Adopted

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of:	AIBC Council
Date:	11:04 am to 2:00 pm 9 July 2013
Location:	AIBC Boardroom
Presiding:	Kemp
In Attendance:	Barrett, Boswell, Currie, DeLand, Green, Jahedi, Macdonald, Meiklejohn, Nickerson, Richards, Ruthen, Werker, Yustin
Staff:	Becker, Ernest, Hendriks, Lutes, Morris, O'Neill, Wiebe, Rau
Regrets:	Condon, Simons, Toole, Toy, Zacharias

Item #	Detail

1.0 Welcome

2.0 Call to Order

President Scott Kemp called the meeting to order at 11:04 a.m.

3.0 Agenda

MOTION: That council accepts the agenda with the addition of New Business as item 8.0.

Richards/Meiklejohn **CARRIED**

4.0 Consent

4.1. Internal Compliance Monitoring Reports
- 4.1.1. 2.3 Financial management summary

4.2. Reports from board, committees, task forces and working groups
- 4.2.1. Governance Committee *(written)*
- 4.2.2. Fee Structure Committee *(none)*
- 4.2.3. Finance Committee *(oral, circulated to council after the meeting)*
- 4.2.4. Operational Constraints Committee *(none)*
- 4.2.5. Strategic Planning Working Group *(oral)*
- 4.2.6. Vibrant Membership Working Group *(none)*
- 4.2.7. Registration Board *(oral, circulated to council after the meeting)*
- 4.2.8. Executive Director *(written)*
- 4.2.9. Act Review Task Force *(none)*

4.3. Minutes of council meeting 25 June 2013

MOTION: That council adopts the minutes of the council meeting 25 June 2013.

Richards/Ruthen **CARRIED**
Opposed: Werker

4.4. Committee changes

MOTION: That council accepts the committee changes as listed and amended.

Meiklejohn/Richards **CARRIED**
Opposed: Werker

4.5. Register amendments for consent
4.6. Exam results

MOTION: That council approves consent items 4.5 and 4.6 as presented.

Green/Meiklejohn **CARRIED**

5.0 Policy

5.1. Associate Options

5.1.1. Guiding Principles and Task Force

Council reviewed the guiding principles and implementation principles passed 14 May 2013 with regard to feedback received including at the annual meeting.

MOTION TO REVISE - A: To revise guiding principle 2.c., as drafted, to read:

"The Associates Task Force composition be amended to include one intern architect associate council liaison, one architectural technologist associate council liaison, one retired architect associate along with three council members, one architect, and one LG appointee council member; and"

Green/Meiklejohn **CARRIED**

MOTION TO REVISE - B: To replace guiding principle 1.d. and its bullets, as drafted, with the following:

"The Task Force to develop recommendations to council for the provision of unsupervised design services in the exceptions by each category of the AIBC associates."

Werker/Barrett **DEFEATED**
In favour: Werker

MOTIONS 1 THROUGH 3:

That council approves the amendment (replacement) to 1(d) of its May 14, 2013 motions;
That council approves the amendment to 2(a) of its May 14, 2013 motions; and
That council approves the amendment to 2(c) of its May 14, 2013 motions.

Kemp/Richards **CARRIED**

(Note: full text of the guiding principles and implementation principles thus amended is appended to the minutes.)

MOTION 4: That council appoints the following individuals to the Associates Task Force in accordance with the revised Terms of Reference herein approved:

Intern Architect Associate council liaison: Derek Deland
Architectural Technologist Associate council liaison: Michael Currie
Council members: Chip Barrett, Gordon Richards, Sean Ruthen and Lynne Werker
Architect AIBC: David Yustin
LG Appointee council member: Steven Simons

Green/Meiklejohn **CARRIED**

A roll call will be issued for a Retired Architect to serve on the Task Force. Qualifications of those expressing interest are to be reviewed by the Task Force.

(Note: Terms of Reference for the Associates Task Force are appended to the minutes.)

5.1.2. Classification and Designation

MOTION: That council approves the following:

1. **That all associates currently registered as building designers and residential designers shall be transferred to the Architectural Technologist class and be deemed to be Architectural Technologists for all AIBC purposes as of October 31, 2013**
2. **That all associates so transferred from the building designer and residential designer associate classes shall immediately cease using any other AIBC designation than Architectural Technologist as of October 31, 2013**
3. **That all AIBC associate designations using the ".AIBC" suffix, including "RD.AIBC", "BD.AIBC", "AT.AIBC", and "IA.AIBC", and any derivatives or variations thereof, will no longer be recognized or authorized by the AIBC as of October 31, 2013**
4. **That the Executive Director, in consultation with the Associates Task Force, is instructed to provide suitable notification and communication during the transition period to all members and associates about these reclassification and designation motions to help ensure that those individuals who have used these designations in the past make the necessary changes in all correspondence and marketing material as soon as possible**
5. **That the Executive Director, in consultation with the Associates Task Force, is instructed to provide suitable notification and communication to authorities having jurisdiction, allied organizations and other governmental, trade and industry entities to help ensure clear understanding of AIBC titles and designations.**

Kemp/Meiklejohn **CARRIED**

5.2. Consensual Resolution Review Panel

Council approval is required for appointments to the panel. Terms of Reference have been drafted to align with the AIBC's standard template and the language in the *Act* and consensual resolution bylaws.

MOTION 1: That council approves the Terms of Reference for the AIBC's Consensual Resolution Review Panel; and that the Executive Director is instructed to publish the general qualifications and experience criteria for the Panel in keeping with Bylaw 36.7.

Meiklejohn/Nickerson **CARRIED**

(Note: Terms of Reference for the Consensual Resolution Panel are appended to the minutes.)

5.3. Council committees, task forces and working groups

The President reminded those council sub-groups which have not yet identified a chair to do so and report the chair to council at its meeting in September.

5.4. Annual policy review and renewal

5.4.1. 5.0 Communications

That AIBC Council formally adopts the suite of new Communications & Engagement policies 5.1 through 5.7 as provided in final format; and consequently the above-noted new policies replace current Section 5: Communications policies as well as Policy 3.6: Stakeholder Relations and Policy 9.1: Promoting Architecture to the Public.

Richards/Kemp **CARRIED**

(Note: full text of new policies 5.1 through 5.7 is appended to the minutes.)

6.0 Non-policy

6.1. Council self-assessment tool

The President reminded council participants to complete and submit the questionnaires distributed at council's planning retreat and subsequently by email so that the results may be compiled and reported to council at its meeting in September.

7.0 *In Camera*

7.1. Council debrief of council's performance (not discussed.)

8.0 New Business

8.1. Correspondence addressed to council (discussion item.)

9.0 Adjournment

MOTION to adjourn. (2:00 p.m.)

Meiklejohn/Richards **CARRIED**

LIST OF APPENDICES TO THE MINUTES:

APPENDIX 1 (5.1.1) ASSOCIATE OPTIONS:
Guiding principles and implementation principles
Terms of Reference: Associates Task Force

APPENDIX 2: Terms of Reference: Consensual Review Panel

APPENDIX 3: council communications policies 5.1 through 5.7

APPENDIX 4: 2013-2014 Council Volunteer Participation Chart

MOTION: The AIBC Council moves that:

1. The following guiding principles for the admission and regulation of AIBC associates be adopted for future implementation:

a. A reorganization of the current range of associate classes to a total of three:
- **Intern Architect Associate;**
- **Retired Architect Associate (to be comprised of current retired architect and previously registered member classes); and**
- **Architectural Technologist Associate (comprised of current architectural technologist, intern architectural technologist, building designer and residential designer classes);**

b. Discontinuation of the architectural graduate and student associate classes of associates (student associate class includes the subcategories architectural students, syllabus students and architectural technologist students);

c. Replacement of all '.AIBC' designations with the three associate class designations in (a) above, and the establishment of guidelines, including bylaws, necessary for the use of these designations; and

d. Developing recommendations to council for an appropriate regulatory scheme to address "independent practice" by AIBC associates, such that:
- **The AIBC's legislative authority and the public interest are respected; and**
- **AIBC associates remain valued, accountable registrants.**

2. The following implementation principles be adopted:

a. A transition process and timeline for implementation of the guiding principles in Motion 1 be established by the Associates Task Force with the goal of implementing the replacement designations in Motion 1(c) by October 31, 2013, and the balance of guiding principles by the AIBC 2014 annual meeting;

b. The Associates Task Force's mandate and terms of reference be revised to reflect the tasks required for implementation of the guiding principles, including working with staff and external consultants as necessary;

c. The Associates Task Force's composition be amended to include one intern architect associate council liaison, one architectural technologist associate council liaison, one retired architect along with three council members, one architect, and one LG appointee council member; and

d. Staff be directed to work with the repurposed Associates Task Force to develop required bylaws and other tasks related to implementation of the guiding principles.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference:
AIBC Associates Task Force

(Coordinated through the AIBC Council)

- *Council's committees, task forces and working groups exist to assist council in carrying out council business.*
- *Council's committees, task forces and working groups report directly to council and have no authority to act or speak on behalf of council unless otherwise authorized by council.*

Type of Committee	Task Force (Reference: policies 3.11.1., 3.11.8., 3.11.9., 3.11.10.
Established:	July 9, 2013 *(Note: previously an Associate Options Task Force was established January 2013 and active until June 2013)*
Chair Appointed by:	Council
Term:	To 2014 Annual General Meeting (or earlier upon completion of task)
Members Appointed by:	Council
Term:	To June 2014 (or earlier pending completion of task)
Members to Include:	one intern architect associate council liaison, one architectural technologist associate council liaison, one retired architect, three council members, one architect, and one LG appointee council member

Members:			**Appointment Date**
1.	Derek Deland	Intern Architect Associate Council Liaison	9 July 2013
2.	Michael Currie	Architectural Technologist Associate Council Liaison,	9 July 2013
3.	TBA	Retired Architect	
4.	Chip Barrett	Council Member	9 July 2013
5.	Gordon Richards	Council Member	9 July 2013
6.	Sean Ruthen	Council Member	9 July 2013
7.	Lynne Werker	Council Member	9 July 2013
8.	Steven Simons	LG Appointee Council Member	9 July 2013

Staff:

1. Administration
   General Counsel
   Communications

Created: 13 November 2012
Revised: 9 July 2013

Mandate:

To commence implementation of the guiding principles and implementation principles revised by AIBC council on the associates issue on 9 July 2013:

1. The following guiding principles for the admission and regulation of AIBC associates be adopted for future implementation:
    a. A reorganization of the current range of associate classes to a total of three:
        - Intern Architect Associate;
        - Retired Architect Associate (to be comprised of current retired architect and previously registered member classes); and
        - Architectural Technologist Associate (comprised of current architectural technologist, intern architectural technologist, building designer and residential designer classes);
    b. Discontinuation of the architectural graduate and student associate classes of associates (student associate class includes the subcategories architectural students, syllabus students and architectural technologist students);
    c. Replacement of all '.AIBC' designations with the three associate class designations in (a) above, and the establishment of guidelines, including bylaws, necessary for the use of these designations; and
    d. Developing recommendations to council for an appropriate regulatory scheme to address "independent practice" by AIBC associates, such that:
        - The AIBC's legislative authority and the public interest are respected; and
        - AIBC associates remain valued, accountable registrants.
2. The following implementation principles be adopted:
    a. A transition process and timeline for implementation of the guiding principles in Motion 1 be established by the Associate Task Force with the goal of implementing the replacement designations in Motion 1(c) by October 31, 2013, and the balance of guiding principles by the AIBC 2014 annual meeting;
    b. The Associate Task Force's mandate and terms of reference be revised to reflect the tasks required for implementation of the guiding principles, including working with staff and external consultants as necessary;
    c. The Associate Task Force's composition be amended to include one intern architect associate council liaison, one architectural technologist associate council liaison, one retired architect along with three council members, one architect, and one LG appointee council member; and
    d. Staff is directed to work with the repurposed Associate Task Force to develop required bylaws and other tasks related to implementation of the guiding principles.

Reference

- Privileged and confidential report to council by 2012-2013 Associate Options Task Force (AOTF) with appendices
- AOTF meeting notes, analyses, and background research and reference materials on file at the AIBC

Specific Assignments:

- To determine assignments and work plan and report to council at ~~July~~ September

	2013 council meeting • TBD
Consultant/Advisor: (as required):	• William Clark, Senior Partner Harper Grey LLP, Chair, Harper Grey LLP Professional Regulation Practice Group • Public Relations/Communications Expert (Estimates of costs to be approved by council prior to work proceeding)
Liaison with Internal and External Groups/ Associations:	• Council • AIBC General Counsel • Registration Board • Stakeholders • Bylaw Review Committee (with recognition that specific resources/time may be required by the BRC to expedite the work to meet the proposed timeline)
Resources:	• Provision of refreshments at meetings • Web box • Consulting fees (included in 2013/14 council budget) • Staff support • Meeting room • Conference call booking
Scheduled Meetings:	TBD

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Terms of Reference:
Consensual Resolution Review Panel

(Coordinated through the AIBC Professional Conduct and Illegal Practice Board)

- *The AIBC operates under a policy governance model through which boards and committees are established to assist AIBC staff in developing and implementing programs in fulfillment of legislative requirements, council policy and organizational priorities.*
- *Unless otherwise provided for in legislation, boards and committees are established by and report to staff, and support staff by providing advice and assistance on issues and matters brought forward by staff for consideration.*
- *Unless otherwise provided for in legislation or bylaw, board and committee members are appointed by and serve at the discretion of council and report to the Executive Director or her/his designate.*

Established:	2002 by council rules; 2013 through *Architects Act* and Bylaws
Chair Appointed by:	Consensual resolution review panel (per Bylaw 36.11)
Term:	As outlined below for panel members.
Members Appointed by:	Council (per Bylaw 36.7)
Term:	Per Bylaw 36.8: Panel members shall hold office at council's pleasure or on terms otherwise established by council. Council may establish staggered terms and terms of different length for different categories of panel members.
Composition:	Per Bylaw 36.7: At least three and up to five architects and at least one and up to two public members, including but not limited to persons from other professions. Council may appoint one or more alternates to act in place of panel members in keeping with the composition criteria above.

Members:	**Appointment Date**
1.	**Chair**
2.	
3.	
4.	
5.	

Staff:

1.	Thomas Lutes, Barrister & Solicitor	General Counsel, Director of Professional Conduct & Illegal Practice
2.	Jackie Buchan, Paralegal	Illegal Practice & Conduct Coordinator
3.	Gayle Roberts	Professional Conduct Coordinator

Mandate and Specific Assignments:

- The panel's primary responsibility is to review and consider whether to approve consensual resolution agreements reached under the AIBC's consensual resolution process established under the *Architects Act* and AIBC Bylaws;
- The panel reviews such agreements to ensure that they are reasonable and fair, and in so doing "must have regard to the public interest" (per *Architects Act* Section 51.1 (5));

Per Bylaw 36.15:

  - The panel may request a party to attend a panel meeting or provide information to the panel;
  - The panel may withhold approval of a consensual resolution agreement and provide an explanation of its concerns to the parties; and
  - The panel may review and approve any revised consensual resolution agreement.

General Qualifications and Experience Criteria for Panel (per AIBC Bylaw 36.7):

The following general qualifications and experience criteria are not exhaustive or mandatory unless otherwise indicated. The criteria are intended to help guide council when appointing architects and public members to the panel:

For Architects

- Member (architect AIBC) in good standing (mandatory).
- Understanding and appreciation of AIBC's core regulatory mandate, including disciplinary and consensual resolution provisions in the *Architects Act* and bylaws.
- Aability to review and consider proposed consensual resolution agreements in the context of confidentiality expectations; objective professionalism; and the public interest in the regulation of the profession of architecture.
- AIBC or related experience (i.e. committee, board, panel, council) in the areas of investigations, discipline, consensual resolution or professional conduct/discipline generally.

For Public Members

- Experience with and understanding of the disciplinary process and disciplinary resolution aspects of professional regulation.
- Understanding and appreciation of AIBC's core regulatory mandate, including disciplinary and consensual resolution provisions in the *Architects Act* and bylaws.
- Current or past registration with a professional body and/or government or industry experience with professional regulation an asset.
- Experience in dispute resolution and/or tribunal experience an asset.
- An ability to review and consider proposed consensual resolution agreements in the context of confidentiality expectations; objective professionalism; and the public interest in the regulation of the profession of architecture.

Liaison with Internal and External Groups/ Associations:

- The Chair will represent the panel on the Professional Conduct and Illegal Practice Board.
- Justice Institute, B.C. Arbitration and Mediation Institute; appropriate regulatory bodies

Scheduled Meetings:

- Per Bylaw 36.13, the panel shall meet as it deems necessary for the performance of its functions in a timely, fair and cost-effective manner, including meetings by teleconference, videoconference or otherwise electronically.

5.0 POLICY CATEGORY: COMMUNICATIONS & ENGAGEMENT
5.1 POLICY FOCUS: STAKEHOLDER RELATIONS

Preamble

The institute's organizational initiatives are more likely to succeed if they take into consideration the needs and interests of those directly affected – the stakeholders. Stakeholder engagement is a preferred business practice with particular application to public policy decision-making and delivery.

Policy Statement

5.1.1 In keeping with its commitment to open, transparent and sound governance in the public interest, the AIBC will seek opportunities to understand, inform, engage and influence its various relevant stakeholders with regard to organizational decisions and actions.

In administering this policy, attention will be given to the following guiding principles:

- The AIBC values inclusive, honest and mutually- beneficial relationships with its many and various stakeholders.
- Ongoing dialogue and engagement with stakeholders is a prerequisite for responsible regulation of the profession in the public interest.
- Engaging stakeholders provides an effective, ongoing means of understanding external perspectives and responding to external expectations. It is also a valid source of insight to emerging trends, risks and opportunities.
- Proper stakeholder engagement entails genuine effort to understand the stakeholders' points of views.
- The institute shall respect and consider stakeholder values, needs and interests in its decision-making.
- Effective stakeholder relations provide opportunities to align organizational objectives with societal needs and expectations.

Accordingly the Executive Director will:

5.1.2 Ensure engagement of relevant stakeholders in identifying, understanding and responding to shared issues and concerns.

5.1.3 Allocate the necessary resources to facilitate stakeholder engagement in an effective and ongoing manner.

5.1.4 Direct that such engagement efforts include, but are not limited to, the following stakeholders:

- the public in general (see Policy 5.7)
- members and other registrants (see Policy 5.2)
- AIBC staff
- volunteers
- government (see Policy 5.3)
- post-secondary institutions
- students of architecture and related disciplines

- industry partners
- architectural and other regulatory bodies
- media (see Policy 5.5)

5.1.5 Establish an operational approach whereby stakeholder engagement is used as a means to:

5.1.5.1 improve communications including ongoing dialogue, consultation and collaboration;

5.1.5.2 gather useful data and input;

5.1.5.3 build broader community support and social capital;

5.1.5.4 foster the implementation of initiatives;

5.1.5.5 verify the impact of decisions made;

5.1.5.6 achieve more effective decision-making; and

5.1.5.7 enhance the quality of services provided.

5.0 POLICY CATEGORY: COMMUNICATIONS & ENGAGEMENT
5.2 POLICY FOCUS: MEMBERSHIP ENGAGEMENT

Preamble

The strength of the AIBC lies in the ongoing support of its membership. As such, it is important that the membership maintains confidence in the institute and its directions. Through effective consultation and dialogue, an organization is able to achieve a higher level of understanding, improved decision-making and greater accountability. Effective engagement, characterized by an ongoing, inclusive process for sharing information and inviting feedback in order to foster sound decision-making, provides a mechanism to determine how likely organizational directions are aligned with the interests and expectations of the membership.

Policy Statement

5.2.1 The AIBC is committed to an active, ongoing process of engagement to ensure open communications and interaction with its membership.

In administering this policy, attention will be given to the following guiding principles:

- The AIBC is committed to fostering interactive communications and consultation in the development and delivery of its policies, programs and services.
- The AIBC regards membership engagement as an important and valuable vehicle by which to test perceptions and bring forward useful information.
- The AIBC supports an organizational culture of openness and transparency with regard to its decision making.
- The AIBC's membership is entitled to timely, accurate and comprehensible information in order to ensure the opportunity to effectively participate in the affairs of the institute.

Accordingly the Executive Director will:

5.2.2 Ensure open and direct engagement with membership on a regular, ongoing basis in order to share information, test perceptions and gather feedback that will inform programs, initiatives and high-level decision-making.

5.2.3 Allocate the necessary resources to facilitate membership engagement in an effective and ongoing manner.

5.2.4 Establish an operational approach whereby membership engagement is used as a means to:

5.2.4.1 improve communications including ongoing dialogue, consultation and collaboration;

5.2.4.2 gather useful data and input;

5.2.4.3 foster the implementation of initiatives;

5.2.4.4 verify the impact of decisions made;

5.2.4.5 enhance the quality of services provided; and

5.2.4.6 enable more effective decision-making.

5.2.5 Facilitate membership engagement strategies that recognize the diversity within the organization.

5.0 POLICY CATEGORY: COMMUNICATIONS & ENGAGEMENT
5.3 POLICY FOCUS: GOVERNMENT RELATIONS

Preamble

Regulatory bodies have the opportunity to influence public policy and governmental programs, including those at the local, provincial and federal levels. This is best realized through focused and ongoing government relations efforts. As a self-regulated profession empowered by government to oversee the profession while protecting the public interest, the importance of proactive engagement with government has added importance.

Policy Statement

5.3.1 The AIBC is committed to an active, ongoing process of government engagement to maximize its effectiveness as a regulator in the public interest

In administering this policy, attention will be given to the following guiding principles:

- The AIBC and its membership have specialized knowledge applicable and relevant to many aspects of public policy development.
- The AIBC should be involved with any government initiatives that will or may impact the architectural profession in British Columbia.
- The AIBC is committed to fostering dialogue and providing information and advice to all levels of government on architecture-related matters, particularly those concerning public policy.
- The AIBC's public interest mandate is well served through monitoring the political landscape while maintaining open lines of communication to all levels of government.
- The AIBC is committed to advocating for the architectural profession through elected officials and governmental decision-makers.

Accordingly the Executive Director will:

5.3.2 Ensure the ongoing execution of a proactive strategy for engaging with elected politicians and government representatives at all levels.

5.3.3 Encourage the positioning of the AIBC as a supportive contributor to government in its development of legislation, policies and programs.

5.0 POLICY CATEGORY: COMMUNICATIONS & ENGAGEMENT
5.4 POLICY FOCUS: BUSINESS RELATIONS

Preamble

The AIBC has numerous and ongoing relationships with external businesses and business representatives involved with the architectural profession and the built environment.

Policy Statement

5.4.1 The AIBC is committed to developing mutually-beneficial relationships with the business community that appropriately support the objectives, programs and services of the institute and that are in keeping with the AIBC's public interest mandate.

In administering this policy, attention will be given to the following guiding principles:

- Strong, mutually beneficial business-to-business (B2B) relationships are increasingly viewed as a valuable component of any organization's business model.
- Appropriate business relationships provide a means to additional resources or revenue in support of AIBC programs and services.
- The AIBC is supportive of entering into business relationships that further the mandate of the institute and/or that benefit members and associates in their professional standards and practice.
- Proper measures and oversight are necessary to assess, manage and monitor any risks resulting from a business relationship with an external party.

Accordingly the Executive Director will:

5.4.2 Oversee an operational environment that recognizes the value and benefits associated with business relationships supporting shared purpose and goals.

5.4.3 Ensure the objectives of any business relationship undertaken by the AIBC are compatible with the mandate, goals and values of the institute.

5.4.4 Direct that, in pursuing such relationships, all effort is made to ensure any such relationships are mutually beneficial, and that the interests of the institute are protected.

5.4.5 Enable a business relationship strategy that supports the educational needs of membership through the delivery of professional development opportunities by external business providers.

5.4.6 Require that, while collaborative arrangement may include advertising or promotional campaigns, such efforts must not be the focus of the AIBC's business partnering activities.

5.4.7 Ensure that proper measures and oversight are in place to assess, manage and monitor risks, including financial and reputational risks, inherent with individual business relationships.

5.4.8 Require that all partnering and collaborative business arrangements are mindful of public perceptions, avoid conflicts of interest, uphold public trust and confidence in the impartiality and integrity of the AIBC, and support the positive reputation of the institute. Attention must be given to ensure any conflict of interest, real or perceived, is avoided.

5.0 POLICY CATEGORY: COMMUNICATIONS & ENGAGEMENT
5.5 POLICY FOCUS: MEDIA RELATIONS

Preamble

The AIBC is accountable to the public for its decisions and actions. Such accountability necessitates a genuine public awareness and understanding of the AIBC's policies, directions, programs and services.

Policy Statement

5.5.1 The AIBC is committed to proactive and responsive media relations as a valuable means of reaching the public and influencing public opinion.

In administering this policy, attention will be given to the following guiding principles:

- The AIBC is committed to a culture of honesty, transparency and accessibility.
- The AIBC recognizes that media play an important role in both informing the public of the institute's decisions and directions, and in shaping public opinion about the institute.
- Positive, constructive media relations serve to increase public awareness of the institute, its programs and services.
- In all dealings with the media, all members of AIBC Council and AIBC staff must remain aware that they are representatives of the institute and therefore avoid making comments that may damage the reputation of the institute.

Accordingly the Executive Director will:

5.5.2 Support the development of open, honest, responsive and responsible working relationships with media.

5.5.3 Establish a formalized internal process for providing the public, through the media, with timely, clear, accurate, objective and pertinent information about AIBC policies, programs, services and initiatives.

5.5.4 Facilitate the delivery of appropriate, consistent and strategic key messages on behalf of the AIBC and its membership, carried out in a coordinated fashion.

5.5.5 Require that only the AIBC Council President, Executive Director or their designates are authorized to speak for the institute in an official capacity to the media.

Note: This policy deals principally with the day-to-day relationship between the AIBC and the media and is not specific to media relations in the event of a crisis, for which a distinct communications policy exists (see 5.6: Crisis Communications).

First Approved:	July 9, 2013	Monitoring Frequency:	Annually
Revised:		Monitoring Method:	Compliance Report
Last Reviewed:		Responsibility of:	Executive Director

5.0 POLICY CATEGORY: COMMUNICATIONS & ENGAGEMENT
5.6 POLICY FOCUS: CRISIS COMMUNICATIONS

Preamble

Organizations are sometimes faced with unanticipated, impactful events or circumstances that call for a focused and timely communications response in order to best represent the interests of the organization and its people. In times of crisis, the ability to provide accurate information in a timely manner is increasingly important**.**

Policy Statement

5.6.1 The AIBC shall have in place a crisis response strategy in the event of emergent circumstances that threaten the authority, integrity or viability of the institute.

In administering this policy, attention will be given to the following guiding principles:

- The AIBC recognizes that clear lines of communications during a crisis or emergency are essential for the timely provision of accurate, relevant and consistent information. This includes agreement regarding lead responsibility as the organization's official spokesperson.
- The institute's approach to crisis communications needs to be proactive (i.e. using efforts to identify and assess in advance those developments that might lead to a crisis) as well as reactive wherein best practices are reinforced and lessons are learned in order to avoid recurrence.

Accordingly the Executive Director will:

5.6.2 Ensure a process is in place that provides a controlled flow of information so as to minimize any damage to the institute's authority, position or reputation as a self-regulating profession serving the public interest.

5.6.3 Oversee the appropriate response in situations necessitating crisis communications including, but not limited to, the following:

- high-profile disciplinary decisions;
- instances of professional misconduct that would be seen as illegal or immoral;
- legal action against the institute, its council, staff, volunteers, individual members or a portion of its membership;
- a public stance or opinion that may be seen as negative or controversial;
- any industry-related policy or practice that poses an immediate threat to public safety; or
- public confidence in the profession being brought into question.

5.6.4 Have measures and procedures in place, including a crisis response team and a written crisis response plan, to facilitate a return to normal operations as quickly and appropriately as is possible following a crisis situation.

5.0 POLICY CATEGORY: COMMUNICATIONS & ENGAGEMENT
5.7 POLICY FOCUS: PUBLIC OUTREACH & ADVOCACY

Preamble

Central to the AIBC's regulatory mandate, and a principle stakeholder to the realm of architecture, is the public. While the institute's area of focus is principally the effective regulation of the profession and its practitioners, there is also value in programs and services that engage the public, thus enhancing and supporting the very public interest the institute is charged to protect.

Policy Statement

5.7.1 The AIBC supports initiatives towards a public that is both knowledgeable and supportive of the role of architects and the value of architecture as a key component of the shared built environment.

In administering this policy, attention will be given to the following guiding principles:

- As a regulatory body responsible for the enforcement of regulation specific to those who practise architecture in British Columbia, it is not appropriate for the AIBC to engage in advocacy efforts specific to individual architects or groups of architects. However, there is both reason and value for the AIBC to undertake advocacy for the profession as a whole.
- Articulating a publicly-held position in support of the profession of architecture as a whole is appropriate within the AIBC's role as a regulatory body.

Accordingly the Executive Director will:

5.7.2 Allocate the resources necessary for delivering coordinated programs and services that raise the level of public understanding of, interest in and support for architecture and the architectural profession as a means of protecting the public interest.

5.7.3 Support an organizational communications approach that calls for formal, public responses to issues of public interest pertaining to the built environment.

5.7.4 Ensure the institute's public outreach and advocacy initiatives serve to:

5.7.4.1 increase awareness of the AIBC, the architectural profession, and the profession's role in shaping communities and the built environment in which we all work and live;

5.7.4.2 position the AIBC and the architectural profession as leaders in the development of sound public policy; and

5.7.4.3 establish the AIBC as a credible, influential resource in matters pertaining to the built environment.

2013-2014 Council Volunteer Participation

(Updated 2013 07 11)

		#	Offices	Statutory	Standing Committees and Task Forces						2013/2014 Working Groups			Other: non-council related; or external orgs
					Associates TF	Fee Structure Com	Finance Com	Governance Com	Operational Constraints	2014 Nominating	Vibrant Membrship WG	Strategic Plan WG	Act Renewal WG	
Elected Council Members														
Scott	Kemp	5	President					✓	Chair			✓		CALA, Delta Ad. Design Panel
Darryl	Condon	3	Vice President					Chair	✓					
Cal	Meiklejohn	4	Treasurer			✓	Chair						✓	Investigations Committee
Gord	Richards	4	Registrar		✓						✓		✓	CACB Standing Com., Oral Review
Chip	Barrett	2			✓							Chair		
Michael	Green	2				✓					✓			
Mona	Jahedi	2		Registration Board							✓			
Catherine	Nickerson	2										✓	✓	
Sean	Ruthen	2			✓								✓	
Lynne	Werker	4			✓	✓	✓	✓						Dis. North Van Ad. Design Panel
Appointed Members of Council														
Chris	Macdonald	1									✓			
Steve	Simons	3			✓				✓			✓		
David	Toole	3					✓	✓	✓					
Mark	Zacharias	1											✓	
(L.G. vacancy)														
Invited/Liaisons to Council														
Dave	Boswell													
Michael	Currie	1			✓									A.T. Committee; A.T. Admissions
Derek	DeLand	2			✓						✓			Intern Architect Committee
Jim	Toy													
David	Yustin	2	Past President					✓				✓		

APPENDIX 4