

Practice Guideline: Hourly Rate Fees – Services of Principals or Staff

January 2017

IMPORTANT:

The AIBC transitioned to the Professional Governance Act effective February 10, 2023. **This document has not yet been updated to reflect the new legislation and updated Bylaws. The Tariff of Fees for Architectural Services suite of documents will be replaced with the Schedule of Architectural Services with Fee Guidelines. In the meantime, registrants should continue to reference the Tariff of Fees for Architectural Services, the Tariff Bulletins and Practice Guidelines to comply with Practice Standard 7.6 in the Code of Ethics and Professional Conduct.** If you have any concerns or questions, please contact practiceadvice@aibc.ca. For more information about the transition, go to aibc.ca/PGA.

1.0 Background

- 1.1 Effective February 1, 2008, Council approved the AIBC's *Tariff of Fees for Architectural Services* under Section 24(e) of the *Architects Act* and Bylaw 29. For reference, the rates indicated below update those shown in section 3.4 of the current (fourth) edition of the AIBC's *Tariff of Fees for Architectural Services* publication. They should be read in conjunction with Bylaw 34.16 and its corresponding rules and commentary in the AIBC *Code of Ethics and Professional Conduct*.

2.0 Fees for Principals

- 2.1 Time-based fees for principals (applicable to principal-level services) are established to be billable at these recommended hourly rates:
- \$ 240.00: when performing the services of a principal, generally;
 - \$ 290.00: when performing architectural services requiring special expertise;
 - \$ 450.00: when performing services such as those of an arbitrator or expert witness, for which the architect is eminently qualified.
- 2.2 Principal rates are expected to apply to services which require principal-level skills and judgment. Other services should, or could, be delegated to staff and charged accordingly, notwithstanding their occasionally being performed by principals. Principals who themselves provide services at various principal and staff levels of skill and judgment may use correspondingly variable hourly rates for

billing purposes, or use a single “blended” rate. Refer to AIBC Practice Guideline: Blended Hourly Rate Fees for Principals in Small Practices.

3.0 Fees for Staff

- 3.1 For staff, the recommended billable hourly rate is calculated by multiplying the person’s nominal monthly salary (i.e. gross salary due, excluding benefits) by a factor of 2.3 percent. As an example, a staff member earning \$7,000.00 per month (nominally) is billable at $(0.023 \times \$7,000.00) = \161.00 per hour.

4.0 Fees for Services Related to Building Code Compliance

- 4.1 Compliance with energy efficiency requirements of building codes (for example, as required by Part 10 or Section 9.36 of the *BC Building Code*) via prescriptive methods is determined to be standard, integral aspects of architectural practice reasonably accounted for under the *Tariff of Fees for Architectural Services* current percentage-fee structures (or lump-sum equivalents); billable staff-salary multiplier; and by the billable principals’ rates recommended above.

However, such services as those pertaining to compliance with energy efficiency requirements through performance methods, such as those utilizing energy modelling and/or air tightness testing; LEED™ and/or similar specialized sustainable building design; and building code alternative solutions are billable in addition to the Tariff’s recommended percentage-fee structures or lump-sum equivalents.

Practice Guideline Amendment History (1996 – 2019)

- 2019: October. New graphic template. Renamed Practice Guideline, formerly Practice Note. References to Practice Note updated to Practice Guideline.

- 2017: January, reissued as Practice Note 17, updated per the Bank of Canada Consumer Price Index; provides clarification fees for services related to energy efficiency related building code compliance
- 2008: April, issued as Bulletin 51, update to the second edition
- 2007: November, issued as Bulletin 51, second edition
- 2000: December, issued as Bulletin 51, update to the first edition
- 1996: January, issued as Bulletin 51, first edition

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