



**ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF MANITOBA
COUNCIL POLICY**

Policy Name: Continuing Competency Committee Terms of Reference **Number: GP-8**

Policy Type: Governance Process

Date Approved: 15 Sept, 2011

Date Amended:

1. Products

- 1.1. Timely response to requests for interpretation from the membership regarding Continuing Professional Development (CPD) Program.
- 1.2. A package of proposed changes to the CPD Program (as required) to be issued to the council prior to its June meeting.
- 1.3. Timely handling of Applications for Abatement, Applications for Resumption of Practice, and Applications for Resumption of Practice of a Retired Member by
 - 1.3.1. reviewing the applications, and
 - 1.3.2. Commenting or accepting the applications.
- 1.4. Timely recommendations to the Executive Director on matters that may affect the regulation of the profession.
- 1.5. Timely preparation and publishing of Interpretation Notes on Continuing Professional Development reporting items.
- 1.6. With the Assistance of the Professional Standards Officer, review the compliance of members to the CPD Program and make available to Council a report on the compliance of members.
- 1.7. The Chair provides a report to Council on the members of the Continuing Competency Committee (CCC) including the names of members whose appointments are due to expire as well as their eligibility for re-appointment. The Chair may make recommendations to Council in confidence regarding the re-appointment or termination of appointees.

2. Authority

- 2.1. The CCC is established by Section 4.5.3 of the By-laws and has authority as based in that by-law.



2.2. The CCC is accountable to the Executive Director for expenditures and use of other APEGM resources.

3. Composition

3.1. Council makes appointments to the CCC, including the Chair.

3.2. The CCC shall consist of no less than 9 professional members, at least one of whom should be a professional geoscientist and at least one of which shall be a member of council.

3.3. The Executive Director shall normally either attend or provide one or more APEGM staff persons to attend the meetings of the CCC as a recording secretary and facilitator to the work of the CCC. Staff has a voice at meetings but do not vote.

3.4. The CCC may elect one or more Vice-Chairs from among the appointees to the Committee who shall assume the duties of the Chair in the Chair's absence or when requested to do so by the Chair.

4. Term of Office

4.1. The duration of an appointment to the committee is normally two years and is renewable for consecutive appointments.

4.2. The duration of an appointment to the chair is normally one year and is renewable for consecutive appointments.

5. Meetings

5.1. The CCC shall meet at least four times in each fiscal year of the APEGM. The times and locations of the meetings are at the call of the Chair.

5.2. The Chair shall establish the agenda for each meeting and cause it to be distributed to the CCC at least three days prior to the meeting along with the minutes of the previous meeting and any other information required by the CCC.

5.3. The minutes are compiled by the recording secretary and reviewed by the Chair. The agenda, minutes and other information used by the CCC shall be made available to APEGM Council.

5.4. Prior to the meetings, the Professional Standards officer shall prepare the list of questions answered and proposed answers for review and approval by the committee.