

MINUTES

16th Annual General Meeting

Thursday, April 6, 2017

Diamond Plaza (5204 50th Avenue) · Yellowknife, NT

IN ATTENDANCE

Daniel Adam

Christopher Clarke

Ceazar Galasinao

Rod Kirkwood, *Past President*

Daniel Korver

Celeste MacKay, *President*

Melani Pigat, *Registrar*

Manon Savignac

Kris Schlagintweit

Simon Taylor

Doug Townson, *Treasurer*

Barry Ward

William Wyness

Ben Russo, *Executive Director*

REGRETS

Dan Daniels, *Minister's Rep.*

Wayne Guy, *Vice-President*

Deborah Montgomery,
Intern Rep.

Kayhan Nadji, *Secretary*

Darrell Vikse

1 CALL TO ORDER

The meeting was called to order at 6:02 PM by the President.
A quorum was present.

2 APPROVAL OF AGENDA

MOVED BY Daniel Adam, **SECONDED BY** Chris Clarke,
THAT the Agenda be approved as presented.
CARRIED

3 APPROVAL OF MINUTES

The Minutes of the 15th Annual General Meeting on April 9, 2016, were circulated online prior to the meeting. Printed copies were provided at the meeting.

MOVED BY Simon Taylor, **SECONDED BY** Kris Schlagintweit,
THAT the Minutes of the 15th Annual General Meeting be approved as presented.
CARRIED

4 PRESIDENT'S REPORT

The President's report was provided in the meeting materials. The following highlights were noted:

- All are encouraged to review Council's priorities from 2016/2017, listed in the report, and speak to Council about current items on the list and potential additions to the list.
- Revisions to RAIC's Document 6 have been published, and are now available online.
- Following the "Educating Future Architects" conference in Ste-Sauveur, QC, in September 2014, Celeste now sits on a CALA subcommittee to assess the profession as it relates to the public and evolving industries, as well as the student-to-graduate-to-architect process. They are expected to report at the CALA table in May.
- The Canadian Handbook of Practice (CHOP) will be opened for revisions by RAIC, in partnership with CALA. RAIC endeavors to publish a paper edition as well as an interactive and updatable digital edition.
- CALA is reviewing the CACB's Broadly Experienced Foreign Architect (BEFA) program, as it is currently running at a deficit.
- From CALA's International Relations Committee, the Canada/USA agreement still stands with no major issues. There is still momentum for an agreement with Japan under the APEC umbrella, and an agreement with the Architects Council of Europe is "almost there" with a final look at domain-specific education criteria underway.
- Congratulations to the three recipients of the Don Jossa Scholarship Award, and to the two Interns who successfully completed the ExAC this year.
- Thanks to all of Council, to the incoming Intern Representative, to all volunteers on all committees, and to staff.

Q: Is there proactive liaison happening with the Office of the Fire Marshal, especially with respect to the Fire Prevention Act?

A: This is a priority of Council. OFM has requested feedback about the FPA from stakeholders; NWTAA has provided a response consistent with prior discussions with OFM. The 2015 National Building Code and related fire codes were adopted in November 2016.

MOVED BY Kris Schlagintweit, **SECONDED BY** Melani Pigat,
THAT the President's Report be accepted as presented.
CARRIED

5 TREASURER'S REPORT

The Treasurer's report was provided in the meeting materials.

A one-page Financial Statement at December 31 shows total revenues at \$136,539.96, and total expenses at \$141,994.77, with a small net deficit of \$-454.81, which includes a carry-over of \$5,000 from the 2015 budget for Awards expenses.

Total net worth is at \$162,020.34 – an increase of 3.27% from last year. The Operating Reserve Fund rests at \$66,022.18, roughly equal to Council's goal of 50% of annual operating costs. The Legal Reserve Fund totals \$74,348.10, including a 2016 contribution of \$9,000. The Scholarship Fund remains at \$1,008.73, as all \$4,000 budgeted for the Don Jossa Scholarship was awarded in 2016. Finally, the chequing account is at \$27,664.85, and the office holds \$200 in petty cash. Overall, NWTAA is experiencing slow and healthy growth.

The 2017 Operating Budget is, again, fairly conservative. Income reflects some expected resignations and non-renewals of permits, and expenses recognize the recent office move. And, as in past years, Council remains willing to spend on otherwise revenue-neutral ConEd budget items.

Q: From last year, the question remains if NWTAA is able to accept donations and estate gifts, and is it able to issue tax receipts.

A: Council has, so far, determined that its operating status does not enable it to provide a tax receipt for donations, nor can an upstart foundation fulfill the expectations of a donation. There is a possibility of working with a municipal or territorial government to facilitate a tax receipt which would free NWTAA to use the funds as it and the donor desired. Council will follow-up with its accountant and lawyer.

MOVED BY Simon Taylor, **SECONDED BY** Barry Ward,
THAT the Treasurer's Report be accepted as presented.
CARRIED

6 ACCEPTANCE OF AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements at December 31, 2016, were provided in the meeting materials. The Treasurer provided a brief review.

Of note is the Opinion on page 3, which states that our records are "fairly represented". The Statement of Operations on page 4 generally aligns with Council's financial reports, with additions per accounting practice, such as consolidated interest income, and amortizations of assets. On page 11, a summary of long-term investments is aligned with the Operating and Legal reserve funds, which are held in various cashable GICs.

MOVED BY Doug Townson, **SECONDED BY** Simon Taylor,

THAT the audited Financial Statements for the year ending December 31, 2016 be accepted as presented.

CARRIED

7 APPOINTMENT OF AUDITOR

The Treasurer recommended continuing its relationship with Crowe MacKay as NWTAA's long-standing auditor.

MOVED BY Daniel Adam, **SECONDED BY** Barry Ward,

THAT Crowe MacKay LLP, Chartered Accountants, be appointed as auditor for the 2017 fiscal year.

CARRIED

8 REGISTRAR'S REPORT

The Registrar's report was provided in the meeting materials. Melani thanked Ben, Simon and Celeste for their assistance in her role as Registrar. Since April 1, 2016, NWTAA has registered 16 new architects and one intern, and issued three new firm permits. As of January 1, seven architects have resigned.

Current membership statistics show 74 architects, 11 intern architects, 8 associates, 4 retired members, 4 honorary members, and 11 active firm permits. A total of 15 architects are NWT residents.

9 EXECUTIVE DIRECTOR'S REPORT

The Executive Director's report was provided in the meeting materials. Ben welcomed all to the new office space at Diamond Plaza.

Ben was able to attend the annual conference of the Canadian Network of Associations for Regulation (CNAR) in Toronto in November, joined with staff from AAA and SAA. The conference provided valuable and relevant lessons for the roles of the Executive Director and of the NWTAA as a regulator.

Council and staff are currently reviewing crisis management strategies, as well as succession plans. The overall goal is for Council to be able to easily control and manage the association in the absence of staff, existing office space & assets, and limited revenue.

Finally, CALA is reviewing the possibility and need of a paid administrative support position, and should have a program in place for final approval in May. NWTAA, AIBC and NSAA have been heading program development.

Comment: Council should consider “key personnel” life insurance as part of its disaster management strategy.

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, and Dan O’Neill also sits on this committee.

10.2 Continuing Education

An oral report from the Continuing Education Committee was provided by Chris Clarke, Chair. Plans for a spring conference were moved to the fall in order to invite the National Research Council to present on its changes in the 2015 National Building Code and related codes. The committee is hoping to secure funding from GNWT ITI to minimise registration fees for the one-day seminar. A December 1 public presentation on tiny homes was very well-received, and the committee is looking forward to working with the presenters on follow-up activities.

Q: Does NWTAA publish a public newsletter?

A: No, but it does post information online, and utilizes social media when possible.

A wine & design event is also being organized by Council.

10.3 Nominations

An oral report from the Nominations Committee was provided by Rod Kirkwood, Chair. One President and two Councillors were required to fill Council seats. A call for nominations was sent to all members on January 13. As of February 20, the office received one nomination for President – Celeste MacKay – and two nominations for Councillors – Wayne Guy and Kayhan Nadji. There was therefore no need to hold an election.

Q: The bylaws allow for one non-resident member to sit on Council. Is that the right number?

A: Tim Turner-Davis is currently the non-resident member on Council. Council will address this question.

11 NOMINATIONS & ELECTIONS TO COUNCIL

A total of one nomination for President and two nominations for Councillor were received by the NWTAA office. An election was not required and, with all nominees allowing their nominations to stand, it was confirmed that

1. **Celeste MacKay** was acclaimed as President, to serve a one-year term, and
2. **Wayne Guy** and **Kayhan Nadhi** were acclaimed as Councillors, each to serve a two-year term.

MOVED BY Bill Wyness, **SECONDED BY** Barry Ward,
THAT the nomination and election results be accepted as presented.
CARRIED

12 COMMITTEE APPOINTMENTS

All current committee chairs have expressed a willingness to continue their respective terms. Council will appoint committee chairs at its next meeting.

13 OLD BUSINESS

Following the last AGM, a firm permit exploit and subsequent solution has been addressed by the Treasurer. As well, development of an online gallery to showcase recognize the inaugural NWTAA Architectural Awards and Photography Competition is underway, and the office will be soliciting firms and members for updated imagery for NWTAA's main website.

14 NEW BUSINESS / BUSINESS FROM THE FLOOR

14.1 CHOP

RAIC will be reaching out to all professionals for input and volunteers as it undertakes revisions to the Canadian Handbook of Practice.

14.2 CACB Validation

Following the Ste-Sauveur conference in September 2014, another validation conference is being targeted for 2019. NWTAA should consider its representatives now. CALA's subcommittee is also looking to open dialogue nationally and to gather a 'performance evaluation' of the profession from a spectrum of professionals.

14.2 Extent of Liability, Terms

Q: The terms for extent of liability for architects in the Territories appear infinite, and inconsistent with other provinces. Is NWTAA reviewing it with the government?

A: Council is currently engaging with GNWT on this item.

15 CLOSING REMARKS

The President thanked all for attending.

16 CALL TO ADJOURN

With no further business tabled, it was

MOVED BY Doug Townson

THAT the 16th Annual General Meeting of the Northwest Territories Association of Architects be adjourned.

Adjourned at 6:56 PM.

RESPECTFULLY SUBMITTED,

Celeste MacKay, President

Kayhan Nadji, Secretary