



Ontario Association of Architects

VISION, MISSION & MANDATE

Vision:

An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

Mission:

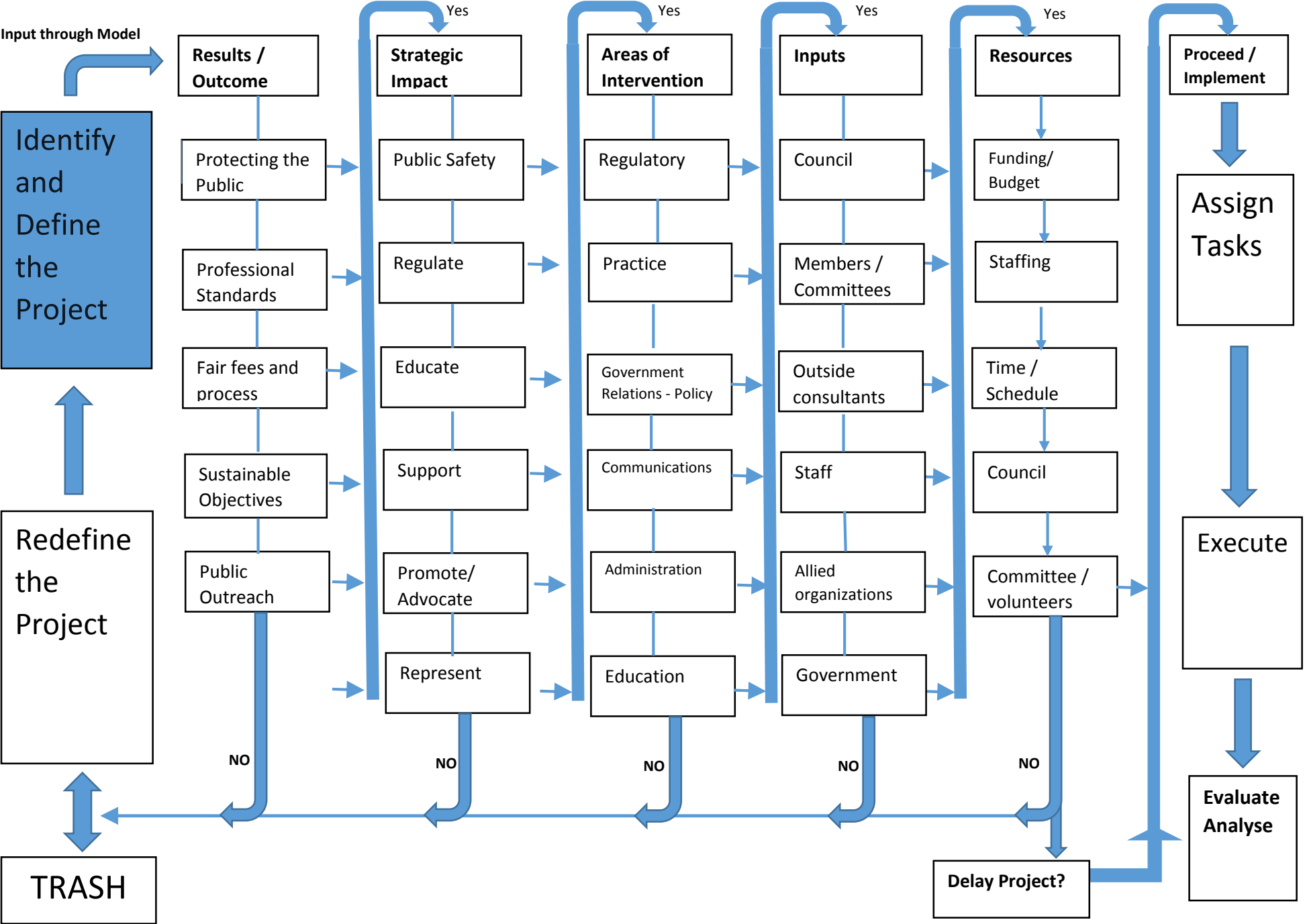
To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.

Mandate:

To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects; and to promote the appreciation of architecture within the broader society.

May 2016

Ontario Association of Architects – Decision Making Logic Model



OAA COUNCIL MEETINGS

RULES AND PROCEDURES

Meetings of the Council of the Ontario Association of Architects (OAA) are conducted in accordance with Roberts Rules of Order which is included in the Councillor Orientation Binder, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council – see below.

Rules and Procedures for Discussion/Debate/Motions within Council Meetings

- 1) The maximum time for a speech in debate on a motion is two minutes.
- 2) The Chair shall keep a speakers' list of those wishing to speak to a motion; and
 - a) the speakers' list shall be built in the order that the Chair notes a member's intention to speak; and
 - b) any member having not spoken to a motion shall be given preference on the speakers' list over any member who has already spoken to the motion.
- 3) An original main motion may only be introduced at a meeting if it has been added under New Business to the agenda approved for that meeting.
- 4) An item *For Information Only* which no Council member indicates will be the subject of a question or an original main motion is considered to be dispensed upon approval of the agenda for that meeting.
- 5) The meeting will move to a period of informal discussion immediately after a new item has been presented and any questions on the item have been put and answered, but before an original main motion on the item is introduced; and
 - a) a period of informal discussion is defined as the opportunity to discuss an item without there being a motion on the floor; and
 - b) the Chair of the meeting when the item is introduced continues as the Chair during the period of informal discussion unless he or she chooses to relinquish the Chair; and
 - c) in a period of informal discussion the regular rules of debate are suspended; and
 - d) a period of informal discussion ceases when the Chair notes that no additional members wish to speak to the item or when an incidental motion to return to the regular rules of debate passes with a majority; and
 - e) immediately upon leaving a period of informal discussion, the presenter of the item may move an original main motion on the item and the formal rules of debate resume; and
 - f) if the presenter of the item moves no motion on the item then the item is considered dispensed unless an indication to introduce additional original main motions on the item is on the agenda, in which case each of these motions is presented in turn and debated as per the rules of formal debate.

ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of March 7, 2019 at approx. 11:00 a.m.

Meeting # 259

OPEN MEETING AGENDA

Recognition of Traditional Lands

1.0 AGENDA APPROVAL

- 1.1 Declaration re. Conflict of Interest

2.0 APPROVAL OF MINUTES

- 2.1 Draft minutes of the January 24, 2019 Open Council Meeting (*see attached*)

3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

- 4.1 Honorary Membership Nomination (*oral*) Executive Director
- 4.2 Council Nominations for the Pro-Demnity Insurance Company Board of Directors (*see attached*) Executive Director
- 4.3 Appointment to Ontario Association for Applied Architectural Sciences (OAAAS) Board (*oral*) Councillors Gammond & Youssef
- 4.4 OAA Council Planning & Priority Setting Session February 7-8, 2019 – Report (*see attached*) President
- 4.5 Society Special Projects Funding Requests (*see attached*) Vice President Azadeh
- 4.6 No. 9 – “Imagining My Sustainable City” Sponsorship Request (*see attached*) Vice President Azadeh
- 4.7 Report from the Audit Committee re. OAA Audit 2018 (*see attached*) SVP and Treasurer
- 4.8 2020 Conference – Identity, Theme, and Title (*see attached*) Vice President Azadeh
- 4.9 Toronto 2030 District – Funding Request (*see attached*) Executive Director

EXECUTIVE COMMITTEE REPORTS

- 5.1 Report from the President President
- 5.1.a Activities for the months of January-March (*see attached*)
- 5.1.b Report from Executive Director (*see attached*) Executive Director
- 5.1.c Building Committee Update (*see attached*) OAA Building Committee
- 5.2 Report from the Senior Vice President and Treasurer SVP and Treasurer
- 5.3 Report from Vice President Strategic Vice President Erskine
- 5.3.a Report from Vice President Strategic (*see attached*)
- 5.3.b OAA Support of Local Planning Appeal – Windsor’s Proposed Mega Hospital (*see attached*)
- 5.4 Report from Vice President Communications Vice President Azadeh
- 5.4.a Report from the Communications Committee (*see attached*)
- 5.4.b Report from the Sustainable Built Environment Committee (*see attached*) President

Open Council Agenda

- | | | |
|------|---|---------------------------------|
| 5.5 | Report from Vice President Regulatory | Vice President Audet |
| | 5.5.a Report from the Vice President Regulatory (<i>see attached</i>) | |
| | 5.5.b Activities Report from the Registrar (<i>see attached</i>) | |
| 5.6 | Report from Vice President Practice | Vice President Sin |
| | 5.6.a Report from Vice President Practice (<i>see attached</i>) | |
| 6.0 | ITEMS FOR DISCUSSION | |
| 7.0 | ITEMS FOR INFORMATION | |
| 7.1 | Society Updates (<i>oral</i>) | OAA Council Society
Liaisons |
| 8.0 | OTHER BUSINESS | |
| 9.0 | DATE OF NEXT MEETING | |
| 9.1 | The next regular meeting of Council is Wednesday May 22, 2019 at 9:00 a.m. at the Chateau Frontenac, Quebec City, Quebec. | |
| 10.0 | ADJOURNMENT | |

Ontario Association of Architects

Meeting #258 Open

MINUTES

January 24, 2019

The two hundred and fifty eighth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday January 24, 2019 at the OAA's temporary Headquarters, 1 Duncan Mill Road, Toronto, Ontario.

Present:	John Stephenson	President
	Kathleen Kurtin	Senior Vice President & Treasurer
	Mélisa Audet	Vice President Regulatory
	Walter Derhak	Vice President Practice
	J. Gordon Erskine	Vice President Strategic
	Mazen Alkhaddam	Councillor
	Amir Azadeh	Councillor
	J. William Birdsell	Councillor
	Barry Cline	Councillor
	Jeremiah Gammond	Councillor
	Jeffrey Laberge	Councillor
	Agata Mancini	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Sarah Murray	Councillor
	David C. Rich	Councillor
	David Sin	Councillor
	Susan Spiegel	Councillor
	Alberto Temprano	Councillor
	Nedra Brown	Registrar
	Kristi Doyle	Executive Director
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Communications Manager
Regrets:	Wayne Medford	Lieutenant Governor in Council Appointee
	Robert Sirman	Lieutenant Governor in Council Appointee
	Magid Youssef	Councillor
Guests:	Rick Mateljian	President, Ontario Association for Applied Architectural Sciences (OAAAS) (<i>part attendance</i>)
	Garry Neil	Executive Director, Ontario Association for Applied Architectural Sciences (OAAAS) (<i>part attendance</i>)
	John van Nostrand	Principal, SvN Architects and Planners (<i>part attendance</i>)

The President called the meeting to order at 11:00 a.m to conduct the election of officers. The meeting reconvened at 1:25 p.m.

The President recited the following acknowledgement that the Council meeting was being held on indigenous land:

"I would like to begin this open meeting of the OAA Council by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples from the beginning.

As descendants of settlers, we're grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land - for thousands of years.

In particular, we acknowledge that the land on which we are meeting is the traditional territory of the Iroquois/Haudenosaunee, the Métis, and the Huron-Wendy peoples and most recently, the territory of the Mississaugas of the New Credit First Nation. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions made by the Métis, Inuit, and other Indigenous peoples, both in shaping and strengthening this community in particular, and our province and country as a whole.

This territory was the subject of the *Dish With One Spoon Wampum Belt Covenant*, an agreement between the Iroquois Confederacy, the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes. It is also covered by the Upper Canada Treaties, which are agreements to share and care for the land and resources around the Great Lakes. Today, the meeting place of Toronto (from the Haudenosaunee word Tkaronto) is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work in this territory.

As settlers, this recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities

Of special interest to new councillors is that Moatfield is also the location of an ossuary or gravesite near today's Leslie Street and Highway 401 that was rediscovered in 1997 during the expansion of a soccer field. The bones of 90 people were found there and then relocated to a secret location in the general area of the original grave site."

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

They were no conflicts of interest declared.

AGENDA APPROVAL

8658 The President noted that there were no new items to add to the agenda.

It was moved by Birdsell and seconded by Rich that the agenda be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

8659. *Reference Material Reviewed:* Draft minutes of the December 14, 2018 Open Council meeting.

The draft minutes of the December 14, 2018 Open Council meeting were reviewed.

It was moved by Sin and seconded by Audet that the minutes of the December 14, 2018 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8660. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

8661. Election of Officers (*oral*)

The Council meeting moved from in camera to open at 11:00a.m.

Cooper and Wray joined the meeting at 11:00am.

The Registrar conducted the Election of Officers. As no Members-at-Large were present, the Registrar introduced two staff as possible scrutinizers Communications Specialist, Marcia Cooper and Administrator, Licence, Kim Wray for Council's confirmation.

The Scrutineers for the election were confirmed by Council.

Brown reported that Kathleen Kurtin has been acclaimed to serve as President for 2019.

Brown announced that the following members of Council were nominated to stand for election as Senior Vice President and Treasurer: Bill Birdsell and Walter Derhak.

The candidates for Senior Vice President and Treasurer each made a brief address to Council.

Brown conducted the election for Senior Vice President and Treasurer.

Brown announced that Derhak received the highest number of votes, as well as more than the required 50% of the possible votes and as such announced that he had been elected to the position of Senior Vice President and Treasurer.

Brown asked Birdsell if he wished to roll down to stand for election to the position of Vice President. Birdsell declined.

Council members voted on the number of Vice Presidents they wished to have for 2019.

Brown announced that the majority of Council voted to continue with four Vice Presidents for 2019.

Brown announced that the following members of Council were nominated to stand for election as Vice President: Mélisa Audet, Amir Azadeh, Barry Cline, Gordon Erskine, Jeffrey Laberge, and David Sin. Laberge elected to withdraw his name for consideration.

The candidates for Vice President each made a brief address to Council.

Brown conducted the election for Vice President.

Brown announced that Audet, Azadeh, Erskine, and Sin received the highest number of votes, as well as more than the required 50% of the possible votes and as such announced that they had been elected to the position of Vice President.

Brown confirmed that President Stephenson wished to continue to serve on Executive Committee for 2019 in the role of Immediate Past President. The elected members of Council voted by ballot to elect Stephenson as a member of the Executive Committee.

Cooper and Wray left the meeting at 11:50a.m.

The President welcomed the new members of Council to their first meeting and presented them with their OAA lapel pin; Barry Cline, Agata Mancini, Susan Speigel, and Alberto Temprano.

The President presented the presidential medal to the new President for 2019.

The new President for 2019 presented the President with a commemorative medal.

Council broke for lunch at 11:55a.m. and resumed at 1:25p.m.

The Council meeting moved from in camera to open at 1:25p.m.

OAAAS President, Rick Mateljian and Executive Director, Garry Neil were welcomed to the meeting.

8662. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 15, 2019 re. Ontario Association for Applied Architectural Sciences (OAAAS) – Annual Meeting of the Founder and attached supporting documentation. **(APPENDIX 'A')**

Mateljian made a presentation to Council on the activities of OAAAS.

Neil reported that 2018 was a good year for the program compared to prior years where growth stalled. There has been an increase in membership activities and revenue increased 8%. Income exceeded projections and expenses decreased 11%. The reduction in expenses was due to the strike at the colleges, resulting in less travel costs of visits to the colleges.

It was noted by Neil that the relationship with the colleges remains strong and there has been an increase in the number of colleges participating in the awards program.

Neil noted that OAAAS has approached the Canadian Architectural Certification Board (CACB) to consider the national accreditation of architectural technology programs. Neil indicated that OAAAS Board member, Christina Facey is responsible for the establishment of OAAAS on Instagram.

Mateljian reported on the OAAAS retreat of September 27. There was discussion with respect to the rebranding of the organization. There is an appetite among the Board members to change the title to Licensed Architectural Technologist OAA. Consideration at the retreat was also made regarding a policy update with respect to the scope and options for collaborating with the Association of Registered Interior Designers of Ontario (ARIDO) and OAA.

Doyle requested some clarification with respect to whether the amount budgeted by the OAA is more than what is required for 2019 given the surplus from 2018

Neil responded that the budget is set in August and there were unusual circumstances which should correct itself this year and as such does not change the transfer required from the OAA

A Council member enquired as to whether there is a plan in place with strategies to continue growth this coming year.

Neil responded that the plan is to continue be consistent with follow-ups and a system has been developed for this. There will also be a greater focus on the advanced study program.

Doyle noted that the motions reflect a by-law change to remove an Ontario Association of Certified Engineering Technicians and Technologists (OACETT) seat from the Board and replace with an OAAAS member.

It was moved by Council that the President be directed to vote in the affirmative on the motions at the Ontario Association for Applied Architectural Sciences (OAAAS) 2019 meeting of the Founder.
-- CARRIED

The President thanked Mateljian and Neil for their presentation.

Mateljian and Neil left the meeting at 1:40p.m.

The report from the Housing Affordability Task Group was recorded in the open meeting.

8663. *Reference Material Reviewed:* Memorandum from Councillor and Chair of the Housing Affordability Task Group, David Sin dated January 24, 2019 re. Housing Affordability Task Group (HATG) Update and attached final report . (**APPENDIX 'B'**)

The President welcomed van Nostrand to the meeting.

van Nostrand presented the Housing Affordability Task Group final report to Council.

The President thanked van Nostrand for his presentation.

A member of Council suggested that it was a very good report, however, was somewhat Toronto-centric.

van Nostrand responded that the same approach would be applied on a national level.

A Council member suggested that it would be beneficial to see the findings applied to a mid-sized city such as Hamilton as they tend to be governed by parking zones.

It was suggested by a member of Council that the ratio of 75% land and 35% people would see the worst pushback in those areas.

van Nostrand responded that it is expected that the future generation will embrace this. By placing the architecture of zoning on the Website would be of benefit. It is important to take on the current approach to planning.

It was suggested by a Council member that transit should be incorporated where it needs to be in line with growth.

van Nostrand left the meeting at 10:55 a.m.

Council discussion continued at 2:20p.m.

A Council member indicated that s/he would like to leverage the work that has been done by the Task Group. The report is a great contribution to the subject and would be of benefit to place on the Website.

It was suggested by a Council member that the OAA work with other groups to provide support to the initiatives by those groups.

A member of Council suggested that a design manual be commissioned for Affordable Housing and be made accessible to the public.

It was noted that a recommendation has been made in the covering memo such that the report and its findings be directed to PACT for further consideration and action in order to expedite the process. This issue should not be focused but considered across the scope of what the OAA does.

A Council member enquired as to how to unpack the information for the intent of different stakeholders, suggesting that a kit be created for the disbursement of information.

It was suggested by a member of Council that the transit infrastructure would need to be revised since it is very Toronto-focused. It could possibly be revised and published as a draft/discussion paper.

Doyle noted that the HATG final report will be published for the members, as well, the next steps will be communicated.

It was suggested by a Council member that the local societies may play a role in the work to date.

A member of Council suggested that feedback from the membership be requested, adding that an e-mail address may be established where PACT can collect the feedback from.

It was moved by Sin and seconded by Laberge that Council receive the Report titled *Housing Affordability in Growing Urban Areas* as prepared and presented by SvN Architect + Planners for the OAA's Housing Affordability Task Group; and, that the Report be referred to the OAA's Policy Advocacy Coordination Team (PACT) for further consideration and direction with respect to next steps regarding the recommendations contained therein.

-- CARRIED

It was moved by Birdsell and seconded by Gammond that following receipt of the final Report as prepared by SvN Architect & Planner that the Housing Affordability Task Group by OAA Council at the January 24 meeting, that the Task Group be sunset in accordance with the terms of reference; and, that the members of the Task Group be thanked for their participation and focused work on this project.

-- CARRIED

8664. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Gordon Erskine dated January 15, 2019 re. Toronto 2030 District Sponsorship Request and attached background information. **(APPENDIX 'C')**

The Vice President Strategic reported that the OAA sponsored the establishment of the Toronto 2030 District four years ago. Over time, the organization has attracted lower than anticipated funding compared to the U.S. Districts.

It was indicated by the Vice President Strategic that the OAA has been invited to be a sponsor at a level of \$25,000. The Sustainable Built Environments Committee (SBEC) in its discussion felt that the sponsorship may result in ongoing support until an appropriate level of funding is received from other sources.

Doyle enquired as to whether they have a clear business plan which outlines how to sustain the program. They are approaching the OAA first since it is a founding partner and believe that this support would lend credibility to them.

A member of Council expressed some concern about the highly Toronto-centric nature of the program.

Action: Doyle was directed by Council to contact the Executive Director of the Toronto 2030 District with respect to their business plan as well as information regarding other sponsors being sought and report back to Council at the March meeting.

It was suggested that Council might wish to consider putting \$10,000 towards this from the sponsorship opportunities budget with the balance from policy contingency.

EXECUTIVE COMMITTEE REPORTS

8665. *Reference Material Reviewed:* Activities for the Months of December-January. **(APPENDIX 'D')**

The President reported that he along with the Executive Director and the Ontario Professional Planners Institute (OPPI) met for dinner recently to discuss issues of common interest.

The report was noted for information.

8666. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 14, 2019 re. Update on Activities of the Executive Director. **(APPENDIX 'E')**

The report was noted for information.

8667. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated January 15, 2019 re. Update from the OAA Building Committee. **(APPENDIX 'F')**

The President reported that the move date has been moved forward to the end of March at this time to allow for extra time for the completion of the meeting rooms.

The report was noted for information.

8668. *Reference Material Reviewed:* Memorandum from the OAA/ARIDO Joint Task Group dated January 15, 2019 re. Update – OAA/ARIDO Joint Task Group. **(APPENDIX 'G')**

The report was noted for information.

8669. Report from the Senior Vice President and Treasurer *(oral)*

The Senior Vice President and Treasurer reported that there is an approximate \$500,000 surplus going into fiscal 2019 due in part to an increase in fees of \$425,000. There will be further review of this statistic in depth.

Brown noted that there have been 50 limited Certificates of Practice and Licences issued which may also contribute in part to the increase, as opposed to a large increase in membership numbers.

8670. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Gordon Erskine dated December 3, 2018 re. Update on activities under the Vice President Strategic Portfolio and attached background information. **(APPENDIX 'H')**

The report was noted for information.

8671. *Reference Material Reviewed:* Memorandum from Vice President Communications, Vanessa Fong dated January 10, 2019 re. Communications Committee Update and attached background information. **(APPENDIX 'I')**

Doyle reported on the logo redesign, noting that slight revisions to the logo were made as directed by Council at the December meeting and cooperation with the Logo redesign sub-committee. However the sub-committee felt that the refinements did not improve the logo and agreed to stay with the original design. A member of Council noted that when any refinement was suggested it appeared to reintroduce more issues. For the logo, the thickness of the line is being refined.

Missio noted that the rollout of the new design has not yet been discussed and its implementation but will be announced once finalized.

Doyle noted that with the logo completed, the Website consultant can now work with it and its incorporation into the new website design.

It was indicated by Doyle that in regards to the Profiles area of the Website, a decision needed to be made with reference to transparency. It was determined that the use of the individual Profiles pages is quite low and therefore the idea of creating an opportunity to link directly to the member's website is being considered instead. There was general consensus among Council that there was no need to continue the Profile pages in the new Website.

The report was noted for information.

8672. *Reference Material Reviewed:* Memorandum from Vice President Strategic Gordon Erskine, dated January 10, 2019 re. Sustainable Built Environments Committee (SBEC) Update. (**APPENDIX 'J'**)

The Vice President Strategic reported that the Committee is drafting a letter in response to Ontario Climate Change Plan consultation process.

The report was noted for information.

8673. Vice President Regulatory Report (*oral*)

The Vice President Regulatory reported that work is ongoing with respect to legislation updates regarding transparency and ARIDO.

It was noted by the Vice President Regulatory that the CERB is now been in use for a year which has created a significant reduction in the use of paper.

The Vice President Regulatory noted that the Interns Committee is working on a plan for its upcoming planning session..

The report was noted for information.

8674. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated January 9, 2019 re. Activities Under the Registrar – 2018 Summary. (**APPENDIX 'K'**)

The Vice President Regulatory reported.

The report was noted for information.

8675. *Reference Material Reviewed:* Memorandum from Vice President Practice, Walter Derhak dated January 14, 2019 re. Practice Committee (PC) and Practice Advisory Services (PAS) Update and attached background information (**APPENDIX 'L'**)

The Vice President Practice reported that the first meeting of the Practice Resource Committee will be held in the next short while.

It was noted by the Vice President Practice that Engineers Architects and Building Officials (EABO) will be resuming its next meeting in the spring.

The Vice President Practice noted that the coordinating licensing professionals sub-committee has considered the feedback provided from Council at the last meeting. The intent moving forward is to link the role of coordination professional to the prime consultant.
The report was noted for information.

ITEMS FOR DISCUSSION

8676. There were no items for discussion.

ITEMS FOR INFORMATION

8677. Report on 2018 Annual Society Visits (*oral*)

It was reported by the President that the report on the 2018 Society visits will be available at the March Council meeting.

A Council member reported that the Grand Valley Society promoted a film produced by a Kitchener architect. Two showings sold out with a third showing scheduled.

It was reported by a member of Council that a lunch visit was made to members in the Sault Ste. Marie area where there was some discussion with respect to reestablishing the Algoma society.

A Council member noted that the Toronto Society's AGM will be held February 20 at the Arts and Letters Club. Toronto is also hosting a path to licensure event on February 12.

It was noted by a member of Council that the Hamilton and Burlington Society held its elections where Christina Kearney was elected as Chair. There will be a Young Architects Hamilton panel event on February 5 adding that the Mayor and other industry members will be in attendance.

The report was noted for information.

8678. *Reference Material Reviewed:* Fall Update 2018 from the Design Industry Advisory Committee (DIAC). (**APPENDIX 'M'**)

The update was noted for information.

OTHER BUSINESS

8679. The President wished to express to Council that it was a privilege and honour to be on Council during his tenure. Great changes have been witnessed and progress has been made on significant projects.

It was noted by the President it is positive to witness that the reconciliation of the First Nations and the issue of sustainability have become more integrated into the work among the disciplines. The power of the collective voice from the members have contributed much and that voice makes a difference.

The President wished to express to Council to empower and to lead. There are nine priorities which have been addressed over the past year:

- Reconciliation
- National importance of recognizing architecture and the built environment
- Procurement – National policy development, relationship with Infrastructure Ontario
- Strengthening the national voice through RAIC and the National Architecture Policy
- Integration of interior designers in the profession
- Initiatives regarding the issue of regulatory transparency
- The relationship with Project Management Service Providers

DATE OF NEXT MEETING

8680. The next regular meeting of Council is Thursday March 7, 2019 at 9:30 a.m. at 1 Duncan Mill Road, Toronto, Ontario.

The annual Priority Planning Session is scheduled for Thursday February 7, 2019 evening and Friday February 8, 2019 at the Westin Prince Hotel, 900 York Mills Road, Toronto.

ADJOURNMENT

8681. **It was moved by Council that the meeting be adjourned at 3:25 p.m.**

-- CARRIED UNANIMOUSLY

President

Date



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 4.2

Memorandum

To: **Council**
Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef
Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From: Kristi Doyle, Executive Director

Date: February 22, 2019

Subject: Council appointment to Pro-Demnity Insurance Company (ProDem)
Board of Directors

Objective:

To consider the appointment of an OAA Councillor to the ProDem Board of Directors effective June 2019.

Background:

1. As you are aware, the OAA Council has three interlocking directors on the Board of ProDem. One member is by virtue of office and that is the Senior Vice President & Treasurer. In addition to that the Council selects two other members of Council to sit on the Board.
2. The appointments to the Board of Directors are officially made each year at the annual meeting of the Shareholder (i.e. the Council of the OAA) which is generally held in June. At that time, ProDem's Nominations Committee puts forward a final slate of proposed Directors for Council to vote on.
3. It is Council's responsibility to put forward for the slate the names of the two Council appointees. This is done annually, however, ProDem requested in 2008 that OAA Council give consideration to ensuring that those appointed spend two years on the Board for purposes of continuity and corporate memory. Council agreed.
4. Councillor Sarah Murray is entering the second year of her two-year term and will continue until June 2020. As such, Vice President Practice, David Sin is completing the second year of his current term effective June 2019.

An e-mail was circulated to Council notifying of the vacancy and soliciting any indications of interest by February 26. Indications of interest were received from Councillors Bill Birdsell, Barry Cline, and David Sin (attached).

Action:

Council to consider the above noted Councillors for appointment to the Board of Directors of Pro-Demnity Insurance Company for a two-year period commencing June 18, 2019.

Select one Councillor to be appointed for a two-year term, in addition to Sarah Murray who will be entering the second year of her two-year term.

Expression of interest to serve as a Council Interlocking Director on the Pro-Demnity Board

Dear Fellow Councillors

Our insurance company is going through many challenges and it is much more expensive for Architects to maintain an adequate level of coverage then it was just a few years ago.

As many of you may know, I've spent a good deal of time familiarizing myself with Pro-Demnity, its issues and concerns. As a result of this interest, I understand the opportunities and pitfalls facing our insurance company and the tools available to help us face those challenges. I have never filled the role of an interlocking director before but I bring many years of experience on Council and on the Board including having served as a past Chair of the Board to guide me in my work on behalf of Council.

Please vote to appoint me as the Council Interlocking Director on the Pro-Demnity Board.

Thank you very much for considering me for this very important role.

A handwritten signature in black ink that reads "Bill". The signature is stylized with a cursive 'B' and a simple horizontal line for the underline.

Bill Birdsell

February 25, 2019

Statement of Interest - David Sin
Council appointment to Pro-Demnity Insurance Company Board of Directors

I would like to express my interest in continuing to serve on Pro-Demnity Insurance's Board of Directors as a Council interlocking director.

Over the past eighteen months, I was privileged to be part of an evolution in the ProDem Board that has gone through big changes in many aspects, from the board members' makeup to the non-architect board chair. The evolution has resulted in better governance, improved communication with the members, new business opportunities for long term viability and the implementation of a succession plan for the senior management team to ensure a smooth transition to new and progressive leadership for future success.

I joined the ProDem board at a time when there were questions concerning the well being of ProDem moving forward. Although the questions are behind us now, there are many challenges ahead. We have the new CEO starting shortly which requires the Board's special attention. We need to maintain the momentum on the continuing effort of the succession plan. The development of a new business roadmap to ensure long-term financial success has barely begun. With so much on the plate, we need an interlocking director that has the strong corporate governance experience as well as a full depth of architectural experience with a unique business perspective to effectively serve on the ProDem Board, to ask the relevant questions and to work with a diverse group of board members.

The interlocking directorship is a complicated file with a steep learning curve. It takes a special skill set to walk the fine line between the fiduciary duty to ProDem, the interests of the membership and the public while maintaining a collegial and professional working relationship with other board members to effect a productive team.

I believe my past experience in the corporate world and non-profit boards has allowed me to serve on the ProDem board with a positive result. With the knowledge and experience gained in the past eighteen months, I believe I will be a stronger participant in the continuing evolution of ProDem in meeting our future challenges. Although my current term on Council expires by the end of this year, I will seek re-election on Council for another term. With that in mind, I ask your consideration for continuing my service on the ProDem Board for another term.



From: [Barry Cline](#)
To: [Tina Carfa](#)
Subject: Expression of Interest
Date: Tuesday, February 26, 2019 10:16:16 AM
Attachments: [Email signature - 2.png](#)

Expression of Interest For Appointment To ProDem Board

Submitted by Barry Cline, OAA Councillor February 26, 2019

Fellow Councillors:

Please accept this document as my expression of interest to fill the one-seat vacancy on the ProDem Board, available as of June, 2019.

The OAA Councillor's role on the board is primarily governance overview and general oversight as an interlocking director, and is an independent board member, who will listen to and study the ProDem issues, specifically as relates to the best interests of the OAA. But, it is important when serving on the Board that the elected representative act independently, notwithstanding.

We do have issues, presently, one specifically which is the major one directly affecting - and up front with the members: the rise in rates over the years. This is an issue which need be addressed directly with the members so that they understand the situation - and listen to the dialogue from both sides.

We have to be able to deliver and do the job!

Should I be elected to the Board, the following is my background which will be of significance to my contribution to this position:

- As past Vice-President, Regulatory for Two terms, I have experience having sat in on joint meetings of OAA Council and ProDem Board.
- I am still a practicing architect and have dealt with ProDem in that capacity over many years.
- I have political experience through being a candidate for federal parliament - which has helped me become extremely familiar with the concepts and machinations of negotiation & debate procedures.
- I have had real life experience with the vagaries of the profession, having dealt with clients, consultants, the insurer and the licencing body, one-on-one.
- Having served on the executive of the Toronto Jaycees in the past, I as well served as their Chairman of the Board.

Thank you for taking the time to review this document. I would appreciate your consideration in voting for me for the ProDem Board.



Barry Cline, B.Arch. (OSU), OAA, OAAQ
Principle Architect

BARRY R. CLINE, ARCHITECT/PLANNER

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Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 4.4

**Council Planning Session
February 8, 2019**

Session Outcomes

The following key themes were identified during the 'big picture brainstorming session' and specific ideas to address those these were considered (*see attached*).

Council also agreed to continue with existing projects that are currently underway via specific portfolios (*see attached*)

Key Themes	Comments	Solutions & Ideas	Ownership	Timeframe
Education Continuum <i>Inclusive and equitable access to the profession</i> <i>Continuum from post-secondary education, through internship and professional life to and past retirement</i> - <i>Education for Certificate of practice</i> -	Tiered approach to education, to reflect where you are in career	Develop new tools for membership engagement in education in evolving digital processes	Education/practice/communications	
	- increase awareness of OAA resources available to membership - Combine with promoting member participation in OAA	continue with Practice Tips, Regulatory Notices, writing, news items, continue to develop practice tips to reflect changing project environment	Education/Practice/Communication	
	Get feedback if needed resources are being provided	-develop a communication strategy to raise awareness of resources the OAA has	Communications	
	Ensure varying levels of education are available at different stations in career	- leverage RAIC & ProDem ConEd and university and community college education opportunities in addition to our own ConEd programs	Education	
	some requirements may be better suited for C of P stage - elevate practice excellence and manage practice risks	- Consider making the <i>Starting a Practice</i> series mandatory for new C of P holders	Regulatory/ConED	
	Consider making some courses mandatory	i.e. -major code changes	Education/Practice	

Key Themes	Comments	Solutions & Ideas	Ownership	Timeframe
Public Education, Engagement & Awareness <ul style="list-style-type: none"> - <i>Develop better understanding of role of architect and the public safety that the architects are responsible for</i> - <i>Value of having an architect on a project. Design matters</i> 	-Share the mandate of the societies -Consider the range of capacities of the societies	- strengthen role of societies in addressing local issues and raising public awareness		
	-Engage stakeholders at all levels - Find a strategic path	- Continue with efforts to support the development of the Architecture Policy for Canada – engage societies and the public	CALA /National	
	- Focus on education for public	demonstrate OAA leadership around the building renovation demonstrate importance of architects from both design and increased value	Building Committee Communications	
	-RAIC has a role in this and should be leveraged	- Continue with support for RAIC through promotion and communication	Communications	
	- architecture's economic impact on society could be better used in spirit of raising awareness	-develop terms for understanding the impact -Consider collaborating with economic policy think-tanks	Strategic	
		- review OAA's existing Education Resource Guide – update??	Communications, Practice, Strategic, Regulatory	
	- need to reach younger age group, elementary school	-Develop tools for Societies and membership to outreach and introduce architecture to local elementary and secondary schools	Education/Communication	

Key Themes	Comments	Solutions & Ideas	Ownership	Timeframe
Sustainability	<ul style="list-style-type: none"> - includes sustainability of profession (volunteerism) -social sustainability - going beyond with regenerative design - includes housing affordability -reconciliation could be considered - what is the professions obligation to this in the public interest. 	<ul style="list-style-type: none"> - Development of ConEd around the Building Reno and 2030 Challenge – including tools to demonstrate payback around energy strategies - consider expanding Code of Ethics to include sustainable design? 	Building Committee Continuing Education Strategic	
Collaboration within design & construction industry <i>-related professionals</i>	<ul style="list-style-type: none"> - continue to explore opportunities to cooperate with industry - industry players inherently integrated 	<ul style="list-style-type: none"> - engage more directly with Association of Municipalities Ontario (AMO), others? Response to issue collectively with others - Continue open discussions with other design professions around regulation under the Architects Act 	Strategic Executive	
<i>-project owners</i>	<ul style="list-style-type: none"> - review strategy for dealing with RFP's; is it sustainable? 	<ul style="list-style-type: none"> - new Bulletin (series) almost ready that provides further guidance to members on reviewing contract and RFP language 	Practice/Education	
	<ul style="list-style-type: none"> - clarify difference in roles between Client PM and project Pm 	<ul style="list-style-type: none"> - strengthen PM education for members to ensure architect PM's are current and industry leaders – RAIC has new PM course 	Practice/Strategic	

Key Themes	Comments	Solutions & Ideas	Ownership	Timeframe
Mentorship Expansion	<ul style="list-style-type: none"> - need clearer articulation of responsibility of employers and mentors -articulate mutual benefits of the intern/emp/mentor relationships rather than zero-sum 	<ul style="list-style-type: none"> - Create training for Mentors and Employers - better guidelines around what constitutes good experience 	Education/Regulatory	
	<ul style="list-style-type: none"> - peer partners after licensure – matching newly licensed with seasoned members 	<ul style="list-style-type: none"> - promote transfer of best practice skills 	Practice/Societies	
Membership Engagement	<ul style="list-style-type: none"> - consider ways to engage members and interns who ran for Council but not elected, or volunteered for committees but not selected 	<ul style="list-style-type: none"> - staff to keep track of those individuals for invitation to roundtables, or working groups, feedback opportunities - consider individual engagement to promote participation 	Staff/Administration	
	<ul style="list-style-type: none"> -need more communication and programming with the Schools of architecture to reach students earlier and keep them engaged 	<ul style="list-style-type: none"> use SHIFT challenge in a more proactive way with schools in next round (earlier engagement) 	Communications	

	- put a face on Council, Volunteers and the OAA	- use existing and new communication vehicles to highlight Council and/or specific initiatives -Live stream open council meetings?	Communications	
	- cost and time may be a barrier for some relative to attendance at conference	- consider other formats for free events, or lower cost??		
	- members need to engage in understanding the power and privilege of participation in self-governance, value of architecture	- engage student, interns and members in development of Architecture Policy for Canada – consider an online campaign/petition to garner support	National/Strategic	
	- communication tends to be outward from OAA, consider ways to have more of a dialogue	- need to consider new formats for two-way communication with members	Communications	
Financial Literacy for profession	Begins with time understanding of the value of time and development of time management skills as a student	- consider more detailed and specific module on financial aspects as extension of the Starting a Practice series -modified unit to presented at the university level		
	-raises the role of architects, improves -PMSP interaction Enables sustainable practice	- there are many resources & tools already available for small business (Ryerson Report)		

Ongoing Projects 2018/19

Strategic Portfolio

- Site Plan Approval – recommendations to government for reform
- Updating & Promoting– Quality Based Selection
- Housing Affordability Study – further action, recommendations
- Indigenous Round table – next steps, recommendations
- Project Management Round table – next steps (*coordinate with VP Practice*)
- Infrastructure for Jobs & Prosperity Act - Enactment of design guidelines
- City of Hamilton architectural recognition – bylaw similar to City of Tor.
- Ministry of Labour/Employment Standards Act Reform

Regulatory Portfolio

- Implementation of Electronic Seals
- All application forms electronic
- Interns Committee
 - 4 subcommittees are formed under the umbrella of the Interns committee overall mandate: Mentorship sub-committee; Student Outreach sub-committee; Intern Architect title sub-committee; Internship Process sub-committee
- Act, Regulation 27 review (update and renew to coincide with reg. ID)
- IAP – updating in cooperation with CALA regulators
- Keeping current with Transparency – Discipline, etc.
- ERC – question bank updating

Practice Portfolio

- Updating and launch of OAA Document 600, 2019
- Project Management – coordinating with PACT
- Co-ordinating Professional – finalize, approval, MOH
- OBC replaced by NBC? – coordinate with SCOB CAR & PACT
- RFP and Contract alerts – ongoing strategy, next steps to consider
- CHOP renewal

Communications Portfolio

- Web-site redesign and launch
- OAA Logo implementation plan and launch
- First SHIFT Challenge program – communications roll out and awareness program to follow OAA Conference
- OAA Building - Official re-Opening (September 2019)
- Education and Awareness re. OAA Building energy retrofit (ongoing 2019/2020)

Other -- Administration, National, etc.

- Regulation of Interior Design under the *Architects Act*
- Architecture Policy for Canada (Ongoing 2019 and into 2020)
- Reconciliation of Architecture
- OAA Comprehensive Survey of Members and Practices (Summer/Fall 2019)



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 4.5

Memorandum

To: **Council**
Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef
Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From: **Chair, Communications Committee**
Amir Azadeh

Committee Members
Jeremiah Gammond
Jennifer King
Joël León
Agata Mancini
Sadeq M. Sadeq
Magid Youssef

Date: February 21, 2019

Subject: **Local Architectural Society Special Project Funding Request**

Objective: To consider the Special Project Funding Requests that have been submitted by the Local Architectural Societies for the year's first-round deadline (January).

Background:

1. OAA Local Architectural Societies are invited to submit proposals to OAA Council for Special Project Funding (SPF). The funding is awarded to carry out projects or events that further the objective of the Association *"to establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences"* and that cannot be covered by current assets of the Society.
2. In November 2018, an e-mail was sent out to all Society Chairs notifying them that Special Project Funding applications were being accepted for the 2019 Fiscal year (attached, see Appendix 4). Society Chairs were advised that the first round funding request applications had to be received by January 28, 2019 in order to be reviewed by the Communications Committee in February and considered at the March meeting of Council. The total budget allotment for Special Project Funding for 2019 is \$60,000, with \$30,000 available for the first deadline (January) and \$30,000 available for the second deadline (May). Of these two allotments, certain funds have already been claimed by having previously been approved by Council for annual funding or "ongoing status" (see table below).

- Societies were also advised that their Annual Report, which includes a report on the use of Special Project Funding received in the previous year, would need to be submitted by January 9, 2019 in order to be eligible for Special Project Funding. All Societies complied with this request.

Submissions:

Six Societies submitted a total of 14 requests for 2019. The original applications along with summary sheets of all Special Project Funding Requests can be found in Appendix 1. The following table provides an overview of the submissions for the January deadline.

Society / Project	Request	Committee's Recommended Funding
Hamilton/Burlington Society of Architects		
The Power of Design: Hamilton's History of Electrification Since the first incandescent streetlights were installed in 1883, Hamilton has been a leader and innovator in the development of its electrical system. As the technology improved in the early 20thC so did Hamilton's electrical distribution network- the Grid- including a series of electrical substations authored by architects and designers skilled in a number of the prevailing styles of the day. These handsome structures are worthy of study as fine examples of several historical revival styles. Presently there are a minimum of 12 buildings – all current or former electrical sub stations- we believe worthy of study and documentation and ultimately a public exhibition Our special funding proposal consists of 3 components: 1) Research 2) Documentation: Francis Fougere, an accomplished architectural photographer who is based in Hamilton, will lead the photography component. Original drawings will be reprinted where possible to support the story behind the planning of the buildings. This stage includes production of promotional material such as print + digital posters and postcards. 3) Exhibition: The work that comes out of parts 1+2 above will be shown in a central, accessible and gallery-level environment in Hamilton for a period of 8-10 weeks in the fall of 2019 as part of a free, public exhibition. Potential sites include the public gallery at the Art Gallery of Hamilton.	\$7,500	\$6,000
Young Architects of Hamilton Public Engagement Series: YAH You Can This program offers interns and professionals a forum to engage with the public directly, discuss Hamilton's built form and educate themselves and others about architecture. The framework is a monthly engagement event that takes place during Hamilton's Art Crawl, which is an informal art market that takes place on the second Friday every month along James Street North. The culmination of these is participation in SuperCrawl: a four-day music, arts and culture festival that takes place over 18 city blocks in downtown Hamilton. During Art Crawl volunteers set up a table with art supplies and images	\$12,500	\$3,500

of various areas of the city. The images of city spaces, places, moments, landscapes, etc. are used as the base for creative reimagination, and to stimulate topics of conversation with the public. Citizens are encouraged to draw or write on the images, expressing what they do or don't like about the city and what they want to see in Hamilton. Over the course of the event the images are collected and displayed – creating a living art installation. The program was further developed through modeling to stimulate discussions about form and density. In this situation a 'city grid' is drawn on the street and citizens are invited to play with LEGO, experiment with forms, aggregate buildings and design city streets and blocks

This open forum also allows the public to ask questions about navigating the profession and practitioners to reflect on their experience.

Young Architects of Hamilton Design Film Series

\$7,000

\$0

The Young Architects of Hamilton (YAH) Design Film Series will be a collaborative, partly structured learning series, organized and administered by YAH to promote multi-faceted idea sharing between interns, junior & senior architects, affiliated professionals in the fields of design, engineering, building, planning and promotion, and greater-Hamilton community stakeholders.

The framework is a monthly film series in 2 parts; each session consists of an unstructured film or series of short films followed by a structured public form / guided discussion (prepared questions presented to attendees). Each film would run for 60-90 minutes followed but a 60 minute minimum guided discussion forum.

Northern Ontario Society of Architects

Building Tours

\$1,400

\$1,400

NOSA will invite local practicing or retired architects to lead a public tour through a building that they designed. The tour will depart from the McEwen School of Architecture (MSoA) in downtown Sudbury. Two buildings, designed by two different architects, will be visited. Guests will travel together, on a chartered vehicle, to each location and return to downtown Sudbury where an optional social event will follow.

For each building tour NOSA will collect pertinent information, drawings and images which will be assembled into a two-page spread. After each tour, these layouts will be assembled for use in larger events or as a local building tour guide/reference.

Public Lectures

\$2,550

\$2,550

Following the success of our previous public lectures, NOSA is seeking funding to host a public lecture in the fall of 2019. Ansi Lassila, founder of the Helsinki based Office for Peripheral Architecture (OOPEAA), has confirmed his availability to deliver a lecture on September 26, 2019. This date was selected to coordinate with the academic calendar and, in particular, the annual lecture series held at the McEwen School of Architecture (MSoA)

Niagara Society of Architects

Creation of Promotional Film Trailer

\$5,550

\$0

NSA is seeking funding to produce a three to five minute trailer on Niagara architecture and architects to be shown in conjunction with other events at which the NSoA will be participating, most notably at film nights at the St.Catharines Performing Arts Centre (PAC).

As part of the Niagara Society of Architects public awareness campaign, a NSoA committee has been working with the St.Catharines Performing Arts Centre in the exhibition of an 'Architecture + Design' film series. These events feature a design film, often with a speaker or a discussion afterwards.

To date the Architecture + Design films have been exhibited in conjunction with 'trailers' that the PAC uses, promoting accountants, private schools, Brock University and lawyers. The need for a short trailer promoting architecture and architects has become apparent.

Ottawa Regional Society of Architects

Ottawa Architecture Week (OAW)

\$10,000

\$10,000*

Ottawa Architecture Week (OAW) is a recurrent annual not-for-profit community based festival. It is dedicated to the critical discourse, promotion, understanding, facilitation and production of ideas in architecture and urbanism in Ottawa. The festival aims to provide the region's community of architects, students, local organizations, academics, and public a dedicated forum from which to celebrate and discuss their work and ideas with the ultimate goal of contributing to making the Ottawa region a more sustainable, vibrant and accessible place.

*Council approved on an annual basis. To be paid from May SPF budget.

Local Advocacy/Lectures/Events

\$5,000

\$2,500

Our goal over the spring, summer and fall of 2019 is to engage with the local community with more outreach activities. Our objective is to make these events free to the public, create media excitement around the events and build on local success of previous events, such as Architecture Week.

This includes bringing in a keynote inspiring speaker to the ORSA AGM that will bring a broad audience from beyond the ORSA membership, as well as promote the speaker's role in the city through media and political engagement. Our current effort is focused on bringing Carole Belanger (City Architect, Edmonton) to speak on the role of a City Architect in improving the built environment, procurement and positive engagement of places for people.

Additionally, we anticipate periodic public lectures and cohosted events with Heritage Ottawa. Our fall goal is to create local excitement over World Architecture Day with a local celebration of excellent works of architecture, a workshop and panel discussion on architecture in culture. We have current indications of interest from Mr. Belanger, as well as interest from local councilors and Ottawa's Chief Planner for the fall workshop and panel discussion.

Toronto Society of Architects

Toronto Architecture Tours

\$6,000

\$6,000*

Toronto Architecture Tours is launching its tenth season in May 2019. The two-hour outdoor walking tours are the only architecture tours in Toronto offered on a regularly scheduled basis as well as being available for “on-demand” group architecture tours. As a TSA initiative, the tours are unique in that they focus on post WWII buildings and highlight the exceptional contribution of local and international architects to Toronto’s urban fabric. All tour guides are volunteers who are passionate about architecture and demonstrate a love for sharing it with others. They receive training from a professional tour coordinator with 20 years of experience delivering architectural tours to the public.

*Council approved on an annual basis. To be paid from May SPF budget.

Pride Parade

\$8,030

\$8,030

For 2019, the TSA is looking at obtaining a permit for 100 marchers (the smallest category available) and one vehicle which would carry supplies such as water, sunscreen and snacks for our group. In the spirit of Pride as a creative festival, we would also be looking to create a float/moving installation reflective of our Society’s commitment to bring design excellence into every aspect of city life. The TSA will leverage the expertise of our members for the creation of this project. It should also be clear that funds requested for this item are to cover material and other expenses incurred to make this piece – all labour to be provided volunteer hours.

Ontario Place Charrette

\$5,675

\$0

The TSA believes there is an opportunity to provide ideas and encourage public discussion prior to the release of the Ministry of Tourism, Culture and Sport’s expression of interest calling for ideas to redevelop Ontario Place, in the hopes of influencing the details of the call and providing an opportunity for public consultation. This call has been prefaced with an opportunity to submit ideas prior to the release of the expression of interest. In order to facilitate this, the TSA is looking to organize a public design charrette bringing together the profession, academia and the general public in a full day design exercise on the future of Ontario Place. We would be looking to host this event in early March in order to ensure a timely submission to the Province. There would also be an opportunity to exhibit the results of the charrette at the library or other public venue.

Talk with the Canadian Architectural Certification Board

\$1,300

\$0

The TSA has been able to coordinate two speakers from the Canadian Architectural Certification Board - Carolina Celis, CACB Program Coordinator, Academic Certification program; and Céleste Burnie, CACB Program Coordinator, Broadly Experienced Foreign Architect program - to come to Toronto and speak about the different paths to architectural licensure in Canada. This event will allow a large group of foreign trained professionals to learn what the path to licensure looks like, while also allowing CACB staff to meet many of the people who will be going through this process and better understanding their concerns. The TSA has already secured a large lecture hall with capacity of 250 attendees to ensure everyone who is interested in attending is able to, and we have made alternate plans for a larger hall should it become necessary.

Windsor Regional Society of Architects

WIFF 2018 (Windsor International Film Festival)

The four films WRSA chose were very well attended and received by the public last year. This year, the intention is to use requested funds to achieve a major sponsor position and maximum exposure. Through the WIFF's continued success these sponsorship are becoming coveted and WRSA wish to retain or priority in this group of supporters. The event will raise the awareness of our profession, our value as members of the "creative class" and value with the community as trusted advisors as through exhibition of architecture in documentary and fictional formats followed by panel discussion and media engagement.

\$10,000*

\$6,000*

***\$4,000
additional
funding to be
considered by
Council**

*Council approved
on an annual basis.
To be paid from
May SPF budget.

Incremental Development Seminars / Workshops

The WRSA has engaged and is currently in discussions with the City of Windsor, Planning and Building Services Department to create a partnership and arrange a series of workshops and lectures tied to Incremental Development. Our intent is to enhance awareness and promote small scale development activity through the delivery of workshops and lectures tied to incremental development within our city / region. Discussions will focus on practicing incremental development with image heavy presentations on these types of projects.

\$8,000

\$0

Curriculum specific to why incremental development is important including its economic impact, community building, regeneration effects, and the barriers to its success will be addressed with presentations geared toward a general audience and local decision-makers involved in the development process. It will also focus on how individuals can become small developers with a high-level overview aimed at the beginner. These lectures will act as introductions to training workshops open to all levels of expertise. Sessions will also provide guidance on how cities can foster and support small developers with a high-level overview aimed at public officials.

	<u>Requested</u>	<u>Recommended</u>
TOTAL:	\$90,505	\$45,980* \$29,980 (To be paid from January budget) \$16,000* *To be paid from May budget (SPFs approved on annual basis)
First Round (January deadline) SPF BUDGET REMAINING:	\$20	
Second Round (May deadline) SPF BUDGET REMAINING:	\$14,000	
2019 SPF TOTAL BUDGET REMAINING:	\$14,020	

Total Amounts per Society:

Society	Total Recommended Funding
Hamilton/Burlington Society of Architects	\$ 9,500
Northern Ontario Society of Architects	\$ 3,950
Niagara Society of Architects	\$ 0
Ottawa Regional Society of Architects	\$ 12,500
Toronto Society of Architects	\$ 14,030
Windsor Regional Society of Architects	\$ 6,000

Action: To review the recommendations made by the Communications Committee regarding the allocation of the \$30,000 Special Project Funding budget for the first round of applications for 2019 (January deadline).

Attachments:

Appendix 1 - All Special Project Funding Applications for 2019

Appendix 2 - SPF Summary Sheets

Appendix 3 - Society Special Project Funding History from 2006 to 2018

Appendix 4 - Letter sent to Society Chairs regarding Special Project Funding

Appendix 1: All Special Project Funding Applications



“To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,”

Society: Hamilton Burlington Society of Architects

Submitted by: _____

Total amount requesting: \$7500

Please provide a description of your project in (1 – 2 pages).

please see attd

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

Hamilton has a rich history of major public and institutional architecture, and everyone is familiar with the 'view from the harbour'-the iconic stacks and gas flames of the steel mills. But there is an important layer between that often flies under the public radar, so to speak. These buildings from the first half of the 20C represent a belief and a civic pride to make even utilitarian structures such as electrical substations beautiful and enduring. For the past 80-100 years they have quietly served their purpose while adding handsomely to the streetscapes of the city. Even after all this time, they make their contemporary equivalents pale in comparison. Its time they were given their due.

Budget Breakdown:

Expenses:

<u>research- \$3000 architectural</u>
<u>historian consulting fees</u>
<u>photography,documentation +</u>
<u>promotional materials \$3000</u>
<u>public exhibition- rental of gallery</u>
<u>\$3000</u>
<u>misc exp \$1000</u>

Revenues:

<u>contribution of in kind donation of</u>
<u>support by utility archivist</u>
<u>contribution of in kind donation of</u>
<u>print materials by local printing houses</u>
<u>exhibit will be free of charge, but donations</u>
<u>will be accepted: est \$500</u>

*If you have additional project information, please include with this form.

Council will review all requests and make the final decision on how to allocate the special project funds.

The Power of Design! - Hamilton's Rich History of architecture and its electrical infrastructure.

Since the first incandescent streetlights were installed in 1883, Hamilton has been a leader and innovator in the development of its electrical system. It was actually Decew Falls in St Catharines, not that other waterfall nearby that provided Hamilton's first source of distributed municipal power, along what was then the worlds longest transmission line of 56KMs. As the technology improved in the early 20thC so did Hamilton's electrical distribution network- the Grid- including a series of electrical substations authored by architects and designers skilled in a number of the prevailing styles of the day, including Beaux Arts Neo Classical, Art Deco and Gothic Revival. Most are still gracing the streetscapes of Hamilton-many still serving their utilitarian purpose with decidedly un-utilitarian elegance and style. At least one has been completely transformed into a lively performing theatre and café, complete with original wrought iron spiral staircase that lends the Staircase Café its popular name.

These handsome structures are worthy of study as fine examples of several historical revival styles. But the story is bigger than just aesthetics. The time, effort (and money) spent to make an otherwise utilitarian structure beautiful has lessons for today as we wrestle with the costs of infrastructure of all kinds-energy, transportation, communications- and how to make infrastructure more than just another rusting metal shed or concrete block – block! The early sub stations of Hamilton were obviously thought of as more than mere shelters for transformers and switching gear, although that was their main purpose. Perhaps, in a foretelling way, the designers and people who directed these projects saw a value in 'fitting in' to the neighbourhood context-some are designed to look as houses, complete with mail slots and porch lights-so as not to be conspicuous. Was this just an effort to be a good neighbour? Or an expression of civic pride in creating a modern, progressive society. We want to find out.

Presently there are a minimum of 12 buildings – all current or former electrical sub stations- we believe worthy of study and documentation and ultimately a public exhibition. And there are likely more that we are not yet aware of.

Our 'special funding ' proposal consists of 3 components.

1. Research-Megan Hobson, dipl Heritage Conservation would lead the research into the architects responsible for the designs, assisted by Chris Harrison and Ken Coit. Alectra Utilities, the current owner of the electrical system in Hamilton has an archive of documents and drawings for the buildings. We plan to work with Alectra's archivist and PR staff to uncover the story behind the creation of these works of architecture and art.

2. Documentation – Francis Fougere is an accomplished architectural photographer who is based in Hamilton and will lead the photography component. Original drawings will be re printed where possible to support the story behind the planning of the buildings. This stage includes production of promotional material such as print + digital posters and postcards

3. Exhibition - The work that comes out of parts 1+2 above will be shown in a central, accessible and gallery-level environment in Hamilton for a period of 8-10 weeks in the fall of 2019 as part of a free, public exhibition. Potential sites include the public gallery at the Art Gallery of Hamilton.

The budget for the Power of Design project:

1. Research-stipend for Heritage Conservation and associated research costs	\$3000
2. Photographic services, production and printing	\$3000
3. Costs related to mounting the exhibition and renting the space	\$3000
4. Miscellaneous costs	\$1000
Total projected cost of the The Power of Design project	\$10000



Project Co-ordinator

Chris Harrison is an active member of the HBSA and a practicing Architect with the OAA. Since moving to Hamilton/Dundas in 1990, he has worked in a number of local firms and range of projects, and currently is principal at harrisonarchitecture Inc. After studying Mathematics and Environmental Studies at the University of Victoria, Chris graduated from Dalhousie University in Halifax. He has worked in offices in Vancouver, Toronto, London U.K. before calling Hamilton home. Chris has been involved with a number of HBSA outreach initiatives, including Architecture Crawl and Architecture Crawl 2.0, International Park(ing) day and has led design teams in the Downtown Housing Ideas Charrette and Tactical Urbanism.

Photographic Lead

Francis Fougere born in Montreal is a graduate of Ryerson University in the photographic arts program with a Bachelor of Applied Technology. Originally trained as a food photographer he has worked in all the major commercial studios in Toronto producing commercial photography for the printed page. Francis maintained a photo studio for 20 years in Toronto and in 2006, moved to Hamilton. Over the past 25 years he has specialized in architectural photography for architects, interior designers and fine cabinet makers. Francis is an affiliate member of the Hamilton Burlington Society of Architects and a senior member of the IVRPA (International Virtual Reality Photographers Association). Francis conducts business under the trade name of Francis Fougere Photographs since 1981.

Francis continues to work on a number of personal projects. In 2016 he had a solo exhibit at the Carnegie Gallery in Dundas Ontario titled the Carports of Pleasant Valley.

Francis was a member of the Studio 12 photographic artists collective based out of Hamilton where he has exhibited in numerous group shows in the former Studio 12 gallery space on James St. North. Francis was also a member of the Centre(3) for print and media arts in Hamilton having participated in group shows there.

History Lead

Megan Hobson

M.A. (Architectural History), Diploma in Heritage Conservation, CAHP Intern
Built Heritage Consultant

Megan Hobson has experience as a built heritage consultant for a wide range of heritage projects including residential, commercial, industrial and institutional sites. With professional training in heritage conservation, heritage planning and historical research, she brings together specialized skills in research, analysis, planning and conservation of built heritage resources and cultural heritage landscapes.

Megan has over 20 years experience researching, writing and lecturing on built heritage in Ontario. She has taught history of architecture courses at the University of Toronto and McMaster University and is currently an adjunct faculty member at the Willowbank School of Restoration where she teaches Research Methods and Conservation Planning.

Since graduating from Willowbank in 2011, Megan has worked as a built heritage expert in both the public and private sectors, advising heritage property owners, architects, planners, community groups and developers of historic properties. She has prepared heritage reports related to heritage designations, approvals and permit applications for clients in the public and private sectors for individual buildings, large building complexes, heritage districts and cultural heritage landscapes.

Her consulting practice is focused on the identification and conservation of heritage values and the management of change. It is based on a sustainable approach to heritage conservation that conserves heritage values and supports ongoing and vibrant uses for historic places. She advises and collaborates with stakeholders so they can make informed decisions and provides recommendations to ensure that interventions to heritage properties follow best practices as outlined in the *Standards and Guidelines for the Conservation of Historic Places in Canada* and that they meet or exceed requirements under the *Ontario Heritage Act* and all relevant heritage legislation, easements agreements and planning policies.



Ontario Association of Architects

Society Special Project Funding Application Form

“To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,”

Additional Objects, Architects Act

Society: Young Architects of Hamilton [Hamilton-Burlington Society of Architects]

Name or Type of Project: YAH Public Engagement Series: YAH You Can

Submitted by: Jennifer Kinnunen

Total amount requesting: \$12,500.00

Estimated Project date(s): 4 x Monthly Art Crawls, beginning in May, 3-11pm
SuperCrawl (September 13-15)

Project Description

The Young Architects of Hamilton (YAH) Public Engagement Series: YAH You Can is an outreach project designed to engage citizens with the local built environment and help them represent their visions for Hamilton. Organized and administered by YAH, the Public Engagement Series promotes multi-faceted knowledge sharing between architectural and affiliated professionals and the greater-Hamilton community. The intent is to empower citizen voices through drawing and modeling as well as showcase the accessibility of the profession and its local professionals to promote the value of design thinking - removing the notion that architecture and architects are for the elite.

The framework is a monthly engagement event that takes place during Hamilton's Art Crawl, which is an informal art market that takes place on the second Friday every month along James Street North. The culmination of these is participation in SuperCrawl (hosted by Sonic Union): a four-day music, arts and culture festival that takes place over 18 city blocks in downtown Hamilton. The May, June, July and August Art Crawls run from 3:00 PM to 11:00 PM, and SuperCrawl takes place the second week of September, 6:00 PM Thursday to 7:00 PM Sunday.

During Art Crawl volunteers set up a table with art supplies and images of various areas of the city. The images of city spaces, places, moments, landscapes, etc. are used as the base for creative reimagination, and to stimulate topics of conversation with the public. Citizens are encouraged to draw or write on the images, expressing what they do or don't like about the city and what they want to see in Hamilton (see Figures 1-2). Over the course of the event the images are collected and displayed – creating a living art installation (see Figure 3). The program was further developed through modeling to stimulate discussions about form and density. In this situation a 'city grid' is drawn on the street and citizens are invited to play with LEGO, experiment with forms, aggregate buildings and design city streets and blocks (see Figure 4).

In 2018, YAH You Can participated in SuperCrawl informally: the 200+ visions citizen-created during the summer's Art Crawls were exhibited by projecting them through a third story window on James Street North (see Figure 5). In 2019, YAH intends to apply to formally participate in SuperCrawl and not only continue to offer its programing over the 4-day festival but also expand YAH You Can by

engaging community partner groups such as neighborhood associations and running mini design charrettes that tackle larger issues and greater scope (such as affordable housing). Each charrette would run for 30-60 minutes followed by a 30 minute discussion forum. Depending on the number of participants at each session the format may be modified.

In order to increase visibility during SuperCrawl, YAH will be renting an official and structured pop-up space that has a media wall, wifi capabilities and the ability to be secured overnight. This provides the opportunity to integrate technology and social media (Instagram, Twitter, etc.) in real time while allowing work from previous Art Crawls to be exhibited and discussed (similar digital presentation to that of 2018, please visit @youngarchitectsofhamilton Instagram page for examples).

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

The Young Architects of Hamilton (YAH) Public Engagement Series: YAH You Can offers interns and professionals a forum to engage with the public directly, discuss Hamilton's built form and educate themselves and others about architecture.

Engaging citizens during the summer Art Crawls provides a grassroots basis which informs the more focused design charrettes of SuperCrawl. SuperCrawl is an outstanding example of how the arts mobilize people. Seeing over 250,000 visitors in 2018, SuperCrawl provides local architects the opportunity to increase public awareness and appreciation of architecture by providing citizens the opportunity to meet members of their local society.

The series encourages diverse topics and stakeholders from related fields to bring a multitude of relevant information, ideas and challenges to be discussed, learned from, and integrated into local practice. This open forum also allows the public to ask questions about navigating the profession and practitioners to reflect on their experience.

Budget Breakdown:

<u>Expenses</u>		<u>Revenues</u>
Art Supplies: \$2000.00	\$200.00 x 4 Art Crawls \$300.00 x 4 days SuperCrawl	Tickets: \$0.00
Venues: ~ \$7000.00	~ \$1250.00 x 4 days + taxes *involves the rental of a pop-up event space that can be secured (see quote attached)	*this is a free public engagement program/event series
SuperCrawl Event Application: ~ \$500.00	'vendor' application fees have not been released at this time, estimate based on previous years and artist proposal submission fee	
Refreshments/Snacks: \$1500.00	\$250.00 x 4 festival days \$125.00 x 4 Art Crawls	
Speakers: \$1500.00	Appreciation Gifts ~ \$100.00 / speaker Appearance Honorarium ~ \$500.00 to charity	

We will be seeking sponsorship for this series, but given that sponsorships are not confirmed until closer to the event, we need confirmation for the minimum amount of funding that will allow us to run this series regardless of sponsorship, which we have estimated to be at **\$ 12,500.00**

The majority of funding requested is for participation in SuperCrawl and the rental of a pop-up space.

YAH You Can is a free public engagement program and therefore does not produce any revenue received from ticket sales. Any donations received will be put towards curating and exhibiting the work and continuing YAH You Can at future Art Crawls in the coming years.

Addendum



Figure 1. YAH You Can at Art Crawl



Figure 2. YAH You Can at Art Crawl



Figure 3. YAH You Can at Art Crawl



Figure 4. YAH You Can at Art Crawl



Figure 5. YAH You Can at SuperCrawl

THE PROPOSAL



180 James St. S. Unit 402
Hamilton, ON L8P 4V1

Chamber Member 2019

hamilton
chamber of commerce
your voice in business

Prepared by:

LeafBox Concepts Inc.

Prepared for 'Client':

Jennifer Kinnunen

Young Architects of Hamilton (YAH)

Proposal Issued:

Jan. 7, 2019 (v1)

DESCRIPTION

LeafBox Concepts Inc. (LFBX) to supply Client with LeafBox 1.0 as a Pop-up Event Venue for its 2019 YAH Public Engagement Series: YAH YOU CAN four (4) day Supercrawl Activation (Sept. 12-15, 2019).



Portable



Powered



Secured



LeafBox 1.0

QUOTATION

Daily Rental Cost (x4):	\$3996.00	(\$999 / day on premium festival days)
Signage:	\$400.00	(Client to keep vinyl banners for future use)
Technology Access:	FREE	(Includes media wall & wifi access as free value perk)
Transportation:	\$500.00	(Includes drop-off and pickup)
Total	\$4896.00	

(All prices are in CAD dollars and do not include applicable taxes)

Confirmation: This document has been prepared for proposal purposes. Should the Client decide to proceed with a proposed option as outlined above, or require any adjustments a final contract and/or invoice be issued.

DEPOSIT

50% deposit required on date of issued invoice and/or signed contract to secure the LeafBox 1.0 Unit.

SIGNATURE TO PROCEED

Jennifer Kinnunen,
Young Architects of Hamilton

Dated:



TERMS & CONDITIONS

1. LeafBox Concepts Inc. is not responsible for any lost or stolen items.
2. LeafBox Concepts Inc. is not responsible for road occupancy, vendor licence, building permit and/or special events permits.
3. The Client shall indemnify and hold LeafBox Concepts Inc. and its agents harmless from any loss in any manner whatever that may arise out of the Client's use of the container or of the designated pop-up location
4. The Client shall remove all of their property from the container upon termination. The Client must sweep and remove all debris from container or a cleaning disposal fee (\$50) will be added.
5. The Client agrees to be responsible for and pay LeafBox Concepts Inc. for any costs associated with the repair, replacement, cleaning or other remediation that have been subject to damage, loss, or unreasonable wear and tear, or use.



Ontario Association of Architects

Society Special Project Funding Application Form

“To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,”

Additional Objects, Architects Act

Society: Young Architects of Hamilton [Hamilton-Burlington Society of Architects]

Name or Type of Project: YAH Design Film Series

Submitted by: Jennifer Kinnunen

Total amount requesting: \$7,000.00

Estimated Project date(s): 4 Sunday Afternoons 1:00 – 4:00 pm x Monthly dates
(2019 tentative dates: March 31, April 28, May 26, June 23)

Project Description

The Young Architects of Hamilton (YAH) Design Film Series will be a collaborative, partly structured learning series, organized and administered by YAH to promote multi-faceted idea sharing between interns, junior & senior architects, affiliated professionals in the fields of design, engineering, building, planning and promotion, and greater-Hamilton community stakeholders.

The framework is a monthly film series in 2 parts; each session consists of an unstructured film or series of short films followed by a structured public forum / guided discussion (prepared questions presented to attendees). Each film would run for 60-90 minutes followed by a 60 minute minimum guided discussion forum. Depending on the number of participants at each session the format may be modified.

The location would be in a publically accessible venue in downtown Hamilton - Harbour Waterfront Trust Centre Theatre.

These sessions would qualify for 1.0 hours of structured learning, as per the OAA guidelines, to encourage experienced professionals to participate and provide informal mentoring to junior members while being open to the public and encouraging fun community engagement. Attendance and certification administered by the YAH, sub-committee of HBSA.

The topics will be of interest to all architects as well as the greater-Hamilton community. The intention is to also provide a forum for members and locals to ask questions from practitioners and discuss relevant issues such as architectural representation in films.

As such we are choosing to explore themes that are attractive to architects and the general public such as:

- the work environment
- female representation
- architecture in film, representation of cities

- physical versus mental space

Current Films under review by members include:

- The Competition
- Zaha Hadid, An Architect, A masterpiece
- LA Plays Itself
- Inception / What Dreams may Come

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

The Young Architects of Hamilton (YAH) Design Film Series will offer interns and young professionals a forum to interact with experienced professionals while all are engaged in a regular, structured, local learning sessions. Diverse topics and stakeholders from related fields will bring a multitude of relevant information, ideas and challenges to be discussed and integrated into local practice. Foster public awareness of architecture and engagement with the community.

Budget Breakdown:

Expenses

Venues: \$1200.00

\$300.00 x 4 rentals

Film Licenses: \$4000.00

~\$1000.00 x 4 film licences

Licensed Catering/Refreshments: \$1400.00

\$150.00 (AGCO) x 4 = \$600.00

\$200.00 x 4 = \$800.00

Speakers: \$500.00

Appreciation Gifts

~ \$50.00 - \$100.00 / speaker

Revenues

Tickets: \$4000.00

\$20.00 x 50 people x 4 events

We will be seeking sponsorship for this series but given sponsorships are not confirmed until closer to the event we need confirmation for the minimum amount of funding that will allow us to run this series regardless of sponsorship, which we estimated at **\$ 7,000.00**

The revenue received from ticket sales will be put towards running future YAH Design Film Series in the coming years.



Society Special Project Funding Application Form

“To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,”

Additional Objects, Architects Act

Name of Society: Northern Ontario Society of Architects

Name/Type of Project: Building Tours

Submitted by: Northern Ontario Society of Architects

Total Project Budget: \$1800

Total Amount Requesting: \$1400

Estimated Project Date(s): Early October 2019

Please provide a description of your project in (1 – 2 pages).

Please consider the following in your description: What are the objectives? Answer the who, what, where, when why and how:

NOSA will invite local practicing or retired architects to lead a public tour through a building that they designed. The tour will depart from the McEwen School of Architecture (MSoA) in downtown Sudbury, ON. Two buildings, designed by two different architects, will be visited. Guests will travel together, on a chartered vehicle, to each location and return to downtown Sudbury where an optional social event will follow.

To accommodate the participation of the public and students at MSOA, this event will be scheduled as an evening or weekend event in the early fall 2019. In order to attract broad participation, no admission fees will be collected.

The first objective of this project is to bring more exposure to architecture and architects within our community. We recognize that many people within our community will never have the opportunity to work directly with an architect. A public building tour provides the opportunity for members of the public to meet and speak to the architects that designed significant buildings in their community; thus, removing the mystery of the design process and who is involved.

A second objective is to identify design excellence within our community and to articulate this in a public forum. NOSA initiated this process through its participation in the OAA Award

Landmark designation. Over two consecutive years buildings, nominated by NOSA, received this award and garnered much local attention and public favour. The building tours will continue this work in a different format.

The tours will also assist in laying the groundwork for more comprehensive projects in the future, such as Doors Open, by building organizational capacity, knowledge of local buildings, docent skills and engagement of our membership. For each building tour NOSA will collect pertinent information, drawings and images which will be assembled into a two-page spread. After each tour, these layouts will be assembled for use in larger events or as a local building tour guide/reference.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

- Provide positive exposure to architecture and architects within our community.
- Position architects as trusted members of the design team.
- Provide an opportunity for members of the public to view and experience architecture representative of design excellence.
- Provide a venue for NOSA to speak to the value of design excellence and the professional practice of architecture in our community.
- Provide a venue for NOSA to articulate its role, goals and achievements to a targeted (engaged) audience.
- Provide an opportunity for NOSA members to connect with NOSA leadership and other members and thereby work towards a more connected and cooperative professional body.

Budget Breakdown:

Expenses:

Event promotion, \$200
Chartered vehicle, \$700
Honourarium, \$250 x 2 = \$500
Reception, \$400

Revenues:

OAA Special Funding (\$1400)
NOSA (\$400)

Total: \$1800



Society Special Project Funding Application Form

"To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,"

Additional Objects, Architects Act

Name of Society: Northern Ontario Society of Architects

Name/Type of Project: Public Lecture

Submitted by: Northern Ontario Society of Architects

Total Project Budget: \$2950

Total Amount Requesting: \$2550

Estimated Project Date(s): September 2019

Please provide a description of your project in (1 – 2 pages).

Please consider the following in your description: What are the objectives? Answer the who, what, where, when, why and how:

Following the success of our previous public lectures, NOSA is seeking funding to host a public lecture in the fall of 2019. Anssi Lassila, founder of the Helsinki based Office for Peripheral Architecture (OOPEAA), has confirmed his availability to deliver a lecture on September 26, 2019. This date was selected to coordinate with the academic calendar and, in particular, the annual lecture series held at the McEwen School of Architecture (MSoA).

The lecture will be held at the at the McEwen School of Architecture, CLT Lecture Theatre (capacity of 160 + 80 overflow) in Sudbury, ON. There will be no cost to attend the lecture. It will be promoted in various media (newspaper, local events calendar, posters, social media, PEO association, etc.) with the aim of attracting both members of the public, the design community and allied professionals. NOSA and OAA logos will be included in all promotional material.

The objective of this event is to position architects, NOSA and the OAA as engaged and trusted leaders within a contemporary discourse on architecture, urban design and related issues. NOSA intends to achieve this objective by inviting a contemporary practicing architect who demonstrates design excellence within a climatic or cultural context relevant to our community. We will draw on the professional and academic networks of our members to connect with architects from across Canada and/or in Nordic countries with advanced experience in areas of

particular interest: for example, wood construction in cold climates.

Previous public lectures have been well attended by members of the community and practicing architects / licensed technologists. In addition to demonstrating design excellence, this event also provides an occasion for NOSA to speak directly to the value of architecture, articulate the goals of our society and to highlight upcoming activities to a diverse and engaged group.

A secondary objective for this event is to improve relationships within our membership. With this in mind NOSA will host a coordinated social event, either as a dinner or reception, after the lecture. A similar event was held after our first public lecture in 2017 and this proved to be a great opportunity for members to discuss issues of common interest, ask each other questions and share more openly about their work. NOSA leadership will use this opportunity to reach out to members and invite diverse participation.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

- Connect members of the public and NOSA to local, national and international discourse on architecture, urban design and related issues.
- Position NOSA and the OAA as engaged and trusted leaders within public discourse on architecture, urban design and related issues.
- Provide a venue for NOSA to speak to the value of design excellence and the professional practice of architecture in our community.
- Provide a venue for NOSA to articulate its role, goals and achievements to a targeted audience.
- Provide an opportunity for NOSA members to connect with NOSA leadership and other members and thereby work towards a more connected and cooperative professional body.

Budget Breakdown:

Expenses:

Event promotions

Posters: covered by MSoA*

Social Media: NIL

Lecture

Return flight to Sudbury (int'l): \$1500

Hotel accommodation, 2 nights: \$400

Honourarium: \$500

Meals, 3 days: \$150

Lecture dinner/reception: \$400

Revenues:

*Costs associated with the printing of posters will be assumed by the McEwen School of Architecture

Revenues:

OAA Special Funding (\$2550)

NOSA (\$400)

Total: \$2950



Ontario Association of Architects

Society Special Project Funding Application Form

"To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,"

Additional Objects, Architects Act

Name of Society: Niagara Society of Architects (NSoA)

Name/Type of Project: Creation of Film Trailer

Submitted by: Ian Ellingham, Chair, Niagara Society of Architects

Total Project Budget: \$7,063.00

Total Amount Requesting: \$5,500.00

Estimated Project Date(s): Schedule projection:

Script outline: In progress now by film committee

Confirmation of funding: March 2019

Obtaining of alternative quotations: April 2019

Refinement of script by NSoA committee: April 2019

Detailed script development by film agency: May 2019

Filming: May/June/July 2019 (difficult to do before trees have their leaves)

Film assembly: editing/voicing/music/... August 2019

First showing: September 2019

Please provide a description of your project in (1 – 2 pages).

Please consider the following in your description: What are the objectives? Answer the who, what, where, when why and hows:

The proposal is for funding to produce a three to five minute trailer on Niagara architecture and architects to be shown in conjunction with other events at which the NSoA will be participating, most notably at film nights at the St.Catharines Performing Arts Centre (PAC). Discussions are being held with the PAC with respect to showing the trailer before other selected films.

Through 2016, 2017 and 2018 the Niagara Society of Architects has undertaken a public awareness campaign. Activities were undertaken to increase public, government and business awareness of Niagara-area architects. Initiatives have included a print media campaign,

exhibitions, and architects' open house as part of the Grape & Wine Festival, and a lead role in the Niagara Regions Design Awards programme (since 2004).

As part of the Niagara Society of Architects public awareness campaign, a NSoA committee has been working with the St.Catharines Performing Arts Centre in the exhibition of an 'Architecture + Design' film series. These events, featuring a design film, often with a speaker or a discussion, have been well attended, with up to 170 people in attendance at each event. Both the members of the NSoA and the PAC regard this initiative as having been a success.

Films shown included:

Integral Man

Big Time

Sketches of Frank Gehry

Design Canada (attended by 170 people - effectively a full house)

Films for 2019 are currently being selected by the PAC and the NSoA film committee. The initial films have been documentaries. The 2019 line-up will include both documentaries and a couple of feature films that highlight architects.

The following films have been identified for early 2019:

A Legacy of Mies and King (possibly with a visit from the director)

Citizen Lambert: Joan of Architecture

To date the Architecture + Design films have been exhibited in conjunction with 'trailers' that the PAC uses, promoting accountants, private schools, Brock University and lawyers. The need for a short trailer promoting architecture and architects has become apparent.

The script is currently being developed. The essential elements are:

- A focus on the quality of the Niagara-area built environment;
- That Niagara is a special place - known world-wide;
- The use of new source materials, as well as material that the NSoA has from past initiatives, including:
 - Nicholson & Macbeth exhibitions
 - Mid-Century Modern materials (photographs and research)
 - Material from members' archives
 - New materials, including:
 - Existing materials and new videos of the LaPierre House (Massey Medal winner 1961, OAA Landmark Award 2010)
 - New videos of selected historic buildings and those of the interwar period;
 - New material on a few more recent buildings that have received design awards.
 - That architects have been a significant force in creating many of the fascinating elements in Niagara
 - And, in a low-key way, the contributions of the members of the Niagara Society of Architects to the environment and the well-being of the people of Niagara.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

The film trailer will be created in keeping with the objectives of the public relations campaign of the Niagara Society of Architects, and the objectives of the OAA.

Key elements of this initiative are:

- Increasing the awareness of the built environment by the wider population;
- Enhancing the public perception of architects;
- Giving reasons for the wider population to esteem the work of architects;
- To increase the profile of Niagara architects relative to local government, builders and the larger institutions;
- To support the hiring of architects and valuing their work;
- Ensuring that the trailer is entertaining, engaging, memorable and inspiring.

Budget Breakdown:

Expenses:

Production cost: quotation from Rouge
Lionne Films: \$4,500
(This price range has been confirmed by the
film staff of the PAC, but other quotations
will be obtained)
Additional production studio time (estimate):
\$1,750
HST : \$ 813
Total budget: \$7,063

Revenues:

NSoA contribution from other funds:
\$1,563
Special Project Funds Requested:
\$5,500

If you have additional project information, please include with this form. Council will review all requests and make the final decision on how to allocate the special project funds.

Attached scan of promotional material for the summer 2018 Architecture + Design Film series.

ARCHITECTURE+DESIGN FILM SERIES

This film series is presented in partnership with the Niagara Society of Architects. Join them for post-screening discussions after select films!

Integral Man

Canada, 2017. Directed by Joseph Clement. 63 min. NR

Wed 13 June 7PM

He decided against Frank Gehry, considered Rem Koolhaas, and ultimately chose two young architects that would come to change contemporary architecture. The client is Jim Stewart, the most published mathematician since Euclid, a concert level violinist, calculus professor, philanthropist, and gay rights activist. He is a true polymath, a modern day renaissance man.

"Integral Man is a story of passions doggedly pursued, from music and mathematics to political activism and philanthropy. It's an absolute inspiration."

- Derek Jacobs, *cinemaaxis*

Big Time

Denmark, 2017. Directed by Kaspar Astrup Schröder. 93 min. PG

Wed 18 July 7PM

Big Time follows Bjarke Ingels during the course of seven years (2009-2016), while he struggles to finish his biggest project so far. We are let into Bjarke's creative processes as well as the endless compromises that his work entails.

"Somewhat incredibly, the buildings come to life: Kaspar Astrup Schröder puts Ingels's remarkable communication skills to work through a series of sketches and chats, and then shows us the finished products."

- Alex Bozikoviv, *The Globe and Mail*

Sketches of Frank Gehry

USA, 2005. Directed by Sydney Pollack. 83 min. PG

Wed 8 Aug 7PM

Sketches of Frank Gehry was director Sydney Pollack's first feature length documentary. The two men have been friends for many years, and Pollack completed the film over a period of five years, starting in 2000. Beginning with Gehry's own original sketches for each major project, the film explores Gehry's process of turning these abstract drawings, first into tangible, three-dimensional models, often made simply of cardboard and scotch tape, then into finished buildings of titanium and glass, concrete and steel, wood and stone. The dialogue between Pollack and Gehry, as intimate as that of any two friends of long standing, courses like a continuous melodic line through the film.



The Film House
FirstOntarioPAC.ca



Box Office: 905-688-0722
250 St. Paul Street, St. Catharines, ON




FirstOntario
PERFORMING ARTS
CENTRE

Society Special Project Funding Application Form

“To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,”

Additional Objects, Architects Act

Society: Ottawa Regional Society of Architects

Name or Type of Project: Local Advocacy

Submitted by: Toon Dreessen

Total project budget: \$10,000

Total amount requesting: \$5,000

Estimated Project date(s): Spring-Fall 2019

Please provide a description of your project in (1 – 2 pages).

Please consider the following in your description: What are the objectives? Answer the who, what, where, when why and hows.

Our goal over the spring, summer and fall of 2019 is to engage with the local community with more outreach activities. This includes bringing in a keynote inspiring speaker to the ORSA AGM that will bring a broad audience from beyond the ORSA membership, as well as promote the speaker's role in the city through media and political engagement. Our current effort is focussed on bringing Carole Belanger (City Architect, Edmonton) to speak on the role of a City Architect in improving the built environment, procurement and positive engagement of places for people. Additionally, we anticipate periodic public lectures and cohosted events with Heritage Ottawa. Our fall goal is to create local excitement over World Architecture Day with a local celebration of excellent works of architecture, a workshop and panel discussion on architecture in culture. We have current indications of interest from Mr. Belanger, as well as interest from local councillors and Ottawa's Chief Planner for the fall workshop and panel discussion. Our objective is to make these events free to the public, create media excitement around the events and build on local success of previous events, such as Architecture Week.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

- Public engagement
- Media engagement
- Public appreciation of architecture and its role in local society
- Raise the profile of local firms in the economic health of the community
- Provide continuing education opportunities to members (lectures, panels)

Budget Breakdown:

Expenses:

Revenues: Our goal is to make these events free to the public to engage as broad a cross section of the local population as possible.

Key note speaker flight, hotel: \$4,000

Panel materials, event rental: \$4,000

Media, advertising, \$2,000

*If you have additional project information, please include with this form.

Council will review all requests and make the final decision on how to allocate the special project funds.

Society: Toronto Society of Architects
Name or Type of Project: Pride Parade 2019
Submitted by: Maria Denegri, Chair
Total Project Budget: \$9,330
Total Amount Requesting: \$8,030
Estimated Project Date(s): Sunday, June 23, 2019

PROJECT DESCRIPTION

Held yearly since 1981, Toronto's Pride parade was born as a march seeking to give a voice to the LGBTQ2 community in its fight for equal rights and the end of discrimination. Today, Pride has become a celebration of our city's diversity, recognizing the advances in these goals over the past several decades, while reminding us that much work is still needs to be done in our goal to achieve equity and inclusivity across society.

Pride Toronto is now North America's largest LGBTQ2 celebration and one of the most important civic events in Toronto attended by over one million festival-goers. Last year alone, 120 marching groups and 40 registered floats participated in the parade representing a wide variety of groups including political institutions such as City of Toronto, city councillors and the Mayor of Toronto, the three major political parties in Canada, and both the Premier and the Prime Minister; educational groups like Humber College, University of Toronto, Ryerson University and the Toronto District School Board; and even professional governance bodies such as the Ontario Nurses Association. Among the groups most poorly represented is the construction industry, with only the Carpenters Union making an appearance in 2018.

For the first time in its 132-year history, **the Toronto Society of Architects is seeking to participate in Toronto's annual Pride Parade** – inviting 100 of our members to join us on our walk down Yonge Street and proudly representing the architectural community in this year's march. This is consistent with our Society's push over the past several years to make our Society - and the profession in general - more welcoming and inclusive for everyone. Participating in Pride is an important and visible gesture of our commitment to inclusivity, and our firm belief that the profession is stronger when it celebrates the diversity of our members. Equally as important, it sends a positive message to our members who will see themselves reflected and represented in this celebration of diversity.

For 2019, the TSA is looking at obtaining a permit for 100 marchers (the smallest category available) and one vehicle which would carry supplies such as water, sunscreen and snacks for our group. In the spirit of Pride as a creative festival, we would also be looking to create a float/moving installation reflective of our Society's commitment to bring design excellence into every aspect of city life. The TSA will leverage the expertise of our members for the creation of this project. It should also be clear that funds requested for this item are to cover material and other expenses incurred to make this piece – all labour to be provided volunteer hours. As is typical with many other marching groups and in the spirit of fostering a sense of community, we are currently looking to organize a pre-Pride breakfast for our group's marchers, family, friends and colleagues to share prior to joining the march.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

Our profession's representation in Toronto's annual Pride Parade is long overdue. Participating in Pride is an important and visible gesture of our profession's commitment to inclusivity. It sends a positive message to our members who will see themselves represented in this celebration of diversity. Equally as important, it tells the public that architects are committed to the same ideas of inclusivity that they are.

Participating in Pride would benefit the profession as a whole in the following ways:

- **Ensure architects are represented and present in Toronto's largest civic event**

As one of the largest civic events in Toronto, representation during Pride is an important way to signal to the public that architects are active actors within our city and proud to embrace our city's diversity. Other groups that work for the public good - including nurses, paramedics, teachers, politicians, and academia - have understood the importance of making their presence visible in Pride, in part because it shows the commitment of these groups to the goals of Pride.

- **Reinforce our profession's commitment to diversity and our willingness to lead the push for inclusivity within the construction industry**

While we have made great strides over the past decades on issues of inclusion in the industry, discrimination based on gender and sexual orientation continues to exist. While no statistics are available for Canada's construction industry, a 2017 survey of UK's construction industry indicated that homophobia is still an issue in construction with 59% of all respondents saying they had overheard "gay" being used as an insult in the workplace. The problem is particularly acute on site, where 54% of LGBTQ2 respondents did not feel comfortable being open about their sexuality or gender on site. Just under 1/3 of all LGBTQ2 respondents said working in the construction industry has had a negative impact on their mental health. ¹

As leaders in the construction industry, participating in the Pride Parade sends a clear message to our members and to our industry colleagues that architects are committed to diversity and inclusion, that we will continue to push to make the construction industry welcoming to everyone, and that we will not tolerate discriminatory behaviour.

- **Foster a sense of community among the profession**

At the heart of Pride is the idea of building community and participating in Pride is a way of bringing our members together for an event that is both a celebration and an important act of advocacy consistent with our Society's values.

¹ <https://www.constructionnews.co.uk/data/lgbt-survey-constructions-slow-progress-laid-bare/10027190.article>

Proposed Budget

The budget below is a preliminary budget based on our initial ideas. Further refinement will occur as details get sorted.

Expenses

Item	Cost
Marching Permits	
Marching Permit	\$350 (only permits one logo)
Vehicle Permit	\$665
Emissions fee	\$15
Insurance	TSA's insurance policy
Other Marching Expenses	
Marching Banner*	\$400*
Float/Installation (includes PA system if required, materials, no labour)	\$5000
Marcher Supplies (water, sunscreen, snacks)	\$400
T-shirts	\$1200
Sub-Total Marching Expenses	\$8030
Marchers' Breakfast (Picnic style)	
Park Permit	\$100
Food / Drinks	\$1200
Sub-Total Marchers' Breakfast Expenses	\$1300
TOTAL EXPENSES	\$9330

Due to Pride Toronto's sponsorship policies, we are unable to display the logo of other organization other than our own's during the parade which means we have very limited sponsorship opportunities for this initiative. We have asked Pride Toronto for permission to display the OAA logo as our parent organization and they have given us permission for this event. Since the breakfast could be sponsored, we are currently proposing to seek private sponsorship for the breakfast, and we are requesting the OAA for funding to cover the marching expenses.

Total Requested: \$8,000

Society: Toronto Society of Architects
Name or Type of Project: Ontario Place Charette
Submitted by: Maria Denegri, Chair
Total Project Budget: \$11,675
Total Amount Requesting: \$5,675
Estimated Project Date(s): March 2019

PROJECT DESCRIPTION

Opened in 1971, Ontario Place was a Government of Ontario project seeking to revitalize Toronto's waterfront by creating a large urban park on a previously neglected segment of the shoreline. This multi-award-winning project consists of 90 acres of man-made islands and lagoons, with the centrepiece of the complex being the five exhibition pavilions suspended high above the water totalling 90,000 square feet of space and the world's first 800 seat Cinesphere IMAX theatre.

After years of falling attendance and numerous renovations, the province closed the public sections of the park in 2012 with the goal of redeveloping the site. A renovated Cinesphere and the new Trillium Park were the results of this ongoing effort. On January 18, 2019, the new provincial government announced a change of strategy with Michael Tibollo, the Minister of Tourism, Culture and Sport, announcing an [expression of interest process](#) to open in the spring calling for ideas to redevelop Ontario Place. This call has been prefaced with an opportunity to submit ideas prior to the release of the expression of interest.

The Toronto Society of Architects believes there is an opportunity to provide ideas and encourage public discussion prior to the release of the expression of interest in the hopes of influencing the details of the call and providing an opportunity for public consultation which we believe is missing in the process. In order to facilitate this, **the TSA is looking to organize a public design charrette bringing together the profession, academia and the general public in a full day design exercise on the future of Ontario Place.** We would be looking to host this event in early March in order to ensure a timely submission to the Province.

Currently, the TSA is looking to host the event at the Toronto Reference Library. The charrette would start in the morning with each group presenting their findings/results in the afternoon. We have already been reaching out to potential partnerships including the Architecture Conservancy of Ontario Toronto Chapter to ensure the charrette encompasses a wide audience with various points of view. There would also be an opportunity to exhibit the results of the charrette at the library or other public venue.

Given the sudden nature of the announcement and the pressing need to provide feedback prior to the call, the TSA had not budgeted for this charrette, but we believe it is an opportunity we shouldn't waste to show architects leading the discussion. We are asking the OAA for financial support in order to make the charrette possible.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

A public charrette led by architects is an ideal way to both engage the public and show the profession's leadership on issues of the built environment. We selected a charrette over a lecture because it provides an opportunity for active engagement with the public – an important element to show that we as a profession are listening and willing to engage with Torontonians. A charrette would provide an opportunity for direct input from the public, with architects and members of the profession guiding the groups as facilitators but always informed by public input. This form of direct engagement with the design process helps increase public awareness of architecture and provides a unique opportunity for the public to better understand what architects do.

The charrette also provides an opportunity to generate constructive feedback on what can be a rather polemic issue, and we are looking to invite a wide group of actors to ensure the ideas discussed during the charrette reach the right people and institutions. We think the results of the charrette and the discussions it will generate will also provide a clear platform to show architects are willing to lead these discussions.

Proposed Budget

Expenses

Item	Cost
Venue	
Venue Rental (Toronto Reference Library – capacity 400)	\$2200 (8am to 3pm)
Venue Rental (Toronto Reference Library – capacity 400)	\$3475 (3pm – 1am)
Sub-Total Venue Costs	\$5675
Charrette Expenses	
Supplies / Model Material	\$500
Lunch*	\$3000
Sub-Total Charrette Costs	\$3500
Exhibition Expenses	
Printing/Mounting	\$2000
Venue Rental	In-Kind
Other Expenses	\$500
Sub-Total Exhibition Costs	\$2500
TOTAL EXPENSES	\$11675

The TSA is currently working to find industry sponsors to help offset the costs of hosting the charrette, as well as potential partners who are able to provide in-kind support. At this time, we would like to request from the Ontario Association of Architects funding in order to cover the venue expenses totalling **\$5675**. Other items, such as the exhibition and providing lunch to participants, will be dependent on other sponsorships raised over the next month.

Total Requested: \$5,675

Society: Toronto Society of Architects

Name or Type of Project: Talk with the Canadian Architectural Certification Board

Submitted by: Maria Denegri, Chair

Total Project Budget: \$2,400

Total Amount Requesting: \$1,300

Estimated Project Date(s): Tuesday, February 12, 2019

PROJECT DESCRIPTION

Each year over 50,000 immigrants come to Toronto. Many of these newcomers are trained professionals who seek to continue to practice in Canada but are often overwhelmed by Canada's unique regulatory framework which can be hard to understand. This initial frustration can become a barrier to entry to the profession, making it harder for these newcomers to fully integrate.

The Toronto Society of Architects has been the witness of this frustration first-hand, with many newcomers attending TSA events hoping to connect with someone who can help them navigate the process of obtaining their license in Canada.

In an effort to bridge this gap and assist with the integration of foreign trained professionals into Canada's architectural regulatory framework, the Toronto Society of Architects has launched a new initiative and is seeking the support of the Ontario Association of Architects.

The TSA has been able to coordinate two speakers from the Canadian Architectural Certification Board - Carolina Celis, CACB Program Coordinator, Academic Certification program; and Céleste Burnie, CACB Program Coordinator, Broadly Experienced Foreign Architect program - to come to Toronto and speak about the different paths to architectural licensure in Canada. This event will allow a large group of foreign trained professionals to learn what the path to licensure looks like, while also allowing CACB staff to meet many of the people who will be going through this process and better understanding their concerns. The TSA has already secured a large lecture hall with capacity of 250 attendees to ensure everyone who is interested in attending is able to, and we have made alternate plans for a larger hall should it become necessary.

While the TSA has a budget allocation for lectures, the CACB has required the TSA to also cover all speaker travel expenses including flights, hotels, meals and taxis. This means this lecture is above and beyond what the TSA would typically budget for and we are requesting the OAA's support in order to cover some of the additional costs unique to this event. We also believe it's an event truly aligned to the work of the OAA and the presence of the OAA would be beneficial and appropriate.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

It is far easier to govern our own members than it is to govern those outside of the profession, so it is in the best interest of both the profession and the public to assist and provide clear channels for licensing for those seeking to become architects. This is particularly important for newcomers which bring a wealth of skill and experience which can benefit the practice of architecture in the province. By providing this lecture we are helping many foreign-trained professionals do that first crucial step into becoming architects in Canada – which is the best way of ensuring the standards of practice the OAA establishes are upheld.

Proposed Budget

Expenses

Item	Cost
Speaker Expenses	
Travel (2 flights round trip Ottawa-Toronto)	\$650
Hotel (2 rooms in Holiday Inn or Equivalent)	\$400
Per Diem for Meals	\$100 (\$50 per speaker)
Taxis	\$150
Sub-Total Speaker Expenses	\$1300
Lecture Expenses	
Lecture Hall (capacity 250)	\$500
A/V	\$500
Miscellaneous Expenses (temporary signage, speaker gifts)	\$100
Sub-Total Lecture Expenses	\$1100
TOTAL EXPENSES	\$2400

As we try with all our lectures, the TSA is actively seeking for private sponsorships from industry partners to help cover part of the lecture expenses. We are asking the OAA for funding in order to cover the expenses that go above and beyond a regular TSA lecture – namely the Speaker expenses regarding travel, hotel, per diems and taxis. The CACB has requested the TSA cover all of these expenses as a condition to give the lecture.

Total Requested: \$1,300



Society Special Project Funding Application Form

*"To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,"
Additional Objects, Architects Act*

Name of Society: Windsor Region Society of Architects

Name/Type of Project: Windsor International Film Festival 2019

Submitted by: Settimo Vilardi, M.Arch, OAA, WRSA Chair

Total Project Budget: Unknown

Total Amount Requesting: \$10,000.00

Estimated Project Date(s): November 2019

Please provide a description of your project in (1 – 2 pages).

Please consider the following in your description: What are the objectives? Answer the who, what, where, when why and how:

Last year was our fifth year in partnership with the Windsor International Film Festival (WIFF). The four films we chose were very well attended and received by the public. We received fantastic media exposure and it opened up additional opportunities. We established relationships with the local housing authority, Windsor-Essex Community Housing Corporation (WECHC) and Michigan Chapter of the Congress of New Urbanism (MiCNU) in selecting films focused on Affordable Housing.

It is our intention to continue to better our results and exposure this year in raising the awareness of the value of the profession and relevant issues affecting our culture/communities through support of another movies series with the WIFF in 2019. The objective is to engage the public and region regarding social, economic and environmental issue with the focus on architecture.

The past year's festival was publicized as the second largest volunteer run film festival in all of Canada, and is directly affiliated the Toronto International Film Festival (TIFF), one of the largest and most famous film festivals in the world. This was an amazing accomplishment by the WIFF but also for the WRSA as our sponsorship was publicized throughout the City, Province, Nationally and Internationally. Each year the festival has grown expanding the venues and the number of films shown. WIFF 2018 was another record-breaking year. Over 24,000 people descended to downtown Windsor over the course of seven days - blanketing the core with a buzz and atmosphere like no other.

This year's festival will be held in early November 2019 in Windsor, Ontario in the Downtown Core and specifically at the historical Capital Theatre for the Arts. The theatre was recently renovated to include all new seating as a direct result of the funds raised through the WIFF and its supporters. The festival will extend to 10 days with even

more films in which the WRSA will be recognized before each film.

Our intention is to use requested funds to achieve a major sponsor position and maximum exposure. Through the WIFF's continued success these sponsorship are becoming coveted and we wish to retain or priority in this group of supporters.

Our listing of some of the options that the OAA and WIFF can look at together at \$10,000 and above include:

- A. Inclusion of four titles curated around art, discipline and profession of architecture for programming within the WIFF 2019;
- B. Opportunities to introduce each film to the audience at each showing;
- C. Opportunities for brand recognition and acknowledgement in all printed, digital and promotional material;
- D. Opportunities to tie-in on a number of WIFF's mass media coverage and community events;
- E. Compilatory of tickets for WRSA to offer to special guests and friends to join the WRSA at the festival;
- F. Venues and organizing of roundtable discussions following the films.

Highlights from this pas year's WIFF included:

- A. According to the Toronto International Film Festival, WIFF is now ranked second amongst the 158 events in the TIFF circuit; making it the second largest in Canada.
- B. WIFF 2018 screened 143 feature films, short films and documentaries from around the world, 165 total screenings over seven days and welcomed another record setting 24,000 guests. Attendance was up 2,000 from the previous year.
- C. WIFF programs the best in Canadian and International films and scours the world for top-quality films of all genres and audience-types for films that not accessible in our region.
- D. WIFF is a not-for-profit organization that strives to contribute to showcasing top quality films reaching out and educating their audiences and enriching their lives.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

We feel that this special funding event will continue to further our Society's community leadership in the areas of design, art and activism. The event will raise the awareness of our profession, our value as members of the "creative class" and value with the community as trusted advisors as through exhibition of architecture in documentary and fictional formats followed by panel discussion and media engagement.

Budget Breakdown:

Expenses:

\$10,000 (WIFF Sponsorship)

Revenues:

\$0.00

If you have additional project information, please include with this form. Council will review all requests and make the final decision on how to allocate the special project funds.



Society Special Project Funding Application Form

“To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences,”
Additional Objects, Architects Act

Name of Society: Windsor Region Society of Architects

Name/Type of Project: Incremental Development Seminars / Workshops

Submitted by:

Settimo Vilardi, Kenneth Acton, WRSA Executive Secretary

Anthony Gyemi, OAA, Member - City of Windsor Development & Heritage Standing Committee

Total Project Budget: \$ 50,000

Total Amount Requesting: \$ 8,000.00 to cosponsor the event

Estimated Project Date(s): Beginning in the fall of 2019

Please provide a description of your project in (1 – 2 pages).

The WRSA has engaged and is currently in discussions with the City of Windsor, Planning and Building Services Department to create a partnership and arrange a series of workshops and lectures tied to Incremental Development. The WRSA proposed the implementation of these workshops to the City based on the assumption that the City would assume the responsibility of funding the majority of initiative.

Our intent is to enhance awareness and promote small scale development activity through the delivery of workshops and lectures tied to incremental development within our city / region. Discussions will focus on practicing incremental development with image heavy presentations on these types of projects.

Curriculum specific to why incremental development is important including it's economic impact, community building, regeneration effects, and the barriers to its success will be addressed with presentations geared toward a general audience and local decision-makers involved in the development process. It will also focus on how individuals can become small developers with a high-level overview aimed at the beginner. These lectures will act as introductions to training workshops open to all levels of expertise. Sessions will also provide guidance on how cities can foster and support small developers with a high-level overview aimed at public officials.

We have been in discussions with the Incremental Development Alliance (www.incrementaldevelopment.org/) and its founding members Monty Anderson and Jim Kumon through the assistance of the State of Michigan Land Bank Fast Track Authority and its Development Director, Mr. James Tischler. Our discussions have included brainstorming on the curriculum delivery, specifically on adapting it to include the appropriate Canadian content. This would be done with the support of their researcher and Director of Content and Contribution, Gracen Johnson, Toronto, Ontario.

Along with the City of Windsor Planning and Building Services Department the WRSA has been in conversation with Windsor City Councillors and two local redevelopment / neighbourhood renewal organizations serving areas subject to Community Improvement Plans recently announced by the City of Windsor. As well, these City Councillors and representatives from both neighbourhood renewal organizations have accompanied a WRSA executive to seminars held in the Detroit region. The City Councillors approached and both redevelopment organizations are eager to share their experiences with others, including additional members of City Council and any potential small scale developers tied to neighbourhood renewal.

Speakers would include Mr. Jim Kumon, an urban designer, neighborhood advocate and business manager with an undergraduate degree in Architecture from the University of Michigan. Jim has experience in the design and transportation industries in Los Angeles, Denver and Minneapolis, and a deep understanding of the resurgence of small scale urban neighborhoods which have fueled the economic success of those cities. In his current role leading the Incremental Development Alliance, he oversees the development of training seminars, coaching and consulting to cities and networking events across the country. He is a frequent speaker to municipalities, trade organizations, business and advocacy groups on real estate, economic development, transit and public infrastructure.

As a past Kingfield neighborhood board member and current chair of the Kingfield Redevelopment Committee, Jim has been closely involved with development projects at the neighborhood level in Minneapolis. As an urbanist advocate, Jim was a technical advisor during the recent city policy changes legalizing Accessory Dwelling Units (ADU) and reducing residential parking requirements on properties near high frequency transit lines.

It is our intention to begin the programing / workshops in the fall 2019 to reinforce the City of Windsor's introduction of ADU's and our local housing authority's plan to regenerate it's aging housing stock.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

The WRSA is believes the Incremental Development initiative outlined above will help to foster a cohesive approach to development, community building and the creation of a holistic culture tied to architecture / planning. It will expose both elected officials and members of the public to development planning and the benefits tied to density, sustainable development, infrastructure and simply the implementation of a sound architectural response. Furthermore, we believe it will promote the regeneration of local communities that are currently in need of redevelopment and the public / private services tied to them.

Lastly we believe this initiative falls in line with the intent of the OAA Code of Ethics and our responsibility to have regard for the best interests of both their clients and the public, to provide mentorship and guidance in the interests of the profession and demonstrate respect for the natural and cultural environments of the people and places that are influenced by architecture.

Budget Breakdown:

Expenses:

\$ 8,000.00 for Co-sponsorship

Revenues:

None

Appendix 2: Special Project Funding Summary Sheets

Quick Reference List of all SPF Submissions

TOTAL REQUESTS: 12
 FUNDING TOTAL: \$74,455* *does not include the annually funded events
 FUNDED ANNUALLY: \$22,000

SPF 2019 TOTALS (\$60,000)
Less: COMMITTED/SPENT: \$22,000
TOTAL AVAILABLE: \$38,000

SPF01 January 28 (\$30,000)
Less: COMMITTED/SPENT: \$6000
TOTAL AVAILABLE: \$24,000

SPF02 May 27 (\$30,000)
Less: COMMITTED/SPENT: \$16,000
TOTAL AVAILABLE: \$14,000

FUNDING REQUEST:	\$7,500
Total Project Budget:	\$10,000
Program:	HBSA - The Power of Design: Hamilton's History of Electrofication
Date:	April - November 2019
Administered by:	Hamilton & Burlington Society of Architects

FUNDING REQUEST:	\$12,500
Total Project Budget:	\$12,500
Program:	HBSA - Young Architects of Hamilton Public Engagement Series: YAH You Can
Date:	May - September x4 Art Crawls, beginning in May SuperCrawl (Sept. 13-15)
Administered by:	Hamilton & Burlington Society of Architects & YAH

FUNDING REQUEST:	\$7,000
Total Project Budget:	\$7,000
Program:	HBSA - Young Architects of Hamilton Design Film Series
Date:	March - June x4 Sundays Tentative Dates: March 31, April 28, May 26, June 23
Administered by:	Hamilton & Burlington Society of Architects & YAH

FUNDING REQUEST:	\$1,400
Total Project Budget:	\$1,800
Program:	NOSA - Building Tours
Date:	Early October 2019
Administered by:	Northern Ontario Society of Architects

FUNDING REQUEST:	\$2,550
Total Project Budget:	\$2,950
Program:	NOSA - Public Lectures
Date:	September 2019
Administered by:	Northern Ontario Society of Architects

FUNDING REQUEST:	\$5,500
Total Project Budget:	\$7,063
Program:	NSA - Creation of Promotional Film Trailer
Date:	April - September 2019
Administered by:	Niagara Society of Architects

FUNDING REQUEST:	\$5,000
Total Project Budget:	\$10,000
Program:	ORSA - Local Advocacy
Date:	Spring - Fall 2019
Administered by:	Ottawa Society of Architects

FUNDING REQUEST:	\$10,000 - FUNDED ANNUALLY
Total Project Budget:	
Program:	ORSA - Ottawa Architecture Week
Date:	September 2019
Administered by:	Ottawa Regional Society of Architects

FUNDING REQUEST:	\$6,000 - FUNDED ANNUALLY
Total Project Budget:	
Program:	TSA - Architecture Tours
Date:	Year Round
Administered by:	Toronto Society of Architects

FUNDING REQUEST:	\$8,030
Total Project Budget:	\$9,330
Program:	TSA - Pride Parade
Date:	Sunday, June 23, 2019
Administered by:	Toronto Society of Architects

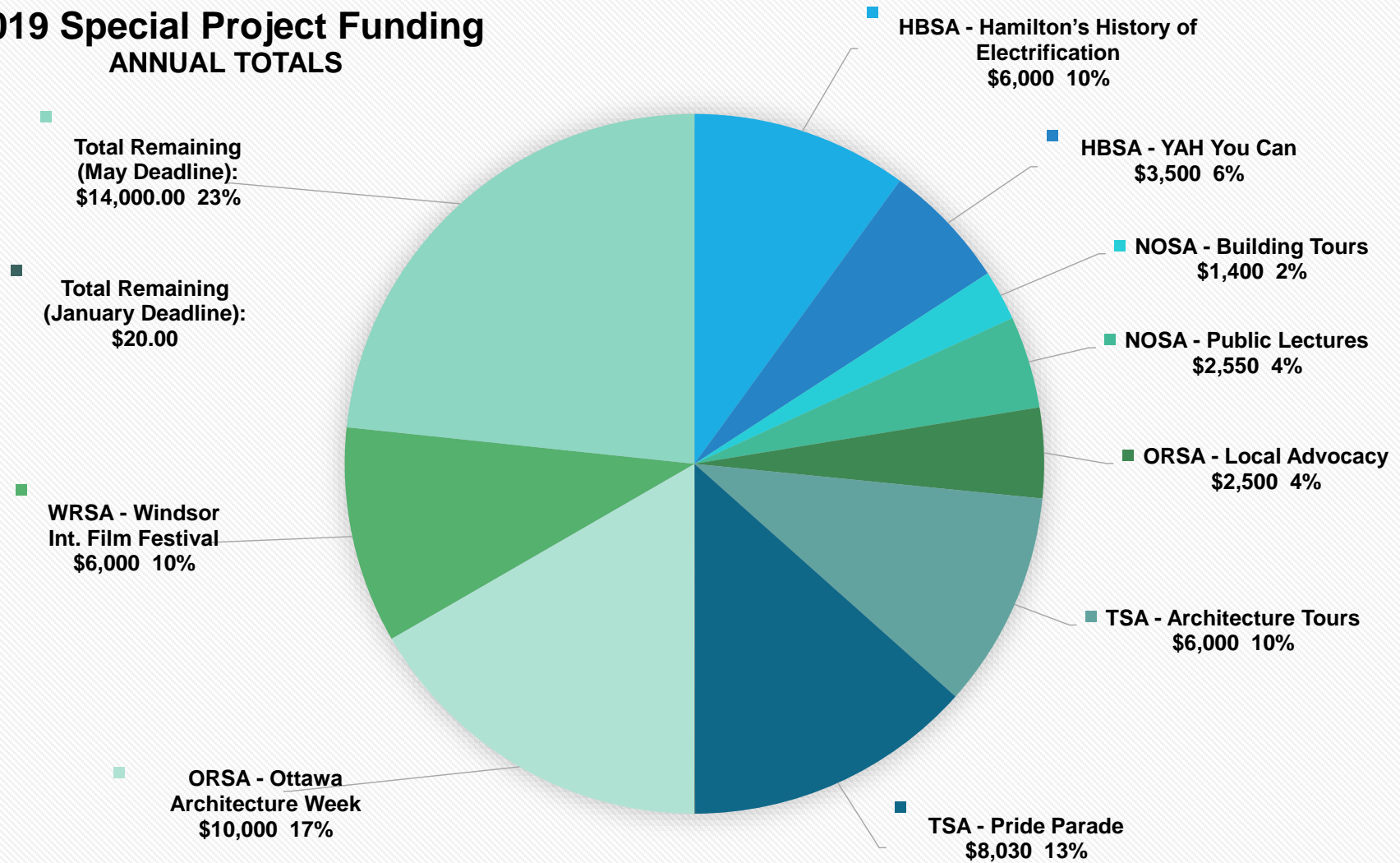
FUNDING REQUEST:	\$5,675
Total Project Budget:	\$11,675
Program:	TSA - Ontario Place Charette
Date:	March 2019
Administered by:	Toronto Society of Architects

FUNDING REQUEST:	\$1,300
Total Project Budget:	\$2,400
Program:	TSA - Talk with the Canadian Architectural Certification Board
Date:	February 12, 2019
Administered by:	Toronto Society of Architects

FUNDING REQUEST:	\$10,000 - \$6,000 FUNDED ANNUALLY
Total Project Budget:	unknown
Program:	Windsor International Film Festival 2019
Date:	November 2019
Administered by:	Windsor Region Society of Architects

FUNDING REQUEST:	\$8,000
Total Project Budget:	\$50,000
Program:	Incremental Development Seminars / Workshops
Date:	Fall 2019
Administered by:	WRS&A & City of Windsor Planning and Building Services Department

2019 Special Project Funding ANNUAL TOTALS



Approved/Denied:
FUNDING REQUEST:
Total Project Budget:
Program:

\$7,500
\$10,000
HBSA: The Power of Design - Hamilton's History of Electrofication

Date:
Administered by:
Location:

April - November 2019
HBSA
Hamilton

Project Description:

Since the first incandescent streetlights were installed in 1883, Hamilton has been a leader and innovator in the development of its electrical system. It was actually Decew Falls in St Catharines, not that other waterfall nearby that provided Hamilton's first source of distributed municipal power, along what was then the worlds longest transmission line of 56KMs. As the technology improved in the early 20thC so did Hamilton's electrical distribution network- the Grid- including a series of electrical substations authored by architects and designers skilled in a number of the prevailing styles of the day, including Beaux Arts Neo Classical, Art Deco and Gothic Revival. Most are still gracing the streetscapes of Hamilton-many still serving their utilitarian purpose with decidedly un-utilitarian elegance and style. At least one has been completely transformed into a lively performing theatre and café, complete with original wrought iron spiral staircase that lends the Staircase Café its popular name.

These handsome structures are worthy of study as fine examples of several historical revival styles. But the story is bigger than just aesthetics. The time, effort (and money) spent to make an otherwise utilitarian structure beautiful has lessons for today as we wrestle with the costs of infrastructure of all kinds-energy, transportation, communications- and how to make infrastructure more than just another rusting metal shed or concrete block – block! The early sub stations of Hamilton were obviously thought of as more than mere shelters for transformers and switching gear, although that was their main purpose. Perhaps, in a foretelling way, the designers and people who directed these projects saw a value in 'fitting in' to the neighbourhood context-some are designed to look as houses, complete with mail slots and porch lights-so as not to be conspicuous. Was this just an effort to be a good neighbour? Or an expression of civic pride in creating a modern, progressive society. We want to find out.

Presently there are a minimum of 12 buildings – all current or former electrical sub stations- we believe worthy of study and documentation and ultimately a public exhibition. And there are likely more that we are not yet aware of.

Our 'special funding ' proposal consists of 3 components:

1. Research-Megan Hobson, dipl Heritage Conservation would lead the research into the architects responsible for the designs, assisted by Chris Harrison and Ken Coit. Alectra Utilities, the current owner of the electrical system in Hamilton has an archive of documents and drawings for the buildings. We plan to work with Alectra's archivist and PR staff to uncover the story behind the creation of these works of architecture and art.
2. Documentation – Francis Fougere is an accomplished architectural photographer who is based in Hamilton and will lead the photography component. Original drawings will be re printed where possible to support the story behind the planning of the buildings. This stage includes production of promotional material such as print + digital posters and postcards
3. Exhibition - The work that comes out of parts 1+2 above will be shown in a central, accessible and gallery-level environment in Hamilton for a period of 8-10 weeks in the fall of 2019 as part of a free, public exhibition. Potential sites include the public gallery at the Art Gallery of Hamilton.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

Hamilton has a rich history of major public and institutional architecture, and everyone is familiar with the 'view from the harbour'-the iconic stacks and gas flames of the steel mills. But there is an important layer between that often flies under the public radar, so to speak. These buildings from the first half of the 20C represent a belief and a civic pride to make even utilitarian structures such as electrical substations beautiful and enduring. For the past 80-100 years they have quietly served their purpose while adding handsomely to the streetscapes of the city. Even after all this time, they make their contemporary equivalents pale in comparison. Its time they were given their due.

Target Audience:

General Public

Budget Breakdown:

Expenses:
\$3000 - research, architectural historian consulting fees
\$3000 - photography, documentation and promotional materials
\$3000 - public exhibition, rental of gallery space
\$1000 - misc. expenses
TOTAL EXPENSES: \$10, 000

Revenues:
contribution of in kind donation of support by utility archivist
contribution of in kind donation of print materials by local printing houses
exhibit will be free of charge, but donations will be accepted (est. \$500)

Contact:

Christina Karney, Chair HBSA
chrisinak@mccallumsather.com

Approved/Denied:	
FUNDING REQUEST:	\$12,500.00
Total Project Budget:	\$12,500.00
Program:	Young Architects of Hamilton Public Engagement Series: YAH You Can
Date:	May - September 4 x Monthly Art Crawls, beginning in May, 3-11 pm SuperCrawl (September 13-15)
Administered by:	HBSA & YAH
Location:	Hamilton
Project Description:	<p>The Young Architects of Hamilton (YAH) Public Engagement Series: YAH You Can is an outreach project designed to engage citizens with the local built environment and help them represent their visions for Hamilton. Organized and administered by YAH, the Public Engagement Series promotes multi-faceted knowledge sharing between architectural and affiliated professionals and the greater-Hamilton community. The intent is to empower citizen voices through drawing and modeling as well as showcase the accessibility of the profession and its local professionals to promote the value of design thinking - removing the notion that architecture and architects are for the elite.</p> <p>The framework is a monthly engagement event that takes place during Hamilton's Art Crawl, which is an informal art market that takes place on the second Friday every month along James Street North. The culmination of these is participation in SuperCrawl (hosted by Sonic Union): a four-day music, arts and culture festival that takes place over 18 city blocks in downtown Hamilton. The May, June, July and August Art Crawls run from 3:00 PM to 11:00 PM, and SuperCrawl takes place the second week of September, 6:00 PM Thursday to 7:00 PM Sunday.</p> <p>During Art Crawl volunteers set up a table with art supplies and images of various areas of the city. The images of city spaces, places, moments, landscapes, etc. are used as the base for creative reimagination, and to stimulate topics of conversation with the public. Citizens are encouraged to draw or write on the images, expressing what they do or don't like about the city and what they want to see in Hamilton (see Figures 1-2). Over the course of the event the images are collected and displayed – creating a living art installation (see Figure 3). The program was further developed through modeling to stimulate discussions about form and density. In this situation a 'city grid' is drawn on the street and citizens are invited to play with LEGO, experiment with forms, aggregate buildings and design city streets and blocks (see Figure 4).</p> <p>In 2018, YAH You Can participated in SuperCrawl informally: the 200+ visions citizen-created during the summer's Art Crawls were exhibited by projecting them through a third story window on James Street North (see Figure 5). In 2019, YAH intends to apply to formally participate in SuperCrawl and not only continue to offer its programming over the 4-day festival but also expand YAH You Can by engaging community partner groups such as neighborhood associations and running mini design charrettes that tackle larger issues and greater scope (such as affordable housing). Each charrette would run for 30-60 minutes followed by a 30 minute discussion forum. Depending on the number of participants at each session the format may be modified.</p> <p>In order to increase visibility during SuperCrawl, YAH will be renting an official and structured pop-up space that has a media wall, wifi capabilities and the ability to be secured overnight. This provides the opportunity to integrate technology and social media (Instagram, Twitter, etc.) in real time while allowing work from previous Art Crawls to be exhibited and discussed (similar digital presentation to that of 2018, please visit @youngarchitectsofhamilton Instagram page for examples).</p>
This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:	<p>The Young Architects of Hamilton (YAH) Public Engagement Series: YAH You Can offers interns and professionals a forum to engage with the public directly, discuss Hamilton's built form and educate themselves and others about architecture. Engaging citizens during the summer Art Crawls provides a grassroots basis which informs the more focused design charrettes of SuperCrawl. SuperCrawl is an outstanding example of how the arts mobilize people. Seeing over 250,000 visitors in 2018, SuperCrawl provides local architects the opportunity to increase public awareness and appreciation of architecture by providing citizens the opportunity to meet members of their local society. The series encourages diverse topics and stakeholders from related fields to bring a multitude of relevant information, ideas and challenges to be discussed, learned from, and integrated into local practice. This open forum also allows the public to ask questions about navigating the profession and practitioners to reflect on their experience.</p>
Target Audience:	General Public

Budget Breakdown:

Expenses:

Art Supplies: \$2000.00

\$200.00 x 4 Art Crawls \$300.00 x 4 days SuperCrawl

Venues: ~ \$7000.00

~ \$1250.00 x 4 days + taxes *involves the rental of a pop-up event space that can be secured (see quote attached)

SuperCrawl Event Application: ~ \$500.00

'vendor' application fees have not been released at this time, estimate based on previous years and artist proposal submission fee

Refreshments/Snacks: \$1500.00

\$250.00 x 4 festival days \$125.00 x 4 Art Crawls

Speakers: \$1500.00

Appreciation Gifts ~ \$100.00 / speaker Appearance Honorarium ~ \$500.00 to charity

TOTAL EXPENSES: \$12,500

Revenues:

\$0 - this is a free public engagement event

We will be seeking sponsorship for this series, but given that sponsorships are not confirmed until closer to the event, we need confirmation for the minimum amount of funding that will allow us to run this series regardless of sponsorship, which we have estimated to be at \$12,500.00

The majority of funding requested is for participation in SuperCrawl and the rental of a pop-up space.

YAH You Can is a free public engagement program and therefore does not produce any revenue received from ticket sales. Any donations received will be put towards curating and exhibiting the work and continuing YAH You Can at future Art Crawls in the coming years.

Contact:

Christina Karney, Chair HBSA
christinak@mccallumsather.com

Jennifer Kinnunen, YAH

Approved/Denied:	
FUNDING REQUEST:	\$7,000.00
Total Project Budget:	\$7,000.00
Program:	Young Architects of Hamilton Design Film Series
Date:	x4 Sunday Afternoons 1:00 – 4:00 pm Monthly dates (2019 tentative dates: March 31, April 28, May 26, June 23)
Administered by:	HBSA & YAH
Location:	Hamilton Harbour Waterfront Trust Centre Theatre
Project Description:	<p>The Young Architects of Hamilton (YAH) Design Film Series will be a collaborative, partly structured learning series, organized and administered by YAH to promote multi-faceted idea sharing between interns, junior & senior architects, affiliated professionals in the fields of design, engineering, building, planning and promotion, and greater-Hamilton community stakeholders.</p> <p>The framework is a monthly film series in 2 parts; each session consists of an unstructured film or series of short films followed by a structured public form / guided discussion (prepared questions presented to attendees). Each film would run for 60-90 minutes followed but a 60 minute minimum guided discussion forum. Depending on the number of participants at each session the format may be modified.</p> <p>The location would be in a publically accessible venue in downtown Hamilton - Harbour Waterfront Trust Centre Theatre.</p> <p>These sessions would qualify for 1.0 hours of structured learning, as per the OAA guidelines, to encourage experienced professionals to participate and provide informal mentoring to junior members while being open to the public and encouraging fun community engagement. Attendance and certification administered by the YAH, sub-committee of HBSA.</p> <p>The topics will be of interest to all architects as well as the greater-Hamilton community. The intention is to also provide a forum for members and locals to ask questions from practitioners and discuss relevant issues such as architectural representation in films.</p> <p>As such we are choosing to explore themes that are attractive to architects and the general public such as:</p> <ul style="list-style-type: none"> ●the work environment ●female representation ●architecture in film, representation of cities ●physical versus mental space <p>Current Films under review by members include:</p> <ul style="list-style-type: none"> ●The Competition ●Zaha Hadid, An Architect, A masterpiece ●LA Plays Itself ●Inception / What Dreams may Come
This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:	<p>The Young Architects of Hamilton (YAH) Design Film Series will offer interns and young professionals a forum to interact with experienced professionals while all are engaged in a regular, structured, local learning sessions. Diverse topics and stakeholders from related fields will bring a multitude of relevant information, ideas and challenges to be discussed and integrated into local practice. Foster public awareness of architecture and engagement with the community.</p>
Target Audience:	General Public

Budget Breakdown:

Expenses:

Venue: \$1200 (\$300.00 x 4 rentals)

Film Licenses: \$4000 (\$1,000 x 4 film licenses)

Licensed Catering/Refreshments: \$1400 (\$150 (AGCO) x 4 = \$600 | \$200 x 4 = \$800)

Speakers: \$500 (Appreciation Gifts: ~ \$50.00 - \$100.00 / speaker)

TOTAL EXPENSES: \$7,000

Revenues:

\$4,000 - ticket sales (\$20 x 50 people x 4 events)

We will be seeking sponsorship for this series but given sponsorships are not confirmed until closer to the event we need confirmation for the minimum amount of funding that will allow us to run this series regardless of sponsorship, which we estimated at \$7,000.00.

The revenue received from ticket sales will be put towards running future YAH Design Film Series in the coming years.

Contact:

Christina Karney, Chair HBSA
christinak@mccallumsather.com

Jennifer Kinnunen, YAH

Approved/Denied:	
FUNDING REQUEST:	\$1,400.00
Total Project Budget:	\$1,800.00
Program:	NOSA - Building Tours
Date:	Early October 2019
Administered by:	Northern Ontario Society of Architects
Location:	Sudbury
Project Description:	<p>NOSA will invite local practicing or retired architects to lead a public tour through a building that they designed. The tour will depart from the McEwen School of Architecture (MSoA) in downtown Sudbury, ON. Two buildings, designed by two different architects, will be visited. Guests will travel together, on a chartered vehicle, to each location and return to downtown Sudbury where an optional social event will follow.</p> <p>To accommodate the participation of the public and students at MSoA, this event will be scheduled as an evening or weekend event in the early fall 2019. In order to attract broad participation, no admission fees will be collected.</p> <p>The first objective of this project is to bring more exposure to architecture and architects within our community. We recognize that many people within our community will never have the opportunity to work directly with an architect. A public building tour provides the opportunity for members of the public to meet and speak to the architects that designed significant buildings in their community; thus, removing the mystery of the design process and who is involved.</p> <p>A second objective is to identify design excellence within our community and to articulate this in a public forum. NOSA initiated this process through its participation in the OAA Award Landmark designation. Over two consecutive years buildings, nominated by NOSA, received this award and garnered much local attention and public favour. The building tours will continue this work in a different format.</p> <p>The tours will also assist in laying the groundwork for more comprehensive projects in the future, such as Doors Open, by building organizational capacity, knowledge of local buildings, decent skills and engagement of our membership. For each building tour NOSA will collect pertinent information, drawings and images which will be assembled into a two-page spread. After each tour, these layouts will be assembled for use in larger events or as a local building tour guide/reference.</p>
<p>This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:</p>	<ul style="list-style-type: none"> • Provide positive exposure to architecture and architects within our community. • Position architects as trusted members of the design team. • Provide an opportunity for members of the public to view and experience architecture representative of design excellence. • Provide a venue for NOSA to speak to the value of design excellence and the professional practice of architecture in our community. • Provide a venue for NOSA to articulate its role, goals and achievements to a targeted (engaged) audience. • Provide an opportunity for NOSA members to connect with NOSA leadership and other members and thereby work towards a more connected and cooperative professional body.
Target Audience:	General Public and MSoA students
Budget Breakdown:	<p>Expenses: Event promotion: \$200 Chartered vehicle: \$700 Honourarium: \$250 x 2 = \$500 Reception: \$400 TOTAL EXPENSES: \$1,800</p> <p>Revenues: OAA Special Project Funding: \$1400 NOSA: \$400 TOTAL REVENUES: \$1,800</p>
Contact:	Amber Salach, NOSA Chair amber@ybsa.ca

Approved/Denied:	
FUNDING REQUEST:	\$2,550.00
Total Project Budget:	\$2,950.00
Program:	NOSA - Public Lectures
Date:	September 2019
Administered by:	Northern Ontario Society of Architects
Location:	Sudbury
Project Description:	<p>Following the success of our previous public lectures, NOSA is seeking funding to host a public lecture in the fall of 2019. Ansi Lassila, founder of the Helsinki based Office for Peripheral Architecture (OOPEAA), has confirmed his availability to deliver a lecture on September 26, 2019. This date was selected to coordinate with the academic calendar and, in particular, the annual lecture series held at the McEwen School of Architecture (MSoA).</p> <p>The lecture will be held at the at the McEwen School of Architecture, CLT Lecture Theatre (capacity of 160 + 80 overflow) in Sudbury, ON. There will be no cost to attend the lecture. It will be promoted in various media (newspaper, local events calendar, posters, social media, PEO association, etc.) with the aim of attracting both members of the public, the design community and allied professionals. NOSA and OAA logos will be included in all promotional material.</p> <p>The objective of this event is to position architects, NOSA and the OAA as engaged and trusted leaders within a contemporary discourse on architecture, urban design and related issues. NOSA intends to achieve this objective by inviting a contemporary practicing architect who demonstrates design excellence within a climatic or cultural context relevant to our community. We will draw on the professional and academic networks of our members to connect with architects from across Canada and/or in Nordic countries with advanced experience in areas of particular interest: for example, wood construction in cold climates.</p> <p>Previous public lectures have been well attended by members of the community and practicing architects / licensed technologists. In addition to demonstrating design excellence, this event also provides an occasion for NOSA to speak directly to the value of architecture, articulate the goals of our society and to highlight upcoming activities to a diverse and engaged group.</p> <p>A secondary objective for this event is to improve relationships within our membership. With this in mind NOSA will host a coordinated social event, either as a dinner or reception, after the lecture. A similar event was held after our first public lecture in 2017 and this proved to be a great opportunity for members to discuss issues of common interest, ask each other questions and share more openly about their work. NOSA leadership will use this opportunity to reach out to members and invite diverse participation.</p>
This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:	<ul style="list-style-type: none"> • Connect members of the public and NOSA to local, national and international discourse on architecture, urban design and related issues. • Position NOSA and the OAA as engaged and trusted leaders within public discourse on architecture, urban design and related issues. • Provide a venue for NOSA to speak to the value of design excellence and the professional practice of architecture in our community. • Provide a venue for NOSA to articulate its role, goals and achievements to a targeted audience. • Provide an opportunity for NOSA members to connect with NOSA leadership and other members and thereby work towards a more connected and cooperative professional body.
Target Audience:	General Public and MSoA students
Budget Breakdown:	<p><u>Expenses:</u></p> <p>Event promotions: Posters: covered by MSoA* Social Media: NIL</p> <p>Costs associated with the printing of posters will be assumed by the McEwen School of Architecture.</p> <p>Lecture: Return flight to Sudbury (int'l): \$1500 Hotel accommodation, 2 nights: \$400 Honourarium: \$500 Meals, 3 days: \$150 Lecture dinner/reception: \$400 TOTAL EXPENSES: \$2950</p> <p><u>Revenues:</u></p> <p>OAA Special Funding (\$2550) NOSA (\$400)</p>
Contact:	Amber Salach, NOSA Chair amber@ybsa.ca

Approved/Denied:	
FUNDING REQUEST:	\$5,500.00
Total Project Budget:	\$7,063.00
Program:	NSA - Creation of Promotional Film Trailer
Date:	April - September
Administered by:	Niagara Society of Architects
Location:	St.Catharines
Project Description:	<p>The proposal is for funding to produce a three to five minute trailer on Niagara architecture and architects to be shown in conjunction with other events at which the NSoA will be participating, most notably at film nights at the St.Catharines Performing Arts Centre (PAC). Discussions are being held with the PAC with respect to showing the trailer before other selected films. Through 2016, 2017 and 2018 the Niagara Society of Architects has undertaken a public awareness campaign. Activities were undertaken to increase public, government and business awareness of Niagara-area architects. Initiatives have included a print media campaign, exhibitions, and architects' open house as part of the Grape & Wine Festival, and a lead role in the Niagara Regions Design Awards programme (since 2004).</p> <p>As part of the Niagara Society of Architects public awareness campaign, a NSoA committee has been working with the St.Catharines Performing Arts Centre in the exhibition of an 'Architecture + Design' film series. These events, featuring a design film, often with a speaker or a discussion, have been well attended, with up to 170 people in attendance at each event. Both the members of the NSoA and the PAC regard this initiative as having been a success. Films shown included: Integral Man, Big Time, Sketches of Frank Gehry and Design Canada (attended by 170 people - effectively a full house)</p> <p>Films for 2019 are currently being selected by the PAC and the NSoA film committee. The initial films have been documentaries. The 2019 line-up will include both documentaries and a couple of feature films that highlight architects. The following films have been identified for early 2019: A Legacy of Mies and King (possibly with a visit from the director) and Citizen Lambert: Joan of Architecture.</p> <p>To date the Architecture + Design films have been exhibited in conjunction with 'trailers' that the PAC uses, promoting accountants, private schools, Brock University and lawyers. The need for a short trailer promoting architecture and architects has become apparent.</p> <p>The script is currently being developed. The essential elements are:</p> <ul style="list-style-type: none"> • A focus on the quality of the Niagara-area built environment; • That Niagara is a special place - known world-wide; • The use of new source materials, as well as material that the NSoA has from past initiatives, including: Nicholson & Macbeth exhibitions, mid-Century Modern materials (photographs and research) and material from members' archives; New materials, including: existing materials and new videos of the LaPierre House (Massey Medal winner 1961, OAA Landmark Award 2010), new videos of selected historic buildings and those of the interwar period; new material on a few more recent buildings that have received design awards. • That architects have been a significant force in creating many of the fascinating elements in Niagara • And, in a low-key way, the contributions of the members of the Niagara Society of Architects to the environment and the well-being of the people of Niagara. <p>This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:</p> <p>The film trailer will created in keeping with the objectives of the public relations campaign of the Niagara Society of Architects, and the objectives of the OAA.</p> <p>Key elements of this initiative are:</p> <ul style="list-style-type: none"> • Increasing the awareness of the built environment by the wider population; • Enhancing the public perception of architects; • Giving reasons for the wider population to esteem the work of architects; • To increase the profile of Niagara architects relative to local government, builders and the larger institutions; • To support the hiring of architects and valuing their work; • Ensuring that the trailer is entertaining, engaging, memorable and inspiring. <p>Target Audience:</p> <p>General Public</p> <p>Budget Breakdown:</p> <p>Expenses: Production cost: quotation from Rouge Lionne Films: \$4,500 (This price range has been confirmed by the film staff of the PAC, but other quotations will be obtained) Additional production studio time (estimate): \$1,750 HST : \$ 813 TOTAL EXPENSES: \$7,063</p> <p>Revenues: NSoA contribution from other funds: \$1,563 Special Project Funds Requested: \$5,500</p> <p>Contact:</p> <p>Ian Ellingham, NSA Chair ellingham.ian@gmail.com</p>

Approved/Denied:
FUNDING REQUEST:
Total Project Budget:
Program:

\$5,000.00
\$10,000.00
ORSA Local Advocacy

Date:
Administered by:
Location:

Spring - Fall 2019
Ottawa Society of Architects
Ottawa

Project Description:

Our goal over the spring, summer and fall of 2019 is to engage with the local community with more outreach activities. This includes bringing in a keynote inspiring speaker to the ORSA AGM that will bring a broad audience from beyond the ORSA membership, as well as promote the speaker's role in the city through media and political engagement. Our current effort is focussed on bringing Carole Belanger (City Architect, Edmonton) to speak on the role of a City Architect in improving the built environment, procurement and positive engagement of places for people. Additionally, we anticipate periodic public lectures and cohosted events with Heritage Ottawa. Our fall goal is to create local excitement over World Architecture Day with a local celebration of excellent works of architecture, a workshop and panel discussion on architecture in culture. We have current indications of interest from Mr. Belanger, as well as interest from local councillors and Ottawa's Chief Planner for the fall workshop and panel discussion. Our objective is to make these events free to the public, create media excitement around the events and build on local success of previous events, such as Architecture Week.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

- Public engagement
- Media engagement
- Public appreciation of architecture and its role in local society
- Raise the profile of local firms in the economic health of the community
- Provide continuing education opportunities to members (lectures, panels)

Target Audience:

General Public

Budget Breakdown:

Expenses:
Key note speaker flight, hotel: \$4,000
Panel materials, event rental: \$4,000
Media, advertising, \$2,000
TOTAL EXPENSES: \$10,000

Revenues:
Our goal is to make these events free to the public to engage as broad a cross section of the local population as possible.

Contact:

Toon Dreessen, ORSA Chair
tdreessen@architectsDCA.com

Approved/Denied:	
FUNDING REQUEST:	\$8,030.00
Total Project Budget:	\$9,330.00
Program:	TSA - Pride Parade
Date:	Sunday, June 23, 2019
Administered by:	Toronto Society of Architects
Location:	Toronto
Project Description:	<p>Held yearly since 1981, Toronto's Pride parade was born as a march seeking to give a voice to the LGBTQ2 community in its fight for equal rights and the end of discrimination. Today, Pride has become a celebration of our city's diversity, recognizing the advances in these goals over the past several decades, while reminding us that much work is still needs to be done in our goal to achieve equity and inclusivity across society.</p> <p>Pride Toronto is now North America's largest LGBTQ2 celebration and one of the most important civic events in Toronto attended by over one million festival-goers. Last year alone, 120 marching groups and 40 registered floats participated in the parade representing a wide variety of groups including political institutions such as City of Toronto, city councillors and the Mayor of Toronto, the three major political parties in Canada, and both the Premier and the Prime Minister; educational groups like Humber College, University of Toronto, Ryerson University and the Toronto District School Board; and even professional governance bodies such as the Ontario Nurses Association. Among the groups most poorly represented is the construction industry, with only the Carpenters Union making an appearance in 2018.</p> <p>For the first time in its 132-year history, the Toronto Society of Architects is seeking to participate in Toronto's annual Pride Parade – inviting 100 of our members to join us on our walk down Yonge Street and proudly representing the architectural community in this year's march. This is consistent with our Society's push over the past several years to make our Society - and the profession in general - more welcoming and inclusive for everyone. Participating in Pride is an important and visible gesture of our commitment to inclusivity, and our firm belief that the profession is stronger when it celebrates the diversity of our members. Equally as important, it sends a positive message to our members who will see themselves reflected and represented in this celebration of diversity.</p> <p>For 2019, the TSA is looking at obtaining a permit for 100 marchers (the smallest category available) and one vehicle which would carry supplies such as water, sunscreen and snacks for our group. In the spirit of Pride as a creative festival, we would also be looking to create a float/moving installation reflective of our Society's commitment to bring design excellence into every aspect of city life. The TSA will leverage the expertise of our members for the creation of this project. It should also be clear that funds requested for this item are to cover material and other expenses incurred to make this piece – all labour to be provided volunteer hours. As is typical with many other marching groups and in the spirit of fostering a sense of community, we are currently looking to organize a pre-Pride breakfast for our group's marchers, family, friends and colleagues to share prior to joining the march.</p> <p>This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:</p> <p>Our profession's representation in Toronto's annual Pride Parade is long overdue. Participating in Pride is an important and visible gesture of our profession's commitment to inclusivity. It sends a positive message to our members who will see themselves represented in this celebration of diversity. Equally as important, it tells the public that architects are committed to the same ideas of inclusivity that they are.</p> <p>Participating in Pride would benefit the profession as a whole in the following ways:</p> <ul style="list-style-type: none"> ● Ensure architects are represented and present in Toronto's largest civic event As one of the largest civic events in Toronto, representation during Pride is an important way to signal to the public that architects are active actors within our city and proud to embrace our city's diversity. Other groups that work for the public good - including nurses, paramedics, teachers, politicians, and academia - have understood the importance of making their presence visible in Pride, in part because it shows the commitment of these groups to the goals of Pride. ● Reinforce our profession's commitment to diversity and our willingness to lead the push for inclusivity within the construction industry While we have made great strides over the past decades on issues of inclusion in the industry, discrimination based on gender and sexual orientation continues to exist. While no statistics are available for Canada's construction industry, a 2017 survey of UK's construction industry indicated that homophobia is still an issue in construction with 59% of all respondents saying they had overheard "gay" being used as an insult in the workplace. The problem is particularly acute on site, where 54% of LGBTQ2 respondents did not feel comfortable being open about their sexuality or gender on site. Just under 1/3 of all LGBTQ2 respondents said working in the construction industry has had a negative impact on their mental health. <p>As leaders in the construction industry, participating in the Pride Parade sends a clear message to our members and to our industry colleagues that architects are committed to diversity and inclusion, that we will continue to push to make the construction industry welcoming to everyone, and that we will not tolerate discriminatory behaviour.</p> <ul style="list-style-type: none"> ● Foster a sense of community among the profession At the heart of Pride is the idea of building community and participating in Pride is a way of bringing our members together for an event that is both a celebration and an important act of advocacy consistent with our Society's values.
Target Audience:	General Public

Budget Breakdown:**Expenses:**

Marching Permit: \$350 (only permits one logo)
Vehicle Permit: \$665
Emissions fee: \$15
Insurance: TSA's insurance policy

Other Marching Expenses

Marching Banner: \$400*
Float/Installation (includes PA system if required, materials, no labour): \$5000
Marcher Supplies (water, sunscreen, snacks): \$400
T-shirts: \$1200
Sub-Total Marching Expenses: \$8030
Marchers' Breakfast (Picnic style)
Park Permit: \$100
Food / Drinks: \$1200
Sub-Total Marchers' Breakfast Expenses: \$1300
TOTAL EXPENSES: \$9330

Revenues:

n/a

Due to Pride Toronto's sponsorship policies, we are unable to display the logo of other organization other than our own's during the parade which means we have very limited sponsorship opportunities for this initiative. We have asked Pride Toronto for permission to display the OAA logo as our parent organization and they have given us permission for this event. Since the breakfast could be sponsored, we are currently proposing to seek private sponsorship for the breakfast, and we are requesting the OAA for funding to cover the marching expenses.

Contact:

Maria Denegri, TSA Chair
tsa@torontosocietyofarchitects.ca

Approved/Denied:	
FUNDING REQUEST:	\$5,675.00
Total Project Budget:	\$11,675.00
Program:	TSA - Ontario Place Charette
Date:	March 2019
Administered by:	Toronto Society of Architects
Location:	Toronto
Project Description:	<p>Opened in 1971, Ontario Place was a Government of Ontario project seeking to revitalize Toronto's waterfront by creating a large urban park on a previously neglected segment of the shoreline. This multi-award-winning project consists of 90 acres of man-made islands and lagoons, with the centrepiece of the complex being the five exhibition pavilions suspended high above the water totalling 90,000 square feet of space and the world's first 800 seat Cinesphere IMAX theatre.</p> <p>After years of falling attendance and numerous renovations, the province closed the public sections of the park in 2012 with the goal of redeveloping the site. A renovated Cinesphere and the new Trillium Park were the results of this ongoing effort. On January 18, 2019, the new provincial government announced a change of strategy with Michael Tibollo, the Minister of Tourism, Culture and Sport, announcing an expression of interest process to open in the spring calling for ideas to redevelop Ontario Place. This call has been prefaced with an opportunity to submit ideas prior to the release of the expression of interest.</p> <p>The Toronto Society of Architects believes there is an opportunity to provide ideas and encourage public discussion prior to the release of the expression of interest in the hopes of influencing the details of the call and providing an opportunity for public consultation which we believe is missing in the process. In order to facilitate this, the TSA is looking to organize a public design charette bringing together the profession, academia and the general public in a full day design exercise on the future of Ontario Place. We would be looking to host this event in early March in order to ensure a timely submission to the Province.</p> <p>Currently, the TSA is looking to host the event at the Toronto Reference Library. The charrette would start in the morning with each group presenting their findings/results in the afternoon. We have already been reaching out to potential partnerships including the Architecture Conservancy of Ontario Toronto Chapter to ensure the charrette encompasses a wide audience with various points of view. There would also be an opportunity to exhibit the results of the charrette at the library or other public venue.</p> <p>Given the sudden nature of the announcement and the pressing need to provide feedback prior to the call, the TSA had not budgeted for this charette, but we believe it is an opportunity we shouldn't waste to show architects leading the discussion. We are asking the OAA for financial support in order to make the charette possible.</p> <p>This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:</p> <p>A public charette led by architects is an ideal way to both engage the public and show the profession's leadership on issues of the built environment. We selected a charette over a lecture because it provides an opportunity for active engagement with the public – an important element to show that we as a profession are listening and willing to engage with Torontonians. A charette would provide an opportunity for direct input from the public, with architects and members of the profession guiding the groups as facilitators but always informed by public input. This form of direct engagement with the design process helps increase public awareness of architecture and provides a unique opportunity for the public to better understand what architects do.</p> <p>The charrette also provides an opportunity to generate constructive feedback on what can be a rather polemic issue, and we are looking to invite a wide group of actors to ensure the ideas discussed during the charette reach the right people and institutions. We think the results of the charrette and the discussions it will generate will also provide a clear platform to show architects are willing to lead these discussions.</p>
Target Audience:	General Public / Architects

Budget Breakdown:

Expenses:

Venue:

Venue Rental (Toronto Reference Library | capacity 400): \$2200 (8am to 3pm)

Venue Rental (Toronto Reference Library | capacity 400): \$3475 (3pm – 1am)

Sub-Total Venue Costs: \$5675

Charrette Expenses:

Supplies / Model Material: \$500

Lunch*: \$3000

Sub-Total Charrette Costs: \$3500

Exhibition Expenses:

Printing/Mounting: \$2000

Venue Rental: in-kind

Other Expenses: \$500

Sub-Total Exhibition Costs: \$2500

TOTAL EXPENSES: \$11675

Total Requested: \$5,675

The TSA is currently working to find industry sponsors to help offset the costs of hosting the charrette, as well as potential partners who are able to provide in-kind support. At this time, we would like to request from the Ontario Association of Architects funding in order to cover the venue expenses totalling \$5675. Other items, such as the exhibition and providing lunch to participants, will be dependent on other sponsorships raised over the next month.

Revenues:

n/a

Contact:

Maria Denegri, TSA Chair
tsa@torontosocietyofarchitects.ca

Approved/Denied:
FUNDING REQUEST:
Total Project Budget:
Program:
Date:
Administered by:
Location:

\$1,300.00
\$2,400.00
TSA - Talk with the Canadian Architectural Certification Board
February 12, 2019
Toronto Society of Architects
Toronto

Project Description:

Each year over 50,000 immigrants come to Toronto. Many of these newcomers are trained professionals who seek to continue to practice in Canada but are often overwhelmed by Canada's unique regulatory framework which can be hard to understand. This initial frustration can become a barrier to entry to the profession, making it harder for these newcomers to fully integrate.

The Toronto Society of Architects has been the witness of this frustration first-hand, with many newcomers attending TSA events hoping to connect with someone who can help them navigate the process of obtaining their license in Canada.

In an effort to bridge this gap and assist with the integration of foreign trained professionals into Canada's architectural regulatory framework, the Toronto Society of Architects has launched a new initiative and is seeking the support of the Ontario Association of Architects.

The TSA has been able to coordinate two speakers from the Canadian Architectural Certification Board - Carolina Celis, CACB Program Coordinator, Academic Certification program; and Céleste Burnie, CACB Program Coordinator, Broadly Experienced Foreign Architect program - to come to Toronto and speak about the different paths to architectural licensure in Canada. This event will allow a large group of foreign trained professionals to learn what the path to licensure looks like, while also allowing CACB staff to meet many of the people who will be going through this process and better understanding their concerns. The TSA has already secured a large lecture hall with capacity of 250 attendees to ensure everyone who is interested in attending is able to, and we have made alternate plans for a larger hall should it become necessary.

While the TSA has a budget allocation for lectures, the CACB has required the TSA to also cover all speaker travel expenses including flights, hotels, meals and taxis. This means this lecture is above and beyond what the TSA would typically budget for and we are requesting the OAA's support in order to cover some of the additional costs unique to this event. We also believe it's an event truly aligned to the work of the OAA and the presence of the OAA would be beneficial and appropriate.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

It is far easier to govern our own members than it is to govern those outside of the profession, so it is in the best interest of both the profession and the public to assist and provide clear channels for licensing for those seeking to become architects. This is particularly important for newcomers which bring a wealth of skill and experience which can benefit the practice of architecture in the province. By providing this lecture we are helping many foreign-trained professionals do that first crucial step into becoming architects in Canada – which is the best way of ensuring the standards of practice the OAA establishes are upheld.

Target Audience:

Architects / Foreign Trained Architects

Budget Breakdown:

Expenses:
Speaker Expenses:
Travel (2 flights round trip Ottawa-Toronto): \$650
Hotel (2 rooms in Holiday Inn or Equivalent): \$400
Per Diem for Meals: \$100 (\$50 per speaker)
Taxis: \$150
Sub-Total Speaker Expenses: \$1300

Lecture Expenses:
Lecture Hall (capacity 250): \$500
A/V: \$500
Miscellaneous Expenses (temporary signage, speaker gifts): \$100
Sub-Total Lecture Expenses: \$1100
TOTAL EXPENSES: \$2400

Revenues:

As we try with all our lectures, the TSA is actively seeking for private sponsorships from industry partners to help cover part of the lecture expenses. We are asking the OAA for funding in order to cover the expenses that go above and beyond a regular TSA lecture – namely the Speaker expenses regarding travel, hotel, per diems and taxis. The CACB has requested the TSA cover all of these expenses as a condition to give the lecture.

Contact:

Maria Denegri, TSA Chair
tsa@torontosocietyofarchitects.ca

FUNDING REQUEST:**Total Project Budget:****Program:****Date:****Administered by:****Location:****\$10,000 - \$6,000 FUNDED ANNUALLY**

unknown

WRSA - Windsor International Film Festival 2019

November 2019

Windsor Region Society of Architects

Windsor

Project Description:

Last year was our fifth year in partnership with the Windsor International Film Festival (WIFF). The four films we chose were very well attended and received by the public. We received fantastic media exposure and it opened up additional opportunities. We established relationships with the local housing authority, Windsor-Essex Community Housing Corporation (WECHC) and Michigan Chapter of the Congress of New Urbanism (MiCNU) in selecting films focused on Affordable Housing.

It is our intention to continue to better our results and exposure this year in raising the awareness of the value of the profession and relevant issues affecting our culture/communities through support of another movies series with the WIFF in 2019. The objective is to engage the public and region regarding social, economic and environmental issue with the focus on architecture.

The past year's festival was publicized as the second largest volunteer run film festival in all of Canada, and is directly affiliated the Toronto International Film Festival (TIFF), one of the largest and most famous film festivals in the world. This was an amazing accomplishment by the WIFF but also for the WRSA as our sponsorship was publicized throughout the City, Province, Nationally and Internationally. Each year the festival has grown expanding the Last year was our fifth year in partnership with the Windsor International Film Festival (WIFF). The four films we chose were very well attended and received by the public. We received fantastic media exposure and it opened up additional opportunities. We established relationships with the local housing authority, Windsor-Essex Community Housing Corporation (WECHC) and Michigan Chapter of the Congress of New Urbanism (MiCNU) in selecting films focused on Affordable Housing.

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This year's festival will be held in early November 2019 in Windsor, Ontario in the Downtown Core and specifically at the historical Capital Theatre for the Arts. The theatre was recently renovated to include all new seating as a direct result of the funds raised through the WIFF and its supporters. The festival will extend to 10 days with even more films in which the WRSA will be recognized before each film.

Our intention is to use requested funds to achieve a major sponsor position and maximum exposure. Through the WIFF's continued success these sponsorship are becoming coveted and we wish to retain or priority in this group of supporters.

Our listing of some of the options that the OAA and WIFF can look at together at \$10,000 and above include:

- A. Inclusion of four titles curated around art, discipline and profession of architecture for programming within the WIFF 2019;
- B. Opportunities to introduce each film to the audience at each showing;
- C. Opportunities for brand recognition and acknowledgement in all printed, digital and promotional material;
- D. Opportunities to tie-in on a number of WIFF's mass media coverage and community events;
- E. Compilatory of tickets for WRSA to offer to special guests and friends to join the WRSA at the festival;
- F. Venues and organizing of roundtable discussions following the films.

Highlights from this past year's WIFF included:

- A. According to the Toronto International Film Festival, WIFF is now ranked second amongst the 158 events in the TIFF circuit; making it the second largest in Canada.
- B. WIFF 2018 screened 143 feature films, short films and documentaries from around the world, 165 total screenings over seven days and welcomed another record setting 24,000 guests. Attendance was up 2,000 from the previous year.
- C. WIFF programs the best in Canadian and International films and scours the world for top-quality films of all genres and audience-types for films that not accessible in our region.
- D. WIFF is a not-for-profit organization that strives to contribute to showcasing top quality films reaching out and educating their audiences and enriching their lives.

This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:

We feel that this special funding event will continue to further our Society's community leadership in the areas of design, art and activism. The event will raise the awareness of our profession, our value as members of the "creative class" and value with the community as trusted advisors as through exhibition of architecture in documentary and fictional formats followed by panel discussion and media engagement.

Target Audience:	General Public
Budget Breakdown:	<u>Expenses:</u> WIFF Sponsorship: \$10,000 <u>Revenues:</u> \$0
Contact:	Settimo Vilardi, WRSA Chair svilardi@archonarchitect.com

Approved/Denied:	
FUNDING REQUEST:	\$ 8,000.00 to co-sponsor the event
Total Project Budget:	\$50,000.00
Program:	Incremental Development Seminars / Workshops
Date:	Fall 2019
Administered by:	WRSA & City of Windsor Planning and Building Services Department
Location:	Windsor
Project Description:	<p>The WRSA has engaged and is currently in discussions with the City of Windsor, Planning and Building Services Department to create a partnership and arrange a series of workshops and lectures tied to Incremental Development. The WRSA proposed the implementation of these workshops to the City based on the assumption that the City would assume the responsibility of funding the majority of initiative.</p> <p>Our intent is to enhance awareness and promote small scale development activity through the delivery of workshops and lectures tied to incremental development within our city / region. Discussions will focus on practicing incremental development with image heavy presentations on these types of projects.</p> <p>Curriculum specific to why incremental development is important including it's economic impact, community building, regeneration effects, and the barriers to its success will be addressed with presentations geared toward a general audience and local decision-makers involved in the development process. It will also focus on how individuals can become small developers with a high-level overview aimed at the beginner. These lectures will act as introductions to training workshops open to all levels of expertise. Sessions will also provide guidance on how cities can foster and support small developers with a high-level overview aimed at public officials.</p> <p>We have been in discussions with the Incremental Development Alliance (www.incrementaldevelopment.org/) and its founding members Monty Anderson and Jim Kumon through the assistance of the State of Michigan Land Bank Fast Track Authority and its Development Director, Mr. James Tischler. Our discussions have included brainstorming on the curriculum delivery, specifically on adapting it to include the appropriate Canadian content. This would be done with the support of their researcher and Director of Content and Contribution, Gracen Johnson, Toronto, Ontario.</p> <p>Along with the City of Windsor Planning and Building Services Department the WRSA has been in conversation with Windsor City Councillors and two local redevelopment / neighbourhood renewal organizations serving areas subject to Community Improvement Plans recently announced by the City of Windsor. As well, these City Councillors and representatives from both neighbourhood renewal organizations have accompanied a WRSA executive to seminars held in the Detroit region. The City Councillors approached and both redevelopment organizations are eager to share their experiences with others, including additional members of City Council and any potential small scale developers tied to neighbourhood renewal.</p> <p>Speakers would include Mr. Jim Kumon, an urban designer, neighborhood advocate and business manager with an undergraduate degree in Architecture from the University of Michigan. Jim has experience in the design and transportation industries in Los Angeles, Denver and Minneapolis, and a deep understanding of the resurgence of small scale urban neighborhoods which have fueled the economic success of those cities. In his current role leading the Incremental Development Alliance, he oversees the development of training seminars, coaching and consulting to cities and networking events across the country. He is a frequent speaker to municipalities, trade organizations, business and advocacy groups on real estate, economic development, transit and public infrastructure.</p> <p>As a past Kingfield neighborhood board member and current chair of the Kingfield Redevelopment Committee, Jim has been closely involved with development projects at the neighborhood level in Minneapolis. As an urbanist advocate, Jim was a technical advisor during the recent city policy changes legalizing Accessory Dwelling Units (ADU) and reducing residential parking requirements on properties near high frequency transit lines. It is our intention to begin the programing / workshops in the fall 2019 to reinforce the City of Windsor's introduction of ADU's and our local housing authority's plan to regenerate it's aging housing stock.</p> <p>The WRSA believes the Incremental Development initiative outlined above will help to foster a cohesive approach to development, community building and the creation of a holistic culture tied to architecture / planning. It will expose both elected officials and members of the public to development planning and the benefits tied to density, sustainable development, infrastructure and simply the implementation of a sound architectural response. Furthermore, we believe it will promote the regeneration of local communities that are currently in need of redevelopment and the public / private services tied to them.</p> <p>Lastly we believe this initiative falls in line with the intent of the OAA Code of Ethics and our responsibility to have regard for the best interests of both their clients and the public, to provide mentorship and guidance in the interests of the profession and demonstrate respect for the natural and cultural environments of the people and places that are influenced by architecture.</p>
This initiative will further the goals and objectives of the Association, increase public awareness and appreciation of architecture, and benefit the profession as a whole in the following ways:	
Target Audience:	Industry Professionals / General Public
Budget Breakdown:	<p><u>Expenses:</u> \$ 8,000.00 for Co-sponsorship</p> <p><u>Revenues:</u> none</p>
Contact:	Settimo Vilardi, WRSA Chair svilardi@archonarchitect.com

Appendix 3: Society Special Project Funding History from 2006 to 2018

Appendix 2: Historic Summary of Society Special Project Funding (2006-2018)

Year	Special Project Initiative	Funding Awarded
2018	<p><i>Please note: Council approved a modified administration process for Special Project Funding (SPF). Beginning in 2019, the SPF annual budget of \$60,000 is to be split between two rounds of applications. \$30,000 is to be allotted for the first round of applications (due in January) and \$30,000 is to be allotted for the second round of applications (due in May).</i></p> <p>The North Bay Society of Architects (NBSA) received funding for the donation of architecture books to local libraries</p> <p>The Northern Ontario Society of Architects (NOSA) received funding for public lectures</p> <p>The Northern Ontario Society of Architects (NOSA) received funding for the Four Walls – Building Envelope Performance</p> <p>The Niagara Society of Architects (NSA) received funding for NSA website development and brand identity</p> <p>The Northwestern Ontario Society of Architects (NWOSA) received funding for the Healthy Architecture Mini-Film Festival and Panel Discussion</p> <p>The Ottawa Regional Society of Architects (ORSA) received funding for Ottawa Architecture Week (OAW), *approved on an on-going basis, awarded annually.</p> <p>The Ottawa Regional Society of Architects (ORSA) received funding for Women in Architecture 2018</p> <p>The Trent Society of Architects (Trent) received funding for the Density Study/ Trent Society Showcase</p> <p>The Toronto Society of Architects (TSA) received funding for the Toronto Architecture Tours (TAT), *approved on an on-going basis, awarded annually.</p> <p>The Toronto Society of Architects (TSA) received funding for the Doors Open 2018 (Expanded Programming)</p> <p>The Toronto Society of Architects (TSA) received funding for the Student Outreach—Sketchbooks Program</p> <p>The Windsor Region Society of Architects received funding for Doors Open Windsor 2018</p> <p>The Windsor Region Society of Architects received funding for the Windsor International Film Festival, playing architecturally relevant films to the wider public *approved on an on-going basis, awarded annually.</p>	<p></p> <p>\$1,500</p> <p>\$4,000</p> <p>\$1,500</p> <p>\$4,500</p> <p>\$3,000</p> <p>\$10,000*</p> <p>\$3,500</p> <p>\$2,000</p> <p>\$6,000*</p> <p>\$4,500</p> <p>\$8,500</p> <p>\$5,000</p> <p>\$6,000*</p>
TOTAL 2018:		\$60,000

2017	The Northern Ontario Society of Architects (NOSA) received funding for the World Architecture Day: Public Program + Lecture	\$3,000
	The Northern Ontario Society of Architects received funding for the construction of an architectural installation as part of the Up Fest in Sudbury, ON.	\$7,000
	The Ottawa Regional Society of Architects received funding for Ottawa Architecture Week, including program content, keynote speaker fees, and the commission and realization of a site and theme specific pavilion.	\$11,500
	The Ottawa Regional Society of Architects received funding for <u>Ottawa Architects 150</u> , continued multi-year funding, 2013-2017	\$8,000
	The Toronto Society of Architects received funding for the Toronto Architecture Tours (TAT), approved on an on-going basis.	\$6,000
	The Toronto Society of Architects received funding for the Architecture Tours for High School students.	\$4,500
	The Toronto Society of Architects received funding for the online archiving of the TSA Urban Affairs Forums.	\$7,400
	The Windsor Region Society of Architects received funding for the Windsor International Film Festival, playing architecturally relevant films to the wider public.	\$6,000
	The Windsor Region Society of Architects received funding for Student Engagement Event	\$4,000
	The Windsor Region Society of Architects received funding for Awards Night	\$4,000
	The Windsor Region Society of Architects received funding for their Web Page Advancement	\$1,000
TOTAL 2017:		\$62,400
2016	The Grand Valley Society of Architects (GVSA) received funding for the Kitchener Public Library (KPL)/GVSA Lecture series on Architecture and the Environment.	\$6,000
	The Hamilton / Burlington Society of Architects (HBSA) received funding for the Young Architects of Hamilton (YAH) Learning Series.	\$12,700
	The Northern Ontario Society of Architects received funding for the construction of an architectural installation as part of the Up Fest in Sudbury, ON.	\$5,000
	The Northern Ontario Society of Architects received funding for a publication on the creation of a northern school of architecture (Laurentian Architecture Laurentienne).	\$2,500
	The Ottawa Regional Society of Architects received funding for <u>Ottawa Architects 150</u> , a project to bring the “family tree” up to date and cover the period 1867 to	\$14,500

	<p>2017 to eventually be published in 2017 to mark Canada's Sesquicentennial. Continued multi-year funding, 2013-2017.</p> <p>The Ottawa Regional Society of Architects received funding for Ottawa Architecture Week, including program content, keynote speaker fees, and the commission and realization of a site and theme specific pavilion.</p> <p>The Toronto Society of Architects received funding for the Toronto Architecture Tours</p> <p>The Toronto Society of Architects received funding for the online archiving of the TSA Urban Affairs Forums.</p> <p>The Toronto Society of Architects received funding for the implementation of "Eco Jam 2016 – Architects Rocking for Architects" during the OAA 2016 Conference.</p> <p>The Windsor Region Society of Architects received funding for involvement in the Congress of the New Urbanism National Convention Detroit-Windsor 2016.</p> <p>The Windsor Region Society of Architects received funding for Doors Open Windsor sponsorship, including venue and speaker expenses.</p>	<p>\$9,000</p> <p>\$6,000</p> <p>\$6,800</p> <p>\$4,000</p> <p>\$9,500</p> <p>\$3,000</p>
TOTAL 2016:		\$79,000
2015	<p>The Grand Valley Society of Architects (GVSA) received funding for the Kitchener Public Library (KPL)/GVSA Lecture series on Architecture and the Environment</p> <p>The Hamilton / Burlington Society of Architects (HBSA) received funding for a presentation and subsequent panel discussion on the future of our cities by Joe Minicozzi and his team at Urban 3.</p> <p>The Hamilton / Burlington Society of Architects (HBSA) received funding for a three-part lecture series from August to October 2015.</p> <p>The Hamilton / Burlington Society of Architects (HBSA) received funding to host a public design event during the weekend of Hamilton's annual Supercrawl festival (September 11-13).</p> <p>The Northern Ontario Society of Architects received funding for the construction of an architectural installation as part of the Up Fest in Sudbury, ON.</p> <p>The North Western Ontario Society of Architects received funding for the Magnus Parkette Project.</p> <p>The Ottawa Regional Society of Architects received funding for <u>Ottawa Architects 150</u>, a project to bring the "family tree" up to date and cover the period 1867 to 2017 to eventually be published in 2017 to mark Canada's Sesquicentennial. Continued multi-year funding, 2013-2017.</p> <p>The Ottawa Regional Society of Architects received funding for Ottawa Architecture Week, including fees for keynote speakers and the costs to build a pavilion on site during the week of the event.</p>	<p>\$4,500</p> <p>\$11,000</p> <p>\$6,500</p> <p>\$9,500</p> <p>\$3,000</p> <p>\$9,000</p> <p>\$5,000</p> <p>\$11,750</p>

	<p>The Ottawa Regional Society of Architects received funding for ORSA's design excellence award.</p> <p>The St. Clair Society of Architects received funding for sponsorship of continued partnership with the Windsor International Film Festival.</p> <p>The St. Clair Society of Architects received funding for the development and maintenance of the SCSA website and social networking pages.</p> <p>The St. Clair Society of Architects received funding to increase the level of sponsorship for Doors Open Amherstburg, including a sponsored keynote speaker focusing on adaptive reuse.</p> <p>The St Lawrence Valley Society of Architects received funding for the initial development and launch of their website.</p> <p>The Trent Society of Architects received funding for the organization of a Pecha Kucha event to be hosted in Haliburton County.</p> <p>The Toronto Society of Architects received funding for the Toronto Architecture Tours.</p> <p>The Toronto Society of Architects received funding for the creation of the new "Toronto's Open Spaces" map.</p>	<p>\$10,200</p> <p>\$13,000</p> <p>\$3,850</p> <p>\$9,300</p> <p>\$10,000</p> <p>\$3,500</p> <p>\$7,000</p> <p>\$8,500</p>
TOTAL 2015:		\$125,600
2014	<p>The Hamilton / Burlington Society of Architects (HBSA) received funding for the funding of a public lecture during the 2014 Architecture Week Lecture which will be documented and archived by a videographer.</p> <p>The Hamilton / Burlington Society of Architects (HBSA) for the funding of the HBSA Lecture Series focusing on heritage and design issues.</p> <p>The Northumberland- Durham Society of Architects received funding in the amount of to the Northumberland Durham Society of Architects (NDSA) for the expansion of the existing collections of Architectural Publications in eight public libraries located throughout your geographic area.</p> <p>The North Western Ontario Society of Architects received funding for the advancement of the "Design Local/Build Local" campaign, through the development of a short film which will include interviews and clips of NWOSA members and firms.</p> <p>The Ottawa Regional Society of Architects received funding for <u>Ottawa Architects 150</u>, a project to bring the "family tree" up to date and cover the period 1867 to 2017 to eventually be published in 2017 to mark Canada's Sesquicentennial. Continued multi-year funding, 2013-2017.</p> <p>The Ottawa Regional Society of Architects (ORSA) received funding for Ottawa's Architecture Week (Sept.29th-October 5th 2014).</p>	<p>\$12,080</p> <p>\$7,500</p> <p>\$12,000</p> <p>\$7,345</p> <p>\$11,000</p> <p>\$5,400</p>

	<p>The St.Clair Society of Architects (SCSA) received funding for development of a series of architecturally themed films to be a part of the 10th anniversary of the Windsor International Film Festival (WIFF).</p> <p>The Toronto Society of Architects (TSA) received funding for the online archiving of the TSA Urban Affairs Forums.</p> <p>The Toronto Society of Architects (TSA) received funding for the funding of the TSA Archives Project, to be curated through a series of online exhibitions of the TSA website.</p>	<p>\$8,200</p> <p>\$6,800</p> <p>\$4,800</p>
Total 2014:		\$75,125
2013	<p>The Hamilton / Burlington Society of Architects (HBSA) received funding for hosting the HBSA Celebrate Awards Dinner in November of 2013 to be held annually with awards held every second year.</p> <p>The Hamilton / Burlington Society of Architects (HBSA) received funding for regular website updates to keep the information on its site current with regards to local events by integrating social media feeds (twitter).</p> <p>The Hamilton / Burlington Society of Architects (HBSA) received funding for strategic advertising leading up to an event and an event photographer at 2-3 larger HBSA annual events which would allow website/media updates to reflect current HBSA activities.</p> <p>The Hamilton / Burlington Society of Architects (HBSA) received funding for Architecture Week Hamilton 2013 to include headline symposium, short design charrettes, roundtable discussion, displays, walking tours, and a Saturday Lecture series.</p> <p>The Northumberland Durham Society of Architects (NDSA) received funding for the expansion of the current collections of high end architectural publications at each of the eight libraries in which the Society has previously established collections to date.</p> <p>The Northwestern Ontario Society of Architects (NWOSA) received funding to continue with the marketing for the billboard advertising campaign and to undertake necessary updates and “fine-tuning” of the new society website.</p> <p>The Northwestern Ontario Society of Architects (NWOSA) received funding to support the newly created Urban Design Award that is aimed at recognizing a local business / property owner who has renovated, built or developed a property (building/landscape, or combination of both) that provides a positive contribution to the quality of our built environment.</p> <p>The Ottawa Regional Society of Architects (ORSA) received funding for the funding of Ottawa Architects 150, a project to bring the “family tree” up to date and cover the period 1867 to 2017 to eventually be published in 2017 to mark Canada’s Sesquicentennial. Completion date of five years.</p>	<p>\$500</p> <p>\$1,800</p> <p>\$3,900</p> <p>\$9,800.00 + \$7,500.00 (Total = \$17,300.00)</p> <p>\$8,000</p> <p>\$3,637.41</p> <p>\$6,328</p> <p>\$6,000.00 Total Commitment from 2013 – 2017: \$44,500.00</p>

	<p>The Ottawa Regional Society of Architects (ORSA) received funding for the redesign of its current website, communications systems and internet presence.</p> <p>The St.Clair Society of Architects (SCSA) received funding for the sponsorship of an event that will feature a presentation by Mr. Dan Burden, Executive Director of the Walkable and Liveable Communities Institute, on the principles and benefits of increased walkability followed by a Walkability Tour to a few key areas in Windsor.</p> <p>The St.Clair Society of Architects (SCSA) received funding for a presentation by Mr. Douglas Farr regarding Sustainable-Urbanism in November 2013 to include venue, speaker expenses and promotion through conventional and emerging media.</p> <p>The Toronto Society of Architects (TSA) received funding for sponsorship of the further development/expansion of Toronto Architecture Tours in order to meet their business goal of self-sufficiency.</p>	<p>\$21,145</p> <p>\$2,000</p> <p>\$7,300</p> <p>\$5,000</p>
Total 2013:		\$82,910.41
2012	<p>The Hamilton / Burlington Society of Architects (HBSA) received funding for the production of a series of digital and static images of recent projects by architectural firms in HBSA.</p> <p>The Hamilton / Burlington Society of Architects (HBSA) received funding to host a juried show of architects and intern architects whom paint, sculpt or perform artwork that can be exhibited in a gallery setting.</p> <p>The Hamilton / Burlington Society of Architects (HBSA) received funding to organize an evening of celebration and a round table discussion.</p> <p>The Northumberland Durham Society of Architects received funding to provide access to high end architectural publications to high school students in smaller community areas outside of the GTA.</p> <p>The Thunder Bay Society of Architects (now Northwestern Ontario Society of Architects) received funding for a billboard advertising campaign and to launch a website and logo.</p> <p>The Toronto Society of Architects (TSA) received funding for the re-design of their website.</p> <p>The Toronto Society of Architects (TSA) received funding to sponsor the further development/expansion of Toronto Architecture Tours in order to meet their business goal of self-sufficiency.</p>	<p>\$5,855.52</p> <p>\$2,169.60</p> <p>\$8,475</p> <p>\$5,000</p> <p>\$11,100</p> <p>\$5,000</p> <p>\$5,000</p>
Total 2012:		\$42,600.12
2011	<p><i><u>Please note:</u> Funding was increased to approximately \$41,500 for 2011 Societies Special Projects to cover all approved projects submitted.</i></p> <p><i>It was also stipulated that the Special Project Funding be subject to the provision of a written report on the use of Special Project Funding received by the local society in previous years; that this report be provided as a part of the Society's' annual report</i></p>	

	<p><i>to be submitted in January, that this reporting be retroactive for projects funded since 2008; and, that future funding will be subject to receipt of a written status report on all special project funding received by that society.</i></p> <p>The Hamilton / Burlington Society of Architects received funding for the Milton Library Project.</p> <p>The Hamilton / Burlington Society of Architects received funding for guest speakers for Architecture week.</p> <p>The St. Clair Society of Architects received funding for “(Re) Windsor Inspiration + Intervention II”.</p> <p>The St. Clair Society of Architects received funding for advertising subject to further discussion between the OAA and the Society with respect to defining the medium and the messaging.</p> <p>The Toronto Society of Architects re-designed and printed the Toronto Guide Map.</p> <p>The Toronto Society of Architects developed/expanded Toronto Architecture Tours.</p> <p>The Grand Valley Society of Architects was granted funding to produce an Oral History.</p>	<p>\$2,000</p> <p>\$7,500</p> <p>\$5,000</p> <p>\$7,000</p> <p>\$5,000</p> <p>\$10,000</p> <p>\$5,000</p>
TOTAL 2011:		\$41,500
2010	<p>The Niagara Society of Architects created an exhibition showing a sample of the work of various architects, built in the area between 1945 and 1969 titled <i>Niagara Architecture in the Post War Period</i>.</p> <p>The Grand Valley Society of Architects initiated an oral history project capturing the interviews, notes & digital recordings of 8 architects.</p> <p>The Toronto Society of Architects developed & launched two walking tours: ‘Toronto’s Cultural Renaissance’ and the ‘Financial District’.</p>	<p>\$4,160</p> <p>\$6,000</p> <p>\$10,000</p>
TOTAL 2010:		\$20,160
2009	No requests solicited	
TOTAL 2009:		N/A
2008	<p>The Ottawa Regional Society of Architects Initiated various programs to fund the Intern Architect support program.</p> <p>Hamilton / Burlington Society of Architects purchased a selection of architectural books for distribution to local library branches.</p> <p>Toronto Society of Architects developed the TSA guide map and launched a new Web site.</p>	<p>\$5,150</p> <p>\$6,000</p> <p>\$5,000</p>

	Northumberland-Durham Society of Architects Implemented Phase 2 of 'Take it to the Streets', an initiative involving the creation of architectural book sections within local libraries of adjacent municipalities.(Clarington, Port Hope, etc.) Phase 1 began in Oshawa.	\$2,500
TOTAL 2008:		\$18,650
2007	<p>The Grand Valley Society of Architects Established a stronger web presence beginning with the creation of a Web site map.</p> <p>The Niagara Society of Architects Preserved the collected exhibit items of architects Nicholson and Macbeth. Produced a 20 minute video of the exhibit & online exhibit on the NSA Web site.</p> <p><u>Note:</u> <i>The following two requests were defeated subject to receipt of additional information related to those requests including content and format.1.) St. Clair Society requested funding to allow them the opportunity to advertise on Billboards for the duration of twelve months. 2.) The Ottawa Regional Society of Architects requested funding to conduct a Sustainable and Integrated Design Lecture series. Additional information was never received to support the approval of the Special funding requests.</i></p>	<p>\$2,000</p> <p>\$500</p>
TOTAL 2007:		\$2,500
2006	<p>Northumberland Durham Society of Architects Purchased books on architecture for distribution to community libraries throughout the Northumberland county and Durham region.</p> <p>Toronto Society of Architects received funding which was divided between two projects: 1. The design and launch of a new TSA Website and 2. The creation of a guide map focused on Toronto's downtown public open spaces.</p>	<p>\$10,000</p> <p>\$10,000</p>
TOTAL 2006:		\$20,000

Appendix 4: Letter sent to Society Chairs regarding Special Project Funding



November 27, 2018

Re: Society Special Project Funding Applications

Dear Society Chair,

Each year, Local Architectural Societies are invited to submit proposals to OAA Council for Special Project Funding. Please note, however, the program is undergoing important changes for 2019. **It is important you read this letter carefully to ensure your Society can take full advantage of the funding opportunity.**

Special Project Funding is awarded to carry out projects or events that cannot be covered by current assets of the Society, but further the OAA's objective to establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences.

In order to improve transparency, clarity and opportunity, the administration of the Special Project Funding program has changed to offer two submission deadlines: late January and late May.

If you would like Council to consider a Special Project Funding proposal, please fill in the attached application and return it by the specified deadline to Courtney Meagher at ArchGrad@oaa.on.ca.

Deadline 1: Monday, January 28, 2019

Applications will be reviewed in February by the OAA Communications Committee against the criteria and requirements listed on the next page, and presented to Council the following month. If funding is granted, the decision will be communicated to the Society by the end of March.

For 2019, OAA Council has budgeted a total of \$25,000 to be allocated among those Societies applying for Deadline 1.

Deadline 2: Monday, May 27, 2019

Applications will be reviewed in June by the OAA Communications Committee against the criteria and requirements, and presented to Council later that month. If funding is granted, the decision will be communicated to the Society by the end of June.

For 2019, OAA Council has budgeted a total of \$25,000, in addition to any funding left over from Deadline 1, to be allocated among those Societies applying for Deadline 2.

Requirements

For both deadlines, all other requirements for eligibility of the program remain the same as in years past. This includes:

- **submission of Annual Report to Council by Wednesday, January 9;***
- mandate of the program to “promote public appreciation of architecture and the allied arts and sciences;”
- feedback and follow-up on the event from Societies in the year-end or post-event report; and
- all funding to be used within one year of the request’s deadline.

Each application will be evaluated on the individual merits of the proposal and how it addresses the objectives of the Association. Priority will be given to projects that increase public awareness and appreciation of architecture and architects. If a Society submits multiple proposals, each one will be evaluated individually.

Societies submitting multiple proposals are asked to mark those requests in order of priority or preference.

Over the years, the number of requests for Special Project Funding has grown considerably, as well as the amount of funding that has been requested collectively. OAA Council appreciates the level of local involvement that is being demonstrated through these special projects and is pleased to provide the funding to help make them happen.

** Please note that consideration of Special Project Funding is contingent on the submission of your Society’s complete Annual Report to Council—including a summary of recent activities, a recap of previous SPF projects and a financial report—by Wednesday, January 9, 2019. This must be submitted electronically to Courtney Meagher at ArchGrad@oaa.on.ca in order for a Society to apply for Special Project Funding in either the January or May windows. If the Annual Report has not been submitted by January 9, the Society will be disqualified for Special Project Funding for that fiscal year.*

Thank you for your continued co-operation, and we look forward to receiving your special project funding proposals in 2019!

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristi Doyle', with a stylized, flowing script.

Kristi Doyle, Hons. BA (PPA), Hons. MRAIC
Executive Director



FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 4.6

Memorandum

To: Council

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
Agata Mancini	Wayne Medford
Elaine Mintz	Sarah Murray
David C. Rich	David Sin
Robert Sirman	Susan Speigel
John Stephenson	Alberto Temprano
Magid Youssef	

**From: Amir Azadeh
Chair, Communications Committee**

Jeremiah Gammond	Jennifer King
Agata Z. Mancini	Joël León
Sadeq M. Sadeq	Magid Youssef

Date: February 20, 2019

Subject: No 9. – “Imagining My Sustainable City”

Objective: To consider sponsorship for the “Imagining My Sustainable City Program” (IMSC) presented by No.9 Contemporary Art & the Environment.

Background:

In 2012, OAA Council approved financial support/sponsorship for the above-noted project in the amount of \$10,000. In 2013–2015, 2017 and 2018, the OAA was approached to provide financial support for the program; it provided support at the \$25,000 Sponsor Level.

The IMSC program is focused on education of elementary school children related to sustainability and green design. In the past, both the Communications Committee and Council have felt that this program aligns very well with the public education and awareness objectives of the OAA, as well as fills a need to reach school-aged children. The successful program also runs with the help of volunteer OAA members.

Andrew Davies of No.9, the lead organizer of this project, has sent the attached request to consider funding once again for 2019 at the \$25,000 Builder Level/Green Building Design Pillar status. As the request is for greater than \$10,000, it is being forwarded directly to Council for a decision. Based on its ability to reach children, it is the Communications Committee’s recommendation to support this initiative.

If Council wishes to sponsor the program, the funds could be drawn from the Policy Contingency budget for 2019. Council could also consider sponsorship at a different level.

Action: Council to consider financial support of No 9.’s Imagining Sustainable City project for 2019.

Communications Discussion/Review

FUNDING REQUEST

Program:

Date:

Administered by:

Location:

Executive Summary:

TBD

Imagining My Sustainable Community

Jan 1st to Dec 31st 2019

No.9

Ontario (Toronto and Ottawa)

The OAA has an opportunity to continue its support of No.9's award winning Imagining My Sustainable Community (IMSC) program at the Builders Level under the Green Building Design Pillar.

IMSC is a four-day intensive program that brings ecological awareness into Grade 7 and 8 classrooms through an introduction to sustainable urban planning and architecture. Since the programs inception in 2011 the IMSC program has reached over 3,000 students in five North American cities with four of these being in Ontario (Toronto, Hamilton, Sarnia and Kingston). IMSC emphasizing nine pillars that contribute to sustainable city building: Green Open Space, Transportation, Waste Management, Water Management, Green Building Design, Alternative Energy, Agriculture and Food Security, Public Art and Design, and Civic Engagement and Leadership. The students incorporate these pillars into their individual designs as well as the overall goals of the project while learning about their City's past and present approaches to sustainable design.

The purpose of the program is to use the architectural design charrette format to empower youth to lead a revolution in building sustainable communities. Upon completion of the IMSC program students have learned how to imagine, represent and voice their ideas on how to build their communities sustainably, encouraging them to be active and engaged citizens. With over 70% of our global carbon emissions being attributed to our urban development, building sustainable communities will have a major impact on global carbon emissions. It is the responsibility of architects and their associations to help educate and empower the next generation so that they can participate in minimize the impact our urban development has on climate change.

The Four Day Process of IMSC

Each class begins by exploring the unique characteristics of the neighbourhood surrounding their school. The students walk through their neighbourhood with No.9's Architectural Educators as well as local architects and planners, who contextualize the project. On the second day the students receive an introduction to architectural design and are challenged to construct a scale model from pre-cut cardboard pieces. The models are used as a tool to introduce students to scale, space, and circulation. Students photograph their model to discover solid and void relationships, scale using the human figure; and how light could enter their model. This 'study' model becomes a tool for launching the student's individual program idea into 3 dimensional spaces. On the third and fourth days, the students build a scale model of their design

Opportunities:

In the past No.9 has showcased the work that has been done by students in public exhibitions in which thousands of members from the public have attended. The last exhibition was held at Sidewalk Labs Market 307 showroom as the focus in 2018 was about developing sustainable projects on Toronto's Waterfront. Each time a project is finished the students' work is reviewed and most often put on public display where the importance of building sustainably is shown through the architectural profession. All members of No.9's team have graduated from a recognized architectural program and their participation along with the OAA volunteers involved is always presented along with our supporting sponsors.

Because No.9 often selects relevant real world sites under proposal for development the student's models are often requested as a way to engage the public in a discussion on the project. For example, Toronto is currently considering putting a deck park over the GO transit rail lines in downtown Toronto to provide vital green space for an increasingly dense downtown. Upon attending No.9's last review at Ryerson PS the Councillor of the Ward in which this project is to be voted on has asked that the student's ideas and model be presented at the next committee meeting about the park in which the Mayor of Toronto will also be in attendance. We feel this is a prime example in which the importance of architectural planning gets associated with real high profile development projects.

Target Audience:

The individuals being targeted through No.9's 2019 IMSC program include:

Students in public schools and in post secondary schools

Individuals and families interested in the environment

Individuals and families interested in art, design and city building

Thought leaders and opinion makers

Trustees and City Councillors

Architects, Developers and City Planners

City employees and Dignitaries

No.9 has very much appreciated the support from the OAA on the IMSC program. The OAA support has been instrumental in allowing us to expand the program across Ontario and to engage more students and architectural volunteers. We hope that we can continue our progress with your continued support.

Benefits:**Builder Level / Green Building Design Pillar Sponsor Benefits**

Logo Recognition as the exclusive Builder level Sponsor of the Green Building Design Pillar on all materials related to the promotion and advertisement of the Imagining My Sustainable Community Program 2019. This Logo Recognition includes any in-kind media that No.9 secures for this event through their media partnerships. It includes logo recognition on the IMSC teacher's guide for 2019 and on all signage and material related to this program or related to the Green Building Pillar.

Logo Recognition on primary onsite signage as Builder Level Sponsor of the Sustainable Building Design Pillar for the IMSC National Expansion program.

Recognition on No.9's website as Builder Level Sponsor of the Sustainable Building Design Pillar for the Imagining My Sustainable Community National Expansion program.

The opportunity for an OAA representative to speak at the public opening or exhibition associated with the IMSC National Expansion program or to have a No.9 representative speak to its members free of charge about the program.

Opportunity for OAA members to participate in the implementation of the program and for the OAA to be recognized for providing this opportunity to them.

No.9 will supply the OAA with suitable images and text for it to inform it's members of this program and No.9 will work with the OAA staff to provide incentive for its members to learn about and to support this initiative through volunteering to impart their knowledge to their local community.
Chantelle Ng

OAA Contact:**Contact:**

Andrew Davies
Executive Director
No.9
39 Queens Quay East, Suite 100, Toronto, ON M5E 0A5
647-284-4581
adavies@no9.ca



Ontario Association of Architects

OAA PUBLIC AWARENESS SPONSORSHIP FORM

Each year, individuals and/or non-profit organizations are invited to submit sponsorship requests to the Ontario Association of Architects (OAA) for consideration. A budget has been allocated by OAA Council for sponsorship opportunities, with funding given to carry out projects or events promoting Ontario architecture to the public.

Please note there are two deadlines for submission: **Monday, January 28, 2019** and **Monday, May 27, 2019**, with decisions communicated to applicants and cheques issued by **late March** and **late June**, respectively. For more information on the OAA Public Awareness Sponsorship program, [click here](#).

Please e-mail the completed form to Chantelle Ng, OAA Communications Coordinator, at chantellen@oaa.on.ca.

EVENT INFORMATION

TITLE OF EVENT/PROGRAM

ORGANIZATION/HOST

LOCATION

DATE

YEARS IN EXISTENCE

KEY CONTACT

NAME

ADDRESS

TITLE

E-MAIL

COMPANY

TELEPHONE

EXECUTIVE SUMMARY

A BRIEF DESCRIPTION OF THE SPONSORSHIP OPPORTUNITY.

WHY SHOULD THE OAA SPONSOR YOUR EVENT?

IN WHAT WAYS, WILL THE PROJECT OR EVENT PROMOTE ONTARIO ARCHITECTURE AND/OR ARCHITECTS?

BACKGROUND INFORMATION

DESCRIPTION OF YOUR COMPANY'S GOALS, OBJECTIVES, HISTORY, ETC.

TARGET AUDIENCE

PROFILE OF INDIVIDUALS WHO WILL BE ATTENDING THE EVENT (AGE, DEMOGRAPHIC AND PROFESSION/OCCUPATION)

LIST OF BENEFITS

A DETAILED DESCRIPTION OF ALL THE BENEFITS. DIFFERENT LEVELS OF SPONSORSHIP AND FINANCIAL COMMITMENT/REQUIREMENT

COMMENTS

SUBMITTER'S NAME

SIGNATURE

DATE

OAA SPONSORSHIP CONTACT

Chantelle Ng
Communications Coordinator
1 Duncan Mill Road
Toronto, Ontario
M3B 1Z2
Phone: 416.449.6898 x 231
e-mail: chantellen@oaa.on.ca



Ontario Association of Architects

OAA PUBLIC AWARENESS SPONSORSHIP FORM

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OAA SPONSORSHIP CONTACT

Chantelle Ng
Communications Coordinator
1 Duncan Mill Road
Toronto, Ontario
M3B 1Z2
Phone: 416.449.6898 x 231
e-mail: chantellen@oaa.on.ca



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 4.7

Memorandum

To: **Council**
Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef
Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From: Kathleen Kurtin, Past Senior Vice President & Treasurer
Walter Derhak, Senior Vice President & Treasurer

Audit Committee Members
Kathleen Kurtin, Past Senior Vice President & Treasurer
Walter, Senior Vice President & Treasurer
Elaine Mintz, Lieutenant Governor in Council Appointee
Catherine Hermon, Member at Large

Date: February 21, 2019

Subject: Audited OAA Financial Statements

Objective:

To provide the 2018 OAA audited financial statements to Council for approval.

Background:

Attached are a copy of OAA Draft Financial Statements for the fiscal year ended November 30, 2018 and the Pro-Demnity Insurance Company (ProDem) Financial Statements for the 2018 calendar year.

The OAA statements were reviewed by the OAA Audit Committee on February 15, 2019. The OAA's auditors, Grant Thornton LLP, Chartered Accountants indicated that, subject to receipt of the remaining inputs outstanding as of February 15 "the financial statements present fairly, in all material respects, the financial position of Ontario Association of Architects as at November 30, 2018 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."

Based on this, the Committee is recommending approval of the 2018 Financial Statements on March 7, 2019 by Council.

Significant changes in the financial statements over the previous year are identified below for your reference.

Statement of Operations

Specific revenue items and expenditures are summarized on the Statement of Operations on page 3 of the Financial Statements. A more detailed breakdown of expenditures is summarized on the Schedule of Expenses, page 18. One item of note is that the salaries and benefits are separated in the audited financial statements.

- Annual membership fees increased by \$212,398 primarily related to a continued increase in membership.
- Other annual fees and related revenue increased by \$166,831 primarily related to an increase in Certificate of Practice fees.
- Rental and other income from ProDem reflects the decrease in rent from ProDem from 2017 when ProDem moved to their new headquarters.
- Conference and annual meeting revenue increased significantly due to the fact that 2017 was a joint conference where RAIC was responsible for the financial management of the conference.
- The focus in Continuing Education for 2017 and 2018 was the launch of the 'Starting An Architectural Practice' course. 2018 represents session income of \$78,057 with offsetting expenses of \$59,063.
- Salary and benefits reflects an increase of \$140,126 for 2018 primarily related to two recent new hires, an increase in taxes/benefits and additional temp assistance.
- The major increases in Direct Program expenses are the Conference costs for 2018 (offset by increased revenue) and the increase in Communications/public information related to the new website design and the new logo.
- Building, office services and operating reflects a decrease of \$274,033. There are two contributing factors: utilities and building costs are down by \$159,652 and Printing and Office supplies as well as Computer and Telephone continue to decline as a result of efficiencies.
- Legal fees represent a decrease of \$42,205 primarily related to a decrease in Discipline costs this year with an increase in Act Enforcement.

The gross surplus before ProDem and extraordinary items is \$904,207. The net surplus, after a ProDem loss of \$415,224, Lease and Moving Costs of \$377,569 covered by the Operating Reserve, and reimbursement re: the building flood insurance claim to the Major Capital Reserve, is \$208,110.

Statement of Financial Position

There was an expected decrease in Short-Term Investments reflecting the reduction in the Building Reserve for the renovations.

Total Members' Equity stands at \$36,083,682; of this amount \$26,625,402 is related to OAA's investment in ProDem. The remainder of Members' Equity is made up of the three dedicated reserve funds, the increased value of capital assets and the unrestricted accumulated surplus. For your reference on the Statement of Financial Position, the Major Capital Reserve Fund is

\$68,402 pending discussion on a transfer from the surplus, the Operating Reserve is \$764,627 and the Legal Reserve is \$42,500. The use of these funds is restricted by the Association's Reserve Fund Policies. The Audit Committee is recommending transferring \$200,000 from the current surplus for the Major Capital Reserve to fund the renovations and reduce the long term funding requirements.

The amount of \$1,646,345 represents unrestricted members' equity, which can be available as an additional contingency to offset shortfalls resulting from unbudgeted expenditures or unanticipated revenue fluctuations. It is generally accepted that not for profit organizations such as the OAA may accumulate surplus funds for operating purposes up to the equivalent of one year's operating expenses without jeopardizing their not for profit status.

Total Members' Equity reflects the cumulative results of the years of operation of the OAA. At the end of each fiscal year, the net surplus or deficit is added to the Members' Equity account via journal entry. This entry takes into consideration such items as depreciation on building, computers and equipment, as well as accruals for that year and prior year expenses.

Examination for Architects in Canada ("ExAC") Note 8

Since 2009, the Association has been a party to an agreement with the other provincial/territorial regulators regarding the ongoing administration and maintenance of the ExAC which also sets out the establishment of the Committee for the Examination for Architects in Canada (CExAC). The agreement stipulates how revenues from registration fees are to be allocated. The OAA was appointed to provide administration of the examination including finances through that agreement.

During 2018, the Association recorded the following:

Amounts receivable	\$240,684
The provincial/territorial jurisdiction exam fees for the current year exam to be received in 2018 have been recorded as accounts receivable.	
Accounts Payable	\$704,300
The CExAC Operating Fund balance at the end of 2016. This amount represents the funds available to cover 2018 CExAC expenses and the approved CExAC reserve.	
Association's Portion of jurisdiction administrative expense funding	\$66,585
OAA's revenue which represents its portion of the current year exam fees.	
Association's ExAC exam administration	\$43,183
OAA's 2016 exam administration costs for venues, invigilators etc.	

Pro-Definity Insurance Company

ProDem's loss of \$415,224 represented by a reduction of the surplus for the year ended December 31, 2018. Additional detail is available in the ProDem Financial Statements (to follow) and in the OAA Note #6 to Financial Statements.

Action:

For Council to approve the transfer of \$200,000 to the Major Capital Reserve as of November 30, 2018.

For Council to approve the 2018 OAA audited financial statements.

Financial Statements

Ontario Association of Architects

November 30, 2018

DRAFT

Contents

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Statement of Changes in Members' Equity	4
Statement of Financial Position	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 16
Schedule of Expenses	18

Independent auditor's report

To the Members of
[Ontario Association of Architects](#)

We have audited the accompanying financial statements of Ontario Association of Architects, which comprise the statement of financial position as at November 30, 2018 and the statements of operations, changes in members' equity and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these 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.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Ontario Association of Architects as at November 30, 2018, 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.

Other matter

Our audit was conducted for the purposes of forming an opinion on the financial statements taken as a whole. The supplementary information on page 17 is presented for purposes of additional information and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied, only to the extent necessary to express an opinion, in the audit of the financial statements taken as a whole.

Markham, Canada

_____, 2019

Chartered Professional Accountants

Licensed Public Accountants

DRAFT

Ontario Association of Architects

Statement of Operations

Year ended November 30

2018

2017

Revenue

Annual membership fees	\$ 4,022,291	\$ 3,809,893
Other annual fees and related revenue	1,816,715	1,649,884
Rental and other income from Pro-Demnity Insurance Company (Note 6(b))	7,002	190,715
Investment income	82,541	63,060
Examination for Architects in Canada (ExAC) fees (Note 8)	66,585	56,856
Conference and annual meeting	1,106,077	53,131
Admission course fees	20,265	48,042
Continuing education	9,500	10,831
Practice management course	78,057	34,965
Sale of publications and other	36,234	33,350
Classifieds income	31,625	23,325
	<u>7,276,892</u>	<u>5,974,052</u>

Expenses (Schedule)

Salaries and related benefits	2,512,066	2,371,940
Direct program	2,760,751	1,613,156
Building, office services and operating	783,664	1,057,697
Legal fees	316,204	358,409
	<u>6,372,685</u>	<u>5,401,202</u>

Excess of revenue over expenses before other items **904,207** 572,850

Insurance claim	96,695	-
Leasing and moving costs	(377,568)	(182,805)
Loss on disposal of property and equipment	-	(33,823)
Net (loss) income from investment in Pro-Demnity Insurance Company (Note 6(a))	<u>(415,224)</u>	<u>425,630</u>

Excess of revenue over expenses **\$ 208,110** \$ 781,852

Ontario Association of Architects

Statement of Changes in Members' Equity

Year ended November 30

	Legal reserve	Pro-Demnity Insurance Company (internally restricted)	Major capital reserve (internally restricted)	Operating reserve (internally restricted)	Property and equipment	Unrestricted	Total 2018	Total 2017
Balance, beginning of year	\$ -	\$ 27,040,626	\$ 3,696,790	\$ 1,117,195	\$ 3,372,181	\$ 648,780	\$ 35,875,572	\$ 35,093,720
Excess (deficiency) of revenue over expenses	-	(415,224)	-	-	(347,008)	970,342	208,110	781,852
Invested in property and equipment	-	-	-	-	3,911,233	(3,911,233)	-	-
Transfers								
To internally restricted funds	42,500	-	121,695	25,000	-	(189,195)	-	-
From internally restricted funds	-	-	(3,750,083)	(377,568)	-	4,127,651	-	-
Balance, end of year	<u>\$ 42,500</u>	<u>\$ 26,625,402</u>	<u>\$ 68,402</u>	<u>\$ 764,627</u>	<u>\$ 6,936,406</u>	<u>\$ 1,646,345</u>	<u>\$ 36,083,682</u>	<u>\$ 35,875,572</u>

See accompanying notes and schedule to the financial statements.

Ontario Association of Architects

Statement of Financial Position

November 30

2018

2017

Assets

Current

Cash	\$ 383,575	\$ 316,647
Short-term deposits	2,900,000	6,000,000
Accounts receivable (Note 4)	222,486	117,741
Receivable from Committee for the Examination for Architects in Canada (CExAC) (Note 8)	240,684	222,569
Inventories	14,583	19,000
Prepaid expenses	271,137	229,599
	<u>4,032,465</u>	<u>6,905,556</u>
Property and equipment (Note 5)	6,936,406	3,372,181
Investment in Pro-Demnity Insurance Company (Note 6(a))	<u>26,625,402</u>	<u>27,040,626</u>
	<u>\$ 37,594,273</u>	<u>\$ 37,318,363</u>

Liabilities

Accounts payable and accrued liabilities (Note 7)	\$ 342,876	\$ 278,591
Payable to Committee for the Examination for Architects in Canada (CExAC) (Note 8)	704,300	726,496
Deferred revenue (Note 10)	<u>463,415</u>	<u>437,704</u>
	<u>1,510,591</u>	<u>1,442,791</u>

Members' equity

Invested in:		
Pro-Demnity Insurance Company (internally restricted)	26,625,402	27,040,626
Major capital reserve (internally restricted)	68,402	3,696,790
Operating reserve (internally restricted)	764,626	1,117,195
Legal reserve (internally restricted)	42,500	-
Property and equipment	6,936,406	3,372,181
Unrestricted	<u>1,646,345</u>	<u>648,780</u>
	<u>36,083,682</u>	<u>35,875,572</u>
	<u>\$ 37,594,273</u>	<u>\$ 37,318,363</u>

On behalf of the Council

_____ Kathleen Kurtin, Senior Vice President and Treasurer

_____ Kristi Doyle, Executive Director

Ontario Association of Architects

Statement of Cash Flows

Year ended November 30

2018

2017

Increase (decrease) in cash and cash equivalents

Operating

Excess of revenue over expenses	\$ 208,110	\$ 781,852
Items not affecting cash		
Amortization of property and equipment	347,008	362,968
Loss on disposal of property and equipment	-	33,823
Net loss (income) from investment in Pro-Demnity Insurance Company	415,224	(425,630)
	<u>970,342</u>	<u>753,013</u>
Change in non-cash working capital items		
Accounts receivable	(104,745)	(17,734)
Receivable from CExAC	(18,115)	(8,035)
Inventories	4,417	672
Prepaid expenses	(41,538)	(95,748)
Accounts payable and accrued liabilities	64,285	(17,971)
Payable to CExAC	(22,196)	(15,830)
Deferred revenue	<u>25,711</u>	<u>15,370</u>
	<u>(92,181)</u>	<u>(139,276)</u>
	<u>878,161</u>	<u>613,737</u>

Investing

Purchase of short-term deposits	(11,400,000)	(9,300,000)
Proceeds on disposal of short-term deposits	14,500,000	9,600,000
Purchase of property and equipment	<u>(3,911,233)</u>	<u>(655,720)</u>
	<u>(811,233)</u>	<u>(355,720)</u>

Net increase in cash during the year 66,928 258,017

Cash

Beginning of year	<u>316,647</u>	<u>58,630</u>
End of year	<u>\$ 383,575</u>	<u>\$ 316,647</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

1. Purpose of the Ontario Association of Architects

Ontario Association of Architects (the "Association" or "OAA") regulates the practice of architecture and governs its members in accordance with the Architects Act. The Association is a non-profit organization under the Income Tax Act and is therefore not subject to either federal or provincial income taxes.

2. Role of auditors and the Audit Committee

The external auditors have been appointed by the members pursuant to the Architects Act. Their responsibility is to conduct an independent and objective audit of the financial statements in accordance with Canadian auditing standards and report thereon to the members. The independent auditor's report outlines the scope of their audit and their opinion.

The principal responsibilities of the Audit Committee are to see that accounting policies and internal controls are established and followed, and that the Association issues financial statements that are balanced and present a reasonable assessment of its financial position.

3. Summary of significant accounting policies

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organization (ASNPO), the more significant of which are outlined below:

Use of estimates

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

The investment in Pro-Demnity Insurance Company ("Pro-Demnity") and net income from OAA's investment in Pro-Demnity Insurance Company are subject to significant management estimate as a result of Pro-Demnity's provision for unpaid claims. There are several sources of uncertainty that are considered by Pro-Demnity in estimating the amount that will ultimately be paid on these claims. Changes in the estimate of the provision can be caused by receipt of additional claim information, changes in judicial interpretation of contracts, or significant changes in the severity or frequency of claims from historical trends.

Financial instruments

The Association's financial instruments comprise cash, short-term deposits, accounts receivable, receivable from CExAC, accounts payable and payable to CExAC.

Financial assets and financial liabilities are initially recognized at their fair value.

The Association subsequently measures all financial assets and financial liabilities at amortized cost. The carrying value of cash, short-term deposits, accounts receivable, and accounts payable approximate fair value due to their short-term nature.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

3. Summary of significant accounting policies (continued)

Inventories

Inventories are recorded at the lower of cost and net realizable value and are relieved on a first-in, first-out basis.

Property and equipment

Property and equipment are recorded at cost. Contributed property and equipment are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over the estimated useful lives of the assets at the following rates:

Building	40 years
Building additions	10 years
Furniture and equipment	10 years
Computer equipment	5 years
Web site development costs	5 years

All costs related to the building review and improvements were expensed until such time that the renovation plan was formally approved. Costs subsequently incurred related to direct construction or development costs, such as materials and labour, are capitalized.

Investment in Pro-Demnity Insurance Company

The investment in Pro-Demnity, a wholly-owned subsidiary, is accounted for using the equity method whereby the initial investment is recorded at cost and is subsequently adjusted to reflect the Association's pro-rata share of post-acquisition earnings and capital transactions of Pro-Demnity. Details of Pro-Demnity are disclosed in Note 6.

Investment in Ontario Association for Applied Architectural Sciences (OAAAS)

The investment in OAAAS, a wholly-owned subsidiary, is not consolidated. Details of OAAAS are disclosed in Note 9.

Members' equity

The Association's Council can internally restrict members' equity to be held for specific purposes. These internally restricted amounts are not available for other purposes without the approval of Council.

Members' equity comprises:

- (a) Invested in Pro-Demnity Insurance Company (internally restricted)

Members' equity in Pro-Demnity represents the Association's investment in Pro-Demnity accounted for using the equity method.

- (b) Invested in major capital reserve (internally restricted)

The major capital reserve represents amounts internally restricted by Council for major capital maintenance, repair or replacement that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

3. Summary of significant accounting policies (continued)

(c) Invested in operating reserve (internally restricted)

The operating reserve represents amounts internally restricted by Council to ensure the stability of ongoing operations of the organization.

(d) Legal reserve (internally restricted)

The legal reserve fund was established in 2017, and represents amounts internally restricted by Council to provide a source of sustained funding for the legal costs related to Discipline and Act Enforcement that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget.

(e) Invested in property and equipment

Members' equity invested in property and equipment represents the net book value of property and equipment less any indebtedness thereon.

(f) Unrestricted

Unrestricted members' equity represents the net resources of the Association not internally restricted or related to the Association's net investment in its property and equipment.

Revenue recognition

Annual membership fees and other annual fees are recognized as revenue over the period to which they relate. Deferred revenue represents annual membership fees, sponsorships, and continuing education fees received in advance.

Conference and annual meeting, rental revenues, admission course fees and classifieds income are recognized as income when the service is provided. Continuing education, Examination for Architects in Canada (ExAC) fees, and practice management course fees are recognized at the time that the course and exam, respectively, are delivered. Publication sales are recognized when the goods have been delivered.

Investment income is recorded as revenue in the year it is earned.

Donated services

The work of the Association benefits from the voluntary services of many members. Since their services are not normally purchased by the Association and because of the difficulty of determining their fair value, donated services are not recognized in these statements.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

3. Summary of significant accounting policies (continued)

Capital disclosures

The Association's capital comprises members' equity.

The Council's objective is to maintain an unrestricted balance sufficient to meet both the annual working capital requirements and the annual maintenance of the property and equipment. The annual budget is prepared by the Association's staff and reviewed by the Senior Vice President and Treasurer, and Budget Committee. The Senior Vice President and Treasurer, and Budget Committee present the budget to Council for approval. Monthly financial results are monitored by the Senior Vice President and Treasurer, and reported to Council quarterly.

Pro-Demnity was created by the Association for the purpose of being an insurer dedicated to the underwriting of architects' liability coverages. The Association is the sole shareholder. Council reviews the financial results of Pro-Demnity to ensure it is meeting its objective. Pro-Demnity provides the Association with an annual budget and strategy. Financial results are provided by Pro-Demnity and reviewed by Council on a quarterly basis. In addition, three Council members of the Association are members of the Board of Directors of Pro-Demnity.

The purpose of the operating reserve is to ensure the stability of the mission, programs, employment, and ongoing operations of the Association in the event of a sudden or unexpected negative change in revenue that would affect the provision of services to members.

The operating reserve is intended to provide an internal source of funds for situations such as a sudden unforeseen increase in expenses, one-time unbudgeted expense, unanticipated loss in funding, or uninsured loss and gaps in cash flow resulting from the uneven receipt of revenue relative to expenses within the budget year. The operating reserve may also be used for one-time, nonrecurring expenses that would build long-term capacity, such as staff development or education, research and development, or investment in infrastructure. It is to be stressed that such development is expected to be extraordinary and not be a source of continuing education or planned development.

The purpose of the major capital reserve is to provide a source of sustained funding for capital maintenance and repair as well as capital improvements that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget for repair and maintenance of the building.

The purpose of the legal reserve fund is to provide an internal source of sustained funding for the legal costs related to Discipline and Act Enforcement that cannot be otherwise funded in a single budget year through OAA's existing annual operating budget for meeting the Association's requirements to govern the profession in order that the public interest be protected. The reserve is not intended to provide funding for insurable losses, nor for operating expenses but is strictly reserved for legal expenses that cannot otherwise be funded.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

4. Accounts receivable

	<u>2018</u>	<u>2017</u>
Miscellaneous receivables, net of prepaid fees	\$ (8,188)	\$ 12,861
GST/HST	202,074	71,199
Accrued interest	<u>28,600</u>	<u>33,681</u>
	<u>\$ 222,486</u>	<u>\$ 117,741</u>

5. Property and equipment

			<u>2018</u>	<u>2017</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 470,000	\$ -	\$ 470,000	\$ 470,000
Building	6,828,666	1,000,000	5,828,666	2,141,083
Building additions	1,155,502	906,242	249,260	364,810
Furniture and equipment	133,119	49,637	83,482	88,745
Computer equipment	570,024	344,772	225,252	226,916
Web site development costs	<u>191,754</u>	<u>112,008</u>	<u>79,746</u>	<u>80,627</u>
	\$ 9,349,065	\$ 2,412,659	\$ 6,936,406	\$ 3,372,181

Building includes \$4,328,666 (2017 - \$578,583) (Note 11) that is not yet being amortized as it is a project in process.

6. Pro-Demnity Insurance Company

- (a) The Association's wholly-owned subsidiary, Pro-Demnity, has not been consolidated in these financial statements but accounted for using the equity method (Note 3). The Association's investment in Pro-Demnity is as follows:

	<u>2018</u>	<u>2017</u>
Investment in Pro-Demnity, beginning of year	<u>\$ 27,040,626</u>	<u>\$ 26,614,996</u>
Net income (loss) of Pro-Demnity for the year ended December 31	644,264	61,813
Other comprehensive (loss) income for the year ended December 31	<u>(1,059,488)</u>	<u>363,817</u>
Comprehensive (loss) income	<u>(415,224)</u>	<u>425,630</u>
Investment in Pro-Demnity, end of year	<u>\$ 26,625,402</u>	<u>\$ 27,040,626</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

6. Pro-Demnity Insurance Company (continued)

A financial summary of Pro-Demnity as at December 31 (its fiscal year end) is as follows:

	<u>2018</u>	<u>2017</u>
Financial position		
Total assets	<u>\$104,890,868</u>	<u>\$ 99,334,763</u>
Total liabilities	<u>\$ 73,258,966</u>	<u>\$ 67,287,637</u>
Shareholder's equity	<u>31,631,902</u>	<u>32,047,126</u>
	<u>\$104,890,868</u>	<u>\$ 99,334,763</u>
Results of operations		
Net premiums earned	<u>\$ 13,581,733</u>	<u>\$ 12,330,655</u>
Net claims and claim adjustment expenses incurred	<u>12,462,482</u>	<u>10,567,822</u>
Underwriting income before expenses and commissions	<u>1,119,251</u>	<u>1,762,833</u>
Operating expenses, commissions and premium tax	<u>3,179,912</u>	<u>3,475,364</u>
Net underwriting loss	<u>(2,060,661)</u>	<u>(1,712,531)</u>
Net investment income	<u>2,764,301</u>	<u>1,784,519</u>
Income before income taxes	<u>703,640</u>	<u>71,988</u>
Income taxes	<u>59,376</u>	<u>10,175</u>
Net income for the year	<u>644,264</u>	<u>61,813</u>
Other comprehensive income for the year	<u>(1,059,488)</u>	<u>363,817</u>
Comprehensive (loss) income for the year	<u>\$ (415,224)</u>	<u>\$ 425,630</u>
Cash flows		
Cash flows from operating activities	<u>\$ 4,669,295</u>	<u>\$ 1,782,922</u>
Cash flows from investing activities	<u>(2,951,676)</u>	<u>(6,838,258)</u>
Cash flows from financing activities	<u>-</u>	<u>5,000,000</u>
Net increase (decrease) in cash	<u>\$ 2,518,051</u>	<u>\$ (55,336)</u>

(b) Rental and other income from Pro-Demnity comprises:

	<u>2018</u>	<u>2017</u>
Rent	<u>\$ -</u>	<u>\$ 99,274</u>
Administrative service fees	<u>-</u>	<u>84,192</u>
PCS transfer	<u>2,646</u>	<u>2,893</u>
Recognition of deferred revenue for server room reimbursement	<u>4,356</u>	<u>4,356</u>
	<u>\$ 7,002</u>	<u>\$ 190,715</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

6. Pro-Demnity Insurance Company (continued)

The lease agreement and the Master Services agreement between the Association and Pro-Demnity ended August 15, 2017 and was not extended.

All transactions are recorded at their exchange amount.

7. Accounts payable and accrued liabilities

Total government remittances payable, including harmonized sales tax payable at November 30, 2018, are \$Nil (2017 - \$Nil).

8. Examination for Architects in Canada (ExAC)

The Association has entered into an agreement with the ten other provincial and territorial associations to manage the ExAC examination process and the associated Committee for the Examination for Architects in Canada (CExAC). The agreement outlines how revenues are to be allocated and how costs, primarily related to the development of the exam, are to be recovered. The Association has been appointed to act as the administrator of the program.

The amounts included in the financial statements are as follows:

	<u>2018</u>	<u>2017</u>
Accounts receivable (jurisdiction exam fees to be received in 2019)	<u>\$ 240,684</u>	<u>\$ 222,569</u>
Accounts payable (represents the CExAC Maintenance Fund Account balance to cover 2019 expenses and approved reserve)	<u>\$ 704,300</u>	<u>\$ 726,496</u>
Association's portion of jurisdictional exam fees (included in ExAC fees revenue)	<u>\$ 66,585</u>	<u>\$ 56,856</u>
Association's ExAC exam administration (included in Schedule of Expense - direct program expense)	<u>\$ 43,183</u>	<u>\$ 44,152</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

9. Ontario Association for Applied Architectural Sciences

In 2011, the Association assumed 100% control of Ontario Association for Applied Architectural Sciences (OAAAS). OAAAS recognizes technologists in the building discipline. OAAAS offers a program that allows qualified individual technologists who are focused in building design to advance their professional status. Ultimately, through licensure by the Association, qualified members will be able to perform certain architectural services. A Licensed Technologist OAA will have the legal right to design larger restaurants, taller houses and taller low-rise apartment buildings.

The program recognizes three categories of building designers: Associate OAAAS, Technologist OAAAS, and Licensed Technologist OAA. The OAAAS serves as a forum for establishing the education, experience and examination requirements for all three levels.

A financial summary of OAAAS as at November 30 (its fiscal year end) is as follows.

	<u>2018</u>	<u>2017</u>
Financial position		
Total assets	<u>\$ 51,343</u>	<u>\$ 44,302</u>
Total liabilities	<u>\$ 15,897</u>	<u>\$ 8,856</u>
Net assets	<u>35,446</u>	<u>35,446</u>
	<u>\$ 51,343</u>	<u>\$ 44,302</u>
Results of operations		
Total revenue	<u>\$ 67,411</u>	<u>\$ 56,426</u>
Total expenses	<u>118,978</u>	<u>133,097</u>
Deficiency of revenue over expenses before undernoted:	<u>(51,567)</u>	<u>(76,671)</u>
OAA contributions	<u>51,567</u>	<u>76,671</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>
Cash flows		
Cash flows from (to) operating activities	<u>\$ 32,591</u>	<u>\$ (14,998)</u>

During the year, the Association paid \$77,564 (2017 - \$70,419) to OAAAS.

10. Deferred revenue

	<u>2018</u>	<u>2017</u>
Annual membership fees, sponsorships, and		
Continuing Education fees	<u>\$ 447,203</u>	<u>\$ 424,636</u>
Server room income from Pro-Demnity	<u>8,712</u>	<u>13,068</u>
Sponsorship income	<u>7,500</u>	<u>-</u>
	<u>\$ 463,415</u>	<u>\$ 437,704</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

11. Building initiative

Included in Council, committees, task groups (Schedule of Expenses) are costs of \$Nil (2017 - \$Nil) incurred related to the building initiative. In addition, \$3,750,083 (2017 - \$444,882) of costs have been capitalized as part of building. All costs capitalized to date on the project have been funded by the major capital reserve fund.

Total cumulative costs are as follows:

	<u>2018</u>	<u>2017</u>
Building renovation costs expensed	\$ 499,579	\$ 499,579
Building renovation costs capitalized	<u>4,328,666</u>	<u>578,583</u>
	<u>\$ 4,828,245</u>	<u>\$ 1,078,162</u>

12. Credit facilities

The Association has available a revolving term loan up to a maximum of \$4,850,000, repayable on March 31, 2019, bearing a Bankers' Acceptance Fee of 1.6% per annum. As at November 30, 2018 the balance outstanding on the facility was \$Nil. The purpose of the facility is to fund a portion of the building renovation. On completion of the renovation, the revolving term loan will be transferred to a non-revolving term loan.

13. Lease commitment

The Association is committed to under operating leases for the rent for the current premise for the period extending to 2019 in the amount of \$91,449.

14. Employee future benefits

The Association provides a defined contribution pension plan for voluntary participants. Total employer contributions were \$79,812 (2017 - \$76,882). There are no further funding requirements.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

15. Trust funds

The Association holds in trust the following funds, which have not been included in these financial statements:

	<u>2018</u>	<u>2017</u>
Architectural Guild Prize Fund	\$ 184	\$ 131
Ontario Association of Architects		
Trust Fund Scholarships	15,684	15,607
DaVinci Trust Fund	1,171	1,171
Plachta Fund	<u>93,173</u>	<u>102,530</u>
	<u>\$ 110,212</u>	<u>\$ 119,439</u>

Income from grants and interest of \$31,874 (2017 - \$30,658) were recognized during the year. Prizes and medals of \$41,101 (2017 - \$31,301) were paid during the year.

16. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below.

Credit risk

Credit risk is the risk of financial loss occurring as a result of a counterparty to a financial instrument failing to discharge an obligation or commitment that it has entered into with an organization. The Association's main credit risk relates to its accounts receivable and its receivable from CExAC. The Association provides for its exposure to credit risk by dealing with counterparties it believes to be credit worthy, and by creating an allowance for doubtful accounts when appropriate. As at November 30, 2018, the allowance for doubtful accounts is \$Nil (November 30, 2017 - \$Nil).

Interest risk

Interest rate price risk is the risk that the fair value of a fixed interest bearing financial instrument will fluctuate due to changes in market interest rates. Interest rate cash flow risk is the risk that the cash flows of the Association will fluctuate due to changes in market interest rates on variable interest bearing financial instruments. The Association is subject to interest rate price risk on its short-term deposits.

Market risk

The Association is exposed to certain market risks which cause the fair value of investments to fluctuate. To protect against this risk, management has developed an investment policy which requires investments to meet specific requirements. As a result, it is management's opinion that the Association is not exposed to significant market risk arising from financial instruments.

Currency risk

Currency risk is the risk to the Association's earnings that arises from fluctuations of foreign exchange rates and the degree of volatility of these rates. It is management's opinion that the Association is not exposed to significant currency risk arising from its financial instruments as the number of foreign exchange transactions is limited.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2018

16. Financial instruments (continued)

Liquidity risk

Liquidity risk is the risk that the Association will encounter difficulty in raising funds to meet commitments associated with its financial liabilities. The Association is exposed to liquidity risk mainly in respect to its current liabilities.

The Association manages its liquidity risk by forecasting cash flows from operations, investing and financing activities to ensure that it has sufficient funds available to meet current and foreseeable financial obligations. As a result, it is management's opinion that the Association is not exposed to significant liquidity risk arising from its financial instruments.

17. Comparative figures

Comparative figures have been adjusted to conform to changes in the current year presentation in the schedule of expenses.

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Ontario Association of Architects

Schedule of Expenses

Year ended November 30

2018

2017

Salaries and related benefits	\$ 2,512,066	\$ 2,371,940
Direct program		
Conference	1,039,140	42,111
Council, committees, task groups	642,500	715,856
Communications/public information	421,718	194,178
Society funding and other contributions	175,946	161,398
Liaison with Government and other	149,952	77,526
Media relations program	135,593	163,690
Continuing education	73,178	120,702
Admission course	48,348	61,043
Examination for Architects in Canada (Note 8)	43,183	44,152
Sale of publications and other	25,902	26,714
Practice consultation service	5,291	5,786
	<u>2,760,751</u>	<u>1,613,156</u>
Building, office services and operating		
Building	140,041	299,693
Amortization of property and equipment		
Computer equipment	113,716	131,276
Building additions	115,550	115,550
Building	62,500	62,500
Web site development costs	38,351	32,537
Furniture and equipment	16,891	21,105
OAAAS (Note 9)	77,564	71,703
Printing and office supplies	55,318	80,328
Computer	36,491	77,801
Insurance	33,825	34,122
Telephone, internet access/hosting	33,480	60,779
Postage	30,273	40,420
Professional fees	24,095	24,250
Fees processing charges	5,569	5,633
	<u>783,664</u>	<u>1,057,697</u>
Legal fees		
Prosecutions and injunctions	150,112	45,668
Discipline hearings and appeals	112,554	257,352
General	53,538	55,389
	<u>316,204</u>	<u>358,409</u>
	<u>\$ 6,372,685</u>	<u>\$ 5,401,202</u>

**Pro-Demnity Insurance
Company
Summary Financial Statements
For the year ended December 31, 2018**

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Independent Auditor's Report on Summary Financial Statements

To the Shareholder of Pro-Demnity Insurance Company

Opinion

The summary financial statements, which comprise the summary statement of financial position as at December 31, 2018, and the summary statements of operations and retained earnings, comprehensive income (loss) and accumulated other comprehensive income, and cash flows for the year then ended, and related notes, are derived from the audited financial statements of Pro-Demnity Insurance Company (the Company) for the year ended December 31, 2018.

In our opinion, the accompanying summary financial statements are a fair summary of the financial statements, in accordance with the criteria disclosed in Note 1 to the summary financial statements.

Summary Financial Statements

The summary financial statements do not contain all the disclosures required by International Financial Reporting Standards. Reading the summary financial statements and the auditor's report thereon, therefore, is not a substitute for reading the Company's audited financial statements and the auditor's report thereon.

The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated February 19, 2019.

Responsibilities of Management for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements in accordance with the criteria disclosed in Note 1 to the summary financial statements.

Auditor's Responsibility for the Audit of the Summary Financial Statements

Our responsibility is to express an opinion on whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, *Engagements to Report on Summary Financial Statements*.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Mississauga, Ontario
February 19, 2019

Pro-Demnity Insurance Company Summary Statement of Financial Position

December 31 **2018** 2017

Assets

Cash	\$ 3,689,987	\$ 1,171,936
Investments (Note 3)	74,196,432	73,090,358
Receivables	6,854,451	6,304,250
Accrued interest	412,644	386,179
Prepaid expenses	123,481	71,405
Reinsurer's share of unearned premiums	6,937,789	6,037,703
Deferred policy acquisition expenses	405,782	357,551
Reinsurer's share of provision for unpaid claims	10,936,000	11,046,000
Income taxes recoverable	214,441	-
Property and equipment (Note 4)	393,740	376,723
Deferred tax asset (Note 6)	726,121	492,658
	\$104,890,868	\$ 99,334,763

Liabilities and Shareholder's Equity

Liabilities

Payables and accruals	\$ 1,985,893	\$ 2,741,059
Income taxes payable	-	89,212
Unearned premiums	14,026,073	12,418,366
Provision for unpaid claims	57,247,000	52,039,000
	73,258,966	67,287,637

Shareholder's equity

Share capital (Note 5)	25,106,500	25,106,500
Contributed surplus	2,051,915	2,051,915
Retained earnings	3,828,544	3,184,280
Accumulated other comprehensive income	644,943	1,704,431
	31,631,902	32,047,126
	\$104,890,868	\$ 99,334,763

On behalf of the Board:

_____ Director

_____ Director

The accompanying notes are an integral part of these summary financial statements.

Pro-Demnity Insurance Company

Summary Statement of Operations and Retained Earnings

For the year ended December 31	2018	2017
Direct premiums written	\$ 29,675,676	\$ 26,271,336
Less: Reinsurance ceded	15,386,322	13,596,128
Net premiums written	14,289,354	12,675,208
Increase in net unearned premiums	(707,621)	(344,553)
Net premiums earned	13,581,733	12,330,655
Less: Claims and adjustment expenses	12,462,482	10,567,822
Underwriting income before expenses, commissions and premium tax	1,119,251	1,762,833
Operating expenses (schedule page 28)	4,750,574	4,849,322
Commissions earned	(2,412,184)	(2,143,304)
Premium tax	841,522	769,346
Net underwriting loss	(2,060,661)	(1,712,531)
Net investment income (Note 7)	2,764,301	1,784,519
Income before income taxes	703,640	71,988
Income taxes (recovery) (Note 6)		
Current	(89,154)	107,239
Deferred	148,530	(97,064)
	59,376	10,175
Net income for the year	644,264	61,813
Retained earnings, beginning of year	3,184,280	3,122,467
Retained earnings, end of year	\$ 3,828,544	\$ 3,184,280

The accompanying notes are an integral part of these summary financial statements.

Pro-Demnity Insurance Company

Summary Statement of Comprehensive Income (Loss) and Accumulated Other Comprehensive Income

For the year ended December 31	2018	2017
Net income for the year	\$ 644,264	\$ 61,813
Other Comprehensive Income (Loss)		
Unrealized gains (losses) on available for sale assets, net of tax recovery of \$291,221 (2017 - expense of \$147,085)	(807,725)	407,954
Transfer of realized gains on available for sale assets to statement of operations, net of tax expense of \$90,772 (2017 - \$15,913)	(251,763)	(44,137)
Total other comprehensive income (loss)	(1,059,488)	363,817
Comprehensive income (loss) for the year	\$ (415,224)	\$ 425,630
Accumulated other comprehensive income , beginning of year	\$ 1,704,431	\$ 1,340,614
Total other comprehensive income (loss) , for the year	(1,059,488)	363,817
Accumulated other comprehensive income , end of year	\$ 644,943	\$ 1,704,431

The accompanying notes are an integral part of these summary financial statements.

Pro-Demnity Insurance Company Summary Statement of Cash Flows

For the year ended December 31	2018	2017
Cash provided by (used in)		
Operating activities		
Net income for the year	\$ 644,264	\$ 61,813
Adjustments for:		
Depreciation	82,346	96,292
Amortization of premium/discount on bonds and debentures	645,430	813,233
Interest and dividend income	(1,041,397)	(496,682)
Provision for income taxes	59,376	10,175
Realized gain from disposal of investments	(340,671)	(49,367)
Realized loss from disposal of capital assets	-	22,907
	<u>49,348</u>	<u>458,371</u>
Changes in working capital and insurance contract related balances		
Receivables	(550,201)	(709,780)
Prepaid expenses	(52,076)	(34,977)
Reinsurer's share of unearned premiums	(900,086)	(261,222)
Deferred policy acquisition expenses	(48,231)	(18,173)
Payables and accruals	(755,166)	(508,286)
Unearned premiums	1,607,707	605,775
Provision for unpaid claims, net of reinsurer's share	<u>5,318,000</u>	<u>1,374,000</u>
	4,669,295	905,708
Cash flows related to interest, dividends and income taxes		
Interest and dividends received	1,014,932	549,415
Income taxes recovered	<u>(214,500)</u>	<u>327,799</u>
Total cash inflows from operating activities	<u>5,469,727</u>	<u>1,782,922</u>
Investing activities		
Purchase of investments	(67,455,402)	(85,535,989)
Proceeds from sale of investments	64,603,089	78,991,439
Purchase of property and equipment	<u>(99,363)</u>	<u>(293,708)</u>
Total cash outflows from investing activities	<u>(2,951,676)</u>	<u>(6,838,258)</u>
Financing activity		
Issuance of share capital	<u>-</u>	<u>5,000,000</u>
Increase (decrease) in cash during the year	2,518,051	(55,336)
Cash, beginning of year	<u>1,171,936</u>	<u>1,227,272</u>
Cash, end of year	<u>\$ 3,689,987</u>	<u>\$ 1,171,936</u>

The accompanying notes are an integral part of these summary financial statements.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

1. Nature of Operations and Summary of Significant Accounting Policies

Reporting entity

Pro-Demnity Insurance Company (the "Company" or "Pro-Demnity") was incorporated under the laws of Ontario on August 9, 2002. The Company is an insurer dedicated to the underwriting of architects' liability coverages. The Company is licensed in Ontario and the Company's registered office is 200 Yorkland Boulevard, Suite 1200, Toronto, Ontario.

These summary financial statements have been authorized for issue by the Board of Directors on February 19, 2019.

Basis of preparation

Management is responsible for the preparation of these summary financial statements. The summary presented includes the Summary Statement of Financial Position, Summary Statement of Operations and Retained Earnings, Summary Statement of Comprehensive Income (Loss) and Accumulated Other Comprehensive Income, Summary Statement of Cash Flows, and selected accounting notes. It does not include all disclosures required under International Financial Reporting Standards. Copies of the December 31, 2018 audited financial statements are available at the Pro-Demnity Insurance Company office.

The audited financial statements were authorized for issue by the Board of Directors on February 20, 2019. The audited financial statements were prepared in accordance with International Financial Reporting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB").

These summary financial statements were prepared under the historical cost convention, as modified by the revaluation of investments. (Note 3)

The Company's summary financial statements are presented in Canadian dollars ("CDN"), which is also the Company's functional currency.

The preparation of summary financial statements in compliance with IFRS requires management to make certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies. The areas involving a higher degree of judgment or complexity, or areas where assumptions and estimates are significant to the summary financial statements are disclosed in Note 2.

Significant accounting policies

Insurance contracts

In accordance with IFRS 17 (formerly IFRS 4) *Insurance Contracts*, the Company has continued to apply the accounting policies it applied in accordance with pre-changeover Canadian GAAP.

Balances arising from insurance contracts primarily include unearned premiums, provision for unpaid claims, reinsurer's share of unearned premiums and provision for unpaid claims, and deferred policy acquisition expenses.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

(a) Premiums and unearned premiums

Direct premiums written comprise the premiums on contracts incepting in the financial year. Premiums written are exclusive of taxes levied on premiums.

The Company earns premium income evenly over the term of the insurance policy using the pro rata method. The portion of the premium related to the unexpired portion of the policy at the end of the fiscal year is reflected in unearned premiums.

(b) Reinsurer's share of unearned premiums

The reinsurer's share of unearned premiums are recognized as an asset using principles consistent with the Company's method for determining the unearned premium liability.

(c) Deferred policy acquisition expenses

Acquisition costs are comprised of premium taxes. These costs are deferred and amortized over the terms of the related policies to the extent that they are considered to be recoverable from unearned premiums, after considering the related anticipated claims and expenses.

(d) Provision for unpaid claims

Individual loss estimates are provided on each claim reported. In addition, provisions are made for adjustment expenses, changes in reported claims and for claims incurred but not reported, based on past experience and business in force. The estimates are regularly reviewed and updated, and any resulting adjustments are included in net income.

Claim liabilities are carried on a discounted basis to reflect the time value of money. As required by actuarial standards in Canada claims liabilities also include a provision for adverse deviation (PFAD), which represents an additional margin on valuation variable factors, which are claims development, reinsurance recoveries and interest rates used in discounting claims liabilities.

(e) Liability adequacy test

At each reporting date the Company performs a liability adequacy test on its insurance liabilities less deferred policy acquisition expenses to ensure the carrying value is adequate, using current estimates of future cash flows, taking into account the relevant investment return. If that assessment shows that the carrying amount of the liabilities is inadequate, any deficiency is recognized as an expense to the statement of operations initially by writing off the deferred policy acquisition expense and subsequently by recognizing additional unearned premiums.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

(f) Reinsurer's share of provision for unpaid claims

The Company enters into reinsurance contracts in the normal course of business in order to limit potential losses arising from certain exposures. Reinsurance premiums are accounted for in the same period as the related premiums for the direct insurance business being reinsured. Reinsurance liabilities, comprised of premiums payable for the purchase of reinsurance contracts, are included in payables and accruals and are recognized as an expense on the same basis as revenue on the underlying policies being reinsured.

Expected reinsurance recoveries on unpaid claims are recognized as assets at the same time and using principles consistent with the Company's method for establishing the related liability.

(g) Refund of premiums

Under the discretion of the Board of Directors the Company may declare a refund to its policyholders based on premiums to the mandatory insurance program required by the Architect's Act and its regulations.

Financial instruments

The Company classifies its financial instruments into one of the following categories based on the purpose for which the asset was acquired or liability incurred. All transactions related to financial instruments are recorded on a trade date basis. The Company's accounting policy for each category is as follows:

(a) Loans and receivables

These assets are non-derivative financial assets resulting from the delivery of cash or other assets by a lender to a borrower in return for a promise to repay on a specified date or dates, or on demand. They are initially recognized at fair value plus transaction costs that are directly attributable to their acquisition or issue and subsequently carried at amortized cost, using the effective interest rate method, less any impairment losses.

Impairment provisions are recognized when there is objective evidence (such as significant financial difficulties on the part of the counterparty or default or significant delay in payment) that the Company will be unable to collect all of the amounts due under the terms receivable, the amount of such a provision being the difference between the net carrying amount and the present value of the future expected cash flows associated with the impaired receivable. For amounts due from policyholders and reinsurers, such provisions are recorded in a separate allowance account with the loss being recognized in net income. On confirmation that the amounts receivable will not be collectable, the gross carrying value of the asset is written off against the associated provision.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

(b) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturity that the Company has the positive intention and ability to hold to maturity. These investments are initially recognized at fair value plus transaction costs that are directly attributable to their acquisition. Subsequently they are carried at amortized cost using the effective interest rate method. The Company classifies its debt securities that are backing its claims liabilities as held-to-maturity. This aims to reduce the volatility caused by the fluctuations in carrying values of underlying claims liabilities due to the impact of changes in investment returns on claims discount rates. Interest on debt securities classified as held-to-maturity is calculated using the effective interest method and is included in net income. Where there is a significant or prolonged decline in the fair value of a held-to-maturity financial asset, which constitutes objective evidence of impairment, the full amount of the impairment is recognized in net income.

(c) Available-for-sale investments

Non-derivative financial assets not included in the above categories are classified as available-for-sale and comprise investments in debt securities and equity pooled funds. These instruments are initially recognized at fair value plus transaction costs that are directly attributable to their acquisition. Subsequently they are carried at fair value, unless they do not have a quoted market price in an active market and fair value is not reliably determinable. When they do not have a quoted market price in an active market and fair value is not reliably determinable, they are carried at cost. Investments in pooled funds are valued at the net asset value provided by the investment fund manager.

Changes in fair value are recognized as a separate component of other comprehensive income (OCI). Where there is a significant or prolonged decline in the fair value of an available-for-sale financial asset, which constitutes objective evidence of impairment, the full amount of the impairment, including any amount previously recognized in other comprehensive income (loss), is recognized in net income.

Purchases and sales of equity pooled funds are recognized on the trade date with any change in fair value between trade date and settlement date being recognized in accumulated other comprehensive income (loss).

On sale, the amount held in accumulated other comprehensive income (loss) associated with that asset is removed from shareholder's equity and recognized in net income. Interest on debt securities classified as available-for-sale is calculated using the effective interest method and is included in net income.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

(d) Other financial liabilities

Other financial liabilities include all financial liabilities and comprise payables and accruals. These liabilities are initially recognized at fair value net of any transaction costs directly attributable to the issuance of the instrument and subsequently carried at amortized cost using the effective interest rate method, which ensures that any interest expense over the period to repayment is at a constant rate on the balance of the liability carried in the statement of financial position. Interest expense in this context includes initial transaction costs and premiums payable on redemption, as well as any interest or coupon payable while the liability is outstanding.

Property and equipment

Property and equipment is initially recorded at cost and subsequently measured at cost less accumulated depreciation and accumulated impairment losses. Depreciation is recognized in net income and is provided on a straight-line basis over the estimated useful life of the assets as follows:

Depreciation based on the estimated useful life of the asset is calculated as follows:

Computer hardware	- 20-33% straight-line basis
Furniture and fixtures	- 10% straight-line basis

Depreciation methods, useful lives and residual values are reviewed annually and adjusted if necessary.

Impairment of non-financial assets

Non-financial assets are subject to impairment tests whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. Where the carrying value of an asset exceeds its recoverable amount, which is the higher of value in use and fair value less costs to sell, the asset is written down accordingly.

For the purpose of assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

Where it is not possible to estimate the recoverable amount of an individual asset, an impairment test is carried out on the asset's cash-generating unit, which is the lowest group of assets to which the asset belongs for which there are separately identifiable cash flows.

Impairment charges are included in net income, except to the extent they reverse gains previously recognized in other comprehensive income (loss).

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Income taxes

Income tax expense comprises current and deferred tax. Current and deferred tax are recognized in net income except to the extent that it relates to items recognized directly in equity or in other comprehensive income (loss).

Current income taxes are recognized for the estimated income taxes payable or receivable on taxable income or loss for the current year and any adjustment to income taxes in respect of previous years. Current income taxes are determined using tax rates and tax laws that have been enacted or substantively enacted by the year end date.

Deferred tax assets and liabilities are recognized where the carrying amount of an asset or liability differs from its tax base, except for taxable temporary differences arising on the initial recognition of goodwill and temporary differences arising on the initial recognition of an asset or liability in a transaction which is not a business combination, and at the time of the transaction affects neither accounting or taxable profit or loss.

Recognition of deferred tax assets for unused tax losses, tax credits and deductible temporary differences is restricted to those instances where it is probable that future taxable profit will be available against which the deferred tax asset can be utilized. Deferred tax assets are reviewed at each reporting date and are reduced to the extent that it is no longer probable that the related tax benefit will be realized.

The amount of the deferred tax asset or liability is measured at the amount expected to be recovered from or paid to the taxation authorities. This amount is determined using tax rates and tax laws that have been enacted or substantively enacted by the year end date and are expected to apply when the liabilities / (assets) are settled / (recovered).

Standards, amendments and interpretations not yet adopted

Certain pronouncements were issued by the IASB or the IFRS Interpretations Committee that are mandatory for accounting years beginning after January 1, 2019 or later.

The Company has not yet determined the extent of the impact of the following new standards, interpretations and amendments, which have not been applied in these financial statements.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Standards, amendments and interpretations not yet adopted (continued)

IFRS 9 Financial Instruments replaces IAS 39 Financial Instruments: Recognition and Measurement

In July 2014, the IASB issued the final version of IFRS 9, which reflects all phases of the financial instruments project and replaces IAS 39 – *Financial Instruments: Recognition and Measurement* and all previous versions of IFRS 9. IFRS 9 sets out the requirements for recognizing and measuring financial assets, financial liabilities and some contracts to buy or sell non-financial items. This single, principle-based approach replaces existing rule-based requirements and is intended to improve and simplify the reporting for financial instruments. IFRS 9 is effective for annual periods beginning on or after January 1, 2018. Retrospective application is required with certain exceptions.

In September 2016, the IASB issued amendments to IFRS 4 to address issues arising from the different effective dates of IFRS 9 and the new insurance contracts standard (IFRS 17). The amendments introduced an optional temporary exemption, which permits eligible companies to defer the implementation date of IFRS 9 until annual periods beginning on or after January 1, 2021. The temporary exemption is available to companies whose predominant activity is to issue insurance contracts. The amendments also include an option to apply the “overlay approach” to the presentation of qualifying financial assets, in which an entity would be permitted to remove from profit or loss and present instead in OCI, the impact of measuring financial assets at fair value through profit or loss under IFRS 9 when they would not have been so measured under IAS 39. The Company meets the eligibility criteria of the temporary exemption from IFRS 9 and intends to defer the application of IFRS 9 until the effective date of IFRS 17.

IFRS 16 Leases

IFRS 16 supersedes IAS 17 Leases, IFRIC 4 Determining whether an Arrangement contains a Lease, SIC-15 Operating Leases – Incentives and SIC-27 Evaluating the Substance of Transactions Involving the Legal Form of a Lease. It eliminates the distinction between operating and finance leases from the perspective of the lessee. All contracts that meet the definition of a lease will be recorded in the statement of financial position with a “right of use” asset and a corresponding liability. The asset is subsequently accounted for as property, plant and equipment or investment property and the liability is unwound using the interest rate inherent in the lease. The accounting requirements from the perspective of the lessor remains largely in line with previous IAS 17 requirements. IFRS 16 is effective for annual periods beginning on or after January 1, 2019. The Company expects to recognize right-of-use assets and lease liabilities for its office lease and certain equipment. See Note 9 for a schedule of lease commitments.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Standards, amendments and interpretations not yet adopted (continued)

IFRS 17 Insurance Contracts

IFRS 17 Insurance Contracts supersedes IFRS 4 Insurance Contracts. IFRS 17 establishes the principles for the recognition, measurement, presentation and disclosure of insurance contracts. IFRS 17 requires entities to measure insurance contract liabilities using updated estimates and assumptions that reflect the timing of cash flows and any uncertainty relating to insurance contracts. Additionally, IFRS 17 requires entities to recognize profits as it delivers insurance services. The effective date for IFRS 17 is January 1, 2021. The Company has not yet determined the impact of adoption, however is expected to significantly impact the overall financial statements.

IFRIC 23 Uncertainty over Income Tax Treatments

IFRIC 23 Uncertainty over Income Tax Treatments provides guidance on recognition and measurement of uncertain income tax treatments. The effective date for IFRIC 23 is January 1, 2019. The Company is in the process of evaluating the impact of this interpretation.

2. Critical Accounting Estimates and Judgments

The Company makes estimates and assumptions about the future that affect the reported amounts of assets and liabilities. Estimates and judgments are continually evaluated based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. In the future, actual experience may differ from these estimates and assumptions.

Estimates

The effect of a change in an accounting estimate is recognized prospectively by including it in net income in the period of the change, if the change affects that period only; or in the period of the change and future periods, if the change affects both.

The estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

2. Critical Accounting Estimates and Judgments (continued)

Provision for unpaid claims

The estimation of the provision for unpaid claims and the related reinsurer's share are the Company's most critical accounting estimates. There are several sources of uncertainty that need to be considered by the Company in estimating the amount that will ultimately be paid on these claims. The uncertainty arises because all events affecting the ultimate settlement of claims have not taken place and may not take place for some time. Changes in the estimate of the provision can be caused by receipt of additional claim information, changes in judicial interpretation of contracts, or significant changes in severity or frequency of claims from historical trends. The estimates are based on the Company's historical experience and industry experience.

Judgments

Impairment of available-for-sale investments

The Company determines that available-for-sale investments are impaired when there has been a significant or prolonged decline in fair value below cost. The determination of what is significant or prolonged requires judgment. In making this judgment the Company considers among other factors, the normal volatility in market price, the financial health of the investee and industry and sector performance.

3. Financial Instrument Classification

The carrying amount of the Company's financial instruments by classification is as follows:

	Held to maturity	Available- for-sale	Loans and receivables	Other financial liabilities	Total
December 31, 2018					
Cash	\$ -	\$ -	\$ 3,689,987	\$ -	\$ 3,689,987
Investments	46,388,050	27,808,382	-	-	74,196,432
Receivables	-	-	6,854,451	-	6,854,451
Accrued interest	-	-	412,644	-	412,644
Payables and accruals	-	-	-	(1,985,893)	(1,985,893)
	\$ 46,388,050	\$ 27,808,382	\$ 10,957,082	\$ (1,985,893)	\$ 83,167,621
December 31, 2017					
Cash	\$ -	\$ -	\$ 1,171,936	\$ -	\$ 1,171,936
Investments	45,402,820	27,687,538	-	-	73,090,358
Receivables	-	-	6,304,250	-	6,304,250
Accrued interest	-	-	386,179	-	386,179
Payables and accruals	-	-	-	(2,741,059)	(2,741,059)
	\$ 45,402,820	\$ 27,687,538	\$ 7,862,365	\$ (2,741,059)	\$ 78,211,664

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

3. Financial Instrument Classification (continued)

The following table provides carrying value and fair value information of investments by type of security and issuer. The maximum exposure to credit risk would be the fair value as shown below.

Available-for-Sale

	December 31, 2018		December 31, 2017	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Guaranteed investment certificates (GICs)	\$ 351,131	\$ 351,131	\$ 501,318	\$ 501,318
Bonds issued by				
Government and guaranteed	8,604,232	8,604,232	8,222,638	8,222,638
Asset backed securities	572,436	572,436	278,650	278,650
Canadian municipal	744,752	744,752	889,008	889,008
Corporate	11,032,492	11,032,492	10,457,901	10,457,901
	<u>20,953,912</u>	<u>20,953,912</u>	<u>19,848,197</u>	<u>19,848,197</u>
Equities				
Equity pool fund (Canadian)	3,013,733	3,013,733	3,390,915	3,390,915
Equity pool fund (International)	3,489,606	3,489,606	3,947,108	3,947,108
	<u>6,503,339</u>	<u>6,503,339</u>	<u>7,338,023</u>	<u>7,338,023</u>
Total Available-for-Sale	<u>\$ 27,808,382</u>	<u>\$ 27,808,382</u>	<u>\$ 27,687,538</u>	<u>\$ 27,687,538</u>

Held-to-Maturity

	December 31, 2018		December 31, 2017	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Bonds issued by				
Government and guaranteed	\$ 23,267,324	\$ 23,145,629	\$ 22,785,913	\$ 22,653,326
Corporate	23,120,726	22,785,439	22,616,907	22,438,175
Total Held-to-Maturity	<u>\$ 46,388,050</u>	<u>\$ 45,931,068</u>	<u>\$ 45,402,820</u>	<u>\$ 45,091,501</u>

	December 31, 2018		December 31, 2017	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Total Investments	<u>\$ 74,196,432</u>	<u>\$ 73,739,450</u>	<u>\$ 73,090,358</u>	<u>\$ 72,779,039</u>

The following table provides an analysis of investments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which the fair value is observable:

- Level 1 fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities using the last bid price;
- Level 2 fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices); and
- Level 3 fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2018

3. Financial Instrument Classification (continued)

Financial assets recorded at fair value by the level of the fair value hierarchy:

	Level 1	Level 2	Level 3	Total
December 31, 2018				
GICs	\$ 351,131	\$ -	\$ -	\$ 351,131
Bonds	-	20,953,912	-	20,953,912
Equity pool funds	-	6,503,339	-	6,503,339
Total	\$ 351,131	\$ 27,457,251	\$ -	\$ 27,808,382

	Level 1	Level 2	Level 3	Total
December 31, 2017				
GICs	\$ 501,318	\$ -	\$ -	\$ 501,318
Bonds	-	19,848,197	-	19,848,197
Equity pool funds	-	7,338,023	-	7,338,023
Total	\$ 501,318	\$ 27,186,220	\$ -	\$ 27,687,538

Transfers between levels are considered to have occurred at the date of the event or change in circumstances that caused the transfer. There were no transfers between Level 1 and Level 2 for the years ended December 31, 2018 and 2017. There were also no transfers in or out of Level 3.

Maturity profile of bonds held is as follows:

	Within 1 year	1 to 3 years	3 to 5 years	5 to 7 years	Greater than 7 years	Total
December 31, 2018	\$ 8,397,272	\$ 21,125,266	\$ 23,461,128	\$ 2,087,339	\$ 12,270,750	\$ 67,341,755
Percent of Total	12.47 %	31.37 %	34.84 %	3.10 %	18.22 %	100.00 %
December 31, 2017	\$ 9,872,180	\$ 18,663,206	\$ 22,372,903	\$ 2,003,403	\$ 12,339,325	\$ 65,251,017
Percent of Total	15.13 %	28.60 %	34.29 %	3.07 %	18.91 %	100.00 %

The effective interest rate of the bond portfolio is 3.19% (2017 - 3.48%).

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

4. Property and Equipment

	Property and equipment		
	Furniture and fixtures	Computer hardware	Total
Cost			
Balance at January 1, 2017	\$ 145,551	\$ 602,369	\$ 747,920
Additions	57,647	236,061	293,708
Disposals	(56,950)	-	(56,950)
Balance on December 31, 2017	146,248	838,430	984,678
Additions	2,366	96,997	99,363
Disposals	(30,371)	(91,926)	(122,297)
Balance on December 31, 2018	\$ 118,243	\$ 843,501	\$ 961,744
Accumulated depreciation			
Balance at January 1, 2017	\$ 108,789	\$ 436,917	\$ 545,706
Depreciation	9,871	86,421	96,292
Disposals	(34,043)	-	(34,043)
Balance on December 31, 2017	84,617	523,338	607,955
Depreciation	7,116	75,230	82,346
Disposals	(30,371)	(91,926)	(122,297)
Balance on December 31, 2018	\$ 61,362	\$ 506,642	\$ 568,004
Net Book Value			
December 31, 2017	\$ 61,631	\$ 315,092	\$ 376,723
December 31, 2018	\$ 56,881	\$ 336,859	\$ 393,740

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

5. Share Capital

Authorized:			
100,000	Class A preferred shares having a par value of \$100, redeemable by the Company at par value, non-voting, non-participating, non-cumulative, maximum annual dividend of 6.5%		
100	preferred shares having a par value of \$100, redeemable by the Company at par value, non-voting, non-participating, non-cumulative 6% dividends		
250,000	common shares having a par value of \$100		
Issued:			
		2018	2017
50,000	Class A Preference shares	\$ 5,000,000	\$ 5,000,000
65	Preference shares	6,500	6,500
201,000	Common shares	20,100,000	20,100,000
		\$ 25,106,500	\$ 25,106,500

6. Income Taxes

The significant components of tax expense included in net income are composed of:

	2018	2017
Current tax expense		
Based on current year taxable income (loss)	\$ (89,154)	\$ 107,239
Deferred tax expense (recovery)		
Origination and reversal of temporary differences	\$ 18,573	\$ (1,823)
Non deductible claims	(70,477)	(18,192)
Change in deferred tax on other comprehensive income	381,993	(131,172)
Loss carryforwards	(177,853)	57,828
Other	(3,706)	(3,705)
	148,530	(97,064)
Total income tax expense	\$ 59,376	\$ 10,175

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

6. Income Taxes (continued)

The significant components of the tax effect of the amounts recognized in other comprehensive income (loss) are composed of:

	2018	2017
Change in unrealized gains on available-for-sale investments	\$ (291,221)	\$ 147,085
Reclassification of realized gains on available-for-sale investments	(90,772)	(15,913)
Total tax effect of amounts recorded in other comprehensive income	<u>\$ (381,993)</u>	<u>\$ 131,172</u>

Reasons for the difference between tax expense for the year and the expected income taxes based on the statutory tax rate of 26.5% (2017 – 26.5%) are as follows:

	2018	2017
Income before income taxes	\$ 703,640	\$ 71,988
Expected taxes based on the statutory rate	\$ 186,465	\$ 19,077
Non deductible expenses	3,488	4,392
Canadian dividend income not taxable	(148,617)	(13,299)
Under provision (recovery) in prior years	18,040	5
Total income tax	<u>\$ 59,376</u>	<u>\$ 10,175</u>

The movements in 2018 deferred tax liabilities and assets are:

	Opening balance at Jan 1, 2018	Recognize in net income	Recognize in OCI	Closing balance at Dec 31, 2018
2018				
<i>Deferred tax assets</i>				
Claims liabilities	\$ 543,144	\$ 70,477	\$ -	\$ 613,621
Loss carryforwards	-	177,853	-	177,853
Deferred tax assets	<u>\$ 543,144</u>	<u>\$ 248,330</u>	<u>\$ -</u>	<u>\$ 791,474</u>
2018				
<i>Deferred tax liabilities</i>				
Investments	\$ -	\$ 381,993	\$ (381,993)	\$ -
Bond transitional provision	24,189	(3,706)	-	20,483
Plant & equipment	26,297	18,573	-	44,870
Deferred tax liabilities	<u>50,486</u>	<u>396,860</u>	<u>(381,993)</u>	<u>65,353</u>
Net deferred tax	<u>\$ 492,658</u>	<u>\$ (148,530)</u>	<u>\$ 381,993</u>	<u>\$ 726,121</u>

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

6. Income Taxes (continued)

The movements in 2017 deferred tax liabilities and assets are:

	Opening balance at Jan 1, 2017	Recognize in net income	Recognize in OCI	Closing balance at Dec 31, 2017
2017				
<i>Deferred tax assets</i>				
Claims liabilities	\$ 524,952	\$ 18,192	\$ -	\$ 543,144
Loss carryforwards	57,828	(57,828)	-	-
Deferred tax assets	<u>\$ 582,780</u>	<u>\$ (39,636)</u>	<u>\$ -</u>	<u>\$ 543,144</u>
2017				
<i>Deferred tax liabilities</i>				
Investments	\$ -	\$ (131,172)	\$ 131,172	\$ -
Bond transitional provision	27,894	(3,705)	-	24,189
Plant & equipment	28,120	(1,823)	-	26,297
Deferred tax liabilities	<u>56,014</u>	<u>(136,700)</u>	<u>131,172</u>	<u>50,486</u>
Net deferred tax	<u>\$ 526,766</u>	<u>\$ 97,064</u>	<u>\$ (131,172)</u>	<u>\$ 492,658</u>

7. Investment Income

	2018	2017
Interest income	\$ 2,111,575	\$ 1,842,302
Dividend income	560,819	50,185
Realized gains on disposal of investments	340,671	49,367
Investment expenses	<u>(248,764)</u>	<u>(157,335)</u>
	<u>\$ 2,764,301</u>	<u>\$ 1,784,519</u>

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

8. Related Party Transactions

The Company entered into the following transactions with key management personnel, which are defined by IAS 24, Related Party Disclosures, as those persons having authority and responsibility for planning, directing and controlling the activities of the Company, including directors and management:

	<u>2018</u>	<u>2017</u>
Compensation		
Executives' compensation and directors' fees	\$ 1,515,203	\$ 1,522,881

In addition, the Company had the following transactions with its parent company, The Ontario Association of Architects:

	<u>2018</u>	<u>2017</u>
Administrative services and practice consultation service	\$ 2,646	\$ 88,126
Occupancy costs	-	99,957

9. Commitments

The Company has entered into operating leases for its office premises and certain equipment. The minimum annual lease payments on all leases for the next four years are as follows:

2019	\$ 268,925
2020	272,349
2021	270,775
2022	<u>224,326</u>
	\$ 1,036,375

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

10. Capital Management

The Company's objectives with respect to capital management are to maintain a capital base that is structured to exceed regulatory requirements and to best utilize capital allocations. Reinsurance is utilized to protect capital from catastrophic losses as the frequency and severity of these losses are inherently unpredictable. To limit their potential impact, the Company purchases reinsurance, the details of which are outlined in Note 11. For the purpose of capital management, the Company has defined capital as its share capital, contributed surplus and retained earnings.

The regulators measure the financial strength of property and casualty insurers using a minimum capital test (MCT). The regulators require property and casualty companies to comply with capital adequacy requirements. This test compares a company's capital against the risk profile of the organization. The risk-based capital adequacy framework assesses the risk of assets, policy liabilities and other exposures by applying various factors that are dependent on the risks associated with the Company's assets. Additionally, an interest rate risk margin is included in the MCT by assessing the sensitivity of the Company's interest-sensitive assets and liabilities to changes in interest rates. The regulator indicates that the Company should produce a minimum MCT of 150%. During the year, the Company has exceeded this minimum. The regulator has the authority to request more extensive reporting and can place restrictions on the Company's operations if the Company falls below this requirement and deemed necessary.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

11. Financial Instrument and Insurance Risk Management

Insurance risk management

The principal risk the Company faces under insurance contracts is that the actual claims payments or the timing thereof, differ from expectations. This is influenced by the frequency of claims, severity of claims, actual claims paid and subsequent development of long-term claims. Therefore, the objective of the Company is to ensure that sufficient reserves are available to cover these liabilities.

The Company insures architects in Ontario and as a result the Company is exposed to geographical and industry concentration risk. These risks are mitigated by regular review of the claims reserves as well as risk management strategies and the use of reinsurance arrangements.

The Company writes insurance primarily over a twelve month duration on a claims made basis.

The Company follows a policy of underwriting and reinsuring contracts of insurance which limit the liability of the Company to an amount on any one claim of \$250,000 (2017 - \$250,000). In 2018, the reinsurer agreed to pay claims expenses in excess of \$300,000 (2017 - \$400,000) on each claim for claim limits above \$250,000. In addition, the Company has obtained stop loss reinsurance and clash reinsurance against catastrophic events. The stop loss reinsurance attaches when claims liabilities in a specific underwriting year exceed \$17,000,000 (2017 - \$17,000,000) and ceases when claims liabilities reach \$31,000,000 of the ultimate net loss (2017 - \$31,000,000). The clash reinsurance applies to predefined events that cause a multiplicity of claims in excess of \$1,500,000 (2017 - \$1,500,000). The coverage is \$4,000,000 (2017 - \$4,000,000) in excess of a deductible of \$1,500,000 (2017 - \$1,500,000) for claims arising from a predefined event.

Amounts recoverable from reinsurer are estimated in a manner consistent with the outstanding claims provision and are in accordance with the reinsurance contracts. Although the Company has reinsurance arrangements, it is not relieved of its direct obligations to its policyholders and thus a credit exposure exists with respect to ceded insurance, to the extent that any reinsurer is unable to meet its obligations assumed under such reinsurance agreements.

The Company is exposed to pricing risk to the extent that unearned premiums are insufficient to meet the related future policy costs. Evaluation is performed regularly to estimate future claims costs, related expenses, and expected profit in relation to unearned premiums. There was no premium deficiency at December 31, 2018 and 2017.

The risks associated with insurance contracts are complex and subject to a number of variables which complicate quantitative sensitivity analysis. The Company uses various techniques based on past claims development experience to quantify these sensitivities. This includes indicators such as average claim cost, amount of claims frequency, expected loss ratios and claims development.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

11. Financial Instrument and Insurance Risk Management (continued)

Results of sensitivity testing based on expected loss ratios are as follows, shown gross and net of reinsurance as impacted on pre-tax income:

	Liability claims	
	2018	2017
5% increase in loss ratios		
Gross	\$ 2,330,000	\$ 2,057,000
Net	1,559,000	1,349,000
5% decrease in loss ratios		
Gross	\$ (2,057,000)	\$ (2,054,000)
Net	(1,349,000)	(1,349,000)

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

Credit risk

Credit risk is the risk of financial loss to the Company if a debtor fails to make payments of interest and principal when due. The Company is exposed to this risk relating to its debt holdings in its investment portfolio and the reliance on the reinsurer to make payment when certain loss conditions are met.

The Company's investment policy puts limits on the bond portfolio including portfolio composition limits, issuer type limits, bond quality limits, aggregate issuer limits, and corporate sector limits. Funds are invested in bonds, asset backed securities and debentures of Federal, Provincial or Municipal Government and corporations rated BBB or better. The held-to-maturity investment policy, limits investment in bonds of the various ratings to limits ranging from 80% to 100% of the Company's portfolio. The available-for-sale investment policy, limits investment in bonds of the various ratings to limits ranging from 70% to 85% of the Company's portfolio. All fixed income portfolios are measured for performance on a quarterly basis and monitored by management on a monthly basis.

Reinsurance is placed with Lloyds, a Canadian registered reinsurer. Reinsurance treaties are reviewed annually by management prior to renewal of the reinsurance contract.

Receivables are short-term in nature consisting of a large number of policyholders, and are not subject to material credit risk. Regular review of outstanding receivables is performed to ensure credit worthiness.

There have been no significant changes from the previous year in the exposure to credit risk or policies, procedures and methods used to measure the risk.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

11. Financial Instrument and Insurance Risk Management (continued)

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate as a result of market factors. Market factors include three types of risk: currency risk, interest rate risk and equity risk.

The Company's investment policy operates within the guidelines of the Insurance Act. An investment policy is in place and its application is monitored by the Finance and Audit Committee and the Board of Directors. Diversification techniques are utilized to minimize risk.

Currency risk

Currency risk relates to the Company operating in different currencies and converting non-Canadian earnings at different points in time at different foreign exchange levels when adverse changes in foreign currency exchange rates occur. The Company is exposed to currency risk through its investment in international equity pool fund.

There have been no significant changes from the previous year in the exposure to currency risk or policies, procedures and methods used to measure the risk.

Interest rate risk

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates.

The Company is exposed to this risk through its interest bearing investments (GICs, asset backed securities and bonds).

Historical data and current information is used to profile the ultimate claims settlement pattern by class of insurance, which is then used in a broad sense to develop an investment policy and strategy for its investments held in support of its claims liabilities and classified as held-to-maturity. This allows the Company to effectively manage a portion of its interest rate risk. However, because a significant portion of the Company's assets relate to its capital rather than liabilities, the value of its interest rate based assets exceeds its interest rate based liabilities. As a result the Company is exposed to significant interest rate risk. Generally, the Company's investment income related to its available-for-sale financial investment portfolio will move with interest rates over the medium to long-term with short-term interest rate fluctuations creating unrealized gains or losses in other comprehensive income (loss).

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2018

11. Financial Instrument and Insurance Risk Management (continued)

At December 31, 2018, a 1% move in interest rates, with all other variables held constant, could impact the market value of bonds and asset backed securities held as available-for-sale by approximately \$1,596,000 (2017 - \$1,572,000) and those classified as held-to-maturity by \$1,047,000 (2017 - \$957,000). The change would be recognized in other comprehensive income (loss) for the available-for-sale portfolio. A 1% change in the interest rate used to discount the Company's claims liabilities, with all other variables held constant, could have an offsetting impact on claims liabilities of approximately \$1,437,000 (2017 - \$1,241,000).

There have been no significant changes from the previous year in the exposure to interest rate risk or policies, procedures and methods used to measure the risk.

Equity risk

Equity risk is the uncertainty associated with the valuation of assets arising from changes in equity markets. The Company is exposed to this risk through its holdings in equity pooled funds within its investment portfolio. At December 31, 2018, a 10% movement in the stock markets with all other variables held constant would have an estimated effect on the fair values of the Company's equities of approximately \$650,000 (2017 - \$733,000).

Equity pooled funds are monitored by the Board of Directors and holdings are adjusted to ensure the investment portfolio remains in compliance with the investment policy.

There have been no significant changes from the previous year in the exposure to equity risk or policies, procedures and methods used to measure the risk.

Liquidity risk

Liquidity risk is the risk that the Company will not be able to meet all cash outflow obligations as they come due. The Company mitigates this risk by monitoring cash activities and expected outflows. The Company's current liabilities arise as claims are made. The Company does not have material liabilities that can be called unexpectedly at the demand of a lender or client. The Company has no material commitments for capital expenditures and there is no need for such expenditures in the normal course of business. Claim payments are funded by current operating cash flow including investment income.

There have been no significant changes from the previous year in the exposure to liquidity risk or policies, procedures and methods used to measure the risk.

The Company has the availability of an operating line of credit in the amount of \$1,500,000 (2017 - \$1,500,000). The line of credit is secured by a first-priority security interest over all assets of the Company. Interest on the line of credit is payable monthly at the prime rate per annum. The Company has not drawn any funds on the facility.

Pro-Demnity Insurance Company

Summary Schedule of Operating Expenses

For the year ended December 31	2018	2017
Salaries and benefits	\$ 2,770,029	\$ 2,622,483
Employee acquisition costs	118,815	6,978
Advertising	3,135	20,676
Automobile and travel	86,348	97,975
Bad debts	458	11,030
Directors' remuneration	577,307	625,108
Computer maintenance	21,075	19,832
Insurance	144,194	143,701
Postage and courier	28,842	23,117
Printing and stationary	98,073	91,625
Professional fees	302,880	382,693
Telephone and communications	31,972	28,615
Depreciation	82,346	96,292
Training, membership and general	79,150	121,739
Regulatory assessment	17,505	13,439
Occupancy costs	236,232	192,861
OAA service agreement	2,646	91,755
Practice risk management	149,567	236,496
Loss on disposal of asset	-	22,907
	\$ 4,750,574	\$ 4,849,322



FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 4.8

Memorandum

To: Council

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
Agata Mancini	Wayne Medford
Elaine Mintz	Sarah Murray
David C. Rich	David Sin
Robert Sirman	Susan Spiegel
John Stephenson	Alberto Temprano
Magid Youssef	

**From: Amir Azadeh
Chair, Communications Committee**

Jeremiah Gammond	Jennifer King
Agata Z. Mancini	Joël León
Sadeq M. Sadeq	Magid Youssef

Date: February 20, 2019

Subject: The 2020 OAA Annual Conference Theme

Objective: To obtain approval of the 2020 title and theme for the OAA Annual Conference.

Background:

Each year at the March meeting, OAA Council is asked to consider the proposed theme for the following year's OAA Annual Conference. This early approval allows for the 'next' Conference to be highlighted at the current year's event in May. Such a tactic has proven to be useful in marketing the event for the following year and raising awareness. The Communications Committee has developed the following title and theme for next year's event:

Shifting Paradigms

As a profession and as an Association, we are at a pivotal moment: How we practise is rapidly changing in tandem with shifting priorities across society. From the way we deliver projects to the way we organize our offices, and from the tools we use to design to the skills we need to succeed, all aspects must evolve synergistically. In today's society, where diversity, sustainability and transparency are paramount, the question is: Are we leading by example?

Action: Council is asked to approve the 2020 Conference title and theme.



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 4.9

Memorandum

To: **Council**
Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef
Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From: Kristi Doyle, Executive Director

Date: February 25, 2019

Subject: Toronto 2030 District Sponsorship Request

Objective:

To consider the attached request for sponsorship for the Toronto 2030 District.

Background:

Recall that Council considered the attached request for sponsorship from the Toronto 2030 District at the January Council meeting. The material is self-explanatory. The request was tabled by Council and I was asked to gather some additional information regarding the District's business plan as well as other sponsors being sought.

I had a telephone conversation with Amanda Smith, Executive Director of the District a few weeks ago. Smith provided the attached business plan which has been recently approved by the Board and also confirmed that they have secured other sponsors at this time. Among those sponsors is Ontario Hydro and one major building owner. Total sponsorship secured to date is approximately \$50,000. Enbridge Gas distribution is also considering this opportunity.

The sponsorship level that had been recommended by the OAA's Sustainable Built Environment Committee (SBEC) is \$25,000.

Action:

Council is being asked to reconsider the request for sponsorship. It is noted however that other sponsorship levels are also available.



Ontario Association of Architects

FOR COUNCIL MEETING
January 24, 2019
(open)
ITEM: 4.4

Memorandum

To:

Council

John Stephenson
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Magid Youssef

Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Kathleen Kurtin
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
Alberto Temprano

From:

Gordon Erskine, Vice President Strategic
Ted Wilson, Chair, Sustainable Built Environments Committee

Committee Members

Cheryl Atkinson	Terri Boake
Eric Anthony Charron	Paul Dowsett
Gordon Erskine (VP Strategic)	Mariana Esponda
Dan Harvey	Joy Henderson
Sheena Sharp	Andy Thomson
Richard Williams	Ted Wilson (Chair)

Date:

January 15, 2019

Subject:

Toronto 2030 District Sponsorship Request

Objective:

To ask OAA Council to sponsor the Toronto 2030 District. This request is being advanced outside of the usual OAA Public Awareness Sponsorship program process as it exceeds the maximum threshold for that program which is \$10,000.

Background:

The 2030 District was co-founded in 2015 by the OAA and Sustainable Buildings Canada (SBC), with each organization giving \$15,000. At the time it was imagined that the organization would grow more quickly and become self-sustaining. Toronto, it turns out, is a different environment than the US in terms of funding, government resources, and existing environmental groups, and it has taken time to find a niche where it can be useful.

It was decided that Toronto did not need another "race to reduce", but a group that could explain the Paris targets in practical terms, comparing what is being collectively achieved to what needs to be achieved. To do this, the organization required detailed data that was not available in a comprehensive database. In collaboration with the Canadian Urban Institute (CUI), the 2030 District made agreements with utility providers, and the Municipal Property Assessment Corporation (MPAC) to obtain and merge the data, and now has a baseline platform from where work can start.

The District has also completed a "heat map" showing what building types and communities have active organizations and what groups need assistance. For example, large office buildings have very sophisticated systems for measuring energy use, while small buildings barely make use of the available lighting incentives, if they have any capacity at all for energy efficient retrofits. The data now available shows the percentage energy use by building type within the district as well as the intensity. In addition, the District collaborated with RWDI on the COMPASS tool to provide detailed data on the buildings coming on stream.

To do this work, the 2030 District has attracted funding from Enbridge and an additional \$5,000 from the OAA. SBC has also chipped in approximately \$20,000. The platform development was supported by the province, initially for a 1.5 year program which included community engagement, but was cut by the new government after the election. Fortunately by that time, the platform was complete.

The data collected is divided by building type from within a study area in downtown Toronto. The area within the study boundary contains representatives of most building types in the province, from high-rise to hospitals; low rise residential to stadiums. As a starting point, the data can be extrapolated to all of Toronto, and Ontario because the density and variety of buildings in the study area can act as a microcosm for the rest of Ontario. The method of data collection that was developed can be used to extend the program to other cities in Ontario and it is hoped that more cities will be able to join the 2030 District program soon.

The next step is to pull together groups already working on building efficiency and present various scenarios that the study area could follow to meet the UN Targets, sparking discussion and hopefully a sense of common purpose. It should also inspire groups to eliminate overlapping efforts, and instead serve sectors with unmet needs. It is the hope of the District and the CUI that, if successful, the program can expand to other cities in Ontario.

Proposition:

In lieu of provincial funding, the Toronto 2030 District is starting a campaign to attract sponsors for core funding. It is believed a minimum of \$50,000 a year is needed to survive, but \$100,000 a year to move the District forward. It is also believed that if the 2030 District can get a first sponsor, it will be easier to attract more sponsors. The ideal sponsors (in addition to a group like the OAA, representing architecture) would be large building owners, a utility or a foundation. If the District has core funding, additional project and research funding will become easier to obtain.

Request:

That the OAA become a platinum sponsor (\$25,000) of the 2030 District.

Action:

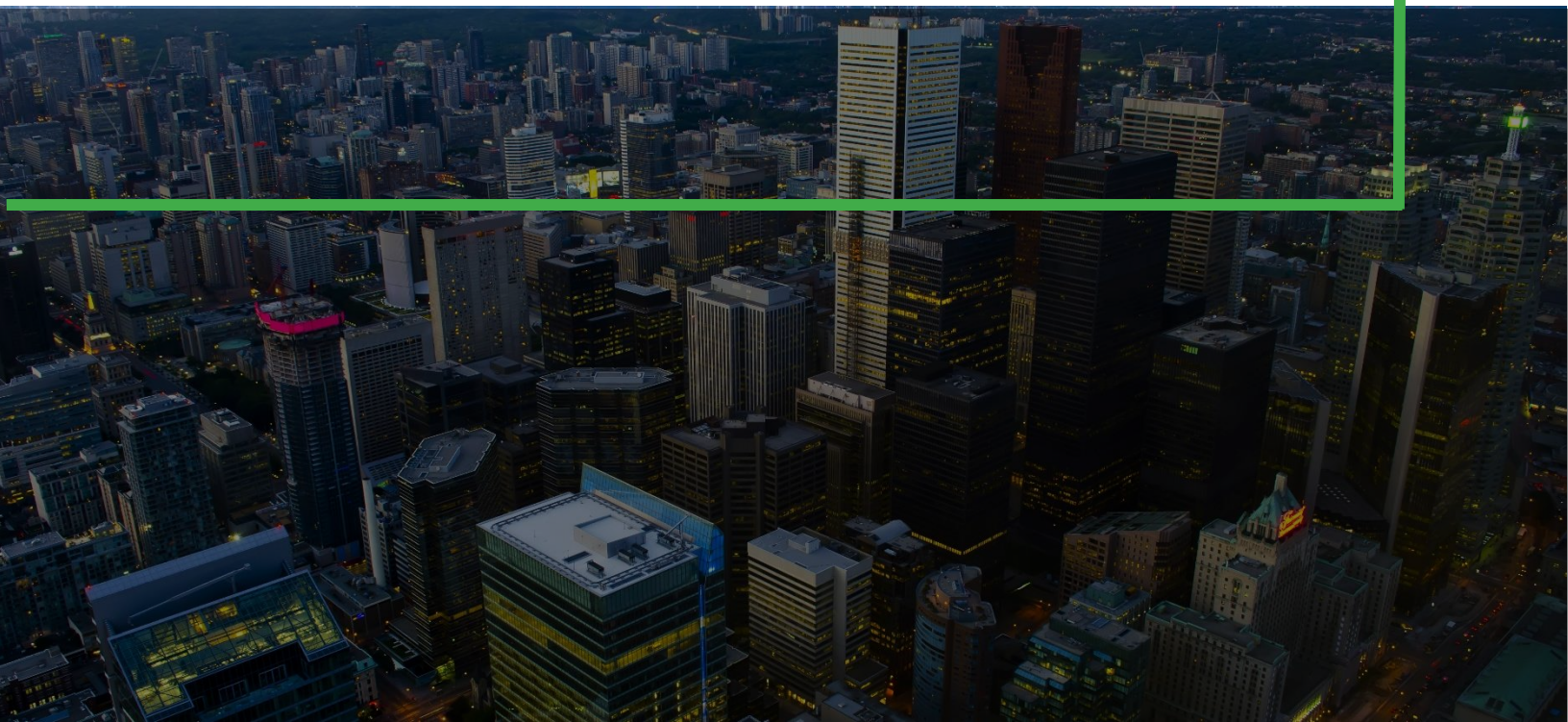
Vote on this proposal

Attachments:

2030 Sponsorship Package



SPONSORSHIP PROSPECTUS



The Toronto 2030 District is working to create high performance, low impact buildings in downtown Toronto through collaboration, better data and industry leadership.

Amanda Smith, P. Eng.
Executive Director

asmith@2030districts.org
416-365-0816 x 221

30 St. Patrick St., Suite 500,
Toronto, ON M5T 3A3



Buildings in Toronto

are responsible for 53% of City's GHG emissions and transportation another 35%. Reducing these emissions is the key to addressing climate change and meeting Paris Climate Agreement targets.

INTRODUCTION

The Toronto 2030 District is

- A collaborative effort working towards a common goal of a high performance downtown Toronto
- A private sector-led initiative focused on driving reductions in building-related energy, water and transportation emissions in downtown Toronto
- A member of a network of 20 Districts in cities across North America, including Seattle, Pittsburgh, Los Angeles and San Francisco, aligned with the common vision and goals of the 2030 Challenge

We aim to improve building performance in downtown Toronto through better data, collaboration and industry leadership. We invite you to join us.



OUR GOALS

ENERGY



WATER



TRANSPORTATION



by 2030

▼ 50%

Reduction in energy use for existing buildings
All new buildings are carbon neutral

▼ 50%

Reduction in water use

▼ 50%

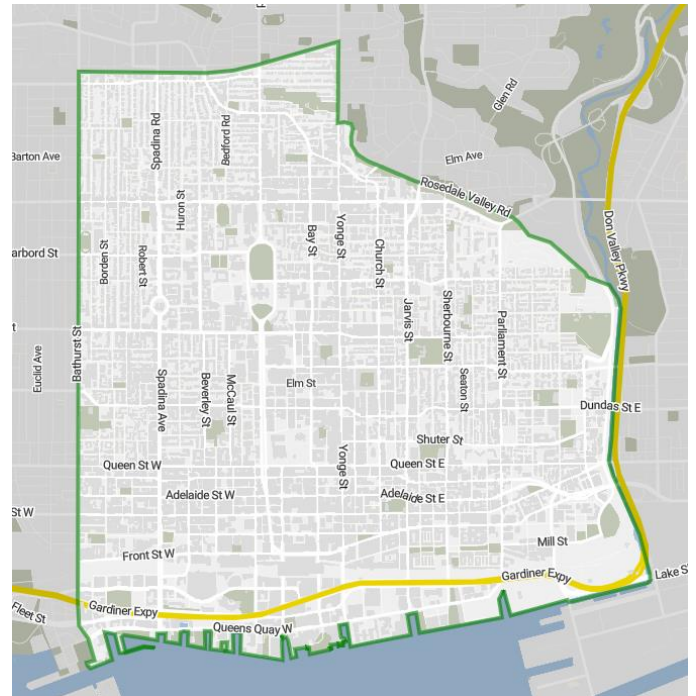
Reduction in carbon emissions from transportation

The Toronto District encompasses the downtown core from Dupont St. to Lake Ontario, and the Don Valley to Bathurst St.

ABOUT US

The Toronto 2030 District includes:

- 7200 buildings
- 31 million square feet
- 5000,000 jobs
- 250,000 residents
- 44-member organizations and growing
- 900 mailing list contacts

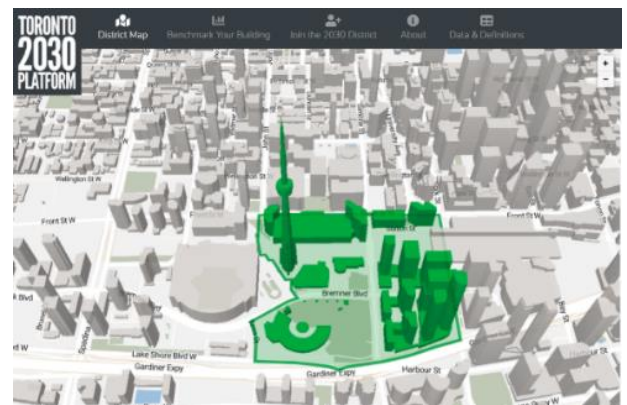


OUR KEY ACHIEVEMENTS IN 2018



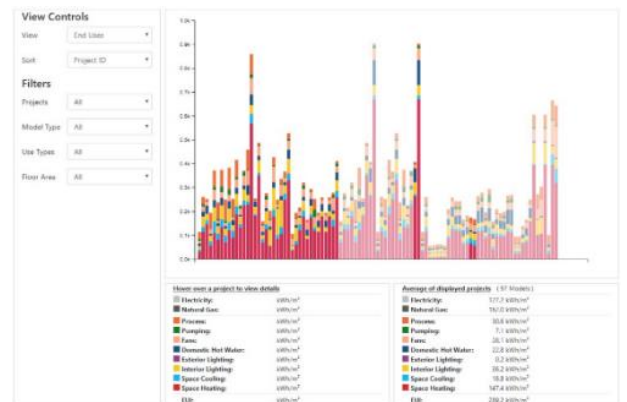
Launched the Toronto 2030 Platform

An online resource designed to track building performance and progress towards the District targets. Created by the Canadian Urban Institute, it displays emissions from energy use, water use and transportation for the District, by building type, and geography.



Launched the COMPASS Tool

A streamlined energy benchmarking and reporting tool to be used during the design phase of building development projects. Developed by RWDI, in collaboration with Sustainable Buildings Canada



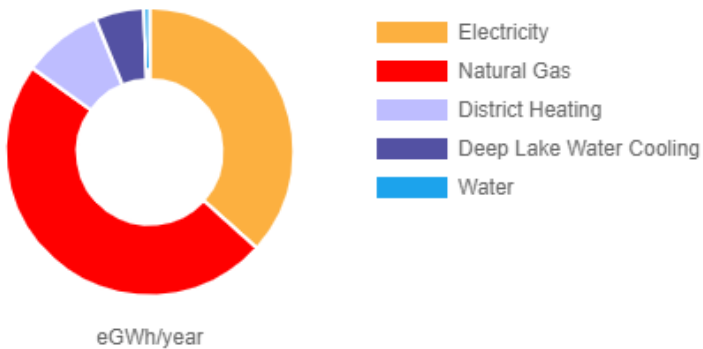
Grew our Network

Participated at events designed to promote the use of these tools to create higher performance buildings. Engaged with over 450 people at conferences, pub nights and lunch and learns about the challenges and opportunities to reduce the impact of buildings in Toronto's 2030 District.

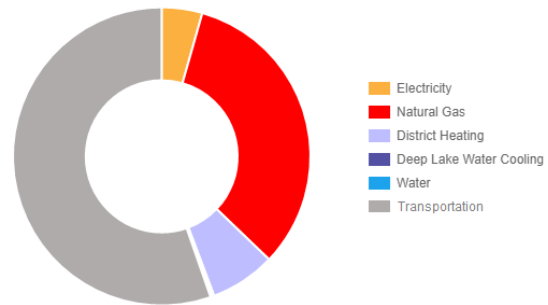


HIGHLIGHTS FROM THE TORONTO 2030 PLATFORM

District Energy Use: 10,030 eGWh/yr



Total District GHG Emissions Including
Transportation: 2.67 MtCO₂/year



2019 INITIATIVES

Building on the foundation we created in 2018 by launching the Toronto 2030 Platform and COMPASS tool, in 2019 we want to support the creation of a high performance downtown Toronto by developing a vision for what it will take to reach our goals, provide opportunities for networking

and collaboration around downtown-Toronto specific challenges and opportunities and deliver the resources and tools needed to get us there. Our planned activities are listed on the next page.



QUANTIFY

+ Develop a roadmap to reach the targets

- Convene a charrette to identify energy, water and transportation conservation opportunities in Toronto.
- Leverage the Toronto 2030 Platform to model the impact of the identified opportunities.
- Develop a roadmap to reach the District targets. This will create a vision for the energy conservation opportunities in downtown Toronto's building stock and the changes in transportation behaviour that would support the achievement of the 2030 targets.

+ Update the Toronto 2030 Platform

- Show the progress of downtown from 2017 to 2018 and add new functionality.
- Demonstrate the possibilities for reaching the 2030 targets



CONNECT

+ Produce an event series

- Convene conversations to grow the commitment to delivering on the solutions in the District roadmap.
- Focus on identifying downtown-Toronto specific challenges and opportunities to improve building performance. Identify the key implementation barriers to inform policy and advocacy positions and engage with government on the issues.
- 6 events



COLLABORATE

+ Convene a collaborative learning group (the Further Faster Group)

- Accelerate retrofits in downtown Toronto, find opportunities, measure, track and evaluate progress towards the District goals. The Further Faster Group will comprise the leading NGOs, industry associations, utilities, researchers and government staff who will act as teachers and learners, exchanging knowledge about creating high performance buildings in a variety of building types in downtown Toronto.
- Identify the key implementation barriers by building type (e.g. split incentives) and we will use the Platform to model the impact of overcoming the barriers.




MOBILIZE

+ Develop and share case studies

- To promote the success of building owners, operators and managers in creating high-performance buildings in downtown Toronto we will create a series of case studies. The case studies will help inspire others in the District to take similar action to create high performing buildings.



SPONSORSHIP OPPORTUNITIES

 Platinum Sponsor	 Gold Sponsor	 Silver Sponsor	 Bronze Sponsor
\$25,000	\$15,000	\$10,000	\$5,000
Primary logo placement on all print and online event materials and collaborative learning group information, materials	Secondary logo placement on all print and online event materials and collaborative learning group information, materials	Logo placement on all print and online event materials and collaborative learning group information, materials	Logo placement on all print and online event materials and collaborative learning group information, materials
Primary logo placement on Toronto 2030 Platform website , and buildings highlighted, where applicable	Secondary logo placement on Toronto 2030 Platform website , and buildings highlighted, where applicable	Logo placement on Toronto 2030 Platform website , and buildings highlighted, where applicable	Logo placement on Toronto 2030 Platform website
Primary logo placement in 2030 District Annual Report and the Toronto 2030 District website	Secondary logo placement in 2030 District Annual Report and the Toronto 2030 District website	Logo placement in 2030 District Annual Report and the Toronto 2030 District website	Logo placement in 2030 District Annual Report and the Toronto 2030 District website
Complimentary event registrations (6 per event)	Complimentary event registrations (4 per event)	Complimentary event registrations (2 per event)	Complimentary event registrations (1 per event)
Speaking opportunity at 2030 District events (3)	Speaking opportunity at 2030 District events (2)	Speaking opportunity at 2030 District events (1)	
Featured in case studies (2)	Featured in case study (1)	Featured in case study (1)	
Recognition by the 2030 Network and promotion to all 20-member cities			

1.0 About the Toronto 2030 District

The **Toronto 2030 District** is a private sector-led initiative focused on driving reductions in building-related energy, water and transportation emissions in Toronto's downtown core. Our work aligns with commitments under the Paris Climate Agreement to limit global average temperature rise to below 2°C and pursue efforts to limit the increase to 1.5°C. We are a member of a network of 22 Districts in cities across North America, and a joint effort of many groups working toward a common goal. We aim to improve conservation effectiveness through better data, collaboration and industry leadership.

2.0 Value Proposition

Our value proposition is based on the clear need for a **community-centred organization to act as a catalyst for 'collective impact'** because no one group has the authority or capacity to solve the problem of building performance alone, there are too many silos and not enough collaboration, and there is a great of complexity in the marketplace and not enough resources to help people navigate it.

This includes three main areas:

1. A clear understanding of District GHG emissions at a granularity that can support strategic action
2. Identifying systemic barriers to conservation and empowering the community to overcome these
3. Mobilizing various sectors around the uptake of market ready solutions and programs

3.0 Values

- **Community Led**
Sustained market transformation cannot be achieved without buy-in and ownership from the whole community.
- **Evidence-Based**
Market transformation planning, policies and programs should be based on an accurate understanding of the Toronto 2030 District's emissions profile and evaluated against measurable net benefits.
- **Equitable**
Community-wide emissions reductions are the responsibility of every stakeholder group - each to the best of their ability.
- **Inclusive**
No stakeholder should be excluded from participating in the District.
- **Catalyzing**
The District should not replace existing programs that share the common goal of greenhouse gas reduction but should instead enhance and amplify those activities.

4. Planning Goals

Goals for 2019

The following general goals inform our 2019 activities, which are described in the following section. They include:

- Deliver programming focused on District scale challenges and solutions. Focus on those issues that have not been addressed by other organizations and help amplify the work of others in the areas where they are leading change.
- Leverage the 2030 District's non-partisan status to advocate for solutions in the built environment aligned with 2030 District targets and the Paris Climate Agreement targets.
- Use the data developed through the Toronto 2030 Platform to quantify and communicate the progress of the District and the opportunity of specific energy conservation measures and policy changes.
- Develop a method, model and expertise that will be replicable in other cities.

Longer range goals for 2020 and Beyond

- Use our expertise to either establish other Districts or help them self-organize. For example, discussions have taken place or are underway in Parry Sound, Beach area of Toronto and Burlington.
- Use data to demonstrate the improved performance of buildings in the District year over year. Identify the drivers of change and share these with other jurisdictions.
- Become a stand-alone entity, funded by ongoing membership and sponsorship support.

4.0 Proposed 2019 Activities



The planned tasks for the Toronto 2030 District's 2019 tasks are listed below. The program will be scaled to the amount of funding received.

Quantify:

1. Annual Report

Develop first annual District report for 2018 – highlight performance in energy, water, transportation, GHG emissions, new tools, membership, advisory board.

2. Toronto 2030 Platform

- a. Update the Toronto 2030 Platform with 2018 data
- b. Create a District baseline for energy use, water use and transportation emissions
- c. Add functionality: improved building benchmarking (scenario modeling and performance relative to targets), add building-level data (BPS, owner-supplied, EWRB, if available), showcase members
- d. Show the possibilities for reaching the 2030 targets to help inspire change in Toronto and other jurisdictions
- e. Pursue potential technical upgrades e.g. user login and data upload

3. Roadmap to Reach the Targets

Develop roadmap to reaching the 2030 targets (see [Seattle example](#)). Identify the technologies and design features that would need to be implemented for each building type using downtown Toronto's building inventory as a case study. Identify barriers and opportunities for adoption. Model key conversation measures by building type to determine the steps needed to reach the targets. Quantify the savings and potential co-benefits.

Connect:

4. Event series (6 events)

Convene an event series to drive massive collaboration needed to reach the targets: focused on less represented topics. Highlight buildings in the District and solutions to District and community scale challenges. Showcase examples that demonstrate how change happens. Actively target and invite building owners, politicians, designers, policy staff etc. to attend and participate. Topics may include:

- a. **Deep energy retrofits** – showcase examples of successful deep retrofits. Discuss the challenges and opportunities for achieving these at scale.
- b. **Retail and hospitality buildings** – the biggest energy use category in the District. Highlight opportunities for improving energy efficiency in these buildings.
- c. **Transportation** – examine how building design and operations can reduce carbon emissions from transportation by building occupants.
- d. **Residential** – examine barriers and opportunities for increasing residential energy efficiency including legislative (Landlord and Tenant Act, Condo act), split incentives and design challenges.
- e. **Institutional** – focusing on specific buildings types, such as cultural institutions, identify barriers and opportunities for energy use reduction.
- f. **District and Renewable Energy** – examine the possibilities for leveraging community scale low carbon and renewable energy to create low emissions buildings. Consider the design and planning changes that are required.
- g. **Others TBD**

5. Building owner outreach

Targeted direct outreach to building owners to increase their engagement in the District, understand their challenges, and develop programming focused on overcoming these.

6. Video case studies

Develop 6 engaging video case studies to showcase member performance.

7. Expand the Membership

Expand and reengage the membership.

Collaborate:

8. Collaborative Learning Group

- a. The Further Faster Group will comprise the leading NGOs, industry associations, utilities, researchers and government staff who will act as teachers and learners, exchanging knowledge about creating high performance buildings in a variety of building types in downtown Toronto.
- b. Convene a charrette to identify energy, water and transportation conservation opportunities, existing programs and implementation barriers (e.g. split incentives) by building type in Toronto.

- c. Leverage the Toronto 2030 Platform to model the impact of the identified opportunities.
- d. Collaborate on research projects aligned with the District goals.

Mobilize:

9. Promote/advance partner work

Promote the work of other leaders in the industry. For example, promote the **RWDI COMPASS tool** to the design community. COMPASS is an energy benchmarking and reporting tool for new construction projects at the design stage. This will help support improved energy performance of new building design.

10. Collaborate on Research

Collaborate with other organizations on research focused on improving building performance. Examples of projects currently under discussion include Mott MacDonald machine learning for building automation, Sage Living occupant comfort in glass buildings, Bay Area Climate Change Office, Ryerson University, waste heat recovery student design project, ULI Greenprint Centre research etc.

Other activities:

11. District Advisory Council

Attend monthly meetings with the Executive Directors of the other 21 Districts.

12. Advisory Board

Convene and attend quarterly meetings.

13. Develop grant proposals

On an as-needed basis, respond to proposal calls and explore grant opportunities.

14. District Network Summit

Attend 3-day summit with the other 21 Districts in Philadelphia – October 2019.

15. Communications

Ongoing social media, website, email, print communications .

5. Funding

The table below shows the proposed 2019 budget for delivering the above items.

TASK S		Total Fees & Expenses/ Disbursements Per Task
No.	Description	
1	2030 District Annual Report incl requesting data from building	\$ 5,235
2	Updates to the Toronto 2030 Platform incl 2018 baseline	\$ 13,440
3	Roadmap to reach the targets	\$ 16,500
4	Event Series - 6 events	\$ 33,060
5	Building owner outreach - existing members	\$ 4,140
6	Case Studies - 6 case studies	\$ 9,240
7	New member outreach	\$ 4,560
8	Collaborative Learning Group and Further Faster Summit	\$ 27,700
9	Promote/advance partner work	\$ 1,040
10	Collaborate on Research	project-based funding
11	Monthly meetings with District Advisory Council	\$ 2,160
12	Quarterly meetings with Advisory Board	\$ 2,880
13	Develop proposals	unfunded
14	District Network Summit	\$ 5,320
15	Communications - social media, website, email, materials	\$ 2,420
		Fees & Expenses/Disbursements
Subtotal		\$ 127,695
HST (13%)		\$ 2,730
TOTAL		\$ 130,425

*CUI is a charitable organization and does not charge tax.

Sponsorship:

A sponsorship package was developed to solicit funding for the 2019 base program. Initial sponsorship commitments have been received from:

- Enwave
- Toronto Hydro
- Sustainable Buildings Canada
- CTL Group

Other potential sources of funds:

- IESO (March 1 to 31, 2019 - application)
- Metcalf Foundation (2019, potential application date)
- Ivey Foundation
- Ontario Trillium Foundation

President's Log

Date	Event/Meeting	Location	Attendees	Time
January 29	PACT Meeting	Toronto	w/Committee Members	12-4pm
February 6	OAA/ARIDO Joint Task Group Meeting	Toronto	w/Committee Members	12-2:30pm
February 7	OAAAS Meeting of the Founder	Toronto	w/OAAAS Board	2:45-3pm
February 7	Annual Priority Planning Session	Toronto	w/Council, ProDem rep, staff	5-9pm
February 8	Annual Priority Planning Session	Toronto	w/Council, staff	8:30am-3pm
February 13	UofT Awards Breakfast	Toronto		7:45-9am
February 13	Building Committee Meeting	Toronto	w/Committee Members	1-3pm
February 15	ProDem Finance & Audit Committee meeting	Toronto	w/ProDem	9:30am-2pm
February 15	Audit Committee Meeting	Toronto	w/Committee Members	2-4:30pm
Feb - March	on-line BILD Awards judging	online		
February 19	OAA SHIFT Jury Day	Toronto	w/committee Members, jury, staff	8:30am-4pm
February 20	Executive Committee Meeting	via phone	w/Executive Committee	12-1:30pm
February 20	Toronto Society of Architects Meeting	Toronto		6:30-9:30pm
February 26	PACT Meeting	Toronto	w/committee members	12-5pm
February 27	CSC Trade Show Luncheon	Toronto		11am-1pm
March 6	pre-Council dinner	Richmond Hill	w/Council	6:30-9pm
March 7	Executive Committee Meeting	Toronto	w/Executive Committee	8:30-9:30am
March 7	Council Meeting	Toronto	w/Council	9:30am-3pm



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 5.1.b

Memorandum

To: **Council**
Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef
Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From: Kristi Doyle, Executive Director

Date: February 26, 2019

Subject: Report from Executive Director

Objective: To provide Council with an update on activities of the Executive Director not covered elsewhere in the Council agenda.

Background:

This report outlines specific activities that have occurred which have not been reported elsewhere in the Council package since the January meeting.

Internal and Administration

A staff meeting was held on February 20 for the purpose of updating staff on activities resulting from the January Council meeting as well as the February Priority Planning Session. The finalization of the Councillor appointments to OAA Committees was reviewed as well as the new Vice President portfolios. A broad overview of the discussions that occurred at the Council Priority Planning Session was shared with staff noting that the final report would be available after the March Council meeting.

The status of the OAA Building renovation and 'move' date was also reviewed and discussed with staff.

On January 31, I participated in a conference call with the Registrar of the Daniels School of Architecture at U of T, and other school officials, regarding the current criteria for the award of the OAA's scholarships -- it is currently highest academic standing, and there are many that already award based on that criteria. This discussion was at the request of the OAA Education Committee who is responsible for approving the disbursement of funds under the OAA Scholarship trust. The purpose is to explore where there might be gaps in criteria for the award of the scholarships to students and award based on something other than academic merit.

On February 25 and 26 I attended the annual CEO Symposium of the Canadian Society of Association Executives in Toronto. A copy of the agenda is attached for information. The session was informative and I have gathered a number of ideas that may be useful for the OAA and Council. I will be speaking to staff and Executive directly about those ideas in the coming months.

The OAA's annual audit has been completed and Council will receive the final audit report at this meeting.

As reported at the January meeting, I will be issuing the advertisement shortly for additional Practice Advisory staff in anticipation of the retirement of Practice Advisor Charles Greenberg. The current and future needs in terms of practice advice and practice advisory services are being considered prior to finalizing an advertisement. An announcement regarding Chuck's retirement will be included in the next OAA News to members.

OAA Activities/Policy and Industry Relations

I participated in a meeting of the Board of Directors for the Construction & Design Alliance (CDAO) on February 21. Recall that I serve on the Board on behalf of the OAA.

I had a conversation with Garry Neil, Executive Director of the Ontario Association of Applied Architectural Sciences (OAAAS) on February 27 to continue discussions around specific items that were raised by Neil and the OAAAS President at the January Council meeting.

I will be meeting with Pro-Demnity Insurance Company CEO Byron Treves and Sharon Portelli, Executive Director of the Association of Registered Interior Designers of Ontario (ARIDO) on March 19 to further discuss the proposed program to address professional liability insurance to interior designers within the context of the regulation of interior design under the *Architects Act*.

On February 19, I was happy to attend the inaugural Jury Day for the OAA's SHIFT program. The review of the submissions and discussion amongst the jury was both exciting and inspirational.

I attended the first meeting of the OAA's new Practice Resource Committee (the consolidation of the Practice Committee and Project Administration Resource Committee) on February 21.

National Initiatives

OAA Registrar Nedra Brown and I attended a workshop of the Canadian Architectural Licensing Authorities (CALA) Administrators on January 25 in Toronto. The CALA Administrators meeting in this format every four years or so which has proven to be a great opportunity to take a deep dive into specific administrative and process aspects of CALA as well as our individual organizations. As well, the group can consider some longer term planning and also talk high level about specific issues that may be on the horizon for regulators.

Action: No action required.

Tina Carfa

Subject: FW: CSAE CEO Symposium - Feb 25 & 26
Attachments: 2019 CSAE CEO SYMPOSIUM Agenda.pdf

From: Emma Girduckis [<mailto:Emma@csae.com>]
Sent: February 21, 2019 5:14 PM
Subject: CSAE CEO Symposium - Feb 25 & 26

Good evening,

We look forward to hosting you at the **CSAE 2019 Symposium for Chief Staff Executives and Chief Elected Officers** on **Monday February 25 and Tuesday February 26, 2019**. Below are some important details you'll need in preparation for the event.

Location: Hilton Toronto Hotel
145 Richmond Street West
Toronto ON M5H 2L2

Registration and Meeting Room: Toronto I Ballroom, Convention Level (one below street level)

Agenda

Monday, February 25, 2019

8:00am - 9:00am - Breakfast & Registration
9:00am - 12:00pm - Session (*Leadership of Contemporary Associations*)
10:30am - 10:45am - Networking Break
12:00pm - 1:00pm - Lunch
1:00pm - 5:00pm - Session (*The Board's Role in Oversight*)
3:15pm - 3:30pm - Networking Break
5:00pm - 7:00pm - Reception - *Sponsored by Hilton Worldwide*

Tuesday, February 26, 2019

7:30am - 8:30am - Breakfast
8:30am - 12:00pm - Session (*Knowledge-Based Decision Making*)
10:15am - 10:30am - Networking Break
12:00pm - 1:00pm - Lunch
1:00pm - 3:30pm - Session (*Leading Culture Change*)

*See attached agenda for more details on session content

If you have any questions prior to the event, please let me know.

Looking forward to seeing you next week!

Best regards,
Emma

Emma Girduckis, CAE | Conference and Events Specialist
Canadian Society of Association Executives
T: 416.363.3555 ext.244 | TF: 1.800.461.3608 | E: emma@csae.com

2019 CSAE CEO SYMPOSIUM OVERVIEW

Discussion Thread I

Day 1 – 9:00 -12:00

Leadership of Contemporary Associations

- Trends and Issues
- Consultative Partnership
- Good Governance Principles

Discussion Thread II

Day 1 – 1:00 to 5:00

The Board's Role in Oversight

- Thinking & Working Preferences
- Roles and Responsibilities
- Financial, Program and Performance Oversight
- Representative Governance Model

Discussion Thread III

Day 2: 8:30 to 12:00

Knowledge-Based Decision Making

- Effective Decisions
- Strategic Thinking
- Difficult Decision Points
- Engaging the Community

Discussion Thread IV

Day 2: 1:00 to 3:30

Leading Culture Change

- Aligning Culture Norms
- Your Leadership Reputation
- Innovation
- Change

Day 1: Continental Breakfast 8:00 - 9:00 Day 2: Continental Breakfast 7:30 - 8:30

Networking Break 10:30-10:45

Networking Break 10:15 - 10:30

Networking Break 3:15-3:30

Lunch Both Days: 12:00-1:00



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 5.1.c

Memorandum

To: **Council**
Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef
Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From: **OAA Building Committee**
Sheena Sharp, Past President & Chair
Kathleen Kurtin, President
John Stephenson, Immediate Past President
Gord Erskine, Vice President Strategic
Toon Dreessen, Past President

Date: February 24, 2019

Subject: Update from the OAA Building Committee

Objective:

To provide Council with an update on the OAA Building Renew & Refresh project.

Background:

Since the last Council meeting, the Building Committee met on February 13, 2019.

The final stages of the construction project continue in accordance with the agreed to schedule. There has been some concern raised however in terms of meeting the occupancy requirements, including the fire safety testing and therefore the date to move back to 111 Moatfield has been pushed to May 1, 2019.

At the February meeting, the Committee considered the recommendations from the FLAP Report commissioned in 2016 to address bird strikes against the building. Recall that upon receipt of the FLAP Report, Council had directed that solutions to address the recommendations be considered once the existing renovation project was complete. It had been noted that the solution did not need to be intrinsically tied to the renovation and in order to provide time for the Committee to explore the options it could be considered nearer to the end of the project completion. The Committee has directed that a specific film be tested on the glazing around the terrace area which is a high strike zone in order to determine efficacy.

As reported previously, additional site work including asphalt and landscape repair as well as installation of Morgan Solar PV will take place later in the spring.

The Opening party is being planned for September.

Under development, and in consultation with the previously engaged art consultants, is a proposal for a new President's Wall at the Headquarters. As options and opportunities are being explored, decisions and implementation on this front will be considered later into 2019.

In addition to the session being offered at OAA Conference 2019 regarding the building project, another opportunity is being pursued to provide education to architects and other design professionals at the spring *architects@work* conference.

Action: For Information only.



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 5.3.a

Memorandum

To:

Council

Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
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Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From:

Gordon Erskine, Vice President Strategic

Committee Members

Gord Erskine (Chair)
Walter Derhak
Kristiana Schuhmann
David Sin

Monica Aggarwal
Kathleen Kurtin
Sheena Sharp
John Stephenson

Date:

February 27, 2019

Subject:

Update on activities under the Vice President Strategic Portfolio

Objective:

To provide Council with an update on the activities under the Vice President Strategic portfolio

Background:

Policy Advocacy Coordination Team (PACT)

PACT met on January 29 and discussed the OAA website update and the concurrent update of discipline disclosure. Members also discussed a request from the Small Practice Information Forum (SPIF), the rumors of the province switching from the Ontario Building Code (OBC) to the National Building Code (NBC), the OAA's response to members about the City of Toronto Committee of Adjustment and appointments to the Toronto Local Appeal Body. Furthermore, PACT discussed the issue of cities and individuals violating the *Architects Act*, and the steps that the OAA is going to take to address this issue.

PACT also discussed that Schedule 10 of Bill 66, *Restoring Ontario's Competitiveness Act*, has been removed. PACT directed Policy and Government Relations (PGR) staff to continue working to have design exclusions fully restored to the *Planning Act*. Additionally, PACT further discussed the OAA's submission to the Province regarding site plan approval (SPA). PGR staff have worked to refine the submission based off of Council and PACT feedback.

The Project Management Service Provision Roundtable (PMSP) was held on January 30 and was a successful event. 18 participants representing architects, project managers and owners were in attendance and the group was able to articulate their concerns and perform a gap analysis of the problems between the two industries.

PACT met again on February 26 and discussed a number of issues—for expediency sake the agenda has been attached as I will only focus on the most significant items.

Bill 70, Registered Professional Planners Act, 2019

For a number of years, the Ontario Professional Planners Institute (OPPI) has been trying to get the government to introduce legislation that would elevate their status from title protection towards becoming more of a quasi-regulator. Prior to the legislation's introduction in 2017, the OAA and OPPI jointly met to discuss their proposal. In May 2017, following the introduction of legislation, the OAA issued a letter to OPPI outlining extensive concerns. Requests for a follow-up meeting with OPPI were declined. Bill 121 died on the order paper when parliament was dissolved for the provincial election. Bill 70, *Registered Professional Planners Act, 2019*, was introduced and is essentially the same as Bill 121.

Windsor Hospital

The Windsor Hospital item is discussed elsewhere in the Council Package.

Ontario Place

The OAA discussed the Toronto Society of Architect's initiatives around the future of Ontario Place. While the OAA may also participate in those efforts, the Committee recommends that the OAA still send a letter stressing the importance of Ontario Place and offering high-level recommendations.

Governance Review

PACT discussed the recent ordeal involving the Professional Engineers of Ontario (PEO), the Ontario Society of Professional Engineers (OSPE), the Consulting Engineers of Ontario (CEO) and the Ministry of the Attorney General.

Independent of what is happening within the engineering community, PACT took particular note of governance reports that had been provided within those correspondences and agreed to take a later look at developments happening in the regulatory community to determine if there are any the OAA may want to consider.

Discipline/ Transparency

At the prior PACT meeting, the Committee had directed PGR staff to consult with the Registrar's office and formalize a set of staff recommendations that Committee members could consider. The findings of a scan of all 40 regulators was presented along with a set of recommendations. The findings indicated that the OAA now lags severely behind virtually all of the other regulators in terms of the member-related information they disclose via their registries.

The Committee was in agreement with most of the recommendations proposed by staff. Concerns regarding the posting of criminal charges (and, to some extent, convictions) was preset in both the discussions between PGR and Registrar staff, as well as at the Committee. All were in agreement that the list of charges would have to be very clearly defined to things that could be of concern to the public interest.

In the interim, direction will be sent to the web developers to ensure the capability is planned into the design of the new Website while final decisions can be made regarding the specifics of how this data could be collected, recorded, and presented to the public.

OBC and NBC

Over the past few months, the OAA has heard rumours that the government may replace the OBC with the NBC. At this current venture, we have assurances that only a harmonization is being pursued. More information on this is contained elsewhere in the Council package.

Meetings

Meetings with Public Services and Procurement Canada (PSPC) and Supply Chain Ontario to discuss quality-based selection (QBS), both went well. As a result of the former meeting, it appears the QBS pilot within the PSPC Ontario Region is likely to go ahead. In the latter meeting, Assistant Deputy Minister of Supply Chain Ontario, Doug Kent, agreed that QBS does not conflict with the Broader Public Service Procurement Directive. The OAA is trying to get Mr. Kent to say that in writing. The OAA also presented QBS to procurement officials at the Canadian Institute for Procurement and Material Management on February 20.

The OAA attended a meeting with the Ministry of Infrastructure to discuss the *Infrastructure for Jobs and Prosperity Act* as well as the need for QBS in public procurement. The OAA also attended a provincial consultation on provincial housing supply, the *Planning Act* and the Provincial Policy Statement. The OAA also attended an industry meeting regarding the OBC and NBC.

Consultations

PGR staff have been busy coordinating with PACT to respond to the following provincial consultations: Bill 66, *Restoring Ontario's Competitiveness Act*, housing supply, the provincial climate change plan, the pre-budget consultation, and the budget consultation. The OAA will also be responding to a consultation on provincial tourism, Ontario Place, and the Growth Plan for the Greater Golden Horseshoe.

Construction and Design Alliance of Ontario (CDAO)

In preparation for a CDAO meeting with the Minister of Infrastructure, members have been contributing to the development of position papers that will be provided to the Ministry.

CDAO had been trying to organize a study that would document the effect that procurement practices can have on the quality of construction documents. While CDAO remains interested in the findings this study could deliver, if there is no movement on the project in the near future it may be sunset.

Action:

No action required.

Ontario Association of Architects
Project Management Service Provision Roundtable

Wednesday, January 30, 2019 | OAA Headquarters – 1 Duncan Mill Road, Toronto, ON.
Facilitated by John Stephenson, OAA Immediate Past President

Roundtable begins at 10:00AM

1. Welcome and introductory activity (25 minutes)
2. Roundtable objectives and hoped/anticipated outcomes (15 minutes)
3. Presentation of Project Management Service Provision (20 minutes)
4. Presentation of the “three questions” for breakout group discussion (15 minutes)
5. Breakout Group discussions (1 hour)
 - a. Each breakout group is comprised of representatives of the 3 stakeholder groups.
 - b. The overarching objectives are to identify expectations of each other and identify gaps in understanding.
 - c. Each breakout groups addresses a separate but related question.
6. **Lunch at 12:15** (1 hour)
7. Reconvene as a whole to develop a gap analysis based on a discussion of the 3 questions. (1 hour)
8. Wrap-up and next steps (30 minutes)

Roundtable ends at approximately 3:00PM



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 5.3.b

Memorandum

To:

Council

Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef

Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Spiegel
Alberto Temprano

From:

Gordon Erskine, Vice President Strategic

Committee Members

Gord Erskine (Chair)
Walter Derhak
Kristiana Schuhmann
David Sin

Monica Aggarwal
Kathleen Kurtin
Sheena Sharp
John Stephenson

Date:

February 27, 2019

Subject:

Windsor Mega Hospital

Objective:

To provide Council with an update on the Windsor Mega Hospital

Background:

In mid-2017, the Windsor Region Society of Architects (WRSA) started to become actively involved in discussions about the political discussion around where to site a hospital in the region. They have continued to maintain their involvement since then and this includes originating an extensive report that is attached to this memo.

In support of the WRSA, the OAA wrote a letter to the Mayor and Council (see attached) on June 29, 2018 encouraging the municipality to engage with local society members. The WRSA tabled the aforementioned report in a letter on July 16, 2018 (see attached).

In spite of this, the site selection was confirmed by Windsor City Council in August, 2018. The decision has since been appealed to the Local Planning Appeal Tribunal (LPAT).

The WRSA requested that the OAA seek status to participate at the LPAT Case Management Conference (CMC) on March 20, 2019. From the Tribunals Ontario *LPAT: Appeal Guide A*:

.../2

What is a CMC?

A case management conference (CMC) is a mandatory hearing event that provides LPAT with the opportunity to identify parties and participant requests, identify or narrow the issues, identify facts that may be agreed upon, and provide directions for disclosure of information.

LPAT will also address parties to discuss opportunities for settlement, including the possible use of mediation or other dispute resolution processes.

The Society has explained this would give the architectural community the opportunity to relay their concerns and recommendations. They stressed that participating at the CMC does not in any way bind the OAA to continue with the full LPAT appeal, assuming it advances to that point.

The OAA filed this request to participate on February 19, 2019 (see attached) and is awaiting confirmation from the LPAT whether our request will be granted. At this time, no further participation or invention beyond the CMC is envisioned but Council should consider carefully next steps (if any) should this proceeds to a full LPAT hearing.

Action:

No action required.

Attachments:

CMC Submission Package (February 19, 2019)



Local Planning Appeal Tribunal **Case Management Conference Submission Form**

THE CASE MANAGEMENT CONFERENCE

The *Local Planning Appeal Tribunal Act, 2017* requires the Tribunal to conduct a case management conference after it has received a valid notice of appeal of the matter identified in the title of proceedings. The Appellant(s) and either the municipality or the approval authority, depending on whose decision or non-decision has been appealed to the Tribunal, are the statutory parties in this proceeding. Persons other than the statutory parties who wish to participate in the case management conference, are required, by section 40 and 41 of the *Local Planning Appeal Tribunal Act, 2017*, to pre-file a written submission.

THE PRE-FILING REQUIREMENTS FOR PERSONS WHO ARE NOT THE STATUTORY PARTIES THAT WISH TO PARTICIPATE IN THE CASE MANAGEMENT CONFERENCE:

A) THE CONTENT OF THE WRITTEN SUBMISSION

A person other than the appellant(s) and either the municipality or the approval authority, depending upon whose decision or non-decision has been appealed to the Tribunal, who wishes to participate in an appeal initiated under subsections 17(24), 17(36), 17(40), 22(7), 34 (11), 34(19) or 51(34) of the *Planning Act* must file a written submission with the Tribunal Registrar. The submission must explain the nature of their interest in the matter and how their participation will assist the Tribunal in resolving the issues raised in the appeal. The submission is to explain whether any decision or non-decision of the municipality or approval authority, which is the subject of the appeal before the Tribunal:

- Is inconsistent with a Provincial Policy Statement,
- Fails to conform with a provincial plan, or
- Fails to conform with an applicable official plan.

In the space below, please provide an explanation as to how your participation will help the Tribunal resolve the issues raised in the appeal.

The Ontario Association of Architects (OAA) was established at the behest of the

Province in 1889 and incorporated under the *Architects Act* in 1890. Under the current

statute, the OAA's principal mandate is "to regulate the practice of architecture...in order that the public interest may be served and protected." The OAA has a legislated secondary mandate "to promote public appreciation of architecture and the allied arts and sciences."

In keeping with this mandate, the OAA maintains 13 local architectural societies which function as regional chapters of the OAA. The societies work to raise the awareness, appreciation, and understanding, of architecture within their communities.

The OAA recognizes the significant work undertaken by its local society, the Windsor Region Society of Architects (WRSA), in testing the site selection of the new hospital against the Provincial Policy Statement (PPS).

The WRSA's analysis concluded that the site selection does not conform to the PPS and recommended the identification of a new site, particularly a brownfield development. In particular, the WRSA asserts that the site selection contravenes various elements of the PPS including, but not limited to, the intensification of existing settlement areas, the redevelopment of existing settlement areas, and the remediation and redevelopment of brownfields. More information is attached in the WRSA's report submitted March 2018, entitled: "Windsor's Proposed Mega-Hospital Site Review Report."

On June 29, 2018, the OAA submitted a letter to the Mayor, City Council and Members of the Planning, Heritage & Economic Development Standing Committee (PHED), expressing concern with the current proposal and the need to engage with the WRSA since "the local Hospital site...clearly impacts the public interest in architecture and the creation of built environments." A similar letter was sent by the WRSA itself on July 16 which provided the aforementioned report, argued the "currently proposed site does not uphold these [provincial planning] principles" and recommended selecting a new site.

The Association, in collaboration with its local Society the WRSA, believes its participation will assist the Tribunal by offering architectural and planning insight that substantiates these objections and subsequent recommendation(s).

****YOU CAN ALSO PROVIDE ATTACHMENTS TO SUPPORT YOUR REQUEST.***

B) FILING REQUIREMENTS FOR THE WRITTEN SUBMISSION

- ☐ The written submission must be emailed to the assigned Tribunal Case Coordinator **at least 30 days** before the date of the case management conference. A paper copy of the document must also be filed with the Tribunal Registrar.
- ☐ A copy of the written submission shall be provided to either the municipality or to the approval authority, depending upon whose decision or failure to make a decision is appealed, on the same day as it is emailed to the Tribunal: **at least 30 days** before the date of the case management conference.
- ☐ A copy of the written submission must also be provided to the Appellant(s) on the same day as it is emailed to the Tribunal: **at least 30 days** before the date of the case management conference.
- ☐ A certificate of service, in the form available on the Tribunal's website, shall be filed with the Tribunal Case Coordinator to confirm service of the written submission on the appellant(s) and either the municipality or the approval authority.

NOTE: THE TRIBUNAL MAY NOT EXTEND THE TIME PERIOD TO FILE THE WRITTEN SUBMISSION THE CASE MANAGEMENT CONFERENCE

The Tribunal shall determine, from among the persons that have provided written submissions, whether that person may participate in the case management conference, and the terms upon which a person is allowed to participate.

A Tribunal may also appoint one person, who filed a written submission to represent a class of persons, as either a party or participant at the case management conference and at any hearing, or any other hearing event, that may be directed by the Tribunal. At the case management conference, the Tribunal shall discuss opportunities for settlement, including the possible use of mediation or other dispute resolution techniques.

For your reference, click [here](#) for a sample notice of a Case Management Conference.

Case Information				
LPAT Case Number		PL180842		
Date of Case Management Conference			Wednesday March 20, 2019	
Contact Information				
Last Name		First Name		
Tracey		Adam		
Email Address				
adamt@oaa.on.ca				
Daytime Telephone Number		Alternate Telephone Number		
416-449-6898 x 230		N/A		
Mailing Address				
Unit Number	Street Number	Street Name		PO Box
	1	Duncan Mill Road		
City/Town		Province	Country	Postal Code
Toronto		Ontario	Canada	M3N 1Z2



Ontario Association of Architects

June 29, 2018

His Worship Mayor Drew Dilkens
Windsor City Council
Members of the Planning, Heritage & Economic Development Standing Committee (PHED)
350 City Hall Square West, Room 530
Windsor, ON N9A 6S1

Re: Site Selection of Windsor's Proposed Mega-Hospital

Dear Mayor Dilkens, Windsor City Council Members and Members of the PHED,

As a self-regulating body, the Ontario Association of Architects (OAA) is dedicated to promoting and increasing the knowledge, skill and proficiency of its members, and to administering the *Architects Act*, in order that the public interest in architecture may be served and protected. The OAA comprises approximately 4,000 licensed architects, 1,500 architectural interns and more than 1,750 practices. As part of its regulatory mandate, the Association provides a wide range of services to its members and the public. We enjoy a longstanding, collaborative relationship with all levels of government and some government organizations, and we look forward to continuing our shared work on important issues that affect all Ontarians.

Through the leadership of the Windsor Region Society of Architects (WRSA), the OAA has been made aware of the Windsor Regional Hospital's plan to construct a new single-site, acute-care hospital to serve Windsor and Essex County. The OAA applauds the Erie St. Clair LHIN Steering Committee for contemplating the reuse of some of the existing health care facilities in Windsor. Retrofitting and reusing existing buildings helps retain the embodied energy that went into the original construction of the structure, and mitigates the creation of waste that results from construction and demolition projects. Reuse is generally more sustainable than demolition.

The choice for a new hospital location, however, should be made carefully with an eye to how the built environment can contribute to the creation of healthy communities. As such, we encourage you to consider the analysis and recommendations found in the WRSA report, "Windsor's Proposed Mega-Hospital Site Review Report." Through its research, the WRSA identified applicable municipal and provincial guidelines and policies related to site selection, and reviewed how these should guide the final decision.

I encourage you to engage with the WRSA to continue to discuss the location of the hospital site. This is a decision of great public interest and one that clearly impacts the public interest in architecture and the creation of built environments. It is a great example of where sharing a discussion with architects can help make architecture and cities overall better for the people who live, work and play in them.

.../2

As always, we look forward to continued dialogue with you on this and other important issues.

Sincerely,

A handwritten signature in dark ink, appearing to read "John Stephenson". The signature is fluid and cursive, with the first name "John" and last name "Stephenson" clearly distinguishable.

John Stephenson, Architect
OAA, FRAIC
President





July 16, 2018

Mayor Dilkens
Windsor City Council
Members of the Planning, Heritage & Economic Development Standing Committee (PHED)
350 City Hall Square West, Room 530
Windsor, Ontario
N9A 6S1

Re: WRSA Report to the Joint Meeting of the Planning, Heritage & Economic Development Standing Committee and Windsor City Council, scheduled for August 13, 2018, to address the OFFICIAL PLAN AMENDMENT and ZONING BY-LAW AMENDMENT submitted by Windsor Regional Hospital

Dear, Mayor Dilkens, Windsor City Council and Members of the PHED,

The **Windsor Region Society of Architects (WRSA)** is one of thirteen local chapters of the Ontario Association of Architects (OAA); a self-regulating organization governed by the Architects Act, which is a statute of the Government of Ontario. The Association is dedicated to promoting and increasing the knowledge, skill and proficiency of its members, and administering the Architects Act, in order that the public interest may be served and protected. As a regional chapter of the OAA, the WRSA provides opportunities for dialogue between local architects and the wider architectural community. The Societies work to raise the awareness, appreciation, and understanding of architecture within their communities.

The WRSA submits the attached report for consideration at the Joint Meeting of the Planning, Heritage & Economic Development Standing Committee and Windsor City Council. The location of the proposed Mega-Hospital is one of the most critical planning issues this city will undertake, impacting the region's environmental, social, and economic patterns for generations to come. The WRSA is an organization comprised of local Architects and allied professionals, who are uniquely qualified and positioned to provide an unbiased analysis, to assist in the consideration of the proposed site. Due to the influence of such a momentous construction project, the WRSA offers our report, titled "Windsor's Proposed Mega-Hospital Site Review Report" **as an objective resource** to the current discussion, for consideration by the standing committee members, council and the public at-large.

Architects are trained in creating built environments for people, beyond the limits of the buildings that they create. Our work and education also include the application of planning principles within our building sites, and how these sites relate to the broader planning framework and community. We can provide a uniquely local, yet unbiased review, since our members are unlikely to be the lead designer for this facility or derive any direct financial benefit from it. Our motivation is to make this region the best it can be, and hope this report provides a valuable contribution to the public good in our community.

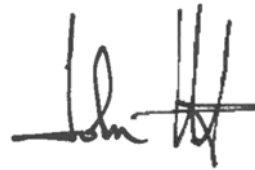
The WRSA Site Review Committee studied governing policies, relevant standards and current precedents. These sources all emphasized the need for compact neighborhoods, community development and, above all, long-term sustainability. Greenfield development is discouraged, except as a last resort. The currently proposed site does not uphold these principles. Accordingly, our report recommends abandoning this site for a new location guided by these clear principles, which will support a strong, vibrant and sustainable community and region.

We look forward to your reply and an opportunity to contribute to this meaningful discussion.

Sincerely,



Settimo Vilardi, Architect, M.Arch, OAA, LEED AP BD+C
Chair, Windsor Region Society of Architects



John Hrovat, AIA, OAA, LEED AP BD+C
Immediate Past Chair & Sub-committee Chairperson

cc: Mr. Ralph Ganter, Chief Executive Officer, Erie St. Clair Local Health Integration Network
Mr. Martin Girash, Chair of the Board of Directors, Erie St. Clair Local Health Integration Network
Mr. David Musyj, Chief Executive Officer, Windsor Regional Hospital
Mr. Dan Wilson, Board Chair, Windsor Regional Hospital
Minister Christine Elliott, Minister of Health and Long-Term Care
Mr. Thom Hunt, City Planner/E.D., City of Windsor Planning Department

WINDSOR'S PROPOSED MEGA-HOSPITAL SITE REVIEW REPORT

March 2018

ABSTRACT

**A review of the proposed
Mega-Hospital site based on
relevant authoritative publications
and standards to facilitate an
objective assessment of the
suitability of the proposed site.**

**Windsor Region Society of
Architects Mega-Hospital
Site Review Committee**



A local society of the Ontario Association of Architects

WINDSOR'S PROPOSED MEGA-HOSPITAL SITE REVIEW REPORT

WINDSOR REGION SOCIETY OF ARCHITECTS – Site Review Committee

Introduction

The continuing development of the plan to construct a new, single, hospital to serve Windsor and Essex County has not been without controversy. The plan has led to a polarizing debate throughout the community regarding the facility's proposed location that will greatly impact the future of the Windsor-Essex County region economically, socially and environmentally for generations.

As local Architects and associate design professionals wanting to contribute to the ongoing dialogue, a review of available information specific to best practices, planning and community policies were tested against the proposed hospital location based on the following:

- Ontario Provincial Policy Statement
- City of Windsor Brownfield Redevelopment Strategy
- City of Windsor Environmental Master Plan
- Windsor's Community Energy Plan of June of 2017
- Hospital and Health Care Facilities Precedent Studies
- CSA Z8000-11, Canadian Health Care Facilities (HCF)-Reaffirmed 2016

Each research item presented important information towards the WRSA Mega-Hospital Site Review Committee's collective understanding and evaluation of the proposed Mega-Hospital site. These documents contained a pattern of information about the need for compact neighbourhoods, community development, sustainability, and generally did not recommend green field development.

A presentation was made to the WRSA from Ms. P. von Ziegenweidt of the Citizens for an Accountable Mega-Hospital Planning Process (CAMPP) stating their position on the proposed Mega-Hospital location. An unsuccessful attempt was made to hear the position of the Erie St. Clair Local Health Integration Network (LHIN) steering committee (Mr. D. Musyj declined the invitation) to the members of our architects' society. Following the CAMPP presentation, the members of WRSA discussed engaging the discussion publicly regarding this important component of the region's infrastructure by filing a report.

The Society Executive sent out an open invitation to all its members to be part of the WRSA Mega-Hospital Site Review Committee to study the proposed hospital location. The findings of this committee would later be presented to the full WRSA body to determine a course of action. The committee was charged with objectively reviewing available data specific to planning policy and best design practices within researched Federal, Provincial and Municipal Standards for the selected hospital location. The information gathered and analyzed by the committee would determine the position recommended to the society either in validation of the chosen location or a possible alternative plan.

The committee met frequently from May 2017 until the completion date of this report to discuss the task at hand, assign research, provide updates, and discuss findings. Communications continued via email throughout the process to facilitate the preparation of this final report. The WRSA Executive members attended the initial meeting and progress report meetings however they were not part of this committee.

Mission Statement

This volunteer committee of local architects and associated design professionals' purpose is to objectively test the Mega-Hospital's proposed location, based on relevant authoritative publications and standards, so that an assessment of the location and resulting conclusions can form a recommendation regarding its suitability.

Mega-Hospital Overview

Currently, the Mega-Hospital direction has been developed over multiple stages by the LHIN Steering Committee. These stages consist of (a) studies by experts, (b) committees, (c) consultation with healthcare professionals, and analysis of previous reports. The basis of the plan is to create a new healthcare delivery model for Windsor and Essex County. This model would focus on providing healthcare services beyond the hospital setting to place less of a burden on a hospital. One of the goals is to create a system that keeps people out of acute care hospitals by providing services elsewhere such as in-home or at a satellite facility. This would be accomplished by creating a single new acute care facility that is supplemented by ambulatory, satellite, community, and other facilities. Some services will be moved from the hospital setting to the support facilities.

Overview sourced from publicly available documents

The aforementioned LHIN Steering Committee commissioned studies indicate that the new 500 bed, 1.6 million-square foot, 10-storey acute care facility should be built on a Greenfield site at the eastern corner of County Road 42 and Ninth Concession, as it is “cheaper”, “most operationally efficient”, and “least disruptive for patients”. The reports also suggests that the current hospital sites are too difficult to modernize for current and future community needs. As the location is considered essential for delivery of services to residents in the core of Windsor, the old Hotel Dieu building, presently called the Ouellette Campus of Windsor Regional Hospital, will eventually be demolished “with the exception of the parking garage and a community hub will be erected on the 9.8 acre property” (Windsor Star Article 07/16/2015), once patients and equipment are moved to the new mega hospital.

The Hotel Dieu name will return to the site however. Hotel Dieu Grace Healthcare, which presently operates out of the Tayfour Campus on Prince Road, will assume control of the Ouellette site once again.

Hotel Dieu Grace Healthcare will continue with its role of serving the region’s most marginalized, disenfranchised and vulnerable populations. Once the existing hospital buildings are demolished the site will be redeveloped to support outpatient mental health services and a transitional stability centre. It will also serve patients in the area of chronic disease management (Windsorite.ca article July 16, 2015 by Owen Wolter) and be replaced with a new satellite facility focusing on mental health and related services. Metropolitan Hospital will also be totally demolished with no intention for Health Care related redevelopment of the property. The current Tayfour campus will have a 60-bed acute mental health wing built along with the addition of dialysis services and expanded diagnostic imaging. It will also continue much of its current services for mental health, addictions, and rehabilitation services.

At the former Grace Hospital Site, a four-storey, 80,000 square-foot urgent care center is planned for treatment of non-life-threatening issues and will not have 24-hour access.

Researched Documents

- Ontario Provincial Policy Statement
- City of Windsor Brownfield Redevelopment Strategy
- City of Windsor Environmental Master Plan
- Windsor's Community Energy Plan of June of 2017
- Hospital and Health Care Facilities Precedent Studies
- CSA Z8000-11, Canadian Health Care Facilities (F)-Reaffirmed 2016

Ontario Provincial Policy Statement - Summary

1. Focus - The PPS is a pro-active planning document aimed at ensuring strong, effective and sustainable management of municipalities for the long-term. It is an excellent document that should be endorsed and followed by all municipalities for the benefits it will provide for each municipality, the province and ultimately the country. The PPS uses sound planning principles.
2. Authority - The PPS is required to be followed by all bodies making any planning decisions in Ontario.
3. Policies (Regulations) – The PPS lays out how municipalities are to:
 - a) Manage their natural and built resources efficiently for the long-term by promoting:
 - i. Intensification of existing settlement areas.
 - ii. Redevelopment of existing settlement areas.
 - iii. Remediation and redevelopment of brownfields.
 - b) Expand only as needed to meet reasonable projections and needs for the long-term, after options for intensification, redevelopment and brownfield redevelopment in existing settlement areas have been fully investigated.
 - c) Protect rural agricultural areas within municipalities for the long-term.
 - d) Maintain and enhance downtowns and mainstreets for the long term.
 - e) Be financially viable for the long term.
 - f) Promote energy conservation for the long-term.

So they think it violates every single aspect of the PPS (check off each box a-f)

4. Analysis - The proposed hospital site does not meet the PPS regulations since:

a) The site selected does not involve:

- i. Intensification of existing settlement areas.
- ii. Redevelopment of existing settlement areas.
- iii. Remediation and redevelopment of brownfields.

- b) The site involves the creation of a new settlement area that is not supported by growth statistics and since options for intensification, redevelopment and brownfield redevelopment as noted in 4.a above have not been fully exhausted first.
- c) The site uses up rural agricultural lands without clear justification and before options for intensification, redevelopment and brownfield redevelopment (as noted in 4. a above have been fully investigated.
- d) The approach of moving major institutions out of the downtown and off of mainstreets clearly does not maintain or enhance the existing downtown or mainstreets, and conversely is detrimental to them.
- e) The site chosen does not promote financial viability since it does not follow items a) to d) above and does not promote energy efficiency or make use of the existing district energy systems in the City.
- f) The site chosen does not promote energy conservation for many reasons primarily because it does not:
 - i. promote compact form and a structure of nodes and corridors
 - ii. promote the use of active transportation and transit since it is isolated
 - iii. focus major employment, commercial and other travel-intensive land uses on sites which are well served by existing mass transit
 - iv. shorten commute journeys and decrease transportation congestion

5. Directly Applicable – The following two key points underscore the proposed site's inability to meet the PPS as well as good planning principles for this public service facility.

- a) "1.6.4 Infrastructure and public service facilities should be strategically located to support the effective and efficient delivery of emergency management services."

b) "1.6.5 Public service facilities should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation."

6. Site Justification - Although the PPS does allow for special cases and planning decisions, that do not conform fully with its policies, it still requires that the general principles of maintaining strong, effective and sustainable communities guide all decisions, for all municipalities. Without a strong planning case justifying the selection of a site so contrary to the policies, the selected site cannot be endorsed as good planning for the City of Windsor. Even if logic is applied regionally it is doubtful that any perceived county benefit, of locating the new hospital on Windsor's perimeter, would justify the damage to the county's major regional metropolitan centre.
7. Example - The major effect of the PPS is to have all municipalities avoid the service shortfalls and financial collapse of municipalities, experienced elsewhere. Clearly, the example just across the river from us, should guide us to avoid decisions leading to the sprawl and inefficient growth pattern, which proved to be unsustainable in Detroit.

City of Windsor's Brownfield Redevelopment Strategy - Summary

The City of Windsor's Brownfield Redevelopment Strategy is based on a report prepared for City Council in 2009. The report is based on research and policy from around the Province and beyond. In the report, it is discussed that the City of Windsor has more than 100 potential brownfield sites available for redevelopment on record. These sites range in size from less than 1 acre to several hundred acres. It is also stated that many more potential sites are available. The report explains that even though a brownfield site may not be in use, and generating maximum tax revenue, there remain significant ongoing costs to the City of Windsor. Those costs include utilities, policing, and fire protection. Therefore, it is in the best interests of the City of Windsor to promote the use of these sites first. To assist in promoting development the report proposes incentive programs for private investors.

The council report suggests that brownfield redevelopment is often more expensive than greenfield development. This is due to preparations that must be made on the sites before they can be redeveloped. The report does not indicate whether costs to the municipality related to Greenfield development are included in that statement. It is the opinion of this WRSA Committee that the statement is comparing costs to the developer only. This point would support the decision by the Mega-Hospital planners to select a Greenfield site as municipal costs are not taken into consideration. Nevertheless, costs to the City of Windsor related to servicing and operating the site should be considered.

The incentives program includes funding for feasibility studies, site clean-up, and tax rebates. While the program is intended for private investors it is not unreasonable to infer that these programs could be extended to the Mega-Hospital planners to address concerns about brownfield development costs. It is advisable for the City of Windsor and Mega-Hospital planners to investigate such options fully, especially if costs to service the proposed Greenfield site are comparatively high. The considerable funds that would be spent bringing and maintaining infrastructure and services to an outlying greenfield site could instead be used to remediate a brownfield site, with existing services, to the benefit of the urban core.

City of Windsor Environmental Master Plan - Summary

The City of Windsor's Environmental Master Plan discusses the Province of Ontario's concern with the loss of natural habitat and agricultural lands. The City of Windsor also states similar concerns in the surrounding community. The Master Plan goes on to state that there are brown field sites, with supporting infrastructure in place, available for redevelopment. As previously stated the Mega-Hospital plan is proposing to utilize existing agricultural land for a new hospital and extensive development around it. This plan would serve to exacerbate the City of Windsor's stated concerns about loss of agricultural lands in the region.

Windsor's Community Energy Plan – June 2017 – Summary

Windsor's Community Energy Plan of June 2017 provides guiding principles that are intended to demonstrate global leadership and create a competitive and economic advantage for Windsor. It aims to create a more sustainable community with smart energy systems and land use planning promoting compact developments, greater opportunities for walking, cycling and public transportation which the Mega-Hospital proposed location totally contradicts.

The energy plan lists 'Energy Planning Districts' with the bulk of Windsor's population residing far from the proposed Mega-hospital site. It shows that the city spends most on transportation-based energy at 46% which would clearly increase with this needless sprawl without a justifiable population increase. It lists the consideration of creating a special purpose 'Multi-Utility Company' to integrate smart networks providing electricity, district heating, cooling, water and waste water management and distribution services, which are highly inefficient when catering to sprawl without the population to utilize it fully and effectively.

The most critical aspect of the proposed Mega-Hospital location is the hope for a city-scale District Energy System to supply a network of heating and cooling to replace individual furnaces, boilers and chillers in buildings. These networks allow all sources to be mixed together creating lower cost, lower emissions and added reliability which recover waste heat while creating a larger economy of scale for these assets. There are a few district energy systems currently in place in the city now, one of which is in the urban core. If the Mega-Hospital was included these efficiencies could be increased and further developed much more economically and effectively for more facilities giving Windsor that energy competitive edge it so desires. **The proposed Mega-Hospital site is actually working contrary to the district energy initiative.**

Windsor's Community Energy plan – 2009 - Summary

Integrate Cycling Infrastructure Page 26 (reference 2009 Windsor Community Energy Plan). Integrate Cycling Infrastructure. Developing municipal cycling infrastructure is important in helping to achieve Ontario's vision of becoming Canada's premier cycling province (ref Integrate Cycling Infrastructure Page 26). More and more people are choosing cycling as their preferred way to get around. By developing cycling infrastructure, Windsor can support and encourage the growth of cycling while simultaneously reducing both corporate and community emissions. The balance of the report dealt with Continuing to Improve Operations, Maintenance, and Monitoring to reduce energy consumption.

Hospital and Health Care Facilities Precedent Studies - Summary

The committee researched comparable precedents to better understand contemporary hospital planning and design decisions. The following represent the key points that were uncovered in the committee's research of current trends and executed plans for hospitals in medium sized city urban settings.

The over-arching theme for contemporary hospital development is community engagement and proximity to mixed-use, walkable urban areas. In support of this observation, Health Care Design Magazine reporter Jennifer Silvis noted “.....times are changing and organizations around the country are reconsidering the campus planning of old in favor of models that place their facilities as anchors of communities rather than outliers, opening doors to neighbors and supporting healthy initiatives—all in an effort to keep people well rather than treat illness.” (Ref “Designing For Wellness: The Healthcare Campus Of The Future, Health Care Design Magazine)

In terms of economic impact, new large-scale facilities typically can contribute approximately \$60-\$100 million dollars’ worth of investment that can generate continuous spin-off opportunities. We also found that in contrast to singular large-scale facilities, Communities are creating “Health Villages” or “Health Districts” which place the hospital or health care facility at the center of a community.____(Ref. <http://www.hfmmagazine.com/articles/2625-health-care-villages-and-districts-create-caring-communities>.)

From an employment perspective, the U.S. Bureau of Labor Statistics projects that by 2022 1/6th of new jobs in the U.S. will be in healthcare occupations. (Ref. Urban Health Centers: Tear Down This Wall- The Brookings Institute). Similar projections have been made for the Canadian job market. (ref. http://www.huffingtonpost.ca/2015/06/11/canadas-fastest-growing-jobs_n_7557066.html)

Key Common Physical Design Considerations were noted such as Central location, proximity to population served, building design, parking, greenspace, public transit and bike paths.

Recently, publications covering the theme of anchor institutions acting as urban redevelopers have emerged. They include the *Anchor Institution Toolkit, A Guide for Neighborhood Revitalization* (Ref. Netter Center for Community Partnerships 2008). This toolkit focused on Universities and Hospitals as partners with City governments to revitalize neighborhoods.

Although from a precedent perspective, many trends emerge and other than the positive employment aspect of shared spinoff from new development the trends support engaging within the center of communities.

CSA Z8000-11, Canadian Health Care Facilities (HCF)-Reaffirmed 2016 – Summary

The Canadian Standards Association Z8000 Document for Health Care Facilities (HCF) Design advocates that both staff and users will benefit more from building new Health Care Facilities so that people of all abilities are able to access its services, without modification to their normal conduct for effective care, therefore patient travel should be minimized to reduce stress levels and anxiety. It notes that the HCF shall be planned to promote sustainability and wellness while being socially responsible on the external environment by building 'green'. Building on farmland requiring all new infrastructure and services is environmentally wasteful rather than re-using a brown field urban site where all services are in place. Z8000 further states that a HCF should protect the health of the larger global community and natural resources whereby protecting farmland is paramount while avoiding urban sprawl.

This Canadian standards document requires that the planning, design and construction of HCF's follow recognized structured sustainability programs. A proposed location requiring the removal of farmland, creating sprawl, increasing transportation requirements, light pollution and extending the urban heat island would not provide positive impacts to its surroundings as demanded within these programs.

Z8000 delineates how a site will impact the immediate ecosystems / environment and any downstream ecosystems. A development on a Greenfield site would be entirely negative. It further requires that the site be within reach of utilities, other essential services and be accessed from existing major transportation routes all of which a site on the outskirts of these services cannot do efficiently.

Conclusions

Based on the documents reviewed in this committee's research, in which the current Mega-Hospital site consistently did not satisfy the basic principles and guidelines of the referenced documents, it is the recommendation of this committee that an alternative site be considered by the Mega-Hospital steering committee which better complies to the CSA, provincial, and municipal government goals and policies as discussed in this report.

Recommendations

The committee recommends that the Mega-Hospital steering committee/LHIN locate and acquire a new site for the new Mega Hospital that complies with the principles and guidelines of the referenced materials for the long-term health and betterment of the Windsor-Essex community.

To this end we recommend that:

- the new site should be located in a centrally developed area of the City of Windsor and not at its periphery, via available brownfield redevelopment opportunities or developed land that would be repurposed in the case that an ideal undeveloped location was not available.
- the site should be located to take full advantage of all available existing utility and transportation infrastructure,
- the site avoids unnecessarily depleting productive agricultural land,
- the site continues to support the viability of the urban core without sacrificing any service to the region.
- satellite facilities should be located outside of the City of Windsor to serve lower density populations in underserviced communities located in Essex County.

These recommendations would not impede the repurposing of the existing health care facilities in Windsor as proposed. Rather they would promote a better synergy between their planned and future uses and strengthen a health care village concept near the center of the community. This plan would better meet the sustainability, compact community development, and land use goals of both the provincial and municipal governments. It would better comply with the guidelines set out by the CSA for health care facilities. In addition, it would avoid potential harm to the established areas that have grown around the existing facilities.

APPENDIX – Supporting Researched Documents / Summaries

The following appendices contain the supporting research references, for each section of the report, from which the conclusions for each section are drawn. References are generally direct quotations or sections from the documents reviewed, or additional information on case studies. The general format is to have each quote or reference, included verbatim, followed by the researcher's commentary, in **Bold type face**, on what relevance the quote has to this review of the proposed hospital site. Each section of the Appendix corresponds to the section of the report, on the document or topic reviewed. The intent was to give a good understanding of the general thrust of each document, or experience gleaned from the topic studied, and some details of how it applies to a hospital site selection process. As stated previously, researchers strove for an objective review that includes references that both support or do not support the selected site and a general weighing against the overall intent of the document or topic.

- APPENDIX I - Ontario Provincial Policy Statement
- APPENDIX II - City of Windsor Brownfield Redevelopment Strategy
- APPENDIX III - City of Windsor Environmental Master Plan
- APPENDIX IV - Windsor's Community Energy Plan of June of 2017
- APPENDIX V - Hospital and Health Care Facilities Precedent Studies
- APPENDIX VI - CSA Z8000-11, Canadian Health Care Facilities (HCF)-Reaffirmed 2016

APPENDIX I

Ontario Provincial Policy Statement

Authority:

- “Part I: Preamble

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario’s policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.”

Legislative Authority; General Goal;

- “Part II: Legislative Authority

The Provincial Policy Statement is issued under the authority of section 3 of the Planning Act and came into effect on April 30, 2014.

In respect of the exercise of any authority that affects a planning matter, section 3 of the Planning Act requires that decisions affecting planning matters “shall be consistent with policy statements issued under the Act.”

Legislative Authority;

- “Part III: Provincial Policy Statement represents minimum standards.”

Legislative Authority; Extent of Application;

- “planning authorities and decision-makers may go beyond these minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the Provincial Policy Statement.”

Legislative Authority; Application;

- The fundamental principles set out in the Provincial Policy Statement apply throughout Ontario.

Legislative Authority; Application;

Relationship with Provincial Plans:

- “Part III: Land use planning decisions made by municipalities, planning boards, the Province, or a commission or agency of the government must be consistent with the Provincial Policy Statement.”

Legislative Authority; Application;

Focus:

Part I: Preamble

- “The Provincial Policy Statement supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.”

Sustainable; Enhanced Settlement Environments; Efficient;

- “long-term planning that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth, for the long term.”

Always take the long-term view; Sustainable; Enhanced Settlement Environments; Efficient;

Part III: How to Read the Provincial Policy Statement

- “The Provincial Policy Statement supports a comprehensive, integrated and long-term approach to planning”

Always take the long-term view; Integrated approach;

Part IV: Vision for Ontario’s Land Use Planning System

- “The long-term prosperity and social well-being of Ontario depends upon planning for strong, sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy.”

Always take the long-term view; Integrated approach; Economically Sustainable; Healthy;

- “They also support the financial well-being of the Province and municipalities over the long term, and minimize the undesirable effects of development, including impacts on air, water and other resources.”

Economically Sustainable; Healthy Environment; Responsible Stewardship of Resources; Always take the long-term view;

- “The Province must ensure that its resources are managed in a sustainable way to conserve biodiversity, protect essential ecological processes and public health and safety, provide for the production of food and fibre, minimize environmental and social impacts, and meet its long-term needs.”

Economically Sustainable; Healthy Environment; Responsible Stewardship of Resources; Safety; Social Health;

- “This preventative approach supports provincial and municipal financial wellbeing over the long term, protects public health and safety, and minimizes cost, risk and social disruption.”
Economically Sustainable; Healthy Environment; Responsible Stewardship of Resources; Safety; Social Health; Always take the long-term view;
- “Long-term prosperity, human and environmental health and social wellbeing should take precedence over short-term considerations.”
Always take the long-term view over short-term considerations; Economically Sustainable; Healthy Environment; Social Health;
- “To support our collective well-being, now and in the future, all land use must be well managed.”
Responsible stewardship of resources; Integrated approach; for the greater good of all;

Part V: Policies

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

- 1.1.2 “Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years.”
Prepare land for the future projected needs up to 20 years into the future;
- “Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.”
Prepare land for the future projected needs through intensification and redevelopment first, and by adding growth areas only if necessary;
- Nothing in policy 1.1.2 limits the planning for infrastructure and public service facilities beyond a 20-year time horizon.
Can plan for infrastructure and public service facilities beyond 20-year need;

1.1.3 Settlement Areas

- “It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.”
All communities to strive for the same goal of sustainable, healthy and prosperous settlements.

- 1.1.3.2 Land use patterns within settlement areas shall be based on:
 - a) densities and a mix of land uses which:
 1. “efficiently use land and resources”;
 2. “are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;”

Responsibility to follow PPS guidelines; responsible stewardship of resources; efficient use of land, resources and public infrastructure; avoid unjustified and/or uneconomical land use expansion;
- 1.1.3.3 “Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.”

Planning authorities to identify land for intensification and redevelopment; utilize existing buildings; utilize brownfield sites; plan to use existing or planned public infrastructure;
- “1.1.3.7 Planning authorities shall establish and implement phasing policies to ensure:
 - a) that specified targets for intensification and redevelopment are achieved prior to, or concurrent with, new development within designated growth areas;”

Utilize intensification and redevelopment of existing land first, before planning for new growth;
- “1.1.3.8 A planning authority may identify a settlement area or allow the expansion of a settlement area boundary only at the time of a comprehensive review and only where it has been demonstrated that:
 - a) sufficient opportunities for growth are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon;
 - b) the infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;”
 - c) in prime agricultural areas:
 1. the lands do not comprise specialty crop areas;
 2. alternative locations have been evaluated, and
 - i. there are no reasonable alternatives which avoid prime agricultural areas; and

Is a hospital a settlement area in the spirit of the PPS?

- ii. there are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas;

Utilize intensification and redevelopment of existing land first, before planning for new growth; plan for public infrastructure that meets projected needs and is economically sustainable; avoid developing agricultural lands until other options exhausted;

1.1.4 Rural Areas in Municipalities

- “1.1.4.1 Healthy, integrated and viable rural areas should be supported by:
 - b) promoting regeneration, including the redevelopment of brownfield sites;”**For rural areas in municipalities, promote regeneration and redevelopment of brownfield sites;**

1.1.5 Rural Lands in Municipalities

- “1.1.5.2 On rural lands located in municipalities, permitted uses are:
 - a) the management or use of resources;
 - b) resource-based recreational uses (including recreational dwellings);
 - c) limited residential development;
 - d) home occupations and home industries;
 - e) cemeteries; and
 - f) other rural land uses.”**Carefully manage rural lands to allow only appropriate uses;**
- 1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.
Develop rural lands with uses that only require rural service levels;
- “1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.”
Protect agricultural or resource-related uses in lands and direct non-related uses to developed areas with appropriate infrastructure;

1.3.2 Employment Areas

- “1.3.2.1 Planning authorities shall plan for, protect and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs.”
Ensure the health of existing employment areas; ensure serviced by appropriate infrastructure; conservation of existing land resources;

1.6 Infrastructure and Public Service Facilities

- “1.6.3 Before consideration is given to developing new infrastructure and public service facilities: the use of existing infrastructure and public service facilities should be optimized; and opportunities for adaptive re-use should be considered, wherever feasible.”

Utilize intensification and redevelopment of existing land and service facilities first, before planning for new infrastructure and public service facilities; always consider adaptive re-use;

- “1.6.4 Infrastructure and public service facilities should be strategically located to support the effective and efficient delivery of emergency management services.”
Infrastructure and public service facilities to be located to support efficient emergency services;
- “1.6.5 Public service facilities should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation.”
Group public service facilities in community hubs for efficiency, service integration, efficient access to transit, and for ease of active transportation;

1.6.6 Sewage, Water and Stormwater

- “1.6.6.1 Planning for sewage and water services shall: direct and accommodate expected growth or development in a manner that promotes the efficient use and optimization of existing:
1. municipal sewage services and municipal water services;”
Be efficient with water and sewer services by optimizing existing facilities; conservation of existing resources; efficient;
- “1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas. Intensification and redevelopment within settlement areas on existing municipal sewage services and municipal water services should be promoted, wherever feasible.”
Intensification and redevelopment using existing sewer and water services before expansion; efficient;

1.7 Long-Term Economic Prosperity

- “1.7.1 Long-term economic prosperity should be supported by:
a) promoting opportunities for economic development and community investment-readiness;
Have opportunities (land and infrastructure) ready for investment and development;

- b) optimizing the long-term availability and use of land, resources, infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities;

Efficient planning and use of land, resources, infrastructure, electric facilities and public services;

- c) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;

Maintain and enhance downtowns and mainstreets whenever possible;

- d) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;

Promote sense of place by conserving existing heritage buildings and landscapes;

- e) promoting the redevelopment of brownfield sites;

Plan for redevelopment of brownfield sites; conserve before expansion;

- f) providing for an efficient, cost-effective, reliable multimodal transportation system that is integrated with adjacent systems and those of other jurisdictions, and is appropriate to address projected needs to support the movement of goods and people;

Create efficient and cost effective public transportation systems; integrate with adjacent systems;

- g) providing opportunities for sustainable tourism development;

Promote sustainable tourism development; sustainability: economic efficiency;

- h) providing opportunities to support local food, and promoting the sustainability of agri-food and agri-product businesses by protecting agricultural resources, and minimizing land use conflicts;

Protect agricultural resources;

- i) promoting energy conservation and providing opportunities for development of renewable energy systems and alternative energy systems, including district energy;

Promote renewable and alternate energy systems and district energy;

- j) minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature;

Consider nature resources in managing climate change effects;

- k) and encouraging efficient and coordinated communications and telecommunications infrastructure.”

Plan for efficient communications infrastructure;

1.8 Energy Conservation, Air Quality and Climate Change

- 1.8.1 “Planning authorities shall support energy conservation and efficiency, improved

air quality, reduced greenhouse gas emissions, and climate change adaptation through land use and development patterns which:

- a) promote compact form and a structure of nodes and corridors;

Promote compact urban form; efficient development; sustainable development;

- b) promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;

Plan for active transportation and transit opportunities; compact urban form;

- c) focus major employment, commercial and other travel-intensive land uses on sites which are well served by transit where this exists or is to be developed, or designing these to facilitate the establishment of transit in the future;

Develop in areas already served by transit where possible;

- d) focus freight-intensive land uses to areas well served by major highways, airports, rail facilities and marine facilities;

Use highways, airports, rail and marine facilities for freight-intensive land uses;

- e) improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;

Strive to shorten commute journeys;

- f) maximize vegetation within settlement areas, where feasible.

Maximize vegetation in settlement area;

APPENDIX II

City of Windsor Brownfield Redevelopment Strategy

- “The purpose of this Brownfield Redevelopment Strategy is to outline a framework of general actions and programs to promote brownfield redevelopment in the City of Windsor. This Strategy was developed based on the completion of a number of tasks and activities, including:”
 - a) Brownfields Background Report (August 2008) containing a thorough review of brownfield related legislation and regulations, applicable provincial and local policies relating to brownfield redevelopment, and a review of best practices used in other municipalities to promote brownfield redevelopment;
 - b) A review of the location, size, servicing, land use, environmental and other characteristics of 89 potential brownfield sites (comprised of 129 properties) in the City Redevelopment Opportunities Inventory (ROI) (see Priority Redevelopment Sites and Areas Report, September 2009);
- Definition of Brownfields found in the report: “For purposes of this Strategy, “brownfields” are defined as abandoned, idled, or underused properties where expansion or redevelopment is complicated by real or perceived environmental contamination as a result of historical industrial or commercial land use practices.”
- The study found that there were more than 100 brownfield sites identified in the City of Windsor. “The ROI represents over 221 ha. (546 acres) of land potentially available for adaptive reuse and redevelopment.”

This statement, and other related ones, suggests that there is ample brownfield land available for redevelopment in the City of Windsor. As the City of Windsor, and the Province, wants to better utilize these lands it would be logical for any new planned healthcare facility development to fully explore these options before looking elsewhere. It is not clear whether this was the case in the Mega-Hospital planning.

- “Brownfields can have real and significant environmental, economic and social impacts on a community. In addition to the significant property tax revenues lost when industrial and commercial properties sit vacant, abandoned and underutilized, municipal governments must often dedicate police, fire, and other public services to...brownfield sites. Brownfield sites can also lower surrounding property values, create land use conflicts, and contribute to neighbourhood deterioration.

The current Mega-Hospital plan includes provisions to demolish existing facilities on large sites. Those properties will still need to be serviced by the municipality at public expense. This further supports the previous point.

- “Communities across Canada, including the City of Windsor, have begun to realize that brownfield development can transform environmentally impaired properties into productive economic uses, and can result in...environmental, economic and social community benefits”
- “Numerous studies have shown that the costs to develop brownfields are greater than greenfields. However, positive experience and results in Canada and the U.S. have shown that the challenges to brownfield development can in fact be overcome to produce a profit for the developer and significant economic, environmental and social benefits for the community.”

This statement would support the current Mega-Hospital plan as being more cost effective for the facility itself. However, the statement may not take into consideration the costs to the taxpayer for providing services to a greenfield site. This would likely change the outcome.

- “A study of brownfield development in Canada found that every \$1 spent in the Canadian economy on brownfield development generates approximately \$3.80 in total economic output in all industries in the Canadian economy...”

This is an interesting point. As brownfield sites are typically in an established area they may spur other development or activity around them to generate economic growth. The report does not provide a greenfield output comparison.

- “Redevelopment of brownfield sites for residential, commercial and other uses represents an excellent economic opportunity for the City of Windsor to significantly increase the property tax revenues generated by these properties without incurring the significant public infrastructure costs typically associated with greenfield development.”

The Mega-Hospital plan calls for a significant amount of public funds to be spent to bring services and infrastructure to the proposed site. These costs may be lessened if a suitable brownfield site is chosen. The City of Windsor may be able to prepare this site without exceeding the cost of providing new services and infrastructure to the chosen greenfield site.

- “A study of brownfield versus greenfield development examined 48 brownfield projects in six cities across the United States. This study found that every acre of brownfield land developed would have required 4.5 acres of greenfield land. This demonstrates the potential of brownfield development to reduce the amount of greenfield land consumed, thereby reducing urban sprawl and its associated negative environmental impacts, including air and water pollution and the loss of prime agricultural land. By using existing infrastructure, brownfield development can also reduce the costs of urban sprawl, including the costs of providing hard and soft services to greenfield areas.”

The difference in the amount of land consumed is likely due to the increase in land needed to provide services and access to a site. As a brownfield may already have these, or some of these, the amount of land consumed can be reduced.

- One of the City’s goals for the Redevelopment Strategy was: “Promote Smart Growth, including the reduction of urban sprawl and its related costs, energy efficiency through the construction of buildings that meet Leadership in Energy and Environmental Design (LEED) standards, and green planning and building practices;”

A policy such as this would contradict actions taken that have resulted in further sprawl.

The properties tend to be concentrated in four areas of the City. One is in the West end. Another in the Walker Road area between Riverside Dr. and Tecumseh Road. A third near the former Ford foundry. And lastly, a cluster near the WFCU arena. This could suggest that new development in one of those clusters could lead to further Brownfield development nearby.

APPENDIX III

City of Windsor Environmental Master Plan

July 25, 2006 City of Windsor's first Environmental Master Plan

Section 2.2 Land

- **CONTEXT:** page 4

The preamble of the plans provides for the management of development through an approach which balances environmental, social and economic considerations. The plan endorses "a compact urban form and directs compatible development to appropriate locations within existing and future neighbourhoods." Many of the action relate to the creation of sustainable neighborhood plans in Section 4 of the Environmental Master Plan Making the Plan a Reality: Implementation; which relates to the creation of sustainable neighbourhoods.

Section 2.2 Land

- **PROVINCIAL INITIATIVES:** Page 8

Places to Grow Act, 2005, S.O. 2005, c. 13 is a provincial strategy to accommodate and manage growth by encouraging rational and strategic long term planning, Ontario has committed itself to making efficient use of existing infrastructure and preserving natural and agricultural resources..

The Provincial Policy Statement March 1, 2005. Section 3 of the Planning Act mandates that planning decisions "shall be consistent with" the new PPS. The Statement has policies on complex environmental, social and economic issues that affect community planning, such as: the efficient use and management of land and infrastructure; protection of the environment and resources"

Section 2.5 SELECT TRENDS

- Changing Patterns of Development in Adjacent Municipalities: Page 14

Because of the changing patterns of development in surrounding communities there has been a loss of productive farmland and which has put pressure on environmentally sensitive areas. In the objective section of this Master land, Section B. there is discussion of the potential for a regional green belt, a belt of productive farmland and environmentally sensitive lands similar to that around the Greater Toronto Area.

Windsor has many industrial and commercial brownfield sites with existing infrastructure, and there is encouragement to redevelop them.

Goal B: Create Healthy Communities

- Objective Bd.: page 28

Incorporate sustainable development practices in the design of neighbourhoods, homes and businesses with the goals to encourage infill in the existing built city. Promote concentration, adaptive reuse in the core area with existing infrastructure and identify areas for higher density development.

APPENDIX IV

Windsor's Community Energy Plan - June 2017

Executive Summary (vii)

Recommended Strategies for Windsor

Commercial / Industrial

5. Create a deep retrofit program for existing business and public buildings
6. Enforce compliance with the Ontario Building Code for new commercial and institutional development.

Consider compliance additionally with the standards outlined within the CSA Z8000 Standard. Note the articles, clauses and statements mentioned throughout the CSA standard's review regarding the location of the proposed Mega-Hospital.

Transportation

9. Encourage a modal shift towards public transit
10. Develop and implement an active transportation master plan
12. Continue to advance smart energy systems by integrating into the land use planning process.

The proposed location of the new Windsor Mega Hospital contradicts this note in its entirety.

- a) **The proposed location contributes to the further expansion of sprawl in Windsor.**
- b) **The proposed location implements the development of a previously undeveloped farmland (greenfield) site opposed to a brownfield site.**
- c) **Transportation of the majority of the Mega Hospital's users will require a longer drive, contribution to added, unnecessary pollution, greenhouse gases and overall energy usage.**

These strategies are supported by twenty-nine specific actions identified and described in the corporate climate action plan to be taken by the City of Windsor to reduce energy use and mitigate climate change impacts. These include:

Organizational & Institutional Policy Change

P2: Integrate Energy solutions into land use policies

Buildings

B1: Continue existing building retrofits B2: Increase efficiency through new building design and building replacement

B3: Continue to improve operations, maintenance, and monitoring

B4: Integrate support infrastructure for existing and new buildings.

Energy and Climate Change in Canada and Ontario

What is the City of Windsor Doing? (Pg. 6)

The City of Windsor aims to create a more sustainable community for its residents. The City's Official Plan (2010) provides overall direction for land use and planning at the city level. It includes key directions on land use, environment, and urban design that help to promote compact development, support sustainable transportations with greater opportunities for walking, cycling, and public transit, and encourage design and construction of energy efficient buildings. The newly adopted 20-Year Strategic Vision (2015) serves as a cornerstone for council and city administration when making decisions with respect to programs, services, and infrastructure.

Chapter 2 – Vision, Principles, Goals, and Targets

Guiding Principles

- Demonstrate global leadership
- Create a competitive and economic advantage for Windsor

Going against many other successful city precedents, in terms of the placement and location of a new Mega-Hospital on farmland while closing and demolishing inner city hospitals, does not display global leadership or economic advantages for the City of Windsor.

Goals - Land Use: Design, build, and revitalize neighbourhoods as complete communities that offer multi-modal transportation options.

Map 1: Energy Districts in Windsor (2014) (Pg. 16)

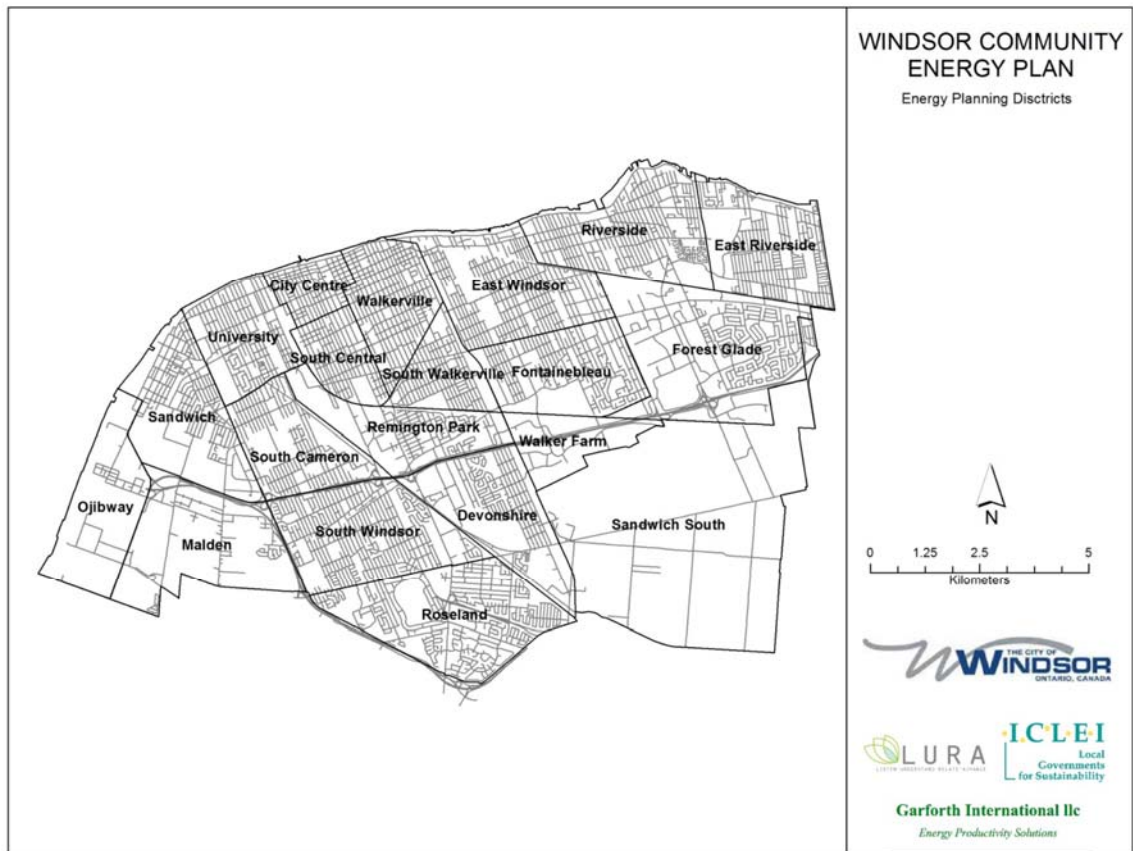


Table 1: Energy Planning Districts (Pg. 17)

<u>EPD Name</u>	<u>Total Gross Floor Area (m2)</u>	<u>Residential GFA (m2)</u>	<u>Non-Residential GFA (m2)</u>	<u>Main Building Types</u>
Ojibway	289,929	730	289,199	Industry, Warehousing
Sandwich	1,061,234	457,922	603,312	Industry, Offices, Housing
Malden	124,689	95,231	29,459	Offices, Housing
University	1,204,560	583,545	621,015	Offices, Education, Retail, Housing
South Cameron	481,867	351,996	129,871	Retail, Housing
South Windsor	1,072,053	824,337	247,716	Education, Housing
Roseland	1,185,758	822,968	362,790	Housing
City Centre	960,654	396,409	564,245	Offices, Retail, Municipal, Housing
South Central	832,835	445,838	386,996	Offices, Medical, Industry, Housing
Remington Park	756,354	208,048	548,306	Offices, Retail, Industry
Devonshire	604,985	290,492	314,493	Industry, Retail, Offices
Walkerville	1,348,481	825,675	522,806	Offices, Retail, Education, Housing
South Walkerville	590,963	299,245	291,718	Retail, Offices, Industry, Housing
East Windsor	1,405,042	860,848	544,193	Education, Offices, Retail, Housing
Fontainebleau	952,940	492,704	460,236	Offices, Industry, Housing
Walker Farm	305,542	5,079	300,463	Industry, Offices
Sandwich South	100,061	41,604	58,457	Industry, Airport
Riverside	1,415,553	1,051,763	363,791	Education, Housing
East Riverside	546,271	497,680	48,591	Housing
Forest Glade	1,240,367	669,486	570,882	Housing, Industry
TOTAL	21,334,094	9,221,601	12,112,494	<i>Residential 43 per cent , Non-residential 57 per cent</i>

As Table 1 shows, the five most significant residential areas are Riverside, East Windsor, Walkerville, South Windsor, and Roseland, which together contain nearly 50 per cent of the housing stock in Windsor.

The proposed site of the new Windsor Mega Hospital is outside of where the bulk of the population resides.

Figure 6: Energy cost by source and by sector (2014) (Pg. 19)

and

Figure 7: Energy Use by Sector (GJ) (2014) (Pg. 22)

These three charts show that Windsorites spend the most on transportation and transportation based energy (46% at \$383.5 M for transportation) and on Gasoline (42% at 348.7M for Gasoline). The proposed site of the Mega Hospital would see these figures and costs rise as it would demand more driving by Windsorites.

Chapter 4 – A Projection of Windsor’s Energy Use in 2041 (Pg. 30-36)

Projects energy use and cost increases across the board throughout all types of energy.

Enabling Strategies to Foster Greater Home Efficiency

Strategy 3: Integrate Energy performance labelling for homes and buildings (Pg. 47)

Energy Performance Labelling (EPL) is a low-cost tool that can help share the energy performance of all buildings.

Some of the benefits of including EPLs on buildings are:

- Transparency regarding the overall energy performance of a building when a new or existing home/building is being purchased, sold, or rented;
- An incentive to invest in upgrades to inefficient homes and buildings before putting the home on the market;
- Increased home and building values; and
- Acts as a real estate marketing tool similar to others such as WalkScore.

Enabling Strategy 4: Create a Net Zero Neighbourhood as an Opportunity for Transformative Change at the Neighbourhood Scale (Pg. 48)

Greenfield lands and **large redevelopment sites** represent opportunities to plan and design Net Zero neighbourhoods.

It is recommended to develop a neighbourhood energy and climate concept that may include the following:

- Orientation and education for all stakeholders;
- **Land-use plan with emphasis on walkable mixed-use areas that reduce vehicle use;**
- **Access to community transit within and beyond the net-zero neighbourhood that reduce individual vehicle use;**
- Construction efficiency standards to near passive or net-zero house levels;
- Urban design and policies to maximize use of zero emissions vehicles of all types;
- **Urban design encouraging “complete streets” that encourage walking and minimize vehicle use;**
- Consider creating a special purpose Multi-Utility Company managing integrated smart networks providing electricity, district heating, cooling, water and waste water supply and distribution services; and
- Financial incentives.

Strategy 6: Continue to Ensure Compliance with the OBC for New Commercial and Institutional Development (Pg. 57)

The following is the recommended approach for Strategy 6:

- Description: New commercial and public sector building development is occurring in Windsor at a rate of a little over 1 per cent year. The proposed strategy is to continue to ensure new commercial and public sector development complies with the most current Ontario Building Code as per the new residential development strategy.

This strategy also focuses on allowing the commercial development marketplace to continue to implement stepwise improvement in the energy efficiency of new buildings that are 100 per cent compliant with the 2012 OBC and subsequent building code updates.

The City can also consider using the permitting process for both new construction and significant renovations as an opportunity for clarifying energy performance expectations and extended possibilities beyond code compliance. This could include locally permissible incentives such as increased density or priority permit handling.

- Target Participation Level: 100 per cent of new buildings.
- Energy and GHG Emission Reduction Potential: Transparency will ensure compliance and potentially drive the market to ask for above code performance.

- Program Design: It is anticipated that market transformation towards net zero new construction will occur primarily as a result of updates to the OBC.

The City's role will be to ensure compliance with the OBC for all new buildings.

- Funding Mechanism: N/A
- Potential Delivery Agent: Builders and developers, City role in compliance.
- Timing: Ongoing.
- Benefits: Business Owners: Owner or renter value for money supported by energy performance labels.

Chapter 8 – Transportation (Pg. 64)

How Much Energy is Used in the Transportation Sector?

According to the Environmental Commissioner of Ontario's Annual Energy Report, **"transportation is Ontario's largest source of greenhouse gas emissions and typically is the largest energy use.** In 2014, the transportation sector consumed 36 per cent of Ontario's energy."⁶³ **In Windsor, the transportation sector accounts for 26 per cent of the energy used, 36 per cent of GHG emissions and 46 per cent of the energy costs.**

There are three key actions to curb transportation GHG emissions at the community level: (1) support the shift to shared and public transit; (2) adoption of electric vehicles and alternative fuels such as compressed natural gas, biodiesel, and hydrogen; and **(3) land use policies that promote mixed use, compact urban form and promote active transportation options such as walking and cycling.**

Chapter 9 – District Energy (Pg. 71)

Background and Current District Energy System in Windsor

What is a District Energy System?

Modern District Energy systems use a network of insulated pipes to efficiently and reliably deliver heating and cooling from the place where the heating or cooling is generated, to homes, buildings, and industrial facilities. Buildings are connected to the network with a compact substation that replaces the individual furnaces, boilers, and chillers in each building.

District Energy networks allow multiple central and decentralized sources to be mixed together, creating lower cost, lower emissions, and added reliability to the overall heating and cooling supply. Potential sources include combined heat and power generators and high-efficiency gas boilers and chillers. District Energy systems are a pathway to weather resilient, low carbon cities. They can recover and distribute surplus and waste heat, along with a range of renewable heating and cooling sources. The network allows for economies of scale since the generation of heating and cooling in a few larger plants is a better use of assets rather than having thousands of boilers and chillers each heating and cooling individual buildings.

Networks can balance the supply and generation of heat both by time and location. The heating and cooling demands change throughout the day in differing ways for residential, commercial, industrial and public buildings. The network matches and manages these changing patterns, while also ensuring the efficient, cleanest and lowest cost mix is used. Adding thermal storage further allows daily and seasonal services to be optimized.

There are thousands of profitable small, medium and large modern District Energy systems in place across the world. They are growing in both size and number using well proven, highly reliable technology and generating attractive returns to their communities.

A successful, city-scale District Energy system is typically run by a thermal utility that ensures service quality and manages the metering and billing of the heating services.

A centralized site for the proposed mega hospital would allow the project to utilize an existing District Energy system / network, which is existing in the urban core of Windsor.

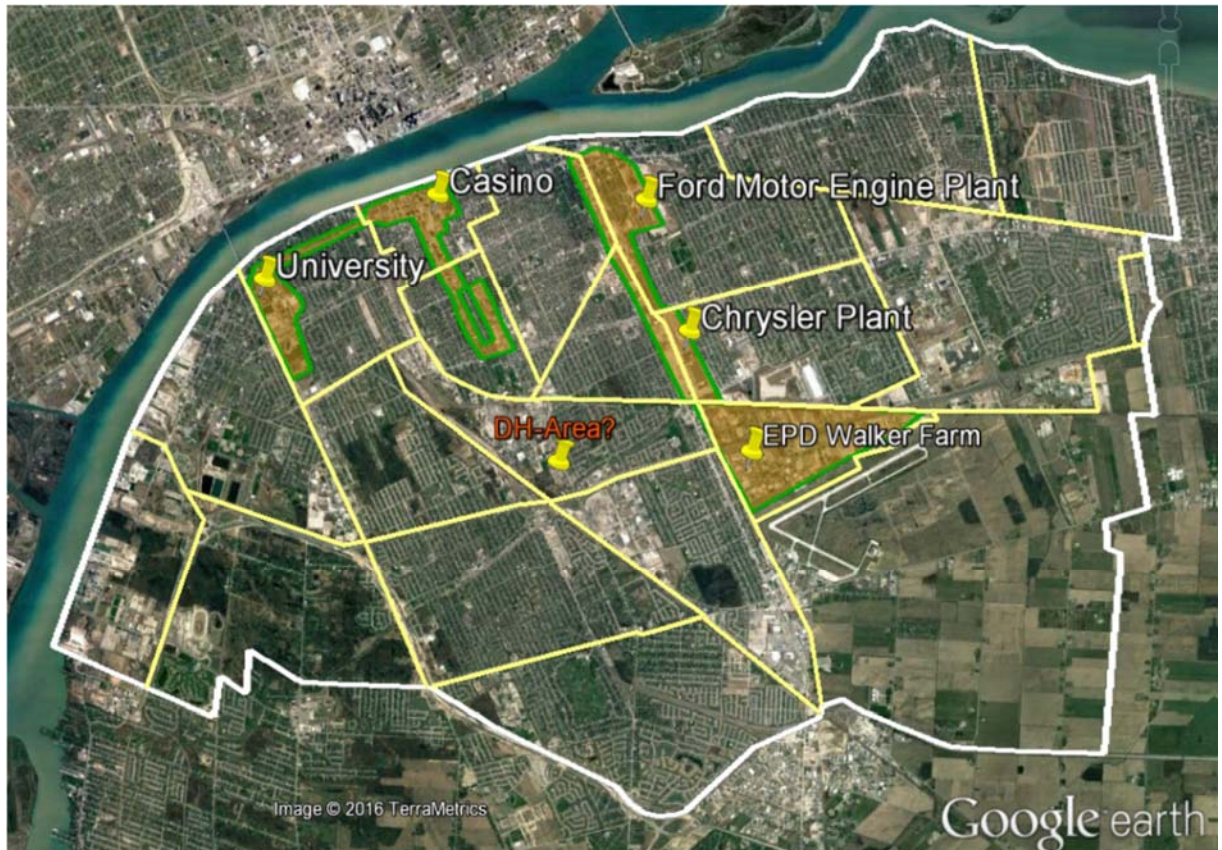
Future Development and Redevelopment Areas

Greenfield lands and large redevelopment sites represent opportunities to plan and implement district energy systems.

Energy and climate impacts should be included in future discussions about the planning or redevelopment of these areas.

Energy and climate impacts appear to be fairly neglected in the planning and proposal process of the site selection of the proposed new Windsor Mega Hospital.

Figure 25: Potential District Heating Areas (Pg. 77)



Reinforce Institutional Structure

The City already has the basic institutional framework through WUC's DEW division to implement the District Energy recommendations of the CEP. The basic operational and customer service structure is already in place.

APPENDIX V

Precedent Studies

Introduction

The purpose for reviewing precedents in this report is to understand the impact of large institutions on their local municipalities. For the purpose of this report we have reviewed two cities that are of similar size and industrial predisposition to that of Windsor along with hospitals that have made as part of their overall development plans the integration of the surrounding communities. We have found, through these precedent case studies, that the desire for integration was a key determinant in the planning for these facilities. We have also noted both the economic and physical impact that the choice of location can provide for a city.

In reviewing the case studies, we realize that no one precedent will directly correlate to Windsor's specific situation. We do believe, however, that best-practices are important to consider from relevant sources. The case studies that we have identified position the subject facilities within the context of the latest in healthcare master planning. This is reflected in an article from Health Care Design Magazine, where reporter Jennifer Silvis notes:

- “.....times are changing and organizations around the country are reconsidering the campus planning of old in favor of models that place their facilities as anchors of communities rather than outliers, opening doors to neighbors and supporting healthy initiatives—all in an effort to keep people well rather than treat illness.¹
- The movement is in the direction of creating community-embedded healthcare facilities. Healthcare providers are realizing that by being active in their communities they can have a positive influence on residents' health risks. Currently this is being realized by “Health Villages” or “Health Districts” which place the hospital or health care facility at the center of a community. These new facilities are key contributors to existing walkable communities.²
- Chris Rzomp, a planner with Gensler, the largest architectural firm in the U.S., with numerous institutional clients, in an article written to outline strategies for integrating hospitals and their communities, states 4 principles that can be used by hospitals to strengthen their communities³

- a) Adopt shifting service models
- b) Promote a mix of supporting uses
- c) Engage the community
- d) Develop comprehensive masterplans for long-term operations and growth

2. Promote a mix of supporting uses

Whether or not a hospital chooses to develop its own property, it can still influence the growth of private taxable uses in the community. This can be accomplished in many ways, such as offering incentives to staff who walk to work (promoting wellness and creating demand for nearby housing and amenities) or by strategically locating new facilities in or near the neighborhood. With the shift toward continuous care, people with specific needs will want to live closer to healthcare centers for easy access to weekly treatments or on-demand services.

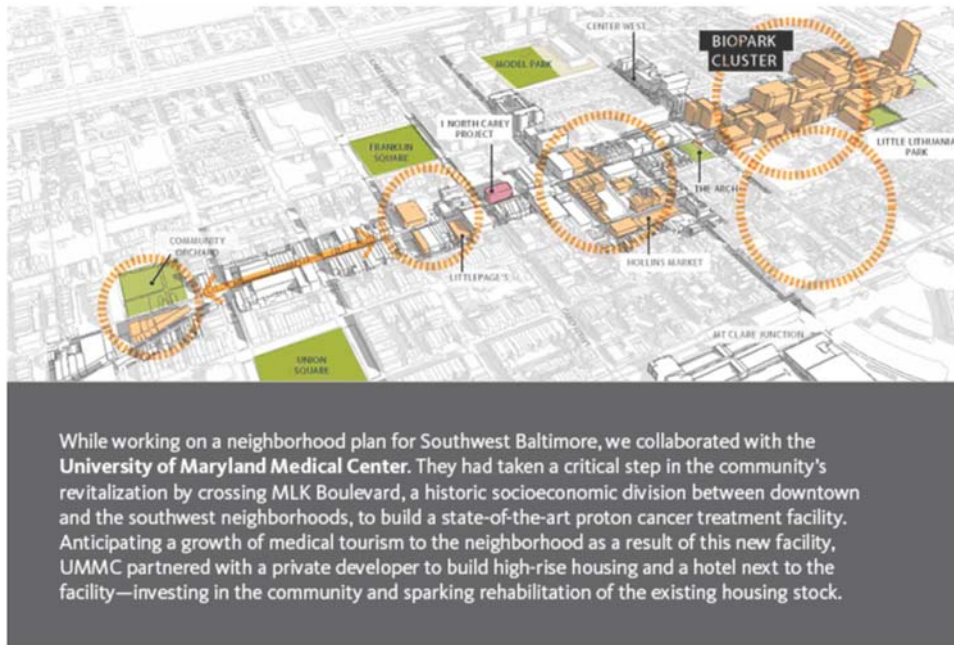


Image © Gensler

The over-arching theme for contemporary hospital development is community engagement and proximity to mixed-use, walkable urban areas. This is seen as a critical combination in providing healthy, accessible environments for neighborhood residents.

The U.S. Bureau of Labor Statistics projects that by 2022 1/6th of new jobs in the U.S. will be in healthcare occupations.⁴ Similar projections have been made for the Canadian job market.⁵ With these new jobs come the demands for state-of-the-art facilities. Campus expansions are on the rise to meet this demand and can be used to create a more inclusive and economically sustainable urban community.

Case Studies

Case Study 1: ProMedica Health Care Systems new facility, Toledo Ohio

Renovation of an existing 22,000 sf Edison steam plant located on the Toledo waterfront.

- Toledo, Ohio
- Population: 280,000
- Square Mileage: 84 sm (217 km²)
- Status: under construction
- Workforce: Approximately 1,000 jobs



Key Physical Design Considerations: Central location, adaptive reuse, physical enhancement of surroundings and waterfront.

"Our move to downtown will help ProMedica be more connected, more efficient and more effective as an organization," -Randy Oostra, CEO of ProMedica

According to ProMedica's website their investment represents approximately \$60 million and will bring over 1000 jobs to Toledo's downtown core. The project is seen as a catalyst in the ongoing rejuvenation of downtown Toledo. The healthcare provider will make investments into the enhancement of Promenade Park along the riverfront as well as integrating the facility into the downtown fabric. ⁶

Case Study 2: Buffalo General Medical Center, Buffalo, New York

Ongoing development and expansion of the existing Hospital system in the core of Buffalo

- Buffalo, New York
- Population: 257,000
- Square Mileage: 52.5 sq mi (136.0 km²)
- Status: Ongoing design and construction
- Facility specifics: 610 beds, 28 operating rooms, 17 interventional labs, four CT scanners and four MRIs
- Workforce: (2001) 7,000 projected to be 15,000 (2020)



UB expects to complete its Jacobs School of Medicine and Biomedical Sciences this fall. (Robert Kirkham/Buffalo News)

Key Physical Design Considerations: Central location, physical enhancement of surroundings and extension of the downtown core.

According to reports, over the past 12 years, the University at Buffalo, Roswell Park Cancer Institute, Kaleida Health and Hauptman-Woodward Medical Research Institute all have finished construction on major research or clinical centers on the campus. In the new buildings, patient care is provided, research scientists seek cures for diseases and entrepreneurs build companies. ⁷

The continual investment in the campus has driven demand for additional projects that make for a truly mixed-use environment and enhances the opportunity for job growth in the area. Other projects that are a product of this investment include:

- Construction of the \$90 million Campus Square project, a redevelopment of a 12-acre affordable housing complex into a community with apartments, commercial space and parking.
- The Medical Campus is renovating 980 Ellicott St.. The complex has a mix of office and laboratory space. The project should be completed by the end of 2017

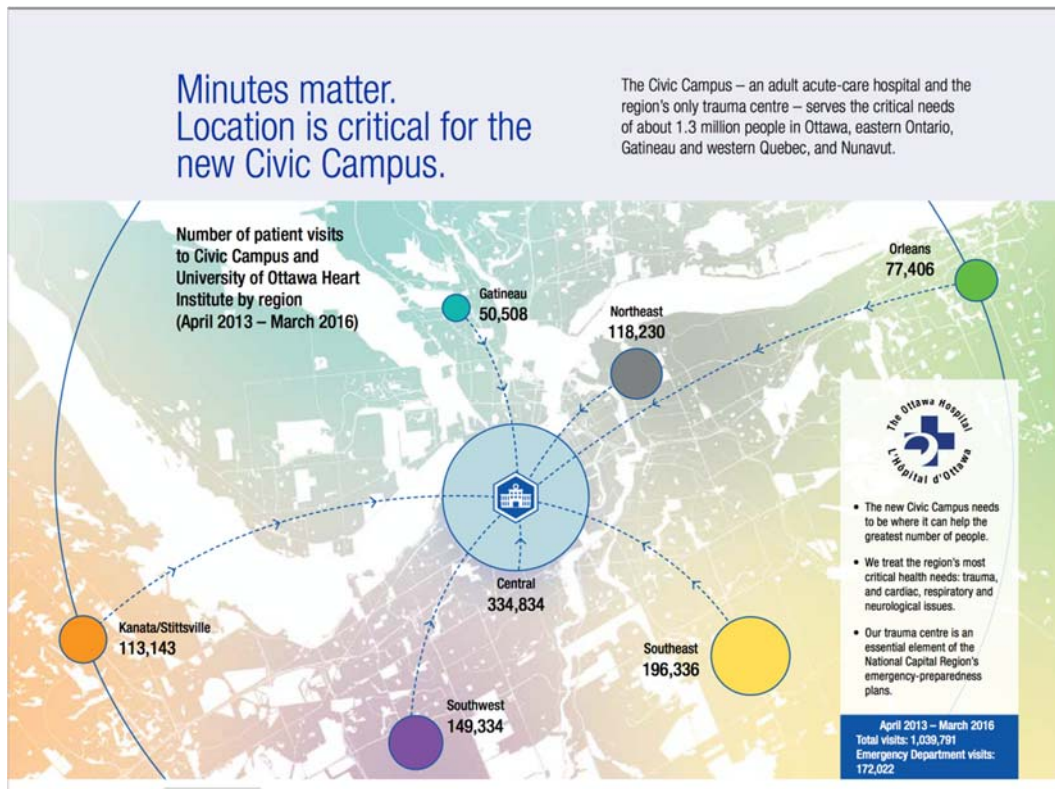
Case Study 3: The Ottawa Hospital, Ottawa, Ontario

Expansion of the existing Hospital system with the goal of creating the “Hospital of the 21st Century”

- Ottawa, Ontario
- Population: 933,596
- Square Mileage: 501.92 km² (193.79 sq mi)
- Status: Planning Phase

Key Physical Design Considerations: Central location, proximity to population served, building design, parking, greenspace, public transit and bike paths.

The stated vision for Ottawa Hospital is to build a new a 21st century hospital, a new civic campus, in the heart of the city that will meet the health-care needs of its community for the next 100 years.⁸



The Ottawa Hospital had a goal of creating a world-class facility while being mindful of the funding available. This led to an understanding that layout and design were important factors. Specifically, efficiency of layout and compactness of design within a 50-60 acre parcel would aid in the proximity of resources within the hospital and improve flow and access to treatment.

The impact of these facilities can be gauged on an on-going basis and cannot be underestimated. The critical first step is the recognition of the importance of location. Access, proximity to community, and the catalytic effect that these types of long-term, large-scale investments can have on a city needs to be carefully considered. Each of the precedents that were studied considered not just the location that most benefitted the institution from a facility operations standpoint, but also what would aid in the mission to serve the community while also being a force for change and a model for development in their city.

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APPENDIX VI

CSA Z8000-11 Canadian Health Care Facilities (HCF) – Reaffirmed 2016

Canadian Standards Association (CSA) standards are developed through a consensus standards development process approved by the Standards Council of Canada. This process brings together volunteers representing varied viewpoints and interests to achieve consensus and develop a standard.

Accessibility

4.3.1.1

The HCF shall be planned and designed to produce an environment that facilitates the patient's access to receiving care and the caregiver's capacity to provide appropriate and effective care. The HCF *shall be designed so that people of all abilities are able, without modification to their normal conduct*, to access the services, work in the facility, use the facility, or assist staff in accomplishing their work.

Both Health Care Facility (HCF) staff and users will benefit more from building a new HCF in an urban environment with closer access for appropriate and effective care.

Notes: (1) Accessibility includes

(a) design intended to minimize barriers for persons with various disabilities;

The added distance of a new HCF at the extreme edge of the City of Windsor is a barrier to the aging, disabled, and persons without vehicles, who must rely on public transit or relatives at an inconvenient high cost monetarily as well as time travelled.

(d) Arrangement of services to minimize patient travel from outside the HCF and between destinations within the HCF.

Poor public access from a greater distance does not facilitate good patient care. Immediate access is compromised due to extended travel requirements.

(2) Accessibility addresses not only the primary needs of persons with disabilities, but any supporting elements that a person might require, such as mobility devices, handlers, or assistive devices.

The greater the distance required to access the HCF, the greater the needs are for the primary care providers and their own supporting systems and agencies.

(3) Patients or staff who encounter a barrier in accessing or providing care can experience increased stress levels, which can have a negative impact on clinical outcomes. All effort should be made to reduce or remove such barriers.

Stress levels and anxiety increases with the difficulty in both emergency and non-emergency situations for individuals already compromised with the health needs. Distance barriers will most definitely have a negative impact on patient clinical outcomes.

4.3.1.3

The HCF shall be designed to *adapt to the changing accessibility needs of patients and the possibility that a patient who normally does not have a disability could experience temporary disability because of impairment* due to an illness or to a medical or surgical condition.

The proposed location creates difficulty during drop off / pick up during a medical emergency, procedure or episode pre, post or during an emergency, procedure or episode due to expected travel times and distances with frequencies being higher from the city with a denser population.

4.3.2.1

The HCF shall be designed and constructed so as to *minimize barriers* to the normal activities of patients and families, staff, and visitors with disabilities.

Note: A barrier can be anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, and information or communication barrier, an attitudinal barrier a technological barrier, or a policy or practice obstacle.

Difficulties in regards to public transit access, stops and transfers for persons without access to a personal vehicle, staff or patients, are added barriers with this proposed greenfield location, rather than minimizing barriers for these normal activities.

4.3.2.3

The planning process shall include a procedure to identify and resolve possible conflicts between the accessibility needs of different user groups.

Notes: In some situations, a design solution intended to help one user group can inadvertently create a barrier for another group.

Locating the proposed Mega-Hospital at the extreme limits of the City of Windsor in order to accommodate the residents of Essex County creates additional barriers for the

citizens of Windsor, the bulk of the population accessing this HCF. However, locating the proposed Mega Hospital on a 50-acre brownfield site, near Windsor Regional Hospital Metropolitan Campus and Cancer Centre, adds approximately 10 minutes of travel time to a county resident, but allows for the implementation of existing mass transit.

4.3.2.4

The HCF and all of its components should be simple and intuitive regardless of the user's experience, knowledge, language skills, or current concentration level. *The HCF should be able to be used efficiently and comfortably and with a minimum of fatigue by all users, regardless of ability.*

A trip to a HCF is an ordeal in its own right. In some instances, accessing the HCF in the proposed location may create a day trip or extended travel condition to a destination intended to be easily accessible, regardless of ability.

4.6.1.1

The HCF shall be planned and designed to promote sustainability in terms of the construction process, the finished building, and the sustainable operation of the facility over time.

Sustainable design is the philosophy of designing physical objects, the built environment, and services to comply with the principles of ecological, social, and economic sustainability. The intention of sustainable design is to "eliminate negative environmental impacts completely, through skillful, sensitive design".

Notes:

(1) *Sustainability includes provision for the following issues:*

- (a) *environmentally responsible construction (including pre-construction site clearance and demolition);****
- (b) *creating and maintaining environments that promote occupant wellness;*
- (c) *socially responsible impact of HCF operations on the external environment ("**green**");****
- (d) *flexibility to accommodate future changes in the provision of care, including capacity changes (see Clause 7.10);*
- (e) *total cost of operation (i.e., not only the direct capital investment in the built environment but also indirectly the on-going services and impacts); and*
- (f) *appropriate design for the needs of the community and patients serviced by the HCF.*

(2) *According to the ASHE Green Healthcare Construction Guidance Statement, "Building design and construction practice can be shaped to protect health at three scales: ****

- (a) *protecting the immediate health of building occupants;*
- (b) *protecting the health of the surrounding community; and*
- (c) *protecting the health of the larger global community and natural resources”.*

Our greenest buildings are our existing buildings filled with the embodied energy required to build them. Thereby, eliminating the existing inner-city hospitals (with recent additions and exceptional medical facilities) and replacing them with a Mega-Hospital located on productive farmland near the outskirts of the city, is wasteful, highly unsustainable and insensitive to current planning principles that seek to limit sprawl. Intensification of existing urban brownfield sites containing underground services, roadwork and a community network is a highly sustainable, practical, and less costly direction, specifically where the population is not forecasted to increase, such as in Windsor.

4.6.1.2

The planning, design, and construction of the HCF shall follow a recognized structured sustainability program.

Note: *Examples of structured programs include*

- (a) **LEED** (*Leadership in Energy and Environmental Design*);
- (b) *Green Guide for Health Care (GGHC)*;
- (c) *the Building Owners and Managers Association of Canada’s Building Environmental Standards Program (BOMA BEST);and*
- (d) *Green Globes (UK).*

LEED *is a green building assessment tool initially developed by the US Green Building Council and subsequently launched in Canada by the Canada Green Building Council.*

Leadership in Energy and Environment Design (LEED) would not provide points for the proposed location of the Mega-Hospital outside of Windsor for many reasons including Site Selection (greenfield), Development Density (creating sprawl), Redevelopment of Contaminated Sites (greenfield), Alternative Transportation (increases transportation requirements), Reduce Site Disturbances (eliminating currently productive farmland), Heat Island Effect (creating further heat reflectivity, rather than current absorption and cooling), Light Pollution Reduction (creating further lighted areas), and Building Reuse (building all new).

4.6.1.4

The plans for sustainability should help to ensure that the HCF is integrated into the surrounding community and *has a positive impact on its surroundings*.

The development of a HCF on “greenfield” farmland outside of a community is heedless and contributes to urban sprawl unnecessarily, without any positive impacts for the community, in particular when the current facilities in that community will be demolished.

Master Program

5.1.4.3 Existing Facilities

If the project involves a renovation or addition to an existing HCF, each service or component in the HCF shall be assessed for functionality. The master program shall report the functional deficiencies and planning shall incorporate strategies to eliminate the deficiencies identified in these assessments. In addition, the existing facility shall be assessed to ensure it can support the emergency planning and business continuity plans of the HCF, both during construction and after completion of the project.

Since this proposed plan eliminates the majority of the existing facilities of two hospitals, including a recently constructed Cancer Centre, it appears that endeavouring to work sustainably with existing infrastructure was never intended to occur for this proposed Mega-Hospital on a greenfield site outside of the community.

5.1.5 Master plan and assessment

5.1.5.1 A master plan shall be developed, based on the master program, and shall

- (a) Specify how the functional objectives and space requirements identified in the master program can be achieved on the existing site or on a new site;
- (b) provide the HCF with the vision of how to best allocate and develop space rationally and coherently in response to program needs, over a short, medium and longer term; and
- (c) describe the existing situation, define opportunities for development, make recommendations for implementing the master program, summarize capital costs for development options, and illustrate the building strategy and phasing in schematic design form.

With the commitment to build new, tied to the site selection procedure, master planning that fully exploits the existing hospital infrastructure has not occurred. Opportunities for existing buildings and services working well within the existing

hospitals, in particular the recent expansions all slated for demolition, will extend capital costs for this proposed development without justification.

5.1.5.2 The master plan shall include the following in graphic and descriptive form:

(a) existing and proposed site diagrams:

(i) site services (utility locations and civil planning);

(ii) utility locations;

(iii) civil planning

(iv) site utilization;

(v) vehicular traffic flow;

(vi) pedestrian traffic flow

(ix) Parking strategy

The additional costs estimated to be \$1 billion dollars to supply the proposed farmland site with the appropriate utility services and roadways, versus a site equipped with existing utility services within the community, where large expansive brownfield sites exist, is wasteful, with the burden for those costs falling independently on the City of Windsor without county input.

5.1.6.3

The functional program shall be developed, taking into account the following considerations as they apply to the HCF being designed:

(a) Populations analysis, to determine potential volumes (workload) that are anticipated and the profile / characteristics of the patients;

The majority of patients expected to use the HCF are residents of the City of Windsor, not the County. The epicenter of densest populated residential areas within the region should be used to measure appropriate travel distances. This does not seem to have occurred for the proposed greenfield farmland site.

5.1.11 Site Evaluation

5.1.11.1

The HCF shall ensure that the potential site is in compliance with applicable requirements for the HCF construction.

Note: Federal, provincial / territorial, and municipal environmental acts, regulations, and agreements regarding site specific risk assessments can apply.

Federal, Provincial and Municipal Environment Acts do not advocate for greenfield development where similar brownfield development potential exists. Windsor's recently-approved Energy Plan that advocates for 'District Energy', which is prevalent in the downtown core areas, could be adapted for this Mega-Hospital project but not on proposed farmland at the extreme edge of the city.

5.1.12.3

Based on the site evaluations report, the HCF planner shall explain how the site will be impacted by the development. This shall include information on the impact on the immediate ecosystem / environment and any downstream ecosystems that will be impacted.

It is assumed that any assessment through a site evaluation report regarding a greenfield site will be detrimental to all adjacent ecosystems that will be impacted or entirely removed with this Mega-Hospital's proposed location.

6 Site and Facility development

6.1.1 General

The HCF shall be located to

- (b) be within reach of utilities and other essential services;
- (c) be easily accessed from major transportation routes;

The proposed Mega-Hospital location is not within reach of utilities and other essential infrastructure services. It cannot be easily accessed from major transportation routes unless significant funding, not being provided by the Ministry of Health, is received from other Ministries with Federal and Provincial funding. The estimated \$500M for infrastructure would not be entirely required should the proposed Mega-Hospital be sited within the urban fabric of the city, where bus routes and other forms of transportation, include biking and walking are currently integrated.

6.1.4 Site Circulation

6.1.4.2

All types of site access, traffic, and circulation shall be identified, including

(a) pedestrian; **Pedestrians will not be able to walk to the proposed greenfield site location.**

(b) bicycle;

An Active Transportation Master Plan has not yet been enacted by the City of Windsor. Therefore, cycling to this farmland location will be impeded by the lack of infrastructure conducive to safe cycling practices. However, the City of Windsor is making great progress in developing bicycle path connectivity within the inner-city.

(c) and Vehicular, including

(i) Priority / emergency (land and air) **Land access will have to be developed further. Air access is acceptable across from the Windsor airport however helicopter access is common and preferred on hospital roofs in the city.**

(ii) public transit; **Public transit is currently not available in the proposed area, and would require additional funding to extend current routing.**

(iii) and service vehicles; **Further roadway development is required.**

Alternative methods of arrival and departure to and from the HCF needs to be considered. Not everyone has access to a personal vehicle, and therefore will rely on alternative methods of travel. The proposed location makes these methods difficult and expensive to execute.

6.1.5.1 Pedestrian Circulation

Pedestrian routes to and between buildings shall be as direct as practicable to reduce the temptation to use or create unnecessary routes.

Pedestrian access or walkability favouring any surrounding community is not being addressed with the proposed HCF location. Since the location is isolated and distant to any established neighbourhoods or communities, walkability has not been considered.

6.1.13 Environmental Controls

6.1.13.1

Environmental controls shall be used to minimize the impacts of the HCF (e.g., sound, waste, air quality, and water) on the surrounding areas, including natural areas.

Building a Mega-Hospital and rezoning massive tracts of farmland for this development would impact both the natural areas of the proposed site and those adjacent with additional sound, waste, reduced air quality and water runoff.

7.1.9 Provisions for sustainable design, construction, and operation of the HCF shall be made in accordance with

Clause 4.6.

Note: *This Standard does not provide detailed requirements for sustainable design and construction because such requirements would already be part of the qualification criteria for a structured sustainability program as referenced in Clause 4.6*

By proposing a greenfield site, currently serving as farmland, it appears that no effort has been made to incorporate the sustainable design as noted in Clause 4.6.

7.1.10

HVAC systems shall be designed, constructed, installed, commissioned, controlled, operated, maintained, and managed in a manner that prudently and effectively utilizes energy, water, and other associated resources. Consideration should be given to

- (a) the availability and sustainability of energy sources; **District Energy is not available.**
- (b) effective and efficient system design; **Can occur in isolation but best working in conjunction.**
- (c) maintainability and control of systems; **Can occur.**
- (d) initiatives that reduce energy usage; **Transportation energy use, water, and costs increase.**
- (e) and minimizing the negative impact on the environment. **A maximum negative impact on the environment will occur by removing farmland for urban sprawl with this proposed location.**

Functional Requirements

8.1.2.3

Family support and participation shall be recognized as an integral component of care and be accommodated in the environment.

In many Health Care Facilities (HFC's), support is often offered on site such as health and wellness awareness, grief counselling and various other medical counselling services. However, additional support is also located off site at satellite locations, in most cases closer to the city core where they are now. Therefore, positioning this Mega-Hospital, as proposed on a greenfield site at the edge of the city, where massive tracts of private farmland must be rezoned to accommodate related facilities required to be located near the hospital, counteracts all good town planning principles, creates urban sprawl without a population increase, and has an excessively negative impact on all environmental concerns. With the addition of new commercial, retail, and residential developments around a new greenfield hospital, the negative impacts tied to sprawl will be felt within the city itself, where these functions currently reside. Therefore a 'hollowing out' of the core will occur, due to an increase in vacant buildings, caused directly by the location proposed for the Mega-Hospital, if approved.



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 5.4.a

Memorandum

To:

Council

Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef

Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From:

Chair, Communications Committee

Amir Azadeh

Committee Members

Jeremiah Gammond
Joël León
Sadeq M. Sadeq

Jennifer King
Agata Mancini
Magid Youssef

Date:

February 22, 2019

Subject:

Communications Committee Update

Objective:

To provide an update on current and ongoing communications-related activities.

Background: The Communications Committee met on Thursday, February 14, 2019, in anticipation of the March Council meeting. New Chair and VP Communications Amir Azadeh led the discussion, which included decision-making pertaining to Public Awareness Sponsorships and Special Project Funding (SPF) for the Local Architectural Societies as well as an exploration of themes and titles for the 2020 OAA Annual Conference. Azadeh also discussed ways to put a human face on the culture of volunteerism, spinning out of some of the discussions from the OAA Priority Planning Session earlier in the month.

1. 2019 Priority Projects

WEBSITE REVIEW

The OAA Website Redesign project continued over the last couple of months with the approval of the site map, key planning and discussions around the new Discover an Architect/Member Directory section and the beginning of the design phase of the project.

On January 10, consultant Enginss met with the Website Task Group to review the proposed information architecture and site map. Some feedback was received and incorporated and the final site map was approved in late January.

Internal meetings have also taken place in order to determine what the Discover an Architect/Member/Practice Directory section will look like in the new Website. Meetings took place with Engineering, Communications and Policy staff, the Registrar and the Executive Director, and feedback was received from the Website Task Group. The following was determined:

- There will no longer be member-posted profiles for individuals or practices—it will simply be information pulled from the database. For practices, the following fields will be included: address, contact e-mail and phone and Website. For individuals, the same (when permission has been granted), along with the member type (i.e. architect, Licensed Technologist OAA, architect [retired]).
Note: Website Statistics determined that only 17.08% of members and 19.03% practices have completed profiles on the OAA Website.
- Each Discover an Architect entry would have a link to published discipline history if applicable.
- While the Communications Committee thought adding social media links (specifically Twitter, Facebook and Instagram for practices, and same with added LinkedIn for individuals) would be beneficial, the technical feasibility will be explored before a decision is made for this feature as this information does not currently reside on iMIS.

A design meeting took place on February 14, where Sputnik (the web design consultant) presented various style tile options. The Website Task Group reviewed each style tile and provided feedback on which elements were preferred. Overall, the Task Group liked the design direction and wanted to keep the design, clean and modern. Its members emphasized that added touches (like divider lines and grids) should be subtle—not too bold, except typography where the team liked the play with size and weight. The team stressed the importance of incorporating white space in the design to create a clean and simple look and to establish hierarchy.

The consensus was to stay away from one highlight colour and instead use the colour palette as wayfinding—that is, different sections of the site would have different associated colours.

Sputnik will now take the feedback and devise two design concepts. On April 4, Sputnik will present the two design concepts for the Website to the Communications Committee and Website Task Group, and **we invite all interested Councillors to attend this meeting**. The purpose of this meeting is to narrow down the concepts to one scheme and to provide feedback to the consultant for further refinement into a final design concept. Please express your interest to tamarak@oaa.on.ca by March 21, and RSVP if you will be able to attend in person or would like to provide feedback digitally. If you wish to participate digitally, the presentation will be sent to you on April 4, and we request that all feedback be sent in within two business days so that it can be addressed by the consultants in a timely manner.

Sputnik will now take the feedback and devise two design concepts that will be presented to the Communications Committee in late March. Direction will be sought from Council at the March 7 meeting to determine the preferred approach regarding Council approval on the final Website Design as this must take place before the next Council gathering in May in order to maintain the schedule..

Refer to Appendix A & B for the January and February OAA Website Audit and Design Reports, which track completed and projected work on the project.

OAA HQ RENEW + REFRESH

The Artwork Program's three priority projects (i.e. reframing artwork, OAA Presidents' Honour Wall and the atrium north wall video screens) will begin in January, based on feedback from the consultants and a revised timeline. Williams Carlyle Consulting will be working together with OAA staff and members of the Building Committee.

A blower door test will be held in March and will require communications and event support. A save-the-date notice was published in the December *OAA News*, with more information scheduled in the coming weeks. Once the date has been finalized, an e-mail will be sent to enable a limited number of interested members the chance to attend.

The Winter edition of the *OAA HQ Renew+Refresh* e-newsletter is scheduled for mid-March.

SHIFT 2019 Infrastructure/Architecture Challenge and Awards Program Updates

Jury Day took place on February 19. A total of seven SHIFT projects were selected to be recognized as the curated submissions while another four were chosen as honourable mentions. The selected SHIFT submissions and Service Award recipients (i.e. G. Randy Roberts Service Award and Honour Roll) will be announced on March 21 and showcased at the 2019 OAA Conference taking place on May 22 – 24 in Quebec City. The G. Randy Roberts Service Award will be presented at the AGM and the Honour Roll and the selected SHIFT teams will be recognized at the Recognition Lunch.

On Friday, May 24, there will be a SHIFT Infrastructure/Architecture Challenge presentation where the curated selection of submissions will be featured. The presentation will be followed by the Archifête—a social event where industry leaders and allied professionals are invited to join Ontario architects for a reception where we celebrate our honourees and close Conference 2019.

OAA staff is liaising with IQ Media, publishers of *Canadian Architect*, to develop the publication of a SHIFT book showcasing the program, selections and jury.

LOGO DESIGN

After meetings with both the OAA Logo Sub-Committee and Enginss/Sputnik (the web design consultants), Leo Burnett Toronto has developed the guidelines for the logo's use (See Appendix C). Once again, it is important to remember the program was to develop a new logo for the Association; applications such as digital seals can be subject to further refinement.

The logo will remain confidential until the new Website launches in early 2020 (or a soft launch is agreed upon).

The OAA's Communications Manager is now reaching out to legal counsel regarding copyrighting the image. Communications staff are also securing the needed typography for the logo and the website.

Additional Priorities

BLOAAG

The Communications Committee has discussed possible future initiatives to strengthen communication around the culture of volunteerism and to spotlight those on the Honour Roll. The aim is to increase membership engagement to address one of the priorities outlined by Council this year.

Last month, the bLOAAg series was tied into the work that the Housing Affordability Task Group (HATG) had done on its report, "Housing Affordability in Growing Urban Areas." Throughout the month, the site shared projects that the HATG referenced in the report as case study examples.

PUBLIC AWARENESS AND MEDIA RELATIONS

Proof, the OAA's media consultant, has been granted access to the selected SHIFT submissions in preparation for developing a press release and media strategy. Communications staff has also liaised with the firm with respect to sharing information about the OAA Council's new president and priorities as well as the housing affordability report authored by SvN for the Housing Affordability Task Group (HATG).

2. OAA Communications

COMMUNICATION PLANS	KEY PROJECTS	KEY ACTIVITIES
<ul style="list-style-type: none"> ➤ OAA Building Renew/Refresh ➤ Communications plans 2019: <ul style="list-style-type: none"> SHIFT: Infrastructure/Architecture Challenge Starting a Practice Online CERB Online Admission Course Logo Launch Website Redesign Launch ➤ Planning with Policy/GR: <ul style="list-style-type: none"> Housing affordability OMB appeal hearing Climate Change/ 2030 MOL employment standards National architectural policy 	<ul style="list-style-type: none"> ➤ OAA HQ Renew + Refresh ➤ OAA HQ Art Program ➤ Website Review ➤ OAA Logo Redesign ➤ SHIFT Infrastructure/Arch Challenge ➤ Conference 2019 planning ➤ 2019 Council ➤ Conference 2020 planning 	<ul style="list-style-type: none"> ➤ Planning/strategy ➤ Consultation ➤ Media relations ➤ Media monitoring ➤ Writing/editing/proofing ➤ Content development: blOAAg/ Twitter/Instagram/OAA News ➤ Design and production ➤ Enquiries ➤ Website development and maintenance ➤ Committee support

3. Web Updates (January – February 2019)

UPDATES	DEVELOPMENT	UPCOMING PRIORITIES: In progress
<ul style="list-style-type: none"> • Admission Course • Starting an Architectural Practice • Council Photography Updates • Committee Updates • Conference 2019 – Sponsorship , Travel, Hotel and Program details • OAAAS Redesign • SHIFT Website, Newsletter 	<ul style="list-style-type: none"> • Website Redesign Project – Research, Consultation and Audit • SHIFT 2019 Infrastructure/Architecture Challenge Website • Cadmium Online Awards Website • OAAAS Redesign 	<ul style="list-style-type: none"> • Content Modelling of OAA Website • Website Redesign – Design Approval • Graphic Standard review • Accessibility standards training

4. Sponsorship and SPF Update

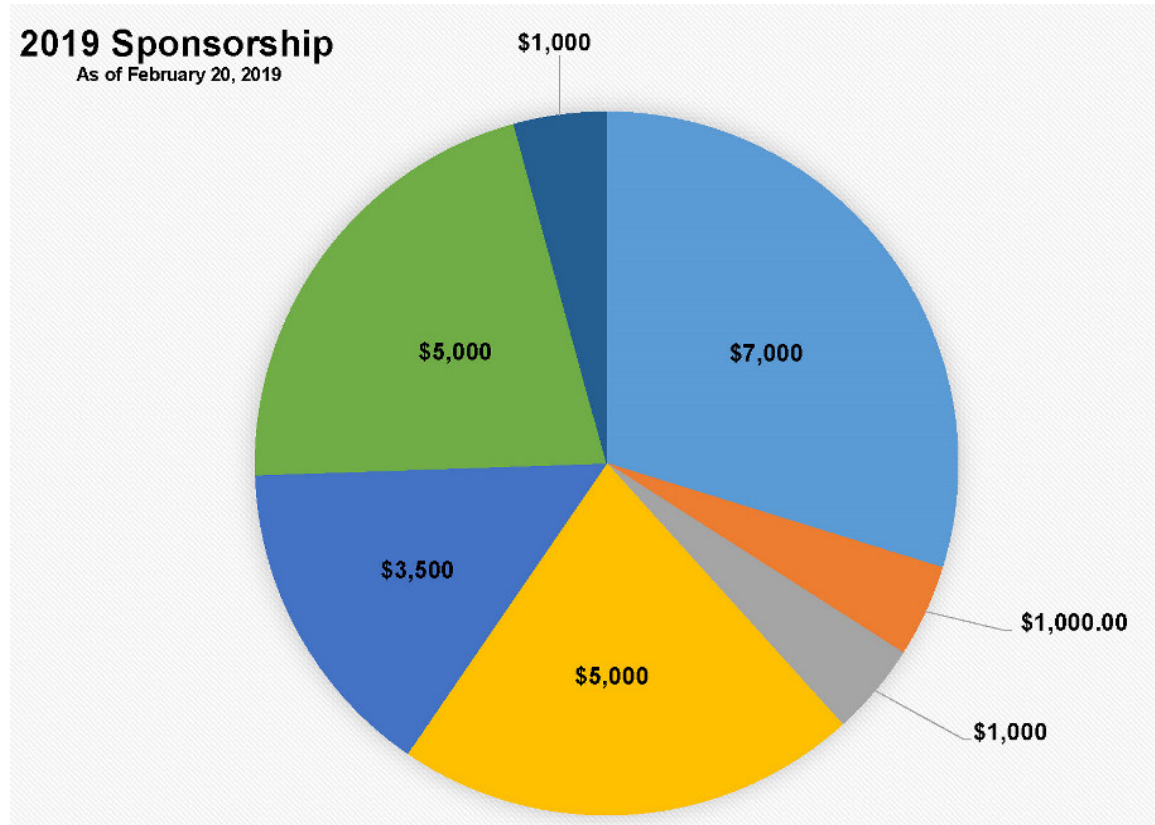
Current 2019 Budget (as of February 20, 2019): **\$36,500 – January 28 Deadline**

Budget Spent (as of February 20, 2019): **\$23,500 – January 28 Deadline**

■ **Total budget: \$60,000**

\$30,000 – January 28 Deadline

\$30,000 – May 27 Deadline



■ **2019 Winter Stations Design Competition**

February–March, 2019 | Toronto
Raw Design, Curio, Ferris +Assoc
\$7,000

■ **1UPToronto Conference**

February–March, 2019 | Toronto
Urban Minds & RU A Planner
\$1,000

■ **Program: Heritage Toronto Tours; Event: Architecture of a Neighbourhood: Downtown Yonge**

May - October, 2019
Heritage Toronto
\$3,500

■ **Waterloo Architecture Master Works and Projects Review Exhibitions**

■ **Beyond Gross: New Planning Tools to Help Revitalize your Local Laneways**

May 7, 2019
The Laneway Project
\$1,000

■ **BEAT 2019 Annual Leadership Seminar**

March 9, 2019
BEAT (Building Equality in Architecture Toronto)
\$5,000

Projects Review - April -June 2019
School of Architecture, University of Waterloo
\$5,000

■ **Toronto's Urban Issues Conference**

March 23, 2019
Spacing Magazine/ Azrieli School of Architecture + Urbanism
\$1,000

Society Special Project Funding Update

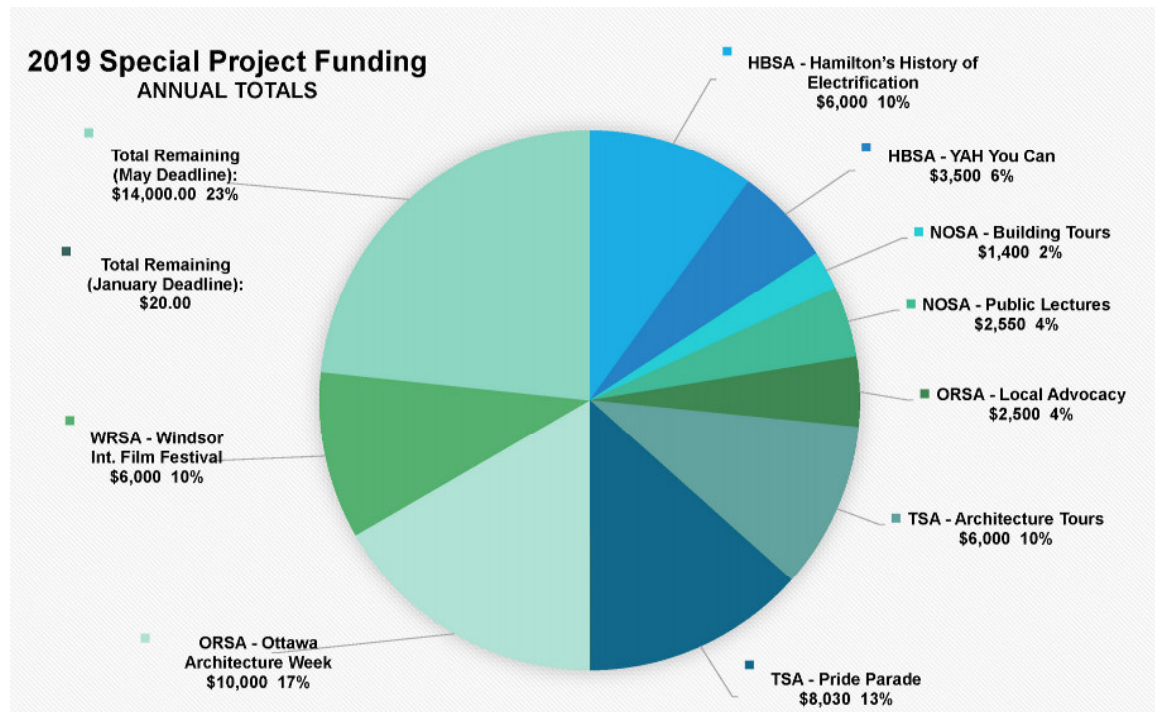
Total budget: \$60,000
 \$30,000 – January Deadline
 \$30,000 – May Deadline

January Deadline

Budget Spent (as of February 20, 2019): **\$29,980** *TSA Architecture Tours (\$6,000) funded annually
January Budget Remaining (as of February 20, 2019): **\$20**

May Deadline

Budget Spent (as of February 20, 2019): **\$16,000** *ORSA Architecture Week (\$10,000) and WRSA Film Festival (\$6,000) funded annually
May Budget Remaining (as of February 20, 2019): **\$14,000**



Hamilton & Burlington Society of Architects – Hamilton's History of Electrification
 Hamilton | \$6,000

Hamilton & Burlington Society of Architects – YAH You Can Event
 Hamilton | \$3,500

Ottawa Society of Architects – Ottawa Architecture Week*
 Ottawa | \$10,000 | *funded annually

Ottawa Society of Architects – Local Advocacy
 Ottawa | \$2,500

Northern Ontario Society of Architects – Building Tours
 Sudbury | \$1,400

Northern Ontario Society of Architects – Public Lectures
 Sudbury | \$2,550

Toronto Society of Architects - Architecture Tours*
 Toronto | \$6,000 | *funded annually

Toronto Society of Architects – Pride Parade
 Toronto | \$8,030

 **Windsor Society of Architects – Windsor International Film Festival***
Windsor | \$6,000 | *funded annually

5. Social Media Update

INSTAGRAM	TWITTER	FACEBOOK
Followers: 2708 (+101)	Followers: 6726 (+107) Total Likes: 5890 (+133)	Followers: 1578 (+43) Total Likes: 1483 (+35)
Throughout January and early February we posted images of the housing affordability case study projects that were shared as part of the January bOAAg series. There were seven projects posted and they were 'liked' an average of 120 times each. We used the Insta Stories to share information about the Shift Challenge and Awards Jury Day, as well as other important events/deadlines that would be of interest to our members. On average, each Instagram story was seen by about 300 followers. From February 15–21, we made 1429 'impressions' (total number of times posts have been seen).	Twitter is our most consistently used social media platform. Twitter posts are consistently planned for a minimum of three times daily, hitting the high traffic times of 9 am, noon, and 5 pm. As is standard, we tweeted about several events and awards programs that would be of interest to OAA members. We promoted local architectural society events and shared OAA news items.	Facebook was used to promote several events that would be of interest to our members, such as local events and major architecture/design-related events across Ontario. In particular, we posted about various lecture series taking place, such as the McEwen School of Architecture, Daniels Faculty and Ryerson, among others. We also used Facebook to share the housing affordability bOAAg posts in order to reach more viewers and to create consistency across our various social media platforms.

Facebook Data Graphics (based on January 25 – February 21):

Actions on Page

January 25 - February 21



We have insufficient data to show for the selected time period.

Page Views

January 25 - February 21

169

Total Page Views ▲84%

**Page Previews**

January 25 - February 21

28

Page Previews ▼18%

**Page Likes**

January 25 - February 21

24

Page Likes ▲41%

**Post Reach**

January 25 - February 21

1,818

People Reached ▲46%

**Recommendations**

January 25 - February 21



We have insufficient data to show for the selected time period.

Post Engagements

January 25 - February 21

656

Post Engagement ▲33%

**Videos**

January 25 - February 21

4

3-Second Video Views ▼97%

**Page Followers**

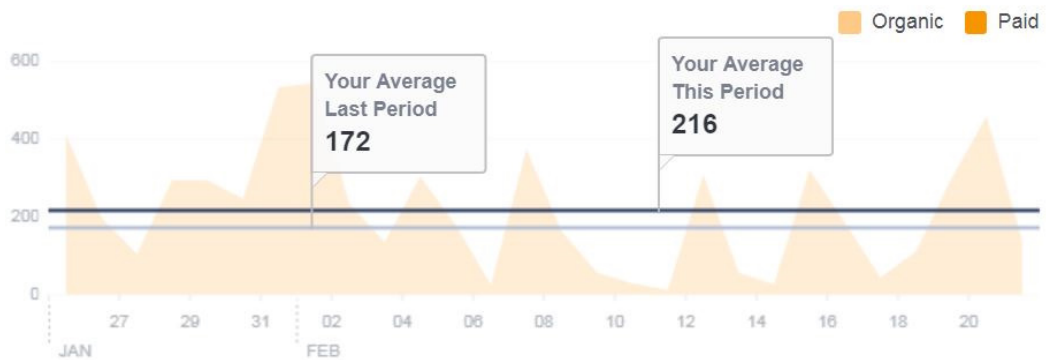
January 25 - February 21

24

Page Followers ▲26%

**Total Reach**

The number of people who had any content from your Page or about your Page enter their screen. This number is an es



Your 5 Most Recent Posts

■ Reach: Organic / Paid
 ■ Post Clicks
 ■ Reactions, Comments & Shares
 ⓘ

Published	Post	Type	Targeting	Reach ⓘ	Engagement
02/20/2019 4:11 PM	 Thank you to the 2019 SHIFT Challenge and Service Awards			383 	71 9 
02/19/2019 9:30 AM	 2019 OAA Awards & SHIFT Jury Day is Today! Our expert jury will			398 	15 14 
02/15/2019 12:30 PM	 BEAT Building Equality in Architecture Toronto's 5th Annual			463 	19 8 
02/15/2019 12:30 PM	 The Grand Opening of Winter Stations is this Monday, February 18			419 	18 4 
02/12/2019 10:01 AM	 Ontario Association of Architects shared a post.			298 	19 6 

Twitter Data Graphics (based on January 25 – February 21):

Your Tweets earned **93.4K impressions** over this 28 day period



28 day summary with change over previous period



Link clicks
281



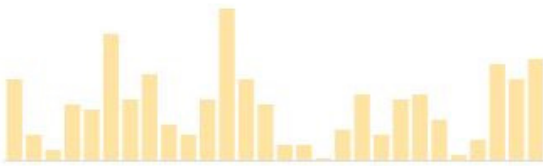
On average, you earned **10 link clicks** per day

Retweets
132



On average, you earned **5 Retweets** per day

Likes
302



On average, you earned **11 likes** per day

Objective: For information only, no action is required.

OAA Website Audit and Redesign STATUS REPORT

Monthly Status Executive Summary: OAA Audit, Redesign Planning and Implementation				
Reporting Period : Month of January 2019		Client Stakeholders :Tamara King		
		Project Manager : Prerana Shrestha		Contract # : 2018-0022
Current Status				
	Green	Yellow	Red	Details
Schedule				
Budget				
Scope				

Schedule				
Projected Milestones		Date	Percentage Complete	Notes
Project Kickoff		June 26th, 2018	100%	
Planning		June 29th, 2018	45%	
Planning Sign off		April 10th, 2019	0%	Reassessed
Development		Spring 2019	0%	
Development End		Winter 2019	0%	
QA		Winter 2019	0%	
Content Population		Winter 2019-Spring 2020	0%	
UAT		Spring 2020	0%	
Launch		Feb-20	0%	

Work Completed	
Work Completed	Projected Work Scheduled Next Month February 2019
<p>* Project team met with the web committee on Jan. 10, 2019 to review Sitemap. The committe has approved on the details presented.</p> <p>* The project team continued to work on UX Pattern Library/ Functional Specifications document, this document lists the various content types that will be needed for the site. This document will be a reference point for the OAA team while content modelling exercise takes place.</p> <p>* Project team also met on January 31, 2019 to review the UX Pattern Library/ Functional Specifications document. OAA team to review and provide feedback.</p> <p>* Simone met with Con-Ed group to gather further details.</p> <p>* OAA to provide feedback on Member/Practice directory.</p> <p>* Project team met with Enginess and Sputnik teams for design kick-off meeting on January 23, 2019. The purpose of this meeting was to review the planning process, expectations, timeline so that the entire team was on the same page in terms of design.</p>	<p>* Simone will start organizing the content modelling task for the OAA team. OAA team to start on this task in Feb.</p> <p>* Sputnik team has begun the style tiles work. A review session has been booked for Feb. 14, 2019 to review with web committee.</p> <p>* Leo Burnett team will be sending the finalized package to the project team on Feb. 25, 2019.</p> <p>* Simone will continue advancing patterns: clarify with OAA directions on Awards treatments, Events calendar, banners, carousel, member directory. etc.</p>

Follow Up Items

OAA Website Audit and Redesign
STATUS REPORT

ID	Action	Owner	Impact/Notes	Due Date	Resolution Date	at

Risks / Issues						
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date	at

OAA Website Audit and Redesign STATUS REPORT

Monthly Status Executive Summary: OAA Audit, Redesign Planning and Implementation					
Reporting Period : Month of February 2019			Client Stakeholders :Tamara King		
			Project Manager : Prerana Shrestha		
			Contract # : 2018-0022		
Current Status					
	Green	Yellow	Red	Details	
Schedule					
Budget					
Scope					
Schedule					
Projected Milestones		Date		Percentage Complete	
				Notes	
Project Kickoff		June 26th, 2018		100%	
Planning		June 29th, 2018		80%	
Planning Sign off		April 10th, 2019		0%	
Development		Spring 2019		0%	
Development End		Winter 2019		0%	
QA		Winter 2019		0%	
Content Population		Winter 2019-Spring 2020		0%	
UAT		Spring 2020		0%	
Launch		Feb-20		0%	
Work Completed					
Work Completed				Projected Work Scheduled Next Month March 2019	
* Simone provided an iterated version of the the UX Pattern Library/ Functional Specifications to OAA Team, project team is working on finalizing.				* Sputnik team to work on design concepts. Review with web committee is planned for April 4, 2019.	
* Project team met on 2-14-2019 to review the preliminary work on style tiles. The team provided feedback to Sputnik team that will be incorporated in the next deliverable of concept design options.				* Enginess and OAA team to continue working on the below items:	
* Sputnik and Enginess teams met on 2-21-2019 to go through the UX pattern library and suggested page configuration. Sputnik team to take the direction and choose any layout for concept creation. The final deliverable will be full set of design for the various content types listed in the UX Pattern Library/ Functional Specifications.				-- Member Directory (Discover an Architect)	
				-- Cadmium - OAA team to advise on priority	
				-- Higher Logic - OAA team to advise on priority	
				* Team to work towards planning finalization.	
Follow Up Items					
ID	Action		Owner		Impact/Notes
					Due Date
					Resolution Date



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 5.4.b

Memorandum

To:

Council

Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef

Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Speigel
Alberto Temprano

From:

Gordon Erskine, Vice President Strategic
Ted Wilson, Chair Sustainable Built Environments Committee

Committee Members

Cheryl Atkinson
Eric Anthony Charron
Mariana Esponda
Joy Henderson
Sheena Sharp
Richard Williams

Terri Boake
Paul Dowsett
Dan Harvey
Kathleen Kurtin
Andy Thomson
Ted Wilson (Chair)

Date:

February 13, 2019

Subject:

Sustainable Built Environments Committee (SBEC) Update

Objective:

To provide Council with an update on the Committee's activities

Background:

SBEC

SBEC last met on January 16 and began the meeting with a presentation from Mike Williams of RWDI on the COMPASS tool and how it is used. The members then discussed the composition of SBEC and the strategic plan. A draft of the OAA response to the provincial climate change plan circulated and members discussed any potential changes before sending to PACT for review. Members discussed displaying a Four Walls poster at the OAA Conference in Quebec City in May.

The next meeting is scheduled for March 20 and will include a presentation from Moriyama and Teshima Architects about the George Brown Tall Wood Building as well as discussions about EUI Targets for older buildings.

Action:

No action is required

Attachments:

None



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 5.5.a

Memorandum

To:

Council

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
Agata Mancini	Wayne Medford
Elaine Mintz	Sarah Murray
David C. Rich	David Sin
Robert Sirman	Susan Spiegel
John Stephenson	Alberto Temprano
Magid Youssef	

From: Mélisa Audet, Vice President Regulatory

Date: February 27, 2019

Subject: Update

Objective: To keep Council apprised of the Vice President Regulatory's activities

Background:

- Attended the Council Planning Session
- Participated in Expert Witness Training
- Participated in an all-day Experience Requirements Committee question writing session
- Attended the Toronto Society of Architects AGM
- Monitoring the implementation of Electronic Seals which is in progress.
 - Reminder, everyone must have an electronic seal by Jan 2022
- All applications are being developed as writeable .pdf
 - It may be time to consider an extension of the CERB development to make some minor changes and look at the OAA's online application for licence and see if we want to adopt those and begin planning for that (it would make it easier for the interns using the online CERB to apply for licence).
- Interns Committee
 - 4 subcommittees are formed under the umbrella of the Interns committee overall mandate:
 - Mentorship sub-committee;
 - Student Outreach sub-committee;
 - Intern Architect title sub-committee;
 - Internship Process sub-committee
- Act, Regulation 27 review (update and renew to coincide with registration of interior designers)
- IAP
 - Updating Appendix B
 - Providing information to Council to bring to national discussions about the IAP
- Keeping current with Transparency (in cooperation with Strategic and Communications)

Action: None, for your information only.



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 5.5.b

Memorandum

To: **Council**
Kathleen Kurtin
Mélisa Audet
J. William Birdsell
Walter Derhak
Jeremiah Gammond
Agata Mancini
Elaine Mintz
David C. Rich
Robert Sirman
John Stephenson
Magid Youssef

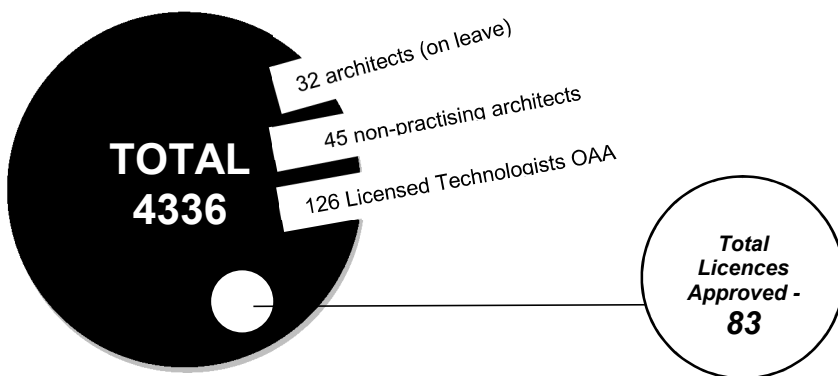
Mazen Alkhaddam
Amir Azadeh
Barry Cline
Gordon Erskine
Jeffrey Laberge
Wayne Medford
Sarah Murray
David Sin
Susan Spiegel
Alberto Temprano

From: Mélisa Audet, Vice President Regulatory

Date: February 19, 2019

Subject: Activities under the Registrar
January 1, 2019 through February 19, 2019

1. Membership as of February 19, 2019

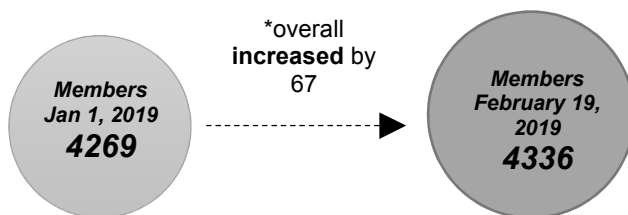


Licence Applications Rec'd – 56

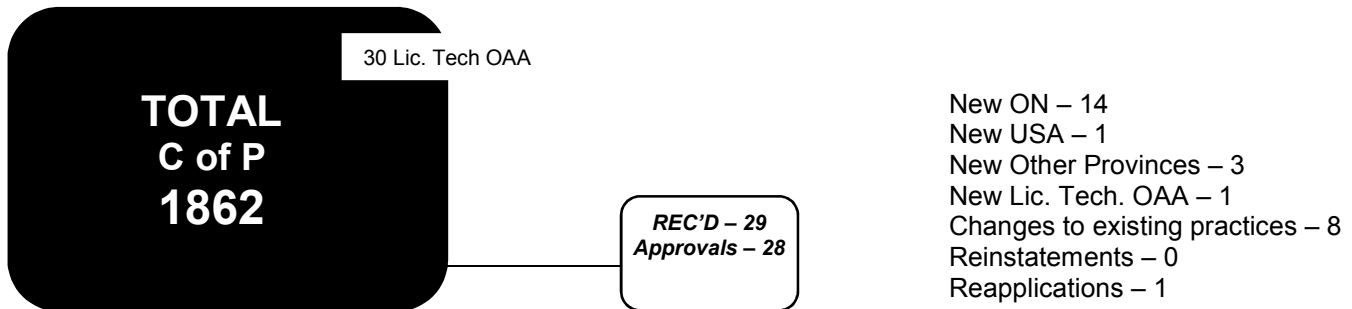
Total Licences Approved – 83

- First Time Applicants (FTA) – 47
 - FTA ITP – 11
- BEFA - 6
- Licensed Technologist OAA – 1
- Reciprocal – 20
- Mutual Recognition Agreement – 3
- Reapplications – 2
- Reinstatements – 0
- Non-Practising Architect – 4

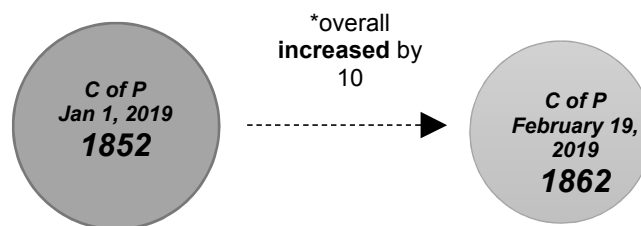
Membership Growth Summary



2. Certificate of Practice as of February 19, 2019



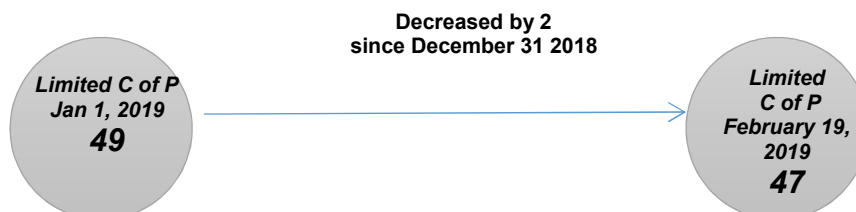
Certificate of Practice Growth Summary



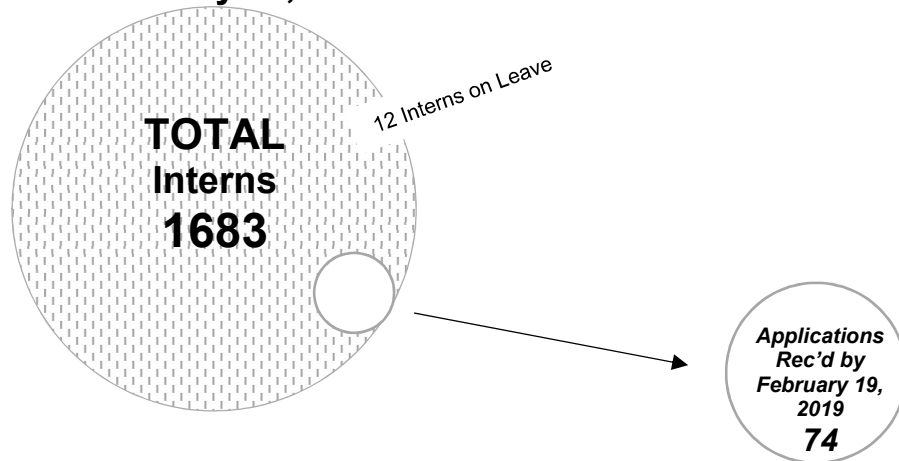
3. Temporary Licence Growth Summary



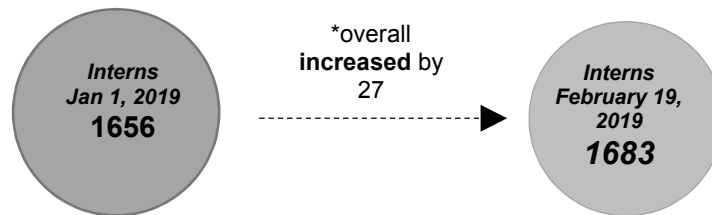
Limited Certificate of Practice Growth Summary



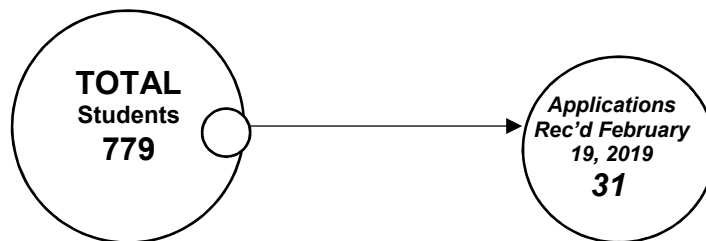
4. Interns as of February 19, 2019



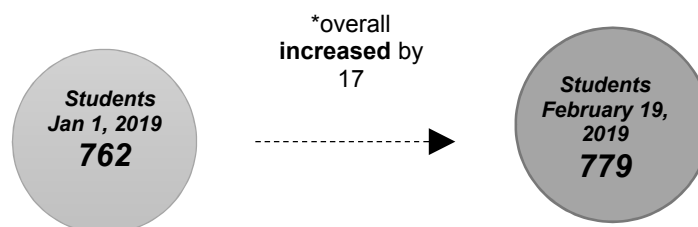
Intern Growth Summary



5. Students as of February 19, 2019



Student Growth Summary



OAAAS

Technologist OAAAS



Exemption Requests to Council

There was one Exemption Request to Council for a former member of the OAA. Council granted the Exemption.

Experience Requirements Committee (ERC)

There was one meeting held during this period to review the existing question pool and add new questions.

Complaints Committee

38 complaints are currently before the Complaints Committee.

Public Interest Review Committee (PIRC)

No meetings were held in 2019.

Act Enforcement

15 matters were reported to the Registrar for investigation related to misuse of the term "Architect" or "Architecture" or otherwise holding out.

Injunction

There is one injunction in process related to holding out and unauthorized practice.



Ontario Association of Architects

FOR COUNCIL MEETING

March 7, 2019

(open)

ITEM: 5.6.a

Memorandum

To: **Council**

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
Agata Mancini	Wayne Medford
Elaine Mintz	Sarah Murray
David C. Rich	David Sin
Robert Sirman	Susan Speigel
John Stephenson	Alberto Temprano
Magid Youssef	

From: David Sin, Vice President Practice
Chair, Practice Resource Committee

Date: February 25, 2019

Subject: Practice Resource Committee (PRC) and
Practice Advisory Services (PAS) Update

Objective: To Update Council on activities of the PC and PAS

Background: The items below were discussed at the PRC meeting on February 21, or are being dealt with by PAS.

Project Management

The PRC reviewed the draft list of project management (PM) services defining PM as part of the practice of architecture at its last meeting. Recall that the OAA Practice Committee has been asked to develop this comprehensive list as a result of last year's Council planning session. This document will assist the Practice Advocacy Coordination Team (PACT) in its deliberations regarding the provision of services by individuals engaged as project managers.

The list of 65 project management tasks was compiled from various sources describing project management services. This list of tasks was compared to GC 2.1 and 3.1 in OAA 600. The comparison shows that the majority of tasks project managers propose to provide, are in fact already included under OAA 600 basic and additional services. In addition to assisting PACT, this document could potentially be used as a tool by architects in their discussions with clients regarding their services. PAS is currently refining the final draft for PACT.

OAA-600 Round Table Discussion with Procurement Departments and Service Providers

A roundtable discussion was held on February 7 to gather input from procurement groups and service providers on their specific requirements relative to OAA 600 and to help inform the OAA in its draft of OAA 600-2019.

Among those present were representatives of [Plexxus](#) and [Shared Services West](#). Together, they provide procurement services for 40% of Ontario's hospitals. There was an openness in the group which made for a productive meeting.

Best Practices for Review of RFPs and Contracts

Publication of the document after legal review and revision is awaiting approval of the Executive Committee.

Harmonization of OBC and NBC Technicals

PAS attended a meeting hosted by the Ontario Homebuilders Association, representatives of the Ministry of Municipal Affairs and Housing reported that the mandate to harmonize the Ontario Building Code (OBC) technical requirements with those of the National Building Code (NBC) originated with the federal government's Economic Statement under the heading of reducing inter-provincial trade barriers. Divisions A and C of the OBC (which include provision for design and general review by architects) are not included in the harmonization.

CCDC2

PAS reviewed the June 9, 2018 CCDC 2 draft contract and Division 1 of the specification.

Feedback was provided through RAIC, but did not address some of the major concerns. Subsequently a meeting was held at the OAA with representatives of the RAIC and CCDC to discuss the OAA's concerns. The CCDC 2 sub-committee has met and included some revisions to the draft in response to the OAA's comments. However, there are still significant concerns. A meeting has been scheduled with the Ontario General Contractors Association (OGCA) to consider a joint response concerning issues of mutual concern.

Outstanding major concerns include:

1. transfer of clauses from the contract to the specification (which may result in more supplementary conditions by the owners' legal counsel).
2. replacement of 'Substantial Performance' with the new concept 'Ready for Take-over' which relates only to a contract requirement.
3. procedure for addressing incomplete or un-coordinated contract documents.

Practice Tips – for information only

PT.10.1 Version 3.1 (*attached*) has been amended to reflect the amendments in the government's transition rules for leasehold projects (as per Omnibus Bill 57). The changes are denoted by a vertical line.

PT.38 Durability is provided for information (*attached*).

The membership will be advised of the above practice tips in the next OAA news bulletin.

Update on Requests for Proposals (RFPs) (*attached*)

Update on EABO

February 21 was the first meeting in seven months. Revisions to the EABO forms for general review have been approved and will be issued in the future along with a commentary. There was agreement that the OAA and the Large Municipalities Chief Building Officials Group (LMCBO) would meet to discuss unpublished policies (Building Code interpretations), and the proliferation of supplementary forms being required from architects by various Building Departments (and report back to EABO).

Building Official representatives raised concern regarding the lack of completeness of the permit application documentation. While it was recognized that pressure from clients and the use of designated design are impacting the completeness of documentation being submitted for permit, (so that Building Departments can complete a thorough review) architects should be submitting full and complete documentation related to requirements of the Building Code.

Action:

For information only.



Procedures for the Release of Statutory Lien Holdbacks

Construction Lien Act (CLA): Certificate of Substantial Performance of the Contract - Certificate of Completion of Subcontract – Statement of Contract Deemed Completed

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Summary

The *Construction Lien Act (CLA)* prescribes mandatory procedures for the release of lien holdbacks under various scenarios. Architects must take care when issuing documentation pertaining to certificates and statements so that they are correct and complete.

Note: Where the term “project” is used, it has the same meaning throughout as “improvement” in the *CLA*.

The *CLA*, as it read on June 29, 2018, continues to apply with respect to a project if,

- (a) a contract for the improvement was entered into before July 1, 2018;
 - (b) a procurement process for the improvement was commenced before July 1, 2018 by the owner of the premises; or
 - (c) in the case of a premises that is subject to a leasehold interest that was first entered into before July 1, 2018, a contract for the improvement was entered into or a procurement process for the improvement was commenced on or after July 1, 2018 and before the day subsection 19 (1) of Schedule 8 to the *Restoring Trust, Transparency and Accountability Act, 2018* came into force.^[*]
- (2) For greater certainty, clauses (1) (a) and (c) apply regardless of when any subcontract under the contract was entered into.

For the purposes of this Act, a procurement process is commenced on the earliest of the making of,

- (a) a request for qualifications;
- (b) a request for quotation;
- (c) a request for proposals; or
- (d) a call for tenders.

^[*] The *Restoring Trust, Transparency and Accountability Act, 2018*, S.O. 2018, c. 17 - Bill 57 received Royal Assent on December 6, 2018. Confirm with your lawyer the date that subsection 19 (1) of Bill 57 came into force and that no further amendments to the *Construction Act* have been made.

Background

1. The *CLA* provides for the release of lien holdback to a “contractor” under three possible scenarios:
 - a) “Substantial performance” of the contract
 - b) “Total completion of a subcontract”
 - c) “Contract deemed completed”

While certification of substantial performance and total completion of a subcontract is optional, only contract deemed completed may normally occur.

2. There may not be a certificate of substantial performance on a particular project. Someone, usually the contractor, must request this. Sometimes, especially on smaller projects or when the difference in time between “substantial performance” and “deemed completed” is minor, the contractor may prefer not to apply for a release at substantial performance and wait instead for a release at “deemed completed.” Also, if the date of “deemed completed” occurs prior to the date of publication of “substantial performance”, the earlier governs the start of the lien period.
3. The *CLA* refers to two types of holdback (Refer to *CLA* for description):
 - Basic holdback, and
 - Separate holdback for finishing work (“finishing holdback”).
4. There is no further lien holdback retained after a contract is “deemed to have been completed.”
5. If “substantial performance” is certified, the release of lien holdback that follows is the “basic holdback.” The “separate holdback for finishing work” is then retained to be released following determination that the project is “deemed completed.” Procedures and waiting periods apply to all scenarios. In order to provide such certification, the architect must have been engaged to provide general review of the construction and as a payment certifier to the construction contract for the entire construction phase. The architect must be adequately familiar with the contract details and performance of the work under the contract.
6. The *CLA* provides for the release of holdback in respect of a subcontractor whose work is certified to be totally completed. This provision was created for the benefit of those trades which normally complete their work considerably in advance of the date of substantial performance on major projects, and typically includes trades such as excavation and foundation subcontractors. There is no provision in the *CLA* for substantial performance of a subcontract. Since the subcontract must be totally complete, certain documentation from the contractor and subcontractor is required to verify that a subcontractor’s work has been totally completed since the architect is not privy to the subcontract agreement and since it is unlikely that the subcontract agreement would be released in its entirety.
7. If there is no certificate of substantial performance published, then there is no release of lien holdback related to “substantial performance.” In this case, the full amount of lien holdback is released following the procedures and waiting period related to a contract “deemed to have been completed” or “abandoned.”
8. A contract is “deemed to have been completed” when the price of completion, correction of a known defect or last supply is not more than the lesser of,
 - a) one percent (1%) of the contract price, and
 - b) \$1,000.
9. Unlike “substantial performance” or “total completion of a subcontract”, there are no prescribed forms in the *CLA* to complete that attest to the fact that a contract is “deemed to be completed.” At the same time, it is important for the parties to the contract to understand when a contract is “deemed to be completed” as lien periods begin to run from that date and, subsequently, lien holdbacks should be released upon the expiry of those periods. Once the lien period expires, the *CLA* no longer applies with regard to the payment of the holdback.
10. There are printed forms for both “substantial performance” of the contract and “total completion of a subcontract” and it is mandatory that the procedures be followed as prescribed. In some instances, certificates of substantial performance were ruled invalid due to inaccuracies, and had to be corrected and re-issued, causing confusion as well as claims for interest on holdback monies withheld for a further period.
11. It is appropriate for an architect, who is also the payment certifier on a construction contract, to clearly identify to the parties of the contract, when a contract is “deemed to be completed.” In order to provide such a statement, the architect must have been engaged to provide general review of the construction and as a payment certifier to the construction contract for the entire construction phase. The architect must be adequately familiar with the contract details and performance of the work under that contract. There is no requirement to publish in any newspaper a statement of contract deemed completed, as there is for a certificate of substantial performance.

Suggested procedure

Substantial Performance of the Contract

1. Review and implement the procedures outlined in OAA/OGCA (Ontario General Contractors Association) Take-Over Procedures (Document No. 100) December 12, 2007, updated July 1, 2018 version, and as prescribed in the *CLA*.
2. In determining if a project is substantially performed, prepare and retain the following backup calculations:
 - a) total value of known incomplete work and deficiencies (work to be completed or corrected) preferably including a list of specific items;
 - b) if applicable, the total value of incomplete work which cannot be completed expeditiously for reasons beyond the control of the contractor or where the owner and contractor agree and which shall be deducted from the construction price in determining substantial performance; and
 - c) the allowable cost of completing the work according to the formula in Article 2(1) of the *CLA* after reducing the contract price as noted in (b) when applicable.

The value of (a) must be less than the value of (c).

3. If the project is substantially performed:
 - a) obtain and use only the standard *CLA* Form 6 - Certificate of Substantial Performance (refer to link at the end of this document);
 - b) obtain and confirm all of the information required to properly complete the form well in advance of the date of substantial performance to avoid delays in issuance, including the legal names of the “owner” and “contractor” as defined by the *CLA* and the addresses for service; and
 - c) when completing “identification of premises for preservation of lien”, obtain from your client the registerable description of the entire property on which the improvement is being made, as verified by their legal counsel.

An example of Form 6 completed for a fictitious project follows.

|

Form 6

Construction Lien Act

**CERTIFICATE OF SUBSTANTIAL PERFORMANCE
OF THE CONTRACT UNDER SECTION 32 OF THE ACT**

Regional Municipality of Niagara

*(County, District or Regional Municipality, City or Borough of Municipality of Metropolitan Toronto
in which premises are situated)*

91 Thorold Road, Niagara Falls, Ontario L2X 3X4

(Street address and city, town, etc., or, if there is no street address, the location of the premises)

This is to certify that the contract for the following improvement:

Addition and Alterations to offices of Alpha Owner

(short description of the improvement)

to the above premises was substantially performed on July 1, 2018

(date substantially performed)

Date of certificate signed: July 4, 2018

(payment certifier, where there is one)

(owner and contractor, where there is no payment certifier)

Name of owner Alpha Owner (1985) Inc

Address for service 91 Thorold Road, Niagara Falls, Ontario L2X 3X4

Name of contractor Beta Contractor (1987) Ltd

Address for service 39 Facer Street, Niagara Falls, Ontario L2X 7X8

Name of payment certifier Charlie Architect Inc

(where applicable)

Address 46 Long Road, Niagara Falls, Ontario L2X 7X8

(Use A or B whichever is appropriate)

A. Identification of premises for preservation of liens:

Part of Lots 7, 8, 15, 16, Reg'd Plan 96, Former TWP of Stamford, now City of Niagara Falls

(where liens attach to premises, reference to lot and plan or instrument registration number)

B. Office to which claim for lien and affidavit must be given to preserve lien:

(where liens do not attach to premises)

R.R.O. 1990, Reg. 175, Form 6

Total Completion of a Subcontract

The recommended procedure for release of construction lien holdback on a completed subcontract is related to the Certificate of Completion of Subcontract (Form 7.) Section 33 of the *CLA* provides for the release of holdback funds after expiry of the 45-day period following the date the subcontract was certified complete.

It should be noted that certification of completion of a subcontract is not mandatory under the *CLA*. If the owner is not prepared to comply with this section, this should be clearly stated in the supplementary conditions to the construction contract.

1. The procedure for release of a subcontractor's construction lien holdback is initiated by the contractor's written request for review to determine the date of completion of the subcontract. Require that this request be complete with the following documentation:
 - a) description of the scope of work included in the subcontract.
 - b) Declaration of Last Supply by the subcontractor as prescribed in subsection 31(5) of the *CLA* (Form 5.)
 - c) Workplace Safety and Insurance Board interim release for the contractor;
 - d) contractor's written acknowledgement to the owner that the requirements of the contract documents will not be altered by the early release of the holdback of the completed subcontracts; and
 - e) confirmation that the bonding company has been notified of the intent to claim release of the subcontractor's holdback.
2. Upon a satisfactory receipt of all documentation required under Item 1 above, review the work along with appropriate consultants. If satisfied that all work under the particular subcontract has been properly completed, issue a certificate to the owner, contractor and subcontractor within twenty (20) calendar days of the satisfactory receipt of the documentation noted above.

The date of completion shall be noted and acknowledged in writing by all parties.
3. Require from the contractor, over the signature of one of the signing authorities, a statutory declaration to the owner, stating:
 - a) that no written notices of lien have been received by the contractor;
 - b) subcontractor has been paid in full, except for construction lien holdback;
 - c) the final net amount of the subcontract and the amount owing; and
 - d) that they have received the certificate issued by the architect pursuant to Section 33(1) of the *CLA* on _____ day of _____, 20____.
4. The subcontractor shall issue, simultaneously, and over the signature of one of their authorized signing officers, a statutory declaration to the contractor stating:
 - a) that they have not received any written notices of lien claim;
 - b) that their own sub- contractors and suppliers are listed completely in the declaration;
 - c) that they have received payment in full from the contractor except for construction lien holdback;
 - d) the final net amount of the subcontract and the amount owing; and
 - e) that they have received the certificate issued by the architect pursuant to Section 33(1) of the *CLA* on _____ day of _____, 20____.
5. The subcontractor must provide releases from the Workplace Safety and Insurance Board on their own behalf of his/her subcontractors and suppliers.

6. Advise the owner to have a construction lien search made at the expiry of forty-five (45) calendar days after the date of completion noted on the architect's certificate mentioned above.
7. Provided that:
 - a) no liens or certificates of action are preserved;
 - b) all documents noted herein have been received; and
 - c) no written or oral notices of lien claims or of unpaid subcontractors or suppliers have been received by the owner; the owner may then make payment to a contractor on the basis of the architect's certificate for payment. It is recommended that the owner retain legal counsel to carry out the lien search.

Note: The release of holdback to a subcontractor whose work has been certified as totally completed does not affect the commencement date and warranty requirements of the contract, i.e. the warranty period for the subcontract commences on the date of substantial performance of the prime contract.

Statement of Contract Deemed Completed

1. While there is no prescribed form in the *CLA* to attest to the fact that a construction project is "deemed completed", it is prudent for an architect who is the payment certifier to clearly document the fact. The contractor and the owner should be notified of the following information:
 - a) the date that the contract is "deemed completed" as per Section 2 (3) of the *CLA*, R.S.O. 1990;
 - b) when lien rights expire. At the conclusion of the forty-five (45) day period next following the date the contract was deemed completed; and
 - c) when outstanding lien holdback monies will be due to the contractor. (On the day following the conclusion of the forty-five (45) day period), provided no liens exist relative to this contract.
2. The above can take the form of a letter or a statement. It should be addressed to the owner and contractor or to the owner with a copy to the contractor. A statement can be formatted as a standard form. The letter or statement should be on the practice's letterhead and be signed by an architect or someone under the personal supervision and direction of an architect. Attached at the end of this document is an example of a standard format for a Statement of Contract "Deemed Completed" with sample wording, or refer to the sample form in OAA/OGCA Document No. 100.
3. As backup for the above, the certifying architect should retain:
 - a) a calculation of the total value of known incomplete work and deficiencies (work to be completed or corrected), preferably including a detailed list of each item; and
 - b) a calculation of the applicable maximum amount in determining "deemed completed" (lesser of \$1,000 and one percent (1%) of contract value.)

The value of 3 (a) must be less than the value of 3 (b). This information may accompany the letter or statement noted in item 2 above.

4. Follow procedures outlined in OAA/OGCA Take-Over Procedures, (Document No. 100), Stage 6 and Stage 7.

References

Construction Lien Act (CLA), R.S.O., 1990, chapter C.30, as amended.

OAA/OGCA Take-Over Procedures, Document No. 100, December 12, 2007, updated July 1, 2018
([PDF](#)) (member login required).

[Ontario Court Forms – Construction Act](#)

Canadian Handbook of Practice for Architects, (CHOP)

Documents

FORM 6 – Certificate of Substantial Performance of the Contract under Section 32 of the Act
([PDF](#)) ([Word](#))

Statement of Contract Deemed Completed
([PDF](#)) ([Word](#))

FORM 7 – Certificate of Completion of Subcontract under Subsection 33(1) of the Act
([PDF](#)) ([Word](#))

The OAA does not provide legal, insurance or accounting advice. Readers are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards.

FORM 6
CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE
CONTRACT UNDER SECTION 32 OF THE ACT

Construction Lien Act

(County/District/Regional Municipality/Town/City in which premises are situated)

(street address and city, town, etc., or, if there is no street address, the location of the premises)

This is to certify that the contract for the following improvement:

(short description of the improvement)

to the above premises was substantially performed on _____ .
(date substantially performed)

Date certificate signed: _____ .

(payment certifier where there is one)

(owner and contractor, where there is no payment certifier)

Name of owner: _____

Address for service: _____

Name of contractor: _____

Address for service: _____

Name of payment certifier (where applicable): _____

Address: _____

(Use A or B, whichever is appropriate)

☐

A. Identification of premises for preservation of liens:

(where liens attach to premises, reference to lot and plan number or instrument registration number)

☐

B. Office to which claim for lien must be given to preserve lien:

(where liens do not attach to premises)

Letterhead of Architectural Practice

Statement of Contract Deemed Completed
For the purposes of the *Construction Lien Act*

To

Owner:

name

Contractor:

name

address

address

attention:

attention:

Work:

Title, description

Date Issued:

Project No.:

Location

STATEMENT

Pursuant to the provisions under Section 2(3) of the *Construction Lien Act*, R.S.O. 1990, the construction contract for the above identified work was deemed completed on

day, month, year

Lien rights expire at the conclusion of the forty-five (45) day period next following the date the contract is "deemed completed."

Accordingly, outstanding lien holdback monies will be due to the contractor on the day following the conclusion of the forty-five (45) day period, provided no liens exist relative to this contract.

per:

signature

name, title

copies:

FORM 7
CERTIFICATE OF COMPLETION OF SUBCONTRACT
UNDER SUBSECTION 33 (1) OF THE ACT

Construction Lien Act

This is to certify the completion of a subcontract for the supply of services or materials between

_____ and _____,
(name of subcontractor)

dated the _____ day of _____, 20_____.

The subcontract provided for the supply of the following services or materials:

to the following improvement:

(short description of the improvement)

of premises at _____
(street address, or if there is none, the location of the premises)

Date of certification _____

(payment certifier where there is one)

(owner and contractor)

Name of owner: _____

Address for service: _____

Name of contractor: _____

Address for service: _____

Name of payment certifier (where applicable): _____

Address: _____

(Use A or B, whichever is appropriate)

☐ A. Identification of premises for preservation of liens:

(where liens attach to premises, reference to lot and plan number or instrument registration number)

☐ B. Office to which claim for lien must be given to preserve lien:

(where liens do not attach to premises)



Ontario Building Code

Part 5 Environmental Separation - Durability

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Summary

The Ontario Building Code (OBC) requires under Part 5 “Environmental Separation” that the building envelope of a Part 3 building be designed in compliance with this part of the OBC.

Background

OBC Part 5 Clause 5.1.4.2 (3) states:

“Design and construction of assemblies separating dissimilar environments and assemblies exposed to the exterior shall be in accordance with good practice such as described in CSA S478, “Guideline on Durability in Buildings”.”

Clause 5.1.4.2 (3) applies to all Part 3 buildings and is an alternative in Part 9 Clause 9.27.1.1. for cladding materials or systems used on buildings designed under OBC Part 9.

In effect clause 5.1.4.2 (3) requires that design assemblies meet the standards of good practice with respect to environmental separations. CSA S478-95 “Guideline on Durability in Buildings” is a reference standard for compliance.

CSA S478-95 “Guideline on Durability in Buildings” (Guideline) was published by the Canadian Standards Association (CSA) in 1995 and reaffirmed in 2001 (subtitled R2001) and 2007 (subtitled R2007). The Guideline is 17 pages with a 76 page Appendix. *Guideline R2007 is available at the CSA Group (formerly the Canadian Standards Association or CSA) at sales@csagroup.org and 1-800-463-6727, or 416-747-4044.*

CSA S478-95 “Guideline on Durability in Buildings” is also available free of charge to all OAA members as part of the 10 CSA documents posted on the OAA website in 2018 (Professional Resources/Resources for Architects and Practices/Tools/CSA Standards).

Architects must design to the standard referenced in the OBC. It is important to be current not only with the current standard but also where possible to access and review the latest information on proposed updates to the standards. Note however that new editions of referenced standards do not have any legal force until they are referenced in legislation such as through an amendment to the OBC.

The Guideline defines certain terms, including:

“durability – the ability of a building or any of its *components* to perform its required functions in its service environment over a period of time without unforeseen cost for *maintenance* or repair.

design service life – the *service life* specified by the designer in accordance with the expectations (or requirements) of the owners of the building. For given materials and constructions exposed to identical loads, the *design service lives* for similar buildings are adjusted depending on the amount and nature of the *maintenance* that the owners commit to carry out during the lives of the completed buildings.

predicted service life – the service life forecast from recorded performance, previous experience, tests, or modeling.

service life – the actual period of time during which the building or any of its components performs without unforeseen costs or disruption for *maintenance* and *repair*.”

While architects understand that their construction drawings and specifications need to comply with all applicable building code requirements, architects should remind their clients that a building owner is also responsible for the building's compliance, as set out in the Ontario Building Code Act, 1992, as follows:

- “1.1 (1) It is the role of every person who causes a building to be constructed,
- (a) to cause the building to be constructed in accordance with this Act and the building code and with any permit issued under this Act for the building;”

Complying with OBC Div B 5.1.4.2.(3) is not optional or negotiable, it is a requirement.

Designing a project in compliance with the OBC in all aspects including Clause 5.1.4.2.(3) requires substantial time and effort. Appropriate time allocation should be included when calculating fees.

Procedure:

Pre-design Discussion

Discuss with the client that the Durability Guideline applies to the design, construction and maintenance of assemblies that:

- (i) are wholly exposed to the exterior such as balconies and exterior stairs, guards, posts, beams, etc., that are attached to the building, and
- (ii) separate the exterior from the interior such as roofs, exterior walls, foundation walls and the lowest floor, and
- (iii) separate dissimilar interior environments such as indoor pools, ice rinks, refrigerated storage rooms, solariums, greenhouses, storage garages, warehouses, etc.

Discuss with the client the options for achieving affordable durability, maintenance and the future replacement of the building's envelope components.

Based on these discussions, a client may choose less durable components and more frequent maintenance and replacement costs during the project's design service life. Or the client may choose more durable components that cost more to construct and less to maintain.

Design Phase Services

Based on the client's requirements:

- (i) determine with the client the *design service life* of each building envelope *component*,
- (ii) design and notate each *component* to provide for its *design service life*,
- (iii) review the designs, notations and *design service lives* with the client for the client's approval, and
- (iv) implement *durability* design principles.

One 'durable design' principle is to design components with short-life components to be above, or in front of long-life components in order to facilitate replacement or *maintenance*. For example, design an underground storage garage with a *design service life* that exceeds the *design service life* of the building above it. Similarly, design and specify cladding fasteners, connectors and supports with *design service lives* that exceed the *design service lives* of the claddings they support.

Another 'durable design' principle is to design easy access to concealed short-life *components*. For example, where shorter-lived *components* must be concealed by longer-lived *components*: design for easy economical *maintenance* and replacement of the short-life *components*.

For instance, many roofing and deck membranes including their perimeter base flashings should be replaced after approximately twenty years. Cladding units that conceal the vertical part of a base flashing should be no higher than the vertical part of the flashing plus the recommended 'working room' above it and they should be easy to remove. This minimizes the disruption and cost of exposing the base flashing for *maintenance* or replacement of the roof or deck membrane.

Design matters. Overly high cladding units along the base of walls deter timely *maintenance* and replacement by increasing the disruption and cost of removing and reinstalling them. *Maintenance* and replacement of roofing and deck membranes are less affordable and sometimes unaffordable when the cladding units are overly high or difficult to remove.

Roofing and deck membranes and their base flashings are a building's first defense against precipitation ingress. The Guideline reminds us that "Moisture, with or without contaminants, is the most important environmental *agent* causing premature deterioration." Design for the easy and economical *maintenance* and replacement of the building's defenses against moisture ingress.

And, where perimeter material or cladding units around window and door frames will be removed in the future for *maintenance* or replacement: design these perimeters to be easily removed and replaced without disrupting adjacent field areas of cladding.

Construction Documents

Based on the *design service life* your client requires for each building envelope component:

- (i) determine the *predicted service life* of each component, and
- (ii) detail and specify each component to provide for its *predicted service life*.
- (iii) review the details and specifications with the client for the client's approval.

Bidding/negotiations

Review proposed substitutions. Check if the detail and specification of the proposed component provides for the specified *predicted service life*. If not, discuss with the client the impact of the proposed substitution. Withhold acceptance until an acceptable compliant substitution is proposed or the client changes the durability requirement.

Contract Administration

Review proposed changes. Check if the detail and specification of a proposed component provide for the specified *predicted service life*. If not, discuss with the client the impact of the proposed change and revise it after receiving the client's approval to issue it.

Conduct site visits to determine if the construction or assembly of components conforms with the drawings and specifications. Identify nonconformance that will jeopardize a component's *predicted service life*. Afterwards, confirm that the nonconformance was corrected before advising others that the construction is in general conformity with OBC requirements.

Project Close-out

The Guideline sets out that the client should obtain a maintenance and inspection database after construction including:

- (a) record drawings
- (b) shop drawings
- (c) Comprehensive Design Life and Maintenance Summary Table (see the Guideline's Appendix A, Table A3).
- (d) warranties and maintenance manuals
- (e) information about training

- (f) recommended schedules of inspection, preventative and corrective maintenance identifying tasks, and required resources (time, personnel, tools, materials, etc., and
- (g) appropriate forms for recording histories of maintenance and inspections conducted.

Architects are accustomed to preparing (a), and reviewing and forwarding (b) and (d) above and are well suited to provide (c) because it is best prepared before construction begins. An architect could provide (e), (f) and (g) or they can be provided in coordination with other Consultants.

Summary

This Practice Tip briefly outlines some of the 'durability services' that are set out in the Guideline. Architects should update their knowledge and practice in relation to providing 'durability services' by reviewing the Guideline and their current procedures. It is recommended that a letter based on the attached sample letter be utilized to obtain the client's acknowledgement and sign-back to you, for your records.

Attachment

A ProDemnity letter titled Sample Durability Letter is attached. It indicates recommended content.

The OAA does not provide legal, insurance or accounting advice. Readers are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards.

SAMPLE DURABILITY LETTER:

The following is an indication of the recommended content of a possible letter to a client at the commencement of a project introducing the OBC requirements respecting "Durability" and the need for a Maintenance Plan.

OBJECTIVES:

1. Advise the Client about the OBC requirement respecting CSA S478-95 that envelope design *"...shall be in accordance with good practice, such as described in CSA S478-95 Guideline on Durability in Buildings"*.
2. Affirm that maintenance of the building is an Owner's responsibility.
3. Provide written confirmation that Architect has discussed maintenance, the value of a Maintenance Plan, and the availability of additional expertise and services to the client.
4. Advise that the Architect can assist with Maintenance Plan as an Additional Service.

Confirmation of delivery of such a letter and communication about maintenance implications with a client may prove invaluable in the event of a claim.

IMPORTANT:

1. The draft Sample Durability Letter is provided by Pro-Demnity Insurance Company as a possible risk management tool for Ontario architects. It is an attachment to OAA Practice Tip 38.
2. The Sample Durability Letter from an architect to a client is generic and cannot be assumed to apply to every project or situation that may arise. Architects must assess the suitability of the content for their own purpose, on each project, and amend it accordingly.
3. Architects are cautioned to review the content of the their durability letter carefully, and consult their own lawyer respecting any subsequent changes in applicable law and legal considerations impacting the Architect's procedures.

SAMPLE DURABILITY LETTER:

Re: Project Name

Dear Client,

Satisfactory maintenance of a building envelope (exterior walls and roofs) is critical for the long term performance of the building including the life safety of the occupants.

Under the Ontario Building Code, Article 5.1.4.2 (3), the design for the building envelope for the above project *"...shall be in accordance with good practice, such as described in CSA S478-95 Guideline on Durability in Buildings"*.

Included in the CSA guideline is recognition of the importance of maintenance on the long-term durability of the building, including recommendation of a Maintenance Plan incorporating the maintenance needs of various elements.

Upon completion of the building, the responsibility for the on-going maintenance and replacement of various components and systems rests with the Owner.

It is important to recognize that each building is unique and will require specific consideration of the level and type of effort required for maintenance of the various systems and components over the building's life.

The service life of the various elements that provide environmental separation, structural adequacy and other life safety aspects, can vary significantly.

Accordingly, we strongly recommend that you invest in the preparation of a comprehensive Maintenance Plan for the building, as recommended by the CSA Guideline, to supplement and complement our design services. This will assist your understanding of the requirements and plan for the maintenance of the building upon completion.

We will be pleased to assist in identifying (*and coordinating?*) suitable expertise to prepare the Maintenance Plan.

or perhaps ...

We will be pleased to assist you identify and retain suitable expertise for provision of a Maintenance Plan in accordance with the principles outlined in *CSA S478-95, Guideline on Durability in Buildings*, as an additional service.

Yours truly,

		JANUARY 2019	
	Dates Issued/Closed	Client/Owner/ Procurement Authority	Actions/Comments
1	Close Mar 11/19	University of Guelph McNaughton Building	Requested by Member - Talked to Client - Revising RFP
2	Close Mar 11/19	Town of Georgina Civic Centre RFP	Requested by Member
3	Close April 16, 19	St Mary's RFP-DEV-01-2019 Fire Station	Requested by Member - OAA contacted Client
4	Close Mar 6, 2019	City of Thunder Bay, , New SNEMS Ambulance Base	Requested by Member - OAA contacted Client
5	Close Jan 24/19	Brock University RFP DB18-11 Residence 8 Redevel	
6	Close Jan 18/19	City of Cambridge RFP#2018-97 Forbes Park Washrooms	RFP Alert Jan 15/19
7	Close Jan 9/19	Centennial College RFP - Compliance	RFP Alert Dec 20/18 - Aaddendum issued by Client
8	Close Dec 10/18	City of Waterloo RFP#18-24 - East Side Public Library	RFP Alert Dec 4/18 - Talked to Client awaiting response
9	Spring 2019	University of Guelph - HBRC Competition	Submitted by U of G
10	Close Dec 19/18	Algonquin Supplementary Conditions	RFP Alert Dec 14/18
11		Sunnybrook Hospital Amending Terms and Conditions	Requested by Member

	Year	RFPs and Supplementary Conditions Reviewed	Number of Alerts Issued
	2019		1
	2018	56	18
	2017	41	16



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
Additional Item: 5.6.a

**OAA Roundtable Discussion
Review of OAA Document 600
Standard Form of Contract for Architect's Services
Meeting Notes**

Date: February 7, 2019
Time: 9:00 am – 1:00 pm
Location: OAA's temporary offices
1 Duncan Mill Road, Toronto

Attendees:

Carl Bonitto - Northumberland County
Dale Thomson - Plexxus
Rebecca Bins - Shared Services West
Stephen Black - University Health Network
Vera Kan - University Health Network

John Stephenson - Immediate Past President, OAA (Chair)
Kathleen Kurtin - President, OAA
Gord Erskine - Vice President Strategic, OAA
David Sin - Vice President Practice, OAA
Allen Humphries - Practice Advisor, OAA

Regrets: (flight cancellation due to weather)

Agnes Beck - City of Greater Sudbury

Welcome and Introductions

OAA Immediate Past President, John Stephenson welcomed everyone and thanked them for attending the roundtable session. Providing feedback on their experience relative to OAA 600, and engaging in discussion would help inform the OAA in its creation of OAA 600-2019.

Each participant introduced themselves to the group and provided information on their area of practice/interest. Hospitals and municipalities were represented in the group.

John Stephenson explained that the OAA is a provincial regulator empowered by the *Architects Act* with a focus on the public interest in having well designed and safe built structures. The OAA's primary role and responsibility is to regulate the profession and the practice of architecture in the public interest. The OAA establishes standards of practice and conduct for architects which includes standard of care as prescribed by law, ensuring that professional standards of practice are adhered to and enforced. The OAA administers the *Architects Act* which requires ALL Ontario architects offering services to the public to maintain professional liability insurance (for public protection and compensation for damages), so that the public interest is protected.

The OAA also promotes the public appreciation of architecture and enforces the *Architects Act* in regards to the illegal practice of architecture.

Open discussion and feedback on OAA 600

One of the OAA's objectives is to produce a fair and balanced contract that is as client/owner friendly as is practical, and that still protects the public interest. One of the OAA's goals in holding consultations is to understand client requirements and reduce the need for Supplementary Conditions to OAA 600.

The need for Supplementary Conditions can be reduced when a project team understands how to manage project risk, and client/owners and other industry players have a better understanding of what the various roles and responsibilities are.

Over the course of discussions, the broad categories of concern identified were:

1. Insurance and transfer of risk.
2. Copyright and Instruments of Service.
3. Time for payment, flow-through disbursement.
4. Balance of fairness and tone in language.
5. Scalability of project size, scope, type (having a contract that doesn't get into construction related activity).

In responding to RFPs and supplementary conditions, in certain instances members are being asked to contract out of, or contravene their professional roles and responsibilities. By agreeing to RFP conditions where professional liability insurance requirements as well as other professional obligations of architects under the *Architects Act* are not met, members may become subject to charges of professional misconduct.

Insurance

Apportioning liability between owner and architect - A participant mentioned that most companies they deal with have strong financials, and how much insurance coverage they have is their business, provided they have the minimum. It's unique that the OAA ties liability to the insurance limit. It seemed an odd concept to ask the customer to pay for your insurance. There is also something fundamentally wrong if an architect is negligent, makes errors and profits, yet the owner pays the insurance.

The OAA mentioned there is a lack of understanding and that general liability insurance has sometimes been confused with professional liability insurance. The settlement of liability claims depends on the available professional liability insurance. General commercial liability insurance coverage is not provided by professional liability insurance. Some activities are uninsurable (willful negligence, fraud etc.) Clients need to decide how much coverage they want, and then request that the architect provide it, but the client will pay for limits in excess of what a practice normally carries, either directly as a transparent transfer of premium costs or indirectly hidden in the architect's fees. The architect must have the mandated level of insurance to protect the public interest. Professional standards of practice are not negotiable and architects should not contract out of those responsibilities.

There's an issue if the performance of the design team drops. A participant mentioned there had been a 3 month delay on the project in cabling. Regarding contingency and change orders, some change orders may flow from coordination errors. The design team is

responsible for the coordination. How does one mitigate that risk? Things may have turned out differently had a clause or contingency been put in the contract before the bid. Ministry funded projects make the owners responsible for any additional funding required, and don't allow for contingency, nor do they generally fund contingency costs. The OAA agreed that there's a need to better define what's reasonable in change orders, and the reason why contingencies are needed.

Guarantees of no change orders and estimates are uninsurable. Public sector budgets are being squeezed, and so is the percentage of variance they can agree too.

When a relationship goes bad, how is the owner protected to continue business as usual (ownership of materials and copyright, how does that get transferred on termination?). The OAA advised that consideration is actively being given as to how best to address this issue.

The OAA also sees RFPs that have been cut and pasted from a bid for commodity items which has no bearing on the project at hand. "Frankensizing" documents can be an issue. Participants agreed about cutting and pasting, and that some do it, possibly because of limited staffing resources.

Risk Transfer Concerns - Many contracts try to transfer risk from the owner to the architect. An example is risk for unforeseen conditions for renovation work. The owner cannot transfer risk of an existing building, but can contract with the design team to manage risk within a reasonable standard of care. Unlimited liability clauses beyond what is an architect's at law affects the availability of professional liability insurance coverage and is not in the public interest. All parties should assume risk and responsibility which is reasonably theirs.

Professional liability insurance covers errors and omissions and negligence in the provision of professional architectural services, and not the responsibilities of the client or other professionals. One cannot become a guarantor of performance of the project over which one has no control.

Liability and cash limits - Asking a sub-consultant to have the same duration or level of insurance as the architect is difficult to achieve when the RFP doesn't require that. The Owner requires evidence of insurance from the Prime Consultant. It would help if every sub-consultant understands the insurance they must have. Sub-consultants share liabilities- it's never a hard line, but the architect (in their scope of services) has a duty to coordinate the work.

Guarantees and warranties - A participant asked about using the term 'warrant'. Warranties are promises that certain things are a certain way. There are no express guarantees and warranties. Anytime you use the word ensure, there is no coverage for it. It creates a binding obligation akin to a guarantee, similarly with the words "any and all". It's an unacceptable landscape for anyone operating within those terms. The participant has major projects coming up and is willing to share mark-ups.

The OAA appreciated, and welcomed this reaching out. There was a sense of general understanding and openness in the group.

Another participant suggested using the same E&O and negligence language in OAA 600 as in Pro-Demnity Insurance Company's policies.

Indemnification

Reasonable Indemnification that doesn't negate professional requirements of an architect to be insured - The OAA suggested developing a contract of fixed notions of liability as opposed to insurance. This allows the architect to take on more risk than the minimum insurance. Infrastructure Ontario (IO) has agreed to cap the professional liability at a fixed amount equivalent to the insurance carried plus 300% of the architect's fees. The OAA would be interested in further conversations about IO's limits.

A question was asked what the minimum insurance threshold is. The OAA responded that it's a sliding scale depending on the size of the practice. OAA Practice Advisor, Allen Humphries will email the group 'Architects Insuring Architects' the Professional Liability Insurance program by Pro-Demnity Insurance Company which has details on the mandatory insurance program. A unique aspect of insuring with Pro-Demnity is that it funds defence costs in addition to the policy limits which means more money is available to settle a claim (other insurers fund defence costs only within the policy limits).

(Subsequent to the meeting the following documents were emailed to the participants:

1. *Architects Insuring Architects(Professional-Liability-Insurance-Program-04-16)*
2. *OAA_Practice Tip.27_CoordinationOfConsultants*
3. *OAA Practice Tip 30 - Retention of Specialist Consultants (July 22 2014)*
4. *The-Straight-Line_Issue-7(Pro-Demnity-Dec2018) - re Copyright and Liability*
5. *Retention of Specialists to meet Owner's Obligations(Pro-Demnity_Apr2008)*
6. *OAA800-2011_WithJuly1-2018_Amendments).*

Time for payment, flow-through disbursement

A participant mentioned that it's during the contract administration phase as the facility begins to be built that mistakes get discovered. There needs to be adequate time, effort & rigour in administering the contract. They want the Prime Consultant (architect) to be a partner in managing the contract. The architect may only come on site once every 2 weeks when they need the architect to oversee the contractors every day. On one occasion they had 7 figures worth of changes due to coordination issues (not addressed in the contract). They want issues of quality control and proper coordination of documents enforced in the contract. They have to consider whether to absorb the costs or make a claim. It's even more embarrassing when a donor is providing funding for the project. It was acknowledged that tight timelines puts pressure on all parties.

A question was raised about whether architects are considered contractors, and the OAA confirmed that architects are contractors under the *Construction Act*. The participant said that owners have 14 days to dispute an invoice. The architect can give an opinion on the invoice, but how much of those 14 days is going to be used up by the architect and the approval process? The OAA said that the architect and sub-consultants have to physically visit all project sites. CCDC2 gives 10 days. The Lien Act is silent. The OAA acknowledged that receipt by the owner is independent of the architect reviewing the invoice, and that the owner relies on the architect about what is fair and reasonable. The participant mentioned they also need room to disagree with the architect. **CCDC2 is proposing simultaneous submission to owner and architect.** It was suggested that it's best for the consultants and contractor to discuss the appropriate matters regarding invoices ahead of their submittal.

A participant commented that digital signatures could be used to speed up the process, and provision for this could be added into their Supplementary Conditions. They are working with their lawyers to look at what everybody needs, and the best way to address it. They will be standardizing Supplementary Conditions across a lot of the Toronto hospitals, and testing terms for 6 months, then will make them mandatory. They will share the Supplementary Conditions with the OAA. The OAA appreciated this pro-active engagement where issues could be identified before publication. Two of the guests between them service 40% of the province's hospitals.

The question was asked when OAA 600-2019 would be available. OAA Practice Advisor Allen Humphries mentioned a draft for internal review by the OAA Practice Resource Committee was anticipated for June. However, the OAA is also constrained by the proposed CCDC2 as CCDC (Canadian Construction Documents Committee) took out detail in CCDC2 and put it in CCDC Division 00 and Division 01 of the specification – so that would need to be taken into consideration. The public release of OAA 600 might be available before October 1, 2019 when Prompt Payment and Adjudication legislation take effect.

Balance of fairness and tone in language

A participant mentioned that some clauses in OAA 600 seem to be biased in favour of the architect. An example is “invoice is due upon receipt” (which no-one can live up to). It seems to put the owner in breach when they need time to review that the invoice is accurate. The tone of the document could be changed. This was noted and appreciated by the OAA. As a principle the OAA is careful to be as fair and balanced as possible.

The participant said that prompt payment is a challenge for the public sector because of the timeframe for approval and release of payment. **Although the OAA says it's the costs of passing through that invoice, and that 1% left to the client isn't unreasonable, the language doesn't reflect that, it's not constraining,** and the OAA should consider the tone of the document. Other guests were in agreement about the tone (45 days, etc.). The OAA suggested perhaps having more customizable contracts and knowing what expectations are would be helpful.

A participant mentioned that expenses are reimbursable but there's an administration fee. It shouldn't be a profit centre. **The OAA said the administration fee for reimbursables is the cost of passing through those invoices.** A discussion is required to restrain architects trying to get extra profits, such as premium rates for overtime. It's the open-ended language that drives supplemental terms.

Copyright and Instruments of Service

Some reason that having paid for architectural services, they have a right to “own” the result. However, there is a difference between ownership of documents and the copyright to those documents, and with “architectural works” there is a separately recognized intellectual property right in the design. Any transfer, must address all of the issues as there is potential for open-ended professional liability exposure caused by future use of the architect's documents.

Clients confuse services provided with (“instruments of service” or plans, specifications and reports). Architects sell services, not plans. The plans are communication tools to convey the final design recommendations. The risks to the architect of treating the instruments of service as products can be significant.

Professional liability exposure becomes the important issue caused by the future use of the architect’s documents when a third party is given permission to copy or use the editable CAD files or BIM model or documents produced from the model. There needs to be an agreement that restricts the use of the model or documents, and releases the author(s) from liability. It makes sense to enter into an agreement amongst all parties (including the owner) where contributors to the model and documents produced from the model (for the purpose of construction) waive liability against one another, and the architect is protected from future third-party litigation.

Modifying the design (with the potential of errors or omissions, advances in technology, or innumerable other variables) could result in a flawed design which ends up in court (far removed from the original drawings – yet leaving the original architect exposed). It is important that clients have an awareness of this, and not simply think the architect is being unreasonable.

An alternative is the licensing of the use of intellectual property. This licensing can be structured to protect both the economic and legal interests of the architectural firm while giving the client rights that would cover the client’s requirements.

The architect can always negotiate a transfer of completed, or in-progress documents as long as the client protects the architect from contractual liability and from future third-party litigation.

As editable versions of documents are more valuable, the architect and owner can have a balanced and fair conversation, about the cost of a licence or usage rights versus copyright, built into the fees and services.

One can see that it’s useful for facilities management to have ongoing maintenance of drawings. A participant mentioned creating models with upfront costs, but wondered whether organizations are ready for that. Humber Hospital as a new building is a great starting point, but how does one deal with older buildings?

In keeping drawings current, one has to keep in mind the speed of technological advances i.e. (retrieving documents created with older technology may not be possible). In this eventuality, an archived paper version is useful. An archived paper version is also useful in the event of server failure wiping out documents.

A participant wanted to know if they could update the master plans themselves, rather than outsourcing by offering it to the market. The OAA advised that a licence would allow them to update the master plans, and have their own copyright, as the copyright is vested to whoever did the modification. The architect owns the copyright of the original documents but the licensee has rights to the instruments of service.

A question was raised about wanting a unique design. The OAA advised it could be addressed in the contract that the architect cannot repeat the design. The licence would protect a building from being built elsewhere. By agreeing to the licence, the architect cannot repeat the design, or has to licence it back.

The OAA has seen wording on “assignment of copyright” (which is another way of saying copyright). There isn’t a need for the owner to have copyright when licencing itself would give the owner the ability to edit and copyright his modifications of the original. It had been suggested to embed the license in the contract itself. A participant suggested putting the commentary (explaining the validity) right into the document itself.

Scalability

A question was raised about having narrower contracts (a customizable basic contract) for small construction jobs with simple terms and conditions. Templates, standardization and clauses aren’t always a one size fits all. The procurement challenge is a lack of resources, together with the number of documents one has to put out, so they end up putting in requirements that have nothing to do with the architect.

The OAA suggested looking at OAA 800, a short form contract for smaller construction jobs, abbreviated for design services which includes contract administration, but would consider creating versions of narrower contracts.

Another participant mentioned 16 to 20 pages of re-write, and that it would be convenient if there was a contract for non-construction related work. They still want the architect agreement (but don’t want to be burdened with substantial completion). It would be an advantage if there was a shortcut appendix so they don’t have to create a check-list of tasks.

The OAA welcomed reviewing Requests for Proposals (RFPs) and Supplementary Conditions (SCs) before they are issued. Sometimes terms and conditions stated in the RFP, contract and Purchase Order (PO) are contradictory and not coordinated. Practice Advisors can often tell whether an RFP was written by a construction lawyer (to get the building built) as opposed to a liability lawyer who writes it so that he’ll win the law suit.

Quality Based Selection (QBS)

One of the guests indicated that cost needs to be part of the equation.

It was acknowledged that fees are a determining factor. Some bidders look at how they can minimize services and keep fees low in order to get the job. However, it’s important for an owner to consider total life-cycle costs, and recognize this is not a commodity product, but to focus on value-based outcomes versus cost. Fees used up in the design process means less fees for construction. The owner may never know about cheaper sub-par items (something as simple as screws) used in the building which may only come to light in the future.

Carl Bonitto of Northumberland County mentioned they already use QBS in their bid administration and that the pricing structure doesn’t cover total quality cost. The OAA might not think Northumberland County is asking for QBS, but they use the two-envelope system where bidders submit the quality proposal separately from the bidding price. The quality score is computed first before opening the price envelopes, and then the combined scores computed. The firm with the best combined score would be awarded the contract. They pick

the best, not cheapest proposal. Their threshold pass is 75 or 80%. If the proposal isn't good, they don't want to see it.

Essentially QBS avoids the pitfalls of low-bid, and cost-based selection methods which at the procurement stage means that assumptions may be too preliminary to secure a reliable price and may increase negotiation efforts and change orders during design and construction. The owner will save by using QBS.

QBS focuses on the owner's vision and scope, and negotiating price based on a comprehensive understanding of project scope and deliverables. QBS makes it easier to bring in projects on time, within budget, with a minimum of changes and discordance during design and construction. In some states in the U.S. quality based selection is mandatory.

The OAA would like more focused discussions on QBS and will share its research on QBS. The OAA also wondered whether a procurement guideline document consistent with QBS principles would be helpful.

The Chair thanked everyone for their frank and candid input. He hoped for continued input and for the guests to consider pro-active engagement with the OAA so issues are identified before publication of RFPs.

He encouraged everyone to contact the OAA Practice Advisors on any issues. The email address is practiceadvisor@oaa.on.ca and telephone 416-449-6898.



Ontario Association of Architects

FOR COUNCIL MEETING
March 7, 2019
(open)
ITEM: 7.1

Summary of Society Visits 2018

Introduction

One of the many duties of the President each year is the annual visit to each of the local architectural societies. OAA President, John Stephenson and Executive Director, Kristi Doyle began this year's tour on September 11, 2018 in Kingston with the members of the St. Lawrence Valley Society of Architects. The tour continued through the fall months and this year extended into 2019 with the final visit with OAA members in the Algoma Society area on January 17 in Sault Ste. Marie.

This following represents a general summary of the items presented and issues discussed.

During this year's visit President Stephenson focused on four key initiatives as noted below followed by open discussion with members around issues of local concern and/or interest.

Regulation of the Practice of Interior Design under the *Architects Act*

The President noted that this item had been discussed at each of the Society visits in 2017 as part of the initial stage of membership consultation under the new partnership between OAA and ARIDO. Stephenson reminded that in late 2016, the then Attorney General directed ARIDO, who had been pursuing practice legislation for quite a number of years, to consider discussions with the OAA that would "bring interior designers under the regulation of the OAA" in order to, "give ARIDO self-regulation status under the umbrella of a broader profession". It had been clear that there was no appetite on behalf of the government to give interior designers their own practice legislation. Preliminary discussions on this proposal commenced in February 2017 between ARIDO and the OAA, thereby allowing for an opportunity for the organizations to connect and explore potential approaches. Three core principles were identified at that time:

- The maintenance of an identity for both architects and interior designers;
- Continued control for both OAA and ARIDO over the destiny of their respective members which would include governance; and,
- Any model considered by both organizations should reflect a "partnership" of the two organizations.

As a reminder, President Stephenson spoke to members directly about the two models of regulation that were under consideration at the time during the 2017 annual society visit. A special OAA News bulletin was issued in April 2018 which contained a full comprehensive membership consultation document. The document included details of the two models as options for regulation, a feedback survey, as well as it had indicated that we had received confirmation from the government that the preferred model was the first model – direct regulation under the *Architects Act*. With the direction from the government it was agreed that model one, direct regulation would be the model that would be pursued further.

In July 2018, the OAA confirmed in a joint communiqué that the majority of members that responded to the consultation document survey preferred model one as well. Also noted in that communiqué was that both the ARIDO membership and as well as OAA Council had voted in

favour of proceeding with the first model - direct regulation and directed that the next steps to pursue implementation be taken.

During most society visits, the President explained the details of the model of direct regulation as follows.

The *Architects Act* would be amended to remove the “interiors exemption,” from the public realm which currently permits anyone to provide interior design services within buildings otherwise regulated under the *Architects Act*. The interiors scope described by the current “exemption” would then be reframed as a definition of the scope of interior design practice either in the Act or through regulation under the Act—the effect of which would be to restrict the practice of this scope to licensed members of the OAA and registered members of ARIDO in order that the public interest may be protected and served.

ARIDO and the OAA will jointly determine education, experience and examination requirements for their respective members in order to maintain consistent licensing requirements relating to the practice of interior design under both organizations. This would be assessed and evaluated jointly on an ongoing basis as to remain current and consistent.

Architects, licensed technologists OAA and interior designers will continue to have mandatory continuing education in order to maintain their respective licenses. The respective professions will also be subject to professional conduct requirements and a complaints and discipline regime for the protection of the public interest. Interior design firms will all be required to hold a Certificate of Practice in order to provide interior design services to the public for work within regulated buildings, along with minimum levels of mandatory professional liability insurance. Controlled ownership of an interior design firm will require a licensed interior designer and/or architect.

ARIDO members will pay one membership fee which will be shared between the two organizations.

Under this model, all interior designers will be regulated through the OAA and require an OAA membership and license with terms, conditions and limitations. Interior designers will also remain members of ARIDO in this model. ARIDO’s role, within this model, will need to be further defined as it relates to ARIDO’s participation in meaningful governance over the profession of interior design. ARIDO will continue its advocacy role on behalf of the public interest in interior design.

ARIDO members who hold the designation of “Registered Member” will be deemed to have met the qualifications for membership within the OAA, and receive a license to practice interior design from OAA. However, they will retain the title “Interior Designer,” currently restricted under the *ARIDO Title Act*. OAA will issue Certificates of Practice to interior designer members of OAA who wish to offer interior design services to the public for work within regulated buildings. Interior designers will no longer require a Building Code Identification Number (BCIN) as they would be exempted from separate certification of Building Code qualifications as licensed members of the OAA.

ARIDO will continue to be responsible for qualifying individuals for membership in ARIDO based on the profession’s Education, Experience and Examination (triple E) requirements. Oversight by the OAA Registrar will need to be considered and defined.

The OAA will administer and regulate mandatory continuing education requirements for interior designers in collaboration and consultation with ARIDO.

The OAA will be responsible for complaints and discipline for interior designers with the involvement of licensed interior designer members on those two committees. Governance issues for both organizations will need to be considered and defined for these new members of the OAA (e.g. seat(s) on Council, seats on Board of Management, voting in elections, committees, AGM voting, etc.).

Pro-Demnity Insurance Company will provide errors and omissions insurance for the OAA interior design members through a mandatory insurance program.

A Joint Venture Agreement would be struck between ARIDO and OAA to define areas of ongoing collaboration and/or input between the two organizations. Issues related to the profession of interior design would be addressed and consulted on jointly between ARIDO and the OAA.

At the end of this segment, the President took questions from members regarding specific details of the model. It was made clear that this does not affect the current scope of practice which is restricted to architects and/or licensed technologists, OAA. There were also a number of concerns raised relative to conflict of interest where interior designers are receiving compensation from furniture suppliers. The President confirmed that ARIDO members are presently not permitted to receive 'kick-backs' from suppliers as it is against their code of ethics. The further regulation of a scope of practice and required licensure will further serve to eliminate this from happening. In general, the feedback suggests that most members continue to be in favour of the regulation of interior design and interior designers under the *Architects Act*.

The Shift Architecture Challenge 2019 – Infrastructure

The President reported that the SHIFT Architecture Challenge is a new OAA program to highlight the distinct contribution architects and architectural thinking bring to addressing key societal issues. By inviting Ontario architects to respond to an identified area of concern, in this case infrastructure, the Challenge aims to showcase the profession's belief that good design can bring about positive change.

The OAA encourages all members to participate. Individuals, as well as multi-disciplinary teams led by OAA members, are eligible to submit.

SHIFT 2019 submissions selected by a jury will then become the basis for a book publication, media outreach and an exhibition that makes its debut at the 2019 OAA Annual Conference in Quebec City next May.

The OAA 2019 program challenges the profession to identify and address an infrastructure issue, either physical or social, where architectural thinking may be absent or under-represented. Infrastructure encompasses the foundational aspects of society, profoundly structuring and governing our daily lives. It can include anything from transit, water systems, housing, hospitals, and electrical grids to planning regulations, definitions of family, immigration laws and the status of First Nations, Inuit and Metis.

The OAA challenges the architecture profession to examine these systems and propose new ways to understand, create or support infrastructure that links our communities in order to address these connective elements.

The President encouraged all to visit the ShiftChallenge.ca Website for more detail and to see examples that illustrate approaches to the challenge statement. Submissions will be accepted up to January 18, 2019.

It was further explained that the SHIFT Architecture Challenge will run biennially in “odd years” (e.g. 2019, 2021...), with each program having a different topic—the first edition focuses on infrastructure. The OAA Awards program, including Design Excellence, will continue to be celebrated in even-numbered years (e.g. 2020, 2022...).

The President urged all members to participate in this exciting new program.

Results of discussions with Infrastructure Ontario and impact on contract language – the ongoing strategy to deal with unreasonable RFP and contract language

The President provided members with an update regarding the ongoing discussions with Infrastructure Ontario (IO) regarding their supplementary conditions to OAA Document 600. In particular, the recent discussions are focused on the indemnification clause which is of most concern, i.e. clause 8.9. Since August, progress was being made such that an alternate clause was offered by IO. After a number of rounds of discussion which included legal counsel the new clause had been implemented which eliminated the concerns that had been conveyed to members that entering into a contract with the original clause may constitute professional misconduct.

The President further explained that the new language includes a cap on the liability/exposure for the architect. However, the solution also presents business decisions for members/firms such that the solution relies on considerably increased insurance limits, plus 300% of fees to arrive at the cap.

With this change, the President indicated that members can proceed as they see appropriate in terms of responding to the IO Vendor of Record (VOR) refresh, and/or signing new contracts with IO. It was stressed, however, that members need to account for these new conditions accordingly and strongly recommended that exposure beyond the amount of professional liability insurance also needs to be insured i.e. the 300% of fees.

When asked, the President confirmed that at this point, IO has not agreed to apply revised language retroactively to agreements that have already been signed.

A number of members noted that they had reapplied to the VOR after this change had been made. The President noted that the decision of many members not to respond to the original VOR refresh had a resounding effect. The power of a collective voice is considerable.

The President noted that OAA Document 600 is under review as well and as part of that process consultation has occurred with the legal community through the Ontario Bar Association (OBA). A roundtable was held with members of the OBA and some very useful discussion has taken place which has underlined the need to have more open communication as well as education of each party's roles and responsibilities and regulated standards of practice of the profession.

The President further noted that the OAA continues to advocate for the use of Quality Based Selection for the procurement of architectural services.

There was additional discussion during some meetings around the OAA's actions relative to the IO supplementary conditions. Most members were very supportive of the OAA's efforts to address this ongoing issue with IO. Some members posed questions about the OAA's position that entering into a contract with such a clause may constitute professional misconduct. It was noted that professional misconduct was ultimately a ruling that would be rendered through the complaints and discipline process.

An Architecture Policy for Canada (APC)

The President provided members with an overview of an exciting national project developing under the leadership of the Canadian Architectural Licensing Authorities (CALA). The Project is to develop an architectural policy for Canada which will define and reinforce value of architecture as a creative cultural and social industry. The policy is focused on what excellence really means in the built environment and how it benefits society.

It is hoped that once established, an architecture policy for Canada will help to inform and guide the process of procurement and commissioning public projects at all levels of government to leverage architectural opportunities for desirable social outcomes. Further, the policy will also help to make Canada and Canadian architecture more compelling and competitive on the world stage.

By doing so, the APC will also connect architects and the Public in a broader public conversation about architecture and why excellence in the built environment is so important. With that level of awareness, the APC will help empower the profession to speak more cohesively and with greater confidence about the value of architecture, and the contribution of architects to making better places for people, ultimately to strengthen the practice of architecture and its advocacy voice across Canada.

It was proposed that the narrative for a National Policy for Architecture will be set out in six or seven sections as follows:

Introduction; Architecture + People; Architecture + Place; Architecture + Prosperity; Architecture + Potential; Architecture + Practice; and, Calls to Action.

As part of the development process, the President further explained that there will be a country wide consultation process that will include a wide variety of stakeholders, as well as the profession. It is hoped that the consultation process will culminate with an endorsement event in the fall of 2020 and hopefully government will consider adoption in 2021. The President invited society members to consider how they can support this process by organizing events.

The following brief updates and reminders were discussed with members.

The President reminder that the 2019 event will be held at the **Québec City Convention Centre** and **Fairmont Le Château Frontenac** from May 22 to 24. The theme of the 2019 OAA Annual Conference is "Empowering Change:" *and encouraged all to attend.*

The President encouraged all members to consider getting involved with the OAA noting that opportunities are available each year on Council as well as committees, and task groups. It's a wonderful opportunity to share expertise and learn in depth about other aspects of the profession,

regulation, the Association's structure, as well as numerous programs and services. It's a chance to gain a wealth of information, give back to and influence the future of the profession.

In addition, the OAA holds periodic roundtables that members are encouraged to participate in. The Roundtables are an important avenue for the OAA to gather feedback and input from members. As part of its mandate to promote architecture for the good of the public, the OAA conducts roundtables of members working in specific focused areas of practice in order to collect front-line feedback.

Two are planned for this fall, one focused on Project Management and the second on Reconciliation.

The purpose of the Project Management roundtable is to explore the relationship between architects, project management professionals and clients. One of the goals of this client-centered event is to develop a better understanding of these three roles, finding common ground while acknowledging the very different responsibilities.

The Reconciliation roundtable will center on reconciliation for architecture in response to the Truth and Reconciliation Commission of Canada's Calls to Action.

Housing Affordability Study

The President reported that OAA Council had established a Housing Affordability Task Group and agreed to engage a consultant late last year to prepare a report on housing affordability noting the ongoing concern among the public, the profession and other stakeholders regarding housing affordability in Ontario. The Task Group is continuing their work with the consultant SvN Architects + Planners Inc. and the report on housing affordability is to be completed before the end of the year.

Over the past few months, the Task Group has been researching the context, background and driving forces for the housing affordability crisis in the province. This work has been ongoing via the research work of the consultants (SvN), the input of the Task Group members, and discussions with invited guests working and advocating in the field.

In conjunction with this research and meetings, the Task Group has put out calls to OAA members to submit case studies that address housing affordability, as well as collecting case studies through the research of relevant work both in the province and abroad.

Currently, the research is focused on evaluating the case studies and extracting relevant solution from the projects and from the discussions and research to date.

The President urged those who may have appropriate projects to share those for the purposes of this important study.

As always before closing each meeting the President asked for additional feedback from the group in terms of local issues they may wish to raise, feedback for the OAA on current programs and initiatives, etc.

In a number of societies, ongoing concern was expressed by local members regarding delays relative to the site plan approval process, noting that the delays are contributing considerable costs for clients and the public.

At the close of each meeting, the President thanked all in attendance and encouraged members to get involved in the OAA either through committee opportunities or by considering running for Council. In addition, the President noted his concern that the profession's national organization is not well supported by licensed architects in Canada as less than 20% belong to the RAIC. The President encouraged all members in attendance to support the RAIC by becoming members. He made the point that a higher membership participation will empower the RAIC with a stronger voice. Membership also entitles architects to engage both critically and constructively.

This above summarizes the content of the 2018 annual visits to the OAA's local societies and highlights the key areas of discussion. It does not necessarily reflect the very detailed discussions in some societies.