



# Terms of Reference

## Credentials Committee

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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 <i>Professional Governance Act (PGA)</i>   |
| References:  | <p>AIBC Board delegates authority to the Credentials Committee under s. 32(2) of the <i>PGA</i> to carry out the directives related to the Credentials Committee as follows:</p> <ul style="list-style-type: none"><li>• PGA s. 28 requiring the taking and signing of an Oath of Office;</li><li>• PGA s. 32(7)(a) requiring at least one lay member;</li><li>• PGA s. 32(7)(b) requiring at least one lay member present at every meeting;</li><li>• PGA s. 32(7)(c) requiring a chair who is appointed in accordance with the selection principles;</li><li>• 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</li><li>• PGA s. 44(2) carrying power or function as directed by the Board, except bylaw making authority</li><li>• PGA s. 47(3) admitting a person as a registrant per Labour Mobility Act/trade agreements,</li><li>• AIBC Bylaw 3.4 regarding the establishment of the Credentials Committee</li><li>• AIBC Bylaw 3.5 regarding the composition of the Credentials Committee</li><li>• AIBC Bylaws 3.11 – 3.12 regarding the selection and appointment of committee chairs;</li><li>• AIBC Bylaw 4.1 setting out specific functions of the Credentials Committee;</li><li>• AIBC Board Policy 1.5 Statutory Committees; and</li><li>• AIBC Volunteer Policies and Code of Conduct.</li></ul> |

## 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: | <p>The following criteria are not exhaustive. The criteria are intended to guide the Board when appointing new members to the Committee.</p> <ul style="list-style-type: none"><li>• Registrant members must be in good standing</li><li>• Familiarity with AIBC registration policies and pathways, including the Internship in Architecture Program, mutual recognition agreements, and alternative qualifications.</li><li>• Understanding and appreciation of the AIBC's core regulatory mandate</li><li>• Understands the AIBC's governance structure and relationship between the Registrants, the Institute and the public</li><li>• 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.</li><li>• Taken and signed Oath of Office (PGA s. 28)</li></ul> |
| Committee Chair Selection Criteria:  | <ul style="list-style-type: none"><li>• Committee Member Selection Criteria</li><li>• The selection principles found in Part 3 of the <i>Professional Governance General Regulations</i></li><li>• Ability to fulfill the duties of the Committee chair listed in section 3.0.</li></ul>  |
| Committee Composition Requirements:  | <p>Legislated under AIBC Bylaws:</p> <ul style="list-style-type: none"><li>• at least four Architects;</li><li>• at least one Lay Committee Member; and</li><li>• at the Board's discretion, one Retired Architect.</li></ul>   |

| Committee Members                         |                                | Composition<br>(as applicable)                       | Appointment Date  |
|---|--------------------------------|--|-------------------|
| 1.  | Mary McMains                   | Architect AIBC - Chair                               | November 14, 2023 |
| 2.  | Stefan Aepli                   | Architect AIBC                                       | February 10, 2026 |
| 3.  | Russell Hollingsworth          | Architect AIBC                                       | February 10, 2026 |
| 4.  | Greg Johnson                   | Retired Architect AIBC                               | February 10, 2026 |
| 5.  | Baldwin Hum                    | Architect AIBC                                       | February 10, 2026 |
| 6.  | Gordon Richards                | Architect AIBC                                       | February 10, 2026 |
| 7.  | Roselynn Verwoord, PhD         | Lay Member   | February 10, 2026 |
| 8.  | Robert Adamoski, PhD           | Lay Member   | April 15, 2026    |
| Departmental Staff Representatives (DSRs) |                                | 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 parties and partners as 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.

**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**

- Specific assignments from the CEO or the Board requiring deliverables.

**6.0 Reporting**

- Accountable to the AIBC Board.
- Publish in accordance with part 8.0 of the AIBC Bylaws.
- Upon request of the Board, provide verbal or written reports related to registration and licensing matters and policy considerations.
- At each Board meeting, submission of a current register tally.
- Reporting statistical and other relevant information at the annual general meeting, in CEO & Registrar reports to the Board, and upon request, to the Office of the Superintendent of Professional Governance.
- 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

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. (AIBC 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.