ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Council

Date/Time:	September 10, 2019 / 11:05 a.m. – 12:45 p.m.
Location:	AIBC Large Boardroom
Presiding:	McDonald
In Attendance:	Abri (*as of item 4.6*), Bass, Brink, Deal (*until item 5.4*), Djurkovic (*until item 5.4*), Fenton, Hancock, Kasaei, Laquinte Francis, Nickerson (*remote attendance by video*), Rodrigues, Rothnie (*remote attendance by phone*), Rettie, Rupp, Scott (*remote attendance by phone*)
Regrets:	Condon, Maleki
Staff:	Balandari, Cavouras, Chilton, Lutes, Gatensby, MacQueen, Morris, Neilson, Todd, Torres, Tough, Vernon

Item #	Detail

1.0 Welcome and Call to Order

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

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as presented.

Djurkovic / Rettie **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 Committee
- 3.1.4 Human Resources
- 3.1.5 CEO

MOTION: That council receive the reports submitted under 3.1.

Deal / Fenton **CARRIED**

3.2 Policy Compliance: Financial Management/Statements 1.11
Council Policy: 3.0 Governance General, 4.0 Council – CEO Relationship

MOTION: That council receive the policy compliance reports submitted under 3.2.

Laquinte Francis / Bass **CARRIED**

For council motion to approve:

3.3 Recording of electronic motions passed July/August 2019

3.3.1 Registration Board Report to Council, July 2019

3.3.2 Registration Board Report to Council, August 2019

MOTION: That council approve the electronic motions passed in July/August 2019 as submitted under 3.3.

Deal / Djurkovic **CARRIED**

3.4 July 9, 2019 Council Meeting Minutes

MOTION: That council approve the July 9, 2019 Council meeting minutes submitted under 3.4.

Deal / Fenton **CARRIED**

3.5 Nominations Review Committee Terms of Reference

MOTION: That council approve David Dove Architect AIBC as the member-at-large on the 2019-20 Nominations Review Committee.

Djurkovic / Deal **CARRIED**

3.6 Committee Changes

MOTION: That council approve the committee changes submitted under 3.6.

Djurkovic / Bass **CARRIED**

4.0 Policy

4.1 Standard Form Architectural Services Contracts: Bylaw 28.1

Vernon indicated that among the suite of amended bylaws passed by member vote in July 2019 are professional engagement Bylaws 28.0 and 28.1, requiring that a standard form contract approved by council be used to provide architectural services.

MOTIONS: That council approve the following motion:

1) **For the purposes of AIBC Bylaw 28.1, the following standard form contracts are approved by AIBC Council:**
   - **AIBC 6C**
   - **AIBC 6C-H**
   - **AIBC 8C**
   - **RAIC 6**
   - **RAIC 9**
   - **CCDC Document 15**

- **CCDC Document 30**
- **ACEC 31**

2) The CEO be requested to communicate regarding the approved list to architects, other registrants, and the public.

Rodrigues / Djurkovic **CARRIED**

4.2 CALA Conditions for Licensure of Architects in Canada

Vernon described that this Conditions document has been created to explain the relationships of various registration/licensing documents, including the standards of competency, which informs the requirements of various registration pathways. Non-substantive changes recommended by the AIBC and accepted by the CALA Standing Committee will be reflected in the final document.

MOTION:

That council approve the "Conditions for Licensure of Architects in Canada" including the non-substantive changes as recommended.

Rodrigues / Laquinte Francis **CARRIED**

4.3 Council Policy Review: 2.0 Governing Process

MOTIONS:

1) That council approve the following revised Council Policies as submitted:

2.1 Governance Model
2.6 Role of the President
2.11 Annual Meeting
2.12 Annual Elections
2.23 Role of Council Liaisons and the Registrar

2) That council approve the repeal of council policy 2.15 Role of the Immediate Past President.

Rupp / Fenton **CARRIED**

4.4 Council Policy 1.28, 1.29 and 1.30 Revisions

MOTION: That council approve the revised Council Policy 1.28 Professional Development: Mandatory Continuing Education, Policy 1.29 Professional Development: Sustainability, and Policy 1.30 Professional Development: Mandatory Designated Areas of Study, as submitted.

Djurkovic / Rettie **CARRIED**

4.5 AIBC Volunteer Code of Conduct

Vernon indicated that the *Volunteer Code of Conduct* responds to bylaw 4.1. The Code is largely based on the *Council Code of Conduct* and replaces the outdated *Code of Conduct* that had been in the Volunteer Handbook that is currently being updated.

MOTION: That council approve the AIBC Volunteer Code of Conduct for inclusion in the Volunteer Handbook, as submitted.

Rettie / Rodrigues **CARRIED**

4.6 2019 Annual Meeting Member Motion Council Response

MOTION: That Council approves the Council Response to 2019 Member Motion, as attached, for publication to AIBC registrants.

Djurkovic / Scott **CARRIED**

5.0 Non-Policy

5.1 2019-23 Strategic Plan Report on Outcomes (Jan-Jun 2019)

Vernon reviewed the report, which reflects progress highlights on strategies for the January to June 2019 period, as well as forecasts for July to December. All goals indicated as on track.

5.2 Risk Register Status Report

Vernon reviewed the report, which reflects responses to the Controls & Risk Mitigation Activities undertaken since the last reporting in early 2019. Vernon reported that three items have been assigned a decreased overall risk rating; one item has been assigned an increased overall risk rating; and, four new risks have been added.

5.3 Council Recruitment Task Force Terms of Reference

Vernon indicated that the task force has been formed to separate candidate recruitment from candidate evaluation, which is undertaken by the nominations review committee. Council requested a few edits to the task force terms of reference prior to approval.

MOTION: That council approve the Council Recruitment Task Force Terms of Reference.

Djurkovic / Rettie **CARRIED**

5.4 Investigations Committee Appointment

MOTION: That council appoint S. Ross Rettie, P. Eng., Life Member (Retired), FEC, to the AIBC's Investigations Committee.

Rodrigues / Laquinte Francis **CARRIED**
Abstained: Rettie

6.0 New Business

McDonald reminded council about the current role call for oral review panellists and encouraged council members to get involved if they are able to, as the experience is quite rewarding.

7.0 In Camera

MOTION: to go *in camera.*

Fenton / Brink **CARRIED**

7.1 *Architects Act* Amendments

7.2 Council member 'buddy' program

MOTION: to come out of *in camera*.

Rettie / Brink **CARRIED**

8.0 <u>Adjournment</u>

MOTION: to adjourn. (12:45 p.m.)

Laquinte Francis / Fenton **CARRIED**