



## ADVISORY GROUP TERMS OF REFERENCE

### 1. Name

- 1.1. Manufacturing and Equipment Advisory Group

### 2. Reporting Relationship

- 2.1. The members of this advisory group are appointed by the Director, Professional Practice, Standards and Development (PPSD), or their delegate.
- 2.2. This advisory group reports to the Director, PPSD, or their delegate.
- 2.3. This advisory group provides advice and may make recommendations for discussion and consideration to the Professional Practice Advisory Group.

### 3. Purpose

- 3.1. To support Engineers and Geoscientists BC in its regulatory function to establish, monitor and enforce standards of practice to enhance the quality of professional practice in the best interest of the public.

### 4. Authority

- 4.1. To provide advice to PPSD staff on matters related to its purpose. This could include providing advice that would assist other departments, for example developing recommendations for policies related to registration, enforcement, or continuing education sessions.
- 4.2. The advisory group is not permitted to take positions or make statements on behalf of Engineers and Geoscientists BC unless approved by the Director, PPSD.

## **5. Function**

- 5.1. To bring professional practice issues to the attention of Engineers and Geoscientists BC for discussion and consideration.
- 5.2. To assist with practice advice questions and practice boundary issues related to their area of practice when they arise.
- 5.3. To recommend topics for professional practice guidance development.
- 5.4. To recommend topics for continuing education sessions.
- 5.5. To review applicable professional practice guidelines, quality management standards, and guides and provide suggestions for amendments, updates, and revisions as requested.
- 5.6. When requested, to provide professional and industry specific feedback on the drafting of codes, legislation, and policies as applicable.
- 5.7. When requested, to assist Engineers and Geoscientists BC with strategic initiatives.
- 5.8. When requested, to assist Engineers and Geoscientists BC to respond to consultation on external initiatives or documents from government, related industry groups and organizations.
- 5.9. With approval from the Director, PPSD or their delegate, initiate the formation of working groups on specialized matters including but not limited to development of professional practice guidelines.
- 5.10. To nominate a minimum of one and maximum of two members to sit on the Professional Practice Advisory Group. This will help communicate the concerns and priorities of this group to the Professional Practice Advisory Group for discussion and consideration.
- 5.11. See Attachment A for further guidance on advisory group function.

## **6. Budget**

- 6.1. Except as allocated in Engineers and Geoscientists BC's annual budget, the advisory group has no budget authority beyond reasonable and pre-approved expenses for travel, teleconference, or ancillary expenses.

## **7. Membership**

- 7.1. Membership to be comprised of a minimum of 11 and maximum of 15 members.
- 7.2. At any time, the number of non-registrants cannot exceed the number of registrants.
- 7.3. Prospective members may be invited, at the discretion of the Director, PPSD or their delegate, to engage with the advisory group or its leadership prior to appointment, including attendance at one meeting as a guest.
- 7.4. Prospective members, after applying, may attend up to three meetings as a guest and/or meet with the Chair and/or Vice Chair.
- 7.5. Appointment of a new member is at the recommendation of the existing members and is approved by the Director, PPSD or their delegate.
- 7.6. Members are expected to show active participation in the advisory group by attending meetings, bringing forward items for discussion, participating in discussions, and conducting themselves professionally.
- 7.7. Consideration shall be given to having appropriate representation from registrant firms.
- 7.8. Engineers and Geoscientists BC registrant members who are elected to join the Engineers and Geoscientists BC Board shall resign from this advisory group until their term on the Board is completed.
- 7.9. See Attachment B for further guidance on advisory group membership.

## **8. Term of Office**

- 8.1. Appointments are normally three years and renewable twice, unless the Director, PPSD or their delegate deems it appropriate to extend beyond the normal terms, in accordance with the Engineers and Geoscientists BC approved term length policy.
- 8.2. Any advisory group member who has three or more unexcused consecutive absences or has been absent from a majority of meetings held within a calendar year may be removed from the advisory group, at the discretion of the Director, PPSD or their delegate.

- 8.3. Any advisory group member who is unable to attend meetings due to extended illness or parental leave may submit a request to the Director, PPSD or their delegate, to place their membership on hold for a period of up to one year. Where a hold is approved, the member's participation will be paused, and the member will resume service upon return to complete the remaining portion of their term.
- 8.4. Any advisory group member may be removed from the advisory group by the Director, PPSD for not maintaining their good standing with their regulator, for misconduct, or for other discretionary reasons.

## **9. Selection of Officers**

- 9.1. The Chair position is selected by the advisory group, annually. Where no other member stands for the position, the Chair may continue in the role. A former Chair may put themselves forward for Vice-Chair.
- 9.2. The Vice-Chair position is selected by the advisory group, annually. Where no other member stands for the position, the Vice-Chair may continue in the role.
- 9.3. If the Chair and Vice-Chair positions are not identified by the Advisory Group or are unable to attend, Engineers and Geoscientists BC staff support will act as the Chair of the advisory group.

## **10. Quorum**

- 10.1. The majority of the members of the advisory group.

## **11. Frequency of Meetings**

- 11.1. Meetings at least 6 times per annum, or more often if required at the call of the Chair.

## **12. Conduct of Meetings**

- 12.1. The advisory group meets in a manner it sees fit, including meeting by any combination of in person and electronic means.
- 12.2. 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 or virtual discussion, and
- c) the number of support votes is equal to or greater than the number required for a quorum.

12.3. 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.

### **13. Minutes**

13.1. Minutes of the advisory group are the responsibility of Engineers and Geoscientists BC staff.

### **14. Periodic Reporting and Review of Terms of Reference**

14.1. The advisory group shall review its Terms of Reference on an annual basis and as requested by the Director, PPSD or their delegate, submit verification of its review to the Director, PPSD.

### **15. Staff Support**

15.1. Staff lead – Practice Advisor, PPSD

15.2. Staff support – Administrative Assistant, PPSD

**APPROVED BY DIRECTOR PPSD: MARCH 15, 2026**

# ATTACHMENT A

## Function Requirements Specific to Manufacturing and Equipment Advisory Group

No additional functions are required for this advisory group, beyond what is included in Section 5.

The following examples are provided to improve clarity on the functions listed in Section 5; they are based on activities of previous advisory and working groups.

- To assist in prioritization, authoring/drafting, and/or reviewing of professional practice guidelines and advisories related to manufacturing and equipment safety.
- To review applicable quality management standards and guides from a practical industry perspective, and provide suggestions for amendments, updates, and revisions as requested. For example:
  - Creating parameters to conduct risk assessments and define high-risk professional activities or work, as well as expectations for independent review of high-risk professional activities or work.
  - Advising on practical processes for authentication of documents.
  - Interpreting and applying field review requirements to various industries and areas of practice.
- To recommend and help prioritize topics for continuing education sessions to Engineers and Geoscientists BC's Programs and Continuing Education department, or other appropriate industry organization to organize and host.
- To assist with practice advice questions and practice boundary issues related to their area of practice when they arise. For example:
  - Helping Engineers and Geoscientists BC understand and communicate the implications of various applicable regulatory frameworks that refer to the use of professionals.
  - Helping to resolve issues or conflicting priorities between regulatory authority requirements and professional obligations.
  - Advising on appropriate reviewers, or qualifications for reviewers, for registration or investigation purposes.
- When requested, to provide professional and industry specific feedback on the drafting of codes, legislation, and policies as applicable. For example:
  - Participating in public review processes for federal or provincial regulatory requirements related to manufacturing or equipment.
  - Participating in Engineers and Geoscientists BC- or industry-hosted discussion on current issues

- Assist Engineers and Geoscientists BC to respond to consultation on external initiatives or documents from related industry groups and organizations. For example:
  - Reviewing syllabi for new post-secondary certifications or degree programs.

## ATTACHMENT B

### Membership Requirements Specific to Manufacturing and Equipment Advisory Group

- Members of this advisory group will be drawn from registrants of Engineers and Geoscientists BC, representatives of registrant firms, registrants of other regulatory bodies, employees of local or provincial government, or individuals in academia, with consideration given to those with the following declared areas of practice:
  - Manufacturing
  - Marine/Naval
  - Metallurgical/Materials
  - Product and Process Engineering
  - Pressure Vessels
  - Machinery
  - Engines, Turbines, and Pumps
  - Transportation Equipment
  - Pulp and Paper
- Membership priority may be given to those with ties to, or a working relationship with, one or more of the following organizations:
  - Marine Technology Society (MTS)
  - Technical Safety BC
  - WorkSafe BC
- The advisory group may invite representatives of other advisory groups, industry groups, or organizations to participate as guests, as needed.