CACB CCCA
CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Executive Committee Terms of Reference

Refer to article 9.1 to 9.1.7 of the current by-law.

Purpose

The Executive Committee is established to oversee and to manage the administrative and operational activities of the Association between the meetings of the Board. The Executive Committee doesn't have the power to repeal, vary, add to or amend the By-laws of the Association.

Specific Roles and Responsibilities

The Executive Committee is expected to:

- Act as the governing body of the Board between its two annual Meetings; and
- Monitor the Executive Director's performance and perform a Performance Review.

Funding

The work of the Committee will be funded in accordance with approved budgets.

Methods of operation

The Committee will conduct business via email, virtual meeting facilities and when needed, face to face meetings.

Reporting structure and mechanism

The Committee will generally meet bi-monthly (every two months), or as determined by the Chair, and will provide a written or verbal report on its activities at the Board meetings, or as required by the Board (this includes minutes/results of the meetings). Attendance and full participation in the work of the committee are expected.
The administrative assistant will record meeting minutes and submit them to the chair for review and approval prior to dissemination to committee members.

Composition

The Executive Committee of the Board consists of the Officers of the Board:

- the President;
- the Vice-President;
- the Secretary;
- the Treasurer; and
- the Executive Director (non-voting member).

Chair

The President is the Chair of the Executive Committee. The Committee chair's role is to:

- Convene the meeting of the Committee on a regular basis or as needed;
- Set the agenda for each meeting;
- Ensure that the committee deals with the matters described in the Committee's terms of reference;
- Conduct committee meetings effectively and efficiently and ensure timely follow-up and resolution of issues;

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Quorum

Two thirds of voting committee members present constitutes a quorum and can pass a decision of the committee when a vote is required.

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Governance Committee Terms of Reference

Purpose

The Governance Committee has been established by the Board to review and to update the CACB Governance documents pertaining to the operation of the CACB in order to ensure consistency, continuity and corporate memory for the CACB.

Specific Roles and Responsibilities

The Governance Committee is expected to:

- Develop and update CACB Operating Policies and Procedures;
- Evaluate with other Committee Chairs the Board's Operations and recommend improvement;
- Monitor the Strategic Direction of the CACB;
- Develop and update CACB Staff Manual/Handbook;
- Ensure consistency in communication with CACB Members;
- Propose to the Board a Directors' Code of Conduct and work with the President to ensure compliance; and
- Provide advice on situations that involve ethical issues.

Strategic Planning

The Governance Committee is expected to:

- Provide an overview of the context in which the CACB and the profession operate and related issues: determine the strengths, weaknesses, opportunities and threats for the CACB and its members;
- Develop, with the Executive Director, and recommend the three-year strategic plan by leading, if required, consultations with the community or partners of the CACB, and present it to Council for discussion and approval;
- From a perspective of organizational agility, monitor the implementation of the strategic and operational plan, the timelines and mechanisms required to achieve the orientations; and
- Upon request, give its opinion on situations concerning the CACB and that involve strategic issues by advising other Committees.

Funding

The work of the Committee will be funded in accordance with approved budgets.

Methods of operation

The Committee will conduct business via email, virtual meeting facilities and when needed, face to face meetings.

Reporting structure and mechanism

The Committee will generally meet bi-monthly (every two months), or as determined by the Chair, and will provide a written or verbal report on activities to the Executive Committee (this includes minutes/results of the meetings). Attendance and full participation in the work of the committee are expected. Members who miss more than two meetings may be removed from the Committee.

The administrative assistant will record meeting minutes and submit them to the chair for review and approval prior to dissemination to committee members.

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Composition

The Committee consists of:

- The Vice-President,
- a minimum of two Directors; and
- the Executive Director (non-voting member); and
- the Office and HR Manager (non-voting member)

Chair

To Vice-President is the Chair of the Governance Committee whose role is to:

- Convene the meeting of the Committee on a regular basis or as needed;
- Ensure that the committee deals with the matters described in the Committee's terms of reference;
- Conduct committee meetings effectively and efficiently and ensure timely follow-up and resolution of issues;
- Consult as necessary with the Executive on Committee matters;
- Present verbal, or written report at the Board meeting; and
- Set the agenda for each meeting.

Quorum

Two-thirds of voting committee members present constitute a quorum and can pass a decision of the committee when a vote is required.

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Finance Committee Terms of Reference

Purpose

The Finance Committee has been established by the Board to ensure that the operations of the CACB-CCCA remain viable and operate within budgetary parameters reviewed and approved by the Board. The Committee provides strategic financial direction to the Board, and ensures external review and audit procedures are performed in accordance with accepted accounting practices. The Committee reports to the Board at each meeting.

Specific Roles and Responsibilities

The Finance Committee is expected to:

- Develop and update budgets, with the Executive Director, for each of the CACB-CCCA's three mandates to support its operational and strategic plans;
- Carry out the CACB-CCCA's internal control process as defined in the Operating Policies and Procedures document;
- Review the financial statements and the external auditor's Report;
- Review and recommend revisions to the Risk Management Plan annually.

Funding

The work of the Committee will be funded in accordance with approved budgets.

Methods of operation

The Committee will conduct business via email, virtual meeting facilities and when needed, face-to-face meetings.

Reporting structure and mechanism

The Committee will generally meet bi-monthly (every two months), or as determined by the Chair, and will provide a written or verbal report on activities to the Executive Committee (this includes minutes/results of the meetings). Attendance and full participation in the work of the Committee are expected. Members who miss more than two meetings may be removed from the Committee.

The administrative assistant will record meeting minutes and submit them to the chair for review and approval prior to dissemination to committee members.

Composition

The Committee is composed of:

- a minimum of two Directors (the Treasurer as Chair); and
- the Executive Director (non-voting Member)
- the Office and HR Manager (non-voting Member)

Chair

The Treasurer is the Chair of the Finance Committee whose role is to:

- Convene the meeting of the Committee on a regular basis or as needed;

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

- Ensure that the Committee deals with the matters described in the Committee's terms of reference;
- Conduct Committee meetings effectively and efficiently and ensure timely follow-up and resolution of issues;
- Consult as necessary with the Executive on Committee matters;
- Present verbal and written reports at Board meetings;
- Set the agenda for each meeting;
- Periodically review the financial statements, advise the Board of any inappropriate management practices or non-compliance with the OPP.
- Examine and present to the Board Reports submitted by an appointed auditor that contain Reviews of the Board's financial performance for the previous year;
- Review the financial statements, the external auditor's Report and recommend the financial statements to the Board;
- Report to the Board on the status of the Risk Management Plan.

Quorum

The two voting Committee members present constitutes a quorum, and can pass a decision of the Committee when a vote is required.

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Training Committee Terms of Reference

Purpose

The Training Committee has been established by the Board to develop CACB-CCCA Training Structures pertaining to the three CACB-CCCA's Programs; Academic Certification, Accreditation, and Broadly Foreign Experienced Architects (BEFA) Certification, in order to ensure quality, consistency, and continuity in each Program Process.

Specific Roles and Responsibilities

The Training Committee is expected to:

- Develop and update CACB-CCCA Training Programs and Structures; and
- Provide inputs to the CACB-CCCA Training Handbook and Guides for the three Programs.

Funding

The work of the Committee will be funded in accordance with approved budgets.

Methods of operation

The Committee will conduct business via email, virtual meeting facilities and when needed, face to face meetings.

Reporting structure and mechanism

The Committee will generally meet bi-monthly (every two months), or as determined by the Chair, and will provide a written or verbal report on activities to the Executive Committee (this includes minutes/results of the meetings). Attendance and full participation in the work of the committee are expected. Members who miss more than two meetings may be removed from the Committee.

The administrative assistant will record meeting minutes and submit them to the chair for review and approval prior to dissemination to committee members.

Composition

The Committee must include members with knowledge of the Accreditation Process from both Visiting Team and Programs ends, as well as Academic Certification and BEFA. The number of Directors on the Committee is always equal or higher than the non-Board members. The Committee consists of:

- a minimum of two Directors :
- a maximum of three Non -Board members,
- the Office and HR Manager (non-voting member);
- Academic Certification Coordinator (non-voting member);
- Accreditation Program Coordinator (non-voting member); and
- BEFA Program Coordinator (non-voting member).

The Non-Board Members appointed to the Committee shall serve for a term of 2 years.

Chair

The Chair is a Director appointed by the Board. His/her role is to:

- Convene the meeting of the Committee on a regular basis or as needed;
- Ensure that the committee deals with the matters described in the Committee's terms of reference;

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

- Conduct Committee meetings effectively and efficiently and ensure timely follow-up and resolution of issues;
- Consult as necessary with the Executive on Committee matters;
- Present verbal and written report at the Board meeting; and
- Set the agenda for each meeting.

Quorum

Two thirds of voting committee members present constitutes a quorum and can pass a decision of the Committee when a vote is required.

CACB CCCA
CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Research Committee Terms of Reference

Purpose
The Research Committee has been established to explore the development of research within CACB-CCCA in order to both support, promote CACB-CCCA's mandate.

Specific Roles and Responsibilities
The Research Committee is expected to:
- Oversee the development of CACB-CCCA Research Initiatives;
- Develop research questions and a plan to fund and undertake a research program; and
- Report annually to the Board on the progress of research initiatives.

Funding
The work of the Committee will be funded in accordance with approved budgets.

Methods of operation
The Committee will conduct business via email, virtual meeting facilities and when needed, face to face meetings.

Reporting structure and mechanism
The Committee will generally meet bi-monthly (every two months), or as determined by the Chair, and will provide a written or verbal report on activities to the Executive Committee (this includes minutes/results of the meetings). Attendance and full participation in the work of the committee are expected. Members who miss more than two meetings may be removed from the Committee.
The administrative assistant will record meeting minutes and submit them to the chair for review and approval prior to dissemination to committee members.

Composition
The Committee may include in its composition non-board members. The number of Directors on the Committee is always higher than the non-Board members.
The Non-Board Members appointed to the Committee shall serve for a term of 2 years.
The Committee consists of:
- a minimum of two Directors;
- a minimum of one non-Board member;
- Office and HR Manage (non-voting member).

Chair
The chair is a Director appointed by the Board. His/her role is to:
- Convene the meeting of the Committee on a regular basis or as needed;
- Ensure that the Committee deals with the matters described in the Committee's terms of reference;
- Conduct committee meetings effectively and efficiently and ensure timely follow-up and resolution of issues;
- Consult as necessary with the Executive on Committee matters;
- Present verbal and written reports at Board meetings; and
- Set the agenda for each meeting.

Quorum
The two voting committee members constitute a quorum and can pass a decision of the committee when a vote is required.

CACB CCCA
CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Annual Reports Review Committee Terms of Reference

Purpose

The Annual Reports Review Committee has been established to review the Accreditation Annual Reports submitted to the CACB by the accredited programs as a requirement for maintaining their accreditation.

Specific Roles and Responsibilities

The Annual Reports Review Committee is expected to:

- Review, as per the CACB Procedures for Accreditation, the Accreditation Coordinator Annual Report Review along with the Annual Reports (ARs) received from the accredited programs;
- Provide the Board with their recommendation to take one of the following actions:
    - Accept the Annual Report;
    - Reject the Annual Report, provide the reasons supporting the decision, and require a revised report to be submitted for the Board's review by September 15; or
    - Reject the revised Annual Report and consider taking action to advance the schedule for the next accreditation sequence.
- Collaborate with the Research Committee on consistency in the data collection from the programs.

Funding

The work of the Committee will be funded in accordance with approved budgets.

Methods of operation

The Committee will conduct business via email, virtual meeting facilities and, when needed, face-to-face meetings.

Reporting structure and mechanism

The Committee will meet as determined by the Chair, starting in June of every year to coincide with the annual June 30th deadline for the Annual Reports Submission. The Committee will provide a written report on activities and its Annual Report recommendations to the Board at its September meeting (this includes minutes/results of the meetings). Attendance and full participation in the work of the committee is expected. Members who miss more than two meetings may be removed from the Committee.

The administrative assistant will record meeting minutes and submit them to the chair for review and approval prior to dissemination to committee members.

Composition

The Committee consists of:

- a minimum of three (3) active Directors;
- one of the members must be the Chair of the Research Committee; and
- the Accreditation Program Coordinator (non-voting member).

Chair

The chair is a Director appointed by the Board. His/her role is to:

- Convene the meetings of the Committee on a regular basis or as needed;

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

- Ensure that the Committee deals with the matters described in the Committee's terms of reference;
- Conduct committee meetings effectively and efficiently and ensure timely follow-up and resolution of issues;
- Consult as necessary with the Executive on Committee matters;
- Present verbal and written reports at Board meetings; and
- Set the agenda for each meeting.

Quorum

The two voting committee members constitute a quorum and can pass a decision of the committee when a vote is required.

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

CACB Appeal Committee for Academic Certification Program

Purpose

The CACB Appeal Committee is established upon receipt of an appeal request as an ad hoc committee to provide an independent and impartial review of appeals lodged by applicants of the Academic Certification Program regarding decisions made by the Assessment Committee. The committee ensures that appeals are considered fairly, transparently, and in accordance with the CACB's established policies and procedures.

The decision rendered by the **Appeal Committee is final and binding on all parties.**

Specific Roles and Responsibilities

The committee shall have the authority to:

- Review and assess appeals lodged by Academic Certification Program applicants contesting the decisions made by the Assessment Committee.
- Make recommendations or rulings on appeals, including upholding, modifying, or overturning the Assessment Committee's decisions as appropriate.

Appeal Process

- Appeals must be submitted in writing within the timeframe specified in the CACB Academic Certification Program guidelines.
- The committee shall review the appeal within a reasonable timeframe, as determined by CACB policies.
- The committee may request additional information as necessary.
- A written decision shall be provided to the appellant within the timeframe specified in the applicable CACB procedures.

Composition

The CACB Committee is formed on an ad hoc basis at a CACB Board meeting specifically for appeals relating to the Assessment Committee's decisions under the Academic Certification Program. Members shall be appointed based on their expertise in academic certification and must not have participated in the original Assessment Committee decision under appeal.

The Committee is composed of:

- a minimum of two Directors; and
- the Executive Director (non-voting Member)

Funding

The work of the Committee will be funded in accordance with approved budgets.

Methods of operation

The Committee will conduct business via email and virtual meeting facilities.

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Quorum

The Committee will meet as required following the Board meeting, as determined by the Chair. Two thirds of voting committee members present constitutes a quorum and can pass a decision of the committee when a vote is required.

Reporting structure and mechanism

The committee will report its findings and recommendations to the CACB Board as appropriate. The administrative assistant will record meeting minutes and submit them to the chair for review and approval prior to dissemination to committee members.

CACB CCCA
CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE
1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

CACB Appeal Committee for Broadly Experienced Foreign Architects (BEFA) Program

1. Purpose

The BEFA Program Appeal Committee is established by the CACB Board to consider and adjudicate formal appeals related to decisions made concerning eligibility, remedial actions, or BEFA certification as outlined in the BEFA Program Appeal Process. The Committee ensures a fair, transparent, and impartial appeal process and provides binding recommendations to the CACB Board based strictly on the evidence presented, in accordance with CACB policies and procedures.

2. Specific Roles and Responsibilities

- Review all documentation related to the appeal, including the applicant's submissions, previous assessments, and the decision being appealed.
- Assess whether the grounds for appeal are substantiated, focusing on:
- Whether the decision adhered to established CACB procedures.
- Whether the decision was supported by the factual evidence on record.

3. Membership and Composition

The BEFA Appeal Committee is composed of 3 BEFA Assessors appointed by the Board with no direct involvement in the application under appeal to ensure impartiality.

3.1 Chair

- Convene and preside over meetings of the Appeal Committee.
- Ensure fair, orderly, and timely conduct of the appeal process.
- Serve as the liaison between the Committee and the CACB Executive Director for procedural and administrative matters.
- Coordinate the drafting of the Committee's final report and recommendation.

4. Funding

The work of the BEFA Appeal Committee will be funded in accordance with approved budgets.

5. Methods of Operation

The Committee will conduct business via email and virtual meeting facilities as required.

6. Quorum

The nature of the BEAF Appeal committee review requires attendance of all Committee members, and a decision can only be made when all of them are in attendance.

7. Reporting Structure and Mechanism

Prepare and submit a formal written recommendation to the CACB Board according to the type of appeal:

7.1 Eligibility Appeal:

- If successful, the applicant may proceed with the BEFA process, and a refund of the appeal fee will be issued.
- If the appeal is denied, the file will be closed.

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

7.2 Remedial Action or Certification Denial Appeal:

- If successful, the applicant will either:
  - Be permitted to proceed to the next stage of the process (interview) upon payment of the required fee, or
  - Be issued the BEFA certificate if they demonstrate competency

- If requires remedial actions, the applicant must comply to continue the BEFA process.

- If denied, the file will be closed, and the applicant may reapply for BEFA certification after 24 months if their eligibility is still valid.

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

CACB Appeal Committee for Accreditation Program

1. Purpose

The Appeal Committee for Accreditation is established by the CACB Board to review and adjudicate formal appeals submitted by academic institutions regarding accreditation decisions. The Committee ensures a fair, transparent, and impartial process, providing a binding recommendation to the Board based solely on the evidence presented and in alignment with CACB policies and procedures. The Committee's mandate is focused on determining whether the accreditation decision adhered to established procedures and was supported by the evidence.

2. Specific Roles and Responsibilities

- Review all appeal-related documentation (Visiting Team Report (VTR), institutional submissions, accreditation decision).
- Assess whether the appeal grounds are substantiated:
  - Whether the CACB decision is supported by factual evidence.
  - Whether CACB or the Visiting Team deviated from accreditation procedures, affecting the decision.

3. Membership and Composition

- The Appeal Committee consists of four (4) members—two educators and two practitioners—, appointed by the CACB Executive Committee upon nomination from each member organization (ROAC and CCUSA).
- Members must have expertise in architectural education, accreditation, or professional regulation and must not have been involved in the accreditation process being appealed.
- One member will be designated as Chair of the Committee.
- All members must declare any real or perceived conflict of interest and recuse themselves if such conflict exists.

3.1 Chair

- Convene and preside over meetings of the Committee, as per the Procedures for Accreditation.
- Ensure fair, orderly, and timely conduct of the review process.
- Serve as the liaison between the Committee and the CACB Executive Director for procedural and administrative matters.
- Coordinate the drafting of the Committee's final report and recommendation.

4. Funding

The work of the Committee will be funded in accordance with approved CACB budgets.

5. Methods of Operation

The Committee will conduct business via email and virtual meeting facilities.

6. Quorum

A quorum for the Appeal Committee is defined as two-thirds of the voting members present. A decision can only be made when a quorum is met.

7. Reporting Structure and Mechanism

The Committee will Prepare and submit a written recommendation to the CACB Board.