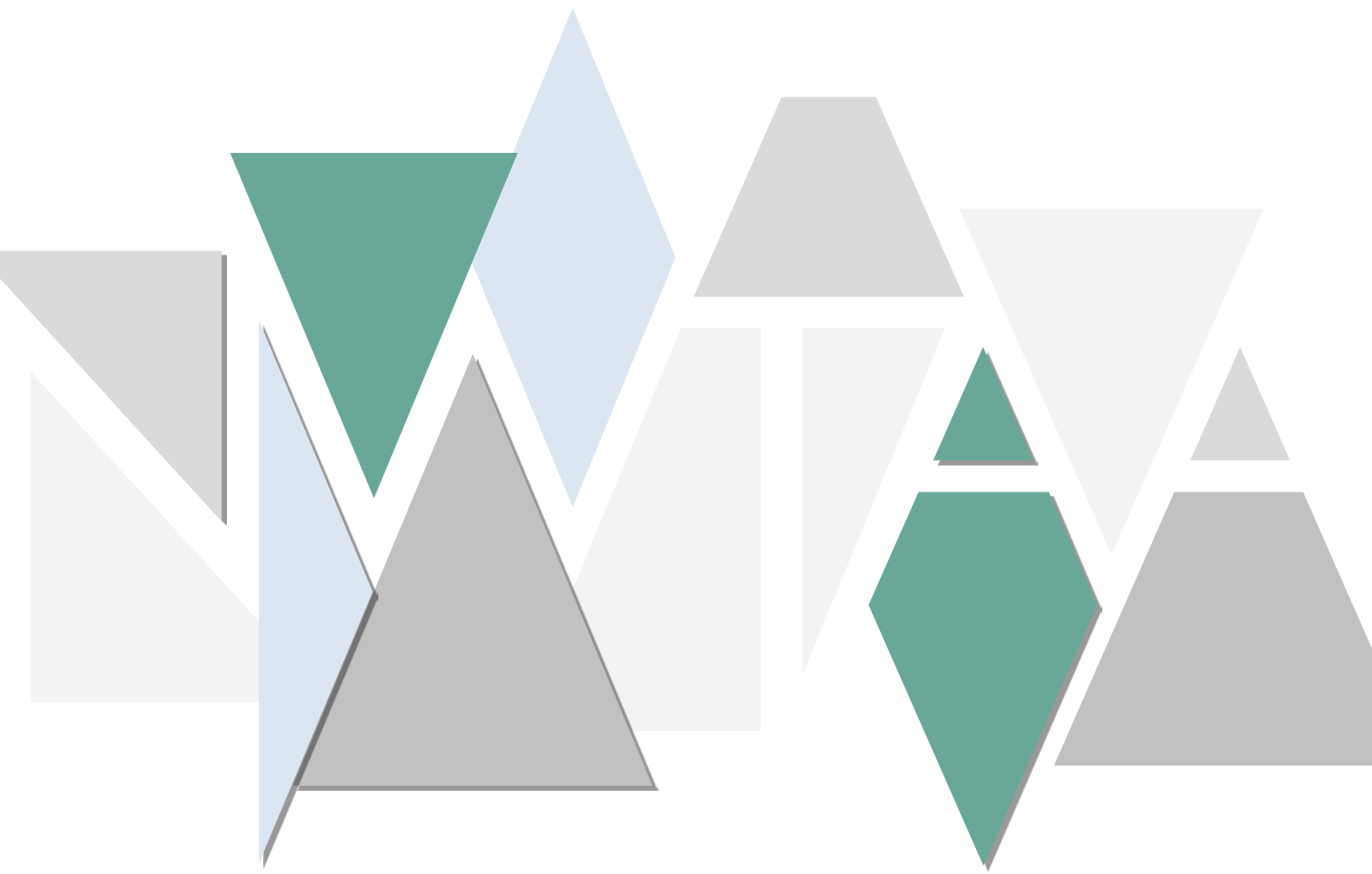




NWTA

NORTHWEST TERRITORIES ASSOCIATION OF
ARCHITECTS

17th Annual General Meeting

Thursday, April 5, 2018 – 5:30pm

2nd Floor – Diamond Plaza, Yellowknife, Northwest Territories

Agenda

16th Annual General Meeting
Northwest Territories Association of Architects
Thursday, April 5, 2018 – 5:30 PM
2nd Floor, Diamond Plaza (Yellowknife, NT)

1. Call to Order
2. Approval of Agenda [\[Motion\]](#)
3. Approval of Minutes
 - 15th Annual General Meeting - April 6, 2017 [\[Motion\]](#)
4. President's Report [\[Motion\]](#)
5. Treasurer's Report [\[Motion\]](#)
6. Acceptance of Audited Financial Statements [\[Motion\]](#)
7. Appointment of Auditor for 2018 [\[Motion\]](#)
8. Registrar's Report
9. Executive Director's Report
10. Committee Reports
 - Registration & Licensing Review
 - Continuing Education
 - Nominations
11. Result of Nominations & Election to Council [\[Motion\]](#)
12. Committee Appointments
13. Old Business
14. New Business / Business from the Floor
15. Closing remarks
16. Call to Adjourn

Minutes of 15th AGM

April 6, 2017 – Yellowknife, NT

IN ATTENDANCE

Daniel Adam	Manon Savignac
Christopher Clarke	Kris Schlagintweit
Ceazar Galasinao	Simon Taylor
Rod Kirkwood, <i>Past President</i>	Doug Townson, <i>Treasurer</i>
Daniel Korver	Barry Ward
Celeste MacKay, <i>President</i>	William Wyness
Melani Pigat, <i>Registrar</i>	Ben Russo, <i>Executive Director</i>

REGRETS

Dan Daniels, *Minister's Rep.*
Wayne Guy, *Vice-President*
Deborah Montgomery,
Intern Rep.
Kayhan Nadji, *Secretary*
Darrell Vikse

Call to Order

The meeting was called to order at 6:02 PM by the President. A quorum was present.

Approval of Agenda

MOVED BY Daniel Adam, **SECONDED BY** Chris Clarke,

THAT the Agenda be approved as presented.

CARRIED

Approval of Minutes

The Minutes of the 15th Annual General Meeting on April 9, 2016, were circulated online prior to the meeting. Printed copies were provided at the meeting.

MOVED BY Simon Taylor, **SECONDED BY** Kris Schlagintweit,

THAT the Minutes of the 15th Annual General Meeting be approved as presented.

CARRIED

President's Report

The President's report was provided in the meeting materials. The following highlights were noted:

- All are encouraged to review Council's priorities from 2016/2017, listed in the report, and speak to Council about current items on the list and potential additions to the list.
- Revisions to RAIC's Document 6 have been published, and are now available online.

- Following the “Educating Future Architects” conference in Ste-Sauveur, QC, in September 2014, Celeste now sits on a CALA subcommittee to assess the profession as it relates to the public and evolving industries, as well as the student-to-graduate-to-architect process. They are expected to report at the CALA table in May.
- The Canadian Handbook of Practice (CHOP) will be opened for revisions by RAIC, in partnership with CALA. RAIC endeavors to publish a paper edition as well as an interactive and updatable digital edition.
- CALA is reviewing the CACB’s Broadly Experienced Foreign Architect (BEFA) program, as it is currently running at a deficit.
- From CALA’s International Relations Committee, the Canada/USA agreement still stands with no major issues. There is still momentum for an agreement with Japan under the APEC umbrella, and an agreement with the Architects Council of Europe is “almost there” with a final look at domain-specific education criteria underway.
- Congratulations to the three recipients of the Don Jossa Scholarship Award, and to the two Interns who successfully completed the ExAC this year.
- Thanks to all of Council, to the incoming Intern Representative, to all volunteers on all committees, and to staff.

Q: Is there proactive liaison happening with the Office of the Fire Marshal, especially with respect to the Fire Prevention Act?

A: This is a priority of Council. OFM has requested feedback about the FPA from stakeholders; NWTAA has provided a response consistent with prior discussions with OFM. The 2015 National Building Code and related fire codes were adopted in November 2016.

MOVED BY Kris Schlagintweit, **SECONDED BY** Melani Pigat,

THAT the President’s Report be accepted as presented.

CARRIED

Treasurer’s Report

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

A one-page Financial Statement at December 31 shows total revenues at \$136,539.96, and total expenses at \$141,994.77, with a small net deficit of \$-454.81, which includes a carry-over of \$5,000 from the 2015 budget for Awards expenses.

Total net worth is at \$162,020.34 – an increase of 3.27% from last year. The Operating Reserve Fund rests at \$66,022.18, roughly equal to Council’s goal of 50% of annual operating costs. The Legal Reserve Fund totals \$74,348.10, including a 2016 contribution of \$9,000. The Scholarship Fund remains at \$1,008.73, as all \$4,000 budgeted for the Don Jossa Scholarship was awarded in 2016. Finally, the chequing account is at \$27,664.85, and the office holds \$200 in petty cash. Overall, NWTAA is experiencing slow and healthy growth.

The 2017 Operating Budget is, again, fairly conservative. Income reflects some expected resignations and non-renewals of permits, and expenses recognize the recent office move. And, as in past years, Council remains willing to spend on otherwise revenue-neutral ConEd budget items.

Q: From last year, the question remains if NWTAA is able to accept donations and estate gifts, and is it able to issue tax receipts.

A: Council has, so far, determined that its operating status does not enable it to provide a tax receipt for donations, nor can an upstart foundation fulfill the expectations of a donation. There is a possibility of working with a municipal or territorial government to facilitate a tax receipt which would free NWTAA to use the funds as it and the donor desired. Council will follow-up with its accountant and lawyer.

MOVED BY Simon Taylor, **SECONDED BY** Barry Ward,
THAT the Treasurer's Report be accepted as presented.
CARRIED

Acceptance of Audited Financial Statements

The Audited Financial Statements at December 31, 2016, were provided in the meeting materials. The Treasurer provided a brief review.

Of note is the Opinion on page 3, which states that our records are "fairly represented". The Statement of Operations on page 4 generally aligns with Council's financial reports, with additions per accounting practice, such as consolidated interest income, and amortizations of assets. On page 11, a summary of long-term investments is aligned with the Operating and Legal reserve funds, which are held in various cashable GICs.

MOVED BY Doug Townson, **SECONDED BY** Simon Taylor,
THAT the audited Financial Statements for the year ending December 31, 2016 be accepted as presented.
CARRIED

Appointment of Auditor

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

MOVED BY Daniel Adam, **SECONDED BY** Barry Ward,
THAT Crowe MacKay LLP, Chartered Accountants, be appointed as auditor for the 2017 fiscal year.
CARRIED

Registrar's Report

The Registrar's report was provided in the meeting materials. Melani thanked Ben, Simon and Celeste for their assistance in her role as Registrar. Since April 1, 2016, NWTAA has registered 16 new architects and one intern, and issued three new firm permits. As of January 1, seven architects have resigned.

Current membership statistics show 74 architects, 11 intern architects, 8 associates, 4 retired members, 4 honorary members, and 11 active firm permits. A total of 15 architects are NWT residents.

Executive Director's Report

The Executive Director's report was provided in the meeting materials. Ben welcomed all to the new office space at Diamond Plaza.

Ben was able to attend the annual conference of the Canadian Network of Associations for Regulation (CNAR) in Toronto in November, joined with staff from AAA and SAA. The conference provided valuable and relevant lessons for the roles of the Executive Director and of the NWTAA as a regulator.

Council and staff are currently reviewing crisis management strategies, as well as succession plans. The overall goal is for Council to be able to easily control and manage the association in the absence of staff, existing office space & assets, and limited revenue.

Finally, CALA is reviewing the possibility and need of a paid administrative support position, and should have a program in place for final approval in May. NWTAA, AIBC and NSAA have been heading program development.

Comment: Council should consider "key personnel" life insurance as part of its disaster management strategy.

Committee Reports

Registration & Licensing Review

A report from the Registration & Licensing Review Committee was provided in the meeting materials. Vince Barter served as Chair, and Dan O'Neill also sits on this committee.

Continuing Education

An oral report from the Continuing Education Committee was provided by Chris Clarke, Chair. Plans for a spring conference were moved to the fall in order to invite the National Research Council to present on its changes in the 2015 National Building Code and related codes. The committee is hoping to secure funding from GNWT ITI to minimise registration fees for the one-day seminar. A December 1 public presentation on tiny homes was very well-received, and the committee is looking forward to working with the presenters on follow-up activities.

Q: Does NWTAA publish a public newsletter?

A: No, but it does post information online, and utilizes social media when possible.

A wine & design event is also being organized by Council.

Nominations

An oral report from the Nominations Committee was provided by Rod Kirkwood, Chair. One President and two Councillors were required to fill Council seats. A call for nominations was sent to all members on January 13. As of February 20, the office received one nomination for President – Celeste MacKay – and

two nominations for Councillors – Wayne Guy and Kayhan Nadji. There was therefore no need to hold an election.

Q: The bylaws allow for one non-resident member to sit on Council. Is that the right number?

A: Tim Turner-Davis is currently the non-resident member on Council. Council will address this question.

Nominations & Elections to Council

A total of one nomination for President and two nominations for Councillor were received by the NWTAA office. An election was not required and, with all nominees allowing their nominations to stand, it was confirmed that

1. **Celeste MacKay** was acclaimed as President, to serve a one-year term, and
2. **Wayne Guy** and **Kayhan Nadhi** were acclaimed as Councillors, each to serve a two-year term.

MOVED BY Bill Wyness, **SECONDED BY** Barry Ward,

THAT the nomination and election results be accepted as presented.

CARRIED

Committee Appointments

All current committee chairs have expressed a willingness to continue their respective terms. Council will appoint committee chairs at its next meeting.

Old Business

Following the last AGM, a firm permit exploit and subsequent solution has been addressed by the Treasurer. As well, development of an online gallery to showcase recognize the inaugural NWTAA Architectural Awards and Photography Competition is underway, and the office will be soliciting firms and members for updated imagery for NWTAA's main website.

New Business / Business from the Floor

CHOP

RAIC will be reaching out to all professionals for input and volunteers as it undertakes revisions to the Canadian Handbook of Practice.

CACB Validation

Following the Ste-Sauveur conference in September 2014, another validation conference is being targeted for 2019. NWTAA should consider its representatives now. CALA's subcommittee is also looking to open dialogue nationally and to gather a 'performance evaluation' of the profession from a spectrum of professionals.

Extent of Liability, Terms

Q: The terms for extent of liability for architects in the Territories appear infinite, and inconsistent with other provinces. Is NWTAA reviewing it with the government?

A: Council is currently engaging with GNWT on this item.

Closing Remarks

The President thanked all for attending.

Call to Adjourn

With no further business tabled, it was

MOVED BY Doug Townson

THAT the 16th Annual General Meeting of the Northwest Territories Association of Architects be adjourned.

Adjourned at 6:56 PM.

President's Report

I am pleased and inspired to report that we are experiencing a new wave of involvement in the Association by its local members and interns. While we feel the gaps left by long-time resident members who have retired or relocated, we are gaining new members via reciprocity with other jurisdictions, as well as through interns successfully completing their experience and examination requirements. These members are increasingly getting involved in the Association through Council and through committee work. There is a renewed sense that we will continue to maintain and grow our profession here in the Northwest Territories. It remains of utmost importance that our members continue to mentor newer members, openly discuss succession planning, and encourage broad participation. Likewise, it is important that we as an Association provide opportunities to network, discuss architecture, and celebrate the work we do in the North.

The Association has been operating smoothly, and we have been busy addressing local priorities and initiatives. Thank you for the privilege to represent you locally and nationally. It has been a pleasure to work with the dedicated and enthusiastic council members and committee members. Given our size, it's important to note that our sustainability depends on the continued service of our small pool of professionals in a volunteer capacity, so my thanks go out to all of you for your contributions.

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.

I present to you our priorities in order that I may report on any progress in these areas, and so that you can voice your opinions if there are items that do not appear on this list but ought to.

1. **Public Outreach / Promotion:** Council intends to develop an ongoing strategy or dialogue to engage and inform the public by way of scholarship advertisement, award & competition exposure, various career days and school engagement, and other initiatives. This year we were fortunate to have two successful events attended by the public – the Pecha Kucha on *Subarctic Architecture*, and the full-day workshop *Changing Climates Changing Buildings*. Both of these were well-attended by our own membership and by the public.
2. **Statutes of Limitation:** We engaged our legal counsel to review the relevant legislation and report on the obligations imposed on Architects by statute of limitations legislation in the NWT. From that, a draft Practice Bulletin, titled "Archiving and Destruction of Records", will be approved by Council in the very near future.

3. **Stamping of Documents Prepared by Others:** There are situations where local architects are approached by clients to review and stamp their drawings to meet jurisdictional requirements. Our Act requires that documents only be stamped if the work was completed by, or under the direct supervision of, an authorized practitioner. We are in ongoing discussions about this topic as it relates to our Code of Ethics, liability, and the extent of review and oversight.
4. **Bylaw Review:** Ben will be presenting pending changes to Bylaws at this AGM. This will be an introduction to the proposed changes/updates, and a special meeting will be called to vote on this once everyone has a chance to review thoroughly.
5. **Risk Register:** Ben and Doug have been reviewing our corporate risks and researching approaches to managing those risks. These include items like reviewing our insurance coverage, setting up a back-up package containing relevant passwords to our accounts, etc. This is ongoing.
6. **Policy and Procedure Development:** We are in the process of reviewing and developing a set of policies and procedures to cover unwritten rules of thumb in the daily operations of the association, including items such as handling travel expenses, public communications & relations, management of finances, office management, complaint review procedures and education activities.

Council is also reviewing a number of Practice Bulletins to ascertain if they are necessary.

Currently in review is a Practice Bulletin addressing Proposal Calls and Related Issues, as well as another addressing Attribution.

7. **Procedure for Accepting Charitable Donations:** We have been working with our accountant/auditor to review avenues for accepting Charitable Donations and our ability to issue tax receipts. The advice we have received to date indicates we are not able to do this ourselves, nor work with relevant agents to facilitate a transaction.
8. **Letters of Assurance / GNWT Contract** (as they relate to an architect's liability coverage): Dialogue has been started with GNWT Infrastructure with regards to the Consultant Agreement. Similar dialogue is required relative to Letters of Assurance.
9. **Construction Site Signage:** This is a topic that has been explored in the past, and we felt it should be revisited. The idea is for NWTAA-regulated Construction Site Signage to serve as a "stamp" of sorts on the construction site, to signal to the public that what is under construction in a given location is being done so under the design and review of an authorized practitioner.
10. **Office of the Fire Marshal:** We continue to liaise with the OFM to keep an open dialogue on issues that mutually affect our work.
11. **Copyright and Intellectual Property:** We need to confirm a position on copyright with regard to drawings and intellectual property, possibly using AAA's Practice Bulletin PB11-017 as a reference.

This has been discussed with GNWT Infrastructure, as their contract specifically requires that they retain copyright on projects they procure. Their intent is understood to give them the ability to maintain and update their projects over time, not to reuse documents for future projects without

remuneration to the design team. We will continue to liaise with them on the language of the contract.

12. **Building Standards Act:** We await the opportunity to participate in GNWT engagement and work alongside other stakeholders to develop and enact a NWT *Building Standards Act*.

For many years we have been lobbying for the creation of a Northern Building Standards Act. While our larger centres have solid regulatory framework (building bylaws) that work hand-in-hand with the *Architects Act*, smaller communities that comprise the vast geography of our territory are left to fend for themselves in a labyrinth of codes, standards and regulations, all of them crucial to ensuring safety of the public in the context of buildings. A Building Standards Act would provide a simple, legible road map for local authorities whose capacity is stretched and yet upon whom the responsibility for building infrastructure is being devolved in ever increasing measures. Nunavut is in the process of developing one. I believe we need one to ensure northern registered architects alone are practicing in the north and that they have the regulatory support to do their jobs properly.

As part of the consultation process with MACA related to the function and processes of the OFM, we discussed the need for a Building Standards Act. They were open to having a mechanism for review of building design and construction outside the mandate of fire protection/prevention, but admitted it would not be a priority until the OFM procedures were ratified to meet current needs.

We need a volunteer to continue to pursue this.

13. **Rogue RFP's:** We continue to review these issues as they are brought to our attention.

National/International Developments

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

RAIC Canadian Handbook of Practice (CHOP)

The RAIC, with the support of CALA, has undertaken a major re-write of the Canadian Handbook of Practice (CHOP). This will be a multi-year undertaking that is now underway. Thank you to Ben Russo and Kris Schlagintweit, who are both representing us on various committees associated with this project.

Architectural Education Update

As a follow-up to the Ste-Sauveur validation conference, the CACB has revised its *Terms and Conditions* and *Procedures* for the accreditation of schools of architecture. The review of the *Student Performance Criteria* is complete, and the rewrite will be introduced for the 2019 cycle of accreditation.

Committee on the Future of the Profession of Architecture

As further follow-up to the Ste-Sauveur validation conference, a committee has been struck with members of CACB, CALA and CCUSA to explore the Future of the Profession of Architecture. The committee is currently in review of the first phase, which is the development of a draft national architecture policy, which will be presented at CALA in May 2018.

AAA Practice Advisory

Early in 2016, the AAA issued a Practice Advisory warning members to understand the risks associated with rogue basic services agreements, especially supplementary conditions applied to RAIC DOC 6 so numerous as to render the contract un-noticeable. All members are cautioned to be aware of the inherent risks associated with the contracts they sign, including the GNWT Basic Services Agreement which assigns the balance of risk to the consultant.

BEFA

The Broadly Experienced Foreign Architects Program is fully operational. The NWT has 3 assessors: Darrel Vikse (a Chair of National Assessment Teams), Daniel Adam (also a Chair of National Assessment Teams) and Kayhan Nadji.

There continues to be concern about the financial sustainability of the BEFA program, which continues to run at a deficit. Further debt is anticipated this year, and funding from CALA has been earmarked to cover this. Funding has been requested from the Federal Government to undertake a review of the program and investigate what services the CACB may be able to further provide contributing to the immigration process.

Solutions to which are being examined by CACB. The flow of candidates through the process does not facilitate even distribution of fees – there are currently a number of applicants who are stalled mid-way through the process.

International Relations Committee (IRC)

- **Canada/US Mutual Recognition Agreement:** This MRA remains in place and is currently endorsed by 42 US jurisdictions (States) and all 11 Canadian jurisdictions. Outstanding states have generally not signed on because their legislation does not allow it. That said, there are provisions in the agreement to prevent architects resident in a non-signatory jurisdiction to register in Canada through a signatory state.
- **APEC:** A Mutual Recognition Agreement was signed between Canada, Australia and New Zealand. New signatories are being sought, including Japan, Korea, Malaysia, China and Hong Kong. At this time, it has been determined that an agreement with Japan will be back-burnered.
- **Tri-National Agreement (Canada/US/Mexico):** No new developments.
- **ACE:** A draft MRA has been written. An outline for an online course has been developed, and is intended to cover education on the differences between Europe and Canada – building science and contractual. There is no committed funding for developing the online course material yet. IRC is pursuing a meeting with the Minister of Employment in this regard.

Canadian Conferences Upcoming

- **RAIC Festival of Architecture** – St John NB, May 30-June 2
<https://festival2018.raic.org/>

Congratulations

Don Jossa Architectural Scholarship

In 2012, the NWTAA introduced this grant for NWT high school graduates seeking post-secondary education in Architecture. This year, one scholarship was awarded to Ian Dayagbil.

ExAC

Congratulations are due to Becca Denley, Bronwyn Rorke and J. Warren Borg, who passed their examinations in the fall of 2017. We send our encouragement to any of our interns who are preparing to write the exam in the fall of 2018.

IAP

There are currently 10 Intern Architects registered with the NWTAA.

Thank You

I would like to thank councillors Wayne Guy (Vice President), Kayhan Nadji (Secretary), Doug Townsend (Treasurer) and Tim Turner-Davis for their ongoing commitment. Bronwyn Rorke will be completing her term as Intern Representative and has worked hard to provide networking and support for our interns in the territories. The terms for Tim and Doug end this year, and both have been nominated to serve another two-year term.

Thank you to Melani Korver for her ongoing work as the Registrar. Chris Clarke, Bronwyn Rorke, Alina Rakhmatullina and others have made great efforts towards providing interesting Continuing Education for our members, and have agreed to continue in the coming year. Jerry Jaud and Manon Savignac have also been doing extensive committee work. Vince Barter has been responsible for reviewing the Internship in Architecture Program logbook submissions, for our interns recording hours toward their registration.

Participation from our small membership is vital, and I'm grateful for everyone's many contributions.

Our thanks goes out to Dan Daniels, who completed his term as our Minister's Representative on Council, and has relocated to Alberta. We were fortunate to have his counsel. A recommendation has gone to the Minister recommending a new appointment, and we await his official appointment.

Rod Kirkwood continues to represent us in a strong way in the national forum, as a member of the CACB Board, and as the Chair of RAIC Practice Committee.

Most importantly, Ben Russo continues to impress as our Executive Director. He keeps us organized, keeps us in communication and consultation with our colleagues in other jurisdictions, coordinates events, and manages the Association in the day-to-day operations. He has established a strong knowledge of our business and our regulations, as well as the national issues that affect us. Ben keeps us effective, informed, and the respect he garners from his counterparts across Canada reflects well on this association. A sincere thank you, from all of us.

Sincerely,

Celeste MacKay

Treasurer's Report

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

Cash Flow & Income Statement

The attached Cash Flow & Income Statement, which includes year-end figures for 2017, was presented to Council on March 13, 2018. It shows a minor net revenue (total revenue – total expenses) of \$1,341.94.

Revenue Break-down

Membership Dues	\$ 88,402.66
Firm Permits	\$ 46,634.00
National Activities	\$ 3,220.00
Continuing Education	\$ 20,420.25
Funding & Sponsorship	\$ 32,234.82
Miscellaneous Income	\$ 143.00
Sub-Total	\$ 191,054.73

Cost of Services

Registrar Expenses	\$ -490.55
National Fees & Levies	\$ -3,093.71
ExAC Administration	\$ -2,825.55
Continuing Education Fees & Expenses	\$ -52,921.43
Sub-Total	\$ -59,331.24

Net Revenue **\$131,723.49**

Expenditure Break-down

Governance	\$ 12,737.64
Funds & Awards	\$ 13,000.00
Other	\$ 1,265.74
Staffing	\$ 72,872.73
Operations	\$ 30,505.44
Total Expenditures	\$ 130,381.55

Assets, Liabilities and Net Worth

As of December 31, 2017, the Association's Assets, Liabilities and Net Worth were as follows:

Assets	\$ 188,486.98
Liabilities	\$ 5,862.80
Net Worth	\$ 182,624.18

We realized a 12.72% growth in net worth, from \$162,020.34 at December 31, 2016 to \$182,624.18 at December 31, 2017.

Short Term Investments & Savings

Operating Reserve Fund

- In 2017, the Operating Reserve Fund remained unchanged at \$66,022.18 (not including unpaid interest accrued to date).
- The Fund consists of a single 5-year cashable escalating rate GIC (maturing December 21, 2020)
- As annual operating costs increase, this fund will be reviewed during 2018 to ensure consistency with Council's goal of maintaining a reserve of approximately 50% of the Association's estimated annual operating costs.

Legal Reserve Fund

- In 2017, a \$9,000.00 contribution increased the Legal Reserve Fund from \$74,348 to \$83,348 (not including unpaid interest accrued to date).
- The Fund now consists of one 5-year fixed rate GIC (2.25%) valued at \$9,000 (maturing December 2022) and three 5-year cashable escalating rate GICs valued at \$40,348.10, \$25,000.00 and \$9,000 (maturing April 2019, December 2020 & December 2021, respectively).
- There is no set goal for this fund; however, it is the wish of Council to contribute as much as feasible on an annual basis.

Don Jossa Scholarship Fund

- In 2017, the Don Jossa Architectural Scholarship was awarded to one recipient, receiving \$1,500 as a second-time recipient. The remaining \$2,500 budgeted in 2017 was transferred to the scholarship fund established in 2015.
- As of December 31, 2017, \$3,511.86 is held in the Scholarship Fund savings account. Although this is a modest amount, it represents a positive step towards a long-term savings goal for NWTAA.

Cash Accounts

- As of December 31, 2017, NWTAA's operating account had a balance of \$22,036.69.
- The office also retains a Petty Cash balance of \$200.00.

2018 Budget

The 2018 Operating Budget was initially approved by Council on November 23, 2017, with minor revisions being discussed at subsequent Council meetings. It is included on the attached Cash Flow & Income Statement. The Budget was developed to be practical and conservative, and Council's approach remains largely consistent with the 2017 budget, with some exceptions noted as follows:

Revenue

- Revenue is budgeted at \$138,940, which is \$7,520 higher than the 2017 budget. The number of members was expected to remain stable in 2018, but it was anticipated that firm permit registrations would decrease. Conversely, the full contingent of firms renewed their firm permits in 2018.
- Membership Fee Increase: In 2017, Council undertook a thorough review of the Association's long-term financial stability and identified a need to offset the increased costs associated with the ongoing and expanding operation of the Association. Council passed a motion in late 2017 to increase the registration fee for Architects from \$1,100 to \$1,200 in order to provide the financial certainty needed to continue its resilient operation in 2018 and beyond.
- Firm Permit "Loophole": An exploited in the firm permit fee structure was discussed at the 2015 and 2016 AGM. In 2016, legal counsel advised that Council's interpretation of its Firm Permit fee structure is correct and enforceable. Council subsequently clarified its fees with firms who had knowingly or unknowingly taken advantage of the exploit, with positive results. There have been no challenges to Council's position and, at this time, the issues surrounding the Firm Permit "loophole" can be considered resolved, bringing this issue to a close.

Expenses

Education

- A very innovative, active, and productive Continuing Education Committee presented two ConEd sessions that were essentially revenue neutral (the cost to the association was \$266.36).
- Based on the 2017 successes, the 2018 budget for ConEd is \$0 to reflect the revenue neutral nature of Continuing Education events. These events proved to be very successful, affordable, and accessible.

Administration

- The Administration budget includes an increase to the Executive Director's salary.
- A modest amount has been budgeted for Staff Development, which is intended for our Executive director to attend a Canadian conference related to the administration of a regulatory body.
- During 2017, Council discussed a desire provide a health benefits plan for the Executive Director. Having a single employee appears to present challenges to securing an administered plan through an insurance/benefit provider. In March 2018, Council voted to setup a self-administered *health spending account* for the Executive Director, with the specifics to be finalized during 2018. Council will continue to explore other feasible options to provide this coverage.

Operations

- Minor adjustments have been made to allocation of operating costs, but the budgeted amounts remain largely consistent with the 2017 budget.

2017 Financial Audit

In February 2018, Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations. The Audited Financial Statements were received on March 13, 2018 and are pending acceptance at the AGM.

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

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

In our opinion, the financial statements present fairly, in all material respects, the financial position of Northwest Territories Association of Architects as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

- Page 4 includes the official Statement of Operation for 2017. The totals in this statement appear different from the year-end Cash Flow & Income Statement reported to Council. This is due to reporting variances on asset amortization, sums carried from 2016 or deferred to 2018, 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.
- Page 11 Includes the specifics related the NWTAA's Long Term Investments as described above in this report.

Respectfully submitted,

Doug Townson

Registrar's Report

Since my last report, the NWTAA has admitted 7 Architects, 4 Intern Architects, and 3 Registered Firms. I am pleased to welcome the following new and returning members:

Architects

J. Warren Borg	Iqaluit, NU
Lauren Holmes	Whitehorse, YT
Richard Isaac	Edmonton, AB
Christopher Oland	Yellowknife, NT
Keith Sanders	Yellowknife, NT
Alfred Waugh	Vancouver, BC
Kent Woloschuk	Winnipeg, MB

Intern Architects

Wessam Bou-Saleh	Yellowknife, NT
Andrea Harms	Yellowknife, NT
Peter Kelly	Yellowknife, NT
Ric Sabalboro	Yellowknife, NT

Registered Firms

Northern Sky Architecture Inc.	Winnipeg, MB
Republic Architecture Inc.	Winnipeg, MB
Vince DH Barter Inc.	Yellowknife, NT

Membership Changes

The 2018 renewal season saw a few requests for resignation, as follows:

David Hamilton	Edmonton, AB
Anthony Williams	Calgary, AB
Bruce Raber	Vancouver, BC
Gordon Stratford	Toronto, ON
Daniel O'Neill	Vancouver, BC
Curtis Drul	Calgary, AB
Josef Nejmark	Winnipeg, MB

Statistics

The following is a summary of our membership numbers.

AT MARCH 31	2018	2017
Architects ¹	74	74
Intern Architects ²	12	11
Associate Members	7	8
Honorary Members	4	4
Retired Members	4	4
Firm Permits	14	11

Currently, 16 of the 74 Architects reside in the NWT.

Respectfully submitted,

Melani Korver

¹ Includes 1 Restricted Practitioner

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

Executive Director's Report

I foolishly tell myself to keep these reports brief. I'll attempt it once again.

Paperless Records

Perhaps the biggest highlight this year is the start of our move to paperless. Last November, Council approved the office's transition to paperless records. In February, our legal counsel gave their blessing and our auditor fielded our audit without any paper records. Following further test drives, checks, and balances at the start of 2018, NWTAA is officially en route to having a paperless office. The transition will be slow, but it is anticipated that all Association records will be digital by this time next year.

Benchmarks are in place to ensure none of our records are lost or compromised, including a thrice-redundant and encrypted back-up of all data and the all-important rule of thumb for destroying paper documents: *When in doubt, ask Council.*

The expected outcome is a more efficient office and a well-preserved & future-proof archive. Added perks include tangible data for analysis, instantly and remotely accessible records, and the opportunity for database integration. The added novelty is an Association that literally fits in a pocket.

Bylaws & Policies

Last year, I reported that a review of the Association's Bylaws and Policies was nearly complete. The work on both has been more arduous than expected, of course. The result of the office's initial bylaw review is to recommend a full revision immediately followed by a short series of amendments. I intend to provide a brief overview of the revisions and amendments at the Annual General Meeting, and to suggest that, once Council has conducted its own review, a special meeting be called later in the year to approve the proposed revision and amendments.

Similarly, the near-complete review of policies and procedures will result in a recommendation that Council revisit all existing policies and review new ones for approval.

National Activities

Last June, CALA welcomed its new Administrative Coordinator (care of AIBC) who will be centralizing most of CALA's operations and providing an administrative eye on all of CALA's activities.

And, last October, I volunteered to serve on RAIC's Steering Committee for the Canadian Handbook of Practice (CHOP) revision. I'm happy to report that the revision has been proceeding as planned and under

the watchful eye of RAIC's staff, and that the CHOP Editorial Board has been very active. I'm also happy to see our own Kris Schlagintweit on that Editorial Board. In the coming weeks and months, there will be further calls for the profession to participate in section writing groups and other roles. I hope our members consider these opportunities to help shape the profession's core resource.

Operations

Once again, I'm elated with a personal sense of pride that our auditor has given their nod of approval without issue. Thanks to our digital records, we've also been advised that our 2018 audit may not require on-site exercises – this could significantly cut the auditors time on our case.

The office's routines and systems continue to be refined and documented. Council is now equipped to easily manage the Association's operations in a pinch. Council is also keen to have a risk register in place, which will include a volatility assessment and emergency plan.

Finally, the office is currently weighing a short list of options for accepting and processing credit cards and should have something in place well before the next renewal season.

As always, I sincerely thank Council and our committees' members for serving the Association. It is a pleasure to work alongside a small-but-passionate group of professionals.

Respectfully submitted,

Ben Russo

Continuing Education Committee Report

This past year, we hosted and organized a number of events for the benefit of our members and other community stakeholders, including the following:

- **Changes to Codes Canada** (May 31) – Following the NWT Fire Marshal’s announcement in November 2016 that it had adopted the 2015 National Building Code, four experts from National Research Council (Canada) presented at this one-day workshop on the major changes found in NBC 2015 and related Codes. Attendees were provided with a plethora of NRC materials and were invited to consult the presenters after the event.
[Attendees: 42. ConEd value in hours: 7.0.]
- **Subarctic Architecture** (October 26) – A sequel to the “Tiny Homes” event in December 2016, this evening public event brought together architects, engineers, planners and residents for a special Pecha Kucha presentation. For those unfamiliar, Pecha Kucha is a format that limits presenters to 20 slides timed at 20 seconds each, resulting in a *rapid-fire* series of succinct and sometimes comical presentations. For this event, participants combed through a variety of challenges and solutions to building (and living) in the North.
[Attendees: 87+. ConEd value in hours: 1.0.]
- **Changing Climate, Changing Buildings** (November 24) – This one-day conference had a total of 9 presentations related to climate issues, building challenges, solutions and future considerations in the North. The speaker pool was a balanced mix of local and national experts, with our keynote arriving from Sweden. Attendance was also a balanced mix of members, government agents, industry stakeholders and – worth mentioning – laypersons. We were also able to provide a filling lunch (thanks to our sponsor) and an evening networking/social reception. Attendees: 80.
[Attendees: 87+. ConEd value in hours: 7.0.]

The Committee is currently planning a couple of events for 2018, with an aim at providing at least one full-day conference each year.

Mandatory ConEd

The current ConEd reporting period started on July 1, 2016 and ends on June 30, 2018. All registered architects are required to complete 70 hours of ConEd activity in each two-year period. I

recommend all members review Practice Bulletin #5, which contains all one needs to know about the Mandatory ConEd program.

Members reporting their activities to NWTAA may continue to do so on the RAIC Transcripts site. Those who have forgotten passwords or require login credentials should contact the NWTAA office.

Members reporting to another jurisdiction should ensure the NWTAA office has a *ConEd Reporting & Equivalency* form on file that names the correct jurisdiction to which you are reporting. Failure to submit this form may result in non-compliance with NWTAA's Mandatory ConEd requirements.

Thank you

Of course, I must thank my fellow Committee members – Bronwyn Rorke, Alina Rakhmatullina, Wessam Bou-Saleh – and Kyle Kaylo for their past and continued work to deliver programs for our members.

As always, we welcome suggestions from members about future events, and we endeavor to deliver content that is both relevant and intriguing to our members and other stakeholders.

Respectfully Submitted

Chris Clarke
Chair