



Terms of Reference

Remedial Review Panel

- The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC council and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.
- AIBC boards and committees are governed by the *Architects Act*, institute bylaws, council policies (1.9 and 2.14), and the Volunteer Handbook, as applicable

Established:	September 2017
Type:	Council: Statutory (Bylaw 37.24)
Chair:	
Appointed by:	Remedial Review Panel (the “Panel”)
Term:	At the pleasure of council or on terms otherwise established by council.
Members:	
Appointed by:	Council (Bylaw 37.24)
Term:	At the pleasure of council or on terms otherwise established by council. (Bylaw 37.25)
Committee Selection Criteria:	<p>The following general qualifications and experience criteria are not exhaustive. The criteria are intended to guide council when appointing new members to the committee:</p> <ul style="list-style-type: none">• Understanding and appreciation of AIBC’s core regulatory mandate, particularly the Code of Ethics and Professional Conduct and related standards;• Five or more years of practical architectural experience preferred;• Ability to exercise discretion and maintain confidentiality; and• Sound, objective judgement in relation to professional standards and ethics.
Committee Composition Requirements:	Council shall appoint a remedial review panel consisting of at least three and up to five individuals and, in its discretion, one public member and one retired architect associate. At all times the majority of the remedial review panel must be comprised of architects and the chairperson must be an architect. (Bylaw 37.24)

Committee Members		Composition (as applicable)	Appointment Date
1.	Simon Ho Architect AIBC		September 2017 (3 year term) Re-appointed June 2020 (three years)
2.	Karl Gustavson Architect AIBC		June 2020 (3 year term)
3.	Donald Hazleden Architect AIBC		June 2020 (3 year term)
Staff		Position	
1.	Sabinder Sheina	Legal Counsel, Director of Professional Conduct & Illegal Practice	
2.	Meagan Sands	Paralegal, Manager Regulatory Compliance	

1.0 Mandate:

- As part of the Investigations and Discipline process, the remedial review panel monitors and assesses a respondent's compliance with a remedial recommendation provided by the investigations committee.

2.0 Specific Assignments:

The remedial review panel shall have the following functions:

- To receive remedial recommendations from the investigations committee;
- To monitor and assess the respondent's compliance with the remedial recommendation; and
- To provide a written report to the investigations committee as to the respondent's compliance with the remedial recommendation, which report shall include a determination whether, in the remedial review panel's sole discretion, the respondent has satisfied the remedial recommendation. (Bylaw 37.28)

3.0 Deliverables:

- Provides a written report to the Investigations Committee as to the respondent's compliance with the remedial recommendation.

4.0 Reporting:

- The Panel provides a written report to the investigations committee.
- Summaries of all successfully-completed remedial recommendations will be published, without respondents' names. (Bylaw 37.37)

- 5.0 Liaison with Internal and External Groups/Associations:**
- Internal: investigations committee and the professional conduct and illegal practice board (pending name change: professional practice and conduct advisory committee).
 - External: Legal counsel – as needed.
- 6.0 Scheduled Meetings:**
- When: The remedial review panel shall meet as it deems necessary for the performance of its functions in a timely, fair and cost-effective manner, including meetings by teleconference, videoconference or otherwise electronically. (Bylaw 37.26)
 - Place: AIBC offices and/or video/teleconferencing
- 7.0 Quorum:**
- The remedial review panel shall attempt to carry out its functions by consensus, but where no consensus is possible, the decision of the remedial review panel majority shall be the remedial review panel's decision. (Bylaw 37.27)
- 8.0 Amending the Terms of Reference**
- The terms of reference may be revised by council upon the recommendation of the Panel or the CEO, or upon a change of members.
- Note that many aspects of this committee's work and authority derives from bylaw and cannot be varied without appropriate amendments.