ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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27 March 2014

Message to the AIBC Community re: 95th Annual Meeting

Enclosed with this mailing please find:

Cover letter from the AIBC President

Notice and Agenda for the 95th Annual Meeting 3 May 2014, and attachments:

(i) Annual Meeting Protocols and Members' Motions Form
(ii) Draft Minutes of the 94th Annual Meeting
(iii) President's Report
(iv) Audited Financial Statements
(v) Resolution: Appointment of the Auditor
(vi) Treasurer's Report
(vii) Registrar's Report
(viii) Executive Director's Report
(ix) Bylaw Amendments

Election materials, for:

(a) Council member positions (sent to Architects and Honourary Members only); or
(b) Intern Architect Liaison (sent to Intern Architects only); or

Related materials are scheduled to be issued electronically and posted on the AIBC website as they are ready. These may include, but are not limited to the call for election scrutineers, and annual meeting updates as needed.

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 2014 Annual Meeting.

Looking forward to seeing you there;

Michael A. Ernest Architect AIBC
Executive Director

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27 March 2014

Dear colleagues:

On behalf of the AIBC Council, I invite all AIBC members, honourary members and associates to attend one of the most important institute events of the year. The **AIBC Annual Meeting** will take place on Saturday 3 May 2014 at the Segal Building, Simon Fraser University, 500 Granville Street, Vancouver.

This year's meeting promises to be an informative, lively event including: mandatory institute business; presentations from Council on three of its key initiatives, and time permitting a Members' Forum with advisory members' motions.

It is essential that there be good member attendance. We encourage all members, honourary members and associates to review all enclosed materials; ensure you are well-informed; attend and let your voices be heard.

Regards,

Scott Kemp Architect AIBC
AIBC Council President

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Notice of the 95th Annual Meeting

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

95th Annual Meeting of the AIBC will be held on 3 May 2014 at the Segal Building, Simon Fraser University, 500 Granville Street, Vancouver.

Registration begins at 12:00 noon.

95th Annual Meeting Agenda

1:00 pm	**1.0**	**Welcome**	S. Kemp ARCHITECT AIBC
	1.1	Quorum	
	2.0	**Call to Order**	S. Kemp ARCHITECT AIBC
	2.1	Close of Elections	
	2.2	Scrutineers Appointment per Bylaw 24.1	
	2.3	Approval of the Agenda	
	2.4	Introductions	
		2.4.1 Council	
		2.4.2 Staff	
		2.4.3 Guests	
		2.4.4 Motions Review Committee	
		2.4.5 Parliamentarian: Eli Mina M.Sc., P.R.P.	
	2.5	Protocols for the Annual Meeting *Refer to Attachment (i)*	
	3.0	**Adoption of Minutes**	S. Kemp ARCHITECT AIBC
	3.1	Minutes of the 94th Annual Meeting *Refer to Attachment (ii)*	
	4.0	**Recognition**	S. Kemp ARCHITECT AIBC
	4.1	Remembrance of those deceased in 2013/14	

	5.0	**President's Report** *Refer to Attachment (iii)*	S. Kemp ARCHITECT AIBC
	5.1	Discussion	
	6.0	**Financial Report**	
	6.1	Filing of Audited Financial Statements *Refer to Attachment (iv)*	S. Kemp ARCHITECT AIBC
	6.2	Appointment of Auditor *Refer to Attachment (v)*	C. Meiklejohn ARCHITECT AIBC
	6.3	Treasurer's Report *Refer to Attachment (vi)*	C. Meiklejohn ARCHITECT AIBC
	6.4	Discussion	S. Kemp ARCHITECT AIBC
	7.0	**Bylaw Amendments** *Refer to Attachment (ix)*	S. Kemp ARCHITECT AIBC
	7.1	Discussion	B. Sim ARCHITECT AIBC
	8.0	**Council Initiatives**	
	8.1	Introduction	S. Kemp ARCHITECT AIBC
	8.4	Strategic Engagement Steering Committee	D. Condon ARCHITECT AIBC
	8.5	Discussion	Chair
	8.2	Associate Task Force	S. Simons, LG Appointee
	8.3	Discussion	Chair
	8.6	Diverse Membership Working Group	M. Jahedi ARCHITECT AIBC
	8.7	Discussion	Chair
	9.0	**Members Forum** (time permitting) *Refer to Attachment (i)*	S. Kemp ARCHITECT AIBC
	10.0	**Announcement of Election Results**	S. Kemp ARCHITECT AIBC
	10.1	Members of Council	
	10.2	Intern Architect Liaison to Council	
	10.3	Architectural Technologist Liaison to Council	
5:00 pm	**11.0**	**Adjournment**	

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, inclusive and respectful manner:

1. The meeting will be run in accordance with the *Architects Act* and AIBC Bylaws. Where the *Act* and Bylaws are silent, Robert's Rules of Order shall apply.

2. In accordance with the *Act*, only AIBC members in good standing and honourary members may vote on any matter requiring a vote.

3. 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.

4. Any person wishing to speak shall approach one of the microphones and shall wait to be recognized by the chair. Once recognized, the person shall start by stating his/her name and whether he or she is a member or an associate.

5. On each debatable motion, each member may speak up to two times, each time no longer than three (3) minutes. A member who wishes to speak for the second time on the same issue shall wait until all first time speakers have spoken. Up to one follow-up question shall be permitted each time, as long as time limits are respected. As per Robert's Rules of Order, speakers must focus their comments to the issues at hand, maintain civility, respect and decorum, and avoid personal attacks. A person who is interrupted by the Chair in order to enforce the rules of order shall stop speaking while the Chair explains the procedural concern.

6. **Member Motions**, as part of the Members Forum, time permitting, are advisory to Council and are framed as follows: "*Moved That the AIBC Council be requested to consider ___.*" Pursuant to Robert's Rules of Order, *s*uch motions should be concise, complete and unambiguous. Such motions must be submitted in writing, so they can be reviewed by the Motions Review Committee and by those attending the Annual Meeting. Member Motion Protocols can be reviewed on the AIBC website at: http://www.aibc.ca/membersite/about-the-aibc/annual-meeting/.

7. Although it is recommended that Member Motions be submitted by one week prior to the Annual Meeting (2014 deadline: 25 April), the latest time for submitting Member Motions is thirty minutes after the call to order of the Annual Meeting.

[These protocols have been reviewed by E. Mina M.Sc., P.R.P., Registered Parliamentarian.]

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Members' Motions 2014

Saturday 3 May 2014 during the AIBC Annual Meeting
Segal Building, Simon Fraser University
500 Granville Street, Vancouver, British Columbia

Members' Motion:

I move that the AIBC Council be requested to consider:

____
____
____
____
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____

Moved by: ____________________________ Architect AIBC
(Please print)

____
(Signature)

Seconded by: ____________________________ Architect AIBC
(Please print)

____
(Signature)

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

DRAFT

94TH ANNUAL MEETING OF ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

DATE: Saturday 01 June 2013
TIME: 1:00 p.m.
LOCATION: Segal Building, Simon Fraser University, 500 Granville Street, Vancouver, British Columbia

PRESIDING: David Yustin Architect AIBC, President

1.0 Welcome

David Yustin Architect AIBC and President welcomed attendees to the meeting.

1.1 Quorum

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

2.0 Call to Order

2.1 Close of Elections

The President declared the elections closed in accordance with Bylaw 24.3.

The President introduced and thanked each of the nominated candidates for member of council:

Robert G. Chester Architect AIBC
Darryl J. Condon Architect AIBC
Eszter Csutkai Architect AIBC
David Dove Architect AIBC
William (Bill) Gies Architect AIBC
Gerald J. Gongos Architect AIBC
Paula Grossman Architect AIBC
Mona Jahedi Architect AIBC
Scott Kemp Architect AIBC
Catherine Nickerson Architect AIBC
Sean Ruthen Architect AIBC
David N. M. Yustin Architect AIBC

2.2 Scrutineers Appointment per Bylaw 24.1

The President appointed the following individuals as scrutineers to the counting of the ballots:

Julie Klassen CGA
Ali Stiles CGA
Emily Tyler, AIBC Administration and Registration Coordinator [Chief Returning Officer]

On behalf of the Executive Director, under the supervision of the designated Chief Returning Officer and the appointed scrutineers, ballot counting was assisted by the following volunteers and staff:

Jordi Ashworth
Ryan Caron
Alexandra Kokol
Linda Nielsen
Jennifer Reckon
Kai-Lani Rutland
Kim Underwood
Marguerite Wood
Cindy Wu

2.3 Approval of the Agenda

The President confirmed the agenda had been provided to all members. Agenda includes adoption of the minutes of the 2012 Special Meeting.

One further amendment proposed by Council – to reverse the order of its two key initiatives, thus:

7.4 Strategic Planning would move to 7.2

7.2 Associates Options would move to 7.4

MOTION: to approve the amended agenda

Moved: Paula Grossman Architect AIBC
Seconded: Gordon Richards Architect AIBC

CARRIED

2.4 Introductions

2.4.1 Council

The President introduced the members of the 2012/2013 AIBC Council:

Vice-President Paula Grossman Architect AIBC
Registrar Chip Barrett Architect AIBC
Treasurer Lynne Werker Architect AIBC
Robert G. Chester Architect AIBC
Eszter Csutkai Architect AIBC (not present)
Michael Green Architect AIBC

Scott Kemp Architect AIBC
Cal Meiklejohn Architect AIBC
Gordon Richards Architect AIBC

Lieutenant Governor's Appointees to Council:

Steven Simons
Joseph Thompson CGA
David Toole
Dr. Mark Zacharias (not present)

Invited Liaisons to Council:

Jenny Chow Intern Architect, Intern Architects
Dave Boswell BD, AScT, Building and Residential Designers
Michael Currie AT, Architectural Technologists
Jim Toy BA, BArch, RID LEED AP, liaison from the Interior Designers Institute of BC (not present)

2.4.2 Staff

The President introduced members of the AIBC Staff who were present:

Michael Ernest Architect AIBC	Executive Director
Thomas Lutes	Deputy Executive Director and General Counsel
David Wiebe	Director of Communications
Karen Morris CGA	Manager of Finance and Administration
Joan Hendriks Architect AIBC	Manager of Registration and Licensing
Maura Gatensby Architect AIBC	Practice Advisor
Lainie Shore	Staff Lawyer
Katherine Rau	Executive Assistant
Vicki Charman	Administration/Admissions Coordinator
Jackie Buchan Paralegal	Illegal Practice and Professional Conduct Coordinator
Lisa Christensen	Senior Communications Specialist
Aleta Cho	Professional Development Coordinator
Gayle Roberts	Professional Conduct Coordinator

2.4.3 Guests

The President thanked and welcomed industry stakeholders and guests present at the meeting, who included: AIBC Vancouver Island Chapter Chair Don Lovell Architect AIBC; Architecture Canada | RAIC Vice-President Wayne DeAngelis Architect AIBC FRAIC; Pierre Gallant Architect AIBC FIRAC; Royal Bank of Canada Senior Account Manager – Commercial Financial Services Elaine Fleury; and Wolrige Mahon Assurance Manager Peter Posnikoff CA, who headed up the team for the AIBC's audit of 2012.

2.4.4 Motions Review Committee

The President directed the assembly to the committee's location in the room for submission of any written Advisory Members' Motions and introduced the committee members:

Walter Francl Architect AIBC, Russell M. Chernoff Architect AIBC; Brian G. Hart Architect AIBC, Sean Rodrigues Architect AIBC working with Deputy Executive Director and General Counsel, Thomas Lutes.

2.4.5 Parliamentarian

The President introduced Michael Blatchford, parliamentarian and legal advisor. Michael Blatchford briefed the assembly on the purpose of a parliamentarian (to offer advice to President and through him to the assembly on parliamentary procedure), reviewed core guidelines for a respectful and efficient meeting, and clarified the required voting majorities for passing motions.

2.5 Protocols for the Annual Meeting

The President reviewed highlights of the protocols previously distributed and posted on the AIBC website.

MOTION: That the AIBC Annual Meeting Protocols be adopted as distributed.

Moved: Scott Kemp Architect AIBC
Seconded: Gordon Richards Architect AIBC

CARRIED

The President explained the process for voting and that by which quorum would be monitored throughout the meeting (the issuing and submission of voter cards).

3.0 Adoption of the Minutes

3.1 Adoption of the 93rd Annual Meeting

The President called for any corrections to the circulated draft minutes: (None)

CARRIED

MOTION: Be it resolved that the members of the Institute adopt the minutes of the 93rd Annual Meeting.

Moved: Scott Kemp Architect AIBC
Seconded: Selwyn Dodd Architect AIBC

CARRIED

3.2 Adoption of the Special Meeting 12 May 2012

MOTION: Be it resolved that the members of the Institute adopt the minutes of the 12 May 2012 Special Meeting.

Moved: Chip Barrett Architect AIBC
Seconded: David Zacharko Architect AIBC

CARRIED

4.0 Recognition

4.1 Remembrance of those deceased in 2012/2013

The President recognized members, former members, associates and others who passed away during the past year. A moment of silence was observed.

Nicholas R. Bawlf (former member) – August 11, 2012
Arthur Boyd (former member) – January 2012
Francisco Cruz (Residential Designer) – September 12, 2012
Robert Ledingham (Registered Interior Designer) – May 2, 2013
Gregg Lutz (Architect) – November 17, 2012
Edward Maifredi (former member) – March 29, 2013
Kiyoshi Matsuzaki (Retired Architect) – December 23, 2012
Helen O'Toole (Architect) – March 22, 2013
Lloyd Plishka (Architect) – May 20, 2012
Clyde Rowett (Previously Registered Member) – January 1, 2013
Kenneth G. Terriss (Architect) – May 1, 2012
James Tettamanti (former member) – May 2012
Frank Tofin (Retired Architect) – December 27, 2012
Kanau (Kon) Uyeyama (Architect) – September 20, 2013
Dr. John Woodworth (Retired Architect) – September 8, 2012

5.0 President's Report

The President presented highlights from his report (further to what was distributed and published) and opened the floor to questions.

5.1 Discussion

Brief discussion followed including a question regarding council's recent associate decision.

6.0 Financial Report

6.1 Filing of Audited Financial Statements

In accordance with the *Architects Act*, the 2012 audited statements dated the 19th day of March 2013 (as distributed by mail to the membership and published on the website) were filed by the President.

6.2 Appointment of Auditor

MOTION WHEREAS the accounting firm of Wolrige Mahon Chartered Accountants LLP has performed all assignments to the satisfaction of Council,

BE IT RESOLVED THAT Wolrige Mahon Chartered Accountants LLP be appointed auditor for the Architectural Institute of British Columbia for the fiscal year 2013.

Moved: Lynne Werker Architect AIBC, Treasurer
Seconded: Cal Meiklejohn Architect AIBC, member of the Financial Health Task Force

CARRIED

6.3 Treasurer's Report

The President introduced Treasurer Lynne Werker Architect AIBC, chair of the Financial Health Task Force.

The Treasurer presented (in graphic, written and oral forms) highlights from the Treasurer's and Auditor's Reports (further to what was distributed and published). The President invited questions from the assembly.

6.4 Discussion

Comments and/or questions were raised, including the following:

- ExAC committee and why 2011 council declined fee waiver opportunity for initiation (Advanced notice and transition period for interns was required. The initial offer from OAA, AAA, and OAQ came with no input of quality assurance, and a significant risk of lost reciprocity with USA. At the time of the offer, the "head-tax" was $38.00 per every architect and intern architect. Later entry allowed due diligence, properly resourced implementation and lower head-tax.)

7.0 Council Initiatives

7.1 Introduction

7.2 Strategic Planning (formerly 7.4)

Steven Simons, LG Appointee to Council and member of council's Strategic Planning Working Group, Chip Barrett Architect AIBC (chair of that group) and President David Yustin Architect AIBC (working group member) presented a summary of the collaborative strategic planning process among council and staff, which received council's support in principle prior to the annual meeting. Its five major goals are:

1. Modernized Regulatory Regime;
2. Vibrant Membership;
3. Regulatory Identity;
4. Public Interest Advocacy; and
5. Institutional Excellence

7.3 Discussion

General discussion, comments and questions to council followed, including such topics (and responses) as:

- Current initiative derived from recommendations from 2012 member survey;
- Request that more details be circulated;
- Stress importance of education, UBC and continuing education;

- Applaud and endorse strategic plan, with a comment to members that **Council's** primary duty is to represent the public interest, not to represent the members; but to represent public as a regulatory body;
- Colleagues encouraged to join RAIC whose main goal is to promote architecture;
- Council committed to membership consultation;
- Commend undertaking; reset compass; long-term view;
- Transparency important;
- Major objectives are aspirational; specific implementation towards outcomes is operational hard work by staff, monitored by council.

7.4 Associate Options (formerly 7.2)

Lynn Werker Architect AIBC, Chair of Council's Associate Options Task Force, presented a summary of the group's work that led to council's recent resolution.

MOTION: A motion "from the floor" was put forward orally by Ronald Bain Architect AIBC, seconded by Patricia Bourque Architect AIBC, relative to this topic. Its mover and seconder agreed to withdraw it pending discussion.

7.5 Discussion

A lengthy discussion followed on a wide variety of topics related to the 'associates issue'. Many speakers expressed concern about the prospect of intern architects no longer being able to provide services in the exceptions in the *Architects Act*. Other speakers raised similar concerns about retired architects. Specific comments and questions included:

- Imposition of new regulations with minimal intern consultation;
- Prevents opportunities for interns to learn: restrictive; question if it is legal;
- Retired architects and interns will not able to design buildings even under the exceptions – but postman, bus driver can do that design for you – no benefit to public whatsoever; circling the wagons, closing door behind us;
- Encourage interns to register more quickly;
- Not a professional unless you are an architect – reality of the *Act*;
- Guiding principles (as set out on May 17) – and as organized and written, are difficult to understand;
- Intern Architect AIBC and Retired Architect AIBC titles clear;
- Report not unanimously supported (two council members voted against);
- Other Canadian associations (AAA and NWTA) have embraced other paraprofessionals and report that it is working well;
- Most interns prefer to have supervision but firms not hiring. Interns have to keep work to keep skills to stay relevant;
- If interns are pretending to be architects, use present AIBC process to discipline;
- Ability to work in the exceptions critical to interns;
- Illegal to deny interns work in the exceptions;
- Having put all BD and RDs as associates, saying 'don't want you, just leave' instead of taking away their practice – why not just say this. Now two critical classes are affected – baby thrown out with the bathwater;
- Recently registered and horrified to hear that working in the exceptions may be closed;

- Keep door open for some independent practice;
- Associates idea was to associate (verb) as ally or future friend. *Act* has all it needs to control and describe rights and limitations on associates;
- Straying from real issue – how can we do all this stuff and punt some guys we don't want?
- Be careful about how public sees this kind of action. Not in public interest;
- Disincentive to interns. This new constraint adds to all of the other intense challenges;
- Logic deeply flawed;
- Profession is about educating public to built-environment;
- Different approach required;
- Thinly-veiled attempt to drive entrepreneurial associates out of the institute, and unfortunately draws in interns and retired architects;
- Disheartened and disappointed;
- From an RD: has anybody not performed to your standard?
- Would like institute to continue to promote ATs in institute, encourage them to join;
- Resolution may be legal but not necessarily should be done – find way to allow associates to practise in the exceptions like the rest of society;
- Since full transparency in council, AIBC should post two legal opinions;
- To task force: did you not realize the absurdity of the exclusions?
- Need forward-looking future for institute – must involve students;
- *Architects Act* does not have an apostrophe – it's not OUR act;
- Councillors elected on transparency platform but all in camera;
- Tell your new councillors what you imagine moving forward;
- (Council) came in as change in direction – what was the cause that prompted majority of members to elect you? Nothing to do with original issue you were elected to resolve.

8.0 Members Forum (time permitting)

8.1 Protocols: were included with the meeting's published materials.

8.2 Advisory Members Motions

None were submitted. Accordingly, and given the extensive discussions under agenda items 7.3 and 7.5, as well as the time, this section 8.0 did not proceed.

9.0 Announcement of Election Results

9.1 Members of Council

President David Yustin Architect AIBC announced and congratulated the five architects who have been elected to fill five vacancies for the 2013/2014 AIBC Council:

Darryl J. Condon Architect AIBC
Mona Jahedi Architect AIBC
Scott Kemp Architect AIBC

Catherine Nickerson Architect AIBC
Sean Ruthen Architect AIBC

9.2 Intern Architect Liaison to Council

Derek DeLand Intern Architect (by acclamation)

Certificates of Recognition for Outgoing Council Members and Liaisons will be presented at the Volunteer Recognition Event November 21, 2013, for:

Jenny Chow Intern Architect (completing her one-year term as Intern Architect Liaison)

and

Robert G. Chester Architect AIBC
Eszter Csutkai Architect AIBC
Paula Grossman Architect AIBC
David N. M. Yustin Architect AIBC

and former LG Appointees,

Owen Pawson B.Sc., B.Arch, LL.B
Richard Peddie B.Sc., M.A., Ph.D.
Tim Spiegel B.Sc. (QS), PQS, MRICS

10.0 Adjournment

The President thanked all those who came and participated, and adjourned the meeting at 5:00 p.m.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

PRESIDENT'S REPORT 2013 - 2014

Moving Forward

First and foremost I would like to thank all those individuals who dedicate so much of their time and passion to the institute. As a self-regulating body, the commitment of volunteers is essential to the health of the profession and to the process of good governance. In fact, it is not only essential – it is critical.

At the AIBC, we have more than 350 individuals who regularly volunteer, in varying capacities, for the betterment of the profession and the communities in which we work and live. This represents approximately 20% of our membership, an extraordinary number and a palpable indication of the passion with which we hold this profession.

On behalf of council, I would also like to extend my heartfelt thanks and gratitude to the staff at the AIBC for all their efforts. We are indeed lucky to be supported by such a dedicated and hardworking team. As president, I have especially appreciated their enthusiastic commitment.

Joining our ranks is a new Lieutenant Governor Appointee. We are pleased to welcome S. Ross Rettie P.Eng, FEC who joined council in January 2014.

The last few years have been difficult at the institute. I think it would be disingenuous to admit otherwise. However, we are moving forward in a productive and constructive manner. We are building on the good work done by the previous council and taking proactive steps on initiatives that are critical to the profession. Anchoring our approach is a new, five-year strategic plan which will provide a roadmap for us through to 2018. The 2014-2018 Strategic Plan is posted on the AIBC website.

One of the central initiatives in the Strategic Plan is extensive stakeholder engagement. We are currently embarking on this engagement process over the course of several phases. During the first phase, a series of five "open houses" as well as "virtual open houses" for those unable to attend in person, are being held. We invite all members to participate and look forward to listening to what you have to say.

As council, we set policy and priorities that guide the institute. We do so on behalf of the public and our members. To be most effective, we need your feedback. Council identified five goals in the Strategic Plan. Did we get it right? Did we miss something? What do you think? Now is the time to voice your opinion.

The AIBC Strategic Plan presents five goals. Though numbered, each goal is equal in importance.

Goal 1 – Modernized Regulatory Regime

It is generally agreed that the *Architects Act* has served us well in some ways, it would benefit from a major update through legislative change. The AIBC Bylaws would also benefit from an upgrade and added strength.

We are in a unique position today in that we have good access to and contact with government. This past year, we have had several meetings with senior government staff as well as with the Honorable Minister Virk, the new Minister of Advanced Education.

The challenges ahead cannot be minimized. It has been repeatedly stressed that moving any legislative initiative up the priority chain of the government is difficult. While it is important that the *Architects Act* be updated, there are many similar needs brought forward by other organizations to government.

To address this inherent challenge, we are working on a two-fold strategy. We are requesting minor amendments to the *Act* including changes that would bring us in line with agreed-upon national programs. These amendments would indicate the deficiencies in the current legislation and validate the advantages of a major *Act* update.

For the moment, we are focusing our efforts on the following minor *Act* amendments:

1) Revising the time requirement outlined in the Internship in Architecture Program (IAP). It has been agreed nationally that the intern architect program's minimum experience, currently set in the *Act* at three years, should instead be two years in duration.
2) Revising the time requirement for foreign trained architects. Nationally, it was agreed that a minimum of seven years would be more than sufficient. Currently, eight years of experience is required in the *Act*.

Additional minor amendments include:

3) Allowing architectural firms to form limited liability partnerships (LLPs). LLPs allow for limitations on personal liability. Permitted in B.C. since 2005, LLPs can be set up for lawyers, notaries and accountants under their statutes.
4) Continuing Education System (CES) Compliance. Currently, non-compliance is treated as a disciplinary matter. Overwhelming support recommends these cases be considered as administrative matters.
5) Adding a "Duties and Objects" clause to the *Act*. This language is commonly found in self-governing legislation.

With regard to bylaw review, we are setting up the procedures and methods to allow electronic voting by our members. While ensuring the necessary safeguards, electronic voting would provide better access to the basic democratic voting privilege.

Goal 2 – Vibrant Membership

A healthy vibrant membership is fundamental for the profession and beneficial for society. As mentioned earlier, more than a fifth of our membership volunteer in some capacity. This is tremendous. We applaud those who commit the time and encourage others to join in the many rewarding volunteer opportunities available.

Preceding the Strategic Plan, but very much within the scope of "Vibrant Membership", significant changes to the structure of the institute's associate categories are now in place, consolidated from nine into three categories: intern architects, retired architects and architectural technologists.

Most recently a recommendation regarding independent design services provided by two of the three associate categories was approved by council and will be brought forward at the 2014 Annual Meeting.

Regarding our intern architects, we want them to move efficiently through the Internship in Architecture Program (IAP). This year, the Canadian ExAC exams were written by more than 90 B.C. intern architects. The B.C. pass rate was the highest of all provincial jurisdictions.

The AIBC was responsible for setting up a procedure to recognize foreign trained architects. The pilot program has now been adopted into the national Broadly Experienced Foreign Architect (BEFA) program.

With these initiatives firmly in place, we continue to look for new ways to facilitate access to membership while upholding our high standards.

Goal 3 - Regulatory Identity

The role of the AIBC is often misunderstood by the public and by our very own members. The institute is predominantly a regulator. It is responsible for the oversight and day-to-day running of a self-regulating profession.

The conversation regarding “advocacy verses regulatory” is a constant one. We walk a fine line between looking after the best interest of the public while, at the same time, representing our members. Efforts are in place to encourage dialogue on this theme in order to provide greater clarity for all concerned.

Goal 4 - Public Interest Outreach

Hand in hand with the previous goals is public outreach. As the regulator, we are the obvious voice of the profession. We can and will cultivate a more prominent public presence. Ultimately, our aim is to elevate the public’s understanding of the profession and the role the AIBC plays within the architectural profession.

Goal 5 - Institutional Excellence

Constant improvement is good. Complacency leads to stagnation. Council is committed to encouraging and challenging itself and staff to reach for improved standards of service for our members and the public. This serious intent covers all aspects of how the AIBC functions.

We are ideally positioned to move forward. Our task is to define a new, exciting future for the institute. Through stakeholder engagement, legislative change, a sustained drive for continual improvement and most importantly, an ongoing commitment to serving the public, we will succeed.

Sincerely,

Scott Kemp Architect AIBC
AIBC Council President

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Vancouver, B.C.

FINANCIAL STATEMENTS

December 31, 2013

WOLRIGE MAHON
CHARTERED ACCOUNTANTS

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, 2013 and the statement of revenue over expenditures - operating fund, statement of revenue over expenditures - contingency reserve fund, statement of changes in operating fund balances, statement of changes in contingency reserve fund balances and statement of 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 accounting standards for not-for-profit organizations, 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 audits. We conducted our audits 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, 2013 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

"Wolrige Mahon LLP"

CHARTERED ACCOUNTANTS

March 13, 2014
Vancouver, B.C.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENT OF FINANCIAL POSITION

December 31, 2013

	2013	2012
	$	$
Assets		
Current		
Cash and short-term investments	**2,036,532**	1,573,284
Restricted cash and temporary investments		
- Contingency Reserve Fund (Note 2)	**356,625**	366,721
Receivables	**129,352**	137,906
Supplies, at cost	**30,225**	25,307
Prepaid expenses	**44,161**	108,372
	2,596,895	2,211,590
Deferred charges (Note 3)	**14,648**	25,946
Property and equipment (Note 4)	**2,552,926**	2,599,003
	5,164,469	4,836,539
Liabilities		
Current		
Payables and accruals	**259,905**	150,881
Deferred revenue	**374,416**	358,537
	634,321	509,418
Fund Balances		
Operating Fund	**4,173,523**	3,960,400
Contingency Reserve Fund	**356,625**	366,721
	4,530,148	4,327,121
	5,164,469	4,836,539

Approved on behalf of Council:

Scott Kemp Architect AIBC
President

Cal (Calvin Bruce) Meiklejohn Architect AIBC
Treasurer

The accompanying notes are an integral part of these financial statements.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENT OF REVENUE OVER EXPENDITURES - OPERATING FUND

For the year ended December 31, 2013

	Schedule	**2013** **$**	2012 $
Revenues			
Fees	1	**2,544,293**	2,403,552
Interest/Other/Fines	2	**91,530**	82,428
Administration	3	**913**	1,094
Premises	4	**314,880**	213,226
Council	5	**-**	-
Communications	6	**22,811**	56,284
Annual conference	7	**437,531**	376,215
Annual meeting	8	**-**	-
Special meeting	9	**-**	-
Registration & licensing	10	**143,642**	74,287
Professional services	11	**165,728**	249,085
Conduct & illegal practice	12	**2,500**	-
		3,723,828	3,456,171
Expenses			
Interest/Other/Fines	2	**32,904**	38,726
Administration	3	**850,963**	677,305
Premises	4	**367,341**	357,759
Council	5	**167,424**	127,247
Communications	6	**357,251**	307,461
Annual conference	7	**434,678**	300,080
Annual meeting	8	**30,097**	28,499
Special meeting	9	**-**	13,102
Registration & licensing	10	**490,116**	400,408
Professional services	11	**474,842**	472,150
Conduct & illegal practice	12	**321,810**	325,607
		3,527,426	3,048,344
Excess of revenues over expenditures - Operating Fund		**196,402**	407,827

The accompanying notes are an integral part of these financial statements.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENT OF REVENUE OVER EXPENDITURES - CONTINGENCY RESERVE FUND

For the year ended December 31, 2013

	2013 $	2012 $
Revenues		
Interest	**6,625**	7,689
Excess of revenues over expenditures - Contingency Reserve Fund	**6,625**	7,689

The accompanying notes are an integral part of these financial statements.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENT OF CHANGES IN OPERATING FUND BALANCES

For the year ended December 31, 2013

	2013 $	2012 $
Fund balance, beginning	**3,960,400**	3,552,573
Excess of revenue over expenditures	**196,402**	407,827
Transferred from Contingency Reserve Fund	**16,721**	-
Fund balance, ending	**4,173,523**	3,960,400

STATEMENT OF CHANGES IN CONTINGENCY RESERVE FUND BALANCES

For the year ended December 31, 2013

	2013 $	2012 $
Fund balance, beginning	**366,721**	359,032
Excess of revenue over expenditures	**6,625**	7,689
Transferred to Operating Fund	**(16,721)**	-
Fund balance, ending	**356,625**	366,721

The accompanying notes are an integral part of these financial statements.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

STATEMENT OF CASH FLOWS

For the year ended December 31, 2013

	2013 $	2012 $
Cash flows related to operating activities		
Excess of revenues over expenditures - Operating Fund	**196,402**	407,827
Adjustments for items not affecting cash:		
Amortization	**114,256**	124,535
Amortization of deferred charges	**11,298**	5,739
	321,956	538,101
Changes in non-cash working capital:		
Receivables	**8,554**	(31,797)
Supplies	**(4,918)**	7,744
Prepaid expenses	**64,211**	(56,969)
Deferred charges	**-**	(25,472)
Payables and accruals	**109,024**	5,250
Deferred revenue	**15,879**	(81,439)
	514,706	355,418
Cash flows related to investing activities		
Purchase of property and equipment	**(68,179)**	(16,573)
Transfer from Contingency Reserve Fund	**16,721**	-
	(51,458)	(16,573)
Net increase in cash	**463,248**	338,845
Cash, beginning	**1,573,284**	1,234,439
Cash, ending	**2,036,532**	1,573,284

The accompanying notes are an integral part of these financial statements.

The Architectural Institute of British Columbia ("Institute") 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*.

Note 1 Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

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, capital expenditures, and other unspecified unbudgeted financial needs
Contingency Reserve Fund	-	used to provide for unanticipated and emergency financial requirements

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 consist of 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.

Note 1 Significant Accounting Policies (continued)

Revenue Recognition

Revenue from course and examination fees and from other programs where revenue is identified with the delivery of services is recognized when the courses, examinations and other services are completed.

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 revenue is recognized on a straight-line basis over the term of the lease.

Interest and other revenue are recorded when earned.

Financial Instruments

Measurement of financial instruments

The Institute measures its financial assets and financial liabilities at fair value at the acquisition date. Transaction costs related to the acquisition of financial instruments subsequently measured at fair value are recognized in excess of revenues over expenditures when incurred. The carrying amounts of financial instruments not subsequently measured at fair value are adjusted by the amount of transaction costs directly attributable to the acquisition of the instruments.

The Institute subsequently measures all of its financial assets and financial liabilities at amortized cost.

Impairment

Financial assets measured at amortized cost are assessed for indications of impairment at the end of each reporting period. If impairment is identified, the amount of the write-down is recognized as an impairment loss in excess of revenues over expenditures. Previously recognized impairment losses are reversed when the extent of the impairment decreases, provided that the adjusted carrying amount is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenues over expenditures.

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations 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.

Note 2 Restricted Cash and Temporary Investments - Contingency Reserve Fund

Restricted cash and temporary investments - Contingency Reserve Fund consist of the following:

	2013	2012
	$	$
Restricted cash	**97,171**	63,455
Restricted temporary investments	**259,454**	303,266
	356,625	366,721

Note 3 Deferred Charges

	2013	2012
	$	$
Deferred lease commissions	**41,545**	41,545
Accumulated amortization	**(26,897)**	(15,599)
	14,648	25,946

Note 4 Property and Equipment

		2013		
	Cost	**Accumulated Amortization**	**Net**	2012 Net
	$	**$**	**$**	$
Land	**815,720**	**-**	**815,720**	815,720
Building	**2,655,378**	**1,024,029**	**1,631,349**	1,704,307
Office furniture	**142,682**	**115,063**	**27,619**	18,313
Office equipment	**104,373**	**54,817**	**49,556**	19,893
Computer equipment	**228,526**	**205,283**	**23,243**	37,909
Computer software	**128,011**	**122,572**	**5,439**	2,861
	4,074,690	**1,521,764**	**2,552,926**	2,599,003

Note 5 Line of Credit

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, 2013, no amounts are drawn on this line of credit.

The line of credit is secured by:

- a general security agreement having a first charge on all the Institute's assets; and
- a 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 6 Financial Instruments

Items that meet the definition of a financial instrument include cash and short-term investments, restricted cash and temporary investments, receivables and payables and accruals.

It is management's opinion that the Institute is not exposed to significant currency risk, interest rate risk or other price risk arising from these financial instruments. The following is a summary of the significant financial instrument risks:

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Institute is exposed to liquidity risk in respect of its payables and accruals.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Institute is exposed to credit risk in connection with its receivables. The Institute provides credit to its clients in the normal course of its operations.

Note 7 Capital Disclosures

The Institute considers its capital structure to consist of Operating and Contingency Reserve Fund capital totalling $4,530,148, 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 architects and other registrants.

In order to facilitate management of its capital requirements, the Institute prepares annual budgets which are approved by the Institute's Council.

Note 8 Comparative Figures

Certain 2012 comparative figures have been reclassified to conform with the financial statement presentation adopted for 2013.

SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND

For the year ended December 31, 2013

	2013 $	2012 $
Schedule 1		
FEES REVENUE		
Architects	**1,663,607**	1,596,483
Associates	**177,467**	172,839
Affiliates	**2,464**	3,192
Firms	**455,798**	430,530
Temporary licences	**157,060**	126,512
Registration and reinstatement	**87,897**	73,996
	2,544,293	2,403,552
Schedule 2		
INTEREST/OTHER/FINES (NET)		
Documents, signs and seals	**59,314**	57,394
Interest (excluding Contingency Reserve Fund interest)	**27,682**	20,839
Other	**4,534**	4,195
	91,530	82,428
Less: expenses	**(32,904)**	(38,726)
	58,626	43,702
Schedule 3		
ADMINISTRATION (NET)		
Salaries, benefits, and contracts	**589,675**	476,844
Operating costs	**235,788**	180,811
Accounting and audit	**25,500**	19,650
	850,963	677,305
Less: revenue	**(913)**	(1,094)
	850,050	676,211
Schedule 4		
PREMISES (NET)		
Premises	**253,085**	233,224
Amortization	**114,256**	124,535
	367,341	357,759
Less: revenue	**(314,880)**	(213,226)
	52,461	144,533

The accompanying notes are an integral part of these financial statements.

SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND

For the year ended December 31, 2013

	2013 $	2012 $
Schedule 5		
COUNCIL		
Council and president	**43,825**	26,352
Special projects	**75,384**	67,640
Other	**48,215**	33,255
	167,424	127,247
Schedule 6		
COMMUNICATIONS (NET)		
Communications programs, committees, events, administration	**47,226**	38,408
Publications, multimedia, newsletters	**-**	35,943
Salaries, benefits, and contracts	**310,025**	233,110
	357,251	307,461
Less: revenue	**(22,811)**	(56,284)
	334,440	251,177
Schedule 7		
ANNUAL CONFERENCE (NET)		
Annual conference	**434,678**	300,080
Less: revenue	**(437,531)**	(376,215)
	(2,853)	(76,135)
Schedule 8		
ANNUAL MEETING		
Annual meeting	**30,097**	28,499
Schedule 9		
SPECIAL MEETING		
Special meeting	**-**	13,102

The accompanying notes are an integral part of these financial statements.

SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND

For the year ended December 31, 2013

	2013	2012
	$	$
Schedule 10		
REGISTRATION & LICENSING (NET)		
Salaries, benefits, and contracts	**237,374**	276,202
Program, committees, administration	**208,074**	74,987
Annual assessment - national initiatives	**44,668**	49,219
	490,116	400,408
Less: revenue	**(143,642)**	(74,287)
	346,474	326,121
Schedule 11		
PROFESSIONAL SERVICES (NET)		
Salaries, benefits, and contracts	**407,807**	399,385
PD course expenses	**43,283**	56,077
Programs, committees, administration	**23,752**	16,688
	474,842	472,150
Less: revenue	**(165,728)**	(249,085)
	309,114	223,065
Schedule 12		
CONDUCT & ILLEGAL PRACTICE (NET)		
Salaries, benefits, and contracts	**261,075**	289,776
Legal (Discipline)	**40,233**	8,543
Programs, committees, administration	**20,502**	27,288
	321,810	325,607
Less: revenue	**(2,500)**	-
	319,310	325,607

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

2014 Annual Meeting Resolution:

(ref. *Architects Act* s.23)

6.2 Appointment of the Auditor

WHEREAS the accounting firm of Wolrige Mahon Chartered Accountants LLP has performed all assignments to the satisfaction of Council,

BE IT RESOLVED THAT Wolrige Mahon LLP be appointed auditor for the Architectural Institute of British Columbia for the fiscal year 2014.

Moved: Calvin Bruce (Cal) Meiklejohn Architect AIBC
Treasurer/Finance Committee Chair

Seconded: Lynne Werker Architect AIBC
Finance Committee

AIBC
ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

TREASURER'S REPORT 2013/14

It has been my pleasure to serve as your Treasurer for the last year. This report is intended to provide an informative view of the institute's financial health and insight into the upcoming year. It also addresses several items that were presented to the 2013 annual meeting by the former treasurer, Lynne Werker.

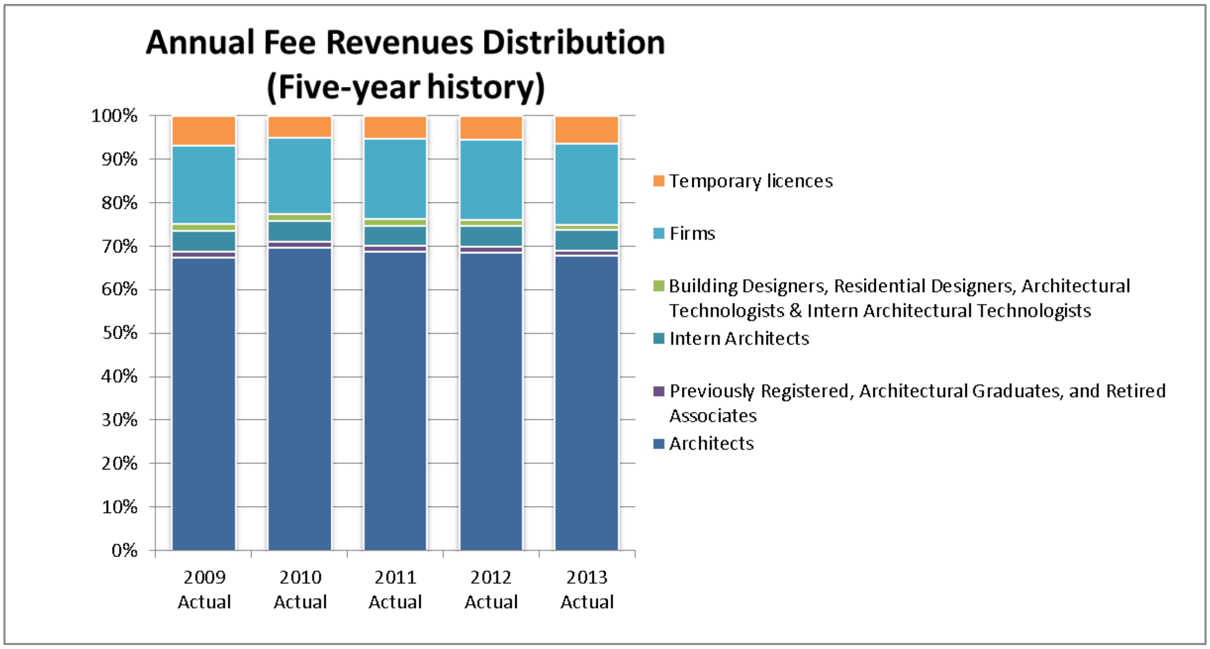
The focus of financial work for this year for the Finance Committee (FICOM) and council has been threefold: deficit budget; risk assessment; and salary benchmarking.

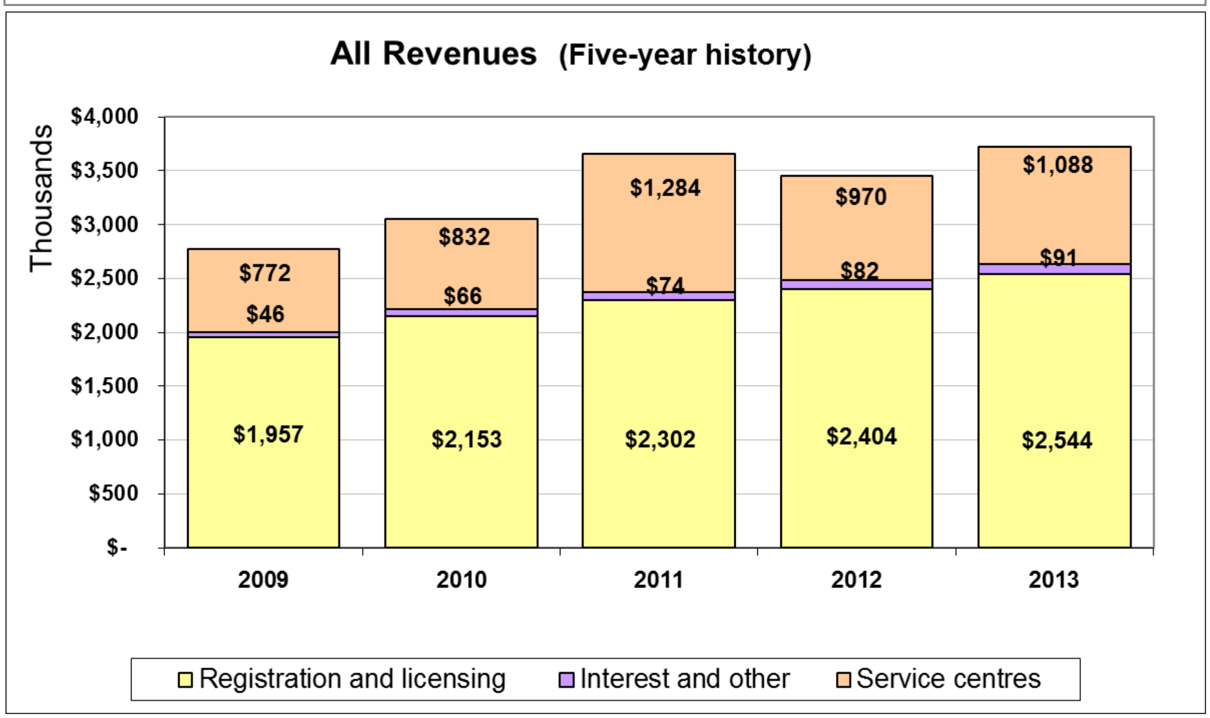
Deficit Budget – The original 2013 budget presented to council in November 2012 was a deficit budget. The purpose of the proposed deficit was to draw down the operating surplus without putting the institute at risk financially and to recognize the significant cash reserves. Council at that time was not comfortable with a deficit budget and asked FICOM to undertake a Financial Risk Assessment study in order to confirm what the appropriate level of operating surplus should be for an organization of our size, budget and nature. After the completed study was presented, the 2013/2014 council was better prepared to accept a deficit budget for the 2014 year. That did not in any way put the institute in a poor financial position; instead it allowed us to draw down on accumulated past years' surpluses.

	2013 Budget	2014 Budget
Revenue		
Fees	2,507,123	2,582,044
Interest	20,000	40,000
Other	35,000	50,000
Fines	-	-
	2,562,123	2,672,044
Service Centres		
Administration (net)	837,752	958,502
Premises (net)	100,685	201,864
Council	184,310	226,560
Institute Meetings (net)	32,540	49,330
Communications (net)	303,882	355,703
Annual Conference (net)	(2,909)	5,834
Registration & Licensing (net)	376,930	255,719
Professional Services (net)	399,454	360,117
Conduct / Illegal Practice (net)	328,862	336,852
	2,561,506	2,750,481
Surplus/(Deficit)	617	(78,437)
Contingency, severance agreement		
Net operating surplus	617	(78,437)
Capital Expenditures	80,000	115,000

Risk Assessment – As mentioned above, FICOM obtained a Financial Risk Assessment (FRA). Although this expense was unbudgeted, it was deemed necessary to ensure we did not compromise the financial health of the organization. Staff and FICOM members met several times with an external consultant to help determine the appropriate level of cash the organization should carry beyond its regular annual operating needs. The FRA was presented in September 2013 after which council accepted a deficit budget and directed FICOM to draft a revised reserves policy in line with the FRA's recommendations. After careful review and much discussion, FICOM presented and council approved a revised reserves policy at the March 2014 council meeting. Council determined that AIBC should have two reserve funds held separately from operating funds: 1) a legal reserve of $200K; and 2) an increased contingency reserve of $500K.

Salary Benchmarking – AIBC management participated in several salary surveys in 2013 (commissioning one independently) to ensure that our employees are compensated consistent with similar organizations locally in Vancouver as well as provincially and across Canada. As a result of so many surveys on the same topic, we were able to significantly reduce the scope of conducting our own survey at a cost 1/3 of what was budgeted. All survey results have been carefully reviewed by the Executive Director and the Operational Constraints Committee and considered when reviewing staff and management salaries.





The accounting firm Wolrige Mahon LLP has audited the institute's financial statements. The President will file the audited statements at the AIBC's Annual Meeting on 03 May 2014 and will be asking members to accept council's recommendation that Wolrige Mahon LLP continue as the auditors for 2014.

Statements of Revenue over Expenditures

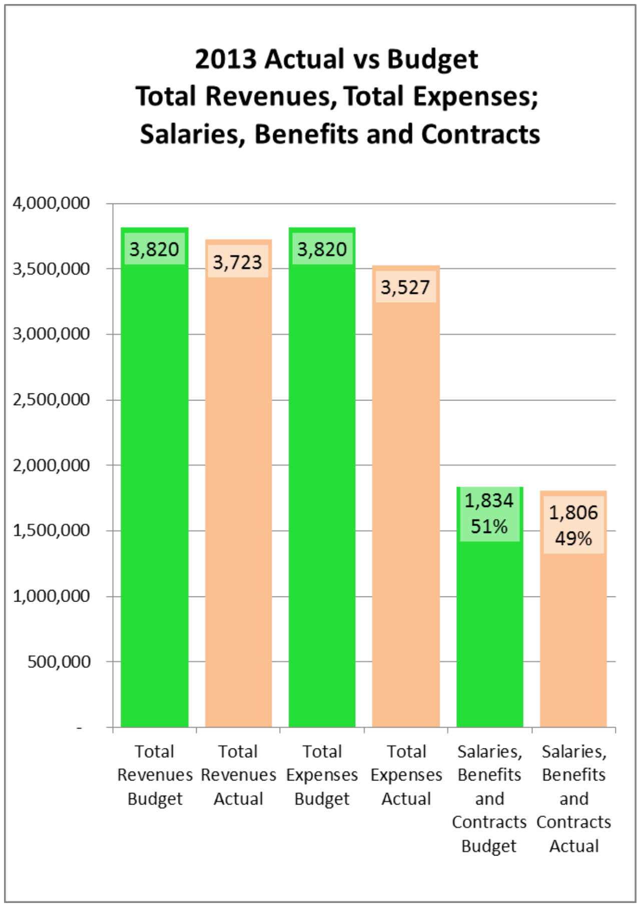
Significant material differences between 2012 and 2013 in areas of the Revenue over Expenditures may be explained as follows:

Revenues

- Premises: Both properties owned by AIBC were leased for the entire year in 2013.
- Professional Services: The new 2-year CES reporting period started in July 2012 so 2013 is the first year we did not assess or receive any revenue from CES fines.

Expenses

- Administration: Overall staffing costs came in below budget. The budget however, included reallocation of some staff costs to administration as well as additional positions to address staffing needs.
- Annual Conference: The 2013 conference was jointly held with the AIA's Northwest & Pacific Region in October. This was a larger-scale conference anticipating increased attendance from our American partner.
- Registration and Licensing: AIBC joined the ExAC program in 2013 at a net cost for the year of $75K.

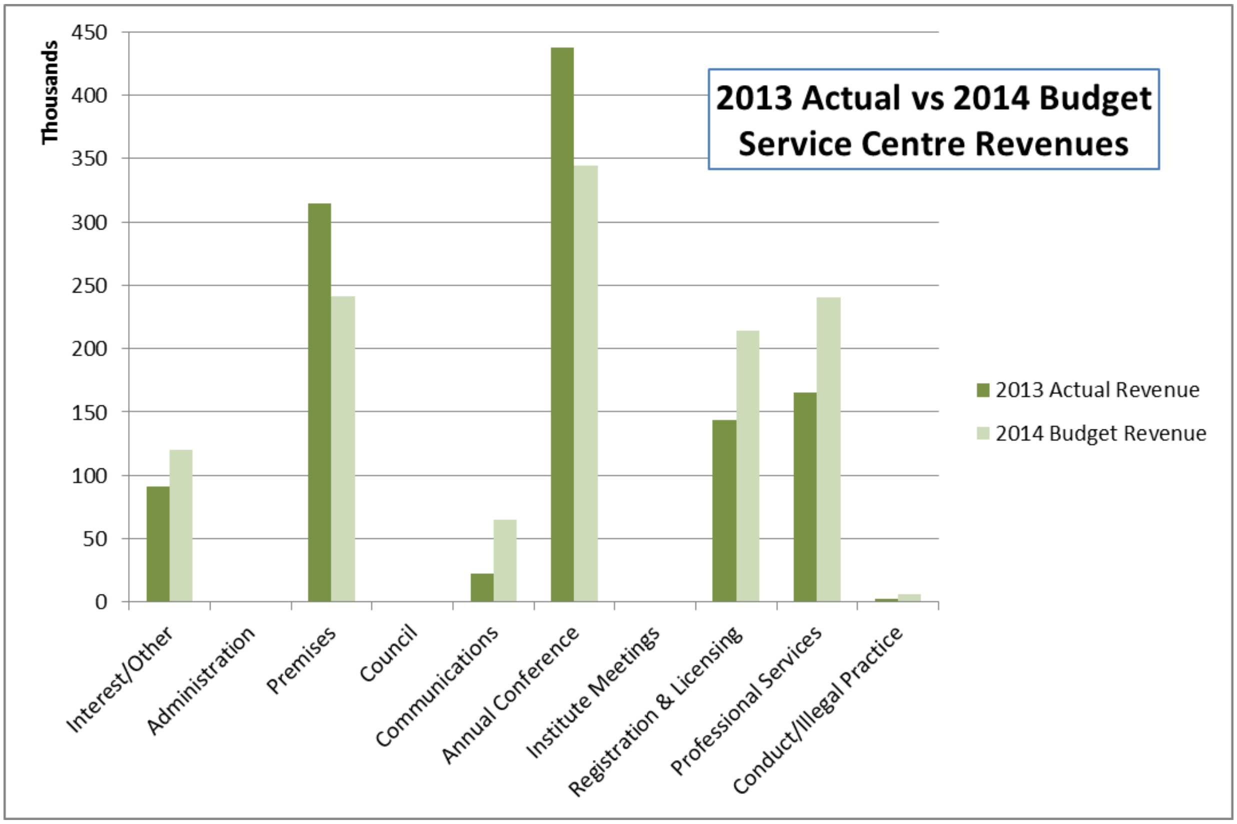


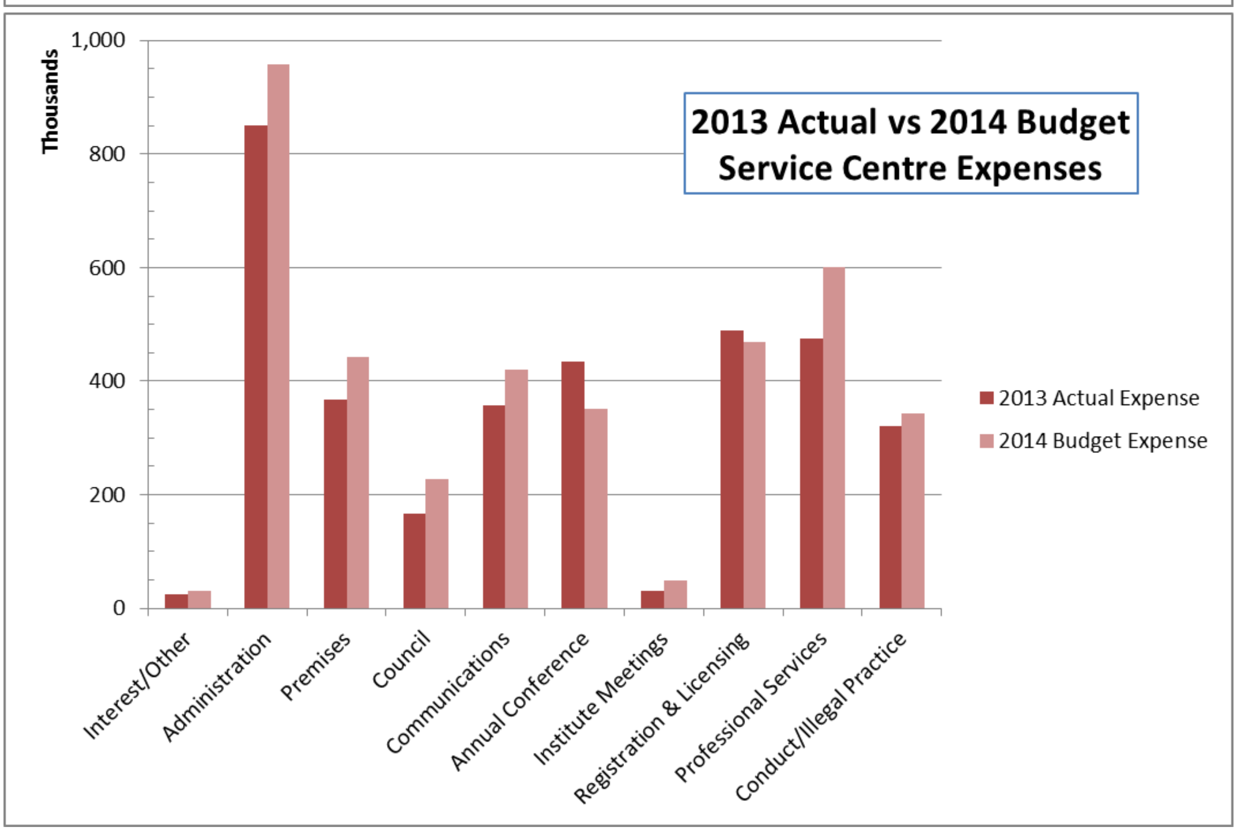
As of December 31, 2013, the AIBC showed an operating surplus for the year of $196k and cash and short-term asset balance of $2.4 million including Contingency Reserve Funds (CRF). Accounting for liabilities and deferred revenue (including net APEC monies), the year-end's accumulated operating surplus (including CRF) was $1.76 million.

Statements of Financial Position

Significant material differences between 2012 and 2013 can be explained as follows:

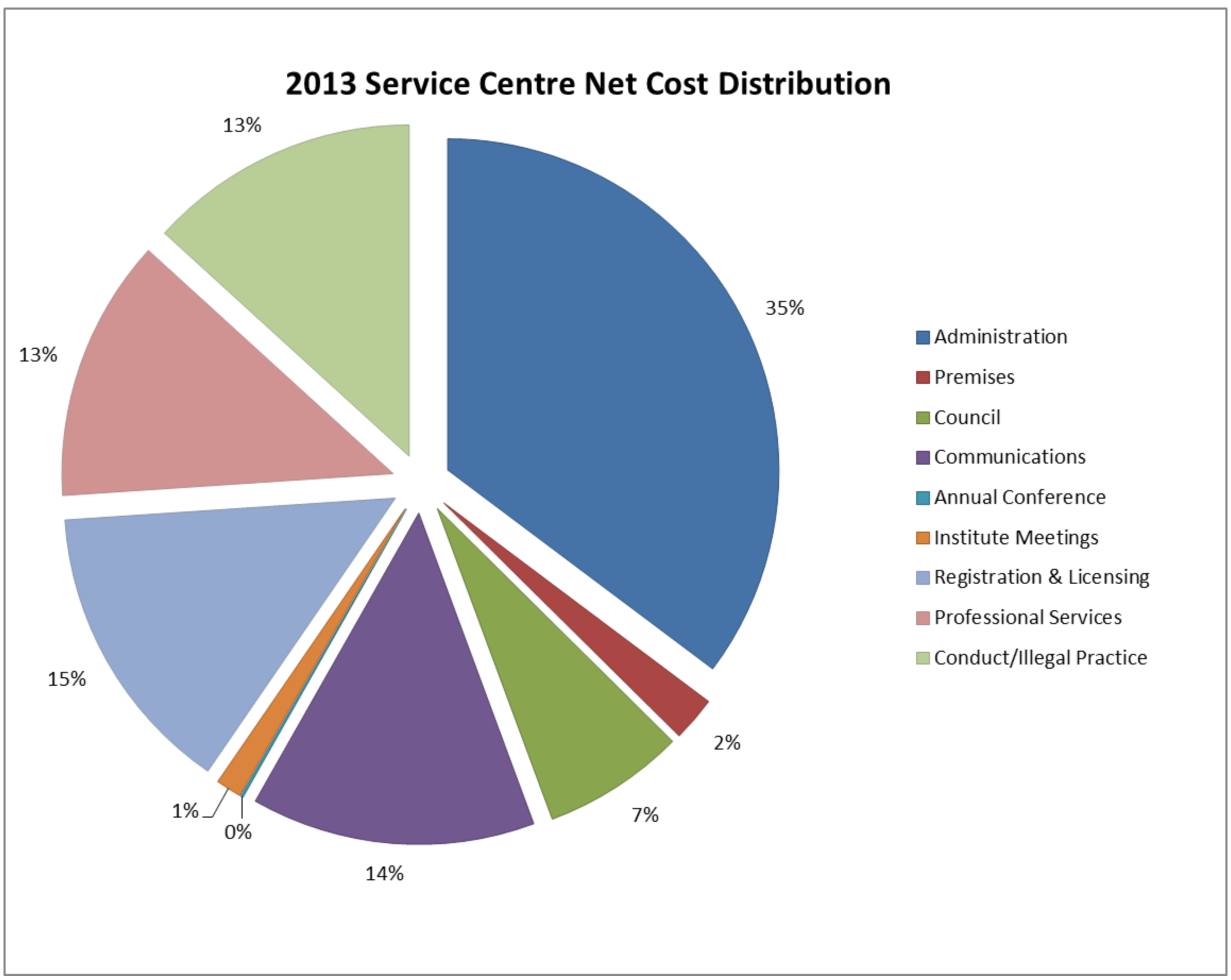
- Prepaid Expenses: The ExAC entry fee of $75K made in 2012 was expensed in 2013.
- Payables and Accruals: ExAC testing fees for 2013 were invoiced and paid out in January 2014.


2013 Actual vs 2014 Budget
Service Centre Revenues
Thousands
450
400
350
300
250
200
150
100
50
0
Interest/Other
Administration
Premises
Council
Communications
Annual Conference
Institute Meetings
Registration & Licensing
Professional Services
Conduct/Illegal Practice
2013 Actual Revenue
2014 Budget Revenue


2013 Actual vs 2014 Budget
Service Centre Expenses
Thousands
1,000
800
600
400
200
0
Interest/Other
Administration
Premises
Council
Communications
Annual Conference
Institute Meetings
Registration & Licensing
Professional Services
Conduct/Illegal Practice
2013 Actual Expense
2014 Budget Expense

Noting the five goals outlined in the 2013-2018 Strategic Plan, the enhanced and strategic operational initiatives for 2014 with budgetary implications include:

- Organizational Excellence: strategic/operational planning, including ongoing consultation, improved service and program delivery.
- Vibrant Membership: baseline research and membership survey, phase 2 of the boardroom A/V upgrade.
- Regulatory Identity: continuing education development, Internship in Architecture Program improvements.
- Public Outreach: hosting Asia Pacific Economic Cooperation Architect project's council meeting, increased stakeholder engagement, space planning to accommodate growth beyond our existing office.
- Modernized Regulatory Regime: legislative renewal, bylaw development and legal review.



Following up on last year’s treasurer’s report, here is a brief summary of some of council’s work that has ongoing financial impact.

Fee Structure Committee– This committee, which met many times throughout 2013, presented their final report to council. Council decided that the recommendations in the committee’s final report be considered, as applicable, by: 1) Diverse Membership Working Group in regards to reviewing intern architect fees in relation to the goal of removing barriers to registration; and 2) the Governance Committee in regards to a review of fee structure to its long term task list should council wish to review this issue again.

Strategic Plan –Council and staff expended considerable resources and much energy preparing and finalizing the strategic plan in 2013.As the plan is implemented, its initiatives will have considerable effect on the budgets and financials over the next five years.

Associates Resolution – The financial impact of this project began in 2013 and will be reflected in 2014 revenues, if the numbers of associates change significantly and if changes are implemented regarding the balance of fees between associates and affiliates.

Finally, thanks to my fellow finance committee members (council members Lynne Werker Architect AIBC; David Toole Lieutenant Governor Appointee) and staff (Executive Director Michael Ernest Architect AIBC; and Manager of Finance and Administration Karen Morris, CGA). We have worked very hard together. At times, our divergent opinions led to many vigorous discussions which in turn helped prepare balanced recommendations to council regarding financial matters affecting the institute.

Respectfully submitted,

Calvin B. Meiklejohn, Architect AIBC, FRAIC, LEED AP

Treasurer

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

REGISTRAR'S REPORT: 2013

I am pleased to report continued growth in the AIBC membership. The number of Architects registered at year end in BC (1794) increased by 3.1% over 1740 in 2012. This is double the rate of growth that was seen between 2011 and 2012. There were 127 new Architects registered in BC in 2013, 59% of who became registered through reciprocity or inter-recognition agreements with Canadian and U.S. jurisdictions. The number of Architect registrations coming from the Intern Architect pool was 36 this year, well above the previous year's number of 24. The Registration Board and the Registration & Licensing Department and the Diverse Membership Committee of Council continue to work diligently in supporting our intern architects along the path towards registration, through active participation with initiatives of the national Internship in Architecture Program (IAP) and adoption of the Examination for Architects in Canada (ExAC).

Detailed figures for newly-registered Architects in British Columbia are as follows:
- 36 through completion of the IAP (first registration)
- 46 through Canadian Reciprocity
- 29 through US Inter-Recognition
- 7 through Alternative Qualifications (first registration)
- 9 through Reinstatement (previously registered at the AIBC)

The number of intern architects (532) has increased 7.5% from 2012. This implies slight increase in the percentage of graduates working in the field who enter the intern architect program. We hope that this trend will continue.

Perhaps the most significant developments this year were the signing of the Mutual Recognition Agreement between NCARB and the Canadian Architectural Licensing Authorities (CALA), and the introduction of the ExAC exam for licensure in BC. The Mutual Recognition Agreement was signed by both NCARB & CALA in June of 2013, and came into effect on January 1st 2014. All 11 regulators in Canada have ratified the agreement as have 34 American States. The agreement recognizes Canadian architects who have completed our intern architect program and who have written either the ExAC exam or the NCARB AREs. Architects seeking licensure across the Canada/US border would need to complete a further 2000 hours (approx. 1 year) of non-specific, but documented experience to qualify.

The AIBC, through its involvement in the International Relations Committee of CALA, has recently participated in several other notable national and international negotiations, increasingly reaching across our provincial borders, within Canada, with the United States and with architectural registration jurisdictions in Europe and the Pacific Rim. This is intended to increase the effectiveness of the registration process and to facilitate mobility of members, intern architects and firms.

94 AIBC interns sat the ExAC exam in November of 2013, the first time this exam has been offered in BC. 83% of those writing passed all 4 sections of the exam. As a result, it is possible that the number of intern architects gaining registration as architects might double in 2014. While we expect that the numbers will adjust downward somewhat thereafter, this is still an extremely positive development.

In addition, the institute will continue to recognize and support the NCARB Architectural Registration Examination (ARE), allowing intern architects a choice.

Several revisions to both the national Internship in Architecture Program (IAP) and the AIBC's own IAP came into effect as of January 2013 last year, and have now been in place for 15 months. These changes are a result of national consultations and consensus. The most significant outcome of these revisions is a shorter, more focused program of required experience and, it is anticipated, a more direct path to registration as an architect.

The increase in numbers of intern architects moving to licensure in 2013 is likely the result of the adoption of the revisions to the intern program, and (indirectly) from the introduction of the ExAC exam in BC. 14.5% of our interns became registered in 2013. We would like to see that figure climb to at least 20% in coming years, and are working on several fronts to that end.

Another significant change this year is the new council policy that consolidates the number and types of associate categories to three, namely intern architects, retired members, and architectural technologists. Some other types of associates such as the building designers have been re-designated as architectural technologists. Other categories, such as students, have been encouraged to register as affiliates of the AIBC. The transition of some of the previous associates into affiliate categories has resulted in a significant drop in associate numbers on the register. There should be a corresponding rise in the number of affiliates as this process completes. The AIBC hopes that this change will be beneficial to all, and that all associates and affiliates remain connected and involved as part of the AIBC family.

Finally, the national Broadly Experienced Foreign-trained Architects (BEFA) Program has now been operating nationally since September 21, 2012. The program is working well and there are currently approximately 70 candidates in the system. It is an initiative to facilitate the process for internationally-trained architects seeking to work and register in Canada. BEFA was developed and piloted in British Columbia through the AIBC and is now in place for all 11 provincial and territorial architectural licensing authorities in Canada. The national BEFA program is being administered by the Canadian Architectural Certification Board (CACB).

An ongoing commitment to the evolution of registration policy directions remains a focal point for AIBC Council. The many programs and services offered would not be possible without the support of a team of hard-working staff and volunteers.

Sincerely,

Gord Richards Architect AIBC
Registrar

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

The following is a detailed representation of the AIBC register numbers:

AIBC Register Tally	Dec. 31, 2009	Dec. 31, 2010	Dec. 31, 2011	Dec. 31, 2012	Dec. 31, 2013	Difference Dec. 2012 - Dec. 2013
REGISTER ENTRIES						
Members	**1650**	**1724**	**1741**	**1767**	**1821**	**3.1%**
Architects	1624	1698	1716	1740	1794	3.1%
Honourary Members	26	26	25	27	27	-0.0%
Associates	**1323**	**1212**	**1314**	**1337**	**1300**	**-2.7%**
Architectural Graduates	25	20	18	18	9	-50.00%
Intern Architects	487	487	497	495	532	7.5%
Previously Registered Members	64	60	61	64	43	-32.8%
Retired Architects	134	141	146	154	150	-2.6%
Architectural Technologists	82	80	75	88	94	6.8%
Intern Architectural Technologists	42	40	47	43	39	-9.3%
Building Designers	37	30	25	20	15	-25.0%
Residential Designers	35	34	23	19	15	-21.1%
Student Associates						
Architectural	120	113	129	148	128	-13.5%
Syllabus	54	53	56	60	44	-26.6%
Technologists	243	154	237	228	231	1.3%
Firms	**928**	**978**	**1001**	**1024**	**1043**	**1.9%**
Certificate of Practice - Corporations	375	406	429	448	454	1.3%
Certificate of Practice - Partnerships	53	56	55	57	62	8.8%
Certificate of Practice - Sole Proprietorships	345	348	339	330	336	1.8%
Certificate of Joint Practice	4	4	4	4	4	0.0%
Inactive	151	164	174	185	187	1.1%
Temporary Licenses	**51**	**37**	**34**	**40**	**50**	**25.0%**
TOTAL REGISTER ENTRIES	**3,952**	**3,951**	**4,090**	**4,168**	**4,214**	**1.1%**

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

EXECUTIVE DIRECTOR'S REPORT: 2013 / 2014 Forward

The theme of our 2013 Annual Conference was 'Sea Change' because we had a sense that some shifts at hand were more than incremental, even though they might seem small up close where one tends to practise. Equally, from a distance (to paraphrase the late, great Duke Ellington) the surface often appears smooth, belying the roiling waters beneath … not unlike the elegant results of hard work in architectural design and construction.

The Operational Perspective

In the Good Ship AIBC's engine room, taking care of business (every day) is what floats the enterprise and allows significant change to be born from deep commitment to mandate and creative approaches in its service. The continued compliance achieved relative to the *Architects Act*, the AIBC Bylaws and AIBC Council's policies is foundational to our sustainability as a self-regulating profession. That privilege is neither to be taken for granted (see: teachers in our fair province) nor inherently available under different political models (see: professions south of the 49th parallel).

Good governance calls for respectful collaboration between council and operations; connections among related professional and industry organizations; and coordination of separate initiatives. Make no mistake: much as is the case with any building, how elements intersect is the harbinger of success.

One such example is the Strategic Plan (now being operationalized) developed and endorsed in 2013 by council and staff together. While that cooperation seemed like the obvious approach here, and augurs well for implementation, it reportedly is not common in the realm of strategic plans, in corporations and professional institutes. We are all looking forward to the upcoming program of engagement with the membership and other stakeholders to assist with strategic guidance over the next five years.

2013: The Year in Review (and 2014 to date)

Following is a selection of operational highlights which indicate our range of endeavours in the public interest and in support of a healthy, successful profession which itself is in the public interest. While some provide noteworthy evidence of solid, foundational performance, others reflect significant change in direction, opportunity or emphasis.

1. The institute remains in excellent **financial health** and again received a clean audit. (Please refer to the Treasurer's Report for specific information and developments).
2. Reflecting good practice apropos understanding, quantifying and monitoring the organization's exposure to risk, an externally conducted **risk assessment report** was commissioned. Its observations and recommendations were instrumental in framing updated council policies respecting reserve funds; their usage; and replenishment, as needed.

3. **Continuing Education System** (CES) compliance remained consistently high (about 97%) due in no small measure to the membership's mature attitude but also to our rich conference offerings and a growing roster of external educational providers registered with the institute.
4. The **CES on-line** self-reporting protocols have been streamlined, resulting in quicker recording and audit generation.
5. Over 90 candidates for admission in BC wrote the **Examination for Architects in Canada** (ExAC) for the very first time in the fall of 2013 (with a pass rate of 83%) thereby achieving consistency across Canada as well as presenting greater and quicker access to registration for intern architects.
6. The AIBC (and all ten other Canadian architectural jurisdictions) became signatories with approaching 40 participating NCARB states & protectorates, to a new **inter-recognition agreement** which, for the first time, acknowledges both the American (ARE) and Canadian (ExAC) registration examinations. That enhances cross-border portability of professional standing and practice. (Note: in this instance, we as a professional regulator are cooperating with state government agencies)
7. The **2013 conference** was conducted in joint venture with our colleagues from the AIA's Northwest & Pacific Region, to glowing feedback. That collaboration was a first for both organizations and was ground-breaking for our profession in North America. (Note: in this instance, we as a professional regulator were cooperating with a voluntary professional advocacy group)
8. A total of 106 **illegal practice** enquiries were received over the course of 2013, up from 77 in 2012. Of those, 68 were either not substantiated or were quickly resolved while 38 called for further investigation. The latter were comprised of a mixture of 'misrepresentation' (28 files) and actual 'illegal practice' of architecture (10 files). Six undertakings were obtained from non-architects and one undertaking was obtained from an architect registered in another jurisdiction. A number of other matters were resolved to the AIBC's satisfaction without receiving an undertaking. Thirty-one files (including some from prior years) were brought to satisfactory conclusions. Sixty-four files remain open as of 17 March 2014.
9. **Consensual Resolution bylaws** were implemented in 2013 as a result of overwhelming (96%) membership ballot support as well as diligent operational engagement with the membership and the provincial government alike. This restoration of a negotiated approach to cases otherwise moving to a disciplinary inquiry simplifies conclusions and reduces costs for all parties. The process is our preferred approach to resolving disciplinary matters.
10. In 2014, a model engagement approach was taken towards achieving council and membership support regarding **electronic voting** for bylaws and council elections. A series of eNews and eBlast announcements, web postings, web-based chat room, electronic survey and face-to-face workshop were conducted with overwhelmingly positive feedback. Proposed 'enabling' bylaws will be voted on at the 2014 annual meeting … by a show of hands, of course.

11. A total of 115 **potential unprofessional conduct** complaints were received in 2013. Thirteen files evolved formally. Of those, eight investigations are complete; one is held in abeyance (after the member was struck from the register for non-payment of 2013 annual fees); the other four are ongoing into 2014. Two complaint investigations initiated in 2012, and concluded in 2013, resulted in the recommendation of charges. (One was an omnibus complaint for CES non-compliance concerning 44 members and associates, resulting in five charge recommendations). These, plus five others that were placed on hold pending a member vote on Consensual Resolution, are now in the consensual resolution process. No disciplinary inquiries were held in 2013. Trends across the 115 initial files included: Allegations of supplanting; non-compliance with the continuing education program; misattribution; copying drawings; practising architecture prior to registration; inadequate supervision and control; lack of communication; and unprofessional conduct in public statements.
12. Provision of **practice advice** (to members, clients and other industry players alike) continues to be a sought-after and appreciated service. Responses to unfortunate terms and conditions of RFPs and non-standard contract language are often central, as are assistance with competition inquiries and clarifying reasonable expectations for architectural services. This aspect of our operation is a classic example of success generating increased demand.
13. Three **new committees** have been struck which will explore and advise staff on the evolution of the AIBC's Professional Development curriculum of courses, assist in the review of continuing education system principles and application, and initiate a post-disaster safety assessment program for architects who volunteer their expertise to assist with BC's emergency management authorities.
14. A **new AIBC website** was developed and introduced, featuring *inter alia* more intuitive navigation; distinct member and public portals; enhanced graphics; and accessibility on personal devices.
15. The **AIBC Lifetime Achievement Award** was successfully introduced in 2013, to recognize architects (and former architects, even posthumously) who have made significant and sustained contributions to the profession via their bodies of work and service.
16. The process of **'unbundling'** formerly conjoined events continued. The Volunteer Recognition and the Induction & Retirement events; the Annual Meeting; and the Annual Conference were separately delivered at different times during the year. Each of them received their own focused attention and celebratory opportunities, spreading interest and levelling operational resources across the calendar.
17. Our principal physical asset … the 49.2% ownership of the **Architecture Centre** at 440 Cambie Street … continues to be professionally managed and overseen by the building's strata council, with participation by the AIBC's executive director, director of finance & administration and director of professional services. The building's finances are in a stable state. In addition to normal, prudent maintenance, the street level windows were upgraded to reduce their attraction and adhesion to graffiti while providing security. A professional depreciation report for the building has been commissioned and is expected to be received this spring.

18. Having recently maximized the work and meeting space on the ground floor, we are exploring the potential for expanding our operation somewhat, into **second floor space** now unoccupied by tenants, in order to accommodate (a) greater meeting, teaching and outreach opportunities; and (b) augmented staff allocation, both in alignment with the strategic plan's aspirations and as being made necessary by membership growth and service demands.
19. Our **Gallery** continued to attract both the membership and the public. Its range extended from student work to competition and design awards (local and travelling) to the especially well-received 'Model Behaviour' exhibit.
20. Independently commissioned **benchmarking** was conducted regarding senior staff salaries; and we participated in two similar external surveys exploring business practices in like organizations.
21. Our **Walking Tours** in both Vancouver & Victoria … which included some bicycle and water-taxi tours in 2013 … continued to experience attendance growth and excellent feedback from members of the public. They are occasionally available 'off season' for organized groups, owing to our network of experienced guides who remain in touch.

Forward Thinking and Leadership

Canada's traditional immigration roots harken back to European antecedents. For some people, that's a tether not easily forgotten; nor should it be. However, here on the western edge of the country (where we face the Far East and experience changing global reality) there is shifting perspective concerning the practice of architecture. That theme underlies our upcoming Fall 2014 annual conference, for which the 'call for papers' is now in play.

Immediately ahead of (and feeding into) that event, the AIBC (on behalf of the Canadian Architectural Licensing Jurisdictions) is spearheading and hosting the Central Council meeting of the Asia Pacific Economic Cooperation (APEC) Architect Project. Its object is the encouragement of mobility of professional services among its 14 participant economies. A significant related initiative is the pursuit of an APEC-based memorandum of agreement (MRA) among Canada, Australia and New Zealand. Positive results will strengthen the public's benefit as well as the profession's outlook and prospects within the framework of regulatory rigour.

And there you have it … a symbiotic relationship accruing from not only our mandate under public legislation but also being open-minded and not fearful of change. Your constructive feedback is, as always, welcome.

With profound appreciation to the many volunteers who work selflessly alongside our committed, mission-driven staff…

Respectfully submitted;

Michael A. Ernest Architect AIBC
Executive Director

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

2014 PROPOSED AMENDMENTS To AIBC BYLAWS

Background

As part of its overall bylaw review process, the Bylaw Review Committee ("BRC" or "committee") considered whether the AIBC's Bylaws related to annual council election and for amending institute bylaws should be modernized to permit electronic voting ("e-voting").

In January 2014, after considering the committee's analysis, council gave support in principle to e-voting and asked the BRC and staff to consult with and inform members and government and gauge member support. Consultation included a new bylaw review web page with a specific e-voting page, *eNews* updates, a dedicated bylawfeedback@aibc.ca email address, a survey sent to all members and honorary members and an on-line and in-person information session at the AIBC on March 3, 2014.

Based on the committee's analysis and the generally supportive feedback from members, AIBC Council recommends that the two e-voting bylaws on the following pages should be advanced to members for a vote. Supporting rationale and explanation are included, along with relevant excerpts from the *Architects Act* and current bylaws.

Bylaw approval of e-voting does not eliminate existing voting processes for council election or bylaw amendments. E-voting is not intended to reduce member information and consultation efforts on bylaw changes or other important initiatives.

At its March 2014 meeting, council passed the following motion to help ensure that transparency, information-sharing and consultation continue should members vote to approve these bylaws:

> That prior to establishing rules for e-voting (should the bylaws become effective), council will give members notice of the proposed rules and provide an opportunity for member feedback.

Further information about the kind of rules that will be required to put an e-voting process in place is provided in the "Note on rules" for the proposed amendments.

2014 Annual Meeting AIBC Bylaw Amendment Resolution

WHEREAS:

A. Section 24 of the *Architects Act* provides authority for the AIBC to make bylaws considered necessary for the regulation of the institute, its members, firms, licensees and associates; and

B. AIBC Bylaw 35.1 allows for amendment of institute bylaws at a general meeting by a 2/3 vote of members present.

BE IT RESOLVED that the bylaws of the Architectural Institute of British Columbia be amended as follows:

(1) THAT A NEW BYLAW, to be numbered 24.3, be established pursuant to the specific authority found in Section 24 (2) (b) of the *Architects Act*, by which the AIBC may establish bylaws with respect to the "nomination and election of the council":

> 24.3 The Council may establish rules for the conduct of council elections by electronic means, including by internet voting by members entitled to vote. These rules must provide for reasonable access to voting and for the confidentiality and security of such voting process.

New Bylaw Rationale

Currently, the annual voting process for council, authorized by the *Architects Act* and bylaws, includes very detailed ballot creation, mailing, folding and other provisions. E-voting could simplify this process, reduce costs and promote higher participation by members in council election voting.

The approval of e-voting bylaws does not automatically trigger e-voting for council elections. Council would be required to determine whether to use e-voting rather than the current process in any given election year.

Note on rules: The subject matter of rules necessary to establish the process for e-voting for council elections may include:

- voting access and confidentiality;
- security of the process, including encryption and log-in;
- the information that must be included on electronic ballots;
- the time period for notifying members of the election; and
- other process requirements related to access, security and integrity.

(2) THAT A NEW BYLAW, to be numbered 35.4, be established pursuant to the general authority in Section 24(1) of the *Architects Act* to make bylaws "necessary for the regulation of the institute":

35.4 The Council may establish rules to allow for amendment to these Bylaws by electronic means, including by internet voting by members entitled to vote. These rules must provide for reasonable access to voting, the confidentiality and security of such voting process and to ensure that the provisions for notice, majority approval and the voting period are no less than those established for mail ballot bylaw amendments in these Bylaws.

New Bylaw Rationale

Currently, the institute's bylaws may be amended by member vote at an institute meeting or by mail ballot. E-voting could simplify the amendment process, reduce costs and provide opportunity for more members to cast their vote.

The approval of e-voting bylaws does not automatically trigger e-voting for bylaw amendments. Council would have to determine, for each vote, whether to use e-voting rather than the current mail or meeting processes.

The adoption of a bylaw to allow e-voting for bylaw amendments is not intended to eliminate or reduce the consultation, debate and discussion opportunities for institute bylaw amendments (e.g., member surveys and live member information sessions, among other efforts).

Note on rules: The subject matter of rules necessary to establish the process for e-voting for bylaw amendments may include:

- voting access and confidentiality;
- security of the process, including encryption and log-in;
- notice, majority approval and voting period in keeping with existing mail ballot requirements; and
- other process requirements related to access, security and integrity.

Relevant *Architects Act* and AIBC Bylaw excerpts referred to in the resolutions above:

Architects Act:

Bylaws

24 (1) The institute may make bylaws considered necessary for the regulation of the institute, its members, architectural firms, licensees and associates.

(2) Without limiting subsection (1), the bylaws may provide for one or more of the following:

(a) institute meetings;

(b) the nomination and election of the council;

…

Institute meetings

21

…

(3) The council must give written notice of a meeting to each member of the institute in good standing, at least 15 days before the meeting, by prepaid post addressed to the residence of the member as shown on the register.

AIBC Bylaws (current):

AMENDMENTS TO BYLAWS

Meeting Vote	35.1	These Bylaws may be amended at any general meeting of the Institute by a two-thirds vote of the members present at such meeting, provided that notice of such proposed amendment must be given to the Executive Director at least 30 days before the Meeting, and the Executive Director shall issue notices of the Meeting and notify the members of the proposed amendment, in accordance with Section 21(3) of the *Act*.

…