ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of: AIBC Council
Date: 11:05 am to 1:45 pm 11 March 2014
Location: AIBC Boardroom
Presiding: Kemp
In Attendance: Barrett, Condon, Currie, DeLand, Jahedi, Macdonald, Meiklejohn, Rettie, Richards, Ruthen, Simons, Toole, Toy, Werker, Yustin (5.1 onward), Zacharias

Staff: Battiston, Becker, Ernest, Lutes, O'Neill, Tough

Regrets: Nickerson

Item #	Detail

1.0 Welcome

Ernest introduced to council a new staff member, Grace Battiston, Director of Communications.

2.0 Call to Order

President Kemp called the meeting to order at 11:05 a.m.

3.0 Acceptance of the Agenda

Council was asked to consider a request from member Ian Bazley for a delegation to council regarding honourary membership. Kemp indicated that the history with the honourary membership includes a council policy that the honourary membership is specific to non-architects, in keeping with the *Architects Act* description of bestowing the honour on a 'person'. Condon provided background to the request for a council delegation, which had followed proper process and which was referred to the Recognition Committee by the Governance Committee who first considered the request. The invitation to present to the Recognition Committee was denied by Mr Bazley.

A vote of council was taken regarding the request for a delegation at today's council meeting. The request was defeated with five (5) council members in favour.

MOTION: That council accepts the agenda with the addition of *in camera* item 8.3.

Richards/Rettie **CARRIED**

4.0 Consent

For council receipt: Reports

4.1 Council's Committees; Task Forces; Working Groups; Registration Board; ED

- 4.1.1 President's report *(no report)*
- 4.1.2 Governance
- 4.1.3 Finance
- 4.1.4 Operational Constraints *(see item 8.2)*

4.1.5 Act Review *(see 5.2)*
4.1.6 Strategic Engagement *(see item 6.1)*
4.1.7 Associates *(see item 6.2)*
4.1.8 Diverse Membership *(no report)*
4.1.9 Registration Board *(see item 4.9)*
4.1.10 Executive Director
4.1.10.1 Audited Financial Statements
4.2 Internal Policy Compliance Monitoring:
4.2.1 2.3 Financial Management and Statements
4.2.2 2.0 Other Financial Policies (2.2, 2.4, 2.11, 2.12, 2.14)

MOTION: That council receive the reports submitted under 4.1 and 4.2 above.

Toole/Simons **CARRIED**

(Note: Following the council meeting, a separate e-ballot was conducted for council consent to approve item 4.1.10.1 Audited Financial Statements. The item was so approved.)

For council motion to approve:
4.3 Recording of Electronic motions passed:
4.3.1 Minutes of 21 January Council meeting
4.3.2 Register Amendments February 2014
4.3.3 NCARB Exam Results for January 2014
4.4 Updated Board/Cmt/Task Force Membership March 2014
4.5 Register Amendments for March 2014
4.6 Oral Review Results for February 2014
4.7 Architectural Technologist Exam Results for February 2014
4.8 NCARB Exam Results for February 2014
4.9 Examination for Architects in Canada (ExAC) Results for 2013
4.10 Updated Strategic Engagement Steering Committee TOR
4.11 Updated Operational Constraints Committee TOR
4.12 Updated Bylaw Review Committee TOR
4.13 Updated Motion Review Committee TOR
4.14 New Post-Disaster Safety Assessment Program Cmt TOR
4.15 CALA International Relations Committee AIBC Representative
4.16 Annual Meeting Resolution: Appointment of the Auditor

MOTION: That council approves items 4.3 through 4.16 above.

Toole/Rettie **CARRIED**

5.0 Policy

5.1 Submission: Bylaw Review Committee

Ernest, supported by Lutes, provided a summary of the activity undertaken related to member feedback and survey results on the proposed bylaw amendment with respect to e-voting. The results suggest strong support for the initiative, assuming cost and security protocols are managed to ensure the integrity of e-voting.

MOTION 1): That the following bylaws be proposed for a vote by members at the May 3 AIBC annual meeting:

- Proposed Bylaw Language for a new AIBC bylaw to allow council election e-voting:

  24.3 The Council may establish rules for the conduct of council elections by electronic means, including by internet voting by members entitled to vote. These rules must provide for reasonable access to voting and to the confidentiality and security of such voting process.

- Proposed Bylaw Language for a new AIBC bylaw to allow e-voting for bylaw amendments:

  35.4 The Council may establish rules to allow for amendment to these Bylaws by electronic means, including by internet voting of members entitled to vote. These rules must provide for reasonable access to voting, the confidentiality and security of such voting process and to ensure that the provisions for notice, majority approval and the voting period are no less than those established for mail ballot bylaw amendments in these Bylaws.

MOTION 2): That the Executive Director be asked to take the necessary procedural steps, including member notification, to allow this vote to proceed on May 3; and

MOTION 3): That prior to establishing rules for e-voting (should the bylaws become effective), council will give members notice of the proposed rules and provide an opportunity for member feedback.

Kemp/Richards **CARRIED**

5.2 Policy Review and Renewal: 2.12 Financial Policy: Reserve Funds

Meiklejohn provided a summary of the nature of the changes recommended to policy 2.12 Reserve Funds. The role of the Governance Committee in part (b) of the motion was discussed and clarified to be a supporting role with respect to recommendations to council.

MOTION: That council,

(a) Approves the Finance Committee's and staff's mutually recommended amendments to the existing financial policy 2.12, as attached.

(b) Consider how best to assign the work of developing recommendations to council to determine the institute's optimal approach with respect to the retention, use and/or distribution of accumulated surplus beyond the Reserve Funds and the need for working capital (operating funds).

Meiklejohn/Werker **CARRIED**

5.3 Policy Review and Renewal: 7.0 Professional Development

Ernest provided a summary of the nature of the changes recommended to Professional Development policies 7.1 through 7.5. Becker indicated that Motion 1 responds to council's previous request regarding how fines are being applied. With regard to Motion 2, the request is for council's support to look more in depth at the application of specific aspects of CES, as outlined in the motion.

MOTION 1): That council,

(a) Endorse the amendments to policies 7.1 through 7.5, as attached;

(b) Establish the CES non-compliance fines as follows for the current reporting period, ending 30 June 2014:

i. Architects: $931.00
ii. Architectural Technologists: $226.00

(c) Direct the ED to implement and communicate the amended policies.

MOTION 2): That council support further operational review of policy 7.2 which regard to the extent and application of these CES aspects, with recommendations to be made to Council by, Fall 2014:

a. extent and application of audit for compliance (now up to 5% of participants, randomly selected);
b. non-compliance and its consequences as matters to be dealt with administratively under statute and/or bylaws rather than via disciplinary process;
c. raising the fines for non-compliance to reflect the 2-year reporting period.

Kemp/Ruthen **CARRIED**

(Opposed to Motion 1: Werker)

5.4 Policy Review and Renewal: 11.0 Registration & Licensing

Ernest indicated that upon staff and Registration Board review of the Registration & Licensing policy 11.0 series, no changes to the policies are recommended. The motion indicates council's review and acceptance of the recommendation. Toole suggested that the agenda item submission had not been reviewed by the governance committee, and questioned the motion.

MOTION: That council has reviewed and accepts in their present form the current Registration and Licensing policies.

Kemp/Richards

MOTION: To lay the MOTION on the table.

Toole/Werker **CARRIED**

6.0 Non-Policy

6.1 Submission: Strategic Engagement SC Report

Condon indicated that the submission to council is a continuation of work previously endorsed by council.

MOTION: That council approves,

(a) Proceeding with the recommendations as listed in the AIBC Stakeholder Engagement Executive Summary (Attachment A) under sub-sections 1. Approach, 2. Scope of Work, and 3. Schedule of Work; and

(b) Receipt of the confidential AIBC Environmental Scan and Stakeholder Engagement Plan – Final Report (Attachment B);

c) The Executive Director to support the recommendations with appropriate staff and consultant resources.

Condon/Barrett **CARRIED**

6.2 Submission: Associates Task Force Report

Simons indicated that the submission to council is a continuation of work of the Associates Task Force previously endorsed by council.

MOTION: That council,

(a) Receive the ATF's discussion document;

(b) Encourage the ATF to continue its work in bringing forward recommendations for Retired Architects associates category;

(c) Endorse the central direction of the recommendations (i.e. Disclosure / Disclaimer) as they apply to Intern Architects and Architectural Technologists;

(d) Confirm that these recommendations are expected to form part of the presentation of council's work at the 03 May 2014 annual meeting as well as aspects of the Strategic Engagement initiative thereafter; and

(e) Request the Executive Director to work with the ATF to consider, develop and determine (i) initially necessary regulatory, operational, educational, communications, implementation, legal and enforcement risks; (ii) requirements and impacts for consideration in the development of the 2015 annual budget and ongoing; (iii) connection to the operationalization of the Strategic Plan through 2018; and (iv) a plan for transition and effective implementation with applicable resources.

Simons/Yustin **CARRIED**

6.3 Submission: Fee Structure/Governance Cmt Report

Condon indicated that the submission is intended to ensure maintenance of the decommissioned Fee Structure Committee recommendations previously submitted to council.

MOTION: Whereas the Fee Structure Committee was decommissioned by Council at its meeting on January 21st, that Council receive the final committee report, including appendix, and that:

(a) The Diverse Membership Working Group continue any initiatives as applicable in regards to reviewing appropriateness and impact of intern architect fees in relation to the goal of removing barriers to registration.

(b) The workshop report and supporting materials be maintained by the institute so that they are available to future Councils as needed.

(c) The Governance Committee add review of fee structure to its long term task list so that it can be re-assigned at such time as Council wishes to review this issue again.

Condon/Toole **CARRIED**

6.4 Submission: Act Review Working Group Report

Richards indicated that the submission to council is a continuation of the Act Review Working Group's work previously endorsed by council, and which is intended to result in a submission for miscellaneous *Act* amendments to government.

MOTION: That Council supports the Act Review Working Group's efforts to seek amendments to the *Architects Act* with respect to LLPs, CES and duties and objects.

Richards/Rettie **CARRIED**

7.0 New Business

7.1 No agenda items

8.0 *In Camera*

MOTION: to go *in camera.*

Kemp/Condon **CARRIED**

8.1 Honourary Membership
8.2 Operational Constraints Committee
8.3 Associates Task Force Terms of Reference

MOTION: to come out of *in camera* to conduct a vote.

Kemp/Simons **CARRIED**

MOTION: That L. Werker be removed from the Associates Task Force

Simons/Toole **CARRIED**

9.0 Adjournment

MOTION to adjourn. (1:45 p.m.)

Kemp/Simons **CARRIED**