Terms of Reference
Registration Board

- 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: 1955 – under authority of the Architects Act*

Type: Legislated, established as per section 69 of the Architects Act

Chair:
- Appointed by: Council
- Term: 1 year

Members:
- Appointed by: Council
- Term: 1 year

Committee Selection Criteria:
- Members or associates in good standing.
- Familiarity with AIBC registration policies and programs, including the Internship in Architecture Program, the CACB Broadly Experienced Foreign Architect (BEFA) Program, the Canadian Reciprocity Agreement, the NCARB-CALA Mutual Recognition Agreement, and other agreements.

Committee Composition Requirements:
The Act establishes the minimum composition of the Registration Board to be:
- the director of the School of Architecture of UBC or a full-time member of the faculty of that school nominated by that director,
- a member of the council who is a member of the institute, and
- Four (4) or more members of the institute who are actively engaged in the practice of architecture.

Non-voting liaisons are invited to participate, including liaisons from the Intern Architect Committee, and the Architectural Technologist Committee.
<table>
<thead>
<tr>
<th>Committee Members (voting)</th>
<th>Composition (as applicable)</th>
<th>Appointment Date</th>
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<tbody>
<tr>
<td>1.  Stefan Aepli Architect AIBC</td>
<td></td>
<td>May 2019</td>
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<td>2.  Russell Hollingsworth Architect AIBC</td>
<td>Qualifications Committee</td>
<td>May 2019</td>
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<td>3.  Baldwin Hum Architect AIBC</td>
<td>Chair</td>
<td>May 2019</td>
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<td>4.  Susanne Hunter Architect AIBC</td>
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<td>May 2019</td>
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<td>5.  Greg Johnson Architect AIBC</td>
<td>UBC SALA Representative</td>
<td>May 2019</td>
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<td>7.  Mary McMains Architect AIBC</td>
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<td>May 2019</td>
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<td>8.  Gord Richards Architect AIBC</td>
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<td>May 2019</td>
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<tr>
<th>Liaisons (non-voting)</th>
<th>Composition (as applicable)</th>
<th>Appointment Date</th>
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<td>2.</td>
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<tr>
<th>Staff</th>
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<tbody>
<tr>
<td>1.</td>
<td>Jenelyn Torres Director, Registration and Licensing</td>
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<tr>
<td>2.</td>
<td>Kevin Neilson Manager, Registration and Licensing</td>
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<td>3.</td>
<td>Gabe Baron Registration Coordinator (acting)</td>
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<tr>
<td>4.</td>
<td>Kim Underwood Licensing Officer</td>
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<td>5.</td>
<td>Shoshoni Andrew Registration and Licensing Assistant</td>
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1.0 Mandate:

- As per the statutory requirements of the *Architects Act*, section 70 (c), report to council the result of each candidate’s examination, (NCARB ARE, ExAC, Oral Reviews, Architectural Technologist Examination) for council’s final approval;
- As per section 70 (d) of the *Act*, report to council on the qualifications of an applicant for admission as a member of the institute or as an associate (Register Amendments);
- As per section 70 (e) of the *Act*,
  - conduct reinstatement interviews and develop reinstatement guidelines in accordance with Bulletin 2: Reinstatement of Registration;
  - update the intern Professional Development Courses referenced in section 8 of Appendix B of the Internship in Architecture Program (AIP) manual; and
  - amend Appendix B of the IAP manual as necessary to reflect any intern course changes;
- Review eligible nominations for honorary membership against suitability criteria. Recommend nominees, as appropriate, to council for review under AIBC Bylaw 12.1 and section 39(1) of the *Architects Act*.
- Additionally, the board may act as a resource to the CEO and Registration & Licensing Department; and
- Assist staff to carry out the registration and licensing of architects and other registrants in accordance with legislation, council-approved policy and such agreements with external stakeholders and partners as established and approved by Council.
- Provide advice to staff on issues and questions brought by staff for consideration.
- Review and co-ordinate the work of committees and representatives reporting to the Registration Board.
- Recommend development of policies and, as requested, prepare such policies for council’s review.
- Identify initiatives and strategies that would assist practitioners in the area of registration and licensing.
- Fulfill such tasks as may be assigned from time to time by the CEO and council.

2.0 Specific Assignments: Registration:

- Advise the CEO and council on appropriate standards required for admission to membership of the Institute.
• Develop and implement appropriate testing procedures to establish that applicants for registration satisfy the required standards, including the holding of written and oral exams.
• Advise council on candidates qualified for membership in the AIBC.
• Develop competency-based tools for evaluating candidates for admission.
• Review academic certification and accreditation procedures and criteria
• Provide advice and information to the CEO.

Licensing:

• Review licensing procedures and assist staff in implementing the licensing requirements of the *Architects Act* and Council Policy.

3.0 Deliverables:

• Regular reports (typically monthly) to council, such as the examination results and register amendments
• Specific assignments from the CEO may require deliverables

4.0 Reporting:

• The Registration Board reports directly to council on examination results and register amendments.
• The board reports to the CEO and Registration & Licensing on operational matters related to the interpretation of registration requirements for situations and applications requiring review.

5.0 Liaison with Internal and External Groups/Associations:

• AIBC Council and Boards
• Canadian Architectural Certification Board (CACB)
• National Council of Architectural Registration Board (NCARB) of the USA
• UBC School of Architecture and Landscape Architecture
• BCIT
• Provincial/territorial architectural associations

6.0 Scheduled Meetings:

• When: 4th Friday of the month (Friday 10 days prior to Council meeting)
• Time: 8:30 – 10:30 a.m.
• Place: AIBC Offices and/or by video/teleconferencing

7.0 Quorum:

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

8.0 Amending the Terms of Reference

• The Terms of Reference may be revised by a change in the *Architects Act*, by Council, the CEO upon the recommendation of the Board; by the CEO upon recommendation of the senior staff member, or upon a change of members.

**ARCHITECTS ACT, [RSBC 1996] CHAPTER 17**

Registration board

69 (1) After each annual election to the council, the council must appoint a registration board consisting of
(a) the director of the School of Architecture and Landscape Architecture of The University of British Columbia or a full time member of the faculty of that school nominated by that director,

(b) a member of the council who is a member of the institute, and

(c) 4 or more members of the institute who are actively engaged in the practice of architecture.

(2) The members of the registration board hold office until their successors are appointed.

Duties of the registration board

Subject to this Act and the approval of the council, the registration board must

(a) set examinations for the purposes of this Act,

(b) hold, supervise and mark the examinations,

(c) report to the council the result of each candidate's examination,

(d) consider and report to council on the qualifications of an applicant for admission as a member of the institute or as an associate, and

(e) perform other duties referred to it by the council.

Decision of council final

The decision of the council on whether a person has or has not passed an examination is final.

Honorary membership

(1) The institute may confer honorary membership on a person nominated by the council, including a person who, in the council's opinion, has been outstanding in the practice of architecture or in service to the institute.

(2) Honorary membership confers all the rights of ordinary membership, but no fees are payable and an honorary member may not, by reason only of membership under this section, practise architecture unless he or she has actively practised the profession.