



ADVISORY GROUP TERMS OF REFERENCE

1. Name

- 1.1 Professional Practice Advisory Group

2. Reporting Relationship

- 2.1 The members of the advisory group are appointed by the Director, Professional Practice, Standards and Development (PPSD), or their delegate.
- 2.2 The advisory group reports to the Director, PPCSD, or their delegate.
- 2.3 The advisory group provides advice and may make recommendations to PPCSD staff generally related to matters of professional practice of engineering and geoscience, and will specifically consider input and discussions with delegates from the following practice-related advisory groups (subsequently referred to as Practice-Related Advisory Groups):
- Built Environment Advisory Group
 - Climate Change and Sustainability Advisory Group
 - High Technology Advisory Group
 - Manufacturing and Equipment Advisory Group
 - Natural Resources and Natural Hazards 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.

- 3.2 To facilitate collaboration between the Practice-Related Advisory Groups identified in Section 2.3.
- 3.3 To fulfill their role as outlined in Board Policy CO-21-105 (see attachment A).

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, and to discuss issues brought forward by Practice-Related Advisory Groups.
- 5.2 To assist with practice advice questions and practice boundary issues related to various areas of practice when they arise.
- 5.3 To assist staff with prioritizing recommended topics for professional practice guidance development.
- 5.4 To assist staff with prioritizing continuing education sessions related to professional practice and regulatory learning.
- 5.5 To fulfill their role as outlined in Board Policy CO-21-105 by:
- providing feedback and advice on topics brought forward for development of professional practice guidance;
 - providing input on the makeup of the author group, review group, and consultation group for guidance in development; and
 - reviewing guidance documents during the consultation phase and assisting staff with resolving comments when necessary.

- 5.6 To review applicable quality management standards, and guides and provide suggestions for amendments, updates, and revisions as requested.
- 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.

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 Members from Practice-Related Advisory Groups

7.1.1 A minimum of one and a maximum of two members will be nominated by each of the Practice-Related Advisory Groups to sit on the Professional Practice Advisory Group.

7.1.2 Based on the number of Practice-Related Advisory Groups, there will be between a minimum of 5 and a maximum of 10 members from Practice-Related Advisory Groups.

7.2 Members At Large

7.2.1 Members at large will be comprised of a minimum of 5 and a maximum of 10 members.

7.3 Prospective members at large, after applying, may attend up to three meetings as a guest and/or meet with the Chair and/or Vice Chair.

7.4 Appointment of a new member is at the recommendation of the existing members and is approved by the Director, PPSD or their delegate.

- 7.5 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.
- 7.6 Consideration shall be given to having appropriate representation from registrant firms.
- 7.7 It is preferable that advisory group membership include at least one representative from the geoscience profession.
- 7.8 At any time, the number of non-registrants cannot exceed the number of registrants.
- 7.9 Members who are registered with a regulatory body must be in good standing upon joining this advisory group and maintain that good standing throughout their term, otherwise their membership in this advisory group may be paused or cancelled at the discretion of the Director, PPSD.
- 7.10 One advisory group member will normally be nominated by the Association of Engineering Consulting Companies of British Columbia (ACEC-BC).
- 7.11 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.

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 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 or adjourns as it sees fit, including meeting by any combination of advisory group members attending in person or by 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 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.

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 – Associate Director, PPSD
- 15.2 Staff Support – Manager Professional Practice Advice Program, PPSD
- 15.3 Staff support – Professional Practice Coordinator or Administrative Assistant, PPSD

APPROVED BY DIRECTOR PPSD: March 15, 2026