



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

Minutes

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

Thursday April 16, 2026 – 12:30 PM In person at Museum Cafe and on Zoom.

In Attendance

Aimen Mushtaq
Arnold Jung
Benjamin Mujuni
Celeste MacKay
Cheryl Fennell
Chris Oland
Daniel Adam
Daniel Korver
Diana Martin-Ioja
Doug Townson
Hani Abughali
Harpunit Mann
Heather Moore
John Berg
Kamille Manoy

Kavita Garg
Kayhan Nadji
Khaled Zaarour
Ksenia Eic
Lynn Burrell
Maggie Ferron
Marie Chenard
Melani Korver
Nyle Edlund
Ouri Scott
Sophia Hrycak
Tim Turner-Davis
Vance Fok
Wessam Bou-Saleh

Regrets

Becca Denley
Bronwyn Rorke
Christophe Gauthier
Darrell Vikse
Ian Moxon
Margrett Palomino
Perry Hannah
Simon Taylor
Wayne Guy

1. Call to Order

The meeting was called to order at 12:35 PM by Wes Bou-Saleh. Quorum was present.

2. Approval of Agenda

MOVED BY Dan **SECONDED BY** Aimen
THAT the Agenda be approved
CARRIED

3. Approval of Minutes

The Minutes of the 24th Annual General Meeting on April 11, 2025 were circulated online prior to the meeting. Printed copies were provided at the meeting.

MOVED BY Aimen **SECONDED BY** Doug
TO approve the Minutes of the 24th 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. Doug Townson was acclaimed as Councillor to serve a 2-year term.
3. Ksenia Eic was acclaimed as Councillor to serve a 2-year term.

MOVED BY Celeste SECONDED BY Melani
TO approve the acclaimed positions.
CARRIED

5. President's Report

The President's Report was presented.

Current Items

25th Anniversary – NWTAA turns 25 in November. A committee was formed that presented an event outline at last year's AGM. The feedback provided at the AGM was used to develop a program that was approved via a special meeting in January 2026.

OFM – Changes to the Fire Prevention Act were presented including the implementation of the 2020 National Building Code of Canada and National Fire Code of Canada and the development of a Plan Review Appeals Board.

Cultural Sensitivity Training – Cultural sensitivity training is now part of the NWTAA professional development requirements for all registered architects.

National Developments

ROAC – Ksenia Eic started a new 3-year term as the NWTAA ROAC Director in April 2025.

Continuing Education

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

Transitioning Leadership

Thank you to Aimen Mushtaq for serving as the Intern Representative for the last 2 years. Aimen has expressed interest in rejoining Council next year.

Thank you

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

MOVED BY Dan SECONDED BY Khaled
TO approve the President's Report as presented.
CARRIED

6. Treasurer's Report

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

The association is very healthy financially. The 2025 financial position including revenue and expenses is similar to that of the previous year. At the end of 2025 we had net revenue of \$226,420.07. Expenses totaled \$165,870.27 leaving us with a surplus of \$60,605.49. We had higher membership and interest revenue and lower expenses than expected. Cash assets totaled \$660,552 minus total liabilities at \$144,452, providing a total net worth of \$516,100.

At the end of 2025, the Operating Reserve Fund had \$103,804.33, the Legal Fund was at \$192,485.85 and the Scholarship Fund was at \$23,543.76. The Anniversary Fund was closed last March and came to \$26,087.27.

The 2025 budget was approved at a Council meeting in February. We increased our legal fees to cover costs associated with a Bylaw review, increased travel costs, and put funds aside for award presentations and the 25th Anniversary event.

MOVED BY Maggie **SECONDED BY** Aimen
TO approve the Treasurer's Report as presented.
CARRIED

7. Acceptance of Audited Financial Statements

The Audited Financial Statements were presented by Jessalyn Day of Crowe MacKay. It was a clean audit with nothing to report. There were no major changes from 2024.

MOVED BY Celeste **SECONDED BY** Melani
TO approve the Audited Financial Statements as presented.
CARRIED

8. Appointment of Auditor

We have used Crowe MacKay LLP for several year, as a result the audit process is quite efficient. Crowe Mackay is northern based. Council recommends retaining Crowe Mackay LLP for the 2026 audit.

MOVED BY Doug **SECONDED BY** Dan
TO appoint Crowe MacKay LLP as auditor for 2026.
CARRIED

9. Registrar's Report

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

Since our last AGM the NWTAA has 17 new Architects, 1 Visiting Project Architect, 1 Student Intern Architect, 2 Associate Members, 1 Honorary and 6 Firms. We have a total of 91 Architects 17 of whom resided in the NWT and 32 Firm permits.

Congratulations to Hani, Natalie, Aimen, Heather, Kavita, Miles and Kamille who passed their ExAC. Best of luck to Interns planning to write later this year.

10. Executive Director's Report

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

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

The current ConEd cycle ends of June 2026. The NWTAA now uses personalized worksheets that can be found in OneDrive.

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.

In June of 2025 the GNWT asked regulators to provide feedback on potential changes to the CFTA Article 705. These changes would include a requirement of 30 business days to register a completed application and standardize minimum registration requirements. 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 the individual associations. The EDs continue to meet on a quarterly basis to discuss various issues affecting their associations.

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

The scholarship is now open. The deadline is May 18th. 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, one scholarship package has been sent out.

11. ROAC Report

The ROAC Director Report was provided in the meeting materials.

Governance and General Items

A welcome package for onboarding new directors will be developed.

Athabasca University

Athabasca University's accreditation application for a proposed Master of Architecture program was rejected by CACB. This resulted in a discussion about online learning and its viability. A review of this option will take place later this year.

ExAC Update

The migration of new testing software is in progress with the 2027 set of exams expected to be the first ones provided on the new platform. After this is completed, virtual exam taking using the same platform will be explored.

International Mobility Committee (IMC)

The MRA's with Europe and the UK have been completed. The Canada US MRA has been updated. Issues with the Tri-national Canada, US and Mexico as well as the Philippines MRA are in progress.

12. Committee Reports

Registration & Licence Review

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

Continuing Education

The continuing education committee had 4 events this past year. Starting in June a Pecha Kucha night took place, followed in July by a two day sketching course with Francis Ching. In January Ed Hoeve gave a presentation on permafrost and in April Brian Asmundson gave a presentation on the Builders' Lien Act updates and how they affected architects. Several events are being planned for 2026.

Nominating Committee

A Nominating Committee report was included in the meeting materials. There was no election in 2026 as all 3 candidates were acclaimed. The Intern Representative position is open. Marie will reach out to one of the two potential candidates who has expressed interest in holding this position.

13. Bylaw Amendments

Bylaw amendments were sent out as part of the package. The code of ethics was sent to Field Law to review and update. The resulting recommendations were presented to and approved by council in January. The draft bylaws were reviewed by a committee in March and then approved by council the same month. The updates can be summarized as follows:

- Minor changes to language.
- Change Registrar to Executive Director.
- Change “will” to “shall” when needed.
- Added the ROAC Director and Student Intern roles.

MOVED BY Celeste SECONDED BY Doug
TO approve the draft Bylaw changes as presented.
CARRIED

14. Committee Appointments

There were no committee appointments at the AGM. The Registration and Licence Committee which consists of Celeste Mackay with Dan Korver and Chris Oland assisting when needed will stay the same.

15. Old Business

25th Anniversary

The 25th anniversary gala will be held on Saturday October 17, 2026 at the Top Knight. The venue and food costs will be covered by the NWTAA. Proceeds from the event will be donated to charity. The architectural awards and photo contest winners will be presented. A fashion show will take place, and a publication is being developed.

Question: What are the dates for the photo contest and architectural awards.

Aimen: There are no dates confirmed, but it's likely to be early summer. Information will be sent out via email.

Maggie: The package will be sent out in the summer and then everyone can send in their submissions in the fall.

Question: I heard that the publication has already been ordered.

Maggie: There is going to be a proof for it at the gala in October so people can look at it and decide if they want to order one. The official publication will not be available until after that, and it will capture the 25th anniversary. The publication captures what happened like how the association has developed and the last 25 years, so a history of the association. Each one of the 3 awards periods will be included from 2015, 2020 and 2025. There will be a section on what the future of architecture in the north could like based on contributions from members. It's a time capsule of 25 years of the NWTAA.

Question: Who is writing the book?

Maggie: It's a team effort. The history section is being contributed by members who have been around from the beginning as well as an extended amount of time. The contest and awards are based off what was submitted at the time by different firms and the last chapter will be open to contributions from members. We will be providing more information about that through Marie.

Aimen: We can put that information in a newsletter and then everybody can provide feedback.

Plan Review Appeals Board (PRAB)

In March 2025 the Department of Municipal and Community Affairs reached out to key stakeholders about the newly formed Plan Review Appeals Board (PRAB).

PRAB members are appointed under the Fire Prevention Act. Members are responsible for hearing appeals from persons wishing to appeal an order made under the plan review process. The term of appointment to the Board is for three years. As a newly formed board, members will also be responsible for developing board guidelines and procedures within the appropriate legislative context.

Daniel Adam has volunteered to sit on this board. However, since Daniel is retired, he does not meet the Engineering and Geoscience Professions Act requirements to have at least one NWTAA Architect sit on the PRAB. However, he can sit as one of the 2 additional member positions. After a year long search Ouri Scott has also agreed to sit on this board.

Daniel Adam provided an update and history of the PRAB. The Plan Review Board is a new board, and it provides a process to appeal plan review decisions. It will hear appeals to orders made by the OFM under the plan review process. Currently there is no appeals process, you go along with what the OFM says or ignore it at your peril. The only recourse currently is the NWT Supreme Court. This board has been set up and was requested by a number of stakeholders including the NWTAA, NAPEGG, the and the NWT and Nunavut Construction Association. The board includes 5 members including 1 professional engineer, 1 registered architect, 1 code official and 2 other professionals.

Last year there was legislative amendments made to the fire protection act and new regulations were added. One change to this law makes any conditions specified by the OFM in a plan review report legally enforceable as orders. The PRAB was formed to govern the process to appeal any of these plan review orders issued by the OFM. If there is disagreement with the OFM order the PRAB can adjudicate.

It is unknown if there is a backlog of cases for the PRAB, but the board is set to meet shortly.

Melani: How long will the appeals process take?

Daniel: We don't know yet. The authority of the board and its terms of reference still have to be worked out. I am hoping it will be an efficient process.

Ksenia: Would this include Nunavut and the Yukon because they don't have their own associations, or is it only NWT projects?

Daniel: That's a good question. I think it does include Nunavut as they were one of the stakeholders that requested it, but the Fire Prevention Act is an NWT legislative tool and doesn't apply to the Yukon or Nunavut as far as I'm aware.

Chris Oland: Will there be a mechanism for the PRAB to publish its decisions, so future projects can learn from those decisions and avoid unnecessary appeals?

Daniel: That's an excellent suggestion. The other associations that have plan review boards do publish bulletins to their members. That is something that we should take forward.

16. New Business

No new business.

17. Closing Remarks / Adjournment

Thank you everyone for coming to this meeting.

MOVED BY Celeste

TO adjourn.

The meeting adjourned at 1:47 PM.