Stage</b>	N/a	3 mid-level/late, 2 retired	Not applicable
Disciplines	Preferably diverse disciplines	Electrical/Mechanical/ Civil/ /Environmental	No gap
Experience Level	Preferably C or D level or greater	All D-Level or greater	No gap
Gender / Diversity	At least 1 female member Representation from diverse ethnical backgrounds	4 males and 1 females	No gap LT – ethnical representation/diversity
Geographic Representation	Preferably diverse geographic representation	3 out of 5 regions represented	Not applicable
CEAB Graduates –vs– IEG	Not applicable as members are representatives of other committees.	5 CEAB grads	Not applicable
Licensed –vs– Non-licensed	All P.Engs.	All P.Engs.	No gap
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>• List potential development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Advancement to Chair/Vice Chair.</li> <li>• Lateral moves to another committee/task force.</li> </ul>	<ul style="list-style-type: none"> <li>• Member self-identified future plans.</li> </ul>	N/a
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>• Time on Committee</li> </ul>	Not applicable as members are representatives of other committees.	<ul style="list-style-type: none"> <li>• 0 to 5 years = 5 members</li> </ul>	Not applicable

**HUMAN RESOURCES PLAN - 2021****Volunteer Leadership Conference Planning Committee (VLCPC)**

<b>Terms of Office:</b> <ul style="list-style-type: none"> <li>• Chair/Vice Chair</li> <li>• Committee members</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chair / Vice Chair:</b> Maximum of 3 consecutive years, subject to annual renewal.</li> <li>• <b>Members:</b> Committee members are appointed for a one-year term, from June to August of the following year to allow a proper transition. 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.</li> </ul>
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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 <b>core competencies</b> for each Work Plan outcome:</u>
1. Identify and select conference themes and topics consistent with the mandate.	<ul style="list-style-type: none"> <li>- Good knowledge and understanding of PEO policy, governance issues, regulatory process and leadership development with regulatory focus.</li> <li>- Prior PEO Committee / Chapter experience preferred.</li> <li>- Ability to Initiate recommendations for change preferred.</li> </ul>
2. Develop the conference program by contributing expertise as well as chapter and committee perspectives.	<ul style="list-style-type: none"> <li>- Conduct volunteer needs assessment, understand training and development concepts.</li> <li>- be familiar with training resources and methodologies.</li> <li>- Project management skills and ability to implement training plans preferred.</li> </ul>
3. Source and solicit speakers / facilitators and approve proposals.	<ul style="list-style-type: none"> <li>- Conduct research and communicate the volunteer training needs and conference objectives to potential speakers / facilitators.</li> <li>- Review and approved proposals from potential speakers / facilitators.</li> </ul>
4. Coordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and	- Work collaboratively with the speaker / facilitator and make recommendations on the conference activities and their outcomes.
5. Develop a follow-up survey to the participants and a Summary Report.	- Conduct analysis, summarize results and follow up with recommendations.

**Comments**

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**WORK PLAN - 2021****Volunteer Leadership Conference  
Planning Committee (VLCPC)**

Approved by Committee: <i>October 2020</i>		Review Date: <i>September 2021</i>	
Approved by Council: <i>TBD</i>		Approved Budget [2021]: <i>TBD</i>	
Mandate [as approved by Council]:	The Volunteer Leadership Conference Planning Committee (VLCPC) 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.		
Equity and Diversity Awareness	<p>1. <i>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies?</i> <b>YES</b></p> <p>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups?</i> <b>YES, the multi-cultural calendar was considered when scheduling the conference date.</b></p> <p>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences?</i> <b>NO, persons with disabilities and food allergies were appropriately accommodated.</b></p>		
Tasks, Outcomes and Success Measures:	Part 1: Activities – VLCPC Terms of Reference	Current status (Date):	Due date:
	1. <i>Identify and select conference themes and topics consistent with the mandate.</i>  <i>[Refer to Responsibility 1]</i>	<i>In progress</i>	<i>December 2020</i>
	2. <i>Develop the conference program by contributing expertise as well as chapter and committee perspectives</i>  <i>[Refer to Responsibility 2]</i>	<i>In progress</i>	<i>January 2021</i>
	3. <i>Source and solicit speakers / facilitators and approve proposals.</i>  <i>[Refer to Responsibility 3]</i>	<i>In progress</i>	<i>February 2021</i>
	4. <i>Coordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and</i>  <i>[Refer to Responsibility 4]</i>	<i>Ongoing</i>	<i>April 2021</i>
	5. <i>Contribute to the development of a conference evaluation survey.</i>  <i>[Refer to Responsibility 5]</i>	<i>Ongoing</i>	<i>Ongoing</i>
	6. <i>Develop a follow-up survey to the participants and a Summary Report.</i>	<i>In progress</i>	<i>July 2021</i>

## WORK PLAN - 2021

### Volunteer Leadership Conference Planning Committee (VLCPC)

Tasks, Outcomes and Success Measures:	Part 2: Activities – General Operations	Current status (Date):	Due date:
	1. <i>Prepare an Annual Report for 2020 to be presented at 2021 PEO AGM.</i>	<i>In progress</i>	<i>Feb-March 2021</i>
	2. <i>Monitor and ensure VLCPC webpage is up-to-date.</i>	<i>Ongoing</i>	<i>As requested</i>
	3. <i>Elect Chair and Vice-Chair for 2021.</i>	<i>In progress</i>	<i>July 2021</i>
	4. <i>Prepare, approve and submit for approval to Council for approval an VLCPC Roster for 2022.</i>	<i>In progress</i>	<i>September 2021</i>
	5. <i>Prepare, approve and submit for approval to Council an VLCPC Work &amp; HR Plan for 2022.</i>	<i>In progress</i>	<i>September 2021</i>
<b>Inter-committee collaboration:</b>	Advisory Committee on Volunteers (ACV) Regional Councillors Committee (RCC) Other committees and task forces reporting to Council		
<b>Stakeholders:</b>	PEO Council / Committees and Task Forces / Chapters Other agencies and organizations		

**HR Plan for PEO's 30 by 30 Task Force**

<b>Committee: PEO's 30 by 30 Task Force</b>		<b>Date Developed: October 1, 2020</b>	
<b>Committee Review Date: October 1, 2020</b>		<b>Date Council Approved:</b>	
<b>Categories</b>	<b>Currently in Place</b>	<b>Required in 12 months (Identified "Gap" for each Core Competency)</b>	<b>Required in 2 to 5 years</b>
<b>Core Competencies</b> <ul style="list-style-type: none"> <li>• Skills</li> <li>• Abilities</li> <li>• Expertise</li> <li>• Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Direct leadership experience and knowledge of Engineers Canada's 30 by 30 initiative</li> <li>• Extensive experience with Women-in-engineering issues/organizations</li> <li>• Engineering Practice expertise at senior level in the academic, industry and government sectors</li> <li>• Volunteer leadership experience with PEO governance, organizational structure and licensing process</li> <li>• Volunteer leadership experience with OSPE (board of directors, WEAC)</li> <li>• Organizational Behaviour/Change Management Expertise</li> </ul>	No gaps	No gaps
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>• List potential development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Support of/Participation in gender bias audit research – TBD</li> </ul> <p>Key note speaker for PEO's 30 by 30 annual check-in (September 2021) – TBD</p>	No gaps identified at this time	No gaps identified at this time

<b>Committee Membership</b>	Four.	No gaps	No gaps
<b>Broad Engagement</b> <ul style="list-style-type: none"> <li>• Career Stage</li> <li>• Disciplines</li> <li>• Experience Level</li> <li>• Gender / Diversity •</li> <li>• Geographic Representation</li> <li>• CEAB Grads / Non CEAB Grads •</li> <li>• Licensed / Non-licensed</li> </ul>	List 3 – Late Career Stage 1 – Mid Career Stage 3 – Civil; 1 – Bio Medical 2 – Female; 2 – Male 2 – East Central Region 1 – Western Region 4 – CEAB; 4 – P.Engs.	No gaps	No gaps
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>• List the members</li> </ul>	Helen Wojcinski - 1 year (Chair) Christian Bellini (Vice Chair/Council Liaison) - 1 year Bob Dony - 1 year Lola Hidalgo Salgado - 1 year	No gaps	No gaps
<b>Continuous learning</b>	Gender Bias Audits; Cultural Barriers for Women in Engineering		
<b>Term of Office</b> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Committee members</li> </ul>	<ul style="list-style-type: none"> <li>• Duration of Task Force – 3 years</li> <li>• Duration of Task Force – 3 years</li> </ul>		

**PEO's 30 by 30 Task Force  
WORK PLAN FOR 2020-2021**

C-537-3.4d

Approved by Committee: October 1, 2020		Review Date: October 1, 2020	
Approved by Council:		Approved Budget: [AMOUNT] [DATE]	
Mandate [as approved by Council]:	For PEO to show visible leadership in addressing the underrepresentation of women licensed in the profession by formally endorsing the 30 by 30 initiative with Engineers Canada and committing to undertaking an action plan to resolve this inequity. [DATE APPROVED BY COUNCIL]		
Terms of Reference [Key duties]:	<p>Develop a detailed complementary action plan to the one developed by OSPE to engage and inform PEO licence holders, volunteers, key stakeholders and staff on the 30 by 30 initiative, identify the appropriate owners of PEO's actions in the plan, and provide direction to the Registrar and volunteer leadership, as appropriate. This to include:</p> <p>1. Plan Development</p> <p>a. Develop a detailed action plan that complements OSPE's plan.</p> <p>b. Present the action plan to PEO Council for approval.</p> <p>2. Coordinate</p> <p>a. Coordinate PEO's 30 by 30 initiatives by providing direction to the Registrar and volunteer leadership to ensure implementation of the joint action plan and that ownership of PEO's responsibilities are appropriately assigned.</p> <p>b. Monitor the progress on uptake in implementing the action plan.</p> <p>3. Inform/Educate</p> <p>a. Communicate the 30 by 30 action plan to PEO licence holders, volunteers, key stakeholders and staff.</p> <p>Provide an annual update to PEO licence holders, key stakeholders, volunteers and staff on the progress of the 30 by 30 initiative launch in the PEO Annual Report</p>		
Equity and Diversity Awareness	<p>1. Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</p> <p>2. Is each task/activity being done in an equitable manner and engaging diverse groups? YES</p> <p>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? TBD; will pro-actively address with internationally trained women engineers, as needed</p>		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Response to Q2 and Q3: All Task/Activities listed below will take into consideration cultural and gender sensitivities, persons with disabilities and dietary restrictions, where appropriate .		
	Follow Up Employer Champions/Participants – Interest in becoming a PEO Employer 30 by 30 Champion – 2018 Baseline metrics – aggregated and unattributed	Establish PEO 30 by 30 Employer Champion List/ Employer Stakeholder Metrics	October to November 2020

**PEO's 30 by 30 Task Force  
WORK PLAN FOR 2020-2021**

	<p>PEO Chapter Hosted 30 by 30 Awareness Sessions</p> <ul style="list-style-type: none"> <li>– Support Virtual Session for East Central Region Chapters</li> <li>– Support Chapter Leads in holding sessions in regions across Ontario, if possible, with COVID-19</li> </ul>	<p>Expand on the work of the Task Force by engaging universities, employers and women engineering students of the 30 by 30 across all regions in Ontario</p> <p>Strengthened relationships between chapters and universities and chapters and employers in facilitating women engineering graduates' pathways to licensure (e.g. LAP program)</p> <p>Grow the PEO 30 by 30 Employer Champions list and contribute to the employer stakeholder metrics</p>	<p>Initiated October 2020</p> <p>2021 Q2/Q3</p>
	<p>PEO Gender Audit Research Study – TBD</p> <ul style="list-style-type: none"> <li>– Support Registrar in conducting gender audit of PEO licensing process and internal operations</li> </ul>	<p>Gender Bias-Free licensing process/model</p> <p>Better educated/engaged PEO Volunteer Leadership and staff on unconscious bias</p> <p>Improved public image of PEO as a progressive and inclusive regulator of the engineering profession in Ontario</p>	<p>2021 – TBD</p>
	<p>Annual Reporting of Metrics to PEO Council</p> <ul style="list-style-type: none"> <li>– 2018 Baseline and 2019 metrics (for 2020)</li> <li>– 2018, 2019 and 2020 (for 2021)</li> </ul>	<p>Annual Reporting to PEO Council is sustained</p> <p>PEO demonstrates leadership and commitment to reaching the 30% goal by 2030, or sooner</p>	<p>November 2020</p> <p>November 2021</p>
	<p>Outreach on PEO's 30 by 30 with Internationally Educated Women Engineering Graduates</p>	<p>Raise Awareness of Barriers to Internationally Educated Women Engineering Graduates</p>	<p>2021 Q1</p>



**PEO's 30 by 30 Task Force  
WORK PLAN FOR 2020-2021**

	Continue to Engage Stakeholders	Expand on 30 by 30 Stakeholders and champions, especially with employers	2021 – Q3
	Attend EDO June Meeting to report on 30 by 30 Metrics and pertinent feedback	Sustain University Stakeholder Group in its commitment to the 30 by 30	June 2021
	PEO Annual 30 by 30 Check-In – Support the hosting of PEO's annual 30 by 30 check-in, ideally in person	Sustained engagement and commitment of stakeholder groups in monitoring progress towards the 30 by 30 through annual metric tracking and sharing of best practices	September 2021
<b>Performance metrics</b>	<i>Indicate performance outcomes and metrics to evaluate the performance of committee members, Chair and Vice Chair.</i>		
<b>Inter-committee collaboration</b>	Inform/educate, seek leadership support and report into PEO Council; engage, inform/educate, consult and collaborate with the following groups, as appropriate: ARC; ERC; Licensing Committee; ACV; HRC; CESC; RESC, AWC; Regional Congress Committee (RCC); Chapters (Executive, Women-In-Engineering Committees); EDC; Registrar / PEO staff		
<b>Stakeholder</b>	Engage, inform/educate, consult and collaborate with key owners/stakeholder groups, as appropriate: associations (e.g. CEO, PEGO); major engineering employers/leaders (e.g. mining, auto, electric utilities, government, engineering consulting); universities (e.g. EDO, Academic and Administrative 30 by 30 Champions, Administrative Leadership involved with engineering graduates); Women-In-Engineering and Internationally Educated Women Engineering groups (e.g. SWE, Skills for Change); women engineering graduates, EITs and internationally educated engineers; ON WiE.		

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

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

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

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 Appendix B(i)

## Human Resources Plan

### HR Plan for the Academic Requirements Committee

<b>Committee: Academic Requirements Committee</b>	<b>Date Developed:</b>
<b>Committee Review Date:</b>	<b>Date Council Approved:</b>

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

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

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<b>Succession Planning</b> • List the members	<b>Length of service to the committee</b>	<b>Search/appoint new members as needed</b>	<b>Search/appoint new members as needed</b>
R. Subramanian - Chair W. ElMaraghy – 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		
<b>Term of Office</b> • Chair • Committee members	• <i>Identify the maximum term of office specified in the Terms of Reference</i> • <i>Identify preferred turnover</i>  • 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)

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Appendix B(ii)

<b>Approved by Committee:</b> <i>October 23, 2020</i>		<b>Review Date:</b> October 23, 2020
<b>Approved by Council:</b>		<b>Approved Budget:</b> <i>[AMOUNT] [DATE]</i>
<b>Mandate</b> <b>[as approved</b> <b>by Council]</b> <b>April 2010:</b>	<p>To</p> <ul style="list-style-type: none"> <li>• 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,</li> <li>• <b>advise</b> Professional Engineers Ontario (PEO) on academic matters relating to PEO Admission procedures and policies, and</li> <li>• oversee the Professional Practice Examination (PPE).</li> </ul> <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,</p> <p>(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>
<b>Terms of Reference [Key duties]:</b>	<ul style="list-style-type: none"> <li>– Review and evaluate the academic qualifications of applicants</li> <li>– Review, evaluate, recommend, and make policies and procedures pertaining to ARC's mandate.</li> <li>- Review and advise on PPE issues.</li> <li>- Interact with the Experience Requirements Committee (ERC) on issues of commonality and interest.</li> <li>- Equity and Diversity Module to be reviewed by each member (required of new members).</li> </ul> <p>For a representative list of specific activities see Appendix A.</p>
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. <i>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</i></li> <li>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></li> <li>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></li> </ol>



## 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>		
<b>Inter-committee collaboration:</b>	Known or Expected Collaborations (September 2017 – September 2018) <ul style="list-style-type: none"> <li>- Experience Requirements Committee</li> <li>- Advisory Committee on Volunteers</li> <li>- Registration Committee</li> <li>- Legislative Committee</li> <li>- Licensing Committee</li> <li>- National Framework Task Force</li> </ul>		
<b>Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Engineers Canada</li> <li>• Ryerson University with respect to IEEQB – Internationally Educated Engineers Qualification Bridging Program</li> <li>• McMaster University with respect to their B.Tech programs</li> </ul>		

#### 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)**

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

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

## Human Resources Plan – 2021

### AWARDS COMMITTEE (AWC)

- |                     |  |
|---------------------|--|
| • Committee members |  |
|---------------------|--|

## APPENDIX A

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

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

### B. Action plan for volunteer recruitment

<u>List top 2 – 3 preferred core competencies (knowledge, skills, abilities)</u>	<u>List <b>specific attributes</b> for each core competency</u>	<u>Briefly state how you will meet your needs</u>	<b>Resources Needed</b>	<b>Target Date for completion</b>
<ul style="list-style-type: none"> <li>• Ability to assess and make recommendations on how service years are to be calculated for OOH recipients.</li> <li>• Ability to review and understand selection criteria used for the OPEA award recipients – especially Citizenship Award and the new Engineering Project or Achievement Award</li> <li>• Ability to determine process for awarding the Engineering Project or Achievement Award during the OPEA gala.</li> </ul>		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 teleconferencing		PEO training sessions	PEO IT staff	Ongoing at each meeting
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## Work Plan – 2021 Awards Committee (AWC)

<b>Approved by Committee:</b> September 2020		<b>Review Date:</b> September 2021	
<b>Approved by Council:</b> TBD		<b>Approved Budget:</b> TBD	
<b>Mandate [as approved by Council]:</b>	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)		
<b>Terms of Reference [Key duties]:</b>	<div><div>1.</div><div>Encourage the nomination and celebration of deserving colleagues for recognition through Professional Engineers Awards Programs (OOH, OPEA and Sterling) and External Honours.</div></div> <div><div>2.</div><div>Promote and raise awareness of the Awards program through:<div><div>(a)</div><div>representation at Committee and Chapter events, and</div></div><div><div>(b)</div><div>communications with employers of engineers, learned societies, associations, and others.</div></div></div></div> <div><div>3.</div><div>Monitor and review past award recipients and other award programs to identify persons deserving further recognition through upgrades or other awards.</div></div> <div><div>4.</div><div>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.</div></div> <div><div>5.</div><div>Participate in establishing parameters for the award ceremonies to recognize recipients of the OOH and OPEA. Participate in the ceremonies.</div></div> <div><div>6.</div><div>Monitor the awards program strategies.</div></div> <div><div>7.</div><div>Review and consider / recommend to Council awards program changes and/or new awards where appropriate.</div></div> <div><div>8.</div><div>Oversight of the nomination for the Engineers Canada Fellowship program and for the Ontario Volunteer Service Award.</div></div>		
<b>Equity and Diversity Awareness</b>	<div><div>1.</div><div>Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</div></div> <div><div>2.</div><div>Is each task/activity being done in an equitable manner and engaging diverse groups? YES</div></div> <div><div>3.</div><div>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO</div></div>		

Revised: September, 2020

## Work Plan – 2021 Awards Committee (AWC)

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

Revised: September, 2020