

FRAMEWORK
of
ADMINISTRATION
for the
CERTIFIED PROFESSIONAL (CP)
PROGRAM

A Partnership of
Architectural Institute of BC,
Engineers and Geoscientists BC
and Participating AHJs

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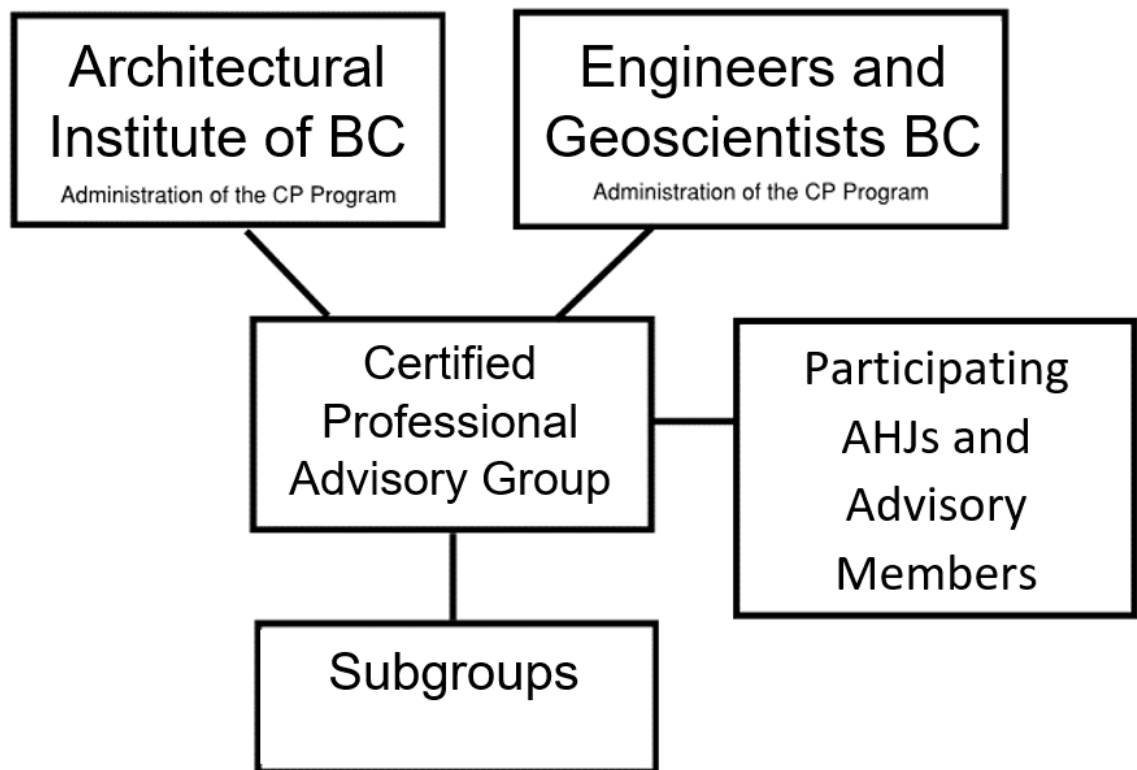
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Organizational Chart #1

Organizational Chart for the Certified Professional Advisory Group



FRAMEWORK of ADMINISTRATION for the CERTIFIED PROFESSIONAL (CP) PROGRAM

1.0 PREAMBLE

The Certified Professional (CP) Program is an alternative process for obtaining building permits and occupancy permits within Participating Authorities Having Jurisdiction (AHJs) in British Columbia. The CP Program is not a mandatory program.

This document describes the proposed administration of the Certified Professional (CP) Program in British Columbia that will be undertaken by Architectural Institute of BC and Engineers and Geoscientists BC.

The use of the term “Certified Professional (CP)” is only available to *registered professionals* (i.e. architects and professional engineers) who have successfully completed CP educational course to demonstrate an enhanced knowledge of the building code. Architectural Institute of BC will recognize architects to act as CPs, and Engineers and Geoscientists BC will recognize professional engineers to act as CPs, based on recommendations from the Certified Professional Advisory Group.

Where the term “Building Code” is used in this document, it shall mean ‘British Columbia Building Code (BCBC) and the Vancouver Building By-law (VBBL).’ Words appearing in italics have the same meaning as defined in the British Columbia Building Code and the Vancouver Building By-law

The CP program consists of specific training of *registered professionals* in the fire, life safety and accessibility requirements of Division A; Parts 1 and 3 of Division B; and Division C of the Building Code and Part 11 of the Vancouver Building By-law for existing buildings.

Many small jurisdictions may not have sufficient in-house technical expertise to evaluate the design of complex buildings. The CP Program offers the potential of an alternative approach for reviewing building designs, and reviewing construction in the field, supplementing the activities of local building officials.

1.1 Objectives of the CP Program

The purpose of this document is to establish a framework for the operation of the Certified Professional Program in BC which can be used by the Architectural Institute

of BC and Engineers and Geoscientists BC as a basis for administering the CP Program. The broad objectives of the CP Program include:

- .1 To provide recognition of CPs by Architectural Institute of BC for architects and by Engineers and Geoscientists BC for professional engineers.
- .2 To provide an alternative process to the traditional AHJ building permit review process and the AHJ building inspection processes.
- .3 To provide advanced training in Division A; Parts 1 and 3 of Division B; and Division C of the Building Code and Part 11 of the VBBL.
- .4 Increase code knowledge generally in the industry.

2.0 MAIN STAKEHOLDERS IN THE CP PROGRAM

2.1 Engineers and Geoscientists BC

- .1 As described in the *Engineers and Geoscientists Act*, it is the duty of the Association:
 - (a) to uphold and protect the public interest respecting the practice of professional engineering and the practice of professional geoscience,
 - (b) to exercise its powers and functions, and perform its duties, under this *Act*, and
 - (c) to enforce this *Act*.
- .2 The association has the following objectives:
 - (a) subject to subsection (1) of the *Act*, to uphold and protect the interests of its members and licensees;
 - (b) to establish, maintain and enforce standards for the qualifications and practice of its members and licensees;
 - (c) to promote the professions of professional engineering and professional geoscience.

Role: A fundamental role of Engineers and Geoscientists BC is to license professional engineers and geoscientists. The right for a professional engineer to practice as a Certified Professional is recognized by Engineers and Geoscientists BC based on a recommendation of the Certified Professional Advisory Group.

Responsibilities: With respect to the CP Program, Engineers and Geoscientists BC will assume the following responsibilities:

- .1 Regulate its members in accordance with the *Engineers and Geoscientists Act* for members who practice as Certified Professionals. This regulatory responsibility includes licensing of professional engineers, investigations and disciplinary actions.
- .2 Take a lead role in the administrative support to the CP Program, including providing a CP Program Manager, jointly with Architectural Institute of BC
- .3 Undertake the responsibility of supporting the CP Program as a recognized means of educating *registered professionals* in the requirements of the relevant portions of the Building Code.
- .4 Appoint Engineers and Geoscientists BC representatives to the Certified Professional Advisory Group.
- .5 Appoint Engineers and Geoscientists BC staff and resources to support the Certified Professional Advisory Group.
- .6 Provide information to Certified Professional Advisory Group representatives regarding related Engineers and Geoscientists BC activities that may affect the CP Program.
- .7 Jointly with Architectural Institute of BC, publish and distribute CP Program documentation, including a list of recognized CPs.

2.2 Architectural Institute of BC: Architectural Institute of British Columbia

As described in the *Architects Act*, the duty of the Institute is described as follows:

- 24 (1) The Institute may make bylaws considered necessary for the regulation of the institute, its members, architectural firms, licensees and associates.
- 59 A person is deemed to practice the profession of architecture within the meaning of this *Act* if the person
- (a) is engaged in the planning or supervision of the erection or alteration of buildings for the use or occupancy of persons other than himself or herself,

Role: The fundamental role of Architectural Institute of BC is to protect the public through the licensing of Architects under the *Architects Act*. Registration as a licensed *registered professional* is one of the key requirements for eligibility of a Certified Professional. The right for an architect to practice as a Certified Professional is recognized by the Architectural Institute of BC through its Boards and Committees, based on recommendations of the Certified Professional Advisory Group.

Responsibilities: With respect to the CP Program, Architectural Institute of BC will assume the following responsibilities:

- .1 Regulate its members in accordance with the *Architects Act* for members who practice as Certified Professionals. This regulatory responsibility includes licensing of architects, investigations and disciplinary actions.
- .2 Take a lead role in the administration support to the CP Program, including providing a CP Program Manager, jointly with Engineers & Geoscientists BC
- .3 Undertake the responsibility of supporting the CP Program as a recognized means of educating *registered professionals* in the requirements of the relevant portions of the Building Code.
- .4 Appoint Architectural Institute of BC representatives to the Certified Professional Advisory Group.
- .5 Appoint Architectural Institute of BC staff and resources to support the Certified Professional Advisory Group.
- .6 Provide information to the Certified Professional Advisory Group representatives regarding related Architectural Institute of BC activities that may affect the CP Program.
- .7 Jointly with Engineers and Geoscientists BC, publish and distribute CP Program documentation, including a list of recognized CPs.

2.3 Participating Authority Having Jurisdictions (AHJ)

In British Columbia, authorities having jurisdiction are governed by the Community Charter which provides the authority to regulate the design and construction of buildings in accordance with the British Columbia Building Code.

The City of Vancouver is governed by the Vancouver Charter which provides the authority to regulate the design and construction of buildings in accordance with the Vancouver Building By-law. This makes the City of Vancouver unique as an AHJ.

Role: With respect to the CP Program, the role of the participating AHJs is to enable a process to accommodate the CP Program.

Responsibilities: With respect to the CP Program, the participating AHJs will assume the following responsibilities:

- .1 Each participating AHJ may adopt a By-law authorizing the use of the CP Program within its jurisdiction and may exercise the powers inherent in such By-Law.
 - .2 Acknowledge the Certified Professional as a person with knowledge and competence in the requirements of Division A; Parts 1 and 3 of Division B; and Division C of the Building Code, and, in the case of the City of Vancouver, Part 11 for existing buildings.
- .3 Upon request, provide information to the CP on interpretations, rulings and policy changes.
- .4 May appoint representatives from the aggregate participating AHJs to the Certified Professional Advisory Group.
- .5 Acknowledge the authority of Architectural Institute of BC and Engineers and Geoscientists BC to administer the CP Program.
- .6 Acknowledge that Architectural Institute of BC has the sole authority to recognize architects as CPs.
- .7 Acknowledge that Engineers and Geoscientists BC has the sole authority to recognize professional engineers as CPs.
- .8 Should an AHJ have additional administrative requirements to undertake the CP Program within their jurisdiction, the AHJ must provide the appropriate information to the CP. AHJs must outline their particular requirements as a Supplement to the CP Program Practice and Procedure Manual.

2.4 Certified Professionals (CPs)

Role: The Certified Professional’s role is to provide “code coordination” of the design and construction of a project, as described in **Schedule CP-1** “Confirmation of Commitment by *Owner* and Certified Professional”.

Responsibilities: With respect to the CP Program, the CP will assume the following responsibilities:

- .1 Undertake “code coordination” as defined in Schedule CP-1.
- .2 Conduct himself/herself in conformance with the *Acts and By-laws* of their respective Associations (Architectural Institute of BC or Engineers and Geoscientists BC), including Standards of Practice and Codes of Ethics and the CP Program Practice and Procedure Manual when providing services as a CP.
- .3 Acknowledge that Architectural Institute of BC has the sole authority to recognize architects as CPs.
- .4 Acknowledge that Engineers and Geoscientists BC has the sole authority to recognize professional engineers as CPs.
- .5 Acknowledge that Architectural Institute of BC and Engineers and Geoscientists BC are responsible for administering the CP Program,
 - .6 Maintain a high level of knowledge of the relevant portions of the Building Code.

2.5 Certified Professional (CP) Advisory Group

Role:

- .1 Provide advice and guidance on the operation of the CP Program.
- .2 Develop and update major policy documents such as the CP Program Practice and Procedure Manual, CP letters of assurance, and CP qualification requirements.
- .3 Provide advice on the detailed curriculum of the educational courses for candidates who want to become CPs.

Responsibilities: The Certified Professional Advisory Group shall:

1. Update and maintain the terms of reference for the Certified Professional Advisory Group and Subgroups for review and acceptance by AIBC, EGBC and participating AHJs
2. Promote increased levels of knowledge of the Building Code by developing specialized courses, seminars and other educational sessions.
3. Communicate its advice regarding the operation of the CP Program to AIBC, EGBC, participating AHJs, as appropriate.
4. Make recommendations to AIBC, EGBC and participating AHJs to establish guidelines and standards of practice for CPs.
5. Make recommendations to AIBC, EGBC and participating AHJs to establish or modify qualification criteria for CPs; determine the training

requirements for current CPs when new editions of the Building Codes are issued.

6. Provide a forum for concerns raised by the public, AHJs or registered professionals about the CP Program and to address and resolve any concerns with respect to the operation of the program.
7. Promote the expansion of the CP Program to other AHJs to enhance public benefit throughout the province.
8. Assist in the development of other models of service delivery that CPs could provide to AHJs.
9. Recommend to AIBC and EGBC of the registered professionals who have achieved the prescribed qualifications to practice as CPs.
10. Provide written responses to practice queries from authorities or practitioners.

3.0 ADMINISTRATION OF THE CP PROGRAM

3.1 Certified Professional Advisory Group

3.1.1 Authority

The Certified Professional Advisory Group may:

- .1 Advise Architectural Institute of BC and Engineers and Geoscientists BC of the names of those *registered professionals* who meet the qualifications as established under the CP Program.
- .2 Give advice to Architectural Institute of BC and Engineers and Geoscientists BC regarding the administration of the program.
- .3 Act as a resource to Architectural Institute of BC and Engineers and Geoscientists BC with respect to the mentoring of CPs.
- .4 Act as a resource to Architectural Institute of BC and Engineers and Geoscientists BC with respect to removal of a CP from the list of recognized CPs.

3.1.2 Membership

Membership of the Certified Professional Advisory Group will conform to the following requirements:

- .1 Membership: The Certified Professional Advisory Group will comprise:
 - 4 representatives from Architectural Institute of BC
 - 4 representatives from Engineers and Geoscientists BC
 - Up to 4 representatives from the participating AHJs (one of which will be the City of Vancouver, and one of which will be the City of Surrey)
 - 1 advisory (non-voting) member from the Building and Safety Standards Branch
 - 1 advisory (non-voting) member from the Building Officials Association of BC
- .2 The Certified Professional Advisory Group will be supported by:
 - CP Program Manager who is appointed by the Architectural Institute of BC and the Engineers and Geoscientists BC
 - One or more Architectural Institute of BC staff
 - One or more Engineers and Geoscientists BC staff
 - City of Vancouver CP Coordinator
- .3 The Certified Professional Advisory Group may add additional advisory members from time-to-time.
- .4 The Certified Professional Advisory Group shall annually elect from its membership the following executive:
 - Chair

3.1.3 Chair

- .1 The Chair of the Certified Professional Advisory Group shall be an annual position, alternating between Architectural Institute of BC and Engineers and Geoscientists BC.
- .2 The Chair has the responsibility for running meetings.
- .3 The Chair shall be a Certified Professional.

3.1.4 Meetings

- .1 Meetings of the Certified Professional Advisory Group should be held monthly, or as required.
- .2 Meetings shall be held in a location acceptable to the Members of the Advisory Group.
- .3 Minutes of each meeting shall be recorded by the support staff from Architectural Institute of BC or Engineers and Geoscientists BC and shall be distributed to Members of the Advisory Group, advisory members, Architectural Institute of BC and Engineers and

Geoscientists BC.

- .4 The Certified Professional Advisory Group may invite guests to attend the meetings.

3.1.5 Quorum

- .1 Quorum for meetings of the Certified Professional Advisory Group shall meet both of the following criteria:
 - .1 A minimum of 2 members from each of Architectural Institute of BC and Engineers and Geoscientists BC, and
 - .2 A minimum of 1 member from the Participating AHJs,
- .2 The Chair does not need to attend the meeting to form a quorum.
- .3 In the event that the Chair is unavailable to attend; an alternate Chair will be delegated by the Advisory Group.

3.1.6. Voting

- .1 Each Certified Professional Advisory Group member attending a meeting has one vote.
- .2 Passing a motion requires a 2/3 majority of those Certified Professional Advisory Group members present at the meeting.
- .3 The participating AHJ members must abstain from voting on matters that relate to the addition or removal of a CP from the recognized list of CPs. For such votes, a 2/3 majority of the Architectural Institute of BC and Engineers and Geoscientists BC Advisory Group members present at the meeting are required for ratifying a recommendation.

3.1.7 Subgroups

- .1 The Certified Professional Advisory Group may appoint Subgroups.
- .2 Each Subgroup shall contain a member of the Certified Professional Advisory Group, who will report to the Certified Professional Advisory Group.
- .3 Terms of reference for each Subgroup established by the Certified Professional Advisory Group will be recommended to Architectural Institute of BC and Engineers and Geoscientists BC.
- .4 The Subgroups may include, but not be limited to, the following:
 - .1 CP Education Subgroup
 - CP education course curriculum & delivery
 - Exams
 - Building code upgrade seminars
 - Special seminars
 - .2 CP Standard of Practice Subgroup
 - CP Program Practice and Procedure Manual
 - CP Letters of Assurance
 - Building Code Checklist
 - Practice Advisory

3.2 Administrative Support Provided by Architectural Institute of BC and Engineers and Geoscientists BC

3.2.1 Membership Lists

- .1 A current joint list of architect and professional engineer CPs shall be maintained by Architectural Institute of BC and Engineers and Geoscientists BC.
- .2 The Certified Professional Advisory Group shall recommend the addition of candidates to the list to Architectural Institute of BC or Engineers and Geoscientists BC for architects or engineers respectively.
- .3 A list of architect CPs may be posted on the Architectural Institute of BC website.
- .4 A list of professional engineer CPs may be posted on the Engineers and Geoscientists BC website.
- .5 A list of CPs may be posted on a CP website.

3.2.2 Issuance of CP Stamps

- .1 Architectural Institute of BC and Engineers and Geoscientists BC shall arrange for a stamp manufacturing company to produce a standard format for the CP Stamp. All CPs must obtain their CP Stamp from either Architectural Institute of BC or Engineers and Geoscientists BC.
- .2 Each CP shall obtain a CP Program stamp bearing the following information:

The name of the CP,
The following statement:

Certified Professional Program

This stamp shall only operate to signify that these documents form part of the Certified Professional Program and shall not constitute an approval of design services rendered by others.

The stamp will facilitate a date stamp and space for the CP's initial

- .3 The cost of stamps shall be borne by the CP.
- .4 Each CP shall be notified by Architectural Institute of BC or Engineers and Geoscientists BC attesting that all CP qualification requirements have been met by having his or her name added to the CP membership list.

3.2.3 Maintaining CP Stamps

- .1 In order to maintain the validity of their CP Stamp, and their recognition as a CP, the CP must meet the following criteria:
 - .1 Maintain all eligibility requirements for a CP, and
 - .2 Pay annual dues, if applicable.

3.2.4 Distribution of CP Documents

- .1 Architectural Institute of BC and Engineers and Geoscientists BC shall provide the administrative support for the publishing and distribution of CP documents.

4.0 EDUCATION AND PROFESSIONAL DEVELOPMENT

4.1 Eligibility Requirements for Certified Professionals

- .1 The minimum requirements for eligibility to become a CP include:
 - .1 Must be a *registered professional*, ie, a member in good standing of either Architectural Institute of BC or Engineers and Geoscientists BC.
 - .2 Must achieve a high level of performance in the CP educational course as determined by the Certified Professional Advisory Group and complete the requirements of subsequent CP education and training programs.
 - .3 Payment of annual dues to Architectural Institute of BC or Engineers and Geoscientists BC, if applicable.
- .2 The Certified Professional Advisory Group may advise changing the minimum eligibility requirements from time to time.
- .3 The Certified Professional Advisory Group may recommend the addition of an experience factor into the eligibility requirements.
- .4 The Certified Professional Advisory Group may recommend to Architectural Institute of BC and Engineers and Geoscientists BC the reinstatement of a CP upon review of their qualification status and upon the CPs payment of appropriate fees, if applicable.

4.2 CP Educational Course

- .1 The Certified Professional Advisory Group will advise on the specific requirements for the development and implementation of the CP educational course.
- .2 The Certified Professional Advisory Group will address the following issues:
 - .1 Evaluation of the Course content
 - .2 Selection of presenters/speakers
 - .3 Selection of venue
 - .4 Review of the course presentation
 - .5 Method of Delivery
 - .6 Course Schedule

4.3 CP Continuing Education

- .1 All CPs will be provided with a means of continuing education and training within a reasonable period of time following a major change to either the British Columbia Building Code or the Vancouver Building By-law.
- .2 The Certified Professional Advisory Group will advise on preparation and delivery of the educational and training program for CPs.
- .3 Examinations, if applicable, for the continuing education process shall be aimed primarily at testing the knowledge of the changes to the Building Codes only, and not a re-examination of all CP curricula.

4.4 Special Seminars

- .1 The Certified Professional Advisory Group will be responsible for the development of special seminars for CPs.
- .2 The special seminars may address timely issues of interest and may consist of technical issues or issues of standards of practice for CPs.

4.5 Exams

The Certified Professional Advisory Group is responsible for advising on the preparation of the CP educational course and the continuing education courses.

- .1 The Certified Professional Advisory Group shall be responsible for advising on the preparation, delivery and testing of examinations and supplementary examinations for CP candidates for the purpose of testing the technical knowledge of the relevant portions of the Building Code.

5.0 STANDARDS OF PRACTICE

5.1 CP Program Practice and Procedure Manual

- .1 The Certified Professional Advisory Group shall develop and maintain a CP Program Practice and Procedure Manual (or Manuals) to accommodate the requirements of both the City of Vancouver and the Province of BC.
- .2 The CP Program Practice and Procedure Manual (or Manuals) shall be reviewed and updated on a regular basis to reflect the following:
 - .1 Revisions resulting from relevant changes to the British Columbia Building Code or the Vancouver Building By-law.
 - .2 Revisions to CP Building Code checklists required by changes to Building Codes
 - .3 Revisions to the Participating AHJs supplementary sections.
 - .4 Recommendations on revisions to the Letters of Assurance for CPs.
- .3 The CP Program Practice and Procedure Manual shall include but not be limited to the following scope:
 - .1 Delineate the roles and responsibilities of the CP on a project as they relate to and as they are distinct from the roles and responsibilities of *coordinating registered professionals* and *registered professionals*.
 - .2 Describe in greater detail the extent of the CP's review of the design drawings for a project.
 - .3 Provide a definition of "code coordination" and the appropriate means to implement it to achieve the expectations and objectives of the CP Program.
 - .4 Provide guidance on the limitations to which a CP may delegate plans reviews and site reviews to others.
 - .5 Describe in detail the level of site reviews required to be conducted by the CP.
 - .6 Provide recommendations for the review of shop drawings.
 - .7 Describe details for the preparation of site review reports and monthly reports.
 - .8 Describe, in cooperation with the *coordinating registered professional*, procedures for functional testing of the fire and life safety systems in a building and obtaining occupancy on a project.
- .4 The CP Program Practice and Procedure Manual shall be issued jointly by Architectural Institute of BC and Engineers and Geoscientists BC and endorsed by the Participating AHJs.

5.2 CP Building Code Checklist

- .1 The Certified Professional Advisory Group shall advise on revisions to the CP Building Code Checklist as required.
- .2 The CP Program Practice and Procedure Manual may include a generic CP building code checklist to assist CPs in their plan review prior to building permit application.

5.3 Participating AHJ's Variations

- .1 It is an objective of the Certified Professional Advisory Group to reduce to a minimum any procedural variations to the requirements for "code coordination" by CPs between Participating AHJs.
- .2 Notwithstanding clause 4.3.1., if any Participating AHJ requires a procedural variation due to unique requirements in that jurisdiction, then such AHJ shall be responsible for providing full documentation describing in detail such variations and how they would be implemented.

6.0 LEGAL ISSUES

6.1 Vancouver Charter and the Certified Professional By-Law

On May 16, 1984, the Vancouver City Charter was amended by the addition of paragraph 306(Z) in order to establish the Certified Professional Program in the Charter and reads as follows:

"306 The Council may make By-laws:

- (Z) (i) for establishing a system to permit an architect or engineer recognized as qualified by the City Building Inspector and retained by a person seeking a building permit, to certify:
- (a) that plans describing a building comply with the Building By-law; and
 - (b) that a building as built conforms to plans which were accepted by the City or certified as complying with the Building By-law by an architect or engineer.
- (ii) Such a system may establish the form of such certificates and the City Building Inspector may accept a certificate as satisfactory evidence of compliance and conformity.
- (iii) The system established may also provide for any of the following:
- (a) that in order to be recognized as qualified by the City Building Inspector, an architect or engineer must provide evidence satisfactory to the City Building Inspector that he is covered by public liability insurance, and must attend a course or courses approved by the City Building Inspector and, or in the alternative, attained a designated mark in an examination approved by the City Building Inspector;
 - (b) that an architect or engineer so recognized as qualified may be disqualified by the City Building Inspector;
 - (c) that a qualified "(CP)" architect or engineer shall, prior to issuing a certificate, obtain from qualified "(registered)" professional engineers all necessary assurances as to the building's electrical, mechanical and structural safety and fire protection;
 - (d) that a specified portion of the fees to be charged for a building

- permit in respect of which a qualified architect or engineer has issued the certificate of compliance may be refunded upon receipt of the certificate of compliance and record drawings of the completed building;
- (e) that persons wishing to retain an architect or engineer to certify the compliance of plans and buildings shall enter into such undertakings and assurances as the City Building Inspector may prescribe; and
 - (f) that a permit may be revoked and no work on a building shall be permitted to continue where an architect or engineer retained to certify compliance and conformity has been discharged or resigns, except with the approval of the City Building Inspector.
- (iv) Where the City Building Inspector accepts the certificate of a qualified engineer or architect pursuant to a system established under this section neither the City nor the City Building Inspector nor any other City employee shall be liable for any loss, damage, or expense caused or contributed to because a building in respect of which a certificate is issued is unsafe or does not comply with the Building By-law or other applicable By-laws.”

The Certified Professional By-law facilitates the City’s implementation of the CP Program within the City of Vancouver.

6.2 Community Charter and Local Government Act

For Participating AHJs located outside of the City of Vancouver, the requirements of the Community Charter and the Local Government Act apply.

Authorities having jurisdiction are accorded specific powers with respect to building regulation under the *Local Government Act* and the *Community Charter*.

The *Community Charter* and the *Local Government Act* authorize local governments to require means of accountability on specific matters that are not addressed within the Building Code. Some local governments, on the basis of site conditions, complexity of developments, or aspects of developments, require bylaw that applicants for building permits provide “certifications” (i.e. assurances) from *registered professionals* that plans submitted with a permit application comply with the Building Code or other applicable laws with respect to safety, except for construction safety.

Division 8, Section 55 of the Community Charter states the following:

Requirement for professional certification

- 55** (1) In this section, "**qualified professional**" means
- (a) an architect,
 - (b) an architect certified under section 24 (2) (q.2) of the *Architects Act* as a specialist in an area of architecture,
 - (c) a professional engineer,
 - (d) a professional engineer certified under section 10 (1) (k.2) of the *Engineers and Geoscientists Act* as a specialist in an area of professional engineering,
 - (e) a professional geoscientist, or
 - (f) a professional geoscientist certified under section 10 (1) (k.2) of the *Engineers and Geoscientists Act* as a specialist in an area of professional geoscience.
- (2) A council may, by bylaw, do one or both of the following:
- (a) require applicants for building permits, in circumstances as specified in the bylaw that relate to
 - (i) site conditions,
 - (ii) the size or complexity of developments, or
 - (iii) aspects of developments,
 - to provide the municipality with a certification by a qualified professional that the plans submitted with the permit application, or specified aspects of those plans, comply with the then current Provincial building regulations and other applicable enactments respecting safety;
 - (b) authorize building inspectors for the municipality to require applicants for building permits to provide the municipality with a certification referred to in paragraph (a) if a building inspector considers that this is warranted by circumstances that relate to matters referred to in paragraph (a) (i) to (iii).

Part 1 of the Local Government Act states the following:

Part 1 — Purposes and Interpretation - Purposes of this Act

The purposes of this Act are

- (a) to provide a legal framework and foundation for the establishment and continuation of local governments to represent the interests and respond to the needs of their communities,
- (b) to provide local governments with the powers, duties and functions necessary for fulfilling their purposes, and
- (c) to provide local governments with the flexibility to respond to the different needs and changing circumstances of their communities.

6.3 Building Act

For Participating AHJs located outside of the City of Vancouver, the requirements of the Building Act also apply.

Part 2, Section 10 of the Building Act states the following:

Local authority building decisions

- 10** (1) In this section, "**exempt building professional**" means
- (a) a member of a prescribed professional association, or
 - (b) a person in a prescribed class of persons.
- (2) A local authority must not allow or require a person to decide on behalf of the local authority whether a matter conforms to a building regulation, unless
- (a) the person is a qualified building official and the matter is within the person's current scope of practice as listed in the register, or
 - (b) the person is an exempt building professional.
- (3) A person must not decide on behalf of a local authority whether a matter conforms to a building regulation, unless
- (a) the person is a qualified building official and the matter is within the person's current scope of practice as listed in the register, or
 - (b) the person is an exempt building professional.

6.4 Local Government Bylaws

- .1 Each Participating AHJ should separately investigate the legality of adopting the CP Program within their community.

7.0 CP PRACTICE ADVISORY PROGRAM

7.1 CP Practice Advisory

- .1 The Certified Professional Advisory Group shall develop and implement a mechanism to provide timely practice and remedial advice to CPs and AHJs.
- .2 This process may include:
 - .1 Offering support and assistance to individual CPs in performing their roles and responsibilities under the CP Program.
 - .2 Offering advice to AHJs on CP roles and responsibilities, including providing formal written response to queries.
 - .3 Providing timely advice to CPs with respect to the practice of CPs.
 - .4 Providing timely advice to AHJs and CPs in resolving disputes on a project.
- .3 The Certified Professional Advisory Group may develop and recommend issuance of practice advice bulletins to CPs and Participating AHJs.

7.2 Investigation and Discipline

- .1 Architectural Institute of BC and Engineers and Geoscientists BC have the statutory mandate to investigate and discipline their members/licenseses respectively.

8.0 BUDGET

8.1 Self Supporting Program

- .1 The objective is that the CP Program be self-supporting.
- .2 Annual dues payable by CPs may be established annually by Architectural Institute of BC and Engineers and Geoscientists BC to cover all administrative costs of the CP Program.
- .3 Architectural Institute of BC and Engineers and Geoscientists BC will endeavor to maintain the same annual fee for their respective members.

8.2 Fees

- .1 In addition to annual dues, Architectural Institute of BC and Engineers and Geoscientists BC may establish additional fees for additional services such as, but not limited to:
 - .1 initial registration fee
 - .2 continuing education fee
 - .3 re-examination fee
 - .4 charges for printed materials, software etc.
 - .5 CP stamp, either a rubber stamp or electronic seal