ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference
Conduct Review 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:	June 2024, under authority of the *PGA* ss. 32(3) and 75(6)(f)(ii).
References:	AIBC Board delegates authority to the Conduct Review Committee under the *PGA* s. 32(3) to carry out the directives related to the Conduct Review 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; • AIBC Bylaws 3.11 – 3.12 regarding the selection and appointment of Committee chairs; • AIBC Bylaws 7.7.2 regarding oral conduct review may be established by Bylaw or Board Rules; • AIBC Board Policy 1.5 Statutory Committees; and • AIBC Volunteer Policies and Code of Conduct.

2.0 Membership

Committee Chair:	Appointed by AIBC Board
Term:	3 years, renewable
Committee Members:	Appointed by AIBC Board
Term:	3 years, renewable
Restrictions:	Must not be a member of the Investigation Committee, Discipline Committee, or a Board Member.
Committee Member Selection Criteria:	The following criteria are not exhaustive. The criteria are intended to guide the AIBC 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 openminded and objective when contemplating decisions; and to share observations and findings through effective communication; • Understanding the principles of due process and procedural fairness; • Familiarity with the Code of Ethics and Professional Conduct; and • Taking and signing Oath of Office (*PGA* s. 28).
Committee Chair Selection Criteria:	Legislated under *PGA* ss. 25(1) and 32(7)(c) and *PGA General Regulation* s. 5 • Merit, having regard to skills and experience; • Integrity and 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 3.9, 3.11, 3.12 • A minimum of ten years registration as an Architect AIBC or Retired Architect AIBC in Good Standing; • Include at two (2) Architects AIBC who are present at every meeting; • Include at least one (1) Lay Committee Member who is present at every meeting (PGA s. 32 (7)); and • Chair must be appointed in accordance with selection principles in PGA s. 25(1).

Committee Members		Composition (as applicable)	Appointment Date
1.	Kate Gerson	Architect AIBC – Interim Chair	September 10, 2024
2.	Gordon Richards	Architect AIBC	September 10, 2024
3.	Wayne Bissky	Architect AIBC	September 10, 2024
4.	Trevor Joyce	Lay member	September 10, 2024
5.	Eileen Myrdahl	Lay member	September 10, 2024
6.	John Meunier	Architectural Technologist AIBC	April 15, 2026
Departmental Staff Representatives (DSR)		**Position**	
1.	Sabinder Sheina	Legal Counsel | Director, Professional Conduct and Illegal Practice	
2.	Michelle Singh	Investigation and Discipline Officer	

3.0 Mandate

Through Panels, hold conduct reviews into specified allegations of professional misconduct or incompetence, in accordance with the *PGA*, Regulations, AIBC Bylaws, and Rules of procedures and policies.

The conduct review is undertaken as part of the discipline penalty to address the Registrant's practice or ethical issues that gave rise to the Complaint, the investigation, and discipline charges.

4.0 Duties

Duties of the Committee:

4.1 Establish Panels to hold conduct reviews as required.

4.2 Provide a written report to the Investigation Committee, Discipline Committee, or Professional Conduct and Illegal Practice (PCIP) staff about the steps taken and the outcome of the review.

Duties of the Committee Chair or Vice Chair:

The Committee chair will:

- Efficiently chair Committee meetings; and
- Lead the Committee in meeting established timelines and the deliverables identified in section 5.0 of this Terms of Reference;

Duties of the Departmental Staff Representative (DSR):

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

Conduct fair, timely, thorough, and transparent conduct reviews forwarded by the Investigation Committee and Discipline Committee.

When called upon, strike a Panel of three members to hold:

- a conduct review in relation to a Registrants breach of the *PGA*, the Regulations, AIBC Bylaws, and the Code of Ethics and Professional Conduct.

6.0 Reporting

- Accountable to the AIBC Board.
- 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

- Internal Group: as determined.
- External Group: Legal counsel – as needed.

8.0 Scheduled Meetings

- Attendees: Only members of the Committee have the right to attend Committee meetings. However, other AIBC individuals and external advisers may be invited to attend all or part of any meeting, as and when deemed by the committee to be appropriate and necessary.
- When: As required upon to strike a Panel of three members.
- Place: AIBC offices and/or video/teleconferencing.

9.0 Quorum

Quorum (Legislated):

- Pursuant to *PGA* s. 32(7) have at least one Lay Committee Member present at every meeting of the Committee or Panel.

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 Bylaws 3.16, 3.18, and 3.19.)

10.0 Amending the Terms of Reference

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