

## Council Policy on the Development of APEGBC Practice Guidelines

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### A. Identification Process

There are three ways in which APEGBC practice guidelines can be identified for development:

1. Demand Based - as a result of a request/recommendation from:
  - 1.1 a group of member practitioners
  - 1.2 an APEGBC Committee, Division or Task Force
  - 1.3 government
2. Practice Support Based – to support members in the various fields of practice by addressing on a proactive basis, practice quality and skill set (training, education and experience) issues brought to APEGBC Council's attention through practice reviews, disciplinary proceedings, and industry/public feedback.
3. Strategic Needs Analysis Based – as a result of a strategic analysis in response to specific initiatives being taken in government, industry or the professional community.

### B. Process and Methodology

The development of APEGBC Practice Guidelines will follow a Triple Bottom Line approach.

Complete or partial funding from industry, business, government or other professional associations will be sought as deemed appropriate. APEGBC Practice Guidelines will be communicated to the membership, government, industry and the public using a web based format with limited hard copies available unless specifically requested and funded by others.

A consultative approach utilizing the relevant APEGBC practice committees, divisions, task forces, experts in the field and external stakeholders deemed relevant will be followed in the development of all practice guidelines. However, APEGBC Council will retain ultimate control of the form and content of APEGBC Practice Guidelines.

APEGBC's practice guidelines are to be results or performance based and are to avoid being prescriptive except when it is essential for risk management purposes. An appropriate level of due diligence is to be established in the Guideline so as to facilitate members being able to exercise their professional discretion when providing solutions/recommendations related to the carrying out of a particular professional activity.

Before being introduced into practice, all practice guidelines are to undergo a legal review for consistency with the *Engineers and Geoscientists Act, Bylaws and Code of Ethics* and other relevant legislation. In addition the legal review is to address other matters as deemed appropriate including copyright provisions.

### C. Objective for Practice Guidelines

The objectives of the Guidelines should be to:

- (1) Describe the obligatory standards of practice APEGBC members must follow in providing professional services in a particular field of practice as they relate to the Quality Management Bylaws (eg. maintenance of files, in-house checking, field reviews, concept reviews on structural designs).
- (2) Specify the tasks that should be performed by APEGBC member's so as to meet an appropriate standard of care which is consistent with a risk-based management approach and which fulfils the member's professional obligations under the Engineers and Geoscientists Act (Act). These obligations include the member's primary duty to protect the safety, health and welfare of the public and the environment.
- (3) Outline the professional services and level of effort that should generally be provided by the APEGBC member carrying out a particular professional activity.
- (4) Where appropriate describe the roles and responsibilities of the various participants/stakeholders involved in such work. The document will assist in delineating the roles and responsibilities of the various participants/stakeholder. This will include addressing matters of practice overlap when relevant.
- (5) Where appropriate identify the appropriate skill sets including education, training and experience recommended for those practicing in a particular area.
- (6) Where appropriate give consideration to how the member/licensee can address climate change adaptation in their professional practice when carrying out professional activities relevant to the guideline.
- (7) Identify that technical recommendations need to be supported by an appropriate level of analysis.
- (8) Identify considerations regarding when an independent peer review may be appropriate.
- (9) Identify levels of detail and the nature of information to be presented in technical documents (eg. design drawings, specifications, technical reports).
- (10) Provide support to members regarding the required level of service a member needs to provide to a client when carrying out a particular professional activity. This is to ensure that the level of due diligence exercised is consistent with the requirements under the *Engineers and Geoscientists Act*.
- (11) Address the elements involved in carrying out a particular professional activity without being overly prescriptive and while being code neutral if possible (so the document is not dated as soon as a code changes). The APEGBC Practice Guidelines should not describe technically how to carry out the particular professional activity involved as that should be left to the professional's discretion.
- (12) Confirm that not following one or more aspects of the Guidelines does not in itself mean the member has failed to meet the appropriate standard of care in the performance of their professional services but failure to meet the intent of the Guidelines could be evidence of unprofessional conduct.

**Date Approved by Council:**  
**Amended by Council**  
**Staff Contact:**

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