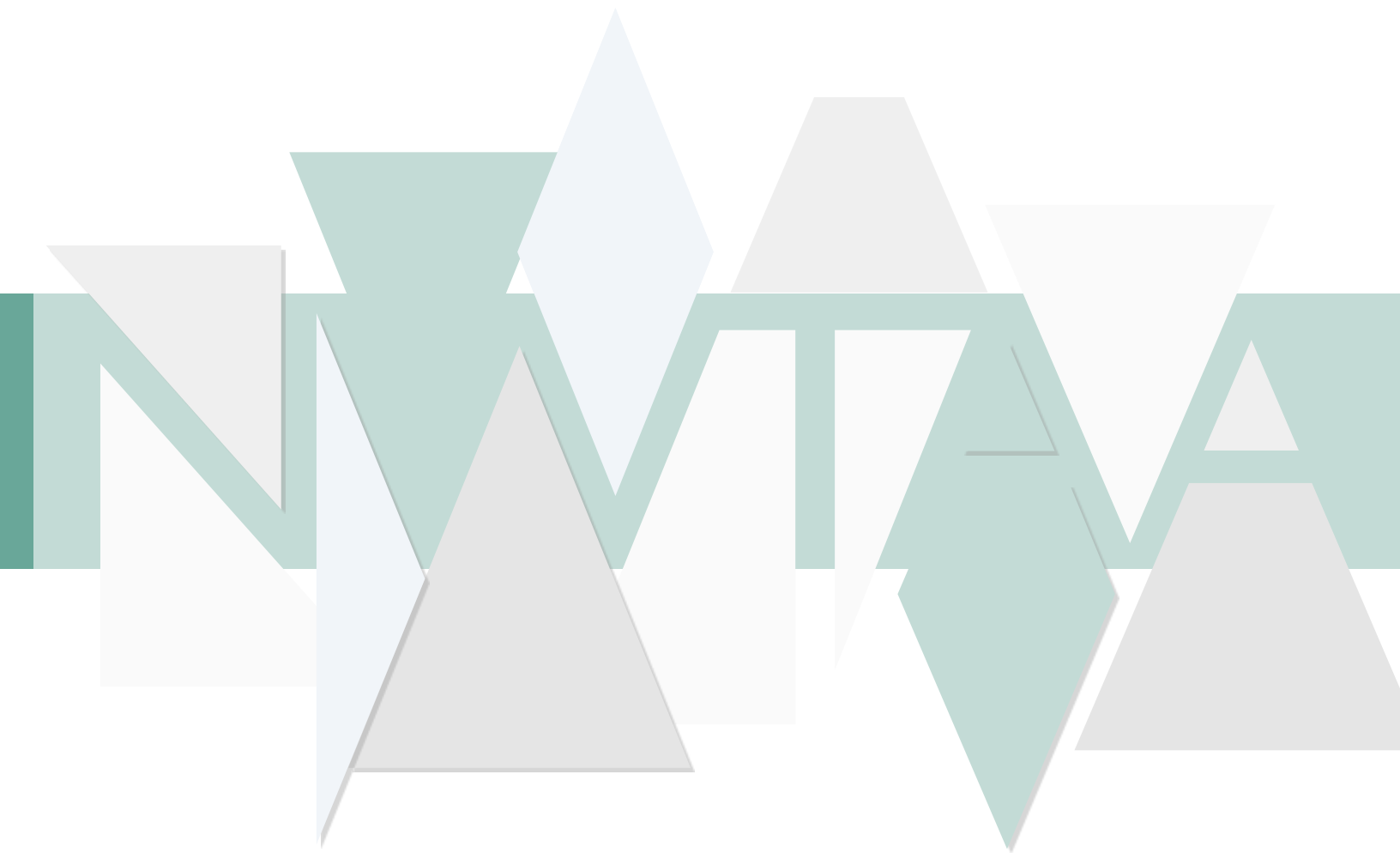




25th NWTAA AGM

NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS
ANNUAL GENERAL MEETING · APRIL 16, 2026

CONSOLIDATED REPORTS

Agenda

25th Annual General Meeting of the Northwest Territories Association of Architects

Thursday April 16, 2026 – 12:30 PM | Museum Café, Prince of Wales Northern Heritage Centre,
4750 48 Street (Yellowknife, NT)

[IN PERSON AND ZOOM] (M) denotes required motions.

2025-2026 Council Members

Wessam Bou-Saleh President
Margaret Ferron Vice President
Douglas Townson Treasurer
Wayne Guy Secretary

Ksenia Eic Director
Aimen Mushtaq Intern Rep
Celeste Mackay Registrar
Marie Chenard Executive Director

1. **Call to Order**
2. **Approval of Agenda (M)**
3. **Approval of Minutes (M)**
 - 24th Annual General Meeting – April 11, 2025
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 2026 (M)**
9. **Registrar's Report**
10. **Executive Director's Report**
11. **ROAC Director's Report**
12. **Committee Reports**
 - Registration & Licensing Review
 - Continuing Education
 - Nominations
13. **Bylaw Amendments (M)**
14. **Committee Appointments**
15. **Old Business**
 - 25th Anniversary plans
 - Plan Review Appeals Board (PRAB)

16. New Business / Business from the Floor

17. Closing remarks / Call to Adjourn

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. A 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. Presidents 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

We 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 and an audited financial statement were provided in the documentation.

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 of 2024. 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 is 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 Director 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 & License 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 won through acclamation.

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

25th Anniversary Plans

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/Call to Adjourn

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

MOVED BY Celeste

TO adjourn.

The meeting adjourned at 2:04 PM.

Election to Council

There was no election this year as all members were acclaimed.

President's Report

My sincere appreciation to all Council members for their continued support and dedication to the profession through which we worked on the following items this past year:

Current Items and Priorities

25th Anniversary

The NWTAA will turn 25 in November. A committee was formed that presented an event outline at last year's AGM. Taking into consideration the feedback provided at that meeting, the committee developed a program for the gala event; its budget and outline were presented and approved at a special meeting in January of this year. The committee will provide an update on this event, which will be held on October 17, 2026, when we get to old business.

OFM Board

In May 2023, MACA notified the NWTAA that changes were made to the Fire Prevention Act based on our previous feedback. The Act received assent by the Legislative Assembly on March 30, 2023. Part 1 of Bill 67 came into force on May 1, 2023, and includes: added liability protection for fire officials performing legislated duties under the Act, authorization for the Fire Marshal to delegate their duties and powers, and modernization of language including the use of gender-neutral pronouns. Additional feedback was submitted by the NWTAA and other stakeholders in June of 2023 regarding the board structure. In June 2024, we were notified that the OFM would be moving forward with the adoption of the latest versions of the National Building Code of Canada and National Fire Code of Canada. The codes came into force in the summer of 2024. Last year, we were notified that a Plan Review Appeals Board (PRAB) was to be established and the board is being developed this year.

Cultural Sensitivity Training

In late 2023 the NWTAA initiated mandatory cultural sensitivity training as part of its Continuing Education professional development requirements. The Association continues to have this requirement and is using "Living Well Together" Indigenous and Cultural Awareness and Sensitivity Training that the GNWT has developed for their employees. This is a one-time, self-directed training requirement for all NWTAA Architects.

National Developments

ROAC

The Regulatory Organizations of Architecture in Canada (ROAC) continue to meet in-person twice a year. Ksenia Eic took over from Melani Korver in October 2024 and started a new three-year term in April last year.

Continuing Education Reporting Period

The current reporting period started July 1, 2024, and will end June 30, 2026. Customized spreadsheet documents for reporting all ConEd hours are now being used.

Congratulations

Don Jossa Architectural Scholarship

The scholarship is now open. The deadline is May 17th. This year Council decided to extend the scholarship to NWTAA Student Interns who gain experience while working in the NWT.

Transitioning Leadership

Congratulations to Aimen on her successful completion of the ExAC. With that, Aimen's term as Intern Rep has ended, and a new Intern Rep will be chosen in May. Aimen has expressed interest in running for Council again next year.

Thanks

Thank you to Maggie Ferron for her role as Vice President, and for your invaluable contributions, discussions, and expertise. Your support has been, and is, truly appreciated.

Thank you to Celeste MacKay for her ongoing work as Registrar. Having served as the President for several years, her continued involvement in the Association has been tremendously beneficial to Council. Celeste first joined Council 16 years ago on April 3, 2010.

Doug Townson also deserves a special thank you. This was his 11th consecutive year as Treasurer, and we are very grateful that he is willing to contribute year after year.

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

Thank you Wayne - your involvement in Yellowknife's arts and business communities, and national regulatory bodies, provide Council with invaluable insights.

Thank you to Ksenia Eic for serving as our ROAC Director; with your knowledge, work ethic, and drive, you are a fantastic representative of the NWTAA on the national stage.

Thank you Aimen Mustaq for your role as Intern Rep; your enthusiasm, dedication, and diligence were not unnoticed.

Thank you to Ksenia Eic, Maggie Ferron, Aimen Mustaq, Bronwyn Rorke and Kamille Manoy for their ongoing work organizing exciting Continuing Education events.

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

A sincere, heartfelt Thank you to our Executive Director Marie Chenard – the Association is continuing in its role and fulfilling its responsibilities in large part thanks to your hard work, ethics, and exacting standards. You are truly appreciated.

Sincerely,

Wessam Bou-Saleh, President

Treasurer's Report

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

Cash Flow & Income Statement

The year-end Income Statement for 2025 presented to Council on March 11, 2026 shows a net surplus of \$60,549.80 which is about the same as the previous year. A small increase in revenue was offset by a increase in expenses.

REVENUE	2025	2024
Registration Fees	106,257.50	105,785.00
Firm Permit Fees	110,572.03	109,868.00
Other Member Fees	4,320.00	4,200.00
MINUS Registrar Expenses	-831.73	-571.73
MINUS National Levies & Fees	-5,599.55	-3,541.12
 ExAC Registration Fees	 6,500.00	 4,165.00
MINUS ExAC Administration Fees	-4,400.00	-3,773.00
Continuing Education	2,650.00	240.00
Funding & Sponsorship	0.00	0.00
MINUS ConEd Expenses	-3,488.50	-1,195.17
Other Revenues	14,829.21	14,099.31
MINUS Credit Card Processing Fees	-4,522.61	-3,929.90
Regulatory Penalties to Offset Legal Costs	0.00	0.00
NET REVENUE (Revenue minus Costs)	\$ 226,420.07	\$ 225,846.11
 EXPENSES (by category)		
Governance	6,746.23	9,545.84
Operations (administration)	109,185.37	106,813.01
Operations (all other expenses)	46,764.05	42,545.21
**Funds	42,500.00	0
Other (Programs & Initiatives)	3,174.62	2,904.99
TOTAL EXPENSES	\$ 165,870.27	\$ 161,809.05
 TOTAL REVENUE MINUS EXPENSES	 \$ 60,549.80	 \$ 64,037.06

**The NWTAA has several GICs. Under the Legal Fund. A new 3 year GIC for \$35,000 was created on March 3rd. A 2nd GIC matured on June 20th for \$27,157 and was reinvested for 1 year. A 3rd GIC matured on December 30th for \$46,846.32 for 1 year. A GIC for \$26,087.27 for the 2025 Anniversary fund matured in March but was not renewed. A GIC of \$21,745.02 for the Operating Reserve Fund was reinvested in December for 1 year. A combined GIC for the Operating Reserve Fund and Legal Fund will be up for renewal in May 2027. The amount of this GIC is \$156,012.75. The \$7,500 not used for scholarships in 2025 was invested in the scholarship fund for 1 year.

Assets, Liabilities and Net Worth

As of December 31, 2025, the Association's assets, liabilities, and net worth were as follows:

	2025	2024
Assets	660,552	578,890
Liabilities	144,452	123,340
Net Worth	\$ 516,100	\$ 455,550

We realized a 1.173% growth in net worth from December 31, 2024 to December 31, 2025.

Note: Liabilities include membership fees that were collected in December for the next fiscal year.

Short Term Investments & Savings

Operating Reserve Fund

- In 2025, the Operating Reserve Fund was at \$103,804.33 not including unpaid interest accrued to date.
- The Fund consists of a 5-year GIC which will mature in May 2027 and a 1-year GIC which will mature in December 2026.
- 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 2025, the Legal Reserve Fund was increased last year by \$35,000. The increase is due to the bank failing to renew a GIC in December 2024. 2 other GICs matured in December both GIC's and the interest earned went back into the legal fund that same month. This fund is at \$192,485.85, not including unpaid interest accrued to date.
- The Fund consists of 5 GICs; 2 of which will mature in December 2026, and the other 3 will mature in June 2026, May 2027 and March 2028 respectively.
- There is no set goal for this fund. However, it remains the wish of Council to contribute as much as feasible on an annual basis to address future legal challenges.

Don Jossa Scholarship Fund

- This fund consists of 2 GICS. 1 GIC will mature in December 2027, and the second will mature in September 2026 with any unused funds in 2026 being added. This fund is currently at \$23,543.76 not including unpaid interest accrued to date.

25th Anniversary Project

- This fund was opened in March 2023 and closed in March 2025 with \$26,087.27. These funds will be used to fund the anniversary event being held in October.

Cash Accounts

- As of December 31, 2025, the combined operating account and savings account had a balance of \$314,640.75. This is \$51,075.75 more than the previous year.

2026 Budget

The 2026 Operating Budget was initially presented in January and after a Cyber Insurance Review was provided, it was approved by Council in February 2026. It is attached for your reference. The Budget was developed to be practical. Membership has been consistent for the last 5 years, so the budget was developed with the expectation that this will continue. It does very slightly from the year end income statement as it does not include Crowe Mackay adjusting journal entries.

Revenue

- Revenue is budgeted at \$238,915, which is \$4,560 less than what was in the 2025 budget and \$6,347 lower than the 2025 actual revenue.
- Note: To date, the 2026 Firm Permit Fees received are already higher than the budgeted amount. Membership Fees are expected to be higher than budgeted by year end.

Expenses

Legal Services

- Legal fees were increased in 2026 to cover any additional Bylaw review costs.

Travel

- The admin travel has increased. This is to allow Aimen our Intern Rep to attend the RAIC conference.

Programs & Initiatives

- This category has increased in 2026 to allow for the Architecture Awards and Photo Competition and the 25th Anniversary event.

2025 Financial Audit

In February of this year, Crowe MacKay LLP completed its annual audit of NWTAA's finances and operations. The Audited Financial Statements were approved by Council on March 11, 2026 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, 2024, 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 2024. While different from what was reported to Council in January, it now reflects what is recorded in Sage which is the associations accounting software. These differences are due to asset amortization, accrued expenses, accrued interest, and additional expenses not received before the budget was created.
- Page 6 Includes the specifics related to the NWTAA's Long Term Investments. An internal variance analysis shows the audited statement and Council's statement are both correct for their respective purposes. As is the case with audited statements from previous years.

Appointment of 2026 Auditor

Crowe MacKay LLP has a long accounting history with the NWTAA and has on an annual basis prepared the associated audited financial statements for the association. It has been determined that the service and associated fee is fair and

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 16 Architects, 1 Visiting Project Architect, 3 Intern Architects, 1 Student Intern, 2 Associate Members, 1 Honorary and 6 Firms. I'd like to welcome our new members to the NWTAA.

We also had a few resignations this year: Stephen Phillips, Scott Stirton, Michael Flynn and Stuart Johnstone all retired. Josef Nejmark, Michele Aube, Walter Gaudet, Paul Kamal, Greg Snow and Sean Reid all resigned.

As of March 11th, our membership is as follows:

	2026	2025	2024
Architects	90 ¹	83 ¹	82 ¹
Intern Architects ²	16 ²	15 ²	15 ²
Student Intern Architect	1	1	1
Associate Members	6	4	4
Honorary Members	6	5	5
Retired Members	3	3	3
Firm Permits	32	29	29

¹ Includes 1 Restricted Practitioner.

² Includes 1 Syllabus Student

Currently, 16 of our 90 Architects reside in the NWT.

Congratulations to Hani Abughali, Natalie Steele, Aimen Mushtaq, Heather Moore, Kavita Garg, Miles Daigle and Kamille Manoy who passed their ExAC this year. We had a record number of interns write the exam in 2025 and 2 of them have already become Architects. We expect the remaining 5 to become Architects by the end of the year. Best of luck to those interns intending to take the exam in November 2026.

Respectfully submitted,
Celeste MacKay

Executive Director's Report

This is my fourth year serving the Association.

During the past year, besides the day to day operations of the association, I updated the Bylaws, did a fee schedule review and developed changes to the intern program. The revised schedule and Appendix B were sent out to all members in late 2025. The Bylaw draft went through a committee review and will be presented later today for vote.

The sending of renewal invoices and following up on payments went smoothly, although we did have to remove a member for non-payment. I would like to note that non-compliant membership will be discussed at the April Administrators Meeting on April 24th. AIBC is looking to make it a standard practice that all ROAC jurisdictions share the names of non-compliant membership. The 2026 budget review and 2025 audit as went well.

In the upcoming year, I would like to focus on creating a succession plan. ROAC is also planning on creating a document covering the history of the organization for new members that would be a great resource for us. I will also be assisting Celeste with the Photo and Architect Awards.

Mandatory ConEd

Our current two year ConEd cycle ends on June 30th. 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.

The ConEd Worksheets were emailed in October 2024. In addition, copies were uploaded to OneDrive.

Canadian Free Trade Agreement (CFTA)

In June the GNWT asked regulators to provide feedback on potential changes to the CFTA Article 705. These changes would include a “reasonable” 30 business days to register a completed application and standardize minimum registration requirements. The NWTAA typically approves completed applications within 20 business days and has a standardized reciprocity agreement with all other ROAC jurisdictions. To date the language of the CFTA does not appear to be updated and no follow up has been done on the feedback provided.

As a result of this feedback request, the Executive Directors of various NWT regulatory bodies got together to discuss these potential changes and how they could affect our associations. The EDs continue to meet on a quarterly basis to discuss various issues affecting their associations.

City Portal

The City of Yellowknife now has a portal that lists current development applications. This allows me to review development plans to see if an architect is required and if that person is registered with the NWTAA.

Scholarship

The scholarship is 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.

Respectfully submitted by,
Marie Chenard
Executive Director

ROAC Director's 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) and negotiates MRAs with international jurisdictions.

Ian McDonald of AIBC, remains the chair and Samar El Chemali acts as the national coordinator (admin staff). The board consists of a representative from each regulatory body. The Board of Directors has two in-person meetings a year, and two virtual quarterly check-ins.

The following are some of the highlights from the last ROAC Board of Directors meetings held in October of 2025.

Governance and General Items

Samar El Chemali was appointed as Secretary.

Discussed preparing a welcome package for onboarding new ROAC directors. This would be accompanied by a 1hr zoom call with the current director (about to be replaced) and the new director. This package and zoom call would go over the structure of the organization, roles/responsibilities and challenges.

During the financial statement review, it was clarified that some funding has been set aside for writing of any future regulatory/governance documents that may be needed.

Athabasca University – Accreditation Review by CACB

At the meeting in April, the ROAC board discussed Athabasca University's concern with their accreditation application for their proposed Master of Architecture program being rejected by CACB. The ROAC chair had followed up with Athabasca clarifying that it was outside ROAC's mandate to review their application or demand a refund of their application fee to CACB; however, ROAC will consider initiating a broader conversation on online learning in architecture programs, including the potential for a coordinated session to explore the viability of online or hybrid studio-based education more generally. This discussion was had during the October meeting and it was agreed that reviewing this should be added into the ROAC action plan.

Syllabus Program (RAIC)

No new updates to report regarding some of the administrative concerns raised by syllabus students/applicants, as academic certification of syllabus students is done by CACB and is outside of ROAC's mandate.

ExAC Update

Had follow up discussion regarding the *Review & Modernization of the ExAC* report from the last meeting.

Main points were:

- Have awarded the tender for migrating to a new software/platform; it was awarded to a Canadian company (information will be stored in Canada, which addresses privacy/security concerns). Important to update software package (as current software no longer supported). This software would cover financial records, item/question banking, reporting, admin, question generation, etc.
- Execution schedule: In process of migrating to this new platform. Questions will be moved over to the new platform in spring 2026. First exam on this new platform will be in 2027.
- Will experiment with virtual exam taking (this platform can do this if desired).

CACB

CACB summary report was presented. This included information such as disbursements of CACB and BEFA candidates amongst the regulators/regions of Canada, as well as numbers of candidates from various countries. This information will be shared with the regulators.

It was noted that more BEFA assessors are needed (looking for volunteers).

INTERNATIONAL MOBILITY COMMITTEE (IMC)

Updates on the agreements:

- Canada – Europe (MRA) – Formal acceptance has been made by both parliaments. A press release went out at the beginning of the year.
- Canada – United Kingdom (MRA) – Fully implemented
- Canada – Mexico – USA (Tri National MRA) – On hold. Government of Mexico working on amendments to be able to put it forward again
- Canada – USA / ROAC/NCARB (MRA) – Updated agreement in Progress. Waiting for all states to sign. Set to be implemented early 2026.
- Canada – Taiwan (MRA) – No update. Shelved for now
- Canada – Philippines (MRA) – In progress. No update.
- Canada - Ecuador (MRA) - Had looked at this but no possibility for agreement based on current laws (Ecuador doesn't allow for foreign architects)

Sincerely,

Ksenia Eić, ROAC Director

Registration & Licensing Review Report

This report was part of the Registration Report.

Continuing Education Committee's Report

It has been an engaging and productive year for the Continuing Education Committee, thanks to the contributions of our members, Ksenia Eic, Wessam Bou-Saleh, Aimen Mushtaq, and Kamille Manoy, as well as the support from colleagues outside our committee.

Events to Date:

- **June 2, 2025 – Architecture in Northern Canada**

Presenter: Stantec (Maggie Ferron), Guy Architects (Wayne Guy), TAG (Heather Moore, Hani Abughali, and Kamille Manoy)

This Pecha Kucha night was a fast-paced, engaging format of presentation, where presenters shared an architecture project from their firm in under 3 minutes, using 20 slides. It was great getting to learn a little bit about what each firm is doing and the different approaches to architecture in northern Canada.

- **July 16 and 17, 2025 – Architectural Sketching**

Presenters: Francis Ching

It was a rare opportunity to learn from the legendary Francis Ching through this two-day course! The first day Ching taught a sketching in a classroom session, followed by an on-site sketching course on day two. Ching discussed the importance of sketching in architecture to convey ideas but also as a tool to understand buildings and details. A big thanks to Ksenia for making this event happen.

- **January 16, 2026 – Building on (un)Solid Ground**

Presenter: Ed Hoeve

Ed Hoeve built on his 40 years of geotechnical consulting experience in permafrost to give our members a great overview which included permafrost 101, foundation times, the impact of climate change and finished with how to put it all together.

- **April 2, 2026 – Builders' Lien Act Review**

Presenter: Brian Asmundson

This was a presentation on the new Builders' Lien Act and how it pertains to architects.

Upcoming Events in 2026

- **May – Cladding Attachment Systems**

We will have a collection of presenters joining us to provide an overview on different types of cladding attachment systems and the pros/cons of each. Presenters will include RDH, Cascadia, Soprema and Iso Clips.

- **June – Energy Modeling Workshop**

Mike Otto from Renu Engineering will be providing an Energy Modelling Session for architects where he will review the role of energy modelling in architectural design and will share his experience to provide strategies for how to best translate design outcomes, identify key inputs and best practices for energy modelling.

- **Late Fall/ Early Winter – Design Charrettes: Creative Solutions for the NWT**

This interactive event will challenge teams to brainstorm and design solutions for pressing architectural issues in the North. Working under a time constraint, participants will generate innovative ideas and present them to the group for discussion and feedback.

- **Late Fall/ Early Winter – Indigenous and Inuit Perspectives – Where Community Thrives**

Details to be confirmed.

- **TBC - Arctic Summit ICASS Collab Conference**

Details to be confirmed.

If you have any ideas of potential con-ed events you would like to see, please reach out to a committee member and let us know. And, if you would like to plan your own, we now have a ConEd proposal form available on the NWTAA website!! So please check it out. A big thank you to Ksenia for putting that together.

Respectfully submitted on behalf of the Continuing Education Committee,



Maggie Ferron

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

At its January meeting, Council confirmed the date of this year's Annual General Meeting to be April 16th, thereby requiring that an election proceed no later than February 27th. To allow reasonable time for nominations, a call for nominations to Council was sent in the January newsletter and opened on January 29th.

The 2026 election to Council required the following seats to be filled: 1 President, serving a 1 year term, and 2 Councillors, each serving a 2 year term one of which can reside outside the NWT.

As of March 4th, the following candidates were confirmed by acclamation:

1. Wessam Bou-Saleh for President,
2. Douglas Townson for Councillor,
3. Ksenia Eic for Councillor.

In addition, the 1-year term position of Intern Representative is now open. If you are interested in volunteering for this position, please see Marie after the meeting.

Sincerely,

Marie Chenard
Executive Director

Bylaw Amendments

Updates to the Bylaws were started in the fall of 2025. The Code of Ethics were sent to Field Law to review and to provide recommended changes. The Code of Ethics were approved at a January Council meeting. In March a Bylaw Review Committee reviewed the draft document and made additional changes. The review committee draft was approved at the March Council meeting.

Additional Changes were as follows:

- Add a preface.
- Changed Registrar responsibilities to that of the Executive Director.
- Add ROAC Director position.
- Add Student Intern to membership list. This membership type is different from that of an Associate Student Member.
- Minor changes to language.

The draft Bylaws were sent to all members on March 13th for review. Comments were to be submitted to the Executive Director by Monday April 13th.

Sincerely,

Marie Chenard
Executive Director

Attachments

1. **Draft Bylaws**
2. **Cash Flow & Income Statement** as at December 31, 2025
Presented to Council on March 11, 2026
3. **2026 Operating Budget and GIC Details**
Approved by Council on March 11, 2026
4. **2025 Audited Financial Statements**
Prepared by Crowe MacKay LLP -DRAFT

Omissions

1. **None**

ARCHITECTS ACT, S.N.W.T. 2001, c.10

BYLAWS OF THE NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS

EFFECTIVE April 2026



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ARCHITECTS ACT Bylaws of the Northwest Territories Association of Architects

Definitions

A.1 In these bylaws:

- a) **"Act"** means the *Architects Act*,
- b) **"Executive Director"** means the individual employed by Council to carry out the operations of the Association and perform functions of the President, Vice-President, Treasurer, Secretary and Registrar by resolution of Council,
- c) **"Firm"** means a business, partnership, corporation or association of persons holding a permit to practice architecture,
- d) **"Mandatory Continuing Education"** means a program of education that authorized practitioners are required by Council to complete,
- e) **"Minister"** refers to the Minister of Infrastructure of the Legislative Assembly of the Northwest Territories,
- f) **"President", "Vice-President", "Secretary" and "Treasurer"** means respectively the individuals elected or appointed to hold those offices under the Act and these bylaws,
- g) **"Professional Declaration"** means a declaration made by a registered member of the NWTAA that is accepted to be true by virtue of the individual's responsibility to discharge their professional duties with honesty,
- h) **"Registrar"** means the individual appointed as Registrar by resolution of Council,
- i) **"Voting Member"** means an Architect or Restricted Practitioner who is entitled to vote pursuant to Section 26 of the Act,
- j) **"Visiting Project Architect"** means a Licensee or person who holds a licence pursuant to Section 28 of the Act,
- k) **"Resident"** a member is deemed a resident of the Northwest Territories once they have resided in the territory for 3 consecutive months and are no longer considered residents once they are absent from living in the territory for the same duration.

A.2 Unless otherwise defined in these bylaws, terms will have the same meaning as the Act.

PART 1: The Association

Preface

10.1 The Northwest Territories Association of Architects is mandated by the Architects Act to regulate the practice of architecture, govern the profession, and establish and maintain standards of knowledge, skill, care and professional ethics among authorized practitioners to serve and protect the interests of the public.

As a member of the Regulatory Organizations of Architecture in Canada (ROAC) or its current rendition we collaborate with other jurisdictions to develop the national standards of education, experience and practice to which all professionals must adhere.

Head Office

11.1 The head office of the Association shall be located in Yellowknife.

Common Seal

12.1 The Common Seal of the Association shall contain the words "Northwest Territories Association of Architects, Incorporated 2001".

12.2 The ~~Registrar~~, **Executive Director** or in their absence or inability to act, an individual designated by the President shall have custody of the Common Seal.

12.3 When the Common Seal is required to be affixed to a document, it shall be accompanied by the signatures of the President and Secretary, or other Council members designated by the President. For membership certificates, the signature of the President and Registrar or other Council members designated by the President.

Banking

- 13.1** The bank of the Association shall be a chartered bank designated by Council.
- 13.2** Monies of the Association deposited in the Association's bank shall be withdrawn or paid out by cheque or other negotiable instrument signed by two (2) Council members designated as signing authorities or by such other methods prescribed by resolution of Council.
- 13.3** The ~~Registrar—Executive Director~~ shall keep a record of all monies received or paid in a book or books provided for that purpose. **Change THROUGHOUT.**

Financial Audit

- 14.1** The finances of the Association shall be audited annually on the 31st day of December.
- 14.2** The auditor shall be a professionally qualified accountant who is appointed at each annual meeting.
- 14.3** The auditor shall submit a written report for each annual meeting of which a copy shall be given to the members present.
- 14.4** Publication in an annual report shall be compliant with this requirement.

Forms

- 15.1** Council shall prescribe all forms required under the Act and these bylaws.

PART 2: Association Meetings

Annual General Meeting

- 20.1** The Association shall hold an annual meeting with the period between meetings not to exceed eighteen (18) months.
- 20.2** The Council shall determine the format of an annual general meeting including:
- Meeting in person, including the place of the meeting,
 - Meeting by electronic means, or
 - A combination of meeting in person or by electronic means.
- 20.3** At each annual meeting Council shall submit a recommendation as to the date and place of the next annual meeting.
- 20.4** The following items of business shall be dealt with at an annual meeting:
- Minutes of the last annual meeting and of any special meetings held since the last annual meeting,
 - Business arising from the Minutes,
 - Address of the President,
 - Reports of representatives of the Association,
 - Reports of committees,
 - Auditor's report,
 - Appointment of an auditor and authorizing the Council to fix their remuneration for the ensuing year,
 - New business,
 - ~~Fixing the date and place of the next annual meeting, DELETE~~
 - Announcement of the results of the annual election,
 - Objection, if any, to the election results as announced, and
 - Induction of the President.
- 20.5** The validation of actions taken at the annual meeting of members of the Association shall not be affected by reason of failure to adhere to the items of business set out in this section.

Meeting Quorum

- 21.1 A quorum at an annual general meeting shall be a number equal to fifty percent (50%) of voting members who reside in the Northwest Territories.
- 21.2 A quorum at a special general meeting shall be ten (10) Voting Members.
- 21.3 Voting members may attend an annual or special general meeting via telephone or other electronic device, ~~providing seven (7) days notice is given to Council~~ and shall have all the rights of members present at the meeting.

Notice of Annual General Meeting

- 22.1 Notice of an annual meeting shall be sent via email to all members at least thirty (30) days in advance of the meeting.
- 22.2 Notice posted on the NWTAA website and/or printed in association publications and sent to all members at least thirty (30) days in advance of the meeting, shall be compliant with this requirement.

Special General Meeting

- 23.1 A special meeting shall be held at the request of Council or upon written request to the ~~Registrar-Executive Director~~ signed by not less than five (5) Voting Members.
- 23.2 A special meeting called by members shall be held not more than forty-five (45) days after receipt of the request.
- 23.3 In calling a special general meeting under this section, Council shall determine the format of the meeting including:
 - a) Meeting in person, including the place of the meeting,
 - b) Meeting by electronic means, or
 - c) A combination of meeting in person or by electronic means.
- 23.4 Except when these bylaws otherwise provide, only Voting Members are entitled to vote at a special meeting.

Notice of Special General Meeting

- 24.1 Written notice of a special meeting shall be sent to all members at least fourteen (14) days in advance of the meeting and shall clearly state the object of the meeting.
- 24.2 No business, other than the object stated in the meeting notice, shall be transacted at the meeting.

Resolution by Members

- 25.1 Any resolution passed at an annual or special general meeting shall be ~~considered~~ implemented by Council at the next regular meeting of Council.

Rules of Procedure

- 26.1 The proceedings at any meeting of the Association and Council shall be governed by the current edition of *Robert's Rules of Order* unless otherwise noted in these bylaws.

Mail Vote

- 27.1 Council shall hold a mail vote on any matter or question, except for the enactment, amendment or repeal of these bylaws.
- 27.2 The form of the question or the matter to be put to a mail vote shall be determined by Council.
- 27.3 When the form of the question or matter has been settled, it shall be sent to each Voting Member with:
 - a) Such instructions for voting as Council considers necessary,
 - b) Such information as background or explanation as Council directs, and
 - c) A date and time specified by Council before which the mail vote must be received by

the ~~Registrar~~ Executive Director.

- 27.4 Immediately following the closing of the mail vote, at least two (2) scrutineers appointed by ~~Council~~ The Executive Director shall certify the results to the President who shall notify the membership accordingly.

PART 3: Election to Council

Disqualification

- 30.1 If a person ceases to be an Architect or Restricted Practitioner, they are disqualified from:

- a) Nominating or being nominated as a candidate for election to Council,
- b) Continuing to stand as a candidate for election to Council, and
- c) Voting in an election for Council membership.

Nominations

- 31.1 ~~Council~~ The Registrar-Executive Director shall prepare a list of nominees as candidates for Council membership consisting of at least that number of individuals required to fill the vacancies on Council.
- 31.2 Council may use a form or professional declaration or other means as it deems necessary to confirm nominees are eligible to stand as candidates for election to Council. Each nomination requires the signature of two (2) members.
- 31.3 Members in good standing who wish to put their names forward as candidates for Council shall do so in writing to the Executive Director at least forty-five (45) days before the annual general meeting.
- 31.4 The written consent of each nominee to act if elected shall be secured and shall accompany the list of nominees submitted to the Registrar.
- 31.5 The list of eligible candidates compiled by ~~Council~~ the Registrar-Executive Director shall be sent to each Voting Member at least thirty (30) days before the annual general.
- 31.6 An elected member of Council may not serve more than three (3) consecutive terms on Council unless there is no other member to take their place.
- 31.7 In addition, an individual is not eligible to be nominated for election as a member of Council or stand as a candidate for election to Council if the individual:
- a) Has been charged with a criminal offence in Canada and the charge has not been withdrawn or disposed of by a court,
 - b) Has pleaded guilty or has been found guilty of a criminal offence in Canada any time within ~~the~~ ten (10) years ~~before of~~ the date of the election and not been pardoned in respect of that offence,
 - c) Is not in good standing regarding their payment of professional dues or have unpaid fines or late fees,
 - d) Is not in good standing on account of being non-compliant with their professional development obligations,
 - e) Is ~~a~~ the subject of ~~the~~ an NWTAA complaints review process or a similar process under legislation that regulates the profession of architecture or interior design in another jurisdiction that has been referred to a hearing or is awaiting the decision of a hearing panel, appeal panel or court, or
 - f) Has been subject to findings of unskilled practice or unprofessional conduct by the NWTAA or similar findings of another professional regulatory body within five (5) years of the date of the election, where those findings were not successfully appealed and resulted in an order that the individual pay a fine or have their annual certificate suspended or registration cancelled.

Late Nominations Before Closing

- 32.1 If a candidate becomes disqualified or dies before nominations close and as a result, the number of

candidates is less than the number of vacancies on Council, the Registrar shall nominate one or more Architects or Restricted Practitioners to replace the former candidate or candidates.

Disqualification or Death After Nominations Close

- 33.1** If a candidate becomes disqualified or dies after nominations close and as a result, the number of candidates is less than the number of vacancies on Council, the Registrar shall nominate one or more Architects or Restricted Practitioners to replace the former candidate or candidates.
- 33.2** A person elected pursuant to section 33.1 shall not be considered as having been elected to or as having served on Council, except for the purpose of this section.
- 33.3** The names of all nominees shall be placed on the ballot form in groups relating to each office and the number and duration of vacancies to be filled shall be clear on the ballot.

Nominees

- 34.1** The names of all nominees shall be placed on the ballot form in groups relating to each office and the number and duration of vacancies to be filled shall be clear on the ballot.
- 34.2** The Registrar shall send to each member a list of the nominations via the opening of the online election portal that shall include the names of all candidates for the Council election and a mechanism for voting made by the Nominating Committee no less than forty-five (45) days prior to an annual meeting.
- 34.3** A list of the nominees published in an association publication sent to all members at least forty five (45) days in advance of the meeting shall be compliant with this requirement.

Withdrawal of Nominations

- 35.1** A nominee may withdraw provided written notification is received by the Registrar at least thirty-five (35) days before the Annual Meeting.
- 35.2** In the event that one or more candidates withdraw, becomes disqualified or dies, and the number of candidates does not exceed the number of vacancies to be filled, no further withdrawals shall be made or accepted.

Election by Acclamation

- 36.1** If there is only one nominee for a position, that nominee is awarded that position by acclamation.
- 36.2** If there is more than one nominee for a position, the nominee receiving the higher number of votes shall fill that position.

Ballots Mailed

- 37.1** Elections shall be conducted by a ballot in a form approved by Council.
- 37.2** The Executive Director shall send to each Voting Member a ballot in a form approved by Council at least forty-five (45) days before an annual meeting.
- 37.3** Each ballot shall contain:
 - a) The name of each candidate arranged alphabetically by surname then given name, and
 - b) A brief explanation of the maximum number of candidates for which a vote may be cast to make the ballot valid.
- 37.4** A ballot may be accompanied by a brief biography of each candidate with such information as prescribed by Council.

Voting

- 38.1** Voting for election to Council commences on the day the ballots are released to Voting Members and ends at noon local MST five (5) days before an annual general meeting, unless otherwise set by

Council.

38.2 No person shall campaign for or against a candidate during the period that voting is permitted.

38.3 Each Voting Member is entitled to the same number of votes as there are vacancies on Council but is not required to use all the votes entitled to them.

38.4 A Voting Member may not cast more than one (1) vote for each candidate.

Marking Paper Ballots

39.1 In the event that an election has paper ballots, a Voting Member shall mark their ballot clearly next to the name of the candidate or candidates for whom they wish to vote for.

39.2 In the event of a paper ballot, a marked ballot shall be enclosed in a sealed envelope marked on the outside only with the word "ballot", then placed in another envelope signed on the outside by the voter in a place indicated on that envelope.

39.3 No mark that identifies the voter shall be placed on the ballot.

39.4 The envelopes described in section 39.2 shall be sent or delivered to the Executive Director.

Ballot Box

39.1.1 Upon receipt of an envelope signed in accordance with section 39.2, the Executive Director shall deposit the unopened envelope or cause it to be deposited in a locked ballot box.

39.1.2 An envelope not signed in accordance with section 39.2 that contains or purports to contain a ballot envelope shall be destroyed unopened.

39.1.3 The ballot box shall be made of some durable material, provided with a lock and key, and constructed so that the envelope containing the ballots can be deposited in it and cannot be withdrawn from it unless the box is unlocked.

39.1.4 The Registrar shall retain possession of the key while the ballot box must be locked.

39.1.5 The ballot box shall not be unlocked or opened during the period that voting is permitted.

Close of Voting

39.2.1 The poll shall close at noon MST five (5) days prior to an annual meeting and no ballots received after that time shall be considered.

39.2.2 A ballot that is received by the Executive Director after the poll closes shall not be counted and, in the event of a paper ballot, ~~will~~ **shall** be destroyed unopened.

Scrutineers Review

39.3.1 The Executive Director will prepare a Scrutineer's report describing the mode of election and all measures taken to mitigate prejudice and conflict of interest and to ensure impartiality of the process.

39.3.2 ~~At least fifteen (15) days before an annual meeting, the President shall appoint a Past President and two (2) members not seeking election to Council to act as scrutineers to review the Scrutineer's report and to validate the count of votes and the outcome of the election.~~ **DELETE-Contradicts section 27.4**

39.3.3 At least three (3) days prior to an annual meeting, the scrutineers shall meet to review the report, identify any concerns and send a joint written confirmation as record of validation of the process and outcome to the ~~Registrar~~ **Executive Director**.

Paper Ballot

39.4.1 The envelope in the envelope signed by the voter that is not marked "ballot" which purports to contain

a ballot paper shall be destroyed unopened.

39.4.2 A ballot paper improperly marked or marked with more than the maximum number of votes permitted shall be marked “spoilt” and shall not be counted.

39.4.3 After confirming the ballot count, the scrutineers shall deliver to the Executive Director or designate, the results of the poll and supporting material in a sealed package to be opened by the President at the annual general meeting.

Secrecy

39.5.1 The scrutineers and any other person requested to be present during the validation of ballots shall keep secret the counting of the votes and the election records and material until the President announces the results of the election.

Tie Vote

39.6.1 In the event of a tie vote for Councilor, the President shall cast the deciding vote.

39.6.2 In the event of a tie vote for President, the most recent Past President, who is not a candidate for Council shall cast the deciding vote.

Election Results Certified

39.7.1 The scrutineers shall, on determining the results of the election, prepare a list of the elected candidates and certify the results as correct.

39.7.2 The list of elected candidates shall be sent to the current President to be opened at the annual general meeting.

Election Announcement

39.8.1 At the opening of an annual meeting, the President or designate shall inform ~~the candidates~~ **members** of the results of the election.

39.8.2 Any objection by a candidate to the results of the election will be valid only if made immediately upon being informed and a motion for a recount (review of results) will then be in order.

39.8.3 If a motion under section 39.8.2 is made and carried, the President shall appoint no less than four (4) members to review the process and count. Candidates may be present or represented at such a recount.

39.8.4 On completion of the recount the results shall be delivered in writing to the President who shall then ~~immediately~~ announce ~~it to the annual meeting the results by any means they deem appropriate~~ and such recount shall be final and binding.

39.8.5 In the event of any failure to comply with procedures related to an election, Council shall have the power to take any action it deems necessary to validate the nomination, the counting of the ballots or the election.

39.8.6 The President shall announce the results of the election at the annual meeting and, in the event of a paper ballot, shall call for a motion for destruction of the ballots and associated election records and material.

PART 4: Council

Composition

40.1 The Council shall be composed of:

- a) The President,
- b) If willing and able to serve, the immediate Past President,

- c) One (1) person appointed by the Minister from among the general public who holds office for a term specified by the bylaws, and
- d) Four (4) persons elected from the voting membership, one of which may be a non-resident member.
- e) One (1) person appointed by Council at its first meeting after the AGM to serve a one (1) year term as the Intern Representative.
- f) The Registrar who will serve as such time as determined by Council or until they are no longer willing to serve.

Taking Office

- 41.1** A newly elected Council takes office immediately following the closure of the annual meeting at which the election results are announced and **will hold** office until the close of the next annual meeting.

Appointment of Officers

- 42.1** At the conclusion of an annual meeting, Council shall hold a meeting wherein the President shall designate the Vice-President, Secretary and Treasurer from among the Councilors.
- 42.2** Council members not holding an office shall be referred to as "Councilors".

Lengths of Office

- 43.1** The President holds office for a full term until the next annual meeting.
- 43.2** Councilors hold office until the close of the annual meeting two years following their election.
- 43.3** The immediate Past President may hold office consistent with any consecutive terms of office of the immediate President.
- 43.4** Notwithstanding anything in these bylaws, a Council member:
- a) Who ceases to be an Architect or Restricted Practitioner shall be automatically removed from Council,
 - b) Whose registration is suspended shall also be suspended from Council until their registration is reinstated,
 - c) Who is charged with a criminal offence and the charge has not been withdrawn or disposed of by court, shall be suspended from Council until their charge is withdrawn or disposed of by court,
 - d) Who pleads guilty or is found guilty of a criminal offence for which no pardon has been granted shall automatically be removed from Council,
 - e) Who is the subject of an unskilled practice or unprofessional conduct finding shall be suspended from Council,
 - f) Who files an assignment in bankruptcy shall be automatically removed from Council, or
 - g) Who takes a leave of absence due to a criminal offence shall be suspended from Council until their charge is withdrawn or disposed of in court.

Temporary Absences

- 44.1** In the event of a temporary absence or the President's inability to act, the Vice-President shall serve as acting President for the remainder of that term. The Vice-President shall have all the powers, duties and responsibilities of the President.

Vacancies on Council

- 45.1** If a resident member of Council ceases to be a resident of the Northwest Territories, the office shall be declared vacant if a non-resident member is already on Council.
- 45.2** If the Vice-President is unable to retain their office or the office of President, Council shall elect another Council member to act as Vice-President for the remainder of that term.

45.3 If an officer other than the President or Vice-President is unable to retain office, Council may:

- a) Appoint another ~~Council Architect or Restricted Practitioner-other than a Graduate Student~~ to fill the office for the remainder of the term, or
- b) Leave the office vacant.

45.4 If an elected Council member ceases to be a Council member, Council they may:

- a) Appoint another Architect or Restricted Practitioner to fill the vacancy for the remainder of the term, or
- b) Leave the office vacant.

45.5 Notwithstanding a vacancy in the membership of Council, the powers and duties of Council may be exercised and performed if at least one (1) elected Council member and if available, the Minister's appointee remains on Council.

Failure to Attend Council Meetings

46.1 If any Council member is unable to attend a meeting of Council, they shall so inform the ~~Registrar or their representative~~ Executive Director prior to the meeting.

46.2 If any member of Council absents themselves from three (3) consecutive meetings of Council, may have their seat declared vacant by Council.

Council Meetings

47.1 Council shall meet at least six (6) times per year on such dates and at such times and places as it decides.

47.2 Council shall meet at the call of the President or upon written request to the Registrar signed by not less than three (3) Council members.

47.3 The time and place of Council meetings shall be fixed by the President or by the Council member, whoever called the meeting.

47.4 The President may call a meeting of Council at any time.

Council Quorum

48.1 A quorum shall consist of at least 50% of voting Council members.

48.2 Council members may attend meetings in person or online, via telephone or other electronic device, and shall have all the rights ~~as that~~ of members present at the meeting.

Notice of Council Meeting

49.1 Notice of the date, time and place of Council meetings shall be given by the to each member of Council at least twenty-four (24) hours before the meeting.

Meeting Expenses

49.1.1 Council members and, at the discretion of Council, appointed representatives and committee members of the Association, members invited for special purposes and representatives of other organizations may be reimbursed for reasonable out-of-pocket expenses for attending meetings of Council or of the Association or when traveling on business of the Association.

49.1.2 Travel and out-of-pocket expenses referred to in section 49.1.1 shall not be reimbursed unless such expenditures are pre-authorized by Council ~~or the Executive Director~~.

Duties of Elected Officers

President

49.2.1 The President shall:

- a) Preside at all meetings of the Association and Council,
- b) Sign certificates of registration issued pursuant to the Act and general regulation, and

- c) Perform such other functions as are required of them under these bylaws or by Council.

49.2.2 Except for the Complaint Review Committee, the President is an ex officio member of all committees.

Secretary

49.3.1 The Secretary shall:

- a) Sign such documents as are necessary including when the Common Seal is affixed unless they are absent or otherwise unable to do so, and
- b) Perform such other functions as are required of them under these bylaws or by Council.

Treasurer

49.4.1 The Treasurer shall:

- a) Report to Council on the finances of the Association,
- b) Present a financial statement at the annual meeting, and
- c) Perform such other functions as are required under these bylaws or by Council.

Appointment of the Registrar

49.5.1 Council shall appoint a Registrar who will not be entitled to a vote on any matter and who will be responsible to Council.

Duties of the Registrar

49.6.1 The Registrar shall:

- a) Perform such duties as are specified in the Act and these bylaws,
- ~~b) Keep the Register roll and records up to date,~~
- c) Perform such other duties as are assigned to them by Council,
- ~~d) Post a security bond, at the expense of the Association, in a sum to be fixed by Council, and Receive remuneration as established by Council, and~~
- ~~e) Be responsible, under Council, of all property of the Association and for the work of all employees of the Association. - ED~~

~~**49.6.2** The Registrar shall be responsible for:~~

- ~~a) The presentation of business and recording of proceedings at all meetings of the Association and Council,~~
- ~~b) Conducting the correspondence of the Association and keeping full records thereof,~~
- ~~c) The books and accounts of the Association and ensuring that all monies due to the Association are collected and deposited with the funds of the Association,~~
- ~~d) The drawing of cheques and Etransfers against the funds of the Association to be signed by the Registrar, President or alternates approved by Council,~~
- ~~e) Providing such information and reports as may be requested by Council, or which the Registrar deems necessary in the interest of the Association, A to D Move to ED~~
- f) Sign certificates of registration issued pursuant to the Act, . **MOVE TO 49.6.1**
- g) Review of new members and CERB submissions. **MOVE TO 49.6.1**
- ~~h) Maintaining a register of members and licensees classified as to the respective professions, -~~
- ~~i) Maintaining a register of permit holders,~~
- ~~j) Maintaining a register of Graduate Architects, all members and permit holders,~~
- ~~k) Maintaining a register of Restricted Practitioners, -MOVE to ED~~
- ~~l) Publishing annually copies of the "registers and rolls",~~
- ~~m) Publishing annually the Association's schedule of fees, and~~
- ~~n) Such other functions as are necessary or expedient for the proper administration of the Act and bylaws and the affairs of the Association generally. - G to M MOVE to ED~~

Acting Registrar

- 49.7.1** If the Registrar is absent or unable to act as Registrar, or if the office of Registrar is vacant, Council may appoint a person as Acting Registrar.
- 49.7.2** An Acting Registrar will have all the powers and duties of the Registrar under the Act, regulations under the Act and these Bylaws.

Minister's Appointee

- 49.8.1** The person appointed to Council by the Minister may attend meetings of Council and take part in the proceedings of Council but shall not be entitled to vote on any resolution.
- 49.8.2** The term of the appointment will be at the discretion of the Minister for a minimum of three (3) years.

Intern Architect

- 49.9.1** Council shall appoint an Intern Architect, nominated from among current registered Intern Architects, as available for a term of one (1) year who ~~may~~ shall:
- a) Attend meetings of Council,
 - b) Take part in proceedings and vote on any resolution, and
 - c) Complete their term notwithstanding their registration as an Architect.

ROAC Director – Note this information came from the ROAC website

- 49.10.1** The NWTAA President shall appoint the ROAC Director or create a committee to do so from among current registered architects that are available for a term of three (3) years and who can if willing sit for an unlimited number of terms.
- 49.10.2** Such person is the designated representative of the NWTAA and is authorized to exercise the rights of membership on behalf of the NWTAA.
- 49.10.3** Such person shall report to Council after each bi-annual meeting.
- 49.10.4** The NWTAA may alter its designated representative at any time by providing notice in writing to the ROAC Chair.

External Representatives

- 49.11.1** Council may, by resolution, employ an Executive Director and administrative staff for the management of the Association.
- 49.11.2** Council may invite any organization or association to appoint a member of its executive as a representative to attend such meetings of Council as Council may determine.
- 49.11.3** Any representative invited pursuant to section 49.11.2 hereof, if not a member of Council, ~~may~~ shall ~~be invited by Council to~~ attend meetings of Council ~~and to~~ take part in the proceedings of Council but shall not be entitled to vote on any resolution.

Duties of the Executive Director NEW

- 49.12.1** The Executive Director shall:
- a) Perform such duties as are specified in their contract or as directed by the President,
 - b) Be responsible, under Council, of all property of the Association and for the work of all employees of the Association.
 - c) Keep the Register roll and records up to date,
 - a) Be responsible for the presentation of business and recording of proceedings at all meetings of the Association and Council,
 - b) Conduct the correspondence of the Association and keeping full records thereof,
 - c) Be responsible for the books and accounts of the Association and ensuring that all monies due to the Association are collected and deposited with the funds of the Association,

- d) Draw cheques and Etransfers against the funds of the Association to be signed by the Registrar, President or alternates approved by Council,
- e) Provide such information and reports as may be requested by Council, or which the Registrar deems necessary in the interest of the Association,
- f) Maintain a register of members and licensees classified as to the respective professions,
- g) Publish annually the Association's schedule of fees, and
- h) Perform such other functions as are necessary or expedient for the proper administration of the Act and Bylaws and the affairs of the Association generally.

PART 5: Committees

Standing Committees

50.1 The standing committees of the Association are:

- a) The Complaints Review Committee,
- b) The Practice Review Board,
- c) The Registration and Licencing Review Committee, and
- d) Continuing Education Committee.

Other Committees

51.1 The terms of reference of all committees shall be determined by Council, including:

- a) The membership and terms of office,
- b) The Chair and, if necessary, Vice-Chair, and
- c) The functions, duties and responsibilities of each committee.

51.2 Council may appoint committees of the Association as deemed necessary.

51.3 A committee may include persons who are not an Architect or a Restricted Practitioner or members of the Association.

51.4 Individuals appointed to a committee may be appointed for a fixed period or periods of time and committee members may be appointed for different periods of time.

51.5 Council may terminate committee memberships and revoke Chair and Vice-Chair appointments at any time.

Vacancies

52.1 If a vacancy occurs on a committee, Council ~~may~~ shall:

- a) Appoint an individual as a member of the committee for the remainder of the term, or
- b) Leave the vacancy unfilled.

52.2 Pending the appointment of an individual by the Council under section 52.1, the President may make a temporary appointment.

52.3 Notwithstanding a vacancy in membership of a committee, if a quorum remains on the committee, the remaining members have and may exercise the functions and responsibilities of the committee.

52.4 If a committee Chair is absent or unable to act, a Vice-Chair shall act as Chair.

52.5 If a committee Vice-Chair is absent or unable to act, the members present at the meeting shall elect a member to act as Chair for that meeting.

Expenses

53.1 Except for the members of the public appointed by the Minister, a member of Council or a member of a committee is entitled to be reimbursed for reasonable travel and incidental expenses while engaged in the business of the Association, other than in connection with annual meetings or special

meetings.

53.2 Notwithstanding section 53.1, the President is entitled to be reimbursed for travel, living and accommodation expenses at annual and special general meetings.

53.3 The Minister's Appointee and any other member of the public, who as non-members asked to be part of a committee, may be granted a stipend or gift in the amount directed by the President or Council.

Appointment to Other Bodies

54.1 Council ~~may~~ **shall** appoint a member to represent the Association on the council, governing body, or committees of any other organization or association.

Rules of Procedure

55.1 Council ~~may~~ **shall** establish rules of order and procedure for the conduct of business of a committee.

55.2 If rules of order and procedure are not established by Council, the order and procedure at meetings of a committee shall be those normally accepted rules of order and procedure governing meetings of a like nature.

55.3 Any dispute in a committee meeting shall be settled by the Chair of the meeting, and their decision will be final.

55.4 When called upon by the President to do so, Council may make a resolution through the process of email voting.

Ex Officio Members

56.1 A person who is appointed or entitled to attend a meeting of Council or a committee as an ex officio member:

- a) May speak on any matter before the meeting at which they attend, but
- b) Is not entitled to vote on any matter.

56.2 Notwithstanding section 56.1, a person who is an ex officio member of Council or of any committee, except the President, shall at the direction of Council or a committee, as the case may be, leave the meeting for the period required.

PART 6: Registration and Membership

Application for Registration

60.1 Applications for registration as an Architect, Licencee, Permit Holder, Graduate Architect and all applicable associate membership, shall be made to the Registrar in forms approved by Council and shall be accompanied by the appropriate registration fee.

60.2 Applications shall be reviewed by the Registrar and the Registration and Licencing Review Committee and forwarded to Council with a recommendation for disposition.

60.3 Applicants who do not qualify under Section 18 of the Act may be referred to the Canadian Architectural Certification Board immediately following review by the Registration and Licencing Review Committee.

Architects

61.1 An Architect is entitled to:

- a) Attend annual and special general meetings and vote at them,
- b) Receive publications of the Association,
- c) Receive such information as directed by Council,
- d) The benefits conferred and the duties and responsibilities imposed under the Act, and these bylaws, and
- e) To use the title and letters Architect NWTAA after their name to indicate that they are

an Architect and a member of the Association.

- 61.2** An architect shall pay such fees, dues, and levies as are specified by Council pursuant to these bylaws.

Restricted Practitioners

- 62.1** A Restricted Practitioner is entitled to:

- a) Attend annual and special general meetings and vote at them,
- b) Receive publications of the Association,
- c) Receive such information as directed by Council,
- d) The benefits conferred and the duties and responsibilities imposed under the Act, and these bylaws, and
- e) Use the titles and letters "Restricted Practitioner NWTAA" after their name to indicate that they are a Restricted Practitioner and a member of the Association.

- 62.2** A Restricted Practitioner shall pay such fees, dues and levies as are specified by Council pursuant to these bylaws.

Graduate or Intern Architects

- 63.1** An individual registered as a Graduate or Intern Architect is entitled to:

- a) Enroll in an internship program approved by Council,
- b) Attend annual and special general meetings,
- c) Receive publications by the Association,
- d) Receive such information as directed by Council,
- e) The benefits conferred and the duties and responsibilities imposed under the Act, and these bylaws, and
- f) Use the title "Graduate Architect" or "Intern Architect".

- 63.2** A Graduate or Intern Architect cannot vote at annual or at special-general meetings.

- 63.3** A Graduate or Intern Architect shall pay such fees, dues, and levies as are specified by Council pursuant to these bylaws.

- 63.4** Council may consult the Canadian Architectural Certification Board concerning the educational qualifications of an Intern Architect applicant.

- 63.5** Council shall, upon being satisfied as to the good character of the applicant, and as to their intention to qualify and apply, in due course, for registration as an Architect, admit an applicant as a Graduate Architect.

- 63.6** Council may, in its discretion for failure to pay the prescribed fees, strike the name of any Graduate Architect from the record, and that person shall no longer be a Graduate Architect.

- 63.7** No person shall remain as a Graduate Architect for more than five (5) years after graduation unless Council, in its discretion, extends this period.

- 63.8** No person shall be admitted as a Graduate Architect if at the time of their application they are qualified to become an architect.

Student Intern

- 64.1** An individual registered as a Student Intern is entitled to:

- a) Enroll in an internship program approved by Council,
- b) Attend annual and special general meetings,
- c) Receive publications by the Association,
- d) Receive such information as directed by Council,
- e) The benefits conferred and the duties and responsibilities imposed under the Act, and these

Bylaws, and

- f) Use the title “Student Intern”.

64.2 A Student Intern cannot vote at annual or at special-general meetings.

64.3 A Student Intern shall pay such fees, dues, and levies as are specified by Council pursuant to these bylaws.

64.4 Council may consult the Canadian Architectural Certification Board concerning the educational qualifications of a Student Intern applicant.

64.5 Council shall, upon being satisfied as to the good character of the applicant, and as to their intention to qualify and apply, in due course, for registration as an Intern Architect.

Associate Membership

65.1 The following associate membership categories are established:

- a) Associate,
- b) Student Member,
- c) Retired Member,
- d) Honorary Member, and
- e) Life Member.

65.2 The Registrar shall maintain a record of the members in the categories established in these bylaws.

65.3 The record shall contain, unless otherwise directed by Council, with respect to each individual:

- a) Full name,
- b) Address,
- c) Date of membership,
- d) Category of membership,
- e) Date of cessation of membership, and
- f) Such other information as Council may direct.

65.4 Each member shall notify the Registrar in writing of any changes to the information in their record.

65.5 Persons holding a membership established in these bylaws are not permitted to practice architecture.

Associate

66.1 An Associate is entitled to:

- a) Attend annual and special general meetings, unless the meeting votes to exclude those persons who are not Architects or Restricted Practitioners, but are not entitled to vote at them,
- b) Receive publications of the Association, and
- c) Receive such information as directed by Council.

66.2 An Associate shall pay such annual dues as are specified by Council pursuant to these bylaws.

66.3 A person may apply for membership as an Associate if they:

- a) Hold a degree in architecture, interior design or its equivalent from a recognized post-secondary institution or,
- b) Hold a certificate with respect to their academic qualifications, as accepted by Council.

66.4 On payment of the appropriate fee, Council may approve the entry of an individual referred to in section 66.3 in the category of Associate and issue a certificate of membership.

Student Associate

67.1 A Student Associate is entitled to:

- a) Attend annual and special general meetings, ~~unless the meeting votes to exclude those persons who are not Architects or Restricted Practitioners~~, NOTE TO CHANGE THROUGHOUT but is not entitled to vote at them,
- b) Receive publications of the Association, and
- c) Receive such information as directed by Council pursuant to these bylaws.

67.2 A Student Associate shall pay such annual dues as are specified by Council pursuant to these bylaws.

67.3 An individual may apply for membership as a Student Associate if they:

- a) Have a Northwest Territories high school diploma, or in the opinion of Council, equivalent diploma, and satisfies Council that they are engaged or are about to be engaged in work of some branch of architecture,
- b) Are a member of an architecture students' society at a Canadian university, the Canadian Architectural Student Association, or another organization approved by Council.
- c) Are engaged in a course of study related to the practice of architecture as approved by council, or
- d) Have successfully completed Part I of the RAIC (Royal Architectural Institute of Canada) on Syllabus Program, or equivalent, and are about to commence or have commenced Part II or the equivalent education and training regulation.

67.4 On payment of the appropriate fee, Council may approve the entry of an individual referred to in section 68.3 in the category of Student Associate and issue a certificate of membership.

67.5 Council shall, upon being satisfied as to the good character of the applicant, and as to their intention to qualify and apply in due course for registration as an Architect, admit the applicant as a Student Associate.

67.6 A Student Associate complying with section ~~66.3~~ D must continue enrolment in the RAIC Syllabus program, or equivalent.

67.7 Council may, in its discretion for conduct considered unbecoming, strike the name of any Student Associate from the record and that person shall no longer be a Student Associate.

67.8 No person shall remain a Student Associate for more than ten (10) years unless they are making satisfactory progress towards membership ~~at Councils discretion~~.

67.9 No person shall be admitted as a Student Associate if, at the time of their application, they are qualified to become a Graduate Architect.

Retired Members

68.1 Council may, on written request, approve the entry of an Architect or Restricted Practitioner who has retired from the practice of architecture and tenders their resignation to Council in the category of Retired Member and issue them a certificate of membership. A Retired Member is entitled to:

- a) Attend annual and special general meetings, ~~unless the meeting or Council votes to exclude those persons who are not Architects or Restricted Practitioners~~, but is not entitled to vote at them,
- b) Receive publications of the Association,
- c) Receive such information as directed by Council, and
- d) Use the title "Architect (Retired)" or "Restricted Practitioner (Retired)" after their name to indicate that they are a Retired Member of the Association.

68.2 A Retired Member shall pay such annual dues as are specified by Council pursuant to these bylaws.

Honorary Members

69.1 Council may elect an individual who has rendered the profession of architecture valuable service or who has notably contributed to the advancement of architecture as an Honorary Member.

- 69.2** An Honorary Member is entitled to:
- a) ~~Attend annual and special general meetings, but is not entitled to vote at them,~~
 - b) Receive publications of the Association,
 - c) Receive such information as directed by Council, and
 - d) Use the title "NWTAA (Hon)" after their name to indicate that they are an Honorary Member of the Association.
- 69.3** An Honorary Member shall not be entitled to practice as an Architect.
- 69.4** An Honorary Member shall be exempt from payment of fees.
- 69.5** ~~Notwithstanding anything in these Bylaws, the membership of an Honorary Member who shall perform a criminal act shall be rescinded.~~

Life Members

- 69.1.1** Council may elect an Architect or Restricted Practitioner who has been a member for ten (10) or more years, has practiced their profession with distinction, and notably contributed to the advancement of the profession of architecture as a Life Member.
- 69.1.2** Council may appoint or designate an allied professional who has practiced their profession with distinction and notably contributed to the advancement of the allied profession as a Life Member.
- 69.1.3** Life members shall be exempted from payment of fees.
- 69.1.4** Notwithstanding anything in these bylaws, the membership of a Life Member who shall perform a criminal act shall be rescinded.

None-Practicing Members

- 69.2.1** Council may establish a non-practicing membership category for members who have ceased to practice Architecture in the Northwest Territories, but who wish to remain affiliated with the Association.
- 69.2.2** The annual fee for non-practicing members shall be determined by Council.

Annual Registration

- 69.3.1** Each Architect and Restricted Practitioner shall annually provide the ~~Registrar~~ Executive Director with the title, business address(es) and contact information of their place of business. Each Permit Holder shall annually provide ~~the Registrar~~ the Executive Director with:
- a) The title, business address(es) and contact information of the Firm,
 - b) The number of architects and the names of the director(s) of the Firm
 - c) Each named person's place of residence, and
 - d) The registered office of the Firm.

Mandatory Continuing Education or Professional Development

- 69.4.1** Council shall prescribe mandatory continuing education criteria as a condition of registration for Architects, ~~and~~ Restricted Practitioners ~~and any member that Council deems it necessary for them to do so.~~
- 69.4.2** Mandatory continuing education criteria shall include:
- a) A reporting period that is twenty-four (24) months beginning July 1st of each even numbered year and concluding June 30th of the second year, and
 - b) A required minimum of seventy (70) learning hours per reporting period, including a minimum of twenty-five (25) hours in a structured environment, as determined by Council.
- 69.4.3** ~~An Architect or Restricted Practitioner~~ member shall demonstrate, at the end of each reporting period and in a form prescribed by Council, that they have satisfied the mandatory continuing

education criteria set by Council.

- 69.4.4** ~~An Architect or Restricted Practitioner member~~ who does not comply with section 69.4.2 shall pay a penalty fee prescribed by Council and shall fulfill the requirements no later than August 15th of the same year.
- 69.4.5** ~~An Architect or Restricted Practitioner member~~ who does not comply with section 69.4.2 by August 15th after the end of a reporting period shall pay a second penalty fee prescribed by Council and shall fulfill the requirements no later than September 30th of the same year.
- 69.4.6** An Architect or Restricted Practitioner, who does not comply with section 69.4.2 by September 30th, may have terms and conditions placed on their registration or their registration suspended or revoked as determined by Council.

Reinstatement

- 69.5.1** If a ~~an Architect, Restricted Practitioner~~ member, or Permit Holder, whose name has been removed from the Register or Roll due to arrears in fees, dues, special levies or assessments, may reapply in writing to Council for registration and shall be assessed fees and dues consisting of:
- a) Dues in arrears for the year of removal,
 - b) A re-registration fee, and
 - c) Dues for the current year.
- 69.5.2** If an Architect, in good standing who has allowed their registration to lapse for not more than three (3) years, who cannot re-register through reciprocity and who wishes to be reinstated shall:
- a) Complete the terms and conditions of an application for registration,
 - b) Meet the requirements of one (1) cycle of Mandatory Continuing Education, and
 - c) Be assessed fees and dues consisting of:
 - i. Dues in arrears for the year(s) of lapsed registration,
 - ii. A re-registration fee, and
 - iii. Applicable dues for the current year.
- 69.5.3** If an Architect, in good standing who has allowed their registration to lapse more than three (3) years but less than five (5), who cannot re-register through reciprocity and who wishes to be reinstated shall:
- a) Attend an interview by three (3) members appointed by Council,
 - b) Complete the terms and conditions of an application for registration,
 - c) Meet the requirements of one (1) cycle of Mandatory Continuing Education, and
 - d) Be assessed fees and dues set out in section 69.5.2 C.
- 69.5.4** If an Architect has been removed from the Register for a period of more than five (5) years and who cannot re-register through reciprocity shall refer to Sections 23 and 24 of the Act.
- 69.5.5** If a Permit Holder in good standing who has allowed their registration to lapse, and who wishes to be reinstated shall:
- a) Complete the terms and conditions of an application for a firm permit, and
 - b) Be assessed fees and dues consisting of:
 - i. Dues in arrears for the year(s) of lapsed registration,
 - ii. A re-registration fee, and
 - iii. Applicable dues for the current year.
- 69.5.6** If a Restricted Practitioner in good standing has allowed their membership to lapse, they cannot be reinstated.
- 69.5.7** An Architect, Restricted Practitioner, or Permit Holder who has been removed from the Registrar due

to unprofessional conduct may request reinstatement in writing to Council and shall be required to satisfy any conditions for reinstatement imposed by Council.

- 69.5.8** A Graduate Architect, **Intern Architect**, **Student Intern** or Associate Member, whose registration is cancelled due to non-payment of fees, dues or levies, may be reinstated by applying in writing to Council and submitting the unpaid sum which resulted in their cancellation plus any current fees, dues or levies. **Late fees must be paid before the individuals membership can be renewed.**

PART 7: Fees, Dues and Levies

Annual Fees

- 70.1** Annual fees for members shall be determined by Council, include an administrative charge established by Council, and be payable in advance on January 31st of each year, subject to such discounts as Council may determine.
- 70.2** Registration fees may include an administration charge determined by Council plus any other fees payable with an application for registration.
- 70.3** Registration fees for new applicants shall be pro-rated in accordance with the portion of the calendar year remaining and shall be payable at the time of registration **unless otherwise noted on the fee schedule.**
- 70.4** Annual fees for a **Visiting Project Architect (Licensee)** shall be determined by Council and be specific to project scope and duration.
- 70.5** Each Architect and Restricted Practitioner shall pay fees in respect of each of the following matters:
- a) A registration fee payable upon registration as an Architect or Restricted Practitioner, and
 - b) An annual fee payable on registration for:
 - i. An Architect or Restricted Practitioner in possession of a seal at any time during the year, and
 - ii. An Architect or Restricted Practitioner not in possession of a seal at any time during the year.
- 70.6** Each Permit Holder shall pay fees in respect of each of the following matters:
- a) A registration fee payable upon registration of a Firm, and
 - b) An annual fee payable up registration, pro-rated monthly by calendar year and, thereafter, the full annual fee payable in advance of January 31st of each year.

Refund of Annual Fees

- 71.1** An annual fee refund request from an Architect or Restricted Practitioner upon approval by Council, shall be pro-rated quarterly by calendar year minus an administration charge of \$50.00.
- 71.2** An annual fee refund request from a Permit Holder or Licensee upon approval by Council, shall be prorated semi-annually by calendar year, minus an administration charge of \$50.00.

Annual Fee Reduction

- 72.1** An Architect or Restricted Practitioner may request a reduction of annual fees, as prescribed by Council, for reasons of financial hardship, family leave, medical disability or sabbatical leave.

Fees for Associate Members

- 73.1** An Associate, Retired Member, and Student Associate **Student Intern** shall pay the Association such fees as prescribed by Council in respect of each of the following matters:
- a) A registration fee payable upon registration as a member, and
 - b) An annual fee payable up registration.
- 73.2** A person who registers in a category denoted in section 73.1 during the year shall pay an annual fee

pro-rated for the days remaining in that year or as otherwise stated in the schedule of fees.

Special Levy

74.1 Council may impose a special levy of not more than ~~\$100~~ \$250 per year on each Architect and Restricted Practitioner for special circumstances requiring additional funding for the Association.

Late Payment

75.1 Notwithstanding the time specified for the payment of fees, dues or levies, Council may, for compassionate reasons or for any other reason it considers appropriate, set another time or times for the payment of said fees, dues or levies.

PART 8: Registers and Roll

Register of Architects

80.1 The Register shall contain the following information with respect to each Architect:

- a) Full legal name,
- b) Date of birth,
- c) Registration number,
- d) Whether a seal has been issued to them,
- e) Date the person became an Architect,
- f) Business address,
- g) Date of death,
- h) Any suspensions or cancellation of their registration,
- i) Where their professional records are kept, and
- j) Such other information as Council may direct.

Register of Restricted Practitioners

81.1 The Register shall contain the following information with respect to each Restricted Practitioner:

- a) Full legal name,
- b) Date of birth,
- c) Registration number as a professional engineer, (if applicable),
- d) Registration number as a Restricted Practitioner,
- e) Date of Registration as a Restricted Practitioner,
- f) Business address,
- g) Any suspension or cancellation of their registration,
- h) Where their professional records are kept
- i) The restricted scope of practice in which they are permitted to engage, and
- j) Such other information as Council may direct.

81.2 The Registrar shall notify a member in writing of any change to their information in the Register.

81.3 The Registrar shall maintain, in a separate record, information as to whether an Architect or Restricted Practitioner is a sole practitioner, in partnership, a director of, or an employee of a Firm.

81.4 Information entered under section 81.1 G may only be removed at the direction of Council.

81.5 The Registrar shall record the names of all Graduate Architects in good standing.

Register of Visiting Project Architects (Licensees)

82.1 The Register shall contain the following information with respect to each ~~Licensee~~ Visiting Project Architect:

- a) Full legal name,

- b) Licence or registration number issued to them in the jurisdiction in which they are entitled to practice architecture,
- c) Licence number in respect of the project they are a Visiting Project Architect of,
- d) Date the individual became a Visiting Project Architect,
- e) Date they cease to be licenced, to be one (1) year following the conclusion of the project,
- f) Name and location of the project in respect of which they are licenced,
- g) Name of the Architect with whom they are collaborating,
- h) Business address,
- i) Where the professional records of the project are to be kept in respect of which they are licensed,
- j) Any suspension or cancellation of their licence or of the registration of the Architect with whom they are collaborating,
- k) Date of death, if it occurs during the course of the project, and
- l) Such other information as Council may direct.

82.2 Information under section 82.1 J may only be removed at the direction of Council.

82.3 The Registrar shall notify a **Licensee Visiting Project Architect** in writing of any change to their information in the Register.

Register of Permit Holders

83.1 The Register shall contain the following information with respect to each Permit Holder:

- a) Full legal name,
- b) Permit number,
- c) Date of Registration,
- d) Business Address,
- e) Any suspensions or cancellation of the Firm's registration,
- f) Full legal name and registration number of the Architect, Restricted Practitioner, or **Licensee Visitor Project Architect** who will serve as the professional representative of the Firm and who will supervise the Firm's practice of architecture as well as its professional conduct, and
- g) Such other information as Council may direct.

83.2 Information under section 83.1 E may only be removed at the direction of Council.

83.3 The Registrar shall notify a Permit Holder in writing of any change to their information in the Register.

Inspection of Registers and Roll

84.1 The Registrar shall, during regular office hours, permit members of the Association to inspect the information about themselves recorded in the applicable Register or Roll.

PART 9: Professional Stamps

Issue of Stamp

90.1 Every authorized practitioner shall, upon registration, be issued a personal stamp for their professional use.

90.2 The Registrar shall only issue a **replacement** stamp to an Architect on the request of the Architect.

90.3 The individual whose name is on the stamp is its custodian and is responsible for its safekeeping.

90.4 The custodian of a Permit Holder's stamp shall be an officer or employee of the Permit Holder who is authorized to control its use.

Use of Stamp

- 91.1** A stamp shall be affixed to a document only when the professional taking responsibility is satisfied that the work has been completed to an acceptable standard.
- 91.2** Each time an Architect's or Restricted Practitioner's stamp is used, the authorized practitioner shall:
- Either impress the stamp on their signature or sign over the stamp, so that the signature and stamp are combined, and
 - Indicate the date the stamp was used.
- 91.3** A Permit Holder's stamp shall be affixed to a document only after the professional(s) taking responsibility have affixed their personal stamps.
- 91.4** The Permit Holder, or an authorized officer or employee, shall affix the stamp, sign across the imprint of the stamp and indicate the date of the signature.

Return of Stamp

- 92.1** All stamps issued by the Registrar remain the property of the Association and shall be returned.
- By an Architect or Restricted Practitioner:
 - If they no longer wish to hold the stamp,
 - If they cease to be an authorized practitioner, or
 - Upon their death,
 - By a Permit Holder, if the Firm is wound up or otherwise ceases to be a Firm,
 - By a **Licensee Visiting Project Architect**, upon the expiration of their licence, or
 - For any such circumstances described in the Act.

Architect Stamp

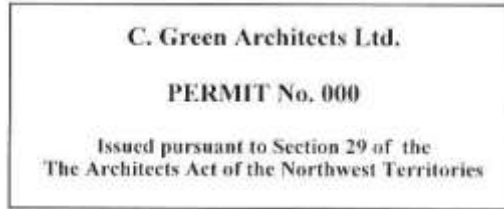
- 93.1** An Architects stamp shall be engraved with:
- The name and registration number of the Architect to whom the stamp is issued, and
 - The words "Architect" and "Northwest Territories Association of Architects".
- 93.2** The seal shall be engraved in the following form:



- 93.3** The stamp of an Architect may be made of metal, rubber or other suitable material.

Permit Holder Stamp

- 94.1** A Permit Holder stamp shall be a rubber stamp engraved with:
- The name of the Firm to which the stamp is issued;
 - The permit number of the Firm, and
 - The words "issued pursuant to the *Architects Act* of the Northwest Territories".
- 94.2** The stamp shall be designed in the following form:



- 94.3** A Permit Holder's stamp may only be used when an Architect also impresses their seal in association with the stamp of the Firm.

Visiting Project Architect (Licensee) Stamp

- 95.1** A ~~Licensee's~~ Visiting Project Architect's stamp shall be a rubber stamp engraved with:
- The name of the ~~Licensee~~ Visiting Project Architect to whom the stamp is issued,
 - The licence number of the ~~Licensee~~ Visiting Project Architect,
 - The location and name of the project in respect of which the ~~Licensee~~ Visiting Project Architect is licensed, and
 - The name of the Architect or Firm collaborating with the ~~Licensee~~ Visiting Project Architect.

- 95.2** The stamp shall be designed in the following form:

VISITING PROJECT ARCHITECT	
C Green , Edmonton, Alberta	
Licence No.: 000	New Office Building
Issued: January 01, 2005	2005-2005 Street Yellowknife, NWT
Collaborating Architect: ABC Architects Ltd. Northwest Territories Association of Architects	
Issued pursuant to Section 28 of the The Architects Act of the Northwest Territories	

- 95.3** A ~~Licensee~~ Visiting Project Architect shall use the stamp issued to them by the NWT Association of Architects alongside the stamp issued to them in the jurisdiction in which they are entitled to engage in the practice of architecture.

Restricted Practitioner Stamp

- 96.1** A Restricted Practitioner's stamp ~~of a restricted practitioner~~ shall be a rubber stamp engraved with:
- The name of the Restricted Practitioner to whom the stamp is issued, and
 - The restricted scope of practice in which the Restricted Practitioner is permitted to engage.

- 96.2** The stamp shall be designed in the following form:



PART 10: Conduct and Discipline

Practice Bulletins

- 100.1** Council shall publish Practice Bulletins to clarify or develop the intent of some part of the Act or these **Bylaws**, or an extension thereof.
- 100.2** Practice Bulletins, once approved and published by Council, shall become a standard of conduct for all members.

Code of Ethics

- 101.1** All registrants, Permit Holders, and Associate Members shall conform to The Code of Ethics in Schedule 1 of these **Bylaws**.
- 101.2** A breach of the Code of Ethics shall constitute conduct unbecoming which is subject to disciplinary action **as determined by Council**.

Notice to Public, Profession and Government

- 102.1** If, in the judgment of Council an authorized practitioner has engaged in improper conduct, the Registrar, after all appeals and rights of appeal have been exhausted, shall give notice of such finding to the profession and to any party or parties whose complaint, complaints, or notice of conduct gave rise to the investigation and hearing that led to Council's decision, and such notice shall include:
- a) The name of the authorized practitioner,
 - b) The nature of the complaint or conduct of which the authorized practitioner was found guilty, including brief particulars,
 - c) The penalty imposed, including any conditions; and
 - d) The costs imposed, if any.
- 102.2** Council may direct the Registrar to publish said information concerning its findings to the public as it considers appropriate under the circumstances in such manner and by such means as it may determine.

PART 11: Miscellaneous Provisions

Time Extensions

- 110.1** Where these bylaws require actions or proceedings to be done, had, or taken by or at a certain date, and that date is a Saturday, Sunday or holiday, the actions or proceedings shall be done had or taken on or by the following day that is not a Saturday, Sunday or holiday.
- 110.2** If anything to be done by Council or an individual within a number of days or at a time fixed by or under these **Bylaws**, cannot be or is not so done, Council, shall have discretion to appoint further or other time for doing it, whether the time at or within which it ought to have been done has or has not arrived or expired.
- 110.3** Anything done at or within the time specified by the Council is as valid as if it had been done at or within the time fixed by or under these **Bylaws**.
- 110.4** Notwithstanding anything in these bylaws, where a certain date is fixed on or by which certain things are to be done or proceedings taken, and that date was fixed having regard to an earlier fixed date on or by which certain other things are to be done or proceedings taken, and if default is made in respect of the earlier date, Council may permit a like delay in respect of the later date.

Inability To Act

111.1 If a person is required to take some action or do something under these bylaws and is absent, unable, or unwilling to do so, Council may appoint another person to take the action or do the thing in their place.

Delivery of Notices

112.1 A notice or any other thing that is permitted or required to be given to an Architect, Restricted Practitioner, Permit Holder, ~~Licensee~~ Visiting Project Architect or another member may be given:

- a) By delivering the notice to that person's business address as recorded in the Register or Roll, or
- b) By personal service.

112.2 A notice or any other thing that is permitted or required to be given to Council, an officer or appointee of Council, or the Association, the notice may be given by delivering it to the head office of the Association.

112.3 If one or more Architect or Restricted Practitioner does not receive a notice served in accordance with subsection 112.1, an annual or special general meeting that is the subject of the notice may nevertheless be held as if the notice or notices had been received.

Validation

113.1 Any act or thing under the provision of these bylaws that is directed to be done within a limited time and that is not done so, or is not properly or effectually done, shall not vitiate any act or thing that was done prior to such omission or improper, ineffectual act and that prior act shall remain in full effect.

113.2 Council may extend the time for completing or perfecting an act or thing, either prior or subsequent to such act or thing not being properly or effectually done or omitted, and such act, when completed or perfected, shall have the same effect as if done strictly in accordance with the provision of these bylaws.

PART 12: Amendments to Bylaws

Amendments

120.1 An amendment to these bylaws shall not be submitted to a vote unless the details of the amendment have been disclosed to all members at least thirty (30) days prior to the day on which the vote is to occur.

120.2 Voting shall take place at a duly convened annual or special meeting or by mail vote.

120.3 The procedure for conducting a mail vote shall be established by Council and shall be consistent with the Act and these ~~Bylaws~~.

120.4 A member who wishes to propose the enactment, amendment or repeal of bylaws at an annual or special meeting must provide the Registrar:

- a) Written notice of a motion, and
- b) A copy of the bylaw additions, amendments or repeals they will propose.
- c) The Registrar, on receipt of such a motion as determined, shall send a copy of the proposed enactment, amendments or repeal to each Architect at least forty-five (45) days before the annual or special meeting at which the motion is to be proposed.

120.5 If Council wishes to enact new bylaws, propose amendments to these bylaws or repeal bylaws, the President may do so on behalf of Council in accordance with section ~~120.5~~ 120.1

120.6 Council may authorize a mail vote to obtain ratification by the Membership of changes to these bylaws as required under section 120.2 to 120.4. Such a vote shall be conducted in accordance

with part 12 of these **Bylaws**.

Coming Into Force

- 121.1** Subject to this section new bylaws may be enacted; these bylaws may be amended or repealed by a simple majority of those members present and voting at an annual or special general meeting, or by mail or electronic vote.
- 121.2** These bylaws come into force immediately upon being passed pursuant to section 121.1.

Prior Revisions and Amendments

- 121.1** The Bylaws of the Northwest Territories Association of Architects, established in ~~March, 2022~~ **February 2024** with revisions and amendments up to and including ~~April 2015~~ **March 2022**, are repealed.

Schedule: Code of Ethics

Preface

Architects are self-regulated professionals who serve the public interest, and members share a collective obligation to uphold these standards and support the integrity of the profession. The practice of architecture requires an understanding of the profound impact that design decisions have on individuals, communities, and the natural and cultural environments of the Northwest Territories. It also requires an appreciation of the Architect's relationship to society, the regulatory framework governing the profession, and the trust placed in Architects as licensed professionals.

This Code of Ethics sets out the ethical principles and professional obligations that govern the conduct of Architects registered with the Northwest Territories Association of Architects ("NWTAA"). This Code is intended to guide ethical decision-making, promote public confidence, and uphold the dignity and reputation of the architectural profession.

1. Responsibility to the Public

1.1 CONSIDER THE WIDER IMPACT OF ONE'S DESIGN WORK

~~An Architect will hold paramount the safety, health, and welfare of the public and environment~~ An Architect shall act in the best interests of the public and their clients, with paramount regard for the safety, health, and welfare of the public and environment.

1.2 MAINTAIN THE INTEGRITY OF THE PROFESSION

An Architect ~~will~~ shall represent themselves in a manner that contributes to the esteem of the profession.

An Architect ~~will~~ shall not misrepresent their education, qualifications or competence.

An Architect shall conduct their affairs in a professional manner and refrain from any act which would reflect unfavourably on the profession as a whole.

1.3 PROVIDE ADEQUATE FEES AND COMPENSATION FOR SERVICES

An Architect is responsible for establishing ~~justifiable~~ adequate, fair and reasonable fees for professional services performed.

A fee for professional services shall be fair and reasonable, having regard to all relevant circumstances, including:

- a) The time and effort required,
- b) The complexity of the project,
- c) Any special skills or services required,
- d) Customary charges for similar services in the locality,
- e) The cost of the work, and
- f) Any special circumstances, including loss of other employment or uncertainty that may apply with respect to a particular project.

An Architect shall not accept remuneration from any source other than the professional fees payable by the client, except with full disclosure and the informed consent of the client.

1.4 COMPLY WITH LAWS AND REGULATIONS

An Architect shall not knowingly violate any law or regulation in the practice of architecture.

1.5 ENGAGE IN THE COMMUNITY

An Architect is encouraged to support and participate in community affairs, to engage and educate the public, and to promote the health and well-being of the public.

2. Responsibility to the Client

2.1 BE COMPETENT

An Architect ~~will~~ shall be competent in carrying out the professional work they undertake.

An Architect ~~is responsible for keeping themselves informed and~~ shall maintain professional competence by staying current with emerging technologies, techniques, and accepted professional standards ~~in order to maintain their competence and strive to advance their body of knowledge.~~ relevant to their practice, including through ongoing learning and engagement with evolving industry practices.

An Architect ~~will~~ shall provide services ~~only in areas of their competence and practice in a careful and diligent manner and will; otherwise, provide a consultation and/or referral to an appropriate professional~~ when qualified and competent to do so and shall practice within the limits of their knowledge, skill, and experience in a careful and diligent manner. Where a matter falls outside the Architect's competence, the Architect shall seek appropriate consultation or referral to a qualified professional

An Architect is expected to make appropriate arrangements for managing professional work in the event of incapacity, death, and absence from, or inability to, work.

An Architect shall acknowledge continuing education as an essential component of professional competence and shall undertake and report continuing education and professional development activities in accordance with the requirements set out in the bylaws.

2.2 PROVIDE SERVICES AND EXPLAINING CONSEQUENCES OF DESIGN DECISIONS

An Architect ~~will~~ shall act as a faithful agent of their client or employer, ~~maintain confidentiality and avoid conflicts of interest~~ subject always to their duty to the public interest and compliance with applicable law and professional standards.

An Architect ~~will~~ shall carry out their professional work faithfully and conscientiously and with due regard to relevant technical and professional standards, by:

- a) Undertaking and completing their work promptly and with skill and care,
- b) Keeping their clients informed of the progress of work undertaken on their behalf and of any issues which may significantly affect its quality or cost, and
- c) Exercising impartial and independent professional judgment when acting between parties or giving advice.

An Architect ~~will~~ shall present clearly to employers and clients the possible consequences of architectural and engineering decisions which are overruled or disregarded.

An Architect ~~will~~ shall consider the social, cultural and environmental impacts of design decisions, and decisions that have been overruled or disregarded by clients.

An Architect ~~will~~ shall sign and seal only reports, plans, or documents which they have prepared, or which have been prepared under their direct supervision and control.

2.3 ACT WITH INTEGRITY AND HONESTY

An Architect is expected, at all times, to act with honesty and integrity and to avoid any actions or situations which are inconsistent with their professional obligations.

An Architect ~~will~~ shall represent their qualifications and expertise honestly.

~~An Architect will disclose, in writing, any conflicts of interest, and manage it to the satisfaction of all affected parties. [DELETE – COVERED IN CONFLICT OF INTEREST]~~

An Architect ~~will~~ shall not make any statement which is contrary to their professional opinion, or which is known to be misleading, unfair to others or discreditable to the profession.

An Architect ~~will~~ shall notify their client promptly of any change in the architect (or other professional) responsible for work undertaken.

An Architect ~~will~~ shall keep proper records of all money held which belongs to a client or other third party and will account for it at all times.

An Architect ~~will~~ shall promote their services honestly and responsibly.

An Architect ~~will~~ shall not offer or make any gifts, other than of nominal value, with the intent of influencing the judgment of a prospective client in connection with a project in which the Architect is interested.

~~An Architect will not engage in activities or accept remuneration for services rendered which may create a conflict of interest with their clients or employers.~~ [DELETE – COVERED IN CONFLICT OF INTEREST]

~~An architect shall not disclose confidential information without the consent of their clients or employers unless the withholding of such information is deemed contrary to the safety of the public.~~ [MOVE TO DUTY OF CONFIDENTIALITY]

2.4 DUTY OF CONFIDENTIALITY

An Architect shall not disclose confidential information without the consent of their clients or employers, except where authorized by the client or employer, required by law or court order, or where withholding such information is deemed contrary to the safety of the public.

2.5 CONFLICT OF INTEREST

An Architect shall act impartially and shall not favour their own interests over the legitimate interests of a client or the public.

For the purposes of this Code, a “conflict of interest” means a situation that is likely to adversely affect an Architect’s judgment or loyalty to a client or prospective client, or that may prompt the Architect to prefer their own interests over the interests of a client or prospective client.

An Architect shall not act or continue to act for a client where a conflict of interest arises or is likely to arise unless the conflict is fully explained to the client and the client, with full knowledge of the conflict, requests that the Architect continue to act.

An Architect shall promptly disclose in writing any actual or potential conflict of interest and shall manage the conflict to the satisfaction of all affected parties.

An Architect shall not engage in activities or accept remuneration that create, or are likely to create, a conflict of interest with a client or employer.

2.6 MANAGE A BUSINESS COMPETENTLY

An Architect ~~will~~ shall ensure that they are able to provide adequate professional, financial and technical resources when entering into a contract and throughout its duration.

An Architect ~~will~~ shall ensure that, before undertaking any professional work, they have entered into a written agreement with the client which adequately covers:

- a) The contracting parties,
- b) The scope of work,
- c) The fee,
- d) The responsibilities of each party,
- e) Any constraints or limitations on the responsibilities of the parties,
- f) The provisions for suspension or termination of the agreement, and
- g) A declaration that the Architect carries appropriate insurance coverage.

An Architect ~~must~~ shall make clear to the client the extent to which any of their architectural services are being subcontracted.

An architect ~~will~~ shall promptly return to a client any papers, plans or property to which the client is legally entitled at the end of a contract (if requested), or upon reasonable demand.

2.7 NOT WITHDRAW SERVICES

An Architect shall not withdraw professional services except for good cause and with notice that is appropriate in the circumstances.

2.8 NOT GUARANTEE PROBABLE COST OF CONSTRUCTION

An Architect shall not guarantee probable cost of construction, furnishings, fixtures and equipment, whether prepared by the Architect or not.

3. Responsibility to the ~~Client~~ Profession

3.1 SUPPORT THE PROFESSION

An Architect has an obligation to participate in the advancement of the profession and in support of its professional organizations, peers and colleagues.

An Architect ~~will~~ shall carry out their professional work faithfully and conscientiously and with due regard to relevant technical and professional standards.

An Architect ~~will~~ shall conduct their affairs in a professional manner and refrain from any act which would reflect unfavourably on the profession as a whole.

An Architect shall not practice or hold out as entitled to practice architecture when not authorized, nor enable or permit the unauthorized practice of architecture.

3.2 REPORT INAPPROPRIATE CONDUCT

An Architect ~~will~~ shall report to the appropriate review body any illegal, unethical or unprofessional conduct or failure to provide services in accordance with currently accepted professional standards.

An Architect ~~will~~ shall co-operate with regulatory requirements and investigations.

An Architect ~~will~~ shall manage and respond to disputes or complaints appropriately.

3.3 UPHOLD PROFESSIONAL EQUALITY

An Architect ~~will~~ shall view the profession as a partnership of equals.

3.4 ADVERTISE/PROMOTE APPROPRIATELY

An Architect ~~will~~ shall build their reputation on their professional ability and integrity and will conduct any promotional activity in accordance with acceptable professional standards and within applicable legislations.

An Architect may promote or advertise their professional abilities but shall do so only in a manner that is truthful, accurate, professional, and consistent with acceptable professional standards and applicable legislation.

An Architect shall not solicit professional work through misleading, false, coercive, or deceptive practices, nor advertise in a manner that is unprofessional or inconsistent with the dignity of the profession.

3.5 ASK FOR FAIR COMPENSATION FOR SERVICES

An Architect ~~will~~ shall provide services and receive compensation commensurate with the project scope and schedule; except when providing pro bono services on a contingency basis or as approved by Council.

4. Responsibility to Other Professionals

4.1 RESPECT COLLEAGUES AND OTHER PROFESSIONALS

An Architect ~~will~~ shall conduct themselves with equity, fairness, courtesy and good faith towards colleagues and peers.

An Architect ~~will~~ shall give credit where credit is due and, accept, as well as give honest and fair

professional criticism.

An Architect ~~will~~ **shall** not make disparaging comments of the work or qualifications of a colleague to a client or the public.

An Architect ~~will~~ **shall** not falsely or maliciously injure the professional reputation or business prospects of another Architect.

An Architect is encouraged to consult with a client's previous Architect concerning services rendered and, through discussion, will advise a client how to achieve an appropriate resolution.

An Architect ~~will~~ **shall** only accept a commission for a project when the services of any Architect previously retained for the project have been terminated.

2026 Financial Position (Projected)

ASSETS	2026 BUDGETED	2025 ESTIMATED	2025 PROJECTED
Unrestricted			
CIBC Operating Account	64,560.00	21,200.00	1,433.00
CIBC Operating Savings Account	214,000.00	175,900.00	220,836.00
Cash on Hand	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	750.00
Credit Cards Receivable	0.00	0.00	0.00
Subtotal Unrestricted	278,560.00	197,100.00	223,019.00
Restricted			
Investments - Operating Reserve Fund	103,804.33	103,804.33	103,804.33
Investments - Legal Reserve Fund	192,485.85	191,054.79	192,485.85
Investments - Don Jossa Scholarship Fund	23,543.76	16,043.76	23,543.76
Investments - 25th Anniversary Fund	0.00	26,389.78	0.00
Subtotal Restricted	319,833.94	337,292.66	319,833.94
TOTAL ASSETS	598,393.94	534,392.66	542,852.94
LIABILITIES			
Accounts Payable	1,375.00	0.00	1,451.00
Credit Card & Other Payables	1,000.00	0.00	890.00
Cheques Outstanding	0.00	0.00	0.00
Customer Deposits	62,960.00	0.00	36,640.00
TOTAL LIABILITIES	65,335.00	0.00	38,981.00
TOTAL ASSETS MINUS LIABILITIES	533,058.94	534,392.66	503,871.94
TOTAL UNRESTRICTED ASSETS MINUS LIABILITIES	213,225.00	197,100.00	184,038.00

2026 Operating Budget Summary

REVENUE	2026 BUDGET	2025 ESTIMATED	2025 PROJECTED
Membership Registrations & Fees	222,165.00	222,935.00	227,720.50
Other Revenue	16,750.00	20,540.00	20,138.72
Deferred Revenue	0.00	0.00	0.00
TOTAL REVENUE	238,915.00	243,475.00	247,859.22
Total Cost of Services	20,600.00	17,938.00	18,842.39
TOTAL REVENUE OVER COSTS	218,315.00	225,537.00	229,016.83
EXPENDITURES			
Operation & Administration	165,535.00	160,191.00	150,810.11
Governance	14,250.00	13,450.00	6,746.23
Programs & Initiatives	48,700.00	17,000.00	3,303.70
Fund Contributions	0.00	0.00	0.00
TOTAL EXPENDITURES	228,485.00	190,641.00	160,860.04
Funds reserved for 25th Anniversary	26,389.78	-26,389.78	
TOTAL REVENUE OVER EXPENDITURES	16,219.78	8,506.22	68,156.79

2026 Operating Budget Detail

REVENUE	2026 BUDGET	2025 ESTIMATED	2025 PROJECTED
Membership			
Member Registrations	107,365.00	107,935.00	106,257.50
Firm Permit Registrations	111,400.00	113,100.00	117,143.00
Late Fees & Other	400.00	400.00	520.00
Application Fees	3,000.00	1,500.00	3,800.00
Subtotal Membership	222,165.00	222,935.00	227,720.50
Other			
Continuing Education Fees	2,750.00	600.00	2,650.00
Funding & Sponsorships	0.00	0.00	0.00
ExAC Registrations	4,000.00	2,940.00	6,500.00
Events & Social Activities	0.00	0.00	0.00
Regulatory Fines/Penalties	0.00	0.00	0.00
Interest Income	10,000.00	17,000.00	10,855.00
Miscellaneous Income	0.00	0.00	133.72
Subtotal Other	16,750.00	20,540.00	20,138.72
Subtotal Deferred Revenue	0.00	0.00	0.00
TOTAL REVENUE	238,915.00	243,475.00	247,859.22
COST OF SERVICES			
Credit Card Processing Fees	4,500.00	3,850.00	4,522.61
Registrar Expenses	800.00	700.00	831.73
National Levies & Fees	6,200.00	4,100.00	5,599.55
ExAC Administration	3,100.00	1,788.00	4,400.00
ConEd Fees & Expenses	6,000.00	7,500.00	3,488.50
TOTAL COST OF SERVICES	20,600.00	17,938.00	18,842.39
TOTAL REVENUE OVER COSTS	218,315.00	225,537.00	229,016.83

EXPENDITURES	2026 BUDGET	2025 ESTIMATED	2025 PROJECTED
Operations			
Administration	113,581.61	110,131.00	108,606.29
Salary & Payroll	101,500.00	98,000.00	98,000.00
EI Expense	1,508.51	1,470.00	1,508.51
CPP Expense	4,433.10	4,055.00	4,430.10
WSCC Expense	1,140.00	1,106.00	1,108.00
Employee Benefits (HSA)	3,500.00	3,500.00	2,697.77
Staff Development	1,500.00	2,000.00	861.91
Office Lease and O&M	9,600.00	9,600.00	9,600.00
Financial Services	15,750.00	18,000.00	15,750.00
Legal Services	5,000.00	2,500.00	0.00
Legal - General Advice	5,000.00	2,500.00	0.00
Legal - Conduct	0.00	0.00	0.00
Contractor Services	0.00	0.00	0.00
Insurance Policies	3,000.00	3,000.00	2,739.17
General Commercial Liability	1,000.00	1,000.00	946.40
Directors & Officers Liability	2,000.00	2,000.00	1,792.77
Office Supplies & Expenses	5,000.00	6,000.00	4,056.47
Supplies & Materials	1,500.00	1,500.00	1,222.66
Software & Subscriptions	3,500.00	4,000.00	2,833.81
Library Purchases	0.00	500.00	0.00
Communication Services	3,429.39	3,185.00	3,195.87
Phone	1,169.99	1,075.00	1,128.86
Internet	1,259.40	1,260.00	1,259.40
Web & Email	300.00	350.00	126.00
Mail & Courier	700.00	500.00	681.61
Advertising & Promotional incldes PM Conf	2,100.00	2,500.00	420.00
Capital Purchases	1,000.00	1,500.00	0.00
Bank & Interest Fees	600.00	800.00	576.31
Credit Card Service Fees	441.00	450.00	441.00
Admin Travel	5,530.00	2,000.00	5,200.00
Miscellaneous	300.00	300.00	0.00
Amortization	203.00	225.00	225.00
Subtotal Operations	165,535.00	160,191.00	150,810.11

EXPENDITURES continued	2026 BUDGET	2025 ESTIMATED	2025 PROJECTED
Governance			
Council Meetings	1,200.00	1,200.00	998.71
Council Travel & Expenses	4,000.00	2,000.00	816.23
Out of Territory Travel Allowance	4,000.00	2,000.00	816.23
Conference	0.00	0.00	0.00
Committee Meetings & Expenses	400.00	500.00	183.72
Annual General Meeting	750.00	750.00	738.43
National Meetings	7,900.00	9,000.00	4,009.14
ROAC Spring Meeting	3,950.00	4,500.00	942.95
ROAC Fall Meeting	3,950.00	4,500.00	3,066.19
Subtotal Governance	14,250.00	13,450.00	6,746.23
Programs & Initiatives			
Social Events & Programs (includes 25th Anniversary event)	30,000.00	2,500.00	2,495.00
Gifts & Accolades	1,200.00	2,000.00	808.70
Awards & Prizes	10,000.00	5,000.00	0.00
Don Jossa Scholarship	7,500.00	7,500.00	0.00
President's Initiative	0.00	0.00	0.00
Subtotal Programs & Initiatives	48,700.00	17,000.00	3,303.70
Fund Contributions			
Operating Reserve Fund	0.00	0.00	0.00
Legal Reserve Fund	0.00	0.00	0.00
Don Jossa Scholarship Fund	0.00	0.00	0.00
25th Anniversary Fund	0.00	0.00	0.00
Subtotal Fund Contributions	0.00	0.00	0.00
TOTAL EXPENDITURES	228,485.00	190,641.00	160,860.04
Funds reserved for 25th Anniversary	26,389.78	-26,389.78	
TOTAL REVENUE OVER EXPENDITURES	16,219.78	8,506.22	68,156.79

2026 Reserve Funds (Investments)

As of December 31, 2025

OPERATING RESERVE FUND	OPENING BALANCE	MATURED	INTEREST EARNED	PURCHASE	CLOSING BALANCE	INTEREST UNEARNED
*GIC #199 (May 12/27)	82,059.31	0.00	0.00		82,059.31	13,798.40
GIC #00051 (Dec 4/26)	21,030.00	21,030.00	715.02	21,745.02	21,745.02	532.75
<i>Contribution</i>			0.00			
<i>Total for reinvestment</i>				21,457.05	21,457.05	
TOTAL OPERATING RES. FUND	103,089.31	21,030.00	715.02	43,202.07	103,804.33	14,331.15
LEGAL RESERVE FUND						
GIC #116 (Dec 22/26)	9,529.09		0.00		9,529.09	435.71
GIC #94 (1year Dec 30/26)	45,481.86	45,481.86	1,364.46	46,846.32	46,846.32	1,147.73
*GIC #199 (May 12/27)	73,953.44	0.00	0.00		73,953.44	11,417.77
GIC #124 (3 year Mar 3/28)	35,000.00	0.00	0.00	0.00	35,000.00	2,967.63
GIC # 000433 (June 20/26)	27,157.00	27,157.00	0.00		27,157.00	737.37
<i>Contribution</i>			0.00			
<i>Total for reinvestment</i>				46,846.32		
TOTAL LEGAL RESERVE FUND	191,121.39	72,638.86	1,364.46	46,846.32	192,485.85	16,706.21
SCHOLARSHIP FUND						
GIC #19 (May 12/27)	16,043.76	0.00	0.00		16,043.76	2,395.70
GIC #5 (September 17, 2026)	0.00				7,500.00	187.50
<i>Contribution</i>						
<i>Total for reinvestment</i>					0.00	
TOTAL SCHOLARSHIP FUND	16,043.76	0.00	0.00	0.00	23,543.76	2,583.20
TOTAL RESTRICTED FUNDS	310,254.46	93,668.86	2,079.48	90,048.39	319,833.94	33,620.56

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



Financial Reporting Package
Northwest Territories Association of Architects
December 31, 2025



Financial Reporting Package
Northwest Territories Association of Architects
December 31, 2025

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March 11, 2026

PRIVATE AND CONFIDENTIAL

Marie Chenard
Northwest Territories Association of Architects
5204 50 Ave
Suite 201, 2nd Floor Diamond Plaza
Yellowknife, Northwest Territories X1A 1E2

Dear Marie:

We are pleased to provide you with this financial reporting package for Northwest Territories Association of Architects (the "Not for profit") for your year ended December 31, 2025. This financial reporting package contains all the engagement deliverables for the current fiscal year. Please review the items carefully and let us know if you have any questions or concerns.

We have e-filed the T2 Return and Schedule Information with the Canada Revenue Agency ("CRA") on your behalf.

Enclosed is a copy of the Not for profit's T1044 Non-profit Organization (NPO) Information Return.

Upon receiving the Notice of Assessment or any subsequent Notice of Reassessment, please advise us of any changes that occurred. If you do not agree with the changes, you have 90 days from the receipt of the Notice of Assessment to dispute the change.

ACTION ITEMS FOR YOUR IMMEDIATE ATTENTION:

1. Enclosed you will find a copy of year end adjusting entries which should be posted to your general ledger on the date indicated. A copy of your adjusted trial balance is also included for your records, and to assist in verifying that the entries have been posted correctly.
2. Our invoice for services rendered has been emailed to you. Please remit payment within thirty days so that interest charges can be avoided.

If you would like to discuss these matters or have any questions, please contact our office.

Thank you for doing business with Crowe MacKay LLP.

Yours very truly,

Crowe MacKay LLP
Chartered Professional Accountants

A handwritten signature in black ink, appearing to read 'FD', is positioned above the typed name.

Per: Frederick Deschenes Accounting P.C.
Partner

Encl.

Northwest Territories Association of Architects

Financial Statements

December 31, 2025

Northwest Territories Association of Architects

Financial Statements

December 31, 2025

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Independent Auditors' Report

To the members of Northwest Territories Association of Architects

Opinion

We have audited the financial statements of Northwest Territories Association of Architects, which comprise the statement of financial position as at December 31, 2025, and the statements of operations, changes in members' equity and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

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

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

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

Independent Auditors' Report (continued)

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

Crowe Mackay LLP

Yellowknife, Canada
March 11, 2026

Chartered Professional Accountants

Northwest Territories Association of Architects

Statement of Operations

For the year ended December 31,	2025	2024
Revenues		
Membership fees	\$ 217,350	\$ 216,553
Application fees	3,800	3,300
Continuing education	2,650	240
ExAC fees	6,500	4,165
Interest income	14,829	14,099
Other income	134	-
	245,263	238,357
Expenses		
Accounting and legal	20,538	16,500
Administration and employment	109,185	106,813
Advertising and promotion	1,229	1,588
Amortization	253	374
Annual general meeting	738	740
Computer/website	126	1,407
Continuing education	3,489	1,195
Council/committees	1,182	1,511
ExAC	4,400	3,773
Insurance	2,526	2,489
Interest and bank charges	5,558	4,977
National governance levies	5,600	3,041
Office supplies and subscriptions	5,713	8,963
Rent	9,600	9,600
Social events	2,366	1,737
Telephone and internet	2,388	2,317
Travel	9,822	7,295
	184,713	174,320
Excess of revenues over expenses	\$ 60,550	\$ 64,037

Northwest Territories Association of Architects

Statement of Changes in Members' Equity

For the year ended December 31, 2025

	Unrestricted Fund	Investment in Tangible Capital Assets Fund	Legal Fund	Operating Fund	Scholarship Fund	Anniversary Fund	Total 2025	Total 2024
Balance, beginning of year	\$ 143,057	\$ 982	\$ 159,870	\$ 107,667	\$ 16,924	\$ 27,050	\$ 455,550	\$ 391,513
Excess of revenues over expenses	60,550	-	-	-	-	-	60,550	64,037
Amortization	253	(253)	-	-	-	-	-	-
Interest income on Legal Fund	(3,588)	-	3,588	-	-	-	-	-
Transfer to Legal Fund	(37,410)	-	37,410	-	-	-	-	-
Interest income on Operating Fund	(3,159)	-	-	3,159	-	-	-	-
Transfer to Operating Fund	(715)	-	-	715	-	-	-	-
Transfer to Scholarship Fund	(7,500)	-	-	-	7,500	-	-	-
Interest income on Scholarship Fund	(674)	-	-	-	674	-	-	-
Transfer from Anniversary Fund	27,050	-	-	-	-	(27,050)	-	-
Balance, end of year	\$ 177,864	\$ 729	\$ 200,868	\$ 111,541	\$ 25,098	\$ -	\$ 516,100	\$ 455,550

Northwest Territories Association of Architects

Statement of Financial Position

December 31,	2025	2024
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Assets

Current

Cash	\$ 314,641	\$ 263,566
Accounts receivable	461	231
Prepaid expenses	6,729	2,600

321,831	266,397
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Restricted interest receivable	18,158	11,214
Tangible capital assets (note 3)	729	982
Restricted investments (note 4)	319,834	300,297

\$ 660,552	\$ 578,890
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Liabilities

Current

Accounts payable and accrued liabilities (note 5)	\$ 28,121	\$ 22,090
Unearned membership fees	116,331	101,250

144,452	123,340
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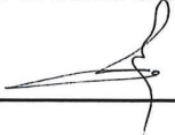
Members' Equity

Unrestricted Fund	177,864	143,057
Investment in Tangible Capital Assets Fund	729	982
Legal Fund	200,868	159,870
Operating Fund	111,541	107,667
Scholarship Fund	25,098	16,924
Anniversary Fund	-	27,050

516,100	455,550
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\$ 660,552	\$ 578,890
------------	------------

Approved on behalf of the Council:



President


D. TONASON 2026-02-19

Treasurer

Northwest Territories Association of Architects

Statement of Cash Flows

For the year ended December 31,	2025	2024
Cash provided by (used for)		
Operating activities		
Excess of revenues over expenses	\$ 60,550	\$ 64,037
Item not affecting cash		
Amortization	253	374
	60,803	64,411
Change in non-cash working capital items		
Accounts receivable	(230)	2,637
Prepaid expenses	(4,129)	(66)
Accounts payable and accrued liabilities	6,030	(14,772)
Unearned membership fees	15,081	12,880
	77,555	65,090
Investing activities		
Increase in restricted interest receivable	(6,944)	(2,350)
Purchase of restricted investments	(138,248)	(118,712)
Proceeds from disposal of restricted investments	118,712	143,313
	(26,480)	22,251
Increase in cash	51,075	87,341
Cash, beginning of year	263,566	176,225
Cash, end of year	\$ 314,641	\$ 263,566

Northwest Territories Association of Architects

Notes to the Financial Statements

December 31, 2025

1. Nature of operations

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

2. Significant accounting policies

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

(a) Revenue recognition

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

Continuing education revenue is recognized when the course is delivered.

ExAC fees are recognized when the exam is written.

Interest income is recognized when it is earned.

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

(b) Cash

Cash consists of cash on hand and bank deposits.

(c) Tangible capital assets

Tangible capital assets are recorded at cost. The Association provides for amortization using the declining balance method at rates designed to amortize the cost of the assets over their estimated useful lives, as set out in note 3.

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

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

Northwest Territories Association of Architects

Notes to the Financial Statements

December 31, 2025

2. Significant accounting policies (continued)

(d) Fund accounting

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

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

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

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

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

The Anniversary Fund is an internally restricted fund established and was used for the 25th anniversary of the Association in the year.

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

(e) Donated services

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

(f) Use of estimates

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

Northwest Territories Association of Architects

Notes to the Financial Statements

December 31, 2025

2. Significant accounting policies (continued)

(g) Financial instruments

Initial measurement

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

Financial assets or liabilities originated or exchanged in related party transactions except for those that involve parties whose sole relationship with the Association is in the capacity of management, are initially measured at cost. The cost of a financial instrument in a related party transaction depends on whether the instrument has repayment terms. If the instrument does, the cost is determined using the instruments undiscounted cash flows, excluding interest and dividend payments, less any impairment losses previously recognized by the transferor. Otherwise cost is determined using the consideration transferred or received by the Association in the transaction.

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

Subsequent measurement

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

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

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

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

Transaction costs

Transaction costs attributable to financial instruments subsequently measured at fair value and to those originated or exchanged in a related party transaction are recognized in income in the period incurred. Transaction cost for financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at amortized cost are recognized in the original cost of the instrument and recognized in income over the life of the instrument using the straight-line method.

Northwest Territories Association of Architects

Notes to the Financial Statements

December 31, 2025

2. Significant accounting policies (continued)

Impairment

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

3. Tangible capital assets

				2025		2024	
	Rate	Cost	Accumulated amortization	Net book value		Net book value	
Furniture and equipment	20%	\$ 3,049	\$ 2,444	\$ 605		\$ 756	
Computer equipment	45%	3,825	3,701	124		226	
		\$ 6,874	\$ 6,145	\$ 729		\$ 982	

4. Restricted investments

	2025	2024
Legal Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 2.00% (2024 - 1.00%), maturing on December 22, 2026. Total interest accrued is \$268 (2024 - \$168).	\$ 9,529	\$ 9,529
Legal Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 3.75% (2024 - 3.50%), maturing on May 12, 2027. Total interest accrued is \$6,915 (2024 - \$4,060).	73,954	73,954
Legal Fund CIBC Guaranteed Income Certificate with an interest rate of 2.45% (2024 - nil%), maturing on December 30, 2026. Total interest accrued is \$6 (2024 - \$nil).	46,846	-
Legal Fund CIBC Guaranteed Income Certificate with an interest rate of nil% (2024 - 3.00%), matured on December 30, 2025. Total interest accrued is \$nil (2024 - \$7).	-	45,482

Northwest Territories Association of Architects

Notes to the Financial Statements

December 31, 2025

4. Restricted investments (continued)

Legal Fund CIBC Guaranteed Income Certificate with an interest rate of 2.70% (2024 - nil%), maturing on June 22, 2026. Total interest accrued is \$392 (2024 - \$nil).	27,157	-
Legal Fund CIBC Guaranteed Income Certificate with an interest rate of nil% (2024 - 4.00%), matured on June 22, 2025. Total interest accrued is \$nil(2024 - \$558).	-	26,113
Legal Fund CIBC Guaranteed Income Certificate with an interest rate of 2.75% (2024 - nil%), maturing on March 3, 2028. Total interest accrued is \$802 (2024 - \$nil).	35,000	-
Scholarship Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 3.50% (2024 - 3.50%), maturing on May 12, 2027. Total interest accrued is \$1,500 (2024 - \$881).	16,044	16,044
Scholarship Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 2.50% (2024 - nil%), maturing on September 17, 2026. Total interest accrued is \$54 (2024 - \$nil).	7,500	-
Anniversary Fund CIBC Guaranteed Income Certificate with an escalating interest rate of nil% (2024 - 4.50%), matured on March 8, 2025. Total interest accrued is \$nil (2023 - \$962).	-	26,086
Operating Fund CIBC Guaranteed Income Certificate with an interest rate of 2.45% (2024 - nil%), maturing on December 4, 2026. Total interest accrued is \$41 (2024 - \$nil).	21,745	-
Operating Fund CIBC Guaranteed Income Certificate with an interest rate of nil% (2024 - 3.40%), matured on December 4, 2025. Total interest accrued is \$nil (2024 - \$55).	-	21,030
Operating Fund CIBC Guaranteed Income Certificate with an escalating interest rate of 3.75% (2024 - 3.50%), maturing on May 12, 2027. Total interest accrued is \$8,180 (2024 - \$4,523).	82,059	82,059
	\$ 319,834	\$ 300,297

5. Accounts payable and accrued liabilities

	2025	2024
Accounts payable and accrued liabilities	\$ 21,450	\$ 18,650
Government remittances	6,671	3,440
	\$ 28,121	\$ 22,090

Northwest Territories Association of Architects

Notes to the Financial Statements

December 31, 2025

6. Inter-fund transfer

During the year, the Board approved a transfer from the Unrestricted Fund to the Legal Fund, Operating Fund and Scholarship Fund in the amount of \$45,625. The purpose of the transfer was to replenish the respective funds.

7. Financial instruments

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

(a) Liquidity risk

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

(b) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association's main credit risk relates to its cash, accounts receivable, restricted interest receivable and restricted investments. The Association reduces this risk by closely monitoring its outstanding receivable amounts from its members on a continuous basis and investing in guaranteed investment certificates.

The Association's cash and restricted investments are maintained with a large federally regulated financial institution in Canada which are insured up to the limits of the Canada Deposit Insurance. This risk has not changed from the prior year.

(c) Interest rate risk

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