24th NWTAA AGM

NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS
ANNUAL GENERAL MEETING · APRIL 11, 2025

Minutes

24th Annual General Meeting of the Northwest Territories Association of Architects
Friday April 11, 2025 – 12:30 PM In person at Sundog Trading Post and on Zoom.

In Attendance

Aimen Mushtaq
Becca Denley
Brian Bengert
Bronwyn Rorke
Celeste MacKay
Cheryl Fennell
Chris Oland
Daniel Adam
Daniel Korver
Diana Martin-Ioja
Doug Townson
Heather Moore
John Berg
Kamille Manoy
Kavita Garg
Kayhan Nadji
Keith Sanders
Ksenia Eic
Llyanina Garcia
Maggie Ferron
Marie Chenard
Melani Korver
Melissa White
Patrick Stewart
Quinn Yang
Simon Taylor
Tim Turner-Davis
Tom Johnson
Vince Barter
Wayne Guy
Wessam Bou-Saleh

Regrets

Benjamin Mujuni
Chris Bock
Darrell Vikse
Ian Evans
Kate Fane

1. Call to Order

The meeting was called to order at 12:32 PM by Wes Bou-Saleh. Quorum was present.

2. Approval of Agenda

MOVED BY Wayne **SECONDED BY** Doug
THAT the Agenda be approved with the addition of New Business item Plan Review Appeals Board.
CARRIED

3. Approval of Minutes

The Minutes of the 23rd Annual General Meeting on April 12, 2024 were circulated online prior to the meeting. Printed copies were provided at the meeting.

MOVED BY Celeste **SECONDED BY** Maggie
TO approve the Minutes of the 23rd Annual General Meeting as is.
CARRIED

4. Approval of Election Results

The acclaimed candidates for council are as follows:

1. Wessam Bou-Saleh was acclaimed as President to serve a 1-year term.
2. Maggie Ferron was acclaimed as Councillor to serve a 2-year term.
3. Wayne Guy was acclaimed as Councillor to serve a 2-year term.

MOVED BY Chris **SECONDED BY** Bronwyn
TO approve the acclamation positions.
CARRIED

5. President's Report

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

Current Items

Intern Library – The Intern Resource Library is now complete and includes some recommended reading titles. A spreadsheet listing resources is also available to all interns.

NWT Architect Act - A committee reviewed the current Act and make recommendations on updating it. A letter was sent to the Department of Infrastructure and its Minister, Caroline Wawzonek.

OFM Board – In the summer of 2024, the OFM moved forward with the adoption of the latest versions of the National Building Code of Canada and National Fire Code of Canada. A plan review appeals board is being established.

Honorary Membership – In September 2024, after a short battle with cancer, the NWTAA lost Manon Savignac. Manon was provided an Honorary Membership before her passing. A tribute was presented in honour at the AGM.

Cultural Sensitivity Training – This GNWT program continues to be part of the NWTAA's continuing education requirements.

National Developments

ROAC – Melani Korver resigned as the NWTAA ROAC Director in September 2024 and was replaced by Ksenia Eic. Ksenia will finish Melani's term and will be confirmed at the April 2025 ROAC meeting as the next Director which is a 3 year term position.

Continuing Education

Reporting Period – The current ConEd reporting period started July 1, 2024 and will end June 30, 2026.

ExAC

The 2024 exam that occurred last November resulted in 2 successful passes. For the upcoming 2025 sitting, we expect to have 8 eligible candidates.

Transitioning Leadership

Thank you to Dan Korver for serving a 2-year term on Council. Thank you to Aimen Mushtaq whose 1-year term as Intern Representative ended in April.

Thank you

Wes thanked various people for their time on Council and Committees.

MOVED BY Chris **SECONDED BY** Bronwyn
TO approve the President's Report as presented.

CARRIED

6. Treasurer's Report

A Treasurer's report along with audited financial statements were provided in the meeting materials.

We had a very healthy year. At the end of 2024 we had net revenue of $225,846.11. Expenses totaled $161,809.05 leaving us with a surplus of $64,037.06.We had higher membership and interest revenue and lower expenses than expected. Cash assets totaled $578,890.04 minus total liabilities at $123,340.81, providing a total net worth of $455,549.23.

At the end of 2024, the Operating Reserve Fund had $103,089.31, the Legal Fund was at $155,076.83,the Scholarship Fund was at $16,043.76 and the Anniversary Fund was at $27,267.87.

The 2024 budget was approved at Council's in December. We increased our budget slightly, but revenue has also increased. We had a very active ConEd committee and as result Council has increased the funds available to this committee. Finances continue to be stable. Travel costs will increase, funds have been put aside for Ksenia to travel to Yellowknife for Council business and for Marie to travel to Whitehorse to get some face-to-face time with Yukon members.

Keith made a comment that this was a purposeful and responsible report. Doug and Marie should be congratulated on the work they have done.
D: It has been quite good to see the association grow and become more stable.

Q For the 25th Anniversary, will there be a publication of some sort that celebrates the history of the association, or is that a pool of funds that we can use when we figure out what we are doing?
D: Wayne will be giving a presentation on that later. At the last AGM there was some discussion on how we come to something that makes sense to all of us around the table.

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

7. Acceptance of Audited Financial Statements

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

The audit is consistent with what Doug already presented.

As noted by Crowe Mackay they have audited the financial statements and that in their opinion, the financial statements fairly present in all material respects the Association's position as of December 31, 2024, in accordance with Canadian accounting standards for not-for-profit organization. They conducted the audit in accordance with generally accepted auditing standards. They believe that the audit evidence they obtained is sufficient and appropriate for the basis of their opinion. Membership at large can know that the finances of the association are being handled appropriately.

As the auditors go through the finances they work closely with Marie. If there are any irregularities, or anything that needs to be adjusted Marie can go through the finance system and make those changes. In previous years there would be differences between the year end financial and the audit, but Marie has worked to ensure that the best possible financials are provided. There are some minor adjustments required at year end that are to be expected.

Page 6 Includes the specifics related the NWTAA's Long Term Investments. Historically the auditor would provide recommendations, but there were no such requests in this audit.

Q: I noticed that our net income was about 25% of our budget, will that result in further taxation? Is that within the limits of what is acceptable by Revenue Canada?
ED: The CRA allows us to keep up to 1.5 of expenses in our bank account. You want to have 50% of your budget in your bank account at the end of the year, which is why we didn't put any additional funds in the GICs last year. Since our budget has increased, we want to have about $100,000 in our bank account at the end of the year.

MOVED BY Simon **SECONDED BY** Wayne
TO approve the Audited Financial Statement as presented.
CARRIED

8. Appointment of Auditor

We have used Crowe MacKay LLP for several years. We now send our files electronically instead of paper form and the process has become much easier and doesn't take as much time. In the past we have looked at other accounting firms both in and outside the territory. The services that Crowe Mackay provides represent good value. Council recommends retaining Crowe Mackay LLP for the 2025 audit.

MOVED BY Bronwyn **SECONDED BY** Simon
TO appoint Crowe MacKay LLP as auditor for 2025.
CARRIED

9. Registrar's Report

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

Since our last AGM the NWTAA has 8 new Architects, 1 Student Intern Architect, 1 Honorary Architect and 3 Firms. We have 83 Architects, 15 Interns, 1 Student Intern, 4 Associates, 5 Honorary, 3 Retired, and 29 Firm permits. That's consistent with previous years. Welcome Samuel Girard, Ian Evans, Avery Temofychuk, Michael Woodland, Maggie Ferron, Lynn Burrell, Todd Hartley and Patrick Stewart as new architects. Congratulation to our new firms, HSEA Architecture, Raymond Wan Architect Inc and Metafor Architecture.

Congratulations to Quinn and Emily who passed their ExAC. Best of luck to Interns planning to write later this year. Congratulations to Marty Hodgsons on his retirement.

Q: I believe we also have 1 restricted practitioner.
C: Yes, we do, that person is included in with the Architects.

10. Executive Director's Report

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

We started a new two year ConEd cycle on July 1st. Members must complete – a minimum of 70 hours, including a minimum of 25 structured hours – with the carry-over cap being 10 structured hours and 20 unstructured hours. Members will have to complete the Indigenous Training Program during the current cycle if they haven't already done so.

With the RAIC transcript page no longer available, a ConEd Worksheet was developed over the summer and fall and approved by Council in October. Custom worksheets were emailed to everyone who declares the NWTAA as their ConEd jurisdiction and the files were also uploaded to OneDrive for each individual to access.

Constant Contact remains the platform being used to send out the newsletter. This program is also used to send out invitations and notices. If you have any ideas, photos or events that you would like to share please do so. The newsletter is delivered on the 20th of each month.

The scholarship in now open. The deadline is May 10th. A copy of the scholarship package was emailed to all NWT High School Principals, Student Financial Services has our scholarship listed on their website and it was advertised on Cabin Radio. So far, no one has requested the scholarship package.

11. ROAC Report

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

Ian McDonald of AIBC, remains the chair and Samar El Chemali acts as the national. The board consists of a representative from each regulatory body.

Strategic Plan

At the last ROAC meeting, the organization developed its strategic plan including defining its mission and mandate, identifying and aligning core challenges and setting orientations and priorities.

Syllabus Program (RAIC)

The RAIC has been without a director for the syllabus program for some time and there is concern from stakeholders that the program is not being properly managed. ROAC has sent 2 letters of support for this program to the RAIC and have agreed to send another. Beyond this, ROAC will not be involved in this program.

ExAC Update

An independent consultant gave a presentation at the last meeting. Overall, the ExAC is functioning well, and most of the examination related processes and procedures should remain. A depository of questions should transition to a new computer platform. Various options for how to carry out the exams were presented. The ExAC Committee is reviewing the recommendations.

CACB

There were some concerns with the budget data provided and with the process for remote interviews which does not provide an opportunity for an assessor to rigorously test BEFA candidates. The CACB Standing Committee will work to resolve these issues.

International Mobility Committee

The MRA's with Europe, the UK and the Philippines are in progress, the MRA with Mexico and the US and the MRA with Taiwan are on hold and a separate agreement with the US is being updated.

Rise For Architecture

While some jurisdictions are working with this group to develop their own local version of the document, the scope of this project is not within ROAC's jurisdiction. No further action will be taken at this time.

Q: Regarding the CACB budget and BEFA program budget, has that been resolved?
K: Yes, it was. There was some information missing from the budget, with some costs increased with no details, but the budget was approved at a later date.
Daniel Adam who sits on the CACB Standing Committee, confirmed that the problem with the budget had to do with the estimating for accreditation of universities as during Covid there were fewer university visits done resulting in a surplus. The committee asked that CACB identify the surplus and come up with a budget with a hybrid accreditation that is going to be used for upcoming university visits.

Q: In regard to Syllabus is ROAC looking to support that program?
K: This program is outside ROAC's scope and is not an accredited program. It is an alternative route, and participants need to be assessed by CACB. ROAC needs to communicate its concerns with the program to the RAIC and encourage them to resolve issues.

Two service awards were presented, that were not part of the agenda. One to Doug Townson for 10 years of service to the NWTAA Council and the second to Celeste Mackay for 15 years of service to the NWTAA Council.

12. Committee Reports

Registration & Licence Review

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

Continuing Education

Ksenia and Aimen joined the committee. This year we also had support from outside the committee in organizing events. The continuing education committee had 3 events this year. In November Peter Duckworth-Pilkington explored affordable and available methods to measure and reduce embodied carbon in the NWT. In December Becca Denley and Cynthia Dovell put together an afternoon of reflections on visions for our future trajectories while fostering our own well being within the fast paced and demanding industry of architecture. In February a technical session with Jonathan Smegal focused on the issue of air tightness with regards to design was presented.

A PechaKucha night is being planned for May and a sketching event for July with Francis Ching. A workshop on climate change and northern foundations is being planned as an online event. A brainstorming event to find solutions for problems we see in the NWT is being planned for the fall.

Nominating Committee

A Nominating Committee report was included in the meeting materials. There was no election in 2025 as all 3 candidates were acclaimed.

13. Bylaw Amendments

Bylaw amendments were not part of the package.

14. Committee Appointments

Chris Oland and Dan Korver put their names forward to assist Celeste with reviewing CERB reports.

15. Old Business

25Anniversary

Wayne presented the gala budget. The budget is for $33,500 and would be paid for by attendees at $150 per person with 250 people in attendance. The gala would include a sit down meal, an awards ceremony with trophies, keynote speakers and entertainment.

The event should be something that engages our community. A publication should be included such as an article in Canadian Architect. NWTAA has evolved over the years from a one person idea to an established organization with sustainable finances.

A publication could be included. It will need a champion if anyone wants to come forward and assist Wayne. It would showcase the history and some of the stories of the association. The funds put aside would go towards the publication while the gala would be revenue neutral.

Becca: I see the price tag and for some people this might be too costly. Have you considered a donation, silent auction or fundraiser as part of the event? As this is open to the public, it might entice more people to come to our party.
W: That would be a wonderful idea. We could focus on housing or homelessness. We could have our keynote speaker present on a theme. For the 15th Anniversary Kayhan and I brought up speakers from 3 heads of schools across Canada. We had an architectural competition with the keynote speaker acting as jurors. We had a speaker program that was also ConEd. If anyone wants to join the committee you would be welcome and then we could divide the event into a few projects. We could then do something on the history and personalities that contributed to the success of the association.

Melani: For the keynote speakers, you have that they would be local do you have an ideas?
W: We could go local which would tie in with a theme and fundraiser. We could get a speaker that resonates with that and would be more cost effective.

It was agreed that $150 per person was too costly.

Dan Korver: Before determining a price, should we not determine the scale of the project? For the last anniversary and photo events it was limited to members, their partners and friends making it a more intimate event whereas this would be a large public event with architects being the minority group in the room. Understanding the scale of the event whether it's 50 people and invited guests like the engineers could be discussed. Because if it's smaller than the price would decrease. Then the presentation would be more focused on architecture.

Vince: I'm going to springboard off of what Becca was talking about and maybe take it in another direction. I'm wondering if the event could be smaller and instead of doing a high-end event maybe we take the money and put it towards a different cause. The gala would be fine for people who reside in Yellowknife but what about those of us who don't spend much time there anymore or reside elsewhere? There are other initiatives that maybe can become an annual event where we are celebrating the association. If it's something for homelessness, a women's shelter etc. I'm concerned about the optics of a party with what's going on around us and think about this in a more sensitive way.

Keith: I like what Vince is saying. It's hard to come from an upbeat place. The situation for us is not getting better with things getting cheaper and faster. With AI I see the challenges with doing away with the profession all together. What Vince is bringing up is an opportunity not to bring up the past, but the future. Moving forward, having kids at a real vulnerable age showing interest in architecture. Is there a way we can celebrate forward, bring in the kids, bring in the cause. Can we do a session with young people and homeless and ask what we can do to help you. An excitement to build with youth and the access to funding, supplies and space would allow them to build something. Then we end up with something that is a celebration of 25 years going forward as the health of architecture with something that is relevant. This might grab the attention of funding bodies such as the GNWT or aboriginal governments that would help fund or help facilitate something such as homelessness.

Bronwyn: I would like to add that I like the idea of using that money to get sponsors and building a critical building that we all get together and design and take into consideration some of the principles we really care about such as carbon and the like.

Becca: You are touching on place making which is something that is happening more and more in urban places and other places. Doing something that is real. Something that we could celebrate.

Melani: Like public washrooms!

Public washrooms were discussed further by the group with several people in favour of the idea.

Tom: I can see where funding is a good idea as opposed to having people spend $150 on a meal. Where are you thinking of getting the public involved? More on the activity level or a celebration?
W: I think certainly with what is being discussed is that we have a smaller venue. It would be good to landmark something such as a publication. We need to scale down the event and then make a proposal to the membership. So if anyone wants to join us please, the more involved the better.

Actions

Aimen has agreed to join the 25th anniversary committee Becca will send Wayne a link to an online collaborative tool called Mural that will help everyone to share their ideas.

16. New Business

Planning Review Appeals Board (PRAB)

The PRAB of the NWT needs member to volunteer so that they can start to develop the terms of reference and other material. Because of the small number of architects in Yellowknife we believe that this position should be held by someone who does not reside in the city. There are too many conflicts of interests for someone from Yellowknife to sit on this board. This board was a recommendation put forward by stakeholders as a key component to amendments made to the Fire Prevention Act.

If anyone is interested or knows of someone who would be interested, please put your/their name forward.

Intern Architect

The Intern Architect position is now open. If interested, please contact Marie. We will send this person to the RAIC Conference in June 2026. This is a one year term position.

17. Closing Remarks / Adjournment

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

MOVED BY Celeste
TO adjourn.

The meeting adjourned at 2:04 PM.