



VISION, MISSION & MANDATE

Vision:

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

Mission:

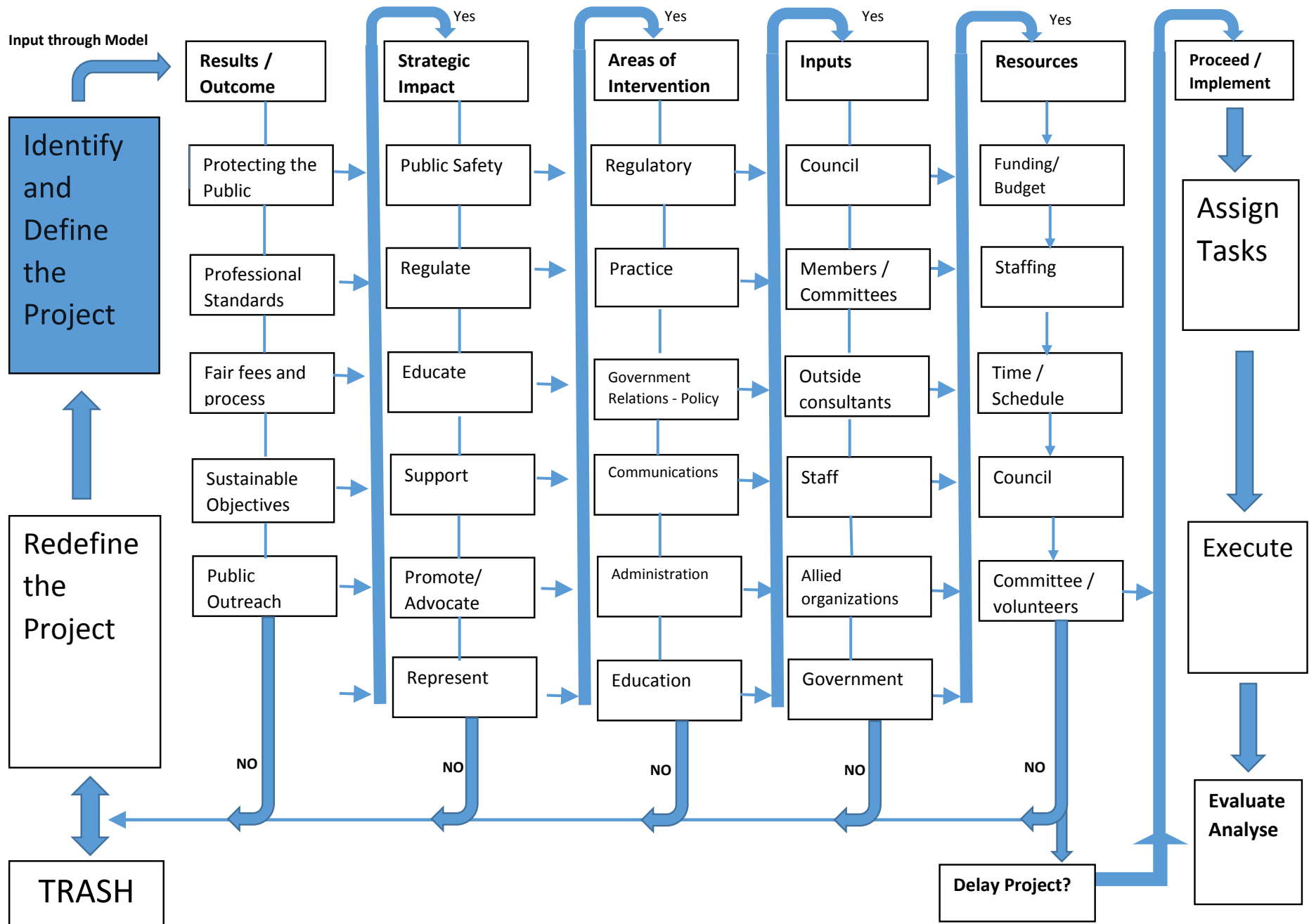
To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.

Mandate:

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

May 2016

Ontario Association of Architects – Decision Making Logic Model



OAA COUNCIL MEETINGS

RULES AND PROCEDURES

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

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

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

ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of June 25, 2020 at approx. 11:00 a.m.

Meeting # 268

OPEN MEETING AGENDA

Recognition of Traditional Lands

1.0 AGENDA APPROVAL

- 1.1 Declaration re. Conflict of Interest

2.0 APPROVAL OF MINUTES

- 2.1 Draft minutes of the May 27, 2020 Open Council Meeting (*see attached*)

3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

- 4.1 Appointment to Practice Review Committee (*oral*) Vice President Vilardi
- 4.2 Internship in Architecture Program – Final changes to national program manual and implementation (see attached) Registrar
- 4.3 Reconciliation Working Group – Interim Report (*see attached*) Councillor Krickhan

EXECUTIVE COMMITTEE REPORTS

- 5.1 Report from the President President
- 5.1.a Activities for the months of May-June (*see attached*)
- 5.1.b Report from Executive Director (*see attached*) Executive Director
- 5.1.c Building Committee Update (*oral*) OAA Building Committee
- 5.1.d Governance Committee – Update (*see attached*) Governance Committee
- 5.1.e OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update (*oral*)
- 5.2 Report from the Senior Vice President and Treasurer SVP and Treasurer
- 5.2.a Financial Statements for 6 months ended May 31, 2020 (*see attached*)
- 5.3 Report from Vice President Strategic Vice President Thomson
- 5.3.a Report from Vice President Strategic (*see attached*)
- 5.3.b Report from the Sustainable Built Environment Committee (*see attached*)
- 5.3.c Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (*see attached*)
- 5.4 Report from Vice President Communications Vice President Azadeh
- 5.4.a Report from the Communications Committee (*see attached*)
- 5.5 Report from Vice President Regulatory Vice President Hastings
- 5.5.a Report from the Vice President Regulatory (*oral*)
- 5.5.b Activities Report from the Registrar (*see attached*)
- 5.5.c Interns Committee Update (*oral*) Councillor Krickhan
- 5.6 Report from Vice President Practice Vice President Vilardi
- 5.6.a Report from Vice President Practice (*see attached*)
- 5.7 Report from Vice President Education Vice President Mancini

Open Council Agenda

5.7.a Comprehensive Education Committee Update (*oral*)

6.0 ITEMS FOR DISCUSSION

6.1 Discussion re. OAA actions to address discrimination (*oral*) President

6.2 OAA.chat Portal (*oral*) Vice President Thomson

7.0 ITEMS FOR INFORMATION

7.1 Digital Seals – Notarius (*see attached*) Vice Presidents Hastings
& Vilardi

7.2 Society Updates (*oral*) Councilor Society
Liaisons

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

9.1 The next regular meeting of Council is Thursday September 24, 2020 at 9:30
a.m. at a location to be determined.

10.0 ADJOURNMENT

Ontario Association of Architects

Meeting #267 Open

MINUTES

May 27, 2020

The two hundred and sixty seventh meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Wednesday May 27, 2020 at the OAA Headquarters, Toronto, Ontario.

Present:	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
	Donald Ardiel	Councillor
	J. William Birdsell	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jeremiah Gammond	Councillor
	Natasha Krickhan	Councillor
	Jeffrey Laberge	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Milda Miskinyte	Councillor
	Sarah Murray	Councillor
	David C. Rich	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services

Regrets: None

Guests: Melanie Walsh, Manager Finance

The President called the meeting to order at 1:05 p.m.

The Vice President Strategic shared a video titled *Headress* from filmmaker JJ Neepin 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.

The Vice President Strategic acknowledged that he may have a conflict of interest during discussion of the funding request for the TEUI Calculator.

AGENDA APPROVAL

8941. The President noted that no items would be added to the agenda:

It was moved by Mintz and seconded by Erskine that the agenda be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

8942. *Reference Material Reviewed:* Draft minutes of the March 5, 2020 Open Council meeting.

The draft minutes of the March 5, 2020 Open Council meeting were reviewed.

A Council member suggested that on page 3,

It was moved by Birdsell and seconded by Vilardi that the minutes of the March 5, 2020 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8943. *Reference Material Reviewed:* Council Priorities Systems Diagram. (**APPENDIX 'A'**)

The Senior Vice President and Treasurer presented the final graphic which represents the results of Council's annual planning session in terms of priorities. She recalled that it had been agreed that the overarching umbrella of equity, inclusivity and diversity would be the lens through which Council and OAA Activities would be considered. The three key strategic priorities are then identified as Education, Member Engagement and Climate Stability. Under each portfolio is a list of some of the specific tactics which were discussed during the planning session and which could be considered in terms of addressing the priorities. The bottom of the graphics suggests that activities should be looked at in terms of immediate, short term, and long term goals.

It was suggested by a Council member that this can serve as a guide for each of the the individual committees in terms of assessing the work they are currently doing, and projects into the future. The icons in the diagram suggest a crossover, however, each committee is permitted to finesse it and recognize that it is a living document.

A member of Council suggested that the graphic colour and density may not meet accessibility requirements.

It was suggested by a Council member that the icons for members appear in every category and therefore are not required. There is some difficulty in deciphering between crossover and involvement.

A Council member suggested that the first step would be to circulate to the committees and further review the graphics later.

Some clarification was required by a member of Council with respect to the method by which the document is used to stay on track, and whether it would be used as a live document allowing people to provide updates.

Doyle noted that staff and the individual committees will require some written guidance as to how to make the best use of the document to its full potential.

A member of Council enquired as to what the feedback mechanism would be for the items listed under the portfolios and the liaison for them.

It was suggested by a Council member that the diagram be forwarded to the Chairs initially to feed the information to their respective committee members and provide that clarification.

A Council member enquired as to whether a crossover would be permitted i.e. outside of items under each portfolio and do they work with the others in the list.

Doyle suggested that as a first step, Committees could be asked to assess the work they are currently undertaking then use as tool within their mandate. This will be useful in prioritizing projects, and/or simply deciding if the initiative fits within our strategic objectives.

It was suggested by a Council member that the Chairs may wish to frame the diagram for delivery, adding that based on committee feedback the nuances can be refined in the chart.

A Council member suggested that the committee have some freedom to address initiatives that are short to long term. Additionally by removing "2020" from the diagram would imply that the initiatives are longer term and not subject to change every year.

A member of Council suggested that it may serve a resource and a tool providing that some clarity and direction is given to help steer them and could be used along side the OAA Logic model

It was suggested by a Council member that the committees may wish to focus on a single item at a time rather than collectively, adding that the establishment of a working group to assist the committee chairs may be beneficial.

A suggestion was made by a Council member to condense the chart to hide the lists and send that version to the committee members.

Doyle suggested that the item 'omni-channel engagement' be removed since it appeared to be the only specific tactic listed She further added that if this document is going to be considered for further member consumption it needs to reference the OAA's regulator role. At the present it would be unclear as to the primary objective of the OAA.

Action: The Senior Vice President and Treasurer indicated that she will take Council's feedback, incorporate into the diagram and recirculate next week.

ITEMS FOR REVIEW AND APPROVAL

8944. *Reference Material Reviewed:* Memorandum from Vice President Education, Agata Mancini dated May 19, 2020 re. Imagining My Sustainable City Sponsorship request and attached supporting documentation. **(APPENDIX 'B')**

The Vice President Education reported that following a presentation to Council in March by Andrew Davies of No. 9 Art and Contemporary Design, further clarification with respect to a potential conflict of interest was requested and is provided in the attached email from Davies.

A member of Council enquired as to whether the required sponsorship should be reduced due to the lack of travel as a result of the pandemic.

The Vice President Education responded that the plan is to now expand the program to a greater number of schools and hold it on-line.

Doyle noted that Davies had clarified the concern regarding a conflict of interest by explaining that some programs are offered to private schools and firms however the OAA is funding the public portion of the program.

It was suggested by the Vice President Education that a letter could be requested confirming the separation of the funds.

A member of Council suggested that Council consider if it is satisfied with the answers to its earlier questions, adding that there appears to be too many questions as to whether to sponsor or not. This is a

request to buy into their sponsorship program and we need to be mindful of trying to change the program to suit the OAA wishes.

A Council member suggested that the firm be asked if there is to a charrette and to include the OAA logo on it for the members.

It was clarified by the Vice President Education that the online courses are intended to be open to its partners, of which the OAA would be included.

Doyle noted that No.9 has a long history of conducting business as a non-profit entity. If Council is concerned with how they operate the program, there is an option not to support it. What the sponsorship is essentially buying is visibility for the OAA as a supporter of this education program.

It was noted by a Council member that the OAA sponsors other organizations which benefits others including architects such as the Venice Biennale and is therefore in this respect no different.

After considerable discussion the President called for a vote on the motion to provide sponsorship funding.

It was moved by Mancini and seconded by Birdsell that whereas Council has been satisfied that initial concerns around conflict of interest between No. 9 and the Imaging My Sustainable Cities Program have been addressed, that Council confirm its approval of sponsorship funding of the No. 9 – Imaging My Sustainable City Project for 2020 in the amount of \$25,000 to be drawn from the OAA policy contingency budget .

-- CARRIED (3 opposed (Ardiel, Erskine, Krickhan))

8945. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated May 15, 2020 re. Sustainable Built Environments Committee (SBEC) request for approval and funding and attached supporting documentation. **(APPENDIX 'C')**

The Vice President Strategic reported that the Total Energy Use Intensity (TEUI) calculator's purpose is to give architects a tool to evaluate a building based on its area and utility bills. Work has been ongoing for several year in concert with SBEC.

It was suggested by the Vice President Strategic that there may be a perceived conflict of interest in that the calculator currently resides on his website. If approved ownership of the calculator would be transferred into the possession of the OAA.

The Vice President Strategic noted that the tool will be ready to launch in the fall and will provide a printable 'report card' of the data. The data however will not be stored as this creates a level of privacy and security of data that is over that which the OAA should be taking on.

A member of Council enquired as to whether it is similar to the current RWDI reporting tool.

The Vice President Strategic responded that the calculator is simpler to use however the data can then be fed into the energy compass tool for further use.

It was suggested by a Council member that the calculator could be used as an outreach to homes and businesses, promoting it as a standard for homes for sale.

It was suggested by the Vice President Strategic that it would likely not gain support from the homebuilders and other organizations citing the example of the HERD program which was eliminated.

A Council member enquired if it will eventually become available as a mobile app.

The Vice President Strategic responded that it is still a web-based app however is capable of working on a web interface.

A member of Council enquired if there is an opportunity to make it available to the public.

The Vice President Strategic responded that it is possible once there is a functioning BETA test of the products.

It was moved by Erskine and seconded by Mancini that the request for quotes (RFQ) to develop the Total Energy Use Intensity (TEUI) Calculator be approved with funding of up to \$6,000 to be drawn from the policy contingency.

-- CARRIED

8946. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated May 19, 2020 re. Terms of Reference for renewed liaison between Architects, Building Officials, and Engineers and attached supporting documentation. **(APPENDIX 'D')**

The President reported that the Engineers Architect and Building Officials (EABO) liaison was originally established to allow for a forum to deal with issues of mutual interest. After a hiatus, the senior management of the Consulting Engineers Ontario, Ontario Building Officials Association and the OAA regrouped and agreed that a reset and renewal of the liaison was needed. It doing so it had also been agreed in conversations with Professional Engineers Ontario (PEO) that they did not wish to be a part of the group and representation of the engineering profession would occur through the CEO.

A member of Council requested some clarification with respect to the inclusion of the City of Toronto.

The President responded that the City of Toronto is such a large and influential organization that it would be useful to have them as part of the group.

Doyle noted that the City of Toronto has its own act and operates in a different manner than the other municipalities in Ontario.

It was moved by Erskine and seconded by Rich that Council approve the draft Terms of Reference for the renewed liaison between Architects, Building Officials and Engineers as presented to Council on May 27, 2020.

-- CARRIED

8947. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 19, 2020 re. Canadian Architectural Licensing Authorities (CALA) – Revised Funding Agreement of the Canadian Architectural Certification Board (CACB) and attached background information. **(APPENDIX 'E')**

Doyle reported that CALA and the Canadian Council of University Schools of Architecture (CCUSA) are cofounders of CACB and are responsible for its funding.

Doyle noted that the revised agreement originally was presented and approved by the members of CALA however; CCUSA suggested further amendments. CCUSA wished to incorporate equalization and indexing for the accreditation visits and amend the agreement from three to five years.

It was moved by Vilardi and seconded by Laberge that Council accept the amended funding agreement for the Canadian Architectural Certification Board (CACB) between the Canadian Architectural Licensing Authorities (CALA) and Canadian Council of University Schools of Architecture (CCUSA) dated May 7, 2020.

-- CARRIED

8948. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated May 27, 2020 re. Discipline Committee – Recommendation for LGIC Appointment. **(APPENDIX ‘F’)**

The Vice President Regulatory reported that an additional LGIC was required in order to resume Discipline Hearings. With the recent appointment of Gaganjot Singh to Council, it is recommended that he serve on the Committee.

It was moved by Murray and seconded by Mancini that Lieutenant Governor in Council appointee, Gaganjot Singh be appointed to Discipline Committee effective May 27, 2020.

-- CARRIED

8949. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Susan Speigel dated May 11, 2020 re. Appointment of Donald Chen to Audit Committee. **(APPENDIX ‘G’)**

The Senior Vice President and Treasurer reported that LGIC Donald Chen would be an excellent addition to the Audit Committee because of his qualification as a Chartered Professional Accountant. He would replace current member, Elaine Mintz who has served a number of years on the Committee. Council extended their sincere thanks to Mintz for serving on the committee for so long.

It was moved by Speigel and seconded by Mintz that Lieutenant Governor in Council appointee, Donald Chen be appointed to Audit Committee effective May 11, 2020, replacing current Lieutenant Governor in Council appointee, Elaine Mintz.

-- CARRIED

8950. *Reference Material Reviewed:* Memorandum from Councillor and Chair, Interns Committee, Natasha Krickhan dated May 21, 2020 re. Student Associate Status and attached background information. **(APPENDIX ‘H’)**

It was reported by Krickhan that it is being recommended that there been some consideration made with respect to regarding Student Associates status as it relates to the period between graduate and becoming an intern architect.

Mills reported that the intent is to allow for individuals to maintain student status between that period even though they are not technically enrolled in an accredited school of architecture any longer and therefore continue to be able to record hours of experience prior to becoming an intern. The recommendations will allow an individual to hold student associate status until CACB certification is complete and they become an intern. The change would allow for an individual to hold student associate status if they have graduated and were not previously a student associate.

Mills indicated that it is being recognized that COVID-19 has had an impact on students and therefore it may be appropriate for them to keep their status until July 2021 regardless of CACB certification.

It was suggested by Krickhan that a notice and/or congratulatory e-mail a appropriate be sent to the students, advising them of the changes and any steps they may need to take..

A member of Council suggested that this is a positive step since it responds directly to issues raised at the the Priority Planning Session to target communication and identify the gaps.

Some concern was expressed by a member of Council that syllabus students complete 12000 hours of experience with a minimum requirement of 9800 hours followed by a further 980 hours to write the Examination for Architects in Canada (ExAC) which far exceeds the intern requirements. It was suggested that if the Canadian Architectural Licensing Authorities choose to incorporate work experience in pre-graduation then consideration should be made for syllabus students as well.

It was moved by Speigel and seconded by Azadeh that the following recommendations from the Interns Committee be accepted by Council:

1. Amend the standard/typical "pre-graduation" condition for logging Student Associate hours allowing that Student Associate status be retained until Canadian Architectural Certification Board (CACB) certification has been secured.
2. Confirm that an individual may enrol as a Student Associate any time prior to CACB certification as long as they meet all other eligibility requirements.
3. In response to the global pandemic, allow Student Associate status to be maintained until July 2021 regardless of CACB certification.

-- CARRIED

EXECUTIVE COMMITTEE REPORTS

8951. *Reference Material Reviewed:* Activities for the Months of March-May. **(APPENDIX 'I')**

The report was noted for information.

8952. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 19, 2020 re. Update on Activities of the Executive Director. **(APPENDIX 'J')**

The report was noted for information.

8953. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated May 19, 2020 re. Update from OAA Building Committee. **(APPENDIX 'K')**

The report was noted for information.

8954. *Reference Material Reviewed:* Memorandum from the Governance Committee dated May 14, 2020 re. Update from OAA Governance Committee. **(APPENDIX 'L')**

The President reminded Council to complete the Skills Self-Assessment Tool to assist in identifying gaps which may exist on Council.

The report was noted for information.

8955. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated May 19, 2020 re. Update on the activities of the Joint OAA/ARIDO Task Group. **(APPENDIX 'M')**

The item was noted for information.

8956. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Susan Speigel dated May 11, 2020 re. Financial Statements for the Four Months Ended March 31, 2020 and COVID 19 Impact Update and attached background documentation. **(APPENDIX 'N')**

Walsh joined the meeting at 3:30 p.m.

The Senior Vice President and Treasurer reported.

A member of Council enquired about the differences in the cash flow between \$2 million and \$5.2 million at this same time last year.

Walsh responded that there is additional cash sitting in the account at this time as they are were working with CIBC to secure the best interest rates possible as GIC rates went from 1.8% down to 1.1%. A Premier Investment Account with a tiered scale for investments based on total dollar amount between 1.95% and 1.8% was secured, but funds were not fully moved over until April. The amounts are also

reflective of other items apart from liquid cash, such as the accounts receivable and accounts payable which fluctuate on a monthly basis.

Walsh noted that the cash flow also relies on the current estimated surplus. Since the OAA collects, especially for 2020 with no Conference, 95% of its revenue in the first quarter it appears there is a larger surplus which will show until all expenses for the fiscal year are received and recognized in November. This will also increase the projected cash flow at the beginning of the year, whereas by the end of the year it is expected that the amount to be much lower at about \$500,000.

A Council member requested some clarification in the budget variance between Committees.

Doyle responded that costs vary depending on the number of requirements within each committee as well as the function of each committee and that it is usual for there to be some committees such as regulatory committees with very large budgets vs. standing committees that meet less frequently.

Walsh left the meeting at 3:40 p.m.

The report was noted for information.

8957. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer and Interlocking Director, Pro-Demnity Insurance Company, Susan Speigel dated May 14, 2020 re. Pro-Demnity Insurance Company - 2019 Summarized Financial Statements and attached supporting documentation. **(APPENDIX 'O')**

The Senior Vice President and Treasurer reported.

The report was noted for information.

8958. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer and Interlocking Director, Pro-Demnity Insurance Company, Susan Speigel dated May 13, 2020 re. Pro-Demnity Insurance Company - Annual Appointment of Auditor and Actuary and attached background information. **(APPENDIX 'P')**

The Senior Vice President and Treasurer reported.

It was moved by Erskine and seconded by Birdsell that Council approve and direct the President to vote in favour of the reappointment of the actuary and auditor for Pro-Demnity Insurance Company for 2020 at the upcoming annual meeting of the Shareholder on June 24, 2020.

-- CARRIED

8959. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated May 19, 2020 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'Q')**

The Vice President Strategic reported that a draft of the PIPEDA policy template for architects will be finalized for the next Council meeting.

It was suggested by the Vice President Strategic that the Construction and Design Alliance of Ontario (CDAO) be encouraged further to address issues of health and safety.

The report was noted for information.

8960. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated May 15, 2020 re. Sustainable Built Environments Committee (SBEC) Update. **(APPENDIX 'R')**

The report was noted for information.

8961. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 15, 2020 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'S')**

The report was noted for information.

8962. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated May 10, 2020 re. Communications Committee Update. **(APPENDIX 'T')**

The Vice President Communications reported that the Website and Logo launch remain on track for June 30.

It was noted by the Vice President Communications that the OAA AGM has now been scheduled to be held virtually on August 6. The SHIFT launch will also be held virtually on a date to be confirmed in late July to early August. The awards will additionally be held virtually in the fall.

The Vice President Communications noted that most of the deposits for the 2020 Conference will be rolled over and applied to the Toronto 2022 Conference.

The report was noted for information.

8963. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated May 27, 2020 re. Update. **(APPENDIX 'U')**

The Vice President Regulatory reported.

It was suggested by the Vice President Regulatory that there are some concerns regarding the cost of digital seals which should be investigated further.

A member of Council suggested that digital seals have been used throughout the municipalities however is more important and relevant now with the onset of the pandemic.

A Council member noted that the issue of the implementation of digital seals underwent three years of review adding that the provider Notarius be asked to provide a presentation to new members of Council if interested.

Action: The Registrar was directed by Council to arrange for a presentation on the topic of digital seals for new members of Council by provider Notarius along with the history of the approval of digital seals for the profession.

8964. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated May 27, 2020 re. Activities Under the Registrar – February 19, 2020 through May 14, 2020. **(APPENDIX 'V')**

The Vice President Regulatory reported.

The report was noted for information.

8965. *Reference Material Reviewed:* Memorandum from Councillor and Chair, Interns Committee, Natasha Krickham dated May 21, 2020 re. Interns Committee Update. **(APPENDIX 'W')**

The report was noted for information.

8966. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated May 19, 2020 re. Timing of Hearings. **(APPENDIX 'X')**

The report was noted for information.

8967. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated May 11, 2020 re. Report from Vice President Practice. **(APPENDIX 'Y')**

The Vice President Practice reported.

It was noted by the Vice President Practice that issues around design that have been raised due to the pandemic will be discussed further at the next meeting of the Sub-committee on Building Codes and Regulations (SCOBCAR).

The report was noted for information.

8968. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated May 15, 2020 re. OAA/Ontario General Contractors Association (OGCA) Best Practices Committee – Report on February 27, 2020 Meeting and attached background documentation. **(APPENDIX 'Z')**

The report and draft minutes were noted for information.

8969. *Reference Material Reviewed:* Memorandum from Vice President Education, Agata Mancini dated May 6, 2020 re. Update from the Comprehensive Education Committee. **(APPENDIX '1')**

The Vice President Education reported.

A Council member enquired as to whether there has been any feedback received in regards to the OAA Webinars and self-study program.

Doyle responded that the feedback on the Webinars has been generally positive and the opinion that they offer good value has been conveyed.

A member of Council enquired as to whether the webinars are recorded.

The Vice President Education responded that they are adding that in future there will be an opportunity to add a quiz at the end of the webinar.

It was noted by a member of Council that s/he is working with the Vice President Education to communicate to the members an Ontario job grant initiative which provides funding for employee training relative to Passive House.

A Council member enquired as to the status of a learning management system the OAA was investigating. The Vice President Education responded that currently the webinars are recorded via the Zoom platform however only for quality assurance measures. A learning management system has not been identified.

The report was noted for information.

ITEMS FOR DISCUSSION

8970. Updates around COVID 19 – including items needing future action/AGM/Awards celebration *(oral)*

It was reported by a member of Council that the design award winners will be contacted shortly, however, will be asked to keep the information confidential until it is officially announced by the OAA.

The update was noted for information.

8971. *Reference Material Reviewed:* E-mail correspondence from member, Rick MacEwen to President, Kathleen Kurtin dated May 6, 2020 re. COVID-19 and OAA Design Advocacy in the Public Interest. **(APPENDIX '2')**

The President reported that the email from member R. MacEwen requests that the OAA consider taking further action to addresses issues that have been raised as a result of the pandemic particularly in terms of Long Term Care facilities and indigenous housing.

There was considerable discussion amongst council members as to the role the the OAA and/or the profession could play in addressing these issues from a design perspective and in terms of protecting the public. There was consensus that there is a role for both.

It was suggested by a member of Council that there is a bigger picture to consider and design solutions that speak only to private rooms for every resident since would create other issues around further affordability for the public since the cost per person is currently exorbitantly expensive.

A Council member suggested that this an opportunity for the OAA to take the lead adding that further communication among architects and industry professionals leading to a position to bring forth to the government would be beneficial. It should be a more collective discussion.

There was some discussion among Council with regards to adding this issue to the SCOBCAR agenda as well as establishing a working group on the issue.

It was noted by a Council member that it is a national and not provincial issue and therefore should be addressed nationally in concert with the provincial counterparts.

A Council member noted that the RAIC had done two short surveys recently and that there may be information to be gained from those results.

It was noted that this issue touches building codes, government policy, as well as other pieces of legislation.

It was suggested by a Council member that in investigating the issue further more conversation needs to happen to confirm that the initiative and approach aligns with the priorities of Council and the mandate of the OAA.

Doyle suggested that she will work with staff to suggest further define the initiative and propose a framework to focus the issue and options to tackle the initiaives prior to forwarding onto SCOBCAR or establishing another working group

It was suggested by a member of Council that an invite be sent to the Premier to participate in some form of a brainstorming roundtabletable.

Action: Based on the discussion above, Council directed Doyle to further define the issue and propose a framework that includes options as to how the OAA and/or the profession can become involved in the discussion and solutions to address deficiencies in Long Term Care facilities and indigenous housing and report back to Council at its June meeting.

ITEMS FOR INFORMATION

8972. *Reference Material Reviewed:* Memorandum from Councillor Natasha Krickhan and Past President and Co-Chair OAA De-Colonization Working Group, John Stephenson dated May 20, 2020 re. Report on OAA Reconciliation Roundtable. **(APPENDIX '3')**

The report was noted for information.

8973. *Reference Material Reviewed:* Report to Council from the Ontario Association for Applied Architectural Sciences (OAAAS) dated May 19, 2020. **(APPENDIX '4')**

The report was noted for information.

8974. Society Updates *(oral)*

The President reported that the Society Chairs recently held its meeting virtually. The meeting focused on building from last year's priorities for which appreciation was expressed by the Society Chairs.

It was noted by a member of Council that a member of group created a digital platform to allow the participants to engage with one another virtually.

Councillor Rich noted that he is willing to serve as liaison to the Toronto Society of Architects.

OTHER BUSINESS

8975. There was no other business.

DATE OF NEXT MEETING

8976. The next regular meeting of Council is Thursday June 25, 2020 at 9:30 a.m. via Zoom.

ADJOURNMENT

8977. **It was moved by Rich and seconded by Azadeh that the meeting be adjourned at 4:30 p.m.**
-- CARRIED UNANIMOUSLY

President

Date



Ontario Association of Architects

FOR COUNCIL MEETING

June 25, 2020

(open)

ITEM: 4.2

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Michelle Longlade
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

From: Christie Mills, Registrar

Date: June 12, 2020

Subject: Canadian Architectural Licensing Authorities (CALA) –National Internship in Architecture Program

Objective: Council to consider approval of additional revisions to the Internship in Architecture Program (IAP).

Background: In May 2019 Council approved amendments to the IAP in the following motion:

It was moved by Alkhaddam and seconded by Murray that the proposed amendments to the Internship in Architecture Program (IAP) as recommended by the Canadian Architectural Certification Board (CACB) national standing committee be approved, and, that the OAA move to implement the recommendation to accept and assess experience gained by recognized students effective July 1, 2019.

--- CARRIED (1 abstention)

At the October 26, 2019 CALA meeting all architectural regulators approved the acceptance of student hours under the IAP though implementation dates varied. Several items required further consideration from the respective Councils. At the November 7, 2019 meeting Council approved the following motion to be incorporated into the IAP:

It was moved by Murray and seconded by Rich that students be permitted to log up to 760 hours, gained after completion of 60 credit hours in courses that contribute to the Performance Criteria for accreditation and prior to graduation; and, that such pre-graduation hours count towards the required 2800 hours prior to undertaking the Examination for Architects in Canada (ExAC).

-- CARRIED

Since then a slightly refined document is now being presented for consideration.

Aside from some general clean-up (including typos, grammar and elimination of redundancy), the primary changes that have been made from the previous version that was distributed last April and which OAA Council already approved include the following:

- a more significant 'definition' and allowance for a Recognized Student has been added (Section 1.6), the requirement for proof of acceptable level of education as part of the Application Procedures for students (with such documentation to be further defined by each regulatory body) has been added (Section 1.2) and submission of experience records by students at the end of each work term has been added (Section 3.3);
- clarifications have been added to acknowledge that not all Regulators continue to recognize the ARE, nor do all Regulators necessarily allow or recognize international experience - and given the changes to documentation available under NCARB's current Architectural Experience Program (AXP), a reference to the provision of acceptable documentation has been added;
- experience area descriptions (1-17 under Categories A,B&C) have been updated, for consistency with headings outlined in the approved Canadian Standard of Competency for Architects in some cases, and to address a particular concern raised by the OAAQ (expanding the heading for Energy Literacy to also include Sustainability); and
- in response to concerns raised, an attempt has been made to provide some latitude, while maintaining the underlying integrity, in softening the reference to 'Required' Intern Activities for each of the experience area (providing some necessary discretion to the Regulators in this area).

You will note that in fact, some of these changes support the recent discussion regarding the status of student associates at the May 27, 2020 Council meeting, the following motion was approved by Council:

It was moved by Spiegel and seconded by Azadeh that the following recommendations from the Interns Committee be accepted by Council:

- 1. Amend the standard/typical "pre-graduation" condition for logging Student Associate hours allowing that Student Associate status be retained until Canadian Architectural Certification Board (CACB) certification has been secured.***
- 2. Confirm that an individual may enrol as a Student Associate any time prior to CACB certification as long as they meet all other eligibility requirements.***
- 3. In response to the global pandemic, allow Student Associate status to be maintained until July 2021 regardless of CACB certification.***

-- CARRIED

There are areas in the proposed IAP that have been flagged where the "pre-graduation" condition may be problematic for those students who have either graduated but are awaiting CACB or those that have 60 credit hours from an undergrad and work for some time before starting their Masters. If the 'student hours consideration' related specifically to 60 credit hours in an accredited program + prior to CACB (plus the other eligibility requirements) that would eliminate those "grey zones". This clarification can be included in the IAP Appendix B for Ontario. Implementation of the new IAP is targeted for January 1, 2021 with the original IAP to be sunset by July 1, 2022.

Action: Council is asked to consider approval of the final revised content for the “Internship in Architecture Program” manual, as outlined in the draft version 5, dated May 13, 2020, with implementation targeted for January 1, 2021.

Tina Carfa

From: Tina Carfa
Sent: Tuesday, June 16, 2020 1:20 PM
To: Tina Carfa
Subject: FW: Internship in Architecture Program

From: Dave Edwards <dedwards@mewscorp.ca>
Sent: May 22, 2020 9:47 AM
To: Barbara Bruce <bbruce@aaa.ab.ca>; Whitney Robson <whitney@saskarchitects.com>; Kristi Doyle <kristid@oaa.on.ca>; Jean-Pierre Dumont <jpdumont@oaa.com>; Ben Russo <ben@nwta.ca>; Margo Dauphinee <mdauphinee@nsaa.ns.ca>; Lynda Hayward <nlaa@newfoundlandarchitects.com>; Scott Stewart <director@aapei.com>
Cc: Mark Vernon <MVernon@aibc.ca>; Judy Pestrak <judy@mbarchitects.org>; Karen L. Chantler <karen@aanb.org>; Gordon Richards <grichards@jensenhughes.com>; 'Thérèse LeBlanc' <leblancmtherese@gmail.com>; smythdesignsj@nb.aibn.com
Subject: Internship in Architecture Program

To All Presidents and Executive Directors:

On behalf of the National Standing Committee on CACB, attached please find a copy of the final draft of the content for the revised Internship in Architecture Program (Version 5, dated May 13, 2020), for the approval of all Regulators.

Motion: That each Regulator approve the revised content for the “Internship in Architecture Program” manual, as outlined in the draft version 5, dated May 13, 2020, with implementation targeted for July 1, 2020.

The Committee would request that all Regulators formally approve the content by **Monday June 15 2020**, for a targeted implementation date of July 1, 2020 by each Regulator, or as soon as possible thereafter.

The Standing Committee, thoroughly reviewed all of the feedback that had been provided by Regulators; from the version circulated to all regulators last April, and attempted to incorporate as much as it felt might be appropriate at this time.

The intention is now to start work on translation, development of a new completable pdf of the Experience Summary Form and some of the required graphics.

Aside from some general clean-up (including typos, grammar and elimination of redundancy), the primary changes that have been made from the previous version that was distributed last April, include the following:

- a more significant ‘definition’ and allowance for a Recognized Student has been added (Section 1.6), the requirement for proof of acceptable level of education as part of the Application Procedures for students (with such documentation to be further defined by each regulatory body) has been added (Section 1.2) and submission of experience records by students at the end of each work term has been added (Section 3.3);

- clarifications have been added to acknowledge that not all Regulators continue to recognize the ARE, nor do all Regulators necessarily allow or recognize international experience - and given the changes to documentation available under NCARB's current Architectural Experience Program (AXP), a reference to the provision of acceptable documentation has been added;
- experience area descriptions (1-17 under Categories A,B&C) have been updated, for consistency with headings outlined in the approved Canadian Standard of Competency for Architects in some cases, and to address a particular concern raised by the OAQ (expanding the heading for Energy Literacy to also include Sustainability); and
- in response to concerns raised, an attempt has been made to provide some latitude, while maintaining the underlying integrity, in softening the reference to 'Required' Intern Activities for each of the experience area (providing some necessary discretion to the Regulators in this area).

It should be noted that each Regulator will also need to develop its own Appendix B, to further clarify and/or define the specific jurisdictional requirements in certain areas; and we understand that scheduling is currently underway for an Administrators meeting in June, where issues and questions at that level might also be addressed.

We would look forward to your approval; and your response by the date outlined above.

Dave Edwards
Chair
National Standing Committee on CACB

David Edwards
de Lint + Edwards Architects
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Regina, SK
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Office: (306) 359-3077
Cell: (306) 537-6291

**INTERNSHIP IN ARCHITECTURE PROGRAM
(IAP)**

1 THE PROCESS

*The Internship in Architecture Program (IAP) has been established by the **Canadian Architectural Licensing Authorities** (CALA) to continue to maintain a program of architectural registration/licensing in Canada that is both meaningful and effective. The IAP is also intended as a catalyst for improving the profession, by increasing effective communication between Architects and prospective members of the profession. To become registered/licensed in Canada, a person must demonstrate competency and qualifications to provide architectural services to the public.*

Interns must remain in the IAP while experience is being gained and recorded and while examinations are being written to derive maximum benefit from the program.

Note: Credit will be granted only for experience gained as Recognized Students (Refer to Section 1.6), or while enrolled as an Intern in the IAP with your CALA jurisdiction.

The objectives of the IAP are:

1. To define and document areas of architectural practice in which professional knowledge and skills must be gained in a structured, supervised and mentored environment;
2. To provide a uniform system for documentation and periodic assessment of internship activities;
3. To provide feedback and guidance to the Intern;
4. To involve the members of the profession in the development and training of future members.

Note: For the purposes of IAP the term '**Intern**' will be used to mean, Intern Architect, Intern of Manitoba or Stagiaire in architecture in Quebec.

1.1 Architectural Registration/Licensure and the IAP

Regulation of the profession of architecture, including setting standards for education, experience and examinations needed for the registration/licensing of Architects, is the responsibility of each CALA jurisdiction. In all ten provinces, and one territory, self-regulating associations have been established by provincial/territorial government legislation to govern the profession of architecture and to establish registration/licensing requirements.

There is general agreement among CALA jurisdictions on the standards for admission to the architectural profession in Canada. CALA has adopted Common Admission Standards regarding Education, Architectural Experience and Examination. Such standards facilitate reciprocal registration/licensing across Canada under a reciprocity agreement entered in to by CALA jurisdictions. These standards include:

- Established **education** requirements for admission as an Intern
- Pre-registration/licensing **architectural experience** requirements
- Architectural registration/licensing **examination** requirements.

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Education Requirements

The CALA jurisdictions have established common education standards as detailed in the **Canadian Architectural Certification Board (CACB) Conditions and Terms for Accreditation** for professional degree programs in architecture and in the **Conditions and Procedures for the Certification of Educational Qualifications** (Canadian Education Standard). The accreditation of professional programs in architecture and the certification of education qualifications of architecture graduates are conducted under the auspices of the CACB in accordance with the standards set by the CALA jurisdictions. If you require further information, contact the CACB. (Refer to **Appendix D**)

Experience Requirements

Although there is general agreement on the Canadian Experience Standard for Architects by CALA, the specific requirements in each jurisdiction may vary slightly. (Refer to **Appendix B** for requirements unique to your CALA jurisdiction.) CALA requires a minimum of 3720 hours (2 years) of recorded architectural experience which must be gained in the specified areas of architectural practice while under the personal supervision and direction of an Architect licensed by a CALA jurisdiction. For International experience refer to **Section 2.2**.

Examination Requirements

CALA requires Interns to pass either the Examination for Architects in Canada (ExAC) or the United States' National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirements.

For more information on the contents of the **ExAC**, eligibility and scheduling procedures, visit www.exac.ca.

For information on the contents of the **ARE**, eligibility and scheduling procedures, visit www.ncarb.org and click on the ARE tab.

Note: *Interns should refer to **Appendix B** to ensure they are familiar with the rules in each CALA jurisdiction in relation to acceptance of the EXAC and or ARE.*

Additional Requirements

Some CALA jurisdictions may have additional requirements before registration/licensing, such as courses, oral examination, interviews, etc. Refer to **Appendix B** for those requirements unique to your jurisdiction or contact the CALA jurisdiction directly. (Refer to **Appendix D**)

1.2 Getting Started

Application Procedures

Each jurisdiction has its own application process and documents. Prospective Interns are encouraged to contact their CALA jurisdiction for specific application details. The process is generally initiated by contacting the CALA jurisdiction of residence to obtain information on registration/licensing. To apply, a candidate must, at minimum, submit the following:

- CACB certificate – for all architecture graduates
- **Proof of acceptable level of education – for students**
- Complete Application to become a **Recognized Student or Intern**
- Required fees

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Upon receipt of the jurisdictional required application information, the applicant is notified of acceptance into the IAP and advised that the IAP Manual and other relevant information and documents are available electronically on the CALA jurisdiction's website.

Note: *Employment is not required to be appointed/enrolled in the IAP.*

Supervising Architect, Mentor, CALA Jurisdiction

The architectural profession has a responsibility to help Interns prepare themselves for architectural practice. One of the ways this is fulfilled is through the roles expected of the Supervising Architect and the Mentor.

Contact your CALA jurisdiction for documentation you can share with your Supervising Architect and Mentor so they may familiarize themselves with their roles and responsibilities. Supervising Architects and Mentors who have questions about best practices should contact their CALA jurisdiction.

Role of Supervising Architect

The Supervising Architect plays a crucial role in the Intern's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between architectural education and practice and providing the practical architectural experience required for registration/licensure.

The Supervising Architect is the Architect **within the architectural practice or place of employment who personally supervises and directs the Intern daily**. The Architect must be registered/licensed in the jurisdiction in which the Intern is gaining the experience. He/she must be able to assess the quality of work performed and regularly certify the Intern's documented architectural experience prior to submission of each section of the **Canadian Experience Record Book (CERB)** to the CALA jurisdiction.

The Supervising Architect must be familiar with the IAP's objectives and experience requirements, and its documentation processes.

Role of Mentor

~~A mentor can contribute substantially to the intern experience and is required by your CALA jurisdiction with the exception of Quebec. The retention of a Mentor is integral to the process, and is required for Interns by your CALA jurisdiction, except for the OAQ. (Refer to Appendix B for specific Recognized Student requirements)~~

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The Mentor is an Architect or a retired Architect who is **not** employed at the Intern's place of employment and who acts as an independent guide/advocate for the Intern. (Refer to **Appendix B**) The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession.

At an absolute minimum, the Mentor **must** meet with the Intern prior to the submission of each section of the CERB, when the Intern has accumulated 900 – 1000 hours (approximately 6 months) of architectural experience, or at each change of employment. This minimum is not ideal, however, and will not help the Intern to obtain the most benefit from the internship process. Regular contact between submissions will offer the greatest opportunity for the Mentor to assist the Intern and exert a positive influence on his/her development as an Architect.

Note: As some CALA jurisdictions maintain a list of recognized Mentors, applicants should ensure, in advance of making their selection, that their proposed Mentor is recognized.

Selecting a Mentor

Interns should select a Mentor who is willing to commit to their professional growth. ~~The Intern-Mentor relationship personifies the architectural profession's historic mentoring system.~~ Mentors are expected to be knowledgeable about the IAP's objectives and experience requirements.

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The Intern may select a Mentor by asking the following for a recommendation:

- A personal acquaintance
- An employer, previous employer, or fellow Intern
- The CALA jurisdiction

Changing a Mentor

A Mentor should be maintained throughout the Program; however, during the architectural experience period, there may be a need to change your Mentor and select a new Mentor. If there is a change the following procedures apply:

- Identify the new Mentor to the CALA jurisdiction
- Have the new Mentor provide a Letter of Confirmation to the CALA jurisdiction. (Refer to **Appendix E** – Sample Forms and Letters.)

Role of CALA Jurisdictions

The CALA jurisdictions play an important role in the internship process by ensuring that Interns are informed of all the requirements they need to fulfill, by guiding them through each step of the process and certifying work experience and other internship requirements. The CALA jurisdictions:

- Admit qualified individuals to Intern status
- Provide advice to Interns on registration/licensing procedures
- Review the Canadian Experience Record Book (CERB) every 900 – 1000 hours, for acceptance and provide Interns with comments and constructive advice
- Process Interns' eligibility to take either examination, the ExAC or the ARE
- Transmit examination results to Interns
- Provide supplementary education or oral interview (where applicable)
- Issue a registration/licence

1.3 Changing Employment

During the architectural experience period, personal circumstances or external factors can result in changes in employment. As an Intern, you must notify your CALA jurisdiction if there is a change of employment. The following procedures generally apply:

- Inform your jurisdiction of your new place of employment
- Identify your new Supervising Architect
- Have the new Supervising Architect provide a Letter of Confirmation to your jurisdiction (Refer to Appendix E – Sample Forms and Letters)
- Complete the section of the CERB to be certified by the previous Supervising Architect and submit to your jurisdiction
- Begin a new CERB section with the new place of employment.

1.4 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, you will be considered an employee in each of these circumstances (for the purpose of the IAP only) and will be required to complete a separate CERB section for each employment situation.

Note: *It is the Intern's responsibility to verify with the CALA jurisdiction whether experience gained as an independent contractor or on a Part-time basis is acceptable. Pre-approval is generally required. (Refer to **Appendix B**)*

1.5 Architecture Canada Syllabus/RAIC Syllabus

It may be possible to enroll in the Internship in Architecture Program while enrolled in the Architecture Canada/RAIC Syllabus Program.

To determine whether your CALA jurisdiction allows for recording of work experience while enrolled as a syllabus student and the terms and conditions for recording such experience, please refer to **Appendix B**.

For most CALA jurisdictions a maximum of 760 hours of work experience may be approved after admission to Part 2 of the Syllabus Program.

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1.6 Pre-Graduation / Recognized Student

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It may be possible for students who are enrolled in a CACB accredited architectural program to record work experience gained after completion of 60 credit hours with an accredited program (typically during the final two years), by applying to a CALA jurisdiction and becoming a Recognized Student.

For most CALA jurisdictions a maximum of 760 hours of work experience gained prior to CACB certification and admission as an Intern, may be approved and credited.

To determine the terms and conditions for recording work experience as a Recognized Student, including how much experience will be reflected after admission as an Intern, please refer to **Appendix B**.

1.7 Annual Fees and Charges

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The fees and charges associated with the registration/licensing process are established annually by each CALA jurisdiction. For information contact the CALA jurisdiction. (Refer to Appendix D for relevant contact information.)

1.8 Transfer from/to Other CALA Jurisdictions

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Documentation

Interns transferring from/to another CALA jurisdiction must have all documentation signed off prior to leaving the (exiting) jurisdiction and must contact the new CALA jurisdiction (receiving) for the relevant application forms and any additional requirements specific to that receiving jurisdiction (Refer to **Appendix D**)

Architectural Experience

Recognized Students and Interns transferring from/to another CALA jurisdiction will not lose any period of previously accepted architectural experience appropriately documented in the CERB, except as may be referenced in Appendix B.

Examination*

CALA jurisdictions continue to accept ExAC results ~~or ARE results~~ for applicants from other jurisdictions, ~~but not all continue to recognize ARE results, see Appendix B.~~

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Note: *Refer to **Section 1.1 Examination Requirement** and to **Appendix B**.

2 THE CANADIAN EXPERIENCE STANDARD: ARCHITECTURAL EXPERIENCE REQUIREMENTS

*The fundamental purpose of the pre-registration/licensing employment period is to ensure that the **Recognized Student/Intern** is provided with sufficient 'hands-on' architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture in Canada.*

It is the responsibility of the **Recognized Student/Intern**, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. (Refer to **Section 2.2**) There may be variations regarding the acceptability of experience in each CALA jurisdiction. (Refer to **Appendix B**)

2.1 Documentation

Professional experience gained prior to graduation can be beneficial to an intern's academic experience and will also encourage an earlier and more meaningful integration of the intern into the profession.

Pre-graduation experience obtained while a registered student in a CACB accredited architectural degree program may be considered as IAP experience. Up to 760 hours may be eligible for acceptance for candidates who meet all other requirements of the IAP except for CACB certification of their academic credentials.

The **Recognized Student/Intern** must maintain a record of architectural experience while enrolled in the IAP. All experience must be recorded in the **Canadian Experience Record Book (CERB)**. (Refer to **Appendix F**.) Experience will be reviewed and evaluated by the CALA jurisdiction at the end of each 900-1000 hours of architectural experience or at the change of employment. Each Intern will be provided with a record of the review at the end of each review period. (Refer to **Section 3.3**)

Note: Credit will be granted only for experience gained as a **Recognized Student**, or while enrolled as an Intern in the IAP with your CALA jurisdiction.

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2.2 Architectural Experience

Minimum

The CALA jurisdictions require that Interns gain a **minimum of 3720 hours** of architectural experience recorded in the CERB which is used to chart progress. This experience must be gained under the personal supervision and direction of a Registered/Licensed Architect, approved by your CALA jurisdiction, in either an architectural practice or other eligible architectural employment situation. (Refer to **Section 2.3**)

Required

Category A-Design and Construction Documents

(*May occur during multiple phases of a project)

1. Programming
2. Site ~~and Environmental~~ Analysis
3. Schematic Design
4. Engineering Systems ~~Integration~~ Coordination*
5. Building Cost Analysis*
6. Code Research*
7. Envelope Detailing
8. Design Development
9. Construction Documents
10. Specifications and Materials Research*
11. Document Checking and Coordination*
12. Energy Literacy/~~Sustainability~~

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Category B-Construction Administration

13. Procurement and Contract Award
14. Construction Phase-Office
15. Construction Phase-Site

Category C-Management

16. ~~Management of the Project~~ Project Management
17. Business/Practice Management

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The experience area descriptions and required activities are described in detail in **Appendix A**.

Note: An Intern enrolled in the *Architectural Experience Program (AXP)* in a state or territory of the United States of America (USA) where *AXP* is mandatory may apply to have that architectural experience credited *presuming acceptable documentation can be provided as evidence of completion*.

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Fulfillment

The Intern must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas. Upon completion of **3720 hours** of documented and accepted architectural experience within the categories and experience areas, the Intern 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, subject to the individual CALA jurisdiction requirements. (Refer to **Section 1.7** Transfers and to **Appendix B**)

Variety

The Intern's architectural experience must satisfy the required hours stated under Categories A, B and C, which constitute the core areas of architectural practice. An Intern's experience **must** include different types of experience within multiple categories. An intern is not expected to know something about every building type, but to be exposed to enough variety to understand that there will be something to learn for each new project. Non-compliance with the requirement to gain experience for a "variety of projects" will be considered by the CALA jurisdiction **only in exceptional circumstances**. (Refer to **Appendix B**).

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Local Knowledge/Currency

CALA jurisdictions may require the Intern to demonstrate knowledge of local conditions of architectural practice as a requirement for registration/licensure. (Refer to **Appendix B**)

International

Not all jurisdictions recognize international architectural experience.

All International architectural experience (outside Canada and the USA) gained by an individual while **NOT** in the IAP ~~or AXP~~ will be subject to interview or further review by the CALA jurisdiction. (Refer to **Appendix B**)

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Any International architectural employment must be pre-approved and experience gained **must** be under the personal supervision and direction of an Architect. Proof of the Supervising Architect's registration/licensing status in the jurisdiction where the work experience is gained must be provided. Where registration/licensing of architects is not a requirement this may be reviewed on a case-by-case basis by the CALA jurisdiction to which the Intern is reporting. The Supervising Architect in these instances must hold a valid architectural registration/licence in another jurisdiction. The Intern may be required to Provide official documentation confirming the status of the Supervising Architect. (Refer to **Appendix B**)

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Overtime

To recognize overtime architectural experience, the **3720 hours** can be completed in a minimum of 1 ½ calendar years. However, an application for Registered membership cannot be submitted prior to two (2) years after admission as an Intern member. the IAP is a minimum of two (2) year program. Some jurisdictions have established a maximum time limit for intern membership. No maximum time has been established within which all the architectural experience must be completed. (Refer to **Appendix B**)

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Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, participate as an **observer**. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in his/her comments in the CERB to the

CALA jurisdiction where the use of **parallel documents** or participation as an **observer** has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the CALA jurisdiction **only under exceptional circumstances. Contact the CALA jurisdiction for clarification.**

Note: *It is recommended and is the Intern's responsibility to verify with his/her CALA jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to **Appendix B**)*

2.3 Eligible Architectural Employment Situations

Architectural employment may be acceptable if ~~it is gained and~~ pre-approved by your CALA jurisdiction, and gained 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 who is employed in the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**).

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~~a) In the employ of an architectural practice in Canada, USA or in an international location, and certified by a Registered/Licensed Architect in the jurisdiction where the experience is being gained and is approved by your CALA jurisdiction, and who is employed by the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**)~~

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~~b) 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 who is employed in the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**)~~

Note: ~~Architectural experience gained outside Canada or the USA while under the personal supervision and direction of an Architect may be subject to pre-approval, interview or further review or further review by the CALA jurisdiction. (Refer to **Appendix B**)~~

3 CANADIAN EXPERIENCE RECORD BOOK (CERB)

The purpose of the CERB is to provide the Recognized Student/Intern with a tool to record architectural experience, and to enable the CALA jurisdiction to verify and to assess the nature and breadth of this experience. The Intern is responsible for maintaining a record of architectural experience in the CERB. This record has several functions. For the Intern, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The Intern can also use the CERB as a tool in discussions with the employer to ensure he/she is getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool. **The emphasis in the IAP is to promote Intern/Supervising Architect/Mentor dialogue.**

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Note: Credit will be granted only for experience gained as a Recognized Student, or while enrolled as an Intern in the IAP with your CALA jurisdiction.

3.1 Submission for Review

All architectural experience must be recorded in the CERB and signed by the Supervising Architect and Mentor. Interns are required to submit the CERB to the CALA jurisdiction for review upon completion of 900-1000 hours of architectural experience and/or at change of employment. Late submission will be considered as described in **Section 3.2**.

3.2 Late Submission of Architectural Experience

All architectural experience submitted for late submission review and assessment must be recorded in the CERB and signed by the Supervising Architect and Mentor. Architectural experience gained as a Recognized Student or Intern in the IAP and submitted in excess of 12 months from the date of the last entry will be subject to special review and assessment by the CALA jurisdiction and the Intern may be subject to additional fees and an interview. Late submission of architectural experience may not be accepted by some CALA jurisdictions. (Refer to **Appendix B**)

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3.3 Instructions for Completion of the CERB

(Refer to **Appendix C** for specific instructions.)

When 900-1000 hours of architectural experience have been completed ~~or employment have been completed~~ or at each change of employment, you must submit your signed, dated and certified CERB. Recognized Students should submit at the end of each work term. Have the Supervising Architect:

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- Complete the Comments and Declaration portion
- Sign and date the CERB

Have the Mentor (not applicable for all Recognized Students – see Appendix B)

- Complete the Mentor Declaration portion
- Sign and date

In summary, the Intern should do the following:

- Submit the CERB section of the CALA jurisdiction **within 8 weeks** of the date of the last entry
- Interns must retain copies of their submission

The CALA jurisdiction will provide a summary or approve 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 Intern. These comments should serve to reinforce the advice already given to the Intern by the Supervising architect and Mentor. (Refer to **Appendix B**)

Appendix A

Architectural Experience Area Description and Required Activities

An Intern must acquire **3720 hours** to satisfy the IAP's architectural experience requirements. The following chart lists the required architectural experience categories and activities and the required hours for each

CATEGORY A: Design and Construction Documents		Min. Hours Required
1	Programming	80
2	Site and Environmental Analysis	80
3	Schematic Design	240
4	Engineering Systems Integration Coordination*	140
5	Building Cost Analysis*	80
6	Code Research*	120
7	Envelope Detailing	80
8	Design Development	320
9	Construction Documents	760
10	Specifications and Material Research*	120
11	Document Checking and Coordination*	100
12	Energy Literacy/ Sustainability	80
*May occur in multiple phases of a project		
Min. Hours		2200
CATEGORY B: Construction Administration		
13	Procurement and Contract Award	120
14	Construction Phase – Office	200
15	Construction Phase – Site	200
Min. Hours		520
CATEGORY C: Management		
16	Management of the Project Project Management	120
17	Business/Practice Management	120
Min. Hours		240
Total Hours required Post-Graduation in Categories A, B, C:		2960
Remaining Additional Hours (may be gained in experience areas 1-17 and prior to graduation):		760
TOTAL ARCHITECTURAL EXPERIENCE HOURS REQUIRED:		3720

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Category A: Design and Construction Documents

1. Programming

Programming is the process of understanding and setting forth in writing the client's requirements for a given project. Steps in this process include establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining needs. Client-Architect agreements presume that the client will furnish the program. Involvement of the Architect, in writing the program will be a service not covered in the traditional agreement for Design and Construction Administration. However, many clients employ the Architect to assist them in preparing a functional program. The project will also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly and productive design process.

Typical required Intern Activities include the following:

- Participate in conferences with the clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and at meetings with the clients and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources.
- Research current literature pertaining to architectural programming.

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2. Site and Environmental Analysis

Site analysis includes land planning, urban design and aspects of environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation prepared by specialist consultants on the results that construction will have on the site and on the surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the client's program while conforming to legal requirements.

Typical required Intern Activities include the following:

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyse the feasibility of using a specific site for a project. Assist in the analysis of specific land use and location for a project. Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc. Participate in public hearings about land use issues and prepare reports for future reference.

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3. Schematic Design

From the client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors regulatory and aesthetic requirements. The preferred scheme(s) is presented to the client for approval.

Typical required Intern Activities include the following:

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships the best satisfy the client's program.
- Participate in the development and coordination of program requirements with the consultants.
- Participate in development of a project fire and life safety strategy.
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of building and engineering systems.
- Research and evaluate building envelope strategy.
- Participate in design review and approval meetings with the clients, user groups, authorities having jurisdiction, community.

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4. Engineering Systems **Integration** *(may occur in multiple phases of a project)*

The Architect is usually responsible for the selection, design and coordination of all building systems, including the engineering systems. The emphasis of this experience requirement is to develop an understanding, under the direct supervision and control of the Architect, of the integrated engineered systems normally designed by the consultants and provided by product suppliers, manufacturers and fabricators. These traditionally have included structural, mechanical and electrical systems as well as other technical innovations and special requirements, such as telecommunications and computer applications.

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Architects must know how engineering systems work, including system benefits and limitation, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

Typical required Intern Activities include the following:

- Become familiar with construction methods and performance of different building and engineering systems.
- Understand safety requirements and the selection process for building and engineering systems.
- Assist in research, analysis and selection of building and engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by the consultants into the construction documents produced by the Architect.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, duct work, plumbing lines, electrical fixtures, etc.
- Assist in reviewing shop drawings, evaluating samples and maintaining records.

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- Visit job sites and observe installation and integration of engineering systems, construction details and space requirements.
- Attend systems start up, operation and maintenance meetings required for acceptance and use by the client.
- Become familiar with relevant codes and regulatory standards applicable to various building and engineering systems.
- Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

5. Building Cost Analysis *(may occur in multiple phases of a project)*

An important responsibility of the Architect is to evaluate the estimated construction cost. Reasonable estimates are crucial to the client. They influence decisions involving basic design, selection of building products and system and construction scheduling. Long-term maintenance, as well as tax impact of material and system selection (value engineering), are additional factors that bear on development of the project. For their own preliminary analysis, most Architects use computations based on area and/or volume. Estimates of construction cost provided later in the design process are frequently made based on labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

Typical required Intern Activities include the following:

- Calculate the areas and volumes of a project and its characteristic components.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analysis.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square or cubic metre of various types of projects, using local costs data.
- Analyze cost for compliance with various sustainability programs
- Assist in project life cycle costing exercises
- Assist/review costing of scope changes during construction
- Assist in presentation of costs analysis to clients
- Review and analyze cost consultant estimates
- Participate in project value engineering exercises

6. Code Research *(may occur in multiple phases of a project)*

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to building construction. The codes promulgated by these various agencies have a direct **bearing** on the total design process. Knowledge of the applicable project codes and regulations is an integral part of the design of every project and the overall practice of architecture.

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Typical required Intern Activities include the following:

- Assist in searching and documenting codes, regulations, etc. for two or more specific projects.
- Study procedures necessary to obtain relief or variances from requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimensions, public toilet rooms, ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

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7. Envelope Detailing

The building envelope is the physical separator between the interior and the exterior environments of a building. It serves as the outer shell to help maintain the indoor environment and facilitate its thermal control. The performance and compatibility of materials, fabrication process and details, their connections and interactions are the main factors that determine the effectiveness, energy efficiency and durability of the building enclosure system. Building envelope design is a critical area of architectural practice that draws from all areas of building science. By understanding the importance of the building envelope and its detailing, architects play a key role in designing projects that are well built and operate well.

Typical required Intern Activities include the following:

- Assist in the development of the project building envelope strategy.
- Work in the preparation of building envelope details and wall sections.
- Assist in the preparation of building specifications related to the building envelope.

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8. Design Development

Based on the client-approved schematic design and estimate of construction cost, the Architect fixes and details for the client's further approval, the size and character of the entire project, including selection of materials and building and engineering systems.

Typical required Intern Activities include the following:

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Participate in the preparation of detailed design development drawings for the building envelope. (should be recorded under Envelope Detailing).
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updates to project schedule.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updating construction costs. (Record under Building Cost Analysis)
- Help coordinate building and engineering systems proposed for the project. (Record under Engineering Systems Coordination)
- Review fire and life safety strategy and select fire separation systems.
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community, etc.

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9. Construction Documents (Not Including Specifications and Material Research)

The working drawings phase, of construction documents describe in graphic form, all the essentials of the work to be done, location, size, arrangement and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, Architects constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts and interference in the construction of the Architect's designs.

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Typical required Intern Activities include the following:

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- Work on the preparation of construction documents. Including but not limited to:
 - Site plan
 - Fire and life safety plan
 - Building plans
 - Building elevations
 - Building sections
 - Exterior wall sections
 - Envelope details
 - Schedules
 - Stair plans, sections and details
 - Interior elevations and details
- Through work in the preparation of detail drawings, develop technical skills in drafting drawings accuracy, completeness, clarity and understanding by others.
- Assist in the coordination of all documents produced by the Architect and the consultants.
- Assist in the coordination of all documents produced by the engineering consultants. (Record Under Engineering Systems Coordination)
- Develop a knowledge of professional responsibilities and liabilities arising from the issuance of construction documents. Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/control tasks.

10. Specifications and Materials Research (may occur in multiple phases of a project)

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing requires the Architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important the Architect recognize the function of each item to be specified. The Architect must carefully assess new materials as well as new or unusual

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applications of familiar items, regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the client and expose the Architect to liability.

Typical required Intern Activities include the following:

- Review construction specifications' organization, purpose and format, and assist in writing specifications.
- Review and analyze bidding forms, lien provisions, supplementary and special conditions and obtain the client's insurance and bonding requirements.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend manufacturers and suppliers presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project.
- Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

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11. Document Checking and Coordination (*occurs in multiple phases of a project*)

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Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility. The role of the architect as a coordinating professional is a key responsibility. Thorough project document coordination is crucial and has far-reaching significance during construction.

Typical required Intern Activities include the following:

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the drawings.
- Check drawings prepared by others for relevance and accuracy of dimensions, notes, abbreviations and indications.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts.
- Assist in the final project review for compliance with applicable codes, regulations, etc.

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12. Energy Literacy/Sustainability

Energy literacy refers to understanding the nature and role of energy in the world, the economic environment and environmental factors that affect decisions about energy use, and an ability to apply this understanding to solve problems and address related requirements.

Typical required Intern Activities include the following:

- Review principles, terminology and strategies for energy efficiency and environmental impacts.
- Assist in calculation of credits in various sustainability programs
- Research and apply building code requirements for energy utilization

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Category B: Construction Administration

13. Procurement and Contract Award

There are different routes by which the design and construction of a building can be procured. The selected route should follow a strategy which aligns with the long-term objectives of the client's needs. Depending on the project type, procurement can occur in several different phases of the work. There are a variety of methods for procuring the construction service for a building project. Once the procurement type is established, the associated construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services under terms and conditions.

Typical required Intern Activities include the following:

- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis and evaluation of bids, including any alternative, discounted or unit prices.
- Learn what information and submittals are required prior to issuance of notice to proceed.
- Assist in evaluating product considerations in preparing addenda.
- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the rolls of the Architect, contractor, owner, bonding company and insurer in the administration of the construction phase.

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14. Construction Phase – Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, reviewing shop drawings and evaluating samples, adjudicating disputes, etc. The Architect's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor, and Architect maintain an even flow of funds and avoid delays and charges. Items such a shop drawings, samples and test reports submitted for the Architect's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change of orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

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Typical required Intern Activities include the following:

- Assist in processing applications for payment and preparing certificates for payment.
- Assist in reviewing shop drawings, evaluating samples submitted and maintaining records.
- Assist in interpreting documents and preparing supplemental instructions and requests for information.

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- Assist in evaluating requests for changes and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Become familiar with the legal responsibilities of the clients, contractors and Architects.
- Participate in the review of record documents at project completion.

15. Construction Phase – Site

In administering the construction contract, the Architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the Architect must be thoroughly familiar with all the provisions of the construction contract. Reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The Architect must determine, through observation, the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final review and final payment. In addition to these construction-related responsibilities, The Architect interprets contract documents when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the Architect's decision can lead to arbitration or litigation.

Typical required Intern Activities include the following:

- Visit the job site and participate in observation of the work in place and material stored and prepare field reports of such reviews. Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the observation of construction.
- Attend job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial completion review and assist in the deficiency list verification
- Participate in the final acceptance review with the client and other involved parties.

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Category C: Management

16. Management of the Project,

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The economic and professional health of an architectural practice depends on an orderly, trackable method of project execution. A clearly defined project work plan and the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with attention to decisions that influence the work of multiple team members.

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A project file initiated and maintained by the project manager is the comprehensive record of the comprehensive record of the project's life and a useful resource for future endeavours and against claims. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan, assess discrepancies and take the corrective actions necessary to maintain project control. The project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the architectural practice's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

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Typical required Intern Activities include the following: (for a specific project following award of the project to the Architect)

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- Review the architectural practice's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project workplan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders)
- Attend post-occupancy evaluation trips to completed project sites.

17. Business/Practice Management

Although architecture is a creative profession, current techniques of practice and the need for professional sustainability require that the architectural practice also operate as a successful business enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of the information. Profitable use of office personnel requires budgeting time and adhering to schedules. The Architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. For a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations play an essential role in the creation of the Architect's image. This is important in retaining existing clients, bringing new clients and work into the architectural practice as well as in attracting superior people for the professional staff. The Architect must participate in marketing activities if the practice is to succeed. On the other hand, the Architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) may be subject to certain professional constraints. The Architect must learn marketing techniques that are effective while practising within the rules of professional conduct in his/her jurisdiction.

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Typical required Intern Activities include the following:

- Review the process of internal accounting and cost control systems for operation of the architectural practice. Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the architectural practice.
- Exposure to defining the project parameters and scope of services for consultants.
- Exposure to the preparation and evaluation of Requests for Qualifications and Requests for Proposals for consultants.
- Exposure to the review of fee submissions, negotiations and award of contract to consultants.
- Research legal obligations, limitations and liabilities of professional service contracts.
- Review the architectural practice's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the architectural practice's professional services and its expertise.
- Participate in the architectural practice's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.
- Assist in developing the architectural practice's brochures and advertising as elements of promotions.

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- Assist or accompany principals or marketing staff carrying our business development.
- Participate in client request for proposals (RFPs) and presentation of prospective clients and formal selection interviews.
- Participate in the architectural practice's internal budgeting (profit planning) process.

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Appendix B

Specific CALA Jurisdictional Requirements

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Appendix C

Instructions for Completing the Canadian Experience Record Book (CERB)

The IAP anticipates that Interns gain hands-on experience throughout all phases of architectural services from Design through Construction Administration. The prescribed work experience hours in the CERB therefore cover the range of architectural activities/services expected of a practitioner. The Intern must gain the minimum number of hours supervised/mentored work experience and record/submit them periodically, every 900-1000 hours (approximately every six months, and within 8 weeks of the last entry) to the CALA jurisdiction in which she/he is enrolled/registered as an Intern. Recognized Students should submit at the end of each work term.

The CALA jurisdiction will review the Recognized Student / Intern's submission to ensure the nature as well as the extent of experience gained. In order that this can be accomplished, it is the responsibility of the Intern to clearly explain his/her specific role for each project.

In addition to experience gained in the Architect's office or other eligible architectural employment situation, the IAP expects that Interns gain on-site experience of the construction of buildings, particularly building enclosures, fire separations, exiting, etc. This experience can only be gained through on-site presence during construction. (Refer to **Appendix A**)

The absence of clear and comprehensive information regarding experience gained may delay the review of experience if the reviewers are unable to determine whether the Intern is satisfying the required scope of requirements of the IAP. According, Interns are to:

- a) Provide all requested information on the cover page of the CERB. In most jurisdictions an online version of this document is available; and some jurisdictions now also provide for an electronic means of submission. Please check with your jurisdiction.
- b) If manually prepared, record the experience neatly in ink. Any alterations, changes, white-outs, etc. made to the CERB, must be initialed by the Supervising Architect. Any separate pages must be initialed by the Supervising Architect.
- c) If electronically prepared, print a hard copy of the CERB section, and have each page initialed by the Supervising Architect.
- d) The method of recording time shall be in hours with no reference to a maximum number of hours per day for a total of **3720 Hours**.
- e) Use the Summary of Projects (1-10) on the CERB for the ten most significant projects on which you have worked in this period. For additional projects **add new sheets** for the projects and change the numbers to 11, 12, 13...to more accurately describe your experience.
- f) **Project type** includes new construction, additions, renovations, etc.
- g) **Building Occupancy** includes assembly, institutional, industrial, residential and commercial.



Ontario Association of Architects

FOR COUNCIL MEETING

June 25, 2020

(open)

ITEM: 4.3

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Speigel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: John Stephenson, Past President, current co-chair of the Reconciliation Round Table and OAA De-Colonization working group
Natasha Krickhan, Councillor

Date: June 18, 2020

Subject: Interim Report to Council

Objective:

1. To update Council on the work being done within the OAA De-Colonization working group.
2. To make an Interim recommendation to Council regarding a few short-term goals regarding the OAA De-Colonization for Architecture project.
3. To ask for funding from Council to achieve these short-term goals.

Background:

On December 17, 2018 the OAA hosted a roundtable discussion on Reconciliation for Architecture which focused on two general themes: the significance of the Truth and Reconciliation Report and Calls to Action for the profession and practice of architecture; and, the importance and potential of traditional knowledge and values as a driver for the process of design and construction of buildings and infrastructure in Ontario.

1. A memo to Council was submitted on September 10, 2019 with a Report on the OAA Reconciliation Roundtable. The Roundtable Summary Notes, Agenda and Discussion guides were attached to that memo.
2. A motion to Council was brought forth and adopted by Council on September 19, 2019. The motion that was carried is as follows:

It was moved by Stephenson and seconded by Sin that Council endorse the creation of a working group as outlined in the Summary Report from the OAA's Reconciliation Roundtable with the following terms:

- **The working group will consist of representatives from the Comprehensive Education Committee, the Practice Committee, the Policy Advocacy Coordination Team, and the Vice President Regulatory together with two volunteer indigenous architect members**
 - **The mandate of the Committee is to explore and recommend a means to establishing an OAA De-Colonialization for Architecture Project that will examine the current professional regulatory landscape and consider actions that the OAA might take to encourage the evolution of the profession and practice of Architecture in Ontario towards the recommendations of the Truth and Reconciliation Commission.**
 - **The working group will have a four-month mandate to develop and cost a short and medium term action plan for consideration by the 2020 OAA Council.**
3. The OAA De-Colonialization for Architecture working group was formed in 2020 and has met thrice virtually, since March (March 13, June 5, and June 17, 2020). Meetings for the group were on a pause from mid-March to early June due to the change of focus for some working group members in order to deal with COVID-19 and the impact on their practices etc.
 4. A memo to Council dated May 20, 2020 was circulated as part of the open Council package for the May 27, 2020 Council meeting. It identified that a survey was circulated to members of the working group.
 5. Interim survey results were reviewed and circulated within the working group prior to our meeting on June 5, 2020. During the June 5 meeting, 3 action items emerged as priorities for the working group. They are as follows from the attached June 5, 2020 meeting minutes:
 - a. “3.7.1 HIRE A CONSULTANT (PREFERENCE FOR AN INDIGENOUS CONSULTANT) TO HELP US TO DEVELOP A STRATEGY (AWARENESS AND EDUCATION)”
 - b. “3.7.2 HIRE A CONSULTANT (PREFERENCE FOR AN INDIGENOUS CONSULTANT) TO HELP US TO CREATE AN OUTLINE FOR A TERMS OF REFERENCE (THE PRECURSOR TO A STRATEGY)”
 - c. “3.7.3 ASSEMBLE AND SYNTHESIZE DOCUMENTS AND RESOURCES CREATED BY OTHER ORGANIZATIONS AS PART OF AN ENVIRONMENTAL SCAN”
 6. During the June 5, 2020 working group meeting, and as a result of the interim survey responses, some action items were deemed easier to implement than others. Item 6c listed (item 3.7.3 from the June 5 meeting minutes) was one of these. It was decided to ask Council for funding to implement the strategy, to “assemble and synthesize documents and resources created by other organizations as part of an environmental scan”. Another very important and somewhat less difficult strategy to implement was identified as Cultural training for OAA staff, Executive, Councillors and committee members. It was also decided to ask Council for funding to implement training. The committee members to be trained in phase one would be those of the OAA De-Colonialization for Architecture working group only. We anticipate that additional training

for other Chairs, committee members and possibly Architectural Society Chairs will occur during a second phase of training.

7. During the June 5, 2020 working group meeting, and as a result of the interim survey responses, some action items were deemed easier to implement than others. Item 6c listed (item 3.7.3 from the June 5 meeting minutes) was one of these. It was decided to ask Council for funding to implement the strategy, to “assemble and synthesize documents and resources created by other organizations as part of an environmental scan”. Another very important and somewhat less difficult strategy to implement was identified as Cultural training for OAA staff, Executive, Councillors and committee members. It was also decided to ask Council for funding to implement training. The committee members to be trained in phase one would be those of the OAA De-Colonization for Architecture working group only. We anticipate that additional training for other Chairs, committee members and possibly Architectural Society Chairs will occur during a second phase of training.
8. Kimberley Murray, Deputy Attorney General, head of Indigenous Justice, and executive director of the Truth and Reconciliation report, developed Indigenous cultural training called “Bimickaway” which is provided to some organizations by the Indigenous Justice Division of the Ministry of the Attorney General. This cultural training is an important first step in learning about the truth of what happened to Indigenous peoples in Canada (cultural genocide, residential schools) and which is continuing to occur.
9. For reference, a member of our working group, Calvin Brook, identified in an email (dated June 06, 2020) to the group that since our last meeting, the Ontario Professional Planners Institute (which has been going through a similar process of De-Colonizing its organization) recently adopted amendments to its Continuing Professional Learning Program (ConEd) — adding this to its CPL Guide for members:

In June 2019 OPPI Council received the Indigenous Perspectives in Planning Task Force Report, and approved its recommendations in full. OPPI Council recommends that members make a priority of obtaining Indigenous competency training. Members should build knowledge and understanding of Indigenous perspectives, worldviews, histories, cultures, belief systems and the system of constitutionally protected Treaties that govern our relationships within Canada. Knowledge of the truth of our collective history and the injustices experienced by Indigenous Peoples is an essential step in the reconciliation process. Members should enhance their learning in this area and how it impacts planning processes and practice.

10. Note that during the June 17, 2020 working group meeting, there was discussion regarding the Black Lives Matter (BLM) movement and similarities regarding the racism, marginalization and injustices which occur to Indigenous peoples of Canada. The working group acknowledged that there were synergies and overlap of issues that affect these two groups of people, and other equity seeking groups, with respect to diversity within the Profession of Architecture and the services that we provide (and lack thereof) that impact these groups.

Action:

1. Create a summer employment programme for a student to carry out an environmental scan with a budget of \$10,000 (perhaps 300-400 hours at \$20-\$25/hr). The environmental scan would include research of policies that other organizations have implemented in terms of De-Colonization and a summary report for the OAA.
2. Organize an Indigenous cultural competency training day for Council, Executive, Committee members of the OAA De-Colonization for Architecture working group, and OAA staff with a budget of approximately \$2,700 + \$6,000.00 (incl. HST). This training would address Indigenous cultural training as well as education on Residential Schools and Truth and Reconciliation. The Bimickaway training is free except for the Indigenous Elder honorarium (\$500) plus expenses if travel is required. Staff time, while at no cost, will also have to be taken into account. We are investigating the degree to which this training can be conducted virtually however early indications are that it is strongly preferred for it to be in person.
3. Encourage the OAA to create a separate working group that takes on racism and addresses the Diversity of Voices in Architecture (and lack thereof) with a mandate of encouraging racial equality, gender equality, and inclusion and diversity that perhaps is not tied to a specific cultural identity. This group might also explore the services that we provide from the viewpoint of the protection of the public in that as Architects and Licensed Technologists OAA, the OAA is to protect ALL members of the public, including Indigenous and disadvantaged groups like BLM, and other equity seeking groups.

Attachments:

OAA Reconciliation for Architecture Roundtable Discussion Notes (dated 2018-12-17)

Strategy Evaluation Matrix 1.1 Sorted by Importance (dated 2020-06-05)

Strategy Evaluation Matrix 1.1 Sorted by Importance (dated 2020-06-05)

Strategic Priorities Survey (dated 2020-06-04)

Additional Comments regarding Strategic Priorities Survey (dated 2020-06-04)

Meeting Notes (dated 2020-06-05)

2018.12.17

OAA RECONCILIATION FOR ARCHITECTURE ROUNDTABLE

Discussion Notes

Co-facilitators

Brian Porter
John Stephenson

Matt Hickey
Bohdana Innes
Victor Kolynchuk
Larissa Roque
Eladia Smoke
Susan Spiegel
Monique St. Pierre

Participants

Shannon Bassett
James Bird
Cal Brook
Jake Chakasim
Roberto Chiotti
David Fortin

Staff Attendance

Adam Tracey
Arno van Dijk

Overview

On December 17th, 2018 the OAA hosted a roundtable discussion on Reconciliation for Architecture focused on two general themes: The significance of the Truth and Reconciliation Report and Calls to Action for the profession and practice of architecture; and the importance and potential of traditional knowledge and values as a driver for the process of design and construction of buildings and infrastructure in Ontario.

The discussion was organized as a series of three traditional sharing circles utilizing a talking staff which allowed each participant in turn to address the two themes and some closing thoughts. These sharing circles were separated by general discussion and bookended by a beginning and ending ceremony conducted by indigenous participants.

The attendance consisted of an equal number of indigenous and non-indigenous architects from across Ontario and was co-facilitated by an indigenous and a non-indigenous architect in a spirit of sharing and listening. A copy of the invitation and agenda is attached for reference.

The discussion that ensued was vigorous, from the heart and respectful. The following notes compiled by several participants are not meant to be exhaustive or even all-inclusive but rather, touch on the main highlights under each of the two themes and conclude by listing several ideas for possible OAA action.

Roundtable One: The TRC Call to Action for Business

The facilitators highlighted that the hope for the round table discussion was that it would produce several actionable conclusions for the Association and the Profession that focus on non-bureaucratic initiatives that don't add a layer of regulation or requirements to an already burdensome professional framework. Priorities should be focused on the education of youth to achieve a greater awareness of the architectural profession and the opportunities it offers and of practitioners about the critical need

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for mentorship. Outreach for the profession will also need to be focused on opportunities to create enhanced awareness of the importance of traditional knowledge for the design of the built environment.

A participant commented that an important goal will be to arrive at a common understanding of indigenous values, which are more collective in nature than the traditional western focus on individual rights. Priorities should include an evaluation of how such an understanding can inform:

- Procurement practices
- The education and internship of architects, including mentorship
- Continuing education for architects
- Best practices in business (eg., practice) management, community engagement etc
- Public advocacy and awareness
- Regulatory reform
- Organizational evolution (eg., de-colonization)

Collaboration with related design associations will be critical to build a bigger critical mass and therefore create more leverage. For example, planners, landscape architects, interior designers, etc.

The work for the Association should begin with a scan of the current landscape to establish what is happening for reconciliation in other jurisdictions such as New Zealand and Southern Australia and Melbourne.

It was suggested that RFP review should include consideration of language that includes a requirement for considering traditional knowledge where appropriate for public projects.

Consider resourcing an elders data base from others or establishing an OAA Elder in Residence programme as an institutional way of incorporating traditional knowledge in OAA programmes.

Ask OAA Practice Committee and PAS staff to develop a best practices guideline for culturally sensitive community engagement.

Consult with UofT Centre for Indigenous Studies and their Council for Indigenous Initiatives. The conversation turns to what the OAA currently has available to Indigenous students who are interested in pursuing architecture in their studies or as a career. The OAA needs to examine the possibility of a bursary or scholarship for Indigenous students or at the very least create a database of bursaries and scholarships available to Indigenous students so that it can be distributed. Should the OAA have Indigenous students on the Intern Committee?

OAA should consider identifying targeted bursary or scholarship support for indigenous students of architecture or at a minimum create a database of such support provided by others so that OAA can help students make connections.

As part of its research OAA should undertake outreach to existing education entities that support education about traditional knowledge with an eye to potential collaboration. Outreach should also be undertaken to practicing architects who are active in First Nations for the same purpose.

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OAA can also use its voice at the CALA and CACB tables to advocate for greater efforts in supporting the inclusion of indigenous culture and traditional knowledge in the curriculum for schools of architecture.

The OAA needs to examine how to expose Indigenous youth, and youth in general, to the practice of architecture. Is there a way for the OAA to partner with existing entities that are providing outreach in Indigenous communities? Can the OAA publicize more opportunities for outsiders to attend architecture events or spend time with architects? Is there a way to connect youth with architects who are spending time in Indigenous communities? The OAA needs a resource person/staff member who can be the point person for Indigenous issues/outreach. Participants note that their reasons for becoming an architect are very personal and because of earlier exposure to architecture. Therefore, the more exposure youth have to the practice, the more likely they are going to consider it as a profession.

The OAA needs to consider its weight at national level and use its voice at the Canadian Architectural Licensing Authorities (CALA) and at the Canadian Architectural Certification Board (CACB) to discuss issues of importance to Indigenous architects and Indigenous Canadians. It is important to remember that there are only 16 self-declared Indigenous architects in Canada and they are already doing so much to support reconciliation and to create change. Organizations like the OAA need to make efforts too.

Participants noted that the OAA should undertake a Progressive Aboriginal Relations (PAR) certification through the Canadian Council for Aboriginal Business (CCAB) in order to confirm corporate performance in Aboriginal relations and that the OAA could encourage practices to do the same. The Federal Task Force on Indigenous Procurement should also be consulted.

The OAA should use its voice to advocate provincially and federally (especially with Indigenous Services Canada) for more enlightened approaches to delivering building and infrastructure projects in indigenous communities.

OAA Staff and Volunteers could benefit from some form of cultural and reconciliation awareness training.

Participants discuss the importance of continuing education. OAA should facilitate continuing education for architects on indigenous cultural and culturally appropriate community engagement best practices and to lend force to it add it as a mandatory category for the annual continuing education cycle. The annual conference can be a particularly powerful vehicle for providing ongoing opportunities for education on cultural fluency and reconciliation awareness. There is also benefits for OAA staff and volunteers sitting in on similar courses.

Participants wondered if this should be a mandatory category for the continuing education cycle. Is Indigenous cultural fluency something to include in the Canadian Handbook of Practice (CHOP) issued by the Royal Architectural Institute of Canada (RAIC)? Participants also discuss general areas of bother for Indigenous architects, for example the addition of HST to the annual fee for members who live on reserve.

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OAA should consider the creation of a volunteer advisory council of indigenous architects, elders and other actors in the organizational sector to consult with from time to time and to have available as a sounding board for new initiatives.

Should OAA programs like SHIFT center on Indigenous architecture during a particular cycle to continue ongoing recognition and learning opportunities? Participants mention using the Policy Advocacy Coordination Team (PACT) as the vehicle for Indigenous issues, but others wonder if there should be a separate sub-committee, or even an annual roundtable. Participants do agree however, that the effort and burden needs to be on the OAA. The OAA needs to reach out to existing organisations like the Northern Nishnawbe Education Council (NNEC) to begin making changes and to ask for direction.

OAA's research in this area should include investigations with tribal councils, existing educational and health care organizations for other examples of best practices.

The importance of Traditional Knowledge

Participants discuss how much of Indigenous knowledge comes from the relationship with the land and how that is being impacted by climate change. Participants also raise the importance of increased awareness of traditional Indigenous knowledge amongst architects, but some worry that this can easily become a form of cultural appropriation. A framework is needed to demonstrate how the OAA and architects can treat and incorporate traditional knowledge because architecture can be such a powerful form of reconciliation. Participants also note how the use of traditional Indigenous knowledge can also go a long way toward achieving goals to help combat climate change.

Increased awareness of traditional knowledge by non-indigenous architects can easily slide over into cultural appropriation. How do we avoid this? We need a framework for how we treat and incorporate traditional knowledge.

We need to celebrate projects that are opportunities for research and innovation in this area for indigenous and non-indigenous architects alike.

We need to understand, acknowledge and celebrate the connection of indigenous spirituality through the connection with and reverence of the land and sustainability. These concepts are not new, they are in fact thousands of years old. We need to acknowledge and celebrate the ancient traditions that inspire and underpin modern technical practices. We need to recognize the potential and value of this approach for promoting inclusivity for every project and not just projects in First Nations.

When we consider the motivations that many of us have that drew us to a career in architecture, we can understand why many people see architecture and building as a gateway to spirituality.

When engaging with first nations communities for projects on their land make sure we ask questions of the people who have the authority to speak for territory where you are working. We also need to recognize that traditional knowledge in a theoretical sense needs to be backstopped by lived experience in order to be authentic.

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Douglas Cardinal teaches that indigenous values are quite basic: “love and take care of the land and love and take care of each other”.

The “process” of design is more important than the “product”. We need to share the process and be more open to all the possibilities for the result. This is important if we want to avoid the ‘colonial’ approach of arriving to a problem with solutions already in hand assuming that ‘we’ know best.

We heard an acknowledgment that First Nations communities have not necessarily made it easy for non-indigenous architects who are trying to do the right thing in the right way. Participants note that increasing diversity is always a helpful way of increasing understanding.

Language is important. Eg., the term indigenous vs non-indigenous is an artificial construct that reinforces a divide that should be avoided. First Nations people do not themselves self-identify as indigenous, rather they identify as being of their community or tribe each of which are unique and diverse. Even the term ‘reconciliation’ is questioned by some on the basis that it implies a mutuality that isn’t realistic. One participant suggested that ‘Conciliation’ might be a better term in that it more clearly puts the burden on the dominant culture.

It was also suggested that rather than reconciliation, we should be speaking about de-colonization as an effort to return to a culture that is more connected to the land and that recognizes the need to protect it rather than simply taking from it for economic gain., ie ‘extraction’.

It was suggested that cultural literacy should begin by embracing the notion that ‘our’ culture is ‘your’ culture in the sense that we have more in common in the spiritual sense than we have differences. This requires an understanding that what we are learning to embrace as important ‘new’ approaches to sustainability is not new at all, but rather reflects a value system that is thousands of years old.

We need to recognize that the act of building and the architectural profession that serves it is itself a colonial construct and that de-colonization of architecture is essential. We need to seek a broad understanding of what this means for the future of the profession.

We also need to recognize that architects are not in this alone, that we share responsibility with other design disciplines for the creation of the built environment and that we need to partner with the other design professions in ‘loving and taking care of the land’ and in the de-colonization of the professions.

For example, in considering a potential Architecture Policy for Canada we must adopt the position that it is not just about making a better environment for people, but rather is should be about loving and taking care of all the creatures that inhabit the land and about the land itself.

The discussion concluded with a focus on the importance of education and mentorship. It is critical to foster young architects, both Indigenous and non-Indigenous, through constructive mentorships who value and practice the fundamental beliefs of decolonization and a respect of traditional culture.

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Some Suggested OAA Actions

- 1.0 OAA Reconciliation in Context: conduct an environmental scan and prepare a report of what other entities are doing to address the issues and involve Indigenous voices in their operations.
- 2.0 RFPs: encourage clients who are working on projects that impact Indigenous persons to involve Indigenous representatives meaningfully on their team.
- 3.0 Elders Database: Connect with existing Elders' organizations to establish relationships with Elders who are involved or somewhat familiar with the building industry who would be willing and available to partner with OAA members on a project by project basis. Establish an acceptable honorarium for this involvement.
- 4.0 Establish an Elder-in-residence position to advise OAA.
- 5.0 Engagement Strategy for Public and Indigenous Projects: develop and issue a guidebook or practice note for best practices in engagement when working with Indigenous communities and public projects. Steps should include establishing the community you're working with, asking regional entities who has authority to speak for the region, then talking to those persons. This should not be a pat 'ABC' set of steps, rather the guidelines are much more region and project specific.
- 6.0 Scholarships and Student Support: establish scholarships and student resources tailored to Indigenous students. Gather a database of available scholarships that Indigenous students could access to undertake their education. Provide mentorship support.
- 7.0 Potential Students Outreach: support practicing architects to contact Indigenous youth population centres; establish relationships with Indigenous education entities to publicize the opportunities to Indigenous youth to enter the profession. Supporting students to talk with students. Encourage job shadowing.
- 8.0 CALA / CACB: Advocate for an Indigenous / traditional knowledge content requirement for education for architects in Canada.
- 9.0 Continuing Education Sessions: develop and promote knowledge of Indigenous values and cultural fluency. This should be something required every reporting period.
- 10.0 Procurement: Call on the federal government to enforce the policy related to "nothing about us without us." Canadian Council for Aboriginal Business. Contact tribal councils, First Nations Technical Services and begin this relationship with an eye to expanding architects' roles on First Nation lands.
- 11.0 Outreach & Sounding Board: Reach out to existing Indigenous entities such as the Indigenous Task Force (RAIC) to advise on potential initiatives.
- 12.0 Succession Planning: the table advised OAA to establish a formal entity as part of OAA to carry forward these issues. Exact format is unclear. Potential measures that were discussed include: a standing committee; a position on each existing committee; integrating this issue into the mandate of

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an existing standing committee, such as PAC; an advisory board that meets regularly to review potential initiatives. Of these, the latter seems most viable.

13.0 Partner with other professions with a federated voice regarding issues of procurement, land ownership / stewardship, breaking down artificial barriers between the very related fields of planning, interiors, landscape, energy, etc.

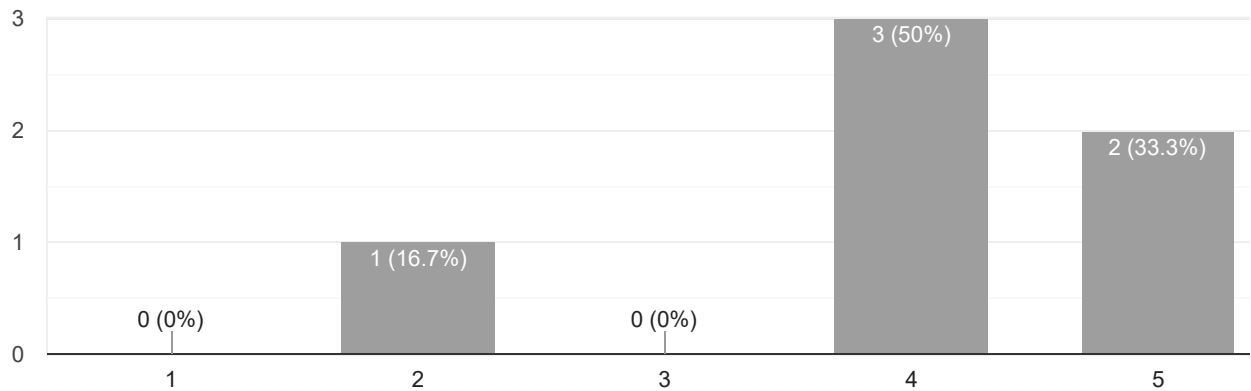
14.0 Encourage partnership / co-design with Indigenous practitioners for projects in First Nations and where indigenous cultural content is desired.

Item	Specific Strategy	Importance	Ease of Implementation	Internal Interconnectedness	External Partnerships
		rank 1-5 most to least	rank 1-5 easiest to hardest	add comment	add comment
9	Develop a Continuing Education Thread for Indigenous Knowledge and Cultural Literacy	4.83	2.33		
11	Improve Collaboration with Other Professional Organisations Doing Similar Work	4.67	1.83		
15	Educate OAA Staff, Councillors and Committee Members	4.67	2.00		
7	Stimulate Awareness of Architecture among Elementary and Secondary Students	4.67	3.00		
12	Establish an Ongoing OAA Responsibility for Reconciliation for Ontario Architects	4.67	3.00		
10	Advocate Federally for the Importance of Architecture in FN Communities	4.67	3.50		
14	Encourage Co-Design with FN Communities	4.50	2.67		
4	Establish an OAA Elder in Residence	4.34	2.34		
3	Create an Elder's Database	4.33	2.84		
8	Advocate for Reconciliation Within the Profession at the National Level	4.33	3.17		
13	Partner with Allied Professions eg Planning, Landscape Architecture and Interior Design	4.17	1.33		
5	Best Practices Advice for Community Engagement FN	4.12	3.00		
1	Conduct an Environmental Scan	4.00	1.33		
16	Develop and Comprehensive Internal Policy to Govern OAA Programmes and Projects	3.83	3.33		
6	Support Indigenous Architecture Students	3.83	3.33		
2	Provide Procurement Advice to Owners	3.50	4.17		

Item	Specific Strategy	Importance	Ease of Implementation	Internal Interconnectedness	External Partnerships
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1	Conduct an Environmental Scan	4.00	1.33		
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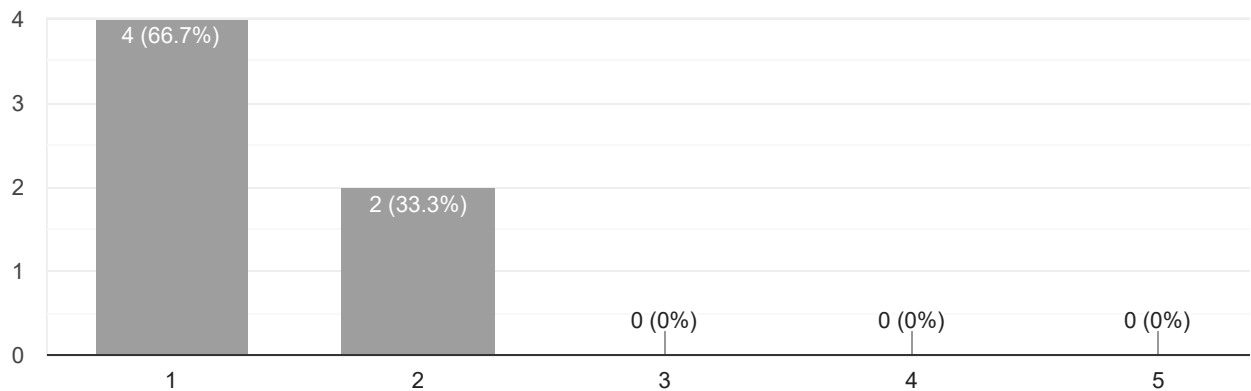
1a. Importance of Conducting an Environmental Scan

6 responses



1b. Ease of Conducting an Environmental Scan

6 responses



1c. Comments on Conducting an Environmental Scan: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Awareness, no duplication and easy to promote - those are my 3 lenses for this area of the work

everything that we are considering will be informed by this

its important to learn from other organizations who have been working on this for some time - but also it will save us time in developing OAA policy

13. Partnerships with other professions Build-on the work done by others rather than duplicating it. Avoid pitfalls and learn from the lessons of others.

ALL

- This seems like a pillar for what the OAA Reconciliation Group wishes to accomplish. It is fundamental to assess what has been/is being done, how it has been/is being done and what has yet to be done. This document would in effect help guide all other endeavours taken on by the Group.

As one of the first steps, it would be very helpful to connect with other professionals in Ontario, and in Canada to determine what de-colonization efforts are underway in other professional organizations. It would also be helpful to reach out to representatives of Countries that also have

1d. Comments on Conducting an Environmental Scan: What external partnerships do you feel would most benefit this strategy?

4 responses

n/a

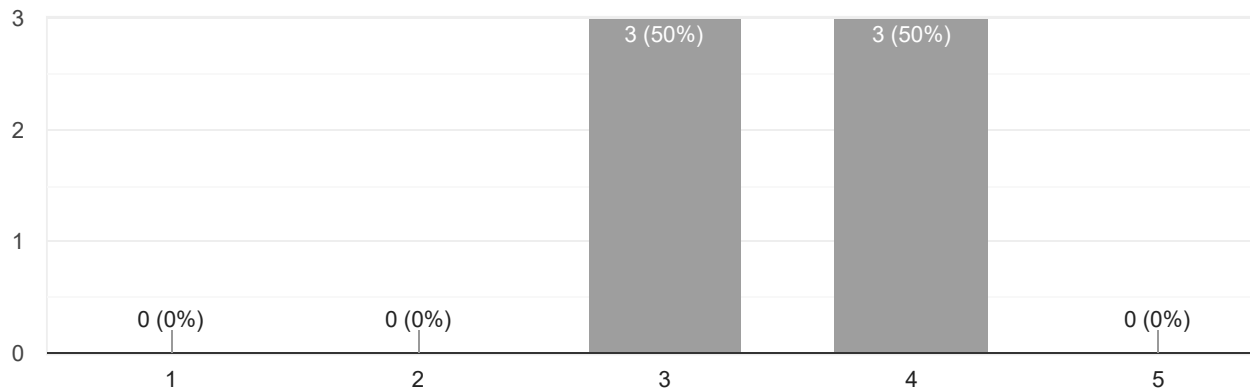
OPPI, OALA, CSLA, CIP, ideally the Engineering Associations, First Nations Land Management Resource Centre

Planning professionals, landscape architects, forestry, civil engineering, infrastructure.

Working with other professionals from other self regulated associations (such as the Law Society of Ontario, and the Ontario College of Physician's and Surgeons); to gain connections and introductions to specific indigenous groups or communities who have identified a need for better housing, healthcare,

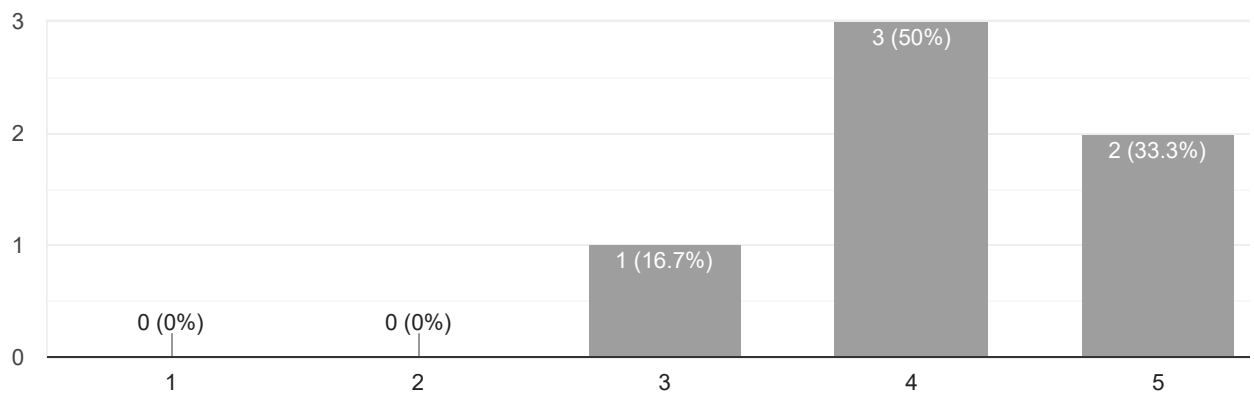
2a. Importance of Providing Procurement Advice to Owners

6 responses



2b. Ease of Providing Procurement Advice to Owners

6 responses



2c. Comments on Providing Procurement Advice to Owners: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

always a struggle to get clients to budge on Procurement, important, but a struggle I will leave to later

5,4,9,10,13,14,16

The resources are somewhat limited - but CCAB can assist in this aspect

9.0 Continuing Education - Because the subject is not offered widely - and it should be.

1) Environmental Scan

3) Elders Database

4) Elder-in-residence

5) Engagement Strategies for Public and Indigenous Projects

Unfortunately, much like sustainability and accessibility, clients are rarely willing to take on additional costs/representatives during the development of a project. Precedents on how this could be done would be essential, and possibly change in legislation to require the active involvement of indigenous representatives. Determination of what is considered "impactful" to indigenous persons would certainly be a challenge (pipelines, as a recent example), and would require the expertise of indigenous voices (ref. to strategies 3-4).

2d. Comments on Providing Procurement Advice to Owners: What external partnerships do you feel would most benefit this strategy?

4 responses

The allied design professions, eg OPPI, OALA, ARIDO, PEO

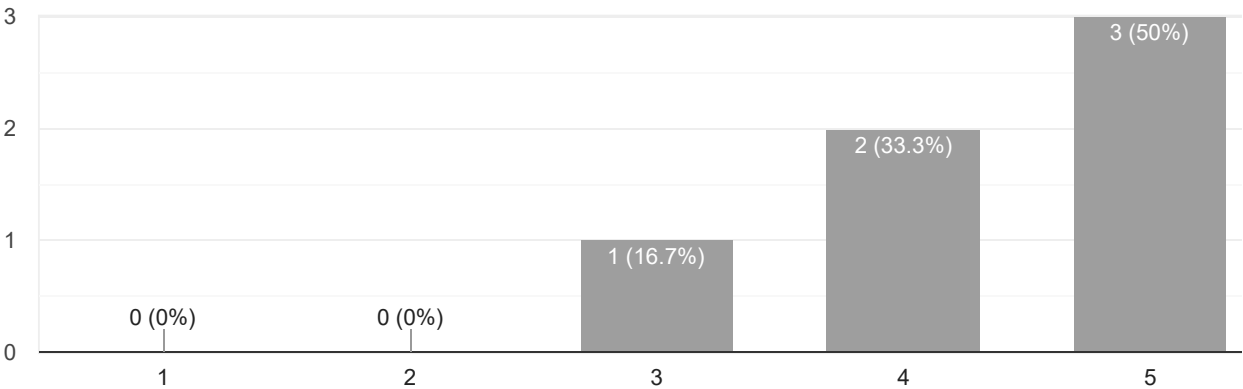
CCAB

8.0 CALA / CACB - Knowledge of indigenous / traditional teachings should be part of required architectural history classes in architecture school.

Indigenous peoples themselves would benefit. The Government of Canada might benefit. Canadian Federal employers like the CMHC (Canada Mortgage and Housing Corporation) that are actively trying to come up with strategies to provide or encourage affordable housing for Canadians as well as Indigenous peoples.

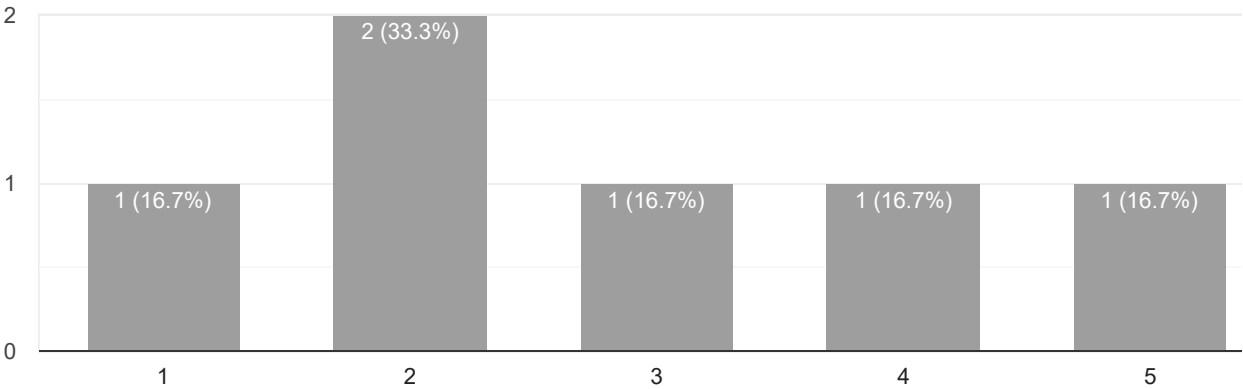
3a. Importance of Creating an Elder's Database

6 responses



3b. Ease of Creating an Elder's Database

6 responses



3c. Comments on Creating an Elder's Database: : Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Indigenous entry into SPACE MAKING and taking control is urgent and it must be done with Elder's wisdom of the ORIGIN OF THE TRUE tenants of sustainability

2,4,5,8,9,14,16

I think this warrants some discussion - what is the role of the Elder ?- how will participation be meaningful and not tokenistic? - I think this kind of initiative should happen only after extensive cultural training within a non-Indigenous practice - I would be hesitant to make this a priority right now as some firms may jump on this as a way to demonstrate an 'Indigenized' practice without having undertaken appropriate internal training and practice reform.

4.0 Elder in residence position at OAA

4) Elder-in-residence

6) Scholarships & Student Support

7) Potential Students Outreach

This could prove essential in creating a solid and far-reaching network. Strategies 6-7 would certainly be dependent on the knowledge of Elder's throughout communities.

3d. Comments on Creating an Elder's Database: What external partnerships do you feel would most benefit this strategy?

3 responses

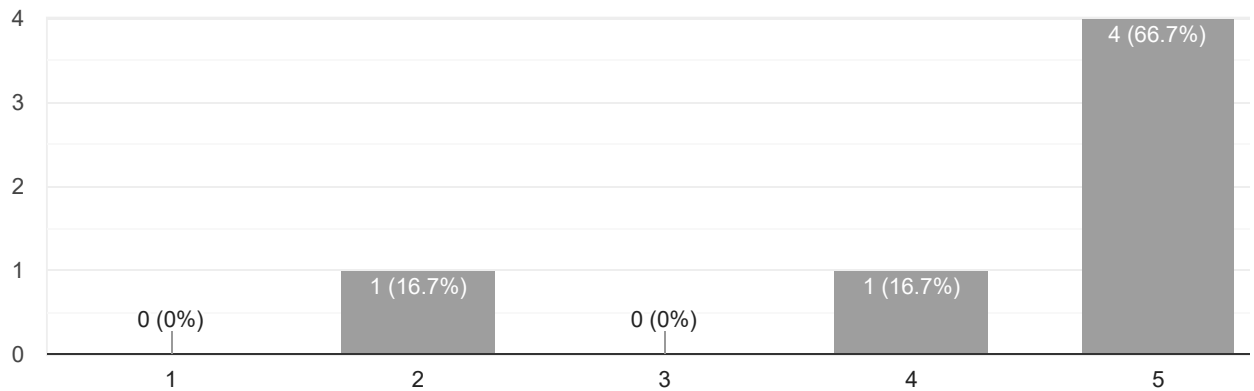
indigenous business and political organisations

local Indigenous communities

9.0 Continuing Education & 12.0 Succession Planning

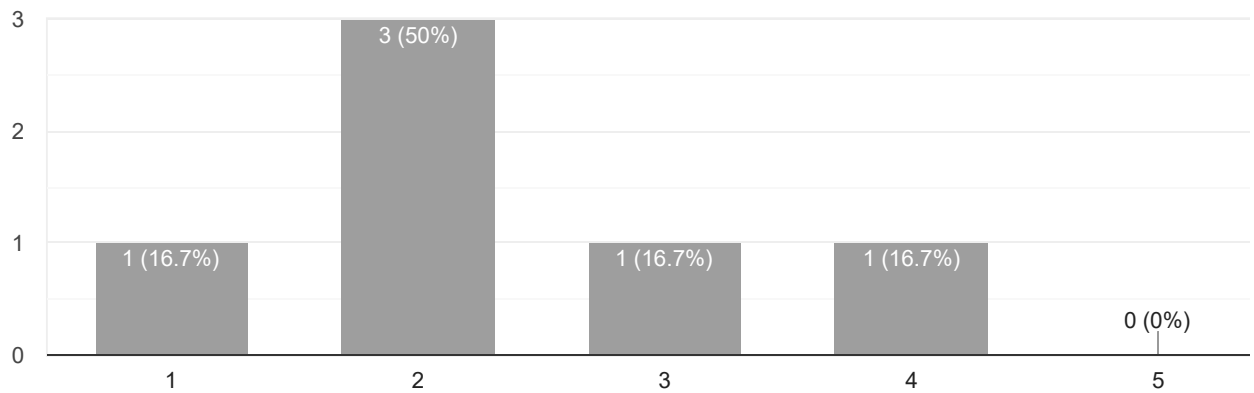
4a. Importance of Establishing an OAA Elder in Residence

6 responses



4b. Ease of Establishing an OAA Elder in Residence

6 responses



4c. Comments on Establishing an OAA Elder in Residence: : Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Same as above

2,3,5,9,10,12,14,15,16

i think an Indigenous Advisory Circle would be more effective - a balance of Elders and Indigenous practitioners who understand the profession

9.0 Continuing Education - elders would be able to review and have input on the development of new curriculum for the OAA.

3) Elders Database

6) Scholarships & Student Support

7) Potential Students Outreach

8) CALA / CACB

If we are to navigate reconciliation, the OAA would greatly benefit from having an active Elder's voice to guide the OAA.

This would be connected to and dependent on item 3 - the elder database. Similar to having an LGIC,

4d. Comments on Establishing an OAA Elder in Residence: What external partnerships do you feel would most benefit this strategy?

3 responses

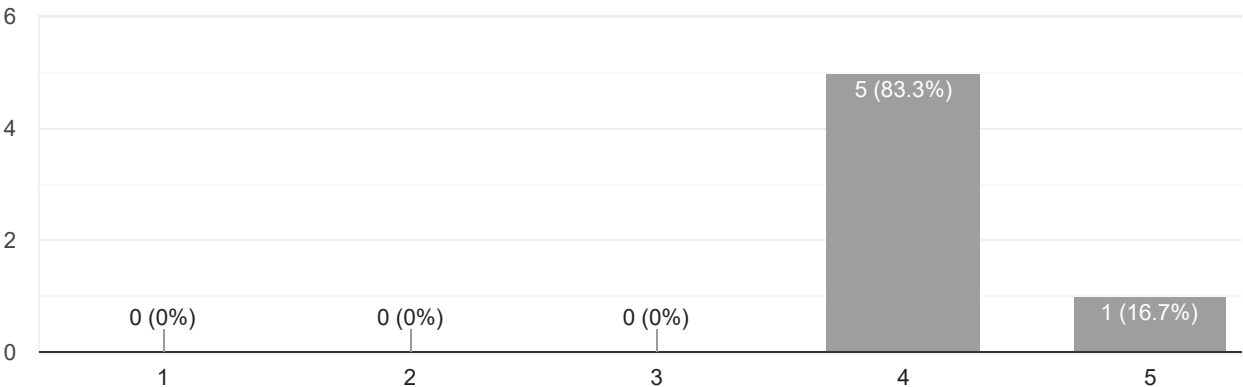
indigenous business, cultural and political organisations

see comment 4c

11.0 Outreach & Sounding Board - Elders could sit on external committees and liaise with the national / foreign partners for the OAA.

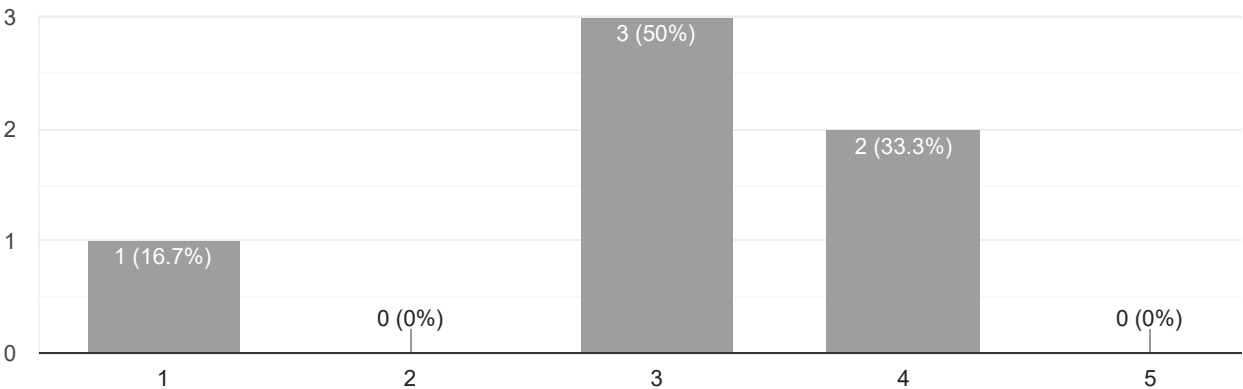
5a. Importance of Best Practices Advice for FN Community Engagement

6 responses



5b. Ease of Best Practices Advice for FN Community Engagement

6 responses



5c. Comments on Best Practices Advice for FN Community Engagement: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

There are fabulous people capable of running Workshops and Teachings to help indigenize our perceptions

2,8,9,10,13,14,16

(BTW its not just FN - its Metis and Innu so suggest we use the term Indigenous)

This initiative is a good one aimed at supporting members working with Indigenous clients and communities, this is an easy one to add to CON ED.

2.0 RFPs, & 10.0 Procurement - Call on the Federal Gov't to eforece the policty related to "nothing about us without us".

2) Providing Procurement Advice to Owners

9) Continuing Education Sessions

13) Partnering with Allied Professions

This is connected with developing the Elder's database

5d. Comments on Best Practices Advice for FN Community Engagement: What external partnerships do you feel would most benefit this strategy?

4 responses

federal government indigenous services and relations agencies

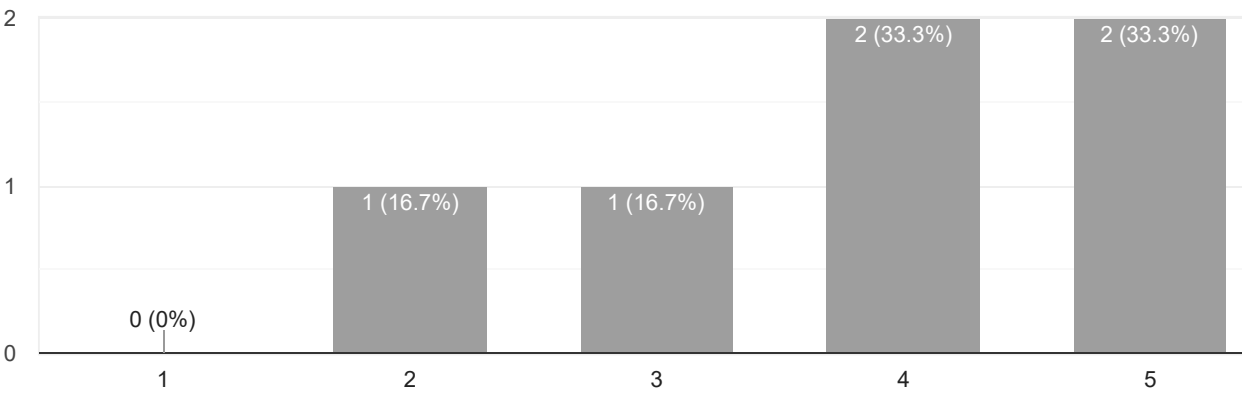
I believe that there are alot of materials already out there - see the SCAN posted to the Working Group site.

14. Enriched partnerships between OAA members with co-design opportunities.

Canada Mortgage and Housing Corporation, Healthcare providers for Indigenous Peoples, Education providers for Indigenous Peoples (Do Indigenous Peoples in Ontario Govern themselves? provide their own education and healthcare and services like water etc? Or is this provided by the Federal, Provincial and Municipal Governments? Where are opportunities for improvement?)

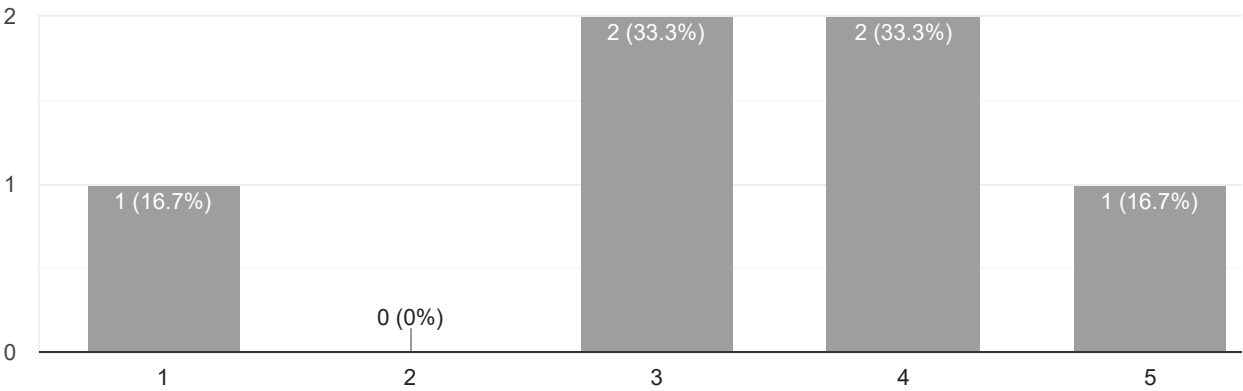
6a. Importance of Support for Indigenous Architecture Students

6 responses



6b. Ease of Providing Support Indigenous Architecture Students

6 responses



6c. Comments on Providing Support Indigenous Architecture Students: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

I am not sure we know how to best support any of our Architecture Students -to be discussed in the CEC and Intern Committee

1,4,7,9,11,16

We need to discuss what type of support is needed to encourage students to go to architecture school and enter the field - bursaries and scholarships are not the answer alone - and many Indigenous students already have access to post-secondary funding from their Councils - therefore lack of financial means is probably not the biggest issue.

the road blocks are multiple:

- an unsupportive culture in the schools;
- absence of curriculum that acknowledges Indigenous histories and cultures
- the need to be with other Indigenous students;
- resistance to moving to urban centres that are seen as unsafe and racist;
- inappropriate student housing;

Despite the truth that a scholarship could help FN students - there is substantial monies available already to those entering university...perhaps efforts could be directed towards younger students.

6d. Comments on Providing Support Indigenous Architecture Students: What external partnerships do you feel would most benefit this strategy?

4 responses

CCUSA, Private Foundations and Provincial Government programmes

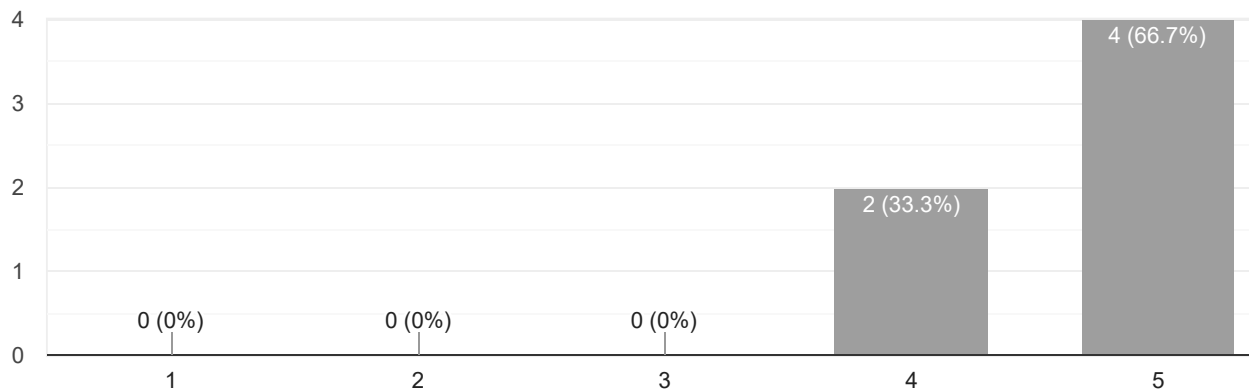
OAA needs to work with the Universities to insist on cultural training within the Architecture faculties.

7.0 Potential Student Outreach

Architecture Schools and the public would benefit. Indigenous peoples will benefit if there are more indigenous architects who have first hand experience of some of the issues facing Indigenous peoples.

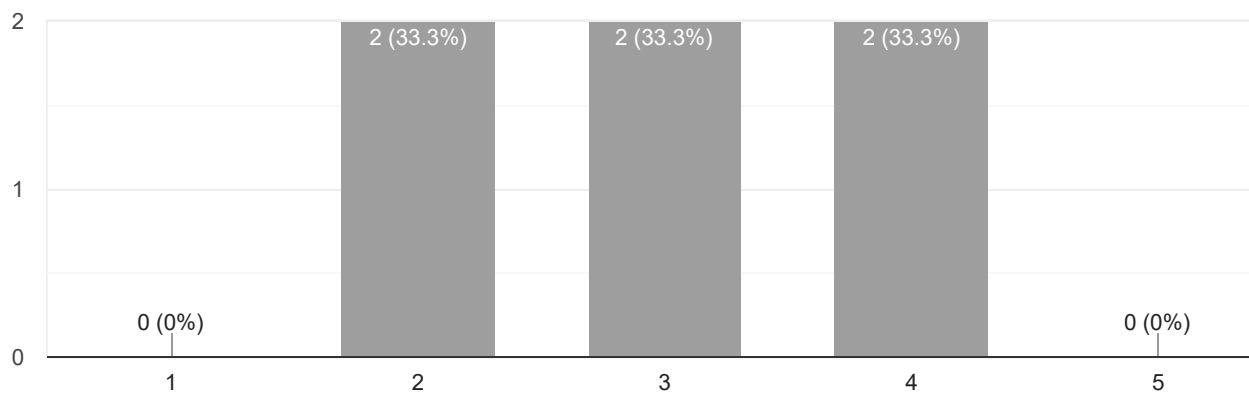
7a. Importance of Stimulating Awareness of Architecture among Elementary and Secondary Students

6 responses



7b. Ease of Stimulating Awareness of Architecture among Elementary and Secondary Students

6 responses



7c. Comments on Stimulating Awareness of Architecture among Elementary and Secondary Students: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

This is a longer term ambition as it requires Curriculum Development and Delivery during a time when the Ontario government is not interested in this teaching

1,4,6,11,13,16

This is a great idea but will require access to remote communities to be most impactful. Perhaps OAA can ask for member volunteers who are already working in these communities to donate time to do a school workshop? Suggest a Toolkit could be prepared as a learning module to give to teachers and prep them for this discussion on architecture/built environment.

Elder in residence

- 1) Environmental Scan
- 4) Elder-in-residence
- 6) Scholarships & Student Support
- 8) CALA / CACB
- 13) Partnering with Allied Professions

7d. Comments on Stimulating Awareness of Architecture among Elementary and Secondary Students: What external partnerships do you feel would most benefit this strategy?

4 responses

boards of education, Ministry of Education

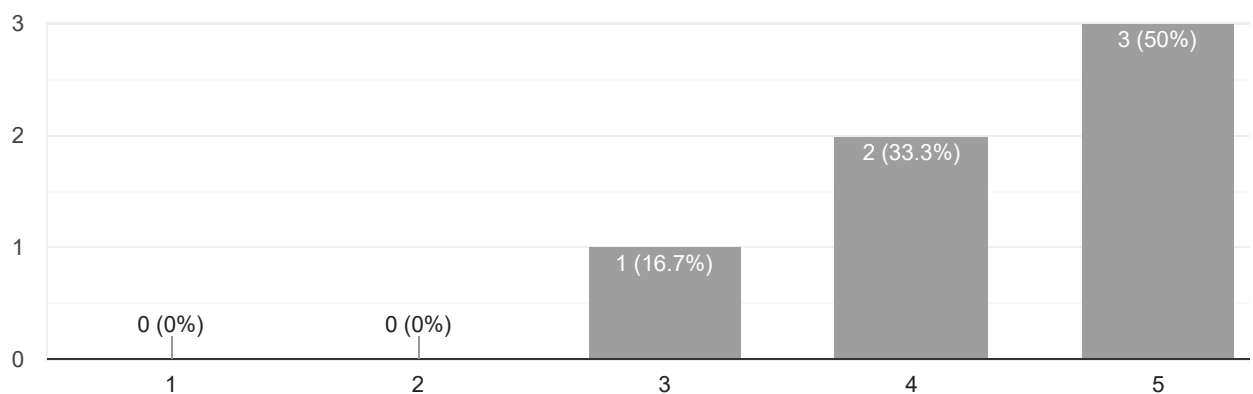
Highly recommend a partnership with the the Downie-Wenjack Fund who are connected to School Boards and Teachers across Ontario and are big advocates for Indigenous Place-Making - they are putting tool kits into schools across Canada and could probably tailor one to focus on architecture as a career path? Happy to link OAA to DWF if that's of interest.

13.0 Professional partners could be part of a larger workshop or presentation to elementary / secondary students.

My comments here are for both strategies 6-7. I understand the mandate of the OAA in regard to the education / reaching out to indigenous youth, and recognize the importance of publicizing the opportunities of the profession (grants, scholarships, resources) are a very important strategies in opening the door and rendering architectural education accessible to indigenous youths. As I mentioned to the Current OAA President, and when joining this group, I did have my concerns that this approach could lead to a type of unintentional "recruitment/conversion" of indigenous people. This being said, strategies 1, 3, 4, and 14 seem crucial in informing the OAA's approach. A better and deeper understanding of the issues at play, both with regard to the architectural profession and it's current education format and the indigenous population's view of architecture, would be required to

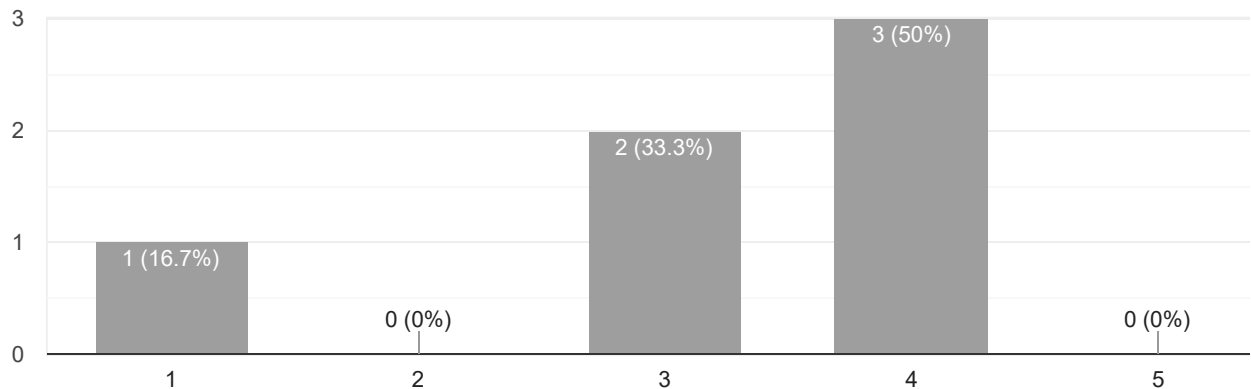
8a. Importance of Advocating for Reconciliation Within the Profession at the National Level

6 responses



8b. Ease of Advocating for Reconciliation Within the Profession at the National Level

6 responses



8c. Comments on Advocating for Reconciliation Within the Profession at the National Level: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

"Reconciliation" requires serious understanding. It is not a term to be easily bantered around. I did have an experience with a Masterplan claiming to be "reconciliation" inspired and it was anything but - that's where these comments are coming from - dangerousness of a "little" knowledge

1,5,6,8,10,11,13,16

This is a very important initiative and we need to have a discussion with the RAIC. The RAIC's Indigenous Task Force focus has not been on building awareness amongst RAIC members in general - rather the Task Force's priority work has an objective to support Indigenous practitioners. This makes total sense - its not the obligation of Indigenous architects to train or build awareness amongst non-Indigenous architects. Therefore RAIC needs to move ahead with providing training and resources for non-Indigenous practitioners. However, I think OAA can lead by example - we have the largest Indigenous population in Canada and the types of training and resources including Con Ed the OAA provides should have an Ontario focus

5.0 Engagement Strategy for Public and Indigenous Projects

1) Environmental Scan

1) Elder-in-residence

8d. Comments on Advocating for Reconciliation Within the Profession at the National Level: What external partnerships do you feel would most benefit this strategy?

5 responses

see 8c answers

Canadian Architecture Licensing Authorities
Canadian Council of University Schools of Architecture
RAIC - Architecture Canada
CCAB

Lots to learn from New Zealand so perhaps thats a good partnership:
<https://www.nzia.co.nz/explore/te-kawenata-o-rata>

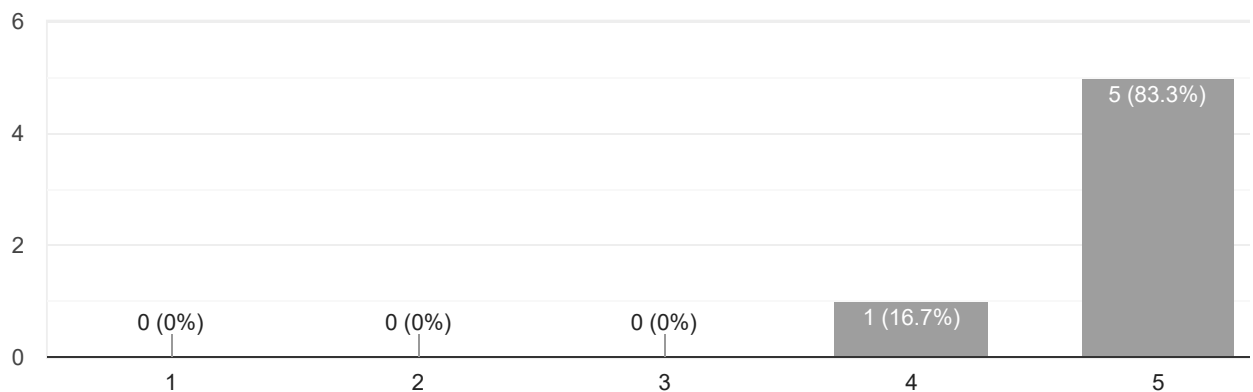
10.0 Procurement at the National level.

Universities and student organizations.

Strengthening the RAIC so that it is more than a TOKEN organization and provides real leadership and reconciliation at the National level. The RAIC needs funds and great leadership in order for this to occur. In my opinion, it would require a full time and independent position at the OAA at the same level as the Executive Director and Registrar that would be responsible for ADVOCACY issues.

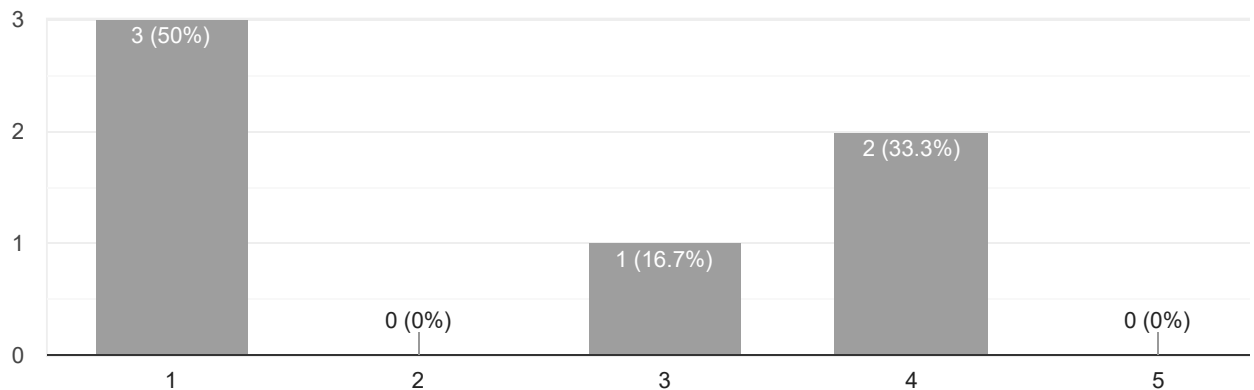
9a. Importance of Developing a Continuing Education Thread for Indigenous Knowledge and Cultural Literacy

6 responses



9b. Ease of Developing a Continuing Education Thread for Indigenous Knowledge and Cultural Literacy

6 responses



9c. Comments on Developing a Continuing Education Thread for Indigenous Knowledge and Cultural Literacy: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

In the CEC we are trying NOT to develop Curriculum, but to piggyback or dovetail existing. I am not sure what exists. That is why the Environmental scan is so important.

1,4,5,8,11,13,14,15,16

This is critical and should happen right away. The cultural training materials are already available - ConEd resources should be easy to develop. here's a precedent https://www.planning.org.nz/Event?Action=View&Event_id=1494

8.0 CALA / CACB to build on the foundations learned in school , 4.0 Elder in Residence / Database to have input and guidance on the development of the materials,

- 4) Elder-in-residence
- 5) Engagement Strategies for Public and Indigenous Projects
- 8) CALA / CACB
- 11) Outreach & Sounding Board

Understanding Indigenous peoples. Developing an Elder's Database. (item 3). Making reconciliation a

9d. Comments on Developing a Continuing Education Thread for Indigenous Knowledge and Cultural Literacy: What external partnerships do you feel would most benefit this strategy?

4 responses

indigenous cultural organisations, post secondary educational institutions

Partner with OPPI/OAA and others who also are in the process of or want to develop CON ED materials

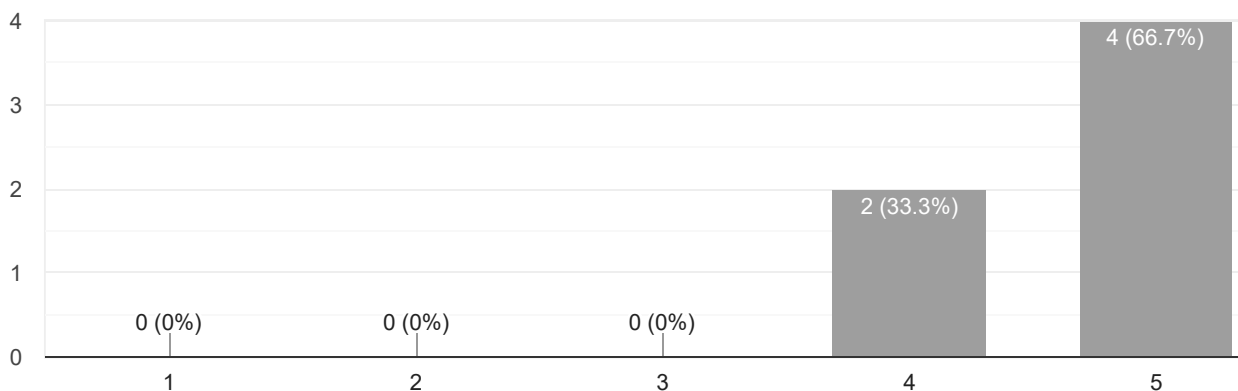
Perhaps a consultant could be hired (jointly by the 3 professional associations?) to develop this CON ED stream - drawing on lots of work already out there including multiple ontario and national organizations who develop training materials -

11, outreach on the national level organizations (RAIC taskforce), professional planners, etc.

Perhaps we could work with the RAIC and Indigenous communities to develop Continuing education opportunities for Reconciliation and education and understanding

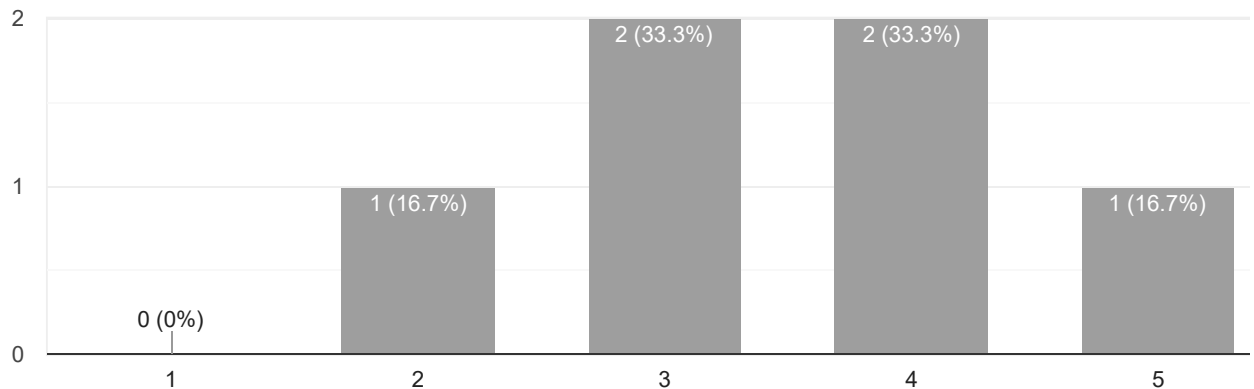
10a. Importance of Advocating Federally for the Importance of Architecture in FN Communities

6 responses



10b. Ease of Advocating Federally for the Importance of Architecture in FN Communities

6 responses



10c. Comments on Advocating Federally for the Importance of Architecture in FN Communities: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Not sure how to position this between Regulatory and Advocacy - a big discussion needed here.

1,2,5,10,11,13,14

I'm not sure how its connected to the others - but its critical and may be better as a joint advocacy initiative with other National level professional organizations including engineers, architects, planners, landscape architects etc. The INAC procurement process is a nightmare and should be over hauled to make building and funding projects much more stream-lined.

14.0 Encouraging partnerships / co-design with FN people and elders/architects.

- 1) Environmental Scan
- 4) Elder-in-residence
- 14) Partnership / Co-Design with Indigenous Practitioners

Although this is VERY important, it might be harder to implement. How can we leverage the RAIC to help with this?

10d. Comments on Advocating Federally for the Importance of Architecture in FN Communities:
What external partnerships do you feel would most benefit this strategy?

3 responses

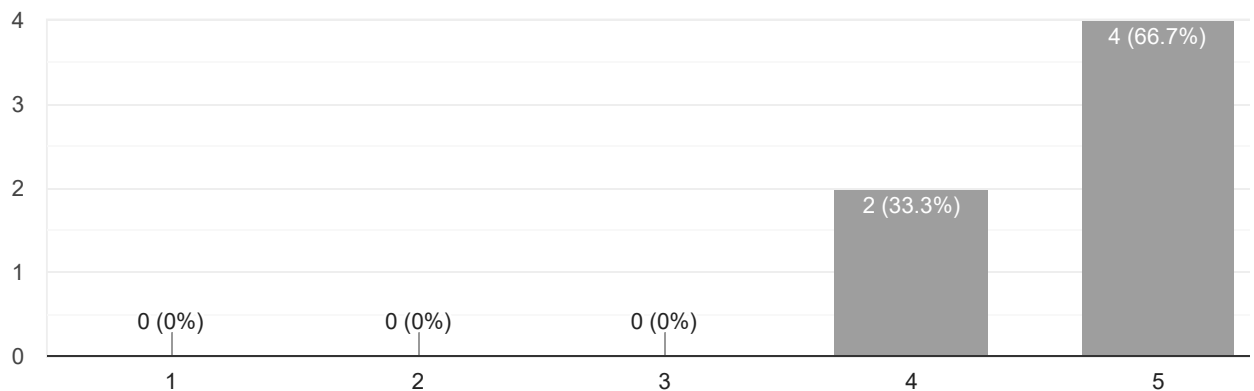
need to partner with RAIC and other national advocacy organisations due to our provincial mandate

National level professional organizations including engineers, architects, planners, landscape architects etc.

Professional partners: Planners, Landscape architects, Civil and Infrastructure engineers.

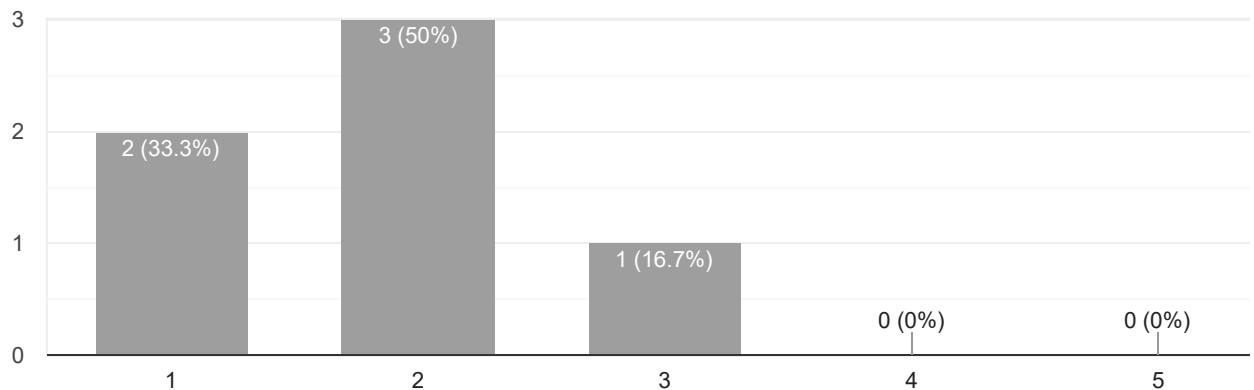
11a. Importance of Improving Collaboration with Other Professional Organisations Doing
Similar Work

6 responses



11b. Ease of Improving Collaboration with Other Professional Organisations Doing Similar Work

6 responses



11c. Comments on Improving Collaboration with Other Professional Organisations Doing Similar Work: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Let's collaborate and learn from each others successes and failures to build a wider cultural knowledge base

all

To be effective at a political level OAA should consider partnerships with other professional organizations to gain critical mass - otherwise we're too easy to ignore.

1.0 Environmental Scan to build on the work done by others (OPPI locally, and others nationally, and farther afield).

ALL

It is important to collaborate with other professionals as many of the issues facing indigenous peoples overlap. Perhaps we could create a Provincial task force with the College of Physicians and Surgeons and the Law Society of Ontario and Indigenous Leaders with chapters in smaller communities that report back to the task force.

11d. Comments on Improving Collaboration with Other Professional Organisations Doing Similar Work: What external partnerships do you feel would most benefit this strategy?

3 responses

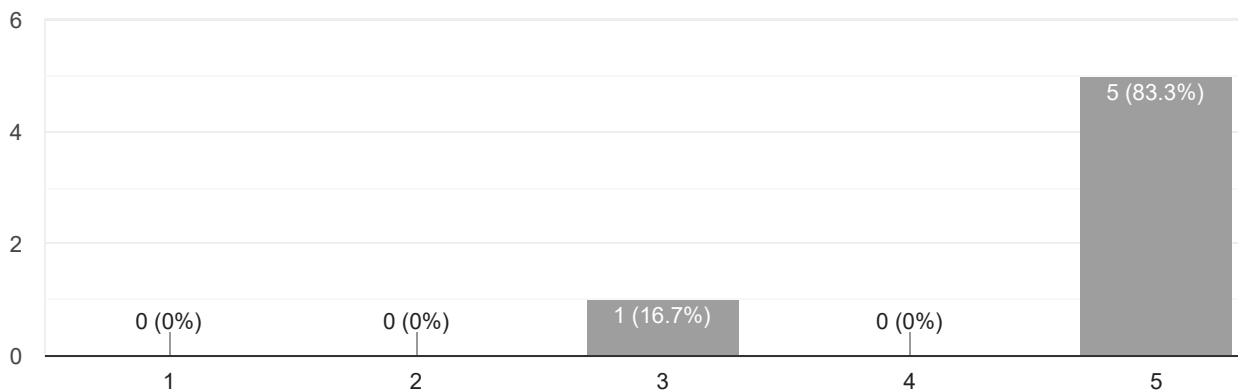
n/a

OPPI, OAA, Ontario Society of Professional Engineers, Ontario Consulting Engineers, Ontario Wood Council, Urban Land Institute

10. Procurement at the nation level - when multiple groups across the country work together it would create a stronger voice.

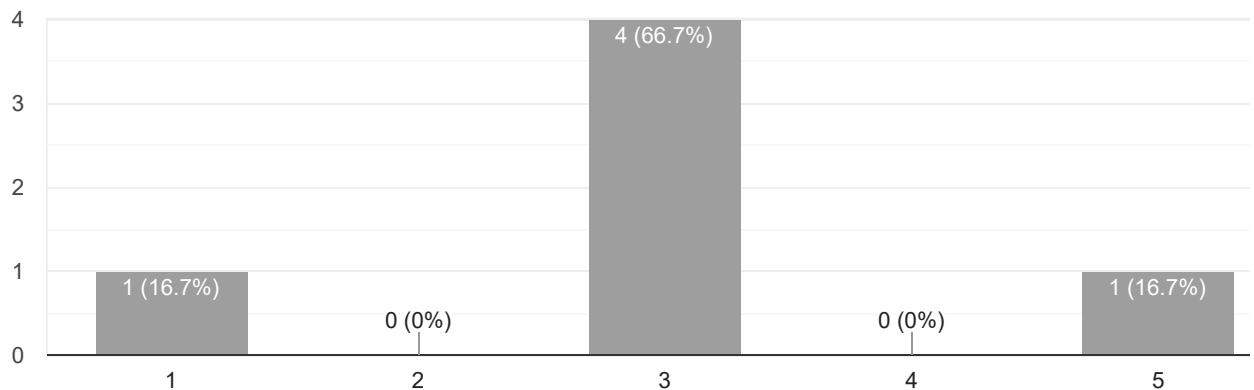
12a. Importance of Establishing an Ongoing OAA Responsibility for Reconciliation for Ontario Architects

6 responses



12b. Ease of Establishing an Ongoing OAA Responsibility for Reconciliation for Ontario Architects

6 responses



12c. Comments on Establishing an Ongoing OAA Responsibility for Reconciliation for Ontario Architects: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

In our 1st Roundtable the Indigenous Architects rightly said that they were tired of coming up with all the answers and were looking for us to come up with some ourselves. We need cultural understandings and we have to learn about them at the same time.

all

recommend OAA develops a Policy Document that is adopted by Council - but need to be careful to understand what reconciliation actually means (this is why De-Colonization may be a better, more specific, term). Reconciliation is becoming a bit of an empty catch-all phrase people are latching onto without a deep dive. Reconciliation is extremely difficult given our current legal and constitutional frameworks. It's also important to focus on understanding and accepting the Truth of our collective past - as a pre-condition to reconciliation.

9.0 Continuing Education - Hopefully this is something that will be established and maintained so the knowledge is not lost in the next generation.

4) Elder-in-residence

10) Importance of Architecture in FN Communities

12d. Comments on Establishing an Ongoing OAA Responsibility for Reconciliation for Ontario Architects: What external partnerships do you feel would most benefit this strategy?

3 responses

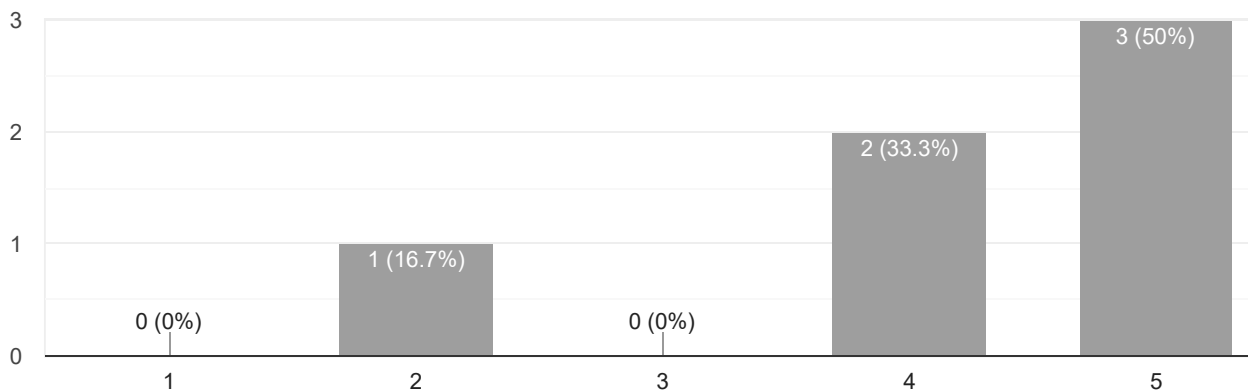
n/a

OAA should consider hiring an Indigenous consultant to assist in developing a Policy Document. The Working Group would be advisory to this.

4.0 Elder in Residence - to provide guidance and a presence in the OAA with contact to the FN across Ontario.

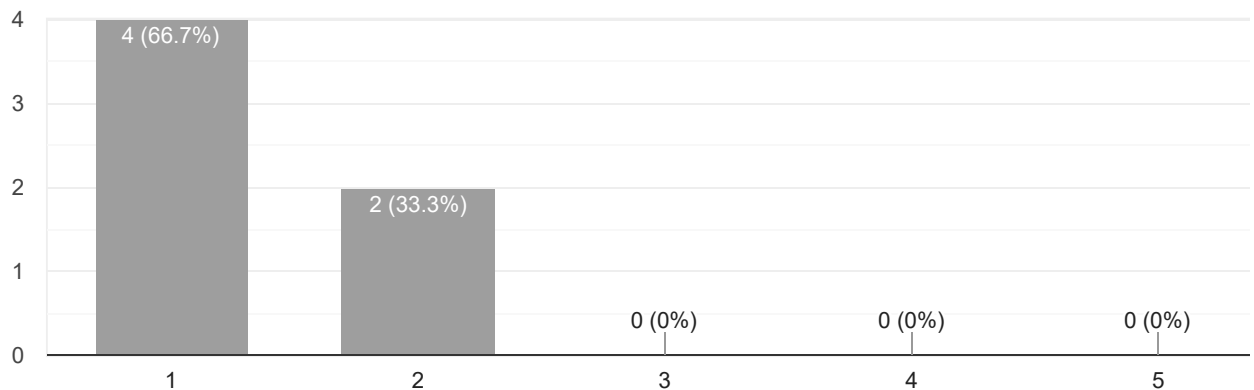
13a. Importance of Partnering with Allied Professions eg Planning, Landscape Architecture and Interior Design

6 responses



13b. Ease of Partnering with Allied Professions eg Planning, Landscape Architecture and Interior Design

6 responses



13c. Comments on Partnering with Allied Professions eg Planning, Landscape Architecture and Interior Design: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Most professionals working in this space are good people and willing to share and collaborate

all

The above answers to previous questions address this - this is easy and should commence right away....

1. Environmental Scan - to make use of the work done by others, and build upon it rather than duplicate it.

1) Environmental Scan

8) CALA / CACB

11) Outreach & Sounding Board

This is related to Item no. 11

13d. Comments on Partnering with Allied Professions eg Planning, Landscape Architecture and Interior Design: What external partnerships do you feel would most benefit this strategy?

3 responses

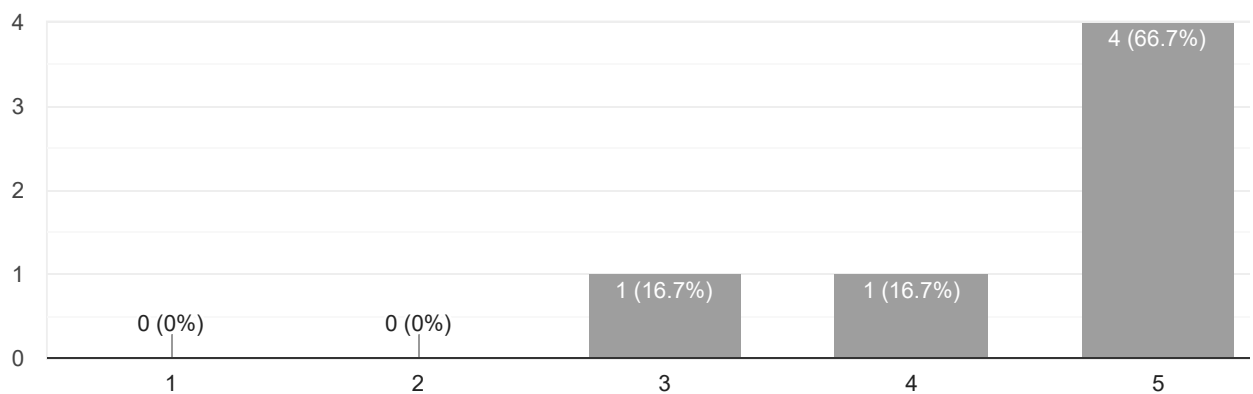
n/a

OPPI, OAA, Ontario Society of Professional Engineers, Ontario Consulting Engineers, Ontario Wood Council, Urban Land Institute

11.0 Outreach and Sounding board - RAIC and other provincial bodies could do the same.

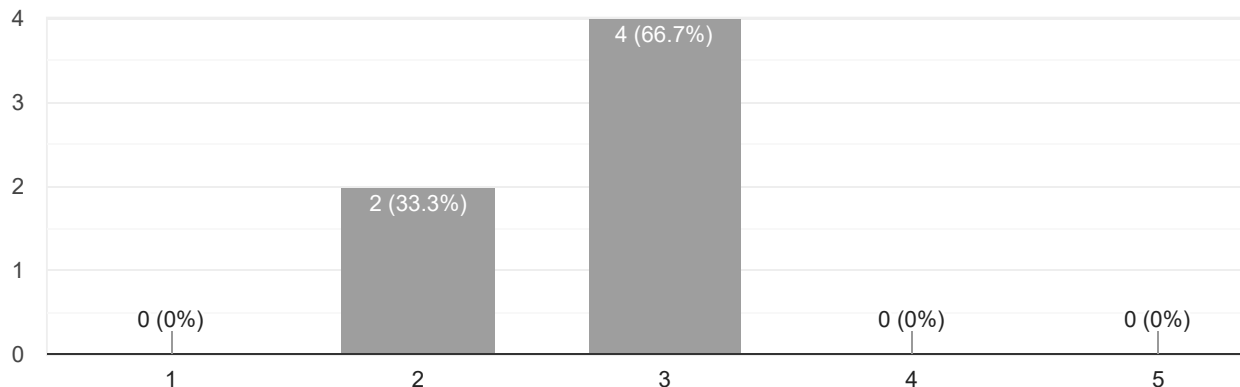
14a. Importance of Encouraging Co-Design with FN Communities

6 responses



14b. Ease of Encouraging Co-Design with FN Communities

6 responses



14c. Comments on Encouraging Co-Design with FN Communities: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Everyone learns, everyone wins, everyone throws in their skill sets - it is a great experience for all.

1,2,3,4,5,9,10,11,13,14,16

This relates most to Con ED

5.0 Engagement Strategies & 9.0 Continuing Education efforts will be paramount into breaking the taboo of FN people working with non-FN peoples - and more importantly making this kind of partnership the new normal.

- 4) Elder-in-residence
- 5) Engagement Strategies for Public and Indigenous Projects
- 8) CALA / CACB
- 11) Outreach & Sounding Board

Item no. 3. and creating a role for an OAA Indigenous Elder in Council (item no. 4). I think this depends on the willingness of the FN communities to work with those that they perceive as outsiders or colonizers. If we start by asking leaders of FN communities questions, and inviting leaders to join

14d. Comments on Encouraging Co-Design with FN Communities: What external partnerships do you feel would most benefit this strategy?

3 responses

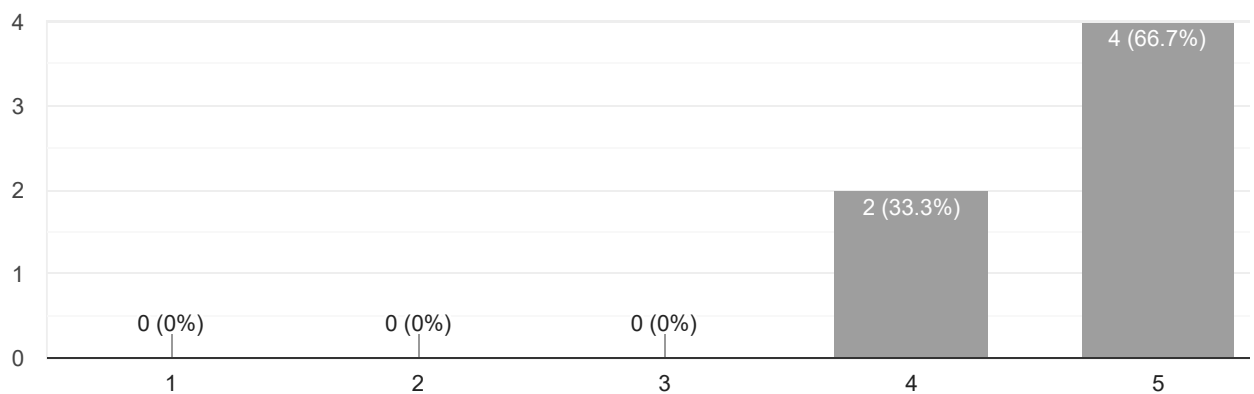
n/a

see above

Allied Professionals would like to similarly improve their work & relationships with FN communities.

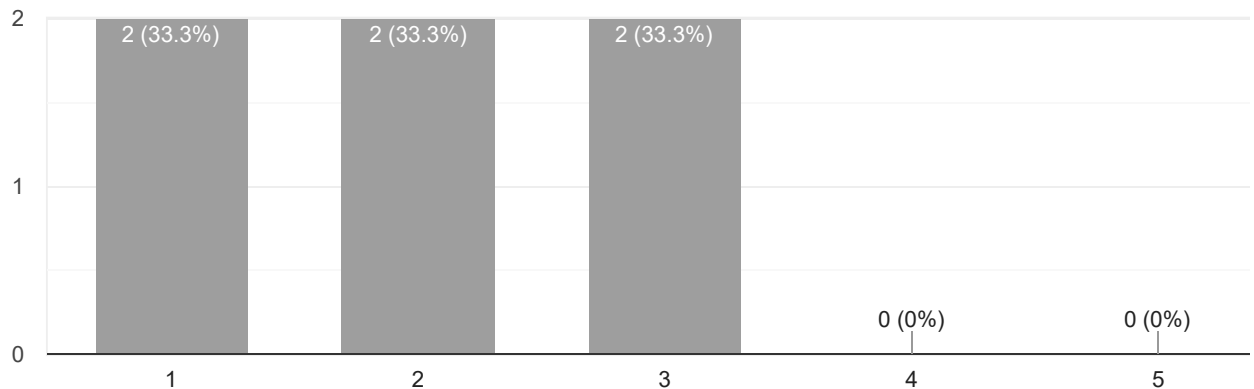
15a. Importance of Educating OAA Staff, Councillors and Committee Members: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses



15b. Ease of Educating OAA Staff, Councillors and Committee Members

6 responses



15c. Comments on Educating OAA Staff, Councillors and Committee Members: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Same as the growing awareness of unconscious biases needed to be sheperded
- so does this

all

Training for Staff and Council is the VERY FIRST & MOST CRITICAL STEP in the Working Group's process - and I see no reason to wait - we should recommend this now. It would be inappropriate to bring De-Colonizing recommendations to Council and Staff if they've had no cultural training first. It would be unfair to them and unfair to the Indigenous members of the Working Group.

5.0 Engagement Strategy and 9.0 Continuing Education - I think it is important for members and council/staff, etc to be open and honest about what the know and don't know. There is only shame in ignorance if a conscious decision is made to avoid learning. This should be the base point for OAA staff/council to lead by example.

4) Elder-in-residence

8) CALA / CACB

9) Continuing Education Sessions

10) Importance of Architecture in EN Communities

15d. Comments on Educating OAA Staff, Councillors and Committee Members: What external partnerships do you feel would most benefit this strategy?

3 responses

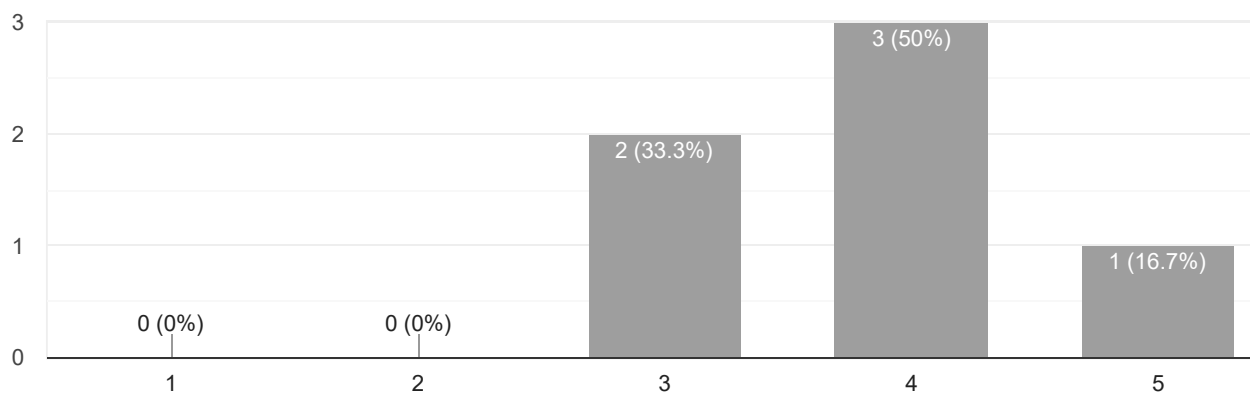
MAG

Indigenous Justice Division of the Attorney-General - BIMICKAWAY Training

11.0 Outreach Sounding Boards, RAIC and other provincial bodies.

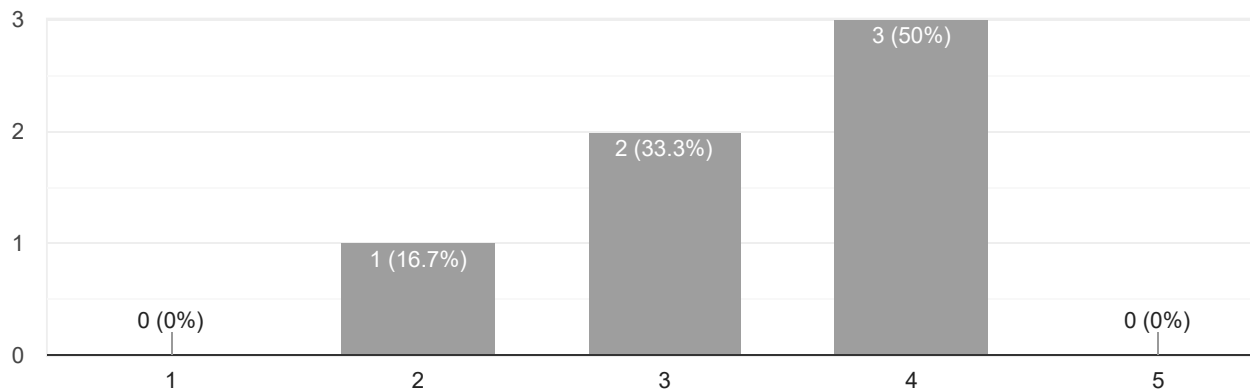
16a. Importance of Developing a Comprehensive Internal Policy to Govern OAA Programmes and Projects

6 responses



16b. Ease of Developing a Comprehensive Internal Policy to Govern OAA Programmes and Projects

6 responses



16c. Comments on Developing a Comprehensive Internal Policy to Govern OAA Programmes and Projects: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

6 responses

Not sure - I will leave this to a further group discussion

all

Its linked to all of them - OAA should lead by example - otherwise members will be less inclined to buy in to the need for reform.

5.0 Engagement Strategy

1) Environmental Scan

4) Elder-in-residence

14) Partnership / Co-Design with Indigenous Practitioners

This is related to item no. 10 and item no. 8. I believe the OAA needs to create a separate and executive role which deals with ADVOCACY. See the notes related to item 8d. Perhaps we could also create a not-for-profit organization - Architecture without Borders - that is responsible to the OAA and which advocates for communities in Ontario that are currently disadvantaged like many FN communities in Ontario are.

16d. Comments on Developing a Comprehensive Internal Policy to Govern OAA Programmes and Projects: What external partnerships do you feel would most benefit this strategy?

3 responses

n/a

OAA should consider joining CCAB's PAR (Progressive Aboriginal Relations) Program - this will make it much easier to develop internal processes and policies that support Indigenous initiatives and members.
<https://www.ccab.com/programs/progressive-aboriginal-relations-par/>

RAIC & Other provincial professional associations.

2020-06-04 **Additional notes (cut off from the Google forms pdf) from the Strategic Priorities Responses:**

1c. Comments on Conducting an Environmental Scan: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

ALL - This seems like a pillar for what the OAA Reconciliation Group wishes to accomplish. It is fundamental to assess what has been/is being done, how it has been/is being done and what has yet to be done. This document would in effect help guide all other endeavours taken on by the Group.

everything that we are considering will be informed by this

2c. Comments on Providing Procurement Advice to Owners: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

- 1) Environmental Scan
- 3) Elders Database
- 4) Elder-in-residence
- 5) Engagement Strategies for Public and Indigenous Projects

Unfortunately, much like sustainability and accessibility, clients are rarely willing to take on additional costs/representatives during the development of a project. Precedents on how this could be done would be essential, and possibly change in legislation to require the active involvement of indigenous representatives. Determination of what is considered "impactful" to indigenous persons would certainly be a challenge (pipelines, as a recent example), and would require the expertise of indigenous voices (ref. to strategies 3-4).

5,4,9,10,13,14,16

3c. Comments on Creating an Elder's Database: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

4.0 Elder in residence position at OAA

- 4) Elder-in-residence
- 6) Scholarships & Student Support
- 7) Potential Students Outreach

This could prove essential in creating a solid and far-reaching network. Strategies 6-7 would certainly be dependent on the knowledge of Elder's throughout communities.

In terms of De-colonization and the way that I, as a practicing Architect, currently think about the landscape of Ontario, land ownership, municipalities and jurisdictions, it would be helpful to have an Elder's Database. It would also be helpful to have a current map outlining the Indigenous regions in Ontario and who the leaders of those regions are. I'm not sure if the OAA has a list of

municipalities and Building officials and mayors but I imagine the creation of a complementary list of reserves and band leaders and Elder's that are part of those regions that we could communicate with on provincial and federal issues that affect them. In terms of implementation, this might be a project that we could hire a couple of students or Intern Architects to help develop.

4c. Comments on Establishing an OAA Elder in Residence: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

3) Elders Database

6) Scholarships & Student Support

7) Potential Students Outreach

8) CALA / CACB If we are to navigate reconciliation, the OAA would greatly benefit from having an active Elder's voice to guide the OAA.

This would be connected to and dependent on item 3 - the elder database. Similar to having an LGIC, it would be great to have an Elder in Residence. It would support the notion that Indigenous people are part of the public that we are to protect. It also would recognize Indigenous peoples as partners who co-exist within the colonized system we currently live in and which recognizes the Lieutenant Governor's representatives in Council.

2,3,5,9,10,12,14,15,16

6c. Comments on Providing Support Indigenous Architecture Students: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

Despite the truth that a scholarship could help FN students - there is substantial monies available already to those entering university...perhaps efforts could be directed towards younger students.

1) Environmental Scan

4) Elder-in-residence

7) Potential Students Outreach

8) CALA / CACB

13) Partnering with Allied Professions

1,4,7,9,11,16

7c. Comments on Stimulating Awareness of Architecture among Elementary and Secondary Students: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

My comments here are for both strategies 6-7. I understand the mandate of the OAA in regard to the education / reaching out to indigenous youth, and recognize the importance of publicizing the opportunities of the profession (grants, scholarships, resources) are a very important strategies in opening the door and rendering architectural education accessible to indigenous youths. As I mentioned to the Current OAA President, and when joining this group, I did have my concerns that this approach could lead to a type of unintentional "recruitment/conversion" of indigenous people. This being said, strategies 1, 3, 4, and 14 seem crucial in informing the OAA's approach. A better and deeper understanding of the issues at play, both with regard to the architectural profession and it's current education format and the indigenous population's view of architecture, would be required to reach out to youth. Accessibility to the profession by providing financial support and information is one bridge. Creating space and room for indigenous students to grow in architecture is a different matter. When making the architecture accessible to women, the profession had challenge sexism and misogyny in the work place. It is much the same for minorities groups: language, education, financial barriers can be removed, but racism prevented the current diversity the OAA has for many years. Sports that wish to reach out to LGBTQ youth must challenge homophobia within sports, not merely encourage youth to try it out and tough it out. Architecture in Canada remains inaccessible to indigenous youth for many of these reasons. Strategy 8 plays a big part in this, and we could benefit greatly from 13 in looking at how other professions have not just opened their doors, but made space for indigenous people.

boards of education, Ministry of Education

8c. Comments on Advocating for Reconciliation Within the Profession at the National Level: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

1) Environmental Scan 4) Elder-in-residence 10) Importance of Architecture in FN Communities 13) Partnering with Allied Professions Architects' education must change in Ontario, and in Canada in order to work towards reconciliation. The OAA has the responsibility to advocate to the CALA/CACB to implement changes.

1,5,6,8,10,11,13,16

9c. Comments on Developing a Continuing Education Thread for Indigenous Knowledge and Cultural Literacy: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

1,4,5,8,11,13,14,15,16

12c. Comments on Establishing an Ongoing OAA Responsibility for Reconciliation for Ontario Architects: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

All

14c. Comments on Encouraging Co-Design with FN Communities: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

1,2,3,4,5,9,10,11,13,14,16

15c. Comments on Educating OAA Staff, Councillors and Committee Members: Which of the other strategies do you feel this is most strongly connected to or dependent on and why?

4) Elder-in-residence

8) CALA / CACB

9) Continuing Education Sessions

10) Importance of Architecture in FN Communities

13) Partnering with Allied Professions

all

OAA De-Colonization Working Group (Reconciliation Roundtable)

Meeting Notes

Committee/Initiative: De-Colonization Working Group Meeting no. 2

Date: Friday June 5th, 2020

Time: 9:30am – 11:00pm

Location: Zoom Video conference call

Attendees: Brian Porter, Susan Speigel, Edward Winter, Andy Thomson, Settimo Vilardi, Cal Brook, Louis-Pierre Belec, Paul Hastings, Natasha Krickhan

Regrets: Eladia Smoke; Agata Mancini

Chair: John Stephenson

1. INTRODUCTION AND INDIGENOUS LAND RECOGNITION

- 1.1. Former OAA President and meeting host, John Stephenson (**JS**) started the meeting by noting that in lieu of an indigenous land recognition statement, current OAA VP of Strategy, Andy Thomson (**AT**), would play a short documentary by an Indigenous filmmaker.
- 1.2. **AT** introduced the documentary called “HEADDRESS” by J.J. Neepin, a female Indigenous Filmmaker and photographer Nadya Kwandibens. In his introduction, **AT** read a statement by JENNIFER PODEMSKI (an Indigenous actress and producer) who curated the BRAVE film festival that included this documentary in its festival lineup. The documentary can also be found on CBC Gem.
- 1.3. The documentary was shown.
- 1.4. **JS** asked the roundtable participants for their comments and feedback.
- 1.5. The documentary was well received as a moving contemporary document from an Indigenous perspective. Roundtable member, Edward Winter (**EW**) noted that Acknowledgement should lead to ACTION and that watching this documentary could encourage that. Listening to a spoken land recognition statement may become rote. Although important, it could lose its potency over time. OAA VP of Regulatory, Paul Hastings (**PH**) shared a message from his Indigenous wife (of the Mic Mac Nation) that ‘nothing should occur for us or about us without us.’ Roundtable member, Cal Brook (**CB**) requested a copy of the introductory statement by Jennifer Podemski. (See attached).

2. SURVEY RESULTS AND DISCUSSION

- 2.1. **JS** shared the (interim) survey results in terms of ranking. **JS** created 2 charts for review and discussion. (See attached) Strategy Evaluation Matrix 1.1 **sorted by ease of implementation** and Strategy Evaluation Matrix 1.1 **sorted by importance**. **JS** noted that there are some important voices whose perspectives haven’t yet been captured by the Survey. The hope is that they are able to fill in the survey and provide their comments within a week or two.
- 2.2. The following strategies were deemed to be **most important** by the group at this stage:

- 2.2.1. **Strategy #9** - Develop a Continuing Education Thread for Indigenous Knowledge and Cultural Literacy. This **ranked as most important** with a score of 4.83
- 2.2.2. **Strategy # 11, #15, #7, #12, and #10 all tied for second place** in terms of importance with a score of 4.67. The Strategies are as follows:
- 2.2.3. **Strategy #11** - Improve Collaboration with Other Professional Organizations Doing Similar Work
- 2.2.4. **Strategy #15** Educate OAA Staff, Councillors and Committee Members
- 2.2.5. **Strategy #7** Stimulate Awareness of Architecture among Elementary and Secondary Students
- 2.2.6. **Strategy #12** Establish an Ongoing OAA Responsibility for Reconciliation for Ontario Architects
- 2.2.7. **Strategy #10** Advocate Federally for the Importance of Architecture in Indigenous Communities
- 2.3. The following strategies were deemed to be the **easiest to implement**:
 - 2.3.1. Tied for first place are **Strategy #13** Partner with Allied Professions eg. Planning, Landscape Architecture and Interior Design and **Strategy #1** Conduct an Environmental Scan.
 - 2.3.2. Second, third and fourth place in terms of ease of implementation are as follows: **Strategy #11** Improve Collaboration with Other Professional Organisations Doing Similar Work; **Strategy #15** Educate OAA Staff, Councillors and Committee Members; **Strategy #9** Develop a Continuing Education Thread for Indigenous Knowledge and Cultural Literacy
- 2.4. **JS** asked the group for their comments.
 - 2.4.1. OAA VP of Finance, Susan Speigel (**SS**), noted that regarding **Strategy #10**, there appears to be lots of Capital Funding for Indigenous Communities, however, no soft costs seem to be available to hire architects and consultants to help with the planning and implementation of projects. Can Strategy #10 be broadened to advocate for Federal funding to be made available to cover soft costs so that architects can assist more directly, practically and meaningfully? **JS** noted that there is a Federal responsibility for First Nations, however, Urban Indigenous Populations fall under a shared responsibility of the Province and Municipalities and aren't captured in Strategy #10.
 - 2.4.2. **AT** shared that the OAA might consider setting up an award for Indigenous communities to learn about the profession of architecture. The award could be based on acknowledging a community INTEREST in architecture and not an award for the BEST submission. This could be an OAA catalyst for outreach. **SS** appreciated the idea of awarding an INTEREST as this seemed more equitable. OAA Councillor Natasha Krickhan (**NK**) commented that teaching an Indigenous community about architecture through a colonized lens (perhaps disconnected from the land) might miss the poetic, story-telling, and communal/healing aspects of Indigenous place making. (Post-meeting note that the author is not opposed to an award but that we have to be mindful of what we are teaching, who our audience is and that we have a lot to learn from our Indigenous Nations). **JS** noted work done by the OAA's old **CAUSE** program and Educational programs like "My sustainable Cities Initiative" taught by the not-for-profit company No. 9. **PH** reminded the group of his earlier comment "nothing about us without us".
 - 2.4.3. **NK** noted surprise that Strategy #4, Establishing an Elder in Residence, Strategy #3, Creating an Elder's Database were seen as less important and that Strategy #2, Providing Procurement Advice to Owners ranked so low on the list of priorities.

2.4.4. NK suggested working with the **RAIC** to move Strategy #10 forward. Roundtable Member Brian Porter (**BP**) shared some of his experiences as an RAIC committee member that works on Indigenous issues. There might be an opportunity for our OAA De-Colonization group to work together. **CB** is also a member of the **RAIC** committee and noted that the group is focused on empowering Indigenous Architects of that committee. **BP** noted that the **RAIC** committee does a lot of good work and is involved with commenting on Federal budget releases and there is a widespread interest for University architectural curriculums to incorporate mandatory Indigenous teachings. However, the RAIC committee is not good at establishing or identifying targets and goals or establishing its mandate. **BP** noted that the survey and rankings are a good start. It appears that all of the Strategies were important and that we needed to focus on how to sequence the strategies internally. It would be great to see a WORK PLAN with an ASSOCIATED BUDGET. We need a strategy before we bring an Elder on board.

3. RECOMMENDATIONS AND ACTION PLAN

- 3.1. JS** indicated that the OAA De-Colonization Working Group's mandate is to identify a series of recommendations. Our round table discussions will be turned into an action plan as part of a piece of Pre-Budget work for Council's review and approval. The OAA 2021 Budget is approved in the fall.
- 3.2. CB** asked if we would consider hiring an indigenous consultant to help write the strategy. **CB** mentioned a very senior consultant with decades of experience and who understands how Member Organizations work could help us draft an overview. This is important so that what we are recommending is real and not naïve. **JS** noted that a consultant could help us draft an OUTLINE FOR A TERMS OF REFERENCE. **CB** mentioned Tony Belacourt who is very familiar with the PAR (Progressive Aboriginal Relations) Certification Process (Offered by the Canadian Council for Aboriginal Relations – CCAB).
- 3.3. PH** mentioned a resource called "Ready, Willing & Able" which is a national employment program for persons with an intellectual disability or Autism Spectrum Disorder (ASD), might be able to help us with some of our projects.
- 3.4. NK** and **SS** suggested hiring a few Intern Architects or Students to help with an Environmental Scan (**Strategy #1**) over the summer months. This was identified as the easiest strategy to implement. Any requests for funding have to be approved by Council. The next Council meeting is June 25th, 2020. Funding student efforts would be part of an Interim recommendation. **SS** noted that a Draft of the request for funding should first go to PACT next week. **CB** noted that there is so much material available. Internationally, we should look to what New Zealand is doing. If someone could synthesize the information it would be helpful.
- 3.5 BP** noted that the technology is there for us to start to accrue information. **BP** would like the survey and responses to be digitized so that he and any number of folks could edit the document online, anytime. **JS** will post it as a google doc.
- 3.6 NK** committed to finding out about travel and accommodation costs associated with **Strategy #15** Educate OAA Staff, Councillors and Committee Members. **CB** noted that this is fairly inexpensive to do but needs to occur in person. **NK** to contact **CB** to get more info after the meeting.
- 3.7 JS** identified the following 3 steps that have become apparent as a result of today's roundtable discussion:
- 3.7.1 HIRE A CONSULTANT TO HELP US TO DEVELOP A STRATEGY (AWARENESS AND EDUCATION)**
- 3.7.2 HIRE A CONSULTANT TO HELP US TO CREATE AN OUTLINE FOR A TERMS OF REFERENCE (THE PRECURSOR TO A STRATEGY)**

3.7.3 ASSEMBLE AND SYNTHESIZE DOCUMENTS AND RESOURCES CREATED BY OTHER ORGANIZATIONS AS PART OF AN ENVIRONMENTAL SCAN

4. FINAL THOUGHTS

4.1. JS asked the group for their final comments. They are as follows (in no particular order):

4.1.1. SS mentioned that she was happy to be part of this group that is committed to picking up the pace. OAA processes can be lengthy.

4.1.2. EW found great value in the discussion. The written responses to the survey are great. However, it is when we engaged in discussing the responses as a group that perspectives may have changed. EW noted that the Client could be the Indigenous organization regarding Strategy #2, Providing Procurement Advice to Owners. This strategy then might be seen as more of a priority.

4.1.3. BP noted that there is so much work to do. For example, the CCDC 2-2008 Construction Contract – 80% of the document doesn't apply for First Nations, it doesn't extend to reserve locations. The changes that are being proposed could be contentious, expensive, and address living documents. We don't have to get it all right.

4.1.4. PH noted that the OAA has an opportunity and a responsibility to educate its membership. Note however that "nothing about us without us" is a motto we have to take to heart with everything we do including educating our membership.

4.1.5. CB noted that regarding a student position and models of practice that we should have a conversation with an Ontario based Architectural practice that works in this space. This would highlight issues that need to be addressed. Learn about how Indigenous Architects collaborate with Non-Indigenous Architects so that the Non-Indigenous Architects, Interns and/or Students don't go jumping into the space without the appropriate protocols.

4.1.6. AT spoke about an awareness training he took at a local Barrie Friendship Centre. There are appropriate protocols when reaching out to community and leaders. There is an appropriate pacing and gratitude that must be adhered to and expressed. There is a Nation to Nation relationship that is to be respected.

4.1.7. OAA VP Practice, Settimo Vilardi (SV) expressed gratitude for being included in the group. **SV** visited the OAA Chat Forum that **AT** set up. **SV** is in the process of reading through the documents posted on the OAA chat forum for this group and notes that the OPPI document posted there is quite good.

4.1.8. Louis-Pierre Belec (LPB) mentioned a friend who is doing her Masters in Indigeneity in the architecture profession. She could be a valuable asset in educating members of the OAA. She has been synthesizing information about what's been done. How can we get her involved?

5. NEXT MEETING

5.1. Wednesday June 17th, 2020 at 3:30pm to 5:00pm via zoom conference call

5.2. <https://us02web.zoom.us/j/82183089603?pwd=NmFNUFhuRTlUUmZRXK0VzYW5kbINCdz09>

5.3. Meeting ID: 821 8308 9603

5.4. Password: 377915



Ontario
Association
of Architects

FOR COUNCIL MEETING
June 25, 2020
(open)
ITEM: 5.1.a

President's Log

Date	Event/Meeting	Location	Attendees	Time
June 4	Governance Committee	Virtual meeting	w/committee members	1-3pm
June 9	SBEC Meeting	Virtual meeting	w/committee members	9:30-11:30am
June 9	RAIC AGM	Virtual meeting		12-2pm
June 9	Digital Seals Presentation	Virtual meeting	w/Council, Notarius rep	2-4pm
June 10	Executive Committee Meeting	Virtual meeting	w/Executive Committee	9:30-12:30pm
June 10	Strengthening the Regulations Working Group	Virtual meeting	w/Working Group	2-3pm
June 11	Large Firms Meeting	Virtual meeting	w/W. Johnston, A. Thomson	2-3pm
June 15	Call w/Carleton re greeting for Awards Ceremony	conference call	w/Carleton	9-9:15am
June 15	BAIDA Meeting	Virtual meeting	w/BAIDA,A.Thomson,A.Mancini, P.Hastings, A.Azadeh	5-6pm
June 16	Comprehensive Education Committee	Virtual meeting	w/committee members	12-4pm
June 18	PACT Meeting	Virtual meeting	w/committee members	1-4pm
June 22	Carleton Student Awards Ceremony	Virtual meeting	w/Carleton	4-6pm
June 23	OALA AGM	Virtual meeting	w/OALA	10am-12 noon
June 24	Pro-Demnity Board Meeting	Virtual meeting	w/Board Members, ProDem	9:30am-1pm
June 24	Pro-Demnity AGM	Virtual meeting	w/ProDem, Council	3-6pm
June 25	Council Meeting	Virtual meeting	w/Council	9:30am-4pm



Ontario Association of Architects

FOR COUNCIL MEETING
June 25, 2020
(open)
ITEM: 5.1.b

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Michelle Longlade
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

From: Kristi Doyle, Executive Director

Date: June 18, 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.

Background:

This report outlines specific activities that have occurred which have not been reported elsewhere in the Council package since the May meeting. With only four weeks between meetings, the following report is shorter than usual.

Internal and Administration

I have been attending the OAA offices once every two weeks to sign cheques and address a few other administrative/operations issues. OAA Maintenance Technician, John Thomas is onsite each day to ensure security of the building as well as receive mail and deliveries. He continues to be the main contact within the building as well as the final building project deficiencies are addressed.

OAA Administrator, Robin Darling and I have been working on the policies and procedures document that will be released shortly for the OAA Building in terms of 'return to work'. The document is consistent with public health and government directives and guidelines, as well as taking into consideration the composition of OAA Staff, and our day to day operations. At this point a return to the office date has not been identified.

Full staff meetings continue to occur once a week as well as individual meetings with the various service areas.

OAA Registrar, Christie Mills and I are settled into a routine of a regular weekly meetings on Friday mornings. We also hosted a short meeting with our four Lieutenant Governor in Council

appointees in the first week of June to provide an overview of the OAA's statutory committees and their roles and responsibilities as LGIC's in serving on those committees. At that meeting the four also made the appointment of Gaganjot Singh as the Complaints Review Councillor. This is a position required to be held by an LGIC appointee, and must be appointed by the LGIC's themselves.

OAA Communications Specialist, Marcia Cooper will be retiring from the OAA effective June 30. Marcia has been with the OAA for twenty-three years and we wish her all the best for a happy, health retirement!

OAA Activities/Policy and Industry Relations

Myself and Bruce Palmer, CEO & President of Pro-Demnity Insurance Company held our most recent 'regular' meeting on June 16. Palmer has agreed to participate alongside the OAA in a working group of the Construction & Design Alliance Ontario regarding insurance in the design & construction industry.

I had a regular 'check-in' meeting with my counter-part, Sharon Portelli of the Association of Registered Interior Designers Ontario (ARIDO). We spoke about a few administrative and operational issues of mutual interest, as well as scheduling a meeting of our joint task group in the near future to continue discussions around the regulation of interior design. This will be reported orally, elsewhere on the agenda.

Along with Vice President Thomson, I have attended a number of meetings of the Construction & Design Alliance of Ontario (CDAO) subcommittee on economic recovery. Further details are provided in the VP Strategic report elsewhere in the package.

We have engaged A/V Canada to provide the hosting and technical services for our upcoming virtual AGM on August 6. The required preliminary notice was sent to members on May 27. The Agenda package along with resolutions to be voted on will be sent to members in July.

National Initiatives

OAA Registrar Christie Mills and I participated in a virtual meeting of the Canadian Architectural Licensing Authorities (CALA) Administrators on June 16. Of specific discussion was the status of incorporation and formalization of CALA. Agreement to begin the legal work based on the original agreed to structure was reached and draft bylaws should be ready for each organization to consider in late August. The group also reviewed the draft proposal to revise the terms of reference for the individual CALA standing committees including staggering of representative terms and their length. The implementation and transition schedule for the revised IAP was also discussed at length with the intent of having all jurisdictions in sync, as much as possible.

A virtual meeting of the CALA regulators is being planned for September as there was consensus that most will likely not be prepared to meet in person as a full group in a location outside their province this fall.

The CALA administrators will be meeting again in late June.

Action: No action required.



Ontario Association of Architects

FOR COUNCIL MEETING June 25, 2020 (open) ITEM: 5.1.d

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Michelle Longlade
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

From: Governance Committee:

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

Date: June 15, 2020

Subject: Update on OAA Governance Committee activities

Objective: To provide Council with an update on recent activities of Committee including results of Skills Self-Assessment Tool for Council members.

Background:

The Governance Committee met on June 4 via Zoom. The Committee is planning their next meeting for the first week of July, to be held virtually on the Zoom platform.

As reported previously, one of the items that had been under discussion and development by the Governance Committee is a skills self-assessment tool. The implementation of this tool is consistent with current trends in the regulatory landscape and recommendations around good governance.

The Skills Assessment survey has been completed and the results were reviewed by the Committee at its June meeting. The following have been identified as general areas of skills and knowledge needing additional focus to complement the current Council:

- Marketing/Communications
- Insurance experience
- Education/Teaching
- Environmental/ecological experience
- Large practice experience

Staff are working on a general communication piece to members to communicate this information as well as the roles and responsibilities of Council members as we move into the call for nominations in the fall. This communication will also include messaging about the desire to broaden the diversity of Council.

Also reviewed at the June meeting was the proposed policies and procedures for the OAA in terms of returning to work at the headquarters. Administrator, Human Resources Robin Darling and Executive Director, Kristi Doyle will continue to refine this document as the situation evolves, however it is very detailed and the committee is comfortable with the approach.

Action:

No action is required on the part of the Council at this time.

Memorandum

To: Council

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

From: Susan Speigel, Senior Vice President & Treasurer

Date: June 15, 2020.

Subject: Financial Statements for the Six Months Ended May 31, 2020 and COVID 19 Impact Update

Objective: To provide the financial statements for Council information.

Background:

Attached for your information are Financial Statements for Six Months Ended May 31, 2020 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 committee budget vs. actual spending).
5. Statement of Members Equity (current restricted and unrestricted reserve amounts).

As of May 31, 2020 items that have been approved and which reduce the Council Policy Development Contingency include:

Policy Contingency-December 1, 2019	\$112,786
Approved:	
Appeal - OMB Re: City of Toronto By-law	21,000
QBS Documents Review and Update	<u>10,000</u>
Total funds allocated as at March 31	31,000
No. 9 – Imagining My Sustainable City Project for 2020	25,000
(RFQ) to develop Total Energy Use Intensity (TEUI) Calculator	<u>6,000</u>
Total funds allocated as at May 31	
Council Policy Development Contingency available	<u>\$50,786</u>

ITEMS of NOTE for May 31, 2020:

Fees received to date are \$ 5,904,445, about \$104K above fees received at the same time last year, which is anticipated year to year variance based on increased membership numbers.

Web Maintenance/Hosting show an increase of \$10K due to staff working remotely and using meeting platforms such as Zoom, Skype, Webex.

Computer operations increased by \$12K due to staff working from home and require more IT support and accessories.

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 \$52K due to Conference 2020 being cancelled and the awards program being postponed to a later date.

Mortgage Interest & Fees have increased by \$65k over last year as there was no mortgage payments in 2019.

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 May 31, 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 May 31 current impacts are as follows;

- As of May we have begun 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.
- As noted in March, the OAA Awards celebration has been postponed, however expenses expected on this front will likely be incurred in late 2020.
- Interest rates in GIC's have currently dropped, however we are taking advantage of a Premier Investment Account that is allowing us to maintain the same interest rate (1.8) as previously budgeted. No anticipated decrease expected for 2020 interest revenue.
- As of May 31, 2020 95% of the membership fees have been collected, therefore there has been no impact on revenue relative to membership dues.
- As of May 31, 2020 an estimated 85% of the certificate of practice fees have been collected. The actual collected as of April 30 was 79%. The deadline has been extended to July 31.

Action: For information, no action required.

ONTARIO ASSOCIATION OF ARCHITECTS

Balance Sheet

As At May 31, 2020

	2020	
ASSETS		
CURRENT		
Petty Cash	500	
Cash-CIBC	281,496	
Cash-Scotiabank	0	3,646,935
Cash-Premier Investment Account (PIA)	3,364,940	
Term Deposits - General	3,354,196	3,354,196
Accounts Receivable	-70,727	
Long Term Member Accounts Receivable	7,769	
NSF Cheques	-2,609	
Fee Validation Project	0	
Accrued Interest	0	
HST - Input Tax Credits	59	
HST Receivable	45,157	(20,351)
Prepaid Expenses	466,456	
Prepaid Miscellaneous	151	
Inventory	16,433	483,041
Total Current		7,463,821
LONG TERM		
Land	470,000	
Furniture & Equipment	549,481	
Computer Equipment	674,726	
Website Development	404,522	
Building - 111 Moatfield Drive	10,863,824	
Building Additions	1,828,089	
Total Property & Equipment		14,790,642
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	
Total Accumulated Depreciation		(3,552,088)
Net Fixed Assets		11,238,554
Investment in Pro-Demnity	28,652,539	28,652,539
Total Assets		47,354,914

LIABILITIES**CURRENT**

Accounts Payable	-24,522	
Refund Clearing	1,678	
CExAC Payable	-440,282	
CExAC Operating Fund	1,013,521	
Int'l Relations Comm Payable	0	
Fee Validation Project	0	
RBC-LTD Clearing	5,522	
Energy Benchmarking Tool	0	
Stale Dated Refund	214	
HST Payable	0	
		556,131
Deferred Revenue - Fees	481,015	
		481,015
Mortgage Payable - Current	96,998	96,998
Total Current		1,134,144

LONG TERM

Mortgage Payable - Long Term	4,639,542	
Total Long Term Liabilities		4,639,542

Total Liabilities**5,773,686****EQUITY**

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)	2,686,569	

Members Equity Closing**39,554,090****Total Liabilities & Equity****45,327,777**

2,027,137

Members' Equity:

Invested in:

Pro-Demnity Insurance Company	28,652,539	
Cumulative Net unrealized gains and losses on available for sale financial assets		28,652,539
Property & Equipment	6,502,013	
Major Capital Reserve (Internally Restricted)	825,074	
Operating Reserve	764,627	
Legal Reserve Fund (Internally Restricted)	52,500	
Unrestricted	2,757,337	39,554,090

OAA Members' Equity

10,901,551

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Cash Flows

Six Months Ended May 31, 2020

Operating Activities:

Excess (deficiency) of revenue over expenses	2,686,569
--	-----------

Add items not involving cash:

Amortization of property and equipment	679,932
Loss on Disposal of property and equipment	
Income from investment in Pro-Demnity Insurance Company	0

Net change in non-cash working capital items:

Accounts receivable	369,661
Inventories	368
Prepaid expenses	(46,714)
Accounts payable and accrued liabilities	(694,214)
Deferred revenue	0
Major Capital Reserve Fund (Internally Restricted)	558,140
Operating Reserve Fund (Internally Restricted)	0
Legal Reserve Fund (Internally Restricted)	0

Cash flows from operating activities	3,553,742
---	------------------

Financing Activities:

Mortgage Payable - Current	(96,998)
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Cash flows from financing activities	(96,998)
---	-----------------

Investing activities:

Short-term deposits	536,147
Purchase of property and equipment	(273,141)

Cash flows from investing activities	263,006
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Net increase/(decrease) in cash during the year	3,719,750
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Cash, beginning of year	383,575
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Cash, end of period	4,103,325
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ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Revenue and Expenses
Six Months Ended May 31, 2020

	2019			2020												Salaries by %
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE			
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total		
REVENUE																
Fees	5,800,047	90.4%		5,904,445	98.6%	6,236,715	81.2%	6,236,715	81.2%		0					
Classifieds Revenue	9,163	0.1%		7,500	0.1%	24,000	0.3%	24,000	0.3%		0					
Conference Revenue	537,234	8.4%		0	0.0%	1,072,530	14.0%	1,072,530	14.0%		0					
Continuing Education:				0												
Admission Course Revenue	10,938	0.2%		2,450	0.0%	21,000	0.3%	21,000	0.3%		0					
Continuing Education Revenue	1,250	0.0%		11,457	0.2%	68,400	0.9%	68,400	0.9%		0					
Starting An Architectural Practice	13,986			22,869		66,150	0.9%	66,150	0.9%		0					
Documents, Job Signs & Other Revenue	7,852	0.1%		6,473	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	18,990	0.3%		29,009	0.5%	70,000	0.9%	70,000	0.9%		0					
Misc Fees	0	0.0%		0	0.0%	0	0.0%	0	0.0%		0					
Pro-Demolity:	0			0												
PCS Transfer	0	0.0%		0	0.0%	2,843	0.0%	2,843	0.0%		0					
Recovery of Discipline Charges	15,733	0.2%		4,000	0.1%	25,000	0.3%	25,000	0.3%		0					
Total Revenue	6,415,193	100.0%		5,988,204	100.0%	7,676,638	100.0%	7,676,638	100.0%		0					
EXPENDITURES																
Council & Executive	443,739	12.9%		451,784	13.7%	1,099,705	14.3%	1,099,705	14.3%		0					
Attendance-Selected Conference	0			0		0		0			0					
AGM (Annual General Meeting)	1,275			0		35,768		35,768			0					
Committees & Task Groups:	0			0		0		0			0					
ACT/Reg Amendments Review	0			0		0		0			0					
OAA Governance Committee	0			1,719		590		590			0					
Budget Committee	0			0		0		0			0					
Construction Design Alliance Ontario (CDAO)	1,377			0		6,780		6,780			0					
HR Committee	201			0		3,505		3,505			0					
Joint OAA/Arido Task Group	2,888			7		7,988		7,988			0					
Joint OAA/Pro-Dem Working Group	204			313		0		0			0					
Miscellaneous Committee Expense	-544			2,109		5,000		5,000			0					
OAA/OGCA Best Practices Committee	982			98		2,748		2,748			0					
Policy Advocacy Coordination Team (PACT)	13,845			13,753		99,994		99,994			0					
Sustainable Built Environment Committee	3,308			0		8,300		8,300			0					
Council & Executive	149,938			116,040		245,954		245,954			0					
Legal:																
Legal General	3,468			4,507		25,000		25,000			0					
Liaison With Gov't & Other Organizations	1,440			593		5,000		5,000			0					
National:	0			0		0		0			0					
Canadian Architectural Certification Board (CACB)	26,638			8,320		55,000		55,000			0					
CALA Meetings	35,133			-3,339		83,115		83,115			0					
International Relations Committee	156			9,346		5,415		5,415			0					
RAIC Festival	0			0		18,459		18,459			0					
Tri-National Agreement	0			0		0		0			0					
OAAAS	11,694			74,184		67,200		67,200			0					
Society Chairs Workshop	0			241		8,829		8,829			0					
Salaries & Benefits Council & Exec	191,735			223,893		415,060		415,060			0					14.60%
Regulatory:	418,303	12.1%		563,762	17.1%	1,281,384	16.7%	1,281,384	16.7%		0					
Committees:																
Complaints Committee	7,653			7,527		28,591		28,591			0					
Discipline Committee	0			301		15,584		15,584			0					
Elections Task Group	0			0		0		0			0					
Experience Requirements	10,678			3,612		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	0			665		5,373		5,373			0					
The Interns' Committee	599			927		11,433		11,433			0					
Exam for Architects in Canada (ExAC):																
ExAC Exam Administration	840			-1,981		42,850		42,850			0					
Legal:	0			0		0		0			0					
Act Enforcement	3,341			20,378		55,000		55,000			0					
Appeals	21,294			10,375		110,000		110,000			0					
Discipline Hearings	5,150			68,213		125,000		125,000			0					
Fees Mediation	0			0		2,500		2,500			0					
General	2,352			4,003		45,000		45,000			0					
Registration Hearings	0			21,893		5,000		5,000			0					
Salaries & Benefits - Registrar	366,397			427,850		781,792		781,792			0					27.90%
Practice Advisory:	174,414	5.1%		192,745	5.8%	491,930	6.4%	491,930	6.4%		0					
Legal-Practice	1,292			0		5,000		5,000			0					
Committees:																
Engineers, Architects, Building Officials (EABO)	431			0		3,687		3,687			0					
Practice Resource Committee	9,799			2,551		36,784		36,784			0					
Subcommittee on Building Codes & Regs (SCOBCAR)	48			38		11,420		11,420			0					
Practice Advisory Service Task Group	0			0		0		0			0					
Small Practice Information Forum (SPIF)	0			0		1,500		1,500			0					
Salaries & Benefits - PA	162,843			190,156		433,539		433,539			0					12.40%
Communications:	456,278	13.2%		393,680	11.9%	916,853	11.9%	916,853	11.9%		0					
Committees:																
Awards Steering Committee	-8			223		0		0			0					
Communications Committee	3,861			1,764		29,470		29,470			0					
Community Outreach Program	0			0		1,046		1,046			0					
Content Creation/Publications	0			0		0		0			0					
Cyber Security Insurance	8,820			4,334		4,400		4,400			0					
French Translation Costs	0			0		5,000		5,000			0					
Honors & Awards	43,698			-8,566		100,849		100,849			0					
Media Relations Program	43,091			0		71,235		71,235			0					
Miscellaneous	3,205			1,654		1,000		1,000			0					
Perspectives (Income & Expenses)	0			0		0		0			0					
P.R. Sponsorship Opportunities	50,827			7,700		51,382		51,382			0					
Scholarships and Awards (Trust Fund)	26,840			27,300		28,000		28,000			0					
Societies:	0			0		0		0			0					
Society Liaison Travel	7,507			647		11,455		11,455			0					
Society Funding	0			64,970		60,000		60,000			0					
Special Program Funding	45,980			31,000		80,000		80,000			0					
Society Chairs Meeting - Conference	1,557			278		11,666		11,666			0					
Trade Shows	1,000			0		32,538		32,538			0					
University Funding	10,000			10,000		25,000		25,000			0					
Web Maintenance/Hosting	18,166			28,484		20,023		20,023			0					
Salaries & Benefits - Communications	191,735			223,893		383,789		383,789			0					14.60%
Conference:	497,423	14.4%		290,083	8.8%	1,188,120	15.5%	1,188,120	15.5%		0					
Conference Committee	0			0		0		0			0					
Conference	425,195			205,740		1,031,762		1,031,762			0					
Salaries & Benefits - Conference	72,229			84,343		156,358		156,358			0					5.50%
Continuing Education:	101,227	2.9%		101,975	3.1%	430,078	5.6%	430,078	5.6%		0					
ConEd Committee	0			1,116		68,541		68,541			0					

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Revenue and Expenses
Six Months Ended May 31, 2020

	2019			2020			2020			2020			2020			Salaries by %
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	
Practice Consultation Service:		0	0.0%		0	0.0%		5,686	0.1%		5,686	0.1%		0	0	
Salaries & Benefits - PCS		0			0			5,686			5,686			0	0	
Administration:		360,875	10.5%		429,528	13.0%		762,873	9.9%		762,873	9.9%		0	0	
Audit Fees	-3,500			0			27,000			27,000			0			
Audit Committee	215			22			415			415			0			
Bank Charges:																
Bank Charges	1,134			1,325			2,200			2,200			0			
Fees Processing Charges (Formerly Credit Card)	-1,851			5,083			10,000			10,000			0			
Visa Service Charges	750			1,931									0			
Computer Operations	11,297			23,748			38,898			38,898			0			
Documents, Job Signs & Other	11,181			5,790			27,000			27,000			0			
General Expenses	5,922			5,803			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			20,475			20,085			20,085			0			
Mailing Costs:																
Postage & Delivery	8,517			6,693			27,000			27,000			0			
Member Mailings	7,360			7,031			9,000			9,000			0			
Printing & Office Supplies	13,305			11,747			35,000			35,000			0			
Subscriptions & Memberships	7,001			20,578			20,407			20,407			0			
Telephone & Communication:																
Internet Access & Hosting	9,748			9,405			20,000			20,000			0			
Telephone	7,472			6,481			16,000			16,000			0			
Video Conferencing	0			433			5,000			5,000			0			
Uncollectible Accounts	0			0			0			0			0			
Salaries & Benefits - Admin	252,144			294,435			481,868			481,868			0			19.20%
Building:		118,132	3.4%		178,377	5.4%		670,791	8.7%		670,791	8.7%		0	0	
Building Committee	21,540			3,638			43,391			43,391			0			
Commercial Insurance	18,654			25,355			25,000			25,000			0			
Heat, Light & Water	70			10,728			15,000			15,000			0			
Maintenance & Security	27,710			22,645			150,000			150,000			0			
Mortgage Interest & Fees	31,888			97,079			401,400			401,400			0			
Property Taxes	18,270			18,932			36,000			36,000			0			
Council Policy Development:		69,420	2.0%		19,769	0.6%		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	0						0			0			0			
Prior Years' Development:																
Appeal - OMB Re: City of Toronto By-law	0			10,209			25,000			46,000			-21,000			PACT-Line 46
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 Projects	0									0			0			
Logo Redesign Project	185			-440			11,500			11,500			0			
Venice Biennale	0									0			0			
QBS Documents Review and Update	0			10,000						10,000			0			
Website Redesign	61,343												0			
Depreciation		636,463	18.5%		679,932	20.6%		679,932	8.9%		679,932	8.9%		0	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			
Expenditures before Extraordinary & YE Items		<u>3,276,274</u>			<u>3,301,635</u>			<u>6,996,706</u>			<u>6,996,706</u>			<u>10,000</u>		
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		<u>3,138,919</u>			<u>2,686,569</u>			<u>679,932</u>			<u>679,932</u>			<u>-10,000</u>		
Extraordinary & Year End Items		170,658	5.0%		0	0.0%		0	0.0%		0	0.0%		0	0	
Building Renovation: Utility Bills Jan-March'18	0			0			0			0			0			
Insurance Claim/Renovation Portion	0			0			0			0			0			
Loss on Disposal-F&E	0			0			0			0			0			
Lease & Moving Costs-Renovation	170,658			0			0			0			0			
Return on investment in Pro-Deminity	0			0			0			0			0			
Total Expenditures		<u>3,446,932</u>			<u>3,301,635</u>			<u>7,676,638</u>			<u>7,676,638</u>			<u>10,000</u>		
TOTAL REVENUE		<u>6,415,193</u>			<u>5,988,204</u>			<u>7,676,638</u>			<u>7,676,638</u>			<u>0</u>		
TOTAL EXPENDITURES		<u>3,446,932</u>	100.0%		<u>3,301,635</u>	100.0%		<u>7,676,638</u>	100.0%		<u>7,676,638</u>	100.0%		<u>10,000</u>		
SURPLUS(+)/DEFICIT(-)		<u>2,968,261</u>	100.0%		<u>2,686,569</u>	100.0%		<u>0</u>	100.0%		<u>0</u>	100.0%		<u>-10,000</u>	100.00%	
																4,713,706

ONTARIO ASSOCIATION OF ARCHITECTS

Committee Statement

Six Months Ended May 31, 2020

	2019		
	BUDGET	BUD PROJECTION	ACTUAL
Business	60,714	60,714	13,326
Audit Committee	415	415	22
Budget Committee	0	0	0
Building Committee	43,391	43,391	3,638
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	7
Joint OAA/Pro-Dem Working Group	0	0	313
Trustees			
Strategic			
Government Relations	6,780	6,780	0
Construction Design Alliance Ontario (CDAO)	6,780	6,780	0
Housing Affordability Task Group	0	0	0
Demographics	108,294	108,294	13,753
Policy Advocacy Coordination Team (PACT)	99,994	99,994	13,753
Sustainable Built Environment Committee	8,300	8,300	0
Communications	98,011	98,011	3,102
Awards Steering Committee	0	0	223
Communications Committee	29,470	29,470	1,764
ConEd Committee	68,541	68,541	1,116
Conference Committee	0	0	0
Regulatory	114,242	114,242	13,031
ACT/Reg Amendments Review	0	0	0
Complaints Committee	28,591	28,591	7,527
Discipline Committee	15,584	15,584	301
Elections Task Group	0	0	0
Experience Requirements	45,939	45,939	3,612
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	927
Practice	54,639	54,639	2,688
Engineers, Architects, Building Officials (EABO)	3,687	3,687	0
OAA/OGCA Best Practices Committee	2,748	2,748	98
Practice Resource Committee	36,784	36,784	2,551
Subcommittee on Building Codes & Regs (SCOBCAR)	11,420	11,420	38
	442,680	442,680	45,901

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Members Equity

Six Months Ended May 31, 2020

Members Equity Year to Date (YTD)

Total Members Equity

Less: Current YTD Surplus from P&L

Less: Allocated Reserves (Restricted)

Legal Reserve

Major Capital Reserve

Operating Reserve

Less: Pro-Demnity Insurance

Less: Property & Equipment

YTD Unrestricted Members Equity Available for Allocation

Future Reserve Allocation

2020 Projected YE Reserve Allocation (Restricted)

Legal Reserve

Major Capital Reserve

Operating Reserve

Remaining Unrestricted Members Equity 2019 YE

Detail	Total
	39,554,090
	2,686,569
	1,642,201
52,500	
825,074	
764,627	
	28,652,539
	6,502,013
	70,768
	60,000
40000	
10000	
10000	
	10,768

Proof

0

Any Surplus or Deficit at Year End is transferred to the Members Equity. Council determines at Year End the

Major Capital Reserve Fund

Operating Reserve

Legal Reserve

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Michelle Longlade
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

From: Andy Thomson, Vice President Strategic

PACT Committee Members

Andy Thomson (Chair)
Toon Dreessen
Kristiana Schuhmann
Settimo Vilardi

Len Abelman
Kathleen Kurtin
Susan Spiegel

Date: June 15, 2020

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

Objective: To provide Council with an update under the Vice President Strategic portfolio

Background:

Policy Advocacy Coordination Team (PACT):

PACT last met on May 5, 2020 and will meet next on June 18, 2020. Since their last meeting, World Architecture Day activities have started. On June 8, 2020 an initial call for nominations went out to all MPPs across Ontario and responses have started rolling in. Currently, there are eight building nominations from four MPPs. To help PACT achieve their goal of expanding the reach of this event, Council members will be encouraged to reach out to their local MPPs and ask them to nominate one of their favourite buildings as a contender for this year's Queen's Park Picks. The initial email that went to MPPs from the President will be forwarded to you so that you can include your own personal message and send along to your MPPs. If you require assistance with this, please contact [Adam Tracey](#) or [Sara Trotta](#).

Large Firms Meeting with the City of Toronto's Chief Building Official: On June 11, 2020, the OAA's President and Vice President Strategic were joined by representatives of some of Ontario's largest firms to meet with the City of Toronto's Chief Building Official, Will Johnston. It was a very positive meeting and Johnston is keen to continue meeting with this group towards the end goal of modernizing building services. A second meeting is currently being planned.

Large Firms Meeting with the City of Toronto's Chief Planner: Similarly, plans are in progress for OAA and large firm representatives to meet with the City of Toronto's Chief Planner, Gregg Lintern. Currently, the OAA is awaiting proposed dates from Lintern's office.

Quality Based Selection Kit Refresh: This refresh project is near completion. QBS Canada has provided their report and a draft PowerPoint presentation that PACT will review at the upcoming meeting. The consultant has provided a short list of recommendations including renaming quality-based selection to qualifications-based selection and sunsetting the template documents to move more into a strictly promotional and advocacy role. The report has been attached.

PIPEDA: A final draft of the privacy policy guide has been created. Once it has had a final review by PACT, it will be posted on website for member use at their firms. The guide does caution that it is not legal advice and that members should all seek legal advice before publicizing their own privacy policies.

Meetings

City of Toronto Broader Construction Association Consultation Group (BCACG)

No meetings have been held since November, 2019. OAA staff participated in a call with City of Toronto staff regarding *Engineering & Architecture Consulting Services – Market Sounding*. As a follow up to the call, the OAA sent written feedback in late May.

Construction and Design Alliance of Ontario (CDAO)

The CDAO last met on May 19. Meetings of the CDAO working groups (Economic Recovery; Insurance & Unacceptable Terms in Contracts) have continued on roughly a weekly basis. Bruce Palmer of Pro-Demnity has been involved in the latter working group alongside the OAA.

Action: No action required.

Attachments:

- QBS Kit Recommendations
- Privacy Policy Guide

OAA QBS Materials Review

May 27, 2020

Overview

As part of a review of the QBS advocacy materials currently used by the Ontario Association of Architects (OAA) QBS Canada has completed the following.

- A review of the OAA QBS web content
- A review of the OAA QBS presentation
- A review of the OAA QBS procurement templates
- A review of QBS advocacy documents posted on the most relevant websites of state, provincial, national architecture and engineering association websites in North America.
- A review of QBS related research papers on several academic research websites.

Recommendations

1. Use the term “Qualifications-Based Selection” Instead of “Quality Based Selection”.
 - Qualifications-Based Selection is the North American industry term used in research, case studies, and association advocacy materials. Quality Based Selection is used in some overseas jurisdictions.
 - Shifting to Qualifications-Based Selection makes it easier to build on the foundation of North American evidence already using this term.
 - US legislation (The Brooks Act) which is often cited when referring to QBS uses the term Qualifications-Based Selection.
 - The term Quality Based Selection has been used occasionally in North America to imply that an architectural engagement should be awarded to the best design solution, instead of the most qualified firm, thereby endorsing design competitions. This is at odds with the Qualifications-Based Selection process, which states that an architecture firm should be selected based on its relevant expertise as demonstrated by past projects and experience – not on speculative, low-fee, or even fully compensated design competitions.
2. Response to the key points from the July 23, 2029 OAA QBS conference call.
 - There are many jurisdictions in North America that have substantial and high quality QBS resources. I believe the OAA approach should be to utilize as many of these as possible for several reasons.
 - i. Cost effectiveness.

- ii. Using and identifying materials from other jurisdictions lends weight to the argument for the adoption of QBS as it illustrates the endorsement of QBS by other credible organizations.
 - iii. Soliciting the authorized use of these materials (such as the Yes2QBS video from ACEC BC) creates organizational connections that strengthens the QBS advocacy community and movement.
- It makes sense to show options to QBS so that QBS is understood within the procurement environment. These have been included in the Appendix A materials for the website (Referrals, Price-Based RFP, Best Value, Design Competitions). However, it is beyond the scope of this engagement to explore other procurement methods except for the purpose of comparison to QBS.
 - It is my recommendation that the existing OAA QBS documents not be reused. Existing materials from other jurisdictions can easily fulfill their function on the OAA site and updating these will be a substantial duplication of other available resources.

Just as a side note – QBS is best described as an “ideology with many methodologies”. To that end I think the OAA should focus on promoting the ideology and direct interested parties to the many other existing methodologies (see Appendix A).

I believe that the OAA will best serve the QBS advocacy movement (and OAA members and clients) if it focuses its resources on promoting the QBS ideology and other available QBS materials, instead of providing “procurement consulting” on a specific QBS methodology.

- As well, the QBS manual *Buying Professional Services: Replacing the Price-Based Request for Proposal with Qualifications Based Selection* will be provided to the OAA by Beyond Referrals to use as a free download for a two-year period as part of this engagement.
- A budget could be allocated to create an bespoke version of the above manual for the OAA as part of a QBS awareness campaign (see the ICA example at <https://theica.ca/qbs>) but again there exist many other architecture/engineering related resources already. The Institute of Communications Agencies (ICA) created their own version (with QBS Canada) of a QBS manual simply because there are almost no other communications/marketing industry QBS resources.
- A QBS awareness campaign should be considered (see the ICA example at <https://the-message.ca/2019/03/29/could-qbs-unseat-the-rfp-when-it-comes-to-new-business-the-ica-says-it-can/>).
- The OAA should consider an RFP watchdog type of program where members and the public could report “bad RFPs” (see the ICA example <https://theica.ca/pitch-watchdog>).
- There is a need for evidence and not just claims. To that end evidence has been provided with links to studies and research.

3. A new version of a QBS advocacy PowerPoint has been provided that references many of the resources listed in Appendix A.
4. In the new website, on the page Hiring an Architectural Practice, use the structure and copy provided in Appendix A and significantly expand the connection to other QBS resources from around the globe including video and publications.
5. A review of the association and academic websites can be summarized as follows.
 - Virtually every state and provincial architecture and engineering association has some documentation relating to QBS advocacy.
 - Typically, they are sharing information from:
 - i. Their national association
 - ii. Another regional or foreign association within their industry
 - iii. The Chinowsky/Kingsley research
 - iv. An association or information source from outside of their industry
 - Some states such as Michigan and Colorado have dedicated QBS advocacy organizations or sites with some custom tools and information.
 - There is a dearth of academic studies and research on QBS solely relating to architecture but several studies on A/E/C in general.
 - Some “academic” research is woefully inaccurate. As an example...
 - i. Qualifications Based Selection - A practical Approach That Works (2016) by Allen Lucas from Utilities Kingston in Kingston Ontario can be found on www.researchgate.net but clearly they are not using QBS as price is a requested and evaluated criterion.
 - ii. This reinforces that one of the key messages about QBS is that price is NOT an initially assessed criterion. Many professionals still do not understand this foundational element of QBS.
 - We have identified a few new studies underway.
 - i. A revamp of the original Chinowsky/Kingsley report planned (and partially funded by the OAA) for release in Q1 2021.
 - ii. A study in partnership with the University of Alberta planned for completion in 2021 examining the use of qualifications as a decision criterion for the procurement of professional design services. Again, in this study it is unclear if they are evaluating QBS or Best Value (where qualifications and price are evaluated criteria).

Appendix A (New website copy)

Qualifications-Based Selection Is the Global Procurement Standard for Architecture Services

The Ontario Association of Architects recommends the use of the Qualifications-Based Selection (QBS) procurement process.

Qualifications-Based Selection (QBS) is a procurement process for the competitive selection of architectural and engineering services under which the most appropriate professional or firm is selected based on qualifications such as knowledge, skill, experience, and other project-specific factors, rather than on fees. Fair and reasonable fees are negotiated with the top-ranked firm for an agreed-upon scope of services.

NIGP: The Institute for Public Procurement

How QBS Works – Select the Most Qualified Firm First, Then Negotiate A Fair Price with That Firm

(INSERT ACEC YES2QBS VIDEO [HERE](http://yes2qbs.com/) <http://yes2qbs.com/>)

With QBS, firms are selected based upon their qualifications to do a project, instead of their low bid.

A QBS, Request for Qualifications (RFQ) process is almost identical to a Price-Based Request for Proposal process except that it does not request a price from the vendor. And in some instances, clients may choose to disclose an approximate budget to proponents so that they can provide more detailed information in their proposals about things such as team members, process and timelines.

Once the most qualified firm has been identified through the RFQ process, then price and detailed scope negotiations are undertaken with only the most qualified firm.

In this regard QBS is also unique in that during the pre-award scoping and budgeting negotiations with the most qualified firm, cost drivers and cost-reduction opportunities such as Construction Contract Administration can be appropriately discussed and dealt with before the project is awarded instead of using change orders part-way through the construction when it is most difficult to address.

Having already invested substantially in the selection process, the most qualified firm has a significant incentive to provide a fair price – otherwise their negotiations will be terminated, and the client will engage with the second most qualified firm.

In this way price is kept fair, while quality is kept high.

Does the QBS process sound familiar? It should, as it's the same process most firms use when hiring staff. So, if your human resources department can use it to make million dollar hiring decisions for staff architects (\$100,000 annual salary x 10 years of service = \$1,000,000) why do contract architects require a low bid to be selected? [USE THIS AS A BREAKOUT OR SIDEBAR SECTION]

When price is even a small part of the evaluation process vendors perceive that if they aren't one of the lowest prices – regardless of how qualified they may be – they are unlikely to win the project.

This forces vendors to propose stripped down pricing for the least viable, least innovative version of the project knowing that the real cost of the project is likely higher, and that unevaluated criteria like reducing long-term operating costs will be overlooked in order to reduce the price of the proposal. You can start to see how short-term cost-reductions at the proposal stage can exponentially multiply long-term costs to the client.

Especially when you recognize that the design fees on a project are only a very small percentage of the total construction cost but those design fees determine how cost-effective the rest of the project, including its long-term operating and maintenance costs, will be.

Of course, low-cost proposals are a key driver of change-orders during the project – a situation that creates project cost overruns and turns buyers and vendors into adversaries instead of partners.

This does not mean that vendors are being deceptive with their proposals – it is simply a consequence of having price as a part of the evaluation.

Ever wonder why a new building awarded for construction at \$100 million becomes \$150 or \$200 million by the time it is finished? Or that it does not last as long as it should? One of the most significant contributing factors, may be that it was awarded using a process that used low price as one of the evaluation criteria. [USE THIS AS A BREAKOUT OR SIDEBAR SECTION]

QBS has been recognized globally as the procurement process that results in clients hiring the most appropriately qualified architecture firm, at the fairest price, with the least project cost over-runs.

You can read the Maryland (price) versus Florida (qualifications) case study [here](#).

QBS Protects the Client Better Than A Price-Based Procurement

A joint research study by the buyers (American Public Works Association) and the vendors (American Council of Engineering Companies) in partnership with The University of Colorado and Georgia Institute of Technology, shows that when architecture firms are hired using the QBS process, clients benefit from fewer project delays, fewer cost increases, and greater project satisfaction.

Read the benchmark study from Dr. Chinowsky and Dr. Kingsley [here](#).

QBS, Price-Based RFPs, and Best-Value Procurement Processes All Evaluate Price, But QBS Assesses Price More Accurately

Since 1972 [The Brooks Act](#) has made it illegal in the US to use price when selecting architects and engineers for federal contracts. Since then almost every state has also implemented “mini-Brooks Acts”.

Public agencies that use Qualifications-Based Selection (QBS) to procure architectural and engineering (A/E) services are better able to control construction costs and achieve a consistently high degree of project satisfaction than those using other procurement methods, according to a two-year study led by Paul S. Chinowsky, PhD of the University of Colorado and Gordon A. Kingsley, PhD of Georgia Tech.

The authors, both experts and noted researchers in the engineering and construction field, contend that QBS should continue to be the procurement method of choice for public contracting officers seeking to acquire A/E services to meet increasingly challenging infra-structure needs.

Dozens of organizations around the globe identify QBS as the selection process that provides the most benefit to architecture clients including:

[NIGP: The Institute for Public Procurement](#)

[Federation of Canadian Municipalities](#)

[Royal Architectural Institute of Canada](#)

[QBS Canada](#)

[QBS in Quebec](#)

[Association of Architects in Private Practice of Quebec](#)

[American Public Works Association](#)

[American Institute of Architects](#)

[Association of Consulting Engineering Companies](#)

[American Council of Engineering Companies](#)

[QBS Colorado](#)

What is NOT QBS?

- Any procurement methodology that evaluates price as part of the selection process is not QBS – even if price is just 5% of the assessment. While QBS does evaluate price – it does so AFTER the most qualified architecture firm has been identified. At that point, the firm cannot win the project with a low price but it can lose the project with a price that is too high.
- “Best Value” as a generic procurement term is usually just another phrase for “Price-Based RFP” and is not QBS
- Any RFP that includes price as part of the evaluation process is not QBS – even if qualifications are also part of the evaluation process (no matter how low price is weighted)

Implementing QBS can be as simple as using your existing RFP documents but with PRICE weighted at 0%, more rigorous scoring rubrics and often, a budget range is disclosed to the vendors. [USE AS BREAKOUT OR SIDEBAR CONTENT]

More QBS Resources

Watch the [3.5 minute video](#) explaining how current low bid request for proposal procurement processes generate over \$5 billion each year in economic waste.

Read the full 2018 report: [Qualifications-Based Selection \(QBS\): Best Practice for Architecture, Engineering and Construction Management/General Contractor Procurement in Canada](#)

5 Billion Reasons to Ditch the Price-Based RFP – Watch the 18 minute TEDx talk [here](#).

[Qualifications-Based Selection \(QBS\): Best Practice for Architecture, Engineering and Construction Management/General Contractor Procurement in Canada](#)

QBS Guides and Templates

[Buying Professional Services](#): Replacing the Price-Based Request for Proposal with Qualifications Based Selection - Eleven principles to help institutional buyers of professional services efficiently and transparently hire the most qualified expert firms at a fair market price. (Downloads provided courtesy of the OAA)

[QBS Wisconsin QBS Manual](#) - A complete overview and forms to implement a QBS procurement.

[QBS Michigan Resources](#) – A variety of forms and articles related to QBS.

[QBS Colorado Tools](#) – A variety of forms and articles related to QBS.

Alternatives to QBS

While the OAA recommends the use of QBS when selecting an architecture firm, other alternatives exist.

1. Referrals from other clients, other architects, or simply hiring an architecture firm that you have previously worked with.
2. Architectural design competitions are sometimes used to select both an architect and a design for both public and private projects. In this method, architects submit solutions to a particular problem and are judged on the comparative excellence of their submissions. The successful architect is usually awarded the commission for the actual project. Competitions may be “open” (to all architects) or “limited” (by invitation to a restricted number of architects).

If you are considering a design competition, you may be required to obtain written approval from the provincial association where the project will be located. Architects are permitted to compete only when they are assured that the competition will be held in accordance with established rules. The Architectural Competitions guidelines provide recognized procedures which ensure equal treatment for competitors, provisions for different types of competitions as well as advice about process, schedule, and likely costs.

The provincial association can help you develop acceptable terms and conditions.

3. The Price-Based Request for Proposal (RFP) process is a procurement model that is best suited for commodity products where all product or service variables can be clearly defined leaving price as the only differentiator.

The OAA does not recommend the use of Price-Based RFPs for the selection of an architecture firm.

4. Best-Value Procurement is a term often used as just a different name for the Price-Based RFP.

True “Best-Value” Procurement has much more rigorous scoring rubrics than a Price-Based RFP but still evaluates price as part of the initial selection process. Although an improvement over a Price-Based RFP, it may suffer from the same low-bid issues as any other selection process that includes price as an initial selection factor.

PRIVACY POLICY GUIDE

Under the [*Personal Information Protection and Electronic Documents Act \(PIPEDA\)*](#), businesses must obtain consent for the collection, use, disclosure, and retention of personal information in the course of its commercial activities. A commercial activity is defined as any transaction, act, or conduct (or course of conduct) that is of a commercial character.

[The Office of the Privacy Commissioner](#) offers [a toolkit for businesses](#), which is the best place to begin in your understanding of what is required under Canada's privacy law.

The OAA encourages all members and holders of a certificate of practice to be aware of their obligations under Canada's privacy legislation. This guideline is offered as a resource to facilitate the creation and enactment of each practice's own privacy policy where they may not yet have one, or where their existing policy may require updating. Every business—and this includes every architecture practice—must have a privacy policy.

While the OAA invites members and holders of a certificate of practice to use this document as a tool to facilitate writing or improving their own privacy policy, it is important every business still seek legal advice. Take time to consider the requirements your office has, the tools you use, and the different places you will want to refer to a privacy policy—your HR policies, your contracts, or your website.

Every business collects information a little differently and most use different tools to keep their records, which include personal information. However, there are common principles with which one must always comply.

The links above will take you to the Office of the Privacy Commissioner where you will always find current information. Visit the [Privacy Commissioner of Canada website pages for businesses](#) to better understand the definitions of each category listed below.

- 1. ACCOUNTABILITY**
- 2. IDENTIFYING PURPOSES**
- 3. CONSENT**
- 4. LIMITING COLLECTION**
- 5. LIMITING USE, DISCLOSURE, AND RETENTION**
- 6. ACCURACY**
- 7. SAFEGUARDS**
- 8. OPENESS**
- 9. INDIVIDUAL ACCESS**
- 10. CHALLENGING COMPLIANCE**

Examples for each category follow.

Example for title of a privacy policy:
[Certificate of Practice name] Privacy Policy

Example for the subtitle text in your policy:
This policy is created for [name of certificate of practice] activities related to the practice of architecture pursuant to the Canadian Federal Government's Personal Information Protection and Electronic Documents Act ("PIPEDA")

1. ACCOUNTABILITY

You collect information about your colleagues, employees, clients, and others. You are responsible for personal information under your control.

The certificate of practice must designate a Privacy Officer who is responsible for compliance with your policy and the legislation. You can designate more than one Privacy Officer. There are important timelines for which a Privacy Officer is responsible, and those should be included in a procedure manual for your Privacy Officer.

Example for text in a policy:

The [name of practice] has designated [title and name] as the Privacy Officer(s). General questions and comments related to PIPEDA and the [practice/firm/practice name's] compliance with the legislation, as well as inquiries from others should be forwarded to our Privacy Officer(s) at [email].

The Privacy Officer(s) can also be contacted regarding concerns related to the business's general compliance with the legislation, including the collection, use, retention, and destruction of personal information.

[Name of Privacy Officer(s)] is/are the data protection officer(s) for the purpose of the General Data Protection Regulation.

IMPORTANT NOTE

Regardless of where your business is located, the General Data Protection Regulation (GDPR) is the European Union's (EU) Data Protection Law that you are bound by if you have personal information from people or businesses in the EU. Additional information is available at <https://gdpr.eu>. This may be the same as it relates to the United Kingdom's [Data Protection Act 2018](#), but you should seek legal advice in this regard, especially if you have staff, projects, clients, or other relationships with the UK.

2. IDENTIFYING PURPOSES

The purpose for which personal information is collected must be identified before the time that the information is collected. Privacy policies should be available to the individuals they affect. How they are shared will vary. Each practice must decide if the information belongs on their website and how they will make it available to those most impacted.

Example for text in a policy:

Personal information is collected by the [name of business] for the purpose of enabling the practice to contact its clients, colleagues, and related services, to pay and provide benefits to its staff.

You must be specific here. Indicate all the information you are collecting and what the purpose is.

IMPORTANT NOTE

If you have a specific procedure for people who sign up for online newsletters or other information, or if consent for the collection and use of personal information is in your contracts, indicate that in this portion of the policy.

The certificate of practice's HR manual should include information about the retention and use of your staff's (current and former) personal information. If everyone in the office gets everyone else's personal contact information on an internal list, you should seek legal advice about the best way to secure consent and include this in your policy, on hiring documents, and on other appropriate documentation.

3. CONSENT

The knowledge and consent of the individual is required for the collection, use, disclosure, or retention of personal information. Get consent in writing. Even though you have already stated the purpose for collecting the information, it is important to restate it in this section of the policy. This section deals with the importance of getting written consent. As you follow the document, you will see that you must specifically describe what the consent is for. Examples include collection of personal data for employment purposes, or collection of personal data for the purpose of providing architectural services for a project/client.

Example for text in a policy:

Personal information collected, used, disclosed, and retained by the [name certificate of practice] is identified in the [consent form/contract]. The [name of certificate of practice] intends to collect, use, disclose, and retain personal information for the purpose of enabling [group insurance/other benefits/pension providers] to contact these individuals.

4. LIMITING COLLECTION

The collection of personal information must be limited to that which is necessary and must be collected by fair and lawful means. You cannot keep information you have not asked for permission to use. You cannot use information collected for a specific purpose for another purpose (e.g. giving your employees' or clients' names and contact information to your favourite charity for their fundraising purposes).

Example for text in a policy:

All personal information collected, used, and disclosed by the [certificate of practice] is obtained using the [list documents] and is limited to the purpose for which it was collected (e.g. for the purpose of enabling the [certificate of practice] to contact staff, clients, colleagues on current projects, interested parties, and other classes of persons).

5. LIMITING USE, DISCLOSURE, AND RETENTION

It is important to include some specific language related to:

1. How you limit the disclosure of the information you have on file;
2. How you keep that information safe;
3. How it is disclosed (i.e. with the person's consent and only for XYZ purpose);
4. The accuracy of the information kept;
5. Who is responsible for updating personal information (e.g. where it is employee information, one should indicate whether there is a specific form, or state that notice by email is acceptable); and
6. An individual's access to their files/personal information.

These issues are separate categories and should be addressed clearly whether or not you combine them in one portion of the document

Example for text in a policy:

Personal information collected by the [certificate of practice] in the course of its commercial activities shall not be used, disclosed, or retained for purposes other than those for which it was collected, except with the consent of the individual or business or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes, following which it shall be destroyed, erased, or anonymized.

The certificate of practice may disclose personal information collected in the course of its commercial activities without the knowledge or consent of the individual if:

- *The disclosure is to a lawyer and/or their insurer who represents the certificate of practice for the purpose of defending the certificate of practice against a claim made in the course of the provision of architectural services;*
- *the disclosure is to a lawyer who represents the certificate of practice for the purposes of collecting a debt owed to the certificate of practice;*
- *the disclosure is to a lawyer who represents the certificate of practice for the purposes of an employment law matter;*
- *the disclosure is to a lawyer who represents the certificate of practice in any matter related to the practice of architecture;*
- *the disclosure is required to comply with a subpoena or an order of the Court;*
- *the disclosure is to a person or body with jurisdiction to compel the production of information; or*
- *the disclosure is to an investigative body and the request for disclosure is reasonable for purposes related to investigating a breach of an agreement or contravention of the laws of Canada or a province or is required by law, and in other limited circumstances outlined in PIPEDA.*

[name of certificate of practice] will destroy unnecessary personal information. An individual may also request, in writing to the Privacy Officer, that their personal information be destroyed.

6. ACCURACY

The certificate of practice wants to ensure the information it is keeping is current and up to date. Specify how you ensure the information is correct and, where appropriate, who is responsible for updating the information.

Example for text in a policy:

[name of certificate of practice] makes every effort to keep accurate and up-to-date records, but each individual is responsible for updating their contact information when it changes, if they are an employee, creditor, debtor, or someone else contractually obligated to do so.

7. SAFEGUARDS

The certificate of practice wants to ensure it is taking appropriate measures to protect the information it gathers. Include those measures in your policy—specify how you ensure the information is safe and, where appropriate, who is responsible for those procedures or systems.

Example for text in a policy:

[name of certificate of practice] will collect, use, disclose, and retain personal information and ensure the personal information is protected by security safeguards appropriate for the sensitivity of the information.

8. OPENNESS

The certificate of practice has to be open and share its policies whenever they are requested. Some privacy policies should be posted publicly.

Example for text in a policy:

An individual may request information about the [name of certificate of practice] policies and practices relating to the management of their personal information.

9. INDIVIDUAL ACCESS

The certificate of practice has to give access to an individual who requests their private information.

Example for text in a policy:

An individual may request confirmation of whether the [name of certificate of practice] holds personal information about the individual and may request access to their personal information. Upon written request to the Privacy Officer, [name of certificate of practice] will provide an account of the use that has been made (or is being made) of that information, as well as an account of any third parties to which the personal information has been disclosed.

10. CHALLENGING COMPLIANCE

Anyone can address a challenge concerning compliance regarding the above nine principles with the designated Privacy Officer and/or to the Office of the Privacy Commissioner of Canada.

Example for text in a policy:

Anyone who is not satisfied with the response to their access or update request, or how your personal information is being managed is invited to contact the [name of certificate of practice]'s Privacy Officer at [email].

Anyone who is not satisfied with how the [name of certificate of practice]'s Privacy Office addressed their concern may bring the matter to the attention of the Privacy Commissioner.

DATE ADOPTED

Be sure to include the date you adopt your policy and the dates when they are updated.

The OAA gives every certificate of practice permission to copy any portion of this document. You are reminded to seek legal assistance specific to your needs, the systems and tools you use to store information, and the work being done by your firm. Privacy requirements in Canada are of concern to you as well as privacy requirements in other jurisdiction where you are offering or providing architectural services.



Ontario Association of Architects

FOR COUNCIL MEETING
June 25, 2020
(open)
ITEM: 5.3.b

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Michelle Longlade
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

From: Andy Thomson, Vice President Strategic, Chair, Sustainable Built Environments Committee

SBEC Committee Members:

Andy Thomson (Chair)
Terri Boake
Paul Dowsett
Danny Harvey
Katie Kurtin
Sheena Sharp
Geoff Turnbull

Cheryl Atkinson
Eric Charron
Mariana Esponda
Joy Henderson
Mae Shaban
Erik Skouris

Date: June 15, 2020

Subject: Sustainable Built Environments Committee (SBEC) update

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

Background:

SBEC last met on June 9, 2020. An issue-specific meeting will take place over the summer to review a framework for special presentations to the Committee.

Heritage Retrofits Presentation: It was noted that the final touches are still being put on this presentation and, once complete, SBEC would like to make it available to members as a resource through the Climate Stability section of the new OAA Website.

2030 District IESO Funding Application: The funding application that the Toronto 2030 District submitted to IESO is still ongoing. It is expected that this first round of reviews will be completed by June 30. Council will be updated about the status of the application at that time.

Climate Stability Section of OAA Website: SBEC is committed to growing the collection of resources available to members through the Climate Stability section of the OAA Website. They had extensive discussion about the importance of the quality of information that gets posted and will be meeting over the summer (date to be determined) to identify a framework or curriculum

that can help to curate the information to be shared. Once identified, SBEC would like this framework to be reflected on the Website.

TEUI Calculator RFQ: The RFQ for the development of the TEUI calculator was publicized to members through the June 11 edition of OAA News. Responses are required by June 18 and the expected start date of this project is July 1.

Information and Resource Sharing: The Committee had extensive discussion about the importance of information and resource sharing. In particular, some Committee members were involved in the delivery of a continuing education session on embodied carbon and would like to make the recorded presentation available to the general membership.

Embodied Carbon Research: SBEC continues to delve into their research in embodied carbon. They had extensive discussion about the importance of this research as embodied carbon remains an emerging issue for which there are still divergent views about. The Committee plans to create a collection of resources on this subject and is considering a database about various building materials and their embodied carbon.

Four Walls: SBEC is in the process of reviewing their Four Walls tip sheet and plans to release a version 2.0 which will include more standardized language about the layers, address roofs and larger buildings and will be expanded to include some information about the embodied carbon of select building materials. It was also noted that there is interest from Ryerson and University of Toronto to work jointly with SBEC on this update.

Whitby Green Standard: The OAA was approached with regard to voicing support for the development of a Green Standard similar to the Toronto Green Standard to incent developers to strive for high levels of energy efficiency in their buildings. The OAA was unable to respond within the tight deadline.

Passive House Canada 120 Series and Funding Opportunity: Passive House Canada is currently offering their 120 series at a discounted rate to OAA members. They are also encouraging members to apply for funding for this series through the Canada-Ontario Job Grant. This opportunity is promoted on the Continuing Education page of the OAA website and will also be included in the June 25 edition of OAA News.

Low-carbon Buildings Workforce Coalition – Advisory Board of Foundational Partners: The Committee reviewed this opportunity and unanimously supported advancing the recommendation to Council for the OAA to join the Coalition. There was discussion about leveraging the Coalition to get agreement amongst regulators, designers and builders about the approval system, and to streamline training across the entire industry. Various attachments are provided to assist with Council's consideration.

Intersectional Environmentalism and Architecture: In light of the member survey results that revealed 50% of the membership has experienced some form of workplace harassment and in response to recent event around the world, it was moved that:

For Climate Stabilization, the largest impacts are often felt in the uneven impact of solutions (for example, the extraction of building materials, location of manufacturing and processing facilities, increased operating and capital costs of construction). SBEC

commits to applying a lens of economic and racial impact of any recommendations we make in the future.

Attachments:

- Appendix: Overview of Low Carbon Workforce Coalition
- Low-Carbon Buildings Workforce Coalition - Advisory Board Terms of Reference
- Low-Carbon Buildings Workforce Coalition - Declaration of Participation

Action:

Council is asked to join the CaGBC Low-Carbon Buildings Workforce Coalition, and to provide sponsorship of \$5,000.

Appendix: Overview of Low Carbon Buildings Workforce Coalition (LCWC)

SBEC voted unanimously to support the OAA joining the Low Carbon Workforce Coalition as a Foundational Partner. (a \$5k commitment required from the OAA)

High level summary from the LCWC:

The Low-Carbon Buildings Workforce Coalition is an initiative catalyzed by TAF and the Canada Green Building Council to accelerate the workforce transformation needed to rapidly decarbonize the built environment. The coalition looks to grow the low-carbon capacity for design, construction, and real-estate professionals through skill development and talent recruitment in priority areas, leveraging demand for low-carbon buildings.

Noting that the goals, in further detail will be informed by the emerging working groups. Particularly the work to roadmap the low-carbon skills gaps, competencies and training pathways we spoke about in the work session the other week. I hope that you can look at this Coalition as a vehicle for your work to strengthen positioning and building capacity of architects with regards to energy modeling and explore, with others, best pathways to get there.

Goals we spoke about at the last worksession:

- *Synthesize the low-carbon skills, competencies, jobs and training pathways, for the sector*
- *Mobilize across government, business and education in support of a low-carbon workforce*
- *Demonstrate and amplify capacity building best practice and resources*

The coalition building principles are grounded in collective impact approaches and a common agenda to address workforce development systemically and at scale. CaGBC looks to engage across design, construction and trades, and real-estate stakeholders to co-develop, share leadership and responsibility. Activities will be co-defined with participants and look to add value to coalition members' strategy.

Desired outcomes include:

- *Engage and advocate provincial and municipal governments towards their recognition and leverage of policy and regulatory authority to mobilize low- carbon buildings as a vehicle for job creation, workforce resilience, economic competitiveness, and mitigation of environmental impacts.*
- *Create and strengthen low-carbon procurement incentives and demonstrate contractual requirements for low-carbon skill sets.*
- *Build on the well-developed training and employment ecosystem in Ontario to increase enrolment, accessibility and availability of low-carbon training programs.*



Canada Green Building Council -
Greater Toronto

Low-Carbon Buildings Workforce Coalition

Advisory Board of Foundational Partners

Terms of Reference

BACKGROUND

Canadian governments, responding to growing urgency around climate change, are committing to reach carbon neutrality before the year 2050. A major source of emissions with readily available solutions for de-carbonization, the building sector will be among those pushed hardest to reduce emissions. By 2030 new buildings will need to be built to zero carbon and all buildings will need to reach net-zero carbon before 2050. This transformation is without precedent and will require a workforce of sufficient size and capacity to undertake this scale of work as timely and cost-effectively as possible. A systems approach to workforce development is critical to transition the labour force to the economy of the future.

The Low-Carbon Buildings Workforce Coalition is an initiative catalyzed by TAF and the Canada Green Building Council to spur the workforce transformation needed to rapidly decarbonize the built environment. This initiative will champion green construction skills training and career paths and influence policy, business practice, and education ecosystems towards developing a strong Ontario low-carbon building workforce for deep retrofits and new zero-carbon construction.

This initiative takes a collaborative approach – guided by Foundational Partners representing the Low-Carbon Buildings workforce ecosystem and implemented via working groups focused on priority work. Canada Green Building Council (CaGBC) provides backbone support and services.

The Foundational Partners are a group of champion organizations and their senior representatives. They provide leadership via an Advisory Board towards developing the strategy and work of the Low-Carbon Buildings Workforce Coalition.

Key areas of value for Foundational Partners are:

- Demonstrate sustainability leadership across the value chain. Attract and retain talent.
- Access to unique insights to inform your programs and strategy. The Coalition provides a vehicle for advancing your own workforce development initiatives.
- Stronger advocacy and market influence through the collective voice of the Coalition.
- Resources synergy, partnerships and co-development to access and influence funding.
- Unique engagement opportunities across government, labour, industry and education.

ROLE OF THE ADVISORY BOARD OF FOUNDATIONAL PARTNERS

- Provide strategic guidance to help set priorities and design activities for the Coalition.
- Provide expert advice to inform the development of working groups within the Coalition.
- Help build the Coalition and grow participation by leveraging their own organizational channels for communication and their membership base, as applicable.





Canada Green Building Council - Greater Toronto

- Mobilize networks and influence to help advance shared Coalition goals.

CaGBC acts as the secretariat for the Coalition and provides the following backbone services: project management to enable goal definition, branding and communications development, support for working groups and partnerships development, measurement of progress, and the mobilization of funding.

COMMITMENT AND RESPONSIBILITIES

Organizational commitment:

- Public declaration in support of low-carbon workforce development at the time of formal Coalition launch.
- A financial or in-kind contribution of a minimum of \$5,000 towards supporting the secretariat function of the Coalition.

Individual representatives of the Foundational Partner organization who participate as members of the Advisory Board will have the following responsibilities:

- Participation in four quarterly Advisory Board meetings of approx. 1.5-hour duration each, starting in June 2020.
- Attendance in a speaking/panelist capacity in association with select opportunities such as key events or media opportunities, up to four per year.
- Leadership or delegated participation in Coalition Working Groups to advance collectively agreed-upon priorities, as they emerge and as aligned and relevant to the Partner's area of interest and expertise.

COMPOSITION

The intention with this Advisory Board of Foundational Partners is to assemble a small leadership group of senior representatives from a broad range of organizations active in workforce development in the buildings sector primarily: unions; education and training providers; professional, trades and industry associations; foundations and nonprofit organizations with expertise in workforce development. Additional experts may be brought in to support the Advisory Board as needed to help inform specific areas of work.

TERM DURATION

The Advisory Board participation is for 12 months, until June 2021, with partners added to the group on an ongoing basis, as relationships build and commitments firm up.

As the Coalition builds up and the substance and volume of work and funding grow, we will evaluate with CaGBC executive leadership, main funder(s) and the Advisory Group about turning this group into a Steering Committee, with expanded governance responsibilities. Continued commitment is entirely dependent on the Foundational Partners' agreement to continue in such a revised role.





Canada Green Building Council -
Greater Toronto

ACKNOWLEDGEMENT AND RECOGNITION FOR PARTICIPATION

Recognition for participation will manifest as follows:

- Individual representative name and organizational logo on the Coalition landing page and in broad Coalition communication materials (such as newsletter), with the identification of "Foundational Partner."
- One-paragraph organizational descriptor and one paragraph individual representative bio on the Coalition website.





Canada Green Building Council -
Greater Toronto

Low-Carbon Buildings Workforce Coalition Declaration of Participation

The Low-Carbon Buildings Workforce Coalition is fast-tracking the workforce needed to build a low-carbon Ontario. We are labour associations, training and education providers, advocates, building industry representatives, professional associations and unions who will work together to collectively impact government policy, business practice and education required to decarbonize Ontario's buildings and meet federal GHG emission targets.

As participants in the Low-Carbon Buildings Workforce Coalition, we will:

- **Lend our voice** by mobilizing our respective organizations and networks to champion a strong, diverse and inclusive low-carbon workforce in the buildings sector
- **Embrace a collaborative approach** by participating and contributing to the Coalition's collective priorities, projects and working groups
- **Build-up workforce readiness** in response to market demand and regulatory change, by strengthening the low-carbon training and implementation capacity of the workforce in our own organizations

We support and abide by the key principles of the Coalition:

- **Inclusive:** seek a broad and diverse range of organizations across all sectors that impact low-carbon workforce development
- **Collaborative:** employ tactics for broad input and feedback, along with a leadership group composition that reflects the broad range of participants
- **Accountable:** co-design the collective agenda in alignment with participants' priorities and contribution of resources
- **Equitable:** intentionally reach out to organizations advocating for groups underrepresented in the building sector: women, newcomers, Indigenous and racially diverse people





Ontario Association of Architects

FOR COUNCIL MEETING June 25, 2020 (open) ITEM: 5.3.c

Memorandum

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

From: Kristi Doyle, Executive Director

Date: June 15, 2020

Subject: Update on Appeal of Harmonized Zoning By-law

Objective: To provide Council with an update on the Harmonized Zoning By-Law Task Group and the related OAA appeal to the OMB

Background:

As a result of COVID-19, the Local Planning Appeal Tribunal (LPAT) postponed scheduled in-person hearings pursuant to the Government of Ontario's Emergency Order.

On April 16, LPAT staff informed the OAA and other participants that the Tribunal is considering the possibility to proceed using alternative formats including written, videoconference and teleconference.

The OAA has not heard of any final decision about holding the hearing using an alternative format, nor has a future date been set to conclude the appeal.

Action: No action required.



Ontario Association of Architects

FOR COUNCIL MEETING
June 25, 2020
(open)
ITEM: 5.4.a

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Michelle Longlade
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

From: Chair, Communications Committee
Amir Azadeh

Committee Members
Bill Birdsell
Jennifer King
Joël León
Arezo Talebzadeh

Jeremiah Gammond
Carl Knipfel
Elaine Mintz

Date: June 10, 2020

Subject: Communications Committee Update

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

Background: Using Zoom, the Communications Committee met on Tuesday, June 2, to plan further initiatives, discuss important matters, and receive updates on various priorities, programs, and channels. The meeting introduced the participants to the new Architectural Grad, Vani Gopalkrishna (replacing the outgoing Parham Karimi) and also allowed a chance to say good-bye to Marcia Cooper, OAA Communications Specialist, who will be retiring from staff at the end of the month.

Discussion on the potential of a podcast program led to further exploration of the importance of the development of a content calendar that would map out an entire year to show what themes and topics would be used for various communications channels, including social media, newsletters, etc. This would help everyone visualize the integration and synthesis of the different media.

In addition to the topics listed throughout this report, the committee was updated on an email that went out to Student Associates and contacts at the universities, and how this could be the start of more targeted outreach to interns, student associates, and other member types. Other topics are explored in more detail throughout this report.

The next meeting of the Committee will take place before the September Council meeting and will include discussion of the 2021 Conference, as well as decision-making regarding the Public Awareness Sponsorship program and Special Project Funding for the Local Architectural Societies.

1. Priority Projects

WEBSITE REVIEW

Over the last month, virtual meetings with staff departments (Office of the Registrar, Policy & Government Relations, and Administration) have continued to review page layouts, finalize content requirements, and test functionality as we prepare for the website launch scheduled for June 30. Working meetings have also taken place with Visual Antidote to ensure that the new style identity and logo is also integrated on the member facing pages within iMIS: secure.oaa.on.ca. Content migration is almost complete and beta review and testing is now planned to begin for the week of June 22. A virtual launch event/webinar is planned for Tuesday, June 30 around lunchtime. It will include the the VP Communications introducing the new logo and website and the President addressing the membership.

OAA HQ RENEW + REFRESH

In early June, the lighting design for the OAA Headquarters' recent Renew+Refresh renovation project received awards of merit from the Illuminating Engineering Society (IES) in every category for which it was nominated: Lighting Design, Energy and Environment, and Lighting Controls. The work, performed by Gottesman Associates (with principal Deborah Gottesman, P.Eng., MBA, LC, Assoc. IALD) with engineering by WSP, is scheduled to be celebrated at the IES Annual Conference in August.

The project website content is being reviewed for the launch of the new website. The building 'soft launch' will be integrated into the website launch at the end of June. An official launch/opening of the building is delayed due to COVID-19

NEW OAA LOGO

The New OAA Visual Identity Program continues to be on target for launch at the end of June in conjunction with the OAA Website. The Visual Identity Guideline, together with the OAA Style Guide, continues to be developed as designs and templates are created.

OAA documents continue to be updated for the launch of the website. This "Phase I" is logo replacement, whereas "Phase II" will be a full redesign that follows the new visual identity guidelines. OAA certificates are being redesigned to reflect the new identity and will roll out at the same time as the website.

New templates for OAA Newsletters are currently being designed for launch, with more design changes planned late when suitable solutions could be explored. (This include possible directed communications based on audiences and subject matter.)

SHIFT Challenge

The Committee discussed the potential of a two- or three-part webinar series that would serve as workshops or check-in sessions for the SHIFT 2021: Resiliency/Architecture Challenge program. These info sessions would bring in past participants (the selected teams behind the SHIFT2019 Challenge) so people can ask questions. The basic structure would be a short intro on SHIFT, followed by brief intros for past speakers: challenges, what they wish they had known, allow ability for attendees to ask questions. Why did they participate? What were the challenges?

The Committee decided it would be ideal to have the sessions spaced out, starting mid-September, to reach out to students. There would also be similar, shorter workshops (or "check-ins") in November and/or December, which would lead into the January submission. (It would not be on Thursdays, as it would coincide with OAA's webinar series.) Having two or three sessions would also allow allocating the seven SHIFT2019 winners to different events so no one is excluded.

AWARDS

The Committee explored the options as to how the traditional awards event would be presented digitally and when it would take place. The intent is to use the digital format as an advantage rather than just recreating the usual event.

The event will take place on Tuesday, October 1, and is expected to be about 1.5 hours long. It was suggested 4:30 to 6:00 pm would be a good possible slot. The host could be the VP Comms, with the Lieutenant Governor inviting people at the beginning and thanking them at the end. This would be a public event, with the link shared and registration waived.

The 10 Design Excellence winners would be able to create Pecha Kucha presentations of their project—10 slides at either 20 or 30 seconds each. The ‘secret’ awards—Plachta, Lieutenant Governor, and People’s Choice—would be presented live. Service Award winners—G. Randy Roberts, Order of Da Vinci, Lifetime Design Achievement—would also have short presentations, as would the Best Emerging Practice.

The committee touched on including land acknowledgement by an Indigenous representative, either ‘live’ or via video.

Another idea shared was the possibility of offering downloadable Zoom backgrounds of the winning buildings. Facebook and Youtube watch parties were also discussed.

OAA winners will be notified by June 15 so that OAA staff could finalize details for the Awards plaque and book. The official winners announcement is planned for August.

[Postscript: Subsequent discussions at the executive level have proposed other possibilities for the delivery of the awards, and these conversations are ongoing.]

PUBLICATIONS

Work continues on the Awards book with IQ Media (publishers of *Canadian Architect*), after a delay. The goal is to have both digital and physical copies ready for September, with the latter mailed to winners. As noted previously, the print run is greatly being reduced with respect to pursuing more carbon-stable operations and recognizing the accessible power of digital media.

2. Web Updates (March – June 2020)

UPDATES	DEVELOPMENT	UPCOMING PRIORITIES: In progress
<ul style="list-style-type: none"> COVID-19 Updates Shift Website Updates Webinar Series OAA Practice survey Content creation, editing and migration on new Website Council Updates 	<ul style="list-style-type: none"> Website Redesign Project – consultation, content development and migration, image sourcing, layout & design 	<ul style="list-style-type: none"> Redesign completion Content migration Continued CMS training Style Guide revisions Website design review Website demo/beta testing Graphic standard review Accessibility training

3. Social Media Update

INSTAGRAM	TWITTER	FACEBOOK
Followers: 4142 (+333)	Followers: 7333 (+22) Total Likes: 6792 (+119)	Followers: 2080 (+89) Total Likes: 1813 (+61)
Insta Stories/Posts were used to share information about important events/deadlines related to current situation such as covid-19, #shiftingparadigms, and anti-Black racism. On average, about 300+ saw each story.	Twitter is still the OAA’s most consistently used social media platform. The OAA tweeted about COVID-19, webinar series, Design Excellence Finalists, launch of 2021 SHIFT Challenge, etc, and continues to share posts about antiracism.	Facebook was used to inform followers about COVID-19, anti-black racism, OAA CHAT, Design Excellence Finalist (bOAAg), 2021 SHIFT Challenge



Ontario Association of Architects

FOR COUNCIL MEETING

June 25, 2020

(open)

ITEM: 5.5.b

Memorandum

To: Council

Kathleen Kurtin	Amir Azadeh
Donald Ardiel	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: June 25, 2020

Subject: Activities under the Registrar
May 15, 2020 through June 11, 2020

1.0 Activities under the Registrar; May 15, 2020 – June 11, 2020

Experience Requirements Committee (ERC): No ERC Interviews during this period.

Complaints Committee: 6 complaints are currently before the Complaints Committee.

Public Interest Review Committee (PIRC): No meetings were held to date in 2020.

Discipline Committee: There was one discipline e-hearing in June and remaining hearings will be scheduled using the virtual platform. There are 15 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 2 appeals in process.

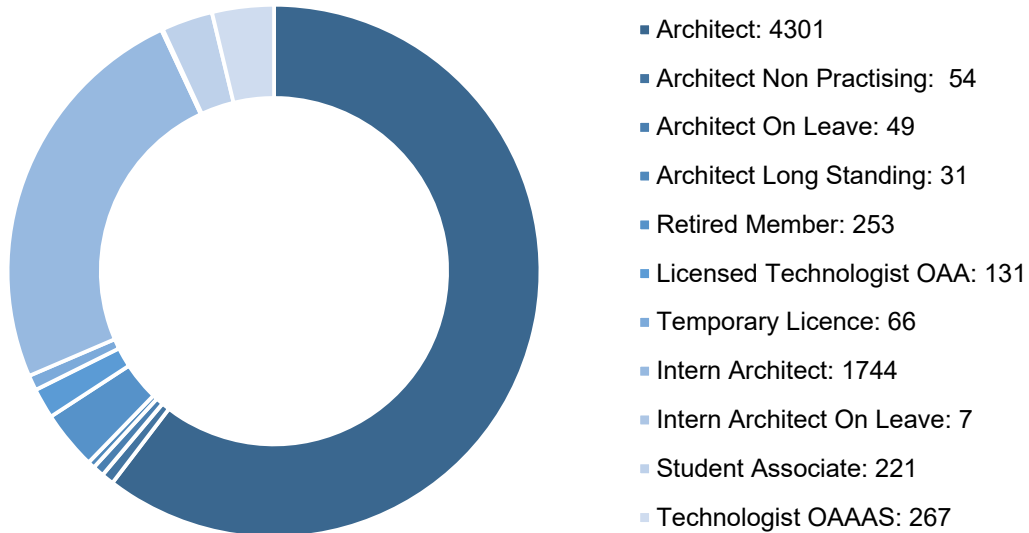
Registration Committee: There is an appeal pending from a decision of the Registration Committee; this may go forward as a virtual hearing in divisional court if Respondent willing.

Act Enforcement: 2 new matters were reported to the Registrar for investigation related to misuse of the term "Architect" or "Architecture" or otherwise holding out.

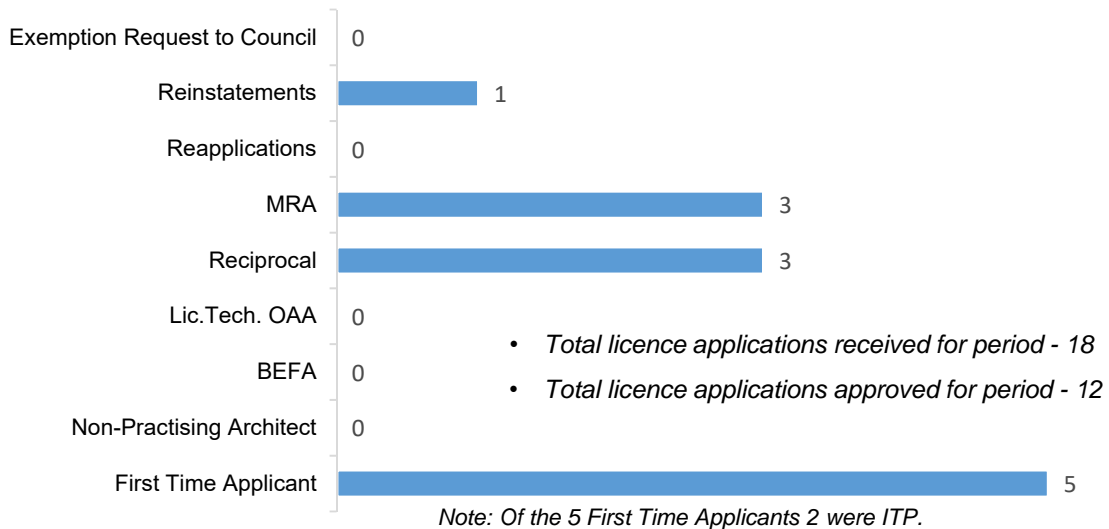
Injunction: There is one injunction in process related to holding out and unauthorized practice.

2.0 Membership as of June 11, 2020

OAA Individual Status Distribution

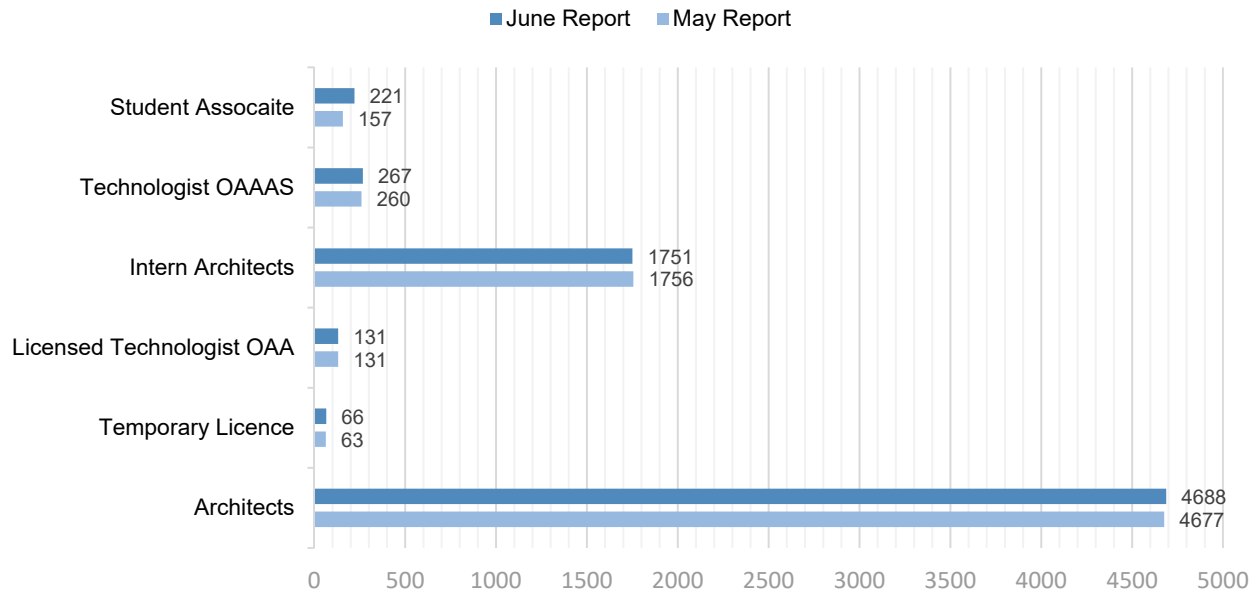


Licence Application Approval Distribution For Period May 15, 2020 – June 11, 2020



Note: Applications for July 2 processing = 20.

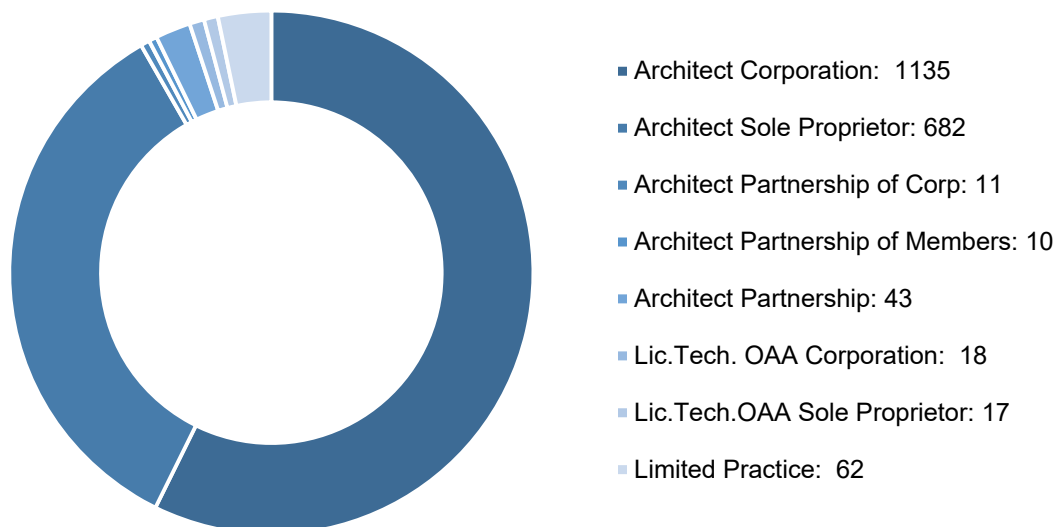
Growth in Individual Status for the Period May 15, 2020 – June 11, 2020



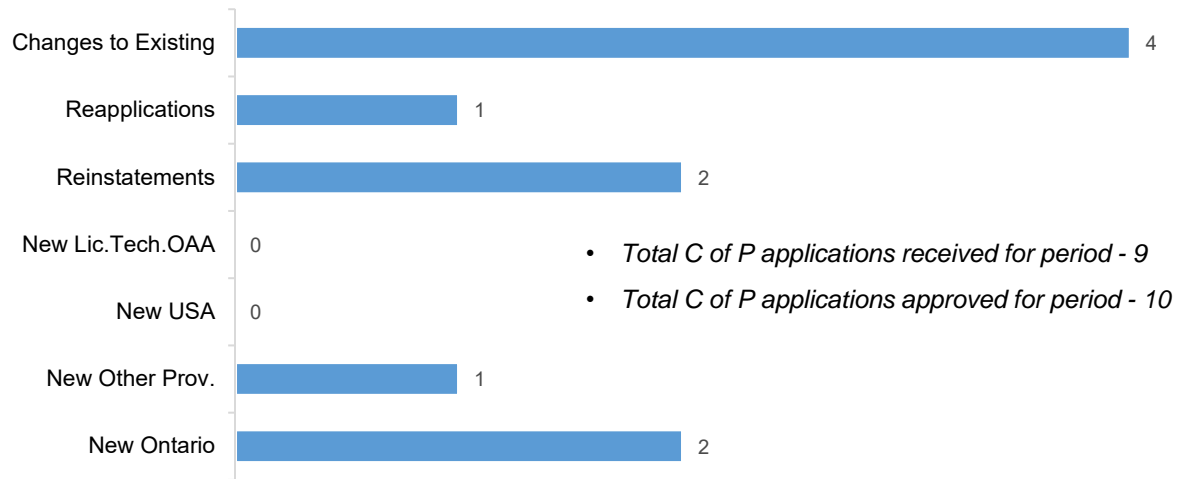
- Total Intern Architect Applications Received for Period - 8
- Total Student Associate Applications Received for Period - 64

3.0 Certificate of Practice as of June 11, 2020

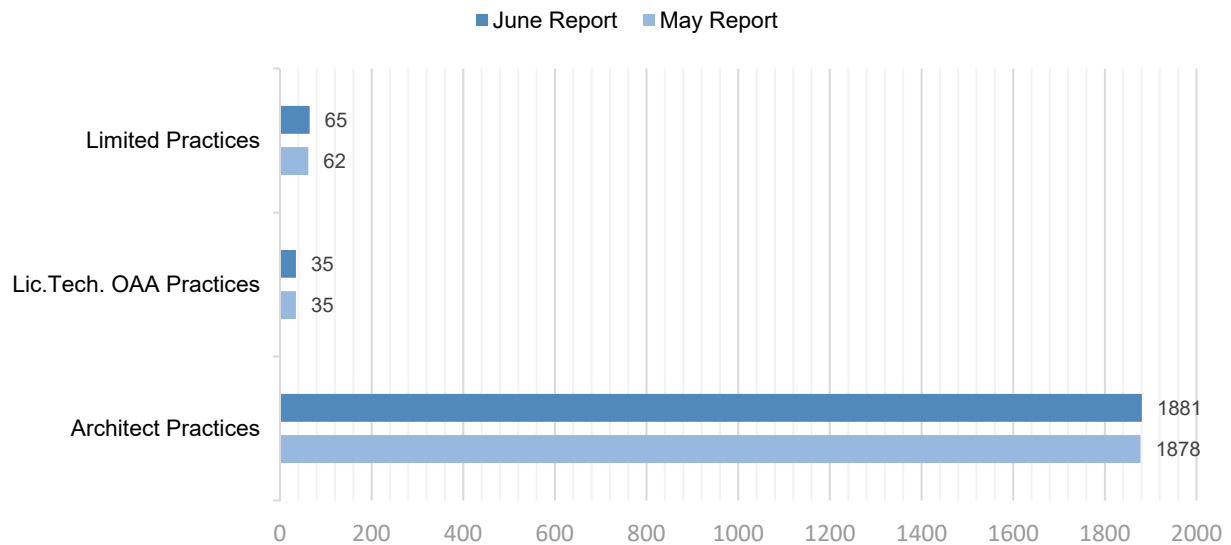
OAA Certificate of Practice Distribution



Practice Application Approval Distribution for Period May 15, 2020 – June 11, 2020



Growth in Certificate of Practice for Period May 15, 2020 – June 11, 2020





Ontario Association of Architects

FOR COUNCIL MEETING

June 25, 2020

(open)

ITEM: 5.6.a

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

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Jeremiah Gammond
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Michelle Longlade
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

From: Settimo Vilardi
Vice President Practice

Date: June 11, 2020

Subject: Report from Vice President Practice

Objective: To update Council on activities of the Practice Portfolio

Background:

1. Activities Report – Vice President Practice
 - COVID-19 Updates for Practices
 - OAA Society Chairs Meeting on May 26 2020
 - Pro-Demnity Board & Committee meetings –May 29 2020, June 2 2020, June 24, 2020 (Board Meeting and AGM)
 - Meeting with University of Waterloo M.Arch Student Hagop Terizain – Master Thesis Discussion on May 28, 2020;
 - Reconciliation Roundtable Meeting on June 5, 2020;
 - 2-tier Licensing Working Group with VP Education, Office of Registrar, Education Manager and PAS: Meeting on June 9, 2020.
 - Digital Seals Presentation by Notarius on June 9, 2020
 - Executive Committee Meeting on June 10, 2020
 - Practice Resource Committee meeting June 16, 2020
 - PACT meeting on June 18, 2020
 - OAA De-Colonization Working Group Meeting June 17, 2020
2. Activities Report – Practice Advisory Services (key items)
 - COVID-19 Updates (webpage content)
Continually Updating Information on the Pandemic and the Profession.

PAS is working with Communication and other service areas to update the layout and how the information is organized for the new website launch.

- PAS received about 69 calls since Council's last meeting (between May 27 to June 10, 2020) many of which relate to COVID-19. (*Note: This may include multiple calls about the same topic*).
- Update on Requests for Proposals (RFPs) monitoring: Approximately 20 RFPs have been reviewed since January 2020, (3 since the May 27 Council meeting).
- No RFP alerts have been issued since Council last met (between May 27 to June 1, 2020) with a total of 7 RFP alerts since January 2020.
- PSPC RFI Design-Build Standing Offers for Office Fit-up Projects - OAA Submission: The OAA submitted a response to the RFI on June 5, 2020. The RFI response will be uploaded to the website under the Government Relations portal.
- Supporting Committees and departments at OAA: PAS assists in questions relating to IAP hours, providing feedback on interdepartmental projects, etc.
- Practice Advisory: [Issue 6](#) was sent to members on May 22.

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 continues to work on preparing the new OAA 600-2020.
- Update to OAA 600: OAA Document 600-2020 (revised 600-2013) is contingent on CCDC2 and Division One Supplementary Conditions. Release date of OAA 600-2020 would be targeted shortly after the release of CCDC2-2020.
- Website update: PAS continues to work with Communications on updating the library of Practice documents and web content for the new website on the new platform.
- CSA Standards: The current platform being used by the CSA is being replaced, which will affect how members can access the standards available. CSA and OAA are currently negotiating future access to standards.
- Practice Resource Committee (PRC) Virtual Meeting
PRC met via Zoom for its May 27, 2020 meeting which focused on content to be produced by committee members that will eventually be added to the new website. The committee will have a virtual meeting on Tuesday June 16.
- OAA / OGCA Best Practices Committee – Substantial Performance Advertising
Two online publications are now advertising Substantial Performance besides the 'Daily Commercial News' printed version. It is not known if the online ones are compliant with the Construction Act requirements. The owner's lawyer should confirm that the publication is acceptable before advising the owner to release holdback. Practice Advisory [Issue 6](#) has a link to the OAA and OGCA Joint Statement on Certificates of Substantial Performance (CSPs).

- SCOB CAR Committee – Update
VP Practice and PAS are planning a SCOB CAR meeting to discuss/review some of the following topics that have been brought forward over the last couple of months: SB-12 additional Approved Software for Compliance, and Code amendment which reduce the number of times a firewall can be used in a building.

Note that topics previously indicated to be part of the SCOB CAR's discussion, Tiny House/Provincial Affordability Act and Proposing Changes to Group Home Settings have been forward to PACT for discussion as both items involve a much larger scope than is mandated by this committee.

ACTION:

None required.



Ontario Association of Architects

FOR COUNCIL MEETING
June 25, 2020
(open)
ITEM: 7.1

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Agata Mancini
Milda Miskinyte
David C. Rich
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Michelle Longlade
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

From: Paul Hastings, Vice President Regulatory

Date: June 15, 2020

Subject: Recent OAA Member Comments on Notarius Electronic Seal Use

Objective: To provide Council with information regarding recent comments and concerns from members regarding electronic seals.

Background:

Some information has been received from several members in regards to the new digital seal protocol adopted by Council and offered via Notarius. The concerns suggested by members are as follows:

- Notarius digital seal may be copied and applied to documents to appear like the original.
- The Notarius Portal is difficult to work with.
- The cost results in approximately a 20% increase on the current licensure fee
- The legibility of drawings is decreased when the digital seal protocol is applied.
- The time required to apply the digital seal is extensive however, may be a learning curve issue.
- Response from the Building Department for digitally sealed contract documents using the new protocol is not apparent.

Some of these issues were discussed recently by members of Executive Committee. Direction has been given such that the issues be further discussed with the Vice President Practice, Vice President Strategic, the Executive Director, and Registrar. A consolidation of concerns is to be prepared as well as further clarification with respect to the value and security of digital seals with Notarius.

Action: For information only.