



Board Policy

POLICY CATEGORY:	1.0 Regulatory Governance
POLICY FOCUS:	1.1 Professional Conduct; 1.2 Illegal Practice; 1.3 Registration and Licensing; 1.4 Professional Development; 1.5 Statutory Committees
DATE OF POLICY:	September 2025

Please note that the capitalized terms in this Board Policy (“Policy”) are consistent with those defined in the [AIBC Bylaws](#).

Regulatory Authority

The *Professional Governance Act* (PGA) establishes the AIBC’s general duties and responsibilities and governing authority, and sets standard requirements for key elements of professional governance. It also outlines fundamental obligations and standards that all Registrants must meet. The *Architects Regulation* define the practice of architecture and establish the “reserved practice” for architects and “reserved titles” for use by Registrants.

AIBC Bylaws set professional and governance standards and procedures that apply to the AIBC and its Registrants. Schedules are regulatory documents found at the end of the AIBC Bylaws and include the Fee Schedule, the Code of Ethics and Professional Conduct, a number of Board Rules, and Administrative Guidelines regarding specific AIBC requirements and programs.

The regulatory pillars described in this policy include professional conduct, illegal practice, registration and licensing, and professional development. Statutory authority for these regulatory pillars is provided in Section 22 of the PGA. Statutory Committees are authorized in Section 32 of the PGA and established in AIBC Bylaw 3.0.

Statements contained in this policy are not intended to replicate professional standards and regulatory requirements detailed elsewhere. Instead, the statements are intended to be complementary and to provide Board guidance on each regulatory pillar. They are both aspirational and focused on public interest. AIBC regulatory governance policies must ensure fairness, transparency, and accessibility, and respond to the public’s general expectation that AIBC Registrants act at all times with honesty, integrity and professional competence.

1.1 Policy Statement: Professional Conduct

1.1.1 Establishing high professional standards and addressing any failure to comply with such standards are both essential for the credibility and integrity of the architectural profession. The AIBC is committed to meeting its legislative requirements for receiving complaints, investigating the professional conduct of its Registrants, and addressing breaches of standards through the appropriate process.

Accordingly, the CEO & Registrar will ensure that:

- 1.1.2** The public has access to adequate information about the AIBC professional conduct process, including adequate information to make a complaint about an AIBC Registrant.
- 1.1.3** All complaints received are reviewed and processed in accordance with the PGA the AIBC Bylaws, and appropriate principles of procedural fairness.
- 1.1.4** The AIBC develops, implements, and refines Bylaws, including Board Rules and Administrative Guidelines, for handling complaints and investigations that are consistent, fair, and efficient.
- 1.1.5** All processes and documents associated with the professional conduct process are monitored and reviewed on an ongoing basis to ensure appropriate procedural fairness and administrative efficiency.
- 1.1.6** There are adequate internal and external resources available to carry out its complaint, investigation, and disposition functions in a way that is fair, timely, and transparent.
- 1.1.7** The Investigation and Discipline Committees have adequate training and resources, including legal support, necessary to carry out their functions.

1.2 Policy Statement: Illegal Practice

- 1.2.1** In the public interest, the AIBC will make reasonable efforts to address the illegal practice of architecture through public education and by enforcement of the PGA, *Architects Regulation*, and the AIBC Bylaws. The illegal practice of architecture includes the use of the title “architect” or other terms implying registration with the AIBC by an individual or business who is not registered; the actual practice of architecture by an individual or business not registered with the AIBC; and the unlawful engagement of a non-architect to practice architecture/provide architectural services.

Accordingly, the CEO & Registrar will ensure that:

- 1.2.2** All complaints/credible information of illegal practice are reviewed, and, if appropriate, investigated and resolved in a manner consistent with the AIBC Bylaws and the public interest.
- 1.2.3** Illegal practice procedures and guidelines are developed and/or refined on an ongoing basis to assist AIBC staff in carrying out their tasks with respect to the intake, investigation, resolution, and appropriate publication of illegal practice matters.
- 1.2.4** Appropriate consultation and education efforts directed at prevention of illegal practice are undertaken with the public, local governments, architects, and other Registrants.
- 1.2.5** Regular, informative communication regarding illegal practice matters is provided to Registrants and the public.
- 1.2.6** Suitable legislative and regulatory initiatives are supported to improve alignment and consistency among and between the *Architects Regulation*, BC Building Code, and other relevant legislation and regulations.
- 1.2.7** Consultation, cooperation and information-sharing between the AIBC and other professional regulators takes place to prevent and address the illegal practice of architecture by registrants of other professions.

1.3 Policy Statement: Registration and Licensing

- 1.3.1** The Board authorizes the Credentials Committee to approve Individual and Firm Registrant applications, including conditional registration.
- 1.3.2** The Board is committed to its legislative mandate to ensure that all candidates for registration meet admission requirements commensurate with entry-to-practice competencies and aligned with the complexity of the tasks they are required to perform. The Board is equally committed to ensuring that all those who demonstrate the ability to meet admission requirements are admitted to practice.

Accordingly, the Board and CEO & Registrar will ensure that:

- 1.3.3** Bylaws, including Administrative Guidelines, policies, and procedures describing and prescribing the admission requirements of the profession are in place, readily available to all applicants and are reviewed periodically to ensure compliance with the legislation, Board governance policies, and changing priorities and standards.
- 1.3.4** Individual and Firm Registrant applications for registration are reviewed and approved by the Credentials Committee according to AIBC Bylaws including Schedules, and these policies where applicable. Applicants who wish to dispute a Credential Committee's decision may make application to the Registrar for a Review on the Record, as set out in the Bylaws.
- 1.3.5** The AIBC consistently seeks to identify and remove any barriers to entry to the profession that are not related to demonstrable competency requirements for the profession, required for protection of public safety or maintenance of professional standards.
- 1.3.6** The AIBC is active regarding the promotion and preservation of reciprocity agreements between Canadian regulators of architecture, and mutual recognition agreements between Canadian and international regulators of architecture, in order to facilitate mobility of architects.
- 1.3.7** Admission standards and requirements, including conditional registration, reflect the public interest in the profession of architecture and are transparent, inclusive, objective, and fair both in content, process, and application.
- 1.3.8** Admission requirements seek to promote the greatest possible degree of national and international reciprocity and labour mobility.
- 1.3.9** The Credentials Committees have adequate training and resources, including legal support, necessary to carry out their functions.

1.4 Policy Statement: Professional Development

- 1.4.1** This policy framework and the AIBC professional development programs aim to promote continuous professional growth, uphold high standards of practice, and ensure the AIBC fulfills its mandate to protect the public and support the profession.
- 1.4.2** The Board may from time-to-time mandate that all CES Participants, as defined in the Bylaws, be required to complete a specific course or area of study of continuing education, within the

Continuing Education System's 'Core' competence area of practice. The Board may also prescribe the timeframe(s) within which the course or area of study must be completed and reported.

- 1.4.3** CES Participants choosing to complete their continuing education requirements by reciprocity are not exempt from such mandatory areas of study.
- 1.4.4** Consequences for failure of a CES Participant to earn and report required Learning Units may include fines and/or such penalties as are determined under the AIBC Bylaws.

Accordingly, the CEO & Registrar will ensure that:

- 1.4.5** The continuing education programs seeks to ensure that all Registrants maintain and enhance their knowledge, skills, and competencies throughout their careers.
- 1.4.6** Documents accurately describe the Continuing Education System (CES), including its intent and values, and incorporate fairness, simplicity and transparency. Updates to CES documents are made available in a timely fashion.
- 1.4.7** The identity of education providers recognized by the AIBC will be made available, with regular updates.
- 1.4.8** Reasons are communicated for changes to mandatory continuing education requirements.

1.5 Policy Statement: Statutory Committees

Preamble

The *Professional Governance Act* (PGA) authorizes Committees to be established to exercise a power, authority, or jurisdiction of the Board under the Act, in addition to express authority otherwise referred to in the Act. The PGA, AIBC Bylaws, and Committee terms of reference, provide the authority, duties, limitations, and mandate of these statutory Committees. This Policy is subordinate to those regulatory documents and is intended to provide additional Board direction on Committees that is not established elsewhere.

The following topics are included in the Policy:

- Committee Authority and Accountability
- Committee Terms of Reference and Committee Member Terms
- Committee Reporting Requirements
- Committee Member and Chair Selection Process
- Establishing a New Committee
- Board Members Sitting on Other Boards/ Committees

The AIBC currently has five statutory Committees to which this Policy applies, specifically, the Conduct Review Committee, Credentials Committee, Discipline Committee, Investigation Committee, and Nomination Committee. This Policy applies only to statutory Committees set out

under Bylaw 3.0 and does not apply to Board Advisory Groups or groups formed under the authority of the CEO & Registrar.

Committee Authority and Accountability

- 1.5.1** All Committees, including a Committee chair, may not exercise authority over the CEO & Registrar or AIBC staff, nor will the CEO & Registrar be required to obtain approval of a Committee before taking action on an operational matter.
- 1.5.2** A Committee as-a-whole is accountable to the Board for its performance. Committees undertake their duties in support of the AIBC's duties and responsibilities listed in the PGA, s. 22, where applicable. The Committee represents the best interests of the public and not the interests of one particular constituency or community.

Accordingly, the CEO & Registrar will ensure that:

- 1.5.3** All Committee members are informed about the AIBC's mandate and regulatory authority structure, and the duties and obligations of the Committee and Committee members as described in the PGA, AIBC Bylaws, Volunteer Code of Conduct, and the Committee terms of reference.
- 1.5.4** A Committee's decisions that may have financial or resource impacts or which are operational in nature, are made only following prior consultation with the CEO & Registrar.
- 1.5.5** A Committee's public interest obligation is neither usurped nor hindered by the Committee as-a-whole, or by any individual Committee member.

Committee Terms of Reference and Committee Member Terms

- 1.5.6** All Committee member terms must be three-years, renewable to a three-term maximum to allow for a refresh of ideas, energy, and perspectives, while providing for effective and meaningful member contributions.
- 1.5.7** Following the three-term maximum, a one-year waiting period will be observed before a Committee member may re-apply to the same Committee. The waiting period may be waived for the temporary substitution of a Committee member only if the Committee membership will not meet its composition requirements otherwise. The Committee member is eligible to apply for another statutory Committee without the waiting period.
- 1.5.8** In addition to the requirements in Bylaw 3.13, each Committee's terms of reference will clearly define the delegated authority, mandate, specific assignments, membership terms, composition and selection criteria, reporting requirements, and expected deliverables, as well as any other criteria or conditions that must be met by the Committee as determined by the Board.

Accordingly, the CEO & Registrar will ensure that:

- 1.5.9** Efforts are made to stagger the terms of members such that Committee operations are not disrupted, and where possible, ensure that no more than one-third of the Committee membership changes each year.

1.5.10 The following information is included in the submission for Board approval of a Committee's terms of reference (as applicable):

- how a new Committee chair meets the selection principles stated in the *Professional Governance General Regulation* s. 5;
- how new Committee members meet the qualifications and experience criteria stated in the terms of reference, inclusion of a résumé or C.V.;
- remuneration, when applicable; and
- an amended Committee's terms of reference.

Committee Reporting Requirements

1.5.11 In fulfilling its mandate, a Committee may have formal and/or informal reporting obligations to the Board, the Office of the Superintendent of Professional Governance, Registrants, or others related to the activities of the Committee. The formal reporting requirements must be clearly stated in the Committee terms of reference and may be satisfied by the CEO & Registrar, senior staff, or the Committee chair when required.

Accordingly, the CEO & Registrar will ensure that:

1.5.12 The reporting requirements established in a Committee's terms of reference are met, as and when required.

Committee Member and Chair Selection Process

1.5.13 A Committee will be resourced effectively without risk of delays in order to deliver on the Committee mandate.

Accordingly, the Board and CEO & Registrar together will ensure that:

1.5.14 Committee member and Committee chair selection criteria provided in the terms of reference, and the selection principles in the *Professional Governance General Regulation* s. 5, form the basis of the selection process.

1.5.15 The Committee member recruitment and selection processes will consider the principles of equity, diversity, and inclusion.

Establishing a New Committee

1.5.16 In addition to Committees established under PGA s. 32, new Committees may be established pursuant to PGA s. 32(3). If a new Committee is established, the Board may authorize it to exercise a power, authority or jurisdiction for a purpose consistent with the Act.

Accordingly, the CEO & Registrar will ensure that:

- 1.5.17** The Board submission adheres to Policy 1.5.10 and includes a briefing note describing the power, authority and jurisdiction of the Committee. The Committee membership does not have to be confirmed in order for the Board to establish the Committee.

Board Members Sitting on Other Boards/ Committees

Preamble

Interpretation material for section 23(4) of the PGA from the Office of the Superintendent of Professional Governance (OSPG) indicates that a board member of a PGA regulatory body is prohibited from being a committee member of ‘*a*’ regulatory body under the PGA. The OSPG interpretation of ‘*a*’ suggests ‘*any*’ regulatory body of the PGA, not just the regulatory body on which the individual serves as a board member.

It is the AIBC’s view that statutory amendment is required to clarify this legislative language in the PGA, such that it is clear whether the board member cannot serve as a committee member on ‘*any*’ PGA regulatory body, or, ‘*the*’ regulatory body on which they serve as a board member.

Until such time that clarity is provided, the following serves as the AIBC Board Policy on Board Members serving on other boards/committees.

- 1.5.18** Lay Board Members are not to serve as Lay or Registrant members on the board of another PGA regulatory body.
- 1.5.19** Registrant and Lay Board Members are not to serve on the board of an advocacy body aligned with the built environment.
- 1.5.20** Registrant and Lay Board Members will speak with the AIBC Registrar before seeking to participate on an operational group of another PGA regulatory body. Those regulators that are closely aligned to architecture should be avoided given the potential for conflicts of interest within the built environment.
- 1.5.21** Registrant and Lay Board Members will endeavour to be mindful of the commitments made in the Oath of Office related to any potential or actual conflict of interest such that work undertaken at other memberships, directorships, voluntary or paid positions or affiliations remains distinct from their work on the AIBC Board.

Revision and Approval Log

September 10, 2024	Approved by AIBC Board
September 9, 2025	Approved by AIBC Board; addition of policy 1.5