

## **PROFESSIONAL GOVERNANCE ACT - WORKING GROUP (PGA-WG)**

### **TERMS OF REFERENCE- Adopted: December 13, 2022**

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#### **Background:**

The PGA-WG was initiated by the BCSLA Board of Directors as a Special Committee of the Board (see current BCSLA Bylaws Section 3.69<sup>1</sup>) to help coordinate the migration of the BCSLA from our current *Architect (Landscape) Act* to the Professional Governance Act (PGA). The Office of the Superintendent of Professional Governance (OSPG) oversees the Professional Governance Act. On October 24<sup>th</sup>, 2022, the Attorney General endorsed the recommendations of the Superintendent of Professional Governance (OSPG) that the BCSLA join the PGA. The OSPG will assist the BCSLA with the transition process, but considerable work is now required to modify Society bylaws, policies, and procedures to align with the new Act requirements. The PGA-WG, under the direction of the Board, will be instrumental in working towards a successful transition.

#### **PGA-WG Reporting Structure & OSPG Communications:**

The PGA-WG reports directly to the BCSLA Board of Directors through the PGA-WG Chair, as per current Bylaw requirements (see Section 3.71(a)<sup>2</sup>).

The PGA-WG Chair (and Alternate Chair as required from time to time) is the point person for communications with the OSPG with written communications copied to the President, President Elect and Executive Director. The PGA-WG Chair, President, President Elect and Executive Director will meet with the OSPG staff bi-weekly.

The PGA-WG will meet regularly with the SPTF Chair and the Executive Director to coordinate interim decisions and arrangements as required and as ratified by the Board of Directors.

The PGA-WG Chair will meet regularly with the President, President Elect, and Executive Director to discuss and disseminate meeting minutes and other correspondence and coordinate communication to ensure consistency and clarity of communications with the OSPG throughout the transition process. This includes coordination of questions, clarifications, and matters that may arise through the work of other committees and/or the Board.

Impacts of direction received from the OSPG will be clarified by the PGA-WG and communicated to the board in their board report for discussion by the Board of Directors at board meetings.

The Board will coordinate communications to and responses from various BCSLA Committee Chairs through the President and the Executive Director to the PGA-WG. The PGA-WG Chair will be invited to speak directly to various BCSLA Committees as necessary.

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<sup>1</sup> “3.69 Special or Ad Hoc Committees of the Board may be appointed for specific purposes by the President on resolution of the Board for specific projects and periods of time.”

<sup>2</sup> “3.71 Committees will:  
(a) report to the Board through their respective Chairs;...”

## **PGA- WG TERMS OF REFERENCE (continued)**

### **Responsibilities:**

The PGA-WG chair is responsible for:

- Meeting and corresponding with the OSPG
- Meeting with the President, Vice President, and Executive Director to discuss transition requirements.
- Reporting to the Board of Directors with regular updates on transition topics, priorities, and milestones.
- Seeking Board consent and approvals through the President.
- Preparing Annual reports to the general membership.
- Working with the Board to identify the work of the various committees.
- The PGA-WG will prepare a draft Transition Plan Template. The timeline for this task is anticipated to be from January to March 2023. Subsequently, the Board of Directors will approve the template for submission to the OSPG.

The BCSLA Board will be responsible for:

- Providing support to the PGA-WG through direction at board meetings or at special meetings as required.
- Providing consultant support where required to complete special transition tasks.

BCSLA Staff will be responsible for:

- Scheduling and coordinating meetings of the PGA-WG Chair, President, Vice President, and Executive Director with the OSPG.
- Recording minutes of PGA-WG meetings and meetings with the OSPG, and maintaining other BCSLA records as required.
- Assisting with documentation and reporting as required.
- Research support for the PGA-WG members, including legal review.
- Providing support with membership engagement.

The PGA-WG Committee is responsible for:

- Taking on individual sponsorship roles on specific projects as needed and as determined by the 2023 Strategic Plan priorities and approved by the Board.

Other BCSLA Committees are responsible for:

- Supporting the work of the PGA-WG based on their capacity and resources as directed by the Board.

### **Working Group Administration:**

- Meetings will be conducted monthly via Zoom. The meetings will largely be virtual and may be in person semi-annually or as required. Expenses associated with travel to meetings will be covered by the BCSLA. Catering for group meetings will be expensed to the BCSLA.

**PGA- WG TERMS OF REFERENCE (continued)**

**Working Group Administration (continued)**

- The working group will prepare draft recommendations to the Board for official motions where applicable. General calls for consensus (general majority) on administrative topics and day-to-day decision making will occur at the working group level and follow Roberts Rules of Order in conduct.
- Emails for all PGA-WG related correspondence will be copied to the PGA-WG Chair, Alternate Chair, Executive Director, President, President Elect, and Regulatory Review Coordinator.
- Agendas and Meeting Minutes will be prepared by staff in collaboration with the PGA-WG Chair.
- Staff will attend all PGA-WG meetings and provide draft minutes of meetings to the Chair for review prior to subsequent Board meetings.
- Digital Files will be organized by staff in drop-box for record keeping and for access by the Working Group.

**Contacts:**

Name	Phone Number	Email
<i>Executive Director:</i> Tara Culham	604 682 5610 (office) 604 715 9655 (cell)	<a href="mailto:admin@bcsla.org">admin@bcsla.org</a>
<i>Regulatory Review Coordinator:</i>	604 682 5610 (office)	<a href="mailto:office@bcsla.org">office@bcsla.org</a>
<i>Member Services Coordinator:</i>	604 682 5610 (office)	<a href="mailto:memberservices@bcsla.org">memberservices@bcsla.org</a>
<i>Chair:</i> Paul de Greeff		
<i>Alternate-chair:</i> Jacqueline (Jaki) Lowe		
Catherine Berris		
Karin England		
Joseph Fry		
Al Neufeld		