



**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

**Minutes of:** AIBC Council  
**Date:** 11:05 am to 1:20 pm 27 January 2015  
**Location:** AIBC Boardroom  
**Presiding:** Kemp  
**In Attendance:** Condon, Currie, Djurkovic, Etcher, Dove, Gustavson, Jahedi, Macdonald, Rettie, Richards, Ruthen, Simons, Toole, Yustin, Zacharias (*item 5.3.1 onward*)  
**Staff:** Battiston, Becker, Gatensby, Hendriks, Lutes, Radivojevic, Tough, Vernon  
**Regrets:** Leung, Nickerson

Item #	Detail
<b>1.0</b>	<b><u>Welcome and Call to Order</u></b> President Kemp called the meeting to order at 11:05 a.m.
<b>2.0</b>	<b><u>Acceptance of the Agenda</u></b>  <b>MOTION: That council accepts the agenda as presented.</b>  <b>Richards/Djurkovic</b> <span style="float: right;"><b>CARRIED</b></span>
<b>3.0</b>	<b><u>Consent</u></b> <i>For council receipt: Reports</i> 3.1 Council's Committees; Task Forces; Working Groups; Registration Board; ED 3.1.1 President's Report President Kemp indicated that the Mutual Recognition Agreement between Australia, Canada and New Zealand will be signed in New Zealand on February 18 2015. All Canadian jurisdictions have signed the Appendix. Kemp and other representatives of the International Relations Committee will be present for the signing. 3.1.2 Governance 3.1.3 Finance 3.1.4 Operational Constraints 3.1.5 Act Review 3.1.6 Strategic Engagement 3.1.7 Associates 3.1.8 Diverse Membership 3.1.9 Registration Board 3.1.10 Executive Director ( <i>Part One: Nov-Dec 2014</i> ) 3.1.11 Executive Director and CEO ( <i>Part Two: Jan 2015</i> ) 3.1.11.1 Post-Disaster Safety Assessment Program Committee 3.1.11.2 Certified Professionals Working Group Report 3.1.11.3 Strategic Plan Status Report 3.2 Internal Policy Compliance Monitoring: 3.2.1 2.3 Financial Management/Statements 3.2.2 7.0 Professional Development

**MOTION: That council receive the reports submitted under 3.1 and 3.2 above.**

**Toole/Richards**

**CARRIED**

*For council motion to approve:*

3.3 Recording of Electronic motions passed:

- 3.3.1 Minutes of 18 November 2014 Council meeting
- 3.3.2 Confidential Notice of Inquiry E-Ballot
- 3.3.3 Committee Changes, December 2014
- 3.3.4 Register Amendments, December 2014
- 3.3.5 AT Exam Results November 20 2014
- 3.3.6 NCARB Results November 2014
- 3.3.7 Oral Review Results November 2014
- 3.3.8 Register Amendments January 2015
- 3.3.9 NCARB Results December 2014

**MOTION: That council approve items submitted under 3.3 above.**

**Condon/Toole**

**CARRIED**

- 3.4 Updated Board/Cmt/Task Force Membership
- 3.5 Register Amendments, January 2015
- 3.6 Updated Consensual Resolution Review Panel TOR
- 3.7 NCARB Results January 2015

**MOTION: That council approve items submitted under 3.4 thru 3.7 above.**

**Condon/Rettie**

**CARRIED**

#### **4.0 Policy**

4.1 Policy Review and Renewal: 2.7 Contracting Integrity

**MOTION: That council approves the amended Contracting Integrity Policy 2.7, proposed as attached.**

**Condon/Richard**

**CARRIED**

4.2 Policy Review and Renewal: 1.0 Vision Statements

**MOTION: That council approves the amended Vision Statement Policy 1.0, proposed as attached.**

**Etcher/Gustavson**

**CARRIED**

4.3 Policy Review and Renewal: 5.5 Communications

**MOTION: That Council approves the amended Communications Policy 5.5.3, as proposed.**

**Ruthen/Jahedi**

## **5.0 Non-Policy**

### **5.1 Bylaw Review Committee: Council Rules for E-voting**

Lutes briefly described the process of member notification and consultation which was initiated on December 22 2014 via an *eBlast* followed by *eNews* reminders. Member feedback to the Council Rules for E-Voting has been modest (seven emails were received from six members). The Council Rules have not been amended based on the feedback.

**MOTION: That council approves:**

- 1. The rules for e-voting for council elections and bylaw amendments, as found in the December 17, 2014 memorandum at 2.0 and 3.0 respectively, to take immediate effect; and**
- 2. That these rules be formatted as appropriate for publication and published on the AIBC web site.**

**Rettie/Richards**

**CARRIED**

### **5.2 Associates Task Force Report (ATF)**

Hendriks summarized that the motion completes the work of the Associates Task Force. The subsequent work to implement the motions becomes operational.

**MOTION: That council approves:**

- 1. That regulatory requirements be established for all associates to disclose their AIBC registration status to clients and authorities having jurisdiction prior to providing independent design services.**
- 2. That an ongoing engagement strategy be developed with Retired Architects AIBC.**
- 3. That should the first motion succeed that council acknowledge the thorough work of the Associates Task Force, that their work is substantially complete, and that the task force be closed.**

**Rettie/Simons**

**CARRIED**

### **5.3 Stakeholder Engagement Final Report**

#### **5.3.1 Diverse Membership Working Group**

Jahedi indicated that the final stakeholder engagement report recommendations were found to be in alignment with current initiatives and results of the Diverse Member Working Group survey. The following nine recommendations were made as a result of the Diverse Membership Survey results:

- 1. The AIBC should analyze intern architect and registration statistics annually and report back to AIBC Council.**
- 2. The survey should be modified as necessary and re-issued at a minimum of five year intervals to the membership. The AIBC should monitor the survey findings (i.e. the rate at**

- which interns' complete the IAP) to ensure the effectiveness of measures taken by the AIBC and other regulators, and architecture firms.
3. Through the annual statistical analysis, monitor the long term effect of the completion rate of the ExAC. Assist with connecting interns to form study groups for the ExAC.
  4. A review of the AIBC website to be conducted periodically to ensure clarity of information pertaining to the Internship in Architecture Program (IAP) and its requirements to become an architect.
  5. The AIBC should develop a stronger relationship with BC's school of architecture – the University of British Columbia (UBC) School of Architecture and Landscape Architecture (SALA).
  6. The AIBC and the other regulators should investigate the possibility of acquiring the specific CERB experience hours by alternative processes.
  7. The AIBC encourages interested architectural practices to form an "Intern Friendly" initiative, to encourage the support of interns within firms, and to bring back the value in registration.
  8. The AIBC should encourage "best practices" for architectural firms to:
    - Tangibly acknowledge the transition from Intern Architect to Architect,
    - Establish clear policies regarding support for IAs and monitoring IAs as they proceed to licensure,
    - Provide a specific array of support options to the IA at time of hiring, and
    - Cultivate a culture of mentorship that is accessible to interns.
  9. The AIBC should position itself as a leader in the national initiative begun in the CACB/CALA Validation Conference held in Québec in September of 2014.

**MAIN MOTION: The Diverse Member Working Group (DMWG) would like Council to endorse the recommendations proposed in the Diverse Membership Survey Report:**

- The DMWG would refer Recommendations one through six (of the Diverse Membership Survey Report) to AIBC staff as operational tasks.
- The DMWG would focus on Recommendations seven and eight through the next Initiative - Intern Friendly Initiative.
- The DMWG would request Council to push forward with Recommendation nine.

**MOTION TO AMEND: That the wording in the Main Motion be amended to change 'AIBC staff as operational tasks' to 'the CEO for his consideration and appropriate action'.**

**Condon/Macdonald**

**CARRIED**

**MOTION TO AMEND: That the wording in the Main Motion be amended to change 'push forward with' to 'express support for'.**

**Macdonald/Rettie**

**CARRIED**

**AMENDED MAIN MOTION: The Diverse Member Working Group (DMWG) would like Council to endorse the recommendations proposed in the Diverse Membership Survey Report:**

- The DMWG would refer Recommendations one through six (of the Diverse Membership Survey Report) to the CEO for his consideration and appropriate action.

- The DMWG would focus on Recommendations seven and eight through the next Initiative - Intern Friendly Initiative.
- The DMWG would request Council to express support for Recommendation nine.

Richards/Dove

**CARRIED**

5.3.2 Act Review Working Group

Richards summarized that the Working Group submission to council “Housekeeping Only” and “Housekeeping Complex” items be actively pursued with the government.

**MAIN MOTION:** That Council direct the ARWG, the President, and the CEO/ED to actively pursue the “Housekeeping only” and Housekeeping complex” Act change items with the government, including making formal submissions as may be appropriate.

**MOTION TO AMEND:** That the wording in the Main Motion be amended to add ‘appropriate member notification and’ before ‘making formal submissions as may be appropriate’.

Condon/Toole

**CARRIED**

**AMENDED MAIN MOTION:** That Council direct the ARWG, the President, and the CEO/ED to actively pursue the “Housekeeping only” and “Housekeeping complex” Act change items with the government, including appropriate member notification and making formal submissions as may be appropriate.

Richards/Rettie

**CARRIED**

5.3.3 Strategic Engagement Steering Committee

Condon summarized that the council submission identifying next steps for responding to the stakeholder engagement final report recommendations is constructed in three themes – Public Outreach and Education, Act Renewal, and Diverse Membership.

**MAIN MOTION:** That Council receive the AIBC Engagement 2.0 – Final Report and that:

- a) The Governance Committee be requested to provide recommendations for the establishment of a committee focused on defining the AIBC’s approach to Public Outreach and Education, including an appropriate engagement strategy;
- b) The Act Review Working Group be requested to provide recommendations related to Act Renewal issues
- c) The Diverse Membership Working Group be requested to provide recommendations related to Intern Architect and diverse membership issues.
- d) That the CEO be requested to review recommendations related to operational issues and to take appropriate action; and,
- e) That the Strategic Engagement Steering Committee work in cooperation with the CEO to develop a communication plan for this report.

**MOTION TO AMEND:** To strike b) and c) from the Main Motion.

**AMENDED MAIN MOTION: That Council receive the AIBC Engagement 2.0 – Final Report and that:**

- a) The Governance Committee be requested to provide recommendations for the establishment of a committee focused on defining the AIBC’s approach to Public Outreach and Education, including an appropriate engagement strategy;**
- b) That the CEO be requested to review recommendations related to operational issues and to take appropriate action; and,**
- c) That the Strategic Engagement Steering Committee work in cooperation with the CEO to develop a communication plan for this report.**

**Condon/Ruthen**

**CARRIED**

**5.4 Best Practices Governance Audit**

Condon indicated that the Governance Committee has created an action plan that organizes the recommendations in the Governance Audit report into categories; many of the recommendations are currently included in operational activities or council committee work.

**MOTION: That Council receive the Best Practices Governance Audit report and that the Governance Committee work in cooperation with the CEO to develop a communication plan for this report.**

**Condon/Richards**

**CARRIED**

**6.0 New Business**

**6.1 Annotated Illegal Practice Statistics for 2014**

Lutes indicated that the council submission (Z.1) is information for council that is provided annually.

**7.0 In Camera**

**MOTION: to go *in camera*.**

**Richards/Condon**

**CARRIED**

**MOTION: to come out of *in camera*.**

**Richards/Toole**

**CARRIED**

**8.0 Adjournment**

**MOTION to adjourn. (1:20 p.m.)**

**Kemp/Condon**

**CARRIED**