



TERMS OF REFERENCE

1. **Name:** Professional Practice Advisory Group

2. **Type** Advisory Group

3. **Reporting Relationship**

The members of the Advisory Group are appointed by the Director, Professional Practice, Standards and Development (PPSD).

The Advisory Group reports to the Director, Professional Practice, Standards and Development.

4. **Purpose**

4.1 To provide advice regarding issues that influence the practice of professional engineering and professional geoscience in BC.

5. **Authorities of the Advisory Group**

5.1 The Advisory Group may provide advice, guidance, and recommendations to PPSD staff on matters related to engineering and geoscience professional practice.

6. **Function / Deliverables**

6.1 The Advisory Group and individuals on the Advisory Group may be called upon to provide advice to PPSD staff on professional practice issues related to practice inquiries, guidelines, and advisories. Advice to be provided during Advisory Group meetings and outside of meetings through email correspondence, as applicable.

6.2 To participate in the consultation process undertaken in the preparation of Engineers and Geoscientists BC Professional Practice Guidelines and provide recommendations to PPSD staff.

7. Budget

- 7.1 Except as allocated in Engineers and Geoscientists BC's budget, the Advisory Group has no budget authority beyond reasonable expenses for travel or ancillary expenses.

8. Membership

- 8.1 Must be comprised of between five and nine members.
- 8.2 Advisory Group members must include Registrants from a wide range of disciplines in both engineering and geoscience.
- 8.3 If deemed necessary by the Advisory Group, a maximum of two non-registrants of Engineers and Geoscientists BC as representatives of other self-regulated professions in BC or of authorities having jurisdiction.

9. Term of Office

- 9.1 Appointments are normally two years and renewable twice, unless the Director, Professional Practice, Standards and Development deems it appropriate to extend beyond the normal terms in accordance with Engineers and Geoscientists BC approved term length policy.

10. Selection of Officers

- 10.1 The Chair is selected by the Advisory Group, annually.
- 10.2 The Vice-Chair is elected by the Advisory Group annually.

11. Quorum

- 11.1 The majority of the members of the Advisory Group.

12. Frequency of Meetings

- 12.1 Meetings at least four times per annum, or more often, if required, at the call of the Chair.

13. Conduct of Meetings

- 13.1 The Advisory Group meets or adjourns as it sees fit, including meeting by any combination of Advisory Group members attending in person or by Electronic Means.
- 13.2 On occasion, the chair and/or the Staff Support may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. Advisory Group members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Advisory Group. A consent resolution is deemed to have been achieved if
- a) there are no negative votes,
 - b) there are no calls for in-person discussion, and
 - c) the number of support votes is equal to or greater than the number required for a quorum.

In the case where a member so requests, the motion is not carried, but instead brought forward for consideration at a subsequent meeting of the Advisory Group. In the case of an urgent matter, this may occur at a special meeting conducted by Electronic Means where the normal requirements for a quorum will prevail. Any motion so carried is considered to take effect immediately and is recorded in the minutes of the subsequent meeting.

14. Minutes

- 14.1 Minutes of the Advisory Group are the responsibility of Engineers and Geoscientists BC staff.

15. Periodic Reporting and Review of Terms of Reference

- 15.1 The Advisory Group shall review its Terms of Reference on an annual basis and as requested by the Director, Professional Practice, Standards and Development, submit verification of its review to the Director, Professional Practice, Standards and Development.

16. Staff Support

- 16.1 Staff Lead – Associate Director, Professional Practice

16.2 Staff support – Professional Practice Coordinator or Administrative Assistant, Professional Practice, Standards and Development

APPROVED BY DIRECTOR:

- APPROVED BY COUNCIL: October 7, 1987 (Minute # CO 87-259)**
- AMENDED BY COUNCIL: December 2, 1987 (Minute # CO 88-27)**
- AMENDED BY COUNCIL: June 1, 1994 (Minute # CO 94-69)**
- AMENDED BY COUNCIL: September 19, 1996 (Minute #CO 96-95)**
- AMENDED BY COUNCIL: January 23, 2002 (Minute #CO 02-26)**
- AMENDED BY COUNCIL: January 14, 2005 (Minute #CO 05-11-2)**
- AMENDED BY COUNCIL: March 17, 2006 (Minute # CO 06-24-2)**
- AMENDED BY COUNCIL: June 15, 2007 (Minute # CO 07-60)**

(June 15, 2007: MOTION that Council suspends the requirement in the terms of reference for the Professional Practice committee that requires one PGeo/Councillor to be a member until following the next AGM. Professional Practice Committee may propose a PGeo member for Council approval until then. CARRIED)

- AMENDED BY COUNCIL: December 11, 2009 (Minute # CO-10-23)**
- AMENDED BY COUNCIL: November 30, 2012 (Minute # CO-13-14)**
- AMENDED BY COUNCIL: January 24, 2014 (Minute # CO-14-37)**
- APPROVED BY CEO & March 5, 2019**
REGISTRAR:

(Reviewed by Committee with no changes recommended: January 7, 2019)

APPROVED BY DIRECTOR: January 4, 2021