ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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| **Minutes of:** | AIBC Council |
| **Date:** | 11:30 a.m. to 4:20 p.m. Tuesday 10 July 2012 |
| **Location:** | AIBC Large Boardroom |
| **Presiding:** | Yustin |
| **In Attendance:** | Barrett, Boswell, Chow, Csutkai, Currie, Grossman, Kemp, Meiklejohn, Pawson, Peddie, Richards, Spiegel, Toole, Van Duzer, Werker |
| **Staff:** | Becker, Ernest, Lutes, Rau |
| **Monitor:** | Jamie Chicanot |
| **Regrets:** | Chester, Green, Toy |

| Item # | Detail |
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**1.0 Welcome**

**2.0 Call to Order:** President David Yustin called the meeting to order.

2.1. Meeting with the Minister: the President reported on a telephone meeting with Minister of Advanced Education Naomi Yamamoto and ministry staff, which included a recommendation for council to invite a professional monitor to attend council meetings to support best procedures and behaviours.

The President introduced Jaime Chicanot who has agreed to participate in the above capacity.

**3.0 Agenda Acceptance**

**MOTION: to accept the agenda with two additions: 8.2 Council debrief; and 9.1 Non-professional associate registrants of the AIBC.**

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

**4.0 Consent:**

4.1. Recording of electronic motions passed
- 4.1.1. Minutes of council meeting 12 May 2012
- 4.1.2. CES Rules
  Opposed: Grossman. Abstentions: Chester, Csutkai, Van Duzer, Werker.
- 4.1.3. Register Amendments (at 22 June 2012)
- 4.1.4. Exam results (at 22 June 2012)

4.2. Internal Compliance Monitoring Reports
4.3. Policy 2.3 Financial compliance monitoring and summary
4.4. Committee changes (at 3 July 2012)
4.5. Exam results (at 3 July 2012)
4.6. Register amendments (at 3 July 2012)

**MOTION: to accept the consent items.**

**Kemp/Richards** **CARRIED**
Opposed: Csutkai

## 5.0 Reports

5.1. Governance Task Force: Chair Paula Grossman

The GTF invited council members' input on the following: concerns and suggestions with regard to the *AIBC Council Meeting Rules* (adopted 2012 04 17); and the annually-required policy compliance monitoring and self-assessment on the policies within series 3.0 and 4.0 which are the direct responsibility of Council. Participation from all members of council was encouraged.

The GTF recommended holding the procedures for electronic (discussion) meetings in abeyance for the present time, noting that the President retains the ability to call a special meeting of Council should the need arise for a decision on a time-sensitive matter.

There will be an upcoming Financial Literacy seminar in October to assist the Council in reviewing the financial reports and statements of AIBC.

The GTF recommended council members to review the "Best Practice Guidelines" reference from the Board Resourcing and Development Office of the Premier of BC.

5.1.1. Council assignments

**MOTION 1: that the Governance Task Force (GTF) be populated by council members Paula Grossman, Owen Pawson, Gordon Richards and David Yustin.**

**Toole/Peddie** **CARRIED**

**MOTION 2: that Cal Meiklejohn, David Toole and Lynne Werker be appointed to the Financial Health Task Force (FHTF).**

**Werker/Grossman** **CARRIED**

**MOTION 3: that Scott Kemp, Tim Spiegel and David Yustin are appointed to the Executive Director Performance Review Committee.**

**Richards/Toole** **CARRIED**

**MOTION 4: that Richard Peddie, Gordon Richards and Lynne Werker are appointed to the Executive Director Compensation Review Committee.**

**Toole/Spiegel** **CARRIED**
Opposed: Van Duzer

**MOTION 5: that both the Executive Director Performance Review Committee and the Executive Director Compensation Review Committee review their respective mandates, review BC Board Resourcing and Development Office (BRDO) recommendations, and present to the next council meeting a rationale for whether to go forward with two committees or one which combines both functions.**

**Werker/Van Duzer** **CARRIED**

5.2. Treasurer's report: Lynne Werker

Werker reported that 2012 non-budgeted council initiatives including: the Engagement Survey, facilitated and monitored council meetings, and requested council training will amount to about $60,000. She then advised council that the budget cycle was starting and invited council's input and suggestions for the FHTF and staff to take into account as part of the budget discussions and development..

## 6.0 Non-policy

6.1. Registration Board

**MOTION TO AMEND – 1: to amend the second proposed motion by inserting Eszter Csutkai as Council's appointee to the Registration Board.**

**Van Duzer/Werker** **DEFEATED**

**MOTION TO AMEND – 2: to amend the second proposed motion by inserting Scott Kemp as Council's appointee to the Registration Board.**

**Toole/Spiegel** **CARRIED**

**MOTION 1: that Council approves the revised Terms of Reference for the Registration Board.**

**Werker/Van Duzer** **CARRIED**
Opposed: Van Duzer

**MOTION 2: that Council appoints architect member of Council Scott Kemp to the Registration Board**

**Werker/Van Duzer** **CARRIED**

6.2. Engagement Survey

6.2.1. Steering Group Report: Peddie reported conclusion of the survey and introduced consultants from CRA West.

6.2.2. CRA presentation: President Tony Hoft and Vice President Jeanette Hoft presented a review of the methodology and results of the survey and took questions from Council. Council members were invited to submit input to the final report via the President by 20 July 2012.

**MOTION TO AMEND: to replace "hard copies of the report from CRA West" with "electronic copies of the report from CRA West (with the option to supply hard copies upon request)".**

**Meiklejohn/Van Duzer** **CARRIED**

**MOTION: Council directs that:**

1. **The Executive Director arrange for electronic copies of the report from CRA West (with the option to supply hard copies upon request) be sent to all AIBC registrants as well as the Lieutenant Governor Appointees to Council.**
2. **The Executive Director is authorized by Council to use funds from the operating reserves or other sources to cover the printing and distribution costs.**
3. **The President of the AIBC send a copy of the CRA West report directly to Minister Yamamoto and her staff with a covering letter on behalf of Council indicating, among other things, that this is an important report the results of which Council is taking seriously as part of its overall planning process.**

**Peddie/Kemp** **CARRIED**
Opposed: Csutkai, Grossman, Van Duzer, Werker

6.3. Consensual Resolution

6.3.1. Recommendations from the Professional Conduct and Illegal Practice Board: submitted for Council's consideration.

**Point of Order:** a concern about the time and the number of remaining items on the agenda was raised by Toole. Council agreed to extend the session to 4:00 p.m.

6.3.2. Memo to Bylaw Review Committee: a memorandum from Thomas Lutes, Director of Professional Conduct and Illegal Practice, to the Bylaw Review Committee (BRC) titled "Analysis and recommendations: proposed consensual resolution bylaws first draft for committee review" was submitted for Council information.

6.4. Bylaw Review Committee:

**MOTION: That Council requests that the Bylaw review committee to consult and engage with members regarding consensual resolution bylaws, and to develop such bylaws and report to Council over the next two months leading to a recommendation for vote at Council's September 2012 meeting.**

**Richards/Spiegel** **CARRIED**

6.5. Policy Review 6.0 Professional Practice

The annual policy review was conducted by the Professional Service Board and staff.

**MOTION: That Council approves updated Professional Practice policies 6.1 through 6.4 as distributed.**

**Meiklejohn/Kemp** **CARRIED**
Opposed: Csutkai, Grossman, Werker

6.6. Policy Review: 5.0 Communications *(not discussed)*

## 7.0 Non-policy

7.1. Disciplinary Inquiry primer *(not conducted)*

7.2. Report from CALA meetings *(not discussed)*

**8.0** ***In Camera***

**MOTION: to go *in camera.* Richards/Kemp** **CARRIED**

8.1. Council debrief: for discussion only.

8.2. ExAC report

Further to council's 17 January 2012 *in camera motion* authorizing the Executive Director to advance negotiations for the AIBC's entry into the ExAC system, conversations and meetings have been conducted and documents arising have been circulated for council review. *In camera* deliberations resulted in the motions following.

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

**MOTION 1: That the AIBC Council commits the AIBC to enter the ExAC system in 2013 and to participate, on-going, in accordance with the ExAC's established protocols agreed by all other CALA jurisdictions.**

**Richards/Kemp** **CARRIED**

**MOTION 2: That the AIBC Council directs the Executive Director to prepare the 2013 operational budget and resource allocation accordingly, and plan for same in subsequent years.**

**Richards/Kemp** **CARRIED**

**MOTION 3: That the AIBC Council expresses its decision via the President (and Executive Director, as appropriate) to its CALA colleagues; AIBC intern architects; the AIBC Registration Board; and the AIBC membership at the earliest opportunity**.

**Richards/Kemp** **CARRIED**

**9.0 Other business/open session**

9.1. Non-professional associate registrants of the AIBC

Council member Barrett provided notice and a draft of a motion in development for submission to Council at its meeting in September, 2012.

**10.0 Adjournment**

**MOTION to adjourn.**

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