ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Council

Date:	11:05 a.m. to 12:40 p.m. 16 January 2017
Location:	AIBC Large Boardroom
Presiding:	Condon
In Attendance:	Bass, Brink, Dodd, Djurkovic, Gagnon, Grauer, Gustavson, Kasaei, Kemp, McDonald, Nickerson, Rettie, Rupp, Yustin
Staff:	Battiston, Hendriks, Lutes, Tough, Vernon
Regrets:	Dove, Lovgreen, Ruthen, van Dijk

Item #	Detail

1.0 Welcome and Call to Order

President Condon called the meeting to order at 11:05 a.m.

President Condon extended council's welcome to Barbara Brink and Cindy Grauer, two new Lieutenant Governor appointees to AIBC Council.

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda with the addition of item 7.3 Human Resources Committee Update.

Djurkovic/ Gustavson **CARRIED**

3.0 Consent

For council receipt: Reports

3.1 Council's Committees; Task Forces; Working Groups; Registration Board; CEO
- 3.1.1 President's Report
- 3.1.2 Governance
- 3.1.3 Finance
- 3.1.4 Human Resources
- 3.1.8 CEO

3.2 Policy Compliance: 1.11 Financial Management/ Statements
Council Policy 1.1, 1.2, 1.3, 1.5, 1.6, 1.7, 1.8, 1.9, 1.12, 1.17, 1.21

MOTION: That council receive the reports submitted under 3.1 and 3.2 above.

Rettie / Nickerson **CARRIED**

For council motion to approve:

3.3 Recording of electronic motions passed Nov/Dec 2016:
- 3.3.1 Registration Board Report to Councils
- 3.3.2 November 8 2016 Council Meeting Minutes

3.3.3 Council Rules: Designation and Admission Qualifications for AIBC Associates (for member notification period)
3.3.4 Bulletin 60: Signature, Seal and Delivery of Electronic Documents
3.3.5 Council Rules: Continuing Education System (CES)

MOTION: That council approves item 3.3.

Djurkovic / Yustin **CARRIED**

4.0 Policy

4.1 Council Policy 1.38: Registration and Licensing – Honorary Membership

Djurkovic summarized that the new council policy provides direction for the ongoing honorary membership process. The proposed council policy recognizes the annual meeting as the traditional venue for the membership to vote on the conferral of honorary membership per bylaw 12.1, and which follows the Registration Board providing their recommendations to the CEO to then provide to council for its consideration and nomination to the membership.

MOTION: That council approves the proposed council policy 1.38 Registration & Licensing: Honorary Membership, as attached.

Djurkovic / Gustavson **CARRIED**

5.0 Non-Policy

5.1 Council Rules: Designation and Admission Qualifications for AIBC Associates

Vernon summarized that following council's approval in principle of the draft rules in November 2016, a required 30 day member notification period took place (December 1, 2016 - January 6, 2017). Member feedback to the rules was minimal resulting in no changes being made. The proposed rules reflect the established designation and admission qualifications for the intern and architectural technologist classes and institute basic admission qualifications for the retired architect class, as required by the Associate Bylaws 13.1 – 13.4.

MOTIONS:

1. **That Council approve the Designation and Admission Qualifications Rules for AIBC Associates as provided to council on November 25, 2016, to take immediate effect.**

2. **That the CEO be requested to take the necessary procedural steps to publish the Rules.**

Djurkovic / Yustin **CARRIED**

5.2 2017 Annual Meeting Agenda/Council Presentation

Djurkovic indicated that the agenda for the 2017 annual meeting includes the standard business items, as well as providing for an opportunity following the meeting adjournment for council engagement on a particular topic. The suggested topic is Professional Liability Insurance, as part of the bylaw member consultation initiative.

5.3 Broadly Experienced Foreign Architect (BEFA) Program

Vernon provided a summary of work undertaken recently to evaluate the BEFA program framework as a qualification for registration as per the authority provided in sections 36 and 37 of the *Architects Act*, as successful completion of the CACB BEFA Program in and of itself is not sufficient to be entitled to registration as an architect at the AIBC, as the specific requirements described in the *Act* must also be met before registration can be granted.

MOTIONS:

1) **That council endorses the Broadly Experienced Foreign Architects (BEFA) Program administered by the Canadian Architectural Certification Board (CACB) as a robust assessment of the competency of an applicant for registration as an architect with the Architectural Institute of British Columbia (AIBC).**

2) **That council accepts the assessment components of the BEFA Program, being the portfolio and interview assessments, to satisfy the examinations requirement under sections 36 and 37 of the *Architects Act*, and that council accepts the BEFA Certificate awarded upon completion of the program as a qualification for registration as per the authority provided in sections 36 and 37 of the *Act*.**

3) **That council approves the framework of the BEFA Program, consisting of eligibility criteria required to enroll in the program and requirements to complete the program, and recognizes that the CACB may make minor modifications to the program, as it may deem necessary.**

   The eligibility criteria to enroll in the BEFA Program consist of the following:
   - a) **Provide proof of formal architectural education and completed architectural education and degree;**
   - b) **Provide proof of registration as an architect in a foreign jurisdiction, and have practised as an architect in a foreign jurisdiction;**
   - c) **Provide a résumé or curriculum vitae to demonstrate at least seven (7) years of post-registration/licensure experience in architecture within the last 10 years; and**
   - d) **Applicants to submit the application form provided by the CACB, including any other information or documentation required on the form, and payment of the application fee.**

   The requirements to complete the BEFA Program and be awarded a BEFA Certificate by the CACB consist of the following:
   - e) **Successfully complete the Outcomes Based Assessment against the Canadian Competency Matrix, consisting of the following components on the forms provided by the CACB, including payment of the program fees, to the satisfaction of the CACB;**
     - **i) Project Resume, providing an overview of architectural career, highlighting major projects with direct involvement linked to the 12 required major competencies areas;**
     - **ii) Self-Assessment using the CACB's online tool;**
     - **iii) Panel Interview by three qualified interviewers as selected and trained by the CACB; and**

iv) Provide a supporting portfolio of architectural work experience;

f) Obtain at least six months of relevant Canadian architectural work experience, providing exposure to the practice and regulatory requirements of architecture in Canada, by the time of the panel interview. This experience must be gained under the personal supervision and direction of a registered architect within British Columbia, and be current; and gained within three years of the date scheduled for the panel interview.

4) That council shall require a BEFA applicant seeking registration as an architect to submit, a BEFA Certificate, the completed application form provided by the AIBC, make payment of applicable fees and provide information that may be prescribed by council to satisfy registration requirements, consisting of:

a) Proof of age and identification;
b) Evidence of good moral character; and
c) Evidence of good professional conduct if the applicant had practised as an architect.

Additionally, council shall require applicants to provide information to establish eligibility for registration under the specific registration requirements of section 36 or 37 consisting of:

d) section 36(1)(a) - jurisdiction of current registration as an architect; or
e) section 36(1)(b) - school of architecture, three (3) years of post-graduation of architectural experience and the architectural firm where the experience was gained; or
f) section 37(c) - eight (8) years of practice as a registered architect outside of British Columbia, and five (5) letters of nomination from Architects AIBC.

Yustin / McDonald **CARRIED**

6.0 ***In Camera***

MOTION: to go *in camera.*

Gustavson / Rettie **CARRIED**

6.1 Amended Notice of Inquiry

6.2 Council Meeting Assessment Form

6.3 Human Resources Committee Update

MOTION: to come out of *in camera*.

Gustavson / Djurkovic **CARRIED**

MOTION for *In camera* item 6.1:

That council considers and approves the motions below:

1) **Pursuant to its authority under Section 46 of the *Architects Act*, council hereby approves a Notice of Inquiry, attached, to revise and replace the previously-approved Notice dated October 27, 2016, and orders a disciplinary inquiry into a complaint against Mr. Jordan Kutev Architect AIBC.**

2) **That in the event the proposed dates for the inquiry of April 24-27, 2017, should require re-scheduling, the CEO is authorized to amend this Notice of Inquiry solely to revise the dates, and to deliver it to the relevant parties in keeping with the delivery requirements in Section 48 of the *Architects Act*.**

3) **Pursuant to its authority under Section 46 of the *Architects Act*, council hereby confirms that the disciple nary committee that will consider the charges in the revised Notice of Inquiry is comprised of the following council members:**

Darryl Condon Architect AIBC;

Sylvie Gagnon Architect AIBC; and

S. Ross Rettie P. Eng., Lieutenant Governor Appointee

Rettie / Gustavson **CARRIED**

7.0 **<u>Adjournment</u>**

MOTION to adjourn. (12:40 p.m.)

Rettie / Gustavson **CARRIED**