

# Terms of Reference

## Licensing Committee (LIC)

C-516-2.11  
Appendix D

Issue Date: February 2018  
Approved by Council: February 2018

Review Date: January 18, 2018  
Review by: Licensing Committee

<b>Legislated or other Mandate approved by Council</b>	<i>To coordinate and integrate the ongoing development of PEO's licensing requirements and processes, including the inputs of other PEO committees and external stakeholders involved in the licensing process</i>
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Identify the need for, and prioritize, enhancements to PEO's licensing policies, criteria, and processes.</li> <li>2. Propose to Council the creation of subcommittees / task groups to develop licensing policy in specific policy areas, including their population and terms of reference.</li> <li>3. Coordinate the development of proposals for Council approval to enhance PEO's licensing criteria and processes, including appropriate peer review.</li> <li>4. Ensure the involvement of PEO's legislated committees involved in licensure (ARC, ERC, LEC, REC) in peer review of proposed changes to PEO's licensing criteria and processes.</li> <li>5. Assess threats from external sources to the integrity of PEO licensing criteria and processes, and propose proactive strategies and tactics to address them for Council approval.</li> <li>6. Review and advise Council with respect to proposals from internal and external stakeholders for changes to PEO's licensing criteria and processes.</li> <li>7. Maintain, on behalf of Council, a prioritized high-level plan for development and implementation of changes to PEO's licensing criteria and processes.</li> <li>8. Track and document developments and practices in other self-regulating professions with respect to licensure.</li> <li>9. Maintain dialogue with Engineers Canada and its Constituent Associations and boards (CEAB and CEQB) on issues related to licensure.</li> <li>10. Review and comment on elements of the National Framework for Licensure that are relevant to PEO's licensing criteria and processes.</li> <li>11. Communicate regularly with Council and important stakeholders to keep them up to date on issues and developments related to licensure.</li> </ol>
<b>Constituency &amp; Qualifications of Committee Members</b>	<p>Nine (9) members as follows:</p> <ul style="list-style-type: none"> <li>• two (2) to be nominated by the Academic Requirements Committee (ARC) – one for a 3-year term, and one for a 2-year term;</li> <li>• two (2) to be nominated by the Experience Requirements Committee (ERC) – one for a 3-year term, and one for a 2-year term;</li> <li>• one (1) to be nominated by the Legislation Committee (LEC) for a 1-year term, as liaison with LEC and Council;</li> <li>• four (4) other members to be drawn from among PEO volunteers with demonstrable domain knowledge and/or interest in licensure – two (2) for a 3-year term, and two (2) for a 2-year term.</li> </ul>

	<p>Because of the importance of retaining a solid base of domain knowledge with respect to licensure, it is expected that committee members will have experience with licensure, and that committee turnover will be slower than that of most standing committees.</p>
<p><b>Qualifications and election of Chair and Vice Chair</b></p>	<p>Extensive knowledge of PEO's licensing criteria and processes acquired through volunteering on ARC, ERC, LIC, REC, LPTF, and/or NFTF.</p> <p>Broad understanding of the concepts and principles of professional self-regulation and of PEO's core regulatory processes.</p> <p>Election method to be determined by the Committee.</p> <p>Chosen nominees presented to Council for ratification.</p>
<p><b>Duties of Vice Chair</b></p>	<p>To chair meetings of the Committee in the Chair's absence, and to provide orientation and training for new members.</p>
<p><b>Term Limits for Chair and Vice Chair</b></p>	<p>The Chair and Vice Chair are elected annually for a one-year term, from January to December. They may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable but not mandatory that the Vice Chair succeed to the position of Chair when the Chair's term of service ends. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions until they have been off the Committee for at least six (6) years. Once having served as Chair, a Committee member may serve thereafter only as a general member, and only to a maximum of ten (10) years of cumulative committee service.</p>
<p><b>Term Limits for Committee members</b></p>	<p>The objective for term lengths and limits on the Committee is to strike a balance between continuity of knowledge and experience, on the one hand, and proper succession and introduction of "new blood", on the other hand.</p> <p>With the exception of the LEC appointee (an annual appointment, since LEC members are appointed annually by Council), a term on this Committee is either two (2) or three (3) years, with the variation in term length designed to stagger turnover and ensure continuity.</p> <p>Committee members may be reappointed, but shall retire from the committee for at least six (6) years after ten (10) years of cumulative service.</p>
<p><b>Succession Planning</b></p>	<p>As part of its annual Work and HR Plan approved by Council, the Committee will maintain a succession plan to ensure the orderly transition of the positions of Chair and Vice Chair, and to provide for renewal of the Committee's membership and on-boarding of new Committee members.</p>
<p><b>Quorum</b></p>	<p>5 members, including Chair or Vice Chair</p>
<p><b>Meeting Frequency and Time Commitment</b></p>	<p>The Committee will meet in person at least quarterly, for at least two hours. Additional meetings may be scheduled commensurate with the Committee's workload.</p> <p>Mutually convenient meeting times will be determined by the Chair in consultation with the Committee members.</p>

	Teleconferencing / videoconferencing facilities may be made available for members unable to attend in person.
<b>Operational year time frame</b>	<i>January – December</i>
<b>Committee advisor</b>	<i>Deputy Registrar - Licensing and Registration</i>