



NWTAA

NORTHWEST TERRITORIES ASSOCIATION OF

A R C H I T E C T S

18th Annual General Meeting

Wednesday, April 3, 2019 – 5:30pm

2nd Floor – Diamond Plaza · Yellowknife, Northwest Territories

Agenda

18th Annual General Meeting

Northwest Territories Association of Architects

Wednesday, April 3, 2019 – 5:30 PM

2nd Floor, Diamond Plaza (Yellowknife, NT)

1. Call to Order
2. Approval of Agenda [Motion]
3. Election to Council [Motion]
4. Approval of Minutes
 - 17th Annual General Meeting - April 5, 2018 [Motion]
5. President's Report [Motion]
6. Treasurer's Report [Motion]
7. Acceptance of Audited Financial Statements [Motion]
8. Appointment of Auditor for 2019 [Motion]
9. Registrar's Report
10. Executive Director's Report
11. Committee Reports
 - Registration & Licensing Review
 - Continuing Education
 - Nominations
12. Committee Appointments
13. Old Business
14. New Business / Business from the Floor
 - Digital Seals with Notarius
15. Closing remarks / Call to Adjourn

Minutes

17th Annual General Meeting April 5, 2018 – Yellowknife, NT

IN ATTENDANCE

Bou-Saleh, Wessam

Clarke, Christopher

Guy, Wayne, *Vice-President*

Jacobs, Randy

Korver, Daniel

Korver, Melani, *Registrar*

MacKay, Celeste, *President* [PHONE]

Nadji, Kayhan, *Secretary*

Oland, Christopher

Rakhmatullina, Alina

Rorke, Bronwyn, *Intern Rep.*

Sanders, Keith

Schlagintweit, Kris

Townson, Doug, *Treasurer*

Wyness, William

Ben Russo, *Executive Director*

REGRETS

Dan Daniels, *Minister's Rep.*

Call to Order

The meeting was called to order at 5:45 PM by Doug Townson. A quorum was present.

Approval of Agenda

MOVED BY Clarke, **SECONDED BY** Guy,

THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

The Minutes of the 16th Annual General Meeting on April 6, 2017 were circulated online prior to the meeting. Printed copies were provided at the meeting.

MOVED BY Korver (Dan), **SECONDED BY** Clarke,

THAT the Minutes of the 16th Annual General Meeting be approved as presented.

CARRIED

President's Report

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

Celeste thanked her colleagues for volunteering on Council and the committees and congratulated the three Interns that passed the Examination for Architects in Canada (ExAC) this year.

Celeste's report included a list of local initiatives and of national/international developments. Two key notes:

- The Canadian Handbook of Practice (CHOP) is being revised. Ben Russo sits on the Steering Committee and Kris Schlagintweit sits on the Editorial Board.
- Dan Daniels's term as Minister's Representative has ended, and he is now enjoying retired life in Alberta. Council has requested, and is awaiting, a new appointment by the Minister.

Celeste also thanked Ben as Executive Director and made herself available to answer any questions stemming from her report.

MOVED BY Guy, **SECONDED BY** Rorke,
THAT the President's Report be accepted as presented.
CARRIED

Treasurer's Report

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

Doug noted that the Association's finances are in good health. Year-end 2017 saw a small surplus of \$1,341.94 and a net revenue of \$131,723.49 and expenditures of \$130,381.55. The Association's net worth grew by just over 12%, not at \$182,624.18.

The Association carries several short- and long-term investments as reserves. The Operating Reserve Fund is holding just over \$66,000 and should be revisited in 2018 meet the goal of 50% of annual operating costs; the Legal Reserve Fund is holding just over \$83,000; the Don Jossa Scholarship Fund, started in 2015, is now holding just over \$3,500; and the chequing account at year-end was just over \$22,000.

In late 2017, Council prepared a budget for 2018 that reflected the prior year budget with a couple of exception. Anticipated revenue is \$139,000, as the registration fee for Architects was increased to \$1,200. Noting an exploit first identified in 2016, Firm Permit fees have been cleared by legal counsel and are now enforced on parent companies, and not just branches.

Q: What was the exploit and the origin of the change of fees for Firm Permits?

A: In 2014, Manitoba voiced a grievance with CALA regarding unfair or geographically discriminatory fees. The grievance was not against NWTAA specifically, but the hint was taken. NWTAA subsequently replaced its intra- and extra-territorial fees with a tiered fee according to firm size only. The resulting

exploit was that branches of firms were registering as separate, smaller entities than the publicly recognized national or international firms they represented.

The 2018 budget also reflects that Continuing Education events have been cost-neutral in the past and can easily remain cost-neutral or slightly profitable. Also, administrative fees have increased to provide for staff salary, staff development and employee health benefits.

Q: *Has CIBC GICs remained competitive for acceptable short- and long-term investments, or do they yield higher than the rate of inflation?*

A: *At the tail end of 2017, CIBC provided a higher-than-posted rate for the GICs purchased, and the GICs are earning higher than inflation rates.*

Q: *Is Council considering ConEd events as a revenue generator?*

A: *Council does view ConEd events as possible revenue generators, but has prioritized accessibility. Some events are prohibitive of NWTAA increasing fees for profit, such as prescriptive or package presentations by the National Research Council.*

MOVED BY Clarke, **SECONDED BY** Korver (Melani),
THAT the Treasurer's Report be accepted as presented.
CARRIED

Acceptance of Audited Financial Statements

The Audited Financial Statements at December 31, 2017 were provided in the meeting materials. The Treasurer provided a brief review.

Of note is the Opinion of the auditor, which states that our records are "fairly represented" and "in accordance with Canadian accounting standards for not-for-profit organizations".

MOVED BY Guy, **SECONDED BY** Taylor,
THAT the audited Financial Statements for the year ending December 31, 2017 be accepted as presented.
CARRIED

Appointment of Auditor

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

MOVED BY Townson, **SECONDED BY** Korver (Dan),
THAT Crowe MacKay LLP be appointed as auditor for the 2018 fiscal year.
CARRIED

Registrar's Report

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

Since the last AGM, the Association admitted 7 Architects, 4 Intern Architects, and 3 Registered Firms. Registration statistics have been consistent over the past 2-3 years. As of March 31, there are 74 Architects, 12 Intern Architects, 7 Associates, 4 Honourary Members, 4 Retired Members and 14 Firm Permits. Of the 74 Architects, 16 are resident.

C: The approval process for Intern experience hours has seen some delays, and the workload should be shared among more volunteers on the review committee.

R: Council will seek appointments from more members to assist the Registration & Licencing Committee with its reviews of Intern experience hours.

Executive Director's Report

The Executive Director's report was provided in the meeting materials.

An administrative review of the Bylaws is still ongoing, and it was intended that Council would see suggested revisions and amendments before this AGM. In lieu of proposed amendments, with will now wait for a special meeting to be called, a general overview of the suggested changes was presented for consideration.

With consent from our lawyer and auditor, the office has started the process of becoming paperless. As an example, the 2018 audit involved only digital records, and auditor believes the 2019 audit could be done more efficiently and at its own offices.

With revisions to the Canadian Handbook of Practice (CHOP) underway, Ben has joined the Steering Committee and Kris Schlagintweit has joined the Editorial Board. Requests for input and volunteers will be ongoing on this project.

Q: Has there been a policy review regarding the requirement for Errors & Omissions insurance, as has been done at AIBC?

A: AIBC has enforced mandatory insurance on its members, and Council will likely address mandatory insurance as a result of AIBC's action.

Committee Reports

Registration & Licensing Review

On behalf of the Chair, Vince Barter, Ben welcomed the four new interns – Peter Kelly, Ric Sabalboro, Wessam Bou-Saleh and Andrea Harms – and congratulated the three Interns who have registered as Architects – Cailean Cameron, Lauren Holmes and Christopher Oland.

Continuing Education

A report from the Continuing Education Committee was provided in the materials.

Chris Clarke, Chair, thanked Kris Schlagintweit, Bronwyn Rorke and Alina Rakhmatullina for their efforts. The Committee organized a few events: A Codes Canada seminar in May, provided by the National Research Council; a "Subarctic Architecture" Pecha Kucha event in October; and a one-day conference on "Changing Climate, Changing Buildings" in November. All were well-attended and well-received, and the October & November events are being broadcast on local community television. The Committee is now planning for a one-day "Building Sciences" event in the near future, and another Pecha Kucha event in October.

The focus is on providing local opportunities to obtain mandatory hours in Northern-relevant subjects. That said, the reporting deadline on June 30 is approaching.

Q: Who determines the ConEd hour value?

A: Hours are typically based on real time. With Association events, it's expected that a 45-minute presentation will have 10 or 15 minutes of questions and discussion, adding up to a full hour.

C: Thank-you to the Committee for organizing all these events.

Nominations

On behalf of the Chair, Rod Kirkwood, Ben reported that the Call for Nominations was sent on February 13 with a deadline of February 26 to meet the 45-day requirement for a notice of election.

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. **Doug Townson** and **Tim Turner-Davis** were acclaimed as Councillors, each to serve a two-year term.

MOVED BY Guy, **SECONDED BY** Taylor,

THAT the results of the 2018 Election to Council be accepted as presented.

CARRIED

Committee Appointments

Recognizing the existing and new volunteers at the AGM, Council will appoint committee chairs and members at its next meeting.

Old Business

Yellowknife's Hudson's Bay Building

Following last year's discussion about salvaging Yellowknife's former Hudson's Bay Company building in Old Town, NWTAA offered to host meetings for the Artists Cooperative, the group wishing to restore the

building as a multi-purpose music and arts venue. Two meetings were held at the NWTAA office, and no further action was taken nor partnership considered in this regard.

New Business / Business from the Floor

Yukon Architectural Society

Tim Turner-Davis and fellow architects in Yukon have started the Yukon Architectural Society with a mission to realize an Architects Act and corresponding regulatory body in Yukon. Council has wished the Society good luck with its mission.

Q: *Is there an impact on NWTAA and its membership if and when Yukon starts its own association?*

A: *No. There are only a handful of members from Yukon, and most of them are also members of other jurisdictions. NWTAA's jurisdiction ends at NWT's borders, and all persons wishing to practice in NWT must still be registered regardless of being registered in other jurisdictions.*

Q: *Has the Society approached NWTAA for support?*

A: *The Society is receiving support from NWTAA and other neighboring associations. The responsible Minister in Yukon is also wholly supportive of an Architects Act, which will hopefully help expedite the process.*

Women in Architecture

It was observed that, of the 16 voting members present, there were only 4 women present, that the perception could be the Association is an "Old Boy's Club", and that the Association may wish to address this perception.

The gender disparity at the meeting was not representative of the local membership, including interns, nor nationally within the profession and at the academic level.

Firms and individuals also have a responsibility to keep a standard of inclusion and to deter perceptions of gender bias. Specifically, regarding new parents, accommodations can be made for working at home or working around a child-focused schedule. One example given was on-site daycare within the firm.

Acceptance of Credit Cards

It was noted that having the Association accept credit cards would be beneficial for members, especially those in government.

The Treasurer responded that his report notes exploration is underway for methods of accepting credit cards. The office has made enquiries with vendors and is trying to reconcile the ability to pay by credit card with the office's internal financial system.

Closing Remarks

Celeste thanked all for attending the AGM and for staying involved with the Association's business.

Call to Adjourn

With no further business tabled, it was

MOVED BY Schlagintweit

THAT the 17th Annual General Meeting of the Northwest Territories Association of Architects be adjourned.

Adjourned at 6:41 PM.

President’s Report

Thank you for the privilege to represent you over the past year, both locally and nationally. It has been a pleasure to work with dedicated and enthusiastic Council 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 goes out to all of you for your contributions.

The Association has been experiencing stability, both in terms of policy and finances, mainly due to the significant and ongoing efforts of our Executive Director, Ben.

We continue to experience active 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. We continue to maintain and grow our profession here in the Northwest Territories. I will reiterate, from my report last year, that 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. These efforts will ensure we continue to maintain a vibrant and skilled architectural profession in the NWT.

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.

SUMMARY	ACTION
1. Public Outreach and Promotion	
Engage the public and provide learning opportunities by way of public lectures, school visits & fairs, “Family Fun Day” events, public charrettes/forums and <i>Pecha Kucha</i> -styled talks.	The ConEd Committee has been working to provide a variety of learning opportunities and to open these up to the public as much as possible.
Work with schools regarding job-shadowing opportunities; offer ConEd hours incentive for members.	This was suggested by our Minister’s Rep, and it has merit: we need to work with ECE and the schools for opportunities beyond the 1-day program with Grade 9 students.
Increase promotion via scholarship advertisement, awards publications and other avenues.	This is ongoing.

Assess value of a booth at the annual Chamber of Commerce Spring Trade Show.	It was decided that this could not be accommodated within our available budget & volunteer capacity.
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2. Practice Bulletins

Response to Rogue RFPs as a guideline and public accessible standard, akin to AIBC's Bulletin 64.	Ongoing.
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Attribution or misrepresentation of works, akin to AIBC's Bulletin 44 and AAA's Bulletin 29.	Ongoing.
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File Retention and Destruction, as guidelines for members.	Completed.
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Signing documents prepared by others. Elaboration on Code and exceptions to the Code, such as active participation in document review and adequate liability insurance.	Ongoing.
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3. Bylaw Review

Review and update the NWTAA Bylaws to ensure currency and fluency, specifically regarding the role of Registrar, defining an Intern Architect, and the complaint review process.	Ben has been working through our bylaws systematically and Council will soon be ready to call a special meeting to review and approve the recommended changes.
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4. Policy and Procedure Development

Consolidate and establish a set of policies and procedures that reflect Council's wishes and current office practice, per direction from the Act and Bylaws. This includes travel practices, authorized spokespersons, complaint review processes, crisis management and financial management.	Similar to the bylaw review, Ben has been systematically reviewing policies and procedures related to the day-to-day work of the Association.
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5. Risk Register

Following AIBC, assess all possible risks to the Association & its assets, Council, staff, members, stakeholders and the public, and develop actions to avoid or mitigate all risks.	Ongoing. Items continue to be addressed as they are identified.
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6. Authorities Having Jurisdiction

Confirm a "correct" permitting procedure used by the City of Yellowknife with the Office of the Fire Marshal. Ensure authorities recognize client/contractor/designer relationships; letters of assurance designed to satisfy in lieu of architect site reviews; architects represent owners and are not agents of the City.	The City of Yellowknife has engaged the industry in a consultation, with one topic being permitting procedures and Letters of Assurance. Simon Taylor has attended on behalf of the NWTAA, and consultation is ongoing.
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Clarify with OFM the use and limitations of an architect's stamp, and ensure stamps are not required by OFM where unnecessary per the Act.	This has been communicated. The OFM is firm in their requirement for stamped documents for review purposes.
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7. Letters of Assurance

Survey Firms/Practitioners and their insurers & lawyers regarding letters of assurance and contract items demanded by the City of Yellowknife and GNWT. Meet with City and GNWT to revise contracts, and/or confirm with insurers the levels of assurance that will not compromise architects' liability coverage.	This priority needs a champion.
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8. Construction Site Signage

Develop a system for issuing prescribed signage for construction sites that identifies the registered architect (and permitted firm) on a given project. Survey other jurisdictions to understand current or proposed signage systems.

This has been on Council's back burner. Do members want Council to continue pursuing this?

9. Copyright and Intellectual Property

Continue to clarify with GNWT the language used regarding copyright ownership in procurement contracts. (Consider phrasing in Federal contracts as a substitute.)

Ongoing.

GNWT Infrastructure has advised that the intent of obtaining copyright of designs is to allow for future modifications of completed projects without requiring original Architect's authorization; it is not a means to use designs as prototypes.

10. Office of the Fire Marshal

Renew joint interest with NAPEG and NNCA on matters with OFM. Liaison with OFM as they review their policies & procedures and the Fire Prevention Act, and to secure a monitoring gateway for the practice of architecture.

OFM will not act as a monitoring gateway for the practice of architecture. We continue to liaise with the OFM.

11. Awards

Assess cycle and merit for recurring awards.

Previous awards took place in 2015. What is appropriate timing for an awards cycle? When is there a sufficient pool of new work?

12. Building Standards Act

GNWT MACA has agreed that a Building Standards Act is desirable; however, the Fire Prevention Act has been prioritized. There is currently no capacity to develop, or implement, a BSA.

NWTAA awaits the opportunity to participate in GNWT engagement and work alongside other stakeholders to develop and enact a Building Standards Act.

For many years, we have been lobbying for the creation of a Building Standards Act. While our larger centers 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. It is felt that we need one to ensure NWT-registered Architects are engaged where required and that they have the regulatory support to do their jobs properly.

13. Rogue RFP's and Procurements

Clients and designers should be referred to relevant CCDC guides regarding Design-Build and other procurement methods. Following CALA momentum, NWTAA will respond to rogue RFP and procurement

We continue to review these issues as they are brought to our attention.

contracts with a notice to members and possible communication with the client/requester.

Three other topics have emerged over the course of the term:

1. Attribution, as it relates to how architects represent the extent of their work/project participation in promotional material and proposals;
2. Seeking a relationship with the architectural community in Greenland;
3. Exploring the idea of an NWT school of architecture.

National/International Developments

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

Canadian Handbook of Practice (CHOP)

The RAIC, with the direction and support of CALA, continues with a major re-write of the Canadian Handbook of Practice (CHOP). The final document is anticipated to be completed in the summer of 2019 and will be incorporated into the CExAC in the following year. Thank you to Ben Russo and Kris Schlagintweit, who are both representing us on various committees associated with this project.

Architectural Education Update

The new *Student Performance Criteria* are now being used for the 2019 cycle of accreditation. CALA approved an avenue for conditional certification for students of Laurentian University, as the school is in the final stages of accreditation. This allows graduates to enter the IAP program while the new school of architecture completes its final years of candidacy.

Committee on the Future of the Profession of Architecture

The Future of Architecture Committee continues their work developing a visioning document on the future of Architecture in Canada. It is currently in the process of being reviewed by communications consultants and an advisory group. After this stage is complete, the consultation will come to various venues across Canada. NWTAA will have to decide how to host this conversation with architects, industry partners, and the public.

BEFA

The Broadly Experienced Foreign Architect 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.

A comprehensive survey was undertaken to review the BEFA process, and CALA approved some minor adjustments to the process this year as a result of the survey responses.

International Relations Committee (IRC):

- **Canada/US Mutual Recognition Agreement and Tri-National Agreement:** This MRA remains in place, but there have been some challenges.

NCARB has eliminated their BEFA program, which they had leveraged for the Tri-National. As a result, individual states no longer have a vehicle through which they've signed on to the Tri-National Agreement. There is some uncertainty around the agreement, given the political climate between the US and Mexico. The agreement between Canada and the US is hovering around 40 states. The International Relations Committee (IRC) continues to keep CALA up to date on developments.

- **APEC:** A Mutual Recognition Agreement is in place between Canada, Australia and New Zealand. New signatories are being sought, including Japan, Korea, Malaysia, China and Hong Kong. At this time, it has been determined that an agreement with Japan will be back-burnered.
- **ACE (Architects' Council of Europe):** An MRA was signed at a ceremony in Montreal in October 2018! An online course is being developed and is intended to cover education on the differences between Europe and Canada – building science and contractual.

Upcoming Canadian Conferences

- **RAIC Festival of Architecture** – Toronto ON, October 26-30
www.raic.org/news/festival-2019

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, we received no applicants, so the funds will accrue for future years. We continue to advertise via the college and high schools in the NWT, as well as through News North.

ExAC

We would like to extend our congratulations to Jamie McFayden, who passed the ExAC in the Fall of 2018. We send our encouragement to any of our interns who are preparing to write the exam in the fall of 2019.

IAP

There are currently 8 Intern Architects registered with the NWTAA, and 1 Syllabus student.

Thank You

I would like to thank councilors Wayne Guy (Vice President), Kayhan Nadji (Secretary), Doug Townson (Treasurer) and Tim Turner-Davis for their ongoing commitment. Sepi Sohrabi will be completing her term as Intern Representative and has worked hard to provide networking and support for our interns in the territories. The terms for Wayne and Kayhan end this year, and we thank them for their contributions over many years of NWTAA service. Whatever the makeup of next year's council, we hope Wayne and Kayhan won't mind us calling on them for advice and assistance with special projects.

Thank you to Melani Korver for her ongoing work as the Registrar. Chris Clarke, Bronwyn Rorke, Alina Rakhmatullina and Wessam Bou-Saleh have made great efforts towards providing a variety of interesting Continuing Education for our members and have agreed to continue in the coming year, with the exception of Alina who will be missed when she relocates to BC. Jerry Jaud, Dan Korver and Manon Savignac have also been doing extensive committee work. We also have a pool of volunteers committed to reviewing

Internship in Architecture Program logbook submissions. **Participation from our small membership is vital, and I'm grateful for everyone's many contributions.**

My thanks, also, to Cheryl Fennell, our Minister's Representative on Council. We are fortunate to have her wise counsel and valuable perspective at our table. We look forward to continuing to work with her in the next term.

This final thank-you is reworded every year, and I fear it does not do justice to the continued efforts and accomplishments of our Executive Director, Ben Russo. It is through Ben's effective contributions that we continue to function. My sincere thanks for keeping us organized and in-touch, and for garnering ongoing respect from our counterparts across Canada. He has helped us to become a well-oiled machine and continues to recommend ways to evolve that keep us current and relevant.

Sincerely,

Celeste MacKay

Treasurer's Report

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

Cash Flow & Income Statement

The year-end Income Statement for 2018 presented to Council on January 8, 2019 shows a net loss, or total revenue minus expenses, of -\$4,943.74. This loss is a direct result of an over-contribution to our Legal Reserve Fund and bears no impact on the Association's operations.

REVENUE	2018	2017
Registration Fees	91,016.00	135,036.66
Firm Permit Fees	69,314.00	46,634.00
Other Member Fees	6,450.00	3,200.00
MINUS Registrar Expenses	-514.97	-490.55
MINUS National Levies & Fees	-1,781.38	-3,093.71
ExAC Registration Fees	1,840.00	3,220.00
MINUS ExAC Administration Fees	-1,593.79	-2,825.55
Continuing Education	6,890.00	20,420.25
Funding & Sponsorship	6,100.00	32,234.82
MINUS ConEd Expenses	-12,299.65	-52,921.43
Other Revenues	19.22	143.00
MINUS Credit Card Processing Fees	-605.75	0.00
NET REVENUE (Revenue minus Costs)	\$ 164,833.68	\$ 131,723.49
EXPENSES (by category)		
Governance	15,912.13	12,737.64
Operations (administration)	76,099.05	72,872.73
Operations (all other expenses)	27,463.15	30,505.44
Funds & Awards	49,000.00	13,000.00
Other	1,303.09	1,265.74
TOTAL EXPENSES	\$ 169,777.42	\$ 130,381.55
TOTAL REVENUE MINUS EXPENSES	- \$ 4,943.74	\$ 1,341.94

Assets, Liabilities and Net Worth

As of December 31, 2018, the Association's assets, liabilities and net worth were as follows:

	2018	2017
Assets	249,641.75	182,858.74
Liabilities	26,103.54	5,862.80
Net Worth	223,538.21	176,995.54

We realized a 26.3% growth in net worth from December 31, 2017 to December 31, 2018.

Short Term Investments & Savings

Operating Reserve Fund

- In 2018, the Operating Reserve Fund was increased by \$10,000 to \$76,022.18, not including unpaid interest accrued to date.
- The Fund consists of a 5-year cashable escalating rate GIC maturing in December 2020 and a 1-year special GIC maturing in December 2019.
- Council continues to review this fund annually to ensure it reflects approximately 50% of the Association's estimated annual operating costs.

Legal Reserve Fund

- In 2018, the Legal Reserve Fund was increased by \$35,000 to \$118,348.10, not including unpaid interest accrued to date.
- The Fund consists of one 5-year fixed rate GIC maturing in December 2022, three 5-year cashable escalating rate GICs maturing in April 2019, December 2020 and December 2021, and one special GIC maturing in December 2019.
- There is no set goal for this fund; however, it remains the wish of Council to contribute as much as feasible on an annual basis.

Don Jossa Scholarship Fund

- In 2018, no applications were received for the Don Jossa Architectural Scholarship Award. The budgeted \$4,000 was transferred to the scholarship fund established in 2015.
- As of December 2018, the fund totals \$7,525.65 and consists of one special GIC maturing in December 2019.

Cash Accounts

- As of December 31, 2018, NWTAA's operating account had a balance of \$40,776.75.
- The office no longer retains Petty Cash money.
- All Scholarship Fund money held in savings was transferred to the Scholarship Fund GIC.

2019 Budget

The 2019 Operating Budget was initially approved by Council in December, with minor revisions being approved in January. It is attached for your reference. The Budget was developed to be practical and conservative, and Council's approach remains largely consistent with the 2018 budget, with some exceptions noted as follows:

Revenue

- Revenue is budgeted at \$153,198.67, which is \$14,258.67 higher than the 2018 budget. The 2019 budget anticipated minor increases in Membership Fees and Firm Permit Registrations based on recent trends in membership growth. To date the 2019 Membership Fees and Firm Permit Renewals received are higher than the budgeted amounts in these areas.

Expenses

Education

- The Continuing Education Committee presented one ConEd session that generated a small profit of \$690.35.
- The 2019 budget for ConEd is \$1,000 to reflect the revenue neutral nature of Continuing Education events. These events prove to be successful, affordable, and accessible.

Administration

- A modest amount has been budgeted for Staff Development, which is intended for our Executive director to attend a Canadian conference related to the administration of a regulatory body.
- During 2018, Council implemented a self-administered *health spending account* for the Executive Director. Council will continue to explore other feasible options to provide this coverage.

Operations

- Minor adjustments have been made to allocation of operating costs, but the budgeted amounts remain largely consistent with the 2018 budget.

2019 Financial Audit

In February 2019, Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations. The Audited Financial Statements were received by Council on March 12, 2019 and are now pending acceptance at the AGM.

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

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

- Page 5 includes the official Statement of Operation for 2018. The totals in this statement appear different from the year-end Cash Flow & Income Statement reported to Council. These apparent differences are due to reporting variances on asset amortization, sums carried from, treatment of fund contributions, and interest earned but not paid. An internal variance analysis shows the audited statement and Council's statement are both correct for their respective purposes. As is the case with audited statements from previous years.

- Page 12 Includes the specifics related the NWTAA's Long Term Investments as described above in this report.

Appointment of 2019 auditor

Crowe MacKay LLP has provided a fee proposal for audit services for the 2019, 2020 & 2021 fiscal years. These fees have remained stable and consistent for several years – the proposal received includes incremental increases in the fee for services rendered over a 3-year period amounting to an approximate 20% increase. Based on a review of the fee proposal by Council, with the assistance of the Executive Director, it has been determined that this fee is fair and reasonable and represents good value to the NWTAA.

Respectfully submitted,

Doug Townson

Cash Flow & Income Statement

as at December 31, 2018

Prepared by Ben Russo on January 7, 2018

ASSETS	2017 YEAR-END	2018 TO DATE
CIBC Operating Account	22,036.69	40,776.75
CIBC Savings Account (Scholarship)	3,511.86	1.28
Cash on Hand	0.00	0.00
Petty Cash	200.00	0.00
Accounts Receivable	7,739.91	6,967.79
Credit Cards Receivable	-	0.00
Operating Reserve Fund (2 GICs)	66,022.18	76,022.18
Legal Reserve Fund (5 GICs)	83,348.10	118,348.10
Scholarship Fund (1 GIC)	-	7,525.65
TOTAL ASSETS	33,488.46	249,641.75

REVENUE	2017 ACTUAL	2018 BUDGET	2018 TO DATE
Membership	135,036.66	136,100.00	166,780.00
Member Registrations	84,702.66	91,800.00	91,016.00
Firm Permit Registrations	46,634.00	42,050.00	69,314.00
Application Fees	2,950.00	1,500.00	4,450.00
Late Fees & Other	750.00	750.00	2,000.00
Other	56,018.07	2,840.00	14,849.22
Continuing Education Fees	20,420.25	1,000.00	6,890.00
Funding & Sponsorships	32,234.82	0.00	6,100.00
ExAC Registrations	3,220.00	1,840.00	1,840.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	0.00	0.00	0.00
Interest Income	0.00	0.00	19.22
Miscellaneous Income	143.00	0.00	0.00
TOTAL REVENUE	191,054.73	138,940.00	181,629.22

COST OF SERVICES	2017 ACTUAL	2018 BUDGET	2018 TO DATE
Registrar Expenses	490.55	250.00	514.97
National Levies & Fees	3,093.71	3,000.00	1,781.38
ExAC Administration	2,825.55	1,200.00	1,593.79
ConEd Fees & Expenses	52,921.43	0.00	12,299.65
Credit Card Processing Fees	-	-	605.75
TOTAL COSTS	59,331.24	4,450.00	16,795.54
TOTAL REV. MINUS COSTS	131,723.49	134,490.00	164,833.68

NOTE: Banking revenue and expenses, such as interest and service fees, may be outstanding.

NET INCOME	1,341.94	2,195.00	-4,943.74
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LIABILITIES	2017 YEAR-END	2018 TO DATE
Accounts Payable & Cheques Outstanding	4,552.80	1,945.11
Credit Card Payables	0.00	1,049.43
Customer Deposits & Deferred Revenue	1,310.00	23,109.00
TOTAL LIABILITIES	5,862.80	26,103.54

Cash Flow	23,913.80	21,641.00
NET WORTH	27,625.66	223,538.21

EXPENSES	2017 ACTUAL	2018 BUDGET	2018 TO DATE
Governance	12,737.64	14,750.00	15,912.13
Council Meetings	986.55	1,000.00	1,195.95
Council Travel & Expenses	3,153.90	3,000.00	2,650.66
Committee Meetings & Exp.	526.77	500.00	406.68
Annual General Meeting	211.45	250.00	0.00
National Meetings	7,858.97	10,000.00	11,658.84
Discipline & Regulatory	0.00	0.00	0.00
Operations	103,378.17	102,345.00	103,562.20
Administration	72,872.73	76,000.00	76,099.05
Office Lease and O&M	8,731.80	9,550.00	9,525.60
Financial Services	6,109.88	6,500.00	6,034.88
Legal Services	6,266.82	0.00	2,065.88
Insurance Policies	2,345.00	2,345.00	2,367.00
Office Supplies & Expenses	1,623.91	1,200.00	1,802.10
Mail & Courier Services	196.88	200.00	123.10
Phone & Internet Services	2,213.52	2,200.00	2,215.24
Website Services	133.26	150.00	133.26
Advertising & Promotional	2,103.91	2,500.00	1,819.79
Capital Purchases	393.71	1,000.00	1,017.40
Bank & Interest Fees	183.00	200.00	46.20
Credit Card Service Fees	-	-	315.00
Miscellaneous	203.75	500.00	-2.30
Funds & Awards	13,000.00	12,500.00	49,000.00
Operating Reserve Fund	0.00	3,500.00	10,000.00
Legal Reserve Fund	9,000.00	5,000.00	35,000.00
Don Jossa Scholarship	4,000.00	4,000.00	4,000.00
Awards & Prizes	0.00	0.00	0.00
Other	1,265.74	2,700.00	1,303.09
Social Events & Programs	649.08	1,500.00	1,163.46
Gifts & Accolades	26.88	200.00	63.00
President's Initiative	589.78	1,000.00	76.63
TOTAL EXPENSES	130,381.55	132,295.00	169,777.42

2019 Operating Budget

APPROVED - January 8, 2019

Prepared by Ben Russo on January 7, 2018

ASSETS	2018 YEAR-END	2019 BUDGET
CIBC Operating Account	40,776.75	23,024.10
CIBC Savings Account (Scholarship)	1.28	0.00
Cash on Hand	0.00	0.00
Petty Cash	0.00	0.00
Accounts Receivable	6,967.79	0.00
Credit Cards Receivable	0.00	0.00
Operating Reserve Fund (2 GICs)	76,022.18	76,022.18
Legal Reserve Fund (5 GICs)	118,348.10	128,348.10
Scholarship Fund (1 GIC)	7,525.65	11,525.65
TOTAL ASSETS	249,641.75	238,920.03

REVENUE	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Membership	136,100.00	166,780.00	151,258.67
Member Registrations	91,800.00	91,016.00	99,490.67
Firm Permit Registrations	42,050.00	69,314.00	49,518.00
Application Fees	1,500.00	4,450.00	1,500.00
Late Fees & Other	750.00	2,000.00	750.00
Other	2,840.00	14,849.22	1,940.00
Continuing Education Fees	1,000.00	6,890.00	1,000.00
Funding & Sponsorships	0.00	6,100.00	0.00
ExAC Registrations	1,840.00	1,840.00	920.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	0.00	0.00	0.00
Interest Income	0.00	19.22	20.00
Miscellaneous Income	0.00	0.00	0.00
TOTAL REVENUE	138,940.00	181,629.22	153,198.67

COST OF SERVICES			
Registrar Expenses	250.00	514.97	250.00
National Levies & Fees	3,000.00	1,781.38	4,000.00
ExAC Administration	1,200.00	1,593.79	750.00
ConEd Fees & Expenses	0.00	12,299.65	0.00
Credit Card Processing Fees	-	605.75	1,500.00
TOTAL COSTS	4,450.00	16,795.54	6,500.00
TOTAL REV. MINUS COSTS	134,490.00	164,833.68	146,698.67

NOTE: Banking revenue and expenses, such as interest and service fees, may be outstanding.

NET INCOME	2,195.00	-4,943.74	333.67
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LIABILITIES	2018 YEAR-END	2019 BUDGET
Accounts Payable & Chqs Outstanding	1,945.11	0.00
Credit Card Payables	1,049.43	0.00
Customer Deposits & Deferred Revenue	23,109.00	0.00
TOTAL LIABILITIES	26,103.54	0.00

Cash Flow	22,690.43	23,024.10
NET WORTH	223,538.21	238,920.03

EXPENSES	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Governance	14,750.00	15,912.13	19,700.00
Council Meetings	1,000.00	1,195.95	1,200.00
Council Travel & Expenses	3,000.00	2,650.66	4,000.00
Committee Meetings & Exp.	500.00	406.68	1,000.00
Annual General Meeting	250.00	0.00	500.00
National Meetings	10,000.00	11,658.84	13,000.00
Discipline & Regulatory	0.00	0.00	0.00
Operations	102,345.00	103,562.20	109,665.00
Administration	76,000.00	76,099.05	80,000.00
Office Lease and O&M	9,550.00	9,525.60	10,000.00
Financial Services	6,500.00	6,034.88	7,000.00
Legal Services	0.00	2,065.88	0.00
Insurance Policies	2,345.00	2,367.00	2,500.00
Office Supplies & Expenses	1,200.00	1,802.10	1,200.00
Mail & Courier Services	200.00	123.10	250.00
Phone & Internet Services	2,200.00	2,215.24	2,500.00
Website Services	150.00	133.26	200.00
Advertising & Promotional	2,500.00	1,819.79	3,000.00
Capital Purchases	1,000.00	1,017.40	2,000.00
Bank & Interest Fees	200.00	46.20	200.00
Credit Card Service Fees	-	315.00	315.00
Miscellaneous	500.00	-2.30	500.00
Funds & Awards	12,500.00	49,000.00	14,000.00
Operating Reserve Fund	3,500.00	10,000.00	0.00
Legal Reserve Fund	5,000.00	35,000.00	10,000.00
Don Jossa Scholarship	4,000.00	4,000.00	4,000.00
Awards & Prizes	0.00	0.00	0.00
Other	2,700.00	1,303.09	3,000.00
Social Events & Programs	1,500.00	1,163.46	1,500.00
Gifts & Accolades	200.00	63.00	500.00
President's Initiative	1,000.00	76.63	1,000.00
TOTAL EXPENSES	132,295.00	169,777.42	146,365.00

Registrar’s Report

Since my last report, the NWTAA has admitted 15 Architects, 2 Intern Architects, and 3 Firms. I am pleased to welcome the following new and returning members:

Architects

James Anderson	Toronto, ON
Aziz Bootwala	Edmonton, AB
Darren Burns	Vancouver, BC
Rebecca Denley	Yellowknife, NT
Michael Flynn	Winnipeg, MB
David Fortin	Sudbury, ON
Alvin Fritz	Lethbridge, AB
Ian McDonald	Vancouver, BC
Sarah Prodor	Whitehorse, YT
Bronwyn Rorke	Yellowknife, NT
Scott Stirton	Winnipeg, MB
Pooyan “Sean” Tajadod	Vancouver, BC
Michael Taylor	Toronto, ON
John White	Winnipeg, MB
Lazarus Yotamu	Vancouver, BC

Intern Architects

Kelly Caughlin	Yellowknife, NT
Jacob Shank	Yellowknife, NT

Registered Firms

Architecture49 Inc.	Toronto, ON
S2 Architecture	Calgary, AB
Sitar & White Architecture & Engineering Ltd.	Winnipeg, MB

Membership Changes

The 2019 renewal season saw 4 requests for resignation from Jerry Jaud, John Kobayashi, Eric McIntyre, and Stanis Smith.

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	2019	2018
Architects ¹	82	74
Intern Architects ²	9	12
Associate Members	6	7
Honorary Members	4	4
Retired Members	4	4
Firm Permits	16	14

Currently, 18 of the 82 Architects reside in the NWT.

Respectfully submitted,

Melani Korver

¹ Includes 1 Restricted Practitioner

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

Executive Director's Report

I have served this Association for five years now. My to-do list is currently unending, and my job can often be summarized as playing catch-up. That said, I've been very fortunate to serve a Council that is involved and engaged, and to work with a membership that continually demonstrates its commitment to the profession. I continue to watch this Association, and the profession, grow and mature in strides.

CHOP

Content for the 3rd Edition of the Canadian Handbook of Practice is nearly finished, and the Editorial Board is in full swing to reach the June 2019 content deadline. Delivery of the new edition will require more work and more time, however, and the Steering Committee is now anticipating full publication as early as Fall 2019.

The intention has been to introduce this 3rd edition as a new, living document presented on an online and interactive platform, similar to other key documents found in other professions. RAIC is currently seeking the best model and platform and, moving forward, the Steering Committee is considering a framework for ongoing editing and revisions.

CALA

CALA's Administrative Coordinator has been working hard to centralize national corporate knowledge and to unify key national messaging. A new CALA website will be live soon, which will greatly assist current national initiatives, such as dialogue around a proposed National Architecture Policy.

Bylaws & Policies

Two years ago, I reported that a review of the Association's Bylaws and Policies was nearly complete. This remains true, albeit delayed. As with last year, I intend to suggest a full "house-cleaning" revision, the first since 2001, and a subsequent series of necessary amendments. This will require Council's review, possibly with assistance by an ad hoc committee, minimal legal review, and final approval & discussion by members at a special general meeting.

As well, this office is creating and amending suggested policies and procedures for Council's approval. These policies will ultimately compliment the revised & amended bylaws and pave a clear path for Council and this office to follow. The exercise has mostly been a matter of putting current practice into writing for the benefit of future councils.

Operations

Office routines and systems are continually being improved for efficiency and ease. Digital forms and online services will soon be on the horizon, and Interns and Architects will be able to easily find updates regarding their registration renewals, approved experience hours, ConEd status, and more.

As of December 2018, this office now accepts credit cards. Some headaches continue for the office, but the benefit is an easier mode for members to pay (and expense) fees.

As always, I greatly appreciate the volunteers on Council and our committees who tow a heavy line in keeping this Association active and engaged. It remains a pleasure to work with this small group of dedicated professionals.

Respectfully submitted,

Ben Russo

New Business

Digital Seals with Notarius

Submitted by Ben Russo

Most of the 11 Canadian Architectural Licencing Authorities have partnered, or are close to partnering, with **Notarius**, a Canadian-based certifier specializing in digital seals for professional associations.

A partnership with Notarius would allow authorized practitioners to use Notarius's product, *CertifiO for Professionals*, to seal (ie, virtually stamp) PDF and PDF-A documents. It would also provide the Association with the option to consider the future of its stamps, as it is only a matter of time before NWT's planners and reviewers shift to paperless filings.

A partnership with Notarius requires a one-time setup fee of \$1,000, which includes all the training, software and support needed for NWTAA to both provide and revoke digital seals. Individuals using the product would then be subject to a one-time setup fee of \$140 and an annual fee of \$185. For individuals with multiple registrations/licences, annual fees for additional seals are discounted to \$75.

It is recommended that NWTAA enter a partnership with Notarius to allow its practitioners to use digital seals in lieu of a physical stamp.

Background

Notarius was founded through an initiative of the *Chambre des notaires du Québec*, a professional regulator, and has partnered with over 25 Canadian professional associations to date. It is the only Canadian company that issues trusted digital signatures recognized by Adobe and Microsoft, and its product, *CertifiO*, is recognized by several governments, cities, large companies and employers in Canada.

Notarius is also the only company in North America with the expertise to offer solutions for confirming the origin, integrity and authenticity of electronic documents decades after they've been signed.

Notarius is currently partnered with five CALA jurisdictions – AAA, AIBC, AANB, OAA and OAQ – and others are currently considering partnership. Other associations include engineers, landscape architects and lawyers.

Further information about Notarius is available at www.notarius.com.

The Technological Context

(An excerpt from a proposal by Notarius)

Electronic documents are easily modified, and their content can easily be extracted and copied elsewhere. This includes images of signatures and stamps/seals.

When electronic documents are concerned, **electronic signatures** are means to an end, namely, increased document reliability. People sign documents because they want the party relying on the document to be provided with some assurance that the document has been signed by them and that it has not been altered. They range from a signature block at the bottom of an email to the audio recording of a conversation in which a client agrees to buy a product or service.

A subset of electronic signatures, called **Digital Signatures**, reinforces electronic signature reliability with cryptography resulting in higher assurance levels for the party relying on the document. Digital Records demand higher assurance levels.

In the current technology context and market, one can observe the following technology market solution segmentation:

- **Electronic Image Signatures:** at the lowest assurance level, people simply insert an image of their manuscript signature (and the Architect's stamp if applicable) in the electronic document. This form of electronic signature provides very low assurance levels because it is too easily forged;
- **Electronic Platform Signatures:** These online platforms typically work by requiring the user
 - To upload the document to be signed;
 - The platform then requests (often by email) the user and other signers to complete online actions resulting in markings (which can include signature images) being added to the document;
 - The document is sometimes sealed at the end of the process using a generic platform digital signature; and
 - The document is then sent by email to all parties.
- **Certificate-Based Digital Signatures.** In this model, the user applies a digital signature to a document with a unique digital certificate obtained from a Certificate Authority ("CA"). CA's provide digital signing certificates at varying levels of assurance – some only require a valid email address and will accept any self-declared names and others (like Notarius) will require in-person verification of identity with government issued photo ID.

Certificate-based Digital Signatures issued from trusted and regularly audited and certified CA's provide the highest assurance levels when it comes to digital records. Some, like Notarius, will even certify additional information such as the association membership of the signer.

Documents produced by NWTAA members also need to be preserved, read and authenticated for long periods of time. In its implementation of the **PDF/A** and **PADES/LTV** international standards, Notarius is the only Canadian company that offers solutions creating and verifying electronic documents possessing long-term embedded readability and authentication features.