ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference
Professional Standards Advisory Group (PSAG)

- The AIBC operates under a Policy Governance model through which the Board and operational advisory groups are established to assist the AIBC in developing and implementing policies and programs in fulfillment of legislative requirements and organizational priorities.
- AIBC Committees, Board advisory groups and operational advisory groups are governed by the *Professional Governance Act*, AIBC Bylaws, Board policies, and the Volunteer Handbook, as applicable.

Established:	July 12, 2011 | Updated in June 2023 due to PGA transition
Type:	Operational Advisory Group
Chair:	
Appointed by:	Chief Executive Officer (CEO)
Term:	3 years, renewable
Members:	
Appointed by:	Chief Executive Officer (CEO)
Term:	3 years, renewable
Advisory Group Selection Criteria:	The following criteria are not exhaustive. The criteria are intended to guide the Chief Executive Officer when appointing new members to the advisory group. • Registrants in Good Standing. • Familiarity and comfort with the AIBC Bylaws and regulatory documents. • Familiarity with drafting conventions for codes, such as the Code of Ethics and Professional Conduct, Building Codes, etc. • Ability to compare legislation, bylaws, professional standards, guidelines, and codes, and analyze against current AIBC needs. • Ability to explain professional standards and bylaw concepts in plain language and comfort with Registrant consultation recipients.

Advisory Group Composition Requirements:	At least three and up to eight Architects AIBC and up to two non-Architect Registrants from any category. Public (non-Registrant) participation may be considered.

Advisory Group Members	Composition (as applicable)	Appointment Date
1. Brian Sim Architect AIBC	Chair (May 2023)	September 2011
2. Patrick Yue Architect AIBC		January 2015
3. Robert Worden Architect AIBC		April 2024
Staff	**Position**	
1. Sabinder Sheina	Legal Counsel | Director of Professional Conduct & Illegal Practice	
2. Maura Gatensby Architect AIBC	Lead Practice Advisor and Regulatory Liaison	
3. Catherine Lee, Paralegal	Professional Conduct Officer	

1.0 Mandate:

- The advisory group's primary role is to review Schedule A: Code of Ethics and Professional Conduct (Code of Ethics) and the AIBC Bylaws, and make recommendations to the CEO and the Board with respect to Professional Standard amendments or deletions.
- Other roles of the advisory group include:
  - Assist staff as requested with the coordination of AIBC regulatory documents (e.g., Practice Guidelines or the Schedule of Architectural Services with Fee Guidelines) with the AIBC Bylaws and Professional Standards found in the Code of Ethics, as and when needed; and
  - Updates to the AIBC Bylaws, as and when needed.

2.0 Specific Assignments:

- Professional Standard review will take place in the context of:

- the current *Professional Governance Act*, the *Architects Regulation* and the AIBC Bylaws;
- AIBC's public interest mandate;
- relevant AIBC regulatory documents;
- AIBC bylaw history and Code of Ethics, including work and analysis performed during previous AIBC Bylaw Reviews; and
- legislation and regulation of other provinces and jurisdictions with whom the AIBC shares reciprocity.

- Develop and conduct Registrant consultation sessions regarding professional standards amendments, as and when needed;
- Seek input from Registrants and others on specific professional standards and related practice issues; and
- The advisory group is asked to provide its recommendations for bylaw and professional standard amendments to the CEO and the Board.

3.0 Deliverables:

- The advisory group proposes amendments to Schedule A: Code of Ethics and Professional Conduct.
- The advisory group supports staff and the Board's communication of proposed professional standard amendments to Registrants through updated website content, Connected/Notices, feedback forms and consultation sessions.

4.0 Reporting:

- Advisory group reports to the CEO and as and when needed pending workflow.

5.0 Liaison with Internal and External Groups/ Associations:

- Internal: AIBC advisory groups, Committees, and the Board, as appropriate, and as required.
- External: Other professional regulators, as appropriate, to consider parallel and related bylaws.

6.0 Scheduled Meetings:

- When: Every third Thursday of each month
- Place: AIBC Offices and/or by video/teleconferencing

7.0 Quorum:

- A quorum for any meeting of the advisory group will be the majority of the members present in person, by phone, or by video conferencing.

8.0 Amending the Terms of Reference

- The Terms of Reference may be revised by the CEO upon the recommendation of a senior staff member; upon a change of advisory group members; or at the close of the mandate.