



19th
NWTAA AGM

NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS

ANNUAL GENERAL MEETING · APRIL 1, 2020

CONSOLIDATED REPORTS

FORMATTED FOR WEB

Agenda

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

Wednesday, April 1, 2020 – 5:30 PM | 2nd Floor, Diamond Plaza (Yellowknife, NT)

[BY TELECONFERENCE]

(M) denotes motion(s) required

1. **Call to Order**
2. **Approval of Agenda (M)**
3. **Approval of Minutes (M)**
 - 18th Annual General Meeting – April 3, 2019
4. **Election to Council (M)**
5. **President’s Report (M)**
6. **Treasurer’s Report (M)**
7. **Acceptance of Audited Financial Statements (M)**
8. **Appointment of Auditor for 2019 (M)**
9. **Registrar’s Report**
10. **Executive Director’s Report**
11. **Committee Reports**
 - Registration & Licensing Review
 - Continuing Education
 - Nominations
12. **Committee Appointments**
13. **Old Business**
 - 2020 Architectural Awards
14. **New Business / Business from the Floor**
 - Revision & Amendments to Bylaws
15. **Closing remarks / Call to Adjourn (M)**

Minutes

18th Annual General Meeting

Wednesday, April 3, 2019

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

IN ATTENDANCE

Barter, Vince

Burt, Margaret

Denley, Becca

Galasinao, Ceazar

Guy, Wayne [Vice-President]

MacKay, Celeste [President]

McNaughton, Cathy

Nadji, Kayhan [Secretary]

Oland, Christopher

Sanders, Keith

Townson, Doug [Treasurer]

Ward, Barry

Fennell, Cheryl

Russo, Ben [Executive Director]

REGRETS

Korver, Dan

Korver, Melani [Registrar]

Rorke, Bronwyn

Savignac, Manon

Taylor, Simon

Call to Order

The meeting was called to order at 5:37 PM by the President.

A quorum was present.

Approval of Agenda

MOVED BY Sanders, **SECONDED BY** Townson,
THAT the Agenda be approved as presented.
CARRIED

Election to Council

There was an amazing turnout for candidates, resulting in the first election by ballot. Wayne Guy and Kayhan Nadji were thanked for their many years of service on Council. The results of the election were as follows:

1. Celeste MacKay is acclaimed as President.
2. Becca Denley and Cathy McNaughton are elected as Councillors.

MOVED BY Oland, **SECONDED BY** Townson,
THAT the results of the 2019 election to Council be approved as presented.
CARRIED

MOVED BY Guy, **SECONDED BY** Townson,

THAT the ballots for the 2019 election to Council be destroyed.
CARRIED

Approval of Minutes

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

Ben noted one correction: Simon Taylor was in attendance.

MOVED BY Townson, **SECONDED BY** Sanders,
THAT the Minutes of the 17th Annual General Meeting be approved as amended.
CARRIED

President's Report

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

The Association is stable and a well-oiled machine in its day-to-day operations. A thank-you to everyone's involvement, with almost all work undertaken by the 18 resident members.

Highlighted Priorities for Council included:

- **Construction Site Signage**

This initiative would enable the Association to monitor projects in the NWT and the architects involved in those projects. It would also provide public assurance that an authorized practitioner is involved, as well as promotion for the profession in general.

Comments: Gino Pin introduced the idea over 5 years ago. BC requires site signage; NS requires contractors to list sub-contractors on site signage; QC requires a list of practitioners. GNWT should consider the requirement as part of its procurement process.

MOVED BY Ward, **SECONDED BY** Guy,
THAT the Council adopt construction site signage within its next term.
CARRIED

- **Attribution** – Council is proposing to develop policy to define the appropriate use of building projects in portfolios, promotional materials and proposals by designers, subcontractors, consultants, and more.
- **Greenland** – The Yellowknife and Nuuk, Greenland, have been declared as circumpolar “sister” cities. Council plans to recognize the relationship with possible exchanges, such as guest speakers.
- **School of Architecture** – In light of recent proposals to open a post-secondary school in the NWT, Council supported the exploration of a school of architecture or studios in partnership with existing schools of architecture.

Highlighted national initiatives include:

- **CHOP** – The Canadian Handbook of Practice is in the middle of a substantial revision. The final revised content is expected by June 2019 and the final published edition is expected by

October 2019. Ben Russo sits on the CHOP Steering Committee; Kris Schlagintweit sits on the CHOP Editorial Board.

- **Accreditation** – The *Student Performance Criteria*, used by schools and the CACB for accreditation, have been redeveloped over the past five years. As well, the CACB now has a provision to conditionally certify student of new schools undergoing the accreditation process, such as Laurentian University.
- **Future of Architecture** – A document on the vision of the future of architecture in Canada is nearing completion, and the national committee will soon be engaging the public and professionals in various cities, including Yellowknife, to discuss the document.
- **BEFA** – NWT has three assessors in the Broadly Experienced Foreign-Trained Architect (BEFA) program: Darrell Vikse, Daniel Adam and Kayhan Nadji. CALA & CACB have recently adjusted the program in response to CACB's national survey results.
- **International Relations** – The political climate between the USA and Mexico has impacted the profession's Tri-National agreement. As well, some US states have had legislation reviews that have impacted the CALA-NCARB agreement; to date, about 40 states are signatories. An agreement with Japan remains possible, but the initiative is currently dormant. An agreement has been signed with the European Union to provide all EU states mobility with Canada. As part of the agreement, EU candidates must complete a 10-hour course, and this course will also be beneficial for interns, BEFA applicants, and the profession in general.

Upcoming national conferences include:

- RAIC's Festival of Architecture – Toronto, ON – October 27-31
Information will soon be posted on the RAIC website

The deadline for the Don Jossa Scholarship was on April 1. No applications were received for 2019; the budgeted funds will be placed in reserve for future years.

Congratulations to Jamie McFadyen for completing the Examination for Architects in Canada. Good luck to all those writing the ExAC in November 2019.

A thank-you to Wayne Guy, Vice-President; Kayhan Nadji, Secretary; Doug Townson, Treasurer; Tim Turner-Davis, Councillor; Melani Pigat, Registrar; Sepideh Sohrabi, Intern Representative; Cheryl Fennell, Minister's Representative; and Ben Russo, Executive Director. A thank you, as well, to all committee members. A special thank-you to Wayne and Kayhan, as outgoing councillors, with the hope that they remain available as advisors and for special projects.

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

Treasurer's Report

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

The Association is financially sound, and increasingly so each year. Year-end 2018 shows a small deficit of \$4,943.74, which is explained by an aggressive contribution to the reserve funds; it is not considered a "loss". Net

revenue totaled \$164,888.68 and expenses totaled \$169,777.42. Cash assets total \$249,641.75 minus total liabilities at \$26,103.54, providing a total net worth of \$223,538.21.

The Operating Reserve Fund, intended to carry 50% of the Association's operating expenses, was increased by \$10,000 and now totals \$76,022.18. The Legal Reserve Fund was increased by \$35,000 and now totals \$118,348.10. Unused portions of the annual Don Jossa Scholarship are now deposited in a Scholarship Fund, which currently totals \$7,525.65. As of December 31, the operating account held \$40,776.75.

The 2019 budget was approved at Council's January meeting. Total revenue is anticipated at \$153,198.67 based on trends with membership and other factors. Expenses include \$1,000 towards continuing education for cases where the Committee cannot break-even, as well as money towards staff development and a health spending account. Costs otherwise remain relatively static from 2018.

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

Acceptance of Audited Financial Statements

The Audited Financial Statements at December 31, 2018 were provided in the meeting materials. The Treasurer provided a brief review.

The auditor worked with the office to prepare audited statements and met with members of Council to verify governance matters.

The opinion of the auditor states that the Association's records are "fairly represented" and "in accordance with Canadian accounting standards for not-for-profit organizations". The auditor did not flag any items of concern for 2018.

Minor variances between the Treasurer's report and the auditor's Statement of Operations (page 5) are due to the auditors accounting for unrealized interest revenue and other accounting practices. The Summary of Long-term Investments (page 12) also outlines the Association's revenue funds.

MOVED BY Townson, **SECONDED BY** Barter,
THAT the audited Financial Statements for the year ending December 31,
2018 be accepted as presented.
CARRIED

Appointment of Auditor

Crowe MacKay provided, on request, a letter outlining estimated fees over the next three years. A local firm, Avery Cooper, provided an estimate that was considerably higher than Crowe MacKay's, and a firm in Alberta did not provide an estimate in time for this meeting. The Treasurer recommended continuing its relationship with Crowe MacKay as the Association's long-standing auditor.

MOVED BY Townson, **SECONDED BY** Ward,
THAT Crowe MacKay LLP be appointed as auditor for the 2019 fiscal year.
CARRIED

Registrar's Report

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

The number of registered architects increased from 74 to 82 in 2018. There are 18 resident architects.

Executive Director's Report

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

Revisions to the Canadian Handbook of Practice are underway. It's anticipated that content will be ready for the ExAC Committee to review for its purposes by June, and that the final published edition will be ready by October. The CHOP Steering Committee will soon evaluate delivery platforms for a web-based digital document. It has been established that this edition would be more than a PDF or printed volumes.

A new CALA website is also expected to go live within the year. CALA administrators are reviewing content for the new site.

Committee Reports

Registration & Licensing Review

Welcome to the newest first-time registrants: Brownyn Rorke, Becca Denley and Sarah Prodor. There are also two new Interns: Kelly Caughlin and Jacob Shank.

Continuing Education

The Committee organized three events this year. In August, a two-day "Building Sciences" conference was held at the Nova Hotel, and a number of sponsors facilitated the successful event. In January, a "Healthcare Fixtures, Furniture & Equipment Tradeshow" was held at the Explorer Hotel, again utilizing sponsors by way of vendor fees. And, in February, the GNWT was provided with a full-day workshop to discuss revisions to its "Good Building Practices" document.

Nominations

Council confirmed the Annual General Meeting date of April 3, which required a notice of election to be sent by February 17. A call for nominations was sent on January 23, and nominations were accepted until February 15. The election was open between February 19 and March 29, and eligible members were able to vote electronically.

Scrutineers for the election – Bronwyn Rorke, Barry Ward and Rod Kirkwood – reviewed the election ballot process & system and the final ballot count on April 1. With no errors or issues identified, the scrutineers confirmed the election results, which were delivered to the President prior to the meeting.

Committee Appointments

Most members of the Continuing Education Committee are willing to remain. They welcome any assistance, and any member willing to join or assist are encouraged to contact the office.

Comment: One member would like to review meeting minutes of the Continuing Education Committee.

The Registration & Licence Review Committee also seeks volunteers to review Intern experience hours. Currently, there is a pool of five members that are asked, on a rotating basis, to review hours as they are received.

Old Business

There was no Old Business.

New Business / Business from the Floor

Digital Seals

Notarius is a Canadian document certification company started by members of Quebec's Chambre de Notaires. Currently, five CALA jurisdictions have partnered with Notarius to provide digital stamps/seals for its members, and another four are reviewing the prospect of partnering with Notarius.

A digital seal would replace the need for a physical stamp. Sealed documents are also secure and impervious to edits. The Association would be able to issue and revoke digital seals at will.

The partnership would require a one-time start-up fee of \$1,000. Once setup, members would subscribe for the service with a one-time fee of \$140 and an annual fee of \$185, which could be discounted if the member holds more than one digital seal (ie, in multiple jurisdictions).

In the coming years, as digital documents replace paper as the standard, Council will need to evaluate the requirement for digital seals. At this time, there is no push in the NWT to transition to digital documents, meaning a digital seal could start out on a voluntary basis.

Comment: Council should monitor the other jurisdictions before adopting a digital seal.

Awards & Recognition Gala

From the floor: An awards program was realized in 2015. Council had discussed having another program in four to five years, and 2020 is near. An awards program can inspire creativity, and a gala is an opportunity for the profession to gather. It's also an opportunity for public outreach and lectures from a visiting jury.

Council will look into organizing an awards program in 2020.

Closing Remarks

Celeste thanked all for attending the AGM and for staying involved with the Association, and invited all to a reception after the meeting.

Call to Adjourn

With no further business, it was

MOVED BY Guy

THAT the 18th Annual General Meeting of the Northwest Territories Association of Architects be adjourned.

Adjourned at 6:34pm.

President's Report

My first year as President has been a great learning opportunity for me, becoming more intimately involved with the ongoing work of Council as well as the work being done on the national level. Both our Council and committee members have proven to be enthusiastic contributors to the Association, for which I am very appreciative.

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

This year, we look forward to the 2nd NWTAA Architectural Awards program. During these uncertain times, it will be more important than ever to take the opportunity to celebrate the work that we are doing in the North. As northern architects, we face many unique design challenges and opportunities. It is important to take the time to reflect on our work and challenge ourselves - and one another - to continue to find innovative and relevant design solutions, as we look ahead to the future of architecture in the North on the eve of our 20th anniversary as an Association.

Local Priorities and Initiatives

Each year, after the AGM, Council begins their tenure by meeting to review the priority list of the previous Council and develop an updated priority list. It is a working document – a running list – and items not completed often get carried over to the next year.

1. Public Outreach and Promotion

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

Action - The ConEd Committee has been working to provide a variety of learning opportunities and to open these up to the public as much as possible. There is interest in reviving “Museum Day”, which was held a number of years ago.

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

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

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

2. Practice Bulletins

- Response to Rogue RFPs as a guideline and public accessible standard, akin to AIBC's Bulletin 64. This is ongoing.
- Attribution or misrepresentation of works, akin to AIBC's Bulletin 44 and AAA's Bulletin 29. This is ongoing.

3. Bylaw Review

- Review and update the NWTAA Bylaws to ensure currency and fluency, specifically regarding the role of Registrar, defining an Intern Architect, and the complaint review process.

Council intends to propose a full bylaw revision – a thorough house-cleaning review that avoids substantial change to the bylaws – at a special general meeting in the Fall. 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.

4. Policy and Procedure Development

- Consolidate and establish a set of policies and procedures that reflect Council's wishes and current office practice, per direction from the Act and Bylaws. This includes travel practices, authorized spokespersons, complaint review processes, crisis management and financial management.

Similar to the bylaw review, Ben has been systematically reviewing policies and procedures related to the day-to-day work of the Association.

5. Risk Register

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

Ongoing. Items continue to be addressed as they are identified.

6. Authorities Having Jurisdiction

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

7. Letters of Assurance

- (Ongoing) Survey Firms/Practitioners and their insurers & lawyers regarding letters of assurance and contract items demanded by the City of Yellowknife and GNWT. Meet with City and GNWT to revise contracts, and/or confirm with insurers the levels of assurance that will not compromise architects' liability coverage.

8. Letters of Assurance

- (Ongoing) Survey Firms/Practitioners and their insurers & lawyers regarding letters of assurance and contract items demanded by the City of Yellowknife and GNWT. Meet with City and GNWT to revise contracts, and/or confirm with insurers the levels of assurance that will not compromise architects' liability coverage.

9. Construction Site Signage

- (Ongoing) This initiative has evolved into developing a project registry wherein architects are required to submit their projects. It will be publicly accessible, and property searches will alert the office to investigate unknown projects for authorized practice. Registry submissions will also assist the office in identifying architects practicing without a firm permit. Actual site signage is not necessary but could be optional.

10. Copyright and Intellectual Property

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

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

11. Office of the Fire Marshal

- Based on feedback from members, a letter will be drafted to the OFM and respective GNWT departments outlining issues regarding plan reviews (no appeal process, lack of backup review officer, request for bulletins on certain code issues, etc.) and to recommend appropriate solutions.

Ongoing. Members are encouraged to provide their feedback on this issue.

12. Awards

- The 2nd annual NWTAA Architectural Awards program will be held in December 2020. All building projects in NWT, Yukon and Nunavut are eligible for entry, with a focus on work complete in the last 5 years.

A committee tasked with developing the program will be struck following the AGM. Members are encouraged to begin considering entry submissions and ensure they have suitable documentation (photographs). More details to follow.

13. Building Standards Act/Fire Prevention Act

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

If the Fire Prevention Act is reopened for amendment, NWTAA would like to be consulted and provide feedback.

14. Rogue RFP's and Procurements

- Clients and designers should be referred to relevant CCDC guides regarding Design-Build and other procurement methods. Following CALA momentum, NWTAA will respond to rogue RFP and procurement contracts with a notice to members and possible communication with the client/requester.

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

National Developments

Canadian Handbook of Practice (CHOP)

The RAIC, under the direction and support of CALA, is in the final stages of a major re-write of the Canadian Handbook of Practice (CHOP). The final document is anticipated to be completed in the summer of 2020. This “3rd edition” will be published primarily as a website, which will be available to the public for free. Thank you to Ben Russo and Kris Schlagintweit, who are both representing us on various committees associated with this project.

Architect Accreditation

CALA has recently approved a revised *Canadian Education Standard for Architects* and *Canadian Standard of Competency for Architects* for use by the Canadian Architectural Certification Board. These new standards pave the way for further discussions about licensure in this profession, and the CACB has organized a conference in Halifax in October to draw together professionals, regulators, academics, interns and students for this purpose.

Future of the Profession

Those who attended our event in Yellowknife on November 29 will recall CALA’s Future of Architecture Committee’s “Rise for Architecture” presentation and workshop on a proposed vision document or possible National Architecture Policy for Canada. The Committee’s work continues in other jurisdictions, with next steps including full public consultation.

International Relations Committee (IRC)

The Mutual Recognition Agreement signed in 2018 by Canada and the European Union is still awaiting acceptance by the European Parliament. There is no further action to be made on CALA’s part. Under the agreement, the condition of admittance in Canada is a 10-hour online “domain specific” course. As part of another MRA, Australia and New Zealand have expressed interest in substituting their current condition of an interview with the same 10-hour course. The Course is also planned to be available for interns and Canadian professionals.

Upcoming Canadian Conferences

Most, if not all, upcoming conferences in Canada have been cancelled or postponed due to the continued COVID-19 public health emergency. This includes the AAA’s Banff Sessions in May and the RAIC’s 2020 Conference on Architecture (formerly “Festival of Architecture”) in June.

Continuing Education Reporting Period

Due to the current COVID-19 pandemic, resulting in ConEd opportunities being cancelled or otherwise inaccessible for the foreseeable future, the deadline for members reporting their ConEd activities to NWTAA has been extended from June 30 to December 31.

Members not reporting to NWTAA should consult with their reporting jurisdiction regarding any extension or change to their ConEd requirements. All jurisdictions are working together to ensure compliance conditions are recognized nationally regardless of deadline extensions or other measures.

Congratulations

Don Jossa Architectural Scholarship

We did not receive any applications in 2019, and budgeted scholarship money was therefore moved into the Scholarship Fund. We continue to advertise at Aurora College and high schools in the NWT, as well as through News North's scholarship featurette and other media and social media sources. I encourage all members to promote the scholarship among any aspiring designers.

ExAC

Congratulations to Vance Fok in Iqaluit for passing the ExAC in November 2019. We send our encouragement to any of our interns who are preparing to write the exam in 2020.

IAP

Welcome to our newest intern, Diana Martin-Ioja in Whitehorse. Currently, there are 8 Intern Architects registered with the NWTAA, plus 1 Syllabus student.

Thank You

I would like to thank councilors Becca Denley (Vice President), Cathy McNaughton (Secretary), Doug Townson (Treasurer) and Tim Turner-Davis for their ongoing commitment, as well as Sepi Sohrabi for serving her second term as Intern Representative. The terms for Becca and Cathy end early this year due to personal relocations, and we thank them for their contributions over the past year.

Thank you to Celeste MacKay for her work as Registrar, and great support to me as Past President. Chris Clarke, Bronwyn Rorke, and Wessam Bou-Saleh continue to work hard to provide interesting Continuing Education content for our members. I am very grateful to all our members who have offered their time and expertise over the past year, and to those who have thrown their name into the hat to serve on the next Council. It is encouraging that our local members are willing to contribute to the Association when possible, especially considering our limited pool.

My thanks, also, to Cheryl Fennell, our Minister's Representative, who always brings a valuable perspective to Council. We look forward to continuing to work with her in the next term.

And finally, thank you to our Executive Director, Ben Russo, who has been patient and educational with me during this steep learning curve, and ready with a detailed answer to my every question. It isn't easy dealing with us architects, who never seem to be on time for anything, and yet he does so with grace and professionalism. A one-man show, he does the bulk of our work as Councilors and keeps us organized, well-informed and on task. In addition to all of this, Ben is instrumental in a number of national initiatives and is well respected by our counterparts across Canada. Thank you, Ben.

Sincerely,

Melani Korver

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 2019 presented to Council on January 10, 2020 shows a net surplus, or adjusted revenue minus expenses, of \$155.33.

REVENUE	2019	2018
Registration Fees	102,115.00	91,016.00
Firm Permit Fees	79,217.00	69,314.00
Other Member Fees	3,850.00	6,450.00
MINUS Registrar Expenses	-658.34	-514.97
MINUS National Levies & Fees	-4,281.92	-1,781.38
ExAC Registration Fees	1,450.00	1,840.00
MINUS ExAC Administration Fees	-1,450.00	-1,593.79
Continuing Education	0.00	6,890.00
Funding & Sponsorship	3,849.00	6,100.00
MINUS ConEd Expenses	-9,616.33	-12,299.65
Other Revenues	6,154.71	19.22
MINUS Credit Card Processing Fees	-2,416.29	-605.75
NET REVENUE (Revenue minus Costs)	\$ 178,212.83	\$ 164,833.68
EXPENSES (by category)		
Governance	23,450.61	15,912.13
Operations (administration)	78,017.42	76,099.05
Operations (all other expenses)	38,469.92	27,463.15
Funds & Awards	20,154.71	49,000.00
Other (Programs & Initiatives)	2,964.84	1,303.09
TOTAL EXPENSES	\$ 163,057.50	\$ 169,777.42
TOTAL REVENUE MINUS EXPENSES	\$ 15,155.33	-\$ 4,943.74
Carry-over to Next Year	-15,000.00	0.00
ADJUSTED REVENUE MINUS EXPENSES	\$ 155.33	-\$ 4,943.74

Noted above, Council has earmarked some of 2019's surplus for activities in 2020, including NWTAA's participation at the CACB's Validation Conference in Fall, a second Architectural Awards Program, and a legal review of our bylaws and policies.

Assets, Liabilities and Net Worth

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

	2019	2018
Assets	303,345.63	249,641.75
Liabilities	46,876.52	26,103.54
Net Worth	256,469.11	223,538.21

We realized a 14.7% growth in net worth from December 31, 2018 to December 31, 2019.

Short Term Investments & Savings

Operating Reserve Fund

- In 2019, the Reserve Fund was increased by \$250.00 (interest payments) to \$76,272.18, not including unpaid interest accrued to date.
- The Fund consists of one 5-year and one 1-year GIC, both maturing in December 2020.
- 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 2019, the Legal Reserve Fund was increased by \$15,716.57 (\$10,000 budgeted contributions & 5,715.57 in interest) to \$133,964.67, not including unpaid interest accrued to date.
- The Fund consists of six GICs; two maturing in 2020, and the remaining four GICs maturing consecutively until 2024.
- There is no set goal for this fund; however, it remains the wish of Council to contribute as much as feasible on an annual basis.

Don Jossa Scholarship Fund

- In 2019, no applications were received for the Don Jossa Architectural Scholarship Award. The budgeted \$4,000 was therefore transferred to the scholarship fund and interest of \$118.18 was received for a total increase of \$4,118.18 bringing this funds balance to \$11,713.79.
- As of December 2019, the fund totals \$11,713.79.
- The Fund consists of one GIC maturing in 2020.

Cash Accounts

- As of December 31, 2019, our operating account had a balance of \$74,377.11.
- The office no longer retains Petty Cash money.

2020 Budget

The 2020 Operating Budget was initially approved by Council in December, with minor revisions being approved in January. It is attached for your reference. The Budget was developed to be practical and conservative, and Council's approach remains largely consistent with the 2019 budget, with some exceptions noted as follows:

Revenue

- Revenue is budgeted at \$157,500.00, which is \$4,301.33 higher than the 2019 budget. The 2019 budget anticipated minor decreases in Membership Fees based on anticipated member retirements / resignations.
- Note: To date the 2020 Membership Fees and Firm Permit Renewals received are higher than the budgeted amounts in these areas.

Expenses

Education

- The 2020 budget for ConEd is \$1,000 to reflect the revenue neutral nature of Continuing Education events. These events prove to be successful, affordable, and accessible.
- In 2019 & 2018 the ConEd committee was able to secure significant external funding and support for continuing education events making more and better events possible.

Administration

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

Operations

- Minor adjustments have been made to the allocation of operating costs, but the budgeted amounts remain largely consistent with the 2019 budget.

2019 Financial Audit

In February 2019, Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations. The Audited Financial Statements were received by Council on March 4, 2020 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, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

- Page 5 includes the official Statement of Operation for 2019. The totals in this statement appear different from the year-end Cash Flow & Income Statement reported to Council. These apparent differences are due to reporting variances on asset amortization, sums carried from, treatment of fund contributions, and interest earned but not paid. An internal variance analysis shows the audited statement and Council's statement are both correct for their respective purposes. As is the case with audited statements from previous years.
- Page 11 & 12 Includes the specifics related the NWTAA's Long Term Investments as described above in this report.

Appointment of 2020 auditor

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

Respectfully submitted,

Doug Townson

Registrar's Report

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

Since our last AGM, we have admitted 7 Architects, 1 Intern Architect, and 1 Firm. I'd like to welcome our new Architects – Donald Schmitt, Ian Moxon, Martin Hodgson, Robert Lange, Michèle Aubé and Kelly Bapty – and especially our recent first-time registrant, Jamie McFadyen, who completed her internship in 2019. I also welcome our newest intern, Diana Martin-Ioja, and our newest firm, Obsidian Architecture Ltd.

We also saw a number of resignations this year from retirees and members not currently practicing in NWT: Kris Schlagintweit, Barry Ward, Peter Lovick, Mark Feldman, Roger Schilf, James Wright, Noel Best, and David Fortin.

As of March 31, our membership is as follows:

	2020	2019	2018
Architects ¹	77	82	74
Intern Architects ²	10	9	12
Associate Members	6	6	7
Honorary Members	4	4	4
Retired Members	1	4	4
Firm Permits	18	16	14

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

Currently, 16 of our 77 Architects reside in NWT.

Congratulations to Fance Vok who completed his ExAC last year – we look forward to registering him soon. And best of luck to those interns intending to take the exam in November 2020.

The Canadian Architectural Certification Board is organizing a conference in October to discuss next steps in this evolving profession and the evolving ways in which professionals are registered. Attendees will include professionals, academics, interns, students, regulators and other stakeholders. As part of CALA, the NWTAA is invited to this table. Members should have received a call for papers from the CACB (through our newsletter and website), but I would also encourage our members to send their comments and input to Council.

Respectfully submitted,

Celeste MacKay

Executive Director's Report

This May will mark my five-year anniversary with the Association. My, how time flies! If only my to-do list would keep up...

CHOP

The 3rd edition of the *Canadian Handbook of Practice* continues in its final stages of editing and publication. Despite ongoing delays, now furthered by the current health crisis, the project's Steering Committee is hopeful to see the completed English content in the coming weeks, with French content to follow in the Summer. The current priority is for the ExAC Committee to receive new content in order to plan for future exams; at this point, the 2020 and 2021 exams will continue to refer to the 2nd edition of CHOP.

The 3rd edition will be published as a web-based resource with PDF versions available for download. RAIC and CALA have agreed that, moving forward and recognizing the importance of the document, CHOP will be available for free to the general public. There will be no subscription or other purchase needed to access the 3rd edition.

Bylaws

Council is now in possession of a suggested bylaw revision and subsequent amendments. It was originally proposed in 2015 that the bylaws undergo a thorough review from an administrative perspective. The focus was intended to be on the redundancies with our Act and the references to Alberta legislation, mostly due to NWTAA's adoption of Alberta's documents in its early days of incorporation. The revision became quite meticulous, however, now addressing grammar & sentence structure, various conflicts, and the larger form and navigation of the bylaws. Without changing the essence or spirit of the bylaws, the proposed draft revision has effectively condensed the document from 153 bylaws to 124, from 40 pages to 30, and from 18 parts to 12. Despite the "up-ended" extent of the current revision, the hope is that Council and members will accept it as a mere clean-up of existing bylaws.

Alongside this revision, a number of amendments have been suggested: some as further clean-up which *do* change bylaws, some required changes to reflect current practice, and some other proposed changes. These amendments currently include provisions for electronic voting, simplifying election procedures, clarifying the roles of officers, removing unnecessary committees, defining an Intern Architect, and adding procedure for processing complaints. Each amendment has been drafted to be independent of others and of the revision, which will allow any one amendment to be altered, deferred or dismissed without affecting other necessary changes.

Following Council's review and a potential legal review, the intent is to call a special meeting in the Fall for members to review and approve the revision and amendments. It's anticipated that members will accept the

revision *then* each amendment, with the outcome being a new, clean, simplified and easy-to-navigate set of bylaws.

Mandatory ConEd

As reported by Council, the deadline for this Mandatory Continuing Education period has been extended to December 31 in response to the current health crisis. While each jurisdiction is calling for their own respective extensions and allowances, CALA is continuing to coordinate efforts so that variances do not cause members to fall through a “non-compliance” gap between jurisdictions. All members are advised to only follow the instructions given by their reporting jurisdiction.

Members reporting to NWTAA are asked to continue using the RAIC Transcripts site to record activities. Further, should any member experience any technical difficulties, they may email activities directly to the NWTAA office – be it by spreadsheet, text file or other means. The extended deadline will undoubtedly cause some chaos around renewal season, and we are ready to address the chaos as it comes.

Operations

In October, office hours were changed to a 5-day work week (9:30 am to 4:00 pm) to allow for easier contact and more flexibility.

Work continues on converting all records to digital format, with the goal that the Association will be entirely paperless in the near future. Future website revisions and improvements will also facilitate paperless operations – members will soon be able to access their profiles, pay fees, submit forms and track ConEd activities from a single in-house portal.

New for 2020 is an email newsletter, which will be sent periodically: monthly or as needed. Members are welcome to contribute or recommend news items.

Thank You

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

Respectfully submitted,

Ben Russo

Nominating Committee's Report

At its January meeting, Council confirmed the date of this Annual General Meeting (April 1), and two Council members confirmed they would be ending their terms early. The vacancies for the 2020 election to Council were as follows:

- 1 President, serving a 1-year term,
- 2 Councillors, each serving a 2-year term, and
- (for 2020 only) 2 Councillors, each serving a 1-year term.

As well, this election allowed for one non-resident to join Council.

Pursuant to the bylaws, an election was required to be called by February 15. A call for nominations was sent to all voting members on January 21 with a closing date of February 14. As of February 14, a total of five nominations were received:

1. Melani Korver, incumbent, for President,
2. Tim Turner-Davis, incumbent, for Councillor (2-year term),
3. Doug Townson, incumbent, for Councillor (2-year term),
4. Christopher Oland, for Councillor (1-year term), and
5. Jamie McFadyen, for Councillor (1-year term).

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

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

The results of the 2020 nominations & election to Council will be announced by the President at the start of the Annual General Meeting.

Respectfully submitted on behalf of the Nominating Committee,

Ben Russo
Executive Director

Attachments

1. **Cash Flow & Income Statement** as at December 31, 2019
Presented to Council on January 10
2. **2020 Operating Budget**
Approved by Council on January 10
3. **2019 Audited Financial Statements**
Prepared by Crowe MacKay LLP

Cash Flow & Income Statement

as at December 31, 2019

Prepared by Ben Russo on January 7, 2020

ASSETS	2018 YEAR-END	2019 TO DATE
CIBC Operating Account	40,782.00	74,377.11
CIBC Savings Account	1.28	0.00
Cash on Hand	0.00	0.00
Accounts Receivable	6,957.69	7,017.88
Credit Cards Receivable	0.00	0.00
Investments - Legal Reserve Fund	118,348.10	133,964.67
Investments - Operating Reserve Fund	76,022.18	76,272.18
Investments - Scholarship Fund	7,525.65	11,713.79
TOTAL ASSETS	249,636.90	303,345.63

REVENUE	2018 ACTUAL	2019 BUDGET	2019 TO DATE
Membership	166,770.00	151,258.67	185,182.00
Member Registrations	91,006.00	99,490.67	102,115.00
Firm Permit Registrations	69,314.00	49,518.00	79,217.00
Application Fees	4,450.00	1,500.00	3,150.00
Late Fees & Other	2,000.00	750.00	700.00
Other	14,849.22	1,940.00	11,453.71
Continuing Education Fees	6,890.00	1,000.00	0.00
Funding & Sponsorships	6,100.00	0.00	3,849.00
ExAC Registrations	1,840.00	920.00	1,450.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	0.00	0.00	0.00
Interest Income	19.22	20.00	6,154.71
Miscellaneous Income	0.00	0.00	0.00
TOTAL REVENUE	181,619.22	153,198.67	196,635.71

COST OF SERVICES			
Registrar Expenses	514.97	250.00	658.34
National Levies & Fees	1,781.38	4,000.00	4,281.92
ExAC Administration	1,564.00	750.00	1,450.00
ConEd Fees & Expenses	12,299.65	0.00	9,616.33
Credit Card Processing Fees	605.75	1,500.00	2,416.29
TOTAL COSTS	16,765.75	6,500.00	18,422.88

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

Total Revenue minus Costs	164,853.47	146,698.67	178,212.83
Total Expenses	169,407.66	146,365.00	163,057.50
Surplus Carried to Next Year	0.00	0.00	15,000.00
NET INCOME	-4,554.19	333.67	155.33

LIABILITIES	2018 YEAR-END	2019 TO DATE
Accounts Payable & Cheques Outstanding	3,075.94	7,969.92
Credit Card Payable	1,921.22	3,466.60
Customer Deposits & Deferred Revenue	23,109.00	35,440.00
TOTAL LIABILITIES	28,106.16	46,876.52

Cash Flow	19,633.53	34,518.47
NET WORTH	221,530.74	256,469.11

EXPENSES	2018 ACTUAL	2019 BUDGET	2019 TO DATE
Governance	15,909.21	19,700.00	23,450.61
Council Meetings	1,195.95	1,200.00	1,128.12
Council Travel & Expenses	2,650.66	4,000.00	4,226.55
Committee Meetings & Exp.	406.68	1,000.00	357.35
Annual General Meeting	0.00	500.00	308.19
National Meetings	11,655.92	13,000.00	11,296.40
Discipline & Regulatory	0.00	0.00	6,134.00
Operations	103,033.71	109,665.00	116,487.34
Administration	75,589.55	80,000.00	78,017.42
Office Lease and O&M	9,525.60	10,000.00	9,525.60
Financial Services	6,034.88	7,000.00	6,402.38
Legal Services	2,065.88	0.00	11,838.23
Insurance Policies	2,367.00	2,500.00	2,011.00
Office Supplies & Expenses	1,802.10	1,200.00	2,481.11
Mail & Courier Services	123.10	250.00	270.06
Phone & Internet Services	2,215.24	2,500.00	2,239.06
Website Services	113.27	200.00	82.05
Advertising & Promotional	1,819.79	3,000.00	1,500.00
Capital Purchases	1,017.40	2,000.00	773.84
Bank & Interest Fees	46.20	200.00	573.04
Credit Card Service Fees	315.00	315.00	522.75
Miscellaneous	0.00	500.00	250.80
Funds & Awards	49,000.00	14,000.00	20,154.71
Operating Reserve Fund	10,000.00	0.00	250.00
Legal Reserve Fund	35,000.00	10,000.00	15,716.57
Don Jossa Scholarship	4,000.00	4,000.00	4,188.14
Awards & Prizes	0.00	0.00	0.00
Other	1,464.74	3,000.00	2,964.84
Social Events & Programs	1,163.46	1,500.00	1,619.87
Gifts & Accolades	63.00	500.00	1,344.97
President's Initiative	238.28	1,000.00	0.00
TOTAL EXPENSES	169,407.66	146,365.00	163,057.50

Operating Budget for 2020

FINANCIAL POSITION

UNRESTRICTED ASSETS	2020 FORECAST	2019 FORECAST	2018 ACTUAL
CIBC Operating Account	80,573.97	53,959.97	40,782.00
Cash on Hand	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	6,957.69
Credit Cards Receivable	0.00	0.00	0.00
SUBTOTAL UNRESTRICTED ASSETS	80,573.97	53,959.97	47,739.69
RESTRICTED ASSETS			
Operating Reserve Fund	0.00	76,272.18	76,022.18
Legal Reserve Fund	30,000.00	133,964.67	118,348.10
Don Jossa Scholarship Fund	0.00	11,713.79	7,525.65
CIBC Savings Account	1.28	1.28	1.28
SUBTOTAL RESTRICTED ASSETS	30,001.28	221,951.92	201,897.21
TOTAL ASSETS	110,575.25	275,911.89	249,636.90
LIABILITIES			
Accounts Payable & Cheques Outstanding	0.00	0.00	3,075.94
Credit Card Payables	0.00	0.00	1,921.22
Other Payables & Customer Deposits	0.00	46.00	23,109.00
TOTAL LIABILITIES	0.00	46.00	28,106.16
TOTAL ASSETS MINUS LIABILITIES	30,001.28	221,905.92	173,791.05
TOTAL UNRESTRICTED ASSETS MINUS LIABILITIES	80,573.97	53,913.97	19,633.53

Operating Budget for 2020

OPERATIONS (SUMMARY)

REVENUE	2020 BUDGET	2019 FORECAST	2018 ACTUAL
Membership Registrations & Fees	188,200.00	185,182.00	166,411.00
Other Revenue	1,940.00	5,299.00	14,849.22
TOTAL REVENUE	190,140.00	190,481.00	181,260.22
Total Cost of Services	5,980.00	18,254.73	16,765.75
TOTAL REVENUE OVER COSTS	184,160.00	172,226.27	164,494.47
EXPENSES			
Operation & Administration	111,900.00	116,893.26	103,194.71
Governance	28,600.00	22,194.78	14,909.21
Programs & Initiatives	17,000.00	3,652.92	5,464.74
Fund Contributions	0.00	14,000.00	45,000.00
TOTAL EXPENDITURES	157,500.00	156,740.96	168,568.66
TOTAL REVENUE OVER EXPENDITURES	26,660.00	15,485.31	-4,074.19
Funds Carried Over*	15,000.00	-15,000.00	0.00
TOTAL REVENUE OVER EXPENDITURES (ADJUSTED)	41,660.00	485.31	-4,074.19

*2019 surplus allocated for expenses: CACB Conference (Nov 2020), awards program (Dec 2020).

Operating Budget for 2020

OPERATIONS - REVENUE

	2020 BUDGET	2019 FORECAST	2018 ACTUAL
Member Registrations	92,200.00	102,115.00	90,997.00
Firm Permit Registrations	94,000.00	79,217.00	69,314.00
Application Fees	1,500.00	3,150.00	4,350.00
Late Fees & Other	500.00	700.00	1,750.00
SUBTOTAL MEMBERSHIP	188,200.00	185,182.00	166,411.00
Continuing Education Fees	1,000.00	0.00	6,890.00
Funding & Sponsorships	0.00	3,849.00	6,100.00
ExAC Registrations	920.00	1,450.00	1,840.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	0.00	0.00	0.00
Interest Income	20.00	0.00	19.22
Miscellaneous Income	0.00	0.00	0.00
SUBTOTAL OTHER	1,940.00	5,299.00	14,849.22
TOTAL REVENUE	190,140.00	190,481.00	181,260.22

OPERATIONS - COSTS OF SERVICES

Credit Card Processing Fees	1,200.00	1,744.93	605.75
Registrar Expenses	750.00	601.67	514.97
National Levies & Fees	2,400.00	4,281.92	1,781.38
ExAC Administration	630.00	1,500.00	1,564.00
ConEd Fees & Expenses	1,000.00	10,126.21	12,299.65
TOTAL COST OF SERVICES	5,980.00	18,254.73	16,765.75
TOTAL REVENUE OVER COSTS	184,160.00	172,226.27	164,494.47

Operating Budget for 2020

OPERATIONS - EXPENDITURES

	2020 BUDGET	2019 FORECAST	2018 ACTUAL
Administration			
Office Lease and O&M	10,000.00	9,525.60	9,525.60
Financial Services	6,500.00	6,402.38	6,034.88
Legal Services	5,000.00	12,838.23	2,065.88
Insurance Policies			
Office Supplies & Expenses			
Communication Services			
Advertising & Promotional	2,000.00	1,500.00	1,819.79
Capital Purchases	1,500.00	773.84	1,017.40
Bank & Interest Fees	200.00	577.66	46.20
Credit Card Service Fees	500.00	522.00	0.00
Miscellaneous	500.00	250.80	-1.30
SUBTOTAL OPERATIONS	111,900.00	116,893.26	103,194.71
Council Meetings	1,100.00	1,007.13	1,195.95
Council Travel & Expenses			
Committee Meetings & Expenses	500.00	356.51	406.68
Annual General Meeting	500.00	308.19	0.00
National Meetings			
Member Conduct	0.00	5,000.00	0.00
SUBTOTAL GOVERNANCE	28,600.00	22,194.78	14,909.21
Social Events & Programs	1,500.00	1,307.95	1,163.46
Gifts & Accolades	500.00	1,344.97	63.00
Awards & Prizes	10,000.00	0.00	0.00
Don Jossa Scholarship	4,000.00	0.00	4,000.00
President's Initiative	1,000.00	1,000.00	238.28
SUBTOTAL PROGRAMS & INITIATIVES	17,000.00	3,652.92	5,464.74
Operating Reserve Fund	0.00	0.00	10,000.00
Legal Reserve Fund	0.00	10,000.00	35,000.00
Don Jossa Scholarship Fund	0.00	4,000.00	0.00
SUBTOTAL FUND CONTRIBUTIONS	0.00	14,000.00	45,000.00
TOTAL EXPENDITURES	157,500.00	156,740.96	168,568.66