

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

**Minutes of:** AIBC Council  
**Date:** 11:30 a.m. to 4:00 p.m. Tuesday 22 January 2013  
**Location:** AIBC Large Boardroom  
**Presiding:** Yustin  
**In Attendance:** Barrett, Boswell, Chester, Chow, Csutkai, Currie, Green, Grossman, Kemp, Macdonald, Meiklejohn, Richards, Simons, Thompson, Toole, Werker, Zacharias  
**Staff:** Becker, Christensen, Ernest, Hendriks, Lutes, Morris, Rau, Wiebe  
**Regrets:** Toy

Item #	Detail
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**1.0 Welcome and Call to Order:**

1.1. President David Yustin called the meeting to order and welcomed recent Lieutenant Governor appointees to council: Steven Simons, Joseph W. Thompson CGA, and Dr. Mark Zacharias.

**2.0 Acceptance of the Agenda**

Robert Chester introduced a suggested addition to the agenda, “All of President and/or council correspondence”: discussion began and was ruled out of order by the Chair.

**MOTION A: to add the submission by Robert Chester titled “All of President and/or council correspondence” on the agenda under section 7.0 Other business/open session.**

**Barrett/Toole** **DEFEATED**

Robert Chester introduced a second proposed addition to the agenda: “Council member incident”

**MOTION B: to add the submission by Robert Chester titled “Council member incident” on the agenda under section 7.0 Other business/open submission.**

**Toole/Werker** **DEFEATED**

**MOTION TO ACCEPT THE AGENDA as distributed.**

**Kemp/Toole** **CARRIED**

**3.0 Reports**

3.1. President

Council members whose terms end in 2013 were asked to consider whether they would accept a repeat nomination, and to report their intentions to the President.

### 3.2. Delegation: Professional Conduct and Illegal Practice Board (PICPB)

PICPB Chair Selwyn Dodd Architect AIBC thanked Council for the opportunity to present information on the board's history, role, and key issues currently under its review.

### 3.3. Governance Committee

Chair Paula Grossman presented an oral report on the Governance Committee's on-going activities, including:

- Review of policy suites 3.0 and 4.0;
- Training and support opportunities for council, both already undertaken and under future consideration; and
- A summary of council's "associates resolution" activities since the past council meeting.

### 3.4. Finance Committee

The Treasurer submitted and summarized a written report, including:

- An outline of the committee's planned initiatives;
- Council's feedback on the 2013 budget process; and
- A copy of council's 2012 Expense Report form.

### 3.5. Registration Board

Scott Kemp, the *Act*-required council member serving on the Registration Board, reported on the board's responsibilities and outlined its relationship to council.

## 4.0 Consent:

### 4.1. Recording of electronic motions passed:

#### 4.1.1. Minutes of 13 November 2012

#### 4.1.2. Register amendments – licensed members for approval (At 2012 Dec 10)

#### 4.1.3. Register amendments – for information only (At 2012 Dec 10)

#### 4.1.4. Exam results (At 2012 Dec 10)

### 4.2. Internal Compliance Monitoring Reports

#### 4.2.1. Policy 2.3 Financial compliance monitoring and summary

### 4.3. Committee changes (at 15 January 2012)

### 4.4. Exam results (at 15 January 2012)

### 4.5. Register amendments for consent (at 15 January 2012)

### 4.6. Register amendments for information (at 15 January 2012)

**MOTION: that Council approves the consent items.**

**Toole/Kemp**

**CARRIED**

## 5.0 Policy

### 5.1. Council Rules Working Group

**MOTION: that Gordon Richards be appointed as Chair of the Council Rules Working Group.**

**Toole/Kemp**

**CARRIED**

5.2. Operational Constraints Working Group: David Yustin provided an interim report.

5.3. Intern Architect Registration Expediting Committee

**MOTION: to accept the Terms of Reference for council’s Intern Architect Registration Expediting Committee as distributed and amended (Chair: Gordon Richards).**

**Kemp/Barrett**

**CARRIED**

*(Terms of Reference for the Intern Architect Registration Expediting Committee are appended to the minutes.)*

5.4. Fee Structure Committee

**MOTION: to accept the Terms of Reference for council’s Fee Structure Committee as distributed, with the following text additions:**

- **Mandate: “...and an equitable balance between what members pay and what firms pay”**
- **Specific Assignments: “Establish guiding principles for fee structure” and “... by June 30, 2013.”**

**Werker/Green**

**CARRIED**

*(Terms of Reference for the Fee Structure Committee are appended to the minutes.)*

5.5. Policy review: 5.0 Communications

After some discussion, a suggestion was made to table the submission to a future meeting of council.

**MOTION: TO PROCEED TO VOTE on the motions as amended (with the insertion of “...Council approval...” to Motion 2.)**

**Richards/Toole**

**CARRIED**

**MOTION 1: that AIBC Council endorses the draft suite of new Communications policies as provided.**

**Toole/Meiklejohn**

**CARRIED**

**MOTION 2: that AIBC Council directs the Executive Director and staff to prepare the draft policies in standard AIBC format, for Council approval, to replace current Section 5: Communications policies as well as Policy 3.6: Stakeholder Relations and Policy 9.1: Promoting Architecture to the Public.**

**Toole/Meiklejohn**

**CARRIED**

5.6. Policy review: 11.0 Registration and Licensing

**MOTION: to table the motion to a future meeting of Council.**

**Werker/Csutkai**

**DEFEATED**

**MOTION: That Council has reviewed and accepts in their present form the current Registration and Licensing Policies.**

**Toole/Kemp**

**DEFEATED**

5.7. Contingency Reserve Fund interest

**MOTION: that Council approves the annual transfer of accrued interest from the Contingency Reserve Fund to the Operating Fund while maintaining the Contingency Reserve Fund's target balance of \$350,000.**

**Toole/Werker**

**CARRIED**

**6.0 Non-policy**

6.1. CACB Conditions and Terms

The Canadian Architectural Certification Board (CACB) Terms for Accreditation was submitted to all eleven Canadian regulators for review and approval.

**MOTION: that Council approves the CACB Conditions and Terms for Accreditation 2010 Edition, revised October 23, 2012.**

**Richards/Kemp**

**CARRIED**

**7.0 Other business/open session: no items were raised.**

**8.0 In Camera**

**MOTION: to go *in camera*. Toole/Kemp**

**CARRIED**

8.1. NCARB/CALA inter-recognition agreement

(Note: all related documentation remains confidential within council.)

**MOTION: to come out of *in camera*. Toole/Kemp**

**CARRIED**

Discussions between CALA and NCARB are expected to continue after the completion of this round of negotiations; the final Inter-Recognition agreement would come to Council for review and approval.

**MOTION: that Council approves in principle the Draft Inter-Recognition between NCARB and CALA, version 4, dated 19 September 2012.**

**Kemp/Meiklejohn**

**CARRIED**

Council members are invited to provide ‘comments and concerns’, through the Executive Director, to the five matters (labelled A through E) raised in the IRC Memo to CALA. Response to matter labelled F will be provided by legal counsel.

**MOTION: to go *in camera*. Toole/Werker** **CARRIED**

8.2. Associates Resolution Initiative

**MOTION: to come out of *in camera*. Toole/Barrett** **CARRIED**

**Whereas:**

- A. Council has sought an external legal opinion with respect to the AIBC’s authority to regulate associates;**
- B. That opinion has now been provided to the AIBC’s President and shared with all council members; and**
- C. Council wishes to properly consider the opinion and ensure that the confidentiality and privilege attached to the legal advice are protected.**

**Be it moved that:**

- 1. The legal opinion letter from Harper Grey dated 14 January 2013, (the “opinion”) be received by council in confidence**

**Richards/Grossman** **CARRIED**

**MOTION: to go *in camera*. Toole/Meiklejohn** **CARRIED**

**MOTION: to come out of *in camera*. Toole/Richards** **CARRIED**

- 2. The opinion is accepted for the purpose of informing council’s review of the future of AIBC associates, with the expectation that council will develop a policy direction on the ‘associates’ question’ and make decisions appropriate to such policy direction; and**
- 3. A task force be created (“AIBC Associate Option Council Task Force”, terms of reference as submitted and amended) to review the options in the opinion and recommend a course of action with regard to the categories of associates.**

**Toole/Kemp** **CARRIED**

*(Terms of Reference for the AIBC Associate Option Task Force are appended to the minutes.)*

**MOTION: to go *in camera*. Toole/Barrett** **CARRIED**

8.3. Council’s debrief of council’s performance –for Council discussion only.

## **9.0 Adjournment**

**MOTION to adjourn.**

**Yustin/Grossman** **CARRIED**

**List of Appendices to the Minutes:**

- A. Terms of Reference: Intern Architect Registration Expediting Committee**
- B. Terms of Reference: Fee Structure Committee**
- C. Terms of Reference: AIBC Associate Option Task Force**