



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

103rd
ANNUAL MEETING
OF THE
ARCHITECTURAL
INSTITUTE OF
BRITISH COLUMBIA
May 31, 2022

ANNUAL MEETING BOOKLET



May 11, 2022

Dear colleagues:

On behalf of the AIBC Council, I invite all AIBC architects, associates and honorary members to attend the 103rd Annual Meeting on Tuesday, May 31, 2022.

The meeting will take place using a virtual meeting platform. Attendees will 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 23, 2022. To register, visit: www.meetview.ca/aibc20220531_v/. Please take the time to register now and be sure to log in early to help ensure smooth access to the meeting.

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 31, 2022.

Regards,

Stuart Rothnie Architect AIBC, SAA, OAA, MRAIC, LEED AP
AIBC Council President

3.0 103RD ANNUAL MEETING AGENDA

Date: Tuesday, May 31, 2022

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

1.0 Welcome and Introductions	S. Rothnie Architect AIBC Council President, Meeting Chair
2.0 Call to Order	S. Rothnie
3.0 Approval of the Agenda	S. Rothnie
4.0 Annual Meeting Protocols	M. Blatchford, Lawyer and Annual Meeting Parliamentarian
5.0 Adoption of Minutes of the 102nd Annual Meeting	S. Rothnie Architect AIBC Council President
6.0 Announcement of Council Election	S. Rothnie
7.0 Recognition and Remembrance	S. Rothnie
8.0 Reports	
8.1 President's Report	S. Rothnie Architect AIBC
8.2 Chief Executive Officer's Report	M. Vernon CPA, CA, CPA (IL)
8.3 Registrar's Report	J.W. Scott Architect AIBC
8.4 Treasurer's Report	S. Rodrigues Architect AIBC
8.5 Reports Question and Answer	
9.0 Audited Financial Statements, 2022 Auditor	S. Rothnie
10.0 Registrant Forum	S. Rothnie
11.0 Adjournment	

4.0 ANNUAL MEETING PROTOCOLS

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 Architect registrants 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 2022 Annual Meeting, all such motions must have been submitted in writing by April 25, 2022, 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 | 102nd Annual Meeting of the Architectural Institute of British Columbia

Date: Tuesday, May 25, 2021

Time: 12:00 p.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 treasurer Marguerite Laquinte Francis Architect AIBC and registrar Sean Rodrigues Architect AIBC.

The President recognized the current (2020/21) 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

Immediate Past President, Danica Djurkovic Architect AIBC
Intern Architect Liaison, Ryan Dinh 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 departing council members Catherine Nickerson and Sara Kasaei, and immediate past president council liaison Danica Djurkovic.

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

In accordance with AIBC Bylaw 19.1, quorum is met, and the President called the meeting to order at 12:08 p.m.

3.0 Approval of the Agenda

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

The motion was adopted.

(121 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.

(122 In Favour, 0 Opposed)

5.0 Adoption of Minutes of the 101st Annual Meeting

It was moved and seconded that the Minutes of the 101st Annual Meeting be adopted.

The motion was adopted.

(119 In Favour, 0 Opposed)

6.0 Announcement of Council Election

Four nominees for the five Council vacancies were delivered to the CEO in keeping with AIBC Bylaws. Therefore, no formal election was required and the AIBC Registrar, co-signed by Council LG Appointee Barbara Brink certified that the following individuals are elected by acclamation to the AIBC Council.

Sama Abri Architect AIBC
Matthew Halverson Architect AIBC
Sean Rodrigues Architect AIBC
John W. Scott Architect AIBC

7.0 Recognition and Remembrance

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

Architects

Gregory Ball
Peter Cardew

Edward Dodson
Charles A. McLaren

Associates

John Baxter
Brock Cheadle
Michael Hickman

Former Architects and Associates

Douglas Frankson
A. Mack Lewis
Geoffrey Massey

A moment of silence was then observed.

8.0 Reports

8.1 President's Report

The President presented 2020 governance highlights and accomplishments, including updates on the transition to the *Professional Governance Act*, and the 2019-2023 Strategic Plan Goals, and impacts of the ongoing COVID-19 health pandemic.

8.2 Chief Executive Officer's Report

The Chief Executive Officer presented 2020 operational highlights, including professional conduct and illegal practice statistics, an update on professional development services, and public outreach and engagement undertaken.

8.3 Registrar's Report

The Registrar Sean Rodrigues presented registration and licensing highlights, including registration and oral review statistics, and initiatives undertaken to reduce barriers to registration. The Registrar also congratulated all those who became registered with the AIBC in 2020.

8.4 Treasurer's Report

The Treasurer Marguerite Laquinte Francis presented financial highlights, including budget to actual, cash balances, and working capital ratio.

8.5 Reports Question and Answer

A general question and answer period took place.

9.0 Filing of Audited Financial Statements

The President reported that in accordance with the *Architects Act*, the 2019 audited statements dated the 19th day of April 2021 and published and distributed as part of the Annual Meeting booklet, were officially filed.

10.0 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 2021.

The motion was adopted.

(111 In Favour, 1 Opposed)

11.0 Registrants Forum

No discussion took place. The President indicated that questions can always be submitted by email to president@aibc.ca.

12.0 Adjournment

The meeting was adjourned at 1:09 p.m.

DRAFT



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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Registrar Certification: 2022 Council Election

Date Set for the Annual Meeting: May 31, 2022

In 2022 seven nominees for the five Council vacancies were delivered to the Chief Executive Officer in keeping with AIBC Bylaw 21.0. As a result of the withdrawal of two nominees, no election was held and the AIBC Registrar has certified that the following individuals have been elected by acclamation to the AIBC Council.

- Manoochehr Azizi Architect AIBC
- Jana Foit Architect AIBC
- Andy Guiry Architect AIBC
- Marguerite Laquinte Francis Architect AIBC
- Stuart Rothnie Architect AIBC

(Original Certificate Signed)

John W. Scott Architect AIBC
AIBC Council Registrar

Effective Date of Certificate: May 31, 2022

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Vancouver, B.C.

FINANCIAL STATEMENTS

December 31, 2021

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, 2021, 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, 2021, 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.
May 10, 2022

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENT OF FINANCIAL POSITION

December 31, 2021

	2021 \$	2020 \$
Assets		
Current		
Cash and cash equivalents	615,526	1,078,817
Restricted cash and cash equivalents (Note 2)	1,760,246	1,758,091
Receivables (Note 3)	190,709	192,356
Supplies, at cost	36,938	42,370
Prepaid expenses	78,973	95,249
	<u>2,682,392</u>	<u>3,166,883</u>
Deferred charges (Note 4)	34,075	41,647
Long-term receivable - rent	37,149	41,417
Property and equipment (Note 5)	3,207,942	3,325,876
Intangible asset (Note 6)	705,104	360,817
	<u>6,666,662</u>	<u>6,936,640</u>
Liabilities		
Current		
Accounts payable and deposits (Note 7)	879,924	735,551
Deferred revenue	1,320,519	1,698,663
Deferred contributions (Note 8)	89,429	136,464
	<u>2,289,872</u>	<u>2,570,678</u>
Fund Balances		
Operating Fund	2,641,676	2,632,773
Contingency Reserve Fund	521,659	520,274
Legal Reserve Fund	213,455	212,915
Operating Reserve Fund	1,000,000	1,000,000
	<u>4,376,790</u>	<u>4,365,962</u>
	<u>6,666,662</u>	<u>6,936,640</u>

Update on COVID-19 (Note 14)

Approved on behalf of the Council:



Stuart Rothnie, Architect AIBC
President



Sean Rodrigues, Architect AIBC
Treasurer

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

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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

For the year ended December 31, 2021

	Schedule	2021 \$	2020 \$
Revenues			
Fees	1	3,615,576	3,501,637
Interest/Other/Fines	2	54,613	92,190
Administration	3	1,741	1,171
Premises	4	180,217	174,217
Council	5	-	-
Communications	6	-	200
Annual conference	7	68,400	-
Annual meeting	8	-	-
Registration & licensing	9	141,360	60,125
Professional services	10	221,957	280,066
Conduct & illegal practice	11	30,052	5,750
Government grant funded projects	12	192,035	138,536
		4,505,951	4,253,892
Expenditures			
Interest/Other/Fines	2	75,454	55,764
Administration	3	1,609,032	1,754,178
Premises	4	438,217	404,458
Council	5	161,375	103,345
Communications	6	260,867	328,458
Annual conference	7	39,594	8,332
Annual meeting	8	11,489	17,545
Registration & licensing	9	631,283	552,367
Professional services	10	599,627	636,848
Conduct & illegal practice	11	476,150	456,894
Government grant funded projects	12	192,035	138,536
		4,495,123	4,456,725
Excess (deficiency) of revenues over expenditures - Operating Fund		10,828	(202,833)
Fund balance, beginning		2,632,773	2,840,758
Transferred to Contingency Reserve Fund (Note 11)		(1,385)	(3,706)
Transferred to Legal Reserve Fund (Note 11)		(540)	(1,446)
Transferred to Operating Reserve Fund (Note 11)		(2,542)	(6,838)
Transferred from Operating Reserve Fund (Note 11)		2,542	6,838
Fund balance, ending		2,641,676	2,632,773

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

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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

For the year ended December 31, 2021

	2021	2020
	\$	\$
Fund balance, beginning	520,274	516,568
Transferred from Operating Fund - Interest (Note 11)	1,385	3,706
Fund balance, ending	521,659	520,274

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

For the year ended December 31, 2021

	2021	2020
	\$	\$
Fund balance, beginning	212,915	211,469
Transferred from Operating Fund - Interest (Note 11)	540	1,446
Fund balance, ending	213,455	212,915

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

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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

For the year ended December 31, 2021

	2021 \$	2020 \$
Fund balance, beginning	1,000,000	1,000,000
Transferred from Operating Fund - Interest (Note 11)	2,542	6,838
Transferred to Operating Fund - Other (Note 11)	(2,542)	(6,838)
Fund balance, ending	1,000,000	1,000,000

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

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENT OF CASH FLOWS

For the year ended December 31, 2021

	2021 \$	2020 \$
Cash flows related to operating activities		
Excess (deficiency) of revenues over expenditures - Operating Fund	10,828	(202,833)
Adjustments for items not affecting cash:		
Amortization of property and equipment	139,518	138,409
Amortization of intangible asset	22,369	2,473
Amortization of deferred charges	7,572	7,572
Premises revenue	4,268	4,268
	184,555	(50,111)
Changes in non-cash working capital:		
Receivables	1,647	(37,791)
Supplies	5,432	(19,457)
Prepaid expenses	16,276	(5,829)
Accounts payable and deposits	144,373	184,324
Deferred revenue	(378,144)	169,522
Deferred contributions	(47,035)	136,464
	(72,896)	377,122
Cash flows related to investing activities		
Purchase of property and equipment	(21,584)	(299,586)
Purchase of intangible asset	(366,656)	(241,576)
	(388,240)	(541,162)
Net decrease in cash and cash equivalents	(461,136)	(164,040)
Cash and cash equivalents, beginning	2,836,908	3,000,948
Cash and cash equivalents, ending	2,375,772	2,836,908
Cash and cash equivalents represented by:		
Cash and cash equivalents	615,526	1,078,817
Restricted cash and cash equivalents	1,760,246	1,758,091
	2,375,772	2,836,908

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

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2021

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, 2021

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.

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.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2021

Note 1 Significant Accounting Policies (continued)

Financial Instruments

Arm's Length Transactions

Measurement of financial instruments

The Institute measures its financial assets and financial liabilities at fair value at the acquisition date, except for financial assets and financial liabilities acquired in related party transactions.

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

Related Party Transactions

Measurement of related party financial instruments

The Institute measures all related party financial instruments recognized in these financial statements at either the cost of the related party financial instrument, or at the cost of the consideration exchanged for the related party financial instrument. Measurement is based on the nature of the financial instrument, and depends on whether the instrument has repayment terms. The Institute has no related party financial instruments required to be measured at fair value.

When the instrument has repayment terms, the cost is determined using the undiscounted cash flows, excluding interest and dividend payments, and less any impairment losses previously recognized by the transferor.

When the related party financial instrument has no repayment terms, the cost of the instrument is determined using the consideration transferred or received.

Related party financial instruments initially measured at cost are subsequently measured using the cost method.

Transaction Costs

Transaction costs related to the acquisition or issuance of financial instruments subsequently measured at fair value and to instruments originated or exchanged in a related party transaction 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 or issuance of the instrument, and the adjustment is recognized in excess (deficiency) of revenues over expenditures over the life of the instrument using the straight-line method.

Impairment

Financial assets measured at amortized cost and related party financial assets measured using the cost method 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, 2021

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.

Change in Accounting Policy

The Institute has adopted the amendments to *CPA Handbook* Section 3856, Financial Instruments. The amendments have been adopted effective January 1, 2020, the beginning of the earliest comparative period in these financial statements (the "transition date"). The amendments provide guidance on the accounting for financial instruments arising from transactions between both arm's-length and related parties, and require disclosure of enterprise-specific information related to significant risks arising from financial instruments.

The Institute has applied the amendments retrospectively, in accordance with the transition provisions. The amendments provide transition relief for instruments without repayment terms to be measured at their pre-adoption carrying amount less impairment at the transition date. Transition relief is also provided for instruments extinguished or derecognized prior to the transition date, such that only instruments existing on the transition date need to be assessed.

The adoption of the amendments had no impact on the Institute's financial statements other than the enterprise-specific risk disclosures related to significant risks arising from the Institute's financial instruments (see Note 12).

Note 2 Restricted Cash and Cash Equivalents

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

	2021 \$	2020 \$
Contingency Reserve Fund	546,691	545,176
Legal Reserve Fund	213,507	212,915
Operating Reserve Fund	1,000,048	1,000,000
	1,760,246	1,758,091

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2021

Note 3 Receivables

Receivables consist of the following:

	2021 \$	2020 \$
Receivables	321,005	249,969
Rent receivables	-	20,289
Allowance for doubtful accounts	(130,296)	(77,902)
	<u>190,709</u>	<u>192,356</u>

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

Note 4 Deferred Charges

	2021 \$	2020 \$
Deferred lease commissions	75,721	75,721
Accumulated amortization	(41,646)	(34,074)
	<u>34,075</u>	<u>41,647</u>

Note 5 Property and Equipment

	2021			2020
	Cost	Accumulated Amortization	Net	Net
	\$	\$	\$	\$
Land	815,720	-	815,720	815,720
Building	3,801,839	1,593,607	2,208,232	2,276,349
Computer equipment	359,684	308,205	51,479	71,700
Office furniture	264,915	156,905	108,010	124,311
Office equipment	176,759	152,258	24,501	37,796
	<u>5,418,917</u>	<u>2,210,975</u>	<u>3,207,942</u>	<u>3,325,876</u>

The total amortization of property and equipment for the year was \$139,518 (2020: \$138,409).

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2021

Note 6 Intangible Asset

	Cost \$	2021 Accumulated Amortization \$	Net \$	2020 Net \$
Computer software	<u>891,174</u>	<u>186,070</u>	<u>705,104</u>	<u>360,817</u>

The total amortization of computer software for the year was \$22,369 (2020: \$2,473).

Note 7 Accounts Payable and Deposits

Accounts payable and deposits consist of the following:

	2021 \$	2020 \$
Payables and accruals	658,516	510,363
Regulatory Organizations of Architecture in Canada (ROAC)	143,307	145,555
Government remittances	78,101	79,633
	<u>879,924</u>	<u>735,551</u>

The ROAC 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, 2020 \$	Current Year Contributions \$	Transferred to Revenue \$	Balance December 31, 2021 \$
Government funding	<u>136,464</u>	<u>145,000</u>	<u>(192,035)</u>	<u>89,429</u>

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2021

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 67,762 active members, 20,789 inactive members and 52,194 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 \$218,666 (2020: \$190,731) of employer contributions to the plan in fiscal 2021.

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, 2021, 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.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2021

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.

Financial instrument transactions, such as purchasing and redeeming cash equivalents, collecting receivables, and settling payables may result in exposure to significant financial risks and concentrations of risk. The nature and extent of significant risks as at December 31, 2021 are described below. There have been no changes to the significant risks from the prior year.

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 significant credit risk in connection with its receivables and has recognized an allowance for doubtful accounts of \$130,296 (2020: \$77,902) (Note 3). The Institute provides credit to its clients in the normal course of its operations, and maintains an allowance for doubtful accounts that reflects management's best judgment based on reasonable and supportable assumptions taking into account the likely range of possible outcomes.

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, 2021 and December 31, 2020 are as follows:

	2021 \$	2020 \$
Balance Sheet		
Total assets	139,308	109,578
Total liabilities	40,230	4,107
Net assets - unrestricted funds	99,078	105,471
	139,308	109,578

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the year ended December 31, 2021

Note 13 Architecture Foundation of British Columbia (continued)

	2021 \$	2020 \$
Revenues and Expenditures		
Total revenues	97,703	2,194
Total expenditures	104,096	22,971
Excess (deficiency) of revenues over expenditures	(6,393)	(20,777)
Cash Flows		
Cash flows related to operating activities	28,724	(2,778)
Increase (decrease) in cash	28,724	(2,778)

Note 14 Update on COVID-19

COVID-19, which has been recognized by the World Health Organization as a pandemic, has spread rapidly and extensively across the globe. Efforts by governments to control the further spread of COVID-19 have disrupted normal economic activity both domestically and globally. Uncertainty related to the extent, duration and severity of the pandemic has resulted in the Institute delivering courses online and holding the 2021 annual conference virtually.

Management continues to monitor the impact of the pandemic. The extent to which the Institute's financial position, results of operations and cash flows will be impacted by the COVID-19 pandemic is uncertain and will depend on future developments, which are unpredictable and subject to rapid change.

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

For the year ended December 31, 2021

	2021 \$	2020 \$
Schedule 1		
FEES REVENUE		
Architects	2,316,730	2,258,577
Associates	256,788	244,803
Affiliates	10,015	8,928
Firms	652,923	655,426
Temporary licences	265,855	238,852
Registration and reinstatement	113,265	95,051
	<u>3,615,576</u>	<u>3,501,637</u>
Schedule 2		
INTEREST/OTHER/FINES REVENUE (NET)		
Documents, signs and seals	46,402	65,090
Interest	7,885	20,346
Other	326	6,754
	<u>54,613</u>	<u>92,190</u>
Less: expenditures	<u>(75,454)</u>	<u>(55,764)</u>
	<u>(20,841)</u>	<u>36,426</u>
Schedule 3		
ADMINISTRATION (NET)		
Salaries, benefits, and contracts	1,256,991	1,375,382
Operating costs	316,041	349,796
Accounting and audit	36,000	29,000
	<u>1,609,032</u>	<u>1,754,178</u>
Less: revenue	<u>(1,741)</u>	<u>(1,171)</u>
	<u>1,607,291</u>	<u>1,753,007</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, 2021

	2021 \$	2020 \$
Schedule 4 PREMISES (NET)		
Premises	276,330	263,576
Amortization	161,887	140,882
	<u>438,217</u>	<u>404,458</u>
Less: revenue	(180,217)	(174,217)
	<u>258,000</u>	<u>230,241</u>
Schedule 5 COUNCIL		
Council and president	25,365	37,865
Special projects	99,276	28,491
Scholarships and committees	36,734	36,989
	<u>161,375</u>	<u>103,345</u>
Schedule 6 COMMUNICATIONS (NET)		
Salaries, benefits, and contracts	221,387	317,642
Programs, committees, events, administration	39,480	10,816
	<u>260,867</u>	<u>328,458</u>
Less: revenue	-	(200)
	<u>260,867</u>	<u>328,258</u>
Schedule 7 ANNUAL CONFERENCE (NET)		
Annual conference	39,594	8,332
Less: revenue	(68,400)	-
	<u>(28,806)</u>	<u>8,332</u>
Schedule 8 ANNUAL MEETING		
Annual meeting	11,489	17,545

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, 2021

	2021 \$	2020 \$
Schedule 9		
REGISTRATION & LICENSING (NET)		
Salaries, benefits, and contracts	481,884	467,569
Programs, committees, administration	127,065	56,047
Annual assessment - national initiatives	22,334	28,751
	631,283	552,367
Less: revenue	(141,360)	(60,125)
	489,923	492,242
Schedule 10		
PROFESSIONAL SERVICES (NET)		
Salaries, benefits, and contracts	547,447	553,856
PD course expenses	44,233	59,788
Programs, committees, administration	7,947	23,204
	599,627	636,848
Less: CES fines revenue	(8,991)	(82,868)
PD revenue	(212,966)	(197,198)
Total revenue	(221,957)	(280,066)
	377,670	356,782
Schedule 11		
CONDUCT & ILLEGAL PRACTICE (NET)		
Salaries, benefits, and contracts	402,643	365,596
Legal	45,590	65,754
Programs, committees, administration	27,917	25,544
	476,150	456,894
Less: revenue	(30,052)	(5,750)
	446,098	451,144

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, 2021

	2021	2020
	\$	\$
Schedule 12		
GOVERNMENT GRANT FUNDED PROJECTS		
Oral Review Project Phase 2		
Project expenditures	46,311	7,675
Less: government funding (Note 8)	(46,311)	(7,675)
Oral Review Project Phase 3		
Project expenditures	54,194	-
Less: government funding (Note 8)	(54,194)	-
Online Delivery of AIBC Courses		
Project expenditures	91,530	130,861
Less: government funding (Note 8)	(91,530)	(130,861)
	<u>-</u>	<u>-</u>

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

9.0 APPOINTMENT OF THE AUDITOR

(ref. *Architects Act* s.23)

WHEREAS the accounting firm of Baker Tilly WM LLP has performed all required assignments,

BE IT RESOLVED THAT Baker Tilly WM LLP be appointed auditor for the Architectural Institute of British Columbia for the fiscal year 2022.

Moved: Sean Rodrigues Architect AIBC, chair of the Finance Committee

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

2021 NEW ARCHITECT REGISTRANTS

Below is a list of the architects who became registered with the AIBC in 2021 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

Abhinav Sunil	Jack Wu	Roy Kuo
Adam Poole	Jaimi Bendo	Ruth Morrison
Alan Tse	James Banks	Ryder Thalheimer
Alberto Suarez Ulloa	Jay Worthing	Sabrina Helene Magdalena Hoeck
Amanda Jehring	Jean Dieres Monplaisir	Safanah Alhaj Abdullah
Amy Stapleton	Jennifer Daphne Anne Boyle	Sarah Sako
Anthony Maximilian Senini	Jennifer Whelan	Selena Schroeder
Avishai Gilad	Jessica Yarish	Sepideh Azargoon
Cameron Koroluk	Jiefei Zhang	Shadi Jianfar
Catherine He	Johanna Becker	Srinidhi Sridhar
Charlea Melissa Greig	Joseph Jacob Alan Kaplan	Stephanie Matkaluk
Chia-Hsien Kevin Lin	Kailey O'Farrell	Tara Gronlund
Christopher Comberbach	Kari-Ann Madsen	Taylor Fahy
Daichi Yamashita	Katherine Robertson	Trevor James Dickson
Daniel Guenter	Keith Gordon Stafford	Vicente Castañón-Rumebe
David Tyler Jones	Thomas	William BATTERY
Derreck Kynaston Travis	Kimberley M. A. Cooper	William Gregor McCarroll
Dylan Korba	Kit Yu Josephine Ho	Xiaoxue Zheng
Edward Craig	Lisa Jones	Yan Luo
Elham Akbari	Manpreet Singh	Yazmany Barrera Reyes
Emily Rankin	Merceditas Munoz	Yi Chen Chen
Esmeraldo Sapla	Michaela Balkova	Ying Ding
Farinoush Tomlinson	Mohammad Ghodrat	Yu-Ke Lin
Gillian Piche	Nathaniel Agustin Mallari	Zahra Mirzazadeh
Graham William Girard	Nathaniel Alkana	Zohreh Mahdiar
Heather Honeycutt	Ningxin Zhu	Zurine Fermin Delgado
Heba Maleki	Nuala O'Donnell	
Hector Alcala Corral	Olena Chytra	
Himanshu Chopra	Osman Ozakcayli	
Hin Sing Mak	Payam Ashjae	
	Rana Raeisi	
	Riley Mark Syjuco	

MUTUAL RECOGNITION AGREEMENTS

Aaron Knorr
Adam Brady
Addis Gebrehiwot
Adrian Raymond Benoit
Alan Schlossberg
Aldo Buitrago
Andrew S. Maass
Bin Tian
Brian Glen Wall
Brooke Dedrick
Charles Foster Beamish
Christopher McQuillan
Coben Christianson
Cynthia Dovell
Daniel Hajjar
David Anthony Longpre
David B. Lauzon
David R. Coole
Di Wang
Diaz Macias
Dinesh Burad
Dorian Resener
Edmundo Alcaide
Elika Herischi
Elzbieta Chmielecka
Eric Tran
Etleva Gurakuqi Mataj
Franz William Greenwood
Gerald Doering
Gillian Carr
Gordon Michael Pape
Graeme Jackson Stewart
Graham Allan Tkachuk
Hamish Whitefield
Harpunit Singh Mann
Heather Anne-Marie Ens

Ivona Popovska
James Davidson
Jason Haim
Jason McLennan
Jason Morgan
Jeffrey Hecker
Jennifer Kim
Jesse Robert Klimitz
John P. Frank
Jordan Stearne
Jordan Stuart Hart
Kelvin Hamilton
Kevin John Nyhoff
Kirtidev (Dev) Mehta
Kyung Park
Lauren McCrimmon
Lea Lohnes
Loaei Thabet
Lynne Eichenberg
Magdalena Warshawski
Mairi Veronica Chisholm-Nyhoff
Mariah Meyer
Mark Berest
Marsha Spencer
Matthew Smith
Michael McClelland
Michael Miller
Nabil Habashy
Nicholas K. Caragianis
Nicole Tomasi
Philip Evans
Radu Florescu
Richard D. Blouin
Robert John Stensland
Robert Swart
Ronald Allan Tolentino
Rosemarie Cerezo
Sarah J. Murray

Sarang Gokhale
Sarmad Abdulla Abdullwahab Al-Mashta
Scott Andrew Weir
Scott M. Loikits
Sherri Turpin
Stefanie Siu Chong
Stephen Boyd
Steven Daniel Nonis
Tania Proulx Pilon
Tarisha Taralyn Dolyniuk
Thomas Hellmann
Todd Hartley
Vickie LaFleur
Walter Gilles Gaudet
William Hurley
Zachary Brian Shirk

ALTERNATIVE QUALIFICATIONS

Alfred S. Korpershoek
Ali Peymani
Eimear Catherine O'Riordan
Gail Jaeger
Louis Louw
Shun-Yao Lu
Ulrich Geissler
Wayne Venables