

## HR Plan for Complaints Committee

<b>Committee: Complaints Committee</b>	<b>Date Developed: October 23, 2020</b>
<b>Committee Review Date: October 23, 2020</b>	<b>Date Council Approved: November 20, 2020</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> Representation from each of the following areas of expertise / industry sector: <b>industry, government, consulting, academia, high tech/IT</b>	Good representation from all sectors except High tech/IT	High tech/IT	
<b>Volunteer Development Plans</b> <ul style="list-style-type: none"> <li>List potential development opportunities</li> </ul>	Members advise Chair of their interest in advancing to the position of Vice-Chair or Chair. Members have the opportunity to be considered for volunteering on various COC sub-committees as required for special projects/initiatives.		
<b>Committee Membership</b> 18 members including the Chair, at least 3 LGAs/AG appointees, and one Councilor who is a P.Eng. All other members to be P.Eng.s	15 members (as at Jan 2021) including Chair, 0 LGA and 2 AG appointees, One Councilor who is a P.Eng	Additional AG appointee 2 P.Eng. members	Two current AG appointments on same renewal cycle may require replacement in 2-5 years
<b>Broad Engagement</b> <ul style="list-style-type: none"> <li>Members to have minimum 10 years work experience.</li> <li>No more than 4 committee P.Eng. members to be non-practising or retired.</li> </ul>	<ul style="list-style-type: none"> <li>Presently have one retired P.Eng. member</li> <li>All members have more than 10 years of work experience</li> </ul>		
At least three committee members to be structural engineers; good representation from the other disciplines.	Two committee members are structural; broad representation of other disciplines: elec, mech, civil, chemical	structural	

Majority of members to be at 'director' level or higher	Majority of members are or have been director level or higher		
Diversity: gender and ethnic diversity to be represented on the committee	Presently 3 female members. Four are required at committee size of 18.	The goal is to enhance diversity on the committee	
Broad range of representation in Ontario	All geographic areas represented – southern, central, eastern and northern Ontario		
COC has at least one foreign trained member	One foreign-trained member is presently serving on COC		
<b>Succession Planning</b> <ul style="list-style-type: none"> <li>At least half of committee to have min 5 yrs experience on the committee, and at least one committee member to have less than 3 years on the committee.</li> </ul>	At least half of COC has a minimum of 5 years of experience on the committee. At present, three members have less than 3 years of experience on the committee.		
<b>Continuous learning</b>	Improved committee member on-boarding being explored. Initiatives identified include: <ul style="list-style-type: none"> <li>New members to prepare first lead reviewer presentations under 'mentorship'</li> <li>New members to present first file review in video environment as learning opportunity</li> <li>Periodic (every 2 or 3 years) Committee Orientation Training which includes a review of PEO legislation; COC guiding principles and legal opinions</li> <li>New members encouraged to review files with assigned investigator</li> </ul>		
<b>Term of Office</b>	Term for Chair and Vice Chair is 2 or 3 yrs. Positions elected/confirmed annually.  Attendance: Min 75% attendance and no more than 2 consecutive meetings to be missed without advising missed without advising Chair of acceptable reason.		