



21st
NWTAA AGM

NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS

ANNUAL GENERAL MEETING APRIL 27, 2022

CONSOLIDATED REPORTS

Agenda

21st Annual General Meeting of the Northwest Territories Association of Architects

Wednesday, April 26, 2022 – 5:30 PM | 2nd Floor, Diamond Plaza (Yellowknife, NT)

[BY WEBCONFERENCE]

(M) denotes motion(s) required

1. **Call to Order**
2. **Approval of Agenda (M)**
3. **Approval of Minutes (M)**
 - 20th Annual General Meeting – April 7, 2021
4. **President’s Report (M)**
5. **Treasurer’s Report (M)**
6. **Acceptance of Audited Financial Statements (M)**
7. **Appointment of Auditor for 2022 (M)**
8. **Registrar’s Report**
9. **Executive Director’s Report**
10. **Committee Reports**
 - Registration & Licensing Review
 - Continuing Education
 - Nominations
11. **Bylaw Amendments**
12. **Election to Council (M)**
13. **Committee Appointments**
14. **Old Business**
 - 2020 Architectural Awards
 - Fire Prevention Act
 - Practice Bulletin 08: Attribution and Representation
15. **New Business / Business from the Floor**
16. **Closing remarks / Call to Adjourn (M)**

Minutes

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

Wednesday, April 7, 2021 – 5:30 PM Web Conference

[BY WEBCONFERENCE]

In Attendance

Christopher Oland
Wayne Guy
Vince Barter
Tom Johnson
Wayne Guy
Celeste MacKay
Tom Johnson
Ceazar Galasinao
Wessam Bou-Saleh
Darrell Vikse
Kayhan Nadji

Regrets

Simon Taylor
John White
Melani Korver
Ben Russo

1. Call to Order

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

2. Approval of Agenda

MOVED BY Guy, **SECONDED BY** White
THAT the Agenda be approved as presented.
CARRIED

3. Approval of Minutes

The Minutes of the 20th Annual General Meeting on April 7, 2021 were circulated online prior to the meeting. Printed copies were provided at the meeting.

MOVED BY Sanders, **SECONDED BY** MacKay,
TO approve the Minutes of the 19th Annual General Meeting as presented.
CARRIED

4. Election to Council

1. We did not have an election as the number of matched the number of nominees matched the number of vacancies. Everyone was acclaimed.
 1. Simon was acclaimed as President.

2. Chris Oland and Vince Barter were acclaimed as Councilors to serve 2-year terms.

MOVED BY Doug Townson, **SECONDED BY** Darryl Vikse,
TO approve the acclamations.
CARRIED

5. President's Report

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

This was Melani's second year as President and Chris took over from her the last three months of the term. Thanks to Celeste MacKay and Ben Russo for the assistance and easing the transition.

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:

- **Authorities Having Jurisdiction** –The NWTAA is planning to submit a letter to the OFM and respective GNWT departments outlining issues with the plan review process. We've received a limited amount of feedback from individual practitioners on this item. I am going to put out a call here to all members to submit any feedback or if they want to contact the Association about any concerns that they might have. We can consolidate all that feedback and put together a coherent letter to improve that process a little bit for all parties. Similarly, we will be soliciting the city of Yellowknife to have a clear checklist for the permitting process and how that list dovetails with the OFM report. The intent is to clarify the process for members of the public, as well as professionals
- **Letters of Assurance** – Assessing the risk of liability inherent in Letters of Assurance by surveying firms and insurers., and their lawyers regarding letters of assurance and contract items demanded by the City of Yellowknife and the GNWT.
- **Risk Register**- Following AIBC, assess all possible risks to the Association and its assets, Council, staff, members, stakeholders and the public, and develop actions to avoid or mitigate all risks.
- **Construction Site Signage**- The last time this initiative was actively pursued, the idea was to develop is a project registry wherein architects would be required to submit their projects. It would be publicly accessible, so unauthorized projects could be tracked easily.
- **Copyright and Intellectual Property**- This came up a number of times during Council Meetings over the year. NWTAA will continue to clarify with GNWT the language used regarding copyright ownership in procurement contracts and clarifying contracts in general.

One of the items that has challenged us that the input that some of the practitioners who are working in Yukon. Standard form contracts are often use there but then the government slaps on and equivalent length of supplementary conditions that torch

the idea of using a Standard form contract in the first place. That is still a challenge for us over the next year. Council has considered proposing standard form contracts from the Federal government or CCDC as a substitute. Based on the experience of some of our members practicing in Yukon, however, we are aware that the adoption of standard form contracts could be circumvented in practice by the addition of many supplementary conditions.

- **Public Outreach and Promotion:** Most public outreach was put on hold over the past year due to restrictions on in-person gatherings. Once we are able to open back up, I am anticipating there will be a lot more movement on these items with public lectures, school visits & fairs, “Family Fun Day”, and school shadowing activities and activities of such nature.
- **Fire Prevention Act:** GNWT MACA has agreed that a Building Standards Act is desirable; however, they have prioritized the Fire Prevention Act. There is currently no capacity to develop, or implement, a BSA until the Fire Prevention Act is completed.

National Developments

CHOP-At the national level the new version of the CHOP has been released. Hope everyone has been made aware of that. It has been released online only with the idea that sections in CHOP can be updated on a regular basis and the document becomes a living document. Members should refer to the website regularly rather than printing off the document and having it live in a binder. Thank you to Ben Russo and Kris Schlagintweit, who represented NWTAA at the redevelopment of the CHOP and continue to represent on various committees associated with this project.

Future of the Profession-A number of members attended the “Rise for Architecture” event that was held at the Explorer in 2019. That initiative has continued through the pandemic. Canadian schools of architecture have joined the conversation with “living” consultation documents, online engagements have followed up to the in-person events that were happening in 2019. The resulting “Architecture Policy for Canada” is on the horizon.

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

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

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

Conferences

We will be staying online for the foreseeable future. The RAIC's Conference on Architecture will be taking place virtually and in a distributed format that instead of taking place over a few days or a week will extend through the month of June. There will be a concentrated period in the third or fourth week.

Continuing Education

We had an extended ConEd period due to pandemic ended on December 31st. We anticipate returning to our typical reporting schedule with the next reporting period ending June 30, 2022.

Congratulations

Don Jossa Scholarship- We did not receive any applications in 2020. I encourage all members to promote the scholarship among any aspiring designers.

ExAC-The ExAC was presented in an online format for the first time after being delayed from its typical November date into February. We only had one candidate this year. Cross your fingers and send some kind thoughts Ric's way as he awaits results.

IAP-We have many new interns joining the Association: Jason McMillan (Yellowknife), Shu-Yu Lin (Whitehorse), Maggie Burt (Yellowknife) and Quinn Yang (Whitehorse). Currently, there are 12 Intern Architects registered with the NWTAA, plus 1 Syllabus student.

Q: For the ExAC exam. Since CHOP being live and it is constantly updated and it forms the material for the ExAC, is there a protocol by which ExAC exams are organized-using a certain version of the CHOP?

C: That is an excellent question. I will defer this one to the Registrar (R)?.

R: I sit on the Committee for the ExAC representing Northwest Territories and the prairie provinces. We are looking to confirm that the question for this year do not need to be updated to reflect the changed in the CHOP. The changes to CHOP will be incorporated in the following year's exam. The study will be from the new CHOP in the next year. It takes about a year to create the content for the exam. We are on the cycle for 2022 to be completely based on the new CHOP. For 2021, it will be irrelevant.

Q: Will it be in November?

R: We are just deciding as to whether it will stay online or go back to a paper format?

Q: Yes for ConEd. As you have mentioned for June 2022, it has been difficult year due to Covid. In terms of content to meet the June 2022 requirement, is there any program in place to accelerate the content. It will be very difficult as conferences aren't always available in this day and age.

P: Are you looking for more regular offerings that the Con ED Committee is developing that they can have a larger number of hours that can be contributed towards Con Ed credits?

Q: Correct as it will be difficult making those up as we will not have those full day sessions in the conferences.

P: That is an excellent question. I don't have an answer for you right now other than I will take this to the ConEd Committee the next time we meet to develop something more substantial in terms of number of hours and organizing something for a day or half a day before pandemic restrictions are lifted would be good things for us to do to get a good block of hours.

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

6. Treasurer's Report

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

The finances of the Association are healthy as we currently stand. As at the end of 2020, we were showing a net revenue of \$180,080.10 and total expenses of \$ 173,921.57. The report gives the breakdown for the detail. At the end of the year, we did show a surplus of \$ 6,158.53. It is because we didn't see the same kind of expenditures we would have seen in a normal year. It was a little tricky to budget and figure out where we are heading. It is also worth noting that we had previously earmarked 15,000 that was carried forward for a few activities including the CACB validation conference in the Fall that has now moved to 2021, the second round of the Architectural Awards and the review of Bylaws and policies. That is important to note that those activities that are important to the Association do happen in 2021.

We left 2020 with a net worth of \$ 319,050.93. We did show some growth over 2020.

We had a few investments. They all are in a healthy state. We have an Operating Reserve Fund that shows a balance of \$81,569.89. The goal is to have at least 50% of what one year's operations are if we are in a difficult spot so we can float for at least 6 months without any sources of revenue.

We also have a healthy Legal reserve fund if we as an Association find ourselves in some serious legal challenges. That fund has a balance of \$151,512.37. The last fund that we have is that we had looked at unused funds from the Don Jossa scholarship. Given that this past year we did not have any recipients, we added the funds from 2020 to that bringing the balance up to \$15,948.07. we are starting to see a healthy accumulation in that fund.

At the end of 2020, we had cash on hand in the amount of \$104,146.04 in our Operating account.

For the 2021 budget, it was challenging to anticipate. We budgeted revenue at \$163,920.00, which is \$26,220.00 lower than the 2020 budget-the reason being the uncertainty around which firms would renew and which members would be coming back.

In terms of budget for expenses, a modest amount was for Continuing Education so the committee could continue to develop events that are affordable, and accessible. The ConEd Committee has done a lot to secure external funding for ConEd events as well as identify free opportunities.

As far as administration, we have budgeted a modest amount for staff development, with the intent that we can continue to invest in our ED and provide some learning opportunities for him so he can continue to grow his skillset.

In 2018, we developed a self-administered health account for our employee, and we will continue to do that in 2021.

We have made minor adjustments to Operations, but they are largely consistent with the 2020 Budget.

Q: Our membership has been going down, but our revenue has been growing. Is that due to Firm memberships?

T: Yes, we have fewer members, but we are continuing to see a high number of firms registering with us. Individual memberships are down by a couple. We are seeing between 2020 and 2019, we were down by 12,000 in Registration fees. I don't see us being in trouble. I don't think we will see massive declines that will threaten our financial stability over this year or other the coming year.

MOVED BY Guy, **SECONDED BY** Taylor

TO approve the Treasurer's Report as presented.

CARRIED

7. Acceptance of Audited Financial Statements

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

Page 3 that includes the letter from the auditor includes what is an important statement:

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

That statement always gives me confidence that everything is on order.

Page 5 includes the official Statement of Operation for 2020. There is a difference in approach taken between our financial reports and their financial reports. There are some minor discrepancies, and it is very reflective of the numbers in the financial statements.

Page 11 & 12 Includes the specifics related the NWTAA's Long Term Investments as described above in this report It provides a summary of the funds, how the funds are invested. We are currently invested in GICs that currently does not provide a great rate of return but gives us security that we are definitely not losing any money through our investments. So it shows some degree of certainty with those investments and shows security with those investments.

MOVED BY MacKay, **SECONDED BY** White,

TO accept the Audited Financial Statements as presented by Crowe MacKay LLP.

CARRIED

8. Appointment of Auditor

The last piece is the appointment of Auditor for 2021. For the last few years, we have used Crow Mackay and with moving to a digital format-it has really simplified our processes. We did receive fee proposals from Crowe Mackay for 2019, 2020, and 2021 covering the 3-year period. They hadn't adjusted their fees in quite some time-so that has increased to approximate 20% spread over those three years. Three years ago, we did look at other options. There were some significant deviations in costs relative to what we were being charged at the time, which gave us confidence that we are in good hands with Crow Mackay. As such I would like to make the motion for continued use of Crow Mackay to complete the audit for 2021.

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

9. Registrar's Report

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

NWTAA is down 5 architects from 77 to 72, but up 3 interns up to 13, 5 Associate members or honorary members and 19 Firm permits. So firm permits did go up. We have 16 resident architects in the NWT

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

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

Lastly, Canadian Architectural Certification Board (CACB) is organizing a conference in October to discuss next steps in this evolving profession and the evolving ways in which professionals are registered. If you are interested in participating, contact Ben. It has been a privilege

10. Executive Director's Report

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

Bylaw Revision and Amendment-A bylaw revision and amendment package did go out but that is for information only kind of a precursor to a special general meeting that should be called soon following legal review as Chris noted. It is very onerous and intimidating to look at but the end results will be a much cleaner and simplified version of the bylaws and then all the amendments. They will to bridge the gaps between our By-Laws and our Act and Bylaws and practice as a regulating body. A special meeting will come with some finalized documents.

Mandatory ConEd-Since we started ConEd, we have been using RAIC's Transcripts services for our members. That Service agreement has expired although we are continuing to use them for

the short term, we will be following suit with other jurisdictions by transitioning to an in-house solution that I have mentioned below under operations that would include any changes to CERB or changes to your contact information or practice changes or any downloadables you might need such as a copy of your certificate from me. That will be the big Project.

CHOP-As Chris mentioned CHOP is out. It was released on Feb 25th. It is freely accessible. There is no fee gate to it and that should be the norm going forward. The CHOP Steering Committee-its members of RAIC and CALA that sit on it. We are continuing on negotiations on how to proceed with upkeep, revisions, amendments when needed, all to avoid a new year gap. The website will be a living document and we are putting the tools in lace to make sure that happens.

CALA Incorporation into ROAC-that is at the table of the administrators right now, soon to be at the table of Councils across the country moving towards a national not-for-profit Corporation. Currently CALA is not a national corporation. It is a conglomerate or an umbrella for the 11 jurisdictions that represent the profession. By turning us into a national legal entity, we can be self-sufficient with a lot of the national and international initiatives that we do namely being the mutual recognition agreements that we make with other countries and the States. It is a strong move towards self-sufficiency making sure the professional regulators are a self-contained vehicle.

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

11. Committee Reports

Registration & License Review

This Committee is responsible for the CERB reports that interns submit and of review of license. Ever since national mobility has come into play, that has not been the case. The Committee, mainly Celeste has reviewed 7 CERB submissions from 5 interns this year and we have two more outstanding to be done in short order. All interns are progressing on nicely.

They welcome help with sharing the CERB review workload.

Continuing Education

We have been working very hard to develop online op rooms and will take back to the Committee the feedback on wanting to have more substantial blocks for structured hours. They have created a webinar series in the past couple of months and are looking to maintain that. The YouTube channel has launched and one webinar has been uploaded. They will look into launching the other two. In one week, they will have Michael Green from Michael Green architects in Vancouver present.

Q: Will the YouTube content be for ConEd? If you go through those videos, can you include that as part of your credit hours?

C: They haven't talked about verification. Part of the reason for the YouTube Channel is for Outreach for people who are not members. If you are not able to tune in at the exact time of the presentation, it would be nice to be able to access it to contribute to your hours. They will get back to the member on what is the plan for verification.

ED: I can also add that CALA is looking at a national web portal. It is being designed through the Quebec Association of Architects. Ontario and BC have expressed interest in it. The idea is that any web content that any Association had, if it can be adapted into this system, then it will be accessible by any member. So with this YouTube channel content one can look at whether it fits the structure of that portal and answers your question as to whether it counts as a structured or unstructured hours; defaulting that if it is on the portal, it is structured.

Q: Any timeframe for that?

ED: It is in the final stages of development now. Portions of it have been developed having to do with ACE-the mutual recognition agreement with European Union. Part of the agreement is for any European architect entering Canada, instead of an interview or admission vehicle, they are using a ten-hour course. That is online. When that is possible, ACE will be using the portal. BEFA applicants and interns can also take advantage of it. We are looking at how all architects can use it or access it. In terms of all associations using it, there is a small development element to it and agreement element to it regarding cost sharing that has to be ironed out within the CALA umbrella. So hopefully in the coming year-in the coming 3-6 months.

Nominating Committee

A Nominating Committee report was included in the meeting materials.

There is a report in the material. Every year somewhere in January, Council determines when to call this meeting. Once that date is selected, there is a reverse engineering that goes into play-when elections need to be called and when nominations need to be submitted. Nominations closed around Feb 22nd. We received nominations from Simon Taylor for President, Chris Oland for Council and Vince Barter for Councilor. I have not received any other nominations or expressions of interest in that regard. Because the number of nominees did not exceed the number of vacancies, there was no need for an election. But we will wait for the President to make those results official.

12. Committee Appointments

- **Continuing Education** – This is where we do the call out to folks to help out over the next year any way they can. Bronwyn, Wes and Chris are interested in staying on and actively planning events over the next couple of months. But if there is anyone else out there who has any ideas how we can get access to some ConEd content, they are happy to have extra hands.
- **Registration & Licence Review** – Celeste MacKay, as Registrar, Chairs this committee and needs volunteers to support her. Wayne volunteered to help out with reviewing CERB submissions.
- **Complaints Review** – No mention of this Committee was made.

13. Old Business

2020 Architectural Awards

The formal call for submission was back in August of last year but members had the early warning in the spring. The original deadlines were at the end of October for jury review in December. That was extended by a month just to get some submissions in. The review period was moved to mid-January. Since then, we have had some minor complications in securing jurors. The hope was to have an international panel of jurors, so we were looking at Alaska, Denmark and Canada. We are waiting on confirmation from them. The submissions are all pre-vetted. There are no identifying markers. None were disqualified and there were 20 submissions. The adjudication should take place in the next month.

Revised Bylaws and Amendments

The proposed changes will be undergoing a legal review and will be shared with members to review before their adoption is voted on at a Special Meeting that will be called at least 30 days after that legal review has been finalized to give people adequate time to review. At the same meeting, a series of amendments will also be proposed to ensure our bylaws are up-to-date and consistent with current practice. We are anticipating the Special Meeting will be held in late Spring.

There are four memos that were presented thus far—three of them for amendments, and one is for general items. There are about 8 items on that list. Mostly housecleaning, one is about complaint review process—just some by-laws to bridge between the Act and Policy and an amendment for elections mainly to modernize how we do things and also to simplify. There's a nominating Committee report. One of the questions with respect to elections is do we need that Nominating Committee if the system is fairly tight and straightforward for accepting nominations. Those amendments you could just take them as written and respond to them.

The confusion might come through the Revision itself. It comes with its own memo. It is five pages of detail. If you are looking at the red line version, almost every single Bylaw has been affected even with the slightest comma. What might be intimidating or overwhelming to read as a revision, if something looks like a substantial Bylaw change, there is most likely an explanation for that memo saying it is not a substantial change—there was a conflict here or there or this just lines up with the freezing in the Act.

That red-line version is intimidating but hopefully that memo can clarify what happened especially with the scope. The general idea with all of this is that revision can be easily reviewed and approved, just noting it as no change to the spirit or the intent of the Bylaws was intentional. Hopefully a legal review can also clarify that. Also saving any actual changes for amendments meaning if we can quickly ratify this revision and quickly move on to amendments—that would still mean even if no amendments are approved, we do still have a clean version of the By-laws that have seen its own amendments every second or third year since 2002, there's been some amendments. It's just nice to clean them up. Any questions?

Q: Regarding the amendments, will they be going through a legal review prior to motion being set in Special Meeting?

ED: Basically, everything that is in front of you now, there may be one or two revisions but what you are seeing now this is what is going for a legal review. Hopefully by the time there is a Special General Meeting called, the final materials will look very similar to what you are looking at now but they will also have that stamp of approval from a legal review.

14. New Business

Nunavut Building Standards Act

Wayne has been on the Nunavut Building Advisory Committee for the past 3-4 years. The Committee's terms of reference is to look at new codes and make decisions with its partner -CGS to see what is applicable to the North.

In December 2021, the 2020 National Building Code will be rolled out by the National Research Council. It will go through a six-month review with the Department of Community and Government Services with the Government of Nunavut. In 2022, they are looking to roll it out as a government sanctioned document in Nunavut. It's a good schedule. Nunavut is being very proactive in getting the latest and greatest code.

There will be a grandfather period in which all permits will have to be looked at under the old Code and usually it is a six-month period within which one would have to comply with the new code. The codes will for the most part will be adopted in their entirety with specific components pertaining to high latitude and above treeline construction being modified by the authorities having jurisdiction.

15. Closing Remarks / Adjournment

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

MOVED BY Guy
TO adjourn.

The meeting adjourned at 6:38pm.

President's Report

I began the 21st AGM's report by optimistically stating the end of the pandemic "is in sight if not yet imminent". Being freshly vaccinated at the time, perhaps I had a telescope as well, as celebratory emergence from the pandemic remains out of reach for most. Waves in the fall and winter forced workers home and continued to test tired employees, partners, and parents. Demand for design and construction work remains high, but worker shortages and inflation continue to challenge practitioners.

At this time, when boards and non-profit organizations struggle due to member burnout, I will instead remind members that the Association is what we make of it. Even small contributions can have meaningful impacts. There are several ways to assist the Association such as being an intern mentor, reviewing CERB hours, championing a single ongoing Council initiative, or participating in a consultation session where the NWTAA is a stakeholder. We lose our autonomy if members don't contribute. If you didn't participate in any Association activities last year, please consider how you can participate in a small way this year.

Current Items

Awards

The second 2nd NWTAA Architectural Awards were awarded in November 2021. Due to change in dates, our jury members could not longer commit, and new jurors had to be found. Thank you to everyone who participated for their exemplary submissions. A physical ceremony could not be organized due to pandemic restrictions in place. In lieu of the travel costs saved for jurors, beautiful Northern gift basket was sent to thank the jurors for their time and expertise.

The first NWTAA Awards were given out in 2015. Council anticipates that the awards will remain on a quinquennial (every 5 years) schedule with the next anticipated in 2025.

GNWT Procurement

An independent three-person panel 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. The GNWT is expected to review, evaluate, and further research the panel's recommendations.

The next phase of the procurement review process includes working with Modern Treaty and Self-Government Partners and Indigenous Governments to better understand their interests and perspectives with respect to treaty commitments and government to government relationships.

Local Priorities and Initiatives

Each year, after the AGM, Council begins its term by meeting to review the priority list of the previous Council and develop an updated priority list. It is a working document – a running list – and items not completed often get carried over to the next year. I'll begin our review of these items with two items where Council have made tangible progress over the past year.

Bylaw Review

Council 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.

NWT 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 also be discussed at the Special Meeting in May 2022 along with the Bylaw Review.

Practice Bulletins

Practice Bulletin 08 on Attribution and Representation was released in March 2022 and borrowed from AIBC’s Bulletin 44 and AAA’s Bulletin 29. Practice Bulletin 09 on Rogue RFPs will be shortly published after approval at the next Council Meeting. Natasha will expand on Practice Bulletin 08 in Old Business.

Policy and Procedure Development

Ben Russo, ex-Executive Director, started consolidating policies and procedures of 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. Natasha will continue to work on this project in the coming year.

Authorities Having Jurisdiction

Last year’s report indicated the NWTAA was planning to submit a letter to the Office of the Fire Marshall (OFM) and respective GNWT departments outlining issues with the plan review process. These issues include the lack of an appeal process, limited staffing in the plan review department, and requests for bulletins on certain code issues where the OFM may insist on provisions in excess of National Building Code requirements.

Little progress was made on this item over the past year; however, MACA has indicated that the *Fire Prevention Act* will be reviewed in 2022. The Association has requested the opportunity to provide input in May. If invited, the role of the OFM will be discussed extensively significant changes for that office have been proposed in the draft legislation. If the issues related to the plan review process are not discussed during the consultation process for the *Fire Prevention Act*, the Association will have lines of communication established to convey additional concerns related to the OFM. Celeste Mackay will discuss this matter further in Old business.

The Council will also 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.

Public Outreach and Promotion

Most public outreach continued to be paused due to limits on in-person gatherings throughout the year. The following items should be re-examined by Council in 2022.

- Engage the public and provide learning opportunities by way of public lectures, school visits & fairs, “Family Fun Day”, and public charrettes/forums similar to NAPEG’s Bridge building competition.

- Work with schools regarding job-shadowing opportunities; offer ConEd hours incentive for members.
- Increase promotion via scholarship advertisement, and partnerships with youth focused organizations.

National Developments

Canadian Handbook of Practice (CHOP)

At the last ROAC meeting, members agreed on a modest maintenance plan for CHOP so it can remain a living document that evolves with the practice. The format of the current edition CHOP needs to be amended as it is not a true e-book and according to interns studying for the ExAC, it is not easy to reference for study.

Future of the Profession

The Terms of Reference for the Committee will be updated this year and more engaged promotional pieces will be coming forward soon.

International Relations Committee (IRC)

When the regulators receive the final version of the Mutual Recognition Agreement (MRA) with Architects' Council of Europe (ACE) from the Federal government, the IRC will present a package including a suggested motion for the respective councils. Discussions are still ongoing between global affairs Canada and the EU.. The agreement will not be enforced before 2023.

Taiwan is also very interested in exploring an MRA with Canada as their educational and their internship system is similar to Canada.

IRC had a meeting with the UK—who is not part of the EU agreement—and the roadblock is that UK's current legislation doesn't allow for reciprocity agreements because they were drafted under the EU directive.

In 2022, a tri-national meeting with Mexico and the U.S is scheduled to take place.

BEFA Program

There has been a significant impact to Broadly Experienced Foreign Architects (BEFA) program assessors and their availability to assess more BEFA applications as they navigate, as volunteers, their own work and life challenges in response to this global pandemic. Due to this, the BEFA program has slowed in its ability to process new applications in its standard timeframe. The NWTAA does not have any active files awaiting assessment.

CALA Incorporation into ROAC

The members of the former Canadian Architectural Licensing Authorities (CALA) have incorporated as a new not-for-profit group, the Regulatory Organizations of Architecture in Canada (ROAC). 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 as serving as the conduit between the regulators and the Canadian Architectural Certification Board (CACB). As a legal entity versus an umbrella organization, it now has the ability to independently negotiate MRAs with international jurisdiction.

Ian McDonald, Architect AIBC, AAA, OAA, has been named the group's inaugural chair. Under the new not-for-profit's governance structure, each member organization appoints a director to represent their jurisdiction on the ROAC Board of Directors. These directors will meet regularly to oversee the organization's activities, while member meetings with the broader regulatory bodies will happen at least annually.

Upcoming Canadian Conferences

The CACB is looking forward to hosting its Conference in person from October 28-29, 2022

The conference theme 'Architecture Continuum: Collaborate, Educate, Integrate' will bring together the CACB and its collateral organizations to examine "how to make the architecture education continuum better integrated for students, educators, interns, and practitioners".

Continuing Education Reporting Period

The January 2021-June 2022 ConEd period reporting period is shorter than the previous reporting period that was extended by 6 months due to the pandemic constraints. Members have been reminded of the imminent deadline. Some consideration will be made for members on a case-by-case basis.

Congratulations

Don Jossa Architectural Scholarship

We have not received any applications in 2021, and budgeted scholarship money was therefore moved into the Scholarship Fund. Based on the lower number of applicants in recent years, the Association will investigate feasibility of changing the application deadline from a fixed one to a rolling one with the number of potential scholarships available per year to be capped based on budget. We will do more direct push marketing to reach our target audience in the NWT, as well as through News North's scholarship featurette and social media. We also will look at partnering with Skills Canada and other career focused organizations. I encourage all members to promote the scholarship among any aspiring designers.

ExAC

The ExAC was back to a pen and paper format after an extensive CExAC sponsored study recommended that additional research is required to accommodate an online format. The 2021 sitting was delayed to February 28-March 1, 2022. This sitting went more smoothly due to the paper format. ExAC will be back to its normal sitting schedule in November. We are all sending our best wishes to our two candidates who are awaiting their results.

In the ROAC meeting, the question of length of validity of ExAC results was brought up and the importance of having a policy relative to successfully completing the exam and getting licensed. ROAC will task CExAC to investigate this.

IAP

Welcome to our newest interns: Kamille Minoy, Natalie Steele and Lynn Burkell. Currently, there are 13 Intern Architects registered with the NWTAA, plus 1 Syllabus student.

At the last ROAC meeting, administrators discussed that there is a considerable lack of consistency in the programs that are delivered by the schools. They are hoping to bring forward a proposed alternative that will be easy for the schools to identify where those appropriate candidates are and for the regulatory bodies to administer. There will be another declaration form created so all jurisdictions are consistent in what we are receiving from the schools. The current form will need to be updated and have an effective date.

Transitioning Leadership

Our longtime Executive Director, Ben Russo, left the Association in August. Fortunately for the Association, our new Executive Director, Natasha Bhogal, joined us that same month and helped us avoid a turbulent transition. Natasha quickly excelled in her role and continues to provide steady leadership.

On Council, President Simon Taylor and Secretary Tim Turner-Davis will be leaving their roles. President will be taken over by Melani Korver, who was acclaimed in the recent election. She returns to the President's role she held in 2020 and Council is excited to have her back. Douglas Townson returns as Councillor.

The non-resident Councillor position will be taken over by the candidate who succeeded in the election. The last Councillor position will be filled by appointment by the 2022 Council. The Intern representative position is now open.

Thanks

I would like to thank our outgoing President Simon Taylor and outgoing Secretary Tim Turner-Davis. Tim has been a non-resident Councillor for several years and Council has benefitted from the insights he provides from his work in Yukon.

Treasurer Doug Townson will be returning to Council next year. Thank you for your ongoing commitment to the Association.

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

My thanks, also, to Cheryl Fennell, our Minister's Appointee. Cheryl will be rejoining 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 and also to Wessam for his role as Intern Representative on Council.

I am grateful to all our members who have offered their time and expertise over the past year. Boards and non-profit organizations continue to struggle because of the pandemic, so Council is grateful for any contributions that local members can make to the Association.

Finally, the biggest thanks I would like to convey are to our Executive Directors. The President's report typically mentions every year how important the Executive Director is to our success, but it bears repeating. The Association's ED keeps on top of day-to-day operations, manages the Association's finances, and undertakes a substantial amount of work on behalf of Council. As I mentioned previously, our longtime ED, Ben Russo, left the Association over the summer. I'd like to thank Ben specifically for the succession policies he put in place and his assistance with finding our new ED, Natasha Bhogal. Natasha has done an excellent job since stepping into the role, quickly getting herself up to speed on our operations. Natasha, thank you very much for all your excellent work, and we hope you stay with us for a long time.

Sincerely,

Chris Oland, Vice President

Treasurer's Report

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

Cash Flow & Income Statement

The year-end Income Statement for 2020 presented to Council on January 18, 2022 shows a net surplus of \$45,097.82.

REVENUE	2021	2020
Registration Fees	88,879.09	90,937.00
Firm Permit Fees	84,039.00	80,268.00
Other Member Fees	2,850.00	2,300.00
MINUS Registrar Expenses	-415.83	-284.62
MINUS National Levies & Fees	-1,960.62	-1462.37
ExAC Registration Fees	4370.00	0.00
MINUS ExAC Administration Fees	-920.00	0.00
Continuing Education	0.00	0.00
Funding & Sponsorship	0.00	0.00
MINUS ConEd Expenses	-1177.15	-416.48
Other Revenues	16,026.18	10,459.87
MINUS Credit Card Processing Fees	-2446.98	-1,721.30
NET REVENUE (Revenue minus Costs)	\$ 189,243.69	\$ 180,080.10
EXPENSES (by category)		
Governance	828.12	759.25
Operations (administration)	78,953.25	77,999.20
Operations (all other expenses)	62,735.82	75,163.12
Funds	0.00	19,000.00
Other (Programs & Initiatives)	1,628.68	1,000.00
TOTAL EXPENSES	\$ 144,145.87	\$ 173,921.57
TOTAL REVENUE MINUS EXPENSES	\$ 45,097.82	\$ 6,158.53

Assets, Liabilities and Net Worth

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

	2021	2020
Assets	490,449.59	354,637.09
Liabilities	26,648.26	35,586.16
Net Worth	\$ 463,801.33	\$ 319,050.93

We realized a 31.20% growth in net worth from December 31, 2020 to December 31, 2021.

Short Term Investments & Savings

Operating Reserve Fund

In 2021, the Reserve Fund invested in a GIC in the amount of \$81,569.89, accrued \$489.42 in interest when it matured on Dec 23, 2021.

For the 2022 Budget, the total Operating reserve fund was increased to \$92,059.31. 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 2021, the total amount was \$151,512.37, with one GIC worth \$73,512.37 that matured in December 2021 not including interest from it of \$441.07 as well as unpaid interest accrued to date from the other GICs.

In the 2022 Budget, the total Legal reserve fund was increased by \$34,970.16 to \$186,482.53. 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 in case we may have legal challenges in the future.

Don Jossa Scholarship Fund

In 2021, no applications were received for the Don Jossa Architectural Scholarship Award. The total amount of \$15,948.07 in 2021 was invested in a GIC that matured in December 2021 with interest of \$95.69.

In the 2022 Budget, the amount budgeted for 2021 was rolled into the Fund for a total of \$20,585.60. We will be considering changing the structure of the scholarship such as application deadlines, amount disbursed, numbers of scholarships annually as well as put more efforts into outreach in 2022.

Cash Accounts

As of December 31, 2021, our operating account had a balance of \$ 237,805.51.

The 2022 Operating Budget was initially approved by Council in December. It is attached for your reference. The Budget was developed to be practical and conservative. All abnormal spending for 2022 is expected to be managed by anticipated 2022 revenue. The Council's approach remains largely consistent with the 2021 budget, with some exceptions noted as follows:

Revenue

Revenue is budgeted at \$ 179,890 \$163,920.00, which is \$15,970.00 higher than the 2021 budget. This takes into account anticipated increase in membership renewals & applications and firm permits as industry gets back to normal post-pandemic.

Expenses

Operations

Moneys have been allocated for a legal review of NWTAA bylaws. Costs for a thorough review are estimated between \$6000-10000.

As staff is working fewer hours than predecessor, to meet operational needs, \$7500 is allocated to contractor services such as bookkeeping, technical support etc.

- Advertising and Social spending is also increased in anticipation of a return to in-person normalcy for more community outreach activities.

2021 Financial Audit

Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations in April 2022. The Final Audited Financial Statements were received by Council on April 25, 2022 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, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

- Page 5 includes the official Statement of Operation for 2020. The totals in this statement appear different from the year-end Cash Flow & Income Statement reported to Council. These apparent differences are due to reporting variances on asset amortization, prior year entries that were not recorded, closing credit card receivable amounts to the proper account, treatment of fund contributions, adjustment for unused insurance, Investments, and interest accruals and closing out vacation payable to former staff.

Appointment of 2021 auditor

Crowe MacKay LLP previously provided a fee proposal for audit services for the 2019, 2020 & 2021 fiscal years. That fee proposal will come to an end. Based on a review of the fee proposal by Council in previous years, with the assistance of the Executive Director, it has been determined they represents good value to the NWTAA.

Respectfully submitted,

Doug Townson

Registrar's Report

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

Since our last AGM, we have admitted 9 Architects, 4 Intern Architects, and 4 Firms. I'd like to welcome our new Architects from other Canadian jurisdictions – Charles Beamish, Walter G. Gaudet, Michael Sheehan, Shery Cherian, Barry R Johnson, Dominic Lippa, and Harpunit S. Mann as well as interns turned new architects Vance Fok and Diana Ioja-Martin; our Intern Architects –Hani Abughali, Kamille Minoy, Lynn Marie Burrell, and Nathalie Steele; Associate member Llyanina Garcia and our newest firms, AECOM Canada Architects Ltd. CA, Barry R Johnson Architect, Wood Architectural Services, and Sphere Architecture Inc.

We also saw a number of resignations this year: Catherine McNaughton, Sofia G.Dobrev, Ian Ross MacDonald, Cristina Badescu, Constantina Tsetsos (graduate), and Patrick Fung (Associate).

As of March 31, our membership is as follows:

	2022	2021	2020
Architects	76	78	77
Intern Architects	12 ¹	12 ²	10
Associate Members	4	5	6
Honorary Members	4	4	4
Retired Members	2	1	1
Firm Permits	22	21	18

¹ Includes 1 Syllabus student ² Includes 1 Graduate Architect and 1 Syllabus Student.

Currently, 16 of our 72 Architects reside in NWT.

Congratulations and good luck to Wessam Bou-Saleh, Ric Sabalboro, and Kelly Caughlin who sat in the postponed 2021 ExAC at the end of February, and best of luck to those interns intending to take the exam in November 2022.

Congratulations also to Harriet Burdett-Moulton on her retirement. She remains with the NWTAA as a Retired Member.

As noted last year, the Canadian Architectural Certification Board (CACB) is hosting its Conference from October 28-29, 2022 and focusing on the conference theme “Architecture Continuum: Collaborate, Educate, Integrate” which will bring together the CACB and its collateral organizations to examine “how to make the architecture education continuum better integrated for students, educators, interns, and practitioners”. Attendees will include professionals, academics, interns, students, regulators and other stakeholders. As part of CALA, the NWTAA is invited to this table. I encourage our members to send their comments and input to Council.

Respectfully submitted,
Celeste MacKay

Executive Director's Report

This is my first year serving the Association and I took over the role from my Predecessor Ben Russo in August 2022. I am honored to facilitate this profession through its self-regulating responsibilities. There is a lot to learn and I sincerely thank all Council Members, Celeste and Ben for their patience and guidance in helping me navigate this role. The upcoming year I will focus on making significant progress towards addressing priorities identified in prior years that we were unable to due to the impact and restrictions of the pandemic.

Bylaws

A bylaw revision and amendment package was sent to a lawyer specializing in Regulatory Law with the Field Law Offices in Alberta. As discussed in past meetings, the revision is an exercise to clarify and simplify the existing bylaws, and the amendments are, for the most part, an exercise in bringing the bylaws up to speed with current practice and norms. We have very recently received the review and expect to organize a Special Council meeting in the next 30 days to discuss the recommendations.

Complaint Review Process

Our first and only complaint initially filed in 2016, was resolved in 2021. It was a great learning process as it was the first-time establishing processes and legal counsel was sought along each step to make sure we were compliant with our Act. It was big learning curve but with the expert guidance of Ben Russo and legal consultant Paul Parker, we have now established a clear, process in line with complaint review processes of other jurisdictions. An internal process document has been prepared based on lessons-learned from the complaint process to guide the actions of Council and the Complaint Review Committee going forward and will be reviewed by new Council. The Bylaw amendments include measures to facilitate future complaint reviews. The Association was able to cover legal costs without depleting our Legal Reserve fund

Mandatory ConEd

We are completing the current reporting period starting from January 2021-June 2022. Members must complete the full requirements – a minimum of 70 hours, including a minimum of 25 structured hours. Please note due to the pandemic, concession has been given to members (for this reporting period alone) to allow unlimited carry over of excess credits from the 2018-2020 reporting period with no distinction between structured and unstructured hours.

RAIC continues to provide Transcripts services for our members. Our service agreement was renewed for 2021 and 2022. While it was our intention to transition to an in-house system, after consulting with various jurisdictions, purchasing an external system would be cost-prohibitive for us. In 2022, we may investigate options of building an internal database system as proposed by Ben to also record CERB hours, change in contact information etc. Members should continue to using the RAIC Transcripts site.

ROAC Education Portal

ROAC been working on a draft Memorandum of Agreement (MOU) for the last year that allows national courses on a national portal with an opportunity to have a sub portal for each jurisdiction.

There will be revenue sharing with an annual report of what was involved and a workplan for the next year. Quebec will be the primary administrator of the platform. The agreement for the national portal is signed. Now each individual jurisdiction will need to sign individual agreements with the vendor through OAQ. NWTAA had discussed a YouTube channel for uploading Webinar organized by the NWTAA ConEd Committee. There had been questions around validation of ConEd hours for these YouTube webinars. Depending on the cost of the sub-portal, this may be a viable option for Council to consider, for hosting webinars and posting other ConEd digital resources.

Operations

One of the key priorities in 2022 will be to digitize all our current and active records. This is a large project and may require additional person hours. Based on my discussion with my predecessor, previous Councils have discussed hiring a summer student and working with a local agency such as KopyKat to accomplish this. Our lease came to an end with our landlord in March 2022. We are currently on a month-to-month lease with the current building owners. This has been a great opportunity to clean up our offices and to edit what we have stored in our offices for many years.

In addition, I plan to document all operational policies and procedures and find efficiencies to automate them. The end of last year, activities such as bookkeeping were contracted so longstanding priorities could be addressed. This year I plan to focus on Outreach to garner interest for the profession and for the Don Jossa Scholarship.

Please note that I work part-time in the position and my hours are listed in my signature. The best way to reach me is by e-mail and I will do my best to get back to you within 2-3 days. My hours may differ occasionally, and I will make the change in my signature accordingly. I recognize there may have been some delays in responding. Part of the delay is my learning curve and needing verify information. I thank members for their understanding.

Thank You

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

Respectfully submitted,

Natasha Bhogal

Nominating Committee's Report

Council confirmed the date of this Annual General Meeting to be April 26, 2022, thereby requiring that an election proceed no later than March 11, 2022. To allow reasonable time for nominations, a notice of the AGM and a call for nominations to Council was sent to members on February 28, 2022.

The 2022 election to Council required the following seats to be filled: one President serving a 1-year term, and two Councillors, each serving a 2-year term and 1 Councilor serving a 1-year term.

As of March 4, the following candidates were confirmed:

1. Melani Korver for President,
2. Douglas Townson for Councilor,
3. Ksenia Eic for Councilor, and
4. Vance Fok for Councilor

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

We received and confirmed three nominees—one resident, and two non-residents. According to Bylaw Section 31 (1) (d), a maximum of one non-resident member can serve on Council at any one time.

An election was consequently held to determine which one of the two non-resident candidates will succeed to serve a two-year term with Council. Since the number of eligible nominations is less the number of vacant Council positions, the third vacancy of a one-year term will be filled by Council appointment of a resident member after the election.

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

Respectfully submitted on behalf of the Nominating Committee,

Natasha Bhogal
Executive Director

Attachments

1. **Cash Flow & Income Statement** as at December 31, 2021
Presented to Council on January 18
2. **2022 Operating Budget**
Approved by Council on December 8
3. **2020 Audited Financial Statements**
Prepared by Crowe MacKay LLP

2022 Financial Position (Projected)

ASSETS	2022 PROJECTED	2021 ESTIMATED	2020 ACTUAL
Unrestricted			
CIBC Operating Account	20,142.00	26,534.00	74,377.11
Cash on Hand	0.00	0.00	0.00
Accounts Receivable	0.00	3,979.00	6,917.88
Credit Cards Receivable	0.00	0.00	0.00
Subtotal Unrestricted	20,142.00	30,513.00	81,294.99
Restricted			
Investments - Operating Reserve Fund	92,059.31	92,059.31	76,272.18
Investments - Legal Reserve Fund	186,482.53	186,482.53	133,964.67
Investments - Don Jossa Scholarship Fund	20,043.76	20,043.76	11,713.79
Subtotal Restricted	298,585.60	298,585.60	221,950.64
TOTAL ASSETS	318,727.60	329,098.60	303,245.63
LIABILITIES			
Accounts Payable	0.00	0.00	3,075.94
Credit Card & Other Payables	0.00	0.00	1,921.22
Cheques Outstanding	0.00	0.00	0.00
Customer Deposits	0.00	801.00	23,109.00
TOTAL LIABILITIES	0.00	801.00	28,106.16
TOTAL ASSETS MINUS LIABILITIES	318,727.60	328,297.60	275,139.47
TOTAL UNRESTRICTED ASSETS MINUS LIABILITIES	20,142.00	29,712.00	53,188.83

2022 Operating Budget Summary

REVENUE	2022 BUDGET	2021 ESTIMATED	2020 ACTUAL
Membership Registrations & Fees	153,050.00	179,224.76	173,505.00
Other Revenue	26,840.00	5,290.00	10,459.87
Deferred Revenue	0.00	15,000.00	0.00
TOTAL REVENUE	179,890.00	199,514.76	183,964.87
Total Cost of Services	7,960.00	6,868.96	3,884.77
TOTAL REVENUE OVER COSTS	171,930.00	192,645.80	180,080.10
EXPENDITURES			
Operation & Administration	132,850.00	141,927.56	153,162.32
Governance	30,650.00	848.12	759.25
Programs & Initiatives	8,000.00	2,878.68	1,000.00
Fund Contributions	10,000.00	48,000.00	26,874.79
TOTAL EXPENDITURES	181,500.00	193,654.36	181,796.36
TOTAL REVENUE OVER EXPENDITURES	-9,570.00	-1,008.56	-1,716.26

2022 Operating Budget Detail

REVENUE	2022 BUDGET	2021 ESTIMATED	2020 ACTUAL
Membership			
Member Registrations	82,000.00	91,435.76	90,937.00
Firm Permit Registrations	69,050.00	84,339.00	80,268.00
Application Fees	1,500.00	3,200.00	2,200.00
Late Fees & Other	500.00	250.00	100.00
Subtotal Membership	153,050.00	179,224.76	173,505.00
Other			
Continuing Education Fees	0.00	0.00	0.00
Funding & Sponsorships	0.00	0.00	0.00
ExAC Registrations	1,840.00	5,290.00	0.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	25,000.00	0.00	0.00
Interest Income	0.00	0.00	8,099.87
Miscellaneous Income	0.00	0.00	2,360.00
Subtotal Other	26,840.00	5,290.00	10,459.87
Subtotal Deferred Revenue	0.00	15,000.00	0.00
TOTAL REVENUE	179,890.00	199,514.76	183,964.87
COST OF SERVICES			
Credit Card Processing Fees	1,200.00	2,276.70	1,721.30
Registrar Expenses	750.00	479.49	284.62
National Levies & Fees	3,750.00	1,960.62	1,462.37
ExAC Administration	1,260.00	920.00	0.00
ConEd Fees & Expenses	1,000.00	1,232.15	416.48
TOTAL COST OF SERVICES	7,960.00	6,868.96	3,884.77
TOTAL REVENUE OVER COSTS	171,930.00	192,645.80	180,080.10

EXPENDITURES	2022 BUDGET	2021 ESTIMATED	2020 ACTUAL
Operations			
Administration	69,200.00	78,623.13	77,999.20
Salary & Payroll	57,200.00	72,330.42	71,265.41
EI Expense	1,200.00	1,500.32	1,198.86
CPP Expense	2,800.00	3,513.39	2,898.00
WSCC Expense	1,000.00	1,029.00	775.00
Employee Benefits (HSA)	3,000.00	0.00	534.18
Staff Development	4,000.00	250.00	1,327.75
Office Lease and O&M	9,500.00	8,731.80	9,525.60
Financial Services	7,000.00	8,283.98	6,561.75
Legal Services	25,000.00	37,860.53	48,673.62
Legal - General Advice	25,000.00	0.00	0.00
Legal - Conduct	0.00	37,860.53	48,673.62
Contractor Services	7,500.00	567.18	0.00
Insurance Policies	2,200.00	2,216.00	2,077.00
General Commercial Liability	700.00	696.00	696.00
Directors & Officers Liability	1,500.00	1,520.00	1,381.00
Office Supplies & Expenses	1,800.00	1,552.53	1,953.75
Supplies & Materials	600.00	327.81	656.87
Software & Subscriptions	1,200.00	1,224.72	1,296.88
Communication Services	2,650.00	2,365.80	2,429.77
Phone	1,000.00	687.89	1,054.53
Internet	1,200.00	1,200.00	1,200.00
Web & Email	200.00	196.26	175.24
Mail & Courier	250.00	281.65	0.00
Advertising & Promotional	5,000.00	0.00	0.00
Capital Purchases	1,500.00	104.98	3,320.69
Bank & Interest Fees	500.00	391.83	371.94
Credit Card Service Fees	500.00	316.00	249.00
Miscellaneous	500.00	913.80	0.00
Subtotal Operations	132,850.00	141,927.56	153,162.32

EXPENDITURES continued	2022 BUDGET	2021 ESTIMATED	2020 ACTUAL
Governance			
Council Meetings	1,500.00	651.21	739.25
Council Travel & Expenses	13,800.00	0.00	0.00
Intern Travel Allowance	2,300.00	0.00	0.00
CACB Conference	11,500.00	0.00	0.00
Committee Meetings & Expenses	500.00	104.23	0.00
Annual General Meeting	500.00	92.68	20.00
National Meetings	14,350.00	0.00	0.00
CALA Spring Meeting	6,200.00	0.00	0.00
CALA Fall Meeting	6,200.00	0.00	0.00
CALA Administrators	1,950.00	0.00	0.00
Subtotal Governance	30,650.00	848.12	759.25
Programs & Initiatives			
Social Events & Programs	1,500.00	0.00	1,000.00
Gifts & Accolades	500.00	422.23	0.00
Awards & Prizes	1,000.00	2,456.45	0.00
Don Jossa Scholarship	4,000.00	0.00	0.00
President's Initiative	1,000.00	0.00	0.00
Subtotal Programs & Initiatives	8,000.00	2,878.68	1,000.00
Fund Contributions			
Operating Reserve Fund	10,000.00	10,000.00	5,092.81
Legal Reserve Fund	0.00	34,000.00	17,547.70
Don Jossa Scholarship Fund	0.00	4,000.00	4,234.28
Subtotal Fund Contributions	10,000.00	48,000.00	26,874.79
TOTAL EXPENDITURES	181,500.00	193,654.36	181,796.36
TOTAL REVENUE OVER EXPENDITURES	-9,570.00	-1,008.56	-1,716.26

2021 Reserve Funds (Investments)

OPERATING RESERVE FUND	OPENING BALANCE	MATURED	INTEREST EARNED	PURCHASE	CLOSING BALANCE	INTEREST UNEARNED
GIC #299 (Dec 2021)	81,569.89	81,569.89	489.42		0.00	
<i>Contribution</i>			10,000.00			
<i>Total for reinvestment</i>				92,059.31	92,059.31	
TOTAL OPERATING RES. FUND	81,569.89	81,569.89	10,489.42	92,059.31	92,059.31	0.00
LEGAL RESERVE FUND						
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)	9,000.00				9,000.00	1,059.10
GIC #116 (Dec 2021)	9,000.00	9,000.00	529.09		0.00	
GIC #302 (Dec 2021)	73,512.37	73,512.37	441.07		0.00	
<i>Contribution</i>			34,000.00			
<i>Total for reinvestment</i>				117,482.53	117,482.53	
TOTAL LEGAL RESERVE FUND	151,512.37	82,512.37	34,970.16	117,482.53	186,482.53	7,866.32
SCHOLARSHIP FUND						
GIC #329 (Dec 2021)	15,948.07	15,948.07	95.69		0.00	
<i>Contribution</i>			4,000.00			
<i>Total for reinvestment</i>				20,043.76	20,043.76	
TOTAL SCHOLARSHIP FUND	15,948.07	15,948.07	4,095.69	20,043.76	20,043.76	0.00
TOTAL RESTRICTED FUNDS	249,030.33	180,030.33	49,555.27	229,585.60	298,585.60	7,866.32

2022 Operation Contingency Plan

ITEM	CATEGORY	PLAN	EXPENSE REDUCTION	EXPENSE BALANCE
		TOTAL BUDGETED EXPENDITURES		181,500.00
1.01	Governance - National Travel	Cut 5th delegate to CACB conference	2,300.00	179,200.00
1.02	Governance - National Travel	Cut 4th delegate to CACB conference	2,300.00	176,900.00
1.04	Governance - National Travel	Cut 3rd delegate to CALA Fall meeting	1,950.00	174,950.00
1.05	Governance - National Travel	Cut Intern travel to RAIC Festival	2,300.00	172,650.00
1.06	Programs & Initiatives	Cut Awards & Prizes	1,000.00	171,650.00
1.07	Programs & Initiatives	Cut Social Events & Programs	1,500.00	170,150.00
1.08	Programs & Initiatives	Cut Gifts & Accolades	500.00	169,650.00
1.09	Programs & Initiatives	Cut President's Initiative	1,000.00	168,650.00
1.10	Operations	Cut Advertising & Promotional	5,000.00	163,650.00
1.11	Operations	Cut Capital Purchases	1,500.00	162,150.00
1.12	Operations - Administration	Cut Staff Development	4,000.00	158,150.00
2.01	Governance - National Travel	Cut 3rd delegate to CACB conference	2,300.00	155,850.00
2.02	Governance - National Travel	Cut 2nd delegate to CACB conference	2,300.00	153,550.00
2.03	Governance - National Travel	Cut 1st delegate to CACB conference	2,300.00	151,250.00
2.04	Governance - National Travel	Cut 2nd delegate to CALA Fall meeting	1,950.00	149,300.00
2.05	Governance - National Travel	Cut 1st delegate to CALA Fall meeting	2,300.00	147,000.00
2.06	Operations	Reduce budgeted legal activities by half	12,500.00	134,500.00
2.07	Programs & Initiatives	Cut Don Jossa Scholarship Award	4,000.00	130,500.00
2.08	Governance - Meetings	Reduce Council Meetings by 50%	750.00	129,750.00
2.09	Governance - Meetings	Cut Committee Meetings & Expenses	500.00	129,250.00
2.10	Governance - Meetings	Reduce Annual General Meeting by 50%	250.00	129,000.00
2.11	Operations	Reduce Office Supplies by 50%	300.00	128,700.00
3.01	Governance - Meetings	Cut Council Meetings	750.00	127,950.00
3.02	Governance - Meetings	Cut Annual General Meeting	250.00	127,700.00
3.03	Operations	Reduce all budgeted legal activities	12,500.00	115,200.00
3.04	Operations	Cut Office Supplies	300.00	114,900.00
3.05	Operations	Cut Contractor Services	7,500.00	107,400.00
3.06	Operations	Cut financial services	7,000.00	100,400.00
3.07	Operations - Administration	Cut Employee Benefits	3,000.00	97,400.00
3.08	Operations - Administration	Reduce Salary & Payroll by 25% (1)	15,550.00	81,850.00
3.09	Operations - Administration	Reduce Salary & Payroll by 25% (2)	15,550.00	66,300.00
4.01	Operations	Cut Office Lease and O&M	9,500.00	56,800.00
4.02	Operations	Cut Internet	1,200.00	55,600.00
4.03	Operations - Administration	Cut Salary & Payroll	31,100.00	24,500.00
TOTAL ADJUSTED EXPENDITURES				24,500.00
TOTAL REDUCTIONS			157,000.00	

Reductions assume zero contributions to reserve funds. Total Expenses does not include Cost for Services.

Financial Position

as of December 31, 2021

ASSETS	2021 TO DATE	2020 YEAR-END
Unrestricted		
CIBC Operating Account	237,805.51	104,146.04
CIBC Savings Account	<i>n/a</i>	-0.28
Cash on Hand	0.00	0.00
Accounts Receivable	3,613.75	1,461.00
Credit Cards Receivable	0.00	0.00
Subtotal Unrestricted	241,419.26	105,606.76
Restricted		
Operating Reserve Fund	81,569.89	81,569.89
Legal Reserve Fund	151,512.37	151,512.37
Don Jossa Scholarship Fund	15,948.07	15,948.07
Subtotal Restricted	249,030.33	249,030.33
TOTAL ASSETS	490,449.59	354,637.09
LIABILITIES		
Accounts Payable	21,303.60	3,075.94
Credit Card & Other Payables	1,345.66	1,921.22
Cheques Outstanding	3,195.00	0.00
Customer Deposits	804.00	30,589.00
TOTAL LIABILITIES	26,648.26	35,586.16
TOTAL ASSETS MINUS LIABILITIES	463,801.33	319,050.93
TOTAL UNRESTRICTED ASSETS MINUS LIABILITIES	217,966.00	70,020.88

Income Statement (Summary)

as of December 31,2021

REVENUE	2021 ACTUAL	2021 BUDGETED	2020 ACTUAL
Membership Registrations & Fees	175,768.09	148,000.00	173,505.00
Other Revenue	5,396.18	920.00	10,459.87
Deferred Revenue ¹	15,000.00	15,000.00	0.00
TOTAL REVENUE	196,164.27	163,920.00	183,964.87
Total Cost of Services	6,920.58	5,580.00	3,884.77
TOTAL REVENUE OVER COSTS	189,243.69	158,340.00	180,080.10
EXPENDITURES			
Operation & Administration	141,689.07	115,550.00	153,162.32
Governance	828.12	23,700.00	759.25
Programs & Initiatives	1,628.68	17,000.00	1,000.00
Fund Contributions	0.00	2,000.00	19,000.00
TOTAL EXPENDITURES	144,145.87	158,250.00	173,921.57
TOTAL REVENUE OVER COSTS/EXPENDITURES	45,097.82	90.00	6,158.53
Total Revenue over Costs/Expenditures (Sage)	30,097.82		

NOTES

¹ 2019 surplus deferred to 2020 for CACB Conference (Nov 2020) and awards program (Dec 2020) is again deferred to 2021 to coincide with same postponed activities.

Income Statement

as of December 31,2021

	2021 ACTUAL	2021 BUDGETED	2020 ACTUAL
REVENUE			
Membership			
Member Registrations	88,879.09	82,000.00	90,937.00
Firm Permit Registrations	84,039.00	64,000.00	80,268.00
Application Fees	2,600.00	1,500.00	2,200.00
Late Fees & Other	250.00	500.00	100.00
Subtotal Membership	175,768.09	148,000.00	173,505.00
Other			
Continuing Education Fees	0.00	0.00	0.00
Funding & Sponsorships	0.00	0.00	0.00
ExAC Registrations	4,370.00	920.00	0.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	0.00	0.00	0.00
Interest Income	1,026.18	0.00	8,099.87
Miscellaneous Income	0.00	0.00	2,360.00
Subtotal Other	5,396.18	920.00	10,459.87
Deferred Revenue	15,000.00	15,000.00	0.00
TOTAL REVENUE	196,164.27	163,920.00	183,964.87
COST OF SERVICES			
Credit Card Processing Fees	2,446.98	1,200.00	1,721.30
Registrar Expenses	415.83	750.00	284.62
National Levies & Fees	1,960.62	2,000.00	1,462.37
ExAC Administration	920.00	630.00	0.00
ConEd Fees & Expenses	1,177.15	1,000.00	416.48
TOTAL COST OF SERVICES	6,920.58	5,580.00	3,884.77
TOTAL REVENUE OVER COSTS	189,243.69	158,340.00	180,080.10

Income Statement continued

EXPENDITURES	2021 ACTUAL	2021 BUDGETED	2020 ACTUAL
Operations			
Administration	78,953.25	83,000.00	77,999.20
Office Lease and O&M	8,731.80	9,500.00	9,525.60
Financial Services	8,283.98	6,500.00	6,561.75
Legal Services	37,860.53	5,000.00	48,673.62
Insurance Policies	2,216.00	2,100.00	2,077.00
Office Supplies & Expenses	1,633.20	1,800.00	1,953.75
Communication Services	2,289.04	2,650.00	2,429.77
Advertising & Promotional	0.00	2,000.00	0.00
Capital Purchases	104.98	1,500.00	3,320.69
Bank & Interest Fees	389.74	500.00	371.94
Credit Card Service Fees	332.75	500.00	249.00
Miscellaneous	893.80	500.00	0.00
Subtotal Operations	141,689.07	115,550.00	153,162.32
Governance			
Council Meetings	631.21	1,200.00	739.25
Council Travel & Expenses	0.00	16,000.00	0.00
Committee Meetings & Expenses	104.23	500.00	0.00
Annual General Meeting	92.68	500.00	20.00
National Meetings	0.00	5,500.00	0.00
Member Conduct	0.00	0.00	0.00
Subtotal Governance	828.12	23,700.00	759.25
Programs & Initiatives			
Social Events & Programs	0.00	1,500.00	1,000.00
Gifts & Accolades	172.23	500.00	0.00
Awards & Prizes	2,456.45	10,000.00	0.00
Don Jossa Scholarship	0.00	4,000.00	0.00
President's Initiative	-1,000.00	1,000.00	0.00
Subtotal Programs & Initiatives	1,628.68	17,000.00	1,000.00
Fund Contributions			
Operating Reserve Fund	0.00	0.00	0.00
Legal Reserve Fund	0.00	2,000.00	15,000.00
Don Jossa Scholarship Fund	0.00	0.00	4,000.00
Subtotal Fund Contributions	0.00	2,000.00	19,000.00
TOTAL EXPENDITURES	144,145.87	158,250.00	173,921.57
TOTAL REVENUE OVER EXPENDITURES	45,097.82	90.00	6,158.53