



**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

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15 April 2011

**Message to the AIBC Community**

**Re: 92<sup>nd</sup> Annual Meeting and Festival 2011**

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Enclosed with this mailing please find:

**(A) Cover letter from the AIBC President**

**(B) Notice and Agenda for the 92<sup>nd</sup> Annual Meeting and:**

- Annual Meeting Protocols
- Draft Minutes of the 91st Annual Meeting
- Nomination for Honourary Member
- Auditor's Report
- Resolution: Appointment of the Auditor
- Members' Forum Protocols

**(C) Election materials, for:**

- Council member positions (sent to members and honorary members only); or
- Intern Architect Liaison (sent to Intern Architects only)

**(D) Festival of Architecture program**

Related materials are scheduled to be issued electronically and posted on the AIBC web site as they are ready, but not later than 09 May 2011. These include:

- (I)** Call for Election Scrutineers
- (II)** Conference updates (as necessary)
- (III)** 2010 reports from the President, Treasurer, Registrar and Executive Director

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 2011 Festival of Architecture.

Michael Ernest MAIBC

Executive Director





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15 April 2011

Dear colleagues:

On behalf of the AIBC Council, I invite all AIBC members, honorary members and associates to attend this year's Festival of Architecture. Online registration for *Architecture on the Edge: AIBC + Architecture Canada | RAIC* is available through the conference website at <http://aibc.ca/vancouver2011/index.shtml>.

One of the most important events at Festival 2011 is the AIBC Annual Meeting. This year's meeting promises to be an informative, lively event. The Members' Forum (including components for Members' Dialogue and Members' Motions) is scheduled after the Annual Meeting.

As well, on the day of the Annual Meeting (Tuesday 24 May 2011) there will be three open sessions. The morning will feature a pair of provocative, topical workshops (details to follow.) Lunch will include opportunities to engage directly with AIBC Council members and colleagues.

Notice of the 92<sup>nd</sup> Annual Meeting and Agenda is enclosed, along with the following attachments:

- (i) Annual Meeting Protocols
- (ii) Draft Minutes of the 91<sup>st</sup> Annual Meeting
- (iii) Nomination for Honourary Member
- (iv) Auditor's Report
- (v) Resolution: Appointment of the Auditor
- (vi) Members' Forum Protocols

We encourage all members, honorary members and associates to attend and let their voices be heard.

A bientôt,

Pierre E. Gallant MAIBC, MRAIC, AAA  
AIBC President

*The Architectural Institute of British Columbia is a self-governing regulatory body dedicated to excellence in the profession of architecture for the benefit of the public, its membership and the environment.*





ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## Notice of the 92<sup>nd</sup> Annual Meeting

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

**92<sup>nd</sup> Annual Meeting of the AIBC will be held at the Vancouver Convention Centre in Vancouver, BC, on May 24, 2011. Registration begins at 1:15 pm.**

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## 92<sup>nd</sup> Annual Meeting Agenda

<b>1:45 pm</b>	<b>1.0</b>	<b>Welcome</b>	<b>P. Gallant MAIBC</b>
	1.1	Quorum	
	1.2	Introductions	
		1.2.1 Council	
		1.2.2 Staff	
		1.2.3 Guests	
	1.3	Protocols for the Annual Meeting	
		<i>Refer to Attachment (i)</i>	
		1.3.1 Parliamentarian: Eli Mina M.Sc., P.R.P.	
	<b>2.0</b>	<b>Call to Order</b>	<b>P. Gallant MAIBC</b>
	2.1	Close of Elections	
	2.2	Scrutineers Appointment per Bylaw 24.1	
	2.3	Approval of the Agenda	
<b>2:15 pm</b>	<b>3.0</b>	<b>Adoption of the Minutes of the 91<sup>st</sup> Annual Meeting</b>	<b>P. Gallant MAIBC</b>
		<i>Refer to Attachment (ii)</i>	
<b>2:20 pm</b>	<b>4.0</b>	<b>Recognition</b>	<b>P. Gallant MAIBC</b>
	4.1	Remembrance of those deceased in 2010/11	

<b>2:25 pm</b>	<b>5.0</b>	<b>Election of Honourary Member</b> <i>Refer to Attachment (iii)</i>	P. Grossman MAIBC
	5.1	George R. Humphrey B.Arch	
<b>2:30 pm</b>	<b>6.0</b>	<b>President's Report</b>	P. Gallant MAIBC
<b>2:50 pm</b>	<b>7.0</b>	<b>Financial Report</b>	
	7.1	Filing of Auditor's Report <i>Refer to Attachment (iv)</i>	P. Gallant MAIBC
	7.2	Financial Health Task Force Report	T. Spiegel B.Sc. (QS) PQS J. Hendriks MAIBC
	7.3	Appointment of Auditor <i>Refer to Attachment (v)</i>	T. Spiegel B.Sc. (QS) PQS
<b>3:10 pm</b>	<b>8.0</b>	<b>Reports</b>	
	8.1	UBC SALA	L. Van Duzer B.A., M.Arch.
	8.2	Intern Architects	N. Nacionales IA
	8.3	BCIT	P. Levar MAIBC, MRAIC
	8.4	Architectural Technologists	M. Currie AT
	8.5	Building and Residential Designers	J. Rommel RD, AScT
	8.6	Lieutenant Governor Appointees to Council	R. Peddie Ph.D.
	8.7	Discussion	P. Gallant MAIBC
<b>3:45 pm</b>	<b>9.0</b>	<b>Announcement of Election Results</b>	P. Gallant MAIBC
	10.1	Intern Architect Liaison to Council	
	10.2	Members of Council	
<b>3:55 pm</b>	<b>10.0</b>	<b>2011 Festival: Architecture on the Edge</b>	P. Gallant MAIBC
<b>4:00 pm</b>	<b>11.0</b>	<b>Adjournment</b>	
		<i>(10 minute break to following Members' Forum)</i>	



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## 2011 Members' Forum

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**4:10 pm Members' Forum**

P. Gallant MAIBC

**(A) Conduct of the Members' Forum**

P. Gallant MAIBC

**(B) Members' Dialogue**

P. Gallant MAIBC

1. Protocols

**(C) Members' Motions**

P. Gallant MAIBC

1. Introduction of Motions Review Committee (MRC)

2. Protocols for Members' Motions

*Refer to Attachment (vi)*

3. Previewed Motions

MRC Chair

4. From the Floor

MRC Chair

**5:10 pm (D) Adjournment**

P. Gallant MAIBC



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 and respectful manner:

1. The meeting will be run in accordance with the *Architects Act* and AIBC Bylaws.
2. Where the *Act* and Bylaws are silent, Robert's Rules of Order shall take precedence and shall govern.
3. In accordance with the *Act*, only AIBC members in good standing and honorary members may vote on any matter requiring a vote.
4. 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.
5. Persons who are neither members nor associates may speak only with the permission of the members.
6. Any person wishing to speak shall approach one of the provided microphones and shall wait to be recognized by the chair before speaking.
7. All persons recognized to speak shall start by stating their name and whether they are a member, associate or otherwise.
8. Should a motion be placed on the floor of the assembly by the chair, the person proposing the motion shall have three minutes to speak to that motion. A person shall be permitted to speak to a motion no more than two times and for no more than three minutes each time. Any exceptions require the permission of the members.
9. The Chair shall recognize a person who wishes to speak a second time to a motion or on a point of discussion on the floor of the assembly only after all persons who have not yet had a chance to speak to the motion or point of discussion have had a chance to do so.
10. Speakers' points must be germane to the issue or motion at hand.

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

**DRAFT**

For approval by the assembly  
at the 2011 Annual Meeting



**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

**91<sup>st</sup> ANNUAL MEETING OF ARCHITECTURAL INSTITUTE OF BRITISH  
COLUMBIA**

**DATE:** Saturday, May 8, 2010  
**TIME:** 1:45 p.m.  
**LOCATION:** Vancouver Convention and Exhibition Centre  
Vancouver, British Columbia  
**PRESIDING:** Pierre E. Gallant MAIBC MRAIC AAA, President

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**1.0 Welcome**

Pierre E. Gallant MAIBC, MRAIC, AAA and President welcomed attendees to the meeting and recognized the event sponsor, Read Jones Christofferson Ltd., represented by Doug Watts MAIBC.

**1.1 Quorum and Call to Order**

The President reported that more than sufficient members were present to meet quorum requirements; therefore the meeting was called to order at 1:59 pm.

**1.2 Rules of Order**

A challenge arose from the floor (Ronald Bain MAIBC and Irvin H. Kew MAIBC) questioning the circulated Rules of Order.

After discussion and upon receipt of legal advice, it was confirmed that the annual meeting is conducted under Robert's Rules of Order, consistent with Bylaw 20. Any specific points of order will be addressed if and when they might arise.

**1.3 Introductions**

1.3.1 Council

The President introduced the members of the 2009/2010 AIBC Council:

**Officers (voting members):**

President – Pierre E. Gallant MAIBC  
Vice-President – Gordon C. Richards MAIBC  
Registrar – Scott Kemp MAIBC  
Treasurer – Elisa Brandts MAIBC

**Elected (voting members):**

Veronica Gillies MAIBC  
Paula Grossman MAIBC  
Peter Levar MAIBC  
Cal Meiklejohn MAIBC  
Barry Weih MAIBC  
David R. Wilkinson MAIBC, Immediate Past President

**UBC SALA Representative (voting member):**

Chris Macdonald FRAIC (Acting Director)

**Lieutenant Governor Appointees (voting members):**

James Belsheim BASc, MBA (*not present*)  
Owen PAWSON BArch, LL.B.  
Richard Peddie Ph.D.  
Tim Spiegel B.Sc. (QS) PQS

**Liaisons to Council (non-voting),**

Malcolm Cairns AT.AIBC, Architectural Technologists  
Carson Nofle BD.AIBC, Building Designers and Residential Designers (*not present*)  
Keath Seeton RID (FELLOW), Interior Designers (IDIBC)  
Sylvie Gagnon IA.AIBC, Intern Architects

1.3.2 Staff

Michael Ernest MAIBC, Executive Director  
Maura Gatensby MAIBC, Director of Professional Services  
Thomas 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 (*not present*)  
Roísín O’Neill, Manager of Registration and Licensing  
Katherine Rau, Executive Assistant and recorder of the Annual Meeting  
Aleta Cho, Professional Development Coordinator and PowerPoint operator

The AIBC Council expressed thanks to Aleta Cho for 25 years of service to the institute.

1.3.3 Guests

The President welcomed industry stakeholders and guests present at the meeting, who included APEGBC President Russ Kinghorn P.Eng, PIBC President Lindsay Chase MCIP, and from the Royal Bank of Canada, Rushabh Jhaveri.

## 2.0

### 2.1 Close of Election

Moved: Selwyn Dodd MAIBC

Seconded: Terence Williams MAIBC

**Motion: To close the elections to Council.**

**Carried**

The President introduced and thanked each of the nominated candidates:

Elisa Brandts MAIBC

Robert G. Chester MAIBC

Eszter Csutkai MAIBC

Pierre Gallant MAIBC

Veronica Gillies MAIBC

Joan Hendriks MAIBC

Michael Jaszczewski MAIBC

Joseph Kardum MAIBC

Robert Kleyn MAIBC

Kirsten Reite MAIBC

Gordon Richards MAIBC

Lynne Werker MAIBC

### 2.2 Approval of the Agenda

The President confirmed the agenda had been provided to all members. A request for additions to the agenda arose from the floor.

Moved: Lynne Werker MAIBC

Seconded: Richard R. Balfour MAIBC

**Motion: To add three items to the proposed agenda:**

- **Discussion of correspondence from the Ministry of Advanced Education and Labour Development in response to the bylaw request submitted in 2009**
- **Questions on the contents of the 2009 Annual Report**
- **New business**

**Defeated**

The President advised that a report on the Minister's letter would be included in the President's Report and reminded members that questions and new business items are appropriate and welcomed during the Members' Forum.

Moved: Nicholas J. Bevanda MAIBC

Seconded: Terence Williams MAIBC

**Motion: to approve the agenda as presented.**

**Carried**



## 2.3 Scrutineers

### 2.3.1 Protocols

The President reported that Council Election Balloting Procedures, including protocols for scrutineers, were adopted by the AIBC Council in September, 2009.

### 2.3.2 Appointment

A roll call for scrutineers was published in the April 16th and 23rd issues of AIBC eNews with an application window between April 26th and April 30th. During this period letters of intent were received from 2 volunteers who were advised of their acceptance in advance of the meeting. Neither was in attendance.

The following members of AIBC staff were appointed by the President as scrutineers and ballot counters under the supervision of Manager of Registration and Licensing, Roisín O'Neill:

Catherine Bolter	Roisín O'Neill
Jackie Buchan	Gayle Roberts
Erica Holt	Emily Tyler
Karen Morris CGA	

## 2.4 Motions from the Floor (MFTF)

### 2.4.1 Protocols

Ronald Bain MAIBC challenged the Motions from the Floor protocols, asserting they were in conflict with parliamentary procedure.

Peter E. Turje MAIBC put forward a request to proceed with the meeting.

After review of the protocols; taking note of the fact that Robert's Rules of Order do not contemplate or cover motions from the floor; and upon receipt of legal advice; the President announced that the meeting would stand adjourned during the Members' Forum and debate on Motions from the Floor so that Council might receive and benefit from the members input by these means.

### 2.4.2 Appointment of the MFTF Review Committee

The President appointed the following individuals to the Motions Review Committee, to be assisted by Director of Professional Conduct and Illegal Practice Thomas Lutes LL.B.:

Michelle Fenton MAIBC	Brian G. Hart MAIBC
Gary Fields MAIBC	John J. McCormack MAIBC
Walter Francl-Uchatius MAIBC	Sean Rodrigues MAIBC



### 3.0 Adoption of the Minutes of the 90th Annual Meeting

Moved: Sheldon H. Chandler MAIBC

Seconded: Wayne DeAngelis MAIBC

**Motion: Be it resolved that the members of the Institute adopt the minutes of the 90th Annual Meeting as distributed.**

Carried

### 4.0 Recognition

#### 4.1 Remembrance of those deceased in 2009/2010

The President recognized former members who passed away during the past year.

Arthur Erickson Hon. AIBC and former MAIBC

Richard Weldon Haley (Retired Architect)

Robert Hall MAIBC

Douglas B.L. Johnston MAIBC

C. Peter Jones P.Eng, Hon. AIBC

Richard Negrin MAIBC

Nigel Page MAIBC

Abe Rogatnick Hon. AIBC (Retired Architect)

B. James Wensley (former MAIBC)

### 5.0 Election of Honorary Members

Member of the AIBC Council and member of the Volunteer Recognition Committee, Paula Grossman MAIBC, conducted the vote for honorary membership.

Moved: Michael F. Heeney MAIBC

Seconded: Walter G. Francl-Uchatius MAIBC

**Motion: WHEREAS Gerald A. Epp P.Eng. and Paul Fast P.Eng. have been jointly nominated as Honorary Members of the Institute by five members in good standing of the Architectural Institute of British Columbia, in recognition of their outstanding contribution to the built environment and the profession of architecture,**

**BE IT RESOLVED THAT the members of the Institute elect Gerald A. Epp and Paul Fast as Honorary Members of the Architectural Institute of British Columbia.**

Carried  
 None opposed

### 6.0 President's Report

It has been my honour to serve on Council, and privilege to serve as President at your pleasure. Intentions: to build consensus, move forward, and increase our understanding.



## 6.1 Affairs of the Institute

Last year's annual meeting took place in two parts. It is my impression that the AIBC Council had been unaware of a number of issues, while acting in good faith. Thereafter:

- Council embarked upon a significant engagement strategy with members and government.
- The L.A.R.K. initiative developed four filters (Leadership, Advocacy, Regulation and Knowledge) through which council policies can be developed and revised.
- Council appointed a new Executive Director: Michael Ernest MAIBC. Council has been pleased with the changes and renewed spirit of enthusiasm at AIBC.
- With council's oversight, the financial management of the institute remains diligent.

## 6.2 Alternate Dispute Resolution

- The alternative dispute resolution used by APEGBC, which was not specifically enabled by the *Engineers Act* at the time it was invoked in the relevant case (Salway), faced and lost a court challenge. This judgement has made it necessary for the AIBC to use full disciplinary procedures for every case. These procedures are working well but their complexity and rigidity could be seen as an impediment to the public interest, accessibility, and principles of transparency.
- Overtures have been made, by correspondence and in-person, to government ministries. Our own ministry has indicated it may be possible to include in omnibus legislation an amendment to the *Architects Act* which would enable alternative dispute resolutions.

## 6.3 Engagement Strategy

Over the past year, the AIBC Council has embarked upon an ambitious program of engagement with members and government.

Government:

- Meetings have taken place with the Minister of Advanced Education and Labour Market Development and five additional ministries.
- Opportunities for face-to-face discussions have been phenomenal. Conversations have been frank and enlightening and have included assurances from the institute that we are there in support of ministry goals in the public interest.

Members:

- Over 300 members have been involved from the geographic areas of Vancouver, the Interior, Fraser Valley and Vancouver Island. Members representing firms of all sizes have been consulted with many and varied concerns shared.
- Council will continue to engage and compile data. In the coming year council will share with members the feedback and key concerns received so that we can collectively decide upon future courses of action.



#### 6.4 Competency-based Assessment

- Developed and spearheaded by BC, competency-based assessment criteria have been accepted in principle across the country. Representatives from AIBC recently made a presentation to jurisdictions from Mexico and the USA with special regard to issues of reciprocity among the three countries.

#### 6.5 Professional Identity

- Concerns about titles and designations have been brought forward at the 2009 Annual Meeting and numerous engagement sessions. Council, including the Lieutenant Governor appointees, does not belittle these concerns and is actively collecting data and members' comments.
- Council in the past may have unintentionally angered some members, and is now redoubling efforts to build bridges.
- Council's current thinking has evolved in three directions: use of "architect"; foregoing ".aibc"; and revisiting titles and designations for associate categories.

#### 6.6 Guiding Principles

- Council developed and adopted five principles for legislative renewal as a point of departure for membership consultation. The principles have been published in the Annual Report.

Guiding Principles for Legislative Renewal, adopted January 12, 2010

Basic tenets or guiding principles upon which the legislative renewal initiative is built, and behind which the AIBC Council stands:

1. Public interest in the 21st century is best served through regulation of those involved in designing the built environment.
2. In the 21st Century, professional regulation must include effective mechanisms for inclusion, labour mobility, and the full spectrum of design professions.
3. The public interest is best served by having scopes of practice for the building design community that are clearly articulated and based on demonstrated competency.
4. The interest of the public is better served by an updated and improved Architects Act.
5. Proposed changes to the Architects Act need to be in keeping with architecture's traditional role in envisioning, designing and coordinating "the big picture".

#### 6.7 Future Directions

- Society operates under the rule of law
- The government has adopted policies which are inconsistent with the *Architects Act*
- Fundamental principle of qualification which can be expressed informally as "Earn your scope of practice".
- Legislative renewal: setting aside the issue of new associates, it is preferable that any new Act allow for more control to rest within the bylaws, so there may be increased member guidance.



- The guiding principles are all built upon each other and are to be read as they stand, not as a thinly veiled agenda.
- During the past year Council has learned much and worked to identify the principles underpinning those views.
- Council supports the continued expression of passionate views and varied opinions.
- Council is not entrenched behind any single course of action and asks members to share in the spirit of open-mindedness so essential to architects.

The Minister's letter in response to bylaw change request:

- The proposed bylaws, approved by vote of AIBC members, were disallowed by the Province of British Columbia.
- The letter from Minister Stilwell encouraged council to act in the spirit of cooperation and consultation. As this remains council's intent, the suggestion was welcomed.

## 7.0 Financial Report

### 7.1 Filing of Auditor's Report

In accordance with the *Architects Act*, the 2009 audited statements dated the 29 of January 2010 (as distributed by mail to the membership, posted on the website and included in the Annual Report) were filed by the President.

The President outlined minor changes to the format, made in cooperation with the auditors, and the inclusion of graphics in AIBC published versions. Both innovations are intended to help make the data more readily understandable and accessible.

### 7.2 Financial Health Task Force Report

Treasurer Elisa Brandts MAIBC, presented highlights from the Treasurer's and Auditor's Reports which included market-driven revenue reductions in advertising and sponsorships, emerging trends, unbudgeted expenses authorized by council with consequent cost cutting measures, and council's oversight of the budgeting process. No expenditure is budgeted in 2010 for legislative change. The mortgage is to be retired in Fall, 2010.

### 7.3 Appointment of the Auditor

Moved: Elisa Brandts MAIBC

Seconded: John Coe MAIBC

**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 2010.**

**Carried**



## 8.0 Members' Forum

Moved: Selwyn Dodd MAIBC

Seconded: Stephen L. Hart MAIBC

**Motion: to close the "Motions from the Floor" submission period and to adjourn the annual meeting during the forum and debate on motions.**

Carried

## 8.1 Dialogue

The floor was opened. Topics raised and discussed included the following:

- ".AIBC" designations, potential alternatives and the mechanisms whereby such decisions are made
- BC's (non-)participation in ExAC
- Abandonment of all associate registrant categories
- Requiring use of "architect" instead of (or in addition to) MAIBC
- Status of dissolved Task Force for Legislative Renewal
- Volunteering to be trained as an evaluator using the outcomes-based assessment criteria matrix
- Web listing of proposed designations for which the institute has obtained Official Mark protection
- Comparison of the ratio of staff to members between 1980 and 2010
- Observances on details of the Treasurer's and Auditor's reports, including salaries and benefits.

*(Note: the last three topics raised operational questions which will be answered by staff.)*

## 8.2 Motions from the Floor

The President reminded the assembly that motions from the floor are not binding to council, rather advisory, and assured those present that council would consider each motion's intent rather than specific wording.

8.2.1 MOVED: Richard R. Balfour MAIBC, SECONDED: Paul Rust MAIBC

**Whereas the AIBC draws its funding from the membership, and we must seek to reduce fees wherever possible, in our aim for accountable governance,**

**Whereas the membership has expressed concerns about the direction the ConEd has taken since inception, away from the intent of the original AIA honour model,**

**Whereas the efforts of Past President Stuart Howard to implement a national system should be recognized, honoured and now exploited for the benefit of all,**

**Whereas, at the direction of the Council the RAIC now has an integrated ConEd tracking system up and running and at a fraction of the current staffing costs at the**



**AIBC (considering number of staff 'monitoring' and interfering in members tracking and self accountability,**

**It is moved that council immediately switch the AIBC members accounting to the RAIC system.**

**Carried**

8.2.2 MOVED: Darrel L. Jensen MAIBC, SECONDED: Donald W. Lovell MAIBC

**Whereas, the members of Vancouver Island Chapter of AIBC present at the meeting held on 26th March 2010 find the present proposed changes to the membership unacceptable.**

**It is hereby moved that the Institute conduct its activities in accord with the provisions of the Act as it existed prior to March 31, 2008.**

**Defeated**

8.2.3 MOVED: B. Ian Bazely MAIBC, SECONDED: Paul Rust MAIBC

Motion 1:

**It is moved that the members of the Institute express their dissatisfaction with the actions which Council has taken with regard to the creation of 'Associate Members' and conferring of trade-marked titles on same, as in prefix.aibc and direct that Council cease any further activities in this regard until the members have been consulted and there is evidence of a consensus in principle within the professional members of the AIBC for the inclusion of non-architects as associates with titles and appropriate scopes of work, and that a statutory and operational frameworks for same are formally in place.**

**Defeated**

Motion 2:

**Further, that the AIBC actions taken to date in regard to the Associate Members and their titles shall be terminated by no later than the end of the current 2010-2011 annual fee period and that there be public notice as to the date of the termination of these titles.**

**Defeated**



- 8.2.4 MOVED: Irvin H. Kew MAIBC, SECONDED: Charles Kierulf MAIBC

**Whereas, the members should receive a better understanding of the operating costs of the institute from the 2009 Annual Finance Report in the Institute's operation:**

**Be it resolved: I hereby move that Council provide to the membership by 8 August 2010 an accounting of all costs associated with the legislative Review process since 2005. Such costing shall include but not be limited to:**

- a) **AIBC salaries and expenses**
- b) **administrative/overhead costs**
- c) **external consulting fees and legal costs including disbursements**
- d) **plus any such additional costs as necessary to complete the work or revisions to date**

**Defeated**

- 8.2.5 MOVED: A.J. Diamond MAIBC, SECONDED: Donald R.M. Schmitt MAIBC

**It is moved that Council establish, document, and publish to the membership a formal process for dialogue with the membership on legislative reform or renewal which will provide to the Minister confirmation of membership consultation and the means by which council will demonstrate consensus within the profession on the proposed act changes.**

**Carried**

- 8.2.6 MOVED: Wilfrid Lunde MAIBC, SECONDED: James Austin (Jim) Meiklejohn MAIBC

**Be it moved that Council be directed to give consideration to:**

**Initiate a "Pilot Project" for a 6 months trial period, to add a "Forum" to its existing web site no later than July, 2010, for the use of Members, Graduate Architects, Retired Architects, and Intern Architect, as a means to openly communicate with Council on issues of mutual interest, and that the forum shall be unedited by the Institute, save for inflammatory or illegal language, and permit the addition of new topics or 'threads' by the members. (The Forum may be noted on the web site as NOT REPRESENTING THE VIEWS OF THE INSTITUTE).**

**Carried**

- 8.2.7 MOVED: William A. (Bill) Gies MAIBC, SECONDED: Donald W. Lovell MAIBC

**Whereas, there has been, over the past number of years, a significant involvement by AIBC Council and selected Committees and individuals in Legislative Renewal, and whereas, many members find it difficult to be adequately informed on what has transpired, the need for change, the long term goals and objectives of the AIBC and how the various initiatives towards renewal fit in the overall vision of the AIBC.**



It is hereby moved that Council prepare a succinct report, which would be provided to all members, which clearly identifies the reasons for legislative renewal, citing specific shortcomings and specific or perceived omissions in the existing Architects Act and Bylaws, and citing the specific directions from Government that have necessitated this process (such as changes requested by the Provincial Government March 2, 2005 and recorded in Council Minutes March 14, 2005).

The report should quote ACT language proposed by the AIBC to resolve the specified deficiencies, and specifically define the potential outcomes of each of the proposed

AIBC resolutions on individual Architects, Architectural Firms, the Profession, the AIBC, the Municipal Governments, the Provincial Government, and most significantly the Public (the format of the report should allow for possible outcomes, positive or negative, to be noted).

Carried

8.2.8 MOVED: Karl w. Gustavson MAIBC, SECONDED: Wayne DeAngelis MAIBC

Be it moved that Council be directed to give consideration to:

The allocation of a portion of the annual membership fee towards the RAIC British Columbia Chapter for the purpose of pursuing advocacy in the province of British Columbia, specifically the promoting of architecture and architects.

Defeated

8.2.9 Additional motions:

Three motions were submitted to the committee in addition to those debated during the meeting, but were not considered owing to time limitations. The President reminded the assembly that council has agreed to receive and consider such motions as part of their ongoing commitment to engagement and communications with institute members.

## 9.0 Announcement of Election Results

The meeting was called to order once again by the President who announced the election by acclamation of two liaisons to council:

Building and Residential Designers: David (Dave) Boswell BD.AIBC, ASCT  
 Intern Architects: Nathaniel Nacionales IA.AIBC, B.A., B.E.D., M.Arch.

and the appointment of two liaisons to council:

Architectural Technologists: Michael Currie AT. AIBC  
 IDIBC: Keath Seeton RID (Fellow)



Registrar Scott Kemp MAIBC announced and congratulated the five architects who have been elected to fill five vacancies for the 2009/2010 AIBC Council:

- I. Pierre Gallant MAIBC
- II. Veronica Gillies MAIBC
- III. Joan Hendriks MAIBC
- IV. Gordon Richards MAIBC
- V. Lynne Werker MAIBC

Certificates of Recognition were presented with thanks to outgoing council members and liaisons:

Elisa Brandts MAIBC  
Malcolm Cairns AT.AIBC  
Sylvie Gagnon IA.AIBC  
Carson Noftle BD.AIBC  
David R. Wilkinson MAIBC.

## 10.0 2011 Annual Conference

The President announced a joint AIBC / RAIC Festival in Vancouver the 24-27th of May 2011, with the theme of "Architecture on the Edge".

## 11.0 Adjournment

The President welcomed the new members of Council and thanked the assembly for a well-run meeting.

Moved: Selwyn Dodd MAIBC

Seconded: Paul Y.P. Chiu MAIBC

**Motion: to adjourn the 91<sup>st</sup> Annual Meeting of the AIBC.**

**Carried  
None opposed**

The meeting adjourned at 4:21 p.m.



RECEIVED

FEB 28 2011

ARCHITECTURAL INSTITUTE  
OF BRITISH COLUMBIA

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## 2011 Call for Nominations: AIBC Honorary Membership

The AIBC Council welcomes nominations for *AIBC Honorary Membership*. This honorary designation recognizes non-architects who have made an especially noteworthy contribution to the profession of architecture in British Columbia. All nominations received will be reviewed by the AIBC Volunteer Recognition Committee to ensure they meet the specified criteria. Successful nominations are then forwarded to AIBC Council for consideration and recommendation at the 2011 AIBC Annual Meeting where a member vote will determine whether or not honorary membership shall be granted. To uphold its prestige, this award is sparingly bestowed.

### Criteria

Consideration is given to those individuals whose contributions are seen to have significantly advanced the development and standing of the profession. Areas of consideration may include innovation, education, publication, and public service. Contributions by way of design excellence or service to the AIBC must be exceptional.

### Qualifications

The suitability of candidates should be reflected in the answers to the following questions as they apply:

- What is the nature of the outstanding contribution this person has made to either the understanding or the practice of architecture?
- What has this person done to demonstrably increase awareness and appreciation of the profession of architecture?
- What has this person done to demonstrate outstanding commitment and service to the AIBC?
- What are any relevant and notable accomplishments of the nominee?
- Why do you think this person is an outstanding candidate for honorary membership?

### Eligibility & Nomination Process

Award eligibility is open to non-architects who have made an especially noteworthy contribution to the profession of architecture in British Columbia. Nomination submissions should outline the nominee's suitability in as much detail as possible, including a biographical profile and nomination statement detailing the qualifications and accomplishments of the candidate (minimum 500 words).

The nomination package, including the original signatures of five (5) supporting AIBC registrants, must be submitted in writing (neither e-mail nor facsimile will be accepted) along with the nominators' phone and e-mail contact information.

### Nomination Deadline

Nominations must be received **before 4:30 p.m. on February 28, 2011 to the attention of the Executive Director** at the AIBC Office, #100-440 Cambie Street, Vancouver, B.C., V6B 2N5.

### Award Presentation

Recipients of this award will be honoured at the annual Presidents' Dinner & Awards Gala on Friday, May 27, 2011, part of the 2011 Festival of Architecture.

We nominate George R. Humphrey, B.Arch., for AIBC Honorary Membership, in recognition of his more than 40 years of public service and contributions to the practice of architecture in British Columbia.

A twice Past President of the Building Officials Association of B.C. (1995-1999 and 2004-2006) and Chief Building Inspector for the City of Burnaby from 1991-2008, Mr. Humphrey has been involved with technical aspects of the B.C. Building Code since 1967. He currently chairs the Building Code Appeal Board, and has for more than 20 years. With a degree in architecture, George has a rare understanding of architects and architecture, and has used this talent to actively promote dialog and cooperation between building officials and architects in both practice and professional development. He has actively promoted the inclusion of architects as presenters at BOABC education conferences for many years. He has also promoted the building official perspective in AIBC intern architect courses and brought engineers, architects, and building officials together for building code upgrade courses.

George has been a member of the AIBC regulatory committee and the AIBC Building Envelope Committee for many years, and continues to actively serve on these committees after his retirement as Chief Building Inspector. He is also a member of the Canadian Commission of Building and Fire Codes and the Building Research Committee. Mr. Humphrey has served on local, provincial, and national committees for decades. His work has increased public safety, improved continuing education for industry professionals, and elevated the practice and public understanding of architecture.

Mr. Humphrey's work on the Code Change Steering Committee for the BOABC and the Building Envelope Qualifications Committee, and his impeccable reputation, were instrumental in restoring the general public's faith in construction after the "leaky condo" problems in the 1990s.

His broad knowledge and intelligence have earned him unmatched respect among his peers. His genuine pleasure in serving and working with both the public and members of the profession is renowned.

As members of the Architectural Institute of British Columbia, we can think of no other person we would rather welcome as an Honorary Member.

- 2 -

**Nomination Form: AIBC Honorary Membership**

We the undersigned, as registrants in good standing in the Architectural Institute of British Columbia, hereby nominate (please print) GEORGE R. HUMPHREY, B. ARCH.,  
(AIBC status if applicable) \_\_\_\_\_ for Honorary Membership in the AIBC.

**Nominators (please print):**

1. Name: EDWARD N. MACKINNON AIBC Status: MAIBC Tel: 604-682-7146  
Signature: [Signature] E-mail: emackinnon@LMDG.COM
2. Name: JERRY DOLL AIBC Status: MAIBC Tel: 604 669-1926  
Signature: [Signature] E-mail: jdolla@nsda.bc.ca
3. Name: STEVE HART AIBC Status: MAIBC Tel: 604-669-6002  
Signature: [Signature] E-mail: sharceshawbi2.ca
4. Name: PHILIP MCCLOY AIBC Status: MAIBC Tel: 718 782 3385  
Signature: [Signature] E-mail: pmccloy@sfu.ca
5. Name: BILL NELSON. AIBC Status: MAIBC Tel: 718 782 3926  
Signature: [Signature] E-mail: bill-nelson@sfu.ca

**Disclosure:**

Please note: any personal/business/organizational relationships between nominator(s) and nominee must be disclosed. Conflict of interest needs to be avoided. If applicable, please describe below.

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**Past Recipients: AIBC Honorary Membership:**

1952 George S. Twizell *	1979 Reginald Joseph Bickford *	1997 Cornelia Hahn Oberlander BCSLA
1955 Robert P. S. Twizell *	1979 Fred Thornton Hollingsworth *	1998 James Currie
1960 Reg Deacon *	1979 B. Paul Wisnicki P.Eng	1998 C. Peter Jones P.Eng
1969 Doris Shadbolt	1981 Charles E. Pratt *	1999 Sanford (Sandy) Hirshen *
1969 Phillip B. Stroyan	1983 John Howard Wade *	1999 Harbhajan Singh Viral
1969 Richard B. Wilson	1984 William Grier Leithead *	2000 Kevin R. Hydes P.Eng
1971 Stuart Lefeaux	1988 Keith B. Davison *	2000 Zwanette Pereboom *
1971 Eric Nicol	1988 David B. Leaney P.Eng	2000 Catherine Chard Wisnicki *
1973 Arthur Erickson *	1989 George Giles *	2001 Gordon Smith
1973 The Honourable Justice John (Jay) Gould	1989 Douglas Shadbolt *	2001 Marlon Smith
1973 J. Y. McCarter P.Eng	1990 Abraham Rogatnick *	2001 Ray Spaxman ARIBA, MRTPI, FCP
1973 The Honourable Justice K. E. Meredith	1990 Peter Muschamps Thornton *	2004 Eva Matsuzaki MAIBC
1973 Murray Polson *	1991 Ronald Bruce Bain MAIBC	2005 James A. Carlberg MAIBC
1974 Henry Elder *	1996 C. Y. Loh P.Eng	2006 Rosemary James Cross
1974 G.L. Thornton Sharpe *	1996 Steve P. Taylor P.Eng	2009 Jim Green
1978 Sam Bawlf	1997 Dr. Ray Cole	2010 Gerald A. Epp P.Eng
		2010 Paul Fast P.Eng

\* denotes the person was an architect at time of award.





15 April 2011

## AUDITOR'S REPORT: 2010

Attached for your information is the Auditor's Report for 2010, prepared by Wolrige Mahon, duly appointed as the Institute's auditors at our 2010 Annual Meeting by vote of the membership as called for in the *Architects Act*. In accordance with the statute, the report will be filed formally by the President at the Annual Meeting on 24 May 2011.

The Treasurer's Report (including Council's approved 2011 budget and financial analysis) will be posted on our web site and presented at the upcoming Annual Meeting with opportunity for discussion.

The following are some of the auditor's report highlights for our 2010 fiscal year, which matches the calendar year.

1. Contingency fund: there was no change to the Contingency Reserve Fund in 2010. (See note 8.) A motion was passed at the November 9, 2010 council meeting to clarify the purpose of the AIBC's contingency fund and set a target value of \$350,000. (See policy 2.12.) A second motion was passed at the January council meeting to transfer the excess balance in the contingency fund to the operating fund.
2. Schedules 1 and 2, General Revenue: 2010 benefited from an increase in our membership and certificates of practice numbers and application/reinstatement fees, with a slight drop in temporary licence fees. (Net financial improvement)
3. Schedule 3, Administration: higher bank charges arise largely from increased online payments. While the balance of staff severance payments was in fact made in 2010, the expense was incurred and correctly accounted for in 2009 with only a few small legal expenses realized in 2010. More effort was put into the audit in 2010 resulting in abnormally high audit expense. (Net financial improvement)
4. Schedule 4, Premises (net expenses): lower rental income because long-term tenant departed in 2009 and was not replaced in 2010. Mortgage loan was paid off in October 2010.
5. Schedule 5, Council: 2010 council expenses were lower partly due to an absence of member forums, legislative legal costs and severance-related costs. Council also accomplished more via electronic voting and was able to reduce meeting/travel expenses. (Net financial improvement)
6. Schedule 6, National Meetings (net expenses): as expected, expenses increased in 2010 but remained below budget.

7. Schedule 7, Communications (net expenses): the trend continued with advertising revenue significantly down due to market conditions (reduction of spending by advertisers, lack of sponsors, *et al.*) This was partially offset by reductions in publication costs, assisted by larger amounts of digital media and web-based information.
8. Schedule 8, Annual Conference & Meeting (net expenses): despite a weak business climate, conference revenues were up over the prior year. Expenses also increased accordingly. 2009 (prior year) annual meeting expenses were abnormally high due to unanticipated bylaw balloting. (Net financial improvement)
9. Schedule 9, Registration & Licensing (net expenses): an increase in staff resulted in increased salaries in part offset by lower legal and program costs. Increased revenue mainly from Foreign Trained Architect reviews. (Net financial improvement)
10. Schedule 10, Practice: increased salaries & benefits arise from new part-time Practice Advisor. Practice Consultation Service uptake below budget.
11. Schedule 11, Professional Development (net expenses): course delivery costs remained stable; nominal severance related costs; revenues increased. (Net financial improvement)
12. Schedule 12, Conduct and Illegal Practice (net expenses): legal fees remained low due to Director's management of files in-house and AIBC's former consensual resolution program (no disciplinary inquiries were needed).

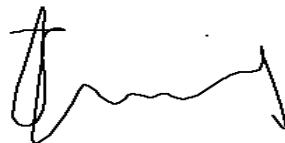
As a matter of added interest, our 'Service Centres' which typically run at some net expenditure, actually have embedded within their operations about \$832,000 in revenue to enable their programmes and benefits beyond the general revenue which comes largely from registrants' fees, helping to keep those fees down. As a result, general revenue is approximately 71% of total revenue.

Questions are welcome. Review and response will follow and, as was the case relative to our 2010 Annual meeting, will be posted on the web site.

Trusting the foregoing and the attached auditor's report to be informative and useful;



Pierre E. Gallant MAIBC  
AIBC President



Timothy J. Spiegel, PQS, MRICS  
AIBC Treasurer

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

Vancouver, B.C.

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FINANCIAL STATEMENTS

December 31, 2010



## INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of the Architectural Institute of British Columbia, which comprise the statement of financial position as at December 31, 2010, and the statements of fund operations and changes in fund balances and cash flows for the year then ended, 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 generally accepted accounting principles, 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 audit. We conducted our audit 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 overall 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 the Architectural Institute of British Columbia as at December 31, 2010, and its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

***"Wolrige Mahon LLP"***

CHARTERED ACCOUNTANTS

Vancouver, B.C.  
April 5, 2011

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

## STATEMENT OF FINANCIAL POSITION

December 31, 2010

	2010	2009
	\$	\$
<b>Assets</b>		
<b>Current</b>		
Cash and short-term investments	1,173,180	761,360
Receivables	76,820	95,978
Supplies, at cost	26,868	28,577
Prepaid expenses	51,168	94,619
	<u>1,328,036</u>	<u>980,534</u>
Deferred charges (Note 5)	9,500	12,786
Property and equipment (Note 6)	2,701,386	2,798,951
	<u>4,038,922</u>	<u>3,792,271</u>
<b>Liabilities</b>		
<b>Current</b>		
Payables and accruals	89,489	217,580
Deferred revenue	372,320	79,808
Fixed rate business term loan (Note 7)	-	133,943
	<u>461,809</u>	<u>431,331</u>
<b>Fund Balances</b>		
Operating Fund	2,983,528	2,767,355
Contingency Reserve Fund	593,585	593,585
Term Loan Repayment Fund	-	-
	<u>3,577,113</u>	<u>3,360,940</u>
	<u>4,038,922</u>	<u>3,792,271</u>

Approved on behalf of the Council:




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 Pierre Gallant, MAIBC  
 President




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 Tim Spiegel, PQS, MRICS  
 Treasurer

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

## STATEMENT OF OPERATING FUND OPERATIONS AND CHANGES IN FUND BALANCES

For the year ended December 31, 2010

	SCHEDULE	2010 \$	2009 \$
<b>General revenues</b>			
Fees	1	2,152,670	2,091,381
Interest and other	2	39,700	24,686
		<u>2,192,370</u>	<u>2,116,067</u>
<b>Service centres (expenditures, net where noted)</b>			
Administration (net)	3	750,173	916,020
Premises (net)	4	206,132	168,262
Council	5	59,585	127,703
National meetings (net)	6	53,491	18,667
Communications (net)	7	214,260	199,427
Annual meeting and conference (net)	8	(14,146)	15,574
Registration & licensing (net)	9	213,557	227,979
Practice	10	167,740	160,928
Professional development (net)	11	55,020	133,707
Conduct & illegal practice (net)	12	270,385	254,215
		<u>1,976,197</u>	<u>2,222,482</u>
<b>Excess (deficiency) of revenues over expenditures</b>		<b>216,173</b>	<b>(106,415)</b>
Fund Balance, Beginning		2,767,355	2,667,355
Transferred from Contingency Reserve Fund		-	106,415
Transferred from Term Loan Repayment Fund		-	100,000
<b>Fund Balance, Ending</b>		<b>2,983,528</b>	<b>2,767,355</b>

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

## STATEMENT OF CONTINGENCY RESERVE FUND OPERATIONS AND CHANGES IN FUND BALANCES

For the year ended December 31, 2010

	2010 \$	2009 \$
<b>Fund Balance, Beginning</b>	<b>593,585</b>	700,000
Transferred to Operating Fund	-	(106,415)
<b>Fund Balance, Ending</b>	<b>593,585</b>	593,585

## STATEMENT OF TERM LOAN REPAYMENT FUND OPERATIONS AND CHANGES IN FUND BALANCES

For the year ended December 31, 2010

	2010 \$	2009 \$
<b>Fund Balance, Beginning</b>	-	100,000
Transferred to Operating Fund	-	(100,000)
<b>Fund Balance, Ending</b>	-	-

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2010

	2010	2009
	\$	\$
<b>Cash flows related to operating activities</b>		
Cash receipts from members	3,214,407	2,675,961
Cash receipts from tenants	111,916	158,513
Cash paid to suppliers and employees	(2,765,876)	(2,740,601)
Interest received	9,522	6,012
Interest paid	(1,304)	(11,486)
	<u>568,665</u>	<u>88,399</u>
<b>Cash flows related to investing activities</b>		
Investment in property and equipment	(22,902)	(68,435)
Advances to Architecture Foundation of British Columbia	-	(836)
	<u>(22,902)</u>	<u>(69,271)</u>
<b>Cash flows related to financing activities</b>		
Repayment of fixed rate business term loan	(133,943)	(229,668)
	<u>(133,943)</u>	<u>(229,668)</u>
<b>Net increase (decrease) in cash</b>	411,820	(210,540)
Cash, beginning	761,360	971,900
	<u>1,173,180</u>	<u>761,360</u>
<b>Cash, ending</b>	<b>1,173,180</b>	<b>761,360</b>
Cash represented by:		
Cash on hand and balances with banks	326,654	24,325
Term deposits	846,526	737,035
	<u>1,173,180</u>	<u>761,360</u>

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## NOTES

For the year ended December 31, 2010

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### Note 1 General

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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*.

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### Note 2 Significant Accounting Policies

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#### 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
Contingency Reserve Fund	- used to provide for unanticipated and emergency financial requirements
Term Loan Repayment Fund	- used to provide for the repayment of the term loan

#### Financial Assets and Financial Liabilities

The Institute accounts for its financial instruments in accordance with Section 3855 of the Canadian Institute of Chartered Accountants (CICA) Handbook, Financial Instruments - Recognition and Measurement. This section requires all financial instruments to be classified into one of the following five categories: held for trading, held-to-maturity investments, loans and receivables, available-for-sale financial assets or other financial liabilities. All financial instruments are measured at fair value except for loans and receivables, held-to-maturity investments and other financial liabilities, which are measured at amortized cost. This section also specifies how financial instrument gains and losses arising from changes in fair value are to be recognized. Depending on the financial instrument's classification, changes in fair value are either recognized in net income or directly in members' equity.

The Institute has chosen to continue to apply CICA Section 3861, Financial Instruments Disclosure and Presentation rather than apply Section 3862, Financial Instruments Disclosure, and Section 3863, Financial Instruments Presentation, as allowed by Canadian generally accepted accounting standards for not-for-profit organizations.

The Institute has designated its financial instruments as follows:

Cash and short-term investments are designated as held for trading and are measured at fair value.

Receivables are classified as loans and receivables. After their initial recognition at fair value these instruments are measured at amortized cost, which for the Institute generally corresponds to cost.

Payables and accruals are classified as other financial liabilities. After their initial recognition at fair value these instruments are measured at amortized cost, which for the Institute generally corresponds to cost.

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## NOTES

For the year ended December 31, 2010

### Note 2 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 include 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. Course and examination fees invoiced but not yet presented are recorded as deferred revenue.

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, interest and other revenue are recorded when earned.

#### Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles 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 year ended December 31, 2010

**Note 3 Financial Instruments****Financial Instruments**

The Institute's financial instruments include cash and short-term investments, receivables and payables and accruals. It is management's opinion that the Institute is not exposed to significant currency risk or interest rate risk arising from its financial instruments.

**Credit Risk**

The Institute is exposed to credit risk with respect to its receivables. Management regularly monitors the credit worthiness of its debtors and believes it has adequately provided for any exposure to potential credit loss.

**Fair Values**

Unless otherwise stated, the fair values of these financial instruments approximate their carrying values.

**Note 4 Capital Disclosures**

The Institute considers its capital structure to consist of operating, contingency reserve, and term loan repayment fund capital totalling \$3,577,113, 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 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 Deferred Charges**

	2010 \$	2009 \$
Deferred lease commissions	16,073	16,073
Accumulated amortization	(6,573)	(3,287)
	<u>9,500</u>	<u>12,786</u>

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

## NOTES

For the year ended December 31, 2010

**Note 6 Property & Equipment**

	2010	2010	2009
	Cost	Accumulated	Net
	\$	Amortization	\$
	\$	\$	\$
Land	815,720	-	815,720
Building	2,615,830	806,169	1,809,661
Office furniture	118,279	100,313	17,966
Office equipment	36,148	33,430	2,718
Computer equipment	155,059	139,988	15,071
Computer software	117,957	77,707	40,250
	<u>3,858,993</u>	<u>1,157,607</u>	<u>2,701,386</u>
			<u>2,798,951</u>

**Note 7 Bank Loans**

	2010	2009
	\$	\$
<b>Royal Bank of Canada</b>		
Fixed rate business term loan - repaid during the year	-	133,943

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, 2010, no amounts are drawn on this line of credit.

The loans are secured by:

- General Security Agreement having a first charge on all the Institute's assets.
- 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.

**Note 8 Subsequent Events**

Council has approved (November 9, 2010) a reduction in the Contingency Reserve Fund to \$350,000. Council has also approved (January 11, 2011) a transfer from the Contingency Reserve Fund to the Operating Fund of \$243,585 will be made subsequent to year end.

**Note 9 Comparative Figures**

Certain 2009 comparative figures have been reclassified to conform with the financial statement presentation adopted for 2010.

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

## SCHEDULE OF REVENUE AND EXPENDITURES

For the year ended December 31, 2010

	2010	2009
	\$	\$
<b>Schedule 1</b>		
<b>FEES REVENUE</b>		
Members	1,447,043	1,371,959
Associates	131,009	124,057
Affiliates	4,024	3,558
Architectural technologists/IATs	19,954	18,910
Firms	362,848	362,351
Temporary licences	104,263	135,858
Registration and reinstatement	69,797	59,648
Building and residential designers	13,732	15,040
	<u>2,152,670</u>	<u>2,091,381</u>
<b>Schedule 2</b>		
<b>INTEREST AND OTHER REVENUE</b>		
Documents, signs and seals	18,648	9,746
Interest	9,522	6,012
Other	11,530	8,928
	<u>39,700</u>	<u>24,686</u>
<b>Schedule 3</b>		
<b>ADMINISTRATION (NET)</b>		
Salaries, contracts, and benefits	468,070	487,253
Severance	1,774	196,568
Operating costs	268,255	225,416
Accounting and audit	25,542	17,583
	<u>763,641</u>	<u>926,820</u>
Less: revenue	<u>(13,468)</u>	<u>(10,800)</u>
	<u>750,173</u>	<u>916,020</u>
<b>Schedule 4</b>		
<b>PREMISES (NET)</b>		
Premises	197,581	215,570
Amortization	120,467	111,205
	<u>318,048</u>	<u>326,775</u>
Less: revenue	<u>(111,916)</u>	<u>(158,513)</u>
	<u>206,132</u>	<u>168,262</u>

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

## SCHEDULE OF REVENUE AND EXPENDITURES

For the year ended December 31, 2010

	ACTUAL	ACTUAL
	2010	2009
	\$	\$
<b>Schedule 5</b>		
<b>COUNCIL</b>		
Council and president	17,956	57,311
Other	41,629	70,392
	<u>59,585</u>	<u>127,703</u>
<b>Schedule 6</b>		
<b>NATIONAL MEETINGS (NET)</b>		
Annual assessment	40,243	34,246
Salaries, contracts, and benefits	3,207	1,876
Travel, administration	29,590	10,267
	<u>73,040</u>	<u>46,389</u>
Less: revenue	<u>(19,549)</u>	<u>(27,722)</u>
	<u>53,491</u>	<u>18,667</u>
<b>Schedule 7</b>		
<b>COMMUNICATIONS (NET)</b>		
Communications programs, committees, events, administration	19,678	22,593
Publications, multimedia, newsletters	60,748	102,989
Salaries, contracts, and benefits	188,579	183,954
	<u>269,005</u>	<u>309,536</u>
Less: revenue	<u>(54,745)</u>	<u>(110,109)</u>
	<u>214,260</u>	<u>199,427</u>
<b>Schedule 8</b>		
<b>ANNUAL MEETING AND CONFERENCE (NET)</b>		
Annual conference	290,756	257,365
Annual meeting	16,459	54,362
	<u>307,215</u>	<u>311,727</u>
Less: revenue	<u>(321,361)</u>	<u>(296,153)</u>
	<u>(14,146)</u>	<u>15,574</u>

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

## SCHEDULE OF REVENUE AND EXPENDITURES

For the year ended December 31, 2010

	<b>2010</b>	2009
	\$	\$
<b>Schedule 9</b>		
<b>REGISTRATION &amp; LICENSING (NET)</b>		
Salaries, contracts, and benefits	<b>284,762</b>	254,374
Legal	<b>468</b>	3,039
Program, committees, administration	<b>50,283</b>	69,158
	<u><b>335,513</b></u>	<u>326,571</u>
Less: revenue	<u><b>(121,956)</b></u>	<u>(98,592)</u>
	<u><b>213,557</b></u>	<u>227,979</u>
<b>Schedule 10</b>		
<b>PRACTICE</b>		
Salaries, contracts, and benefits	<b>157,923</b>	138,310
Programs, committees, administration	<b>9,817</b>	22,618
	<u><b>167,740</b></u>	<u>160,928</u>
<b>Schedule 11</b>		
<b>PROFESSIONAL DEVELOPMENT (NET)</b>		
PD course expenses	<b>47,379</b>	48,604
Salaries, contracts, and benefits	<b>170,200</b>	176,459
Severance	<b>1,647</b>	57,826
Programs, committees, administration	<b>7,104</b>	7,773
	<u><b>226,330</b></u>	<u>290,662</u>
Less: revenue	<u><b>(171,310)</b></u>	<u>(156,955)</u>
	<u><b>55,020</b></u>	<u>133,707</u>
<b>Schedule 12</b>		
<b>CONDUCT &amp; ILLEGAL PRACTICE (NET)</b>		
Salaries, contracts, and benefits	<b>257,112</b>	233,632
Legal (Illegal practice)	<b>10</b>	16
Programs, committees, administration	<b>30,763</b>	29,567
	<u><b>287,885</b></u>	<u>263,215</u>
Less: revenue	<u><b>(17,500)</b></u>	<u>(9,000)</u>
	<u><b>270,385</b></u>	<u>254,215</u>

**2011 Annual Meeting Resolution:**  
(ref. Architects Act s.23)

7.3 Appointment of the Auditor

**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 2011.**

**Moved:** Tim Spiegel BSc (QS) PQS  
Treasurer, Lieutenant Governor Appointee to Council

**Seconded:** Joan Hendriks MAIBC  
Financial Health Task force



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## 2011 AIBC Members' Forum Protocols

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

### Background

The members' forum is a civil, collegial discussion among architects and council members. The intention of the members' forum is to provide an opportunity, outside the limitations of an annual meeting, for members to raise, discuss and debate issues of concern and interest.

In March 2011, AIBC Council amended its policies relating to annual meetings, the members' forum and "motions from the floor" (now known as "members' motions") to better reflect the intent and purpose of these activities. The council policies provide that:

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.

...

3.8.15 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.

The changes are intended to give the forum and motions processes greater emphasis and time commitment. In 2011, the members' forum, including both "members' dialogue" and "members' motions" segments, is scheduled after adjournment of the annual (business) meeting. This will permit continuity with prior practice of conducting the forum and motions at or near the end of the annual meeting, while also allowing matters that arise during the annual meeting to be further examined in a more open format.

While there is no need to give advance notice of issues or questions, the following protocols should help all attending make the best use of time and resources.

Members are expected to comport themselves in keeping with the best traditions of informed, respectful discussion and debate, and avoid inflammatory, defamatory or otherwise unprofessional behaviour.

### **Members' Dialogue Protocols**

The Chair will have a simple mandate: to try to ensure that as many issues and questions are brought forward as reasonably possible and to manage time to ensure a diversity of voices.

1. The Chair will invite members to raise issues or questions and invite responses, discussion and orderly debate.
2. Where appropriate, the Chair may suggest or propose issues or questions for discussion and debate.
3. Once a member or the Chair has raised an issue or posed a question, the Chair will look to the membership at large, and AIBC Council where appropriate, for someone to respond to or challenge the issue or question, or to add information, where appropriate.
4. The Chair will manage speaking order from among those members interested in speaking further on a matter – including how often one member is permitted to speak on an issue - and will manage the amount of time allotted to a specific issue or question.
5. Associates, while not entitled to vote, may speak to and ask questions arising from any matter on the floor.
6. Persons who are neither members nor associates may speak only with the permission of the members.
7. Any person wishing to speak shall approach one of the provided microphones and shall wait to be recognized by the chair before speaking.
8. All persons recognized to speak shall start by stating their name and whether they are a member, associate or otherwise.
9. Speakers' points must be germane to the issue or motion at hand.

### **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 often substantive matters, there is some degree of formality expected in this process. The following protocols reflect many of the past traditions of the 'motions from the floor' process, with improvements such as advance submission, review and publication of members' motions where possible:

1. AIBC Council will appoint a Motions Review Committee (the "Committee") consisting of five MAIBCs 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 motions 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 bring a motion within acceptable standards.

4. In order to facilitate timely review of motions, they should be submitted **before 17 May 2011**.
5. Any motions received before 17 May 2011 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 17 May 2011 will be considered only if time permits.
7. 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.
8. Council members may respond to a motion to provide information or advice.
9. "Members' Dialogue" protocols 4 through 9 also apply.
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 should be prefaced with the words: "I move that 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 ....."

