



VISION, MISSION & MANDATE

Vision:

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

Mission:

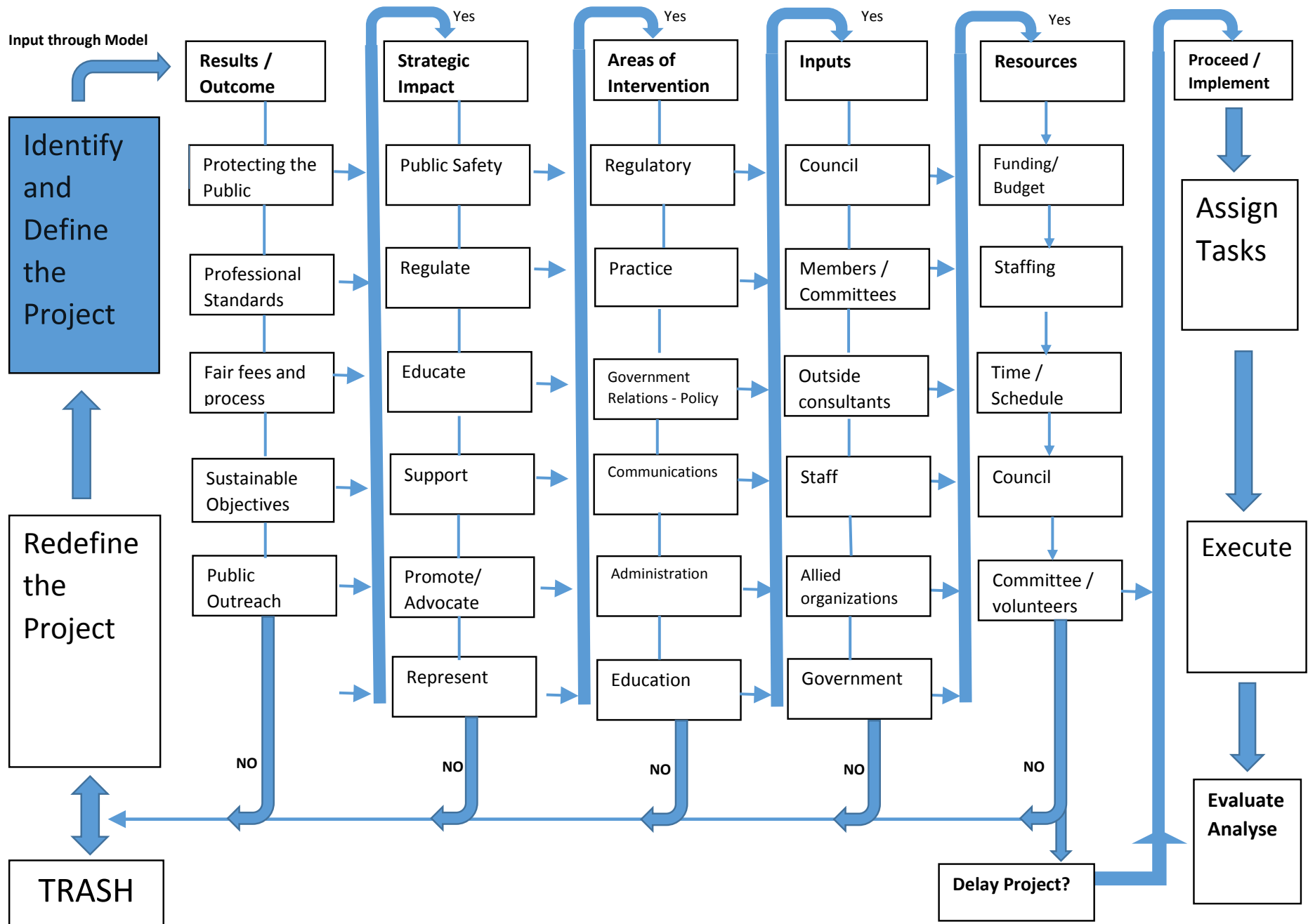
To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.

Mandate:

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

May 2016

Ontario Association of Architects – Decision Making Logic Model



OAA COUNCIL MEETINGS

RULES AND PROCEDURES

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

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

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

ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of March 5, 2020 at approx. 11:00 a.m.

Meeting # 266

OPEN MEETING AGENDA

Recognition of Traditional Lands

1.0 AGENDA APPROVAL

- 1.1 Declaration re. Conflict of Interest

2.0 APPROVAL OF MINUTES

- 2.1 Draft minutes of the January 23, 2020 Open Council Meeting (*see attached*)

3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

- 4.1 OAA Council Planning & Priority Setting Session February 6-7, 2019 – Report (*TBD*) President
- 4.2 Report from the Audit Committee re. OAA Audit 2019 (*see attached*) SVP & Treasurer
- 4.3 Appointment of the Registrar, Ontario Association of Architects (*see attached*) Governance Committee
- 4.4 Appointment of Industry Representative to Sustainable Built Environment Committee (SBEC) (*oral*) Vice President Thomson
- 4.5 2021 Conference – Theme and Title and 2020 Conference Update (*see attached*) Vice President Azadeh
- 4.6 No. 9 – “Imagining My Sustainable City” Sponsorship Request (*see attached – presentation at 2pm*) Vice President Azadeh
- 4.7 Review of Proposed Changes to National Building, Fire & Plumbing Codes (2015) and National Energy Code of Canada for Buildings (2017) (*see attached*) Vice President Vilardi
- 4.8 University of Toronto, School of Continuing Studies Agreement Renewal re Delivery of Online Admission Course and Admission Course Self-Study Modules (*see attached*) Vice President Mancini
- 4.9 2021 SHIFT Challenge – Theme (*see attached*) Vice President Azadeh

EXECUTIVE COMMITTEE REPORTS

- 5.1 Report from the President President
- 5.1.a Activities for the months of January-March (*see attached*)
- 5.1.b Report from Executive Director (*see attached*) Executive Director
- 5.1.c Building Committee Update (*TBD*) OAA Building Committee
- 5.1.d Governance Committee – Update and Review of Council Skills Matrix (*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 (*oral*) SVP and Treasurer

Open Council Agenda

- | | | |
|-------------|---|---------------------------------|
| 5.3 | Report from Vice President Strategic | Vice President Thomson |
| | 5.3.a Report from Vice President Strategic (<i>see attached</i>) | |
| | 5.3.b Report from the Sustainable Built Environment Committee (<i>see attached</i>) | |
| | 5.3.c Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (<i>oral</i>) | |
| 5.4 | Report from Vice President Communications | Vice President Azadeh |
| | 5.4.a Report from the Communications Committee (<i>see attached</i>) | |
| 5.5 | Report from Vice President Regulatory | Vice President Hastings |
| | 5.5.a Report from the Vice President Regulatory (<i>oral</i>) | |
| | 5.5.b Activities Report from the Registrar (<i>see attached</i>) | |
| 5.6 | Report from Vice President Practice | Vice President Vilardi |
| | 5.6.a Report from Vice President Practice (<i>see attached</i>) | |
| 5.7 | Report from Vice President Education | Vice President Mancini |
| | 5.7.a Comprehensive Education Committee Update (<i>see attached</i>) | |
| 6.0 | ITEMS FOR DISCUSSION | |
| 6.1 | The Interns Committee – Update (<i>oral</i>) | Councillor Krickhan |
| 6.2 | Reconciliation Working Group Update (<i>TBD</i>) | Past President
Stephenson |
| 7.0 | ITEMS FOR INFORMATION | |
| 7.1 | Design Industry Advisory Committee (DIAC) – Winter Update 2020 (<i>see attached</i>) | Vice President Azadeh |
| 7.2 | Society Updates (<i>oral</i>) | OAA Council Society
Liaisons |
| 8.0 | OTHER BUSINESS | |
| 9.0 | DATE OF NEXT MEETING | |
| 9.1 | The next regular meeting of Council is Wednesday May 27, 2020 at 9:30 a.m. at the Beanfield Centre, Toronto, Ontario. | |
| 10.0 | ADJOURNMENT | |

Ontario Association of Architects

Meeting #265 Open

MINUTES

January 23, 2020

The two hundred and sixty fifth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday January 23, 2020 at the OAA Headquarters, Toronto, Ontario.

Present:	Kathleen Kurtin	President
	Amir Azadeh	Vice President Communications
	J. Gordon Erskine	Vice President Strategic
	Donald Ardiel	Councillor
	J. William Birdsell	Councillor
	Barry Cline	Councillor
	Jeremiah Gammond	Councillor
	Paul Hastings	Councillor
	Natasha Krickhan	Councillor
	Jeffrey Laberge	Councillor
	Agata Mancini	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Milda Miskinyte	Councillor
	Sarah Murray	Councillor
	David C. Rich	Councillor
	Susan Spiegel	Councillor
	Andrew Thomson	Councillor
	Settimo Vilardi	Councillor
	Nedra Brown	Registrar
	Kristi Doyle	Executive Director
	Christie Mills	Deputy Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	Donald Chen	Lieutenant Governor in Council Appointee
Guests:	Richard Mateljan	President, Ontario Association for Applied Architectural Sciences (OAAAS) (<i>part attendance</i>)
	Garry Neil	Executive Director, Ontario Association for Applied Architectural Sciences (OAAAS) (<i>part Attendance – via skype</i>)

The President called the meeting to order at 11:43 a.m.

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

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

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

In particular, we acknowledge that the land on which we are meeting is the traditional territory of the Iroquois/Haudenosaunee, the Métis, and the Huron-Wendat peoples and most recently, the territory of the Mississaugas of the New Credit First Nation. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions made by the Métis,

Inuit, and other Indigenous peoples, both in shaping and strengthening this community in particular, and our province and country as a whole.

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

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

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

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

The President reported that the Election of Officers would be the next item on the agenda.

8878. Election of Officers (*oral*)

Cooper and Wray joined the meeting at 11:45am.

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

The Scrutineers for the election were confirmed by Council.

Brown reported that Kathleen Kurtin has been acclaimed to serve as President for 2020.

Brown announced that the following members of Council were nominated to stand for election as Senior Vice President and Treasurer: Paul Hastings and Susan Speigel.

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

Brown conducted the election for Senior Vice President and Treasurer.

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

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

Council members voted on the number of Vice Presidents they wished to have for 2020.

After some discussion, Council agreed to consider five Vice Presidents for 2020 to include a new portfolio for Education to be reassessed at the end of this year.

Brown announced that the majority of Council voted for five Vice Presidents for 2020.

Brown announced that the following members of Council were nominated to stand for election as Vice President: Amir Azadeh, Barry Cline, Paul Hastings, Natasha Krickhan, Agata Mancini, Andrew Thomson, and Settimo Vilardi.

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

Brown conducted the election for Vice President.

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

Cooper and Wray left the meeting at 12:35 p.m.

Council broke for lunch at 12:40 p.m. and resumed at 1:55 p.m.

AGENDA APPROVAL

8879. The President noted that no items would be added to the agenda:

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

-- CARRIED

APPROVAL OF MINUTES

8880. *Reference Material Reviewed:* Draft minutes of the December 13, 2019 Open Council meeting.

The draft minutes of the December 13, 2019 Open Council meeting were reviewed.

A member of Council noted that under minute number 8858, third paragraph, the last sentence be finished with "...accounts".

It was moved by Laberge and seconded by Birdsell that the minutes of the December 13, 2019 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8881. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

OAAAS President, Rick Mateljan joined the meeting in person and OAAAS Executive Director, Garry Neil joined the meeting via skype at 2:00 p.m.

8882. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 10 2020 re. Ontario Association for Applied Architectural Sciences (OAAAS) – Annual Meeting of the Founder and supporting background documentation. **(APPENDIX 'A')**

The President welcomed Mateljan and Neil to the meeting.

Mateljan reported on the past year's activities of the OAAAS. He noted that the number of Licensed Technologists OAA has increased to 130 with an additional 175 going through the process of licensure via OAAAS.

Neil reported that the OAAAS exam updating renewal process has had an effect financially and will be recorded as a separate expense item going forward.

It was noted by Neil that spending on marketing and promotion has decreased over the past year. There was an effect on the application fee due to college students who were award recipients and given a complimentary one-year membership.

Neil indicated that the 2019 financial statements will be ready for approval at their Meeting of the Founder scheduled for February 6

The President thanked Mateljan and Neil for their presentation.

Mateljan and Neil left the meeting at 2:15 p.m.

It was moved by Gammond and seconded by Birdsell that the minutes of the Annual General Meeting (Founder's Meeting) held on February 7, 2019 be approved.

-- CARRIED

It was moved by Gammond and seconded by Birdsell that the proposed slate be appointed to the OAAAS Board of Directors.

Two-year term expiring in 2022:
Christina Facey, Lic.Tech.OAA
Francis Guanlao, Lic.Tech.OAA
(OAA Council Representative – to be determined)

The term of the following Directors expires in 2021:
Jamie Kuhl, Lic.Tech.OAA
Rick Mateljan, Lic.Tech.OAA
Jeremiah Gammond, Lic.Tech.OAA (OAA Council representative)
John Romanov, OAA (OAA representative)
Nicola Russo, Lic.Tech.OAA (OAA representative)
-- CARRIED

It was moved by Gammond and seconded by Birdsell that Rick Mateljan be elected President of the OAAAS to serve until the 2021 AGM.

-- CARRIED

It was moved by Gammond and seconded by Birdsell that John Romanov be appointed Treasurer of the OAAAS to serve until the 2021 AGM.

-- CARRIED

It was moved by Gammond and seconded by Birdsell that Garry Neil be appointed Secretary for the OAAAS to serve until the 2021 AGM.

-- CARRIED

It was moved by Gammond and seconded by Birdsell that Garry Neil be appointed OAAAS Executive Director/Registrar of the OAAAS to serve until the 2021 AGM.

-- CARRIED

It was moved by Gammond and seconded by Birdsell that the Financial Statements and Review Engagement for the fiscal year 2019 prepared by BDO Dunwoody LLP be approved.

-- CARRIED

It was moved by Gammond and seconded by Birdsell that BDO Dunwoody LLP be appointed as accountants to complete a Review Engagement of OAAAS for the 2019 fiscal year for a fee not to exceed \$6,000.

-- CARRIED

It was moved by Gammond and seconded by Birdsell that the President be directed to vote in the affirmative on the motions at the Ontario Association for Applied Architectural Sciences (OAAAS) 2020 meeting of the Founder.

-- CARRIED

8883. Appointment to Complaints Committee (*oral*)

Brown reported.

It was moved by Erskine and seconded by Azadeh that Steven Hilditch be appointed to the Complaints Committee for a three-year term effective January 1, 2020.

-- CARRIED

8884. Appointment to Practice Resource Committee (PRC) (*oral*)

Doyle reported.

It was moved by Vilardi and seconded by Spiegel that David Sin be appointed for a one-year term to the Practice Resource Committee effective January 1, 2020.

-- CARRIED

8885. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 15, 2020 re. Canadian Standard of Competency for Architects and attached supporting documentation.. **(APPENDIX 'B')**

Doyle reported that the first documented competency standard was created in order to assess Broadly Experienced Foreign Architect (BEFA) candidates and has since been refined to reflect the national competency standard for the profession in Canada.

Doyle reported that the revised document was revised by a working group of OAA Council members in the fall and comments had been submitted to the national level. The final version was then tabled at the October 31 CALA meeting. Based on her review, Doyle noted that the majority of OAA comments had not been incorporated into the draft document.

It was suggested by a member of Council that sections 8 and 2 were light on the lack of knowledge of fibre, steel, and wood frame.

Doyle noted that the items under 6.2.1 and 6.3.1 were removed since it was felt by the national committee that the items were covered elsewhere.

It was suggested by a Council member that sustainability was not sufficiently covered in the document.

A Council member suggested that the consultation process be outlined before responding.

Doyle noted that there was a national survey several years prior, which included practices, interns, and architects. The results of the BEFA program evaluation which included input from the architectural profession such as assessors then passed through CALA several times.

Doyle suggested that perhaps items 3.7.2 and 7.7 sufficiently addressed sustainability.

A member of Council responded that there was not enough information contained within 3.7.2.

It was suggested by a member of Council that if there appears to be no issues of great concern that the document be moved forward since it will continue to be reviewed and revised going forward.

Council agreed that there is a desire to be more involved in the ongoing review of the competency standard moving forward at the national level. This document is also likely to be an issue of discussion at the 2020 national validation conference in the fall.

It was moved by Laberge and seconded by Vilardi that the revised Canadian Standard of Competency for Architects be approved in the document dated October 2019.

-- CARRIED (1 abstention)

8886. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 15, 2020 re. Canadian Education Standard for Architects and attached supporting documentation.. **(APPENDIX 'C')**

Doyle reported that the document incorporated some housekeeping changes ongoing over the past couple of years along with more substantive changes which are a direct result of a submission made by the OAA to the national level. For example, standards of education were revised with the addition of clear sustainability performance outcomes.

It was suggested by Doyle that unless there are any additional substantive changes that to be addressed then it is recommended that the document move forward so that the revised version can be adopted as the current Canadian Education Standard. The document will continue to be reviewed on a regular interval and evolve accordingly.

It was suggested by a Council member that the document is flawed and that insufficient time has been provided for review, suggesting that it be reopened in 24 months.

It was moved by Laberge and seconded by Vilardi that the revised Canadian Education Standard be approved, dated October 31, 2019.

-- CARRIED (1 abstention)

At the close of discussion it was agreed that the Canadian Education Standard be considered by the Comprehensive Education Committee in the context of future revisions.

EXECUTIVE COMMITTEE REPORTS

8887. *Reference Material Reviewed:* Activities for the Months of December-January. **(APPENDIX 'D')**

The report was noted for information.

8888. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 15, 2020 re. Update on Activities of the Executive Director. **(APPENDIX 'E')**

Doyle reported that the Education Committee reviewed and updated the schools' scholarships so that they are no longer solely based on academic performance.

A Council member indicated that in the past in some cases a student would win multiple awards based on marks alone. The Committee felt that other criteria should be recognized such as excellence in design and sustainability.

The report was noted for information.

8889. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated January 14, 2020 re. Update from the OAA Building Committee. **(APPENDIX 'F')**

A member of Council reported that the Committee continues to work through the deficiencies from building's renovation.

The report was noted for information.

8890. Governance Committee Update. *(oral)*

It was reported by the President that the Committee met yesterday and added that the topic of governance will be covered in more detail on the Thursday evening of the Council planning session.

Doyle provided several staff updates to Council. OAA Communications Specialist, Marcia Cooper provided notice of her retirement in May. Communications Coordinator, Chantelle Ng and Manager Finance, Melanie Walsh both will be on maternity leave effective May and June respectively.

It was noted by Doyle that an advertisement will be going out shortly for the next architectural graduate for a one-year term.

The President indicated that the Committee is looking into the development of a matrix of Council competencies and will be circulating a survey to Council. It is being recommended that going forward, communication regarding the election of members to Council include the type of skills and competencies being sought. This is a reality in the landscape of professional regulators such that there is a greater focus on competency based boards. The report was noted for information.

8891. OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update *(oral)*

The President reported that meetings are currently on hold pending a meeting with the Attorney General.

The update was noted for information.

8892. Comprehensive Education Committee Update. *(oral)*

There have been no further updates since the last meeting of Council.

The report was noted for information.

8893. Capital Reserve Update. *(oral)*

The President reported that with the OAA Audit is nearing completion and the final statements for year end suggest a surplus around \$500,000.

Doyle noted that in December, Council had passed a motion stipulating up to \$400,000 of the 2019 surplus be moved to the capital reserve. It has been suggested however that Council consider moving the full amount to the capital reserve.

It was moved by Erskine and seconded by Birdsell that further to the motion passed by Council at the December 2019 meeting regarding the transfer of up to \$400,000 of the anticipated 2019 surplus into the capital reserve, that Council direct that the entire amount of the surplus of approximately \$500,000 be transferred to the capital reserve.

-- CARRIED

8894. *Reference Material Reviewed:* Memorandum from the Vice President Strategic, Gordon Erskine dated January 14, 2020 re. Update on the Activities under the Vice President Strategic Portfolio and attached background information. **(APPENDIX 'G')**

The Vice President Strategic reported.

It was noted that a submission was made to the Smart City TO Public Consultation re improper posting of copyrighted materials.

A member of Council suggested that the Google Smart City Waterfront could be discussed at the next Policy Advocacy Coordination Team (PACT) meeting.

The report was noted for information.

8895. Update re City of Toronto Zoning By-law and Ontario Municipal Board (OMB) appeal. *(oral)*

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

8896. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated January 8, 2020 re. Communications Committee Update. **(APPENDIX 'H')**

The Vice President Communications reported that discussions regarding the SHIFT 2021 theme are progressing and being considered are strengthening community/identity as well as the climate crisis. The 2020 Awards program is underway with the announcement of the jury. Jury day at the OAA is scheduled for February 11.

The report was noted for information.

8897. *Reference Material Reviewed:* Memorandum from Registrar, Nedra Brown dated January 9, 2020 re. Activities under the Registrar – 2019 Summary. **(APPENDIX 'I')**

Brown reported on the various public speaking and outreach events done by the Office of the Registrar over the course of the past year. Carleton students attended a lecture at the OAA, the professional practice class was addressed at University of Toronto, as well as professional practice classes at Laurentian and Waterloo. The Deputy Registrar offered the OAA Regulatory Requirements: Ontario Architectural Practice seminar as well as the regulatory portion of the Admission Course.

The report was noted for information.

8898. *Reference Material Reviewed:* Memorandum from Vice President Practice dated January 9, 2020 re. Practice Resource Committee (PRC) Sub-Committee on Building Codes and Regulations (SCOBCAR). **(APPENDIX 'J')**

The report was noted for information.

8899. *Reference Material Reviewed:* Memorandum from Vice President Practice dated January 9, 2020 re. Overall Statistics of the Practice Advisory Services (PAS) Hotline and Update on Requests for Proposals (RFPs) Monitoring and attached background information. **(APPENDIX 'K')**

The report was noted for information.

8900. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated January 6, 2020 re. Sustainable Built Environment Committee (SBEC) Update and attached background information. **(APPENDIX 'L')**

The President reported that the Canadian Urban Institute (CUI) is withdrawing from the Toronto 2030 District as they move their focus to a more national level. Significant funding was fed into the project and some consideration needs to be made going forward.

A member of Council suggested that there are other larger scale initiatives similar to the Toronto 2030 District on a national level. Clarification was requested with respect to where the software tool platform resides, the amount of collateral developed and who currently holds ownership.

The President responded that she would investigate further and respond back.

The report was noted for information.

ITEMS FOR DISCUSSION

8901. Proposed Actions to Address Climate Change Crisis (*oral*)

Council deferred the item to the March Council meeting.

ITEMS FOR INFORMATION

8902. *Reference Material Reviewed:* Summary of Society Visits 2019. **(APPENDIX 'M')**

The report was noted for information.

8903. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated January 13, 2020 re. 2019 OAA Local Society Annual Reports. **(APPENDIX 'N')**

The Vice President Communications noted that all of the annual reports from the local societies have been received with the exception of two to follow.

The reports were noted for information.

8904. Society Updates (*oral*)

A member of Council noted that activities have been on hold with the Northwestern Society. There is new Chairelected and an uptake on activities is anticipated.

Doyle noted that next week the first of regularly scheduled skype meetings is being held with the society chairs.

OTHER BUSINESS

8905. There was no other business.

DATE OF NEXT MEETING

8906. The next regular meeting of Council is Thursday March 5, 2020 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

The annual Priority Planning Session is scheduled for Thursday February 6, 2020 evening and Friday February 7, 2020 at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

ADJOURNMENT

8907. **It was moved by Mintz and seconded by Azadeh that the meeting be adjourned at 3:35 p.m.**
-- CARRIED UNANIMOUSLY

President

Date

ITEM 4.1

**To Be
Distributed**



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 4.2

Memorandum

To: Council

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

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

From: Susan Spiegel, Senior Vice President & Treasurer

Audit Committee Members

Susan Spiegel, Senior Vice President & Treasurer
Elaine Mintz, Lieutenant Governor in Council Appointee
Catherine Hermon, Member at Large

Date: February 21, 2020

Subject: Audited OAA Financial Statements

Objective:

To provide the 2019 OAA audited financial statements to Council for approval.

Background:

Attached are a copy of OAA Draft Financial Statements for the fiscal year ended November 30, 2019 and the Pro-Demnity Insurance Company (ProDem) Financial Statements for the 2019 calendar year.

The OAA statements were reviewed by the OAA Audit Committee on February 21, 2020. The OAA's auditors, Grant Thornton LLP, Chartered Accountants indicated that "the accompanying financial statements present fairly, in all material respects, the financial position of Ontario Association of Architects as at November 30, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations."

Based on this, the Committee is recommending approval of the 2019 Financial Statements on March 5, 2020 by Council.

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

Statement of Operations

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

- Annual membership fees increased by \$311,264 primarily related to a continued increase in membership.
- Other annual fees and related revenue increased by \$125,242 primarily related to an increase in Certificate of Practice fees and Interest Earned on Investments.
- Rental and other income from ProDem reflects the write-off of the remaining revenue for the shared server room rental charges for ProDem.
- ExAC fees showed a significant increase in 2019 as there was an increase in registrations.
- Conference and annual meeting revenue decreased as expected when Conference is held outside of Toronto.
- Salary and benefits reflects an increase of \$170,773 for 2019 primarily related to one new hire and employee moving from part time to full time, an increase in taxes/benefits.
- The major decreases in Direct Program expenses are the Conference costs (offset by revenue), reduction of Media Relations Program with Media Contract cancellation and reduction of Continuing Education Course expenses due to reduced offerings.
- Building, office services and operating reflects an increase of \$427,876 related to moving back to the Headquarters including mortgage interest/fees, utilities and building costs.
- Legal fees represent a decrease of \$42,205 primarily related to a decrease in discipline costs this year with an increase in Act Enforcement.

The gross surplus before ProDem and extraordinary items is \$923,210. The net surplus, after a ProDem loss of \$2,027,37 and Lease and Moving Costs of \$140,390, is \$2,809,957.

Statement of Financial Position

There was an increase in Short-Term Investments as no further reductions were required for the Building Renovations in 2019.

Total Members' Equity stands at \$38,893,639; of this amount \$28,652,539 is related to OAA's investment in ProDem. The remainder of members' equity is made up of the three dedicated reserve funds, the increased value of capital assets and the unrestricted accumulated surplus. For your reference on the Statement of Financial Position, the Major Capital Reserve Fund is \$261,235 as the discussed transfer from the surplus is reflected in 2020 fiscal year, the Operating Reserve is \$764,627 and the Legal Reserve is \$52,500. The use of these funds is restricted by the Association's Reserve Fund Policies.

The amount of \$2,351,802 represents unrestricted members' equity, which can be available as an additional contingency to offset shortfalls resulting from unbudgeted expenditures or unanticipated revenue fluctuations. It is generally accepted that not for profit organizations such as the OAA may accumulate surplus funds for operating purposes up to the equivalent of one year's operating expenses without jeopardizing their not for profit status.

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

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

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

During 2019, the Association recorded the following:

Amounts receivable	\$263,363
The provincial/territorial jurisdiction exam fees for the current year exam to be received in 2020 have been recorded as accounts receivable.	
Accounts Payable	\$783,091
The CExAC Operating Fund balance at the end of 2019. This amount represents the funds available to cover 2020 CExAC expenses and the approved CExAC reserve.	
Association's Portion of jurisdiction administrative expense funding	\$79,350
OAA's revenue which represents its portion of the current year exam fees.	
Association's ExAC exam administration	\$58,743
OAA's 2019 exam administration costs for venues, invigilators etc.	

Pro-Demnity Insurance Company

ProDem's income of \$2,027,137 represented by an increase of the surplus for the year ended December 31, 2019. Additional detail is available in the ProDem Financial Statements (to follow) and in the OAA Note #6 to Financial Statements.

Action:

For Council to approve the 2019 OAA audited financial statements.

Financial Statements

Ontario Association of Architects

November 30, 2019

DRAFT

Contents

	Page
Independent Auditor's Report	1 - 2
Statement of Operations	3
Statement of Changes in Members' Equity	4
Statement of Financial Position	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 17
Schedule of Expenses	18

Independent auditor's report

To the Members of Ontario Association of Architects

Opinion

We have audited the financial statements of Ontario Association of Architects ("the Organization"), which comprise the statement of financial position as at November 30, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Ontario Association of Architects as at November 30, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Markham, Canada
Month XX, 20XX

Chartered Professional Accountants
Licensed Public Accountants

Ontario Association of Architects

Statement of Operations

Year ended November 30

2019

2018

Revenue

Annual membership fees	\$ 4,333,555	\$ 4,022,291
Other annual fees and related revenue	1,942,522	1,817,280
Rental and other income from Pro-Demnity Insurance Company (Note 6(b))	11,833	7,002
Investment income	100,828	82,541
Examination for Architects in Canada (ExAC) fees (Note 8)	79,350	66,585
Conference and annual meeting	629,546	1,106,077
Admission course fees	27,379	20,265
Continuing education	4,938	9,500
Practice management course	37,044	78,057
Sale of publications and other	18,326	36,234
Classifieds income	23,413	31,625
	<u>7,208,734</u>	<u>7,277,457</u>

Expenses (Schedule)

Salaries and related benefits	2,682,839	2,512,066
Direct program	2,173,044	2,761,316
Building, office services and operating	1,211,540	783,664
Legal fees	218,101	316,204
	<u>6,285,524</u>	<u>6,373,250</u>

Excess of revenue over expenses before other items **923,210** 904,207

Leasing and moving costs **(140,390)** (377,568)

Insurance claim proceeds - 96,695

Net income (loss) from investment in Pro-Demnity Insurance

Company (Note 6(a)) 2,027,137 (415,224)

Excess of revenue over expenses **\$ 2,809,957** **\$ 208,110**

Ontario Association of Architects Statement of Changes in Members' Equity

Year ended November 30

	Legal reserve	Pro-Definity Insurance Company (internally restricted)	Major capital reserve (internally restricted)	Operating reserve (internally restricted)	Property and equipment	Unrestricted	Total 2019	Total 2018
Balance, beginning of year	\$ 42,500	\$ 26,625,402	\$ 268,402	\$ 764,627	\$ 6,936,406	\$ 1,446,345	\$ 36,083,682	\$ 35,875,572
Excess (deficiency) of revenue over expenses	-	2,027,137	-	-	(654,594)	1,437,414	2,809,957	208,110
Invested in property and equipment	-	-	-	-	5,362,658	(5,362,658)	-	-
Advances from long-term debt	-	-	-	-	(4,849,700)	4,849,700	-	-
Repayment of long-term debt	-	-	-	-	16,166	(16,166)	-	-
Transfers								
To internally restricted funds	10,000	-	210,000	-	-	(220,000)	-	-
From internally restricted funds	-	-	(217,167)	-	-	217,167	-	-
Balance, end of year	<u>\$ 52,500</u>	<u>\$ 28,652,539</u>	<u>\$ 261,235</u>	<u>\$ 764,627</u>	<u>\$ 6,810,936</u>	<u>\$ 2,351,802</u>	<u>\$ 38,893,639</u>	<u>\$ 36,083,682</u>

See accompanying notes and schedule to the financial statements.

Ontario Association of Architects

Statement of Financial Position

November 30

2019

2018

Assets

Current

Cash	\$ 485,176	\$ 383,575
Short-term deposits	3,890,342	2,900,000
Accounts receivable (Note 4)	85,948	222,486
Receivable from Committee for the Examination for Architects in Canada (CExAC) (Note 8)	263,363	240,684
Inventories	16,801	14,583
Prepaid expenses	419,894	271,137
	<u>5,161,524</u>	<u>4,032,465</u>

Property and equipment (Note 5)	11,644,470	6,936,406
Investment in Pro-Demnity Insurance Company (Note 6(a))	<u>28,652,539</u>	<u>26,625,402</u>
	<u>\$ 45,458,533</u>	<u>\$ 37,594,273</u>

Liabilities

Current

Accounts payable and accrued liabilities (Note 7)	\$ 467,254	\$ 342,876
Payable to Committee for the Examination for Architects in Canada (CExAC) (Note 8)	783,091	704,300
Deferred revenue (Note 10)	481,015	463,415
Current portion of long-term debt (Note 11)	<u>193,988</u>	<u>-</u>
	<u>1,925,348</u>	<u>1,510,591</u>

Long-term debt (Note 11)	<u>4,639,546</u>	<u>-</u>
	<u>6,564,894</u>	<u>1,510,591</u>

Members' equity

Invested in:

Pro-Demnity Insurance Company (internally restricted)	28,652,539	26,625,402
Major capital reserve (internally restricted)	261,235	268,402
Operating reserve (internally restricted)	764,627	764,627
Legal reserve (internally restricted)	52,500	42,500
Property and equipment	6,810,936	6,936,406
Unrestricted	<u>2,351,802</u>	<u>1,446,345</u>
	<u>38,893,639</u>	<u>36,083,682</u>
	<u>\$ 45,458,533</u>	<u>\$ 37,594,273</u>

On behalf of the Council

Susan Speigel, Senior Vice President and Treasurer

Kristi Doyle, Executive Director

See accompanying notes and schedule to the financial statements.

Ontario Association of Architects

Statement of Cash Flows

Year ended November 30

2019

2018

Increase (decrease) in cash and cash equivalents

Operating

Excess of revenue over expenses	\$ 2,809,957	\$ 208,110
Items not affecting cash		
Amortization of property and equipment	654,594	347,008
Net (income) loss from investment in Pro-Demnity Insurance Company	(2,027,137)	415,224
	<u>1,437,414</u>	<u>970,342</u>
Change in non-cash working capital items		
Accounts receivable	136,538	(104,745)
Receivable from CExAC	(22,679)	(18,115)
Inventories	(2,218)	4,417
Prepaid expenses	(148,757)	(41,538)
Accounts payable and accrued liabilities	124,378	64,285
Payable to CExAC	78,791	(22,196)
Deferred revenue	17,600	25,711
	<u>183,653</u>	<u>(92,181)</u>
	<u>1,621,067</u>	<u>878,161</u>

Investing

Purchase of short-term deposits	(7,268,342)	(11,400,000)
Proceeds on disposal of short-term deposits	6,278,000	14,500,000
Purchase of property and equipment	(5,362,658)	(3,911,233)
	<u>(6,353,000)</u>	<u>(811,233)</u>

Financing

Advances from long-term debt	4,849,700	-
Repayment of long-term debt	(16,166)	-
	<u>4,833,534</u>	<u>-</u>

Net increase in cash during the year 101,601 66,928

Cash

Beginning of year	<u>383,575</u>	<u>316,647</u>
End of year	<u>\$ 485,176</u>	<u>\$ 383,575</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

1. Purpose of the Ontario Association of Architects

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

2. Role of auditors and the Audit Committee

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

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

3. Summary of significant accounting policies

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

Use of estimates

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

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

Financial instruments

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

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

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

3. Summary of significant accounting policies (continued)

Inventories

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

Property and equipment

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

Building	40 years
Building additions	10-20 years
Furniture and equipment	10 years
Computer equipment	5 years
Website and database costs	5 years

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

Investment in Pro-Demnity Insurance Company

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

Investment in Ontario Association for Applied Architectural Sciences (OAAAS)

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

Members' equity

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

Members' equity comprises:

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

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

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

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

3. Summary of significant accounting policies (continued)

(c) Invested in operating reserve (internally restricted)

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

(d) Invested in legal reserve (internally restricted)

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

(e) Invested in property and equipment

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

(f) Unrestricted

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

Revenue recognition

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

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

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

Donated services

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

3. Summary of significant accounting policies (continued)

Capital disclosures

The Association's capital comprises members' equity.

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

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

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

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

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

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

4. Accounts receivable

	<u>2019</u>	<u>2018</u>
Miscellaneous receivables, net of prepaid fees	\$ (9,286)	\$ (8,188)
GST/HST	46,287	202,074
Accrued interest	48,947	28,600
	<u>\$ 85,948</u>	<u>\$ 222,486</u>

5. Property and equipment

			<u>2019</u>	<u>2018</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 470,000	\$ -	\$ 470,000	\$ 470,000
Building	10,812,854	(1,269,071)	9,543,783	5,828,666
Building additions	1,724,072	(1,043,316)	680,756	249,260
Furniture and equipment	549,481	(108,166)	441,315	83,482
Computer equipment	563,223	(297,511)	265,712	225,252
Website and database costs	<u>396,996</u>	<u>(154,092)</u>	<u>242,904</u>	<u>79,746</u>
	\$ 14,516,626	\$ (2,872,156)	\$ 11,644,470	\$ 6,936,406

Building includes \$Nil (2018 - \$4,328,666) (Note 11) that is not yet being amortized as it is a project in process.

Website and database costs includes \$11,003 (2018 - \$102,740) of costs incurred relating to the development of OAA's website.

6. Pro-Demnity Insurance Company

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

	<u>2019</u>	<u>2018</u>
Investment in Pro-Demnity, beginning of year	\$ 26,625,402	\$ 27,040,626
Net income (loss) of Pro-Demnity for the year ended December 31	874,191	644,264
Other comprehensive income (loss) for the year ended December 31	1,152,946	(1,059,488)
Comprehensive income (loss)	2,027,137	(415,224)
Investment in Pro-Demnity, end of year	\$ 28,652,539	\$ 26,625,402

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

6. Pro-Demnity Insurance Company (continued)

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

	<u>2019</u>	<u>2018</u>
Financial position		
Total assets	<u>\$ 118,928,691</u>	<u>\$ 104,890,868</u>
Total liabilities	<u>\$ 85,269,652</u>	<u>\$ 73,258,966</u>
Shareholder's equity	<u>33,659,039</u>	<u>31,631,902</u>
	<u>\$ 118,928,691</u>	<u>\$ 104,890,868</u>
Results of operations		
Net premiums earned	<u>\$ 15,080,625</u>	<u>\$ 13,581,733</u>
Net claims and claim adjustment expenses incurred	<u>13,904,309</u>	<u>12,462,482</u>
Underwriting income before expenses and commissions	<u>1,176,316</u>	<u>1,119,251</u>
Operating expenses, commissions and premium tax	<u>3,529,756</u>	<u>3,179,912</u>
Net underwriting loss	<u>(2,353,440)</u>	<u>(2,060,661)</u>
Net investment income	<u>3,275,323</u>	<u>2,764,301</u>
Income before income taxes	<u>921,883</u>	<u>703,640</u>
Income taxes	<u>47,692</u>	<u>59,376</u>
Net income for the year	<u>874,191</u>	<u>644,264</u>
Other comprehensive income for the year	<u>1,152,946</u>	<u>(1,059,488)</u>
Comprehensive income (loss) for the year	<u>\$ 2,027,137</u>	<u>\$ (415,224)</u>
Cash flows		
Cash flows from operating activities	<u>\$ 8,144,745</u>	<u>\$ 5,469,727</u>
Cash flows from investing activities	<u>(5,579,512)</u>	<u>(2,951,676)</u>
Cash flows from financing activities	<u>(81,906)</u>	<u>-</u>
Net increase in cash	<u>\$ 2,468,327</u>	<u>\$ 2,518,051</u>

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

	<u>2019</u>	<u>2018</u>
PCS transfer	<u>\$ 3,121</u>	<u>2,646</u>
Recognition of deferred revenue for server room reimbursement	<u>8,712</u>	<u>4,356</u>
	<u>\$ 11,833</u>	<u>\$ 7,002</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

6. Pro-Demnity Insurance Company (continued)

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

All transactions are recorded at their exchange amount.

7. Examination for Architects in Canada (ExAC)

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

The amounts included in the financial statements are as follows:

	<u>2019</u>	<u>2018</u>
Accounts receivable (jurisdiction exam fees to be received in 2020)	<u>\$ 263,363</u>	<u>\$ 240,684</u>
Accounts payable (represents the CExAC Maintenance Fund Account balance to cover 2020 expenses and approved reserve)	<u>\$ 783,091</u>	<u>\$ 704,300</u>
Association's portion of jurisdictional exam fees (included in ExAC fees revenue)	<u>\$ 79,350</u>	<u>\$ 66,585</u>
Association's ExAC exam administration (included in Schedule of Expense - direct program expense)	<u>\$ 58,743</u>	<u>\$ 43,183</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

8. Ontario Association for Applied Architectural Sciences

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

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

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

	<u>2019</u>	<u>2018</u>
Financial position		
Total assets	<u>\$ 48,571</u>	<u>\$ 51,343</u>
Total liabilities	<u>\$ 13,125</u>	<u>\$ 15,897</u>
Net assets	<u>35,446</u>	<u>35,446</u>
	<u>\$ 48,571</u>	<u>\$ 51,343</u>
Results of operations		
Total revenue	<u>\$ 68,094</u>	<u>\$ 67,411</u>
Total expenses	<u>142,278</u>	<u>118,978</u>
Deficiency of revenue over expenses before undernoted:	<u>(74,184)</u>	<u>(51,567)</u>
OAA contributions	<u>74,184</u>	<u>51,567</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>
Cash flows		
Cash flows from (to) operating activities	<u>\$ (28,131)</u>	<u>\$ 32,591</u>

During the year, the Association paid \$62,299 (2018 - \$77,564) to OAAAS.

9. Deferred revenue

	<u>2019</u>	<u>2018</u>
Annual membership fees, sponsorships, and		
Continuing Education fees	<u>\$ 481,015</u>	<u>\$ 447,203</u>
Server room income from Pro-Demnity	<u>-</u>	<u>8,712</u>
Sponsorship income	<u>-</u>	<u>7,500</u>
	<u>\$ 481,015</u>	<u>\$ 463,415</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

10. Long-term debt

The Association entered in to a non-revolving, fixed interest rate term loan of \$4,849,700 in October 2019. The loan is secured by a collateral mortgage in the amount of \$4,850,000 providing a fixed charge over 111 Moatfield Drive, and a general security agreement. The purpose of the facility is to fund a portion of the building renovation.

	<u>2019</u>	<u>2018</u>
Term loan bearing interest at 4.06% per annum, payable in monthly instalments of \$16,166 plus interest, and due October 2024.	\$ 4,833,534	\$ -
Less current portion	<u>(193,988)</u>	-
Long-term portion	<u>\$ 4,639,546</u>	\$ -
Estimated principal repayments are as follows:		
2020	\$ 193,988	
2021	193,988	
2022	193,988	
2023	193,988	
2024 and thereafter	<u>4,057,582</u>	
	<u>\$ 4,833,534</u>	

During the year, interest paid on the loan was \$16,723.

11. Building initiative

Included in Council, committees, task groups (Schedule of Expenses) are costs of \$Nil (2018 - \$Nil) incurred related to the building initiative. In addition, \$4,151,641 (2018 - \$3,750,083) of costs have been capitalized as part of building. All costs capitalized to date on the project have been funded by the major capital reserve fund. Building renovations costs expensed in the current year \$Nil (2018 - \$Nil)

Total cumulative costs are as follows:

	<u>2019</u>	<u>2018</u>
Building renovation costs expensed	\$ 499,579	\$ 499,579
Building renovation costs capitalized	<u>8,480,307</u>	<u>4,328,666</u>
	<u>\$ 8,979,886</u>	<u>\$4,828,245</u>

12. Employee future benefits

The Association provides a defined contribution pension plan for voluntary participants. Total employer contributions were \$90,254 (2018 - \$79,812). There are no further funding requirements.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

13. Trust funds

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

	<u>2019</u>	<u>2018</u>
Architectural Guild Prize Fund	\$ 2	\$ 184
Ontario Association of Architects Trust Fund Scholarships	15,778	15,684
DaVinci Trust Fund	1,171	1,171
Plachta Fund	<u>104,304</u>	<u>93,173</u>
	<u>\$ 121,255</u>	<u>\$ 110,212</u>

Income from grants and interest of \$31,829 (2018 - \$31,874) were recognized during the year. Prizes and medals of \$20,786 (2018 - \$41,101) were paid during the year.

14. Financial instruments

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

Credit risk

Credit risk is the risk of financial loss occurring as a result of a counterparty to a financial instrument failing to discharge an obligation or commitment that it has entered into with an organization. The Association's main credit risk relates to its accounts receivable and its receivable from CExAC. The Association provides for its exposure to credit risk by dealing with counterparties it believes to be credit worthy, and by creating an allowance for doubtful accounts when appropriate. As at November 30, 2019, the allowance for doubtful accounts is \$Nil (November 30, 2018 - \$Nil).

Interest risk

Interest rate price risk is the risk that the fair value of a fixed interest bearing financial instrument will fluctuate due to changes in market interest rates. Interest rate cash flow risk is the risk that the cash flows of the Association will fluctuate due to changes in market interest rates on variable interest bearing financial instruments. The Association is subject to interest rate price risk on its short-term deposits, and its fixed interest rate long-term debt. It is management's opinion that the Association is not exposed to significant interest rate risks arising from its financial instruments.

Market risk

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2019

14. Financial instruments (continued)

Currency risk

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

Liquidity risk

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

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

DRAFT

Ontario Association of Architects

Schedule of Expenses

Year ended November 30

2019

2018

Salaries and related benefits	\$ 2,682,839	\$ 2,512,066
Direct program		
Conference	809,235	1,039,140
Council, committees, task groups	513,505	642,946
Communications/public information	257,248	383,778
Media relations program	69,370	173,533
Society funding and other contributions	204,368	175,946
Liaison with Government and other	106,081	149,952
Continuing education	64,603	73,178
Examination for Architects in Canada (Note 8)	58,743	43,183
Admission course	24,126	42,284
Member and practice surveys	29,078	-
Uncollectible accounts	1,600	-
Sale of publications and other	24,878	25,902
Practice consultation service	10,209	11,474
	<u>2,173,044</u>	<u>2,761,316</u>
Building, office services and operating		
Building	268,449	140,041
Amortization of property and equipment		
Computer equipment	110,522	113,716
Building additions	137,074	115,550
Building	269,071	62,500
Website and database costs	79,399	38,351
Furniture and equipment	58,528	16,891
OAAAS (Note 9)	62,299	77,564
Printing and office supplies	61,022	55,318
Computer	33,543	36,491
Insurance	34,500	33,825
Telephone, internet access/hosting	33,590	33,480
Postage	27,666	30,273
Professional fees	28,281	24,095
Fees processing charges	7,596	5,569
	<u>1,211,540</u>	<u>783,664</u>
Legal fees		
Prosecutions and injunctions	79,988	150,112
Discipline hearings and appeals	99,402	112,554
General	38,711	53,538
	<u>218,101</u>	<u>316,204</u>
	<u>\$ 6,285,524</u>	<u>\$ 6,373,250</u>



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 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 Spiegel
Settimo Vilardi

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

From:

Governance Committee:

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

Date:

February 18, 2020

Subject:

Appointment of Registrar, Ontario Association of Architects.

Objective:

To provide a report to Council on the selection of a new candidate for the role of Registrar subject to Council approval and appointment

Background:

The Governance Committee has completed the recruitment process for the role of Registrar.

From 45 total applicants, a short-list of 11 candidates was provided to the Governance Committee for scoring. An interview list of six was selected and those interviews were held the second week of February.

After interviewing, scoring and discussion, Architect Christie Mills was selected as the best candidate to be advanced to the Council for appointment as the new Registrar.

Action:

The Governance Committee is recommending Christie Mills be appointed as Registrar.



Ontario Association of Architects

FOR COUNCIL MEETING

March 5, 2020

(open)

ITEM: 4.5

Memorandum

To:

Council

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

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

From:

Chair, Communications Committee
Amir Azadeh

Committee Members

J. William Birdsell
Jennifer King
Joël León
Arezo Talebzadeh-Rezaeera

Jeremiah Gammond
Carl Knipfel
Elaine Mintz

Date:

February 21, 2020

Subject:

Conference 2021 Title and Theme and Conference 2020 Update

Objective:

To obtain approval of the 2021 Conference Title and Theme, and request budget for 2020 Volunteer Appreciation Program at Conference.

To provide an update on the status of Sponsorship for Conference 2020.

Background:

2021 Conference Title and Theme

Each year at the March meeting, OAA Council is asked to consider the proposed theme for the next year's annual Conference. This early approval allows for the following year's Conference to be highlighted onsite in May. This has proven to be useful in marketing the event for the following year and raising awareness.

The Conference Committee has worked with staff to develop the following title and theme for next year's event. Consideration was given to current Council initiatives, 2021 Conference location (Niagara Falls), as well as important current topics seen by the general public.

The Committee is pleased to recommend the following for the 2021 OAA Conference Title and Theme:

Cultivate Inclusion

- integrating new, diverse perspectives
- collaborating with other specialists
- meeting emerging challenges

2020 VIV Program (Very Important Volunteer) at Conference

The Communications Committee has discussed in detail the importance of recognizing the valuable contributions individuals make to the OAA through volunteering as Committee members and Society chairs. As this was not accounted for during the budgeting process for 2020, the Committee has been focused on finding ways to easily and with minimal expense begin to show OAA's appreciation for Volunteers and to further Council's initiative of promoting the benefits of volunteering with the association.

The Committee has determined three initiatives that can take place around the Conference;

- 1) Volunteers will be provided with early access to Conference registration. Council members will receive access on Thursday, March 12 to the online registration system, and then one week later on Wednesday, March 18, registration will open for Committee Members and Society Chairs. Finally, the online registration system will become public on March 24. There is no cost associated with this benefit.
- 2) On Wednesday, May 27, from 5:15-6:00 pm, the OAA is hosting a Happy Hour as part of the Conference schedule prior to the AGM. During this event, Volunteers will be provided with two drink tickets to enjoy a beverage of their choice. The OAA will only be charged for redeemed drink tickets—there is no charge for unused tickets. The estimated cost for this benefit is \$1,300 with the assumption of 60% attending. The Communication Committee is requesting this expense be approved from the Council Policy Development Contingency.
- 3) The Communications Committee also discussed having "OAA Volunteer" tags available for Committee members and Society Chairs to help further distinguish them from registrants and ideally assist in starting conversations regarding what it means and how to become a volunteer. The cost for the tags is estimated to be under \$200, which will be included as part of the Conference Budget.

2020 Sponsorship

The sales campaign began at the end of October 2019. To date, sponsorship commitments are \$215,265 and payments received are \$122,040 against an aggressive budget of \$275,000.

Action:

Council is asked to approve the 2021 Conference Title and Theme and the additional cost for providing drink tickets to our VIVs during Wednesday Happy Hour (estimated at \$1,300).



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 4.6

Memorandum

To: Council

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

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

From: Amir Azadeh, Vice President Communications

Date: February 18, 2020

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

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

Background:

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

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

The program since inception has expanded outside of the GTA to encompass Kingston and Ottawa. With the growing awareness of climate change, an organization, has agreed to take the program nationwide with initial sights set on Halifax and Winnipeg.

Andrew Davies of No.9, the lead organizer of this project, has sent the attached request to consider funding once again for 2020 at the \$25,000 Builder Level/Green Building Design Pillar status. As the request is for greater than \$10,000, it is being forwarded directly to Council for a decision.

Davies will be in attendance at the March 5 Council meeting to make a brief presentation regarding the program and the request for sponsorship.

If Council wishes to sponsor the program, the funds could be drawn from the Policy Contingency budget for 2020. Council could also consider sponsorship at a different level.

Action: Council to consider financial support of No 9.'s Imagining Sustainable City project for 2020.

Executive Summary

A brief description of the sponsorship opportunities

The OAA has an opportunity to continue its support of No.9's award winning *Imagining My Sustainable Community* (IMSC) program at the Builders Level under the Green Building Design Pillar or they can take the opportunity to move to the Educators level to receive more exposure.

IMSC is a four-day intensive program that brings ecological awareness into Grade 7 and 8 classrooms through an introduction to sustainable urban planning and architecture. Since the programs inception in 2011 the *IMSC* program has reached over 3,500 students in six North American cities with five of these being in Ontario (Toronto, Hamilton, Ottawa, Sarnia and Kingston). In addition to these cities No.9 has delivered the IMSC program to two indigenous communities in Ontario, Wikwemikong on Manitoulin Island and Tyendinaga east of Belleville.

IMSC emphasizing nine pillars that contribute to sustainable city building: Green Open Space, Transportation, Waste Management, Water Management, Green Building Design, Alternative Energy, Agriculture and Food Security, Public Art and Design, and Civic Engagement and Leadership. The students incorporate these pillars into their individual designs as well as the overall goals of the project while learning about their City's past and present approaches to sustainable design.

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

The Four Day Process of IMSC

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

cohesive vision for their future neighbourhood. Students then present their work to their City Councilor and School Trustee and Superintendent, receiving feedback on how their designs may become implemented. The workshops teach the students about their civic responsibility to their neighbourhood and the city at large.

With the support of the OAA, No.9 has engaged 32 members of the Ontario Association of Architects as volunteers in delivering the IMSC program to communities across Ontario. In the spring and fall of 2020 we will be taking the IMSC program across the country with support from the McConnell Family Foundation and our Sponsors. This means administering pilot programs in Montreal, Winnipeg and Vancouver with the potential of reaching Halifax in 2021. No.9 will also continue to work in Ontario delivering the IMSC program in Toronto to 9 TDSB schools and in Hamilton to 9 HWDSB schools. In 2020 No.9 will continue focusing on using the IMSC program as a form of reconciliation by working with indigenous communities to provide their youth with voice on how their communities are built. The work done in Tyendinaga with the TTO language and cultural Centre has progress to a feasibility report that includes schematic designs inspired by the Hope School students ideas. It is No.9's goal to work with the Focus Forward for Indigenous youth to see the students help to build out this project once it has secured funding.

The goal of *Imagining My Sustainable Community* is to infuse the real world interdisciplinary aspects of the architectural profession with the Grade 7 and 8 core academic curriculum, while giving youth the tools they need to be agents for change in their communities. Collectively, the students' vision for their sustainable community leads to discussions of civic engagement, governance and living a sustainable lifestyle. No.9 hopes to continue expanding IMSC to more schools in the coming years, providing cities with a vision for their future as seen through the eyes of youth.

Why should the OAA Sponsor your event?

Below I have included the OAA's Vision, Mission and Mandate along with the role the Sustainable Built Environment Committee plays. I have highlighted items where the IMSC program aligns with the OAA vision, mission and mandate.

In short the general public and especially youth have little understanding of the role that an architect plays in designing safe and healthy built environments. The IMSC programs provides this information to the students that we work with, their teachers, principals, trustees, parents and invited political guest that attend the final day review of the program. OAA members that participate in our program learn new information around sustainable building and how the reduction of GHG emissions through building design provides for healthy and safe communities. Students and volunteers learn about new levels and standards associated with green building design and the entire program also includes attention to the art and poetics of architecture that elevated the human spirit. By reaching out in the school system and including the architectural design charrette process in elementary school we are promoting the problem solving technics of the profession. We don't expect all students that take the IMSC program to become

architects but some will and the others will be potential informed clients on the value that architecture provides to any development project. Certainly at the end of the IMSC program all those involved have a much better understanding and appreciation of architecture. By supporting the IMSC program the OAA is demonstrating leadership on issues related to sustainable building.

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 By-laws; 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**.

Sustainable Built Environment Committee

Established by Council to serve in an advisory role regarding matters of sustainable design and environmental issues as they relate to the design and building industry. The Committee defines, analyzes, reviews and assesses **areas which the OAA can focus on in order to demonstrate leadership from the architectural profession on this emerging and important area of practice**.

In what ways, will the project or event promote Ontario Architecture and / or Architects

In the past No.9 has showcased the work that has been done by students in public exhibitions in which thousands of members from the public have attended. These are held in civic and community spaces free to the public. The last exhibition was held at Sidewalk Labs Market 307 showroom in 2018. The focus for the IMSC program in 2018 was about developing sustainable projects on Toronto's Waterfront. Upon completion of each workshop a review is held in which Councillors, School Trustees and Parents are invited. At these reviews students speak to the importance of building sustainably and the role that architecture plays in designing sustainable resilient communities. All members of No.9's team have graduated from a recognized architectural program and their participation along with the OAA volunteers involved is always communicated to the audience along with our supporting sponsors.

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

Background information

Description of your company's goals, objectives, history, etc.

No.9 is an organization that uses art and design to bring awareness to environmental concerns. We deliver programs in schools and in the public domain designed to encourage the use of creative thinking to resolve environmental issues and to promote a sustainable lifestyle.

We believe that:

- Youth can be changemakers in improving the health of our planet.
- Teaching youth about sustainable communities equips them with the skills to enter a green economy.
- Innovation begins with Imagination.
- Teaching youth practical skills while empowering them to think out-of-the box can lead to innovative change.
- Hands-on education is essential to learning.
- Not only can kids grasp complex ideas, but if we provide them with the proper canvas, they can learn and create amazing things.
- Sustainable living does not need to be boring.
- Art, design, music, architecture and coming together to celebrate are all key elements in a culture of sustainability.

Our goal is to empower youth to lead a revolution in building sustainable communities.

Since incorporation in 2006 as a non-for-profit we have produced over 30 major public art installations and run over 150 4-day architectural workshops all in an effort to get the public to pay attentions to climate change. We are now actively working with the next generation to prepare them for what we will pass on!

Target audience**Profiles of individuals who will be attending the event (age demographic and profession / occupation)**

Our target audience is the general public and in many cases policy makers and constituent representatives of communities. Our review process of the student's work has included invited local architects, planners, landscape architects, educators, councillors, developers, city builders and in some cases mayors. While running the IMSC program in Toronto 19 of the 44 Councillors were able to make the 4th day review of students works. Last review we had the City councillor, the school trustee and 10 students from the Ontario Institute for Studies in Education at the University of Toronto where our program is being positioned as ground breaking in it's delivery of STEM + Art hands-on, real-world, peer to peer learning.

List of benefits**A detailed description of all benefits. Different levels of sponsorship and financial commitment / requirement****Builder Level / Green Building Design Pillar Sponsor Benefits**

Logo Recognition as the exclusive Builder level Sponsor of the Green Building Design Pillar on all materials related to the promotion and advertisement of the Imagining My Sustainable Community Program 2020. This Logo Recognition includes any in-kind media that No.9 secures for this event through their media partnerships. It includes logo recognition on the IMSC teacher's guide for 2020 and on all signage and material related to this program or related to the Green Building Pillar. For the expansion across Canada No.9 will be promoting the IMSC program through mass transit posters in each of the cities that we work in. These will advertise the IMSC program and will showcase our sponsors and supporters. These will be scene in buses and subways.

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

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

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

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

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

Educators Level / Civic Engagement and Leadership

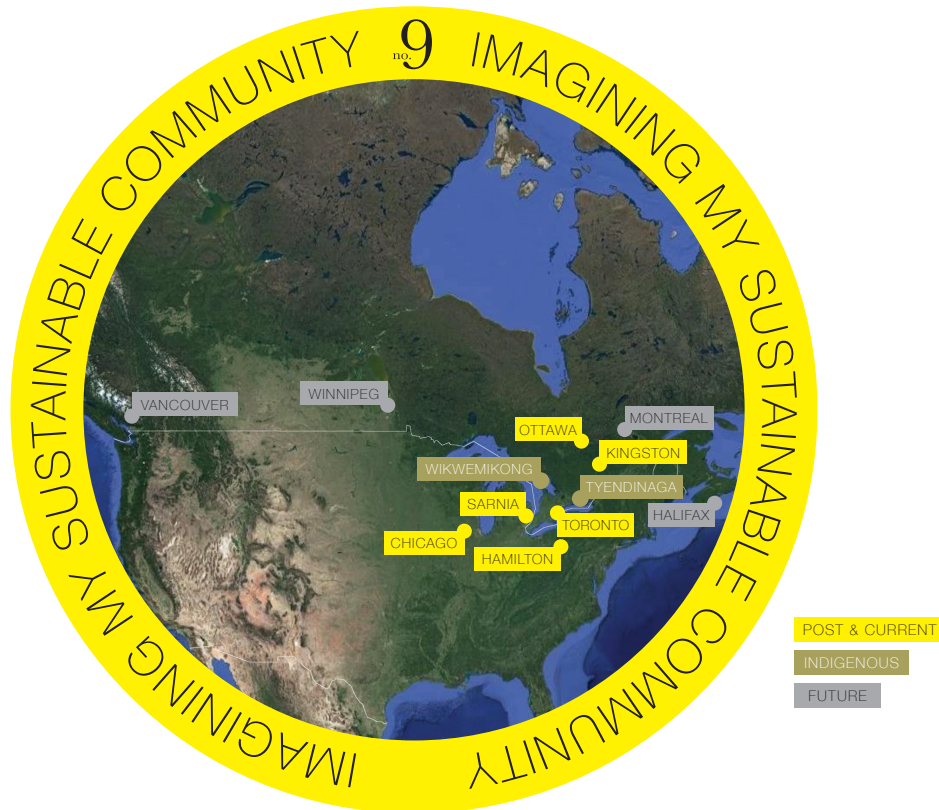
This provides the OAA with an opportunity to increase their involvement with the program through larger sponsorship recognition. This includes being recognized as the lead pillar sponsors of Civic Engagement and Leadership and having the OAA logo on the banner that is presented in the classroom to the students and at Exhibition or events.

I have included a sample of this type of recognition as an attachment

Comments

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

Sincerely Andrew Davies, Executive Director



“Cities have the capability of providing something for everybody, only because, and only when, they are created by everybody.” - Jane Jacobs

CREATING A SUSTAINABLE COMMUNITY



Our name comes from the nine pillars essential to building a sustainable community:

- Water Management
- Alternative Energy
- Green Building Design
- Civic Engagement and Leadership
- Public Art and Design
- Urban Agriculture
- Green Space
- Waste Management
- Transportation

Each of these is critical in building and achieving a sustainable community. They are also the foundation of the *Imagine My Sustainable Community* program.

We are No.9 – a non-profit using art and design to bring awareness to environmental and community concerns. Through educational school programming, we focus on youth – the generation of the future. We work with students to inspire and encourage creative thinking around city planning, environmental issues and promoting a sustainable lifestyle.

IMAGINE MY SUSTAINABLE COMMUNITY – A No.9 INITIATIVE

“Creativity is putting your imagination to work, and it’s produced the most extraordinary results in human culture.”

- Ken Robinson

Today’s youth and their ability to imagine is our best hope for a better future. No. 9 wants to tap the unbridled potential that lies in the creative minds of the next generation to find solutions to building more sustainable communities.

Our vision is to empower youth to lead a revolution in creating sustainable communities.

Imagine My Sustainable Community is a revolutionary new program that is engaging and energizing young people in a way never before seen in Canadian public education. It delivers an experiential lesson on how communities work, and inspires and empowers them to create solutions that will improve life in their communities for years to come.

Community engagement, transportation systems, housing, sustainability, infrastructure, reconciliation – they touch us all, every day of our lives, whether we realize it or not.

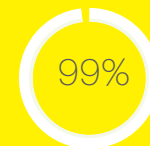
If today’s youth can see just how much of a role urban planning and design play in our daily lives, then they can begin to imagine their own sustainable communities. And imagination knows no bounds.

It’s not a lesson – it’s an experience.

“If our expectation is for the creative class of the next generation to drive the new green economy, then we must take on the responsibility of providing that generation with the necessary tools to do so.” – Andrew Davies, Executive Director No.9



89% of teachers are doing more hands-on activities, and offering more hands-on choices in classrooms (2011 survey of RAFT members)



99% of teachers report students are more engaged and retain more knowledge through hands-on experiences

EMPOWERING A REVOLUTION

*Today's youth are our future.
They will soon lead the world,
and we want to help them
change it for the better.*

Through our immersive, hands-on educational programs, we empower youth to transform their communities, challenging and inspiring them to lead the revolution of sustainable cities across the country. Cities that are vibrant and human friendly, that are enduring with a resilient local economy and an engaged community.

Imagine My Sustainable Community is a four-day program for Grade 7 and 8 students that brings a unique, real-life approach to environmental awareness. The program is interactive and designed to motivate and engage students in STEM+ART (science, technology, engineering, arts and mathematics).

With an understanding and interest in STEM+ART our future leaders can tackle some of the issues Canada faces today:

Sustainability

- Achieving economic social and environmental balance.
- Reducing greenhouse gases through innovative solutions.



Reconciliation

- Building strong, resilient relationships between Indigenous communities and all Canadians, based on mutual recognition and respect.

Our program addresses existing core subjects, and integrates itself into school curricula. We work within the educational scope and expand on relevant concepts that are key to the growth and prosperity of our communities.

- Science – understanding life systems and interactions in the environment, structural strength, stability and heat.
- Geography – natural resources.
- Visual Art – 2 and 3D design, mixed media drawing, sketching and scale model building.
- Math – number sense and numeration, scale, ratio and measurement.
- Language Arts – writing, oral communication, and media studies.

THE IMPACT ON TEACHERS AND STUDENTS

Imagine My Sustainable Community is designed to energize learning around sustainability and help to build creativity and innovation among young Canadians. No.9 architect educators work together with teachers to empower middle school students to think about sustainable living solutions and strong communities.

Our program:

- Fills a much-needed gap to provide programming that delivers STEM+ART and ecology literacy.
- Satisfies required curriculum in Grade 7 in the areas of science, math, geography, visual art and language art.
- Provides an opportunity for discussion around sustainability and reconciliation
- Provides a hands-on approach that introduces students to today's pressing environmental issues and sustainable practices.
- Inspires students to become the next generation of entrepreneurs, engineers, architects and city planners.
- Nurtures creativity and innovation among students, empowering them to find sustainable living solutions.

Teacher Testimonial

*Imagining My Sustainable City / Gordon A. Brown
Middle School 2012-2013*

“Once more allow us at Gordon A. Brown Middle School to thank you for your patience and diligence in working with the children of 7B. They have experienced a process that will impact them for the rest of their lives. The message of the interdependence and inter-connectedness of life, hence, the responsibility we have for the environment and each other has been registered with each and everyone of the participants. No.9 delivers!”

- Amah Harris Grade 7 Teacher Gordon A. Brown Middle School

IMAGINING MY SUSTAINABLE COMMUNITY IN ACTION



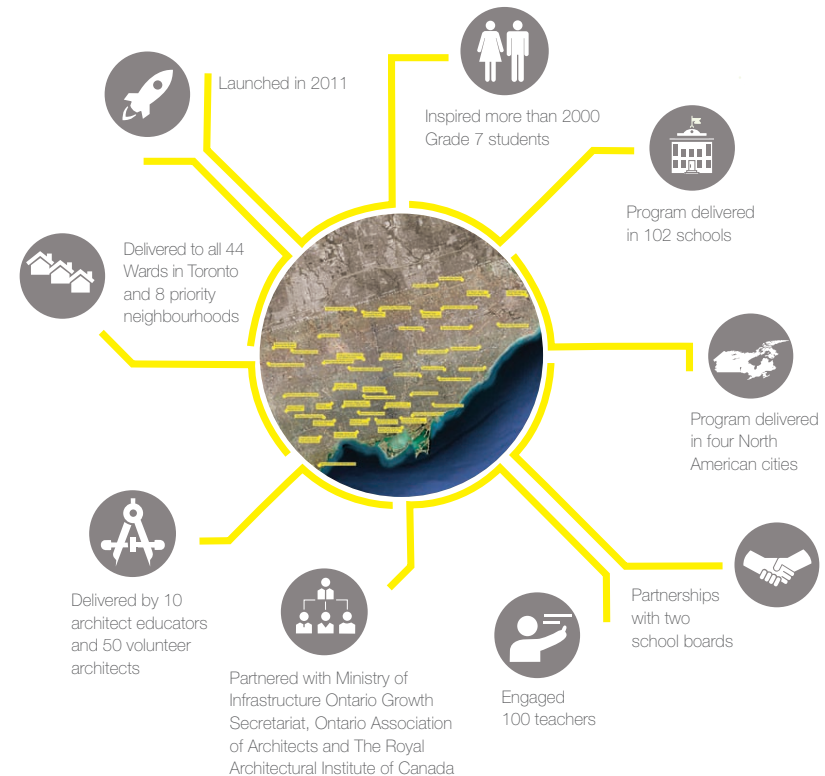
One of our success stories comes from Hamilton, Ontario, where *Imagine My Sustainable Community* is already at work. We are currently building on students' ideas by creating architectural drawings and display boards along with a master plan that the school can use for fundraising.

Taking the *Imagine My Sustainable Community* program one step further, we have priced and rendered the students' creations so that they can launch crowd funding campaigns to raise the funds to realize their designs as an integral part of the school community.

Alexis is now watching her 'ring bench' design come to life.

Imagine My Sustainable City has evolved into *Imagine My Sustainable Community*. This shift allows the program to expand its focus and be more inclusive. It provides the opportunity to engage youth in the discussion around Northern and Indigenous communities and takes into account many different ways of living. By using the word community, youth from urban, rural or northern communities can see themselves in this program.

SUCCESS SO FAR



Students demonstrated a deeper understanding of concepts through hands-on learning compared to those taught by traditional methods (Riskowski, J.L., Todd, C.D., Wee, B., Dark, M., & Harbor, J. (2009). "Exploring the effectiveness of an interdisciplinary water resources engineering module in an eighth grade science course" (PDF). *International Journal of Engineering Education*, 25(1), p.181."

Research shows that hands-on learning is an effective way to teach students science.

Confidence from hands on learning leads to students continuing in that field of study: A 2014 report found that girls who participate in maker programs develop stronger interest and skills in computer science and engineering. By engaging in making, girls can gain the skills, knowledge, confidence, and self-efficacy necessary for a successful career in STEM. (Wittemyer, R., McAllister, B., Faulkner, S., McClard, A., & Gill K. (2014). *MakeHers: Engaging Girls and Women in Technology Through Making, Creating, and Inventing*)

RETURN ON INVESTMENT

Climate change is a multigenerational issue. Giving today's youth the tools they need to tackle environmental issues is of utmost importance as they enter the labour force. *Imagining My Sustainable Community* does that. It is a tried and proven program that provides youth with the knowledge and understanding to set them up for success. Kids have become engaged and motivated through this intensive experience. The lessons change their lives and stay with them into the future. Teachers have incorporated this important curriculum, and schools have already noticed a remarkable difference in how much students have gained.

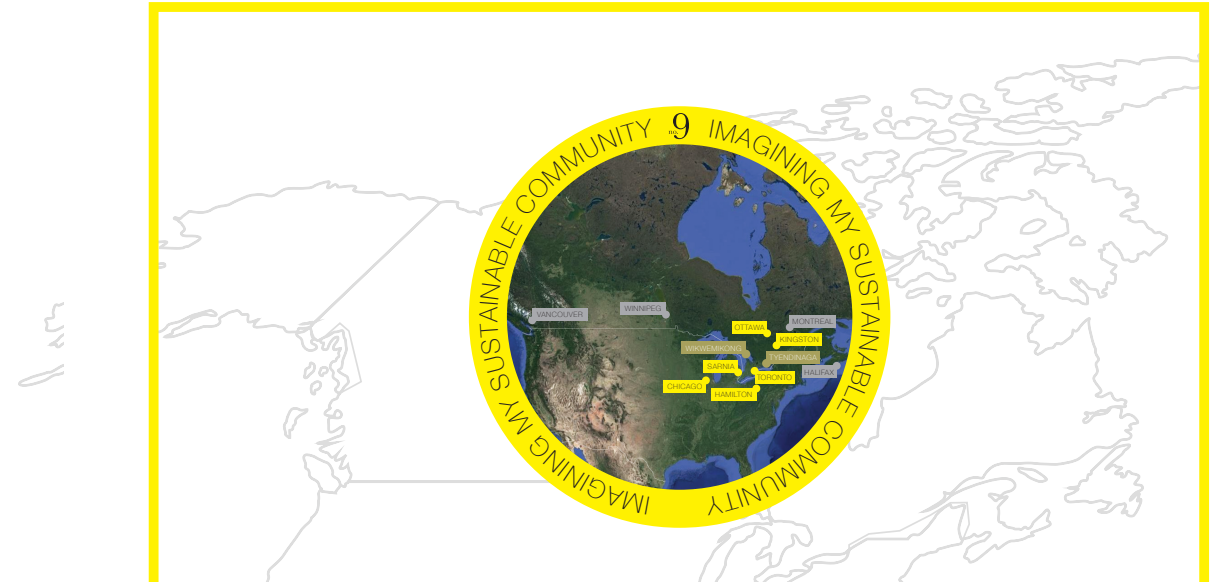
The program's long-term benefits are immeasurable right now, but as society relies on the next generation to continue the drive for sustainability, we **will** see the results. Already in Europe, where youth are surrounded by ancient structures and taught at a young age the importance preserving history and finding creative solutions to plan for future infrastructure, we see more understanding and appreciation for communities than in youth in North America.

As populations rise and the need grows for innovative and green building solutions, Imagine My Sustainable Community will make a big difference in meeting these demands.

As we expand the program we have plans to introduce more measurable results, including questionnaires that students will complete before and after the course, that we are confident will show improved understanding and engagement in tackling our sustainability challenges.

Already recognized as a valuable asset to the schools that have run the program, it is our long term plan for the *Imagine My Sustainable Community* to become an integral component to Canadian curriculum and taken on by school boards across the country, who employ a STEM+ART specialist to coordinate program delivery.

have developed a reputation for being world leaders in several aspects related to community planning and development, for example: by building innovative green buildings; high density housing and mixed-use buildings and neighbourhoods; amazing cycling paths, routes and highways; world-famous pedestrian-only shopping streets; and excellent parks, recreation areas, and other public spaces.



No.9 RECONCILIATION AND INDIGENOUS ENGAGEMENT

Canada's Indigenous population is growing faster than any other segment of our population. So much so that in 20 years, one in five people will identify themselves as Indigenous. By engaging Indigenous knowledge leaders to educate young people we begin building a strong, resilient, diverse, and inclusive country. We then have youth - the leaders of tomorrow - who acknowledge and appreciate Indigenous values, and how this can help us live more sustainably.

That's the philosophy behind *Imagining My Sustainable Community* (IMSC) a No.9 program that encourages positive reconciliation between Indigenous and non-Indigenous communities through educational school programming. IMSC works with students to encourage creative thinking around reconciliation, city planning, environmental issues, sustainability and embraces all of Canada's communities. *Imagining My Sustainable Community* hinges on partnerships, especially with members of the Indigenous community and Indigenous-led businesses.



Students from Katarokwi Learning Centre with Indigenous Canoe Educators Wayne Bayer, Linda Mathews and Alphonse Trudeau



The program has already been successful in Ontario, where we formed a partnership with Focus Forward for Indigenous Youth, an organization that provides opportunities to Indigenous students to develop hands-on skills by working on community projects from start to finish. Together, No.9 and Focus Forward developed two workshops. One introduced Indigenous students from the Wiikwemikong community to 3D digital model making and the other was a birch bark canoe workshop with the Katarokwi Learning Centre in Kingston. Both of these workshops provided students with valuable skills while also providing opportunity for active, positive reconciliation.

Our goal is to expand the *Imagining My Sustainable Community* program across Canada, and we have already

begun in Manitoba. Meetings in Winnipeg involving Indigenous leadership, the city, and educational organizations have identified a need and an appetite for what our programming offers. Partnerships are being formed with Manitoba First Nations communities and Winnipeg's largest and most diverse school division to create an *Imagining My Sustainable Community* program, which will expand to further divisions in 2019.

While we expand our programming in Manitoba, No.9 will continue to grow our important educational programming across Canada. Most notably, Vancouver has been identified as a potential community to serve.

Our future does not have to be shaped by our history. The Truth and Reconciliation Commission's (TRC) *Call To Action* has encouraged and engaged Canadians from all walks of life to recognize and accept our Indigenous history, and to heal wounds of the past in order to look ahead to more inclusive and prosperous future. Reconciliation is a core consideration in our work.

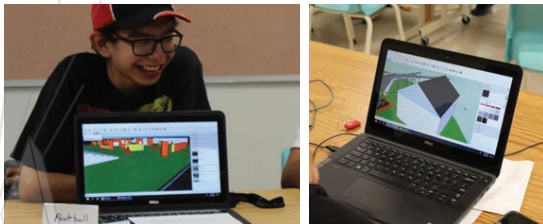
IMAGINING MY SUSTAINABLE COMMUNITIES GOALS

Imagining My Sustainable Community brings students together to practice reconciliation while working towards a shared goal that will benefit the community. It lifts lessons from a traditional classroom/textbook setting into practical real-world experiences - teaching Indigenous culture and traditions, the legacy of residential schools, and the impacts of intergenerational trauma through collaboration and positive action.



Besides advancing the ideals of the TRC, *Imagining My Sustainable Community* also embraces the United Nations Declaration on the Right of Indigenous Peoples (UNDRIP) in a number of areas relating to environment, education, employment, and economic reconciliation. It supports the commitment to recognize and respect Indigenous knowledge, cultures, and traditional practices that contribute to sustainable and equitable development, and proper management of the environment.

Originally, No.9's program was named *Imagining My Sustainable City*. However, in 2017 the decision was made to change the name to *Imagining My Sustainable Community*. This shift allows the program to expand its focus beyond cities and be more inclusive. It provides the opportunity for youth to engage in discussions around Northern, First Nations, and rural communities, which deal with challenges like food security, fresh water delivery, heating, recycling, and service delivery. No.9 has identified the importance and relevance of engaging



Students from the Wiikwemikong Community on Manitoulin Island working with digital 3D model software SketchUp

Indigenous communities and working collaboratively toward sustainable lifestyles. Much can be learned from Indigenous ways, and knowledge-sharing will be an important foundation for creating healthy communities.

Students who participate in *Imagining My Sustainable Community* program could become Canada's future city planners, architects, designers, community leaders, and will take the lessons learned from these projects and incorporate them into future sustainable communities that are resilient, adaptable, and Inclusive.

"We are the future, so it makes sense to work now to sustain ourselves, our lives and the world."

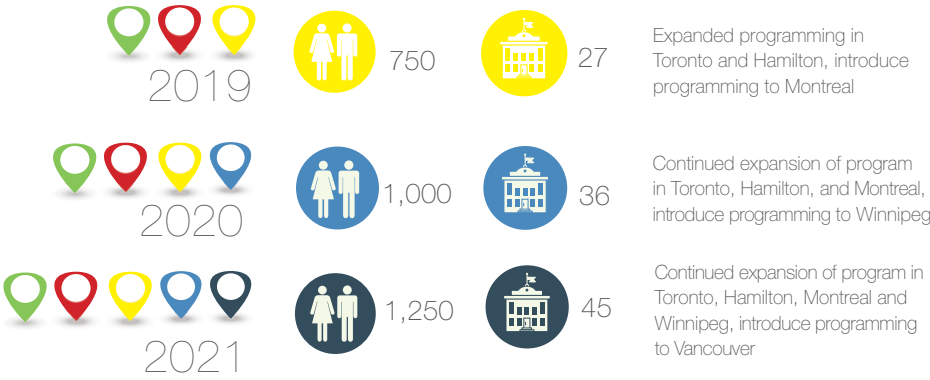
Avery R. Grade 7 Student Donview Middle School

SHAPING CANADA'S FUTURE

Our vision is simple – we want to expand *Imagine My Sustainable Community* to reach more students, inspire innovation, nurture creativity, and create change.

We will continue to build on our successful partnerships and collaborations to grow the program to reach more schools in new and existing markets.

By the end of 2021, *Imagine My Sustainable Community* will have reached another 3,000 students across five cities.



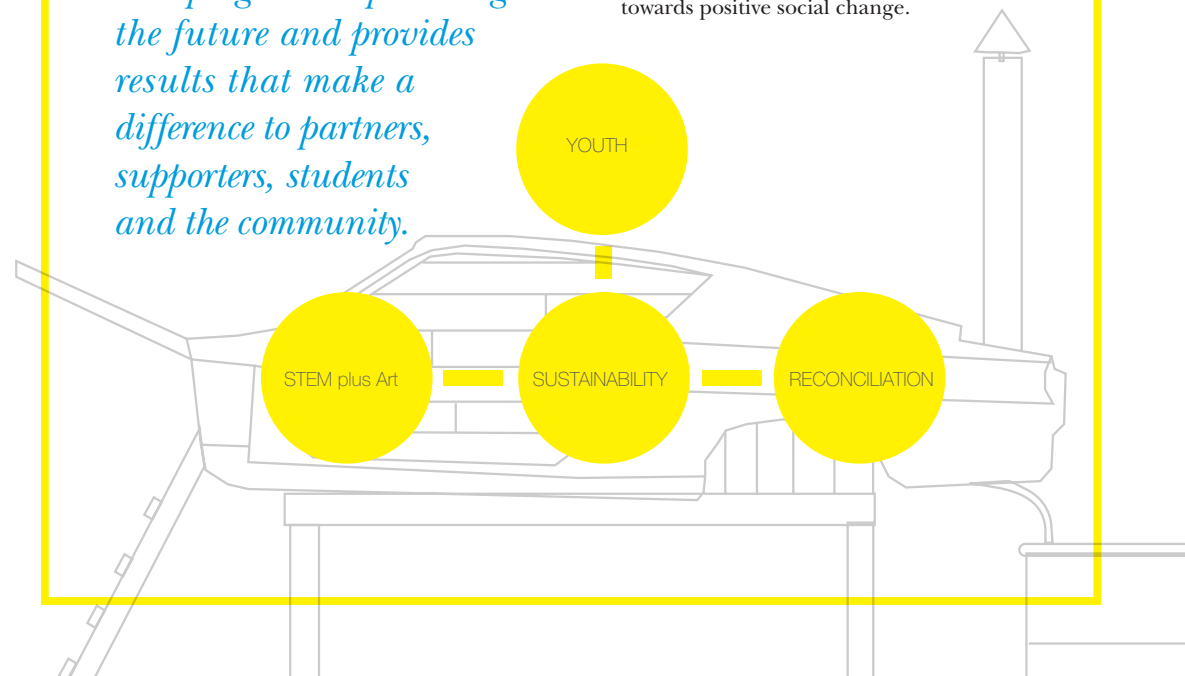
REACHING OUR GOAL

To achieve our vision of having *Imagine My Sustainable Community* in five major Canadian centres by 2021, we have a fundraising goal of \$5 million over three years. This will fund the expansion and delivery of *Imagine Our Sustainable Community*, which will also include an overarching theme of reconciliation to build relationships between the Indigenous population and the rest of Canada.

Supporting *Imagine My Sustainable Community* is a rewarding and inspiring charitable experience. Through strong leadership, hands-on programming and engaging partnerships, we offer a world-class education for youth in sustainable community development. Over the next few years, we will continue to build our partnerships with:

- Teachers who recognize the power of the program as a vehicle for curriculum delivery.
- Students, and future leaders, who learn how to apply their creativity to find innovative, sustainable solutions.
- Architects that are motivated by the thought of inspiring a future generation.
- Business and community leaders that hold similar values and are working towards positive social change.

Our program helps change the future and provides results that make a difference to partners, supporters, students and the community.



*“Participating in *Imagining My Sustainable City* changed my life by showing me that I can change where I live and that I can have an affect on the future.”*

- Crystelle S. Grade 7 Student Dr. Marion Hillard



THE ROADMAP TO SUCCESS

We already have an effective program design that can be replicated and adjusted as necessary for other communities. Our step-by-step process will include the following key milestones for launch in each community:

- **Establish partnership with the city public school board.**

We have had great success in forging official partnerships with the Toronto District School Board and Hamilton Wentworth District School Board. With successful programming, unmistakable impacts on Ontario students, and the demand by school boards for STEM+ART and ecological literacy, we are in a strong position to build similar partnerships with school boards in Montreal, Winnipeg and Vancouver.

- **Recruit two part-time architect /educational instructors per city to deliver programming.**

No.9 continues to have significant interest from architects inspired by the program. To date, we have hired more than 10 consultants and worked with more than 50 volunteers in the classroom. These positions are significant to the success of the program as they act as the contact points for program coordination with school boards, and deliver the programs.



- **Train architect/educational instructors.**

Selected architect consultants will be trained by No.9's existing consultants and will be provided with all materials necessary to deliver the program.

- **Recruit a project manager.**

A project manager will oversee the program expansion across the country, meet with schools, school boards and students, and assure quality control and constructive feedback from all stakeholders.

A PASSPORT TO HIGHER EDUCATION



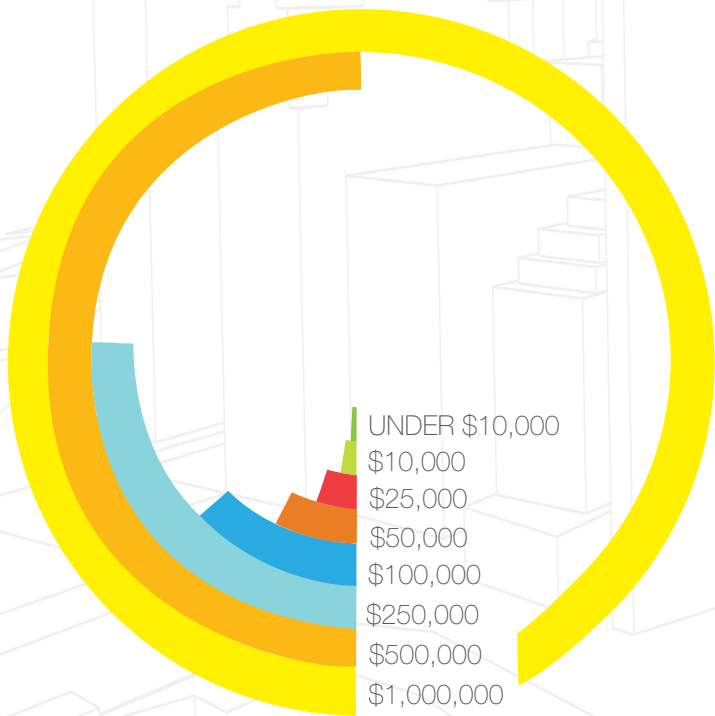
The Passport to Higher Education program is a new add-on digital supplement to the existing *Imagining My Sustainable Community* program. Once students are introduced to green building careers through the *Imagining My Sustainable Community* program they begin to make inquiries as to how they can become involved in these professions later on in life. The digital Passport to Higher Education app provides participating students with the information required to pursue a career in one of the professions introduced to them during the four day design charrette process.

If for example students become inspired and interested in becoming an architect, engineer, landscape architect or city planner the information on what high school courses are required and what post secondary schools provide education in these professions will be provided in the Passport to Higher Education online app. This easy to use and easy to understand resource will allow students to start to plan their future educational goals. Graphically playful this online application will provide guidance to students as they continue to refine their educational goals in the green building sector. The Canadian Government has stated that the green building and tech industry sector will be a major growth area in our future economy. Preparing the next generation with the information on how to engage in this growing sector is critical to its success.

Encouraging students to set goals for post secondary school will increase their odds of graduating and make them more likely to be financially independent and secure.

PARTNERSHIP OPPORTUNITIES

Partners will receive recognition and engagement opportunities based on their level of financial support. As well as overall IMSC program support, partners will have the opportunity to align their support with one of the 9 pillars that best suits their interests. All donors are valuable contributors to the success of the program.



PARTNER LEVELS:

- Planner
- Designer
- Builder
- Educator
- Architect
- Creator
- Innovator
- Visionary



OUR COMMUNITY

BOARD OF DIRECTORS

Throughout the whole process, the No.9 Board of Directors will be actively involved, and the project will be supported by volunteers with specific roles and responsibilities, including:

NATIONAL ADVISORY COUNCIL


A select group of visionary leaders from across Canada is integral in guiding the planning and implementation. They will have expertise and a specific interest in sustainable development, environmental education, Indigenous communities, reconciliation and community building.

YOUTH CIRCLE

Engaging youth in the philanthropic process is essential for building a sustainable community. This unique approach will help engage the next generation of partners and philanthropists. The Youth Cabinet will be empowered in their role, and will participate in material development, solicitations, and stewardship and recognition activities.

CIRCLE

The traditional Cabinet model will be replaced by the Circle, ensuring this initiative is inclusive to all communities. Circle members will act as the primary volunteers, providing support and leadership based on their strengths. Elders, leaders, connectors, solicitors, storytellers, connectors, communicators, and those interested in governance will be sought.



Cities that have higher levels of environmental sustainability (as captured by the overall green city index score) also have: Higher rates of employment; Higher GDP per capita; Lower rates of violent crimes; More graduates (higher levels of educational attainment); and Improved mental health (e.g., lower levels of stress, anxiety). (Green City Index Project)

BECOME A PART OF THE REVOLUTION

It takes leadership to build a sustainable community.

No.9 has been successful in securing significant support from key investors, partners, collaborators and funders, without which, our vision would not be possible.

PROGRAM PARTNER



IN-KIND



DONORS



SPONSORS



IMSC Lead Transportation Sponsor



IMSC Lead Alternative Energy Sponsor



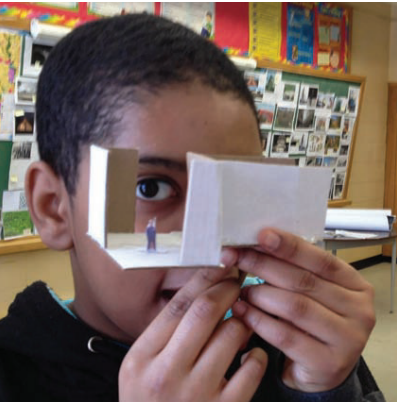
IMSC Designer Level - Green Building Design

Our goal is to continue to build support through additional partners, collaborators and early investors. These like-minded people will be at the forefront of an important, solutions-oriented revolution that empowers our country's future leaders to create positive change. Contact us to become a part of the revolution.

No.9 is undertaking this project so that the next generation will have the knowledge and critical judgment to engage in the building of sustainable communities. If our expectation is for the creative class of the next generation to drive the new green economy, then we must take on the responsibility of providing that generation with the necessary tools to do so. A creative labour force prepared to deal with the environmental challenges of the 21st century will only be realized through a transformation in the education of our youth.

No.9 Contemporary Art & the Environment

39 Queens Quay East, Suite 100 Toronto, ON M5E 0A5



“Children are designed for learning. When we are children, we are devoted to learning about our world and imagining all the other ways that world could be. When we become adults, we put all that we’ve learned and imagined to use. There’s an evolutionary division of labour between children and adults. Children are the R&D department of the human species – the blue-sky guys, the ones who brainstorm. Adults are production and marketing. Children make the discoveries, and we implement them.”

The Philosophical Baby, Alison Gopnik





Ontario Association of Architects

FOR COUNCIL MEETING March 5, 2020 (open) ITEM: 4.7

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: Settimo Vilardi, Vice President Practice

Date: February 24, 2020

Subject: Sub-Committee on Building Codes and Regulation (SCOBCAR)
Review of proposed changes to the 2015 editions of the National Building, Fire, and Plumbing codes, and the National Energy Code of Canada for Buildings 2017.

Objective: To review and approve the OAA's submission regarding the proposed changes to the 2015 editions of the National Building, Fire, and Plumbing codes, and the National Energy Code of Canada for Buildings 2017.

Background:

The National Research Council announced a national public review that is running from **January 13, 2020 to March 13, 2020**.

Link: <https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-development-process/public-review-proposed-changes-codes-canada-publications-winter-2020>

The Canadian Commission on Building and Fire Codes (CCBFC) invited Code users and stakeholders to participate in the winter 2020 public review of proposed changes to Codes Canada publications:

- National Building Code of Canada 2015 (NBC)
- National Fire Code of Canada 2015 (NFC)
- National Energy Code of Canada for Buildings 2017 (NECB)
- Updates to the documents referenced in the 2015 and 2017 National Model Codes

The purpose of this public review is to:

- provide Code users and stakeholders with a detailed look at proposed technical changes
- seek comment on each proposed technical change as to whether it should be approved, altered, or rejected.

Review of changes and highlights

The proposed national code changes cover housing/small buildings, fire protection, accessibility, energy efficiency, earthquake and structural design, plumbing and large farm buildings. With the provincial government's intent to harmonize the national codes and the Ontario Building Code (OBC) the proposals will likely be adopted by the OBC.

SCOB CAR reviewed the proposed changes, and comments are attached for information. The changes focused mostly on the following themes:

- Fire Stopping of electrical and mechanical penetrations
- Proposed Accessibility Changes
- Creation of a new occupancy G to address the integration of the farming building
- Sustainability

Accessibility Changes

- Focused on entrances and barrier free path of travels. Currently, the NBC only requires 50% of pedestrian entrances of a building to be accessible. Therefore, people with limited mobility may have to travel longer distances. This proposed change expands the requirement for all pedestrian entrances to be barrier free.
- Increased dimensions for barrier-free paths of travel and maneuvering at door locations.
- Higher illumination levels at doors, signage and stair locations;
- It should also be noted that the New Accessibility act that came into play in June 2019 most likely contributed to the changes proposed in the NBC this time around:
<https://www.canada.ca/en/employment-social-development/news/2019/06/canadas-first-federal-accessibility-legislation-receives-royal-assent.html>
- SCOB CAR supports the overall accessibility-focused changes proposed by the NBC as they seem to be striving to catch up with OBC from an accessibility perspective.

Creation of a New Occupancy Type: G Farm Buildings

- The proposed changes incorporate the stand alone Farming building code into the National building code, resulting in the creation of a new occupancy type G.
- The new G occupancy is divided into 4 groups to address farm buildings - typical exit issues, fire separation issues, exit signs, emergency lighting issues. It would include overlapping use issues such as operations using flammable gasses (to ensure safe facilities and the protection of the public), i.e. cannabis extraction operations using flammable gases.
- SCOB CAR supports the upgrading of the code requirements for farm buildings, however it should be noted that this would result in some amendments such as:

- Review if the Architect Act needs to be amended to include a Farm occupancy and other associated changes
- The OBC section 1.3.1.2 Farm Buildings would eventually need to be amended as it refers to National Farm Building Code of Canada

Sustainability

- The proposed changes covered a wide range of components including (but not limited to):
 - Refinement of HVAC equipment performance criteria
 - Compliance with Energuide Standards
 - Air tightness
 - Thermal characteristics of openings in the building envelop
 - Lighting and HVAC systems and Plumbing

Communications to Members

OAA Members were encouraged to respond to the proposed national codes consultation through [Practice Advisory Issue 4, of January 17, 2020](#), the [OAA News Bulletin February 6-19, 2020](#). They were also encouraged to [comment via tweets](#).

Participation of SBEC Committee and Proposed Comments

- SBEC was also part of the review process. Their focus was on technical changes affecting energy efficiency.
- SBEC was in agreement with most of the recommendations of SCOBCAR on the energy efficiency items but recommended the addition of comments for some key proposed technical changes.

The following items must be reviewed by Council. Refer to attachment:

- A) Proposed change 1608 (#15): SBEC would like to propose the following addition to SCOBCAR's original comment: *We would also like to see an alternative equivalency to GigaJoules in tables, such as the internationally recognized format of Energy Use Intensity (EUI) in equivalent Kilowatt-hours per square meter per year (ekWh/m2/yr), and in future version of of NBC updates an additional rating in operational GHGI (Greenhouse Gas Intensity) in kg/m2/yr (recognizing differences in the carbon intensity of Provincial grids).*
- B) Proposed Change 1620 (#19): SBEC would like to propose a ranking of 2 as well as submit the following comment: *An objective Total Energy Use Intensity (TEUI) or Energy Use Intensity (EUI) measure on its own can achieve energy goals with considerably less effort and complexity, otherwise required to model against a reference case. A TEUI, combined with isolating Thermal Energy Demand Intensity (TEDI) is even better. And TEUI, TEDI, Greenhouse Gas Intensity (GHGI) would be the gold standard for data transparency and alignment with climate/GHG mitigation goals.*

It should be noted that the VP Practice and VP Policy conferred on the above noted items directly, as did committee members responsible for review and comment on these changes, and therefore SCOBCAR fully supports the revisions requested by SBEC.

Action:

Council to approve the submittal of the comments as per the *attached spreadsheet* to meet the deadline of March 13, 2020.

Attachments

Spreadsheet (*2020-NBC-Proposed-Codes-SCOBCAR-SBEC-final-re-Council-Feb-24*)

Proposed Winter 2020 National Code Changes (89)

1. I support this proposed change as is.		
2. I support this proposed change as is with comment(s).		Each proposed change has to be submitted individually online.
3. I support this proposed change with modification(s).		
4. I do not support this proposed change for the reason(s) stated below.		Numbers 1 to 5 in the column to the left are the designated wording when submitting comments online.
5. I have reviewed this proposed change and I have no opinion on it.		

Total Proposed national code changes 162 (NBC 127) (NECB 30) (NFC 4) (NPC 1)
(Online submission allows for only 89 listed below) (NBC 71) (NECB 15) (NFC 2) (NPC 1)
 submission deadline March 13, 2020

https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-development-process/public-review/proposed_changes_index.html

Change #	#	Proposed Change Code	Rank	Status	Comments
Pro- posed change #	#	NATIONAL BUILDING CODE 2015 – 73 proposed changes (out of 127) https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-development-process/public-review/2020/nbc_provision.html	Rank	Status	Comments
		Division B			
		Part 9 - Housing and Small Buildings			
339	1	9.8.4. Step Dimensions 339 - Open Risers in Public Stairs (Part 9)	1	I support this proposed change as is.	
356	2	9.8.8.5. Openings in Guards 356 - Open Stringers	1	I support this proposed change as is.	
1421	3	9.8.8.2. Loads on Guards 1421 - In-Plane Loads on Guards	1	I support this proposed change as is.	
1422	4	9.8.8.1. Required Guards 1422 - Protection of Raised Walking Surfaces	1	I support this proposed change as is.	
1425	5	9.8.6.2. Required Landings 1425 - Required Landing at the Top of Stairs	1	I support this proposed change as is.	
1462	6	9.23.14.11. Roof Trusses 1462 - Roof Trusses	1	I support this proposed change as is.	
1463	7	9.20.16.1. Corrosion Resistance of Connectors • 1463 - Coatings of connectors and fasteners in contact with masonry	1	I support this proposed change as is.	
1469	8	9.23.3. Fasteners • 1469 - Fasteners and Connectors for Wood-Frame Construction	1	I support this proposed change as is.	
1475	9	9.4.1.1. General 1475 - Resistance to Lateral Loads Footnote 6 Footnote 7 Footnote 8 Footnote 9	5	I have reviewed this proposed change and I have no opinion on it.	
1490	10	1490 - Formula for Basic Footing Widths and Areas	5	I have reviewed this proposed change and I have no opinion on it.	
1512	11	9.23.2. General 1512 - Coatings of Connectors and Fasteners in Contact with Pressure-treated Wood	1	I support this proposed change as is.	

Proposed Winter 2020 National Code Changes (89)

Change #	#	Proposed Change Code	Rank	Status	Comments
1576 Online submission only allows one ranking Rank #3 selected	12	9.10.5. Permitted Openings in Wall and Ceiling Membranes 1576 - Penetrations through Fire Separations (Part 9)	1	I support this proposed change as is.	
		9.10.9. Fire Separations and Smoke-tight Barriers between Rooms and Spaces within Buildings 1576 - Penetrations through Fire Separations (Part 9)	3	I support this proposed change with modification(s).	Delete proposed clause [9.10.9.8.(2)(a)] The proposed change precludes nonmetallic electrical boxes on opposite sides of a vertical fire separation. These boxes have superior sound and smoke control and are easier to inspect for airtightness. The rationale for the exclusion discusses problems with back to back nonmetallic boxes. However [9.10.9.8.(2)(b)] requires boxes to be offset 600mm. UL listings for nonmetallic boxes also require the boxes to be offset 600mm. We cannot comment on 9.10.16.4 as Referenced Note A-3.1.11.7.(6)-2020 is not provided.
		9.10.13.13. Fire Dampers 1576 - Penetrations through Fire Separations (Part 9)	1	I support this proposed change as is.	
		9.10.16.4. Penetration of Fire Blocks 1576 - Penetrations through Fire Separations (Part 9)	4	I do not support this proposed change for the reason(s) stated below.	(Reason) Referenced Note A-3.1.11.7.(6)-2020 is not provided. It is already in the Building Code (but not 2020 version).
1596	13 SBEC	9.36.3.10. Equipment Efficiency 1596 - HVAC Equipment Performance Requirements	2	I support this proposed change as is with comment(s).	While new measurement standards and increases in required efficiency are beneficial, the code becomes less useful when the designer must purchase every new standard. Energy factors are not commonly provided with manufacturer's literature. The proposed changes will make awareness of the actual requirements harder to find. We recommend that manufacturers be mandated to provide information such as the energy factor in product information, available to architects and engineers.
1597	14 SBEC	9.36.4.2. Equipment Efficiency 1597 - Service Water Heating Equipment Performance Requirements	2	I support this proposed change as is with comment(s).	While new measurement standards and increases in required efficiency are beneficial, the code becomes less useful when the designer must purchase every new standard. Energy factors are not commonly provided with manufacturer's literature. The proposed changes will make awareness of the actual requirements harder to find. We recommend that manufacturers be mandated to provide information such as the energy factor in product information, available to architects and engineers.
1608	15 SBEC	9.36.5.3. Compliance 1608 - Alignment of Subsection 9.36.5. with the EnerGuide Rating System	2	I support this proposed change as is with comment(s).	It is best to keep all schedules for modelling purposes in one place, therefore, retain all comments that describe how calculations will be made, but replace tables 9.36.5.4 and 9.36.5.8 with references to the simulation protocols for HOT-2000 under the new EnerGuide system. Designers will make decisions regarding end results based on NBC, but actually do the calculations based on the Energuide protocol. Seeing the schedules for heat from occupants and their activities to space independently of schedules for ventilation, heating, and lighting invites confusion and error. Keep all schedules in one place. Also, coordinate changes to temperature set-points with requirements for system capacity (9.33.3.1). We would also like to see an alternative equivalency to GigaJoules in tables, such as the internationally recognized format of Energy Use Intensity (EUI) in equivalent Kilowatt-hours per square meter per year (ekWh/m2/yr), and in future version of NBC updates, an additional rating in operational GHGI (Greenhouse Gas Intensity) in kg/m2/yr (recognizing differences in the carbon intensity of Provincial grids).
1610	16 SBEC	9.36. Energy Efficiency 1610 - Measured Airtightness	1	I support this proposed change as is.	
1611	17 SBEC	9.36. Energy Efficiency and 9.36.1.3. Compliance and Application 1611 - Prescriptive Requirements for Energy Performance Improvement	1	I support this proposed change as is.	
1617	18 SBEC	1617 - Tiered Energy Performance Compliance	1	I support this proposed change as is.	
1620	19 SBEC	9.36.5.3. Compliance 1620 - Referencing the EnerGuide Rating System in Subsection 9.36.5.	2	I support this proposed change as is with comment(s).	An objective Total Energy Use Intensity (TEUI) or Energy Use Intensity (EUI) measure on its own can achieve energy goals with considerably less effort and complexity, otherwise required to model against a reference case. A TEUI, combined with isolating Thermal Energy Demand Intensity (TEDI) (thermal component) is even better. And TEUI, TEDI, Greenhouse Gas Intensity (GHGI) would be the gold standard for data transparency and alignment with climate/GHG mitigation goals.

Proposed Winter 2020 National Code Changes (89)

Change #	#	Proposed Change Code	Rank	Status	Comments
		Part 3 - Fire Protection, Occupant Safety and Accessibility			
1361	20	3.1.8.4. Determination of Ratings and Classifications 1361 - Required Rating for Fire Stop Systems	1	I support this proposed change as is.	
1399	21	9.23.6.1. Anchorage of Building Frames 1399 - Structural Analysis for Exemption from Anchorage of Building Frames	1	I support this proposed change as is.	
1473	22	3.8.2.2. Entrances 1473 - Accessible Entrances to Buildings Footnote 3	1	I support this proposed change as is.	
1474	23	3.8.2.7. Power Door Operators 1474 - Power Door Operators Footnote 3	1	I support this proposed change as is.	
1481	24	3.8.2.3. Areas Requiring a Barrier-Free Path of Travel 1481 - Deletion of Exemption on Provision of Barrier-Free Path of Travel Footnote 3	1	I support this proposed change as is.	
1482	25	1482 - Expansion of Application of Requirement on Barrier-Free Paths of Travel Footnote 3	1	I support this proposed change as is.	
1499	26	3.1.9. Penetrations in Fire Separations and Fire-Rated Assemblies 1499 - Firestopping of Penetrations by Service Equipment	1	I support this proposed change as is.	
1500	27	3.1.8.3. Continuity of Fire Separations 1500 - Fire Separation Continuity	1	I support this proposed change as is.	
1501	28	3.1.9.5. Combustible Piping Penetrations 1501 - Combustible Piping Penetrations	1	I support this proposed change as is.	
1502	29	3.1.9.4. Penetration by Outlet Boxes 1502 - Penetration by Outlet Boxes	3	I support this proposed change with modification(s).	Changes 1502 and 1517 are helpful, but don't resolve the ambiguity and apparent inconsistency between 3.1.9.3. 5) and 3.1.9.4. Several issues arise: 1) Why is 3.1.9.3. 5) still in 3.1.934.? Why hasn't it been moved to 3.1.9.4. to consolidate the information about outlet boxes? 2) Confusion seems to stem from trying to classify 3 distinct items (non-combustible, combustible, and combustible but fire rated outlet boxes) by using only 2 categories (non-combustible, and combustible). 3) Why are non-combustible outlet boxes limited in area and aggregate area, but combustible ones are not? 4) Why would a fire rated combustible outlet box require a rated fire stop? 5) 3.1.9.4. 3) would seem to override 3.1.9.3. 5) and disallow the use of combustible outlet boxes on opposite sides of a vertical fire separation because of the reference back to 3.1.9.4. 2). This doesn't seem appropriate. 6) A fire rated combustible outlet box would appear to be superior to a non-combustible outlet box in restricting the spread of smoke and flame, yet is prohibited when used on opposite sides of a vertical fire separation. 7) As noted in the justification for Change 1517 "Combustible outlet boxes that are tested and listed for use in fire-resistance rated (FRR) assemblies exist."
1503	30	3.4.6.7. Ramp Slope • 1503 - Slope of Ramps Not Located in Accessible Paths of Travel Footnote 3	1	I support this proposed change as is.	
1504	31	3.8.3.2. Barrier-Free Path of Travel 1504 - Wheelchair-Turning Spaces in Long Narrow Barrier-Free Paths of Travel Footnote 3	1	I support this proposed change as is.	

Proposed Winter 2020 National Code Changes (89)

Change #	#	Proposed Change Code	Rank	Status	Comments
1505	32	3.1.9. Penetrations in Fire Separations and Fire-Rated Assemblies 1505 - Fire Stopping of Penetrations	1	I support this proposed change as is.	
1506	33	3.1.11.7. Fire Block Materials 1506 - Integrity of Fire Blocks	1	I support this proposed change as is.	
1508	34	3.1.9.1. Fire Stops 1508 - Rating of Fire Stops in Service Equipment Penetrations	1	I support this proposed change as is.	
1515	35	3.1.9.3. Penetration by Wires, Cables and Outlet Boxes 1515 - Penetrations by Single Conductor Metal Sheathed Cables with Combustible Jacketing	1	I support this proposed change as is.	
1517	36	1517 - Firestopping of Combustible Outlet Boxes	3	I support this proposed change with modification(s).	Changes 1502 and 1517 are helpful, but don't resolve the ambiguity and apparent inconsistency between 3.1.9.3. 5) and 3.1.9.4. Several issues arise: 1) Why is 3.1.9.3. 5) still in 3.1.9.4.? Why hasn't it been moved to 3.1.9.4. to consolidate the information about outlet boxes? 2) Confusion seems to stem from trying to classify 3 distinct items (non-combustible, combustible, and combustible but fire rated outlet boxes) by using only 2 categories (non-combustible, and combustible). 3) Why are non-combustible outlet boxes limited in area and aggregate area, but combustible ones are not? 4) Why would a fire rated combustible outlet box require a rated fire stop? 5) 3.1.9.4. 3) would seem to override 3.1.9.3. 5) and disallow the use of combustible outlet boxes on opposite sides of a vertical fire separation because of the reference back to 3.1.9.4. 2). This doesn't seem appropriate. 6) A fire rated combustible outlet box would appear to be superior to a non-combustible outlet box in restricting the spread of smoke and flame, yet is prohibited when used on opposite sides of a vertical fire separation. 7) As noted in the justification for Change 1517 "Combustible outlet boxes that are tested and listed for use in fire-resistance rated (FRR) assemblies exist."
1523	37	3.1.9.1. Fire Stops 1523 - Rating of Fire Stops in Concealed Spaces	1	I support this proposed change as is.	
1526	38	3.1.9.3. Penetration by Wires, Cables and Outlet Boxes 1526 - Firestopping of Penetrations by Wires and Cables	1	I support this proposed change as is.	
1531	39	3.8.2.5. Access to Parking Areas and Exterior Passenger-Loading Zones 1531 - Exterior Barrier-Free Path of Travel Footnote 3	1	I support this proposed change as is.	
1532	40	3.3.1.8. Headroom Clearance 1532 - Projection of Protruding Building Elements Footnote 3	1	I support this proposed change as is.	
1533	41	3.8.2.6. Controls 1533 - Application of the Design Requirements for Accessible Controls and Drinking Fountains Footnote 3	1	I support this proposed change as is.	
1534	42	3.8.2. Application 1534 - Accessible Service Counters and Telephones Footnote 3	1	I support this proposed change as is.	
1535	43	3.8.3.21. Spaces in Seating Area 1535 - Designated Wheelchair Spaces and Adaptable Seating in Assembly Occupancies Footnote 3	1	I support this proposed change as is.	
1551	44	3.8.3. Design 1551 - Accessible Drinking Fountains and Water-Bottle Filling Stations Footnote 3	1	I support this proposed change as is.	

Proposed Winter 2020 National Code Changes (89)

Change #	#	Proposed Change Code	Rank	Status	Comments
1552	45	3.8.3.14. Urinals 1552 - Accessible Washrooms and Water-closet Stalls for Persons with Limited Mobility Footnote 3	2	I support this proposed change as is with comment(s).	Support intent of accessibility, but clarity is required on how this clause is applied to [washrooms in] suites within floor areas, and to required washrooms [vs. washrooms provided], and to those in excess of the Code requirements.
1553	46	3.2.7.3. Emergency Lighting 1553 - Emergency Lighting in Universal Washrooms and Shower Rooms Footnote 3	1	I support this proposed change as is.	
1554	47	3.8.2.8. Plumbing Facilities 1554 - Adult Changing Space in Universal Washrooms Footnote 3	1	I support this proposed change as is.	
1558	48	1558 - Universal Private Dressing and Shower Rooms Footnote 3	1	I support this proposed change as is.	
1561	49	3.8.3.9. Accessibility Signs 1561 - Accessible Safety Signage Footnote 3	1	I support this proposed change as is.	
1563	50	3.8.3.2. Barrier-Free Path of Travel 1563 - Minimum Clear Width of Barrier-Free Path of Travel Footnote 3	1	I support this proposed change as is.	
1565	51	3.8.3.6. Doorways and Doors 1565 - Manoeuvring Areas at Doorways Footnote 3	1	I support this proposed change as is.	
1569	52	3.8.2.10. Signs and Indicators 1569 - Accessible Signage Footnote 3	1	I support this proposed change as is.	
1570	53	3.3.1. All Floor Areas 1570 - Tactile Warning Surface Indicators Footnote 3	1	I support this proposed change as is.	
1577	54	3.8.3.3. Exterior Walks 1577 - Design of Exterior Barrier-Free Paths of Travel Footnote 3	1	I support this proposed change as is.	
1580	55	3.8.3.5. Ramps 1580 - Dimensions of Accessible Ramps Footnote 3	2	I support this proposed change as is with comment(s).	Provide supporting information on the word uniform.
1588	56	3.8.3.6. Doorways and Doors Footnote 3	2	I support this proposed change as is with comment(s).	Agree with intent on accessibility, but clarification required on how this clause applies to individual suites in larger buildings.
1590	57	1590 - Assistive Listening Systems Footnote 3	1	I support this proposed change as is.	
1591	58	3.2.7.1. Minimum Lighting Requirements 1591 - Illumination Levels Footnote 3	1	I support this proposed change as is.	The intent of improving lighting for escalators, moving walks, building controls (light switches, etc) and signage is inline with accessibility standards and should be integrated into the code. The implementation of these detailed requirements will be complex and likely result in globally brighter spaces to minimize challenging coordination across multiple disciplines, brought in at different stages of design. For example, fire and life safety building signage is often designed during construction by a signage consultant directly employed by the client, long after the lighting plan is designed and coordinated by the Architect and Electrical Engineer. Additional consultant time and costs will be required to meet these detailed requirements. This should be added to the impact analysis description. Please clarify the intent of sentence two for emergency lighting levels with respect to clauses 4 to 7.

Proposed Winter 2020 National Code Changes (89)

Change #	#	Proposed Change Code	Rank	Status	Comments
1594	59	3.8.3.11. Water-Closet Stalls 1594 - Controls that Provide Feedback Footnote 3	1	I support this proposed change as is.	
1595	60	3.8.3.11. Water-Closet Stalls • 1595 - Accessible Plumbing Facilities Footnote 3	2	I support this proposed change as is with comment(s).	The sketch should reflect a realistic depiction, for example two sinks would be required for this washroom arrangement.
1624	61	3.8.3.7. Passenger-Elevating Devices 1624 - Minimum Dimensions of Cabins and Doors of Passenger-Elevating Devices in Barrier-Free Paths of Travel Footnote 3	1	I support this proposed change as is.	
Part 4 - Structural Design					
1403	62	4.1.8.1. Analysis 1403 - Site Designation	5	I have reviewed this proposed change and I have no opinion on it.	
1430	63	4.1.8.11. Equivalent Static Force Procedure for Structures Satisfying the Conditions of Article 4.1.8.7. 1430 - Revisions to Higher Mode Factors, Mv, and Base Overturning Moment Reduction Factors, J	5	I have reviewed this proposed change and I have no opinion on it.	
1432	64	9.8.7.1. Required Handrails 1432 - Required Handrails for Stairs Serving a Single Dwelling Unit or a House with a Secondary Suite	1	I support this proposed change as is.	
1451	65	4.1.8.1. Analysis 1451 - Design of Elements of Structures and Non-Structural Components under Article 4.1.8.1	5	I have reviewed this proposed change and I have no opinion on it.	
Appendix C					
1405	66	1405 - Seismic Hazard Values for the Design of Part 4 Buildings Footnote 1	5	I have reviewed this proposed change and I have no opinion on it.	
Part 2					
1416	67	1416 - Structural Design Requirements Footnote 2	1	I support this proposed change as is.	
1417	68	1417 - General Technical Requirements Footnote 2	1	I support this proposed change as is.	
1418	69	1418 - Fire Protection and Occupant Safety Requirements Footnote 2	1	I support this proposed change as is.	
1419	70	1419 - Heating, Ventilating and Air-conditioning Requirements	1	I support this proposed change as is.	
Supporting Documents					
1514	71	Footnote 4 Cost Impact Analysis for PCF 1514 (PDF 38 KB)	1	I support this proposed change as is.	
Pro- posed change #	#	National Energy Code for Buildings 2017 - 15 Proposed changes to 15 provisions (out of 30 proposed changes) https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-development-process/public-review/2020/necb_provision.html	Rank	Status	Comments
1409	72 (SBEC)	Division A, Part 1 - Compliance - 1.1.1.1. Application of this Code 1409 - Update to NECB Application Statements	1	I support this proposed change as is.	

Proposed Winter 2020 National Code Changes (89)

Change #	#	Proposed Change Code	Rank	Status	Comments
		Part 3 - Building Envelope			
1414	73 (SBEC)	3.2.4. Air Leakage 1414 - Whole building airtightness testing	1	I support this proposed change as is.	
1536	74 (SBEC)	3.2.2.3. Thermal Characteristics of Fenestration and 3.2.2.4. Thermal Characteristics of Doors and Access Hatches 1536 - Thermal Characteristics of Fenestration and Doors	2	I support this proposed change as is with comment(s).	It is noted that insulated hollow metal doors and frames (especially fire rated frames) cannot achieve the current performance requirements, which for Zone 6 (Ottawa & Montreal) are increased.
1537	75 (SBEC)	3.2.2.2. Thermal Characteristics of Above-ground Opaque Building Assemblies 1537 - Thermal Characteristics of Opaque Building Assemblies	2	I support this proposed change as is with comment(s).	Roofs and exposed floors are approaching Passive House levels of performance. Walls are improving the least, missing a significant opportunity. Improvements to wall performance to put walls in the same relationship to the PH requirements for roofs and floors may be justifiable for climate change related energy reductions and resilience arguments. It is recognized that there are costs involved with substantial improvements in wall thermal performance.
1541	76 (SBEC)	3.2.1.4. Allowable Fenestration and Door Area 1541 - Allowable Areas for Fenestration, Doors and Skylights	4	I do not support this proposed change for the reason(s) stated below.	The proposal is erroneously applying a measure useful (to a degree) in Part 9 to all buildings. The physics of Part 9 buildings does not play out in the same manner as that of Part 3 buildings. In larger buildings the effectiveness of limiting FDWR is greatly reduced compared to Part 9, and the reduction in FDWR compromises daylight harvesting approaches which are much more effective in large buildings than enclosure restrictions. Limitations of this nature are commonly avoided through the use of energy modelling which can demonstrate code worthiness with much larger FDWRs.
		Part 4 - Lighting			
1456	77 (SEBC)	4.2.1.5. Calculation of Interior Lighting Power Allowance Using the Building Area Method 1456 - LPD Improvement - Interior Lighting	1	I support this proposed change as is.	
1458	78 (SBEC)	4.2.3.1. Exterior Lighting 1458 - Treatment of Exterior Applications Currently Not Covered in the NECB	1	I support this proposed change as is.	
		Part 5 - Heating, Ventilating and Air-conditioning Systems			
1436	79 (SBEC)	5.2.5.3. Piping Insulation 1436 - Piping Insulation	1	I support this proposed change as is.	
1438	80 (SBEC)	5.2.2.5. Duct and Plenum Insulation 1438 - Duct and Plenum Insulation	1	I support this proposed change as is.	

Proposed Winter 2020 National Code Changes (89)

Change #	#	Proposed Change Code	Rank	Status	Comments
1460	81 (SBEC)	5.1.1.3. Compliance 1460 - Deletion of Part 5 and Part 6 Trade-off Paths	1	I support this proposed change as is.	
1549	82 (SBEC)	5.2.8.9. Control of Space Temperature by Reheating or Recooling 1549 - Supply Air Systems	5	I have reviewed this proposed change and I have no opinion on it.	
1621	83 (SBEC)	5.2.12. Equipment Efficiency 1621 - HVAC Equipment Performance Requirements	5	I have reviewed this proposed change and I have no opinion on it.	
Part 6 - Service Water Systems					
1435	84 (SBEC)	6.2.3.1. Insulation 1435 - Piping Insulation	1	I support this proposed change as is.	
1630	85 (SBEC)	6.2.2. Water Heating Equipment and Storage Vessels 1630 - Service Water Heating Equipment Performance Requirements	2	I support this proposed change as is with comment(s).	Energy Factors are not commonly part of the equipment manufacturer's literature. While improved metrics are appreciated, the information risks not being used because there is no explanation of the values.
Part 9					
1527	86 (SBEC)	1527 - Tiered Energy Performance Compliance	1	I support this proposed change as is.	
Proposed change #					
National Fire Code 2015 - 2 Proposed changes to 2 provisions (out of 4 proposed changes) https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-development-process/public-review/2020/nfc_provision.html					
Part 2 - Building and Occupant Fire Safety					
1420	87	1420 - Technical Requirements for Large Farm Buildings in the NFC Footnote 1	1	I support this proposed change as is.	
Division A - Part 2 - Objectives					
1516	88	2.1.1.2. Application of Objectives 1516 - Application of Objectives Footnote 1	1	I support this proposed change as is.	
Proposed change #					
National Plumbing Code of Canada 2015 - 1 Proposed change (1 out of 1 proposed change) https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-development-process/public-review/2020/npc_provision.html					
1640	89	List of Supporting Documents Division B, Part 1 - General 1640 - Updates to Referenced Documents	1	I support this proposed change as is.	



Ontario Association of Architects

FOR COUNCIL MEETING

March 5, 2020

(open)

ITEM: 4.8

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: Ellen Savitsky, Manager, Education and Development

Date: February 13, 2020

Subject: Online Admission Course - Agreement renewal between the OAA and the University of Toronto, School of Continuing Studies.

Objective: To seek Council approval for pursuing negotiations with the University of Toronto, School of Continuing Studies in order to renew the contract to continue offering the Admission Course online in the next 5 years.

Background:

In 2015, the OAA Council approved funding to the University of Toronto, School of Continuing Studies to facilitate the process of placing the Admission Course online.

In 2016, the OAA and the University of Toronto, School of Continuing Studies established a partnership to develop and deliver the Online Admission Course.

The newly developed online Admission Course was launched in 2017. Now, the course is available with three delivery options being offered in five sessions annually:

- Admission Course Online (Fall, Winter, and Spring Semesters);
- Admission Course at the OAA Conference (set of selected modules);
- Admission Course In-House on 4 consecutive Saturdays each fall

Over the last two years, approximately 430 interns have successfully completed the course through the online delivery mode which accounts for 70% of the annual course enrollment.

The following outlines the four main principles that form the basis of the agreement between the University of Toronto, School of Continuing Studies and the OAA.

Intellectual Property. The copyright of the Admission Course and all its materials is owned by the OAA. The OAA grants the University of Toronto, School of Continuing Studies permission to use the content for the delivery of the Admission Course online for the term of the Agreement.

Course Delivery. The University of Toronto, School of Continuing Studies will utilize its Learning Management System for delivery of the Admission Course online.

Course Registration. The University of Toronto, School of Continuing Studies is responsible for managing course registration, including the collection of registration fees.

OAA Royalty. The University of Toronto, School of Continuing Studies is responsible for paying an annual royalty of 10% of gross tuition revenue to the OAA.

Action:

Council is asked to approve pursuing negotiations with the University of Toronto, School of Continuing Studies in order to renew the contract to continue offering the course online for the next five (5) years.



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 4.9

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: Amir Azadeh, Vice President Communications

Date: February 20, 2020

Subject: SHIFT Challenge

Objective: For Council to consider the recommended theme for the 2021 iteration of the SHIFT Architectural Challenge.

Background: The SHIFT Architecture Challenge is an OAA program created to highlight the distinct contribution architects and architectural thinking bring to addressing key societal issues. It invites Ontario architects, interns, and architecture students, and their collaborative teams, to respond to an identified area of concern using their skills and insights.

As an aspirational program, the SHIFT Architecture Challenge runs biennially, having begun last year with the SHIFT 2019 Infrastructure/Architecture Challenge. It recognizes those whose responses articulate the importance of architectural thinking as a social determinant that impacts the well-being of people and the planet, enable the architectural profession to be viewed in a new light, and reflect the capacity for design thinking to permeate all aspects of life.

The suggested theme for 2021 is “resiliency.”

SHIFT 2021 Resiliency/Architecture Challenge

Whether in a literal sense or in a figurative one, “resiliency” can be seen as a type of flexibility, characterized by its inherent strength and elasticity. It is a quality in objects to hold or recover their shape; it is an ability in people to stay intact in the face of challenges or to rebound quickly from difficulty. When applied to the built environment, resiliency is a powerful concept that can take on many dimensions, from the physical, economic, and environmental to the cultural, social, virtual, and spiritual. At scales from small spaces to entire ecosystems, the OAA challenges the profession to explore the intersection of architecture and resiliency, and to propose innovative ideas that advance our design thinking to reach new heights.

Action: Council to consider accepting “resiliency” as the theme for the SHIFT Architectural Challenge, allowing the OAA to begin communicating the program to internal and external parties.

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 5.1.a

President's Log

Date	Event/Meeting	Location	Attendees	Time
January 28	PACT Meeting	Toronto	Committee members	1-4pm
January 31	Survey Consultant meeting	via phone	w/A.Milne, K.Doyle	3-3:30pm
February 4	Call w/legal counsel re Governance Session	via phone	w/C.Mietkiewicz, K.Doyle	8:30-9am
February 6	OAAAS Meeting of the Founder	Toronto	w/OAAA Board	2:30-3pm
February 6	Priority Planning Session	Toronto	w/Council, staff, C.Mietkiewicz	5-9pm
February 7	Priority Planning Session	Toronto	w/Council, Staff	8:30am-4pm
February 11	Jury Day - 2020 Awards	Toronto	w/Committee members, jury, staff	8:30am-3pm
February 12/13	Governance Committee	Toronto	w/committee members	9am-3pm
February 13	Meeting re Headquarters blinds	Toronto	w/Solafective, K.Doyle	12:30-12:45pm
Feb 14-Mar 16	BILD Awards online judging	online	w/jury members	
February 19	Pro-Demnity Board Meeting	Toronto	w/Board members	9:30am-12:30pm
February 19	Executive Committee Meeting	via phone	w/Executive Committee	2-3pm
February 20	Museum of Architecture Meeting	Toronto	w/P.Brueckner	10:30-11:30am
February 20	Comprehensive Education Committee	Toronto	w/committee members	12-4pm
February 26	CSC Trade Show Luncheon	Toronto		11:30am-1:30pm
February 27	OAA/OGCA Best Practices Committee	Toronto	w/committee members, OGCA Reps	11am-2pm
February 27	Building Committee	Toronto	w/committee members	2:30-4pm
March 4	Pre-Council Dinner	Richmond Hill	w/Council	6:30-9pm
March 5	Council Meeting	Toronto	w/Council	9:30am-3pm



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 5.1.b

Memorandum

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

From: Kristi Doyle, Executive Director

Date: February 23, 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 January meeting.

Internal and Administration

The Official Notice for the 2020 Annual General Meeting has been sent to members in accordance with the prescribed timeframes.

A staff chat was held on January 30 the focus of which was to review the results of the January 23 Council meeting.

A staff chat was also held on February 21, the purpose of which was to discuss the use of the new templates for OAA committee meeting agendas and notes. These standard templates will now be in use for OAA committees and staff will be communicating with the Chair of each committee shortly to review implementation. Committee chairs will be asked to work in concert with staff to implement the new templates and procedures. Some exceptions regarding their use will apply, including those meeting which required motions i.e. Council, complaints committee, etc. and/or regulatory requirements apply.

OAA Activities/Policy and Industry Relations

Bruce Palmer, CEO & President of Pro-Demnity Insurance Company and I had our regular monthly meeting on February 3 at the ProDem offices.

.../2

I met with Mary Rowe, the Executive Director of the Canadian Urban Institute (CUI) on January 30. We had an engaging discussion which included potential areas of mutual interest between our associations. We also discussed CUI's withdrawal from the Toronto 2030 District as secretariat.

A meeting among the Presidents and Executive Directors of Consulting Engineers Ontario, Ontario Association of Building Officials and OAA is being planned for April in order to restart our collective liaison – EABO (Engineers, Architects, Building Officials).

I will be attending a meeting with a Senior Policy Official at the Ministry of the Attorney General on February 24 along with President Kurtin and our counterparts of the Association of Registered Interior Designers Ontario (ARIDO).

I had a catch-up conference call meeting with the Executive Director of the Ontario Association of Landscape Architects (OALA) on Thursday February 20. In particular, we discussed OALA's continued efforts in pursuit of practice legislation.

National Initiatives

I will be attending a meeting of the Tri-National MRA Monitoring Committee on May 9 and 10 in Alberta along with Kim Wray, OAA Administrator Licence. As a reminder, the OAA serves as the secretariat for both the Tri-National and Canada/US Mutual Recognition Agreements.

I had been asked recently to provide a letter on behalf of the OAA to support a funding grant application for the Atlas of Research on Excellence in Architecture (AREA Canadian Partnership). Our support is in-kind and as a member of a proposed national partnership to enhance the quality of public environments in Canada. It brings together academic and professional partners to understand the changing ways in which we define quality in the built environment, in response to evolving societal concerns, and to study the ways in which criteria of excellence can be applied on the ground. The research is being conducted through the University of Montreal.

Action: No action required.

ITEM 5.1.c

**To Be
Distributed**



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 5.1.d

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: **Governance Committee:**
Kathleen Kurtin, Chair
David C. Rich
Jeffrey Laberge
Elaine Mintz
Susan Speigel

Date: February 18, 2020

Subject: Council Skills Self-Assessment Tool

Objective: To provide Council with a draft of a Council Skills Self-Assessment Tool for its review

Background:

As reported previously, one of the items that has 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.

Over the past months, the Committee continued to discuss the value of the Council Skills Self-Assessment Tool; that a matrix to assess skill/knowledge that exist on Council in any given year would help to fill any skill/knowledge gaps that exist. Also, the results will feed into the communication of nominations and selection of LGIC's.

Following the March Council meeting, an online version via Survey Monkey will be provided to ease completion of the matrix by current Council members.

Action:

No further action required pending additional discussion and/or direction from Council.

Council Governance Competencies/Experience	Knowledge Scale				
	None - 1	Minimal - 2	Moderate - 3	Above Average - 4	Advanced - 5
Demonstrated corporate leadership/management					
Organizational change and development					
Knowledge of Architects Act and Regulatory Framework					
Financial literacy					
Procurement expertise					
IT expertise					
Communications expertise					
Governance					
Legal/risk assessment experience					
Technological proficiency					
Area of focus: Large practice					
Area of focus: Small practice					
Certificate of practice holder					
Marketing expertise					
Contract document expertise					
Environmental expertise					
Building envelope expertise					
Design expertise					
Insurance knowledge					

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 5.3.a

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: Andy Thomson, Vice President, Strategic

PACT Committee Members

Andy Thomson (Chair)
Toon Dreessen
Kristiana Schuhmann
Settimo Vilardi

Len Abelman
Kathleen Kurtin
Susan Speigel

Date: February 20, 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 January 28, 2020 and will meet again on March 10, 2020. At the January meeting, the Committee discussed the 2019 World Architecture Day event, certified professionals program, and the upcoming roundtables that PACT is hosting, among other topics.

Roundtables: PACT plans to host a roundtable on large firms and, in preparation for that event, the Committee will host a pre-meeting with representatives from some of Ontario's large firms on February 28. The purpose of this meeting is to obtain feedback from large firm representatives about the sorts of issues they are currently facing and to identify a key issue that can form the main focus of the large firms roundtable.

In addition to this, PACT will host a roundtable on Corporate and Publicly-Employed Architects on March 6, 2020. The purpose of this roundtable is to explore how an appreciation of the value of architects in these roles can be elevated amongst the profession and within the organizations where these architects are employed. Furthermore, this roundtable is a chance to discuss the

opportunities and constraints architects face in these roles, and how the OAA can better promote these roles as interesting and valuable career paths.

Certified Professionals: The OAA recently issued a letter to Toronto City Council regarding in response to the position that the City has taken with regard to the Certified Professional program. In this letter, there is confirmation that the OAA supports the use of a prime consultant on complex buildings and strongly opposes the introduction of a certified professional program in Ontario.

There is further work being done to secure a meeting with the Minister of Municipal Affairs and Housing regarding the proposal for the introduction of a certified professional program. At the upcoming meeting, PACT will discuss any other measures that should be taken.

Pre-Budget Submission: In January, the OAA drafted a pre-budget submission which was sent to Ontario's Standing Committee on Finance and Economic Affairs. As in the 2019 submission, this was another opportunity to highlight the Association's recommendations to fix Site Plan Approval and adopt Quality Based Selection for the procurement of professional services.

PIPEDA: Further to the issuance of the letter to Toronto City Staff about their digital modernization strategy, PACT would like to create a general version of the letter for distribution to all municipalities in Ontario. The Committee also discussed the creation of a template privacy policy that could be made available to all OAA members for use in their practices.

Architects Act: PACT continued its conversation about architects being faced with contracts that contain terms that are not insurable. The Committee is aware that this issue is being addressed at Council and looks forward to further insights.

Quality Based Selection: The start date and, as a result, the project timeline for the QBS Kit Refresh is being revised. It is anticipated that the project will commence in March 2020.

Meetings

City of Toronto Broader Construction Association Consultation Group (BCACG)

A date for the first meeting in 2020 has not yet been set, with prospective dates being floated for March.

Construction and Design Alliance of Ontario (CDAO)

A CDAO-IO meeting is being held on February 21. Originally IO had selected the topic of *P3 civil projects vs P3 infrastructure projects* but has since been changed the topic to *Market Capacity*.

The next CDAO Forum meeting will be held on March 24. An agenda for the meeting has not yet been distributed at this time.

Action: No action required.

Attachments:

- OAA letter to Toronto City Council regarding the Certified Professionals program
- OAA's pre-budget submission



Ontario Association of Architects

January 27, 2020

His Worship John Tory and City Councillors
100 Queen Street West
Toronto, Ontario M5H 2N2

[sent via email]

Re: PH12.1 – Provincial Consultation on Ontario’s Building Code Service Delivery

Dear Councillors,

The Ontario Association of Architects (OAA) is dedicated to promoting and increasing the knowledge, skill, and proficiency of its members, and to administering the *Architects Act* “in order that the public interest may be served and protected.”

Item PH12.1 that is currently before Council makes a number of recommendations, two of which are of particular interest to the OAA:

- b. Supports the use of a Prime Consultant on complex buildings;
□
- d. Does not support the introduction of a Certified Professional Program in Ontario.

As the OAA enjoys a long-standing, collaborative relationship with the City of Toronto, I wanted to share the perspective of the architecture profession’s self-regulating body on both of these important matters.

Prime Consultants

The OAA supports the use of Prime Consultants to enhance building safety. The *Architects Act* (and similarly, the *Professional Engineers Act*) already contain provisions to this effect:

- 11. (4) 8. An architect or a professional engineer may act as prime consultant for the construction, enlargement or alteration of a building.

The Elliot Lake Inquiry showed that while this provision exists, it is not mandatory and that a failure to co-ordinate can have tragic—even fatal—results. The OAA has been working with Professional Engineers Ontario (PEO) to develop a shared definition of Prime Consultant so that it is consistent between the *Architects Act* and the *Professional Engineers Act*. The OAA supports, and has always supported, the further entrenchment of requirements for a Prime Consultant. The City of Toronto and OAA are both in complete agreement about “strengthening the co-ordination and oversight of design professionals on complex building construction projects.”

However, it is important to note that the focus of the Elliot Lake Inquiry was not about creating a separate or specialist designation, but rather requiring the owner to appoint a Prime Consultant, who in turn would be responsible for the act of co-ordination. The City of Toronto appears to propose that “it is a necessary condition that the legislation include requirements for appropriate training and understanding of the Code in order to obtain the

designation.” This goes beyond anything recommended by the Elliot Lake Inquiry, by professional regulators, or by the provincial government. The OAA opposes any move to make this a separate or specialist designation.

By virtue of their training and licensing requirements, architects are already qualified to be—and do serve as—Prime Consultants. To borrow an excerpt from our submission to the provincial consultation, architects undergo a minimum of six years of post-secondary education, then formally register with the OAA as an intern architect. They must have an architect personally supervising and directing their work, as well as a professional mentor not affiliated with their employer. Before they are eligible to write a final licensing exam, they must:

- Complete a minimum of 940 hours of experience on projects located in Ontario, covering specified areas of competence;
- Complete the OAA Admission Course with various modules related to regulatory matters, legal issues, and information specific to the practice of architecture in Ontario; and
- Pass the Examination for Architects in Canada (ExAC), which tests the minimum standards of competency acquired by an intern architect during the internship period “to ensure both public safety and the professional and skilled delivery of architectural services.”

The OAA has been a strong supporter and advocate for continuing professional development. Since 1999, the Association has required its members to fulfil its mandatory continuing education (ConEd) program. For architects to maintain a license in good standing, they must undertake 70 hours of continuing education activities in a 24-month cycle, including 25 hours of structured learning.

Failure to comply with these requirements results in an automatic fine followed by an investigation under the OAA's complaints and discipline process, which can result in the suspension of the member's license. The OAA continually reviews its continuing education program to ensure that members are receiving adequate and appropriate professional development. Recent examples of courses developed by the OAA to fulfil evolving needs within the profession include the OAA+2030 Professional Education Series and the Fundamentals of Running an Architectural Practice course.

It would be professional misconduct for any architect to serve as a Prime Consultant if they were not qualified and able to do so (more details on this below). The fact that architects are not always appointed as a Prime Consultant is not a result of a lack of training, professionalism, or of professional requirements. Rather, it is a lack of a clearly legislated or regulatory requirement for an owner to identify an architect as a Prime Consultant, and, often, an unwillingness of owners to pay for this service.

Certified Professionals

The OAA agrees with the City of Toronto's reading of how the Certified Professional Program works in parts of British Columbia, and that the provincial government is considering adopting a similar regime in Ontario. Like the City, the OAA opposes the implementation of a Certified Professional Program—however, it is important to note that we oppose it due to concerns of process and efficiency.

The City of Toronto suggests that “[w]hile these Certified Professionals hold legal and ethical obligations under their professional act, conflict of interest concerns and perceptions are at times expressed by the public and other regulators.” It is important to note Section 42 of the regulations under the *Architects Act* defines more than 50 situations which would constitute professional misconduct. Among them are:

1. Contravention of any provision of the Act, or the regulations.
2. Knowingly contravening any provision of the Building Code Act, 1992 or the building code.
3. Knowingly contravening any federal, provincial, or municipal law, regulation, or by-law relating to the construction, enlargement, or alteration of buildings.
4. Authorizing, permitting, counselling, assisting, aiding, abetting, or acquiescing in any contravention of a federal, provincial, or municipal law, regulation or by-law relating to the construction, enlargement, or alteration of buildings.
5. Permitting, counselling, assisting, aiding, or abetting any person who is not a member or a holder of a certificate of practice, a certificate of practice issued under section 23 of the Act or a temporary licence to engage or hold himself, herself, or itself out as engaging in the practice of architecture.
6. Authorizing, permitting, counselling, assisting, aiding, abetting, or acquiescing in any contravention of the Act or the regulations by any person.
7. Authorizing, permitting, counselling, assisting, aiding, abetting, or acquiescing in any act that constitutes professional misconduct.
8. Failing to abide by the terms and conditions of a licence, certificate of practice, certificate of practice issued under section 23 of the Act, or temporary licence.
9. Failing to maintain the standards of practice of the profession.
10. Failing to maintain the performance standards of the profession.
11. Charging a fee for architectural services not performed.
-
15. Signing or issuing a false or misleading certificate, report, or other document.
16. Having a conflict of interest.
-
31. Misrepresenting the practice of architecture carried on by the member or holder, or the qualifications, experience, or capabilities of the member or holder or an officer, director, partner, or employee of the member or holder.
-
38. Doing or failing to do anything while engaged in the practice of architecture that shows a deliberate or reckless disregard for the rights and safety of others.
39. Failing to perform architectural services with reasonable skill and judgment.
-

54. Conduct or an act relevant to the practice of architecture that, having regard to all of the circumstances, would reasonably be regarded by members of the Association as disgraceful, dishonourable, or unprofessional.

The Regulations go one step further in Section 49 by requiring our members to report any time they believe another member may have failed to uphold their professional obligations:

3. Every member of the Association or holder must promptly bring to the attention of the Registrar any act or omission by another member or holder that may constitute professional misconduct or incompetence.

4. Every member of the Association or holder must promptly bring to the attention of the Registrar any act or omission by any person that may constitute a contravention of the Act or the regulations.

Our members are highly trained professionals bound to an extensive list of professional obligations and requirements around the practice of architecture. We are of the belief that our members could act impartially as Certified Professionals.

While we disagree on the notion of a conflict of interest, we do agree there is a potential conflict of *process*. Currently, a developer is unable to choose their building inspector. You cannot choose someone who works faster or slower, or someone who is more or less thorough. While all would be expected to meet requirements, it is possible that developers could steer away from more thorough Certified Professionals if they identified ones that meet only base requirements. They could also select Certified Professionals not based on critical factors such as experience, but rather based on nebulous principles such as lowest price. This ability to shop around simply does not exist at a building counter where you are assigned to whomever receives your file.

The Elliot Lake Inquiry also exposed another risk in this process: a developer's ability to effectively determine which information is ultimately shared with a municipality. If a developer felt that a Certified Professional was being too critical (or perhaps even too thorough), could they simply fire and replace them? Could a developer buy a dozen reports and then submit only the report that is most favourable to their proposal at hand? To some extent, it was a version of this scenario that helped lead to the Elliott Lake tragedy.

These problems are not insurmountable and could be mitigated through measures around how Certified Professionals are assigned, by requiring Certified Professionals to submit all work directly to municipalities, that municipalities must be notified of any contractual changes, etc. But without strict processes and provisions, the process itself—not the professionals—could theoretically work against the public interest.

With that said, the OAA's biggest opposition goes to the very core of this proposal. The development industry has suggested this is a way to streamline the building approval process—a statement with which the OAA is not inclined to agree. We have asked why this Certified Professional model, if it was the panacea the development industry is holding it up to be, has only been adopted by as few as two municipalities despite being in existence for approximately 40 years? Similarly, why have only 33 members (one of whom works for the provincial regulator) registered with the City of Vancouver to provide this service despite

there being more than 2,100 architects in British Columbia? Surely a silver bullet would have been adopted more widely throughout other municipalities.

Anecdotal feedback the OAA received from British Columbia suggests that this system can, at least in some instances, delay processing and approvals and add cost to the extent that some architectural firms have resorted to hiring “permit expeditors.” This proposal appears to fail to meet any red tape objectives at either a municipal or a federal level. The reality is that the OAA sees a probable increase to the cost of obtaining a building permit under the Certified Professional model.

While the work could theoretically be externalized from municipalities following significant legislative and regulatory changes, the cost would simply be transferred instead of eliminated. Similarly, the responsibilities, risks, and liabilities that building officials have related to the issuance of a building permit could theoretically be externalized from municipalities, but they would simply be transferred instead of reduced or eliminated. Other jurisdictions in British Columbia, such as the City of Richmond, considered—and subsequently passed on—implementing a Certified Professional Program. One of the red flags for the City of Richmond was a potential “net increase in direct overall costs for the owner and eventually the consumer through a CP program.”

As a regulator, the OAA would need to add additional continuing education requirements and examinations for members—both of which would need to be created. The level of administration and oversight for the regulator would increase, requiring the OAA to hire more staff to administer and enforce the program as well as more provincial appointees to sit on statutory committees such as complaints and discipline.

The OAA argues that the Province would be better served by focusing on better quality submissions, and on the real issues delaying the design and construction of buildings: Site Plan Approval.

On the former topic, the OAA has continually encouraged Building Officials to ensure that they do not approve any permit applications for projects that were designed by someone who was unqualified to do so. The OAA is currently tracking a B.C. Supreme Court case regarding the City of Langford approving a building permit from an unqualified individual in contravention of that province’s *Architects Act*. The OAA has made repeated requests to building officials to send any contraventions to the Association so that it can fulfil its regulatory responsibilities to investigate all possible matters of professional misconduct or incompetence. The OAA is here to serve and protect the public interest.

It is also important to acknowledge that better quality submissions are frequently challenged by unrealistic schedules and budgets, resulting in a pressure on the architect to submit work that—while compliant with the Ontario Building Code—may not fully meet their high professional standards. Nothing in the Certified Professional model will stop this from happening. Worse, if the constraints of unrealistic schedules and budgets are also placed onto Certified Professionals, some of the very problems this program purports to solve may be replicated.

On the matter of focusing on the real issues delaying the delivery of buildings, the OAA has submitted to the City, other municipalities, and the provincial government that focusing on

anything other than fixing the broken Site Plan Approval process is a red herring. The city's report wrote "it is important to rely on design professionals to streamline the process." The OAA appreciates this acknowledgement. As professionals on the front line, we are in agreement that architects are uniquely positioned to make such recommendations.

In that vein, the OAA has repeatedly stressed that fixing Site Plan Approval—not building permits—would have the greatest impact on speeding up the delivery of buildings. For years, the OAA has flagged that Site Plan Approval accounts for nearly 75 per cent of the total time taken to obtain a construction permit. By contrast, obtaining building permit accounts for roughly six per cent of the total time. An [independent study](#) by Altus Group found that delays in Site Plan Approval are costing the province up to \$900 million annually—a number that the OAA believes is likely in excess of \$1 billion due to the conservative nature of their economic model. As Toronto continually leads on the number of building permits, it is fair to assume a significant portion of that amount is lost directly within the city limits.

If the goal is speeding up the design and construction of buildings, then the OAA fails to understand why the Province has not focused on Site Plan Approval. The OAA can only surmise that planning matters are complicated, and building permits are an easier, low-hanging fruit. However, if we are collectively serious about fixing the significant delays in the building process, then Site Plan Approval must be our collective focus.

Conclusion

The OAA does not agree with some of the concerns advanced by City Council, but is in agreement regarding requirements for Prime Consultants as well as shares its opposition to implementing a Certified Professional program. The OAA stands in solidarity with Building Officials and supports the important work they do. Duplicating an existing regime creates a more complicated process that is not in the public interest. It fails to focus on the real matter at hand and the real cause of delays—Site Plan Approval.

Sincerely,



Kathleen Kurtin, Architect
OAA, FRAIC
President





Ontario Association of Architects

Standing Committee on Finance and Economic Affairs
99 Wellesley Street West
Room 1405, Whitney Block
Queen's Park
Toronto, ON M7A 1A2

[sent via email]

January 24, 2020

Dear Chair and Members of the Standing Committee,

The Ontario Association of Architects (OAA) is the self-regulating body for the profession of architecture in Ontario and has been in existence for more than 125 years. Established under the *Architects Act*, its primary object is to govern the practice of architecture in the province and administer the *Act* "in order that the public interest may be served and protected."

The OAA currently boasts more than 7,200 members. While this number may appear small relative to other regulated professions, a 2018 independent report by Altus Group found that the profession's "contribution to the Ontario economy cannot be overlooked." The report suggests that the architectural industry is responsible for 14 per cent of Ontario's GDP, or approximately \$128 billion. Moreover, it points out that the industry supports approximately one million jobs, ranging from construction to tourism. According to 2018 statistics, architecture directly produces \$2.2 billion in annual economic activity.

The reality is that architecture plays a significant role in the Ontario economy, and the OAA welcomes the opportunity to submit recommendations for this year's pre-budget consultation.

1. Fix Ontario's Site Plan Approval Process

The OAA remains concerned over a recent Ministry of Municipal Affairs and Housing (MMAH) consultation on *Transforming and Modernizing the Delivery of Ontario's Building Code Services*—specifically, the proposal to implement a Certified Professional program similar to what exists in British Columbia. This has been presented by the development industry as a way to get people "into their homes sooner and safer."

The OAA struggles to understand why the Certified Professional program—if it is truly the panacea it is being marketed as—has had almost no uptake in British Columbia despite being a mechanism available to municipalities for decades. The Certified Professional model is only being used in Vancouver, Surrey, and a few municipalities seemingly too small to warrant being individually named in any of the literature the OAA consulted.

A City of Vancouver list of "Architects Who Are Currently Practising as Certified Professionals" returns only 33 results despite there being more than 2,100 architects in the province. It remains unclear whether architects would be interested in taking on the work of building officials, but the very limited uptake in British Columbia gives us some indication as to how this may unfold in Ontario.

The reality is that the OAA sees a probable increase to the cost of obtaining a building permit under the Certified Professional model. While the work could theoretically be externalized from municipalities following significant legislative and regulatory changes, the cost would simply be transferred rather than eliminated. Similarly, the responsibilities, risks, and liabilities that building officials have related to the issuance of a building permit could theoretically be externalized from municipalities, but they would simply be transferred rather than reduced or eliminated. Other jurisdictions in British Columbia, such as the City of Richmond, considered—and subsequently passed on—implementing a Certified Professional program. One of the red flags for the City of Richmond was a potential “net increase in direct overall costs for the owner and eventually the consumer through a CP program.”ⁱ

In the end, implementing a Certified Professional program serves to do little more than create red tape and a more complicated process that is not in the public interest, and does not help to accomplish any of the government’s priorities. If the government genuinely wants to cut red tape and make the building approval process more efficient to get buildings delivered faster, then fixing the province’s broken Site Plan Approval (SPA) process—not building permits—must be the objective. Fixing SPA would help make life more affordable, create a more competitive business environment, connect people to places, build better communities, and enable municipal governments to be smarter and more efficient.

The OAA has been pushing for changes to the SPA process for almost a decade. In that time, the Association has commissioned two reports (one in 2013 and a follow up in 2018) to quantify the economic impact of the delays that result from this broken process. Both have received widespread attention from the public, media, industry, government, and parts of the planning profession.

The OAA applauds the government’s earlier leadership in proposing changes to SPA via Bill 66 (*Restoring Ontario’s Competitiveness Act, 2018*). The now-removed Schedule 10 had attempted to alter the conditions that may be imposed, subject to the passing of an open-for-business planning by-law. For unrelated reasons, Schedule 10 was removed from the legislation prior to its passage and nothing else has been introduced in its place. If and when the government does so, SPA changes must be made across the board—not just under a narrow set of circumstances.

The 2018 report, [Site Plan Delay Analysis](#), attempted to quantify the effects of site plan delay, concluding that these delays cost the province a staggering \$100 million per month, or upward of \$900 million annually. Given the conservative modelling undertaken in the report, the OAA anticipates the cost to the province likely exceeds \$1 billion annually. These costs are borne by homeowners, businesses, industry, and the government itself.

As highlighted in the 2013 report, [A Review of the Site Plan Approval Process in Ontario](#), in a 100-unit condominium development, each month spent in SPA is estimated to cost the homebuyer \$2,375 per unit. For all stakeholders involved in a single project—including the government due to lost tax revenue—the total cost per month spent in SPA can be almost \$500,000.

Moreover, the World Bank's [*Doing Business 2020*](#) report ranks Canada (based on data from Ontario) 64th on the ease of dealing with construction permits—far behind Japan (18th), the United States (24th), and Germany (30th). Canada (specifically Ontario) has more steps and is slower than our contemporaries, yet achieves no better building quality for it.

The provincial government must intervene to fix the SPA process in Ontario. Through SPA reform, this government can effectively reduce red tape by reducing inefficiencies in housing development, contribute to the creation of a sustainable housing market, and recover a billion dollars in lost revenue for the government, the people, and the businesses of Ontario.

In order to improve the SPA process, the government should:

- *Restore Section 41 exclusions of the Planning Act so that planners can focus on technical issues related to the public realm.* This not only reduces costs, but also encourages investment on the residential, commercial, and industrial side. It also speeds up the review process by freeing up more of a planner's time to review site plan applications. Existing mechanisms such as Design Review Panels and urban design guidelines are the appropriate mechanisms for municipalities to engage with design.
- *Set and enforce a new timeline that requires municipalities to issue an approval or refusal of an application before the 30th day of its review.* Currently, municipalities are compelled to issue a decision on a site plan application within 30 days under Section 41(12) of the *Planning Act*, but this deadline is widely disregarded. Language in the Ontario Building Code suggests that in the event that a municipality fails to render a decision, the application is deemed approved. Based on this, the OAA believes that a failure to approve or refuse an application will result in the application being approved.
- *Implement independent adjudication of resubmitted applications in cases where a municipality has advised, in writing, that the applicant has failed to resolve the deficiencies identified in the first submission.* In this case, the *Planning Act* should be amended to allow for an appeal to be made before the LPAT and also before an independent adjudicator—the cost of which should be borne by the applicant, unless a determination is made in the applicant's favour.
- *Increase accountability to the public by giving municipalities the statutory authority, through the Planning Act, to require architectural recognition as a condition of SPA.* Since 2011, in the City of Toronto, there has been a requirement that architectural recognition be affixed near the main entrance or prominent façade of the structure of any building over a certain size threshold. The OAA supported architectural recognition at the time this was introduced and continues to support it now. The Association believes architectural recognition is important not only to further the public dialogue about architecture, but also to enhance accountability to the public for the legacy that architects leave behind on our built environment. To mitigate any confusion about whether municipalities have the statutory authority to require this

as a condition of SPA, the OAA believes it should be formally integrated into the *Planning Act*.

2. Adopt Quality-Based Selection

For more than a decade, the OAA has advocated for governments at all levels to adopt Quality-Based Selection (QBS) as their method for procuring architectural services. The OAA has been joined by the Royal Architectural Institute of Canada (RAIC), Professional Engineers of Ontario (PEO), Consulting Engineers of Ontario (CEO), Engineers Canada, and other professional organizations representing hundreds of thousands of professionals for the built environment in recommending QBS.

Adopting QBS creates a more competitive business environment by bringing firms back to bidding on public sector work, builds healthier and safer communities through hiring the most innovative and most qualified firms, and makes government smarter through a more efficient procurement process that saves administrative time and cost while delivering the high quality which provides value for money at the total optimal lifecycle cost.

The OAA is pleased to note that significant progress is starting to be made at the federal level, with a pilot program underway and still showing promise. The pilot was expanded into Public Services and Procurement Canada's (PSPC's) Ontario Region. QBS has been on the federal radar since at least as early as 2006 when the Government of Canada, National Research Council (NRC), and Federation of Canadian Municipalities (FCM) jointly released an edition of the *National Guide to Sustainable Municipal Infrastructure*, entitled "Selecting a Professional Consultant."

This report found that low-bid procurement "is not appropriate for professional consulting services,"ⁱⁱⁱ arguing that the "recommended best practice" is "a competitive qualifications-based process."ⁱⁱⁱ The report noted that design typically represents only "1 to 2 percent of the overall lifecycle cost of a project," yet its "impact on both construction costs and operations/maintenance costs is significant."^{iv} In fact, our data suggests that the ratio is well below one per cent. The report found that a small investment of an additional \$40,000 in design costs on an \$11.2 million project would "return savings in a ratio of 11:1" (or \$450,000 over the lifecycle of the asset)^v.

The report shows that any requirement "to bid fees in a proposal call does not achieve the expected outcomes," focusing the consultant on "how to minimize fees to win the assignment" instead of "how to deliver a service that will add the most value for the client." The report flags this as "a serious problem, as it minimizes or even eliminates the 'value-added' services that an owner should be seeking in all professional consulting assignments."^{vi} The report concludes QBS "raises the quality of consulting services and helps ... identify long-term, cost-effective solutions." Ultimately, this will allow government to "reap the benefits of well-defined projects that take advantage of innovations and technical advice that will minimize lifecycle costs."^{vii}

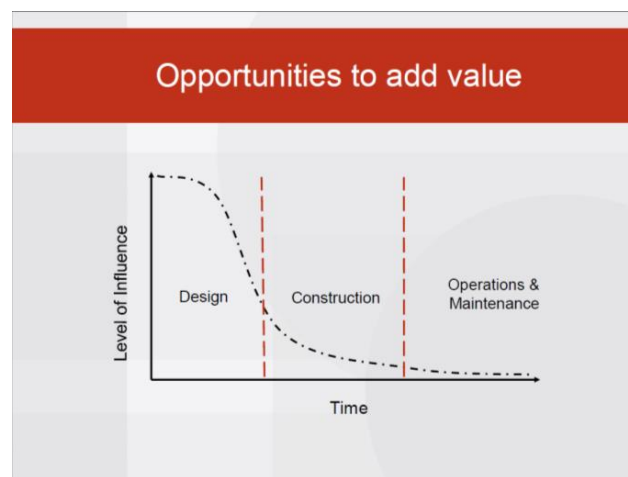
In 2009, the House of Commons Standing Committee on Government Operations and Estimates undertook a "study on the access to federal procurements by small and medium

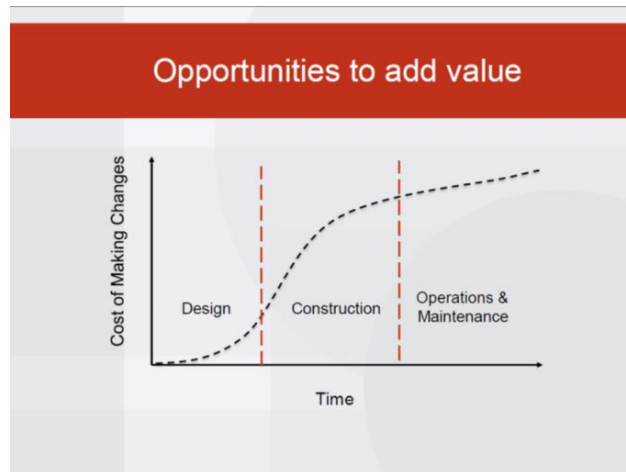
enterprises.” Following hearings, the Standing Committee issued a report recommending that the federal government ensure innovation and quality are key determinants in the evaluation of bids and the awarding of contracts by “consider[ing] the merits of legislating the use of QBS as the required procurement process.”^{viii} Following the Standing Committee recommendation, the government adjusted the weighting of the price component and committed to refocusing procurement processes on qualifications and innovation, but unfortunately did not commit to a legislated approach to QBS.

The concept of QBS is not revolutionary, having been enshrined as the mandatory method of procuring architectural and engineering services in the United States since the enactment of the *Brooks Act* in 1973. Forty-six states have QBS (“mini-Brooks”) laws, with agencies in three others (IA, VT and WI) adhering to a QBS procurement process. Hundreds of U.S. municipalities have also adopted QBS.^{ix}

But QBS also exists closer to home. The Province of Quebec requires QBS for the procurement of architectural and engineering services. Some municipalities across the country utilize QBS. While Ontario has continued to be one of the most resistant jurisdictions in adopting this best practice for procuring architectural (and engineering) services, QBS is not even foreign to government. The provincial agency Metrolinx has used QBS in its procurement and we have a number of public sector organizations coming online.

Perhaps front and centre to adopting QBS has been a political perception that it somehow drives up the price of architectural services. As detailed above, this is false when considered in combination with the initial and lifecycle costs of the project, not to mention that the design component represents a very small percentage of the overall cost (potentially less than one per cent). Any savings are best realized through the construction, operation, and maintenance on a project where QBS can allow innovative design to create significant cost reductions on what constitutes 98 to 99 per cent of the total budget.





There is also a misperception that QBS does not meet policy requirements for considering price in public sector procurement, but Quality-Based Selection does not preclude negotiations on price. Once the most qualified bidder has been identified, a negotiation over fees takes place. If the government and proponent cannot reach an agreement, the government is free to end negotiations with the most-qualified respondent and begin negotiations with the second most-qualified respondent. If that falls through, then the government can begin negotiations with the third most-qualified respondent, and so on.

Further research supports the point that QBS saves money as opposed to adding cost. The OAA funded an independent report authored by Ben Shelton and edited by Cal Harrison, entitled *Qualifications-Based Selection (QBS): Best Practice for Architecture, Engineering and Construction Management/General Contractor Procurement in Canada*. This report found that “For design-build projects, QBS has a project cost growth of 0.92%, which is one-tenth of that of the 9.82% cost growth of low-bid, and almost one-third of the 2.47% cost growth of best value procurement (BVP).”^x The report found that “For design-build projects, the unit cost of projects procured with QBS is comparable to low-bid and is 44% lower than BVP.” The report also found that “QBS has a faster construction speed than either BVP (by 23%) or low-bid (by 6%) for design-building projects,” further saving money.

This report delved into the impact of low-bid or BVP procurement on consultants. The report discusses a particular example whereby a small \$50,000 fee RFP may have created “almost one million dollars in proposal writing waste”—an excessive level of red tape for businesses in Ontario. Cal Harrison, in a September 2017 presentation to PSPC, suggested that “excessive proposal writing costs are a five-billion-dollar problem in Canada.”^{xi} The report argues in multiple places that “these additional expenses are ultimately passed on to the taxpayer.”^{xii} QBS is argued to significantly reduce pursuit costs for bidders while simultaneously saving money for the government and people of Ontario.

With the federal pilot, the widespread adoption of QBS in other jurisdictions, and public sector entities soon to bring it online, Ontario must adopt Quality-Based Selection as the method of procurement for architectural services by government Ministries and Agencies as well as across all broader public sector organizations in order to maintain similar quality outcomes as other jurisdictions. At a minimum, the government should commit to commencing a well-structured pilot project across a number of RFPs—similar to the current process undertaken by the federal government.

There is still an opportunity for the government to be a champion for businesses, for better buildings, and for better procurement. To quote the Deputy Commissioner of the New York State Office of General Services, “QBS is an invaluable tool for us. It consistently delivers high-quality, on-time infrastructure projects for the citizens of New York.”^{xiii}

Next Steps

Having been in existence for more than 125 years, the OAA has enjoyed a long-standing and collaborative relationship with the provincial government. I look forward to continued work with you on this year’s budget and other important issues. To discuss any of the aforementioned recommendations in more detail, please be in touch at your convenience.

Sincerely,



Kathleen Kurtin
OAA, FRAIC
President

cc. The Honourable Steve Clark



Citations

- ⁱ City of Richmond, “Report to Committee: Certified Professional Program”, November 29, 1999.
https://www.richmond.ca/_shared/assets/011000_item18966.pdf
- ⁱⁱ InfraGuide, “Selecting a Professional Consultant, Pg. 9.
[https://fcm.ca/Documents/reports/InfraGuide/Selecting a Professional Consultant EN.pdf](https://fcm.ca/Documents/reports/InfraGuide/Selecting_a_Professional_Consultant_EN.pdf)
- ⁱⁱⁱ Ibid, Pg. 10.
- ^{iv} Ibid, Pg. 20.
- ^v Ibid.
- ^{vi} Ibid, Pg 22.
- ^{vii} Ibid, Pg. 33.
- ^{viii} “In Pursuit of Balance: Assisting Small and Medium Enterprises in Accessing Federal Procurement”. Report of the Standing Committee on Government Operations and Estimates, June 2009.
<http://www.ourcommons.ca/DocumentViewer/en/40-2/OGGO/report-7/page-45#goal5>
- ^{ix} Mark Steiner, ACEC presentation to PSPC, DCC and others, September 18, 2017.
- ^x Ben Shelton, “Qualifications-Based Selection (QBS): Best Practice for Architecture, Engineering and Construction Management/General Contractor Procurement in Canada”, August 2018. Pg. 4.
http://www.oaa.on.ca/oaamedia/bloaags/text/final_qbs_report_sep_1_2018.pdf
- ^{xi} Cal Harrison, “Qualifications-Based Selection” presentation to PSPC, DCC, and others, September 18, 2017.
- ^{xii} Shelton, Pg. 28.
- ^{xiii} Excerpt from Mark Steiner, ACEC presentation to PSPC, DCC and others, September 18, 2017.





Ontario Association of Architects

FOR COUNCIL MEETING

March 5, 2020

(open)

ITEM: 5.3.b

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:

Andy Thomson, VP 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
Ted Wilson

Date:

February 20, 2020

Subject:

Sustainable Built Environments Committee (SBEC) Update

Objective:

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

Background: SBEC will meet next on March 10, 2020. At that meeting, the Committee will have a presentation by Mr. Donovan Wollard, CEO of Opentech.info, to learn about energy modelling software and tools that are used around Canada. Additionally, the Committee will discuss energy modelling tools currently used in Ontario and the future of 2030 Districts in Ontario.

Coming out of the Council Planning Session, SBEC is encouraged to learn that sustainability has been added as a main strategic focus for the Association.

OAA Conference 2020: Since the Committee last met on December 3, 2019, confirmation has been received that two SBEC-led initiatives will be features as Continuing Education sessions at Conference 2020. These initiatives include innovative solutions for carbon-neutral buildings and first principles to deep energy retrofits in old buildings.

Design Excellence Awards: The expertise of SBEC members contributed greatly to the technical review of the Design Excellence Awards. Committee members had the opportunity to review the newly required EUI and supporting reports for each award submission to verify that

they provided accurate information and to offer a sustainability grade to each submission. This feedback was shared with the Jury and factored into the final award decisions.

National Building Code: The Committee had the opportunity to provide feedback on SCOB CAR's review of the current proposed changes to the National Building Code (NBC). SBEC is particularly encouraged by the integration of a step code into the NBC and recommended strong wording in support of this.

NRC Project: The Committee has been given the opportunity to utilize NRC-developed software on the Hot2000 platform for Part 9 energy optimization in schematic through design development stages and they plan to evaluate a range of Part 9 buildings using the platform. Results from the EnerGuide and R2000 modules will be compared with Passive House results on the same projects.

Through this analysis, NRC is interested in learning about how architects may use these tools to support design optimization, and is exploring ways that they can support the creation of an energy advisement certification for architects.

TEUI Calculator: SBEC continues to work on the development of a TEUI Calculator. This tool will be useful in helping to improve overall energy literacy for architects and the public. Still in its early stages, SBEC plans to keep developing this tool and will ask Council for budget to support this project at the next meeting of Council.

Climate Crisis: At their December meeting, SBEC discussed the Climate Crisis and how they can support the OAA to expand its leadership role and facilitate more member engagement on this issue. The Committee is considering drafting a list of recommendations to share with Council.

Architectsdivest.ca: It was mentioned at the December meeting that ProDemnity has committed to divestment action and that the OAA has requested information about the details of the action that ProDemnity is taking. SBEC is eager to learn more about this and hopes that once available, the information is shared with them.

Action: No action required.



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 5.4.a

Memorandum

To: **Council**
Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi
Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
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: February 21, 2020

Subject: **Communications Committee Update**

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

Background: The Communications Committee met on Tuesday, February 18, at the OAA Headquarters for its first gathering of 2020 and in anticipation of the March Council meeting. Returning Chair and VP Communications Amir Azadeh led the discussion, which began with the introduction of new members and moved on to explore aspects related to Conference (including short- and long-term volunteer recognition opportunities as detailed in the Conference Report), public awareness sponsorships, Special Project Funding (SPF) for Local Architectural Societies, and updates on the website, logo, and Awards program.

1. Priority Projects

WEBSITE REVIEW

Training, content development and migration has continued on the OAA Website project throughout the last couple of months. On January 21, OAA staff met via conference call with Enginess for a training session and walkthrough of the Content Management System (CMS). Over the last several weeks, staff has been reviewing and testing functionality of the CMS. Some bugs/ functionality issues have been identified and are being tracked on an online issues log.

Enginess has continued to work with the iMIS team to clean up data discrepancies in the Member Directory. When resolved, a demo of the Directory tool will take place with the Registrar's office. The development team has also successfully scripted and migrated bIOAAg and news content to the new

site. The latest version of the Website Style Guide was received from design consultants Sputnik on February 12. This guide is the main reference tool for OAA Communications staff to build and finalize content pages and sections. An in-person training session with OAA staff and Enginess will be taking place on February 28 to further review the CMS modules and functionality.

OAA Communications staff has continued weekly Website development meetings to finalize content, layout, and imagery/graphics in preparation for the Website launch in the spring.

A news item in the latest *OAA News* reminds members of changes to the Member Registry, specifically with respect to discipline being linked and profiles being removed.

Refer to Appendix A for the January OAA Website Report, which tracks completed and projected work on the project.

OAA HQ RENEW + REFRESH

A draft article by OAA President Kathleen Kurtin has been forwarded to *Canadian Architect*, together with photographs and plans. The article is on schedule to appear in the April issue.

The building will be photographed again this spring by Steven Evans. We now have October 2019 images by Evans, as well as images by Michael Tenaglia (Mike T Photography and Design), who photographed the building in early 2020 on the request of lighting consultant Deborah Gottsman. The 360-degree photography is now complete and the suppliers are constructing the time lapse video and still images for the archive. This information will be posted on the website.

Content will continue to be developed, as will information and visuals, as the project proceeds toward its official opening in May 2020. This will coincide with Toronto Doors Open (May 23–24) and the 2020 OAA Conference. The OAA HQ R+R will have its official opening May 29, an on-site ConEd session and tour May 28, and be integrated into the Friday Plenary session on May 29.

NEW OAA LOGO

The New OAA Visual Identity Program is on target to be launched in the spring 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. These will be reviewed by Communications staff to ensure consistency in formatting and writing for all OAA content.

Templates for OAA Agendas, Meeting Notes, and Guidelines have been implemented. Templates for Practice Documents and Office of the Registrar correspondence are underway. OAA Certificates are now under discussion prior to embarking on new designs.

SHIFT Challenge

Refinement continued on the theme for the SHIFT 2021 Challenge, with SHIFT Advisor Toon Dreessen, Vice President Communications Amir Azadeh, and OAA President Kathleen Kurtin working to develop a focused theme that is still open enough to allow for a range of perspectives and responses. (See Memo.)

The SHIFT2019 selections will be featured on poster boards at the Architect@Work show in April.

AWARDS

A total of 92 eligible submissions were received for the 2020 OAA Awards program, which includes the [Design Excellence Awards](#), [Best Emerging Practice](#), [G. Randy Roberts Service Award](#), [Order of da Vinci](#), and the [Lifetime Design Achievement Award](#).

The 2020 OAA Award juries met on February 11 to determine the 2020 Awards finalists. The selected finalists will be announced in early March. All finalists will be featured on the OAA Website BIOAAg in April.

PUBLICATIONS

Work has begun on the OAA Awards Book, working in concert with IQ Media, publishers of *Canadian Architect*. Of note, OAA staff are currently investigating lower print runs for the book—500 rather than the 2500 of its last edition. Over the years, the OAA has steadily reduced its printed output in favour of digital vehicles (e.g. website, app, and e-communications) for reasons ranging from efficiency and effectiveness to curtailing waste and reducing carbon impact.

This includes transitioning the Conference pocket guide to digital format, removing all small print vehicles (holiday greetings and event postcards), sunsetting the Perspectives and Profiles publications, and converting the Canadian Experience Record Book (CERB) to be solely digital, saving staff resources and improving accessibility.

With the OAA's Annual Report now primarily a digital document, the OAA has only two annually recurring printed publications—the Awards/SHIFT book and the Annual General Meeting booklet (approximately 500 available at Conference).

Given the Association's commitment to become climate stable, as well as with the advent of the OAA's new website and advancements in digital programming such as videos, the Committee will continue to explore ways to shift to green strategies and diverse multimedia methods.

2. Web Updates (January – Feb 2020)

UPDATES	DEVELOPMENT	UPCOMING PRIORITIES: In progress
<ul style="list-style-type: none"> Fundamentals of an Architectural Practice Conference Updates – Hotel and Travel OAA Practice survey Content migration 	<ul style="list-style-type: none"> Website Redesign Project – consultation, content development and design 	<ul style="list-style-type: none"> Redesign completion Content migration and development CMS development Website Style Guide and CMS training Website demo/beta testing Graphic Standard review Accessibility standards training

3. Social Media Update

INSTAGRAM	TWITTER	FACEBOOK
Followers: 3477 (+315)	Followers: 7237 (+183) Total Likes: 6528 (+202)	Followers: 1944 (+91) Total Likes: 1723 (+78)
Insta Stories were used to share information about OAA Awards, 2020 Jury Day, OAA Priority Planning Session, tagged stories from followers which would be of interest to members and the general public ie: OAA Sponsored events, special events, etc. On average, each story was seen by over 300 followers.	The OAA tweeted about several important news items such as national building code, copyright and ownership, ransomware, etc. Communications staff worked with those in Practice and the Registrar's office to come up with some "timeless" tweets that could be shared about the OAA.	Facebook was used to encourage followers to read ConEd cycle ending, OAA Awards and Jury Day, election of officers for 2020.

4. Public Awareness Sponsorship

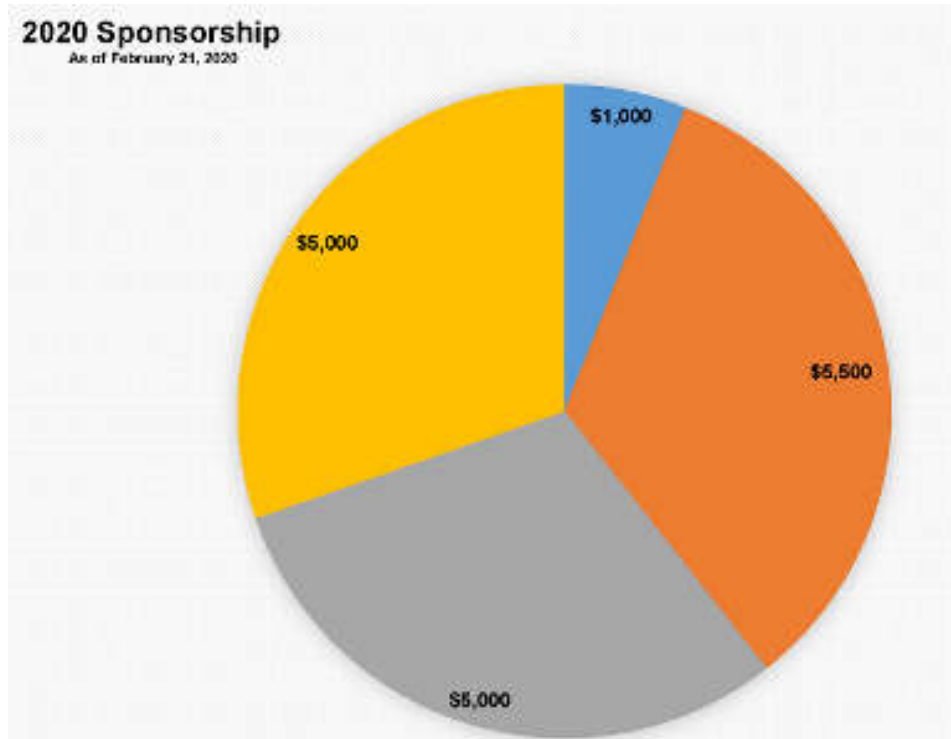
Budget Spent (as of February 21, 2020): **\$16,500**

Budget Remaining: \$33,500

■ Total budget: **\$50,000**

\$25,000 – January 28 Deadline

\$25,000 + remainder – July 27 Deadline



■ **1UP Toronto Conference**

March 7, 2020

Urban Minds & RUaPlanner

\$1,000

■ **Heritage Toronto Architecture Tours**

May – October, 2020

Heritage Toronto

\$5,500

■ **Collaborative Community Project - "Land Marks"**

June 15 - August 14, 2020

University of Waterloo - School of Architecture in partnership with BRIDGE Centre for Architecture + Design (Architecture student initiative) and Ideas|Exchange (Cambridge Libraries and Galleries)

\$5,000

■ **"CR|PT|C Agora 1: Architectures of Hiding" – Symposium**

September 25 – 26, 2020

Carleton Research | Practice of Teaching | Collaborative (CR|PT|C)

\$5,000

5. Society Special Project Funding Update

Budget Spent (as of February 21, 2020): **\$7,700**

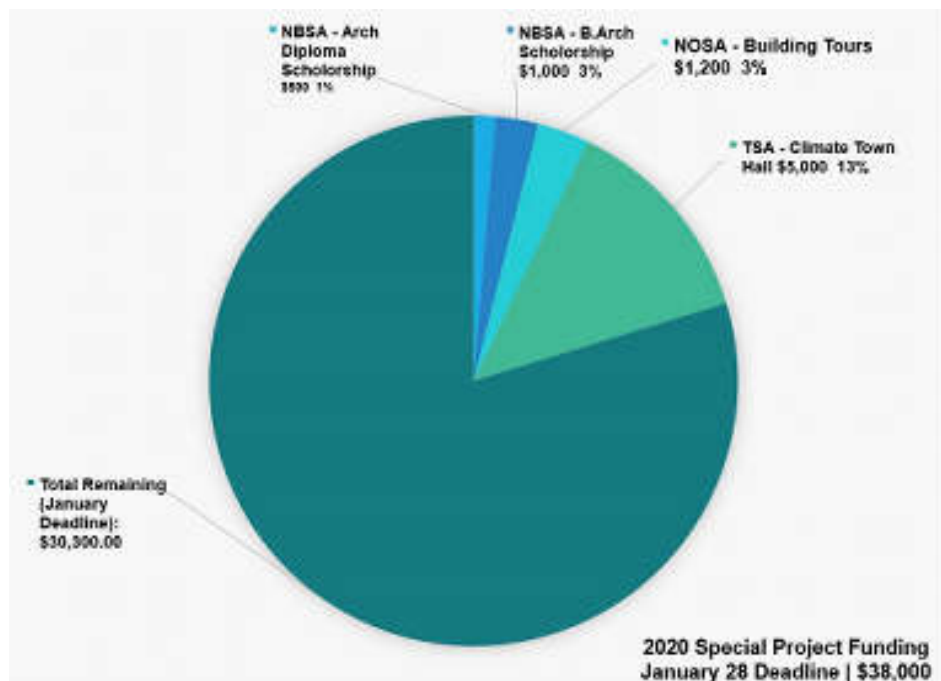
Budget Remaining: \$68,300

Total budget: **\$80,000**

\$38,000 – January 28 Deadline

\$38,000 + remainder – July 27 Deadline

\$4,000 – Conference host



☐ **North Bay Society of Architects – B. Arch Sponsorship**

North Bay Area | \$1,000

☐ **North Bay Society of Architects – Arch Diploma Sponsorship**

North Bay Area | \$500

☐ **Northern Ontario Society of Architects – Building Tours**

Sudbury | \$1,200

☐ **Toronto Society of Architects – Climate Town Hall**

Toronto | \$5,000

☐ **Windsor Society of Architects –Doors Open**

Windsor | \$0 |

☐ **Windsor Society of Architects –RISE for Architecture**

Windsor | \$0 |

WRSa Film Festival (\$6,000), TSA Walking Tours (\$6,000), and ORSA Architecture Week (\$10,000) are all pre-approved, recurring SPF applicants for 2020. These are currently handled separately from the \$80,000 budget.

OAA Website Audit and Redesign STATUS REPORT

Monthly Status Executive Summary: OAA Audit, Redesign Planning and Implementation				
Reporting Period : Month of Jan 2020		Client Stakeholders :Tamara King Project Manager : Prerana Shrestha		
Contract # : 2018-0022				
Current Status				
	Green	Yellow	Red	Details
Schedule				
Budget				
Scope				

Schedule			
Projected Milestones	Date	Percentage Complete	Notes
Project Kickoff	June 26, 2018	100%	
Planning	June 29, 2018	99%	
Planning Sign off	April 10, 2019	99%	
Development	Spring 2019	96%	
Development End	Winter 2019	96%	
QA	Winter 2019	97%	
Content Population	Winter 2019-Spring 2020	0%	
UAT	Spring 2020	0%	
		0%	
Launch	Mar-Apr-2020		Projected as of November, 2019. Timeline was pushed due to extended planning and execution time for Knowledge Base, Bloaag, iMIS

Work Completed		
Work Completed January 2020	Projected Work Scheduled Month of February 2020	
<p>Development:</p> <p>* Development team continued to work with iMIS team to clean up discrepancies in the Member Directory Search filter dropdown data and labels. Pending latest update from iMIS.</p> <p>* HTML for the login has been sent to Denis and Angel to style iMIS login page as the main site. Denis to advise.</p> <p>* Committee description was implemented and data is being pulled from iMIS.</p> <p>* Development team worked on clean up of any identified issues.</p> <p>* Development team worked on the scripts for the Bloaag and News content migration. Latest update has been pushed to pre-production site where OAA staff is entering content. Requires internal review prior to opening up for Staff's review.</p> <p>Content Planning: OAA Staff team continued to work with the various teams on content planning.</p> <p>Quality Assurance and Testing: Team continued on regression testing of the site.</p> <p>Design: Latest version of Style Guide was received on Feb 12, 2020.</p> <p>Training: Project team met with the OAA Staff team for a training/ walkthrough of the CMS on January 21st, 2020. Logins were provided to the staff so that team could start on content entry.</p>		<p>BA Support:</p> <p>* Support the Development and Quality Assurance (QA) and Testing team on any questions.</p> <p>* Support OAA Staff on any questions.</p> <p>Development:</p> <p>* Bug fixes on any identified issues.</p> <p>* Monitor iMIS related items that Denis has corrected and review.</p> <p>Quality Assurance and Testing:</p> <p>* Perform any regression tests.</p> <p>Content Migration:</p> <p>* Fix any content migration issues.</p> <p>Project Management:</p> <p>* Monitor project progress and communicate to OAA Staff team.</p> <p>* Support OAA team with content entry questions.</p> <p>* In person training session will take place on February 28, 2020.</p>

OAA Website Audit and Redesign STATUS REPORT

Engineers					
Projected Work Scheduled Month of September 2019					
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date

Risks / Issues					
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date
1	Any new asks and or change requests may cause delays and project timeline to extend further and may also have budget implications due to the	Project Team	Delays in project impacting development and eventually launch which may affect budget.		



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 5.5.b

Memorandum

To:

Council

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

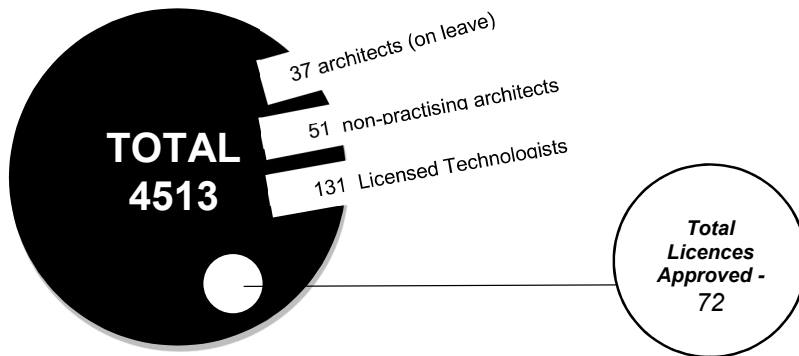
Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Paul Hastings, Vice President Regulatory

Date: February 18, 2020

Subject: Activities under the Registrar
January 1, 2020 through February 18, 2020

1. Membership as of February 18, 2020

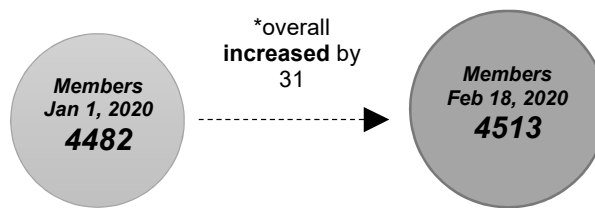


Licence Applications Rec'd – 43

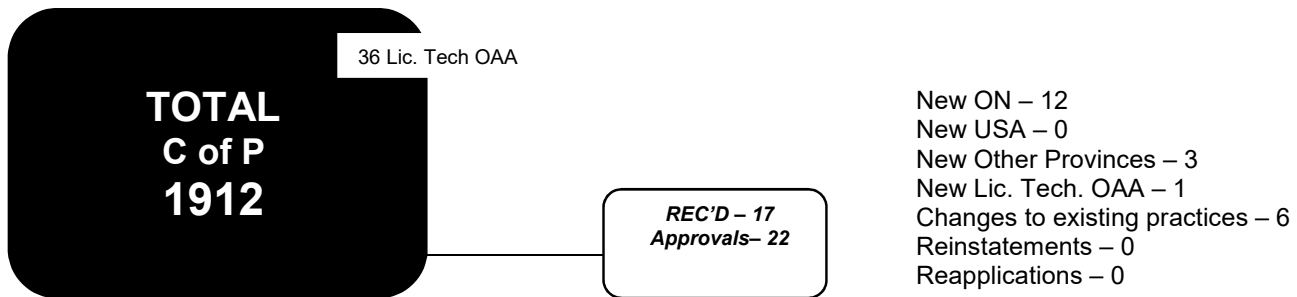
Total Licences Approved – 72

- First Time Applicants (FTA) – 47
 - FTA ITP – 18
- BEFA - 5
- Licensed Technologist OAA – 0
- Reciprocal – 15
- Mutual Recognition Agreement – 0
- Reapplications – 0
- Reinstatements – 1
- Non-Practising Architect – 4
- Exemption Request to Council - 0

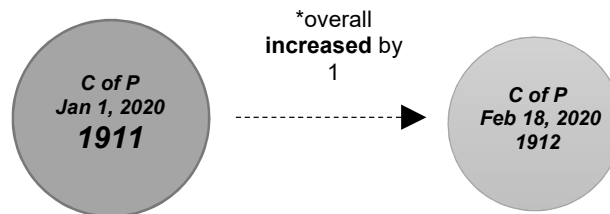
Membership Growth Summary



2. Certificate of Practice as of February 18, 2020



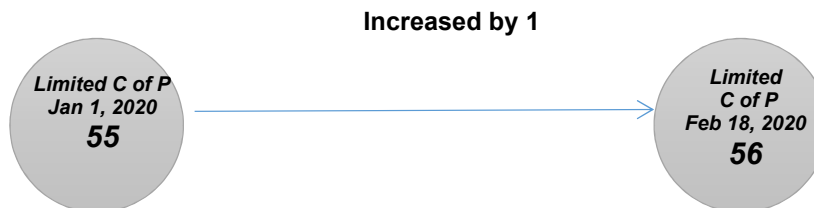
Certificate of Practice Growth Summary



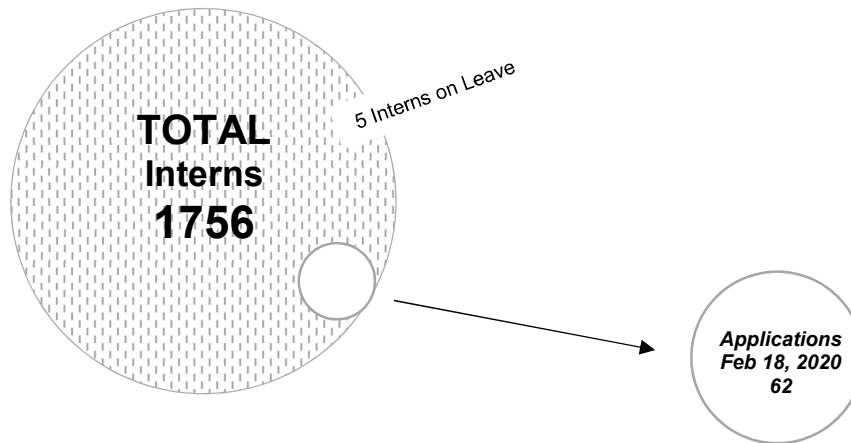
3. Temporary Licence Growth Summary



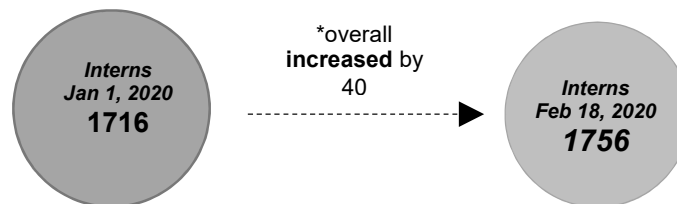
Limited Certificate of Practice Growth Summary



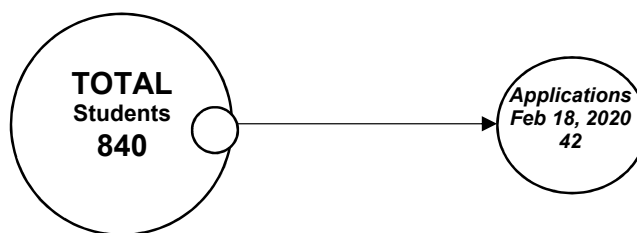
4. Interns as of February 18, 2020



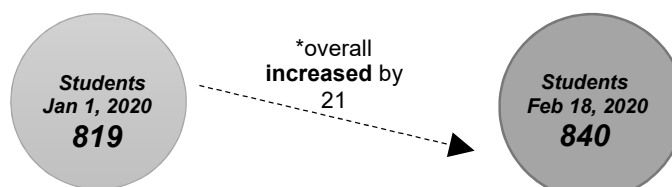
Intern Growth Summary



5. Students as of February 18, 2020



Student Growth Summary



OAAAS

Technologist OAAAS



Name change: The title for Associates OAAAS were changed to Technologists OAAAS. There is no longer an Associate OAAAS status.

Experience Requirements Committee (ERC)

The ERC Committee held a meeting in February to discuss process and applicant questioning.

Complaints Committee

7 complaints are currently before the Complaints Committee.

Public Interest Review Committee (PIRC)

No meetings were held in 2020.

Discipline Committee

There are 2 Hearings scheduled, one in March and one in April and 15 matters to be scheduled including written hearings for 10 instances non-compliance with the OAA's mandatory continuing education program 2016-2018 cycle.

There is an additional appeal from a decision of the Discipline Committee to Divisional Court.

Registration Committee

There is an appeal pending from a decision of the Registration Committee.

Act Enforcement

8 matters were reported to the Registrar for investigation related to misuse of the term "Architect" or "Architecture" or otherwise holding out.

Injunction

There is one injunction in process related to holding out and unauthorized practice.



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 5.6.a

Memorandum

To: Council

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

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

From: Settimo Vilardi
Vice President Practice

Date: February 24, 2020

Subject: Report from Vice President Practice

Objective: To update Council on activities of the Practice Portfolio

Background:

1. Activities Report – Vice President Practice
 - SCOB CAR Committee – Meetings: January 29, 31, and February 4, 2020.
 - 2-tier Licensing Project Meeting with VP Education, Office of Registrar, Education Manager and PAS: February 13, 2020
 - PMSP – Touch point with PAS: February 21, 2020
 - PRC Committee – Meeting: February 25, 2020
 - OAA – OGCA Best Practice Committee: February 27, 2020
2. Activities Report – Practice Advisory Services (key items)
 - PAS has received about 156 calls since last Council meeting back in January 2020. (*Note: This may include multiple calls about the same topic*)
 - Update on Requests for Proposals (RFPs) monitoring: approximately 10 RFPs have been reviewed.
 - 1 RFP alert was issued since January's Council meeting. It should also be noted that the PAS team also had conference calls with organizations to discuss the content of an RFP prior to issuance or following issuance of comments. The team is starting to see changes; OECM decided to cancel their RFP following discussions with the OAA, understanding why the public interest was not being served.
 - PAS is working on strengthening the general maintenance program of documents through the creation of new tracking tools.

- Supporting Committees and departments at OAA: We assisted in questions relating to IAP hours, providing feedback on interdepartmental projects, etc.
- Practice Advisory: Next edition will be sent to members in Mid-March.

3. Other items/projects in progress

- Proposed National Code Changes Winter 2020: SCOBCAR and SBEC worked on compiling comments on the proposed changes to the National Codes which are due March 13. Social media was also used to encourage the membership in submitting comments.
- Canadian Construction Document Committee (CCDC 2, Div 01) Update: As we prepare for the anticipated release of the revised CCDC 2 contract in May 2020, a draft of the new OAA/OGCA Supplementary Conditions has been prepared. It is currently being reviewed with OGCA.
- Update to OAA 600: OAA Document 600-2020 (revised 600-2013) is contingent on CCDC2 and Division One Supplementary Conditions. The anticipated CCDC publication date is May 2020, so contingent on this, OAA 600-2020 will have a target issuance date of June 2020.
- Website update: PAS continues to work with Communications on updating the library of Practice documents and web content for the new website launch in April.
- PEO/OAA Coordinating Professional Joint Sub-Committee: PAS worked with the Policy team on letter and supporting document following January's Council meeting decision.
- Strengthening the 2-tier licensing: On February 13, a meeting was organized between VP Practice, VP Education, Manager of Education, Deputy Registrar and PAS to follow-up on Council's request to study how to strengthen the 2 tier licensing. The group is reconvening in mid-March following some research each party is conducting.
- Project Management Service Provider: VP Practice and PAS are in the process of reviewing the report from 2019. The topic will also be raised at the PRC meeting of February 25, 2020. (work in progress)
- CHOP review: Alongside the Executive Director and the Office of the Registrar, PAS reviewed chapters of the new edition of CHOP coming later in the year.
- CSA Standards: The renewal of the Standards (offered to the membership) is underway. This will be addressed at the next PRC meeting on February 25, 2020.
- OAA Conference 2020: PAS will be presenting at conference this year. The topic of the session will be *Practice Tip 39.1 as a component of a Go-No Go Decision*. This will be presented by Allen N. Humphries and Mélisa Audet on behalf of Practice Advisory Services.
- 2020 Strategic Planning Session (SPS): VP Practice is working along side VP Education, VP Strategic, VP Policy, VP Regulatory and SVP on organizing, analyzing

and preparing actionable items based on the SPS which was organized under three main pillars 1) Education 2) Membership Engagement and 3) Climate Stability with Equity, Diversity and Inclusivity, an umbrella lens through which we approach all three categories.

ACTION: None required.



Ontario Association of Architects

FOR COUNCIL MEETING
March 5, 2020
(open)
ITEM: 5.7.a

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	Milda Miskinyte
Sarah Murray	David C. Rich
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Comprehensive Education Committee

Agata Mancini, Vice President Education - Committee Chair

Committee Members

Agata Mancini, VP Education	Krystyna Ng
Christina Facey	Maria Denegri
Hadi Jafari	Shane Laptiste
Janet Harrison	Milda Miskinyte
Jeffrey Laberge	Susan Spiegel
Kathleen Kurtin, President	Welming Chen

Date: February 21, 2020

Subject: Update from the Comprehensive Education Committee

Objective: To provide Council with an update on activities of the Comprehensive Education Committee.

Background:

The Comprehensive Education Committee held its meeting at the OAA Headquarters on February 20, 2020.

Agata Mancini, VP Education updated the Committee on the OAA Council Priority Planning Session that took place at the OAA Headquarters on February 7, 2020. In particular, Mancini stressed the importance of Committee work by reminding that Education remains one of the OAA's strategic priorities for the year 2020:

- Education and Financial Literacy;
- Membership Engagement;
- Stable Climate.

Each priority has to be approached through the lens of Inclusivity, Equity & Diversity (IED).

The meeting proceeded with presentations by working groups. Each group has identified items of tactical priority.

1. Public Awareness and Education

To ensure continuity and progression of efforts by different OAA Committees, it was decided to ask Communications Committee to provide a written report on outcomes and 'lessons learned' of the Public Awareness Campaign. The campaign was executed by Kim Graham & Associates (kg&a) under the direction of the Communication Committee from 2012 – 2016.

2. Primary and Secondary Education

This Working Group brought to the Committee's attention that Ontario Elementary and Secondary Curriculum has been last updated in 2007. If the aim is to participate in the curriculum update for its next edition, we need to find out when is the next update and what is the process for providing recommendations to the Ministry and/or related agencies that are involved in the process. The working group will report back to the Committee at its June meeting.

3. Post-Secondary Education

This Working Group informed the Committee that the Canadian Architectural Certification Board is planning a conference in October 2020 to review the Architecture Continuum – from formal education to internship, examination, licensure, and lifelong learning through practice and continuing education. The conference theme is "Architecture Continuum: Collaborate, Educate, Integrate" The organizing committee is in the process of collecting specific issues in architectural education and internship. The working group will formulate draft proposals and submit on the OAA behalf before the deadline on March 13, 2020.

4. Professional Development and Continuing Education

The Working Group has identified the following as main focus for further consideration:

- Education Providers Accreditation Program;
- Professional Development Online Platform;
- Mandatory Continuing Education Courses.

The Committee has agreed that each working group will further develop their ideas and findings. More detailed material will be presented at future Committee meetings.

Action: For information only.

ITEM 6.2

**TO BE
DISTRIBUTED**

Winter Update 2020

Design Cluster Coffeehouse Meetup

The Toronto Region has a vibrant design cluster led by firms in the various design disciplines, design education programs, design-led companies and support organizations. Yet we can do more to leverage the talents of the cluster and form new collaborations and partnerships to advance both economic and social goals. On November 14th 2019, DIAC convened a Design Cluster Coffeehouse Meetup to connect designers with other innovation leaders. The event was organized with support from the Royal Society of Arts, Manufactures and Commerce (RSA), a London-UK based charity dedicated to enriching society through ideas and action.

Umbra generously provided its corporate store as the venue for the Meetup. The event began with a welcome from Les Mandelbaum, President of Umbra, and a video message from the RSA discussing its work on social innovation projects. The participants were then divided into groups to discuss the makeup of the Toronto design cluster and to brainstorm ideas to leverage its resources to advance priority projects in our region.

Some of the opportunities discussed at the Meetup:

- How can designers take the lead at a local level in implementing the UN Sustainable Development Goals?
- How can designers play a proactive role in city resilience projects and in mitigating the impacts of extreme weather events?
- How can we create new infrastructure to bring design support to local social innovation projects?

The Design Cluster Coffeehouse Meetup was part of DIAC's ongoing research on how to engage designers at the very start of innovation projects in order to improve project outcomes.



Launch of Integrated Design Program with Ryerson

DIAC has partnered with the Design Fabrication Zone (DFZ) at Ryerson University to develop and launch the Integrated Design Program (IDP), a new venture tailored to the needs of early-stage startups. The IDP applies best practices in experiential learning to support startup success and to help entrepreneurs build their capacity for integrating design into product and service development. In the pilot year of the program, the DIAC team is presenting a seminar series, advising on the suitability of new member candidates, and providing a Designer Link to the Ontario design associations, to help startups short list and hire designers to work on their new product or service development projects. The program is open to members of the DFZ and also to members of Ryerson's other incubator zones.

The IDP initiative brings design to the forefront of Ryerson's thriving incubator ecosystem. The ultimate goal is to teach startup entrepreneurs to allocate financial resources for design in their business plans. This would enable them to work closely with designers from the start of their innovation journey to the launch of their product or service to increase the chances of business success.

How Do We Value Design?

We know that design can make a difference to the economy, to our quality of life, and to protecting the environment. Yet some of the most significant impacts of design are often overlooked or undervalued. DIAC has embarked on a research project to evaluate these impacts across the disciplines of architecture, landscape architecture, industrial, interior, graphic and fashion design. The final framework of evaluation tools will be published to inspire the community to promote the deeper impacts of design in future projects.

OPPI Joins DIAC

We are pleased to welcome the Ontario Professional Planners Institute (OPPI) as a new member of DIAC. We are looking forward to collaborating with members of the OPPI in our current research and programming activities. OPPI membership in DIAC reinforces our integrated, cross-disciplinary perspective on design research. The other DIAC members are: the Association of Chartered Industrial Designers of Ontario (ACIDO), the Fashion Industry Advisory Panel (FIAP), the Interior Designers of Canada (IDC), the Ontario Association of Architects (OAA), the Ontario Association of Landscape Architects (OALA) and the Registered Graphic Designers (RGD). The City of Toronto is our supporting partner.

The Design Industry Advisory Committee (DIAC) is a cross-disciplinary research group established by the City of Toronto in 2001. The activities of DIAC promote the strategic value of design and the contribution of designers from all disciplines to achieving economic, social and environmental goals.