



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

102nd
ANNUAL MEETING
OF THE
ARCHITECTURAL
INSTITUTE OF
BRITISH COLUMBIA
May 25, 2021

ANNUAL MEETING BOOKLET



May 6, 2021

Dear colleagues:

On behalf of the AIBC Council, I invite all AIBC architects, associates and honorary members to attend one of the most important Institute events of the year. The 102nd Annual Meeting will take place on Tuesday, May 25, 2021.

In response to the ongoing COVID-19 pandemic restrictions for in-person gatherings, the meeting will take place using a virtual meeting platform. Even though the meeting is taking place online, attendees will still be able to actively participate and learn more about how the Institute has fulfilled its mandate over the past year.

Registrant attendance at the Annual Meeting is essential. Registration for the virtual meeting will be open until May 16, 2021. To register, visit: www.meetview.com/aibcvm/. To help ensure smooth access to the meeting, please take the time to register in advance and be sure to log in early.

Architects, architectural technologists, and intern architects who attend are entitled to 1.5 Non-core Learning Units.

We encourage all registrants to review the enclosed materials, ensure you are well-informed, and attend on May 25, 2021.

Regards,

Ian R. McDonald Architect AIBC AAA NWTAA OAA
AIBC Council President

3.0 102ND ANNUAL MEETING AGENDA

Date: Tuesday, May 25, 2021

Time: 12:00-1:30 p.m. PDT

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- | | |
|---|---|
| 1.0 Welcome and Introductions | I. R. McDonald Architect AIBC
Council President, Meeting Chair |
| 2.0 Call to Order | |
| 3.0 Approval of the Agenda | |
| 4.0 Annual Meeting Protocols | M. Blatchford, Lawyer and Annual
Meeting Parliamentarian |
| 5.0 Adoption of Minutes of the 101st Annual Meeting | I. R. McDonald Architect AIBC
Council President, Meeting Chair |
| 6.0 Announcement of Council Election | |
| 7.0 Recognition and Remembrance | |
| 8.0 Reports | |
| 8.1 President's Report | I.R. McDonald Architect AIBC |
| 8.2 Chief Executive Officer's Report | M. Vernon CPA, CA, CPA (IL) |
| 8.3 Registrar's Report | S. Rodrigues Architect AIBC |
| 8.4 Treasurer's Report | M. Laquinte Francis Architect AIBC |
| 8.5 Reports Question and Answer | |
| 9.0 Filing of Audited Financial Statements | I. R. McDonald Architect AIBC
Council President, Meeting Chair |
| 10.0 Appointment of the Auditor | |
| 11.0 Registrant Forum | |
| 12.0 Adjournment | |

4.0 ANNUAL MEETING PROTOCOLS

As a result of the global pandemic and ongoing restrictions on large gatherings, the AIBC will hold its Annual Meeting in 2021 virtually, using web-based technology to facilitate remote participation. The following protocols are designed to facilitate an orderly and effective Annual Meeting in which the business of the Institute can be conducted in a timely, inclusive and respectful manner:

1. The meeting will be run in accordance with the *Architects Act*, AIBC Bylaws and these protocols. Where the *Act*, Bylaws and these protocols are silent, the current edition of Robert's Rules of Order shall apply to the extent applicable given the virtual setting. Rules will be enforced by the meeting chair, with advice from the meeting parliamentarian.
2. The order of business for the Annual Meeting will be as set out in the agenda, which was just approved in the previous item of business. Business not on the approved agenda, including discussions or incidental motions, will be dealt with as determined by the meeting chair in their discretion.
3. In accordance with the *Act*, only members (Architects AIBC) in good standing and honorary members may vote on any matter requiring a vote. Votes will be conducted using the virtual meeting platform, with voting members casting votes via electronic ballots that will be available at the appropriate moment as directed by the chair. For each ballot, reasonable time will be allotted for selection of responses and submission of ballots. The meeting chair will declare the voting closed, and the results of the vote will be communicated to participants as soon as possible after they are available. Voting results are final.
4. All registrants (Architects AIBC and Associates) may speak to any matter on the floor of the meeting and may ask questions arising from reports tabled at the meeting at the designated time. Associates may not make or second motions and may not vote. See #6 below for instructions.
5. Questions or discussion of business may be raised only at the times designated in the agenda. Likewise, any debate on motions must occur after the motion is made and seconded. All discussion, questions and debate must be directly related to the immediately pending question or business.
6. Any person wishing to ask a question or make a comment must enter their remarks into the question function of the virtual meeting platform beginning with their name and designation (as applicable) and submit the question or comment to the platform moderator. Questions and comments (other than those already addressed) will be read out by the platform moderator or meeting chair.
7. On any given item of business, including debatable motions, each person may submit no more than (2) comments or questions. Up to one (1) follow-up question shall be permitted each time. All comments and questions must be kept brief and concise. Any comments or questions which do not maintain civility, respect and decorum, or which constitute personal attacks or aspersions, are out of order and will not be recognized or addressed.

8. Architect AIBC Motions, as part of the Registrant Forum, time permitting, are advisory to AIBC Council. For the 2021 Annual Meeting, all such motions must have been submitted in writing by April 23, 2021, for review by the Motions Review Committee and by those attending the Annual Meeting. Motions will not be accepted during the Annual Meeting.

[These protocols have been reviewed by Michael Blatchford, Lawyer and Annual Meeting Parliamentarian.]



Minutes | 101st Annual Meeting of the Architectural Institute of British Columbia

Date: Thursday, August 20, 2020

Time: 9:00 a.m.

Location: Webcast conference platform

Presiding: Ian Ross McDonald Architect AIBC, AIBC Council President

1.0 Welcome

Ian McDonald Architect AIBC and President welcomed the registrants and guests to the meeting, and acknowledged that the land on which the meeting was held is the traditional territory of the Coast Salish Peoples, specifically the shared traditional territory of the Squamish, Musqueam, and Tsleil-Waututh Peoples.

The President provided instructions for using the webcast platform to vote on meeting motions and to ask questions as indicated on the meeting agenda.

2.0 Introductions

The President introduced meeting parliamentarian Michael Blatchford, Partner, Norton Rose Fulbright Canada, and AIBC CEO Mark Vernon CPA, CA, CPA (IL), as well as council past treasurer Stuart Rothnie Architect AIBC and past registrar Darryl Condon Architect AIBC.

The President recognized the current (2020/21) and past (2019/20) AIBC Councils.

2020/21 Council Members

Sama Abri Architect AIBC
John Bass, UBC Appointee
Barbara Brink, LG Appointee
Heather Deal, LG Appointee
Michelle Fenton Architect AIBC
Jana Foit Architect AIBC
Sara Kasaei Architect AIBC
Catherine Nickerson Architect AIBC
Ross Rettie P.Eng, LG Appointee
Michelle Rupp, LG Appointee
John W. Scott Architect AIBC

2020/21 Council Officers

President, Ian R. McDonald Architect AIBC
Vice-President, Stuart Rothnie Architect AIBC
Treasurer, Marguerite Laquinte Francis Architect AIBC
Registrar, Sean Rodrigues Architect AIBC

2020/21 Council Liaisons

Danica Djurkovic Architect AIBC, Immediate Past President
Ryan Dinh Intern Architect AIBC

2019/20 Council Members

Sama Abri Architect AIBC
John Bass, UBC Appointee
Barbara Brink, LG Appointee
Danica Djurkovic Architect AIBC (and Immediate Past President)
Heather Deal, LG Appointee
Michelle Fenton Architect AIBC
Sara Kasaei Architect AIBC
Marguerite Laquinte Francis Architect AIBC
Catherine Nickerson Architect AIBC
Ross Rettie P.Eng, LG Appointee
Michelle Rupp, LG Appointee
John W. Scott Architect AIBC

2019/20 Council Officers

President, Ian R. McDonald Architect AIBC
Vice-President, Sean Rodrigues Architect AIBC
Treasurer, Stuart Rothnie Architect AIBC
Registrar, Darryl Condon Architect AIBC

2019/20 Council Liaisons

James Hancock Retired Architect AIBC
Heba Maleki Intern Architect AIBC

The President acknowledged the participation of all council members and liaisons, who will be formally recognized at a future recognition event. Special recognition was given to Darryl Condon for completing seven years with AIBC Council in a variety of roles including president, vice-president, and registrar.

Staff

The President acknowledged the AIBC staff and expressed appreciation for the work that they do in regulating the profession of architecture in the public interest.

2.0 Call to Order

The President called the meeting to order at 9:12 a.m.

3.0 Approval of the Agenda

It was moved and seconded that the Annual Meeting Agenda be adopted.

The motion was adopted.

(122 In Favour, 0 Opposed)

4.0 Protocols for the Annual Meeting

The President introduced Michael Blatchford, the meeting parliamentarian. Mr. Blatchford addressed the assembly and reviewed the protocols and the role of the parliamentarian.

It was moved and seconded that the AIBC Annual Meeting Protocols be adopted.

The motion was adopted.

(130 In Favour, 0 Opposed)

5.0 Adoption of Minutes of the 100th Annual Meeting

It was moved and seconded that the Minutes of the 100th Annual Meeting be adopted.

The motion was adopted.

(125 In Favour, 1 Opposed)

6.0 Recognition and Remembrance

The President recognized members and associates who passed away during the past year.

Members

Marc Bois

Donald C. Andrew

Jerry Frank

Associate

Daniel Petrick

A moment of silence was then observed.

7.0 Reports

7.1 **President's Report**

The President presented 2019 governance highlights and accomplishments, including updates on the 2019-2023 Strategic Plan Goals.

7.2 **Chief Executive Officer's Report**

The Chief Executive Officer presented 2019 operational highlights, including professional conduct and illegal practice statistics, an update on professional development services, and public outreach and engagement undertaken.

7.3 **Registrar's Report**

The 2019 Registrar Darryl Condon presented registration and licensing highlights, including registration and oral review statistics, and initiatives undertaken to reduce barriers to registration.

7.4 **Treasurer's Report**

The 2019 Treasurer Stuart Rothnie presented financial highlights, including budget to actual, cash balances, and working capital ratio.

8.0 Filing of Audited Financial Statements

The President reported that in accordance with the *Architects Act*, the 2019 audited statements dated the 16th day of March 2020 and published and distributed as part of the Annual Meeting booklet, were officially filed.

9.0 Appointment of the Auditor

It was moved and seconded that Baker Tilly WM LLP be appointed auditor for the Architectural Institute of British Columbia for the fiscal year 2020.

The motion was adopted.

(129 In Favour, 0 Opposed)

10.0 Members Forum

The forum was conducted under the protocols published on the AIBC website and approved at the Annual Meeting. Although no member motions were submitted in advance of the meeting, as required in the Protocols, a general question and answer period took place.

11.0 Adjournment

The meeting was adjourned at 10:30 a.m.



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

6.0 Announcement of Council Election

Registrar Certification: 2021 Council Election

Date Set for the Annual Meeting: May 25, 2021

This year, four nominees for the five Council vacancies were delivered to the CEO in keeping with AIBC Bylaws. Therefore, no election was required, and we hereby certify that the following individuals have been elected as members of the AIBC Council by acclamation:

Sama Abri Architect AIBC

Matthew Halverson Architect AIBC

Sean Rodrigues Architect AIBC

John Scott Architect AIBC

The individual nomination statements of new and returning Council members have been posted at aibc.ca for registrant's information and reference.

Sean Rodrigues Architect AIBC
AIBC Council Registrar

Barbara Brink
AIBC Council Lieutenant Governor
Appointee

Effective Date of Certificate: May 25, 2021

9.0 Audited Financial Statements

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Vancouver, B.C.

FINANCIAL STATEMENTS

December 31, 2020

INDEPENDENT AUDITOR'S REPORT

To the Members of the Architectural Institute of British Columbia:

Opinion

We have audited the financial statements of the Architectural Institute of British Columbia (the entity), which comprise the statement of financial position as at December 31, 2020, and the statement of revenues over expenditures and changes in fund balance - operating fund, statement of revenues over expenditures and changes in fund balance - contingency reserve fund, statement of revenues over expenditures and changes in fund balance - legal reserve fund, statement of revenues over expenditures and changes in fund balance - operating reserve fund and statement of cash flows for the year then ended, and notes and schedules to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the entity as at December 31, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Baker Tilly WM LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

Vancouver, B.C.

April 19, 2021

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA


STATEMENT OF FINANCIAL POSITION

December 31, 2020

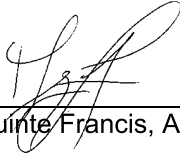
	2020 \$	2019 \$
Assets		
Current		
Cash and cash equivalents	1,078,817	1,246,705
Restricted cash and cash equivalents (Note 2)	1,758,091	1,754,243
Receivables (Note 3)	192,356	154,565
Supplies, at cost	42,370	22,913
Prepaid expenses	95,249	89,420
	<u>3,166,883</u>	<u>3,267,846</u>
Deferred charges (Note 4)	41,647	49,219
Long-term receivable - rent	41,417	45,685
Property and equipment (Note 5)	3,325,876	3,164,699
Intangible asset (Note 6)	360,817	121,714
	<u>6,936,640</u>	<u>6,649,163</u>
Liabilities		
Current		
Accounts payable and deposits (Note 7)	735,551	551,227
Deferred revenue	1,698,663	1,529,141
Deferred contributions (Note 8)	136,464	-
	<u>2,570,678</u>	<u>2,080,368</u>
Fund Balances		
Operating Fund	2,632,773	2,840,758
Contingency Reserve Fund	520,274	516,568
Legal Reserve Fund	212,915	211,469
Operating Reserve Fund	1,000,000	1,000,000
	<u>4,365,962</u>	<u>4,568,795</u>
	<u>6,936,640</u>	<u>6,649,163</u>

Impact of COVID-19 pandemic (Note 14)

Approved on behalf of Council:



Ian R. McDonald, Architect AIBC
President



Marguerite Laquinte Francis, Architect AIBC
Treasurer

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**STATEMENT OF REVENUES OVER EXPENDITURES AND CHANGES IN
FUND BALANCE - OPERATING FUND**

For the year ended December 31, 2020

	Schedule	2020 \$	2019 \$
Revenues			
Fees	1	3,501,637	3,470,347
Interest/Other/Fines	2	92,190	123,639
Administration	3	1,171	387
Premises	4	174,217	190,886
Council	5	-	-
Communications	6	200	29,682
Annual conference	7	-	117,935
Annual meeting	8	-	-
Registration & licensing	9	60,125	244,615
Professional services	10	280,066	327,146
Conduct & illegal practice	11	5,750	25,500
Government grant funded projects	12	138,536	-
		4,253,892	4,530,137
Expenditures			
Interest/Other/Fines	2	55,764	59,509
Administration	3	1,754,178	1,611,488
Premises	4	404,458	452,258
Council	5	103,345	206,259
Communications	6	328,458	434,402
Annual conference	7	8,332	102,837
Annual meeting	8	17,545	27,594
Registration & licensing	9	552,367	750,610
Professional services	10	636,848	619,592
Conduct & illegal practice	11	456,894	438,490
Government grant funded projects	12	138,536	-
		4,456,725	4,703,039
Excess (deficiency) of revenues over expenditures - Operating Fund		(202,833)	(172,902)
Fund balance, beginning		2,840,758	3,026,281
Transferred to Contingency Reserve Fund (Note 11)		(3,706)	(9,079)
Transferred to Legal Reserve Fund (Note 11)		(1,446)	(3,542)
Transferred to Operating Reserve Fund (Note 11)		(6,838)	(17,044)
Transferred from Operating Reserve Fund (Note 11)		6,838	17,044
Fund balance, ending		2,632,773	2,840,758

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**STATEMENT OF REVENUES OVER EXPENDITURES AND CHANGES IN
FUND BALANCE - CONTINGENCY RESERVE FUND**

For the year ended December 31, 2020

	2020 \$	2019 \$
Fund balance, beginning	516,568	507,489
Transferred from Operating Fund - Interest (Note 11)	3,706	9,079
Fund balance, ending	520,274	516,568

**STATEMENT OF REVENUES OVER EXPENDITURES AND CHANGES IN
FUND BALANCE - LEGAL RESERVE FUND**

For the year ended December 31, 2020

	2020 \$	2019 \$
Fund balance, beginning	211,469	207,927
Transferred from Operating Fund - Interest (Note 11)	1,446	3,542
Fund balance, ending	212,915	211,469

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**STATEMENT OF REVENUES OVER EXPENDITURES AND CHANGES IN
FUND BALANCE - OPERATING RESERVE FUND**

For the year ended December 31, 2020

	2020	2019
	\$	\$
Fund balance, beginning	1,000,000	1,000,000
Transferred from Operating Fund - Interest (Note 11)	6,838	17,044
Transferred to Operating Fund - Other (Note 11)	(6,838)	(17,044)
Fund balance, ending	1,000,000	1,000,000

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENT OF CASH FLOWS

For the year ended December 31, 2020

	2020 \$	2019 \$
Cash flows related to operating activities		
Excess (deficiency) of revenues over expenditures - Operating Fund	(202,833)	(172,902)
Adjustments for items not affecting cash:		
Amortization	140,882	122,496
Loss on disposal of property and equipment	-	7,387
Amortization of deferred charges	7,572	7,572
Premises revenue	4,268	(7,021)
	<u>(50,111)</u>	<u>(42,468)</u>
Changes in non-cash working capital:		
Receivables	(37,791)	(47,577)
Supplies	(19,457)	2,956
Prepaid expenses	(5,829)	(6,294)
Accounts payable and deposits	184,324	(61,191)
Deferred revenue	169,522	199,885
Deferred contributions	136,464	-
	<u>377,122</u>	<u>45,311</u>
Cash flows related to investing activities		
Purchase of property and equipment	(299,586)	(475,624)
Purchase of intangible asset	(241,576)	(78,876)
	<u>(541,162)</u>	<u>(554,500)</u>
Net decrease in cash and cash equivalents	(164,040)	(509,189)
Cash and cash equivalents, beginning	3,000,948	3,510,137
Cash and cash equivalents, ending	2,836,908	3,000,948
Cash and cash equivalents represented by:		
Cash and cash equivalents	1,078,817	1,246,705
Restricted cash and cash equivalents	1,758,091	1,754,243
	<u>2,836,908</u>	<u>3,000,948</u>

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

The Architectural Institute of British Columbia (the "Institute") is a self-governing professional body. The Institute was incorporated under the *Friendly Societies Act* in 1914 and continued under the *Architects Act* of British Columbia in 1920. The Institute provides regulation, education and other services to its members and other registrants in the public interest. The Institute is exempt from income tax under Section 149 of the *Income Tax Act*.

Note 1 Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Fund Accounting

The Institute follows fund accounting procedures, thus giving recognition to Council's restrictions on the use of resources. The fund classifications are as follows:

Operating Fund	- used for general budgeted revenues and expenditures, capital expenditures, and other unspecified unbudgeted financial needs
Contingency Reserve Fund	- used to provide for unanticipated and emergency financial requirements
Legal Reserve Fund	- used to provide for material, significant and unexpected legal costs
Operating Reserve Fund	- used to provide for operating expenditures in the case of a shortfall in the Operating Fund

Controlled Not-for-Profit Organizations

The Institute does not consolidate controlled not-for-profit organizations into its financial statements. Information on controlled not-for-profit organizations is disclosed in Note 13.

Cash and Cash Equivalents

Cash and cash equivalents include cash on deposit and cash invested in money market funds.

Property and Equipment

Property and equipment are carried at cost less accumulated amortization. Amortization is calculated using the straight-line method over the following estimated useful lives of the assets:

Building	- 40 years
Computer equipment	- 3 years
Office furniture	- 10 years
Office equipment	- 5 years

When property and equipment no longer has any long-term service potential to the Institute, the excess of its net carrying amount over any residual value is recognized as an expenditure in the statement of revenues over expenditures and changes in fund balance. Write-downs are not reversed.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

Note 1 Significant Accounting Policies (continued)

Intangible Asset

The intangible asset consists of computer software, which is carried at cost less accumulated amortization. Amortization is calculated annually based on the useful life of the asset using the straight-line method over a period of three years.

When the intangible asset no longer has any long term service potential to the Institute, the excess of its net carrying amount over any residual value is recognized as an expenditure in the statement of revenues over expenditures and changes in fund balance. Write downs are not reversed.

Deferred Charges

Deferred charges consist of lease commissions, which are amortized on a straight-line basis over the term of the related lease.

Revenue Recognition

Revenue from course and examination fees and from other programs where revenue is identified with the delivery of services is recognized when the courses, examinations and other services are completed.

Other amounts charged for member, associate, and firm fees are recognized as revenue in the year to which they apply. Fees collected in advance that relate to the next fiscal year are recorded as deferred revenue.

Settlement payments and fines are recognized when their collection is assured and all of the Institute's internal processes and any known external appeals are complete.

Rental revenue is recognized on a straight-line basis over the term of the lease.

Interest and other revenue are recorded when earned.

The Institute follows the deferral method of accounting for restricted contributions. Restricted contributions from the Province of British Columbia are recognized in the year in which the related project expenditures are incurred. Any unspent funds are to be repaid to the Province.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

Note 1 Significant Accounting Policies (continued)

Rent Concessions Related to COVID-19

In November 2020, the Accounting Standards Board issued an amendment to CPA Canada Handbook – Accounting Section 3065, Leases, which provided lessees and lessors with a practical expedient from assessing whether a COVID-19 related rent concession is a lease modification. The amendment is effective for fiscal years ending on or after December 31, 2020 with early application permitted and is to be applied retrospectively. The company adopted the amendments effective for its December 31, 2020 year end and elected to apply the practical expedient to all rent concessions that have met the criteria under the amendments. The impact of the application of the practical expedient is disclosed in Note 3.

Donated Goods and Services

The Institute and its members benefit from donated goods and services. Donated goods and services are not recognized in these financial statements.

Employee Future Benefits

The Institute and its employees make contributions to the Public Service Pension Plan, which is a multi-employer defined benefit plan, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings averaged over five years. Inflation adjustments are contingent upon available funding. As the assets and liabilities of the plan are not segregated by institution, the plan is accounted for as a defined contribution plan and any contributions of the Institute to the plan are recognized as expenditures as incurred.

Financial Instruments

Measurement of financial instruments

The Institute measures its financial assets and financial liabilities at fair value at the acquisition date. Transaction costs related to the acquisition of financial instruments subsequently measured at fair value are recognized in excess (deficiency) of revenues over expenditures when incurred. The carrying amounts of financial instruments not subsequently measured at fair value are adjusted by the amount of the transaction costs directly attributable to the acquisition of the instrument.

The Institute subsequently measures all of its financial assets and financial liabilities at amortized cost.

Impairment

Financial assets measured at amortized cost are assessed for indications of impairment at the end of each reporting period. If impairment is identified, the amount of the write-down is recognized as an impairment loss in excess (deficiency) of revenues over expenditures. Previously recognized impairment losses are reversed when the extent of the impairment decreases, provided that the adjusted carrying amount is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess (deficiency) of revenues over expenditures.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

Note 1 Significant Accounting Policies (continued)

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period.

Note 2 Restricted Cash and Cash Equivalents

The restricted cash and cash equivalents is held for the following funds:

	2020 \$	2019 \$
Contingency Reserve Fund	545,176	541,470
Legal Reserve Fund	212,915	211,469
Operating Reserve Fund	1,000,000	1,001,304
	<u>1,758,091</u>	<u>1,754,243</u>

Note 3 Receivables

Receivables consist of the following:

	2020 \$	2019 \$
Receivables	249,969	210,636
Rent receivables	20,289	-
Allowance for doubtful accounts	(77,902)	(56,071)
	<u>192,356</u>	<u>154,565</u>

Rent receivables consist of rent concessions with the Institute's tenant for the deferral of rent payments. In addition, the Institute recognized \$10,000 (2019: \$Nil) as a reduction of premises revenue for rent concessions resulting in the total agreed payments being less than the total payments under the original lease contract.

The allowance for doubtful accounts consists of CES fines referred to the Professional Conduct department and terminated Temporary Licenses where collection is deemed unlikely.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

Note 4 Deferred Charges

	2020 \$	2019 \$
Deferred lease commissions	75,721	75,721
Accumulated amortization	(34,074)	(26,502)
	<u>41,647</u>	<u>49,219</u>

Note 5 Property and Equipment

	Cost \$	Accumulated Amortization \$	2020 Net \$	2019 Net \$
Land	815,720	-	815,720	815,720
Building	3,796,941	1,520,592	2,276,349	2,135,610
Computer equipment	343,870	272,170	71,700	56,060
Office furniture	264,915	140,604	124,311	102,365
Office equipment	175,888	138,092	37,796	54,944
	<u>5,397,334</u>	<u>2,071,458</u>	<u>3,325,876</u>	<u>3,164,699</u>

Note 6 Intangible Asset

	Cost \$	2020 Accumulated Amortization \$	Net \$	2019 Net \$
Computer software	<u>524,517</u>	<u>163,700</u>	<u>360,817</u>	<u>121,714</u>

Included in computer software are costs of \$357,039 (2019: \$115,463) for software not yet in service and not being amortized.

The total amortization of computer software for the year was \$2,473 (2019: \$2,327).

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

Note 7 Accounts Payable and Deposits

Accounts payable and deposits consist of the following:

	2020	2019
	\$	\$
Payables and accruals	510,363	377,492
Canadian Architectural Licensing Authorities (CALA)	145,555	105,861
Government remittances	79,633	67,874
	<u>735,551</u>	<u>551,227</u>

The CALA balance above reflects funds held on behalf of all eleven Canadian architectural regulators for various national initiatives.

Note 8 Deferred Contributions

Deferred contributions consist of government funding from the Province of British Columbia for the projects disclosed in Schedule 12.

	Balance December 31, 2019	Current Year Contributions	Transferred to Revenue	Balance December 31, 2020
	\$	\$	\$	\$
Government funding	-	275,000	(138,536)	136,464
	<u>-</u>	<u>275,000</u>	<u>(138,536)</u>	<u>136,464</u>

Note 9 Employee Future Benefits

The Institute and its employees contribute to the Public Service Pension Plan (the "Plan"), a multi-employer pension plan. The Plan's Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of the benefits. The Plan is a defined benefit plan. It has approximately 66,822 active members, 19,967 inactive members and 50,956 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at March 31, 2020 identifies a surplus of \$2.7 billion for basic pension benefits. The Institute paid \$190,731 (2019: \$172,205) of employer contributions to the plan in fiscal 2020.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

Note 10 Line of Credit

The Institute has a demand operating line of credit of \$450,000 available to it, which bears interest at Royal Bank prime plus 1% per annum. As at December 31, 2020, no amounts are drawn on this line of credit.

The line of credit is secured by:

- a general security agreement having a first charge on all the Institute's assets; and
 - a collateral first mortgage including an assignment of rent in the amount of \$700,000 covering Strata Lots 17 and 18, 440 Cambie Street, Vancouver, B.C.
-

Note 11 Interfund Transfers and Advances

Interfund transfers include interest on the cash and cash equivalents restricted for the reserve funds and other transfers for the purpose of financing the activities of each fund. Other transfers require council approval per Architectural Institute of British Columbia Council Policy 1.13.

Note 12 Financial Instruments

Items that meet the definition of a financial instrument include cash and cash equivalents, restricted cash and cash equivalents, receivables, accounts payable and deposits, and deferred contributions.

The following is a summary of the significant financial instrument risks:

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Institute is exposed to liquidity risk arising primarily from its accounts payable and deposits and deferred contributions.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Institute is exposed to credit risk in connection with its receivables. The Institute provides credit to its members and tenants in the normal course of its operations.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the Institute is not exposed to significant currency risk or other price risk.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

Note 12 Financial Instruments (continued)

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The fair values of fixed rate financial instruments are subject to change, since fair values fluctuate inversely with changes in market interest rates. The cash flows related to floating rate financial instruments change as market interest rates change. The Institute is exposed to interest rate risk with respect to its cash equivalents, which bear interest at floating rates.

Note 13 Architecture Foundation of British Columbia

In 2019, the Architecture Foundation of British Columbia (the "Foundation") became a related party of the Institute. The Institute obtained control of the Foundation as it now appoints the majority of the Foundation's board of directors. The purpose of the Foundation is to provide support to charitable organizations or foundations that champion education and research in architecture. The Foundation is incorporated under the Societies Act (British Columbia) as a not-for-profit organization and is a registered charity under the Income Tax Act.

The Foundation has not been consolidated in the Institute's financial statements. Financial summaries of the Foundation as at December 31, 2020 and December 31, 2019 are as follows:

	2020 \$	2019 \$
Balance Sheet		
Total assets	109,578	131,254
Total liabilities	4,107	5,006
Net assets - unrestricted funds	105,471	126,248
	109,578	131,254
Revenues and Expenditures		
Total revenues	2,194	63,851
Total expenditures	22,971	93,529
Excess (deficiency) of revenues over expenditures	(20,777)	(29,678)
Cash Flows		
Cash flows related to operating activities	(2,778)	(26,586)
Decrease in cash	(2,778)	(26,586)

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2020

Note 14 Impact of COVID-19 Pandemic

On March 11, 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Institute's environment and in the global markets, disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus could have a material impact on the Institute's future operations and financial results.

While the implementation of travel restrictions, imposition of quarantines and social distancing caused the cancellation of the Institute's in-person courses and the annual conference and other events in fiscal 2020, the Institute plans to hold the 2021 annual conference online and resume courses online in the second half of 2021. Management expects the Institute will have adequate cash flow to fund its operations during this crisis through existing revenue sources, increased online offerings, and tight controls over operating expenditures.

The Institute cannot estimate the length and gravity of the COVID-19 pandemic. The Institute is continually monitoring and assessing new information and recommendations from health and government authorities as it becomes available, and will continue to respond accordingly.

Note 15 Comparative Figures

Certain 2019 comparative figures have been reclassified to conform with the financial statement presentation adopted for 2020.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND

For the year ended December 31, 2020

	2020	2019
	\$	\$
Schedule 1		
FEES REVENUE		
Architects	2,258,577	2,182,535
Associates	244,803	237,550
Affiliates	8,928	3,552
Firms	655,426	637,922
Temporary licences	238,852	297,792
Registration and reinstatement	95,051	110,996
	<u>3,501,637</u>	<u>3,470,347</u>
Schedule 2		
INTEREST/OTHER/FINES (NET)		
Documents, signs and seals	65,090	66,384
Interest	20,346	55,281
Other	6,754	1,974
	<u>92,190</u>	123,639
Less: expenditures	<u>(55,764)</u>	<u>(59,509)</u>
	<u>36,426</u>	<u>64,130</u>
Schedule 3		
ADMINISTRATION (NET)		
Salaries, benefits, and contracts	1,375,382	1,209,143
Operating costs	349,796	372,245
Accounting and audit	29,000	30,100
	<u>1,754,178</u>	1,611,488
Less: revenue	<u>(1,171)</u>	<u>(387)</u>
	<u>1,753,007</u>	<u>1,611,101</u>

The accompanying notes are an integral part of these financial statements.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND

For the year ended December 31, 2020

	2020	2019
	\$	\$
Schedule 4		
PREMISES (NET)		
Premises	263,576	329,762
Amortization	140,882	122,496
	<u>404,458</u>	<u>452,258</u>
Less: revenue (Note 3)	(174,217)	(190,886)
	<u>230,241</u>	<u>261,372</u>
Schedule 5		
COUNCIL		
Council and president	37,865	42,735
Special projects	28,491	84,625
Scholarships and committees	36,989	78,899
	<u>103,345</u>	<u>206,259</u>
Schedule 6		
COMMUNICATIONS (NET)		
Salaries, benefits, and contracts	317,642	395,394
Programs, committees, events, administration	10,816	39,008
	<u>328,458</u>	<u>434,402</u>
Less: revenue	(200)	(29,682)
	<u>328,258</u>	<u>404,720</u>
Schedule 7		
ANNUAL CONFERENCE (NET)		
Annual conference	8,332	102,837
Less: revenue	-	(117,935)
	<u>8,332</u>	<u>(15,098)</u>
Schedule 8		
ANNUAL MEETING		
Annual meeting	17,545	27,594

The accompanying notes are an integral part of these financial statements.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND

For the year ended December 31, 2020

	2020	2019
	\$	\$
Schedule 9		
REGISTRATION & LICENSING (NET)		
Salaries, benefits, and contracts	467,569	455,228
Program, committees, administration	56,047	263,765
Annual assessment - national initiatives	28,751	31,617
	<u>552,367</u>	<u>750,610</u>
Less: revenue	(60,125)	(244,615)
	<u>492,242</u>	<u>505,995</u>
Schedule 10		
PROFESSIONAL SERVICES (NET)		
Salaries, benefits, and contracts	553,856	480,706
PD course expenses	59,788	120,855
Programs, committees, administration	23,204	18,031
	<u>636,848</u>	<u>619,592</u>
Less: CES fines revenue	(82,868)	(237)
PD revenue	(197,198)	(326,909)
	<u>(280,066)</u>	<u>(327,146)</u>
Total revenue	<u>356,782</u>	<u>292,446</u>
Schedule 11		
CONDUCT & ILLEGAL PRACTICE (NET)		
Salaries, benefits, and contracts	365,596	347,484
Legal	65,754	61,710
Programs, committees, administration	25,544	29,296
	<u>456,894</u>	<u>438,490</u>
Less: revenue	(5,750)	(25,500)
	<u>451,144</u>	<u>412,990</u>

The accompanying notes are an integral part of these financial statements.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA
SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND

For the year ended December 31, 2020

	2020	2019
	\$	\$
Schedule 12		
GOVERNMENT GRANT FUNDED PROJECTS		
Oral Review Project Phase 2		
Project expenditures	7,675	-
Less: government funding (Note 8)	(7,675)	-
Online Delivery of AIBC Courses		
Project expenditures	130,861	-
Less: government funding (Note 8)	(130,861)	-
	-	-

10.0 APPOINTMENT OF THE AUDITOR

(ref. *Architects Act* s.23)

WHEREAS the accounting firm of Baker Tilly WM LLP has performed all assignments to the satisfaction of Council,

BE IT RESOLVED THAT Baker Tilly WM LLP be appointed auditor for the Architectural Institute of British Columbia for the fiscal year 2021.

Moved: Marguerite Laquinte Francis Architect AIBC, chair of the Finance Committee

Seconded: S. Ross Rettie, P.Eng., Lieutenant Governor Appointee, member of the Finance Committee

2020 NEW REGISTRANTS

Below is a list of the architects who became registered with the AIBC in 2020 through one of the paths to registration. The paths to registration include the intern architect program, alternative qualifications (BEA and BEFA programs), and through mutual recognition and reciprocity agreements.

Congratulations to you all on this tremendous achievement!

INTERN ARCHITECT

PROGRAM

James Harte	Tunde Sas
Hong Seob Ahn	Warren Scheske
Nada Awadi	Saul Schwebs
Mamoud Bakayoko	Ehsan Shamlou
Danielle Berwick	Behnaz Sherkat
Ingolf Blanken Barbosa	Teague Shinkewski
Japheth Bondoc	Homayoun Shokouhi Rad
Andrew Boonngum	Nicole Showers
Sarah Brar	Simarpreet Kaur Sidhu
Emily Brett	Elsa Snyder
Andrew Carruthers	Eric Stockand
Brendan Casidy	Danning Sun
Noah Covington-Jarvis	David Tran
Mary Cuk	Shea Treacy
Sarah Desaulniers	Pamela Troyer
Daniel Dirscherl	Aaron Urion
James Eidse	Timothy Vanderhoek
Judy Farhat	Lala Vardanyan
Benjamin Fisher	Melanie Wilson
Steven Gairns	Ming Yan
Justin Gammon	Gordon Yiu
Kim Glauber	Ghazal Zandieh
Alev Gultekin	Mingyue Zhang
Robert Halliday	
Ashley Hannon	

CANADIAN RECIPROCITY

Joshua Adria
Marie-Eve Allard
Slaymaan Altasaini
Robert Ashley
Apollinaire Au
Jean Louis Baillargeon
Meghan Bannon
David Cassidy
Suman Chakraborty
Stephen Chang
Vipul Chauhan
Shery Cherian
Christopher Clarke
Daniel Cohlmeier
Peter Connell
William Craig
Johannes Erwee
Arash Farbahi
David Flynn
Carlos Gamez Ruiz
Mark Grimsrud
Peter Hargraves
Kevin Harrison
Eric Jutras
Stephen Kieran
Renaude Laberge-Boisjoli
Richard Maimon
Tara Marshall
Glen Martindale
Guy McLintock

Antoine Morris
Raphael Neurohr
Kurtis Nishiyama
Hironobu Nishizawa
Lindsey Salter
Claudia Schaaf
Gaurav Sharma
Richard Shaw
Jason Smith
James Strasman
Shawn Strasman
James Timberlake
David Tyl
Larry Wiens

ALTERNATIVE QUALIFICATIONS (BEA/BEFA)

Mohammad-Mahdi Askarzadeh
David Cheung
Venelin Kokalov
John Lauman
Meeta Lele
Mojgan Nozari
Christiaan Odinga
Laurence Rumble
Hamed Sadeghzadeh
Leon Viger
Maral Zolghadr

NCARB-CALA MUTUAL RECOGNITION AGREEMENT

Patrick Ahearn
Brian Bonar
Douglas Brookbank
Jennifer Burdzinski
Shannon Christensen
Brett Conway
Joseph Dasilva
Miguel Enguidanos
Christopher Fryling
Maia Gilman
James Goring
Daniel Huang
Paul McBride
Steven McDonald
Richard McGrew
David Murphy
Gregory Ninow
Brian O'Reilly
Robert Rink
Wolf Saar