

## TERMS OF REFERENCE

### FPBC Limited Licence Working Group

January 19, 2023

#### 1. PURPOSE

- 1.1. The core purpose of the limited licence working group (LLWG) is to support the needs and interests of the credentials committee (committee) with respect to ensuring competency of registrants, to independently engage in the specific or limited aspect of forestry reserved practice as described in their application for a limited licence (LL). In accordance with FPBC's public interest mandate, the goal of this work is to ensure LL applicants meet requirements for entry into the profession as ethical, competent and accountable practitioners. Requirements are met when LL applicants provide appropriate evidence and satisfies all applicable conditions under credentials committee LL policy and FPBC LL procedures.

#### 2. AUTHORITY

- 2.1. The credentials committee delegates authority to the LLWG under:
  - 2.1.1. PGA [43, 45\(1\) and 47](#)
  - 2.1.2. Bylaws [5-5\(3d\), 5-6\(c\), 5-7\(2c\), 5-8\(2b\), 5-17\(8\)](#)
  - 2.1.3. Bylaw [6-1, 6-7](#)

#### 3. OFFICERS AND POLICIES

- 3.1. The registrar or designate is responsible for implementing the LLWG's decisions.
- 3.2. The LLWG follows the LL policy and FPBC LL procedures for the functioning of the working group.

#### 4. MEMBERSHIP

- 4.1. The LLWG consists of the following people who must be appointed by the credentials committee:
  - 4.1.1. at least three practicing registrants in good standing; and
  - 4.1.2. The registrar, or designate.
- 4.2. Terms of office appointments
  - 4.2.1. A single term must not exceed four (4) years
  - 4.2.2. Members may be removed before the expiry of a term by resolution of the credentials committee.
  - 4.2.3. Terms may end before the expiry date if members deliver written notice of resignation to the deputy director of registration or designate.

4.2.4. LLWG members and former LLWG members are eligible for reappointment to the LLWG at any time.

4.3. Merit based competencies

4.3.1. Desirable competencies of members include, any combination of:

4.3.1.1. Senior levels of experience (i.e. lead functional areas, have in-depth knowledge of job functions, and are more accountable for success) in professional forestry practice areas

4.3.1.2. Governance

4.3.1.3. Post-secondary educator

4.3.1.4. Administrative justice

4.3.1.5. Knowledge of national certification standards for professional forestry practice

4.3.2. Members require a credible understanding of the scope of limited reserved practice being sought

## 5. DUTIES, FUNCTIONS & RESPONSIBILITIES

5.1. Review of limited licence applications

5.1.1. The LLWG will, directly and indirectly, support the process of reviewing limited licence applications. This involves participation in the evaluation of the applicant's credentials.

5.2. Prescribe limited licence term, scope, and conditions

5.2.1. The LLWG is responsible for setting individualized terms, scope, conditions, and requirements for limited licence applicants, based on the credentials and scope of practice applied for by the applicant.

5.3. Continuous improvement of the limited licence review process

5.3.1. LLWG members will suggest ways to improve the limited licence review process to ensure that it is fair, transparent, and efficient.

5.4. Discussions and advice:

5.4.1. Each LLWG member shall take the lead on individual limited licence discussions on a rotating basis.

5.5. FPBC registration team designate will:

5.5.1. Organize and moderate LLWG meetings.

5.5.2. Develop the meeting agenda, notices, and information packages

5.5.3. Whenever possible, provide notice of meetings at least one week prior to the designated meeting date.

5.5.4. Liaise between the LLWG and LL applicants.

## **6. CONDUCT OF MEETINGS**

### **6.1. Conflict of Interest**

6.1.1. Members must disclose any situations or circumstances where there are a real or perceived conflicts of interest. Members must also take necessary measures to ensure that conflicts of interest do not bias decisions or recommendations.

### **6.2. Quorum**

6.2.1. Quorum required for the transaction of business at a meeting is a majority of the LLWG.

### **6.3. Decision Making**

6.3.1. LLWG decisions are made by consensus.

### **6.4. Frequency**

6.4.1. Meetings are established as needed dependent on the nature of the LLWG's business.

6.4.2. The meeting schedules and lengths will be at the discretion of the registration team designate in consultation with members.

### **6.5. Meeting Format**

6.5.1. The LLWG may meet and conduct business in person, or by video, telephone conference, webcasting, or an equivalent method of telecommunication that allows all LLWG members, the LL applicant, and their guarantors in attendance to hear and interact with each other.

## **7. OPERATING FUNDS AND MEMBER REIMBURSEMENT**

7.1. Funds for the LLWG activities shall be administered by the registration team designate, consistent with the council's approved annual operating budget, and used for the purposes of:

7.1.1. Meetings, including all reasonable expenses incurred by the members of the LLWG and as per FPBC's *Travel Expense Claim Policy*,

7.1.2. All such reasonable costs and expenses as may be necessary and incidental to allow the LLWG to fulfill its mandate as set out above; and

7.1.3. All such other extraordinary costs and expenses as may be required and as may be approved by the CEO from time to time.