ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference
Investigation Committee

AIBC Statutory Committees are established by section 32(3) of the *Professional Governance Act* (PGA) and governed by AIBC Bylaws and associated Committee Terms of Reference.

1.0 Authority

Type: Statutory Committee

Established: February 2023 - under authority of s. 64 of the *Professional Governance Act* (PGA)

References: The AIBC Board delegates authority to the Investigation Committee under s. 32(2) of the PGA to carry out the directives related to the Investigation Committee as follows:

- PGA s. 28 requiring the taking and signing of an Oath of Office;
- PGA s. 32(7)(a) requiring at least one lay member;
- PGA s. 32(7)(b) requiring at least one lay member present at every meeting;
- PGA s. 32(7)(c) requiring a chair who is appointed in accordance with the selection principles;
- PGA s. 65 sets out the complaints process;
- PGA s. 66 sets out the investigation process;
- PGA s. 68 appointment of investigators;
- PGA s. 69 powers and duties of investigators;
- PGA s. 72 request a reprimand remedial action by consent;
- PGA s. 73 propose a consent order;
- PGA s. 74 agree to an alternative consent resolution;
- AIBC Bylaws 3.6 – 3.7 regarding the establishment of the Investigation Committee;
- AIBC Bylaws 3.11 – 3.12 regarding the selection and appointment of committee chairs;
- AIBC Bylaws 6.1 – 6.28 regarding the complaints process;
- AIBC Bylaws 7.1 – 7.30 regarding the discipline process; and

- AIBC Board Policy 1.5 Statutory Committees; and
- AIBC Volunteer Policies and Code of Conduct.

2.0 Membership

Committee Chair:	Appointed by the AIBC Board in accordance with section 25(1) of the PGA.
Term:	3 years, renewable.
Committee Members:	Appointed by the AIBC Board
Term:	3 years, renewable.
Restrictions:	Must not be a member of the Discipline Committee or a sitting Board Member.
Committee Member Selection Criteria:	The following criteria are not exhaustive. The criteria are intended to guide the Board when appointing new members to the Committee. • Understanding and appreciation of the AIBC's core regulatory mandate; • Understands the AIBC's governance structure and relationship between Registrants, the AIBC, and the public; • Integrity, including the ability to exercise discretion and maintain confidentiality; to remain open-minded and objective when contemplating decisions; and to share observations and findings through effective communication; • Understanding the principles of due process and procedural fairness; • Knowledge of the Code of Ethics and Professional Conduct; and • Taking and signing Oath of Office (PGA s. 28).
Committee Chair Selection Criteria:	• Committee Member Selection Criteria • Ability to fulfill the duties of the Committee chair listed in section 4.0 of this Terms of Reference
Committee Composition Requirements:	Legislated under PGA s. 32(7) and AIBC Bylaws 3.7, 3.11, 3.12 • Registration as an Architect AIBC or Retired Architect AIBC in Good Standing; • At least one Lay (public) Committee Member who is present at every meeting (s. 32 (7) of the PGA); and • Chair must be appointed in accordance with selection principles in PGA s. 25(1).

Committee Members	Composition (as applicable)	Appointment Date
1. Dr. Ron Yaworsky	Lay Committee Member –Chair	February 16, 2026
2. Byung-Hee Kang	Architect AIBC	September 12, 2026
3. Robyn Fenton	Architect AIBC – Vice Chair	September 12, 2026
4. Christina Ding	Architect AIBC	February 11, 2025
5. Himanshu Chopra	Architect AIBC	February 11, 2025
6. Kyle Ferguson	Lay Committee Member	February 11, 2025
7. Craig Mitchell	Architect AIBC	February 16, 2026
8. Tobi May	Architect AIBC	February 16, 2026
9. Joan Hendriks	Architect AIBC	February 16, 2026
Departmental Staff Representative (DSR)	**Position**	
1. Sabinder Sheina	Legal Counsel | Director, Professional Conduct and Illegal Practice	
2. Meagan Sands, Paralegal	Manager, Regulatory Compliance	
3. Michelle Singh	Investigation and Discipline Officer	
4. Catherine Lee, Paralegal	Professional Conduct Officer	

3.0 Mandate:

- To determine if an investigation of a Complaint will proceed in accordance with the PGA and the AIBC Bylaws;
- Oversee the investigation process (investigation carried out by an Investigator assigned by the Committee);
- To determine if a Citation should be issued and consider and propose appropriate alternative resolutions within the Committee's powers; and
- To ensure the AIBC's complaints and investigations process is transparent, objective, impartial, fair, and allows for thorough, evidence based and proportionate responses to complaints.

4.0 Duties:

Duties of the Committee:

The Committee members will come prepared to meetings, having reviewed the file material in order to participate in a meaningful and informed discussion with the Committee to carry out the following:

- Review Intake Reports and determine whether to:
  - Initiate an investigation;
  - Decline to investigate a Complaint; or
  - Forgo an investigation and direct a Citation to be issued pursuant to section 66(1)(d) of the PGA.
- Provide notice to a Registrant that an investigation is taking place.
- Review any written report from an investigator (Interim investigation report, Final Investigation Report, or Supplementary Report).
- Request interim or Supplementary Reports from the Investigator, if and when deemed necessary.
- At the conclusion of an investigation, do one or more of the following:
  - Initiate an extraordinary action to protect the public (s. 67 of the PGA);
  - Determine whether the matter proceed by way of a reprimand or remedial action by consent (s.72 of the PGA), consent order (s. 73 of the PGA), alternative complaint resolution (s. 74 of the PGA) or a Citation (s. 66 of the PGA);
  - Propose appropriate recommendations, sanctions and penalties to matters resolved by way of a reprimand or remedial action by consent, consent order, alternative complaint resolution; or
  - Close the Complaint.
- Upon receipt of a report indicating that a Respondent has satisfied a reprimand or remedial action by consent, a consent order, or an alternative complaint resolution, close the matter.

Duties of the Lead Investigator:

The Lead Investigator will:

- Investigate complaints assisted by a staff Investigator;

- Provide written updates to the Committee, as deemed necessary or when requested by the Committee;
- Provide a Final Investigation Report to the Committee at the conclusion of an investigation;
- Provide written updates to the Complainant and Respondent with progress of the investigation;
- Be recused from the decision-making process for any file that the investigator investigated.

Duties of the Committee Chair or Vice Chair

The Committee chair will:

- Efficiently chair Committee meetings;
- Lead the Committee in meeting established timelines and the deliverables identified in section 5.0 of this Terms of Reference;
- Identify Committee priorities, administrative and policy efficiencies, and address issues of strategic concern between the Investigation Committee and the Board;
- Assign a Lead Investigator from the Investigation Committee to conduct investigations into professional conduct complaints; and
- Assign additional Investigators, as and when needed depending on file complexity.

Duties of the Departmental Staff Representative:

The DSR will support Committee administration including meeting minute taking, Committee communications, scheduling meetings, and other support services required for effective Committee administration.

5.0 Deliverables:

- Ensure a fair, timely, thorough, and transparent process to determine if an investigation will be conducted, if a Citation will be issued, and/or if Complaint file will be closed/dismissed.

6.0 Reporting:

- Accountable to the AIBC Board.
- Publish in accordance with part 8.0 of the AIBC Bylaws.
- Upon request of the Board, provide verbal or written reports related to general investigation matters and policy considerations.
- Reporting statistical and other relevant information at the annual general meeting, in CEO & Registrar reports to the Board, and upon request, to the Office of the Superintendent of Professional Governance.

7.0 Liaison with Internal and External Groups/ Associations:

- Internal Group: Professional Standards Advisory Group, AIBC Board, Audit and Practice Review Committee.
- External Group: Legal Counsel – as needed.

8.0 Scheduled Meetings:

- Attendees: Only members of the Committee have the right to attend Committee meetings. Guests may be invited to attend all or part of any meeting, as and when deemed to be appropriate and necessary by the Committee chair.
- When: Meetings to be held on regular monthly intervals to be determined by the Committee to meet its obligations.
- Place: AIBC offices and/or, video/teleconferencing.

9.0 Quorum:

Quorum (Legislated):	Under section 32 (7) of the PGA have at least one Lay Committee Member present at every meeting of the Committee.
Quorum (Other):	A quorum for any meeting of the Committee will be the majority of the members of the Committee present in person, and/or by video/teleconferencing. (AIBC Bylaw 3.18 and 3.19)

10.0 Amending the Terms of Reference

The Terms of Reference may be revised by the AIBC Board upon the recommendation of the Committee or CEO or upon a change of members.