



20th
NWTAA AGM

NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS

ANNUAL GENERAL MEETING · APRIL 7, 2021

CONSOLIDATED REPORTS

FORMATTED FOR WEB

Agenda

20th Annual General Meeting of the Northwest Territories Association of Architects

Wednesday, April 7, 2021 – 5:30 PM | 2nd Floor, Diamond Plaza (Yellowknife, NT)

[BY WEBCONFERENCE]

(M) denotes motion(s) required

1. **Call to Order**
2. **Approval of Agenda (M)**
3. **Approval of Minutes (M)**
 - 19th Annual General Meeting – April 1, 2020
4. **President’s Report (M)**
5. **Treasurer’s Report (M)**
6. **Acceptance of Audited Financial Statements (M)**
7. **Appointment of Auditor for 2019 (M)**
8. **Registrar’s Report**
9. **Executive Director’s Report**
10. **Committee Reports**
 - Registration & Licensing Review
 - Continuing Education
 - Nominations
11. **Bylaw Amendments**
12. **Election to Council (M)**
13. **Committee Appointments**
14. **Old Business**
 - 2020 Architectural Awards
15. **New Business / Business from the Floor**
 - Nunavut Building Standards Act
16. **Closing remarks / Call to Adjourn (M)**

Minutes

19th Annual General Meeting of the Northwest Territories Association of Architects

Wednesday, April 1, 2020 – 5:30 PM | Web Conference

[BY WEBCONFERENCE]

In Attendance

Daniel Adam
Michèle Aubé
John Berg
Wessam Bou-Saleh
Bohdan Chorny
Ksenia Eić
Cheryl Fennell
Wayne Guy
Melani Korver
Daniel Korver

Christopher Oland
Celeste MacKay
Jamie McFadyen
D. Brent North
Keith Sanders
Simon Taylor
Douglas Townson
Tim Turner-Davis
Darrell Vikse
Ben Russo

Regrets

Cathy McNaughton
Becca Denley

1. Call to Order

The meeting was called to order at 5:30 PM by the President.
A quorum was present.

2. Approval of Agenda

MOVED BY Guy, **SECONDED BY** Turner-Davis,
THAT the Agenda be approved as presented.
CARRIED

3. Approval of Minutes

The Minutes of the 17th Annual General Meeting on April 5, 2018 were circulated online prior to the meeting. Printed copies were provided at the meeting.

MOVED BY Sanders, **SECONDED BY** MacKay,
TO approve the Minutes of the 18th Annual General Meeting as presented.
CARRIED

4. Election to Council

The number of nominations received was not more than the number of seats available, so an election was not necessary.

1. Melani Korver was acclaimed as President.
2. Doug Townson and Tim Turner-Davis were acclaimed as Councillors to serve 2-year terms.
3. Jamie McFadyen and Christopher Oland were acclaimed as Councillors to serve 1-year terms.

**MOVED BY Adam, SECONDED BY Vikse,
TO approve the results of the 2020 election to Council as presented.
CARRIED**

5. President's Report

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

This was Melani's first year as President. Thanks to Celeste MacKay and Ben Russo for the assistance and easing the transition.

Melani is looking forward to the 2nd NWTAA Architectural Awards event at this end of this year.

Council Priorities

Each year, Council develops and works from a list of priorities. Details of these priorities are noted in the report, and highlights include:

- Public Promotion – Aiming for a “Family Fun Day” at the museum, similar to the event held 8-9 years ago. Also looking to promote job shadowing and further push the annual scholarship.
- Practice Bulletins – Council is drafting bulletins regarding the Misrepresentation of Works by architects, and RFPs & Tenders that are inappropriate for the industry (“Rogue RFPs”).
- Bylaw Review – Ben has completed a technical review of the bylaws, and Council intends to propose a revision and amendments at the end of the year.
- Risk Register – An ongoing review of operational & administrative risks to the Association and how to manage or mitigate them.
- Authorities Having Jurisdiction – Council intends to have AHJs confirm and clarify their permitting and review processes for building projects.
- Letters of Assurance – Assessing the risk of liability inherent in Letters of Assurance by surveying firms and insurers.
- Site Signage – The original idea proposed by Gino Pin has evolved into an online “project registry” to confirm architects are involved on known projects, with site signage being an option.

- Copyright Ownership – Working with GNWT to clarify their copyright clauses.
- Office of the Fire Marshal – Addressing concerns about plan reviews and bulletins that had been removed.

Q: Has NWTAA conferred with other jurisdictions about bulletins or copyright ownership?

A: NWT is unique in having only one plan review officer; however, we do consult with other jurisdictions to share experiences and expertise. The administrators have informal communication lines for problem solving.

- Awards – Council will strike a committee to organize an Architectural Awards event at the end of the year. Members have been encouraged to “save the date” and to consider photo opportunities over the summer.
- Building Standards Act / Fire Prevention Act – GNWT Municipal and Community Affairs has indicated interest in a BSA, but has prioritized a FPA. Council intends to be an active participant in these actions.

Q: For the benefit of new members, is there a summary of NWTAA’s business regarding the Building Standards Act?

A: Wayne and others were involved in the GNWT’s proposed Fire Prevention Act about 5 years and earlier. It was shelved, then resurrected last April. Meanwhile, NWTAA, NAPEG and NNCA had also asked for a Building Standards Act as early as 2012. More recently, the response from GNWT Municipal & Community Affairs to NWTAA was that (1) their focus was on introducing a Fire Prevention Act and (2) GNWT doesn’t currently have the capacity to enforce a Building Standards Act. Given the new Legislative Assembly and possible staff reorganization, there may be appetite to revisit. Currently, the “Good Building Practices” document is the main resource, and only a guideline for GNWT.

National Developments

CHOP – The Canadian Handbook of Practice is in its final stages of a 3rd edition rewrite by the RAIC with funding and direction by CALA. The publication will primarily be a publicly accessible website with a secondary PDF available for download. Ben Russo and Kris Schlagintweit remain active members on the Steering Committee and Editorial Board, respectively.

Accreditation – CALA, including NWTAA, has recently approved a revised *Canadian Education Standard for Architects* and *Canadian Standard of Competency for Architects* for use by the Canadian Architectural Certification Board.

Future of the Profession – In November, NWTAA hosted CALA’s “Rise for Architecture” campaign event which sought feedback from the local industry regarding a proposed National Architecture Policy. Celeste MacKay is an active participant on that initiative.

IRC – CALA and architects in the European Union are awaiting ratification of a recognition agreement to allow mobility between Canada and European states. Meanwhile, a 10-hour “domain specific” course developed as part of the agreement may soon be available for Interns and Architects and as part of other CALA initiatives.

Conference

Conferences in the near future have been cancelled due to the current Coronavirus-19 pandemic. This includes AAA's Banff Session and RAIC's annual conference.

Mandatory Continuing Education

Council has already made a decision to extend the current Mandatory ConEd reporting deadline to December 31, and will continue to monitor the pandemic's impact on architects' ability to access and participate in educational opportunities.

Congratulations

Scholarship – No applications have been received for the Don Jossa Architectural Scholarship. The deadline was April 1, but Council is happy to consider late submissions.

ExAC – Congratulations to Vance Fok on completing the 2019 *Examination for Architects in Canada* in November.

IAP – Welcome to our newest intern, Diana Martin-Ioja in Whitehorse. We currently have 8 Intern Architects and 1 Syllabus student registered.

C: Diana also completed the 2019 ExAC while registered with AAA.

R: Congratulations to her as well!

Thank you

Thank you to Council (old and new), committee members, Cheryl Fennell, Ben Russo and all volunteers.

MOVED BY Vikse, **SECONDED BY** Oland,
TO approve the President's Report as presented.
CARRIED

6. Treasurer's Report

The Treasurer's Report was provided in the meeting materials. The Cash Flow & Income Statement as at December 31, 2019, and the 2020 Operating Budget are attached.

Thanks to Ben for keeping the Association's finances in order.

Shown on the Cash Flow & Income Statement, total revenue minus costs was at \$178,112.83 and total expenses was at \$163,057.50, with total revenue minus expenses at \$15,155.33. Council also carried forward \$15,000 to cover anticipated expenses in 2020, including a Fall CACB conference, the Architectural Awards, and a legal review of our bylaws.

On the same Statement, the Association's net worth at December 31 was \$256,469.11. This shows a 14% growth from 2019, and includes increases to the Operating Reserve Fund, which represents 50% of operating costs, and the Scholarship Fund, which is comprised of unspent scholarship monies each year. At year end, the Legal Reserve Fund is at \$133,964.67, the Operating Reserve Fund is at \$76,272.18, and the Scholarship Fund is at \$11,713.79, with all monies invested in GICs.

The 2020 Operating Budget was again designed to be conservative to anticipate lower revenues due to the non-renewal of some firms and retiring members. Notes regarding

expenses for Continuing Education, Administration and Operations are included in the report.

Q: Regarding Continuing Education, how were programs funded?

A: There were three events this cycle: the “Best Building Practices” event in January was supported by GNWT Infrastructure, the Healthcare FF&E Tradeshow was paid for via vendor fees, and the November conference was an event in partnership with Soprema, who footed most of that expense.

Q: “Governance & Operations” expenses were increased by 50% in 2019. Is this a one-time expense or an expected trend?

A: Legal costs in 2019 were increased, and locations of CALA events increased these expenses. For 2020, legal costs may stay consistent, but CALA travel expenses will likely not be as high.

C: April 1 is Don Jossa’s birthday, and it’s noted that no applications were received for the scholarship. It would be ideal if this was promoted more and utilized.

R: The regular regiment is to visit the high schools and college in Yellowknife to hand out posters and ensure guidance councillors are aware of the scholarship. Posters and notices are also sent to other communities, and the scholarship is featured in NNSL’s annual scholarship guide. Council will explore more ways to get the word out.

C: Since schools are out for the year now, it would be good to find other avenues for promoting the scholarship, such as social media.

Q: Is eligibility for the scholarship limited to architecture programs?

A: Post-secondary “near architecture” programs, such as landscape architecture or building sciences, have been considered eligible to help broaden access.

MOVED BY Guy, **SECONDED BY** Eic,
TO approve the Treasurer’s Report as presented.
CARRIED

7. Acceptance of Audited Financial Statements

The Audited Financial Statements provided by Crowe MacKay were included in the meeting materials.

On page 3 of the Statements, it’s noted that “In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2019, 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.” In short, they have not found anything of concern and there are appropriate checks and balances in place, meaning they are satisfied with our operations.

On page 5, the Statement of Operations shows another break-down of revenues and expenses with some variances from the Treasurer’s Report, primarily regarding amortized capital assets not monitored by Council and interest gains not yet realized.

Page 11 details the various GICs that comprise the various Funds held by the Association.

MOVED BY Townson, **SECONDED BY** Oland,
TO accept the Audited Financial Statements as presented by Crowe
MacKay LLP.
CARRIED

8. Appointment of Auditor

With the office's shift to paperless records, the auditing process has become fairly streamlined and has worked well with Crowe MacKay. In 2019, they provided a three-year proposal of fees that is very competitive.

MOVED BY Townson, **SECONDED BY** Oland,
TO appoint Crowe MacKay LLP as auditor for year-end December
31, 2020.
CARRIED

9. Registrar's Report

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

At March 31, 2020, there were 77 Architects, 10 Intern Architects, 6 Associate Members, 4 Honorary Members, 1 Retired Member and 18 Firm Permits. Of the 77 Architects, 16 reside in the NWT.

Congratulations to Vance Fok for completing the 2019 ExAC, and to Jamie McFadyen for finished the internship program and became a member.

10. Executive Director's Report

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

The Steering Committee for the Canadian Handbook of Practice is processing further delays for finishing the 3rd edition, now compounded by Covid-19. The intent was to have final content by the end of February; however, it now appears English content will not be finished until June, and French translation will not be finished until the end of the year. It is still planned to be published as a website resource with a complimentary PDF download available.

Council is now in possession of a fairly sizable suggested Bylaw revision and several amendments. The technical exercise has tapped almost every bylaw but, as daunting as the red-lined document appears to be, it will hopefully simplify and clean up the bylaws and pave the way for easier amendments in the future.

Regarding postponements to Mandatory Continuing Education, CALA is working with open channels to ensure all jurisdictions are synchronized. Website and database updates continue, which will positively impact each member's ability to report ConEd activities directly to NWTAA, as well as having greater access to their membership records.

Q: What is the anticipated cost of a legal review of the Bylaws?

A: Council has not consulted with legal counsel yet, but it's estimated that it could cost between \$5,000 and \$10,000.

Q: There was concern at the CALA table in October 2019 regarding the delayed progress of CHOP. Is your report consistent with the national perspective?

A: There are definitely frustrations among CALA, as the document was supposed to be finished in 2018. Alternatives have been considered moving forward, but it has been generally accepted that we're at an impasse and the best course of action is to see this current project finished under the current arrangement. RAIC currently owns the document; however, since the document will now be freely accessible, there may be appetite for RAIC to relinquish ownership back to CALA.

Q: In order for CALA to consider ownership, it would need to be a legal entity. Has there been any move for CALA to incorporate?

A: There is an agreement in principal to move forward with incorporation, and a task force of administrators from AIBC, OAA, OAQ and NWTAA is currently working on a suitable model wherein CALA could incorporate without disrupting its current composition and governance. The plan was to introduce a model for approval at the June meeting, then act on the model in time for reporting at the Fall meeting.

11. Committee Reports

Registration & License Review

Council now appoints the Registrar as Chair of this committee, and Celeste reported on some items already. CERB reports are ongoing, and volunteers are appreciated to help share the review workload.

Q: Is there any plan to move CERB reporting online or digitally to mitigate arithmetic errors and allow easier tracking?

A: AIBC, OAA and AANB have made strides on their respective online systems. NWTAA has had an interactive PDF form for Interns for a few years, and next steps are to marry project-specific hours with total hours to reduce data entry even more. Eventually, the plan is to join other jurisdictions in providing online reporting.

Continuing Education

There were three events this year:

- A *Healthcare Furniture, Fixtures & Equipment (FF&E) Tradeshow* was organized at the Explorer Hotel and featured a number of vendors, some of whom provided presentations. The free event was funded by vendor fees and was well-attended.
- A *"Best Building Practices" Workshop* in February was organized on behalf of GNWT Infrastructure as part of its efforts to revise the document. It was well-attended and well-received, and Infrastructure presumably gathered a good amount of feedback and input.

- A *Building a Sustainable North / Rise for Architecture* conference was presented jointly by Soprema and CALA. Soprema provided a number of sessions, reported to be of very high quality and very informative. Then representatives of CALA hosted a workshop & presentation on its Rise campaign, which is aiming towards a National Architecture Policy.

The Committee is currently exploring new opportunities, one of which may be a joint effort with the Human Rights Commission to present on accessibility.

C: NWT-resident architects should count their blessings regarding the ConEd opportunities available to them, as the ability to access programming in the south is relatively hard.

Q: Integrated Project Delivery is being promoted in Yukon. If this is a sign of it gaining traction, is there interest from the Committee to consider the topic?

A: Interest in NWT has, for a couple of years, been on accessibility. Council may wish to direct the Committee to consider this and other topics.

C: Thank you to Bronwyn Rorke, Chris Clarke and Wessam Bou-Saleh for their work on the committee.

Nominating Committee

A Nominating Committee report was included in the meeting materials.

The suggested Bylaw amendments on Council's plate propose some modifications to the process to recognize the limited pool of eligible members.

12. Committee Appointments

- **Continuing Education** – Wessam Bou-Saleh was willing to stay on, and Ksenia Eic volunteered to join. It was presumed that Chris Clarke and Bronwyn Rorke are willing to stay on as well.
- **Registration & Licence Review** – Celeste MacKay, as Registrar, Chairs this committee. Keith Sanders and Chris Oland volunteered to join.
- **Complaints Review** – Volunteers are required on an on-call basis and a larger pool of volunteers would ideally be available to avoid potential conflicts. Wessam Bou-Saleh volunteered to join.

13. Old Business

2020 Architectural Awards

Melani provided an overview as part of her President's Report. Council will appoint an ad hoc committee to organize the awards program for December 2020.

C: Wayne and Kayhan organized the 2015 event to showcase NWT architecture, celebrate excellence and share with other jurisdictions. Wayne is willing to assist the committee as a resource.

14. New Business

Revision & Amendments to the Bylaws

Ben provided an overview as part of his Executive Director's Report.

C: If there's an unbudgeted amount proposed for a legal review, a motion for the expenditure might be required to dip into budgeted items.

R: Council has discretion to amend the budget and there currently appears to be surplus available to cover the unbudgeted amount without dipping into other budgeted items. For the purpose of this meeting, it's important to inform members that Council is considering the expense.

Construction Site Signage

Responding to Council's evolved plans about Construction Site Signage, Wayne commented that the original intent was for public awareness and to have a visible indicator that there was an architect on any given building project. However the site signage plan moves forward, it should showcase the architect(s) and their role(s) in the project, and the program should be implemented sooner than later.

CALA Organization Chart

Tim requested, for the benefit of new Council members and all members, that Ben share the CALA Organization Chart.

15. Closing Remarks / Adjournment

Wayne congratulated the new Council, especially the new, next generation members.

MOVED BY Guy
TO adjourn.

The meeting adjourned at 7:18pm.

President's Report

That was quite a year.

At our last AGM, we were only a few weeks into shutdowns from the pandemic. Many of us were isolated at home, feeling uncertainty and fear. We were concerned about our health and the health of our loved ones. Many of us were also wondering how shutdowns, layoffs, and travel restrictions would impact our livelihoods. As we begin our 20th anniversary as an association, I'd like us to reflect on two things.

Firstly, let's all take a moment to acknowledge the challenges of past twelve months: the exhaustion of endless Zoom calls; parents strained by home-schooling their children on top of their normal workload; the heartache of not being able to visit family. The North has been somewhat of a haven during the pandemic, but we have all been tested by the restrictions placed on us by the pandemic.

Secondly, let's all contemplate the opportunity presented by the end of the pandemic, as the end is in sight if not yet imminent. As a society, we can choose to return to life that is largely as it was before the pandemic. We can also choose to emerge in ways that better address the challenges that have been highlighted over the past year. As architects, we shape society through the built environment, and our decisions last a long time. Phrased more starkly by Pritzker Prize winner Rem Koolhaas: "*Where there's nothing, everything is possible. Where there is architecture, nothing (else) is possible.*" Let us think about the possible.

Current Items

Awards

After such a challenging year, it is important that we find reasons to celebrate. To that end, I would like to let everyone know that the second 2nd NWTAA Architectural Awards will be awarded very soon. We've had some issues with our jury which has unfortunately delayed the Awards, but we expect those issues to be resolved this month. On behalf of Council, thank you to everyone who submitted work.

The first NWTAA Awards were given out in 2015. Based on the number of projects submitted to the Awards for the 2nd edition in 2020, Council anticipates that the awards will remain on a quinquennial schedule.

An unexpected benefit of pandemic restrictions is the Association had a significant pot of unspent funds that were earmarked for travel to conferences. Council has decided to save these unspent travel funds for the purpose of creating a monograph to document the awards and architecture in the NWT. Council anticipates that enough material will be available for a monograph after the 4th Awards.

GNWT Procurement

The GNWT is currently undertaking a review of its procurement policies. As part of that review, the GNWT asked for the NWTAA's input as a key stakeholder in the procurement process. Three Council members provided

initial remarks to the GNWT's Procurement Review Panel during a meeting in February. Following that meeting, we solicited feedback from individual members in a survey that closed on March 31st. We are currently working to compile these responses into a letter that will be submitted on behalf of the Association.

The Procurement Review Panel is composed of individuals who are not GNWT staff. As such, the Panel has freedom to make recommendations without review or censorship from GNWT leadership or ministers. Based on Council's first meeting with the Committee, we are pleased with this approach and optimistic about the process.

Local Priorities and Initiatives

Each year, after the AGM, Council begins its term 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. I'll begin our review of these items with two items where Council have made tangible progress over the past year.

Bylaw Review

Council has finished a comprehensive review and revision of the NWTAA Bylaws to ensure coherence and consistency, specifically regarding the role of Registrar, defining an Intern Architect, and the complaint review process. The proposed changes will be undergoing a legal review and will be shared with members to review before their adoption is voted on at a Special Meeting. At the same meeting, a series of amendments will also be proposed to ensure our bylaws are up-to-date and consistent with current practice. We are anticipating the Special Meeting will be held in late Spring.

Practice Bulletins

New items:

- Practice Bulletin 07 was released in December 2020, in which the Association endorsed the use of standard contracts and fee schedules.

Ongoing items:

- A guideline or standard for how to respond to rogue RFPs or requests for unpaid speculative work, akin to AIBC's Bulletin 64. In the meantime, clients and designers should be referred to relevant CCDG guides regarding Design-Build and other procurement methods.
- Attribution or misrepresentation of works, akin to AIBC's Bulletin 44 and AAA's Bulletin 29.

Policy and Procedure Development

Ongoing item:

- 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. Now that the Bylaw review is nearly complete, I expect Ben will have more time to dedicate to this over the coming year.

Authorities Having Jurisdiction

Ongoing items:

- The NWTAA is planning to submit a letter to the OFM and respective GNWT departments outlining issues with the plan review process. These issues include the lack of an appeal process, limited staffing in the plan review department, and requests for bulletins on certain code issues where the OFM may insist on provisions in excess of National Building Code requirements.

Over the past year, the Association has received some feedback from members. That feedback has been catalogued and will be included in the Association's letter. Members who have not yet provided feedback on this issue are encouraged to submit comments at any time.

- Solicit the City of Yellowknife to develop a clear map/checklist for obtaining permits, including OFM review. Intent is to clarify the process for members of the public, as well as professionals.

Letters of Assurance

Ongoing item:

- Survey Practitioners, their insurers, and their lawyers regarding letters of assurance and contract items demanded by the City of Yellowknife and the GNWT. Confirm with insurers the levels of assurance that will not compromise architects' liability coverage. Based on the survey results and meetings with insurers, suggest contract revisions to the City of Yellowknife and the GNWT.

Risk Register

Ongoing item:

- Following AIBC, assess all possible risks to the Association and its assets, Council, staff, members, stakeholders and the public, and develop actions to avoid or mitigate all risks.

Construction Site Signage

Ongoing item:

- The last time this initiative was actively pursued, the idea had developed into a project registry wherein architects would be required to submit their projects. It would be publicly accessible, and property searches would alert the office to investigate unknown projects for authorized practice. Registry submissions would also assist the office in identifying architects practicing without a firm permit. Actual site signage would not be necessary but could be optional.

Copyright and Intellectual Property

Ongoing item:

- Continue to clarify with GNWT the language used regarding copyright ownership in procurement contracts. Council has considered proposing standard form contracts from the Federal government or CCDC as a substitute. Based on the experience of some of our members practicing in Yukon, however, we are aware that the adoption of standard form contracts could be circumvented in practice by the addition of a large number of supplementary conditions.

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.

Public Outreach and Promotion

Most public outreach was put on pause over the past year due to limits on in-person gatherings. The following items should be re-examined by Council as soon as they are feasible.

- Engage the public and provide learning opportunities by way of public lectures, school visits & fairs, "Family Fun Day", and public charrettes/forums.

Prior to the pandemic, the ConEd Committee was working to provide a variety of learning opportunities and to open these up to the public as much as possible. There is interest in reviving "Museum Day", which was held a number of years ago.

- Work with schools regarding job-shadowing opportunities; offer ConEd hours incentive for members.

Members are encouraged to engage local high school students for the "Take Our Kids to Work" program, or fulfillment of their COM (community service) hours. Approval of these programs for ConEd hours can be done on a case-by-case basis by Council.

- Increase promotion via scholarship advertisement, awards publications, and other avenues.

Building Standards Act/Fire Prevention 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.

If the Fire Prevention Act is reopened for amendment, NWTAA would like to be consulted and provide feedback. There has been no progress on this item in the past year.

National Developments

Canadian Handbook of Practice (CHOP)

The RAIC, under the direction and support of CALA, has completed a long-awaited major re-write of the Canadian Handbook of Practice (CHOP). This "3rd edition" has been published as a website, available to the public for free, rather than a printed document. This format will allow the document to be updated on a rolling basis rather than waiting years for a new edition. Members are encouraged to refer to the CHOP website regularly for the most up-to-date guidelines.

Thank you to Ben Russo and Kris Schlagintweit, who continue to represent us on various committees associated with this project.

Future of the Profession

The "Rise for Architecture" initiative has continued through the pandemic. Canadian schools of architecture have joined the conversation with "living" consultation documents, follow-up online engagements have carried on across Canada, and the Committee is now preparing for public engagements (mindful of pandemic restrictions, of course). The resulting "Architecture Policy for Canada" is on the horizon.

International Relations Committee (IRC)

The Mutual Recognition Agreement signed in 2018 by Canada and the Architects' Council of Europe remains in the hands of Global Affairs Canada and the European Union Parliament. IRC continues to investigate the hold-up, which may require some national intervention; however, CALA is effectively removed from the process now managed by the respective governments.

BEFA Program

The Broadly Experienced Foreign-Trained Architect (BEFA) Program has undergone some changes to allow for video interviews/assessments and a more streamlined approach to the process. Also, Employment & Social Development Canada (ESDC) has provided funding for a mentorship program and for further outreach, and Immigration, Refugees & Citizenship Canada (IRCC) has expressed interest in reviewing the BEFA program for integration into its own processes.

CALA Incorporation

The Incorporation Task Force has made significant headway with formalizing CALA as a national not-for-profit corporation. Articles of Incorporation and Bylaws have been drafted and are now under review by the Task Force and CALA administrators, with final drafts for approval expected by the end of April. CALA expects to begin the incorporation process by Summer.

Upcoming Canadian Conferences

We are all looking forward to a return to normalcy travel restrictions as the COVID-19 will hopefully be lifted in the coming months. At this point it appears that all festivals will remain in altered formats, at least through the summer. The RAIC's Conference on Architecture will be taking place virtually and in a distributed format that will extend through the month of June.

Continuing Education Reporting Period

The 2018-2020 ConEd period ended on December 31st after being extended from its typical June deadline due to the pandemic. We anticipate returning to our typical reporting schedule with the next reporting period ending June 30, 2022.

Congratulations

Don Jossa Architectural Scholarship

We did not receive any applications in 2020, and budgeted scholarship money was therefore moved into the Scholarship Fund. We continue to advertise at Aurora College and high schools in the NWT, as well as through News North's scholarship featurette and other media and social media sources. I encourage all members to promote the scholarship among any aspiring designers.

ExAC

The ExAC was presented in an online format for the first time in February after being delayed from its typical November date. We are all sending our best wishes to Ric Sabalboro in Yellowknife who is still waiting for results.

We also send our encouragement to interns who are preparing to write the exam in the coming year. Based on discussions at the national level, the online format that was introduced for this version of the ExAC may remain in place for future years.

IAP

Welcome to our newest interns: Jason McMillan (Yellowknife), Shu-Yu Lin (Whitehorse), Maggie Burt (Yellowknife) and Quinn Yang (Whitehorse). Currently, there are 12 Intern Architects registered with the NWTAA, plus 1 Syllabus student.

Transitioning Leadership

I have been Acting President for three months, taking over for Melani Korver while she is on maternity leave. I've learned a tremendous amount in a short period of time, and have been grateful for the support I've received from Council members and our Executive Director, Ben Russo. I am excited to return to Council in 2021 but will not remain in the President's role. I'll be starting a degree program later this spring and will not have enough time to give the Association the leadership it deserves.

I wish the best of luck to the incoming president, Simon Taylor. Simon is one of the most experienced practitioners in the NWT and has been involved with the association several times in the past, including terms as President. Council looks forward to working with Simon over the next year.

Thanks

I would like to thank councilors Melani Korver (President), Vince Barter (Secretary), Doug Townson (Treasurer) and Tim Turner-Davis for their ongoing commitment, as well as Wessam Bou-Saleh for serving as Intern Representative. I'm hopeful that Melani will return to the association after her maternity leave has finished.

Thank you to Celeste MacKay for her work as Registrar. Having served as the President for several years, her continued involvement in the Association has been tremendously beneficial to me and Melani.

My thanks, also, to Cheryl Fennell, our Minister's Appointee. I've had the opportunity to work closely with her on a number of initiatives over the past two months and her insight is always valued.

Thank you to Bronwyn Rorke and Wessam Bou-Saleh who continue to work hard providing Continuing Education content for our members while travelling and gathering in large numbers remain restricted.

I am grateful to all our members who have offered their time and expertise over the past year. It has been a challenging year for all of us, so it is encouraging to see the contributions that local members are making to the Association.

Finally, as always, a heartfelt thank you to our Executive Director, Ben Russo. We ask a lot of Ben and he continues to exceed our expectations year after year. Ben keeps on top of day-to-day operations, sets forward-thinking policies for succession and risk management, and undertakes a substantial amount of work on behalf of Councilors (including Presidents). One aspect of Ben's job that I'd like to highlight is his work at the national level. The relationships he has established with counterparts in other jurisdictions have been instrumental in keeping us up-to-date and raising our profile as an organization. Ben, thank you very much.

Sincerely,

Chris Oland

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 2020 presented to Council on February 9, 2021 shows a net surplus of \$6,158.53.

REVENUE	2020	2019
Registration Fees	90,937.00	102,115.00
Firm Permit Fees	80,268.00	79,217.00
Other Member Fees	2,300.00	3,850.00
MINUS Registrar Expenses	-284.62	-658.34
MINUS National Levies & Fees	-1,462.37	-4,281.92
ExAC Registration Fees	0.00	1,450.00
MINUS ExAC Administration Fees	0.00	-1,450.00
Continuing Education	0.00	0.00
Funding & Sponsorship	0.00	3,849.00
MINUS ConEd Expenses	-416.48	-9,616.33
Other Revenues	10,459.87	6,154.71
MINUS Credit Card Processing Fees	-1,721.30	-2,416.29
NET REVENUE (Revenue minus Costs)	\$ 180,080.10	\$ 178,212.83
EXPENSES (by category)		
Governance	759.25	23,450.61
Operations (administration)	77,999.20	78,017.42
Operations (all other expenses)	75,163.12	38,469.92
Funds & Awards	19,000.00	20,154.71
Other (Programs & Initiatives)	1,000.00	2,964.84
TOTAL EXPENSES	\$ 173,921.57	\$ 163,057.50
TOTAL REVENUE MINUS EXPENSES	\$ 6,158.53	\$ 155.33

The \$15,000 earmarked for activities in 2020, noted in last year's report, has been carried again to 2021 for the same purposes, including NWTAA's participation at the CACB's Validation Conference in Fall (now in 2021), a second Architectural Awards Program, and a legal review of our bylaws and policies.

Assets, Liabilities and Net Worth

As of December 31, 2019, the Association’s assets, liabilities and net worth were as follows:

	2020	2019
Assets	354,637.09	303,345.63
Liabilities	35,586.16	46,876.52
Net Worth	\$ 319,050.93	\$ 256,469.11

We realized a 24.4% growth in net worth from December 31, 2019 to December 31, 2020.

Short Term Investments & Savings

Operating Reserve Fund

- In 2020, the Reserve Fund was increased by \$5,297.71 – interest on matured investments – to \$81,569.89, not including unpaid interest accrued to date.
- The Fund consists of a single 1-year GIC maturing in December 2021.
- 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 2020, the Reserve Fund was increased by \$17,547.70 – a \$15,000 contribution plus interest on matured investments – to \$151,512.37, not including unpaid interest accrued to date.
- The Fund consists of five GICs; two maturing in December 2021, and the others maturing in December 2022, 2023 and 2024 respectively.
- 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 2020, no applications were received for the Don Jossa Architectural Scholarship Award. The budgeted \$4,000 was therefore transferred to the scholarship fund and interest of \$234.28 was received for a total increase of \$4,234.28 bringing this fund’s balance to \$15,948.07.
- The Fund consists of one GIC maturing in December 2021.

Cash Accounts

- As of December 31, 2020, our operating account had a balance of \$104,146.04.
- The office no longer retains Petty Cash money.

2021 Budget

The 2021 Operating Budget was initially approved by Council in December. It is attached for your reference. The Budget was developed to be practical and conservative, and Council's approach remains largely consistent with the 2020 budget, with some exceptions noted as follows:

Revenue

- Revenue is budgeted at \$163,920.00, which is \$26,220.00 lower than the 2020 budget. This takes into account anticipated reduced membership renewals & applications and firm permits as a result of the current pandemic and its impact on NWT projects.
- Note: To date, the 2021 Membership Fees and Firm Permit Renewals received are higher than the budgeted amounts in these areas.

Expenses

Education

- The 2021 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.
- In previous years, the ConEd Committee was able to secure significant external funding and support for continuing education events, making more and better events possible.

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.
- In 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 the allocation of operating costs, but the budgeted amounts remain largely consistent with the 2020 budget.

2020 Financial Audit

In February 2021, Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations. The Audited Financial Statements were received by Council on March 16, 2021 and are now pending acceptance at the AGM.

Highlights from the Audit 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, 2020, 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 2020. 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 11 & 12 Includes the specifics related the NWTAA's Long Term Investments as described above in this report.

Appointment of 2021 auditor

Crowe MacKay LLP previously 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 denotes 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

Registrar's Report

Thank you for the privilege of serving as NWTAA's Registrar for the past year.

Since our last AGM, we have admitted 3 Architects, 4 Intern Architects, and 1 Firm. I'd like to welcome our new Architects – Robert Swart, Ed Gooch and Mary Ellen Read; our Intern Architects – Jason McMillan, Shu-Yu Lin, Maggie Burt and Quinn Yang; and our newest firm, Northern Front Studio Inc.

We also saw a number of resignations this year: Daniel Adam, Darrell Halliwell, Adam Chmielewski, Keith Sallaway, Jamie McFadyen, Robert Lange and Kelly Bapty.

As of March 31, our membership is as follows:

	2021	2020	2019
Architects ¹	72	77	82
Intern Architects ²	13	10	9
Associate Members	5	6	6
Honorary Members	4	4	4
Retired Members	1	1	4
Firm Permits	19	18	16

¹ Includes 1 Restricted Practitioner; ² Includes 1 Graduate Architect and 1 Syllabus Student.

Currently, 16 of our 72 Architects reside in NWT.

Congratulations and good luck to Ric Sabalboro who sat in the postponed 2020 ExAC at the end of February, and best of luck to those interns intending to take the exam in November 2021.

Congratulations also to Barry Ward, who was nominated by his peers, and approved by Council, for a Life Membership. This is for members who have practiced their profession with distinction and have notably contributed to the advancement of the profession of Architecture.

As noted last year, the Canadian Architectural Certification Board (CACB) is organizing a conference in October to discuss next steps in this evolving profession and the evolving ways in which professionals are registered. Attendees will include professionals, academics, interns, students, regulators and other stakeholders. As part of CALA, the NWTAA is invited to this table. I encourage our members to send their comments and input to Council.

Respectfully submitted,
Celeste MacKay

Executive Director's Report

While I still believe we still exist sometime in January 2019, and my to-do list seemingly agrees, May 2021 will mark my seventh full year serving the Association. I'm still honoured to be a part of this community and to assist this profession through its self-regulating responsibilities.

Bylaws

A bylaw revision and amendment package was included in the AGM materials. As discussed in past meetings, the revision is a spring cleaning exercise to clarify and simplify the existing bylaws, and the amendments are, for the most part, an exercise in bringing the bylaws up to speed with regard to current practice and norms.

The revision is extensive and intimidating to read, as almost every bylaw has some red-lining and many bylaws have been moved around. But the end result is a concise, easy-to-navigate and easy-to-read document that should hopefully be more accessible to members. Architects are not lawyers, after all.

The amendments are also extensive, but hopefully not in the sense of dramatic change or upset. Rather, the amendments are an attempt to mend gaps between the bylaws and current practice. Most notable is the role of the Registrar, where our bylaws effectively task them as administrative staff, but Council and the Association have used them as an advisor and holder of corporate memory – as many other jurisdictions see the position. We also modernized and simplified the nomination and election process, again bringing it closer to actual practice, and introduced new bylaws to help shape our complaints review process.

The package is presented in multiple memos to help compartmentalize the exercise. While each amendment deserves its own consideration and discussion, we hope to avoid a situation where any discussion would prevent moving forward with the revision itself and other non-contentious amendments. This package will also be sent for a legal review prior to a special general meeting.

Mandatory ConEd

We've now entered the 2020-2022 reporting period for Mandatory Continuing Education. Members must complete the full requirements – a minimum of 70 hours, including a minimum of 25 structured hours – but the carry-over cap from 2018-2020 has been lifted. Eligible hours for each member reporting to NWTAA will be posted after the AGM.

Members can also expect a change to their reporting portal in the coming months. Since the start of Mandatory ConEd, RAIC has been providing Transcripts services for our members. Our service agreement is expiring this year, and we will be following suit with other jurisdictions by transitioning to an in-house system. Members should continue using the RAIC Transcripts site until further notice.

CHOP

After years of editing and revisions, the 3rd edition of the *Canadian Handbook of Practice* was finally published on February 25th. In 2017, RAIC and CALA agreed that nine years was too long for a revision, and our venture into a 3rd edition came with the understanding that subsequent editions and amendments must be prioritized. So, while we celebrate the launch of the publicly accessible CHOP website, the CHOP Steering Committee continues its work in negotiating terms for the ongoing support of this vital professional tool. This will include a long-standing editorial board and scheduled reviews, with the new website updated as a living document.

CALA Incorporation

Another national initiative in which I'm fortunate to be involved is the move towards national incorporation. Currently, the Canadian Architectural Licensing Authorities (CALA) serves as an umbrella or blanket for the 11 jurisdictions to set collective standards and conduct national business. While the composition and operations of CALA have served incredibly well for regulating the profession, it's non-legal status requires outside supports from national entities like, for example, the RAIC. This is critical for engaging in international negotiations or for national initiatives like the *Architecture Policy for Canada*.

CALA will soon be reviewing bylaws and articles of incorporation that will create a true national entity with the ability to self-support and self-sustain on national and international initiatives. While this will be another important step towards true national self-regulation for all jurisdictions, the intent is to transition CALA into its new suit with as little tailoring as possible. In short, it will be business as usual but with a new bank account and more bylaws to read.

Operations

Some members have experienced response delays from the office in the past year. While we can blame the pandemic for most irregularities in work and life, I would be remiss if I did not acknowledge and take ownership of the inconveniences our office has caused our members. I offer my sincerest apologies and also thank all members for their patience and understanding.

After a chaotic bottleneck start to 2021, I look forward to returning to system developments which will afford members some self-service options through a long-awaited web portal. Services will include basic "profile" updating (ie, contact information, changes in practice), CERB submissions for Interns, ConEd reporting, certificate archives, and much more. Email communications will also be significantly improved and personalized.

Thank You

I thank Council and committee members for their passion and commitment to this self-regulated profession. It requires a considerable time commitment from all volunteers, and each volunteer hour reduces my workload as a sole employee. It remains a pleasure to be part of this community, and I look forward to another year working with all of you.

Respectfully submitted,

Ben Russo

Nominating Committee's Report

At its January meeting, Council confirmed the date of this Annual General Meeting to be April 7, thereby requiring that an election proceed no later than February 21. To allow reasonable time for nominations, a notice of the AGM and a call for nominations to Council was sent to members on January 22.

The 2021 election to Council required the following seats to be filled: one President, serving a 1-year term, and two Councillors, each serving a 2-year term.

As of February 22, the following candidates were confirmed:

1. Simon Taylor for President,
2. Christopher Oland for Councillor, and
3. Vince Barter for Councillor.

To date, no further nominations or expressions of interest have been received by the office.

The number of nominees did not exceed the number of respective vacancies on Council. An election was therefore not required, and all candidates are deemed to be acclaimed to their respective positions.

The result of this nominations and election process will be officially announced by the President at the Annual General Meeting.

Respectfully submitted on behalf of the Nominating Committee,

Ben Russo
Executive Director

Attachments

1. **Cash Flow & Income Statement** as at January 31, 2021
Presented to Council on February 9
2. **2021 Operating Budget**
Approved by Council on December 8
3. **2020 Audited Financial Statements**
Prepared by Crowe MacKay LLP

Omissions

1. **Proposed Bylaw Revision & Amendments package:**
 - a. Memo re Proposed Bylaw Revision
 - b. Memo re Proposed Amendments – General Items
 - c. Memo re Proposed Amendments – Complaints Review
 - d. Memo re Proposed Amendments – ElectionsSubmitted to the AGM for information only.