

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:

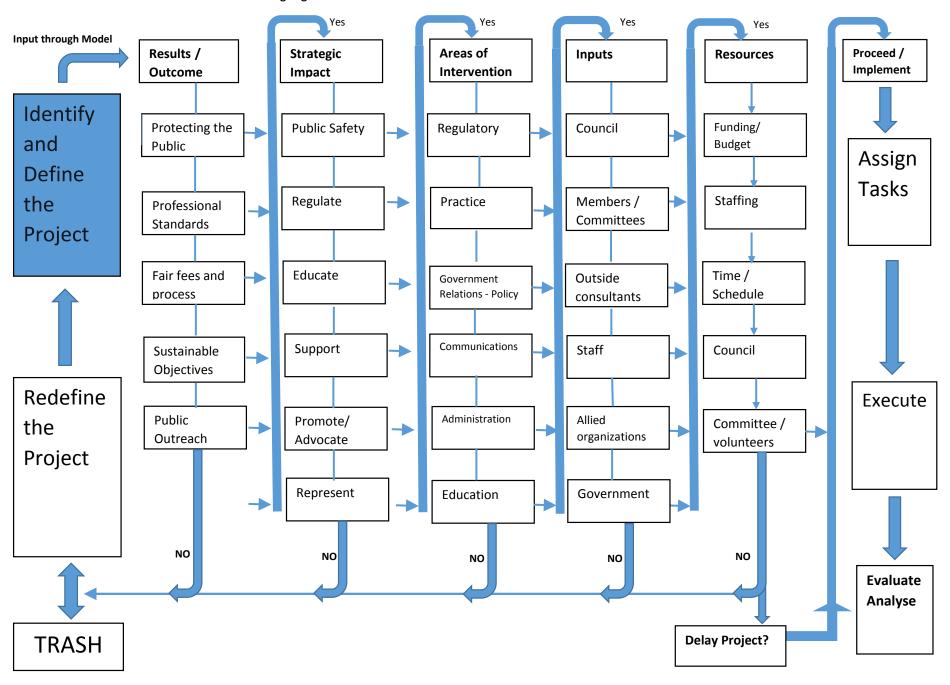
To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.

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 September 19, 2019 at approx. 11:00 a.m.

Meeting # 262

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 June 19, 2019 Open Council Meeting (see attached)	
3.0	BUSINESS ARISING FROM THE MINUTES	
4.0	ITEMS FOR REVIEW AND APPROVAL	
4.1	Canadian Architectural Licensing Authorities – Conditions for Licensure in Canada (see attached)	Executive Director
4.2	Appointment to the Canadian National Exhibition Association (CNEA) (oral)	President
4.3	Appointment of Representative to University of Toronto, John H. Daniels Faculty of Architecture, Landscape and Design School Council <i>(oral)</i>	President
4.4	Report from the Education Continuum Committee and Committee Appointments (see attached)	SVP & Treasurer
4.5	Approval of Appointment of LGIC to Complaints Committee (oral)	Executive Director
4.6	Establishment of OAA Governance Committee – Terms of Refrence (see attached)	President
4.7.	OAA Website Redesign – Status Update and Design Confirmation (see attached)	Vice President Azadeh
4.8	Amendments to Society Special Project Funding Program (see attached)	Vice President Azadeh
4.9	OAA Conference – 2020 Proposed Schedule and 2023 Venue (see attached)	Vice President Azadeh
4.10	Recommendation for the Future Governance of the Honours and Awards Program (see attached)	Vice President Azadeh
4.11	2020 Venice Biennale – OAA Support (see attached)	Executive Directtor
4.12	2020 Council Meeting Dates (see attached)	President
4.13	Canadian Architectural Certification Board (CACB) – 2020 Draft Budget (see attached)	Executive Director
	EXECUTIVE COMMITTEE REPORTS	
5.1	Report from the President 5.1.a Activities for the months of June-September <i>(see attached)</i>	President

Open Council Agenda

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	 5.1.b Report from Executive Director (see attached) 5.1.c Building Committee Update (see attached) 5.1.d OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update (see attached) 5.1.e Report from Sustainable Built Environments Committee (see attached) 	Executive Director OAA Building Committee
5.2	Report from the Senior Vice President and Treasurer 5.2.a Financial Statements for 9 months ended August 31, 2019 (see attached)	SVP and Treasurer
5.3	Report from Vice President Strategic 5.3.a Report from Vice President Strategic (see attached) 5.3.b Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (see attached) 5.3.c Report on Reconciliation Roundtable (TBD)	Vice President Erskine
5.4	Report from Vice President Communications 5.4.a Report from the Communications Committee (see attached)	Vice President Azadeh
5.5	Report from Vice President Regulatory 5.5.a Report from the Vice President Regulatory (see attached) 5.5.b Activities Report from the Registrar (see attached) 5.5.c Report from the Interns Committee (see attached)	Vice President Audet
5.6	Report from Vice President Practice 5.6.a Report from Vice President Practice (see attached) 5.6.b Practice Review Committee – Practice Consultation Service Annual Report (see attached)	Vice President Sin
6.0	ITEMS FOR DISCUSSION	
7.0	ITEMS FOR INFORMATION	
7.1	Report from University of Toronto, School of Continuing Studies on Online Admission Course (see attached)	Registrar
7.2	OAA Logo –Implementation and Launch Update (see attached)	Vice President Azadeh
7.3	Society Updates (oral)	OAA Council Society Liaisons
8.0	OTHER BUSINESS	
9.0	DATE OF NEXT MEETING	
9.1	The next regular meeting of Council is Thursday November 7, 2019 at 9:30 a.m. at the OAA, 111 Moatfield Drive, Toronto, Ontario.	
10.0	ADJOURNMENT	

FOR COUNCIL MEETING September 19, 2019

(open) ITEM: 2.1

Ontario Association of Architects

Meeting #261 Open

MINUTES

June 19, 2019

The two hundred and sixty first meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Wednesday June 19, 2019 at the OAA Headquarters, Toronto, Ontario.

Present: Kathleen Kurtin President

Walter Derhak Senior Vice President and Treasurer
Mélisa Audet Vice President Regulatory (part attendance)

Amir Azadeh Vice President Communications

J. Gordon Erskine Vice President Strategic
David Sin Vice President, Practice

J. William Birdsell Councillor
Barry Cline Councillor
Jeremiah Gammond Councillor
Jeffrey Laberge Councillor
Agata Mancini Councillor

Wayne Medford Lieutenant Governor in Council Appointee

(part attendance)

Elaine Mintz Lieutenant Governor in Council Appointee

Sarah Murray Councillor David C. Rich Councillor

Robert Sirman Lieutenant Governor in Council Appointee

(part attendance)

Susan Speigel Councillor
Alberto Temprano Councillor
Magid Youssef Councillor
Nedra Brown Registrar

Kristi Doyle Executive Director

Tina Carfa Executive Assistant, Executive Services

Erik Missio Manager, Communications

Regrets: Mazen Alkhaddam Councillor

John Stephenson Immediate Past President

Guests: Andrew Davies Executive Director, No. 9: Contemporary Art and

the Environment (part attendance)

Parham Karimi Architectural Graduate (part attendance)
John Thomas Maintenance Technician (part attendance)

Arno Van Djik Policy Analyst (part attendance)

The President called the meeting to order at 1:35 pm

The President announced that today is LGIC Elaine Mintz's last Council Meeting. Mintz served on OAA Council since 2006 and has worked tirelessly and has been an invaluable resource to Council as well as the Committees she has worked with.

Congratulations and appreciation were given to Mintz.

Doyle introduced three members of staff. Arno Van Dijk is serving out the end of a contract in the position of Policy Analyst, Parham Karimi is the new Architectural Graduate beginning a one-year contract, and John Thomas recently hired as Maintenance Technician.

Council welcomed the staff members to the OAA.

Open Council Minutes June 19, 2019 Page 2 of 8

The Vice President Communications 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.

Councillor Gammond cited a conflict of interest with respect to the report on the OAA/ARIDO Joint Task Group since his business partner is serving on ARIDO's Board of Management.

AGENDA APPROVAL

8739. The President noted that there were no new items to add to the agenda.

It was moved by Birdsell and seconded by Erskine that the agenda be approved as circulated. -- CARRIED

APPROVAL OF MINUTES

8740. Reference Material Reviewed: Draft minutes of the May 22, 2019 Open Council meeting.

The draft minutes of the May 22, 2019 Open Council meeting were reviewed.

A Council member noted on page six, last paragraph that "...an interior design firm..." be changed to "...their interior design firm...".

Open Council Minutes June 19, 2019 Page 3 of 8

It was moved by Youssef and seconded by Gammond that the minutes of the May 22, 2019 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8741. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

8742. Reference Material Reviewed: Memorandum from President, Kathleen Kurtin dated June 7, 2019 re. Council Appointment to Committee of the Examination for Architects in Canada (CExAC) and attached background information. (APPENDIX 'A')

The President reported that the following candidates expressed interest to serve as the Ontario representative to of the CExAC for a three-year term: Mélisa Audet, Bill Birdsell, Barry Cline, Jeffrey Laberge, and Magid Youssef.

A vote was conducted whereby Councillor Jeffrey Laberge received the majority of votes.

It was moved by Mintz and seconded by Azadeh that Council approve the appointment of Jeffrey Laberge as the Ontario representative to the Committee of the Examination for Architects in Canada (CExAC) for a three-year term effective January 1, 2020.

-- CARRIED

8743. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated June 14, 2019 re. Education Continuum Committee - Council Appointments and attached background information. **(APPENDIX 'B')**

The President reported that the following candidates expressed interest to serve as a Councillormember of the new Education Continuum Committee: Mazen Alkhaddam, Jeffrey Laberge, and Agata Mancini. Additionally LGIC Sirman had agreed to assist over the summer as a resource to the Committee in its startup phase.

Councillor Speigel expressed interest in assisting in the startup of the Committee as well.

A member of Council noted that the Committee may wish to determine how to create subsets of the work that need to be undertaken. Clarification was requested with respect to the level of involvement by the schools of architecture.

Doyle noted that the Terms of Reference for the new Committee were approved at the May Council meeting which indicates that part of the roster consists of three members of Council, one of whom is the Senior Vice President and Treasurer. The call for members-at-large will be going out tomorrow in the OAA News.

It was noted by Doyle that the schools will factor in at some point adding that their role will be determined over the summer months. The schools will be a resource however, and it was not the intent that they would serve as a member of the Committee. There are likely a number of existing resources which may be sourced and pulled into the committee.

It was suggested by a Council member that the Committee should recognize the need to coordinate and align with the OAA's strategic interest and be inclusive in the education of the public.

Open Council Minutes June 19, 2019 Page 4 of 8

The President suggested that an ad hoc committee be created to work over the summer to develop a strategy and then formally appoint members in the fall.

Action: Council directed that Council members Alkhaddam, Laberge, and Mancini who expressed interest in the Education Continuum Committee along with LGIC Sirman and Councillor Speigel work with Senior Vice President & Treaurer Walter Derhak and President Kurtin to establish the strategic direction for the Committee and report back at the September Council meeting where Councillor Appointments will be conducted at that timealong with members at large.

8744. Reference Material Reviewed: Memorandum from Vice President Communications, Amir Azadeh dated June 6, 2019 re. Local Architectural Society Special Project Funding Request and attached background information. (APPENDIX 'C')

The Vice President Communications reported that the Committee reviewed all of the submissions received. As per the March Counci meeting, in addition to the current approved budgetit was suggested that consideration would be made to draw an additional amount if required from the policy contingency. The Committee determined that the remaining \$14,000 in the Society Special Project Funding budget would be utilized to fund the requests received and that the remaining \$15,000 be supplemented from the policy contingency. Normally the budget would be \$30,000, however, one-half had previously been allocated to pre-approved projects.

It was suggested by the Vice President Communications that the Committee is looking to review the current process and seeks ways to strategize on improvements in the fall. By increasing funding, this may encourage greater membership engagement.

Action: The Communications Committee was directed to provide input and a strategy with respect to Society Special Project Funding process in advance of the 2020 Budget discussions.

It was moved by Azadeh and seconded by Sirman that \$30,000 be approved in accordance with the recommendations of the Communications Committee for the allocation of the second installment of Society Special Project Funding for 2019 with \$14,020 to be drawn from the balance of the Society Special Project Funding Budget for 2019 and, the remaining \$15,080 to be drawn from the policy contingency budget.

-- CARRIED

8745. *Reference Material Reviewed*: Memorandum from Vice President Communications, Amir Azadeh dated June 7, 2019 re. Canadian Modern Architecture, 1967 to Present. **(APPENDIX 'D')**

The Vice President Communications reported that participating in the national panel discussions with respect to the sponsorship request would benefit the promotion of the national architecture policy, allowing for an opportunity to present to an audience.

It was suggested by a Council member that at events where the national architecture policy is being presented consideration be made to open it to the public.

It was moved by Azadeh and seconded by Mancini that sponsorship of the Canadian Modern Architecture talks be approved at an amount of \$10,000 to be drawn from the sponsorship budget. -- CARRIED

Davies joined the meeting at 2:20 pm.

8746. Presentation by No. 9: Contemporary Art and the Environment Executive Director, Andrew Davies re Imagining My Sustainable City Program (oral)

The President welcomed Davies to the meeting.

Open Council Minutes June 19, 2019 Page 5 of 8

Davies presented the Imagining My Sustainable City school program to Council for information. OAA has been a long time sponsor of this program.

Davies left the meeting at 2:50 pm.

Audet joined the meeting at 2:50pm.

EXECUTIVE COMMITTEE REPORTS

8747. Reference Material Reviewed: Activities for the Months of May-June. (APPENDIX 'E')

The report was noted for information.

8748. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 10, 2019 re. Update on Activities of the Executive Director. **(APPENDIX 'F')**

The report was noted for information.

8749. Reference Material Reviewed: Memorandum from the OAA Building Committee dated June 11, 2019 re. Update from the OAA Building Committee. (APPENDIX 'G')

The President reported that the building renovation is in its final stages. There has been an increase in the cost of the project with approximately \$1.3 million in changes at this point. The contingency is now at 20%.

Due to increased costs, the President noted that a proposal to install lights on the solar panels has been declined.

A member of Council expressed some concern that safety markings had not been applied to glass doors within the meeting rooms.

The report was noted for information.

Medford left the meeting at 3:00 pm.

8750. Reference Material Reviewed: Memorandum from OAA/ARIDO Joint Task Force dated June 10, 2019 re. Update from OAA/ARIDO Joint Task Force. (APPENDIX 'H')

The report was noted for information.

8751. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Walter Derhak dated June 10, 2019 re. Financial Statements for the Six Months Ended May 31, 2019 and supporting background documentation. (APPENDIX '1')

The Senior Vice President and Treasurer reported that the beginning of 2020 Budget planning will commence soon with a date set for August 14 for the committee to review a first draft.

The report was noted for information.

8752. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Gordon Erskine dated June 6, 2019 re. Update on activities under the Vice President Strategic Portfolio. (APPENDIX 'J')

Open Council Minutes June 19, 2019 Page 6 of 8

The Vice President Strategic reported that two roundtables are scheduled for the fall: Designing for Resiliency, and Public and Corporate Architects.

It was noted by the Vice President Strategic that World Architecture Day has been moved forward to December 10 due to the extended summer break in the provincial legislature.

Doyle noted that the Construction and Design Alliance of Ontario (CDAO) is re-establishing discussions with Infrastructure Ontario. The past AFP and real estate forums unfortunately had been relatively unsuccessful as they did not allow for two-way dialogue among the industry.

The reported was noted for information.

8753. Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (oral)

There were no further updates since the last meeting of Council.

8754. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated June 6, 2019 re. Communications Committee Update and attached supporting documentation. **(APPENDIX 'K')**

The Vice President Communications reported that the Committee's meeting on June 4 included the review of the allocation of Society Special Project Funding, as well the development of digital spreadsheets for OAA committee members to provide feedback on the Website. A deadline of June 28 has been conveyed to committee members who wish to provide feedback on the Website.

It was noted by the Vice President Communications that a debriefing meeting regarding the SHIFT awards is scheduled for tomorrow.

The Vice President Communications noted that he had written a BLOAGG piece for the Website focused on Council's priority of diversity and inclusion, adding that it has been difficult to find other members to contribute content to the page. If there is interest among Council it is recommended that the piece be 200 words in length with one image and submitted to him.

A member of Council suggested that members could assist each other in drafting piecesfor BLOAGG

It was suggested by a Council member that the wording on the page reflect that the postings are the opinion of the member and not those of the OAA.

It was noted by Doyle that media consultant Proof's contract is ending this month. Although not retained full time, consideration may be made to use their services on specific future projects.

The report was noted for information.

8755. Reference Material Reviewed: Memorandum from President, Kathleen Kurtin dated June 6, 2019 re. Sustainable Built Environments Committee (SBEC) Update and attached supporting documentation. (APPENDIX 'L')

The report was noted for information.

8756. Reference Material Reviewed: Memorandum from Vice President Regulatory, Mélisa Audet dated June 10, 2019 re. Vice President Regulatory Activities. (APPENDIX 'M')

The Vice President Regulatory reported that the Interns Committee is looking into rebranding its name to make it more inclusive.

Open Council Minutes June 19, 2019 Page 7 of 8

The report was noted for information.

8757. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated June 3, 2019 re. Activities under the Registrar – May 4, 2019 through June 3, 2019. **(APPENDIX 'N')**

The Vice President Regulatory reported.

The report was noted for information.

8758. *Reference Material Reviewed:* Memorandum from Vice President Practice, David Sin dated June 11, 2019 re. Practice Resources Committee (PRC) and Practice Advisory Services (PAS) Update and attached background information. **(APPENDIX '0')**

The Vice President Practice reported that discussions regarding Project Management Services will continue over the summer and a report to Council with recommendations is anticipated for the September meeting.

It was indicated by the Vice President Practice that Committee discussed changing the *Architects Act* to include environmental stewardship in its wording, however, it has since been recommended that this initiative be voiced in the Vision Mission and Mandate of the OAA.

It was noted by a member of Council that it is noted in the Code of Ethics.

Brown noted that in looking at the language being proposed to include the regulation of interior designersother changes may also be considered.

Brown noted that there is a standard of care related to the profession and introducing additional elements to which a standard of care would need to be applied may be inappropriately placed in the Act. It was suggested by a member of Council that Committee's concerns be paraphrased to Brown which would allow for her to respond directly.

Sirman left the meeting at 3:40 pm.

Doyle suggested it is important to stay focused on priorities and consideration should be made as to how this item fits within current priorities.

The report was noted for information.

ITEMS FOR DISCUSSION

8759. *Reference Material Reviewed:* Report to OAA Council from the Ontario Association for Applied Architectural Science (OAAAS) dated June 7, 2019. **(APPENDIX 'P')**

Councillor Gammond reported that OAAAS is looking for a mechanism to accredit the college architectural technology program in order to establish a clearly defined education standard for Licensed Technologist OAA members.

Councillor Gammond indicated that from the perspective of OAAAS this discussion was triggered by ARIDO and their desire to identify accreditation requirements. Additionally, stemming from regular discussion with the colleges, the schools have expressed interest in working with the Canadian Architectural Certification Board (CACB) to establish a system for accreditation. OAAAS is seeking support from Council with respect to the necessity for a system for accredition of architectural technology programs.

Open Council Minutes June 19, 2019 Page 8 of 8

Brown noted that this request is specific to Ontario, whereas the CACB is a national organization supported by the Canadian Architectural Licensing Authorities (CALA). Training and experience competencies are important adding that part of the education is provided by the schools and competencies are gained from school to licence.

It was suggested by a member of Council that the issue be passed back to OAAAS for further discussion. Originally, the entrance aspect to OAAAS was knowing the individual had membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) which confirmed they had a certain level of education or degree/diploma.

The Council member noted that it would require consent from the 11 jurisdictions to allow for CACB to allocate a portion of its time to OAAAS.

It was noted by Doyle that there are organizations which exist who review education course calendars.

ITEMS FOR INFORMATION

8760. Reference Material Reviewed: Draft Minutes from the University of Toronto Faculty Council meeting dated April 17, 2019. (APPENDIX 'Q')

The draft minutes were noted for information.

8761. Update re. Society Chairs Meeting - May 21, 2019 (oral)

The minutes from the meeting will be included in the September Council package.

8762. Reference Material Reviewed: Grey Areas Newsletter dated May 2019. (APPENDIX 'R')

The newsletter was noted for information.

OTHER BUSINESS

8763. There was no other business.

DATE OF NEXT MEETING

8764. The next regular meeting of Council is Thursday September 19, 2019 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

ADJOURNMENT

8765. It was moved by Laberge and see CARRIED UNANIMOUSLY	conded by Sin that the meeting be adjourned at 4:00 p.n	۱.
President	 Date	



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 4.1

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeffrev Laberge Jeremiah Gammond Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Kristi Doyle, Executive Director

Date: September 6, 2019

Subject: Conditions for Licensure of Architects in Canada – draft document

Objective: To consider approval of the attached document titled Conditions for Licensure

of Architects in Canada.

Background:

The attached document had been circulated to the members of the Canadian Architectural Licensing Authorities (CALA) in the spring with a request for review and approval in order that it become a nationally recognized resource. Also attached is a short explanatory memo and proposed motion for consideration.

At a spring Executive meeting it had been suggested that Executive Committee members Kurtin, Derhak and Audet review the document along with the OAA's Registrar, Deputy Registrar and Executive Director in advance of asking for Council's review and approval.

The information contained in this document is not new, but rather a consolidated representation of what currently exists as the conditions for obtaining a license in Canada. Notwithstanding licensure is a function of each of the provincial/territorial regulators we are fortunate to have conditions for licensure including education, experience and examination that are recognized and administered collectively across the country.

Subject to a few minor housekeeping items, those that have reviewed the document have not raised any concern with the content.

Action:

Council is requested to consider approval of the attached document titled "Conditions for Licensure of Architects in Canada" dated May 10, 2019.

Condition for Licensure of Architects in Canada

Motion: That each Regulator approve the "Conditions for Licensure of Architects in Canada"

Timeframe: Recognising that some Councils do not meet in the summer, please respond by September 16th 2019

Explanation: The document would be the foundational document tying together the education, experience and examination processes, and pathways to licensure. The Canadian Standard of Competency for Architects included in this document is a re-named and re-formatted version of the competencies that the Regulators approved in April 2018. This is a living document and will be updated as the competencies are amended.

Please note: Indicators, which represent activities that can be used to demonstrate the competencies and are used in the administration of the BEFA Program, have been excluded from this document for clarity; content is otherwise unchanged.

Conditions for Licensure of Architects in Canada

This document is endorsed by the following regulatory authorities (Canadian Architectural Licensing Authorities):

- Architectural Institute of British Columbia
 - Alberta Association of Architects
 - Northwest Territories Association of Architects
 - Saskatchewan Association of Architects
 - Manitoba Association of Architects
 - Ontario Association of Architects
 - Ordre des architectes du Quebec
 - Architects' Association of New Brunswick/Association des architectes du Nouveau-Brunswick
 - Nova Scotia Association of Architects
 - Architects Association of Prince Edward Island
 - Newfoundland and Labrador Association of Architects

TABLE OF CONTENTS

- 1 Empowerment of the Architects Acts
- 2 Standard of Competency
- 3 Definitions of Competencies
 - 3.1 Programming
 - 3.2 Site Analysis
 - 3.3 Schematic Design
 - 3.4 Engineering Systems Structural, Mechanical, Electrical, Civil
 - 3.5 Building Cost Analysis
 - 3.6 Code Research
 - 3.7 Design Development
 - 3.8 Construction Documents
 - 3.9 Bidding and Contract Negotiations
 - 3.10 Construction Phase
 - 3.11 Project Management
 - 3.12 Professionalism and Professional Practice
- 4 Forms of Comprehension
- 5 Roadmap to Licensure
- 6 Components of the Pathways to Licensure and Governing Documents
 - 6.1 Canadian Education Standard for Architects
 - 6.2 Canadian Architectural Experience Standard (IAP)
 - 6.3 Canadian Architectural Examination Standard (ExAC)
 - 6.4 Broadly Experienced Foreign Architects Program (BEFA)
 - 6.5 International Agreements

Conditions for Licensure of Architects in Canada

1 Empowerment of the Architects Acts

Provincial and Territorial legislation has given each professional governing body both the authority and the responsibility to establish standards of admission and competence for candidates seeking to become licensed to practice architecture in their respective jurisdictions.

2 Standard of Competency

The Canadian Architectural Licensing Authorities (CALA) is a non-governmental body with representatives of each of the Provincial and Territorial Architectural Licensing Authorities established by statute under Canadian provincial and territorial laws. CALA has worked collectively to develop and adopt nationally recognized standards of competence.

These standards are embodied in the *Canadian Standard of Competency for Architects*, which is the primary document that establishes consistent criteria that candidates must meet regardless of their chosen path to licensure. These standards must be read in conjunction with the *Definitions of Competencies*, as well as the *Forms of Comprehension*.

C	anac	dian Standard of Competency for Architects	
Apr	il 2018	Required Form of Comprehension (See last page for details)	
1	PROC	GRAMMING	
	1.1	Preparation of an architectural functional program	3
	1.2	Incorporate principles of sustainable development within an architectural program	3
	1.3	Evaluate the architectural program	5
2	SITE	AND ENVIRONMENTAL ANALYSIS	
	2.1	Propose solutions to the siting of a building in relation to its environment	5
3	SCHE	MATIC DESIGN	
	3.1	Define schematic design principles and approaches	2
	3.2	Analyze the design principles and solutions in relation to context	4
	3.3	Evaluate aesthetics of design solutions	5
	3.4	Utilize conceptual and representational skills to imagine and communicate design concepts and solutions	3
	3.5	Assess technical aspects of the schematic design solutions	5
	3.6	Produce schematic design solutions for the project	6
4	ENGI	NEERING SYSTEMS – STRUCTURAL, MECHANICAL, ELECTRICAL, CIVIL	
	4.1	Describe the structural systems and their influence on design	2
	4.2	Understand the mechanical systems (active and passive) and their influence on sustainability and design	2
	4.3	Describe the electrical systems (lighting, electricity supply and distribution, fire alarm systems, security and communication systems) and their influence on sustainability and design	2
	4.4	Describe civil engineering systems (water management – supply, drainage, infrastructure) and their influence on sustainability and design	2
	4.5	Analyze the choice of engineering system options	4

5	BUILD	ING COST ANALYSIS	
	5.1	Understand factors influencing cost	2
	5.2	Understand methods of estimating costs (range of options)	2
	5.3	Apply estimating methods to a project	3
	5.4	Develop cost planning/ cost control methodology	6
6	CODE	RESEARCH - NATIONAL AND LOCAL BUILDING CODES	
	6.1	Understand the scope and application of the national and local building codes to the design construction and occupancy of a building	2
	6.2	Apply code requirements to design development process	3
	6.3	Apply code requirements to construction documents	3
	6.4	Demonstrate awareness of alternate solution provisions in national and local building codes	1
7	DESIG	N DEVELOPMENT	
	7.1	Assess aspects influencing design development	5
	7.2	Assess engineering systems and regulatory factors	5
	7.3	Develop a solution which responds to the aspects influencing the design	6
	7.4	Evaluate alternatives in finalizing a detailed solution	5
	7.5	Evaluate detailed solutions with regards to client/user group programme needs	5
	7.6	Develop design documentation (for review and approval of the proposed solution)	6
8	CONS	TRUCTION DOCUMENTS	
	8.1	Understand components of construction documents	2
	8.2	Analyze engineering systems and their influence on design and documentation	4
	8.3	Understand construction materials, their properties and influence on design and documentation	2
	8.4	Create material assemblies with consideration to their properties and influence on design and documentation	6
	8.5	Create building envelope (design and detailing)	6
	8.6	Apply the principles of technical specifications	3
	8.7	Coordinate construction documents	4
9	BIDDI	NG AND CONTRACT NEGOTIATION	
	9.1	Summarize methods of realizing construction projects/ forms of project delivery	2
	9.2	Summarize major types of construction contracts, purposes and obligations	
	-	Summarize major types of construction contracts, purposes and obligations	2
	9.3	Evaluate bids submitted by contractors	5
10	9.3 9.4	Evaluate bids submitted by contractors	5
10	9.3 9.4 CONS	Evaluate bids submitted by contractors Apply methods for awarding construction contracts	5
10	9.3 9.4 CONS	Evaluate bids submitted by contractors Apply methods for awarding construction contracts TRUCTION ADMINISTRATION	5
10	9.3 9.4 CONS 10.1	Evaluate bids submitted by contractors Apply methods for awarding construction contracts TRUCTION ADMINISTRATION Analyze the role of architects and others in the administration of the construction contract (office and site)	5 3 4
10	9.3 9.4 CONS 10.1 10.2	Evaluate bids submitted by contractors Apply methods for awarding construction contracts TRUCTION ADMINISTRATION Analyze the role of architects and others in the administration of the construction contract (office and site) Construction phase – office	5 3 4 4
10	9.3 9.4 CONS 10.1 10.2 10.3 10.4	Evaluate bids submitted by contractors Apply methods for awarding construction contracts TRUCTION ADMINISTRATION Analyze the role of architects and others in the administration of the construction contract (office and site) Construction phase – office Construction phase – site	5 3 4 4 6
	9.3 9.4 CONS 10.1 10.2 10.3 10.4	Evaluate bids submitted by contractors Apply methods for awarding construction contracts TRUCTION ADMINISTRATION Analyze the role of architects and others in the administration of the construction contract (office and site) Construction phase – office Construction phase – site Administer appropriate forms and documents	5 3 4 4 6
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	9.3 9.4 CONS 10.1 10.2 10.3 10.4 MANA 11.1 11.2	Evaluate bids submitted by contractors Apply methods for awarding construction contracts TRUCTION ADMINISTRATION Analyze the role of architects and others in the administration of the construction contract (office and site) Construction phase – office Construction phase – site Administer appropriate forms and documents GEMENT OF THE PROJECT Apply the principles of project management and the provision of professional services	5 3 4 4 6 5
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This document should be read in conjunction with Definitions of Competencies and Forms of Comprehension No knowledge

l Remember

Understand

3 Apply

5 Evaluat

6 Create

Refer to Forms of Comprehension for description of each leve

3 Definitions of Competencies

3.1 Programming

Programming is the process of understanding and setting forth in writing the owner's requirements for a given project. Steps in this process include: establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing approaches, and determining particular needs. Sometime owners employ the architect to assist them in preparing a functional program. The project will also be affected by public officials involved in health, welfare and safety; future tenants, and the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly and successful design process.

Typical Activities include the following:

- Seek and participate in learning opportunities with clients, such as conferences, presentations and facility tours, to increase awareness in advances in relevant facility type design and operations. Document learning for future reference and implementation.
- Establish space requirements, including determining sizes of spaces, the activities they will accommodate, their technical requirements and relationships between them.
- Evaluate and summarize data and functional requirements obtained from all sources
- Research current literature pertaining to architectural programming.

3.2 Site Analysis

Site analysis includes land planning, urban design and consideration of environmental factors – often obtained from reports/assessments by subject matter experts. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Environmental analysis takes into consideration such things as geotechnical conditions, seismic, climate, water, air and other processes or phenomena.

Typical Activities include the following:

- Analyze alternative sites to assess the feasibility of their use for a proposed project.
- Analyze specific land use and location for a project.
- Formulate the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc.

 Participate in public hearings about land use issues and prepare reports for future reference.

3.3 Schematic Design

From the owner-approved program and proposed budget, the architect develops alternative conceptual solutions to satisfy functional, site, technical and aesthetic requirements and deal with the full range of constraints ranging from regulatory to environmental. Schemes are presented until one is selected.

Typical Activities include the following:

- Develop and prepare preliminary design concepts to determine the spatial relationships that best satisfy the owner's program.
- Develop and coordinate program requirements with consultants.
- Evaluate massing, site location & orientation, response to environmental factors & regulatory requirements.
- Prepare presentation drawings and models.
- Analyze and select engineering systems.
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, and the community.

3.4 Engineering Systems - Structural, Mechanical, Electrical, Civil

The architect is usually responsible for the selection and coordination of all building systems, including the engineering systems. These traditionally have included structural, mechanical and electrical systems as well as special requirements, such as telecommunications and computer applications. Responsibility for design does not require the architect to engage in engineering but rather to coordinate the necessary engineering expertise and to integrate their designs and recommendations into the architectural designs/plans.

Typical Activities include the following:

- Evaluate construction methods and performance of different engineering systems.
- Understand safety requirements and the selection process for engineering systems.
- Participate in research, analysis and selection of engineering systems during the schematic design and development phases.
- Coordinate engineering systems provided by consultants into the construction documents produced by the architect.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, ductwork, plumbing lines, electrical fixtures, etc.
- Obtain and study manufacturers' literature for engineering systems and components.
- Become familiar with relevant codes and regulatory standards applicable to various engineering systems.

3.5 Building Cost Analysis

This activity involves estimation and evaluation of the probable construction costs using a

range of possible measures. They influence decisions involving basic design, selection of building products and systems and construction scheduling. Long-term maintenance, as well as sustainability of material and system selection, are additional factors that bear on development of the project.

Typical Activities include the following:

- Calculate the area, and volume of a project and its characteristic components.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analyses.
- Prepare cost estimates of the project.
- Review various references and texts utilized in cost estimating.
- Prepare-cost analyses for current, similar projects, using a variety of indices.

3.6 Code Research

Federal, provincial, municipal, and other local regulatory authorities issue regulations and policies governing and affecting aspects of building design, and construction. Building codes, for example, often require complex analysis and design decisions of an architect. Familiarity with such regulations and demonstrated ability to deal with such requirements in design and construction is a necessary part of every architect's skill set.

Typical Activities include the following:

- Search and document codes, regulations, etc. that pertain to the project.
- Understand procedures necessary to obtain relief or variances from particular requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimensions, public toilet rooms, ramps) to satisfy code requirements.
- Determine a project's building area as well as maximum floor areas for compliance with the building code or other related ordinances.

3.7 Design Development

Development, to greater level of spatial and technical detail, of approved schematic design incorporating results of site and environmental analysis, code and cost implications and building systems selection and describing the size and character of the project – including selection of materials and specifics of engineering systems.

Typical Activities include the following:

- Prepare detailed design development drawings from schematic design documents.
- Develop outline specifications for materials, finishes, fixed equipment, fixtures, along with updated anticipated construction cost and schedule.
- Coordinate engineering systems proposed for the project.
- Attend design review and approval meetings with clients, user groups, Authorities Having Jurisdiction, etc.

3.8 Construction Documents

Documentation for the construction, contract management and handover of an architectural project, will include, but is not limited to; architectural drawings, specifications and schedules, which must conform to relevant codes and industry

standards. The drawings describe in graphic form all of the essentials of the work to be done: location, size, arrangement and details of the project, its systems and materials, in compliance with applicable codes. The specifications describe in detail the materials, hardware and equipment indicated in the drawings, and include information on detailed descriptions of the product or material, conditions of installation, and standards to be met. The compliance of documentation, supplied by consultants, with codes and regulations is to be confirmed. The consistency of all project documentation (in the selection and disposition of building elements, components, finishes and fittings) with design objectives and budgetary constraints must be demonstrated.

Typical Activities include the following:

- Prepare detailed drawings, demonstrating technical skills in drawing accuracy, completeness and clarity.
- Coordinate all documents produced by the architect and the consultants.
- Assemble the finished construction documents.
- Review construction specifications, purpose and format.
- Review and analyze bidding forms, insurance and bonding requirements, lien provisions, supplementary and special conditions.
- Evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability.
- Cross-check products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the working drawings.
- Check drawings prepared by others for pertinence and accuracy of dimensions, notes, abbreviations and indications.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.
- Undertake the final project review for compliance with applicable codes, regulations, etc.

3.9 Bidding and Contract Negotiations

This process involves establishing and administering bidding procedures, issuing addenda, evaluating proposed alternatives, reviewing the qualifications of bidders, analyzing bids or negotiated proposals, reviewing the effect of cost considerations on budgeted and actual tender costs, and making recommendations for the selection of the contractor(s). The construction contract and related documents are the formal conditions that bind the parties together during the construction phase.

Typical Activities include the following:

- Review the bidding/award process stages of previous projects.
- Assist in the pre-qualification of bidders, if required.
- Receive, analyze and evaluate bids, including any alternative or unit prices.
- Establish what information and submittals are required prior to issuance of the Letter of Intent.
- Evaluate product considerations in preparing addenda.
- Meet with contractors and material suppliers to approve alternates or equals and issue relevant addenda.
- Prepare and negotiate construction contracts, including the conditions of the contract for construction in order to clarify the roles of the architect, contractor,

- owner, bonding company and insurer in the administration of the construction phase.
- Review the contract for compatibility with client-architect agreements.

3.10 Construction Phase

During the construction phase an architect typically handles the following matters: processing contractors' applications for payment, preparing change orders, reviewing shop drawings and samples, adjudicating disputes. The architect's primary function is to conduct field reviews in order to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the architect must be thoroughly familiar with all of the provisions of the construction contract as well the drawing and specifications.

Typical Activities include the following:

- Assemble Building Permit Application documentation for the client.
- Communicate with the Authority Having Jurisdiction to seek resolution of Building Permit issues.
- Process applications for payment and prepare architectural certificates for payment for construction claims.
- Review shop drawings, evaluate samples submitted and maintain records of all submittals.
- Evaluate requests for changes, interpret documents and prepare change orders.
- Resolve disputes/conflicts arising from the contract documents.
- Visit the job site and participate in observation of the work in place and material stored, and prepare field reports of such routine field reviews.
- Attend job site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial completion review and assist in the deficiency list verification
- Participate in the final occupancy field review with the owner and other involved parties

3.11 Project Management

The Project Management process includes the creation, maintenance and monitoring of systems to achieve timely, efficient and cost effective delivery of the architectural project. Project Management may include establishment of project teams, the development of client and project team agreements, the identification and implementation of appropriate contractual administration and compliance monitoring regimes, and project record keeping.

Typical Activities include the following:

- Assign project management responsibilities and the project manager=s role in the acquisition process.
- Develop a project work plan including identification of goals, client requirements, responsibilities, as well as development of a schedule and the project record.
- Review the work plan against all project related contractual agreements
- Develop team communication methods and frequency and maintain project files.

- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Prepare project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders).
- Attend post occupancy evaluation trips to completed project sites

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3.12 Professionalism and Professional Practice.

Members of self-governing professions in Canada are granted exclusive rights of title and/or practice in return for commitments to meet professional obligations. These obligations include protection of the public interest first and foremost – above expectation of reward or gain. They also include commitments to maintain one's level of knowledge and learning throughout one's career and to act in accordance with prescribed codes of conduct. Every practitioner is expected to know the requirements of being a member of a self-governing profession and to understand the special obligations that attach to their professional status.

Typical Activities include the following:

- Understand the Act and Bylaws of the Association
- Attend educational classes as required by the Association
- Attend annual meetings and informational sessions arranged by the Association
- Understand the structure of an office and the requirements of record keeping and financial responsibilities
- Understand the contracts used by Architects and the level of architectural services and fees

4 Forms of Comprehension

The Forms of Comprehension noted below are based on Bloom's Taxonomy and the cognitive domain, which involves knowledge and the development of intellectual skills. It should be noted that the highest number is not necessarily the appropriate assignment for an area of knowledge or skill. For example, architects do not "create" building codes, so requiring the number 6 for that component of the competency standard would be inappropriate.

0	No Knowledge
1	Remember: recalling, retrieving relevant knowledge from long-term memory; remembering facts and information through memorization in approximately the form in which they were learned For example, you know and are able to name, cite, describe, define (but only if recall is involved), etc.
2	Understand: perceiving the intended meaning of, explaining in your own words; interpreting information For example, you can explain, summarize, describe/define (if not based solely on recall), interpret, give examples of, etc.

- Apply: carrying out; implementing a task; using information previously learned in new situations; using data, methods, and principles previously learned to solve a problem or carry out a task

 For example, you can use your knowledge and experience in new situations to solve, calculate, apply rules, laws, and methods, etc.
- **Analyze**: breaking material or concepts into parts; determining how the parts relate to each other or to an overall structure or purpose; researching elements of a process, problem, organization, system and the relationships between/among them For example, you are able to compare, contrast, explain why, classify, differentiate, select, etc.
- **Evaluate**: appraising, assessing a plan or process based on specific standards and criteria for a given purpose; making judgements based on criteria and standards For example, you can judge, recommend, critique, defend, appraise, propose, justify, etc.
- **Create**: putting elements together to form a coherent or functional whole; reorganizing elements into a new pattern or structure

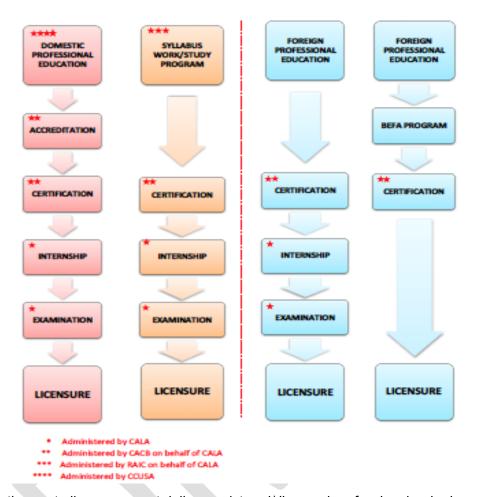
 For example, you are able to create, develop, produce, plan, modify, construct, etc.

5 Roadmap to Licensure

Within Canada, the required professional competence is normally obtained and demonstrated through a combination of formal education, supervised experience and professional examinations. However, jurisdictions may choose to exempt a candidate from some of these normal requirements if competency can be demonstrated by other reliable means.

The regulators have collectively agreed to endorse a variety of pathways to licensure in order to allow broad but comprehensive and robust access to the profession for candidates from diverse circumstances. These include options for domestic candidates and foreign candidates, and are included in the *Roadmap to Licensure* diagram.

ROADMAP TO LICENSURE

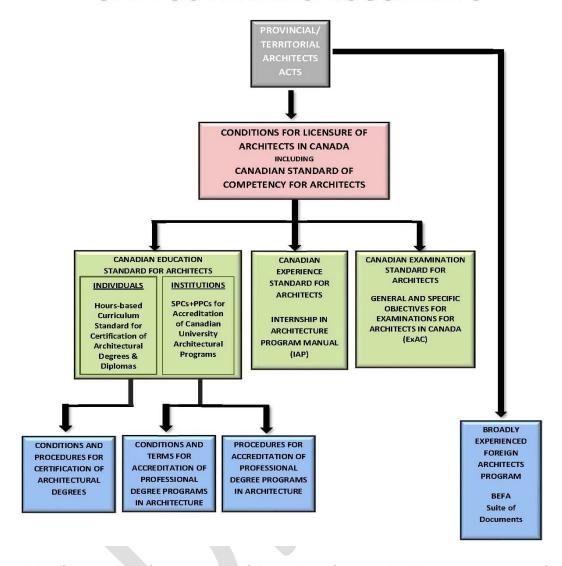


All pathways to licensure must deliver registered/ licensed professionals who have demonstrated conformity with the *Canadian Standard of Competence for Architects*. To this end, robust programs have been developed to complement the various pathways and ensure the desired outcome.

6 Components of the Pathways to Licensure and Governing Documents

Each pathway to licensure (and its components) was developed by CALA and is administered according to guiding/ governing documents as outlined in the *CALA Governing Documents Chart*. In some cases, CALA has empowered an agent to administer components of the pathway on its behalf. In addition to the overarching *Canadian Standard of Competency for Architects*, the key documents specific to the pathways are identified in the following:

CALA GOVERNING DOCUMENTS



A brief description of each pathway follows, but reference should be made to each of the pathway documents for the details.

6.1 Canadian Educational Standard for Architects

The Canadian Education Standard for Architects defines the academic qualification requirements established by CALA for candidates seeking to practice architecture in Canada.

It sets out standards for professional architectural education, and forms the basis for determining that the educational requirement for entry into the profession has been met. It also establishes the standards that are applied when assessing foreign degrees. Refer to *The Canadian Architectural Education Standard* for details.

6.2 Canadian Experience Standard for Architects

The experience component of the professional competence requirements has been established

by CALA to be meaningful to, and effective in, a candidate's path to licensure, and is specified in the *Internship in Architecture Program (IAP) Manual*.

6.3 Canadian Examination Standard for Architects

The examination component of the professional competence requirements is embodied in the *ExAC General and Specific Objectives* and governs the Examination for Architects in Canada (ExAC).

6.4 Broadly Experienced Foreign Architects Program

The Broadly Experienced Foreign Architect (BEFA) program, is an alternative pathway to licensure for foreign-trained architects meeting the mandatory program eligibility requirements, that assesses their broadly-based experience against the Canadian Standard of Competency for Architects.

6.5 International Agreements

Further to the pathways to licensure discussed in Section 3 above, international agreements have been negotiated between CALA and architectural authorities in other countries that allow for mutual recognition.



FOR COUNCIL MEETING September 19, 2019

> (open) ITEM: 4.4

Memorandum

To: Council

> Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrey Laberge Wayne Medford Agata Mancini Elaine Mintz Sarah Murray David C. Rich David Sin

> Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Walter Derhak, Senior Vice President & Treasurer

Date: September 10, 2019

Subject: Recommendations for Appointments to the newly established Comprehensive

Education Committee and a revised Terms of Reference.

Objective: Council to consider recommended appointments to the new standing committee

and the amended Terms of References.

Background:

In May of 2019, the OAA's Continuing Education Committee has been sunset.

The Council put forward a recommendation to establish a new standing committee with a broader mandate to oversee all aspects of education-related initiatives carried out by the OAA. The new portfolio will still include the regulatory Continuing Education Program as well as the Admission Course.

The following three elected members of OAA Council have expressed their interest to serve on the Committee:

- Agata Mancini
- Jeffrey Laberge
- Susan Speigel

As per Council direction, a call for members-at-large has been issued to form the Committee. A total of seventeen (17) OAA members submitted completed Expressions of Interest for consideration.

.../2

The response from members to the opportunity to join this new committee was excellent and myself and President Kurtin have conducted telephone interviews with a short list of individuals. We will be prepared to make a recommendation for appointments at the September 19 meeting.

As directed by Council in June, a working group of Council met for a one-day workshop over the summer to discuss the roll out of the new committee. Participating were President Kurtin, Councillors Sirman, Speigel and Mancini as well as myself. Attending from staff were Ellen Savitsky, Manager Education & Development and Kristi Doyle, Executive Director

During the session the terms of reference for the new committee were reviewed and revisions have been recommended as attached. It had also been recommended that the Committee be named the Comprehensive Education Committee (as opposed to the original name of the Education Continuum Committee.

Action: Council to approve the appointments of the above for a three (3) year term. Council to approve the revised Terms of Reference for the Comprehensive Education Committee.

Attachments:

-Comprehensive Education Committee - Revised Terms of Reference



OAA COMPREHENSIVE EDUCATION COMMITTEE TERMS OF REFERENCE

MANDATE

The Comprehensive Education Committee (CEC) mandate is to oversee matters related to the entire spectrum of education, of both the public and of architectural practitioners, from primary and secondary education to higher education. For practitioners this will include internship, licensure and the various phases of practice, as well as, mentorship and retirement. The CEC shall provide thoughtful and responsible consideration of the complex and rapid changes in the field of architecture and the broader social context within which it exists - specifically in the field of education, continuing education, and professional development.

RESPONSIBILITIES

The Committee shall:

- i) act in an advisory role to the OAA Council in all education related policy issues.
- ii) coordinate policy issues related to education to ensure comprehensive transfer of knowledge and efficacy.
- iii) coordinate and liaise with the Communication Committee on strategies to inform and disseminate the information from the CEC.
- iv) identify gaps within the education initiatives and oversee their implementation to ensure a holistic and comprehensive education strategy.
- v) coordinate, advise and liaise with Other OAA Committees, Sub-committees and Task groups, OAA Staff, Pro-Demnity Insurance company and other stakeholders in arts and education, such as Municipalities, School Boards, The Ministry of Education and the Arts Council of Canada.
- vi) oversee the development of educational modules and courses.

ACCOUNTABILITY

The Comprehensive Education Committee is accountable to Council to operate in accordance with the Act, the regulations and by-laws under the Act and in accordance with the policies and budgetary constraints of the Association established by Council

AUTHORITY

The Comprehensive Education Committee may organise its work in accordance with its own priorities except that it shall give priority to specific requests from Council where practical. The Comprehensive Education Committee may from time to time establish sub-committees or task groups to assist with its work and may recruit members or others with expertise to such committees or task groups. A minimum of one CEC member shall be appointed by the CEC to every one of its sub-committees and task groups. The Comprehensive Education Committee shall operate within the financial and staff resources provided to it by Council.

COMPOSITION & OPERATION

The Comprehensive Education Committee shall be composed of a sufficient number of members of the Association to represent a cross-section of membership by reflecting a breadth of experiences, ages, beliefs, and ethnicities. Members are appointed by Council for a term of three years, with a maximum of two terms unless extended by Council. A quorum for any meeting is 50% of the current members plus one.

The committee membership shall include three elected members of OAA Council, one of whom shall be the Senior Vice President, who shall serve as the Chair of the Comprehensive education Committee. One seat on the Committee will be reserved for a Licensed Technologist OAA. One seat on the Committee will be reserved for an Intern for a term of two years, with a maximum of two terms.

TIMEFRAME

- This committee is a Standing Committee of the Ontario Association of Architects.
- The Committee will review its mandate every two years with a view to refreshing it, and/or integrating its work into other activities/committees already in existence; and ensure its mandate aligns with Council priorities and the OAA's Vision, Mission and Mandate.
- The Committee shall report any modifications of its Terms of Reference to OAA Council for approval.
- The Committee meets approximately six times a year and operates on a calendar year basis.
- The Senior Vice President will provide Council with an update on the activities of the Committee at each Council meeting throughout the year.



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 4.6

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet J. William Birdsell Amir Azadeh Barry Cline Donald Chen Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Kathleen Kurtin, President

Date: September 12, 2019

Subject: Establishment of OAA Governance Committee – Draft Terms of Reference

Objective: To consider approval of the attached draft terms of reference which would

establish the OAA Governance Committee.

Background:

OAA staff and Council have continued to monitor issues relative to the review of regulatory bodies, specifically in Canada. There has been an increasing level of scrutiny of regulators and heightened expectations around accountability and transparency, both from government and the public.

Formal reports commissioned over the passed number of years as a result of specific regulators being subject to a review are flagged by staff and generally reviewed by both staff and members of Executive Committee and/or the Policy Advocacy Coordination Team.

Where possible, Council has made process and or policy changes in an effort to keep in step with current regulatory expectations. For example, recent changes relative to publication of disciplinary matters rendered against members will soon be posted on the website, linked directly to that member's public record.

One recurring theme however has been the importance of a regulator's formal Governance Committee. The OAA does not currently have such a committee, although it does have a HR Committee. I would like to recommend that the OAA establish a Governance Committee to ensure appropriate oversight over Council's governance responsibilities. A draft terms of reference is attached for Council's consideration.

In keeping with Council's desire to stream line committee activities and avoid establishing more committees, the mandate of the new Governance Committee will combine oversight of OAA human resources. The existing HR Committee will be amalgamated into this new committee.

Action:

Council is requested to consider the establishment of an OAA Governance Committee and that the draft terms of reference for the new Committee be approved.



Terms of Reference OAA Governance Committee

MANDATE

OAA Council has established a Governance Committee to ensure an appropriate level of oversight and participation by the Council in fulfilling its roles and responsibility for governance of the OAA in accordance with the *Architects Act*. The Committee is directly responsible for oversight and periodic review of all governance structures and practices, including human resources of the organization and reporting its findings and/or recommendations to the Council.

RESPONSIBILITIES

The Committee shall:

- 1) Ensure that the activities and decisions of the Council are consistent with the objects of the Association as defined in the *Architects Act*.
- 2) Ensure that Council is functioning in a manner that is consistent with recognized principles of governance such that its' role is focussed on its fiduciary and other duties which include policy making and staff is responsible for implementation of day to day operations of the Association.
- 3) Develop and direct implementation of a council, committee, and officer orientation and onboarding strategy.
- 4) Ensure that the principles of diversity, inclusion, and equity are reflected throughout the organization's policies and procedures.
- 5) Periodically review the defined and adopted mission and vision statements of the organization and whether they are consistent with the Act and Regulations; and, that they are consistently applied across activities and operations of the OAA, as well as within individual committees.
- 6) Periodically review the governing documents of the organization and whether they are consistent with applicable laws and actual or desired organizational practices; and recommend amendments to such governing documents, as necessary, to the Council.
- 7) Review the OAA's human resources policies as recommended by human resources staff and recommend approval of any changes to Council in accordance with changes to the law and best practices.
- 8) Periodically review the OAA's human resources strategy including compensation and recruitment of staff.

- 9) Conduct the Executive Director's performance review on an annual basis and report same to Council. Regardless of whether the President is a member of the Committee s/he will participate in the annual review of the Executive Director.
- 10) Conduct the Registrar's performance review on an annual basis in cooperation with the Executive Director and report same to Council.
- 11) Review and recommend financial and other compensation and/or recognition for members of Council and OAA volunteers
- 12) Respond to requests from Council to review specific governance matters and/or current governance issues that are in the forefront of either public and/or government discussions.

REPORTING

The Governance Committee is accountable to Council and will operate in accordance with the Act, the regulations and by-laws and in accordance with the policies and annual budget established by Council. The Committee will report to Council regularly.

COMPOSITION & OPERATION

The Governance Committee shall be comprised of three elected members of OAA Council, one of which shall be the Senior Vice President & Treasurer. One seat on the Committee will be reserved for an LGIC appointee to the Council. The members of the Committee are appointed on an annual basis by the Council.

The Committee will meet a minimum of 4 times per year.

Staff Resources:

Executive Director Administrator, Human Resources



Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Chair, Communications Committee

Amir Azadeh

Committee Members:

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

Date: August 23, 2019

Subject: Website Redesign Project

Objective:

- To provide an update on the Website Redesign Project and confirm Council approval on some key changes planned for the new Website in favour of streamlining, clarity and transparency.
- 2.) To request additional budget to ensure the project is completed as anticipated in early 2020.

Background: The OAA Website was identified as a Council priority in 2017. The Association's main communication vehicle, its current vision is over 10 years old and outdated in its structure, use of technology and presentation of content.

In March 2018, the OAA requested Expressions of Interest from Ontario-based, qualified, creative and expert website development and design companies to complete an audit and redesign—the consortium of Enginess (development and project management) and Sputnik (design) was chosen.

Over the last 14 months, the Website Redesign project has been progressing well and has included a thorough Website audit, input from OAA members/stakeholders (including workshops, surveys and meetings), Content management system selection, site plan and conceptual design. As directed by Council, the OAA Website Task Group (Amir Azadeh,

Vanessa Fong, Joël León, Sadeq Sadeq and newly added member Susan Speigel) and staff have provided oversight on the project.

Currently, we are in the final stages of design and in the midst of content development. We have been meeting/consulting with various departments to confirm and model content into the new structures and templates. Content development is expected to continue for the rest of the year, with content migration expected to begin in November. The new Website is projected to be launched in late February, coinciding with the unveiling of the new logo.

The main priorities and objectives to be addressed in the Website Redesign Project include meeting accessibility standards, restructuring the site to meet the objectives of member support and public awareness, conducting a Content Audit & Technology Review, updating the Content management system, redesigning the information in a dynamic, engaging, user-friendly manner and allowing the site to eventually accommodate bilingual content.

1. The following are the major changes to be implemented with the launch of the New Website that require Council review and approval:

A. Redesign of primary content strategy into two separate but connected domains for Public audience and Member audiences.

- (i) Domain for public/general public at large
- *Enable clear growth and effective communications to the public
- *Expand public mandate
- (ii) Domain for member users
- *Enable clear growth and effective communications to members
- *Expand member services
- *All members will be required to login for access
- *Single sign-on (SSO) with existing iMIS secure.oaa.on.ca to eliminate the need for double login.

The current mind map/site map (Appendix A), which provides the breakdown of member/public content, has been attached for reference.

B. Redesign of Member Directory (formerly 'Discover an Architect') to include increased transparency.

Content and user experience strategy to include improved transparency and connect discipline decisions to member and practice profile detail. This approach is in line with Council's instruction to develop transparency tools.

Excerpt July 2018 Council Report:

The OAA can develop a system where published decisions are posted, along with the members' and practices' contact information so that all members of the public have access to the information available by calling or attending the OAA in person.

The addition of a "Make a Complaint" webform is also planned for inclusion on the Member Directory page. Further, the ability for members to create their own profiles has been removed.

Another key change in the Member Directory will be the inclusion of all member statuses in the search on both the public and member domains. Currently, the OAA only includes 'active' member types. For the new site, the plan is to include all status categories, including "not able to practise," "cancelled," "suspended," "revoked" and "withdrawn," so that the public is fully informed of an architect's status and public interest is protected.

C. Intern Architects and Student Associates to appear on the Member Directory search under the domain for member users.

Additionally, the Student Associate and Intern Architect member type will only be visible in the Directory within the Member domain and not the Public domain. The rationale was that only member categories that are able to practise and/or provide architectural services would appear on the public domain so as not to confuse the public.

Please see the attached Member Directory Conceptual Data Map (Appendix B), which outlines the proposed functionality of the new Member Directory search.

D. Streamlined and integrated Calendar into one events calendar that will include ConEd as well as other events.

With the launch of the new Website, the following changes are planned:

- ConEd Learning Opportunities listing will be eliminated.
- ConEd Advertising Policy will be sunset (i.e. assessment fees will no longer be collected);
- All events, including those ConEd-related, will be posted at no cost on the events calendar/page via the newly introduced feature "submit an event;" and
- Events will be categorized as follows: competitions, conference, course in-class, course on-line, lunch & learn, lectures, exhibits, tours, other. There will be no "ConEd" category.

2. At this time, additional budget is being requested to complete the Website project based on changes in scope (as outlined in the bullet section below) as agreed to by the Website Task Group.

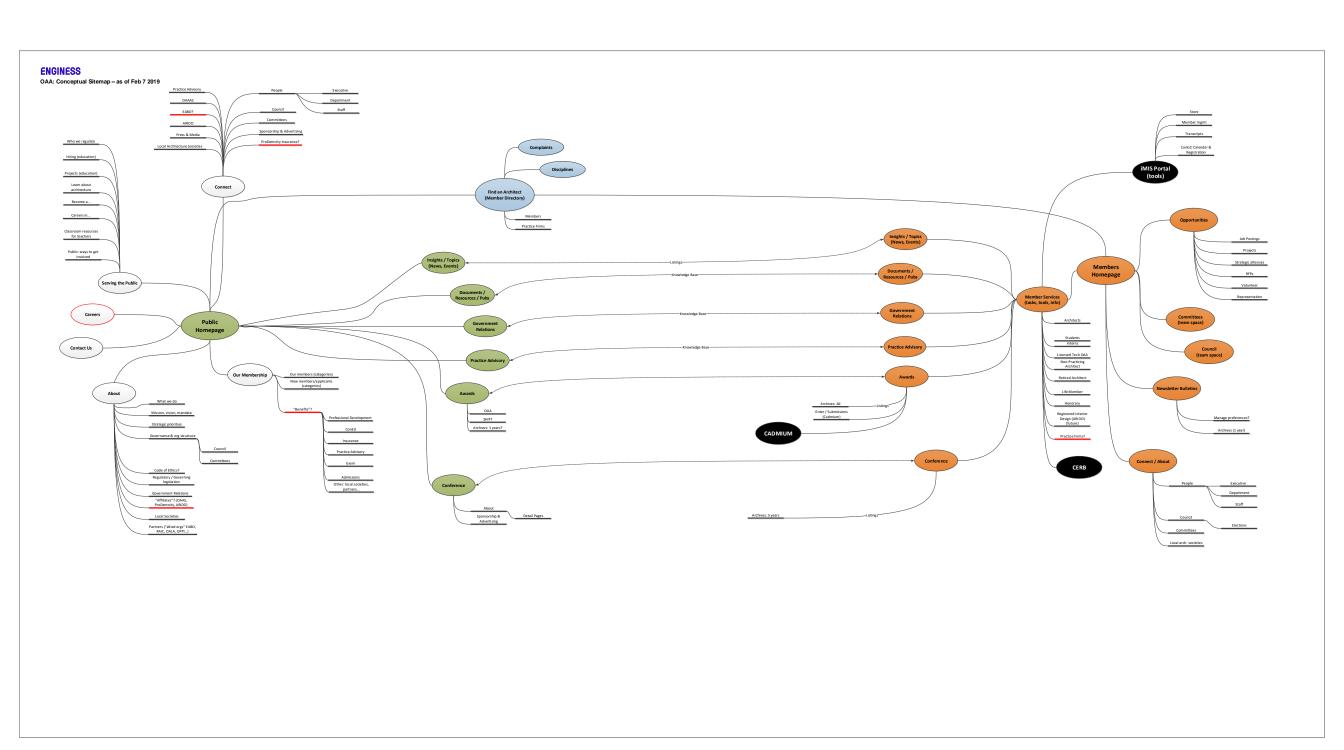
There will be some additional funding (approximately \$44,000) required into 2020 to complete the project. At this point, this amount has been identified to the Budget Committee through the VP Communications—it has already been included in the 2020 capital budget as drafted and pending Council approval.

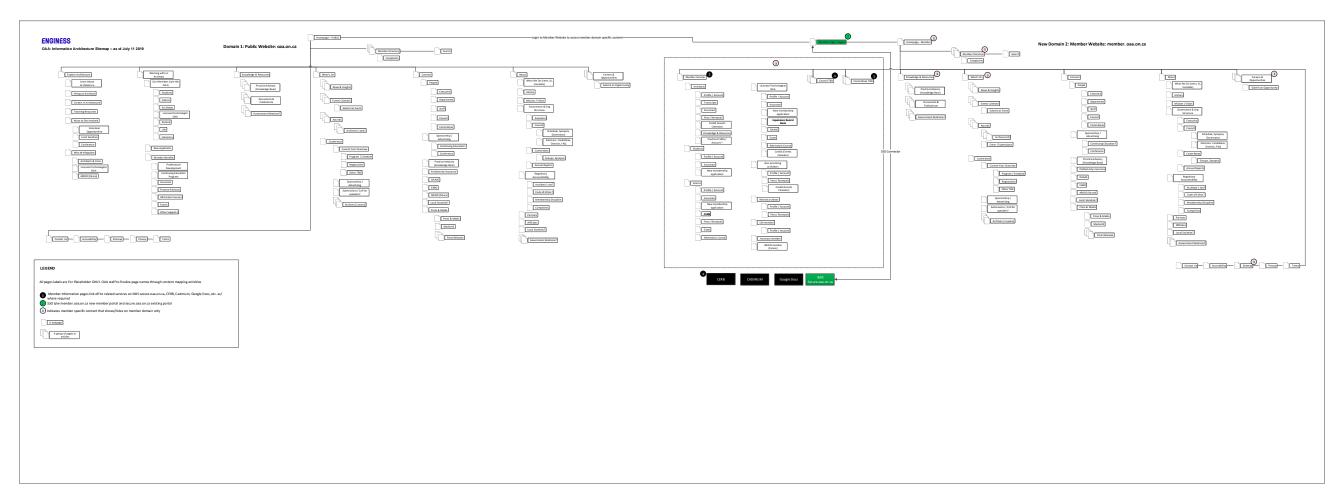
Request for additional budget have resulted due to the below factors:

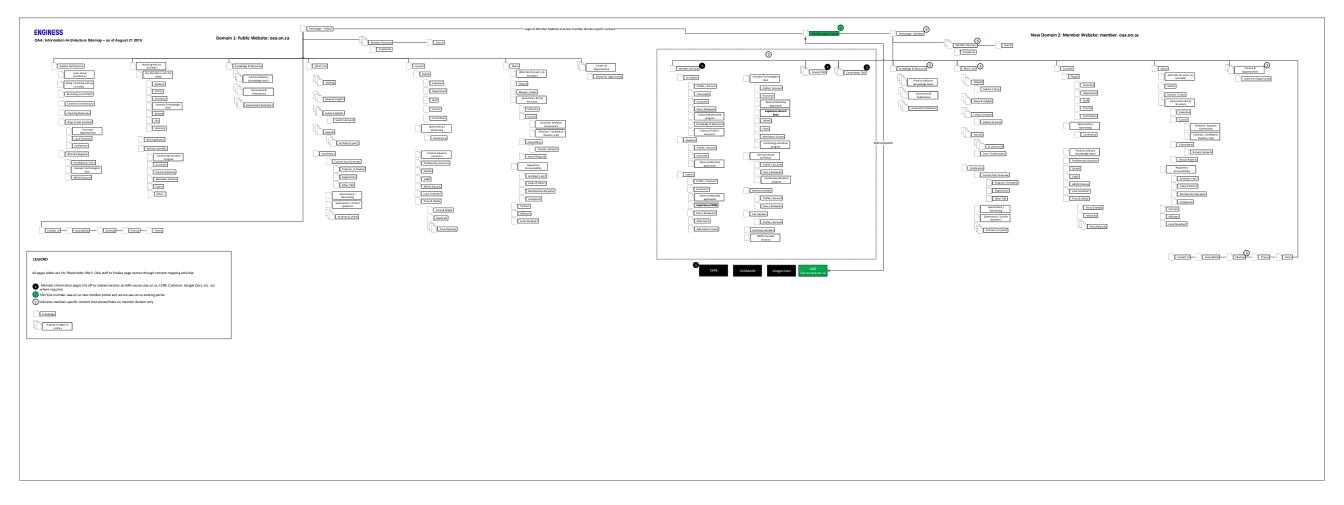
- Extended planning and logic, as well as coordination with Web Liaisons required to achieve the objectives of the Member Directory feature;
- Extended planning and logic, as well as coordination with Web Liaisons required to achieve the objectives of the Practice Knowledge Base, Government Relations and BIOAAg tool;

- Additional time needed for Information Architecture, content modelling and content migration;
- Additional time required for iMIS SSO functionality and integration due to the legacy version of iMIS;
- Extended business analyst and project management oversight due to extension in overall project duration—project completion has shifted from originally anticipated end of November to end of February 2020;
- Longer duration required for research/consultation with stakeholders than originally expected due to workshop scheduling conflicts;
- Incorporation of the brand identity project and shifting start date of Website creative design work; and
- OAA Headquarters move/closure, which resulted in cancelled and postponed planning meetings.

Action: Council to 1.) Review and approve the key changes as outlined to be implemented on the new Website. 2.) Approve additional budget for the Website Redesign project as outlined above.





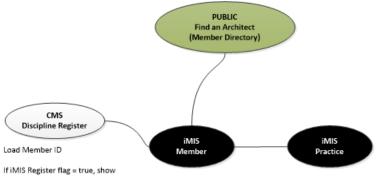


ENGINESS

OAA: Member Directory Conceptual Data Map (June 11 2019)

CMS Connector (Custom)

- Pull / sync iMIS profile IDs
- Provision content management tools:
- -- View/Search Members
- -- Manage Disciplines
- -- Manage Disclaimers



Discipline Order (PDF)

If iMIS Member type = architect retired, life, non-practising, honorary, show Disclaimer message

And/or

If iMIS Member eligibility status = inactive, suspended, show Disclaimer message

PUBLIC

Status = active, inactive, suspended

Member type = show Architect Licensed tech OAA ARIDO Architect retired* Life member* Non-practising* Honorary* SEE FINAL CODES

Address of record = true Street address City Province Postal

Preferred contact method = true Phone

Email Fax

Country

PUBLIC Status = active

Member type = show Practice

Address of record = true Street address City Province Postal Country

Preferred contact method = true Phone

Email Fax

MEMBER Find an Architect (Member Directory) CMS Discipline Register iMIS iMIS Load Member ID Member Practice If iMIS Register flag = true, show

Discipline Order (PDF)

If iMIS Member type = architect retired, life, non-practising, honorary, show Disclaimer message

And/or

If iMIS Member eligibility status = inactive, suspended, show Disclaimer message

MEMBER

Status = active, inactive, suspended

Member type = show Architect Licensed tech OAA ARIDO

Architect retired* Life member* Non-practising* Honorary* Intern

Student SEE FINAL CODES

Address of record = true Street address

City Province Postal Country

Preferred contact method = true

Phone Email Fax

MEMBER

Status = active

Member type = show Practice

Address of record = true Street address City

Province Postal Country

Preferred contact method = true

Phone Email Fax



Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeffrev Laberge Jeremiah Gammond Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin Susan Speigel John Stephenson

Alberto Temprano Magid Youssef

From: Chair, Communications Committee

Amir Azadeh

Committee Members

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

Date: August 23, 2019

Subject: Recommendations for structural changes to the OAA's Special Project Funding

(SPF) and Public Awareness Sponsorship programs to ensure efficiency,

increased member engagement and transparent fairness.

Objective: To gain Council approval to make the four proposed changes to the SPF and

Sponsorship programs that are outlined below.

Background:

Last year, OAA Council approved changes to the administration of the Special Project Funding (SPF) and Public Awareness Sponsorship programs to improve their efficiency and efficacy. At the June Council meeting, it was suggested by the Vice President Communications that the Communications Committee review the impact of those changes, determine areas for further improvement and seek ways to refine the programs for the future.

Local Architectural Societies can request an SPF for initiatives (e.g. events, publications or competitions) 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." The Public Awareness Sponsorship is similar in intent, but offered to individuals or third-party organizations rather than the Societies.

This memo proposes four changes to the programs:

- 1. Augment the SPF budget in 2020 to two pots of \$40,000, rather than \$30,000.
- 2. Move pre-approved, recurring initiatives out of the SPF program.

- 3. Formalize and publicize a rating system to determine SPF and Sponsorship recipients.
- 4. Enable the Communications Committee to decide on SPF allocations (up to \$10,000) in the same manner it does with Sponsorships.

In 2019, the budget allocated for the SPF program was \$60,000, comprising two separate pots of \$30,000 reserved for two distinct deadlines in late January and late May. However, three of these initiatives—Toronto Society of Architects (TSA) tours, Ottawa Regional Society of Architects (ORSA) Architecture Week and Windsor Regional Society of Architects' (WRSA's) role in a film festival—had been pre-approved previously by Council and recurred annually. Therefore, the \$60,000 was in effect only \$44,000.

The Communications Council reviewed five years of SPF data and found many Local Society requests had been denied not because the proposals were lacking, but simply because the funds were not available. Therefore, the Committee proposes two actions:

- Augment the SPF budget to two pots of \$40,000 for a total of \$80,000 (Change 1); and
- Move the three pre-approved initiatives out of this program, transferring them to a separate pot for 2020 and then subject to further discussion for the future (Change 2).

Both these items have already been included in the recommendations to the Budget Committee for 2020.

To improve transparency about the SPF (and Sponsorship) allocation process, the Communications Council recommends using agreed-upon criteria to rate each proposal on a scale of 1 to 5 (Change 3). By publicizing the criteria in the SPF application, not only is transparency increased, but all applicants also have a clearer sense of what is expected to be demonstrated in an application. The four criteria would be consistent in the Public Awareness Sponsorship and SPFs programs, and allow a fairer comparison when choosing between submissions. They are:

- 1. Potential to increase public awareness/appreciation of architecture and the allied arts and sciences:
- 2. Innovation, creativity, and relevance;
- 3. Ability to attract attendance and successfully run event/initiative; and
- 4. Alignment to the current Council priorities.

Each Committee member would receive a score sheet with the applicant's name (the Society or organization, not an individual), the application itself, and the four criteria to use for scoring. This can be comparable to the OAA-endorsed process of quality-based selection and benefits the program by having defensible awarding criteria.

The Communications Committee also suggests changing the two current deadlines of late January and late May to late January and late July. The reasons are two-fold—first, the timing would reflect a true semi-annual approach with dates spaced out by six months (rather than the current four-month split that heavily weights the separate pots). Second, the Committee would not have to come together immediately after Conference, and would instead have more time to review the applications.

In order to facilitate the allocating of funds, this change requires a break from the Council schedule—Council does not meet until mid-September, which may be too late for determining funding because final expenditures would need to be confirmed before the end of the fiscal year

in November. To circumvent this issue and provide the needed flexibility and timelines, the Committee could be given the authority to allocate any requests under \$10,000—a move that harmonizes the SPF program with the Public Awareness Sponsorship, where the Committee already has this power (Change 4). Such a change would mean Council would still be apprised of all decisions, but would instead entrust the actual authority to the Committee members rather than be encumbered with making the decision itself. (As always, all requests for \$10,000 or more would need to go to Council.)

Action: Approval is requested for the four proposed changes to the structure of the Special Project Funding and Public Awareness Sponsorship programs as outlined above.



Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrey Laberge Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin Susan Speigel John Stephenson

Alberto Temprano Magid Youssef

From: Chair, Communications Committee

Amir Azadeh

Committee Members

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

Date: September 9, 2019

Subject: Conference 2023 Location and 2020 Final Schedule of events

Objective: Review and approval of the Conference 2023 Location

Provide Council with Conference 2019 Financial Update

Review and approval of the final Schedule of Events for Conference 2020.

Background:

Conference 2023 Location Proposal:

Due to the changing dynamic of attendance at the OAA Annual Conference and the growing ability to obtain Continuing Education hours outside of the event, as well as feedback from OAA members, the Communications Committee provided the Association's conference planners, MCC Events, with direction to look into different and unique locations for 2023. The direction was based on two key reasons:

- the two-year cycle for Conference that has been created by the Continuing Education cycle and the new Awards program format (alternating between the SHIFT Challenge and Design Excellence); and
- comments from the overall Conference survey each year that request different, unique and engaging venues and locations.

Examples of member feedback include:

"The convention centre felt too large for the conference, consider a smaller and more personal venue" - 2018

"It would be nice to have the conference in a nice work of architecture." -2017

"An architectural conference should be held in an uplifting architectural venue." -2018

MCC Events provided four options to the Committee in August that consisted of smaller city centres and which have not been on the usual roster of locations for OAA Conference. The Committee discussed the possibility of London and Kingston, which after discussion were felt to provide the same general experience and atmosphere as Hamilton or Toronto, albeit at a smaller scale. Thunder Bay was also a consideration, but it was felt the city's current infrastructure was not yet ready to host a conference. The city had also expressed some concern that they would not be ready to host an event such as ours just yet. Thunder Bay is only just beginning to focus its tourism abilities toward an event of this stature.

After considerable discussion, the committee agreed unanimously that Sudbury, the fourth option presented, would be an excellent location to develop a new approach for outside the GTA Conferences while still meeting OAA membership needs.

The following is an excert from MCC's presentation regarding the Sudbury location:

Why Sudbury? Sudbury's origins can be traced back thousands of years as the long established territory of Atikameksheng Anishnawbek peoples, who thrived through deep connections to the natural world and through a traditional lifestyle of hunting, fishing and gathering. Today, the City of Greater Sudbury has matured into a diversified regional urban centre which has become the focus of technology, education, government and health services. A distinctive Franco-Ontarian culture is also found in this community. When coupled with the area's outdoor playground, it is little wonder the community is so widely recognized as the leading stay-over destination for Northern Ontario.

The city is home to Laurentian University's McEwen School of Architecture—the first school of architecture built in Canada in more than 40 years. Hosting the Conference in Sudbury would provide the OAA with the ability to connect with students studying as well as offer an opportunity to partner with the university as the main host location. The Committee considered this a great step toward Council's initiative of increasing early connection with students. Further, by holding the event in the Northern Ontario Society of Architects' catchment area, the OAA is embracing its membership community outside of its traditional programming along the shores of Lake Ontario.

.../2

Sudbury offers a citywide conference experience that allows attendees to truly experience and engage in the wider local community instead of remaining between two or three locations for the duration of their stay. Having the OAA Annual Conference there would require a bespoke approach to both events and scheduling as there are few spaces that fit the traditional OAA Continuing Education experience and few large-group gathering venues. For example, luncheons could accommodate a networking approach with standing gatherings, whereas plenaries and the keynote would be held in an auditorium-style setting. The overall attendance would be expected to be between 400 and 500 individuals, providing a boutique-style conference for attendees at the beginning of the Continuing Education cycle.

By hosting the Conference in Sudbury, the Committee did recognize that the OAA would likely see a decrease in attendance numbers and revenue. At the same time, however, there would be a similar effect on conference expenses, which would may reduce the delegate package cost and allow for a more financially accessible conference for members. Additionally, the hotel nightly rates for national changes such as Best Western, Hampton Inn and Radisson, range between \$140 to \$160 plus applicable taxes. Other initiatives to increase attendance and assist with reducing Conference costs for members could be explored, including the chartering of transportation from Toronto.

The Communications Committee discussed that in order to ensure the success of this change it will require early advertising to the membership so they have time to make the decision to attend. However, it was strongly felt that this would be a positive move for the OAA Annual Conference based on membership feedback, current trends and initiatives of Council.

Conference 2019 Financial Update:

Conference 2019's finances are currently being finalized and the final costs are in line with the approved Budget 2019, which included a subsidy of approximately \$160k from the OAA's general operating budget. This type of budgeting is consist with OAA's Conference's held outside of Toronto.

Conference 2020 Schedule Changes:

Council will recall that a memo to related to the 2020 Conference schedule had been circulated via email in mid-July. Due to the necessity to secure certain venues for 2020, Council's approval was sought outside of a regular meeting and via email. More specifically, Council approved moving the Celebration of Excellence and Archifête to Thursday night (as opposed to the traditional Friday night time slot).

The remaining recommendations from the Communication Committee regarding the 2020 Schedule of Events was held for further discussion and approval at the September Council meeting.

The following is a summary of the changes being recommended:

Wednesday

Wednesday evening's new format for 2019 included a Happy Hour prior to the Annual General Meeting (AGM), which received positive feedback from attendees. The Communications Committee suggests continuing with the same format for 2020, but shortening the Happy Hour to 5:15–6:00 pm (with bars closing at 5:50 pm) so the AGM can take place between 6:00–8:00 pm. The rationale for this suggestion was a general concern that an 8:30–9:00 pm end time was too late in the evening. The Committee also discussed that allowing the host city/Local Society to choose between two evenings at Conference to host their event would also provide an added benefit in allowing more freedom to plan their chosen event, specifically around other events happening within the city at the same time. This would also open another time slots for other allied organizations to host an event.

Friday

Friday evening's new format (i.e. the Celebration of Excellence now moved to Thursday) would see the Plenary session being held from 4:00–5:30 pm, which would flow right into a Happy Hour to end Conference. This would now offer registrants the option to end their day at 5:30 pm or enjoy a Happy Hour to say farewell to their fellow colleagues and new connections.

By shifting the Plenary from Thursday morning to the second half of Friday afternoon, it provides the ability to have a sendoff for the end of Conference with a hot topic for the industry/profession (as seen in past years). The shift in time slot for the Plenary will also allow for an immediate flow into a second Happy Hour, creating an opportunity for individuals to network one last time as the Lounge is torn down early afternoon.

Since the July memo to Council, it has also been suggested that the OAA's grand reopening of the newly renovated Headquarters could be held on the Friday night. Shuttle buses could be arranged to transport conference delegates who wish to partake in the party to the OAA Building on Friday evening. The details or this are yet to be discussed, however it seems to be a viable option for the grand re-opening of the members and will allow out of town members to join in while in Toronto.



Time	Tuesday		Wednesday	Thursday	Friday	
8:00 AM	100000			BREAKFAST	CONTINENTAL BREAKFAS	
8:30 AM				CONTINUING EDUCATION	CONTINUING EDUCATION	
9:00 AM				AND TOURS	AND TOURS	
9:30 AM					100000000000000000000000000000000000000	
10:00 AM				BREAK	BREAK	
10:30 AM				CONTINUING EDUCATION	CONTINUING EDUCATION	
11:00 AM		COUNCIL		AND TOURS	AND TOURS	
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1:30 PM						
2:00 PM 2:30 PM			CONTINUING EDUCATION	CONTINUING EDUCATION	CONTINUING EDUCATION	
3:00 PM			AND TOURS	AND TOURS	AND TOURS	
3:30 PM			BREAK	BREAK	BREAK	
4:00 PM	6 8				- LINEAN	
4:30 PM			CONTINUING EDUCATION	CONTINUING EDUCATION	PLENARY	
5:00 PM	SOCIETY		AND TOURS	AND TOURS		
5:30 PM	CHAIRS		HAPPY HOUR	O THE RESIDENCE OF THE PARTY OF	HAPPY HOUR	
6:00 PM	MEETING		AGM	CELEBRATION OF		
6:30 PM	32 63			EXCELLENCE/SHIFT		
7:00 PM	JOINT DINNER		DOM:	PRESENTATION	ALUMNI EVENTS	
7:30 PM	DOINT DIMEN				ACOUNT EVENTS	
8.00 PM			7	8	8	
8:30 PM						
9:00 PM						
9:30 PM			HOST CITY EVENING	ARCHIFETE	HOST CITY EVENING	
10:00 PM			OPTION 1		OPTION 2	
11.00 PM						
11:30 PM						
12:00 AM					J	

Action: Council is asked to consider approval of the following items:

- 1. Approval of the City of Sudbury as the location for the 2023 OAA annual conference
- 2. Approval of the final schedule of events for OAA Conference 2020.



Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Chair, Awards Steering Committee

Robert Sirman

Awards Steering Committee:

Amir Azadeh Elaine Mintz

Date: August 23, 2019

Subject: Recommendation for the future governance of the Honours and Awards

program

Objective: To provide a progress report the implementation of the

recommendations of the Awards Review report, and to seek Council's approval

on a new governance structure for the Awards program.

Background:

As per Council direction, the Awards Steering Committee has continued to work on the phased implementation of the Awards Review Report recommendations developed by Brigitte Desrochers in 2016. This year, this has included the successful launch of the new SHIFT 2019 Infrastructure/Architecture Challenge program and launch event.

The inaugural year of the SHIFT program exceeded our expectations with a positive overall response. In the end, a total of **39 eligible submissions** were received. This response was encouraging since the program was new and the submission requirements were more extensive than the Design Excellence program.

The SHIFT Infrastructure/Architecture Challenge presentation event took place on May 25 as part of the OAA Annual Conference in May, and the event was well-attended and the overall feedback positive.

Almost **88%** of survey respondents who attended the event rated it as 'Excellent' or 'Good.' Event feedback statistics are outlined below:

Excellent	39.03%	32		
Good	48.78%	40		
Fair	9.76%	8		
Needs Improvement	2.44%	2		
TOTAL	<u>82</u>			

The work of the Awards Steering Committee to oversee implementation of the recommendations brought forward from the Desrochers Report is now completed.

Of the 21 recommendations included in the report, most of the tasks are either done or in process. Status updates are summarized in Appendix A.

The Awards Steering Committee met over the summer to review the program and is bringing forward the following recommendations to Council for approval:

 Sunset the Awards Steering Committee. The Committee's work is essentially completed, and its tasks and responsibilities should be transitioned to the portfolio of the OAA Communications Committee and OAA Staff as appropriate.

A significant part of this work was to strengthen staff capacity to independently manage the program--an objective the Awards Steering Committee believes has been achieved. The Awards Steering Committee believes that there is no longer a need for a standing committee responsible for Honours and Awards, although special purpose advisory or working groups may still be required.

2. SHIFT Advisory Group is maintained. An advisory group is still needed to assist with the development of themes and oversight of the program on an ongoing basis. Toon Dreessen is currently the Chair of the SHIFT Advisory Group and the Committee recommends that he continue in this role.

Action:

Approval is requested for the proposed changes to the governance structure for the Honours and Awards program as outlined above.

References:

Appendix A - OAA Awards Study – 21 Recommendations

	OAA Awards Study - 21 Recommendations	Status Update			
1	Identify the Design Excellence Awards as the OAA's prime award category	Done			
2	Maintain the Best Emerging Practice and Lifetime Achievement awards	Done			
3	Merge the Order of da Vinci and Randy Roberts Awards in a single Service Award	Not Accepted			
4	Sunset the Landmark Designation, Sustainability and Concept awards.	Done			
5 (a)	Schedule the awards on a two-year cycle: evaluate buildings during even years (Design Excellence Awards)	Done			
5 (b)	People during odd years (Best Emerging Practice, Lifetime Achievement and Service awards)	Not Accepted			
6	Harmonize the application requirements of the Design Excellence Awards with those of the Governor General's Medals in Architecture.	Under Active Consideration			
7	Simplify or reduce the evaluation criteria, and underline the intent of the Design Excellence Awards to "recognize the innovative skills of Ontario architects in creating spaces, buildings and communities that respect and enhance the environment and enrich human activity."	In Process			
8	Fundraise and engage with other institutions to support communications activities associated with the awards program	In Process			
9	Launch the online application process	Done			
10	Commit to gender, generational and racial diversity on jury composition	Done			
11	Replace the jury chair position by that of a non-voting jury facilitator	Done			
12	Invite a majority of jury members active in architecture	Done			
13	Adopt a conflict of interest policy	Done			
14 (a)	Set up a rich and stable chest of information about the awards program and its laureates, on the OAA Website	In Process			
14 (b)	With plaques for award-winning buildings	Not Accepted			
15	Draw more knowledge out of the award-winning buildings through case-study coned sessions at the conference, as well as building tours for local schools, Doors Open, Jane's Walk and groups of development professionals	Ongoing			
16	Take the celebration beyond the professional circle of the OAA and into the public sphere by offering a group lecture of award-winning architects and an out-of-the-box celebration created by young architects.	Ongoing			
17	Commit to keeping the OAA Awards simple and stable by requiring that any new prize or change in criteria be approved by Council	Done			
18	Create a donation policy so that legacy donations align with the OAA awards program and remain productive in the medium and long term	Under Active Consideration			
19	Create a conflict of interest policy and ensure that it applies to anyone who participates in the jury process directly or indirectly	Done			
20	Define a set of roles central to the awards program and open a call for volunteers to serve on a renewed Honours and Awards Committee, with rolling tenures set at a maximum of five years	Under Active Consideration			
21	If there is appetite for launching an inducement award, investigate a pilot project scenario	Done			



Memorandum

To: Council

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

From: Kristi Doyle, Executive Director

Date: August 26, 2019

Subject: OAA Support for 2020 Venice Biennale in Architecture

Objective: To consider the OAA's financial support for Canada's entry at the Venice Biennale in

Architecture 2020.

Background:

The OAA has received a request to consider sponsorship of the Canadian entry to the Venice Biennale 2020. A copy of the covering email is attached.

Attached you will also find a package of information which details the Canadian submission for the upcoming 2020 Biennale in Venice. Canada's participation will take form in the official entry titled *Imposter Cities*, which questions and delves into the reasons why Canada's buildings and urban spaces are often used to double as another location. The exhibition seeks to repatriate Canadian architecture and celebrate the legacy of over a half-century of Canada's most renowned architectural doubles. Each week the pavilion shrouded outside in green screen fabric will highlight an iconic Canadian building. Inside, there will be an interactive multi-channel video installation, inducing new ways to experience Canadian architecture through film.

In anticipation of a request for funding for the 2020 Biennale an amount of \$20,000 was included in the OAA's general operating budget for 2019. The OAA sponsored the Canadian entry in 2014, 2016 and 2018 at a comparable sponsorship level. OAA Council is asked to consider sponsorship of the Pavilion. For information, the OAA has sponsored the Canadian entry in the past at the \$25,000 as well.

Action: Council to consider approval of the attached request for sponsorship for the Canadian entry to the 2020 Venice Biennale.

Tina Carfa

From: Tim Sidock <tim@impostorcities.com> Sent:

Tuesday, August 20, 2019 5:01 PM

To: President

Subject: Impostor Cities - Venice Biennale 2020

Attachments: Impostor Cities Partner Deck.pdf

Follow Up Flag: Follow up Flag Status: Flagged

Hi Kathleen,

I am reaching out to you today to tell you about Canada's representation going into the 2020 Venice Biennale -Architecture. The exhibition is called Impostor Cities and is mainly about have Canadian architecture is film famous, but never playing it's own region (think Toronto based films acting as New York). I realize that the OAA has a history of supporting the architecture exhibitions that go into the Biennale and that is wonderful. We are hoping that you might be interested in supporting once again.

I have attached some information on the exhibition along with some available benefits for your organization. We are looking for support to build assets and showcase film famous building in your region - and your contributions would be put towards this. We have a long-list of Ontario buildings that we would like to capture in this exhibition and hoping for your help.

Let me know if you have time to chat in the next week or so. I would love to tell you more about the project.

Thanks!

Tim



IMPOSTOR CITIES

Canada's official representation at the 17th Venice Biennale International Architecture Exhibition

23 May to 29 November 2020

Presented by T B A, **Curated** by David Theodore (McGill University)

Commissioner



Canad Council Conseil des arts for the Arts du Canada Impostor Cities is looking forward to the opportunity of partnering with different organizations and individuals. This document outlines details of the exhibition and ways that your organization can be recognized for supporting this initiative. We are happy to discuss these opportunities further and create a partnership that aligns with both of our values and marketing objectives.



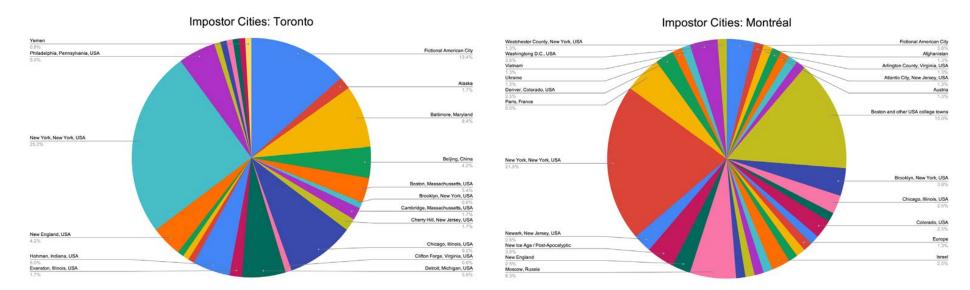
The Venice Biennale occupies two main venues; a 12th century complex of shipyards and armories, the Arsenale, and Giardini di Castello, a Napoleonic public garden containing the 30 original national pavilions. With a permanent home in the Giardini, the Canada Pavilion was unveiled in 1958 as a 'small jewel of a showcase' due to its nautilus shell shape and abundance of glass. Milanese architecture firm BBPR designed the uniquely shaped building as a counter position to modern 'white box' exhibition spaces. Now owned by the National Gallery of Canada, the pavilion was completely rebuilt in 2018 under a \$3-million restoration.



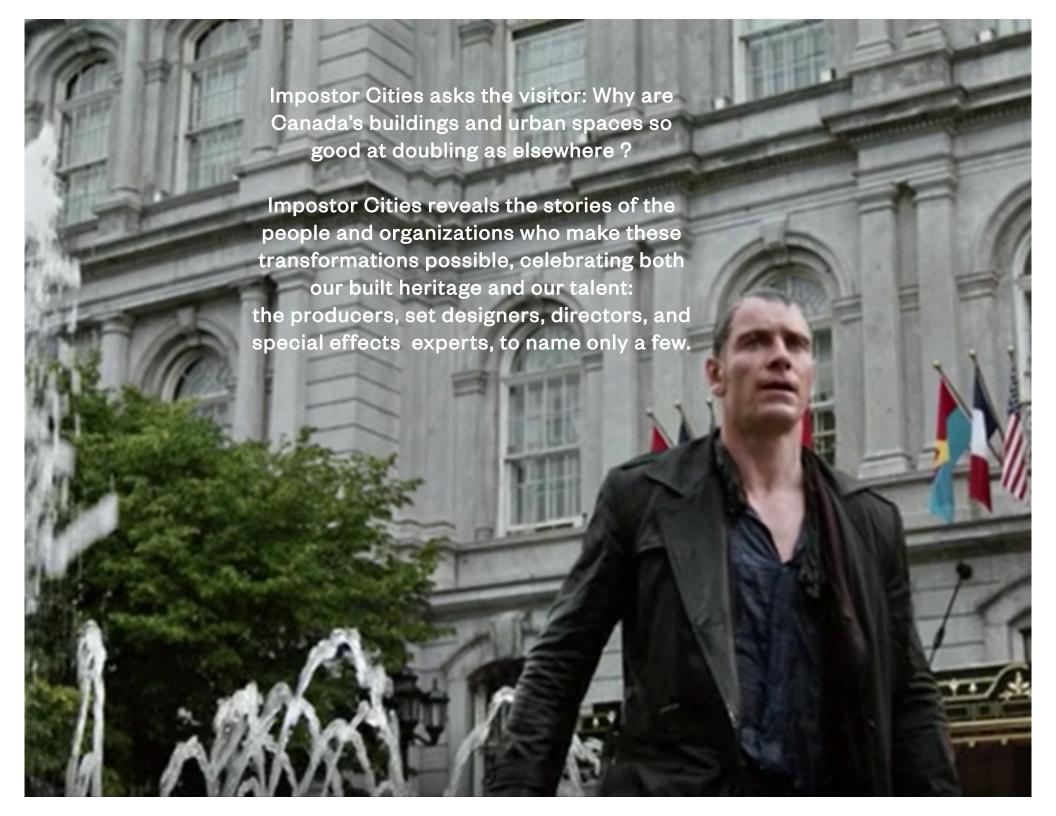


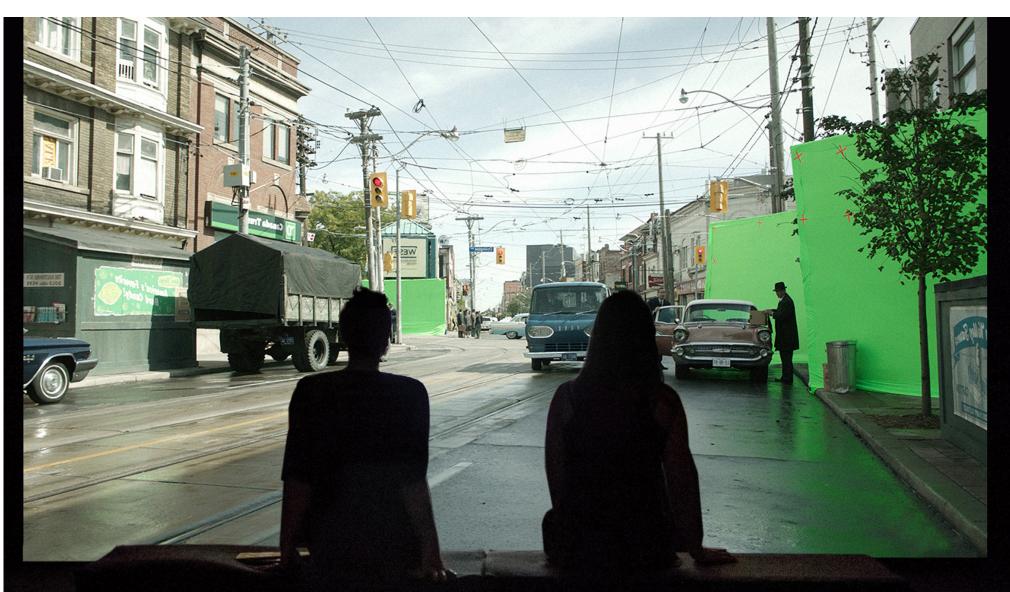
ABOUT IMPOSTOR CITIES

Canada's architecture is film-famous but unlike Paris, New York, London, or Rio de Janeiro, our cities rarely play themselves in film and television. Toronto stands in for Tokyo (Idris Elba in Guillermo del Toro's Pacific Rim) or a dystopic New England (Elisabeth Moss in Bruce Miller's The Handmaid's Tale), for example, while Vancouver and Montreal often masquerade as Moscow, Paris, and New York. Halifax and Winnipeg also get in on the action, doubling for Chicago (Richard Gere in Shall We Dance?), San Francisco (Ben Kingsley in You Kill Me), or a small town from the USA's frontier past (Brad Pitt in The Assassination of Jesse James by the Coward Robert Ford)



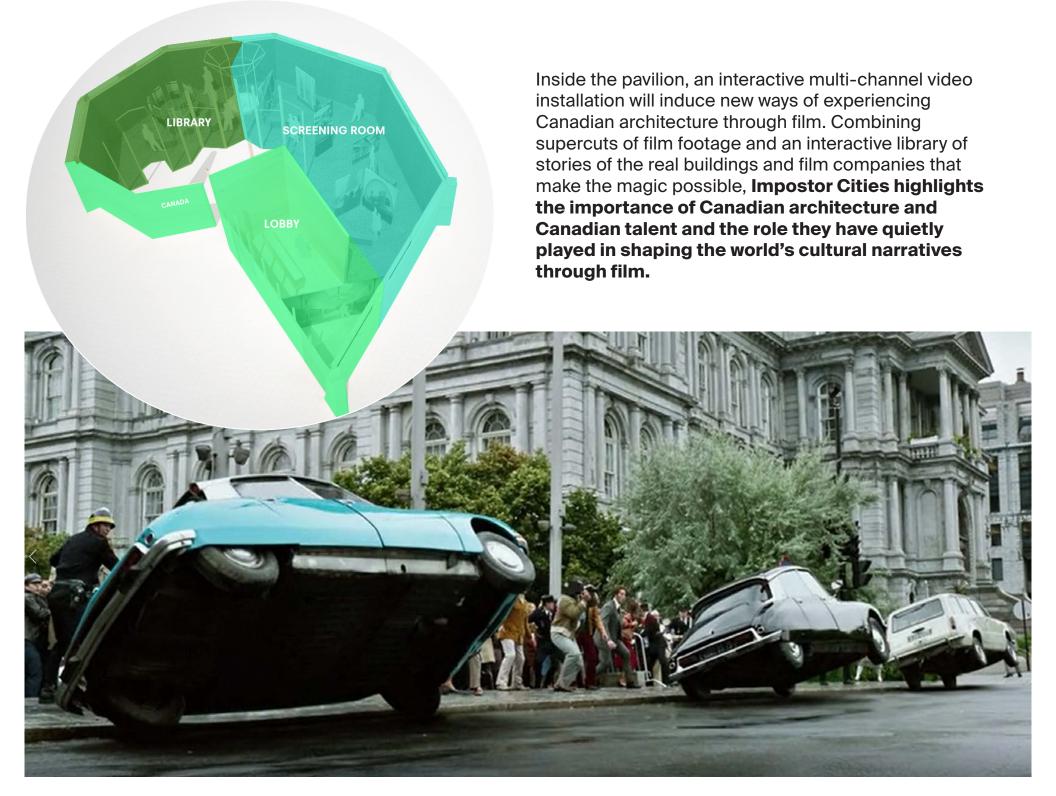
Impostor Cities is an international exhibition that seeks to repatriate our architecture and celebrate the legacy of over a half-century of Canada's most renowned architectural doubles.



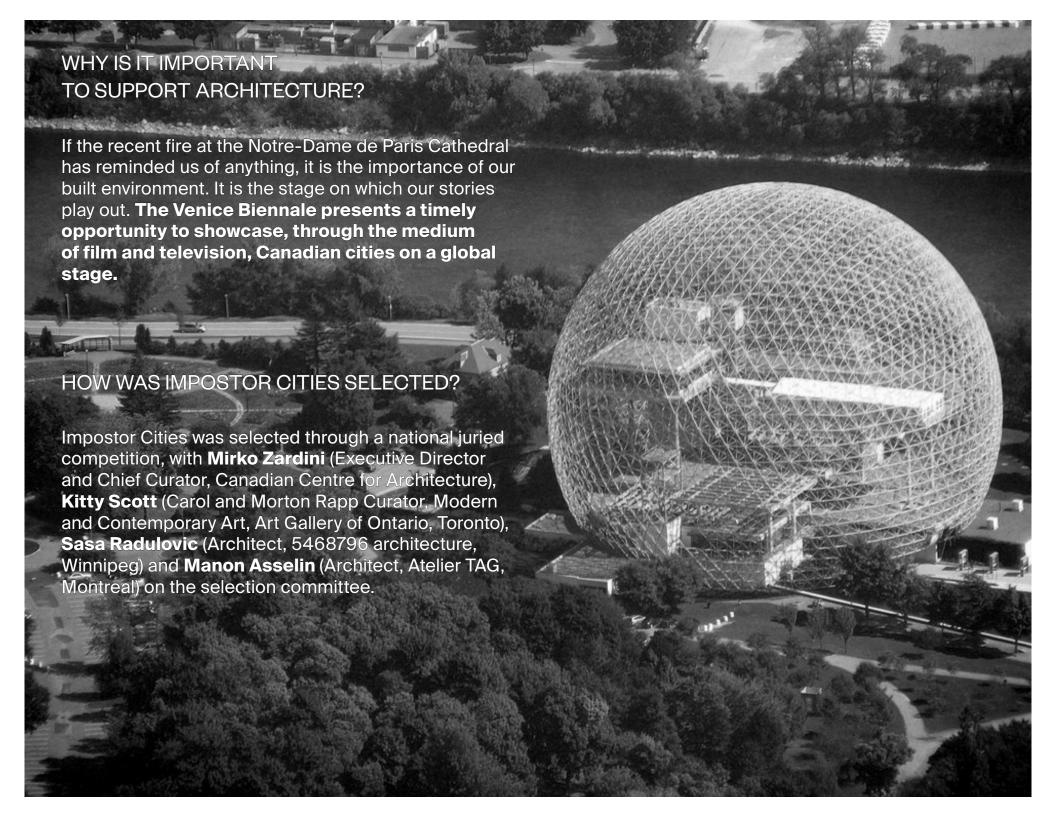


Impostor Cites also explores authenticity and identity in an age where artifice in media becomes indistinguishable from reality. It digs deep to examine how this artifice has shaped our buildings and spaces as it has our culture and politics; our understanding of the past and how we imagine our future environments.











FUNDING

Primary funding for the exhibition is awarded by the Canada Council for the Arts, Canada's public arts funder. With a contribution of \$500,000 towards the 2020 exhibition, the Canada Council for the Arts is ensuring that Canada's representation achieves the highest profile and level of success possible. However, the presentation of Impostor Cities at the Venice Biennale International Architecture Exhibition can only be made possible through additional generous financial support and in-kind contributions from private philanthropists and corporations. Impostor Cities is therefore fundraising to create a remarkable immersive experience that shines light on Canadian architecture and film on the international stage.

PARTNERSHIP OPPORTUNITIES

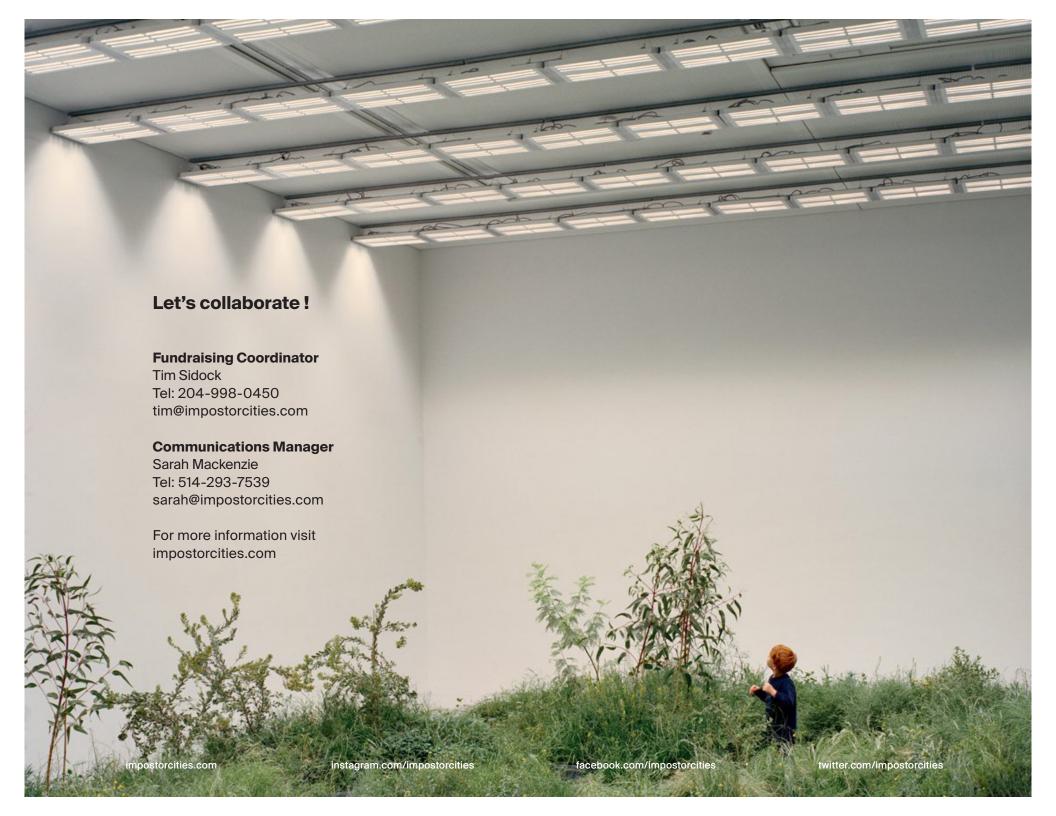
Partnering with Impostor Cities is a great way to show your support and celebrate the architecture and film industries in Canada. We have a variety of opportunities to partner and can customize a package that works for you and your marketing initiatives. Depending on the level of investment, we can create a package that aligns with your needs. There are a number of naming opportunities available, which would give your brand prominent recognition in Venice and throughout all activities. Impostor Cities has a number of local Canadian events, promotional activities, online and print materials, and a publication.

We are seeking additional support for the following:

- Employment for Canadian Architecture and Film Students;
- Travel;
- International Shipping;
- Audio/Visual; and
- Publication Printing.

SPONSORSHIP BENEFITS

Investment	700%	15/2	304	45%	451	70%	45	5.54	*
Pavillion Partner (Presenting)	•								
Named Property/Space	•	•							
Logo recogniton at all exhibitions		•	•		•	•		Name	
Logo recogniton at all Canadian exhibitions		•	•		•	•	•	Name	Name
Logo recognition at Venice exhibition		•	•		•	•		Name	
Logo recognition in publication		•	•	•	•			Name	
Website Logo Placement w/ link		•	•		•				
Opportunity to host event in Venice		•	•						
Opportunity to host event in Canada		•	•						
Speaking opportunity at Venice opening		•	•						
Speaking opportunity at Canadian event		•	•						
Invitations to Canadian events	16	12	10	8	6	4	2	2	
Invitations to Venice opening	16	12	10	8	6	4	2	2	
VIP passes for Venice preview days	16	12	10	8	6	4	2	2	



2020 COUNCIL MEETING DATES

FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 4.12

Meetings will be held at 111 Moatfield Drive, Toronto, unless otherwise noted.

In-Camera begins at 9:30 a.m.

Open begins at approximately 11:00 a.m.

Thursday	January 23, 2020	
Thursday Friday	February 6, 2020 February 7, 2020	COUNCIL PLANNING SESSION: Feb 6 th , Dinner Session Feb 7 th , 8:30 a.m. to 3:30 p.m.
Thursday	March 5, 2020	
Wednesday	May 27, 2020	(May 27, 2020 – AGM) AGM and Council meeting at Hotel X and Beanfield Centre, Toronto
Thursday	June 25, 2020	
Thursday	September 24, 2020	
Thursday	November 5, 2020	
Friday	December 4, 2020	



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 4.13

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrey Laberge Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Kristi Doyle, Executive Director

Date: September 6, 2019

Subject: Canadian Architectural Certification Board (CACB) Annual Budget 2020

Objective:

To consider approval of the CACB Budget for 2020.

Background:

Attached for review and approval is the draft 2020 CACB Budget with accompanying notes for consideration. Implementation of the Budget is subject to approval by the provincial regulators in accordance with the CACB by-laws and the funding agreement between Canadian Architectural Licensing Authorities (CALA) members and the Committee of Canadian University Schools of Architecture (CCUSA).

Attached is a covering memo from the Chair of CALA's National CACB Standing Committee with some additional explanatory notes.

Of note is that the CALA member jurisdiction levy has decreased slightly. For Council's information the current draft of the OAA 2020 Operating Budget includes the OAA's required contribution for 2020 which is \$12.36 per member.

Action:

Council is requested to consider approval of the following motion:

THAT Council approve the draft 2020 CACB Budget, dated August 20, 2019.

Tina Carfa

Subject: Attachments: FW: CACB Budget Recommendation

CACB-CCCA_2020 Draft Budget (ver. Aug.21-2019).pdf; Notes on CACB-CCCA_2020

Draft Budget(ver. Aug.21, 2019.pdf; Sept 19 CACB 2020 Budget.doc

On Sep 5, 2019, at 12:59 PM, Dave Edwards dedwards@mewscorp.ca wrote:

To All Presidents and Executive Directors,

As part of our mandate, the National Standing Committee on CACB reviews the draft budget for CACB. As required, CACB will invoice each regulator based on the number of members in your association, as at the end of this year.

We have reviewed the draft budget presented at our last Standing Committee meeting and have asked for clarification on a couple of specific line items (none of which would have any significant impact on the required contributions for 2020).

At this time we understand many of the Regulators are entering into 2020 budget preparations and for those purposes, we ask that each regulator allow \$12.36 per member for 2020 (which is based on numbers provided as at December 31, 2018), down slightly from last year's contribution of \$12.67 per member.

The Standing Committee has also approved a 3% increase in the BEFA fees to keep it in line with the cost of living increases of 1.5%. You will recall that no increase has occurred since 2018, therefore 1.5% over two years resulting in a 3% increase on January 1, 2020. With the new increase, the new BEFA fees will be:

Eligibility: \$1,081 + HST
 Self-Assessment: \$2,852 + HST
 Interview: \$2,216 + HST

Total: \$6180 + SHT

We request that all Regulators approve the draft 2020 CACB budget, as presented, at their earliest convenience and no later than October 31, 2019.

Dave

Chair

National Standing Committee on CACB

Cc Standing Committee Members
Jaidin Wale - CALA

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28 C 29 30	Other							\$10,462			
29 30		\$7,850	\$5,584	\$3,000	\$6,000	\$1,839		\$1,850	Т		
30	Total Other Income	\$19,812	\$7,609	\$ 4,800	\$7,500	\$1,839	\$0	\$12,312	\$0	\$0	\$ 0
	TOTAL REVENUE	\$978,965	\$475,389	\$354,038	\$440,013	\$1,839	\$339,549	\$356,745	\$151,000	\$151,750	\$182,207
	EXPENSES	40.0,000	,	,,	¥110,022	,,	7000/010	7000). 10	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	7-2-7-00	
	erational Expenses										
	Equipment and Maintenance	\$11,848	\$15,803	\$8,755	\$8,886	\$1,835	\$1,167	\$1,185	\$2,634	\$1,751	\$1,777
34 Off	Accounting	\$141,694 \$7,800	\$68,133 \$2,006	\$68,494 \$2,006	\$76,741 \$2,652	\$42,485 \$2.006	\$27,938 \$2,006	\$33,716 \$2,652	\$27,793 \$1.888	\$27,179 \$1,888	\$31,237 \$2,496
	Bookkeeping	\$21,941	\$5,679	\$5,679	\$7,460	\$5,679	\$5,679	\$7,460	\$5,345	\$5,345	\$7,021
37	Annual Visa Fee	\$122	\$41	\$42	\$42	\$41	\$42	\$41	\$38	\$39	\$39
	Bank Charges	\$836	\$729	\$952	\$730	\$55	\$53	\$55	\$51	\$53	\$51
	Insurance (Commercial General Liability)	\$2,417 \$12,238	\$5,270	\$1,369 \$4,161	\$1,450 \$4,161	\$5,409	\$571 \$4,161	\$604 \$4,161	\$4,960	\$342 \$3,916	\$363 \$3,916
	Insurance (Errors and Omissions Liability) Internet Services	\$2,135	\$868	\$726	\$726	\$868	\$726	\$726	\$817	\$683	\$683
42	Legal Fees	\$0		\$0			\$0			\$0	
43	Membership Fees	\$920	\$460	\$460	\$460	\$460	\$460	\$460		\$0	
	Office Supplies On-line Payment Fees (Reagnstream)	\$4,075	\$3,319	\$2,320	\$3,100	\$449	\$145	\$220	\$666	\$435	\$755
	On-line Payment Fees (Beanstream) Photocopier	\$9,000 \$5,394	\$4,746 \$4,601	\$5,000 \$6,120	\$5,000 \$4,605	\$269	\$0 \$360	\$270	\$3,772 \$519	\$4,000 \$720	\$4,000 \$519
	Postage/Courier	\$1,963	\$1,733	\$1,261	\$1,740	\$385	\$74	\$75	\$54	\$148	\$148
48	Publications, Design and Printing	\$0	\$1,506	\$0		\$9,910	\$0		\$314	\$0	
	Rent	\$63,623	\$30,666	\$30,896	\$38,174	\$12,777	\$12,874	\$15,906	\$7,666	\$7,724	\$9,543
	Storage Telephone	\$3,045 \$5,226	\$2,884	\$2,755 \$4,421	\$2,885 \$3,230	\$152 \$572	\$145 \$316	\$160 \$600	\$1,396	\$0 \$1,579	\$1,396
	Translation	\$0	V3,233	\$0	73,230	\$3,128	\$0	2000	\$1,550	\$0	\$2,550
	Website	\$959	\$326	\$326	\$326	\$326	\$326	\$326	\$307	\$307	\$307
	man Resources	\$458,829	\$177,289	\$204,507	\$252,754	\$89,806	\$120,299	\$132,480	\$70,606	\$76,189	\$73,595
	eetings AGM	\$135,853 \$50	\$19,865	\$18,125 \$25	\$18,224 \$25	\$50,062	\$48,325 \$25	\$49,897 \$25	\$65,899	\$41,600	\$67,732
	BEFA Interviews	\$64,700	ÇÇ	\$0	723	,,,	\$0	Ų.	\$64,677	\$38,500	\$64,700
	Board	\$49,900	\$10,111	\$11,500	\$11,500	\$32,971	\$37,500	\$37,500	\$879	\$1,000	\$900
	CALA	\$10,658	\$1,516	\$4,200	\$4,263	\$687	\$4,200	\$4,263	\$343	\$2,100	\$2,132
	CCUSA NAAB	\$0 \$7,500		\$0 \$0		\$13,633	\$0 \$6,000	\$7,500		\$0	
	Other Meetings	\$3,045	\$8,236	\$2,400	\$2,436	\$2,769	\$600	\$609			
63 As:	sessment Committee (Acad.Certification)	\$3,000	\$1,799	\$3,000	\$3,000						
	ademic Certification Assessment Training	\$2,000	\$113	\$2,000	\$2,000	****	***	42.45	\$711	A	64.3
	CB Committees and Task Forces creditation Services (Candidacy Application)	\$6,200 \$0	\$3,992	\$800	\$2,480	\$4,190	\$800 \$0	\$2,480	\$/11	\$400	\$1,240
	creditation Services (Candidacy Application)	\$10,462					\$8,568	\$10,462			
68 Ac	creditation Training	\$1,500				\$6,821	\$7,500	\$1,500			
69 Ac	creditation Visits	\$55,000				\$78,679	\$75,520	\$55,000			
	creditation Visiting Teams FA Training	\$12,000 \$4,500						\$12,000	\$3,131	\$4,500	\$4,500
72 Co	mmunication and Promotion	\$4,500							\$0,131	\$4,500	\$4,500
73	Sub-Total Operational Expenses	\$842,885	\$286,992	\$305,681	\$364,085	\$273,879	\$290,118	\$298,719	\$170,774	\$151,619	\$180,081
	nberra Accord										
75	Canberra Accord Secretariat Annual Fees	\$4,101	\$201	\$198	\$201	\$3,822	\$3,753	\$3,900			
76 77	Canberra Accord AGM Canberra Accord AGM Hosting	\$8,400 \$0	\$1/8	\$600 \$0	\$400	\$3,380	\$11,400 \$0	\$8,000			
78	Canberra Accord Periodic Reviews	\$0	\$553	\$0		\$11,077	\$0				
79	Sub-Total Canberra Accord	\$12,501	\$932	\$798	\$601	\$18,280	\$15,153	\$11,900			
	ecific Projects	_									
	CB Conference	**				****					
	Conditions and Procedures Writing Committees Conference Preparation (including Conference Committee)	\$0 \$40,000				\$939 \$26	\$40,000	\$40,000			
84	Total Validation Conference Total Validation Conference	\$40,000				\$965	\$40,000	\$40,000			
85	TOTAL EXPENSES	\$895,386	\$303,426	\$306,479	\$364,686	\$317,075	\$345,270	\$350,619	\$171,434	\$151,619	\$180,081
86	NET INCOME	\$83,579	\$171,963	\$47,559	\$75,327	\$38,511	-\$5,722	\$6,126	-\$20,434	\$131	\$2,126
87			Academic Certification Audited 2018	Academic Certification 2019	Academic Certification 2020	Accreditation Audited 2018	Accreditation 2019	Accreditation 2020	BEFA Certification Audited 2018	BEFA Certification 2019	BEFA Certification 2020 3% Fee Increase

Prog Tot.Exp/Year	2019	2020	diff	%
Acad. Certification	\$306,479	\$364,686	\$58,207	19%
Accreditation	\$345,270	\$350,619	\$5,349	2%
BEFA	\$151,619	\$180.081	\$28,462	19%
	¥202/020	7-00/00-	,	
	2019	2020	diff	%
Prog Tot.Rev/Year Acad. Certification		1 7 1	diff \$85,975	% 24%
Prog Tot.Rev/Year	2019	2020		

3 Prog Exp/Year	2019	2020	diff	%
IT	\$11,673	\$11,848	\$175	1%
Office	\$123,611	\$141,694	\$18,083	15%
HR	\$400,995	\$458,829	\$57,834	14%
Meetings	\$108.050	\$135,853	\$27.803	26%

 rog Exp/Year
 2019
 2020
 diff
 %

 Π
 \$8,755
 \$8,886
 \$131
 1%

 Office
 \$68,494
 \$76,741
 \$8,247
 12%

Accreditation	Prog Exp/Year	2019	2020	diff	%
	IT	\$1,167	\$1,185	\$18	1%
	Office	\$27,938	\$33,716	\$5,778	21%
	HR	\$120,299	\$132,480	\$12,181	10%
	Meetings	\$48,325	\$49,897	\$1,572	3%

BEFA Certification	Prog Exp/Year	2019	2020	diff	%
	IT	\$1,751	\$1,777	\$26	1%
	Office	\$27,179	\$31,237	\$4,058	15%
	HR	\$76,189	\$73,595	-\$2,594	-3%
	Meetings	\$41,600	\$67,732	\$26,132	63%

Members's Contributions to the Acreditation Program	2015 Audited	2016 Audited	2017 Audited	2018 Audited	2019 Budget	2020 Draft Budget	diff-19-20	%
Grants								
CALA Cash Contribution	\$201,960	\$185,211	\$188,904	\$174,841	\$167,823	\$170,079		
CALA Contribution to Reserve Funds	\$0	\$0	\$2,196	\$2,033	\$1,951	\$2,139	ĺ	
Total CALA Contribution	\$201,960	\$185,211	\$191,100	\$176,874	\$169,774	\$172,218	\$2,444	1.44%
CCUSA Cash Contribution	\$100,980	\$100,980	\$103,897	\$96,163	\$92,302	\$115,079		
CCUSA Contribution to Reserve Funds	\$0	\$0	\$2,196	\$2,033	\$1,951	\$2,139		
Total CCUSA Cash Contribution	\$100,980	\$100,980	\$106,093	\$98,196	\$94,253	\$117,218	\$22,965	24.37%
Consideration for Accreditation Visits Cost	\$50,490	\$84,231	\$85,007	\$78,679	\$75,520	\$55,000		
Total CCUSA Contribution	\$151,470	\$185,211	\$191,100	\$176,875	\$169,773	\$172,218	Ì	

		Academic	Academic	Academic
	2020 Draft Budget Vers. July 19, 2019	Certification	Certification	Certification
	, , , , , , , , , , , , , , , , , , , ,	Audited 2018	2019	2020
1	Dues			
2	Accredited/Non Domestic (NAAB)	\$5,688	\$6,045	\$5,688
3	Non-accredited Domestic (Graduates prior to Accreditation)	\$1,260		
4	Non-accredited Non-domestic	\$436,892	\$329,333	\$401,625
5	Non Accredited/Non Domestic (Canberra Accord)	\$17,640	\$10,080	\$20,160
6	RAIC Syllabus	\$6,300	\$2,520	\$3,780
10	Total Du	es \$467,780	\$349,238	\$432,513
22	Other Income			
23	Other Academic Certification Services	\$1,418	\$1,800	\$1,500
27	Interests	\$5,584	\$3,000	\$6,000
28	Other	607	0	
29	Total Other Incor	ne \$7,609	\$4,800	\$7,500
30	TOTAL REVENUE	\$475,389	\$354,038	\$440,013
31	EXPENSES			
32	Operational Expenses			
33	IT Equipment and Maintenance	\$15,803	\$8,755	\$8,886
34	Office	\$68,133	\$68,494	\$76,741
35	Accounting	\$2,006	\$2,006	\$2,652
36	Bookkeeping	\$5,679	\$5,679	\$7,460
37	Annual Visa Fee	\$41	\$42	\$42
38	Bank Charges	\$729	\$952	\$730
39	Insurance (Commercial General Liability)	\$5,270	\$1,369	\$1,450
40	Insurance (Errors and Omissions Liability)		\$4,161	\$4,161
41	Internet Services	\$868	\$726	\$726
42	Legal Fees		\$0	
43	Membership Fees	\$460	\$460	\$460
44	Office Supplies	\$3,319	\$2,320	\$3,100
45	On-line Payment Fees (Beanstream)	\$4,746	\$5,000	\$5,000
46	Photocopier	\$4,601	\$6,120	\$4,605
47	Postage/Courier	\$1,733	\$1,261	\$1,740
48	Publications, Design and Printing	\$1,506	\$0	
49	Rent	\$30,666	\$30,896	\$38,174
50	Storage	\$2,884	\$2,755	\$2,885
51	Telephone	\$3,299	\$4,421	\$3,230
52	Translation		\$0	
53	Website	\$326	\$326	\$326
54	Human Resources	\$177,289	\$204,507	\$252,754
55	Meetings	\$19,865	\$18,125	\$18,224
56	AGM	\$3	\$25	\$25
57	BEFA Interviews		\$0	
58	Board	\$10,111	\$11,500	\$11,500
59	CALA	\$1,516	\$4,200	\$4,263
60	CCUSA		\$0	
61	NAAB		\$0	
62	Other Meetings	\$8,236	\$2,400	\$2,436
63	Assessment Committee (Acad.Certification)	\$1,799	\$3,000	\$3,000
64	Academic Certification Assessment Training	\$113	\$2,000	\$2,000
65	CACB Committees and Task Forces	\$3,992		\$2,480
73	Sub-Total Operational Expense	es \$286,992	\$305,681	\$364,085
74	Canberra Accord			
75	Canberra Accord Secretariat Annual Fees	\$201	\$198	\$201
76	Canberra Accord AGM	\$178	\$600	\$400
77	Canberra Accord AGM Hosting	\$0	\$0	
78	Canberra Accord Periodic Reviews	\$553	\$0	
79	Sub-Total Canberra Acco		<i>\$798</i>	\$601
85	TOTAL EXPENSES	\$303,426	\$306,479	\$364,686
86	NET INCOME	\$171,963	\$47,559	\$75,327
87				
		Academic	Academic	Academic
		Certification	Certification	Certification
		Audited 2018	2019	2020

	2020 Draft Budget Vers. July 19, 2019	Accreditation Audited 2018	Accreditation 2019	Accreditation 2020 Sc1: CCUSA Proposal	Accreditation 2020 Sc2: FRTF Report
	Grants				
12	CALA Cash Contribution	\$174,841	\$167,823	\$170,079	\$167,994
13	CALA Contribution to Reserve Funds	\$2,033	\$1,951	\$2,139	\$1,942
14 15	Total CALA Contribution CCUSA Cash Contribution	\$176,874 \$96,163	\$169,774 \$92,302	\$172,217 \$115,079	\$169,936 \$90,994
16	CCUSA Contribution to Reserve Funds	\$2,033	\$1,951	\$2,139	\$1,942
17	Total CCUSA Cash Contribution	\$98,196	\$94,253	\$117,217	\$92,936
18	Estimated Accreditation Visits Cost	\$78,679	\$75,520	\$55,000	\$77,000
19	Total CCUSA Contribution	\$176,874	\$169,775	\$172,217	\$169,936
20	CALA Payment for Potential BEFA Deficit				
21	Total Grants	\$353,748	\$339,549	\$344,434	\$339,872
25	Other Income Accreditation Services (Candidacy Application)				
26	Accreditation Services (Candidacy Status)			\$10,462	\$8,449
27	Interests	\$1,839		\$1,850	\$1,850
28	Other				
29	Total Other Income	\$1,839	\$0	\$12,312	\$10,299
30	TOTAL REVENUE	\$355,587	\$339,549	\$356,745	\$350,171
31	EXPENSES				
32	Operational Expenses	64.025	¢4.467	Ć4 40F	Ć4 40E
33	IT Equipment and Maintenance Office	\$1,835 \$42,485	\$1,167 \$27,938	\$1,185 \$33,716	\$1,185 \$20,572
35	Accounting (includes Auditors)	\$2,006	\$2,006	\$2,652	320,372
36	Bookkeeping	\$5,679	\$5,679	\$7,460	
37	Annual Visa Fee	\$41	\$42	\$41	\$41
38	Bank Charges	\$55	\$53	\$55	\$55
39	Insurance (Commercial General Liability)	\$5,409	\$571	\$604	\$604
40	Insurance (Errors and Omissions Liability)		\$4,161	\$4,161	\$4,161
41	Internet Services	\$868	\$726	\$726	\$726
42	Legal Fees Membership Fees	\$460	\$0 \$460	\$460	\$460
44	Office Supplies	\$449	\$145	\$220	\$220
45	On-line Payment Fees (Beanstream)	ŞHHS	\$0	7220	7220
46	Photocopier	\$269	\$360	\$270	\$270
47	Postage/Courier	\$385	\$74	\$75	\$75
48	Publications, Design and Printing	\$9,910	\$0		
49	Rent	\$12,777	\$12,874	\$15,906	\$12,874
50	Storage	\$152	\$145	\$160	\$160
51 52	Telephone Translation	\$572 \$3,128	\$316 \$0	\$600	\$600
53	Website	\$3,128	\$326	\$326	\$326
54	Human Resources	\$89,806	\$120,299	\$132,480	\$132,480
55	Meetings	\$50,062	\$48,325	\$49,897	\$48,951
56	AGM	\$3	\$25	\$25	\$25
58	Board	\$32,971	\$37,500	\$37,500	\$38,063
59	CALA	\$687	\$4,200	\$4,263	\$4,263
60	CCUSA NAAB	\$13,633	\$0 \$6,000	\$7,500	\$6,000
62	Other Meetings	\$2,769	\$600	\$609	\$600
65	CACB Committees and Task Forces	\$4,190	\$800	\$2,480	\$2,400
66	Accreditation Services (Candidacy Application)		\$0		
67	Accreditation Services (Candidacy Status)		\$8,568	\$10,462	\$8,449
68	Accreditation Training	\$6,821	\$7,500	\$1,500	\$1,500
	Accreditation Visits	\$78,679	\$75,520	\$55,000	\$77,000
70	Accreditation Visiting Teams	ć272.070	6200 440	\$12,000	ć202 527
73 74	Sub-Total Operational Expenses Canberra Accord	\$273,879	\$290,118	\$298,719	\$292,537
75	Canberra Accord Canberra Accord Secretariat Annual Fees	\$3,822	\$3,753	\$3,900	\$3,900
76	Canberra Accord AGM	\$3,380	\$11,400	\$8,000	\$8,000
77	Canberra Accord AGM Hosting	, ,	\$0	, -, - , -	, -,- ,-
78	Canberra Accord Periodic Reviews	\$11,077	\$0		
79	Sub-Total Canberra Accord	\$18,280	\$15,153	\$11,900	\$11,900
80	Specific Projects				
81	CACB Conference	44			
82	Conditions and Procedures Writing Committees Conference Properties (including Conference Committee)	\$939	\$40.000	¢40.000	¢40.000
83 84	Conference Preparation (including Conference Committee) Total Validation Conference	\$26 \$965	\$40,000 \$40,000	\$40,000 \$40,000	\$40,000 \$40,000
85	TOTAL EXPENSES	\$965 \$317,075	\$40,000	\$40,000	\$40,000
86	NET INCOME	\$38,511	-\$5,722	\$6,126	\$5,734
87		, ,	, -,	75,120	7-,-0.
		Accreditation	Accreditation	Accreditation	Accreditation
		Audited 2018	2019	2020	2020

Scenario 1 (Sc1) CUSA Proposal

Members Contributions

Accreditation Program Expenses without Accreditation Visit Costs	\$285,157
Cost for Accreditation Visit per year for 11 programs: [(11x \$30,000)/6]	\$55,000
Total Accreditation Program Cost	\$340,157

CALA = 50% of the Total	\$170,078.59
CCUSA = 50% of Total Accreditation Program Cost minus Accreditation Visit Costs	\$115,078.59
Reserve Funds= Accreditation Program Expenses without Accreditation Visit Costs x 5	\$2,139

Scenario 2 (Sc2) as per FRTF Repprt Proposal Members Contributions

Accreditation Program Expenses without Accreditation Visit Costs	\$258,988
Cost for Accreditation Visit per year for 11 programs: [(11x \$30,000)/6]	\$77,000
Total Accreditation Program Cost	\$335,988

	Sc1 vs Sc2
CALA	-1.32%
CCUSA	-20.71%
_	
	2019vs2020
CALA-Sc1	1.44%
CALA-Sc2	0.10%
CCUSA-Sc1	24.36%
CCUSA-Sc2	-1.40%

	2020 Draft Budget Vers. July 19, 2019	BEFA Certification Audited 2018	BEFA Certification 2019	BEFA Certification 2020	BEFA Certification 2020 3% Fee Increase
1	Dues				
7	Eligibility	\$46,500	\$47,250	\$50,400	\$51,912
8	Self-Assessment	\$60,500	\$71,500	\$71,500	
9	Interview	\$44,000	\$33,000	\$55,000	
10	Total Dues	\$151,000	\$151,750	\$176,900	\$182,207
20	CALA Payment for Potential BEFA Deficit	\$0	\$0	\$0	\$0
21	Total Grants	\$0	\$0	\$0	\$0
-	Other Income	70	Ģū	ÇÜ	Ç
24	Other BEFA Services				
27	Interests				
28	Other			0	0
29	Total Other Income	\$0	\$0	\$0	\$0
30		\$151,000	\$151,750	•	-
	TOTAL REVENUE	\$151,000	\$151,/50	\$176,900	\$182,207
31	EXPENSES				
	Operational Expenses	4	4	4	4
_	IT Equipment and Maintenance	\$2,634	\$1,751	\$1,777	\$1,777
	Office	\$27,793	\$27,179	\$31,237	\$31,237
35	Accounting	\$1,888	\$1,888	\$2,496	\$2,496
36	Bookkeeping	\$5,345	\$5,345	\$7,021	\$7,021
37	Annual Visa Fee	\$38	\$39	\$39	\$39
38	Bank Charges	\$51	\$53	\$51	\$51
39	Insurance (Commercial General Liability)	\$4,960	\$342	\$363	\$363
40	Insurance (Errors and Omissions Liability)		\$3,916	\$3,916	\$3,916
41	Internet Services	\$817	\$683	\$683	\$683
42	Legal Fees		\$0	\$0	
43	Membership Fees		\$0	\$0	
44	Office Supplies	\$666	\$435	\$755	\$755
45	On-line Payment Fees (Bambora)	\$3,772	\$4,000	\$4,000	\$4,000
46	Photocopier	\$519	\$720	\$519	\$519
47	Postage/Courier	\$54	\$148	\$148	\$148
48	Publications, Design and Printing	\$314	\$0	\$0	
49	Rent	\$7,666	\$7,724	\$9,543	\$9,543
50	Storage		\$0	\$0	
51	Telephone	\$1,396	\$1,579	\$1,396	\$1,396
52	Translation		\$0	\$0	
53	Website	\$307	\$307	\$307	\$307
54	Human Resources	\$70,606	\$76,189	\$73,595	\$73,595
55	Meetings	\$65,899	\$41,600	\$67,732	\$67,732
56	AGM	-	-	-	
57	BEFA Interviews	\$64,677	\$38,500	\$64,700	\$64,700
58	Board	\$879	\$1,000	\$900	
59	CALA	\$343	\$2,100	\$2,132	\$2,132
65	CACB Committees and Task Forces	\$711	\$400	\$1,240	
	BEFA Training	\$3,131	\$4,500	\$4,500	
	Communication and Promotion	\$0	\$0	\$0	
73	Sub-Total Operational Expenses	\$170,774	\$151,619	\$180,081	\$180,081
85	TOTAL EXPENSES	\$171,434	\$151,619	\$180,081	\$180,081
86	NET INCOME	-\$20,434	\$131	-\$3,181	\$2,126
55	HET HOUSE	720,104	7202	+5)101	BEFA
		BEFA	BEFA	BEFA	Certification
		Certification	Certification	Certification	2020
		Audited 2018	2019	2020	3% Fee
		20100			Increase
					iiici case



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CANADIAN ARCHITECTURAL CERTIFICATION BOARD CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

NOTES ON 2020 DRAFT BUDGET PER PROGRAM

By Mourad Mohand-Said – updated August 20, 2019

SUMMARY OF THE PROJECTIONS MADE FOR THE 2020 DRAFT BUDGET

Expenses

Assumptions and projections for the 2020 budget are the result of a combination usage of the cost of living factor, the 2018 Audited Financial Statements, the 2019 adopted Budget, and 2019 Quarterly Report #2.

As a result, some expenses have been adjusted and some others have been significantly increased to reflect the expected level of financial needs:

- IT Equipment and Maintenance (line # 33), CALA meetings (line #59), and Other meetings (line # 62) expenses have been increased by applying 1.5% cost of living factor;
- Bookkeeping (line #36) and Office Supplies (line #44) have been increased according to actual figures;
- Accounting (line #35) and Rent (line #49) expenses have been adjusted to account for anticipated increase (new Auditors and new office space'
- Human Resources (line #54) for Academic Certification and Accreditation have been increased to account for reorganization in Staffing;
- CACB Committees and Task Forces (line #65) expense has been adjusted to address occurred expenses according to the current figures;
- The other expenses; lines #38, 46, 47, 50, 51, 57, and 58 have been adjusted according to the 2018 audited Financial Statement, particularly BEFA Interviews expense (line #57).

It should be noted that the expense lines # 69 and 70, Accreditation Visits (\$55,000) and Accreditation Visiting Teams (\$12,000) have been determined according to the Accreditation Program Funding Agreement between CACB Members.

Revenue

Academic Certification Program and for BEFA Certification Program generate their respective revenue through applications fees. Revenue Assumptions for both Programs have been made according to audited and statistical figures with some realistic projections as it is hard to predict the number of new applications to receive.

Grants

Accreditation Program is equally (50% each) funded by CACB Members (CALA and CCUSA). Their contribution is determined according to the funding formula in place.

Current Funding Formula is based on an estimated cost of Accreditation visits (\$55,000) and on a pre-determined Visiting Teams Expense (\$12,000).

Members Cash Contributions are fixed as follows:

- CALA: 50% of Total Accreditation Program Cost minus expense lines for Candidacy Application and Candidacy Status.
- CCUSA: 50% of Total Accreditation Program Cost minus Estimated Accreditation Visit Costs

Notes: August 20, 2019 2

SNAPSHOT

Total Expenses per Program/Year

Program/ Year	2019	2020	diff	%
Acad. Certification	\$306,479	\$364,686	\$58,207	19%
Accreditation	\$345,270	\$350,619	\$5,349	2%
BEFA	\$151,619	\$180,081	\$28,462	19%

Total Revenue per Program/Year

Program/ Year	2019	2020	diff	%
Acad. Certification	\$354,038	\$440,013	\$85,975	24%
Accreditation	\$339,549	\$356,745	\$17,196	5%
BEFA	\$151,750	\$182,207	\$30,457	20%

3 Programs expenses (IT, Office, HR, Meeting)

Expense /Year	2019	2020	diff	%
IT (budget line #33)	\$11,673	\$11,848	\$175	1%
Office (budget line #34)	\$123,611	\$141,694	\$18,083	15%
HR (budget line #54)	\$400,995	\$458,829	\$57,834	14%
Meetings (budget line #55)	\$108,050	\$135,853	\$27,803	26%

Academic Certification (IT, Office, HR, Meeting)

Expense /Year	2019	2020	diff	%
IT (budget line #33)	\$8,755	\$8,886	\$131	1%
Office (budget line #34)	\$68,494	\$76,741	\$8,247	12%
HR (budget line #54)	\$204,507	\$252,754	\$48,247	24%
Meetings (budget line #55)	\$18,125	\$18,224	\$99	1%

Accreditation: (IT, Office, HR, Meeting)

Expense /Year	2019	2020	diff	%
IT (budget line #33)	\$1,167	\$1,185	\$18	1%
Office (budget line #34)	\$27,938	\$33,716	\$5,778	21%
HR (budget line #54)	\$120,299	\$132,480	\$12,181	10%
Meetings (budget line #55)	\$48,325	\$49,897	\$1,572	3%

BEFA: (IT, Office, HR, Meeting)

Expense /Year	2019	2020	diff	%
IT (budget line #33)	\$1,751	\$1,777	\$26	1%
Office (budget line #34)	\$27,179	\$31,237	\$4,058	15%
HR (budget line #54)	\$76,189	\$73,595	-\$2,594	-3%
Meetings (budget line #55)	\$41,600	\$67,732	\$26,132	63%

Notes: August 20, 2019 3

Members Contributions to the Accreditation Program since 2015

Members' Contributions to the Accreditation Program	2015 Audited	2016 Audited	2017 Audited	2018 Audited	2019 Budget	2020 Draft Budget
Grants						
CALA Cash Contribution	\$201,960	\$185,211	\$188,904	\$174,841	\$167,823	\$170,079
CALA Contribution to Reserve Funds	\$0	\$0	\$2,196	\$2,033	\$1,951	\$2,139
Total CALA Contribution	\$201,960	\$185,211	\$191,100	\$176,874	\$169,774	\$172,218
CCUSA Cash Contribution	\$100,980	\$100,980	\$103,897	\$96,163	\$92,302	\$115,079
CCUSA Contribution to Reserve Funds	\$0	\$0	\$2,196	\$2,033	\$1,951	\$2,139
Total CCUSA Cash Contribution	\$100,980	\$100,980	\$106,093	\$98,196	\$94,253	\$117,218
Consideration for Accreditation Visits Cost	\$50,490	\$84,231	\$85,007	\$78,679	\$75,520	\$55,000
Total CCUSA Contribution	\$151,470	\$185,211	\$191,100	\$176,875	\$169,773	\$172,218

Notes: August 20, 2019

ACADEMIC CERTIFICATION PROGRAM

REVENUES

Assumptions are based on 2018 audited figures and on 2019 Quarterly Report #2 No increase in Fees schedule for 2020 is anticipated.

- Dues: Applicants:
 - Non-accredited Non-domestic (line #4) applications are anticipated to increase by 22% in comparison to 2019 budgeted figures. 2019=205. 2020=250.
 - Non Accredited/Non Domestic (Canberra Accord) (line #5) applications anticipated to increase by 50% in comparison to 2019. 2019=8, 2020=16.
 - RAIC Syllabus applications are expected to be similar to 2019 according to the current figures; 2019=2, 2020=3.

Total Dues: \$432,513

- Other Income
 - Other Certification Services: expected: \$1,500
 - Interest from investment: \$6,000

Total Other Income: \$7,500

Total Revenue: \$440,013

EXPENSES (highlights)

- Office Expense (line #34) is expected to increase in 2020 due to adjustments in Bookkeeping and Office Supplies
 expenses (line # 36 and #44), a combination of an increase in fees for new auditors, new lease agreement for new
 office, and office expenses).
- Human resources Expense (line #54) will increase to accommodate change in staffing
- Other expenses have been adjusted as noted in the summary page

Total Expenses: \$364,686 NET INCOME: \$75,327

ACCREDITATION PROGRAM

Revenue (Members' Contribution) is determined after the Program Total Expenses has been set.

EXPENSES

- Operational Expenses
 - Same as it is for Academic Certification, Office Expenses are expected to increase in 2020 due to adjustments in Bookkeeping and Office Supplies expenses (line # 36 and #44), a combination of an increase in fees for new auditors, new lease agreement for new office, and office expenses)
 - Human resources Expense (line #54) will increase to accommodate change in staffing;
 - Accreditation Visits Expenses (line # 69) and Accreditation Visiting Teams (lien #70) have been pre-determined by the Accreditation Program Funding Agreement between CACB Members;
 - Accreditation Services (Candidacy Status) Expense (line #67) has been determined according to CCUSA Members' Cash Contribution (\$115,079/11=\$10,462);
 - Other expenses have been adjusted as noted in the summary page.

Total Operational Expenses: \$298,719

- Specific Projects: CACB Conference
 - Total Validation Conference Expenses (line #84) reflects the Members' Contribution to the upcoming Conference in 2020 \$40,000. This amount will be part of the restricted Funds that is being accumulated since 2016 for the 2020 conference which will reach the total amount of \$122,155

Total Expenses: \$350,619

Notes: August 20, 2019 5

REVENUES

Grants

- CALA Cash Contribution = 50% of Total Accreditation Program Cost minus expense line for Candidacy Application and Candidacy Status: (\$350,619-\$10,462) x 50%= \$170,079 (line #12)
- CCUSA Cash Contribution= 50% of Total Accreditation Program Cost minus Accreditation Visit Costs: [(\$350,619-\$10,462)*50%]-\$55,000= \$115,079 (line #15).

- Contribution to Reserve Funds:

Each Member is expected to make a contribution in an amount equal to a factor generally representing the Consumer Price Index for the previous year (1.5%) applied to 50% the operating expenses for the Accreditation Program less the estimated Accreditation Visits cost.

For 2020, each Member is expected to contribute with \$2,139, as per the following calculation: $[(\$350,619-\$10,462-\$55,000) \times 50\%] \times 1.5\% = = \$2,139$ (line #13 and #16)

Total Grants: \$172,217 *2 = \$344,4344 (line #21)

Other Income:

- Accreditation Services (Candidacy Application): (\$115,079/11)= \$10,462
- Interest from investment: \$1,850 Total Other Income: \$12,312

Total Revenue: \$356,745

NET INCOME: \$6,126

BEFA CERTIFICATION PROGRAM

REVENUES

Assumptions are based on 2018 audited figures and on 2019 Quarterly Report #2 3% increase in the Fee Schedule is anticipated for 2020 with the following rates:

- Eligibility: \$1,081.50 instead of \$1,050;
- Self-Assessment: \$2,832.50 instead of \$2,750; and
- Interview: \$2,266.00 instead of \$2,200

For a total of \$6,180.00 instead of \$6,000

Dues: Applicants:

Same range of new applicants' figures and same applicants' movement within the application Process [Eligibility (line #7):48 / Self-Assessment (lien #8): 26 / Interview (line #9): 25] as in 2019 are projected for 2020.

However the revenue will be higher than in 2019, due to the increase in the fees.

Total Dues: \$182,207

Total Revenue BEFA Certification Program: \$182,207

EXPENSES

- Operational Expenses expected to increase in 2020 mainly due to the significant increase in BEFA Interviews
 Expense (line #57);
- Other expenses have been adjusted as noted in the summary page.

Total BEFA Certification Program Expenses: \$180,081

NET INCOME: \$2,126

It should be noted that without the 3% increase applied to the application fees, the program would run a deficit.

Notes: August 20, 2019 6

FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.1.a

President's Log

Date	Event/Meeting	Location	Attendees	Time
June 21	Azure Awards Gala	Toronto		6:30-10:30pm
June 26	OAA/ARIDO Joint Task Group - pre-meet	Toronto	w/OAATask Group members	11am-12 noon
June 26	OAA/ARIDO Joint Task Group	Toronto	w/ARIDO & OAA Task Group members	12 noon- 2pm
July 9	RAIC Meeting	Ottawa	RAIC reps, K. Doyle	3-4:30pm
July 10-11	OLA Library Awards	Ottawa		
July 13	OPPI Pre-Meeting	via phone	K.Doyle, A.Tracey, R.Durcan	8-9am
July 18	Building Committee Meeting	Toronto	Committee Members	12-2pm
July 23	Sidewalk Labs Tour	Toronto		
July 25	Web Design Meeting	Toronto	Council, staff	1:30-3:30pm
August 8	ARIDO meeting re. Direct Regulation	Toronto	Task Group	10-11am
August 8	OALA Meeting	Toronto	OALA Reps, K.Doyle	1:30-2:30pm
August 13	PACT Meeting re World Architecture Day	Toronto	Committee Members	9:30-11:30am
August 15	Education Continuum Committee Retreat	Mulmur	w/staff and council members	9am-4pm
August 20	Meeting w/Algoma Members	SS Marie	w/members, K.Doyle	11:30am-1:30pm
August 21	Building Committee Meeting	Toronto	w/Committee Members	1-3pm
August 21	ARIDO meeting w/NKBA	via phone	w/K.Doyle	4:30-5:30pm
September 4	Executive Committee Meeting	via phone	w/Committee Members	11am-12 noon
September 5	Northwestern Ontario Society Visit	Thunder Bay	w/Members, J.Gammond, K.Doyle	11:30am-2pm
September 10	SBEC Strategic Planning Session	Toronto	w/Committee Members	9am-1pm
September 11	Meeting w/Member	Toronto	w/member, guests, J.Stephenson, K.Doyle, N.Brown	10-11am
September 11	Executive Committee/ProDem Meeting	Toronto	w/ProDem and Committee members	12:30-3pm
September 11	Interview w/CNEA Candidate	via phone		3:30-4pm
September 11	Education Continuum Committee meeting	via phone	w/Committee Members	4-4:30pm
September 12	Provincial Policy Statement Review Multi-Stakeholder	Toronto	w/A.Tracey, stakeholders	9am-12 noon
September 12	Interview w/CNEA Candidate	via phone		2:30-3pm
September 13	ProDem Board Meeting	Toronto	w/ProDEm Board	9:30am-3pm
September 17	St. Lawrence Valley Society Visit	Kingston	w/members, S. Murray, K.Doyle	5:15-8pm
September 18	Pre-Council Dinner	Toronto	w/Council	6:30-9pm
September 19	Council Meeting	Toronto	w/Council, staff	9:30-3pm



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.1.b

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Kristi Doyle, Executive Director

Date: September 12, 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 June meeting.

Internal and Administration

OAA staff have continued to settle into our newly renovated headquarters over the summer months. We are, for the most part fully functional in the new space with a few items still to be completed and/or addressed. I want to thank staff, as well as Council and committee members for their patience and tolerance during the move. Special thanks as well to staff who are embracing the flexibility of our space and adapting to the changes. We are currently in the process of fitting out all meeting rooms with the appropriate AV/IT equipment which should be completed in the coming weeks. Staff will receive training shortly.

A staff meeting will be held on September 26, following the September Council meeting. During that meeting representatives from View (suppliers of the new transition glazing in the building) will join the meeting to give staff a short presentation.

I had a meeting with Bruce Palmer, the new CEO & President of Pro-Demnity Insurance Company in July and in early September. This reflects our commitment to meet regularly to ensure ongoing communication between the Administration of the OAA and ProDem.

OAA employee annual performance evaluations have been taking place over the summer months and should be completed shortly.

.../2

Along with other staff I have been fairly busy since the June Council meeting addressing the need to fill two staff vacancies as a result of retirements as well as one vacancies due to a resignation of a short term staff member who decided to move to a new job. As reported to Council in August, Melanie Walsh who has been with the OAA for 10+ years, has been promoted to Manager, Finance. We welcomed new staff member Robin Darling mid-August in the position of Administrator, Human Resources.

The hiring process for the vacancy that exists in Practice Advisory Services will be completed shortly.

A search is currently on to hire a new individual in the position of Administrative Assistant, Continuing Education.

OAA Activities/Policy and Industry Relations

OAA President Kurtin and I began the annual visit to local societies with a trip to Sault Ste. Marie at the end of August. We are pleased to report that, as a result of the visit, the Algoma Society of Architects has been officially reactivated.

OAA Executive Assistant, Tina Carfa and I have been working with Survey Consultant, Framework along with staff and executive committee to update and finalize the 2019 Survey of Members and Practices. The two surveys will be launched on September 17, 2019. Membership participation in this endeavor is paramount! Final survey results will be presented to Council in January.

National Initiatives

I participated in two CHOP Steering Committee conference call meetings since the June Council meeting. In addition, I attended a meeting in Ottawa on July 9 with President Kurtin and our counterparts of the Ordre des architectes du Quebec and the Royal Architectural Institute of Canada regarding the CHOP project.

The next meetings of the Canadian Architectural Licensing Authorities will be held in Toronto on October 25 and 26. I will be attending along with President Kurtin and Senior Vice President & Treasurer Walter Derhak, as well as Registrar Nedra Brown.

Action: No action required.



FOR COUNCIL MEETING September 19, 2019 (open)

ITEM: 5.1.c

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeffrey Laberge Jeremiah Gammond Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin Susan Speigel John Stephenson

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: OAA Building Committee

Sheena Sharp, Chair Kathleen Kurtin, President

John Stephenson, Immediate Past President Gord Erskine, Vice President Strategic

Toon Dreessen, Member

Date: September 10, 2019

Subject: Update from OAA Building Committee

Objective: To provide Council with an update on the OAA Headquarters Renew + Refresh

project.

Background:

The Building Committee last met on August 21, 2019. The meeting was focused on a review of project items not yet complete or outstanding, as well as, the action plan for completion. Following the meeting Sharp and Doyle did a thorough walk through of the building to confirm the outstanding items as well as document deficiencies.

For the most part the renovation is complete with finishing touches being put on the reception and café areas.

Artwork is currently being reframed and should be installed during the month of October.

The final set of solar panels will be installed between September 26 and October 18.

The full security system is being installed and should be complete in the next week.

Most meeting rooms have had new audio visual equipment installed and testing is currently underway. All should be fully functional in the next few weeks.

.../2

Discussions are underway with Siemens to establish ongoing monitoring and maintenance of the building automation system and controls. This will allow us to easily monitor our energy performance and objectives under the 2030 Challenge.

Full commissioning of the various systems has begun as well.

A bird friendly film for specific sections of glazing will be applied shortly in order to mitigate bird strikes in accordance with the FLAP report commissioned by the OAA.

At the present time final project costs are being confirmed and will be presented to Council at the September 19 meeting.

There are also three specific project items that will need to be undertaken in the coming months which are outside of the scope of the original work of the project.

- 1. Soffit/cladding requires repair to remedy leaks that are occurring around some windows on the third floor.
- 2. An air conditioning solution for the server room needs to be implemented.
- 3. The original fire shutters need to be repaired or replaced at ground floor as well as the second floor stairwell.

Quotes/costing for these three items are being sought.

The grand re-opening of the building is planned for Spring 2020.

Action:

The report is provided for information



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.1.d

Memorandum

To: Council

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

From: Kathleen Kurtin, President

Walter Derhak, Senior Vice President & Treasurer

David Sin, Vice President Practice

John Stephenson, Immediate Past President

Date: September 9, 2019

Subject: Update from OAA/ARIDO Joint Task Force

Objective: To provide Council with an update on the activities of the OAA ARIDO Joint

Task Force

Background:

The last meeting of the Task Group was held on June 26.

Since then the Task Group's focus has been on the recent government cabinet shuffle which saw then Attorney General, Caroline Mulroney moved to Transportation and MPP Doug Downey take on the role of Attorney General. Letters of congratulations were sent to the new Attorney General in the month of July by both OAA and ARIDO, each highlighting the collaboration between our two organizations regarding the regulation of interior design under the *Architects Act*.

Recall that we had already advanced a comprehensive briefing package to then Minister Mulroney in April in anticipation of a meeting to update the Minister on the work done to date as well as next steps. A request has been made to meet with Attorney General Downey for this same purpose.

As can be appreciated, due to the change in Minister, the work of the Joint Task Group has slowed. At this point in time it is important that the new Minister be brought fully up to speed. In the interim however, we have received a letter from the Minister that legislative changes are not anticipated in this current legislative cycle, however the impact requires further clarification.

The OAA expects to have a meeting with the new Attorney General in the coming weeks.

Action:

The report is provided for information.



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.1.e

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Sarah Murray Elaine Mintz David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Kathleen Kurtin, President, Chair Sustainable Built Environment Committee

Date: September 11, 2019

Subject: Sustainable Built Environment Committee (SBEC) Update

Objective: To provide Council with an update on the Committee's activities.

Background:

SBEC met last on September 10, 2019. At that meeting, the Committee discussed its mandate and priorities for the upcoming year. This planning session was an opportunity for the Committee to review their make-up and identify voids in their membership, discuss ways to better integrate with Council priorities, review ongoing projects and validate them, and discuss how best to disseminate important information about their work to the general membership of the OAA. SBEC plans to review their mandate and the proposed changes will be included in the package at the next Council meeting.

Other recent SBEC activities include:

City of Toronto Electric Vehicles Consultation

President Kurtin wrote a letter to Toronto City Council on behalf of the OAA and SBEC to applaud the City for its electric vehicle consultation. In particular, this letter urged the government to anticipate the load on and implications for buildings and parking garages as electric vehicle use becomes more widespread.

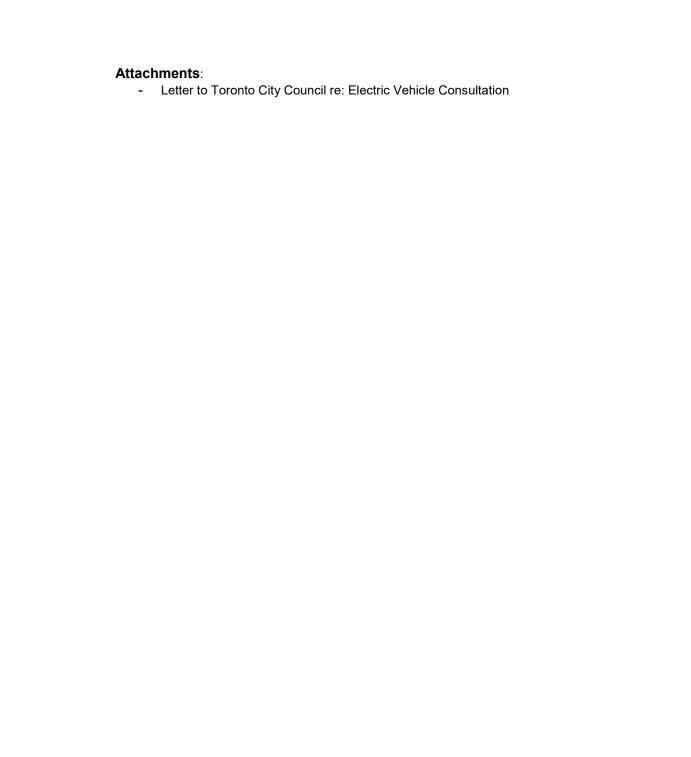
Four Walls Best Practice Guide

The Four Walls Best Practice Guide is now available to OAA membership and the general public. It has been posted in the Sustainable Design section of the OAA Website.

The Committee meets next on October 15, 2019.

Action:

No action required.





July 10, 2019

Mayor John Tory and Toronto Councillors 100 Queen Street West Toronto, Ontario, M5H 2N2

RE: Electric Mobility Strategy

Dear Mayor Tory and Toronto City Councillors,

On behalf of the Ontario Association of Architects (OAA) and its Sustainable Built Environment Committee (SBEC), I am writing to applaud you for the electric vehicle consultation that you are currently conducting for residents of the City of Toronto.

As a committee of the OAA, SBEC was established to serve in an advisory role to the Association on matters of sustainable design and environmental issues. In the past, SBEC has gladly responded to consultations put forth by the City of Toronto regarding environmental initiatives. In 2017 for example, the Committee wrote to express support for the TransformTO report and to urge Council to use this report as a guide for carbon emissions reductions in Toronto.

With regard to electric vehicles, the OAA and SBEC believe that a scaled approach is required, where by 2050 almost all cars and trucks are electric vehicles, as envisioned by the Intergovernmental Panel on Climate Change. In order to achieve that, governments need to anticipate the load on and implications for buildings and parking garages, as well as the infrastructure required to support widespread vehicle charging stations. Because of the cost associated with electric vehicle supply equipment, lowvoltage Level 1 chargers (110VAC/15 amp) may be the best option. Due to the fact that they require the least cost to building owners for installation (Level 2 and 3 chargers are much costlier), these chargers are well equipped to support widespread adoption. However, in special cases and for heavy commuters Level 2 and 3 chargers may be required as well. Moreover, in the case of multi-unit residential buildings, the OAA and SBEC feel that broad implementation of electric vehicle charging stations (that is, 100% of parking spots) is only viable with Level 1 chargers and we encourage this approach in the intermediate term. Ultimately, widespread adoption of electric vehicles will require the broad distribution of Level 1 chargers, complimented by concentrations of higher level chargers.

The OAA is the self-regulating body for the profession of Architecture, dedicated to promoting and increasing the knowledge, skill and proficiency of its members, and to governing the practice of architecture and administering the *Architects Act* in order that the public interest may be served and protected. We have long been committed to working with government and other stakeholders to protect and improve environmental quality for all Ontarians.

We look forward to continued collaboration with the City of Toronto.

Sincerely,

Kathleen Kurtin, Architect OAA, FRAIC

President





FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.2.a

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Gordon Erskine Walter Derhak Jeffrey Laberge Jeremiah Gammond Agata Mancini Wayne Medford Sarah Murray Elaine Mintz David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Walter Derhak, Senior Vice President & Treasurer

Date: September 10, 2019

Subject: Financial Statements for the Nine Months Ended August 31, 2019

Objective: To provide the nine months financial statements for Council information.

Background:

Attached for your information are Financial Statements (FS) including:

- 1. Balance Sheet
- 2. Statement of Cash Flows
- 3. Statement of Revenue and Expenses (comparing 2019 expenditures to 2018, and showing 2019 approved budget figures by category)
- 4. Committee Statement expenses (shows 2019 committee budget vs. actual spending).

As of August 31, 2019, items that have been approved and which reduce the Council Policy Development Contingency include:

Policy Contingency-December 1, 2018	\$175,058
Approved: No. 9 – Imagining My Sustainable City Project for 2019 Toronto 2030 District Society Special Project Funding for 2019 Appeal – OMB Re: City of Toronto By-law	25,000 25,000 15,080 <u>10,000</u>
Total funds allocated as at August 31	<u>75,080</u>
Council Policy Development Contingency available	\$99,978

ITEMS of NOTE:

2019 Fees Revenue to date shows an increase of \$406K.

Conference revenue and expenses are down due to an out of town Conference.

There has been a reduction in 2019 for legal fees in the amount of \$135K to date.

Council approved in the June meeting \$15K to be drawn from the Council Policy Development Contingency budget for Society Special Project Funding for 2019.

As noted above, \$10k for the Appeal – OMB Re: City of Toronto By-law has been included in the projected budget for the 2019 Council Policy Development Contingency as approved by Council in 2018 which was not brought forward as part of the budget.

P.R. Sponsorship increased by \$50K covering two items approved by Council above.

The Website redesign expenses to date are \$77K.

You will also notice that the Budget Projections have been updated for certain items to reflect actual or projected revenue or costs for 2019 such as Fees, Conference, Admission Course, legal fees and mortgage interest & fees.

Action: For information, no action required.

ONTARIO ASSOCIATION OF ARCHITECTS

Balance Sheet

As At August 31, 2019

As At August 31, 2019	20	19
ASSETS		
CURRENT	500	
Petty Cash Cash-CIBC	500 370,035	
Cash-Scotiabank	156,134	526,669
Term Deposits - General	5,218,342	5,218,342
Accounts Receivable	12,599	
Long Term Member Accounts Receivable	8,019	
NSF Cheques	2,211	
Fee Validation Project Accrued Interest	0	
HST - Input Tax Credits	64,546	
HST Receivable	266,772	354,147
Prepaid Expenses	145,417	
Inventory	14,562	159,979
Total Current	t	6,259,138
LONG TERM Land	470,000	
Furniture & Equipment	516,571	
Computer Equipment	706,271	
Website Development	321,314	
Building - 111 Moatfield Drive	10,088,544	
Building Additions	1,182,046	
Total Property & Equipment	t -118,085	13,284,746
Accumulated Depreciation - Furniture & Equipment Accumulated Depreciation - Computer	-473,814	
Accumulated Depreciation - Website Development	-181,527	
Accumulated Depreciation - Building	-1,253,905	
Accumulated Depreciation - Building Additions	-1,021,792	
Total Accumulated Depreciation		(3,049,123)
Net Fixed Assets	i	10,235,624
Investment in Pro-Demnity	26,625,402	26,625,402
·	•	
Investment in Pro-Demnity Total Assets	•	43,120,163
·	•	
Total Assets LIABILITIES CURRENT		
Total Assets LIABILITIES CURRENT Accounts Payable	34,233	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing	34,233 1,303	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable	34,233 1,303 670,542	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing	34,233 1,303	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project	34,233 1,303 670,542 33,599 0	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing	34,233 1,303 670,542 33,599 0 0	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool	34,233 1,303 670,542 33,599 0 0 -72	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund	34,233 1,303 670,542 33,599 0 -72 0 214	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool	34,233 1,303 670,542 33,599 0 0 -72	
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund	34,233 1,303 670,542 33,599 0 -72 0 214	43,120,163
Total Assets LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable	34,233 1,303 670,542 33,599 0 0 -72 0 214 25,637	43,120,163 765,455
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room	34,233 1,303 670,542 33,599 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room	34,233 1,303 670,542 33,599 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room	34,233 1,303 670,542 33,599 0 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current LONG TERM Total Long Term Liabilities	34,233 1,303 670,542 33,599 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915 5,194,070
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current	34,233 1,303 670,542 33,599 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915 5,194,070
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current LONG TERM Total Long Term Liabilities	34,233 1,303 670,542 33,599 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915 5,194,070
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current LONG TERM Total Long Term Liabilities EQUITY Members' Equity Major Capital Reserve Fund (Internally Restricted)	34,233 1,303 670,542 33,599 0 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915 5,194,070
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current LONG TERM Total Long Term Liabilities FOULTY Members' Equity Major Capital Reserve Fund (Internally Restricted) Operating Reserve Fund (Internally Restricted)	34,233 1,303 670,542 33,599 0 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915 5,194,070
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current LONG TERM Total Long Term Liabilities EQUITY Members' Equity Major Capital Reserve Fund (Internally Restricted) Operating Reserve Fund (Internally Restricted) Legal Reserve Fund (Internally Restricted)	34,233 1,303 670,542 33,599 0 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915 5,194,070
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current LONG TERM Total Long Term Liabilities FOULTY Members' Equity Major Capital Reserve Fund (Internally Restricted) Operating Reserve Fund (Internally Restricted)	34,233 1,303 670,542 33,599 0 0 -72 0 214 25,637 447,203 8,712	43,120,163 765,455 455,915 5,194,070
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current LONG TERM Total Long Term Liabilities EQUITY Members' Equity Major Capital Reserve Fund (Internally Restricted) Operating Reserve Fund (Internally Restricted) Legal Reserve Fund (Internally Restricted)	34,233 1,303 670,542 33,599 0 0 -72 0 214 25,637 447,203 8,712 4 35,056,270 230,285 764,627 52,500 1,822,412	43,120,163 765,455 455,915 5,194,070
LIABILITIES CURRENT Accounts Payable Refund Clearing CEXAC Payable CEXAC Operating Fund Int'l Relations Comm Payable Fee Validation Project RBC-LTD Clearing Energy Benchmarking Tool Stale Dated Refund HST Payable Deferred Revenue - Fees Deferred Revenue - Server Room Total Current LONG TERM Total Long Term Liabilities EQUITY Members' Equity Major Capital Reserve Fund (Internally Restricted) Operating Reserve Fund (Internally Restricted) Legal Reserve Fund (Internally Restricted) Surplus/(Deficit)	34,233 1,303 670,542 33,599 0 0 -72 0 214 25,637 447,203 8,712 4 35,056,270 230,285 764,627 52,500 1,822,412	43,120,163 765,455 455,915 5,194,070 0 5,194,070

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Cash Flows

Nine Months Ended August 31, 2019

Operating Activities: Excess (deficiency) of revenue over expenses	1,822,412
Add items not involving cash: Amortization of property and equipment Loss on Disposal of property and equipment	636,463
Income from investment in Pro-Demnity Insurance Company	0
Net change in non-cash working capital items:	
Accounts receivable	109,022
Inventories	21
Prepaid expenses	125,719
Accounts payable and accrued liabilities	(281,719)
Deferred revenue	(7,500)
Reserves	20,000
Cash flows from operating activities	2,424,419
Financing Activities:	
Renovation Drawdowns	3,972,700
Cash flows from financing activities	3,972,700
Investing activities:	
Short-term deposits	(2,318,342)
Purchase of property and equipment	(3,935,681)
Cash flows from investing activities	(6,254,024)
Net increase/(decrease) in cash during the year	143,095
Cash, beginning of year	383,575
Cash, end of period	526,670

Nine Months Ended August 31, 2019														
	A.C	2018 TUAL-YTD			TUAL-YTD		ANN	JAL BUDGE	2019	BUDGE	T PROJECT	LION	BUDGET VA	PIANCE
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
DEVENUE														
REVENUE Fees	5,703,784		82.0%	6,109,567		89.1%	5,965,012		84 5%	6,110,000		86.0%	-144,988	
Classifieds Revenue	24,125		0.3%	18,413		0.3%	23,000		0.3%	23,000		0.3%	0	
Conference Revenue	1,087,698		15.6%	612,831		8.9%	744,784		10.5%	612,831		8.6%	131,953	
Continuing Education: Admission Course Revenue	15,400		0.2%	0 22,916		0.3%	17,500		0.2%	22,916		0.3%	-5,416	
Continuing Education Revenue	7,875		0.2 %	3,625		0.1%	73,400		1.0%	73,400		1.0%	-5,410	
OAA + 2030 Program	0		0.0%	0		0.0%	0		0.0%	0		0.0%	0	
Starting An Architectural Practice Documents, Job Signs & Other Revenue	45,738 30,743		0.4%	22,680 14,525		0.2%	75,600 30,000		1.1% 0.4%	75,600 30,000		1.1% 0.4%	0	
ExAC Jurisdiction Exam Fee	30,743		0.4%	14,525		0.2%	57,000		0.4%	57,000		0.4%	0	
Interest Earned	29,400		0.4%	35,099		0.5%	50,000		0.7%	75,000		1.1%	-25,000	
Misc Fees Pro-Demnity:	0		0.0%	0		0.0%	8,712		0.1%	8,712		0.1%	0	
Service Agreement	0		0.0%	0		0.0%	0		0.0%	0		0.0%	0	
PCS Transfer	0		0.0%	0		0.0%	2,552		0.0%	2,552		0.0%	0	
Rental Income	0		0.0%	0		0.0%	0		0.0%	0		0.0%	0	
Rental/Catering Revenue Recovery of Discipline Charges	0 14,250		0.0% 0.2%	0 15,733		0.0% 0.2%	0 15,000		0.0% 0.2%	0 15,733		0.0% 0.2%	0 -733	
recovery of bisolphine onlarges	14,200		0.270	10,700		0.270	10,000		0.270	10,700		0.270	-100_	
Total Revenue		6,959,012	100.0%		6,855,389	100.0%		7,062,560	100.0%		7,106,744	100.0%		-44,184
EXPENDITURES														
Council & Executive		667,133	13.1%		664,302	13.2%		995,066	13.8%		995,066	14.1%		0
Attendance-Selected Conference	0			0			0			0			0	
AGM (Annual General Meeting)	37,286			30,940			38,450			38,450			0	
Committees & Task Groups: ACT/Reg Amendments Review	0			0			20,000			0 20,000			0	
Budget Committee	97			0			466			466			0	
Construction Design Alliance Ontario (CDAO)	2,924			1,377			6,780			6,780			0	
HR Committee Joint OAA/Arido Task Group	0 4,211			225 4,059			1,176 6,713			1,176 6,713			0	
Joint OAA/Arido Task Group Joint OAA/Pro-Dem Working Group	1,653			838			0,713			0,713			0	
Miscellaneous Committee Expense	42			2,321			5,500			5,500			0	
OAA/OGCA Best Practices Committee	0			1,353			3,762			3,762			0	
Policy Advocacy Coordination Team (PACT) Sustainable Built Environment Committee	7,890 2,237			11,626 3,394			57,900 9,528			57,900 9,528			0	
Council & Executive	169,118			165,847			267,302			267,302			0	
Legal:														
Legal General Liaison With Gov't & Other Organizations	15,429 4,691			16,614 2,825			25,000 8,000			25,000 8,000			0	
National:	0			2,020			0,000			0,000			Ū	
Canadian Architectural Certification Board (CACB)	28,291			26,638			55,000			55,000			0	
CALA Meetings International Relations Committee	30,834			30,938 5,954			27,930 12,132			27,930 12,132			0	
RAIC Festival	8,509 12,434			1,080			15,672			15,672			0	
Tri-National Agreement	-565			0			0			0			0	
OAAAS	76,840			62,299			64,400			64,400			0	
Society Chairs Workshop Salaries & Benefits Council & Exec	17 265,194			0 295,974			7,950 361,405			7,950 361,405			0	
Regulatory:	200,134	797,042	15.6%	200,014	693,970	13.8%	301,403	1,076,745	15.0%	301,403	943,745	13.3%	U	133,000
Committees:														
Complaints Committee	9,984 7,202			17,387 0			25,100			25,100			0	
Discipline Committee Elections Task Group	0			0			11,443			11,443 0			0	
Experience Requirements	9,209			14,433			22,804			22,804			0	
Fees Mediation Committee	0			0			2,815			2,815			0	
Public Interest Review Committee (PIRC) Registration Committee	0 534			0 738			4,011 4,352			4,011 4,352			0	
The Interns' Committee	2,604			1,023			9,138			9,138			0	
Exam for Architects in Canada (ExAC):														
CExAC Levy ExAC Exam Administration	0 18,476			0 13,125			0 42,850			0 42,850			0	
Legal:	10,110			10,120			12,000			12,000			·	
Act Enforcement	106,810			29,394			45,000			35,000			10,000	
Appeals Cease & Desist	16,858 0			22,760 0			150,000			40,000 0			110,000 0	
Discipline Hearings	79,276			26,691			75,000			75,000			0	
Fees Mediation				0			2,500			2,500			0	
General	3,164			2,607			20,000			7,000			13,000	
Prosecutions & Injunctions Registration Hearings	0 10,631			0 219			5,000			0 5,000			0	
Salaries & Benefits - Registrar	532,295			565,594			656,732			656,732			0	
Practice Advisory:	7.000	247,017	4.8%	0.010	268,878	5.3%	F C C C	413,896	5.8%	F 000	413,896	5.8%		0
Legal-Practice Committees:	7,280			2,318			5,000			5,000			0	
Engineers, Architects, Building Officials (EABO)	1,452			431			4,509			4,509			0	
PEO/OAA Coordinating Prof Sub-Committee							0			0			0	
Practice Resource Committee Subcommittee on Building Codes & Regs (SCOBCAR)	16,774 198			14,693 61			22,929 6,416			22,929 6,416			0	
Small Practice Information Forum (SPIF)	198			0			1,500			1,500			0	
Salaries & Benefits - PA	221,313			251,375			373,542			373,542			0	
Communications:		636,357	12.5%		715,136	14.2%		985,760	13.7%		1,061,724	15.0%		-75,964
Committees: Awards Steering Committee	2,106			94			7,982			7,982			0	
Communications Committee	3,035			7,715			12,743			12,743			0	
Content Steering Committee	0			0			0			0			0	
Perspectives Editorial Committee Community Outreach Program	0			0			0 1,015			0 1,015			0	
Content Creation/Publications	37,940			0			1,015			1,013			U	
Cyber Security Insurance	4,320			4,320			4,400			4,400			0	
French Translation Costs	1,728			0			5,000			5,000			0	
Honors & Awards Media Relations Program	13,932 70,334			61,716 68,776			120,924 112,908			120,924 112,908			0	
Miscellaneous	1,367			678			1,000			1,000			0	
Perspectives (Income & Expenses)	2,300			0			0			0			0	
P.R. Sponsorship Opportunities	56,200			107,340			51,342			107,340			-55,998	
Scholarships and Awards (Trust Fund) Societies:	26,575			27,010			27,000			27,010			-10	
Society Liaison Travel	52			7,507			11,455			11,455			0	
Society Funding	52,825			51,105			55,000			55,000			0	
Special Program Funding Society Chairs Meeting - Conference	60,000 7,440			45,980 7,064			60,000 15,681			75,080 15,681			-15,080 0	
Trade Shows	1,000			1,000			9,922			9,922			0	
University Funding	15,000			10,000			25,000			25,000			0	

ONTARIO ASSOCIATION OF ARCHITECTS Statement of Revenue and Expenses Nine Months Ended August 31, 2019

Nine Months Ended August 31, 2019		2018		2019										
	ACTUAL-YTD Detail Total %		ACTUAL-YTD Detail Total %		ANNUAL BUDGET Detail Total %			BUDGET PROJECTION Detail Total %			BUDGET VARIANCE Detail Total			
		Total	70		Total	70		Total	70		Total	70		Total
Web Maintenance/Hosting Salaries & Benefits - Communications	16,917 263,286			18,857 295,974			13,981 450,407			18,857 450,407			-4,876 0	
Conference:	200,200	1,156,010	22.7%	200,014	916,514	18.2%	400,401	1,075,486	15.0%	400,407	1,075,486	15.2%		(
Conference Committee	536			298			4,902			4,902			0	
Conference Salaries & Benefits - Conference	1,039,095 116,380			804,719 111,497			908,761 161,823			908,761 161,823			0	
Continuing Education:		194,967	3.8%		157,255	3.1%		340,607	4.7%		340,607	4.8%		(
ConEd Committee	621			0			5,852			5,852			0	
Continuing Education: Admission Course	29,149			11,201			38,500			38,500			0	
Continuing Education	3,435			0			44,650			44,650			0	
OAA + 2030 Program	20.440			0 475			72.000			72.600			0	
Starting An Architectural Practice Salaries & Benefits - ConEd	30,118 131,643			28,475 117,579			73,600 178,005			73,600 178,005			0	
Practice Consultation Service:		0	0.0%		0	0.0%		5,104	0.1%		5,104	0.1%		(
Salaries & Benefits - PCS	0			0	==		5,104			5,104			0	
Administration: Audit Fees	250	545,194	10.7%	250	551,980	11.0%	26,000	804,476	11.2%	26,000	815,771	11.5%	0	-11,295
Audit Committee	0			215			132			132			0	
Bank Charges:										0				
Bank Charges Fees Processing Charges (Formerly Credit Card)	1,582 4,573			1,438 1,309			2,200 7,749			2,200 7,749			0	
Visa Service Charges	4,010			750			1,140			1,140			· ·	
Computer Operations	27,023			22,889			50,000			50,000			0	
Documents, Job Signs & Other General Expenses	19,781 7,319			22,731 8,317			27,000 8,156			27,000 11,761			-3,605	
Insurance:	1,319			0,317			0,100			0			-3,003	
AD&D	2,031			2,132			2,050			2,132			-82	
Errors & Omissions	8,274			8,548			8,300			8,548			-248	
Directors & Officers Mailing Costs:	19,200			19,500			19,500			19,500 0			0	
Postage & Delivery	20,869			9,608			26,786			26,786			0	
Member Mailings	05.004			7,360			40.004			7,360			-7,360	
Printing & Office Supplies Subscriptions & Memberships	25,664 7,035			21,982 10,384			40,901 14,525			40,901 14,525			0	
Telephone & Communication:	7,000			10,001			11,020			0			·	
Internet Access & Hosting	12,695			13,945			32,000			32,000			0	
Telephone Video Conferencing	11,142 0			11,396 0			19,000 5,040			19,000 5,040			0	
Salaries & Benefits - Admin	377,758			389,226			515,137			515,137			0	
Salaries & Benefits	1,907,867			2,027,220			2,697,051			2,697,051			0	
Building: Building Committee	34,512	154,230	3.0%	27,674	191,094	3.8%	64,699	434,899	6.0%	64,699	387,917	5.5%	0	46,982
Commercial Insurance	22,403			23,154			22,000			23,154			-1,154	
Heat, Light & Water	-5,054			4,371			10,000			10,000			0	
Maintenance & Security	37,033 28,797			42,662 55,368			102,200 200,000			102,200 150,000			0 50,000	
Mortgage Interest & Fees Property Taxes	36,539			37,864			36,000			37,864			-1,864	
Council Policy Development:		97,278	1.9%	,	45,407	0.9%		274,058	3.8%		208,978	3.0%		65,080
Council Policy Development Contingency	0						175,058			99,978 60,000			75,080 0	
Comprehensive Member/Practice Survey Prior Years' Development:	U						60,000			00,000			U	
Appeal - OMB Re: City of Toronto By-law	360			5,529						10,000			-10,000	
Canadian Handbook of Practice License Agreement	0			0.740			19,000			19,000			0	
Consultant-Architectural Artifacts Display Housing Affordability Task Group	10,091 10,359			2,710 5,182						0			0	
Impacts-Upfront Inv on Delivering Efficiencies of Public Proj				0,102						0			0	
Logo Redesign Project				21,410						0				
MOVE Party RAIC Sponsorship Student Awards-Moriyama	0									0			0	
Venice Biennale	0						20,000			20,000			0	
Website Redesign	66,469			10,576			_			0			0_	
Expenditures before Depreciation, Reserves an	ıd													
Extraordinary & YE Item		4,495,229			4,204,535			6,406,097			6,248,294			157,803
Surplus (+)/Deficit/ \ Pefero Depreciation Becomes on	.d			_			_			-			_	
Surplus(+)/Deficit(-) Before Depreciation, Reserves an Extraordinary & YE Item		2,463,783			2,650,854			656,463			858,450			-201,987
•				-			-			-			_	
Depreciation	00.001	274,944	5.4%	100.010	636,463	12.6%	400.040	636,462	8.9%	400.040	636,462	9.0%		(
Computer Building	92,924 46,875			129,042 253,905			129,042 253,905			129,042 253,905			0	
Building Additions	86,663			115,550			115,550			115,550			0	
Furniture & Equipment	14,974			68,447			68,447			68,447			0	
Web Reserves	33,507	0	0.0%	69,519	20,000	0.4%	69,518	20,000	0.3%	69,518	20,000	0.3%	0	(
Legal Reserve	0		2.070	10,000	_0,000	2	10,000	_5,555	2.070	10,000	_0,000	2.070	0	
Major Capital Reserve Fund	0			10,000			40.000			0			0	
Operating Reserve Extraordinary & Year End Items	0	328.432	6.4%	0	171,978	3.4%	10,000	127,177	1.8%	10,000	171,478	2.4%	0	-44,301
Building Renovation: Utility Bills Jan-March'18	31,030	320, 102	20		,			,,		0	,		0_	,00
Insurance Claim/Renovation Portion Loss on Disposal-F&E	0			0						0			0	
Loss on Disposal-F&E Lease & Moving Costs-Renovation	297,402			171,978			127,177			0 171,478			-44,301	
	0			0_			,			0_			0_	
Return on investment in Pro-Demnity				-			_			-			_	
•		E 000 00 1			E 000 0==			7 400 700			7 070 00			
Return on investment in Pro-Demnity Total Expenditure	es	5,098,604		-	5,032,977		=	7,189,736		=	7,076,234		=	113,502
•		5,098,604 6,959,012		=	5,032,977 6,855,389		=	7,189,736		=	7,076,234		=	
Total Expenditure	E		100.0%	=		100.0%	=		100.0%	=		100.0%	=	-44,184
Total Expenditure TOTAL REVENU	E S	6,959,012	100.0%	-	6,855,389	100.0%	=	7,062,560	100.0%	-	7,106,744	100.0%	=	-44,184 113,502 -157,686

ONTARIO ASSOCIATION OF ARCHITECTS

Committee Statement

Nine Months Ended August 31, 2019

Nine Months Ended August 31, 2019		2019							
	BUDO	DGET BUD PROJECTION			ACTUAL				
Business		85,318		85,318		38,965			
Audit Committee	132		132		215				
Budget Committee	466		466		0				
Building Committee	64,699		64,699		27,674				
Education Committee									
HR Committee	1,176		1,176		225				
International Relations Committee	12,132		12,132		5,954				
Joint OAA/Arido Task Group	6,713		6,713		4,059				
Joint OAA/Pro-Dem Working Group	0		0		838				
Trustees									
Strategic									
Government Relations		6,780		6,780		1,377			
Construction Design Alliance Ontario (CDAO)	6,780		6,780		1,377				
Housing Affordability Task Group	0		0		5,182				
Demographics		67,428		67,428		15,020			
Policy Advocacy Coordination Team (PACT)	57,900		57,900		11,626				
Sustainable Built Environment Committee	9,528		9,528		3,394				
Communications		31,479		31,479		8,106			
Awards Steering Committee	7,982		7,982		94				
Communications Committee	12,743		12,743		7,715				
ConEd Committee	5,852		5,852		0				
Content Steering Committee	0		0		0				
Conference Committee	4,902		4,902		298				
Perspectives Editorial Committee	0		0		0				
Regulatory		99,663		99,663		33,581			
ACT/Reg Amendments Review	20,000	,	20,000	,	0	,			
Complaints Committee	25,100		25,100		17,387				
Discipline Committee	11,443		11,443		0				
Elections Task Group	, 0		0		0				
Experience Requirements	22,804		22,804		14,433				
Fees Mediation Committee	2.815		2.815		0				
Public Interest Review Committee (PIRC)	4,011		4,011		0				
Registration Committee	4,352		4,352		738				
The Interns' Committee	9,138		9,138		1,023				
Practice	-,	37,616	-,	37,616	,	16,538			
Engineers, Architects, Building Officials (EABO)	4,509	,-10	4,509	,	431	,			
OAA/OGCA Best Practices Committee	3,762		3,762		1,353				
Practice Resource Committee	22,929		22,929		14,693				
Subcommittee on Building Codes & Regs (SCOBCAR)	6,416		6,416		61				
	_		-		_				
	=	328,284	=	328,284	=	113,587			



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.3.a

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Gordon Erskine, Vice President, Strategic

Committee Members

Gordon Erskine (Chair)

Walter Derhak

Kristiana Schuhmann

David Sin

Len Abelman

Kathleen Kurtin

Sheena Sharp

John Stephenson

Date: September 10, 2019

Subject: Update on activities under the Vice President, Strategic portfolio

Objective: To provide Council with an update on activities under the Vice President,

Strategic portfolio.

Background:

Policy Advocacy Coordination Team (PACT):

PACT held a special meeting on August 13, 2019 to discuss this year's nominations for the Queen's Park Picks Competition. The next regular meeting of PACT is scheduled on September 24, 2019.

World Architecture Day (WAD)

This year, PACT received 43 building nominations from 34 MPPs for consideration in the Queen's Park Picks Competition. Using selection criteria that includes various considerations, the Committee is in the process of finalizing their picks for reveal at this year's WAD celebration. Due to the government extending the summer break until after the federal election, this year's WAD celebration has been moved to December 10, 2019 and changed to an evening reception.

Designing for Resiliency Roundtable

PACT has put a call out to members to participate in the October 9, 2019 Designing for Resiliency Roundtable. This roundtable is an opportunity for members to define "designing for resiliency", discuss the primary shocks and stresses that architecture can address and discuss

the resilience metrics that are most important to the design community. Members of the Sustainable Built Environments Committee were encouraged to put their name forward.

Meetings

Construction and Design Alliance of Ontario (CDAO)

CDAO last met on June 25, and has its Annual General Meeting scheduled for November 1. Of the larger things discussed at the June meeting was a possible CDAO fundraiser and a meeting with the Minister of Infrastructure which was subsequently held on July 22.

In late July, the OAA received an update from CDAO that the Ryerson University research project regarding quality of documents continues to be slow but "things are advancing in terms of securing participation in the study." CDAO remains optimistic it will be able to collect enough data to run the project.

Broader Construction Association Consultation Group (City of Toronto)

The July 24 meeting of the BCACG was cancelled and will supposedly be rescheduled for sometime in the fall.

Action:

No action required.

Attachments:

No Attachments



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.3.b

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeffrey Laberge Jeremiah Gammond Wayne Medford Agata Mancini Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Kristi Doyle, Executive Director

Date: September 10, 2019

Subject: Update on Appeal of Harmonized Zoning By-law

Objective: To provide Council with an update on the Harmonized Zoning By-law Task

Group and the related OAA appeal to the OMB

Background:

Recalling that the OMB set another hearing date for October 16, 17 and 18, 2019. The OAA and its legal counsel participated in a preparatory meeting with other related appellants on September 9 and has set next steps to prepare for the appeal.

The OAA has agreed to again retain Michael Goldberg of the Goldberg Group as an expert witness under the budgetary allocation previously approved by Council.

Action:

No action required.

ITEM 5.3.c

TBD



Memorandum

FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.4.a

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen Barry Cline Gordon Erskine Walter Derhak Jeremiah Gammond Jeffrey Laberge Agata Mancini Wavne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Chair. Communications Committee

Amir Azadeh

Committee Members

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

Date: September 6, 2019

Subject: Communications Committee Update

Objective: To provide an update on current and ongoing communications-related activities.

Background: The Communications Committee met on Tuesday, July 16, 2019 at the OAA Headquarters, and also held a conference call on Wednesday, August 21, in anticipation of the September Council meeting. Chair and VP Communications Amir Azadeh led the discussion, which kicked off with a look at the Terms of Reference that had been revised to include more responsibilities from the now-sunset Conference Committee.

The Committee shared feedback it had received from Local Architectural Societies regarding this year's changes to the Special Project Funding (SPF) program. This discussion helped inform some proposed revisions to the program, as well as Public Awareness Sponsorship, as detailed in the memo, "Amendments to Society Special Project Funding Program."

OAA staff updated the Committee on various communications programs and projects, from education sessions at Construct Canada (OAA Headquarters and housing affordability following the International Roundtable) to the filing of trademarks on the new logo to development of a SHIFT event in the fall.

1. 2019 Priority Projects

WEBSITE REVIEW

Over the last several months, design implementation and content development has continued on the Website project. See the memo, "Website Redesign Project," for a status update on the project.

Refer to Appendices A & B for the June and July OAA Website Audit and Design Reports, which track completed and projected work on the project.

OAA HQ RENEW + REFRESH

The OAA HQ Renew + Refresh Building News final edition was published on Friday, August 23. Updates from this time forward will be included in *OAA News* and on the Website.

Content for the fall presentations (Construct Canada) will be developed as will information and visuals as the project proceeds toward its official opening in May 2020. This will coincide with Toronto Doors Open and the OAA Conference.

Photography, including 360-degree cameras, continues until the building project is complete. This should be finalized with the installation of the PV panels over the terrace.

New OAA Logo

The New OAA Visual Identity Program is on target to be launched in early 2020 in conjunction with the OAA Website. Updating and implementation of the logo will begin this fall. (See memo, "New Logo Launch.") The OAA Style Guide will be developed in the coming months to ensure consistency in formatting and writing for all OAA content. This will be used in conjunction with the OAA Visual Identity Guideline.

SHIFT 2019 Infrastructure/Architecture Challenge and Awards Program Updates

The committee explored the possibility of a SHIFT event to take place in Toronto on November 6, the evening before the next Council meeting. Since the meeting, OAA staff worked with committee member Joel Leon to secure the venue as the Toronto Central YMCA (Diamond Schmitt Architects), which was a recipient of the 2018 Prix du XXe siècle by the Royal Architecture Institute of Canada and the National Trust of Canada.

The event, which draws on the 2019 budget for SHIFT will have spokespeople from project selections and honourable mentions offering modified Pecha Kucha presentations to show how their innovative ideas offer examples of how architectural thinking can offer new approaches to societal issues related to infrastructure. Effort will be made to work with the TSA to reach out to the public to attend. More information will be shared with Council before the event, and members are encouraged to attend.

OAA staff is currently making preparations to launch the 2020 OAA Awards Call for Entries. Some of the key changes that will be implemented to the program (as approved by Council in 2018) are reinforcing sustainability as an essential and mandatory component of all Design Excellence Awards by making Energy Use Intensity (EUI) reporting mandatory. Another key change is removing anonymity as a requirement for the Design Excellence Awards. The Call for Entries is scheduled to be launched in late September. The jury selection process will also begin in September with input from the Communications Committee and Council. An email/notice will be sent to Councillors shortly after the September meeting with a four-week turn around.

The Awards Steering Committee has essentially completed its work to implement the recommendations in the Brigitte Desrochers Report as directed by Council. As a result, a new governance structure for the Awards Steering Committee is being brought forward. Please see the memo, "Recommendation for the Future Governance of the Honours and Awards Program" for complete details.

Additional Priorities

blOAAg

The potential of blOAAg as a contemporary platform for communication to reinforce the Council priorities of Membership Engagement, Education, and Diversity/Equity continues. Refinements to the current site have been broached by the Vice President Communications and these changes have been implemented by OAA staff, working with the site's consultant. Further, changes to the blOAAg continue to be explored with the new website's design.

For the month of August, the blOAAg featured the second year of its Summer Sketches series. For September, short profiles of OAA Committee members are being posted twice a week, tied into the Call for Volunteers for 11 specific committees. October will see projects related to PGR's Queen's Park Picks initiative, tied in with World Architecture Day as well as excerpts from Canadian Modern Architecture—a book Council agreed to sponsor, following the Communications Committee's recommendation. November will be the second edition of Mentorship Month—an initiative run working with the Interns Committee.

PUBLIC AWARENESS AND MEDIA RELATIONS

The OAA has ended its three-year relationship with Proof, the Association's media consultant. A summary report can be found in Appendix C. Moving forward, the OAA will explore media relations consultant operations on a per-project basis rather than an ongoing retainer. To ease the transition, the OAA is using programs provided by Meltwater with respect to media monitoring and securing contact information for journalists covering architecture and related matters.

2. OAA Communications

COMMUNICATION PLANS	KEY PROJECTS	KEY ACTIVITIES
 OAA Building Renew/Refresh Communications plans 2019: SHIFT: Infrastructure/ Architecture Challenge Starting a Practice Online Admission Course Logo Launch Website Redesign Launch Planning with Policy/GR: Housing affordability OMB appeal hearing Climate Change/ 2030 MOL employment standards National architectural policy 	 OAA HQ Renew + Refresh OAA HQ Art Program Website Redesign OAA Logo Redesign OAA Logo Implementation Plan SHIFT Infrastructure/Arch Challenge event Conference 2020 planning 	 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

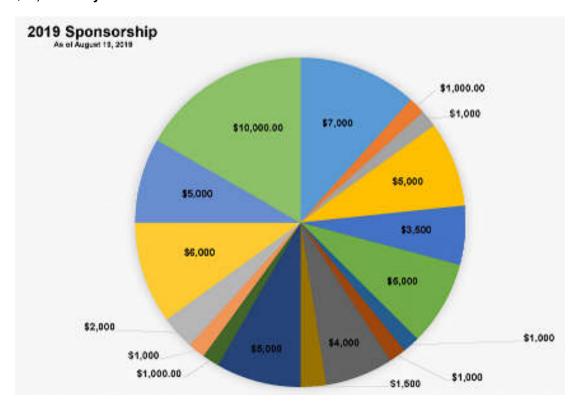
3. Web Updates (June - August 2019)

UPDATES	DEVELOPMENT	UPCOMING PRIORITIES: In progress
 Starting an Architectural Practice Call for Volunteers Videos on SHIFT website Call for Tours Call for Presenters OAA building project images 	Website Redesign Project – consultation, content development and design Additional Practice-related newsletter	 Website Redesign – Design completion Content development CMS development Website Style Guide training Graphic Standard review Accessibility standards training

4. Sponsorship and SPF Updates

Current 2019 Budget (as of August 19, 2019): \$0 – May 27 Deadline Budget Spent (as of August 19, 2019): \$60,000 – May 27 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

Heritage Toronto Tours; Event: Architecture of Neighbourhood: Downtown Yonge

May - October, 2019 Heritage Toronto \$3,500

Waterloo Architecture MasterWorks & Exhibits

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

■1UP Leaders Lab

August 16 to 18, 2019 Urban Minds \$1,000

■2019 Brownie Awards

November 26, 2019 Actual Media Inc. \$4,000

Building 22 Edition 19 Book Launch

September 2019 - exact date TBD Building 22 Publication \$1,500

DesignTO Tours

Festival Week: January 17-26, 2020 Specific tour dates to be established DesignTO \$5,000

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

POP/CAN/CRIT

October 26, 2019 RAIC \$1,000

☐ Deviant Devices: Deployments

October 2019–April 2020 The Site Magazine \$1,000

☐Student Website and Zine

September 11, 2019 The Telegraph \$2,000

The Architectresses of Ottawa: The Story of Ottawa's Women Architects

June, 2020 WOA! (Women of Architecture) | Capital Region \$6.000

YAH Design Film Series

June 16, July 14, August 11 Young Architects of Hamilton \$5,000

Canadian Modern Architecture

TBC

University of Toronto, Carleton University, University of Waterloo \$10,000

Society Special Project Funding: January 2019 deadline

Total budget: \$60,000 \$30,000 – January Deadline \$30,000 – May Deadline

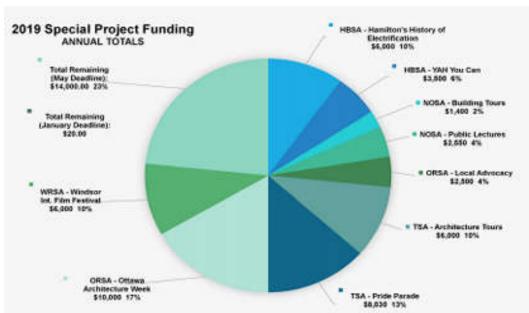
January Deadline

Budget Spent: \$29,980 *TSA Architecture Tours (\$6,000) funded annually

January Budget Remaining: \$20

Toronto | \$8,030

Windsor | \$6,000 | *funded annually



□ 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

☐ Windsor Society of Architects – Windsor International Film Festival*

Society Special Project Funding Update, May

May Deadline

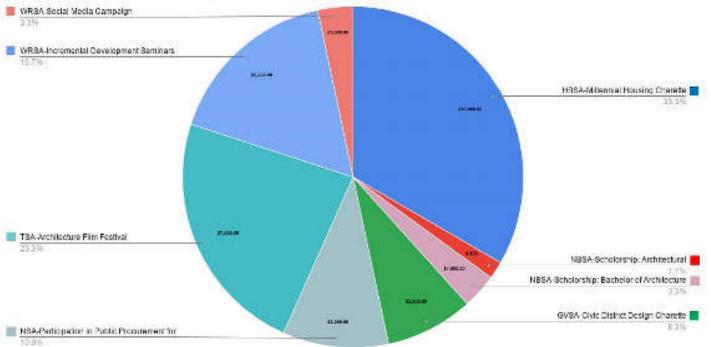
Budget Spent: \$30,000

Funds from Council for Preapproved Projects: \$15,080

May Budget Remaining: \$0

Windsor | \$1,000







May Deadline

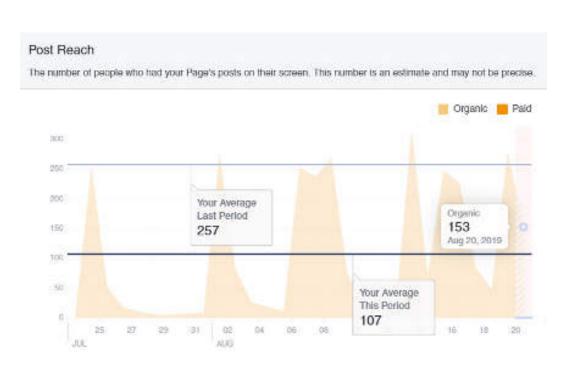
Budget Spent: \$16,000 *ORSA Architecture Week (\$10,000) and WRSA Film Festival (\$6,000) funded annually

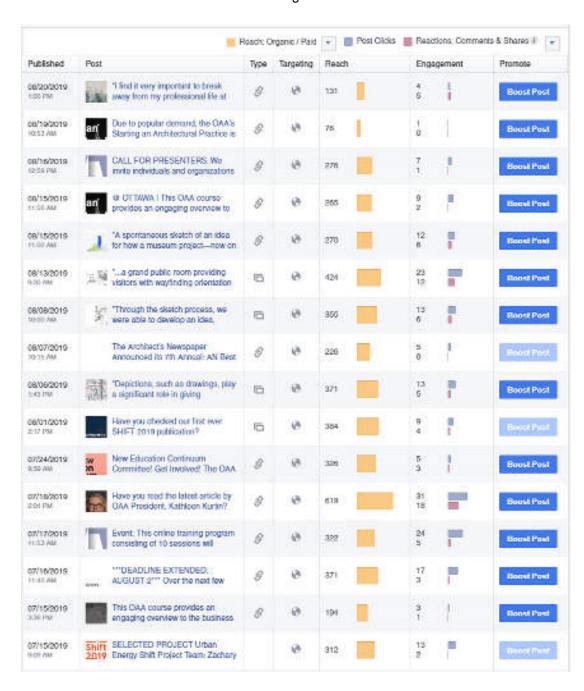
May Budget Remaining: \$14,000

5. Social Media Update

INSTAGRAM	TWITTER	FACEBOOK
Followers: 3031 (+115)	Followers: 6991 (+108) Total Likes: 6256 (+60)	Followers: 1801 (+41) Total Likes: 1600 (+34)
Insta Stories were used to share information about bIOAAg articles that would be of interest to members. On average, each Instagram story was seen by about 300 followers. Throughout June – August, Instagram stories were used to encourage followers to check out special events at 2019 OAA Conference.	Twitter is the OAA's most consistently used social media platform. Posts are planned for a minimum of three times daily, hitting the high traffic times of 9 am, noon, and 5 pm. As is standard, the OAA tweeted about several events and awards programs that would be of interest to members. Update followers on holidays and office hours. It promoted Local Architectural Society events and shared OAA news items. Throughout June – August, Twitter was used to share information about Events, OAA 2020 Conference, News, etc.	Facebook was used to promote events that would be of interest to OAA members, such as local events and major architecture/ design-related events across Ontario. Facebook was also used to encourage followers to read about the weekly posts to the bIOAAg: Summer Sketches to reach more viewers and to create consistency across the various social media platforms.

Facebook Data Graphics:

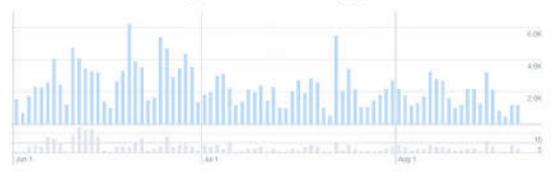




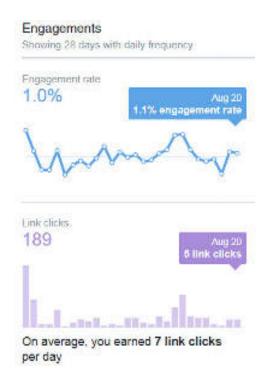
Twitter Data Graphics:

June - August Twitter Impressions (total number of times users on Twitter saw a post):





July 24 - Aug 20, 2019:





OAA Website Audit and Redesign STATUS REPORT

Monthly Status Ex	recutive Su	ımmary: OA	A Audit, Redesign Pla	nning and Implementation	
Paparting Daried : A	Aonth of lun	o 2010		Client Stakeholders : Tamara King	
Reporting Period . N	Reporting Period : Month of June 2019			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	96%		
Planning Sign off	April 10th, 2019	96%		
Development	Spring 2019	15%		
Development End	Winter 2019	0%		
QA	Winter 2019	0%		
Content Population	Winter 2019-Spring 2020	0%		
UAT	Spring 2020	0%		
Launch	Feb-20	0%		

0.11	op6 2020		
Launch	Feb-20	0%	
Work Completed			
	Work Completed		Projected Work Scheduled Month of July 2019
Design concepts:			Design:
* Project team received sign offs on multiple of	designs, concepts and layouts starting	June 14 through June 25=09	- * Sputnik team's lead designer is on vacation. He will review pending items when he is
I approvals are being tracked in google sheet f	for ease of tracking.		back on July 22, 2019.
			* Team has requested for a few member directory design concepts. Web style guide is also
Planning:			another task to be completed by end of project.
* Pending sign off on design/functionality of k	knowledge base and government relati	ions sections.	Planning:
* Member Directory has been approved as of	June 13, 2019.		* Pending sign off on design/functionality of knowledge base and government relations
* Planning timeline has been extended from u	updated anticipated timing of mid May	v. Team is targeting to wrap	sections.
up planning with sign offs by June 7, 2019.			* Planning timeline has been extended from updated anticipated timing of mid May. Due
* Any delays in planning wrap up will cause pr	roject timeline to extend further and w	vill also have budget	to the extension of sign off on Knowledge base and government relations sections and
implications due to the extension.			duration to receive iMIS details, the project timeline will be impacted along with budget
* Simone has reviewed and sent the latest site	emap to OAA team.		implications.
			* OAA team have requested for more information on sitemap and how pages will link and
Development:			work together on the website for knowledge base and government relations. Simone will
* Development team continued to work on str	ructured tools, global elements and ur	nstructured modules.	review to see what details can be provided. This will be a Change Request as it is addition
* OAA staff and Abhi helped coordinate with i	iMIS team. Meeting with iMIS team sc	heduled for July 11, 2019 so	to project scope.

the extension contains at the helders with most est he show and uniterated come. He can

that the technical teams can review details and approach on how member directory information can be pulled *OAA team has requested for a meeting with content stakeholders

OAA Website Audit and Redesign STATUS REPORT

from IIVIIS.

to catch up content stakeholders with project background, milestones, scope, designs. The meeting is planned for July 25. This will be estimated as a Change request as it is add to project scope.

Development:

- * Development team to work through iMIS integration for member directory and coordinate with iMIS team on any qustions.
- * Development team to continue through tools and modules and front-end development.

Enginess					
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date at

Risks / Issues					
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date at
	Any delays in planning wrap up will cause project		Delays in project impacting development and eventually		
	timeline to extend further and will also have		launch which may affect budget.		
1	budget implications due to the extension.	Project Team	tautien which may direct budget.		

OAA Website Audit and Redesign STATUS REPORT

Monthly Status Ex	cecutive Su	ummary: OA	A Audit, Redesign Plar	nning and Implementation		
Reporting Period : N	Aonth of July	, 2010		Client Stakeholders :Tamara King		
Reporting Period : N	Reporting Period : Month of July 2019			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 26, 2018	100%	
Planning	June 29, 2018	97%	
Planning Sign off	April 10, 2019	97%	
Development	Spring 2019	40%	
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 July 2019	Projected Work Scheduled Month of August 2019
Design concepts:		Design:

* The BIOAAg, as well as a few member directory and template mockup updates were provided to OAA staff for * Team is towards the final stretch of mockups approvals. There are some questions to be review. BIOAAg mockups have been approved. There are few questions on the other items which the team will discuss and move towards complete sign offs.

Planning:

- * Government Relations functionality has been signed off.
- * Simone sent the BIOAAg functionality details to OAA staff for review.
- * Project team to discuss the BIOAAg functionality for final approval on 8-13-2019.
- * OAA staff team reviewed the News Article tool in beta environment and would like to share this with the practice group so that we can the team can review and provide final sign off on Knowledge Base functionality.
- * Due to pending sign off on some aspects, planning timeline has continued to extend.
- * Any delays in planning wrap up will cause project timeline to extend further and will also have budget implications due to the extension.

Development:

* Development team started work on Member Directory sections.

discussed so that team can move towards complete signoffs.

Planning:

- * Pending sign off on design/functionality of knowledge base, pending News Article functionality review. Team looking to see if News article can be styled before we show to the group.
- * Planning timeline has been extended from updated anticipated timing of mid May. Due to the extension of sign off on Knowledge base and pending responses to iMIS questions, the project timeline will be impacted, along with budget implications.
- * OAA team have requested for more information on sitemap and how pages will link and work together on the website for knowledge base and government relations. This request is for a visual representation and will be something Sputnik team will have to quote on once details are received from the OAA staff team.

Development:

* Development team to continue through iMIS integration for member directory and

OAA Website Audit and Redesign STATUS REPORT

0	+	h	^	r	

* Content Development kick-off meeting to update content stakeholders on project background, milestones, scope, design and to confirm next steps in the Content Development process took place on July 25. OAA Staff team will be following up with individual meetings with various departments in August and September.

coordinate with iMIS team on any questions.

 $\ensuremath{^*}$ Development team to continue through tools and modules and front-end development.

Enginess											
ID		Action	Owner	Impact/Notes	Due Date	Resolution Date at					

Risks / Issues											
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date at						
	Any delays in planning wrap up will cause project		Delays in project impacting development and eventually								
	timeline to extend further and will also have		launch which may affect budget.								
1	budget implications due to the extension.	Project Team	danen milay anest sauget.								

Shifting Perceptions OAA & Proof 2016-2019



June 27, 2019



Overview

Over the past three years, the OAA and its communications function have evolved significantly.

This presentation is designed to reflect on the communications activities over the past three years and is organized chronologically to capture important highlights and milestones. It also highlights the following key elements to consider as we look to the future:

- Challenges
- Learnings
- Opportunities

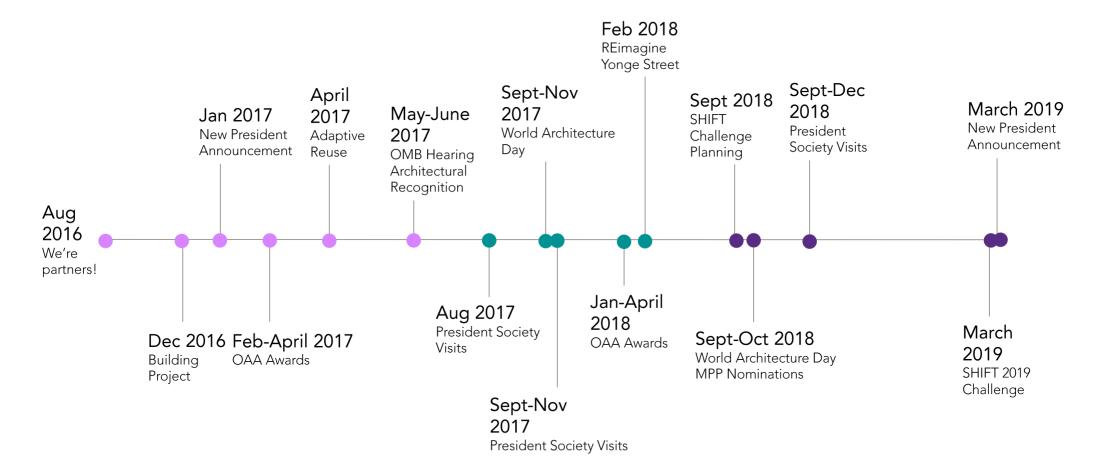
Three Years in Review



With the evolution of the OAA's priorities, Proof's support has also changed over time. We leveraged a proprietary tool that pulls news from Twitter based on search terms. The charts show when "Ontario Association of Architects" or "OAA" was mentioned in the news.

Looking at the first two years of our partnership, we see more spikes as a result of ongoing news of the day pitching and a number of project priorities. In year three, we were directed to focus our attention on SHIFT. That's why we see two clear spikes corresponding with the points in the year when we executed media outreach

Our History OAA | Proof





Our First Wins

In August 2016, building on our work together on site plan approval, Proof identified affordable housing as an immediate news-of-the-day opportunity for President Toon Dreessen.

By December, we were collaborating on a strategic communications plan for the OAA's Building Retrofit project. This involved:

- Building a nuanced narrative to use the retrofit as a case study demonstrating how the OAA was leading by example; anticipating potential issues
- Inserting the OAA in national conversations about the 2030 Challenge

Proof secured bylines in The Globe and Mail and Huffington Post and identified a timely opportunity for commentary on BNN ahead of the First Minister's Meeting on climate change.





Ontario Association of Architects says site plan reviews impacting affordable housing

OAA president says delays can add hundreds of thousands of dollars to project costs







Back before we talked about climate change and the damaging environmental impact of fossil fuels, Fram oil filters introduced an iconic marketing slogan in 1972: "You can pay me now, or pay me later."

The auto mechanic's sage advice 45 years ago pointed out that it's cheaper to take proactive action now than pay more later. This also rings true when it comes to climate change and sparing energy bills.

PrOAAd Moment: Building a collaborative relationship and dialogue with Toon from day 1 to ensure we explore and successfully leverage regular PR opportunities.

New President Communications

In January 2017, John Stephenson was named the OAA's president. Proof supported John with media training and amplified this announcement in trade and local media reaching targeted audiences and key stakeholders.

Proof continued to work closely with the OAA and John; communications evolved to include the OAA council priorities.

Over the beginning months of John's presidency, Proof worked to identify news-of the-day opportunities where John could provide commentary, including adaptive reuse and heritage buildings.



CBCNEWS | Toronto | 3



Key Learning: An "always on" approach to media relations paired with John's proactive interest in commentary made our outreach successful.



Contributing to Branded Conference Experience



In January 2017, the OAA invited Proof to present fresh ideas for the OAA's 2018 Conference theme.

Proof consulted with experiential marketing colleagues at Proof Experiences to help bring a theme to life for the Conference. In the end, four ideas were presented, including _____ by Design, which the OAA selected for the 2018 Conference theme.



OAA Awards

In February 2017, the OAA briefed Proof on the annual awards program to highlight the best in architecture in the province.

Acknowledging the shrinking media landscape and new opportunities with paid media, Proof proposed a pilot program for geo-targeted amplification on Facebook to engage communities where the finalists were based

Proof secured 138 pieces of coverage across Ontario, earning more than 10 million impressions, including a feature story on Story Pod in the Globe and Mail leading up to the Ceremony of Excellence.

PrOAAd Moment: Embarking on new territory in paid media support!

THE GLOBE AND MAIL *

THE ADOUTOURIET

The story of Story Pod has a very happy ending



The HollisWealth Story Pod was designed by Atelier Kastelic Buffey, a high-end residential firm BUOTOS COLIDTESY ATELIER MASTELIC BLIEFEY



University of Waterloo's Quantum-Nano Centre recognized as top building in Ontario







The 20 Design Excellence finalists for the 2017 OAA Awards



Design Excellence Award, which recognizes the best of the best in architectural designs

The OAA Awards showcases the exceptional work that Ontario architects are doing in the province the creativity and forward-thinking architects bring to their projects.



Bringing PR and Advocacy Together

Architectural Recognition

In late May/early June 2017, Proof and the OAA identified a media relations opportunity in Toronto, focused on the first anniversary of architectural recognition. The team secured an op-ed in The Globe and Mail. Unfortunately, an opportunity with The Toronto Star that we secured was ultimately put on hold because of OMB Hearing timing and further insights from the City of Toronto that didn't support a strong pitch angle.

PrOAAd Moment: Expanding the conversation regarding the importance of architectural recognition beyond our province in an op-ed in the Globe and Mail!



Bringing PR and Advocacy Together

Housing Affordability

In May 2017, the OAA engaged Proof to provide strategic counsel on how to position the OAA's commentary and involvement in the Housing Affordability report. Proof also provided initial social media recommendations for the report and a long-term media approach for extending its usability.

In June, Proof collaborated with the OAA council member Sheena Sharp on a content marketing strategy for developing two-pagers on the CANCEA Report.

OMB Hearing

In June 2017, the OAA presented its case against Toronto's harmonized zoning bylaw to the Ontario Municipal Board. The OAA argued that the bylaw makes it harder for homeowners to build or modify homes that will meet the evolving needs of our residents without applying for costly variances.

In advance of the hearing, Proof secured an op-ed with the Toronto Star for John Stephenson and offered interviews with the OAA's lawyer on the issue. Unfortunately, Proof was asked by legal counsel not to proceed with getting the piece published.

Key Learning: Working with the OAA's Communications and GR teams helped us identify opportunities for integration that could complement and leverage strategic priorities.



Bringing PR and Advocacy Together

World Architecture Day

In September and October 2017, Proof provided logistical support for the OAA's inaugural World Architecture Day event at Queen's Park. At the event, the OAA engaged provincial officials, including MPPs, to communicate the importance of architecture in the community.





President Society Visits

In advance of John's society visits beginning in the fall, Proof arranged opportunities for local iournalists to meet to discuss architectural issues impacting their communities. To identify locally relevant topics, we worked with society presidents.

Media coverage resulted in 114 pieces of coverage across print, broadcast and online media, earning 6,534,600 impressions.

Additionally, interviews with the Toronto Star and the Globe and Mail were initially secured, but scheduling conflicts prevented the interviews from taking place.

InsideOttawaVallev.com Architect president calls Renfrew's post office elegant, says important for community to be involved in designation process See 25, 2017 by Tiffany Leeack Reafrey Mercury f 😈 🎳 in 🖂







Lights Out: The Rise and Fall of CGE Peterborough Part 5 - What does the future hold?

By Global News







Key Learning: When possible, face-to-face meetings with journalists add extra value and present the OAA as a local participant and voice for architecture in the

Thought Leadership

In November 2017, the OAA recommended that governments adopt Quality Based Selection as part of their procurement processes in order to ensure that quality remained top priority. Ultimately, the OAA wanted Infrastructure Ontario to lead the way by adopting QBS.

Proof proposed an op-ed opportunity on this topic and penned a byline that was placed in ReNew Magazine for the OAA president John Stephenson.



BASED SELECTION

Stop thinking about cost and start thinking about value. Bu John Stephenson

car Wilde once wrote that a infrastructure projects is long overhiecomic was "a mun who knows the price of everything and the value is still being delivered today.

community for the procurement of public best technical design solution is selected. that the public is best served when the and private projects to be driven by a desire to secure the lowest cost instead of delivering the exertest value. This has been problematic in the past, as deteriorating infrastructure designed and delivered by the lowest-cost hidder illustrates, and it will be increasingly consecutainable stains forward so the recol for with accelerating climate change.

of Quality Based Selection (QBS) for the similar legislation. design teams that produce important public The U.S. push for QRS came with the innovative and effective long-term solution

New evaluation

anniversary, Canadians were reminded procurement process in which firms submit incentivizes architects and engineers to cut of the great infrastructure projects that qualifications to an owner who evaluates fees to below the point where services can helped shape our nation. Transformative and selects the most qualified firm based be provided at an acceptable level of quality. megaprojects like the Transcontinental on the specified needs of a project, and This undermines the ability of professionals Railway and the St. Lawrence Seaway were not according to the lowest bid submitted, to respond appropriately to the many driven by the vision of building a better. This allows architects and engineers to indeterminate challenges faced in delivering nation and, though they certainly cost a great compete based on an understanding of client on a project in a way that advances the deal, they provided immeasurable value that needs, incentivizing them to discuss design public interest. innovation, and helping to ensure that the QBS is sometimes misenderstood to be Unfortunately, there is a trend in the building most qualified bidder who will produce the a driver of cost, as it is generally believed

realization that the fee-first model often led to noor outcomes, merticularly for million works projects. Making up-front costs of nothing." With the country's 150th At its most basic, QBS is a competitive the top selection criteria encourages and

The risks of focusing on price, instead of value, are no more acute than in the earliest stages of a project.

The risks of focusing on price, instead Government Services Canada and Industry with the "best value" or even the "lowest of value, are no more acute than in the Canada have confirmed their support in cost." A focus on lowest price ignores the fact earliest stages of a project when the principle, most of Canada still lags far that architectural and engineering services creative talent that guides these projects behind other countries, with only Quebec are not commodities, and their procuremen are retained. An incredibly small variance mandating QBS for provincial agencies, cannot effectively be obtained in this in consulting fees for architects, engineers. In the United States, meanwhile, QBS has manner, architects are creative professionals and their design teams can easily make been required by law for the procument of who develop solutions to design problems a hundredfold difference in the value architectural and engineering services for all. Best value and even lowest cost, especially and public benefit of the project that gets federal projects since 1972, while 47 states when considering the very long life of public delivered. For this reason, a shift to a process and hundreds of municipalities have adopted infrastructum, is in fact most often achieved

environmentally-cosponsible design grows Although many professional bodies lowest price is obtained, but this common accommend OBS, and both Public Works & mispercention confuses the "cheanest price" when a focus is placed on finding the most

OAA Awards

Based on key learnings from Proof's first time supporting the OAA Awards in 2017, Proof and the OAA began planning for the next cycle in early 2018.

Proof proposed a new media relations strategy to make more impactful touchpoints with media and develop timelines through media coverage. This resulted in a streamlined announcement approach limiting media fatigue and cannibalization.

Together, we also identified goals and needs for an online paid program – the target audience plus the behaviours and thinking we wanted to influence. Proof introduced Instagram into the paid strategy to amplify awareness and encourage Awards voting.

PrOAAd Moment: A three-page spread on not one, but two finalist projects in The Globe and Mail!



OAA Awards

Our media relations efforts resulted in:

- 52 pieces of coverage across regional and trade media earning 6,029,191 impressions
- 1 TV hit with CTV Northern Ontario
- 1 three-page spread in Globe and Mail featuring two finalist projects

In addition, Proof once again executed a paid media program which spanned across Facebook and Instagram:

- 181,917 people reached
- 396,355 impressions (meaning that each person saw a post an average of 2.17 times)









Julis Romo Rabinowitz and Simpson International buildings win Ontario Association of Architects Award

The Julis Romo Rabinowitz and Louis A. Simpson International buildings at Princeton University have won a 2018 Design Excellence Award from the Ontario Association of Architects (OAA)



Sudbury's architecture school wins prestigious award



PrOAAd Moment: Hitting new strides and targets on Facebook and Instagram.

REimagining Yonge

Proof worked with the OAA and Toronto Society of Architects (TSA) to develop an official position and media relations approach regarding the REimagining Yonge Street initiative

With agreed upon participation for commentary from the Toronto Society of Architects, Proof quickly developed a pitch and secured a byline with NOW Toronto. This ensured both the OAA and TSA's positioning and messaging were fully controlled.

The story appeared online and earned 399,000 impressions.

Why Transform Yonge is a watershed moment for city-building in Toronto

Today, Toronto Council is presented with the opportunity to complete a critical stretch of Yonge that has been decades in the making. The exercise is nothing less than a referendum on what kind of city we want to build for the future.

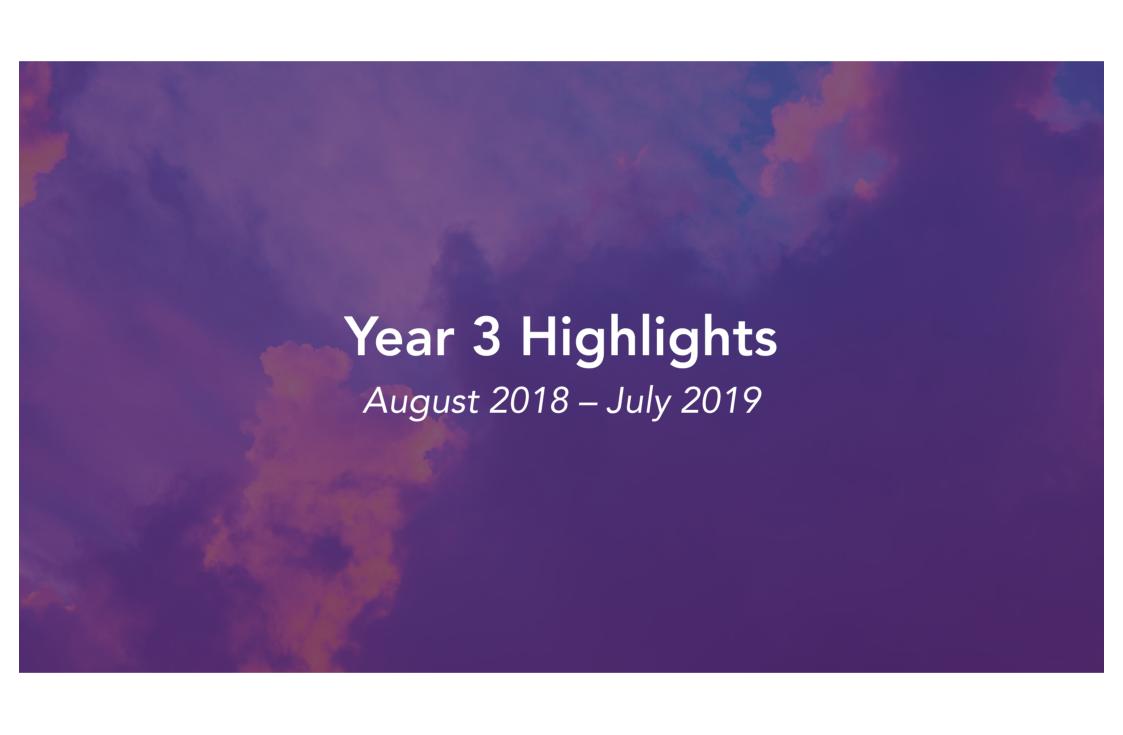
BY MARIA DENEGRI

MARCH 27, 2018 7:41 AM





Key Learning: We had a short window of opportunity to build from the newsworthiness of the topic. Understanding OAA's and TSA's positioning on the topic, and the flexibility of the organizations, meant we could execute pitching quickly, which was key in our success.



World Architecture Day

In its second year, Proof extended support to the OAA for World Architecture Day by:

- Securing (at short notice) the participation of Attorney General Caroline Mulroney as host and speaker
- Confirming speakers from the NDP and Liberal caucuses
- Securing 27 RSVPs from MPPs representing all major parties as well as 29 building nominations from MPPs

While there was a stretch goal of securing attendance of 30 MPPs, we feel that, with a new government (and newly elected MPPs) in power, 27 attendees was a successful result

Looking Ahead: Although member statements weren't secured in include in Year 3's plans.







President Society Visits

In late 2018, Proof supported society visits for the second time. Leveraging learnings from the previous year, the media relations approach was finetuned, which included media scans on architectural news well in advance of John's visits. From there, we reached out to local journalists to offer opportunities to meet with John in person.

Proof secured 11 interviews, and coverage resulted in 2,042,776 impressions.

Key Learning: Blocking time off for the president to meet with media while in town can help minimize scheduling conflicts.

SATURDAY NOVEMBER 17 2005

Downtown challenges

President of the Ontario Association of

Architects says building large projects where the infrastructure already exists is best

MARY KATHERINE KROWN

Suild on what you have. John's tophened a president of the Orabrio Association of Architects, ways building large pool, or where the infrastructure already sociate is viewed fall in line with good observations of the orabrio orabrio.

phaning rinciples. When deciding on a location the sayproject, Siephenson says most phanes recediblocks the provincial policies that are implies traggerent the way manifestibles appear and speech flooripolities appear patting capital peoplect where here in already infrastructure, Siephenson says.

"There is a prederence in provincial plasming policy today is a development that represent intentification of existing environment, becomes the development of the de

mandate."
In addition to being more cost
efficient, Stephenson says placing projects where services exisis more sustainable and services
mandally responsible.

When planning large project Stephenson says it pays to loc within The seweech carts, or many proposed for the Kingson Entertainment District, isospect to-containment District, isospect to-containment District, isospect Surface of the most conflyprojects Surface of the most conflyprojects.

oppdach to the KED w. downoppdach to the KED w. downen debuts. He says bothoptions owide potential benefit: While ecore hasobvious advantages in resconductions in the sand income, copys "there are benefit on both des of this question."

"It dimably boils down is what he commandy which what shall add the downtown, he add "Phat does he sear destrible fact fature, for its downtown care." He says downtown areas: on be challenging to downto. Other there is a lack of space, since may of the stall estate is a knowly over and complete. Park ing can also be problem. But, when downtown is grid a little streeties. They reput d supporting the scomate visibility downtown ret."

Kingsway Stephenson downtown, phenson says as preside the Ontario Association chilects, "we promote suita approaches to the plane."

on of buildings."

Building downtown is simply
note surbinable in the long-term
te anns.

within areas that "diventionable this and by infrastructure are interested by infrastructure and in real to be better in the result of the properties of the

ukknown@pustrockis.com water gater yearway You can com we commo

Architect sees promise in Windsor's mix of downtown development

A leading Ontario architect thinks Windsor is on the right track with redevelopment of its core urban areas, but he says there's still a ways to go.

CHRIS THOMPSON, WINDSOR STAR Updated: November 7, 201



radio one



The head of the Ontario Association of Architects coming to Sudbury

07:59

Nov 13, 2018

Each year, the head of the Ontario Association of Architects tours the 13 regional societies of architecture to discuss what their concerns are and what issues need to be addressed. One of those stops is in Sudbury. We spoke to him about some of the challenges being faced by architects in Sudbury and Northern Ontario. We also touched on the Kingsway Entertainment District and the value of having a school of architecture in the city.

Challenges for architects in the North

'A good architect who is the master of the process can be a very good school designer applying the skills that they have that are very transferable to the design of the project but clients don't always recognize the transferability of those skills'

Oct 2, 2018 9:30 AM by: Chris Dawson



SHIFT Challenge

Starting in Spring 2018, the OAA directed Proof's focus to the SHIFT Architecture Challenge for the majority of Year 3.

Proof supported the OAA in setting communications objectives and developing tactics to reach the OAA members and the public.

Together, Proof and the OAA identified a two-phased approach to engage with stakeholders: submission and presentation phases.

During the submission phase, Proof identified the need for case studies that would provide some measure of guidance for what a project could look like. We developed three case studies to showcase a diverse set of approaches to the Challenge.

Looking Ahead: The list of recipients for this year's SHIFT Challenge makes for a strong list of case studies to use for the 2021 Challenge.







SHIFT Challenge

Beginning in March, Proof pitched selected SHIFT Architecture Challenge projects to national, local and trade media. This effort marked our most successful outreach to date

Offering commentary from project leads and the OAA's President Kathleen Kurtin, Proof secured 208 pieces of coverage including front-page stories in the print editions of The Sudbury Star and The St. Catherine's Standard

The team secured coverage in almost all regions pitched and more than doubled the coverage garnered as a result of outreach in support of last year's OAA Awards.

To date, Proof has secured 6 interviews, with coverage appearing in 133 outlets, earning over 13.3 million impressions.

Key Learning: The media was keen to learn about submissions that had a strong personal and local angle.



OAA announces selections for the inaugural SHIFT Challenge

By Newinhomes on Apr 05, 2019

The Optoria Association of Architects appearanced its colections for the insuranced SHIET Challenge, which aim courage architects, engineers and designers to solve societal issues with their skills and expertise.

e SHIFT Challenge will take place every two years, complementing the OAA's Design Excellence Awards which highlights the best of the best in Ontario architecture

"The SHIFT Challenge reflects the importance of the built environment in people's lives." says Kathleen Kurtin. OAA President. "Introducing this program as a complement to our usual design awards is an important demonstration of our abilities as a profession to confront challenging problems that extend beyon individual projects into the broader built environment



Bike lanes alongside train tracks could beef up city's cycling network, architects say







Proposal could add 100 km of lanes, team says, but Metrolinx says it's not that simple





cyclists could help the city create a new, conflict-free cycling network, as shown in this design. But Metro says it's not that simple. (Supplied by Smart Density)

DAVID DONNELLY - THIER + CURRAN **ARCHITECTS**





Story pod recognized for linking architecture with social equity

Ontario Association of Architects' first SHIFT Challenge projects



The Standard



'Incredible potential' in third canal

New President Communications

Following the announcement of the OAA's new President, Proof helped prepare Kathleen Kurtin for her new role by conducting a media training session in March 2019.

Proof also held a separate discovery call to get to know Kathleen, her background and interests, which are being used to identify and develop media story angles.

Considering that the OAA directed Proof to focus efforts on the SHIFT Architecture Challenge, Proof recommended a multi-pronged approach. In some cases, this involved combining the Challenge outreach with the announcement of Kathleen's new role coupled with the OAA's priorities to provide media contacts with two options to cover the OAA. Where appropriate, targeted outreach focused only on Kathleen's appointment which included a byline for Canadian Architect.

Looking Ahead: Pairing Kathleen's personal and professional story in a Canadian Architect byline ahead of Mother's Day.





Kathleen Kurtin Named OAA President For 2019

n my own case. I probably should not be surprised that my dauehter is now an intern architect.

As a single mother. Loften dragged her with me to lectures and exhibitions. When we went on vacation. interesting buildings more often than traditional kid-friendly places. When we went to Parks as a precuri "I wanted to give back to the profession," she says. mmersion, we opted for the Centre Pompidou and Versailles over Disneyland and the Femis wheel. And "Architecture has provided me with an exciting and breaking her arm, a planned ski weekend turned into a mad drive to NYC to walk through the Gates inst. Park by Christo and Jeanne-Claude

Does this make me a self-indulgent mother? Maybe, but I now realize that I exposed my daughter to son remarkable facets of our profession. Less easy to reconcile are the evenings my daughter slept in a tent worked to meet a deadline-or some of the dinner conversations that focused on my frustrations, such a Kurtin registered with the Ontario Association of Architects contractor built a detail wrong

My daughter's embrace of architecture makes me reflect on the future of our profession and what will b ent generation. As the new president of the Ontario Association of Architects (OAA), I am particularly:

practice, Kathleen Kurtin Architect. Over the next decade ensuring an accessible, inclusive, diverse and equitable profession into the future.

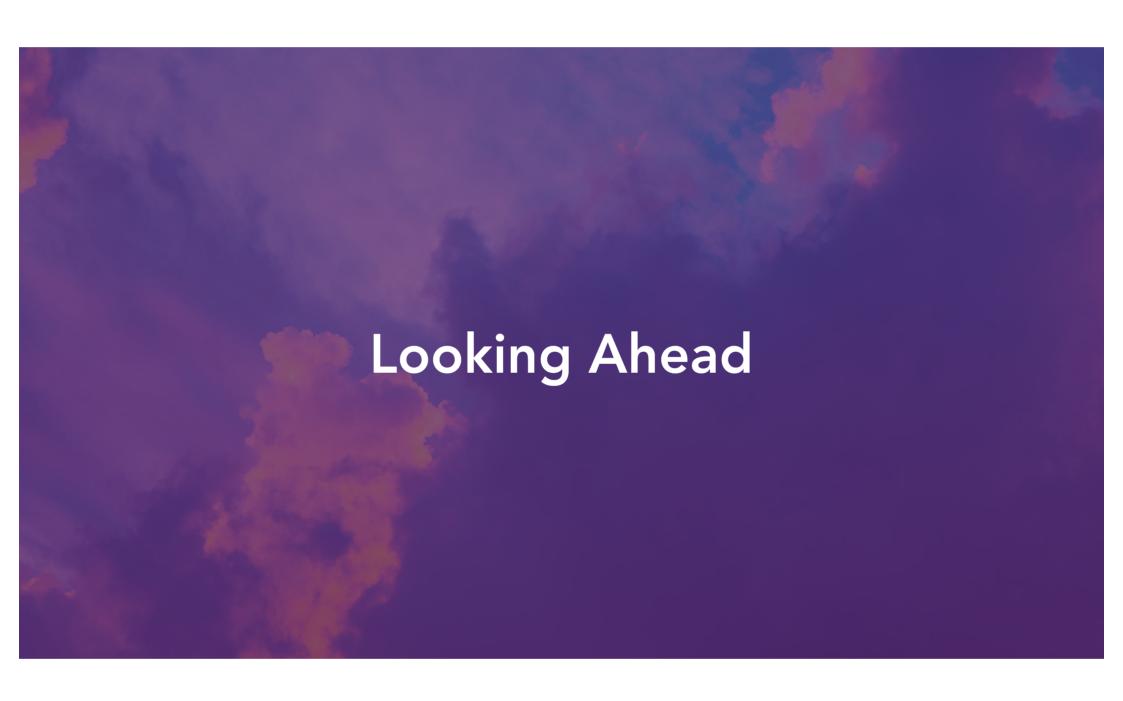
The Ontario Association of Architects (OAA) is pleased to announce the election of Kathleen Kurtin, OAA. MRAIC, to serve as OAA President for a one-year term.

rewarding career-I feel that it is important to ensure the

(OAA) in the early 1980s, launching her independent the firm distinguished itself as a mid-sized architectural practice specializing in renovation within Toronto's downtown core. With projects ranging from very small to upward of 500,000 square feet, her work included various building and client types, including retail, industrial, commercial, institutional and residential. The firm had a reputation for innovative and cost-effective solutions, and provided the foundation for the City of Toronto's Live/Work guidelines.



Kathleen Kurtin, OAA, MRAIC, Ontario Association of Architects' (OAA) President



There's a breadth of stories to continue to tell about the role of design (beyond buildings) in how we live, work, commute, play and go about our lives. There's an opportunity to continue shifting public dialogue and perceptions around the value of architects as **leaders and problem-solvers** and the role of architecture in solving societal problems, and driving economic growth, community development and job creation.

Including and leveraging the perspectives of the OAA members (what do they care about? What's in it for them? How do we address their stress points, from low-price bidding to risk transfer to poor quality?) would help evolve the OAA story to the next level.

Looking Ahead OAA | Proof

Thought Starters

Expanding the dialogue on:

- Council priorities education, diversity and inclusion
- Design challenges in Toronto and across Ontario
- Housing affordability and affordable housing
- Climate change

Extending the storyline on the OAA's Building Project:

- How do the OAA members and Ontarians feel about energy efficiency?
- Leading by example through committing to the 2030 Challenge
- How other organizations can learn from the OAA

World Architecture Day

- Building on the learnings from previous years, what can we do to enhance and grow public engagement and awareness?
- Is there a way to get members and architecture students involved more?

Consider entering public conversations where architects can add perspective:

- Sidewalk Labs
- Retrofitting suburbia to meet the needs of aging populations
- Aging infrastructure and adaptive reuse
- Public and private procurement

OAA 'leading change' through its HQ renewal

Patricia Williams July 25, 2018



headquarters on Moatfield Drive in Toronto are being refreshed as part of an ambitous retrofit project. Seen above is a view of a section of the third floor office space. General contractor is MJ Dixon Construction Ltd. Construction is scheduled for completion by early next year

on Moatfield Drive in Toronto. Completion is scheduled for early next year

The construction contract was awarded to MJ Dixon Construction Ltd. at a cost of just over \$6.2 million. The overall budget is \$8.5 million.

Looking Ahead OAA | Proof

Thought Starters

Ottawa's leaders don't seem to understand that architecture matters

By ANDREW CADDELL JUN. 19, 2019

As the city reaches one million citizens, its planning committee has outdone 'toolf and approved something for the Château Laurier that can only be generously described as a and a radiator.

The Magazine for Clean Capitalism

Corporate Anights

BUILT ENVIRONMENT

Greening the concrete jungle BYBRENDA BOUW

Are low-carbon aluminum, cement and steel pipe dreams or the blueprint for a brighter future?



The production of steel, cement and aluminum collectively accounts for about 15% of global greenhouse gas emissions and demand for the industrial materials is on the rise. A handful of pilots are underway to develop zero or nearly-zero carbon versions of these carbon-heavy materials, but the pace of change is hampered by a destroid investment.

Pilot examples include Sweden's Hybrit, which aims to replace coking coal with hydrogen and electricity; Quebec's Elysis, described as the world's first carbon-free aluminum smelting process; and

REPURPOSIN

SOCAP19

CHANNELS

BUILT ENVIRONMENT

CLEAN TECH

CLIMATE & CARBON

CONNECTED PLANET

Repurposing old buildings gives them new life

MATTHEW HALLIDAY

SPECIAL TO THE GLOBE AND MAIL
PUBLISHED JUNE 18, 2019

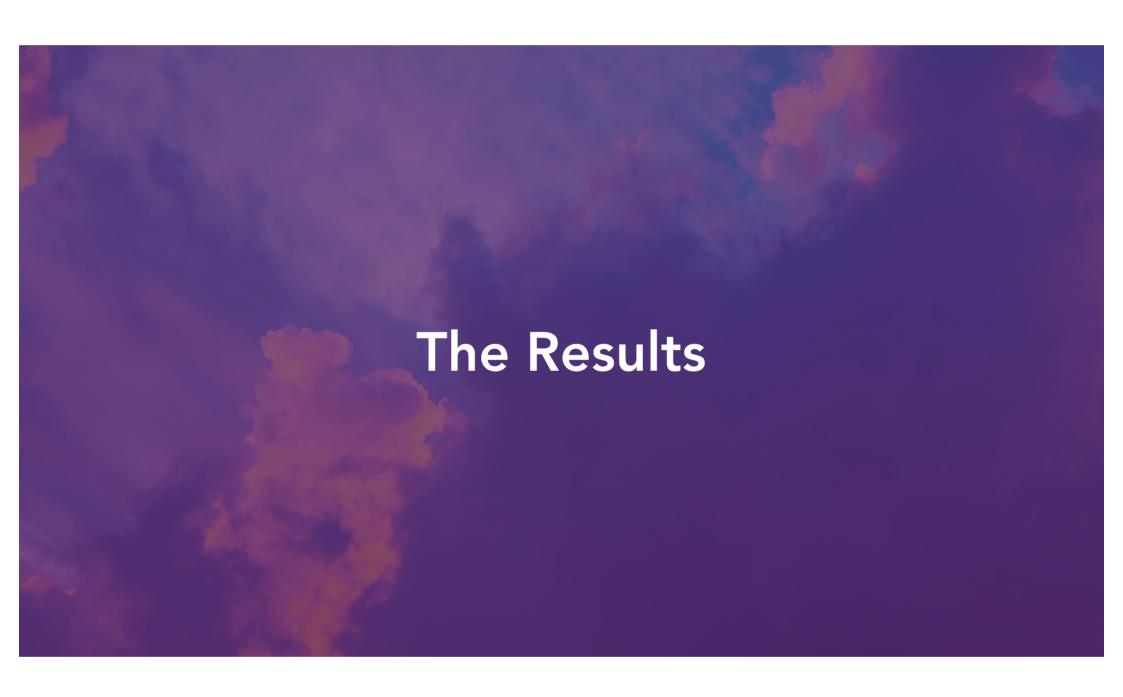


ied factory on the Lachine Canal in Montreal.

d's father was diagnosed with Parkinson's disease in 1996, he his daughter: to take over the family real estate business. Ms. ker at the time, had her doubts: "I thought social work and real diametrically opposed," she says.

y won out in the end, but it didn't hurt that Ms. Voland also saw er community work with her father's for-profit business. He d two early 20th-century factories on the banks of the Lachine sgether comprising nearly 850,000 square feet of space. Ms. to see the buildings destroyed, nor did she simply want to omic potential by turning them into upscale residences.





In our three-year partnership, here's what we have accomplished together:

Ensured always-on presence in the conversations that matter through much of the 3-year partnership

Inserted OAA into mainstream conversations (The Globe and Mail, CBC, Now Magazine, BNN)

Put building energy efficiency conversation on the radar nationally when federal support for it was still uncertain

Connected these conversations to the OAA's advocacy objectives and cycles

In our three-year partnership, here's what we have accomplished together:

Established innovative strategies and tactics, such as paid Facebook and Instagram engagements and conference branding

Provided counsel on complex issues, such as the OAA's perspective on Château Laurier re-design and the evolution of the OAA's awards portfolio

Developed thought leadership narratives for the OAA's presidents

Increased the OAA's media presence YOY in regional and national media

In our three-year relationship, we have learned:

An always-on proactive approach to media and stakeholder engagement ensures that the OAA continues to communicate the value of architects to make sure the profession gets the respect and prestige it deserves.

Understanding local architectural issues, and offering solutions is critical to extending OAA's reach and relevance in smaller Ontario communities.

Architecture is equally about the projects and the people behind them. Architects are designers of societal solutions and communities, not just buildings (SHIFT Challenge).

PR is one piece of puzzle. Government relations and social media amplify messages and positioning on topics and issues.

There is value in ongoing dialogue between the OAA communications team, president and council to align on key priorities.

THANK YOU CONTACT Natalia Smalyuk nsmalyuk@getproof.com 416 969 2674 proof ASK BETTER QUESTIONS"



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.5.a

Memorandum

To: Council

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

From: Mélisa Audet, Vice President Regulatory

Date: September 2, 2019

Subject: Vice President Regulatory Activities

Objective: Keep Council apprised of the Vice President Regulatory's activities.

Background:

Here the list of the Vice President Regulatory activities in June, July, August and September 2019 (since last Council meeting):

- Azure Awards June 21, 2019
- Interns Committee Chat with OAA Communication July 16, 2019
- Interns Committee Intern's Title Subcommittee Meeting (in person): July 16, 2019
- TSA Visioning and Planning Meeting July 17, 2019
- Budget Committee Meeting (partial attendance) August 14, 2019
- Budget Committee Meeting Follow-up with SVP, August 20, 2019
- Interns Committee Meeting (In person meeting at OAA HQ) August 29, 2019
- Executive Meeting (Conference Call) September 4, 2019
- Registration Committee September 10, 2019
- Executive Committee/Pro Dem Meeting September 11, 2019
- Pre Council Dinner September 18, 2019
- Council Meeting September 19, 2019

Action: None required, For your information only.



To:

Memorandum

Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen Barry Cline Walter Derhak Gordon Erskine Jeffrey Laberge Jeremiah Gammond Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

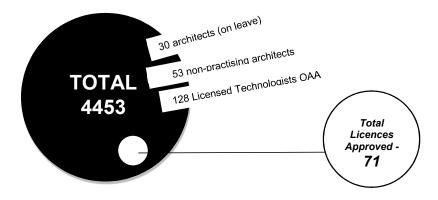
From: Mélisa Audet, Vice President Regulatory

Date: August 27, 2019

Subject: Activities under the Registrar

June 4, 2019 through August 27, 2019

1. Membership as of August 27, 2019



Licence Applications Rec'vd - 73

Total Licences Approved – 71

- First Time Applicants (FTA) 43FTA ITP 13
 - BEFA 1

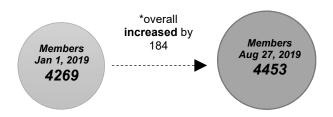
FOR COUNCIL MEETING

September 19, 2019 (open)

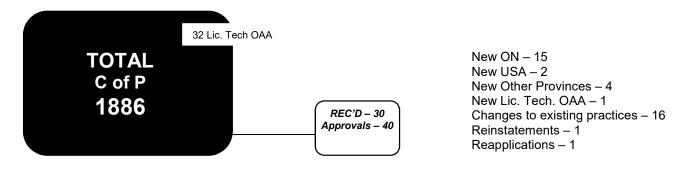
ITEM: 5.5.b

- Licensed Technologist OAA 1
- Reciprocal 14
- Mutual Recognition Agreement 4
- Reapplications 3
- Reinstatements 2
- Non-Practising Architect 2
- Reapplication > 3 years 1

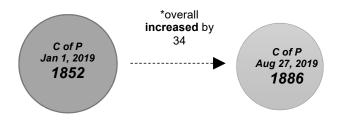
Membership Growth Summary



2. Certificate of Practice as of August 27, 2019



Certificate of Practice Growth Summary



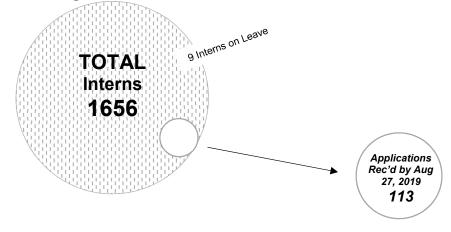
3. Temporary Licence Growth Summary



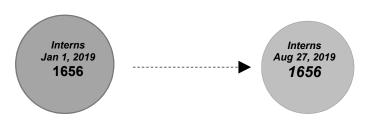
Limited Certificate of Practice Growth Summary



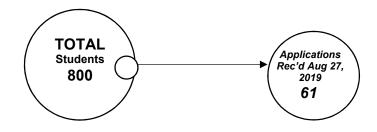
4. Interns as of August 27, 2019



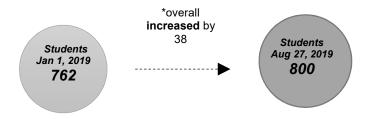
Intern Growth Summary



5. Students as of August 27, 2019



Student Growth Summary



OAAAS

Technologist OAAAS



Complaints Committee

41 complaints are currently before the Complaints Committee.

Discipline Committee

There are 17 Discipline matters, 10 of which are related to non-compliance with the Mandatory Continuing Education Program.

Registration Hearings

There are 3 Registration hearings that are pending.

Experience Requirements Committee (ERC)

There was one meeting for an applicant with International Experience.

Act Enforcement

20 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.



Memorandum

FOR COUNCIL MEETING September 19, 2019 (open)

ITEM: 5.5.c

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Sarah Murray Elaine Mintz David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Mélisa Audet, Vice President Regulatory

Date: September 8, 2019

Subject: Update from the Interns Committee

Objective: To provide Council with an update on the Committee's activities.

Background:

Saman Deilamani and Anna Beznogova were the two intern architects who were randomly selected to attend the 2019 OAA Conference held in Quebec City from May 22 to 24, 2019.

Saman Deilamani prepared and presented a short PowerPoint presentation about his experience at the OAA Conference (see attached). Saman attended as many courses as possible. He partook in Lunch & Learn presentations, the Shift presentation, the AGM, social events, etc. He especially enjoyed Nedra's presentation on professionalism at the OAA Admission Course lectures held during the Conference. Saman learned about the difference between projects in Québec and Ontario and emphasized the value of attending the Admission Course in person. Overall, it was a great experience.

Anna Beznogova was absent from the meeting due to work commitments. However, Anna prepared a slideshow presentation complete with notes about her experience at the Conference (see attached). Like Saman, her highlight from Conference was SHIFT as it included a diverse set of professionals who discussed social impact ideas.

Action: None required, For information only.

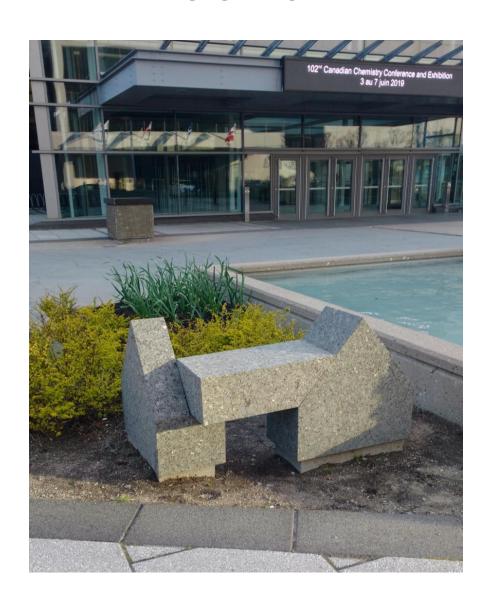
OAA Conference 2019

QUEBEC CITY

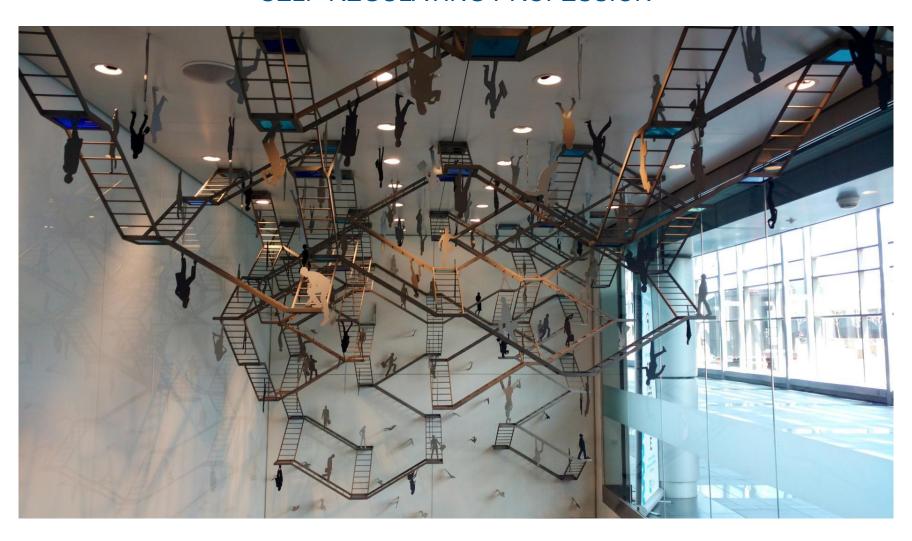
Saman Deilamani, Intern Architect

WEDNESDAY

LUNCH11 - FLEXIBLE DESIGN WITH PRE-FABRICATED SYSTEMS



01AC - PROFESSIONAL RESPONSIBILITY, ETHICS AND MEMBERSHIP IN A SELF-REGULATING PROFESSION



HAPPY HOUR

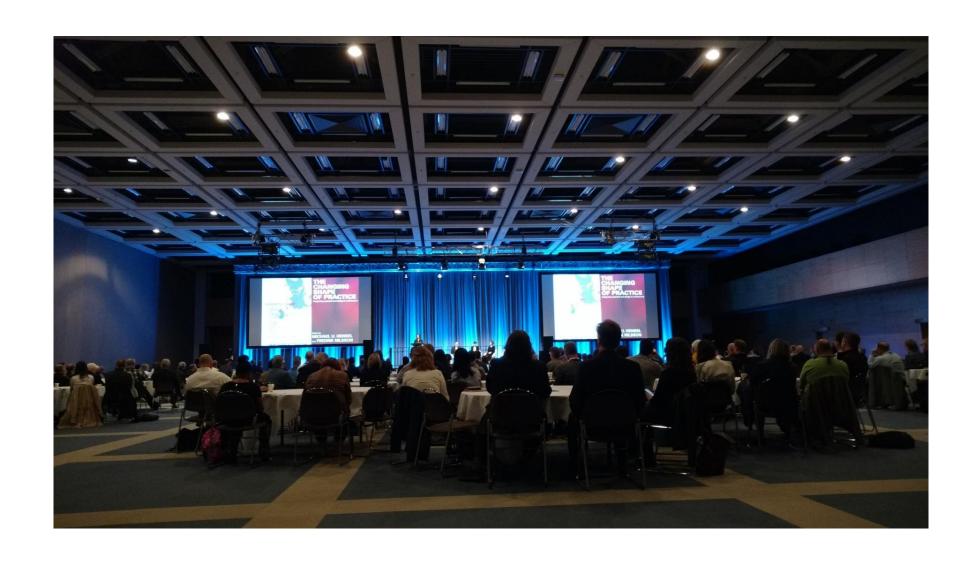


ANNUAL GENERAL MEETING



THURSDAY

PLENARY: AN ARCHITECTURE POLICY FOR CANADA



20CE - EMPOWERING YOUR ETHICS IN A CHANGING ARCHITECTURAL CULTURE



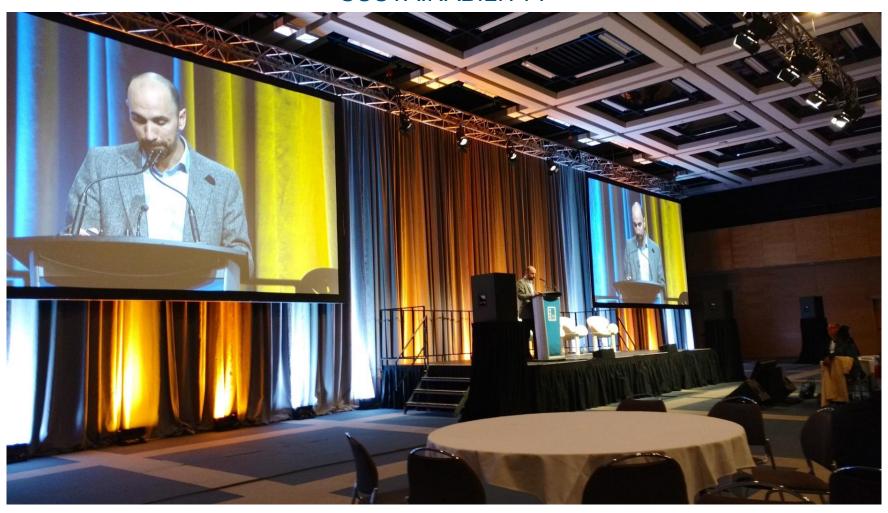
KEYNOTE LUNCH FEATURING CHARLES FISHMAN



02AC - CONSTRUCTION ACT



ARCHITECTURE'S SOCIAL IMPACT: THE MISSING PILLAR OF SUSTAINABILITY?



FRIDAY

03AC - LEGAL ASPECTS: PROFESSIONAL LIABILITY AND ARCHITECTS' CONTRACTS



RECOGNITION LUNCH



08AC - CONTRACT ADMINISTRATION & GENERAL REVIEW



SHIFT 2019 INFRASTRUCTURE / ARCHITECTURE CHALLENGE PRESENTATION



SHIFT 2019 INFRASTRUCTURE / ARCHITECTURE CHALLENGE PRESENTATION



archifête







Chateau Frontenac

- One of the highlights was staying at the historic Chateau Frontenac hotel. Shown here are the obligatory fire escape floor plan, the view from my room in the turrets facing into one of the courtyards, and the view from the hotel restaurant over the boardwalk.
- The Chateau Frontenac is a major feature of the downtown, easily visible from multiple vantage points in the city.





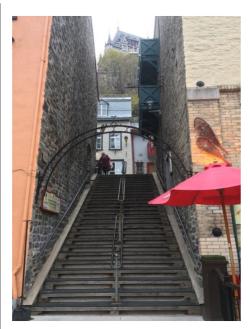






I took the opportunity to arrive a few days before the conference to explore Quebec because I had never been there before. Shown here are a few shots of the city showing art, architecture, and the elevation changes from higher to lower parts of the city.







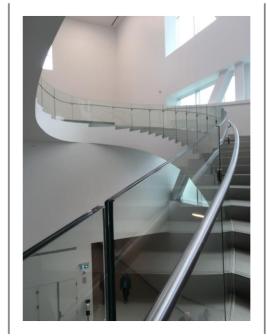


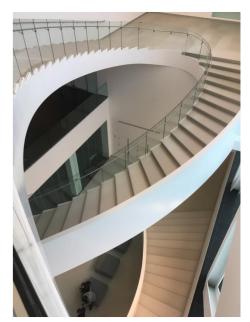
Musee national des beaux-arts du Quebec

As part of my sightseeing I visited the museum of art, which has a beautiful new addition. As well, the older part of the museum repurposes the old jail as a gallery. I've included some famous pieces of art that I got to see in person for the first time which was very exciting for me.









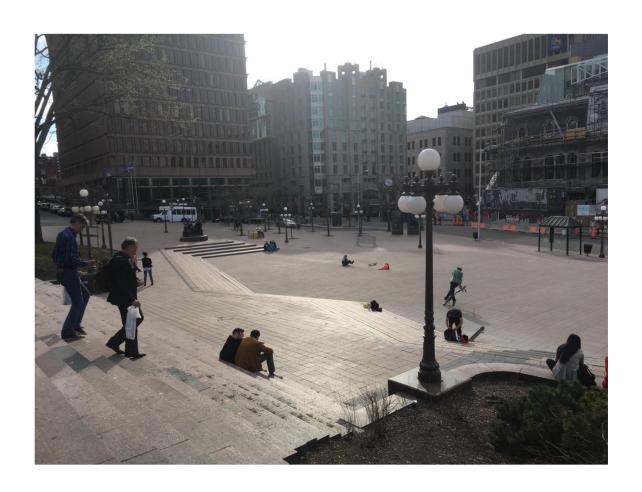




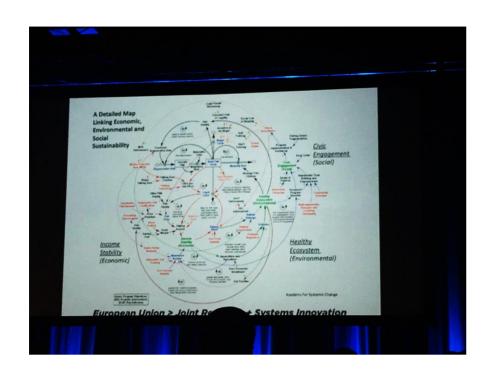


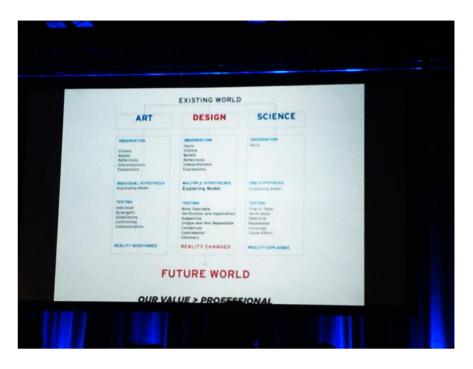
Freehand sketching for architects

We talked about tone and composition, and how to make thumbnail studies before moving to a full sketch.



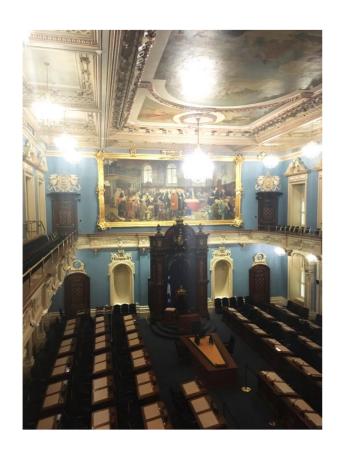
General Meeting Plenary Session





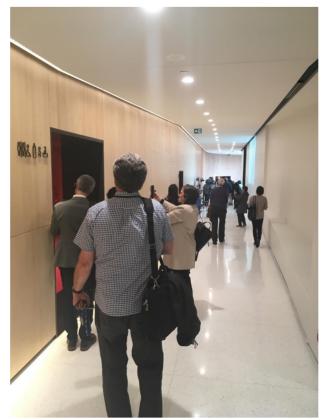
National Assembly Visitor's Centre

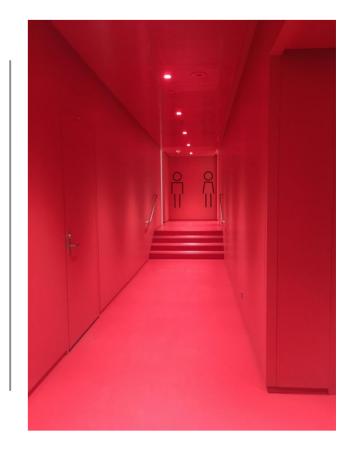
- This was a really great opportunity to visit the Visitor's Center before it officially opened to the public. This was probably the biggest highlight for me.
- The first two photos show the existing building for context of what you're about to see.
- One of the passages in the building was finished by an artist, and has a beautiful play of colour changing LED lights over a metal frame surface. All in all the visit was informative, the building is beautiful, and left a big



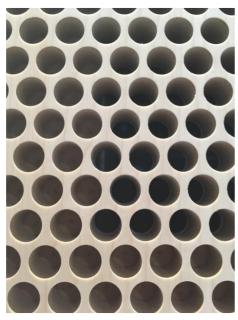




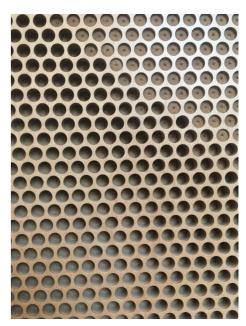










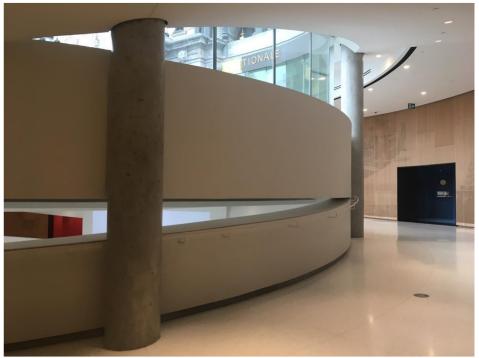


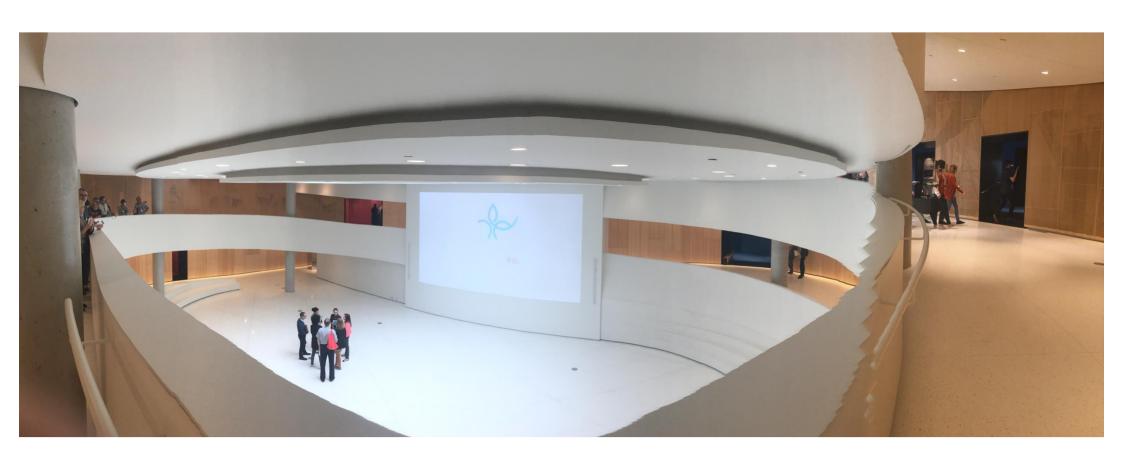


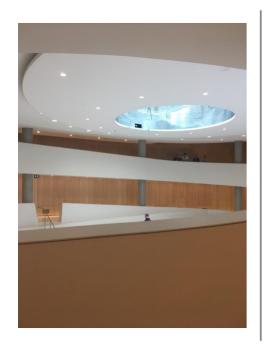




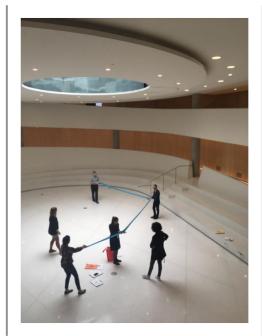


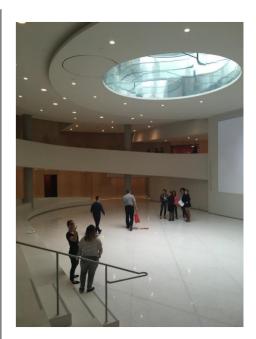






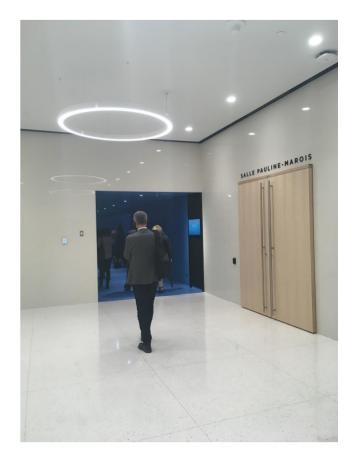




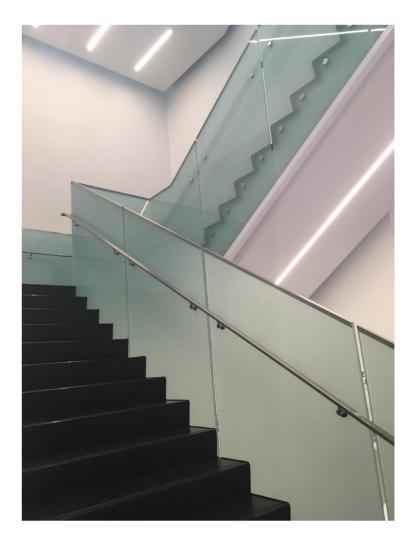














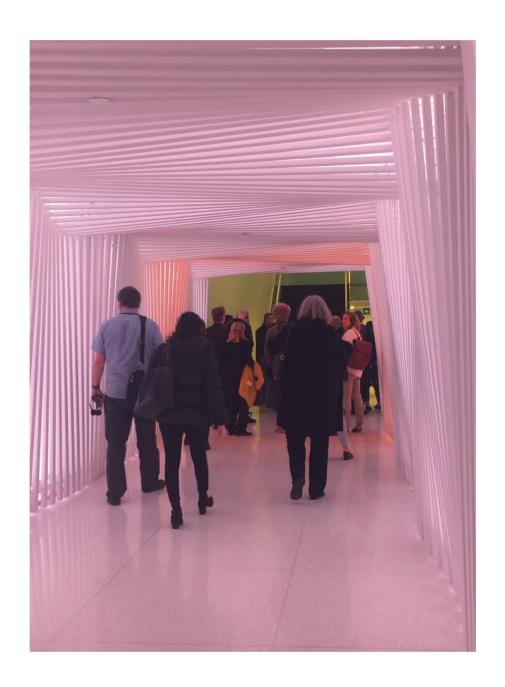






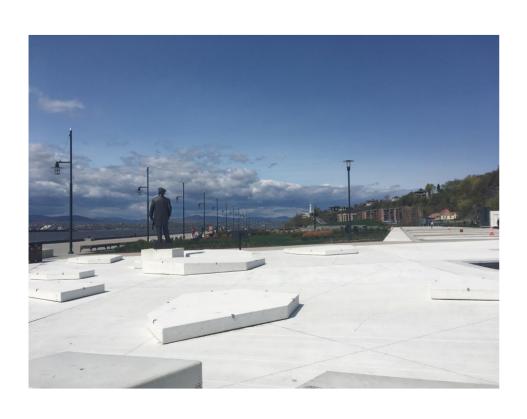






Place des Canotiers

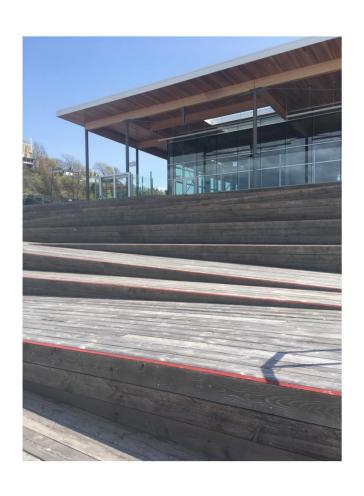
- One of the tour options was to take a ferry across to Levis to see the recently completed park.
- If I remember correctly, the architects drew inspiration from ice breaking apart to create the main water and seating feature of the park.
- It's a beautiful urban park for the waterfront that looks back onto Quebec City.







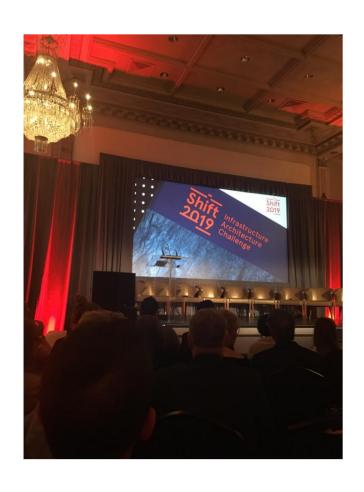








• Really enjoyed this presentation by the SHIFT challenge award winners. I found it inspiring to hear about the ideas of other young architects.





The Next Green – Heather Dubbeldam

- This presentation also left a pretty big impression on me. It was about Heather Dubbeldam's Prix de Rome research into sustainable design in Europe.
- I will admit I never really trusted that "starchitects" made good buildings by many metrics. Are they socially good? Are they good for the environment? Heather Dubbeldam's research assures us they are and I found this to be inspiring and rather uplifting as well. Shown are three pictures of buildings she talked about.





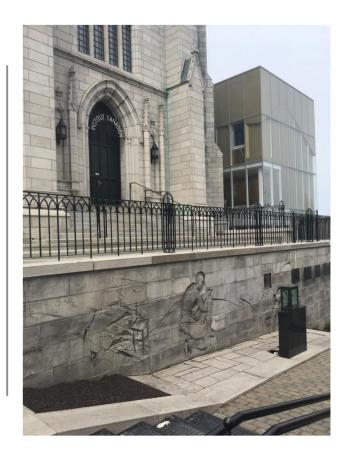


Maison de la litterature

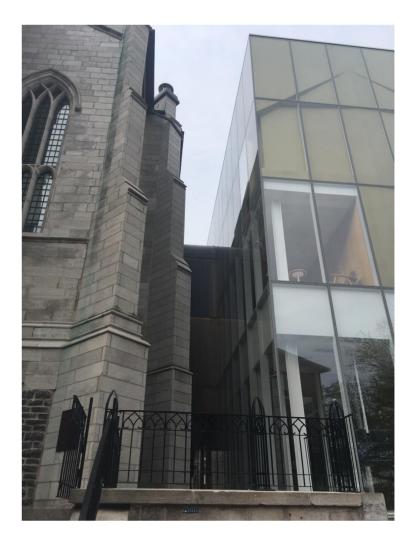
• On my last morning in Quebec City I got wind that an award winning building was just around the corner, and I decided I had 30mins to spare to have a look around. I certainly did not regret it!



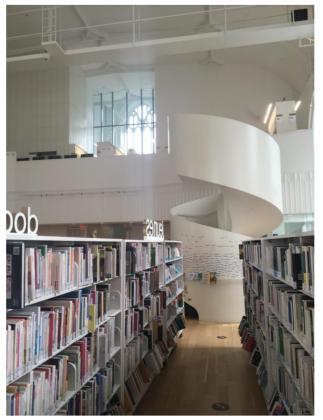


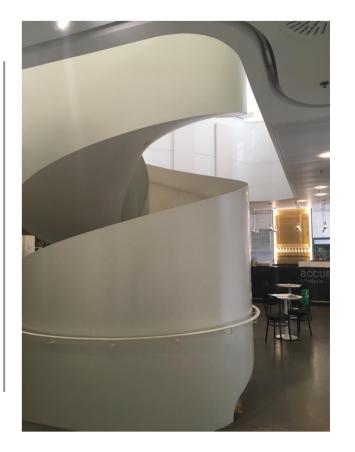


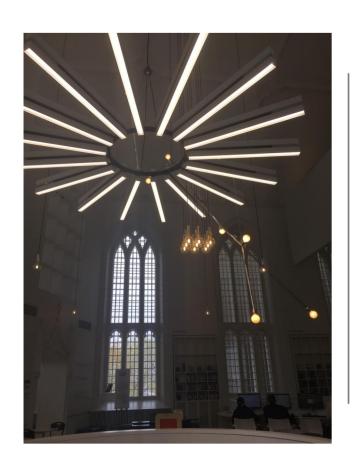


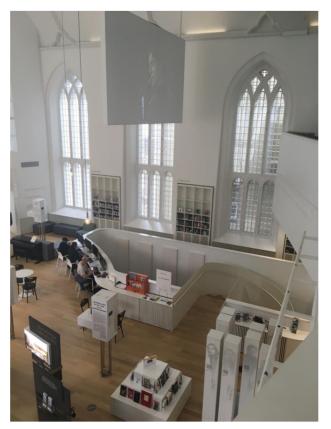




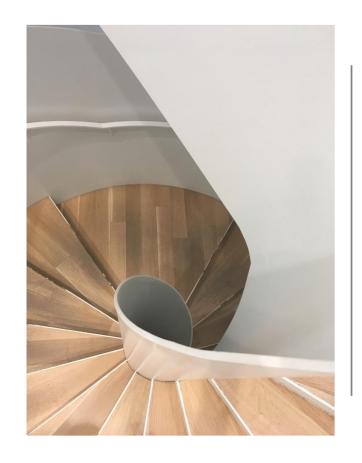


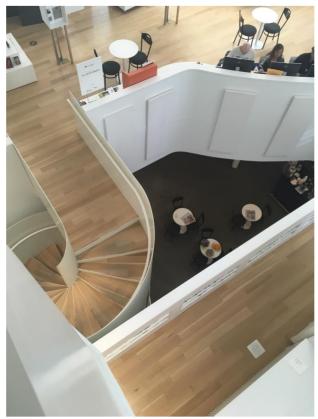


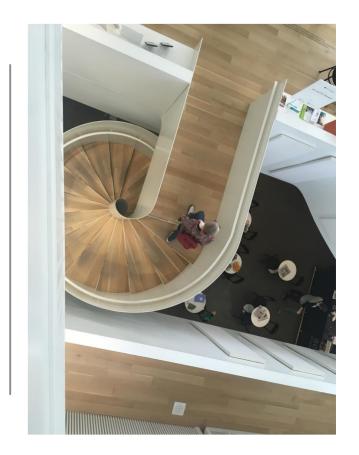












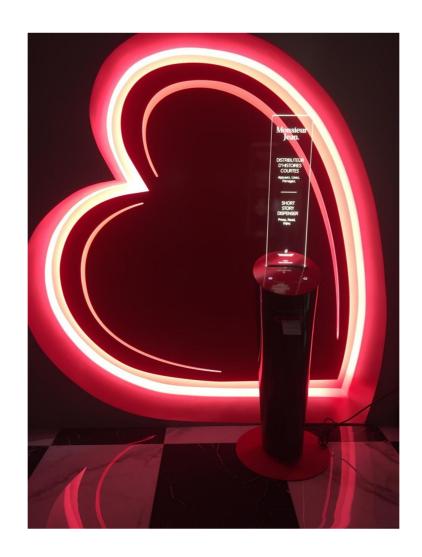


- But not before spotting a very bizarre double door at the airport. Not sure the purpose of the different finishes on each leaf or the inconsistent width of the door frame! Another "never seen that before" moment though not so much in the "inspiration" category.
- In conclusion I would recommend the conference to interns. I found it enjoyable and inspiring and felt like it was a good opportunity to think about the field as a whole, and to get out of the minutiae of project





A heart to wrap up my thoughts about the trip.





FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.6.a

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeffrev Laberge Jeremiah Gammond Agata Mancini Wayne Medford Sarah Murray Elaine Mintz David C. Rich David Sin Susan Speigel John Stephenson

From: David Sin, Vice President Practice

Alberto Temprano

Chair, Practice Resource Committee

Date: September 5, 2019

Subject: Practice Resource Committee (PRC) and

Practice Advisory Services (PAS) Update

Objective: To Update Council on activities of the PRC and PAS

Background: The items below were discussed at the September 17 PRC meeting or are

being dealt with by PAS.

1. Project Management (PM)

A roundtable conference call was held on September 12. The participants included members of PRC, and architect members who are successful in practicing project management. The intent of the call was to gather information and set the stage for the September 17 PRC meeting discussion of next steps and direction for the OAA to go forward.

Magid Youssef

2. OAA Document 600

The re-write of OAA 600 (and the other OAA standard contracts) continues, however it has been kept in a holding pattern due to the CCDC2 revisions not having been finalized. The OAA is also awaiting comments on the initial OAA 600 draft from the Construction Law Group of the Ontario Bar Association (OBA) who were on hiatus in the summer. As a result of the changes to the *Construction Act*, an interim version of the standard contracts is being prepared to address Prompt Payment and Adjudication taking effect October 1, 2019. These contracts will be available shortly after October 1. The next full edition of Document 600 release is anticipated for spring 2020.

3. PEO/OAA Coordinating Professional Joint Sub-Committee

The Chair attended the June 19 meeting where the Joint Sub-Committee was to create a definition for Prime Consultant, however there was no movement on this. Follow up with the Professional Engineers of Ontario (PEO) is pending.

4. Development of a joint guide to Construction Management

The OAA's comments on the development of a supplementary document to (CCA 26 – A Guide to the Construction Management Project Delivery Method – 2016) were sent to the Ontario General Contractors Association (OGCA) earlier this year. A full day workshop for the joint task force to work on this is scheduled for September 23.

5. Review of OAA's Quality Based Selection (QBS) Documents

Members of the PRC have reviewed the OAA's QBS documents. It was the opinion of the Committee that the OAA documents are in need of a complete refresh. This would be discussed in concert with the Practice Advocacy Coordination Team (PACT) with recommendations back to Council for consideration. An overhaul of the documents will likely require funding.

6. Practice Resource Committee mandate for review (attached)

The Committee is being asked to consider the PRC mandate's current composition after one year of operation. Recall that the PRC is a consolidation of the Practice Committee and Project Administration Resource Committee, and has only been operating in that capacity since January 2019.

- 7. Update on Requests for Proposals (RFPs) monitoring (attached)
- 8. Municipality Supplementary Conditions

The OAA had been in ongoing discussions with a municipality in the GTA. Although there was movement on minor issues, substantive changes were resisted. Following the issuance of an RFP and a lack of response from the municipality, an RFP Alert was issued. The municipality received only one response from an architect, and that response was qualified to address indemnification issues. As a result, the municipality disqualified the only bid they received. Subsequently a municipal staff architect requested a copy of the OAA's comments on the RFP, and indicated they were taking another look at revising their terms and conditions prior to re-issuing the RFP.

Action: Council to consider any proposed changes to the mandate for PRC based on the September 17 PRC meeting.



OAA PRACTICE RESOURCE COMMITTEE TERMS OF REFERENCE

MANDATE

The Practice Resource Committee shall advise Council and OAA staff on practice related matters, and provide thoughtful and responsible consideration of "best practices" for the provision of architectural services to the public, consistent with the *Architects Act*, and provide input into how this information is disseminated or communicated.

RESPONSIBILITIES

The Committee shall:

- 1. facilitate practice related policy development by Council, and respond to requests from Council on practice related matters;
- 2. develop Practice Tips and Regulatory Notices;
- 3. periodically review and recommend revision to OAA standard documents;
- 4. coordinate practice-related liaison with other organizations;
- 5. coordinate and liaise with other OAA Committees, sub-committees, task groups and Pro-Demnity Insurance Company;
- 6. participate in advising, informing and educating members on practice related matters;
- 7. identify, document and promote useful tools and practices;
- 8. encourage members to share useful tools, practices and lessons learned;
- 9. develop and/or foster practice related content for the OAA's Website and other platforms.

ACCOUNTABILITY

The Committee derives its mandate from the Ontario *Architects Act* and is appointed by the Council of the Ontario Association of Architects. The Practice Committee is accountable to Council to operate in accordance with the Act, the regulations and by-laws under the Act and in accordance with the policies and budgetary constraints of the Association established by Council.

AUTHORITY

The Committee may organise its work in accordance with its own priorities except that it shall give priority to specific requests from Council where practical. The Committee may from time to time establish sub-committees or task groups to assist with its work and may recruit members or others with expertise to such committees or task groups. A minimum of one Committee member shall be appointed by the Committee to every sub-committee or task group of the Committee. The Committee shall operate within the financial and staff resources provided to it by Council.

COMPOSITION & OPERATION

The Committee shall be composed of a sufficient number of members of the Association to represent a cross section of practice types and sizes, and other roles for architects. Members are appointed by Council for a term of three years, with a maximum of two terms, unless extended by Council. A quorum for any meeting is 50% of the current members plus one.

The Committee membership shall include two elected members of OAA Council, one of whom shall be the Vice President Practice, who shall serve as the Chair of the Committee. The other Councillor will serve as the Vice Chair who shall assist the Chair, and stand in for the Chair in the Chair's absence. One seat on the Committee will be reserved for a Licensed Technologist OAA. One seat on the Committee will be reserved for an intern for a term of two years, with a maximum of two terms.

There will be 12 members comprised of:

VP Practice, one Councillor, one Licensed Technologist, one Intern, and 8 members at large.

TIMEFRAME

- This Committee is a Standing Committee of the Ontario Association of Architects and thus has no sunset.
- The Committee will review its mandate every two years with a view to refreshing it, and/or integrating its work into other activities/committees already in existence; and ensure its mandate aligns with Council priorities and the OAA's Vision, Mission and Mandate.
- The Committee shall advance any modifications of its Terms of Reference to OAA Council for approval.
- The Committee will meet approximately eight times a year and operate on a calendar year basis. The work of the Committee and any sub-committee can also be conducted in a spontaneous manner between formal meetings via e-mail, conference call or other means.

	Dates Issued/Closed	Client/Owner/ Procurement Authority	Actions/Comments	
2019				
1	Close Sept 18, 2019	City of Brampton, Addition & Reno, RFP Balmoral Rec Centre	Requested by Member	
2	Close Sept 19, 2019	Second City Arch/Eng Services, RFP One York Street	Discussions initiated w/ Second City	
3	Close Sept 11, 2019	Lanark County, DB Social Housing, RFP LC-2019-007	Requested by Member, under review	
4		Federal PSPC - RFI Solicitation EP008-19369/A - Project Planning and Advisory Services and Project Execution Services	Requested by Members, under review	
5	Close Sept 5, 2019	City of Cornwall, Arts & Cultural Centre, RFP#19-P12	RFP Alert Aug 30/19	
6	Close Aug 19th, 2019	City of Cornwall, Administration Building, RFP 19-P05	RFP Alert Aug 9/19	
7	Close Aug 7th, 2019	North Bay Community & Recreation Centre, RFP 2019-62	Requested by Member	
8	Close July 25th, 2019	St Catherine, RFP_P19_187, Carlisle Parking Garage	Requested by Client	
9	Close July 22nd, 2019	Carlton University, RFP#28-06-19, New Student Residence	Requested by Member, issues reviewed with Member	
10	Close July 8, 2019	UHN, Tunnel Design Competition, RFSQ 2019-028	Requested by Member	
11	Close July 10, 2019	City of Brampton, Fire Station 214, RFP 2019-028	RFP Alert Jul 5/19, no RFP response, Client revising RFP	
12	Close June 25/19	City of Mississauga, Burnhamthorpe Community Centre	Requested by Member, comments sent Client, no response	
13	N/A	Northumberland County, Generic SC's	Requested by Client - Reviewed w/ Client	
14	Close June 17/19	City of Guelph Washroom Replacement, Ref 19.097	RFP Alert Jun 10/19 - Taled to Client	
15	Close May 23/19	Providence Manor Kingston, RFP#2019-MQ-067 Agreement	Reviewed agreement w/ Member	
16	Close May 3/19	Francoachat, Ottawa Area, RFQ (5 Schools)	RFP Alert Apr 23/19 - Talked to Client - revised SC's	
17	N/A	GrowLegally Confidentiality Document	Requested by Member	
18	Close Apr 2/19	Mohawk College RFP M12-05-19 E Wing Renos	Requested by Member - Talked to Client - Revising RFP	
19	Close Apr 3/19	Chatham Kent - New Fleet Garage (R19-220)	Member Request - Client agreed to delete free design	
20	Close Mar 20/19	City of Greater Sudbury RFP - Frobisher Depot	RFP Alert March 14, 2019 - Talked to Client	
21	Close Mar 11/19	University of Guelph McNaughton Building	Requested by Member - Talked to Client - Revising RFP	
22	Close Mar 11/19	Town of Georgina Civic Centre RFP	Requested by Member	
23	Close April 16, 19	St Mary's RFP-DEV-01-2019 Fire Station	RFP Alert March 1, 2019 - Talked to Client	
24	Close Mar 6, 2019	City of Thunder Bay, New SNEMS Ambulance Base	RFP Alert Feb 26, 2019 - Talked to Client	
25	Close Jan 24/19	Brock University RFP DB18-11 Residence 8 Redevel	RFP Alert Jan 21/19 - Talked to Client	
26	N/A	University of Guelph - Ridgetown - SC's (after award)	Requested by Member - Talked w/ Client - revising SC's	
27	Close Jan 18/19	City of Cambridge RFP#2018-97 Forbes Park Washrooms	RFP Alert Jan 15/19 - Talked to Client	
28	Close Jan 9/19	Centennial College RFP - Compliance		

Year	RFPs and Supplementary Conditions Reviewed	Number of Alerts Issued	
2019	28	10	
2018	57	18	
2017	42	16	



FOR COUNCIL MEETING September 19, 2019 (open) ITEM: 5.6.b

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Sarah Murray Elaine Mintz David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Practice Review Committee

David Sin, Chair, Vice President Practice

Maged Basilious, Member Peggy Chiu, Member

Date: September 3, 2019

Subject: Report on OAA Practice Consultation Service (PCS) and meeting of the

Practice Review Committee.

Objective: To provide Council with an update on the administration of the OAA Practice

Consultation Survey (PCS).

Background:

Update on operation of the Practice Consultation Survey (PCS)

The Practice Review Committee met on August 28 to review the 2018-2019 PCS cycle. During this cycle, 258 practices were surveyed, meeting the target established by Council. Overall it was a successful cycle. Twelve (12) practices did not complete it. Of those 12, 8 were no longer active firms, 4 were non-respondents due to various reasons such as retirement, giving up their CoP, office closure, and a requirement for a CoP to be created to be licensed in Alberta and BC.

As a reminder, a summary of the responses to the survey is reviewed by the Executive Director at the end of each month and any issues of concern are flagged. Where concern is raised, a Practice Advisor is asked to contact the firm to discuss those issues in a constructive manner. However, most firms are compliant and no disciplinary action was required.

As mandated by Council, the Committee also reviewed and approved the new list of randomly selected practices for the 2019-2020 cycle. The practices are randomly selected from the OAA database from those that have not yet participated. In addition, 'new practices' are also included in the list. Recall that in accordance with the policies for the program as approved by Council, all new Certificate of Practice holders are required to participate in the PCS in the first 12 months of operation.

I have attached a few comments that were received over the past year which are provided at the end of each PCS for Council's information. The paragraph below is a quick summary on some comments, and what the Committee is looking at to address these.

Some comments were that:

- a number of questions did not apply to their practice.
- there should be more options than 'Always', 'Occasionally' and 'Never', and that a
- 'Not Applicable' response be made available on more questions.
- the questions be tailored to different types of practices

The Committee suggested that a comments box for each question could address all the above, and allow survey participants to feel more comfortable about their responses.

The Committee noted that architects should know all the rules and regulations regardless of whether or not it applies to their practice. Specific work might not apply to their particular practice this month, but it could apply the next month. Further, the public expects that a licensed architect should know all the rules and regulations about their profession regardless of whether or not it applies to their practice.

The 'Introduction' to the Practice Consultation Survey does not indicate that if an architect doesn't have the experience, they can answer based on knowledge of best practices. The 'Introduction' also has no mention of a comments box at the end of the survey questions.

Staff will look at revising the 'Introduction' and incorporating a comments box for each question.

Action: No action required.

Attachment: PCS 2018/2019 Cycle Participant Comments.

Practice Consultation Survey

Comments from Cycle 2018-2019 Practitioners

- Being that our firm has only been in operation for just over 1year, I didn't feel like many of the questions applied to us, as we have not been doing projects long enough to be able to comment on the majority of questions, simply because we have not encountered that situation yet. And in many cases we had to reply on how our company handled it, with no option for N/A (not applicable). I think N/A should have been offered for many more questions, because it made it hard to answer questions that did not apply to the work/experience we have done/had to date.
- The survey was very helpful. I have a very small practice, and as a sole-practitioner it is always a challenge to manage all aspects of a project. There are strengths and weaknesses in every practice, and it's helpful to know what areas need improvement. Thank you.
- I think that there are situations where there should be more options for answers.
- There were several questions that were difficult to answer accurately based on the options available. Often the most accurate answer would be 'usually' where the options were 'always' and 'never' or 'occasionally'. As a practice that is involved with both large projects requiring full services, review, and extensive paperwork, and smaller residential renovations projects, many of the questions asked have different answers for the two types of projects. This made it difficult to choose an answer for many of the questions that is accurate to both situations.
- This was a good survey exercise for re-reading the tips, docs and guidelines. Thanks.
- This survey is a good reminder that we are professionals ruled by the Architect's Act, the regulations of the Association and the Codes of the jurisdictions we work for. Generally speaking, we are compliant.
- Some of the questions need latitude in answering them. E.g. an option for writing clarifications rather than an absolute answer. Good Survey. The last question on general review was vague.
- Thank you! I appreciate the quick refresher course to ensure my ongoing professional responsibility.

- A vast majority of questions were straight forward however I found some questions hard to
 answer accurately. For instance, a question regarding whether my practice engages in
 certificates of payment and of substantial performance. Because the majority of my contracts
 are with developers the answer to this question is rarely and yes but I was restricted to yes or
 no therefore chose a less inaccurate yes.
- This is a good survey and it is good to re-read some of the practice tips. As I have gone along I
 have reprinted and recirculated some of them to appropriate staff. It would be good to be able
 to go back and review all the previous questions without wiping out what you just answered.
 Some of the questions should allow for multiple responses. They are not all yes or no questions or
 'always /occasionally /never' may need some clarification or explanation.
- This was a helpful review and I appreciated being able refresh my recollection of some of the linked documents.
- This survey is a beneficial reminder of the standards for practice.
- It would be helpful if there was a comments section allowed for every question to be able to expand on each specific answer.
- Great eye opener there are areas that we have not looked at for a while and we need to go back and refresh some of our policies and procedures.
- Good learning. This is going to help me improving the practice. Most of the projects are small in nature and does not require frequent review, particularly for interior alterations. The real question is how to get project & to sustain, particularly for a small firm.
- ... in some cases, there was no 'N/A' option. In these cases, I answered the way 'I would' if put into the scenario or 'I have' in my work as an employee of a firm. I realize that my situation may be quite unique, so overall, I think the idea of the survey and content for the vast majority of firms in Ontario is great. It ensures that firms are aware of practice tips, bulletins, regulations etc. and reminds and reinforces these concepts.



Memorandum

FOR COUNCIL MEETING September 19, 2019 (open)

ITEM: 7.1

To: Council

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

From: Nedra Brown, Registrar

Ellen Savitsky, Manager, Education and Development

Date: July 4, 2019

Subject: Update on online Admission Course after two academic years.

Objective: To keep Council apprised of the results of the first two years of offering the

Admission Course online.

Background:

In 2015, the OAA began a dialog with the University of Toronto, School of Continuing Studies (SCS) on the possibility of advancing the Admission Course to online delivery.

In 2016, the OAA and the University of Toronto, SCS established a partnership to develop and implement a dynamic and engaging online Admission Course.

The newly developed online Admission Course has been launched in 2017. Since then, the OAA offers the course in three formats totaling five sessions per year:

- Online Admission Course (Fall, Winter, and Spring Semesters);
- · Conference Admission Course (set of selected modules);
- In-House Admission Course.

Over the last two years, approximately 430 Interns have successfully completed the course through the online delivery mode which accounts for 70% of course total enrollment via all three formats.

To serve the needs of architects, in fall 2019, we are planning to launch eight Self-Study Online Modules making the Admission Course content conveniently available for architects on 'per module' basis.

Attached is a report from the University of Toronto, SCS with highlights of this partnership, the benefits of online learning and relevant data associated with the Admission Course to date.

Action: None required. For information only.



Ontario Association of Architects in partnership with the University of Toronto School of Continuing Studies

Annual

Report

2019

1. Introduction

In 2016, The Ontario Association of Architects (OAA) and the University of Toronto School of Continuing Studies (SCS), a globally recognized leader in continuing education and online learning, established a partnership to address the learning needs of intern architects, with the development and implementation of dynamic and engaging online Admission Course.

With a foundation of shared values, and a commitment to excellence, the goal of this partnership was to re-imagine the OAA's Admission Course and provide a fresh approach to course content. The purpose of the OAA Admission Course is to ensure interns acquire knowledge and develop skills to prepare them to enter the profession. Objectives for this partnership include supporting interns through a learning community online and more in-depth coverage of course content through an interactive and engaging online experience. The OAA's talented team of developers worked closely with the SCS team to achieve these objectives.

An OAA goal was to provide interns with flexibility and choice to complete the Admission Course and the new online course has helped make that happen. In fact, OAA now offers the Admission Course in three formats, with a traditional in-class course and selected course Modules offered at the Conference rounding out the available options.

This report shares the highlights of this partnership, the benefits of online learning and relevant data and results associated with the Admission Course to date.

1. Best Practices in Adult Education

SCS approaches course development with learners at the centre. By distilling the required competencies and learning outcomes required by the profession and associated with the Admission Course, SCS worked with the OAA and subject matter experts to develop an effective online course to acquire the requisite knowledge and skills.

At the core of the Admission Course is design excellence. Adult learners bring a diversity of needs as they engage to learn. The development team addressed the course goals with best practices in adult education, and addressed the four main learning modalities, noted below, building variety and innovation into the learning experience.

- Visual Learning. There is extensive use of images and diagrams embedded in the course to exemplify and reinforce key points.
- Auditory Learning. Hearing the voice recordings of the guest speakers/subject matter experts, consistently through each module, creates strong connections with the material, and the perspective addressed by the experts.
- Having the instructors available throughout the course and OAA guest speakers/subject matter
 experts participating in regularly scheduled webinars (recorded for subsequent review) gives interns
 access to OAA experts to have their questions answered.
- **Reading/Writing Learning.** The learning context for each Module provides more explanation about the content, giving learners carefully selected materials to read and learn.

• **Kinesthetic (Physical) Learning.** This type of learning is through physical action whether it is making something or applying something in a 'hands-on' way. An example of this type of learning is the building code case, where interns apply what they have learned to a practical example.

Practice quiz questions, approximately eight to twelve, are other application based learning supports throughout each Module. These quizzes assist interns as they interact with the content and focus on the most important aspects, applying what they have learned throughout the Admission Course.

The Confidence Quizzes at the conclusion of each Module reinforce the material and learner mastery. The successful completion of these quizzes ensure intern engagement, providing confirmation to OAA that learners have completed each Module and finished the Admission Course. The successful completion of these quizzes are also required for practicing architects to earn continuing education credit hours.

2. The Benefits of Online Learning

The benefits of online learning are numerous. A key benefit is accessibility and the convenience it provides learners as well as instructors and guest speakers/subject matter experts. The format is not only flexible, but learning can be accessed anytime anywhere without the constraints of time or place. In fact, interns from across the province, or other jurisdictions, can now take the online Admission Course as an alternative to the in-person and conference-based options OAA also provides, while managing their professional responsibilities.

Designed as a self-study course, learners can complete the course at their own pace, within the parameters of the course schedule. Webinars with OAA approved guest speakers/subject matter experts enrich the course experience. Learners may participate in webinars live if they wish, submit questions in advance for discussion, or review recorded webinars later when it is more convenient.

An extensive content review occurred before the Admission Course pilot. From the Admission Course pilot and two subsequent offerings the course content was updated. Now, with the course fully launched, SCS will work with OAA to refine the content review and update process to keep material current and relevant. This process will enable OAA to approve and manage the now multi-format Admission Course curriculum for consistency.

The following learner comments received from Admission Course Learner Surveys are characteristic of the feedback overall and highlight the online learning experience and impact of the course.

Learner Voices - Excerpts from Learner Surveys

- The interactive features and the quality of the interface amplify the positive learning experience and facilitated the absorption of the informative and educational content.
- The content was practical, relevant and on-point with current (industry/topic) trends, issues.

 Quercus <the learning management system> added value to the course and made the course more accessible.
- Online lessons were very in depth and easy to follow.
- Online platform was well-designed and user-friendly.
- I truly appreciated the online platform. I'm unable to travel to the OAA conference in Quebec City this year and appreciate the opportunity to learn the content without the expense of travel. Was

- super helpful to be able to balance work with the course as well.
- Course content was fantastic, instructors were fantastic! Great experience!

3. Relevant Data and Financial Results

As part of our partnership, OAA paid SCS \$67,500 to assume responsibility for online course design and development, ongoing course improvements, course administration including learner registration and records, instructor compensation, training and support and where applicable, marketing and communications. The SCS portion of the described revenue share outlined below covers associated costs.

OAA Admission Course	Instructors	Registration	Revenue (\$350 tuition fee, excluding tax)
3435-003 Fall 2018 October 15 - December 16,	Fan Zhang Allen Humphries Guest speakers listed	71 – total registration 60 - full payment * 11 – complimentary**	Gross Revenue: \$21,000 Revenue Share (10%):
2018	in Appendix B	, ,	\$2,100 (excluding tax)
3435-004 Winter 2019	Fan Zhang Ivan Martinovic	78 – total registration	Gross Revenue: \$26,950
January 14 – March 17, 2019		77 – full payment * 1 – complimentary**	Revenue Share (10%): \$2,695 (excluding tax)
3435-005 Spring Summer 2019	Allen Humphries Ivan Martinovic	84 – total registration 84 – full payment	Gross Revenue: \$29,400
May 13 – July 17, 2019		or ran payment	Revenue Share (10%): \$2,940 (excluding tax)
TOTAL		233	Gross Revenue: \$77,350
			Revenue Share (10%): \$7,735 (excluding tax)

^{*} Includes one 'SCS Alumni Benefit' payment amounting to \$350.

In comparing year over year, there were 28 additional registrations in 2019, and OAA's revenue share increased from \$5,390 in 2018 (inaugural year with a no fee pilot course) to \$7,735 in 2019.

4. Looking Ahead

Looking ahead, SCS will work with OAA to define a scheduled content review that is planned and sustainable for both OAA and SCS.

^{**} The list of complimentary registrations is in Appendix B

The online Admission Course will be scheduled each semester and exact dates will be announced shortly:

- Fall 2019 Semester (September 1 to December 31),
- Winter 2019 Semester (January 1 to April 30), and the,
- Spring Summer 2020 Semester (May1 to August 31.)

Developing and maintaining a robust team of OAA-approved instructors, with experience instructing the Admission Course, is an important part of ensuring we have a seamless operation every semester. Being pro-active, we are working with OAA to identify and orient additional qualified instructors to expand the instructional talent pool. Working together, we will deepen the bench strength of this team and continue to build a roster of people with requisite skills needed to be an OAA Admission Course instructor: a combination of architectural expertise, teaching ability, excellent communication skills and technical competence. Expanding the OAA approved guest speaker/subject matter expert roster will also ensure the availability of this expertise for the Admission Course.

To serve the needs of architects, in fall 2019, we will launch eight self-study online Modules making the Admission Course content conveniently available for this audience.

We would welcome the opportunity to work with OAA on future projects.

In our work together the OAA and SCS achieved what we set out to do, leverage our shared commitment to excellence and innovation in the creation of a new and engaging online Admission Course. By collaborating, we combined the OAA's vision and SCS's expertise in the design and delivery of engaging, rigorous and accessible educational experiences. We look forward to continuing this fruitful collaboration by working together to continually improve the course experience, broadening our instructor pool and welcoming new learners online.

Appendix A

OAA Admission Course Guest Speakers

- 1. Glenn Ackerley
- 2. Nedra Brown
- 3. Deborah and James Farrow
- 4. Allen Humphries
- 5. Christie Mills
- 6. Martin Rendl
- 7. Mike Seiling
- 8. Charles Simcoe
- 9. Michael Swartz

Appendix B

Complimentary Registrations

- 1. Gord Richards, Architectural Institute of British Columbia
- 2. Nedra Brown, Ontario Association of Architects
- 3. Ellen Savitsky, Ontario Association of Architects
- **4.** Christie Mills, Ontario Association of Architects
- 5. Jenelyn Torres, Architectural Institute of British Columbia
- 6. Karen Chantler, Architects' Association of New Brunswick
- 7. Licence Admin, Architectural Institute of British Columbia
- **8.** Mark Vernon, Architectural Institute of British Columbia
- **9.** Belinda Chao, Architectural Institute of British Columbia **10.** Don Sterritt, Architects' Association of New Brunswick
- 44 5 14 1 4 12 1 4 4 12 13 6 14
- **11.** Eren Wuest, Architects' Association of New Brunswick
- 12. Sharon Portelli, Association of Registered Interior Designers of Ontario, ARIDO



FOR COUNCIL MEETING September 19, 2019 (open)

ITEM: 7.2

Memorandum

To: Council

Kathleen Kurtin Mélisa Audet Amir Azadeh J. William Birdsell Donald Chen **Barry Cline** Walter Derhak Gordon Erskine Jeremiah Gammond Jeffrev Laberge Agata Mancini Wayne Medford Elaine Mintz Sarah Murray David C. Rich David Sin

Susan Speigel John Stephenson Alberto Temprano Magid Youssef

From: Chair. Communications Committee

Amir Azadeh

Committee Members

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

Date: September 5, 2019

Subject: New Logo Launch

Objective: To provide an update on current and ongoing communications activities related to

the new OAA logo. (For information only, no action is required.)

Background:

The new OAA logo will be launched simultaneously with the new Website in early 2020 (target: March).

This important change to the OAA's identity results in one visual representation for the Association as a whole. This "sunsets" the use of the OAA Crest and requires logo implementation across the board. The updated Visual Identity Guidelines and OAA Style Guide is the first step is confirming the direction for the design, creation and maintenance of the OAA logo.

This fall, Communications staff will apply Leo Burnett's Visual Identity Guidelines to ensure artwork and materials are updated and ready for launch. A number of items can be completed within the 2019 budget and the other items listed below have already been incorporated into the 2020 budget pending approval.

LOGO implementation items

These items are to be updated/designed by OAA staff, but will require set up charges and/or production/printing charges.

Mandatory items

\$27,000

Stationery (letterhead, envelopes, business cards, note pads, labels, etc.)

Job Sign

Banners

Pins (member, Councillor, public)

President's Medal

Promotional items: office (mugs, gobo (stencil for stage lighting incorporating logo))

Awards: (update existing awards + Honour Roll paper; set up charges)

OAA Building (signage, integration of new logo)

The following items will be updated by OAA Comms staff and do not require additional budget:

In-house work / housekeeping items

Visual Identity Guidelines
OAA Style Guide
Office Templates (letterhead, memo, agenda, meeting notes, PowerPoint,
OAA News e-newsletter, report cover, Council package, etc.)
Sponsorship package and guidelines
OAA Certificates (member, practice, honorary)
Electronic forms (departmental, website, administration)

Action: For information only.

Publications (awards, SHIFT)