ADOPTED BY
ELECTRONIC MOTION
26 MARCH 2012

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of:	AIBC Council
Date:	11:30 a.m. to 4:35 p.m., 13 March 2012
Location:	AIBC Large Boardroom
Presiding:	Richards
In Attendance:	Boswell, Chester, Csutkai, Currie, Gallant, Hendriks, Kemp, Pawson, Peddie, Soules, Toole, Werker, Yustin
Staff:	Becker, Christensen, Ernest, Lutes, Rau, Wiebe
Regrets:	Gillies, Grossman, Spiegel, Toy, Zeibin

Item #	Detail

1.0 Welcome and Call to Order

A point of privilege was raised by Chester (demanding adjournment of the council meeting) in relation an item provided alongside the meeting's briefing materials. The Chair ruled that the meeting continue.

2.0 Agenda Acceptance

The insertion of a break at 2:15 pm was requested by Chester. The Chair confirmed that a break would be taken at an approximate mid-point of the meeting, rather than at a pre-selected time, in order to allow each item to be discussed without arbitrary interruption.

MOTION to accept the agenda as distributed.

Gallant/Kemp **CARRIED**
Opposed: Csutkai, Werker

3.0 Adoption of the Minutes of Council Meeting 17 January 2012

Notation of her opposing vote to item 5.3 was requested by Werker.

MOTION: To adopt the minutes of the Council meeting 14 February 2012 as so amended.

Toole/Kemp **CARRIED**

4.0 Old business

4.1. Past President: policy recommendations

MOTION: That Council approves the new policy "3.12 Role of the immediate Past President" as submitted be added to Section 3 Governing Process.

Hendriks/Toole **CARRIED**

(The text of new policy 3.12 is appended to the minutes.)

4.2. Vision Statements: updated re 'registrant' terminology

In its motion 5.2 passed at the meeting 17 January 2012, Council directed that all policies be reviewed for use of the term 'registrant' and the term replaced as appropriate.

MOTION: That Council approves the amended Vision Statements as attached.

Gallant/Csutkai **CARRIED**
Opposed: Csutkai, Werker

(The text of the revised Vision Statements is appended to the minutes.)

MOTION: That Council re-visit the Visions/Outcomes Statements" at Council's annual strategic planning retreat in 2012, and staff report, by the September meeting of Council, on the implications of changing this policy.

Peddie/Werker **CARRIED**

4.3. Financial Health Task Force report

Questions raised by motion 6.3 at the meeting of Council 17 January 2012 were reviewed and answers prepared by the Financial Health Task Force. In the absence of the task force's Council members, the Executive Director provided these explanations to Council and fielded questions.

MOTION: that the Financial Health Task Force report be provided to Council in writing as an item for an electronic meeting and vote.

Csutkai/Werker **DEFEATED**
In favour: Werker

4.4. Council's strategic planning session 13 December 2011

The President reported on a collegial and well-run meeting at which harmony was achieved on a number of issues (by-products of which include the AIBC Rules Governing the Conduct of Council Members adopted by Council 17 January 2012) and urged that future such sessions be more highly attended by members of Council.

4.5. Rules of Order for council meetings: tabled.

4.6. Report and discussion on Items 5.1.3 from 12 July 2011

MOTION: As per the motion Council directs the President, the Executive Director and each of the pertinent task force, working groups, committees, etc. to:

1. **Report to council, and to specifically advise on timeframe and milestones reached by its next meeting (April 2012).**
2. **Request for volunteers or interest in providing input and when and how it may be provided.**

Werker/Csutkai **DEFEATED**
In favour: Chester, Csutkai, Werker

5.0 Consent

5.1. Committee changes (at 5 March 2012)
5.2. Internal compliance monitoring reports
  5.2.1. 2.3 Financial compliance monitoring and summary
  5.2.2. 2.0 Operational Constraints
  5.2.3. 3.0 Governing Process
  5.2.4. 6.0 Professional Practice
5.3. Resolution to appoint the auditor
5.4. Exam results (at 5 March 2012)
5.5. Register amendments (at 5 March 2012)

MOTION: That Council accepts the consent items.

Toole/Gallant **CARRIED**
Opposed: Chester, Csutkai, Werker

6.0 Policy

6.1. 2011/12 Working Group reports

6.1.1. Associates: Resolution: Kemp, also on behalf of the Engagement Survey Steering Group, reported on the steps undertaken to date to identify appropriate research consultants; develop a Request for Proposal for three selected firms; review the two proposals received in response; and select a top candidate. Subsequent steps will include engaging the preferred firm and coordinating research and development. It is expected that the consultant will meet with (*inter alia*) Council's three working groups.

6.1.2. New and Diverse Members 2.0: Hendriks reported on the group's work towards identifying topic areas requiring further discussion. Recommendations are anticipated to be forwarded to Council at its meeting 17 April 2012.

6.1.3. Public Interest | Private Interest: nothing further to report.

6.2. Annual Meeting and Special Meeting: protocols

MOTION: That Council:
a. amends policies 3.8.12 and 3.8.15 as recommended;
b. endorses the recommended 2012 Annual Meeting Protocols for publication and implementation; and
c. endorses the recommended 2012 Special Meeting Protocols.

Werker/Gallant **CARRIED**

(The text of the revised policy 3.8, the 2012 Annual Meeting Protocols and the 2012 Special Meeting Protocols are appended to the minutes.)

7.0 Non-policy

7.1. Nominating Committee: 2012 Election

That Council:

a. appoints three MAIBCs to the 2012 Nominating Committee as follows:
Pierre Gallant (past president)
Veronica Gillies (incumbent not seeking election)
Eszter Csutkai (incumbent not seeking election)

b. Confirms that the 2012 Nominating Committee needs to be active only so long as there remain fewer than 5 candidates for election to council before the nomination deadline.

Kemp/Csutkai **CARRIED**

8.0 *In Camera*

MOTION: To go *in camera.* Gallant/Kemp **CARRIED**

8.1. Nomination of honourary member

MOTION: To come out of *in camera* to conduct the vote. Gallant/Kemp **CARRIED**

MOTION 8.1: That Council endorses the nomination of candidate Robert (Bob) Williams for AIBC honorary membership.

Kemp/Pawson **CARRIED**

MOTION: To go *in camera.* Gallant/Kemp **CARRIED**

8.2. Disciplinary Inquiry 10.12

MOTION: To come out of *in camera* to conduct an omnibus vote. Gallant/Kemp **CARRIED**

MOTION 8.2:

Pursuant to its authority under Section 46 of the Architects Act, Council hereby orders a Disciplinary Inquiry into a complaint against Mr. Stanley Paulus MAIBC and Stanley Paulus Architect Inc., consistent with the corresponding 'draft' Notice of Inquiry as distributed to Council (The specific date and time in the Notice may be adjusted as required for scheduling the Inquiry among the member, legal counsel for all parties and Disciplinary Committee).

Pursuant to its authority under Section 46 of the Architects Act, Council hereby establishes a Disciplinary Committee to consider the charges in the Notice of Inquiry for AIBC File No. 10.12 (as distributed to Council) comprised of the following Council members or alternates as may be necessary given potential conflicts of interest or scheduling realities: Pierre Gallant MAIBC; Eszter Csutkai MAIBC; Owen Pawson BArch, LL.B. (LG Appointee); and Veronica Gillies MAIBC (Alternate Disciplinary Committee member.)

Gallant/Kemp **CARRIED**

MOTION: To go *in camera.* Gallant/Kemp **CARRIED**

8.3. ExAC report: an oral report on ongoing negotiations was presented for Council information and discussion.

MOTION: To come out of *in camera*. Gallant/Kemp **CARRIED**

9.0 Other business/open session

9.1. Architect for City of Vancouver planning position

MOTION: That Council approves to send a letter to the Mayor and City Council of Vancouver with a rational and advising the benefit of an architect, preferably a local one, for the Director of Planning position.

Csutkai/Toole **DEFEATED**

10.0 Adjournment

Motion to adjourn: Pawson/Peddie **CARRIED**

The meeting was adjourned at 4:35 p.m.

AIBC Vision/Outcomes Statements

These Vision Statements represent a consensus of Council, Staff and Committee Chairs' collective understanding of priorities and directions flowing out of the members' survey, stakeholders' session and a review of the Strategic Plan.

Our Vision for the Institute

1. The Institute effectively serves and represents the needs and interests of the public, the profession as a whole, architects and other registrants.
2. The Institute is an active and vibrant organization and serves as the primary resource centre for the public, architects and other registrants, and others associated with architecture.
3. The Institute has a widespread presence throughout BC and has a positive influence on government and other jurisdictions in society.
4. The Institute is financially secure.
5. The Institute enjoys an abundance of new and diverse architects and other registrants.
6. The Institute embraces and engages in continual renewal.
7. The Institute carries out its regulatory functions in ways which achieve a high level of satisfaction by the public and Institute members and other registrants.

Our Vision for the Profession of Architecture in BC

8. The Profession readily accommodates change and establishes new directions.
9. The Profession is inviting and attractive to young people.
10. The Profession is valued and respected.
11. The Profession is recognized as a leader in global sustainability and environmental design.
12. The Profession accepts equitably assigned and limited liability.
13. The Profession supports and encourages students and interns throughout their development.

Our Vision for the Practice of Architecture in BC

14. The public and clients are highly satisfied with the services of all architects and other registrants.
15. Architecture in the built environment demonstrates excellence in comprehensive design.
16. Architects and other registrants are selected for projects on the basis of skills and expertise.
17. Architects and other registrants are fairly remunerated for their work.
18. Architects and other registrants are valued for participation in their respective aspects of design and building.

3.0	**POLICY CATEGORY:**	**GOVERNING PROCESS**
3.8	**POLICY FOCUS:**	**ANNUAL MEETING**

3.8.1 Council will hold an annual meeting of the institute, in accordance with the *Architects Act* and Bylaws.

Accordingly, the Executive Director will ensure:

3.8.2 A business meeting of the AIBC will be held annually, in Vancouver, to facilitate the greatest ease and economy of travel for the largest number of institute members.

3.8.3 Notice of the meeting time and location is delivered to every member within the mandated (by Bylaws) length of time.

3.8.4 Roberts Rules of Order will govern the procedures of this meeting (Bylaw 20.0).

3.8.5 There is a quorum of voting members prior to convening the meeting (5%, as required by Bylaw 19.1), of current members in good standing.

3.8.6 There is recognition of those members and former members who have died since the previous annual meeting.

3.8.7 The President files the year's financial statements and delivers a report on the year's events, issues and accomplishments.

3.8.8 The Treasurer delivers a report on the financial health of the institute.

3.8.9 The auditor for the forthcoming year is appointed through a favourable vote by members in attendance.

3.8.10 Elections for council are finalized and the results (including vote counts for each candidate) announced, in keeping with the *Act* and Bylaws.

3.8.11 There is recognition of those who have demonstrated significant and remarkable commitment to the understanding and recognition of the profession and/or practice of architecture by the awarding of an honourary membership, as voted favourably by the members in attendance.

3.8.12 A members' forum is held during the annual meeting, after the time allocated for the institute's business, for discussion of, and voting upon, advisory "members' motions" regarding matters and issues of import to the membership.

3.8.13 Election for an Intern Architect representative non-voting liaison to council is finalized and the results announced in accordance with council policy.

3.8.14 Elections for an Architectural Technologist and a Building/Residential Designer representative non-voting liaison to council are finalized and the results announced in accordance with council policy.

3.8.15 A process for receiving advisory "members' motions" for possible later consideration by council is established, including a designated time period for receipt of such motions.

3.8.16 There is recognition of those council members stepping down from membership on council.

3.0	**POLICY CATEGORY:**	**GOVERNING PROCESS**
3.12	**POLICY FOCUS:**	**ROLE OF THE IMMEDIATE PAST PRESIDENT**

3.12.1 The immediate Past President, while serving the remainder of an elected term as a member of Council, will continue to uphold all the requirements for sitting members of council as outlined in the *Act,* bylaws and council policy.

3.12.2 The immediate Past President, once his/her elected term has expired, may, in recognition of his/her knowledge, experience and stakeholder relationships, be an invited guest to council meetings.

Accordingly, the immediate Past President whose elected term has expired may:

3.12.3 Attend council meetings and participate in a non-voting capacity.

3.12.4 Not make motions or take part in council votes.

3.12.5 Participate in council strategic planning sessions and council working groups.

3.12.6 Be requested by the President to represent the institute at social or ceremonial events when the President is unavailable.

3.12.7 Not make decisions or public statements on behalf of the council.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

AIBC Annual Meeting Protocols

The following protocols are designed to facilitate an orderly and effective annual meeting in which the business of the institute can be concluded in a timely, inclusive and respectful manner:

1. The meeting will be run in accordance with the *Architects Act* and AIBC Bylaws. Where the *Act* and Bylaws are silent, Robert's Rules of Order shall apply.

2. In accordance with the *Act*, only AIBC members in good standing and honourary members may vote on any matter requiring a vote.

3. Associates, while not entitled to vote, may speak to any matter on the floor of the meeting and may ask questions arising from reports tabled at the meeting.

4. Any person wishing to speak shall approach one of the microphones and shall wait to be recognized by the chair. Once recognized, the person shall start by stating his/her name and whether he or she is a member or an associate.

5. On each debatable motion, each member may speak up to two times, each time no longer than three (3) minutes. A member who wishes to speak for the second time on the same issue shall wait until all first time speakers have spoken. Up to one follow-up question shall be permitted each time, as long as time limits are respected. As per Robert's Rules of Order, speakers must focus their comments to the issues at hand, maintain civility, respect and decorum, and avoid personal attacks. A person who is interrupted by the Chair in order to enforce the rules of order shall stop speaking while the Chair explains the procedural concern.

6. Member Motions are advisory to Council and framed as follows: "*Moved That the AIBC Council be requested to* ___." Pursuant to Robert's Rules of Order, such motions must be concise, complete and unambiguous, and be submitted in writing.

Although it is recommended that Member Motions be submitted by one week prior to the Annual Meeting (2012 deadline: 4 May), the latest time for submitting Member Motions is thirty minutes after the call to order of the Annual General Meeting.

[These protocols have been reviewed by E. Mina M.Sc., P.R.P., Registered Parliamentarian.]

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

AIBC Special General Meeting Protocols

The following protocols are designed to facilitate an orderly and effective meeting in which the business of the institute can be concluded in a timely, inclusive and respectful manner:

7. The meeting will be run in accordance with the *Architects Act* and AIBC Bylaws. Where the *Act* and Bylaws are silent, Robert's Rules of Order shall apply.

8. In accordance with the *Act*, only AIBC members in good standing and honourary members may vote on any matter requiring a vote.

9. Associates, while not entitled to vote, may speak to any matter on the floor of the meeting and may ask questions.

10. Any person wishing to speak shall approach one of the microphones and shall wait to be recognized by the chair. Once recognized, the person shall start by stating his/her name and whether he or she is a member or an associate.

11. On each debatable motion, each member may speak up to two times, each time no longer than three (3) minutes. A member who wishes to speak for the second time on the same issue shall wait until all first time speakers have spoken. Up to one follow-up question shall be permitted each time, as long as time limits are respected. As per Robert's Rules of Order, speakers must focus their comments to the issues at hand, maintain civility, respect and decorum, and avoid personal attacks. A person who is interrupted by the Chair in order to enforce the rules of order shall stop speaking while the Chair explains the procedural concern.

    As per Robert's Rules of Order, the only business that may be transacted at a Special Meeting is the business for which prior notice was given.

[These protocols have been reviewed by E. Mina M.Sc., P.R.P., Registered Parliamentarian.]