



# Terms of Reference

## Experience Review Advisory Group

- The AIBC operates under a policy governance model through which advisory groups are established to assist AIBC in developing and implementing policies and programs in fulfillment of legislative requirements, Board and statutory committee policies and organizational priorities.
- AIBC advisory groups are governed by the *Professional Governance Act*, AIBC Bylaws, Board and committee policies, and the Volunteer Handbook, as applicable.

<b>Established:</b>	2004
<b>Type:</b>	Operational
<b>Chair:</b>	
Appointed by:	Chief Executive Officer/Registrar
Term:	Two years (renewable)
<b>Members:</b>	
Appointed by:	Chief Executive Officer
Term:	Two years (renewable)
<b>Committee Selection Criteria:</b>	<ul style="list-style-type: none"><li>• Registrants in Good Standing</li><li>• Familiarity with the Internship in Architecture Program and registration process</li></ul>
<b>Committee Composition Requirements:</b>	Architects AIBC and recently Retired Architects (within five years)

Advisory Group Members		Composition (as applicable)	Appointment Date
1.	Craig Mitchell Architect AIBC	Chair	April 2026
2.	Peter Carter Architect AIBC		April 2026
3.	Himanshu Chopra Architect AIBC		April 2026
4.	Ali Danesh Architect AIBC		April 2026
5.	Hugh Jansen Architect AIBC		April 2026
6.	Noah Jarvis Architect AIBC		April 2026
7.	Greg Johnson Retired Architect AIBC		April 2026
8.	Hossam Meawad Architect AIBC		April 2026
9.	Charlie Petit Architect AIBC		April 2026
10.	Alan Scott Proudfoot Architect AIBC		April 2026
11.	Emily Rankin Architect AIBC		April 2026
12.	Jacquelyn Richard Architect AIBC		April 2026
13.	Gordon Richards Architect AIBC		April 2026
14.	Mahsa Tashakor Architect AIBC		April 2026
15.	Julie Verville Architect AIBC		April 2026
16.	Niloo Ziaie Architect AIBC		April 2026
Staff		Position	
1.	Jenelyn Torres	Director of Registration and Licensing	
2.	Carla Taylor	Registration Lead	

## 1.0 Mandate:

- To assist the AIBC in ensuring that the architectural experience component of the Internship in Architecture Program is being administered effectively, consistently, and fairly.

## 2.0 Specific Assignments:

- Primarily to review architectural experience as recorded by intern architects on their Canadian Experience Record Book (CERB).
  - To review and approve standard architectural experience of intern architects in accordance with the requirements of the Internship in Architecture Program (IAP) manual and Appendix B to the IAP manual.
  - To review non-standard architectural experience of intern architects and conduct interviews, through an Experience Review panel, as necessary. The panel will be composed of up to three members of the Experience Review Advisory Group (Advisory Group) . Oral Examiners may be invited to serve on the panel given their expertise, as long as majority are Advisory Group members.

Non-standard architectural experience includes:

- Hours gained internationally, outside of US/Canada;
  - Hours completed by other means, pre-approved by the Advisory Group such as parallel, or through observation;
  - Hours logged under multiple supervising architects and mentor arrangements;
  - Hours obtained under a non-IAP registration pathway;
  - Hours logged under extenuating circumstances, e.g. exceeds usual timeline; and
  - Hours logged to demonstrate local knowledge and currency of experience obtained under alternative arrangements, or have exceeded the three-year rolling-clock requirement.
- To provide advice and recommendations to the Credentials Committee and to AIBC staff regarding policies and procedures governing the administration of intern architect architectural experience.
  - To assist in developing clear, fair, and consistent guidelines to review standard architectural work experience.

### 3.0 Deliverables:

- Reviews and approves architectural experience submitted by intern architects.
- Following panel interviews provides recommendations to staff whether to accept or reject the non-standard work experience of intern architects.
- Provides reports or recommendations to the Credentials Committee related to specific assignments

### 4.0 Reporting:

- The Advisory Group reports to the Credentials Committee.

### 5.0 Liaison with Internal and External Groups/Associations:

- AIBC Credentials Committee

### 6.0 Scheduled Meetings:

- Each Advisory Group member will review standard work experience of intern architects at the AIBC offices or online on a monthly basis, separate from regular meetings.
- Regular communication including discussion of policies and procedures will occur between Advisory Group members and staff by email.
- Meetings will occur as called by the Chair or requested by the Director, Registration and Licensing, to discuss policy items and may occur twice a year.
- Time: 12 to 1:30 pm. There is flexibility in the timing of meetings.
- Place: AIBC Offices and/or by video/teleconferencing

### 7.0 Quorum:

- A quorum for any meeting of the Advisory Group will be the majority of the members of the Advisory Group present in person, by phone, or by video conferencing; a meeting may proceed without quorum if the committee is not making decisions.

### 8.0 Amending the Terms of Reference

- The Terms of Reference may be revised: by the CEO/Registrar upon the recommendation of the Advisory Group; by the CEO/Registrar upon recommendation of senior staff; or upon a change of members.