

# Bulletin 03: Waiver or Reduction of Annual Renewal Fee

November 10, 2015

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## 1.0 Introduction

1.1 Consistent with the *Architects Act* Section 72 and AIBC Bylaw 25, AIBC Council has approved this bulletin to allow architects and associates (intern architects, architectural technologists, and retired architects) to apply for a reduction or full waiver of their annual renewal fees under one of the following specified circumstances:

Application Type	Waiver or Reduction	Eligibility Criteria
Financial Hardship	Full waiver.	Individual gross income below threshold. Refer to Bulletin 01 for annual threshold.
Family Leave	Reduction to 30% of annual renewal fee for a full year for architects. Full waiver for associates.	Out of the work force on parental or family leave. Gross income no more than ten times the annual renewal fee.
Medical Disability	Full waiver.	Out of the work force due to a diagnosis of medical disability. No annual income.

1.2 Application may be made annually for any combination of the three categories of waiver. However, applicants will only be eligible for waivers or reductions for a total of two years out of every 10 years, regardless of the categories or combination of categories for which application is made. Applications for a third year may be considered if exceptional circumstances apply, and the application is for a non-consecutive year and for a different category of waiver.

- 1.3 The intent of the policy is to permit architects and associates to retain their registration and meet their professional responsibilities for a period of time without requiring them to resign due to personal circumstances and have to later seek reinstatement at a later date. Resignation followed by reinstatement with the accompanying fee is an alternative option and may also be utilized by those who do not meet the eligibility requirements or have reached the maximum years of allowable waivers or reductions or. Please refer to AIBC Bulletin 02: Reinstatement for details.
- 1.4 Mandatory Continuing Education requirements continue to apply to Architects AIBC and Architectural Technologists AIBC, as CES Participants, whose fees have been reduced or waived. Individuals may apply to the Director of Professional Services for a reduction in AIBC course fees.
- 1.5 Fee waivers or reductions granted under this policy are applicable only to annual renewal fees. Architects and associates must apply each year for a fee waiver or reduction, to the maximum of two years out of every 10 years. The terms of this policy apply only to annual renewal fees for each year ending December 31. Requests for retroactive application of this policy to fees of prior years will not be considered.
- 1.6 Architects and associates who believe they are eligible for a fee reduction or waiver under this bulletin may apply if their situation is anticipated to continue through the annual period ending December 31. Applicants must complete fully the attached application form and forward to the Director of Registration & Licensing on or before the February 1 deadline for payment of annual renewal fees each year in order remain in good standing and to avoid late payment penalties.
- 1.7 All applications will be considered on a strictly confidential basis. By approving this bulletin, council authorizes the Director of Registration & Licensing to review all waiver applications and determine those that should be granted based on the facts submitted. The Director will report annually to council the total number of waivers or reduction granted in each category. If an application is denied, the applicant will be notified by mail and advised a date to pay the outstanding fees. Denied applicants may make a written appeal to council.
- 1.8 The AIBC may request further information or process a credit check at any time in order to verify the information contained in the application. Additional information may include relevant income tax returns as well as financial statements of any business of which the applicant is a full or part owner. The applicable accounting period is the calendar year regardless of the applicant's year end selected for business purposes.

- 1.9 If it is determined that a fee waiver or reduction should not have been granted based on the actual income, parental or family situation, financial or medical condition, the fee waiver or reduction will be rescinded, the recipient will be notified, and invoiced for the annual fees owing at the time.
- 1.9 Should the applicant's personal or financial situation change during the year, the applicant is required to promptly notify the Director of Registration & Licensing in writing, and return to payment of full annual fees owing at the time.
- 1.10 Architects who are sole proprietors and hold a Certificate of Practice may request on their application consideration for a waiver or reduction of their annual firm fee.

## **2.0 Waiver of Annual Renewal Fees Due to Financial Hardship**

- 2.1 The AIBC Council will annually establish as the income threshold for projected gross income for the year. The threshold is based on the low income cut-off before tax, adjusted annually by the consumer price index, both as published by Statistics Canada.
- 2.2 Architects or associates may apply for a waiver of their annual renewal fee if their projected annual gross income meets the criteria to fall beneath the income threshold established by council. Income received from employment insurance, disability, pension, or other government issued benefits are not included in this income consideration. All other sources of income are to be considered.

## **3.0 Reduction of Annual Renewal Fees for Parental or Family Leave**

- 3.1 Architects may apply for a reduction in the amount of their annual renewal fees to 30% of the current fee per year, and associates may apply for a full waiver of their annual renewal fee, if both of the following criteria are met:
- The individual is out of the work force on parental leave or caring for a family member; and
  - The individual's income will consist of less than 10 times the current annual fee of gross income from employment or self-employment, based on a one year parental leave period (pro-rated per month for shorter leave periods). Income received from employment insurance, disability, pension, or other government issued benefits are not included in this income consideration. All other sources of income are to be considered.

- 3.2 Architects or associates who return to work and earn gross income from employment or self-employment in excess of the maximum allowable amount for the leave period will immediately advise the Director of Registration & Licensing, in writing, and return to payment of full annual fees owing at the time. The maximum income amount is the current annual fee multiplied by 10.
- 3.3 Applicants wishing to apply any time during the year following February 1 must have paid their current annual renewal fees in full and be in good standing. They may then be eligible for a refund for the current calendar year and a pro-rated reduced annual fee should the leave period extend into the following calendar year. Those individuals considering an application are encouraged to contact the Director of Registration & Licensing at their earliest convenience to establish the appropriate fees.

#### **4.0 Waiver of Annual Renewal Fees due to Medical Disability**

- 4.1 An architect or associate may apply for a waiver in the amount of annual renewal fees if he or she suffers from a diagnosed medical disability and is out of the work force, for a period of time anticipated to continue throughout the period ending December 31, and which prevents the member from earning any employment income. The income threshold established by council for consideration under financial hardship does not apply to medical disability
- 4.2 Applicants are required to provide a physician's letter confirming that the applicant has a diagnosed medical disability and is unable to sustain employment due to illness. The letter should state the condition and the anticipated treatment or recovery time. This documentation must be received in order to have the application considered.

#### **Bulletin Amendment History (2002 – 2015):**

- December 2002: First Edition
- September 2006: Application forms added to the Bulletin
- November 2015: Changes throughout to improve organization and reflect policy and procedures, and to use new graphic template and numbering

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# Application Form

## Waiver or Reduction of Annual Renewal Fee

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### Applicant Identification

Full Name: \_\_\_\_\_  
Surname First Name Middle Name(s)

#### Registration Status

- Architect AIBC
- Associate (Intern Architect AIBC, Retired Architect AIBC, Architectural Technologist AIBC)
- Sole Proprietor and Certificate of Practice holder

Licence Number: \_\_\_\_\_

I am applying for a waiver or reduction of the annual renewal fee, in the following category, and confirm that I meet the eligibility criteria as described in Bulletin 03.

- Financial Hardship
- Family Leave
- Medical Disability

### Declaration and Undertaking

*I hereby confirm that the information provided in this application is true, correct and complete, fully reflecting my situation. I undertake to provide further information if requested, and that the AIBC may process a credit check in order to verify this application. I undertake to immediately advise the Director of Registration & Licensing, in writing, should this information change. I further undertake to voluntarily remit in full any fees that may be waived pursuant to this application, should my circumstances permit me to do so.*

\_\_\_\_\_  
Signature Date

Applications may be mailed to the attention of the Director of Registration & Licensing, marked Confidential – Waiver Application, or emailed to [registration@aibc.ca](mailto:registration@aibc.ca)