



NWTTAA

NORTHWEST TERRITORIES ASSOCIATION OF
ARCHITECTS

15

15th Annual General Meeting

Saturday, April 9, 2016 – 9:00am

Northern Frontier Visitors Centre, Yellowknife, Northwest Territories

AGENDA & MATERIALS

Agenda

**15th Annual General Meeting
Northwest Territories Association of Architects
Saturday, April 9, 2016 – 9:00 AM
Northern Frontier Visitors Centre (Yellowknife, NT)**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - 14th Annual General Meeting - April 11, 2015
4. President's Report
5. Treasurer's Report
6. Acceptance of Audited Financial Statements
7. Appointment of Auditor for 2016
8. Registrar's Report
9. Executive Director's Report
10. Committee Reports
 - Registration & Licensing Review
 - Continuing Education
11. Nominations & Elections to Council
12. Committee Appointments
13. Old Business
 - Firm Permit Fee Schedule Exploit
14. New Business / Business from the Floor
15. Closing remarks
16. Call to Adjourn

Minutes of 14th Annual General Meeting

03

Saturday, April 11, 2015 · Northern Frontier Visitors Centre (Yellowknife, NT)

PRESENT

Caelin Cameron
Donald Davidson
Ksenia Eić
Caesar Galasinao
Wayne Guy
Jerry Jaud
Rod Kirkwood
Celeste MacKay
Catherine McNaughton
Kayhan Nadji

Intern Architect Rep.

Treasurer

President

Vice-President

Secretary

Christopher Oland
Kris Schlagintweit
Tim Turner-Davis
Darrell Vikse
Ben Russo

Councillor

Executive Director

REGRETS

Simon Taylor
Barry Ward

Registrar

Call to Order

Meeting was called to order at 9:05am by the President.

Quorum was met with 12 voting members present.

MOVED BY Kayhan Nadji,

SECONDED BY Celeste MacKay,

THAT the Minutes of the Special General Meeting on June 13, 2015, be approved as presented.

CARRIED

Approval of Agenda

MOVED BY Celeste MacKay,

SECONDED BY Daniel Adam,

THAT the Agenda be approved as amended.

CARRIED

President's Report

The President's report was circulated with the meeting materials. Rod noted some highlights, as follows:

- **[Council Projects]** Rod commended Ksenia and Celeste for their work on the Code of Ethics and the Toolkit for Building Projects, and Tim for his work on Practice Bulletins #1 and #4. He noted Council is still considering a practice bulletin on Architects working for free.

Approval of Minutes

MOVED BY Kayhan Nadji,

SECONDED BY Jerry Jaud,

THAT the Minutes of the 2014 Annual General Meeting on April 6, 2015, be approved as presented.

CARRIED

- **[Firm Permit Fees]** A new fee structure for firm permits was implemented in 2015 as a result of concerns raised by MAA regarding the true spirit of CALA's reciprocity agreement, and the possibility of setting an unfavourable precedent. AAA had also attempted to charge fees based on location/residency, and has since retracted those fees. An exploit in the new fee structure has since been found and will need to be resolved.
- **[Welcome New Members]** NWTAA welcomes the five new architects registered in the past year.
- **[Design Builds]** Governments are demonstrating a misuse of the design-build process, as well as the use of single designs for multiple (repeat) building projects. Council is preparing a letter in this regard. It was noted that, regardless of contract-set liability, true liability will flow to whomever has the money. Jerry suggested obtaining feedback from major insurers in this regard.
- **[Validation Conference]** CACB's "Educating Future Architects" Conference in September 2014 was very successful in creating dialogue and direction for the future of the profession. It is hoped that similar conferences will happen in the new future.
- **[Doc 6]** RAIC's Document Six is under review, and RAIC hopes to harmonize it with CCDC. Also looking to be less self-serving, the Committee has recruited a former owner.
- **[Building Standards]** Council agrees that NWT needs a Building Standards Act, as municipalities (particularly the City of Yellowknife) and the Office of the Fire Marshal are not in sync with some concerns.

- **[IPD Workshop]** A workshop in Integrated Project Delivery is set for later in April, with hopes to continue that dialogue in the fall. Darrell suggested tying a workshop with the upcoming Project Management Conference in November; Wayne also suggested NAPEG's conference. Tim suggested the invitation be extended to the other territories, and that an overview of the RFP process would help.

Rod thanked Council, committees and all members for all the work that has been accomplished in the past year.

MOVED BY Don Davidson,

SECONDED BY Tim Turner-Davis,

THAT the Treasurer's Report be accepted as presented.

CARRIED

Treasurer's Report

The Treasurer's report was circulated with the meeting materials. Wayne noted some items, as follows:

- There was a discrepancy of ~\$1,000.00 profit between the audited and unaudited statements.
- Given the trending surplus over the past few years, Council moved a total of \$35,000.00 to the Operating and Legal Reserve Funds. The goal is to have ~\$65,000.00 in the Operating fund and upwards of \$100,000.00 in the Legal fund.
- The Association has matured to the point where it can celebrate talent with awards and other recognitions. Sam Oboh, RAIC President, has been very positive in providing support for an awards program.
- It is critical that the firm permit fee structure exploit is resolved.

MOVED BY Jerry Jaud,
SECONDED BY Catherine McNaughton,
THAT the Treasurer's Report be accepted as presented.
CARRIED

Acceptance of Audited Financial Statements

The Audited Financial Statements for year ending December 31, 2014, provided by Crowe MacKay LLP, were circulated with the meeting materials. Wayne provided a brief overview of the statements.

MOVED BY Wayne Guy,
SECONDED BY Celeste MacKay,
THAT the 2014 Audited Financial Statements be accepted as presented.
CARRIED

Appointment of Auditor for 2015

MOVED BY Wayne Guy,
SECONDED BY Celeste MacKay,
THAT Crowe MacKay LLP, Chartered Accountants, be appointed as auditor for the 2015 fiscal year.
CARRIED

Bylaw Amendments

Intern Architect Representative

Rod noted that granting voting powers to the Intern Architect Representative is "a step in the right direction", and that other associations have done or are doing so. Wayne added that this move will help mitigate the frictions seen in the various stages of internship & education.

MOVED BY Celeste MacKay,
SECONDED BY Darrell Vikse,
THAT bylaw 31(1) of the Bylaws be amended by adding "and" in item (c), removing "; and"

in item (d) and deleting item (e) in its entirety;

THAT bylaw 31(2) be amended by removing "and (1)(e)";

THAT the bylaw 31(2) be followed with "(3) An Intern Architect Representative shall be appointed by Council, as available, and may attend meetings of Council, take part in the proceedings and be entitled to vote on any question."; and

THAT bylaws 31(3) and 31(4) be renumbered accordingly.

DISCUSSION

- Ksenia suggested that, if it is possible to have a registered Architect sitting as Intern Rep., it should not be a mentor or a supervisor.

MOVED BY Ksenia Eić,

SECONDED BY Kris Schlagintweit,

THAT proposed bylaw 31(3) be amended as follows: "An Intern Architect, nominated by registered Interns, shall be appointed by Council as Intern Architect Representative for a one-year term, and may attend meetings of council and take part in the proceedings, and be entitled to vote on any resolution, and may complete their term regardless of the status of their registration."

CARRIED

CARRIED

Code of Ethics

Celeste discussed the origin of the proposed Code of Ethics, having looked at the Codes in other jurisdictions and other professions, as well as the NWTAA's existing Code. The Code outlines the responsibilities to four stakeholders: the public, the client, the profession, and other professionals.

MOVED BY Ksenia Eić,

SECONDED BY Daniel Adam,

THAT the Code of Ethics be deleted from the Bylaws in its entirety and replaced with Schedule 1 – Code of Ethics, as presented.

DISCUSSION

- Ksenia also looked at the engineering profession, as well as other professions in the United Kingdom.
- Daniel suggested a poster be made to present the Code.
- Kris questioned the suggestion of a fee schedule. Rod noted that the Code cannot instruct on a specific fees for services. NWTAA has adopted RAIC's Guide on schedule of fees; however, the document is copyrighted and cannot easily be posted or circulated to members. Wayne suggested it may be possible to make a recommendation to use RAIC's Schedule of Fees.

MOVED BY Wayne Guy,

SECONDED BY Catherine McNaughton,

THAT item 2(25) be amended by replacing "an estimate of the cost" with "probable cost", and its heading be amended by replacing "Guarantee Estimates" with "Not Guarantee Probable Cost of Construction",

AND THAT item 3(9) be amended by replacing "fees in accord with the NWTAA adopted fee schedule," with "compensation commensurate with the project scope and schedule;".

CARRIED

CARRIED

All thanked Celeste and Ksenia for their commitment to this project.

Registrar's Report

Ben presented the Registrar's Report on behalf of Simon Taylor. As of the time of writing, there were 62 Architects, 10 Intern Architects, 10 Associate Members, 3 Honourary Members, 5 Retired Members, and 16 Firm Permit Holders.

MOVED BY Jerry Jaud,

SECONDED BY Celeste MacKay,

THAT the Registrar's Report be accepted as presented.

DISCUSSION

- Wayne suggested that, for the future, "Restricted Practitioner" be removed from the Bylaws as a membership option once the final Restricted Practitioner resigns their membership.
- Jerry noted that a membership category for related professions, such as technologists, should be added. Darrell countered and advised caution, citing issues seen in other jurisdictions.

CARRIED

Executive Director's Report

Ben presented his report. He expressed appreciation for the opportunity to work with such an involved and active Council, and looked forward to another year of the same. He also recognized the long terms most Council members have, and encouraged the newer members to become involved while the more tenured members are still around to mitigate any loss in corporate knowledge and corporate memory.

MOVED BY Kayhan Nadji,

SECONDED BY Kris Schlagintweit,

THAT the Executive Director's Report be accepted as presented.

CARRIED

Committee Reports

REGISTRATION & LICENCE REVIEW

Ben presented a report on behalf of the Chair, Vince Barter. Six Interns completed the Internship Program this year. Three have become registered Architects - two of whom were present at the AGM. One Intern wrote ExAC this year; more are expected next year.

MOVED BY Tim Turner-Davis,
SECONDED BY Wayne Guy,
THAT the report of the Registration & Licence Review Committee be accepted as presented.
CARRIED

CONTINUING EDUCATION

Ben presented a report on behalf of the Chair, Vince Barter. Much of the Committee's activities were mentioned in Rod's President's Report. There was also a 4-day program on Thermography Scanning in February. It was originally planned to take advantage of the offers of lunch-hour sessions with Avinash Gupta, Senior Plan Review Officer at the Office of the Fire Marshall; however, those plans have been suspended on the Fire Marshal's end.

Catherine noted Avinash is keen to continue presenting; Ben noted the Fire Marshal has advised that they will inform us when Avinash is no longer "busy". Regardless, NWTAA is looking forward to welcoming Avinash back for presentations.

Rod and Ben are also expecting to reschedule the cancelled Integrated Project Delivery Workshop in the coming weeks.

Ksenia asked if the Venice Biennale exhibit could ever come to Yellowknife. Rod noted there is interest by the curator, Lateral Office, and that Council needs to sell the Prince of Wales Northern Heritage Centre on the exhibit, but both the curator and the museum are fairly booked.

MOVED BY Celeste MacKay,
SECONDED BY Tim Turner-Davis,
THAT the report of the Continuing Education Committee be accepted as presented.
CARRIED

Nominations & Elections to Council

A call for nominations was sent to members on February 23. As of April 10, no nominations were received at the office. The positions requiring election are President (a one-year term), and two Councillors (a two-year term). The positions requiring appointment are Registrar and Intern Architect Representative, each a one-year term.

Kayhan and Wayne expressed interest in serving for another term on Council. Ksenia also expressed interest in serving on Council.

- **[President]** Wayne nominated Celeste as President, seconded by Jerry. Celeste accepted the nomination. With no further nominations, Celeste MacKay was acclaimed President.
- **[Councillors]** With no further nominations tabled, Wayne Guy, Kayhan Nadji and Ksenia Eic were acclaimed as Councillors.

It was further agreed that Wayne and Kayhan will sit for two-year terms, and Ksenia will complete the remainder of the two-year term started by Celeste in 2014.

- **[Intern Architect Representative]** A meeting with Interns will be arranged following the AGM to nominate an Intern Architect Representative for appointment by Council.
- **[Registrar]** Simon Taylor expressed interest in continuing as Registrar.

Committee Appointments

As of April 10, there have been no nominations or expressions of interest for serving on committees.

- **[Registration & Licence Review]** Ben suggested Vince may be willing to continue as Chair of the Registration & Licence Review Committee.
- **[Continuing Education]** Rod petitioned the meeting for volunteers on the Committee. Kris volunteered, noting her absence through the summer months. Caesar also volunteered. Vince will be asked to continue on the Committee, and the Committee can select a Chair following the AGM.
- **[Complaint Review]** Rod suggested Barry Ward may be willing to continue as Chair of the Complaint Review Committee.

Old Business

Practice Bulletins #1 and #4

Tim discussed the cross-jurisdictional survey and National Building Code research into defining the buildings requiring an Architect. He noted the NBC uses "600m²" in Part 9, but do not refer to "gross floor area", only "building area" or "floor area". It was decided to keep the "600m²".

Ksenia noted the phrasing suggests the building must either be 600m² or three stories or less, and recommended the word "or" be replaced with ", and".

MOVED BY Wayne Guy,

SECONDED BY Darrell Vikse,

THAT Practice Bulletins #1 and #4 be amended by define buildings requiring an architect as those being "600m² or less, and are 3 storeys or less in height",

AND THAT Practice Bulletins #1 and #4 be accepted as amended.

CARRIED

Council will endeavor to discuss these Bulletins with the City of Yellowknife and other stakeholders or regulators.

Regarding Practice Bulletin #4, Wayne expressed concerns with agricultural buildings not requiring stamps, as he has seen these buildings growing longer and larger, especially tied with laboratories. Tim suggested that the Bulletin be rephrased from "not required" to "recommended".

MOVED BY Jerry Jaud,

SECONDED BY Wayne Guy,

THAT Practice Bulletin #4 be amended by replacing the term "not required" with "recommended" on the table of buildings requiring stamps.

CARRIED

Toolkit for Building Projects

Ben reported the Toolkit for Building Projects is en route to the printers, and a digital copy will be available online in the near future. The Toolkit will be sent to all community government and band offices, relevant levels of government, and other stakeholders.

Ksenia provided background information: that communities wanting to start a building project don't know what is needed, or if an architect is necessary. The Toolkit intends to provide an overview of the process from start to finish, and to guide the owner/client to consulting an architect when an architect is required. Other professional associations have since expressed interest in the Toolkit, and have indicated interest in publishing their own Toolkits or companion pieces for the Toolkit.

Award for Architecture

Kayhan reported as petitioner for the Awards program, and on behalf of Council, who "wholeheartedly supports" the initiatives of an Award for Architecture.

The objective of the Awards is “to recognize and celebrate outstanding design in recently completed projects.” Awards would include Innovation in Architecture, Community & Northing Planning, Architectural Firm Award, and Emerging Architects. The awards would be assessed by juries based on specific criterion, and could be award either via the NWTAA or a Premier’s Award or similar vehicle. By Wayne’s efforts, RAIC has promised \$2000 towards an awards program.

Ksenia asked about a Design Excellence award. Rod suggested a new category in this regard.

Tim asked about the Award extending beyond NWT, and including Yukon and Nunavut. Wayne suggested the Award should be for members, but that it does not need to be limited to NWT and can include all territories. Tim suggested it be limited to “north of 60”.

Kris cautioned that, if this is an annual event, project resources for candidacy could be quickly exhausted. Wayne suggested the first Awards include all projects to date, and to provide a published book to celebrate the legacy of architecture thus far; successive years would then have a metric that doesn’t exhaust the stock. Ksenia suggested fewer awards, or rotating award categories.

Photography Competition

Kayhan noted Sam Oboh, RAIC President, had encouraged a Photography Competition to follow suit with other jurisdictions. The idea is “to increase the knowledge of the beauty of the North”, and “aiming at the hidden beauty of Northern Architecture and its role in sustaining the North as a unique destination.”

The Competition would be open to anybody and, again, it would be judged by an appointed jury. It may also be financially self-sustaining. It is ready to implement at Council discretion.

Tim asked if the criteria specifies completed projects. It was agreed that it was for whatever a photograph could capture, without being manipulated (“photoshopped”).

New Business / Business from the Floor

Pan-Territorial Association

Tim reported that architects in Yukon have discussed the idea of an Architects Act, and a government representative has inquired if a pan-territorial association would be possible to relieve the administration and governance for what is otherwise a small population of professionals in Yukon.

Council looked at other pan-territorial professional associations. Existing examples are primarily as a result of the formation of Nunavut, whereas such an association for architects would be new ground. Council sought a legal opinion; however, the opinion received did not answer the concerns of Council, and further questions were unanswered. Council now sought guidance from the membership.

Rod asked for input and direction to (a) continue or stop the involvement of counsel, (b) write a letter of support for Yukon to begin developing an Act, (c) encourage a Yukon-based committee as an informal branch of NWTAA, and/or (d) await commitment from Yukon before proceeding.

Jerry suggested that NWTAA find a “champion” within Yukon and Nunavut governments who can liaison with NWTAA to develop the relevant legislation to open the way for a pan-territorial association.

Wayne suggested that, while NWTAA supports the idea, the majority of the work must be managed by each other territory. Tim will discuss NWTAA’s support with architects in

Yukon and establish a way forward. Council will draft a letter of support in this regard, informing them of NWTAA's willingness to provide the administrative services for a pan-territorial association.

Ben noted that this initiative could become costly, even for the NWTAA as a supporter, hence its inclusion on the AGM agenda. Wayne recommended that there is no longer a need for legal advice. Rod countered that Council has been asked a question that is yet to be answered, so counsel may still need to be involved.

Jerry noted another concern is the population of each territory's profession. From a government's perspective, it may only be possible to have an Act if a larger body like NWTAA is able to support it.

Adoption of RAIC Schedule of Fees

The adoption of RAIC's Schedule of Fees guide was clarified as being adopted in 2009; however, Ben could not trace the point of adoption within existing records.

Tim reiterated the concern that NWTAA cannot circulate the document that it has endorsed/adopted, as the publication is

copyrighted and behind a pay-gate at RAIC. Ben will make reference to the "recommended" Schedule on the NWTAA website, and provide a link to the document at RAIC's website. As well, Ben will confirm the moment of adoption within NWTAA's records.

Closing Remarks

Rod thanked all for attending the AGM. He has a small amount of unfinished business (2-3 letters from Council), which he intends to finish.

Wayne thanked Rod, and noted that Rod is moving away from the NWT. All expressed appreciation for his years on Council.

Call to Adjourn

With no further items being brought forward for discussion, it was

MOVED BY Donald Davidson,
THAT the Annual General Meeting of the Northwest Territories Association of Architects be adjourned.

The meeting was adjourned at 1:03 pm.

Celeste MacKay

The Association is in a period of transition.

There are currently only 14 NWT resident registered members, of which less than half were registered members only a few years ago. We are losing long-time resident members to retirement or relocation, and gaining members as interns are successfully completing experience and examination requirements, and via reciprocity with other jurisdictions. It is important that the founding members of the NWTAA continue to mentor newer members. In a group of 14 resident members, we have to fill 5 Council positions, plus Registrar, as well as committee members. That means our viability and vitality depend on the service of a few. I feel privileged to work with such a dedicated and enthusiastic group on Council, and with a mix of experience levels. With new interns and newly registered members every year, I am optimistic we will continue to grow locally.

In the theme of transition – I am representing you for the first time as President, after 5 years with Rod Kirkwood graciously leading the charge. Doug Townsend has joined Council in the position of Treasurer, Dan Daniels has replaced Larry Elkin as our Minister's Representative, and we have a new Intern Representative, Deborah Montgomery.

We have been busy, and operations have been running smoothly. We put on a successful Continuing Education session on the Integrated Project Delivery method, and hope to follow-up

with a second session on alternative project delivery methods. Wayne and Kayhan have realized a long-time association goal of an NWT Architectural Award and photo competition, culminating in a gala that brought us together to discuss architecture and celebrate the exceptional work in the North.

Local Priorities and Initiatives

Each year, after the AGM, Council begins their tenure by meeting to review the priority list of the previous Council, and develop an updated priority list. It is a working document, a running list, and items not completed often get carried over to the next year.

When Deleigh retired, and Ben came on board, in their overlapping time together, they went to great effort to work with Council to check off all the items on the list that have been reappearing from year to year. With many items completed on the former priority list, we were able to revisit some of the items that have fallen to the wayside over the years, and new issues that have presented themselves to our membership.

Here I present to you our priorities, in order that I may report on any progress in these areas, and also so that you can voice your opinions if there are items that do not appear on this list but ought to.

1. **Update Practice Bulletins #1 and #4** – revised to define "gross floor area"

Tim Turner-Davis worked to revisit the wording of these documents, and they were distributed to our membership, as well as the GNWT, City of Yellowknife and other pertinent stakeholders. These documents now reflect what we believe to be the appropriate use of Floor Area in designating the buildings requiring the services of a registered architect to complete.

2. **Construction Site Signage** – This is a topic that has been explored in the past, and we felt it should be revisited. The idea is for NWTAA-regulated Construction Site Signage to serve as a “stamp” of sorts on the construction site, to signal to the public that what is under construction in a given location is being done so under the design and review of a registered professional.

We have not made significant progress on this file this year, and will move this forward to next year's action list.

3. **Annual Fees for Firm Permits** – the current Firm Permit annual fee schedule is pro-rated to firm size on the premise that larger firms can afford to pay more for the ability to practice in the NWT. Unfortunately, certain large, extra-territorial firms have worked a loophole whereby they register a shell company with a minimum number of registered architects. Once again, northern firms are left holding the bag. To deal with this once and for all, a committee was struck (Doug Townsend, Celeste Mackay and Rod Kirkwood) to review options. Three are prozed for discussion at this meeting:

- a. Stay the course and impose the fee based on known firm size, ensuring the wording is air-tight; this could continue to be hard to do.

- b. Charge all firms the same fee, regardless of firm or project size, to achieve the budget target amount per year. This would be approximately \$3500.

- c. Acknowledge that it may be unfair to surcharge a firm based on size; instead, prorate the fee to the volume of work constructed (in dollars).

4. **Office of the Fire Marshal** – NWTAA worked in consultation with NNCA and NAPEG to assist in a review of the function and procedures of the OFM. Items discussed included implementing a formal early review for projects; clarity around roles and responsibilities; development of a fee schedule; and encouraging further lunch/learn opportunities to our membership.

We need to continue to liaise with the OFM to secure a monitoring gateway for the practice of architecture.

Previous work completed on the re-write of the Fire Prevention Act has been discarded and the OFM has informed us they will be beginning the process again.

Correspondence has been received from the OFM that the OFM Technical Bulletins will no longer be enforced.

5. **Letters of Assurance/GNWT contract** – as they relate to an architect's liability coverage.

We have not made significant progress on this file this year, and will move this forward to next year's action list.

6. **Copyright and Intellectual property** – need to confirm a position on copyright with regard to drawings and intellectual property, possibly using AAA's Practice Bulletin PB11-017 as a reference.

We have not made significant progress on this file this year, and will move this forward to next year's action list.

7. **Government contracts / Statute of Limitations:** We have engaged our legal counsel to review the relevant legislation and report on the obligations imposed on Architects by statute of limitations legislation in the NWT. We need to ensure that the legislation, and the contracts we are signing, are equitable and not to an Architect's disadvantage. It is also relevant to how the firms in the NWT approach digital and paper records management, if our liability extends indefinitely. Once the legislative requirements are confirmed, we will communicate this to the membership.
8. **Building Standards Act** – participate in GNWT engagement and work alongside other stakeholders to develop and enact a NWT Building Standards Act.

For many years we have been lobbying for the creation of a Northern Building Standards Act; while our larger centres have solid regulatory framework (building bylaws) that work hand-in-hand with the Architects Act, smaller communities that comprise the vast geography of our territory are left to fend for themselves in a labyrinth of codes, standards and regulations, all of them crucial to ensuring safety of the public in the context of buildings. A building standards act would provide a simple, legible road map for local authorities whose capacity is stretched and yet upon whom the responsibility for building infrastructure is being devolved in ever increasing measures. Nunavut is in the process of developing one. I believe we need one to ensure northern registered architects alone are practicing in the north and that

they have the regulatory support to do their jobs properly.

As part of the consultation process with MACA related to the function and processes of the OFM, we discussed the need for a Building Standards Act. They were open to having a mechanism for review of building design and construction outside the mandate of fire protection/prevention, but admitted it would not be a priority until the OFM procedures were ratified to meet current needs.

9. **Design Builds** – monitor RFP's for improper DB procurement methods, and issue a letter to stakeholders / client groups when direction is needed.
- Ongoing.
10. **Public Promotion and Advocacy for Architects** – Develop an ongoing strategy or dialogue to engage and inform the public by way of scholarship advertisement, award & competition exposure, various career days and school engagement, and other initiatives.
- Scholarship recipients in 2015 – Nancy Ngo, Moses Hernandez
 - Architectural Photo competition
 - Award for Architecture
 - Publication stemming from the awards
 - Career days
 - Et cetera, and ongoing.
11. **Bylaw Review** – Ben is in the process of completing a preliminary review for discussion. There are no amendments pending for this AGM.
12. **Syllabus Students** – Monitor the progress of Syllabus students, and their ability to log CERB hours outside of Part 2

of the Syllabus program for possible amendment to Appendix B of the IAP.

We are aware of one Syllabus student who is enrolled in Part 2 of the program, and who is now registered as a student with the NWTAA. No concerns have been raised by this student.

National/International Developments in 2015/2016

In association with the other CALA jurisdictions, a number of files have been completed or continue as works in progress.

RAIC Practice Committee: The RAIC Practice Committee has re-written RAIC Document 6, and is in circulation for consultation. It is hoped it will be finalized by Summer 2016. Rod Kirkwood chairs the Practice Committee, and has agreed to present changes to the document to NWTAA for information and feedback. We will distribute the meeting time to membership, but it will be between April 12-21st.

Architectural Education Update: as a follow-up to the Ste-Sauveur validation conference, the CACB is re-writing its Conditions and Procedures for the accreditation of schools of architecture. CACB conducted a first cycle of consultation after the conference to summarize the proceedings as a basis for action. CALA and the CCUSA were engaged independently and the outcomes of those sessions have been summarized. CACB is now re-writing the Conditions and Procedures in time for a second round of consultation that will be held with CALA at the Nanaimo meeting in June; meetings with CCUSA will follow shortly thereafter. It is the goal that the rewrite would be complete by the end of 2016 and the C's & P's introduced for the 2019 cycle of accreditation. This would allow the schools a full year to rework curriculum to address the new requirements.

CHOP

the RAIC 'Canadian Handbook of Practice' was last updated in 2009. A great deal has happened in the industry since then: delivery methods and tools have evolved while 'RAIC DOC 6' has been re-visited, CCDC has developed a series of new contract forms, the Schools of Architecture and CALA are re-working the basic tenets of accreditation and the Intern Architect Program is being updated. These changes will force others, like a second look at the RAIC Fee Guide. Informed by the above, but at the same time underlying all of our collective effort, is the CHOP. CALA and the RAIC have agreed to make its re-write a top priority. The RAIC Practice Support Committee has recommended to the RAIC that the first step will be to put the document online in a feedback-friendly format that will allow suggestions from all stakeholders to be gathered and reviewed by a working group prior to the re-write taking place. The 'live' version will allow immediate updates in terminology to be effected where they are influenced by the new DOC 6 and other developments.

AAA Practice Advisory

Early in 2016, the AAA issued a Practice Advisory warning members to understand the risks associated with rogue basic services agreements, especially supplementary conditions applied to RAIC DOC 6 so numerous as to render the contract un-noticeable. NWTAA Councillor Tim Turner-Davis has noted that this practice is alive and well in the Yukon; notwithstanding the requirement for a RAIC Seal, the Yukon Government continues to re-word the document beyond recognition. Tim has requested that RAIC Practice Support review the legal implications of the use of the RAIC Seal on a document so=modified. At the same time, all members are cautioned to be aware of the inherent risks associated with the contracts they sign, including

the GNWT basic Services Agreement which assigns all risk to the consultant.

BEFA

The Broadly Experienced Foreign Architects Program is fully operational. The NWT has 3 assessors: Darrel Vikse (a Chair of National Assessment Teams), Daniel Adam (also a Chair of National Assessment Teams) and Kayhan Nadji.

There was concern about the financial viability of the BEFA program earlier in the year, but numbers increased toward the end of the year and it seems to be back on track.

International Relations Committee (IRC)

Architecture Canada received \$804,000 in funding to develop MRA's with specific international jurisdictions over the previous two years, January 2014 to January 2016 . CALA will implement the MRA's on Architecture Canada's behalf. We will have further update in June at the CALA meetings.

Canada/US Inter Recognition Agreement

The Canada/USA IRA is officially in place and currently endorsed by 42 US jurisdictions (States) and all 11 Canadian jurisdictions. Outstanding states have generally not signed on because their legislation does not allow it. That said, there are provisions in the agreement to prevent architects resident in a non-signatory jurisdiction to register in Canada through a signatory state.

APEC

A mutual recognition agreement has been signed between Canada, Australia and New Zealand. New signatories are being sought, including Japan.

Tri-National Agreement (Canada/US/Mexico)

Discussions are ongoing, stalled on the Mexican side.

ACE

The federal government has signed a free trade agreement with the EU and requires an MRA between the Architectural Council of Europe and CALA to coincide with that agreement.

Workshops are ongoing where Presidents and Registrars of each Association are required to attend, with a view to ironing out the terms and conditions of the respective MRA's.

Congratulations

Don Jossa Architectural Scholarship

In 2012, the NWTAA introduced this grant for NWT High School Graduates seeking post-secondary education in Architecture. This year, scholarships were awarded to Nancy Ngo and Moses Hernandez.

ExAC

Congratulations are due to Kimberley Fuller, Daniel Korver, Lauren Holmes, Jaclyn Burgess, Chris Chevalier, and Joshua Armstrong, who passed their examinations in the fall of 2015. Daniel has since registered as an Architect, and the others are in the final stages of completing their IAP's and are close to eligibility for registration. Once again, we encourage more interns to prepare for and write the exam in the fall of 2016.

IAP

There are currently 14 Intern Architects registered with the NWTAA.

FRAIC

Harriet Bourdett-Moulton, a long-time member and contributor to council, has been awarded the distinction of a Fellowship to the RAIC. She will officially receive her designation at the convocation in Nanaimo in June, as a part of the RAIC Festival of Architecture.

Thank You

I would like to thank Council members Wayne Guy (Vice President), Kayhan Nadji (Secretary), Doug Townsend (Treasurer) and Tim Turner-Davis, as well as Rod Kirkwood (Past President), for their ongoing commitment. Deborah Montgomery will begin her first full year as our Intern Representative on Council. The terms for Tim and Doug end this year; Doug was appointed to complete the term started by Ksenia Eić, who resigned from Council as part of her move south in September 2015. Both are willing to continue for another two-year term.

As our Registrar, Simon Taylor had his hands full keeping us all in order. Vince Barter, Caezar Galasinao and Kris Schlagintweit made up our Continuing Education Committee and have brought us some interesting Con-Ed opportunities this year, and a few more are in the planning stages, including an introduction to the 2015 National Building Code revisions.

Dan Daniels has stepped into the position of Minister's Representative on Council and brings a passion about the North, an understanding of the

contract environment we all work in, and a calm wisdom to our discussions. We are fortunate to have his counsel.

Rod Kirkwood continues to represent us in a strong way in the national forum. He has been appointed to the CACB Board, and is the Chair of RAIC Practice Committee, most recently involved in the review and revision of RAIC Doc 6.

Last but certainly not least, Ben Russo continues to impress as our Executive Director. He keeps us organized, keeps us in communication and consultation with our colleagues in other jurisdictions, coordinates events, and manages the Association in the day-to-day operations. He has established a strong knowledge of our business and our regulations, as well as the national issues that affect us. Ben keeps us effective, informed, and the respect he garners from his counterparts across Canada reflects well on this association.

Thank you, from all of us.

Doug Townson

In Summer 2015, NWTAA's Treasurer, Ksenia Eić, resigned from Council based on her departure from the Northwest Territories. In September, Council appointed me (Doug Townson) as Treasurer for the remainder of Ksenia's term.

The Treasurer, with the assistance of the Executive Director, presented financial reports at most Council meetings for review and approval. The following are comments on the documents provided with this report.

2015 Financial Statement

The NWTAA Financial Statement as of December 31, 2015, is attached. This statement shows that the NWTAA posted a profit of \$8,408.78 (Total Revenue – Total Expenses).

Revenue Break-down

Membership Dues	\$79,609.00	45.7%
Firm Permits	\$48,450.00	27.8%
National Activities	\$10,218.18	5.9%
Continuing Education	\$30,145.00	17.3%
Funding & Sponsorship	\$2,000.00	1.1%
Miscellaneous Income	\$3,370.00	1.9%
Interest	\$467.90	0.3%
Total	\$174,260.08	100.0%

Expenditure Break-down

Membership & Programs	\$34,692.87	20.9%
Governance	\$14,860.69	9.0%
Funds & Awards	\$19,000.00	11.5%
Other	\$1,685.66	1.0%

Staffing	\$64,971.35	39.2%
Operations	\$30,640.73	18.5%
Total Expenditures	\$165,851.30	100.0%

2015 Assets, Liabilities and Net Worth

As of December 31, 2015 the NWTAA's Assets, Liabilities and Net Worth were as follows:

Assets	\$163,848.37
Liabilities	\$6,963.05
Net Worth	\$156,885.32

NWTAA experienced a 19.8% growth on its net worth in the past year, from \$130,996.42 at December 31, 2014 to \$156,885.32 at December 31, 2015.

Short Term Investments & Savings

Operating Reserve Fund

- In 2015, the Operating Reserve Fund increased from \$40,520.00 to \$66,022.18, consisting of a 2014 contribution of \$20,000.00 and a 2015 contribution of \$5,000.00, plus interest paid.
- The Fund's 1-year cashable GIC was cashed and, with the above contributions, a new 5-year cashable escalating rate GIC was purchased.
- This fund now meets Council's goal of maintaining a reserve equaling 50% of the estimated annual operating costs of the Association.

Legal Reserve Fund

- In 2015, the Legal Reserve Fund increased from \$40,348.10 to \$65,348.10, consisting of a 2014 contribution of \$15,000.00 and a 2015 contribution of \$10,000.00, plus interest paid.
- The fund now consists of two 5-year cashable escalating rate GICs valued at \$40,348.10 and \$25,000.00.
- While there is no set goal for this fund, it is the wish of Council to contribute as much as possible on an ongoing basis.

Don Jossa Scholarship Fund

- In 2015, the Don Jossa Architectural Scholarship was awarded to two recipients at \$1,500.00 each; the remaining budgeted amount of \$1,000.00 was placed into savings to start progress towards a long-term goal of establishing a scholarship fund. Although this contribution is modest, it represents a positive step towards a long-term savings goal for the NWTAA.
- As of December 31, 2015, \$997.00 was held in the Scholarship Fund savings account.

Cash Accounts

- As of December 31, 2015, NWTAA's chequing account had a balance of \$31,127.09.
- The office also retained a Petty Cash balance of \$200.00.

2016 Budget

The 2016 Operating Budget was approved by Council on December 8, 2015 and has been attached for your reference. It was developed to be practical and conservative, and Council's approach remains largely consistent with the 2015 budget, with some exceptions noted as follows:

Revenue

Revenue is budgeted at \$126,000, which is \$9,000 lower than the previous budget. Although membership fees are expected to be higher for

2016, firm permit registration aligns with the previous year's actual revenue.

As noted during the 2014 Treasurer's Report:

Under the current fee structure, some firms have chosen to register one branch/firm based on employees of the branch, and not the full entity. As such, where some firms were expected to report employees in the tens and hundreds, instead they have reported the lesser number of the particular branch. This has resulted in a reduction in revenue from firm permit renewals.

Council currently refers to this exploit as the Firm Permit "loophole", and is continuing to examine it as a priority for NWTAA's long-term financial health. This item will be discussed in further detail at the AGM under Old Business.

Expenses

Education

- Experience has shown that, under a worst case scenario, NWTAA's hosting of Continuing Education events is revenue neutral. During 2015, continuing education events produced a profit of \$2,514.05.
- The 2016 budgeted value of \$1,000 represents Council's interest in increasing expenditures (ie, spending of Continuing Education profits plus budgeted amounts) in the area of Continuing Education in order to improve member accessibility to quality local events.
- Staffing An increase to the Executive Director's salary has been budgeted for 2016.
- A modest amount has been budgeted for Staff Development, which is intended for our Executive director to attend the Canadian Network of Agencies for Regulation (CNAR) annual conference in Toronto in November.

Operations

- Minor adjustments have been made to operations, and a nominal reduction from the 2015 budget is anticipated, primarily a result of pursuing operational efficiencies.

2015 Financial Audit

During February and March 2016, Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations. Our draft Audited Financial Statements were received on March 14, 2016, with the final document expected prior to the NWTAA AGM.

Acceptance of Audited Financial Statements

06

Doug Townson

The 2015 Audited Financial Statements provided by Crowe MacKay LLP, Chartered Accountants, are attached for review.

MOVED by Doug Townson,
SECONDED by Wayne Guy,
THAT the 2015 Audited Financial Statements be accepted as presented.

Appointment of Auditor for 2015

07

Doug Townson

MOVED by Doug Townson,
SECONDED by Wayne Guy,
THAT Crowe MacKay LLP, Chartered Accountants, be appointed as auditor for the 2015 fiscal year.

Simon Taylor

The Registrar is responsible for maintaining the Registers and records of the individual members and firms practicing architecture that are registered with the NWTAA.

New Members

Since April 2015, NWTAA has admitted 6 Architects, 5 Intern Architects, 1 Associate Member, and 2 Firms. I am pleased to welcome the following new members (2 of whom has successfully passed the internship program in the North):

Architects

Dobrev, Sofia G.	Iqaluit, NU
Brus, Wojciech M.	North Vancouver, BC
Owen, Trevor J.M.	Kamloops, BC
Fournier, Alain	Montreal, QC
Igel, Andrew J.	Surrey, BC
Korver, Daniel J.	Yellowknife, NT

Intern Architects

Montgomery, Deborah C.	Yellowknife, NT
McFadyen, Jamie L.	Yellowknife, NT
Fok, Vance	Whitehorse, YT
Badescu, Sonia C.	Yellowknife, NT
Rorke, Bronwyn	Yellowknife, NT

Associate Member

Rakhmatullina, Alina	Yellowknife, NT
----------------------	-----------------

Registered Firms

Kobayashi + Zedda Architects Ltd.	Whitehorse, YT
Owen & Hunter Architects	Kamloops, BC

Membership Changes

In June 2015, Council received a request to recognize a former restricted member stricken with a terminal illness, and responded by granting an honorary membership. As well, per normal, the 2016 renewal season brought on a few requests for resignation, as follows:

Resignations

Kindrachuk, Derek E.	Saskatoon, SK
Coupland, David R.	Calgary, AB
Nyman, S. Lind	Toronto, ON
Young, Richard C.	Vancouver, BC

Honourary Membership

Michael Hilchey	Edmonton, AB
-----------------	--------------

Statistics

The following is a summary of our membership numbers as presented at the 2015 AGM, and as at March 31, 2015:

	2014	2015
Architects ¹	62	65
Intern Architects ²	10	16
Associate Members	10	8
Honorary Members	3	4
Retired Members	5	6
Corporations/Firms	16	13

Currently, 15 of the 65 Architects reside in the NWT (and 5 reside in Yukon/Nunavut).

As registrar, I have relied heavily upon the energy and consistency of Ben Russo and therefore thank him for his suffering.

¹ Includes 1 Restricted Practitioner.

² Includes 1 Graduate Architect and 1 Student Member (enrolled in RAIC Syllabus Part 2)

Ben Russo

Being one's own worst judge, I will be the first to admit the year caught up to me. While we achieved a lot as an Association, full credit belongs to Council for ensuring projects remained in motion. Even now, it is remarkable to be writing this report so close to the AGM date, and very easy to dream that next year will be different. Despite starting off on a down-note, it has been another great year surrounded by a passionate Council and committee members, and a jovial and personable membership.

I will stay brief with only two items:

Website & Database

In May 2014, Deleigh and I undertook to improve NWTAA's record-keeping and online resources. In April 2015, I uploaded a new website and online database. The website is a bit sharper and easier to navigate, with resources a click away where they're needed, and with a news feature for website currency.

The true benefit, however, is for this office, as the site is now easier to edit and change and files are more easily uploaded and linked. As well, connected to the site is a very helpful membership database that promises a great deal for streamlining this office's membership management and providing a full historical archive. It is also now possible to upgrade the site in the future to provide more ConEd resources and event listings, or to provide possible fast-tracked membership renewals. Development continues, and I encourage

members to suggest features they'd like to see online.

On a related note, members may have noticed the recent delays or lack of response via email. While part of the concern has been my knack for adding emails to a to-do list monster, there was also a significant issue with our web service provider. The solution was to switch service providers, with the added benefit of enhanced services at a cheaper rate. Email issues have since diminished, and I now take 100% credit for tardy responses.

National Administrative Support

At the November CALA Administrator's meeting, the idea of national administrative support was tabled. National programs, such as our international agreements, the Internship in Architecture Program and ExAC, are managed by committees and provincial administrators. As well, CALA's corporate memory is retained by the more tenured of CALA's jurisdictions, and national files are inconsistently kept throughout all jurisdictions. NWTAA, for example, holds the recently amended CALA Reciprocity Agreement, but not the original agreement or previous amendments.

I have had the pleasure of working with AIBC and NSAA to develop a proposal for a national administrative coordinator. The aim is to lighten the load on all jurisdictions with regard to national programs and activities, to have a curator for all CALA documents and resources, and to centralize all CALA initiatives through one point of contact.

We have also had the fortune of learning from past challenges, as this will not be the first time jurisdictions consider a shared employee.

A proposal will be tabled for the June CALA meetings, with the intent of employing a part-time administrative coordinator in late Summer.

Operations

(Okay, three items.) Following their two-day visit to scrutinize our books and operations, Crowe MacKay LLP has again found us running smoothly for another year, which is a point of personal pride. While the job is fairly low-stress, my still relative novice position means that any day this office does not burn to the ground is a great day.

Also, with Crowe MacKay's assistance, I've been able to gain more efficiencies and stream-lining

through our existing software and practices. Next is developing formal office policies and procedures to follow the "hit-by-bus" best practice for succession. My predecessor left an organization legacy in notes and references, and I can only hope to do her proud and keep this tight ship sailing.

Thank You

I would be remiss in not thanking every volunteer we have – all of Council, committee members, our Minister's Representative, our ExAC supervisors, and anyone else – for making my job as *easy* and fulfilling as it is. I am looking forward to another great year serving you, the profession and the public, and to working with all of you.

Registration & Licence Review Committee Report

10.1

Vince Barter

To begin, I would like to congratulate the following Interns who have successfully completed the ExAC exam: Jaclyn Burgess, Christopher Chevalier, Lauren Holmes, Kim Fuller, Joshua Armstrong and Daniel Korver. From this group, Daniel has registered as an Architect (Congrats Daniel) and we expect others to do the same in the near future.

Our membership now includes a total of 14 Interns with 5 new interns: Deborah Montgomery (Aug 2015), Jamie MacFadyen (Aug 2015), Vance Fok (Nov 2015), Cristina Badescu (Dec 2015) and Bronwyn Rorke (Jan 2016). Additionally, we also have one Syllabus Student, Melissa White.

For those planning on writing the ExAC exam this year (November), there is a minimum of 2800 hours that must be logged, submitted and approved. The deadline for registration is June 30th and must include your experience / hours. I encourage Interns to take a look at the ExAC

website as it contains resources and tips on how to prepare for the exams and what to expect. Also, feel free to forward any questions to this committee through the Association.

I would also like to thank Interns who have been submitting hours for taking the extra time to make sure all documents are in order and that the arithmetic has been double checked, as this has made the reviewing of these submissions that much easier.

Finally, I would like to thank our Executive Director Ben Russo for assisting Interns with staying up to date with their submissions, as well as this committee on track with reviews and managing other aspects of this committee's responsibilities as things come up throughout the year.

Continuing Education Committee

Vince Barter

To begin, I would like to thank other members of the Con Ed Committee for all of their efforts and especially those of efforts by our Executive Director Ben Russo, whose assistance is critical for all of our committees and day to day business.

This past year local Con Ed opportunities were highlighted with the following: 1) a workshop on Integrated Project Delivery (IPD), 2) a Design Build Tutorial hosted by NNCA and 3) Project Management Conference (PMC) hosted by PWS.

For this upcoming year the committee has met on several occasions to develop a list of possibilities of how we could bring forward Con Ed opportunities to our membership. Below are items that have been discussed within the committee:

Integrated Project Delivery, Part 2

Ben is in the final stages of a workshop summary from the IPD session we hosted in May of 2015. Based on the positive response from those who attended this workshop, the committee is recommending that we look at a Part II Workshop.

2015 National Building Code

Although the new NBC has not yet been adopted by the GNWT, it is available for purchase (and download) and we all know it is coming. At least two local firms have asked the NWTAA about the possibility of having a session

hosted by NRC to go through the significant changes. The committee is looking into this with PWS and NRC to see what options are out there.

Other Opportunities

AAA Banff Conference

The committee will be reaching out to the AAA to see if we can piggy back on their annual Banff Conference and have someone come up to Yellowknife either just before or just after the Banff session.

NAIT/SAIT

These technical schools offer 3-day course in Revit and other BIM software. The committee will be approaching them to see if either would be interested in hosting a session in Yellowknife.

Ollerhead and Associates

Ollerhead has been using some new drone and land based surveying technology that have many applications for site surveys in remote communities and otherwise. There could be an interesting Lunch and Learn session (or more) to learn about this technology and how our Membership could benefit from it.

Update on Permafrost

In the past Ed Hoeve has given presentations on permafrost as related to foundation design. This could be in a lunch and learn format (or more).

Green Building Design in the North

I will be travelling to Vancouver next week (April 12-15th) and while there will try to touch base

with Raymond Cole, a leader in LEED initiatives to see if Ray would be interested in presenting to the YK community. There may be an opportunity to team up with The Arctic Energy Alliance.

Building Conditions Assessment Course

EPIC is putting on a 4 day detailed course this June (14-18) in Edmonton Alberta. I have contacted this group and they are interested in bringing a course to YK if the number of participants is high enough. I will get more information from EPIC and make it available to the membership.

Other Associations

The committee is looking at a way of reaching out to the other Architectural and Engineering Associations across Canada to see what Con Ed opportunities might be out there. By knowing about such opportunities in advance our members could look at coordinating their travel

plans accordingly. The committee is looking at ways of making this information via our website with notifications being pushed out to the membership.

As always, we are looking for feedback from the Membership as to which of the above listed possibilities seem the most appropriate or to bring forward other suggestions.

Finally, June 30th is our deadline for completing and report the required 70 hours. Members can record hours throughout the cycle by entering them in their RAIC Transcript online (www.raic.org/transcripts). New members and members requiring login assistance should contact the NWTAA office. Full details about Continuing Education requirements can be found in our Practice Bulletin #3.

Nominations & Elections to Council

On Friday, February 12, a call for nominations, including details and a nomination form, was sent by email to all members. As of Friday, April 8, the office has received no nominations.

There are three vacant positions on Council requiring an election at the Annual General Meeting:

1. **President**, to serve for one year (2016-17), and
2. **Councillors** (2), to serve for two years (2016-18).

There are also two positions set for appointment by Council:

1. **Registrar**, to serve for one year (2016-17), and
2. **Intern Architect Representative**, to serve for one year (2016-17).

Committee Appointments

The following committees require the appointment of Chairs, as well as committee members:

1. Registration & Licencing Committee
2. Continuing Education Committee
3. Complaint Review Committee

Old Business

On the Agenda:

1. Firm Permit Fee Schedule Loophole
2. Architectural Awards & Photography Competition

New Business

/Business from the Floor

There are no items on the Agenda:

Closing remarks

Provided by the President.

The following materials are attached for review:

1. Approved 2015 Operating Budget
2. Financial Statement as at December 31, 2015
3. 2015 Audited Financial Statements