



## TERMS OF REFERENCE

1. **Name:** Board of Examiners
2. **Type/Reporting Relationship:**
  - 2.1 Type:  
Statutory Board (Engineers and Geoscientists Act (the Act)<sup>1</sup> Section 15)
  - 2.2 Reporting Relationship:  
The Board is appointed by the Council and is advisory to the Registration Committee.
3. **Purpose:**  
To examine the academic qualifications of candidates for admission to engineering membership or licence<sup>2</sup>, who do not meet the requirements as set out in the Act, in Bylaws 11(e)(1) and 11(e)(7)<sup>3</sup> and in policies approved by the Council.
4. **Authorities of the Board:**  
The Board has no authority other than as described in its Function and Deliverables.
5. **Resources**
  - 5.1 Except as set out above and as allocated in the Association's annual budget, the Board has no budget authority beyond reasonable expenses for travel, teleconference or ancillary expenses.
6. **Function/Deliverables:**
  - 6.1 To examine and make recommendations to the Registration Committee with respect to the academic qualifications of candidates for admission to engineering membership or licence, who do not meet the requirements as set out in the Act, in Bylaws 11(e)(1) and 11(e)(7) and in policies approved by the Council.
  - 6.2 To evaluate the academic program of such candidates (see 6.1) for compliance with the Engineers Canada Uniform Syllabus of Examinations (the Syllabus)<sup>4</sup> and

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<sup>1</sup> Engineers and Geoscientists Act [RSBC 1996] CHAPTER 116

<sup>2</sup> From the Act: Definitions and interpretation 1(1) "licence" means the official authorization given under the seal of the association that permits a nonresident person who meets the requirements of section 13(4) and (5) to practise professional engineering or professional geoscience

<sup>3</sup> Bylaws of the Association

- to recommend to the Registration Committee assignment a program of qualifying examinations and/or courses to address non-compliance with the Syllabus.
- 6.3 To recommend treatment of candidates evaluated under APEGBC's policy on special consideration.
  - 6.2 To advise the Registration Committee on matters of academic policy as requested by the Registration Committee, including endorsement of the Syllabus.
  - 6.3 To provide advice to the Registration Committee on other academic matters as required.
- 7. Membership:**
- 7.1 Typically, one professional engineer member of the Association for each engineering discipline of evaluation for registration or licence. A Board member may be appointed to examine candidates from more than one discipline as appropriate.
  - 7.2 A member of the Board of Examiners is also normally a member of an engineering faculty at British Columbia university.
- 8. Term of Office:**
- 8.1 Appointments are normally for two years, renewable twice unless otherwise extended by the Council.
- 9. Selection of Officers:**
- 9.1 The Chair is selected by the Associate Director, Admissions at the discretion of the Council.
- 10. Quorum:**
- 10.1 Recommendations regarding individual candidates for registration; one member may provide a recommendation to the Registration Committee
  - 10.2 For matters of academic policy: 50% of the members.
- 11. Frequency of Meetings:**
- 11.1 Meetings are held at least one time per annum or at the call of the Chair.
- 12. Conduct of Meetings:**
- 12.1 The Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting.
  - 12.2 The Committee may also meet by fax, email or other electronic media where communication may not be simultaneous, provided all members of the Committee have access to the medium chosen and all communication to and from one member is broadcast to all other members of the Committee.
- 13. Minutes:**
- 13.1 Minutes, notes and transmission of Board recommendations to the Registration Committee are the responsibility of the Associate Director, Admissions
  - 13.2 Minutes involving the personal information of candidates for registration or licence are confidential.

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<sup>4</sup> Engineers Canada Uniform Syllabus of Examinations is endorsed by council through policy – see [http://www.engineerscanada.ca/e/pu\\_syllabus.cfm](http://www.engineerscanada.ca/e/pu_syllabus.cfm) and <http://www.apeg.bc.ca/reg/engsyllabi.html> .

**14. Review of Terms of Reference:**

14.1 The Board shall review its Terms of Reference on an annual basis and submit verification of review to the Governance Committee on a bi-annual basis.

**15. Staff Support:** Associate Director, Admissions and registration support staff.

**Approved by Council:**

December 2, 1987 (Minute #CO 88-37)

November 30, 2012 (Minute #CO 13-XX)