ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Council

Date/Time:	November 10, 2020 / 11:04 a.m. – 1:00 p.m.
Location:	Videoconference
Presiding:	McDonald
In Attendance:	Bass, Brink, Deal, Djurkovic, Fenton, Foit, Kasaei, Laquinte Francis, Nickerson, Rodrigues, Rettie, Rothnie, Rupp, Scott
Regrets:	Abri, Dinh
Staff:	Chilton, Gatensby, Kokol, Lutes, MacQueen, Morris, Sands, Torres, Tough, Vernon, Woff

Item # Detail

1.0 Welcome and Call to Order

President McDonald called the meeting to order at 11:04 a.m.

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as presented.

Rothnie / Fenton **CARRIED**

3.0 *In Camera*

MOTION: to go *in camera.*

Deal / Brink **CARRIED**

3.1 HR Committee: CEO Performance Planning

3.2 *Professional Governance Act* Update

MOTION: to come out of *in camera.*

Fenton / Deal **CARRIED**

4.0 Consent

For council receipt:

4.1 Reports from Council Standing Committees; President; CEO
- 4.1.1 President
- 4.1.2 Governance
- 4.1.3 Finance
- 4.1.4 Human Resources
- 4.1.5 CEO

MOTION: That council receive the reports submitted under 4.1.

Deal / Brink **CARRIED**

4.2 Policy Compliance: 1.11 Financial Management/Statements
Council Policy: 3.1, 3.2, 3.3, 3.4, 3.5, 3.7, 3.8, 3.9, 3.10, 4.1, 4.3, 4.4, 4.5

MOTION: That council receive the policy compliance report submitted under 4.2.

Rupp / Bass **CARRIED**

For council motion to approve:

4.3 Recording of electronic motions passed Sept-Oct 2020
4.3.1 Registration Board Report to Council, Sept 2020
4.3.2 Examination for Architects in Canada, Sept 2020
4.3.3 Registration Board Report to Council, Oct 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 4.3.1, 4.3.3:
Motion to approve the AIBC Register Amendments

Submission 4.3.2:
Recognizing the safety concerns and uncertainty brought by the COVID-19 pandemic, that council support, as an interim measure, the online administration of the next sitting of the Examination for Architects in Canada (ExAC) in early 2021, based on the proposal from the Committee for the ExAC; and any further support for an on-going online administration of ExAC be based on a comprehensive analysis of its initial online administration.

Rettie / Brink **CARRIED**

4.4 September 1, 2020 Council Meeting Minutes

MOTION: That council approve the September 1, 2020 Council meeting minutes as submitted.

Rettie / Bass **CARRIED**

4.5 Committee Membership Amendments

MOTION: That Council approves the amendments to the committee terms of reference memberships as indicated.

Kasaei / Rettie **CARRIED**

4.6 2021 AIBC Annual Meeting

MOTION: That Council designates:

a) **the date of the 2021 AIBC Annual Meeting to be May 25, 2021, commencing at 12:00 p.m. (PST), and;**
b) **the place of the 2021 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.**

Foit / Bass **CARRIED**

5.0 Policy

5.1 Council Policy Review: Replicated Policies

MOTION: That council approve the following revised Council Policies as submitted:

- **1.19 Communications and External Relations: Crisis Communications***
- **1.15 Communications and External Relations: Government Relations***
- **2.19 Communications and Engagement: Government Relations***
- **1.20 Communications and External Relations: Public Outreach and Advocacy***
- **2.22 Communications and Engagement: Public Outreach & Advocacy***
- **1.16 Communications and External Relations: Member Engagement***
- **2.18 Communications and Engagement: Members Engagement***

Brink / Deal **CARRIED**

5.2 Council Rules 4: Council Elections Amendments

Vernon indicated that the proposed amendments are intended to: ensure consistency of the rules with election bylaws; provide for compliance to the rules under various circumstances (such as the COVID-19 pandemic); and, include requirements of the mail ballot results certificate.

MOTION #1: That council approve, in principle, revised *Council Rules 4: Council Elections* as proposed for registrant notification as described in the attached document.

MOTION #2: That the CEO be requested to trigger the 30-day notification process for *Council Rules 4: Council Elections* as required by council policy 3.10.

Rettie / Bass **CARRIED**

5.3 Application Forms for Firm Registration

Currently there is only one comprehensive firm application form for the three firm types. Given the differences in requirements per firm type, it is necessary to update the forms and review for any outdated information. There are two proposed forms: one for registering a corporation and the other for a sole proprietorship and a partnership.

MOTION #1: That council approve the Application to Register a New Corporation and the Application to Register a New Sole Proprietorship/Partnership, as attached, as the required forms to register such firms as per AIBC Bylaw 15.2.

MOTION #2: That council approve that the CEO has authority to make minor, non-substantive amendments to the firm registration forms as may be required.

Deal / Rettie **CARRIED**

5.4 Internship in Architecture Program, Appendix B Revisions

The IAP Manual was updated to its fourth edition and such changes were effective as of July 1, 2020. A corresponding update was conducted for Appendix B to align with IAP Manual changes, expand on sections relating to acceptable experience, and remove outdated sections.

MOTION #1: That council approve the updated Appendix B to the Internship in Architecture Program Manual, as attached, dated November 2020.

MOTION #2: That council approve that the CEO has authority to make minor, non-substantive amendments to Appendix B as may be required.

Rettie / Fenton **CARRIED**

5.5 CACB Report for Online BEFA Interviews

MOTION #1: That council accept the National Standing Committee on CACB's report dated September 30, 2020.

MOTION #2: That council authorize proceeding with the proposed pilot process of conducting BEFA remote interviews, and permit to undertake up to seven remote interviews, in accordance with the parameters identified.

Fenton / Rettie **CARRIED**

6.0 Non-Policy

6.1 Annual Budget (Operating and Capital) and Bulletin 01: Fees, Fines and Charges

Vernon highlighted that the planning for this budget has been focused on maintaining the Institute's healthy financial position during the COVID-19 pandemic and ensuring that no additional financial burden is placed upon registrants. The proposed budget includes a freeze on all fees, an expansion of fee waiver opportunities, a minor reduction in course costs for all registrants, a significant placeholder for implementation of the *Professional Governance Act*, and funding for outreach (related to the PGA, the Truth & Reconciliation Task Force, and other strategic initiatives).

MOTION: That Council approves…

1) **The Annual Operating & Capital Budgets for 2021;**
2) **The amended Bulletin 01: Fees, Fines and Charges 2021, as per the above-noted operating budget; and**
3) **The amended Bulletin 03: Waiver of Annual Fee**

Laquinte Francis / Deal **CARRIED**

7.0 Adjournment

MOTION: to adjourn. (1:00 p.m.)

Laquinte Francis / Rettie **CARRIED**