



OPERATING PANELS OR WORKING GROUPS TERMS OF REFERENCE

APPROVED BY THE AIC BOARD OF DIRECTORS ON DECEMBER 2024



Appraisal Institute of Canada

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OPERATING PANELS OR WORKING GROUPS INTRODUCTION

Any Panel or working group carrying out specific operations under the direction of the board or staff are defined within this document and policies.

Unless otherwise stated, each individual would have the ability to sit on the panel or working group for a term of two (2) years to a maximum of three (3) terms. The Board of Directors may, at its discretion, extend the term of any panel member beyond six years should such an extension be deemed appropriate.

DEFINITIONS

OPERATING PANEL

An Operating Panel is an approved group of Members that can be pulled together into a smaller group to create a panel. They focus on specific operational areas or tasks within the AIC as per policies and/or procedures.

WORKING GROUPS

Working Groups are composed of AIC Members, created to focus on specific operational tasks or projects within the AIC. They can be in a paid or volunteer capacity.

STATEMENTS OF CLAIM AGAINST INSTITUTE COMMITTEE OR MEMBERS

Members sitting on any Committee or Sub-Committee of the AIC, or National Boards must notify the AIC and their respective Chair or National President of any claim or other legal process where the Member is a party to such claim or process.

Depending on the nature and the seriousness of the allegations, the Member may be removed from their duties until a final determination is reached.

APPLIED EXPERIENCE WRITTEN EXAM (AEWE) GRADERS WORKING GROUP

Functioning under the AAWC, The AEWE graders are designated members who are trained to grade the Applied Experience exam. The graders are a diverse group with board experience and include CRA, AACI, fee and non-fee members. This group also includes UBC representatives.

APPOINTMENT

The AEWE members are selected by UBC, AIC and Senior Graders. The Lead Grader is selected by UBC and Senior Staff at AIC.

There are no term limits established for the AEWE Graders.

MEETINGS

The Working Group will meet no less than biannually. One of these meetings will be held by virtual means. The other meeting will be face-to-face.

REPORTING

The Working Group will provide reports on their activities and discussions to the Academic and Accreditation Committee – including any recommendations to the AIC Board of Directors.

COMMUNICATIONS WORKING GROUP

The Communications Working Group will work to support efforts in achieving a high profile for AIC Members, sustaining the reputation and brand integrity of AIC and its designations, and positioning AIC Members as Canada’s real estate appraisers of choice.

APPOINTMENT

Each ED/CEO of AIC Affiliate Provincial Partners will be part of the Communications Working Group. The AIC staff in the Communications department and the AIC CEO will also be a part of this Working Group.

MEETINGS

The Working Group will meet no less than biannually. One of these meetings will be held by virtual means. The other meeting will be face-to-face.

REPORTING

The Working Group activities and discussions will be provided through the CEO reports to the AIC Board of Directors.

ADJUDICATING WORKING GROUP

Functioning under the PPC, the Adjudicating Working Group are used to create Hearing Panels in accordance with policy. The panel shall hear all allegations of misconduct against AIC Members referred to it by the Professional Practice Advocate. Once a decision has been made the panel is dissolved.

The goals of the Adjudicating Working Group are:

- To form hearing panels that will act as impartial and unbiased adjudicators in the disciplinary process;
- To remedy or mitigate and prevent reoccurrence of situations that call into question the integrity of Members individually and the appraisal profession as a whole; and
- To report on key areas where clarification of CUSPAP is required.



COMPOSITION AND TERMS

The Adjudicating Working Group will consist of at least six (6) to a maximum of twelve (12) AIC Members (one of which may be an Associate of the AIC) who represent a cross section of the industry and designations. The Working Group may also have a member of the public with knowledge of the valuation industry.

A CRA Designated Member may sit on a hearing panel to adjudicate allegations of misconduct that are within the scope of practice of the CRA designation, even if the allegations relate to a professional service assignment signed or co-signed by an AACI Designated Member.

From time to time, the Working Group may include additional advisors with expertise from relevant external fields of activities as ex-officio members.

The Director of Professional Practice, and an AIC support staff person will be ex-officio members.



APPOINTMENT

Adjudicating Working Group members are nominated by the Nomination Committee and approved by the Board. The Adjudicating Working Group Chair is appointed from this group by the Professional Practice Committee Chair.

An Adjudicating Working Group Member shall not be an Investigating or an Appeal Panel Member.

The Working Group will meet no less than biannually. One of these meetings will be held by virtual means. The other meeting will be face-to-face.

MEETINGS

The Working Group will meet no less than biannually. One of these meetings will be held by virtual means. The other meeting will be face-to-face.

REPORTING

The Working Group will provide reports on their activities and discussions to the Professional Practice Committee – including any recommendations to the AIC Board of Directors.

APPEAL WORKING GROUP

Functioning under the PPC, the Appeal Working Group shall form hearing panels to hear all appeals related to:

- a decision of an Adjudicating Hearing Panel;
- a decision of the AAC identified as appealable by AAC Policy;
- a Board vote to remove a Member from membership in accordance with By-Laws; and
- a Board decision to deny membership or regarding the imposition of conditions of membership.

The goals of the Appeal Working Group are:

- To form hearing panels that will act as an impartial and unbiased arbitrators in the disciplinary process;
- To remedy or mitigate and prevent reoccurrence of situations that call into question the integrity of Members individually and the appraisal profession as a whole; and
- To report on key areas where clarification of CUSPAP is required.



COMPOSITION AND TERMS

The Appeal Working Group will consist of at least six (6) to a maximum of eight (8) AIC Members (one of which may be an Associate Member) who represent a cross section of the industry and designations. The Working Group may also have a member of the public with knowledge of the valuation industry.

A CRA Designated Member may sit on a hearing panel to hear an appeal of sanctions addressing allegations of misconduct that are within the scope of practice of a CRA designation, even if the allegations relate to a professional service assignment that has been signed or co-signed by an AACI Designated Member.

An Appeal Working Group member shall not be an Investigating or an Adjudicating Working Group member.

The Director of Professional Practice, and AIC support staff will be ex-officio members.

APPOINTMENT

Appeal Working Group members are nominated by the Nomination Committee and approved by the Board. The Appeal Working Group Chair is appointed from this group by the Professional Practice Committee Chair.

MEETINGS

The Working Group will meet no less than biannually. One of these meetings will be held by virtual means. The other meeting will be face-to-face.

REPORTING

The Working Group will provide reports on their activities and discussions to the Professional Practice Committee – including any recommendations to the AIC Board of Directors.

ADVOCATES WORKING GROUP

Functioning under the PPC, the Advocates Working Group shall consider Investigation Reports and recommend the most appropriate resolution to a professional practice complaint matter. The goals of the Advocates Working Group are:

- To propose the most appropriate resolution for a professional practice complaint matter
- To act as the AIC's representative in professional practice complaint matters
- To provide support and assistance to the disciplinary process which may also include participation as an expert witness at an Adjudicating and/or Appeal hearing; and
- To report on key areas where clarification of CUSPAP is required.

COMPOSITION AND TERMS

The Advocates Working Group will consist of at least six (6) to a maximum of fifteen (15) AIC Members.

A CRA-designated Advocate may act in a professional practice complaint matter where the substance of the matter is within the scope of practice of a CRA designation, even if the substantive issues relate to a professional service assignment that has been signed or cosigned by an AACI Designated Member.

An Advocates Working Group member shall not be an Appeal or an Adjudicating Working Group member.

The Director of Professional Practice, and an AIC support staff person will be ex-officio members.

APPOINTMENT

Advocates Working Group members are nominated by the Nomination Committee and approved by the Board. The Advocates Working Group Chair is appointed from this group by the Professional Practice Committee Chair.

MEETINGS

The Working Group will meet no less than biannually. One of these meetings will be held by virtual means. The other meeting will be face-to-face.

REPORTING

The Working Group will provide reports on their activities and discussions to the Professional Practice Committee – including any recommendations to the AIC Board of Directors.

INVESTIGATING WORKING GROUP

Functioning under the PPC, the Investigating Working Group shall consider and investigate complaints regarding the conduct of or appraisals prepared by any AIC Member.

The goals of the Investigating Working Group are:

- To thoroughly and consistently investigate complaints against Members and complete expert reports on the findings of the investigation within a reasonable time period;
- To maintain the highest standards of investigative reviews and reporting;
- To provide support and assistance to the disciplinary process which may also include participation as an expert witness at an Adjudicating and/or Appeal hearing; and
- To provide recommendations for the remedy, or mitigation of situations that call into question the integrity of Members individually and the appraisal profession as a whole;
- To report on key areas where clarification of CUSPAP is required.

COMPOSITION AND TERMS

The Investigating Working Group will consist of at least six (6) to a maximum of fifteen (15) AIC Members.

A CRA-designated investigator may investigate allegations of misconduct that are within the scope of practice of a CRA designation, even if the allegations relate to a professional service assignment that has been signed or cosigned by an AACI Designated Member.

An Investigating Working Group member shall not be an Appeal or an Adjudicating Working Group member.

The Director of Professional Practice, and an AIC support staff person will be ex-officio members.

APPOINTMENT

Investigating Working Group members are nominated by the Nomination Committee and approved by the Board. The Investigating Working Group Chair is appointed from this group by the Professional Practice Committee Chair.

MEETINGS

The Working Group will meet no less than biannually. One of these meetings will be held by virtual means. The other meeting will be face-to-face.

REPORTING

The Working Group will provide reports on their activities and discussions to the Professional Practice Committee – including any recommendations to the AIC Board of Directors.

FORMS WORKING GROUP

The Forms Working Group is responsible for establishing, reviewing, improving, and promulgating appraisal report forms and such other duties and responsibilities as may be delegated to it from time to time.

The goals of the Forms Working Group are:

- To review the AIC report forms, for compliance with the current CUSPAP of the day on an ongoing basis
- To make recommendations to the Standards Sub-Committee
- To review any proposed CUSPAP amendments and make recommendations to the Standards Sub-Committee during a CUSPAP exposure period, or before
- To update the AIC report forms to assist compliance to CUSPAP

COMPOSITION AND TERMS

The Forms Working Group will consist of a Designated Member acting as Chair and at least three (3) additional Designated Members.

REPORTING

The Working Group will provide reports on their activities and discussions to the Professional Practice Committee – including any recommendations to the AIC Board of Directors.

APPOINTMENT

Forms Working Group members are nominated by the Nomination Committee and approved by the Board. The Forms Working Group Chair is a member of the Board and appointed by the President.

MEETINGS

The Working Group will meet no less than biannually. One of these meetings will be held by virtual means. The other meeting will be face-to-face.

CRIMINAL RECORD CHECK REVIEW PANEL

Functioning under the AAC, The Criminal Background Check (CRC) Review Panel will have the responsibility of reviewing new Member applications and current Members that have a criminal conviction on record and determining whether the criminal conviction history has an impact on their ability to be an AIC Member.

The Panel will consider all information received and will render a decision on whether:

- the criminal conviction does or does not impede the applicant's/current member's ability to provide services with integrity and professionalism, and
- the applicant's/current member's membership in the AIC would tarnish the reputation of the AIC.

It will be the Panel's responsibility to:

- Ensure a consistent approach is applied to applicants/current Members who have a criminal conviction.
- Ensure the profession and public are well served by fulfilling its mandate.

COMPOSITION AND TERM

A Panel of six (6) individuals will be appointed by the Board of Directors.

There will be a requirement to maintain at least two (2) experienced Panel members at all times to avoid a situation where all Panel Members are new.

The Panel will include the following:

- A non-member expert in administrative panel decision making appointed by the Board of Directors
- A current or past Member of AAC and a current or past Member of PPC
- One Executive Committee Member
- One Advocate – Professional Practice
- Chief Executive Officer (non-voting capacity)

APPOINTMENT

The positions will be appointed by the Board of Directors. The Chair of the Panel will be appointed by the President.

MEETINGS

The Panel will meet on an as needed basis as applicants/current Members that have a criminal conviction are discovered.

REPORTING

The Panel will provide a report on a full membership CRC only once every 4 years.

Functioning under the PPC, The Non-Member Registry Review Panel will have the responsibility of reviewing applications for registration of a Member and a Non-Member in the Non-Member Registry to determine if the applicants meet the criteria for acceptance.

The Panel will consider all information received and will render a decision on whether:

- the non-member meets the criteria for providing a Designated Member with the Professional Assistance of Inspection

It will be the Panel's responsibility to:

- Ensure a consistent approach is applied to applicants.
- Ensure the profession and public are well served by fulfilling its mandate



