

# DISCIPLINE COMMITTEE (DIC)

## 2021 WORK PLAN

<b>Approved by Committee:</b> September 2020	<b>Review Date:</b>
<b>Approved by Council:</b> November 20, 2020	<b>Budget:</b>

<b>Mandate:</b>	<p>The Discipline Committee (DIC) is an independent administrative tribunal whose mandate is set out in section 28 of the <i>Professional Engineers Act</i> (PEA), as follows:</p> <p><b>28</b> (1) The Discipline Committee shall,</p> <p style="padding-left: 40px;">(a) when so directed by the Council, the Executive Committee or the Complaints Committee, hear and determine allegations of professional misconduct or incompetence against a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence;</p> <p style="padding-left: 40px;">(b) hear and determine matters referred to it under section 24, 27.1 or 37; and</p> <p style="padding-left: 40px;">(c) perform such other duties as are assigned to it by the Council.</p>		
<b>Terms of Reference:</b>	Refer to the DIC Terms of Reference approved by Council		
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. The Chair has reviewed the E&amp;D module in order to have tasks and activities align with the E&amp;D Policies.</li> <li>2. Each task/activity is done in an equitable manner and is engaging diverse groups.</li> <li>3. There are no known barriers to information dissemination, human resources, physical space, and cultural differences.</li> </ol>		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities</b>	<b>Outcomes/ Success Measures</b>	<b>Due Date</b>
	<ol style="list-style-type: none"> <li>1. Canvass members for Hearings and obtain responses within one week:  "“Yes” available responses:  "“Not” available responses:  No response:</li> </ol>	<p>Achieve 90% response rate within 7 days with:</p> <p style="padding-left: 40px;">&gt; 50%</p> <p style="padding-left: 40px;">&lt; 40%</p> <p style="padding-left: 40px;">&lt; 10%</p>	Various, according to the date that a matter is referred to the DIC
	<ol style="list-style-type: none"> <li>2. Select hearing panels and schedule hearings</li> </ol>	Notice of Hearing issued within 90 days of referral	Various
	<ol style="list-style-type: none"> <li>3. Issue all Decisions and Reasons in a timely manner</li> </ol>	<p>For a D&amp;R on the merits, within 90 days after receipt of final submissions.</p> <p>For a D&amp;R on penalty, within 60 days after receipt of final submissions.</p>	Various, according to hearing dates. D&R and hearing statistics are reported to Council every six months.

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	<p>4. Hold two general meetings of the committee, including mandatory two-day training when number of required attendees warrants. Approve other training options for members.</p> <p>Consider the multi-cultural calendar when scheduling meeting, and accommodate members' needs (physical, auditory, food allergies, etc.).</p>	<p>1 to 2 meetings per year; 1 to 2 full committee training sessions per year; other training on a case-by-case basis</p>	<p>Usually in May/June and November annually.</p> <p>In 2020, due to Covid-19, September, October and November.</p>
	<p>5. Update and revise Committee Rules of Procedure, Committee Handbook, and practices.</p>	<p>Complete review and update.</p>	<p>October 2021</p>
<p><b>Performance metrics</b></p>	<p>Committee Members serving on panels provide an evaluation after the conclusion of the hearing that addresses the panel's performance, working relationship and effectiveness. The Chair uses this information as the basis for coaching and training members, and assigning future panels.</p>		
<p><b>Inter-committee collaboration</b></p>	<p>The only inter-committee collaboration of the DIC is joint adjudication training with the Registration Committee, which is also an independent administrative tribunal, for cost sharing purposes.</p> <p>The legislated mandate of the DIC requires that its operation is independent of the Association.</p>		
<p><b>Stakeholders</b></p>	<p>The DIC regularly engages external independent legal counsel for advice on policies, procedural issues and the compliance of its processes and decisions with applicable legislation, and administrative law and best practices. The DIC also consults similar committees and tribunals of other self-regulated professions within Ontario and Canada on best practices. Stakeholders include the people and the government of Ontario, the PEO and its members, the parties that appear before the DIC, and the DIC members.</p>		