ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of:	AIBC Council
Date:	11:00 am to 12:25 pm 12 November 2013
Location:	AIBC Boardroom
Presiding:	Kemp
In Attendance:	Barrett (7.1 onward), Condon, Currie, DeLand, Jahedi, Meiklejohn, Richards, Ruthen, Simons, Toole, Toy, Werker, Yustin
Staff:	Becker, Ernest, Hendricks, Lutes, Morris, O'Neill, Tough, Wiebe
Regrets:	Macdonald, Nickerson, Zacharias

Item #	Detail

1.0 Welcome

2.0 Agenda

MOTION: That council accepts the agenda with the addition of *in camera* item 8.2.

Kemp/Richards **CARRIED**

3.0 Call to Order

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

Kemp provided an oral report which acknowledged the success of the recent AIBC Annual Conference, and specifically the inclusion of the AIA.

3.2 Kemp referred to the recent resignation of M. Green from council, and nominated D. Yustin as a replacement for the duration of the current term of council.

MOTION: That Council appoints D. Yustin as full voting member of AIBC council for the duration of the 2013-14 council term.

Kemp/Toole **CARRIED**

4.0 Consent

4.1. Internal Policy Compliance Monitoring:
- 4.1.1. 2.3 Financial Management — Ernest/Morris

4.2. Council's Committees; Task Forces; Working Groups; Registration Board; ED
- 4.2.1. Governance — Condon
- 4.2.2. Finance — Meiklejohn
- 4.2.3. Operational Constraints — Kemp
- 4.2.4. Act Review — Richards
- 4.2.5. Diverse Membership — Jahedi
- 4.2.6. Registration Board — Jahedi
- 4.2.7. Executive Director — Ernest

It was noted that a report from the Strategic Planning Working Group was not included on the agenda. The governance committee will review the Terms of Reference for the Strategic Planning Working Group.

Further to the report submitted by the Diverse Membership committee, it was noted that the committee has also had initial discussions regarding intern architect programs at architectural firms. It was requested that the governance committee consider this as an agenda item for a future council planning session.

Clarifications were provided to aspects of the Operational Constraints Committee and Executive Director reports.

MOTION: That council receive the reports under 3.1, 4.1 and 4.2 above.

Kemp/Richards **CARRIED**

4.3 Recording of Electronic motions passed:
- 4.3.1 Minutes of 10 September Council meeting
- 4.3.2 Minutes of 8 October Council meeting
- 4.3.3 Register Amendments October 2013
- 4.3.4 Canadian Architectural Certification Board (CACB) appointment

4.4 Updated Board/Cmt/Task Force Membership November 2013
4.6 Register Amendments November 2013
4.7 NCARB Exam Results October 2013
4.8 CACB Appointment November 2013

MOTION: That council approves items 4.3, 4.4, 4.6, 4.7, and 4.8 as presented.

Kemp/Richards **CARRIED**

4.5 Consensual Resolution Review Panel (CRRP) Appointment

MOTIONS:

1. **That council appoints Dr. Ronald Yaworsky as a public member to the AIBC's consensual resolution review panel for a three-year term.**

2. **That council approve the Terms of Reference attached, with the addition of the name of the person appointed in Motion 1.**

Kemp/Richards **CARRIED**

5.0 Non-Policy

5.1. Budgets
- 5.1.1. Report from the Treasurer
- 5.1.2. Annual Budget (Operating & Capital) and Annual Fees & Fines for Architects and Other Registrants (Associates, Firms & Licensees) for 2014

The Treasurer reviewed the summary points provided in the Treasurer's report to council. It was noted that a policy for handling reserves is in development with staff in accordance with the risk assessment report and recommendations.

MOTIONS:

1. **That council approve:**
   (a) The Annual Operating & Capital Budgets for 2014, as attached; and
   (b) The 2014 Annual Fees & Fines for architects and other registrants, as per the above-noted operating budget and the draft new Bulletin 01, as attached.

2. **That AIBC Council direct the ED, in consultation with the appropriate board/committees, to conduct research and make reports & recommendations to council in 2014, respecting the absolute and relative amounts of:**
   (a) annual fees for all classes of associates (by the September 2014 council meeting); and,
   (b) fines for non-compliance with the Continuing Education System (CES) by CES Participants (by the March 2014 council meeting).

Meiklejohn/Werker **CARRIED**

5.2 Council/President Correspondence Protocol

MOTION: That Council approves the "Council /President Correspondence Protocol" as submitted.

Condon/Toole **CARRIED**

The protocol will be distributed to new council members and shared as applicable with correspondents. The governance committee was asked to consider the matter of council members contact information publication.

6.0 Policy

6.1 Policy Review and Renewal: 8.0 Professional Conduct

The policies, having received review by the Professional Conduct and Illegal Practice Board and staff, were presented to council for the annually-scheduled review. Recommended changes to Policy 8.2 result from the establishment of the consensual resolution panel. There are no substantive changes to Illegal Practice Policy 10.1.

MOTION: That council approves Professional Conduct Policy 8.1, ongoing, and the amended Professional Conduct Policy 8.2.

Kemp/Yustin **CARRIED**

6.2 Policy Review and Renewal: 10.0 Illegal Practice

MOTION: That council approves the revised Illegal Practice Policy 10.1.

Kemp/Yustin **CARRIED**

7.0 New Business

7.1 Strategic Engagement

MOTION: That council,

1. **Establish a Strategic Engagement Steering Committee, comprised of Darryl Condon (Chair), Scott Kemp, Gordon Richards, Chip Barrett, Steve Simons, and Catherine Nickerson;**

2. **Direct the foregoing committee to develop its detailed terms of reference, consistent with the 'subject', 'purpose' and 'remarks' above and provide same for council's approval no later than end-November 2013;**

3. **Direct the Executive Director, in consultation with the steering committee, to initiate a search for, and to select and hire, a consultant in order to conduct an 'environmental scan' of the institute's stakeholders and recommend a 'way forward'; and**

4. **Request the above-noted committee to report to council's December 2013 planning session and thereafter on a regular basis.**

Condon/Richards **CARRIED**

7.2 Fee Structure Committee *(item added during council meeting)*

A brief discussion took place regarding the Fee Structure Committee vacancy that was created as a result of the recent resignation of M. Green.

MOTION: That council approve the addition of D. Yustin to the Fee Structure Committee.

Condon/Toole **CARRIED**

8.0 *In Camera*

MOTION: to go *in camera.*

Kemp/Toole **CARRIED**

8.1 Council debrief of council performance

8.2 *In camera* item

MOTION: to come out of *in camera*.

Kemp/Toole **CARRIED**

9.0 Adjournment

MOTION to adjourn. (12:25 p.m.)

Kemp/Richards **CARRIED**