ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Council

Date/Time:	November 14, 2017 / 11:05 a.m. – 12:20 p.m.
Location:	AIBC Large Boardroom
Presiding:	Djurkovic
In Attendance:	Bass, Brink, Dodd, Dove, Grauer, Gustavson, Haden, McDonald, Nickerson, Rettie, Richards, Rodrigues, Rupp, Ruthen, Urion
Staff:	Battiston, Gatensby, Kokol, Lutes, Morris, Torres, Tough, Vernon
Regrets:	Amodio, Condon, Gagnon

Item # Detail

1.0 Welcome and Call to Order

President Djurkovic called the meeting to order at 11:05 a.m.

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as presented.

Djurkovic / Dove **CARRIED**

3.0 Consent

For council receipt:

3.1 Council's Committees; Task Forces; Working Groups; CEO
- 3.1.1 President's Report
- 3.1.2 Governance
- 3.1.3 Finance
- 3.1.4 Human Resources
- 3.1.5 Public Outreach
- 3.1.6 CEO

3.2 Policy Compliance: 1.11 Financial Management/Statements
Council Policy 4.1, 4.2, 4.3, 4.4, 4.5

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

Rettie / McDonald **CARRIED**

Vernon highlighted the policy compliance exception described in submission 3.2 with regard to the total commitment of $60k for the AIBC's contribution to updating the Canadian Handbook of Practice (which is above the policy 1.11.11 limit of $50k). While council had been informed throughout the process, no specific motion was passed approving the commitment. The exception is rectified with the passing of the 2018 budget.

For council motion to approve:

3.3 Recording of electronic motions passed September/October 2017
- 3.3.1 Registration Board Report to Council, September 2017
- 3.3.2 September 12 2017 Council Meeting Minutes
- 3.3.3 CACB Board Nomination

3.4 Registration Board Report to Council, November 2017

3.5 Committee Changes

MOTION: That council approves items 3.3, 3.4, and 3.5 above.

Ruthen / Rettie **CARRIED**
(Abstained: Haden)

4.0 Policy

4.1 Nominations Review Committee Terms of Reference

McDonald reported on the limited member feedback received on the draft Nominations Review Committee Terms of Reference (TOR), resulting in a minor change to terminology in the TOR.

MOTION #1: That council approves the Nominations Review Committee Terms of Reference dated November 2017.

Rodrigues / Gustavson **CARRIED**

MOTION# 2: That council appoints the following members to the Nominations Review Committee:

Darryl Condon, Immediate Past President committee member
Barbara Brink, LG Appointee committee member
Michelle Rupp, LG Appointee committee chair
John Bass, UBC Appointee council member-at-large

Djurkovic / Gustavson **CARRIED**

4.2 Bulletin 68: Building Envelope

Vernon stated that outdated references to AIBC courses required updating in Bulletin 68. Subsequent to the original bulletin being issued, building codes added new requirements for energy conservation, which has been included in the updated AIBC course material. The revised bulletin also discusses the requirements of architects outlined in the BC Energy Step Code introduced in April 2017. In the communications of the revised bulletin, members will be encouraged to keep current on building envelope knowledge through the various offerings.

MOTION:

That council approve the practice requirements relating to an architect's core knowledge, competency and scope of responsibilities as related to building envelope.

- **Architects AIBC who seal drawings and/or letters of assurance (as required under the *Architects Act*, s.77, 78; Bylaw 34.2; and the building codes) are required to have sufficient knowledge of the design and field review of the building envelope. The minimum required knowledge is at the level provided in the AIBC Building Envelope Principles course, or approved equivalent.**

- **The design and field review of building envelope are aspects of an architect's core competence, and that this be communicated to architects, associates and the building consulting community and authorities having jurisdiction.**

- **All the items under the architectural scope in the building codes' letters of assurance are the responsibility of the architect, and this responsibility cannot be transferred or ignored, however architects may obtain assistance from other architects and professional engineers in exercising this responsibility.**

- **Intern Architects AIBC are required to complete the building envelope course noted above, as a pre-condition to registration as an Architect AIBC.**

Grauer / Rodrigues **CARRIED**

4.3 AIBC Bylaws: Chapters, Firms, Membership, Fees, Fines and Levies

Vernon provided council with an update to the Chapters, Firms, Membership, Fees, Fines and Levies bylaws previously submitted to council. Seventeen repeals and amendments are proposed, as well as two new 'admissions' bylaws related to Sections 36 and 37 of the *Architects Act*. Consultation with the members and other registrants is tentatively scheduled to begin in 2018, with a vote in the Spring.

MOTIONS:

1) **That council support, in principle, the draft bylaws pertaining to Chapters, Firms, Membership, Fees, Fines and Levies as proposed for consultation by the Bylaw Review Committee and described in the attached Memorandum; and**

2) **That the CEO trigger the consultation process, the timing of which is to be determined operationally, for the draft bylaws relating to Chapters, Firms, Membership, Fees, Fines and Levies as required by council policy 3.9.**

Grauer / Rupp **CARRIED**

4.4 Bulletin 2: Reinstatement of Registration

Vernon summarized that Bulletin 2 has been updated to clarify authority of the Registration Board relating to reinstatement, specifically, council to refer the responsibility for the reinstatement interview and any other future guidelines to the Registration Board.

MOTIONS:

1) **That council approves all conditions related to reinstatement contained under Bulletin 2: Reinstatement of Registration, as presented.**

2) **That council refer the responsibility of the reinstatement interview and development of any related guidelines to the Registration Board, as per Section 70 (e) of the *Act*.**

Grauer / Rodrigues **CARRIED**

5.0 Non-Policy

5.1 Annual Budget (Operating and Capital) and Bulletin 01: Fees, Fines and Charges

Gustavson and Vernon reported that no significant changes had been made to the 2018 budget as a result of council's review at its October 2017 planning session. The Finance Committee is recommending only a 1% fee increase for 2018, primarily to address capital needs, while balancing the budget by 2020, and allowing the institute to reduce the unallocated operating surplus.

MOTION: That council approves…

1) **The Annual Operating & Capital Budgets for 2018; and**
2) **The amended Bulletin 01: Fees, Fines and Charges 2018, as per the above-noted operating budget.**

Ruthen / Rettie **CARRIED**

8.0 Adjournment

MOTION: to adjourn. (12:20 p.m.)

Rettie / McDonald **CARRIED**