ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Council

Date/Time:	September 14, 2021 / 11:00 a.m. to 1:10 p.m.
Location:	Videoconference
Presiding:	Rothnie
In Attendance:	Abri, Bass, Brink, Fenton, Foit (*as of 12:12 p.m.*), Halverson, Laquinte Francis, McLean, Rettie, Rodrigues, Rupp, Scott (*until 12:10 p.m.*)
Regrets:	Deal, Dinh, McDonald
Staff:	Chilton, Gatensby, Kokol, Lutes, Morris, Sands, Sheina, Torres, Vernon, Woff

Item #	Detail

1.0 Welcome and Call to Order

President Rothnie called the meeting to order at 11:03 a.m.

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as presented.

Rodrigues / Fenton **CARRIED**

3.0 Consent

For council receipt:

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

3.1.1 President (*verbal report*)
President Rothnie advised that the Council PGA Bylaw Working Group has met twice with staff to review and provide feedback on the draft registration bylaws. The meetings have been effective and informative.

3.1.2 Governance

3.1.3 Finance

3.1.4 CEO

MOTION: That council receive the reports submitted under 3.1.

Fenton / Laquinte Francis **CARRIED**

3.2 Policy Compliance: 1.11 Financial Management/Statements
Council Policy 1.31, 1.32, 1.34, 1.35, 1.36, 1.37, 1.38, 2.1, 2.2, 2.6, 2.7, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.16, 2.23, 2.24, 2.25

MOTION 2: That council receive the policy compliance reports as submitted under 3.2.

Rettie / Scott **CARRIED**

For council motion to approve:

3.3 Recording of electronic motions passed May – August 2021
- 3.3.1 Registration Board Report to Council, May 2021
- 3.3.2 CALA Committees – Revised Terms of Reference
- 3.3.3 Registration Board Report to Council, June 2021
- 3.3.4 Council Committee Terms of Reference
- 3.3.5 Policy Compliance Reporting: 1.11 Financial Management/Statements
- 3.3.6 Policy Compliance Reporting: Replicated Policies
- 3.3.7 Council Meeting Minutes, May 18, and June 1, 2021
- 3.3.8 Equity, Diversity, and Inclusion Task Force Terms of Reference
- 3.3.9 Registration Board Report to Council, July 2021

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.

Submission 3.3.1:

Motion to approve the AIBC Register Amendments for May 2021

Submission 3.3.2:

Motion: That council approve CALA's International Relations Committee, and Canadian Architectural Certification Board (CACB) Standing Committee Terms of Reference, dated May 2021.

Submission 3.3.3:

Motion: That council approve the AIBC Register Amendments and Examination results for June 2021, as attached.

Submission 3.3.4:

Motion 1: That council approves the following committee memberships for the council's standing and discretionary committees and task forces for the 2021/22 council year:

Finance Committee
- Sean Rodrigues (Chair)
- Jana Foit
- Ross Rettie

Governance Committee
- Marguerite Laquinte Francis (Chair)
- Barbara Brink
- Matt Halverson
- Ian McDonald
- Sean Rodrigues
- Stuart Rothnie

Human Resources Committee
- Stuart Rothnie (Chair)
- Marguerite Laquinte Francis
- Ian McDonald

- Sean Rodrigues
- Michelle Rupp

Future of Architecture Task Force

- Michelle Rupp (Chair)
- Sama Abri
- John Bass
- Ryan Dinh
- Michelle Fenton

Nominations Review Committee

- Barbara Brink (Chair)
- John Bass
- Ian McDonald
- Michelle Rupp

Equity Inclusion and Diversity Task Force

- Marguerite Laquinte Francis (Chair)
- Sama Abri
- John Bass
- Heather Deal
- Ryan Dinh
- Danica Djurkovic (Registrant-at-large)
- Michelle Fenton
- Ian McDonald
- Catherine Nickerson (Registrant-at-large)
- Sean Rodrigues

Motion 2: That council approves the AIBC Council PGA Bylaw Working Group Terms of Reference, as attached.

Motion 3: That council approves disbanding the Truth & Reconciliation Task Force.

Submission 3.3.5:

Motion: That council receives the financial management compliance report and statements in accordance with council policy 1.11.

Submission 3.3.6:

Motion: That council receives the compliance report for replicated council policies, dated July 2021.

Submission 3.3.7:

Motion 1: That council approve the May 18, 2021 Council meeting minutes as submitted.

Motion 2: That council approve the June 1, 2021 Council meeting minutes as submitted.

Submission 3.3.8:

Motion: That council approve the revised Equity, Diversity, and Inclusion Task Force Terms of Reference.

Submission 3.3.9:

Motion: That council approve the AIBC Register Amendments and Examination results for July 2021, as attached.

Scott / Halverson **CARRIED**

3.4 Registration Board Report to Council, August 2021

MOTION: That council approve the AIBC Register Amendments and Examination results for August 2021, as attached.

Fenton / Rodrigues **CARRIED**

3.5 2022 Annual Meeting

MOTION: That Council designates:

a) **the date of the 2022 AIBC Annual Meeting to be May 31, 2022, commencing at 12:00 p.m.; and**
b) **the place of the 2022 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.**

Rodrigues/ Halverson **CARRIED**

4.0 Policy

4.1 Council Policy Review: Operational Constraints

Vernon indicated that only minor amendments to the policies have been made and include changing the following terms: 'member' to 'registrant' or 'architect'; and 'he/she' or 'his/hers' to 'their or they', as applicable.

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

1.2 General: Emergency Executive Replacement
1.3 General: Employee Salary, Benefits and Perquisites
1.7 General: Non-Disclosure / Confidentiality
1.9 General: Operational Boards / Committees
1.11 General: Financial Management
1.37 Registration and Licensing: Registration of Firms and Certificates of Practice
1.38 Registration and Licensing: Honorary Membership

Fenton / Rupp **CARRIED**

4.2 CALA Incorporation Bylaws

Vernon advised that last minute comments regarding the Draft Articles of Incorporation and Draft Bylaws were received from external counsel and are being reviewed. A finalized copy of the incorporation documents will be presented to council through the e-approval process in the coming weeks. It is anticipated that the formal application for CALA incorporation will be submitted this fall.

4.3 Request for Capital Funds – Database Implementation

Vernon reviewed the request for additional capital funds, which are required to complete phase one of the registrant database replacement project.

MOTION: That Council approve up to $140,000 from unallocated reserves as additional funding for Phase One of the Database Implementation capital budget.

Abri / Rodrigues **CARRIED**

5.0 Non-Policy

5.1 2019-23 Strategic Plan Report on Outcomes (Jan-Jun 2021)

Vernon reviewed the progress report, including the *Professional Governance Act* transition work. Council discussed the BC Court of Appeal Decision regarding the City of Langford; and continuing education related to Truth and Reconciliation.

5.2 Risk Register Status Report (Jan – Jun 2021)

Vernon reviewed the status report. Highlights included one new risk added to the register related to the new registrant database project; and the risk rating related to the *Professional Governance Act* remains unchanged.

5.3 AIBC COVID-19 Safety Plan

Vernon reviewed the AIBC's COVID-19 Safety Plan. Given the onset of the Fourth Wave of the pandemic, it is unlikely that full in-person meetings will resume in 2021. However, there may be instances when a hybrid meeting is beneficial. Such meetings would be approved on a case-by-case basis.

5.4 EDI Task Force Update

Vernon provided an EDI Task Force update on activities that have taken place since the last council discussion at the August 10 planning session. The EDI Commitment & Statement is a living document with ongoing revisions and refinement. Efforts continue on securing a date and facilitator for a one-day workshop to be held before the end of November 2021.

6.0 New Business

No new business.

7.0 In Camera

MOTION: to go *in camera.*

Laquinte Francis / Rodrigues **CARRIED**

7.1 *Professional Governance Act* Update

7.2 Council Annual Assessment Collated Results

7.3 CEO Performance Review & Planning Process

MOTION: to come out of *in camera.*

Brink / Fenton **CARRIED**

8.0 Adjournment

MOTION to adjourn. (1:10 p.m.)

Brink / Fenton **CARRIED**