Adopted

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of:	AIBC Council
Date:	1:05 pm to 2:40 pm 10 March 2015
Location:	AIBC Boardroom (12 attendees) and Harbour Towers Hotel, Victoria (3 attendees)
Presiding:	Condon
In Attendance:	Currie, Djurkovic, Etcher, Dove, Gustavson, Jahedi, Kemp (*from 3.0 onward*), Macdonald, Nickerson (*from 3.0 onward*), Rettie (*from 3.0 onward*), Richards, Ruthen, Toole, Yustin
Staff:	Battiston, Becker, Gatensby, Hendriks, Lutes, Tough, Vernon
Regrets:	Simons, Leung, Zacharias

Item # Detail

1.0 Welcome

2.0 Call to Order

Vice-President Condon called the meeting to order at 1:05 pm.

Whereas:

A. The March 10, 2015 AIBC Council meeting, originally scheduled for Victoria will now take place in Vancouver; and
B. Several councilors, including President Scott Kemp, are in Victoria but can attend the meeting by teleconference.

Be it resolved that Council approves the following motions to facilitate the meeting:

1. That those councilors Kemp, Nickerson, and Rettie in Victoria may appear by teleconference and are considered in attendance at the meeting with full voting and participation rights;
2. That Vice-President Condon will chair the meeting in place of President Kemp, who will otherwise attend and participate by teleconference.

Etcher/Richards **CARRIED**

3.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as presented.

Gustavson/Dove **CARRIED**

4.0 Consent

For council receipt: Reports

4.1 Council's Committees; Task Forces; Working Groups; Registration Board; CEO/ED
- 4.1.1 President's report
- 4.1.2 Governance
- 4.1.3 Finance
- 4.1.4 Operational Constraints
- 4.1.5 Act Review

4.1.6 Strategic Engagement
4.1.7 Diverse Membership
4.1.8 Registration Board
4.1.9 CEO (Executive Director)
4.1.9.1 Audited Financial Statements
4.1.9.2 Strategic Plan Status Report
4.2 Internal Policy Compliance Monitoring:
4.2.1 2.3 Financial Management and Statements

MOTION: That council receive the reports submitted under 4.1 and 4.2 above.

Richards/Ruthen **CARRIED**

For council motion to approve:
4.3 Recording of Electronic motions passed:
4.3.1 Minutes of 27 January 2015 Council meeting
4.4 Updated Board/Cmt/Task Force Membership March 2015
4.5 Register Amendments for March 2015
4.6 Oral Review Results for February 2015
4.7 NCARB Exam Results for February 2015
4.8 Examination for Architects in Canada (ExAC) Results for 2014
4.9 Updated Motion Review Committee TOR
4.10 Updated Qualifications Committee TOR
4.11 Annual Meeting Resolution: Appointment of the Auditor
4.12 CACB 2015 Budget Submission

MOTION: That council approve items submitted under 4.3 thru 4.12 above.

Richards/Toole **CARRIED**

5.0 Policy

5.1 Bylaw Review Committee: Member Feedback and Approval

Lutes and Vernon summarized the generally supportive feedback received from members with regard to the three bylaws which council had previously supported in principle, and that the Bylaw Review Committee is recommending be advanced to members for an electronic vote.

MAIN MOTION #1: That the following bylaw repeal and amendments be proposed for an electronic vote by members on a date(s) to be determined by the CEO/Executive Director:

- Current Bylaw 18.2 to be repealed
- Current Bylaw 19.2 to be amended as follows (removal of strikeout language and addition of language in bold):

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".~~ **until it can be re-scheduled, which re-scheduled date must be set no later than 45 days from the adjourned meeting.**

- Current Bylaw 3.6 to be amended (addition of language in bold):

3.6 The Council shall appoint an Executive Director who shall attend Council meetings, implement the instructions of Council and administer and report to Council the affairs of the Institute. **The Executive Director is designated as the head of the Institute for the purposes of the *Freedom of Information and Protection of Privacy Act*.**

MAIN MOTION #2: That the Executive Director be asked to take the necessary procedural steps to allow this e-vote to proceed, in keeping with Council Rules for E-voting for Bylaw Amendments and statutory requirements for bylaw change.

MOTION TO AMEND: That the wording in Main Motion #2 be amended to add 'CEO' before Executive Director.

Etcher/Toole **CARRIED**

AMENDED MAIN MOTION #2: That the CEO/Executive Director be asked to take the necessary procedural steps to allow this e-vote to proceed, in keeping with Council Rules for E-voting for Bylaw Amendments and statutory requirements for bylaw change.

Condon/Gustavson *(Main Motion #1 and Amended Motion #2)* **CARRIED**

5.2 Proposed Council Rulings - Associate Status Disclosure

Hendriks and Vernon summarized the feedback received from architects and associates with regard to the Council Rulings for Status Disclosure by Associates, for council's consideration and vote on the proposed rules and rulings.

MOTION #1: That council approves the following rulings to be added to the AIBC's *Code of Ethics and Professional Conduct* to Bylaw 34.10, to become effective as of April 17, 2015.

PROPOSED COUNCIL RULINGS to BYLAW 34.10:

(h) Before offering services to a client for a building not requiring an architect and without the supervision, direction or control of an architect, an AIBC associate must notify the client, in writing, that he or she is registered as an associate with the AIBC and inform the client as to his or her specific associate designation (Intern Architect AIBC, Architectural Technologist AIBC or Retired Architect AIBC).

(i) Before or as part of any submission to an authority having jurisdiction made by an associate without the supervision, direction or control of an architect, an AIBC associate must notify the authority, in writing, that he or she is registered as an associate with the AIBC and inform the authority as to his or her specific associate designation (Intern Architect AIBC, Architectural Technologist AIBC or Retired Architect AIBC).

(j) Before providing services for a building not requiring an architect and without the supervision, direction or control of an architect, an AIBC associate must notify the client in writing whether professional liability insurance is held for such services and under what terms.

MOTION #2: That council request the Bylaw Review Committee to review the current bylaws related to AIBC associates and provide recommendations to council for amendment, repeal and any new bylaw development that may be deemed advisable.

Gustavson/Ruthen **CARRIED**

6.0 Non-Policy

6.1 Public Outreach Committee TOR

Condon summarized that the Governance Committee was asked to develop a committee terms of reference to continue the stakeholder engagement work in the area of public outreach. The committee will consider desired outcomes and will prepare a fall council submission.

MOTION: That council approves the terms of reference of a new Public Outreach Committee of Council.

Condon/Jahedi **CARRIED**

6.2 Canada/Japan MRA: Initial Discussions

Kemp provided a summary of recent discussions between representatives of the International Relations Committee (IRC) and representatives from Japan. In Japan there are 3 levels of the profession, but it is only the top level (fully registered) that any potential agreement entered into would cover. Japan has a current Memorandum of Agreement (MoA) with APEC Architects. It was agreed the two countries would continue discussions. Kemp also provided an update from recent IRC meetings with regard to the Architects Council of Europe (ACE), and their interest in also pursuing an MoA with Canada.

7.0 *In Camera*

MOTION: to go *in camera.*

Etcher/Djurkovic **CARRIED**

7.1 Honourary Membership Nomination

MOTION: to come out of *in camera*.

Richards/Djurkovic **CARRIED**

MOTION: That Council endorses the nomination of: Mr. Bogue Babicki for AIBC Honorary Membership.

Etcher/Djurkovic **CARRIED**

MOTION: to go *in camera.*

Etcher/Djurkovic **CARRIED**

7.2 Qualification for Registration

MOTION: to come out of *in camera*.

Richards/Djurkovic **CARRIED**

AMENDED MAIN MOTION #2: That council direct the Registration Board to develop "acceptable requirements" for up to one year of "related experience" and "clarification on 'time of graduation'" for approval by council and inclusion in Appendix B: Specific AIBC Requirements so that Intern Architects AIBC completing the IAP in less than three years have information on all of the requirements for registration.

Jahedi/Richards *(Main Motion #1 (In-Camera) and Amended Motion #2)* **CARRIED**

8.0 Adjournment

MOTION to adjourn. (2:40 p.m.)

Richards/Djurkovic **CARRIED**