ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Board

Date/Time:	September 10, 2024 / 11:02 a.m. to 12:58 p.m.
Location:	Videoconference
Presiding:	Laquinte Francis
In Attendance:	Azizi, Crawford, Deal, Halverson, McLean, Racich, Rodrigues, Rothnie *(11:15am-12:15pm),* Sachs, Wilson
Regrets:	Guiry
Staff:	Gatensby, Kim, Kokol, Lutes, MacQueen, Morris, Sands, Sutherland, Torres, Tough, Vernon, Woff

Item #	Detail

1.0 Welcome and Call to Order

Board Chair Laquinte Francis called the meeting to order at 11:02 a.m.

2.0 Acceptance of the Agenda

MOTION: That the Board accepts the agenda, with the removal of item 3.1.6 from consent.

Azizi / Wilson **CARRIED**

3.0 Consent Receipt

3.1 Reports: Board Chair, Standing Advisory Groups, CEO & Registrar
- 3.1.1 Board Chair
- 3.1.2 Governance Advisory Group
- 3.1.3 Finance and Audit Advisory Group
- 3.1.4 Human Resources Advisory Group (*no report)*
- 3.1.5 Equity, Diversity and Inclusion Advisory Group (*no report*)

MOTION: That the Board receives the reports submitted under 3.1.

Racich / Rodrigues **CARRIED**

3.1.6 CEO & Registrar

MOTION: That the Board receives the report submitted under 3.1.6.

Rodrigues / Azizi **CARRIED**

3.2 Policy Compliance: 3.3 Financial Management

MOTION: That the Board receives the financial management compliance report and statements in accordance with Policy 3.3.

Racich / Halverson **CARRIED**

Consent Approval

3.3 Adoption of Electronic Resolutions

Submission 1 - Board Advisory Group Terms of References

MOTION: That the Board approves the attached Terms of Reference including memberships for the following Board standing Advisory Groups for the 2024/25 Board year:

a) Finance and Audit Advisory Group;
b) Governance Advisory Group; and
c) Human Resources Advisory Group

Submission 2 – Credentials Committee Terms of Reference

MOTION: That the Board approves the amended Credentials Committee Terms of Reference, as attached.

Submission 3 - Board Meeting Minutes (June 11, 2024)

MOTION: That the Board approves the Board meeting minutes of June 11, 2024, as attached.

Deal / Halverson **CARRIED**

3.4 2025 Annual General Meeting

MOTION: That the Board designates:

a) the date of the 2025 AIBC Annual General Meeting to be June 3, commencing at 12:00 p.m. PST, and;

b) the place of the 2025 AIBC Annual General Meeting to be Vancouver, for the purposes of conducting an electronic meeting as authorized under Bylaw 2.115.

Rodrigues / Azizi **CARRIED**

3.5 Discipline Committee Terms of Reference

MOTION: That the Board:

a) approves amendments to the Discipline Committee Terms of Reference, as attached; and,
b) instructs the Registrar to publish the Terms of Reference approved in motion (a), in accordance with AIBC Bylaw 3.13.

4.0 Non-Policy

4.1 Risk Register Status Report

Vernon summarized the risk register report, including two new risks that have been added since the last report. Progress on remedial action continues to be made on 12 items identified as 'Treat' and on the 16 items listed under 'Avoid' that require action to be taken. The overall risk rating has been decreased on 1 risk.

4.2 Strategic Plan Status Report

Vernon summarized the strategic plan status report, which is the first report in relation to the goals and strategies in the 2024-2028 Strategic Plan.

5.0 Policy

5.1 New Board Policy: Part 1 Regulatory Governance

Vernon indicated that the new Board Policy replaces and combines the previous policies related to professional conduct, illegal practice, registration and licensing, and professional development, and that much of the content of the repealed policies has been retained in the new policy, with all references to the Act and Bylaws having been updated.

MOTIONS:

1) **That the Board approves Board Policy Part 1: Regulatory Governance, dated September 2024, as attached.**

2) **That the Registrar be instructed to publish the new Board Policy listed in motion 1), in keeping with Bylaw 2.5.**

3) **That the Board repeal the following Board Policies, which are superseded with the Board Policy listed in motion 1):**

   1.30 Professional Development: Mandatory Designated Areas of Study
   1.31 Professional Conduct: Complaints and Investigations
   1.32 Professional Conduct: Consensual Resolution and Disciplinary Inquiry
   1.34 Illegal Practice: Compliance with the Architects Act
   1.35 Registration and Licensing: Admission Standards
   1.36 Registration and Licensing: Mobility of Architects

Rodrigues / Deal **CARRIED**

5.2 Proposed Bylaw Amendments

Lutes summarized the proposed Bylaw amendments for the Board's review and approval "in principle". Amendments are proposed to Bylaws and Schedules related to committees, registration and licensing, professional practice and services, and public disclosure, as well as one professional standard related to communicating with authorities having jurisdiction. The Board provided its approval in principle by way of a show of hands.

5.3 CEO Performance Review & Planning Process

Laquinte Francis presented an overview of the annual CEO performance review process, including timeframe and criteria.

6.0 New Business

No items.

7.0 *In Camera*

MOTION: to go *in camera*.

Rodrigues / Racich **CARRIED**

7.1 Conduct Review Committee Terms of Reference

7.2 Registrant Advisory Resolution

7.3 Board Retreat Follow-up

MOTION: to go *ex camera*.

Halverson / Deal **CARRIED**

7.1 MOTION: That the Board:

a) **approves the Conduct Review Committee's membership and revised Terms of Reference in accordance with sections 32(3) of the *Professional Governance Act* and with AIBC Bylaws 3.10 to 3.12;**

b) **approves remuneration to Panel members struck from the Conduct Review Committee in accordance with AIBC Bylaw 2.45; and**

c) **instructs the Registrar to publish the revised Terms of Reference approved in motion (a), in accordance with AIBC Bylaw 3.13.**

Halverson / Racich **CARRIED**

7.2 MOTION: That the Board…

a) **approves the Board response to the 2024 Registrant Advisory Resolution, as attached, for publication.**

b) **directs the CEO to draft criteria for the rental of the meeting and lobby space in suite 100 for Board review and further discussion.**

Azizi / Deal **CARRIED**

8.0 Adjournment

MOTION to adjourn. (12:58 p.m.)

McLean / Wilson **CARRIED**