ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of:	Council
Date:	11:30 am, Tuesday, March 8, 2011
Location:	AIBC Boardroom
Presiding:	Gallant
In Attendance:	Belsheim, Boswell, Gillies, Grossman, Kemp, Levar, Meiklejohn, Nacionales, Pawson, Peddie, Richards, Spiegel, Toy, Van Duzer, Weih, Werker, Wilkinson
Staff:	Bounds, Christensen, Ernest, Gatensby, Lutes, Marburg, Rau, Wiebe
Regrets:	Currie, Hendriks

Item # Detail

1.0 Welcome

1.1. Council welcomed Jim Toy BA BArch RID LEED AP as IDIBC Liaison to the AIBC Council.

2.0 Call to Order: The Meeting was called to order at 11: 45 am.

3.0 Acceptance of the Agenda

Council accepted a request from member Ron Bain MAIBC to speak to council between agenda items 6.1 and 6.2. (**)

The agenda was then accepted with two adjustments to the sequence: *4.1.5* - acceptance into the record of the previously approved minutes of council meeting January 11, 2011 was moved to 6.5; and *4.3.1* - acceptance of the financial compliance monitoring and summary was moved to 7.2.

Richards/Werker **Carried**

4.0 Consent Items

4.1. Recording of items approved by electronic vote
- 4.1.1. Register Amendments for February, 2011
- 4.1.2. NCARB Exam Results for February, 2011
- 4.1.3. Committee Changes for February, 2011
- 4.1.4. Nomination forms for 2011 elections to AIBC Council
- *4.1.5. (relocated to 7.2)*
- 4.1.6. Notice of Inquiry 09.14

Motion 1: Pursuant to its authority under Section 46 of the *Architects Act,* Council hereby orders a Disciplinary Inquiry into a complaint against Mr. William Evans MAIBC and Russcher and Evans, Architects, 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 Inquiry members). **Carried**
Abstention: Meiklejohn

Motion 2: 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. 09.14 (as distributed to Council) comprised of the following Council members or alternates as may be necessary given potential conflicts of interest or scheduling realities: Veronica Gillies MAIBC, Barry R. Weih MAIBC and Tim Spiegel B.Sc. (QS) PQS.

Carried
Abstention: Meiklejohn

4.2. Assessments of the council meeting January 11, 2011
4.3. Internal Compliance Monitoring Reports:
4.3.1. (relocated to 6.5)
4.3.2. Compliance Monitoring 2.0 Op. Constraints
4.3.3. Compliance Monitoring 6.0 Prof. Practice
4.4. Committee Changes
4.5. Register Amendments, March
4.6. NCARB Results, March

Motion: Adoption of the consent items listed above.

Meiklejohn/Richards **Carried**
Opposed: Van Duzer, Werker

5.0 Policy Discussion Issues

5.1. Policy Category

Motion 1: That Council supports and adopts the recommended updated policies 2.1, 2.5, 2.7, 2.8, 2.9, 2.10 and 2.13 as attached.

Gillies/Peddie **Carried**

Motion 2: That Council directs the Policy Review Task Force to examine and develop procurement policy.

Belsheim/Spiegel **Carried**

Motion 3: That Council directs the Policy Review Task Force to review a privacy policy for the AIBC.

Werker/Grossman **Carried**

2.0:	**POLICY CATEGORY: OPERATIONAL**
2.1:	**POLICY FOCUS: PERSONNEL RELATIONS**

2.1.1 With respect to personnel, both paid and volunteer, the AIBC will, in compliance with legislation, AIBC bylaws, codes and policies, have an open, collaborative, respectful workplace practising fair and equitable treatment of all persons with whom personnel interact in the performance of their duties.

Accordingly the Executive Director will ensure that:

2.1.2 Individual job performance is the only basis for evaluation among personnel.
2.1.3 Personnel are protected from unsafe or unhealthy conditions in the workplace.
2.1.4 The spirit of the Institute's employment policies and agreements is respected.
2.1.5 Personnel, boards and committees are informed of pertinent council and organizational policies.

2.1.6 The skills and talents of personnel are respected.
2.1.7 Personnel participation in planning and contributing to the fulfillment of the mission and vision of the organization is encouraged and valued.
2.1.8 Harassment, abuse or discrimination in any form will not be practised or tolerated in the organization or in the physical environments used for programs and events.
2.1.9 All personnel involved with the institute are valued, respected and appropriately recognized for their contribution to the work of the institute.
2.1.10 Feedback from personnel is solicited to assess compliance with this policy.
2.1.11 The institute remains in compliance with relevant employment, safety and human-rights regulations.

2.0: POLICY CATEGORY: OPERATIONAL
2.5: POLICY FOCUS: EMERGENCY EXECUTIVE REPLACEMENT

2.5.1 The AIBC needs to assure short- and long-term succession planning for its Executive Director.

Accordingly:

2.5.2 The Executive Director will ensure that at least one other senior staff member is fully conversant with AIBC Council policies, governance and operational issues..
2.5.3 Should the Executive Director be unable or unwilling to perform his/her duties, AIBC Council shall install the identified senior staff person (cf. 2.5.2, above) in the role of Executive Director until, either:
2.5.3.1 The Executive Director is able to resume his/her duties; or
2.5.3.2 AIBC Council appoints a successor.

2.0: POLICY CATEGORY: OPERATIONAL
2.7: POLICY FOCUS: COMPENSATION - CONTRACTORS

2.7.1 In compliance with legislation, AIBC bylaws, codes and policies and with respect to contracting services to consultants, specialists, contract workers, and volunteers, the Executive Director will not cause or allow jeopardy to the fiscal integrity or public image of the Institute.

Accordingly, the Executive Director will not:

2.7.2 Engage in any conflict of interest with respect to the Executive Director's contractual responsibility including without limitation:
2.7.2.1 Allow or engage in self-dealing or any conduct of private business or personal services between the Executive Director and his/her family, private business associates, and the institute except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
2.7.2.2 Fail to withdraw from the selection process, should a member of the Executive Director's family or private business associates be considered for employment by or contract with the Institute.
2.7.3 Act on agreements that are not signed and agreed to by both parties.
2.7.4 Enter into agreements with any party without exercising due diligence.

2.0: POLICY CATEGORY: OPERATIONAL
2.8: POLICY FOCUS: PHILOSOPHY OF MANAGEMENT / LEADERSHIP

2.8.1 The AIBC Council believes in an open, collaborative and inclusive organization, in which its personnel, both paid and volunteer, are skilled and talented individuals who make a significant contribution to their areas of responsibility and who also possess knowledge, creativity, and experience that can be of benefit in achieving the vision and outcomes of the organization.

Accordingly, and in compliance with legislation, AIBC bylaws, codes and policies, the Executive Director will:

2.8.2 Create an organizational culture and environment that provides opportunities for personnel to contribute their talent, knowledge and expertise to organization- or system-wide planning and decision making.
2.8.3 Ensure that registrants will be solicited for suggestions to be included for consideration.
2.8.4 Ensure that the opportunity to serve on committees is available to all registrants.
2.8.5 Foster a positive and cooperative personnel relationship that emphasizes collaboration, partnership and mutually beneficial problem-solving and decision-making.

2.8.6 Develop an organizational structure: that is innovative in addressing the management and administrative needs of the organization; that is characterized by flexibility, efficiency, relevance to function; and that places decision making authority in the hands of those people who have the responsibility and accountability for the consequences of the decisions.

2.8.7 Engage in decision making practices that are based on the best available evidence, consultation and input from those most likely to be affected or impacted by the decisions.

2.8.8 Create an organizational culture and environment characterized by: open, honest and effective communication; trust and mutual respect among all persons working in the organization; and a sense of pride in their work and in being part of an effective and relevant Institute.

2.8.9 Ensure that feedback from all personnel in the organization shall be solicited to assess perceived compliance with the preceding section.

2.8.10 Recognize the valuable contribution of all personnel.

2.0: POLICY CATEGORY: OPERATIONAL
2.9: POLICY FOCUS: REGISTRANT RELATIONS - RETENTION OF RECORDS

2.9.1 The AIBC Council recognizes that provincial legislation requires that records be retained for all registrants.

Accordingly:

2.9.2 The Executive Director will establish procedures governing the confidentiality, disclosure, safekeeping, retention and eventual disposition of all pertinent records over which the council has jurisdiction in compliance with both federal and provincial legislation governing the freedom of information and protection of privacy, AIBC bylaws, codes and policies.

2.0: POLICY CATEGORY: OPERATIONAL
2.10: POLICY FOCUS: COMMUNICATION/REPORTING: EXECUTIVE DIRECTOR TO THE COUNCIL

2.10.1 With respect to providing information and counsel to the AIBC Council, the Executive Director will not permit the council to be uninformed.

Accordingly, the Executive Director will:

2.10.2 Ensure that personnel report to the council through the Executive Director.

2.10.3 Make every effort to ensure that the council is well informed.

2.10.4 Ensure that the council is aware of relevant trends, anticipated media coverage, material external and internal changes, particularly those upon which any council policy has previously been based.

2.10.5 Submit monitoring data specified by the council in an accurate and timely fashion. This would include reports and recommendations from boards, task forces and committees, and submitting these to the council as appropriate.

2.10.6 Except for fulfilling reasonable individual requests for information, address council as a whole.

2.10.7 Submit to the council information and advice that:

(a) Is objective and timely

(b) Has no significant gaps in completeness and accuracy; and

(c) In matters of material importance, reflects the opinions of internal and external stakeholders that become known to the Executive Director, in order that the council may make informed choices.

2.10.8 Respond, in a timely fashion to the best of his/her ability, to requests for information from the council as a whole.

2.10.9 Report actual or anticipated noncompliance with any policy of the council.

2.0 POLICY CATEGORY: OPERATIONAL
2.13 POLICY FOCUS: NON-DISCLOSURE / CONFIDENTIALITY

2.13.1 The AIBC Council supports openness and transparency as principle characteristics of the institute's operation.

2.13.2 The AIBC Council respects an individual's rights to privacy and to protection of his or her personal information, and is committed to ensuring compliance with applicable privacy and freedom of information legislation;

2.13.3 The AIBC Council recognizes that AIBC staff and registrants are recipients of private, confidential and sensitive information in the course of their work with the institute.

Therefore the Executive Director will ensure that:

2.13.3 The institute has clearly articulated privacy, confidentiality and disclosure policies, procedures and guidelines;

2.13.4 Such institute policies, procedures and guidelines are readily available to all staff, registrants, volunteers and members of the public;

2.13.5 All staff and volunteers to the Institute are advised of the importance of privacy and confidentiality issues to the Institute, its registrants and the public interest;

2.13.6 All staff and volunteers to the institute agree to comply with and undertake to support the implementation of the AIBC's privacy, confidentiality and disclosure policies, procedures and guidelines.

5.2. Policy Category

Motion 1: That Council supports and adopts the recommended updated policies 3.1 through 3.11 as attached.

Gillies/Peddie **Carried**
Opposed: Werker

Motion 2: To strike as unnecessary the second sentence in policy 3.8.1. "The meeting should reinforce the commitment and obligation of council to effectively, responsibly and knowledgeably represent the needs, wishes and preferences of the members of the Institute."

Pawson/Gillies **Carried**
Opposed: Grossman

Motion 3: To add policy: 3.8.17 "A registered parliamentarian is to be engaged for every annual meeting."

Werker/Grossman **Defeated**

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.1 POLICY FOCUS: GOVERNANCE MODEL

3.1.1 Council focus is on providing leadership, direction and good governance to the Institute in compliance with legislation, AIBC bylaws, codes and its own policies. Consequently, council is principally concerned with vision, values, policies, and the future rather than management/operational matters.

This will be accomplished by the council:

3.1.2 Directing its energies to addressing issues affecting the profession through regular development of organizational outcomes and in guiding organizational thinking and behaviour through the provision of clearly stated values and principles.

3.1.3 Imposing a discipline that will ensure governing with excellence. This includes the application of discipline around attendance, policy making, roles and responsibilities, speaking with one voice, and self-policing.

3.1.4 Being accountable to the public, the membership and appropriate legal bodies for its performance. It will ensure that this obligation is neither usurped nor hindered by the council as a whole, or by any individual council member.

3.1.5 Representing the best interests of the public and membership as a whole and not representing or voting for the interests of one particular group or community.

3.1.6 Making decisions as a whole, according to Robert's Rules of Order or by adopting another decision-making process acceptable to council.

3.1.7 Regularly monitoring and reviewing its own process and performance.

3.1.8 Ensuring the viability of the organization through ongoing training, education and council development opportunities.

3.1.9 Being proactive in the identification and consequent development of relevant policies.

3.1.10 Being solely responsible for its performance.
3.1.11 Members not being individually empowered to exercise authority over staff.
3.1.12 Developing its annual work plan at the beginning of each council year that will guide and direct its work and serve as its agenda for the coming year.
3.1.13 Establishing a standing 'Governance Task Force" to assist with and monitor related policies; governance implementation; and agenda development for council's meetings and planning sessions.

NB: Council, and individual members of council, have obligations; roles and responsibilities; and limitations provided/imposed by (in order of priority, and all of higher authority than these policies) the *Architects Act;* AIBC Bylaws; Code of Ethics and Professional Conduct; and Code of Conduct (including Conflict of Interest Guidelines for AIBC Council.)

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.2 POLICY FOCUS: THE COUNCIL'S RESPONSIBILITIES*

3.2.1 In compliance with legislation, AIBC bylaws, codes and policies, the council is responsible for leading and guiding the organization toward achieving a vision and organizational outcomes that fulfill the Mission of the organization.

Accordingly, the council's specific job functions will be to:

3.2.2 Establish and maintain effective links with its stakeholders.
3.2.3 Develop, monitor and review policies which lead and guide the organization.
3.2.4 Assure first-class organizational performance.
3.2.5 Ensure that it is governing effectively and in the best interests of the public and its members.
3.2.6 Create and regularly review and renew the vision and outcomes to be achieved by the institute.
3.2.7 Plan for the succession and diversity of the council.
3.2.8 Set and follow an annual council work agenda.

* See "Election to Council" nomination form for this and other policies relating to council members' obligations.

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.3 POLICY FOCUS: ROLE OF THE PRESIDENT

3.3.1 The President's primary roles are to safeguard the integrity of the council process and to represent the council.

Accordingly, the President:

3.3.2 Will ensure that the council operates in compliance with legislation, AIBC bylaws and codes, as well as within its approach to governance and to the rules/policies it establishes.
3.3.3 Will ensure that the agenda and content of council meetings will be concerned only with those matters that clearly fall within the purview of the council to decide. (see policy 3.5)
3.3.4 Will ensure that the agreed upon rules for conducting council meetings are followed unless agreement has been reached to use different procedures.
3.3.5 Is only authorized to make decisions on behalf of the council that are consistent with council policies on its governance process and on the council-executive director relationship.
3.3.6 Is empowered to preside over council meetings with all of the usual powers of that position (i.e. ruling, recognizing speakers and maintaining order).
3.3.7 Has no authority to make decisions beyond polices created by the council.
3.3.8 Has no authority to supervise or direct the Executive Director. This is the responsibility of the council as a whole.
3.3.9 Is the designated spokesperson for the council. She/He may designate others to do so as required.
3.3.10 Is responsible for coordinating and directing the work of the council.
3.3.11 Will ensure the proper governance of council.

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.4 POLICY FOCUS: GROUND RULES

3.4.1 The AIBC Council expects of itself and its members ethical and businesslike conduct.
3.4.2 Council is responsible for compliance with the terms of the *Act* under which it is created and has obligations to the interests of the public and the profession. This accountability supersedes any

responsibility to staff and to conflicting loyalties such as that to advocacy or interest groups and membership on other councils or staffs.

Accordingly, and in compliance with legislation, AIBC bylaws, codes and policies, council members:
(See "Code of Conduct Including Conflict of Interest Guidelines for Council" under Bylaw 3.8)

3.4.3 Will avoid any conflict of interest with respect to their legal and fiduciary responsibilities.
- 3.4.3.1 There will be no self-dealing or any conduct of private business or personal services between any council member and the organization except as operationally controlled to assure openness, competitive opportunity and equal access to "inside" information.
- 3.4.3.2 Council members will not use their positions to obtain for themselves, family members or close associates, employment within, or consultation to, the organization.
- 3.4.3.3 Should a council member be considered for employment, s/he will temporarily withdraw from council deliberation, voting and access to applicable council information regarding such matters.

3.4.4 Are prohibited from exercising or attempting to exercise individual authority over the organization.
- 3.4.4.1 Council members' interaction with the Executive Director or with staff carries no authority or formal influence. (see policy 3.1.11)
- 3.4.4.2 Council members' interaction with the public, press or other entities will recognize the same limitation and the similar inability of any council member or council members to speak for the council. (see policy 3.1.3)
- 3.4.4.3 The President of the council is the spokesperson for the organization. Council members and staff who are lobbied by a person, group or organization will direct the lobbyists to put their questions or concerns in writing and direct them to the President. (see policy 3.3)
- 3.4.4.4 Comments regarding the performance of the Executive Director or staff can only be made within the context of explicit council policies and by the officially established performance review process.

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.5 POLICY FOCUS: AGENDAS & COUNCIL MEETINGS

Council meetings must be properly planned and conducted in compliance with legislation, AIBC bylaws, codes and policies; appropriately accessible and recorded.
Accordingly:

3.5.1 AGENDAS: SETTING, PLANNING CYCLE & AGENDA CONTROL (see policy 3.3)
- 3.5.1.1 It is the responsibility of the President to ensure that an agenda is made for each meeting. The starting and estimated finishing times should be included in the agenda.
- 3.5.1.2 Copies of the agenda and attachments are to be made available to the council members in advance of the meeting.
- 3.5.1.3 Copies of the agenda of regular council meetings will be made available upon request to anyone (visitors and delegations) attending the meeting. *
- 3.5.1.4 Items may be put forward to be considered for placement on the council agenda by council members and the Executive Director. Council approval of the agenda will be required at the beginning of each meeting.
- 3.5.1.5 Agenda items should be consistent with the job functions of the council (see policy 3.2). As it is the council's agenda, the council should be the initiator of what information it would like to receive and what reports it would like to have presented at its meetings.

3.5.2 REGULAR COUNCIL MEETINGS
- 3.5.2.1 Are open to members and the public, and delegations may apply to be put on the agenda.
- 3.5.2.2 On request, the council may schedule time, generally not to exceed thirty minutes in total at each meeting, for members and public participation and/or delegations. The time limit may be set at the discretion of the President.
- 3.5.2.3 The President will intervene and terminate any presentation which is not orderly or is defamatory or abusive in nature.

3.5.2.4 Minutes will be taken for all meetings and approved by council at the subsequent meeting.

3.5.3 *IN-CAMERA* MEETINGS

3.5.3.1 *In camera* sessions of the council will be held only for matters requiring the protection of privacy of individuals and/or for personnel, real estate and legal matters where confidentiality is necessary to protect the interests of all parties involved.

* For details, please refer to the protocols for *in camera* meetings and disclosure of meeting materials.

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.6 POLICY FOCUS: STAKEHOLDER RELATIONS

3.6.1 The AIBC Council, in compliance with legislation, AIBC bylaws, codes and its own policies, will act in a manner that emphasizes accountability to the public and the membership of the Institute.

Accordingly the Council will:

3.6.2 Develop communication policies (see policy series 5.0 Communications *) and practices which support the goal of achieving an informed public and membership. These will include:

3.6.2.1 Holding its meetings in public (see policy 3.5.2 re Regular Meetings) except for discussion of some matters that, of necessity (see policy 3.5.3 re *In-Camera* Meetings), must be addressed *in-camera*.

3.6.2.2 Holding an open annual meeting to report to the public and the membership.

3.6.2.3 Developing communication links with relevant stakeholder groups to provide opportunity for comment on issues of concern to them.

3.6.2.4 Accounting to the public and the membership for competent, conscientious and effective accomplishment of its obligations. It will allow no officer, individual, council member, committee or task force of the council to usurp this role or hinder this commitment.

3.6.3 The council will establish a process for handling in a respectful, timely and positive manner queries, complaints and concerns submitted to it by correspondence or through presentation, comment or questions at one of its council meetings. An initial response should be received by the initiator within ten days after the query, comment or concern was received by the council or the President.

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.7 POLICY FOCUS: ROLES AND RESPONSIBILITIES OF COUNCILLORS *

3.7.1 It is the responsibility of each councilor to participate actively in the business of the council.

Accordingly, Councillors will:

3.7.2 Manage or oversee the management of the affairs and business of the Institute in compliance with legislation, AIBC bylaws, codes and policies.

3.7.3 Act honestly, in good faith and in the best interests of the public and members.

3.7.4 Exercise the care, diligence and skill of a reasonably prudent person under comparable circumstances.

3.7.5 Ensure compliance with relevant statutes, regulations, articles, by-laws, codes and council policies.

3.7.6 Be and stay informed on matters relevant to governing the Institute.

3.7.7 Participate actively and constructively in the discussions of the council.

3.7.8 Follow the rules agreed on by the council regarding how it will govern and conduct itself.

3.7.9 Not represent the interests of special groups or individuals over the interests of the public and the Institute.

3.7.10 Not speak or act as individuals on behalf of the council unless authorized to do so by council.

3.7.11 Come to meetings prepared to discuss what is on the agenda.

3.7.12 Not interfere in the management and operations of the institute, subject to council policy or appropriate direction.

3.7.13 Attend all council meetings or notify the President of their inability to attend any council meeting.

3.7.14 Inform themselves of the proceedings, decisions, and proposed actions decided upon at missed council meetings within seven days of the meeting, and register any dissent immediately with the Executive Director's assistant.

* (note: coordinate with sworn obligations on council candidate nomination form.)

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 on the day of the annual meeting after the time allocated for the annual (business) meeting, for member discussion during which members may debate those matters and issues of import to them.

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 "members' motions" for voting upon by members for possible later consideration by council is established, including a designated time period outside of the time allocated for the annual (business) meeting for debate of such motions by members.

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

(Note: policies 3.8.12 and 3.8.15, as embedded above, also reflect changes to the policy made by motions under agenda item 6.2.)

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.9 POLICY FOCUS: ANNUAL ELECTIONS

3.9.1 The institute will annually hold elections for the governing council from amongst the members (and for non-voting liaisons to council for other designated categories of registrants) of the institute in accordance with the *Architects Act* and AIBC Bylaws. This will be done in order to ensure the governance of the Institute upholds the public interest, is by the members, equally available to all members, and concerns matters of import to the members and other registrants.

Accordingly the Executive Director will ensure that:

3.9.2 An election is held annually to the governing council of the AIBC.

3.9.3 An announcement is made to all members with sufficient advance notice advising that

nominations for vacancies are available and encouraging all eligible registrants to consider such a commitment.

3.9.4 All registrants in good standing qualify to seek a seat on (or as liaison to) council, provided a completed nomination form, in accordance with approved procedures, is received within the prescribed period.

3.9.5 An elected term on council is two years in length, with staggered terminations so that one half of the elected council members complete their two-year term* annually.

3.9.6 Elections as non-voting liaisons to council for an Intern Architect*, Architectural Technologist and Building/Residential Designer representatives are conducted from among those associate categories, consistent with the rules and protocols that apply to members.

3.9.7 Nomination forms are developed for each category of position open for election with complete descriptions of criteria, submission dates, nomination requirements, obligations and commitments expected.

3.9.8 A nomination form is distributed as applicable to all persons of each designated registrant category in sufficient time.

3.9.9 A specific closing date for receipt of nomination forms, to ensure their validity, is advertised to all members.

3.9.10 Following receipt of the nomination forms, an election ballot, showing nominees, will be distributed to all registrants eligible to vote.

3.9.11 Elections will be closed following the call to order of the annual meeting, with the results for all categories to be announced to those in attendance following a complete tally by scrutineers who are appointed at the annual meeting by the President.

3.9.12 The results of the election to council shall be made public.

*Note: the position of IA liaison has a one-year term, renewable at the pleasure of council in the absence of nominations.

3.0 POLICY CATEGORY: GOVERNING PROCESS
3.10 POLICY FOCUS: ANNUAL ELECTION OF OFFICERS

3.10.1 Council, in compliance with legislation, AIBC bylaws, codes and policies, will annually hold elections for the officer positions on the governing council from amongst the members of the council.

Accordingly, the Council will ensure that:

3.10.2 An election is held immediately following the annual meeting at a meeting of council in which nominations are sought for the positions of President, Vice President, Treasurer and Registrar.

3.10.3 The election will be by a secret ballot, other than when election is by acclamation.

3.10.4 All elected members of council may seek nomination for any of the officer positions.

3.10.5 Appointed members of council may seek nomination to any of the officer positions except Registrar.

3.10.6 The results of the election of council officers shall be made public.

3.0 POLICY CATEGORY: GOVERNANCE PROCESS
3.11 POLICY FOCUS: BOARDS/COMMITTEES/TASK FORCES

3.11.1 To achieve the mandate of the Institute, council may establish boards, committees, task forces and working groups.

3.11.2 There are two types of boards and committees within the Institute structure:

- 3.11.2.1 those required by and deriving their authority from legislation; and
- 3.11.2.2 those deemed necessary or valuable to fulfil the legislated mandate, mission and vision of the institute.

Accordingly, council will ensure the establishment, with appropriate terms of references, of:

3.11.3 Legislated Board: a Registration Board (Architects Act, Sections 69, 70, 71). This board reports to the Executive Director on all administrative matters; and to council on issues directly referring to governing legislation.

3.11.4 Discretionary Boards: these may include a Communications Board, a Professional Conduct Board, a Professional Services Board, or other such boards as may best satisfy operational needs.

All Boards are charged with:

3.11.5 The responsibility of identifying issues, problems and challenges that might require new or amended council policy or decision;

3.11.6 The task of providing assistance to staff in the form of advice and feedback on actions and strategies, or hands-on involvement at the request of staff in carrying out specific programs, tasks or functions; and

3.11.7 Presenting matters requiring policy direction to council through the Executive Director. In providing assistance to staff, the boards report directly to the staff member responsible for their area of interest.

Each board:

3.11.8 Is typically comprised of the chairs of the committees working directly under its aegis, and recommends a chair from amongst its members.

Committees and Task Forces:

3.11.1 Legislated committees, such as Disciplinary Committees: unless otherwise stated in the *Act*, actions and decisions of legislated committees do not require the approval of council or staff.

3.11.2 Discretionary Committees may exist to assist staff and boards in addressing a wide range of topics and issues. These committees receive their mandates and terms of reference from and report directly to the Executive Director, typically through the staff members responsible for their area of interest.

3.11.3 Task forces and working groups may exist to assist council in carrying out council business. Task forces report directly to council and have no authority to act or speak on behalf of council unless otherwise authorized by council.

3.11.3.1 Task forces will have specific and clearly defined assignments, time-frames within which to complete their tasks, and terms of reference, all set by council.

5.3. Policy Category

Motion 1: That Council supports and adopts the recommended updated policies 4.1 through 4.5 as attached.

Gillies/Peddie **Carried**

Motion 2: To replace "the whole council will interview" with "a committee appointed by the council will interview" in policy 4.5.3.2.

Pawson/Spiegel **Carried**

4.0: POLICY CATEGORY: COUNCIL - EXECUTIVE DIRECTOR RELATIONSHIP
4.1: POLICY FOCUS: DELEGATION TO THE EXECUTIVE DIRECTOR

4.1.1 The tasks of implementation and operational policy development, based on Council policies, are the responsibilities of the Executive Director.

Consequently:

4.1.2 Council delegates the authority to the Executive Director to operate the organization under its jurisdiction according to its policies.

4.1.3 Council will make policies in consultation with the Executive Director regarding finances, programs and closures.

4.1.4 Council delegates to the Executive Director authority on all operational decisions.

4.1.5 The Executive Director will implement the policies of the council in compliance with legislation, AIBC bylaws and codes.

4.1.6 The Executive Director has complete authority to direct the work of staff.

4.1.7 Results to be achieved by the Executive Director are set out in council's Outcomes/Results policies.

4.1.8 The parameters that guide the actions and behaviours of the Executive Director are specified within the Operational policies.

4.1.9 To operate effectively in realizing the directions and guidelines set out by its policies, the council authorizes the Executive Director to establish all further operating policies; to make

relevant and necessary decisions; and to develop and implement activities and actions that will be considered to be consistent with any reasonable interpretation of council's policies.

4.1.10 It is council's prerogative to change the latitude of choices given to the Executive Director, but it is obligated to respect and support Executive Director's decisions and choices in operational matters unless in the council's view those decisions are in violation of established council policies.

4.1.11 Authority over the Executive Director is held by the whole council, not its individual members, committees or council officers. These may request information or assistance from the Executive Director but s/he may refuse these if in his/her judgment the request is disruptive, requires staff time or dollars not allocated for these requests, or requires a decision by council.

4.1.12 Although the Executive Director may request the advice or perspective of the council on an operational matter, s/he is not obligated to follow the given advice, nor is s/he expected or obligated to treat the advice as the wishes or decision of the council, unless otherwise specified by the council.

4.0: POLICY CATEGORY: COUNCIL – EXECUTIVE DIRECTOR RELATIONSHIP
4.2: POLICY FOCUS: EXECUTIVE DIRECTOR - COUNCIL REPORTING

4.2.1 Clear lines of communication and reporting are essential for a smooth flow of information and feedback between the Executive Director and the council.

Accordingly, the council and the Executive Director will not fail to adhere to the following principles and procedures:

4.2.2 The Executive Director reports to the council as a whole.

4.2.3 Should the Executive Director wish to submit information to, or obtain clarification from the council, s/he should request a meeting of the council for such purpose. The Executive Director will normally contact the President to request such a meeting, but the Executive Director can make the request of any council member.

4.2.4 The Executive Director is not restricted from using the expert knowledge of any council member with respect to operational matters.

4.0: POLICY CATEGORY: COUNCIL – EXECUTIVE DIRECTOR RELATIONSHIP
4.3: POLICY FOCUS: JOB OF THE EXECUTIVE DIRECTOR

4.3.1 As the council's single official link to the operating organization, the Executive Director is accountable for all organizational performance and exercises all authority transmitted into the organization by the council. Executive Director performance will be considered to be synonymous with organizational performance as a total.

Consequently, the product or results of the Executive Director's performance will be considered to be in the following three areas:

4.3.1.1 Accomplishment of the council's policies.

4.3.1.2 Operation within the limitations set out in the council's policies on operational constraints.

4.3.1.3 Compliance with legislation.

4.0: POLICY CATEGORY: COUNCIL – EXECUTIVE DIRECTOR RELATIONSHIP
4.4: POLICY FOCUS: MONITORING & EXECUTIVE DIRECTOR PERFORMANCE REVIEW

4.4.1 The AIBC Council considers it important and necessary to monitor and evaluate Executive Director performance. Any council evaluation of the Executive Director performance, formal or informal, may be derived only from monitoring data consistent with policy 4.3.1.

4.4.2 The purpose of monitoring is simply to determine the degree to which council policies are being fulfilled. Information which does not do this will not be considered to be monitoring.

Accordingly, AIBC Council will:

4.4.3 Conduct a formal Executive Director performance evaluation annually. Council will establish a formal process, timeframe and criteria for this function. The Executive Director will be informed of the criteria that will be used, and these will not vary from the outcomes/results and operational constraints policies of the council.

4.4.4 Establish and follow a process and schedule for monitoring outcomes/results and operational constraints policies on a regular basis throughout each year.

4.4.5 Review all policies annually and, where warranted by monitoring or the review, policies will be modified, deleted or revised.

4.4.6 Monitor a given policy in one or more of three ways:

4.4.6.1 Internal report: disclosure of compliance information to the council from the Executive Director.

4.4.6.2 External report: discovery of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the council.

4.4.6.3 Direct council inspection: this is a council inspection of documents, activities or circumstances directed by the council that meets a "prudent person" test of policy compliance.

4.4.7 Upon the choice of the council, any policy can be monitored by any method at any time.

4.0: POLICY CATEGORY: COUNCIL – EXECUTIVE DIRECTOR RELATIONSHIP

4.5: POLICY FOCUS: EXECUTIVE DIRECTOR RECRUITMENT, SELECTION, TERMINATION & COMPENSATION

4.5.1 The AIBC Council adheres to fair and equitable employment standards and practices. The Executive Director is the only staff person who is selected by and reports to the council. As the Executive Director is the only person to whom the council delegates the authority to achieve the organizational Vision/Outcomes, it is essential that the council employ and compensate accordingly an individual in whom they have the utmost confidence and trust.

Accordingly council will:

4.5.2 Establish the criteria and qualifications they require of someone filling the position of Executive Director.

4.5.3 In recruiting a new Executive Director, do the following:

4.5.3.1 Agree on the process that will be used to recruit, screen, interview, select and engage an individual from among qualified candidates.

4.5.3.2 The candidate recruitment and preliminary screening process may be handled by a task group of the council; however, as the successful candidate will be reporting to the whole council, a committee appointed by the council will interview those short listed candidates who most closely satisfy the council's requirements.

4.5.3.3 The council as a whole will select the candidate to whom an offer of employment will be made.

4.5.3.4 The council will establish a compensation and benefits package for the Executive Director that (1) enables it to attract and engage a senior executive with the qualifications, experience and competence required for the position; (2) is competitive for similar positions in comparable circumstances; (3) clearly establishes the process and criteria for increases, if any, during the period of the Executive Director's contract; and, (4) satisfies applicable government guidelines, regulations and legislation.

4.5.4 Conduct an Executive Director performance review annually and make, or not make, appropriate adjustments to his/her compensation based on the outcome of the review and the requirements set out in the contract.

4.5.5 Inform the Executive Director, at the beginning of each year, of the Executive Director review and evaluation process that will be followed, and of the criteria that will be used for assessing performance and making adjustments to his/her compensation and benefits.

4.5.6 A decision to alter the Executive Director's contractual arrangement with the council will be made by the whole council.

4.5.7 A decision to end, renew or extend the Executive Director's employment with the council will be made by the council as a whole and not by an individual, committee or task group acting on behalf of the council.

5.4. Policy Category

Motion 1: That Council approves the Professional Practice policies 6.3, 6.6, 6.10, 6.12 and 6.14, as revised.

Richards/Meiklejohn **Carried**

Note: above motion incorporates the following amendments which were accepted by the mover and seconder:

- 6.3.4 replacing "details of" with "information respecting";
- 6.12.1 replacing "equitable fees for such architectural services" with "equitable fees necessary for proper architectural services";
- 6.12.2.4 adding "commensurate with the scope of services; and"
- 6.12.3 adding "with the intent of determining adequate fees so that proper architectural services are provided."

6.0	**POLICY CATEGORY:**	**PRACTICE**
6.3	**POLICY FOCUS:**	**REQUEST FOR PROPOSAL (RFP) ****

6.3.1 Council believes that all architects should provide the most professional, reliable, ethical and honest services to all clients and uphold their commitment to acting in the public interest; and council believes that an architect or architectural firm should only submit a fee proposal to a client with the benefit of essential information from the client, that will enable a responsible professional determination as to the provision of fees-for-service.

Accordingly, no architect or architectural firm shall respond to a request for a proposal (RFP) until it has:

6.3.2 Received from the client clarification of the project's identity and principal requirements, location and funding status.

6.3.3 Received from the client the schedule for the project, indicating at least the anticipated start of services and desired completion dates.

6.3.4 Received information respecting the construction budget* for the project, if the project is a construction project

6.3.5 Received from the client the details of the scope of services that will be required.

6.3.6 Confirmed terms of engagement with the client.

* *"construction budget" does not include the client's other "project budget" factors which do not relate to the architects scope of service and the intended "work" itself.*

***** (reference Bylaws 28, 34.10 and 34.16 and Code of Ethics rules and advice thereunder, along with Bulletin 64).***

6.0	**POLICY CATEGORY:**	**PRACTICE**
6.6	**POLICY FOCUS:**	**ADVISORY DESIGN PANELS ***

6.6.1 Council of the Institute believes in the contribution that practitioners can make to their communities through participation on advisory design panels. Architects participating on advisory design panels, which are dedicated to assisting local governments, municipalities and districts, responsible for design, urban planning and zoning decisions, can help them to arrive at the best decisions possible in the public interest.

Accordingly:

6.6.2 British Columbia architects are encouraged to serve as volunteers of advisory design panels.

**** (reference Bulletin 65, Bylaws 32.5, 33.3 and Code of Ethics rules there under).***

6.0	**POLICY CATEGORY:**	**PRACTICE**
6.10	**POLICY FOCUS:**	**BC BUILDING CODE LETTERS OF ASSURANCE**

6.10.1 The Council of the Architectural Institute of BC endorses the enhanced public safety offered by formalizing and regulating the obligations of owners to engage architects and engineers to provide design and field review services to appropriate professional standards; the provision of

such services under professionally acceptable terms and conditions; and the provision of signed, sealed and dated Letters of Assurance for both design and field review as required under section 77 of the Architects Act; and under applicable building codes.

Accordingly:

6.10.2 Council endorses the Letters of Assurance required and described under the current BC Building Code and their Vancouver Building Bylaw counterparts.

6.10.3 Council supports the current BC Building Code and Vancouver Building Bylaw Letters of Assurances' standard, uniform application, without qualification, across British Columbia.**

6.10.4 Council is prepared to accept other forms* as are reviewed and are acceptable to the AIBC's Regulatory Coordination Committee and Professional Services Board with the benefit of such legal and insurability advice as may be applicable.

6.10.5 Council does not support any other Letters of Assurance or similar forms seeking an architect's certification.

* *Model Schedules "D" and "C-D" for Enhanced Building Envelope Services are part of AIBC Bulletin 34 and Model Schedules S-B and S-C forming part and Practice Note 16 are acceptable, as well as the City of Vancouver and City of Surrey's Certified Professional Program letters and those currently implemented by Vancouver Airport Authority.*

** *cf. AIBC Practice Notes 12 ,15, and 16, and the 'Guide to the Letters of Assurance in the BC Building Code' issued by the Province of BC*

6.0 POLICY CATEGORY: PRACTICE
6.12 POLICY FOCUS: TARIFF OF FEES FOR ARCHITECTURAL SERVICES

6.12.1 The AIBC Council believes that architects provide a comprehensive and complex set of services, and by publishing a schedule, are able to ensure that an itemization of those services is available as a guide for the members and the general public including clients and authorities. This document should also support the establishment, maintenance and publication of an AIBC "Tariff of Fees for Architectural Services" (Tariff) as a valuable tool and guide in establishing fair and equitable fees necessary for proper architectural services.

Accordingly, the council will direct the Executive Director to:

6.12.2 Develop and maintain a tariff of fees for architectural services, which will include advice and information on:

- 6.12.2.1 Which buildings require an architect and why;
- 6.12.2.2 The authorities that govern the profession;
- 6.12.2.3 How to find and select an architect;
- 6.12.2.4 Determination of compensation commensurate with the scope of services; and
- 6.12.2.5 The sequence and scope of services provided.

6.12.3 Review the Tariff annually, updating the recommended hourly fees and the percentage-based fees as affected by developments in scopes of architectural services, roles and responsibilities, market sector conditions, terms of engagement, construction cost, taxation, project delivery models, and other operating parameters with the intent of determining adequate fees so that proper architectural services are provided.

6.12.4 Provide and publish timely, related information and advice.

(note: the AIBC establishes, maintains and publishes a Tariff under authority of the Architects Act (s. 24), Bylaws 29 and 34.16. Related documents, containing rulings, commentary and advice) include the Code of Ethics; Tariff Bulletins (currently 51 through 56); and Practice Notes (currently numbers 2 and 8).

6.0 POLICY CATEGORY: PRACTICE
6.14 POLICY FOCUS: TERMS OF ENGAGEMENT

6.14.1 The AIBC Council is confident about the certainty that is provided for the public, the client and other stakeholders when architects' professional services are engaged under client/architect contracts containing terms and conditions reflecting inter alia appropriate scopes of services, roles and responsibilities, standards of practice, allocation of risk, certification, copyright, ownership and use of designs and documents; assurances; laws and regulations; sound business

mechanisms; and compatibility with industry-standard contracts for other consultants services and for construction.

Accordingly, council will direct the Executive Director to:

6.14.2 Encourage Architecture Canada | RAIC to update, maintain and publish national standard forms of client/architect contracts as achieved through the collaboration with and consensus of Canadian architectural licensing jurisdictions; or in the alternative, encourage Canadian architectural licensing jurisdictions to do so, similarly.

6.14.3 In the event the AIBC should determine to develop an AIBC alternative to the national document, ensure the appropriate authority is provided within the *Act*, bylaws and council rulings to support a primary compliance reference to such forms of client/architect contract as council approves.*

6.14.4 Ensure that any terms of engagement which are developed by the AIBC to be published and distributed will have regularly scheduled reviews.

6.14.5 Ensure that AIBC-approved client/architect contracts, including terms of engagement, are appropriate for broad and sector-specific or project-delivery method needs; and will be maintained and published or, if the products of other organizations, reviewed with related advice communicated to registrants, clients and authorities.

6.14.6 Prepare and publish protocols, including business considerations and resource allocation, for the AIBC's assistance, review and approval of alternate forms of client/architect contracts and terms of engagement.

** (cf. AIBC 6C & 6C-H; 8C);Bylaw 28 and related Code of Ethics)*

That Council has reviewed and approves policies 6.1, 6.4, 6.5, 6.9, 6.11, and 6.13 for which there are no recommended changes.

Richards/Spiegel **Carried**

5.5. Identity, designations and competency report: Registrar Scott Kemp outlined the process of member consultation which will be undertaken up to and including May 24, 2011 on the research conducted and directions being developed by the Registration Board's Associates Committee, as requested by council.

5.6. Council Working Group Reports

5.6.1. Advocacy and Regulation – Chair: Cal Meiklejohn

That council accepts the Terms of Reference submitted by the Advocacy and Regulation Working Group.

Meiklejohn/Spiegel **Carried**

5.6.2. Engagement and Communications – Reporting: Wiebe: the working group submitted its summary observations and recommendations.

5.6.3. Legislative Renewal – Chair: Scott Kemp: Terms of Reference will are yet to be circulated for council's approval, but are expected soon. A report with recommendations is also in development (expected to address four key points including: review of past documents; options for whole scale vs. point-by-point renewal; communications recommendations; and consultation with stakeholders.)

5.6.4. New and Diverse Members – Chair: Nacionales: taking into consideration the suggestions and observations made by council at the January meeting, the working group continues to refine five factors seen as the key barriers to registration: incentive; mentorship; exams, industry use of non-regulated labour; and access to experience.

5.6.5. Coordination: the President recommended a second meeting of the working groups' chairs to coordinate the reports and make recommendations on council's next steps.

6.0 Non-policy Discussion Issues

6.1. Development of council's annual conference sessions: council reviewed the time periods scheduled on May 24, 2011 for sessions, an engagement lunch, and the Annual Meeting.

** **Guest presentation: Ron Bain** MAIBC made a presentation to council which included suggestions for the sequence of events and procedures for the Annual Meeting and forum.

6.2. MFTF Protocols

Motion 1:

1) That the "members' forum" and former "motions from the floor" portions of the AIBC annual meeting be removed from the annual meeting and given a separate time allocation on the day of the annual meeting, either together in one forum or separately as circumstances and logistics permit, with the 'motions' segment, if not both sessions, to follow immediately after adjournment of the annual meeting;

2) That the motions from the floor appellation be replaced with "Members' Motions" to more accurately reflect the type and possible timing of motions under consideration;

3) That Council directs the Executive Director to establish protocols for the members' forum and Members' Motions for distribution to members, which protocols shall include, but not be limited to:

- **A reasonable period of time prior to the annual meeting for members to submit Members' Motions, with a reasonable deadline for submission established;**
- **A suitable template for submission of Members' Motions, including explanation as to the nature of motions as being advisory to Council;**
- **A Members' Motions Review Committee or other volunteer body of architects, with staff support as appropriate, to receive and review Members' Motions and screen any that may be defamatory, discriminatory, inflammatory, potentially unprofessional or otherwise not in keeping with legal and professional standards;**
- **An appropriate mechanism for voting on Members' Motions, whether prior to (i.e., online) and/or during the motions' segment after the annual meeting; and**
- **Other procedures necessary to ensure that the members' forum and Members' Motions segment(s) are conducted in keeping with Council policy.**

4) Council Policy 3.8.12 be amended as follows (current policy in italics):
A forum is held for member discussion in which they may debate those matters and issues of import to them.
A members' forum is held on the day of the annual meeting outside of the time allocated for the annual (business) meeting, for member discussion during which members may debate those matters and issues of import to them.

5) That Council Policy 3.8.15 be amended as follows (current policy in italics):
Motions from the floor can be received and voted on by the members for possible later consideration by council.
A process for receiving "members' motions" for voting upon by members for possible later consideration by council is established, including a designated time period

outside of the time allocated for the annual (business) meeting for debate of such motions by members.

Richards/Spiegel **Carried**

Motion 2:

That Council directs that the members' forum must be held after the Annual Meeting.

Werker/Van Duzer **Carried**
Opposed: Richards, Pawson

6.3. Monitoring policies 3.0 and 4.0

The President noted those policies which largely fall under the responsibilities of council or the president and requested all council members to assess and report on council's compliance, achievement and performance in each area. Council members' comments are to be collated and a summary compliance report to be coordinated by the Governance Task Force.

6.4. Council meeting schedule – additions:

April 12, 2011 – Council's strategic planning session (council members, liaisons and staff.)
May 10, 2011 – Regular meeting of the AIBC Council (open.)

6.5. Financial Compliance Monitoring and Summary *(formerly agenda item 4.3.1)*

The Executive Director, on behalf of the Financial Health Task Force, provided a verbal report on actions taken in response to council contingency reserve fund policy decisions and the corresponding effect on the operating fund; including:

1. Council policy as approved on 9 November, 2010, directed the amount of the Contingency Reserve Fund be set at $350,000.
2. A separate account for the Contingency Reserve Fund (CRF) is in the process of being established. No withdrawals are possible without the express consent of council. No expenditures from the CRF have occurred to date and none are planned or foreseen.
3. The operating funds have been augmented by council's 11 January, 2011 to reduce the CRF to $350,000, and by the apparent (approximately $200,000) surplus realized in 2010 (pending final audit.)
4. All expenditures continue to relate to the 2011 budget approved by council on 9 November, 2010.
5. In the 2011 budget, item 6.1.1 (clause 11) showed $150,000 maximum capital expenditure for 2011, subject to available surplus, to enable overdue satisfaction of capital needs (specifically: photocopier and IT upgrades, small improvements, and carpet.)

To accept the Financial Compliance Monitoring and Summary as consent items.

Meiklejohn/Richards **Carried**

7.0 ***In Camera***

7.1. Volunteer Recognition

Motion A:

Council endorses the nomination of the following candidates for:

- **AIBC Honorary Membership: George R. Humphrey B.Arch**
- **The Barbara Dalrymple Memorial Award for Community Service: Laurence W. (Chip) Barrett MAIBC; and Alan Lowe MAIBC.**
- **AIBC Special Certificate of Recognition: Mark Whitehead MAIBC.**

Grossman/Richards **Carried**

Motion B:

That Council endorses the following candidate for AIBC Special Certificate of Recognition: Scott Kemp MAIBC.

Grossman/Spiegel **Carried**
Recused: Kemp

7.2. Minutes of council meeting January 11, 2011 *(formerly agenda item 4.1.5)*

To read into the records of council the previously-approved minutes of the council meeting January 11, 2011.

Meiklejohn/Richards **Carried**

8.0 Adjournment

Pawson/Gillies **Carried**