



# 22<sup>nd</sup> NWTAA AGM

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**NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS**  
ANNUAL GENERAL MEETING · APRIL 13, 2023

**CONSOLIDATED REPORTS**

# Agenda

## 22<sup>nd</sup> Annual General Meeting of the Northwest Territories Association of Architects

Thursday April 13, 2023 – 1:30 PM | Fishy People 3505 McDonald DR (Yellowknife, NT)

### [IN PERSON AND ZOOM]

(M) denotes motion(s) required

1. **Call to Order**
2. **Approval of Agenda (M)**
3. **Approval of Minutes (M)**
  - 21st Annual General Meeting – April 26, 2022
4. **President's Report (M)**
5. **Treasurer's Report (M)**
6. **Acceptance of Audited Financial Statements (M)**
7. **Appointment of Auditor for 2023 (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**
  - Fire Prevention Act
15. **New Business / Business from the Floor**
  - CACB Nomination
16. **Closing remarks / Call to Adjourn (M)**

# Minutes

## 21<sup>st</sup> Annual General Meeting of the Northwest Territories Association of Architects

Wednesday, April 26, 2022 – 5:30 PM | Web Conference

**[BY WEBCONFERENCE]**

### In Attendance

Christopher Oland  
Wayne Guy  
Celeste MacKay  
Wessam Bou-Saleh  
Kayhan Nadji  
Doug Townson  
Tim Turner-Davis  
John White

Daniel Korver  
Melani Korver  
Vance Fok  
Ksenia Eic  
Keith Sanders  
Fred Deschenes  
Manon Savignac  
Natasha Bhogal

### Regrets

Michèle Aubé  
Simon Taylor  
Vince Barter  
Christopher Clarke  
Bronwyn Rorke  
Cheryl Fennell

## 1. Call to Order

The meeting was called to order at 5:40 PM by the President.  
A quorum was present.

## 2. Approval of Agenda

**MOVED BY** Wayne, **SECONDED BY** Doug  
**THAT** the Agenda be approved as presented.  
**CARRIED**

## 3. Approval of Minutes

The Minutes of the 20th Annual General Meeting on April 26, 2022 were circulated online prior to the meeting. Printed copies were provided at the meeting.

**MOVED BY** Wes, **SECONDED BY** Celeste,  
**TO** approve the Minutes of the 20<sup>th</sup> Annual General Meeting as presented.  
**CARRIED**

## 4. President's Report

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

Chris encouraged everyone, to consider volunteering for the association at some point over the next year. There are opportunities for members to volunteer in smaller ways that might be easier to fit around work.

### Awards

The architectural awards were awarded in November. They were delayed due to the pandemic. Some jury members who had to drop out and new ones had to be found. This was an online ceremony. The next awards will be in 2025.

### GNWT Procurement

An independent three-person panel that included Chris and Vance was appointed to provide recommendations for GNWT's procurement policies and practices, it incorporated 50 recommendations based on input collected over a four-month period from public engagements with stakeholders including the Association who provided initial remarks to the GNWT's Procurement Review Panel during a meeting in February 2021. That feedback is now being reviewed and awaiting a formal result from that process.

### 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:

**NWTAA Bylaws review:** Council 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 underwent 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 May 2022.

**The Architects Act.** The *NWT Architects Act* is up for review as per the GNWT Department of Infrastructure's legislative review schedule. The Act will only be opened for review based on the recommendation of the Association. This matter will be discussed at the Special Meeting in May 2022.

**Practice Bulletin:** Bulletin 8 on Attribution Representation was released in March, which borrowed text from the AIBC and AAA Practice Bulletins. We also have another practice bulletin, number 9, which is on rogue RFP, which is still in draft form, and we're anticipating publishing that over the next couple of months. Thank you to Tim-Turner Davis for his work on drafting a rogue RFP practice bulletin.

**Policy and Procedure Development.** This is a consolidation of policies and procedures that reflect Council's wishes and current operations including office practice, per direction from the Act and Bylaws. This includes travel practices, authorized spokespersons, complaint review processes, crisis management, and financial management. This is an ongoing item started by Ben. Natasha will continue to work on this but there is nothing to report at this time.

**Office of the Fire Marshall:** At the AGM of last year, we indicated that the association was planning to submit a letter to the OFM and MACA and potentially to the Department of Infrastructure to outline issues with the plan review process. This item did not have a lot of progress made over the past year. A lot of time was spent on the previous items that were discussed as well as the first complaint process that the Association has gone through. MACA has indicated that the *Fire Prevention Act* is going to be reviewed this year, and we have been asked to provide input in May. After the discussions with MACA and discussions about the OFM, the NWTAA is looking to work with the City of Yellowknife to develop a clear checklist for practitioners and members of the public for the process of obtaining permits, as that process is still a little convoluted.

**Public Outreach** – It was very limited this year due to the ongoing pandemic. We will be looking to get public events started this year if public health restrictions ease.

## National Developments

**CHOP** – The Canadian Handbook of Practice. At the last ROAC meeting, members agreed on a maintenance plan for CHOP. As we all know now, it's online rather than a sort of fixed issue document. The intention with moving it online is that it would become a living document so that it will be regularly updated to avoid having to go several years without an update, which happened when it was physically printed. A maintenance schedule has now been agreed to.

**IRC** - The terms of reference for the committee will be updated this year, and more engaged promotional pieces will be coming soon for the International Relations Committee. When regulators receive the final version of the Mutual Recognition Agreement with the Architects Council of Europe from the federal government, the IRC will present a package, including suggested motions for the respective councils. Discussions are still ongoing between Global Affairs, Canada, and the EU, so the agreement will not be enforced before 2023. Outside of the EU, Taiwan is also very interested in exploring an MRI with Canada. The IRC has also been meeting with representatives from the UK who are no longer part of the EU agreement. The EU's current legislation doesn't allow for reciprocity agreements so that is something that will be delayed as well. There is reciprocity between Australia, New Zealand, and Canada as part of the APEC agreement.

**BEFA** - Broadly experience for an architect program. Assessments are really backed up because of the pandemic. The NWTAA doesn't have any active files waiting assessment, but if we receive one this would be an opportunity for non-Council members to volunteer.

**ROAC** - ROAC is the former CALA that has been incorporated into a new not for profit group the regulatory organizations of architecture in Canada. This organization includes all provincial and territorial bodies, the Exec committee, and the IAP. ROAC serves as a conduit between regulators and the Canadian Architectural Certification Board, and it can independently negotiate MRAs with international jurisdictions. Ian McDonald from BC has been named the group's inaugural chair. ROAC is looking to have annual meetings for its board members.

## Conference

The CACB is hosting an in-person conference in October. The conference theme will be Architecture Continuum, collaborate, educate, and integrate.

## Mandatory Continuing Education

The Coned reporting period is shorter than in previous reporting periods because of the extension that was granted at the beginning of the Pandemic.

## Congratulations

**Scholarship** – We did not receive any applications in 2021 and so moved the scholarship money into the scholarship fund. Based on the low number of applicants, Council over the next year will look at potentially changing the application deadline from a fixed one to a rolling one to allow more flexibility for people to enroll.

**ExAC** – For the ExAC one version was issued online during the height of the Pandemic, we went back to a pen and paper format this year following recommendation of study after the first digital version. It was held at the end of February, beginning of March, and went much more smoothly. The ExAC will be returning to its normal sitting in November with the paper format. We have two candidates who are waiting for the results from the February March writing of this year. In the ROAC meeting, the question

of length and validity of ExAC results was brought up and the importance of having a policy relative to successfully completing the exam and then subsequently getting licensed. ROAC will task the ExAC committee to investigate this, but nothing conclusive for new interns.

**IAP** – There'll be another declaration form created so all jurisdictions are consistent in what we are receiving from schools. The current form will need to be updated and have an effective date.

### Transitioning Leadership

We said goodbye to Ben last summer. Natasha has been doing an excellent job with us. Simon will be stepping down as President and Secretary. Tim will be leaving Council. I would like to thank Simon for his role over the past year as President. And Tim has been on Council for several years and has done a lot of work for us.

There was only one person running, which is Melani for President. Melani previously held the president's role. Douglas Townsend will be returning as a counselor. The nonresident counselor position will be taken over by the candidate who succeeded in the election. The last counselor position will be filled by appointment as we only had one person who ran for the two vacant resident positions. However, we had two people run for the nonresident position and so that is the election result that will be announced later. For any resident architects, if there's interest in filling that position, you can provide notice to. The intern representative position is also now open as Wes, our current intern representative, has written the ExAC and anticipating getting registered in short order.

### Thank you

I'd like thank Wayne, who was appointed to Council for the past year and has been a long-time member on and off with the association. I'd like to thank Celeste for her ongoing work as Registrar. She continues to be extremely helpful to me every time I have to step up into roles like this, and I know that she's a great help to Natasha. We are fortunate that Cheryl, who is our Ministers Appointee is also going to be rejoining us for another term. I've had the opportunity to work with her closely through the complaints process and it was wonderful to have her insights. Thank you to Bronwyn and Wes for their work on the continuing education front and Wes' role as the Intern Representative. And to all members over the past year.

*Q: You mentioned a few times that you are looking for volunteers. How is one supposed to find out what needs to be done and how does one go about expressing interest?*

*C: The best point of contact for pretty much everything would be Natasha and putting your name forward to express interest right after this meeting. We can keep you on file is helpful for tasks that come up. We have reviewing of intern hours. If we do receive an application for architect, those are the two that are top of mind.*

*ED: We do need volunteers for our committees, for instance, Coned committee as they do a lot of workshops. Celeste as the chair of the registration and license review committee could use some assistance.*

*Q: When we have a practice bulletin issue, is there a general email that goes out so that members are aware that there is a new practice bulletin?*

*ED: Yes, it would be sent out in the newsletter.*

*Wayne: I want to remind everybody that the RAIC has just posted their fee guideline on their website. It's available free of charge for anybody who wants to use it. It's good comprehensive document and tool, both for clients and practitioners.*

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

## 5. Treasurer's Report

A Treasurer's report and an audited financial statement were provided in the documentation.

We also do have our accountant from Crowe Mackay on the phone. It's been a few years since he's provided some introduction to the audited financial statement. Ben, and Natasha have been of great assistance. This position would just not be possible without that assistance and support.

The finances of the association are very healthy. In 2021, we ended up seeing a total revenue of \$189,243.69. The report has a breakdown of the categories across which we saw those revenues. Every year we see a little bit of an increase in our revenue stream. This is a result of additional registrations and new firm permits, which are the two primary sources of income for the association.

We have expenses of \$189,145.87, which at the end of the year left us with a slight surplus of \$97.82. That is a reasonable amount of operating expenses. On an annual basis, make some significant contributions to our funds, such as our legal fund and our operating fund, which provides some assurance and protection against significant legal challenges, as well. As if we were to have some challenges related to our revenue stream, we'd be able to operate for a period of about six months with no income. We try every year try to make contribution to those funds. Note that in 2021 we had some challenges with Covid. We did allocate \$45,000 to the GIC funds, but in 2022 we're going to have to invest those funds.

The Association's net worth at the end of 2021 was \$463,801.33. We had total assets of just over \$490,000 and we had liabilities against that of about \$26,000. We did see some significant growth over the year of 31% in the overall net worth of the association. We have three kinds of GIC funds. We have an operating reserve fund, a legal fund, and then we have a scholarship fund.

In the operating fund at the end of 2021, we had some investments that matured in December, so there's some funds there that are remaining to be reinvested, but we're showing a total on that front of \$92,059.31. That is approximately 50% of what it costs to operate for a year. This is consistent with the goal that Council established to have a fund in place.

At the end of 2021, we had an amount invested in the legal reserve fund of \$186,953.44. This fund is primarily for significant legal challenges. We did have a complaint that we've recently dealt with. If we were to get into a situation where we have a major legal challenge or get involved in a legal battle, we have a good safety net there in order that we can pay all of the costs associated with that.

The last fund that we have in place is the scholarship fund. In years where we don't have applicants for the scholarship fund or there are amounts that are not the total \$4,000 of the scholarship is paid out. We set that money aside and invest it, so it becomes essentially a long-term investment. Currently that fund

has \$20,043.76. There's going to be some look in the future at restructuring the scholarship with the intent of trying to get more interest.

At the end of December, we had a balance in our primary account of \$237,805.51. That was primarily because of several of the GIC investments that we had maturing on December 21, 2021

For 2022, we developed a budget of \$179,890, which is a relatively conservative budget. It is an increase over the 2021 budget of almost \$16,000, but with lower revenue. This budget was developed presuming membership renewals or firm permit renewals would decrease. It is worth noting that at this point we've already achieved that budget and received fees and firm permit renewals in an amount higher than that budget amount. We are looking again at being in a healthy financial position for 2022.

We have struggled with is how to budget for ConEd events. In the past, we have gone through several scenarios one of which was looking at ConEd events as an opportunity for the association to make money. We then looked at it as something we would have to invest in. Recently, we've had a success with the ConEd committee being able to secure external funding specifically for education events. That has been our most successful model today. As a result, \$0 was budgeted for continuing education with the hope that the committee can continue to come up with interesting and innovative means of providing successful and affordable ConEd events.

We have a new Executive director, Natasha, who is working less hours than her predecessor. We have identified within that regime of reduced hours the need to allocate approximately \$7,500 for contractor services, which includes provisions for a bookkeeper and other technical support resources.

There was a modest increase in the staff development budget from \$1,000 to \$4,000 to create some additional educational opportunities for our executive director. Also, we continue to have a health spending account for the executive director in lieu of a health benefits package.

With the bylaw revisions review complete, a budget of \$6000 for the legal review of that document has been added. There have been some minor adjustments recognizing that we're coming out of the Pandemic, so some costs may increase, but largely the budget remains relatively consistent with the budget in use in 2021.

*Q: Are there any funds set aside for the Intern Rep to continue to travel to events?*

*T: To a large extent during the Pandemic, we didn't use those funds, but yes, moving forward, as we emerged from the Pandemic, we'll be able to continue to have funds available for travel.*

*Wayne: Regarding the scholarship, we have enough money to start an endowment based on interest, that would make it perpetual and ongoing. I circulated posters to the high schools. Hopefully we hear in the next week if there's any candidates for this year.*

*T: The ideal situation is that we pay for the full amount of the scholarship each year, so we don't end up with funds that we invest. We have gotten into a situation where we have a significant amount left that we can start to think about what we can do with those monies to do something more interesting and meaningful.*



**MOVED BY Wayne, SECONDED BY Vance**  
**TO approve the Treasurer's Report as presented.**  
**CARRIED**

## 6. Acceptance of Audited Financial Statements

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

The audit is consistent with what Doug already presented.

We have audited the financial statements and that in our opinion, the financial statements fairly present in all material respect, the Association's position as of December 31, 2021, in accordance with Canadian accounting standards for not-for-profit organization. We conducted the audit in accordance with generally accepted auditing standards. We believe that the audit evidence we've obtained is sufficient and appropriate for the basis of our opinion.

The NWTAA has a clean audit report, there are no issue to note from our audit and no significant deficiencies.

Revenue is consistent year to year. 181,000 in 2020 compared to 182,021. The big difference is the ExAC fees for your exams that you're able to have in 2021 that were postponed from 2020 due to COVID. You have expenses of \$155,000 compared to \$154,000 in 2020. Very consistent from year to year. The Executive Director and the Treasurer have successfully managed the funds, so that they are consistent with the budget. There is an excess of revenues over expenditures of about \$29,000 consistent with the previous year. There is a total of \$304,000 in members equity, a lot of which is invested in the legal fund, the operating fund, and the scholarship fund. \$52,000 has accumulated in the unrestricted fund, which will cover the \$45,000 that the Treasurer was speaking of to transfer to the legal, operating and scholarship fund in the new year.

The total current assets stand at \$248,501 compared to \$68,000 in 2020. The main increase is in cash and the restricted investments in GICs were not reinvested at the time they lapsed and as a result they're sitting in cash, but they will be reinvested. Liabilities have decreased from the previous year. Accounts payable and accrued liabilities are consistent, but your unearned revenues decreased from the previous year. Timing of payment for membership dues, which are due in January each year, but a lot of members pay upfront in November and December. Then from year to year there could be some variances depending on when members pay.

Cash is at \$9874 from operating activities. There are \$169,000 from investment activities the main reason being the GICs were not reinvested before year end. This result in an increase in cash of \$179,000. The rest of the notes are the more details on the financial statements.

There's a small change in accounting policy which did not impact any of the numbers or the reporting for the organization. Covid 19 impacts for 2020 and 2021 are noted at the end of the report.

*Q: In terms of putting the money back into GIC's is there a time frame?*

*ED: It's just a matter of timing. We require two people to sign the investment documents.*

*We should be able to make an appointment this coming week.*

## 7. Appointment of Auditor

We have had Crowe Mackay do the audited financial statement and service for several years. They have a high degree of familiarity with the association. We noticed their fees started to increase in 2019. Working with Ben at the time, we compared accounting services with other local and southern firms. We found that we were getting favorable service at a good rate from Crowe Mackay. I'm confident that if we were to do that review again, three years later, we'd probably find quite a similar result. Given the benefits that we've seen, I think we're in very good hands. And as such, I'd like to make a motion that we continue in next year using Crowe Mackay as the auditor for the financial statement.

**MOVED BY Doug, SECONDED BY John,**  
**TO** appoint Crowe MacKay LLP as auditor for year-end  
December 31, 2022.  
**CARRIED**

## 8. Registrar's Report

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

NWTAA has 9 new architects, 4 new interns, and 4 new firm permits. Congratulations to Vance and Diana who have gone from intern to registered architect. We have 76 registered architects, twelve interns, four associates, four honorary, two retired, and 22 firm permits. That's consistent with previous years.

We had two interns write the ExAC at the end of February and one deferred. The results should be out soon. As Chris noted, the CACB is hosting its conference in October. If anyone has ideas, input, feedback, send it to Council as NWTAA will be invited to participate in that conference. Council is always looking for help reviewing the intern hours and also be mentors. Vance volunteered to help Celeste with reviewing intern hours.

## 9. Executive Director's Report

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

Our bylaw review came in two days ago with changes from our legal consultant. Most of the changes are with the complaint review process and elections. Our bylaws do not accommodate electronic elections. We have been modifying how we do elections while, still trying to keep within the spirit of those bylaws. Making sure we are consistent with the act throughout in terms of the complaint review process.

The original complaint was filed in 2016. It got resolved in October of this year. We had a committee working on this process along with legal counsel for guidance. As a result, we now have a procedural document that will be easier to work with and less costly. This document has been added to the bylaw amendments. With this complaint process we were able to cover all legal costs without taking funds from the legal reserve fund. The results of the complaint will be made public in the next few months.

ConEd reporting period ends June 22, 2022. Excess hours from the last reporting period can be carried over. There's no distinction between unstructured hours and there's no cap. So whatever bulk you had left, you can throw it into your pool for this reporting period. And if there's any issues, let me know in advance.

Previously, we were planning on transitioning out of the transcript services provided by RAIC, mostly because all other jurisdictions had transitioned out other than PEI and possibly one other jurisdiction. With a new ED it was easier to stay with the RAIC. The RAIC has made changes to some of the ways that they are reporting hours and plan on making further changes. Please let Natasha know if you have issues with your account. We are reviewing an in-house reporting system. We have looked at other jurisdictions, but their systems are not cost effective for the number of members the NWTAA has with ROAC (formally CALA). RAIC will have a learning portal on their website for common courses. We can also pay for a sub portal to host our own courses and webinars. There is the opportunity for sharing agreements with other jurisdictions that would allow us to take their courses. This new portal will allow for greater accountability in determining who has attended a course.

One of our main projects this coming year was to complete the digitization of all the associations records. Financial and practice documents remain in paper form. A summer student may need to be hired to complete this process or working with a local business such as Kopykat. Another project is the creation of a standard operational manual for how to do the ED position. I also want to focus on outreach, doing something like what NAPEG does with their bridge building exercises, working with community schools, and seeing if we can have younger people interested in the profession.

## 10. Committee Reports

### **Registration & License Review**

This Committee is responsible for the CERB reports that interns submit and of review of license. It was presented as part of the Registrar report.

### **Continuing Education**

The continuing education committee had a decent start to last year with a discussion event related to homelessness in Yellowknife in May and then dropped off after that. We are looking to take the new year here as motivation to renew our efforts and are hoping to put together something in person or return to in person events in the fall. If there are topics that people would like to see more discussions on, email Chris or Natasha to forward on to the ConEd committee. It would be good to get more variety in some of the events we host.

### **Nominating Committee**

A Nominating Committee report was included in the meeting materials.

Every year in January, Council determines when to call this meeting. Once that date is selected, any election notice is called. Nominations closed this year on March 4<sup>th</sup>. As mentioned earlier, from Melani Korver was acclaimed as President as was Doug Townsend as councillor and Wes was nominated to fill the 1-year councillor. There are two candidates running for the non-resident council position, Ksenia Eic and Vance Fok.

## 11. Bylaw Amendments

Bylaw amendments were not part of the package as they will be viewed at a special council meeting.

## 12. Election to Council

The successful candidate the non-resident council position was Vance, with the other two positions being acclaimed.

1. Melani was acclaimed as President.
2. Doug was acclaimed as councillor to serve a 2-year term.
3. Wes was acclaimed as councillor to serve a 1-year term.
4. Vance was elected as Councillor to serve a 2-year term.

**MOVED BY** John, **SECONDED BY** Keith,  
**TO** approve the acclamation positions and election results.  
**CARRIED**

## 13. Committee Appointments

**Continuing Education, Registration and Licence Review and Complaints Review** – Please contact Natasha if you are interested in being on a committee.

## 14. Old Business

### **Fire Prevention Act**

Was discussed previously.

### **Architecture Program with the New Polytechnic College**

Ben was to contact the Department of Education and work with Kayhan on this project. There was no update available for this project, but Natasha will follow up with Kayhan.

## 15. New Business

There was no new business to discuss.

## 16. Closing Remarks / Adjournment

Thank you for attending. It's important to have everyone come together.

**MOVED BY** Guy  
**TO** adjourn.

The meeting adjourned at 7:59pm.

# President's Report

This past year has been an exciting one as we welcome our new Executive Director, Marie Chenard, to the NWTAA. Marie comes from a finance and administrative background and has been quickly getting up to speed on the Association's day-to-day operations as well as national initiatives. Welcome Marie!

In terms of Covid, 2022 was a transition year with restrictions being lifted in April. This allowed for in-person national and council meetings as well as social events to start up again. On this note, we hope to see you all at the Continuing Education event tomorrow afternoon, hosted both online and in-person, on Universal Design and Mass Timber Construction.

The following is a list of initiatives that the 2022-23 Council has been working on.

## Current Items

### 1. Toolkit for Building Projects

The toolkit is a document that was developed by Council to provide a resource to members of the public intending to begin a construction project, but who may be unfamiliar with how the design and construction process works. You can find the current toolkit here: [Toolkit for Building Projects](#)

Ksenia and Vance have graciously volunteered to update the toolkit. We hope to have this completed by the end of this year.

### 2. Cultural Sensitivity Training

Like other jurisdictions across Canada, the NWTAA will be initiating mandatory cultural sensitivity training as part of our Continuing Education professional development requirements. As much of the work we do in the NWT is either directly or indirectly linked to the many Indigenous populations in our region, this type of training is especially relevant for our members.

We are looking at using the "Living Well Together" Indigenous and Cultural Awareness and Sensitivity Training that the GNWT has developed for their employees due to its relevance to the specific Indigenous populations in our area. This would be a one-time, self-directed training requirement for each member, required to be completed in the next reporting period (2022-2024), or the first reporting period following a member joining the NWTAA. Structured learning hours will be assigned to this training requirement.

## Local Priorities and Initiatives

After each AGM, Council begins its term by meeting to review the priority list of the previous Council and develop an updated it. It is a working document and items not completed often get carried over to the next year.

### 3. Bylaw Review

Council 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 underwent a legal review and will be shared with members to review before their adoption is voted on at a Special Meeting, which is scheduled for May 16<sup>th</sup>, 2023. We require quorum in order to adopt these changes, so your attendance at this meeting is greatly appreciated.

### 4. Authorities Having Jurisdiction

A panel met to formulate a response to MACA's request for feedback on the *Fire Prevention Act* updates. Key points noted by the NWTAA were the need for a recorded, formal engagement process with the OFM at an earlier stage in the design process, and support for an expedient appeal process on OFM verdicts. Support for a Building Code Regulatory Authority was also emphasized, regulated by professionals with extensive experience with the National Building Code, National Energy Code, and experts in accessibility.

MACA responded confirming that they had received the comments and may be providing further engagement opportunities, specifically around OFM plan review guidelines. They also issued a "What We Heard" report summarizing some of the feedback from industry, which can be found here: [https://www.maca.gov.nt.ca/sites/maca/files/resources/what\\_we\\_heard\\_report\\_-\\_fire\\_prevention\\_act.pdf](https://www.maca.gov.nt.ca/sites/maca/files/resources/what_we_heard_report_-_fire_prevention_act.pdf)

On another topic, Council is also looking to solicit the City of Yellowknife to develop a clear map/checklist for obtaining permits. The intent is to clarify the process for members of the public, as well as professionals.

## National Developments

### 5. Canadian Handbook of Practice (CHOP)

As you are aware, the Canadian Handbook of Practice has been moved to an online format. At the last ROAC meeting the administrators presented a signed licensing agreement to RAIC and requested having a conversation regarding a maintenance or transition agreement. RAIC rejected the agreement; further discussion with RAIC is required to move forward on this project.

### 6. Future of the Profession

The Future of Architecture (FOA) Committee now known as Rise for Architecture, presented its progress report at the last ROAC board of directors meeting. FOA has completed the consultation and development stage of its plan and will now move to the implementation and advocacy stage of its plan.

### 7. International Relations Committee (IRC)

A Mutual Recognition Agreement (MRA) between Canada and the EU is in progress. The MRA is now pending ratification by Canadian and European Parliaments. A workshop was recommended for all administrators before the agreement is implemented. This agreement is scheduled to take effect in 2023 although it may not be immediately enforced in all jurisdictions. A Declaration of Agreement by regulatory bodies was signed at the November ROAC Board of Directors Meeting

The tri-national agreement with Canada, Mexico, and the U.S. is now in place. The APEC agreement with Australia-NZ remains in place although there was no activity last year due to the pandemic.

There have been a few meetings with Taiwan, who has changed their legislation to remove residency and collaboration requirements. The UK (ARB) plans to have legislation in place this year which will enable them to have reciprocity agreements.

#### **8. BEFA Program**

Under this program The NWTAA does not have any active files awaiting assessment.

#### **9. ROAC**

The Regulatory Organizations of Architecture in Canada (ROAC) includes all provincial and territorial bodies responsible for regulating the practice of architecture. This includes the Examination for Architects in Canada (ExAC) and the Internship in Architecture Program (IAP). As well it serves as the conduit between the regulators and the Canadian Architectural Certification Board (CACB). As a legal entity versus an umbrella organization it now can independently negotiate MRAs with international jurisdictions.

Ian McDonald of AIBC, remains the chair. As mentioned earlier, the group met in November and is meeting again in April which Melani and Marie will be attending. Melani remains the Director of the NWTAA for ROAC. The group plans to have two in person meetings a year.

#### **10. CACB**

The CACB conference, themed “Architecture Continuum: Collaborate, Educate, Integrate”, took place in October 2022 in Ottawa. The purpose of the conference was for the 120 invited delegates representing the profession – from students to professors, regulators and practitioners – to review and discuss topics around the Architecture Continuum; from formal education to internship, examination, licensure, and lifelong learning through practice and continuing education. NWTAA attendees included Melani, Celeste, Wes, Maggie and Marie. This had been the first in-person meeting for many jurisdictions since the pandemic began.

Key themes included the Future of Architecture, Social Justice and Wellness, Climate Action and Sustainable Development, The Architecture Continuum, and Changes to the Conditions and Terms for Accreditation. The final conference report can be found here: <https://cacb.ca/conference-report/>

### Continuing Education Reporting Period

The new reporting period started July 1, 2022, and will end June 30, 2024. Marie will be conducting a review in the upcoming months to ensure all the necessary time is being carried over.

### Congratulations

#### **11. Don Jossa Architectural Scholarship**

We received one successful application for the scholarship in 2022. As suggested at the previous AGM, the scholarship was increased from \$1500 to \$2500. The 2023 scholarship deadline was moved to May 8<sup>th</sup> instead of April 1<sup>st</sup>, in order to align better with typical scholarship application timing. All NWT high school principals along with Student Financial Services have been provided with a poster and application, and it has been advertised on the NWTAA website as well as local news outlets.

### 12. ExAC

The ExAC will remain a pen and paper exam for the foreseeable future. The 2021 sitting which was delayed until February/March 2022 resulted in two successful passes. The 2022 exam that occurred in November 2022 resulted in one successful pass. For the upcoming 2023 sitting we have two eligible candidates so far.

### 13. IAP

Welcome to our newest interns: Emily Jones, Levi Bruce and Heather Moore and our student intern Tai Nguyen. Currently, there are eleven Intern Architects registered with the NWTAA, one Syllabus student and one student intern.

The IAP is currently being updated, which Celeste can speak to further in the Registrar's Report.

## Thanks

I would like to thank our outgoing Vice President Chris Oland for his work on Council the past few years.

A huge thank you to Celeste MacKay for her ongoing work as Registrar. This will be her 14<sup>th</sup> consecutive year serving on Council, in a variety of capacities on. Her continued involvement and historical knowledge has been instrumental in ensuring that we have a functional Association today.

Doug Townson also deserves a special thank you. This is his 8<sup>th</sup> consecutive year as Treasurer, and we are very grateful that he is willing to contribute year after year.

My thanks, also, to Cheryl Fennell, our Minister's Appointee. Cheryl has joined Council for another term and her insights and efforts are always appreciated.

Thank you to Bronwyn Rorke and Wessam Bou-Saleh for their ongoing work organizing Continuing Education events. Thank you to Maggie Burt who is our Intern Representative, and Vance Fok who is currently serving as a Counselor.

I am grateful to all our members who have offered their time and expertise over the past year. Council is grateful for any contributions that local members can make to the Association.

And most of all, a heartfelt thank you to our new Executive Director Marie Chenard, who has been in the role since October. Marie has jumped into the position headfirst and is doing a wonderful job already, including initiating systems that will allow the Association to run more smoothly in the future. We are very grateful to have her.

It has been a pleasure serving on Council as President this year, and I wish the incoming Council, both new and continuing members, much luck in the coming year.

Sincerely,

Melani Korver, President



# Treasurer's Report

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

## Cash Flow & Income Statement

The year-end Income Statement for 2022 presented to Council on March 14, 2023 shows a net surplus of \$64,397.13. This surplus was due mainly to pandemic restrictions and a reduction in payroll.

<b>REVENUE</b>	<b>2022</b>	<b>2021</b>
Registration Fees	95,319.17	88,744.09
Firm Permit Fees	91,817.32	84,039.00
Other Member Fees	3,300.00	2,850.00
MINUS Registrar Expenses	0.00	-415.83
MINUS National Levies & Fees	-6,393.77	-3,904.16
ExAC Registration Fees	990.00	4,370.00
MINUS ExAC Administration Fees	-2,833.00	-920.00
Continuing Education	500.00	0.00
Funding & Sponsorship	0.00	0.00
MINUS ConEd Expenses	-556.50	-1,232.80
Other Revenues	2,723.72	2,831.98
MINUS Credit Card Processing Fees	-4,117.56	-2,446.98
Regulatory Penalties to Offset Legal Costs	25,000.00	0
<b>NET REVENUE (Revenue minus Costs)</b>	<b>\$ 205,749.38</b>	<b>\$ 173,915.30</b>
<b>EXPENSES (by category)</b>		
Governance	8,011.05	849.12
Operations (administration)	65,438.80	75,629.60
Operations (all other expenses)	58,781.80	66,051.56
**Funds	0	0
Other (Programs & Initiatives)	9,120.60	2,628.68
<b>TOTAL EXPENSES</b>	<b>\$ 141,352.25</b>	<b>\$ 145,158.96</b>
<b>TOTAL REVENUE MINUS EXPENSES</b>	<b>\$ 64,397.13</b>	<b>\$ 28,756.34</b>

\*\*Note in 2022 all the funds plus interest that matured in 2021 were reinvested in May 2022. A GIC matured in December 2022 at \$10,059.10, \$10,000 of which went back into the legal fund that same month. The excess revenue from 2022 was invested in March 2023. A \$25,000 GIC was opened for a 25<sup>th</sup> Anniversary Project and \$25,000 will go towards the Legal Fund.

## Assets, Liabilities and Net Worth

As of December 31, 2022, the Association's assets, liabilities, and net worth were as follows:

	<b>2022</b>	<b>2021</b>
Assets	462,569.00	332,548.00
Liabilities	93,846.00	28,222.00
<b>Net Worth</b>	<b>\$ 368,723.00</b>	<b>\$ 304,326.00</b>

We realized a 17.46 % growth in net worth from December 31, 2021 to December 31, 2022.

Note: The liabilities are higher due to the amount of 2023 membership fees that were collected in December 2022.

## Short Term Investments & Savings

### Operating Reserve Fund

- In 2022, the Reserve Fund remained at \$82,059.31.
- The Fund consists of a single 5-year GIC which matured in May 2027. The holdings on this fund which matured in December 2021 was reinvested in 2022.
- 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 2022, the Reserve Fund was increased by \$1,000.00. when a GIC matured in December 2022 at \$10,059.10, \$10,000 of which went back into the legal fund that same month. This fund is at \$153,482.53, not including unpaid interest accrued to date.
- The Fund consists of 5 GICs; 2 of which will mature in December 2023, and the others maturing in December 2024, 2026 and May 2027 respectively. The holdings on this fund will be reinvested once they mature.
- 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 to address future legal challenges.

### Don Jossa Scholarship Fund

- In 2022, one application was received for the Don Jossa Architectural Scholarship Award. No funds were transferred to this fund. To date, we had the same applicant from last year apply this year, and a package was sent to our Student Intern. The amount of the scholarship increased in 2022 to \$2500 per person.
- The holdings on this fund will mature in December 2027 and will be reinvested into another GIC. The current amount in this fund is \$16,043.76.

### Cash Accounts

- As of December 31, 2022, our operating account had a balance of \$ 203,767. This is \$35,000 less than the previous year. In 2021 the bank total increased dramatically as the mature GIC funds were not invested until May 2022.

## 2023 Budget

The 2023 Operating Budget was initially approved by Council in January 2023. It is attached for your reference. The Budget was developed to be practical. Membership has been consistent for the last 5 years, so the budget was developed with the expectation that this will continue.

### Revenue

- Revenue is budgeted at \$178,100.00, which is \$1,790 lower than the 2022 budget and \$24,021 higher than the 2021 actual revenue.
- Note: To date, the 2023 Membership Fees and Firm Permit Fees received are higher than the budgeted amounts which was expected.

### Expenses

#### Education

- The 2022 budget for ConEd is \$0 to reflect the revenue neutral nature of Continuing Education events over previous years. These events prove to be successful, affordable, and accessible. However, there is \$500 budgeted for committee meetings in general that can be used for ConEd if needed.
- 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

- As the current Executive Director is working full time hours and has a finance background, bookkeeping is being done in-house.
- Staff Development has decreased as it wasn't used last year, these funds are intended for the Executive Director to engage in educational development opportunities.
- 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 2022 budget.

## 2022 Financial Audit

In March 2022, Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations. The Audited Financial Statements were received by Council on March 14, 2023 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, 2022, 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 2022. While different from what was reported to Council in January, it now reflects what is recorded in Sage which is the associations accounting software. These differences are due to asset amortization, data entry errors, and additional expenses not received before the budget was created.
- Page 6 Includes the specifics related the NWTAA's Long Term Investments. 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.
- 

## Appointment of 2023 Auditor

Crowe MacKay LLP has a long accounting history with the NWTAA and has on an annual basis prepared the associated audited financial statements for the association. In 2022 the association sought proposals for accounting services from another local and an extraterritorial accounting firm to confirm good value was being secured through Crowe LLP. While the local firm provided comparable rates it did not provide any information on what was included. The extraterritorial firm was \$5,000 more plus required travel fees. Therefore, it has been determined that the service and associated fee is fair and reasonable and represents good value to the NWTAA. Council recommends retaining Crowe Mackay LLP for the 2023 audit.

It should be noted that in 2022 it was determined that even though the association is tax exempt, it should be filing a T2 every year. Once contacting the CRA, it was determined that the association needs to file a T2 for every year going back to 2001. The cost for filing is estimated at \$560 per filing.

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 9 Architects, 3 Intern Architects 1 Student Intern Architect, and 3 Firms. I'd like to welcome our new Architects – Wessam Bou-Saleh, Ian Morgan, Antonio Riger, Ouri Scott, Suzanne Crysedale, Kelly Caughlin, John Cope, and Janna Levitt. Wes, and Kelly were formerly interns with the NWTAA. Congratulation to our new Intern Architects – Emily Jones, Levi Bruce and Heather Moore, our new student Intern Architect Tai Nguyen Ha; and our new firms, Next Architecture Inc, Urban Arts Architecture and LGA Architectural Partners.

We also saw several resignations this year: William Nankivell, Ceazar Galasinao, Tom Johnson, Peter Streith, David Hastings Robert Swart and Bob Chorny. It is with regret that we report the passing of Marten Duhoux. Marten was a member of the NWTAA from 2013 to August 2022.

As of March 31, our membership is as follows:

	<b>2023</b>	<b>2022</b>	<b>2021</b>
Architects	76	81	78
Intern Architects <sup>1</sup>	15 <sup>1</sup>	15 <sup>1</sup>	12 <sup>2</sup>
Student Intern Architect	1	1	0
Associate Members	3	4	5
Honorary Members	4	4	4
Retired Members	3	2	1
Firm Permits	23	24	21

<sup>1</sup> Includes 1 Syllabus Student <sup>2</sup> Includes 1 Graduate Architect and 1 Syllabus Student.

Currently, 14 of our 76 Architects reside in NWT.

Congratulations to Jason McMillan who passed his ExACs at the end of February, and best of luck to those interns intending to take the exam in November 2023. It should be noted that while not included in the numbers above, Jason has applied and been accepted as an Architect with NWTAA this week. Congratulations also to Keith Sanders and Daniel Adam on their retirement. Keith and Daniel remain with the NWTAA as a Retired Members.

Respectfully submitted,  
Celeste MacKay

# Executive Director's Report

This is my first year serving the Association and I took over the role from my predecessor Natasha Bhogal in late October 2022. My first order of business was to attend the CACB conference and a month later the fall ROAC meeting.

My focus over the first few months was to review processes and accounts and get familiar with the monthly requirements of the position. The sending of renewal invoices and following up on payments went smoothly. As did the budget review for this year and the 2022 audit. The upcoming year, I would like to focus on learning more about the bylaws, the history of NWTAA and national projects. I have activated the NWTAA LinkedIn page and plan to start up the newsletter soon.

## Complaint Review Process

The complaint committee worked on a summary. The final document was posted on the NWTAA website. Currently, the NWTAA has no active complaints.

## Mandatory ConEd

The current reporting period is July 1, 2022 to June 30, 2024. Members must complete the full requirements – a minimum of 70 hours, including a minimum of 25 structured hours – with the carry-over cap going back to 10 structured hours and 20 unstructured hours.

RAIC continues to provide transcript services for our members. Our service agreement was renewed in January of this year. In the next year I plan to investigate simplified options to see if we can get our own system in place. Otherwise, information will need to be recorded on a spreadsheet. I have recently found such a spreadsheet that Ben used which I plan to update this spring. Members should continue using the RAIC transcripts site until further notice.

## CHOP - update

Further discussion with RAIC is required to continue updating this document. At the last ROAC meeting the administrators presented a signed licensing agreement to RAIC and requested a meeting regarding a maintenance or transition agreement. RAIC rejected the licensing agreement as the maintenance agreement was not included. The two parties have not yet come to an agreement.

## ROAC

The Regulatory Organizations of Architecture in Canada (ROAC) replaced Canadian Architectural Licensing Authorities (CALA) in early 2022. ROAC is a legal entity that allows for all 11 jurisdictions to set collective standards and conduct national business.

ROAC developed its website that includes the training portal mentioned last year. This portal is currently not active, although AIBC intends to start using it soon and OAA has posted some webinars. This training portal will allow each jurisdiction to post digital education resources. There was mention of a workplan, revenue

sharing and an annual report last year, but this has been put on hold. The OAQ is the administrator for this project.

I will be attending the ROAC biannual meeting April 20 and 21.

## Banking

One of the first projects I started was to update the NWTAA banking system. This was a four and a half month long process, but I can now do Etransfers, pay bills online including Visa and the CRA and payroll. If needed I can also do wire orders and ETFs. It does mean that council has to get used to the additional protocols I put in place, but it saves time having to go get cheques signed and can be done from outside the office. It will also reduce the amount of banking fees the association will pay.

We have been able to open two additional GICs, one for the Legal Reserve Fund and one for the 25<sup>th</sup> anniversary booklet fund.

## Scholarship

After talking to one the Vice Principals at Sir John, I changed the due date of the Don Jossa Scholarship to May 8<sup>th</sup>. This will better reflect the scholarship schedule of NWT High Schools as students start applying for scholarships in April after they come back from spring break. A copy of the scholarship package was emailed to all NWT High School Principals and Student Financial Services. SFSA helps direct students to such resources. So far we have one application submitted and one application pending.

## Operations

Last year Natasha streamlined the digitization of active records, a process I will continue to maintain. She also cleaned out the office and destroyed old records that were no longer needed. There are some older records that are still in paper format, but the amount is small enough not to be an issue. Financial records also remain in both paper and digital formats which I will continue doing.

I have some projects that have been started including getting our CRA account updated, practice bulletin review and reviewing the Indigenous Training Modules put out by the GNWT. These projects will be completed in the upcoming year. Other projects for council that will be ongoing this year will be updating the Intern Guidelines and Toolkit. We will also want to start planning the 25<sup>th</sup> anniversary book project and a review of scope limitations for the complaint process.

Respectfully submitted by,  
Marie Chenard

# Continuing Education Committee's Report

It's been a quieter period for con-ed as committee members have been catching up on post-covid workloads. However, we are back in action with an exciting in-person event planned for April the 14<sup>th</sup>.

Presentations will be on gender neutral washrooms, universal design and mass timber in the NWT.

The event will take place at the Elks with speakers either in person or presenting online and we hope to see members there for an afternoon of learning, followed by drinks and an opportunity to reconnect.

At the event we will ask NWTAA members for topics that they are interested in seeing in the future.

We also welcome two new members to the committee, Kamille Manoy from TAG and Maggie Burt from Stantec.

Respectfully submitted on behalf of the Continuing Education Committee,

Bronwyn Rorke



# Nominating Committee's Report – As part of the Election to Council

At its January meeting, Council confirmed the date of this Annual General Meeting to be April 13, thereby requiring that an election proceed no later than February 21st. To allow reasonable time for nominations, a notice of the AGM and a call for nominations to Council was sent to members on January 18th.

The 2023 election to Council required the following seats to be filled: 1 President, serving a 1-year term, and 2 Councillors, each serving a 2-year term.

As of February 22<sup>nd</sup>, the following candidates were confirmed:

1. Wessam Bou-Saleh for President,
2. Wayne Guy for Councillor, and
3. Daniel Korver for Councillor.

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

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.

In addition, the 1-year term position of Intern Representative which is selected by Council, is now open. If you are interested in this position, please contact Marie.

Respectfully submitted on behalf of the Nominating Committee,

Marie Chenard  
Executive Director

## Attachments

1. **Cash Flow & Income Statement** as at January 31, 2023  
Presented to Council on February 14<sup>th</sup>
2. **2023 Operating Budget and GIC Details**  
Approved by Council on January 16<sup>th</sup>
3. **2022 Audited Financial Statements**  
Prepared by Crowe MacKay LLP

## Omissions

1. **Proposed Bylaw Revision & Amendments package:**  
  
Submitted to the AGM for information only.

## 2023 Reserve Funds (Investments)

As of December 31, 2022

<b>OPERATING RESERVE FUND</b>	<b>OPENING BALANCE</b>	<b>MATURED</b>	<b>INTEREST EARNED</b>	<b>PURCHASE</b>	<b>CLOSING BALANCE</b>	<b>INTEREST UNEARNED</b>
*GIC #199 (May 12/27)	82,059.31	0.00	0.00		82,059.31	
<i>Contribution</i>			0.00			
<i>Total for reinvestment</i>				0.00	0.00	
<b>TOTAL OPERATING RES. FUND</b>	<b>82,059.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>82,059.31</b>	<b>0.00</b>
<b>LEGAL RESERVE FUND</b>						
GIC #272 (Dec 2024)	30,000.00				30,000.00	3,942.25
GIC #264 (Dec 2023)	30,000.00				30,000.00	2,864.97
GIC #132 (Dec 2022) closed	9,000.00	9,000.00	1,059.10		0.00	
GIC #116 (Dec 2026)	9,529.09	0.00	0.00		9,529.09	
GIC #00019 (Dec 28/23)				10,000.00	10,000.00	
*GIC #199 (May 12/27)	73,953.44	0.00	0.00		73,953.44	
<i>Contribution</i>			0.00			
<i>Total for reinvestment</i>				0.00	0.00	
<b>TOTAL LEGAL RESERVE FUND</b>	<b>152,482.53</b>	<b>9,000.00</b>	<b>1,059.10</b>	<b>10,000.00</b>	<b>153,482.53</b>	<b>6,807.22</b>
<b>SCHOLARSHIP FUND</b>						
GIC #329 (Dec 2027)	16,043.76	0.00	0.00		16,043.76	
<i>Contribution</i>			0.00			
<i>Total for reinvestment</i>				0.00	0.00	
<b>TOTAL SCHOLARSHIP FUND</b>	<b>16,043.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,043.76</b>	<b>0.00</b>
<b>TOTAL RESTRICTED FUNDS</b>	<b>250,585.60</b>	<b>9,000.00</b>	<b>1,059.10</b>	<b>10,000.00</b>	<b>251,585.60</b>	<b>6,807.22</b>

\* GIC #199 is a combined fund for the Operating Reserve and Legal Reserve Fund

# Financial Position

as of January 31, 2023

ASSETS	2023 TO DATE	2022 YEAR-END
<b>Unrestricted</b>		
CIBC Operating Account	276,866.92	205,265.68
Cash on Hand	0.00	0.00
***Accounts Receivable * 2023 Does not include credits	7,280.00	-67,776.54
Credits Credit Cards Receivable	11,355.00	0.00
Prepaid expenses	521.19	715.75
<b>Subtotal Unrestricted</b>	<b>296,023.11</b>	<b>138,204.89</b>
<b>Restricted</b>		
Operating Reserve Investments	82,059.31	82,059.31
Legal Reserve Invested	153,482.53	153,482.53
Don Jossa Scholarship Invested	16,043.76	16,043.76
<b>Subtotal Restricted</b>	<b>251,585.60</b>	<b>251,585.60</b>
<b>TOTAL ASSETS</b>	<b>547,608.71</b>	<b>389,790.49</b>
<b>LIABILITIES</b>		
Accounts Payable	2,511.41	8,528.12
Credit Card & Other Payables	6,610.00	6,193.73
Cheques Outstanding	5,493.87	1,496.00
Customer Deposits	0.00	0.00
Deferred Revenue	0.00	0.00
<b>TOTAL LIABILITIES</b>	<b>14,615.28</b>	<b>16,217.85</b>
<b>TOTAL ASSETS MINUS LIABILITIES</b>	<b>532,993.43</b>	<b>373,572.64</b>
<b>TOTAL UNRESTRICTED ASSETS MINUS LIABILITIES</b>	<b>269,531.64</b>	<b>121,271.29</b>

\*\*\* Only 6 architects and 1 retired member have not paid by January 31st.

# Income Statement (Summary)

as of January 31, 2023

REVENUE	2023 ACTUAL	2023 BUDGETED	2022 ACTUAL
Membership Registrations & Fees	174,820.00	176,260.00	190,436.49
Other Revenue	-0.26	1,840.00	27,549.10
Deferred Revenue <sup>1</sup>	0.00	15,000.00	0.00
<b>TOTAL REVENUE</b>	<b>174,819.74</b>	<b>193,100.00</b>	<b>217,985.59</b>
Total Cost of Services	1,181.34	10,960.00	13,900.83
<b>TOTAL REVENUE OVER COSTS</b>	<b>173,638.40</b>	<b>182,140.00</b>	<b>204,084.76</b>
<b>EXPENDITURES</b>			
Operation & Administration	7,190.41	141,911.66	120,591.35
Governance	49.43	9,900.00	8,081.05
Programs & Initiatives	0.00	10,500.00	6,662.60
Fund Contributions	0.00	2,000.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>7,239.84</b>	<b>164,311.66</b>	<b>135,335.00</b>
<b>TOTAL REVENUE OVER COSTS/EXPENDITURES</b>	<b>166,398.56</b>	<b>17,828.34</b>	<b>68,749.76</b>
Total Revenue over Costs/Expenditures (Sage)	166,398.56		

# Income Statement

as of January 31, 2023

	2023 ACTUAL	2023 BUDGETED	2022 ACTUAL
<b>REVENUE</b>			
<b>Membership</b>			
Member Registrations	91,070.00	90,910.00	95,319.17
Firm Permit Registrations	83,350.00	83,350.00	91,817.32
Application Fees	400.00	1,500.00	2,700.00
Late Fees & Other	0.00	500.00	600.00
<b>Subtotal Membership</b>	<b>174,820.00</b>	<b>176,260.00</b>	<b>190,436.49</b>
<b>Other</b>			
Continuing Education Fees	0.00	0.00	500.00
Funding & Sponsorships	0.00	0.00	0.00
ExAC Registrations & Review	0.00	1,840.00	990.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	0.00	0.00	25,000.00
Interest Income	0.00	0.00	1,059.10
Miscellaneous Income	-0.26	0.00	0.00
<b>Subtotal Other</b>	<b>-0.26</b>	<b>1,840.00</b>	<b>27,549.10</b>
<b>Deferred Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>	<b>174,819.74</b>	<b>178,100.00</b>	<b>217,985.59</b>
<b>COST OF SERVICES</b>			
Credit Card Processing Fees	1,181.34	4,200.00	4,117.56
Registrar Expenses	0.00	750.00	0.00
National Levies & Fees	0.00	3,750.00	6,393.77
ExAC Administration	0.00	1,260.00	2,833.00
ConEd Fees & Expenses	0.00	1,000.00	556.50
<b>TOTAL COST OF SERVICES</b>	<b>1,181.34</b>	<b>10,960.00</b>	<b>13,900.83</b>
<b>TOTAL REVENUE OVER COSTS</b>	<b>173,638.40</b>	<b>167,140.00</b>	<b>204,084.76</b>

# Income Statement continued

<b>EXPENDITURES</b>	<b>2023 ACTUAL</b>	<b>2023 BUDGETED</b>	<b>2022 ACTUAL</b>
<b>Operations</b>			
Administration	5,746.19	97,461.66	67,938.80
Office Lease and O&M	800.00	9,600.00	10,581.40
Financial Services	0.00	10,000.00	13,650.46
Legal Services	0.00	10,000.00	13,957.02
Contract Services	0.00	0.00	2,304.70
Insurance Policies	194.56	3,000.00	2,259.92
Office Supplies & Expenses	162.17	4,500.00	4,147.32
Communication Services	272.47	2,650.00	2,607.27
Advertising & Promotional	0.00	2,000.00	1,552.43
Capital Purchases	0.00	1,500.00	0.00
Bank & Interest Fees	15.02	500.00	1,497.52
Credit Card Service Fees	0.00	500.00	82.90
Miscellaneous	0.00	200.00	11.61
<b>Subtotal Operations</b>	<b>7,190.41</b>	<b>141,911.66</b>	<b>120,591.35</b>
<b>Governance</b>			
Council Meetings	49.43	1,200.00	763.30
Council Travel & Expenses	0.00	2,200.00	4,970.73
Committee Meetings & Expenses	0.00	500.00	0.00
Annual General Meeting	0.00	500.00	0.00
National Meetings	0.00	5,500.00	2,347.02
Member Conduct	0.00	0.00	0.00
<b>Subtotal Governance</b>	<b>49.43</b>	<b>9,900.00</b>	<b>8,081.05</b>
<b>Programs &amp; Initiatives</b>			
Social Events & Programs	0.00	1,500.00	2,189.94
Gifts & Accolades	0.00	1,500.00	3,430.66
Awards & Prizes	0.00	0.00	0.00
Don Jossa Scholarship	0.00	7,500.00	42.00
President's Initiative	0.00	0.00	1,000.00
<b>Subtotal Programs &amp; Initiatives</b>	<b>0.00</b>	<b>10,500.00</b>	<b>6,662.60</b>
<b>Fund Contributions</b>			
Operating Reserve Fund	0.00	0.00	0.00
Legal Reserve Fund	0.00	2,000.00	0.00
Don Jossa Scholarship Fund	0.00	0.00	0.00
<b>Subtotal Fund Contributions</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>7,239.84</b>	<b>164,311.66</b>	<b>135,335.00</b>
<b>TOTAL REVENUE OVER EXPENDITURES</b>	<b>166,398.56</b>	<b>2,828.34</b>	<b>68,749.76</b>

## 2023 Operating Budget Summary

<b>REVENUE</b>	<b>2023 BUDGET</b>	2022 ESTIMATED	2022 ACTUAL
Membership Registrations & Fees	176,260.00	153,050.00	190,436.49
Other Revenue	1,840.00	26,840.00	26,490.00
Deferred Revenue	0.00	15,000.00	0.00
<b>TOTAL REVENUE</b>	<b>178,100.00</b>	<b>194,890.00</b>	<b>216,926.49</b>
Total Cost of Services	10,960.00	7,960.00	11,154.52
<b>TOTAL REVENUE OVER COSTS</b>	<b>167,140.00</b>	<b>186,930.00</b>	<b>205,771.97</b>
<b>EXPENDITURES</b>			
Operation & Administration	141,911.66	115,550.00	120,576.33
Governance	9,900.00	23,700.00	8,081.05
Programs & Initiatives	10,500.00	17,000.00	6,669.34
Fund Contributions	2,000.00	2,000.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>164,311.66</b>	<b>158,250.00</b>	<b>135,326.72</b>
<b>TOTAL REVENUE OVER EXPENDITURES</b>	<b>2,828.34</b>	<b>28,680.00</b>	<b>70,445.25</b>



## 2023 Operating Budget Summary

<b>REVENUE</b>	<b>2023 BUDGET</b>	2022 ESTIMATED	2022 ACTUAL
Membership Registrations & Fees	176,260.00	153,050.00	190,436.49
Other Revenue	1,840.00	26,840.00	26,490.00
Deferred Revenue	0.00	15,000.00	0.00
<b>TOTAL REVENUE</b>	<b>178,100.00</b>	<b>194,890.00</b>	<b>216,926.49</b>
Total Cost of Services	10,960.00	7,960.00	11,154.52
<b>TOTAL REVENUE OVER COSTS</b>	<b>167,140.00</b>	<b>186,930.00</b>	<b>205,771.97</b>
<b>EXPENDITURES</b>			
Operation & Administration	141,911.66	115,550.00	120,576.33
Governance	9,900.00	23,700.00	8,081.05
Programs & Initiatives	10,500.00	17,000.00	6,669.34
Fund Contributions	2,000.00	2,000.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>164,311.66</b>	<b>158,250.00</b>	<b>135,326.72</b>
<b>TOTAL REVENUE OVER EXPENDITURES</b>	<b>2,828.34</b>	<b>28,680.00</b>	<b>70,445.25</b>

## 2023 Operating Budget Detail

REVENUE	2023 BUDGET	2022 ESTIMATED	2022 ACTUAL
<b>Membership</b>			
Member Registrations	90,910.00	82,000.00	95,319.17
Firm Permit Registrations	83,350.00	69,050.00	91,817.32
Application Fees	1,500.00	1,500.00	2,700.00
Late Fees & Other	500.00	500.00	600.00
<b>Subtotal Membership</b>	<b>176,260.00</b>	<b>153,050.00</b>	<b>190,436.49</b>
<b>Other</b>			
Continuing Education Fees	0.00	0.00	500.00
Funding & Sponsorships	0.00	0.00	0.00
ExAC Registrations	1,840.00	1,840.00	990.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	0.00	25,000.00	25,000.00
Interest Income	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00
<b>Subtotal Other</b>	<b>1,840.00</b>	<b>26,840.00</b>	<b>26,490.00</b>
<b>Subtotal Deferred Revenue</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>	<b>178,100.00</b>	<b>194,890.00</b>	<b>216,926.49</b>
<b>COST OF SERVICES</b>			
Credit Card Processing Fees	4,200.00	1,200.00	4,048.75
Registrar Expenses	750.00	750.00	0.00
National Levies & Fees	3,750.00	3,750.00	3,716.27
ExAC Administration	1,260.00	1,260.00	2,833.00
ConEd Fees & Expenses	1,000.00	1,000.00	556.50
<b>TOTAL COST OF SERVICES</b>	<b>10,960.00</b>	<b>7,960.00</b>	<b>11,154.52</b>
<b>TOTAL REVENUE OVER COSTS</b>	<b>167,140.00</b>	<b>186,930.00</b>	<b>205,771.97</b>

<b>EXPENDITURES</b>	<b>2023 BUDGET</b>	<b>2022 ESTIMATED</b>	<b>2022 ACTUAL</b>
<b>Operations</b>			
Administration	97,461.66	83,000.00	67,208.03
Salary & Payroll	90,000.00	71,000.00	61,778.66
EI Expense	584.43	1,200.00	1,031.35
CPP Expense	1,877.23	2,800.00	2,620.40
WSCC Expense	1,000.00	1,000.00	570.00
Employee Benefits (HSA)	3,000.00	3,000.00	1,102.62
Staff Development	1,000.00	4,000.00	105.00
Office Lease and O&M	9,600.00	9,500.00	10,581.40
Financial Services	10,000.00	6,500.00	13,650.46
Legal Services	10,000.00	5,000.00	13,957.02
Legal - General Advice	10,000.00	2,500.00	5,619.49
Legal - Conduct	0.00	2,500.00	8,337.53
Contractor Services	0.00	0.00	2,304.70
Insurance Policies	3,000.00	2,100.00	2,975.67
General Commercial Liability	1,060.00	700.00	1,053.48
Directors & Officers Liability	1,940.00	1,400.00	1,922.19
Office Supplies & Expenses	4,500.00	1,800.00	4,147.32
Supplies & Materials	2,600.00	600.00	2,324.42
Software & Subscriptions	1,900.00	1,200.00	1,822.90
Communication Services	2,650.00	2,650.00	2,607.27
Phone	1,000.00	1,000.00	1,392.48
Internet	1,200.00	1,200.00	953.54
Web & Email	200.00	200.00	150.50
Mail & Courier	250.00	250.00	110.75
Advertising & Promotional	2,000.00	2,000.00	1,552.43
Capital Purchases	1,500.00	1,500.00	0.00
Bank & Interest Fees	500.00	500.00	1,497.52
Credit Card Service Fees	200.00	500.00	82.90
Miscellaneous	500.00	500.00	11.61
<b>Subtotal Operations</b>	<b>141,911.66</b>	<b>115,550.00</b>	<b>120,576.33</b>

<b>EXPENDITURES continued</b>	<b>2023 BUDGET</b>	<b>2022 ESTIMATED</b>	<b>2022 ACTUAL</b>
<b>Governance</b>			
Council Meetings	1,200.00	1,200.00	763.30
Council Travel & Expenses	2,200.00	16,000.00	4,970.73
Intern Travel Allowance	2,200.00	0.00	0.00
CACB Conference	0.00	16,000.00	4,970.73
Committee Meetings & Expenses	500.00	500.00	0.00
Annual General Meeting	500.00	500.00	0.00
National Meetings	5,500.00	5,500.00	2,347.02
CALA Spring Meeting	2,150.00	2,150.00	2,347.02
CALA Fall Meeting	2,150.00	2,150.00	0.00
CALA Administrators	1,200.00	1,200.00	0.00
<b>Subtotal Governance</b>	<b>9,900.00</b>	<b>23,700.00</b>	<b>8,081.05</b>
<b>Programs &amp; Initiatives</b>			
Social Events & Programs	1,500.00	1,500.00	2,189.94
Gifts & Accolades	500.00	500.00	2,881.30
Awards & Prizes	0.00	10,000.00	0.00
Don Jossa Scholarship	7,500.00	4,000.00	42.00
President's Initiative	1,000.00	1,000.00	1,556.10
<b>Subtotal Programs &amp; Initiatives</b>	<b>10,500.00</b>	<b>17,000.00</b>	<b>6,669.34</b>
<b>Fund Contributions</b>			
Operating Reserve Fund	0.00	0.00	0.00
Legal Reserve Fund	2,000.00	2,000.00	0.00
Don Jossa Scholarship Fund	0.00	0.00	0.00
<b>Subtotal Fund Contributions</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>164,311.66</b>	<b>158,250.00</b>	<b>135,326.72</b>
<b>TOTAL REVENUE OVER EXPENDITURES</b>	<b>2,828.34</b>	<b>28,680.00</b>	<b>70,445.25</b>

**Northwest Territories Association of Architects**

**Financial Statements**

**December 31, 2022**

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# Northwest Territories Association of Architects

## Financial Statements

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December 31, 2022

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## Independent Auditors' Report

### To the members of Northwest Territories Association of Architects

#### *Opinion*

We have audited the financial statements of the Northwest Territories Association of Architects (the "Association"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in members' equity and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.



## Independent Auditors' Report (continued)

### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ♦ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ♦ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- ♦ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ♦ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- ♦ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Crowe MacKay LLP*

**Yellowknife, Canada  
March 14, 2023**

**Chartered Professional Accountants**



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## Northwest Territories Association of Architects

### Statement of Operations

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For the year ended December 31,	2022	2021
<b>Revenues</b>		
Application fees	\$ 2,700	\$ 2,600
ExAC fees	990	4,370
Interest income	2,724	2,832
Membership fees	188,236	173,033
	<b>194,650</b>	<b>182,835</b>
<b>Expenses</b>		
Accounting and legal	30,097	46,712
Administration and employment	68,939	75,630
Advertising and promotion	4,983	172
Amortization	1,027	1,452
Annual general meeting	-	93
Awards gala	-	2,456
Computer/website	151	324
Continuing education	557	1,233
Council/committees	763	756
ExAC	2,833	920
Insurance	2,260	2,181
Interest and bank charges	5,698	4,451
National governance levies	6,394	3,904
Office supplies and subscriptions	6,616	1,865
Registrar	-	416
Rent	10,581	9,526
Scholarship	2,500	-
Social events	2,190	-
Telephone and internet	2,346	1,988
Travel	7,318	-
	<b>155,253</b>	<b>154,079</b>
<b>Excess of revenues over expenses before other item</b>	<b>39,397</b>	<b>28,756</b>
<b>Other income</b>		
Reimbursement of legal fees	25,000	-
<b>Excess of revenues over expenses</b>	<b>\$ 64,397</b>	<b>\$ 28,756</b>

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## Northwest Territories Association of Architects

### Statement of Changes in Members' Equity

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For the year ended December 31, 2022

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	Unrestricted Fund	Investment in Tangible Capital Assets Fund	Legal Fund	Operating Fund	Scholarship Fund	Total 2022	Total 2021
<b>Balance, beginning of year</b>	\$ 52,069	\$ 1,776	\$ 154,738	\$ 79,875	\$ 15,868	<b>\$ 304,326</b>	\$ 275,570
Excess of revenues over expenses	66,897	-	-	-	(2,500)	<b>64,397</b>	28,756
Amortization	1,027	(1,027)	-	-	-	-	-
Interest income on Legal Fund	(2,151)	-	2,151	-	-	-	-
Interest income on Operating Fund	(479)	-	-	479	-	-	-
Interest income on Scholarship Fund	(94)	-	-	-	94	-	-
<b>Balance, end of year</b>	<b>\$ 117,269</b>	<b>\$ 749</b>	<b>\$ 156,889</b>	<b>\$ 80,354</b>	<b>\$ 13,462</b>	<b>\$ 368,723</b>	<b>\$ 304,326</b>

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# Northwest Territories Association of Architects

## Statement of Financial Position

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December 31,	2022	2021
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### Assets

#### Current

Cash	\$ 203,770	\$ 245,437
Accounts receivable	342	2,423
Prepaid expenses	716	641

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204,828	248,501
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Restricted interest receivable	5,406	3,742
Restricted investments (note 3)	251,586	78,529
Tangible capital assets (note 4)	749	1,776

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\$ 462,569	\$ 332,548
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### Liabilities

#### Current

Accounts payable and accrued liabilities (note 5)	\$ 25,554	\$ 13,822
Unearned membership fees	68,292	14,400

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93,846	28,222
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### Members' Equity

Unrestricted Fund	117,269	52,069
Investment in Tangible Capital Assets Fund	749	1,776
Legal Fund	156,889	154,738
Operating Fund	80,354	79,875
Scholarship Fund	13,462	15,868

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368,723	304,326
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\$ 462,569	\$ 332,548
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Approved on behalf of the Council:

_____ President	_____ Treasurer
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## Northwest Territories Association of Architects

### Statement of Cash Flows

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For the year ended December 31,	2022	2021
<b>Cash provided by (used for)</b>		
<b>Operating activities</b>		
Excess of revenues over expenses	\$ 64,397	\$ 28,756
Item not affecting cash		
Amortization	1,027	1,452
	<b>65,424</b>	30,208
Change in non-cash working capital items		
Accounts receivable	2,081	(1,198)
Prepaid expenses	(75)	(35)
Accounts payable and accrued liabilities	11,732	(1,831)
Unearned membership fees	53,892	(17,270)
	<b>133,054</b>	9,874
<b>Investing activities</b>		
Increase in restricted interest receivable	(1,664)	(1,277)
Purchase of restricted investments	(182,057)	(9,529)
Proceeds from disposal of restricted investments	9,000	180,030
	<b>(174,721)</b>	169,224
<b>Increase (decrease) in cash</b>	<b>(41,667)</b>	179,098
<b>Cash, beginning of year</b>	<b>245,437</b>	66,339
<b>Cash, end of year</b>	<b>\$ 203,770</b>	<b>\$ 245,437</b>

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# Northwest Territories Association of Architects

## Notes to the Financial Statements

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December 31, 2022

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### 1. Nature of operations

Northwest Territories Association of Architects (the "Association") is a self-regulating, self-governing professional organization for architects in the Northwest Territories. The *Architects Act* of the Northwest Territories, which came in force November 6, 2001, gives the Association the authority to govern its members. As a not-for-profit organization under paragraph 149(1)(l) of the *Income Tax Act*, the Association is not subject to income taxes.

### 2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

#### (a) Revenue recognition

Membership fees are the annual fees for membership in the Association. Fees paid by members cover the fiscal year; therefore, there are no deferred fees unless members pay next year's membership fees before the end of the current fiscal year, in which case they are recorded as a liability in unearned membership fees.

ExAC fees are recognized when the exam is written.

Interest income is recognized when it is earned.

Application fees are amounts collected from new members and are recognized when the membership applications are received.

#### (b) Fund accounting

The Association follows the restricted fund method of accounting. The Association uses the following funds:

The Unrestricted Fund is used for the ongoing operations of the Association. Membership fees, ExAC fees, application fees and interest income are recorded as revenues of the Unrestricted Fund.

The Investment in Tangible Capital Assets Fund reports the assets, liabilities, revenues and expenses related to the Association's tangible capital assets. Any contribution specified for the purpose of purchasing or maintaining the Association's tangible capital assets is recorded as revenue of the Investment in Tangible Capital Assets Fund when it is received.

The Legal Fund is an internally restricted fund established to be used for possible future legal expenses.

The Scholarship Fund is an internally restricted fund established to be used for scholarships for students.

The Operating Fund is an internally restricted fund established to cover any unforeseen expenses that may arise during weak economic conditions.

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## **Northwest Territories Association of Architects**

### **Notes to the Financial Statements**

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**December 31, 2022**

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#### **2. Significant accounting policies (continued)**

##### **(c) Cash**

Cash consists of cash on hand and bank deposits.

##### **(d) Tangible capital assets**

Tangible capital assets are recorded at cost. The Association provides for amortization using the declining balance method at rates designed to amortize the cost of the assets over their estimated useful lives, as set out in note 4.

When tangible capital assets are sold or retired, the related cost and accumulated amortization are removed from the accounts and any gain or loss is charged against earnings in the period.

One half of the year's amortization is recorded in the year of acquisition. No amortization is recorded in the year of disposal.

##### **(e) Donated services**

The Association relies on volunteer time and donated services to achieve its purposes. Because of the difficulty of determining their fair values, volunteer time and donated services are not recognized in these financial statements.

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# Northwest Territories Association of Architects

## Notes to the Financial Statements

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December 31, 2022

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### 2. Significant accounting policies (continued)

#### (f) Financial instruments

##### Initial measurement

Financial assets originated or acquired or financial liabilities issued or assumed in an arm's length transaction are initially measured at their fair value. In the case of a financial asset or financial liability not subsequently measured at its fair value, the initial fair value is adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption. Such fees and costs in respect of financial assets and liabilities subsequently measured at fair value are expensed.

Transactions, with parties whose sole relationship with the Association is in the capacity of management, are accounted for as arm's length transactions.

##### Subsequent measurement

The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable, restricted interest receivable, and restricted investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Association subsequently measures no financial assets and financial liabilities at fair value.

##### Transaction costs

Transaction cost for financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at amortized cost are recognized in the original cost of the instrument and recognized in income over the life of the instrument using the straight-line method.

##### Impairment

At the end of each reporting period, management assesses whether there are any indications that financial assets measured at cost or amortized cost may be impaired. If there is an indication of impairment, management determines whether a significant adverse change has occurred in the expected timing or the amount of future cash flows from the asset, in which case the asset's carrying amount is reduced to the highest expected value that is recoverable by either holding the asset, selling the asset or by exercising the right to any collateral. The carrying amount of the asset is reduced directly or through the use of an allowance account and the amount of the reduction is recognized as an impairment loss in operations. Previously recognized impairment losses may be reversed to the extent of any improvement. The amount of the reversal, to a maximum of the related accumulated impairment charges recorded in respect of the particular asset, is recognized in operations.

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# Northwest Territories Association of Architects

## Notes to the Financial Statements

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December 31, 2022

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### 2. Significant accounting policies (continued)

#### (g) Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include accrued liabilities. Actual results could differ from those estimates.

### 3. Restricted investments

	2022	2021
Legal Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 0.5% (2021 - 0.25%), maturing on December 22, 2026. Total interest accrued is \$4 (2021 - \$4).	\$ 9,529	\$ 9,529
Scholarship Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 1.0% (2021 - nil%), maturing on May 12, 2027. Total interest accrued is \$94 (2021 - \$nil).	16,044	-
Operating Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 1.0% (2021 - nil%), maturing on May 12, 2027. Total interest accrued is \$479 (2021 - \$nil).	82,059	-
Legal Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 1.0% (2021 - nil%), maturing on May 12, 2027. Total interest accrued is \$431 (2021 - \$nil).	73,954	-
Legal Fund CIBC Guaranteed Income Certificate with an interest rate of 2.25% (2021 - 2.25%), matured on December 28, 2022. Total interest accrued is \$nil (2021 - \$826).	-	9,000
Legal Fund CIBC Guaranteed Income Certificate with an interest rate of 4.0% (2021 - nil%), maturing on December 28, 2023. Total interest accrued is \$48 (2021 - \$nil).	10,000	-
Legal Fund CIBC Guaranteed Income Certificate with an interest rate of 2.3% (2021 - 2.3%), maturing on December 27, 2023. Total interest accrued is \$2,084 (2021 - \$1,396).	30,000	30,000
Legal Fund CIBC Guaranteed Income Certificate with an interest rate of 2.5% (2021 - 2.5%), maturing on December 23, 2024. Total interest accrued is \$2,266 (2021 - \$1,516).	30,000	30,000
	<b>\$ 251,586</b>	<b>\$ 78,529</b>

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## Northwest Territories Association of Architects

### Notes to the Financial Statements

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December 31, 2022

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#### 4. Tangible capital assets

				2022	2021
	Rate	Cost	Accumulated amortization	Net book value	Net book value
Furniture and equipment	20%	\$ 1,999	\$ 1,999	\$ -	\$ -
Computer equipment	45%	4,842	4,093	749	1,776
		\$ 6,841	\$ 6,092	\$ 749	\$ 1,776

#### 5. Accounts payable and accrued liabilities

	2022	2021
Accounts payable and accrued liabilities	\$ 16,698	\$ 10,338
Government remittances	2,662	2,838
Bank indebtedness (note 6)	6,194	646
	\$ 25,554	\$ 13,822

#### 6. Credit facility

The Association has a credit card for general business purposes with the Canadian Imperial Bank of Commerce. The limit of the credit card is \$10,000. The outstanding balance at year-end is \$6,194 (2021 - \$646).

#### 7. Financial instruments

The Association is exposed to various financial risks through transactions in financial instruments. The following provides helpful information in assessing the extent of the Association's exposure to these risks.

##### (a) Liquidity risk

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. This risk has not changed from the prior year.

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## Northwest Territories Association of Architects

### Notes to the Financial Statements

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December 31, 2022

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#### 7. Financial instruments (continued)

##### (b) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association's main credit risk relates to its cash, accounts receivable, restricted interest receivable and restricted investments. The Association reduces this risk by closely monitoring its outstanding receivable amounts from its members on a continuous basis. The Association's cash and restricted investments are maintained with a large federally regulated financial institution in Canada. This risk has not changed from the prior year.

##### (c) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk on its fixed-rate restricted investments. Fixed-rate financial instruments subject the Association to a fair value risk. This risk has not changed from the prior year.