

## Terms of Reference – External Review Committee for Fee Guideline Update

The External Review Committee will provide objective input and professional insight to support the update of the BCSLA Fee Guideline. The Committee will review draft materials, identify gaps, and offer recommendations to ensure the guideline is relevant, transparent, and reflective of current practice.

### Proposed Composition:

- 1 Architect (AIBC)
- 1 Engineer (EGBC)
- 1 Landscape Architect from a BC municipality (outside the lower mainland)
- 1 Developer
- 1 Municipal Purchasing Representative
- Up to 3 Landscape Architects (BCSLA members from firms of varying sizes)
- 1 Landscape Architect appointed by the CSLA who is not also a BCSLA member.

Selection will consider geographic representation, gender, firm size, and area of practice to ensure a range of perspectives are represented.

### Duration and timing:

The committee will meet up to two times, with each meeting lasting a maximum of two hours. Meetings will be held online: we are targeting one meeting at the end of September and one at the start of October.

### Questions being asked of the Committee:

Committee members will be asked to review draft materials in advance and respond to a short set of questions to inform discussion during the meetings. These questions will focus on:

- Clarity and applicability of the current and proposed guideline content.
- Appropriateness of fee structures for different project types and scales.
- Relevance of factors used in determining fees (e.g., project complexity, consultant roles).
- Alignment with their own sector or discipline regarding professional service fees.

### Process:

Two people from the BCSLA Fee Guideline Committee will host the meeting to provide context on the process taken to date, create an agenda and facilitate conversation/input from the group.

Feedback from the external review committee will be considered in a final fee guideline update.