

Work Plan
Government Liaison Committee (GLC)
WORK PLAN FOR 2021 - DRAFT

Approved by Committee: September 16 th , 2020		Review Date: September 16 th , 2020	
Approved by Council: [DATE]		Approved Budget: [AMOUNT] [DATE]	
Mandate [as approved by Council]:	To provide oversight and guidance for the PEO Government Liaison Program (GLP). [APPROVED BY COUNCIL June 2011]		
Equity and Diversity Awareness	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		
Tasks, Outcomes and Success Measures:	Task/Activities [as per Terms of Reference – Key Duties]:	Outcomes	Due date:
	Success measures		
	1. MONITOR REGULATORY ISSUES		
	Monitor and evaluate regulatory issues requiring liaison with the government and advise Council of strategic initiatives to affect such liaison.	a. GLC dealing with regulatory issues as required	2021
	a. Develop communication strategies to inform MPPs regarding PEO's Action Plan to deal with the issues raised in the Cayton report and impending act changes that will help PEO improve our regulatory ability to protect the public.	Review the Action Plan and where GLC can assist with communication of same to chapter GLPs and MPPs	2021
	b. Develop, review and revise GLP Info Notes.	b. GLP Info Notes developed, reviewed, and shared with Council and GLP chairs.	As required
	2. COORDINATE ACTIVITES OF GOVERNMENT LIAISON PROGRAM		
	Continue to develop alternate means of meeting and developing relationships with MPPs during the Covid Pandemic and reflect these in the Chapter self-assessment tool.	a. Chapter self-assessment reports. Chapters use the template to develop a plan of GLP activities in the chapter.	Ongoing
GLC develops tools to assist GLP reps to reach out to MPPs in government and opposition so that we are seen as the government's (no matter the party in Power) partner in regulating the profession in the public interest.	b. Manager GLP and GLC use the reports to assess Chapters' needs for assistance and/or training	Ongoing	
	Improve the tool to help chapters determine the effectiveness of their government liaison program during Covid.	2021	
	MPPs of all parties have confidence that PEO's goal is protection of the public interest		

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	<p><i>Coordinate GLP training including overseeing the:</i></p> <p><i>a. planning of GLP Academy (training)</i></p> <ul style="list-style-type: none"> The multi-cultural calendar was considered when scheduling the workshop dates. <p><i>b. consultant (learning and development) developing the certification program for GLP Reps.</i></p> <p><i>c. ensures the training includes the regulatory aspects of PEO's role and our mandate to protect the public interest</i></p>	<p><i>a. 1 per region per year or one central</i></p> <p><i>b. certification program launched</i></p> <p><i>c. All GLP Reps are familiar with our primary mandate and can communicate it to MPPs.</i></p>	<p>2021</p> <p>2021</p> <p>2021</p>
	<p><i>Develop GLP Info Notes related to PEO's discipline process, licensing, practice standards and our PEAK program explaining how they contribute to protecting the public interest</i></p>	<p><i>As required</i></p> <p><i>GLP reps familiar with our primary mandate and how we implement it</i></p>	Ongoing
	<p><i>Encourage all chapters to aim for gender balance in the recruitment of their GLP members</i></p>	<p><i>Goal 30% by 2030 – 10% greater female participation amongst all GLP reps.</i></p>	Ongoing
	<p><i>Encourage more in person engagement by GLP reps through the invitation of one per virtual GLC meeting</i></p>	<p><i>Encourage chapter GLP reps to engage with the GLC and to be active on GLC working groups, etc.</i></p>	2021
3. COORDINATE Government Relations with ENGINEERING PROFESSION			
	<p><i>Hold regular GLC meetings virtual or face-to-face if permitted</i></p>	<p><i>a. At least 6 meetings per year</i></p> <p><i>b. regular reports from CEO, Engineers Canada and ESCCO</i></p>	2021
	<p><i>Engage chapters in the development of a strong one-to-one GLP to MPP relationship with all MPP's within the Chapter.</i></p> <p><i>Develop mechanisms for communicating with GLP reps and Ultimately MPPs that the right PEO representatives from PEO should be at the table when new legislation affecting regulation of the profession are at the table.</i></p>	<p><i>No. of requests from MPP's, their staff or Government staff to provide input on legislation that impacts regulation of the profession</i></p> <p><i>No. of changes to legislation that are implemented due to interactions with PEO</i></p>	2021
	<p><i>Endeavour to reengage OSPE so that joint PAN/GLP rep virtual or face-to-face meetings can be restarted</i></p>	<p><i>Connect local PAN reps with GLP reps</i></p>	Ongoing
	<p><i>Encourage OSPE to reengage with and appoint a new rep to the GLC</i></p>	<p><i>A virtual open forum of jurisdictional issues related to government liaison can be discussed and sorted. Ways to cooperate and assist each other in aspects of each of our programs can be determined</i></p>	2021
4. MATTERS DELEGATED BY COUNCIL			
	<p><i>Consider any other matter related to the Government Liaison Program delegated to the committee by the Council.</i></p>	<p><i>Respond to Council's request</i></p>	As required

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	Consider matters at regular GLC meetings. Strike subcommittee, if required, to focus on the matter.		
5. CONSULT TO ADVANCE SUPPORT OF PEO FROM GOVERNMENT			
	Consult as required with Council, chapters, members, staff, with respect to opportunities to advance support of PEO from government.	Promote PEO's availability to consult on issues related to regulation of the profession in the Public Interest	ongoing
6. RECEIVE AND REVIEW REPORTS FROM PEO COMMITTEES			
	Establish, receive, and review reports from PEO committees as it considers appropriate. Liaise with Legislation Committee (LEC), Regional Councillors Committee (RCC), Joint Relations Committee (JRC)	a. Invite speakers to present to GLC, receive reports or attend meetings of other committees as observer.	ongoing
7. ENHANCE GOVERNMENT OUTREACH			
	Maintain manual MPP Interaction Database	Maintain for GLP chairs to report on their interactions.	Ongoing
	Explore possibility of virtual "Take Your MPP to Work, Day":- Company video tour – try one with willing Chapter and company Emphasize PEO's primary mandate, regulation of the profession in the public interest during this type of event.	Trial virtual event 3 other events	2021 2021
8. WORK PLAN			
	Develop and submit 2022 Work Plans and HR Plans for Council's approval	Submitted by due date	Sept 2021
	Prepare and submit Annual GLC report to Council	Submitted by due date	Feb 2022
Inter-committee collaboration:		Participation in Chairs Meetings, consult with Legislation Committee (LEC), liaise with Regional Councillors Committee (RCC) and Joint Relations Committee (JRC)	
Stakeholders:		PEO Council, PEO Chapters, OSPE, CEO, Engineers Canada, ESSCO, Government (MPPs of all parties, civil servants)	

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

Committee: Licensing Committee	Date Developed: xx, 2020
Committee Review Date: xx, 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 <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	<ul style="list-style-type: none"> • Professional engineers with extensive knowledge of the <i>Professional Engineers Act</i> and Regulation 941. • Knowledge of PEO’s mandate, core values, governance and committee structure. • Knowledge of licensing criteria and processes acquired through collaboration and volunteering on the ARC, ERC, LEC, and REC. • Familiarity with the ARC Licensing and Registration Policies and Guidelines. • 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. • 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. 	All members have these core competencies to successfully carry out the Committee’s mandate as per its Terms of Reference.	None

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

	<ul style="list-style-type: none"> 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. Professional engineers who have rendered conspicuous service to the engineering profession. 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). 		
Volunteer Development Plans	N/A	N/A	N/A
Committee Membership	10 Members	None	None
Broad Engagement	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
Succession Planning <ul style="list-style-type: none"> List of members below 	List of member service to Committee: Terms below	Search/appoint new members as needed	Search/appoint new members as needed.

LICENSING COMMITTEE (LIC)

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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">1. Identify the need for, and prioritize, enhancements to PEO's licensing policies, criteria, and processes.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.3. Coordinate the development of proposals for Council approval to enhance PEO's licensing criteria and processes, including appropriate peer review.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.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.6. Review and advise Council with respect to proposals from internal and external stakeholders for changes to PEO's licensing criteria and processes.7. Maintain, on behalf of Council, a prioritized high-level plan for development and implementation of changes to PEO's licensing criteria and processes.8. Track and document developments and practices in other self-regulating professions with respect to licensure.9. Maintain dialogue with Engineers Canada and its Constituent Associations and boards (CEAB and CEQB) on issues related to licensure.10. Review and comment on elements of the National Framework for Licensure that are relevant to PEO's licensing criteria and processes.11. Communicate regularly with Council and important stakeholders to keep them up to date on issues and developments related to licensure.		
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? YES2. Is each task/activity being done in an equitable manner and engaging diverse groups? YES3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO		
Tasks, Outcomes	Task/Activities	Outcomes and Success Measures	Due Date

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LICENSING COMMITTEE (LIC)

and Success Measures	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"> • Critical mass of licensees in emerging disciplines / scopes of practice; • Applicants in emerging disciplines / scopes of practice well-handled by licensing processes 	TBD
	3- Consider new licensing policy items including, but not limited to: <ul style="list-style-type: none"> • Certifications in emerging scopes of practice • Powers of the Registration Committee • Competency-based assessment of experience • The Provisional Licence • The Temporary Licence • Structured Internships • Assessment of Good Character / Suitability to Practice. 	<ul style="list-style-type: none"> • Policy documents issued for peer review • Potential Act and Regulation changes for review by LEC • Briefing Notes with resolutions for Council approval 	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
Inter-Committee Collaboration	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)

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LICENSING COMMITTEE (LIC)

Stakeholders	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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HR Plan for Professional Standards Committee 2021

Committee: Professional Standards Committee	Date Developed: August 25, 2020
Committee Review Date: October 6, 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 <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	<ul style="list-style-type: none"> • Understanding of the <i>Professional Engineers Act</i> and PEO processes • Extensive experience in providing engineering services to clients and employers 	None	None
Volunteer Development Plans <ul style="list-style-type: none"> • List potential development opportunities 	Legal review of practice standards processes.	Presentation by legal firm on issues pertaining to practice standards processes.	None
Committee Membership	<ul style="list-style-type: none"> • 8 members including one councilor who serves as Council liaison. 	2	2
Broad Engagement			
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

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

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
Succession Planning • List the members	As per 2020 PEO ANNUAL COMMITTEES AND TASK FORCES MEMBERSHIP ROSTER	N/A	N/A
Continuous learning	Presentations by legal firms on issues involving practice standards.		
Term of Office • Chair • Committee members	<ul style="list-style-type: none"> • As per PSC Terms of Reference • As per PSC Terms of Reference 		

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">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.To make recommendations on issues affecting employee engineers and their employers in matters of professional practice.To provide guidance on professional practice issues. To develop professional practice guidelines.To review, recommend and provide advice to Council with respect to establishing and maintaining standards of practice for all areas of professional engineering.		
Equity and Diversity Awareness	<p>1. Was the E & D module reviewed in order to have tasks and activities align with the E&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? No</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
	Q2: The multi-cultural calendar was considered when scheduling meeting dates. Q3: Persons with disabilities and food allergies were appropriately accommodated.	Yes, for larger groups, while Doodle polls are used for smaller groups 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.		

2021 Work Plan REGIONAL COUNCILLORS COMMITTEE (RCC)

Approved by Committee: [DATE]		Review Date: September xx, 2020.
Approved by Council: [DATE]		Approved Budget: \$38,850.00 – September xx, 2019.
Mandate [as approved by Council]:	<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">1. To establish, maintain, and develop standards of knowledge and skill among its licence holders.2. To establish, maintain, and develop standards of qualification and standards of practice for the practice of professional engineering.3. To establish, maintain, and develop standards of professional ethics among its licence holders.4. To promote public awareness of the role of the Association.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). <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>	
Terms of Reference [Key duties]:	<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">1. consult with the Chapters on matters of concern for PEO Council2. communicate matters of PEO policy and procedure to the Chapters3. Administer the business planning and operation of the Chapters <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">1. provide training for Chapter delegates in operation and administration of Chapter activities2. provide a forum for sharing of ideas and best practices between all Chapters in Ontario <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>	

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	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.		
Equity and Diversity Awareness	<p>1. Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? <u>NO</u></p> <p>2. Is each task/activity being done equitably and engaging diverse groups? <u>YES</u></p> <p>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? <u>NO</u></p>		
Tasks, Outcomes, and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	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.	For each task, identify its outcomes and related success measures.	Include dates for deliverables.
	<p>For example:</p> <ol style="list-style-type: none"> Approve, distribute, and oversee Chapters' allotments. Consult with the Chapters on matters of concern for PEO Council Provide training for Chapter delegates in operation and administration of Chapter activities <p>Q2: 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>Q3: 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"> 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. 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. Regional Councillors in tandem with The Chapters Office provide training to chapters delegates in several areas to ensure they are performing their respective tasks 	<ol style="list-style-type: none"> Approval Nov. 2020 Distribution Dec. 2020 Mngmt Jan to Dec. 2021 Jan to Dec. 2021 Jan to Dec. 2021

**2021 Work Plan
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.	
Performance metrics	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.		
Inter-committee collaboration:	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.		
Stakeholders:	RCC engages with the Ontario Society of Professional Engineers yearly.		

HUMAN RESOURCES PLAN - 2021 REGISTRATION COMMITTEE (REC)

Committee: Registration Committee		Date Developed:	
Committee Review Date: September 29, 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	12 members		
Broad Engagement	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. Proclamation of the amendments to the Professional Engineers Act would create an opportunity to increase the diversity, women and geographic representation on REC.	provide necessary training for new members.
Volunteer Development Plans	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided during REC meetings c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.)	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided during REC meetings c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.) e. New members to attend a hearing and deliberations as observers.	a. New members attend a basic orientation session conducted by members of the REC and Tribunal Staff b. All members attend training provided during REC meetings. c. Attend outside training sessions (SOAR Conference, etc.) d. Provide resources (handbook, legal reference books, etc.) e. New members to attend a hearing and deliberations as observers. See Appendix A

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REGISTRATION COMMITTEE (REC)

Term of Office	Chair and Vice-Chair elected annually, for a maximum of three (3) years. Members – No Term Limit (see comment)		Next election of Chair/Vice Chair planned for fall/winter 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"> a. Knowledge of the applicable sections of the Act, Regulations, SPPA, Registration Committees' Rules and the Handbook : <ul style="list-style-type: none"> i. Panel Chair – Comprehensive Knowledge ii. Experienced Members – Detailed Knowledge iii. New Members – Basic Knowledge b. Ability to contribute to the panel's deliberations by understanding the legal arguments presented, identifying facts, weigh differing views, and to make fair, logical decisions (all panel members). c. Be committed and enthusiastic (all panel members). d. Ability to write Decisions and Reasons (scribe). e. Ability to conduct a hearing; understand role of panel members, parties and ILC. f. Have the time required to sit on panels (all panel members). g. Familiarity with Decisions and Reasons in previous matters, judicial reviews of administrative decisions (panel chair and experienced members).
Set Hearings (Chair, REC)	<ul style="list-style-type: none"> a. Ability to set a date when the panel and the parties are available. b. Broad experience conducting a pre-hearing conference.
Develop Volunteers (Chair, REC)	<ul style="list-style-type: none"> a. Identify training requirements and resources. b. Organize training sessions. c. Conduct training sessions.
Develop Policy and Plans (Chair, REC)	<ul style="list-style-type: none"> a. Develop and analyze policy alternatives. b. Appoint Subcommittee(s), as required. c. Draft proposals to amend the Handbook, Work Plan, and H.R. Plan.

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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)

Approved by Committee: September 29, 2020	Review Date:
Approved by Council:	Approved Budget: TBD
Mandate [as approved by Council]:	<p>Notice of proposal to revoke or refuse to renew</p> <p><u>19.(1)</u> Where the Registrar proposes,</p> <ul style="list-style-type: none"> (a) to refuse to issue a licence; or (b) to refuse to issue, to suspend or to revoke a temporary licence, a provisional licence, a limited licence or a certificate of authorization, <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>Exception</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>Notice</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>Power of Registrar where no hearing</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>Hearing by Registration Committee</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>Continuation on expiry of committee membership</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>Powers of Registration Committee</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>

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REGISTRATION COMMITTEE (REC)

(a) where the committee is of the opinion upon reasonable grounds that the applicant meets the requirements and qualifications of this Act and the regulations and will engage in the practice of professional engineering or in the business of providing services that are within the practice of professional engineering with competence and integrity, direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be, to the applicant;

(b) where the committee is of the opinion upon reasonable grounds that the applicant does not meet the requirements and qualifications of this Act and the regulations,

(i) direct the Registrar to refuse to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, or to suspend or revoke the certificate of authorization issued to the applicant, as the case may be, or

(ii) where the committee is of the opinion upon reasonable grounds that the applicant will engage in the practice of professional engineering with competence and integrity, exempt the applicant from any of the requirements of this Act and the regulations and direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be; or

(c) where the committee is of the opinion upon reasonable grounds that it is necessary in order to ensure that the applicant will engage in the practice of professional engineering or in the business of providing services that are within the practice of professional engineering with competence and integrity, direct the Registrar to issue a licence, certificate of authorization, temporary licence, provisional licence or limited licence, as the case may be, subject to such terms, conditions or limitations as the Registration Committee specifies. R.S.O. 1990, c. P.28, s. 19 (7); 2001, c. 9, Sched. B, s. 11 (24).

Extension of time for requiring hearing

(8) The Registration Committee may extend the time for the giving of notice requiring a hearing by an applicant under this section before or after the expiration of such time where it is satisfied that there are apparent grounds for granting relief to the applicant following upon a hearing and that there are reasonable grounds for applying for the extension, and the Registration Committee may give such directions as it considers proper consequent upon the extension. R.S.O. 1990, c. P.28, s. 19 (8).

Parties

(9) The Registrar and the applicant who has required the hearing are parties to proceedings before the Registration Committee under this section. R.S.O. 1990, c. P.28, s. 19 (9).

Opportunity to show compliance

(10) The applicant shall be given a reasonable opportunity to show or to achieve compliance before the hearing with all lawful requirements for the issue of the licence, the certificate of authorization, the temporary licence, the provisional licence or the limited licence. R.S.O. 1990, c. P.28, s. 19 (10); 2001, c. 9, Sched. B, s. 11 (25).

Examination of documentary evidence

(11) A party to proceedings under this section shall be afforded an opportunity to examine before the hearing any written or documentary evidence that will be produced or any report the contents of which will be given in evidence at the hearing. R.S.O. 1990, c. P.28, s. 19 (11).

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	<p>Members holding hearing not to have taken part in investigation, etc.</p> <p><u>(12)</u> Members of the Registration Committee holding a hearing shall not have taken part before the hearing in any investigation or consideration of the subject-matter of the hearing and shall not communicate directly or indirectly in relation to the subject-matter of the hearing with any person or with any party or representative of a party except upon notice to and opportunity for all parties to participate, but the Registration Committee may seek legal advice from an adviser independent from the parties and, in such case, the nature of the advice shall be made known to the parties in order that they may make submissions as to the law. R.S.O. 1990, c. P.28, s. 19 (12).</p> <p>Recording of evidence</p> <p><u>(13)</u> The oral evidence taken before the Registration Committee at a hearing shall be recorded and, if so required, copies of a transcript thereof shall be furnished upon the same terms as in the Superior Court of Justice. R.S.O. 1990, c. P.28, s. 19 (13); 2001, c. 9, Sched. B, s. 11 (66).</p> <p>Only members at hearing to participate in decision</p> <p><u>(14)</u> No member of the Registration Committee shall participate in a decision of the Registration Committee following upon a hearing unless he or she was present throughout the hearing and heard the evidence and argument of the parties. R.S.O. 1990, c. P.28, s. 19 (14).</p> <p>Release of documentary evidence</p> <p><u>(15)</u> Documents and things put in evidence at a hearing shall, upon the request of the person who produced them, be released to the person by the Registration Committee within a reasonable time after the matter in issue has been finally determined. R.S.O. 1990, c. P.28, s. 19 (15).</p> <p>Applicant</p> <p><u>(16)</u> In this section,</p> <p>“Applicant” means applicant for a licence or applicant for or holder of a temporary licence, a provisional licence, a limited licence or a certificate of authorization. R.S.O. 1990, c. P.28, s. 19 (16); 2001, c. 9, Sched. B, s. 11 (26).</p> <p>Fiduciary, etc., relationship between corporation and client</p> <p><u>20.</u> A corporation that holds a certificate of authorization has the same rights and is subject to the same obligations in respect of fiduciary, confidential and ethical relationships with each client of the corporation that exist at law between a member of the Association and his client. R.S.O. 1990, c. P.28, s. 20.</p> <p>Appeal to court</p> <p><u>31.(1)</u> A party to proceedings before the Registration Committee or the Discipline Committee may appeal to the Divisional Court, in accordance with the rules of court, from the decision or order of the committee.</p> <p>Certified copy of record</p> <p><u>(2)</u> Upon the request of a party desiring to appeal to the Divisional Court and upon payment of the fee therefore, the Registrar shall furnish the party with a certified copy of the record of</p>
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REGISTRATION COMMITTEE (REC)

	<p>the proceedings, including the documents received in evidence and the decision or order appealed from.</p> <p>Powers of court on appeal</p> <p>(3) An appeal under this section may be made on questions of law or fact or both and the court may affirm or may rescind the decision of the committee appealed from and may exercise all powers of the committee and may direct the committee to take any action which the committee may take and as the court considers proper, and for such purposes the court may substitute its opinion for that of the committee or the court may refer the matter back to the committee for rehearing, in whole or in part, in accordance with such directions as the court considers proper. R.S.O. 1990, c. P.28, s. 31.</p>		
Terms of Reference [Key duties]:	<p>Hearing by Registration Committee</p> <p>19(5) 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>		
Equity and Diversity Awareness	<p>Equity and Diversity Awareness</p> <p>1. Was the E & D module reviewed in order to have tasks and activities align with the E&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? - NO</p>		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes success measures:	Due date:
	Hold hearings, as required	100%	Ongoing
	Decision-Writing		
	- Decisions issued within 6 weeks:	70%	Ongoing
	- Decisions issued within 6 months:	100%	
	Hold REC meetings (minimum 2 per year)	100%	Ongoing
	Attend training sessions (internal and external)	80%	Ongoing
	Participate on subcommittees (approximately 5 members on the Subcommittee)	100%	Ongoing
	RFP for Independent Legal Counsel	N/A	N/A
	Review and update Rules of Procedure as required	100%	Ongoing
	Review and update Registration Committee Handbook as required	100%	Ongoing

WORK PLAN - 2021

REGISTRATION COMMITTEE (REC)

	New member orientation sessions (approximately 1)	100%	Ongoing
Performance metrics	See above in Tasks, Outcomes and Success Measures. No individual review of members' performance is done.		
Inter-Committee Collaboration:	N/A		
Stakeholders:	N/A		

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

Committee: <i>Volunteer Leadership Conference Planning Committee (VLCPC)</i>	Plan Year: 2021
Committee Review Date: <i>September 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 [See Appendix A] <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	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
Broad Engagement Career Stage	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 – ethincal 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
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 another committee/task force. 	<ul style="list-style-type: none"> • Member self-identified future plans. 	N/a
Succession Planning <ul style="list-style-type: none"> • Time on Committee 	Not applicable as members are representatives of other committees.	<ul style="list-style-type: none"> • 0 to 5 years = 5 members 	Not applicable

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

Terms of Office: <ul style="list-style-type: none"> • Chair/Vice Chair • Committee members 	<ul style="list-style-type: none"> • Chair / Vice Chair: Maximum of 3 consecutive years, subject to annual renewal. • Members: 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.
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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. Identify and select conference themes and topics consistent with the mandate.	<ul style="list-style-type: none"> - Good knowledge and understanding of PEO policy, governance issues, regulatory process and leadership development with regulatory focus. - Prior PEO Committee / Chapter experience preferred. - Ability to Initiate recommendations for change preferred.
2. Develop the conference program by contributing expertise as well as chapter and committee perspectives.	<ul style="list-style-type: none"> - Conduct volunteer needs assessment, understand training and development concepts. - be familiar with training resources and methodologies. - Project management skills and ability to implement training plans preferred.
3. Source and solicit speakers / facilitators and approve proposals.	<ul style="list-style-type: none"> - Conduct research and communicate the volunteer training needs and conference objectives to potential speakers / facilitators. - Review and approved proposals from potential speakers / facilitators.
4. Coordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and	<ul style="list-style-type: none"> - 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.	<ul style="list-style-type: none"> - 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. Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES</p> <p>2. Is each task/activity being done in an equitable manner and engaging diverse groups? YES, the multi-cultural calendar was considered when scheduling the conference date.</p> <p>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO, persons with disabilities and food allergies were appropriately accommodated.</p>		
Tasks, Outcomes and Success Measures:	Part 1: Activities – VLCPC Terms of Reference	Current status (Date):	Due date:
	1. Identify and select conference themes and topics consistent with the mandate. [Refer to Responsibility 1]	In progress	December 2020
	2. Develop the conference program by contributing expertise as well as chapter and committee perspectives [Refer to Responsibility 2]	In progress	January 2021
	3. Source and solicit speakers / facilitators and approve proposals. [Refer to Responsibility 3]	In progress	February 2021
	4. Coordinate development of conference-related activities and, if applicable, recruit and organize volunteers to assist with the implementation of such activities; and [Refer to Responsibility 4]	Ongoing	April 2021
	5. Contribute to the development of a conference evaluation survey. [Refer to Responsibility 5]	Ongoing	Ongoing
	6. Develop a follow-up survey to the participants and a Summary Report.	In progress	July 2021

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 & HR Plan for 2022.</i>	<i>In progress</i>	<i>September 2021</i>
Inter-committee collaboration:	Advisory Committee on Volunteers (ACV) Regional Councillors Committee (RCC) Other committees and task forces reporting to Council		
Stakeholders:	PEO Council / Committees and Task Forces / Chapters Other agencies and organizations		

HR Plan for PEO's 30 by 30 Task Force

Committee: PEO's 30 by 30 Task Force		Date Developed: October 1, 2020	
Committee Review Date: October 1, 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 <ul style="list-style-type: none"> • Skills • Abilities • Expertise • Knowledge 	<ul style="list-style-type: none"> • Direct leadership experience and knowledge of Engineers Canada's 30 by 30 initiative • Extensive experience with Women-in-engineering issues/organizations • Engineering Practice expertise at senior level in the academic, industry and government sectors • Volunteer leadership experience with PEO governance, organizational structure and licensing process • Volunteer leadership experience with OSPE (board of directors, WEAC) • Organizational Behaviour/Change Management Expertise 	No gaps	No gaps
Volunteer Development Plans <ul style="list-style-type: none"> • List potential development opportunities 	<ul style="list-style-type: none"> • Support of/Participation in gender bias audit research – TBD <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

Committee Membership	Four.	No gaps	No gaps
Broad Engagement <ul style="list-style-type: none"> • Career Stage • Disciplines • Experience Level • Gender / Diversity • • Geographic Representation • CEAB Grads / Non CEAB Grads • • Licensed / Non-licensed 	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
Succession Planning <ul style="list-style-type: none"> • List the members 	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
Continuous learning	Gender Bias Audits; Cultural Barriers for Women in Engineering		
Term of Office <ul style="list-style-type: none"> • Chair • Committee members 	<ul style="list-style-type: none"> • Duration of Task Force – 3 years • Duration of Task Force – 3 years 		

**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 & D module reviewed in order to have tasks and activities align with the E&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"> – Support Virtual Session for East Central Region Chapters – Support Chapter Leads in holding sessions in regions across Ontario, if possible, with COVID-19 	<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"> – Support Registrar in conducting gender audit of PEO licensing process and internal operations 	<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"> – 2018 Baseline and 2019 metrics (for 2020) – 2018, 2019 and 2020 (for 2021) 	<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
Performance metrics	<i>Indicate performance outcomes and metrics to evaluate the performance of committee members, Chair and Vice Chair.</i>		
Inter-committee collaboration	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		
Stakeholder	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.		

Briefing Note – Decision

C-537-3.5

RE-APPOINTMENT TO THE CANADIAN ENGINEERING ACCREDITATION BOARD

Purpose: To approve the re-appointment of a PEO member to the *Canadian Engineering Accreditation Board (CEAB)* - *Member from Ontario* position.

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

That Council approves the re-appointment of Ramesh Subramanian, P.Eng. to serve on the Canadian Engineering Accreditation Board (CEAB) as a Member from Ontario for the second three-year term.

Prepared by: Viktoria Aleksandrova, Committee Coordinator

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

1. Need for PEO Action

In accordance with Engineers Canada Policy Manual - Section 6.9 Canadian Engineering Accreditation Board [Terms of Reference](#), the Accreditation Board's Nominating Committee would like to extend Ramesh Subramanian's appointment as a Member from Ontario for a second three-year term from July 1, 2021 to June 30, 2024. Ramesh has agreed to serve if appointed.

The Nomination Committee is seeking PEO's approval for this appointment.

Ramesh Subramanian, P.Eng. is a PEO member in good standing and has no disciplinary findings.

2. Proposed Action / Recommendation

Approve the re-appointment of Ramesh Subramanian, P.Eng. to serve on the CEAB as a Member from Ontario for a second three-year term from July 1, 2021 to June 30, 2024.

3. Next Steps (if motion approved)

Engineers Canada will be formally advised of the re-appointment approved by PEO Council.

4. Policy or Program contribution to the Strategic Plan

The motion 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	Engineers Canada process PEO External Appointments recruitment process
Council Identified Review	N/a
Actual Motion Review	N/a

7. Appendices

No appendices

Briefing Note – Information

C-537-4.1

COUNCILLOR/COMMITTEE ITEMS

- a) **Notice of Future Council Agenda Items**
- b) **Councillors/Committee Questions**

Purpose: To provide Councillors with an opportunity to provide notice of items for inclusion on the next Council meeting agenda, and to ask questions.

No motion required

Prepared by: Dale Power – Secretariat Administrator