

## **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:**

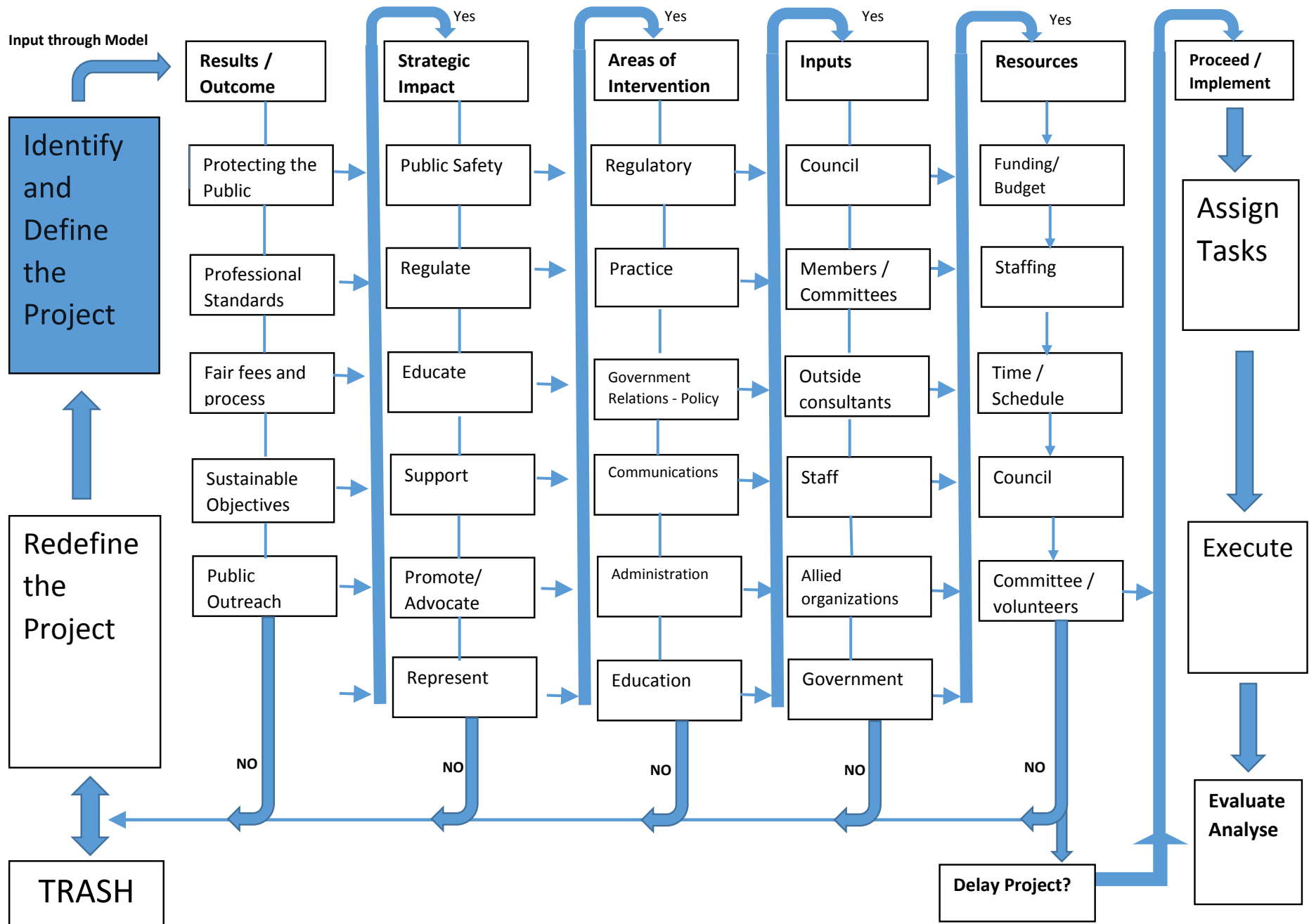
**To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.**

### **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

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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) 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 material, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council.

In an effort to gain efficiencies in dispensing of Council business during each meeting, the format of the Council agendas incorporates the use of a Consent Agenda approach. The consent agenda groups materials that are regular reports or intended for information only into a single agenda item. In so doing, the grouped items can be approved or discussed in one action, rather than dispensing of each item individually. For the purposes of the OAA Council agenda the consent agenda will include the 'Executive Committee' reports and items 'For Information'.

#### Procedures for the Use of a Consent Agenda

1. All documentation associated with consent items must be provided to meeting participants in advance. Council members must review the consent agenda documentation before the meeting to ensure that they are informed of the issues that are to be passed as part of the consent agenda.
2. As part of the approval process, the Chair will ask members of Council if anyone wishes to discuss any of the items listed on the consent agenda.

**If it is determined that an item on the consent agenda requires discussion it will be removed from the consent portion and addressed individually.**



- 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 November 5, 2020 at approx. 11:00 a.m.**

**Meeting # 270**

**OPEN MEETING AGENDA**

**Recognition of Traditional Lands**

**1.0 AGENDA APPROVAL**

- 1.1 Declaration re. Conflict of Interest
- 1.2 Approval of Formal Agenda
- 1.3 Approval of Consent Agenda

**2.0 APPROVAL OF MINUTES**

- 2.1 Draft minutes of the September 24, 2020 Open Council Meeting (*see attached*)

**3.0 BUSINESS ARISING FROM THE MINUTES**

**4.0 ITEMS FOR REVIEW AND APPROVAL**

- 4.1 OAA Draft Operating and Capital Budget 2021 (*refer to separate package*) Budget Committee
- 4.2 Appointment of OAA Representative to Workforce 2030 Advisory Board (*oral*) Vice President Thomson
- 4.3 Approval of Updates to Licensed Technologist OAA Policy Statement (*see attached*) Registrar
- 4.4 2021 OAA Conference - Proposed Programming & Budget (*see attached*) Vice Presidents Azadeh & Mancini
- 4.5 Election of Life Members (*see attached*) Vice President Hastings
- 4.6 Recognition of Members of Long Standing (*see attached*) Vice President Hastings
- 4.7 Broadly Experienced Architect Program (BEFA) –On-line Interview Process Pilot Program (*see attached*) Executive Director
- 4.8 Assessing Membership Engagement in the OAA.chat Public Forum (*see attached*) Vice President Azadeh
- 4.9 OAA Communications – Ensuring Inclusive Language with respect to Licensed Technologists OAA (*see attached*) Vice President Azadeh
- 4.10 Comprehensive Education Committee – Amended Terms of Reference (*see attached*) Vice President Mancini
- 4.11 Comprehensive Education Committee – Consideration of Mandatory Learning under the Continuing Education Program (*see attached*) Vice President Mancini
- 4.12 Governance Committee –Approval of draft Council Policies and Committee Appointment (*see attached*) Governance Committee

**5.0 ITEMS FOR DISCUSSION**

## Open Council Agenda

- |     |  |                                   |
|-----|--|-----------------------------------|
| 5.1 | Open Architecture Collaborative Canada – Update of Status of Organization<br>( <i>see attached – presentation at 1:30 pm</i> )   | Executive Director &<br>Registrar |
| 5.2 | Consideration of outstanding elements of Member's Resolution re. Digital Seals<br>( <i>see attached</i> )  | Council                           |
| 5.3 | Ontario Association for Applied Architectural Sciences (OAAAS) – Licensed Technologist OAA Discussion re. Revised Policy Statement ( <i>see attached – presentation with OAAAS President, Rick Mateljian at 3:00pm</i> ) | Councillor Gammond                |
| 5.4 | Ontario Association for Applied Architectural Sciences (OAAAS) – Licensed Technologist OAA Discussion re. Scope of Practice ( <i>see attached - presentation with OAAAS President, Rick Mateljian at 3:00pm</i> )        | Councillor Gammond                |

## **CONSENT AGENDA**

### **6.0 EXECUTIVE COMMITTEE REPORTS**

- |     |   |                         |
|-----|---|-------------------------|
| 6.1 | Report from the President   | President               |
|     | 6.1.a Activities for the months of September-November ( <i>see attached</i> )   | Executive Director      |
|     | 6.1.b Report from Executive Director ( <i>see attached</i> )  | OAA Building Committee  |
|     | 6.1.c Building Committee Update ( <i>see attached</i> )   | OAA Building Committee  |
|     | 6.1.d OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update ( <i>see attached</i> ) | Governance Committee    |
|     | 6.1.e Governance Committee – Update ( <i>see attached</i> )   | Governance Committee    |
| 6.2 | Report from the Senior Vice President and Treasurer   | SVP and Treasurer       |
|     | 6.2.a Financial Statements for the month ended September 30, 2020 ( <i>see attached</i> )                                 |                         |
| 6.3 | Report from Vice President Strategic  | Vice President Thomson  |
|     | 6.3.a Report from Vice President Strategic ( <i>see attached</i> )  |                         |
|     | 6.3.b Report from the Sustainable Built Environment Committee ( <i>see attached</i> )                                     |                         |
| 6.4 | Report from Vice President Communications   | Vice President Azadeh   |
|     | 6.4.a Report from the Communications Committee ( <i>see attached</i> )  |                         |
| 6.5 | Report from Vice President Regulatory   | Vice President Hastings |
|     | 6.5.a Report from the Vice President Regulatory (oral)  |                         |
|     | 6.5.b Activities Report from the Registrar ( <i>see attached</i> )  |                         |
|     | 6.5.c Interns Committee Update and Report on Title Survey ( <i>see attached</i> )   | Councillor Krickhan     |
| 6.6 | Report from Vice President Practice   | Vice President Vilardi  |
|     | 6.6.a Report from Vice President Practice ( <i>see attached</i> )   |                         |
| 6.7 | Report from Vice President Education  | Vice President Mancini  |
|     | 6.7.a Comprehensive Education Committee Update ( <i>see attached</i> )  |                         |

### **7.0 ITEMS FOR INFORMATION**

- |     |   |                               |
|-----|---|-------------------------------|
| 7.1 | Correspondence from Ontario Fairness Commissioner ( <i>see attached</i> ) | Executive Director            |
| 7.2 | Society Updates and 2020 Fall President's Tour ( <i>oral</i> )            | Councilor Society<br>Liaisons |

- 7.3 Ontario Association for Applied Architectural Sciences (OAAAS) Background re. Proposed Revised Policy Statement (*see attached*) Councillor Gammond
- 7.4 Ontario Association for Applied Architectural Sciences (OAAAS) Update (*see attached*)
- 8.0 OTHER BUSINESS**
- 8.1 Deputation from Member, Toon Dreessen (*see attached – presentation at 2:30 pm*) Member Dreessen
- 9.0 DATE OF NEXT MEETING**
- 9.1 The next regular meeting of Council is Thursday December 4, 2020 at 9:30 a.m. via Zoom.
- 10.0 ADJOURNMENT**

Ontario Association of Architects

Meeting #269 Open

MINUTES

September 24, 2020

The two hundred and sixty ninth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday September 24, 2020 via Zoom.

<b>Present:</b>	Kathleen Kurtin	President
	Susan Speigel	Senior Vice President and Treasurer
	Amir Azadeh	Vice President Communications
	Agata Mancini	Vice President Education
	Paul Hastings	Vice President Regulatory
	Andrew Thomson	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	J. William Birdsell	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	J. Gordon Erskine	Councillor
	Jeremiah Gammond	Councillor
	Natasha Krickhan	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Milda Miskinyte	Councillor
	Sarah Murray	Councillor ( <i>part attendance</i> )
	David C. Rich	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
<b>Regrets:</b>	Barry Cline	Councillor
	Jeffrey Laberge	Councillor
<b>Guests:</b>	Claire Hepburn	Deputy Registrar ( <i>part attendance</i> )
	Dani Kastelein	Graduate Assistant, Truth and Reconciliation Working Group ( <i>part attendance</i> )
	Sheena Sharp	Member-at-large and Past President ( <i>part attendance</i> )

The President called the meeting to order at 2:40 p.m.

The Vice President Strategic shared a video titled *Hard Learning* written and directed by Daniel Fortin with Council as an acknowledgement and recognition by Council of the indigenous land and its people.

**DECLARATION RE CONFLICT OF INTEREST**

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

**AGENDA APPROVAL**

9006. The President noted that no items would be added to the agenda:

**It was moved by Birdsell and seconded by Azadeh that the agenda for the September 24, 2020 open meeting be approved as circulated.**

-- CARRIED

## CONSENT AGENDA

9007. The President called for requests to discuss any items contained within the Consent Agenda.

No items were requested to be discussed further under the Consent Agenda.

**It was moved by Rich and seconded by Longlade that the consent agenda for the September 24, 2020 open meeting be approved as circulated.**

-- CARRIED

## APPROVAL OF MINUTES

9008. *Reference Material Reviewed:* Draft minutes of the June 25, 2020 Open Council meeting.

The draft minutes of the June 25, 2020 Open Council meeting were reviewed.

A member of Council suggested that the terms "Black" and "Indigenous" be capitalized throughout the minutes

**It was moved by Mintz and seconded by Birdsell that the minutes of the June 25, 2020 Open Council meeting be approved as amended.**

-- CARRIED

## BUSINESS ARISING FROM THE MINUTES

9009. There was no business arising from the minutes.

## ITEMS FOR REVIEW AND APPROVAL

9010. *Reference Material Reviewed:* Draft 2021 Council Meeting Dates (**APPENDIX 'A'**)

A member of Council noted that the June 24 meeting date should reflect 2021 and the December meeting date be changed to December 10, 2021.

**It was moved by Mintz and seconded by Erskine that the 2021 Council meeting dates be approved as amended.**

-- CARRIED

9011. *Reference Material Reviewed:* Memorandum from Councillor, Natasha Krickhan and Past President and Co-Chair, Reconciliation Roundtable and OAA De-Colonization Working Group, John Stephenson dated September 17, 2020 re. OAA Truth and Reconciliation Working Group Report and attached supporting documentation. (**APPENDIX 'B'**)

Graduate Assistant for the Truth and Reconciliation Working Group, Dani Kastelein joined the meeting at 2:45 p.m.

Councillor Krickhan reported that an Indigenous student who graduated from Laurentian and obtained her Masters from Waterloo was hired to assist in the project. Tentative dates of October 19 and 20 to hold a virtual Indigenous cultural competency training day titled "Bimickaway" have been secured with the Ministry of the Attorney General.

Kastelein reported on the environmental scan. The themes noted were to educate, support and engage. The recommendations for action were reviewed of which all are intended to support the spirit of Reconciliation.

It was noted by Kastelein that there has been marked support from other organizations for the initiative including the Ontario Professional Planners Institute (OPPI) and Ontario Association of Landscape Architects (OALA) for example. Canadian schools have added the issue of inclusion in their programs as well as making available financial aid for Indigenous students.

A member of Council noted that there has been a significant number of initiatives taken on by organizations, noting changes to their code of ethics and mandatory continuing education geared toward inclusivity/sensitivity training.

Krickhan reported that Past President and co-chair of the Working Group, John Stephenson had suggested that Council may want to hire a consultant or continue on the work of the Working Group to continue initiatives such as a mentorship program. A list of recommendations will be presented at the November meeting of Council.

**It was moved by Krickhan and seconded by Mancini that Part 1 of the virtual Indigenous cultural competency training "Bimickaway" be approved at an amount up to \$2,000 drawn from the policy contingency and be offered to members of Iude Council, the OAA Truth and Reconciliation Working Group, and OAA staff this fall with dates to be determined in consultation with the Ministry of the Attorney General representatives.**

-- CARRIED

9012. 2021 Conference – Report and Recommendations (*oral*)

The Vice President Communications reported that discussions are ongoing regarding the OAA's 2021 Conference to be held in Niagara Falls in light of the COVID 19 pandemic. A further report will be presented to the November meeting of Council with will included options for delivery of a 2021 conference.

9013. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated September 8, 2020 re. Foundational Partner Opportunity with Workforce 2030. (**APPENDIX 'C'**)

The Vice President Strategic reported.

When asked, Doyle noted that Council would be responsible for appointing the representative to serve on the 2030 Workforce on behalf of the OAA adding that the individual would be confirmed on an annual basis per the report from the Vice President. The Vice President Strategic suggested that a representative from the Sustainable Built Environments Committee would be the most appropriate pool of individuals from which to select the OAA representative and would be knowledgeable as to the the Committee's initiatives and the OAA's overall goals and objectives as it relates to climate stability.

**It was moved by Hastings and seconded by Birdsell that Council approve the OAA' involvement as a Foundational Partner of the 2030 Workforce; that the OAA's representative to the 2030 Workforce be selected and/or confirmed annually from amongst the members of the OAA's Sustainable Built Environments Committee (SBEC); that the individual be required to report to each meeting of the SBEC on the initiatives of the Workforce and work with the appropriate Vice President and staff to understand the OAA's position on specific issues initiatives as needed; and, that the OAA provide a sponsorship amount up to \$5,000 to the 2030 Workforce to be drawn from the policy contingency budget.**

-- CARRIED

9014. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 14, 2020 re. CSA Standards Program: Access for Membership. (**APPENDIX 'D'**)

The Vice President Practice recalled that the OAA has been engaged in a licensing agreement with the CSA to provide a list of 10 CSA Standards to the membership, allowing them to download at no cost. The CSA's model and virtual platform has changed to a subscription-based services with three levels to choose. As such, OAA Practice Advisory Services staff have been in discussion for the past six months with CSA to explore other models for bulk licensing of the standards for OAA members. The various options are detailed in the memorandum attached. The third package at a cost of \$30,000 which allows for full access to all standards is being recommended.

It was suggested by a member of Council that it is important to make the membership fully aware that they will have the opportunity for complimentary access to the Standards. Concern was expressed that few members knew about the previous licensed agreement and opportunity.

A Council member noted that in the past there was a move to encourage the government to provide the standards under a program of complimentary access citing the example of the U.S. where such documents are made available free of charge.

Doyle noted that the single login approach going forward will no longer be available therefore members' individual emails are now needed, adding that permission will need to be obtained under privacy laws. Availability of the Standards would need to be communicated to the membership with a request to CSA to place a notification on their site to contact the OAA prior to gaining access.

**It was moved by Gammond and seconded by Mancini that Council approve the recommendation to proceed with the Package 3 option as outlined in the memorandum to Council from the Vice President Practice dated September 14, 2020 to allow access to the full suite of CSA Standards in English and French to OAA members at a cost of \$30,000 annually; and, that direction be given to Communications to ensure that an appropriate message is shared with the membership.**

-- CARRIED

It was suggested that this be drawn from the 2020 budget and that it be attributed to the policy contingency. The Executive Director to discuss with the Senior Vice President & Treasurer.

9015. *Reference Material Reviewed:* Memorandum from the Governance Committee dated September 15, 2020 re. Update on OAA Governance Committee Activities and supporting background documentation. **(APPENDIX 'E')**

The President reported on the recent activities of the Committee. Included for Council consideration is a new policy to address the OAA's involvement and participation in outside organizations.

**It was moved by Longlade and seconded by Birdsell that Council approve the policy as presented by the Governance Committee which sets out the criteria for determining OAA involvement/participation in outside organizations dated September 2020.**

-- CARRIED

9016. Recommendation for 'TEUI' Calculator (*oral*)

The Vice President Strategic reported on the proposal for the development of a Total Energy Use Intensity 'TEUI' Calculator.

**It was moved by Hastings and seconded by Krickhan that the development of the Total Energy Use Intensity (TEUI) Calculator be approved at an amount of up to \$20,000, which includes the original budgeted \$6,000, to be drawn from the policy contingency; and, that the contract be awarded to Cove Tools Inc.**

-- CARRIED (2 opposed)

9017. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated September 1, 2020 re. Continuing Education Program – Learning Category Amendment and attached background information. **(APPENDIX ‘F’)**

The Vice President Education reported that in order to stay current with technological advances an amendment to the “Reading” category be made to include other mediums such as podcasts, documentaries and videos”.

A member of Council suggested that it be instead amended to include all audio and video.

The Vice President Education responded that ‘audio’ may be too general, leaving too many alternatives open.

It was suggested by a member of Council that by listing specifics such as podcasts, brings awareness to the membership to other mediums they may have not previously considered. It was agreed that the use of ‘multi-media’ be incorporated into the sub-category.

**It was moved by Azadeh and seconded by Erskine that the OAA Continuing Education Program unstructured learning sub-category titled “Reading” be amended to “Multi-media” which is to include audio books and documentaries, Reading, podcasts and videos.**

-- CARRIED

9018. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin and Deputy Registrar, Claire Hepburn dated September 16, 2020 re. OAA member survey to collect demographic data that identifies OAA membership on the basis of *Human Rights Code* (Code)-related grounds and attached background information. **(APPENDIX ‘G’)**

The President reported on initiatives that have been undertaken to support equity, diversity, and inclusion. The next steps, as outlined in the report include a roundtable on the issue as well as a survey to the membership on demographics in order to develop a long-term data collection strategy with the end purpose to create an equitable profession.

It was noted by a member of Council that there was feedback from the membership on this issue to take action, emphasizing the importance of determining the path to proceed once the results of the survey are received.

A Council member enquired as to whether race-related questions are permitted in a survey to the membership. There was concern expressed about the sensitivity of the questions. This concern was noted, however it was suggested that if the OAA is to take action its need to be prepared to ask uncomfortable questions.

Doyle noted that it is not mandatory for members to respond. The link to the survey would go to the membership from the OAA however the response would flow back to the consultant anonymously.

It was suggested by a Council member that Council be permitted to review the questions prior to launching to the membership.

A Council member enquired as to whether the consultant was chosen from a roster of other candidates.

The President responded that she and the Deputy Registrar interviewed several people, adding that some were not available to offer their services at this time. The selection was made based on skill and expertise.

It was suggested by a member of Council that the roundtable be tasked with determining how to approach the membership upon receipt of the results of the survey.



Doyle noted that Council has already given direction at the June Council meeting to conduct a data collection survey, and if changes to the direction are being requested then Council will need to vote to reopen the issue.

Hepburn reported that she had sourced a number of consultants, noting some were not available. The consultant selected has worked with the anti-racism sector of the government. A series of guidelines and questions have been developed, noting for information that Statistics Canada is in the process of updating its questions.

It was suggested by a member of Council that the questions should not be sanitized. It is important to conduct the survey and this matter out in an open and transparent manner in order to move forward to effectively address the issues.

**It was moved by Longlade and seconded by Azadeh that a consultant and third-party survey provider be retained at an amount up to \$50,000 to be drawn from policy contingency to:**

- a. Develop, implement and analyze a membership survey collecting demographic data identifying OAA membership on the basis of race, disability, sexual orientation, and other Human Rights Code-related ground for Code-consistent purposes; and,**
- b. Develop a long-term data-collection strategy to measure and evaluate progress towards creating an equitable profession**

-- CARRIED (1 opposed (Rich))

#### **ITEMS FOR DISCUSSION**

9019. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 4, 2020 re. Further consideration of the resolution as approved by the membership at the August 6, 2020 Annual General Meeting and attached background information. **(APPENDIX 'H')**

Doyle reported.

A Council member expressed support for the member motion to rescind the digital seal, suggesting that the digital seal ignores how architectural firms really work.

It was suggested by a member of Council that a Task Force be established to put recommendations forward as to how to move forward with the examination of the efficacy of the digital seal and managing acceptance of sealed drawings by the municipalities.

A Council member enquired as to the reason it was considered important to mandate the use of a digital seal. Further clarification was requested with respect to the ease of rescinding digital versus physical seals.

Mills responded that the security of digital versus physical was considered. The efficiencies with respect to rescinding the seals are somewhat similar. It was agreed that there was a need for an education piece to push acceptance to the municipalities.

It was suggested by a member of Council that more time and thought be given as to which firm will be the provider for support of the digital seal.

A Council member noted that there were two issues in question; the image of the seal for which the OAA has provided guidelines and then there is document security. It was suggested that there be focus on moving to a digital seal that enables greater security and share this communication with the membership.

It was suggested by a Council member that the OAA consult with an IT consultant with security expertise.

A Council member enquired as to what the financial commitment the OAA has with Notarius.

Doyle responded that there is no financial commitment by the OAA and that timeline for withdrawal from any contract is 90 days notification; if the mandatory requirement is rescinded there is no need to do anything with the agreement at this immediate time as the option is for members to continue using the digital seal if they wish.

Hastings left the meeting at 5:00p.m.

Doyle suggested that the decision to rescind can be communicated to the members immediately followed by a proposal for next steps to Council in November, which also considers the second part of the members' resolution.

It was suggested by a member of Council that a working group to review the implementation and options for digital seals be spearheaded by the Vice President Regulatory.

A Council member suggested that Practice and the Policy Advisory Coordination Team (PACT) are directly effected and should participate.

It was suggested by a member of Council that the committee include a member-at-large in its discussions.

**It was moved by Birdsell and seconded by Vilardi that the mandatory requirement for OAA members to obtain a digital seal offered through Notarius be rescinded effective immediately; and, that this direction be communicated to the members in the coming week; and, that the Executive Director and Registrar be directed to identify the existing options regarding seals to members in that communication; and that, a report be presented to Council at the November meeting to consider the second portion of the members' motion.-- CARRIED (10 in favour, 2 opposed, 3 abstentions)**

#### **EXECUTIVE COMMITTEE REPORTS**

9020. *Reference Material Reviewed:* Activities for the months of June to September. **(APPENDIX 'I')**

The report was noted for information.

9021. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 16, 2020 re. Update on Activities of the Executive Director. **(APPENDIX 'J')**

The report was noted for information.

9022. *Reference Material Reviewed:* Memorandum from the Building Committee dated September 16, 2020 re. Building Committee Update. **(APPENDIX 'K')**

The report was noted for information.

9023. OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update. *(oral)*

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

9024. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Susan Speigel dated September 16, 2020 re. Financial Statements for the Nine Months Ended August 31, 2020 and attached background documentation. **(APPENDIX 'L')**

The report was noted for information.

9025. *Reference Material Reviewed:* Minutes from the Pro-Demnity Insurance Company Annual and General Meeting of the Shareholder dated June 24, 2020 and attached supporting documentation. **(APPENDIX 'M')**

The minutes from the meeting were noted for information.

9026. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated September 16, 2020 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'N')**

The report was noted for information.

9027. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated September 11, 2020 re. Sustainable Built Environments Committee (SBEC) Update. **(APPENDIX 'O')**

The report was noted for information.

9028. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 17, 2020 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'P')**

The report was noted for information.

9029. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated September 11, 2020 re. Communications Committee Update. **(APPENDIX 'Q')**

The report was noted for information.

9030. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated September 11, 2020 re. Social Media Content Amplification Activity on Antiracism and Architecture and attached background information. **(APPENDIX 'R')**

The report was noted for information.

9031. Report from Vice President Regulatory (*oral*)

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

9032. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated September 24, 2020 re. Activities Under the Registrar –June 12 – September 10, 2020 and attached background information. **(APPENDIX 'S')**

The report was noted for information.

9033. *Reference Material Reviewed:* Memorandum from Councillor and Chair, The Interns Committee, Natasha Krickhan dated September 14, 2020 re. Interns Committee Update. **(APPENDIX 'T')**

The report was noted for information.

9034. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated September 9, 2020 re. OAA AGM Motion #4 – to rescind the Mandatory Seal Protocol with Notarius. **(APPENDIX 'U')**

The report was noted for information.

9035. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 14, 2020 re. Report from Vice President Practice. **(APPENDIX 'V')**

The report was noted for information.

9036. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 14, 2020 re. Report on OAA Practice Consultation Service and meeting of the Practice Review Committee. **(APPENDIX 'W')**

The report was noted for information.

9037. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated September 1, 2020 re. Comprehensive Education Committee Update. **(APPENDIX 'X')**

The report was noted for information.

9038. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated September 1, 2020 re. Update on online Admission Course after three academic years and attached background information. **(APPENDIX 'Y')**

The report was noted for information.

#### **ITEMS FOR INFORMATION**

9039. *Reference Material Reviewed:* Canadian National Exhibition 2019 Financial Statements and Annual Report. **(APPENDIX 'Z')**

The report was noted for information.

9040. Society Updates and 2020 Fall President's Tour *(oral)*

There were no updates since the last meeting of Council.

9041. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated August 25, 2020 re. Suspension of Limitation Periods ends September 14. **(APPENDIX '1')**

The report was noted for information.

9042. *Reference Material Reviewed:* Ontario Association for Applied Architectural Sciences (OAAAS) Bulletin dated August 2020. **(APPENDIX '2')**

The bulletin was noted for information.

#### **OTHER BUSINESS**

9043. Deputation from Member Sheena Sharp re. Update on Activities of the 2030 District.

Council moved from the in camera meeting to open at 1:35p.m.

Sharp joined the meeting at 1:35p.m.

The President welcomed Sharp to the meeting.

Sharp presented some history on the establishment of the 2030 District. In 2009, the OAA adopted the 2030 Challenge as policy, resulting in the promotion of the 2030 targets to the membership, guiding the OAA Headquarters renovation, establishing the 2030 Education series, and co-founding the 2030 District with Sustainable Buildings Canada.

It was reported by Sharp that the membership constituting the 2030 District includes property owners and managers, services stakeholders, and community stakeholders such as not-for-profit organizations and local government.

It was noted by Sharp that one of the goals of the 2030 District is to improve conservation awareness through better data, collaboration and leadership in the industry.

Sharp noted that the 2030 District works to build commitment for collective impact, defines opportunities between buildings by developing and sharing knowledge between them, collaboration with community stakeholders, and provide policy and regulation input to the market and government.

It was noted by Sharp that the 2030 District has so far achieved the establishment of the Toronto 2030 platform and energy compass tool which is complimentary to the membership.

Sharp indicated that the District is currently fundraising to continue its operations. Funding from the provincial government in the amount of \$250,000 was cancelled by the current government. Since then \$73,000 was raised in a campaign and the OAA has donated \$25,000. The second stage of a funding application from IESO is in process for an amount of \$56,000.

Sharp noted that the 2030 District adopted the Pathways project as its project to focus on for 2020. The project identifies pathways towards the longer term goal of net zero. The District is developing a working paper on the initiative to provide background about the District, identify issues that may motivate change, and orient the next phase of pathway development.

The President thanked Sharp for her deputation.

Sharp left the meeting at 1:50p.m.

The meeting moved to in camera from open at 1:50p.m.

#### **DATE OF NEXT MEETING**

9044. The next regular meeting of Council is Thursday November 5, 2020 at 9:30 a.m. via Zoom.

#### **ADJOURNMENT**

9045. **It was moved by Mintz and seconded by Mancini that the meeting be adjourned at 5:15 p.m.**  
-- CARRIED UNANIMOUSLY

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President

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Date

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## The Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.3
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Christie Mills, Registrar

**Date:** November 5, 2020

**Subject:** OAA Policy related to Applications for Licence and Certificate of Practice by holders of OAAAS Certificate of Qualifications

**Objective:** For Council to review and approve the revised OAA Policy.

---

The attached OAA Policy related to applications for Licence and Certificate of Practice by holders of OAAAS Certificate of Qualifications to make applications as a Licensed Technologist OAA has been reviewed and revised to include:

- Grammatical housekeeping, clarity and modernization of language; and,
- To update the Policy by including Certificate of Practice – Partnership which was missing in the original Policy; and,
- To further clarify exceptions and scope of service, by including references to Section 11(3) of the *Architects Act*.

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**Action:** For Council to review and approve the revised OAA Policy.

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**Attachments:** Appendix 1 Revised OAA Policy.



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Policy Name

**Policy of the Council with Respect to Applications for  
Licence and Certificates of Practice by Holders of a Certificate of  
Qualifications to Make Applications as a Licensed Technologist ~~Issued by the Ontario  
Association for Applied Architectural Sciences (OAAAS) OAA~~**

Issue Date

**January 2010**

Revision Date:

**November 5, 2020**

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Section 13(1) of the *Architects Act* sets out the requirements for the issuance of a Licence.

Every applicant must comply with the academic and experience requirements specified in the Regulations and have passed such examinations and completed such courses of study as the Council may set or approve unless the Council has exempted the applicant from these requirements. ~~Every applicant must agree to waive the right to a hearing by the Registration Committee under Section 25 of the *Architects Act*.~~

The academic and experience requirements for the issuance of a Licence are stipulated in Section 31 of the Regulations.

Where an applicant for a Licence is the holder of a Certificate of Qualification issued by OAAAS, the applicant shall be exempted from the academic and experience requirements set out in the Regulations subject to the Terms, Conditions, and Limitations hereinafter set out, which shall be incorporated and form part of the Licence issued by the Registrar.

**TERMS, CONDITIONS and LIMITATIONS OF LICENCE**

1. The Licensed Technologist OAA may prepare and provide a design for, or perform general review of, or evaluate, advise, or report on the construction, enlargement, or alteration of a building that:
  - (1) as constructed enlarged or altered, is not more than three storeys in height and not more than 600 square metres in gross area and is used or intended for one or more of the following occupancies:
    - i Residential;
    - ii Business;
    - iii Personal services;
    - iv Mercantile;
    - v Industrial;
    - vi a restaurant designed to accommodate not more than 100 persons consuming food or drink;

- (2) is used or intended for residential occupancy, and contains one dwelling unit or two attached dwelling units, and, as constructed, enlarged or altered, is not more than four storeys in height;
- (3) is used or intended for residential occupancy, that contains three or more attached dwelling units and, as constructed, enlarged or altered, is not more than four storeys in height and not more than 600 square metres in building area.

~~(3)(4)~~ any building as set out in 'Exception' of the *Architects Act* R.S.O. 1990, c. A.26, s. 11 (3).

Commented [c1]: New. Introduced for clarity.

2. The Licensed Technologist OAA shall use the designation "Licensed Technologist OAA" in every aspect of the practice of architecture but may not use the title "architect". ~~as an occupational designation or use an addition to or abbreviation of the title "architect", an occupational designation or a term, title, addition or description that will lead to the belief that the Licensed Technologist may provide architectural services other than as set out in paragraph 1 hereof.~~ The Licensed Technologist OAA is permitted to use the abbreviated title of "Lic.Tech.OAA".

3. A Licensed Technologist OAA shall not provide architectural services other than as permitted by paragraph 1 of this policy. A Licensed Technologist OAA may act as the prime consultant for the construction, enlargement, or alteration of any building. However, the Licensed Technologist OAA must engage a holder of a Certificate of Practice who is not subject to the Terms, Conditions, and Limitations of this policy to personally supervise and direct the practice of architecture for services other than as permitted by paragraph 1. Nothing herein prevents the Licensed Technologist OAA from then assisting in the provision of those architectural services provided that such assistance is under the personal supervision and direction of that holder and that this is clearly communicated to the client.

~~A Licensed Technologist OAA shall not provide architectural services other than as permitted by paragraph 1 of this policy. A Licensed Technologist OAA may act as the prime consultant for the construction, enlargement or alteration of any building but where the Licensed Technologist OAA has been engaged or employed or has agreed to provide architectural services to a member of the public other than as permitted by paragraph 1 of this policy, the Licensed Technologist OAA must engage or employ a holder of a certificate of practice who is not subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy. Nothing herein prevents the Licensed Technologist OAA from then assisting in the provision of the architectural services provided that such assistance is under the personal supervision and direction of that holder and that this is clearly communicated to the client.~~

4. The Licensed Technologist OAA is qualified to vote at an election of members of the Council for the Licensed Technologist OAA representative for the Province of Ontario. Additionally, a Licensed Technologist OAA may vote at the annual or other general meetings of the members of the Association, as established in the By-Laws. The Licensed Technologist OAA is not permitted to act as a Mentor under the Intern Architect Program (IAP). A Licensed Technologist OAA shall sit on OAA Statutory Committees convened for the purpose of assessing or making decisions on a matter where the member in question is a Licensed Technologist OAA.

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#### **TERMS, CONDITIONS AND LIMITATIONS OF CERTIFICATE OF PRACTICE**

The Certificate of Practice shall be subject to the same Terms, Conditions, and Limitations as the Licence.



5. The Licensed Technologist OAA may provide architectural services to the public only:

- 1) as a sole proprietor;
- 2) in partnership; or
- 3) through a corporation;

provided that the Licensed Technologist OAA partnership or corporation holds a Certificate of Practice which is subject to the Terms, Conditions, and Limitations that the holder of the Certificate of Practice may only provide architectural services as set out in paragraph 1 of this policy, and that the holder provides services that are within the practice of architecture under the personal supervision and direction of a Licensed Technologist OAA to whom a Licence has been issued.

6. The Licensed Technologist OAA shall not directly or indirectly control or own more than 49% of the voting shares and 49% of the value of all the shares of the Corporation for which a Certificate of Practice has been issued to an ~~Architectural Practice~~ Architect and/or Professional Engineer under Section 14 of the *Architects Act*.

7. The Licensed Technologist OAA shall not directly or indirectly control or own more than 49% of the voting shares and 49% of the value of all the shares of a Partnership for which a Certificate of Practice has been issued to an Architect and/or Professional Engineer under Section 15 of the *Architects Act*.

8. The Licensed Technologist OAA shall not supervise and direct the practice of architecture of a holder of a Certificate of Practice without Terms, Conditions, and Limitations issued under Section 14, 15, 17, or 18 of the *Architects Act*.

**Commented [c2]:** A Lic.Tech.OAA can have an architectural practice so this should be more specific so that it does not seem like it prevents an Lic.Tech.OAA from having majority ownership in a practice that has TCL.

**Commented [c3]:** New. Introduced for consistency with applications.

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.4
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**To:** OAA Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Agata Mancini, Vice President Education  
Amir Azadeh, Vice President Communications

**Date:** October 29, 2020

**Subject:** Shifting the 2021 OAA Conference to a Digital Platform

**Objective:** For Council to review and approve direction regarding the delivery of the OAA's Conference 2021 events through a digital platform.

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At its September 24 meeting, OAA Council moved to cancel the planned in-person 2021 Conference in Niagara Falls, in light of the COVID-19 pandemic and the continued uncertainty around hosting events that involve large groups of people. Council further directed the Vice President Communications and Vice President Education to work with their respective committees and OAA staff to develop the details and programming for a virtual Conference that would include the traditional in-person gathering's special events, Continuing Education programming, and OAA Awards elements.

For ease of understanding, a chart is provided upfront in order to outline and compare the options that will be described in more detail later in the memo. The options have been benchmarked against the OAA's traditional in-person Conference in the first column. Further, there are two important points:

- this proposal is for the 2021 Conference and calendar year only; and
- regardless of the option chosen, the OAA will continue running bi-weekly webinars under the Continuing Education Program throughout the year (24 webinars in total).

Option 1 – Concentrated Digital Conference

Option 2A – Distributed Digital Programming & Conference Week

Option 2B – Distributed Digital Programming

	<b>BENCHMARK</b>	<b>Option 1</b>	<b>Option 2A</b>	<b>Option 2B</b>
	Traditional In-Person Conference	Concentrated Digital Conference	Distributed Digital Programming & Conference Week	Distributed Digital Programming
<b>Duration</b>	3 Days	3 Days	Programming throughout the year and focused Conference Week of events (not necessarily consecutive, however)	Programming throughout the year
<b># of dedicated ConEd Courses</b>	55 to 70 unique sessions offered during the three days	6 to 9 ConEd sessions	6 ConEd sessions during Conference Week	This option has no additional ConEd sessions
<b>Estimated Costs</b>	\$970,737 (approximately \$330,00 of which would have been subsidized by the OAA budget)	\$300,000	\$272,000	\$200,000
<b>Pros</b>		Maintains a stronger sense of community and “Conference;” one-stop targeted event for members	Combines benefits of both options—year-long member engagement (and ability to renew excitement around the theme all year long) along with focused event week to build community experience	Year-long member engagement and ability to renew excitement around the theme all year long
		More familiar to those used to the in-person experience of the regular OAA Conference	Choice for members to attend focused event week or events throughout the year	No extended duration of ‘screen time’ for members.
		Easier to offer registration packages to members	Maximum accessibility for members in terms of their schedules—flexibility	Shorter virtual events are better for focus and schedule flexibility
		More conducive to running a focused sponsorship program	Allows for a greater variety of events and experiences	Enables a greater variety of events and experiences
		More likely to result in consistent attendance for various programs		Spreading events throughout the year allows for flexibility to adapt to changing schedules

				More flexibility later in the year for limited in-person programming if pandemic conditions change
				Increases potential for public participation as events are less 'Conference-focused'
<b>Cons</b>		More costly as it will require a unified online event platform or portal, which will result in additional expense	Additional resources required to essentially offer a mini-Conference and events during the year	Focus of the theme may be lost over the course of the year.
		60 minutes is about the maximum amount of time that learners want to spend in a virtual environment	Unified online event platform will be needed to offer the Conference Week events.	Despite unified branding over the year, there would be a loss of cohesion of one specific focused event
		Attendees experience virtual fatigue if spending three focused days in an online environment	Attendees may still experience virtual fatigue if spending three focused days in an online environment	Limited opportunity for a focused Sponsors event/exposure
		Intensive timing for three- or five-day event may exclude some participants and presenters		More difficult to assign pricing for events that might have normally be included in a 'Conference Package'

This memo will now describe these options in more detail and the thought process involved.

### Unpacking the Conference Program

As a first step in considering the options for delivery of the 2021 Conference, the Conference Program was unpacked, and the following individual events were identified:

- Continuing Education Sessions;
- Plenary / Panel session;
- Admission Course modules;
- Tours;
- SHIFT 2021 Resiliency/Architecture Challenge;
- Keynote Speaker;
- Annual General Meeting (AGM); and
- Sponsorship Program.

Regardless of the final decision on format and packaging of the above components, it was agreed that the intent is to create a virtual experience that will bring a new dimension to what is traditionally an in-person event. The

Conference 2021 branding and theme—*Cultivate Inclusion*—will be maintained and used to connect the elements of the program, regardless of whether the events are held in close succession over a three- or five-day period or spread throughout the year.

**Continuing Education:** As the OAA's Continuing Education team has been hosting bi-weekly webinars since June, the Association knows it has both the programming and technical ability to offer ConEd in a virtual format either throughout the year or in a concentrated manner to reflect a Conference-type event. This year's web-based format for Continuing Education potentially allows for greater accessibility amongst members, both with respect to timing/scheduling and financial access. It is noted that Option 2B does NOT include any additional ConEd programming beyond the 24 webinars already planned for the year.

As we become more experienced with this mode of delivery, the team is focused on high-quality content, dynamic speakers, and enhancing the experience with new approaches to interaction amongst the presenter(s) and participants. With respect to selecting session topics, aspects of the Conference's local focus could still be retained.

**Plenary/Panel Session:** A Plenary or Panel Session could easily be delivered as a digital event, drawing on aspects of both webinar delivery, as well as recent OAA online events like the 2020 AGM and the Celebration of Excellence. There are many options to create an interactive discussion with breakout rooms for participants to talk with panelists, tied to the Conference theme. Being a digital, rather than in-person event also increases the possibilities for speakers who are less constrained by travel or scheduling issues, and could also increase the selection of speakers obtainable under the OAA's economic parameters, as flights and hotel are no longer factors. With permission of those involved, such an event could also be made available on-demand on the OAA's YouTube channel.

**Admission Course (AC) Modules:** After some discussion, it has been suggested that individual AC modules would *not* be included in the context of a virtual program, regardless of the option chosen. In a traditional year, the point of specific modules being integrated into the Conference's ConEd program was to allow for interns to sit alongside members of the profession, network during breaks and social events, and generally be part of the Conference experience. The Admission Course itself is already offered digitally in a comprehensive online format in partnership with the University of Toronto. Attempting to deliver one or two of the in-person modules virtually as part of the 2021 program would seem redundant or, worse, a step back, given the sophistication of the AC offered through U of T.

**Tours:** One of the key components of the OAA Conference is locality and exploring other cities. Tour proposals that had already been submitted for the

2021 edition focused on the Niagara Falls area with respect to its singular offerings. We are currently examining ways that local tours could be made accessible online, following the lead of similar initiatives by the Toronto Society of Architects. Such tours could be made live or on-demand.

**SHIFT Program 2021:** Next year, the OAA Awards program focuses on the SHIFT Challenge, but the digital format of this event could take its lead from some of the aspects of this year's successful Celebration of Excellence. This includes short video packages that would be pre-recorded and produced to showcase individual winners and their ideas, as well as a climactic event held online.

**Keynote Speaker:** As with the Plenary, a virtual format really opens up the possibilities for a feature keynote—a speaker from anywhere in the world could be engaged. This would be a live or pre-recorded video event that could, contingent on the agreement with the speaker, be offered solely live or also on-demand moving forward. Depending on the topic, there is the possibility to invite those beyond the OAA community, including the general public.

**Annual General Meeting:** Having just experienced our first virtual AGM in August, we have the confidence to state a 2021 edition would build on its successes and be mindful of its challenges. We would again partner with third parties to ensure quality of presentation and security of voting.

**Sponsorship Program:** Sponsorship has always been an important element of the OAA's annual Conference, allowing for an additional stream of revenue to help offset costs and reduce the registration fee for the members. It also provides an opportunity for members to consider new products and services, as well as avail themselves of special provider discounts that might be offered as part of their Conference presence. In recent years, sponsors have also been given the opportunity to present lunch n' learn sessions as pre-Conference events at no cost to interested members. Sponsorship for digital programming might be particularly enticing for some companies as it allows them to possibly reach an even larger audience, with the potential for public elements.

### **Options for Presenting the Individual Elements**

After understanding how the individual Conference elements could be delivered in a virtual format, the next stage in the discussion was to consider the options as to *how* to program and present them in 2021. Two delivery scenarios were considered; in either case, however, the Cultivate Inclusion theme for Conference 2021 would be maintained and woven into the programming and event communications. While there were two main ideas being developed, the discussion resulted in there being a 'middle-ground' path—Option 2A—that includes elements of both.

The following provides a more detailed description of the options presented in the preceding chart.

*Option 1 – Concentrated, Digital Conference*

Option 1 involves programming the full set of Conference events digitally over the course of an intensive three-day period (not unlike what would normally occur in person). This option maintains the true sense of “Conference” as a focused event.

The existing mid-May date identified for Conference 2021 could be maintained for this, or an alternative slot selected later in the year. The Conference theme would continue to drive the focus for the three-day event.

This programming would include approximately six to nine additional ConEd sessions. The sessions for this format would aim to be high-calibre presentations, taking advantage of the digital platform to reach out to Canadian, Indigenous, and international architects and practitioners. The goal would be to offer sessions unlike those seen throughout the webinar series, garnering interest and excitement among the membership.

*Option 2A – Distributed Digital Programming + Conference Week*

This option attempts to also maintain a sense of ‘Conference’ in terms of members all coming together at once, offering a less intensive three- to five-day concentration of events in May that directly tie in with the theme “Cultivate Inclusion,” while also utilizing the individual components of Conference to engage the membership throughout 2021.

As noted above, the Continuing Education sessions for this format would aim to be high-calibre presentations, taking advantage of the digital platform to reach out to Canadian, Indigenous, and international architects and practitioners. The goal again would be to offer sessions unlike those seen throughout the webinar series, garnering interest and excitement among the membership.

The calendar of events for the year could look something like this as a guideline, but could be altered as needed:

March 2021	Virtual Tour – (Niagara Falls Society kick off the local tours? location TBD)
April 2021	Keynote Speaker focused on the Conference theme
May 2021: Conference Week:	<ul style="list-style-type: none"> <li>Six Continuing Education Sessions</li> </ul>

	<ul style="list-style-type: none"> <li>• Plenary / Panel discussion – (Idea: <i>Green New Deal</i> forum/panel)</li> <li>• Virtual Tour (Potentially Nationwide/International)</li> <li>• SHIFT Awards and Presentations</li> </ul>
June 2021	Annual General Meeting
August 2021	Virtual Tour (locality to be determined)
September to December 2021	Individual SHIFT Webinars or the NOW lecture.

### Option 2B – Distributed Digital Programming

Option 2B is based on a schedule of events that would be spread out over the year, with the objective of using the individual components of Conference to engage the membership throughout 2021 and expand excitement about the “Cultivate Inclusion” theme. There would not be any additional Continuing Education outside of the already planned bi-weekly webinars.

A potential calendar of events for the year is shown below, but there is opportunity to adjust as needed:

February 2021	Virtual Tour – (Niagara Falls Society kick off the local tours? location TBD)
March 2021	Keynote speaker focused on the Conference theme
April 2021	Plenary / Panel discussion – (Idea: <i>Green New Deal</i> forum/panel)
May 2021	SHIFT Awards and Presentations
June 2021	Annual General Meeting
August 2021	Virtual Tour (locality to be determined)
September to December 2021	Individual SHIFT Webinars or the NOW lecture.

### Budget Considerations

MCC would be providing program and event management for all options in order to facilitate the needed event-planning services and technical help, as well as to ensure a professional feel. We are in the final year of a three-year contract with MCC; this contract is being reviewed by the Executive Director to ensure a



smooth and appropriate transition. The cost of MCC is included in all three options above.

Option 1 and Option 2A require the acquisition/subscription to an online event platform package to serve as an umbrella for a set of linked events. The platform offers a variety of function including, registration, concurrent breakout or panel discussions, networking opportunity for members and sponsors, robust communication and engagement options, virtual sponsorship management & engagement, advanced review of individual program segments, and presenter bios, etc. It would also allow for integration of a number of virtual platforms including Zoom, YouTube, Instagram, and Twitter. Attached is a summary of a few examples of those platforms for Council's information as provided by MCC. There are also a variety of pricing models, depending on which platform is chosen. The cost has been included in the budget estimates above for Options 1 and 2A.

Council will note that there is not a considerable difference in costs between the three options--however, it is stressed that these are estimates. As we continue to become more experienced in the virtual delivery of programs, the budgets will be refined. The bulk of the costs lie in the AV/IT needs, technical production resources, and speaker fees. Based on the analysis, however, it is obvious that virtual events are less costly to offer, but the amount of preparation and human resources are likely the same. For Council's information, an amount has been included as a placeholder in the 2021 OAA general operating budget to cover a maximum cost as outlined above with minimal revenue offset. It is also noted that the 2021 budget would have been subsidizing the in-person Conference planned for Niagara Falls to the tune of about \$330,000.

### **Recommendation**

Given the feedback from the Comprehensive Education Committee and the Communications Committee, it is recommended that Council proceed with Option 2A, which calls for Distributed Digital Programming with a Conference Week of concentrated events, including Continuing Education sessions.

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**Action:** Council to consider the above recommendation that Option 2A Distributed Digital Programming + Conference Week be pursued with respect to planning the adaption of Conference into a digital event.

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**Attachments:** MCC Backgrounder on virtual event platforms

# MCC

BACKGROUNDER

## PLATFORM OVERVIEW

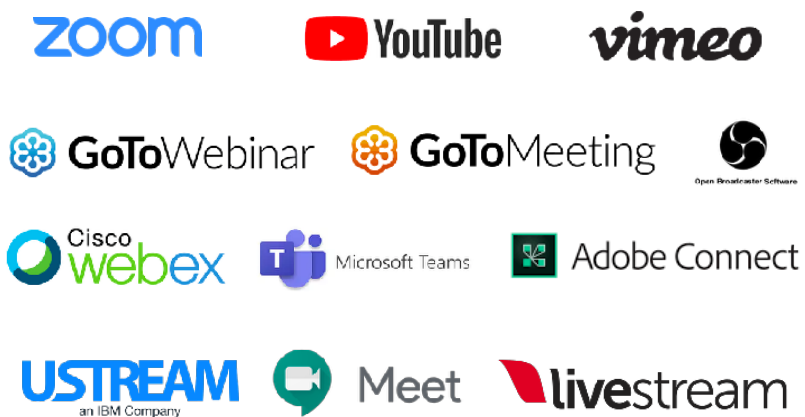
Virtual Event Platforms Explained



# MCC

Backgrounder | Platform integration | Virtual Events

## SAMPLE PLATFORMS



Webcasting solution | Show production solution  
Live Streaming - Simulive

Depending on the type of event, these tools can offer the stand-alone solutions needed for basic show viewing.



## SAMPLE PLATFORMS



some have in-app webcasting while others need additional webcasting tools | not an exhaustive list



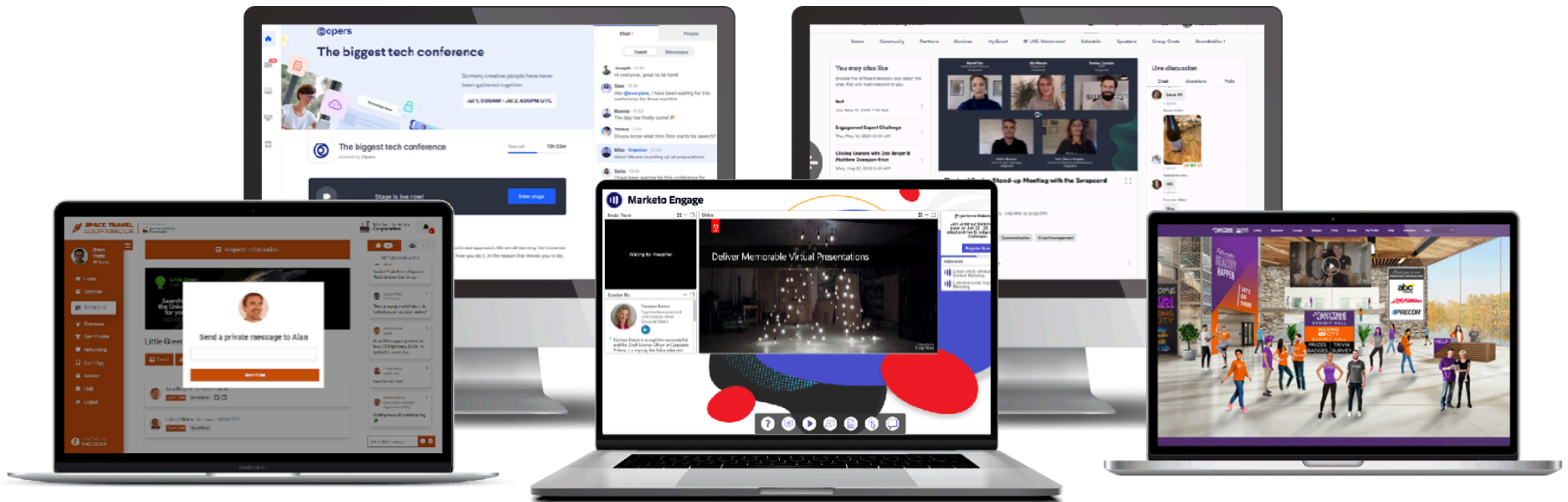
other event specialty tools | not an exhaustive list

Event platforms

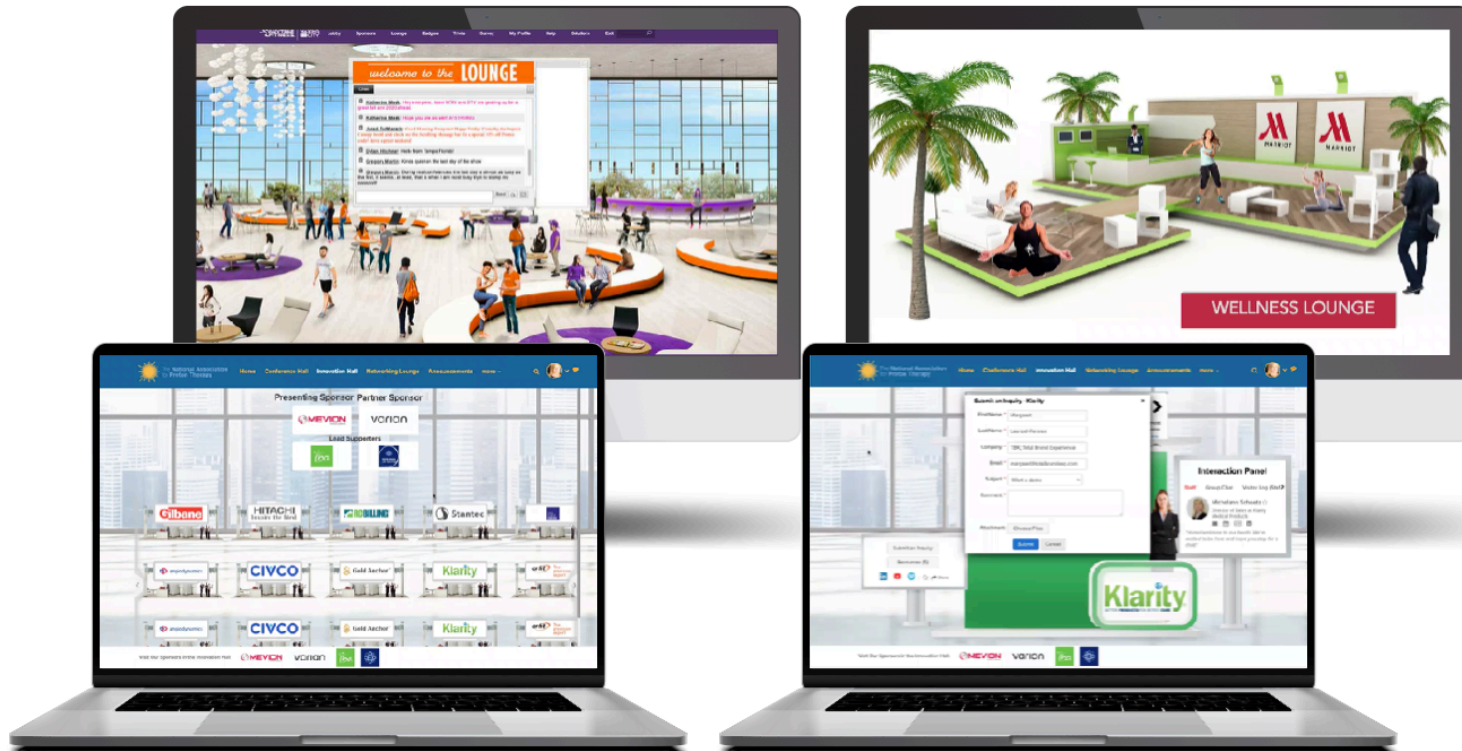
These and similar event platforms can also be used as a production tool for a better guest and presenter experience. They offer higher degrees of engagement and networking, options to have multiple webcasting tools as plug-ins and some offer registration.

# MCC

Backgrounder | Virtual Event Platform Designs | Samples



Event platforms offer different features. Some started as webcasting tools or registration sites, while others were mobile apps or matchmaking tools for business professionals that have expanded to virtual events. Depending on the event needs, these tools are best for multiple day events or ones that require higher levels of engagement than a virtual event can offer. It is best to open the platform early so guests can become acclimated and become accustomed to the site.



**Venue Locations.** Virtual backdrops can be created to set the tone for the event.

**Communication & Engagement.** Chat, email, notifications, forums, Twitter boards, round tables, appointment setting, polling and surveys and gamification can be implemented in many of these platforms.

**Access Control & Security.** Roles-based access control and content control as well as many security levels are offered by many of the platforms.

**Collaboration.** Content sharing, document sharing and one-on-one appointments can be added to these types of platforms.

**Registration & Messaging.** Many of these platforms offer customizable forms or 3rd party registration integration.

**Exhibit/Sponsorship Management.** Some also offer the option to showcase sponsors or exhibitors.



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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.5
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Paul Hastings, Vice President Regulatory

**Date:** October 15, 2020

**Subject:** Appointment of Life Members

**Objective:** To appoint individuals to Life Membership effective January 1, 2021.  
A Life Member is a Retired Member who reaches the age of 75 and is appointed as a Life Member by Council.

---

The names of Retired Members who have reached the age of 75:

George P. Baird	Michael E. Lundholm
Paul David Becker	Barbara Mielnik-Vogel
Chas. Vernon Black	Paul H. Northgrave
John R. Blums	Wendy Xiuwen Qiu
Abraham Celikoz	Trevor H. Russell
David Croft	J.E. Sevenpiper
Norman Scott Crone	Charles H. Simon
Ludmila Dejmek	Armand Solomonescu
Timothy B. Gorley	Dennis K. Tanaka
John Michael Ogilvie Grey	I. Robin Tharin
Victor Heinrichs	Anna Voineskos
William Hulme	David P.C. Yeung
Paul D. Jurecka	

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**Action:** Council is requested to consider and approve the appointment of the aforementioned Retired Members as Life Members:

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**Attachments:** none



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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.6
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Paul Hastings, Vice President Regulatory

**Date:** October 15, 2020

**Subject:** Recognition of Architects Long Standing

**Objective:** To inform Council of the individuals eligible for recognition as having been architects with the Ontario Association of Architects for fifty years.

---

1. Council Policy approved January 9, 1997:

*“Council shall recognize, on an annual basis, all individuals who have been members of the Ontario Association of Architects for at least fifty years by way of letter and presentation of a certificate at the Annual General Meeting.”*

2. The following architects have reached this milestone:

David K. Mesbur	Architect since January 1, 1970
Marcus Scoler	Architect since January 1, 1970
Stephen J-S Chang	Architect since March 9, 1970
Phillip H. Carter	Architect since March 9, 1970
James M. Wright	Architect since May 25, 1970
James C. Strasman	Architect since September 14, 1970
David R.M. Johnston	Architect since September 14, 1970
Malcolm A. Freeman	Architect since September 14, 1970

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**Action:** Council is requested to consider and approve the recognition of the aforementioned members as Architects of Long Standing:



Ontario Association  
of Architects



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**Attachments:** None



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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.7
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
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**From:** Kristi Doyle, Executive Director

**Date:** October 19, 2020

**Subject:** Broadly Experienced Architect Program (BEFA) – On-line Interview Process Pilot Program

**Objective:** For Council to consider approval for the National Committee to proceed with its proposed online virtual BEFA interview pilot process.

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As noted in the attached report from the CACB National Standing Committee dated September 30, Employment and Social Development Canada has provided extended funding to the BEFA program to explore remote accessibility options for candidates and assessors.

Since the onset of COVID-19 and resulting restrictions associated with it, the need for an online interview option has become more apparent and as such the National Committee has developed an alternative interview process in the form of a pilot program to remotely assess the competency of foreign architects via a virtual platform. It was important that this format emulate the current in-person interview. The remote version needed to also be structured to allow for effective assessment of the candidates' competency against the *Canadian Standard of Competency for Architects*.

Attached is the protocol for virtual assessment as well as the remote interview format which outlines the training for assessors. Training of assessors has been completed and mock interviews successfully completed over the summer. The National Committee is now prepared to hold up to seven pilot interviews (six in English and one in French). The target date for completion of the pilot program is set for January 2021 at which time, the National Committee will submit a report with recommendations to the Canadian Architectural Licensing Authorities (CALA).

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**Action:** To approve the recommendation that the National CACB Standing Committee be authorized to proceed with the proposed online BEFA pilot process; and, be permitted to undertake up to seven BEFA interviews in a virtual setting, in accordance with the parameters identified in the Report received from the National Standing Committee dated September 30, 2020.

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**Attachments:** National Standing Committee Report (September 30, 2020)  
Protocol for the Assessment of BEFA Applicants (September 31, 2020)  
CACB BEFA Program – Remote Interview Format: Training Outline (September 30, 2020)



September 30, 2020

To: All Presidents and Executive Directors

From: David Edwards, Chair  
National Standing Committee on CACB

Attached is a report and its appendices regarding the undertakings of the Committee to develop and test a remote interview format for the BEFA program.

The Committee is seeking the approval of each regulator, relative to the following motion:

**That the report which has been provided under date of September 30, 2020 be accepted and the National Standing Committee on CACB authorized to proceed with the proposed pilot process, and permitted to undertake up to seven BEFA remote interviews, in accordance with the parameters identified.**

**We require your response by November 15, 2020.**

This report includes the following appendices:

*Protocols for the Assessment of BEFA Applicants*  
Training workshop outline for BEFA pilot program

## **Background**

In April 2019, Employment and Social Development Canada (ESDC) extended the funding agreement related to the Standing Committee's work on BEFA, to allow CALA to continue to explore the development of a remote interview option for potential BEFA applicants either located in Canada or abroad. The goal was to develop a remote interview process that would effectively assess the competency of foreign architects against the *Canadian Standard of Competency for Architects*, as approved by the Regulators in April 2020. It was essential that a remote interview closely mirror the current in-person interview, and be subject to the same rigour that involves regional representation and maintains the integrity the current BEFA process.

The successful implementation of the remote BEFA interview process is based on ensuring that:

- Assessors (Chair, National and Regional) are trained to confidently navigate the remote interview process with an applicant, and are comfortable with the system platforms and can effectively review, share and magnify documents during the interview, as required;

- Applicants are confident in navigating the remote interview process with Assessors, and are comfortable with the system platforms and can effectively discuss, share and magnify their documents and drawings as required;
- the remote meeting software platform functions without issues and can be managed by CACB staff; and
- necessary training, documentation and interview protocols are in place to ensure the ongoing integrity of the BEFA program.

The Standing Committee outlined the framework and the timeline required to effectively undertake this initiative, which included:

- Exploration of potential on-line platforms for the interview;
- Engagement of BEFA senior assessors, representing all regions, in the development of the remote interview;
- Conducting mock interviews to assist in developing the interview protocols required, and to test the interview platform;
- Training assessors to effectively conduct remote interviews and manipulate the online platform; and
- Collaboration with CACB staff on the development of documentation and training resources to support the remote interview.

With the restrictions imposed nationally and regionally by the pandemic, the creation of a remote interview became an imperative, as CACB has applicants who have been ready for interview since the fall of 2019, and have paid the interview fees. In 2020 alone, there have been 40 new BEFA applications received as of September. For a number of these applicants, employment is dependent on gaining BEFA certification and subsequent registration/licensure, so they are eager to proceed.

## **Platform Selection**

In April 2019, the Standing Committee began to explore platform options that could be used to host an online remote interview. The Committee initially looked at the *Zoom* platform. As well, Pragmatic Consulting was identified as a company that offered a variety of platform options and the Committee invited them to give presentations on two of their interview platforms: *Adobe Cloud* and *RP1 Cloud*. Over the course of two meetings, in August and September 2019,

the Committee reviewed both options and determined that neither platform had the capacity to effectively share and review architectural drawings during a high stakes interview.

Because CACB was already using the *Zoom* platform for meetings among BEFA assessors, the Standing Committee's architect members (David Edwards, Therese LeBlanc and Gordon Richards), with the addition of Scott Kemp, formed a sub-committee to test the capabilities of *Zoom* in an interview application. The initial tests of the *Zoom* platform focused on additional hardware that might be required, and in particular, the potential need for a camera with an ability to zoom in on areas of the applicant's drawings. However, it was decided that having an approach which required either an assessor or applicant to manipulate a camera, would impede the flow of an interview. Working with CACB, the group was able to resolve this issue through adjustments in the settings of *Nextcloud*, which is the CACB's current file share and collaboration platform; where an applicant's documentation is currently uploaded from the BEFA online tool and accessed by the assigned BEFA panel members for review.

### **Remote Interview Options**

From the beginning of April until the end of June 2020, the sub-committee held 19 *Zoom* meetings to test the limits of the *Zoom* platform for a BEFA interview and the facility of its interface with CACB's *Nextcloud*. The sub-committee expanded its knowledge of the capabilities of the *Zoom* platform for sharing and highlighting drawings, as well as determining how the platform could be used to better emulate an in-person panel interview. The architects created draft protocols for both a fully remote interview and a partially remote interview.

- The partially remote interview is conducted in a hybrid or combined situation, where the applicant and an assessor (typically the Regional assessor) sit at their respective laptops in a private meeting room that is typically within the regulatory body's offices in the applicant's jurisdiction. An observer may be present in the room. The Chair and National assessor join the meeting via an online web-based meeting platform.
- The fully remote interview is conducted completely via a virtual meeting platform, where the applicant and each assessor are at separate computer stations in different locations across the country. The applicant is in a controlled environment, at either a jurisdictional office or a pre-approved location.

Both models were tested during a series of mock interviews, intended to test the *Zoom* and *Nextcloud* platforms and confirm that they reasonably emulate the in-person interview while fully maintaining the integrity of the BEFA process.

### **Assessor Engagement**

As part of the process, the Committee engaged the participation and expertise of senior

assessors from across Canada to participate in the mock interview process. On June 5, 2020, an introductory *Zoom* meeting was held with 13 assessors to outline the goals and timeline and provide a preliminary introduction to the potential use of the *Zoom* platform for BEFA interviews. All agreed to assist with the mock interview process, and it was noted that because of the pandemic, many assessors were already familiar with *Zoom*. At the same time, the CACB reached out to successful BEFA applicants, in an effort to recruit volunteers to act as applicants during the mock interviews.

### **Initial Mock Interviews**

On June 20<sup>th</sup>, an initial mock interview/ workshop was held with senior assessors that featured Scott Kemp acting as an applicant being questioned by a BEFA panel. This served as an opportunity to further define the role of the BEFA coordinator and the effectiveness of the interview protocols, test the manipulation of architectural documents and drawings and assess the role of the Chair in directing the line of questioning by the assessors in remote locations. Following the interview, the assessors discussed challenges and solutions particular to a *Zoom* interview. All assessors were very positive about the potential of the *Zoom* platform to closely emulate the in-person interview experience, and were appreciative of the benefit of being able to access the *Nextcloud* platform, if necessary, during the remote interview to view applicant documents.

Details of the initial mock interview include:

Initial Mock Interview/Workshop, held on June 20<sup>th</sup> (fully remote)

Applicant: Scott Kemp

Panel: Chair: Malcolm Boyd, AANB

National: Daniel Adam, NWTAA

Regional: Pierre Gallant, AIBC

Total attendees: 18

### **Mock Interviews**

Prior to proceeding with additional mock interviews, the group worked with CACB to finalize training documentation and protocols to be followed by assessors during the mock interviews. Pre-interview preparation for the remote BEFA panel follows the same protocols as the in-person interview, but includes an additional step to ensure the comfort level of the applicant with the *Nextcloud* and *Zoom* platforms. A consultation, prior to the remote interview, between the BEFA coordinator, applicant and panel Chair was introduced. The purpose of that meeting is to ensure the readiness of the applicant for the remote interview with regard to technical requirements and functionality, as well as portfolio submission. Such a consultation is intended to be conducted remotely and is scheduled once the panel has completed its review and the Panel's Final Report confirms the applicant's interview-readiness. As the BEFA interview is high stakes for the applicant, it is essential that their

readiness is established prior to the event. The pre-interview consultation is an opportunity to gain an understanding of, and enhance if necessary, the applicant's proficiency with the technology. The Chair will determine when the applicant is ready.

Four mock interviews were conducted. Each followed a similar format and tested the *Zoom* platform, and experimented with its interview features and ability to interface with CACB's *Nextcloud* collaboration platform. The BEFA Coordinator organized the date and time of the interviews and sent *Zoom* invitations to all participants. At the scheduled time and date, the BEFA coordinator ensured that all technology was functioning and when all participants were ready to proceed, the control of the *Zoom* platform was given to the Chair. In a fully remote interview, the applicant is in a "virtual waiting room" and the Chair permits their access to the *Zoom* event at the appropriate time.

In general, for each mock interview, panel members posed one or two questions from each of the 12 competency areas. The focus was on the applicant sharing documents and drawings from their CACB *Nextcloud* portfolio. Assessors asked the applicant to enlarge an area of a drawing being discussed, and practised using a variety of annotation tools to probe aspects of the drawing. At the end of the interview, the Chair placed the applicant in the "virtual waiting room" and the panel members discussed the interview and their evaluations of the competency areas. The applicant was then brought back into the event to hear the result of the panel's discussions.

The four interviews were each about one and a half hours in length. Other senior assessors observed these mock interviews, and participated in a Q&A with the panel and the applicant immediately afterwards.

Details of the four mock interviews are summarized as follows:

BEFA Mock Interview #1, July 11<sup>th</sup>

Partially remote interview (held in CACB office in Ottawa; assessor & applicant wearing masks)

Applicant Volunteer: Graham Langridge

Panel: Chair: Ted LeBlond, MAA

National: Darryl Vikse, NWTAA

Regional: James Farrow, OAA

Total attendees: 18

BEFA Mock Interview #2, July 18<sup>th</sup>

Fully remote – applicant not in a controlled environment

Applicant volunteer: Mete Lele

Panel: Chair: Leif Fuchs, NSAA

National: Roger Mitchell, SAA

Regional: Danika Djurkovic, AIBC

Total attendees: 15



BEFA Mock Interview #3 Panel Aug 1<sup>st</sup>  
Fully Remote – applicant not in a controlled environment  
Panel: Applicant volunteer: Edwin Strik  
Panel: Chair: Rémi Morency, OAQ  
National: Denis Nadeau, AANB  
Regional: Karl Loeffler, OAQ  
Total attendees: 11

BEFA Mock Interview # 4, Sept 12<sup>th</sup>  
Fully Remote – applicant in a controlled environment (NSAA office)  
Applicant volunteer: Salah Afifi  
Panel: Chair: Claudia Schaaf, AAA  
National: Ted Rusick, SAA  
Regional: Therese LeBlanc, NSAA  
Total attendees: 14

### **Key Outcomes**

The key outcomes from the four mock interviews include:

- The requirement that the applicant and assessors have the necessary hardware and software to participate effectively in a remote interview;
- The requirement that an applicant not bring any new project documents to the interview, but submit such information in advance to their *Nextcloud* portfolio;
- The insertion of the additional step prior to the interview to ensure the applicant's comfort level with manipulating all platforms – the pre-interview consultation with the Chair, Applicant and BEFA coordinator;
- Confirmation that it is the applicant who should have primary control in sharing their documentation;
- The need for assessors to refrain from asking questions while an applicant is loading a document;
- The recognition that a *Zoom* interview is longer than an in-person interview and that a five-ten-minute break is built into the interview process;
- For a fully remote interview, the need for the applicant to be in a controlled environment, ideally the jurisdictional office of a regulatory body; and

- The importance of outlining clear protocols that address technological challenges that could be faced by assessors and/or applicant that could interfere with the progress of the interview.

### **Orientation Sessions for BEFA Assessors**

Concurrent with the BEFA mock interviews, the Committee held one-hour orientation sessions open to all 65 BEFA assessors. This was an opportunity to ensure that all assessors were aware of the development of the remote interview option by the Committee and CACB and to introduce the new documentation that has been developed for their ease of use during the interview process. There was an overview of the Zoom platform as an interview tool and assessors were encouraged to learn about and experiment with some of the interview features offered by the platform. Three orientation sessions were held on August 12<sup>th</sup>, 13<sup>th</sup> & 15<sup>th</sup> respectively and on September 3<sup>rd</sup> & 5<sup>th</sup> respectively. In total, 45 assessors were able to participate in these sessions which included a Q&A following the presentation. All participants agreed, that in light of the pandemic restrictions, the remote interview was an important initiative.

### **BEFA Document Development**

Throughout the development of the remote interview process, the sub-committee continued to update and finalize the BEFA Interview Evaluation Sheets to reflect the changes to the *Canadian Standard of Competency for Architects (February 2020)* that were approved in April 2020. As well, the sub-committee worked with assessors from across the country to develop a series of Regionally Specific Questions that should be asked during an interview to confirm the competence of the applicant related to regulatory requirements particular to the jurisdiction in which they intend to register. This is intended to ensure consistency of expectations among Regional Assessors within and between jurisdictions.

The Committee also developed Assessor Evaluation Forms, which allow panel member to assess the performance and participation of their colleagues.

### **Pilot Remote Interview Program**

As a result of the foregoing initiatives, the Committee is ready to move to the next step – conducting up to seven pilot interviews (6 English and 1 French) that would all be fully remote. There may be an opportunity to do a partially remote; however, the current pandemic restrictions make that option challenging.

In the development of the pilot process, the Committee proposes the following parameters:

- All assessors in the pilot program must have participated in or observed a mock interview;
- The pilot interviews will be recorded;
- The participating panel members must agree to be part of an on-line interview process;
- The majority of jurisdictions are to be represented on the various interview panels, to the extent possible;
- The applicant must be both prepared to sign, and have signed, the necessary waiver for a pilot interview;
- All participating panel members will have completed the Module 2 training workshop prior to the scheduling of an interview (see Appendix for training workshop outline);
- The participating assessors agree to follow the interview protocols (see Appendix);
- Selected observers will be permitted to watch the live pilot interviews;
- All participating assessors will complete assessor evaluation forms:
- CACB will be asked to provide a report on the costs associated with the implementation of a BEFA remote interview process;
- Applicants will be offered a rebate for their participation in the pilot; and
- Following the pilots, there will be a formal review of the remote interviews that were conducted, by the Committee, to determine if changes to the protocols and /or training package are needed.

Upon completion of the pilot phase in January 2021, the Committee will prepare a report with recommendations for submission to the regulators.

Submitted by:

David Edwards, Chair  
 Therese LeBlanc, NSAA  
 Gordon Richards, AIBC  
 Scott Kemp, AIBC  
 Karen Chantler, AANB  
 Judy Pestrak, MAA  
 Mark Vernon, AIBC

## **B.2**

# **Protocol for the Assessment of BEFA Applicants**

(September 21, 2020)

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## **Appendix A**

*Common Pitfalls in Assessment*

*Tips for Conducting a Remote Interview*

*BEFA Pre-Interview Consultation (Chair)*

*BEFA Remote Interview Preparation and Systems Requirements*

## 1.1 Roles and Responsibilities of Assessors and the Assessment Panel

The BEFA assessment panel is assembled by the CACB, and comprises three members: a Chair, a National representative and a Regional representative. The Chair is fully in charge of the assessment process and facilitates the achievement of consensus among the panel members. Observers may be added to the interview component for training and /or security purposes.

All assessors are responsible for:

- Reviewing the applicant's online submission
- Determining that the applicant's submission is reasonably complete and that the applicant is eligible for an interview
- Participating in conference calls with other panel members to discuss the submission
- Preparing for an interview with the BEFA applicant in conjunction with the other panel members, based on the materials that the applicant has submitted and in reference to the *Canadian Standard of Competency for Architects* (February 2020)
- Participating in the in person or remote interview with the applicant (up to 3 hours in duration)
- Ensuring that they have the technical capability to participate in a remote interview
- Assisting the Chair with the preparation of interim and final reports

In addition to the above, the Regional panel member must be familiar with the regional questions that must be asked and is also responsible for liaising with the Regulator with respect to province/territory-specific issues that need to be covered during the interview, as well as potential remedial action(s).

All written documentation/ communication on the file share website platform and/ or via e-mail etc. regarding an applicant's submission must be conducted in a professional, unbiased manner, with due consideration to *Common Pitfalls in Assessment*. The Chair may recommend that a panel member be excused from a panel if inappropriate commentary is submitted. All communication is confidential and remains within and between the panel and the CACB.

Panel members must consider that the competency of a BEFA applicant is measured against that of an intern entering registration/licensure in the profession, regardless of the applicant's age or seniority.

Interview sessions are held on the fourth Saturday of May and November of each year, unless otherwise noted or determined; this is a minimum 2-day commitment including travel. Remote interviews may be scheduled at any time during the year.

Once an applicant is no longer assigned to an assessment panel, panel members are obliged to comply with the CACB Privacy Policy and destroy all information held in digital and paper format.

## 1.2 Agreement to Participate on a Panel

Assessors are required to sign certain CACB documents, including the BEFA Assessor Agreement, Confidentiality Agreement, etc.

## 1.3 Review of BEFA Assessor Documents

In addition to the reference documents identified under the Table of Contents (Appendix A), assessors are required to review the following documents:

- *BEFA Program Description*
- *Protocol for the Assessment of BEFA Applicants* (this document)
- *Assessor Guide to BEFA Online Application System*
- *Marking Guide*
- *Interview Evaluation Sheets* (confidential)

## **1.4 Technical Requirements**

Assessors are required to have:

- A desktop or laptop computer or tablet for reviewing uploaded applicant documents;
- A browser, such as *Chrome*, *Safari*, *Firefox* or *Internet Explorer* to access the CACB's file share website (ensure that browser versions are up-to-date);
- A webcam or camera for the consultation meetings;
- A headset (optional); and
- WIFI internet or LAN internet connection (minimum 1MB bandwidth)

## **2. Assessment of Applicant Submission**

This process is not intended to be an exam; it is intended to be an opportunity for the applicant to demonstrate knowledge/ skills in each of the required competencies.

### **2.1 Assessment Process**

1. Chair does a preliminary review of applicant documentation submitted online (TIMELINE: 1 WEEK) and advises BEFA coordinator that:
  - documentation is ready for detailed review by the panel; or
  - additional information is required from the applicant before a detailed review can be undertaken.
2. BEFA coordinator confirms assignment of other panel members (National and Regional) and provides them with access to applicant's documents.
3. BEFA coordinator advises panel members regarding timeframe to complete their review. Work is to be accomplished within the timeframe established by CACB. (TIMELINE: 1 MONTH)
4. Assessors review *Marking Guide* prior to beginning the review process with emphasis on the following:
  - 12 competency standards (Regional Assessor reviews with emphasis on Competencies 6, 10 and 12 and reviews the regional questions specific to their jurisdiction)
  - Rubrics and questions
  - Definitions of competencies
  - Weighting of the 12 competency areas

5. Each Assessor (including Chair) independently reviews applicant submission, determines if the documentation demonstrates general conformance with the required form of comprehension (Bloom's Level) for each competency area and provides commentary in the file share website assessment area.
6. Once all panel members have completed their respective assessments, BEFA coordinator prepares an aggregate assessment and advises panel when it is ready for review.
7. Chair organizes an on-line meeting to review and discuss the aggregate assessment document. Regional member should be prepared to speak to jurisdictional competencies (Areas 6,10 and 12).
8. Panel is required to reach a consensus on one of the following actions:
  - Advise applicant that they are not ready for interview;
  - Recommend an in-person and/or remote interview; or
  - Request additional information from applicant prior to inviting them to interview. If applicant is able to provide information in a timely fashion, the same panel will review the requested information and determine whether or not an interview should be recommended.
9. Chair records consensus and comments of panel in aggregate assessment document.
10. Chair prepares an interim report confirming course of action, including an indication of particular documents that should be brought to the interview and/or submitted to the BEFA coordinator for inclusion in the applicant's portfolio for the remote interview. Chair circulates this report with panel members, then uploads it to the file share website.
11. BEFA coordinator advises the applicant of the panel's decision, and any requirements regarding documents that should be brought to the in-person interview or submitted to the file share website. If it is one of the remote interview options is selected, the BEFA coordinator will schedule a pre-interview consultation with the Chair and applicant and will provide technical training, to applicant on the *Zoom* and *Nextcloud* platforms.

### **3. Overview of the Interview Process**

There are three interview options that the BEFA coordinator and the Chair of the Panel may consider for the interview of an applicant:

- In-Person Interview
- Partially Remote Interview
- Fully Remote Interview

#### **Decision options for the Panel during the interview are:**

- Applicant has not demonstrated that he/she meets the *Canadian Standard of Competency for Architects*; or
- Applicant is recommended for BEFA certification; or

- Applicant has demonstrated that they meet most of the requirements of the *Canadian Standard of Competency*, but remedial action is necessary to address specific deficiencies.
  - If the panel requires that the applicant gain additional experience in certain areas; a second interview will be required when this is achieved; and/or
  - Specific remedies such as ExAC, Syllabus or appropriate Regulator courses, may be assigned if available. Where such remedies include a verifiable result (test with a passing grade), the Chair recommends that a second interview is not required. (The CACB will advise the Panel when the applicant has passed the course or exam.)
  - The panel must be satisfied that the applicant has met the requirements for BEFA certification.

### 3A. In-Person Interview

The in-person interview is conducted while the applicant and three assessors sit at a table in a private room. It typically occurs in a location that is close to the applicant's home jurisdiction, and may occur in conjunction with other applicant interviews.

#### 3A.1 Pre-Interview Preparation

1. BEFA Coordinator confirms interview time and location.
2. One week prior to interviews, BEFA coordinator provides to panel members an interview package that includes the following documents:
  - *Panel's Interim Report*
  - *Aggregate Assessment* document
  - *Marking Guide*
  - *Interview Evaluation Sheets*, including jurisdiction's regional questions (confidential)
  - *Competency Weighting Chart*
  - *Interview Opening Statement*
  - *Common Pitfalls in Assessment*

(NOTE: The assessor interview package is **highly confidential** and must be returned to the BEFA Coordinator after a decision is rendered.)

3. Panel members are responsible to bring the following to the interview:
  - *Marking Guide & Interview Evaluation Sheets* (confidential);
  - Personal notes made during the online assessment; and
  - (Regional member) All pertinent jurisdictional information, including potential line of questioning and remedies for Categories 6,10 and 12 of *the Canadian Competency Standard for Architects*.
4. Chair arranges an on-line meeting of the panel prior to the interview to discuss the following:



- Role of each member (ensure that Regional member has necessary jurisdictional information);
- Aggregate Assessment document;
- Strategy for interview to ensure all 12 competency areas are covered by assessors, including a discussion of potential questions;
- Reviews the decision options the panel must consider following the interview; and
- Status and role of observer, if present;

It is preferable that this meeting be scheduled the day before the interview.

### **3A.2 Interview Process**

As with the online assessment, this process is not intended to be an exam; assessors are reminded that the interview is intended to be an opportunity for the applicant to further demonstrate knowledge/ skills in each of the required competencies.

During the interview, the Chair:

- Escorts the applicant into the interview room, introduces them and allows them to organize their project information;
- Reads the *Interview Opening Statement*;
- Asks the applicant to give the panel a short history of their career and a description of the projects they will be presenting (3-5 minutes max.);
- Ensures that assessors respect the Assessor Agreement;
- Controls direction of interview and encourages full participation of assessors;
- Ensures that all twelve competency areas are examined in a timely fashion – in a maximum of 3 hours;
- Documents applicant's responses (primary duty);
- Acts as an arbiter if some of the questions are unclear, or if applicant appears to be confused by what is expected of them;
- Ensures that panel is not demonstrating bias; and
- May decide to briefly adjourn interview to consult with the other panel members.

### **3A.3 Post-Interview Process**

1. Upon completion of the interview, applicant is requested to leave the room to allow panel to determine recommendation regarding BEFA certification. (Applicant should not be asked to wait longer than 30 minutes.)
2. Chair coordinates the review of the interview with panel to confirm that:
  - All 12 competencies were reviewed and that the applicant meets or does not meet the required form of comprehension for each competency area; and
  - Panel consensus is achieved regarding a recommendation.
3. Chair asks the applicant to return to interview room to hear Panel's feedback, and ensures that:
  - Feedback to candidate is clear, factual and specific;
  - Where appropriate, recommended remedies are clearly outlined;

- Panel members avoid engaging in debate with the applicant;
  - Applicant understands that they will be advised of decision in writing by CACB; and
  - If panel has not yet reached a consensus regarding a recommendation, the applicant is advised that final decision will come from CACB.
4. Panel members meet immediately after meeting this interview to:
    - Were necessary, work to achieve consensus and determine the decision;
    - Discuss the final report to CACB, and where necessary, outline remedies and determine timeframe for their completion; and
    - Ensure that documentation used during the interview is collected so it can be returned to CACB (at CACB's expense), unless remedial actions are assigned that will require future panel deliberation. The package should be mailed to CACB within 10 business days after the interview.
  5. Chair writes the final report and circulates to panel for comment and signature – ideally before the post-interview meeting is adjourned. In the event that a clear decision is not evident, additional time may be required.
  6. Chair forwards a signed copy of final report to CACB via email.
  7. BEFA Coordinator uploads final report to CACB's file share platform – no later than 1 month after the interview.
  8. BEFA Coordinator copies the Chair on the communication sent to the applicant regarding the results of the interview.
  9. BEFA Coordinator distributes panel evaluation forms; panel members individually complete the forms and submit to the CACB.

### **3B. Partially Remote Interview**

The partially remote interview is conducted in a hybrid or combined situation, where the applicant and an assessor (typically the Regional assessor) sit at their respective laptops in a private meeting room that is typically within the Architect Association offices in the applicant's jurisdiction. An observer may be present in the room. The Chair and National assessor join the meeting via an online web-based meeting platform.

#### **3B.1 Pre-Interview Preparation**

The BEFA Coordinator ensures that technical requirements for a remote interview are available:

- A laptop or desktop computer with a camera and /or webcam;
- Bi-directional microphone;
- Internet connection with a minimum of 1MB bandwidth;
- A browser, such as Chrome, Safari, Firefox and Internet explorer to access the CACB's file share platform and Zoom; and
- A headset and /or ear buds (optional).

- For further details see *BEFA Remote Interview Preparation and Systems Requirements*
1. BEFA Coordinator confirms interview time and location with the applicant and panel members.
  2. BEFA coordinator may confirm the participation of a local assessor as an observer (optional).
  3. BEFA coordinator confirms with Regional panel member that the interview location is secured and technology in working order.
  4. BEFA coordinator sends platform invitation to panel members and applicant to participate in the remote interview.
  5. No later than one week prior to interviews, BEFA coordinator provides to panel members an interview package via CACB's online file share website that includes the following documents:
    - *Panel's Interim Report*
    - *Aggregate Assessment* document
    - Applicant's additional documentation (if requested)
    - *Interview Evaluation Sheets* (including pertinent regional questions)
    - *Competency Weighting Chart*
    - *Interview Opening Statement*
    - *Common Pitfalls in Assessment*
    - *Tips for Conducting a Remote Interview*
    - *BEFA Remote Interview Preparation and Systems Requirements*
    - Photographic identification of applicant
    - Contact phone numbers of the three assessors
  6. The Chair arranges an online virtual meeting of the panel prior to the interview to discuss the following:
    - Ensure that all technology for the interview is functioning for the panel;
    - Ensure that all assessors have the contact phone numbers of the panel;
    - Ensure that each assessor is positioned on the screen so applicant has an appropriate view of panel members;
    - The *Aggregate Assessment* document;
    - The strategy to ensure all 12 competency areas are covered, including regional questions;
    - Reviews the decision options the panel must consider following the interview;
    - Role of each member (ensure that Regional member has necessary jurisdictional information);
    - Advise panel members on how Chair will identify an assessor to ask a question; and
    - The status and role of observer, if present.

### **3B.2 Pre-Interview Consultation (Chair)**

The purpose of this meeting is to ensure readiness of both the panel and the applicant for the remote interview with regard to technical requirements and functionality as well as portfolio submission. The BEFA Pre-Interview Consultation will be conducted remotely,

between the Chair of the panel, the BEFA coordinator, and the applicant invited to the interview. The meeting will be scheduled by the BEFA coordinator once the panel has completed their review and the Chair's Report confirms the invitation to interview.

The BEFA coordinator advises the applicant of the hardware and software required for the interview and schedules a Pre-Interview Consultation with the Chair and the applicant to ensure the applicant can comfortably use the Zoom and CACB virtual platform.

During this meeting:

- The BEFA coordinator introduces the applicant to the Chair;
- The Chair and BEFA Coordinator demonstrate how to use the Zoom platform;
- The Chair shows the applicant how to access their submission in each competency area on the CACB virtual platform and the additional (requested) documentation the applicant may have submitted for the interview; and
- The Chair ensures that the applicant is comfortable with the virtual meeting interview process.

### **3B.3 Interview Process**

*As with the online assessment, this process is not intended to be an exam; assessors are reminded that the interview is intended to be an opportunity for the applicant to further demonstrate knowledge/ skills in each of the required competencies.*

1. Panel members are responsible to bring the following to the Interview:
  - *Marking Guide*
  - *Interview Evaluation Sheets* (confidential);
  - Personal notes made during the online assessment; and
  - (Regional member) All pertinent jurisdictional information, including potential line of questioning and remedies for Competency Areas 6, 10 and 12.
2. The BEFA coordinator ensures that all participants have logged onto the virtual meeting platform.
3. The BEFA coordinator ensures that assessors and applicant have access to the applicant's documentation on CACB's file share website.
4. The BEFA coordinator transfers Zoom hosting responsibilities to the Chair and logs off.
5. At the beginning of the interview, the Regional assessor:
  - Confirms that the local assessor/observer is present;
  - Assumes the social duties of the Chair;
  - Escorts applicant into the interview room allows them time to prepare for the interview with their laptop and/or site computer; and
  - Introduces them to panel members.
6. During the interview the Chair:
  - Ensures that the panel members respect the Assessor Agreement;
  - Ensures that the panel members can be clearly seen on the platform screen;
  - Advises Regional assessor to escort applicant into the room;

- Outlines the salient points of the *Interview Opening Statement*;
- Asks the applicant to give the panel a short history of their career and a description of the projects they will be presenting (3-5 minutes max.);
- Controls direction of interview and encourages full participation of assessors;
- Ensures that all twelve competency areas are examined in a timely fashion – a maximum of 3 hours;
- Ensures that there is a bio break no later than the completion of Competency 7;
- Documents applicant's responses (primary duty);
- Acts as an arbiter if some of the questions are unclear, or if applicant appears to be confused by what is expected of them;
- Ensures that panel is not demonstrating bias;
- May liaise by phone with BEFA coordinator to ensure all required technology is functioning;
- Chair has the authority to terminate the interview if there are technological challenges and advises the BEFA coordinator of the time and nature of the technological disruption;
- Chair and panel members agree to what competencies had been completed when the interview stopped and;
- The Chair advises the applicant that they will in no way be disadvantaged due to a technical issue and that the BEFA Coordinator will schedule another session as soon as practicable at no further cost.

### **3B.4 Post-Interview Process**

1. Upon completion of the interview, applicant is escorted out of the room by the Regional panel member to allow panel to determine recommendation regarding BEFA certification. (Applicant should not be asked to wait longer than 30 minutes.)
2. Chair coordinates the review of the interview with panel to confirm that:
  - All 12 areas were reviewed and that the applicant meets or does not meet the required form of comprehension for each competency area; and
  - Panel consensus is achieved regarding a recommendation.
3. Chair asks Regional member to escort the applicant to the interview room to hear the Panel's feedback.
4. Chair ensures that:
  - Feedback to applicant is clear, factual and specific;
  - Where appropriate, remedies that may be recommended are clearly outlined;
  - Panel members avoid engaging in debate with the applicant;
  - Applicant understands that they will be advised of decision in writing by CACB; and
  - If panel has not yet reached a consensus regarding a recommendation, the applicant is advised that final decision will come from CACB.
4. The applicant is escorted out of the room by the Regional panel member; the Panel members continue their virtual meeting to:
  - Where necessary, work to achieve consensus and determine the decision; and
  - Discuss the final report to CACB, and where necessary, suggest remedies and determine timeframe for their completion.

5. Chair writes Final Report and circulates to panel for comment and signature – ideally before the post-interview meeting is adjourned. In the event that a clear decision is not evident, additional time may be required.
6. The Chair ensures that documentation (in paper or electronic) used during the interview is collected so it can be returned to CACB (at CACB's expense), unless remedial actions are assigned that will require future panel deliberation.
7. Chair advises the BEFA coordinator via e-mail that the interview and post interview process are completed.
8. The Chair forwards a signed copy of final report to CACB via email.
9. BEFA Coordinator uploads final report to CACB's file share platform – no later than 1 month after the interview.
10. BEFA Coordinator copies the Chair on the communication sent to the applicant regarding the results of the interview.
11. BEFA Coordinator distributes panel evaluation forms; panel members individually complete the forms and submit to the CACB.

### **3C. Fully Remote Interview**

The fully remote interview is conducted completely via a virtual meeting platform, where the applicant and each assessor are at separate computer stations in different locations across the country. The applicant is in a controlled environment, either a jurisdictional office or a pre-approved location.

#### **3C.1 Pre-Interview/ Preparation**

The BEFA Coordinator ensures that technical requirements for a remote interview are available:

- A laptop or desktop computer with a camera and /or webcam;
- Internet connection with a minimum of 1MB bandwidth;
- A browser, such as Chrome, Safari, Firefox or Internet Explorer to access the CACB's file sharing platform and Zoom; and
- A headset and /or ear buds (optional).
- For further details see *BEFA Remote Interview Preparation and Systems Requirements*

1. BEFA Coordinator confirms interview time and location with the applicant and panel members.
2. BEFA coordinator confirms the participation of an invigilator (optional) that will be with the applicant.

3. BEFA coordinator confirms with all panel members and applicant that their technology meets CACB requirements.
4. BEFA coordinator sends platform invitation to panel members and applicant to participate in the remote interview.
5. One week prior to interviews, BEFA coordinator provides to panel members an interview package via CACB's online file share website that includes the following documents:
  - *Panel's Interim Report*
  - *Aggregate Assessment* document
  - *Applicant's additional documentation ( if requested)*
  - *Interview Evaluation Sheets* (including pertinent regional questions)
  - *Competency Weighting Chart*
  - *Interview Opening Statement*
  - *Common Pitfalls in Assessment*
  - *Tips for Conducting a Remote Interview*
  - *BEFA Remote Interview Preparation and Systems Requirements*
  - Photographic identification of applicant
  - Contact phone numbers of the three assessors
7. The Chair arranges an online virtual meeting of the panel prior to the interview to discuss the following:
  - Ensure that all technology for the interview is functioning for the panel;
  - Ensure that all assessors have the contact phone numbers of the panel;
  - Ensure that each assessor is positioned on the screen so applicant has an appropriate view of panel members;
  - The Aggregate Assessment document;
  - The strategy to ensure all 12 competency areas are covered, including regional questions;
  - Role of each member (ensure that Regional member has necessary jurisdictional information);
  - Advise panel members on how Chair will identify an assessor to ask a question;
  - Reviews the decision options the panel must consider following the interview; and
  - The status and role of an invigilator, if present.

### **3C.2 Pre-Interview Consultation**

The purpose of this meeting is to ensure readiness of both the panel and the applicant for the remote interview with regard to technical requirements and functionality as well as portfolio submission. The BEFA Pre-Interview Consultation will be conducted remotely, between the Chair of the panel, the BEFA coordinator, and the applicant invited to the interview. The meeting will be scheduled by the BEFA coordinator once the panel has completed their review and the Chair's Report confirms the invitation to interview.

The BEFA coordinator advises the applicant of the hardware and software required for the interview and schedules a Pre-Interview Consultation with the Chair and the applicant

to ensure the applicant can comfortably use the Zoom and CACB virtual platform.

During this meeting:

- The BEFA coordinator introduces the applicant to the Chair;
- The Chair and BEFA Coordinator demonstrate how to use the Zoom platform;
- The Chair shows the applicant how to access their submission in each competency area on the CACB virtual platform and the additional (requested) documentation the applicant may have submitted for the interview; and
- The Chair ensures that the applicant is comfortable with the virtual meeting interview process.

### **3C.3 Interview Process**

*As with the online assessment, this process is not intended to be an exam; assessors are reminded that the interview is intended to be an opportunity for the applicant to further demonstrate knowledge/ skills in each of the required competencies.*

1. Panel members are responsible to bring the following to the Interview:
  - *Marking Guide*
  - *Interview Evaluation Sheets* (confidential);
  - Personal notes made during the online assessment; and
  - (Regional member) All pertinent jurisdictional information, including potential line of questioning and remedies for Competency Areas 6, 10 and 12.
2. The BEFA coordinator ensures that all participants have logged onto the virtual meeting platform.
3. The BEFA coordinator ensures that assessors and applicant have access to the applicant's documentation on CACB's file share website.
4. The BEFA coordinator transfers *Zoom* hosting responsibilities to the Chair and logs off.
5. At the beginning of the interview, the Chair:
  - Allows the applicant into the the virtual meeting website;
  - Scans the applicant's interview space and confirms that an invigilator (optional) is present;
  - Ensures that their cellphone has been left outside the interview room;
  - Allows them time to prepare for the interview with their laptop/ computer; and
  - Introduces applicant to the Panel members
6. During the interview the Chair:
  - Ensures that the panel members respect the Assessor Agreement;
  - Ensures that the panel members and applicant can be clearly seen on the platform screen;
  - Outlines the salient points of the *Interview Opening Statement*;
  - Asks the applicant to give the panel a short history of their career and a description of the projects they will be presenting (3-5 minutes max.);
  - Ensures that there is a bio break no later than the completion of Competency 7;
  - Controls direction of interview and encourages full participation of assessors;



- Ensures that all twelve competency areas are examined in a timely fashion – a maximum of 3 hours;
- Documents applicant's responses (primary duty);
- Acts as an arbiter if some of the questions are unclear, or if applicant appears to be confused by what is expected of them;
- Ensures that panel is not demonstrating bias;
- May liaise by phone with BEFA coordinator to ensure all required technology is functioning;
- Chair has the authority to terminate the interview if there are technological challenges and advises the BEFA coordinator of the time and nature of the technological disruption; and
- The Chair advises the applicant that they will in no way be disadvantaged due to a technical issue and that the BEFA Coordinator will schedule another session as soon as practicable, at no further cost.

### **3C.4 Post-Interview Process**

1. Upon completion of the interview, the Chair will place the applicant in the virtual waiting room to allow panel to determine recommendation regarding BEFA certification. (Applicant should not be asked to wait longer than 30 minutes.)
2. Chair coordinates the review of the interview with panel to confirm that:
  - All 12 areas were reviewed and that the applicant meets or does not meet the required form of comprehension for each competency area; and
  - Panel consensus is achieved regarding a recommendation.
3. Chair will admit the applicant back into the virtual meeting to hear the panel's feedback.
4. Chair ensures that:
  - Feedback to applicant is clear, factual and specific;
  - Where appropriate, remedies that may be recommended are clearly outlined;
  - Panel members avoid engaging in debate with the applicant;
  - Applicant understands that they will be advised of decision in writing by CACB; and
  - If panel has not yet reached a consensus regarding a recommendation, the applicant is advised that final decision will come from CACB.
5. The applicant is asked to leave the virtual meeting website. The panel members continue their virtual meeting to:
  - Where necessary, work to achieve consensus and determine the decision and
  - Discuss the final report to CACB, and where necessary, suggest remedies and determine timeframe for their completion.
6. Chair writes Final Report and circulates to panel for comment and signature – ideally before the post-interview meeting is adjourned. In the event that a clear decision is not evident, additional time may be required.
7. The Chair ensures that documentation (in paper or electronic) used during the interview

is collected so it can be returned to CACB (at CACB's expense), unless remedial actions are assigned that will require future panel deliberation.

8. Chair advises the BEFA coordinator via e-mail that the interview and post interview process are completed
9. Chair forwards a signed copy of final report to CACB via email.
10. BEFA Coordinator uploads final report to CACB's file share platform – no later than 1 month after the interview.
11. BEFA Coordinator copies the Chair on the communication sent to the applicant regarding the results of the interview.
12. BEFA coordinator distributes panel evaluation forms; panel members individually complete the forms and submit to the CACB.

**CACB BEFA Program**  
**Remote Interview Format:**  
**Training Outline**

**Overview**

The CALA Standing Committee has been working with the CACB for the last twelve months to create a remote format for the BEFA interviews. As part of the development process, the committee has been involving existing BEFA Assessors to evaluate the proposed procedures and to provide feedback to the committee. A series of four mock interviews were conducted and observed by senior BEFA assessors. In addition, the committee has conducted several orientation sessions for other BEFA assessors who haven't been able to observe mock interviews. The knowledge and experience gained during this process has formed the basis for the proposed training of the BEFA Assessors for the remote interview format.

It is proposed that the remote interviews will be conducted with the applicant situated in a "controlled location", typically in a private room within the association offices within the jurisdiction in which the applicant hopes to register.

In February of 2019, a two-day training workshop was held in Toronto which was attended by existing as well as new Assessors. Day one consisted of several presentations which provided an overview of the BEFA process and outlined the duties and responsibilities of each of the three Assessor roles : Chair, National and Regional. On the second day, the Assessors had the opportunity to remotely observe an actual interview of a BEFA applicant. Following the interview, a debriefing session was held with the BEFA panel members.

Depending upon the circumstances around Covid 19, an online training program will be developed for new assessors based on the material prepared for the Toronto workshop. Below is a proposal for remote training for both new and existing Assessors.

New assessors will be required to complete the three modules outlined below, prior to their assignment to an applicant's portfolio and an Interview Panel.

**Module 1: Remote training for new Assessors on the BEFA process**

Format: 2 to 3 hours zoom meeting with 2-3 presenters and between 10-20 new Assessors

Module 1 uses the presentations developed for the Toronto training workshop and would provide a detailed overview of the BEFA process including outlining the duties and responsibilities of each of the three Assessor roles.

**Module 2: Remote training for existing and new Assessors on the remote interview format**

Format: 1 to 2 hours zoom meeting with 2-3 presenters and between 10-20 Assessors

Module 2 provides a detailed review of the remote interview format and how it differs from the in-person interview. The module would cover the following subject areas:

- the protocols for the remote interview format;
- the technical requirements for the assessor's hardware and software;
- the purpose of pre-interview consultation between the Chair, the BEFA Coordinator and the Applicant;
- the Applicant's controlled interview location and the procedures for the Applicant and the invigilator
- the procedure at the start of the interview where the host function of Zoom is transferred from the BEFA Coordinator to the Chair, including the function of the Zoom waiting room;
- the features of Zoom for annotating the drawings and other documents;
- procedures to be followed when the Applicant is placed in the waiting room while the panel has its discussion; and
- a review of the new tools that have been developed for the BEFA process. These include:
  - updated Evaluation Sheets for each of the 12 competencies;
  - regionally specific questions for each of the jurisdictions; and
  - BEFA Assessor evaluation questionnaire

### **Module 3: Remote training for new Assessors: Observing a BEFA interview**

Format: The presenters would introduce the module and then invite the new Assessors to remotely observe an actual (or recorded) BEFA interview conducted by existing Assessors with an Applicant.

Module 3 would allow new assessors to observe a BEFA interview but not participate directly. The interview would be up to 3 hours in duration. This interview would be followed with a 1 hour debrief. The debrief would be moderated by the presenters and would include the Assessor Panel from the observed BEFA interview.

September 30, 2020

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.8
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**To:** OAA Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Communications Committee

Chair Amir Azadeh	
Bill Birdsell	Jeremiah Gammond
Jennifer King	Carl Knipfel
Joël León	Elaine Mintz
Arezoo Talebzadeh	

**Date:** October 20, 2020

**Subject:** Assessing Membership Engagement in the OAA.chat Public Forum

**Objective:** To share the Committee's review of current member engagement with respect to use of "public" member forums on the OAA.chat resource and share recommendations on how this might be improved through cultivating better trust with the regulator amongst the membership.

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At its February 2020 Council Priority Planning Session, *Membership Engagement* was identified as a priority objective of OAA Council.

Discussions included the need to strengthen not only external communication from the OAA to its members, but also internal communication among Committee members and their support Staff, Council, and Executive. Reviewing past and ongoing Communications projects, the VP Communications stated the need to embrace a more open and organic two-way communication strategy.

After a brainstorming session with Council, one of the suggestions to address this goal came from VP Strategic, who proposed the concept of OAA.chat as a multi-pronged digital collaboration tool that could create a central space for communication at all levels. This platform was to include a Public Forum as well as Private spaces for Committees, Council, and Executive, noting the advantage

in ensuring a continuity of information as members of Committees and Council change over time.

To create a prototype for testing, VP Strategic took on the herculean effort to singlehandedly and expediently script a customized platform that incorporates different levels of security that provide levels of access as required by different roles (e.g. Executive has the highest bird's-eye view with access to all threads, while Members see only the public forum.).

A few weeks later in early March, while this prototype was being developed, the COVID-19 pandemic officially hit Ontario and launched a state of pandemic emergency. To help our membership as quickly as possible during this challenging and unprecedented time, OAA Executive organized an extraordinary number of meetings and put in an incredible amount of effort to come up with strategies and resources to help. In the context of the COVID-19 pandemic and as part of these accelerated Executive efforts, the OAA.chat (as a Beta platform) was introduced on March 17 via a special email from President Kathleen Kurtin to the membership. It was unveiled as follows:

*This new normal provides opportunities for our profession to innovate and embrace change. The OAA is also embracing change—today, we are launching a beta version of OAA.chat. This members' forum allows architects, interns, and Licensed Technologists OAA to connect and offer information about how to respond to the impacts of COVID-19. This new tool enables OAA members to talk to each other, share ideas, and discuss issues as we move toward a new way of doing business.*

The beta platform had to be launched rapidly through Executive as the pandemic hit, so we could empower our members immediately with a tool that allows them to share COVID-19 workplace-related strategies and resources during a time when many had stopped working in-office, started physical distancing, and lost access to their knowledge base. That said, while OAA.chat was launched as a resource to deal with COVID-19, it was later expanded to provide additional opportunities for membership engagement, including discussions around the new logo and website, BIM, as well as Black Lives Matter and events and resources related to Equity, Diversity, and Inclusion.

With the platform now live for testing for the past seven months, the Communications Committee was asked to take a look at the public and private portion of OAA.chat to provide some insight on the platform's use from a Communication perspective and with a dedication to promote the Council priority of membership engagement.

At the writing of the memo, there are 186 members on OAA.chat's public forums (including OAA staff and a few guests). In terms of posts, only one person who is not an OAA Committee member or staff has shared more than five comments.

The public space forums are as follows, with the number of current threads of discussion in parentheses:

- COVID-19 Digital Workplace Strategies Discussion (7);
- The BIM Forum (3);

- Watchlist ~ Streaming Education (3);
- The Materials Forum (2);
- Equity, Diversity, Inclusivity (8);
- OAA Logo & Website Feedback (1)
- Housing Affordability Task Group (2); and
- Welcome Forum (1).

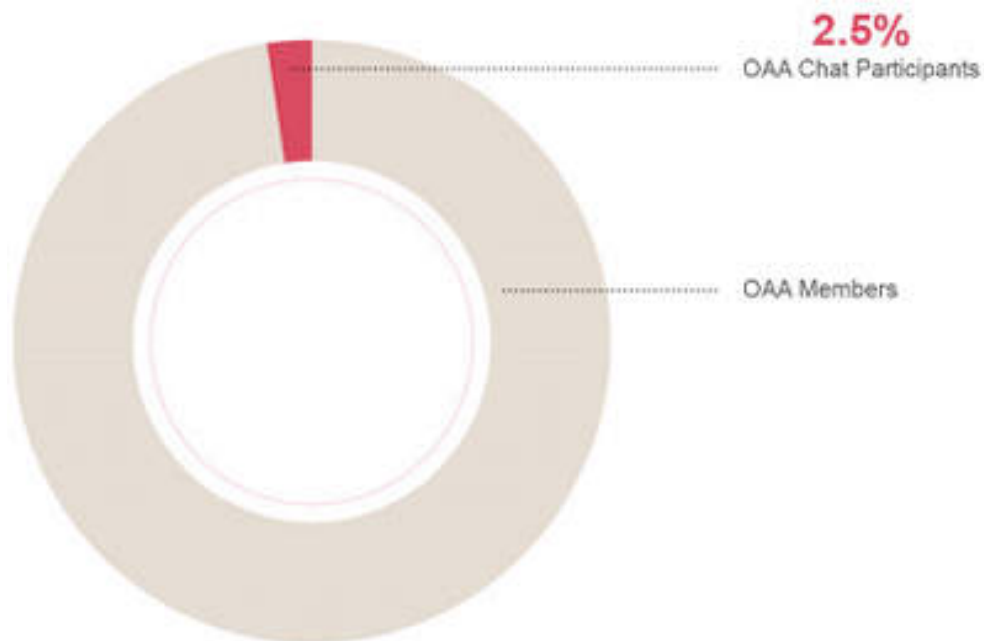
### Number of Participants



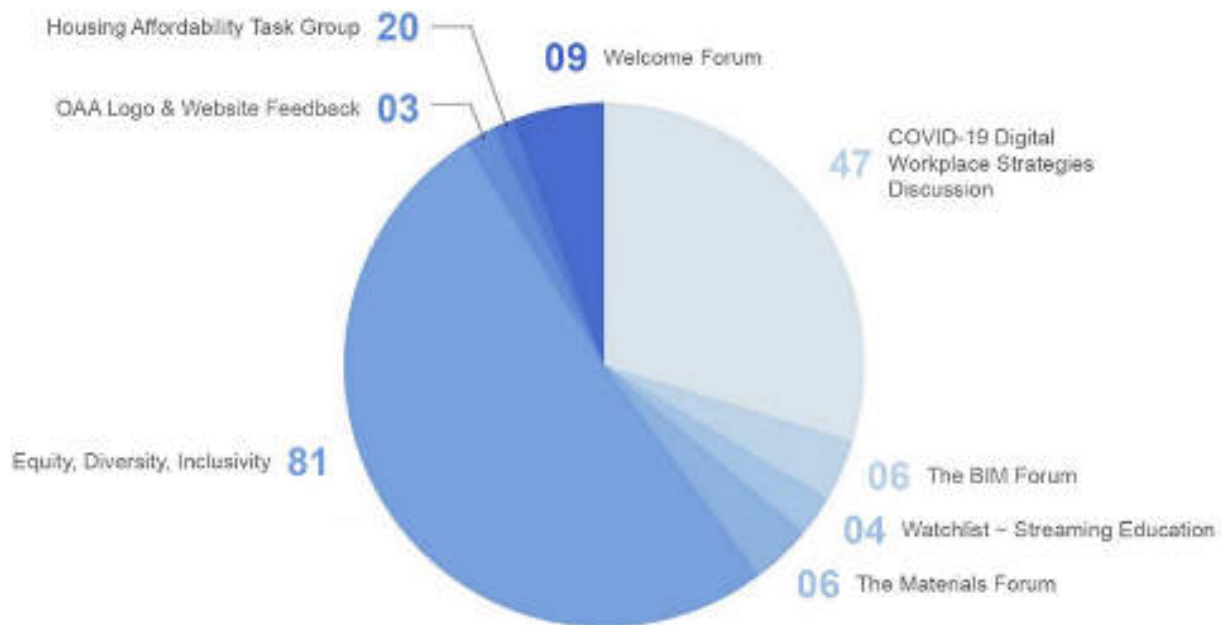
OAA Members: **7,557**



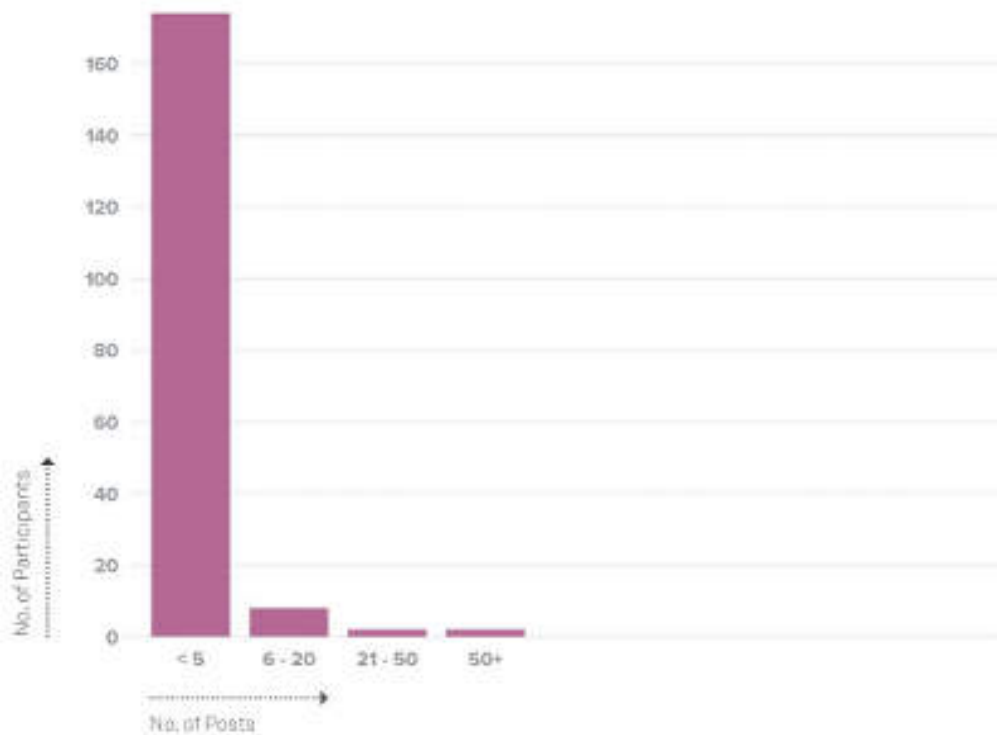
Current Chat Participants: **186**



### Number of Messages in Public Discussion Forums



### Number of Posts per Participant (Includes OAA Committee posts)





In looking at membership engagement, the number of registrants who actively post, as well as the number of discussions, seem on the small side, notwithstanding OAA.chat only being seven months old. However, the Committee has concerns over how much it can grow in the immediate future.

There has been effort to promote use of OAA.chat in the *OAA News* newsletter, as well as links on the OAA Website's member side and throughout social media. Additionally, a positive article in [Daily Commercial News](#) shone a spotlight on OAA.chat to a non-OAA audience, highlighting the possibilities to cultivate important discussions on Equity, Diversity, and Inclusion amongst many other topics. Notably, the OAA's amplification of Equity, Diversity, and Inclusivity-related news and events on Instagram and Facebook include a call-out for people to share thoughts and continue discussion on OAA.chat, offering up the platform's logo. (The oaa.chat url is also often featured in the Instagram account's bio, though it is occasionally replaced with a time-sensitive call for action.)

Ultimately, however, discussions in Communications Committee have revealed the collective concern that substantial increase of use on an OAA-sponsored message board (beyond its current core audience) may not be taking place. This is not due to the platform itself, but rather because of perceptions surrounding the OAA as a regulatory organization.

The infographics in this memo suggest a lack of membership engagement in the public forum—both with respect to the number of participants as well as to the number of posts they are making. As OAA.chat works well as a virtual message board on a technical level, the Communications Committee feels low interest on the part of the membership may reveal a weak relationship with the regulator, due to a general lack of *trust*, which the Committee feels is a larger issue than one to be addressed solely through Communication strategies, necessitating a holistic approach at a larger scale.

While the recent membership surveys show a continually strengthened relationship between the Association and its members on a professional level, there were no specific questions on those questionnaires about "trust." Whether fair or not, the Committee feels that the OAA is still often seen as the "police." It is unsurprising, then, that members do not feel comfortable enough to share their questions or experiences on a platform bolstered by the very regulator of their profession. There may be a fear of negative consequences from the regulator or inadvertently revealing a lack of knowledge or being seen as unprofessional by their peers. Additionally, OAA.chat requires the use of one's license name to log in and the lack of anonymity may be an issue that adds to the fear of reprisal, possibly discouraging a sense of openness to speak up about important problems.

After discussions, Communications Committee feels that true, concerted effort to change the image of the OAA among its members is necessary if use of OAA.chat is expected to grow. Indeed, this is not an issue limited to the chat—the Association’s bOAAg continually struggles to have members post their own unprompted blog items.

Similarly, it is extraordinarily rare for there to be multiple comments on OAA social media posts, although the total number of followers on OAA social media have exponentially increased over the last year. This is a direct result of increased activity on social media and a close curation of content in coordination with Executive priorities. As outlined in the September Memo to Council regarding the success of our Social Media strategy this year, the amplification of timely content seems to be resonating with more and more people such that the number of followers on one of our platforms (Instagram) for example, has doubled in the past year. (Refer to the September 2020 report on Social Media Amplification Activities for further details on the success of our strategies to leverage the speed of Social Media.) That said, while the number of our followers is increasing, the number of comments on our posts remain low. The increase in followers could be a positive sign toward a healing relationship with our members in terms of the perception of the OAA, but much more could be done to realize the full potential for a two-way communication strategy.

With “Membership Engagement” a Council priority this year, finding ways to improve this perception of the OAA and cultivate trust amongst its licensed members and those who hold status could not be more critical. Communications certainly plays an important role in the two-way conversation between the OAA and feedback from members and the public, but the task to cultivate enduring trust is much larger. This is something that needs to be taken on by *all* of Council in *all* portfolios—similar to how Equity, Diversity, and Inclusivity was elevated this year to be the lens through which all Council priorities are approached within Committees.

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**Action:** For Council to strongly consider “cultivating trust” as one of its 2021 priorities during its scheduled February Priority Planning Session.

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**Attachments:** None.

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.9
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**To:** OAA Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Communications Committee

Chair Amir Azadeh	
Bill Birdsell	Jeremiah Gammond
Jennifer King	Carl Knipfel
Joël León	Elaine Mintz
Arezoo Talebzadeh	

**Date:** October 21, 2020

**Subject:** Ensuring Inclusive Language in OAA Communications with Respect to Licensed Technologists OAA

**Objective:** For Council to ensure language in external and internal communications that is inclusive of both licensed member types, rather than being inadvertently exclusionary. For Council to consider the possibility of a more fulsome review of its integration of Licensed Technologists OAA with Architects in broader aspects.

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As Council continues important steps like the Roundtables toward ensuring better Equity, Diversity, and Inclusivity in the architecture profession, it is important to be mindful of how the OAA can apply this self-reflective approach with respect to its own classes of membership. While the Roundtables focus on traditionally marginalized communities following criteria laid out in the Human Rights Code, a complementary holistic approach can be taken to also consider how the OAA can be more inclusive in communications toward its licensed members. Indeed, notwithstanding the critical findings of the upcoming Roundtables, it is still within the Communications Committee's responsibility to approach all issues through the lens of Equity, Diversity, and Inclusivity—and, as this memo strives to make clear, one strong (and overdue) example is how the OAA refers to its own licensed members.

There are two types of OAA Members: Architects and Licensed Technologists OAA. While the latter has Terms, Conditions, and Limitations differing from the former, both member types are seen as invaluable contributors to the OAA and the architecture profession.

Nevertheless, there are recurring issues with exclusionary language and messaging—most frequently, outright omission of Licensed Technologists OAA, in favour of simply referring to “Architects.” In some cases, this is due to requirements or language in the *Architects Act* or By-laws, but in far more instances, it is simply a systemic oversight with the resulting absences felt as microaggressions. The OAA is inadvertently being exclusionary toward its Licensed Technologists OAA.

This memo does not seek to address regulatory issues. Rather, staying within the Communications Committee’s mandate, it offers recommendations forward with respect to language and messaging within the Association’s internal and external communications, including the OAA Website and emails. This can help ensure positive change will come from all angles, and is consistent with Council’s overarching goal to look at all priorities (in this case, Membership Engagement) from an Equity, Diversity, and Inclusivity lens.

All documents and communications—whether member-facing or for the public—need to employ consistent, inclusive language. Under OAA Council, Committees, or, as applicable, from the Office of the Registrar, there needs to be a concerted effort to make certain the messaging takes into account both types of OAA-licensed members.

As an example, a recent news item, calling for OAA volunteers to sit on Committees, frequently made mention of “Architects” applying, even though numerous positions would also be open to Licensed Technologists OAA. While this news item has been amended to use terms like “licensed member,” a cursory glance at much of the existing text on the website—including the mission, vision, and mandate—still exclude any reference to Licensed Technologists OAA.

As Communications Committee, the following are some recommendations based on our understanding of the shortcomings thus far:

- develop a set of guidelines and specific recommendations for improving language in internal and external communications to be more inclusive of all OAA licensed member classes;
- review and identify shortcomings in existing communications, including documents, applications, and the OAA Website;
- provide recommendations for improvements to be more inclusive and equitable for all member classes;

- consider how all member classes can be more equitably prominent on the website including clear descriptions of the paths to licensure (reference Iso.ca and aaa.ab.ca);
- review the OAA's Vision, Mission, and Mandate and amend to be inclusive of all member classes;
- review the *Architects Act*, Regulation 27, by-laws, and Regulatory Notices and remove exclusionary language that does not serve or protect the public interest.

OAA staff will continue its concerted effort to use inclusionary language. When Councillors review *OAA News*, Regulatory Notices, or other special-bulletin e-communications, they should ask themselves whether the language and messaging they see are truly encompassing both types of licensed members.

Beyond taking a more thoughtful approach to inclusionary language moving forward, the Communications Committee recommends Council consider the benefits of having the full spectrum of OAA's internal and external communications be analyzed to identify gaps and systemic barriers to implementing an inclusive environment, with respect to member types, within the OAA's Committees, Task Forces, Council, and membership. This may include reviewing regulatory language, Committee terms of reference, and language on the OAA Website and other public-facing communications, but also go further and take an environmental scan of how similar organizations (regulators within and beyond the architecture sphere) have approached the situation.

The Law Society of Ontario appears to have done a far better job integrating paralegals with lawyers, with respect to inclusionary language. For example, the five-year Morris Report at [https://www.attorneygeneral.jus.gov.on.ca/english/about/pubs/paralegal\\_review/Morris\\_five\\_year\\_review-ENG.html](https://www.attorneygeneral.jus.gov.on.ca/english/about/pubs/paralegal_review/Morris_five_year_review-ENG.html) states

"That language in statute that serves to exclude paralegals, when that exclusion cannot be justified in the interest of facilitating access to justice or protecting the public interest, is amended so as to include paralegals."

Positive examples of integration of member classes into websites for similar self-regulating professions include the Law Society of Ontario (Iso.ca), where Lawyers and Paralegals enjoy equal prominence, and the Alberta Association of Architects (aaa.ab.ca), where Architects and Licensed Interior Designers enjoy equal prominence.

As the Association has petitioned nationally for groups like RAIC to do better in recognizing Licensed Technologists OAA, it is now time it ensures more equitable treatment at its own provincial level.

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**Action:** For OAA Council, Committees, and staff to take accountability for using inclusive language that embraces both licensed member categories when producing internal or external content, whether documents, outreach literature, or items for the OAA Website, as this honours our commitment to Equity, Diversity and Inclusivity.

For Council to update the OAA's Vision as follows: An Ontario in which Architects and Licensed Architectural Technologists\* are valued contributors to society..." [pending final approval of the designation change]

For Council to direct the Office of the Registrar to review the *Architects Act*, Regulation 27, by-laws, and Regulatory Notices, and to provide a report on how all member classes can be equitably integrated into the statutory environment.

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**Attachments:** None

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.10
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Agata Z. Mancini, VP Education

**Date:** October 22, 2020

**Subject:** Comprehensive Education Committee Terms of Reference.

**Objective:** To seek Council approval to amend the Terms of Reference of the Comprehensive Education Committee by appointing a student seat to the composition of the Committee.

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The Comprehensive Education Committee (CEC) was established in 2019 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.

The membership of the Committee is currently comprised of eleven (11) OAA members, including: OAA President, Senior Vice President & Treasurer, VP Education, two Interns, and one Licenced Technologist OAA.

To create more opportunities for Student Associates to get involved with the OAA, it is recommended to add a Student Associate seat to the Committee composition.

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**Action:** Council to approve the revised Terms of Reference for the Comprehensive Education Committee.

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**Attachments:** Comprehensive Education Committee - Revised Terms of Reference



Ontario Association  
of Architects

## **OAA COMPREHENSIVE EDUCATION COMMITTEE TERMS OF REFERENCE**

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### **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 Communications Committee on strategies to inform and disseminate the information from the CEC to the public and members.
- 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, Universities and Schools of Architecture, The Ministry of Education and the Arts Council of Canada.
- vi) oversee the development of educational modules and courses for public education, continuing education, and professional development.

### **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 organize its work in accordance with its own priorities except that it shall give priority to specific requests from Council. 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 include a diverse cross-section of membership. 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 and Treasurer, 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. One seat on the Committee will be reserved for a Student Associate 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 and Treasurer will provide Council with an update on the activities of the Committee at each Council meeting throughout the year.



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# Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.11
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Speigel
Andrew Thomson	Settimo Vilardi

**From:** Comprehensive Education Committee. Agata Mancini, Vice President Education - Committee Chair

Committee Members

Christina Facey	Krystyna Ng
Hadi Jafari	Maria Denegri
Janet Harrison	Shane Laptiste
Jeffrey Laberge	Milda Miskinyte
Kathleen Kurtin	Susan Speigel

**Date:** October 22, 2020

**Subject:** **Mandatory Continuing Education requirement for minimum learning hours of accredited programing focused on (1) Architects Act and (2) Equity, Diversity, and Inclusion.**

**Objective:** To seek Council approval to introduce in Continuing Education Cycle 2021-2022 mandatory requirement for minimum learning hours of accredited programing focused on (1) Architects Act and (2) Equity, Diversity, and Inclusion.

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The OAA's Continuing Education Program is in place to ensure OAA members are able to respond to professional obligations to clients, the public and the profession. This program ensures that members remain current with the technologies, business practices and methods of their profession. The Architects Act requires members of the OAA to participate in and comply with the Continuing Education Program.

## Continuing Education Program Background

OAA Council approved the Continuing Education Program Framework in November 1998 and the program was officially launched January 1, 1999.

Cycle One ran from January 1, 1999 to December 31, 2001 during which architects licenced in Ontario were required to obtain 15 Professional Renewal and 35 Self-Directed points.

Cycle Two ran from January 1, 2002 to December 31, 2003 during which architects licenced in Ontario were required to obtain 20 OAA-Directed (formerly called Professional Renewal) and 80 Self-Directed points.

Cycle Three run from January 1, 2004 to December 31, 2005 during which architects licenced in Ontario were required to obtain 20 OAA-Directed and 80 Self-Directed points. Refer to Appendix A for the list of mandatory OAA-Directed courses offered in Cycle Three (2004-2005)

Starting January 1, 2004, with the commencement of Cycle Four (2004-2005), the mandatory OAA-Directed courses were moved to the Self-Directed learning category, and members were allowed to construct their own individual learning plans from a plethora of learning opportunities available from third party providers. To maintain programs focus, the notion of mandatory courses was replaced with the idea of OAA-Directed 'topics' which were determined by Council prior to the commencement of a new cycle.

In 2010, in the interests of harmonization of Continuing Education Programs across Canada, all CALA authorities have accepted the following continuing education terms including a unified list of continuing education subject matter:

- Two year cycles which run from July 1 to June 30 of the second year following;
- A minimum of 70 hours of activity per two-year cycle;
- Learning activities that must be relevant to the practice and business of architecture and address one of the following subject matter:
  - ✓ architectural design;
  - ✓ risk management;
  - ✓ practice management
  - ✓ project management
  - ✓ environment and energy;
  - ✓ heritage buildings restoration;
  - ✓ Ontario Building Code or National Building Code of Canada;
  - ✓ legal issues and legislation related to architectural practice;
  - ✓ sustainable design and green architecture.

### **Continuing Education Program – NEW Mandatory requirement**

The Comprehensive Education Committee feels that it is time to reconsider the notion of specific mandatory education and are in support of the idea that some structured learning should be focused on the topics approved by Council.

For the next Continuing Education Cycle, the Committee recommends introducing a mandatory requirement for minimum learning hours of accredited programing focused on (1) Architects Act and (2) Equity, Diversity, and Inclusion.

The newly introduced compulsory learning hours will be part of the existing requirement of 25 structured learning hours.

The existing required continuing education hours can be obtained from any education provider as long as there is evidence confirming that the reported course was focused on the required subject matter.

From an administrative perspective, the compliance process will be conducted through random audit which takes place after the Cycle ends. In other words, the compliance with newly established requirements will not be considered as part of Cycle compliance.

To achieve the minimum requirement focused on the *Architects Act* the members will have to complete the Self-Study Module “Professional Responsibility, Ethics, and Membership in a Self-Regulating Profession”. The module is readily available through the University of Toronto, School of Continuing Studies. It is suggested to exempt from this requirement those who have taken the Admission Course (or the standalone module) in the last five years.

The minimum requirement on Equity, Diversity, and Inclusion (EDI) can be fulfilled by taking courses offered by the Canadian Center for Diversity and Inclusion (CCDI). Members who have taken any of the OAA EDI webinars will be considered compliant with the EDI requirement.

The Equity, Diversity and Inclusion course has been recommended by the Committee as a requirement for all architects, in part, due to the results of the recent OAA survey, which indicated that a large portion of the membership has experienced discrimination and harassment in the workplace. Additionally, the OAA's call for feedback in support of the Black Lives Matter movement this past spring displayed further evidence of the presence of discrimination, specifically based on race, within the industry.

Considering the current landscape related to Canadian professional self-regulation and the public scrutiny it has received of late, the introduction of the required learning on the defined subject matter is very timely. We are seeing it as a preventive measure which is aimed at creating awareness and fostering membership responsibility.

In considering this proposal however, as noted in the above background information, the ConEd Program did originally include mandatory components. That was eliminated, however, due in part to the membership pushback. The introduction of specific OAA-Directed courses resulted in feedback from the membership which included a “campaign” with the objective of retaining the freedom of defining their own continuing education path instead of following a pre-determined route that is not necessarily suitable for each and every member. There had also been pushback such that members felt that by mandating specific courses that the OAA had developed and delivers was revenue generation on the backs of members.

Despite previous membership pushback regarding mandatory courses, the Committee feels that the currently proposed administration of mandatory courses differs from its predecessor in several ways. Firstly, the required education accounts for only two hours and will be a part of the existing requirement of 25 structured learning hours. Secondly, courses will be delivered by third party institutions, and the OAAs revenue will be limited to 10% royalty, solely for the *Architects Act* course, administered by the University of Toronto. And lastly, the topics of the suggested courses are not limited to a specific project typology, firm

size, or other aspect that may not apply to all architects. Rather, the topics of Equity, Diversity and Inclusion, and the *Architects Act*, are of fundamental importance for all architects licensed to provide services to the public.

**Action:** To seek Council approval to introduce in Continuing Education Cycle 2021-2022 two new mandatory requirements (1) for a minimum of one learning hour of accredited programming focused on *Architects Act* and (2) a minimum of one learning hour of accredited programming focused on Equity, Diversity, and Inclusion, and direct staff to determine the best way in which to implement the requirement given the very short time frame in which to prepare for the start of the next cycle i.e. January 1, 2021.

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**Attachments:** Appendix A – Cycle Three 2004-2005 OAA-Directed Courses .

## **Continuing Education Opportunities Cycle 3**

### **Educational Sessions & Workshops**

- BCDS Pre-Assessment Training Part 3
- BCDS Pre-Assessment Training Part 9
- BCDS Pre-Assessment Training Legal & Process
- Bidding, Negotiating and Awarding the Contract
- Call Them Before They Call You
- Client Relationship Management: The 80% Solution
- Coordinating Consultants: Leading the Team
- Curtain Wall Details
- Cracking the Code
- EIFS - Principles, Design & Const. for Architects
- Getting Ready to Call for Bids
- Green Building Value and Life-Cycle Costing
- Heritage Conservation in Practice: What Every Architect Needs to Know
- How to use the MBA Kit
- MOHLTC - Development of an Integrated Capital Planning Process
- Parts 10 & 11 OBC
- Preparing for MMMH Code Exams – Complex
- Preparing for MMMH Code Exams – House
- Preparing for MMMH Code Exams – Large
- Preparing for MMMH Code Exams – Small
- Preventing Building Envelope Failures
- Quality Management
- Selling Design: A Professional's Approach
- Sustainable Design: Green to Green Building Retrofits
- OAA Building Code Assessment BCDS Assessments Part 3
- OAA Building Code Assessment BCDS Assessments Part 9
- OAA Building Code Assessment BCDS Assessments Part Legal & Process
- MMAH Legal & Process (includes Designer, General or RCA)
- MMAH House Exam
- MMAH Small Buildings Exam
- MMAH Large Buildings Exams
- MMAH Complex Building Exam
- MMAH Powers & Duties of CBO

### **Distance Education - CMHC Articles**

- Air Quality In Interior Environments
- Construction Tolerances
- Daylighting Guide For Buildings
- Design Guidelines For Green Roofs
- Design Guidelines For Green Roofs
- Sound Control in Multi-Family Wood-Frame
- Sustainable Building: A Materials Perspective

### **Distance Education - Workbooks/CD Roms/Videos**

- Egress & Exits
- Spatial Separations
- Preparing for MMMH Code Exams – Complex
- Preparing for MMMH Code Exams – House
- Preparing for MMMH Code Exams – Large
- Preparing for MMMH Code Exams – Small
- Toxic Mould: An Architect's Guide
- Lessons in Rain Penetration Control

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 4.12
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Speigel
Andrew Thomson	Settimo Vilardi

**From:** Governance Committee

Kathleen Kurtin, Chair	David C. Rich
Jeffrey Laberge	Elaine Mintz
Susan Speigel	

**Date:** October 22, 2020

**Subject:** Report and approval of new policies and Committee appointment

**Objective:** To request Council review and approve two new policies "Respectful Work Policy for Members of Council" and "Policy for Compliance with Duties of Members of Council". Council is also requested to consider approval of the appointment of LGIC Michelle Longlade to the Committee

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The Governance Committee met on Thursday, October 15 via Zoom. As part of the Committee's mandate to understand and recommend best practices as it pertains to good governance, two new policies were presented to and discussed by the Committee.

Both "Respectful Work Policy for Members of Council" and "Policy for Compliance with Duties of Members of Council" have been reviewed by legal council and the Office of the Registrar.

The Committee in discussion agreed that LGIC Michelle Longlade would be a valuable resource and would like to request Council's approval to add her to the Committee roster.

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**Action:** The Governance Committee is requesting that Council review and approve the attached policies.

The Committee requests that Council consider the approval of the appointment of Michelle Longlade to the Governance Committee.

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**Attachments:** "Respectful Work Policy for Members of Council" and "Policy for Compliance with Duties of Members of Council".

Policy Name                    **Respectful Work Policy for Members of Council**

Understanding and addressing harassment, discrimination and violence among and by members of the Council

Issue Date                    October 2, 2020

Revision Dates

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## Overview

This Policy is adopted to advance OAA's commitment to creating and maintaining a respectful work environment for all stakeholders, including its members of the Council, and to comply with OAA's obligation to provide members of the Council with a healthy work environment, free from discrimination, harassment and violence.

The OAA will take all reasonable steps to ensure that all members of the Council are aware of their rights and responsibilities relating to maintaining a harassment, discrimination, and violence-free work environment. This policy will be reviewed as often as necessary and at least once every three years.

## Application

This policy applies to all members of the Council. Under this policy, discrimination, harassment and violence will not be tolerated from anyone, including other employees, customers, guests, visitors, or domestic partners who enter the work environment.

The work environment is defined broadly and includes any environment or situation that has a connection to, or adverse impact on, the dynamics and relationships of members of the Council in the course of their work with the OAA. Whether incidents occur in a built environment or virtual environment, including online, if there are negative repercussions for the affected individual member of the Council in the course of their work with the OAA, it will be addressed by this policy.

## Prohibited Conduct

The following types of conduct are prohibited under this policy:

### a) Harassment

“Harassment” means a course of comment or conduct that is known, or ought reasonably to be known, to be unwelcome. Harassment can take many forms but often involves conduct or comment that is insulting, intimidating, humiliating, demeaning, or otherwise causes offence, discomfort, or embarrassment to a person or group of persons. It may be intentional or unintentional.

Although “harassment” usually describes a pattern of behaviour, in some cases, a single incident will be serious enough to constitute harassment.

Harassment can include, but is not limited to:

- Offensive remarks, jokes, or gestures whether spoken in-person or online;
- Spreading malicious rumours or gossip;

Specific types of harassment include:

- I. Grounds-based harassment – This type of harassment includes behaviour that targets an individual because of one or more of the “Protected Grounds” set out in human rights legislation, such as: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability

Examples:

- Mimicking someone who has a disability
- Making offensive comments about members of a racialized group
- Disparaging a particular religion
- Refusing to use a person's preferred gender pronouns

- II. Psychological harassment (sometimes known as personal harassment) – This type of harassment is not related to a particular “Protected Ground” but is nonetheless damaging to a person's dignity or psychological and/or physical well-being. It has the effect of tormenting, ostracizing or humiliating an individual.

Examples:

- Making remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- Displaying or circulating offensive pictures or materials
- Isolating, shunning or excluding

- III. Sexual harassment – This type of harassment involves behavior that relates to one's sex, sexual orientation, and gender identity or gender expression. It also includes making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the person and the person knows or ought to reasonably know that the solicitation or advance is not welcome.

Because "sexual harassment" is a kind of harassment based on a "Protected Ground" (namely, sex, sexual orientation, gender identity and/or gender expression), it is also prohibited under human rights legislation.

Examples:

- Making unwelcome sexual or romantic advances or propositions
- Sexually suggestive gestures
- Comments about a person's body or appearance
- Offensive comments about sexual orientation or gender identity
- Sexual jokes, sexually explicit conversation and/or intrusive sexual questions
- Inappropriate touching
- Physical assault
- Inappropriate staring

#### **b) Discrimination**

"Discrimination" means any form of unequal treatment based on a "Protected Ground" (see above) whether imposing extra burdens or denying benefits. It may be intentional or unintentional.

Discrimination can be obvious or it can occur in very subtle ways.

Examples:

- Against her wishes, a female member of the Council is not spoken to regarding finance-related decisions because others assume that she's not good at math because of her sex
- A member of the Council is not selected for a particular position because of their religious background

#### **c) Abuse of authority**



“Abuse of authority” is a kind of harassment that occurs when a person misuses the power inherent in his or her position to unfairly endanger another person’s job, undermine them, threaten their economic livelihood, or in any way improperly interfere with their career. It should not be confused with the legitimate exercise of their duties, even when someone believes that they have exercised them improperly - it is more than a flawed administrative decision.

Examples:

- Using a position of power to intimidate, threaten, mistreat or blackmail others;
- Unjustifiably withholding information so as to compromise another’s ability to do their job;
- Reprimanding or otherwise humiliating a worker in front of others.

#### **d) Workplace violence**

“Workplace violence” refers to any of the following:

- An exercise of physical force by a person against a worker, in the work environment, that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker in the work environment, that could cause physical injury to the worker
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the work environment, that could cause physical injury to the worker
- Domestic violence situations wherein a person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partners – physically harms, attempts or threatens to physically harm that worker in the work environment.

Examples:

- Threatening to harm someone, either verbally or in writing
- Hitting or attempting to hit a member of the Council
- Throwing an object at someone

#### **e) Reprisal**

“Reprisal” means to threaten or take retaliatory action against someone for exercising their rights under this policy, or under human rights or health and safety legislation.

No member of the Council will be penalized, punished, or subjected to negative treatment of any kind for bringing an incident of discrimination, harassment or violence to the OAA's attention, or for participating in an investigation or resolution of an incident or complaint.

If any Member of the Council is exposed to or observes any the Prohibited Conduct, even if the Prohibited Conduct is not directed at that member of the Council, it is nevertheless Prohibited Conduct and must be addressed.

## **Responding to Prohibited Conduct**

There are three ways in which complaints about Prohibited Conduct under this policy may be dealt with: Emergency response, Informal approach, and Formal approach.

### **a) Emergency response (mandatory where violence is imminent or has occurred)**

If a member of the Council feels that an incident of workplace violence has or is likely to occur, they must report this incident immediately, and contact emergency services (i.e. 911) if appropriate (for example, in the case of an immediate threat of physical harm). Where an imminent threat of harm exists, a member of the Council should be mindful of their personal safety and should not interfere except to summon emergency assistance. As soon as the imminent threat has subsided, or following any incident of workplace violence the member of the Council must report the incident through the "Formal approach" (see below).

### **b) Informal approach**

Members of the Council with non-violent, minor concerns, and/or who feel comfortable resolving their concerns on their own, are encouraged to do so informally prior to seeking formal resolution. Wherever possible, they should speak or write to the person engaging in the concerning behaviour one-on-one to let them know that their conduct is unwelcome and to ask them to stop immediately.

If the problem is not resolved, or if one of the parties feels he or she cannot speak directly with the other person, other options such as a facilitated dialogue or mediation can be explored.

In these cases, the member of the Council should make detailed notes about what happened, when it happened, who was involved, and who may have witnessed the incident. These details may be needed to refresh one's memory in the event that the problem is not corrected and the matter needs to be pursued further.

**c) Formal approach**

If a member of the Council feels uncomfortable or unsafe addressing the issue on their own; if they are unsuccessful in resolving the issue informally; or if they experience an incident of workplace violence (and the immediate threat has subsided), they should bring the incident to the Administrator, HR or President of Council as soon as possible and the matter will be addressed in accordance with the Policy for Compliance with Duties of Members of the Council.

Policy Name                    **Policy for Compliance with Duties of Members of Council**

Reporting and investigating allegations of non-compliance with the duties of members of Council as outlined in OAA's by-laws and policies

Issue Date                    November 5, 2020

Revision Dates

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## Overview

It is the responsibility of each member of Council to hold herself or himself accountable for complying with the duties outlined in OAA's by-laws and any applicable policies ("Duties"). Members of Council also have a responsibility to hold each other accountable when they observe that another member of Council is not complying with their Duties.

The President may be consulted for advice by members of the Council concerning compliance with their Duties.

### 1. Reporting non-compliance with Duties

A person who has information suggesting that a member of Council has not complied or is not complying with their Duties may refer the information in writing to the Administrator, Human Resources (HR) or President of Council.

If the information concerns the President of Council's non-compliance with their Duties, then the information may be referred to the Administrator, HR. This substitution applies to all of the responsibilities under this policy.

The Administrator, HR or President of Council shall notify the member of Council who is the subject of the issue disclosed in the information ("the subject member") and provide them with the information.



The subject member shall be given an opportunity to provide a written response to the issue to the Administrator, HR or President of Council.

## **1. Responsibilities of the Administrator, HR or President of Council**

Upon receipt of the response from the subject member, or if no response is provided, the Administrator, HR or President of Council shall review the information provided and determine the appropriate action to be taken. The appropriate actions taken by the Administrator, HR or President of Council may include:

- a) take no action;
- b) caution the subject member about the issue;
- c) require an apology from the subject member to those affected by conduct related to the issue;
- d) require an undertaking from the subject member with respect to their conduct, such as providing additional information, or attending a meeting, training session or workshop;
- e) advise the subject member on any other steps to be taken to remedy or resolve the issue; or
- f) refer the issue to an independent third-party investigator for review and investigation with appropriate terms of engagement for the investigation.

## **2. Investigation Process**

Investigations conducted under this Policy will be thorough, timely, fair and objective. They shall not be based on presumptions about guilt or innocence of any party. The investigator will be objective and trained to conduct investigations involving the subject matter of the information provided to the Administrator, HR or President of Council. All parties involved in the investigation will be informed of their rights and responsibilities as well as possible options to access support.

Once an investigation is initiated, the subject member will be informed of the commencement of the investigation and its subject matter in writing. At this stage, it may be necessary to implement interim measures to preserve the health and safety of those who are involved in the investigation, and the

integrity of the OAA. These measures may include separating the subject member from any party whom the subject member has affected.

Before the subject member is asked to provide their response to any inquiries by the investigator, they will be given a summary of the allegations, in writing.

Information relating to a complaint or investigation, including identifying information about the individuals involved, will be kept confidential except to the extent that it must be disclosed to investigate the allegations, to take corrective action, or as otherwise required by law. All individuals who participate in an investigation are expected to maintain confidentiality throughout the process.

The investigation procedure will be established on a case-by-case basis, based on the nature and circumstances of the subject matter of the investigation.

Following the conclusion of the investigation, the investigator will submit a written report to the Executive Committee. The investigator's report will typically include:

- a) a summary of the allegations raised;
- b) an overview of the steps taken during the investigation;
- c) a summary of the evidence provided by all parties to the investigation;
- d) findings of fact (i.e. a finding of whether the allegations are substantiated or unsubstantiated);
- e) a conclusion about whether the subject member failed to fulfill his or her Duties was found; and
- f) recommendations to prevent the incident from recurring, where appropriate.

Based on the investigator's report, the Executive Committee may:

- a) conclude the review of the matter and advise the parties involved accordingly in writing; or
- b) determine that the issue should be referred to the Council for the purpose of selecting an appropriate remedy.

### 3. Referral to Council

The Executive Committee may refer the matter to Council for a determination of whether the subject member of Council has failed to fulfill his or her duties and a determination of an appropriate remedy. The referral shall be in writing and the issue shall be considered and determined by at least a quorum of Council, and in the absence of the public.

After considering the issue, Council shall determine whether or not the subject member has failed to fulfill his or her duties and shall provide written reasons for its decision. Following the preparation of its decision and reasons, Council shall provide the decision and reasons to the subject member.

Where Council determines that the subject member has failed to fulfill his or her duties, the Council may:

- a) reprimand the subject member, or
- b) suspend for a period of time certain rights and privileges of the subject member.

The decision of Council under this part of this policy is final. Council may report publicly on the issue once it has been concluded, but shall maintain confidentiality regarding the individuals involved in the investigation, with the exception of the subject member.

---

## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 5.1
--

**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Kristi Doyle, Executive Director  
Christie Mills, Registrar  
Nedra Brown, In-house Counsel

**Date:** September 23, 2020

**Subject:** Open Architecture Collaborative

**Objective:** Clarification from Council and a determination regarding a for-profit entity that is a social enterprise and not a certificate of practice that wishes to use the word “architecture” in their name.

---

Open Architecture Collaborative (OAC), represented by its Executive Director in Ontario, Ms. Shanna-Kay Smith attended at a meeting of Council in July 2019 and made a presentation regarding their work as a not-for profit social enterprise. In addition, AOC made a request to include the word “architecture” in their registered business name. OAC is a subsidiary organization of a similarly named American entity [Open Architecture Collaborative](#). Open Architecture Collaborative has chapters in [multiple jurisdictions across the globe](#). The original request from OAC is attached as Appendix 1.

The OAA Council agreed at its September 2019 Council meeting to permit OAC to use the word “architecture” in their name as they described themselves as “Architects without Borders” program. They expressed that their goal was to help communities engage in exercises, with the assistance of architects and interns, that would help assess priorities and needs from an architectural perspective. The goal includes helping communities define, and see the possibilities of specific types of development, with a particular focus on communities that are lower income, and those less likely to have interaction with architects working on projects in their communities.

Council instructed staff to prepare and deliver a Memorandum of Understanding (MOU) regarding their determination and the specific elements agreed. The MOU which includes the Council determination is attached as Appendix 2. The MOU was delivered to Ms. Smith at OAC in November 2019. The OAA received a response set out in the email chain attached as Appendix 3.

In their response OAC indicated that they had federally registered their business name including the word “architecture” as federal registration is outside the Ontario business names restrictions related to the word “architect” or any derivative. In addition OAC has registered the business name “Open Architecture Collaborative Canada (OACC)” and as a for-profit enterprise. [The OACC website](#) has information about their services and ongoing work. It merits noting that OACC has an active presence on LinkedIn with over 500 followers, has a Facebook page that states 1,844 people like this page, has a presence on Instagram and Twitter.

The OACC website includes their mission and vision that reads:

*“Our Vision*

*A future in which people co-lead creating resilient, equitable, and livable communities for their collective well-being.*

*Our Mission*

*We incubate collective change-making ideas through an inclusive community-engaged process.”*

Clarification was required from the group.

On Thursday September 17, 2020, OAA Executive Director, Kristi Doyle, Christie Mills, Registrar, and Nedra Brown, In-House Counsel met with the Shanna-Kay Smith, OACC Executive Director (Ontario) and Afsaneh Tafazzoli, OACC Director Strategic Initiatives via Zoom to discuss the changes that were not anticipated by the OAA and to seek clarification and recommend that the OACC attend at Council with an updated request so that the OAA Council can make an informed decision.

OACC is providing the OAA with additional materials that will be attached separately.

---

**Action:** Respond to the request and from Open Architecture Collaborative Canada (OACC).

---

**Attachments:** Appendix 1: Original Request to Council (July 27, 2019)  
Appendix 2: Memorandum of Understanding (November 25, 2019)  
Appendix 3: E-mail Correspondence from OACC Executive Director to In-house Counsel, Nedra Brown (December 4, 2019).



July 27, 2019

**Dear Council Members of the OAA:**

We are a non-profit made up of a passionate group of volunteers working towards making the design of our built environment a more equitable and inclusive process. We are the Toronto chapter of the international organization, the Open Architecture Collaborative (formerly Architecture for Humanity), incorporated in November 2017.

Recently, we were made aware that the name of our group, “Open Architecture Collaborative Toronto” (OACTo) is potentially in conflict with Architects Act, which prohibits any persons without a certificate of practice from engaging in architectural practice, or leading others to believe that they can practice professionally. We understand that our name, in particular the word “Architecture” in it, may mislead people into thinking that we are a professional architectural firm, which we are not.

Given this, we would like to suggest several ways to mitigate any confusion surrounding the nature of our work. At the same time, we would like the OAA council to consider allowing us to keep our name unchanged, for reasons outlined below.

First, the word “architecture” reflects who we are. The name “Open Architecture Collaborative Toronto” allows us to be recognized as a local chapter of the international non-profit that we belong to, the “Open Architecture Collaborative”. More importantly, the word “architecture” reflects the field of work, training, and study our volunteers engage in. Most of our volunteers are architecture students, interns, recent immigrants (many in the process of registering as interns with the OAA), architectural technicians, urban designers, and interior designers. We are also in the process of searching for board members who are licensed architects, and recruiting more licensed architects to serve as volunteers. In summary, we would like to retain the word “architecture” in our organization’s name, as it refers to the overall network we belong to, and specifically reflects our members’ experience, background, and training. This allows us to distinguish ourselves from other local design non-profits that we are allied with, but differ in focus from in terms of disciplinary.

The word “architecture” also reflects the issues we organize around. OACTo educates the public about issues related to the design of the built environment of the city. We have co-organized talks on the City of Toronto’s new guidelines on laneway housing. Our recent collaboration with OCAP aimed to increase public engagement around imagining what

rent-gear-to-income housing could be like in the downtown east, by conducting design charrettes and developing a speculative, fictional proposal for the site as a prop for advocacy purposes. Our members also work on submissions for architectural ideas competitions that align with our mission. For example, this past winter we collaborated with a local immigrant women's group on a design for the Toronto Winter Stations competition. Thus, our work is focused on issues related to what is commonly understood to be "architecture" and the architectural profession, although we have taken care to not engage in professional architectural practice as defined in the Architects Act.

However, we do understand that our organization's name, on its own, may mislead the public to believe that we are a professional architectural practice, so we are happy to implement measures to make it clear to the public that we are not an architecture firm. We have updated our webpage and all our social media accounts to display disclaimers stating that we are not an architectural practice and purged our vision and mission statements of any phrases that might suggest that we are a professional firm. We welcome any other suggestions that the OAA council has to reduce confusion around the exact nature of our service, and maintain an open conversation on this topic.

OACTo would like to maintain our identity as "Open Architecture Collaborative Toronto", as this name reflects who we are and what we do. With that in mind, OACTo is open to working side by side with the OAA on how we can continue the work we do in Ontario, and how we can be as transparent as possible about the ways we can serve the public.

Signed,

Shanna-Kay Smith, OACTo  
Mona Dai, intern architect, OACTo





**Ontario Association of Architects**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN:  
THE ONTARIO ASSOCIATION OF ARCHITECTS  
AND  
OPEN ARCHITECTURE COLLABORATIVE**

Following an in-person meeting on July 9, 2019 between the Ontario Association of Architects (OAA) and Open Architecture Collaborative Toronto Chapter (OAC) as represented by Shauna Kay Smith and Mona Dai, as well as their attendance at a meeting of the OAA Council on September 18, 2019, the OAA and OAC have come to an agreement with regards to the following:

- The OAA hereby grants OAC permission to use the word "architecture" in its name provided that Open Architecture Collaborative, parent organization, Toronto Chapter and any future Ontario Chapters, agree that they may not directly or indirectly practice architecture in the Province of Ontario;
- Open Architecture Collaborative agrees to ensure the entities they work with in Ontario, and the volunteers who assist, clearly understand the OAC mandate is strictly related to volunteerism and not the practice of architecture;
- The OAC Toronto Chapter or other chapters in Ontario will include architects licensed by the OAA on its governing boards/councils and in its leadership;
- The OAA acknowledges that the Open Architecture Collaborative is a US-based non-profit (501c3) supported by a global chapter network that encourages the development of interns and architects as leaders and change makers while simultaneously engaging underserved communities in producing place making programs to inspire ownership and civic engagement in traditionally marginalized communities by collaborating with community developers and associations; and that



**Ontario Association of Architects**

- The OAA is the mandatory self-regulating professional body for architects in the Province of Ontario, responsible to govern the profession and its members in order that the public interest is protected.

Signed at the City of Toronto this 25<sup>th</sup> day of November, 2019,

A handwritten signature in blue ink, reading 'Kristi Doyle', is written over a horizontal line.

Kristi Doyle, Executive Director

On behalf of the Ontario Association  
of Architects

---

Shanna-Kay Smith, Executive Director

On behalf of Open Architecture Collaborative

**From:** [Shanna-Kay Smith](#)  
**To:** [Nedra Brown](#)  
**Subject:** Re: Draft memorandum of understanding  
**Date:** Wednesday, December 04, 2019 7:24:30 PM

---

Dear Nedra,

Thanks for the attached memorandum. I have consulted with OACTo team and we would like to add to the document. We feel that OACTo would benefit from the following:

1. It was mentioned that OACTo was able to use OAA facilities for meetings and events. Can you add this to the memorandum and clarify the conditions for using the space (ex. hours, any associated costs)?
2. It was also mentioned in the meeting that there is funding that OACTo can apply for. We asked that the channels for these funding to be shared with us. If the funding are within this link <https://oaa.on.ca/the%20oaa/local-architectural-societies/resources-for-local-societies>. We ask to be put under consideration for these funds when we apply. Can you also add this to the memorandum?
3. We noticed that the OAA has a web page on guidelines for conducting design charrettes. <http://www.oaa.on.ca/public%20resources/organizing%20a%20design%20charrette> We would like to propose that if the OAA is organizing or hosting any charrettes, that the OAA consider OACTo as a resource to help with facilitating them. As well, would the OAA consider listing OACTo as a contact and resource for further information on organizing design charrettes on the OAA design charrettes webpage?
4. We would like OACTo talks/lectures be considered eligible for OAA members CEU credits.
5. We asked that OAA will support OACTo activities by allowing OACTo to disseminate information on the OAA website, newsletter, etc.

We would also like the revision of the following:

6. We suggest the removal of the term, 'strictly related to volunteerism'. OACTo can legally as a not-for-profit make revenue from any related or unrelated activities. The chapter is transitioning into a social enterprise model, and we are exploring methods of revenue generation (ex. educational events and workshops on community engagement) to sustain and increase our social impact. We will not generate revenue through the practice of architecture.
7. We would like to have the OAA's assistance in putting a call out for a licensed board member, which would include a description for what OACTo is looking for in a board member.
8. We would like you to amend the memorandum where it is not clear that organization legal name is Open Architecture Collaborative Toronto (OACTo).
9. We would like it to be clear and amend in the memorandum that OACTo is a registered not-for-profit in Canada, with an affiliation and connection with OAC in the United States and other chapters worldwide. OACTo is a separate legal entity in Canada. Thus, please revise the statement to: The OAA acknowledges that the Open Architecture Collaborative is a US-based non-profit (501c3) supported by a global chapter network of independent Non-profits. OAC's

Toronto chapter advocates for equity-driven approaches in architecture and design to realize meaningful community engagement.

Thanks,  
Shanna

On Fri, Nov 29, 2019 at 12:55 PM Nedra Brown <[NedraB@oaa.on.ca](mailto:NedraB@oaa.on.ca)> wrote:

Dear Shanna-Kay;

The OAA looks forward to a long and positive relationship with OpenTO.

Attached is a Memorandum of Understanding for your signature, already signed by OAA Executive Director Kristi Doyle.

Please sign and return at your convenience.

Yours Truly,

Nedra

Nedra Brown

Registrar

Ontario Association of Architects

111 Moatfield Drive

Toronto, ON, M3B 3L6

Phone: 416-449-6898 ext. 227

Toll Free: 1-800-565-2724 ext. 227

E-mail: [nedrab@oaa.on.ca](mailto:nedrab@oaa.on.ca)

Website: [www.oaa.on.ca](http://www.oaa.on.ca)

The contents of this e-mail and any attachments are confidential. It is intended for the named recipient(s) only. If you are not the intended recipient do not distribute it to another person or use it for any purpose or make copies. Delete it and advise the sender immediately.

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Shanna-Kay Smith  
Executive Director, Local Leader  
**Open Architecture Collaborative Toronto**  
[sksmith@openarchtoronto.org](mailto:sksmith@openarchtoronto.org)  
647-467-9679



[OpenArchCollab.org](http://OpenArchCollab.org) | [Facebook Page](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

@OpenArchCollab is bringing collaborative design practice to underserved communities.  
#ImWithOAC

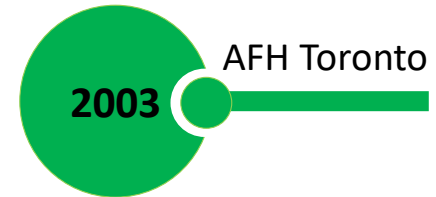
Open Architecture Collaborative Canada

# A look in to A C C

November 5th, 2020

# Background

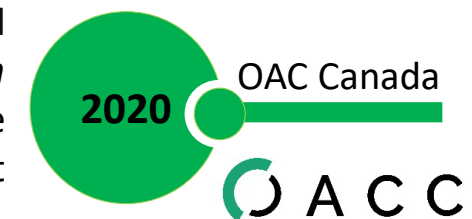
100% volunteer-based  
*architectural solution to humanitarian crisis*



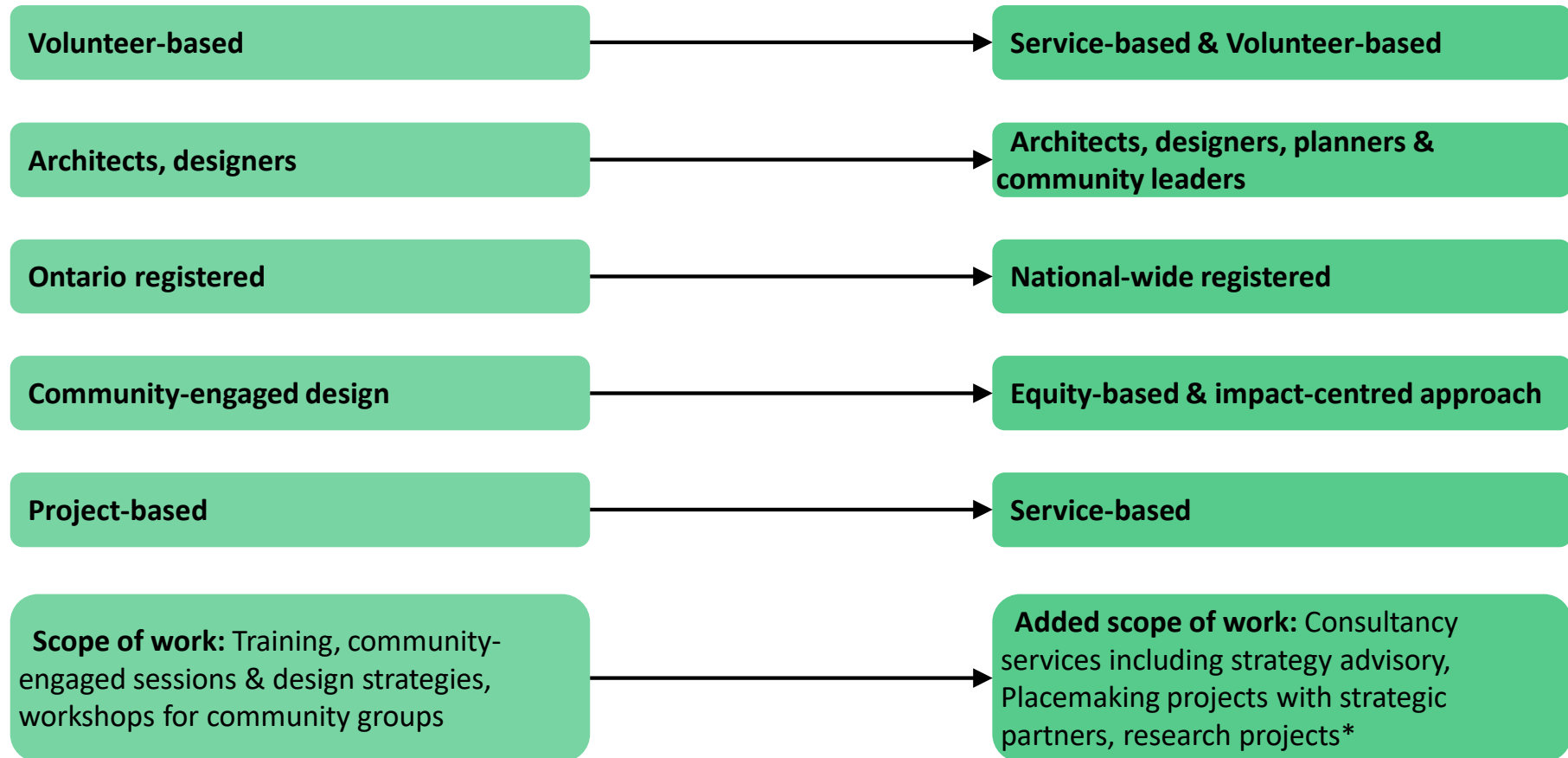
100% volunteer-based  
*connect socially-minded designers with communities  
and advocate for community-engaged design*  
<https://openarchcollab.org/toronto-canada/>



Service-based & volunteer-based  
*connect socially-minded designers with  
communities; advocate and educate  
for creating places for social impact*  
<http://openarchcollab.org/canada/>

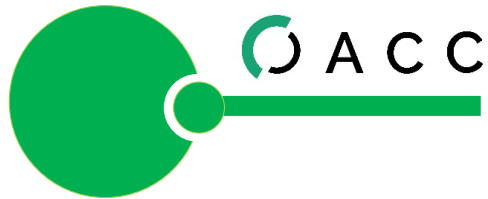


## OACTo to OACC



\* Refer to page 6 for comprehensive info on services





### Vision:

A future in which people co-lead creating resilient and equitable built environment for their sustainable well-being.

### Mission:

We **build capacity** for and **incubate** change making **ideas** which promote resilient, equitable and sustainable communities through an **inclusive community-engaged process**.



# OACC Services

## Who

All Stakeholders

## What & How

Our work to connect community & experts

### Target beneficiaries

- Community leaders
- Community groups
- Local grassroots

### Strategic partners

- Architectural Firms
- Urban design and planning firms
- Architectural & planning schools
- Municipalities, Government/policy makers
- Real estate
- Developer companies/holdings
- Social innovation hubs
- Related organizations and Nonprofits

**COMMUNITY  
GROUPS**

OACC

**BUILT-  
ENVIRONMENT  
EXPERTS**

- Community Engagement
- Strategic partnership
- Facilitating community workshop
- Placemaking
- Consultancy (impact-centric process, i.e. community engagement)
- Post occupancy evaluation
- Learning centre, capacity building, student competition
- Research
- Incubator / accelerator (social innovation)

# OACC Services – Website’s exact wording

## **Build Capacity**

If you are thinking to roll-up your sleeves and dig deep into the land of equitable communities through design and planning, or you are passionate to engage your community members in shaping your community’s spaces, then this section is for you! Ask us to tailor a training journey that meets your needs:

### **Leadership for community change**

How can we build our communities around places?

Community groups can proactively initiate programs, experiences, and interventions to utilize their public realms for equitably shared value, once they have built-in a collective leadership for change.

We offer in-person and remote workshops to community groups and nonprofits that work at local community level. These sessions aim to strengthen the connection between people and the places they share and to support them to re-envision their neighbourhoods for their communities’ long term sustainability and resiliency.

### **Community-focused lens in practice**

How can you incorporate an impact centric vision into your design or planning practice?

Well, Impact centric vision in design or planning needs a process that focuses on consciously creating and monitoring impact. It starts with a learning journey prior to other steps.

We offer in-person and remote training sessions for individuals and groups of practitioners in the built environment who are passionate about creating equitable and resilient communities. We help them in adopting the impact-centric vision, and mastering community focused practice.

Our services include: Workshops, Bootcamps, Creative breakout sessions, Student competitions

## **Virtual academy**

### **Training & Accreditation in impact-centered design for the built environment**

The virtual Academy is a learning and sharing platform for ‘Design for Social Impact’ in the built environment. It is designed for emerging and experienced practitioners to share and cultivate valuable skills in shaping equitable, resilient and sustainable cities and communities.

## **Missing Middle / Strategic advisory**

Do you need first-hand and inclusive data from the community whom you design with? Are you looking for effective ways to connect to different community groups and build trust? Are you looking for a process in design and planning, informed by community inquiries? Are you interested in evaluating your projects’ impact on the community? We are your partner in this. Our services include:

### **Process, Project, Programming**

We work closely with our partner from the early phases of defining a community-level project and advise a process to incorporate the multi-stakeholder approach with the community at centre responding to the project’s time-line, resources and local context. Through this participatory process, we co-define the project and programming.

### **Community-engaged co-creation sessions**

We design, run, facilitate community-engaged sessions for our project partners in a way to ensure that an inclusive process is realized and maximum shared value is created.

### **Funds and Grants**

We prepare RFPs and reports for your funders and sponsors.

We can bring the funds and grants for your community-centred projects through partnership.

Community’s public spaces, historical and cultural buildings, and any other places that people commonly use or are willing to share for the community’s benefit, can play a pivotal role in our community’s long-term quality of life.

We design a process through which the community members are a key partner from the get-go, together we map out specific steps and co-identify the built assets. Along this process we co-create diverse outcomes in which the community’s social, cultural, human, financial, environmental, political and built assets will create greater shared values that ensure community’s equitable well-being.

### **Research and development**

We do research projects on models of impact-centered design, planning and placemaking, through collaboration and partnership. Design thinking, liberating structures, and multi-stakeholder engagement are our base methodologies and tools. We also place impact measurement, piloting and feedback loops at the core of each social R&D project. Taking this approach, we create long-term values for community-level stakeholders, as well as added values for our strategic partners.

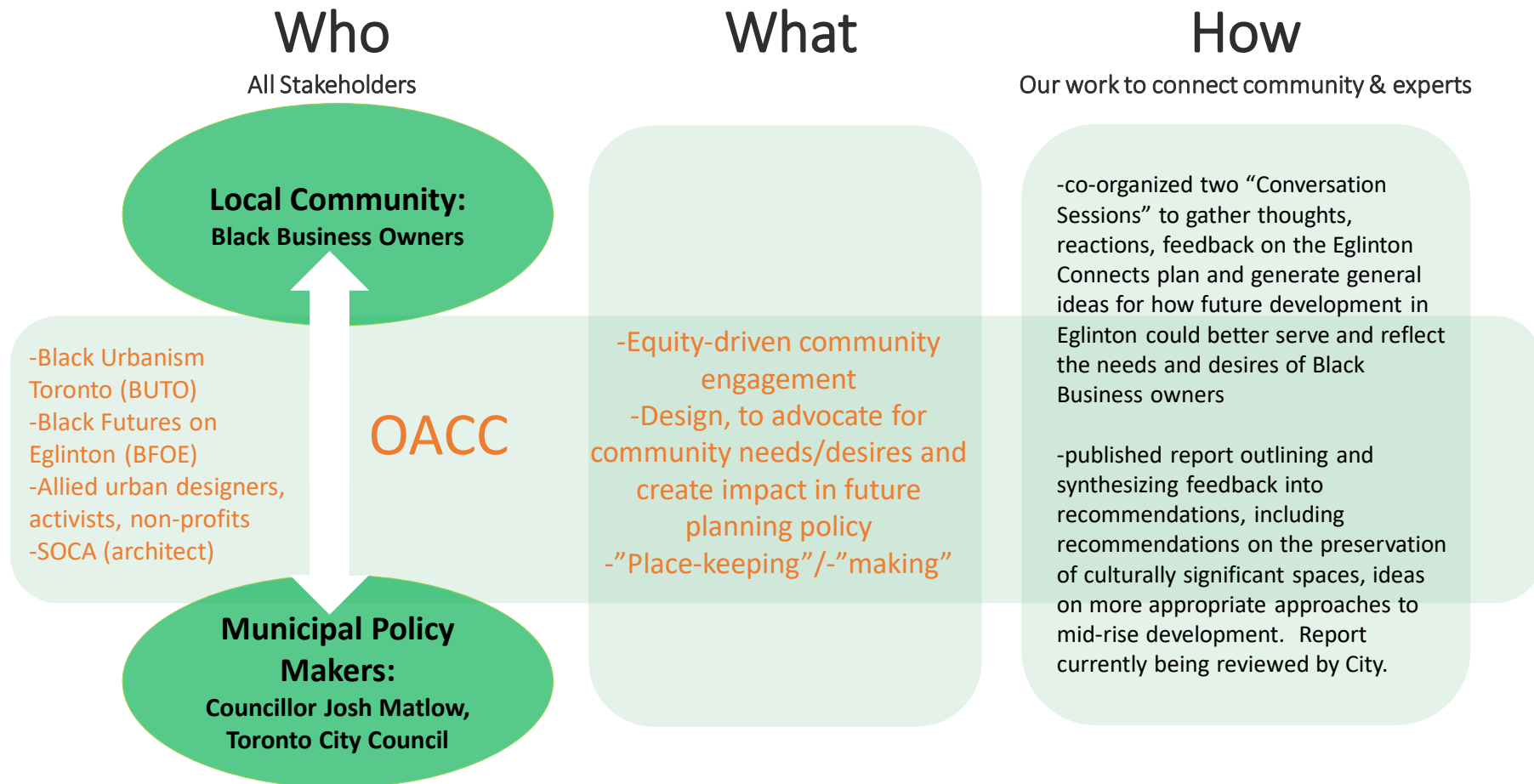
## **Open Lab (finalized)**

Here is your place to develop your idea!

We are looking for innovative groups who are passionate about creating equitable and long term solutions for community’s well-being and resiliency.

In OACC, we can support you to incubate your idea and turn it into an impactful initiative that creates equitable shared values. We are focused on issues as diverse as our communities; whether it is urban poverty, food security, accessibility, gender-based issues, social exclusion, crisis management and urban resilience, the two things our social innovators have in common are the intention to create equitable shared values and to incorporate the built environment assets into the solution.

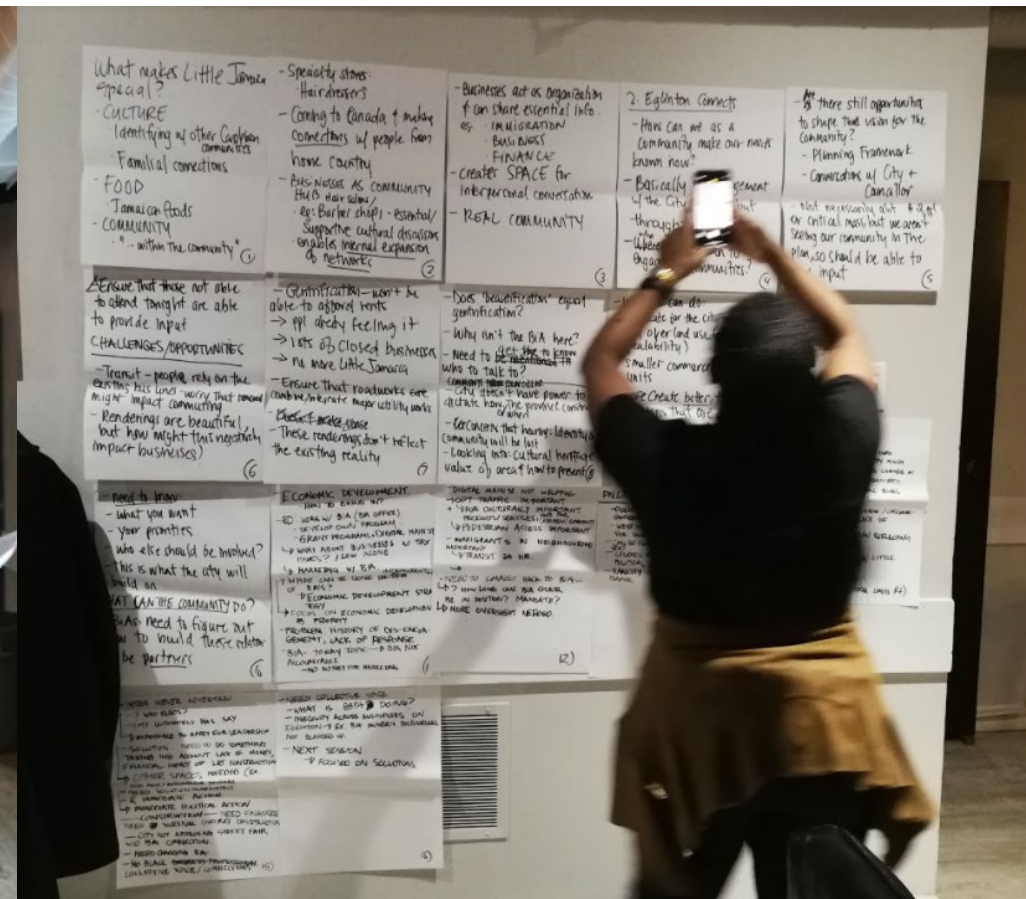
# Sample Project: Little Jamaica



# Little Jamaica

## Equity-driven community engagement

### “Conversation Sessions”





# Little Jamaica

## Equity-driven community engagement

### "Conversation Sessions" (extracts from discussions)

- need to know:
- what you want
- your priorities
- who else should be involved?
- this is what the city will build on

#### WHAT CAN THE COMMUNITY DO?

- BIAs: need to figure out how to build these relations to be partners

(16)

- Annual Jane's walks!  
Great turn out last time
- Heritage Toronto, Ontario Black TOURS - ~~RENEWABLE~~ <sup>History Society</sup> ALLIES
- ~~See~~ Block Parties to complement
- Reach out to tourism groups
- Signage: "Welcome to Little Jamaica"
- Cultural images on streets
- Are there other allies?  
BB are fed up - now we need to be Radical

(17)

- BBs don't own the lands - once buildings are sold, BBs ~~are~~ leave
- Support each other w/ finances, skills, sharing business
- "Investment Readiness Fund"
- possible grant funding (Aug/Mar deadline)

#### CULTURAL EVENTS

- Food festivals (eg: Jerk Fest)
- Music, Art, Fashion - all year long
- Barbers, hairdressers
- "Natural Hair Events"

(18)

- DIGITAL MAINS NOT HELPFUL
- FOOT TRAFFIC IMPORTANT
- + FOR CULTURALLY IMPORTANT PRODUCTS/SERVICES, <sup>HUB FOR</sup> CARIBBEAN COMMUNITY
- ↳ PEDESTRIAN ACCESS IMPORTANT
- IMMIGRANTS IN NEIGHBOURHOOD IMPORTANT
- ↳ TRANSIT 24 HR.

→

- NEED TO CONNECT BACK TO BIA -
- ↳ ? HOW LONG CAN BIA CHAIR BE IN POSITION? MANDATE?
- ↳ MORE OVERSIGHT NEEDED.

(12)

# Little Jamaica

Design – As means of Visioning, Advocacy

”Place-keeping”



pedestrian experience, celebrations, global fashion, local shops



## Little Jamaica

Design – As means of Visioning, Advocacy

”Place-keeping”



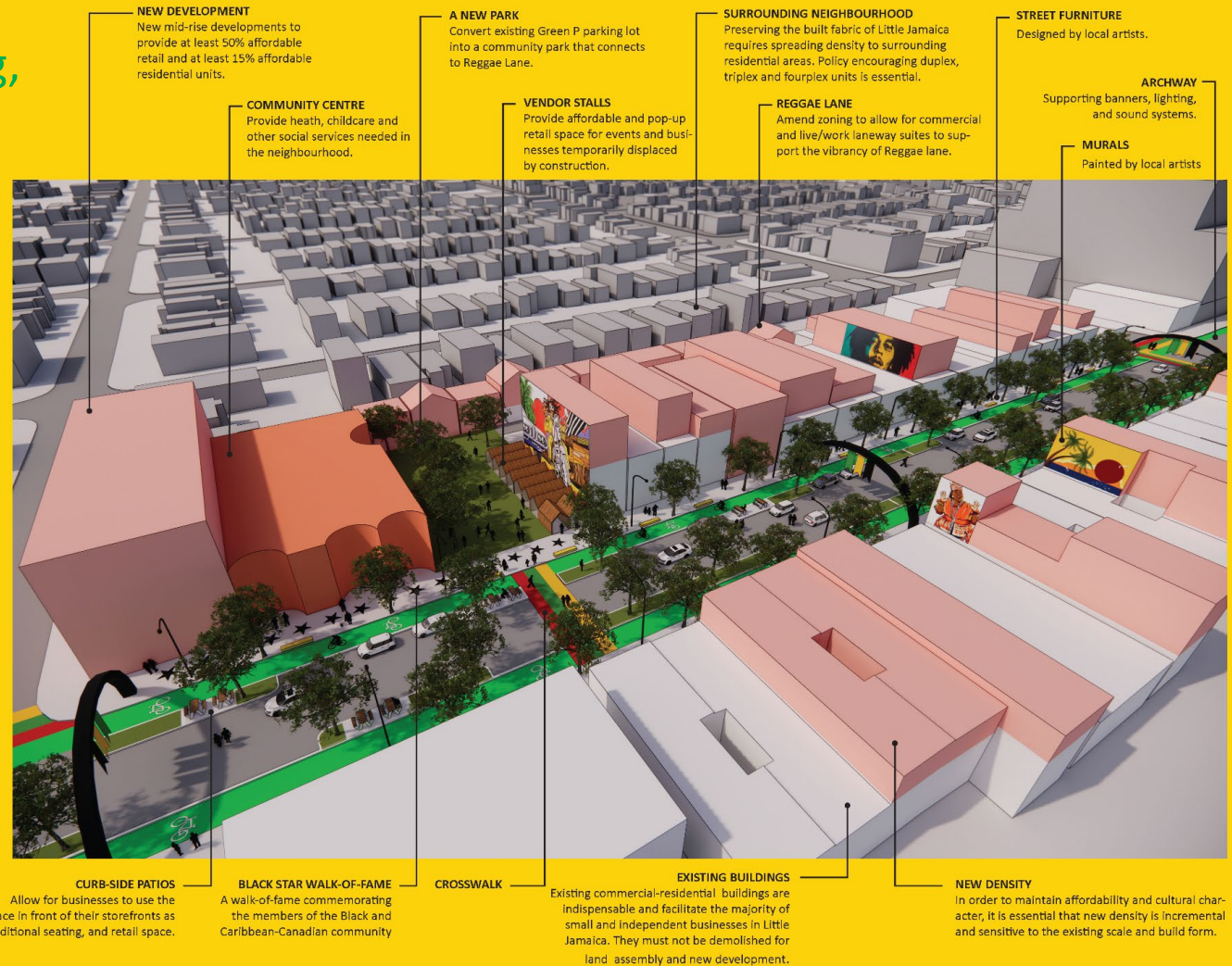
new green spaces, spending time outdoors, local music and food



# Little Jamaica

## Design – As means of Visioning, Advocacy “Place-making”

SOCA



# Little Jamaica Report



## REPORT: A BLACK BUSINESS CONVERSATION

*ON PLANNING FOR THE FUTURE OF BLACK BUSINESSES  
AND RESIDENTS ON EGLINTON AVE W.*



BLACK  
URBANISM  
TORONTO

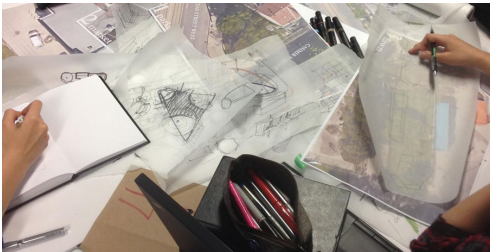
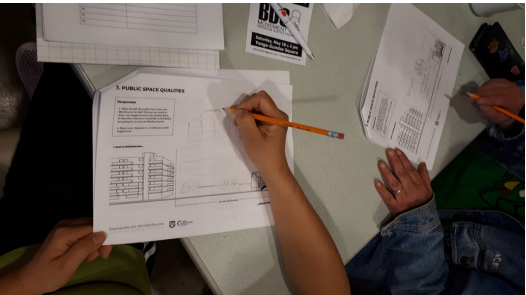




# Sample Activities



Collective thinking Workshops



Community engagement

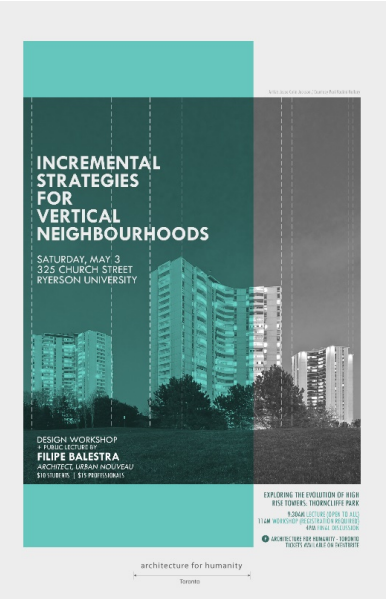
Speeches





# Sample Activities

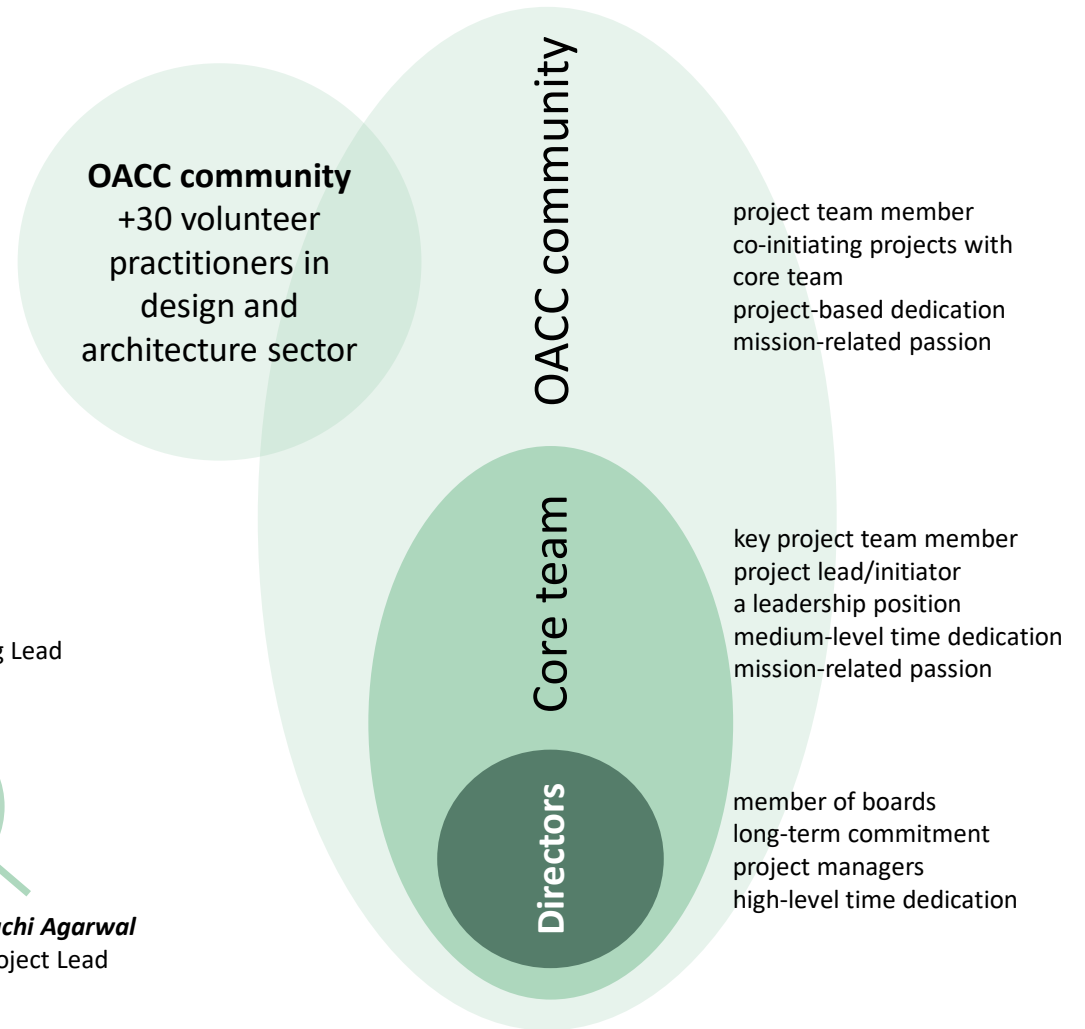
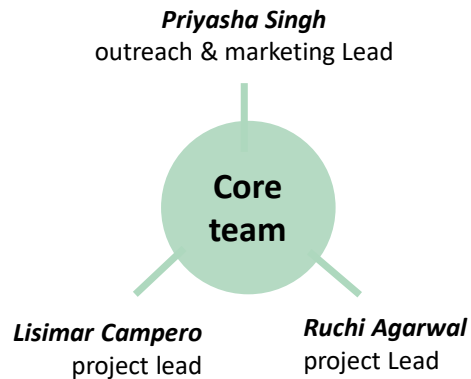
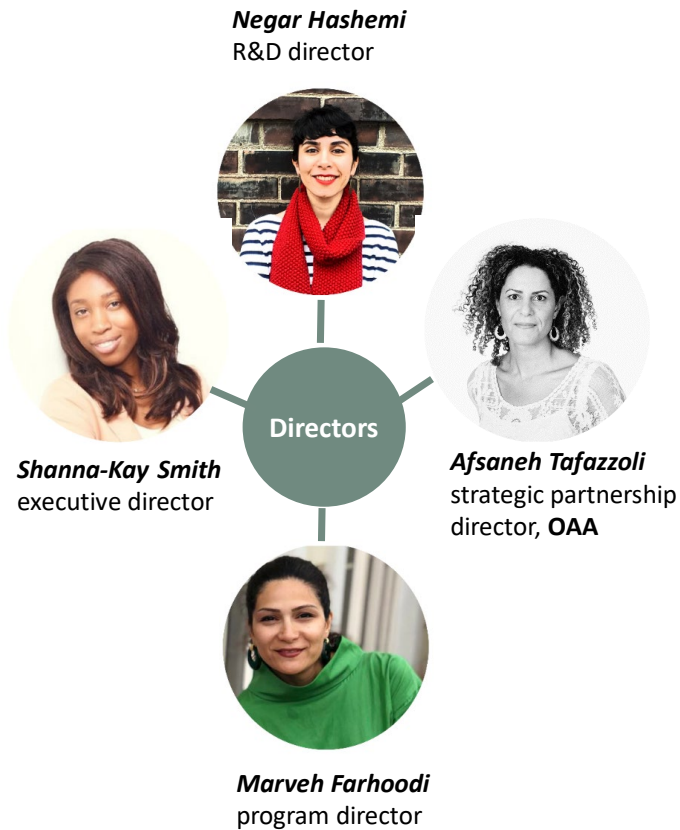
Collaboration with  
design schools  
*Ryerson University*



Placemaking  
*Perth Elementary*



# Organizational structure



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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 5.2
--

**To: Council**

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Kristi Doyle, Executive Director

**Date:** October 26, 2020

**Subject:** Further consideration of the resolution as approved by the membership at the August 6, 2020 Annual General Meeting

**Objective:** Council to consider further the additional elements of the resolution passed at the August 6, 2020 Annual General Meeting (AGM) to further study of efficacy of the stamp system.

---

As a reminder, the following resolution was passed by a vast majority vote of the membership at the Annual General Meeting of the members held on August 6, 2020:

***Be it resolved that the OAA Council immediately rescind the requirement for mandatory electronic stamps and at the 2021 Annual General Meeting, present a report to membership on the efficacy of the entire stamp system and its ability to meet the OAA's core mandate of ensuring that all proposals submitted to municipalities governing the construction of building within the scope of the Architects Act***

Council considered this member resolution at the September Council meeting and after discussion passed the following Council motion:

***It was moved by Birdsell and seconded by Vilardi that the mandatory requirement for OAA members to obtain a digital seal offered through Notarius be rescinded effective immediately; and, that this direction be communicated to the members in the coming week; and, that the Executive Director and Registrar be directed to identify the existing options regarding seals to members in that communication; and that, a report be presented to Council at the November meeting to consider the second portion of the members' motion.-- CARRIED (10 in favour, 2 opposed, 3 abstentions)***



In accordance with that motion, notice was provided to the membership via Special OAA News on September 29. A copy is attached. The notice advised of Council's decision to immediately rescind the mandatory requirement for digital seals and outlined the options regarding seals for members.

The purpose of this report is to bring forward to Council the second portion of the members' resolution:

***"....present a report to membership on the efficacy of the entire stamp system and its ability to meet the OAA's core mandate of ensuring that all proposals submitted to municipalities governing the construction of building within the scope of the Architects Act."***

As an additional reminder, the OAA By-laws require Council to consider a member resolution within three months from when it is passed, however it is noted that the motion is not binding on the Council. As such, Council may wish to consider various approaches to address this question, as is, or in an amended format.

The following are a few points of information that Council may wish to consider in deciding next steps based on my discussions with the Registrar as we implemented Council's direction from the September meeting in regards to rescinding the mandatory requirement for e-seals.

The professional stamp/seal system is one that is used by a number of professions in order to signify a professional is taking responsibility for the 'work'. Council may wish to first gain a better understanding of the issue being raised in the members' resolution, and whether there is evidence to support further study i.e. is there a problem? Does the concern really lie with the efficacy of the seal or is the issue centred around the control of document and public dissemination and/or education of building officials?

Historically, the most prevalent regulatory issue related to stolen seals occurred when a client used an architect's sealed drawings after the client-architect agreement had terminated without the architect's permission or knowledge. In 2016, the OAA enforced, through injunction, an instance of a fabricated seal. So to the point above, "what is the problem we are trying to solve". Meaning that, if there are issues with fraud or misuse of a member's seal will they be solved by security? Or would the issues persist no matter what level of best practice seal/document security the OAA recommends to its members.

It would seem that many practices develop methods of how they seal and secure documents that work for their scale and type of work. It has been suggested that documents and seal images are most vulnerable when they are out of the control of the architect or Licensed Technologist OAA. One example is when a project is restarted after having been put on hold for a number of years and the client uses the original architect's documents without permission. The second example is when municipalities make project application documents available for view to the public on their websites. This is an issue that we have discussed before with groups like the City of Toronto.

This leads to the notion that more communication and education is needed at the building official/planning department level in respect to how they treat sealed documents. In addition, more education around enforcement of professional

design requirements as set out in the *Architects Act* by municipal official may be of particular importance in this discussion.

Again, the above information is simply provided as some initial thoughts based on conversation that myself and the Registrar have had over the last few weeks. A more fulsome discussion among Council is required in directing next steps on this matter.

Attached is a copy of the full member's motion which includes an introduction to the motion as read into the AGM meeting minutes.

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**Action:** Council to consider further direction in relation to the second part of the resolution passed by the members at the AGM on August 6, 2020.

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**Attached:** August 6, 2020 AGM Member motion and introduction  
OAA Special News Bulletin dated September 30, 2020





## OAA Council Considers Members' AGM Resolution Last Week

### Discussion Results in Decision to Rescind Mandatory Requirement for OAA Digital Seals Through Notarius

The OAA has removed its requirement for a digital seal issued through Notarius. The decision was made at the OAA Council meeting on Thursday, September 24, and is effective immediately.

A [members' resolution](#) to rescind the mandatory requirement for new OAA seals to be digital via Notarius was approved at the [Annual General Meeting](#) in August. As per OAA By-laws, Council explored this matter, having a lengthy discussion that capped off months of reviewing and evaluating OAA seal use.

Previously, Notarius digital seals had been mandatory for new applications, as of January 2019, for Architects and Licensed Technologists OAA. This would have been extended to *all* Members as of January 2, 2022. However, with the requirement rescinded, both physical and digital OAA seals, accompanied by high-resolution seal images, may now be applied for and used. Members may make their own choice.

More information will be shared with the membership as Council continues to explore this transition and also considers the additional aspects of the members' resolution, which include a review of the digital seal program in general as well as consistent requirements for professional seals by municipal officials. Further discussion is planned for the next Council meeting, which is scheduled for November 5.

#### IMPORTANT INFORMATION FOR THOSE WHO REQUIRE A SEAL

If you require an OAA seal from this point forward, you will have two choices—digital or physical. Follow the instructions on the OAA Website related to the [Notarius digital seal](#), or apply for a physical seal directly from the OAA through the [Office of the Registrar](#). In both cases, you will also receive a complimentary high-resolution image of the member seal.

#### IMPORTANT INFORMATION FOR THOSE WHO ALREADY HAVE A NOTARIUS DIGITAL SEAL

Those already using Notarius digital seals and high-resolution seal images can continue using them. However, if you wish to obtain a physical seal, you can proceed with an application by contacting the [Office of the Registrar](#), and a seal will be provided to you at no cost. (Please note: this only applies to those who signed up for a digital seal before September 30.) Refer to [Regulatory Notice 1](#) for information related to seal application and usage best practices.

For more information, contact the [Office of the Registrar](#).

You are subscribed as **INSERT\_EMAIL**

**Click here** to unsubscribe or update your email preferences

OAA Members may not unsubscribe from OAA Regulatory Notice.

The OAA office is located at 111 Moatfield Drive, Toronto, ON M3B 3L6

*This motion was received in accordance within the deadline and duly signed by the following members in good standing as prescribed in OAA By-laws, Revised 2017 to be voted on at the OAA Annual General Meeting, August 6, 2020:*

Jillian Aimis

Scott Harry Barker

Keith David Benjamin

Limor Benmor-Mizrahi

Jenny Lee Chau

Geoffrey Giles Christou

Pawel Fiett

Bojana Ivanova

Brian D. Luey

Vladimir Aleksandar Popovic

Lorne H. Rose

Sheena Sharp

### **Motion to Rescind the Requirement to Make Notarius Seals Mandatory.**

The core mandate of the OAA is to protect the public by ensuring that buildings within specific categories are designed competently. The OAA executes its mandate through a licensing process requiring education, experience and exams, continuing education, and through ensuring that municipalities only accept designs sealed by licensed architects. Until January 2022 architects can signify that they are licensed by applying the digital image of their rubber stamp, to SPA/Permit drawings. Municipal employees can then check that the name on the stamp has a current license by referring to the OAA website.

In November, 2018, the OAA moved to a mandatory electronic system provided by an outside provider, Notarius. As of January 2019, new requests for seals have been issued solely in this digital format. Effective January 2022, all architects must exclusively use the Notarius electronic seals to seal documents.

There are several problems with this decision:

1. It only addresses the legitimacy of the stamps, which is a small part of ensuring that all buildings within the scope of the Act are designed by architects.
2. Architect's seals are used primarily on documents submitted to authorities having jurisdiction, and on documents related to contract administration. Authorities having jurisdiction accept digital representations of the stamp.
3. Commonly available, inexpensive and effective software can be used to lock drawings and documents.
4. This system does nothing to address the issue of whether municipalities are recognizing when the stamps are required, which is anecdotally a larger problem.

This system is not paid for from existing fees. At \$140 sign-up fee and \$185/yr, this amount is affordable for many architects. However, it represents a 20% increase in license fees, and approximately \$750,000 per year for Notarius, of which the OAA gets 5%. This is significant cost for a system that is solving a non-existent problem.

I support the following motion:

We move that the OAA Council immediately rescind the requirement for mandatory electronic stamps, and at the 2021 Annual General Meeting, present a report to membership on the efficacy of the entire stamp system and its ability to meet the OAA's core mandate of ensuring that all proposals submitted to municipalities governing the construction of building within the scope of the Architects Act.

**SHEENA SHARP, ARCHITECT**

Name of Member (Architect or Licensed Technologist)



Signature of Member (Architect or Licensed Technologist)

## Memorandum

**To: Council**

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** OAA Technology Program (OAAAS)

Rick Mateljan, President	
John Romanov, Treasurer	
Christina Facey	Jeremiah Gammond
Francis Guanlao	Jamie Kuhl
Sarah Murray	Nicola Russo

**Date:** October 26, 2020

**Subject:** Licensed Technologist OAA – Revised Policy Statement

**Objective:** To have Council approve an updated and contemporary Policy Statement on the Licensed Technologist OAA on issues other than Scope of Practice.

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### Background:

Launched in 2003, the OAA Technology Program is a pathway for suitably qualified architectural professionals to achieve licensure as a Licensed Technologist OAA. As documented in the background memo, the Council Policy Statement setting the Terms, Conditions and Limitations (TCLs) on the Lic.Tech.OAA was approved by OAA Council in January 2005.

In the words of a 2006 Report to Council, the Policy establishes a “**very limited** Architectural Licence” (emphasis in original). While it imposes appropriate professional obligations on the Lic.Tech.OAA in order to protect the public interest, it provides only very limited rights to the licensee. It establishes certain TCLs that are not justified by a duty to regulate the profession in the service or protection of the public interest.

Since its launch as OAAAS, the program has grown, developed, and matured, and the profile of those with the necessary skills and motivation to go through the robust EEE certification process has been established. In this period, OAA Council has made some changes. The program has been embraced as the OAA Technology Program and a seat on Council for a Licensed Technologist OAA has been provided. The Policy Statement now confirms that a Lic.Tech.OAA may attend and vote at the AGM.

But the significant Terms, Conditions and Limitations remain unchanged from 2005.

#### **Updating the Council Policy Statement on the Licensed Technologist OAA:**

The changes to the Council Policy Statement being proposed in this memo and detailed in Appendix A address the following topics and matters (issues connected with the Scope of Practice are the subject of a separate memo):

**Title.** As agreed previously by Council, the title of the member is changed to Licensed Architectural Technologist. This title change is necessary to provide clarity on the professional qualifications of the member and will prove useful in recruiting qualified individuals to membership. The title can be abbreviated as Lic.Arch.Tech. or LAT. The member is free to use any version of the title without “OAA” but cannot use “OAA” without the other part of the title.

**Rights and obligations as OAA Member.** The Policy confirms that the LAT OAA is a member of the OAA and is bound by the same standards of practice and rules of conduct as an architect. In the absence of such clarification in the *Architects Act* or *Regulation 27*, this confirmation will assist (along with RN R.11) in explaining the LAT’s rights and obligations as a professional.

**Ownership of firms.** The licence issued to the LAT OAA will contain all the TCLs. Where the LAT OAA is practicing on their own or in partnership with other LATs, the certificate of practice issued to the individual, firm, or partnership will also contain all the TCLs, including the limitations on the scope of practice provided in the Policy.

However, as is the case with professional engineers, if the firm or partnership is majority-owned and beneficially-controlled by OAA-licensed professionals (including Licensed Architectural Technologists) and the firm or partnership employs an architect, that firm may be issued a certificate of practice without limitations on the scope of practice. All licensed professionals must ensure that architectural work beyond the LAT scope of practice is carried out under the personal supervision and direction of the architect. If the architect ceases to be employed, the COP must be amended appropriately.

This change serves the interests of the public and the association by simplifying CofP issuance and providing for more flexible ownership structures. It is appropriate due to the **shared duty of all OAA members to uphold the objects of the Act**, including the requirement to inform the Registrar of any ownership changes and to inform potential clients of any TCLs on the licenses or COP and to ensure all work is personally supervised and directed by the appropriate member.

**Voting rights.** As a basic democratic right, the LAT may vote for all members of OAA Council in their eligible electoral districts. In addition, they may continue to vote for and run for the seat on Council allocated to the LAT OAA (currently Lic.Tech.OAA). This creates an analogous situation to architects who may vote for and run for all seats allocated to architects but may additionally vote for the seats allocated to the LAT OAA and intern architect.

**Editing.** All other proposed changes are editing and are made for purposes of clarification or simplification.

*\*See Appendix A for the proposed policy text.*

**Action:**

Council is asked to consider the following motion:

It was moved by ... and seconded by ... that Council approve the updated and revised Council Policy Statement on the Licensed Architectural Technologists OAA as presented by the OAA Technology Program on DD-MM-YYYY

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**Attachments:** Appendix A - Revised Policy Statement

**POLICY STATEMENT ON THE  
LICENSED ARCHITECTURAL TECHNOLOGIST OAA**  
COMPARISON OF CURRENT AND PROPOSED POLICY TEXT

	CURRENT POLICY TEXT	PROPOSED POLICY TEXT	COMMENTARY
Sec 1	<p>Section 13(1) of the <i>Architects Act</i> sets out the requirements for the issuance of a licence.</p> <p>Every applicant must comply with the academic and experience requirements specified in the regulations and have passed such examinations and completed such courses of study as the Council may set or approve unless the Council has exempted the applicant from these requirements.</p> <p>The academic and experience requirements for the issuance of a licence are stipulated in Section 31 of the regulations.</p> <p>Where an applicant for a licence is the holder of a certificate of qualification to make application as a Licensed Technologist issued by OAAAS, the applicant shall be exempted from the academic and experience requirements set out in the regulations subject to the terms, conditions and limitations hereinafter set out, which shall be incorporated and form part of the licence issued by the Registrar.</p> <p>Every holder of a certificate of qualification as Licenced Technologist issued by OAAAS is on the issuance of a licence by the Registrar, a member of the Association, subject however to the terms, conditions and limitations as incorporated and part of the licence.</p>	<p>Section 13(1) of the <i>Architects Act</i> sets out the requirements for the issuance of a licence by the OAA. The academic and experience requirements are stipulated in Section 31 of the Regulation. Every applicant must complete these requirements and pass examinations and courses of study the Council may set or approve, unless the Council has exempted the applicant.</p> <p>Where an applicant for a licence is the holder of a Certificate of Qualification to be a Licensed Architectural Technologist OAA issued by the Ontario Association for Applied Architectural Sciences (or any successor organization or program), the applicant shall be exempted from all of these requirements, subject to the terms, conditions and limitations set out in this Policy.</p> <p>These terms, conditions and limitations shall be incorporated into and form part of the licence issued by the Registrar. Upon the issuance of a licence, the Licensed Architectural Technologist OAA becomes a member of the OAA.</p> <p><b><u>TERMS, CONDITIONS and LIMITATIONS OF LICENCE</u></b></p> <p>(Start with Section 2 on Scope of Practice – see specific proposal)</p>	<p>Most changes are editing for clarification or simplification.</p> <p>As agreed by Council, the title Licensed Architectural Technologist is used throughout the Policy.</p> <p>The proposal confirms that a LAT is a member of the OAA.</p> <p>Proposed revisions to Scope of Practice are covered in another memo to Council</p>
Sec 2	<b>Scope of Practice – See specific proposal</b>		



## CURRENT POLICY TEXT

Sec 3

The Licensed Technologist OAA shall use the designation “Licensed Technologist OAA” in every aspect of the practice of architecture but may not use the title “architect” as an occupational designation or use an addition to or abbreviation of the title “architect”, an occupational designation or a term, title, addition or description that will lead to the belief that the Licensed Technologist may provide architectural services other than as set out in paragraph 1 hereof. The Licensed Technologist OAA is permitted to use the abbreviated title of “Lic.Tech.OAA”.

A Licensed Technologist OAA shall not provide architectural services other than as permitted by paragraph 1 of this policy. A Licensed Technologist OAA may act as the prime consultant for the construction, enlargement or alteration of any building but where the Licensed Technologist OAA has been engaged or employed or has agreed to provide architectural services to a member of the public other than as permitted by paragraph 1 of this policy, the Licensed Technologist OAA must engage or employ a holder of a certificate of practice who is not subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy. Nothing herein prevents the Licensed Technologist OAA from then assisting in the provision of the architectural services provided that such assistance is under the personal supervision and direction of that holder and that this is clearly communicated to the client.

## PROPOSED POLICY TEXT

The title of the licensee shall be Licensed Architectural Technologist. In every aspect of the practice of architecture, the licensee shall use this title, or Lic.Arch.Tech., or LAT. The Licensed Architectural Technologist shall not use the title Architect, or any addition to or abbreviation of Architect, as an occupational designation, or use any term, title, addition, or description that will lead to the belief that the Licensed Architectural Technologist can provide architectural services other than as set out in Paragraph X. The Licensed Architectural Technologist may use the designation “OAA” as part of the title, but cannot use “OAA” on its own.

The LAT OAA may provide architectural services to the public as a sole proprietor, in partnership with one or more Licensed Architectural Technologists, or through a corporation, providing that the proprietor, partnership or corporation holds a certificate of practice. The certificate of practice shall be subject to the same terms, conditions and limitations as the licence.

The Licensed Architectural Technologist may act as the prime consultant for the construction, enlargement or alteration of any building, but where s/he has agreed to provide architectural services to a member of the public beyond those permitted by Paragraph X, s/he must engage or employ a holder of a certificate of practice not subject to these terms, conditions and limitations. The LAT may assist in providing such architectural services provided the work is under the personal supervision and direction of that holder.

## COMMENTARY

Provisions related to the title and restricted use of “OAA.”

Provides flexibility for the LAT to use alternative titles and to decline to use OAA in the title.

Other changes are editing for clarification or simplification.

For ownership rules when a LAT OAA is in partnership with one or more OAA members, please see below.

Sec 4 The Licensed Technologist OAA may provide architectural services to the public only:

1. As a sole proprietor;
2. In partnership with one or more Licensed Technologists who are holders of licences issued in accordance with this policy;
3. Through a corporation;

provided that the Licensed Technologist OAA, partnership or corporation holds a certificate of practice which is subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy and that the holder provides services that are within the practice of architecture under the personal supervision and direction of a Licensed Technologist OAA to whom a licence has been issued.

The Licensed Technologist OAA shall not legally or beneficially own, directly or indirectly, exercise control or direction or legally or beneficially own directly or indirectly shares, or any class of shares of a corporation as hereinafter outlined and, together with another shareholder or other shareholders associated with the person exercise control or direction over, more than 49 percent of the total number of issued and outstanding shares of any class of shares of a corporation to whom a certificate of practice has been issued under Section 14 of the *Architects Act*.

The Licensed Technologist OAA shall not supervise and direct the practice of architecture of a holder of a certificate of practice issued under Section 14, 15, 17 or 18 of the *Architects Act* that provides architectural services to the public other than architectural services as set out in paragraph 1 of this policy.

#### **PARTNERSHIPS WITH OTHER OAA-LICENSED PROFESSIONALS**

As provided in Regulatory Notice R.11 and the *Architects Act*, S.14-18 and 22, where the Licensed Architectural Technologist OAA is in partnership with one or more architects or other OAA-licensed architectural professionals, or is a shareholder of a corporation which also includes as a shareholder or employee such other OAA-licensed professional(s), that partnership or corporation may provide architectural services to the public that are within the combined scope of practice of all of its OAA licensees, providing:

- a) at least 50 percent + one of the partners (in the case of a partnership), or 51 percent of the shareholders/ beneficial owners of the corporation (in the case of a corporation) are OAA members; and
- b) the partnership or corporation holds a certificate of practice.

For greater certainty, where the requirements of 5(a) and 5(b) are met and an OAA-licensed architect is a partner, shareholder or employee, the partnership or corporation may provide architectural services without limitation, providing such services beyond those provided in Paragraph 2 are completed under the personal supervision and direction of the architect.

Consistent with the Act, Notice R.11 and professional obligations, when OAA members are in partnership with others and collectively the OAA members own and beneficially control the majority of the firm, the firm may be issued a COP that is based on the scope of practice of all licensed OAA members that own or are employed by the firm.

The language is written to accommodate other potential OAA categories (e.g. Licensed Interior Designers).

CURRENT POLICY TEXT

PROPOSED POLICY TEXT

COMMENTARY

Sec 5

The Licensed Technologist OAA is qualified to vote at an election of members of the Council for the Licensed Technologist OAA representative for the Province of Ontario. In addition a Licensed Technologist OAA may vote at the annual or other general meetings of the members of the Association, as established in the By-Laws. The Licensed Technologist OAA is not permitted to act as a Mentor under the Intern Architect Program. A Licensed Technologist OAA shall sit on OAA Statutory Committees convened for the purpose of assessing or making decisions on a matter where the member in question is a Licensed Technologist OAA.

**RIGHTS AND OBLIGATIONS AS AN OAA**

**MEMBER**

The Licensed Architectural Technologist is bound by the same standards of practice and rules of conduct as an architect. The *Architects Act* and *Regulation 27* apply equally to the architect and the Licensed Architectural Technologist. The OAA's regulatory notices and other information also apply equally to the LAT such that where the word "architect" appears, the title Licensed Architectural Technologist can be interchanged.

The Licensed Architectural Technologist is qualified to vote at an election of members of the Council but may stand for election to Council only as a candidate for the Licensed Architectural Technologist representative for the Province of Ontario. In addition, an LAT may vote at the annual or other general meetings of the members of the Association.

The LAT may act as a Supervising Professional under the Intern Architect Program for architectural services permitted by Paragraph 2, but may not act as a Mentor.

One or more Licensed Architectural Technologists shall sit on any OAA Statutory Committee convened for the purpose of assessing or making decisions on a matter where the member in question is a Licensed Architectural Technologist.

Confirms that the Licensed Architectural Technologist has the same standards of practice and rules of conduct as the architect.

As architectural professionals, LATs should have a say in determining the rules and regulations under which they are regulated. Extending voting rights for all Council seats is an appropriate step in this direction and creates an analogous situation to architects, who may vote for, but not run for, the seat allocated to the LAT.

Other changes are editing and clarification.

## Memorandum

**To: Council**

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From: OAA Technology Program (OAAAS)**

Rick Mateljan, President	
John Romanov, Treasurer	
Christina Facey	Jeremiah Gammond
Francis Guanlao	Jamie Kuhl
Sarah Murray	Nicola Russo

**Date:** October 26, 2020

**Subject: Licensed Technologist OAA – Scope of Practice**

**Objective:** To have Council approve an updated and contemporary scope of practice for OAA members issued a licence with Terms, Conditions and Limitations (TCLs) as a Licensed Technologist OAA.

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**Background:**

Launched as OAAAS in 2003, the OAA Technology Program is a certification pathway, modelled on the Internship in Architecture Program, through which a suitably qualified professional can achieve licensure as a Licensed Technologist OAA.

The Council Policy Statement on the Licensed Technologist OAA was approved in January 2005 and has remained largely unchanged since. In that same time, there have been significant changes in the industry. The Building Code Identification Number (BCIN) designer category was introduced, the OAA Technology Program has evolved and matured, and we now know the profile and relative number of those who are sufficiently skilled and highly motivated enough to complete the rigorous certification process.

The scope of practice established in the January 2005 Policy Statement, before the first licence was issued, is only modestly broader than what can be undertaken by a member of the public and does not adequately reflect the qualifications, skills and professionalism of the Licensed Technologist OAA. The additional elements are a fourth storey on certain residential structures with no restriction that dwelling units be on grade, and a 100-seat restaurant. Aside from these two elements, the holder of a Small Buildings BCIN may design everything that can be designed by a Lic.Tech.OAA who holds an OAA Certificate of Practice, despite the vast differences in their professional qualifications.

The Licensed Technologist OAA must complete a rigorous EEE process – an advanced diploma in architectural technology; 5580 hours of experience working with or for an architect, in the same 15 experience categories as the intern architect and on at least three different building types; completion of the OAA Admission Course and passing the OAAAS examination which tests design, technical and professional competencies. To obtain a BCIN, an individual must merely pass an MMAH exam that tests basic building code knowledge – there is no minimum academic standard, no requirement for supervised work experience, no oversight by an OAA architect, and no professional obligations. In other Canadian jurisdictions, members of the public with zero qualifications can provide architectural services on buildings of greater scope and complexity than allowed to a Licensed Technologist OAA without any oversight requirements whatsoever. This includes, in some jurisdictions, permission to design modest-sized buildings of assembly and institutional occupancies.

The Licensed Technologist OAA is not only more highly qualified than a BCIN holder by virtue of education and years of practical supervised work experience, as a member of the OAA, s/he is bound by the same

professional standards as an architect, as explained in OAA Regulatory Notice R.11. The Lic.Tech.OAA must adhere to the four principles of professionalism: expertise, autonomy, commitment, and accountability; and must commit to life-long learning through the OAA's mandatory continuing education program. If the Lic.Tech.OAA provides services to the public, they must obtain a certificate of practice and mandatory professional liability insurance from Pro-Demnity Insurance Co. The Lic.Tech.OAA shares the fiduciary duty to uphold the objects of the OAA, the foremost of which is to "regulate the practice of architecture ... in order that the public interest be served and protected."

The proposed amendments to the scope of practice are modest, appropriate, and designed explicitly to ensure the public interest is "served and protected."

After having successfully operated the program for 17 years, several things have become clear.

- The academic study and practical experience that must be gained to become a Lic.Tech.OAA demonstrate the Lic.Tech.OAA has the capability to design and build larger and more complex structures than non-professionals.
- It is far better for architects to have a level playing field with others who can provide architectural services to the public on small buildings. This is accomplished when both are OAA members and not accomplished when one operates with a BCIN. A level playing field ensures fair competition and the protection of the public interest.
- The current, "very limited" scope of practice has no rationale. It is also a deterrent to qualified individuals seeking membership in the OAA when viewed in context with the challenging qualification process and continuing professional obligations and costs.

There are two aspects to the revised scope of practice that Council is being asked to approve. Firstly, it includes an appropriate combination of occupancies of limited size, complexity, and occupant loads, and

secondly, it provides limits to the size of these small buildings based on gross area rather than the building area.

The proposed changes include the expansion of assembly occupancies to include uses beyond restaurants and the inclusion of institutional occupancies. In each case, the size of the occupancies is strictly limited by occupant loads consistent with simpler buildings in the OBC (e.g. those occupancies that do not require fire alarms). The proposed institutional occupancy limit of 10 persons is fewer than what a member of the public can design in British Columbia.

In support of the public interest, the change to gross area allows the Lic.Tech.OAA to provide the appropriate design solution for any given building program and to determine accurately at the onset of the project if the building requires an architect. This is currently difficult to assess with a size limit based on building area. As an example of the difficulty with the current building area restriction, a Lic.Tech.OAA can provide architectural services for a four-storey residential building with a building area of 600 m<sup>2</sup> (4x600 = 2400 m<sup>2</sup> in gross area), but not a two-storey residential building with a building area of 1200 m<sup>2</sup> (2x1200 = 2400 m<sup>2</sup> in gross area). Thus, a Lic.Tech.OAA can provide architectural services for a taller, narrower apartment building of greater complexity than a shorter, wider one. This does not serve the public interest. [see Appendix B for area definitions]

The proposed scope of practice detailed in Appendix B is appropriate for several reasons. It more accurately reflects the education, work experience, and professional obligations of the Licensed Technologist OAA; the public has expanded access to professional services; and it is more rational. Finally, by creating an appropriate gap between what a BCIN holder can do compared to the OAA professional, it provides an incentive for suitably qualified individuals to pursue licensure through the OAA Technology Program and thereby strengthen the profession. The proposed scope of practice is very much in the public interest.

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**Action:**

Council is asked to consider the following motion:

It was moved by ... and seconded by ... that Council approve the updated scope of practice for Licensed Technologists OAA as presented by the OAA Technology Program on DD-MM-YYYY

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**Attachments:**

- Appendix A: Scope of Practice – Flow Chart: Establishment of Scope & Exceptions
- Appendix B: Scope of Practice: Comparison of Current and Proposed Policy Text
- Appendix C: Scope of Practice: Comparison Between Member of the Public and Lic.Tech.OAA (current and proposed)
- Appendix D: Current Landscape and Requirements: ARIDO + OAA Members and Members of the Public (BCIN)
- Appendix E: Public Exemptions from Protected Scope of Practice: Comparison Between Various Jurisdictions Within Canada
- Appendix F: OAA Regulatory Notice R.11: Licensed Technologist OAA
- Appendix G: Program Guide to Become a Licensed Technologist OAA
- Appendix H: Policy of the Council of the OAA with Respect to Applications for Licence and Certificates of Practice by Holders of a Certificate of Qualification to Make Application as a Licensed Technologist Issued by the OAAAS
- Appendix I: Ministry of Training, Colleges and Universities Architectural Technology Program Standard



## SCOPE OF PRACTICE - FLOW CHART

## ESTABLISHMENT OF SCOPE &amp; EXCEPTIONS

## IMPORTANT DEFINITIONS AND CONCEPTS

The practice of architecture is a protected scope of work for members of the OAA established under the Architects Act as follows:

Subsection 11.(1) Who may engage in the practice of architecture:

(a) No person shall engage in the practice of architecture ... unless (a) the person is licensed under this Act;

For the purposes of the Act, a Lic.Tech.OAA is considered an architect per the definitions, since **s/he is a member of the OAA** and **holds a licence** with terms, conditions, and limitations:

“architect” means the holder of a licence, a certificate of practice or a temporary licence;

“architectural services” means services that are part of or are related to the practice of architecture;

Lic.Tech.OAA members are permitted to practice architecture as members of the OAA, but are limited in scope by the OAA Council policy that sets out the terms, conditions, and limitations of the Lic.Tech.OAA's licence and certificate of practice [the “Council Policy on Lic.Tech.OAA”]. The scope for these members is set out in paragraph 1 of the Policy.

Members of the public (i.e. persons who are not members of the OAA or PEO), are permitted to design certain buildings by virtue of the exceptions in Subsection 11.(3) of the Architects Act and Subsections 12.(4) and 12.(5) of the Professional Engineers Act. These persons must obtain a building code identification number (BCIN) from the MMAH by passing an examination to demonstrate basic building code knowledge.

**“Architects” (which includes Lic.Tech.OAAs) and Professional Engineers do not require a BCIN.**

## FLOW CHART TO DETERMINE WHO CAN DESIGN A PARTICULAR BUILDING

## EXCEPTIONS FOR MEMBERS OF THE PUBLIC (BCIN\*)

Subsection 11.(3) of the Architects Act and Subsections 12.(4) and 12.(5) of the Professional Engineers Act.

If not within exceptions, then:



OAA MEMBER REQUIRED (“architect” per definitions)

If within exceptions, then:



Anyone can provide *architectural services*, including Architects, Engineers, Lic.Tech.OAA, Interior Designers, & members of the public (BCIN).

ARCHITECT

LIC.TECH.OAA

MEMBER OF PUBLIC (BCIN)

## LIC.TECH.OAA POLICY

Scope of practice per paragraph 1. of the policy.

If within scope, then:



Any OAA member – Lic.Tech.OAA or Architect – can provide *architectural services*.

If not within scope, then:



Only Architect can provide *architectural services*.

(Note: certain exceptions exist for P.Eng.)

## SCOPE OF PRACTICE - LIC.TECH.OAA

## COMPARISON OF CURRENT AND PROPOSED POLICY TEXT

	CURRENT POLICY TEXT	PROPOSED POLICY TEXT	COMMENTARY
1.(1)	<p>“as constructed, enlarged or altered, is not more than three storeys in height and not more than 600 square metres in gross area and is used or intended for one or more of the following occupancies:</p> <ul style="list-style-type: none"> <li>i. Residential;</li> <li>ii. Business;</li> <li>iii. Personal services;</li> <li>iv. Mercantile;</li> <li>v. Industrial;</li> <li>vi. A restaurant designed to accommodate not more than 100 persons consuming food or drink;”</li> </ul>	<p>“as constructed, enlarged or altered, is not more than three storeys in height and not more than 1800 square metres in <i>gross area</i> and is used or intended for one or more of the following occupancies:</p> <ol style="list-style-type: none"> <li>1. <i>Assembly occupancy</i> with a maximum occupant load of 150, except that a school, college, or child care facility shall have a maximum occupant load of 40;</li> <li>2. <i>Institutional occupancy</i> with a maximum occupant load of 10 persons receiving care, treatment, or detention;</li> <li>3. <i>Residential occupancy</i>;</li> <li>4. <i>Business occupancy</i>;</li> <li>5. <i>Personal services occupancy</i>;</li> <li>6. <i>Mercantile occupancy</i>;</li> <li>7. <i>Industrial occupancy</i>.</li> </ol>	<p>Housing and small buildings based on gross floor area of an OBC Part 9 building (max. 3 storeys in height, 600 m<sup>2</sup> in building area), but remains limited by gross area rather than building area; includes assembly and institutional occupancies of very limited size, occupant load, and complexity.</p>
1.(2)	<p>“is used or intended for residential occupancy, and contains one dwelling unit or two attached dwelling units, and, as constructed, enlarged or altered, is not more than four storeys in height.”</p>	No proposed change to text.	
1.(3)	<p>“is used or intended for residential occupancy, that contains three or more attached dwelling units and, as constructed, enlarged or altered, is not more than four storeys in height and not more than 600 square metres in building area.”</p>	<p>“is used or intended for <i>residential occupancy</i>, and, as constructed, enlarged or altered, is not more than four storeys in height and not more than 2400 square metres in <i>gross area</i>.”</p>	<p>Remove “dwelling unit”; no change in size from existing policy, but limited by gross area rather than building area. Would allow small hotels, motels, boarding houses, etc.</p>

Note: Terms in *italics* are as defined in Subsection 11.(6) of the Architects Act, including the following:

*Building area*: means the greatest horizontal area of a building within the outside surface of exterior walls or, where a *firewall* is to be constructed, within the outside surface of exterior walls and the centre line of *firewalls*.

*Gross area*: means the total area of all floors above grade measured between the outside surfaces of exterior walls or, where no access or building service penetrates a *firewall*, between the outside surfaces of exterior walls and the centre line of *firewalls* but in a residential occupancy where access or a building service penetrates a *firewall*, the measurement may be taken to the centre line of the *firewall*.

## SCOPE OF PRACTICE - LIC.TECH.OAA

## COMPARISON BETWEEN MEMBER OF THE PUBLIC (BCIN\*) AND LIC.TECH.OAA (CURRENT &amp; PROPOSED)

EXCEPTIONS FOR MEMBERS OF THE PUBLIC (BCIN*)	LIC.TECH.OAA SCOPE OF PRACTICE: <b>CURRENT</b>	LIC.TECH.OAA SCOPE OF PRACTICE: <b>PROPOSED</b>	AUTHORITY
1. One or more of residential, business, personal services, mercantile or industrial occupancies; maximum three (3) storeys and 600 square metres in gross area.	Same as member of the public.	Same as member of the public, but increase size to 1800 square metres in gross area; add low occupant load assembly and institutional occupancies in lieu of 100 seat restaurants. (Refer to proposed text for exact details)	Architects Act; 11.(3)(a)(i) and (ii); Council Policy 1.(1)
2. Residential occupancy, and one (1) or two (2) attached dwelling units on grade; maximum three (3) storeys and any area.	Residential occupancy containing one (1) or two (2) attached dwelling units; maximum four (4) storeys and any area.	No change to existing, which allows taller dwellings than members of the public.	Architects Act 11.(3)(b)(ii); Council Policy 1.(2)
3. Residential occupancy, and three (3) or more attached dwelling units on grade, and no units above one another; maximum three (3) storeys and 600 m <sup>2</sup> in building area.	Residential occupancy containing three (3) or more attached dwelling units, which may be above one another; maximum four (4) storeys and 600 m <sup>2</sup> in building area.	Same size as existing, but change area limit from 600 m <sup>2</sup> building area to 2400 m <sup>2</sup> gross area and remove “dwelling unit”, which would allow other types of residential occupancies.	Architects Act 11.(3)(b)(ii); Council Policy 1.(3)
4. Buildings used in mining.	Same as member of the public.	Same as member of the public.	Architects Act Section 11.(3)(c)
5. Drawings under the personal supervision of an architect licensed by the OAA.	Same as member of the public.	Same as member of the public.	Architects Act Section 11.(3)(d)
6. Interior design of a building.	Interior design of a building.	No change to existing.	Architects Act 11.(3)(e)(i) thru (vi)
7. Certain alterations in a dwelling unit.	Same as member of the public.	Same as member of the public.	Architects Act 11.(3)(f)
8. Restaurant occupancy, maximum thirty (30) persons consuming food and drink, maximum three (3) storeys, and maximum 600 square metres in gross area.	Restaurant occupancy, max. one hundred (100) persons consuming food and drink, maximum three (3) storeys, and maximum 600 square metres in gross area.	See row 1.	Architects Act 11.(3)(a)(i) and (ii) and OBC Article 3.1.2.6

Note: BCIN = Building code identification number issued by the Ministry of Municipal Affairs and Housing upon registration under the Building Code Act.

**CURRENT LANDSCAPE AND REQUIREMENTS****ARIDO + OAA MEMBERS AND MEMBERS OF THE PUBLIC (BCIN)**

	INTERIOR DESIGNER ARIDO	ARCHITECT OAA	LICENSED TECHNOLOGIST OAA	MEMBER OF PUBLIC (BCIN)
<b>QUALIFICATION AND LICENSURE</b>				
Minimum Education	CIDA Degree - Interior Design	Masters Degree in Architecture - CACB Accredited/Certified	Three-year Advanced Diploma in Architectural Technology	None
Experience	3520 supervised work experience hours	3720 supervised work experience hours (mentor req'd)	5580 supervised work experience hours (mentor req'd)	None
Examination	NCIDQ Examination	Examinations for Architects in Canada (ExAC) or ARE from NCARB	Licensed Technologist OAA Examination	MMAH Building Code Examinations (various categories)
Alternative Education Pathway	ICRS through ARIDO, AARP through CIDQ	RAIC Syllabus Program	OAAAS Advanced Standing Program	N/A
Alternative Pathway to Licensure	N/A	Broadly Experienced Foreign Architect (BEFA)	OAAAS Advanced Standing Program	N/A
<b>PROFESSIONAL DUES</b>				
Annual Dues / Fees	\$556.88 - ARIDO Registered Member	\$903.50 - Architect	\$635.00 - Lic.Tech.OAA	\$138.00 - Annual Renewal to MMAH
Annual Certificate of Practice	none	\$460.50 + \$230.50 for additional members	\$326.50+ \$230.50 for additional members	none
<b>PROFESSIONAL STANDARDS &amp; REQUIREMENTS</b>				
Mandatory Continuing Education	12 hours every 2 years, minimum 4 hours Health & Safety	70 hours every 2 years, minimum 25 hours Structured Learning	35 hours every 2 years, minimum 12 hours Structured Learning	None
Mandatory Professional Liability Insurance	Yes	Yes (mandatory amounts thru Pro-Demnity Insurance Co.)	Yes (mandatory amounts thru Pro-Demnity Insurance Co)	Yes, for "Registered Designers"; no, for "Other Designers"
Code of Ethics / Professional Conduct Req'ments	Yes	Yes	Yes	No
<b>REGULATORY AUTHORITY</b>				
Protected Scope of Practice	None; limited by exemptions in Architects Act	No restrictions on practice of architecture and interior design	Limited scope of practice in architecture (per OAA policy) (may act as Prime Consultant on any project)	None; limited by exemptions in Architects Act and BCIN categories of qualification (can not be Prime Consultant)
Certificate of Practice	No, not required to offer services to the public	Yes, required to offer services to the public	Yes, required to offer services to the public	No, not required to offer services to the public
Seal / Stamp	Requires BCIN	Yes, seal required	Yes, seal required	Requires BCIN
Title Enforcement / Rights	"Interior Designer" / ARIDO	"Architect" / OAA	"Licensed Technologist OAA" / OAA	None; defined as "designer" in BCA
Complaints Process	Yes	Yes	Yes	No
Discipline Process / Result	Yes, but can not restrict practice	Yes, can restrict licence and practice	Yes, can restrict licence and practice	No

**PUBLIC EXEMPTIONS FROM PROTECTED SCOPE OF PRACTICE**  
**COMPARISON BETWEEN VARIOUS JURISDICTIONS WITHIN CANADA**

OCCUPANCY / JURISDICTION		ASSEMBLY (A)	INSTITUTIONAL (B)	RESIDENTIAL (C)	BUSINESS & PERSONAL SERVICES(D) MERCANTILE (E) INDUSTRIAL (F)	OTHER
BRITISH COLUMBIA	1	A one-storey building, other than a school, to be used for public assembly, if the gross area does not exceed 275 m <sup>2</sup> or the unsupported span does not exceed 9 m	A building to be used as a hospital, sanatorium, or home for the aged and with a capacity of 12 beds or fewer, or a veterinary hospital	An apartment or residential building containing 4 or fewer dwelling units	A commercial or industrial building, or combination of both with other occupancies, not exceeding 470 m <sup>2</sup> gross area, being the aggregate area of all floors	Any other building not exceeding 470 m <sup>2</sup> gross area, being the aggregate area of all floors
	2	A building of more than one storey, other than a school building, to be used for public assembly, if the gross area does not exceed 235 m <sup>2</sup>		A hotel or similar occupancy containing 10 or fewer guest rooms for transient or permanent occupancy		
ALBERTA	1	A building, 3 storeys or less in height that, in the case of a single storey building has a gross area of 300 m <sup>2</sup> or less, in the case of a 2-storey building has a gross area of 150 m <sup>2</sup> or less on each floor, and in the case of a 3-storey building has a gross area of 100 m <sup>2</sup> or less on each floor	A building, 3 storeys or less in height that, in the case of a single storey building has a gross area of 300 m <sup>2</sup> or less, in the case of a 2-storey building has a gross area of 150 m <sup>2</sup> or less on each floor, and in the case of a 3-storey building has a gross area of 100 m <sup>2</sup> or less on each floor	A building 3-storeys or less in height, for residential occupancy of hotel, motel, or similar use that, in the case of a single storey building has a gross area of 400 m <sup>2</sup> or less, in the case of a 2-storey building has a gross area of 200 m <sup>2</sup> or less on each floor, and in the case of a 3-storey building has a gross area of 130 m <sup>2</sup> or less on each floor.	A building 3-storeys or less in height that in the case of a single storey building has a gross area of 500 m <sup>2</sup> or less, in the case of a 2-storey building has a gross area of 250 m <sup>2</sup> or less on each floor, and in the case of a 3-storey building has a gross area of 165 m <sup>2</sup> or less on each floor	A building that is a farm building not for public use
	2			A multiple family dwelling containing 4 dwelling units or fewer		A relocatable industrial camp building
	3			A single family dwelling		
SASKATCHEWAN	1	Not permitted	Not permitted	Any building conforming to the scope of NBCC Part 9	Any building conforming to the scope of NBCC Part 9	Any farm building
	2					Interior design
MANITOBA	1	Not permitted	Not permitted	A building that is not larger than 600 m <sup>2</sup> in building area or taller than three storeys	A building that is not larger than 600 m <sup>2</sup> in building area or taller than three storeys other than F1 occupancies	

**PUBLIC EXEMPTIONS FROM PROTECTED SCOPE OF PRACTICE (cont'd)**  
**COMPARISON BETWEEN VARIOUS JURISDICTIONS WITHIN CANADA**

OCCUPANCY / JURISDICTION		ASSEMBLY (A)	INSTITUTIONAL (B)	RESIDENTIAL (C)	BUSINESS & PERSONAL SERVICES(D) MERCANTILE (E) INDUSTRIAL (F)	OTHER
ONTARIO	1	Not permitted	Not permitted	A building that is not more than 3 storeys in height and not more than 600 m <sup>2</sup> in gross area	A building that is not more than 3 storeys in height and not more than 600 m <sup>2</sup> in gross area	A building used directly in the extraction, processing, or storage of ore from a mine
	2			A building that is not more than 3 storeys and contains 1 dwelling unit or 2 attached dwelling units constructed directly on grade		Interior design
				A building that is not more than 3 storeys and not more than 600 m <sup>2</sup> in building area, containing 3 or more dwelling units constructed directly on grade with no units above another		
QUEBEC	1	Not permitted	Not permitted	A semi-detached or attached single-family dwelling unit, a multi-family dwelling unit contains no more than four units, that is not more than two storeys and not more than 300 m <sup>2</sup> in gross area after the work is completed and has a single basement level	A building that is not more than two storeys and not more than 300 m <sup>2</sup> in gross area after the work is completed and has a single basement level	A combination of such dwellings or occupancies that is not more than two storeys and not more than 300 m <sup>2</sup> in gross area after the work is completed and has a single basement level
	2			A detached single dwelling unit		
NEW BRUNSWICK	1	Not permitted	Not permitted	A building that is not more than 3 storeys and not more than 600 m <sup>2</sup> in gross area	A building that is not more than 3 storeys and not more than 600 m <sup>2</sup> in gross area	Interior design
NOVA SCOTIA	1	A building that is not more than 1 storey and not more than 200 m <sup>2</sup> in building area	Not permitted	A building that is not more than 3 storeys and not more than 450 m <sup>2</sup> in building area	A building that is not more than 3 storeys and not more than 450 m <sup>2</sup> in building area (D, E, F2, F3)	
	2			One or two dwelling unit building	A building that is not more than 1 storey and not more than 200 m <sup>2</sup> in building area (F1)	

**PUBLIC EXEMPTIONS FROM PROTECTED SCOPE OF PRACTICE (cont'd)**  
**COMPARISON BETWEEN VARIOUS JURISDICTIONS WITHIN CANADA**

OCCUPANCY / JURISDICTION		ASSEMBLY (A)	INSTITUTIONAL (B)	RESIDENTIAL (C)	BUSINESS & PERSONAL SERVICES(D) MERCANTILE (E) INDUSTRIAL (F)	OTHER
PRINCE EDWARD ISLAND	1	Not permitted	Not permitted	A building that is not more than 3 storeys and contains 1 dwelling unit or 2 attached dwelling units constructed directly on grade	Not permitted	A building used directly in the extraction, processing, or storage of ore from a mine
	2			A building that is not more than 3 storeys and not more than 600 m <sup>2</sup> in building area, containing 3 or more dwelling units constructed directly on grade with no units above another		Interior design
NEWFOUNDLAND & LABRADOR	1	A building, in whole or in part, used or intended for assembly occupancy only, where the building's total occupant load does not exceed 50 persons	Not permitted	A detached or semi-detached house or row housing, with or without a subsidiary apartment	A building where the total area of all floors located at and above the lowest outside grade does not exceed 300 m <sup>2</sup> , and the building does not contain more than one dwelling unit (D&E)	A combination of such dwellings or occupancies that is not more than two storeys and not more than 300 m <sup>2</sup> in gross area after the work is completed and has a single basement level
	2			A building containing only residential units having a maximum of 15 bedrooms where access to each unit is only from the exterior	A building, in whole or in part, used or intended for industrial occupancy only, where the building's total occupant load does not exceed 50 persons	Interior design for buildings within the scope of Part 9
	3			A lodging house or bed and breakfast establishment where the maximum number of guest bedrooms does not exceed 4		
NORTHWEST TERRITORIES	1	Not permitted	Not permitted	A building that is not more than 3 storeys and not more than 600 m <sup>2</sup> in gross area	A building that is not more than 3 storeys and not more than 600 m <sup>2</sup> in gross area	Interior design
YUKON & NUNAVUT		No Architects Act				

## Licensed Technologist OAA

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### Summary

A Licensed Technologist OAA is an individual who is granted a licence by the OAA to practise architecture with very specific Terms, Conditions and Limitations (TCL). One of the conditions of licensure is that the individual must NOT refer to themselves as 'architect'. These individuals must use the title Licensed Technologist OAA.

The Licensed Technologist OAA will be issued a seal by the OAA Registrar, which differs considerably from the architect's seal. This seal allows the Licensed Technologist OAA to exercise personal supervision and direction for design work that they are permitted to perform under the TCL of their licence. The Licensed Technologist OAA may provide services directly to the public however only under a certificate of practice issued by the OAA and for projects which are within their permitted scope of practice.

### Background

The OAA and the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) established a new association to recognize technologists in the architectural discipline who have met certain standards of education, experience and examination. This association, officially launched in 2003, is the Ontario Association for Applied Architectural Sciences (OAAAS).

The Licensed Technologist OAA is permitted to provide architectural services directly to the public via a certificate of practice issued by the OAA, which also is subject to TCL, and requires mandatory professional liability insurance. Such services may be for everything that the public may provide, plus:

- Residential units up to 4 storeys
- Restaurants accommodating not more than 100 persons (3 storey, 600 sq. metres max.)

The *Architects Act* and Regulation 27 under the *Architects Act* as well as OAA regulatory notices and other OAA information apply equally to the architect and the Licensed Technologist OAA. The Licensed Technologist OAA is bound by the same standards of practice and rules of conduct as an architect. The OAA's regulatory notices also apply equally to the Licensed Technologist OAA such that where the title 'architect' appears, the title Licensed Technologist OAA can be interchanged. Note however that this does not apply in cases where the information is dealing with an issue that is beyond the permitted scope of practice of the Licensed Technologist OAA.

An Intern Architect may be employed by a Licensed Technologist OAA with a certificate of practice, and the Licensed Technologist OAA or an architect employed under that certificate of practice may sign the experience record forms as the employer. Interns are cautioned that requirements for licensure will require a broader range of experience than a Licensed Technologist OAA is permitted to provide. It is the responsibility of the Licensed Technologist OAA to ensure that they abide by all of the terms, conditions and limitations placed on their licence. The Licensed Technologist OAA is also bound by the same standards of practice and professional conduct, to which all architects are subject, as well as the OAA's complaints and discipline processes.

As a requirement of maintaining their licence, the Licensed Technologist OAA is subject to specific learning requirements under the OAA's Continuing Education Program.

### References



Regulation 27 under the *Architects Act*

**\* April 14, 2014 – Reference to OAA Council Policy Statement removed.**

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*The OAA does not provide legal, insurance or accounting advice. Readers are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards.*

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## **Program Guide to become a Licensed Technologist OAA**

## **Ontario Association for Applied Architectural Sciences (OAAAS)**

June 1, 2019

For suitably qualified candidates, this Program Guide is a route to OAA membership as a Licensed Technologist OAA. It is NOT a route to licensure as an architect.

It is the responsibility of the candidate to ensure that the Program Guide to which s/he is referring is the current document, which can be found on OAAAS website. If in doubt, contact the OAAAS.

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## PART 1: OVERVIEW

The Ontario Association for Applied Architectural Sciences (**OAAAS**) is a professional association representing technologists in the practice of architecture. Through this program, a qualified individual may achieve licensure by the Ontario Association of Architects (**OAA**) as a Licensed Technologist OAA (**Lic.Tech.OAA**). A Licensed Technologist OAA has the legal right to design larger restaurants, taller houses, low-rise apartment buildings and other buildings which no person, other than a licensed architect, may design.

To be eligible to join the OAA, a candidate must:

1. Be a Canadian citizen or permanent resident of Canada.
2. Be a graduate of an Ontario community college three-year architectural technology program, or equivalent, or greater.
3. Complete the required number and range of work experience hours practicing architecture while working for the appropriate licensed professional.
4. Complete the OAA Admission Course and pass the Licensed Technologist OAA examination.

Once qualified, the Licensed Technologist OAA will receive a Licence with Terms, Conditions and Limitations established by the OAA under the authority of the *Architects Act*. A Licensed Technologist OAA will follow the standards, rules and guidelines set by the OAA. A Licensed Technologist OAA may provide architectural design and general review services to the public within the Terms, Conditions and Limitations established in the OAA Council Policy after obtaining a Certificate of Practice issued by the OAA along with the requisite professional liability insurance as prescribed by legislation or under the supervision of a holder of a Certificate of Practice.

This OAAAS program ensures that individuals maintain the standards and qualifications expected of the architectural profession and the building industry, and thus ensures the public interest is protected.

### 1.1 Ontario Association for Applied Architectural Sciences (OAAAS)

OAAAS is responsible for the administration of the certification program to the Licensed Technologist OAA level.

### 1.2 Ontario Association of Architects (OAA)

OAA is responsible for setting and administering standards for issuing a Licence and a Certificate of Practice, each with Terms, Conditions and Limitations, and for Continuing Education, Complaints and Discipline of the Licensed Technologist OAA.

### 1.3 Scope of Practice - Licensed Technologist OAA

*Extract from the Architects Act and Ontario Building Code*

What anyone can do	Source	Licensed Technologist OAA
<b>one or more of:</b> <b>residential, business, personal services, mercantile or industrial occupancies:</b> <ul style="list-style-type: none"> <li>• max. three (3) storeys;</li> <li>• max. 600 metres in gross area.</li> </ul>	<i>Architects Act</i> Section 11.(3)(a)(i) and (ii)	Same as anyone.
<b>residential occupancy:</b> <ul style="list-style-type: none"> <li>• max. three (3) storeys;</li> <li>• one (1) or two (2) attached dwelling units on grade;</li> <li>• any area.</li> </ul>	<i>Architects Act</i> Section 11.(3)(b)(i)	Same as anyone, <b>PLUS residential occupancy:</b> <ul style="list-style-type: none"> <li>• max. four (4) storeys;</li> <li>• one (1) or two (2) attached units;</li> <li>• any area.</li> </ul>
<b>residential occupancy:</b> <ul style="list-style-type: none"> <li>• max. three (3) storeys;</li> <li>• max. 600 square metres in building area;</li> <li>• three (3) or more attached dwelling units on grade;</li> <li>• no units above one another.</li> </ul>	<i>Architects Act</i> , Section 11.(3)(b)(ii) (e.g. townhouses separated by firewalls)	Same as anyone <b>PLUS residential occupancy:</b> <ul style="list-style-type: none"> <li>• max. four (4) storeys;</li> <li>• max. 600 square metres in building area;</li> <li>• units may be above one another.</li> </ul>
<b>buildings</b> used in mining.	<i>Architects Act</i> Section 11.(3)(c)	Same as anyone.
<b>drawings</b> under the personal supervision of an architect licensed by the OAA.	<i>Architects Act</i> Section 11.(3)(d)	Same as anyone.
<b>interior design</b> of a building.	<i>Architects Act</i> Section 11.(3)(e)(i) thru (vi)	Same as anyone.
<b>certain alterations</b> in a dwelling unit.	<i>Architects Act</i> Section 11.(3)(f)	Same as anyone.
<b>restaurants:</b> <ul style="list-style-type: none"> <li>• max. three (3) storeys;</li> <li>• max. 600 square metres in gross area;</li> <li>• max. thirty (30) persons.</li> </ul>	OBC Section 3.1.2.6 and <i>Architects Act</i> Section 11.(3)(a)(i) and (ii)	Same as anyone <b>PLUS restaurants:</b> <ul style="list-style-type: none"> <li>• max. three (3) storeys;</li> <li>• max. 600 square metres in gross area;</li> <li>• max 100 persons</li> </ul>

**Summary of the Scope of Practice** - A Licensed Technologist OAA can provide to the public the following additional design and general review services:

**Restaurants** - up to 100 persons

**Residential buildings** - any area, up to four (4) storeys in height, including one (1) unit, or two (2) attached

units

**Residential buildings** - max. 600 square metres in building area, containing three (3) or more attached dwelling units, and which are up to four (4) storeys in height, including units above another

## PART 2: JOINING THE OAAAS

### 2.1 Admission Requirements and Application Procedures

While an applicant for membership in the OAA must be a Canadian Citizen or Permanent Resident, anyone legally entitled to work in Ontario and who is in the process of obtaining permanent residency or Canadian citizenship may apply to join the OAAAS.

To be eligible, a candidate must be a graduate of an Ontario community college three-year program in architectural technology and must submit the following information:

- OAAAS Application.
- Appropriate documentation to confirm citizenship/residency/work status.
- Current résumé.
- Application fee.
- Request the relevant post-secondary institution(s) to send an official transcript directly to OAAAS to confirm educational qualification.

### 2.2 Technologist OAAAS – Use of Title

Once an applicant has been admitted into membership s/he may use the title Technologist OAAAS and may continue to use this title providing membership in OAAAS remains in good standing. A Licensed Technologist OAA may use the title Technologist OAAAS providing membership in OAA remains in good standing.

### 2.3 Educational Equivalency

OAAAS accepts as an equivalent educational qualification:

- Graduation from a community college architectural technology program recognized by the Canadian Council of Technicians and Technologists (or equivalent and/or successor organization).
- Graduation from a university architectural degree program from an institution recognized by UNESCO. Foreign-educated candidates must provide a notarized (and, if necessary, translated) copy of the official transcript of courses studied and marks received.
- Membership at the Technology Level of a recognized professional association representing technologists in any province, or an equivalent jurisdiction outside Canada.

### 2.4 Student Membership

Any student enrolled in a three-year architectural technology program who has completed two semesters may join as a Student Member. To apply, the candidate must submit the following:

- Completed OAAAS Student Member Application.
- Appropriate documentation to confirm citizenship/residency/work status.
- Résumé.
- Proof of enrollment in a 3-year Architectural Technology Program (mailed from college directly to OAAA).
- If enrolled in a co-op program and work placements are with a licensed architect or Licensed Technologist OAA, record all hours in the Experience Record Book. Co-op work experience counts at a rate of 50 percent to a maximum of 1000 hours.

### 2.5 Annual Fees

OAAAS and the OAA establish fees on an annual basis. Such fees will be invoiced and must be paid in order to maintain good standing in the program.

## PART 3: WORKING IN ARCHITECTURE

The candidate must document at least 5580 hours working in an appropriate architectural setting under the responsible control and/or under the personal supervision and direction of an architect licensed by the OAA, or a Licensed Technologist OAA. The candidate must work on a variety of tasks and on different building types before the hours are accepted.

To ensure the candidate is fully prepared for the architectural career, the candidate must also have a mentor during this process.

### 3.1 Supervising Professional and Mentor

The architectural profession has a responsibility to help candidates prepare themselves for architectural practice and this is fulfilled by the supervising professional and the mentor. The supervising professional and the mentor have responsibilities to the candidate within their respective roles. OAAAS will provide documentation for the supervising professional and mentor so they can understand their role.

A candidate may have architects as both the supervising professional and the mentor. Alternatively, the candidate may have a Licensed Technologist OAA as either the supervisor or the mentor.

### 3.2 Supervising Professional

The supervising professional plays a crucial role in the candidate's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between education and practice, and by providing the practical architectural experience required for licensure.

The supervising professional is the architect or the Licensed Technologist OAA within the architectural practice or place of employment who personally supervises and directs the candidate on a daily basis. This architect or Licensed Technologist OAA must be licensed by the OAA. He/she must be able to assess the quality of work performed and regularly certify the documented architectural experience prior to submission of each section of the Experience Record Book (ERB) to the OAAAS.

The supervisor must be familiar with the program's objectives and experience requirements, and its documentation processes.

### 3.3 Mentor

Working with a mentor is an integral part of the process. The mentor is an architect or Licensed Technologist OAA (either active or retired) who is not employed at the candidate's place of employment, and who acts as an independent guide/advocate for the candidate. The candidate and mentor meet regularly to discuss experience progress, career objectives and broader issues related to the profession.

At an absolute minimum, the mentor must meet with the candidate prior to the submission of each section of the Experience Record Book, when the candidate has accumulated 900-1000 hours (approximately six months) of architectural experience, or at each change of employment. But, regular contact between submissions will offer the greatest opportunity for the mentor to assist the candidate and exert a positive influence on her/his development as a future Licensed Technologist OAA.

### 3.4 Selecting a Mentor

Candidates should select a mentor who is willing to commit to their professional growth and who understands the architectural profession's historic mentoring system. Mentors are expected to be knowledgeable about the program's objectives and work experience requirements.

The Candidate may select a mentor by asking the following for a recommendation:

- A personal acquaintance.
- An employer, previous employer, or fellow candidate.
- The OAA or OAAAS.

### **3.5 Changing a Mentor**

A mentor must be maintained throughout the program; however, during the course of the architectural experience period, there may be a need to find a new mentor. If there is a change, the following procedures apply:

- Identify the new mentor to the OAAAS.
- Have the new mentor provide a Letter of Confirmation to the OAAAS.

### **3.6 Changing Employment**

During the experience period, circumstances can result in changes of employment. The candidate must promptly notify OAAAS of the new place of employment, and

- Identify the new supervising professional.
- Have the new supervising professional provide a Letter of Confirmation to OAAAS.
- Complete the ERB section to be certified by the previous supervising professional and submit to OAAAS.
- Meet with the mentor and have s/he review and sign the ERB.
- Begin a new ERB section with the new place of employment.

### **3.7 Multiple, Concurrent or Part-Time Employment**

If engaged as an independent contractor, or employed on a part-time basis by one or more than one employer during the same period, the candidate will be considered an employee in each of these circumstances (solely for purposes of this program) and thus may have several supervisors. A separate ERB section must be completed for each employment situation.



## PART 4: WORK EXPERIENCE REQUIREMENTS

The fundamental purpose of the work experience requirements process is to ensure that the candidate acquires sufficient “hands-on” architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture as a Licensed Technologist OAA. It is the responsibility of the candidate, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. See also Articles 4.3 and 4.4.

### 4.1 Documentation

The candidate must maintain a record of architectural experience while enrolled in the program. All experience must be recorded in the Experience Record Book (ERB). The experience will be reviewed and evaluated by OAAAS at the end of each 900-1000 hours of architectural experience or at a change of employment. Each candidate will be provided with a record of the OAAAS review at the end of each. N.B. *Credit will be granted only for experience gained while enrolled as a candidate, except as provided below.*

### 4.2 Work Experience Categories and Minimum Requirements

A candidate must acquire 5580 hours to satisfy the program's architectural experience requirements. The following chart lists the required architectural experience categories and the minimum required hours for each.

<b>Category A: Design and Construction Documents</b>	
1. Programming	80
2. Site Analysis	80
3. Schematic Design	120
4. Engineering Systems Coordination*	120
5. Building Cost Analysis*	80
6. Code Research*	120
7. Design Development	320
8. Construction Documents	1080
9. Specifications and Materials Research*	120
10. Document Checking and Coordination*	80
Any Category A experience area	600
<b>Minimum Category A Hours</b>	<b>2800</b>
<b>Category B Construction Administration</b>	
11. Bidding and Contract Negotiation	80
12. Construction Phase – Office	120
13. Construction Phase – Site	120
Any Category B experience area	240
<b>Minimum Category B Hours</b>	<b>560</b>
<b>Category C: Management</b>	
14. Project Management	120
15. Office Management	80
Any Category C Hours	80
<b>Minimum Category C Hours</b>	<b>280</b>
Total Minimum Hours Category A, B and C	<b>3640</b>
Additional Hours in Any Experience Area	<b>1940</b>
<b>Total Hours to Complete Program</b>	<b>5580</b>

\* may occur in multiple phases of a project

N.B. *The experience area descriptions and the required activities are described in detail in Appendix A.*

#### **4.3 Demonstrating Competence**

The candidate must demonstrate competence in each category, not merely documentation of time spent working in each area. The candidate's experience must include a variety of occupancies (minimum of three), project types, complexities and sizes. The candidate's experience must also include work on interior design. Non-compliance with the requirement to gain experience on a variety of projects will be considered by OAAAS only in exceptional circumstances.

#### **4.4 Fulfillment of the Requirements**

Upon completion of 5580 hours of documented and accepted architectural experience within the required categories and experience areas, the candidate will be advised in writing whether the architectural experience requirement has been fulfilled.

Once the required architectural experience in an area of practice is accepted, it will not have to be repeated.

#### **4.5 Ontario Knowledge/Currency of Experience**

OAA requires the candidate to demonstrate knowledge of the contemporary conditions of practice in Ontario as a requirement for licensure. The candidate must demonstrate this knowledge by completing a minimum of 940 hours (of the 5580 total hours) working on Ontario projects, under the personal supervision and direction of an OAA licensed architect or a Licensed Technologist OAA, within the three consecutive years immediately prior to submitting an application to become a Licensed Technologist OAA.

#### **4.6 Experienced Gained Outside Ontario**

A candidate may receive credit for experience gained outside Ontario under these conditions:

- a) Anywhere in the world, providing it is certified by an OAA licensed architect.
- b) Within Canada or the United States, providing it is certified by an architect licensed in the jurisdiction.
- c) For experience gained outside Canada or the United States prior to joining OAAAS, a candidate must first complete a Work Experience Record Form. The following conditions apply:
  - i) Where the candidate was a principal engaged in the practice of architecture, s/he must certify the work.
  - ii) Where the candidate was an employee of an architectural firm, the experience must be certified by an architect who was the directly responsible supervisor and a principal/shareholder or employee of the architectural firm.
  - iii) Where registration/licensing of architects is not a requirement in the jurisdiction, this may be reviewed on a case-by-case basis by OAAAS.
  - iv) In all cases, the candidate will be subject to an interview to confirm the work experience and the number of hours credit the candidate will receive. The submission is not subject to the limitations provided on Art. 4.7.

#### **4.7 Retroactive Submission of Work Experience**

A candidate may submit retroactive work experience hours subject to the following conditions:

- a) The maximum number of work experience hours that may be submitted retroactively is 1940 hours.
- b) The submission must be filed with OAAAS within three months of the date of joining.
- c) The submission must be on the Experience Record Book and signed by the Supervising Professional, and must have been worked within the seven years immediately prior to the date of joining.
- d) The appropriate late submission fee shall be paid according to Art. 4.13.

#### **4.8 Minimum Work Experience Years**

While work experience is documented in hours, the candidate must have a minimum of three years of architectural work before the work experience component of the program can be completed. Most candidates must document more than 5580 hours of work experience to comply with the requirements of Articles 4.3.

#### **4.9 Observer or Parallel Documents**

It is recognized that the candidate may not always be able to complete directly certain aspects of the architectural experience. For example, it may be impractical for the candidate to represent the office at a site meeting and subsequently to write the follow-up report. However, if the candidate accompanies a qualified person often enough to know what would be expected and to prepare a sample follow-up report for review by the supervisor, this is an acceptable alternative. The supervisor must indicate in the ERB comment section if the candidate has participated as an observer.

#### **4.10 Eligible Architectural Employment Situations**

The following situations are acceptable for documenting work experience hours.

1. In the employ of an architectural practice in Canada or the United States and certified by a Registered or Licensed Architect (or Licensed Technologist OAA) in the jurisdiction where the experience is gained. The architect must be employed by the same entity and must be the person who supervised and directed the architectural experience.
2. In the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an "owner," and is certified by an architect (or Licensed Technologist OAA) who is employed in the same entity and who personally supervised and directed the architectural experience.

#### **4.11 Experience Record Book**

The ERB provides the candidate with a tool to record the architectural experience, and to enable OAAAS to verify and assess the nature and breadth of this experience. The candidate is responsible for maintaining a record of architectural experience in the ERB.

The record has several functions. For the candidate, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The candidate can also use the ERB as a tool in discussions with the supervisor and the mentor to ensure s/he is getting suitable work experience in each of the required categories, and in interior design. For the supervisor, it is an assessment and personnel management tool.

#### **4.12 ERB Submissions**

All architectural experience must be recorded in the ERB and signed by the supervisor and mentor. The candidate must submit the ERB to OAAAS for review upon completion of 900-1000 hours of architectural experience and/or at a change of employment.

#### **4.13 Late Submission**

The Experience Record Book must be submitted within eight weeks of the date of the last entry to avoid late submission penalty. Late submission charges will apply for experience submitted for review with a completion date of more than eight weeks prior to receipt by OAAAS, or more than 1000 hours. The charges are \$100 (+HST) for each 1000 hours or portion thereof, to a maximum of \$500 (+HST).

#### **4.14 OAAAS Review**

OAAAS will provide a summary of the total hours approved to date on a Periodic Assessment Form and may make comments or suggestions it believes will benefit the candidate and ensure s/he obtains the range of experience required to complete the program. These comments should serve to reinforce the advice already given to the candidate by the Supervisor and Mentor.

## PART 5: FINAL PROVISIONS

To qualify to apply for certification as a Licensed Technologist OAA, the candidate must complete the OAA Admission Course and pass the OAAAS Licensed Technologist OAA examination.

### 5.1 Ontario Association of Architects – Admission Course

The purpose of the Admission Course is to ensure that a candidate understands the regulatory, legal and practice issues which govern all OAA members. It is designed to supplement the candidate's formal professional education and work experience. Attendance at each lecture or completion of each section is mandatory, whether the course is completed in person and/or online. There is no examination conducted at the Course.

### 5.2 Eligibility to Attend Admission Course

To be eligible to enroll in the Admission Course, an applicant must be registered in the OAAAS program for a minimum of 12 months and must have completed at least 2790 hours of work experience. In addition, the candidate must:

- Have paid, in full, all current OAAAS fees.
- Complete the Admission Course application form.
- Pay the applicable Admission Course fee.

### 5.3 Further Information about the Admission Course

Complete information about the course, including the schedule, application, cancellation provisions, course outline and study materials can be found on the OAA website. The OAA controls and is responsible for the Admission Course.

### 5.4 OAAAS – Licensed Technologist OAA Examination

The Licensed Technologist OAA examination is under the control and responsibility of the OAAAS. To be eligible to write the examination, a candidate must have completed the OAA Admission Course. The examination is conducted in June and November each year.

### 5.5 Examination Topics

Section	Topic
	PART 1
1	Professional Conduct and Ethics
2	Scope of Services
3	Authorities
4	Risk Management
5	Construction Contracts
6	Cost Planning
7	Building Design
9	Construction Procurement
10	Contract Administration
11	Construction Lien Act
	PART 2
8	Construction Documents
12	Building Technology

### 5.6 Examination Details

There are two parts to the examination, which is held on one day. Part 1 is conducted in the morning, Part 2 in the afternoon. A candidate may write the examination at the OAA office (or other central

location as determined by OAAAS) or with an OAA-member proctor if the candidate is located outside a radius of more than 50 kilometres from the central location. There is a diversity of question types, with multiple choice options. The examination questions have a clearly stated purpose and require candidates to demonstrate a high standard of competency.

#### **5.7 Passing Mark**

To pass the examination, a candidate must achieve at least 70 percent on each part of the examination. Each candidate will be advised only if they have passed or not, the final mark will not be revealed.

#### **5.8 Further Information about the Examination**

Appendix D provides further information about the examination, including the resource materials of which a candidate must have extensive knowledge in order to achieve a passing grade. Candidates are strongly advised to prepare for the examination as they are moving through the work experience process.

#### **5.9 Role of OAA**

- Reviews applications for licensure.
- Administers the Admission Course.
- Issues the Licensed Technologist OAA licence.
- Establishes the rules and regulations which apply to the Licensed Technologist OAA.

#### **5.10 Role of OAAAS**

- Admits qualified individuals to membership.
- Provides advice to candidates on registration/licensing procedures.
- Reviews the Experience Record Book (ERB) every 900-1000 hours, for acceptance, and provides candidates with comments and constructive advice to ensure they have the full range of necessary work experience.
- Conducts the Licensed Technologist OAA examination.
- Transmits examination results to candidates.
- Prepares and transmits a package of relevant material to OAA when the candidate applies for licensure.



POLICY OF THE COUNCIL OF THE  
ONTARIO ASSOCIATION OF ARCHITECTS (OAA)  
WITH RESPECT TO APPLICATIONS FOR LICENCE  
AND CERTIFICATES OF PRACTICE  
BY HOLDERS OF A CERTIFICATE OF QUALIFICATION  
TO MAKE APPLICATION AS A LICENSED TECHNOLOGIST ISSUED BY  
THE ONTARIO ASSOCIATION FOR  
APPLIED ARCHITECTURAL SCIENCES (OAAAS)

**POLICY STATEMENT**

Section 13(1) of the *Architects Act* sets out the requirements for the issuance of a licence.

Every applicant must comply with the academic and experience requirements specified in the regulations and have passed such examinations and completed such courses of study as the Council may set or approve unless the Council has exempted the applicant from these requirements. Every applicant must agree to waive the right to a hearing by the Registration Committee under Section 25 of the *Architects Act*.

The academic and experience requirements for the issuance of a licence are stipulated in Section 31 of the regulations.

Where an applicant for a licence is the holder of a certificate of qualification to make application as a Licensed Technologist issued by OAAAS, the applicant shall be exempted from the academic and experience requirements set out in the regulations subject to the terms, conditions and limitations hereinafter set out, which shall be incorporated and form part of the licence issued by the Registrar.

Every holder of a certificate of qualification as Licenced Technologist issued by OAAAS is on the issuance of a licence by the Registrar, a member of the Association, subject however to the terms, conditions and limitations as incorporated and part of the licence.

**TERMS, CONDITIONS and LIMITATIONS OF LICENCE**

1. The Licensed Technologist OAA may prepare and provide a design for, or perform general review of or evaluate, advise or report on the construction, enlargement or

alteration of a building that:

- (1) as constructed enlarged or altered, is not more than three storeys in height and not more than 600 square metres in gross area and is used or intended for one or more of the following occupancies:
    - i Residential;
    - ii Business;
    - iii Personal services;
    - iv Mercantile;
    - v Industrial;
    - vi a restaurant designed to accommodate not more than 100 persons consuming food or drink;
  - (2) is used or intended for residential occupancy, and contains one dwelling unit or two attached dwelling units, and, as constructed, enlarged or altered, is not more than four storeys in height;
  - (3) is used or intended for residential occupancy, that contains three or more attached dwelling units and, as constructed, enlarged or altered, is not more than four storeys in height and not more than 600 square metres in building area.
2. The Licensed Technologist OAA shall use the designation "Licensed Technologist OAA" in every aspect of the practice of architecture but may not use the title "architect" as an occupational designation or use an addition to or abbreviation of the title "architect", an occupational designation or a term, title, addition or description that will lead to the belief that the Licensed Technologist may provide architectural services other than as set out in paragraph 1 hereof. The Licensed Technologist OAA is permitted to use the abbreviated title of "Lic.Tech.OAA".
  3. A Licensed Technologist OAA shall not provide architectural services other than as permitted by paragraph 1 of this policy. A Licensed Technologist OAA may act as the prime consultant for the construction, enlargement or alteration of any building but where the Licensed Technologist OAA has been engaged or employed or has agreed to provide architectural services to a member of the public other than as permitted by paragraph 1 of this policy, the Licensed Technologist OAA must engage or employ a holder of a certificate of practice who is not subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy. Nothing herein prevents the Licensed Technologist OAA from then assisting in the provision of the architectural services provided that such assistance is under the personal supervision and direction of that holder and that this is clearly communicated to the client.
  4. The Licensed Technologist OAA is qualified to vote at an election of members of the Council for the Licensed Technologist OAA representative for the Province of Ontario. In addition a Licensed Technologist OAA may vote at the annual or other general meetings of the members of the Association, as established in the By-Laws. The Licensed

Technologist OAA is not permitted to act as a Mentor under the Intern Architect Program. A Licensed Technologist OAA shall sit on OAA Statutory Committees convened for the purpose of assessing or making decisions on a matter where the member in question is a Licensed Technologist OAA.

5. The Licensed Technologist OAA may provide architectural services to the public only:

- 1) as a sole proprietor;
- 2) in partnership with one or more Licensed Technologists who are holders of licences issued in accordance with this policy; or
- 3) through a corporation;

provided that the Licensed Technologist OAA, partnership or corporation holds a certificate of practice which is subject to the terms, conditions and limitations that the holder of the certificate of practice may only provide architectural services as set out in paragraph 1 of this policy and that the holder provides services that are within the practice of architecture under the personal supervision and direction of a Licensed Technologist OAA to whom a licence has been issued.

6. The Licensed Technologist OAA shall not legally or beneficially own, directly or indirectly, exercise control or direction or legally or beneficially own directly or indirectly shares, or any class of shares of a corporation as hereinafter outlined and, together with another shareholder or other shareholders associated with the person exercise control or direction over, more than 49 percent of the total number of issued and outstanding shares of any class of shares of a corporation to whom a certificate of practice has been issued under Section 14 of the *Architects Act*.

7. The Licensed Technologist OAA shall not supervise and direct the practice of architecture of a holder of a certificate of practice issued under Section 14, 15, 17 or 18 of the *Architects Act* that provides architectural services to the public other than architectural services as set out in paragraph 1 of this policy.

## **TERMS, CONDITIONS AND LIMITATIONS OF CERTIFICATE OF PRACTICE**

The certificate of practice shall be subject to the same terms, conditions and limitations as the licence.

*Rev. January 2017*





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# Architectural Technology Program Standard

*The approved program standard for  
Architectural Technology program of  
instruction leading to an Ontario College  
Advanced Diploma delivered by Ontario  
Colleges of Applied Arts and Technology  
(MTCU funding code 60600)*

Ministry of Training, Colleges and Universities  
August 2008

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# I. Introduction

*This document is the Program Standard for the Architectural Technology program of instruction leading to an Ontario College Advanced Diploma delivered by Ontario colleges of applied arts and technology (MTCU funding code 60600).*

## Development of System-Wide Program Standards

In 1993, the Government of Ontario initiated program standards development with the objectives of bringing a greater degree of consistency to college programming offered across the province, broadening the focus of college programs to ensure graduates have the skills to be flexible and to continue to learn and adapt, and providing public accountability for the quality and relevance of college programs.

The Program Standards and Evaluation Unit of the Ministry of Training, Colleges and Universities has responsibility for the development, review, and approval of system-wide standards for programs of instruction at Ontario colleges of applied arts and technology.

## Program Standards

Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements:

- **Vocational standard** (the vocationally specific learning outcomes which apply to the program of instruction in question);
- **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and
- **General education requirement** (the requirement for general education in postsecondary programs of instruction).

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program.

Individual colleges of applied arts and technology offering the program of instruction determine the specific program structure, delivery methods, and other curriculum matters to be used in assisting students to achieve the outcomes articulated in the standard. Individual colleges also determine whether additional local learning outcomes will be required to reflect specific local needs and/or interests.

## The Expression of Program Standards as Vocational Learning Outcomes

Vocational learning outcomes represent culminating demonstrations of learning and achievement. They are not simply a listing of discrete skills, nor broad statements of knowledge and comprehension. In addition, vocational learning outcomes are interrelated and cannot be viewed in isolation of one another. As such, they should be viewed as a comprehensive whole. They describe performances that demonstrate that significant integrated learning by graduates of the program has been achieved and verified.

Expressing standards as vocational learning outcomes ensures consistency in the outcomes for program graduates, while leaving to the discretion of individual colleges curriculum matters such as the specific program structure and delivery methods.

## The Presentation of the Vocational Learning Outcomes

The **vocational learning outcome** statements set out the culminating demonstration of learning and achievement that the student must reliably demonstrate before graduation.

The **elements of the performance** for each outcome define and clarify the level and quality of performance necessary to meet the requirements of the vocational learning outcome. However, it is the performance of the vocational learning outcome itself on which students are evaluated. The elements of performance are indicators of the means by which the student may proceed to satisfactory performance of the vocational learning outcome. The elements of performance do not stand alone but rather in reference to the vocational learning outcome of which they form a part.

## The Development of a Program Standard

In establishing the standards development initiative, the Government determined that all postsecondary programs of instruction should include vocational skills coupled with a broader set of essential skills. This combination is considered critical to ensuring that college graduates have the skills required to be successful both upon graduation from the college program and throughout their working and personal lives.

A program standard is developed through a broad consultation process involving a range of stakeholders with a direct interest in the program area, including employers, professional associations, universities, secondary schools, and program graduates working in the field, in addition to students, faculty, and administrators at the colleges themselves. It represents a consensus of participating stakeholders on the essential learning that all program graduates should have achieved.

## Updating the Program Standard

The Ministry of Training, Colleges and Universities will undertake regular reviews of the vocational learning outcomes for this program to ensure that the Architectural Technology Program Standard remains appropriate and relevant to the needs of students and employers across the Province of Ontario. To confirm that this document is the most up-to-date release, contact the Ministry of Training, Colleges and Universities at the address or telephone number noted on the inside cover page.

## II. Vocational Standard

*All graduates of the Architectural Technology program of instruction must have achieved the 15 vocational learning outcomes listed in the following pages, in addition to achieving the essential employability skills learning outcomes and meeting the general education requirement.*

### Preamble

Graduates of the Architectural Technology Program, through successful achievement of the vocational standard and the essential employability skills, have the knowledge, skills, and attitudes that are necessary to perform their roles according to recognized Architectural Technology practices. Graduates are able to participate in the design\* of buildings and building use by communicating architectural and related information effectively through the use of architectural drawings and other graphical representations. Graduates use design\* solutions to meet established design\* criteria through the application of relevant mathematical and building science\* principles, and practices. This work requires the application of design\* tools such as Computer-Aided Design (CAD) and two and three dimensional modelling. Graduates promote sustainability in the building industry through the application of sustainable design\* and building practices. In addition, they will be able to evaluate assignments, establish objectives, set parameters, and determine appropriate procedures and actions. Finally, graduates adhere to applicable laws, exercise due diligence in the workplace, adhere to relevant building codes and standards, safety practices, and work in accordance with labour management principles and practices.

Graduates are prepared to assume responsibility for their work and may work independently as a self-employed architectural technologist or interdependently as part of an architectural or multidisciplinary building team. Also, graduates are prepared to contribute to the management of building projects.

For graduates of the Architectural Technology Program, there are employment and career opportunities in a variety of areas of business, industry, government, and public organizations. Graduates may find employment in careers including the design\* of buildings, building interiors, or building systems; interpretation or preparation of specifications\*, drawings, or instructions; sales and marketing; purchasing operations, field and customer service, building inspection, estimating, regulation enforcement, quality management, and production control; and management and supervision of building projects. With experience and ongoing professional development, graduates will be able to enhance their professional competence and expand their scope of work. Following a period of satisfactory performance in the workplace and professional upgrading, the graduate may pursue certification through several professional associations.



Graduates may, through articulation agreements between colleges and universities, be granted credits towards relevant degrees and certificates. Students should contact individual colleges for further details of a college's articulation agreements with other institutions or professional associations.

*\* See Glossary*

## **Synopsis of the Vocational Learning Outcomes Architectural Technology (Ontario College Advanced Diploma)**

*The graduate has reliably demonstrated the ability to*

- 1. communicate with clients, contractors, other building professionals, and approval authorities.**
- 2. prepare, read, interpret, and revise drawings, and other graphical representations used in building projects.**
- 3. obtain, analyze, prepare, and revise specifications\* and other project documents used in design\* and construction.**
- 4. prepare estimates of time, costs, and quantity, and participate in the tendering process.**
- 5. solve technical problems related to building projects through the application of principles of building science\* and mathematics.**
- 6. collaborate with and coordinate information from structural, mechanical, and electrical building systems professionals.**
- 7. contribute to the design\* of architectural projects.**
- 8. contribute to the analysis, planning, and preparation of site planning documents.**
- 9. comply with the legal and ethical requirements of an architectural technologist in the practice of building design\* and construction.**
- 10. assess buildings and their interiors, and make recommendations for their repurposing and renovation.**
- 11. ensure personal safety and contribute to the safety of others in the workplace.**
- 12. participate in sustainable design\* and building practices.**
- 13. use and evaluate current and emerging technology to support building projects.**
- 14. assist in the planning, scheduling, and monitoring of building projects.**
- 15. apply business principles to design\* and building practices.**

*\* See Glossary*

*Note:* The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighting of significance.

## The Vocational Learning Outcomes

1. *The graduate has reliably demonstrated the ability to*  
**communicate with clients, contractors, other building professionals, and approval authorities.**

### Elements of the Performance

- contribute to the writing and preparation of technical documents using industry terminology, style, and format;
- present and defend technical reports;
- interpret and communicate technical drawings and architectural concepts
- communicate technical information to clients;
- assist in the writing and preparation of proposals and contract documents\*;
- prepare and deliver presentations;
- select and utilize current communications technology appropriately;
- employ accurate and timely oral, written, and graphic communication, with members of the building team;
- complete accurate and timely project related reports;
- complete accurately information and application forms for project development;
- employ appropriate business communication protocol.

\* See Glossary

2. *The graduate has reliably demonstrated the ability to*

**prepare, read, interpret, and revise drawings, and other graphical representations used in building projects.**

#### **Elements of the Performance**

- collect, organize, and interpret graphical information for building projects;
- produce design\* drawings, including two dimensional representations and three dimensional models and renderings;
- produce working drawings and details using current technology;
- prepare accurate and effective design\* drawings employing freehand, hard-line and electronic drawing techniques;
- identify and apply current industry standards in the layout of drawings, and in the use of scales and drawing elements including graphic symbols;
- read and interpret architectural drawings.

*\* See Glossary*

3. *The graduate has reliably demonstrated the ability to*

**obtain, analyze, prepare, and revise specifications\* and other project documents used in design\* and construction.**

#### **Elements of the Performance**

- identify relevant data sources and develop appropriate strategies for data collection;
- work with a variety of written specification types, and local, provincial, and federal codes including prescriptive and performance based criteria;
- coordinate the specifications\* prepared by other building professionals;
- coordinate specifications\* with design\* drawings;
- interpret and assist in the preparation of specifications\* using standard formats such as the National Master Specification (NMS);
- organize, write, and produce technical reports, schedules, letters, and other project documentation;
- coordinate specifications\* with contract documents\*;
- assist in the preparation of building products research.

*\* See Glossary*

4. *The graduate has reliably demonstrated the ability to*

**prepare estimates of time, costs, and quantity, and participate in the tendering process.**

#### **Elements of the Performance**

- collect, collate, and organize data from drawings and specifications\*;
- list quantity take-offs for use in preparing estimates for building projects;
- use appropriate known values, standards, handbooks, and tables of unit prices in preparing estimates at different design\* stages;
- use current technology in the preparation of estimates;
- assist in the preparation of estimates for equipment and labour costs for building projects;
- assist in the preparation of budgets;
- assist in the preparation of tender documents by calling for tenders, and receiving, analyzing, and recommending contract award;
- identify major types and elements of construction contracts, including and not limited to Canadian Construction Document Committee (CCDC)\* documents;
- assist in the review and preparation of contracts to ensure compliance with legal requirements and standards related to the tendering process.

*\* See Glossary*

5. *The graduate has reliably demonstrated the ability to*

**solve technical problems related to building projects through the application of principles of building science\* and mathematics.**

#### **Elements of the Performance**

- identify and access sources of technical information;
- investigate, evaluate, and recommend building materials and construction practices;
- solve architectural detailing problems through the application of principles of building science\*;
- prepare architectural details which demonstrate control of air and water migration;
- prepare architectural details which demonstrate control of heat loss and energy efficiency;
- utilize knowledge of statics, strength of materials, and building structure analysis in solving building problems;
- solve technical problems using geometry, algebra, and trigonometry;
- analyze alternative solutions to technical problems;
- apply principles of sustainability through design\*, selection of building materials, and construction methods.

*\* See Glossary*

6. *The graduate has reliably demonstrated the ability to*

**collaborate with and coordinate information from structural, mechanical, and electrical building systems professionals.**

**Elements of the Performance**

- detail the use of concrete, masonry, structural steel, plastic, composite materials, and wood products in the design\* of structures;
- provide relevant architectural information in the design\* and specification of structural and electrical systems;
- provide relevant architectural information in the design\* and specification of mechanical systems, including heating, ventilation, and air conditioning (HVAC) systems, plumbing, and fire protection systems;
- interpret structural, mechanical, and electrical (SME) systems drawings, specifications\*, codes, standards, and technical literature;
- coordinate SME systems documentation with architectural documentation;
- identify the specific roles of SME professionals in the building process;
- apply basic knowledge of SME systems to collaborate with other building professionals;
- read, analyze, and integrate SME drawings in architectural design\*;
- work within the role of the architectural technologist as a member of a multidisciplinary team to design, implement, complete, and evaluate building projects.

\* See Glossary



7. *The graduate has reliably demonstrated the ability to*  
**contribute to the design\* of architectural projects.**

**Elements of the Performance**

- apply principles of architectural design\*;
- design\* building sub-systems, including building envelopes\*, to suit user requirements and to accommodate effects of climate, region, topography, and orientation;
- identify client's requirements related to building design\*;
- assess spatial and functional use requirements and contribute to conceptual design\* solutions;
- apply principles of noise abatement, colour, and illumination theory to the design\* of building interiors;
- apply barrier-free design\* principles;
- apply principles of sustainable design\* including the use of sustainable building assessment tools;
- investigate and apply criteria and requirements of codes and by-laws related to building design\*;
- design small buildings independently, in accordance with legal and code limitations;
- assist in the interior design\* of industrial, commercial, and institutional (ICI) buildings.

*\* See Glossary*

8. *The graduate has reliably demonstrated the ability to*

**contribute to the analysis, planning, and preparation of site planning documents.**

#### **Elements of the Performance**

- read and interpret survey documents;
- use manual and/or electronic measuring instruments;
- participate in the site selection process and environmental impact analysis;
- identify required site services related to the building orientation and environmental factors;
- assess access opportunities and recommend ingress and egress routes;
- assess site topography and recommend building location and orientation;
- determine parking, loading, and vehicular and pedestrian site movement requirements and recommend design\* solutions;
- determine maximum site coverage for required design\* utilization;
- calculate building size based on applicable codes and zoning bylaws;
- assist in the preparation of site plans and documents for site plan control applications;
- prepare data matrix and building code reports;
- assist in the design\* of a site grading plan;
- assist in the preparation of landscape plans;
- identify site inspection requirements and schedule site reviews.

\* *See Glossary*

9. *The graduate has reliably demonstrated the ability to*

**comply with the legal and ethical requirements of an architectural technologist in the practice of building design\* and construction.**

#### **Elements of the Performance**

- apply knowledge of the Ontario Building Code (OBC)\*, zoning by-laws, building standards, and regulations;
- respect the legal requirements related to right-to-practice;
- identify and articulate workplace organizations and administrative hierarchies;
- demonstrate effective interpersonal relationships, teamwork, and self-management skills;
- evaluate situations of conflict in an unbiased manner;
- conduct work within the role of the architectural technologist in the design\* and building industry;
- demonstrate competence and quality of work;
- participate in professional development activities to enhance knowledge and skills related to building design\* and construction;
- demonstrate respect for diversity and equality in the workplace;
- promote the potential of technology for the betterment of society;
- comply with ethical requirements of architectural technology practice.

*\* See Glossary*

**10.**     *The graduate has reliably demonstrated the ability to*

**assess buildings and their interiors, and make recommendations for their repurposing and renovation.**

**Elements of the Performance**

- be familiar with industry recognized building measurement standards;
- carry out measurements of buildings;
- complete measured drawings of buildings;
- inspect and evaluate buildings and their interiors, and report existing conditions;
- prepare plans and specifications\* for repurposing and renovation building projects;
- assist in the preparation and presentation of repurposing and renovation project proposals, documents, and reports.

*\* See Glossary*

**11.**    *The graduate has reliably demonstrated the ability to*

**ensure personal safety and contribute to the safety of others in the workplace.**

**Elements of the Performance**

- identify common hazards in the workplace and employ safe work practices;
- comply with the Workplace Hazardous Materials Information System (WHMIS);
- practice and promote fall prevention strategies;
- use personal protective equipment associated with the building industry;
- follow and promote industry safety practices related to mandatory job site postings;
- work in accordance with the *Occupational Health and Safety Act*;
- ensure that equipment, materials, and practices comply with safety standards and regulations.

- 12.**    *The graduate has reliably demonstrated the ability to*
- participate in sustainable design\* and building practices.**

**Elements of the Performance**

- identify project stakeholders and obtain their input about building projects;
- identify potential environmental impact of building projects and recommend alternatives to minimize the impact;
- identify municipal, provincial, and federal acts that pertain to the environment;
- select, recommend, and evaluate sustainable design\* strategies;
- keep up-to-date with available and emerging environmentally friendly building materials and systems;
- keep up-to-date with Canada Green Building Council Standards such as the Leadership in Energy and Environmental Design (LEED)\*;
- promote sustainability for building design\* and construction.

*\* See Glossary*

13. *The graduate has reliably demonstrated the ability to*

**use and evaluate current and emerging technology to support building projects.**

**Elements of the Performance**

- develop and maintain computer skills relevant to architectural practice, including and not limited to the use of integrated modeling software;
- utilize the internet and emerging technology as sources of technical information pertaining to drawings and specifications\*;
- import and integrate data between architectural drawings and database applications;
- use a variety of computer applications relevant to architectural practice, including and not limited to databases, spreadsheets, word processing, and presentation applications;
- evaluate software used in building projects;
- perform effective management of electronic architectural files including the application of file naming conventions.

*\* See Glossary*

14. *The graduate has reliably demonstrated the ability to*
- assist in the planning, scheduling, and monitoring of building projects.**

**Elements of the Performance**

- apply project management principles, practices, and procedures;
- assist in the identification and documentation of project activities and tasks;
- develop a project schedule using project management software such as Critical Path Method (CPM) or Gantt Charts;
- assist in the preparation and processing of change orders, and progress and final billings, in accordance with contract provisions;
- apply cost control practices;
- assist in the planning, sequencing, phasing, and scheduling of work for building projects;
- assist in the preparation of building project status reports;
- facilitate and report on building project meetings;
- monitor contract compliance.



15. *The graduate has reliably demonstrated the ability to*  
**apply business principles to design\* and building practices.**

**Elements of the Performance**

- be self-directed and show initiative;
- establish working relationships with clients, consultants, and contractors;
- identify the opportunity for entrepreneurship within the architectural field;
- state the elements of a basic business plan;
- keep records and files as required;
- conform to usual business practices;
- describe risk management principles applicable to design\* and building practices.

*\* See Glossary*

## Glossary

**Building Science** – the collection of scientific knowledge that focuses on the analysis and control of physical phenomena affecting buildings, including detailed analysis of building materials, building envelope\* systems, and environmental controls.

**Building Envelope** – consists of the waterproof elements of a building which enclose conditioned spaces and systems through which thermal energy may be transferred to or from the exterior.

**Canadian Construction Document Committee (CCDC)** – a national joint committee responsible for the development, production, and review of standard Canadian construction contracts, forms and guides.

**Contract Documents** – forms of agreement between owner and contractor, specifications, and drawings defining the project.

**Design** – establishment and development of the project concept.

**Leadership in Energy and Environmental Design (LEED)** – a building environmental certification program developed and operated by the Canadian Green Building Council. The LEED Canada Rating System recognizes leading edge buildings that incorporate design, construction, and operational practices that combine healthy, high-quality, and high-performance advantages with reduced environmental impacts.

**Ontario Building Code (OBC)** – is a collection of regulations that regulate specific building practices, such as designing, constructing, or remodeling buildings. The purpose of the building code is to protect the health, safety, and welfare of the public and building occupants. The Ontario Ministry of Municipal Affairs and Housing administers the Ontario Building Code through application of the *Ontario Building Code Act*.

**Specifications** – written statements of building requirements describing the loading conditions, design practices, materials, and finishes relating to a specific building project.

**Sustainable Design** – a process that mitigates the possible negative effects on the environment and balances social, economic, and environmental priorities.

### III. Essential Employability Skills

*All graduates of the Architectural Technology program of instruction must have reliably demonstrated the essential employability skills learning outcomes listed on the following pages, in addition to achieving the vocational learning outcomes and meeting the general education requirement.*

#### Context

Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning.

The teaching and attainment of these EES for students in, and graduates from, Ontario's colleges of applied arts and technology are anchored in a set of three fundamental assumptions:

- these skills are important for every adult to function successfully in society today;
- our colleges are well equipped and well positioned to prepare graduates with these skills;
- these skills are equally valuable for all graduates, regardless of the level of their credential, whether they pursue a career path, or they pursue further education.

#### Skill Categories

To capture these skills, the following six categories define the essential areas where graduates must demonstrate skills and knowledge.

- Communication
- Numeracy
- Critical Thinking & Problem Solving
- Information Management
- Interpersonal
- Personal

## Application and Implementation

In each of the six skill categories, there are a number of defining skills, or sub skills, identified to further articulate the requisite skills identified in the main skill categories. The following chart illustrates the relationship between the skill categories, the defining skills within the categories, and learning outcomes to be achieved by graduates from all postsecondary programs of instruction that lead to an Ontario College credential.

EES may be embedded in General Education or vocational courses, or developed through discrete courses. However these skills are developed, all graduates with Ontario College credentials must be able to reliably demonstrate the essential skills required in each of the six categories.

<b>SKILL CATEGORY</b>	<b>DEFINING SKILLS: Skill areas to be demonstrated by graduates:</b>	<b>LEARNING OUTCOMES: The levels of achievement required by graduates. The graduate has reliably demonstrated the ability to:</b>
COMMUNICATION	<ul style="list-style-type: none"><li>• Reading</li><li>• Writing</li><li>• Speaking</li><li>• Listening</li><li>• Presenting</li><li>• Visual literacy</li></ul>	<ol style="list-style-type: none"><li>1. <i>communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</i></li><li>2. <i>respond to written, spoken, or visual messages in a manner that ensures effective communication.</i></li></ol>
NUMERACY	<ul style="list-style-type: none"><li>• Understanding and applying mathematical concepts and reasoning</li><li>• Analyzing and using numerical data</li><li>• Conceptualizing</li></ul>	<ol style="list-style-type: none"><li>3. <i>execute mathematical operations accurately.</i></li></ol>
CRITICAL THINKING & PROBLEM SOLVING	<ul style="list-style-type: none"><li>• Analysing</li><li>• Synthesizing</li><li>• Evaluating</li><li>• Decision making</li><li>• Creative and innovative thinking</li></ul>	<ol style="list-style-type: none"><li>4. <i>apply a systematic approach to solve problems.</i></li><li>5. <i>use a variety of thinking skills to anticipate and solve problems.</i></li></ol>

<b>SKILL CATEGORY</b>	<b>DEFINING SKILLS: Skill areas to be demonstrated by graduates:</b>	<b>LEARNING OUTCOMES: The levels of achievement required by graduates. The graduate has reliably demonstrated the ability to:</b>
INFORMATION MANAGEMENT	<ul style="list-style-type: none"> <li>• Gathering and managing information</li> <li>• Selecting and using appropriate tools and technology for a task or a project</li> <li>• Computer literacy</li> <li>• Internet skills</li> </ul>	<p>6. <i>locate, select, organize, and document information using appropriate technology and information systems.</i></p> <p>7. <i>analyze, evaluate, and apply relevant information from a variety of sources.</i></p>
INTERPERSONAL	<ul style="list-style-type: none"> <li>• Team work</li> <li>• Relationship management</li> <li>• Conflict resolution</li> <li>• Leadership</li> <li>• Networking</li> </ul>	<p>8. <i>show respect for the diverse opinions, values, belief systems, and contributions of others.</i></p> <p>9. <i>interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.</i></p>
PERSONAL	<ul style="list-style-type: none"> <li>• Managing self</li> <li>• Managing change and being flexible and adaptable</li> <li>• Engaging in reflective practices</li> <li>• Demonstrating personal responsibility</li> </ul>	<p>10. <i>manage the use of time and other resources to complete projects.</i></p> <p>11. <i>take responsibility for one's own actions, decisions, and consequences.</i></p>

## IV. General Education Requirement

*All graduates of the Architectural Technology program must have met the general education requirement described on the following pages, in addition to achieving the vocational and essential employability skills learning outcomes.*

### Requirement

The General Education Requirement for programs of instruction is stipulated in the Credentials Framework (Appendix A in the Minister's Binding Policy Directive *Framework for Programs of Instruction*).

In programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma, it is required that graduates have been engaged in learning that exposes them to at least one discipline outside their main field of study, and increases their awareness of the society and culture in which they live and work. This will typically be accomplished by students taking 3 to 5 courses (or the equivalent) designed discretely and separately from vocational learning opportunities.

This general education learning would normally be delivered using a combination of required and elective processes.

### Purpose

The purpose of General Education in the Ontario college system is to contribute to the development of citizens who are conscious of the diversity, complexity, and richness of the human experience; who are able to establish meaning through this consciousness; and, who, as a result, are able to contribute thoughtfully, creatively, and positively to the society in which they live and work.

General Education strengthens student's essential employability skills, such as critical analysis, problem solving, and communication, in the context of an exploration of topics with broad-based personal and/or societal importance.

## Themes

The themes listed below will be used to provide direction to colleges in the development and identification of courses that are designed to fulfill the General Education Requirement for programs of instructions.

Each theme provides a statement of Rationale and offers suggestions related to more specific topic areas that could be explored within each area. These suggestions are neither prescriptive nor exhaustive. They are included to provide guidance regarding the nature and scope of content that would be judged as meeting the intent and overall goals of General Education.

### **1. Arts in Society:**

#### *Rationale:*

The capacity of a person to recognize and evaluate artistic and creative achievements is useful in many aspects of his/her life. Since artistic expression is a fundamentally human activity, which both reflects and anticipates developments in the larger culture, its study will enhance the student's cultural and self-awareness.

#### *Content:*

Courses in this area should provide students with an understanding of the importance of visual and creative arts in human affairs, of the artist's and writer's perceptions of the world and the means by which those perceptions are translated into the language of literature and artistic expression. They will also provide an appreciation of the aesthetic values used in examining works of art and possibly, a direct experience in expressing perceptions in an artistic medium.

### **2. Civic Life:**

#### *Rationale:*

In order for individuals to live responsibly and to reach their potential as individuals and as citizens of society, they need to understand the patterns of human relationships that underlie the orderly interactions of a society's various structural units. Informed people will have knowledge of the meaning of civic life in relation to diverse communities at the local, national, and global level, and an awareness of international issues and the effects of these on Canada, and Canada's place in the international community.

#### *Content:*

Courses in this area should provide students with an understanding of the meaning of freedoms, rights, and participation in community and public life, in addition to a working knowledge of the structure and function of various levels of government (municipal, provincial, national) in Canada and/or in an international context. They may also provide an historical understanding of major political issues affecting relations between the various levels of government in Canada and their constituents.

### **3. Social and Cultural Understanding:**

#### *Rationale:*

Knowledge of the patterns and precedents of the past provide the means for a person to gain an awareness of his or her place in contemporary culture and society. In addition to this awareness, students will acquire a sense of the main currents of their culture and that of other cultures over an extended period of time in order to link personal history to the broader study of culture.

#### *Content:*

Courses in this area are those that deal broadly with major social and cultural themes. These courses may also stress the nature and validity of historical evidence and the variety of historical interpretation of events. Courses will provide the students with a view and understanding of the impact of cultural, social, ethnic, or linguistic characteristics.

### **4. Personal Understanding:**

#### *Rationale:*

Educated people are equipped for life-long understanding and development of themselves as integrated physiological and psychological entities. They are aware of the ideal need to be fully functioning persons: mentally, physically, emotionally, socially, spiritually, and vocationally.

#### *Content:*

Courses in this area will focus on understanding the individual: his or her evolution; situation; relationship with others; place in the environment and universe; achievements and problems; and his or her meaning and purpose. They will also allow students the opportunity to study institutionalized human social behaviour in a systematic way. Courses fulfilling this requirement may be oriented to the study of the individual within a variety of contexts.

### **5. Science and Technology:**

#### *Rationale:*

Matter and energy are universal concepts in science, forming a basis for understanding the interactions that occur in living and non-living systems in our universe. Study in this area provides an understanding of the behaviour of matter that provides a foundation for further scientific study and the creation of broader understanding about natural phenomena



Similarly, the various applications and developments in the area of technology have an increasing impact on all aspects of human endeavour and have numerous social, economic, and philosophical implications. For example, the operation of computers to process data at high speed has invoked an interaction between machines and the human mind that is unique in human history. This development and other technological developments have a powerful impact on how we deal with many of the complex questions in our society.

*Content:*

Courses in this area should stress scientific inquiry and deal with basic or fundamental questions of science rather than applied ones. They may be formulated from traditional basic courses in such areas of study as biology, chemistry, physics, astronomy, geology, or agriculture. As well, courses related to understanding the role and functions of computers (e.g., data management and information processing), and assorted computer-related technologies, should be offered in a non-applied manner to provide students with an opportunity to explore the impact of these concepts and practices on their lives.

FOR COUNCIL MEETING  
November 5, 2020  
(open)  
ITEM: 6.1.a

## President's Log

Date	Event/Meeting	Location	Attendees	Time
September 24	St. Lawrence Valley Society Visit	Virtual meeting	w/members, S.Murray, K.Doyle	1-3pm
October 1	AATO/OAA Meeting	Virtual meeting	w/J.Dodge, K.Doyle	11am-12 noon
October 6	Algom,North Bay, Northern & Northwestern Society Visit	Virtual meeting	w/members, J.Gammond, J.Laberge, K.Doyle	12:30-2:30pm
October 7	OPPI AGM	Virtual meeting		11am-12 noon
October 8	Comprehensive Education Committee	Virtual meeting	w/committee members	1-3pm
October 14-16	Green Building Festival	Virtual meeting		
October 14	Meeting re. EABO	Virtual meeting	w/affiliated orgs, K.Doyle	11am-12 noon
October 15	Governance Committee	Virtual meeting	w/committee members, K.Doyle	1-4pm
October 20	SBEC	Virtual meeting	w/committee members	9:30am-11:30am
October 20	PACT	Virtual meeting	w/committee members	1-4pm
October 21	Executive Committee	Virtual meeting	w/Executive Committee	11am-1pm
October 23	Pro-Demnity Board Planning Session	Virtual meeting	w/Pro-Demnity	8:30am-1pm
October 28	Building Committee	Virtual meeting	w/committee members	1-3:30pm
October 26-30	Brownie Awards finalist judging	Virtual meeting	w/jury members	
November 4	Pre-Council virtual dinner	Virtual meeting	w/Council	6-8pm
November 5	Council Meeting	Virtual meeting	w/Council	9:30am-4:30pm

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.1.b
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Kristi Doyle, Executive Director

**Date:** October 27, 2020

**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.

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This report outlines specific activities that have occurred which have not been reported elsewhere in the Council package since the September meeting.

### Internal and Administration

Interviews for the new Communications Specialist have been completed and we hope to have the new hire on board in the next couple of weeks.

The OAA Headquarters continues to be closed to the public and members however individual staff are occupying the building on a periodic basis. Safety protocols and procedures are in place in accordance with government and health official's directives and guidelines for anyone who does attend the building. OAA Maintenance Technician, John Thomas continues to be onsite, full time, each day to ensure security of the building as well as receive mail and deliveries. A full return to the office for staff has not been identified.

I continue to conduct a general staff meeting once a week as well as my individual meetings with the various service areas. The most recent staff chat included a short presentation by the Manager of Communications on the use of our new template documents. On November 4, we will have a short presentation from the Manager of Education regarding the 'end of cycle' process.

On October 26 we held our monthly team leads meeting and had a lengthy discussion regarding cross coordination of activities between service areas and

how best to approach this into the future, particularly as we continue to work remotely.

On Friday October 30, staff will be joining together at lunch for a special Halloween event!

During the Pandemic I have taken advantage of a number of virtual learning opportunities including: the CNAR annual conference; Demystifying Reserve Funds; Addressing Employee Mental Health during the Pandemic; Thriving Through Uncertainty. And, I attended and moderated the OAA's webinars in our three-part series on equity, diversity and inclusion.

#### **OAA Activities/Policy and Industry Relations**

Myself and Bruce Palmer, CEO & President of Pro-Demnity Insurance Company will be meeting next on October 29 for our regular discussion.

On October 27 I met virtually with Susan Wiggins, Executive Director of the Ontario Association of Professional Planners Ontario (OPPI) and Aina Budrevics, Executive Director of the Ontario Association of Landscape Architects (OALA) along with our Deputy Registrar, Claire Hepburn. The purpose of the conversation was to share our organization's individual efforts and activities around EDI. The outcome was an agreement to continue the discussion, share ideas and consider in the future whether there is an opportunity for the broader built environment to collaborate on this issue.

#### **National Initiatives**

Along with Registrar Christie Mills, President Kurtin and Senior Vice President & Treasurer Speigel, I will be attending the November 13 meeting of the Canadian Architectural Licensing Authorities (CALA). Mills and I will also attend a meeting of the national administrators on November 12.

I recently had a conversation with the CEO of Engineers Canada regarding an initiative they have underway to study regulation of engineering in Canada. They have reached out to other regulators and stakeholder groups for their involvement in this initiative.

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**Action:** For information only. No action is required.

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**Attachments:** None

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.1.c
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Building Committee

Kathleen Kurtin	Sheena Sharp
Andrew Thompson	Gordon Erskine

**Date:** October 21, 2020

**Subject:** Building Committee Update

**Objective:** To provide Council with an update from the Building Committee.

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The following is an update from the Building Committee.

The next meeting of the Committee will be held on October 28 via Zoom.

On the agenda for that meeting is a review of the few outstanding deficiencies, including hardware re-certification of the terrace doors, and completion of the fireglass in the lobby and on the second floor. This work had unfortunately been slowed further due to a delay in delivery of the required material. Completion of these two items is required for final inspection and closing of the building permit, which will likely be pushed to November.

The committee will discuss the release of the outstanding holdback pending completion of the deficiencies as well as reconciliation of any outstanding quotes relating to Requests for Change.

We are happy to report that the work on the solar panel is completed including final commission and inspection by Hydro. A new bi-directional meter has been installed and staff will be monitoring the next few electricity bills which should show the power generated by the panels.

As reported in the last update, NRC, who are contracted to perform Measurement and Verification on this project, have been recording data, however, will not be

valid as the building is unoccupied. Part of their contract includes an occupant satisfaction survey and before/after comparisons of air quality. This is provisionally scheduled for February 2021, pending a review of the occupancy of the building at that time in relation to the pandemic.

The OAA's draft capital budget includes an amount for an additional bird friendly film application as well as resurfacing of the parking lot. These are two capital projects contemplated for 2021. With this in mind the Building Committee will need to consider a full capital management plan and reserve fund analysis in the coming year.

The Committee will also be reviewing maintenance contract requirements, as well as options for communications of future performance at the next meeting.

As a result of concerns raised last winter, the Committee will make a decision on a humidity solution to be installed this fall. The cost will be minimal.

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**Action:** For information only. No action is required.

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**Attachments:** None

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.1.d
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Kathleen Kurtin, President;  
Agata Mancini, Vice President Education  
Gord Erskine, Councillor

**Date:** October 14, 2020

**Subject:** Update on Activities of the Joint OAA/ARIDO Task Group

**Objective:** To provide Council with an update on recent activities related to the work of the Joint OAA/ARIDO Task Group and the regulation of interior design under the *Architects Act*.

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On September 17, 2020, the Joint Task Group met virtually to reconnect after somewhat of a hiatus due to the pandemic. The Task Group discussed the current status of the file, and reviewed a few key matters with new respective members that had recently joined the Task Group. The group acknowledged that the work had been also been slowed due to discussions with the Attorney General's office last summer in that the file had not been a high priority for government.

Several weeks after this meeting, staff at the Ministry of the Attorney General (MAG) reached out to Executive Director, Kristi Doyle, following her initial contact, to provide feedback on the file. In the conversation, the Minister's office acknowledged the incredible volume of work done to date however, due to the COVID pandemic and other pressing issues, MAG would not be prepared to move forward at this time. In that discussion, Doyle did indicate that the OAA and ARIDO would continue to work on specific elements of the model, as well as the outreach to other ministries that would have an interest in the file. The Group will meet again in the coming months.

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**Action:** For information.



Ontario Association  
of Architects

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**Attachments:** None



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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.1.e
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Speigel
Andrew Thomson	Settimo Vilardi

**From:** Governance Committee

Kathleen Kurtin, Chair	David C. Rich
Jeffrey Laberge	Elaine Mintz
Susan Speigel	

**Date:** October 22, 2020

**Subject:** Update on OAA Governance Committee activities

**Objective:** To provide Council with an update on recent activities of Committee.

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The Governance Committee met on Thursday, October 15 via Zoom. The following items were discussed:

- Updates to Succession Planning document were presented to Committee
- Final versions of OAA Council policies re. Respectful Workplace and Compliance with Council Duties presented to Committee and discussed. (submitted to Council in separate memo)
- Discussion of performing Operational Review  
RFP process to begin  
Discussion of process to continue in Committee
- Discussion and consensus reach to add LGIC Michelle Longlade as new member of Governance Committee (submitted to Council in separate memo)



- Discussion of substitution for Annual Holiday Event  
Suggestions made, discussion is ongoing

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**Action:** For information only.

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**Attachments:** None.

# Memorandum

FOR COUNCIL MEETING  
November 5, 2020  
(open)  
ITEM: 6.2.a

**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Susan Spiegel, Senior Vice President and Treasurer

**Date:** October 27, 2020

**Subject:** Financial Statements for the Ten Months Ended September 30, 2020

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

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

1. Balance Sheet
2. Statement of Cash Flows
3. Statement of Revenue and Expenses (comparing 2020 expenditures to 2019, and showing 2020 approved budget figures by category)
4. Committee Statement expenses (shows 2020 committee budget vs. actual spending).
5. Statement of Members Equity (current restricted and unrestricted reserve amounts).

Policy Contingency-December 1, 2019	\$112,786
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Approved:

Appeal - OMB Re: City of Toronto By-law	25,000
QBS Documents Review and Update	<u>10,000</u>
Total funds allocated as at March 31	35,000

No. 9 – Imagining My Sustainable City Project for 2020 (RFQ) to develop Total Energy Use Intensity (TEUI) Calculator	25,000
	<u>6,000</u>
Total funds allocated as at May 31	31,000

Intern Architect Title Survey	10,000
Truth & Reconciliation Working Group	<u>10,000</u>

Total Funds allocated as at June 30	20,000
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Foundational Partner of the 2030 Workforce (RFQ) to develop Total Energy Use Intensity (TEUI) Calculator (additional funding)	5,000
Virtual Indigenous cultural competency Training "Bimickaway"	14,000
Initiative to Address EDI – Consultant and Survey Consultant	2,000
License CSA Standards - Practice Tool	50,000
	<u>30,000</u>
Total Funds allocated as at September 30	101,000
<b>Council Policy Development Contingency available</b>	<b><u>- \$74,214</u></b>

#### ITEMS of NOTE for September, 2020:

Fees received to date are \$6,387,735, about \$255K above fees received at the same time last year, which is anticipated year to year variance based on increased membership numbers.

Conference Revenue shows zero amount compared to circa \$620K at the same time last year. This is due to the cancellation of Conference 2020 occasioned by the COVID-19 pandemic. Conference expense shows a decrease of approx. \$603K for the same reason.

#### A few other items of note are as follows:

Continuing Education Revenue increased by \$22K.

Starting An Architectural Practice Revenue decreased by \$8K.

Recovery of Discipline Charges revenue line shows a decrease of \$7K.

Annual General Meeting expense shows a decrease of \$26K. This is attributable to holding the 2020 AGM virtually.

Legal General expenses shows a decrease of \$13K.

Canadian Architectural Certification Board (CACB) expense shows an increase of \$40K. This is due however to the timing of when the invoices were received.

Discipline Hearing increased by \$64K.

Registration Hearing increased \$23K.

Media Relations Program has recorded no expense to date, compared to approx. \$70K last year.

Society Funding shows an increase of \$14K.

Computer Operations shows an increase of \$27K.

Society Special Program Funding shows a decrease from previous year of \$15K due to timing of approvals.

Honors & Awards expenses currently show a decrease of \$62K due to Conference 2020 being cancelled and the awards program being postponed to a later date.

Mortgage Interest & Fees increased by \$90k over last year as no mortgage payments occurred in 2019.

Maintenance & Security shows a decrease of \$30K due to less usage of office building, triggered by COVID-19.

### **COVID 19 Update**

As reported previously to Executive Committee any effects from the COVID 19 pandemic would likely not start registering an impact on the financial statements until after April. Noted below are some impacts seen as of September 30, 2020. We anticipate to see further decrease in overall operating expenses as staff and committees continue to work online, such as lighting, water usage, postage and printing, travel and meals.

As of September 30, current impacts are as follows;

- As of September, we continue to see decreases in overall expenses for Committees as they continue to use online video conferencing platforms that were either already used by the OAA, such as Skype or newly acquired platforms like Zoom and WebEx.
- Interest rates in GIC's remain relatively low. However, we are still taking advantage of a Premier Investment Account that is allowing us to maintain the same and hence stable interest rate (1.8%) as previously budgeted. Therefore, no anticipated decrease is expected for 2020 interest revenue.
- As of September 30, 2020 an estimated 90% of the certificate of practice fees has been collected. The actual collected as of May 31 was 85%. The deadline was extended to July 31.

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**Action:** None. For information only.

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**Attachments:** Financial Statements for nine months ended September 30, 2020

ONTARIO ASSOCIATION OF ARCHITECTS  
Balance Sheet

As at September 30, 2020

		2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Petty Cash	476	
Cash-CIBC	288,001	
Cash-Scotiabank	0	3,658,815
Cash-Premier Investment Account (PIA)	3,370,338	
Term Deposits - General	2,557,230	2,557,230
Accounts Receivable	-129,789	
Long Term Member Accounts Receivable	7,769	
NSF Cheques	-5,917	
HST - Input Tax Credits	22,237	
HST Receivable	45,157	(60,543)
Prepaid Expenses	496,681	
Inventory	16,525	513,358
<b>Total Current</b>		<b>6,668,860</b>
<b>LONG TERM</b>		
Land	470,000	
Furniture & Equipment	549,481	
Computer Equipment	731,698	
Website Development	404,522	
Building - 111 Moatfield Drive	10,872,964	
Building Additions	1,876,271	
<b>Total Property &amp; Equipment</b>		<b>14,904,936</b>
Accumulated Depreciation - Furniture & Equipment	-164,071	
Accumulated Depreciation - Computer	-426,372	
Accumulated Depreciation - Website Development	-234,223	
Accumulated Depreciation - Building	-1,525,333	
Accumulated Depreciation - Building Additions	-1,202,090	
<b>Total Accumulated Depreciation</b>		<b>(3,552,088)</b>
<b>Net Fixed Assets</b>		<b>11,352,848</b>
Investment in Pro-Demnity	28,652,539	28,652,539
<b>Total Assets</b>		<b>46,674,247</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts Payable	-24,522	
Refund Clearing	8,863	
CExAC Payable	-127,712	
CExAC Operating Fund	976,473	
RBC-LTD Clearing	-4,247	
Stale Dated Refund	214	
HST Payable	7,478	
		836,547
Deferred Revenue - Fees	481,015	
		481,015
Mortgage Payable - Current	32,335	32,335
<b>Total Current</b>		<b>1,349,897</b>
<b>LONG TERM</b>		
Mortgage Payable - Long Term	4,639,542	
<b>Total Long Term Liabilities</b>		<b>4,639,542</b>
<b>Total Liabilities</b>		<b>5,989,440</b>
<b>EQUITY</b>		
Members' Equity	35,225,321	
Major Capital Reserve Fund (Internally Restricted)	825,074	
Operating Reserve Fund (Internally Restricted)	764,627	
Legal Reserve Fund (Internally Restricted)	52,500	
Surplus/(Deficit)	1,808,176	
<b>Members Equity Closing</b>		<b>38,675,697</b>
<b>Total Liabilities &amp; Equity</b>		<b>44,665,137</b>

## ONTARIO ASSOCIATION OF ARCHITECTS

### Statement of Cash Flows

Nine Months Ended September 30, 2020

#### Operating Activities:

Excess (deficiency) of revenue over expenses	1,808,176
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#### Add items not involving cash:

Amortization of property and equipment	679,932
--	---------

Loss on Disposal of property and equipment	
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Income from investment in Pro-Demnity Insurance Company	0
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#### Net change in non-cash working capital items:

Accounts receivable	409,854
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Inventories	275
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Prepaid expenses	(76,939)
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Accounts payable and accrued liabilities	(413,798)
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Deferred revenue	0
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Major Capital Reserve Fund (Internally Restricted)	558,140
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Operating Reserve Fund (Internally Restricted)	0
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Legal Reserve Fund (Internally Restricted)	0
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<b>Cash flows from operating activities</b>	<b>2,965,639</b>
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#### Financing Activities:

Mortgage Payable - Current	(32,335)
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<b>Cash flows from financing activities</b>	<b>(32,335)</b>
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#### Investing activities:

Short-term deposits	1,333,113
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Purchase of property and equipment	(387,435)
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<b>Cash flows from investing activities</b>	<b>945,677</b>
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<b>Net increase/(decrease) in cash during the year</b>	<b>3,878,981</b>
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Cash, beginning of year	383,575
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<b>Cash, end of period</b>	<b>4,262,556</b>
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**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Statement of Revenue and Expenses**  
 Nine Months Ended September 30, 2020

	2019			2020										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
REVENUE														
Fees		6,132,863	88.9%		6,387,735	98.1%		6,236,715	81.2%		6,236,715	81.2%		0
Classifieds Revenue		20,413	0.3%		11,533	0.2%		24,000	0.3%		24,000	0.3%		0
Conference Revenue		620,331	9.0%		0	0.0%		1,072,530	14.0%		1,072,530	14.0%		0
Continuing Education:														
Admission Course Revenue		24,579	0.4%		1,575	0.0%		21,000	0.3%		21,000	10,000	0.3%	0
Continuing Education Revenue		3,688	0.1%		25,947	0.4%		68,400	0.9%		68,400	25,947	0.9%	0
Starting An Architectural Practice		23,625			16,090	0.2%		66,150	0.9%		66,150	16,090	0.9%	0
Documents, Job Signs & Other Revenue		14,799	0.2%		6,670	0.1%		20,000	0.3%		20,000		0.3%	0
ExAC Jurisdiction Exam Fee		0	0.0%		0	0.0%		70,000	0.9%		70,000		0.9%	0
Interest Earned		42,687	0.6%		38,437	0.6%		70,000	0.9%		70,000		0.9%	0
Pro-Deminity:														
PCS Transfer		0	0.0%		0	0.0%		2,843	0.0%		2,843		0.0%	0
Awards Income		0	0.0%		15,300	0.2%		0	0.0%		0	15,300	0.0%	0
Recovery of Discipline Charges		15,733	0.2%		9,000	0.1%		25,000	0.3%		25,000		0.3%	0
Total Revenue		6,898,716	100.0%		6,512,287	100.0%		7,676,638	100.0%		7,676,638	100.0%		0
EXPENDITURES														
Council & Executive		709,274	13.1%		698,502	14.8%		1,099,705	14.3%		1,099,705	14.0%		0
Attendance-Selected Conference		0			0			0			0			0
AGM (Annual General Meeting)		30,940			10,180			35,768			35,768	14,000		0
Committees & Task Groups:														
ACT/Reg Amendments Review		0			0			0			0			0
OAA Governance Committee					1,965			590			590			0
Budget Committee		0			0			0			0			0
Construction Design Alliance Ontario (CDAO)		1,415			0			6,780			6,780			0
HR Committee		15			0			3,505			3,505			0
Joint OAA/Arido Task Group		4,077			23			7,988			7,988			0
Joint OAA/Pro-Dem Working Group		879			313			0			0			0
Miscellaneous Committee Expense		2,663			1,847			5,000			5,000			0
OAA/OGCA Best Practices Committee		1,353			412			2,748			2,748			0
Policy Advocacy Coordination Team (PACT)		13,639			15,150			99,994			99,994			0
Sustainable Built Environment Committee		3,586			0			8,300			8,300			0
Council & Executive		168,268			154,357			245,954			245,954			0
Legal:														
Legal General		22,468			9,190			25,000			25,000			0
Liaison With Gov't & Other Organizations		3,098			593			5,000			5,000			0
National:														
Canadian Architectural Certification Board (CACB)		24,858			65,187			55,000			55,000	65,187		0
CALA Meetings		32,141			-3,339			83,115			83,115			0
International Relations Committee		5,954			9,346			5,415			5,415			0
RAIC Festival		1,994			855			18,459			18,459			0
Tri-National Agreement		0			0			0			0			0
OAAAS		62,299			74,184			67,200			67,200	74,184		0
Society Chairs Workshop		498			241			8,829			8,829			0
Salaries & Benefits Council & Exec		329,129			357,996			415,060			415,060			0
Regulatory:		777,870	14.4%		905,973	19.3%		1,281,384	16.7%		1,281,384	16.4%		0
Committees:														
Complaints Committee		17,387			8,614			28,591			28,591			0
Discipline Committee		0			1,831			15,584			15,584			0
Elections Task Group		0			0			0			0			0
Experience Requirements		14,790			3,677			45,939			45,939			0
Fees Mediation Committee		0			0			2,974			2,974			0
Public Interest Review Committee (PIRC)		0			0			4,348			4,348			0
Registration Committee		738			665			5,373			5,373			0
The Interns' Committee		1,554			1,108			11,433			11,433			0
Exam for Architects in Canada (ExAC):														
ExAC Exam Administration		15,220			10,631			42,850			42,850			0
Legal:														
Act Enforcement		33,731			42,119			55,000			55,000			0
Appeals		22,760			11,140			110,000			110,000			0
Discipline Hearings		35,128			99,546			125,000			125,000			0
Fees Mediation		0			0			2,500			2,500			0
General		3,145			14,943			45,000			45,000			0
Registration Hearings		4,466			27,584			5,000			5,000			0
Salaries & Benefits - Registrar		628,952			684,115			781,792			781,792			0
Practice Advisory:		297,037	5.5%		309,991	6.6%		491,930	6.4%		491,930	6.3%		0
Legal-Practice		2,318			2,812			5,000			5,000			0
Committees:														
Engineers, Architects, Building Officials (EABO)		431			0			3,687			3,687			0
Practice Resource Committee		14,693			3,089			36,784			36,784			0
Subcommittee on Building Codes & Regs (SCOBCAR)		61			38			11,420			11,420			0
Practice Advisory Service Task Group					0			0			0			0
Small Practice Information Forum (SPIF)		0			0			1,500			1,500			0
Salaries & Benefits - PA		279,534			304,051			433,539			433,539			0
Communications:		769,352	14.2%		600,602	12.8%		916,853	11.9%		916,853	11.7%		0
Committees:														
Awards Steering Committee		1,294			223			0			0			0
Communications Committee		12,891			2,116			29,470			29,470			0
Community Outreach Program		0			0			1,046			1,046			0
Content Creation/Publications		0			1,138			0			0			0
Cyber Security Insurance		4,320			4,334			4,400			4,400			0
French Translation Costs		0			0			5,000			5,000			0
Honors & Awards		61,469			-6,461			100,849			100,849			0
Media Relations Program		68,878			0			71,235			71,235			0
Miscellaneous		678			2,636			1,000			1,000			0
Perspectives (Income & Expenses)		0			0			0			0			0
P.R. Sponsorship Opportunities		107,340			37,700			51,382			51,382			0
Scholarships and Awards (Trust Fund)		27,010			27,300			28,000			28,000			0
Societies:		0												
Society Liaison Travel		7,582			647			11,455			11,455			0
Society Funding		51,105			64,970			60,000			60,000			0
Special Program Funding		45,980			31,000			80,000			80,000			0
Society Chairs Meeting - Conference		8,173			278			11,666			11,666			0
Trade Shows		1,000			0			32,538			32,538			0
University Funding		20,000			10,000			25,000			25,000			0
Web Maintenance/Hosting		22,504			66,725			20,023			20,023			0
Salaries & Benefits - Communications		329,129			357,996			383,789			383,789			0
Conference:		932,547	17.3%		340,601	7.2%		1,188,120	15.5%		1,188,120	15.2%		0
Conference Committee		298			0			0			0			0
Conference		808,262			205,740			1,031,762			1,031,762			0
Salaries & Benefits - Conference		123,987			134,861			156,358			156,358			0
Continuing Education:		170,601	3.2%		165,973	3.5%		430,078	5.6%		430,078	5.5%		0
ConEd Committee		175			1,116			68,541			68,541			0



**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Statement of Revenue and Expenses**  
 Nine Months Ended September 30, 2020

	2019			2020										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
Continuing Education:														
Admission Course		11,201			11,115			47,500			47,500			0
Continuing Education		0			6,767			54,650			54,650			0
Starting An Architectural Practice		28,475			4,757			74,600			74,600			0
Salaries & Benefits - ConEd		130,750			142,218			184,787			184,787			0
Practice Consultation Service:		12,970	0.2%		0	0.0%		5,686	0.1%		5,686	0.1%		0
Salaries & Benefits - PCS		12,970			0			5,686			5,686			0
Administration:		617,553	11.4%		696,877	14.8%		762,873	9.9%		762,873	9.7%		0
Audit Fees		250			7,000			27,000			27,000			0
Audit Committee		215			22			415			415			0
Bank Charges:														
Bank Charges		1,886			2,346			2,200			2,200			0
Fees Processing Charges (Formerly Credit Card)		2,100			-959			10,000			10,000			0
Visa Service Charges		750			2,018									
Computer Operations		30,413			57,346			38,898			38,898			0
Documents, Job Signs & Other		23,128			11,995			27,000			27,000			0
General Expenses		9,203			4,202			12,000			12,000			0
Insurance:														
AD&D		2,132			0			2,196			2,196			0
Errors & Omissions		8,548			8,548			8,804			8,804			0
Directors & Officers		19,500			22,912			20,085			20,085			0
Mailing Costs:														
Postage & Delivery		14,687			8,370			27,000			27,000			0
Member Mailings		10,590			10,261			9,000			9,000			0
Printing & Office Supplies		22,663			34,109			35,000			35,000			0
Subscriptions & Memberships		10,557			27,231			20,407			20,407			0
Telephone & Communciation:														
Internet Access & Hosting		15,241			16,461			20,000			20,000			0
Telephone		12,862			9,700			16,000			16,000			0
Video Conferencing		0			4,527			5,000			5,000			0
Uncollectible Accounts		0			0			0			0			0
Salaries & Benefits - Admin		432,827			470,789			481,868			481,868			0
Building:		238,983	4.4%		285,892	6.1%		670,791	8.7%		670,791	8.6%		0
Building Committee		29,464			3,675			43,391			43,391			0
Commercial Insurance		23,154			25,355			25,000			25,000			0
Heat, Light & Water		8,374			17,298			15,000			15,000			0
Maintenance & Security		68,084			38,581			150,000			150,000			0
Mortgage Interest & Fees		72,043			161,575			401,400			401,400			0
Property Taxes		37,864			39,409			36,000			36,000			0
Council Policy Development:		47,907	0.9%		19,769	0.4%		149,286	1.9%		149,286	1.9%		10,000
Council Policy Development Contingency		0						112,786			81,786			31,000
Comprehensive Member/Practice Survey		2,500						0			0			0
Prior Years' Development:														
Appeal - OMB Re: City of Toronto By-law		5,529			10,209			25,000			46,000			-21,000
Canadian Handbook of Practice License Agreement		0									0			0
Consultant-Architectural Artifacts Display		2,710									0			0
Housing Affordability Task Group		5,182									0			0
Impacts-Upfront Inv on Delivering Efficiencies of Public Proj		0									0			0
Logo Redesign Project		21,410			-440			11,500			11,500			0
Venice Biennale		0									0			0
QBS Documents Review and Update		0			10,000						10,000			0
Website Redesign		10,576												0
Depreciation		636,463	11.8%		679,932	14.5%		679,932	8.9%		679,932	8.7%		0
Computer		129,042			128,860			128,860			128,860			0
Building		253,905			274,156			274,156			274,156			0
Building Additions		115,550			148,929			158,774			158,774			0
Furniture & Equipment		68,447			65,750			55,905			55,905			0
Web		69,519			62,237			62,237			62,237			0
Reserves		20,000	0.4%											
Legal Reserve		10,000												
Major Capital		10,000												
Operating Reserve		0												
Expenditures before Extraordinary & YE Items		5,230,556			4,704,111			6,996,706			7,150,077			10,000
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		1,668,160			1,808,176			679,932			526,561			-10,000
Extraordinary & Year End Items		172,466	3.2%		0	0.0%		0	0.0%		0	0.0%		0
Building Renovation: Utility Bills Jan-March'18		0			0						0			0
Insurance Claim/Renovation Portion		0			0						0			0
Loss on Disposal-F&E		0			0						0			0
Lease & Moving Costs-Renovation		172,466			0						0			0
Return on investment in Pro-Demnity		0			0						0			0
Total Expenditures		5,403,022			4,704,111			7,676,638			7,830,009			10,000
TOTAL REVENUE		6,898,716			6,512,287			7,676,638			7,676,638			0
TOTAL EXPENDITURES		5,403,022	100.0%		4,704,111	100.0%		7,676,638	100.0%		7,830,009	100.0%		10,000
SURPLUS(+)/DEFICIT(-)		1,495,694			1,808,176			0			-153,371			-10,000

**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Committee Statement**  
 Nine Months Ended September 30, 2020

2019			
	BUDGET	BUD PROJECTION	ACTUAL
<b>Business</b>	<b>60,714</b>	<b>60,714</b>	<b>13,379</b>
Audit Committee	415	415	22
Budget Committee	0	0	0
Building Committee	43,391	43,391	3,675
Education Committee			
HR Committee	3,505	3,505	0
International Relations Committee	5,415	5,415	9,346
Joint OAA/Arido Task Group	7,988	7,988	23
Joint OAA/Pro-Dem Working Group	0	0	313
Trustees			
<b>Strategic</b>			
<b>Government Relations</b>	<b>6,780</b>	<b>6,780</b>	<b>0</b>
Construction Design Alliance Ontario (CDAO)	6,780	6,780	0
Housing Affordability Task Group	0	0	0
<b>Demographics</b>	<b>108,294</b>	<b>108,294</b>	<b>15,150</b>
Policy Advocacy Coordination Team (PACT)	99,994	99,994	15,150
Sustainable Built Environment Committee	8,300	8,300	0
<b>Communications</b>	<b>98,011</b>	<b>98,011</b>	<b>3,455</b>
Awards Steering Committee	0	0	223
Communications Committee	29,470	29,470	2,116
ConEd Committee	68,541	68,541	1,116
Conference Committee	0	0	0
<b>Regulatory</b>	<b>114,242</b>	<b>114,242</b>	<b>15,895</b>
ACT/Reg Amendments Review	0	0	0
Complaints Committee	28,591	28,591	8,614
Discipline Committee	15,584	15,584	1,831
Elections Task Group	0	0	0
Experience Requirements	45,939	45,939	3,677
Fees Mediation Committee	2,974	2,974	0
Public Interest Review Committee (PIRC)	4,348	4,348	0
Registration Committee	5,373	5,373	665
The Interns' Committee	11,433	11,433	1,108
<b>Practice</b>	<b>54,639</b>	<b>54,639</b>	<b>3,540</b>
Engineers, Architects, Building Officials (EABO)	3,687	3,687	0
OAA/OGCA Best Practices Committee	2,748	2,748	412
Practice Resource Committee	36,784	36,784	3,089
Subcommittee on Building Codes & Regs (SCOBCAR)	11,420	11,420	38
	<b>442,680</b>	<b>442,680</b>	<b>51,418</b>

## ONTARIO ASSOCIATION OF ARCHITECTS

### Statement of Members Equity

Nine Months Ended September 30, 2020

#### Members Equity Year to Date (YTD)

	Detail	Total
Total Members Equity		38,675,697
Less: Current YTD Surplus from P&L		1,808,176
Less: Allocated Reserves (Restricted)		1,642,201
Legal Reserve	52,500	
Major Capital Reserve	825,074	
Operating Reserve	764,627	
Less: Pro-Demnity Insurance		28,652,539
Less: Property & Equipment		6,680,970
YTD Unrestricted Members Equity Available for Allocation		-108,189
Future Reserve Allocation		
2020 Projected YE Reserve Allocation (Restricted)		60,000
Legal Reserve	40000	
Major Capital Reserve	10000	
Operating Reserve	10000	
Remaining Unrestricted Members Equity 2020 YE		-168,189

Any Surplus or Deficit at Year End is transferred to the Members Equity. Council determines at Year End the portion of Unrestricted Members Equity to be allocated to the restricted reserves.

#### Major Capital Reserve Fund

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

##### History:

In 2014 the Building Reserve Policy was formalized and issued "to provide a source of sustained funding for Capital Maintenance and Repair as well as Capital Improvements that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget for repair and maintenance of the building."

In 2012 for Budget 2013 Council approved an increase to the Building Reserve of \$50,000 bringing the annual contribution to \$170,000.

For Budget 2011 Council approved an increase to the annual contribution to the building reserve from \$40,000 to \$120,000

Council on October 12, 2006 approved the creation of a reserve fund to provide for future repairs to the building. Budget 2007 represented \$40,000 in order to establish the reserve.

#### Operating Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

##### History:

In 2014 the Operating Reserve Policy was issued to "ensure the stability of the mission, programs, employment, and ongoing operations of the organization in the event of a sudden or unexpected negative change in revenue that would affect the provision of services to members."

#### Legal Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

##### History:

The legal reserve fund was established in 2017 to set aside funds for years during which unusually high legal costs arise as was the case in 2017.

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# Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.3.a
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**To: Council**

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Andy Thomson, Vice President, Strategic

**PACT Committee Members**

Andy Thomson (Chair)	Len Abelman
Toon Dreessen	Kathleen Kurtin
Kristiana Schuhmann	Susan Spiegel
Settimo Vilardi	

**Date:** October 23, 2020

**Subject:** Update on activities under the Vice President, Strategic Portfolio

**Objective:** To provide Council with an update under the Vice President, Strategic portfolio.

---

PACT met last on October 21, 2020.

**Bill 197 and Minister's Zoning Orders (MZOs):** PACT has undertaken to learn more about MZOs. In particular, they are concerned about how MZOs impact the practice of architecture and the architect's responsibility to the public. Once sufficient data and information is collected, PACT may propose a position for the OAA to take on MZOs.

**Large Firms Roundtable:** Growing from the initial large firms meeting in February 2020, two roundtables have now been held with the City of Toronto's Chief Building Official. Staff continue to try to secure a meeting with the Chief Planner.

**Member Survey Review:** PACT examined a more detailed analysis of member survey results, noting that some members have a lack of clarity around the role of the OAA and were wanting the OAA to do more advocacy work. PACT is

reviewing the *colouring between the lines/advocacy* bIOAAg from the summer to see ways to continue communicating this message.

**QBS Refresh Project:** The QBS Refresh project is now live on the OAA website. Pending approval from PACT, the content will be stitched into the website and membership will be notified about the updated resource.

**World Architecture Day:** While not necessarily aligned with World Architecture Day anymore, planning is underway for the launch of the 2020 QP Picks. This virtual exhibit will be housed on a new landing page on the OAA website, as well as featured on the OAA homepage and through social media. The expected launch date for World Architecture Day 2020 is December 7.

**CDAO:** While there have not been any recent meetings of the CDAO working groups, a forum meeting and the CDAO AGM is currently scheduled for November 6. The new IO president, Michael Lindsay, has agreed to give remarks.

**BCACG:** The City of Toronto's Broader Construction Association Consultation Group (BCACG) has not met since late 2019. However, a meeting has tentatively been planned for November 3 via webex.

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**Action:** None. For information only.

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**Attachments:** None

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# Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.3.b
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Sustainable Built Environments Committee

Andy Thomson (Chair)	Cheryl Atkinson
Terri Boake	Eric Charron
Paul Dowsett	Mariana Esponda
Danny Harvey	Joy Henderson
Kathleen Kurtin	Mae Shaban
Sheena Sharp	Erik Skouris
Geoff Turnbull	

**Date:** October 21, 2020

**Subject:** Sustainable Built Environments Committee (SBEC) update

**Objective:** To provide Council with an update on SBEC's activities.

---

SBEC last met on October 20.

**IESO Funding for the 2030 District:** The Toronto 2030 District funding proposal to IESO has progressed to Stage 2 of the review process. Further updates about this funding opportunity will be provided to Council as information comes available.

**SBEC Lecture Series:** SBEC is investigating working with Continuing Education and Communications to develop webinars for the 2021 Continuing Education cycle. They have currently identified six (6) prospective presenters and would like to see the sessions that they develop branded "SBEC" so as to convey to members that if they attend these sessions they will be learning about how to

design for climate stability. This is seen to be consistent with the OAA strategic priorities.

**TEUI Calculator:** Cove Tools has provided a contract and work will commence as soon as all of the details are finalized. They expect to deliver their final product in early February, 2021.

**Canadian Architect Articles:** Members of SBEC will be authoring a series of articles for *Canadian Architect* that will be featured in the publication throughout 2021. Article topics include the Toronto 2030 District, complexities of zero carbon in new and existing buildings, heritage building energy retrofits, and four walls.

**Workforce 2030:** Further to Council's decision to join the Workforce 2030 coalition, a recommendation for appointment of an OAA representative is covered in the in camera section of this Council meeting.

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**Action:** None. For information only.

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**Attachments:** None

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.4.a
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**To:** OAA Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Speigel
Andrew Thomson	Settimo Vilardi

**From:** Communications Committee

Chair Amir Azadeh	
Bill Birdsell	Jeremiah Gammond
Jennifer King	Carl Knipfel
Joël León	Elaine Mintz
Arezo Talebzadeh	

**Date:** October 27, 2020

**Subject:** Communications Committee Update

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

---

The OAA Communications Committee met virtually on both Tuesday, October 13 in anticipation of the November Council meeting. The majority of the discussions were centred on the two topics that have resulted in memos: "Assessing Membership Engagement in the OAA.chat Public Forum" and "Ensuring Inclusive Language in OAA Communications with Respect to Licensed Technologists OAA." However, the meeting also laid some groundwork for future discussions on next year's Public Awareness Sponsorship and Special Project Funding programs (with the decision being made to start communicating recipients of the former to ensure both transparency and community-building), a podcast program, and the development of a holistic content calendar to allow for fulsome planning of communications activities in the context of Council priorities.

### *OAA Website*

Refinements and updates continue as Comms staff update links and ensure all relevant and current resources are available on the new site. The number-one issue identified from users is difficulty finding items on the site-wide search. Comms staff have been adding description and tags to pages in the back end of the content management system (CMS) to improve search effectiveness.



Documents have also been renamed to include keywords to assist with the search. Staff training on the CMS is ongoing as content administrators become familiar on the new system.

Comms staff continues to review and implement suggestions and feedback from the online Digital Suggestion Box, which allows members to share comments and suggestions anonymously. In September, the Interns Committee reviewed the Intern and Student Associate pages and provided feedback and recommendations, some of which have already been implemented. A meeting will be set up shortly to review some of the Intern Committee's other recommendations that are program-specific and require review and approval from the Registrar.

Website issues and wish list items are currently being tracked in the following [Google Web form](#). The Communications Committee will be tasked at their next meeting to review the Website issue and wish list to determine priority items to be implemented.

#### Web Updates (September–October 2020)

- COVID-19 Updates
- SHIFT Website/Awards Updates
- Content editing, and revisions on new Website
- Council Elections Updates
- ConEd End of Cycle Updates

#### Upcoming Priorities

- Search Engine enhancement
- Content review and revisions
- Continued CMS training
- Graphic standard review
- Accessibility training

#### *Design Excellence Awards*

On October 1, the OAA held its first-ever digital Celebration of Excellence, working with MCC to record and produce a 45-minute online ceremony that was then live-streamed off YouTube. The event, since covered in *Canadian Architect* and *Daily Commercial News* (among others), included winners of the Service Awards (or a representative) making short speeches, as well as brief appearances from architecture teams as part of video montages for both Design Excellence, and the three “secret” awards which were revealed live: People's Choice Award, Michael V. and Wanda Plachta Award, and Lieutenant Governor's Award for Design Excellence in Architecture.

The event was hosted by OAA Vice President Communications Amir Azadeh and featured appearances by OAA President Kathleen Kurtin and the Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario (whose speeches about the resiliency of the profession and the need for architecture in our quickly evolving times were very well-received).

The OAA saw growth on its YouTube channel, having posted Design Excellence vignettes throughout September, and then streaming the Celebration of Excellence itself on October 1. The following day, between these two types of videos, the views were 1.2k and 90.3 hours more than usual, with subscribership growing by 43 per cent. Between the streaming and edited versions of the Celebration, there have been 591 views. The Celebration is also available in smaller excerpts for each award.

Awards have been sent to the various winners, and the book publication is also being mailed out. It will eventually be posted on the OAA Website.

OAA staff are working to update the Awards Gallery on the website to include not only the 2020 recipients, but also those from 2017 and 2016.

#### *SHIFT Challenge*

The entry form is now live on the [www.shiftchallenge.ca](http://www.shiftchallenge.ca) website, with a mid-January deadline for submissions. An email will be sent to members in October, reminding them of the Resiliency theme and encouraging them to submit questions for previous SHIFT participants. Working with MCC, OAA staff will coordinate the creation of two to six short interview vignettes that will then be posted on the YouTube channel. These check-ins will feature previous participants answering questions about their experience with SHIFT in order to continue to build excitement for the program in November and December.

A virtual jury day is expected for February, and OAA staff have begun the process of looking for candidates, first reaching out to Committee and Council members for suggestions.

#### *Ecommunications*

In addition to the regular biweekly editions of the OAA News enewsletter, numerous special news bulletin emails have been sent out since the last Council meeting. These include:

- invitations to Meet the OAA student event;
- encouragement to participate in survey re: Intern Architect title;
- Regulatory Notice on ConEd End of Cycle;
- updates for those planning on taking the ExAC;
- RFP Alert;
- separate invitations to join Student Associate and Intern Architect Roundtables on Equity, Diversity, and Inclusivity; and
- alerts about voting for People's Choice Award and attending virtual Celebration of Excellence.

### *Social Media*

On **Instagram** and **Facebook**, posts and stories were used to share information about OAA Design Excellence Awards, OAA webinar series, OAA.chat, Committee Vacancies, Council Elections, as well as striving for daily content on *Equity, Diversity, and Inclusion*, and *Congregate Living*, as directed by Council. These posts include encouragement to continue discussion on OAA.chat.

Paid ads were used for People's Choice Award public voting on Instagram and Facebook, which resulted in 200,000+ reach and 300,000+ impressions.

**Twitter** was used to inform followers about OAA Design Excellence Awards, OAA Webinar series, and more. Many posts were retweeted from other sources in relation to Design Excellence Awards and content of direct interest to the architecture profession in Ontario. In addition, Twitter was used to share information on *Equity, Diversity, and Inclusion*, and *Congregate Living*.

The Social Media Content Amplification Activity appendix is an overview of which platforms the content has been shared on, and the number of audience in relation to reach, engagement, and impressions.



Followers: 5,039 (**up 349 from last month**)  
Average Post Audience: 1,720



Followers: 7,453 (**up 42 from last month**)  
Total Likes: 7,649 (317 up from 7332)



Followers: 2,186 (**up 42 from last month**)  
Total Likes: 1,903 (29 up from 1874)






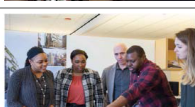


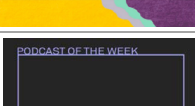
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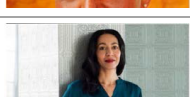

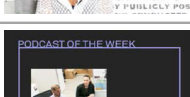


**Action:** For information only.










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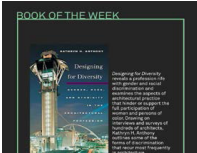
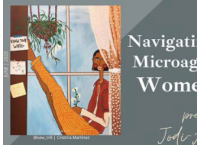



**Attachments:** Social Media Content Amplification Activity.pdf

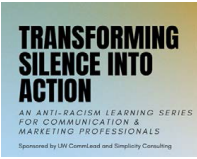


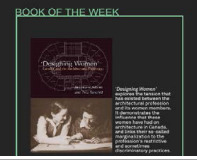
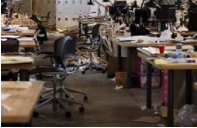



## OAA Content Amplification Activity (Sept 16 - Oct 27)

					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Congregate Living	Oct 26	The Same People who Designed Prisons Also Designed Schools		ArchDaily	✓	✓	✓	✓	1,988	132	7	1	462	1
	Oct. 25	The Hospital of Today – and Tomorrow – is Rapidly Deployable		Azure	✓	✓	✓	✓	1,083	34	2	1	542	3
	Oct. 24	A Change is Proposed for this Site: A Short Story About Urban Inequity		Azure	✓	✓	✓	✓	1,267	57	4	1	1,514	5
Equity, Diversity, & Inclusion	Oct. 23	Book of the week: Mismatch: How Inclusion Shapes Design Kat Holmes		OAA	✓	✓	✓	✓	770	14	3	1	742	7
	Oct. 22	Pandemic effect: Equity in architecture firms		Canadian Architect	✓	✓	✓	✓	1,366	70	7	2	524	1
	Oct. 21	Architecture Firms Begin to Grapple with Discrimination		Architectural Record	✓	✓	✓	✓	1,404	64	6	3	532	1
	Oct. 20	The Architecture of Social Interaction		ArchDaily	✓	✓	✓	✓	2,170	148	10	1	884	4
	Oct. 19	Black Females in Architecture Is Increasing Visibility of Black Women in the Industry		Design Milk	✓		✓	✓	1,173	60	4	1	534	1
	Oct. 18	Podcast of the week: "Why Architects Should Be 'ALL In' for Diversity?" by the ARCHITECT		OAA	✓	✓	✓	✓	1,023	18	3	0	489	3


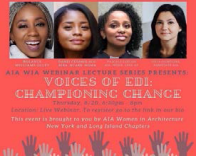
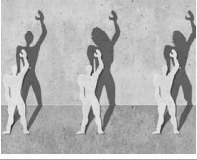





					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Oct. 17	Measurements of success		CCDI	✓	✓	✓	✓	707	17	5	1	636	3
	Oct. 16	Melissa Daniel, host of Architecture Is Political podcast, creates a new voice for architectural discourse		Architect	✓	✓	✓	✓	1,535	101	6	1	927	12
	Oct. 15	How More Security Makes Women and Queer People Feel Less Safe		Faild Architecture	✓	✓	✓	✓	1,619	69	10	1	3,777	15
	Oct. 9	Book of the week: "Black Faces, White Spaces: Reimagining the Relationship of African Americans to the Great Outdoors"		OAA	✓	✓	✓	✓	760	12	3	1	415	1
	Oct. 8	National Organization of Minority Architects demands end to "deadly and pervasive virus called racism that has plagued America"		Dezeen	✓	✓	✓	✓	709	22	7	1	453	1
	Oct. 7	Stephanie Ribeiro on how "Architecture Must Recognize the Debate Around Race and Gender"		ArchDaily	✓	✓	✓	✓	1,438	63	7	2	6,048	17
	Oct. 6	"Let's talk about diversity"		Dezeen	✓	✓	✓	✓	699	24	8	2	543	1
	Oct. 5	J. Max Bond Jr. Lecture   IMPATIENCE!		AIANY Diversity & Inclusion	✓	✓	✓	✓	727	20	7	1	550	2
	Oct. 4	Podcast of the Week: Culture and Race Within Landscape Architecture by Authentic F&F		OAA	✓	✓	✓	✓	759	8	6	2	699	0
	Oct. 2	TORCH Mentorship Program – Social Responsibility and Community Engagement		aiany emerging new york architects	✓	✓	✓	✓	763	19	6	1	1,226	0
	Oct. 1	Womxn to the Front: Design, Activism, and Lessons from the Creative Frontlines		aiany women in architecture	✓		✓	✓	636	15	7	1	408	0







					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Sep. 30	Disability and Design: what makes a building accessible?		RIBA	✓	✓	✓	✓	743	27	8	2	397	1
	Sep. 29	The Big Questions on Race with John Amaechi OBE		RIBA	✓	✓	✓	✓	867	26	8	1	536	1
	Sep. 26	Book of the week: "Mismatch: How Inclusion Shapes Design" by Kat Holmes		OAA	✓	✓	✓	✓	863	11	3	2	432	1
	Sep. 25	London competition challenges architects to design better housing for diverse communities		Wallpaper	✓	✓	✓	✓	939	34	7	1	571	3
	Sep. 24	"Our tips make people feel quite uncomfortable" says architecture diversity platform Sound Advice		Dezeen	✓	✓	✓	✓	2	26	5	1	547	4
	Sep. 23	Pride in Architecture		RIBA	✓	✓	✓	✓	795	19	0	0	140	6
	Sep. 22	U of T Architecture Promises to Design a More Just and Inclusive Future		Canada's National Observer	✓	✓	✓	✓	2,366	272	0	0	737	6
	Sep. 21	Whiteness in Architecture		Architectural Record	✓	✓	✓	✓	1,262	103	1	1	424	4
	Sep. 20	Podcast of the Week: The Nexus: Bryan Lee, Jr.		OAA	✓	✓	✓	✓	803	17	3	3	407	1

					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Sep. 17	Design Leadership Without Borders		AIANY Women in Architecture	✓	✓	✓	✓	743	20	0	0	635	3
		What constitutes effective community engagement in an equitable and environmentally responsible architectural		AIANY	✓	✓	✓	✓	619	19	1	1	536	2
	Sep. 14	Building Anti-Racist Practices for Recruitment, Hiring and Retention		Jodi-Ann Burey	✓	✓	✓	✓	494	15	0	0	274	2
	Sep. 13	Book of the Week: "Designing for Diversity" by Kathryn H. Anthony		OAA	✓	✓	✓	✓	1,069	22	0	0	737	6
	Sep. 10	Navigating Workplace Microaggressions for Women of Color - Part 3 ENCORE		Jodi-Ann Burey	✓	✓	✓	✓	934	30	1	1	424	4
	Sep. 9	Harvard GSD Students and Alumni Launch Design Yard Sale for Racial Justice		Dezeen	✓	✓	✓	✓	816	15	3	3	407	1
	Sep. 6	Podcast of the Week: Racial Equity and Justice in Our Cities		The midnight Charrette	✓	✓	✓	✓	947	17	0	0	635	3
	Sep. 5	Speak Up, Speak Out: Communicating for Justice, Equity, Diversity and Inclusion		Women in Architecture (LIWIA)	✓	✓	✓	✓	1,162	33	1	1	643	3

					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Sep. 2	Transforming Silence into Action		Communication Leadership, Simplicity Consulting, in collaboration with Jodi-Ann Burey.	✓	✓	✓	✓	867	23	2	2	677	3
	Sep. 1	Diversity must become a priority for architecture		The RIBA Journal	✓	✓	✓	✓	1,013	62	4	3	528	2
	Aug. 31	Kéré Architecture Designs Sceneography for Exhibition on Racism		ArchDaily	✓	✓	✓	✓	1,016	61	3	3	580	2
	Aug. 30	Book of the Week: "Designing Women: Gender and the Architectural Profession" by Annmarie Adams & Peta Tancred		OAA	✓		✓	✓	1,360	52	53	4	1,848	15
	Aug. 29	The Visibility Project analyzes racism and discrimination at Yale School of Architecture		The Architect's Newspaper	✓		✓	✓	1,331	83	3	3	576	1
	Aug. 28	6 Initiatives that Empower Women in the Architectural and Construction Sectors		ArchDaily	✓	✓	✓	✓	657	23	1	1	435	1
	Aug. 25	Wutopia Lab's pink and blue houses explore ideas of masculine and feminine		Dezeen	✓	✓	✓	✓	1,127	56	1	1	421	2
	Aug. 21	Podcast of the Week: The Nexus: Aisha Densmore-Bey		OAA	✓		✓	✓	1,157	26	0	0	674	1



					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Aug. 20	Shelter, Care and Gathering: 10 Architecture Projects Designed for Women		ArchDaily	✓	✓	✓	✓	909	53	2	2	747	2
	Aug. 17	Voices of Equity, Diversity, and Inclusion (EDI)		AIA	✓	✓	✓	✓	860	22	1	1	885	4
	Aug. 15	Architecture is Yet to Come to Terms with Trans Bodies		Faild Architecture	✓			✓	1,560	77	2	2		
	Aug. 14	Book of the Week: "Architecture in Black: Theory, Space and Appearance" written by Darell Wayne Fields		OAA	✓	✓		✓	1,187	53	0	0		
	Aug. 13	BFA works for pride, not prejudice, for black women architects	 <small>Racial and gender diversity is an acknowledged issue in the profession. Four young black architects have taken it on and their organisation, BFA, is gathering pace</small>	The RIBA Journal	✓	✓		✓	1,124	63	2	2		
	Aug. 12	What Do We Mean By Queer Space?		Azure	✓	✓	✓	✓	1,000	50	12	3	480	4
	Aug. 11	Engaging Change: A Discussion on Anti-Black Racism		Quadrangle	✓	✓	✓	✓	791	18	1	1	579	3
	Aug. 10	Impostor Syndrome In Design		Designing in Color	✓	✓	✓	✓	1,058	44	2	2	354	2

					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Aug. 6	Empowering African American Female Architects and Students		ArchDaily	✓	✓	✓	✓	915	43	0	0	374	2
	Aug. 5	Navigating Workplace Microaggressions for Women of Color		Jodi-Ann Burey	✓	✓	✓	✓	945	34	0	0	1,654	4
	Aug. 4	Black Women's Experiences in Higher Education & the Workplace		University of Toronto Women's Association	✓	✓	✓	✓	921	36	4	4	493	2
	June. 18	Towards an Empathetic Architecture: Embracing Diversity & Inclusion		OAA, Amir Azadeh	✓		✓	✓	1,442	92	5	3	665	10
	June. 9	Annabel Vaughan		BEAT	✓			✓	1,895	57	11	9		
	June. 9	Cities in the Time of Covid-19		Canadian Urban Institute	✓	✓	✓	✓	1,895	128	9	6	514	27

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## Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.5.b
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Paul Hastings Vice President Regulatory  
Christie Mills, Registrar

**Date:** November 5, 2020

**Subject:** Activities Under the Registrar, September 11 – October 20, 2020

**Objective:** Statistical Update

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**Experience Requirements Committee (ERC):** No ERC Interviews during this period. If provincial health protocols remain in Stage 2 or 3, the Team will move forward with a hybrid platform for the interviews (Committee attends via Skype with Candidate, Registrar and Administrator, Licence attending at the OAA Headquarters). The first hybrid model Interview is scheduled for November 17, 2020.

**Complaints Committee:** 7 complaints are currently before the Complaints Committee.

**Public Interest Review Committee (PIRC):** No meetings were held to date in 2020.

**Discipline Committee:** Outstanding hearings will move forward and likely be scheduled using the virtual platform if it is agreeable to all parties. There are 16 matters to be scheduled including written hearings for 10 instances of non-compliance with the OAA's mandatory continuing education program 2016-2018 cycle.

There are currently two appeals in process.

**Registration Committee:** There is one appeal pending from a decision of the Registration Committee. The Court has scheduled the appeal for January 25, 2021. At this time the hearing will be proceeding via videoconference.

**Act Enforcement:** Since the last report 10 new matters were reported to the Registrar for investigation related to misuse of the term "Architect" or "Architecture" or otherwise holding out.

**Injunction:** There are no injunctions in process related to holding out and unauthorized practice.

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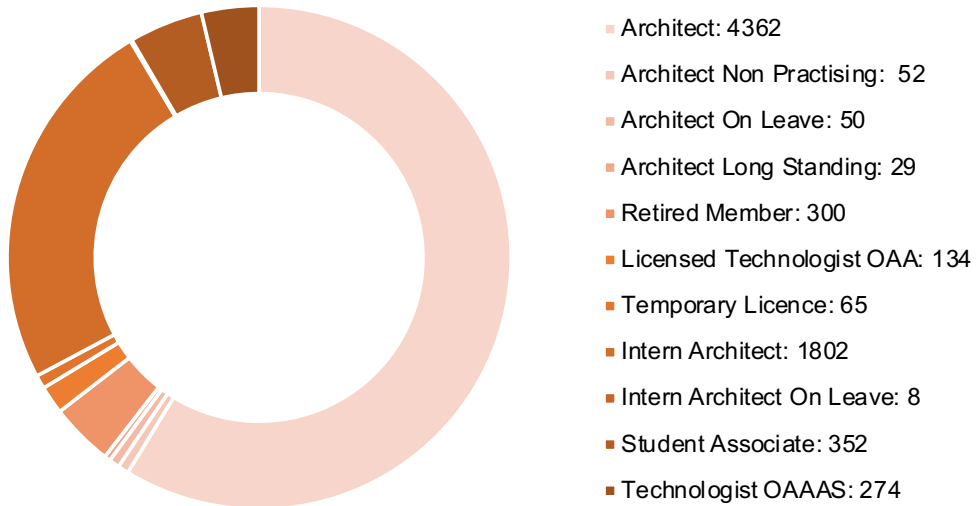
**Action:** None. For Information Only.

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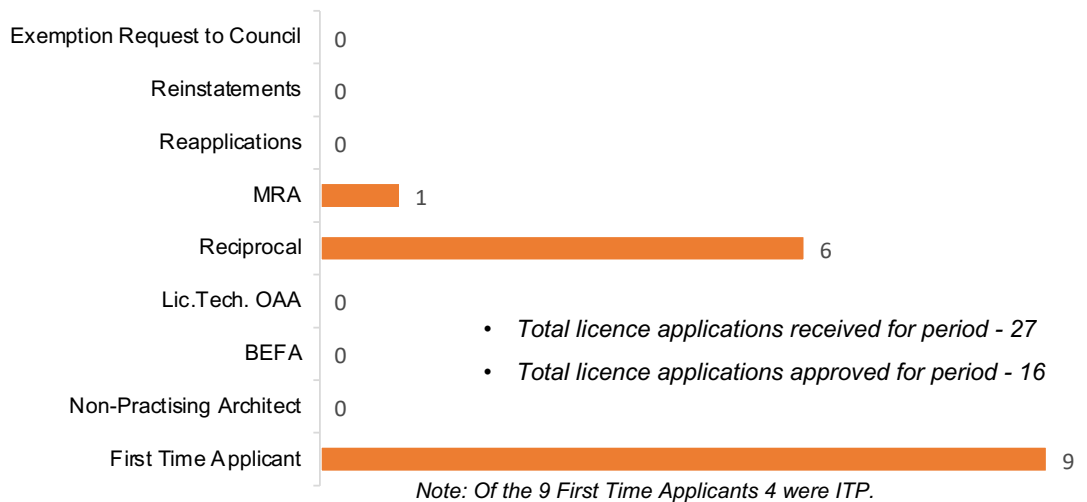
**Attachments:** Appendix: Activities Under the Registrar October 20 Statistics

## Membership as of October 20, 2020

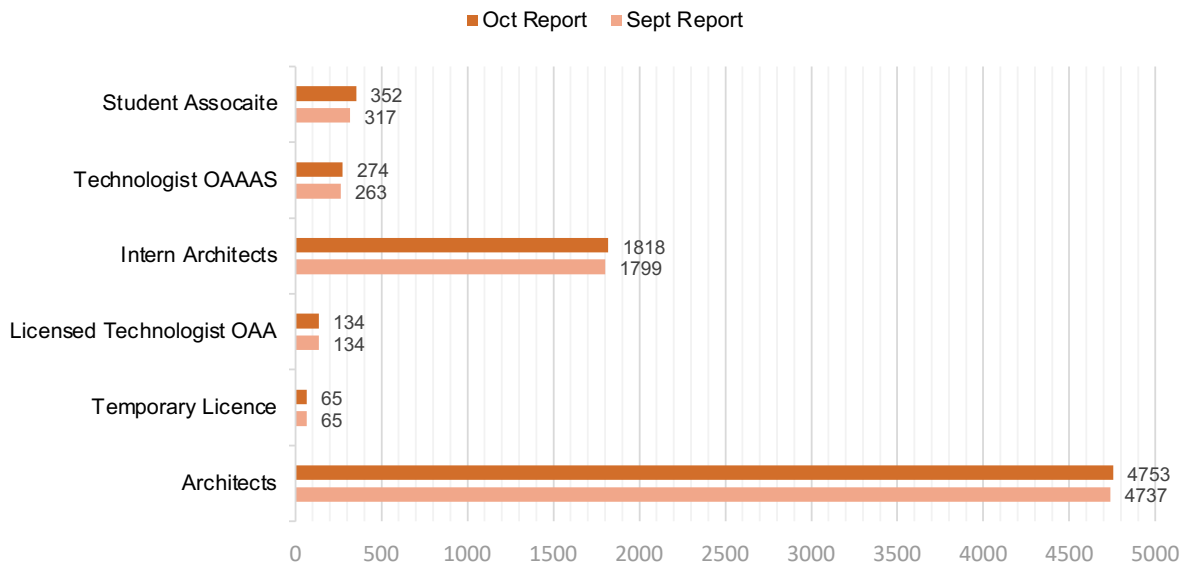
### OAA Individual Status Distribution



### Licence Application Approval Distribution For Period Sept 11, 2020 – Oct 20, 2020



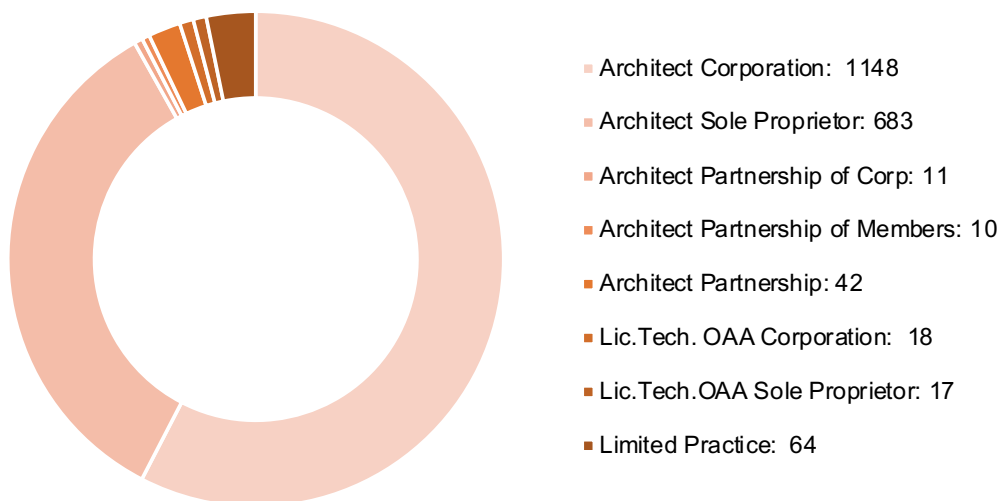
### Growth in Individual Status for the Period Sept 11, 2020 – Oct 20, 2020



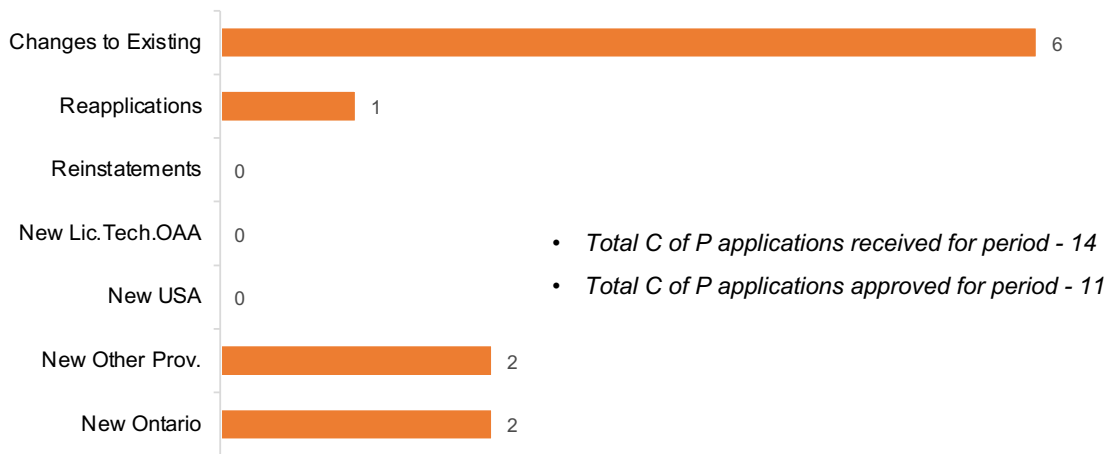
- *Total Intern Architect Applications Received for Period - 57*
- *Total Student Associate Applications Received for Period - 35*

### **Certificate of Practice as of Oct 20, 2020**

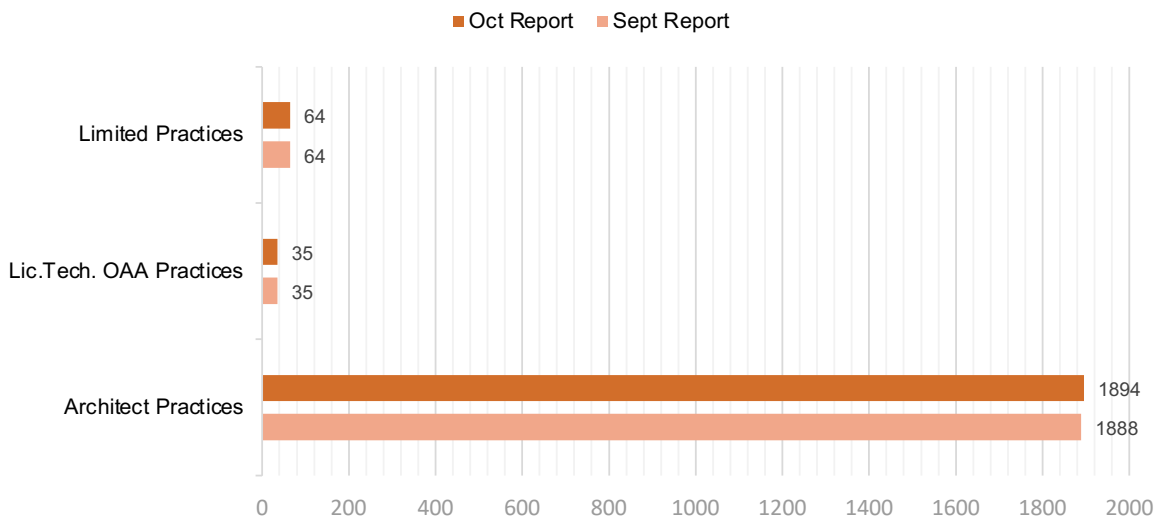
#### OAA Certificate of Practice Distribution



### Practice Application Approval Distribution for Period Sept 11, 2020 – Oct 20, 2020



### Growth in Certificate of Practice for Period Sept 11, 2020 – Oct 20, 2020



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# Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.5.c
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Natasha Krickhan, Councillor & Chair

**Date:** October 26, 2020

**Subject:** Intern Architect Committee Update

**Objective:** To update Council on the Interns Committee initiatives for 2020

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The sub-committees within the Interns Committee have been continuously working on a number of initiatives.

## Student Outreach Sub-Committee

- The sub-committee has been meeting weekly to organize a one and a half (1.5) hour "Meet the OAA" virtual student outreach event to be held on October 27<sup>th</sup> at 6:00 p.m. to architecture students at the five (5) Ontario universities. A \$5.00 gift card for coffee or tea will be sent to registrants who provide their email address in the follow-up survey.
- As of October 21, some important trends were noted on the registration list:
  1. 50% of those registering are undergraduate students.
  2. We have representation from all the schools in Ontario.
  3. The number one topic being asked: licensing requirements, paths to licensure and how to log hours as a student.





- Further development has occurred on the annual Welcome/Welcome Back email to Student Associates and the schools of architecture highlighting the benefits of becoming Student Associates and sharing relevant events and resources.
- The sub-committee has been collaborating with the OAA Communications team, under the leadership of the VP of Communication, on these student outreach initiatives.

#### Intern Architect Title Sub-committee

- STRATCOM was selected as the survey consultant.
- Proposed options for an alternative to Intern Architect title include: architect-in-training, graduate architect, apprentice architect, no title.
- Several meetings between the sub-committee, OAA Executive Director and Stratcom occurred on September 10, 25 and 29 regarding the development and review of the survey instrument. The survey was translated into French subsequent to its development in English. On October 14, further review and testing of the survey was conducted. Additional work was done to resolve technical issues during the week of October 19.
- The final Intern Architect Title Survey was issued to the OAA membership on October 21 to solicit feedback and will close three weeks from that date.

#### Mentorship Sub-committee

- November will commemorate mentorship month. The sub-committee will be collaborating with the OAA Communications team on providing a series of "Amazing Mentorship Stories" to be posted on the OAA blog and social media.
- A call for mentorship stories has been e-mailed to the membership to submit a story by October 26.
- The mentorship guidebook will serve as an introduction to mentorship month and is ready for release to the membership.

#### Pro-Demnity Sub-Committee

- The sub-committee met virtually with Settimo Vilardi, Vice President Practice and John Hackett, Pro-Demnity Vice President on October 6 to discuss possible joint initiatives, including new educational programs focused on liability insurance and risk management issues to educate interns.

- Settimo Vilardi, Vice President Practice to ask the work group reviewing in-camera issues related to strengthening two-tiered licensing if they would be interested and willing to invite a Pro-Demnity representative and an Interns Committee representative to attend a roundtable discussion related to this work.
- Research has been conducted on the costs and process related to creating an audiobook of claims stories. Coordination with similar OAA initiatives underway.

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**Action:** None. For Information Only.

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**Attachments:** None

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# Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.6.a
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** Settimo Vilardi, Vice President Practice

**Date:** October 28, 2020

**Subject:** Report from Vice President Practice

**Objective:** To update Council on activities of the Practice Portfolio

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## Background:

1. Activities Report – Vice President Practice
  - COVID-19 Updates for Practices and COVID-19 Practice Survey.
  - 2-tier Licensing Working Group with VP Education, Office of Registrar, Education Manager and PAS: Meetings on September 17 and October 15.
  - Executive Committee Meeting October 21, 2020.
  - Practice Resource Committee Meeting on October 13, 2020.
  - PACT Meeting on October 21, 2020.
  - Pro-Demnity Board Retreat Meeting on October 23, 2020.
2. Activities Report – Practice Advisory Services (key items)
  - COVID-19 Updates (webpage content):  
Preliminary Results of the COVID-19 Survey was shared with members online via the COVID-19 webpage on September 29, 2020 allowing those in the profession to see a [snapshot](#) of how their peers are adapting.
  - PAS received about 230 calls since Council's last meeting (between September 1 to October 20, 2020) some of which relate to COVID-19. (Note: This may include multiple calls about the same topic). This does not include email correspondence.
  - Update on Requests for Proposals (RFPs) monitoring: Approximately 41 RFPs have been reviewed since January 2020, (including 9 since the September 24 Council meeting).



- Two RFP alerts have been issued since Council last met (between September 24 to October 20, 2020) with a total of 9 RFP alerts since January 2020.
- Supporting Committees and departments at OAA: PAS assists in questions relating to IAP hours, providing feedback on interdepartmental projects, etc.

3. Other items/projects in progress

- Canadian Construction Document Committee (CCDC 2, Div 01) Update: Release date of (CCDC 2, Div 01) and CCDC's roll-out of their roadshow seminars is not known. PAS met virtually with legal counsel on October 1, 2020 to review OAA-OGCA CCDC2-2020 - Supplementary Conditions (SCs) and aims to get the joint OAA/OGCA CCDC2 SCs and Division One clauses out the same time the final version of CCDC2 and Div 01 are announced to the public.
- Update to OAA 600: OAA Document 600-2020 must be coordinated with CCDC2 Supplementary Conditions and any Division One clauses, as it is contingent on it. Release date of OAA 600-2020 would be targeted shortly after the release of CCDC2-2020.
- CSA Standards - PAS is working on the agreement following Council decision to proceed with Package 3. PAS and Communications are working on appropriate messaging to members. An information campaign to promote the use of the updated CSA program would be created and could include: OAA news, Practice Advisory E-news, and on social media outlets such as Twitter, LinkedIn, Facebook.
- Website update: PAS continues to work with Communications on updating the library of Practice documents and web content.
- Practice Resource Committee (PRC) Virtual Meeting  
The committee had its scheduled meeting on October 13, 2020.
- Project Management Service Providers (PMSPs)  
PMSPs content is still being evaluated and an update will be provided at the next Council meeting.
- Congregate living - Working with Communications and Education on the motion passed at the September 24, 2020 Council meeting pertaining to reviewing and posting content amplifying the intersection of architecture and congregate living (which is any multi-residential type unit, not just long-term care) for vulnerable populations.

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**Action:** None required.

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**Attachments:** None.

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# Memorandum

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 6.7.a
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**To:** Council

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Speigel
Andrew Thomson	Settimo Vilardi

**From:** Agata Mancini, Vice President Education - Committee Chair

Committee Members

Christina Facey	Krystyna Ng
Hadi Jafari	Maria Denegri
Janet Harrison	Shane Laptiste
Jeffrey Laberge	Milda Miskinyte
Kathleen Kurtin	Susan Speige

**Date:** October 22, 2020

**Subject:** Update from Vice President Education

**Objective:** To provide Council with an update on activities of the Comprehensive Education Committee.

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Since the last report provided to Council, the Comprehensive Education Committee met once on October 8, 2020. The meeting was held virtually. The purpose of this memo is to summarize the activities of the Committee for the period from August to October, 2020

## Call for Webinars Proposals

The Comprehensive Education Committee issued a Call for Webinars Proposals to generate a pool of speakers and topics that could be considered for the next round of continuing education webinars.

In 2021, the webinars will continue to be offered on a bi-weekly basis. The collected pool of 69 submissions (58 unique speakers) will be assessed to develop webinar programming for the period from January to June 2021.

### **FREE Webinars on Equity, Diversity, and Inclusion**

The month of September was marked by offering **free** webinars on Equity, Diversity, and Inclusion. The webinars were very well received showing a several-fold higher-than-average registration rate (average is 55 attendees):

Sept. 10 A Leadership Shift: From Diversity to Inclusion - 589 attendees;  
Sept. 24 Handling Workplace Discrimination & Harassment - 547 attendees;  
Oct. 8 Unconscious Bias in the Profession of Architecture - 634 attendees.

The Committee is recommending that the OAA continue to offer some of the webinars at no cost in the next continuing education cycle. The topics would be selected based on the Council priorities, membership feedback and interest, and demands based on current societal trends/issues.

### **OAA Conference 2021 – Virtual Conference**

In light of the COVID-19 pandemic and the continued uncertainty around the viability of hosting events that involve large groups of people into 2021, Council approved the recommendation to cancel the in-person 2021 Conference in Niagara Falls effective immediately.

The Council directed the Vice President Communications and Vice President Education and their respective committees work with OAA staff to develop the details and programming for a virtual Conference, along with a budget based on consultation with MCC to be approved at the November Council meeting; and, that programming include recommendations for all elements of the conference including special events, continuing education, and awards elements.

A report in this regard from Agata Mancini, VP Education and Amir Azadeh, VP Communication is presented to Council in a separate memo.

### **Course “Fundamentals of Running an Architectural Practice” as Webinars**

Due to concerns related to the second wave of COVID19, it has been decided to cancel the in-person offer of the continuing education course “Fundamentals of Running an Architectural Practice”.

To fulfill the demand, the course has been reformatted to be offered remotely as individual webinars. The webinars were reasonably priced to appeal to the widest possible cross-section of the membership. So far, we are seeing good enrollment rates and very positive feedback from members.

The “Fundamentals of Running an Architectural Practice” webinars are seamlessly integrated with the bi-weekly webinars providing additional learning opportunities on alternate weeks:

9/29/2020	Architectural Practice in Contemporary Context;
10/01/2020	Ontario Architectural Practice;
10/13/2020	Pro-Demnity Insurance;
10/13/2020	Business Structures in Ontario and Canada;
10/27/2020	Developing a Business Model for Your Practice;
10/29/2020	Practice Management: Finance;

11/10/2020	Practice Management: Human Resources;
11/12/2020	Practice Management: Information Technology;
11/24/2020	Project Management: Proposals and Fees;
11/26/2020	Project Management: Client Agreements;
12/08/2020	Project Management: Project Planning.

### **Course “Fundamentals of Running an Architectural Practice” Comprehensive Content Review**

The Comprehensive Education Committee considered a recommendation to initiate a comprehensive review of the course content. The course is now 3 years old. Due to COVID19, the profession of architecture is in a different environment forced to change usual approach to practice.

The Committee is in agreement that it is timely and important to conduct a complete curriculum review of the course content to ensure it is current and contains up-to-date information. It is vital to ensure the course is ready for the next step which is development of the online version of the course.

An initial action will be to establish the review framework (and timetable) for core project phases such as: selection of external consultants, onboarding to the project, review and development of recommendations, implementation of the approved amendments.

### **Course “Fundamentals of Running an Architectural Practice” Development of Online Course**

The development and delivery of the online version of the course “Fundamentals of Running an Architectural Practice” will be administered in partnership with the University of Toronto, School of Continuing Studies.

The OAA and SCS will work in collaboration to develop a new and engaging online course. This new course will combine OAA’s vision and SCS’s expertise in the design and delivery of engaging and rigorous educational experiences. The redesign of the course will:

- Extend the reach and expand access to the course through an online delivery format;
- Develop and deliver current content in a modular format;
- Increase engagement through innovative instructional strategies and online content that is visually appealing, learner-centric and delivered in an accessible, self-paced, intuitive format;
- Promote opportunities to build community among practitioners at various stages of their career;
- Ensure that the courses content and professional resources are available after the course concludes – to support ongoing goals and needs of the various audiences.

Proposed target for course launch – September/October 2021.

## Learning Management Systems

The Comprehensive Education Committee continues considering the feasibility and benefits of implementation of a learning management system. The Committee is generally in agreement that having a learning management system could be useful. A library of pre-recorded webinars would provide additional learning opportunities for those who didn't have a chance to attend a 'live' event or would like to watch it again as a refresher.

At the same time, a number of issues need to be considered with the implementation.

For example, work will need to be done to integrate the system into the OAA's existing IT infrastructure including IMIS database and other software.

The process of engagement and administration of webinar speakers will have to be revised. Currently speakers are engaged for a one-time session and paid a one-time honorarium. Based on the experience with speakers and presenters, the OAA will need to establish and administer a revenue sharing model which will define royalties and payment schedules to the recordings' owners. Moreover, the speakers will need to be tasked with development of a set of questions & answers to accompany each recording. This is to ensure LMS activities comply with the Continuing Education Program and are eligible for structured learning hours.

It is understood that intellectual property of the recorded content will reside with the speaker. However, it will remain the OAA's responsibility to ensure content currency and accuracy. A clear process will have to be established to warrant quality assurance of the new framework.

Overall, it is understood that the an LMS implementation will have both operational and financial impact on the OAA. Many service areas will be affected either directly or indirectly, including IT, finance, communications, as well as continuing education staff.

It is suggested that a report on the goals and objectives of an LMS for the OAA as well as the costs and resources required to implement and maintain an LMS be prepared before a final decision is made.

## Mandatory Continuing Education

The Committee discussed the feasibility of introducing mandatory continuing education in a form of either compulsory courses or minimal mandatory hours on certain topics. A separate memo is submitted for Council consideration.

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**Action:** For information only. No action is required.

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**Attachments:** No attachments.







**FAIRNESS COMMISSIONER**

COMMISSAIRE À L'ÉQUITÉ

FOR COUNCIL MEETING  
November 5, 2020  
(open)  
ITEM: 7.1

**OFFICE OF THE FAIRNESS COMMISSIONER**  
595 Bay Street, Suite 1201, Toronto ON M7A 2B4

September 25, 2020

Ms. Kristi Doyle, Executive Director  
Ms. Christie Mills, Registrar  
Ontario Association of Architects  
111 Moatfield Drive  
Toronto, Ontario, M3B 3L6

Dear Ms. Doyle and Ms. Mills,

I am writing to you as Ontario's new Fairness Commissioner.

I was initially appointed to this role in January 2020. At that point in time, I was also asked to serve as Ontario's Interim Deputy Attorney General. Owing to the need to address certain COVID-19 priorities in the justice sector, I was able to assume my role as Fairness Commissioner on a full-time basis on August 10, 2020. I am truly honoured that the government has appointed me to this important position, which touches the lives of so many people.

Over the last few weeks, I have received staff briefings on the registration process for professionals and skilled tradespersons, as well as opportunities for improvement. I have also spoken with the former Commissioner, Grant Jameson, and a number of subject matter experts.

At this stage, I wish to better understand from our stakeholders which aspects of the system are working well and where we can work to achieve better outcomes. I am particularly interested in understanding how the Covid-19 pandemic has impacted the assessment and registration of candidates and how we might apply the lessons learned to mitigate these risks in the future.

With that objective in mind, I would be very interested in meeting with you (and your staff if you wish) virtually to discuss your interactions with our office, to understand any concerns that you might have and to focus on ways that we can work collaboratively to improve our collective processes.



While these sessions are being scheduled, I also plan to participate in the annual meetings involving our staff and individual regulators. These forums will provide me with an excellent opportunity to learn about your organizations and the important work that you perform.

I have asked that my office reach out to yours to find a convenient date and time for this more direct conversation. In the interim, if you have any questions, please do not hesitate to reach out to me directly at [Irwin.glasberg@ontario.ca](mailto:Irwin.glasberg@ontario.ca)

Kindest regards,

A handwritten signature in black ink, appearing to read 'Irwin Glasberg'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Irwin Glasberg  
Ontario Fairness Commissioner

Cc: Shaila Salazar, Manager, Business & Operational Planning

## Memorandum

**To: Council**

Kathleen Kurtin	Amir Azadeh
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jeremiah Gammond	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Milda Miskinyte
Sarah Murray	David C. Rich
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi

**From:** OAA Technology Program (OAAAS)

Rick Mateljan, President	
John Romanov, Treasurer	
Christina Facey	Jeremiah Gammond
Francis Guanlao	Jamie Kuhl
Sarah Murray	Nicola Russo

**Date:** October 26, 2020

**Subject:** Licensed Technologist OAA – Revised Policy Statement -  
Background

**Objective:** To have Council approve an updated and contemporary  
Policy Statement on the Licensed Technologist OAA

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### Background:

Launched as a partnership between OAA and OACETT in 2003, OAAAS is a pathway for suitably qualified architectural professionals to achieve licensure as a Licensed Technologist OAA.

During the developmental phase there was considerable uncertainty about the process and the certification, and internal and external pressures on the partners. OAA was being urged by the Ministry of the Attorney General to regulate technologists in response to pressure

from AATO. OACETT had its eye on a bigger prize: developing a similar program with PEO for engineering technologists, the bulk of its membership. Based on OACETT building science member numbers, some projected 2,000 technologists could join OAA and many smaller architectural practices were concerned about a tsunami of competitors entering OAA.

In this uncertain climate, the Policy Statement setting the Terms, Conditions, and Limitations (TCLs) on the new class of licence was approved by OAA Council in January 2005. The first licences were issued in 2006. After 15 years of experience with the Policy, it is clear the OAA Council imposed on this new class of licence some TCLs that were too restrictive and not appropriate.

The first OAAAS Business Plan was adopted in March 2006. It projected that, by 2010, there would be 925 members of OAAAS. After a further year of experience and consideration, the Business Plan adopted the following year slashed that projection to 200 members by 2010.

In 2005-06, OAA accepted that its regulatory role had changed. This is an extract from a report on the history of OAAAS presented to OAA Council on June 26, 2006:

“The OAAAS delivers a new building design professionals program that recognizes three categories of building designers ... this third or highest level (Licensed Technologist OAA) gives the holder a **very limited** Architectural Licence.  
(emphasis in original)

The OAAAS program ensures that standards and qualifications for these individuals are maintained, taking a path that continues to protect the public interest. It also ensures that all licensing relating to Architecture within Ontario **continues to be regulated by the OAA....** It also satisfied the charge given the OAA by Attorneys General....

*The OAAAS Board serves as a forum for establishing the Education, Experience and Examination (EEE) requirements as well as scope of practice for all three levels of technologist ....”*  
(italics added)

With the adoption of the Policy Statement, the OAA, like the Law Society of Upper Canada around the same time, “became the regulator of two complementary professions.” This is how a 2012 report on the Five-Year Review of Paralegal Regulation in Ontario described the change in the legal profession. In his report, David D. Morris stated “... the Law Society’s duty to facilitate access to justice for the people of Ontario does not simply expand upon its role as Ontario’s centuries-old, self-regulating college of lawyers, it profoundly alters it.... It is now incumbent upon the Law Society to drive the provision of legal services to the most accessible, appropriate level of the professions it regulates.” Morris recommended that “exemptions to Law Society regulation for those providing legal services be minimized,” and the scope of permissible paralegal practice be expanded when standards of learning, professional competence and professional conduct of the paralegal sector are improved.<sup>1</sup> The improved standards Morris set-out are essentially the levels of learning, professional competence and professional conduct that already exist for the Licensed Technologists OAA.

In the past 17 years, our industry has changed. The BCIN designer category was introduced and OAAAS has been embraced as the OAA Technology Program. OAAAS has refined the certification process, launched a program to certify candidates with significant experience, and built a strong and collaborative relationship with the province’s colleges. OAA and ARIDO are pursuing a new program which could lead to the licensure by OAA of Interior Designers. OAAAS has recently initiated discussions with AATO to find ways to work together to promote the profession.

To qualify to join OAA today, the technologist must complete a rigorous certification process modelled on the Internship in Architecture Program. The **education** requirement is an advanced diploma from a college architectural technology 3-year program (or equivalent or greater). The **experience** component requires the candidate to document 5580 hours of work in an architectural setting, in the same 15 experience categories as the intern architect and on at least three different building types. The work must be supervised by an OAA-licensed professional and with the support of an OAA-licensed mentor. Like the intern architect, the candidate must complete the OAA

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<sup>1</sup> [https://www.attorneygeneral.jus.gov.on.ca/english/about/pubs/paralegal\\_review/Morris\\_five\\_year\\_review-ENG.html](https://www.attorneygeneral.jus.gov.on.ca/english/about/pubs/paralegal_review/Morris_five_year_review-ENG.html)

Admission Course and pass an **examination** prior to licensure. The challenging two-part examination is conducted by OAAAS. An OAA architect must be involved directly in the certification journey of each Licensed Technologist OAA, either as the supervising professional and/or as the mentor.

Significantly, the profile of the technologists seeking licensure has been firmly established. The explosive growth foreseen in 2004-06 would seem to have been based on an overestimation both of the total number of technologists working in an architectural setting, and the number who would, in the absence of a statutory requirement, decide to go through the rigorous process required to achieve OAA licensure.

Given these developments, it is appropriate and timely to revisit the 15 year-old policy in order to ensure it not only continues to serve and protect the public interest, but also meets the needs of the profession and OAA's technologist members. The OAAAS has completed this review and recommendations are provided in the accompanying two memos.

### **The Licensed Technologist OAA Today:**

In 2020, there are roughly 135 Licensed Technologists OAA and 175 at some stage of the certification journey. What we know now is that these technologists are highly skilled, highly motivated, and primarily looking to pursue their career in one of the province's architectural practices. A few Lic.Tech.OAAs are partners in architectural firms and a number occupy senior specialized positions in respected architectural practices. Some are actively engaged in OAA committee work and many give back to the profession in other ways. Those few (35, or 25 percent) who have the authority to practice on their own have the same professional obligations as architects. This protects the public interest and ensures fair competition.

Based on 2016 Census Data and a 2010 Statistics Canada analysis of the job classification, OAAAS estimates that, of the 2800 architectural technologists and technicians in Ontario, roughly 2150 work in an architectural or other professional services office (including engineering). The balance work in construction, public administration, or other places. The OAA Technology Program is focused exclusively on technologists who work in an architectural practice or on their own and

there may be 1700 technologists and technicians in Ontario working in a suitable architectural setting. Conservatively, we estimate 300 would not meet the OAAAS academic requirement of an advanced diploma, and thus our core constituency is **1400 technologists across Ontario**.

Other associations representing professionals with no statutory or contractual obligation to join (e.g. OACETT) typically recruit one-quarter of those eligible when they mature. The OAA Technology Program will reach this 350-member milestone in the next few years. With a concerted effort by OAA, its technology program, and the province's architects to increase the number of technologist members beyond this milestone (and depending how the industry develops in coming years), the total number of OAAAS members could reach 700-800 by 2030, with perhaps 400+ OAA licensed members.

#### **Updating the Council Policy Statement on the Licensed Technologist OAA:**

The objectives of the changes to the Council Policy Statement being proposed in the two accompanying memos are these:

- Modernize the Policy Statement and edit it to simplify and clarify.
- Implement Council's decision to change the title to Licensed Architectural Technologist (LAT).
- Encourage membership growth.
- Confirm that the LAT is a member of the OAA with rights and professional obligations.
- Provide equal voting rights in the association to all members, and equal opportunities to own and operate professional businesses.
- Establish a Scope of Practice that reflects the skills, knowledge, and training of the LAT, and is rational and easily understood by the public, building officials and the industry.
- Ensure the public interest continues to be served and protected.

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**Action:** This report is provided for background information.

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**Attachments:** None.





October 27, 2020

## **REPORT TO OAA COUNCIL**

As all of us adjust to the ongoing public health crisis, we are pleased to report some progress since our last report in May. Since then, the OAAAS Board of Directors has met electronically in August and October.

### **1. Administration**

As part of the OAA's budget process, the 2021 OAAAS budget was approved by the Board in August. It assumes a gradual return to normal operations during the coming year and there are some early positive signs. There has been an uptick in new member applications since August, there will be a large increase in the number of candidates writing the exam in November and our examination review process is in its final stage and will be completed by the end of the year. We continue to be able to operate efficiently from home offices and with electronic meetings.

### **2. Colleges**

We are working with the colleges on several initiatives, the first of which is to establish a timetable for OAAAS virtual presentations to the students. The 2021 student awards program will again be conducted virtually. We will work with colleges and the OAA to find an appropriate forum in which to celebrate the winners and highlight the excellence of the students and the college programs.

Importantly, we are pleased to report significant progress on the initiative to establish a certification process for the advanced diploma programs in architectural technology. While the colleges and OAAAS expect to collaborate to establish the assessment criteria and benchmarks, Technology Accreditation Canada has expressed an interest in acting as the certification body.

### **3. OAA Council Policy Statement on the Licensed Technologist OAA**

The OAA Council Policy Statement on the Licensed Technologist OAA was adopted 15 years ago. While the industry and the profession have evolved significantly, the key elements of the Policy Statement are unchanged from 2005. Over the past few years, the OAAAS has been researching, consulting

widely and considering all of the issues. At its meeting on October 15, the Board finalized a revised Policy Statement which it recommends to Council for approval.

The OAAAS Board is aware the changes the Board is proposing are detailed and complex and thus it is putting them forward in three memos, together with the necessary background materials. The first memo provides general background to the growth and development of the OAAAS program, the Policy Statement and the relevant issues. The second memo addresses areas of the Policy other than those dealing with the scope of practice, including the title, rights and obligations as an OAA member and ownership structure of firms providing architectural and design services to the public. The third memo outlines the rationale for, and benefits to the profession and the public of, proposed changes to the scope of practice of the Lic.Tech.OAA.

Garry Neil  
Executive Director | Registrar



## Deputation to Council

FOR COUNCIL MEETING November 5, 2020 (open) ITEM: 8.1
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OAA Council  
111 Moatfield Drive  
Toronto, ON M3B 3L6

Dear President and Members of Council

Thank you for the opportunity to submit this deputation. I have three items I would like to put forward for your consideration. Please consider these three items independently.

### Item 1: Congratulations

Having been at the Council table myself, and served in executive roles, I know how much work is involved. I can only imagine that it has been more challenging as a result of the Covid-19 pandemic.

Having also worked closely with staff over many years, including pre-council and on-going committees, I know that staff work incredibly hard. Suddenly shifting to a work-from-home role, meeting regulatory and member needs and making rapid changes to annual events including conference, the AGM, the design excellence awards programs and otherwise is no easy task.

I would like to congratulate Members of Council and Staff for their continued excellence in the service of the profession. Thank you for all that you do, for giving of yourselves. You should be congratulated for persevering, maintaining regulatory obligations and continuing to serve the people of Ontario.

**Action:** That it be recognized that this Member appreciates the hard work of staff, council and volunteers in continuing to serve the public interest in extraordinary times.

### Item 2: Order of DaVinci

It was a great honor to receive this award this year. Thank you from the bottom of my heart.

In receiving this award, I am reminded of the work done several years ago to improve the Service and Design Awards. In thinking on this, and the name of the award received, it occurs to me that the name has some meaning for architects. Leonardo DaVinci was a great artist, curious about the world and a creative person, of this there is no doubt. But what does his name have to do with the OAA, or Canadian architecture in general? Not much, I suspect.

Based on my recollections from the Honors and Awards Review conducted in 2016 and 2017, the Award was initiated by a donation from an OAA Member. The selection of the name was based on this initial contribution more than 20 years ago.

I respectfully suggest that this name be reviewed as other luminary names come to mind.

For example, Phyllis Lambert is an architect and founder of the Canadian Centre for Architecture. Blanche Lemco van Ginkel is a Canadian architect and planner who helped preserve Old Montreal and helped plan Expo 67, and the first woman to be inducted into the RAIC College of Fellows. Esther Marjorie Hill was Ontario's first female architect while Alice Charlotte was Canada's first

female architect. All four are luminary, iconic women of architecture. Renaming the Award after any of these women may have more meaning for Canadian architects. Other names to consider may include Lincoln Alexander who became Canada's first black Lieutenant Governor when he took on the role of Lieutenant Governor of Ontario in 1985; his name, and office, may be relevant if considering the role the Lieutenant Governor plays in our current awards program.

I respectfully suggest that the Honors and Awards Committee be charged with reviewing the history of the DaVinci Award, understanding its endowment and the naming rights associated with it and research opportunities to update the naming of the award in recognition of a more inclusive name that is more reflective of an Ontario institution and regulator. Should there be a opportunity to update the name, Council may wish to offer past recipients the opportunity to use the current DaVinci honor, or update it to a new name.

Further, based on a recent reading of the OAA minutes (open meeting 266, March 5, 2020), I note that the DaVinci trust fund has a balance of \$1,171. I am not certain what the intent of this trust fund is, and how it may grow over time. Should Council opt to rename this award, I would be prepared to further endow this trust account with an additional \$1,000 to help further raise the profile of this Award.

**Action:** That Council direct the Honors and Awards Committee to review the history of the DaVinci Award, including its endowment and naming and consider alternative names, reporting to Council on possible changes and, should changes be implemented, that the OAA accept an additional endowment of \$1,000 from a grateful Member to help raise the profile of this Award.

### Item 3: OAA Engagement

The OAA is a vital, critical, part of Ontario. Representing the public interest and regulating some 4,500 plus architects in 1,750 or so practices and treading the fine line between regulatory (primary objective) and advocacy (secondary objective) is a difficult task. Recent focus on inclusion, including equity in the profession, through inclusive podcasts, webinars, and other communications on equity has been a welcome contribution to the conversation that is appreciated.

There are many other issues, however, that are also deserving of member engagement that also have a strong impact on the profession, including procurement, contracts, engagement at the federal and provincial levels to effect the change we want to see in our world. Notwithstanding the effort of the RAIC (challenged by low membership) and local societies (where engagement can be challenged by low population and volunteer burn-out) I know that these subjects capture the attention of members. I encourage council to continue these efforts and consider them in the light of other equity issues.

My most pressing issue of concern, however, is engagement of Members in OAA Council and Committees. I suspect that the number of candidates running for election, and self-nominating for Committees continues to be a modest fragment of the profession.

To that end, I would like Council to consider initiating a Nominations Committee, comprised of Members of the profession who would report to the Registrar. This Committee's purpose would be to contact members who have not been engaged and who could serve in various capacities, encouraging a diverse group of OAA Members to put their names forward. This Committee could

also help encourage Members who served on Committees to run for Council, as well as encourage a broader involvement in local Societies. This Committee would not prevent, nor discourage, anyone for submitting their names, but would support and “endorse” candidates for various roles. This may encourage a broader representation of members from across the province by helping to target a more inclusive cross section of the membership. The Committee could be comprised of former members of council, presidents, society chairs and others who have a broad network and connection to their communities who can help be “ambassadors” for the OAA, encouraging volunteerism in our regulatory role. It is my understanding the Manitoba Association of Architects has a similar committee that operates in advance of their council elections for this purpose.

**Action:** That Council consider the merits of a nomination committee at the annual February Strategic Planning Session of Council and consider a pilot project to operate for 3 years, and that the Nominations committee be charged with developing a terms of reference, reporting to the Registrar of the OAA.

With respect, and thanks.

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

Toon Dreessen, OAA, FRAIC, AIA, LEED AP

**Architects DCA**

President, **Architects DCA Inc.**

email: [tdreessen@architectsDCA.com](mailto:tdreessen@architectsDCA.com)