

**Terms of Reference
Professional Standards Committee (PSC)**

Issue Date: March 30, 2010
Approved by Council: April 2010

Review Date: March 7, 2017
Review by: Council

<p>Legislated and other Mandate approved by Council</p>	<p>There are no specific powers assigned to this committee by the Professional Engineers Act, Regulation 941/90 or By-Law 1.</p> <p>The mandate of the committee is to fulfill that part of the second of the additional objects of the Act dealing with establishing, maintaining and developing standards of practice:</p> <p><i>2(4) For the purpose of carrying out its principal object, the Association has the following additional objects:</i></p> <p><i>2. To establish, maintain and develop standards of qualification and standards of practice for the practice of professional engineering.</i></p>
<p>Key Duties and Responsibilities</p>	<p>To review, recommend and provide advice to Council and members on matters pertaining to professional practice, including performance standards, forms of agreement and standards of practice.</p> <p>To make recommendations on issues affecting employee engineers and their employers in matters of professional practice.</p> <p>To provide guidance on professional practice issues. To develop professional practice guidelines.</p> <p>To review, recommend and provide advice to Council with respect to establishing and maintaining standards of practice for all areas of professional engineering.</p> <p>To establish working groups of knowledgeable practitioners to provide input on legislative changes or public policy affecting engineering practice.</p>
<p>Constituency & Qualifications of Committee/Task Force Members</p>	<p>Approximately 12 members including at least one councillor. All committee members shall be members of the association in good standing, representing a broad spectrum of sectors (consulting, construction, manufacturing, transportation, government, utilities, etc.). Ex-officio status may be granted to other persons for special purposes. Members should have at least 10 years demonstrated professional engineering experience at intermediate or senior levels in their field of practice.</p> <p>It is desirable that PSC members be a subcommittee member prior to appointment to the PSC.</p> <p>None of the positions are filled according to a legislated requirement.</p> <p>Subcommittees are created as required to develop guidelines and professional standards. Proposals for new guidelines and standards are presented to PSC and, if accepted, terms of reference are prepared. After terms of reference are accepted by PSC they are submitted to Council for approval. If approved, staff advisor in conjunction with volunteer management solicits PEO membership for volunteers to serve on the subcommittee. The volunteers for guideline and standard subcommittees must be current practitioners in the area of engineering covered by the standard or guideline. It is desirable for a member of the PSC to be appointed as chair of the subcommittee.</p>
<p>Qualifications of the Chair</p>	<p>The candidate for the Chair shall have been a member of the Committee for a minimum of two years.</p>
<p>Qualifications of the Vice Chair(s)</p>	<p>The candidate for the Vice-Chair shall have been a member of the Committee for a minimum of two years.</p>

Duties of Vice Chair(s)	Other than chairing meetings in the absence of the chair there are no specific duties for the Vice Chair.
Term Limits for Committee Chair and Vice Chair	<p>In accordance with the Committees and Task Forces Policy, the election of Chair and Vice Chair shall take place either at the last or first committee meeting of the calendar year. The Chair and Vice Chair are elected by majority vote of the Committee. Candidates for Chair and Vice Chair shall be nominated by members of the Committee at the meeting before.</p> <p>The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. 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. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative committee service.</p>
Term Limits for Committee members	Committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after ten (10) years of cumulative committee service.
Succession Planning	Note: All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.
Quorum	In accordance with Wainberg's Society Meetings Including Rules of Order and section 25(i) of By-Law No. 1, quorum for the purpose of having the meeting's decisions be considered binding is at least 50 per cent of the committee's/task force's membership present at the meeting except as adapted by Council through special rules. This threshold applies to all committee/task force decisions including concurrence sought by email or any other non-face-to-face correspondence.
Meeting Frequency & Time Commitment	<p>The committee will meet face-to-face approximately 10 times a year; there are generally no meetings during July and August. Any member unable to attend the meeting in person can join by phone. The meetings are scheduled for approximately 3 hours (5:00 p.m. to 8:00 p.m.). Members are expected to be familiar with documents distributed prior to the meeting which should take approximately 1 -2 hours. They may also be required to undertake occasional assignments such as drafting letters, collecting information, reviewing and commenting on documents prepared by external bodies such as CCPE.</p> <p>When necessary members of the PSC may be asked to join subcommittees responsible for preparing guidelines, generally as the chair of the subcommittee. The member may need to devote ten to twenty hours to develop terms of reference for the subcommittee. Normally, the subcommittees have one or two 3-hour meetings a month for several months scheduled at discretion of the chair with input from the members. Subcommittee members will be expected to devote 2-5 hours between meetings preparing, editing, reviewing and commenting on guideline drafts.</p>
Operational year time frame	January-December
Committee Advisor	Manager, Practice and Standards