

Terms of Reference

Credentials Committee

AIBC Statutory Committees are established by section 32(3) of the *Professional Governance Act (PGA)* and governed by AIBC Bylaws and associated Committee Terms of Reference.

1.0 Authority

Type: | Statutory Committee

Established: February 2023 - under authority of s. 44(1) of the *Professional Governance Act (PGA)*

References: AIBC Board delegates authority to the Credentials Committee under s. 32(2) of the *PGA* to carry out the directives related to the Credentials Committee as follows:

• PGA s. 28 requiring the taking and signing of an Oath of Office;

• PGA s. 32(7)(a) requiring at least one lay member;

• PGA s. 32(7)(b) requiring at least one lay member present at every meeting;

• *PGA* s. 32(7)(c) requiring a chair who is appointed in accordance with the selection principles;

- PGA s. 31(1)(f) providing authority for the Committee to include additional information on the register, in respect of conditions or limitations on the registration
- *PGA* s. 44(2) carrying power or function as directed by the Board, except bylaw making authority
- PGA s. 47(3) admitting a person as a registrant per Labour Mobility Act/trade agreements,
- AIBC Bylaw 3.4 regarding the establishment of the Credentials Committee
- AIBC Bylaw 3.5 regarding the composition of the Credentials Committee
- AIBC Bylaws 3.11 3.12 regarding the selection and appointment of committee chairs;
- AIBC Bylaw 4.1 setting out specific functions of the Credentials Committee;
 and
- AIBC Volunteer Code of Conduct, Volunteer Manual

2.0 Membership

Committee Chair: | Appointed by AIBC Board

Term: 3 years, renewable

Committee Members: | Appointed by AIBC Board

Term: 3 years, renewable

Restrictions: Must not be a sitting Board Member.

Committee Member Selection Criteria:

The following criteria are not exhaustive.

- Registrant members must be in good standing.
- Familiarity with AIBC registration policies and pathways, including the Internship in Architecture Program, mutual recognition agreements, and alternative qualifications.
- Understanding and appreciation of the AIBC's core regulatory mandate;
- Integrity, including the ability to exercise discretion and maintain confidentiality; to remain open-minded and objective when contemplating decisions; and to share observations and findings through effective communication.
- Taken and signed Oath of Office (PGA s. 28)

Committee Chair Selection Criteria:

- Committee Member Selection Criteria
- Ability to fulfill the duties of the committee chair listed in section 3.0.

Committee Composition Requirements:

Legislated under AIBC Bylaws:

- at least four Architects;
- at least one Lay Committee Member; and
- at the Board's discretion, one Retired Architect.

Committee Members		Composition (as applicable)	Appointment Date
1.	Mary McMains	Architect AIBC - Chair	November 14, 2023
2.	Stefan Aepli	Architect AIBC	February 14, 2023
3.	Russell Hollingsworth	Architect AIBC	February 14, 2023
4.	Greg Johnson	Retired Architect AIBC	February 14, 2023
5.	Baldwin Hum	Architect AIBC	February 14, 2023
6.	Gordon Richards	Architect AIBC	February 14, 2023

7.	Roselynn Verwoord, PhD	Lay Member	February 14, 2023
8.	Marcus Wong	Lay Member	April 11, 2023
Staff Representatives		Position	
1.	Mark Vernon, CPA, CA, CPA (IL)	Chief Executive Officer & Registrar	
2.	Jenelyn Torres, MA	Director, Registration & Licensing; Deputy Registrar	
3.	Carla Taylor	Registration Lead	
4.	Kim Underwood	Licensing Lead	
5.	Gabe Baron	Senior Coordinator, Registration and Licensing	
6.	Shanae Chiu	Registration and Communications Coordinator	

3.0 Mandate

Receive, review, grant, and/or reject applications from Individual and Firm Registrants for enrolment, admissions, or reinstatement, including granting of conditional registration pursuant to Administrative Guidelines in Schedule 6 to the AIBC Bylaws.

4.0 Duties

Duties of the Committee

4.1 Individual and Firm Registrant Applications

The Board authorizes the Credentials Committee to undertake one or more of the following:

- 4.1.1 Receive and review applications from Individual and Firm Registrants for enrolment, admissions or reinstatement;
- 4.1.2 Grant such applications;
- 4.1.3 Grant such applications subject to conditions or limitations on registration to the extent permitted under the conditional registration Administrative Guidelines in Schedule 6 to the AIBC Bylaws;
- 4.1.4 Reject such applications, with written reasons; and
- 4.1.5 Exercise the powers of the Board, 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].

4.2 Related duties

- 4.2.1 Assist staff to carry out the registration and licensing of applicants in accordance with legislation, and such agreements with external stakeholders and partners as established and approved by the Board.
- 4.2.2 Recommend development of policies and, as requested, prepare with staff such policies for the Board's review.
- 4.2.3 Fulfill such tasks assigned by the CEO and the Board, including:
 - Conducting reinstatement interviews.
 - Amending Appendix B to the Internship in Architecture Program Manual to reflect any AIBC-specific requirements.
 - Reviewing appropriate competency-based criteria and tools for evaluating applicants for admission.
- 4.2.4 Provide reports to the Board on registration and licensing matters.

Duties of the Committee Chair

The Committee Chair will:

- Efficiently Chair committee meetings;
- Lead the committee in effectively and efficiently carrying out its duties in section 4.0.

Duties of the Registrar

- Report to the committee on any cancellation or suspension of registration of a Registrant convicted of an indictable offence or cancellation of registration due to non-payment of fees.
- Support the committee in liaising with the groups identified in section 7.0, as and when required.

Duties of the Staff Representative

The staff will support committee administration including meeting materials research and preparation, meeting scheduling and minute taking, committee communications, and other support services required for effective committee administration.

5.0 Deliverables

- Reports to the Board as and when needed, including but not limited to register tally and policy considerations.
- Specific assignments from the CEO or the Board requiring deliverables

6.0 Reporting

The committee will report to the CEO on operational matters related to interpretation of registration requirements for situations and applications requiring review.

7.0 Liaison with Internal and External Groups

- AIBC Board
- Review on the Record Panel (as required)
- Canadian Architectural Certification Board (CACB)
- Regulatory Organizations of Architecture in Canada (ROAC)

8.0 Scheduled Meetings

- Attendees: Only members of the committee have the right to attend committee
 meetings. However, other individuals may be invited to attend all or part of any
 meeting, as and when deemed by the committee to be appropriate and
 necessary.
- When: 4th Friday of each month (scheduled once a month, additional meetings may be arranged, or as needed)
- Time: 8:30 10:30 a.m.
- Place: AIBC offices and/or, video/teleconferencing

9.0 Quorum (Legislated)

Under section 32(7) of the *Professional Governance Act* have at least one lay committee member present at every meeting [...] of the committee.

Quorum (Other)

A quorum for any meeting of the committee will be the majority of the members of the committee present in person, and/or by video/teleconferencing. (Bylaw 3.18 and 3.19)

10.0 Removal of Committee Members

A committee member may be removed by the Board for non-participation or for not attending at least 80 percent of the scheduled meetings. The attendance requirement does not apply to additional committee meetings.

11.0 Amending the Terms of Reference

The Terms of Reference may be revised by the Board upon the recommendation of the committee or CEO or upon a change of members.