Terms of Reference
Design Panel 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: 1992
Type: Operational
Chair:
  Appointed by: Chief Executive Officer
  Term: 1 year, renewable in September
Members:
  Appointed by: Chief Executive Officer
  Term: 2 years, renewable
Committee Selection Criteria:
  - Architects or Retired Architects
  - Experience with or interest in Advisory Design Panel related matters
  - Understanding and appreciation of AIBC’s core regulatory mandate
Committee Composition Requirements:
  No specific committee composition requirement.
### Committee Members

<table>
<thead>
<tr>
<th>Composition (as applicable)</th>
<th>Appointment Date</th>
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<tbody>
<tr>
<td>Neil Prakash Architect AIBC Chair</td>
<td>January 2014</td>
</tr>
<tr>
<td>Ryan Bragg Architect AIBC</td>
<td>January 2015</td>
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<tr>
<td>Kate Busby Architect AIBC</td>
<td>February 2015</td>
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<tr>
<td>Dianne Dy Architect AIBC</td>
<td>February 2014</td>
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<tr>
<td>Omid Kiasari Architect AIBC</td>
<td>February 2020</td>
</tr>
<tr>
<td>Adam Fawkes Architect AIBC</td>
<td>January 2013</td>
</tr>
<tr>
<td>Andrew Lockhart Architect AIBC</td>
<td>May 2019</td>
</tr>
<tr>
<td>Ann McLean Architect AIBC</td>
<td>April 2010</td>
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</tbody>
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### Staff

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Professional Services Manager</td>
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<tr>
<td>Professional Services Manager (acting)</td>
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<tr>
<td>Professional Services Coordinator</td>
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</tbody>
</table>

#### 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; Advisory Design Panel FAQs; and the ADP Application Form

• Initiate improved advocacy and communications strategy (including Professional Development workshops) with municipalities and members.

3.0 Deliverables:
• Nomination letters to municipal ADPs
• Roster of ADP volunteers
• Record of ADP nominees 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 – 2:15 p.m.
• Place: AIBC Offices and/or 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 or video/teleconference.

8.0 Amending the Terms of Reference
• The Terms of Reference may be revised from time to time at the CEO’s discretion and/or upon recommendation by the Committee, including an update on members and mandate.