



Terms of Reference

Design Panel Advisory Group

- 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.

Type:	Operational
Established:	1992
Chair:	
Appointed by:	CEO & Registrar
Term:	1 year, renewable in September
Members:	
Appointed by:	CEO & Registrar
Term:	2 years, renewable
Advisory Group Selection Criteria:	<ul style="list-style-type: none">• Architects or Retired Architects• Experience with or interest in Advisory Design Panel related matters• Understanding and appreciation of AIBC's core regulatory mandate
Advisory Group Composition Requirements:	No specific composition requirement.

Advisory Group Members	Composition (as applicable)	Appointment Date
1. Kate Busby Architect AIBC	Chair	February 2015
2. Ryan Bragg Architect AIBC		January 2015
3. Dianne Dy Architect AIBC		February 2014
4. Iwan Kuntjoro Architect AIBC		October 2020
5. Andrew Lockhart Architect AIBC		May 2019
6. Genta Ishimura Architect AIBC		October 2023
7. Omar Enriquez Mendez Architect AIBC		January 2025
Staff	Position	
1. Alexandra Kokol	Manager, Professional Services (Senior Staff Representative)	
2. Amy Kozak	Professional Services Coordinator	

1.0 Mandate:

- Promote the appropriate use of Advisory Design Panels (ADPs) in the public interest; monitor and evaluate the activities of design panels and the participation of AIBC members on those panels.

2.0 Specific Assignments:

- Provide recommendations on behalf of the Institute of candidates for nomination to ADPs.
- Develop and maintain a roster of volunteers interested in serving on an ADP.
- Develop and maintain a record of ADP nominees and appointments.
- Maintain guidelines and communicate to municipalities.
- As necessary, assist AIBC staff to review and update AIBC publication(s): Bulletin 65: Advisory Design Panels - Standards for Procedures and Conduct; Practice Guideline: Advisory Design

Panel; Design Panel Meeting Matrix, and the ADP Application Form

- Initiate enhanced communications strategy (including Professional Development workshops) with municipalities and registrants.

3.0 Deliverables:

- Nomination letters to municipal ADPs
- Roster of ADP volunteers
- Record of ADP nominations and appointments

4.0 Reporting:

- Update provided as needed during CEO's regular meeting with senior staff member

5.0 Liaison with Internal and External Groups/Associations:

- Municipal authorities
- Union of British Columbia Municipalities (UBCM)

6.0 Scheduled Meetings:

- When: First Wednesday in the month except for July and August
- Time: 12:15 – 1:15 p.m.
- Place: Video/teleconference

7.0 Quorum:

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

8.0 Amending the Terms of Reference

- The Terms of Reference may be revised by the CEO upon recommendation of the senior staff member.