



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes of: AIBC Council
Date: 11:00 am to 12:15 pm 08 September 2015
Location: AIBC Boardroom
Presiding: Condon
In Attendance: Djurkovic, Dove, Gustavson, Kasaei, Kemp, Lovgreen, Nickerson, Rettie, Richards, Ruthen
Staff: Battiston, Gatensby, Hendriks, Shore, Tough, Vernon
Regrets: Currie, Etcher, Macdonald, Toole, Yustin

| Item # | Detail |
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1.0 Call to Order

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as amended with the addition of item 6.1 under New Business.

Rettie/Nickerson

CARRIED

3.0 Consent

For council receipt: Reports

- 3.1 Council's Committees; Task Forces; Working Groups; Registration Board; CEO/ED
 - 3.1.1 President's report
 - 3.1.2 Governance
 - 3.1.3 Finance
 - 3.1.4 Human Resources
 - 3.1.5 Act Review
 - 3.1.6 Public Outreach
 - 3.1.7 Diverse Membership
 - 3.1.8 Registration Board
 - 3.1.9 CEO (Executive Director)
- 3.2 Internal Policy Compliance Monitoring:
 - 3.2.1 2.3 Financial Management and Statements

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

Richards/Ruthen

CARRIED

- 3.3 *For council motion to approve:*
 - 3.3.1 Updated Board/Cmt/Task Force Membership
 - 3.3.2 Minutes of 11 August 2015 Council meeting
 - 3.3.3 Register Amendments for August 2015

3.3.4 NCARB Exam Results for August 2015

MOTION: That council approves the items listed under 3.3 above.

Richards/Nickerson

CARRIED

4.0 Policy

4.1 Bylaw Amendments: Administrative

Vernon and Shore summarized the rationale for the proposed administrative bylaws, and requested council's support for the member consultation phase.

MOTION #1:

That council supports, in principle, the administrative amendments (quorum, CEO/ED and Code of Ethics) as proposed by the Bylaw Review Committee and described in the attached memorandum; and

MOTION #2:

That the CEO/Executive Director be requested to trigger the consultation process for these three bylaw amendments as required by council policy 12.1.

Nickerson/Ruthen

CARRIED

4.2 Bylaw Amendments: Investigations and Discipline

Vernon and Shore summarized the recommended new suite of bylaws to more firmly establish the institute's investigations and disciplinary processes in bylaw, including a 'remedial discipline' process.

MOTION #1:

That council supports, in principle, the amendments proposed by the Bylaw Review Committee to create new bylaws 37.0 through 37.38, as described in the attached memorandum; and

MOTION #2:

That the CEO/Executive Director be requested to trigger the consultation process for these bylaw amendments as required by council policy 12.1.

Rettie/Lovgreen

CARRIED

4.3 Council Meeting Remote Attendance

Djurkovic, chair of the Governance Committee, reported that the motion is intended to support that remote attendance of councillors at council meetings as being 'present'. A more thorough review of council rules will follow allowing for this provision.

MOTION #1:

That Council approve that, telephone or other electronic participation by councilors, to mean they are 'present' for the purposes of participating in council meetings, including voting at council meetings per Section 16 of the *Architects Act*.

MOTION #2:

That Council approve that, the Governance Committee initiate a review of the Council Meeting Rules document and other documents as required, and provide council with recommendations on amendments to those Rules and other documents for council's consideration.

Djurkovic/Rettie

CARRIED

5.0 Non-Policy

5.1 Bylaw Review Committee 2015-2018 Work Plan

Council reviewed the Bylaw Review Committee's 2015-2018 work plan, which aligns with the current Strategic Plan goal #1 which includes bylaw review, stakeholder engagement and implementation of changes as part of regulatory efforts, while advancing the bylaw modernization platform.

5.2 2016 Projected Budget Highlights and Direction

Gustavson, Treasurer and chair of the Finance Committee, reported on the 2016 budget highlights and directions which council will further consider in October and November, consistent with policy and statutory annual fee-deadline invoicing imperatives.

5.3 (A) AIBC Crisis Communications Plan (B) Key Messages

Vernon reported that a Crisis Communications Plan (A) has been finalized which provides council with tactics and a strategy in the event of a crisis. Per Council Policy, only the Council President, CEO (Executive Director) or their designates are authorized to speak for the institute in an official capacity to the media. Key Messages (B) provided are short, concise and accurate descriptions of the institute.

5.4 Engagement 3.0: External Stakeholders

Vernon summarized that Engagement 3.0 is the third installment of a multi-phase engagement program. Whereas Engagement 1.0 and 2.0 focused on internal stakeholders, Engagement 3.0 involves external stakeholders, and Council is being notified of this starting in case they are contacted by any of the external parties. A final report will be presented to council in the fall, as part of the discussion on the Strategic Goal of Public Outreach. Council expressed a commitment to ongoing member reporting on strategic plan outcomes.

5.5 Council Member Resignation

Djurkovic reported that as follow-up to the recent resignation of LG appointees, the Governance Committee recommends that council support a letter of thanks be sent.

MOTION: That council supports a letter be sent from the AIBC to S. Simons and M. Zacharias in recognition and gratitude of their contribution to AIBC during their time on council.

Djurkovic/Richards

CARRIED

5.6 Attendance of Council Member

MOTION: That council excuses D. Toole's absences from the previous three council meetings, as of September 8 2015.

Condon/Lovgreen

CARRIED

6.0 New Business

6.1 Special Meeting of Council

Vernon noted that a special meeting of council would be called by the President for the week of September 21, 2015 for the purposes of an *in-camera* session on the topic of recognition committee.

7.0 In Camera

MOTION: to go in camera.

Ruthen/Gustavson

CARRIED

7.1 Human Resources Committee

7.2 Council Annual Assessment Summary

7.3 Council Meeting Assessment Form

MOTION: to come out of in camera.

Richards/Rettie

CARRIED

8.0 Adjournment

MOTION to adjourn. (12:15 p.m.)

Rettie/Nickerson

CARRIED