

## **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***



# **OAA COUNCIL MEETINGS**

## **RULES AND PROCEDURES**

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

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

- 1) The maximum time for a speech in debate on a motion is two minutes.
- 2) The Chair shall keep a speakers' list of those wishing to speak to a specific item or 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.
- 3) An original main motion may only be introduced at a meeting if it has been added under New Business to the agenda approved for that meeting.
- 4) Meetings of the Council of the Ontario Association of Architects (OAA) are conducted in accordance with Roberts Rules of Order which is included in the Councillor Orientation material, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council.
- 5) 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.
- 6) 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 May 12, 2021 at approx. 11:00 a.m.**

**Meeting # 274**

**OPEN MEETING AGENDA**

**Recognition of Traditional Lands**

- 4 mins*     **1.0 AGENDA APPROVAL**
- 1 min*     1.1 Declaration re. Conflict of Interest
- 2.0 APPROVAL OF MINUTES**
- 4 mins*     2.1 Draft minutes of the March 4, 2021 Open Council Meeting (*see attached*)
- 2 mins*     **3.0 BUSINESS ARISING FROM THE MINUTES**
- 4.0 ITEMS FOR REVIEW AND APPROVAL**
- 4 mins*     4.1 Honorary Member Nominations (*oral*) Executive Director
- 5 mins*     4.2 Broadly Experienced Foreign Architects Program (BEFA) – Adoption of Remote Interview Process (*see attached*) Executive Director
- 15 mins*     4.3 Recommendation from Governance Committee re. Consistency in Committee composition (*see attached*) Immediate Past President Kurtin
- 10 mins*     4.4 Recommendation from Governance Committee re. Membership in Institute for Corporate Directors (*see attached*) Immediate Past President Kurtin
- 5 mins*     4.5 Alexandra Bridge – Consideration for Letter of Support (*see attached*) President
- 10 mins*     4.6 Governance Considerations for Future Executive Committee Candidacy (*see attached*) Vice President Hastings
- 5.0 ITEMS FOR DISCUSSION**
- 10 mins*     5.1 Written Deputation from OAA Member Jeremiah Gammond (*see attached*) President
- 6.0 EXECUTIVE COMMITTEE REPORTS**
- 6.1 Report from the President
- 5 mins*     6.1.a Activities for the months of March-May (*see attached*) President
- 4 mins*     6.1.b Report from Executive Director (*see attached*) Executive Director
- 2 mins*     6.1.c OAA/ Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update (*see attached*) Executive Director
- 5 mins*     6.1.d OAA Technology Program Review Working Group – Update (*see attached*) President
- 4 mins*     6.1.e Equity, Diversity & Inclusion and Reconciliation Report Working Group Update (*see attached*) President
- 6.2 Report from the Senior Vice President and Treasurer
- 7 mins*     6.2.a Financial Statements for 3 months ended February 28, 2021 (*see attached*) SVP & Treasurer
- 8 mins*     6.2.b Pro-Definity Insurance Company 2020 Summarized Financial Statements (*see attached*) SVP & Treasurer
- 5 mins*     6.2.c Pro-Definity Insurance Company – Reappointment of the Auditor and Actuary (*see attached*) SVP & Treasurer



15 mins	6.3 Report from Vice President Strategic	Vice President Schuhmann
	6.3.a Report from Vice President Strategic ( <i>see attached</i> )	Vice President Schuhmann
7 mins	6.3.b Report from the Sustainable Built Environment Committee ( <i>see attached</i> )	Vice President Schuhmann
3 mins	6.3.c Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal ( <i>see attached</i> )	Vice President Schuhmann
5 mins	6.4 Report from Vice President Communications	
	6.4.a Report from the Communications Committee ( <i>see attached</i> )	Vice President King
	6.5 Report from Vice President Regulatory	Vice President Hastings
5 mins	6.5.a Activities Report from the Registrar ( <i>see attached</i> )	Registrar
	6.6 Report from Vice President Practice	
8 mins	6.6.a Report from Vice President Practice ( <i>see attached</i> )	Vice President Vilardi
	6.7 Report from Vice President Education	
8 mins	6.7.a Comprehensive Education Committee Update ( <i>see attached</i> )	Vice President Krickhan
	6.8 Report from Immediate Past President	
5 mins	6.8.a Building Committee – Update ( <i>see attached</i> )	Immediate Past President Kurtin
5 mins	6.8.b Governance Committee Update ( <i>see attached</i> )	Immediate Past President Kurtin

## 7.0 ITEMS FOR INFORMATION

1 min	7.1 Ontario Association for Applied Architectural Sciences (OAAAS) - Update ( <i>see attached</i> )	OAAAS Executive Director
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## 8.0 OTHER BUSINESS

## 9.0 DATE OF NEXT MEETING

9.1 The next regular meeting of Council is Thursday June 24, 2021 at 9:30 a.m. via Zoom.

## 10.0 ADJOURNMENT

## Ontario Association of Architects

## Meeting #273 Open

## MINUTES

March 4, 2021

The two hundred and seventy third meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday March 4, 2021 via Zoom.

<b>Present:</b>	Susan Speigel	President
	Agata Mancini	Senior Vice President & Treasurer
	Paul Hastings	Vice President Regulatory
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education
	Kathleen Kurtin	Immediate Past President
	Kristiana Schuhmann	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	Farida Abu-Bakare	Councillor
	J. William Birdsell	Councillor
	Heather Breeze	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
<b>Regrets:</b>	Jeffrey Laberge	Councillor

The President called the meeting to order at 1:15 p.m.

The President noted a video titled *Zaasaakwe* written and directed by Madison Thomas would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

**DECLARATION RE CONFLICT OF INTEREST**

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

**AGENDA APPROVAL**

9161. The President noted that there were no items to be added to the agenda:

**It was moved by Vilardi and seconded by Schuhmann that the agenda for the March 4, 2021 open meeting be approved as circulated.**

-- CARRIED

**CONSENT AGENDA**

9162. The President called for requests to discuss any items contained within the Consent Agenda.

A Council member requested that item 6.3.a *Report from Vice President Strategic* be moved out of the Consent Agenda to discuss Minister's Zoning Orders (MZO's).

**It was moved by Birdsell and seconded by Longlade that the consent agenda for the March 4, 2021 open meeting be approved as amended.**

-- CARRIED

## **APPROVAL OF MINUTES**

9163. *Reference Material Reviewed:* Draft minutes of the January 21, 2021 Open Council meeting.

The draft minutes of the January 21, 2021 Open Council meeting were reviewed.

A member of Council suggested that on page three, the time of departure for the Administrator, Licence be corrected.

**It was moved by Vilardi and seconded by Longlade that the minutes of the December 4, 2020 Open Council meeting be approved as amended.**

-- CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

9164. There was no business arising from the minutes.

## **ITEMS FOR REVIEW AND APPROVAL**

9165. *Reference Material Reviewed:* 2021 Council Priority Planning Session Report "Signal – 2021 'Signal & Sketch', and Council Priority Objectives Diagram. (**APPENDIX 'A'**)

The President presented the final report and objective diagram resulting from the February Council planning session. She noted that the OAA's primary mandate was considered first and foremost in addressing the Council priorities. The intent of the outcome is to simplify a means to address complex issues affecting the OAA and the public. The report is considered to be a draft working document; looking at trends and design solutions.

It was noted by the President that the key themes are Futures, Educate, and Voice. The graphic representation is a work in progress, which is to be implemented by Executive within their respective portfolios along with our vision, desire to consider the planet, the profession and people.

The President noted that the key issue that seemed to rise to the top was how to identify the Voice of Council and how to use it. It was suggested that the Vice President take away the report and look into how to implement it in each of their respective portfolios.

It was suggested by the President that there could be a mini-retreat scheduled between June-September to measure progress on advancing this big picture within specific activities and initiatives and consider next steps.

**It was moved by Mintz and seconded by McKendrick that Council receive the final results of their February Planning and Priority setting session; and, that this information be shared with all staff and standing committees through the appropriate Vice President in the context of the committee mandate and specific activities for this year such that they will ensure that existing and new initiatives be evaluated against this document before moving forward.**

-- CARRIED

9166. *Reference Material Reviewed:* Final Draft 2020 OAA Audited Financials. **(APPENDIX 'B')**

The Senior Vice President and Treasurer reported.

A member of Council requested some clarification with respect to the reporting of loss for OAAAS.

Doyle responded that OAAAS operates based on contributions from the OAA; annually there is a transfer of a budgeted amount per the OAAAS and OAA budgets resulting in a breakeven scenario. The business model is based on contributions of the Founder from the licence fees of the Licensed Technologist OAA members.

The Senior Vice President and Treasurer confirmed that of the 2020 surplus, \$270,000 was allocated to the mortgage and the remainder was allocated proportionately to the capital, legal, and operating reserves as follows: \$10,000 legal reserve; \$520,000 capital reserve; and, \$83,500 to the operating reserve. It was noted that these amounts are less than had originally been anticipated and approved by Council at the January meeting.

Council recognized that the reserve allocation differed from the allocation as approved by Council in January due to the fact that it was an anticipated amount dependent upon receipt of the audited financial statements for 2020.

**It was moved by Paquette and seconded by Mancini that Council receive and accept the 2020 audited financial statements for the Ontario Association of Architects as circulated.**

-- CARRIED

9167. *Reference Material Reviewed:* Memorandum from Immediate Past President, Kathleen Kurtin dated February 17, 2021 re. Summary Report of OAA's Roundtables on Equity, Diversity and Inclusion (the Report) and attached supporting documentation. **(APPENDIX 'C')**

The Immediate Past President reported.

A Council member enquired as to whether each of the two roundtables yielded different results.

The Immediate Past President responded that the first roundtable consisted of licensed members and the second constituted interns and student associates. In the second roundtable there was more time spent in prepping the group leaders for the breakout sessions. A difference in demographics resulted in the first roundtable expressing more conservative views whereas the second group was more vocal in opinions.

It was noted by the Immediate Past President that the roundtables were structured such that feedback was not permitted on the input given by the participants.

It was suggested by a member of Council that there may have been more commonality of issues among the interns and student associates whereas the licensed members were more varied in experience and practice.

It was suggested by the Immediate Past President that the first roundtable appeared to be more aware of what the OAA does whereas the second group appeared to express the same experience and insight about the group, however with less understanding of the roles and responsibilities of the OAA.

A Council member noted that the group in the first roundtable which they attended was well guided and sufficient clarification was offered with what was in the scope of discussion.

It was noted by a member of Council that the action and priorities list was extensive and requested some clarification with respect to next steps.

The Immediate Past President responded that the next steps would be addressed by the Working Group which is an upcoming item on the agenda.

**It was moved by Kurtin and seconded by Mancini that Council receive the Summary Report of the OAA's Roundtables on Equity, Diversity, and Inclusion dated February 1, 2021; and, that the Report be communicated to the membership through the appropriate channels with the guidance of the Communications Team.**

-- CARRIED

The Immediate Past President proposed that a demographic survey, combined in some way with the OAA's fees renewal be included annually in the form of a voluntary survey.

A member of Council expressed some concern with respect to the accuracy of the results as to whether it would produce accurate demographics since it is not mandatory.

The Immediate Past President responded that surveys always allow for a certain percentage of error and based on the response rate constitute a representative sampling.

A Council member noted that the data can be analyzed to determine if there is a particular group not responding. Further investigation can look into whether a group is missing or if there is a reason they are not responding.

Doyle suggested that for benchmarking purposes, the same survey would be issued each year.

**It was moved by Kurtin and seconded by Longlade that Council approve the inclusion of voluntary demographic data collection as part of the annual renewal process for the membership; and, that staff be directed to develop an appropriate implementation mechanism.**

-- CARRIED

9168. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 22, 2021 re. Bird-Friendly Design – Open Letter and attached supporting documentation. **(APPENDIX 'D')**

Doyle reported that a request from the Fatal Light Awareness Program (FLAP) has been made such that an open letter from 2016 be reissued to the membership. Some amendments to the letter were made to include an update on the OAA's action to install bird-friendly applications to a portion of the Headquarters.

It was suggested by a Council member that there be an education piece added to the website with a link to courses available. A Ryerson course was cited as a good example.

**It was moved by Mintz and seconded by Birdsell that Council approve the open letter re. Ongoing Support for Bird-Friendly Design to promote bird-friendly design practices and standards**

-- CARRIED

9169. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle and Registrar, Christie Mills dated February 23, 2021 re. Responding to Outstanding Elements of Members' Resolution re. Digital Seals – Actions to address Enforcement & Design Requirements. **(APPENDIX 'E')**

Doyle reported that further to the January Council meeting, she and Mills were directed to bring forward recommendations in a multi-pronged approach on the issue of enforcement at the building department level.

It was noted by a member of Council that there will be a roundtable of building officials to be held in the next short while.

A Council member enquired as to whether there was statistical information available with respect to submissions to the building departments not in compliance with the *Architects Act*.

A member of Council responded that the Chief Building Official for Toronto had indicated that the City has the data and are undertaking analysis of the information.

It was suggested by a member of Council that consideration be made to extend an invitation to small municipalities to the upcoming roundtable.

A Council member suggested that a webinar presentation may be developed, spearheaded by the Vice Presidents Education and Strategic focused on smaller municipalities.

Following discussion, Doyle noted that she will work with Communications staff to draft the final communication on this matter to respond to this second portion of the members's motion which was approved at the Annual General Meeting in 2020.

**It was moved by Kurtin and seconded by Birdsell that Council approve the initiatives contained in the report to Council dated February 23, 2021 in order to further facilitate the enforcement of design requirements within building departments; that the Executive Director and Registrar be tasked with the execution of those initiatives; and, that the initiatives be communicated to the membership as a response to the outstanding elements of the member's resolution dated August 6, 2020.**

-- CARRIED

9170. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated February 19, 2021 re. Updates to PACT and SBEC Terms of Reference and attached supporting documentation. **(APPENDIX 'F')**

The Vice President Strategic reported. Advertisement for the interns to join the committees will be offered; however, if the candidates do not meet the requirements, the intention is to leave the position vacant.

It was suggested by a member of Council that the criteria around the appointment of a Chair for SBEC requires some clarification, additionally requesting some background with respect to the change dating to 2019.

A Council member responded that a change was necessitated by the need to revitalize the Sustainable Built Environments Committee (SBEC), adding that direct leadership by Council served the Committee well.

It was suggested by a member of Council that for SBEC's purposes the selection of an Indigenous member should serve to provide further insight into Indigenous knowledge as it relates to sustainability.

The Vice President provided some background on the original consideration to include a student associate however it had been agreed to focus on intern representation at this time. SBEC's academic representation is currently well served by its school representatives.

**It was moved by Schuhmann and seconded by Cline that the Terms of Reference for the Policy Advocacy Coordination Team (PACT) be amended to include the opportunity for an intern architect to join when vacancies arise.**

-- CARRIED

**It was moved by Schuhmann and seconded by Erskine that the Terms of Reference for the Sustainable Built Environments Committee (SBEC) be amended to include the opportunity for an**

intern architect as well as an industry or association representative to join ; and, to clarify the terms such that there may be an indigenous representative, however it is not mandatory.

-- CARRIED

9171. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 24, 2021 re. Terms of Reference Equity, Diversity and Inclusivity and Reconciliation Report Review Working Group and attached supporting documentation. **(APPENDIX 'G')**

The Immediate Past President reported that the final report from the Truth and Reconciliation Working Group has been received as well as the report from the Equity, Diversity and Inclusivity roundtables. Multiple recommendations have been proposed as a result of the findings and as such, it is being proposed that a Working Group be established to review and propose the next steps toward implementation. The Working Group would include individuals to serve as a champion for Indigenous, Gender, and Minority issues..

A Council member suggested that it is important that the members of the Working Group have completed cultural competency training, suggesting that the Chair should be Indigenous.

It was suggested by a member of Council that a request for expressions of interest first be sent out to Council; then the applications may be evaluated to identify the candidates best fitted to the Working Group.

Doyle suggested that the recommendations initially be reviewed to determine their fit into the mandate and priorities of the OAA. After that point other resources and individuals could be invited to discuss the specifics of each recommendation. The first steps in establishing the Working Group may be to establish whom those from Council will be serving.

**It was moved by Kurtin and seconded by Krickhan that the terms of reference to establish a Working Group to further review the reports of the Truth and Reconciliation Task Group and the OAA's roundtables on Equity, Diversity, and Inclusivity be approved.**

-- CARRIED

9172. *Reference Material Reviewed:* Report from the Ontario Association for Applied Architectural Sciences (OAAAS) Executive Director, Garry Neil dated February 22, 2021 re. Report to OAA Council – March 2021. **(APPENDIX 'H')**

Doyle report that there is a vacancy on the Board. A candidate is being proposed to fill a position for a two-year term.

**It was moved by Mintz and seconded by Paquette that Christine Braun be appointed to the Ontario Association for Applied Architectural Sciences (OAAAS) for a term ending at the next meeting of the Founder in 2023.**

-- CARRIED

## ITEMS FOR DISCUSSION

9173. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle and Communications Manager, Erik Missio dated February 23, 2021 re. OAA Website Update and attached background information. **(APPENDIX 'I')**

Doyle reported that there had been some inconsistencies with respect to the search engine, pagination and other issues related to the Website. Communications is working with website consultant, Enginess to resolve the list of deficiencies.

Missio provided a presentation to Council on work ongoing to resolve the outstanding items on the deficiencies list, indicating that fixes for the site-wide search issues is anticipated to be resolved by the end of March.

It was suggested by a member of Council that the current search function requires an overt amount of steps in order to locate required information; a functional and comprehensive search is needed to resolve this issue.

The update was noted for information.

9174. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 24, 2021 re. Results of Licensed Technologist OAA Title Survey and attached background information. **(APPENDIX 'J')**

Doyle reported on the results of the Licensed Technologist OAA (Lic.Tech.OAA) title survey, noting that 75% were in favour of changing their current title to Licensed Architectural Technologist.

It was suggested by Doyle that the results of the survey be rolled into the review of the program by the Working Group as a holistic approach.

A member of Council suggested that because of the potential for a lengthy review of the program by the Working Group that consideration be made to pursue the title change immediately, adding that it would likely have a positive impact on their practice.

A Council member noted that though it would be of benefit, it may be better to include the next steps into discussion with the Working Group, as there are pieces that would to be considered as part of the overall review of the program.

A member of Council suggested that since there appears to be some indecisiveness that the issue be sent to Working Group to review in the context of the program.

**It was moved by Mancini and seconded by Paquette that the report on the Licensed Technologist OAA Title Survey be received; that Council reconfirms its support to move forward with the title change; and, that further discussion around next steps be held in the context of the OAA Technology Program Review Working Group.**

-- CARRIED (4 opposed (Krickhan))

9175. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated February 19, 2021 re. Update on activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'J')**

A Council member enquired as to whether there are minutes available from past meetings with the Ministry of Municipal Affairs and Housing (MMAH).

Doyle responded that a formal set of minutes are prepared for meetings we have with government. Staff does take their own notes. This would then be reported either to Executive Committee or in the context of the next Council meeting via the appropriate Vice President report.

It was suggested by the Council member that those notes be incorporated as regular reports to Council.

It was noted by a member of Council that the MMAH requested a call for feedback on watersheds, adding that the conservation authority and not architects should be responding. There is a conservation piece from MMAH regarding protection of the greenbelt, however, that does not appear to be clear adding that members are being asked for feedback.



It was suggested by the Council member that a letter of support for the conservation authority be sent to the Ministry. It was noted that any member has the ability to respond to any public consultation being offered by Government.

A member of Council noted that under Bill 257 MZO's may disregard provincial policy statements. It is a significant issue which is being discussed through PACT.

It was noted by a Council member that it has not yet been confirmed whether MZO's are yet beneficial or detrimental in the absence of sufficient information to review at this point. There may be avenues where members can look to the OAA where there may be an MZO that is potentially detrimental. It was suggested that there is information on various Websites which highlight projects where MZO's have been used.

## **CONSENT AGENDA**

### **EXECUTIVE COMMITTEE REPORTS**

9176. *Reference Material Reviewed:* Activities for the months of January to March. **(APPENDIX 'K')**

The report was noted for information.

9177. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 25, 2021 re. Update on Activities of the Executive Director. **(APPENDIX 'L')**

The report was noted for information.

9178. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated February 22, 2021 re. Update from OAA Building Committee. **(APPENDIX 'M')**

The report was noted for information.

9179. *Reference Material Reviewed:* Memorandum from the Governance Committee dated March 4, 2021 re. Update on OAA Governance Committee Operational Review RFP. **(APPENDIX 'N')**

The report was noted for information.

9180. *Reference Material Reviewed:* Memorandum from the Joint OAA/ARIDO Task Group dated February 22, 2021 re. Update on Activities of the Joint OAA/ARIDO Task Group. **(APPENDIX 'O')**

The report was noted for information.

9181. *Reference Material Reviewed:* Memorandum from the OAA Technology Program Review Working Group dated February 22, 2021 re. Update on establishment of the OAA Technology Program Review Working Group. **(APPENDIX 'P')**

The report was noted for information.

9182. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated February 23, 2021 re. Sustainable Built Environments Committee (SBEC) Update. **(APPENDIX 'Q')**

The report was noted for information.

9183. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 23, 2021 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'R')**

The report was noted for information.

9184. *Reference Material Reviewed:* Memorandum from the Communications Committee dated February 23, 2021 re. Communications Committee Update and attached background information. **(APPENDIX 'S')**

The report was noted for information.

9185. *Reference Material Reviewed:* Memorandum from the Conference Task Group dated February 23, 2021 re. 2021 OAA Conference. **(APPENDIX 'T')**

The report was noted for information.

9186. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated March 4, 2021 re. Activities Under the Registrar January 1, 2021 – February 18, 2021 and attached background information. **(APPENDIX 'U')**

The report was noted for information.

9187. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated February 24, 2021 re. Report from Vice President Practice. **(APPENDIX 'V')**

The report was noted for information.

9188. *Reference Material Reviewed:* Memorandum from the Vice President Education dated February 17, 2021 re. Update from Vice President Education. **(APPENDIX 'W')**

The report was noted for information.

#### **ITEMS FOR INFORMATION**

9189. *Reference Material Reviewed:* DIAC Update 2020. **(APPENDIX 'X')**

The report was noted for information.

#### **OTHER BUSINESS**

9190. There was no other business.

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

9191. The next regular meeting of Council is Wednesday May 12, 2021 at 9:30 a.m. via Zoom.

#### **ADJOURNMENT**

9192. **It was moved by Vilardi and seconded by Paquette that the meeting be adjourned at 3:45 p.m.**

**-- CARRIED UNANIMOUSLY**

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President

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Date

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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 4.2

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Kristi Doyle, Executive Director

**Date:** April 30, 2021

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

**Objective:** For Council to consider approval to continue with the option of a virtual BEFA interview process following the pilot program launched in 2020.

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As noted in the November 2020 report to Council, the CACB National Standing Committee received funding from Employment and Social Development Canada for the BEFA program to explore remote accessibility options for candidates and assessors.

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

Council approved the following motion at the November 2020 Council meeting:

*It was moved by Murray and seconded by Laberge that Council approve the recommendation that the National Canadian Architectural Certification Board (CACB) Standing Committee be authorized to proceed with the proposed on-line Broadly Experienced Foreign Architect (BEFA) pilot process ;and, be permitted to undertake up to seven BEFA interviews in a virtual setting, in accordance with the*

*parameters identified in the Report received from the National Standing Committee dated September 30, 2020.*

-- CARRIED

Following the success of the pilot, the national standing committee is recommending that the option of an online interview be adopted moving forward under the BEFA Program.

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**Action:** To approve the recommendation that Council approve the National CACB Standing Committee's recommendation to proceed with the proposed online Broadly Experienced Foreign Architect (BEFA) interview process as part of the BEFA Program.

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**Attachments:** National Standing Committee Report (February 24, 2021)

February 24, 2021

To: All Presidents and Executive Directors

From: David Edwards, Chair  
National Standing Committee on CACB

On behalf of the National Standing Committee on CACB, we are pleased to provide you with this update on the BEFA remote interview pilots, which were previously approved by the Regulators.

**Recommendation:**

Continuation of the remote interview process and that it be included in the BEFA toolbox as an ongoing option for use by applicants to the BEFA program.

**Motion:**

**That the regulators approve the use of the remote interview process as part of the BEFA program.**

*Please provide your approval no later than March 31, 2021.*

As detailed in the September 2020 memo, panels were comprised of assessors from all regions (see Appendix A).

After approval of the pilot process and following consultation with BEFA panel chairs and the CACB, remote interviews were scheduled early in the new year. Prior to proceeding, both parties (panels and applicants) were required to be knowledgeable and comfortable with operating the two proposed on-line platforms - *Zoom* and *Nextcloud*. As such, CACB provided each panel with access to a specified *Zoom* platform in order to allow them to train and practise interfacing between the two platforms. The applicants had similar access and no interview was scheduled until the panel chair determined that all participants were comfortable and competent with the platforms.

The interviews were undertaken in two formats:

- Four of the interviews were fully remote, with the applicant participating from a home office. In these interviews, the applicant was required to scan their environment for the panel to ensure no other person was present.
- Two interviews were also fully remote; however, the applicant was in a controlled environment, in offices with an architect present, but not in the interview room.

Each interview followed the same formats the in-person interview as follows:

- Prior to the interview the panel met via Zoom to discuss their applicant's portfolio and to determine who would be responsible for the questions posed in each competency area.
- The regional panel member spearheaded all regionally-focused questions. At the scheduled time, the BEFA coordinator ensured that all participants were present, and that the technology was functioning, and then handed the *Zoom* control to the Panel Chair. ( All observers were muted and had no video presence.)
- The interviews were recorded.
- A bio break for most interviews was held, usually at after competency area 6. (Following the break, the applicant would again scan the room to demonstrate that no other person was present.)
- At the end of the interview, the applicant was placed in the *Zoom* waiting room while the panel reviewed the answers to each of the competency area questions and determined whether to recommend BEFA certification or remedial action.
- The BEFA applicant was then invited back into the meeting to hear the panel's decision. (As with the in-person interview, the CACB is responsible for communicating the decision in writing).

## Results

- Of the seven pilot interviews, five applicants were recommended for BEFA certification and two were assigned remedial actions. These decisions are consistent with the results of the in-person interview process.
- Technical issues were not experienced in any of the interviews.
- Panel members were asked to evaluate the *Zoom* platform as an interview tool. In general, assessors found the *Zoom* interview to be an acceptable format for BEFA interviews. In today's pandemic environment, most architects are using this or similar platforms on a regular basis, as are applicants.
- In a *Zoom* debrief with the chairs of the pilot interviews, they all noted that the system allowed them to accurately understand the applicant's understanding of all the competency areas and felt they could reach the correct decision regarding the applicant's application for BEFA certification. They did, however, express an opinion that the in-person interviews would be helpful, in particular for use in training existing or future assessors.
- During the pilot process, the Committee made minor changes to the protocols. The panel members strongly supported the introduction of the pre-interview consultation with the BEFA coordinator, panel chair and the applicant in the remote protocols.

**Next Steps**

The Standing Committee has not, at this stage, looked at the impact of remote interviews on the fee structure and proposes to continue with the current fee structure for now, and undertake an evaluation at a later date. In the meantime, CACB can reserve additional funds for future training of assessors.

For the record, there are currently 244 current active applications with 8 to 10 applicants ready for interview. If the Regulators approve the proposed motion, a training program can be started immediately for the interview-ready panels to ensure that they are comfortable and competent with the two on-line platforms.

Your committee feels confident that due diligence has been undertaken in the development and review of the pilot remote BEFA interview process.

Should you have any question please contact any of the Standing Committee members.

## Appendix A

### **BEFA Pilot Remote Interview #1** – fully remote - controlled environment, recorded

Date: January 16, 2021  
Applicant: 715B – Waiver signed  
Jurisdiction: Alberta  
Panel: Chair: Daniel Adam, NWTAA  
National: James Youck, SAA  
Regional: Amir Hemani, AAA  
Observers: David Edwards, Therese LeBlanc, Don Sterritt, Gordon Richards, Scott Kemp,  
Jill McCaw, Mourad Mohand-Said, Jacinthe Goulet, Charlene Pineda  
Length of Interview: 2:26:30 - includes intro, bio break and discussion of results  
Outcome: recommended for remedial action

### **BEFA Pilot Remote Interview #2** – fully remote, recorded

Date: January 22, 2021  
Applicant: 613B – Waiver signed  
Jurisdiction: Québec  
Panel: Chair: Rémi Morency, OAQ  
National: Karl Loeffler, OAQ  
Regional: Jonathan Bisson, OAQ  
Observers: Mourad Mohand-Said, Pierre Gallant, Jill McCaw, Jacinthe Goulet  
Length of Interview: 2:45:21-includes intro, bio break and discussion of results  
Outcome: recommended for BEFA certification

### **BEFA Pilot Remote Interview #3** – fully remote, recorded

Date: January 23, 2021  
Applicant: 725B – Waiver signed  
Jurisdiction: Ontario  
Panel: Chair: Leif Fuchs, NSAA  
National: Robert Bateman, AANB  
Regional: James Farrow, OAA  
Observers: Scott Kemp, Therese LeBlanc, Charlene Pineda, Jacinthe Goulet  
Length of Interview: 2:22:35 - includes intro, bio break and discussion of results  
Outcome: recommended for BEFA certification

### **BEFA Pilot Remote Interview #4** – fully remote, recorded

Date: January 30, 2021  
Applicant: 447B – Waiver signed,  
Accessibility exemption allowed (CACB received medical confirmation)  
Jurisdiction: British Columbia  
Panel: Chair: Ted Rusick, SAA  
National: Asim Mazhar, AAA  
Regional: Danica Djurkovic, AIBC  
Observers: David Edwards, Don Sterritt, Mourad Mohand-Said, Jacinthe Goulet  
Length of Interview: 3:20:15 - includes intro, no bio break and discussion of results  
Outcome: recommended for remedial action

### **BEFA Pilot Remote Interview #5** – fully remote - controlled environment, recorded

Date: January 31, 2021  
Applicant: 571B – Waiver signed  
Jurisdiction: British Columbia Panel: Chair: Claudia Schaaf, AAA



National: Robert Merchant, AAA  
Regional: Pierre Gallant, AIBC  
Observers: Therese LeBlanc, Gordon Richards, Charlene Pineda, Jacinthe Goulet  
Length of Interview: 2:30:28 - includes intro, bio break and discussion of results  
Outcome: recommended for BEFA certification

**BEFA Pilot Remote Interview #6** – fully remote, recorded

Date: February 7, 2021  
Applicant: 598B – Waiver signed  
Jurisdiction: Ontario  
Panel: Chair: Ted Rusick, SAA  
National: Denis Nadeau, AANB  
Regional: Ivan Martinovic, OAA  
Observers: Scott Kemp, David Edwards, Charlene Pineda, Mourad Mohand-Said, Jacinthe Goulet  
Length of Interview: 2:00:10 - includes intro, bio break and discussion of results  
Outcome: recommended for BEFA certification

**BEFA Pilot Remote Interview #7** – fully remote & recorded

Date: February 20, 2021  
Applicant: 257B – Waiver signed  
Jurisdiction: Alberta  
Panel: Chair: Greg Snow, NLAA  
National: Marten Duhoux, MAA  
Regional: Robert Merchant, AAA  
Observers: Don Sterritt, Gordon Richards, Mourad Mohand-Said, Jacinthe Goulet  
Length of Interview: 2:38:10 - includes intro, bio break and discussion of results  
Outcome: recommended for BEFA certification

**Training Sessions**

Applicant training (of all applicants)

- 715B – 1 online training with coordinator + various phone calls, 1 with coordinator + Chair
- 613B – 1 online training with coordinator + various phone calls, 1 with coordinator + Chair
- 725B – 1 online training with coordinator + various phone calls, 1 with coordinator + Chair
- 447B – 2 online trainings with coordinator + various phone calls, 1 with coordinator + Chair
- 571B – 1 online training with coordinator + various phone calls, 1 with coordinator + Chair
- 598B – 1 online training with coordinator + various phone calls, 1 with coordinator + Chair
- 257B – 1 online training with coordinator + various phone calls, 1 with coordinator + Chair

Assessor training (of all panels)

All panels were briefed and trained by the committee during Fall and Winter 2020.

- 715B – 1 online training with coordinator, 1 with Panel only, anytime access to Zoom sandbox
- 613B – 1 online training with coordinator, 1 with Panel only, anytime access to Zoom sandbox
- 725B – 1 online training with coordinator, 1 with Panel only, anytime access to Zoom sandbox
- 447B – 1 online training with coordinator, 1 with Panel only, anytime access to Zoom sandbox
- 571B – 1 online training with coordinator, 1 with Panel only, anytime access to Zoom sandbox
- 598B – 1 online training with coordinator, 1 with Panel only, anytime access to Zoom sandbox
- 257B – 1 online training with coordinator, 1 with Panel only, anytime access to Zoom sandbox

One Chair needed several extra training sessions with the coordinator and other committee members.

---

# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 4.3

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Governance Committee

Kathleen Kurtin, Chair	Michelle Longlade
Jeffrey Laberge	Elaine Mintz
Susan Speigel	

**Date:** May 3, 2021

**Subject:** Consistency in Committee Composition

**Objective:** To consider a recommendation from the Governance Committee to create consistency in the composition of OAA Committees through their terms of reference.

---

Council may have noted a number of requests over the past year or so to amend the terms of reference for various OAA committees in order to alter the composition of the committee. In the spirit of good governance, transparency and consistency, the Governance Committee would like to suggest that Council adopt a consistent approach to committee composition. Accordingly, it is recommended that the following format/wording be used to articulate the composition of individual committees within their approved terms of reference:

*The Committee will be comprised of XX individuals one of which will be the Vice President of XYZ who will serve as the Chair. In addition to the Chair there will be XX additional members, XX of which will be members of Council. Efforts will be made to have representation on the Committee by a Licensed Technologist OAA and an Intern Architect. The composition of the Committee will be consistent with, and reflect the OAA's policy statement regarding equity, diversity and inclusion.*

The intent would be for this approach to be used verbatim for the OAA's Standing Committees where the composition is not dictated by the Act or Regulations. Where a very specific composition is required, that can be articulated along with this statement, or in the case of a number of our Regulatory Committees a different approach will be necessary. This can be reviewed by the Registrar.

In the areas where 'XX' appears in the above statement, the numbers already set out within the terms of reference would be used, along with the appropriate Vice President noted.

This should, in fact, give more flexibility during the appointment process such that the most suitable individuals can be appointed to the most appropriate committees.

---

**Action:** Council to consider approval of the recommendation of the Governance Committee regarding the approach to OAA committee composition such that the following format/wording be used to articulate the composition of individual committees within their approved terms of reference:

*The Committee will be comprised of XX individuals one of which will be the Vice President of XYZ who will serve as the Chair. In addition to the Chair there will be XX additional members, XX of which will be members of Council. Efforts will be made to have representation on the Committee by a Licensed Technologist OAA and an Intern Architect. The composition of the Committee will be consistent with and reflect the OAA's policy statement regarding equity, diversity and inclusion"; noting however that this may not be applicable to committees where composition is dictated by law.*

---

**Attachments:** No attachments.

---

# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 4.4

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Governance Committee

Kathleen Kurtin, Chair	Michelle Longlade
Jeffrey Laberge	Elaine Mintz
Susan Speigel	

**Date:** May 3, 2021

**Subject:** OAA membership with the Institute of Corporate Directors, (ICD)

**Objective:** To recommend to Council that the OAA joins the ICD

---

On April 23, 2021, the OAA's Governance Committee met and discussed the suggestion that the OAA join the ICD.

The ICD is a not-for-profit, member-based organization which promotes the effectiveness of Canadian directors and boards.

The value of a Board Membership includes:

- Director development through the exchange of knowledge and experiences
- Governance resources on topical and emerging boardroom issues
- Educational opportunities to enhance the culture and processes of the board

Board membership on sliding scale of \$2,000-\$4,000/year. Non-Profit organizations pay the lower fee of \$2,000 which includes up to 15 members. Additional members can be added at a cost of \$100 per person.

ICD's many membership benefits can be found at this link: [member benefits](#)

Costing (for all Council members along with Executive Director and Registrar) will be just under \$3000/year.

The OAA will be asked to provide the name of each Council member and contact information, including email to ICD to join.

---

**Action:** Council is asked to consider the following motion: **It was moved and seconded that the Ontario Association of Architects join the Institute of Corporate Directors at the annual membership cost of approximately \$3,000 to be drawn from the Policy Contingency Budget.**

---

**Attachments:** No attachments.

---

# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 4.5

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Kristi Doyle, Executive Director

**Date:** May 3, 2021

**Subject:** Request for Letter of Support for Alexandra Bridge

**Objective:** Council to consider approval of a draft letter of support regarding a request to halt the demolition of the Alexandra Bridge.

---

Attached is a request from Past President Toon Dreessen sent to the President on April 28, 2021. The request is for Council to sign on to the attached letter to Prime Minister Trudeau to save the Ottawa based Alexandra Bridge from demolition. The letter is spearheaded by the Alexandra Bridge Coalition.

The President has agreed to bring the request to Council for consideration.

---

**Action:** The proposed motion is to be considered:  
*It was moved by...and seconded by... that Council lend its support to save the Alexandra Bridge by signing on to the letter addressed to the Prime Minister.*

---

**Attachments:** E-mail correspondence from Past President, Toon Dreessen, April 28, 2021  
Draft Letter of Support addressed to the Prime Minister  
Media Communication from Alexandra Bridge Coalition

## Tina Carfa

---

**Subject:** FW: Save the Alexandra Bridge  
**Attachments:** Saving the Alexandra Bridge letter to PM V2.docx

---

**From:** Toon Dreessen <tdreessen@architectsDCA.com>  
**Sent:** Wednesday, April 28, 2021 8:34 PM  
**To:** President <President@oaa.on.ca>  
**Cc:** Tina Carfa <TinaC@oaa.on.ca>; Kristi Doyle <KristiD@oaa.on.ca>  
**Subject:** Save the Alexandra Bridge

Hello Susan

Thought I would write this to the official OAA president's address so that this goes thru the proper channels.

As you may recall, I wrote an [article](#) for the globe and mail last year regarding the Alexandra Bridge and its pending destruction, a loss of architectural and engineering heritage and a significant blow to climate change initiatives. I found myself appointed to the a committee working to save the bridge and, through a series of meetings, we have developed the attached which we hope to send to the PM in the near future.

As you may recall, the OAA has, in the past, weighed in with support of national initiatives including, most recently, on the Victim's of Communism Memorial in 2015. This helped position the OAA to speak to the public interest message of heritage, planning and the involvement of architecture in both and led, eventually, to discussions on architecture taking place on the House floor, recognition of the value and role of architects in planning and design and, ultimately, a resetting of the design process.

In that same spirit, support for preservation of the bridge from the OAA would be welcome and appreciated. No financial ask is being made (we are all volunteering our time) and this can become a positive public message.

Can I ask, respectfully, as an OAA Past President, that you consider adding the OAA support to this letter, and table this with Council at the upcoming May 12 meeting? If needed, I would be happy to speak to the matter before council, if you wish.

Thanks.

Regards,  
**Toon Dreessen, Architect, OAA, FRAIC, AIA, LEED AP**  
President  
**Architects DCA**  
201-1339 Wellington Street West, Ottawa, ON K1Y 3B8  
tel: 613-725-2294 ext.241  
email: [tdreessen@architectsDCA.com](mailto:tdreessen@architectsDCA.com)

**NOTE:** If you have received this communication in error, please notify the sender immediately by replying to this email and delete the copy you received.

**NOTE:** My work hours may not be the same as your work hours. **Please** do not feel obligated to reply outside **your** normal working hours.

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# The Alexandra Bridge Coalition

*A Green Future for the Alexandra Bridge!*

**The Federal Government proposes to demolish the Alexandra Bridge.**

**Our Coalition proposes that the Bridge be retained for its national built-heritage value and significance and repurposed for green infrastructure transportation.**

**TO:** The Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Also sent through contact portal

Dear Prime Minister Trudeau

As you know, the demolition of the Alexandra Bridge is in the mandate letter of The Hon. Anita Anand, Minister of Public Services and Procurement Canada.

It has been argued that the bridge needs to be replaced because it can no longer sustain vehicular traffic. Our Coalition would like the Government of Canada to revisit this decision, in light of the Government's own commitment to renew heritage sites and cultural landscapes and its policies on climate change and green infrastructure.

## **Keeping the Alexandra Bridge is the Sustainable Thing to do:**

Sustainability is a cornerstone of the Government of Canada's policies on climate change. The greenest structure is the one that is already there. These principles should guide the debate on revitalizing the Alexandra Bridge.

Even pre-pandemic, the Alexandra Bridge was supporting greener transportation. It carried 40% of active pedestrian and cycling cross-river transportation, and only 9% of the vehicular traffic. This trend needs support not erasure.

A repurposed Alexandra Bridge could accommodate a green-friendly Loop Tramway, better linking Ottawa and Gatineau along a significant, tourist-dominated route connecting the National Capital's major destinations. Indeed, the National Capital Commission has recently been charged with examining options pertaining to a Loop Tramway; we trust that their studies will consider the Alexandra Bridge.

Conversion of the bridge to active transportation would alleviate much of the corrosion and load stresses brought on by vehicular traffic and would better ensure its maintainability and durability.

Conversely, a new bridge designed to carry increased vehicular traffic would have a negative impact on the social sustainability of the residential neighbourhoods at both ends.

Good sustainability practice calls for assessments of the amount of greenhouse gas emissions that would be produced by the demolition, materials removals, traffic detours, and construction of the new bridge, as opposed to retention of the existing bridge. But demolition is not necessary.

### **Why the Alexandra Bridge Matters:**

The Alexandra Bridge is of national historic importance for its historical, engineering, and environmental significance. It was built by the Dominion Bridge Company in 1900, the first Canadian company to tackle an engineering feat of this scope.

The Alexandra Bridge is an outstanding work of engineering as recognized by the Canadian Society of Civil Engineers. The engineering value of the Alexandra Bridge resides in its innovative design, featuring all steel construction and mid-truss deck. It is internationally recognized as an outstanding example of the cantilevered steel bridge type.

The Alexandra Bridge is a key component of the nationally significant landscape of the Parliamentary precinct and its environs, encompassing monuments and landscape features on both sides of the Ottawa River that are important to our nation.

The National Capital Commission's own website refers to the Alexandra Bridge as: *a major national landmark. It is recognized for its iconic beauty and world-class workmanship,*

### **The Alexandra Bridge Coalition asks that there be:**

A reversal of the decision to demolish the bridge in favour of the revitalisation of the bridge for active transportation.

In support of evidence-based decision-making, we request access to all studies: historical studies, engineering studies, options analyses, financial analyses, traffic studies, and environmental and cultural heritage impact studies.

A peer-review of the decision to demolish the bridge.

Full public consultation on the future of the bridge, not on how it should be commemorated after demolition. This includes consultations with the cities of Ottawa and Gatineau, and appropriate provincial partners.

Referral to the Historic Sites and Monuments Board of Canada for consideration as a national historic site.

Stabilization and maintenance of the structure according to the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

A management plan posited upon a future as an active-transportation bridge. This plan should be created through public consultation and signed by the minister responsible.

Yours sincerely,

The Coalition to Protect the Alexandra Bridge

Claude Royer, [claudio.royer@gmail.com](mailto:claudio.royer@gmail.com) 613-295-4115 cellulaire (Porte-parole Français)

Jordan Ferraro, [jordanrobertferraro@gmail.com](mailto:jordanrobertferraro@gmail.com) 613-862-5044 (Spokesperson English)

Co-Signed:

Heritage Ottawa / Patrimoine Ottawa

The National Trust for Canada / La Fiducie nationale du Canada

La Société d'histoire de l'Outaouais (SHO)

Action Vélo Outaouais (AVO)

La Fédération Histoire Québec (FHQ)

Greenspace Alliance for Canada's Capital

Transport Action Canada

l'Association des résidents de l'Île de Hull (ARIH)

l'Association du patrimoine du ruisseau de la Brasserie

Lowertown Community Association

Manor Park Community Association

Action Sandy Hill

Action Vélo Outaouais

CC:

The Honourable Anita Anand, Minister Responsible for Public Services and Procurement Canada

The Honourable Catherine McKenna, Minister Responsible for Infrastructure

Mr. Tobi Nussbaum, CEO, National Capital Commission

Mayor of Ottawa

Maire de Gatineau

Mr. Greg Fergus, MP

Ms. Mona Fortier, MP

City of Ottawa Councillor Matthieu Fleury

Ville de Gatineau conseiller [nom]

Lowertown Community Association

Action Sandy Hill

Canadian Society of Civil Engineers

Federation of Community Associations

Ottawa City Councillor Tim Tierney

Lucille Collard, MPP

Marie-France Lalonde, MPP

David McGuinty, MPP

Conseiller Cédric Tessier

# MEDIA RELEASE



PHOTO: D. JONES

## **The Alexandra Bridge Coalition**

### ***A Green Future for the Alexandra Bridge!***

The Federal Government proposes to demolish the Alexandra Bridge.

OTTAWA, April 30, 2021 - Our Coalition proposes that the Bridge be retained for its national built-heritage value and significance and repurposed for green infrastructure transportation.

#### **Keeping the Alexandra Bridge is the Sustainable Thing to do:**

1. Sustainability is a cornerstone of the Government of Canada's policies on climate change. The greenest structure is the one that is already there. These principles should guide the debate on revitalizing the Alexandra Bridge.
2. Even pre-pandemic, the Alexandra Bridge was supporting greener transportation. It carried 40 % of active pedestrian and cycling cross-river transportation, and only 9% of the vehicular traffic. This trend needs support not erasure.
3. A repurposed Alexandra Bridge could accommodate a green-friendly Loop Tramway, better linking Ottawa and Gatineau along a significant, tourist-dominated route connecting the National Capital's major destinations. The National Capital Commission

has been charged with studying tramway options, and it just makes sense to consider the Alexandra Bridge in those studies.

4. Conversion of the bridge to active transportation would alleviate much of the corrosion and load stresses brought on by vehicular traffic and would better ensure its maintainability and durability.
5. Conversely, a new bridge designed to carry increased vehicular traffic would have a negative impact on the social sustainability of the residential neighbourhoods at both ends.
6. Good sustainability practice calls for assessments of the amount of greenhouse gas emissions that would be produced by the demolition, materials removals, traffic detours, and construction of the new bridge, as opposed to retention of the existing bridge. But demolition is not necessary.

**The Alexandra Bridge is significant because:**

The Alexandra Bridge is of national historic importance for its historical, engineering, and environmental significance:

- The Alexandra Bridge was built by the Dominion Bridge Company in 1900, the first Canadian company to tackle an engineering feat of this scope.
- The Alexandra Bridge is an outstanding work of engineering as recognized by the Canadian Society of Civil Engineers. The engineering value of the Alexandra Bridge resides in its innovative design, featuring all steel construction and mid-truss deck. It is internationally recognized as an outstanding example of the cantilevered steel bridge type.
- The Alexandra Bridge is a key component of the nationally significant landscape of the Parliamentary precinct and its environs, encompassing monuments and landscape features on both sides of the Ottawa River.

The National Capital Commission's own website refers to the Alexandra Bridge as: ***a major national landmark. It is recognized for its iconic beauty and world-class workmanship.***

**The Alexandra Bridge Coalition seeks:**

- A reversal of the decision to demolish the bridge in favour of the revitalisation of the bridge for active transportation.
- In support of evidence-based decision-making, we request access to all studies: historical studies, engineering studies, options analyses, financial analyses, traffic studies, and environmental and cultural heritage impact studies.
- A peer-review of the decision to demolish the bridge.

- Full public consultation on the future of the bridge, not on how it should be commemorated after demolition. This includes consultations with the cities of Ottawa and Gatineau, and appropriate provincial partners.
- Referral to the Historic Sites and Monuments Board of Canada for consideration as a national historic site.
- Stabilization and maintenance of the structure according to the *Standards and Guidelines for the Conservation of Historic Places in Canada*.
- A management plan posited upon a future as an active-transportation bridge. This plan should be created through public consultation and signed by the minister responsible.

**For more information, please contact:**

Claude Royer [clauderoyer@gmail.com](mailto:clauderoyer@gmail.com) 613-295-4115 cellulaire (porte-parole, en français)

Jordan Ferraro [jordanrobertferraro@gmail.com](mailto:jordanrobertferraro@gmail.com) 613-862-5004 cell/text (spokesperson, English)

**Co-signatories:**

The National Trust for Canada

Heritage Ottawa

La Fédération Histoire Québec (FHQ)

Architectural Conservancy of Ontario (ACO)

Architects DCA

La Société d'histoire de l'Outaouais (SHO)

Transport Action Canada

Greenspace Alliance for Canada's Capital

Action Vélo Outaouais (AVO)

L'Association des résidents de l'Île de Hull (ARIH)

L'Association du patrimoine du ruisseau de la Brasserie (APRB)

Lowertown Community Association

Manor Park Community Association

Action Sandy Hill

May 12, 2021

(open)

ITEM: 4.6

## Memorandum

**To: Council**

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

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

**Date:** May 4, 2021

**Subject: Governance Considerations for Future Executive Committee Candidacy**

**Objective:** For Council to give direction to the Governance Committee to review and recommend appropriate threshold requirements for Executive candidacy in order to address the increased scrutiny of governance requirement

---

There is an increasing trend towards governance reform for self-regulatory bodies similar to the OAA. It is most notable by example of our counterpart in British Columbia, the Architectural Institute of British Columbia (AIBC). The AIBC has undergone a shift in governance, flowing from the enactment of the *Professional Governance Act (PGA)*. Registrants can expect that by early 2022, the AIBC will be fully transitioned to the PGA.

I have recently raised this matter with the Office of the Registrar, specifically *“due to increased scrutiny, there has been a growing call to reform governance models to enhance public confidence in self-regulating professions and to regulate more effectively.”*

In order to reflect this governance trend, while maintaining the current eligibility requirements for Council, I am proposing that consideration be given to a threshold requirement for Executive Committee positions. This is intended to demonstrate that the members of Executive Committee have certain requirements to address a stricter governance model. I am further suggesting



that the Governance Committee be directed to consider this matter and report back to Council with a recommendation.

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**Action:** Council to direct the Governance Committee to review and recommend appropriate threshold requirements for Executive candidacy in order to address the increased scrutiny of governance requirement.

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**Attachments:** None

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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 5.1

**To: Council**

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Kristi Doyle, Executive Director

**Date:** April 30, 2021

**Subject:** **Deputation from Member re Consideration to Change the name of the *Architects Act* and the OAA**

**Objective:** Council is to receive the attached deputation from the member and consider a response or action.

---

Member and past Councillor, Jeremiah Gammond submitted a request to make the following deputation to Council in an email dated March 13, 2021. The request from the member asks that Council consider pursuing a name change of the Act to the "Architecture Act" and the name of the Association to the "Ontario Association of Architecture".

For information, any member may request to make a deputation to Council, in writing, with the option to present it orally as well. Deputations must be 10 minutes or less. Council is not required, to render a response or respond immediately. Council may receive the deputation and choose whether to act on or consider it at a later time.

**Action:** Receive the deputation from the member.

---

**Attachments:** E-mail from member and past Councillor Jeremiah Gammond dated March 13, 2021  
Deputation to Council from Gammond dated March 12, 2021

## Tina Carfa

---

**Subject:** FW: Deputation to Council  
**Attachments:** Dep to Council\_2021-03-12\_JG.pdf

---

**From:** Jeremiah Gammond [<mailto:jeremiah@approachdesign.ca>]  
**Sent:** March 13, 2021 10:43 AM  
**To:** Susan Speigel <[susan@ssastudio.com](mailto:susan@ssastudio.com)>; [agata@assembledlight.com](mailto:agata@assembledlight.com)  
**Cc:** Jennifer King <[jennifer@approachdesign.ca](mailto:jennifer@approachdesign.ca)>; Paul Hastings <[phastings@cogeco.ca](mailto:phastings@cogeco.ca)>; Natasha Krickhan <[nhkrickhan@hotmail.com](mailto:nhkrickhan@hotmail.com)>; Kristiana Schuhmann <[kristianaschuhmann@gmail.com](mailto:kristianaschuhmann@gmail.com)>; Settimo Vilardi <[SVilardi@archonarchitect.com](mailto:SVilardi@archonarchitect.com)>; Kathleen Kurtin <[katie.kurtin@live.com](mailto:katie.kurtin@live.com)>; Kristi Doyle <[KristiD@oaa.on.ca](mailto:KristiD@oaa.on.ca)>; Christie Mills <[ChristieM@oaa.on.ca](mailto:ChristieM@oaa.on.ca)>  
**Subject:** Deputation to Council

Hello Susan, Agata, and all of executive,

Attached is a written deputation to Council I hope you might consider including in the next Council package. I am proposing a change to the name of the Act and the association to better reflect a more inclusive and progressive profession and association.

I can present if requested, but I think it's pretty straight-forward as a written deputation. Please let me know if you have any questions about the ideas presented.

Regards,

Jeremiah Gammond, Lic.Tech.OAA, ARIDO



**Approach Design Inc.**

2-151 Brock St W  
Thunder Bay, ON P7E 4H9  
p: 807-286-3328

## DEPUTATION TO COUNCIL

By, Jeremiah Gammond, Lic.Tech.OAA, ARIDO

12-Mar-2021

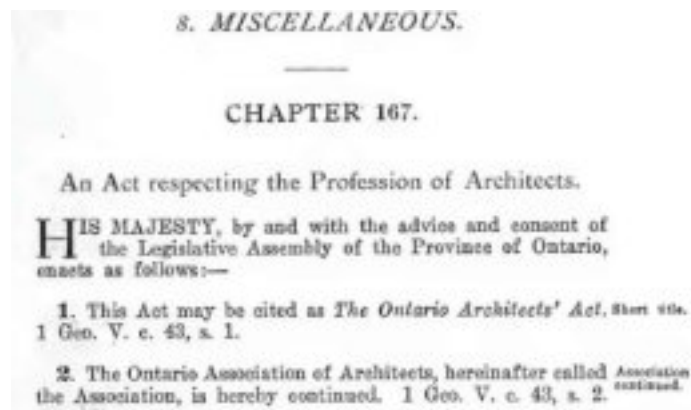
**DEPUTATION** This deputation includes two main arguments for consideration by Council. The first is a change to the name of the Architects Act to the **Architecture Act** and a change to the name of the association to the **Ontario Architecture Association**. The second is a call-to-action for the Association to be more inclusive with its membership types, to celebrate and promote this diversity, and to educate the public about the various types of members, so that the public interest may be served.

The arguments provided below are intended to be progressive and inclusive. They are intended to recognize and, in fact, to celebrate the diversity of its future tripartite membership which currently includes Architects AND Architectural Technologists and will presumably include Interior Designers.

### PART 01 Act and Association Name

The first part of this deputation deals with a change in name to the Act and to the Association, both of which have been in existence since the late 19<sup>th</sup> century.

The original act was referred to as "The Ontario Architects' Act." [1914,RSO, c.167] While the apostrophe was shortly thereafter dropped and the act subsequently called the "Architects Act", its presence is still often assumed. It certainly is for me, a licensed member who is not an architect.



Both the Law Society of Ontario and the Ontario Association of Architects have fundamentally changed by including the membership of the allied "paraprofessionals" and the acts have and should change to suit.

The principal object of the Act is always relevant in these discussions; it is defined in the Act as follows:

The principal object of the Association is to regulate the practice of architecture and to govern its members ... in order that the public interest may be served and protected.

For this discussion, one of the additional objects is also relevant:

... to promote public appreciation of architecture and the allied arts and sciences.

I believe the name of the Act no longer supports the spirit of these objects and likewise does not serve the public interest due to the lack of inclusion. This belief is supported by the general lack of understanding that I've experienced at building departments over the applicability of the Act to Licensed Architectural Technologists.

Consequently, just as the Construction Lien Act was changed to the Construction Act partly in acknowledgment that it dealt with far more than just liens, I think it is appropriate to change the name of the act to acknowledge that it deals with more than just the regulation of architects. I propose the **"Architecture Act"** for the name of the act. Architecture, architectural technology, and interior design are all encompassed by and contribute to the *"practice of architecture,"* which means "the preparation ... of a design to govern the construction, enlargement or alteration of a building." [Architects Act.] The change puts the focus on the first part of the principal object – the regulation of the *profession* – rather than the second, the regulation of the members.

Likewise, a change to the name of the association is justified. The OAA, which is the successor to the Architectural Guild of Toronto, was founded on 21-Mar-1889 and is an established and respected professional institution. It has been and continues to be entrusted with the regulation of the profession and its members, and with advocacy on behalf of the profession through the additional objects of the Act.

Members of the Architectural Guild  
of Toronto, August, 1888.

[http://www.archives.gov.on.ca/en/  
explore/online/osgoode/big/  
big\\_09\\_architectural\\_guild.aspx](http://www.archives.gov.on.ca/en/explore/online/osgoode/big/big_09_architectural_guild.aspx)



The name of the association, the Ontario Association of Architects (Ordre des architectes de l'Ontario), fails to be inclusive by not representing all of its members and is one of the greater obstacles to the spirit of inclusion that is owed to all members. I can attest to this as a minority member of the association (technologists are approximately 3% of the membership).

The current name of "Association of Architects" suggests that it is 1. An association solely for architects, and 2. An advocacy group as opposed to the Association's main purpose which is regulating not just its members, but the profession at large. It is my view that architectural technologists and interior designers do — and will — struggle to feel included so long as the name of the association is exclusionary; this, despite the OAA's effort at inclusion. It is noted that all self-regulatory bodies that are subject to FARCTA\* — except the Law Society of Ontario — use the name of the practitioners in the association name (e.g. College of Opticians, Chartered Professional Accountants of Ontario, etc.) However, in each case it is generally a single membership type body.

\*Fair Access to Regulated  
Professions and Compulsary  
Trades Act, 2006"

I propose that the association change its name to the "**Ontario Architecture Association**", a name that is not exclusionary and is consistent in style with the Law Society of Ontario, which has demonstrated a great commitment to fairness and inclusion for its paralegal members. This change would signal clearly that the OAA is a leader, rather than its unfortunate reputation for being reactionary and protectionist.

While the changes to both the name of the act and the association would be historic changes, they are the right moves for a progressive, inclusive organization. It is of course recognized that it would be a large task, but it certainly sends the proper message that this association is not about promoting one group over another, but rather about fair and equitable representation of all licensed practitioners in Ontario. The name change would allow flexibility in the future should other member types be included. There is no doubt in my mind that the association is stronger with the combined voices of architects, architectural technologists, and interior designers, and having an appropriate name is crucial in spreading that message.

The proposed change has the benefit of requiring no change to the popular acronym of OAA. The new logo would not have to change, just the word mark.



Ontario Association  
of Architects

existing



Ontario Architecture  
Association

proposed

In summary, I believe a change of the name of the act to the **Architecture Act** and of the association to the **Ontario Architecture Association** will be beneficial to the membership and to the public. It will set the association out as one that is progressive by fostering a sense of inclusion for its varied member types.

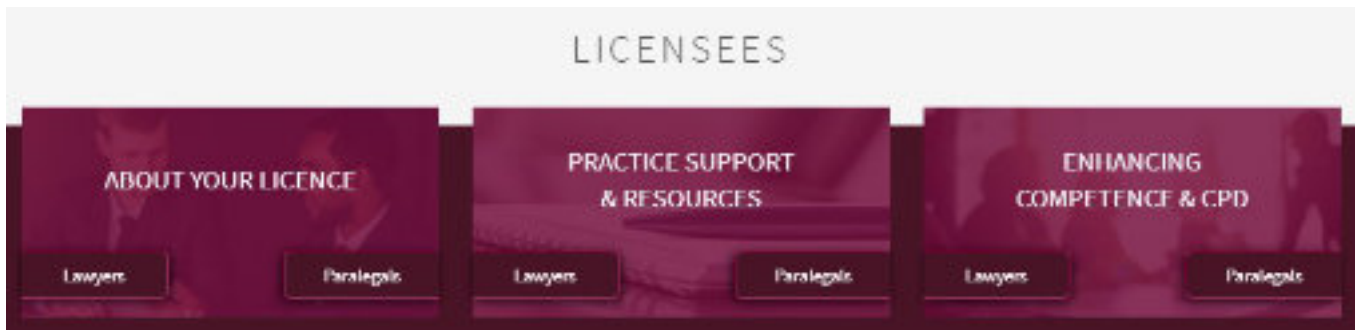
## PART 02 Membership Inclusivity

In this second part, I make a call-to-action for the OAA to make immediate steps to improve inclusivity with respect to membership types. This can manifest in a couple of ways. 1. Removing exclusionary language in all instances where not required by public interest or regulation. 2. Improving visibility, primarily through website design.

I have been impressed by the actions of the OAA and its communications

team in removing exclusionary language in its publications. I encourage you to keep going, with the next main task being revisions to the Vision, Mission, and Mandate to ensure that they are not exclusionary but rather provide a more holistic view of the practice of architecture and those who contribute to it.

Additionally, fair and equitable representation of all members should be included in both internal and public-facing publications, chief amongst them being the website. I implore Council to critically compare the OAA website to that of the Law Society of Ontario (lso.ca) or to the Alberta Association of Architects (aaa.ab.ca). The LSO is a particularly good example given it's been redesigned in recent years due to the name change from Law Society of Upper Canada to Law Society of Ontario. In almost every instance, Lawyer and Paralegal enjoy equal prominence:



On the OAA website's home page (oaa.on.ca), the term Licensed Technologist isn't displayed a single time. It's as if this membership category doesn't exist. At LSO's home page, lawyer and paralegal both occur five times, always alongside each other.

Of particular interest, given it is a common discussion point, is the membership directory. Whereas the OAA's is entitled "Find an Architect", the LSO's states "Find a lawyer or paralegal." The AAA's is simply "member directory."





vs.



These concerns aren't mine alone. A number of colleagues have expressed displeasure at the lack of representation on the OAA website. It is a matter that is easily rectified.

This visibility is clearly in the public interest and is an opportunity to celebrate each member type, including the differences between them. In fact, Competition Bureau Canada discusses the importance that:

consumers are informed of the distinction between the roles, functions and qualifications of overlapping professionals and the services that each offers.

Together with the proposed changes to the Act and to the Association's name, I believe we can best serve the public, the profession, and our members while opening opportunities to better explain what the practice of architecture entails and how the various member types contribute.

## President's Log

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.1.a

Date	Event/Meeting	Location	Attendees	Time
March 11	OAA Technology Program Review Working Group	Virtual meeting	w/committee members	1-3pm
March 15	Pre Operational Review meeting	Virtual meeting	w/smaller committee members	11-12am
March 15	Governance Committee	Virtual meeting	w/smaller Committee members	5-7pm
March 16	OAA Reconciliation Environmental scan	Virtual meeting	w/C.Brook,D.Kastelein, N.Krickhan	3-4pm
March 17	Communicationa: Jury Awards	Virtual meeting	w/E.Missio, T.King	11-12am
March 18	Governance Committee	Virtual meeting	w/smaller committee members	5:30-7pm
March 19	Operational Review meeting	Virtual meeting	w/smaller committee members	11-12am
March 22	PGR Large Firms Meeting	Virtual meeting	w/L.Ableman, K.Schuhmann, A. Tracey, S.Trotta	2:30-3:00pm
March 23	Governance Committee	Virtual meeting	w/committee members	2-5pm
March 24	Review of PAS Portfolio	Virtual meeting	w/S.Vilardi,K.Doyle,M.Audet	10-11am
March 24	OAA Large Firms Meeting	Virtual meeting	w/ Large firms, L.Ableman, K.Schuhmann, A. Tracey, S.Trotta	2:00-3:30pm
March 25	OAA Technology Program review	Virtual meeting	w/committee members	9:00-11:00am
March 29	Strengthening the Regulations Working Group	Virtual meeting	w/Working Group members	12:30-2pm
March 30	Executive Committee/Pro-Demnity Joint Meeting	Virtual meeting	w/Executive Committee/Pro-Demnity	12-3pm
March 31	Communications Activities Review	Virtual meeting	w/J.King, Communications,K.Doyle	10-11am
March 31	OAA Project Team	Virtual meeting	w/K.Kurtin, Consultants	2-3:00pm
March 31	Many Voices in Harmony' Discussion	Virtual meeting	w/A.Mancini,J.King,N.Krickhan, Staff	3-4pm
April 1	OAA/ARIDO Direct Regulation Model	Virtual meeting	w/MMAH, ARIDO, K.Doyle	10-11am
April 1	PACT Meeting	Virtual meeting	w/committee members	1-4pm
April 6	Regulatory Portfolio Review	Virtual meeting	w/P.Hastings,K.Doyle,C.Mills	11am-12noon
April 7	Education Portfolio Review	Virtual meeting	w/N.Krickhan,K.Doyle,E.Savitsky	11am-12noon
April 7	MMAH Admin Authority & OBOA Counter Proposal Discussion	Virtual meeting	w/S.Vilardi,K.Kurtin,K.Schuhmann,K.D	2-3pm
April 8	Pro-Demnity Board Meeting	Virtual meeting	w/Pro-Demnity Board	8:30am-12:30pm
April 8	Ryerson Job Shadow Event	Virtual meeting	w/Executive Committee	4:30-5:30pm
April 9	Conference Bi-weekly Update	Virtual meeting	w/A.Mancini,J.King,N.Krickhan, Staff	10:30-11:30am
April 9	Strategic Portfolio Review	Virtual meeting	w/K.Schuhmann,A.Tracey,K.Doyle	3-4pm
April 19	CALA-CExAC Update	Virtual meeting	w/CALA	1-3pm
April 20	Communications Committee	Virtual meeting	w/committee members	9:30am-12:30pm
April 20	Sustainable Finance Summit	Virtual meeting		12:30-2:45pm
April 21	Keynote - Introduction and attendance	Virtual meeting	w/members, keynote	12:30-2:30pm
April 21	Winterstations	Virtual meeting		7-9pm
April 22	OAA Technology Program Review Working Group	Virtual meeting	w/Working Group members	2-4pm
April 23	Governance Committee	Virtual meeting	w/committee members	10am-1pm
April 27	EDI Rountable & Truth & Reconciliation Report & Recomm	Virtual meeting	w/Working Group members	11am-12noon
April 28	Executive Committee	Virtual meeting	w/Executive Committee	10:30am-12noon
April 28	Healthcare LTC Discussion	Virtual meeting		12 noon-1pm
April 30	Meet the Chief Planners Virtual Event	Virtual meeting	w/A.Tracey	9:45-11:30am
May 6	PACT Meeting	Virtual meeting	w/committee members	1-3pm
May 11	Pre-Council meet up	Virtual meeting	w/Council	6-8pm
May 12	Council meeting	Virtual meeting	w/Council, staff	9:30am-3:30pm

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# Memorandum

FOR COUNCIL MEETING  
May 12, 2021  
(open)  
ITEM: 6.1.b

**To: Council**

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

**From:** Kristi Doyle, Executive Director

**Date:** May 5, 2021

**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.

---

This report outlines specific activities that have occurred and which have not been reported elsewhere in the Council package since the March meeting.

## Internal and Administration

Happy to report that the major upgrade of the OAA database was completed on April 7. It was a long process as there are many interconnected facets involved including event registration, the website and official membership registry, continuing education transcripts as well as annual fee/membership renewals. Staff are working through a few minor issues that need attention as well as learning new functionality that comes with the upgrade. The upgrade has also addressed the issue that we had been experiencing with the website directory of members.

I have been heavily involved over the last 6 weeks in the operational review being conducted by consultant G. Vergilio & Associates. Myself and other staff have been providing the consultant with information, documents, policies, procedures, etc. that were all part of the consultation phase. In addition staff focus groups, as well as individual interviews were all conducted over the course of March and April.

OAA Administrator, Licence Kim Wray will be retiring from her position as of September 2021. A search for her replacement has been completed and will be finalized shortly. The new staff member will be announced shortly.

Preparations are also well underway for the OAA's second virtual Annual General Meeting. The AGM is set for June 16 at 2 p.m. The official notice and agenda will be sent to members on May 14, 2021. As part of this preparation, the OAA's Annual Report is being finalized and will be posted to the Website later this week.

I continue to conduct a general staff meeting once a week as well as my individual meetings with the various service areas.

The monthly meeting with the staff team leads was held on May 26.

I have been working with President Spiegel over the last six weeks to review all activities that are underway or contemplated under the various service areas and portfolios. We have also met with the VPs and staff to review those activities in the context of Council's goals and objectives, as well as the OAA's mandate.

Along with acting Manager of Finance Peter Manu, we have moved the OAA's mortgage over to CIBC. Given current market conditions, we were able to rebook the mortgage at a much lower rate and also realize considerable savings for the term of this mortgage even with the penalty payout to the existing lender.

### **OAA Activities/Policy and Industry Relations**

I had a 'check-in' meeting with my counter part at the Association of Registered Interior Designers Ontario (ARIDO), Sharon Portelli March 18.

I met with the senior account manager responsible for our website file at Enginess on March 10. The purpose of my outreach was to ensure action was being taken on the outstanding Website deficiencies.

Myself and Bruce Palmer, CEO & President of Pro-Demnity Insurance Company have met numerous times since the last Council meeting to discuss various matters.

I met with Cheryl Farrow, newly appointed Executive Director of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) on March 24, 2021. The purpose of the meeting was to make a connection and initial introductions. OACETT has recently joined the CDAO, and the OAA has maintained a relationship with the organization over the years.

President Spiegel and I met with City of Toronto Chief Building Official Will Johnston on April 9. The purpose of the meeting was to gather further insight from Johnston into his approach to revamping the regulatory services of the city's building department as well as general conversation on how we can continue to work together.

On April 27 I had a meeting with a consultant who has been hired by OPPI to assist in the development of their strategic plan.

On April 27, I also had a short meeting with Architect Philip Hollett of JVS Toronto. Among a wide range of services, JVS offers settlement services to newcomers, including entrance into the workplace. The purpose of the call was to

reconfirm the OAA's continued support for the work that JVS does through their IPLAN program for newcomers who are trained in the field of architecture.

On April 28, I had a short meeting with a consultant who had reached out to the various industry organizations on behalf of the Electrical Standards Association (ESA). ESA is working towards implementation of a mandatory continuing education program for its members and is gathering intel and best practices.

### **National Initiatives**

The new Canadian Handbook of Practice (CHOP) was launched on February 25, 2021. The Steering Committee has met on two occasions since to discuss the proposed maintenance plan moving forward as well as finalizing the licensed agreement for our collective uses.

A meeting of the Administrators of the Canadian Architectural Licensing Authorities (CALA) was held on March 25 to review the draft bylaw intended to support the incorporation of CALA. This incorporation process should be finalized soon, pending final approval by the Regulators following the June 4 meeting of CALA. The Administrators will also be meeting on June 3.

**Action:** For information only. No action is required.

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**Attachments:** None

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## Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.1.c

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Susan Speigel, President  
Gord Erskine, Councillor  
Agata Mancini, Senior Vice President & Treasurer

**Date:** May 3, 2021

**Subject: Update on Activities of the Joint OAA/ARIDO Task Group**

**Objective:** To provide Council with an update on recent activities related to the work of the Joint OAA/ARIDO Task Group and the regulation of interior design under the *Architects Act*.

---

As reported at the last Council meeting, ARIDO has now launched their new work experience requirements for their interning members. These revisions will further strengthen and reinforce their program requirements and is important in the future state of regulating interior design under the *Architects Act*.

In early April, OAA Executive Director, Kristi Doyle followed up with our contacts within the Attorney General's office to gauge the willingness and/or opportunity to move this file along to the next steps with government. Council will recall that we have been in a holding pattern since the onset of the pandemic. In fall 2020, we were advised that the Ministry of the Attorney General (MAG) does not have the capacity to address this file due to the pandemic nor would it be a priority item. The most recent conversation with MAG in April has reconfirmed this status from the viewpoint of the government. It was recognized however that the OAA and ARIDO will continue their discussions, including those with other stakeholders and the Ministry of Municipal Affairs and Housing (MMAH) to further their understanding of the direction.

We will circle back with MAG in a few months' time.

A meeting with MMAH representatives that included President Spiegel, Executive Director Doyle and their ARIDO counterparts was held on April 1, 2021. The purpose of the meeting was to inform MMAH staff of the key elements of the proposal to regulate interior design under the *Architects Act*, as well as the impact on the 'qualified designers' system such that Interior Designers would then be regulated by the OAA.

**Action:** For information only.

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**Attachments:** None

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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.1.d

**To: Council**

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From: OAA Technology Program Review Working Group**

Susan Spiegel, President  
Kathleen Kurtin, Immediate Past President  
Jennifer King, Vice President Communications  
Gord Erskine, Councillor  
Elaine Mintz, LGIC  
Rick Mateljan, OAAAS President

**Date:** May 3, 2021

**Subject: Update from the OAA Technology Program Review Working Group**

**Objective:** To provide Council with an update on the April 22, 2021 meeting of the OAA Technology Program Review Working Group

---

The terms of reference for the newly formed Working Group (WG) were approved by Council at its January 21 meeting. The WG's inaugural meeting was held on March 11. Three meetings have been held to date. It was agreed that the issues before the committee would be set into three groups: consideration of scope of practice; full integration of the Technologist Program into OAA; and title change. A fourth item has been set aside for the moment as it was seen as a longer term issue – i.e. updating of the *Architects Act* to reflect technologist licensed by the OAA.

## Scope of Practice Proposal

The first two meetings of the WG have been focussed on the proposal from OAAAS to increase the scope of practice.

The latest meeting of the WG was held on April 22 where detailed discussion occurred relating to increased scope and the academic requirements for technologists. In addition, the group agreed that the proposal will need to be assessed against the following criteria:





- From the OAA's perspective as a self regulatory body, what is the public interest argument to increase the scope of practice?
- Do the existing education, experience, examination requirements support the proposed increase in scope?
- Is there a risk to the public interest with the proposed increase in scope?
- What are the related impacts on the proposed change, specifically related to building complexity and existing regulation?

In addition, it was agreed that the criteria would be introduced with a statement that would articulate clearly what the 'ask' is and its rationale within the full proposal put forward by OAAAS. Staff have been directed to work on that articulation as well as responding to the first bullet of the criteria in particular from a regulatory/public interest perspective.

### **Title Change**

As a reminder, Council has approved in principle the proposal to move ahead with the title change "Licensed Architectural Technologist OAA". Implementation and communication issues need to be addressed. In the interim, the Association of Architectural Technologists Ontario (AATO) has written to the OAA and OAAAS requesting a meeting to discuss this matter. A meeting date is pending.

### **Integration of Technology Program into the OAA**

The WG has tasked OAA Executive Director Doyle, and OAAAS Executive Director Neil with developing a proposal to fully integrate the Program into the OAA, and ultimately sunset the OAAAS.

The next meeting of the WG is set for May 25.

**Action:** For information only.

---

**Attachments:** None

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FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.1.e

## Memorandum

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Equity, Diversity, Inclusion | Truth & Reconciliation Working Group

Susan Speigel, President  
Kathleen Kurtin, Immediate Past President  
Gaganjot Singh, Lieutenant Governor in Council Appointee  
Farida Abu-Bakare, Councillor

**Date:** May 4, 2021

**Subject:** Equity, Diversity, Inclusion | Truth & Reconciliation Working Group Update

**Objective:** To update Council on the establishment of the Equity, Diversity, Inclusion | Truth & Reconciliation Working Group and work done to date.

---

The terms of reference for the newly formed Working Group (WG) were approved by Council at its March 4 meeting. Further to the call for indications of interest from members of Council, the Working Group is comprised of the President, Immediate Past President, Councillor Abu-Bakare, and LGIC Singh. The Working Group held its initial meeting on April 27, 2021.

During the first meeting the Working Group commenced review of the recommendations which stemmed from the Equity, Diversity and Inclusion Roundtables. This initial process allowed the Working Group to agree on an approach to assessing each of the recommendations in accordance with the

criteria articulated in the terms of reference, as well as identify a few other criterions which were deemed important. Going forward, this process will be facilitated through a Google docs format. Staff are currently in the process of setting that up.

The next meeting of the Working Group is scheduled for May 26 where the group will review the full set recommendations from both reports, and further match them against the criteria. Other factors to consider will be the immediate versus future priority level, resources required and if there is any overlap between the two sets of recommendations.

The group will also consider where similar initiatives undertaken by other organizations may already be in place and/or may be better suited to address the particular recommendation.

During the first meeting, the Working Group also identified an immediate need to develop an OAA Policy Statement regarding equity, diversity and inclusion. Staff are currently gathering information as to what that might/should include, and what others have issued as statements. This will be reviewed by the group at the next meeting.

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**Action:** For information. No action required.

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**Attachments:** None

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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.2.a

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Agata Mancini, Senior Vice President and Treasurer

**Date:** April 30, 2021

**Subject: Unaudited Financial Statements for the Three Months Ended February 28, 2021**

**Objective:** To provide the three months (Quarter 1 of FY-2021) financial statements for Council information.

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

1. Balance Sheet
2. Statement of Cash Flows
3. Statement of Revenue and Expenses (comparing 2021 expenditures to 2019, and showing 2021 approved budget figures by category)
4. Committee Statement expenses (shows 2021 committee budget vs. actual spending).
5. Statement of Members Equity (current restricted and unrestricted reserve amounts).

Policy Contingency-December 1, 2020	\$290,000
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Although Council has not approved any new initiatives to be drawn from the Policy Contingency in this calendar year, there are initiatives that were approved in 2020 that crossed over into 2021, and were not paid until after the 2020 books were closed. Those items will be allocated against the 2021 policy contingency as follows:

Initiative to Address EDI – Consultant /Survey Consultant	\$50,000
License CSA Standards - Practice Tool	<u>\$30,000 (pending)</u>

**Council Policy Development funds expended in 2021 \$80,000**

**Additional ITEMS of NOTE for February 28, 2021:**

Fees received to date are \$5,104,301 representing over 90% of the annual dues revenue.

Director's and Officers, as well as Commercial Liability insurance premiums are up slightly following the annual renewal process in December.

Revenue related to the OAA Continuing Education session is tracking well, and will likely result in a surplus for the year due to the added number of webinars.

In February this year, OAA paid an amount of \$270K in respect of the proposed mortgage loan paydown as approved by Council at its December 4, 2020 meeting.

OAA is currently working on moving its mortgage on the 111 Moatfield Drive office building from Scotiabank to CIBC. It is estimated that this move will save the organization at least \$200K over a 5-year term at an interest rate of 2.19% as against the current rate of 4.06% being charged by Scotiabank.

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**Action:** No action required of Council. For Council information only.

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**Attachments:** Financial Statements for three months ended February 28, 2021

# ONTARIO ASSOCIATION OF ARCHITECTS

## Balance Sheet

Three Months Ended February 28, 2021

Three Months Ended February 28, 2021

	2021	
<b>ASSETS</b>		
<b>CURRENT</b>		
Petty Cash	500	
Cash-CIBC	1,134,433	
Cash-Scotiabank	0	8,744,473
Cash-Premier Investment Account (PIA)	7,609,541	
Term Deposits - General	422,000	422,000
Accounts Receivable	-379,044	
Long Term Member Accounts Receivable	7,769	
NSF Cheques	1,977	
Fee Validation Project	0	
Accrued Interest	0	
HST - Input Tax Credits	19,431	
HST Receivable	83,965	(265,904)
Prepaid Expenses	508,718	
Inventory	16,548	525,418
	<b>Total Current</b>	<b>9,425,988</b>
<b>LONG TERM</b>		
Land	470,000	
Furniture & Equipment	549,481	
Computer Equipment	772,312	
Website Development	404,522	
Building - 111 Moatfield Drive	10,872,964	
Building Additions	2,086,678	
	<b>Total Property &amp; Equipment</b>	<b>15,155,957</b>
Accumulated Depreciation - Furniture & Equipment	-180,078	
Accumulated Depreciation - Computer	-475,664	
Accumulated Depreciation - Website Development	-243,981	
Accumulated Depreciation - Building	-1,609,434	
Accumulated Depreciation - Building Additions	-1,238,216	
	<b>Total Accumulated Depreciation</b>	<b>(3,747,374)</b>
	<b>Net Fixed Assets</b>	<b>11,408,583</b>
Investment in Pro-Demnity	31,081,920	31,081,920
	<b>Total Assets</b>	<b>51,916,492</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts Payable	-86,080	
Refund Clearing	-30	
CExAC Payable	237,470	
CExAC Operating Fund	422,110	
Int'l Relations Comm Payable	0	
Fee Validation Project	0	
RBC-LTD Clearing	-3,536	
Energy Benchmarking Tool	0	
Stale Dated Refund	214	
HST Payable	153,001	723,148
Deferred Revenue - Fees	509,983	509,983
Mortgage Payable - Current	145,495	145,495
	<b>Total Current</b>	<b>1,378,626</b>
<b>LONG TERM</b>		
Mortgage Payable - Long Term	4,175,554	
	<b>Total Long Term Liabilities</b>	<b>4,175,554</b>
	<b>Total Liabilities</b>	<b>5,554,180</b>
<b>EQUITY</b>		
Members' Equity	40,772,493	
Major Capital Reserve Fund (Internally Restricted)	813,574	
Operating Reserve Fund (Internally Restricted)	848,127	
Legal Reserve Fund (Internally Restricted)	62,500	
Surplus/(Deficit)	3,865,617	
	<b>Members Equity Closing</b>	<b>46,362,311</b>
	<b>Total Liabilities &amp; Equity</b>	<b>51,916,492</b>

# ONTARIO ASSOCIATION OF ARCHITECTS

## Statement of Cash Flows

Three Months Ended February 28, 2021

### Operating Activities:

Excess (deficiency) of revenue over expenses	3,865,617
--	-----------

### Add items not involving cash:

Amortization of property and equipment	875,218
--	---------

Loss on Disposal of property and equipment	
--	--

Income from investment in Pro-Demnity Insurance Company	(2,429,381)
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### Net change in non-cash working capital items:

Accounts receivable	615,214
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Inventories	252
-------------	-----

Prepaid expenses	(88,976)
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Accounts payable and accrued liabilities	(527,197)
--	-----------

Deferred revenue	28,968
------------------	--------

Major Capital Reserve Fund (Internally Restricted)	813,574
--	---------

Operating Reserve Fund (Internally Restricted)	848,127
--	---------

Legal Reserve Fund (Internally Restricted)	62,500
--	--------

<b>Cash flows from operating activities</b>	<b>4,063,917</b>
---	------------------

### Financing Activities:

Mortgage Payable - Current	(145,495)
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<b>Cash flows from financing activities</b>	<b>(145,495)</b>
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### Investing activities:

Short-term deposits	3,468,342
---------------------	-----------

Purchase of property and equipment	(638,456)
------------------------------------	-----------

<b>Cash flows from investing activities</b>	<b>2,829,887</b>
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<b>Net increase/(decrease) in cash during the year</b>	<b>6,748,308</b>
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Cash, beginning of year	260,561
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<b>Cash, end of period</b>	<b>7,008,869</b>
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Statement of Revenue and Expenses  
Three Months Ended February 28, 2021

	2020			2021										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
REVENUE														
Fees	5,265,905		98.5%	5,104,301		99.4%	6,478,106		93.1%	6,478,106		93.1%		0
Classifieds Revenue	6,750		0.1%	3,575		0.1%	20,000		0.3%	20,000		0.3%		0
Conference Revenue	86,295		1.6%	0		0.0%	155,000		2.2%	155,000		2.2%		0
Continuing Education:														
Admission Course Revenue	1,400		0.0%	0		0.0%	15,750		0.2%	15,750		0.2%		0
Continuing Education Revenue	0		0.0%	22,411		0.4%	43,250		0.6%	43,250		0.6%		0
Fundamentals of Architectural Practice	20,412			2,077		0.0%	37,800		0.5%	37,800		0.5%		0
Documents, Job Signs & Other Revenue	5,383		0.1%	2,084		0.0%	15,000		0.2%	15,000		0.2%		0
ExAC Jurisdiction Exam Fee	0		0.0%	0		0.0%	79,000		1.1%	79,000		1.1%		0
Interest Earned	-45,392		-0.8%	397		0.0%	86,000		1.2%	86,000		1.2%		0
Pro-Demnity:														
PCS Transfer	0		0.0%	0		0.0%	5,500		0.1%	5,500		0.1%		0
Recovery of Discipline Charges	0		0.0%	0		0.0%	22,500		0.3%	22,500		0.3%		0
Total Revenue	5,344,753	100.0%		5,134,846	100.0%		6,957,906	100.0%		6,957,906	100.0%			0
EXPENDITURES														
Council & Executive	222,162	13.5%		149,829	11.8%		1,089,116	15.7%		1,089,116	15.7%			0
AGM (Annual General Meeting)	0			1,756			14,150			14,150				0
Committees & Task Groups:														
OAA Governance Committee	584			0			88,909			88,909				0
Budget Committee	0			0			1,141			1,141				0
Construction Design Alliance Ontario (CDAO)	0			0			5,370			5,370				0
Joint OAA/Arido Task Group	7			0			5,683			5,683				0
Miscellaneous Committee Expense	1,146			0			3,000			3,000				0
OAA/OGCA Best Practices Committee	0			0			1,471			1,471				0
Policy Advocacy Coordination Team (PACT)	8,340			6,222			59,555			59,555				0
Sustainable Built Environment Committee	0			4,425			7,660			7,660				0
Council & Executive	70,244			14,328			243,669			243,669				0
Legal:														
Legal General	471			725			25,000			25,000				0
Liaison With Gov't & Other Organizations	373			0			3,000			3,000				0
National:														
Canadian Architectural Certification Board (CACB)	0			0			55,000			55,000				0
CALA Meetings	-3,339			0			31,080			31,080				0
International Relations Committee	9,346			0			5,000			5,000				0
RAIC Festival	0			0			18,250			18,250				0
OAAAS	34,184			13,130			75,300			75,300				0
Society Chairs Workshop	-189			0			8,360			8,360				0
Salaries & Benefits Council & Exec	100,780			109,244			437,518			437,518				0
Regulatory:	232,289	14.2%		269,863	21.3%		1,283,851	18.5%		1,283,851	18.5%			0
Committees:														
Complaints Committee	2,495			9,261			32,061			32,061				0
Discipline Committee	267			0			20,298			20,298				0
Experience Requirements	2,604			0			36,469			36,469				0
Fees Mediation Committee	0			0			3,180			3,180				0
Public Interest Review Committee (PIRC)	0			0			4,289			4,289				0
Registration Committee	665			0			4,517			4,517				0
The Interns' Committee	223			0			6,609			6,609				0
Exam for Architects in Canada (ExAC):														
ExAC Exam Administration	-1,981			0			42,850			42,850				0
Legal:														
Act Enforcement	2,973			9,893			60,000			60,000				0
Appeals	0			0			60,000			60,000				0
Discipline Hearings	18,327			24,485			125,000			125,000				0
Fees Mediation	0			0			2,500			2,500				0
General	325			3,538			30,000			30,000				0
Registration Hearings	13,806			13,925			20,000			20,000				0
Salaries & Benefits - Registrar	192,587			208,761			836,078			836,078				0
Practice Advisory:	85,838	5.2%		92,782	7.3%		398,761	5.7%		398,761	5.7%			0
Legal-Practice	0			0			5,000			5,000				0
Committees:														
Engineers, Architects, Building Officials (EABO)	0			0			3,597			3,597				0
Practice Resource Committee	206			0			10,300			10,300				0
Subcommittee on Building Codes & Regs (SCOBCAR)	38			0			8,274			8,274				0
Salaries & Benefits - PA	85,594			92,782			371,590			371,590				0
Communications:	140,452	8.6%		159,718	12.6%		930,339	13.4%		930,339	13.4%			0
Committees:														
Communications Committee	773			0			13,311			13,311				0
Community Outreach Program	0			0			1,046			1,046				0
Cyber Security Insurance	4,334			4,400			4,400			4,400				0
French Translation Costs	0			0			5,000			5,000				0
Honors & Awards	-9,909			1,821			88,644			88,644				0
Media Relations Program	0			0			60,000			60,000				0
Miscellaneous	1,618			0			1,000			1,000				0
P.R. Sponsorship Opportunities	0			1,200			55,000			55,000				0
Scholarships and Awards (Trust Fund)	27,300			25,500			25,700			25,700				0
Societies:														
Society Liaison Travel	647			358			10,000			10,000				0
Society Funding	0			0			65,000			65,000				0
Special Program Funding	0			0			80,000			80,000				0
Society Chairs Meeting - Conference	278			0			8,360			8,360				0
Tradeshows and Ongoing Outreach Activities	0			5,000			32,500			32,500				0
University Funding	0			0			25,000			25,000				0
Web Maintenance/Hosting	14,408			12,195			17,860			17,860				0
Salaries & Benefits - Communications	100,780			109,244			437,518			437,518				0
Conference:	439,288	26.8%		63,266	5.0%		607,818	8.7%		607,818	8.7%			0
Conference	401,323			22,113			443,000			443,000				0
Salaries & Benefits - Conference	37,965			41,154			164,818			164,818				0
Continuing Education:	46,214	2.8%		62,893	5.0%		420,943	6.0%		420,943	6.0%			0
Comprehensive ConEd Committee	608			0			26,715			26,715				0
Continuing Education:														
Admission Course	2,013			1,395			51,820			51,820				0
Continuing Education	0			16,625			22,000			22,000				0
Fundamentals of Architectural Practice	3,557			1,475			146,600			146,600				0
Salaries & Benefits - ConEd	40,036			43,398			173,808			173,808				0
Practice Consultation Service:	0	0												



Statement of Revenue and Expenses  
Three Months Ended February 28, 2021

	2020			2021										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
Visa Service Charges	1,781			525			500			500				
Computer Operations	13,074			11,421			51,000			51,000			0	
Documents, Job Signs & Other	2,552			2,761			20,000			20,000			0	
General Expenses	994			265			10,000			10,000			0	
Insurance:														
AD&D	0			0			2,200			2,200			0	
Errors & Omissions	8,548			9,390			8,548			8,548			0	
Directors & Officers	20,475			30,338			20,475			20,475			0	
Mailing Costs:														
Postage & Delivery	3,373			3,259			20,000			20,000			0	
Member Mailings	0			0			7,000			7,000			0	
Printing & Office Supplies	5,639			7,936			25,000			25,000			0	
Subscriptions & Memberships	18,069			3,171			24,034			24,034			0	
Telephone & Communciation:										0				
Internet Access & Hosting	4,197			5,012			19,291			19,291			0	
Telephone	1,897			2,870			18,408			18,408			0	
Video Conferencing	0			3,338			7,500			7,500			0	
Uncollectible Accounts	0			0			1,600			1,600			0	
Salaries & Benefits - Admin	132,533			143,663			575,366			575,366			0	
Building:		83,544	5.1%		90,502	7.1%		412,137	5.9%		412,137	5.9%		0
Building Committee	2,106			0			41,000			41,000			0	
Commercial Insurance	9,922			27,909			26,838			26,838			0	
Heat, Light & Water	4,594			137			15,000			15,000			0	
Maintenance & Security	11,291			8,943			100,000			100,000			0	
Mortgage Interest & Fees	49,320			46,944			189,299			189,299			0	
Property Taxes	6,311			6,569			40,000			40,000			0	
Council Policy Development:		9,769	0.6%		11,895	0.9%		337,655	4.9%		337,655	4.9%		0
Council Policy Development Contingency	0			0			290,000			290,000			0	
Comprehensive Member/Practice Survey	0			0			0			0			0	
Prior Years' Development:														
Appeal - OMB Re: City of Toronto By-law	10,209			0			47,655			47,655			0	
Initiative to Address EDI – Consultant/Survey Consultant	0			11,895						0			0	
Depreciation	0	169,983	10.4%	0	153,432	12.1%		613,729	8.8%		613,729	8.8%		0
Computer	32,215			34,697			138,788			138,788			0	
Building	68,539			68,539			274,156			274,156			0	
Building Additions	37,232			21,277			85,107			85,107			0	
Furniture & Equipment	16,437			13,717			54,869			54,869			0	
Web	15,559			15,202			60,810			60,810			0	
Reserves		0	0.0%		0	0.0%								
Legal Reserve	0			0										
Major Capital	0			0										
Operating Reserve	0			0										
Expenditures before Extraordinary & YE Items		1,639,580			1,269,229			6,344,177			6,344,177			0
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		3,705,173			3,865,616			613,729			613,729			0
Extraordinary & Year End Items		0	0.0%		0	0.0%		0	0.0%		0	0.0%		0
Building Renovation: Utility Bills										0			0	
Insurance Claim/Renovation Portion	0			0						0				
Loss on Disposal-F&E	0			0						0			0	
Lease & Moving Costs-Renovation	0			0						0			0	
Return on investment in Pro-Demnity	0			0						0			0	
Total Expenditures		1,639,580			1,269,229			6,957,906			6,957,906			0
TOTAL REVENUE		5,344,753			5,134,846			6,957,906			6,957,906			0
TOTAL EXPENDITURES		1,639,580	100.0%		1,269,229	100.0%		6,957,906	100.0%		6,957,906	100.0%		0
SURPLUS(+)/DEFICIT(-)		3,705,174			3,865,617			0			0			0

**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Committee Statement**

Three Months Ended February 28, 2021

2021				
	BUDGET	BUD PROJECTION	ACTUAL	
<b>Business</b>	<b>53,001</b>	<b>53,001</b>	<b>0</b>	
Audit Committee	177	177	0	
Budget Committee	1,141	1,141	0	
Building Committee	41,000	41,000	0	
HR Committee	0	0	0	
International Relations Committee	5,000	5,000	0	
Joint OAA/Arido Task Group	5,683	5,683	0	
Joint OAA/Pro-Dem Working Group	0	0	0	
<b>Strategic</b>				
<b>Government Relations</b>	<b>5,370</b>	<b>5,370</b>	<b>0</b>	
Construction Design Alliance Ontario (CDAO)	5,370	5,370	0	
Housing Affordability Task Group	0	0	0	
<b>Demographics</b>	<b>67,215</b>	<b>67,215</b>	<b>10,646</b>	
Policy Advocacy Coordination Team (PACT)	59,555	59,555	6,222	
Sustainable Built Environment Committee	7,660	7,660	4,425	
<b>Communications</b>	<b>40,026</b>	<b>40,026</b>	<b>0</b>	
Awards Steering Committee	0	0	0	
Communications Committee	13,311	13,311	0	
Comprehensive ConEd Committee	26,715	26,715	0	
Conference Committee	0	0	0	
<b>Regulatory</b>	<b>107,423</b>	<b>107,423</b>	<b>9,261</b>	
ACT/Reg Amendments Review	0	0	0	
Complaints Committee	32,061	32,061	9,261	
Discipline Committee	20,298	20,298	0	
Elections Task Group	0	0	0	
Experience Requirements	36,469	36,469	0	
Fees Mediation Committee	3,180	3,180	0	
Public Interest Review Committee (PIRC)	4,289	4,289	0	
Registration Committee	4,517	4,517	0	
The Interns' Committee	6,609	6,609	0	
<b>Practice</b>	<b>23,642</b>	<b>23,642</b>	<b>0</b>	
Engineers, Architects, Building Officials (EABO)	3,597	3,597	0	
OAA/OGCA Best Practices Committee	1,471	1,471	0	
Practice Resource Committee	10,300	10,300	0	
Subcommittee on Building Codes & Regs (SCOBCAR)	8,274	8,274	0	
	<b>296,677</b>	<b>296,677</b>	<b>19,907</b>	

**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Statement of Members Equity**

Three Months Ended February 28, 2021

**2021**

**Members Equity Year to Date (YTD)**

	Detail	Total
Total Members Equity		46,362,311
Less: Current YTD Surplus from P&L		3,865,617
Less: Allocated Reserves (Restricted)		1,724,201
Legal Reserve	62,500	
Major Capital Reserve	813,574	
Operating Reserve	848,127	
Less: Pro-Demnity Insurance		31,081,920
Less: Property & Equipment		7,087,533
YTD Unrestricted Members Equity Available for Allocation		2,603,040
Future Reserve Allocation		
2021 Projected YE Reserve Allocation (Restricted)		0
Legal Reserve	0	
Major Capital Reserve	0	
Operating Reserve	0	
Remaining Unrestricted Members Equity 2021 YE		2,603,040

Any Surplus or Deficit at Year End is transferred to the Members Equity. Council determines at Year End the portion of Unrestricted Members Equity to be allocated to the restricted reserves.

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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.2.b

**To: Council**

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

**From:** Agata Mancini, Senior Vice President and Treasurer  
Interlocking Director, Pro-Demnity Insurance Company

**Date:** May 3, 2021

**Subject:** **Pro-Demnity Insurance Company (Pro-Demnity) – 2020  
Summarized Financial Statements**

**Objective:** To review Pro-Demnity's 2020 Summarized Financial Statements.

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It is the responsibility of the Board of Directors to present annually to its Shareholder, i.e. OAA Council the annual audited Financial Statements for Pro-Demnity Insurance Company.

This item will be before the Shareholder as one of the official items of business for the Annual General Meeting of the Shareholder which will be held on June 23, 2021. The purpose of presenting this to Council in advance is to allow for review in the event that Council has questions of the Board in relation to these statements. It should be noted that these statements will be posted to the OAA Website in relation to the OAA's Annual Report 2020.

These Financial Statements will be laid before the Shareholder officially at that meeting. At that point they will be considered received by the Shareholder.

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**Action:** No action required.

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**Attachments:** Pro-Demnity Insurance Company 2020 Summarized Financial Statements

**Pro-Demnity Insurance  
Company**  
**Summary Financial Statements**  
For the year ended December 31, 2020

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<b>Summary Financial Statements</b>	
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BDO Canada LLP  
360 Oakville Place Drive, Suite 500  
Oakville ON L6H 6K8 Canada

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## Independent Auditor's Report on Summary Financial Statements

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**To the Shareholder of Pro-Demnity Insurance Company**

### **Opinion**

The summary financial statements, which comprise the summary statement of financial position as at December 31, 2020, and the summary statements of operations and retained earnings, comprehensive income and accumulated other comprehensive income, and cash flows for the year then ended, and related notes, are derived from the audited financial statements of Pro-Demnity Insurance Company (the "Company") for the year ended December 31, 2020.

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

### **Summary Financial Statements**

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

### **The Audited Financial Statements and Our Report Thereon**

We expressed an unmodified audit opinion on the audited financial statements in our report dated February 25, 2021.

### **Responsibilities of Management for the Summary Financial Statements**

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

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

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

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants  
Oakville, Ontario  
February 25, 2021

## Pro-Demnity Insurance Company Summary Statement of Financial Position

**December 31** **2020** 2019

### Assets

Cash and cash equivalents	\$ 4,322,496	\$ 6,173,314
Investments (Note 4)	87,497,631	80,748,472
Receivables	10,248,690	7,346,658
Accrued interest	415,130	465,575
Prepaid expenses	129,108	146,124
Reinsurer's share of unearned premiums	9,094,311	7,828,496
Reinsurer's share of provision for unpaid claims	20,129,000	14,199,000
Deferred policy acquisition expenses	520,479	459,938
Property and equipment (Note 5)	462,430	400,576
Right-of-use assets (Note 6)	477,886	549,586
Deferred tax asset (Note 8)	666,706	610,952
	<b>\$133,963,867</b>	<b>\$118,928,691</b>

### Liabilities and Shareholders' Equity

#### Liabilities

Payables and accruals	\$ 3,165,983	\$ 3,435,900
Income taxes payable	560,070	348,777
Unearned premiums	17,849,300	15,831,259
Provision for unpaid claims	75,776,000	65,064,000
Lease liabilities (Note 6)	524,094	589,716
	<b>97,875,447</b>	<b>85,269,652</b>

#### Shareholders' equity

Share capital (Note 7)	25,106,500	25,106,500
Contributed surplus	2,051,915	2,051,915
Retained earnings	6,159,616	4,702,735
Accumulated other comprehensive income	2,770,389	1,797,889
	<b>36,088,420</b>	<b>33,659,039</b>
	<b>\$133,963,867</b>	<b>\$118,928,691</b>

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

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

## Pro-Demnity Insurance Company

### Summary Statement of Operations and Retained Earnings

<b>For the year ended December 31</b>	<b>2020</b>	<b>2019</b>
Direct premiums written	<b>\$ 38,195,653</b>	\$ 33,525,642
Less: Reinsurance ceded	<b>20,230,299</b>	17,530,538
Net premiums written	<b>17,965,354</b>	15,995,104
Increase in net unearned premiums	<b>(752,226)</b>	(914,479)
Net premiums earned	<b>17,213,128</b>	15,080,625
Less: Claims and adjustment expenses	<b>13,940,853</b>	13,904,309
Underwriting income before expenses, commissions and premium tax	<b>3,272,275</b>	1,176,316
Operating expenses (schedule page 28)	<b>5,807,777</b>	5,358,961
Commissions earned	<b>(3,054,436)</b>	(2,780,301)
Premium tax	<b>1,084,819</b>	951,096
Net underwriting loss	<b>(565,885)</b>	(2,353,440)
Net investment income (Note 9)	<b>2,526,455</b>	3,275,323
Income before income taxes	<b>1,960,570</b>	921,883
Income taxes (recovery) (Note 8)		
Current	<b>910,073</b>	348,212
Deferred	<b>(406,384)</b>	(300,520)
	<b>503,689</b>	47,692
<b>Net income for the year</b>	<b>1,456,881</b>	874,191
<b>Retained earnings, beginning of year</b>	<b>4,702,735</b>	3,828,544
<b>Retained earnings, end of year</b>	<b>\$ 6,159,616</b>	\$ 4,702,735

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



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**Pro-Demnity Insurance Company**  
**Summary Statement of Comprehensive Income and Accumulated**  
**Other Comprehensive Income**

<b>For the year ended December 31</b>	<b>2020</b>	<b>2019</b>
<b>Net income for the year</b>	<b>\$ 1,456,881</b>	<b>\$ 874,191</b>
<b>Other Comprehensive Income</b>		
Unrealized gains on available for sale assets, net of tax expense of \$586,623 (2019 - tax recovery of \$584,597)	<b>1,627,048</b>	1,621,427
Transfer of realized gains on available for sale assets to statement of operations, net of tax recovery of \$235,993 (2019 - tax recovery of \$168,908)	<b>(654,548)</b>	(468,481)
<b>Total other comprehensive income</b>	<b>972,500</b>	1,152,946
<b>Comprehensive income for the year</b>	<b>\$ 2,429,381</b>	<b>\$ 2,027,137</b>
<b>Accumulated other comprehensive income, beginning of year</b>	<b>\$ 1,797,889</b>	<b>\$ 644,943</b>
<b>Total other comprehensive income, for the year</b>	<b>972,500</b>	1,152,946
<b>Accumulated other comprehensive income, end of year</b>	<b>\$ 2,770,389</b>	<b>\$ 1,797,889</b>

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

## Pro-Demnity Insurance Company Summary Statement of Cash Flows

For the year ended December 31	2020	2019
<b>Operating activities</b>		
Net income for the year	\$ 1,456,881	\$ 874,191
Adjustments for:		
Depreciation of property and equipment and right-of-use asset	241,376	185,061
Amortization of premium/discount on bonds and debentures	488,777	548,195
Interest and dividend income	(206,241)	(1,267,608)
Provision for income taxes	503,689	47,692
Realized gain from disposal of investments	(891,862)	(487,973)
Loss on disposal of property and equipment	41,779	-
	<u>1,634,399</u>	<u>(100,442)</u>
Changes in working capital and insurance contract related balances		
Receivables	(2,902,032)	(492,207)
Prepaid expenses	17,016	(29,915)
Reinsurer's share of unearned premiums	(1,265,815)	(890,707)
Deferred policy acquisition expenses	(60,541)	(54,156)
Payables and accruals	(269,917)	1,487,994
Unearned premiums	2,018,041	1,805,186
Provision for unpaid claims, net of reinsurer's share	4,782,000	4,554,000
	<u>3,953,151</u>	<u>6,279,753</u>
Cash flows related to interest, dividends and income taxes		
Interest and dividends received	256,686	1,214,677
Income taxes recovered	(348,150)	630,695
Interest paid	19,314	19,620
	<u>3,881,001</u>	<u>8,144,745</u>
<b>Total cash inflows from operating activities</b>	<u>3,881,001</u>	<u>8,144,745</u>
<b>Investing activities</b>		
Purchase of investments	(48,674,934)	(83,507,891)
Proceeds from sale of investments	43,301,360	78,048,576
Purchase of property and equipment	(273,309)	(120,197)
	<u>(5,646,883)</u>	<u>(5,579,512)</u>
<b>Total cash outflows from investing activities</b>	<u>(5,646,883)</u>	<u>(5,579,512)</u>
<b>Financing activity</b>		
Repayment of lease liabilities	(84,936)	(81,906)
	<u>(84,936)</u>	<u>(81,906)</u>
<b>Increase (decrease) in cash during the year</b>	<u>(1,850,818)</u>	<u>2,483,327</u>
<b>Cash and cash equivalents, beginning of year</b>	<u>6,173,314</u>	<u>3,689,987</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 4,322,496</u>	<u>\$ 6,173,314</u>
<b>Cash and cash equivalents consist of the following:</b>		
Cash	\$ 2,322,496	\$ 3,173,314
Guaranteed Investment Certificates (GICs) (Note 4)	2,000,000	3,000,000
	<u>\$ 4,322,496</u>	<u>\$ 6,173,314</u>

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

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

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### **1. Nature of Operations and Summary of Significant Accounting Policies**

#### ***Reporting entity***

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

These summary financial statements have been authorized for issue by the Board of Directors on February 25, 2021.

#### ***Basis of preparation***

Management is responsible for the preparation of these summary financial statements. The summary presented includes the Summary Statement of Financial Position, Summary Statement of Operations and Retained Earnings, Summary Statement of Comprehensive Income and Accumulated Other Comprehensive Income, Summary Statement of Cash Flows, and selected accounting notes. It does not include all disclosures required under International Financial Reporting Standards. Copies of the December 31, 2020 audited financial statements are available at the Pro-Demnity Insurance Company office.

The audited financial statements were authorized for issue by the Board of Directors on February 25, 2021. The audited financial statements were prepared in accordance with International Financial Reporting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB").

These summary financial statements were prepared under the historical cost convention, as modified by the revaluation of investments. (Note 4)

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

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

#### ***Significant accounting policies***

##### **Insurance contracts**

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

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

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

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

#### **(a) Premiums and unearned premiums**

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

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

#### **(b) Reinsurer's share of unearned premiums**

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

#### **(c) Deferred policy acquisition expenses**

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

#### **(d) Provision for unpaid claims**

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

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

#### **(e) Liability adequacy test**

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

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

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

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

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

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

#### **(g) Refund of premiums**

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

### **Financial instruments**

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

#### **(a) Loans and receivables**

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

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

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

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

#### **(b) Held-to-maturity investments**

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

#### **(c) Available-for-sale investments**

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

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

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

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

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

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

#### (d) Other financial liabilities

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

#### Property and equipment

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

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

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

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

#### Right-of-use assets and lease liabilities

At inception of a contract, the Company assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. This policy is applied to contracts entered into, or changed, on or after January 1, 2019. All leases are accounted for by recognizing a right-to-use asset and a lease liability except for:

- Leases of low value assets (based on the value of the underlying asset when new); and
- Short-term leases with a lease term of twelve months or less.

#### a) Nature of leasing activities (in the capacity as lessee)

The Company leases facilities.

Leases of facilities are made for a period of 5 years, with an extension option exercisable by the Company for an additional 5 years after the end of the non-cancellable period. Extension options are included in the lease term when the Company is reasonably expected to exercise that option. The lease payments comprise fixed payments over the lease term.

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

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

#### **Right-of-use assets and lease liabilities (continued)**

##### **b) Recognition and initial measurement**

The Company recognizes right-of-use assets and lease liabilities at the lease commencement date.

The right-of-use assets are initially measured at the amount of the lease liabilities, reduced for any lease incentives received, and increased for lease payments made at or before commencement of the lease or initial direct costs incurred.

Lease liabilities are initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the Company's incremental borrowing rate. Generally the Company uses its incremental borrowing rate as the discount rate. Variable lease payments are only included in the measurement of the lease liabilities if they depend on an index or rate (e.g. CPI or inflation). In such cases, the initial measurement of the lease liabilities assumes the variable element will remain unchanged throughout the lease term. Other variable lease payments that are not dependent on an index or rate are expensed in the period to which they relate.

For contracts that both convey a right to the Company to use an identified asset and require services to be provided to the Company by the lessor, the Company has elected to account for the entire contract as a lease, and therefore the Company does not allocate the amount of the contractual payments to, and account separately for, any services provided by the supplier as part of the contract.

##### **c) Subsequent measurement**

Right-of-use assets are subsequently measured at cost less any accumulated depreciation and impairment losses, and adjusted for certain remeasurements of the lease liabilities.

Lease liabilities are subsequently increased by the interest cost on the lease liabilities and decreased by lease payments made. Lease liabilities are remeasured when there is a change in future lease payments arising from a change in an index or rate. The revised future lease payments are discounted at the same discount rate that applied on lease commencement. Lease liabilities are also remeasured when there is a change in the assessment of the term of any lease (for example, a change in the Company's assessment of whether a purchase or extension option is reasonably certain to be exercised or a termination option is reasonably certain not to be exercised). The future lease payments over the revised term are discounted at the revised discount rate at the date of reassessment. In both cases, an equivalent adjustment is made to the carrying value of the right-of-use asset.



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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

December 31, 2020

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

#### Impairment of non-financial assets

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

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

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

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

#### Income taxes

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

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

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

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

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

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

December 31, 2020

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

#### Standards, amendments and interpretations not yet adopted

Certain pronouncements were issued by the IASB or the IFRS Interpretations Committee that are mandatory for accounting years beginning after January 1, 2021 or later. The Company has not yet determined the extent of the impact of the following new standards, interpretations and amendments, which have not been applied in these summary financial statements.

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

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

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

*IFRS 17 Insurance Contracts*

IFRS 17 *Insurance Contracts* supersedes IFRS 4 *Insurance Contracts*. IFRS 17 establishes the principles for the recognition, measurement, presentation and disclosure of insurance contracts. IFRS 17 requires entities to measure insurance contract liabilities using updated estimates and assumptions that reflect the timing of cash flows and any uncertainty relating to insurance contracts. Additionally, IFRS 17 requires entities to recognize profits as it delivers insurance services. The effective date for IFRS 17 is January 1, 2023. The Company has not yet determined the impact of adoption, however it is expected to significantly impact the overall summary financial statements.

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

December 31, 2020

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### 2. Critical Accounting Estimates and Judgments

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

#### **Estimates**

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

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

#### ***Provision for unpaid claims***

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

#### **Judgments**

#### ***Impairment of available-for-sale investments***

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

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### 3. Adoption of New Accounting Standards

Accounting standards, interpretations and amendments effective for accounting years beginning on or after January 1, 2020 did not materially affect the Company's summary financial statements.

# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

### 4. Financial Instrument Classification

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

	Held to maturity	Available- for-sale	Loans and receivables	Other financial liabilities	Total
<b>December 31, 2020</b>					
Cash	\$ -	\$ -	\$ 4,322,496	\$ -	\$ 4,322,496
Investments	48,240,141	39,257,490	-	-	87,497,631
Receivables	-	-	10,248,690	-	10,248,690
Accrued interest	-	-	415,130	-	415,130
Payables and accruals	-	-	-	(3,165,983)	(3,165,983)
	<b>\$ 48,240,141</b>	<b>\$ 39,257,490</b>	<b>\$ 14,986,316</b>	<b>\$ (3,165,983)</b>	<b>\$ 99,317,964</b>
<b>December 31, 2019</b>					
Cash	\$ -	\$ -	\$ 6,173,314	\$ -	\$ 6,173,314
Investments	47,347,224	33,401,248	-	-	80,748,472
Receivables	-	-	7,346,658	-	7,346,658
Accrued interest	-	-	465,575	-	465,575
Payables and accruals	-	-	-	(3,435,900)	(3,435,900)
	<b>\$ 47,347,224</b>	<b>\$ 33,401,248</b>	<b>\$ 13,985,547</b>	<b>\$ (3,435,900)</b>	<b>\$ 91,298,119</b>

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

### Available-for-Sale

	December 31, 2020		December 31, 2019	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Guaranteed investment certificates (GICs)	\$ 4,364,961	\$ 4,364,961	\$ 1,669,976	\$ 1,669,976
Bonds				
Government	11,700,388	11,700,388	9,981,692	9,981,692
Asset backed securities	1,361,529	1,361,529	1,407,588	1,407,588
Canadian municipal	203,776	203,776	231,717	231,717
Corporate	13,159,587	13,159,587	12,816,881	12,816,881
	<b>26,425,280</b>	<b>26,425,280</b>	<b>24,437,878</b>	<b>24,437,878</b>
Equities				
Equity pooled fund (Canadian)	4,117,459	4,117,459	3,632,388	3,632,388
Equity pooled fund (International)	4,349,790	4,349,790	3,661,006	3,661,006
	<b>8,467,249</b>	<b>8,467,249</b>	<b>7,293,394</b>	<b>7,293,394</b>
Total Available-for-Sale	<b>\$ 39,257,490</b>	<b>\$ 39,257,490</b>	<b>\$ 33,401,248</b>	<b>\$ 33,401,248</b>

### Held-to-Maturity

	December 31, 2020		December 31, 2019	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Guaranteed investment certificates (GICs)	\$ -	\$ -	\$ 775,000	\$ 775,000
Bonds				
Government	24,328,925	24,987,567	23,710,758	23,773,997
Corporate	23,911,216	24,772,112	22,861,466	23,029,011
	<b>48,240,141</b>	<b>49,759,679</b>	<b>46,572,224</b>	<b>46,803,008</b>
Total Held-to-Maturity	<b>\$ 48,240,141</b>	<b>\$ 49,759,679</b>	<b>\$ 47,347,224</b>	<b>\$ 47,578,008</b>

	December 31, 2020		December 31, 2019	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Total Investments	<b>\$ 87,497,631</b>	<b>\$ 89,017,169</b>	<b>\$ 80,748,472</b>	<b>\$ 80,979,256</b>

# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

### 4. Financial Instrument Classification (continued)

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

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

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

	Level 1	Level 2	Level 3	Total
<b>December 31, 2020</b>				
<b>GICs</b>	\$ 4,364,961	\$ -	\$ -	\$ 4,364,961
<b>Bonds</b>	-	26,425,280	-	26,425,280
<b>Equity pooled funds</b>	-	8,467,249	-	8,467,249
<b>Total</b>	\$ 4,364,961	\$ 34,892,529	\$ -	\$ 39,257,490

	Level 1	Level 2	Level 3	Total
<b>December 31, 2019</b>				
<b>GICs</b>	\$ 1,669,976	\$ -	\$ -	\$ 1,669,976
<b>Bonds</b>	-	24,437,878	-	24,437,878
<b>Equity pooled funds</b>	-	7,293,394	-	7,293,394
<b>Total</b>	\$ 1,669,976	\$ 31,731,272	\$ -	\$ 33,401,248

Transfers between levels are considered to have occurred at the date of the event or change in circumstances that caused the transfer. There were no transfers between Level 1 and Level 2 for the years ended December 31, 2020 and 2019. There were also no transfers in or out of Level 3.

Included in cash and cash equivalents is \$2,000,000 (2019 - \$3,000,000) of retractable GICs. GICs in cash and cash equivalents and investments have interest rate of 0.43% (2019 - 0.00% - 1.90%) and maturities within 1 year.

Maturity profile of bonds held is as follows:

	Within 1 year	1 to 3 years	3 to 5 years	5 to 7 years	Greater than 7 years	Total
<b>December 31, 2020</b>	\$ 9,045,112	\$ 20,589,248	\$ 22,082,373	\$ 4,359,797	\$ 18,588,891	\$ 74,665,421
<b>Percent of Total</b>	12.11 %	27.57 %	29.58 %	5.84 %	24.90 %	100.00 %

<b>December 31, 2019</b>	\$ 9,476,467	\$ 21,158,164	\$ 21,305,084	\$ 3,536,227	\$ 15,534,160	\$ 71,010,102
<b>Percent of Total</b>	13.35 %	29.79 %	30.00 %	4.98 %	21.88 %	100.00 %

The effective interest rate of the bond portfolio is 3.05% (2019 - 3.28%).

## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

**December 31, 2020**

#### 5. Property and Equipment

	Furniture and fixtures	Computer hardware	Total
<b>Cost</b>			
Balance at January 1, 2019	\$ 118,243	\$ 843,501	\$ 961,744
Additions	585	119,612	120,197
Balance on December 31, 2019	118,828	963,113	1,081,941
Additions	41,904	231,405	273,309
Disposals	-	(43,501)	(43,501)
Balance on December 31, 2020	\$ 160,732	\$ 1,151,017	\$ 1,311,749
<b>Accumulated Depreciation</b>			
Balance at January 1, 2019	\$ 61,362	\$ 506,642	\$ 568,004
Depreciation	7,578	105,783	113,361
Balance on December 31, 2019	68,940	612,425	681,365
Depreciation	10,201	159,475	169,676
Disposals	-	(1,722)	(1,722)
Balance on December 31, 2020	\$ 79,141	\$ 770,178	\$ 849,319
<b>Net Book Value</b>			
December 31, 2019	\$ 49,888	\$ 350,688	\$ 400,576
<b>December 31, 2020</b>	<b>\$ 81,591</b>	<b>\$ 380,839</b>	<b>\$ 462,430</b>

#### 6. Right-of-Use Assets and Lease Liabilities

Right-of-use assets consist of the following:

	<b>Facilities</b>
<b>Cost</b>	
Balance at January 1, 2019	\$ -
Additions	621,286
Balance on December 31, 2019	621,286
Additions	-
<b>Balance at December 31, 2020</b>	<b>\$ 621,286</b>
<b>Accumulated Depreciation</b>	
Balance at January 1, 2019	\$ -
Depreciation	71,700
Balance on December 31, 2019	71,700
Depreciation	71,700
<b>Balance at December 31, 2020</b>	<b>\$ 143,400</b>
<b>Carrying amount</b>	
At December 31, 2019	\$ 549,586
<b>At December 31, 2020</b>	<b>\$ 477,886</b>

# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

### 6. Right-of-Use Assets and Lease Liabilities (continued)

Lease liabilities consist of the following:

	<u>Facilities</u>
<b>Balance at January 1, 2020</b>	\$ 589,716
Additions	-
Interest expense	19,314
Lease payments	<u>(84,936)</u>
<b>Balance at December 31, 2020</b>	<u>\$ 524,094</u>

Amounts recognized in the summary statement of operations and retained earnings:

	<u>2020</u>	<u>2019</u>
Depreciation of right-of-use assets	\$ 71,700	\$ 71,700
Interest expense on lease liabilities	19,314	19,620

Amounts recognized in the summary statement of cash flows:

	<u>2020</u>	<u>2019</u>
Total cash outflow for leases	\$ 84,936	\$ 81,906

The following table sets out the contractual maturities, representing undiscounted contractual cash-flows of lease liabilities at December 31, 2020:

No later than 1 year	\$ 85,542
Later than 1 year and not later than 5 years	350,108
Later than 5 years	<u>152,691</u>
	<u>\$ 588,341</u>

# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

### 7. Share Capital

Authorized:	
100,000	Class A preferred shares having a par value of \$100, redeemable by the Company at par value, non-voting, non-participating, non-cumulative, maximum annual dividend of 6.5%
100	preferred shares having a par value of \$100, redeemable by the Company at par value, non-voting, non-participating, non-cumulative 6% dividends
250,000	common shares having a par value of \$100

Issued:

		2020	2019
50,000	Class A Preference shares	\$ 5,000,000	\$ 5,000,000
65	Preference shares	6,500	6,500
201,000	Common shares	20,100,000	20,100,000
		<b>\$ 25,106,500</b>	<b>\$ 25,106,500</b>

### 8. Income Taxes

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

	2020	2019
Current tax expense		
Based on current year taxable income	\$ 910,073	\$ 348,212
Deferred tax expense (recovery)		
Origination and reversal of temporary differences	\$ 7,607	\$ 1,363
Non deductible claims	(63,362)	(60,341)
Change in deferred tax on other comprehensive income	(350,629)	(415,689)
Loss carryforwards	-	177,853
Other	-	(3,706)
	<b>(406,384)</b>	<b>(300,520)</b>
Total income tax expense	<b>\$ 503,689</b>	<b>\$ 47,692</b>



# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

### 8. Income Taxes (continued)

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

	2020	2019
Change in unrealized gains on available-for-sale investments	\$ 586,623	\$ 584,597
Reclassification of realized gains on available-for-sale investments	(235,994)	(168,908)
Total tax effect of amounts recorded in other comprehensive income	\$ 350,629	\$ 415,689

Reasons for the difference between tax expense for the year and the expected income taxes based on the statutory tax rate of 26.5% (2019 – 26.5%) are as follows:

	2020	2019
Income before income taxes	\$ 1,960,570	\$ 921,883
Expected taxes based on the statutory rate	\$ 519,551	\$ 244,299
Non deductible expenses	494	3,831
Canadian dividend income not taxable	(16,459)	(191,801)
Under provision (recovery) in prior years	103	(8,637)
Total income tax	\$ 503,689	\$ 47,692

The movements in 2020 deferred tax liabilities and assets are:

	Opening balance at Jan 1, 2020	Recognize in net income	Recognize in OCI	Closing balance at Dec 31, 2020
<b>2020</b>				
<i>Deferred tax assets</i>				
Claims liabilities	\$ 673,961	\$ 63,362	\$ -	\$ 737,323
Right of Use and lease liability	10,634	1,611	-	12,245
Deferred tax assets	\$ 684,595	\$ 64,973	\$ -	\$ 749,568
<b>2020</b>				
<i>Deferred tax liabilities</i>				
Investments	\$ -	\$ (350,630)	\$ 350,630	\$ -
Bond transitional provision	16,775	(3,704)	-	13,071
Plant & equipment	56,868	12,923	-	69,791
Deferred tax liabilities	73,643	(341,411)	350,630	82,862
Net deferred tax asset	\$ 610,952	\$ 406,384	\$ (350,630)	\$ 666,706

## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

**December 31, 2020**

#### 8. Income Taxes (continued)

The movements in 2019 deferred tax liabilities and assets are:

	Opening balance at Jan 1, 2019	Recognize in net income	Recognize in OCI	Closing balance at Dec 31, 2019
2019				
<i>Deferred tax assets</i>				
Claims liabilities	\$ 613,621	\$ 60,340	\$ -	\$ 673,961
Loss carryforwards	177,853	(177,853)	-	-
Right of Use and lease liability	-	10,634	-	10,634
Deferred tax assets	<u>\$ 791,474</u>	<u>\$ (106,879)</u>	<u>\$ -</u>	<u>\$ 684,595</u>
2019				
<i>Deferred tax liabilities</i>				
Investments	\$ -	\$ (415,689)	\$ 415,689	\$ -
Bond transitional provision	20,483	(3,708)	-	16,775
Plant & equipment	44,870	11,998	-	56,868
Deferred tax liabilities	<u>65,353</u>	<u>(407,399)</u>	<u>415,689</u>	<u>73,643</u>
Net deferred tax	<u>\$ 726,121</u>	<u>\$ 300,520</u>	<u>\$ (415,689)</u>	<u>\$ 610,952</u>

#### 9. Investment Income

	2020	2019
Interest income	\$ 1,808,205	\$ 2,282,238
Dividend income	62,109	723,779
Realized gains on disposal of investments	891,862	487,973
Investment expenses	<u>(235,721)</u>	<u>(218,667)</u>
	<u>\$ 2,526,455</u>	<u>\$ 3,275,323</u>

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## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

December 31, 2020

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#### 10. Related Party Transactions

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

	2020	2019
Compensation		
Executives' compensation and directors' fees	\$ 2,442,194	\$ 1,987,645

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

	2020	2019
Administrative services and practice consultation service	\$ -	\$ 3,121

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#### 11. Capital Management

The Company's objectives with respect to capital management are to maintain a capital base that is structured to exceed regulatory requirements and to best utilize capital allocations. Reinsurance is utilized to protect capital from catastrophic losses as the frequency and severity of these losses are inherently unpredictable. To limit their potential impact, the Company purchases reinsurance, the details of which are outlined in Note 12. For the purpose of capital management, the Company has defined capital as its share capital, contributed surplus and retained earnings.

The regulators measure the financial strength of property and casualty insurers using a minimum capital test (MCT). The regulators require property and casualty companies to comply with capital adequacy requirements. This test compares a company's capital against the risk profile of the organization. The risk-based capital adequacy framework assesses the risk of assets, policy liabilities and other exposures by applying various factors that are dependent on the risks associated with the Company's assets. Additionally, an interest rate risk margin is included in the MCT by assessing the sensitivity of the Company's interest-sensitive assets and liabilities to changes in interest rates. The regulator indicates that the Company should produce a minimum MCT of 150%. As at December 31, 2020, the Company has exceeded this minimum in its quarterly filings. The regulator has the authority to request more extensive reporting and can place restrictions on the Company's operations if the Company falls below this requirement and deemed necessary.

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## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

December 31, 2020

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#### 12. Financial Instrument and Insurance Risk Management

##### *Insurance risk management*

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

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

The Company writes insurance primarily over a twelve month duration on a claims made basis.

The Company follows a policy of underwriting and reinsuring contracts of insurance which limit the liability of the Company to an amount on any one claim of \$250,000 (2019 - \$250,000). The reinsurer agreed to pay claims expenses in excess of \$300,000 (2019 - \$300,000) on each claim for claim limits above \$250,000. In addition, the Company has obtained stop loss reinsurance and clash reinsurance against catastrophic events. The stop loss reinsurance attaches when claims liabilities in a specific underwriting year exceed \$19,000,000 (2019 - \$18,000,000) and ceases when claims liabilities reach \$31,000,000 of the ultimate net loss (2019 - \$31,000,000). The clash reinsurance applies to predefined events that cause a multiplicity of claims in excess of \$1,500,000 (2019 - \$1,500,000). The coverage is \$4,000,000 (2019 - \$4,000,000) in excess of a deductible of \$1,500,000 (2019 - \$1,500,000) for claims arising from a predefined event. The clash reinsurance includes an interlocking clause that permits spreading the coverage limit over multiple underwriting years. An additional layer of clash reinsurance coverage is \$4,000,000 (2019 - \$4,000,000) in excess of a deductible of \$5,500,000 (2019 - \$5,500,000) for claims arising from a predefined event.

Amounts recoverable from reinsurers are estimated in a manner consistent with the outstanding claims provision and are in accordance with the reinsurance contracts. Although the Company has reinsurance arrangements, it is not relieved of its direct obligations to its policyholders and thus a credit exposure exists with respect to ceded insurance, to the extent that any reinsurer is unable to meet its obligations assumed under such reinsurance agreements.

The Company is exposed to pricing risk to the extent that unearned premiums are insufficient to meet the related future policy costs. Evaluation is performed regularly to estimate future claims costs, related expenses, and expected profit in relation to unearned premiums. There was no premium deficiency at December 31, 2020 and 2019.

The risks associated with insurance contracts are complex and subject to a number of variables which complicate quantitative sensitivity analysis. The Company uses various techniques based on past claims development experience to quantify these sensitivities. This includes indicators such as average claim cost, amount of claims frequency, expected loss ratios and claims development.

# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2020**

### 12. Financial Instrument and Insurance Risk Management (continued)

Results of sensitivity testing based on expected loss ratios are as follows, shown gross and net of reinsurance as impacted on pre-tax income:

	Liability claims	
	<b>2020</b>	2019
5% increase in loss ratios		
Gross	\$ 1,943,000	\$ 2,273,000
Net	1,467,000	1,447,000
5% decrease in loss ratios		
Gross	\$ (1,775,000)	\$ (2,217,000)
Net	(1,523,000)	(1,468,000)

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

#### **Credit risk**

Credit risk is the risk of financial loss to the Company if a debtor fails to make payments of interest and principal when due. The Company is exposed to this risk relating to its debt holdings in its investment portfolio and the reliance on the reinsurer to make payment when certain loss conditions are met.

The Company's investment policy puts limits on the bond portfolio including portfolio composition limits, issuer type limits, bond quality limits, aggregate issuer limits, and corporate sector limits. Funds are invested in bonds, asset backed securities and debentures of Federal, Provincial or Municipal Government and corporations rated BBB or better. The held-to-maturity investment policy limits investment in bonds of the various ratings to limits ranging from 80% to 100% of the Company's portfolio. The available-for-sale investment policy limits investment in bonds of the various ratings to limits ranging from 60% to 80% of the Company's portfolio. All fixed income portfolios are measured for performance on a quarterly basis and monitored by management on a monthly basis.

Reinsurance is placed with Lloyds, a Canadian registered reinsurer. Reinsurance treaties are reviewed annually by management prior to renewal of the reinsurance contract.

Receivables are short-term in nature consisting of a large number of policyholders, and are not subject to material credit risk. Due to COVID-19, the Company applied judgment in its evaluation of the provision to consider flexible payment options provided, as well as experience during the crisis and in past economic downturns. Regular review of outstanding receivables is performed to ensure credit worthiness.

There have been no significant changes from the previous year in the exposure to credit risk or policies, procedures and methods used to measure the risk.

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## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

December 31, 2020

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#### 12. Financial Instrument and Insurance Risk Management (continued)

##### ***Market risk***

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate as a result of market factors. Market factors include three types of risk: currency risk, interest rate risk and equity risk.

The Company's investment policy operates within the guidelines of the Insurance Act. An investment policy is in place and its application is monitored by the Finance and Audit Committee and the Board of Directors. Diversification techniques are utilized to minimize risk.

##### ***Currency risk***

Currency risk relates to the Company operating in different currencies and converting non-Canadian earnings at different points in time at different foreign exchange levels when adverse changes in foreign currency exchange rates occur. The Company is exposed to currency risk through its investment in an international equity pool fund.

There have been no significant changes from the previous year in the exposure to currency risk or policies, procedures and methods used to measure the risk.

##### ***Interest rate risk***

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates.

The Company is exposed to this risk through its interest bearing investments (GICs, asset backed securities and bonds).

Historical data and current information is used to profile the ultimate claims settlement pattern by class of insurance, which is then used in a broad sense to develop an investment policy and strategy for its investments held in support of its claims liabilities and classified as held-to-maturity. This allows the Company to effectively manage a portion of its interest rate risk. However, because a significant portion of the Company's assets relate to its capital rather than liabilities, the value of its interest rate based assets exceeds its interest rate based liabilities. As a result the Company is exposed to significant interest rate risk. Generally, the Company's investment income related to its available-for-sale financial investment portfolio will move with interest rates over the medium to long-term with short-term interest rate fluctuations creating unrealized gains or losses in other comprehensive income (loss).

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## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

December 31, 2020

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#### 12. Financial Instrument and Insurance Risk Management (continued)

##### *Interest rate risk (continued)*

At December 31, 2020, a 1% move in interest rates, with all other variables held constant, could impact the market value of bonds and asset backed securities held as available-for-sale by approximately \$2,182,000 (2019 - \$1,970,000) and those classified as held-to-maturity by \$1,169,000 (2019 - \$1,051,000). The change would be recognized in other comprehensive income (loss) for the available-for-sale portfolio. A 1% change in the interest rate used to discount the Company's claims liabilities, with all other variables held constant, could have an offsetting impact on claims liabilities of approximately \$ 1,773,000 (2019 - \$1,587,000).

Due to the impact of COVID-19, bond yields have significantly decreased in the current year. The Company continues to monitor investments for credit ratings to ensure investments are made in bonds rated A or better.

##### *Equity risk*

Equity risk is the uncertainty associated with the valuation of assets arising from changes in equity markets. The Company is exposed to this risk through its holdings in equity pooled funds within its investment portfolio. At December 31, 2020, a 10% movement in the stock markets with all other variables held constant would have an estimated effect on the fair values of the Company's equities of approximately \$847,000 (2018 - \$729,000).

Equity pooled funds are monitored by the Board of Directors and holdings are adjusted to ensure the investment portfolio remains in compliance with the investment policy.

There have been no significant changes from the previous year in the exposure to equity risk or policies, procedures and methods used to measure the risk.

##### *Liquidity risk*

Liquidity risk is the risk that the Company will not be able to meet all cash outflow obligations as they come due. The Company mitigates this risk by monitoring cash activities and expected outflows. The Company's current liabilities arise as claims are made. The Company does not have material liabilities that can be called unexpectedly at the demand of a lender or client. The Company has no material commitments for capital expenditures and there is no need for such expenditures in the normal course of business. Claim payments are funded by current operating cash flow including investment income.

The Company does not face a significant liquidity risk with regard to its lease liabilities. Lease liabilities are monitored within the Company's finance function.

The Company has the availability of an operating line of credit in the amount of \$3,000,000 (2019 - \$1,500,000). The line of credit is secured by a first-priority security interest over all assets of the Company. Interest on the line of credit is payable monthly at the prime rate per annum. The Company has not drawn any funds on the facility in 2020 or 2019.

There have been no significant changes from the previous year in the exposure to liquidity risk or policies, procedures and methods used to measure the risk.

## Pro-Demnity Insurance Company

### Summary Schedule of Operating Expenses

For the year ended December 31	2020	2019
Salaries and benefits	\$ 3,702,500	\$ 3,111,181
Employee acquisition costs	14,489	2,934
Marketing and communications	189,985	16,950
Automobile and travel	32,193	110,815
Bad debts	1,202	18,598
Directors' remuneration	453,586	532,800
Computer maintenance	65,176	30,306
Insurance	196,948	169,213
Postage and courier	8,881	24,719
Printing and stationary	64,491	86,886
Professional fees	406,762	474,380
Telephone and communications	50,052	40,048
Depreciation of property and equipment	169,676	113,361
Training, membership and general	87,517	106,964
Regulatory assessment	67,775	18,712
Occupancy costs	193,839	223,970
OAA service agreement	-	3,121
Practice risk management	60,926	274,003
Loss on disposal of property and equipment	41,779	-
	<b>\$ 5,807,777</b>	<b>\$ 5,358,961</b>



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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.2.c

**To: Council**

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

**From:** Agata Mancini, Senior Vice President and Treasurer  
Interlocking Director, Pro-Demnity Insurance Company

**Date:** April 30, 2021

**Subject:** **Pro-Demnity Insurance Company – Annual Appointment of Auditor and Actuary**

**Objective:** To consider the recommendation of the Board regarding appointment of the Auditors and Actuary for Pro-Demnity Insurance Company for 2021.

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The annual meeting of the Shareholder of Pro-Demnity Insurance Company has been scheduled for June 23, 2021 and will involve various presentations by the Board of Directors to Council as well as the required business motions and a period for questions from the floor. One of the responsibilities of the Board of Directors of Pro-Dem is to make a recommendation to the Shareholder regarding the appointment of an Auditor and Actuary on an annual basis.

Attached is a copy of a memorandum from ProDem recommending that Council consider the reappointment of BDO Canada as the Auditor and J.S. Cheng as Actuary for 2021. This item will be before the Shareholder as one of the official items of business for the Annual Meeting. The purpose of presenting this to Council in advance is to provide direction in terms of how the Shareholder will vote on this item at the AGM in June.

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**Action:** OAA Council as the sole Shareholder of Pro-Demnity Insurance Company to provide direction in terms of the recommendation of

the Board of Directors regarding the reappointment of the Auditor and Actuary for Pro-Dem for 2020.

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**Attachments:** Memorandum from Pro-Demnity Insurance Company dated March 2, 2021

**MEMORANDUM**

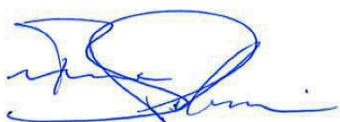
**TO:** Kristi Doyle,  
OAA Executive Director

**DATE:** March 2, 2021

**FROM:** Bruce H. Palmer

**RE:** Annual Meeting of Shareholder –  
Appointment of Auditors and Actuary

Please be advised that at the Board meeting of February 25, 2021, it was resolved that the Board recommend to the Shareholder that BDO Canada, and Mr. Joe Cheng of J.S. Cheng & Partners Inc., be re-appointed as Auditors and Actuary, respectively, for Pro-Demnity for the 2021 fiscal year.

A handwritten signature in blue ink, appearing to be "Joe Cheng", is located below the text of the memorandum.

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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.3.a

**To: Council**

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Kristiana Schuhmann, Vice President, Strategic

**PACT Committee Members:**

Kristiana Schuhmann	Len Abelman
Toon Dreessen	Arnav Garde
Susan Spiegel	Settimo Vilardi

**Date:** April 29, 2021

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

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

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## Highlights:

[PACT Meetings](#)

[Member Roundtable: Designing Long-term Care Homes](#)

[University of Toronto Study on Long-term Care Homes in Ontario](#)

[CDAO](#)

## PACT Meetings

PACT last met on April 1, 2021 and will meet again on May 6, 2021. At the April meeting, the Committee discussed:

- The future of the Large Firms meetings with the City of Toronto Chief Building Official and Chief Planner (currently with Regulatory for review)

- Consultation on Minister's Zoning Orders (MZOs) – the Committee is still working on a recommendation for Council
- Consultation on the Greenbelt
- The roundtable on Long-Term Care (see below)
- Possible research paper topics and future roundtable topics (see below)
- The approach to broadening adoption of Qualifications-Based Selection (QBS)
- The provincial budget and future election
- The preliminary plan for the Queen's Park event / Queen's Park Picks

### **Member Roundtable: Designing Long-term Care Homes**

On April 8, 2021, the OAA hosted a member roundtable on long-term care homes design. Attended by 15 members with extensive expertise in this work, the conversation was a rich learning and information gathering opportunity for the OAA. A report from the roundtable is being finalized, and will help inform the OAA's recommendations going forward. The report will be presented to the Executive Committee in the next few weeks and then to Council at the June meeting.

### **University of Toronto Study on Long-Term Care Homes in Ontario**

Dr. Diana Anderson, Geriatrician and OAQ architect, notified OAA staff that she is currently working to secure funds for a study led by the University of Toronto Centre for Design+ Health Innovation (inside of the John. H Daniels Faculty of Architecture, Landscape and Design).

The research project will perform in-depth post occupancy performance assessments of 15-20 long-term care (LTC) facilities in the Province. Data will be collected on user assessments, patterns of everyday use, maintenance and upkeep factors, energy consumption levels, architectural design attributes, occupant-nature connectivity, and environmental control systems, through the evidence-based research lens of identifying best practices in the maximization of infection control, and occupant satisfaction and well-being. A literature review will also identify global best practices in LTC residential architecture and landscape/site design.

Upon completion, a detailed (preliminary) compendium of design guidelines will be developed, with the aim of updating the 2015 standards currently in use by the Ministry of Health and Long-Term Care.

While the total study budget is estimated at \$49,000, the OAA will fund approximately \$19,500 from the existing PACT research budget. While not yet formalized, a working draft of the proposal has been attached.

This proposal appears to be consistent with the guiding principles for PACT's research—to generate public interest research on important and/or timely subjects.

Additionally, the OAA may be able to leverage this research for its own recommendations with regard to the design of LTC homes, or to utilize it in discussions with policymakers at the Ministry of Municipal Affairs and Housing, and the Ministry of Long-Term Care.

## **CDAO**

CDAO last had a forum meeting on April 1. The forum received and discussed a presentation by One Ontario. RFP and procurement guidelines, Metrolinx/IO meetings, and the Ryerson research project also filled out the discussion.

CDAO worked on clarifying vaccine eligibility for the construction sector. Based on the findings, they also circulated a template for employers to provide to employees demonstrating their employment status and eligibility.

CDAO also began development on a survey regarding the *Construction Act* to create a clearer picture of the Act's impact on the province's broader design and construction economy. This knowledge will enable CDAO to better target and tailor its advocacy and communications efforts to better serve the industry's needs. The OAA has provided comments back on the survey questions.

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**Action:** No action required

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**Attachments:** Proposal: Re-Imagining Eldercare in a Post-COVID Ontario

## Re-Imagining Eldercare in a Post-COVID Ontario

### Professional Services Agreement Between Jacobs and the University of Toronto *Centre for Design+ Health Innovation*

March 2021 DRAFT

**Background**—The government of Ontario has committed an unprecedented \$1.75 billion over the next five years to strengthen and modernize Long-Term Care (LTC) in Ontario, driven in large part by the urgency to respond to the COVID-19 pandemic. This level of financial commitment from the Province has the potential to bring about a paradigm shift in LTC, which Ontarians have long been advocating for. In early 2021, Jacobs hosted a Roundtable that brought together healthcare leaders from the architectural, direct care provider, and infrastructure sectors to focus on how this planned investment can be most thoughtfully and meaningfully implemented. A series of recommendations were put forth, as a direct outcome of that event. These immediate problems were identified: absence of choices in selecting LTC facility care options; better planning is needed in anticipation of the growing number of aged individuals with cognitive impairments in need of viable LTC options in Ontario; the need is great for a seamless connection between a LTC facility and its immediate site environs; policies are needed that foster the planning and design of empathic, user-attuned, therapeutically-supportive residential facilities in the LTC milieu.

**Purpose and Aim**—Several early actionable recommendations were outlined in the report authored by Jacobs, *Re-Imaging Eldercare in a Post-COVID-19 Ontario*, of which the *Centre for Design + Health Innovation* at the University of Toronto was a co-sponsor. This report was subsequently presented to the leadership of the Ontario MHLTC on 19 February 2021. Early actionable recommendations outlined in this report centered on the need to: 1. Avoid haphazard overbuilding in response to the current pandemic; 2. Foster mechanisms to elicit community feedback in the form of grassroots-level consultations to identify the best capital investment strategies at this time; 3. Develop an alternative facility compliance/monitoring system that is quasi-autonomous from the current in-use Ontario MHLTC standards; 4. Identify and evolve evidence-based best practices in site selection, programming/planning protocols, and architectural and landscape design of LTC residential facilities—a 2.0 version of the current 2015 standards to include infection control protocols; 5. Implement asset management practices and principles; 6. Pursue value-based facility procurement centered on evidence-based design principles and guidelines; 7. Focus on *homes*, i.e. residentialism, versus bed count; and 8. Policies that balance in-home-based care alternatives with 24/7 facility investments.

**Method and Result**—This research project is anchored in-depth post occupancy performance assessments of fifteen (15-20) well-regarded LTC facilities in the Province, including urban, suburban, and rural facilities. The performance assessment will examine facility site environs and interiors along a continuum, from public to private space, at each case study site. Data are to be collected on user assessments, patterns of everyday use, maintenance and upkeep factors, energy consumption levels, architectural design attributes, occupant-nature

connectivity, and environmental control systems, through the evidence-based research lens of identifying best practices in the maximization of infection control, and occupant satisfaction and well-being. Data will be obtained through archival sources including floor and site plan analysis, on-site visual documentation, focus interviews, and a facility/site environs occupant satisfaction survey. Site visits will be conducted of each case study site.

Concurrently, an in-depth literature review will be performed to identify global best practices in LTC residential architecture and landscape/site design at this time. At the completion of these tasks, a detailed (preliminary) compendium of design guidelines will be developed, with the aim of updating the 2015 standards currently in use by the Ontario MHLTC. Key concepts: Autonomy, Individuality, Dignity, Privacy, Satisfaction, Meaningful Activities, Socialization, Safety, Security and infection control, ambient comfort, Spiritual well-being, Maximization of resident and staff functional performance.

#### **Project Team—**

Project Co-Director: Stephen Verderber, Arch.D.: (with Diana Anderson, M.Arch., M.D., Jacobs). Dr. Verderber is a Registered Architect (US), Professor, and Director of the *CD+HI* in the John H. Daniels Faculty of Architecture, Landscape and Design, and Adjunct Professor in the Dalla Lana School of Public Health (DLSPH) at the University of Toronto. He has over 30 years' experience in education, evidence-based research/design, and international design/consultations with healthcare organizations. Author of nine books and more than 100 peer-reviewed publications. Biostatistics Graduate Research Assistant (1): A doctoral student working under the supervision of Dr. Whitney Berta. Dr. Berta is Professor in the DLSPH at the University of Toronto, Institute for Health Policy, Management and Evaluation (IHPME). She has over 25 years research experience in LTC health policy, public health, biostatistics, and research design. Architecture Graduate Research Assistants (2): Documentation of case study facility and site environs, literature review process, and assistance in preparation of project deliverables.

#### **Project Schedule and Expense Budget—**

Schedule: The agreed-to Deliverable (see below) is to be completed within ninety (90) days from the date of signature/agreement of the terms of this Professional Services Contract.

#### **Budget:**

Dr. Stephen Verderber:	160 hours @ \$170.00/hour + 671.00* =	\$27,871.00
Graduate Research Assts. (3):	95 hours @ \$27.00/hour + \$335.00* = 2,585.00 x 3 =	\$8,700.00
Direct Project Expenses (equipment/supplies, travel to assessment sites) =		\$6,750.00
Indirect Expenses (administration/facility overhead/University support) =		<u>\$6,140.00</u>
	Total=	\$49,461.00

\*University Health Plan, ORP expenses, training

**Key Deliverable—**A comprehensive report, presented as a *White Paper*, co-sponsored by Jacobs and the *Centre for Design+Health Innovation*—"The Future of LTC Residential Facilities in Ontario—Exemplary Existing Case Studies and Best Practice Planning/Design Performance Guidelines."



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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.3.b

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Kristiana Schuhmann, Vice President, Strategic

**Sustainable Built Environment Committee (SBEC)**

Kristiana Schuhmann	Cheryl Atkinson
Shannon Bassett	Terri Boake
Sam Dufaux	Karl van Es
Mariana Esponda	Vivian Lee
Veronica Madonna	Mae Shaban
Erik Skouris	Andy Thomson
Geoff Turnbull	

**Date:** April 30, 2021

**Subject:** Sustainable Built Environment Committee (SBEC) update

**Objective:** To provide Council with an update on SBEC's activities.

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**Highlights:**

[Toronto 2030 District](#)

[TEUI Calculator](#)

[Architects Declare](#)

[Workforce 2030](#)

[Compass Tool](#)

[SBEC-originated Continuing Education Modules](#)



Ontario Association  
of Architects

## Case Study Template

SBEC met last on April 29, 2021, and March 17 prior to that.

### **Toronto 2030 District**

The Toronto 2030 District was successful in their application for IESO funding. The OAA has been informed that the 2030 District has moved ahead with their incorporation and, as a result, the OAA will not act as an administrator of these funds. IESO provided the funding directly to the District. Sheena Sharp will prepare a report to Council for the June meeting to outline possibilities for the OAA to continue its involvement with the Toronto 2030 District.

### **TEUI Calculator**

The TEUI Calculator is complete and the website ([www.TEUI.ca](http://www.TEUI.ca)) is now live. A special news bulletin will go out to the membership on May 6, 2021 to make them aware of this new tool. Furthermore, a brief video about the purpose of the tool and how to use it will be developed and shared with members.

### **Architects Declare**

SBEC is currently reviewing the [Architects Declare](#) movement to determine whether they would like to recommend that Council sign on. It has been pointed out that this may be an opportunity for the OAA to acknowledge the urgency of the current climate situation and to strengthen its connection with academia.

### **Workforce 2030**

Workforce 2030 is a broad cross-sectoral coalition of employers, educators, practitioners across the construction ecosystem working to collectively impact government policy, business practice and education. In recognition of one year of the Coalition, an event is taking place on May 5, 2021. The OAA's Representative as well as OAA staff will all be in attendance at the event.

### **Compass Tool**

The Compass Tool is an online platform that allows users to upload energy modelling data. The tool standardizes the data and supports benchmarking for building performance by allowing users to compare against other buildings in their portfolio, against existing standards (e.g. Toronto Green Standard), and against other comparable buildings. RWDI representatives Mike Williams and Chris Frankowski joined the most recent meeting of SBEC to provide the Committee with an overview of the tool and to discuss work that they are doing to develop the tool further. RWDI reported that they are currently developing a Compass tool for municipalities that allows non-technical users to review energy models for compliance with municipal energy performance requirements. SBEC

would like to review the OAA's involvement with Compass and consider a recommendation to Council about how to proceed.

### **SBEC-originated Continuing Education Modules**

Per SBEC's focus to bring more climate stability content to the membership, the Committee has advanced two continuing education modules on mass timber construction to the Continuing Education roster for the second half of 2021. With a full Con Ed roster for this year, they are also looking to develop modules for 2022.

### **Case Study Template**

SBEC is currently developing a template to support the creation of new case studies for the Climate Stability section of the OAA website. The Committee intends to create a template which is easy to populate and less onerous than previous iterations. The intention is to feature buildings from the current OAA Design Excellence award winners as the first set of case studies. The TEUI calculator will also be integrated by providing the TEUI rating for each project.

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**Action:** None. For information only.

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**Attachments:** None

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## Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.3.c

**To: Council**

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Kristi Doyle, Executive Director

**Date:** April 30, 2021

**Subject:** Update on Appeal of Harmonized Zoning By-law

**Objective:** To provide Council with an update on the Harmonized Zoning By-law Task Group and the related appeal to the OMB (now LPAT)

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The OAA's appeal of City of Toronto Zoning By-law 569-2013 (the harmonized zoning by-law) began in 2013, started by members who specialize in residential projects in Toronto. They had independently attended hearings and made deputations, but sought support from the OAA. Council agreed to back the appeal on the grounds that Toronto represents roughly half our membership, it sets precedents that are disseminated across the province, and there is a strong public interest aspect in ensuring that municipalities follow the law. Without being challenged, municipalities can, and sometimes do, get away with flaunting the law. The members who originated the issue continue to remain active with the case today.

The OAA had secured a preliminary win through a March 2018 ruling. The OMB member determined that the City of Toronto's decrease to heights was not consistent with the Official Plan and that the character of neighbourhoods could not be maintained. The Board suggested that all parties try to come to an agreed solution. At the time, the City had suggested a 1m increase, while appellants had suggested 1.8m. A number of periphery issues were also identified.

The hearings over these issues recommenced on March 5, and was presided over by two senior members of the Tribunal which may allude to the significance

of the hearing and the need to issue a clear and definitive decision to conclude the appeal. The hearings were shared with OAA membership via social media. However, it was not promoted heavily as the LPAT broadcasts were inconsistent and the public link was found to be unreliable. OAA representatives attended large portions of the hearing and were well represented.

The OAA is currently awaiting the final ruling from the Tribunal.

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**Action:** No action required

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**Attachments:** None

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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.4.a

**To: OAA Council**

Susan Speigel  
J. William Birdsell  
Donald Chen  
Gordon Erskine  
Jennifer King  
Kathleen Kurtin  
Michelle Longlade  
Lara J. McKendrick  
Deo M. Paquette  
Gaganjot Singh  
Settimo Vilardi

Farida Abu-Bakare  
Heather Breeze  
Barry Cline  
Paul Hastings  
Natasha Krickhan  
Jeffrey Laberge  
Agata Mancini  
Elaine Mintz  
Kristiana Schuhmann  
Andrew Thomson

**From: Communications Committee**

Jennifer King  
Bill Birdsell  
Joël León  
Arezoo Talebzadeh

Farida Abu-Bakare  
Carl Knipfel  
Elaine Mintz

**Date:** April 29, 2021

**Subject: Communications Committee Update**

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

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## Highlights

[OAA Website](#)

[2021 Service  
Awards](#)

[SHIFT Challenge](#)

[Awards Program  
Review](#)

[Podcast and Video  
Opportunities](#)

[Conference](#)

[E-Communications](#)

[Public Awareness  
Sponsorships](#)

[Special Project  
Funding](#)

[Social Media](#)



On March 20, the OAA Communications Committee gathered for its usual updates, reports, and further planning, along with a specific desire to examine the current OAA Awards programs—specifically, Service Awards and Design Excellence—to see whether any processes or requirements could be further improved. This was prompted by the fact the biennial awards have now been in place for almost two cycles, along with a requests from members to consider updates to certain aspects of the program, including guidance on how new awards could be created. The Committee members and OAA staff were joined by President Susan Spiegel for the discussion.

The next Communications Committee meeting is scheduled for June 1 and will focus specifically on formulating a list of recommended changes/updates to the OAA Awards program, as Committee members continue to delve into possible tweaks over the next few weeks, while remaining cognizant of the major comprehensive review and overhaul that took place in 2016/2017.

### **OAA Website**

As directed by Council at the January 21, 2021 meeting, OAA staff has worked with website consultant Enginess to complete the remaining items on the deficiencies list. There has been significant process on the deficiencies and the majority of items are complete or in progress, with updates provided below.

#### *Member Directory*

The ongoing issue with inconsistent results and missing records on the Member Directory has now been resolved. As expected, the iMIS upgrade on April 7 resolved this issue and, since that time, all member and practice listings are consistently appearing on the Member Directory.

Since the Member Directory is now working as expected, Member/Practice Discipline history PDF files have been imported and are currently on the test site to be reviewed by Communications and Office of the Registrar staff. Discipline is on target to be published to the live site by May 7. The membership was reminded that this would be occurring in the most recent *OAA News*.

#### *Site-Wide Search Enhancements*

A new version of the website's Content Management System (CMS) was launched on April 28 and has improved overall search effectiveness. Main landing pages for Events, News, Government Relations now appear in main search results. The site wide search also now finds content **from all modules** found on the Website, including News, Events, and Government Relations, etc.

Further refinements and enhancements will continue to improve the search results. Additionally, the new version of the search does not appear to have improved the search functionality of finding Documents. More work will need to be done in this area. Staff will continue to monitor the search functionality closely in the coming weeks.

The full list of deficiencies and status updates is attached in Appendix A.

### *Web Updates (March–April 2021)*

- Conference updates and revisions;
- Member Directory enhancement/upgrades;
- Webinar Series updates (including prep for mandatory EDI sessions); and
- SHIFT Website/Awards updates

### *Upcoming Priorities*

- Search engine enhancement/upgrades;
- Updating discipline history on the Member Directory;
- Banners for TEUI and CSA standards; and
- Accessibility training.

### **2021 Service Awards**

The OAA has now announced this year's G. Randy Roberts winner as **David Croft**, who spent more than three decades as Vice President of Claims at Pro-Demnity Insurance Co. (and the Indemnity Plan before that). Croft, who retired late last year, built a reputation as a tireless defender of architectural practices and a reliable source of knowledge in architecture, construction, insurance, and human nature. Chosen by the Service Awards [jury](#), the group also selected the following four individuals as this year's Honour Roll inductees:

- **Anthony Butler;**
- **John Anthony Griffiths;**
- **Barry Wayne Sampson;** and
- **Carlos A. Ventin.**

OAA staff and MCC are currently recording thank you speeches from the winners and families for a recognition event during Conference. OAA staff are also handling the usual award/certificate requirements, including the additions to the physical Honour Roll book and online listing.

### **SHIFT Challenge**

The OAA has announced the five [jury-chosen](#) selections for the [SHIFT2021 Resiliency/Architecture Challenge](#):

- [Temporary Foreign Worker Communities](#);
- [Mining Scars of Single Industry Communities](#);
- [Ontario Place: On-to-our Next Adventure](#);
- [K-Town](#); and
- [Mini-Midrise](#).

OAA staff have been in contact with the five teams to update the [SHIFTChallenge.ca](#) website and begin the various administrative processes for



awards, pins, etc. The team members have also been offered free access to the Conference.

OAA staff, working with MCC, have recorded interviews with all five teams that will serve as the basis for segments during a special SHIFT event at Conference, which will be free to members and the public. An initial press release has gone out to media, and a Special News Bulletin to members, with more outreach planned on social media.

IQ Media (publishers of *Canadian Architect*) will be publishing a digital-only book (in two formats) for this year's SHIFT selections that will be similar in layout to the previous edition. While the pandemic has meant the initial plan to publish physical books is on hold, having the digital files means this can be revisited down the road. Posting on the website is timed for the fall to continue the excitement of the SHIFT program and coincide with plans for five separate online events dedicated to the submissions.

### **Awards Program Review**

The Committee was made aware of a recent deputation to Council regarding the Order of da Vinci, a request from a member to create a new award, and also suggestions regarding new criteria for Design Excellence from members (e.g. bird friendly design, accessibility).

The VP Communications and Committee reviewed the 2016 Desrochers Report findings and recommendations to better understand the changes brought to the Awards program over the last four years. Staff highlighted the majority of changes that had seen been implemented by the now-sunset Award Steering Committee. The main recommendation of the consultant at the time was to opt for quality over quantity for awards. Amendments to the jury process included bringing the review process online and revising jury selection process and instituting a conflict of interest policy. The awards cycle is also now on a biennial rather than annual cycle.

In looking at the current program, some issues were flagged by those present at the Committee meeting, including seeming overlap of some awards objectives and misleading names. Questions arose concerning timing of awards, nomination processes, jury roles and responsibilities, and the value of future awards, including how to navigate the conditions and obligations of an endowment/gift.

The Committee will continue to review the awards and come together to discuss possible changes for Council's consideration. Independently of this meeting, the recent SHIFT jury facilitator has also offered to provide commentary on that particular program to see potential for changes or alterations.

### **Podcasts and Video Opportunities**

The Committee discussed possible approaches to increased audiovisual content production from the OAA. The VP Comms, the President, and members of OAA Staff and the Communications Committee had recently attended a webinar on the creation of podcasts, which helped inform the discussion.

A light touch with themed/focused episodes was suggested. Important considerations include developing a long-term maintenance strategy and the

optics of promoting individual practices/practitioners. Further discussion on videos (site tours, brief talks), bOAAg posts, and more in-depth podcasts will continue.

## Conference

This year's Keynote took place on Wednesday, April 21 in order to kick off Conference registration. The event featured broadcaster and speaker Jesse Wentz, and had 520 unique viewers through the Zoom platform live, and, as of May 4, the posted video has been viewed 431 times—this is expected to continue to grow until it is removed on May 14 based on our speaker agreement. The feedback from the survey was outstanding, with 70 per cent rating the presentation as “excellent” and 25 per cent as “good.” The OAA also received comments such as “a perfect choice at any time, but especially at this time” and “This was an amazing and profound lecture. Life altering.” Ninety-five per cent also felt this was a great way to kick off this year's online Conference week.

Conference week is being held May 17–21 and will be offering more than 20 hours of Continuing Education credits. As of April 28, the team is working on securing three additional Sponsor Sessions, which will total 26.5 hours of structured learning. There will also be three hours of unstructured learning from a trio of hour-long tours. There is an expectation for an upward of 1500 registrants.

The original budget for the virtual conference had anticipated sponsorship of \$150,000, but, as of April 28, just over \$75,000 for sponsorship has been signed. This may translate into a deficit situation. All efforts have been made to stay within the original budget estimate, but given that there were many unknowns with the decision to move to a full virtual program, the budget has been a bit of a moving target. It continues to be closely monitored.

## E-communications

In addition to the regular biweekly editions of the *OAA News* newsletter and the bimonthly *Practice Advisory*, numerous other “special bulletin” emails have been sent out since the last Council report. These include:

- reminders about invoices for practice/individual renewal fees (separate emails for Student Associates, Intern Architects, and Certificate of Practice holders);
- request for participation in the OAA's demographics survey;
- updated information for those Intern Architects who took this year's ExAC;
- an alert that the OAA Website would be temporarily down due to a scheduled database upgrade and that members would need to update their passwords for enhanced security requirements;
- an announcement (and press release) of the five jury selections of the SHIFT2021 Resiliency/Architecture Challenge;
- four editions of the Conference Bulletin to ensure people are aware of registration, special events, and the Keynote that took place in late April; and
- a special email to Intern Architects about a draw for free registration to both the OAA Conference and the RAIC one.

At the time of this report's writing, special news bulletins related to the OAA's launch of the TEUI site, the new mandatory Equity, Diversity, and Inclusion component of the Continuing Education program, the AGM agenda, the environmental scan of the Reconciliation Working Group, and an edition of the *Practice Advisory* e-newsletter are planned for May, along with the usual OAA *News* newsletters and a few more *Conference Bulletins*.

## Public Awareness Sponsorship

Each year, individuals and outside organizations, associations, and companies submit requests to the OAA Communications Committee for consideration under the Public Awareness Sponsorship program. All candidates for the Public Awareness Sponsorship program are measured against four main criteria:

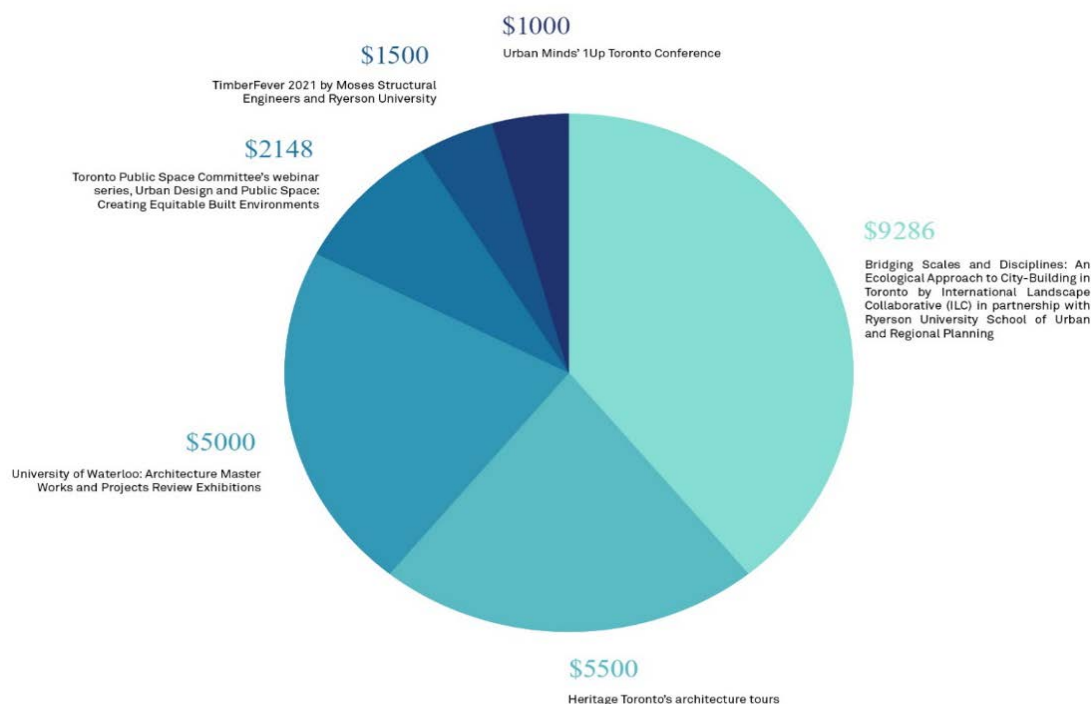
- Potential to increase public awareness/appreciation of architecture and the allied arts and sciences;
- Innovation, creativity, and relevance;
- Ability to attract attendance and successfully run event/initiative; and
- Alignment to the current Council priorities.

## Budget

\$25,000 – January 25 Deadline

\$25,000 + remainder – July 26 Deadline

### January Deadline



### January Deadline

- Heritage Toronto's architecture tours (\$5,500);
- Bridging Scales and Disciplines: An Ecological Approach to City-Building in Toronto by International Landscape Collaborative (ILC) in partnership with Ryerson University School of Urban and Regional Planning (\$9,286);
- Urban Minds' 1Up Toronto Conference (\$1,000);
- Toronto Public Space Committee's webinar series, Urban Design and Public Space: Creating Equitable Built Environments (\$2,148);
- University of Waterloo: Architecture Master Works and Projects Review Exhibitions (\$5,000) ; and
- TimberFever 2021 by Moses Structural Engineers and Ryerson University (\$1,500).

### **Special Project Funding: Local Societies**

Each year, Local Architectural Societies are invited to submit proposals to the OAA Communications Committee for Special Project Funding (SPF). This can be used to carry out special projects or events that cannot be covered by current assets of a Local Society, and further the OAA's objective to establish classes, schools, exhibitions or lectures in, and promote public appreciation of, architecture and the allied arts and sciences.

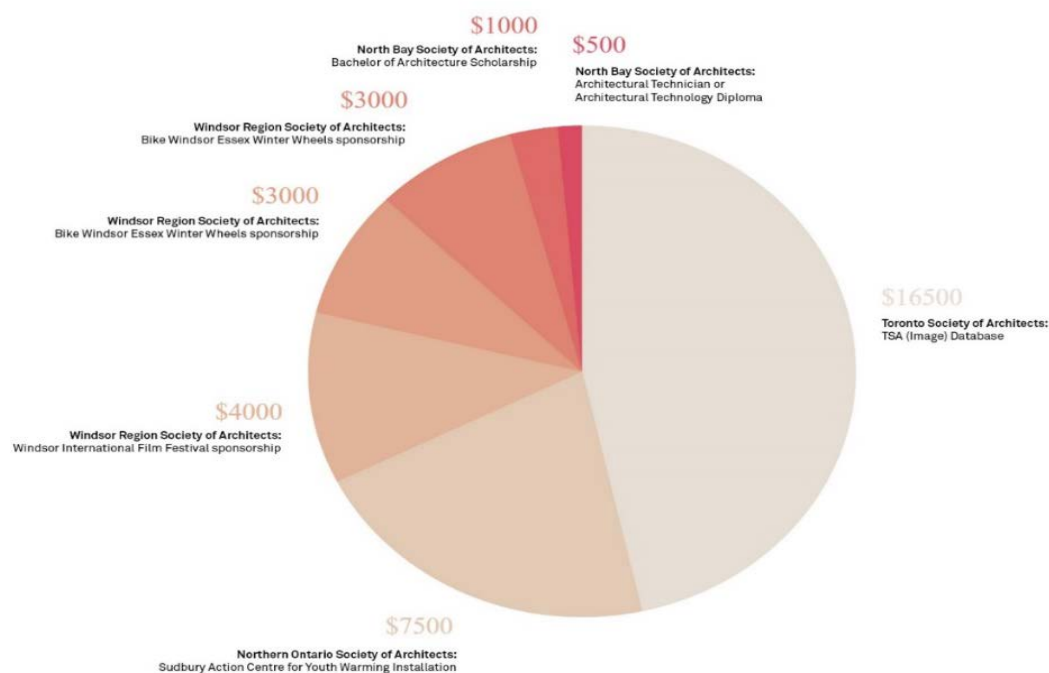
### *Budget*

\$38,000 – January 27 Deadline

\$38,000 + remainder – July 26 Deadline

\$4,000 – Conference host

## January Deadline

January Deadline

- North Bay Society of Architects: Bachelor of Architecture Scholarship (\$1,000) and Architectural Technician or Architectural Technology Diploma (\$500);
- Northern Ontario Society of Architects: Sudbury Action Centre for Youth Warming Installation (\$7,500);
- Toronto Society of Architects: TSA (Image) Database (\$16,500); and
- Windsor Region Society of Architects: Windsor International Film Festival sponsorship (\$4,000), Bike Windsor Essex Winter Wheels sponsorship (\$3,000), and social media and website advancement (\$3,000).

WRSA Film Festival (\$6,000), TSA Walking Tours (\$6,000), and ORSA Architecture Week (\$10,000) are all pre-approved, recurring Society initiatives that are handled separately from the SPF budget.

**Social Media**

All social channels showed growth, especially **Instagram**, as per usual. On Instagram and **Facebook**, posts and stories were used to share updates on Conference and keynote, SHIFT2021 Challenge selections, OAA Webinars, and career/volunteer opportunities, as well as striving for daily content on equity, diversity, and inclusion, as well as congregate living, as directed by Council.

**Twitter** was used to inform followers about Conference and keynote, as well as SHIFT2021, sponsorship and SPF recipients, career/volunteer opportunities, and COVID-19 updates. Many events were retweeted from sources such as the City of Toronto, Toronto Society of Architects, *Canadian Architect*, and RAIC. In

addition, Twitter was used to share information on equity, diversity, and inclusion, as well as congregate living. **LinkedIn** was used to share practice- and public-facing items.

The **Social Media Content Amplification Activity** Appendix B is an overview of where content has been shared, alongside audience data for reach, engagement, and impressions.



Followers: 6,396 (**up 416 from last month**)

Average Post Audience: 1,953



Followers: 7,609 (**up 57 from last month**)

Total Likes: 8,581 (214 up from 8,367)



Followers: 2,305 (**up 37 from last month**)

Total Likes: 1,965 (20 up from 1,945)

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**Action:** For information only.

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**Attachments:** Appendix A Website Deficiencies List; OAA Content Activity Chart April 2021.pdf

## OAA Website Issues/Deficiency List

April 30, 2021

Sections/Page on Website		Issue Observed	Status	Completion Date
1	Member Directory	Select number of Member and Practice records appear, disappear, and reappear on the Member Directory Search. Inconsistent search results,	<b>Complete</b> - Issue caused by the older version of iMIS; upgrade completed on April 7 and issue resolved.	<b>April 7, 2021</b>
2	Member Directory/Discipline History	Member Directory Search: Discipline history to be included for all Members and Practices.	<b>In Progress</b> - iMIS upgrade is complete and the Member Directory working as expected. Member/Practice Discipline history PDF files have been imported and are currently on test site to be reviewed by Communications and Office of the Registrar staff. On target to be published to the live site by early May.	<b>May 7, 2021</b>
3	Site Wide Search	Site-wide Search <b>does not find/return results for main landing module pages.</b> (If searching for "Events," "News," "Government Relations," or "Practice Advisory Knowledge Base," main landing pages for these sections do not appear on the main search.)	<b>Complete</b> - Version 8 of the website's content management system (CMS) was launched on April 28 which has improved search functionality. Main landing bases for Events, News, Government Relations now appear in main search. New functionality will be monitored in the coming weeks.	<b>April 28, 2021</b>
4	Site Wide Search	Site-wide Search to include/find content <b>from all modules</b> found on the Website including News, Events, Government Relations, etc.	<b>Complete</b> - Version 8 of CMS was launched on April 28 and site wide search now finds content from all modules found on the Website including News, Events etc. New functionality will be monitored in the coming weeks.	<b>April 28, 2021</b>
5	Document Search	Search issue: When searching for a document by a common name, it doesn't appearing in the results--for example, "Four Walls High Performance Wall Assemblies." & "Heritage Retrofits Best Practice Dos and Dont's"	<b>In Progress</b> - Version 8 of CMS does not appear to have improved the search functionality of finding documents. Need to do more work to improve searchability of documents.	<b>May 2021</b>
6	Main Search Pagination	Using the PREV-1-2-3-Next buttons does not put you on the top of the next or previous page. On the last page, the end of the contact list isn't even on screen.	<b>Complete</b> in the People, Docs & Pubs, News, Events, Government Relations, Practice Advisory Knowledge Base modules <b>and</b> the Site-wide search.	<b>March 1, 2021</b>
7	ConEd Opportunities and Archives	Events prior to July 2018 should be disabled and not visible on the site. Archive events are automatically removed.	<b>In Progress</b> - Manual unpublishing currently required.	<b>May 2021</b>
8	Content Management System (CMS) - Notification emails	Website Administrators are not receiving automatic notification emails when new submissions (e.g. online complaints) or ads are submitted to the Website.	<b>Complete</b>	<b>April 1, 2021</b>



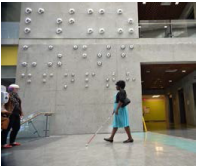



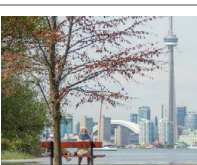
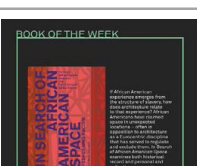

9	Content Management System (CMS) - Classifieds/Government Relations	Classified tags are duplicated when published. (This issue also occurs in the Government Relations Portal.)	<b>Complete</b>	<b>April 15, 2021</b>
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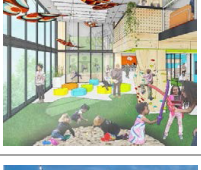
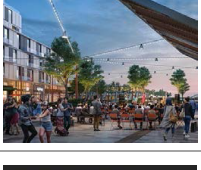
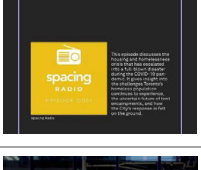
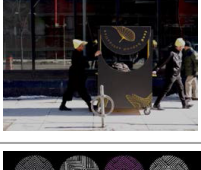













Ontario Association  
of Architects




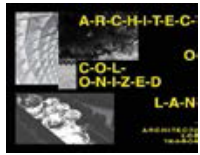






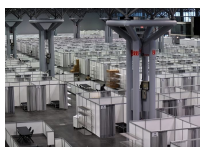

## OAA Content Amplification Activity (June 9, 2020 - May 4, 2021)

Title:	Posted on:	Title:	Image	Source:	Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
					Instagram	OAA.chat	Twitter	Facebook	Instagram		Facebook		Twitter	
									Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	April. 16	Book of the week: "Voices of the Land: Indigenous Design and Planning from the Prairies" by the Indigenous Design and Planning		OAA	✓		✓	✓	712	29	1	1	480	1
Congregate Living	April. 16	'Total rethink' of long-term-care home design needed in the wake of COVID-19, experts urge		The Toronto Star	✓		✓	✓	615	42	2	0	572	1
Equity, Diversity, & Inclusion	April 15.	Spotlight on Universal Design: Q&A with Stanis Smith		Canadian Architect	✓		✓	✓	1,023	36	2	1	1,378	2
Equity, Diversity, & Inclusion	April. 14	Linguistic diversity in Canadian workplaces		CCDI	✓		✓	✓	1,047	19	2	0	483	3
	April. 11	Podcast of the week: "Covid Diaries: Space is a Privilege with Rosa Sheng, FAIA" by the Design Voice Podcast		OAA	✓		✓	✓	943	11	1	1	614	2
	April. 9	Pandemic an opportunity to enhance inclusion, says Skills Ontario manager of diversity and inclusion		Canadian Architect	✓		✓	✓	604	8	2	0	439	2
	April. 6	Unhoused, Unwelcomed? Public Space and the Stigma of Homelessness		Canadian Architect	✓		✓	✓	1,031	84	7	3	439	7
	April 1.	Book of the week: "In Search of African American Space: Redressing Racism" by Jeffrey Hogrefe, Scott Ruff, Carrie Eastman		OAA	✓		✓	✓	759	9	1	1	623	5
Congregate Living	April 1.	Long-term care centre designed for 'home-style' model		ConstructConnect	✓		✓	✓	918	14	1	0	746	1

					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	March. 31	"Architecture is Vital to Native Culture": Sam Olbekson on IndigenousDesign and Social Justice		ArchDaily	✓		✓	✓	1,012	18	2	0	866	5
	March. 26	Podcast of the week: "Julia Gamolina on Breaking the Architect's Mold" by Design and the City		OAA	✓		✓	✓	974	22	4	4	891	2
	March. 21	Book of the week: "The Ward" edited by John Lorinc, Michael McClelland, Ellen Scheinberg and Tatum Taylor		OAA	✓		✓	✓	912	28	3	0	721	2
Congregate Living	March. 19	Looking Back, Moving Forward: How Public Health Shaped Toronto		Azure Magazine	✓		✓	✓	1,010	24	6	1	1,894	3
	March. 18	Housing for the Elderly: Examples of Independent and Community Living		ArchDaily	✓		✓	✓	929	48	6	1	856	4
Equity, Diversity, & Inclusion	March. 17	Social Design and Restorative Justice: Architect Deanna Van Buren teaches us how to re-design with values		Archinect	✓		✓	✓	1,117	16	1	0	490	0
	March. 16	Building Community: The Women of Sasaki Designing More Sustainable and Inclusive Futures		ArchDaily	✓		✓	✓	1,034	37	1	0	584	2
Congregate Living	March. 14	Podcast of the week: Toronto's Shelter Disaster by Spacing Radio		OAA	✓		✓	✓	924	16	1	1	1,236	5
Equity, Diversity, & Inclusion	March 11.	Editorial: Acting on Equity		Canadian Architect	✓		✓	✓	814	46	5	2	552	2
	March. 10	Engaging Black People and Power		Canadian Urban Institute	✓		✓	✓	826	21	2	0	658	6













					Multi-platform strategy: Published on OAA Platform									
									Membership / Public Engagement #'s					
					Platform				Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	March 7.	Book of the week: "Now You Know" by Sound Advice		OAA	✓		✓	✓	902	12	0	0	759	1
Congregate Living	March 5.	How architecture in long-term care homes can help prevent infection and improve quality of life		CBC Radio	✓		✓	✓	943	18	1	0	763	3
Equity, Diversity, & Inclusion	March 4.	Urban renewal has displaced Black communities in Canada in the past. Can getting involved early in the planning stop it from happening		The Toronto Star	✓		✓	✓	1,024	28	2	1	946	1
Congregate Living	March 4.	From Climate Crisis to How Will We Live Together: 2020's Most Relevant Topics in Architecture		ArchDaily	✓		✓	✓	1,306	23	3	0	745	3
Equity, Diversity, & Inclusion	March. 3	From the Ground Up: Addressing Systemic Racism in Canada's Architecture Schools		Canadian Architect	✓		✓	✓	1,048	32	2	1	683	0
	Feb. 28	Check out the podcast of the week: "Pathways To Equity With Shalini Agrawal" by Design Voice Podcast		OAA	✓		✓	✓	834	15	1	1	946	1
Congregate Living	Feb. 26	No need to demolish heritage foundry buildings, architects and activists say		The Globe and Mail	✓		✓	✓	789	73	2	0	1,000	7
Equity, Diversity, & Inclusion	Feb. 25	BCIT mass timber housing project to pay homage to Indigenous culture		Construct Connect	✓		✓	✓	804	43	7	2	1,301	4
	Feb. 24	A Seat at the Table		cfpdp	✓		✓	✓	978	16	2	1	665	5
	Feb. 23	Celebration of Black History Month		MSoA	✓		✓	✓	1,038	36	11	1	476	3














					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Congregate Living	Feb. 21	Book of the week: "Blueprint for a Hack: Leveraging Informal" by Susane Havelka, Vikram Bhatt, Dave Harlander, Jeff Cossette.		OAA	✓		✓	✓	1,191	27	158	1	512	0
	Feb. 19	How Five Major Cities Are Boldly Tackling Climate Change		Azure Magazine	✓		✓	✓	2,514	95	138	0	2,970	8
Equity, Diversity, & Inclusion	Feb. 18	Building Diversity Awards		Construct Connect	✓		✓	✓	823	6	128	2	1,538	5
Congregate Living	Feb. 16	How to Plan and Manage Sustainable Urbanization in Fast-Growing Cities? The Global Future Cities Program		ArchDaily	✓		✓	✓	1,041	18	184	1	4,990	15
Equity, Diversity, & Inclusion	Feb. 14	Podcast of the week: "The Need for Architecture That Enables, Not Disables" by the ARCHITECT		OAA	✓		✓	✓	1,231	19	163	1	512	2
Congregate Living	Feb. 12	Pandemic effect: Long-term care homes		Canadian Architect	✓			✓	1,207	25	152	1		
Equity, Diversity, & Inclusion	Feb. 9	Roundtable on the topic of the Black Lives Matter in the workplace		CCDI	✓		✓	✓	650	13	123	1	708	4
Equity, Diversity, & Inclusion	Feb. 7	Book of the week: "Race and Modern Architecture" by Irene Cheng, Charles L. Davis II, and Mabel O. Wilson		OAA	✓		✓	✓	1,418	35	142	0	535	3
Congregate Living	Feb. 4	How will Senior Living Facilities Change After COVID-19?		Archinect	✓		✓	✓	873	21	137	0	717	3

					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Congregate Living	Feb. 3	"The current crisis has exposed the structural shortcomings of our healthcare systems"		Dezeen	✓		✓	✓	2,057	14	201	1	2,192	6
Equity, Diversity, & Inclusion	Feb. 1	C-A-L-L # 2: Architecture on Colonized Land		Azure Magazine	✓		✓	✓	1,307	33	139	1	1,993	3
Equity, Diversity, & Inclusion	Jan. 31	Podcast of the week: "Primaverarch" by Architecture is Political.		OAA	✓		✓	✓	1,454	33	167	1	458	1
Equity, Diversity, & Inclusion	Jan. 29	CCDI Webinar: Moving the needle from equity to justice		CCDI	✓		✓	✓	854	16	147	1	546	4
Congregate Living	Jan. 29	Pandemic effect: Climate crisis		Canadian Architect	✓		✓	✓	1,392	41	170	1	1,358	8
Equity, Diversity, & Inclusion	Jan. 29	Volunteer Opportunities		RAIC					1,193	19	141	1	1,259	0
Congregate Living	Jan. 25	Architecture: Connecting to nature in the city		The Vancouver Sun	✓		✓	✓	1,578	50	184	1	518	3
Equity, Diversity, & Inclusion	Jan. 24	Book of the week: "Gender Studies in Architecture: Space, Power and Difference" by Dörte Kuhlmann		OAA	✓		✓	✓	1,739	30	168	0	661	3
Congregate Living	Jan. 22	"A non-healthcare building converted to a patient care space is not quite a hospital"			✓		✓	✓	880	16	181	2	677	1
Equity, Diversity, & Inclusion	Jan. 7	Podcast of the week: "On Racial Inequality in AEC, with Karen Compton" by the Architect.		OAA	✓		✓	✓	1,152	13	165	2	8,722	5







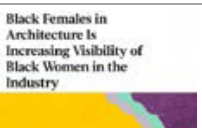


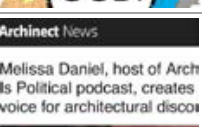

















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Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Jan. 10	Book of the week: "Gender Space Architecture: An Interdisciplinary Introduction"		OAA	✓		✓	✓	1,083	16	1	1	614	2
	Jan. 8	A Celebration of the Accessibility Acts of Canada and the US		RAIC	✓		✓	✓	750	10	2	0	832	4
Concgregate Living	Jan. 5	Alternative Healthcare Facilities: Architects Mobilize their Creativity in Fight against COVID-19		ArchDaily	✓		✓	✓	1,704	43	7	2	651	3
Equity, Diversity, & Inclusion	Jan. 3	Podcast of the week: "Addressing Our Own Bias to Design Better" by the ARCHITECT		OAA	✓		✓	✓	1,301	11	5	0	757	3
Concgregate Living	Dec. 30	Community Centers for Displaced Populations		ArchDaily	✓		✓	✓	2,634	87	8	2	365	1
Equity, Diversity, & Inclusion	Dec. 23	This Digital Library Is Bringing Overdue Recognition to Marginalized Designers		Architectural Digest	✓		✓	✓	1,632	41	3	2	416	1
Concgregate Living	Dec. 20	Book of the week: "Design for Health: Sustainable Approaches to Therapeutic Architecture" by Terri Peters		OAA	✓		✓	✓	1,652	30	1	1	2,265	4
Equity, Diversity, & Inclusion	Dec. 17	CCDI Webinar: Diversity and inclusion fundamentals		CCDI	✓		✓	✓	975	17	1	1	513	4
Concgregate Living	Dec. 16	Refugee Camps: From Temporary Settlements to Permanent Dwellings		ArchDaily	✓		✓	✓	1,339	41	2	1	475	1
Equity, Diversity, & Inclusion	Dec. 12	Podcast of the week "The Nexus: Toni Griffinurbanist"		OAA	✓		✓	✓	1,155	13	1	1	479	0






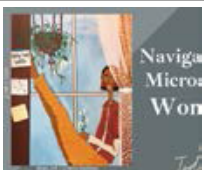



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									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Dec. 10	Overlooked; A Reflection on Progress and Equality of Women in Architecture		Archinect	✓		✓	✓	847	32	0	0	473	5
	Dec. 8	Edmonton civic leaders lay out blueprint for a more equitable, inclusive post-pandemic city		Canadian Architect	✓		✓	✓	966	19	3	2	541	4
	Dec. 6	Book of the week: "Designing Inclusive Futures" edited by Peter Robinson, Patrick Langdon		OAA	✓		✓	✓	781	13	5	1	810	3
Congregate Living	Dec. 3	Editorial: Reforming Justice Architecture		Canadian Architect	✓		✓	✓	840	19	0	0	1,232	4
	Dec. 2	Cascade of sky gardens to crown Shenzhen children's hospital by B+H Architects		Dezeen	✓			✓	1,211	41	2	1		
Equity, Diversity, & Inclusion	Dec. 1	Lived Experiences in Architecture		RAIC	✓		✓	✓	561	9	1	0	450	1
Congregate Living	Nov.29	Podcast of the week: "Giving Refugee Communities the Design They Deserve"		OAA	✓		✓	✓	1,011	16	2	1	476	1
Equity, Diversity, & Inclusion	Nov. 25	Editorial: Let's Talk About Race		Canadian Architect	✓		✓	✓	792	22	7	2	708	6
	Nov. 24	Addressing power dynamics for inclusive leadership		CCDI	✓		✓	✓	534	8	2	0	424	1
	Nov. 23	More Than a PR Campaign—Diversity and Inclusion Through Action in Architecture Firms		ArchDaily	✓		✓	✓	1,086	39	5	1	404	2
	Nov. 21	Book of the week: "White Papers, Black Marks: Architecture, Race, Culture"		OAA	✓		✓	✓	1,038	14	1	0	606	5
Congregate Living	Nov. 20	Association Between Nursing Home Crowding and COVID-19 Infection and Mortality in Ontario		JAMA Network	✓		✓	✓	710	9	1	1	502	1
Equity, Diversity, & Inclusion	Nov. 19	Black Voices in Architecture		Architectural Record	✓	✓	✓	✓	769	28	5	1	460	3





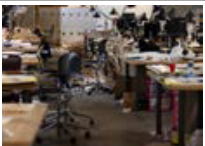





					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity Diversity, & Inclusion	Nov. 18	Letter to the editor Addressing race		Canadian Architect	✓	✓	✓	✓	1,709	74	7	3	544	3
	Nov. 14	Podcast of the week: "The Nexus: Stephen Gray"		OAA	✓	✓	✓	✓	840	13	3	1	526	2
Congregate Living	Nov. 12	Architects Doing their Bit: 5 Architecture-Related Organisations for		ArchDaily	✓	✓	✓	✓	1,266	33	3	1	573	3
	Nov. 11	Pandemic effect: Community centres		Canadian Architect	✓	✓	✓	✓	1,013	37	8	1	1,136	8
	Nov. 10	Architecture of Healing: Post-Emergency and Recovery		ArchDaily	✓	✓	✓	✓	817	29	4	1	570	1
Equity Diversity, & Inclusion	Nov. 9	Unconscious bias		CCDI	✓	✓	✓	✓	753	25	4	1	755	8
	Nov. 6	Book of the week: "Inclusive Housing"		OAA	✓	✓	✓	✓	1,124	33	2	1	819	5
Congregate Living	Nov. 5	How better design will improve the spaces where we work and live		Financial Times	✓	✓	✓	✓	639	13	5	2	721	2
	Nov. 4	Decolonizing Design: The Case for Universal Inclusivity		Azure	✓	✓	✓	✓	1,510	82	7	3	2,356	7
	Nov. 3	Editorial: Pandemic Pulse		Canadian Architect	✓	✓	✓	✓	693	12	4	1	635	16
Equity Diversity, & Inclusion	Nov. 1	Podcast of the week: "POC Architecture (Canada)"		OAA	✓	✓	✓	✓	1,434	26	8	2	726	3
	Oct. 29	The importance of intersectionality in diversity and inclusion		CCDI	✓	✓	✓	✓	635	16	7	1	662	2
Congregate Living	Oct 26	The Same People who Designed Prisons Also Designed Schools		ArchDaily	✓	✓	✓	✓	1,988	132	7	1	462	1

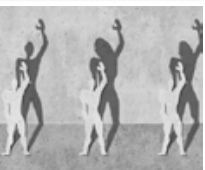


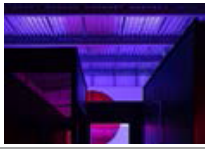









					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Congregate Living	Oct. 25	The Hospital of Today – and Tomorrow – is Rapidly Deployable		Azure	✓	✓	✓	✓	1,083	34	2	1	542	3
Equity Diversity, & Inclusion	Oct. 24	A Change is Proposed for this Site: A Short Story About Urban Inequity		Dezeen	✓	✓	✓	✓	1,267	57	4	1	1,514	5
	Oct. 23	Book of the week: Mismatch: How Inclusion Shapes Design Kat Holmes		OAA	✓	✓	✓	✓	770	14	3	1	742	7
	Oct. 22	Pandemic effect: Equity in architecture firms		Canadian Architect	✓	✓	✓	✓	1,366	70	7	2	524	1
	Oct. 21	Architecture Firms Begin to Grapple with Discrimination		Architectural Record	✓	✓	✓	✓	1,404	64	6	3	532	1
	Oct. 20	The Architecture of Social Interaction		ArchDaily	✓	✓	✓	✓	2,170	148	10	1	884	4
	Oct. 19	Black Females in Architecture Is Increasing Visibility of Black Women in the Industry		Design Milk	✓		✓	✓	1,173	60	4	1	534	1
	Oct. 18	Podcast of the week: "Why Architects Should Be 'ALL In' for Diversity?"		OAA	✓	✓	✓	✓	1,023	18	3	0	424	3
	Oct. 17	Measurements of success		CCDI	✓	✓	✓	✓	707	17	5	1	581	3
	Oct. 16	Melissa Daniel, host of Architecture Is Political podcast, creates a new voice for architectural discourse		Archinect	✓	✓	✓	✓	1,535	101	6	1	876	12
	Oct. 15	How More Security Makes Women and Queer People Feel Less Safe		Faild Architecture	✓	✓	✓	✓	1,619	69	10	1	3,603	15
	Oct. 9	Book of the week: "Black Faces, White Spaces: Reimagining the Relationship of African Americans to the Great Outdoors"		OAA	✓	✓	✓	✓	760	12	3	1	415	1
	Oct. 8	National Organization of Minority Architects demands end to "deadly and pervasive virus		Dezeen	✓	✓	✓	✓	709	22	7	1	453	1

					Multi-platform strategy: Published on OAA Platform									
									Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Oct. 7	Stephanie Ribeiro on how "Architecture Must Recognize the Debate Around Race and Gender"		ArchDaily	✓	✓	✓	✓	1,438	63	7	2	6,048	17
	Oct. 6	"Let's talk about diversity"		Dezeen	✓	✓	✓	✓	699	24	8	2	543	1
	Oct. 5	J. Max Bond Jr. Lecture   IMPATIENCE!		AIANY Diversity & Inclusion	✓	✓	✓	✓	727	20	7	1	550	2
	Oct. 4	Podcast of the Week: Culture and Race Within Landscape Architecture by Authentic F&F		OAA	✓	✓	✓	✓	759	8	6	2	699	0
	Oct. 2	TORCH Mentorship Program – Social Responsibility and Community Engagement		aiany emerging new york architects	✓	✓	✓	✓	763	19	6	1	1,226	0
	Oct. 1	Womxn to the Front: Design, Activism, and Lessons from the Creative Frontlines		aiany women in architecture	✓		✓	✓	636	15	7	1	408	0
	Sep. 30	Disability and Design: what makes a building accessible?		RIBA	✓	✓	✓	✓	743	27	8	2	397	1
	Sep. 29	The Big Questions on Race with John Amaechi OBE		RIBA	✓	✓	✓	✓	867	26	8	1	536	1
	Sep. 26	Book of the week: "Mismatch: How Inclusion Shapes Design" by Kat Holmes		OAA	✓	✓	✓	✓	863	11	3	2	432	1
	Sep. 25	London competition challenges architects to design better housing for diverse communities		Wallpaper	✓	✓	✓	✓	939	34	7	1	571	3
	Sep. 24	"Our tips make people feel quite uncomfortable" says architecture diversity platform Sound Advice		Dezeen	✓	✓	✓	✓	905	26	5	1	547	4
	Sep. 23	Pride in Architecture		RIBA	✓	✓	✓	✓	795	19	0	0	140	6

					Multi-platform strategy: Published on OAA Platform				Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Sep. 22	U of T Architecture Promises to Design a More Just and Inclusive Future		Canada's National Observer	✓	✓	✓	✓	2,366	272	0	0	737	6
	Sep. 21	Whiteness in Architecture		Architectural Record	✓	✓	✓	✓	1,262	103	1	1	424	4
	Sep. 20	Podcast of the Week: The Nexus: Bryan Lee, Jr.		OAA	✓	✓	✓	✓	803	17	3	3	407	1
	Sep. 17	Design Leadership Without Borders		AIANY Women in Architecture	✓	✓	✓	✓	743	20	0	0	635	3
		What constitutes effective community engagement in an equitable and environmentally responsible architectural		AIANY	✓	✓	✓	✓	619	19	1	1	304	1
	Sep. 14	Building Anti-Racist Practices for Recruitment, Hiring and Retention		Jodi-Ann Burey	✓	✓	✓	✓	494	15	0	0	274	2
	Sep. 13	Book of the Week: "Designing for Diversity" by Kathryn H. Anthony		OAA	✓	✓	✓	✓	1,069	22	0	0	737	6
	Sep. 10	Navigating Workplace Microaggressions for Women of Color - Part 3 ENCORE		Jodi-Ann Burey	✓	✓	✓	✓	934	30	1	1	424	4
	Sep. 9	Harvard GSD Students and Alumni Launch Design Yard Sale for Racial Justice		Dezeen	✓	✓	✓	✓	816	15	3	3	407	1
	Sep. 6	Podcast of the Week: Racial Equity and Justice in Our Cities		The midnight Charrette	✓	✓	✓	✓	947	17	0	0	635	3
	Sep. 5	Speak Up, Speak Out: Communicating for Justice, Equity, Diversity and Inclusion		Women in Architecture (LIWIA)	✓	✓	✓	✓	1,162	33	1	1	643	3

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									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Sep. 2	Transforming Silence into Action		Communication Leadership, Simplicity Consulting, in collaboration with Jodi-Ann Burey.	✓	✓	✓	✓	867	23	2	2	677	3
	Sep. 1	Diversity must become a priority for architecture		The RIBA Journal	✓	✓	✓	✓	1,013	62	4	3	528	2
	Aug. 31	Kéré Architecture Designs Sceneography for Exhibition on Racism		ArchDaily	✓	✓	✓	✓	1,016	61	3	3	580	2
	Aug. 30	Book of the Week: "Designing Women: Gender and the Architectural Profession" by Annmarie Adams & Peta Tancred		OAA	✓		✓	✓	1,360	52	53	4	1,848	15
	Aug. 29	The Visibility Project analyzes racism and discrimination at Yale School of Architecture		The Architect's Newspaper	✓		✓	✓	1,331	83	3	3	576	1
	Aug. 28	6 Initiatives that Empower Women in the Architectural and Construction Sectors		ArchDaily	✓	✓	✓	✓	657	23	1	1	435	1
	Aug. 25	Wutopia Lab's pink and blue houses explore ideas of masculine and feminine		Dezeen	✓	✓	✓	✓	1,127	56	1	1	421	2
	Aug. 21	Podcast of the Week: The Nexus: Aisha Densmore-Bey		OAA	✓		✓	✓	1,157	26	0	0	674	1
	Aug. 20	Shelter, Care and Gathering: 10 Architecture Projects Designed for Women		ArchDaily	✓	✓	✓	✓	909	53	2	2	747	2
Equity, Diversity, & Inclusion	Aug. 17	Voices of Equity, Diversity, and Inclusion (EDI)		AIA	✓	✓	✓	✓	860	22	1	1	885	4

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									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	Aug. 15	Architecture is Yet to Come to Terms with Trans Bodies		Faild Architecture	✓			✓	1,560	77	2	2		
	Aug. 14	Book of the Week: "Architecture in Black: Theory, Space and Appearance" written by Darell Wayne Fields		OAA	✓	✓		✓	1,187	53	0	0		
	Aug. 13	BFA works for pride, not prejudice, for black women architects		The RIBA Journal	✓	✓		✓	1,124	63	2	2		
	Aug. 12	What Do We Mean By Queer Space?		Azure	✓	✓	✓	✓	1,000	50	12	3	480	4
	Aug. 11	Engaging Change: A Discussion on Anti-Black Racism		Quadrangle	✓	✓	✓	✓	791	18	1	1	579	3
	Aug. 10	Impostor Syndrome In Design		Designing in Color	✓	✓	✓	✓	1,058	44	2	2	354	2
	Aug. 6	Empowering African American Female Architects and Students		ArchDaily	✓	✓	✓	✓	915	43	0	0	374	2
	Aug. 5	Navigating Workplace Microaggressions for Women of Color		Jodi-Ann Burey	✓	✓	✓	✓	945	34	0	0	1,654	4
	Aug. 4	Black Women's Experiences in Higher Education & the Workplace		University of Toronto Women's Association	✓	✓	✓	✓	921	36	4	4	493	2
	June. 18	Towards an Empathetic Architecture: Embracing Diversity & Inclusion		OAA, Amir Azadeh	✓		✓	✓	1,442	92	5	3	665	10
	June. 9	Annabel Vaughan		BEAT	✓			✓	1,895	57	11	9		

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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.5.a

**To: Council**

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Paul Hastings Vice President Regulatory, Christie Mills Registrar

**Date:** April 30, 2021

**Subject:** Activities Under the Registrar February 19, 2021–April 28, 2021

**Objective:** Statistical Update

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**Experience Requirements Committee (ERC):** Two (2) ERC interviews were undertaken during this period. There a six or more pending interviews; dates to be determined upon confirmation from applicants. These will be a fully remote interviews via Zoom hosted by Arbitration Place. Depending on provincial health regulations the interviews may return to a hybrid model in 2021.

**Complaints Committee:** 7 complaints are currently before the Complaints Committee.

**Public Interest Review Committee (PIRC):** PIRC will be meeting May 13, 2021 to review cases for non-compliance with the 2018-2020 Continuing Education Cycle requirements.

**Discipline Committee:** There were 4 ongoing discipline matters for this period. Outstanding hearings will move forward using the virtual platform if it is agreeable to all parties. Written hearings for 10 instances of non-compliance with the OAA's mandatory continuing education program 2016-2018 cycle are scheduled for June 17, 2021.

The OAA was successful in defeating two (2) appeals Discipline Committee decisions during this period. The OAA will receive costs in both matters.

**Registration Committee:** The appeal to a 2019 Registration Committee decision and order was heard at Divisional Court January 25, 2021. The appeal was successful, the member was awarded costs and the member's certificate of practice will be reissued with terms and conditions.

**Act Enforcement:** Since the last report 24 new matters were reported to the Registrar for investigation related to misuse of the term "Architect" or "Architecture" or otherwise holding out.

**Injunction:** There are no injunctions in process related to holding out and unauthorized practice.

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**Action:** None. For Information Only.

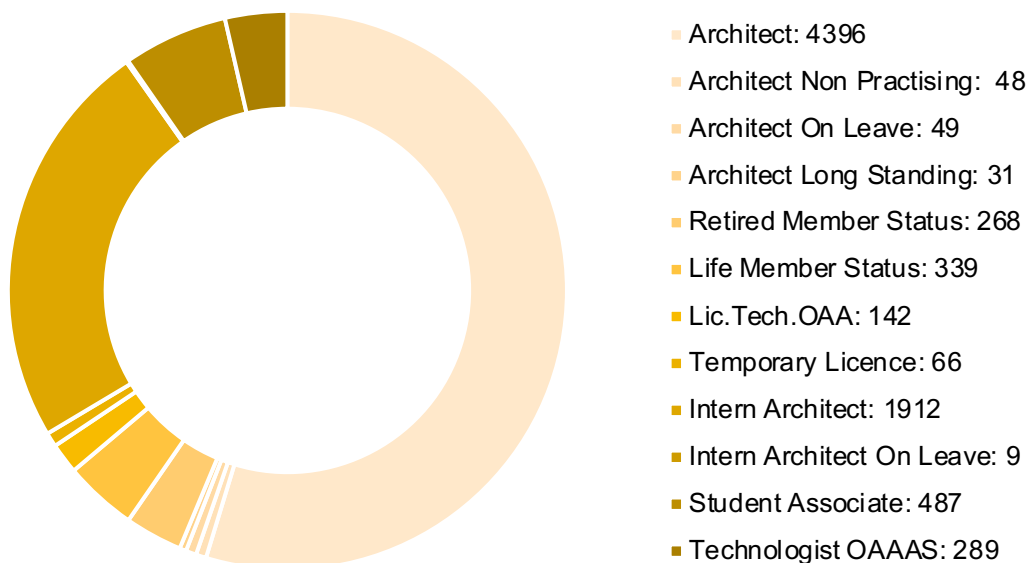
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**Attachments:** Appendix: Activities Under the Registrar Statistics

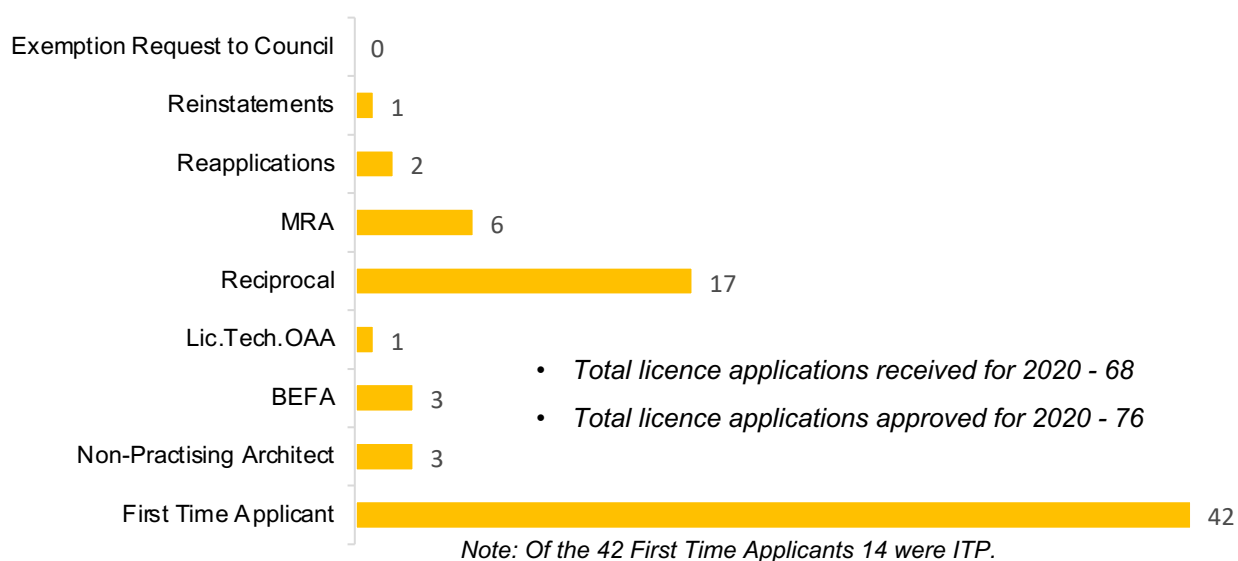


## OAA Community as of April 28, 2021

### OAA Individual Status Distribution

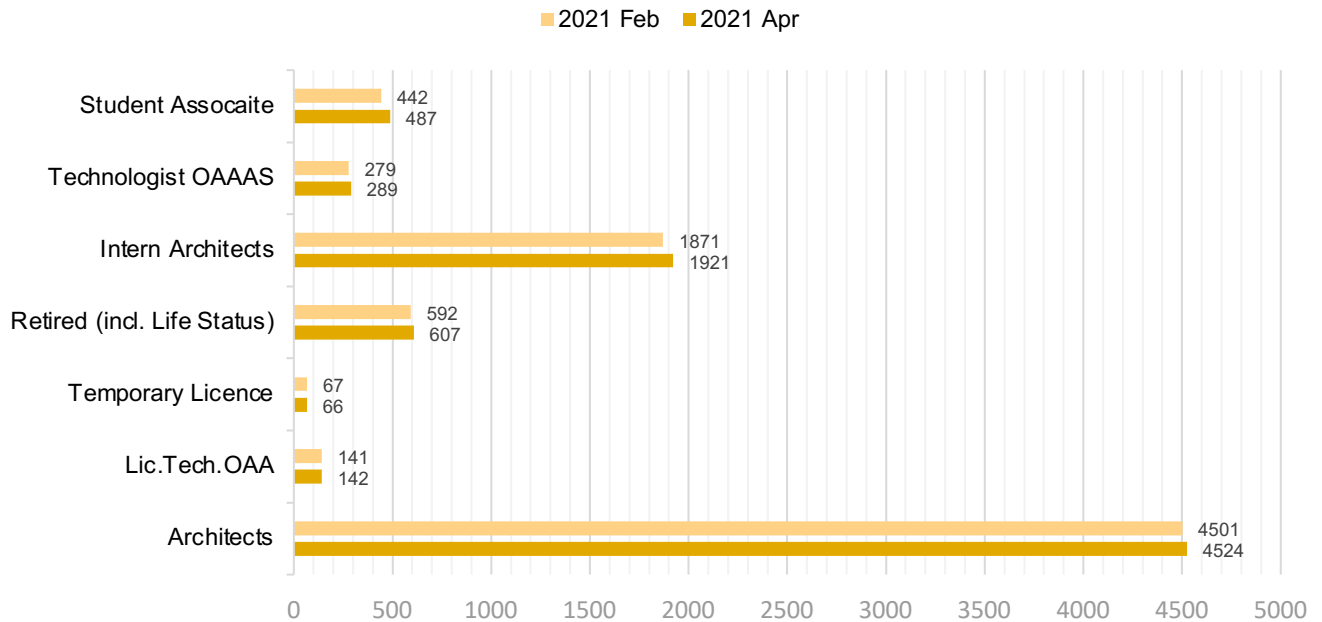


### Licence Application Approval Distribution for period Feb 19, 2021 – Apr 28, 2021





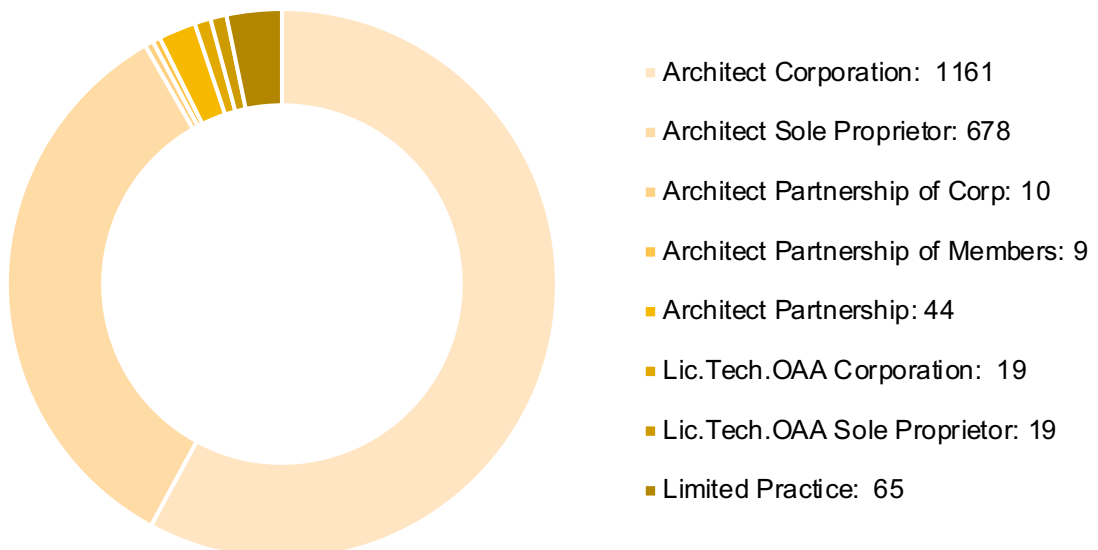
## Growth in Individual Status for period Feb 19, 2021 – Apr 28, 2021



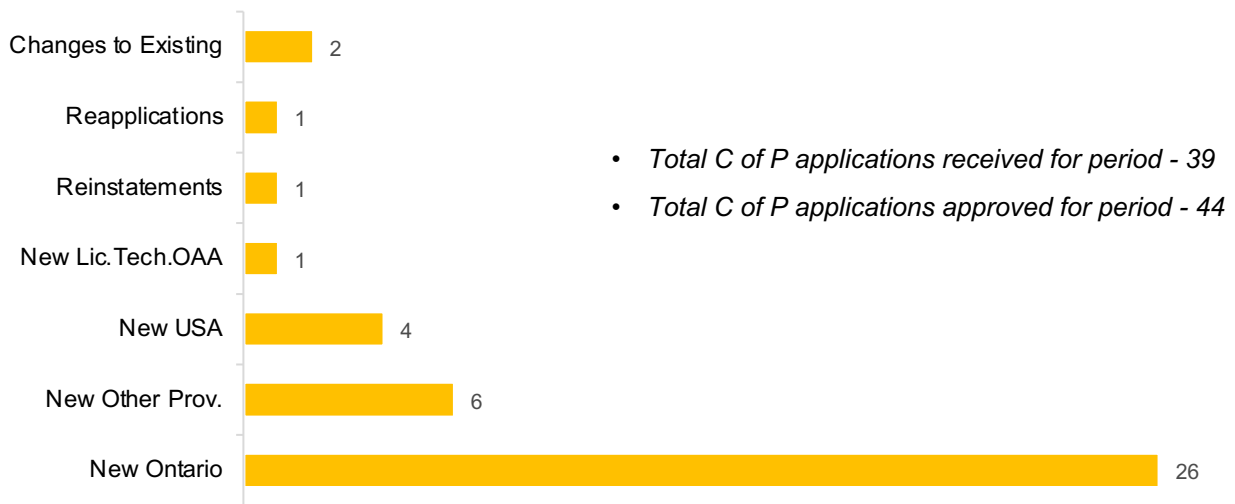
- *Total Intern Architect Applications Received for the period - 111*
- *Total Student Associate Applications Received for the period - 45*

## **Certificate of Practice as of April 28, 2021**

### OAA Certificate of Practice Distribution

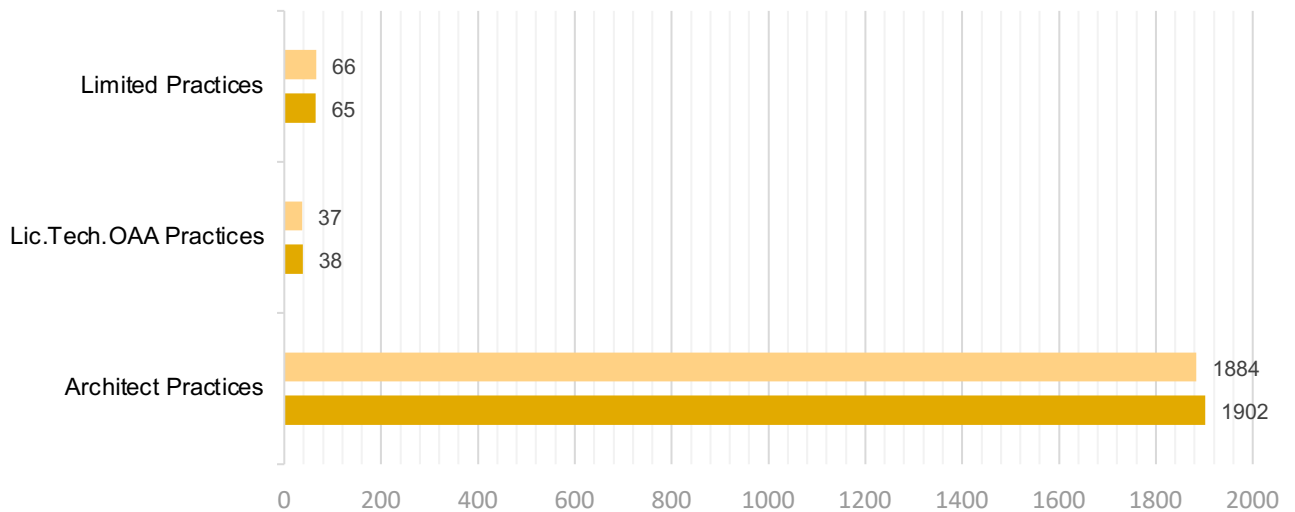


### Practice Application Approval Distribution period Feb 19, 2021 – Apr 28, 2021



### Growth in Certificate of Practice period Feb 19, 2021 – Apr 28, 2021

2021 Feb 2021 Apr



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# Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.6.a

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Settimo Vilardi, Vice President Practice

**Date:** May 3, 2021

**Subject:** Report from Vice President Practice

**Objective:** To update Council on activities of the Practice Portfolio

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## Activities Report – Vice President Practice

- OAA PRC Meetings: March 9, 2021, March 18, 2021, April 22, 2021
- OAA SCOB CAR Meeting: March 11, 2021 and March 25, 2021
- OAA PACT Meeting: April 1, 2021 and May 6, 2021
- OAA Discussion re. MMAH Administrative Authority: April 7, 2021
- OAA Educational Content Working Group - FRAP Review: April 21, 2021
- MMAH Information Session – Covid-19: April 26, 2021
- MMAH Building Code Services Transformation – Stakeholder Engagement Session (Building Code Support Services): March 5, 2021
- ProDemnity Board Meeting, April 8, 2021, CGRN Subcommittee: March 23, 2021
- MMAH Information Session – Covid-19: April 26, 2021
- OAA Executive Committee Meeting: April 28, 2021

## Activities Report – COVID-19 Webpage:

Latest updates to [webpage](#) reflect the announcement of the [Government of Ontario to strengthened the enforcement of the province's Stay-at-Home order.](#)

## Activities Report – Practice Advisory Services (Key Items)

OAA Hotline: PAS received about 530 calls since beginning of 2021 (297 between February 13, 2021 to April 16, 2021) some of which relate to COVID-19. (Note: This may include multiple calls about the same topic). This does not include email correspondence.

Update on Requests for Proposals (RFPs) monitoring: Approximately 13 RFPs have been reviewed since January 2021. 1 RFP alert has been issued since Council last met (between January 1st, 2021 to April 30, 2021) with a total of 1 RFP alert since January 2021.

Update to OAA Contracts - OAA 600-2020: The new OAA 600 contract is aimed to be issued to Council in late spring/early summer. Changes to the content reflect the round tables that were held and member feedback. There has been a focus on reducing the perceived need for clients to write supplementary conditions. In parallel with work on the content, PAS and OAA Communications are reformatting the interior and cover to match the new visual identity. The branding exercise is also looking at all the other OAA contracts and associated documents (OAA 601, 602, 800, Guides, etc).

Update OAA-OGCA Supplementary Conditions: A final draft of the joint OAA OGCA Supplementary Conditions for CCDC 2-2020 is with OGCA for their review. Once agreed upon, it will be submitted to Council for endorsement.

CSA Subscription – Update: PAS has successfully concluded their negotiations with the CSA. The two parties are now coordinating a schedule to advise the membership on the new program and deliver it.

## Other Projects and Initiatives under the Practice Portfolio

Practice Advisory e-newsletter – [Issue 11](#): The latest e-newsletter was published on March 26, 2021 and featured the updated [Practice Tip PT.27 Professional Coordination of Consultants](#), new [Practice Tip PT.02.1 Legislative Overview – Minister's Zoning Orders \(MZOs\)](#), as well as information on ISO 19650 on BIM, Using drones, etc

Deliverable to OAA-OGCA Joint Committee on the topic of Interference Drawings: VP Practice and PAS reached out to Practice Resource Committee and key member of the Executive to get feedback from the group on the topic of Interference Drawings (ID's) requesting responses to various question including how they define them, when it is appropriate to use them, who prepares them i.e. architect or contractor, etc. The comments/responses were varied and sometimes contradictory and a consensus was not achieved. The information was sent via email to the OGCA. The OAA-OGCA Joint Committee is scheduled to meet in May.

Practice Resource Committee (PRC): Following its orientation earlier this year, the committee has been working on updating OBC Matrices and looking at the opportunity to add one for SPA, Municipalities making unreasonable requests, review the new OAA 600 Contract, challenges practices are facing during COVID-19, etc. In our most recent meeting, a significant amount of the committee's time was spent on review of third-party requests of Architects to

provide written certification of project status and any “material deviation” from the construction documents. It was reiterated by PAS and Pro-Demnity that members are not required and advised not to sign these types of declaration forms and therefore PAS is looking at the possibility of adding a reminder in the PAS Newsletter. Web content subjects have been assigned to new members to continue with one of the primary mandates of this committee; most of the content is concentrating on the contract administration phases.

Subcommittee on Building Codes and Regulations (SCOBCAR): The committee invited committee members to bring topical subjects for discussion such as climate stability, fixture positioning (harmonizing the OBC and NBC), etc.

Inconsistencies in OBC vs. *Architects Act* re. Firewall Use/Design Expert Review: The OAA is seeking additional input on this item from legal counsel and a Code Consultant. The file is residing currently in the Office of the Registrar and Executive Director.

New [Index to the FAQs](#): A new index to the FAQs has been added in the Practice Advisory Knowledge Base digital catalogue on the OAA Website. Members can review at glance the titles and topics of each FAQ. Frequently Asked Questions (FAQs) have hypothetical answers to hypothetical questions, the general themes of which were posed to OAA Committees or Practice Advisory Services (PAS). Readers should be aware that real situations have additional facts and nuances that have not been dealt with in this context. The reader is responsible for the appropriate use of the opinions expressed and the information provided herein.

New [Practice Tip PT.02.1 Legislative Overview](#) – MZOs: On July 21, 2020, following a very expedited process, the Ontario government passed the COVID-19 Economic Recovery Act, 2020. This omnibus legislation amended 20 pieces of legislation including the Building Code Act, More Choice, More Homes Act (Bill 108), Places to Grow Act, and the Planning Act. Nearly half the legislation is specifically targeted toward amendments to the Environmental Assessment Act. Minister’s Zoning Orders (MZOs) are not new, but the industry is seeing an increase in their use. The new Practice Tip PT.02.1, Legislative Overview—Minister’s Zoning Orders (MZOs), offers some background and suggested procedures for projects impacted by MZOs. (A list of all Practice Tips is available.) For members whose projects are subject to an MZO, professional roles and responsibilities must be upheld. Neither a member’s duty of care nor professional standards change as a result of an MZO being issued. Members are encouraged to use their professional judgement to determine whether or not to be involved in a project should it become subject to an MZO.

Updating [Practice Tip PT.27 Professional Coordination of Consultants](#): PAS has updated PT.27, which incorporates the OAA’s formal position on this matter, which was forwarded last year to the Minister of Municipal Affairs & Housing. Updating of this bulletin is important in the context of the priority items which are on the agenda for the ‘restart’ of the industry liaison – Engineers, Architects & Building Officials (EABO). It is noted that Professional Engineers of Ontario

(PEO) recently released a [Practice Bulletin](#) to their membership regarding the requirement for coordination of the design work of architects and engineers for buildings required to be designed by an architect, an engineer, or both, as it relates to both the *Professional Engineers Act* and *Architects Act* following a recommendation from the [Bélanger Report](#) after the Algo Centre Mall roof/parking level collapse.

Supporting Committees and departments at OAA: PAS assists in questions relating to IAP hours, providing feedback on interdepartmental projects, PAS assisted in creating and participated in a OAA Webinar entitled [Understanding your role as a Licensed Professional](#) on Feb. 11, 2021 alongside OAA's Deputy Registrar.

Website update: PAS continues to work with Communications on updating the library of Practice documents and web content. With the launch of the new CHOP in February 2021, reference updates are being done on all documents affected.

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**Action:** None required.

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**Attachments:** None

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## Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.7.a

**To: Council**

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
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Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

**From:** Natasha Krickhan , Vice President Education

**Date:** May 3, 2021

**Subject:** Update from Vice President Education

**Objective:** To provide Council with an update on activities under the OAA's Education portfolio.

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### Comprehensive Education Committee:

The Comprehensive Education Committee met on April 14. The meeting agenda was focused on an update from each of the Committee's Four Working Groups; Google Poll on "WHAT, WHO, HOW, WHERE?"; and a review of the OAA's previous Public Awareness Campaign (2008-2016).

### 2021 Continuing Education Webinars Update

The complete roster of bi-weekly Continuing Education Webinars for 2021 has been confirmed and scheduled. The list is attached for Council's information. New content or topics will be considered as part of planning for the 2022 webinar series.

### Mandatory ConEd on Equity, Diversity and Inclusion Update

As approved by Council last December, a new mandatory requirement for a minimum of one learning hour of accredited programming focused on Equity, Diversity, and Inclusion has been introduced. All OAA Architects, Non-Practising Architects, and Licensed Technologists OAA must complete one of the accredited courses listed below as part of their 2021–2022 Continuing Education

Cycle. Complete information will be released to members via special OAA news and other social media channels the week of May 10.

The Association is partnering with Turner Consulting Group, an organization that has been delivering a range of equity-related services primarily to non-profit and public-sector organizations for almost two decades. Members will choose from one of the following webinars, each of which will be offered multiple times throughout the summer and fall and free of charge.

#### Unconscious Bias

Research in neuroscience and psychology highlights the impact unconscious or implicit bias has on behaviour and decisions. This extends to the workplace and is reflected in day-to-day interactions, the hiring process, and one's work. Registered psychotherapist Desiree Phillips offers participants an introduction to better understand their biases and how they can minimize the impact on their interactions and work.

#### *Human Rights in the Workplace*

Led by Brenda C. James, a senior practitioner in human resources and employment equity for 30 years, this session provides an overview of the Ontario Human Rights Code and the responsibilities of organizations, managers, and employees to foster a respectful work environment and address issues when they occur. Participants will learn about the various violations, the protected grounds, and options for resolving issues.

#### *The Business Case for Diversity*

Tana Turner works primarily in the non-profit and public sectors to assess the equity, diversity, and inclusion efforts of organizations. She will review key demographic and social trends that will present challenges to OAA members, both as employers and as practitioners. This session will also discuss the benefits of a diverse workforce and strategies for getting the best from this diversity.

With these sessions now organized I would like to request that Council consider further direction regarding mandatory education requirements for the next cycle in the very near future. I suggest that Vice Presidents and Committee Chairs review their current initiatives to determine if there is subject matter that should be considered as mandatory education for the next cycle. It is noted that the planning, development and implementation of the mandatory education related to Equity, Diversity, Inclusivity took approximately 6 months from the time it was brought forward for Council review and approval.

#### **Admission Course (AC) Update**

The Online AC Schedule for the 2021-2022 Academic Year has been set. This includes three semesters of learning. Details are attached including timelines and the roster of topics and speakers.

#### **Fundamentals of Running an Architectural Practice (FRAP)**



Work is well underway to move the OAA's FRAP to the online platform at U of T. It has taken more time than expected to work out the details with the University as well as the Subject Matter Experts (SME's). At the request of Council, an additional module on fees is being added which has also added to the timeline. At this point, and based on discussions with U of T in terms of being ready for final delivery, the expected date of launch is January 2022.

### **Architecture Education for Students An Educator's Guide To Teaching Architectural Concepts**

Attached is a near final draft of the document intended for the Ministry of Education Learn@home portal. Work on this document has been underway since last summer and is almost complete. The intent of this piece is to enhance education of school aged children about architecture and the profession. The goal is two-fold in that these individuals are the future of our society and gaining an understanding of architecture and its' importance at an earlier age is critical, and/or it will raise further awareness for these individuals regarding a career in architecture.

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**Action:** For information, however direction is also sought regarding further mandatory continuing education – specifically feedback from VP's and Committees as to other areas of focus.

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**Attachments:** 2021 Webinar Series; Equity, Diversity and Inclusion Webinar series for this learning cycle; 2021/22 Online Admission Course schedule, DRAFT of *Architecture Education for Students An Educator's Guide To Teaching Architectural Concepts*; Doodle poll (in progress) *WHAT, WHO, HOW, WHERE*

### 2021 OAA Webinar Schedule

#	WEBINAR DATE	TIME	TITLE	SPEAKERS	CATEGORY	NOTES
1	January 14, 2021	11 AM - 12:30 PM	Managing Finances During Uncertain Times	Basima Roshan	Finance	
2	January 28, 2021	11 AM - 12:30 PM	Maintaining Sustainability and Growing your Firm	Elaine Pantel	Finance	
3	February 11, 2021	11 AM - 12:30 PM	Understanding your Role as a Licensed Professional	Anastasia Hountalas, Claire Hepburn, Mélisa Audet	Legal	
4	February 25, 2021	11 AM - 12:30 PM	Best Practices for Contract Administration and Adjudication	Andrea Lee, Patricia Joseph	Legal	Also airs on 2021 10 28
5	March 11, 2021	11 AM - 12:30 PM	Building Strategic Resilience in Succession	Rowley Mossop	Succession Planning	
6	March 25, 2021	11 AM - 12:30 PM	2020/2022 Low-Rise Code Changes	Michael Lio	Ontario Building Code	Also airs on 2021 09 30
7	April 8, 2021	11 AM - 12:30 PM	Demystifying Tall Wood Buildings	Jack Keays, Bernhard Gafner	Design	
8	April 22, 2021	11 AM - 12:30 PM	Mastering the Graceful Exit: Leadership Continuity	Paul Smith	Succession Planning	
9	June 3, 2021	11 AM - 12:30 PM	First Principles to Deep Energy Retrofits in Old Buildings	Eric Charron	Sustainability	
10	June 17, 2021	11 AM - 12:30 PM	Indigenous Lens	Matthew Hickey	Indigenous Architecture	
11	July 8, 2021	11 AM - 12:30 PM	Step-by-step Wiidosendiwig: Imbedding Indigenous Perspectives	Eladia Smoke	Indigenous Architecture	
12	July 22, 2021	11 AM - 1 PM (2 hours)	Terminology Tips to Respectfully Engage with Indigenous People	TBC (POC: Monica Carreon Diez)	Indigenous Architecture	
13	September 16, 2021	11 AM - 12:30 PM	Overcoming Common Legal Risks and Disputes in using BIM	May Winfield	Legal	
14	September 30, 2021	11 AM - 12:30 PM	2020/2022 Low-Rise Code Changes	Michael Lio	Ontario Building Code	Also airs on 2021 03 25
15	October 14, 2021	11 AM - 12:30 PM	Managing Finances During Uncertain Times	Basima Roshan	Finance	OAA COURSE MODULE (Fundamentals of Running an Architecture)
16	October 28, 2021	11 AM - 1 PM (2 hours)	Best Practices for Contract Administration and Adjudication	Andrea Lee, Patricia Joseph	Legal	Also airs on 2021 02 25
17	November 25, 2021	11 AM - 12:30 PM	Prefabrication: Mass Timber Design Considerations	Veronica Madonna, Steven Street	Design	
18	December 2, 2021	11 AM - 12:30 PM	Regulatory Requirements. Pro-Demnity Insurance	John Hackett	Regulatory	OAA COURSE MODULE (Fundamentals of Running an Architecture)
19	December 16, 2021	11 AM - 12:30 PM	A Guide to Mid-Rise Wood Construction in Canada	Veronica Madonna, Steven Street	Design	

<b>NOTE:</b> No webinar in May & August, and only 1 webinar in November
<b>YELLOW HIGHLIGHTS:</b> 2 Webinar Repeats
<b>GREEN HIGHLIGHTS:</b> 2 OAA Course Modules

1	June 10, 2021	Desiree Phillips	Unconscious Bias
2	June 24, 2021	Brenda James	Human Rights in the Workplace
3	July 15, 2021	Tana Turner	The Business Case for Diversity
4	July 29, 2021	Desiree Phillips	Unconscious Bias
5	August 12, 2021	Brenda James	Human Rights in the Workplace
6	August 26, 2021	Tana Turner	The Business Case for Diversity
7	September 9, 2021	Desiree Phillips	Unconscious Bias
8	September 23, 2021	Brenda James	Human Rights in the Workplace
9	October 7, 2021	Tana Turner	The Business Case for Diversity
10	October 21, 2021	Desiree Phillips	Unconscious Bias
11	November 4, 2021	Brenda James	Human Rights in the Workplace
12	November 18, 2021	Tana Turner	The Business Case for Diversity
13	December 9, 2021	Desiree Phillips	Unconscious Bias
14	January 6, 2022	Brenda James	Human Rights in the Workplace
15	January 20, 2022	Tana Turner	The Business Case for Diversity
16	February 3, 2022	Desiree Phillips	Unconscious Bias
17	February 17, 2022	Brenda James	Human Rights in the Workplace
18	March 3, 2022	Tana Turner	The Business Case for Diversity
19	March 17, 2022	Desiree Phillips	Unconscious Bias
20	March 31, 2022	Brenda James	Human Rights in the Workplace
21	April 14, 2022	Tana Turner	The Business Case for Diversity
22	April 28, 2022	Desiree Phillips	Unconscious Bias
23	June 9, 2022	Brenda James	Human Rights in the Workplace
24	June 23, 2022	Tana Turner	The Business Case for Diversity
25	July 14, 2022	Desiree Phillips	Unconscious Bias
26	July 28, 2022	Brenda James	Human Rights in the Workplace
27	August 11, 2022	Tana Turner	The Business Case for Diversity
28	August 25, 2022	Desiree Phillips	Unconscious Bias

## Online Admission Course 2021 Fall Semester

**Course Start Date:** October 4, 2021

**Course End Date:** December 5, 2021

**Registration Deadline:** October 11, 2021 @ 11:59 PM

**Quizzes Deadline:** December 5, 2021 @ 11:59 PM

**Course Access Deadline:** January 4, 2022 @ 11:59 PM

**Course Access (READ-ONLY MODE):** January 5, 2022 to March 4, 2022 @ 11:59 PM

\* Registration stays open for 7 days, after the Course Start Date.

\*\*Course access is available for 30 days, after the Course End Date.

\*\*\*Course access is limited to "read-only mode" from January 5 to March 4, and access will be disabled thereafter.

SESSION/ WEEK	WEBINAR SCHEDULE	MODULE/ TOPIC
1	Wednesday, October 6 @ 7-8 pm	Introduction & Welcome
2	Wednesday, October 13 @ 7-8 pm <b>Guest Speaker:</b> Christie Mills	<b>01AC</b> Professional Responsibility, Ethics and Membership in a Self-Regulating Profession
3	Wednesday, October 20 @ 7-8 pm <b>Guest Speaker:</b> Glenn Ackerley	<b>02AC</b> The Construction Act
4	Wednesday, October 27 @ 7-8 pm <b>Guest Speaker:</b> Charles Simco	<b>03AC</b> Legal Aspects: Professional Liability & Architects Contracts
5	Wednesday, November 3 @ 7-8 pm <b>Guest Speaker:</b> Martin Rendl	<b>04AC</b> Planning and Development Approvals
6	Wednesday, November 10 @ 7-8 pm <b>Guest Speaker:</b> Mike Seiling	<b>05AC</b> Ontario Building Code Act and Building Permit Application Process
7	Wednesday, November 17 @ 7-8 pm <b>Guest Speaker:</b> Deborah & James Farrow	<b>06AC</b> Ontario Building Code Compliance Data: Concepts and Code Analysis
8	Wednesday, November 24 @ 7-8 pm <b>Guest Speaker:</b> Michael Swartz	<b>07AC</b> Bid Theory and Bid Practice
9	Wednesday, December 1 @ 7-8 pm <b>Guest Speaker:</b> Allen Humphries	<b>08AC</b> Construction Contract Administration and General Review

## Online Admission Course 2022 Winter Semester (Session 1)

**Course Start Date:** January 10, 2022

**Course End Date:** March 13, 2022

**Registration Deadline:** January 17, 2022 @ 11:59 PM

**Quizzes Deadline:** March 13, 2022 @ 11:59 PM

**Course Access Deadline:** April 12, 2022 @ 11:59 PM

**Course Access (READ-ONLY MODE):** April 13, 2022 to June 12, 2022 @ 11:59 PM

\* Registration stays open for 7 days, after the Course Start Date.

\*\*Course access is available for 30 days, after the Course End Date.

\*\*\*Course access is limited to "read-only mode" from April 13 to June 12, and access will be disabled thereafter.

SESSION/ WEEK	WEBINAR SCHEDULE	MODULE/ TOPIC
1	Wednesday, January 12 @ 7-8 pm	Introduction & Welcome
2	Wednesday, January 19 @ 7-8 pm <b>Guest Speaker:</b> Christie Mills	<b>01AC</b> Professional Responsibility, Ethics and Membership in a Self-Regulating Profession
3	Wednesday, January 26 @ 7-8 pm <b>Guest Speaker:</b> Glenn Ackerley	<b>02AC</b> The Construction Act
4	Wednesday, February 2 @ 7-8 pm <b>Guest Speaker:</b> Charles Simco	<b>03AC</b> Legal Aspects: Professional Liability & Architects Contracts
5	Wednesday, February 9 @ 7-8 pm <b>Guest Speaker:</b> Martin Rendl	<b>04AC</b> Planning and Development Approvals
6	Wednesday, February 16 @ 7-8 pm <b>Guest Speaker:</b> Mike Seiling	<b>05AC</b> Ontario Building Code Act and Building Permit Application Process
7	Wednesday, February 23 @ 7-8 pm <b>Guest Speaker:</b> Deborah & James Farrow	<b>06AC</b> Ontario Building Code Compliance Data: Concepts and Code Analysis
8	Wednesday, March 2 @ 7-8 pm <b>Guest Speaker:</b> Michael Swartz	<b>07AC</b> Bid Theory and Bid Practice
9	Wednesday, March 9 @ 7-8 pm <b>Guest Speaker:</b> Allen Humphries	<b>08AC</b> Construction Contract Administration and General Review

## Online Admission Course 2022 Winter Semester (Session 2)

**Course Start Date:** April 4, 2022

**Course End Date:** June 5, 2022

**Registration Deadline:** April 11, 2022 @ 11:59 PM

**Quizzes Deadline:** June 5, 2022 @ 11:59 PM

**Course Access Deadline:** July 4, 2022 @ 11:59 PM

**Course Access (READ-ONLY MODE):** July 5, 2022 to September 4, 2022 @ 11:59 PM

\* Registration stays open for 7 days, after the Course Start Date.

\*\*Course access is available for 30 days, after the Course End Date.

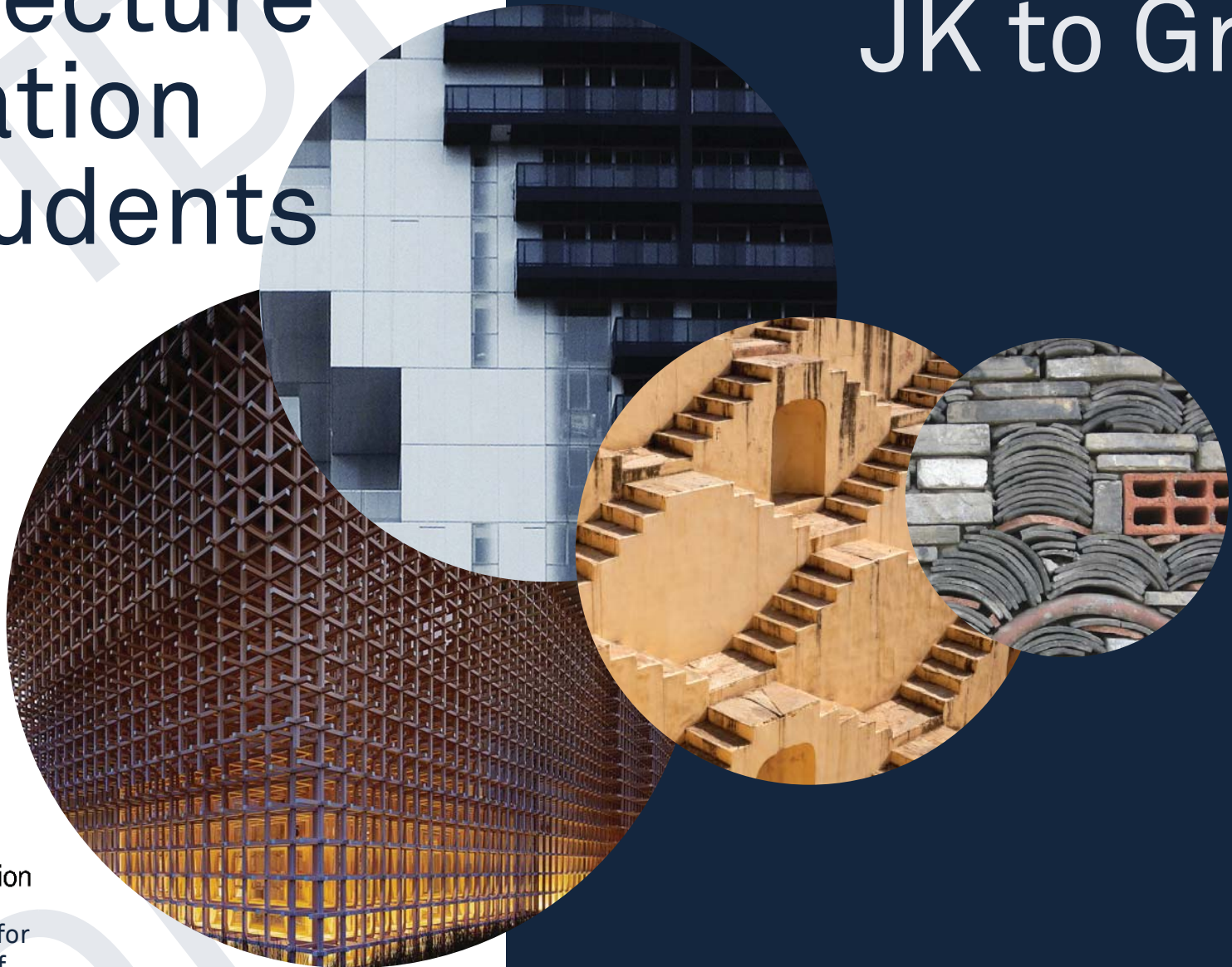
\*\*\*Course access is limited to "read-only mode" from July 5 to September 4, and access will be disabled thereafter.

SESSION/ WEEK	WEBINAR SCHEDULE	MODULE/ TOPIC
1	Wednesday, April 6 @ 7-8 pm	Introduction & Welcome
2	Wednesday, April 13 @ 7-8 pm <b>Guest Speaker:</b> Christie Mills	<b>01AC</b> Professional Responsibility, Ethics and Membership in a Self-Regulating Profession
3	Wednesday, April 20 @ 7-8 pm <b>Guest Speaker:</b> Glenn Ackerley	<b>02AC</b> The Construction Act
4	Wednesday, April 27 @ 7-8 pm <b>Guest Speaker:</b> Charles Simco	<b>03AC</b> Legal Aspects: Professional Liability & Architects Contracts
5	Wednesday, May 4 @ 7-8 pm <b>Guest Speaker:</b> Martin Rendl	<b>04AC</b> Planning and Development Approvals
6	Wednesday, May 11 @ 7-8 pm <b>Guest Speaker:</b> Mike Seiling	<b>05AC</b> Ontario Building Code Act and Building Permit Application Process
7	Wednesday, May 18 @ 7-8 pm <b>Guest Speaker:</b> Deborah & James Farrow	<b>06AC</b> Ontario Building Code Compliance Data: Concepts and Code Analysis
8	Wednesday, May 25 @ 7-8 pm <b>Guest Speaker:</b> Michael Swartz	<b>07AC</b> Bid Theory and Bid Practice
9	Wednesday, June 1 @ 7-8 pm <b>Guest Speaker:</b> Allen Humphries	<b>08AC</b> Construction Contract Administration and General Review

# Architecture Education for Students

Recommended for

## JK to Gr3



Ontario Association  
of Architects

an architecture primer for  
teachers and parents of  
elementary school students



Introduction	#
Architecture & the Curriculum	#
A1 // Lifecycle of a Building	#
A2 // Draw your House	#
A3 // Scavenger Hunt	#
A4 // Shapes in Buildings	#
A5 // Indigenous Architecture	#
A6 // Indigenous Art	#
Glossary	#
Index	#
Links and Resources	#

This resource has been researched compiled by the Ontario Association of Architects Comprehensive Education Committee to assist parents, teachers and students as they explore the topics of architecture and the built environment, and their vital role within our society. It is a free resource and is not to be sold.

# TABLE OF CONTENTS





## INTRODUCTION

In recent years, an increasing number of studies and reports are making connections between architecture and the psychological and emotional well-being of its inhabitants. Though this is something that architects, planners and designers have always been aware of, there is now access to empirical evidence showing these specific relationships.

**Well-designed buildings and cities contribute not only to the health of the environment, but also to the health and wellbeing of each person who inhabits them.**

As future voting citizens, business owners, activists, politicians, creatives, and scientists, today's students will be designing, building and making decisions about tomorrow's cities. Because of this it is imperative that they are taught the value of good design, what it means to live

in a healthy city and how our built environment affects our daily lives in both negative and positive ways.

This document was created by the Ontario Association of Architects to provide teachers with architecture specific lessons that directly relate to the Ontario curriculum so that they can incorporate them into their lesson plans. It introduces the topics of architecture, design and planning to students of all ages using worksheets, mixed media assignments, discussion topics and research projects. Follow-up questions allow the educator to explore certain topics more in depth depending on student interest and capability.

For Ontario educators and parents // The following page describes how architecture can be used as a teaching tool or topic within various subject areas found in the Ontario Elementary School Curriculum created by the Ministry of Education.

*‘Design is not all about creativity. As much art as it is, architecture can also be also based on scientific values. Studies show that much of the buildings that instigate the highest impact on emotions interconnect architecture and psychology.’*

*“The Value of Psychology on Architecture” [aqso.net](http://aqso.net)*



**THE ARTS** // The primary grades will learn the very basics of the elements of design (colour, line, mass, movement, space, texture, type and value) in their arts requirement. Being able to identify elements in art and the environment such as symmetry in buildings and shapes of the built environment are objectives for this age group.

**MATHEMATICS** // The Geometry and Spatial Sense unit of the mathematics component instructs the students in learning about the awareness of our surroundings and the objects in them. Geometry teaches the students to describe these objects and their interrelationships in space. The students are required to build three dimensional objects and models, to be able to recognize symmetry in the environment and to explore transformations of geometric figures.

**SOCIAL STUDIES** // This subject contains two major areas, Canada and World Connections, and Heritage and Citizenship. In this subject Grade 1 students are required to learn about their local community, being able to identify buildings and their uses, and are required to make and read simple models and maps of familiar areas in their community. Grade 2 students are required to identify similarities and differences between their community and communities in other parts of the world. Grade 3 students are required to demonstrate an understanding of the characteristics of urban communities

**SCIENCE** // The Structures and Mechanisms unit of the Science and Technology component teaches that the environment around us is full of a variety of objects and structures that have distinctive shapes, patterns and purposes. Students are required to identify shapes that are common to most structures, design and make structures that meet a specific need, design and make simple mechanisms and investigate their characteristics and demonstrate an understanding of the factors that affect the stability of objects.

**PROBLEM SOLVING AND INNOVATING (PSI)** // The PSI frame through which educators teach the 2016 JK/SK includes the several elements that several of these JK-3 activities support. Students will demonstrate an awareness of the natural and built environment through hands-on investigations, observations, questions, and representations of their findings. Students will also apply the mathematical processes to support the development of mathematical thinking. They will demonstrate understanding, and will communicate thinking and learning in mathematics, while engaged in play-based learning and in other contexts.

## LIFECYCLE OF A BUILDING

Just like frogs, butterflies and other animals, buildings also have life cycles. On the left is an example of the life cycle of wood within the construction industry starting at the very beginning of its life as a raw material (ie. a tree in a forest). The cycle follows its life all the way through to when the building is demolished and the material is either disposed of, or recycled.

Refer to the following page for the life cycles of some other materials that you can explore with your students along with some follow-up questions. Included is a blank activity sheet for students to write or draw in the different stages for whichever material you are exploring.



**Curriculum Focus:**

Social Studies, Environmental Education, Problem Solving & Innovating (PSI)

**LIFECYCLE OF A BUILDING WORKSHEET**

Use this page draw or write about the lifecycle of a building material.

Some examples are

- lumber
- concrete
- steel
- brick
- gravel

Advanced options

- asphalt
- vinyl
- glass
- kevlar
- bamboo
- carbon fibre

**Raw Materials**  
Where does it come from?

**Recycling or Disposal**  
How is it reused?

**Manufacturing**  
Where does it go next?

**Demolition**

**Construction**  
How are they used?

**Building Use**



**Curriculum Focus:**

The Arts, Mathematics,  
Problem Solving & Innovating  
(PSI)

**DRAW YOUR HOUSE**

The day before the assignment, ask children to go outside (with a parent if necessary) and look at their house or apartment building. Tell them to take notice of all the shapes of the building. What shapes do they see the most? Are there any unusual shapes? Are there shapes that are repeated? Are there any trees, flowerbeds, bushes or fences around their house? If so, draw those too.

Getting started: Before students draw their homes, as the instructor, draw your own home on chart paper or chalkboard explaining what shapes you see in your house.

Materials: White paper, pencil.  
Optional Materials: Coloured pencils, crayons, paint, etc.

*‘We shape our buildings, and afterwards, our buildings shape us.’*

*- Winston Churchill*

## SHAPES IN BUILDINGS

*For beginner students.*

### part one // OBSERVE

Shapes and patterns can be found everywhere we look, including in our built environment.

Everyone should have a copy of the following page (either printed out or digitally) showing eight shapes and their accompanying names. Review the shapes with the students. Discuss each of the building images one by one, and have students point out which shapes they see in the facades. If students are learning virtually and have access to a printer, the images can be printed out and they can use a marker to trace the various shapes they find in each image. If students do not have access to a printer, or are learning in the classroom they can simply point to the different shapes they see on the computer or projector screen.

GRADES JK-3

A3

Curriculum Focus:

Arts, Visual Arts, Mathematics, History

### part two // CREATE

For a more hands-on, follow-up activity have students make a building collage out of various shapes cut out of construction paper. The buildings they have just seen can be used as inspiration.

Pre-cut a collection of shapes in various sizes, ideally with a couple larger ones for use as the building itself and smaller ones to be used as details such as windows, roofs, balconies, etc. Using different colours of construction paper works well and allows the shapes to remain identifiable once. Have the students create a collage building by gluing the shapes onto a blank piece of paper. The final products may be very abstract, which is completely okay!





## SHAPES IN BUILDINGS

*For advanced students.*

### part one // OBSERVE

Shapes and patterns can be found everywhere we look, including in our built environment.

Review the concepts of symmetry, proportion/relative size, spacing, etc. Have students discuss which of these are present in the various buildings and how that affects how the buildings look and feel.

### part two // CREATE

Have students cut their own shapes, determining what scale is needed for the various parts of the building. For example, a large oval can be used for the overall building form while smaller ovals can be used as windows or other details.

Is the building made of one larger form or is it a collection of different shapes?

GRADES JK-3

A3

Curriculum Focus:

The Arts, Visual Arts,  
Mathematics, History

### part three // DISCUSS

1. What is surprising about some of these buildings?
2. Have you seen any of these in person before?
3. Do you think the use of the building matches what the building looks like? Why or why not?
4. Which buildings do you like and which don't you like? Why or why not? What would you change?

*'I try to give people a different way of looking at their surroundings. That's art to me.'*

*- Maya Lin (designer & sculptor)*





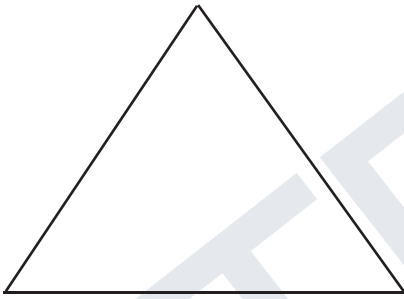
GRADES JK-3

A3

Curriculum Focus:

The Arts, Visual Arts,  
Mathematics, History

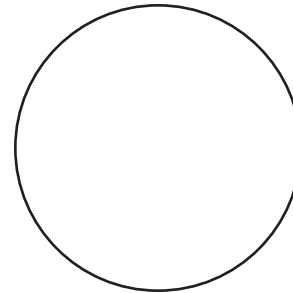
## SHAPES IN BUILDINGS HANDOUT



TRIANGLE



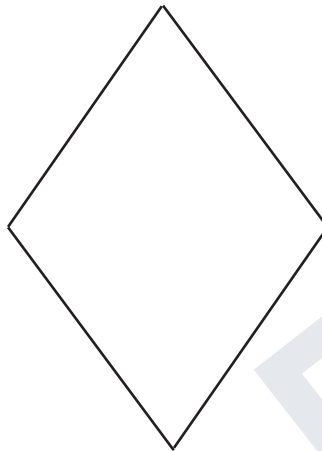
SQUARE



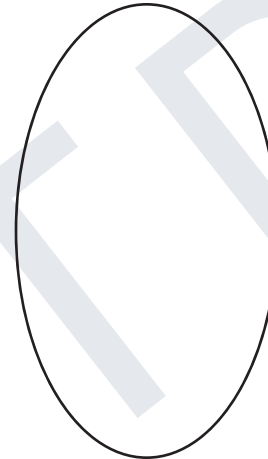
CIRCLE



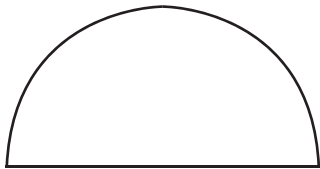
RECTANGLE



RHOMBUS / DIAMOND



OVAL



SEMI-CIRCLE



TRAPEZOID



CURVE

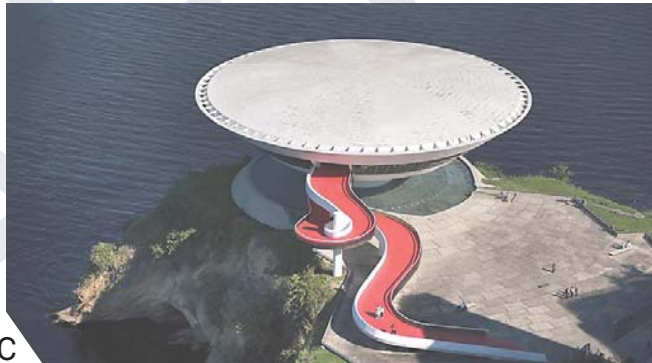




A



B



C



D



E



F

GRADES JK-3

A3

Curriculum Focus  
The Arts, Math

## SHAPES IN BUILDINGS

part one // OBSERVE

A // Tokyo, Japan  
Nakagin Capsule Tower  
Architect: Kisho Kurokawa

B // Philadelphia, USA  
The Vanna Venturi House  
Architect: Robert Venturi

C // Brazil  
Niteroi Contemporary Art Museum  
Architect: Oscar Niemeyer

D // Gondar, Ethiopia  
Fasil Ghebbi  
Emperor Fasiladas ( 1636)

E // Istanbul, Turkey  
Blue Mosque  
Architect: Mehmet Aga

F // Buffalo, USA  
Martin House  
Architect: Frank Lloyd Wright





G



H



I



J



K

GRADES JK-3

A3

Curriculum Focus:  
The Arts, Math

## SHAPES IN BUILDINGS

part one // OBSERVE

G // Melbourne, Australia Cloud House

Architect: McBride Charles Ryan

H // Bhopal, India

Bharat Bhavan

Architect: Charles Correa

I // Toronto, Ontario

Royal Ontario Museum

Architect: Daniel Libeskind

J // Gatineau, QC

Canadian Museum of History

Architect: Douglas Cardinal

K // Djenne, Mali

Great Mosque of Djenne

Architect: Ismaila Traoré



L



M



N



O



P

GRADES JK-3

A3

Curriculum Focus:  
The Arts, Math

## SHAPES IN BUILDINGS

part one // OBSERVE

L // Gatineau, QC  
Canadian Museum of History  
Architect: Douglas Cardinal

M // Brazil  
Niteroi Contemporary Art  
Museum  
Architect: Oscar Niemeyer

N // Modena, Italy  
San Cataldo Cemetery  
Architect: Aldo Rossi

O // Ningbo, China  
Ningbo Historic Museum  
Architect: Wang Shu

P // Noumea, New Caledonia  
Tjibaou Cultural Center  
Architect: Renzo Piano



**Curriculum Focus:**

Arts, Visual Arts, Mathematics, History

# ARCHITECTURE SCAVENGER HUNT

Schedule a field trip of a walking tour of the school's neighbourhood.

Depending on the age and capabilities this can be done either as a class or in partners.

**Group Activity:**

During the walking tour discuss as a group the various things the students notice. Stop in front of different buildings and spaces to give everyone an opportunity to observe and describe what they see.

**Individual/Partner Activity:**

Provide students with a list of 10-20 architectural details and urban items to look for. Students can record their finds either through photos, sketches or written description.

**Objectives:** Students will be able to identify common architectural details and urban features, becoming

more aware of the buildings found in their neighbourhood.

**Variation 1**

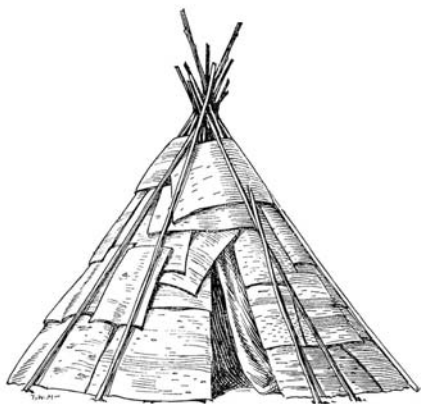
Prior to leaving look at the images provided, discussing with your students the various materials, objects and details they are looking for. Use the glossary for additional explanations.

**Variation 2**

Instead of using the provided list have students refer to the glossary to pick which items they would like to find.

red brick  
gable  
arch  
balcony  
fire hydrant  
mailbox  
park  
stone  
bay window  
bungalow  
window well  
walkway  
yellow brick  
lamp post

porch  
column  
2-storey home  
garage  
parking pad  
downspout  
gate  
chimney  
siding  
apartment  
building  
bench  
shutters  
bust stop  
side door



## INDIGENOUS ARCHITECTURE

The wigwam, tipi and igloo are building forms suited for their environments and requirements for mobile hunting and gathering cultures. They meet the primary needs for shelter and serve as an expression of the beliefs of the Indigenous community.

### part one // OBSERVE

Students will explore the traditional dwellings of Indigenous peoples that occupy territories in various regions of Canada. Print out maps of Canada and have students look for commonalities in building form based on their location and their use in the seasons. Look for places in the landscape that are similar through types of trees, lakes, rivers, species, etc.

GRADES JK-3

A5

Curriculum Focus:

Art, Mathematics, Science, Social Studies, Problem Solving & Innovating (PSI)

### part two // CREATE

Students will use this as a guide to build their own structure using the same dwellings. Students will discuss their interpretation of a traditional dwelling and their cultural beliefs by producing their own map, illustrating the land, its unique features, and their building form. How does it relate to their site? Who occupies this land?

*“Build your architecture from what is beneath your feet.”*

- Hassan Fathy (Architect)



GRADES JK-3

A5

**Curriculum Focus:**

Art, Mathematics, Science,  
Social Studies, Problem Solv-  
ing & Innovating (PSI)





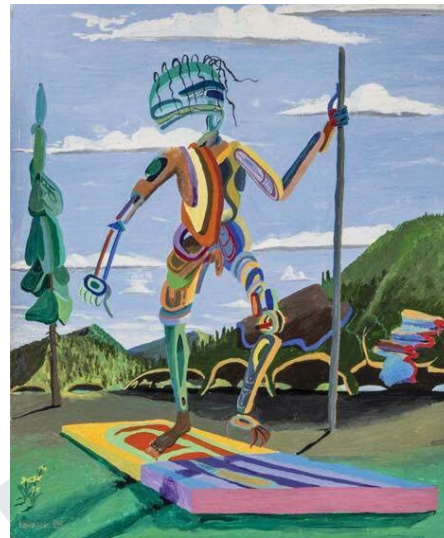
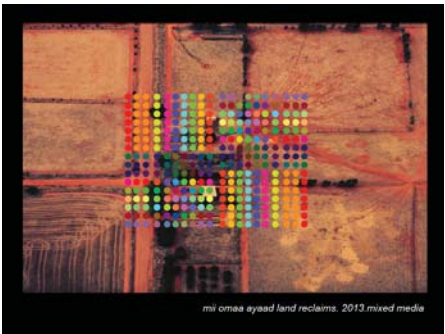
## INDIGENOUS ART

GRADES JK-3

A6

### Curriculum Focus:

Art, Social Studies, History, Geography



After exploring different artworks by contemporary Canadian digenous artists, the students will use a variety of techniques to create an artwork that includes both symmetry and asymmetry.

### part two // OBSERVE

The students will be able to identify and recognize different design elements (line, space, shape) and design principles, with particular attention to symmetry and asymmetry in the composition of their artwork.

### part two // CREATE

The students will produce a work of art that communicates ideas and/or emotions related to their personal history.

### part two // DISCUSS

The students will describe the design elements and design principles used in the artworks to communicate ideas and/or emotions.

### clockwise from top-left

Kananginak Pootoogook  
Untitled (Self-portrait of Kananginak drawing a Wolf).  
2009

Pitseolak Ashoona  
Woman Hiding From Spirit.  
1968

Lawrence Paul Yuxweluptun  
Medicine Man on the Land.  
1988

Scott Benesiinaabandan  
mii omaa ayaad/oshkii  
enendemowin  
2012 Australia

Alan Syliboy  
Abandoned Woman part of the  
Petroglyph Humans series



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lintel //

lumber //

massing //

**mansard roof //** A four sided roof with two slopes on each side.

**manufacturing //** Making something in a large quantity using machinery.

**masonry //** Construction method using small units, like brick or stone, bound together with mortar.

mezzanine //

mechanical system //

# GLOSSARY

modular //

**mullion** // Vertical bar between panes of glass in a window.

net zero //

**occupancy** // Refers to the type of use of a building, such as school, home, hospital. See Building Use.

**one-and-a-half storey home**  
// A house with a second floor that is about half the size of the main floor. Usually the second floor is located within the attic space and has partially sloped walls.

**parapet** // A part of an exterior wall that goes above a roof or balcony.

passive house //

**pediment** // A triangular gable above a series of columns – typically found in Classical, NeoClassical and Baroque architecture.

**pergola** // An outdoor structure for shading, sometimes with an open lattice on top, sometimes with a roof.

**perspective** // Ability to illustrate a 3D object in a 2D medium.

pier //

**pillar** // A long narrow post that can be decorative or can support the structure above. See Column.

**pilaster** // An ornamental rectangular projection from a wall imitating a column.

**pitch** // The steepness of a roof, usually indicated as rise/run, with run shown as 12 (referring to inches).

**planner** //

**podium** // A raised platform.

porch //

**proportion** // The relationship between two or more elements, and how they compare to each other in shape, size, etc.

**radial** // Having parts moving around a centre point, like the spokes of a wheel.

radiant heat //

rafter //

**raw material** // Material before it is processed or manufactured into a final form (eg. clay is a raw material used to make bricks)

**residential** // Refers to the building of structures to be used as homes and includes houses and apartment buildings.

**resource extraction** // Taking materials from nature, such as logging or mining.

**relative size** // How large or small one object is compared to another.

**rhythm** // Regular repeated pattern.

ridge //

**roof** //

**roof vent** // Often a small dome or box seen on a roof, which allows air in and out of the roof space.

rounded arch // An arch with a continuous curve.

# GLOSSARY

running bond // Bricks or tiles laid on top of one another so that all joints overlap at the midpoint of the brick above and below.

sash //

scale // The size of an object relative to something else.

scupper // An opening in the side of a building for drainage, often connected to a downspout.

section //

shutters // Originally movable covers or screens for a window or door usually located on the outside of a house. More recently, they are often used as decoration only, being fixed to the wall.

side door // A door to a building that is not a main door.

sidelite // A tall narrow window on one side or both sides of a door.

side split home // A house with a garage on one side, with bedrooms above, and

main living area on the other side.

siding // The outer covering material attached the side of a building made up of long boards arranged either vertically or horizontally.

sill // The bottom framing member, usually referring to a window or door.

slate roof // Small tiles on a roof made of slate (type of stone).

soffit // A horizontal feature, on the underside of a construction element, such as an eave.

spacing // The distance between objects in a regular interval.

stacked bond // Bricks or tiles laid on top of one another so that all joints align.

steel //

streetscape // The visual elements of a street, such as trees, sidewalks, parks, furniture.

stud //

sustainability //

symmetry // Having identical features on both sides of an object or shape.

threshold //

timber framing //

transom // A window directly above a door.

truss //

urban // Located within a town or city.

urban fabric // The characteristics (forms, scale, materials, etc) that make up the urban built environment.

urban sprawl // Uncontrolled expansion of buildings and roads in urban areas, often spreading into sub-urban or rural areas like farmland or forests.

ventilation //

wartime house // A small modest house built in the 1940s.

# GLOSSARY

window //

window well // A U-shaped wall around a window below the ground such as a basement window.

wood frame // Construction using wood as the main structural elements in a building.

unity // Giving a sense of completeness.

# GLOSSARY

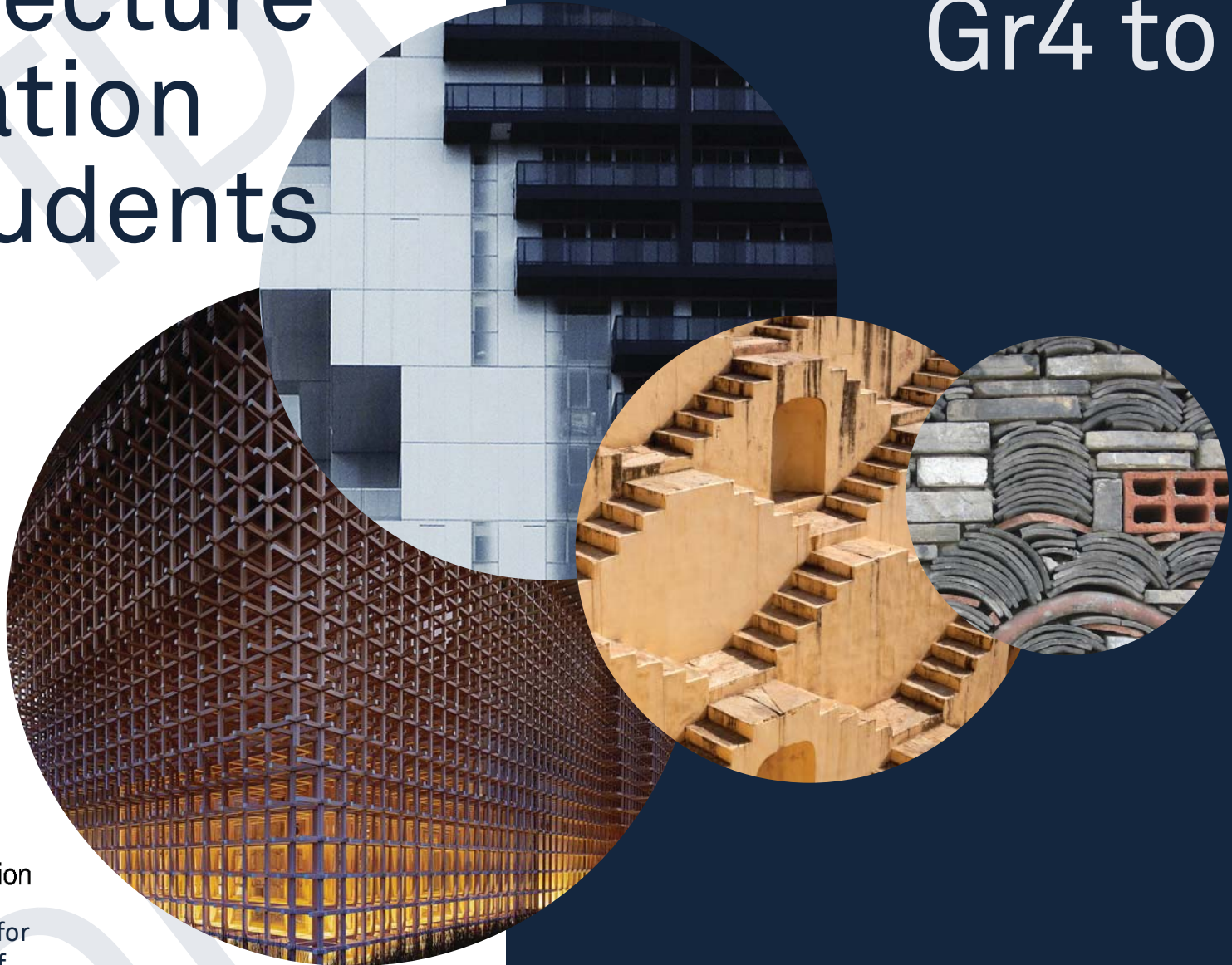




# Architecture Education for Students

Recommended for

## Gr4 to 6



Ontario Association  
of Architects

an architecture primer for  
teachers and parents of  
elementary school students

Introduction	#
Architecture & the Curriculum	#
B1 // Lifecycle of a Building	#
B2 // Lifecycle of a Building Discussion	#
B3 // Scavenger Hunt	#
B4 // James Rizzi Streetscape 2D	#
B4 // James Rizzi Streetscape 3D	#
B5 // Homemade 3D Floor Plan	#
B6 // Indigenous Architecture	#
B7 // Indigenous Art	#
Glossary	#
Index	#
Links and Resources	

This resource has been researched compiled by the Ontario Association of Architects Comprehensive Education Committee to assist parents, teachers and students as they explore the topics of architecture and the built environment, and their vital role within our society. It is a free resource and is not to be sold.

# TABLE OF CONTENTS





## INTRODUCTION

In recent years, an increasing number of studies and reports are making connections between architecture and the psychological and emotional well-being of its inhabitants. Though this is something that architects, planners and designers have always been aware of, there is now access to empirical evidence showing these specific relationships.

**Well-designed buildings and cities contribute not only to the health of the environment, but also to the health and wellbeing of each person who inhabits them.**

As future voting citizens, business owners, activists, politicians, creatives, and scientists, today's students will be designing, building and making decisions about tomorrow's cities. Because of this it is imperative that they are taught the value of good design, what it means to live

in a healthy city and how our built environment affects our daily lives in both negative and positive ways.

This document was created by the Ontario Association of Architects to provide teachers with architecture specific lessons that directly relate to the Ontario curriculum so that they can incorporate them into their lesson plans. It introduces the topics of architecture, design and planning to students of all ages using worksheets, mixed media assignments, discussion topics and research projects. Follow-up questions allow the educator to explore certain topics more in depth depending on student interest and capability.

For Ontario educators and parents // The following page describes how architecture can be used as a teaching tool or topic within various subject areas found in the Ontario Elementary School Curriculum created by the Ministry of Education.

*‘Design is not all about creativity. As much art as it is, architecture can also be based on scientific values. Studies show that much of the buildings that instigate the highest impact on emotions interconnect architecture and psychology.’*

*“The Value of Psychology on Architecture” aqso.net*



**THE ARTS** // Students continue to explore the elements of design and are introduced to the principles of design (balance, emphasis, proportion, rhythm, variety, and unity) and use them appropriately when responding to works of art. They are required to create two- and three- dimensional works of art, be able to solve artistic problems in their artwork, compare works from various periods and cultures, and describe how the artists have used the elements and principles of design.

**MATHEMATICS** // The Geometry and Spatial Sense unit of the mathematics component instructs the students in learning about the awareness of our surroundings and the objects in them. Geometry teaches the students to describe these objects and their interrelationships in space. Students are required to draw and build three-dimensional objects and models; identify, describe, compare and classify geometric figures; and understand, apply and analyse key concepts in transformational geometry using concrete materials and drawings.

**SOCIAL STUDIES** // This subject contains two major areas, Heritage and Identity, and People and Environments. In Grade 4, students will focus early societies, as well as the political and physical regions of Canada. In Grade 5, students will focus on interactions of Indigenous Peoples and Europeans prior to 1713, in what would eventually become Canada as well as the role of the government and responsibly citizenship. In Grade 6, students will focus on Communities in Canada, Past and Present.

**SCIENCE AND TECHNOLOGY** // The Structures and Mechanisms unit of the Science and Technology component teaches that the environment around them is full of a variety of objects and structures that have distinctive shapes, patterns and purposes. Students will be required to demonstrate an understanding of characteristics of pulleys and gears, identify and measure forces acting on a structure, identify modifications to improve design and method of production of systems that have mechanics that move in different ways.

# ARCHITECTURE & THE CURRICULUM



## LIFECYCLE OF A BUILDING

Just like frogs, butterflies and other animals, buildings also have life cycles. On the left is an example of the life cycle of wood within the construction industry starting at the very beginning of its life as a raw material (ie. a tree in a forest). The cycle follows its life all the way through to when the building is demolished and the material is either disposed of, or recycled.

Refer to the following page for the life cycles of some other materials that you can explore with your students along with some follow-up questions. Included is a blank activity sheet for students to write or draw in the different stages for whichever material you are exploring.



GRADES 4-6

B1

Curriculum Focus:  
Social Studies, Environmental  
Education

## LIFECYCLE OF A BUILDING

Use this page draw or write  
about the lifecycle of a  
building material.

Some examples are

- lumber
- concrete
- steel
- brick
- gravel

Advanced options

- asphalt
- vinyl
- glass
- kevlar
- bamboo
- carbon fibre

**Raw Materials**  
Where does it come from?

**Recycling or Disposal**  
How is it reused?

**Manufacturing**  
Where does it go next?

**Demolition**

**Construction**  
How are they used?

**Building Use**



1. What implications (environmental, social, political, etc.) are there when materials are manufactured and used long distances from their original source?

2. What if they are sourced from a different country? What are tariffs and how can they affect our ability to buy certain products? Why do the prices of materials produced in Canada (like lumber) increase when import tariffs of those same materials increase in the United States?

3. Which materials can you think of that can be recycled? What form do they often take on in their second (or third) life cycle? Is it different than the first?

4. What are the implications of using materials that do not have a long life span?

5. In Canada wood-frame construction is the most common type used in residential construction. In other countries with much less wood resources, such as countries in Europe, this is not the case. What are other construction methods being used in different countries? Discuss.

6. What is Responsible Forest Management? What is the difference between clear-cutting and selective cutting? When are each suitable and what are their implications?

8. Discuss resource extraction in the context of Indigenous Land Rights and our responsibility to the people whose land we are currently residing on. Discuss current events such as pipelines and their social, economic, cultural and environmental impact.

10. Within the oil industry discuss the Canadian oil and tar sands and our reliance on petroleum. What surprising products contain petroleum? Discuss.

**GRADES 4-6**

**B2**

**Curriculum Focus:**

Social Studies, Environmental Education, Problem Solving & Innovating (PSI)

## **LIFECYCLE OF A BUILDING**

Provided are some follow-up questions to spark conversation with your students about various topics within and outside of the construction industry.

This can be a group classroom discussion or divided into smaller independent studies and research projects.



**Curriculum Focus:**

Arts, Visual Arts, Mathematics, History

# **ARCHITECTURE SCAVENGER HUNT**

Schedule a field trip of a walking tour of the school's neighbourhood.

Depending on the age and capabilities of the students as well as the area the school is located this can be done either as a class or in partners.

**Group Activity:**  
During the walking tour discuss as a group the various things the students notice. Stop in front of different buildings and spaces to give everyone an opportunity to observe and describe what they see.

**Individual/Partner Activity:**  
Provide students with a list of 10-20 architectural details and urban items to look for. Students can record their finds either through photos, sketches or written description.

**Objectives:** Students will be able to identify common

architectural details and urban features, becoming more aware of the buildings found in their neighbourhood.

**Variation 1**

Prior to leaving look at the images provided, discussing with your students the various materials, objects and details they are looking for. Use the glossary for additional explanations.

**Variation 2**

Instead of using the provided list have students refer to the glossary to pick which items they would like to find.

*herringbone  
gable  
transom  
balcony  
fire hydrant  
mailbox  
park  
stone  
bay window  
bungalow  
glass block  
parapet  
mullion  
stone sill*

*scupper  
porch  
column  
stacked bond  
running bond  
parking pad  
downspout  
gate  
chimney  
sidelite  
frieze board  
hip roof  
podium  
dormer*



**Curriculum Focus:**

The Arts, Mathematics, Social Studies



Below are examples of James Rizzi works with both linear and radial compositions.



## JAMES RIZZI STREETSCAPE 2D

Explore the works of James Rizzi, a pop artist, most known for his colourful 3D city scapes often based on the neighbourhoods in New York City. Discuss his use of colour, layering (the concept of foreground, middle ground and background), composition (radial vs linear), as well as, the principles of design (balance, emphasis, proportion, rhythm, variety, and unity). Looking at Rizzi's work, discuss relative size and how this promotes the illusion of perspective. This exploration of James Rizzi's work can be done over one or more lessons before starting on the project, depending on the students' comprehension and interest, and time constraints.



## JAMES RIZZE STREETSCAPE 2D

GRADES 4-6

B5

### Curriculum Focus:

The Arts, Mathematics, Social Studies



After exploring his art work, have the students take a look at James Rizzi's "Happy Houses" project in Braunschweig (Brunswick) Germany, a life-sized version of his art work.  
Project | 2D James Rizzi Inspired Painting

### Materials required

- Blank sheet of paper, 11x17 or 9x12. If using paint, a heavier paper is ideal.
- Pencil
- thick black felt tip marker or paint marker
- Paints (watercolour or acrylic), or markers or colorful construction paper (or all three)

Have the students decide on their composition - whether radial with a central focus or linear - and begin to sketch out their design. Each composition should contain at least six buildings of different shapes, sizes and details.

Encourage students draw buildings with similar details and characteristics as those found in Rizzi's paintings, including facial expressions, whimsical shapes, and skies full of detail. During this phase

After they sketch the design, they can begin to paint or colour in their drawings. Once the paint has dried, they can go back to outline their drawings the buildings, shapes and details with the black marker or paint marker. Brief description/summary of activity and learning points

## JAMES RIZZI STREETSCAPE 3D

GRADES 4-6

B6

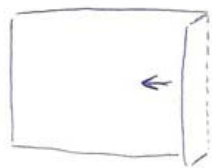
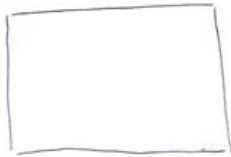
Curriculum Focus:

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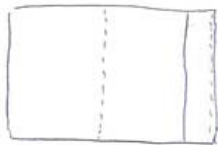
How to make a 3-D building

### Supplies

- 12x18 Tagboard
- Glue



1) Fold in around an inch or so.



2) Fold in half

3) Put Glue on tab



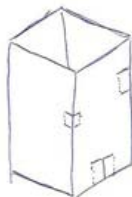
4) Close



5) Fold in half again. (Will look like a book)

6) Fold on same fold, but opposite direction.

7) Open



8) Add designs, cut doors + windows.

Material required

- Cardstock, either bright colours or white, if the students prefer to colour or paint it, 12 x 18
- Pencil
- Markers
- Paints (acrylic)
- Scissors
- Glue (Glue sticks, white glue)

Below is an illustration of how to make a cuboid form. Have each student make their cuboid out of either a piece of construction paper or cardstock. Before gluing the paper to make a closed form, have the students cut out windows and openings within it and to decorate it. Once the houses are decorated and finished, they can be glued to create the final form, with either white glue or a glue stick, or hot glue (with adult supervision).

Now each student has their own James Rizzi inspired 3D building.

Creating a Streetscape:

If the lesson is not virtual and you are able to collect all of the buildings, you can create a 3D streetscape, but you'll first need a backdrop. Using a large roll of art paper 36" - 48" wide and install it on the wall. With the students' input, glue the 3D buildings on to the backdrop and then have the students paint, draw and glue onto it various background and foreground shapes and characters, similar to those found in James Rizzi's streetscapes. (You may need to paint the background details of the sky first before gluing on the buildings.) These can include people, birds, cars, trees, clouds, etc.

**Curriculum Focus:**

The Arts, Mathematics, Science & Technology

## HOMEMADE 3D FLOOR PLAN

Inspire your students to step into the shoes of an architect by having them create a 3D model out of simple items they can find around their homes and at the dollar store.

1. Have the students choose a single storey space of limited size, that they would like to build as a 3D floor plan (without a roof).

Examples:

- Business (Hair Salon, Restaurant, Retail Store)
- Institutional (Classroom, Library)
- Residential (Bungalow, Apartment Building)

2. Set a standard dimension of firm cardboard to be used as the base of the model (eg., 11x17)

3. Have the students use every day items to create walls, flooring, doors and furniture!

4. If the lesson is taught in person, have students bring

the model in to class for evaluation/class display. If the lesson is virtual, students can take multiple perspective photos (birds-eye view directly from above, user view from a window/door to inside the space) to submit, while presenting their model in a virtual class session.

Common materials and examples of use:

- cereal box cardboard
  - walls, creating cut outs for windows and doors
- construction paper
  - to show different floor finishes
- egg carton cups
  - furniture like a hair salon chair
- cellophane
  - glass for windows
- tin foil
  - mirrors / metal surface



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**masonry //** Construction method using small units, like brick or stone, bound together with mortar.

mezzanine //

mechanical system //

# GLOSSARY

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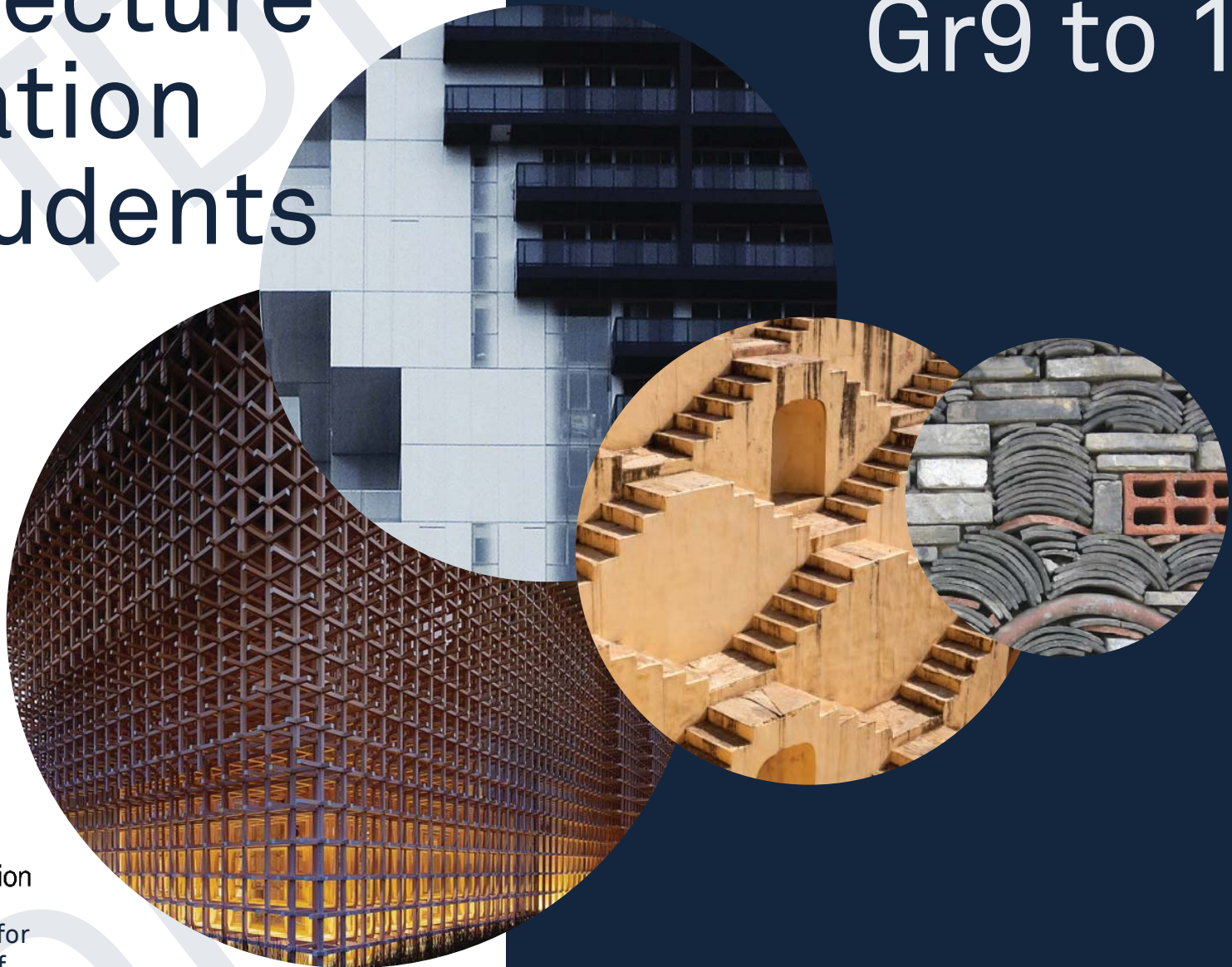
# GLOSSARY



# Architecture Education for Students

Recommended for

## Gr9 to 12



Ontario Association  
of Architects

an architecture primer for  
teachers and parents of  
elementary school students

Introduction	#
Architecture & the Curriculum	#
D1 // Our Architectural Heritage Part	#
D2 // NYT: Highrise	#
D3 // NYT: Rapid Urbanization in China	#
D4// NYT: Luxury vs. Affordability	#
D5// NYT: Photo Essay	#
Glossary	#
Index	#
Links and Resources	#
	#
	#

This resource has been researched compiled by the Ontario Association of Architects Comprehensive Education Committee to assist parents, teachers and students as they explore the topics of architecture and the built environment, and their vital role within our society. It is a free resource and is not to be sold.

# TABLE OF CONTENTS



## INTRODUCTION

In recent years, an increasing number of studies and reports are making connections between architecture and the psychological and emotional well-being of its inhabitants. Though this is something that architects, planners and designers have always been aware of, there is now access to empirical evidence showing these specific relationships.

**Well-designed buildings and cities contribute not only to the health of the environment, but also to the health and wellbeing of each person who inhabits them.**

As future voting citizens, business owners, activists, politicians, creatives, and scientists, today's students will be designing, building and making decisions about tomorrow's cities. Because of this it is imperative that they are taught the value of good design, what it means to live

in a healthy city and how our built environment affects our daily lives in both negative and positive ways.

This document was created by the Ontario Association of Architects to provide teachers with architecture specific lessons that directly relate to the Ontario curriculum so that they can incorporate them into their lesson plans. It introduces the topics of architecture, design and planning to students of all ages using worksheets, mixed media assignments, discussion topics and research projects. Follow-up questions allow the educator to explore certain topics more in depth depending on student interest and capability.

For Ontario educators and parents // The following page describes how architecture can be used as a teaching tool or topic within various subject areas found in the Ontario Elementary School Curriculum created by the Ministry of Education.

*‘Design is not all about creativity. As much art as it is, architecture can also be based on scientific values. Studies show that much of the buildings that instigate the highest impact on emotions interconnect architecture and psychology.’*

*“The Value of Psychology on Architecture” [aqso.net](http://aqso.net)*



The secondary school curriculum offers students a broad range of opportunities to integrate architectural learning into many subjects including:

**VISUAL ARTS** // In the secondary grades, students will further study the elements and principles of design and will work with a variety of materials, processes, techniques and styles. Students will be required to apply an understanding of the elements and principles of design to personal, historical, and contemporary artworks, demonstrate an understanding of career options in the visual arts, differentiate historical artworks by content, theme, style, techniques, and materials, and describe the impact of art practices and materials on the environment.

**RESOURCE** // DiscoverDesign.org was launched in early 2012 by the Chicago Architecture Foundation. It is a website that guides students through the design process with a step-by-step formula and provides the opportunity to exchange ideas with a range of other students, educators, and professionals. [Click here to get started.](http://DiscoverDesign.org)

**MATHEMATICS - GEOMETRY, CALCULUS** // Mathematics will cover a range of applications specific to architecture in grades 9-12 including, problem solving, geometry and calculus.

**SOCIAL SCIENCES AND HUMANITIES** // Fashion, Challenges and Changes in Society, Fashion and Creative expression.

**TECHNOLOGICAL EDUCATION** // Communications Technology, Construction Technology, Technological Design, Computer Engineering, Guidance and Career Education, Career Studies



*“Everything we design is a response to the specific climate and culture of a particular place.”*

*- Norman Foster*

## ARCHITECTURAL HERITAGE

Sketch, identify and describe three (3) examples of the following:

- Decorative concrete or brick cornices
- Decorative brickwork surrounding windows
- Engraved Cornerstone

Using words, sketches, magazines or photographs, describe two of the following architectural styles:

- Spanish
- West African
- Tudor
- Victorian
- Alpine (Swiss)

Analyze the climatic responsiveness of one of the styles you chose. Analyze the climatic responsiveness of Indigenous architecture in your region. Compare and contrast the two.

Additional activities:  
Invite a guest speaker (architect or someone from the local heritage society)

GRADES 9-12

D1

Curriculum Focus:

Arts, Visual Arts, Mathematics, History

to speak on local historical structures; go on a guided walking tour of local historical buildings.

For those students interested in pursuing a career in Architecture: Visit [www.oaa.on.ca](http://www.oaa.on.ca) for more information on architects in Ontario.

Objectives: Students will demonstrate an awareness of historical architectural characteristics and analyze building styles and materials in regard to geographical location.



## DOCUMENTARY & DISCUSSION

### A SHORT HISTORY OF THE HIGHRISE

For this activity, students will watch and explore the short, interactive Op-Doc “A Short History of the Highrise” learning about 2,500 years of history. This will act as a jumping off point for further inquiry and discussion.

Warm-Up | Ask students to answer the following questions in their journals:

- Describe the housing in your neighborhood. What does it look like? Are there highrises, small apartment buildings or free-standing houses? How close are buildings to one another? Are they packed tightly together or spread apart?
- Describe the communal spaces in your neighborhood. Where do neighbors see and interact with one another? On the sidewalk or in the hallway? In the parks, front lawns or driveways? In the local shops?
- How do people in your neighborhood get from one place to another? Do you generally take cars, walk or ride bikes? Do you take public transportation, like the subway, bus or commuter train?
- How much do you think your neighborhood defines who you are? Would you be a different person if you grew up someplace else?

Have students share with the class.

Read the filmmaker, Katerina Cizek’s opinion piece about her film originally published in NY Times:

“At a time when Manhattan luxury condos can cost tens of millions of dollars, residential high-rise buildings made of glass have become symbols of gargantuan excess and privilege. But the history of vertical living goes far back in time and extends around the globe — from the biblical Tower of Babel, to Arizona cliff dwellings to the Soviet Khrushchyovka towers.

In the last century, the high-rise (a common contemporary word for buildings 12 or more stories high) became a common tool, made of concrete, to counter urban sprawl and social inequality. New York played a crucial role in the evolution of this global phenomenon. And as the world’s cities have grown, the residential high-rise has become a social and political barometer of urbanization’s successes and failures. We’ve paid surprisingly little attention to this part of the urban fabric.

When I set out to tell this story for Op-Docs, I came to realize that the history of the high-rise building is in many ways the history of humanity. I was faced with a daunting challenge: how to tell a 2,500-year global history in a short film? The solution was to expand the project into an ambitious four-part interactive series. I was inspired by the ways storybooks have been reinvented for digital tablets like the iPad. We used rhymes to zip through

**Curriculum Focus:**

Social Studies (History, Geography), Reading Comprehension

## DOCUMENTARY & DISCUSSION

### A SHORT HISTORY OF THE HIGHRISE

history, and animation and interactivity to playfully revisit a stunning photographic collection and reinterpret great feats of engineering.

I've always loved archival films built of photographs, but I've found myself wanting to touch the photographs. Now we've made this possible — virtually. We've built an accordionlike interactive film experience that allows viewers to dig deeper into the films' stories and archival materials.

Ultimately, this story is less about buildings than it is about people. It is about the places we call home, and how we decide who will live where. If you look closely, seemingly ordinary buildings can reveal the values of the society that has created them.

This project, created for The New York Times Op-Docs, is part of the National Film Board of Canada's continuing HIGHRISE project, an Emmy Award-winning multiyear, many-media collaborative documentary experiment." Original article located here: <https://tinyurl.com/y5ouvhpc>

For reading comprehension and discussion:

- What will this documentary be about?
- How did Katerina Cizek, the filmmaker, address the challenge of telling a 2,500-year history in a short film?
- Ms. Cizek writes: "Ultimately, this story is less about buildings than it is about people. It is about the places we call home, and how we decide who will live where. If you look closely, seemingly ordinary buildings can reveal the values of the society that has created them." What does she mean by that? How can ordinary buildings reveal society's values?

Have the students watch the documentary in groups of two, so that they can stop and explore the interactive aspects and dive deeper into various topics. Afterwards, discuss with the class:

- How have people used technology to build highrises over the years, from ancient times to the present day?
- How did publicly subsidized concrete highrises around the world both solve problems and create problems?
- What highrise trends are taking place in the world's cities currently, from New York to China? How does social class factor into these trends?



## DOCUMENTARY & DISCUSSION

### A SHORT HISTORY OF THE HIGHRISE

GRADES 9-12

D3

Curriculum Focus:

Social Studies (History, Geography), Reading Comprehension

The Times published a two-part series in June about the Chinese government's plan to move 250 million people to cities from rural villages over the next 12 years. Many of these new city dwellers will live in newly built highrises.

Ask students to read Part 1 of the series, "China's Great Uprooting: Moving 250 Million Into Cities," (Found here: <https://tinyurl.com/ydc7h8ag>) watch the short video entitled "In China, A Staggering Migration" and view the related slide show found in the article. They should try to answer the six question words (who, what, where, when, why and how) as they read the article and view the images.

Then, as a class, students should discuss and write about the following questions:

- How is this huge plan to urbanize China altering life for the country's rural residents?
- Do you think this urbanization strategy is a good change for people in China? Explain why.

Students should cite evidence from the sources to support their opinions.

Optional follow-up questions:

- Did everything in the article come to pass? If not, what happened differently?
- How has China changed in the seven years since this article was written? Is this still a topic of conversation or concern?
- What have been the implications of the move?



## DOCUMENTARY & DISCUSSION

### LUXURY TOWERS VS. AFFORDABLE HOUSING

Affordable housing has become an important issue in this year's New York City mayoral race, as income levels have not kept up with rents and real estate prices while the city's population has grown. Middle and working class residents are getting squeezed out of the city.

Ask students to read these two articles (see Resource Guide for links):

"Sky High and Going Up Fast: Luxury Towers Take New York"  
"When 'Affordable' Is Just a Word"

Then students should how New York City's Mayor should deal with the city's housing problems. First they should define the problems, and then they should recommend solutions. Students should support their opinions with evidence from the articles.

Follow-up questions to bring the topic home:

- Since these articles were written, has the problem of affordability gotten better or worse in New York City? Explain.
- What are some current affordability issues in your town/city that you are aware of? If you are not aware of any, do some research. Did you find that there are, in fact, similar issues?
- What are some solutions that could work for your specific town or city?

GRADES 9-12

D4

Curriculum Focus:

Social Studies (History, Geography), Reading Comprehension



## DOCUMENTARY & DISCUSSION

### PHOTO ESSAY OF YOUR NEIGHBOURHOOD

GRADES 9-12

D5

Curriculum Focus:

Social Studies (History, Geography), Reading Comprehension

How does where we live help to define us? How do we help to define our neighborhoods?

Students can consider these questions as they design their own photo essay of their neighborhood, inspired by the National Film Board of Canada's documentary "Out My Window: Interactive Views From the Global Highrise." This interactive film, part of the Highrise project, highlights "the perspectives of people who look out on the world from the windows of highrise buildings."

The article "What Makes a Photo Essay Unforgettable?" written by Alek G. Brown and published on Format.com on March 5, 2018, contains advice on how students can create a photo essay about their lives and neighborhoods, inspired by the film.

Additionally, you can view photographs submitted to The Times from people who live in and among highrises around the world, here: <http://www.nytimes.com/projects/2013/high-rise/your-stories/index.html>



**aesthetic //**

**arch //** A curved structure that may or may not support weight above it.

**architect //** A licensed professional who design buildings. They are typically required to have a university degree.

architecture //

**architectural detail //** A small piece of the whole building, that gives character to the building.

**architectural technologist //**

architectural technician //

art //

**affordable housing //** in Canada, “affordable” house must cost less than 30% of a household’s before-tax income and can include owned housing or rentals.

**apartment building //** A building made up of several residential units.

**asbestos //** It is a natural mineral that was used in building materials until the 1970s in Canada, when it was discovered to be toxic.

assembly //

**attic //** The space directly below a pitched roof.

**balance //** Giving several items equal amounts of importance.

balcony //

**bay window //** a window that projects out from the wall of a building usually divided into three sections with a large picture window in the centre and a smaller window on either side.

**beam //** a horizontal piece (wood or steel usually) that supports a wall or roof above.

BIM //

blueprints //

**board and batten //** Traditionally made of wood, a type of siding that uses

wide boards with thin strips covering the joints between

**bow window //** A window that projects out from the wall of a building in an arch of 4-6 windows.

brace //

building code //

building envelope //

**building use //** what a building is used for such as school, house, library, etc. See **occupancy**.

**built environment //** Constructed structures and features (ie. not naturally formed) in which people live and work.

**bull’s eye window //** A circular window.

**bungalow //** A house all on one level, usually smaller and with a sloped roof.

CAD //

cantilever // an unsupported

overhang.

ceiling //

cement //

charette //

chimney //

circulation // Describes the flow of people throughout a building.

cladding //

**column** // A long narrow post that supports the structure above. See **pillar**.

**commercial** //

**communal space** // Areas of a building, or street or city that is shared by many people and is owned by a community.

**composition** // The way parts of a building are arranged; the way different parts (like windows, arches, volumes) coming together to form a building.

concrete //

**condo** // Short for condominium, it is an

apartment building in which each unit is privately owned; sometimes people may refer to their specific units as a “condo”.

**construction industry**

// Refers to the field of manufacture and trade specific to building, maintain and repairing structures.

**context** //

**cornice** // Decorative molding at the top of a door or window, or top edge of a wall.

**craftsman home** // Design using a covered porch, tapered columns, deep overhangs, exposed rafters, and large windows.

design //

**demolition** // Tearing down or taking apart a whole building or parts of a building.

**dormer** // A projection from a pitched roof, that typically has a window.

drafting //

draftsperson //

**downspout** // A pipe that drains rainwater from an eavestrough; sometimes called a rain water leader.

**dutch gable** // A gable with a curved shape and pediment at the top.

**downspout** // A piece metal formed into a U-shape and attached to the edge of a roof to drain rain water into a downspout.

eaves //

eavestrough //

**elevation** // a drawing showing a vertical plane (eg. wall) of a building or structure.

embodied carbon //

**facade** // Usually refers to the front side (or face) of a building.

**fanlight** // A semi-circular window, usually over a window or door.

fascia //

**flashing** // A thin piece of waterproof material (such as

aluminum) to prevent water leaking through joints in a roof, wall or opening in a building.

**floor //**

**floor plan //** a drawing or diagram showing the top view of a layout of a building.

**fluted column //** Column with shallow grooves running vertically along its side.

footprint //

forced air //

foundation //

**frieze board //** A decorative trim found at the top of a wall, directly below the roof soffit.

**gable //** The triangle part of a wall between the slope of a roof.

**gingerbread //** A style that has very detailed trim work, especially around the roof, windows and doors.

girder //

glazing //

**gothic arch //** An arch with a

pointed top.

grade //

hatching //

hardware //

header //

heritage //

**herringbone pattern //** A pattern made up of rows of parallel lines in which the adjacent rows slope in opposite directions.

**high rise //** A building that is higher than 18m, or more than 7 storeys.

**hip roof //** A four sided roof with a single slope on each side.

hvac //

hydronic //

industrial //

insulation //

**interior designer //**

institutional //

joists //

**keystone //** A central stone at the top of an arch or vault.

knee wall //

**lifecycle //** A course of events that bring something into existence, growth, and eventual decline.

**linear //** Arranged in a straight line.

lintel //

lumber //

massing //

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# GLOSSARY



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## Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.8.a

**To: Council**

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** OAA Building Committee  
Sheena Sharp, Chair  
Kathleen Kurtin, Immediate Past President  
Gord Erskine, Councillor  
Deo Paquette, Councillor  
Andy Thomson, Councillor

**Date:** May 3, 2021

**Subject:** Update from OAA Building Committee

**Objective:** To provide Council with an update on activities of the Building Committee.

---

The Committee last met on April 20. Discussed as part of the agenda was:

- Consideration of a humidification solution
- Review of the updated RFP for the Building Reserve Fund Study
- Update re. Close-out of the Construction Contract

The Committee is continuing to source additional quotes for the installation of a humidification solution for the building. It should be in place before the next winter season. The Committee acknowledged as well that the solution will need to be set up and adjusted once operations return to the building.

The Committee reviewed the final draft of the RFP for the Building Reserve Study. The RFP was released on May 3 with a deadline for submissions set for May 17. The final report should be ready by mid summer for review by the Building Committee as well as the Budget Committee. The reserve fund study is required under Council's Capital/Building Reserve Policy.

Committee Chair, Sharp is continuing to work with OAA Architect Fujiwara and contractor MJ Dixon to complete the outstanding deficiencies which have been further delayed by the pandemic. In addition, Sharp and Fujiwara continue to review and evaluate the contractor's claim for extras incurred on the project.

**Action:** For information only.

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**Attachments:** None

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## Memorandum

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 6.8.b

**To: Council**

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
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Lara J. McKendrick	Elaine Mintz
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Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

**From:** Governance Committee

Kathleen Kurtin, Chair	Michelle Longlade
Jeffrey Laberge	Elaine Mintz
Susan Spiegel	

**Date:** May 3, 2021

**Subject:** Update on OAA Governance Committee

**Objective:** To provide Council with and update on recent activities of the Governance Committee

---

On April 23, 2021, the OAA's Governance Committee met and discussed the following topics:

- Update on Operational Review – Report due to be presented to Project Team on June 22, 2021
- Modernization of Council size and composition – researching what other regulatory associations are doing.
- Review of honoraria for Council and Executive - researching what other regulatory associations are doing. Report to Council is anticipated for the June meeting.
- Mentors for new Councillors – Plan to create 'buddy system' for new members of Council to assist with onboarding and transition Executive Director has also held a follow up meeting with the new Councillors to 'check in'.

- Development of Social Media Policy
- Discussion re. assessment of good character upon application for licence.
- Review of Council competency matrix and intent to issue self assessment survey to all members of Council once again this spring. Members of Council should expect to receive the survey in the coming week.

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**Action:** No action required at this time.

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**Attachments:** No attachments.

FOR COUNCIL MEETING

May 12, 2021

(open)

ITEM: 7.1



**REPORT TO OAA COUNCIL  
MAY 2021**

**1. College Architectural Technology Program Certification**

The initiative to develop a certification system for Ontario college architectural technology programs is slowly moving forward. We recently received confirmation that the Board of Directors of Technology Accreditation Canada (TAC) is interested in working with OAAAS and the colleges.

An OAAAS committee has been struck to review TAC's existing benchmarks and standards, and to consider them against those used by CACB to assess Canada's architecture schools. If the TAC standards need to be significantly revised, OAAAS will need to find representatives from colleges around Ontario to help us create new standards. In this scenario, we would look to achieving buy-in to the review process during the 2021-22 school year. If the TAC standards need only minor modifications, we may be able to do that work internally and present a final proposal to the colleges by the end of summer.

**2. Member recruitment and retention remain strong**

OAAAS continues to enjoy strong membership growth. And, in the first four months of the fiscal year, most current members renewed for 2021, a more positive situation than this time last year. As a consequence, OAAAS finances are in good shape as we approach the conference and summer. On the downside, we have been unable to regain any sponsors for the current year's awards, and there will be no cash prizes given.

Garry Neil  
Executive Director | Registrar  
May 4, 2021