

99<sup>TH</sup>  
ANNUAL MEETING  
OF THE  
**ARCHITECTURAL**  
**INSTITUTE OF**  
**BRITISH COLUMBIA**  
MAY 7, 2018



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA



**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

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March 30, 2018

Dear colleagues:

On behalf of the AIBC Council, I invite all AIBC members, honorary members and associates to attend one of the most important Institute events of the year. The 99th Annual Meeting will take place on Monday May 7, 2018 at the Vancouver Convention Centre West.

This year's meeting will include mandatory business, and time permitting, a members' forum. Immediately following the Annual Meeting will be a presentation on the 2019-2023 AIBC Strategic Plan initiative, with an opportunity to participate in the conversation.

Member attendance at the Annual Meeting is essential. Architects and architectural technologists who attend are entitled to two non-core learning units. We encourage all members, honorary members and associates to review the enclosed materials, ensure you are well-informed and attend on May 7.

Regards,

*"Danica Djurkovic"*

Danica Djurkovic Architect AIBC  
AIBC Council President



## NOTICE OF THE 99<sup>TH</sup> ANNUAL MEETING

In accordance with Bylaw 17 of the Architectural Institute of British Columbia (AIBC) you are hereby notified that the **99<sup>th</sup> Annual Meeting of the AIBC** will be held on May 7, 2018 at the Vancouver Convention Centre West, Rooms 301-305. Registration opens at 2:00 pm. The meeting will begin at 3:00 pm.

Please accept this as my personal and professional invitation to the 99<sup>th</sup> Annual Meeting. I encourage you to review the materials enclosed in this booklet so that you are sufficiently informed in order to participate in the meeting.

Enclosed please find:

- Letter from the AIBC Council President
- Notice of the 99<sup>th</sup> Annual Meeting
- Agenda of the 99<sup>th</sup> Annual Meeting
- Annual Meeting Protocols and Member Motion Form
- Draft Minutes of the 98<sup>th</sup> Annual Meeting
- 2017 Reports:
  - President's Report
  - Chief Executive Officer's Report
  - Registrar's Report
  - Treasurer's Report
- 2017 Audited Financial Statements
- Appointment of the 2018 Auditor

Best Regards,

***"Mark Vernon"***

Mark Vernon, CPA, CA, CPA (IL)  
Chief Executive Officer

### 3.0 AGENDA FOR THE 99<sup>TH</sup> ANNUAL MEETING

<b>1.0 Welcome</b>	D. Djurkovic Architect AIBC
1.1 Royal Architectural Institute of Canada	J. Cutbill Architect AIBC
1.2 New Member Welcome	G. Richards Architect AIBC
1.3 Introductions	D. Djurkovic Architect AIBC
1.4 Quorum	D. Djurkovic Architect AIBC
<b>2.0 Call to Order</b>	D. Djurkovic Architect AIBC
2.1 Appointment of Council Election Scrutineers	D. Djurkovic Architect AIBC
<b>3.0 Approval of the Agenda</b>	D. Djurkovic Architect AIBC
<b>4.0 Protocols for the Annual Meeting</b>	E. Mina M.Sc., P.R.P.
<b>5.0 Adoption of Minutes of the 98<sup>th</sup> Annual Meeting</b>	D. Djurkovic Architect AIBC
<b>6.0 Recognition and Remembrance</b>	D. Djurkovic Architect AIBC
<b>7.0 Reports</b>	
7.1 President's Report	D. Djurkovic Architect AIBC
7.2 Chief Executive Officer's Report	M. Vernon CPA, CA, CPA (IL)
7.3 Registrar's Report	G. Richards Architect AIBC
7.4 Treasurer's Report	K. Gustavson Architect AIBC
<b>8.0 Filing of Audited Financial Statements</b>	D. Djurkovic Architect AIBC
<b>9.0 Appointment of the Auditor</b>	K. Gustavson Architect AIBC
<b>10.0 Announcement of Council Election Results</b>	D. Djurkovic Architect AIBC
<b>11.0 Members' Forum</b>	D. Djurkovic Architect AIBC
<b>12.0 Adjournment of Annual Meeting</b>	D. Djurkovic Architect AIBC

**4:30 p.m. – 5:00 p.m.**

**COUNCIL CONSULTATION SESSION: 2019-2023 AIBC STRATEGIC PLAN**

In early 2018, the AIBC initiated a project to set the strategic direction of the Institute for the next five years, as the current 5-Year Strategic Plan is set to expire at the end of 2018.

As part of the member consultation phase of the project, immediately following the adjournment of the 99<sup>th</sup> Annual Meeting, the AIBC Council invites members and associates to join them for a facilitated session. This session will include a review of the current plan goals, a report from council's situation analysis exercise, and a question and answer portion to obtain member and associate input into the process.

AIBC Council invites and encourages members and associates to attend this important and informative session.

## 4.0 PROTOCOLS FOR THE ANNUAL MEETING

The following protocols are designed to facilitate an orderly and effective Annual Meeting in which the business of the Institute can be conducted 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, the current edition of Robert's Rules of Order shall apply.
2. In accordance with the *Act*, only AIBC members in good standing and honorary 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 or 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 (2) 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 (1) 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, such 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.
7. Although it is recommended that Member Motions be submitted one (1) week prior to the Annual Meeting (2018 deadline: April 27), the latest time for submitting Member Motions is thirty minutes (30) after the call to order of the Annual Meeting.

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



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## MEMBER MOTION FORM 2018

Monday, May 7, 2018 during the AIBC Annual Meeting  
Vancouver Convention Centre West, Room 301-305  
Vancouver, British Columbia

### Member 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)

## DRAFT 98th ANNUAL MEETING OF THE ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

DATE: Monday, May 8 2017  
TIME: 3:00 p.m.  
LOCATION: Vancouver Convention Centre West, Rooms 301-305  
PRESIDING: Darryl Condon Architect AIBC, President

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### 1.0 Welcome

Darryl Condon Architect AIBC and President welcomed the members and guests in attendance to the meeting.

### 1.1 Royal Architectural Institute of Canada

Jennifer Cutbill Architect AIBC, Regional Director of the RAIC, described the current initiatives of the Royal Architectural Institute of Canada (RAIC) and invited those in attendance to participate in the upcoming RAIC festival.

### 1.2 New Member Welcome

Joan Hendriks Architect AIBC and Registrar welcomed all those registered in 2016 and congratulated them on their achievement of becoming registered architects.

### 1.3 Introductions

#### 1.3.1 Council

The President introduced the members of the 2016/2017 AIBC Council:

Vice-President Danica Djurkovic Architect AIBC  
Treasurer Karl Gustavson Architect AIBC  
David Dove Architect AIBC  
Sylvie Gagnon Architect AIBC  
Mona Lovgreen Architect AIBC (not present)  
Catherine Nickerson Architect AIBC  
Ian McDonald Architect AIBC  
Sean Ruthen Architect AIBC  
David Yustin Architect AIBC

Appointees to Council:

Lieutenant Governor:

Barbara Brink

Cindy Grauer (not present)

Ross Rettie

Michelle Rupp

UBC SALA:



John Bass (not present)  
Registrar:  
Joan Hendriks Architect AIBC

Invited Liaisons to Council:  
Selwynn Dodd Retired Architect AIBC  
Sara Kasaei Intern Architect AIBC  
Scott Kemp Architect AIBC Immediate Past President  
Jordan van Dijk Architectural Technologist AIBC (not present)

The President acknowledged the participation of all council members and liaisons, who will be formally recognized at the annual recognition event being held in November.

### **1.3.2 Staff**

The President acknowledged the AIBC staff who were present and expressed appreciation for the work that they do in regulating the profession of architecture in the public interest.

### **1.3.3 Guests**

The President thanked and welcomed industry stakeholders and guests present at the meeting, who included representatives from the Interior Designers Institute of BC, the Association of Professional Engineers & Geoscientists of BC, the University of British Columbia's School of Architecture, the provincial Building and Safety Standards Branch, and the Ministry of Advanced Education.

### **1.3.4 Motions Review Committee**

The President introduced the motions review committee members, Walter Franel Architect AIBC, Pierre Gallant Architect AIBC, Brian G. Hart Architect AIBC and Baldwin Hum Architect AIBC, working with Deputy CEO and General Counsel, Thomas Lutes. The President directed the assembly to the committee member's locations in the room for submission of any written advisory members' motions.

### **1.3.5 Parliamentarian**

The President introduced Eli Mina M.Sc., P.R.P, who will serve as the meeting's parliamentarian.

## **1.4 Quorum**

The President reported that sufficient members were present to meet bylaw quorum requirements (40 members) and therefore the meeting was duly convened at 3:16 p.m.

## **2.0 Call to Order**

Upon the call to order the President indicated that advisory member motions would be accepted for the next thirty minutes, until 3:46 p.m.

## **2.1 Appointment of Council Election Scrutineers**

The President appointed the following individuals as scrutineers to observe and assist the designated election Returning Officer Meagan Sands: Bronwyn Allan, Gayle Roberts, and Shohreh Tehrani.

## **3.0 Approval of the Agenda**

The President confirmed the agenda had been provided to all members. There being no objections to the agenda, the agenda was approved.

#### 4.0 Protocols for the Annual Meeting

The President confirmed the protocols had been provided to all members. The Parliamentarian addressed the assembly, and reviewed to protocols and the role of the Parliamentarian.

**MOTION: That the AIBC Annual Meeting Protocols be adopted.**

Moved: Baldwin Hum Architect AIBC

Seconded: Gordon Richards Architect AIBC

**CARRIED**  
(99% In Favour)

#### 5.0 Adoption of Minutes of the 97<sup>th</sup> Annual Meeting

**MOTION: That the Minutes of the 97th Annual Meeting be adopted.**

Moved: Danica Djurkovic Architect AIBC

Seconded: Terry Williams Architect AIBC

**CARRIED**  
(99% In Favour)

#### 6.0 Recognition and Remembrance

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

Bing W. Thom (member)

R. John Weselake (member)

Joe Y. Wai (member)

Rosemary James Cross (Honorary Member)

Ted Teshima (former Retired Architect)

Gordon B. Thorkelsson (former member)

Steven Zibin (former member)

#### 7.0 Reports

##### 7.1 President's Report

The President presented highlights from his report further to what was distributed and published as part of the Annual Meeting package mailed to members. The President expressed appreciation for the privilege of serving as President.

##### 7.2 Chief Executive Officer's Report

The CEO Mark Vernon presented highlights from his report further to what was distributed and published as part of the Annual Meeting package mailed to members.

Following the President's and CEO's report, they each responded to questions from the assembly.

##### 7.3 Registrar's Report

The Registrar Joan Hendriks Architect AIBC presented highlights from the Registrar's Report further to what was distributed and published as part of the Annual Meeting package mailed to members. Following the report, the Registrar responded to questions from the assembly.

#### 7.4 Treasurer's Report

The Treasurer Karl Gustavson Architect AIBC presented highlights from the Treasurer's Report further to what was distributed and published as part of the Annual Meeting package mailed to members.

#### 8.0 Filing of Audited Financial Statements

The President reported that in accordance with the *Architects Act*, the 2016 audited statements dated the 14th day of March 2017 and distributed and published as part of the Annual Meeting package mailed to members were officially filed.

#### 9.0 Appointment of the Auditor

**MOTION: Be it resolved that Wolrige Mahon LLP be appointed auditor for the Architectural Institute of British Columbia for the fiscal year 2017.**

Moved: Karl Gustavson Architect AIBC, Treasurer and chair of the Finance Committee

Seconded: Ross Rettie, LG Appointee, member of the Finance Committee

**CARRIED**  
(98% In Favour)

#### 10.0 Announcement of Council Election Results

The President announced the results of the council election, as certified by the Registrar. The five architects \*elected to fill five vacancies for the 2017/18 Council are:

*Marianne Amodio Architect AIBC	(370 Votes)
Robert G. Chester Architect AIBC	(158 Votes)
*Bruce Haden Architect AIBC	(396 Votes)
*Catherine Nickerson Architect AIBC	(378 Votes)
*Sean Rodrigues Architect AIBC	(350 Votes)
*Sean Ruthen Architect AIBC	(361 Votes)

#### 11.0 Members Forum

The forum was conducted under the protocols published on the AIBC website and approved at the annual meeting.

**MEMBER MOTION: Be it resolved that AIBC Council be requested to consider:**

**Review of Bulletin 55 (Tariff for Market Multiple Residential Sector), December 2001 – in which we do not feel necessarily represents sufficient fees for the complexity of modern day process.**

Moved: Sheridan MacRae Architect AIBC

Seconded: Scott Mitchell Architect AIBC

**CARRIED**  
(96% In Favour)

#### 12.0 Adjournment

Moved: Walter Francl Architect AIBC

Seconded: Scott Kemp Architect AIBC

**CARRIED**

The meeting was adjourned at 4:30 p.m.



**ARCHITECTURAL INSTITUTE  
OF BRITISH COLUMBIA**

## **2017 REPORTS**

**7.1 PRESIDENT**

**7.2 CEO**

**7.3 REGISTRAR**

**7.4 TREASURER**



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# NOTES



## 7.1 PRESIDENT'S REPORT 2017

Established in 1920, the Architectural Institute of B.C. is nearing its 100<sup>th</sup> anniversary. As we set our sights on the centennial, we are reminded of another milestone, one that is closer at hand, the final year of the Institute's five-year Strategic Plan.

According to Antoine de Saint-Exupéry: "a goal without a plan is just a wish". Equipped with this intent, Scott Kemp Architect AIBC, then president, ushered in the AIBC 2014-2018 Strategic Plan. Darryl Condon Architect AIBC followed, making certain we remained on track. As the current president, I have the pleasure of seeing the plan through to the end, with a view to setting a course for the next five years.

Before we launch into the future, let's take a moment to reflect from where we have come. In 2013, the AIBC engaged in a structured strategic planning process to create a roadmap for the Institute, the first guiding document of its kind in many years.

The strategic exercise also afforded an opportunity to review the Institute's mandate statement, vision and values and ensure continued alignment with the *Architects Act*, the legislation that establishes the Institute and self-regulation of the profession. One cannot underestimate the importance of this exercise. Organizational goals may and should vary over time in order to address the challenges and issues of the day. However, commitment to the Institute's mandate - to serve in the public's best interest - should be resolute and unchangeable.

A strategic plan tasks an organization to identify priorities, allocate resources and set timelines. An additional benefit, at the governance level, is that it provides continuity in the face of ever-changing council composition. New members are elected as others complete their terms. Serving as a unifying document between councils, an organization's commitment to initiatives is supported, both those that are ongoing in nature, such as advancing the Institute's regulatory mandate, as well as others that have a defined completion date.

As much as the strategic plan captures an agreed-upon roadmap, it also allows for adjustments. The introduction of professional liability insurance (PLI) was a recurring AIBC proposal for the better part of a decade, with attempts at introducing PLI narrowly failing on several occasions. In that decade, British Columbia went from being one of many provinces without mandatory insurance, to being an outlier.

Though noted on the bylaw work plan, the 2014 member motion from the floor advanced the initiative, with council directing that PLI become a priority. Projects were reorganized accordingly. Ultimately, members voted in favour and the bylaws passed, with PLI compliance to coincide with the February 2019 annual renewal cycle.

As I look back over the past year, it is my pleasure to report that we have made great strides in several areas. Highlights include the following items:

- The Institute is more than three-quarters of the way through the bylaw review work plan. In the past five years, seven bylaw initiatives have been put forward to the membership and every single one has received approval from the Institute's voting members, including the aforementioned set on PLI. This is a tremendous achievement.
- Staff review of the Tariff of Fees for Architectural Services in addition to the larger suite of documentation including Bulletins and Practice Notes has commenced. Member engagement will be undertaken as part of this complex project.
- The Nominations Review Committee (NRC), the last and final item identified in the 2014 governance audit, was reactivated and revived in time for the current 2018/19 council election. The NRC was tasked with implementing a fair and transparent governance framework directed at ongoing council accountability, competency and succession planning. As part of the process, this year, the NRC will review candidates, and based on competency and attributes sought for the next council, "endorse" those who meet the criteria.
- At the national level, the AIBC is a committed Canadian Architectural Licensing Authorities (CALA) participant. Introducing CALA Terms of Reference, enshrining in council policy the process for AIBC representation, and spearheading the Future of the Profession initiative are three ways that demonstrate AIBC's proactive role.
- In terms of the Canadian Handbook of Practice (CHOP), the AIBC sits on the steering committee and will be taking the lead on preparing the licensing agreement which will see all members and intern architects have free online access.

AIBC's commitment to regulate the profession in the public's best interest is steadfast. While maintaining the core regulatory mandate, the Institute is nimble enough to consider the emerging priorities of the day. With a robust governance structure in place, I believe we are equipped to tackle the challenges and opportunities before us and I look forward to the next five-year plan.

In closing, I'd like to take this opportunity to thank council, staff, and volunteers for their unwavering commitment, tireless enthusiasm, and consummate professionalism. To members and all AIBC registrants I'd like to thank you for your ongoing support and participation.

It has been an honour to serve you and the profession.

Yours truly,

Danica Djurkovic Architect AIBC  
AIBC Council President

## 7.2 CHIEF EXECUTIVE OFFICER'S REPORT 2017

2018 marks the fifth year of the AIBC's Strategic Plan. It was an especially productive year having completed several projects while significant progress was made on others. Still, there is more to be done and I look forward to working with council to define the next five-year planning cycle as the refresh of the Strategic Plan unfolds. Paramount is the Institute's regulatory mandate and ensuring new goals are established within this context.

I am pleased to report that registration continues to grow across all categories, with an increasing number of women entering the profession. Member participation is also up. The one number that is going down is the number of years interns are taking to become registered architects. Together these are encouraging signs, characteristic of a healthy, vibrant and relevant self-regulatory body.

The Institute's pursuit of organizational excellence through best practices in governance and operational matters remains a key priority. An interconnected and cohesive set of activities that strengthens our regulatory identity takes on several forms: ongoing government and stakeholder relations; compliance and enforcement; offering professional development opportunities; stakeholder engagement, and; ensuring regulatory documentation is accurate and current.

From a financial point of view, I want to draw attention to the fact that the AIBC continues to be in a solid financial position. Of note, temporary licences rank at an all-time high, reflective of the thriving built environment.

Though the Treasurer's Report and the Registrar's Report will go into greater detail, these and other highlights are included in the Year in Review below. Looking ahead for the next year plans are underway for our 2020 Centenary, the 2019-2023 Strategic Plan will be finalized, and we will be working towards a major refresh of our member database system.

Finally, I would like to take this opportunity to thank council for their guidance, to volunteers for their commitment, to members for their participation and to staff for their operational excellence.

## Year In Review | 2017

### Goal 1 | Modernizing the Regulatory Framework

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#### Government Relations

It is hard to believe that a year ago, we were witness to the first minority provincial government in 65 years, with the Green Party holding the balance of power. The initial uncertainty during those early, post-election



days eventually settled and the New Democratic Party is now firmly in place, busy with executing an ambitious slate of new priorities. Efforts to set up a meeting with the new minister, the honorable Minister Mark, are ongoing, and we look forward to scheduling a date as soon as her schedule allows. In the meantime, relations with the ministry, now called Ministry of Advanced Education, Skills and Training (MAEST) continue to run smoothly.

### **Bylaw Review**

Internally, a tremendous amount of effort has been dedicated to modernizing the AIBC Bylaws and other regulatory documentation. The Institute is more than three-quarters through reviewing the entire suite of bylaws, with an average of two bylaws put to member vote per year.

In 2017, the key initiative was the member-supported introduction of professional liability insurance (PLI) bylaws, following an intensive information and consultation period. The bylaw came into effect in August 2017, with compliance by February 2019. With more than a year of lead time, firms who do not already carry PLI have ample time to find the best insurance coverage suitable for their practice and to become compliant before the next annual certificate of practice renewal cycle.

Worth mentioning are the next set of bylaws for member consideration in 2018. The first is a straightforward suite of administrative-type bylaws pertaining to firms, admission/registration, fees/fines and chapters. This will be followed by bylaws concerning council and Institute governance. Looking to next year is a full review of the Code of Ethics and Professional Conduct. As always, consultation is firmly entrenched in the bylaw review process and we look to engaged member participation.

## **Goal 2 | Vibrant Membership**

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### **Registration**

Year over year, we are witnessing an increase in the number of registrants. At the end of December 2017, there were more than 4,300 architects, honorary members, associates (Intern Architects AIBC, Retired Architects AIBC and Architectural Technologists AIBC) as well as firms and temporary licences. Detailed demographic trends are covered in more detail in the Registrar's Report.

### **Supporting the Road to Registration**

Supporting registrants and those interested in becoming registered is an integral component in creating a vibrant membership. The Institute has made considerable progress on many fronts.

Over the course of scheduled sessions throughout the year and with the support of more than 50 Oral Reviewers, a record number of intern architect and alternative qualification candidates sat their Oral Review. For many, it was their final step towards registration.

Supporting candidates on their way to registration also means assisting those who play invaluable behind-the-scene roles such as oral reviewers and mentors. To that end, the Institute updated and reissued the Supervising Architect and Mentor Guidelines and, for newly recruited Oral Reviewers, coordinated a specifically designed training session.

### **Increased Participation**

Increased participation at the annual conference by intern architects and alternative qualification candidates was achieved with the introduction of a tailored, “easy-on-the-pocket” offering. The package included the ever-popular ExAC information session, an invitation to participate in the Interpreting Integration exhibition, and, an opportunity to network during Connect 360 with prospective mentors, practicing architects, firm owners and industry stakeholders.

### **Reducing Unnecessary Barriers to Entry**

While maintaining the highest of standards, the Institute is also committed to reducing unnecessary barriers to registration. Consistent assessment across pathways is guaranteed through the application of the 12-point Canadian Standards of Practice competency matrix, developed, in part, by the AIBC.

To address scenarios where candidates switch from one pathway to another, as recommended by the Registration Board, council deemed work experience hours earned under one program applicable to the other.

Viewed as a model program, the Broadly Experienced Foreign Architect (BEFA) Program, coordinated by the Canadian Architectural Certification Board (CACB), recently received federal funding, under the Foreign Credential Recognition (FCR) Program, to perform a post-implementation assessment and investigate how access to internationally-trained architects could be expanded. Regarding the Broadly Experienced Applicant (BEA), we now have more than 10 candidates in the program.

Regarding recognition agreements, negotiations with the Architects’ Council of Europe are nearing completion. The APEC Architect Framework, administered through the AIBC, recently added a third Canadian Architect to the APEC Register, and talks are underway which will see Japan’s inclusion.

### **Recognition & Celebration**

Vibrancy also comes in the form of recognition and the opportunity to celebrate those in the profession who have gone above and beyond. This year’s Recognition Ceremony paid tribute to seven professional service and AIBC volunteer award recipients.

Bing Thom Architect AIBC was posthumously recognized, along with industry heavy weights Architects AIBC Joost Bakker and Norman Hotson. Uber-volunteers honoured were Architects AIBC Stefan Aepli, John Davidson, Scott Kemp and Gordon Richards.

## **Goal 3 | Regulatory Identity**

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### **Professional Conduct & Illegal Practice**

The AIBC is tasked with receiving concerns and complaints about the conduct of registrants, in accordance with the *Architects Act* and AIBC Bylaws, and taking action against misrepresentation and illegal practice.

Below is a summary of AIBC's regulatory activity during 2017:

- **Potential Matters:** These are conduct or ethical concerns that are brought to the Institute's attention, or those that we uncover ourselves. Some lead to formal complaints but others are recorded only. In 2017, there were 83 potential matters (102 in 2016 and 86 in 2015).
- **Complaints/Investigations:** In 2017, 13 complaints were opened (including one omnibus complaint involving 36 registrants for CES non-compliance). By comparison, 16 complaints were opened in 2016 and 19 in 2015.
- **Discipline:** Disciplinary matters are those complaint files in which the Investigations Committee, following an investigation, has recommended that charges be approved. There are four possible outcomes for a file in which charges are recommended: remedial recommendation, consensual resolution, discipline following an inquiry (hearing), or dismissal. In 2017, 28 disciplinary matters were resolved through the consensual resolution process authorized under the *Architects Act* and AIBC Bylaws. Of these, 24 related to non-compliance with CES requirements and four related to non-CES conduct. As of the end of 2017, there were six consensual resolution matters under negotiation.

In addition to its role in resolving complaints involving AIBC registrants, the AIBC also takes action against individuals or firms who illegally represent themselves as architects (or able to provide architectural services), or who actually practice architecture without registration. In these cases, the AIBC investigates and if appropriate, seeks undertakings or other legal remedies as provided for in the *Architects Act*.

In 2017, 48 illegal practice investigation files were opened (43 involving "misrepresentation" and 5 involving illegal practice of architecture).

When illegal practice matters cannot be resolved by consent, the AIBC must proceed to litigation in some cases.

In 2017, one court case was initiated against an individual who refused to amend his misrepresentations about his credentials, and two previous investigations that had proceeded to litigation concluded with consent orders being issued by the BC Supreme Court.

### **Freedom of Information (FOI) Requests**

The AIBC is a 'local public body' pursuant to provincial freedom of information and protection of privacy legislation and is therefore subject to access requests. In 2017, only one formal request was processed, coming from a member, down from four in 2016 (also from a member).

### **Continuing Education**

With the majority of non-compliance coming from out-of-province and newly registered CES participants, an awareness campaign was specifically targeted to these two groups, in addition to the usual robust set of reminders sent to all participants.

The deadline for the current two-year CES reporting period is June 30 with many avenues available to learn and earn: Registration for the May 7-9 annual conference opened earlier so that members could take advantage of early bird rates for a longer period; new and updated courses are offered such as Blueprint for Business and Passive House Design and Construction, presented in partnership with Passive House Canada, and; a fall season speaker series launched featuring topics such as digital seals, Building Codes and Step Code. In addition, the Recognized Educational Provider program, with more than 120 participants, is a valued and vibrant part of AIBC's commitment to professional development.

### **Stakeholder Engagement**

Meeting with and presenting to key stakeholders continues to be a priority. Of note, the Institute, by invitation, made a presentation to management and staff of the Building Standards and Safety Branch (BSSB). The half-day session provided an exceptional opportunity for the Institute to outline the role of architects, and discuss areas of common interest and challenge.

The AIBC plays an active role on the BC Energy Step Code Council in developing the energy-efficiency focused Step Code. The AIBC is an attendee on the Industry and Consumer Advisory Council whose role is to provide advice to BC Housing. At the municipal level, the AIBC regularly liaises with the Building Officials Association of B.C., cooperating on the implementation of provincial policies and regulations as well as *Architects Act* enforcement.

Working with the Engineers and Geoscientists BC, the Certified Professional (CP) Program was offered again this year, and with BC Hydro, the Whole Building Energy Modelling Guidelines were drafted.

### **Bulletins & Tariff of Fees**

In 2017, in addition to the work being done in the bylaw realm, more than a third of all AIBC bulletins were reviewed, updated and reissued, with several bulletins being retired. The staff review of the Tariff of Fees commenced. In alignment with the annual meeting member motion from the floor, the comprehensive review will look at the Tariff as well as all associated regulatory documents.

## **Goal 4 | Public Interest Advocacy**

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### **Advocacy (Outreach) Definition**

During the year the council endorsed the following definition of appropriate outreach/advocacy for the AIBC: "To advance the understanding of the architectural profession in serving the public interest and enhancing the quality of our communities."

### **Value Proposition**

Supported by council members and staff, Past President Darryl Condon has been leading the CALA Future of the Profession initiative. Presentation of the final report is expected at the May CALA meeting, with recommendations for all 11 Canadian regulators.

## **Brand**

Strengthening AIBC's brand and applying it across multiple platforms was a key project in 2017. AIBC documentation and other collateral material now follow a consistent "look and feel" and presentation and speaking opportunities weave a unified regulatory narrative.

## **Outreach**

Walking tours continue to entertain and educate locals and tourists alike. A dedicated promotional campaign proved successful with numerous mentions in the media.

The gallery, as an extension of the Institute's public face, hosted a number of exhibits: Building Beyond Buildings, a Bing Thom Architect AIBC commemorative; Sketches of Sea Island, UBC SALA Comprehensive Design Studio; and Birds in the 604, a co-production between the City of Vancouver and Langara's Design Formation.

## **Awards**

The BC Energy Step Code Council, of which the AIBC is an active participant, was presented with the 2017 Climate & Energy Action Special Award in the Collaboration category. The award recognized outstanding collaboration during a two-year, multi-stakeholder consultative process which led to the adoption of the BC Energy Step Code. Council members include the BSSB, BC Hydro, local and provincial government, utilities, Engineers and Geoscientists BC and other industry stakeholders.

# **Goal 5 | Institutional Excellence**

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## **Staff**

Knowledgeable, service-oriented and motivated staff remains a key component of executing on the Institute's regulatory mandate, and to achieve this optimal recruitment, retention, and performance planning are in place. To ensure consistent and efficient program delivery, organizational processes are regularly reviewed for relevancy and accuracy.

## **Database**

While keeping fee increases to one per cent, funding was provided for the first phase of a refresh of the member database system. Work will continue in 2018, with an improved system likely rolled out to the membership in 2019.

## **Risk Management**

First implemented in 2015, the AIBC's risk management process has matured such that all identified risks are reassessed and reviewed with council semi-annually. In addition, the five-year update of the Financial Risk Assessment has begun, with completion anticipated for May 2018.

## **Canadian Architectural Licensing Authorities (CALA)**

The AIBC became the host to the newly-created CALA Administrator, a part-time position which provides support and consistency to all the national initiatives. Funding is provided by the other regulators, and we benefit from direct access to all national initiatives.

**Volunteers**

The AIBC is proud of the 190 volunteers who commit annually upwards of 8,700 hours, the equivalent of nearly five full-time staff. In recognition of their tremendous support, attention has been placed on the development of a robust volunteer program. A detailed volunteer manual and orientation as well as an inventory of active participants are several ways in which the Institute can support this valuable volunteer base.

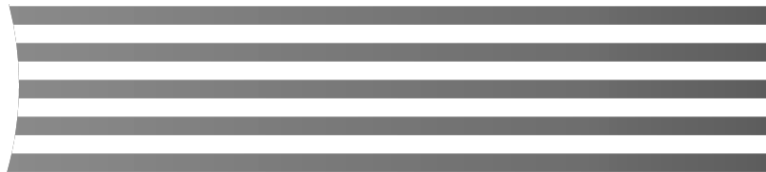
Respectively submitted,

Mark Vernon CPA, CA, CPA (IL)  
Chief Executive Officer



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# NOTES



## 7.3 REGISTRAR'S REPORT 2017

I am pleased to provide to the membership and the public at large the following annual Registrar's Report. The Institute continues to observe increasing membership in all registrant categories, as shown by the Register Tally below.

AIBC REGISTER TALLY	Dec. 31, 2013	Dec. 31, 2014	Dec. 31, 2015	Dec. 31, 2016	Dec. 31, 2017
<b>1. Architect AIBC</b>	1787	1879	1948	2006	2100
<b>2. Honorary Members</b>	27	25	24	22	21
	<b>1814</b>	<b>1904</b>	<b>1972</b>	<b>2028</b>	<b>2121</b>
<b>3. Associates</b>					
3.1 Intern Architect AIBC	529	545	553	614	653
3.2 Retired Architect AIBC	147	179	182	182	195
3.3 Architectural Technologist AIBC	94	126	128	133	135
	<b>770</b>	<b>850</b>	<b>863</b>	<b>929</b>	<b>983</b>
<b>4. Firms</b>					
4.1 Certificate of Practice – Corporation	451	464	495	520	559
4.2 Certificate of Practice – Partnership	59	61	67	63	60
4.3 Certificate of Practice – Sole Prop.	330	330	328	317	327
4.4 Certificate of Joint Practice	4	4	5	3	3
4.5 Inactive Firms	186	189	216	203	214
	<b>1030</b>	<b>1048</b>	<b>1111</b>	<b>1106</b>	<b>1163</b>
<b>5. Temporary Licences</b>					
	50	43	49	45	52

In 2017, the number of architects increased by more than four per cent. For the last two years, the percentage increase hovered at more than three per cent. The tally, representing net registration increase, accounts for changes in registration status such as change to retired status and resignation.

One of the drivers of this increase is the steady increase in the enrollment under the Internship in Architecture Program (IAP) – a domestic registration pathway to becoming registered architects. We also saw an increase in the number of new architects registered through local and international labour mobility agreements.



In brief, the number of new Architects AIBC registered over the previous five years breaks down as follows:

MEANS OF REGISTRATION AS ARCHITECT AIBC	Dec. 31, 2013	Dec. 31, 2014	Dec. 31, 2015	Dec. 31, 2016	Dec. 31, 2017
<b>1. Completion of the Internship in Architecture Program (IAP) (initial registration)</b>	36	68	69	61	60
<b>2. Professional Mobility</b>					
2.1 Canadian Reciprocity Agreement	46	75	37	51	57
2.2 US Mutual Recognition Agreement	29	20	19	13	20
2.3 AIBC BEA Program	7	7	1	5	2
2.4 CACB BEFA Program	0	2	1	3	4
2.5 APEC Architect MRA – Australia, New Zealand, Canada	n.a.	n.a.	1	0	0
2.6 Tri-National MRA – Mexico, USA, Canada	n.a.	n.a.	1	0	0
<b>3. Reinstatement (previously Architect AIBC)</b>	9	2	7	20	12
<b>TOTAL New Architects AIBC</b>	<b>127</b>	<b>174</b>	<b>136</b>	<b>153</b>	<b>155</b>

## 2017 Induction & Retirement Ceremony

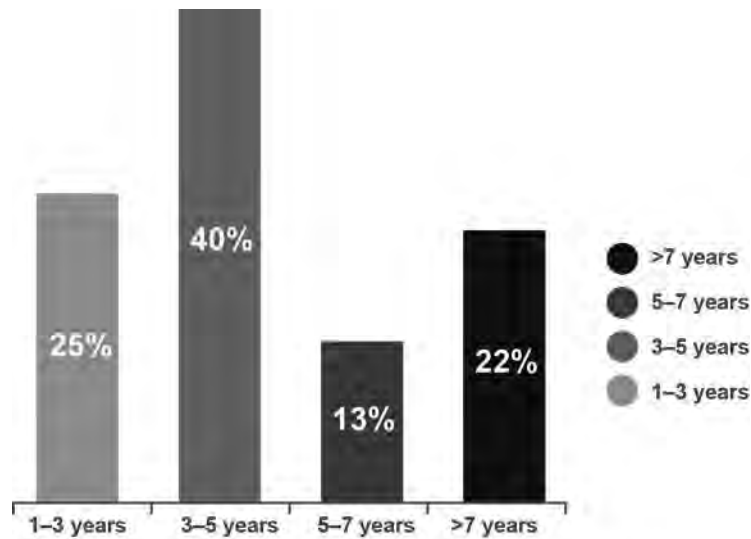
This year's annual Induction & Retirement Ceremony held on June 8, 2017 was an opportunity for the AIBC to celebrate the achievements of those new Architects AIBC and new Architectural Technologists AIBC. The newly Retired Architects AIBC were also recognized in terms of their years of contribution to the profession. Family and friends joined the inductees and retirees to celebrate this momentous event.

Selwyn Dodd, Retired Architect Liaison to AIBC Council, provided the charge to inductees. He recounted the challenges and rewards of his career, which spanned more than 60 years and challenged the inductees to seek out opportunities that will mould their careers to ensure they are well-rounded. Karen Campbell Architect AIBC, graciously accepted the charge and provided an equally moving speech highlighting the importance of mentors to the profession.

## Internship in Architecture Program (IAP) as a Registration Pathway

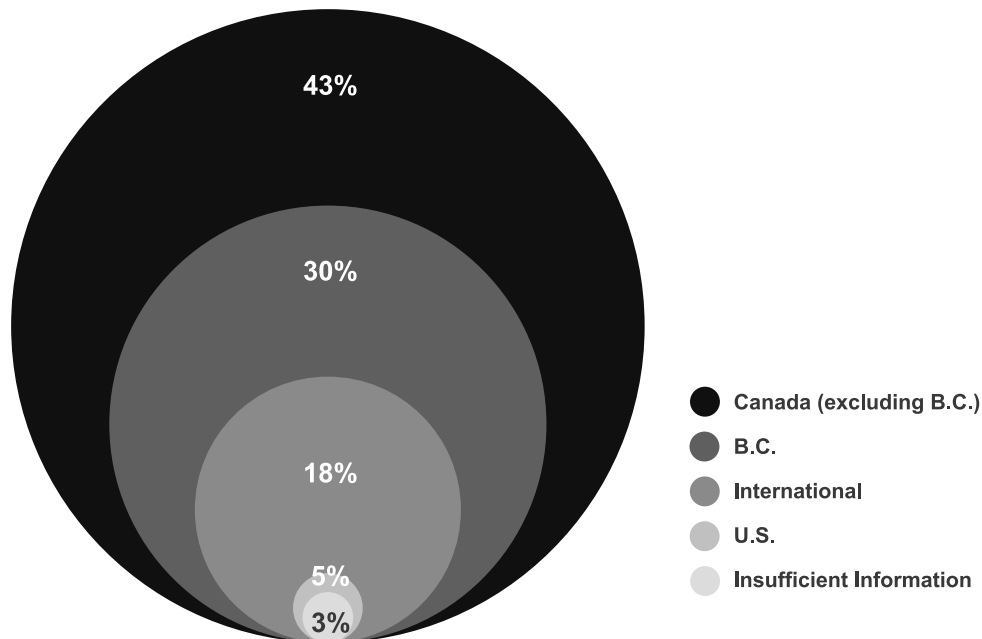
Of those newly registered architects in 2017 who came through the IAP, 65 per cent completed their internship between one to five years. Over 70 per cent were graduates of Canadian universities, with BC graduates comprising 30 per cent.

**LENGTH OF REGISTRATION IN INTERNSHIP IN ARCHITECTURE PROGRAM PRIOR TO REGISTRATION AS AN ARCHITECT AIBC (2017)\***



\*N = 60 interns who became architects in 2017

**LOCATION OF ACADEMIC INSTITUTIONS FROM WHICH INTERN ARCHITECTS AIBC GRADUATED (2017)\***



\*N = 60 interns who became architects in 2017

For comparative purposes, of the total intern population of 653, 71 per cent have been under the IAP program between one to five years. If the 2017 figures continue, we will be seeing more interns becoming registered architects in the next two years.

## Oral Review

The Oral Review is an important component of the registration requirements for interns and candidates in the Broadly Experienced Applicant Program (BEA). For 2017, we have conducted 88 Oral Reviews over the span of 10 evenings. The overall pass rate was 85 per cent, one percentage point higher compared to last year.

The purpose of the Oral Review is to determine whether the candidate has the ability to synthesize their knowledge, experience, and professional judgment into competent architectural practice in British Columbia. The Oral Review panel consists of three experienced architects who will assess the candidate's readiness and ability to practise architecture in BC.

I would like to acknowledge the dedicated roster of architects who volunteer to be panelists for the Oral Review. They have been exceptional in contributing their time and expertise for this crucial registration requirement. I am encouraged to see that as the demand for Oral Reviews increases, the profession has responded positively to the call for more Oral Reviewers. For 2017, there were a record number of 17 architects who participated as observers during the Oral Reviews, with two observing twice to be exposed to different panels.

Our Oral Review panelists in 2017 were:

Stefan Aepli	Michael Hickman	Sean Rodrigues
Pawel Balas	Simon Ho	Sean Ruthen
Paul Becker	Russell Hollingsworth	Patrick Schilling
Amela Brudar	Brett Hotson	Karen Smith
Elena Chernyshov	Baldwin Hum	Gus Spanos
Larry Cook	Zora Katic	Nancy Stern
Jesenka Curak	Scott Kemp	Scott Swift
David Echaiz-McGrath	Paul Kernan	Bassem Tawfik
James Emery	Orest Klufas	Sig Toews
John Etcher	Tiphaine Maisonneuve	Linda Valter
Michelle Fenton	Laura May	Annerieke van Hoek
Gary Fields	Brent North	Ivan Velikov
Kate Gerson	Oberto Oberti	Doug Watts
Naomi Gross	Mehdad Parsad	Barry Weih
Karl Gustavson	Garth Ramsey	Lynne Werker
Andrea Hajdo-Forbes	Bill Reid	Patrick Yue
Michael Henderson	Gordon Richards	Jiang Zhu

## Recognition of Long-Standing Registration

Introduced in 2016, this program aims to recognize individuals for their long-standing registration and for their ongoing commitment to the AIBC. Retired Architects AIBC with a combined 40 years of registration (as an Architect AIBC and Retired Architect AIBC) are eligible to have their renewal fees waived on an annual basis.

In our second year, we provided this recognition to 75 deserving Retired Architects AIBC. Annual confirmation of contact information is required to continue receiving this recognition. We look forward to their continued involvement in the architectural community.

## Vibrant Membership

One of the five goals of the AIBC's 2014 – 2018 Strategic Plan is Vibrant Membership. This goal is intended to build a diverse, inclusive, active and engaged membership base, thereby strengthening the profession and providing value to society. One of the strategic initiatives underway is to research and report on the diversity of the profession. We continue to track the age and gender demographics of our membership.

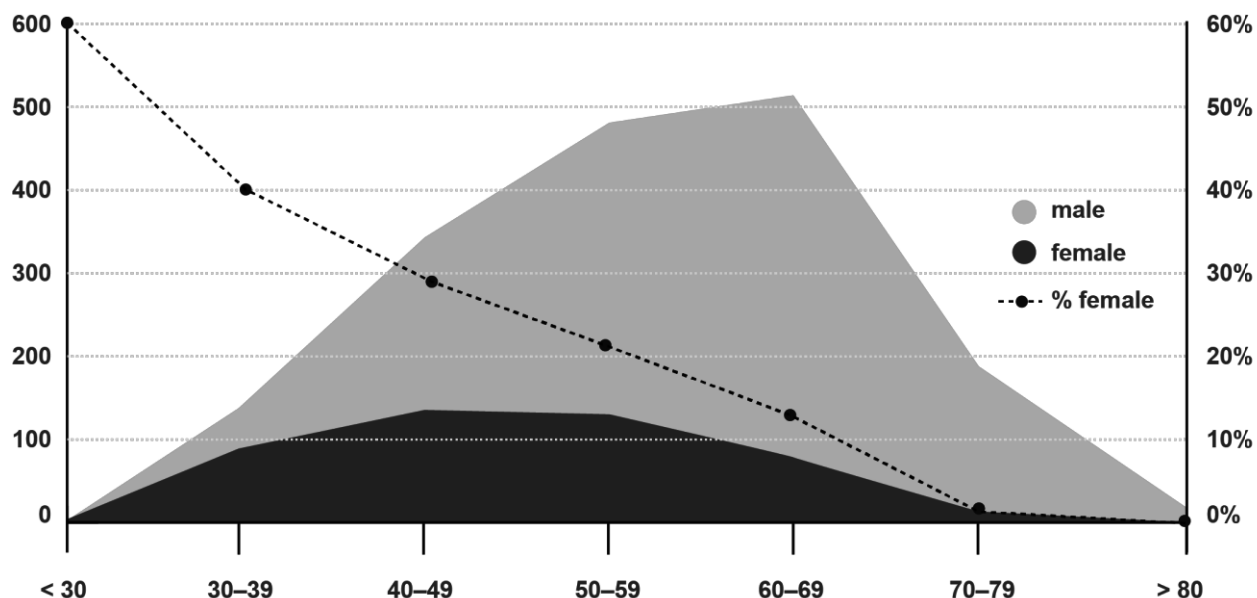
As of December 31, 2017, the youngest Architect AIBC was 26 years and the oldest was 87 years of age. The average age of members was 54.7 years, slightly younger than last year. Of the total architect population, 429 of 2100 were women, representing 20 per cent, a percentage increase from last year. Of note, in the under 39 age category, women represent 40 per cent of the registered architects. From previous statistical analyses we continue to observe an increase in the proportion of women as registered architects. The 2017 numbers represented a nine per cent increase of women architects compared to 2011, at which time only 11 per cent of architects were women.

The average age of male architects was 56.3 years, and for women architects it was 48.8 years of age. The breakdown of gender and age is provided in the table and chart below.

**AGE AND GENDER OF ARCHITECTS AIBC (DECEMBER 31, 2017)**

	<b>under 30</b>	<b>30 – 39</b>	<b>40 – 49</b>	<b>50 – 59</b>	<b>60 – 69</b>	<b>70 – 79</b>	<b>80 +</b>	<b>TOTALS</b>
Female	3	91	127	125	79	4		<b>429</b>
Male	2	139	332	481	510	191	16	<b>1671</b>
<b>TOTALS</b>	<b>5</b>	<b>230</b>	<b>459</b>	<b>606</b>	<b>589</b>	<b>195</b>	<b>16</b>	<b>2100</b>
% Female	60%	40%	28%	21%	13%	2%	0%	20%

## AGE AND GENDER OF ARCHITECTS AIBC (DECEMBER 31, 2017)



## RESIGNING/RETIRING MEMBERS, BY AGE AND BY MEANS OF INITIAL REGISTRATION (DECEMBER 31, 2017)

	30-39	40-49	50-59	60-69	70-79	80-89	Total
<b>1. Completion of the Internship in Architecture Program (IAP) (initial registration)</b>	2						2
<b>2. Professional Mobility</b>							
2.1 Canadian Reciprocity Agreement	1	5	6	10	5		27
2.2 US Mutual Recognition Agreement	1		1	2	1		5
2.3 AIBC BEA Program			1				1
2.4 CACB BEFA Program		1					1
<b>3. Unknown</b>			1	13	6	2	22
<b>Grand Total</b>							58

Last year, majority of the status change requests came from architects who were initially registered through Canadian reciprocal licensing. A number of those who resigned their AIBC membership maintain registration in other Canadian jurisdictions and could always opt to reinstate their registration.

## Architectural Firms

As part of the firm updates this year, we asked firms to indicate if they carried Professional Liability Insurance (PLI). This was in preparation for the 2019 renewal period, when PLI coverage will be required for certificate of practice holders. Of those 729 firms which responded to this question, 622 self-reported they have PLI coverage.

For those firms that do not yet have PLI coverage, I strongly encourage them to look into obtaining PLI before the 2019 renewal period to ensure compliance. Please note that firms that were not issued certificates of practice (inactive) are not required to carry PLI.

We continue to monitor the profile of the profession. Similar to last year, the majority of firms practising architecture were located in the Lower Mainland. The largest percentage increase in new firm registration was in the Vancouver and Gulf Islands, which grew 17 per cent from last year. The majority of out-of-province firms were located in Alberta, a trend continued from the previous year.

### ARCHITECTURAL FIRMS WITH A CERTIFICATE OF PRACTICE – SIZE AND REGIONAL DISTRIBUTION (does not include Inactive Firms)

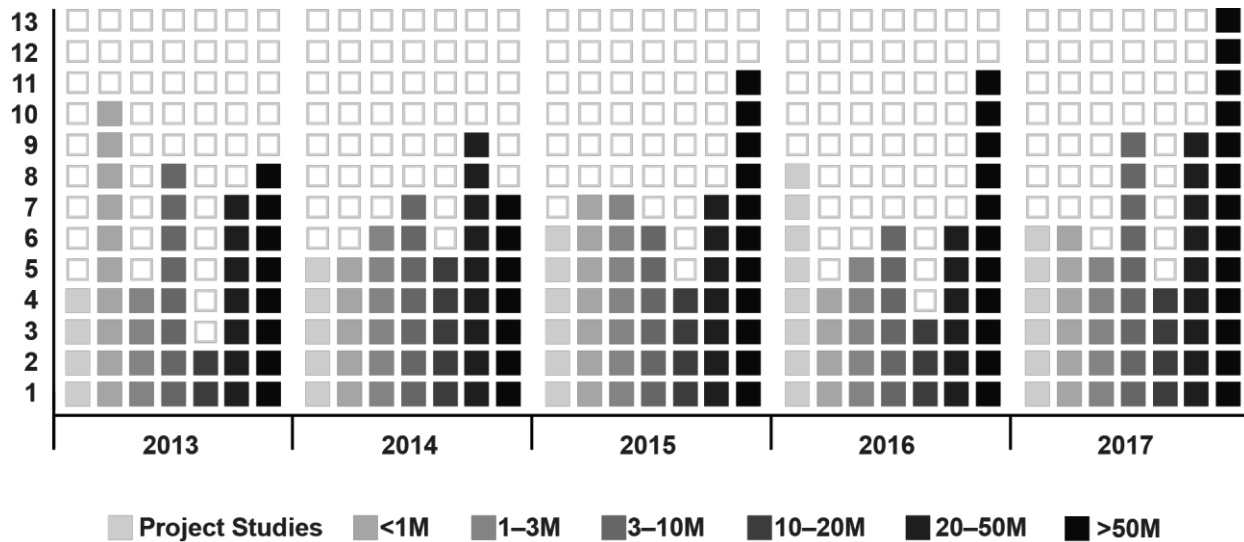
(Does not include inactive Firms)

Firm Size (total of staff and owners)	Regional Location; Number of Firms										TOTAL
	Lower Mainland						Vancouver and Gulf Islands	Interior of BC	North of BC	Out-of-Province	
	Greater Vancouver	South Fraser	Tri-Cities	Fraser Valley	Sunshine Coast	Squamish – Lillooet					
1	194	9	6	4	5	5	44	22	2	47	338
2 – 4	167	13	4	2	2	3	33	15	1	48	288
5 – 9	58	6		1		2	13	9	1	29	119
10 – 19	43	3		1			5	5		40	97
20 – 49	34	3		2			3			28	70
50 – 99	14									11	25
100 +	2									10	12
TOTAL	512	34	10	10	7	10	98	51	4	213	949

## Temporary Licence

Architects registered outside of British Columbia who wish to provide architectural services may do so under the authority of a temporary licence issued by the AIBC. The number of temporary licensees increased last year and of note those projects with construction costs of over \$50 million.

## NUMBER OF TEMPORARY LICENCES BY PROJECT CONSTRUCTION COST



### Removing Unnecessary Barriers to Registration

The Institute, through the Registration Board and Council, is committed to removing unnecessary barriers to registration. It continued to look at the various registration pathways as complementary, rather than in isolation. Of note, upon the recommendation of the Board, Council passed a motion last year recognizing work experience hours gained under the Broadly Experienced Applicant program to be deemed equivalent to those required under the IAP, if they meet certain parameters. The Broadly Experienced Applicant (BEA) program is an alternative qualifications pathway available for applicants who have at least 15 years of architectural work experience gained under a firm registered with the AIBC; 15 years of work experience in a firm outside of British Columbia; or eight years of work experience as a qualified architect outside of British Columbia.

Last year, we started reviewing the list of required courses for interns and BEA candidates with the goals of updating content and making the delivery more engaging and accessible. These are just two of the initiatives to remove unnecessary barriers to registration.

### Conclusion

It has been a pleasure working with a dedicated Registration and Licensing staff, along with volunteers who generously give their time and expertise to various registration committees and initiatives. This includes volunteering to the Registration Board and the various committees: Architectural Technologist; Experience Review; Intern Architect; and Qualifications. I thank all of them for their contributions.

Respectfully submitted,

Gordon Richards Architect AIBC  
AIBC Council Registrar

## 7.4 TREASURER'S REPORT 2017

It has been my pleasure to serve as your treasurer again this year. This report provides an overview of the AIBC's financial standing, a summary of the work completed in 2017, and an outlook to 2022 as part of our recently adopted five-year projection.

Most of the work that the treasurer does is delivered through the AIBC Council-appointed Finance Committee (FICOM). FICOM members for the year 2016-17 include my fellow council members: Catherine Nickerson Architect AIBC; Sean Ruthen Architect AIBC; Sylvie Gagnon Architect AIBC; and, S. Ross Rettie P.Eng., Lieutenant Governor Appointee. Staff members include: CEO Mark Vernon CPA, CA, CPA (IL); Manager of Finance and Facilities Karen Morris CPA, CGA, and Accounting Assistant Marguerite Wood.

Based on the AIBC 2014-18 Strategic Plan, and in working with the current council, transparency and accountability were two core values that guided our work this year.

### **Terms of Reference for the AIBC Financial Committee (FICOM)**

The mandate of this committee is to support and maintain the institute's overall financial health by conducting regular reviews of all aspects of the AIBC's financial position including long-term financial strategies.

### **2017 Overview**

In the context of our mandate, FICOM monitors the overall financial health of the AIBC; reviews and updates existing financial policies as required; monitors the current year's approved budget; plans for the following year's budget; and, monitors the audit of our operations.

### **Financial Health**

The AIBC continues to experience good financial health in 2017. Current cash and short-term investments, combined with budgeted cash flows are sufficient to meet the working capital, capital expenditure and AIBC Strategic Plan requirements for the foreseeable future. Funds were also provided for the expansion of the AIBC gallery, and for the first phase of updating the member database system.

Council and management believe the net assets of the institute are sufficient to provide the financial capital needed to meet any unexpected financial risks the AIBC may encounter in the near future, and maintain reasonable stability in the annual fees payable by members and other registrants.



## **Risk Assessment**

Deloitte has been engaged to update the Financial Risk Assessment, which originally led to the establishment of three reserve funds (contingency, legal and operating), and associated council policy. Per the policy, accessing the funds requires council approval. Further, to ensure the policy continues to meet the institute's needs, an external risk assessment is scheduled to be completed no less than every five years.

## **Long Term Planning**

FICOM has developed a long-term financial framework, adopted in 2015 with projections updated to 2022. This five-year outlook provides direction for development of annual budgets targeted to draw down any funds not held in reserves. Bi-annual mandatory continuing education reporting and the associated non-compliance fine revenue, is allocated to enhance services and programs for intern architects and professional development. Projections for 2019-2022 include an estimate for membership growth plus an annual increase in fees equivalent to the Consumer Price Index.

The AIBC owns 49 per cent of the 440 Cambie Street building. A building depreciation report was approved by the Strata in 2016, and monthly strata fees allow for the appropriate level of capital maintenance required. Long-term maintenance is anticipated in the areas of elevator upgrades and masonry cleaning. Ongoing planned renovations in the main office area allow for increased gallery and meeting space. The property assessment for 2018 shows an increase in property value of 15 per cent over the previous year's assessed value.

The AIBC has a tenant on a long-term lease for the office space on the first floor, and suite 208 has had rudimentary upgrades of paint, carpet and lighting. The AIBC continues to work with film crews to generate revenues to assist with covering the cost of basic improvements.

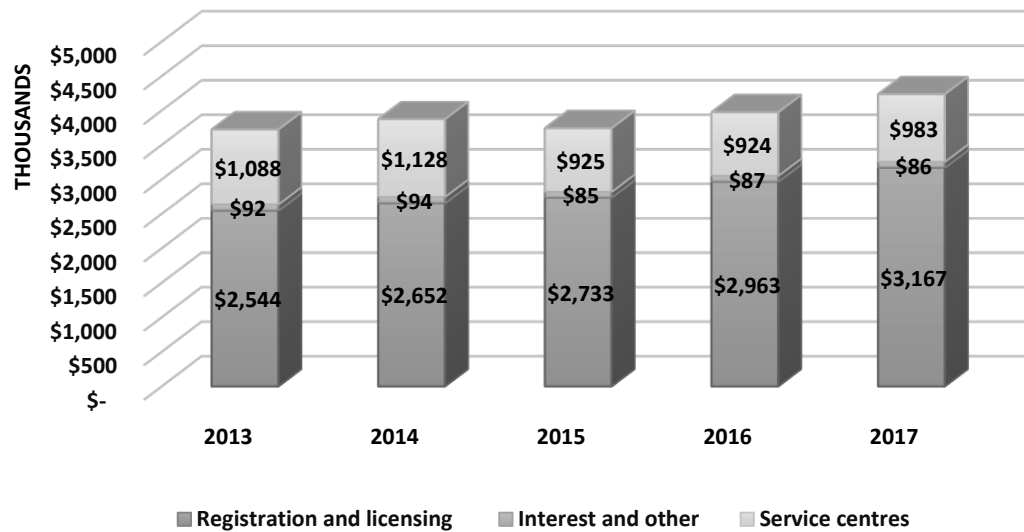
## **Audit**

The accounting firm Wolrige Mahon LLP has audited the institute's 2017 financial statements. FICOM members met with the auditors prior to the audit, then again on March 7, 2018 to review the draft audit report and discuss AIBC financial operations in more detail.

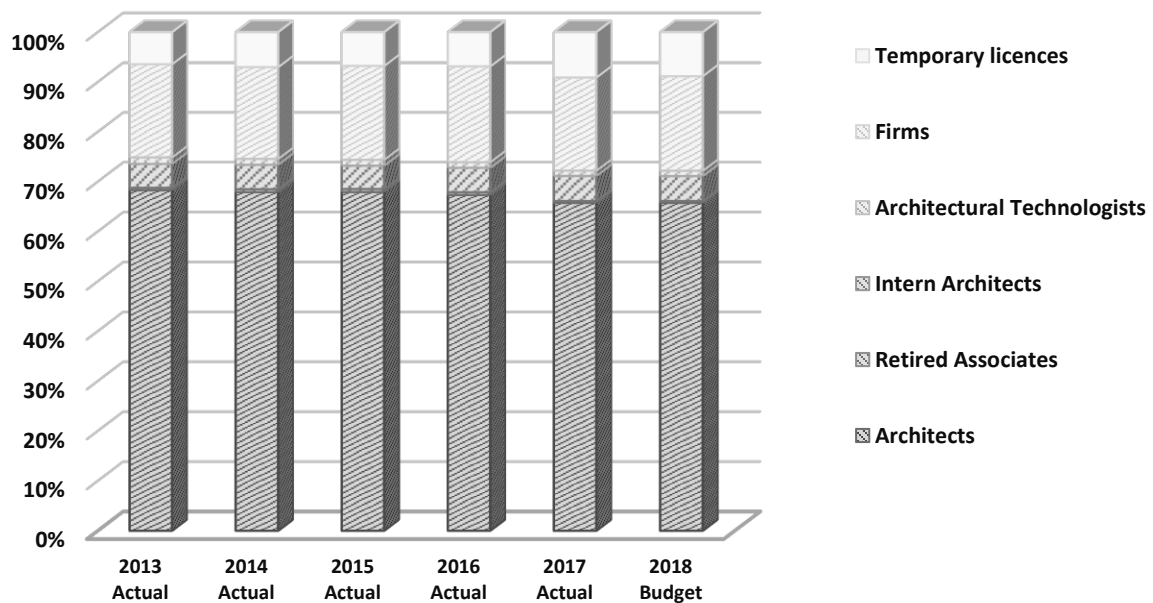
The auditor concluded that AIBC documentation is in order and ongoing statements are of a good quality and detail. FICOM reviewed the auditing process and compliance, and concluded that the existing process is appropriate and the existing external auditors provide good service and value for money.

The AIBC president will file the audited statements at the AIBC's Annual Meeting on May 7, 2018, as per section 22 of the *Architects Act*. As well, members will be asked to accept council's recommendation that Wolrige Mahon LLP continue as the AIBC auditors for year 2018.

## ALL REVENUES (FIVE YEAR HISTORY)



## ANNUAL FEE REVENUES DISTRIBUTION (FIVE YEAR HISTORY)



## Statements of Revenue over Expenditures

The differences between 2016 and 2017 in areas of Revenue over Expenditures are as follows:

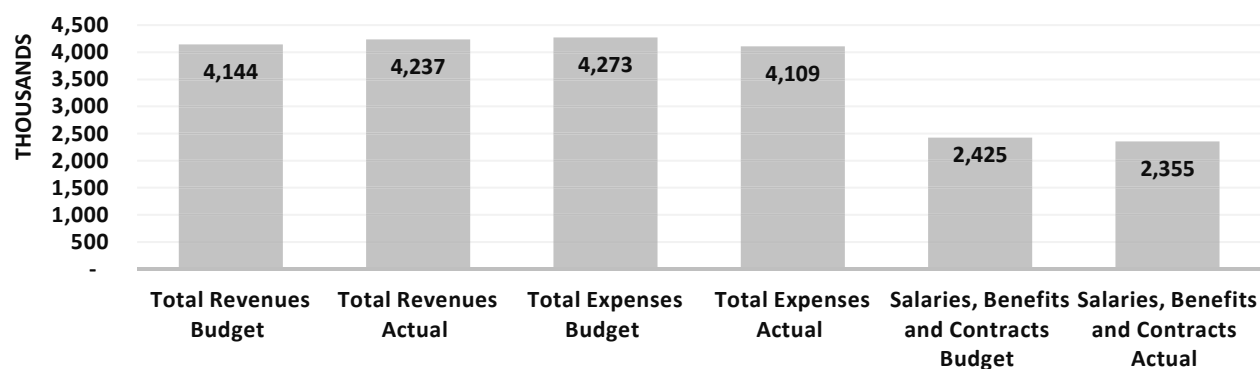
### Revenues

- Fees: The increase in fee revenue of 6.9 per cent was due in part to the nominal 1 per cent fee increase, as well as growth of registration numbers.
- Premises: In 2016, a ten-year lease contract for the main floor was signed allowing for long-term, solid revenues. A long-term tenant for suite 208 continues to be sought and/or revenue-generating film contracts.
- Conference: A change to sponsorship format combined with slightly higher registrations offset higher costs to produce an almost breakeven result for the conference.
- Professional Services: As 2017 was not a CES reporting year, no CES fines were levied (\$118,000 was generated in 2016, \$90,000 is budgeted for 2018).
- Conduct & Illegal Practice: Significant increase in fine revenues from both professional conduct and illegal practice files, as a result of a number of files reaching conclusion in 2017.

### Expenses

- Salaries, Benefits and Contracts increased in line with the 2017 budget, although unplanned vacancies resulted in actual expenditures less than the budgeted amount.
- Council: The first of two payments for the refresh of the Canadian Handbook of Practice (CHoP) was made in 2017, the balance to be paid in 2018.

### 2017 ACTUAL VS BUDGET: TOTAL REVENUES, TOTAL EXPENSES, SALARIES, BENEFITS, CONTRACTS



As of December 31, 2017, the AIBC showed an operating surplus for the year of \$127,844 and cash and short-term asset balance of \$3.1 million including reserve funds. A portion of the surplus was used to replenish the Contingency Reserve Fund to the \$500,000 balance set by policy.

## Statements of Financial Position

The differences between 2016 and 2017 are represented by the following:

- Long-Term Receivable – Rent and Deferred Charges: Both line items relate to the ten-year lease. Following *Accounting Standards 3065 Leases*, rental revenue and related commission expenses need to be recognized on a straight-line basis over the entire term of the lease.
- Accounts payable: Increases relate to GST payable on early payment of 2018 annual fees, increased staff vacation accrual as well as a larger than normal volume of invoices received in January relating to 2017 expenses.
- Deferred Revenue: 2018 annual fee invoices were sent out in November 2017, with over \$1 Million (approximately 32 per cent) received prior to December 31. Payments received in 2017 for the 2018 Advanced Code Knowledge course and intern architect courses amounted to more than \$102,000.

## 2018 Budget Overview

As the current Strategic Plan sunsets in December 2018, work has begun on the next five-year plan: 2019 to 2023. Funds have been allocated for additional renovations to the gallery, and for updating the member database system. Focus will also continue on member and associate engagement and continuing education opportunities, public outreach, diverse membership and enhanced services to intern architects, as well as improving mobility for architects within Canada, North America and internationally. We are financially well positioned to support these initiatives as appropriate.

Council approved a fee increase of 1 per cent across all fee categories, which will provide a projected budget deficit of \$143,000 (utilizing unallocated cash) and be consistent with our long-term goal of a sustainable, balanced budget and reduction of unallocated reserves. With three reserve funds in place, council expects a “lean” budgeting approach, with appropriate cash flow and actuals.

			Budget 2017	Actual 2017	Budget 2018
Revenues:					
1	Fees:		3,081,415	3,167,226	3,307,396
		% of all revenues	74%	75%	75%
	Interest/Other/Fines		95,000	86,204	86,500
2	Administration		0	0	0
3	Premises		200,575	184,470	179,710
4	Council		0	0	0
5	Annual Meeting		0	0	0
6	Communications		45,000	15,821	20,000
7	Annual Conf		323,000	290,165	300,000
8	Registration & Licensing		126,500	146,511	135,000
9	Professional Services		266,500	305,184	263,560
	Professional Services CES fine revenue		0	0	90,000
10	Conduct/Illegal Practice		6,500	40,500	6,500
		% of all revenues	26%	25%	25%
Expenses:					
1	Interest/Other/Fines		30,000	57,655	25,000
2	Administration		1,236,322	1,295,454	1,338,757
3	Premises		424,949	407,575	415,428
4	Council		172,650	119,119	260,975
5	Annual Meeting		36,770	28,226	37,500
6	Communications		394,431	367,388	402,523
7	Annual Conf		326,500	296,078	327,500
8	Registration & Licensing		542,406	557,008	580,716
9	Professional Services		582,293	481,391	503,663
10	Conduct/Illegal Practice		526,640	498,343	639,714
			4,272,962	4,108,237	4,531,776
	Total revenue		4,144,490	4,236,081	4,388,666
	Total expenses		4,272,962	4,108,237	4,531,776
	Net Operating Rev.(Expense)		(128,471)	127,845	(143,110)

**In Closing**

It was a pleasure working with my fellow council members, as well as AIBC staff. I thank them all for collaborative, inspiring and collegial discussions

I have had the opportunity to oversee a great number of positive changes as Treasurer. Of all the steps forward the one I am most proud of is the work that has taken place on our long term financial outlook with a balanced budget planned for 2022. We took a very strategic approach to this in order to improve programs and support growth while respecting the wishes of our members in running a balanced budget.

Respectfully submitted,

Karl Gustavson Architect AIBC  
AIBC Council Treasurer

**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

Vancouver, B.C.

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**FINANCIAL STATEMENTS**

December 31, 2017

## INDEPENDENT AUDITOR'S REPORT

To the Members 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, 2017, and the statement of revenues over expenditures and changes in fund balance - operating fund, statement of revenues over expenditures and changes in fund balance - contingency reserve fund, statement of revenues over expenditures and changes in fund balance - legal reserve fund, statement of revenues over expenditures and changes in fund balance - operating reserve fund 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 audit. We conducted our audit 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, 2017, 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 PROFESSIONAL ACCOUNTANTS

March 19, 2018  
Vancouver, B.C.



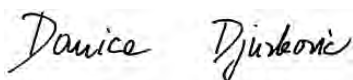
# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## STATEMENT OF FINANCIAL POSITION

December 31, 2017

	2017 \$	2016 \$
<b>Assets</b>		
Current		
Cash and cash equivalents	1,442,875	1,240,867
Restricted cash and cash equivalents (Note 2)	1,729,892	1,673,879
Restricted marketable securities (Note 3)	-	50,793
Receivables (Note 4)	90,740	114,836
Supplies, at cost	29,209	35,125
Prepaid expenses	81,336	80,984
	<u>3,374,052</u>	<u>3,196,484</u>
Deferred charges (Note 5)	64,363	71,935
Long-term receivable - rent	23,199	7,733
Property and equipment (Note 6)	2,648,956	2,589,026
	<u>6,110,570</u>	<u>5,865,178</u>
<b>Liabilities</b>		
Current		
Accounts payable (Note 7)	342,835	293,968
Deferred revenue	1,144,106	1,075,429
	<u>1,486,941</u>	<u>1,369,397</u>
<b>Fund Balances</b>		
Operating Fund	2,918,638	2,826,317
Contingency Reserve Fund	500,000	466,120
Legal Reserve Fund	204,991	203,344
Operating Reserve Fund	1,000,000	1,000,000
	<u>4,623,629</u>	<u>4,495,781</u>
	<u>6,110,570</u>	<u>5,865,178</u>

Approved on behalf of Council:



Danica Djurkovic Architect AIBC  
President



Karl W. Gustavson Architect AIBC  
Treasurer

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

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## STATEMENT OF REVENUES OVER EXPENDITURES AND CHANGES IN FUND BALANCE - OPERATING FUND

For the year ended December 31, 2017

	Schedule	2017 \$	2016 \$
<b>Revenues</b>			
Fees	1	3,167,224	2,962,925
Interest/Other/Fines	2	86,205	87,199
Administration	3	642	750
Premises	4	184,470	95,105
Council	5	-	-
Communications	6	15,821	41,937
Annual conference	7	290,165	253,350
Annual meeting	8	-	-
Registration & licensing	9	146,511	133,358
Professional services	10	305,184	367,913
Conduct & illegal practice	11	40,500	31,851
		<b>4,236,722</b>	<b>3,974,388</b>
<b>Expenditures</b>			
Interest/Other/Fines	2	57,652	53,575
Administration	3	1,296,096	1,237,980
Premises	4	407,576	401,583
Council	5	119,119	86,706
Communications	6	367,388	451,218
Annual conference	7	296,078	276,781
Annual meeting	8	28,226	38,783
Registration & licensing	9	557,007	566,884
Professional services	10	481,390	424,761
Conduct & illegal practice	11	498,342	433,298
		<b>4,108,874</b>	<b>3,971,569</b>
<b>Excess of revenues over expenditures - Operating Fund</b>			
		<b>127,848</b>	<b>2,819</b>
Fund balance, beginning		2,826,317	2,892,480
Transferred to Contingency Reserve Fund (Note 10)		(33,880)	(8,405)
Transferred to Legal Reserve Fund (Note 10)		(1,647)	(1,517)
Transferred to Operating Reserve Fund (Note 10)		-	(59,060)
<b>Fund balance, ending</b>		<b>2,918,638</b>	<b>2,826,317</b>

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

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**STATEMENT OF REVENUES OVER EXPENDITURES AND CHANGES IN  
FUND BALANCE - CONTINGENCY RESERVE FUND**

For the year ended December 31, 2017

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Fund balance, beginning	<b>466,120</b>	450,347
Transferred from Operating Fund - Interest (Note 10)	<b>4,366</b>	5,586
Transferred from Operating Fund - Other (Note 10)	<b>29,514</b>	2,819
Transferred from Operating Reserve Fund - Other (Note 10)	<b>-</b>	7,368
<b>Fund balance, ending</b>	<b>500,000</b>	466,120

**STATEMENT OF REVENUES OVER EXPENDITURES AND CHANGES IN  
FUND BALANCE - LEGAL RESERVE FUND**

For the year ended December 31, 2017

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Fund balance, beginning	<b>203,344</b>	201,827
Transferred from Operating Fund - Interest (Note 10)	<b>1,647</b>	1,517
<b>Fund balance, ending</b>	<b>204,991</b>	203,344

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

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## STATEMENT OF REVENUES OVER EXPENDITURES AND CHANGES IN FUND BALANCE - OPERATING RESERVE FUND

For the year ended December 31, 2017

	2017 \$	2016 \$
Fund balance, beginning	1,000,000	948,308
Transferred from Operating Fund - Interest (Note 10)	8,117	7,368
Transferred from (to) Operating Fund - Other (Note 10)	(8,117)	51,692
Transferred to Contingency Reserve Fund - Other (Note 10)	-	(7,368)
<b>Fund balance, ending</b>	<b>1,000,000</b>	<b>1,000,000</b>

*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, 2017

	2017 \$	2016 \$
<b>Cash flows related to operating activities</b>		
Excess of revenues over expenditures - Operating Fund	127,848	2,819
Adjustments for items not affecting cash:		
Amortization	117,306	113,826
Amortization of deferred charges	7,572	3,786
	<u>252,726</u>	<u>120,431</u>
Changes in non-cash working capital:		
Receivables	24,096	(60,494)
Supplies	5,916	(9,427)
Prepaid expenses	(352)	37,304
Deferred charges	-	(75,721)
Long-term receivable - rent	(15,466)	(7,733)
Accounts payable	48,867	49,021
ED transition payable	-	(191,259)
Deferred revenue	68,677	169,490
	<u>384,464</u>	<u>31,612</u>
<b>Cash flows related to investing activities</b>		
Purchase of property and equipment	(177,236)	(42,086)
Proceeds on disposal of marketable securities	50,793	51,928
	<u>(126,443)</u>	<u>9,842</u>
<b>Net increase in cash</b>	<b>258,021</b>	<b>41,454</b>
Cash, beginning	2,914,746	2,873,292
<b>Cash, ending</b>	<b>3,172,767</b>	<b>2,914,746</b>
<b>Cash represented by:</b>		
Cash and cash equivalents	1,442,875	1,240,867
Restricted cash and cash equivalents	1,729,892	1,673,879
	<u>3,172,767</u>	<u>2,914,746</u>

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

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## NOTES

For the year ended December 31, 2017

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The Architectural Institute of British Columbia (the "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 its members and other registrants in the public interest. The Institute is exempt from income tax under Section 149 of the *Income Tax Act*.

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### Note 1 Significant Accounting Policies

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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 budgeted revenues and expenditures, capital expenditures, and other unspecified unbudgeted financial needs
Contingency Reserve Fund	- used to provide for unanticipated and emergency financial requirements
Legal Reserve Fund	- used to provide for material, significant and unexpected legal costs
Operating Reserve Fund	- used to provide for operating expenses in the case of a shortfall in the Operating Fund

#### Cash and Cash Equivalents

Cash and cash equivalents include cash on deposit and cash invested in money market funds.

#### Property and Equipment

Property and equipment are carried at cost less accumulated amortization. Amortization is calculated 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

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## NOTES

For the year ended December 31, 2017

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### Note 1 Significant Accounting Policies (continued)

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#### **Deferred Charges**

Deferred charges consist of lease commissions, which are amortized on a straight-line basis over the term of the related lease.

#### **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.

#### **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.

#### **Employee Future Benefits**

The Institute and its employees make contributions to the Public Service Pension Plan, which is a multi-employer defined benefit plan, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings averaged over five years. Inflation adjustments are contingent upon available funding. As the assets and liabilities of the plan are not segregated by institution, the plan is accounted for as a defined contribution plan and any contributions of the Institute to the plan are expensed as incurred.

#### **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 the transaction costs directly attributable to the acquisition of the instrument.

The Institute subsequently measures all of its financial assets and financial liabilities at amortized cost, except for its marketable securities, which are subsequently measured at fair value. Changes in fair value are recognized in excess of revenues over expenditures.

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## NOTES

For the year ended December 31, 2017

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### Note 1 Significant Accounting Policies (continued)

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#### *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.

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### Note 2 Restricted Cash and Cash Equivalents

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The restricted cash and cash equivalents is held for the following funds:

	2017	2016
	\$	\$
Contingency Reserve Fund	524,901	463,167
Legal Reserve Fund	204,991	203,344
Operating Reserve Fund	1,000,000	1,007,368
	<hr/>	<hr/>
	1,729,892	1,673,879
	<hr/>	<hr/>

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### Note 3 Restricted Marketable Securities

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The restricted marketable securities are held as follows:

	2017	2016
	\$	\$
Contingency Reserve Fund	-	50,793
	<hr/>	<hr/>



# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## NOTES

For the year ended December 31, 2017

### Note 4 Receivables

Receivables consist of the following:

	2017 \$	2016 \$
Receivables	144,058	155,181
Allowance for doubtful accounts	(53,318)	(40,345)
	<u>90,740</u>	<u>114,836</u>

The allowance for doubtful accounts consists of CES fines referred to the Professional Conduct department and terminated Temporary Licenses where collection is deemed unlikely.

### Note 5 Deferred Charges

	2017 \$	2016 \$
Deferred lease commissions	75,721	75,721
Accumulated amortization	(11,358)	(3,786)
	<u>64,363</u>	<u>71,935</u>

### Note 6 Property and Equipment

			2017	2016
	Cost	Accumulated Amortization	Net	Net
	\$	\$	\$	\$
Land	815,720	-	815,720	815,720
Building	3,005,684	1,301,545	1,704,139	1,646,957
Office furniture	182,467	139,607	42,860	47,404
Office equipment	147,502	123,771	23,731	40,095
Computer equipment	290,233	252,708	37,525	28,705
Computer software	180,178	155,197	24,981	10,145
	4,621,784	1,972,828	2,648,956	2,589,026

Included in computer software are additions of \$19,500 that are not yet in service and are not being amortized.

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## NOTES

For the year ended December 31, 2017

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### Note 7    Accounts payable

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Accounts payable consist of the following:

	2017 \$	2016 \$
Payables and accruals	296,173	251,848
Government remittances	46,662	42,120
	<hr/> 342,835 <hr/>	<hr/> 293,968 <hr/>

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### Note 8    Employee Future Benefits

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The Institute and its employees contribute to the Public Service Pension Plan (the "Plan"), a multi-employer pension plan. The Plan's Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of the benefits. The Plan is a defined benefit plan. It has approximately 59,470 active members, 16,868 inactive members and 46,282 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the Public Service Pension Plan and the adequacy of Plan funding. The most recent valuation as at March 31, 2017 identifies a surplus of \$1.9 billion for basic pension benefits. The Institute paid \$140,481 (2016: \$145,912) of employer contributions to the plan in fiscal 2017.

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### Note 9    Line of Credit

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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, 2017, 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.

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### Note 10    Interfund Transfers and Advances

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Interfund transfers include interest on the cash and cash equivalents restricted for the reserve funds and other transfers for the purpose of financing the activities of each fund. Other transfers require council approval per AIBC Council Policy 1.13.

# ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## NOTES

For the year ended December 31, 2017

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### **Note 11 Financial Instruments**

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Items that meet the definition of a financial instrument include cash and cash equivalents, restricted cash and cash equivalents, receivables, and accounts payable.

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 arising primarily from its accounts payable.

#### **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.

#### **Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the Institute is not exposed to significant currency risk or other price risk.

#### **Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The fair values of fixed rate financial instruments are subject to change, since fair values fluctuate inversely with changes in market interest rates. The cash flows related to floating rate financial instruments change as market interest rates change. The Institute is exposed to interest rate risk with respect to its cash equivalents, which bear interest at floating rates.

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND**

For the year ended December 31, 2017

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<b>Schedule 1</b>		
<b>FEES REVENUE</b>		
Architects	<b>2,008,340</b>	1,915,582
Associates	<b>198,052</b>	187,666
Affiliates	<b>4,815</b>	9,574
Firms	<b>571,477</b>	547,052
Temporary licences	<b>278,170</b>	195,637
Registration and reinstatement	<b>106,370</b>	107,414
	<b>3,167,224</b>	2,962,925
<b>Schedule 2</b>		
<b>INTEREST/OTHER/FINES (NET)</b>		
Documents, signs and seals	<b>57,668</b>	58,291
Interest	<b>22,080</b>	20,294
Other	<b>6,457</b>	8,614
	<b>86,205</b>	87,199
Less: expenses	<b>(57,652)</b>	(53,575)
	<b>28,553</b>	33,624
<b>Schedule 3</b>		
<b>ADMINISTRATION (NET)</b>		
Salaries, benefits, and contracts	<b>954,288</b>	899,743
Operating costs	<b>313,808</b>	304,237
Accounting and audit	<b>28,000</b>	34,000
	<b>1,296,096</b>	1,237,980
Less: revenue	<b>(642)</b>	(750)
	<b>1,295,454</b>	1,237,230

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

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND**

For the year ended December 31, 2017

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<b>Schedule 4</b>		
<b>PREMISES (NET)</b>		
Premises	<b>290,270</b>	287,757
Amortization	<b>117,306</b>	113,826
	<b>407,576</b>	401,583
Less: revenue	<b>(184,470)</b>	(95,105)
	<b>223,106</b>	306,478
<b>Schedule 5</b>		
<b>COUNCIL</b>		
Council and president	<b>68,329</b>	29,906
Special projects	-	3,500
Other	<b>50,790</b>	53,300
	<b>119,119</b>	86,706
<b>Schedule 6</b>		
<b>COMMUNICATIONS (NET)</b>		
Communications programs, committees, events, administration	<b>46,163</b>	47,926
Publications, multimedia, newsletters	<b>3,122</b>	42,094
Salaries, benefits, and contracts	<b>318,103</b>	361,198
	<b>367,388</b>	451,218
Less: revenue	<b>(15,821)</b>	(41,937)
	<b>351,567</b>	409,281
<b>Schedule 7</b>		
<b>ANNUAL CONFERENCE (NET)</b>		
Annual conference	<b>296,078</b>	276,781
Less: revenue	<b>(290,165)</b>	(253,350)
	<b>5,913</b>	23,431
<b>Schedule 8</b>		
<b>ANNUAL MEETING</b>		
Annual meeting	<b>28,226</b>	38,783

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

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**SCHEDULES OF REVENUES AND EXPENDITURES - OPERATING FUND**

For the year ended December 31, 2017

	2017 \$	2016 \$
<b>Schedule 9</b>		
<b>REGISTRATION &amp; LICENSING (NET)</b>		
Salaries, benefits, and contracts	340,426	338,043
Program, committees, administration	174,597	189,271
Annual assessment - national initiatives	41,984	39,570
	<u>557,007</u>	<u>566,884</u>
Less: revenue	(146,511)	(133,358)
	<u>410,496</u>	<u>433,526</u>
<b>Schedule 10</b>		
<b>PROFESSIONAL SERVICES (NET)</b>		
Salaries, benefits, and contracts	343,556	325,056
PD course expenses	117,427	76,002
Programs, committees, administration	20,407	23,703
	<u>481,390</u>	<u>424,761</u>
Less: CES fines revenue	-	(117,791)
Other PD revenue	(305,184)	(250,122)
	<u>(305,184)</u>	<u>(367,913)</u>
Total revenue	<u>176,206</u>	<u>56,848</u>
<b>Schedule 11</b>		
<b>CONDUCT &amp; ILLEGAL PRACTICE (NET)</b>		
Salaries, benefits, and contracts	398,276	388,722
Legal	74,607	14,467
Programs, committees, administration	25,459	30,109
	<u>498,342</u>	<u>433,298</u>
Less: revenue	(40,500)	(31,851)
	<u>457,842</u>	<u>401,447</u>

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



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# NOTES



## **9.0 APPOINTMENT OF THE AUDITOR**

(ref. *Architects Act* s.23)

**WHEREAS** the accounting firm of Wolrige Mahon 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 2018.

Moved: Karl Gustavson Architect AIBC, chair of the Finance Committee

Seconded: S. Ross Rettie, P.Eng., Lieutenant Governor Appointee, member of the Finance Committee





ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# NOTES





**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**