

# **PRACTICE REVIEW BOARD**

## **Terms of Reference**

### **I Purpose**

To maintain APEGGA procedures in areas of registration, discipline, maintenance of competence, and enforcement regarding their adequacy to protect the public interest; and review member practices that may not be in the public interest.

### **II Program Goals**

1. To ensure that the Association is an effective guardian of the public interest through the maintenance of appropriate standards of admission, effective disciplinary and enforcement procedures, and appropriate levels of professional competence.
2. To ensure that the Association provides an effective deterrent to individual or business practices by APEGGA members which may be in conflict with the public interest.

### **III Committee Activities**

*On its own initiative or at the request of Council, reporting to Council thereon:*

1. Inquiring into the assessment of existing, and development of new, education and experience standards for registration. (Act 16(1)(a)(i))
2. Inquiring into the evaluation of desirable standards of competence of members generally. (Act 16(1)(a)(ii))
3. Inquiring into the practice of the professions by members generally (which appear not to be in the public interest). (Act 16(a)(iii))
4. Inquiring into any other matter relative to competence as may be directed by Council. (Act 16(1)(a)(iv))
5. May review the practice of a member which appears to not be in the public interest, and investigate that practice when it is deemed that the basis of the case is something other than unskilled practice of the profession or unprofessional conduct. (Act 16(1)(b), Reg. 23)
6. Reviewing Association policies and procedures in the areas of registration, discipline or maintenance of professional competence. (Reg. 22(c))
7. Reviewing items referred to it by the Council, the Board of Examiners or the Discipline Committee. (Reg. 22(a))
8. Reviewing reports from the Registrar respecting appeals and complaints related to Board of Examiners rulings; and respecting the disposition of disciplinary cases with emphasis on cases reflecting competence. (Reg. 22(b))

### **IV Structure and Operation**

1. The Board shall consist of at least four professional members appointed by Council, one member of the public nominated by council and appointed by the Minister, and the Registrar or his designate who will serve as Secretary to the Board. (Act 15(1), Reg. 21)

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2. The professional members shall consist of at least two professional engineers, one professional geophysicist and one professional geologist. One of the professional members shall be designated as Chair. (Reg. 21)
3. The Chair and professional members shall be appointed for a three year term and may be reappointed. (Reg. 21)
4. A quorum for a meeting of the Practice Review Board shall consist of four of its members. (Reg. 21(1.2))
5. The Board shall meet at least twice a year or more frequently as deemed necessary by the Chair. (Reg.22)
6. Reviews and investigations of the practice of individual members shall follow the policies and provisions of Part 5 of the Act. At any time during this process, the Board may recommend that the review be conducted by the Discipline Committee. (Act 16(5),(6))
7. When investigating practices of specific members, the Practice Review Board shall follow the procedures of and exercise powers similar to those of the Discipline Committee. (Act 16)
8. The Practice Review Board will be accountable to the Executive Director for committee process and administration.
9. The Practice Review Board Chair or designate shall report to Council as frequently as necessary to obtain any required approvals of policy.

**Note:** The PRB is established as part of government policy under sections 15 and 16 of the Act, supplemented by Part 3 of the Regulations.

Approved by Council on September 21, 2000