

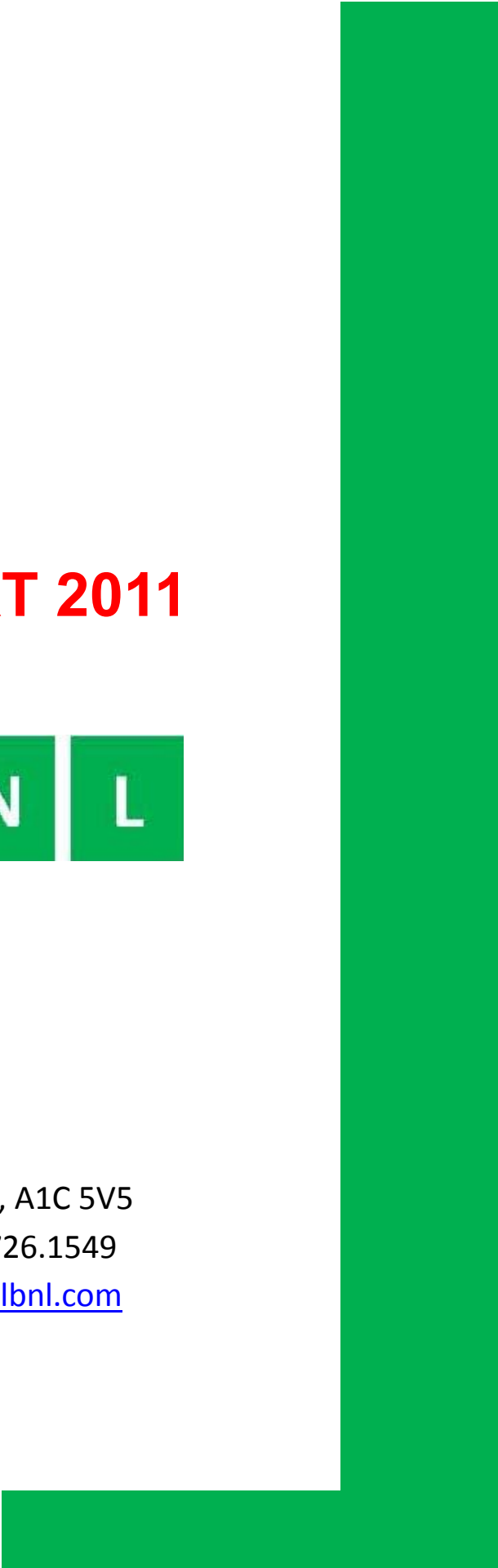


Architects Licensing Board
of
Newfoundland
and
Labrador

ANNUAL REPORT 2011



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**ARCHITECTS LICENSING BOARD OF
NEWFOUNDLAND AND LABRADOR**

P.O. BOX 5204
ST. JOHN'S, NEWFOUNDLAND AND LABRADOR
CANADA A1C 5V5

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Annual Report to the Minister
This report represents the first
five months of operation of the Board

1. Reports:
 - Chair
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3. Code of Ethics

4. First Annual General
Meeting Minutes



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ANNUAL REPORT FROM THE CHAIR

26 November 2010

It is with great pleasure that I write the first annual report of the Chair of the new Architects Licensing Board of Newfoundland and Labrador.

This past July government proclaimed into law the new Architects Act 2008, which resulted in the formation of the Board. The creation of the Board was an initiative of government to reorganize each of the province's self-regulating professional organizations into two independent bodies, an advocacy body (NLAA) and a regulatory body (ALBNL), and to address inconsistencies in disciplinary procedures between associations. At the same time the Association was successful in having government incorporate other changes to the Act which are intended to streamline some of the administrative procedures.

The most notable changes to the Act include:

- The Certificate of Registration and a Certificate of Practise are replaced with a License.
- The requirement for an architectural firm to obtain a Certificate of Approval and to limit who could hold shares and who could be directors of the firm has been eliminated. Firms merely have to employ an architect to directly supervise the practise, whereas the architect is required to notify the board of the name of the firm.
- The old Act used inclusive language to describe which projects require an architect. The new Act uses exclusive language; "An architect is required on all projects except for..."
- All architectural documents issued for regulatory approval must now be stamped, as opposed to merely limiting stamping to construction drawings. Until a document is stamped it must bear the words "Draft".
- When an architect stamps a document, the name of the architect, or if he/she is employed then the name of the employer, must appear and be identified as the "Architectural Consultant". No other name can appear that can be misconstrued as an architectural firm.

In addition to a new Act, government is expected to proclaim into law this week the Board's regulations. Both the new act and regulations will be available for download from government's web site. Government is also expected to appoint two laypersons to the Board, but the timing of this remains uncertain. Until such time, government advised the Board to continue with day-to-day operations.

Continued on page 2

25 November 2010

This past October the old Registration Board convened and adopted by-laws governing the administrative operations of the Board. This includes procedures for the first Board elections and for subsequent elections, and appointment of committees. The Board then elected interim positions. I was elected interim Chair, David Dewling was elected to continue in his role as Registrar, and Stan Hampton was elected interim Finance chair. The Board also adopted an interim Code of Ethics, standard forms, and fee schedule.

At the first Annual General Meeting, full members of the NLAA elect a new Board consisting of five NLAA members (not including the two laypersons). At the first Board meeting immediately following the AGM, the five members will elect the Board's Chair, Registrar, and decide the length of term for each Board member. (Initially there are two 3-year terms, two 2-year terms, and one 1-year term. All terms after the initial election are 3-year terms.) All five existing Board members are offering themselves for re-election.

Also at the AGM the Board will be seeking expressions of interest from NLAA members who are interested in sitting on any of the Board's committees, such as committees governing con ed requirements and legislative changes. (The Act states committees are appointed by the Board.) Committees are more fully explained in a separate handout.

In addition to administrative processes, on a go-forward basis the Board will be keeping a close eye out for the practise of architectural by those who do not hold a license. In so doing, the Board will be relying heavily on the requirement in the Act and Regulations that all architectural documents be marked draft or stamped by the architect's seal. An unstamped document is indication of one of two things: the architect is in contravention of the Regs for not stamping the document with draft or his/her seal; or the document has not been prepared under the responsible control of an architect. The Board is also able to quickly identify which firms are not able to offer architectural services because of the requirement for architects to notify the Board in advance of the name of any firm the architect supervises. Persons and firms who have been found in contravention of the Act are subject to an initial fine of \$5,000 and \$25,000; with subsequent fines up to \$25,000 and \$100,000 respectfully. This is a big improvement over the Id Act.

Over the next year the Board will need to formalize an operating agreement with the NLAA. This is seen as merely a formality but will address such things as the sharing of telephone numbers, e-mail, and web site, invoicing, collection of license and membership fees, etc.

Continued on page 3

In closing, included in this annual report are a number of flyers that highlight some of the new requirements. In addition to these flyers, the Board encourages all members and license holders to familiarize themselves with the new Act, Regulations, By-laws, and Code of Ethics.

Sincerely,

A handwritten signature in black ink that reads "PAUL BLACKWOOD" followed by a stylized flourish.

Paul Blackwood, NLAA Interim Chair,
Architects Licensing Board of Newfoundland and Labrador



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1st – AGM of the Architects Licensing Board

Registrar's Report

November 26 2010

The Board, was well supported by its members and the Administrative Director, Lynda Hayward; as always I wish to express the Board's thanks and appreciation to Sue Wright for her time and attention to the review of our intern log books. Sue has been providing advice to the board on issues with the interns, our numbers are increasing in all areas and there are now 7 interns.

Two of our interns Jeremy Bryant and Sarah Colven both wrote their exams this fall, and we look forward to them, hopefully, receiving their memberships at the semi-annual. Although there were only two interns writing the exams it is quite an effort to organize, thanks again Lynda Hayward and Richard Moody for your time again this year. Since our last AGM, Richard Symonds passed his exams and was presented with his membership and license at the semi-annual again congratulations, Richard.

As you all know, our new Act was passed and enacted into law July 2nd 2010. This was a big effort by Paul Blackwood, and on behalf of the Board a well-deserved, well done. The Act may be viewed on the NLAA website and the House of Assembly web site; the proclamation may be viewed on the HOA website under the Table of Regulations.

As mentioned, last year the Board had a complaint against one of its members, the process has been delayed awaiting the appointment by government of two public members to the Board and the Discipline Committee. Our hands have been tied on this and it is my hope the board will be in a position to deal with this early in the New Year.

I am happy to report that we have not had any new complaints where significant action has had to take place. There are always instances where engineers or others are crossing the line this will never go away, however with due diligence by the membership and reporting suspect instances, they can be dealt with quickly and efficiently.

In regards to sealing documents, members are reminded when providing partial service such as a code review or submitting documents for rezoning etc. this partial service must be clearly communicated. Partial or limited service does not limit liability when the intent of the documents is not clearly communicated.

Finally from the Register, membership is maintaining a steady growth. The following numbers tell the story with the (#) indicating 2009 numbers.

Licensed to Practice 76 (73)
Non Practicing 1 (2)
Interns 7 (6)
Students 2 (2)
Retired 2 (0)
Life Member 3 (3)
Honorary 1 (1)

With several applications pending and approvals pending Councils next meeting, the future is bright for the Association.

In closing, I thank the membership for the privilege to serve them, and as always, to Lynda Hayward for her patience and support - a very big thank-you.

Respectively submitted



David Dewling, NLAA
Interim Registrar - ALBNL



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Finance Chair Statement of Financial Position
February 28th 2011

The following Financial Reports are attached:

1. Balance sheet as at February 28th 2011
2. Income Statement commencing October 1st 2010 to February 28th 2011

Sincerely,

A handwritten signature in black ink, appearing to be 'S.G. Hampton', written over a horizontal line.

S.G. Hampton, MRAIC, NLAA,
Finance Chair
Architects Licensing Board of Newfoundland and Labrador

**Architects Licensing Board of Newfoundland & Labrador
Balance Sheet As at 28/02/2011**

ASSET

Current Assets

Chequing Bank Account		38,860.35
Accounts Receivable		2,649.81
Allowance for Doubtful Accounts		0.00
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		<u>41,510.16</u>

TOTAL ASSET		<u><u>41,510.16</u></u>
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LIABILITY

Current Liabilities

Accounts Payable		9,209.86
HST Charged on Sales	8,103.28	
HST Paid on Purchases	-3,945.46	
HST Adjustments	<u>0.00</u>	
HST Owing (Refund)		4,157.82
Accruals - NLAA Fees		7,635.00
Total Current Liabilities		<u>21,002.68</u>

TOTAL LIABILITY		<u>21,002.68</u>
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EQUITY

Owners Equity

Retained Earnings - Previous Year		0.00
Current Earnings		20,507.48
Total Owners Equity		<u>20,507.48</u>

TOTAL EQUITY		<u>20,507.48</u>
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LIABILITIES AND EQUITY		<u><u>41,510.16</u></u>
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**Architects Licensing Board of Newfoundland & Labrador
Income Statement 01/10/2010 to 28/02/2011**

REVENUE

Sales Revenue

Application Fees	4,550.00
License Fees (ALBNL)	27,775.80
Membership Fees (NLAA)	27,775.80
Professional Stamps	100.00
ExAC Application Fees	1,470.00
Miscellaneous Revenue	0.00
Total Other Revenue	<u>61,671.60</u>

TOTAL REVENUE 61,671.60

EXPENSE

General & Administrative Expenses

NLAA Membership Fee Expense	27,775.80
Accounting	0.00
Administrative Services (Contract)	2,114.58
Annual General Meeting	1,318.05
Administrative Services (Other)	2,852.50
Advertising & Promotions	0.00
CACB Membership Levy	924.00
Courier	209.50
Continuing Education	280.00
Website	0.00
ExAC Expenses	4,643.52
Amortization Expense	0.00
Interest & Bank Charges	34.08
Office Supplies	207.64
Postage & Related Expenses	28.50
Photocopies	30.00
Legal Expenses	0.00
Miscellaneous Expenses	0.00
Meetings	215.37
Telephone	171.08
National Travel	1,327.43
Travel Reimbursement	<u>-967.93</u>
Net Travel Expenses	359.50
Total General & Admin. Expenses	<u>41,164.12</u>
TOTAL EXPENSE	<u>41,164.12</u>

NET INCOME 20,507.48



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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 Delkin

Signature of the Registrar:

Date: October 18th 2010



ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

P.O. BOX 5204
ST. JOHN'S, NEWFOUNDLAND AND LABRADOR
CANADA A1C 5V5

TEL (709) 726-8550
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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.



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, NEWFOUNDLAND AND
LABRADOR
CANADA A1C 5V5

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Date:	November 26, 2010	Meeting	
Time:	9:00a.m.	Place:	Bowring Park Bungalow, St. John's, NL
Present:	Paul Blackwood, David Dewling, Gerry Cook, Rob Menchenton, Dominic Lippa, Anthony Bateson, Sandy Gibbons, Justin Kennedy (Student – Guest); William MacCallum, Mark Penney, Sue Wright, Paula Pittman, Greg Snow, Charlie Henley, Stephen Wiseman, Jeremy Bryant, Ron Fougere, Taryn Sheppard, Richard Symonds, Sarah Colven, John Trahey, Carl Yetman, Beaton Sheppard, Wilf Burry, Frank Stanley, Glenn Barnes, Roman Halitzki, John Hearn		
Minute:			Action By:

MEETING CALL TO ORDER:

Interim Chair, Paul Blackwood, welcomed all and called the 1st Annual General Meeting of the Architects Licensing Board to order at 9:15am.

1.0 APPROVAL OF THE MEETING AGENDA:

Motion: To approve the Meeting Agenda as tabled.

Moved: David Dewling Seconded: Gerry Cook Verdict: Motion Carried

2.0 REPORTS:

2.1 Interim Chair's Report:

Paul Blackwood tabled his report; salient points noted were as follows:

- In July of 2010, Government proclaimed into law, the new Architects Act 2008, which resulted in the formation of the Architects Licensing Board. The Government's new Board initiative was to reorganize each of the province's self-regulating professional organizations into two independent bodies, an advocacy body (NLAA) and a regulatory body (ALBNL), and to address inconsistencies in disciplinary procedures between associations.
- Significant changes to the Act included:
 - The Certificates of Registration and Practice were replaced with a License.
 - The Certificate of Approval requirement for an architectural firm to obtain a Certificate and to limit who could hold shares and be directors of the firm was eliminated. Firms could now employ an architect to directly supervise the practice, and the architect is required to notify the board of the name of the firm.

- The old Act used inclusive language to describe which projects required an architect. The new Act included exclusive language; “An architect is required on all projects except for...”
 - All architectural documents issued for regulatory approval were now to be stamped, as opposed to merely limiting stamping to construction drawings. Until a document is stamped it must apply the word “Draft”.
 - When an architect stamps a document, the name of the architect, or if he/she is employed then the name of the employer, must appear and be identified as the “Architectural Consultant”. No other name can appear that can be misconstrued as an architectural firm.
- It was hoped that Government would proclaim the Board’s regulations into law this week as well appoint two laypersons however, the timing of this remains uncertain; Government advised the Board to continue with its day-to-day operations.
- At a meeting held in October of this year, the former Registration Board convened and adopted By-Laws governing the Board’s administrative operations; also included were procedures for the first Board elections and for subsequent elections, and appointment of committees. At the same meeting, the Board elected Paul Blackwood as Interim Chair; David Dewling as Interim Registrar, and Stan Hampton as Interim Finance Chair. The Board also adopted an interim Code of Ethics, Standard forms, and a Fee schedule for membership applications and dues.
- Paul reported that an election of the new Board would take place before adjournment by NLAA full members; the new Board would consist of five NLAA members (not including the two laypersons). At the first Board meeting, immediately following the AGM, the five members will elect the Board’s Chair, Registrar, and decide the length of term for each Board member. (Initially there are two 3-year terms, two 2-year terms, and one 1-year term. All terms after the initial election are 3-year terms.)
- Paul announced the Board would be seeking expressions of interest from NLAA members who were interested in sitting on any of the Board’s committees, i.e. governing conditions requirements and legislative changes.
- In addition to administrative processes, the Board will be keeping a close watch out for the practice of architecture by those who do not hold a license. In so doing, the Board will be relying heavily on the requirement in the Act and Regulations that all architectural documents be marked draft or stamped by the architect’s seal. An unstamped document indicates one of two things: the architect is in contravention of the Regulations for not stamping the document with draft or his/her seal; or the document was not prepared under the responsible control of an architect. The Board will also be quickly to identify which firms are not able to offer architectural services because of the requirement for architects to notify the Board in advance of the name of any firm the architect supervises.

- It was noted that persons and firms who are in contravention of the Act will be subject to an initial fine of \$5,000 and \$25,000; with subsequent fines up to \$25,000 and \$100,000 respectfully. This is a big improvement over the old Act.
- Over the next year, the Board plans to formalize an operating agreement with the NLAA.
- In closing, Paul announced there were a number of flyers that highlighted some of the new requirements; he also suggested that all members and license holders should familiarize themselves with the new Act, Regulations, By-laws, and Code of Ethics.

2.2 Interim Registrar's Report:

David Dewling tabled his report; some highlights included:

- Two Intern Architects wrote the Examinations for Architects in Canada (ExAC) on November 8 and 9, 2010 at the College of the North Atlantic. An expression of thanks was extended from the Registrar to Lynda Hayward and Richard Moody for their commitment in this process.
- An expression of thanks was also extended from the Registrar and the Board to Paul Blackwood, for his ongoing and diligent efforts in making the new Act become a reality.
- The Act could be reviewed on the NLAA and House of Assembly web sites.
- As mentioned last year, the Board had a complaint against one of its members; the process was delayed as the Board is awaiting the appointment by government of two public members to the Board and the Discipline Committee.
- An update on the Register was presented; the record verified that the membership was maintaining a steady growth. The following numbers were reported for this year: Licensed to Practice 76; Non Practicing 2; Interns 7; Students 2; Retired 2; Life Members 3; Honorary 1;
- In closing, David announced that with several new applications and renewals pending for approval, the future looked bright for the Association.

2.3 Interim Finance Chair's Report:

Mark Penney presented the proposed 2010-11 Architects Licensing Board Budget for information purposes; Mark stated as this was the first budget of the board, there were some initial start up costs i.e. new stamps etc. and undoubtedly some adjustments may have to be made as the year progresses; Mark also noted the ALBNL would have to approve the budget at their first meeting scheduled for early in December.

2.4 Appointment of Auditors for 2010-11:

Motion: That the Architects Licensing Board of Newfoundland and Labrador approves the accounting services of Sooley & Associates Certified General Accountants for the year 2010-11 Fiscal Year.

Moved: Mark Penney
Carried

Seconded: Gerry Cook

Verdict: Motion

3.0 NEW BUSINESS:

3.1 ALBNL Presentation:

- Paul Blackwood, in his presentation, explained the changes of the day to day practice of architects in the Province of Newfoundland and Labrador as a direct result of the proclamation of the Architects Act 2008. The presentation included some background on the Act from the early 2000's to 2010, Regulations, By-Laws and Code of Ethics.
- A questions and answer period took place during and after the presentation. Areas of concern for most members was in regards to the Regulations whereby it stated that Insurance policies must name the licensed Architect in the policy along with the name of the firm the Architect was supervising; it was a requirement that the Insurance company be licensed to practice in NL and there had to be a provision in the policy to notify the Board if the policy was lapsed, cancelled or not renewed.
- A full discussion took place with some members stating that the Board should consult our lawyer on some of these insurance provisions i.e. members reported that some of their company policies would not mention the individual architect; it was determined that if those members hit that road block, the Board would consider consulting the Lawyer.

3.2 Nominations and Election of Members to the Board:

Intern Architect, Anthony Bateson, took the floor as the Nominating Officer for the incoming Board. Anthony asked three consecutive times if there were any other nominations to be brought forward; with none presented, the election of Board was approved by acclamation by the membership.

The new Board Members were as follows:

Paul Blackwood, David Dewling, Stanley Hampton, Gerry Cook, and Dominic Lippa

4.0 ADJOURNMENT

On a Motion by Gerry Cook the meeting adjourned at 12:05pm.

A handwritten signature in black ink that reads "Paul Blackwood". The signature is stylized, with a large, looped "P" and a sharp, upward-pointing flourish at the end of the word "Blackwood".

Paul Blackwood NLAA - Board Chair -
ALBNL

Minutes recorded by: Lynda Hayward –ALBNL
Administrative Director