



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

DRAFT Credential Committee Bylaws

The following Committee bylaws are still under development as part of the Governance suite of bylaws. They are inserted here only for reference given the role of the Credentials Committee in the Registration Bylaws.

Please also note that a number of 'drafting comments' arising out of the analysis and drafting of the bylaws have been included as footnotes to elaborate or explain certain aspects of the draft material.

Credential Committee

- 2.1 The Credentials Committee is established to exercise the powers and carry out the duties assigned to it in the PGA and authorized by Council in these Bylaws.
- 2.2 The Credentials Committee consists of at least five members as follows:
 - 2.2.1 at least four Architects;
 - 2.2.2 at least one Lay Committee Member; and
 - 2.2.3 at Council's discretion, one Retired Architect.

Committee Appointments and Process

- 2.3 Council must appoint each member of the Committees established in these Bylaws.
- 2.4 Council must appoint a chair for each Committee and may appoint one or more vice-chairs.
- 2.5 Council must establish and publish terms of reference for each Committee established in these Bylaws. The terms of reference must include:
 - 2.5.1 the names and professional titles or designations, if any, of each Committee member;
 - 2.5.2 the appointment term for each Committee member;
 - 2.5.3 the qualifications expected of Committee members; and
 - 2.5.4 the functions, duties and powers of each Committee.

- 2.6 Council may remove a Committee member, chair or vice chair, or substitute any member or Committee position, in Council's entire discretion, as long as the Committee composition requirements in these Bylaws are met.

Committee Panels

- 2.7 All Committees established in these Bylaws are authorized to meet in Panels of at least three Committee members appointed by the committee Chair. Each Panel must consist of at least two Registrant Committee members and one Lay Committee Member.
- 2.8 The quorum for any meeting of a Panel is three members of the Panel, including at least one Lay Committee Member present.
- 2.9 The Chair of the Committee establishing a Panel must appoint a Chair for each Panel. The Chair may be a Registrant or Lay Committee Member.

Quorum and Meetings

- 2.10 Unless otherwise established in these Bylaws, the quorum for Committee meetings is a majority of the Committee, including at least one Lay Committee Member present.
- 2.11 Committees and panels may meet in person, by electronic means or hold hybrid meetings, as long as each Committee member is able to participate and vote.

DRAFT Registration and Licensing Bylaws

Individual and Firm Registrant Applications

- 5.1 Council authorizes the Credentials Committee to undertake one or more of the following:
- 5.1.1 receive and review applications from Individual and Firm Registrants for enrolment, admissions or reinstatement;
 - 5.1.2 grant such applications;
 - 5.1.3 grant such applications subject to conditions or limitations on registration to the extent permitted under the conditional registration Administrative Guidelines in Schedule ¹ 6 to these Bylaws;
 - 5.1.4 reject such applications, with written reasons; and
 - 5.1.5 exercise the powers of council, except in relation to any bylaw-making power, under PGA sections 45(2)[varying conditions and limitations], 47(3) [Labour Mobility Act/trade agreement admissions], and 66(2)(a)(i) and (ii) [rejecting applicants convicted of an indictable offence].

Suspension or Cancellation for Indictable Offence

- 5.2 The Council authorizes the Registrar to exercise the Council's powers in relation to PGA Section 66(2)(a)(i) to:
- 5.2.1 summarily suspend or cancel the registration of any Registrant convicted of an indictable offence; or
 - 5.2.2 impose conditions or limitations on the continued registration of any Registrant convicted of an indictable offence.

¹ **AIBC Drafting Comments:** This and other Schedules to the bylaws allow for detailed information and requirements to be included in one document.

The authority to grant registration on conditions is authorized by the PGA and is standard in professional regulation. It may be appropriate where, for example, an individual satisfies all technical admissions requirements, but there is evidence and concern that physical and mental health issues, including addiction, may adversely affect the Applicant's ability to maintain professional standards. In such cases, regulators will sometimes grant registration subject to conditions, such as a requirement to provide documentation or reports to the Committee from a health care professional in relation to the Registrant's ability to maintain professional standards.

The AIBC is proposing to limit the use of conditional registration to exceptional cases, and in no case would conditions on registration be imposed in relation to the nature or range of services an architect could provide.

Review on the Record

- 5.3 An Applicant may make a written request for a Review on the Record of a decision made by the Credentials Committee pursuant to Bylaws 5.1.2-5.1.5 within 30 days of the Receipt Date of such decision.
- 5.4 A request for a Review on the Record must be delivered to the Registrar in the form determined by Council and must include the grounds for reviewing the decision and any supporting documentation.
- 5.5 Within 14 days of receiving a request for Review on the Record, the Registrar must appoint a Review on the Record Panel consisting of the Registrar and two Deputy Registrars.
- 5.6 The Review on the Record Panel may invite written submissions from the Applicant and Credentials Committee on terms that it directs. No oral review or hearing is permitted.
- 5.7 The Review on the Record Panel conducting the review may seek legal or other advice in relation to the review.
- 5.8 The Review on the Record Panel must either confirm the original decision or substitute its decision, which decision may include imposing conditions or limitations on the Applicant's registration.
- 5.9 Within 30 days of completing the review, the Panel must provide summary reasons to the Applicant and Credentials Committee. There is no internal appeal from any party to a decision of a Review on the Record Panel.
- 5.10 Council may establish Council Rules, consistent with the PGA and these Bylaws, for the conduct of Reviews on the Record.

Registrant Categories

- 5.11 The following categories and subcategories of Individual Registrants are created:
 - 5.11.1 Architect
 - 5.11.2 Temporary Licensee²

² AIBC Drafting Comments: The *Architects Act* uses "temporary licence" and "licensee". For greater clarity and public and local government understanding, we propose "Temporary Licencee-Architect" or "Temporary Licensee-AIBC".

Note that AIBC Bulletin 22 details temporary licence requirements, including prohibitions on promotion of services prior to licensing; sharing/division of services between TL holder and collaborating architect; credit/attribution; and compliance/enforcement. Many of these will need to be converted to practice standard, guidelines, or other.

- 5.11.3 Retired Architect
- 5.11.4 Trainee
 - (a) Intern Architect
- 5.11.5 Architectural Technologist
- 5.11.6 Honorary Registrant (Legacy)
- 5.12 The following categories and subcategories of Firm Registrants are created:
 - 5.12.1 Architectural Firm
 - (a) Sole Proprietorship
 - (b) Partnership³
 - (i) General Partnership
 - (ii) Limited Partnership
 - (iii) Limited Liability Partnership⁴
 - (c) Corporation
 - (i) Architectural Corporation
 - (ii) Architectural-Engineering Corporation
 - 5.12.2 Inactive Architectural Firm

Admission and Reinstatement of Individual Registrants

Architect Admission

- 5.13 In order to obtain admission or reinstatement as a Registrant in any category, an Applicant must submit a completed application Form, with any fee required, and comply with all other requirements in these Bylaws.
- 5.14 All application Forms intended for Individual Registrant admission or reinstatement must be published on the AIBC website.

³ **AIBC Drafting Comments:** The *Architects Act* does not differentiate between/among various types of partnerships. General Partnerships, LPs and LLPs are related, but distinct enough for the regulator to at least require confirmation and identification of which type of partnership is being created and regulated. Note that many architectural partnerships are, as is allowed by law, partnerships of corporations.

⁴ **AIBC Drafting Comments:** The authority for PGA regulator bodies to allow LLPs comes into force when the PGA is amended and Royal Assent given in May-June 2022. Additional bylaws related to LLPs will be drafted to address this business vehicle.

- 5.15 Application Forms may include different requirements specific to the Individual Registrant category, including but not limited to:
- 5.15.1 evidence of good character;
 - 5.15.2 evidence of legal name and identity;
 - 5.15.3 evidence of completion of academic, experience, and examination requirements;
 - 5.15.4 evidence of maintenance of competency and ethical standards;
 - 5.15.5 evidence of professional conduct history in other jurisdictions;
 - 5.15.6 evidence of registration history in other jurisdictions;
 - 5.15.7 evidence of payment of any fees, fines or other amounts owed to the AIBC; and
 - 5.15.8 completion of any declarations or oaths.

Architect Admission: Specific Qualifications and Competency Requirements

- 5.16 An Applicant for admission to the Architect category must provide evidence, satisfactory to the Credentials Committee, of one of the following qualification pre-requisites:
- 5.16.1 completion of all requirements of the Internship in Architecture Program as set out in Bylaw 5.19 and Schedule 1; or
 - 5.16.2 confirmation of registration or licensure as an architect in good standing with another Canadian Architectural Regulator; or
 - 5.16.3 confirmation of registration or licensure as an architect in good standing in another country with which the AIBC has a current Mutual Reciprocity Agreement as specified in Schedule 8; or
 - 5.16.4 confirmation of completion of the Broadly Experienced Foreign Architect Program specified in Schedule 5; or
 - 5.16.5 confirmation of completion of the Broadly Experienced Applicant Program specified in Schedule 4.

Temporary Licensee Admission – Specific Requirements

- 5.17 An Applicant for admission as a Temporary Licensee-Architect must provide evidence, satisfactory to the Credentials Committee, of the following:
- 5.17.1 confirmation of current registration as an architect in good standing with another Canadian Architectural Regulator or under a Mutual Recognition Agreement;
 - 5.17.2 information about the specific Project in British Columbia for which a Temporary Licence is sought, and other information required on the application form for this category of registrant; and
 - 5.17.3 confirmation of the identity of, and agreement by, a Local Collaborating Architect to participate in the Project ⁵.

Retired Architect Admission – Specific Requirements

- 5.18 An Applicant for admission as a Retired Architect must provide evidence, satisfactory to the Credentials Committee, of resignation in good standing as an Architect. ⁶

Intern Architect Admission – Specific Requirements

- 5.19 An Applicant for admission as an Intern Architect must provide evidence, satisfactory to the Credentials Committee, of the following:
- 5.19.1 certification of academic qualifications by the Canadian Architectural Certification Board; and
 - 5.19.2 confirmation of the identity of a Mentor and the Mentor's agreement to act.

⁵ AIBC Drafting Comments: Specific practice standards will apply to both Temporary Licensees and Local Collaborating Architects given the unique relationship and division of services and responsibilities this method of providing architectural services entails. These will include:

- Specific 'use of seal' issues to ensure clarity and consistency as to which party seals instruments of service (including whether the TL will be issued a (temporary) seal;
- Requirements for written agreements between TL and LCA to identify responsibilities and 'attribution' of project credit, etc.

⁶ AIBC Drafting Comments: There are no age or experience restrictions for this category: An individual must have been registered as an Architect with the AIBC in order to qualify.

Architectural Technologist Admission – Specific Requirements

- 5.20 An Applicant for admission as an Architectural Technologist must provide evidence, satisfactory to the Credentials Committee, of one of the following qualification pre-requisites:
- 5.20.1 completion of an approved architectural technology program or certificate as specified in Schedule 2, including any prescribed work experience requirements under the Direct Supervision of an Architect; or
 - 5.20.2 completion of seven years of relevant work experience under the Direct Supervision of an Architect.
- 5.21 An Applicant for admission as an Architectural Technologist must provide evidence, satisfactory to the Credentials Committee, of the following:
- 5.21.1 completion of the course requirements on law and ethics approved by Council; and
 - 5.21.2 successful completion in the architectural technologist examination approved by Council.

Honorary Registrant (Legacy)

- 5.22 The category Honorary Registrant (Legacy) is established solely for admission of honorary members of the AIBC who were so registered prior to the date these bylaws came into effect.
- 5.23 No admissions to the Honorary Registrant (Legacy) category are permitted by the AIBC under the PGA.

Reinstatement of Former Registrants: Specific Requirements

- 5.24 A Former Registrant who is an Individual Registrant may be reinstated as a Registrant within the applicable category or subcategory of registrants by making application to the Credentials Committee and:
- 5.24.1 satisfying the requirements in Bylaw 5.15; and
 - 5.24.2 successfully completing any additional examinations, courses, professional experience or other upgrading of skills, knowledge or abilities that the Credentials Committee considers necessary.

- 5.25 A Former Registrant that is a Firm Registrant may be reinstated as a Registrant within the applicable category or subcategory of registrants by making application to the Credentials Committee and:
- 5.25.1 satisfying the requirements in Bylaw 5.28; and
 - 5.25.2 satisfying all requirements in these Bylaws for registration of the category of Firm sought, as if the Former Registrant was seeking initial registration.

Admission of Firm Registrants

- 5.26 In order to obtain registration as a Firm Registrant, an Applicant must submit a completed application Form, with any Fee required, and comply with all other requirements in these Bylaws.
- 5.27 All application Forms intended for Firm Registrant registration or reinstatement must be published on the AIBC website.
- 5.28 Application Forms may include different requirements specific to the Firm Registrant category, including but not limited to:
- 5.28.1 registered business name and name of owners, if applicable;
 - 5.28.2 incorporation number, if applicable;
 - 5.28.3 certificates of incorporation and other certificates related to incorporation, if applicable;
 - 5.28.4 a copy of the shareholder register or register of partners, if applicable;
 - 5.28.5 information related to any prior registrations, cancellations, suspensions, or professional conduct or disciplinary actions in any jurisdiction related to the Applicant or predecessor Firms or businesses;
 - 5.28.6 addresses of all of the Applicant's offices in British Columbia;
 - 5.28.7 the number of individuals employed by or under contract with the Applicant;
 - 5.28.8 information related to the Certificate of Practice required of Firm Registrants, if applicable; and
 - 5.28.9 any declarations or statements required as to status, standing, or verification of information provided.

- 5.29 Each Firm Registrant must designate at least one Architect employed by or contracted to that firm to act as a Firm Representative.
- 5.30 Each Firm Registrant must notify the AIBC, in the Form provided, of the name and contact information of the Firm Representative and ensure that such information, including any change in Firm Representative or contact information, is current.
- 5.31 The Firm Representative must respond promptly and completely, or delegate such response, to any communication from the AIBC directed to the Firm Representative or the Firm Registrant. The AIBC will normally direct communication to the Firm Registrant to the attention of the Firm Representative.
- 5.32 The Firm Representative must provide accurate, timely, and truthful information to the AIBC in relation to the Firm Registrant.
- 5.33 The Firm Representative is not responsible for a Disciplinary Violation by a Firm Registrant merely by virtue of Firm Representative status.

Certificate of Practice

- 5.34 All Firm Registrants and Temporary Licensees, except Inactive Architectural Firms, must be issued a Certificate of Practice by the Credentials Committee with an expiry date of February 1.
- 5.35 No Registrant may engage in the Reserved Practice except through a Certificate of Practice, which may only be issued to a Firm Registrant or Temporary Licensee-Architect.
- 5.36 A Certificate of Practice expires without notice in any of the following circumstances:
- 5.36.1 on February 1 of each calendar year, unless it has been renewed;
 - 5.36.2 on the cancellation or suspension for any reason of the registration of the Firm Registrant holding the Certificate of Practice; or
 - 5.36.3 on the expiration, termination, cancellation, or voiding of the Professional Liability Insurance required under these Bylaws.
- 5.37 Each Certificate of Practice must be assigned a Certificate of Practice Number by the AIBC.
- 5.38 The Council may establish Rules consistent with these Bylaws in relation to use of the Certificate of Practice and Certificate of Practice Number.

Mandatory Professional Liability Insurance

- 5.39 All Certificate of Practice holders must maintain Professional Liability Insurance on the terms and conditions ⁷ established in the Bylaws and Schedule 3 to these Bylaws.
- 5.40 The Professional Liability Insurance coverage must provide valid insurance coverage for all architectural services that could be provided by an Architect on all projects undertaken in British Columbia over the term of the Certificate of Practice.
- 5.41 Professional Liability Insurance coverage must not be limited to a certain building or commission type, a certain professional service, or an exclusive client or clients.
- 5.42 A Certificate of Practice holder must immediately notify the Registrar in writing if the Professional Liability Insurance coverage required in these Bylaws is cancelled, terminates, lapses, or falls below any of the required coverage terms and conditions.

Firm Update

- 5.43 Every Firm Registrant must submit a completed Firm Update by September 30 of each year in the Form required.
- 5.44 Every Firm Registrant must notify the AIBC of any ownership, name, or other changes identified in the Firm Update Form within 72 hours of such change.
- 5.45 Firm Registrants that fail to submit a completed and timely Firm Update will be fined in accordance with Schedule 7: Fees and Fines, and may receive a Complaint from the AIBC.

Sole Proprietorships

- 5.46 A Sole Proprietorship must be owned and operated by an individual Architect and may not be a corporation.

Partnerships ⁸

- 5.47 Every partner in a General Partnership who is an individual must be an Architect. Every partner in a General Partnership that is not an individual must be a Firm Registrant.

⁷ **AIBC Drafting Comments:** These will be consistent with the Council Rules currently in place for PLI. Several of these bylaws are drawn from existing rules.

⁸ **AIBC Drafting Comments:** Specific bylaws/requirements related to LLPs (authorized May-June 2022) will be developed.

- 5.48 A Limited Partnership must include at least one general partner who must be either an Architect or Architectural Firm. A Limited Partnership may include limited partners who are not Registrants consistent with any Rules established by Council.

Corporations: General

- 5.49 A corporation that is a Firm Registrant must be a company or extra-provincial company under the BC *Business Corporations Act* in good standing with that legislation.

Architectural Corporation

- 5.50 The majority of each class of voting shares of an Architectural Corporation must be owned legally and beneficially by Architects.
- 5.51 Shareholders of an Architectural Corporation must not enter into a voting trust agreement, proxy, or any other type of agreement that vests in another person who is not an Architect the authority to exercise the voting rights attached to any or all of the shares.
- 5.52 The majority of directors of an Architectural Corporation must be Architects.

Architectural-Engineering Corporation

- 5.53 The majority of each class of voting shares of an Architectural-Engineering Corporation must be legally and beneficially owned by a combination of at least one Architect and at least one Professional Engineer.
- 5.54 Architects and Professional Engineers must constitute the majority of the directors of the Corporation.
- 5.55 An Architectural-Engineering Corporation may be jointly registered with the EGBC and must comply with all regulatory requirements of the AIBC and EGBC.

Inactive Architectural Firms

- 5.56 An Inactive Architectural Firm is not entitled to a Certificate of Practice.
- 5.57 An Inactive Architectural Firm must not practice the profession of architecture or be held out as an Architectural Firm or able to practice the profession of architecture unless it makes application for and is registered as an Architectural Firm.

- 5.58 An Inactive Architectural Firm may be a Sole Proprietorship, Partnership, or Corporation, but must at all times comply with ownership requirements applicable to that subcategory.
- 5.59 An Inactive Architectural Firm may own shares of a Corporation and act as a partner in a Limited Partnership.
- 5.60 Council may establish Rules, including time limits, for Inactive Architectural Firms that are in the process of dissolution or otherwise being maintained as an Inactive Firm for legal reasons.

Renewal of Registration

- 5.61 The Registrar must inform each Registrant, except Honorary Registrants (Legacy), of the requirements for annual renewal no later than January 1 of each calendar year.
- 5.62 The annual renewal notice or renewal information electronically retrievable by Registrants must specify:
- 5.62.1 The applicable annual registration Fee for the Registrant;
 - 5.62.2 Any outstanding Fees, penalties or other debts due and owing by the Registrant to the AIBC; and
 - 5.62.3 Any Forms, including declarations, undertakings and agreements required for renewal determined by the Registrar.
- 5.63 All Fees and other obligations in Bylaw 5.62 above must be paid or delivered to the AIBC by February 1 of each calendar year.
- 5.64 Any Registrant failing to pay the full amount of the annual registration Fee required in these Bylaws by February 1 of each calendar year must pay the annual Fee and late payment Fee prescribed in Schedule 7 by March 1 of each calendar year.
- 5.65 The Registrar must cancel the registration of any Registrant who fails to pay the annual Fees, late payment Fee or any other Fees due and owing after March 1 of each calendar year.
- 5.66 The Registrar may establish Fee waiver and extension guidelines to allow for non-payment, reduced payment, or late payment of annual Fees for any Registrant category or subcategory.
- 5.67 The Registrar has sole discretion to review and make decisions related to any Fee waivers and extensions.

Firm Names ⁹

- 5.68 Council must establish Guidelines for Firm names.
- 5.69 The name of each Firm Registrant must be approved by the Credentials Committee, which must consider the Guidelines for Firm names in making its decisions.

Transition Period Rules for Firm Compliance ¹⁰

- 5.70 Council may establish Council Rules related to transition periods and deadlines for compliance by Firm Registrants with the requirements in these Bylaws, other than for payments of annual Fees.

Voluntary Cancellation of Registration ¹¹

- 5.71 An Individual Registrant in good standing may voluntarily cease registration with the AIBC by:
- 5.71.1 completing and submitting the prescribed Form, including any declarations, undertakings, and agreements required; ¹²
 - 5.71.2 in the case of an Architect, returning the Architect's Seal to the AIBC; and
 - 5.71.3 receiving written confirmation from the AIBC of cancellation of registration, including the effective date.

⁹ **AIBC Drafting Comments:** Firm Names are currently addressed in a longstanding AIBC Bulletin that identifies the principles behind architectural firm name requirements, notably accuracy and the need to avoid public confusion. AIBC suggests that Guidelines (to be defined) are more appropriate here than Council Rules, which are intended to be prescriptive and procedural. The idea is that the applicant firm, and the Credentials Committee reviewing the proposed name, pays heed to the Guidelines. This allows for reasonable discretion.

¹⁰ **AIBC Drafting Comments:** This is intended to capture, for example, a corporation whose primary shareholder passes away - the shares are no longer owned by an Architect, but by her estate. Or a partnership of two where one partner dies or resigns. In such cases, the Firms are non-compliant the second after death, and transition provisions would seem appropriate. Insolvency and receivership situations have also been compliance concerns historically.

There are innumerable other scenarios that can't reasonably be addressed in bylaws without undue length and detail. Rules or Guidelines here, as in other areas, would seem the appropriate mechanism.

¹¹ **AIBC Drafting Comments:** See also AIBC Bulletin 5: Resignation of Registration prior to finalization.

¹² **AIBC Drafting Comments:** This may include, for Individual Registrants undertakings not to use a protected title and for firms, declarations or undertakings in relation to the transfer of architectural services to another firm and as to financial viability (i.e., whether the cessation relates to an insolvency issue that the AIBC would want to investigate before allowing removal from the register).

- 5.72 A Firm Registrant in good standing may voluntarily cease registration with the AIBC by:
- 5.72.1 completing and submitting the prescribed Form, signed by the Firm Representative, including any declarations, undertakings, and agreements required;¹³ and
 - 5.72.2 receiving written confirmation from the AIBC of cancellation of registration, including the effective date.
- 5.73 A Registrant's voluntary cessation takes effect on the date the Registrant receives written notification from the AIBC of cancellation of registration.
- 5.74 Only Registrants in good standing are permitted to voluntarily cease registration as allowed under these Bylaws.
- 5.75 Cancellation of registration does not limit the AIBC's jurisdiction under Part 6 of the PGA.

Certificate of Registration and Good Standing

- 5.76 The Registrar must issue a Certificate of Registration to a Registrant.
- 5.77 The Registrar must issue confirmation of a Registrant's Good Standing to any Registrant in Good standing upon request and payment of the prescribed Fee.

Practice Rights and Use of Titles

Practice Rights

- 5.78 Except as otherwise provided in these Bylaws or by statute, only Architects are entitled to engage in the Reserved Practice.
- 5.79 Intern Architects and Architectural Technologists must not engage in any service within the Reserved Practice except under the Direct Supervision of an Architect, and insofar as that service within the Reserved Practice is of the type that may be provided under supervision pursuant to s.54(2) of the PGA.
- 5.80 At all times, the Reserved Practice must be conducted through a Certificate of Practice issued to a Firm Registrant or Temporary Licensee, whether practised directly by an Architect or under the Direct Supervision of an Architect.

¹³ **AIBC Drafting Comments:** Firm obligations may include transition of commissions to another Certificate of Practice holder. This may also need to be, or be better addressed, in the Code of Ethics.

Use of Titles ^{14 15}

- 5.81 Only Architects may be held out or hold themselves out to be an Architect and use the titles Architect and Architect AIBC.
- 5.82 Individual Registrants are entitled to be held out under the Reserved Title prescribed to them in the General Regulations, and to use that title in accordance with these Bylaws.
- 5.83 Individual Registrants must not be held out as or use a Reserved Title to which they are not entitled, nor any variations or abbreviations of Reserved Titles that imply entitlement to such title.
- 5.84 The following titles may be used by non-Architect Registrants registered in the respective categories:
- 5.84.1 Retired Architect and Retired Architect AIBC;
 - 5.84.2 Intern Architect and Intern Architect AIBC;
 - 5.84.3 Temporary Licencee (Architect) ¹⁶;
 - 5.84.4 Architectural Technologist and Architectural Technologist AIBC; and
 - 5.84.5 Honorary Registrant AIBC (Legacy).

Register ¹⁷

- 5.85 The Registrar must maintain and update an online, publicly-accessible Register of Individual, Firm, and Former Registrants in accordance with these Bylaws.

¹⁴ **AIBC Drafting Comments:** As noted in previous communication with OSPG, we propose retention of the “AIBC” suffix given the standard Canadian title and use convention of Architect followed by jurisdiction (e.g., “Architect AAA, Architect OAA, SAA, NSAA, etc.).

The use of jurisdiction has proven to be an extremely useful illegal practice prevention tool, and alerts the public, notably building officials and users of architectural services, to the geographic limits of a registered architect’s ability to practise the profession. This has been an issue in eastern BC, notably the Kootenays and also the North.

¹⁵ **AIBC Drafting Comments:** See Bulletin 21: Architect AIBC Title and Bulletin 32: Right to Title-The Legal Use of ‘Architect’ and Derivatives

¹⁶ **AIBC Drafting Comments:** Specific title still under review. Temporary Licensee AIBC also under consideration for consistency.

¹⁷ **AIBC Drafting Comments:** These Bylaws may later be moved to the “Public Disclosure” section of the bylaws still under development. That section would include necessary references to the FOIPPA any disclosure of complaints/investigations, extraordinary action, consent orders, citations and hearings and discipline decisions.

- 5.86 The following information about Individual Registrants must be included in the Register:
- 5.86.1 The individual's name and current registration category;
 - 5.86.2 Business contact information for the individual, if applicable, consisting of:
 - 5.86.2.1 a business email address;
 - 5.86.2.2 a business telephone number; and
 - 5.86.2.3 a business mailing address which information may consist of Firm Registrant contact information for which the Individual Registrant is employed;
 - 5.86.3 If known and applicable, the individual's former registration category;
 - 5.86.4 The date of the individual's registration in the current registration category and, if known, the date of registration in any former category;
 - 5.86.5 Any limitations or conditions on the individual's Regulated Practice or registration, including any imposed by the Credentials Committee, Investigation Committee or Discipline Committee;
 - 5.86.6 The date, with explanatory notation, of any cancellation of the individual's registration in any category by way of retirement, voluntary cessation or notice of death;
 - 5.86.7 The date, with explanatory notation, of any cancellation or suspension of the individual's registration related to non-payment of fees, commission of an indictable offence or Disciplinary Violation; and
 - 5.86.8 An explanatory notation of and/or a link to any Disciplinary Record as ordered by the Investigation Committee or the Discipline Committee.
- 5.87 The following information about Firm Registrants must be included in the Register:
- 5.87.1 The Firm's name as registered with the AIBC;
 - 5.87.2 The Firm's current registration category or subcategory;
 - 5.87.3 Business contact information for the Firm, consisting of:
 - 5.87.3.1 a business mailing address;

- 5.87.3.2 a business email address;
 - 5.87.3.3 a business telephone number; and
 - 5.87.3.4 a business website address, if available.
- 5.87.4 the date of the Firm’s registration in the current category and, if known, the former name and date of registration in any former category;
- 5.87.5 any limits or conditions on the Firm’s Regulated Practice or registration, including any imposed by the Credentials Committee, Investigation Committee or Discipline Committee;
- 5.87.6 the date, with explanatory notation, of any cancellation of the Firm’s registration through voluntary cessation of practice;
- 5.87.7 the date, with explanatory notation, of any cancellation or suspension of the Firm’s registration or Certificate of Practice related to non-payment of Fees, commission of an indictable offence or Disciplinary Violation; and
- 5.87.8 an explanatory notation of and/or a link to any Disciplinary Record as ordered by the Investigation Committee or the Discipline Committee.
- 5.88 The following information about Former Registrants must be included in the Register and maintained for no less than 10 calendar years after the year in which the Former Registrant ceased registration with the AIBC:
- 5.88.1 the name of the Former Registrant;
 - 5.88.2 the category or subcategory in which the Former Registrant was last registered;
 - 5.88.3 the date of cessation of registration;
 - 5.88.4 a notation of any known cancellation or suspension of registration; and
 - 5.88.5 an explanatory notation of and/or a link to any known Disciplinary Record.
- 5.89 The Registrar may extend the 10-year publication of information on the Register in Bylaw 5.88 for any category or subcategory of Registrants, as long as such extension applies to all Former Registrants in such categories or subcategories.

Issuance and Use of Architect's Seal

- 5.90 An Architect may apply to the Registrar for issuance of an Architect's Seal by completing the application Form and paying the prescribed Fee.
- 5.91 Every Architect's Seal must include the Architect's name as registered with the AIBC and the title Architect AIBC. Upon application and approval by the Registrar, an Architect's Seal may include, in brackets, the name an Architect commonly uses in professional practice.¹⁸
- 5.92 The Registrar must issue the Architect's Seal. The AIBC retains ownership of all Architect's Seals, which must be returned to the AIBC upon cessation of practice for any reason.
- 5.93 Architects must apply their Architect's Seal in accordance with these Bylaws and any Practice Standards related to seal use.¹⁹

¹⁸ AIBC Drafting Comments: A relatively common issue relation to identifying sealed documents where architects share common names, or where 'anglicized' or shorter-form names are used in business practice.

¹⁹ AIBC Drafting Comments: These Bylaws are procedural. Specific professional practice standards for an architect's seal, as currently found in the Architects Act (sections 77 and 78), the AIBC's Code of Ethics and Bulletins, will be found in the Code of Ethics that will comprise part of these Bylaws in final PGA form.