ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Board

Date/Time:	April 8, 2025 / 11:05 a.m. to 1:00 p.m.
Location:	Videoconference
Presiding:	Laquinte Francis
In Attendance:	Azizi, Crawford, Guiry, Halverson, Rodrigues (*as of 11:35am*), Rothnie, Sachs, Wilson
Regrets:	Deal, McLean, Racich,
Guest:	R. Slater, MNP LLP (*item 6.1only*)
Delegation:	D. Roppel, Former Registrant (*item 3.0 only*)
Staff:	Gatensby, Kim, Kokol, Lutes, MacQueen, Morris, Sands, Sheina, Torres, Tough, Vernon, Woff

Item #	Detail

1.0 Welcome and Call to Order

Board Chair Laquinte Francis called the meeting to order at 11:05 a.m.

2.0 Acceptance of the Agenda

MOTION: That the Board accepts the agenda with the addition of item 7.1.

Azizi / Halverson **CARRIED**

3.0 Delegation: Former Registrant

Mr. Roppel, Former Registrant, addressed the Board with a concern related to cancellation of registration as part of the 2025 annual fee renewal process and requested that the Board reconsider the matter. Vernon provided a summary of the events including significant dates. Board Chair Laquinte Francis acknowledged Mr. Roppel's request and indicated that the Board can take no action.

4.0 Consent Receipt

4.1 Reports: Board Chair, Standing Advisory Groups, CEO & Registrar
- 4.1.1 Board Chair
- 4.1.2 Governance Advisory Group
- 4.1.3 Finance and Audit Advisory Group
- 4.1.4 Human Resources Advisory Group *(no report)*
- 4.1.5 Equity, Diversity and Inclusion Advisory Group
- 4.1.6 CEO & Registrar

MOTION: That the Board receives the reports submitted under 4.1.

Halverson / Guiry **CARRIED**

4.2 Policy Compliance: 3.3 Financial Management

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

Azizi / Wilson **CARRIED**

Consent Approval

4.3 Board Meeting Minutes, February 11, 2025

MOTION: That the Board approves the Board meeting minutes of February 11, 2025, as attached.

Guiry / Wilson **CARRIED**

4.4 Equity, Diversity and Inclusion Advisory Group Terms of Reference

MOTIONS:

1) **That the Board approve the updated Equity Diversity and Inclusion (EDI) Advisory Group Terms of Reference, as attached, in accordance with AIBC Bylaw 2.100.**
2) **That the Board instruct the Registrar to publish the updated Terms of Reference approved in motion (1), in accordance with AIBC Bylaw 2.101.**

Guiry / Crawford **CARRIED**

4.5 Investigation Committee Terms of Reference

MOTIONS:

That the Board:
a) **approves amendments to the Investigation 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.**

Azizi / Halverson **CARRIED**

5.0 Non-Policy

5.1 2024-2028 Strategic Plan Status Report

Vernon reported on the strategic plan activities undertaken for the period July-December 2024.

5.2 Risk Register Status Report

Vernon reported on the status of the risk register items. Three items have an increased risk rating, while one risk has a decreased risk rating.

6.0 Policy

6.1 2024 Auditor's Report and Audited Financial Statements

Guest R. Slater reviewed the Audit Findings Report, related to the audit of the financial statements as at December 31, 2024 which indicated a clean audit.

MOTIONS:

1) **That the Board accept the Auditor's report and 2024 audited financial statements, as presented, in accordance with AIBC Bylaws 2.105 and 2.106.**

2) **That the Board instruct the Registrar to publish the Auditor's report and the 2024 audited financial statements approved in motion 1), in accordance with Bylaws 2.107.**

Halverson / Crawford **CARRIED**

6.2 NCARB - ROAC Mutual Recognition Agreement

Vernon summarized the updates to the new MRA between the NCARB and the ROAC, including simplification of eligibility criteria, eliminating principal place of practice and post licensure experience, participant vs. signatory jurisdictions, and eligibility of architects licensed via BEFA to apply for reciprocity in the U.S.

MOTIONS:

1) **That the Board approve the Mutual Recognition Agreement (MRA) between the National Council of Architectural Registration Boards (NCARB) and the Regulatory Organizations of Architecture in Canada (ROAC) version 25 02 11 V.7, subject to minor amendments as necessary through the approval process and that by doing so the Board agrees to be a Canadian Participant of the MRA.**

2) **That the Board approve the Interorganizational Acknowledgement document under the Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada version 25 02 11 V.7, subject to minor adjustments as necessary through the approval process.**

Rodrigues / Wilson **CARRIED**

6.3 Board Policy: 2.5 Annual General Meeting and Board Election

Amendments to the Board policy were discussed, including the addition of a 'delegate' option for various reporting (2.5.5-2.5.7) as a housekeeping item, and Board approval of the meeting minutes of the previous AGM and the agenda prior to the AGM.

MOTIONS:

1) **That the Board approve the amended Board Policy 2.5 Annual General Meeting and Board Election as attached, in accordance with Bylaw 2.4.**

2) That the Board instruct the Registrar to publish the updated Board Policy approved in motion (1), in accordance with Bylaw 2.5.

Rodrigues / Guiry **CARRIED**

6.4 Annual General Meeting
- 106th Annual General Meeting Agenda
- 105th Annual General Meeting Minutes

MOTIONS:

1) That the Board approve the agenda for the 106th Annual General Meeting, as attached, in accordance with Board Policy 2.5.

2) That the Board approve the minutes of the 105th Annual General Meeting, as attached, in accordance with Board Policy 2.5.

3) That the Board instruct the Registrar to publish the agenda and meeting minutes approved in motions 1) and 2), in accordance with Bylaws 2.118 and 2.125, respectively.

Wilson / Azizi **CARRIED**

7.0 New Business

7.1 Use of Seal Practice Guidelines

The Board discussed concerns related to requirements for architects to seal reports including field reviews. The discussion suggested there may be a lack of understanding around direct supervision and field reviews. The staff indicated that a Regulatory Review could be published to assist in communicating the requirements.

8.0 *In Camera*

MOTION: to go *in camera*.

Rodrigues / Halverson **CARRIED**

8.1 Board Annual Assessment Collated Results

8.2 Regulatory Report (*L Wilson left the meeting for this discussion*)

8.3 Michael A. Ernest AIBC Bursary for Intern Architects AIBC

MOTION: to go *ex camera*.

Rodrigues / Halverson **CARRIED**

9.0 Adjournment

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

Wilson / Halverson **CARRIED**