

## MINUTES

### 15<sup>th</sup> Annual General Meeting

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*

Melani Pigat, *Registrar*

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

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### 1 CALL TO ORDER

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

### 2 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**

### 3 APPROVAL OF MINUTES

The Minutes of the 14<sup>th</sup> 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 14<sup>th</sup> Annual General Meeting be approved as presented.

**CARRIED**

## 4 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the OFM, past work and input on the Fire Prevention Act has been shelved, and OFM technical bulletins have been withdrawn.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**

## 5 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**

## 6 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.

## 7 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**

## 8 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.

## 9 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.

## 10 COMMITTEE REPORTS

### 10.1 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.

### 10.2 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.*

## 11 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**

## 12 COMMITTEE APPOINTMENTS

### 12.1 Registration & Licence Review

Vince Barter has expressed a willingness to remain as Chair.

### 12.2 Continuing Education

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

### 12.3 Complaint Review

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

## 13 OLD BUSINESS

### 13.1 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.

### 13.2 **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.

## 14 **NEW BUSINESS / BUSINESS FROM THE FLOOR**

### 14.1 **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.

### 14.2 **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.

### 14.3 **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.

### 14.4 **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.

#### 14.5 **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.

## 15 **CLOSING REMARKS**

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

## 16 **CALL TO ADJOURN**

With no further business tabled, it was

**MOVED BY** Kris Schlagintweit

**THAT** the 15<sup>th</sup> Annual General Meeting of the Northwest Territories Association of Architects be adjourned.

**CARRIED**

Adjourned at 11:48 AM.

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**RESPECTFULLY SUBMITTED,**

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Celeste MacKay, President

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Kayhan Nadji, Secretary