



NWTAA

NORTHWEST TERRITORIES ASSOCIATION OF
A R C H I T E C T S

16

16th Annual General Meeting

Thursday, April 6, 2017 – 6:00pm

2nd Floor – Diamond Plaza, Yellowknife, Northwest Territories

Agenda

**16th Annual General Meeting
Northwest Territories Association of Architects
Thursday, April 6, 2017 – 6:00 PM
2nd Floor, Diamond Plaza (Yellowknife, NT)**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - 15th Annual General Meeting - April 9, 2016
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
 - Nominations
11. Nominations & Elections to Council
12. Committee Appointments
13. Old Business
14. New Business / Business from the Floor
15. Closing remarks
16. Call to Adjourn

Minutes of 15th Annual General Meeting

03

Saturday, April 9, 2016 · Northern Frontier Visitors Centre (Yellowknife, NT)

IN ATTENDANCE

John Berg [BY PHONE]
Wayne Guy, Vice-President
Celeste MacKay, President
Deborah Montgomery, Intern Rep.
Kayhan Nadji, Secretary
Kris Schlagintweit
Doug Townson, Treasurer
Darrell Vikse
William (Bill) Wyness

Ben Russo, Executive Director
Fred Deschenes, Auditor

REGRETS

Dan Daniels, Minister's Rep.
Rod Kirkwood, Past President
Tim Turner-Davis, Councillor
Daniel Adam
Daniel Korver
Christopher Clarke
Melani Pigat

Call to Order

The meeting was called to order at 9:06 AM by the President. A quorum was present.

Approval of Agenda

One item was added to the Agenda under Old Business.

MOVED BY Doug Townson,
SECONDED BY Kayhan Nadji,
THAT the Agenda be approved as amended.
CARRIED

Approval of Minutes

The Minutes of the 14th Annual General Meeting on April 11, 2015, were sent to all members by email and posted on the NWTAA website prior to the meeting. Printed copies were provided at the meeting.

MOVED BY Wayne Guy,

SECONDED BY Doug Townson,
THAT the Minutes of the 14th Annual General Meeting be approved as presented.
CARRIED

President's Report

The President's report was provided in the meeting materials. There is period of transition in NWT, with only 14 resident Architects. There is a concern for available mentors and with meeting quorum, with a call for all to participate and serve the profession.

Council has made strides on, and continues to work on, its priorities. These include revised Practice Bulletins #1 and #4, potential construction site signage, the firm permit fee exploit, relations with the Office of the Fire Marshal (OFM), letters of assurance on projects, the statute of limitations for architectural files, lobbying for the Building Standards Act,

monitoring RFPs for improper design-build setups, engaging the public, a bylaw review, a monitoring Syllabus student progress.

Regarding the OFM, past work and input on the Fire Prevention Act has been shelved, and OFM technical bulletins have been withdrawn. As well, OFM has retracted its aid with policing stamped drawings for unauthorized practice.

Regarding statutes of limitation for file retention, a practice bulletin will be published denoting legal counsel's recommendation for 7 years as necessary, and 10 years as sufficient.

Q: Should the Scholarship be limited to those pursuing a Masters of Architecture in order to promote the profession?

A: It should remain accessible for any program related to architecture, as it currently receives only 0 to 3 applications each year.

With regard to national and international developments:

- RAIC has rewritten its Document Six, and is currently seeking input from the profession. Rod Kirkwood is chairing RAIC's committee.
- CACB is gearing to implement changes to the Student Performance Criteria, stemming from the "Future of Architecture" conference in 2014, by the 2019 school year. Consultations will continue until the end of 2016.
- The Canadian Handbook of Practice (CHOP) was last revised in 2009. CALA is interested in a new revision with the assistance of RAIC.
- AAA has issued a practice advisory regarding the editing of Document Six, and its validity, in response to its governments published practices with this contract.

- The Broadly Experienced Foreign Architect (BEFA) program continues, with Darrell Vikse, Daniel Adam and Kayhan Nadji appointed as assessors from NWT. However, there is concern about its financial viability, and CALA is monitoring it.
- Internationally, the Canada-USA recognition agreement is now signed by 42 US states/territories, with most others unable to sign due to existing legislation. CALA has signed a recognition agreement, under the APEC umbrella, with Australia and New Zealand, and is now in talks with Japan. An agreement with the European Union is still being ironed out.
- NWTAA member Harriet Burdett-Moulton is being awarded as a RAIC Fellow in Nanaimo in June.

Congratulations to Gino Pin, one recipient of the first *Order of NWT*, and to Harriet Burdett-Moulton, soon to be awarded a RAIC Fellowship in Nanaimo in June.

Thanks to Council, committee members and staff for all their time and effort.

Comments:

1. *File retention and copyright issues should be prioritized by the next Council. On the latter, the GNWT has stated it will not change its copyright conditions within its building contracts for reasons that may not be consistent with proper risk management.*
2. *NWTAA should be represented at the NWT&NU Chamber of Commerce event on April 20. Likewise, public exposure should include more public talks akin to "Architecture Week", such as school visits.*

MOVED BY Wayne Guy,

SECONDED BY Doug Townson,
THAT the Treasurer's Report be accepted as presented.
CARRIED

Treasurer's Report

The Treasurer's report was provided in the meeting materials. Doug noted that he accepted the appointment to Council in September 2015 following Ksenia Eic's departure from NWT earlier in the year.

At year-end, revenues totaled \$174,260.08 and expenses totaled \$165,851.30, with a net income of \$8,408.78. Net assets minus liabilities grew almost 20% from the previous year to \$156,885.32.

Also at year-end, the Operating Reserve Fund at totaled \$66,022.18, and the Legal Reserve Fund totaled \$65,348.10. Council introduced a Scholarship Fund with a starting balance of \$1,000 and a long-term goal of generating a sustainable fund.

Q: Is there a target goal for the Legal Reserve Fund?

A: Council currently has no goal on the Fund, but is aware of possible substantial legal costs related to disciplinary actions, and will contribute money as available each year until a goal is established.

Q: Is there a means to contain legal actions to within NWT?

A: Offenses against the Architects Act, as NWT legislation, would require hearings and court proceeds to be effected in this jurisdiction. However, clarification should be sought from legal counsel.

MOVED BY John Berg,
SECONDED BY Wayne Guy,
THAT the Treasurer's Report be accepted as presented.
CARRIED

Acceptance of Audited Financial Statements

Fred Deschenes, Manager, Crowe MacKay LLP, presented NWTAA's Audited Financial Statements as at December 31, 2015, provided in the meeting materials. Noted were some expenses on page 4 related to legal fees and advertising. Ben advised that the legal expense was for two separate legal opinions, and the advertising expense was primarily to promote the Architectural Awards and Don Jossa scholarship.

Q: Regarding funds on page 5, is it necessary for NWTAA to record tangible assets?

A: The exercise is more about "cleaning up the books" and managing assets outside of day-to-day book-keeping.

Regarding investments on page 7, the substantial increase under "Investing activities" is due to funds from Council's fund commitments in both 2014 and 2015 being invested in 2015. It was suggested the Treasurer consider Council's GIC-based investment practice, and possible alternatives to maximize returns on Fund investments.

MOVED BY Doug Townson,
SECONDED BY Wayne Guy,
THAT the audited Financial Statements for the year ending December 31, 2015 be accepted as presented.
CARRIED

Celeste and all thanked Fred for his presentation.

Appointment of Auditor

MOVED BY Kris Schlagintweit,
SECONDED BY Darrell Vikse,
THAT Crowe MacKay LLP, Chartered Accountants, be appointed as auditor for the 2016 fiscal year.
CARRIED

Registrar's Report

The Registrar's report was provided in the meeting materials. Ben spoke on behalf of Simon Taylor.

In the past year, NWTAA admitted 6 Architects, 5 Interns, 1 Associate and 2 Firms. Membership numbers have increased steadily; however, only 14 of the 65 Architects reside in NWT.

Council also awarded long-time member Michael Hilchey with an honorary membership. A brief history of Michael's career and service to the profession was provided.

Executive Director's Report

The Executive Director's report was provided in the meeting materials. A busy year has resulted in some tasks remaining unfinished. However, the new website and database are now live, with some back-end work being tidied up. The database will improve membership information management, and help to provide clear historical information on the association and all its members and firms. As well, the website and emails have been moved to a new server in light of changes and complications from the previous server.

A call to members for more website "portfolio" images will be made. As well, imagery from Architectural Awards submissions can be used on the website.

Nationally, there is a move to employ an administrative coordinator to ease the strain of all senior staff of all associations, as well as to centralize CALA information and finances.

Thanks to Council and all committees for their service, and for making this job easier.

Committee Reports

Registration & Licensing Review

A report from the Registration & Licensing Review Committee was provided in the meeting materials. Vince Barter served as Chair. NWTAA has admitted 5 new interns, plus one student now in part 2 of the Syllabus program. Six Interns have also successfully completed the ExAC, and are en route to being admitted as Architects.

Continuing Education

A report from the Continuing Education Committee was provided in the meeting materials. Kris spoke on behalf of the committee, and asked all members to provide ideas for ConEd opportunities. The 2015 National Building Code is a priority.

AAA's Banff Conference was remarked as an exceptional event worth attending.

Nominations & Elections to Council

Terms are expiring for the President and two councillors, Doug Townson and Tim Turner-Davis. All have expressed a willingness to be re-elected. Melani Pigat had also expressed a willingness to serve on Council.

It was recommended, and supported by Melani, that she serve Council as Registrar under the mentorship of the previous Registrar, Simon Taylor.

1. **Celeste MacKay** was acclaimed as President, to serve a one-year term.
2. **Doug Townson** and **Tim Turner-Davis** were acclaimed as Councillors, to serve a two-year term.
3. **Melani Pigat** was appointed as Registrar by incoming Council.

MOVED BY Bill Wyness,

SECONDED BY Wayne Guy,

THAT the nomination and election results be accepted as presented.

CARRIED

Committee Appointments

Registration & Licence Review

Vince Barter has expressed a willingness to remain as Chair.

Continuing Education

Vince Barter, Kris Schlagintweit, Ceazar Galasinao and Chris Clarke have expressed a willingness to serve. Vince Barter will remain as Chair.

Complaint Review

The Complaint Review Committee has been dormant in the past. Barry Ward has expressed a willingness to serve as Chair, as needed.

Old Business

Firm Permit Fee Schedule

Background on the item was provided: NWTAA's Fee Schedule was revised in October 2014 to address concerns raised by CALA about a possible trade barrier with the previous fee structure. The revised firm permit fee structure, therefore, based its calculations on a firm's size. However, an exploit was quickly discovered wherein large national/international firms comprised of smaller jurisdictional entities were registering only one small entity.

The exploit is being reviewed, as well as alternatives to the current firm permit fee structure. The question was also raised about when, and to what extent, a firm is required to obtain a permit.

Council will consult with legal counsel on the matter.

Architectural Awards & Photography Competition

Wayne thanked Kayhan as co-organizer and champion of the Awards program. An awards gala was held on January 23, immediately following the jury review of all submissions received in late 2015. The event was very successful, and a follow-up publication is now being pursued.

Future events will be dependent on available materials/submissions. An awards competition may be possible every 3-5 years, with a smaller recognition event occurring every year.

New Business / Business from the Floor

Social Media

Q: Is NWTAA being promoted through Twitter, Facebook, LinkedIn, and other social platforms?

A: Yes. NWTAA has recently opened accounts on all noted services. Next steps are to consider when, how, how often, and by whom the accounts will be used.

Building Standards

Q: Bill Wyness has served on Canadian Commission on Building and Fire Codes (CCBFC) for the past 10 years. Is there interest in maintaining Northern representation on this board? Similarly, does NWTAA liaison with the City of Yellowknife with respect to building standards?

A: Council will follow-up with Bill and appoint a representative accordingly.

NWTAA as Beneficiary

Q: Is NWTAA positioned to accept personal or estate gifts without being taxed? And is NWTAA positioned to provide tax receipts in this regard?

A: Council will seek advice from the auditor.

NWT School of Architecture

Q: The practice of architecture is unique in the North – technically, culturally, and socially. There is also a need to retain architects and foster the local profession. Is there an interest in lobbying for a school of architecture in the NWT under a university partnership, similar to the existing nursing program at Aurora College?

A: Athabasca University may be a consideration, given their involvement with the Syllabus program. Sudbury's new school may also be worth reviewing. In lieu of a school program, specific lab opportunities may also be possible. Council will explore the possibilities of an architecture program in NWT.

2015 National Building Code

Q: In light of the impending implementation of the 2015 National Building Code, is it possible to engage the Office of the Fire Marshal to provide lunch & learn sessions in the future?

A: The Senior Plan Review Officer is willing and keen to present to NWTAA and other

stakeholders. However, the OFM has advised that presentations from its office are not possible at this time and until further notice.

Closing Remarks

The President thanked all in attendance for participating and providing input on NWTAA business.

Call to Adjourn

With no further business tabled, it was

MOVED BY Kris Schlagintweit

THAT the 15th Annual General Meeting of the Northwest Territories Association of Architects be adjourned.

CARRIED

Adjourned at 11:48 AM.

Celeste MacKay

I am pleased and inspired to report this year that we are experiencing a new wave of involvement in the Association by its local members and interns. While we feel the gaps left by long-time resident members who have retired or relocated, we are gaining new members via reciprocity with other jurisdictions, as well as through interns successfully completing their experience and examination requirements. These members are increasingly getting involved in the Association through council and through committee work. There is a renewed sense that we will continue to maintain and grow our profession here in the Northwest Territories. It remains of utmost importance that our members continue to mentor newer members, openly discuss succession planning, and encourage broad participation. Likewise, it is important that we as an Association provide opportunities to network, discuss architecture, and celebrate the work we do in the North.

The Association has been operating smoothly, and we have been busy addressing local priorities and initiatives. Thank you for the privilege to represent you locally and nationally. It has been a pleasure to work with the dedicated and enthusiastic council members and committee members. Given our size, it's important to note that our sustainability depends on the continued service of our small pool of professionals in a volunteer capacity, so my thanks go out to all of you for your contributions.

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.

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. **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.

2. **Office of the Fire Marshal**

NWTAA worked in consultation with NNCA and NAPEG to assist in a review of the Fire Prevention Act. Items discussed included implementing a formal early review for projects; clarity around roles

and responsibilities; development of a fee schedule.

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

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

Dialogue has been started with GNWT PWS with regards to the Consultant Agreement. Similar dialogue has not begun relative to Letters of Assurance.

4. **Copyright and Intellectual Property**

We 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.

This has been discussed with GNWT PWS, as their contract specifically requires that they retain Copyright on projects they procure. Their intent is understood to give them the ability to maintain and update their projects over time, not to reuse documents for future projects without remuneration to the design team. We will continue to liaise with them on the language of the contract.

5. **Government Contracts / Statute of Limitations**

We 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. From that, a draft Practice Bulletin #6, titled "Archiving and Destruction of Records", will be approved by Council in the very near future.

6. **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. ***We need a volunteer to continue to pursue this.***

7. **Design Builds** – monitor RFP's for improper DB procurement methods, and

issue a letter to stakeholders / client groups when direction is needed.

Ongoing.

8. **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.

Ongoing

9. **Bylaw Review**

Ben is in the process of completing a preliminary review for discussion. There are no amendments pending for this AGM.

10. **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 to date.

National/International Developments

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 completed the re-write of RAIC Document 6, and is in circulation.

Thank you to Rod Kirkwood for chairing the Practice Committee, and representing us well.

Architectural Education Update

As a follow-up to the Ste-Sauveur validation conference, the CACB is re-wrote its Conditions and Procedures for the accreditation of schools of architecture. CACB is in the final cycle of review for the revised Student Performance Criteria. It is the goal that the rewrite will be introduced for the 2019 cycle of accreditation. This will allow the schools a full year to rework curriculum to address any new requirements.

Committee on the Future of the Profession of Architecture

As further follow-up to the Ste-Sauveur validation conference, a committee has been struck with members of CACB, CALA and CCUSA to explore the Future of the Profession of Architecture. The mandate of the committee is to develop a process whereby the profession and public could be engaged in a conversation about the future of Architecture. The committee will be presenting recommendations to CALA in May 2017 for a path forward, which will include some form of public consultation and analysis.

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 has prepared a

proposal for this undertaking, and has the support of CALA. Initial budgets and schedules have been distributed, and we expect an update at upcoming CALA meetings in May.

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 Councilor 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 the balance of 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 continues to be concern about the financial sustainability of the BEFA program, which continues to run at a deficit. Further debt is anticipated this year, and funding from CALA has been earmarked to cover this. Funding has been requested from the Federal Government to undertake a review of the program and investigate what services the CACB may be able to further provide contributing to the immigration process.

Solutions to which are being examined by CACB. The flow of candidates through the process does not facilitate even distribution of fees – there are currently a number of applicants who are stalled mid-way through the process.

International Relations Committee (IRC):

- **Canada/US Inter Recognition Agreement:** The Canada/USA IRA remains 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 was signed between Canada, Australia and New Zealand. New signatories are being sought, including Japan, Korea, Malaysia, China and Hong Kong.
- **Tri-National Agreement (Canada/US/Mexico):** No new developments.
- **ACE:** Draft MRA has been written. Outline for online course has been developed (intended to cover education on the differences between Europe and Canada – building science and contractual). There is no committed funding for developing the online course material yet. IRC pursuing a meeting with the Minister of Employment.

Canadian Conferences Upcoming

- **RAIC Festival of Architecture** – Ottawa, May 24-27, 2017
<https://festival2017.raic.org/>

- **World Design Summit** – Montreal, October 16-25, 2017
www.worlddesignsummit.com

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 Ian Dayagbil, Tai Huu Nguyenha, and Nancy Ngo.

ExAC

Congratulations are due to Christopher Oland and Cailean Cameron, who passed their examinations in the fall of 2016. We send our encouragement to any of our interns who are preparing to write the exam in the fall of 2017.

IAP

There are currently 10 Intern Architects registered with the NWTAA.

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 be completing her time with us as our Intern Representative on Council, and has worked hard to provide networking and support for our interns in the territories. The terms for Wayne and Kayhan end this year. Both have kindly put their names forward for another two-year term.

Melani Pigat has taken on the role of Registrar, and has been diligently learning the ropes, and keeping us in order. Chris Clark, Ceazar Galasinao, Kris Schlagintweit, Bronwyn Rorke, Alina Rakhmatullina, Jerry Jaud, Dan Korver, and Manon Savignac have all been willing to participate in committee work. Vince Barter has been

responsible for reviewing the Intern Architect Program logbook submissions, for our interns recording hours toward their registration. **Participation from our small membership is vital, and I'm grateful for everyone's many contributions.**

Our Continuing Education Committee organized a public "Pecha Kucha" style evening event around the topic of Tiny Homes, which was well-attended. There is a "Wine and Design" evening in the planning, and on May 20th we will have representatives from NRC travelling to Yellowknife to present the 2015 National Building Code revisions.

Dan Daniels continues in 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, and is travelling to Sri Lanka at the end of the month related to the Canberra Accord. As Past President, Rod also participated as the Nominations Committee.

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.

Sincerely,


Celeste MacKay

Doug Townson

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.

2016 Financial Statement

The NWTAA Financial Statement as of December 31, 2016, as presented to Council on January 10, 2017, is attached. This statement shows that NWTAA posted a minor deficit of -\$454.81 in 2016 (Total Revenue + 2015 Carry-over – Total Expenses).

Revenue Break-down

Membership Dues	\$ 88,375.00	64.72%
Firm Permits	\$ 46,126.00	33.78%
National Activities	\$ 1,840.00	1.35%
Continuing Education	\$ 187.25	0.14%
Funding & Sponsorship	\$ 0.00	0%
Miscellaneous Income	\$ 0.00	0%
Interest	\$ 11.71	0.01%
Total	\$ 136,539.96	100.0%

Expenditure Break-down

Membership & Programs	\$ 4,890.77	3.44%
Governance	\$ 14,127.66	9.95%
Funds & Awards	\$ 23,878.09	16.82%
Other	\$ 1,204.82	0.85%
Staffing	\$ 69,528.38	48.97%
Operations	\$ 28,365.05	19.98%
Total Expenditures	\$ 141,994.77	100.0%

2015 Assets, Liabilities and Net Worth

As of December 31, 2016, NWTAA's Assets, Liabilities and Net Worth were as follows:

Assets	\$ 169,702.86
Liabilities	\$ 7,682.52
Net Worth	\$ 162,020.34

NWTAA experienced a 3.27% growth on its net worth in the past year, from \$156,885.32 at December 31, 2015 to \$162,020.34 at December 31, 2016.

Short Term Investments & Savings

Operating Reserve Fund

- In 2016, the Operating Reserve Fund remained unchanged at \$66,022.18 (not including unpaid interest accrued to date).
- The Fund consists of a single 5-year cashable escalating rate GIC (maturing December 21, 2020)
- The Fund meets Council's goal of maintaining a reserve of approximately 50% of the estimated annual operating costs of the Association.

Legal Reserve Fund

- In 2016, the Legal Reserve Fund increased from \$65,348.10 to \$74,348.10, with a 2016 contribution of \$9,000.00 (not including unpaid interest accrued to date).
- The Fund now consists of three 5-year cashable escalating rate GICs valued at \$40,348.10, \$25,000.00 and \$9,000. (Maturing April 30, 2019, December 21, 2020 & December 22, 2021, respectively.)

- There is no set goal for this fund; however, it is the wish of Council to contribute as much as possible on an ongoing basis.

Don Jossa Scholarship Fund

- In 2016, the Don Jossa Architectural Scholarship was awarded to three recipients: two received \$1,500 each (both first time recipients), and the third received \$1,000 (a second time recipient). There were no funds remaining in the 2016 budget for allocation to the scholarship fund established in 2015.
- As of December 31, 2016, \$1,008.73 is held in the Scholarship Fund savings account. Although this is a modest amount, it represents a positive step towards a long-term savings goal for NWTAA.

Cash Accounts

- As of December 31, 2016, NWTAA's chequing account had a balance of \$27,664.85.
- The office also retained a Petty Cash balance of \$200.00.

2017 Budget

The 2017 Operating Budget was initially approved by Council on November 22, 2016, with minor revisions approved on March 31, 2017 – it is attached for your reference. The Budget was developed to be practical and conservative, and Council's approach remains largely consistent with the 2016 budget, with some exceptions noted as follows:

Revenue

Revenue is budgeted at \$131,420, which is \$5,420 higher than the 2016 budget. Although membership fees are expected to be slightly higher for 2017, firm permit registration fees are budgeted to be lower as NWTAA was aware that some firms were not renewing in 2017.

As noted in the 2014 and 2015 Treasurer's Reports and as discussed at the 2015 AGM:

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 "Loop Hole", and is continuing to examine it as a priority for NWTAA's long-term financial health. This item will be discussed in some detail at the 2016 NWTAA AGM.

In 2016, NWTAA's legal counsel advised that Council's interpretation of its Firm Permit registration fee structure is correct and enforceable. NWTAA therefore clarified its position on Firm Permit registration fees with firms who have knowingly or unknowingly taken advantage of the exploit, with positive results.

Expenses

Education

- Continuing Education events presented by NWTAA have been, at worst, revenue neutral.
- The budgeted \$1,000 represents Council's interest in increasing expenditures (ie, spending of Continuing Education profits plus the budgeted amount) to improve member accessibility to quality local events.

Administration

- The Administration budget includes an increase to the Executive Director's salary.
- A modest amount has been budgeted for Staff Development, which is intended for

our Executive director to attend a Canadian conference specifically related to the administration of a regulatory body.

Operations

- Minor adjustments have been made to operations, and a nominal reduction from the 2016 budget is anticipated, primarily as a result of pursuing operational efficiencies.

2016 Financial Audit

In February/March 2017, Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations. The draft Audited Financial Statements were received on February 20, 2017, with the final document for approval expected prior to the AGM.

Highlights from the Audit, which are of particular importance to the AGM, are as follows:

- Page 3 includes the following Auditor's Opinion statement:

In our opinion, the financial statements present fairly, in all material respects, the financial position of Northwest Territories Association of Architects as at December 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

- Page 4 includes the official statement of operation for 2016. This summary represents the 2016 official and accountant verified financial statement for the NWTAA. The information in this table had been confirmed to align very closely with the unofficial 2017 Financial Statement. Differences between these 2 statements are mainly a result of the auditor's financial statement using standard accounting practices, a different format and having more accurate information specific to interest earned but not paid.
- Page 11 Includes the specifics related the NWTAA's Long Term Investments as described above in this report.

Respectfully submitted,

Doug Townson

Melani Pigat

My first year as Registrar – and my first time on Council – has been a very interesting and rewarding experience. Thanks to Ben, Celeste and Simon for their advice and support as I continue to get up to speed with the roles and duties of this position.

New Members

This year, the NWTAA has admitted 16 Architects, 1 Intern Architect, and 3 Registered Firms. I am pleased to welcome the following new members:

Architects (16)

Drul, Curtis A.	Calgary, AB
Wright, James M.	Toronto, ON
Hastings, David W.	Toronto, ON
Best, Noel A.E.	Vancouver, BC
Armstrong, Joshua F.	Iqaluit, NU
Solomon, Shane J.	Winnipeg, MB
Chevalier, Christopher	Whitehorse, YT
Kimball, Bradley B.	Edmonton, AB
Fuller, Kimberly Jane	Penticton, BC
Burgess, Jaclyn R.	Whitehorse, YT
Phillips, Stephen W.K.	Toronto, ON
Bengert, Brian M.	Edmonton, AB
Sallaway, Keith C.	Calgary, AB
Savignac, Manon	Yellowknife, NT
Huard, Dallas	Saskatoon, SK
Cameron, Cailean	Okotoks, AB

Intern Architects (1)

Sohrabi, Sepideh	Yellowknife, NT
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Registered Firms (3)

Neoteric Architecture	Calgary, AB
IBI Group Architects	Toronto, ON
aodbt	Saskatoon, SK

Membership Changes

The 2017 renewal season brought on a few requests for resignation, as follows:

Resignations (7)

Pierzchajlo, Jan	Edmonton, AB
Bull, Peter D.	Edmonton, AB
McAlister, Daniel	Toronto, ON
Knapp, Bruce	Vancouver, BC
Owen, Trevor J.M.	Kamloops, BC
Igel, Andrew J.	Vancouver, BC
Fuller, Kimberly Jane	Penticton, BC

Statistics

The following is a summary of our membership numbers. We have seen a significant increase in the number of registered Architects this year.

AT MARCH 31	2017	2016
Architects ¹	74	65
Intern Architects ²	11	14
Associate Members	8	8
Honorary Members	4	4
Retired Members	4	4
Firm Permits	11	13

¹ Includes 1 Restricted Practitioner.

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

Currently, 15 of the 74 Architects reside in the NWT.

As a final note, I would like to encourage all of the NWT registered Architects and employers to make a special effort this year to be supportive of the younger generation of Graduate, Intern and Junior Architects in the NWT and Yukon – through training opportunities, hands on practical experience and encouragement to complete the Internship in Architecture Program. As a relatively small Association, we must all support the growth and development of a strong Architecture community that is committed to practicing in the North.

Respectfully submitted,

Melani Pigat

Ben Russo

I'd like to start by thanking all of you. As always and throughout the year, I remain sincerely appreciative of all our volunteers. We have a very involved Council and active committees, all volunteers with considerable time invested, and to which I directly benefit. Thank you!

Office Relocation

To those present at the AGM: Welcome to the new office! The Association relocated in late December to the Diamond Plaza on Franklin. We now share a space with various consultants in a quiet and professional environment. The move also provided motivation for cleaning out our old financial records and other old files. And, speaking of motivation, the many portraits of council members – past and present – now leer directly over my desk.

CNAR

I had the privilege of attending the Canadian Network of Associations for Regulation's (CNAR) annual conference in November. It was refreshing to be around so many senior staff from other regulators, as well as with my counterparts from SAA and AAA. Although the weight of participants and programming revolved around the medical profession, there was enough programming that was relevant to our association. Perhaps the best take-away was in learning we are certainly not alone as a relatively new regulator, and that our challenges and obstacles are not unique.

Finances & Operations

Echoed by our Treasurer, I'm happy (and relieved) that our auditor, Crowe MacKay LLP, is once again confident in our operations. Also echoed by our Treasurer, we continue to adjust and shift our finances and operations in small ripples to find efficiencies and easier methods in our day-to-day functions. We have also begun to simulate and explore disaster/crisis management to better understand our thresholds for survival as a regulator. Conversely, the hit-by-a-bus scenario is a constant reminder to keep this office in a state where Council can instantly take the reins.

Bylaws & Policies

I had hoped in vain to push bylaw revision suggestions to Council in time for proposing amendments at this meeting. I will now only report that some necessary house-keeping is ready-to-go, and more significant revisions are currently being refined or invented. It is anticipated that all revisions can be addressed at one sitting and with plenty of review time, either at the next AGM or at a special meeting later this year.

A number of policies are also being finessed to align and guide Council and committees (and the office) on a wide range of items. Every aspect of the Association is being scrutinized, resulting in everything from a formal brand identity guide to the details of travel expenses and other Council policies, to complaint review procedures. Some of

this work is simply transforming our legal counsel's advice on various matters into formative positions for Council and our members to reference. One such example, a practice bulletin regarding file retention and destruction, will soon be approved by Council and circulated to members.

CALA Support

Last year, I reported on CALA's development of an administrative support position to assist with the national workload currently shared by staff of all associations. Progress has been gradual, but we are nearing the summit. NWTAA has been working with AIBC and NSAA to develop the position, and a couple of associations have

expressed interest in hosting the position on behalf of CALA. Once all associations are on board, we will sign the necessary agreements, the workload transfer will start, and we will all breathe a little easier.

I look forward to another year of serving this profession and the public, and to working with all of you.

Cheers,

Ben Russo

Registration & Licence Review Committee Report

10.1

Vince Barter

To begin, I would like to congratulate the following Interns who have successfully completed the Examination for Architects in Canada (ExAC): Cailean Cameron and Chris Oland.

We have five (5) new architects from the Internship program: Cailean Cameron, Josh Armstrong, Chris Chevalier, Kim Fuller and Jaclyn Burgess.

Our membership now includes a total of nine (9) Interns with one (1) new intern, Sepideh Sohrabi – welcome aboard.

This past year we reviewed 12 CERB submissions. I say “we” because Dan O’Neill has stepped forward to sit on the Committee. Thanks, Dan – much appreciated.

For those Interns 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 July

15th, 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.

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 keeping this committee on track with reviews and managing other aspects of this committee’s responsibilities as things come up throughout the year.

Thank you,

Vince Barter

Additional Materials & Attachments

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
4. Nominations Committee

Old Business

There are no items on the Agenda.

New Business

/Business from the Floor

There are no items on the Agenda.

Closing remarks

Provided by the President.

ATTACHMENTS

The following materials are attached for review:

1. Approved 2017 Operating Budget
2. Financial Statement as at December 31, 2016
2016 Audited Financial Statements