Terms of Reference
Bylaw Review Committee

• The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC 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), and the Volunteer Handbook, as applicable.

Established: July 12, 2011

Type: Council: Standing Committee

*This committee reports to council; the committee membership may include a council member liaison, members at large, and staff. The committee is coordinated by department staff.

Chair:

Appointed by: Council

Term: 1 year, renewable

Members:

Appointed by: Council

Term: 1 year, renewable

Committee Selection Criteria:

• Members or associates in good standing.

• Familiarity and comfort with AIBC Bylaws.

• Familiarity with drafting conventions for codes, such as the Code of Ethics and Professional Conduct, Building Codes, etc.

• Ability to compare legislations, bylaws and codes and analyze against current institute needs.

• Ability to explain bylaw concepts in plain language and comfort with member consultation recipients.

Committee Composition Requirements:

At least three and up to eight Architects AIBC and up to two associates from any category.
Committee Members

<table>
<thead>
<tr>
<th>Composition (as applicable)</th>
<th>Appointment Date</th>
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<tbody>
<tr>
<td>Chair (May 2013)</td>
<td>September 2011</td>
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<tr>
<td>Sep. 2011 to April 2013 Chair</td>
<td>September 2011</td>
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<tr>
<td>May 2013</td>
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<td>January 2014</td>
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<td>January 2019</td>
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Staff

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<th>Position</th>
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<tr>
<td>General Counsel, Deputy CEO</td>
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<tr>
<td>Legal Counsel, Director of Professional Conduct &amp; Illegal Practice</td>
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<tr>
<td>Paralegal, Manager Regulatory Compliance</td>
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<tr>
<td>Professional Conduct &amp; Illegal Practice Officer</td>
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1.0 Mandate:

- To conduct a review of all AIBC Bylaws and make recommendations to council with respect to:
  - bylaw amendment or deletion;
  - bylaw coordination with other AIBC documentation; and
  - proposal of any new bylaws.

2.0 Specific Assignments:

- Bylaw review will take place in the context of:
  - the current Architects Act and AIBC’s public interest mandate;
  - current council vision, policy and rules;
  - relevant AIBC bulletins and relevant documentation;
  - AIBC bylaw history, including work and analysis performed during last AIBC bylaw review; and
  - legislation and regulation of other provinces and jurisdictions with whom the AIBC shares reciprocity.
• Develop and conduct membership consultation sessions regarding bylaw review;
• Committee is asked to provide its recommendations to council as its review evolves;
• Objective is to propose bylaw amendments to membership, with Council support; and
• Develop AIBC bylaw drafting conventions for consistency.

3.0 Deliverables:
• The committee proposes bylaw amendments.
• The committee communicates the proposed bylaw amendments to membership through updated web site content, eNews/eBlasts, feedback forms and consultation sessions.
• The committee follows and maintains a three-year Workplan.
• The committee delivers an annual report to council.

4.0 Reporting:
• Committee reports to council annually through an updated Workplan.
• Committee reports to council as and when needed pending workflow.

5.0 Liaison with Internal and External Groups/Associations:
• Internal: AIBC boards and committees, 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 Committee will be the majority of the members of the Committee 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 Council upon the recommendation of the Committee; the CEO; upon a change of members; or at the close of the mandate.