



Terms of Reference

Certified Professional Advisory Group

- The Architectural Institute of British Columbia (AIBC) and Engineers and Geoscientists BC operate under a policy governance model through which the Board and operational Advisory Groups are established to assist AIBC and Engineers and Geoscientists BC Boards and staff in developing and implementing policies and programs in fulfillment of legislative requirements, Board policy and organizational priorities.
- AIBC Boards, Committees, and Advisory Groups are governed by the *Professional Governance Act*, AIBC Bylaws, Council policies (1.9 and 2.14), and the Volunteer Handbook, as applicable.
- Under the *Professional Governance Act*, the Engineers and Geoscientists BC Council governs, controls and administers the affairs of the organization. Certain activities are delegated to others. The work of Engineers and Geoscientists BC is supplemented by standing advisory groups, boards, and ad hoc task forces and working groups. As determined by the Engineers and Geoscientists BC Council, some of these groups report directly to the Board while others come under the authority of the CEO or department Directors.

Established:	April 2018
Type:	Operational
Chair:	
Appointed by:	Engineers and Geoscientists BC or Architectural Institute of BC
Term:	2 years, alternates between Engineers and Geoscientists BC and Architectural Institute of BC
Members:	
Appointed by:	Architectural Institute of BC Chief Executive Officer Engineers and Geoscientists BC Director of Professional Practice, Standards & Development Department
Term:	2 years, renewable
Advisory Group Selection Criteria:	Architects, engineers and building officials with CP Program interest

**Advisory Group
Composition
Requirements:**

- Engineers and Geoscientists BC Appointees: Four members
- Architectural Institute of BC Appointees: Four members
- City of Vancouver: One member
- City of Surrey: One member
- Participating AHJs: Two members appointed by Engineers and Geoscientists BC and Architectural Institute of BC

Advisory Group Members	Composition (as applicable)	Appointment Date
1. Alan Brown Architect AIBC CP	AIBC	May 2022
2. David Steer P.Eng. CP	Engineers and Geoscientists BC	May 2022
3. Dean Skalski Architect AIBC CP	AIBC	May 2022
4. Jack Hui P.Eng. CP	Engineers and Geoscientists BC	May 2022
5. Jason Watt P.Eng. CP	City of Burnaby	January 2024
6. Kai Mikkelsen P.Eng. CP (Chair)	Engineers and Geoscientists BC	May 2022
7. Matthew Lam P.Eng. CP	City of Vancouver	May 2024
8. Mercedes Duifhuis P.Eng. CP	City of Surrey	May 2022
9. Michael Ferber Architect AIBC CP	AIBC	September 2022
10. Michael Linton P.Eng. CP	Engineers and Geoscientists BC	May 2022
11. Steven Hart Architect AIBC CP	AIBC	May 2022
12. Y-B Chan Architect AIBC CP	District of West Vancouver	April 2024

Staff	Position
1. Maura Gatensby Architect AIBC CP	Lead Practice Advisor and Regulatory Liaison (AIBC)
2. Anja Slusarzick-Seibt Architect AIBC CP	CP Program Manager (AIBC)
3. Krista Sutherland	Professional Development Lead (AIBC)
4. Ramin Seifi P.Eng.	Director, Professional Practice, Standards & Development (Engineers and Geoscientists BC)
5. Amy Fehr P.Eng.	Manager, Professional Practice Advice Program (Engineers and Geoscientists BC)
6. Wendy Tong	Administrative Assistant, Professional Practice, Standards & Development (Engineers and Geoscientists BC)

1.0 Mandate:

- Promote increased levels of knowledge of building codes by developing specialized courses, seminars and other educational sessions.
- Communicate its advice regarding the operation of the CP Program to AIBC, Engineers and Geoscientists BC, participating AHJs, as appropriate.
- Make recommendations to AIBC, Engineers and Geoscientists BC and participating AHJs to establish guidelines and standards of practice for CPs.
- Make recommendations to AIBC, Engineers and Geoscientists BC and participating AHJs to establish or modify qualification criteria for CPs; determine the training requirements for current CPs when new editions of building codes are issued.
- Provide a forum for concerns raised by the public, AHJs or registered professionals about the CP Program and to address and resolve any concerns with respect to the operation of the program.
- Promote the expansion of the CP Program to other AHJs to enhance public benefit throughout the province.
- Assist in the development of other models of service delivery that CPs could provide to AHJs.

- Recommend to AIBC and Engineers and Geoscientists BC of the registered professionals who have achieved the prescribed qualifications to practice as CPs.
 - Provide written responses to practice queries from authorities or practitioners.
- 2.0 Specific Assignments:**
- Development of standards of practice for alternate delivery programs for smaller AHJs
 - Development of mentoring program
 - CP Course update recommendations
 - CP Seminar recommendations
- 3.0 Deliverables:**
- CP Course
 - Advanced Code Knowledge Course
 - CP Seminars
 - CP Manual
 - CP Letters of Assurance
- 4.0 Reporting:**
- Update provided by senior staff as needed to CEO, AIBC and Director of Professional Practice, Standards & Development Department, Engineers and Geoscientists BC
- 5.0 Liaison with Internal and External Groups/Associations:**
- AIBC/Engineers and Geoscientists BC Joint Practice Board
 - AIBC Regulatory Coordination Committee
 - AIBC Professional Services Department
 - Engineers and Geoscientists BC Building Codes Advisory Group
 - Engineers and Geoscientists BC Professional Practice Department
 - Building and Safety Standards Branch (BSSB)
 - Building Officials Association of BC (BOABC)
 - Municipal Insurance Association (MIA)
 - Union of BC Municipalities (UBCM)
- 6.0 Scheduled Meetings:**
- When: Third Monday of the month except for July and August
 - Time: 12:00 p.m. – 2:00 p.m.

- Place: AIBC offices or Engineers and Geoscientists BC offices and/or, video/teleconferencing

7.0 Quorum:

- A quorum for any meeting of the Advisory Group will be 50% of the Advisory Group provided at least two members of each category (Engineers and Geoscientists BC, AIBC and AHJs) are present. The Advisory Group will attempt to reach decisions by consensus.
- Voting: For recommendations to be forwarded within the two Associations, a clear majority of the respective Association's representatives present.

8.0 Amending the Terms of Reference

- The Terms of Reference may be revised by the CEO, AIBC and the Director of Professional Practice, Standards & Development Department, Engineers and Geoscientists BC upon the recommendation of the Advisory Group; by the CEO, AIBC and the Director of Professional Practice, Standards & Development Department, Engineers and Geoscientists BC upon recommendation of senior staff; upon a change of members or staff support.