ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Council

Date/Time:	April 30, 2019 / 11:02 a.m. – 12:20 p.m.
Location:	AIBC Large Boardroom
Presiding:	Djurkovic
In Attendance:	Bass, Brink, Condon, Fenton, Haden, Hancock, Laquinte Francis, Nickerson, Rodrigues, Rettie, Richards, Rothnie, Rupp, Ruthen
Regrets:	Amodio, Maleki, McDonald
Staff:	Battiston, Chilton, Lutes, MacQueen, Torres, Tough, Vernon

Item # Detail

1.0 Welcome and Call to Order

President Djurkovic called the meeting to order at 11:02 a.m.

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as presented.

Djurkovic / Ruthen **CARRIED**

3.0 Consent

For council receipt:

3.1 Council's Committees; Task Forces; Working Groups; President; CEO

3.1.1 President's report

3.1.2 Governance

3.1.3 Finance

3.1.4 Human Resources

President Djurkovic reported that the CEO annual performance planning process documentation included in the report is provided for Council's review and feedback.

3.1.5 CEO

Vernon updated Council on the Canadian Handbook of Practice (CHOP) referenced in his report. The Royal Architectural Institute of Canada's project to update CHOP is not in fact on schedule as indicated in the CEO report. The CHOP update is now scheduled for completion in March 2020 instead of the June 2019 date indicated.

3.2 Policy Compliance: Financial Management/Statements 1.11

Council Policy 2.1, 2.2, 2.4, 2.6, 2.7, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15, 2.16, 2.23, 2.24, 2.25

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

Rodrigues / Rettie **CARRIED**

For council motion to approve:

3.3 Recording of electronic motions passed
- 3.3.1 Registration Board Report to Council, March 2019
- 3.3.2 2018 Audited Financial Statements

3.4 Registration and Licensing: Removal of Associates

3.5 March 12, 2019 Council Meeting Minutes

3.6 Registration Board Report to Council, April 2019

3.7 Motions Review Committee Terms of Reference

MOTION: That council approve the consent items submitted under 3.3 through 3.7 above.

Rupp / Rodrigues **CARRIED**

4.0 Policy

4.1 AIBC Bylaws: Code of Ethics; Investigations and Discipline; and Honorary Members

Vernon and Lutes reviewed the analysis provided for the proposed amendments to the AIBC Bylaws indicated, and requested that council support the proposed amendments, in principle, to trigger the consultation process. Council's feedback will be incorporated into the bylaws for member consultation.

MOTIONS:

1) **That council support, in principle, the draft bylaws pertaining to the Code of Ethics; Investigations and Discipline; and Honorary Members as proposed for consultation by the Bylaw Review Committee and described in the attached Memorandum; and**

2) **That the CEO trigger the consultation process, the timing of which is to be determined operationally, for the draft bylaws relating to the Code of Ethics; Investigations and Discipline; and Honorary Members as required by council policy 3.9.**

Rettie / Ruthen **CARRIED**

4.2 Invitation to the Intern Architect Liaison

MOTION: That council invite Heba Maleki Intern Architect AIBC to fill the position of Intern Architect Liaison as a non-voting guest to council for a one year term, effective May 6 2019.

Brink / Bass **CARRIED**

4.3 Registration Board / Registration Review Panel

Vernon reviewed the changes being proposed relating to the process available for applicants to request a review if their application for registration was rejected by the Registration Board. Proposed changes include clarification of appealable recommendations, the process for review, and the jurisdiction of the Registration Review Panel.

MOTION #1: That council approve the review process of Registration Board ("Board") recommendations as presented and outlined below.

a) **Those eligible to apply under the review process include applicants whose application for registration or licensing has been recommended for rejection by the Board to council. Applicants may include any person applying for registration as an architect, associate or seeking a temporary licence, or a person or a firm applying for a Certificate of Practice.**

b) **That the applicant must submit the request for review in writing to the Registration Review Panel within the established timeline of 45 calendar days from receipt of the Board recommendation and that the request is substantiated with supporting documents and must be based on one or both of the following:**

    i) **The Board has misinterpreted the *Architects Act*, AIBC bylaws or AIBC Council policy; and/or**

    ii) **The application process was not fair or objective, i.e. Board failed to consider relevant documentation.**

c) **That the request falls within the recommendations that could be reviewed enumerated under Schedule A - Reviewable Board Recommendations.**

d) **That the review process will adhere to the principles of fairness and transparency; e.g. written submissions received from either the applicant or the Board will be copied to the other party for information.**

e) **That the Review Panel will respond to the applicant within 90 days of receipt of the request for review regarding next steps including timelines.**

f) **That council will consider the following information prior to making a final decision relating to the application recommended for rejection by the Board.**

- **Applicant's reasons for review and submissions;**
- **Panel Review recommendations, if any; and**
- **Board's recommendations.**

MOTION 2: That council approve the revised Registration Review Panel Terms of Reference as presented.

MOTION 3: That council approve the amendments to council policy 1.35 Registration and Licensing: Admissions Standards, and policy 1.37 Registration and Licensing: Registration of Firms and Certificates of Practice.

Rodrigues / Rettie **CARRIED**

5.0 Non-Policy

5.1 Investigations Committee Appointment

MOTION: That council appoint Mark Hamilton Architect AIBC to the AIBC's Investigations Committee.

Rodrigues / Rettie **CARRIED**

5.2 CACB Report on Accreditation Program Funding

Vernon reported that the contents of the CACB Report are the conclusion of a lengthy process undertaken by the national task force to review the payments from the CACB members (CALA and CCUSA) for school accreditation visits. Approval of the report is sought from Council in order that the CACB budget for 2020 be developed.

MOTION: That council accept the contents of the Funding Review Task Force report and agrees that the CACB is to use it as the basis of the new funding agreement.

Nickerson / Ruthen **CARRIED**

7.0 In Camera

MOTION: to go *in camera.*

Ruthen / Rupp **CARRIED**

7.1 Award of the Michael A. Ernest Intern Architect Bursary

7.3 Council Annual Assessment Collated Results

MOTION: to come out of *in camera*.

Ruthen / Nickerson **CARRIED**

7.2 Invitation to the Retired Architect Liaison

MOTION: That council invite James Hancock Retired Architect AIBC to fill the position of Retired Architect Liaison, as a non-voting guest to council until the day of the 2020 Annual Meeting.

Laquinte Francis / Nickerson **CARRIED**

8.0 Adjournment

MOTION: to adjourn. (12:20 p.m.)

Ruthen / Rettie **CARRIED**