

Council Rules 7: Advisory Design Panels

May 2017

1.0 Authority

- 1.1 The AIBC Council Rules under 2.0 were duly approved in May 2017. They were passed in accordance with council's general authority under Section 5 of the *Architects Act* to make rules necessary to govern the affairs of the institute.
- 1.2 These rules are intended to align with and are supplemental to existing duties and responsibilities of Architects AIBC and Retired Architects AIBC serving as volunteer members of Advisory Design Panels (ADPs) found in the *Architects Act*, AIBC Bylaws, Code of Ethics and Professional Conduct (Code of Ethics) and policies.

2.0 Rules

- 2.1 At no time shall an architect, associate or honorary member of the institute attempt to influence an ADP or individuals serving on an ADP. Lobbying of ADPs, either by architects appearing before an ADP, as interested members of the public, or representing clients, is prohibited.
- 2.2 The institute will nominate architects to sit on advisory design panels when local government requires an architect per local bylaw or terms of reference. Only if an architect is not available, may a Retired Architect AIBC serve as an 'architect-member' of an ADP, with the consent of the local government.
- 2.3 All Architects AIBC and Retired Architects AIBC must submit an ADP application to the AIBC in order to be considered for nomination.
- 2.4 Length of appointment:
 - 2.4.1 Architects AIBC or Retired Architects AIBC shall serve no more than two years on an ADP unless approval has been obtained from the AIBC for an additional two years. In no case shall an Architect AIBC or Retired Architect AIBC serve more than four consecutive years on a particular ADP.
 - 2.4.2 A period of no less than four years shall elapse between service on a particular ADP and reappointment to the same panel.
 - 2.4.3 Exemption may be granted regarding the lengths and intervals of appointment, but only in special circumstances and with prior written permission of the AIBC.

- 2.5 All architects and associates of the institute, regardless of nomination or appointment source, are obliged to conduct themselves in a manner consistent with the *Architects Act*, AIBC Bylaws, Code of Ethics, Council Rules 7: Advisory Design Panels, and any related policies.
- 2.6 Architects AIBC or Retired Architects AIBC must disclose any involvement in an application being reviewed or any other personal or business relationship that might constitute or be perceived as a conflict of interest. In such instances, they must withdraw from that portion of the meeting and refrain from any statement, discussion or evaluation of the merits of that application or the parties to it.
- 2.7 No architect, associate or honorary member of the institute shall make any claim implying an ability to influence an ADP.
- 2.8 The AIBC must be informed of alleged contraventions of the *Architects Act* and, in such instances, the architect or associate of the institute, must withdraw from the meeting and any discussion or evaluation of the merits of the application.

3.0 Supporting Documentation

- 3.1 Bulletin 65: Advisory Design Panels – Standards for Procedures and Conduct

Rules Amendment History (2017)

First Approved: May 2, 2017

Last Reviewed: May 2, 2017

Last Revised: May 2, 2017