Terms of Reference
Consensual Resolution Review Panel

- 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: 2002 by council rules; 2013 through Architects Act and Bylaws

Type: Council: Statutory (Architects Act section 51.1)

Chair:
- Appointed by: Consensual Resolution Review Panel (per Bylaw 36.11)
- Term: The panel appoints a panel member as the panel chair (per Bylaw 36.11)

Members:
- Appointed by: Council (per Bylaw 36.7)
- Term: Panel members shall hold office at council’s pleasure or on terms otherwise established by council. Council may establish staggered terms and terms of different lengths for different categories of panel members (per Bylaw 36.8).
Committee Selection Criteria:

The following general qualifications and experience criteria are not exhaustive or mandatory unless otherwise indicated. The criteria are intended to help guide council when appointing architects and public members to the panel:

For Architects:

- Member in good standing (mandatory).
- Understanding and appreciation of AIBC’s core regulatory mandate, including disciplinary and consensual resolution provisions in the Architects Act and bylaws.
- Ability to review and consider proposed consensual resolution agreements in the context of confidentiality expectations; objective professionalism; and the public interest in the regulation of the profession of architecture.
- AIBC or related experience (i.e., committee, board, panel, council) in the areas of investigations, discipline, consensual resolution or professional conduct/discipline generally.

For Public Members

- Experience with and understanding of the disciplinary process and disciplinary resolution aspects of professional regulation.
- Understanding and appreciation of AIBC’s core regulatory mandate, including disciplinary and consensual resolution provisions in the Architects Act and bylaws.
- Current or past registration with a professional body and/or government or industry experience with professional regulation an asset.
- Experience in dispute resolution and/or tribunal experience an asset.
- An ability to review and consider proposed consensual resolution agreements in the context of confidentiality expectations; objective professionalism; and the public interest in the regulation of the profession of architecture.

Committee Composition Requirements:

At least three and up to five architects and at least one and up to two public members, including but not limited to persons from other professions. Council may appoint one or more alternates to act in place of panel members in keeping with the composition criteria above (as per Bylaw 36.7)
<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Composition (as applicable)</th>
<th>Appointment Date</th>
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<tbody>
<tr>
<td>1. Pierre Gallant Architect AIBC</td>
<td>Chair</td>
<td>September 2013 (three years). Re-appointed July 9, 2019 (three years).</td>
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<td>2. William McLean, B. Arch, LL.B.</td>
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<td>September 2013 (three years). Re-appointed July 9, 2019 (three years).</td>
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<td>3. Dr. Ron Yaworsky Ph. D., P. Eng</td>
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<td>November 2013 (three years). Re-appointed July 9, 2019 (three years).</td>
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<tr>
<td>4. Cal Meiklejohn Architect AIBC</td>
<td></td>
<td>March 2016 (three years). Re-appointed March 12, 2019 (three years).</td>
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Alternate Members

| 1. Amir Hemani Architect AIBC |                             | September 2013 (three years). Re-appointed July 9, 2019 (three years). |

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<tr>
<th>Staff</th>
<th>Position</th>
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<tbody>
<tr>
<td>1. Thomas Lutes</td>
<td>General Counsel, Deputy CEO</td>
</tr>
<tr>
<td>2. Sabinder Sheina</td>
<td>Legal Counsel, Director of Professional Conduct &amp; Illegal Practice</td>
</tr>
<tr>
<td>3. Meagan Sands</td>
<td>Paralegal, Manager Regulatory Compliance</td>
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</tbody>
</table>
1.0 Mandate: The panel’s primary responsibility is to review and consider whether to approve consensual resolution agreements reached under the AIBC’s consensual resolution process established under the Architects Act and AIBC Bylaws and “must have regard to the public interest” (per Architects Act Section 51.1 (5)).

2.0 Specific Assignments: In order to satisfy its mandate the panel may do any or all of the following (per Bylaw 36.15):

- Request that a party attend a panel meeting or provide information to the panel;
- Review any consensual resolution agreement submitted by the parties;
- Withhold approval of a consensual resolution agreement and provide an explanation of its concerns to the parties;
- Review any revised consensual resolution agreement submitted by the parties; and/or
- Approve any proposed consensual resolution agreement.

3.0 Deliverables: The panel makes decisions on whether to approve agreements made between the AIBC and a registrant. All approved consensual resolution agreements are published to the membership and made public.

4.0 Reporting: This is a statutory panel with no formal reporting line; however, all approved consensual resolution agreements are published. (per Bylaw 36.20)

- CEO is aware of pending consensual resolution agreements as signatory of such agreements.

5.0 Liaison with Internal and External Groups/Associations: None

6.0 Scheduled Meetings: The panel shall meet as it deems necessary for the performance of its functions in a timely, fair and cost-effective manner, including meetings by teleconference, videoconference or otherwise electronically (per Bylaw 36.13)

- Place: AIBC Offices and/or by video/teleconferencing

7.0 Quorum: A majority of panel members shall constitute quorum (per Bylaw 36.12).

8.0 Amending the Terms of Reference The Terms of Reference may be revised by Council upon the recommendation of the panel or the CEO, or upon a change of members. Note that many aspects of this committee’s work and authority derive from legislation and bylaws and cannot be varied without appropriate amendment.