



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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26 April 2013

Message to the AIBC Community re: 94th Annual Meeting

Enclosed with this mailing please find:

Cover letter from the AIBC President

Notice and Agenda for the 94th Annual Meeting 1 June 2013, and attachments:

- (i) Annual Meeting Protocols
- (ii) Draft Minutes of the 93rd Annual Meeting
- (iii) Audited Financial Statements
- (iv) Resolution: Appointment of the Auditor
- (v) Treasurer's Report
- (vi) Registrar's Report
- (vii) Executive Director's Report
- (viii) Members' Forum Protocols and Members Motions form

Election materials for council member candidates (sent to architects and honorary members.)

Related materials are scheduled to be issued electronically and posted on the AIBC web site as they are ready. These may include, but are not limited to the call for election scrutineers, the President's Report, and annual meeting updates as needed.

Please accept this as my personal and professional encouragement to review the materials so that you are well informed; vote for the type of leadership that will best serve the profession in the public interest; and participate actively in the 2013 Annual Meeting.

Looking forward to seeing you there;

Michael A. Ernest architect AIBC
Executive Director



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25 April 2012

Dear colleagues:

On behalf of the AIBC Council, I invite all AIBC members, honorary members and associates to attend one of the most important institute events of the year. The **AIBC Annual Meeting** will take place on Saturday 1 June 2013 at the Segal Building, Simon Fraser University, 500 Granville Street, Vancouver.

This year's meeting promises to be an informative, lively event including: mandatory institute business; presentations from Council on two of its key initiatives (recommendations for the future of associates and the Institute, and long-range strategic planning currently in progress); and time permitting a Members' Forum with advisory members' motions.

It is essential that there be good member attendance. We encourage all members, honorary members and associates to review all enclosed materials; ensure you are well-informed; attend and let your voices be heard.

Regards,

David N.M. Yustin Architect AIBC
AIBC President



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Notice of the 94th Annual Meeting

In accordance with Bylaw 17 of the Architectural Institute of British Columbia (AIBC) you are hereby notified that the

94th Annual Meeting of the AIBC will be held on 1 June 2013 at the Segal Building, Simon Fraser University, 500 Granville Street, Vancouver.

Registration begins at 12:00 noon.

94th Annual Meeting Agenda

1:00 pm	1.0	Welcome	D. Yustin ARCHITECT AIBC
	1.1	Quorum	
	2.0	Call to Order	D. Yustin ARCHITECT AIBC
	2.1	Close of Elections	
	2.2	Scrutineers Appointment per Bylaw 24.1	
	2.3	Approval of the Agenda	
	2.4	Introductions	
		2.4.1 Council	
		2.4.2 Staff	
		2.4.3 Guests	
		2.4.4 Motions Review Committee	
		2.4.5 Parliamentarian: Michael Blatchford	
	2.5	Protocols for the Annual Meeting <i>Refer to Attachment (i)</i>	
1:30 pm	3.0	Adoption of Minutes	D. Yustin ARCHITECT AIBC
	3.1	Minutes of the 93rd Annual Meeting <i>Refer to Attachment (ii)</i>	
	3.2	Minutes of the Special Meeting 12 May 2012	
1:45 pm	4.0	Recognition	D. Yustin ARCHITECT AIBC
	4.1	Remembrance of those deceased in 2012/13	

1:55 pm	5.0	President's Report	D. Yustin ARCHITECT AIBC
	5.1	Discussion	
2:15 pm	6.0	Financial Report	
	6.1	Filing of Audited Financial Statements <i>Refer to Attachment (iii)</i>	D. Yustin ARCHITECT AIBC
	6.2	Appointment of Auditor <i>Refer to Attachment (iv)</i>	L. Werker ARCHITECT AIBC
	6.3	Treasurer's Report <i>Refer to Attachment (v)</i>	L. Werker ARCHITECT AIBC
	6.4	Discussion	D. Yustin ARCHITECT AIBC
2:30 pm	7.0	Council Initiatives	
	7.1	Introduction	D. Yustin ARCHITECT AIBC
	7.2	Associate Options	L. Werker ARCHITECT AIBC
	7.3	Discussion	
	7.4	Strategic Planning	C. Barrett ARCHITECT AIBC
	7.5	Discussion	
4:00 pm	8.0	Members Forum (time permitting)	D. Yustin ARCHITECT AIBC
	8.1	Protocols <i>Refer to Attachment (viii)</i>	
	8.2	Advisory Members Motions	D. Yustin ARCHITECT AIBC
4:50 pm	9.0	Announcement of Election Results	D. Yustin ARCHITECT AIBC
	9.1	Members of Council	
	9.2	Intern Architect Liaison to Council	
5:00 pm	10.0	Adjournment	



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 honorary 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.
7. Although it is recommended that Member Motions be submitted by one week prior to the Annual Meeting (2013 deadline: 24 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

93rd ANNUAL MEETING OF ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

DATE: Saturday 12 May 2012
TIME: 1:45 p.m.
LOCATION: Vancouver Convention and Exhibition Centre West
 Vancouver, British Columbia
PRESIDING: Gordon Richards MAIBC, President

1.0 Welcome

Gordon Richards MAIBC and President welcomed attendees to the meeting.

1.1 Quorum

The President reported that more than sufficient members were present to meet quorum requirements; therefore the meeting was called to order.

1.2 Introductions

1.2.1 Council

The President introduced the members of the 2011/2012 AIBC Council:

Vice-President	Scott Kemp MAIBC
Registrar	Joan Hendriks MAIBC
Treasurer	Tim Spiegel B.Sc. (QS) PQS, a Lieutenant Governor's Appointee to Council

Robert G. Chester MAIBC
 Eszter Csutkai MAIBC
 Pierre E. Gallant MAIBC, immediate Past President
 Veronica Gillies MAIBC (not present)
 Paula Grossman MAIBC
 Karl Gustavson MAIBC
 Leslie Van Duzer B.A., M.Arch, Director of UBC SALA
 David Yustin MAIBC

Lieutenant Governor's Appointees to Council:

Owen Pawson B.Arch, LL.B.
 Richard Peddie Ph.D.
 David Toole

LIAISONS TO COUNCIL:

Dave Boswell BD, ASCT, Building and Residential Designers



Michael Currie AT, Architectural Technologists
 David Zeibin IA, Intern Architects
 Jim Toy BA, BArch, RID LEED AP, liaison to the Interior Designers Institute of BC (not present)

1.2.2 Staff

The President introduced members of the AIBC Staff who were present:

Michael Ernest MAIBC	Executive Director
Paul Becker MAIBC, P.Eng	Director of Professional Services
Thom Lutes LL.B.	Director of Professional Conduct and Illegal Practice
Jerome Marburg LL.B. MBA	Deputy Executive Director and General Counsel
David Wiebe	Director of Communications
Karen Morris CGA	Manager of Finance and Administration
Roísín O'Neill	Manager of Registration and Licensing
Katherine Rau	Executive Assistant
Gayle Roberts	Professional Conduct Coordinator
Linus Lam MAA MRAIC	Communications Specialist

1.2.3 Guests

The President thanked and welcomed industry stakeholders and guests present at the meeting, who included: AIBC Vancouver Island Chapter Chair Don Lovell MAIBC; Architecture Canada | RAIC Second Vice-President and BC/Yukon Regional Director Wayne DeAngelis MAIBC; APEGBC Chief Regulatory Officer and Deputy Registrar Tony Chong P.Eng; and Wolrige Mahon Assurance Manager Peter Posnikoff CA.

1.2.4 Motions Review Committee

The President directed the assembly to the committee's location in the room for submission of any written Members Motions and introduced the committee members: Chair: Brian G. Hart MAIBC; Russ Chernoff MAIBC; Naomi Gross MAIBC; John McCormack MAIBC and Sean Rodrigues MAIBC working with Director of Professional Conduct and Illegal Practice Thom Lutes, Barrister and Solicitor.

1.2.5 Parliamentarian

The President introduced Eli Mina M.Sc., P.R.P. Eli Mina briefed the assembly on the purpose of a parliamentarian (to offer advice to President and through him to the assembly on Parliamentary procedure), reviewed core guidelines for a respectful and efficient meeting, and clarified the required voting majorities for passing bylaw resolutions and other motions.

1.3 **Protocols for the Annual Meeting**

The President reviewed highlights of the protocols previously distributed and posted on the AIBC website.



MOTION: That the AIBC Annual Meeting Protocols be adopted as distributed.

Moved: Pierre E. Gallant MAIBC
 Seconded: David Wilkinson MAIBC

CARRIED

The President explained the process for voting and that by which quorum would be monitored throughout the meeting (the issuing and submission of voter cards).

2.0 Call to Order

2.1 Close of Elections

The President declared the elections closed in accordance with Bylaw 24.3.

The President introduced and thanked each of the nominated candidates for member of council:

Laurence W. (Chip) Barrett MAIBC
 Bruce (Ian) Bazley MAIBC
 Imu Chan MAIBC
 Michael Green MAIBC
 Joan Hendriks MAIBC
 Loy J. Leyland MAIBC
 Christine Anne Lintott MAIBC
 Calvin Bruce (Cal) Meiklejohn MAIBC
 Gordon Richards MAIBC
 John W. Scott MAIBC
 Lynne Werker MAIBC

2.2 Scrutineers Appointment per Bylaw 24.1

The President appointed the following individuals as scrutineers to the counting of the ballots:

Gilbert Larocque CD, P.Eng., LLB
 Michelle Robertson
 Ian A. Brown CA

2.3 Approval of the Agenda

The President confirmed the agenda had been provided to all members.

MOTION: to approve the agenda

Moved: Selwyn Dodd MAIBC
 Seconded: Peter Levar MAIBC

CARRIED



3.0 Adoption of the Minutes of the 92nd Annual Meeting

The President called for any corrections to the circulated draft minutes:

MOTION To amend item 6.0 President's Report to read as follows:

"Motion: A process for the reform of the Architects Act and Bylaws.

The chair ruled against inclusion of the motion.

Motion put to the assembly: to appeal and overturn the ruling of the chair.

CARRIED"

Moved: Ronald Bain MAIBC
 Seconded: Jonathan Yardley MAIBC

CARRIED

MOTION: Be it resolved that the members of the Institute adopt the minutes of the 92nd Annual Meeting so amended.

Moved: Pierre E. Gallant MAIBC
 Seconded: Calvin Bruce (Cal) Meiklejohn MAIBC

CARRIED

4.0 Recognition

4.1 Remembrance of those deceased in 2011/2012

The President recognized former members who passed away during the past year. A moment of silence was observed.

David J. Bryan, Architect – August 30, 2011
 Arthur Boyd (former member) – January 2012
 Wilfred Buttjes (Retired Architect) – Dec 19, 2011
 Allan R. Cassidy, Architect – July 10, 2011
 Donald Erb, Architect – Oct. 3, 2011
 Jim Green (Honorary Member) – Mar. 1, 2012
 John Haaf (former member) – April 16 2012
 Stuart Lefeaux (Honorary Member) – June 6, 2011
 David Smith, Architect – Nov 16, 2011
 Kenneth Terriss, Architect - May 4 2012
 Daniel E. White (former member) – April 12 2012



5.0 Honourary Membership

MOTION: WHEREAS Robert (Bob) Williams has been nominated as an Honorary Member of the Institute by five members in good standing of the Architectural Institute of British Columbia, in recognition of his outstanding contribution to the built environment and the profession of architecture,

BE IT RESOLVED THAT the members of the Institute elect Robert (Bob) Williams as an Honorary Member in the Architectural Institute of British Columbia.

Moved: Paula Grossman MAIBC
 Seconded: Richard Balfour MAIBC

CARRIED
None opposed

6.0 President's Report

The President presented highlights from his report (as distributed and published) and opened the floor to questions.

6.1 Discussion: no questions were raised.

7.0 Financial Report

7.1 Filing of Auditor's Report

In accordance with the *Architects Act*, the 2011 audited statements dated the 20th day of March 2012 (as distributed by mail to the membership and published on the website) were filed by the President.

7.2 Financial Health Task Force Report

The President introduced Treasurer Tim Spiegel B.Sc. (QS), PQS, MRICS.

The Treasurer presented highlights from the Treasurer's and Auditor's Reports (as distributed and published.) The President invited questions from the assembly.

7.3 Discussion

Comments and/or questions were raised on subjects including the following:

- The approval process for the auditor's report
- Clarification or definition of "Investment and Property Income"
- Reduction in the Contingency Reserve Fund
- Reduction in operating costs with the retirement of the mortgage
- Amounts listed under liabilities, payables and accruals



- Creation of a building fund

Undertaking was given to respond to the questions at a subsequent time.

7.4 Appointment of the Auditor

MOTION WHEREAS the accounting firm of Wolrige Mahon Chartered Accountants have performed all assignments to the satisfaction of Council,

BE IT RESOLVED THAT Wolrige Mahon Chartered Accountants be appointed auditor for the Architectural Institute of British Columbia for the fiscal year 2012.

Moved: Tim Spiegel B.Sc. (QS), PQS, MRICS

Seconded: Veronica Gillies MAIBC

CARRIED

8.0 Bylaws

Bylaw Review Committee

The President introduced the members of the Bylaw Review Committee:

Janet Lutz MAIBC, Chair

Brian Sim MAIBC

Paul Rust MAIBC

Paul Thorkelsson MAIBC

Richard Bernstein MAIBC

Resolutions:

MOTION 8.1: We move that the recommendations for Bylaw Changes proposed by the Bylaw Review Committee be sent back to the committee for further review, and that they be brought back to the members with a statement of the purpose to guide us in our decision making, and that they provide us with the relevant facts and a strategic plan that will give the institute members and opportunity to rationally and impartially consider and deliberate upon the proposals, either at the next annual meeting or a special meeting designated for that purpose.

Moved: Ronald Bain MAIBC

Seconded: Terence Williams MAIBC

DEFEATED

MOTION 8.2: To refer back to the Bylaw Review Committee the contents of Annual Meeting booklet pages 60, 61 and 62:

THAT BYLAWS 8.2, 8.3, 8.4 and 8.5, as set out in full below, be repealed:

- 8.2 (a) Any five Members of the Institute may apply to the Council for permission to form a Chapter, with headquarters in any city or town which they may select, and such permission shall be granted by the Council if it is found that the Territory proposed to be



- covered by the new Chapter does not encroach upon that of any existing Chapter.
- (b) If any question of encroachment shall arise, it shall be determined by the Council at their discretion.
- 8.3 Members of the Chapters must be Members, Honorary Members or Associates of the Institute, but no obligation shall rest upon any Member, Honorary Member, or Associate of the Institute to become a member of a Chapter.
- 8.4 Each Chapter shall have the power to fix its own dues and make such Bylaws as it may think necessary and desirable so long as they do not conflict with the Act and Bylaws of the Institute of which matters the Council shall be the judge, and for this purpose the Bylaws proposed to be adopted by any Chapter must first be submitted to the Council for approval.
- 8.5 Each Chapter shall report to the Institute the number of members on its roll, and if at any time the number shall fall below five, the Council of the Institute may declare such Chapter no longer in existence.

THAT BYLAW 13.3, as set out in full below, be repealed:

- 13.3 Associates shall be eligible to become members of Chapters as set forth in Section 8 of these Bylaws, with equal rights within the Chapter with other members except the right to vote and hold office.

THAT Bylaw 8.1, first set out in full below, be amended as indicated:

- 8.1 The Institute shall encourage the formation of local associations, to be known as chapters of the Architectural Institute of British Columbia.

Proposed amendment:

- 8.1 The Institute shall encourage allow the formation of local associations, to be known as "chapters" of the Architectural Institute of British Columbia in accordance with the rules for such chapters established by Council.

Moved: Ronald Bain MAIBC
 Seconded: Irvin Kew MAIBC

CARRIED

MOTION 8.3: To repeal Bylaws 26.0, 26.1, 26.2, 26.3:

- 26.0 The Council may establish a special levy to be applied to retire the Institute's accumulated deficit projected for 1999. The Council may establish different levies for different classes of members and architectural firms but this levy may not exceed:
- (a) In 1999,
- (i) \$125.00 for each member, and
- (ii) \$50.00 for each complement of 1 to 5 personnel, including principals, of each architectural firm holding a Certificate of Practice using information as recorded in the Institute's register as at February 1, and when established, the levy must be calculated to raise not more than a total amount of \$240,000 in 1999 and must be paid on September 1, 1999.
- 26.1 If a member or architectural firm fails to pay the levy established under Bylaw 26.0 by September 1, 1999, as required:



- (a) the member or firm ceases to be in good standing under the Act ,
and
 - (b) section 73(2) and (3) of the Act applies, with all the changes
required in the circumstances, as if the levy were an annual fee.
- 26.2 The Council may establish a special levy to be applied to contribute to
the research and education functions of the Homeowner Protection
Office. The Council may establish different levies for different classes of
members and architectural firms but this levy must not exceed:
- (a) \$75.00 for each member, and
 - (b) \$100.00 for each complement of 1 to 5 personnel, including
principals, of each architectural firm holding a Certificate of
Practice using information as recorded in the Institute's register as
at February 1, 1999, and
 - (c) when established, the levy must be calculated to raise not more
than \$250,000 and must be paid on September 1, 1999.
- 26.3 If a member or architectural firm fails to pay the special levy established
under Bylaw 26.2 by September 1, 1999, as required:
- (a) the member or firm ceases to be in good standing under the *Act*
and
 - (b) section 73(2) and (3) of the Act applies, with all the changes
required in the circumstances, as it [sic] the levy were an annual
fee.

Moved: J. Brian Sim MAIBC
 Seconded: Paul Rust MAIBC

CARRIED

MOTION 8.4: To repeal Bylaws 3.2, 3.3, 12.2 and 18.2.

Moved: J. Brian Sim MAIBC
 Seconded: Pierre E. Gallant MAIBC

Vote not conducted

The President accepted a request from Ronald Bain MAIBC to consider each of the
above-listed Bylaws separately.

MOTION 8.5: To repeal Bylaw 3.2:

- 3.2 It shall be the duty of the President to preside and chair all meetings of
Council and any other Institute meetings deemed appropriate. In the
event of the absence of the President from any meeting, the Vice-
President(s), or in that person's absence some person to be chosen from
the Members present, shall act as Chair.

Moved: J. Brian Sim MAIBC
 Seconded: Pierre E. Gallant MAIBC

CARRIED



MOTION 8.6: To repeal Bylaw 3.3:

- 3.3 It shall be the duty of the Registrar to keep the register required under the Act and to perform such other duties as may be required of that person by the Act or delegated to that person by the Council.

Moved: J. Brian Sim MAIBC
 Seconded: Pierre E. Gallant MAIBC

CARRIED

MOTION 8.7: To repeal Bylaw 12.2:

- 12.2 Honorary Members shall pay no fees or dues.

Moved: J. Brian Sim MAIBC
 Seconded: Peter Levar MAIBC

CARRIED

MOTION 8.8: To repeal Bylaw 18.2:

- 18.2 Special Meetings of the Council may be called by the President, the Executive Director giving notice thereof to every member of the Council by telegram or otherwise at least forty-eight hours previous to the time of meeting.

Moved: J. Brian Sim MAIBC
 Seconded: David Wilkinson MAIBC

DEFEATED

Brian Sim MAIBC asked the assembly to consider voting on the proposed amendments to Bylaws 12.1, 19.1 and 19.2 in an omnibus motion. The President accepted a request from Ronald Bain MAIBC to consider each of the above-listed Bylaws separately.

MOTION 8.9: That Bylaw 12.1, first set in full below, be amended as indicated:

- 12.1 Honorary Members shall be nominated by the Council and elected by a four-fifths vote of members present at the Annual Meeting.

Proposed Amendment:

- 12.1 Honorary Members shall be nominated by the Council and conferred by a four-fifths vote of members present at the Annual Meeting

Moved: J. Brian Sim MAIBC
 Seconded: John McCormack MAIBC

CARRIED



MOTION 8.10: That Bylaw 19.1, first set out in full below, be amended as indicated:

- 19.1 Five percent of the voting membership of the Institute shall form a quorum at any general meeting of the Institute and a majority of the members of Council shall form a quorum at any Council meeting.

Proposed Amendment:

- 19.1 Five percent of the voting membership of the Institute shall form a quorum at any general meeting of the Institute.

Moved: J. Brian Sim MAIBC

Seconded: Ian Bazley MAIBC

CARRIED

MOTION 8.11: That Bylaw 19.2 be referred back to the Bylaw Review Committee

Moved: Lynne Werker MAIBC

Seconded: Eszter Csutkai MAIBC

DEFEATED

MOTION 8.12: That Bylaw 19.2, first set out in full below, be amended as indicated:

- 19.2 At any meeting of the Institute or of the Council at which there is no quorum within half an hour after the time called for the meeting, the meeting shall stand adjourned for one week at the same time, and if at such adjourned meeting a quorum is not present, it shall stand adjourned "sine die".

Proposed Amendment:

- 19.2 At any meeting of the Institute at which there is no quorum within half an hour after the time called for the meeting, the meeting shall stand adjourned until it can be rescheduled, which re-scheduled date must be set no later than 90 days from the adjourned meeting.

Moved: J. Brian Sim MAIBC

Seconded: Calvin Bruce (Cal) Meiklejohn MAIBC

DEFEATED

MOTION 8.13: To refer proposed new Bylaws 36.0 and 36.1 to the Bylaw Review Committee to come back with a code of ethics proposal or system that embeds the code of ethics by vote of the members.

Moved: Ian Bazley MAIBC

Seconded: Ronald Bain MAIBC

DEFEATED



MOTION 8.14: That proposed new Bylaws 36.0 and 36.1 be adopted:

- 36.0 The Institute shall establish a Code of Ethics and Professional Conduct for members, architectural firms, licensees and associates.
- 36.1 The Code of Ethics and Professional Conduct shall include:
- i. those bylaws deemed by Council to establish the standards, values and principles relating to competency, professional conduct and the dignity and honour of the profession;
 - ii. any Council rulings associated with such bylaws that reinforce and clarify the bylaws; and
 - iii. preamble and commentary to enhance the understanding of, and appreciation for, the document's importance to the profession of architecture and the public interest.

Moved: J. Brian Sim MAIBC

Seconded: Pierre E. Gallant MAIBC

DEFEATED

MOTION 8.15: That Bylaw 13.2, first set out in full below, be amended as indicated:

- 13.2 Associates shall not be members of the Institute or entitled to registration or have any interest in or claim against the property of the Institute. They will, however, be permitted to attend all general meetings of the Institute unless the Council shall otherwise direct in respect to any particular meeting or part thereof but shall have no right to vote. Further they will be eligible to sit on committees of the Institute and to receive publications and bulletins of the Institute.

Proposed Amendment:

- 13.2 Associates shall not be members of the Institute or have any interest in or claim against the property of the Institute. They will, however, be permitted to attend all general meetings of the Institute unless the Council shall otherwise direct in respect to any particular meeting or part thereof but shall have no right to vote. Further they will be eligible to sit on committees of the Institute and to receive publications and bulletins of the Institute.

Moved: J. Brian Sim MAIBC

Seconded: Pierre E. Gallant MAIBC

DEFEATED

MOTION 8.16: That Bylaw 20, first set out in full below, be amended as indicated:

- 20.0 For all Council Meetings, Annual Meetings and Special (General) Meetings, "Robert's Rules of Order" shall take precedence and govern. For all other internal meetings within the AIBC the Internal Rules of Governance shall prevail.

Proposed Amendment:

- 20.0 For all Annual Meetings and Special (General) Meetings, "Robert's Rules of Order" shall govern. "Robert's Rules" shall govern all Council meetings unless Council expressly passes other rules of order for its meetings, in which case those rules shall govern all Council meetings.



Council may adopt or pass rules for the conduct of AIBC board and committee meeting matters not otherwise addressed by the *Architects Act* or bylaw.

Moved: J. Brian Sim MAIBC
 Seconded: Paul Rust MAIBC

DEFEATED

(Note: at this time the results of the election were submitted by Chief Returns Officer Emily Tyler to Registrar Joan Hendriks MAIBC for certification and passed on to the President. The bylaw motions were halted to allow announcement of the election results and resumed thereafter.)

9.0 Announcement of Election Results

9.1 Members of Council

President Gordon Richards MAIBC announced and congratulated the five architects who have been elected to fill five vacancies for the 2012/2013 AIBC Council:

Laurence W. (Chip) Barrett MAIBC
 Michael Green MAIBC
 Calvin Bruce (Cal) Meiklejohn MAIBC
 Gordon Richards MAIBC
 Lynne Werker MAIBC

8.0 Bylaws (continued)

MOTION 8.17: That Bylaw 10, first set out in full below, be amended as indicated:

10.0 A registered member shall use after the registered member's name the initials MAIBC.

Proposed amendment:

10.0 A registered member shall use the title "Architect AIBC" after the member's name. No associate or other registrant is entitled to use the title "Architect AIBC" or any variation thereof that implies registration as an architect with the AIBC.

Moved: J. Brian Sim MAIBC
 Seconded: David Wilkinson MAIBC

CARRIED



9.0 Announcement of Election Results (continued)

Certificates of Recognition were presented by the President, with grateful thanks, to outgoing council members and the Intern Architect Liaison to Council.

Pierre E. Gallant MAIBC
 Veronica Gillies MAIBC
 Karl Gustavson MAIBC
 Joan Hendriks MAIBC
 Matthew Soules MAIBC
 James A. Belsheim, LG Appointee to Council
 David Zeibin IA

10.0 Members Forum

10.1 **Protocols:** the President summarized the protocols as distributed.

10.2 Advisory Members Motion

MEMBER'S MOTION 1:

Be it resolved THAT COUNCIL BE REQUESTED TO CONSIDER THE FOLLOWING:

that Bylaw Section 13.1 ASSOCIATES be amended to identify and clarify the following exclusive classes of associates:

- a) Retired architects who have resigned their membership in good standing, and
- b) Architects registered in another jurisdiction, and
- c) Interns architects working in the office of a practicing member, and registered in the intern architect program of the institute, and
- d) Students enrolled in a nationally recognized and accredited school of architecture or RAIC minimum syllabus course of study, and
- e) Architectural technologists who have graduated from a nationally recognized accredited course of study working under the supervision of a practicing member.

Moved: Irvin Kew MAIBC

Seconded: Richard Balfour MAIBC

No vote conducted.

11.0 Adjournment

The President advised the assembly that quorum was lost and adjourned the meeting.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Vancouver, B.C.

FINANCIAL STATEMENTS

December 31, 2012 and 2011



INDEPENDENT AUDITOR'S REPORT

To the Members and Associates of the Architectural Institute of British Columbia:

We have audited the accompanying financial statements of Architectural Institute of British Columbia, which comprise the statements of financial position as at December 31, 2012, December 31, 2011 and January 1, 2011, and the statements of revenue over expenditures - operating fund, statements of revenue over expenditures - contingency reserve fund, statements of changes in operating fund balances, statements of changes in contingency reserve fund balances and statements of cash flows for the years ended December 31, 2012 and December 31, 2011, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Architectural Institute of British Columbia as at December 31, 2012, December 31, 2011 and January 1, 2011, and its financial performance and its cash flows for the years ended December 31, 2012 and December 31, 2011 in accordance with Canadian accounting standards for not-for-profit organizations.

"Wolrige Mahon LLP"

CHARTERED ACCOUNTANTS

March 19, 2013
Vancouver, B.C.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENTS OF FINANCIAL POSITION

December 31, 2012 and 2011 and January 1, 2011

	December 31, 2012 \$	December 31, 2011 \$	January 1, 2011 \$
Assets			
Current			
Cash and short-term investments	1,573,284	1,234,439	1,173,180
Restricted cash and temporary investments - Contingency Reserve Fund (Note 5)	366,721	359,032	-
Receivables	137,906	106,109	76,820
Supplies, at cost	25,307	33,051	26,868
Prepaid expenses	108,372	51,403	51,168
	<u>2,211,590</u>	<u>1,784,034</u>	<u>1,328,036</u>
Deferred charges (Note 6)	25,946	6,213	9,500
Property and equipment (Note 7)	2,599,003	2,706,965	2,701,386
	<u>4,836,539</u>	<u>4,497,212</u>	<u>4,038,922</u>
Liabilities			
Current			
Payables and accruals	150,881	145,631	89,489
Deferred revenue	358,537	439,976	372,320
	<u>509,418</u>	<u>585,607</u>	<u>461,809</u>
Fund Balances			
Operating Fund	3,960,400	3,552,573	2,983,528
Contingency Reserve Fund	366,721	359,032	593,585
	<u>4,327,121</u>	<u>3,911,605</u>	<u>3,577,113</u>
	<u>4,836,539</u>	<u>4,497,212</u>	<u>4,038,922</u>

Approved on behalf of Council:


David N.M. Yustin Architect AIBC
President

Lynne Werker Architect AIBC
Treasurer

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENTS OF REVENUE OVER EXPENDITURES - OPERATING FUND

For the years ended December 31, 2012 and 2011

	Schedule	2012 \$	2011 \$
Revenues			
Fees	1	2,403,552	2,301,703
Interest/Other/Fines	2	82,428	74,302
Administration	3	1,094	1,146
Premises	4	213,226	156,627
Council	5	-	-
Communications	6	56,284	57,418
Annual conference	7	376,215	603,870
Annual meeting	8	-	-
Special meeting	9	-	-
Registration & licensing	10	74,287	128,918
Professional services	11	249,085	291,466
Conduct & illegal practice	12	-	14,800
		3,456,171	3,630,250
Expenses			
Interest/Other/Fines	2	38,726	36,364
Administration	3	677,305	665,348
Premises	4	357,759	339,342
Council	5	127,247	68,166
Communications	6	307,461	307,996
Annual conference	7	300,080	608,579
Annual meeting	8	28,499	16,234
Special meeting	9	13,102	-
Registration & licensing	10	400,408	486,197
Professional services	11	472,150	466,572
Conduct & illegal practice	12	325,607	309,992
		3,048,344	3,304,790
Excess of revenues over expenditures - Operating Fund		407,827	325,460

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**STATEMENTS OF REVENUE OVER EXPENDITURES - CONTINGENCY
RESERVE FUND**

For the years ended December 31, 2012 and 2011

	2012	2011
	\$	\$
Revenues		
Interest	7,689	9,032
Excess of revenues over expenditures - Contingency Reserve Fund	7,689	9,032

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENTS OF CHANGES IN OPERATING FUND BALANCES

For the years ended December 31, 2012 and 2011

	2012	2011
	\$	\$
Fund Balance, Beginning	3,552,573	2,983,528
Excess of revenue over expenditures	407,827	325,460
Transferred from Contingency Reserve Fund	-	243,585
Fund Balance, Ending	3,960,400	3,552,573

STATEMENTS OF CHANGES IN CONTINGENCY RESERVE FUND BALANCES

For the years ended December 31, 2012 and 2011

	2012	2011
	\$	\$
Fund Balance, Beginning	359,032	593,585
Excess of revenue over expenditures	7,689	9,032
Transferred to Operating Fund	-	(243,585)
Fund Balance, Ending	366,721	359,032

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENTS OF CASH FLOWS

For the years ended December 31, 2012 and 2011

	2012 \$	2011 \$
Cash flows related to operating activities		
Excess of revenues over expenditures - Operating fund	407,827	325,460
Excess of revenues over expenditures - Contingency reserve fund	7,689	9,032
	415,516	334,492
Adjustments for items not affecting cash:		
Amortization	124,535	125,366
Amortization of deferred charges	5,739	3,287
	545,790	463,145
Changes in non-cash working capital:		
Receivables	(31,797)	(29,289)
Supplies	7,744	(6,184)
Prepaid expenses	(56,969)	(235)
Deferred charges	(25,472)	-
Payables and accruals	5,250	56,143
Deferred revenue	(81,439)	67,656
	363,107	551,236
Cash flows related to investing activities		
Purchase of property and equipment	(16,573)	(130,945)
Net increase in cash	346,534	420,291
Cash, beginning	1,593,471	1,173,180
Cash, ending	1,940,005	1,593,471
Cash represented by:		
Cash and short-term investments	1,573,284	1,234,439
Restricted cash - contingency reserve fund	63,455	11,316
Restricted temporary investments - contingency reserve fund	303,266	347,716
	1,940,005	1,593,471

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the years ended December 31, 2012 and 2011

The Architectural Institute of British Columbia is a self-governing professional body. The Institute was incorporated under the Friendly Societies Act in 1914 and continued under the Architects Act of British Columbia in 1920. The Institute provides regulation, education and other services to the public, its members and other registrants. The Institute is exempt from income tax under Section 149 of the *Income Tax Act*.

Note 1 Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies:

Fund Accounting

The Institute follows fund accounting procedures, thus giving recognition to Council's restrictions on the use of resources. The fund classifications are as follows:

- | | |
|--------------------------|---|
| Operating Fund | - used for general revenues and expenditures, capital expenditures, and other unspecified unbudgeted financial needs. |
| Contingency Reserve Fund | - used to provide for unanticipated and emergency financial requirements. |

Financial Instruments

Measurement of financial instruments

The Institute measures its financial assets and financial liabilities at fair value at the acquisition date. Transaction costs related to the acquisition of financial instruments subsequently measured at fair value are recognized in excess of revenues over expenditures when incurred. The carrying amounts of financial instruments not subsequently measured at fair value are adjusted by the amount of transaction costs directly attributable to the acquisition of the instrument.

The Institute subsequently measures all of its financial assets and financial liabilities at amortized cost.

Impairment

Financial assets measured at amortized cost are assessed for indications of impairment at the end of each reporting period. If impairment is identified, the amount of the write-down is recognized as an impairment loss in excess of revenues over expenditures. Previously recognized impairment losses are reversed when the extent of the impairment decreases, provided that the adjusted carrying amount is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenues over expenditures.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the years ended December 31, 2012 and 2011

Note 1 Significant Accounting Policies (continued)**Property and Equipment**

Property and equipment is recorded at cost and amortized using the straight-line method over the following estimated useful lives of the assets:

Building	-	40 years
Office furniture	-	10 years
Office equipment	-	5 years
Computer equipment	-	3 years
Computer software	-	3 years

Deferred Charges

Deferred charges consist of lease commissions, which are being amortized on a straight-line basis over the terms of the related lease.

Donated Goods and Services

The Institute and its members benefit from donated goods and services. Donated goods and services are not recognized in these financial statements.

Revenue Recognition

Revenue from course and examination fees and from other programs where revenue is identified with delivery of services is recognized when the courses, examinations and other services are presented.

Other amounts charged for member, associate and firm fees are recognized as revenue in the year to which they apply. Fees collected in advance that relate to the next fiscal year are recorded as deferred revenue.

Settlement payments and fines are recognized when their collection is assured and all of the Institute's internal processes and any known external appeals are complete.

Rental revenue is recognized on a straight-line basis over the term of the lease.

Interest and other revenue are recorded when earned.

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the years ended December 31, 2012 and 2011

Note 2 Impact of the Change in the Basis of Accounting

These financial statements are the first financial statements of the Institute prepared in accordance with ASNPO. The Institute adopted ASNPO in accordance with the *Canadian Institute of Chartered Accountants ("CICA") Handbook* Section 1501, First-Time Adoption by Not-for-Profit Organizations. In accordance with ASNPO, the Institute has:

- applied the same accounting policies throughout all periods presented; and
- retrospectively applied effective ASNPO standards as of January 1, 2011, as required.

The adoption of ASNPO had no impact on the previously reported assets, liabilities and equity of the Institute and, accordingly, no adjustments have been recorded in the comparative statements of financial position, statements of revenue over expenditures - operating fund, statements of revenue over expenditures - contingency reserve fund, statements of changes in operating fund balances, statements of changes in contingency reserve fund balances and statements of cash flows. Certain disclosures included in these financial statements reflect the new disclosure requirements of ASNPO.

Note 3 Financial Instruments

Items that meet the definition of a financial instrument include cash and short-term investments, restricted cash, receivables and payables and accruals. It is management opinion that the Institute is not exposed to significant market risk, currency risk, interest rate risk or other price risk arising from these financial instruments.

Risks and concentrations

The Institute is exposed to various risks through its financial instruments, without being exposed to any significant concentrations of risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Institute is exposed to liquidity risk in respect of its payables and accruals.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Institute is exposed to credit risk in respect of its receivables. The Institute provides credit to its clients in the normal course of its operations.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the years ended December 31, 2012 and 2011

Note 4 Capital Disclosures

The Institute considers its capital structure to consist of operating and contingency reserve fund capital totalling \$4,327,121, as detailed in the statement of financial position.

The Institute's objectives when managing its capital are to safeguard the Institute's ability to continue as a financially viable organization and to serve the needs of the public and the Institute's architects and other registrants.

In order to facilitate management of its capital requirements, the Institute prepares annual budgets which are approved by the Institute's Council.

Note 5 Restricted Cash and Temporary Investments - Contingency Reserve Fund

Restricted cash and temporary investments - Contingency Reserve Fund consist of the following:

	2012	2011
	\$	\$
Restricted cash	63,455	11,316
Restricted temporary investments	303,266	347,716
	<u>366,721</u>	<u>359,032</u>

Note 6 Deferred Charges

	2012	2011
	\$	\$
Deferred lease commissions	41,545	16,073
Accumulated amortization	(15,599)	(9,860)
	<u>25,946</u>	<u>6,213</u>

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOTES

For the years ended December 31, 2012 and 2011

Note 7 Property and Equipment

	Cost	2012 Accumulated Amortization	Net	2011 Net
	\$	\$	\$	\$
Land	815,720	-	815,720	815,720
Building	2,655,378	951,071	1,704,307	1,772,143
Office furniture	128,425	110,112	18,313	23,100
Office equipment	66,537	46,644	19,893	25,549
Computer equipment	217,939	180,030	37,909	53,045
Computer software	122,512	119,651	2,861	17,408
	<u>4,006,511</u>	<u>1,407,508</u>	<u>2,599,003</u>	<u>2,706,965</u>

Note 8 Line of Credit

The Institute has a demand operating line of credit of \$450,000 available to it, which bears interest at Royal Bank prime plus 1% per annum. As at December 31, 2012, no amounts are drawn on this line of credit.

The line of credit is secured by:

- a general security agreement having a first charge on all the Institute's assets; and
- a collateral first mortgage including an assignment of rent in the amount of \$700,000 covering Strata Lots 17 and 18, 440 Cambie Street, Vancouver, B.C.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

SCHEDULE OF REVENUES AND EXPENDITURES - OPERATING FUND

For the years ended December 31, 2012 and 2011

	2012 \$	2011 \$
Schedule 1		
FEES REVENUE		
Architects	1,596,483	1,533,914
Associates	172,839	165,532
Affiliates	3,192	3,996
Firms	430,530	412,131
Temporary licences	126,512	117,526
Registration and reinstatement	73,996	68,604
	<u>2,403,552</u>	<u>2,301,703</u>
Schedule 2		
INTEREST/OTHER/FINES (NET)		
Documents, signs and seals	57,394	54,992
Interest (excluding Contingency Reserve Fund interest)	20,839	15,604
Other	4,195	3,706
	<u>82,428</u>	<u>74,302</u>
Less: expenses	(38,726)	(36,364)
	<u>43,702</u>	<u>37,938</u>
Schedule 3		
ADMINISTRATION (NET)		
Salaries, benefits, and contracts	476,844	431,701
Operating costs	180,811	210,647
Accounting and audit	19,650	23,000
	<u>677,305</u>	<u>665,348</u>
Less: revenue	(1,094)	(1,146)
	<u>676,211</u>	<u>664,202</u>
Schedule 4		
PREMISES (NET)		
Premises	233,224	213,976
Amortization	124,535	125,366
	<u>357,759</u>	<u>339,342</u>
Less: revenue	(213,226)	(156,627)
	<u>144,533</u>	<u>182,715</u>

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

SCHEDULE OF REVENUES AND EXPENDITURES - OPERATING FUND

For the years ended December 31, 2012 and 2011

	2012 \$	2011 \$
Schedule 5		
COUNCIL		
Council and president	26,352	23,074
Special projects	67,640	-
Other	33,255	45,092
	<u>127,247</u>	<u>68,166</u>
Schedule 6		
COMMUNICATIONS (NET)		
Communications programs, committees, events, administration	38,408	22,929
Publications, multimedia, newsletters	35,943	48,889
Salaries, benefits, and contracts	233,110	236,178
	<u>307,461</u>	<u>307,996</u>
Less: revenue	(56,284)	(57,418)
	<u>251,177</u>	<u>250,578</u>
Schedule 7		
ANNUAL CONFERENCE (NET)		
Annual conference	300,080	608,579
Less: revenue	(376,215)	(603,870)
	<u>(76,135)</u>	<u>4,709</u>
Schedule 8		
ANNUAL MEETING		
Annual meeting	28,499	16,234
	<u>28,499</u>	<u>16,234</u>
Schedule 9		
SPECIAL MEETING		
Special meeting	13,102	-
	<u>13,102</u>	<u>-</u>

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

SCHEDULE OF REVENUES AND EXPENDITURES - OPERATING FUND

For the years ended December 31, 2012 and 2011

	2012	2011
	\$	\$
Schedule 10		
REGISTRATION & LICENSING (NET)		
Salaries, benefits, and contracts	276,202	311,829
Program, committees, administration	74,987	123,404
Annual assessment - national initiatives	49,219	50,964
	400,408	486,197
Less: revenue	(74,287)	(128,918)
	326,121	357,279
Schedule 11		
PROFESSIONAL SERVICES (NET)		
Salaries, benefits, and contracts	399,385	390,279
PD course expenses	56,077	39,083
Programs, committees, administration	16,688	37,210
	472,150	466,572
Less: revenue	(249,085)	(291,466)
	223,065	175,106
Schedule 12		
CONDUCT & ILLEGAL PRACTICE (NET)		
Salaries, benefits, and contracts	289,776	272,769
Legal (Discipline)	8,543	6,208
Programs, committees, administration	27,288	31,015
	325,607	309,992
Less: revenue	-	(14,800)
	325,607	295,192

2013 Annual Meeting Resolution:

(ref. *Architects Act* s.23)

6.2 Appointment of the Auditor

WHEREAS the accounting firm of Wolrige Mahon Chartered Accountants LLP has performed all assignments to the satisfaction of Council,

BE IT RESOLVED THAT Wolrige Mahon Chartered Accountants LLP be appointed auditor for the Architectural Institute of British Columbia for the fiscal year 2013.

Moved: Lynne Werker Architect AIBC
Treasurer

Seconded: Calvin Bruce (Cal) Meiklejohn Architect AIBC
Finance Committee

TREASURER'S REPORT: 2012

I am honoured to provide the 2012 Treasurer's Report. It provides financial highlights of the year with reference to the audited statements and a summary of the work done by council's standing Finance Committee with the support of staff.

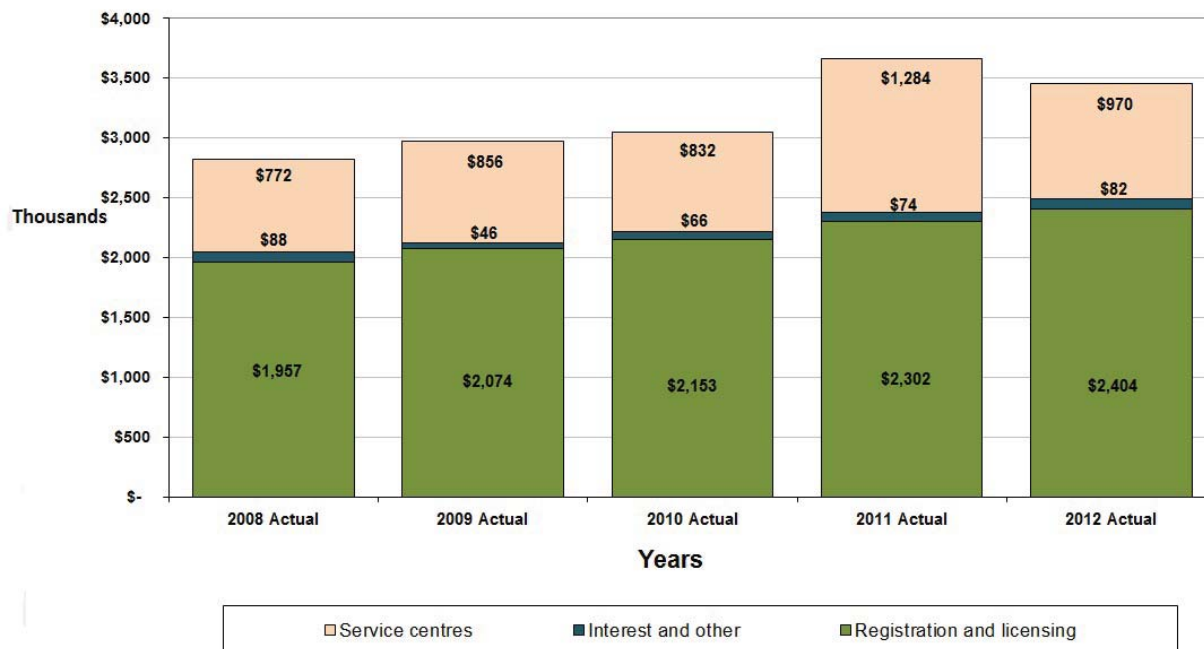
The Finance Committee's mandate is approved by council and, like all other council committees and task forces, assists council in carrying out council's duties. The Committee reports directly to council as a whole and works with the Executive Director and the Manager of Finance and Administration. Council updated the Finance Committee's mandate to conform to best practices given the size of our organization such that it conducts the ongoing overview and review of all aspects related to the AIBC's financial health. The new mandate includes policy, financial health, budget and audit responsibilities. The approved terms of reference for the Finance Committee may be found online at <http://www.aibc.ca/aibc/council/index.html>

The annual financial cycle starts with establishing the budget. The AIBC budget is based on conservative estimates for revenue and expenses. Fees for registration and licensing fund about two thirds of the annual cost of operations. The balance of revenue is earned from a variety of sources such as: rental of AIBC-owned premises, courses, conference registration, document sales, sponsorship and advertising. Council reviews and approves the annual budget and, by way of the budget, sets the schedule of annual fees for the upcoming year, in November.

As in previous years, accounting firm Wolrige Mahon LLP has audited the institute's financial statements. Their firm was duly appointed at the AIBC's 2012 Annual Meeting by a vote of the membership (*Architects Act S.23*). Following best governance practices the Finance Committee met with the Auditor, with and without staff, prior to the submission of the audited statements to council. The President will file the audited AIBC Financial Statements at the AIBC'S Annual Meeting on 01 June 2013 (*Architects Act S.22*) and will be asking members to accept council's recommendation that Wolrige Mahon LLP continue as the auditors for 2013 at the Meeting. The President and Treasurer signed the audited statements per audit requirements. This is the first year that the Architectural Institute of British Columbia's financial statements were prepared in accordance with the new Accounting Standards for Not-For-Profit Organizations (ASPNO). There was no impact or adjustment as a result of adopting the new standards set out by the *Canadian Institute of Chartered Accountants (CICA) Handbook*. (Refer to Note 2 in the statements for more detail).

As of December 31, 2012, the AIBC shows an operating surplus for the year of just under \$408,000 and holding \$1.94 million of cash and short-term assets. The cash and short-term assets have accumulated over several years. The 2012 surplus is the result of unbudgeted revenue and unspent monies remaining at the end of the year.

All Revenues (Five-year history)

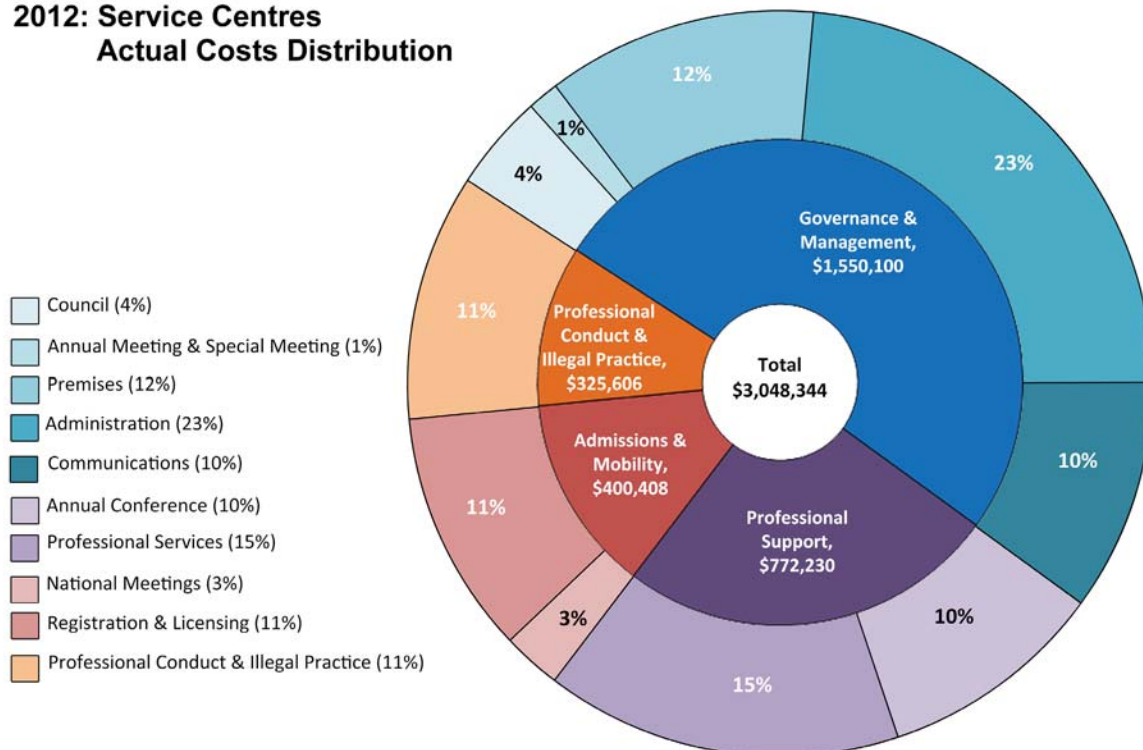


Referring to the *Statements of Revenue over Expenditures - Operating Fund*, significant material differences between 2011 and 2012 in areas of the operation may be explained as follows:

- **Premises:** vacant premises owned by the AIBC were rented in 2012. Such income had not been budgeted and earned less money in the previous year.
- **Annual Conference:** Though the 2012 AIBC Conference was significantly smaller than the one the AIBC hosted jointly with the RAIC in 2011, it netted significantly more revenue.
- **2012 Annual Meeting:** includes the additional costs of the bylaw package.
- **2012 Special Meeting:** was unbudgeted.
- **Registration and Licensing:** The development of the Broadly Experienced Foreign-trained Architect funded by a Federal grant through the RAIC was managed by the AIBC through all of 2011 and only part of 2012, explaining the reduction of income. The reduction in expenses is due to less staff and the resulting reduction in salaries and benefits.

- **Council:** In 2012 council undertook a number of important initiatives. These initiatives had neither been budgeted for nor undertaken in the previous year and include: the Members' Engagement Survey, council facilitation and training, governance training and addressing the associates issue. The additional expenses were primarily for the professional survey, legal opinion to assist in resolution of associates issue and facilitation services to ensure dialogue and productive discourse at the council table.

2012: Service Centres Actual Costs Distribution

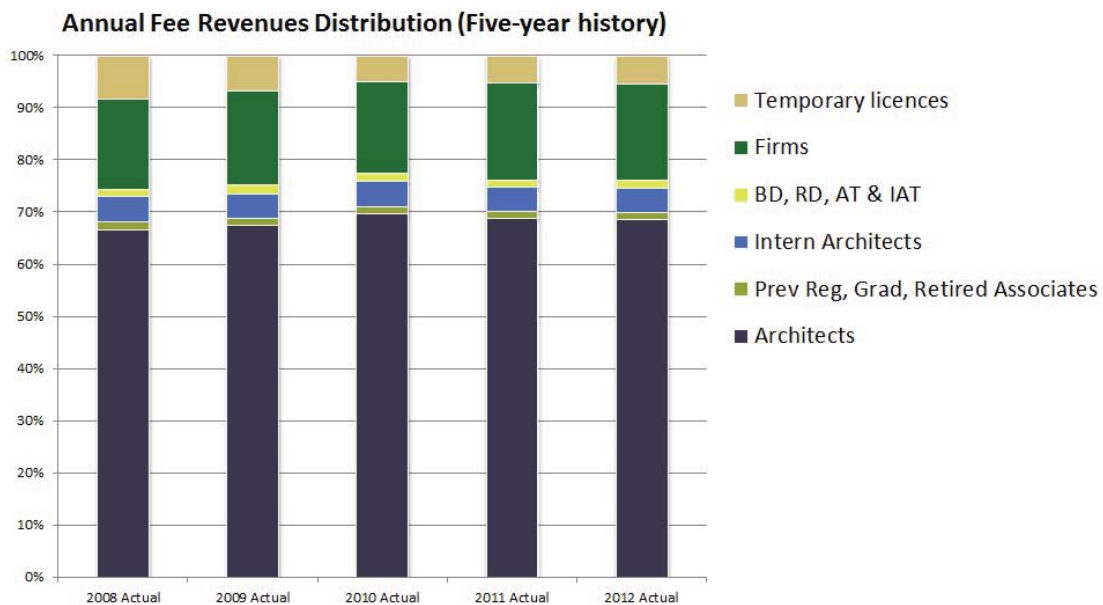


Referring to the *Statements of Financial Position* significant material differences between 2011 and 2012 may be explained as follows:

- **Prepaid expenses:** The AIBC agreed to join the rest of the Canadian provincial regulators in offering the national Examinations for Architects in Canada (EXAC). The \$75,000 entry fee was paid December 31, 2012 as per our agreement with EXAC. This extraordinary cost will be expensed in 2013.
- **Deferred revenue:** Annual fees are invoiced late in the year. In 2011 the AIBC received a higher volume of payment for the registration and licensing fees for 2012 prior to the end of the year than it did in 2012 for 2013. The difference in volume amounted to \$80,000.

The Finance Committee has, since the 2012 council election, focused on updating the mandate of the Finance Committee, the financial policies, and the information and reports to council to current and best governance practices in order to better assist council's fulfillment of their financial oversight responsibilities and to provide for more transparency. The work of the committee has been comprised of:

- Revising the mandate and name of council's standing committee to ensure that the appropriate oversight responsibilities are outlined.
- Augmenting the format of financial statements/reporting procedures for clarity and ease of monitoring and forecasting the financial status of the organization.
- Providing written and verbal Finance Committee reports at each council meeting.
- Initiating the review of the ongoing accumulation of the operating surplus.
- Recommending a review of the fee schedule structure and exploration of alternate approaches of the profession's financial support of the organization.



- Developing council expense policies to ensure fair and reasonable reimbursement of out-of-pocket expenses in the course of a council's member's duty.
- Initiating the development of an earlier budget cycle process to permit broader review and discussion by council.
- Developing capital budget requirements.

- Recommending a review of the surplus, including the Contingency Reserve Fund, starting with a risk analysis assessment.
- Reviewing the status of the Contingency Reserve Fund and recommending the transfer in 2013 of the accumulated interest to the Operating Fund.

Some of the above work initiated in 2012, such as the recommendations in regards to the transfer of the accumulating interest in the Contingency Reserve Fund, the accumulating operating surplus and the review of the fee structure, will be realized in 2013-2014.

Governance education has also played a part this year. Lynne Werker and David Toole attended the three day Institute of Corporate Directors/University of Toronto's Rotman School of Management certificate course *Governance Essentials Program for Directors of Not-for-Profit Organizations*. Lynne Werker also attended the Institute's *Boardroom Finance Essentials* one day workshop. All of council was walked through a 'finance essentials' workshop generously led by David Toole, Lieutenant Governor Appointee. David's knowledge of financial management and controls and has been instrumental in helping to improve the oversight and reporting procedures.

I trust that should you have any questions regarding the Treasurer's Report you will not hesitate to contact myself or the President. In closing, I would like to thank my Finance Committee colleagues: David Toole, Lieutenant Governor Appointee; and Cal Meiklejohn, Architect AIBC; and staff: Executive Director Michael Ernest Architect AIBC; and Manager of Finance and Administration Karen Morris, CGA) for the hard and good work accomplished in 2012. I would also like to thank council as a whole for their support.

We will be entrusting the work-in-progress to next year's Finance Committee once it has been appointed by the 2013-14 AIBC Council. I look forward to seeing the fruits of the work started this year and meeting you at the Annual Meeting.

Respectfully submitted,



Lynne Werker Architect AIBC
Treasurer



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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INTERNET: WWW.AIBC.CA

REGISTRAR'S REPORT 2012

I am pleased to report continued growth in the AIBC membership. The number of Architects registered at year end in BC (1767) increased modestly by 1.5% over 2011, from 1741 in 2011. There were 112 new Architects registered in BC in 2012, more than half of whom became registered through reciprocity or inter-recognition agreements with Canadian and U.S. jurisdictions. The number of Architect registrations coming from the Intern Architect pool was 24 this year, slightly down from previous years. The Registration Board and the Registration & Licensing Department continue to work diligently in supporting our intern architects along the path towards registration, through active participation with initiatives of the national Internship in Architecture Program (IAP) and adoption of the Examination for Architects in Canada (ExAC).

Detailed figures for newly-registered Architects in British Columbia are as follows:

- 24 through completion of the IAP (first registration)
- 52 through Canadian Reciprocity
- 18 through US Inter-Recognition
- 14 through Alternative Qualifications (first registration)
- 4 through Reinstatement (previously registered at the AIBC)

The number of intern architects (495) has decreased marginally by 0.4% from 2011. However, as can be seen from the following spreadsheet statistics, the number of intern architects has remained fairly steady over the past six years. This reflects that a healthy number of intern architects are completing the IAP and becoming registered as architects to balance the number of intern architects beginning the program.

The number of architectural practices is increasing across all categories, with the notable exception of the decrease in the number of sole proprietors, indicating a shift towards incorporation of even small firms.

The AIBC has recently participated in several notable national and international negotiations, increasingly reaching across our provincial borders, within Canada, with the United States and with architectural registration jurisdictions in Europe and the Pacific Rim. This is intended to increase the effectiveness of the registration process and to facilitate mobility of members, intern architects and firms.



At their July 2012 meeting, Council endorsed the AIBC's participation in the (ExAC), adopting the Canadian examination as one of the requirements for registration in British Columbia. Intern Architects registered at the AIBC will be able to write the annual ExAC in November 2013. In addition, the institute will continue to recognize and support the NCARB Architectural Registration Examination (ARE), allowing intern architects to be eligible for reciprocal licensing with the United States. This decision of AIBC Council has been the product of extended consultation and negotiations, and will provide improved opportunities for intern architects while further harmonizing national standards.

Several revisions to the both the national Internship in Architecture Program (IAP) and the AIBC's own IAP came into effect as of January 2013. These changes are a result of national consultations and consensus. The most significant outcome of these revisions is a shorter, more focused program of required experience and it is anticipated a more direct path to registration as an architect.

Finally, but significantly, the national Broadly Experienced Foreign-trained Architects (BEFA) Program was officially launched on September 21, 2012 as an initiative to facilitate the process for internationally-trained architects seeking to work and register in Canada. BEFA was developed and piloted in British Columbia through the AIBC and is now in place for all 11 provincial and territorial architectural licensing authorities in Canada. The national BEFA program is being administered by the Canadian Architectural Certification Board (CACB).

An ongoing commitment to the evolution of registration policy directions remains a focal point for AIBC Council. The many programs and services offered would not be possible without the support of a team of hard-working staff and volunteers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chip Barrett', written over a light grey rectangular background.

Chip Barrett Architect AIBC
Registrar



The following is a detailed representation of the AIBC register numbers:

AIBC Register Tally	Dec. 31, 2008	Dec. 31, 2009	Dec. 31, 2010	Dec. 31, 2011	Jan. 9, 2013	Difference Dec. 2011 - Dec. 2012
REGISTER ENTRIES						
Members	1579	1650	1724	1741	1767	1.5%
Architects	1553	1624	1698	1716	1740	1.4%
Honourary Members	26	26	26	25	27	8.0%
Associates	1203	1323	1212	1314	1337	1.8%
Architectural Graduates	23	25	20	18	18	0.0%
Intern Architects	494	487	487	497	495	-0.4%
Previously Registered Members	74	64	60	61	64	4.9%
Retired Architects	132	134	141	146	154	5.5%
Architectural Technologists	78	82	80	75	88	17.3%
Intern Architectural Technologists	36	42	40	47	43	-8.5%
Building Designers	40	37	30	25	20	-20.0%
Residential Designers	37	35	34	23	19	-17.4%
Student Associates						
Architectural	101	120	113	129	148	14.7%
Syllabus	55	54	53	56	60	7.1%
Technologists	133	243	154	237	228	-3.8%
Firms	922	928	978	1001	1024	2.3%
Certificate of Practice - Corporations	352	375	406	429	448	4.4%
Certificate of Practice - Partnerships	56	53	56	55	57	3.6%
Certificate of Practice - Sole Proprietorships	342	345	348	339	330	-2.7%
Certificate of Joint Practice	4	4	4	4	4	0.0%
Inactive	168	151	164	174	185	6.3%
Temporary Licenses	67	51	37	34	40	17.6%
TOTAL REGISTER ENTRIES	3,771	3,952	3,951	4,090	4,168	1.9%



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EXECUTIVE DIRECTOR'S REPORT 2012 / 2013

Perspective, familiar to architects, varies with the observer's position, direction of view, cone of vision and the number and location of vantage points. Hold all the variables constant ... including the object's characteristics and its place in space ... but change the observer's position, and one can experience parallax. Optical shift notwithstanding, the reality is reliable.

The Operational Perspective

When we engage with *commercial processes of clients* (private, public or public/private), are we getting in the way of their business? Are we advocating on behalf of the firms interested in the clients' projects? Or are we raising clients' awareness of professional practice standards and ethical constructs, in their own interests as well as those of the profession at large? To the last question, only: yes; all in the broader public interest of the project's owners, occupants and neighbourhoods.

When we participate in *national or international initiatives*, are we straying beyond our provincial mandate? Are we using our limited resources to solve other parties' problems to little advantage for our members? Or are we learning from others, building support networks for common challenges, helping to set harmonized standards and creating access for our profession (architects, intern architects and firms alike) to opportunities in recognition of our increasingly mobile architectural community in a shrinking global economy and an evolving business environment? To the last question, only: yes, all of which serves the public better.

When we accumulate *operating surplus* over a number of years, are we feathering some mysterious nest? Are we unduly burdening our revenue sources? Or are we, by a combination of conservative budget design, careful management and good fortune, making sure that the organization is financially healthy, able to take on emerging initiatives; improve our premises as the needs arise; and fend off unforeseen challenges without impairing our ability to operate properly or needing cash calls from the membership and firms? To the last question, only: yes, thereby investing in our sustainability, which is also in the public interest under our regulatory mandate.

Optical shifts notwithstanding, the reality is reliable. We are, indeed, active within (and looked to by) our design and construction industry, in British Columbia and across the country, for *collaborative contribution and leadership*. We are financially healthy and well-managed, as attested to by the independent auditor's report and our bankers.



We are in high compliance with the ***Architects Act, AIBC Bylaws and AIBC Council policies*** respecting good governance, operational constraints and objectives. Further information and insights are found in other reports, by AIBC Council's officers, under separate cover.

2012: The Year in Review (and 2013 to date)

Below please find a selection of operational highlights indicative of their spectrum.

1. The new ***Internship in Architecture*** (IAP) manual was completed and published, including the updated experience standards which came into effect 01 January 2013. Greater harmony among the 11 Canadian architectural licensing jurisdictions as to requirements and processes facilitates inter-provincial acceptance and an intern architect's mobility regarding admission to the profession. The AIBC's ongoing role in the national IAP task force is significant.
2. Ten ***AIBC Bylaw amendments*** were implemented with membership approval and provincial government acceptance. The Bylaw Review Committee continues its diligent efforts towards review and renewal of the full set of bylaws, with AIBC Council's support. Its primary recent focus is with a suite of new 'Consensual Resolution' bylaws which is, as this report is being written, with the members for a mail ballot vote following a series of membership consultations and published reasons. Results will be known in early May 2013.
3. We continue to be both proactive and responsive regarding such aspects of ***professional practice*** as client/architect agreements and requests for proposals. We work to educate and assist purchasers of architectural services as to appropriate procurement methods; the nature and extent of client's information necessary to enable responsible proposals; and such elements as copyright and intellectual property.

Most efforts are successful; when not, we publish advice to that effect, with reasons. Input from members and firms is often essential and sincerely appreciated. Members and firms who resist unsupportable (and uninsurable) terms and conditions of selection and/or engagement understand, *inter alia*, the thoughts of a private detective protagonist from Dennis Lehane's novel, 'A Drink Before the War':

"When you hire me, you lease my services. You don't buy me."

4. The ***Annual Conference, Induction and Retirement celebration, and Volunteer Recognition*** event were successfully delivered, for the first time 'unbundled' from each other at separate times and places. That approach, which received positive feedback from members, interns, families and other participants (as well as having operational advantages) is being continued, in June (Induction & Retirement), October (Annual Conference, jointly with the AIA's Pacific & Northwest region) and November (Volunteer Recognition).



5. The **Broadly Experienced Foreign-trained Architect (BEFA)** program, which had its genesis at the AIBC, is now firmly ensconced as a national program under the auspices of the Canadian Architectural Certification Board (CACB). The AIBC was a significant participant in the national BEFA task force, now terminated.
6. That **employed architects** (not only principals of architectural firms) are permitted to **sign and seal documents** for professional reliance, is reinforced under conditions (including agreement with their firms) set out in AIBC Bulletin 61: Use of Professional Seal. This evolution in the working culture of the profession, articulated and encouraged via AIBC Council ruling, is foreseen as enhancing the value of becoming registered for members of all ages and experience.
7. The AIBC is now a member (effective 01 Jan 2013) of the national **Examination for Architects in Canada (ExAC)** system and an active participant on the ExAC Committee. Intern Architects are now able to choose either the ExAC process or that of the NCARB AREs in the United States and have their results recognized in every Canadian licensing jurisdiction.
8. It is anticipated that ExAC success will also become recognized in the United States under a new inter-recognition agreement with the **NCARB**, scheduled for acceptance in June 2013 and respecting which international initiative the AIBC is participating.
9. While we have relatively **stable membership**, there continues to be reduction within Building Designer and Residential Designer associate categories.
10. We are developing (with a highly experienced consultant) a new **AIBC web site** with an eye especially towards its accessibility by its principal users, largely people and organizations outside the AIBC offices, who need not understand our internal structure but, rather, who need to find that they can navigate the site more intuitively according to the types of questions they have.
11. A total of 77 **illegal practice** enquiries were received over the course of 2012, down from 146 in 2011. Of those, 49 were either not substantiated or were quickly resolved while 28 called for further investigation. The latter were comprised of a mixture of 'misrepresentation' (21 files) and actual 'illegal practice' of architecture (7 files). Twenty-two undertakings were obtained from non-architects, double the prior year's tally and a record for this type of achievement, reducing the volume of potential repeat offenders. Seventy files (including some from prior years) were brought to satisfactory conclusions. Fifty-two files remain open as of 07 April 2013. Our outreach and due diligence, aided by members who bring such matters to our attention, exhibit clear results in the public interest.



12. The provincial government brought into being a new **Limitations Act** which, inter alia, reduced the ultimate limitation period to 15 years and set the start of that period to the occurrence date of the alleged error or omission. Those developments, sought for decades by the AIBC and pursued recently in collaboration with other organizations and in direct consultation with the government, represent serious positive changes in the legal landscape.
13. Our pursuit of appropriate **industry relationships**, introduced in the prior year, is demonstrating success in its range, growing numbers and tangible support for AIBC events and programmes, including (but not limited to) professional development delivery, induction and retirement celebration, annual conference and gallery exhibits.
14. Alternate **sources of revenue** (i.e. those which arise from the above-noted relationships, such operational service centres and programmes as registered providers of learning units, conference registration and document sales) accounted for about 30% of all revenues. The balance (about 70%) comes from registration and licensing fees. Members' fees comprised about two-thirds of the latter figure, or about 46% of all revenue. Members' and firms' fees together are the source of about 58% of all revenue.
15. **Continuing Education System (CES)** compliance by participants was 97.5% at the 30 June 2012 deadline. Less than 0.5% of all participants remain non-compliant. The CES audit of 5% of the participants was successful in confirming their compliance. Bulletin 80 respecting the CES was thoroughly updated, especially regarding the new, nationally harmonized two-year reporting period, and published.
16. A total of 114 **potential unprofessional conduct** complaints (including one omnibus complaint for CES non-compliance concerning 45 members and associates) were received in 2012. Twelve files (including the CES matter) evolved formally. Of those, seven investigations are complete; the other five are ongoing into 2013. No disciplinary inquiries were held.

Trends across the 114 initial files included: client concern about fees charged for architectural services and inadequate client communication; project takeover by one architect from another; and public concerns about architects' statements and behavior in both public and private spheres.

17. We are in the leading role for our profession's national involvement with the **Asia Pacific Economic Cooperation (APEC) Architect Project**. In that regard, the AIBC is fulfilling that project's secretariat role through 2014 and will be hosting the project's meeting in the Fall of that year. In parallel, we are spearheading efforts to pursue memoranda of agreement with APEC member economies, initially Australia and New Zealand.



18. Our principal capital asset ... i.e. our ownership (just under one-half) of the **Architecture Centre building** ... continues to be well-managed, professionally, by an experienced property management company on behalf of the strata council in which we have an active role. Its value is appraised annually for insurance purposes so the owners are properly protected. The strata corporation's contingency fund satisfies legal requirements. Financial statements indicate a small surplus currently relative to the annual budget. The property management company's finances are audited and the Real Estate Board reviews annually the processes and documentation, including financial, of a sample group of strata corporations managed by the company which serves 440 Cambie Street.

Given the building's age (c. 1914; renovated for our purposes in 1998/99) and heritage status, the building has benefited from exterior lighting upgrades, banners and sidewalk improvements; and more recently, inspections, reports and upgrades relating to its façade; air-handling; security system and cabling; and aspects of perimeter roofing conditions. Analysis is underway of changes of the street level's fenestration, largely as a result of the recurring effects of vandalism (covered by insurance) this past year. The broader condition and life expectancy of the roof is also under review. -

The foregoing notwithstanding, the monthly strata fees have remained relatively stable over a number of years and there has not been a 'cash call' on the strata owners.

19. Our connections with relevant organizations continue to be nurtured. To cite a few examples:
- i. The annual **Buildex** convention provides many architects with information, contacts and professional development opportunities, featuring in 2012 and 2013 an 'Architecture Day' of pertinent sessions;
 - ii. The working relationship with the **APEGBC** continues to grow, including joint efforts respecting the Certified Professional Program, Building Envelope Standards, Regulatory Coordination; submissions and presentations to levels of government regarding building code evolution, permitting processes and the use of electronic seals; and sharing of operational information and insights; and
 - iii. The province's **construction associations** work with us apropos procurement methods, standard contracts and project delivery methods in the public interest.
 - iv. The work of the **Canadian Construction Documents Committee (CCDC)** is strongly supported by the AIBC, a member of which represents the profession at the CCDC table. A well-attended 'CCDC update' session was hosted by the AIBC at our offices.



- v. Collaboration with **Architecture Canada / RAIC** is ongoing, including realization of the BEFA program, aided and abetted by the RAIC's efforts coordinating with the federal government; pursuit of a similar initiative respecting funding for our profession's International relations Committee's negotiations with architectural organizations in Europe, the USA, Mexico and the Pacific Rim; and our hosting the Vancouver Chapter's meetings.
- 20. We re-established successful interchange with the students at the **UBC School of Architecture**. This is critical in terms of ensuring better awareness and understanding of the profession and its alternate futures, while encouraging greater uptake by graduates.
- 21. Our members' public service in their communities is extensive in relation to representation of the AIBC on some two dozen **Advisory Design Panels**, all coordinated by staff through the energetic members of our Design Panel Committee, as well as on many other external organizations.

Going Forward from a Position of Strength

From an operational perspective, a number of creative policy-related initiatives are attracting our interest, attention and participation relative to ensuring the sustainable success of the profession and this organization:

- a. AIBC Council expects to draw conclusions about the principle-based directions it will take to resolve the futures of the various categories of **associates** in the organization, and to report accordingly at the upcoming 2013 annual meeting. Implementing those directions will doubtless require careful analysis of our legislation, bylaws, standards, policies and protocols as a high priority, in the interests of both the public and the profession.
- b. As noted earlier, we are financially healthy. Are we too healthy? We have launched an independent **Risk Assessment** in order to determine answers to these basic questions: how much money should we set aside (i.e. beyond the immediate support of our annual operating budget) for what foreseeable needs and possible eventualities? With what likelihood? At what risk if not available? And how, if at all, might any such accumulated surplus be dedicated to any specific risk or need?

If what we reasonably need to have set aside is less than what we now have, then we will need to examine how best to reduce that 'reserve'. If our current 'reserve' is inadequate, then we will need to address that issue. The Finance Committee has this item high on its agenda as a factor in informing our next (2014) annual operating budget, requiring preparation and approval in November 2013.



- c. A joint working group comprised of a number of council members and senior management is working together to prepare a **strategic plan** for the organization, targeting 2018 as its longer range horizon. This is an exciting prospect because it speaks to high-level council/staff (policy/operations) alignment of aspirations and expectations of measurable success. A report is expected at the upcoming 2013 annual meeting.

Council/staff cooperation in these initiatives is essential to their meaningful implementation.

"In theory", 'tis said, "there is no difference between theory and practice. In practice, there is."

As an operation, we strive for and maintain a **workplace culture** characterized by respect and safety; attraction, development and retention of highly skilled, intelligent and competent individuals; fair and reasonable workplace practices, compensation and benefits; opportunities for learning and growth; and achievement of excellence. We have a mission-driven staff ... supported by an amazing complement of committed volunteers ... working diligently in the interests of the public, the profession and its community of architects and other registrants. The 'shop' is where reality is dealt with on a daily, often transaction-specific basis in an effective, practical fashion.

In meeting the institute's regulatory expectations, including the membership's evolving professional needs even while debate ranges at a policy level, we remain grounded and operationally optimistic.

Your constructive feedback is, as always, welcome.

Respectfully submitted;

A handwritten signature in black ink that reads "Michael A. Ernest". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael A. Ernest architect AIBC
Executive Director

25 April 2013



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

AIBC Members' Forum Protocols

[These protocols have been reviewed by E. Mina, Registered Parliamentarian.]

Background

The members' forum is intended to be a civil, collegial discussion among architects and council members. The members' forum should provide an opportunity for members to raise, discuss and debate issues of concern and interest.

Council policies provide that 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. 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. *(Ref. 3.8.12, 3.8.15.)*

In 2013, the members' forum is scheduled before the end of the annual meeting, time permitting.

Members' Motions Protocols

The "members' motions" segment is intended to provide an opportunity for members to advance and debate advice and direction to AIBC Council on a wide range of matters. **Such motions are advisory and do not bind council given the governance requirements in the *Architects Act* and *Bylaws*. However, council gives active consideration to all motions that are supported by the attending membership and provides responses to such motions to the membership at large.**

Given the time commitment on the part of drafters of motions and by council and staff in responding to what are often substantive issues, there is some degree of formality expected in this process. The following protocols reflect many of the past traditions of the process:

1. A Motions Review Committee (the "Committee") will be appointed consisting of AIBC Architects who will review motions received; clear acceptable motions in keeping with these protocols; and otherwise manage the members' motions segment.
2. Members' motions may be submitted in writing, either in paper or electronic format, to the AIBC Executive Director or to a member of the Committee.
3. All members' motions received by the submission deadline will be reviewed by the Committee to help ensure they are legible; comprehensible; consistent with the *Act*, *Bylaws* and *Code of Ethics*; and not inflammatory, insulting, defamatory or otherwise

unprofessional. The Committee can and should consult with the mover to try to bring a motion within acceptable standards.

4. In order to facilitate timely review, **motions should be submitted *before 24 May 2013***.
5. Any motions received before 24 May 2013 and cleared by the Committee will be posted on the AIBC's web site for members to view and brought to the members' motion segment for consideration.
6. Motions received on or after 24 May 2013 will be considered only if time permits.
7. The submission period for Members' Motions for the Annual Meeting on 1 June 2013 closes thirty minutes after the Call to Order of that meeting.
8. The Committee will manage the order of motions and time of the session in an effort to balance the number of motions to be reviewed with an appropriate amount of time to discuss and debate them. There is no guarantee that all motions will be heard. Motions that are not heard and voted upon may still be considered by council, at its discretion.
9. Council members may respond to a motion to provide information or advice.
10. The Committee will record the vote and communicate a record of all motions that receive support to AIBC Council for its requested consideration.

Making a Motion:

Motions should be clear and concise, have a specific purpose and be able to form a basis for council action. Therefore, they should conform to the *Architects Act* and Bylaws and the limitations on council's authority as provided in those founding documents.

- It is recommended that you have a written version of your proposed motion in hand, and are prepared to speak to it, with a seconder already identified.
- A motion must be prefaced with the words: **"I move that the AIBC Council be requested to consider...."** (See template attached).
- After the motion has been seconded, it may be broken down into smaller increments should it make sense to do so to enable debate without derailing the main motion.
- If one wishes to present the rationale for a motion, it may be written in the form of a resolution, such as "Whereas the AIBC depends on volunteers, therefore...."

