Terms of Reference
Qualifications Committee

• The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC 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), and the Volunteer Handbook, as applicable.

Established: February 2006
Type: Operational

Chair:
Appointed by: Chief Executive Officer
Term: Two years (renewable)

Members:
Appointed by: Chief Executive Officer
Term: Two years (renewable)

Committee Selection Criteria:
• Members or associates (retired architects) in good standing
• Familiarity with frameworks for assessing alternative qualifications

Committee Composition Requirements:
Architects AIBC; a maximum of one Retired Architect AIBC, Experience Review Committee Member
### Committee Members

<table>
<thead>
<tr>
<th>Composition (as applicable)</th>
<th>Appointment Date</th>
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<tbody>
<tr>
<td>Fred Adab Architect AIBC</td>
<td>April 2013</td>
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<tr>
<td>Jalil Azizi Architect AIBC</td>
<td>May 2019</td>
</tr>
<tr>
<td>Amela Brudar Architect AIBC</td>
<td>July 2010</td>
</tr>
<tr>
<td>Danica Djurkovic Architect AIBC</td>
<td>July 2006</td>
</tr>
<tr>
<td>Andrea Forbes Hajdo Architect AIBC</td>
<td>April 2013</td>
</tr>
<tr>
<td>Russell Hollingsworth Architect AIBC</td>
<td>February 2006</td>
</tr>
<tr>
<td>Paul Kernan Architect AIBC</td>
<td>Chair</td>
</tr>
<tr>
<td>Patrick Schilling Architect AIBC</td>
<td>July 2009</td>
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<tr>
<td>Adam Policzer Retired Architect AIBC</td>
<td>July 2006</td>
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</tbody>
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### Staff

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>1. Jenelyn Torres Director, Registration and Licensing</td>
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<tr>
<td>2. Kevin Neilson Manager, Registration and Licensing</td>
</tr>
</tbody>
</table>

1.0 Mandate:

- To conduct the initial assessment of qualifications received from applicants to the institute for registration and to ensure administration is effective, consistent and fair; and
- To provide analysis and advice leading to development and maintenance of certification standards for entry to the profession.

2.0 Specific Assignments:

- To provide advice and recommendations to the Registration Board and staff regarding certification standards, policies & procedures governing the administration of qualifications for registration under Section 36 and 37 of the Architects Act.
• To develop clear, fair and consistent guidelines for the assessment of candidates.

• To assist in the development and implementation of candidate assessment protocols.

• To provide advice respecting the development and implementation of clear, fair and consistent guidelines for the registration of foreign trained architects.

• To conduct interviews with candidates for registration as required.

• To review candidate files, assign to a committee member who will review and return with a recommendation.

3.0 Deliverables:

• Provide recommendations to the Registration Board or senior staff member regarding standards and policies related to assessment of qualifications for registration under Section 36 and 37 of the Architects Act.

4.0 Reporting:

• The Committee reports to the Registration Board

• Update provided as needed during CEO’s regular meeting with senior staff member.

5.0 Liaison with Internal and External Groups/Associations:

• Canadian Architectural Certification Board

• Canadian Architectural Licensing Authorities

6.0 Scheduled Meetings:

• When: First Tuesday of the month

• Time: noon

• Place: AIBC Offices and/or by video/teleconferencing.

• Meetings will occur as called by the Chair to discuss policy items or as requested by the Director of Registration & Licensing to review prospective candidate files.

7.0 Quorum:

• A quorum for any meeting of the Committee will be the majority of the members of the Committee present in person, by phone, or by video conferencing.

8.0 Amending the Terms of Reference

• The Terms of Reference may be revised: by the CEO upon the recommendation of the Committee; by the CEO upon recommendation of the senior staff member; or upon a change of members.