

A L B N L

**ARCHITECTS LICENSING BOARD
OF
NEWFOUNDLAND AND LABRADOR**

5TH ANNUAL REPORT

P O Box 5204, St. John's, NL, A1C 5V5
Tel: 709.726-8550 - Fax: 726.1549
albnl@albnl.com - www.albnl.com



ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

P.O. BOX 5204
ST. JOHN'S, NL
CANADA A1C 5V5

TEL (709) 726-8550
FAX (709) 726-1549
albnl@albnl.com / www.albnl.com

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REPORT OF THE CHAIR

Annual General Meeting 11 21 2014

This marks the end of the fourth full year of operation for the Board and four years in my role as Chair. My second 3-year term on the Board expires November 2016, along with that of David Dewling, the Board's Registrar for the past 5 years. Other members of the Board include Greg Snow, who was appointed by the Board to replace Gerry Cook who resigned in 2013. The position Gerry held, and now held by Greg expires this month and therefore an election for this Board seat will be held at the end of today's Annual General Meeting. Dominic Lippa and Stan Hampton, the Board's Finance Chair, are entering into their final year of their second 3-year term and Jackie Manual and Louise Pinsent Parsons are government appointees, who sit on the Board at the government's invitation. Both have been members of the Board since 2010.

Over the last year the Board has seen continued growth in the number of license holders, and while this includes persons resident in NL, it is especially true as a result of the number of non-resident license holders. The Registrar's report will provide greater details on numbers of licenses.

Over the last year the Board continued its public education focus regarding the requirements of the Act. While competing demands on Board members' time meant not all objectives were met, a number of items were started and many accomplished.

The Board met with the ADM of the Department of Transportation and Works to brief him on the requirements of the Act; to seek support from the Department to ensure architectural services provided to the Department are only accepted by parties licensed to do so; and to offer the Board's assistance in matters of licensing. The Board's presentation was well received. The Board also wrote the Department recently making recommendations regarding architectural services required as part of tenders for leased space. And, the Board will be writing the Department recommending wording for future proposal calls that involve architectural services.

The Board has also had great support from the Department of Municipal and Intergovernmental Affairs in looking for compliance with the legislative requirements for architectural services in their buildings RFPs.

The Department of Education continues to be an ardent skeptic when it comes to who is permitted to offer architectural services on DOE projects. They have written the Board to offer the opinion that there is an overlap between engineering and architecture, and imply that engineers ought to be permitted to provide architectural services on such items as building

envelopes, and suggests the Board meet with PEGNL to review. The Board, as a member of Canada's and the United States architectural licensing authorities, is not aware of any post-secondary education or mandatory post-graduate continuing education that supports the DOE position and, as such, to allow persons who do not hold a license issued by the Board to design and detail building envelopes (such as the possible recladding of the former Royal Trust Building, as an example), is not at all in the public's interest.

Service NL continues to be a supporter, looking for architectural seals on architectural drawings submitted for approval for those building projects regulated by the Act. They will also seek clarifications and recommendations from the Board from time-to-time.

The City of St. John's is equally a strong supporter and they too will seek clarifications from time-to-time. The City of Corner Brook has also made inquiries.

The Board raised an issue of a request by Public Works and Government Services Canada to a license holder to "tweak and stamp" documents prepared in-house. A number of discussions occurred with them, and it was mutually agreed that there had been over zealotness by an individual within the department, that it was not department policy to buy stamps, and they clearly stated their full cooperation and intent to abide by the Act.

The Board is in the process of arranging a meeting with representatives of some of the major municipalities on the Avalon to make a presentation regarding the Act, and it is hoped the Board will make presentations to the four Health Boards.

The Board also sent out notices to all license holders on a number of occasions throughout the year regarding third parties seeking license holders to (a) review their documents, (b) make whatever changes they see fit, and in the end (c) stamp these documents. While it is now widely understood by License Holders that to do so contravenes the Act, it should be noted the preparation of stamped fire and life safety plans which are intended to accompany architectural drawings prepared by a third party in order to obtain a building permit also contravenes the Code of Ethics. License Holders are prohibited from assisting someone to contravene the Act. License Holders are encouraged to contact the Board whenever they are approached to stamp third party drawings in any manner; as opposed to feeling they have an obligation to get them around legislative requirements.

Members of the Board attended a major Validation Conference in the fall. The Conference saw large numbers of representatives from all Canadian Licensing Authorities and Associations, NCARB, The Certification Board, the Universities, and the RAIC. The purpose of the conference was to review the criteria leading up to architectural licensing to ensure it remains relevant in today's environment. A summary document on the conference is being drafted and will be put into distribution. Follow-up meetings will occur where specific tasks will be addressed in greater detail and feedback provided to stakeholders.

An updated Mutual Recognition Agreement has now been signed by CALA and NCARB to allow for cross-board practise of individuals in those jurisdictions who in turn sign onto the agreement.

The Board administered ExAC examinations again this year for interns in architecture.

In 2014 the Board received a number of notices of change in supervision of firms. A separate presentation will be made on this issue during the meeting because a number of requests for clarifications on this issue have been received.

The Board met with PEGNL and agreed to the formation of an informal liaison committee to discuss issues of common interest. The Board has met once and discussed such items as stamping of documents and electronic seals. It was agreed the Board would also meet in this fall to discuss the issue of civil engineering and whether or not there is any overlap with architecture, but this has not materialized for no other reason than demands on Board members' time. It was also decided that prior to any substantive discussions on this issue the Board would first undertake research to either validate or disprove long held positions so informed debate can occur. The Board's current position, in its simplest form, is that it is in the public's best interest to allow anyone who meets minimum qualifications to provide architectural services.

The Board received two complaints that members of the public were using the term "architectural" to describe their occupation when they did not hold a license. After consultation with other licensing authorities it was agreed one party's use of the term would not be misunderstood by the public and therefore not a concern, and in the other case when the individual was made aware of the situation, there seemed to be a high probability that he will address the issue appropriately. The Board will continue to monitor the situation.

The Board is also a participant in ongoing discussions regarding reciprocity with APEC and European countries. Charles Henley represents the Board in these matters.

The Board's web site was updated to include links related to the Broadly Based Foreign Architects Program, as per requests from the CCAC.

The Board wrote both MUN and the Department of Transportation early in the year recommending changes to RFPs which stated "architects must be eligible to be licensed" to "architects must be licensed in order to make a submission"; the latter being a requirement of the Act. This issue was discussed in some detail with PEGNL, who indicated that they have had some success in getting large private sector clients to make similar changes to their RFPs. The Board did not hear back from MUN but did receive a reply from DTW which suggested a meeting with the Department was needed. Such meeting subsequently occurred with the ADM. A follow-up meeting with MUN will occur in the New Year.

The Board recently learned of the unfortunate news regarding the health of a license holder. This in turn resulted in the Board receiving queries regarding the need to stamp documents that had been in production. The Board in turn advised of the need for a written request from the project owner stating the circumstances and requesting that another architect be permitted to complete the documents and stamp them; and a written request from the stamping architect requesting permission to stamp very specific documents and attesting to having completed a thorough review of them, including implementing changes as seen fit, and effectively taking ownership of the project.

The foregoing is merely Board highlights from the past year. The Board also addresses queries received throughout the year from members of the public, authorities, client groups, and license holders.

I would like to take this opportunity thank everyone for their support and to state that I have enjoyed my role, although I wish I had more time to properly address all the issues that do come across the Board's desk. Many thanks to Lynda Hayward, the ALBNL Administrative Director.

Sincerely yours,

A handwritten signature in black ink that reads "P. Blackwood" with a stylized flourish at the end.

Paul Blackwood NLAA

Chair

Architects Licensing Board of Newfoundland and Labrador



REPORT OF THE REGISTRAR
ALBNL Annual General Meeting 11 21 2014

This year has been a busy year as the membership continues to grow, as the province is enjoying this new found prosperity it reflects in the number of large projects being undertaken by government and others, and these projects need the services of our members. As our membership grows to meet the needs of our clients, the growth is coming from the Mainland Canada and the USA. The members who are resident in the province are roughly one third of the total licensed memberships. It was not too long ago that it was one to one. The outlook for the ALBNL is one of a healthy and vibrant group as our resident members grow in numbers with Architects moving to the province to live and with Interns in Architecture moving here to live, completing their internship and becoming full members.

Currently we have 11 interns and 3 have just completed the fall exams we are looking forward to presenting new membership certificates at our Semi-Annual Meeting in 2015.

The licensed membership breaks down of home jurisdictions as of Oct 31 are;
NL 46, Maritimes 24, Ontario 30, Quebec 16, Western Canada 12, USA 10. Other members not practicing: Retired 2, Associate 4, Life Member 1, Honorary 1. The ALBNL is expecting continuing growth this coming year and already processed several new applications.

For those that have not renewed their ALBNL License, the Forms are due on or before November 30th and all members are encouraged to get them in on time.

A reminder to everyone to review the ALBNL Registry listing by visiting the ALBNL web site www.albni.com. Any errors or omissions must be sent to albni@albni.com.

As I close, I wish to thank Lynda Hayward, Administrative Director and Paul Blackwood, Board Chair, for their support which makes my work much easier, and the membership, who are continually bringing issues of advertising and misrepresentation to the Board's attention.

Advocacy of our profession and our role in society is every member's job - keep doing it up.
Thank-you.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Dave Dewling'.

Dave Dewling NLAA
Registrar

ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

Financial Statements

Year Ended September 30, 2014



**SOOLEY &
ASSOCIATES**

ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

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Year Ended September 30, 2014

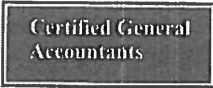
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**SOOLEY &
ASSOCIATES**



**SOOLEY &
ASSOCIATES**



82 Clyde Avenue
Mount Pearl, NL
A1N 4S2
Tel: (709)747-7777
Fax: (709)747-3841

INDEPENDENT AUDITOR'S REPORT

To the Members of Architects Licensing Board of Newfoundland and Labrador

We have audited the accompanying financial statements of Architects Licensing Board of Newfoundland and Labrador, which comprise the statement of financial position as at September 30, 2014 and the statements of revenues and expenditures, changes in net assets and 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.

(continues)

Independent Auditor's Report to the Members of Architects Licensing Board of Newfoundland and Labrador
(continued)

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Architects Licensing Board of Newfoundland and Labrador as at September 30, 2014, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Mount Pearl, Newfoundland and Labrador

October 28, 2014



CERTIFIED GENERAL ACCOUNTANTS


SOOLEY &
ASSOCIATES

ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

Statement of Financial Position

September 30, 2014

	2014	2013
ASSETS		
Current		
Cash	\$ 36,486	\$ 22,350
Accounts receivable	3,961	1,155
Prepaid expenses	2,357	1,746
	<u>\$ 42,804</u>	<u>\$ 25,251</u>
LIABILITIES & FUND BALANCES		
Current		
Accounts payable and accruals	\$ 6,319	\$ 4,825
Deferred revenue	1,340	1,701
	<u>7,659</u>	<u>6,526</u>
Fund balance		
Unrestricted	<u>35,145</u>	<u>18,725</u>
	<u>\$ 42,804</u>	<u>\$ 25,251</u>

On behalf of the Board


 _____ Owner

 _____ Owner



**SOOLEY &
ASSOCIATES**

The accompanying notes are an integral part of these financial statements

ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

Statement of Revenues and Expenditures

Year Ended September 30, 2014

	Budget 2014	2014	2013
Revenues			
Licence	\$ 68,574	\$ 86,640	\$ 81,804
Examination fees	1,620	1,701	1,620
Other income	2,500	3,983	345
	<u>72,694</u>	<u>92,324</u>	<u>83,769</u>
Expenses			
Administrative services	41,050	48,993	38,822
Annual general meeting and banquet	1,000	1,259	1,008
Continuing education	1,290	1,640	710
Courier	1,200	957	1,195
Examination of architects in Canada	4,636	2,248	1,869
Insurance	3,000	1,745	1,709
Interest and bank charges	271	220	266
Licences and fees	2,967	1,272	1,933
Luncheon meeting	4,000	5,132	4,164
Office	2,930	3,222	4,073
Professional fees	4,500	2,600	1,900
Telephone	1,650	2,027	1,649
Travel	3,000	3,089	2,579
Website	1,200	1,500	60
	<u>72,694</u>	<u>75,904</u>	<u>61,937</u>
Excess of revenues over expenses	\$ -	\$ 16,420	\$ 21,832



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ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

Statement of Cash Flows

Year Ended September 30, 2014

	2014	2013
Operating activities		
Excess of revenues over expenses	\$ 16,420	\$ 21,832
Changes in non-cash working capital:		
Accounts receivable	(2,806)	(1,155)
Accounts payable and accruals	1,494	606
Deferred income	(361)	(12,002)
Prepaid expenses	(611)	62
	<u>(2,284)</u>	<u>(12,489)</u>
Increase in cash flow	14,136	9,343
Cash - beginning of year	<u>22,350</u>	<u>13,007</u>
Cash - end of year	\$ 36,486	\$ 22,350



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ASSOCIATES

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ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

Notes to Financial Statements

Year Ended September 30, 2014

Description of operations

Architects Licensing Board of Newfoundland and Labrador (the "Association") was created to oversee and enforce the rules governing architects in Newfoundland and Labrador under the Architects Act, 2008 as well as to promote and increase the knowledge, skill and proficiency of its members.

1. Summary of significant accounting policies

Basis of accounting

The Association prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

Fund accounting

The Association follows the restricted fund method of accounting for contributions. The General fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources.

Revenue recognition

Contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred.

2. Budget comparative figures

The 2014 budget figures presented in the statement of operations are figures provided by management and have not been audited. These figures are included for the convenience of the reader only.

3. Financial risk and concentration of risk

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of September 30, 2014.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from members. The Association was established under the Architects Act 2008 and is authorized to licence architects in the province of Newfoundland and Labrador. In order to practice as a professional architect the individual must be licensed. The Association has a significant number of members requiring licences which minimizes concentration of credit risk. There has been no change to this risk exposure from the prior year.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from its members. There has been no change to this risk exposure from the prior year.



SOOLEY &
ASSOCIATES



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BY-LAWS

As of 18 October 2010

PART 1 - GENERAL

- .1 This document shall be known as the By-laws of the Architects Licensing Board of Newfoundland and Labrador.
- .2 The by-laws of the Board are presented in the order outlined in article 9 of the Act; and followed by additional by-laws as required to outline the administrative procedures of the Board.

PART 2 - DEFINITIONS

- .1 Unless otherwise noted, a *member of the Board* is any person elected or appointed to the Board.
 - .1 An *elected member of the Board* is any person of the Board elected by the membership of the Association.
 - .2 An *appointed member of the Board* is any person appointed to the Board by government.
- .2 The *Association* is the Newfoundland and Labrador Association of Architects.
- .3 A *License Holder* is a person granted a license to practise architecture by the Board.

PART 3 - BY-LAWS

3.1 LIST OF BY-LAWS

- .1 By-laws Prescribed by Section 9 of the Act are:
 - .1 Holding and Procedure of Board Meetings.
 - .2 The Appointment of Committees and the Duties and Responsibilities of Those Committees.
 - .3 Election of Members of the Board Under Subsection 5 (2) of the Act and Setting the Terms of Office.
 - .4 Payment of Travel and Other Expenses of Elected Members of the Board.
 - .5 Employment and Remuneration of Staff and Consultants.
 - .6 Code of Ethics.
 - .7 Remuneration and Payment of Travel Expenses of Members of Adjudication Tribunals.
 - .8 Participation of Members at a Meeting of the Board by Telephone or Other Telecommunications Device under Section 7.
 - .9 Voting by Members by Mail or Electronic Means.
- .2 Other By-laws Governing Administrative Procedures of the Board
 - .1 Role of the Chairperson
 - .2 Role of the Registrar
 - .3 Remuneration of the Registrar
 - .4 The Register
 - .5 The Regulations
 - .6 Banking
 - .7 Signing Authority

- .8 Seal
- .9 License Certificate
- .10 Operating Agreement with the NLAA
- .11 Place of Business
- .12 Board Name
- .13 Miscellaneous

3.2 HOLDING AND PROCEDURE OF BOARD MEETINGS (Act Article 9(1)(A))

.1 Annual General Meeting (Act Article 7(5))

- .1 The Board shall hold an annual general meeting in November of each year, at a date, time, and place to coincide with the annual general meeting of the Association.
- .2 Notice of the annual general meeting shall be given to all members 30 days in advance of the meeting.
- .3 The agenda for the annual general meeting shall include:
 - .1 A report from the Chairperson.
 - .2 A report from the Registrar.
 - .3 A report from each standing committee.
 - .4 The Auditor's report.
 - .5 Appointment of auditors for the up-coming year. (Act Article 7(6))
 - .6 Questions from the membership.
 - .7 New business.
 - .8 Nominations and election of members to the Board.

.2 Other Board Meetings

- .1 The Board shall hold regular Board meetings one per month from September to June at a predetermined day and time set by the Board.
- .2 The Board shall meet between June and September upon the request of the Registrar.
- .3 The Board shall meet at all other times with the consent of not less than one half the membership of the Board.

.3 Decision Making

- .1 Decisions of the Board shall be by majority vote of Board members except when specifically indicated as being a decision of elected Board members only.

.4 Record of Board Meetings

- .1 The Board shall appoint a person to maintain a record of all Board meetings.
- .2 The record of all Board meetings and Board meetings shall be public except as it pertain to:
 - .1 Personnel issues.
 - .2 Items that are deemed to be in the best interest of the Public to be kept confidential, as decided by not less than 5 members of the Board, one of which shall be an appointed member.

.5 Election of the Chairperson

- .1 The election of the chairperson shall take place at the first Board meeting following the annual general meeting.
- .2 Any elected member of the Board shall be eligible to hold the chair.
- .3 The election of the Chairperson shall be by secret ballot of all Board members administered by an appointed member of the Board.
- .4 The term of the Chairperson shall be for one year.
 - .1 The Chairperson may be replaced for the duration of the term by a majority vote of all Board members at a regularly scheduled Board meeting.
- .5 Nothing prevents the Board from electing the same person to the Chairperson each year.
- .6 The Chairperson shall not hold the office of the Registrar or the chair of the Finance Committee.

.6 Election of The Registrar

- .1 The election of the Registrar shall take place at the first Board meeting following the annual general meeting.
- .2 Any elected member of the Board shall be eligible to become the Registrar.
- .3 The election of the Registrar shall be by secret ballot of all Board members administered by an appointed member of the Board.
- .4 The term of the Registrar shall be for one year.
 - .1 The Registrar may be replaced for the duration of the term by a majority vote of all Board members at a regularly scheduled Board meeting.
- .5 Nothing prevents the Board from electing the same person to the position of the Registrar each year.
- .6 The Registrar shall not hold the office of the Chair of the Board or the chair of the Finance Committee.

.7 Proxy

- .1 No member shall grant a proxy to another person to attend and vote at a Board meeting on his/her behalf.

3.3 THE APPOINTMENT OF COMMITTEES AND THE DUTIES AND RESPONSIBILITIES OF THOSE COMMITTEES (Act Article 9(1)(B))

.1 The Board shall establish the following standing committees.

- .1 Complaints Authorization Committee
 - .1 The responsibilities for the Complaints Authorization Committee shall be per the requirements of the Act, including Article 18.
- .2 Disciplinary Panel
 - .1 The responsibilities of the Disciplinary panel shall be per the requirements of the Act.
- .3 Standing Committee on Finance
 - .1 The Standing Committee on Finance shall be a committee of one consisting of a member of the Board elected by the Board.
 - .2 The Committee shall be responsible for the financial records of the Board.
 - .3 The Committee shall have no power to expend monies without Board approval.
 - .4 The chair of the Committee shall not hold the office of the Chair of the Board or Registrar.
- .4 Standing Committee on Continuing Education
 - .1 The Standing Committee on Continuing Education shall be responsible for developing and administering the requirements for continuing education.
- .5 Standing Committee on Legislative Change
 - .1 The Standing Committee on Legislative Change shall oversee any amendments required to the Act, Regulations, By-laws, and Code of Ethics.

.2 The Board may establish other committees as required to support the mandate of the Board.

.3 The Board shall appoint committee members, except for the Finance Committee, as follows:

- .1 The Board, at its annual general meeting, shall request persons interested in sitting on any committee of the Board to make themselves known by placing their name on a list.
- .2 The Board shall appoint committee members within 30 days of the Board's annual general meeting.
 - .1 While the Board shall consult the list of names compiled at the annual general meeting, the Board may proceed and appoint any willing persons who, in the Board's sole opinion, is best suited.
- .3 Committee members shall hold office until such time as new members are appointed.
- .4 Members of standing committees shall be limited to only those persons who hold a license or who are appointed members of the Board.
- .5 The Board shall appoint persons to the Complaints Authorization Committee and the Disciplinary Panel in accordance with the requirements of the Act.

- 3.4 ELECTION OF MEMBERS OF THE BOARD UNDER SUBSECTION 5 (2) OF THE ACT AND SETTING THE TERMS OF OFFICE (Act Article 9(1)(C))
- .1 Board members elected by the membership of the Association prior to the proclamation of the Architects Act 2008 shall constitute the elected members of the Board until such time as an election of new Board members is held at the Board's first annual general meeting.
 - .2 Each member of the Association is eligible to run in an election for Board members provided that member is first nominated by another member of the Association.
 - .3 The deadline to nominate a person to the Board shall be immediately prior to the election.
 - .4 Each member of the Association is eligible to cast a ballot for the election of Board members.
 - .1 A member must be in attendance at the election in order to cast a ballot.
 - .5 The election of Board members shall be by secret ballot administered by an appointed member of the Board.
 - .6 The individuals who receive the most votes shall be elected to the Board. In the case of a tie, the names of the individuals tied shall be placed into a hat and the name of the individual drawn randomly from the hat shall be declared elected.
 - .7 Terms of Office for Elected Members (Article 5(6) of the Act)
 - .1 At the first Board meeting following the first election of Board members, the elected Board members shall attempt to agree among themselves which two members will hold a 3 year term, which two members will hold a 2-year term, and which one member shall hold a 1 year term, and failing that, names shall be drawn randomly from a hat for each term by an appointed member.
 - .2 The term of office for every Board member after the first election, shall be for three years.
 - .8 Appointment of Replacement Board Members (Act Article 5(8))
 - .1 The Chair shall provide 7 days notice to all other Board members when an election of a replacement Board member is required.
 - .2 Any member of the Board may put forward one or more names of members who have expressed a willingness to sit on the Board.
 - .3 The Board shall elect the replacement member by secret ballot.
 - .4 Where no candidate receives 50 percent plus 1 of the votes cast, then the candidate who has received the least number of votes shall be dropped and a subsequent vote held, until such time as a candidate is elected.
- 3.5 PAYMENT OF TRAVEL AND OTHER EXPENSES OF ELECTED MEMBERS OF THE BOARD (Act Article 9(1)(D))
- .1 The Board shall reimburse reasonable expenses of elected members incurred in their role provided approval of such expenses is first obtained from the Board and the expenses are documented by original receipts.
 - .2 The Board may adopt, by resolution, guidelines for travel and other reimbursable expenses of its elected members.
- 3.6 EMPLOYMENT AND REMUNERATION OF STAFF AND CONSULTANTS (ACT ARTICLE 9(1)(E))
- .1 Board Administrator
 - .1 The Board may retain the services of a Board Administrator to conduct the day-to-day affairs of the Board.
 - .2 The Board shall set the terms and conditions of service for the Board Administrator.
 - .3 The Board shall not enter into a contract for service for a Board Administrator greater than 12 months in length at any one time.
 - .4 The Board Administrator shall report to the Chairperson.

- .2 Financial Auditor
 - .1 The Finance Committee shall, at the Board's annual general meeting, make a recommendation for the appointment of an auditor of the Board's finances and indicate the associated cost.
 - .2 The License Holders shall vote on the appointment of auditor of the Board's finances at that meeting.
 - .3 The auditor of the Board's finances in the first year of operation shall be the same auditor engaged by the Association.

- .3 Other Consulting Services
 - .1 The Board may retain the services of other consultants the Board deems necessary.
 - .2 The Board shall attempt to obtain not less than three proposals for any consulting services in excess of \$1,000 prior to the selection of the consultant.

- 3.7 CODE OF ETHICS (Act Article 9(1)(F))
 - .1 The Code of Ethics shall be the Code of Ethics dated 18 October 2010 and adopted by the Board.

- 3.8 REMUNERATION AND PAYMENT OF TRAVEL EXPENSES OF MEMBERS OF ADJUDICATION TRIBUNALS (Act Article 9(1)(G))
 - .1 The Board shall reimburse reasonable expenses of members of adjudication tribunals incurred in their role provided approval of such expenses is first obtained from the Board and the expenses are documented by original receipts.
 - .2 The Board may adopt, by resolution, guidelines for travel and other reimbursable expenses of members of adjudication tribunals.

- 3.9 PARTICIPATION OF MEMBERS AT A MEETING OF THE BOARD BY TELEPHONE OR OTHER TELECOMMUNICATIONS DEVICE UNDER SECTION 7 (Act Article 9(1)(H))
 - .1 Attendance at an Annual General Meeting
 - .1 Nothing prohibits a member from attending an annual general meeting of the Board via teleconference, if so arranged in advance and at the cost to the member.
 - .2 Attendance at Other Board Meetings (Act Article 7(2))
 - .1 Nothing prohibits a member of the Board from attending a Board meeting via teleconference, if so arranged in advance.

- 3.10 VOTING BY MEMBERS BY MAIL OR ELECTRONIC MEANS (Act Article 9(1)(I))
 - .1 Voting at an Annual General Meeting of the Board
 - .1 Voting at an annual general meeting shall be limited to those members physically present at the meeting venue.
 - .2 Voting at Other Board Meetings
 - .1 Where, in the opinion of the Chair, it is in the best interest of the Board to make a ruling on an issue between scheduled Board meetings, and it is an issue that the Chair is of the opinion can be easily decided on by a yes-no vote without need for discussion by the Board, the Chair may call for an electronic vote, which is to have the same effect as if the decision were made at a regularly scheduled Board meeting.

PART 4 - OTHER ADMINISTRATIVE BY-LAWS

4.1 ROLE OF THE CHAIRMAN

- .1 The role of the Chairman includes:
 - .1 Chairing meetings of the Board and the annual general meeting.

- .2 Public spokesperson of the Board.
- .3 The immediate supervisor of any employees of the Board
- .4 Filing an annual report to the Minister. (Act Article 10(1))
- .5 Other duties as prescribed from time to time by a majority vote of the Board.
- .6 Report to the Board.

4.2 ROLE OF THE REGISTRAR

- .1 The role of the Registrar is to:
 - .1 Maintain a registry of license holders.
 - .2 Enter and remove names in the registry as directed by the Board.
 - .3 Review applications for license and license renewal and make recommendations to the Board.
 - .4 Attend meetings of regulators on behalf of and at the approval of the Board.
 - .5 Report to the Board.

4.3 REMUNERATION OF THE REGISTRAR (Act Article 5(11))

- .1 The Registrar shall not be paid except for out-of-pocket expenses approved by the Board.

4.4 THE REGISTER (Act Article 12(1))

- .1 The Registrar shall maintain a register containing the names of all persons granted a licence, together with a record of renewals and cancellations, submissions required for licensing and renewals, and any disciplinary actions taken, and associated dates.
- .2 The Register shall be a public document and made readily available for viewing by the public.

4.5 REGULATIONS

- .1 The Board shall only request the Minister to modify the Regulations provided that first:
 - .1 The Standing Committee on Legislative Change has reviewed the proposed amendment;
 - .2 License Holders are notified in writing of the draft amendment and given 30 days to file comments to the Committee.
 - .3 The Committee has reviewed comments received and has proposed wording of the amendment to the Board.
 - .4 The Board has approved the proposed amendment.
- .2 The Board shall notify License Holders immediately upon a change to the Regulations.

4.6 BANKING

- .1 The bank of the Board shall be the Royal Bank of Canada, Main Branch - Water Street, St. John's, Newfoundland and Labrador.
- .2 The Board shall maintain a chequing account and other accounts as approved by the Board from time-to-time.
- .3 The Board shall maintain no credit facility with the bank or other lending authority but may hold credit facilities with its trade suppliers, but only to the extent needed to conduct the Board's business.

4.7 SIGNING AUTHORITY

- .1 The Chairman shall sign documents on behalf the Board, and in his absence, the Registrar may sign; unless otherwise noted.
- .2 Banking documents, including cheques, shall be signed by any two of the following:
 - .1 The Chair;
 - .2 The Registrar;

.3 The chair of the Standing Committee on Finance.

4.8 SEAL

- .1 The Board shall approve a design for the seal referenced in Article 37 of the Act. The Board shall own the copyright of the design.
- .2 The Board shall grant each License Holder a license to apply the design of the seal to documents reference in Article 37 of the Act as long as the License Holder holds a valid license.
- .3 For each License holder the Board shall have made a rubber stamp containing the design of the seal and the name of the License Holder, and shall loan such rubber stamp to the License Holder on the condition it is immediately returned to the Board when the License Holder no longer holds a license.

4.9 LICENSE CERTIFICATE

- .1 The Board shall approve a design for a license certificate. The Board shall own the copyright of the design.
- .2 The Board shall, upon approval of a license or the renewal of a license, issue a license certificate to the License Holder.

4.10 OPERATING AGREEMENT WITH THE NLAA

- .1 The Board may enter into an operating agreement with the Newfoundland Association of Architects for such items common to the Board and the Association which, if administered jointly, would be administratively efficient or result in a cost savings, provided no item undermines the independence of the Board from the Association.
- .2 The operating agreement may include such items as:
 - .1 Common invoicing and collection of license and full-membership fees.
 - .2 Common telephone, fax, and e-mail facilities.
 - .3 Common web site, provided information published by the Board is separately identified from that of the Association.
 - .4 Selection of a common date and venue for annual general meetings.

4.11 PLACE OF BUSINESS

- .1 The Board's official place of business, for purposes of receipt of notices, shall be:
 - .1 P.O. Box 5204
St. John's, Newfoundland and Labrador, Canada, A1B 2R9

4.12 BOARD NAME

- .1 The Board shall be known as the Architects Licensing Board of Newfoundland and Labrador.
- .2 The acronym of the Board shall be ALBNL.

4.13 MISCELLANEOUS

- .1 Votes
 - .1 Every vote at a Board meeting and at an annual general meeting shall be public unless specifically noted otherwise in these By-laws.
 - .2 Ballots of a secret vote shall be available for viewing by any *License Holder* upon receipt of a request immediately following the vote.
- .2 Standard Forms
 - .1 Application to Practise Architecture In Newfoundland and Labrador
 - .2 Application For License Renewal Form

- .3 Letter Granting License
- .4 Notice of License Expiration

PART 5 - APPROVAL OF THE BY-LAWS

- 5.1 This is to certify this document is the official record of all current by-laws of the Licensing Board of Newfoundland and Labrador Architects as of the date prescribed below.

A. BACKWOOD

Signature of the Chairman:

Steve Delvin

Signature of the Registrar:

Date: October 18th 2010



ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

P.O. BOX 5204
ST. JOHN'S, NL
CANADA A1C 5V5

TEL (709) 726-8550
FAX (709) 726-1549
albnl@albnl.com / www.albnl.com

CODE OF ETHICS

As of 18 October 2010

PART 1 - GENERAL

- .1 This document shall be known as the Code of Ethics of the Architects Licensing Board of Newfoundland and Labrador.
- .2 This document has been modelled after the Code of Ethics and Professional Conduct published by the Nova Scotia Association of Architects 22 January 1998.

PART 2 - DEFINITIONS

- .1 The *Association* is the Newfoundland and Labrador Association of Architects.
- .2 A *License Holder* is a person granted a license to practise architecture by the *Board*.

PART 3 - CODE OF ETHICS

3.1 COMPETENCE

- .1 In practising architecture, a *License Holder* shall act with reasonable care and competence, and shall apply the knowledge, skill and judgement which is ordinarily applied by *License Holders* currently practising in the Province of Newfoundland and Labrador.
- .2 A *License Holder* shall remain informed with respect to the practice of architecture in the Province of Newfoundland and Labrador.
- .3 A *License Holder* shall undertake to perform professional services only when qualified, together with those whom the *License Holder* may engage as consultants, by education, training and experience in the specific areas involved.
 - .1 A *License Holder* shall limit professional practice to areas of personal competence or shall engage others (including staff) who are competent in supplementary areas.
 - .2 Where so governed under Provincial statute, other professionals must be engaged to practise their professions.

3.2 CONFLICT OF INTEREST

- .1 Except as permitted hereunder and with full disclosure under Section 3.5, a *License Holder* shall avoid actions and situations where the *License Holder's* personal interests conflict or appear to conflict with professional obligations to the public, the client and to other *License Holders*.
- .1 A *License Holder* shall not accept compensation for services from more than one party on a project unless the circumstances are fully disclosed to and agreed to (such disclosure and agreement to be in writing) by all interested parties.
 - .1 All parties compensating the *License Holder* must so agree prior to the *License Holder's* rendering services to the second and subsequent parties.

- .2 A *License Holder* having a personal association or interest which relates to a project shall fully disclose in writing the nature of the association or interest to the *License Holder's* client or employer. If the client or employer objects, then the *License Holder* will either terminate such association or interest or offer to give up the commission or employment.
 - .1 Personal association includes (but is not limited to) friendship or family relationship; personal interest includes (but is not limited to) direct or indirect potential for financial or material gain.
 - .2 The *License Holder* is required to make disclosure as soon as there is a personal association or interest, or an awareness of a potential or perceived conflict of interest, to which a client or employer might object.
- .3 Except as permitted under Clause 5.3.7, a *License Holder* shall not solicit or accept compensation or benefit from material or equipment suppliers in return for specifying or endorsing their products.
 - .1 Under this Clause, "endorsing" means "accepting" or "approving" for use on a project.
 - .2 Pursuing or receiving a "kickback" is disallowed.
 - .3 A *License Holder* must make recommendations based on independent professional judgement and uncompromised evaluation.
 - .4 Neither agreement between the parties nor disclosure (in whole or part) of the receipt of benefits in exchange for recommending products will eliminate or waive the *License Holder's* conflict of interest under this Clause.
- .4 A *License Holder* acting as the interpreter of construction contract documents and reviewing construction for conformance with the contract documents shall render decisions impartially.
 - .1 Regardless of which party in a project's administrative structure had engaged and pays the *License Holder*, the *License Holder* shall interpret construction contract documents impartially, as if disinterested.
- .5 A *License Holder* who is a juror or advisor for an approved competition shall not subsequently provide any services to the winner or, if there is not winner, for any derivative commission.
 - .1 This applies equally to a *License Holder* who was, or who had agreed to serve as, a juror or advisor but was discharged or withdrew.

3.3 FULL DISCLOSURE

- .1 A *License Holder* shall disclose if the *License Holder* has a related personal or business interest when making a public statement on an architectural issue.
 - .1 Personal interest includes (but is not limited to) friendship or family relationship or direct or indirect potential for financial or material gain.
 - .2 A *License Holder* serving on an advisory design panel or other like committee, reviewing either a proposal's character or a candidate's qualifications, must make known any involvement in an application being reviewed or any other relationship that might constitute a conflict of interest and withdraw from the meeting and any discussion or evaluation of the merits of that matter.
- .2 A *License Holder* shall accurately represent to the public, a prospective or existing client or employer the *License Holder's* qualifications and the scope of the *License Holder's* responsibility in connection with work for which the *License Holder* is claiming credit.
 - .1 An architectural firm's representations must accurately reflect current principals and staff capacities.
- .3 A *License Holder* who, in the provision of services, becomes aware of an action taken by the *License Holder's* employer or client, against the *License Holder's* advice, which violates applicable building laws or regulations, shall, (i.) refuse, in writing to the employer or client, to consent to the violation; and (ii.) should the employer or client refuse to take action to correct the violation, report the violation, in writing, to the authority having jurisdiction.
 - .1 A *License Holder* in such a situation must take all reasonable steps to convince such an employer or client to comply with the building laws or regulations.

- .4 A *License Holder* shall not knowingly make or assist others to make, either a false or misleading statement or an omission or material fact about education, training, experience or character when applying for or renewing registration as a *License Holder*.
- .5 A *License Holder* who knows of an apparent violation of the Architects Act, Regulations, By-Laws, Code of Ethics, or *Board* rulings shall report such knowledge to the Association.
 - .1 A *License Holder* must not withhold information from the *Board* about an apparent infraction regardless of who might ask the *License Holder* or require the *License Holder* under an agreement, to do so.
 - .2 A *License Holder* acting in the capacity of a mediator or arbitrator, under an agreement which includes a confidentiality provision, is not obliged to report information so received to the *Board*.
- .6 Except as prohibited by Clause 5.2.3, a *License Holder*, whether compensated or not, may permit the *License Holder's* name, portrait or reputation to be attached to an endorsement of other's services or products.
- .7 A *License Holder* having a financial interest in any building material or device which the *License Holder* proposes to specify for a project shall disclose this interest to the client and shall request and receive written approval for such specification from the client and shall include a copy of this approval in the construction contract documents.
 - .1 This permits a *License Holder* to have a prior or ongoing proprietary interest. The *License Holder* should also request the *License Holder's* staff and sub consultants to make similar disclosures to the *License Holder*.

3.4 COMPLIANCE WITH LAWS

- .1 In practising architecture, a *License Holder* shall not knowingly violate any law or regulation.
 - .1 A *License Holder* must not counsel the *License Holder's* employees, consultants or associates knowingly to disregard, violate or otherwise abuse any bylaw, regulation or code affecting the practice of architecture.
- .2 A *License Holder* shall neither offer nor make any payment or gift to a public official (whether elected or appointed) with the intent of influencing the official's judgement in connection with a prospective or existing project.
 - .1 A *License Holder* must not offer or provide a bribe or "kickback" to any person.
 - .2 Nominal entertainment and hospitality expenditures by a *License Holder* hosting a public official are permitted.
- .3 A *License Holder* shall comply with the Architects Act of Newfoundland and Labrador, the Regulations under the Architects Act, By-Laws, Code of Ethics, and *Board* rulings.
 - .1 A *License Holder* must not directly or indirectly condone or encourage contravention of the *License Holders' Act*, Regulations and The Board rulings by others.
- .4 In practising architecture, a *License Holder* shall take into account all applicable federal, provincial and municipal building laws and regulations and a *License Holder* may rely on the advice of other professionals and other qualified persons as to the intent and meaning of such regulations.

3.5 CONDUCT

- .1 Each office maintained for offering architectural service to the public shall have a *License Holder* who has direct knowledge and supervisory control of the services.
 - .1 A *License Holder's* site or auxiliary office for a specific project is a convenient extension of the base office for a single project and is not itself permitted to offer or to provide independent architectural services to the public.
 - .2 Proposals of service; agreements; assurances; certifications; official submissions to authorities having jurisdiction; and other representations on behalf of an architectural firm must be made by a *License Holder*.

- .3 When an authority having jurisdiction receives a formal presentation (e.g., to a design panel, public hearing, advisory commission or elected body) on an architectural matter, the presentation shall be made by (or under the attending, personal supervision of) a *License Holder*.
- .2 A *License Holder* shall seal the *License Holder's* work in accordance with the requirements of the Architects Act, Regulations, By-laws, Code of Ethics, and *Board* rulings.
 - .1 A *License Holder's* seal is to be applied only by that *License Holder* and is to be used only on documents prepared by the *License Holder* personally or by other persons under the *License Holder's* supervision, direction and control.
- .3 A *License Holder* shall neither offer nor make any gifts, other than of nominal value (including, for example, reasonable entertainment and hospitality), with the intent of influencing the judgement of a prospective client in connection with a project in which the *License Holder* is interested.
 - .1 A *License Holder* must not offer or provide a bribe or "kickback" to any person.
- .4 A *License Holder* shall not engage in conduct involving fraud or wanton disregard of the rights of others.
- .5 A *License Holder* shall conduct the *License Holder's* affairs in a professional manner and refrain from any act which would reflect unfavourable on the profession as a whole.
 - .1 A *License Holder's* conduct towards other *License Holders* shall be characterized by courtesy and good faith.
 - .2 A *License Holder* shall give due regard to the professional obligations of those from whom the *License Holder* receives or to whom the *License Holder* gives authority, responsibility or employment, or of those with whom the *License Holder* is professionally associated.
 - .3 A *License Holder* shall give due regard for the interests of both those who commission and those who may be expected to use or be exposed to the product of the *License Holder's* services.
 - .4 A *License Holder* who engages in any profession, business or occupation concurrent with the practice of architecture must not allow such outside interests to jeopardize or come into conflict with the *License Holder's* professional integrity or obligations.
 - .5 Dishonourable conduct in the professional or private life of a *License Holder* which reflects adversely on the integrity of the profession must be avoided.
- .6 A *License Holder* shall not falsely or maliciously injure the professional reputation or business prospects of another *License Holder*.
- .7 A *License Holder* shall not supplant or attempt to supplant another *License Holder* after the other *License Holder* has been retained or definite steps have been taken toward the other *License Holder's* retention.
- .8 A *License Holder* may only accept a commission for a project when the services of any *License Holder* previously retained for the project have been terminated.
 - .1 A *License Holder*, on being either approached or instructed to proceed with services for which the *License Holder* knows or can ascertain by reasonable inquiry that another *License Holder* is or has been engaged by the same client, shall notify the other *License Holder* in writing of that fact.
 - .2 The foregoing notwithstanding, there are several necessary pre-conditions to a "successor" firm's providing services which are based upon and which continue and complete those initiated by its predecessor: (i.) there must have been no supplanting of the original firm by a successor firm; (ii.) the resignation or termination of the original firm must have been done in accordance with the terms of its client/*architect* agreement; (iii.) the original owner must have paid for the services of the original firm; (iv.) in the case of property transfer to a new owner, there must have been legal acquisition by the new owner of the original architectural firm's copyright and drawings (either directly from the original firm or from the original owner, if that owner was legally entitled to sell them).
- .9 A *License Holder* may only provide the same service for the same client on the same project as another *License Holder* through the medium of an approved competition.
 - .1 The "same client" includes technically different clients, authorities or departments connected to or part of a broader client.

- .2 Any attempt to circumvent the Regulations by sequential engagement and disengagement of a series of *License Holders* is considered a non-approved form of competition.
- .10 Except in an approved competition, a *License Holder* shall provide no form of service until retained and in receipt of the client's instructions.
 - .1 Speculative services to lure or entice a client, or "loss leaders," are not permitted.
 - .2 Prior to being retained, a *License Holder* is not permitted to provide solutions, suggestions, ideas or evidence of same (in any format) which have value to the client or upon which the client might be expected to rely.
 - .3 A *License Holder* has a duty to communicate with a client and to keep a client reasonable informed.
 - .4 A *License Holder* who provides personal input to a public organization, occupies political office or is a board or committee member (on either a paid or voluntary basis) must not provide any form of architectural services to that organization in that capacity (but may do so in accordance with Clause 3.5.16).
- .11 An approved architectural competition is either a competition conducted according to the current "Canadian Rules for the Conduct of Architectural Competitions" or an alternate arrangement, specifically approved in writing by the *Association*, that assures equitable treatment and equal and adequate remuneration to participating *License Holders*.
 - .1 Prior to a *License Holder's* participation, a architectural competition's "approved" status must be confirmed with the *Association*.
 - .2 A *License Holder* invited to participate in a non-approved architectural competition must decline the invitation and advise the *Association* of the competition.
- .12 A *License Holder's* conduct when participating in an approved competition must comply with the "Canadian Rules for the Conduct of Architectural Competitions" or as directed by the *Association*.
- .13 A *License Holder* shall not attempt to influence the awards of an approved competition, except as a jury member
 - .1 Any actions which involve bribery, pressure or unusual contact with the competition authorities are prohibited.
- .14 A *License Holder* shall not attempt to obtain a commission to be awarded by an approved competition, except as an entrant.
- .15 A *License Holder* receiving monies for services provided by others shall not use such monies for the *License Holder's* own purposes, and shall distribute them promptly to those so entitled.
 - .1 The Clause requires a *License Holder* to fulfil the expectation that funds received by a *License Holder* on behalf of others will be properly managed.
 - .2 Receiving monies for services provided by others would include fees or disbursements invoiced to a client for project-related services, provided under contract to the *License Holder* by sub consultants and suppliers. This provision does not apply to employees of the *License Holder*.

3.6 SERVICES RELATED TO FIRMS

- .1 A *License Holder* who chooses to provide direct supervision to a firm referenced in Section 13(2) of the Architects Act must be either an employee or contract employee of the firm, and shall limit the direct supervision to that firm, and any partnership and joint venture that the firm is a member of.
 - .1 The *License Holder* agrees to notify the *Board* 30 days in advance of the name of the firm, and where direct supervision is provided to any partnership or joint venture that the firm is a member of, then the name of the partnership or joint venture; and to notify the *Board* immediately when direct supervision ceases.
 - .2 Where the *License Holder* is a employee or contract employee of more than one firm, direct supervision shall be provided to only one firm and any partnership or joint venture that the firm is a member of.

- .2 A *License Holder* who, in the provision of services to a firm operating under Section 13 of the Architects Act, suspects that the offering and provision of architectural services are not being made under the direct supervision of a *License Holder*, shall, immediately stop providing architectural services to the firm until such time as the *License Holder* is satisfied that the required direct supervision is being performed by a *License Holder*.
- .3 A License Holder shall not provide architectural services or supervision to any firm who offered or provided architectural services and, in the preceding six months, failed to meet the requirements of Section 13 of the Architects Act.

PART 4 - APPROVAL OF THE CODE OF ETHICS

- 4.1 This is to certify this document is the official record of the Code of Ethics of the Architects Licensing Board of Newfoundland and Labrador *License Holders* as of the date prescribed below.

A. Blackwood

Signature of the Chairman:



Signature of the Registrar:

Date: October 18th 2010



ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

P.O. BOX 5204
ST. JOHN'S, NL
CANADA A1C 5V5

TEL (709) 726-8550
FAX (709) 726-1549
albnl@albnl.com / www.albnl.com

5TH ANNUAL GENERAL MEETING (AGM) MINUTES

DATE: November 21, 2014
TIME: 9:00am
MEETING PLACE: Delta St. John's Hotel
St. John's, NL

PRESENT:

The attendance record is attached to these minutes for record purposes.

1. MEETING CALL TO ORDER:

Paul Blackwood, Board Chair, welcomed everyone to the 5th ALBNL Annual General Meeting and called the meeting to order at 9:15am.

2. APPROVAL OF THE MEETING AGENDA:

Motion: To approve the Meeting Agenda as circulated.
Moved: David Dewling
Seconded: Louise Pinsent Parsons
Verdict: Motion Carried

3. APPROVAL OF THE 4th ANNUAL GENERAL MEETING MINUTES:

Motion: That the 4th Annual General Meeting Minutes be accepted.
Moved: David Dewling
Seconded: Jackie Manuel
Verdict: Motion Carried

3.1 BUSINESS ARISING FROM THE 4th AGM Minutes:

There was no business arising from the 4th Annual General Meeting Minutes.

4. BOARD REPORTS:

4.1. Report of the Chair:

Paul Blackwood read his report and highlighted some salient issues that rose during the year.
Motion: To approve the adoption of the Chair's Report.
Moved: Paul Blackwood
Seconded: David Dewling
Verdict: Motion Carried

4.2 Report of the Registrar:

David Dewling read his report and spoke on the relevant points brought forward during the last year and provided the membership with updated information from the International Relations Committee (IRC).

Motion: To approve the adoption of the Registrar's Report.

Moved: David Dewling

Seconded: Dominic Lippa

Verdict: Motion Carried

4.3 Finance Chair's Report:

4.3.1 Financial Report:

On behalf of the Finance Chair, Stan Hampton, Paul Blackwood presented the Financial Statement prepared by Sooley & Associates – Sept. 1st 2013 to September 30th 2014. Excess of revenues over expenses showed \$16,420; the Chair noted that the funds be will transferred to the ALBNL Savings account.

Motion: That the Financial Statement prepared by Sooley & Associates for the Year Ended September 30th 2014 be adopted.

Moved: Paul Blackwood

Seconded: Jeremy Bryant

Verdict: Motion Carried

4.3.2 Reappointment of the Auditors:

Motion: That the Architects Licensing Board of Newfoundland and Labrador approves the reappointment of Sooley & Associates Certified General Accountants for the year 2014-15 Fiscal Year.

Moved: Paul Blackwood

Seconded: Sue Wright

Verdict: Motion Carried

4.3.3 Financial Update:

The Balance Sheet as at 11/18/2014 and the Comparative Gross Margin Income Statement Actual 10/01/2014 to 11/18/2014 and Budget 10/01/2014 to 09/30/2015 were tabled for information purposes.

Motion: That the ALBNL Financial update be accepted.

Moved: Paul Blackwood

Seconded: Dominic Lippa

Verdict: Motion Carried

5. COMMITTEE REPORTS:

5.1 Standing Committee on Continuing Education:

Rob Menchenton, Committee Chair, read his report; discussion centered on the current Cycle 6. The Standing Committee on Continuing Education was tasked to look into the AIA courses as it was reported by some members that not all courses offered by the AIA were sanctioned.

Motion: That the report of Standing Committee Continuing Education be approved.

Moved: Rob Menchenton

Seconded: Sue Wright

Verdict: Motion Carried

5.2 Standing Committee on Legislative Change:

The Chair, Paul Blackwood, reported there was no activity with this committee to report for the past year.

5.3 Complaints Authorization Committee:

No report was presented.

5.4 Disciplinary Committee:

The Chair, Sandy Gibbons, reported there were no complaints brought forward for the Committee to act upon.

6. NEW BUSINESS:

7. ELECTIONS:

The election for one Board member was required for a three year term. Greg Snow, who replaced Gerry Cook's term on the Board, expired. The Board nominated this member for re-election. Paul Blackwood took the floor and inquired if there were other nominations to be brought forward. He asked three consecutive times if there were any other nominations to be brought forward; with none presented, a motion moved by Dave Dewling and seconded by Jackie Manuel that nominations for this election cease was carried; Greg Snow was elected for a three year term by acclamation.

8. OTHER BUSINESS:

8.1 The Committee Listings was tabled for information purposes.

8.2 The Chair, Paul Blackwood, following the adjournment of the Annual General Meeting, will present educational sessions on two topics:

- What is the rationale/concept to supervising an architectural firm and
- Reviewing and the Stamping of Drawings.

9. ADJOURNMENT

On a Motion brought forward by David Dewling, the meeting adjourned at 10:30pm.



Paul Blackwood NLAA
Board Chair - ALBNL

Minutes recorded by:

Lynda Hayward Hon. MRAIC
ALBNL Administrative Director



AGM ATTENDANCE RECORD

Print Name	Signature
PETER JACKSON	
GRANT V. GENOVA	
SUE WRIGHT	
AMGAD SORJAL	
Stephen Wiseman	
RON PETERS	
Glenn Barnes	
Paula Pittman	
Tina Birmingham	
FRANK NOSEWORTHY	
RICHARD SYMONDS	
JAMES B. CASE	
JEREMY BRYANT	
ION HORROCKS	
DAVID KELLAND	
ZOB MENCHENTON	
GREG SNOW	
REZKAR ABDULMAJEED	
WILLIAM WALLACE MCELROY	
CARLYETMAN	
FRANK STANLEY	
WILE BURRY	
Mark Whalen	
Jessica Stanford	
TARYN SHEPPARD	
SANDY GIBSONS	
DOMINIC LIPPA	

