Adopted

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of:	AIBC Council
Date:	11:35 am to 2:30 pm 9 September 2014
Location:	AIBC Boardroom
Presiding:	Kemp
In Attendance:	Condon, Currie, Djurkovic, Dove, Etcher, Gustavson, Jahedi, Leung, Macdonald, Nickerson, Rettie, Richards, Ruthen, Yustin, Zacharias
Staff:	Battiston, Becker, Ernest, Lutes, O'Neill, Tough
Guest:	Brian Sim, Chair, Bylaw Review Committee (*for item 5.1 only*)
Regrets:	Toole, Toy

Item # Detail

1.0 Welcome and Call to Order

President Kemp called the meeting to order at 11:35 a.m.

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as presented.

Condon/Etcher **CARRIED**

3.0 Consent

For council receipt: Reports

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

3.1.1 President's Report *(oral)*

President Kemp expressed thanks to the committees that submitted written reports in advance of the council meeting, and encouraged all chairs to continue to do so. President Kemp requested that council complete and submit the meeting evaluation form included in the council package.

3.1.2 Governance
3.1.3 Finance
3.1.4 Operational Constraints *(see item 7.2)*
3.1.5 Act Review (*none*)
3.1.6 Strategic Engagement
3.1.7 Associates *(none)*
3.1.8 Diverse Membership
3.1.9 Registration Board
3.1.10 Executive Director

3.2 Internal Policy Compliance Monitoring:

3.2.1 2.3 Financial Management/Statements
3.2.2 5.0 Communications
3.2.3 6.0 Professional Practice
3.2.4 8.0 Professional Conduct
3.2.5 10.0 Illegal Practice

MOTION: That council receive the reports submitted under 3.1 and 3.2 above.

Jahedi/Djurkovic **CARRIED**

For council motion to approve:

3.3 Recording of Electronic motions passed:

- 3.3.1 Minutes of 12 August 2014 Council meeting
- 3.3.2 Architects Council of Europe
- 3.3.3 NCARB and Canadian ExAC
- 3.3.4 Committee for ExAC Membership
- 3.3.5 CACB Standing Committee Appointment
- 3.3.6 Register Amendments for Council Consent August 22 2014
- 3.3.7 NCARB Exam Results for August 2014

3.4 Updated Board/Cmt/Task Force Membership

MOTION: That council approve items submitted under 3.3 and 3.4 above.

Condon/Rettie **CARRIED**

4.0 Non-Policy

4.1 Financial Policies (2-Series) Review and Renewal: 2.0 (2.2, 2.3, 2.4, 2.11, 2.12, 2.14) Financial Management

MOTION: That Council approves the Finance Committee's and staff's mutually recommended amendments to the existing financial policies 2.2, 2.3, 2.4, 2.11, 2.12 and 2.14 (as attached).

Kemp/Rettie **CARRIED**

4.2 Council Material: Publication and Communication

Condon reported that the submission from the Governance Committee is a result of previous council discussions and staff reports regarding publication of council package material. The current submission and associated motion recommends communicating regularly on key initiatives, including publication of initiative reports, rather than publishing the council package in its entirety. This approach is consistent with those of most similar organizations.

MOTION: That Council;

1) **Supports the ongoing communications approach of identifying key institute subject matter, including that arising from council package material, and reporting on it in a more in-depth, updated and narrative way;**
2) **Supports the increased publication of "publication-ready" AIBC interim and final reports on these key institute subject matters; and**
3) **Be kept informed of the status and effectiveness of this communication approach on an ongoing basis.**

Condon/Richards **CARRIED**

4.3 Continuing Education System (CES)

Ernest reported that the submission and motion are a result of review of the participants (architects and architectural technologists) who were non-compliant by 30 June 2014 and who have until 30 September 2014 (second deadline) to become CES compliant and pay their non-compliance fines. Failure to do so results in their coming under review for unprofessional conduct. To reduce the nature and extent of this impact on CES participants, volunteers and staff in relation to the disciplinary process, a small extension of two weeks for the 'second deadline' is recommended (to 15 October 2014).

MOTION: That Council endorses, for 2014, extension from 30 September to 15 October of the date beyond which a complaint of unprofessional conduct will be placed with the Director of Professional Conduct, for a non-compliant CES participant.

Kemp/Richards **CARRIED**

5.0 Non-Policy

5.1 Bylaw Review Committee Progress Report

Bylaw Review Committee (BRC) Chair B. Sim summarized the committee report submitted to council. The report outlined the current work of the committee including, that there are now approximately 147 AIBC bylaws, and that since the BRC started its work in September 2011, approximately 33 bylaws have been approved by the members at annual meetings or by mail ballot. The BRC continues to work on a road map to provide for council review, which will be added to the council annual work plan.

5.2 2015 Budget Directions Overview

Finance Committee Chair Djurkovic and Ernest summarized the committee report submitted to council, which includes 2015 budget highlights for council's information and consideration. Council is requested to submit questions and comments directly to the Finance Committee.

5.3 2014-18 Strategic Plan

5.3.1 Strategic Plan/Stakeholder Engagement *(placeholder)*
Discussion on this item was not required.

5.3.2 Strategic Plan Status Report
Ernest distributed a revised Status Report to the template included in the council package. The report contained summary highlights from the Strategic Plan scorecard, in an exception-based, dashboard reporting format. The Operational Constraints Committee will regularly review the detailed scorecard, while Status Reports will be provided regularly to council.

5.4 Privacy and Disclosure Overview

Ernest summarized the staff report (supported by the Governance Committee) submitted to council, which covers the AIBC's status and roles; operational involvement in FOI and privacy matters; issues to consider regarding compliance; obligations requiring new AIBC Bylaws; policy development and information management needs (including tools and training). Following discussion, the motion was amended to remove an operational portion.

MOTION 1: That Council approve that the motion be amended to remove '2. Staff training continued on CASL requirements and Access Request (disclosure) obligations as a local public body'.

Condon/Etcher **CARRIED**

MOTION 2: That Council approves the following recommendations:

1) **Staff working with the Bylaw Review Committee to develop and advance a bylaw to "designate" a person or persons as the "head" of the local public body for *FIPPA* purposes. *(Note: The bylaw is seen as a "housekeeping" bylaw);***
2) **Development of enhanced council policies be pursued by staff with respect to overall institute protection of privacy and access to information; and**
3) **Development of a privacy compliance assessment and privacy management program, integrated with the institute's broader information management review, be pursued by staff.**

Kemp/Rettie **CARRIED**

7.0 ***In Camera***

MOTION: to go *in camera.*

Richards/Jahedi **CARRIED**

7.1 Lifetime Achievement Award

MOTION 1: That Council endorses the nomination of the following candidate for the AIBC Lifetime Achievement Award: BONNIE KAREN MAPLES Retired Architect AIBC (Deceased)

MOTION 2: That Council endorses the nomination of the following candidate for the AIBC Lifetime Achievement Award: PAUL McCARLEY MERRICK Retired Architect AIBC

Kemp/Richards **CARRIED**

7.2 Operational Constraints Committee

7.3 Council debrief of council performance

MOTION: to come out of *in camera*.

Kemp/Richards **CARRIED**

8.0 Adjournment

MOTION to adjourn. (2:30 p.m.)

Kemp/Condon **CARRIED**