

# Audit and Practice Review Committee

Terms of Reference



**Forest  
Professionals**  
BRITISH COLUMBIA

Approved by: FPBC Board July 2024

Next revision: July 2029

Revision Tracker	
Date	Revision
June 2024	<ol style="list-style-type: none"> <li>1. Revisions and removal of parts of section 2 – Authority due to redundancy with sections 4 &amp; 5.</li> <li>2. Incorporation of section 3 – Officers and Policy.</li> <li>3. Minor edits to references of FPBC Bylaws throughout the document to ensure consistency.</li> </ol>
May 2024	<i>Professional Governance Act</i> (PGA) language updates, copy editing, and formatting.
July 2021	Terms of Reference (ToR) approved.

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## 1 Purpose

The core purpose of the Audit and Practice Review Committee is to:<sup>1</sup>

1. Establish a policy for routine or random selection of registrants for audit.
2. Consider authorizing a practice review for poor audit results, continuous professional development non-compliance<sup>2</sup>, or a complaint or investigation.<sup>3</sup>
3. Establish a policy for practice reviews.
4. Notify the Investigation Committee for results of an audit or practice review that finds significant risk of harm to the environment or public interest.
5. Recommend required education and training, or an agreement to impose practice limits, or refer to the Investigation Committee the results of any practice review.
6. Appoint audit and practice review assessors.

## 2 Authority

The Forest Professionals British Columbia (FPBC) Board delegates authority to the Audit and Practice Review Committee under:

1. *Professional Governance Act* [Section 63](#)
2. FPBC Bylaws:
  - a. Bylaw 2: Board Operations and Procedures, section 2, part C – Committees.<sup>4</sup>
  - b. Bylaw 10: Continuing Professional Development.
  - c. Bylaw 11: Audit and Practice Review.
  - d. Bylaw 12: Complaints, Investigations, and Discipline.

## 3 Officers and Policies

1. The Director of Practice or designate is responsible for implementing Audit and Practice Review Committee policies and procedures.
2. The Director of Practice or designate may serve as vice-chair when required by the chair.

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<sup>1</sup> [Bylaw 11](#)

<sup>2</sup> [Bylaw 10](#)

<sup>3</sup> [Bylaw 12](#)

<sup>4</sup> [Bylaw 2](#)

## 4 Membership

1. The Audit and Practice Review Committee (APRC) consists of the following people:
  - a. the chair, who must be vetted by the Nomination Committee and appointed by the FPBC Board;
  - b. at least two additional practicing registrant members; and
  - c. at least one lay member.<sup>5</sup>
2. Terms of office appointments:
  - a. A single term must not exceed four years.
  - b. A member may serve a maximum of two consecutive terms.
  - c. Former members who have served two consecutive terms may be considered for reappointment after undergoing the statutory committee vetting process.
  - d. Members may be removed before the expiry of a term by resolution of the FPBC Board.
  - e. A term may end before the expiry date if a member delivers written notice of resignation to the Registrar.
  - f. Audit and Practice Review Committee members and former members are eligible for reappointment at any time.<sup>6</sup>
3. Registrant committee members must be registered 'in good standing'<sup>7</sup> as Practicing RPF and Practicing RFT registrants.<sup>8</sup>
4. Merit-based competencies: desirable competencies will be included in advertisements to recruit new committee members.

## 5 Duties, Functions, and Responsibilities

1. The chair shall:
  - a. establish sub-committees/panels/working groups as needed to fulfill the Audit and Practice Review Committee objectives.
  - b. regularly liaise with the FPBC Director of Practice or designate (Deputy Director of Competence and Practice) to identify committee/panel/working group priorities.

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<sup>5</sup> [Bylaw 2-19](#)

<sup>6</sup> [Bylaw 2-14](#)

<sup>7</sup> [Bylaw 1](#)

<sup>8</sup> [Bylaw 5](#)

- c. explore administrative and policy efficiencies and address issues of strategic concern between the Audit and Practice Review Committee and the FPBC Board.
  - d. ensure committee meetings run efficiently and effectively and that action items are completed on time.
  - e. hold members to account for their responsibilities.
2. If the chair is absent or unable to act, the vice-chair may exercise the powers and perform the duties of the chair.
3. The Audit and Practice Review Committee will provide the board a summary of activities, decisions, and recommendations related to Bylaw 10 and Bylaw 11 at least twice per year or if requested by the FPBC Board at any time.
4. The FPBC Deputy Director of Competence and Practice will prepare meeting agendas, notices, and minutes in consultation with the chair, and provide notice of meetings at least one week prior to the designated meeting date.

## 6 Conduct of Meetings

1. Conflict of Interest:
  - a. Members must disclose any situations or circumstances where there is a real or perceived conflict of interest.
  - b. Members must also ensure necessary measures are taken so a conflict of interest does not bias decisions or recommendations.
2. Quorum:
  - a. The quorum required for business transactions at a meeting is a majority of the Audit and Practice Review Committee, including at least one lay committee member.
3. Decision-making:
  - a. If a matter needs to be decided by a vote, all members of the Audit and Practice Review Committee shall be entitled to one vote.
  - b. Matters requiring the committee's approval by vote require a simple majority of the members present in order to pass.
  - c. The chair is entitled to vote on all matters but will not have a second or deciding vote.
  - d. In the event of a tie, the matter is defeated.
  - e. If reference to rules of order is required, *Robert's Rules of Order* shall apply.
4. Minutes:
  - a. Minutes shall be recorded for all meetings and should include:
    - i. the nature of the meeting, date, time, and place.

- ii. attendees.
  - iii. actions – discussions, items approved or deferred, receipt of information.
  - iv. resolutions – adopted or not, outcome of votes, dissenting or abstaining, conflict of interest.
5. Frequency:
- a. An annual schedule of meetings will be established at the outset of each fiscal year dependent on the nature of the Audit and Practice Review Committee business.
  - b. Additional meetings may be called at the discretion of the chair and as budget permits.
  - c. The meeting schedule and length of meetings will be at the discretion of the chair.
6. Meeting format:
- a. The Audit and Practice Review Committee may meet and conduct business in person, video, telephone conference, web casting, or an equivalent method of telecommunication that allows all Audit and Practice Review Committee members in attendance to hear and interact with each other.

## 7 Operating Funds and Member Reimbursement

1. Funds for the Audit and Practice Review Committee activities shall be administered by the FPBC Deputy Director of Competence and Practice, consistent with the FPBC Board's approved annual operating budget, and used for the purposes of:
  - a. committee meetings, including all reasonable expenses incurred by the members of the Audit and Practice Review Committee as per FPBC's Travel Expense Claim Policy.
  - b. all such reasonable costs and expenses as may be necessary and incidental to allow the Audit and Practice Review Committee to fulfill its mandate as set out above.
  - c. all such other extraordinary costs and expenses as may be required and as may be approved by the CEO from time to time.