ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Council

Date/Time:	July 14, 2020 / 11:05 a.m. – 1:30 p.m.
Location:	Videoconference
Presiding:	McDonald
In Attendance:	Abri, Deal, Dinh, Djurkovic, Fenton, Foit, Kasaei, Laquinte Francis, Nickerson, Rettie, Rothnie, Rupp, Scott
Regrets:	Bass, Brink, Rodrigues
Staff:	Chilton, Gatensby, Kokol, Lutes, Morris, Sands, Sheina, 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.

Rupp / Fenton **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
  - 3.1.2.1 AIBC Chapter Reports

Council recommended that the AIBC Vancouver Island chapter report be amended to omit the reference to chapter executive as AIBC Council members, and to include the attendance of AIBC Council president Ian McDonald at the chapter annual general meeting in January 2020.

- 3.1.3 Finance
- 3.1.4 Human Resources (*no report*)
- 3.1.5 CEO

MOTION: That council receive the reports submitted under 3.1.

Kasaei / Rettie **CARRIED**

3.2 Policy Compliance: 1.11 Financial Management/Statements
Council Policy: Replicated Policies

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

Rettie / Fenton **CARRIED**

For council motion to approve:

3.3 Recording of electronic motions passed April – June 2020

3.3.1 Registration Board Report to Council, April 2020
3.3.2 Registration Board Report to Council, May 2020
3.3.3 CACB Funding Agreement, May 2020
3.3.4 IAP Manual Amendments, May 2020
3.3.5 101st Annual Meeting Date, May 2020
3.3.6 Award of Intern Architect Bursary, May 2020
3.3.7 Remedial Review Panel, June 2020
3.3.8 Committee Terms of Reference Amendments, June 2020
3.3.9 Registration Board Report to Council, June 2020

MOTION: That Council adopts the motions below which have been approved by electronic consent in keeping with Council Rules for Electronic Voting and Council Meetings, section 4.6.

Submissions 3.3.1, 3.3.2, 3.3.9:
Motion to approve the AIBC Register Amendments

Submission 3.3.3:
That council approve the CACB-CCCA Members' Accreditation Funding Agreement, as attached and authorise the National Standing Committee on CACB to execute the Agreement.

Submission 3.3.4:
That council approve the revised content for the "Internship in Architecture Program" manual, as outlined in the draft version 5, dated May 13, 2020, with implementation targeted for July 1, 2020.

Submission 3.3.5:
That Council designates:

a) the date of the 2020 AIBC Annual Meeting to be August 20, 2020, commencing at 9:00 a.m., and;
b) the place of the 2020 AIBC Annual Meeting to be Vancouver, for the purposes of conducting an electronic meeting, recognizing that electronic participation by council and registrants may occur from any physical location province or worldwide.

Submission 3.3.6:
That council approves the award of the AIBC Intern Bursary in the name of Michael A. Ernest in the amount of $1000 to [*name withheld to maintain confidentiality*], Intern Architect AIBC.

Submission 3.3.7:
1) That council appoint the following members to the AIBC's Remedial Review Panel with the appointment terms indicated:

- **Karl Gustavson Architect AIBC (three years); and**
- **Donald Hazleden Architect AIBC (three years).**

2) That council appoint Simon Ho Architect AIBC for a second term to the AIBC's Remedial Review Panel with an appointment for a three-year term.

Submission 3.3.8
That Council approves the amendments to the committee terms of reference memberships as indicated.

Foit / Rothnie **CARRIED**

3.4 April 28, 2020 Council Meeting Minutes

MOTION: That council approve the April 28, 2020 Council meeting minutes as submitted.

Laquinte Francis / Abri **CARRIED**

3.5 May 12, 2020 Council Meeting Minutes

MOTION: That council approve the May 12, 2020 Council meeting minutes as submitted.

Laquinte Francis / Abri

3.6 Registration Board Report to Council, Oral Review Results

MOTION: That Council approves the Oral Review Results as submitted.

Foit / Laquinte Francis

CARRIED

4.0 Policy

4.1 101st Annual Meeting and Council Policy

Vernon indicated that the proposed changes to council policies 2.11 and 2.13 reflect changes related to the virtual annual meeting in 2020 and the timing of the council election this year.

MOTIONS:

1) **That Council approves conducting the 2020 AIBC Annual Meeting (the "Meeting") using an electronic platform to be determined by the CEO.**
2) **That Council approves for the purpose of Section 21 of the *Architects Act* and overall functioning of the Meeting, that council and registrants are deemed to be 'present' at the Meeting through their electronic participation**.
3) **That Council approves amendments to Policy 2.11 Annual Meeting, Policy 2.13 Annual Election of Officers, and Policy 1.11 General – Financial Management, as attached**.

Rettie / Laquinte Francis **CARRIED**

4.2 Temporary Relaxation of Intern Architect Registration Requirements

Vernon indicated that the temporary relaxation of registration requirements is intended to address registration delays due to the interruption of the mandatory Intern course offerings caused by the COVID-19 pandemic. Intern Architects who have satisfied the 2,800 hours, and BEA candidates who have successfully completed their Oral Assessment, will be eligible to sit the Oral Review and if successful, and have completed all other registration requirements, can apply to register as Architects AIBC and must complete the remaining mandatory Intern courses within one year of having these courses available. It was discussed that the conduct process will be used for those who are found to be non-compliant of this requirement.

MOTION: Recognizing that the COVID-19 pandemic has interrupted the in-person offering of mandatory Intern courses starting March 2020, that council approve:

For registration as Architects AIBC

A) Intern Architects who have satisfied at least 2,800 hours of work experience requirements and Broadly Experienced Applicants who have successfully completed their Oral Assessment, are eligible to sit the Oral Review;

B) Those candidates who are successful in their Oral Review and who have completed all other registration requirements, may apply to register as Architects AIBC, on condition that they execute an undertaking to the AIBC that they will complete all mandatory Intern courses within one year of being notified that Intern courses are being offered; and

C) The undertaking will require candidates to agree that failure to complete the remaining Intern courses within the one-year time frame will result in a complaint being made to AIBC Director of Professional Conduct.

For registration as Architectural Technologists AIBC

A) Architectural Technologist applicants who have satisfied the education and work experience requirement can sit the Architectural Technologist exam;

B) Those applicants who are successful in their Architectural Technologist exam, may apply to register as Architectural Technologists AIBC, on condition that they execute an undertaking to the AIBC that they will complete the mandatory *Ethics, Act &Bylaws* course within one year of being notified that this course is being offered; and

C) The undertaking will require applicants to agree that failure to complete the *Ethics, Act &Bylaws* course within the one-year time frame will result in a complaint being made to AIBC Director of Professional Conduct.

Scott / Laquinte Francis **CARRIED**

5.0 Non-Policy

5.1 Council Committee Terms of Reference

MOTION: That Council approves the committee memberships for the following standing and discretionary council committees and task forces, as per the attached Terms of References:

- **Council Recruitment Task Force**
- **Finance Committee**
- **Future of Architecture Task Force**
- **Governance Committee**
- **Human Resources Committee**
- **Nominations Review Committee**
- **Professional Recognition Committee**

5.2 AIBC Bylaw Amendments

Lutes indicated that the registrant feedback received to the 'part two' Code of Ethics bylaws warranted a change to the bylaw related to basic services. Part two Code of Ethics bylaws are intended to be reviewed by council in August followed by registrant consultation in late summer. Part three Code of Ethics bylaws are also being worked on at this time.

5.3 AIBC Crisis Communications Plan

Vernon and Woff provided council with a presentation on the AIBC Crisis Communications Plan. Given recent events, such as the COVID-19 pandemic whereby the institute was required to respond quickly and efficiently, and in anticipation of potential future events, a review of the AIBC Crisis Communications Plan, as well as council's role in a crisis, is timely.

7.0 ***In Camera***

MOTION: to go *in camera.*

Laquinte Francis / Abri **CARRIED**

7.1 Professional Recognition Award Nominations

7.2 Council Annual Assessment Collated Results

7.3 *Architects Act* Update

MOTION: to come out of *in camera.*

Rupp / Rettie **CARRIED**

7.1 Professional Recognition Award Nominations

MOTIONS:

1) **That Council endorses the nomination of the following candidate for the AIBC Lifetime Achievement Award: Nick Milkovich Architect AIBC**

2) **That Council endorses the nomination of the following candidate for The Barbara Dalrymple Memorial Award for Community Service: Abdel Munem Amin Architect AIBC**

Rettie / Rothine **CARRIED**

8.0 **Adjournment**

MOTION: to adjourn. (1:30 p.m.)

Deal / Kasaei **CARRIED**