Terms of Reference
Certified Professional Committee

- The Architectural Institute of British Columbia (AIBC) and Engineers and Geoscientists British Columbia (EGBC) operate under a policy governance model through which council and operational boards and committees are established to assist AIBC and EGBC council and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.

- AIBC boards and committees are governed by the Architects Act, institute bylaws, council policies (1.9 and 2.14), the Code of Conduct Including Conflict of Interest Guidelines for AIBC Council, Boards, Committees, Task Forces and Representatives, and the Volunteer Handbook, as applicable.

- The affairs of Engineers and Geoscientists British Columbia are managed by Council and the CEO, and are supplemented by standing boards and committees, and ad hoc committees and task forces which may be established by Council.

**Established:** April 2018

**Type:** Operational

**Chair:**

- Appointed by: Working Group
- Term: 2 years, alternates between Engineers and Geoscientists BC and AIBC

**Members:**

- Appointed by: Architectural Institute of British Columbia Chief Executive Officer
  - Engineers and Geoscientists British Columbia Chief Executive Officer
- Term: 2 years, renewable

**Committee Selection Criteria:** Architects, engineers and building officials with CP program interest

**Committee Composition Requirements:**

- Engineers and Geoscientists BC Appointees: Four members
- AIBC Appointees: Four members
- City of Vancouver: One member
- City of Surrey: One member
• Participating AHJs: Two members (can include additional City of Vancouver or City of Surrey)

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Composition (as applicable)</th>
<th>Appointment Date</th>
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<tbody>
<tr>
<td>1. Barry Thorson P.Eng. CP</td>
<td>Engineers and Geoscientists BC (Chair)</td>
<td>May 2018</td>
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<tr>
<td>2. Linda Valter Architect AIBC CP</td>
<td>AIBC</td>
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<td>3. Steven Hart Architect AIBC CP</td>
<td>AIBC</td>
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<td>4. Jeremy Woolf Architect AIBC CP</td>
<td>AIBC</td>
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<td>5. Alan Brown Architect AIBC CP</td>
<td>AIBC</td>
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<td>6. Dave Steer P.Eng. CP</td>
<td>Engineers and Geoscientists BC</td>
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<td>7. Jeffery Mitchell P.Eng. CP</td>
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<td>8. Murray Johnson P.Eng. CP</td>
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<td>9. Jason Watt P.Eng. CP</td>
<td>City of Surrey</td>
<td>May 2018</td>
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<td>10. Pat Ryan P.Eng. CP</td>
<td>City of Vancouver</td>
<td>May 2018</td>
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<td>11. Kelly Anderson P.Eng. CP</td>
<td>City of Vancouver</td>
<td>May 2018</td>
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<tr>
<th>Staff</th>
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<tbody>
<tr>
<td>1. Maura Gatensby Architect AIBC CP</td>
<td>Practice Advisor (AIBC)</td>
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<tr>
<td>2. Jaishree Sundar</td>
<td>Professional Services Coordinator (AIBC)</td>
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<tr>
<td>3. Peter Mitchell P.Eng.</td>
<td>Director, Professional Practice (EGBC)</td>
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<tr>
<td>4. Teresa Coady Architect AIBC</td>
<td>EGBC-AIBC CP Manager</td>
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<tr>
<td>5. Amanda Ho</td>
<td>Administrative Assistant, Professional Practice (EGBC)</td>
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1.0 Mandate:

- Prepare the terms of reference for the Certified Professional Committee and Sub-committees for review and acceptance by AIBC, EGBC and participating AHJs.
- Promote increased levels of knowledge of the Building Code by developing specialized courses, seminars and other educational sessions.
- Communicate its advice regarding the operation of the CP Program to AIBC, EGBC, participating AHJs, as appropriate.
- Make recommendations to AIBC, EGBC and participating AHJs to establish guidelines and standards of practice for CPs.
- Make recommendations to AIBC, EGBC and participating AHJs to establish or modify qualification criteria for CPs; determine the training requirements for current CPs when new editions of the 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 EGBC 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 Seminar
- CP Manual
- CP Letters of Assurance

4.0 Reporting:

- Update provided as needed to CEOs by senior staff

5.0 Liaison with Internal and External Groups/Associations:

- AIBC/EGBC Joint Practice Board
- AIBC Regulatory Coordination Committee
- AIBC Professional Services Department
- EGBC Building Codes Committee
- EGBC Professional Practice Department
- Building and Safety Standards Branch
- Building Officials Association of BC
- Municipal Insurance Association
- Union of BC Municipalities

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 EGBC offices and/or, video/teleconferencing

7.0 Quorum:

- A quorum for any meeting of the Committee will be 50% of the Working Group provided at least two members of each category (EGBC, AIBC and AHJs) are present. The committee 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 upon the recommendation of the Committee; by the CEO upon recommendation of the senior staff member; upon a change of members or staff support.