Terms of Reference
Registration Review Panel

The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC Council (“council”) and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.

AIBC boards and committees are governed by the Architects Act, institute bylaws, council policies (1.9 and 2.14), the Code of Conduct Including Conflict of Interest Guidelines for AIBC Council, Boards, Committees, Task Forces and Representatives, and the Volunteer Handbook, as applicable.

Established: February 2006
Type: Council
Chair: Appointed by: Council
Term: The panel is convened as needed, when a request for a review of a recommendation of the Registration Board (“Board”) has been submitted.
Members: Appointed by: Council
Term: The panel is convened as needed, when a request for a review of a recommendation of the Registration Board has been submitted.
Committee Selection Criteria: Familiarity with AIBC registration requirements, sound, objective judgement in relation to professional standards, ability to form and write decisions.
Committee Composition Requirements: The panel shall consist of three members, as follows;

• One public member not currently serving on council.
• Two registered architects who are familiar with registration and licensing requirements and processes, not currently serving on council or the Board, or any of its sub-committees.
### Committee Members

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<th>Composition (as applicable)</th>
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### 1.0 Mandate:

- The purpose of the Registration Review Panel (“Review Panel”) is to:
  1. Provide an avenue for an applicant to request review of recommendations made by the Board;
  2. Provide council with a group of individuals to review those recommendations on council’s behalf; and
  3. Provide the Board with an independent opinion and constructive comments on the recommendations made by the Board. The Review Panel does not have jurisdiction to reverse any recommendations made by the Board but could provide comments as noted above. The ultimate authority to decide on any application for registration resides with Council.

- When a written request is received to review a recommendation of the Board, the council will convene a panel consisting of:
  1. one public member not currently serving on council
  2. two registered architects who are familiar with registration and licensing processes, not currently serving on council or the Board, or any of its sub-committees.

- The members of the Review Panel hold office until the review process is completed.

- No AIBC member, board, committee or task group must seek to influence the deliberations and recommendations of the Review Panel beyond the processes for submissions implemented, although the Review Panel may be directed by council on matters of general policy.

### 2.0 Specific Assignments:

- To evaluate written requests for a review of Board recommendations.
- To review or hear submissions, if necessary.
- To make recommendations to the Board and report those recommendations to council, when those recommendations are made.

### 3.0 Deliverables:

- Provide written recommendations to the Board and report those recommendations to council, when those recommendations are made.
5.0 Reporting: • The Review Panel shall report to council on its activities.

6.0 Liaison with Internal and External Groups/Associations: • As required for the Review Panel’s deliberations
  • Legal counsels
  • Provincial / territorial professional registration associations

7.0 Scheduled Meetings: • When: As required
  • Time: TBA
  • Place: AIBC Offices

8.0 Quorum: • The Review Panel shall make decision by consensus among all three panel members. If this is not successful, then a decision by 2/3 majority may be provided.

9.0 Amending the Terms of Reference • The Terms of Reference may be revised by council upon the recommendation of the Review Panel; the CEO, or the Board.