



# Terms of Reference

## Truth and Reconciliation Task Force

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- The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC council and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.
- AIBC boards and committees are governed by the *Architects Act*, institute bylaws, council policies (1.9 and 2.14), the *AIBC Council Code of Conduct*, and the Volunteer Handbook, as applicable.

<b>Established:</b>	November 2019
Term:	1 year
<b>Type:</b>	Council: (Discretionary)
	This task force reports to AIBC Council; the task force membership may include registrants-at-large and staff.
<b>Members:</b>	
Appointed by:	Council
Term:	1 year
<b>Task Force Selection Criteria:</b>	Registrant(s)-at-large able to respond and contribute to the task force mandate
<b>Task Force Composition Requirements:</b>	AIBC Management Staff (3)

Task Force Members		Composition (as applicable)	Appointment Date
1.	Scott Kemp Architect AIBC	Registrant-at-large	November 2019
2.	Patrick Stewart Architect AIBC	Registrant-at-large	November 2019
3.	Alfred Waugh Architect AIBC	Registrant-at-large	November 2019
4.	Lubor Trubka Architect AIBC	Registrant-at-large	November 2019

  

Staff	Position
1. Shawna Chilton CPHR	Director, People and Administration
2. Alexandra Kokol	Manager, Professional Services
2. Thomas Lutes Barrister & Solicitor	General Counsel and Deputy CEO
3. Tracy Tough CAPM	Manager, Office of the CEO
4. AIBC Communications Department	
Mark Vernon CPA, CA, CPA (IL)	CEO, <i>Ex Officio</i>

**1.0 Mandate:**

- The mandate of the Truth and Reconciliation Task Force (TRTF) is to develop and deliver an approved response to goal 2, strategy 6 of the 2019-23 Strategic Plan, as follows:
  - Develop and implement an appropriate response to the Calls to Action from the Report on the Truth and Reconciliation Commission

- 2.0 Specific Assignments:**
- Finalize a Guiding Principles /Assumptions document to establish a framework under which the Task Force will operate for response to the member-motions-from-the-floor (MFTF);
  - Outline an appropriate policy response to the 94 Calls to Actions;
  - Determine concrete actions that can be taken by the AIBC and the architectural profession to support Truth and Reconciliation;
  - Prepare and deliver a presentation for AIBC Council (February 2020) which includes recommendations on responding to the MFTFs; and,
  - Coordinate and participate in registrant outreach, as appropriate, to further the task force mandate.
- 3.0 Deliverables:**
- Guiding Principles and Assumptions document
  - Council presentation (February 2020)
  - Council approved response to the MFTFs, and action plan
- 4.0 Reporting:**
- The task force will report to council by way of the presentation listed under 3.0.
- 5.0 Liaison with Internal and External Groups/Associations:**
- AIBC Practice Advisors
  - Indigenous registrants (self-identifying)
  - RAIC Indigenous Task Force
  - Reconciliation Canada
- 6.0 Scheduled Meetings:**
- When: To be determined by the task force in order to meet its obligations
  - Place: AIBC offices and/or, video/teleconferencing
- 7.0 Quorum:**
- A quorum for any meeting of the task force will be the majority of the members of the task force present in person, and/or by video/teleconferencing.
- 8.0 Amending the Terms of Reference**
- The Terms of Reference may be revised by the council upon the recommendation of the task force or CEO or upon a change of members.