

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

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 November 4, 2021 at approx. 11:00 a.m.

Meeting # 277

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 September 23, 2021 Open Council Meeting (*see attached*)

2 mins 3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

15 mins 4.1 OAA Draft 2022 Operating and Capital Budget (*see attached*) SVP and Treasurer

5 mins 4.2 Lieutenant Governor in Council Appointee (LGIC) – Committee Appointments (*TBD*) Executive Director

5 mins 4.3 Audit Committee Appointment (*oral*) SVP and Treasurer

5 mins 4.4 Election of Life Members (*see attached*) Vice President Hastings

5 mins 4.5 Recognition of Members of Long Standing (*see attached*) Vice President Hastings

10 mins 4.6 Eligibility Requirements for Officers/Executive Committee of Council (*see attached*) Governance Committee

15 mins 4.7 Final Report from Equity, Diversity & Inclusion and Truth & Reconciliation Report Working Group and Working Group Sunset (*see attached*) Working Group

15 mins 4.8 No. 9 – “Imagining My Sustainable City” Sponsorship Request (*see attached – presentation at 1:30pm*) Executive Director

5 mins 4.9 Appointment of Representative to University of Toronto, John H. Daniels Faculty of Architecture, Landscape and Design School Curriculum Committee (*oral*) President

5 mins 4.10 Appointments to the Canadian Architectural Certification Board (CACB) (*see attached*) Executive Director

7 mins 4.11 OAA COVID Vaccination Policy (*see attached*) Governance Committee

7 mins 4.12 Canadian Architectural Certification Board (CACB) 2022 Budget (*see attached*) Executive Director

5.0 ITEMS FOR DISCUSSION

6.0 EXECUTIVE COMMITTEE REPORTS

6.1 Report from the President

3 mins 6.1.a Activities for the months of September-November (*see attached*) President

<i>Open Council Agenda</i>		
3 mins	6.1.b Report from Executive Director (<i>see attached</i>)	Executive Director
	6.2 Report from the Senior Vice President and Treasurer	SVP & Treasurer
	6.3 Report from Vice President Strategic	
7 mins	6.3.a Report from Vice President Strategic (<i>see attached</i>)	Vice President Schuhmann
7 mins	6.3.b Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (<i>see attached</i>)	
7 mins	6.3.c World Architecture Day Queen's Park Picks – Update (<i>see attached</i>)	
	6.4 Report from Vice President Communications	
15 mins	6.4.a Report from the Vice President Communications (<i>see attached</i>)	Vice President King
	6.5 Report from Vice President Regulatory	Vice President Hastings Registrar
7 mins	6.5.a Activities Report from the Registrar (<i>see attached</i>)	
	6.5.b Interns Committee Update (<i>see attached</i>)	Councillor Abu- Bakare
	6.6 Report from Vice President Practice	
7 mins	6.6.a Report from Vice President Practice (<i>see attached</i>)	Vice President Vilardi
	6.7 Report from Vice President Education	
7 mins	6.7.a Report from Vice President Education and Comprehensive Education Committee (<i>see attached</i>)	Vice President Krickhan
	6.8 Report from Immediate Past President	Immediate Past President Kurtin
3 mins	6.8.a OAA Building Committee Update (<i>see attached</i>)	
	7.0 ITEMS FOR INFORMATION	
nil	7.1 Ontario Association for Applied Architectural Sciences (OAAAS) - Update (<i>see attached</i>)	OAAAS Executive Director
2 mins	7.2 Society Updates and 2021 Fall President's Tour (<i>oral</i>)	President
	8.0 OTHER BUSINESS	
	9.0 DATE OF NEXT MEETING	
	9.1 The next regular meeting of Council is Friday December 10, 2021 at 9:30 a.m. via Zoom.	
	10.0 ADJOURNMENT	

Ontario Association of Architects

Meeting #276 Open

MINUTES

September 23, 2021

The two hundred and seventy sixth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday September 23, 2021 via Zoom.

Present:	Susan Spiegel	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
	J. William Birdsell	Councillor
	Heather Breeze	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jeffrey Laberge	Councillor (<i>part attendance</i>)
	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 (<i>part attendance</i>)
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications
Regrets:	Farida Abu-Bakare	Councillor
Guests:	Mélisa Audet	Manager, Practice Advisory Services
	Allen Humphries	Practice Advisor
	Romy Poletti	Coordinator, Special Projects
	Melanie Pruden	Manager, Finance

The President called the meeting to order at 1:55 p.m.

The President noted a video titled *Children of the Nomad* a film by Evelyne Papatie 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

9254. The President noted that no new items would be added to the agenda.

It was moved by Vilardi and seconded by McKendrick that the agenda for the September 23, 2021 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9255. *Reference Material Reviewed:* Draft minutes of the June 24, 2021 Open Council meeting.

The draft minutes of the June 24, 2021 Open Council meeting were reviewed.

It was moved by Mintz and seconded by Cline that the minutes of the June 24, 2021 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9256. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9257. *Reference Material Reviewed:* 2022 Council Meeting Dates. **(APPENDIX 'A')**

It was noted that the May meeting date for Council would be scheduled for Tuesday May 10, 2022 to align with the 2022 Conference schedule.

It was moved by Mintz and seconded by Birdsell that the 2022 Council meeting dates be approved as amended.

-- CARRIED

9258. *Reference Material Reviewed:* Memorandum from the Governance Committee dated September 8, 2021 re. OAA Operational Review – Final Report and Recommendations and attached supporting documentation. **(APPENDIX 'B')**

Doyle reported that the OAA's first operational review had been completed and the findings confirmed and highlighted a number of OAA's great strengths and also identified areas for improvement and gaps in the current operation of the Association. Doyle noted that she has created a framework to manage the 38 recommendations moving forward through a specific project management software. The Recommendations that have resulted from the finding of the review include a need to develop a five-year strategic plan, addressing operational needs (HR, IT, management process and evaluation, as well as new projects triage), additional measures to enhance risk management, implementation of measures to ensure a safe, inclusive and effective workplace, establish additional accountability measures and further clarity around the role of Council and that of staff and invest in additional equity, diversity, and inclusion measures for the Association

The Council reviewed the full list of 38 recommendations that had been included in the Council package and noted their groupings.

A member of Council requested some clarification with respect to whether the line regarding complaints refers to internal or external. Doyle noted that the reference pertains to the OAA's complaints process as it relates to its regulatory mandate.

A question was also asked regarding the statement in the memo regarding the need for confidentiality. Doyle noted that in order to preserve and respect the privacy of everyone that participated in the consultation phase, the finding data is not being shared, but rather the result of the findings which is the recommendations.

A Council member suggested that the OAA may wish to consider budgeting for a Chief Technical Officer to manage all aspects from an IT perspective from website to webinars.

A member of Council enquired as to whether the strategic planning exercise will apply to both Council and the OAA as an organization

Doyle responded that a 5 year strategic plan would be for the Association and Council as a whole.

It was moved by Vilardi and seconded by Kurtin that the 38 recommendations resulting from the OAA's 2021 Operational Review as presented at the September 23 meeting of Council be approved along with the proposed 5 year timeline for implementation;

That external consultants be engaged in Year one of the project to address recommendations in the areas of Human Resources, IT/Data Management, and Strategic Planning;

That the Executive Director be requested to provide regular updates to Council regarding the implementation of the individual recommendations as well as adherence to the timeline and additional human or financial resources needed to address the recommendations; and,

That the Governance Committee work with the communications team to develop and implement a plan to communicate a summary of the Operational Review and resulting recommendations as well as updates on their implementation.

-- CARRIED

9259. *Reference Material Reviewed:* Memorandum from Vice President Communications, Jennifer King dated September 15, 2021 re. 2022 Conference – Proposed Conference Theme and Program and attached background information. **(APPENDIX 'C')**

The Vice President Communications reported that the program for the 2022 Conference has been developed to address limitations on attendance due to COVID protocols however the team has endeavoured to incorporate sufficient activity for those attending in person. The Vice President also reported on the development of the recommended theme for the 2022 conference.

Doyle noted that leading up to the in-person Conference in May, there will be three virtual events scheduled. A maximum of 400 attendees are permitted in-person due to current COVID restrictions whereas in the past, a Toronto conference would see an attendance of greater than 1000.

It was noted by a member of Council that the idea of a virtual conference following the in-person event is a preferred option to allow for more ConEd points opportunities.

A Council member enquired as to whether live streaming of the event would be an option.

A member of Council responded that there may be a requirement for unionized employees which would reduce the number of attendees since the maximum allowed currently in the building is 400.

A Council member enquired as to how it may be determined who is attending the in-person event.

Pruden responded that the budget has been drafted to address only a full package at this point, however this can be revisited.

It was suggested by a member of Council that enhanced virtual programming be created and include the Toronto Society of Architects in the development.

Some concern was expressed by a Council member that the purchaser of a package may not attend all of the events.

Doyle noted that the team will be further reviewing the options. It is important to be able to give the members access to in person sessions and include a combination of virtual and in-person. How the event is broadcast is dependent on the rules of the Beanfield Centre. Sessions could also be recorded and offered the following week to view as a virtual mini-Conference.

It was noted by Doyle that an alternative option to consider may be to record the Conference sessions and offer as part of the webinar series later in the year with the speakers returning to facilitate Q&A sessions.

It was moved by Mintz and seconded by Schuhmann that Council approve 'Inspiring Climate Action' as the theme for the OAA Conference 2022 as recommended by the Communications Committee.

-- CARRIED

It was moved by King and seconded by Paquette that Council approve the proposed program and schedule of events for the OAA Conference 2022 as presented to Council on September 23, 2021, and that the Conference team be requested to consider further increasing accessibility to the content through a virtual option; and, that the Conference team be requested to consider a variety of delegate package options.

-- CARRIED

Laberge left the meeting at 3:00 p.m.

9260. *Reference Material Reviewed:* Memorandum from Councillor and Interns Committee Chair, Farida Abu-Bakare dated September 9, 2021 re. Mentorship Review Survey Questions and attached supporting documentation. **(APPENDIX 'D')**

The Vice President Education reported that the Interns Committee has proposed a set of questions to be administered through the Mentorship Review Survey as previously approved by Council.

It was moved by McKendrick and seconded by Kurtin that Council approve the draft questions as prepared by the Interns Committee to be administered to the OAA membership through the Mentorship Review Survey, subject to minor edits and modifications in consultation with the survey consultant.

-- CARRIED (1 abstention)

9261. *Reference Material Reviewed:* Memorandum from the Governance Committee dated September 8, 2021 re. Respectful Work Policy for Members of Council and attached background information. **(APPENDIX 'E')**

The Immediate Past President reported that the Governance Committee reviewed the policy and it is being presented for consideration as part of the operational review recommendations as well as advice of legal counsel.

A member of Council enquired as to whether other organizations have a similar policy and whether there is a similar policy for staff.

The Immediate Past President responded that this is a recommended policy for all boards, and that staff also have a similar policy, however it is specific to the employee/employer relationship.

It was moved by Kurtin and seconded by Longlade that the policy "Respectful Work Policy for Members of Council" be approved as circulated.

-- CARRIED

9262. *Reference Material Reviewed:* Memorandum from the Equity, Diversity, Inclusion|Truth & Reconciliation Working Group dated September 8, 2021 re. Equity, Diversity, Inclusion|Truth & Reconciliation Working Group Update and attached background information. **(APPENDIX 'F')**

The President reported that the Working Group reviewed and amalgamated the recommendations and determined actions associated with them. The scholarship bursary will be finalized after discussions occur with respect to recognize merit and inclusivity.

It was noted by the President that Communications has developed two new webpages focused on Indigenous Architecture and Equity, Diversity and Inclusion. Poletti provided Council with a tour of the new web pages.

Missio noted we will need to be mindful in showcasing projects so as to present in the right context.

It was moved by Longlade and seconded by Kurtin that the new *Equity, Diversity and Inclusion* and *Indigenous Architecture* webpages located in the Resources section of the OAA website be approved and implemented as soon as possible.

-- CARRIED

It was moved by Longlade and seconded by Paquette that Council approve the 39 Recommendations as proposed by the Equity, Diversity and Inclusion | Truth and Reconciliation Report Working Group as presented to Council on September 23;

that the Executive Director be requested to forward recommendations requiring further action by others to the appropriate parties accordingly; and, that Council be updated on the status of those recommendations as appropriate; and,

that the Working Group be requested to complete any final elements of its mandate and work in anticipation of the November Council meeting at which time their final report will be received and the Working Group sunset.

-- CARRIED

9263. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 13, 2021 re. OAA OGCA Supplementary Conditions for the Stipulated Price Contract – CCDC 2-2020 and attached supporting documentation. **(APPENDIX 'G')**

The Vice President Practice reported.

A member of Council requested some clarification with respect to the term “optimal time” suggesting that it should be clarified and associate a legal definition with it. The definition of construction cost should be changed to exclude tax. It was noted this was pertinent to the next item on the agenda.

It was moved by Vilardi and seconded by Paquette that Council endorse the Recommended Supplementary Conditions for the Stipulated Price Contract – CCDC2, 2020.

-- CARRIED

9264. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 15, 2021 re. OAA Contract Suite 2021 – Progress Report #2 and attached supporting documentation. **(APPENDIX 'H')**

The Vice President Practice reported and provided a highlight from the report regarding changes and updates to the Contract Suite. Appendix 3 in the report provides a comparison of the old versus the new contract which offers some clarity. There are now fillable areas in the contract as well as suggested fillables.

A member of Council noted the lack of clarity around the term 'optimal time'. It was suggested that similar wording be offered to the client.

The Vice President Practice responded that the turnaround time for clients vary and therefore created a negotiable and agreed on option.

The Council member noted the exclusion of tax and suggested that it be highlighted for awareness.

Humphries responded that the issue was that the manufacturer's sales tax was embedded in the guide and then later excluded adding that this now brings the OAA into alignment with the RAIC fee guide.

A Council member suggested taking in BIM contracts and integrating in future into the contracts.

Audet responded that it is being reviewed and is a suggestion that people may consider; more as BIM requirements rather than including in the contract.

Doyle congratulated Audet and Humphries and the entire PAS team on the extensive work done in developing the Contracts Suite.

Audet noted that it is a multi-faceted project with a five year evolution toward a more digital version.

It was moved by Cline and seconded by Paquette that Council approve the new OAA 600-2021 and its associated guide.

-- CARRIED

9265. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated September 8, 2021 re. OAA Submission to CACB National Validation Conference 2022 and attached background information. **(APPENDIX 'I')**

The Vice President Education reported that the Committee is working on a submission in advance of the Canadian Architectural Certification Board (CACB) Validation Conference in 2022. The submission looks to review the relationship in school between students and practice and that they are appropriately prepared upon graduation.

It was moved by Birdsell and seconded by Paquette that Council approve the following topic for the OAA's submission to the Canadian Architectural Certification Board (CACB) National Validation Conference Committee 2022:

Are architecture students currently offered adequate exposure to the practice of architecture ensuring a reasonable transition from school to practice?; and,

that the final paper be subject to Council approval at the January Council meeting, prior to submission.

-- CARRIED

9266. *Reference Material Reviewed:* Regulatory Notice dated August 11, 2021 re. Upcoming OAA Council Elections. **(APPENDIX 'J')**

The President reported that Council is asked to consider whether to require mandatory attendance for the new candidate information session or that it be voluntary.

It was suggested by a member of Council that if the session is to be mandatory, then accessibility to the session should be ensured.

Doyle noted that this year's session is now voluntary however going forward the session could be offered on demand and with closed captioning.

A Council member suggested that the work and time commitment on Council is significant and that the time required to understand the role is adequate for a three-year commitment.

A member of Council noted that there may be some difficulty for an intern to attend though agrees providing it is accessible.

Doyle noted for future sessions a webinar date may be set and for those who were unable to attend on that date, the session may be shared afterward.

Mills noted that she will be sharing the session information with this year's nominees noting for this year it is not mandatory.

Thomson left the meeting at 4:30 p.m.

It was moved by Vilardi and seconded by Longlade that Council approve the administration of an information session for Council candidates for the upcoming election and that the session be recorded and made available to all candidates prior to the election and that participation, whether virtual or in person, be made mandatory for the 2023 and future elections.

-- CARRIED (3 opposed)

ITEMS FOR DISCUSSION

9267. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9268. *Reference Material Reviewed:* Activities for the months of June-September. **(APPENDIX 'K')**

The report was noted for information.

9269. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 13, 2021 re. Update on Activities of the Executive Director. **(APPENDIX 'L')**

The report was noted for information.

9270. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Agata Mancini dated September 21, 2021 re. Unaudited Financial Statements for the Nine Months Ended August 31, 2021 and attached supporting documentation. **(APPENDIX 'M')**

The report was noted for information.

9271. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated September 14, 2021 re. Update on activities under the Vice President Strategic portfolio. **(APPENDIX 'N')**

The Vice President Strategic reported that further to funding for the University of Toronto Long Term Care (LTC) research project, the launch of the project has been delayed with only preliminary work completed to date. The project is being monitored and will continue to update Council.

It was noted by the Vice President Strategic that PACT and staff continue to investigate the Green Energy Advisor NRCan program and will provide an update once further information is gathered.

The report was noted for information.

9272. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 13, 2021 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'O')**

The report was noted for information.

9273. *Reference Material Reviewed:* Memorandum from the Communications Committee dated September 12, 2021 re. Communications Committee Update and attached background information. **(APPENDIX 'P')**

The report was noted for information.

9274. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated September 13, 2021 re. Activities under the Registrar June 10, 202 – September 8, 2021 and attached background information. **(APPENDIX 'Q')**

The report was noted for information.

9275. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 13, 2021 re. Report from Vice President Practice. **(APPENDIX 'R')**

The report was noted for information.

9276. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated September 14, 2021 re. Update from Vice President Education and attached supporting documentation. **(APPENDIX 'S')**

The Vice President Education reported that the recent Indigenous theme sessions proved to be very popular with 300-400 attendees.

The report was noted for information.

9277. *Reference Material Reviewed:* Memorandum from the Building Committee dated September 13, 2021 re. Update from OAA Building Committee – Reserve Fund Study. **(APPENDIX 'T')**

The report was noted for information.

ITEMS FOR INFORMATION

9278. Society Updates and 2021 Fall President's Tour (*oral*)

The President reported that she is looking forward to this fall's visits. Pre-meeting with the individual society chairs have occurred and are ongoing. The format for this year will be different with more discussion and dialogue as well as a central theme being the Climate Crisis.

OTHER BUSINESS

9279. There was no other business.

DATE OF NEXT MEETING

9280. The next regular meeting of Council is Thursday November 4, 2021 at 9:30 a.m. via Zoom.

ADJOURNMENT

9281. It was moved by McKendrick and seconded by Cline that the meeting be adjourned at 4:35 p.m.

-- CARRIED UNANIMOUSLY

President

Date

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 4.1

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: Budget Committee

Agata Mancini	Lara McKendrick
Gordon Erskine	

Date: October 26, 2021

Subject: Draft Budget 2022

Objective: For Council to review and approve the draft 2022 budget.

As per Council's direction the Budget Committee has met with the Executive Director and Manager of Finance to review options for a balanced budget.

The Budget Committee would like to draw Council's attention to the following information:

1. This draft currently reflects a membership fee increase of 3.7% for 2022. This is based on July's Consumer Price Index, in August it increased to 4.1% and September to 4.4%. The Committee discussed that 3.7% would be an acceptable increase as there was no increase in 2021 in order to provide compassion for 2020 economic considerations, and in 2019 and 2020 the fees were increased by 3.1%. A Licensed Architects fee would change from \$903.41 to \$936.82 an increase of \$33.41, Licensed Technologist OAA would increase by \$23.53, and an Intern by \$6.37.
2. Council will also note that the revenue and expenses for Conference 2022 have been added based on Council's recommendations to the Conference Task Force. The current projected deficit is \$247,525 which can be reduced by additional registration, sponsorship income or relaxed pandemic restrictions.

3. Within this draft budget, funds have been set aside in the Council Policy Development Contingency to fund special projects and initiatives to be determined by Council throughout the year in the amount of \$236,429. At this present amount, the Budget Committee has been able to present a balance budget. For information, the Policy Contingency for 2021 was set at \$337,655, and \$74,712 has been spent to date, with an additional \$96,404 in approved expenditures, totalling \$171,116 in expected expenses for 2021. In 2020 the Policy Contingency was set at \$149,286 and \$27,057 was expended.
4. There are '0' funds being allocated to attend the RAIC Festival of Architecture in 2022 as it conflicts directly with the OAA's annual Conference in Toronto, which had already been scheduled and booked.
5. Council will note that the Governance Committee budget has increased considerably. This is in response to a number of the recommendations resulting from the OAA Operational Review (which will be discussed later on in the meeting) and in particular, allocation to engage three consultants during the year to address IT matters, HR matters and strategic planning for the OAA.
6. The overall salary budget for 2022 will increase by 4.56% which includes the addition of three new permanent staff: One in Finance, an additional Practice Advisor and a Coordinator Special Projects.
7. A new line item for HR Administration has been added to address ongoing costs for HR tools and resources, legal and/or consulting expenses as well as an allocation for Council to access legal funds as necessary to address HR related needs. This budget also includes funding for employee development.
8. Complaints Committee costs have increased in order to accommodate a professional case investigator and decision writer. This will strengthen the OAA's regulatory process and outcomes.
9. Discipline and Registration Committee are budgeting a significant increase for 2022 in relation to an increase fees related to legal counsel, court reporters and a professional decision writer for eight cases.
10. Expenses are down for the *Fundamentals of Running an Architectural Practice* as the online development will have been completed in 2021.
11. The budget for the Comprehensive Education Committee has been decreased as there is no large contingency being carried for this committee in 2022. Special projects can be funded through the Policy Contingency Budget.

12. Practice Legal budget has been increased considerably in anticipation of the next steps in review of the various OAA contracts and resources.
13. French Translation has been increased in anticipation of additional translation costs for the updated OAA contract resources.
14. Costs for the administration of the ExAC has increased in anticipation of social distancing and health & safety requirements at the venue.
15. The Statement of Members Equity budget reflects an allocation of \$154,000 to the Major Capital Reserve, \$40,000 to Legal Reserve and \$100,000 to the Operating Reserve. The Major Capital Reserve is specifically budgeted in response to the Reserve Fund Study commissioned by the Building Committee. The final Report will be presented to Council at the November meeting, however the preliminary report, which has been presented to both the Budget and Building Committees recommends an allocation of approximately \$154K for 2022. It is a 30 year plan. It is proposed that any surplus that remains at year end will be allocated to the reserve funds.

Action: **For Council to review and approve the 2022 draft budget.**

Attachments: Draft Budget 2022 and Budget Notes

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Revenue and Expenses
With Comparisons as at June 30, 2021

Bdgt Note	2021						2022			PROJ-2022 BUD - 2021 BUD		
	ACTUAL-YTD			BUDGET PROJECTION			BUDGET PROJECTION			BUDGET VARIANCE		PERCENTAGE CHANGE
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	
REVENUE												
1.1	Fees	6,390,019	97.1%	6,478,106	93.1%		6,893,068		85.5%	414,962		6%
1.2	Classifieds Revenue	7,825	0.1%	20,000	0.3%		20,000		0.2%	0		0%
1.3	Conference Revenue	111,450	1.7%	155,000	2.2%		841,225		10.4%	686,225		443%
	Continuing Education:											
1.4	Admission Course Revenue	0	0.0%	15,750	0.2%		7,000		0.1%	-8,750		-56%
1.5	Continuing Education Revenue	31,436	0.5%	43,250	0.6%		50,175		0.6%	6,925		16%
1.7	Fundamentals of Architectural Practice	2,077	0.0%	37,800	0.5%		3,125		0.0%	-34,675		-92%
1.8	Documents, Job Signs & Other Revenue	9,770	0.1%	15,000	0.2%		10,000		0.1%	-5,000		-33%
1.9	ExAC Jurisdiction Exam Fee	0	0.0%	79,000	1.1%		158,000		2.0%	79,000		100%
1.10	Interest Earned	22,799	0.3%	86,000	1.2%		48,000		0.6%	-38,000		-44%
	Pro-Demnity:	0										
1.12	PCS Transfer	0	0.0%	5,500	0.1%		5,500		0.1%	0		0%
1.15	Recovery of Discipline Charges	5,250	0.1%	22,500	0.3%		24,000		0.3%	1,500		7%
	Total Revenue	6,580,626	100.0%	6,957,906	100.0%		8,060,093	100.0%		1,102,187		16%
EXPENDITURES												
	Council & Executive	520,375	14.9%	1,089,116	15.7%		1,270,431	15.8%		181,315		17%
2.2	AGM (Annual General Meeting)	1,962		14,150			24,000			9,850		70%
	Committees & Task Groups:											
2.4	OAA Governance Committee	55,203		88,909			167,724			78,815		89%
2.5	Budget Committee	0		1,141			418			-723		-63%
2.6	Construction Design Alliance Ontario (CDAO)	0		5,370			5,396			26		0%
2.7	Joint OAA/Arido Task Group	0		5,683			2,000			-3,683		-65%
2.8	Miscellaneous Committee Expense	0		3,000			3,000			0		0%
2.9	OAA/OGCA Best Practices Committee	0		1,471			1,530			59		4%
2.10	Policy Advocacy Coordination Team (PACT)	37,689.47		59,555			48,751			-10,804		-18%
2.11	Sustainable Built Environment Committee	4,425		7,660			4,317			-3,343		-44%
2.12	Council & Executive	92,581		243,669			266,040			22,371		9%
	Legal:											
	Legal General	25,437		25,000			35,000			10,000		40%
	Liaison With Gov't & Other Organizations	0		3,000			1,000			-2,000		-67%
	National:											
2.13	Canadian Architectural Certification Board (CACB)	21,777		55,000			65,000			10,000		18%
2.14	CALA Meetings	41,497		31,080			67,080			36,000		116%
	International Relations Committee	345		5,000			3,000			-2,000		-40%
	RAIC Festival	0		18,250			0			-18,250		-100%
2.15	OAAAS	13,130		75,300			70,800			-4,500		-6%
	Society Chairs Workshop	0		8,360			8,360			0		0%
3.0	Salaries & Benefits Council & Exec	226,328		437,518			497,014			59,497		14%
	Regulatory:	580,903	16.6%	1,283,851	18.5%		1,464,223	18.2%		180,372		14%
	Committees:											
4.1	Complaints Committee	14,856		32,061			75,265			43,204		135%
4.2	Discipline Committee	18,302		20,298			62,530			42,232		208%
4.3	Experience Requirements	5,461		36,469			30,814			-5,655		-16%
4.4	Fees Mediation Committee	0		3,180			1,000			-2,180		-69%
4.5	Public Interest Review Committee (PIRC)	0		4,289			5,000			711		17%
4.6	Registration Committee	1,988		4,517			25,437			20,920		463%
4.7	The Interns' Committee	2,105		6,609			9,902			3,293		50%
	Exam for Architects in Canada (ExAC):											
4.9	ExAC Exam Administration	114		42,850			62,002			19,152		45%
	Legal:											
4.10	Act Enforcement	24,068		60,000			55,000			-5,000		-8%
4.11	Appeals	4,798		60,000			30,000			-30,000		-50%
4.12	Discipline Hearings	44,475		125,000			90,000			-35,000		-28%
4.13	Fees Mediation	0		2,500			2,500			0		0%
4.14	General	5,623		30,000			50,000			20,000		67%
4.15	Registration Hearings	26,609		20,000			15,000			-5,000		-25%
3.0	Salaries & Benefits - Registrar	432,505		836,078			949,774			113,696		14%
	Practice Advisory:	192,535	5.5%	398,761	5.7%		428,042	5.3%		29,281		7%
5.1	Legal-Practice	0		5,000			53,200			48,200		964%
	Committees:											
5.2	Engineers, Architects, Building Officials (EABO)	0		3,597			1,500			-2,097		-58%
5.3	Practice Resource Committee	311		10,300			10,400			100		1%
5.4	Subcommittee on Building Codes & Regs (SCOBCAR)	0		8,274			5,500			-2,774		-34%
3.0	Salaries & Benefits - PA	192,225		371,590			357,442			-14,148		-4%
	Communications:	443,704	12.7%	930,339	13.4%		1,091,975	13.5%		161,636		17%
	Committees:											
6.1	Communications Committee	0		13,311			7,808			-5,503		-41%
6.2	Community Outreach Program	0		1,046			6,000			4,954		474%
6.3	Cyber Security Insurance	4,400		4,400			4,620			220		5%
	French Translation Costs	0		5,000			20,000			15,000		300%
6.4	Honors & Awards	3,832		88,644			92,181			3,537		4%
6.5	Media Relations Program	0		60,000			50,000			-10,000		-17%
	Miscellaneous	0		1,000			1,000			0		0%
6.6	P.R. Sponsorship Opportunities	16,348		55,000			65,000			10,000		18%
6.7	Scholarships and Awards (Trust Fund)	25,500		25,700			25,700			0		0%
	Societies:											
6.8	Society Liaison Travel	358		10,000			10,000			0		0%
6.9	Society Funding	68,525		65,000			69,000			4,000		6%
6.10	Special Program Funding	57,500		80,000			80,000			0		0%
6.11	Society Chairs Meeting - Conference	0		8,360			8,283			-77		-1%
6.12	Tradeshows and Ongoing Outreach Activities	5,000		32,500			36,300			3,800		12%
	University Funding	10,000		25,000			25,000			0		0%
6.13	Web Maintenance/Hosting	22,947		17,860			29,388			11,528		65%
3.0	Salaries & Benefits - Communications	226,329		437,518			561,694			124,177		28%
	Conference:	405,014	11.6%	607,818	8.7%		1,275,981	15.8%		668,163		109.9%
7.2	Conference	319,753		443,000			1,088,750			645,750		146%
3.0	Salaries & Benefits - Conference	85,261		164,818			187,231			22,413		14%
	Continuing Education:	144,136	4.1%	420,943	6.0%		305,703	3.8%		-115,240		-27%
8.1	Comprehensive ConEd Committee	0		26,715			12,259			-14,456		-54%
	Continuing Education:											
	Admission Course	11,381		51,820			26,000			-25,820		-50%
8.3	Continuing Education	41,369.02		22,000			30,000			8,000		36%
8.4	Fundamentals of Architectural Practice	1,475		146,600			40,000			-106,600		-73%
3.0	Salaries & Benefits - ConEd	89,911		173,808			197,444			23,636		14%
	Practice Consultation Service:	737	0.0%	11,000	0.2%		11,000	0.1%		0		0%
	Salaries & Benefits - PCS	737		11,000			11,000			0		0%
	Administration:	601,963	17.2%	852,557	12.3%		1,033,134	12.8%		115,577		21%
10.0	HR Administration			0			65,000			65,000		
	Audit Fees	12,200		28,458			28,700			242		1%
10.1	Audit Committee	0		177			148			-29		-16%

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Revenue and Expenses
With Comparisons as at June 30, 2021

Bdgt Note	2021						2022			PROJ-2022 BUD - 2021 BUD		
	ACTUAL-YTD			BUDGET PROJECTION			BUDGET PROJECTION			BUDGET VARIANCE		PERCENTAGE CHANGE
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	
	Bank Charges:											
	Bank Charges	1,705		3,000			3,000			0		0%
	Fees Processing Charges (Formerly Credit Card)	7,699		10,000			8,000			-2,000		-20%
	Visa Service Charges	750		500			300			-200		-40%
10.2	Computer Operations	143,335		51,000			70,000			19,000		37%
	Documents, Job Signs & Other	13,054		20,000			20,000			0		0%
10.3	General Expenses	934		10,000			6,000			-4,000		-40%
	Insurance:											
10.4	AD&D	0		2,200			2,200			0		0%
10.5	Errors & Omissions	9,390		8,548			9,860			1,312		15%
10.6	Directors & Officers	30,338		20,475			30,974			10,499		51%
	Mailing Costs:											
	Postage & Delivery	8,440		20,000			20,000			0		0%
	Member Mailings			7,000			7,000			0		0%
	Printing & Office Supplies	18,689		25,000			20,000			-5,000		-20%
10.7	Subscriptions & Memberships	35,816		24,034			43,554			19,520		81%
	Telephone & Communciation:											
	Internet Access & Hosting	11,316		19,291			19,000			-291		-2%
	Telephone & Video Conferencing	5,761		25,908			24,190			-1,718		-7%
	Uncollectible Accounts	4,896		1,600			1,600			0		0%
3.0	Salaries & Benefits - Admin	297,638		575,366			653,608			78,242		14%
	Building:	172,322	4.9%	412,137	5.9%		293,597	3.6%		-118,540		-29%
11.1	Building Committee	2400		41,000			51,000			10,000		24%
11.2	Commercial Insurance	27,909		26,838			30,000			3,162		12%
	Heat, Light & Water	916		15,000			10,000			-5,000		-33%
11.3	Maintenance & Security	34,435		100,000			83,555			-16,445		-16%
11.5	Mortgage Interest & Fees	86,692		189,299			96,042			-93,257		-49%
11.6	Property Taxes	19,970		40,000			23,000			-17,000		-43%
	Council Policy Development:	74,712	2.1%	337,655	4.9%		255,890	3.2%		22,235		-24%
	Council Policy Development Contingency	0		166,539			236429			69,890		
	Prior Years' Development:											
	Appeal - OMB Re: City of Toronto By-law	58,643		47,655			0			-47,655		-100%
	Canadian Handbook of Practice License Agreement	0					0			0		
	Consultant-Architectural Artifacts Display	0					0			0		
	Housing Affordability Task Group	0					0			0		
	Impacts-Upfront Inv on Delivering Efficiencies of Public Proj	0					0			0		
	Logo Redesign Project	0		0			0			0		
	Venice Biennale	0					0			0		
	QBS Documents Review and Update	0					0			0		
	Website Redesign	0					0			0		
	Initiative to Address EDI – Consultant/Survey Consultant	16,069		50,000			0			-50,000		
	License CSA Standards - Practice Tool	0		30,000			0			-30,000		
	Institute of Corp Directors Membership	0		3,000			0			-3,000		
	Architectural Grad - Intern Cmttee Research	0		10,000			0			-10,000		
	Intern Cmmtee Survey	0		11,000			0			-11,000		
	UofT - Future of LTC	0		19,461			19,461			0		
	Depreciation	358,009	10.2%	613,729	8.8%		630,117	7.8%		16,388		3%
12.1	Computer	80,959		138,787.53			165,041			26,253		19%
12.2	Building	159,924		274,156.00			271,885			-2,271		-1%
12.3	Building Additions	49,646		85,107.00			75,119			-9,988		-12%
12.4	Furniture & Equipment	32,007		54,868.69			52,588			-2,280		-4%
12.5	Web	35,473		60,809.99			65,484			4,674		8%
	Reserves	0	0.0%	0			0	0.0%				
	Legal Reserve											
	Major Capital											
	Operating Reserve											
	Expenditures before Extraordinary & YE Items	3,494,410		6,344,177			7,429,976			1,124,799		
	Surplus(+)/Deficit(-) Before Extraordinary & YE Items	3,086,215		613,730			630,117			-22,612		
	Extraordinary & Year End Items	0	0.0%	0	0.0%		0	0.0%		0		
	Building Renovation: Utility Bills Jan-March'18						0			0		
	Insurance Claim/Renovation Portion	0					0			0		
	Loss on Disposal-F&E	0					0			0		
	Lease & Moving Costs-Renovation	0					0			0		
	Return on investment in Pro-Demnity	0					0			0		
	Total Expenditures	3,494,411		6,957,906			8,060,093			1,141,187		
	TOTAL REVENUE	6,580,626		6,957,906			8,060,093			1,102,187		
	TOTAL EXPENDITURES	3,494,411	100.0%	6,957,906	100.0%		8,060,093	100.0%		1,141,187		
	SURPLUS(+)/DEFICIT(-)	3,086,215		0			0			-39,001		

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Members Equity
With Comparisons as at June 30, 2021

Members Equity Year to Date (YTD)

	Detail	Total
Total Members Equity		45,582,908
Less: Current YTD Surplus from P&L		3,086,214
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		7,026,997
YTD Unrestricted Members Equity Available for Allocation		2,663,576
Future Reserve Allocation		
2022 Projected YE Reserve Allocation (Restricted)		294,000
Legal Reserve	40,000	
Major Capital Reserve	154,000	
Operating Reserve	100,000	
Remaining Unrestricted Members Equity 2022 YE		2,369,576

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

Major Capital Reserve Fund

In 2021 a Reserve Fund Study was commissioned which provided recommendations for the allocation of yearly Member Equity Contributions to the Major Capital Reserve. Budget 2022 reflect the recommendation. In 2014 the Building Reserve Policy was formalized and issued "to provide a source of sustained funding for Capital Maintenance and Repair as well as Capital Improvements that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget for repair and maintenance of the building."

Operating Reserve

Budet 2022 is working towards increasing the reserve to reach 6 months of Operating Expenses. In 2014 the Operating Reserve Policy was issued to "ensure the stability of the mission, programs, employment, and ongoing operations of the organization in the event of a sudden or unexpected negative change in revenue that would affect the provision of services to members."

Legal Reserve

The legal reserve fund was established in 2017 to set aside funds for years during which unusually high legal costs arise as was the case in 2017.

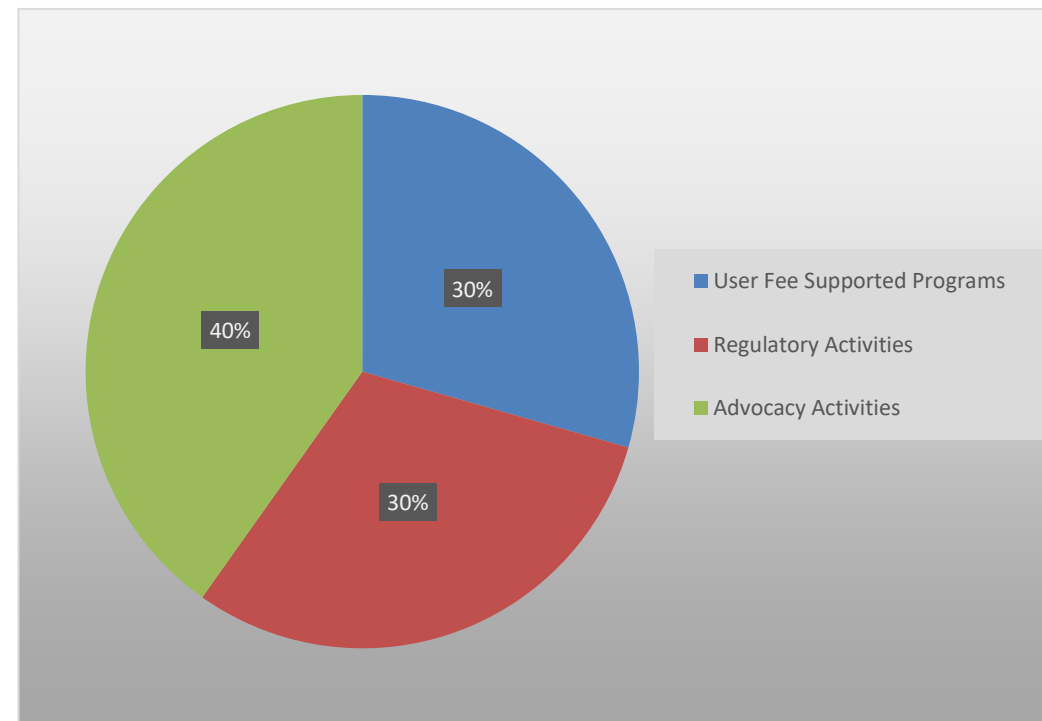
OAA Expenses - Analysis by Mandate

With Comparisons as at June 30, 2021

	Revenue	Direct Costs	Distributed Overhead Costs	Total Costs	Percent by Category			
User Fee Supported Programs								
Conference	111,450	405,014	274,324	679,338				
Continuing Education	33,513	144,136	97,627	241,763				
CExAC	0	114	77	191				
OAAAS		13,130	8,893	22,023				
Subtotal	144,963	562,394	380,921	943,316	29%	User Fee Supported Programs	29%	943,316
License/CofP Fee Supported Programs								
Regulatory Activities (Complaints, Discipline, PIRC, CACB, Registrar)	6,395,269	580,903	393,457	974,360	30%	Regulatory Activities	30%	974,360
PCS	0	737						
Advocacy Activities (Practice Advisory, Communications, Council Committees, Special Committees)		767,410	520,281	1,288,428	40%	Advocacy Activities	40%	1,288,428
Sub-total		1,349,050	1,294,660	3,206,104	100%			3,206,104
Direct Costs Sub-total		1,911,444						
Overhead Costs								
Building	0	172,322						
Council & Executive		520,375						
Misc Fees	0							
Administration	40,394	601,963						
Subtotal	40,394	1,294,660						
Check								
Total	6,580,626	3,206,104						

NOTES:

- Regulatory is defines as anything that is required by the act to ensure proper licensing/discipline
- Advocacy is defined as anything that promotes architecture, either to the public, or allows for voluntary improvement of our members
- Items under each category are hard direct costs only
- Overhead: Admin, Building, Council - is assumed to serve all and the costs have been allocated according to hard costs spent.



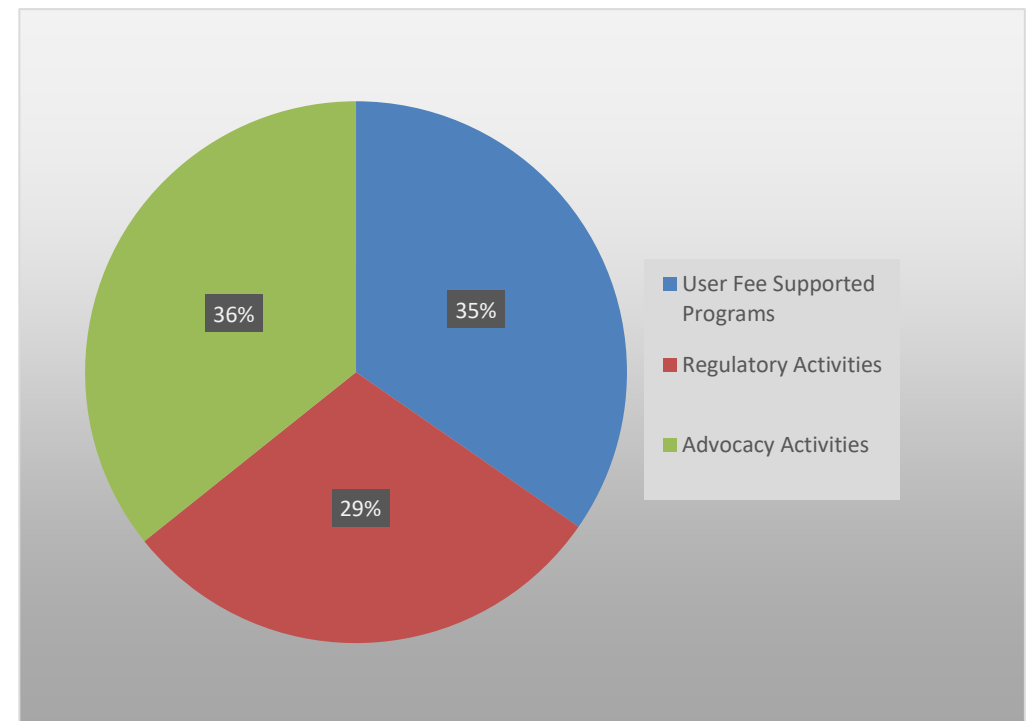
OAA Expenses - Analysis by Mandate

2022 Budget Projection

	Revenue	Direct Costs	Distributed Overhead Costs	Total Costs	Percent by Category			
User Fee Supported Programs								
Conference	841,225	1,275,981	670,049	1,946,030				
Continuing Education	57,175	305,703	160,532	466,236				
CExAC	158,000	62,002	32,559	94,561				
OAAAS		70,800	37,179	107,979				
Subtotal	1,056,400	1,714,487	900,319	2,614,806	34.67%	User Fee Supported Programs	35%	2,614,806
License/CofP Fee Supported Programs								
Regulatory Activities (Complaints, Discipline, PIRC, CACB, Registrar)	6,917,068	1,464,223	768,899	2,233,123	29.61%	Regulatory Activities	30%	2,233,123
PCS	5,500	11,000						
Advocacy Activities (Practice Advisory, Communications, Council Committees, Special Committees)		1,756,091	927,943	2,695,034	35.73%	Advocacy Activities	36%	2,695,034
Sub-total	6,922,568	3,231,314	2,597,161	7,542,962	100.00%			7,542,962
Direct Costs Sub-total		4,945,801						
Overhead Costs								
Building	0	293,597	293,597					
Council & Executive		1,270,431	1,270,431					
Misc Fees	0		0					
Administration	78,000	1,033,134	1,111,134					
Subtotal	78,000	2,597,161	2,675,161					
Check								
Total	8,056,968	7,542,962						

NOTES:

- Regulatory is defines as anything that is required by the act to ensure proper licensing/discipline
- Advocacy is defined as anything that promotes architecture, either to the public, or allows for voluntary improvement of our members
- Items under each category are hard direct costs only
- Overhead: Admin, Building, Council - is assumed to serve all and the costs have been allocated according to hard costs spent.



	PURCHASE PRICE	BALANCE	DEPREC	ACCA	NBV
FURNITURE & EQUIPMENT - 10 Years					
Balance at November 30, 2020		549,481		(166,421)	383,060
Projected Additions 2021					
Projected Amortization 2021			0		
Projected Ending Balance 2021	0	549,481	(54,100)	(220,521)	274,860
2022 Projected Acquisitions					
Office Furniture	10,000				
PAS Furniture - Reconfiguration	20,000				
Capital Asset Additions 2022	30,000	30,000	(3,000)		
Projected Ending Balance 2022	\$	579,481	(52,588)	(273,109)	253,784

COMPUTER - 5 Years					
Balance at November 30, 2020		767,802		(598,749)	169,053
Projected Additions 2021	130,334	130,334			
Projected Amortization 2021			(26,067)		
Projected Ending Balance 2021	130,334	898,135	(154,150)	(752,899)	(8,913)
2022 Projected Acquisitions					
10 New Laptops @ \$4,000	40,000				
New Linux server and backup for CERB(x2)	15,000				
Back Up Server Upgrade	35,000				
Keyboard/Mouse	500				
Miscellaneous Items	5,000				
CONED transcript Renewal -- IMIS	12,000				
Imis Batch Upload	3,500				
CERB moved over to IMIS	12,000				
IMIS development updates and enhancements	15,000				
iMIS Service Agreement	58,000				
Disaster Recovery Dato Appliance 3yr term	18,000				
Capital Asset Additions 2022	214,000	214,000	(42,800)		
Projected Ending Balance 2022	\$	1,112,135	(165,041)	(917,940)	29,154

WEB SITE DEVELOPMENT - 5 Years					
Balance at November 30, 2020		404,522		(265,745)	138,777
Projected Additions 2021	80,000	80,000			
Projected Amortization 2021			(16,000)		
Projected Ending Balance 2021	80,000	484,522	(83,005)	(348,750)	52,767
2022 Projected Acquisitions					
OAA Website Further Development/Enhancements	31,000				
Capital Asset Additions 2022	31,000	31,000	(6,200)		
Projected Ending Balance 2022	\$	515,522	(65,484)	(414,233)	35,805

BUILDING - 40 Years					
Balance at November 30, 2020		10,875,414		(1,540,895)	9,334,519
Projected Additions 2021	0	0			
Projected Amortization 2021					
Projected Ending Balance 2021	0	\$ 10,875,414	(271,885)	(1,540,895)	9,062,633
2022 Projected Acquisitions					
	0				
Capital Asset Additions 2022	0	0	0	(274,156)	

	PURCHASE PRICE	BALANCE	DEPREC	ACCA	NBV
Projected Ending Balance 2022		<u>\$ 10,875,414</u>	(271,885.35)	(1,815,051)	8,788,477

BUILDING ADDITIONS - 10 YEARS

Balance at November 30, 2020		1,741,478		(1,183,339)	558,138
Projected Additions 2021	12,000	12,000			
Projected Amortization 2021			(1,200)		
Projected Ending Balance 2021	12,000	1,753,478	<u>(76,957)</u>	(1,260,296)	

2022 Projected Acquisitions

Bird Friendly Application - Phase 2

	12,000				
Capital Asset Additions 2022	<u>12,000</u>	12,000	(1,200)		
Projected Ending Balance 2022		<u>\$ 1,765,478</u>	(52,319)	(1,312,616)	400,542

BUILDING ADDITIONS 20 YEARS

Balance at November 30, 2020		336,000		(33,600.00)	302,400
Projected Additions 2021	0	0			
Projected Amortization 2021					
Projected Ending Balance 2021	0	336,000	<u>(16,800)</u>	(50,400)	

2022 Projected Acquisitions

Resurface Parking

	120,000				
Capital Asset Additions 2022	<u>120,000</u>	120,000	(6,000)		
Projected Ending Balance 2022		<u>\$ 456,000</u>	(22,800)	(73,200)	360,000

LAND - NON-DEPRECIABLE ASSET

Balance at November 30, 2020		470,000		0	470,000
Projected Additions 2021	0	0			
Projected Amortization 2021				0	
Projected Ending Balance 2021	0	470,000	0	0	470,000

2022 Projected Acquisitions

	0				
Capital Asset Additions 2022	<u>0</u>	0	0	0	
Projected Ending Balance 2022		<u>\$ 470,000</u>	0	0	470,000

ITEM 4.2
To Be
Distributed

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 4.4

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: October 20, 2021

Subject: Appointment of Life Members

Objective: To appoint individuals to Life Membership effective January 1, 2022

Background:

A Life Member is a Retired Member who reaches the age of 75 and is appointed as a Life Member by Council.

Action: Council is requested to consider and approve the appointment of the following individuals as Life Members:

Names of retired members:

Angelo D. Albergo	Mel M. Mekinda
Juan Ania Blecua	David K. Mesbur
Joseph A. Bogdan	Richard Morrison
Stephen J-S Chang	Laszlo I. Nemeth
Basil J. Edmundson	K.S. Patkar
Steven M. Eskind	Ciro Polsinelli
John Farrugia	Kalina Serlin
Adel Iskandar	Bijaya B. Shrestha
James W. King	Michael B. Summers
Christopher Knowles	Jacek Vogel
Donald J. Loucks	James M. Wright
Brian C. McKibbin	Mario J. Zirone

Attachments: none

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 4.5

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: October 20, 2021

Subject: Recognition of Architects Long Standing

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

Background:

1. Council Policy approved January 9, 1997:

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

2. The following architects have reached this milestone:

E. George Kneider	Architect since January 1, 1971
Desmond Roychaudhuri	Architect since January 1, 1971
Leonard Sedun	Architect since January 1, 1971
Medhat Abdou	Architect since January 12, 1971
Tonu Altosaar	Architect since January 12, 1971
Louis E.J. Cooke	Architect since May 26, 1971
Roger E. Fennell	Architect since August 11, 1971
Allan J. Stone	Architect since August 11, 1971

Action: Council is requested to consider and approve the recognition of the following members as Architect of Long Standing:

E. George Kneider
Desmond Roychaudhuri
Leonard Sedun
Medhat Abdou
Tonu Altosaar
Louis E.J. Cooke
Roger E. Fennell
Allan J. Stone

Attachments: none

Memorandum

FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 4.6

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: October 19, 2021

Subject: **Eligibility Requirements for Officers/Executive Committee of Council Policy**

Objective: Council to consider approval of the draft policy noted above.

At the May 12, 2021 meeting of Council, the Governance Committee was directed, at the recommendation of the Vice President Regulatory to review and make recommendations with respect to appropriate threshold requirements which would apply to Executive Committee candidacy.

Over the summer months the Committee worked with staff to review the requirements that are set out the *Architects Act*, Regulation 27 as well as the By-laws. Research into similar policies/requirements of other regulatory bodies was also conducted.

At its meeting on October 18, the Committee finalized the draft policy which is attached for Council's review and approval.

Action: Council is asked to consider the following motion:

"It was moved by...and seconded by...that the policy "Eligibility



Requirements for Officers/Executive Committee of Council” be approved as circulated.”

Attachments: Eligibility Requirements for Officers/Executive Committee of Council Policy



Policy Name **Eligibility Requirements for Officers/Executive Committee of Council**

Issue Date **TBD**

Purpose

The purpose of this policy is to set out the eligibility requirements for individuals wishing to stand for election as an Officer of the Association, and by extension a member of the Executive Committee of Council.

The Officers of the Association are: President; Senior Vice President & Treasurer; and one or more Vice Presidents.

For clarity and context, the Officers do not have individual power or authority.

Collectively the Officers comprise the Executive Committee of Council. The Executive Committee itself only has authority to the extent that is has been assigned by the Council. The Executive Committee may, as prescribed in Regulation 27, *and* subject to ratification by the Council at its next meeting, take action upon any other matter that requires immediate attention between meetings of the Council, other than to make, amend or revoke a regulation or a by-law.

The Immediate Past President is not considered an Officer of the Association however may sit on the Executive Committee if so elected by ballot by the elected members of the Council.

Eligibility Criteria for Officers/Executive Committee of Council

1. Must be an elected member of the Council
2. Demonstrated understanding of the primary mandate of the Association
3. Demonstrated understanding of the role of the Officers, and Executive Committee
4. Demonstrated understanding of governance principles as a self-regulating profession
5. Minimum one-year experience as a sitting member of Council or experience serving on one or more OAA Committees or Task Groups

Office of President

- can only be held for two successive terms by the same individual
- can only be held by an architect member of the Council

Office of Senior Vice President & Treasurer

- can only be held by an architect member of the Council

Individuals running for election as an Officer will be expected to prepare and present a statement to the members of council in order to demonstrate the above noted eligibility requirements.

Once elected all Officers will be required to attend a mandatory annual orientation session as established by the OAA Governance Committee.

Appendix A

Legislative Requirements pertaining to Officers and Executive Committee

The Architects Act states:

Officers

(7) *The Council shall elect a president, a treasurer and one or more vice-presidents from among its elected members. R.S.O. 1990, c. A.26, s. 3 (7).*

Regulations

7. (1) *Subject to the approval of the Lieutenant Governor in Council and with prior review by the Minister, the Council may make regulations,*

4. *providing for the election of a president, vice-presidents and a treasurer from among the elected members of the Council;*

Committees

9. (1) *The Council shall establish and appoint the following committees:*

(a) *Executive Committee; ...*

and may establish such other committees as the Council from time to time considers necessary. R.S.O. 1990, c. A.26, s. 9 (1).

Executive Committee

10. (1) *The Council may delegate to the Executive Committee the authority to exercise any power or perform any duty of the Council, other than to make, amend or revoke a regulation or a by-law. R.S.O. 1990, c. A.26, s. 10 (1).*

Urgent matters

(2) *Subject to ratification by the Council at its next meeting, the Executive Committee may take action upon any other matter that requires immediate attention between meetings of the Council, other than to make, amend or revoke a regulation or a by-law. R.S.O. 1990, c. A.26, s. 10 (2).*

Regulation 27 under the Architects Act states:

16. (1) *At a meeting of the Council, the members of the Council shall elect by ballot from among the elected members a president, a vice-president and treasurer and two or more vice-presidents. R.R.O. 1990, Reg. 27, s. 16 (1).*

(6) *The Council by by-law shall fix the term of office of the president, the vice president and treasurer and the vice-presidents and the commencement of the term of office but the term of office shall not exceed eighteen months. R.R.O. 1990, Reg. 27, s. 16 (6).*

(7) *No person is eligible to hold office as president for more than two terms in succession. R.R.O. 1990, Reg. 27, s. 16 (7).*

17. (1) *The Executive Committee is continued. R.R.O. 1990, Reg. 27, s. 17 (1).*

(2) *The Executive Committee shall be composed of the president, who shall chair it, the vice-president and treasurer, the vice-presidents and, if so elected by ballot by the elected members of the Council, the immediate past president of the Council. O. Reg. 253/96, s. 1.*

(3) *A majority of the members of the Executive Committee constitutes a quorum. R.R.O. 1990, Reg. 27, s. 17 (3).*

OAA Bylaws

DUTIES OF OFFICERS

3. The President

It shall be the duty of the President:

- (a) to perform all duties usual to the office of the President;*
- (b) to preside at all meetings of the members of the Association, the Council and the Executive Committee;*
- (c) to be the official representative and spokesperson for the Association;*
- (d) to serve as an ex-officio member of all additional or special committees other than the committees established by the regulations and attend such meetings as may from time to time be required;*
- (e) to instruct the Executive Director with respect to the calling of meetings of the members of the Association, the Council and the Executive Committee; and*
- (f) to receive policy direction from the Council and report to the Council.*

4. Vice-Presidents

- 1. It shall be the duty of the Vice-Presidents to perform such duties as the Council from time to time may require.*

5. Senior Vice-President and Treasurer

It shall be the duty of the Senior Vice-President and Treasurer:

- (a) to supervise and report to the Council on the financial affairs of the Association at such times and in such manner as the Council may require; and*
- (b) to perform all of the duties of the President in their absence.*

6. Terms of Office

The term of office of the President, the Senior Vice-President and Treasurer and the Vice-Presidents shall commence on the day following their election and shall end on the day of election of their respective successors.

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 4.7

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: October 27, 2021

Subject: Final Report from Equity, Diversity & Inclusion and Truth & Reconciliation Report Working Group and Working Group Sunset

Objective: To update Council on the activities of the Equity, Diversity, Inclusion and Truth & Reconciliation Report Working Group.

The Working Group met on October 27 to review the final recommendations that were approved at the September Council meeting. The WG discussed the status of each recommendation and reviewed the timelines for implementation and actions required. It should be noted that most recommendations are either already in progress or have immediate plans to begin.

With the WG ready to be sunset, it was important that a plan for ongoing maintenance of the recommendations be determined, as well as a discussion for the ways in which progress for these recommendations measured.

It was suggested that one additional recommendation be put forth to Council for approval that would ultimately ensure that these recommendations have continuous measurement of progress – that, moving forward, the Annual Report shall always include an update on the Equity, Diversity and Inclusion initiatives at the OAA.

The Working Group then discussed the plan of action for the recommendations that focus on Awards (Recommendations 14 and 26) and Scholarships (Recommendations 7, 8 and 23).

Consideration of additional Awards

Based upon the in-camera discussion at the Council meeting in September, this Working Group is recommending that no further action for the creation of additional awards based on “individual groups of our society” be pursued at this time. It was further noted that recent changes to the jury policies and procedures for the OAA awards includes measures to ensure that equity, diversity and inclusion is considered in jury selection to promote broader perspectives, which is positive.

Establishment of additional Scholarships

After significant discussion, the Working Group recommends that Council approve the creation of two new annual scholarships for each school of architecture in Ontario, under the OAA’s existing scholarship program that would be administered by the Ontario schools of architecture. These two new scholarships would be similar to the scholarships that are currently granted in that they would be based upon a set of criteria determined by the OAA. For the proposed two new scholarships, the criteria would see the scholarship awarded to a student in the undergraduate and/or graduate years for a project which demonstrated leadership in design as it relates to Equity, Diversity and Inclusion, and Truth & Reconciliation respectively. Based on Councils’ approval to proceed, full details will be determined and shared with Council for approval at its December meeting. The Working Group also discussed the importance of OAA Staff reaching out to the schools of architecture for further discussion around this new criteria, as well as determining timelines for the start of these new scholarships (for example, would they begin in the 2022-2023 academic year or later). This will be part of the information presented to Council in December.

It should also be noted that the Working Group also discussed the development of further scholarships for colleges for the architectural technology programs however suggested that further discussion be held until the integration of the OAAAS into the OAA is complete.

The Working Group also discussed that by the November Council meeting, the *Equity, Diversity and Inclusion* and *Indigenous Architecture* webpage would be launched on the OAA website. Once more reiterating that these webpages are designed for continuous review and updates, and not designed as static pages. It should be noted, that Staff will determine a schedule to ensure that these pages and its contents are frequently updated, per the recommendation.

Over the course of the next weeks, staff will receive memoranda about the recommendations that pertain to their service areas to ensure a plan of action, ongoing maintenance and the efficacy of the recommendation are addressed and acknowledged in their areas of service.

With all recommendations (and the inclusion of one new recommendation to be proposed at the November Council meeting) having a plan of action, resources identified, maintenance and measurement of progress set forth, the Working Group determined that it would be sunset pending the approval of Council.

Action: **Council is asked to consider the following motions:**

It was moved ... and seconded... that the following recommendation be added to the approved list of Working Group recommendations such that, *Effective immediately, the Annual Report shall include an update on the Equity, Diversity and Inclusion initiatives at the OAA.*

It was moved ... and seconded... that Council approve the creation of two new annual scholarships under the OAA's existing scholarship program for students enrolled in the Ontario Schools of Architecture; that the amount of these scholarships be set at \$2,500 each for a total of \$25,000 to be added to the OAA's annual scholarship budget effective 2022; and that the full details for the scholarships be brought forward to the December meeting of Council for final approval.

It was moved ... and seconded... that the Equity, Diversity and Inclusion | Truth and Reconciliation Working Group be sunset effective November 4, 2021.

Attachments: None

Memorandum

FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 4.8

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: October 21, 2021

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

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

Since 2012 OAA Council has provided financial support for the IMSC program in the amount of \$25,000 (\$10,000 for the first year in 2012). The IMSC program is focused on education of elementary school children related to sustainability and green design. In the past, both the Communications Committee and Council, and now, the Comprehensive Education Committee have felt that this program aligns very well with the public education and awareness objectives of the OAA, as well as fills a need to reach school-aged children. The successful program also runs with the help of volunteer OAA members.

The program since inception has expanded outside of the GTA to encompass Kingston and Ottawa. With the growing awareness of climate change, an organization, has agreed to take the program nationwide with initial sights set on Halifax and Winnipeg. In 2020 due to COVID-19, the program was moved to a remote platform and a report of the past year is attached. There is also a link to free teacher resources placed on their website as part of their agreement with the OAA. <https://www.no9.ca/teachers-resources/>. The OAA is recognized at the end of each of the free teacher resource educational video tutorials.

Andrew Davies of No.9, the lead organizer of this project, has sent the attached request to consider funding once again for 2021 in support of the Green Building

Pillar status. Although an amount is not specified, historically the OAA has funded the program in the amount of \$25,000. The program will once again this year be delivered online, as well, the program will be expanded geographically.

Davies will be in attendance at the November 4 Council meeting to make a brief presentation regarding the program and the request for sponsorship.

If Council wishes to sponsor the program, the funds could be drawn from the Policy Contingency budget for 2021. Council could also consider sponsorship at a different level.

Action: Council is asked to consider the following motion:

"It was moved by...and seconded by...that Council approve the funding of the No.9 – Imagining My Sustainable City Project for 2021 in the amount of \$25,000 to be drawn from the policy contingency budget."

Attachments: Correspondence from Andrew Davies, Executive Director, No. 9 dated September 22, 2021
Imagining My Sustainable Community (IMSC) 2020-2021 Report

September 22 ,2021

Kristi Doyle, Executive Director of OAA
111 Moatfield Drive
Toronto, ON M3B 3L6
Phone 416-449-6898, ext #212
Kristid@oaa.on.ca

Dear Kristi,

It has been truly unprecedented times in education due to the global pandemic and I think it is safe to say that now more than ever students need access to creative problem-solving educational workshops like the No.9 Imagining My Sustainable Community (IMSC) program. We continue to be very thankful to the supporters of this program that allow us to deliver it to public schools across Ontario and Canada. Previously I sent you the end of year report for 2020-2021 which I have included again in this correspondence.

The purpose of this letter is to enquire if the OAA will be renewing its sponsorship support of the Green Building Pillar for the 2021-2022 school season. We are ready to go this season with schools lined up and design educators ready and committed to making change in student's lives. We have testimony from teachers that proves this sustainable community building program is successful in engaging students, which has proven to be very difficult during COVID due to students working from home sometimes without supervision.

As you know the IMSC program can now be delivered completely online with remote instructors. This allows us to fill gaps in the current grade 7&8 curriculum as teachers scramble to find suitable plug and play digital content for their online students. It also allows us to connect to schools further away across Ontario which means more impact on more communities. Those students in class can also utilize our program so any new developments or COVID waves will not prevent us from getting this educational opportunity to students.

This year we will deliver to more Ontario cities than we have in any other year. We will be in Toronto, Hamilton, Kitchener, Ottawa and Peel. We also intend to deliver the program in Vancouver or Montreal. I realize that we usually are required to go through a submission process for the amount that we have been supported for in the past, but I was wondering because of the emergency educational crisis if perhaps this one time the sponsorship from the OAA can be renewed with review of last year's success and an online vote from the committee or board?

Sincerely Yours.

Andrew Davies, Executive Director No.9, MArch, MSc, MRAIC





Imagining My Sustainable Community (IMSC) 2020 – 2021 Report

No.9 was successful in meeting our goal of taking our entire IMSC program online by October of 2020. Our first online implementation of the IMSC program was done with Pam Miller of the TDSB Sustainability Department who had been assigned 60 online students to deliver curriculum to. The TDSB had to pool their resources to deal with the capacity of delivering curriculum to both online and in-class students so educators like Pam, who usually were involved with specialty areas, were called back into the classroom. This proved to be a benefit to us as she was very familiar with the IMSC program and through the delivery of our curriculum we worked together to create a PDF workbook with Hyperlinks to all of our digital video and slide content. The digital workbook was developed with 5 chapters with evaluation questions and work exercises after each chapter to make it easier for teachers to evaluate the students learning. This also helped our No.9 educators in their evaluation of what work the student had completed, which benefited the review discussions



What we quickly learned is that the program that was delivered physically in class over 4 days now needed to be extended because of the challenges with students spending too long on video conferencing and being able to maintain the attention and focus required for the program. What was good about the Hyperlink Workbook that we created is that students were able to work at their own pace to complete tasks when possibly their technology was working better or they had access to shared resources being used by other family members. The scheduling for the online program that ended up working the best was a period of three weeks with five 90 minute video conferenced with our professional designers. We had four No.9 educators delivering the program per class with each educator taking on between 5-8 students each. It is estimated that over these 5 review sessions that each student experienced between 50-60 minutes of direct one on one mentorship from our professional design educators. Student's were provided with a check list of materials required to build their models and this became simplified as we realized how limited some students resources were. The focus moved to the process and ideas rather than the end result of the built model. Students and teachers had the option of building out their ideas in physical model form at home or to build a digital 3D model using the free software SketchUp. As part of the online program No.9 wrote, filmed and edited over 3-1/2 hours of digital content. This included one video explaining each of the 9 Pillars along with 3D digital model making tutorials.

With the IIMSC program completely online we were able to deliver the program during a pandemic to 12 classrooms and 382 students during the 2020-2021 school season. This included 3 schools in Toronto, 2 schools in Peel, 5 schools in Hamilton and 2 schools in Winnipeg.

Now that geography and travel are no longer barriers to the program we are excited to see the IMSC grow in Ontario and across the country. Our plans for the 2021-2022 season include once again being in Toronto and Hamilton but also Kitchener, Ottawa Montreal and possibly Vancouver.

We could not do this important work without the support of you our Sponsors and Donors. We would like to thank you for your continued support of the Imagining My Sustainable Community program and we look forward to working with you to bring this program to youth all across Canada this season. We hope that you enjoy the following report and the impact that your support has made to the lives of these children. If you have any questions please do not hesitate to reach out to us.

Below are the details on each of the IMSC programs that we implemented in the 2020-2021 schools season.

TDSB Toronto District School Board

Dates online virtual live sessions: Dec. 8, 10, 15, 17 and 18

Grade 7/8. 60 students

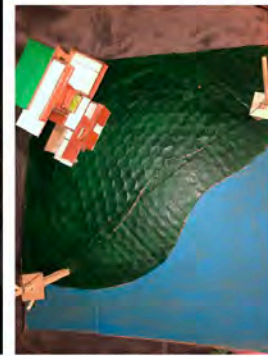
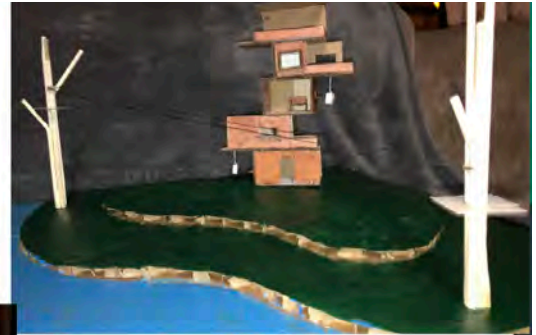
Teacher, Pam Miller

Site

Villier's Island, Toronto Harbour. Rerouting and naturalizing the Don River.

Bird Tower and Zipline

9 PILLARS	SUSTAINABLE FEATURES
Green building design	Wooden material - Use reclaimed wood for the walls and mass timber for the frame so it is all natural and it would camouflage well. Have the roof a small garden of greenery to absorb water and attract birds.
Alternative energies	Solar powered lights - Uses less energy and will charge for the whole day under the sunlight. Solar energy - clean and renewable
Mass Transit and Mobility	Zipline - Uses no energy at all and goes all over the park. It is also super fun for all ages.



Inspiration picture



Indigenous Centre

9 PILLARS	SUSTAINABLE FEATURES
Water Management	A fountain located in the right side of the building, which will filter and clean the water that flows through it.
Civic Engagement	A stage where Indigenous activists and leaders can deliver their messages and spread awareness about the experiences they endured.
Green Building design	The exterior appearance of the Indigenous Centre displays the open space with an element of nature incorporated into the roof.



TDSB Smithfield School, Toronto

Dates online virtual live sessions: June - Aug

Grade 7/8 22 students open/optional (summer program)

Teacher: Hella Richter-Glinos

Site:

School Courtyard

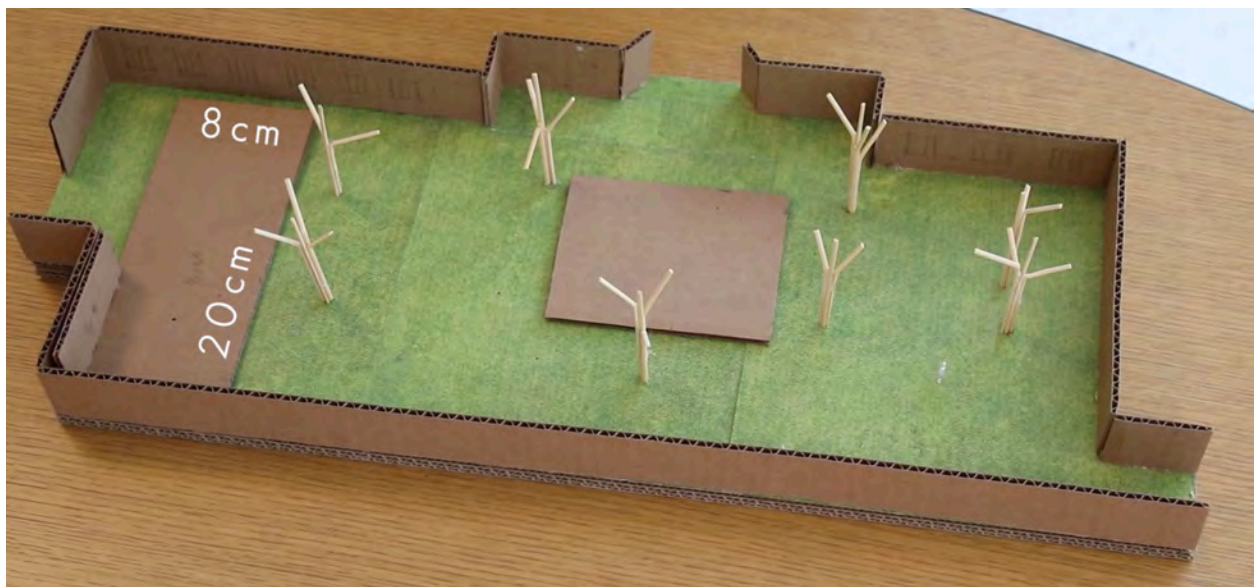
Students could choose between two programs:

1. Design a Reading Garden

2. Design an Outdoor Classroom

Use your imagination and get inspired by the images of architecture and landscape architecture that you will see from around the world. Your only restriction is the size of land you are being given to design your project on, and the obligation to consider how your design will impact the environment.

Consider how the space can be used all year round, who the users will be, what you will be learning in the space, how your garden and structure will enhance learning, and what kind of experience you want for your project. Think about how to create an ideal atmosphere for students to read in small groups, alone, and in larger groups.



The Mabin School, Toronto

Dates online virtual live sessions: Feb. 23 and March 2,9,16,23,30

Grade 6 17 students

Teacher, Chris Russell

Principal, Nancy Steinhauer

Site

Villier's Island, Toronto Harbour. Rerouting and naturalizing the Don River.



Our job as a class was to conceptualize and propose ideas for amazing places and public programs in the public green spaces which include Promontory Park, the mouth of the Don River and River Park. Each student considered ways to make sure their individual projects protected the environment, offered jobs, and/or opportunities for social interaction. At the same time, also making sure our collective programs worked together to create the most amazing public park.

Students prepared their own slides that showed sketches, study models and text. They prepared a script and one by one spoke about their project while taking the viewer through their slides.



This is a drawing of my design!



Balmoral Hall School, Winnipeg (2 classes)

Grade 9 34 students

Dates online virtual live sessions: Feb. 16,17,18,19 and 22

Teacher, Lois McGill

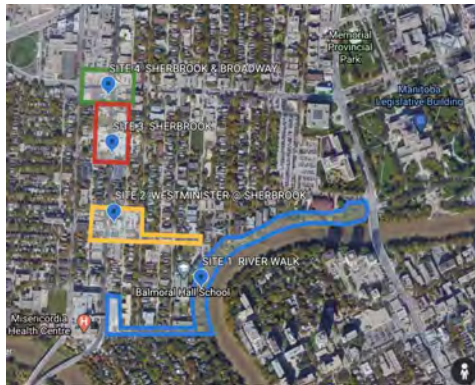
Principal, Jodi Hafenbrak

Grade 7 42 students

Dates online virtual live sessions: June 1,3,7,9 and 11

Teacher, Lois McGill

Principal, Jodi Hafenbrak



Site 1

The Blue group of students explored how to design places along the 'river walk' of Assiniboine River. This group will address flood mitigation, enhancing natural wildlife habitat, opportunities for outdoor education, and how to weave in Indigenous peoples history.

In addition to designing lightweight structures along the path, the blue group will celebrate access to the park via 3 'gateways': Osborne Bridge, Sherbrook and Cornish, and where Cornish opens onto the river walk. Site 1 will explore the themes of health and wellness in nature.

Site 2

The Orange group students looked at the intersection of Westminister and Sherbrook. This group explored housing, food security, community support, play and multi-modal designs for transportation. They addressed homelessness by discussing ideas for creating new prototype designs that could support transitional housing. We discussed how to re-purpose the Sherbrook Hotel and parking lot into a community hub--stitching a new place into the fabric of the neighborhood for all to use.

Site 3

The Red Group students re-imagined Sherbrook St as a walkable, cyclable street filled with multi-use programs that brings economy, sociability, and greenspace along the street. You will design places and spaces either on vacant lots between buildings or as part of a streetscape program. Themes for this group were new ideas for (live/work) housing, community programs that support arts and culture, health and wellness, recreation, public art and streetscaping.

Site 4

We focused on the lack of social, economic and environmental conditions at the intersection of Sherbrook & Broadway. All four corners at this intersection are parking lots and a gas station. We discussed how this site was underutilized and surfaced over in concrete. We understand the cities' condition of car culture. Sherbrook and Broadway lacks trees and safe crosswalks. Our site includes the old Nygard building which is not in use. It is up for sale.

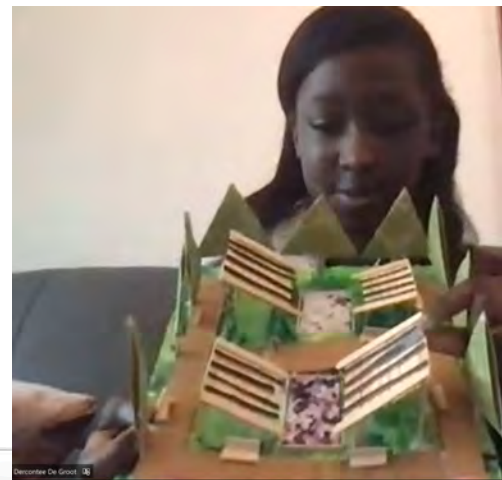
We noted what WAS there. Life Journey is a social agency that supports Indigenous youth with housing, work and wellness. Our team brainstormed programs that would support their mission.

We proposed bringing nature, art & culture together. Our proposals include a performance center for the arts surrounded by a pollinating garden; a market, community gardens; a work hub and daycare; a water garden and streetscaping.

Our overarching idea is about supporting and celebrating Indigenous culture, designing a green streetscape for pedestrians, cyclists and clean energy bus commuters that together create vibrancy, connection, and visitor experience.



KACI
POLLINATING GARDEN
(ROOFTOP)



LAELLE
COMMUNITY MARKET



RAINA
COMMUNITY ARTS &
PERFORMANCE CENTRE
(ROOFTOP)

RYLEIGH
STREETSCAPE DESIGN
& PUBLIC ART

LAUREN
MEDIA HUB & GARDEN
(ADAPTIVE RE-USE)

OLIVIA
DAYCARE SCHOOL
& NATURE PLAYGROUND
(ADAPTIVE RE-USE)

NANCY
ELECTRIC BUS STOP
& CHARGING STATION
WITH CAFE
(CORNER)

AVERY
WATER GARDEN

SHIREEN
ROCK GARDEN

PDSB Peel District School Board, Toronto

TL Kennedy (2 classes)

Grade 11 15 students

Dates online virtual live sessions: Jan 27,29 and Feb1, 3 and 5

Teacher, Natalie Cannestraro

Grade 11 34 students

Dates online virtual live sessions: March 19, 26, 31 and April 7,8,20

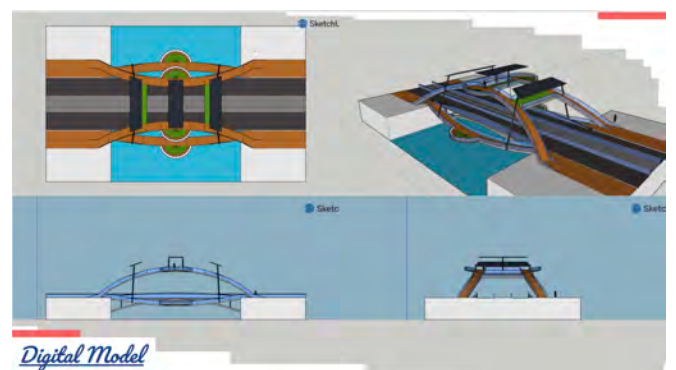
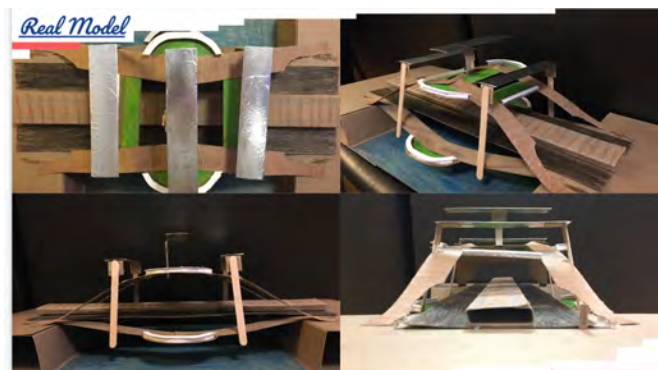
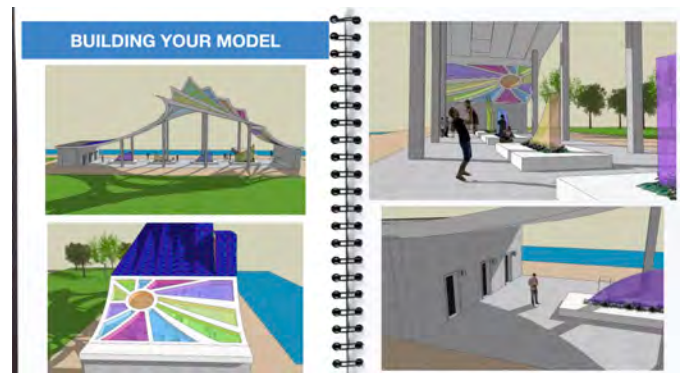
Teacher, Chris Edgar

Site

Villier's Island, Toronto Harbour. Rerouting and naturalizing the Don River.

Before and After

This image shows what the Portlands area looked like before this project started. It was an industrial area with a lot of interesting history. In recent years, the areas have been underutilized. The red outline illustrates where the new Villiers Island will be located on the site.



HWDSB Remote Learning School, Hamilton (4 classes)

Class 6S 31 students

Dates online virtual live sessions: April 19, 21, 23, 26 and 28

Teacher, Susan DeJong

Class 6U 32 students

Dates online virtual live sessions: April 20, 22, 27, 29 and 30

Teacher, Paul Gilchrist

Class 6 31 students

Dates online virtual live sessions: May 3, 5, 7, 10 and 12

Teacher, Barbara Dolanjski

Class 8 32 students

Dates online virtual live sessions: May 4, 6, 11, 13, and 14

Teacher, Darrell Tritton

Class 8 32 students

Dates online virtual live sessions: May 17, 19, 21, 26 and 28

Teacher, Jason Manson

Site: West Harbour, Hamilton



Site 1 (Yellow group) Bayfront Park

Students explored the themes of recreation, health and wellness, environmental education (birds, fish, insects and small mammals) in a natural park. Additional programs included land art, public bathrooms and natural play structures.

Site 2 (red group) Macassa Bay, Piers 4 & 5.

Students explored how to create amazing spaces and places tat connect the city to the water. Water sports, fishing, and wetland habitat enhancements will make this part of the waterfront an amazing place to visit.

Site 3 (purple group) Piers 6,7&8


Students will re-imagine a series of piers as potential for pedestrian bridges and social spots. Vast parking lots can be designed for a variety of social events that can happen all year round and accessible to all people. Empty storage buildings can be repurposed into markets, making this a city-wide destination. Students will re-imagine how James Street can become a vibrant residential and retail 'gateway' to the water.

Site 4 (blue group) Promenade Park, Pier 8

Students will re-imagine a promenade park that becomes a destination for Hamiltonians and visitors to experience public art with lake Ontario as its backdrop. Themes of water, music, mural art performance and sculpture will be explored.

9 Pillars	Sustainable Features
Civic Engagement	The viewing tower and the benches are the perfect spots to enjoy socializing with others though the whole place is a civic engagement itself.
Public Art and Design	Within the walls that surrounds the playground, I have designed some leaves and flowers for the public to enjoy such art.
Green Space	Since my project is a naturalized playground, I made sure that I have emphasized the nature using natural designs for my garden maze and slide. The tower also serves as a place for people to enjoy the beauty of nature in 360° angle.

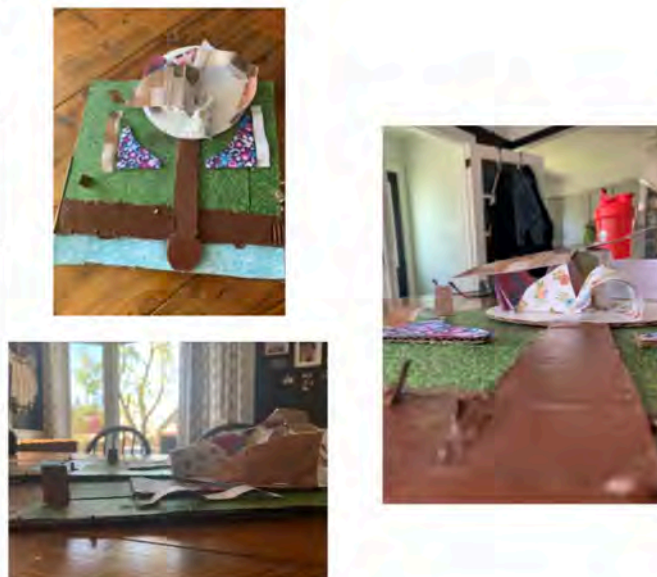
Naturalized playground with viewing tower
Site 1-Bayfront Park
Daryl



16

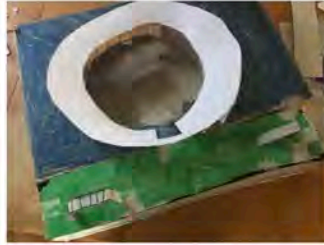
Public art gallery and gardens
Site 2, Pier 4
Ceildh Slack

9 Pillars	Sustainable Features
Alternative energy	Any lights that are within my design are solar powered. The lights that go around the building, are also solar powered.
Waste management	The gallery would be made with recycled metal, wood and other materials that have been repainted so they could be repurposed.



**Water Amphitheater
Site 3- Piers, 6, 7 & 8
Oliver**

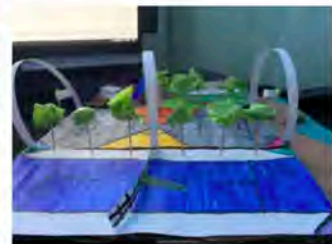
9 Pillars	Sustainable Features
Green space	To me it's green space because your surrounded by water and fish. In other words, nature!
Civic engagement	Every week I would like someone to come in and talk about waste management
Green building design	I would make it out of environmentally friendly materials.



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**Park/play area
Site 4 –Promenade Park
Myles**

9 Pillars	Sustainable Features
Green space	As you can see there are trees in between each individual area park/basketball/tennis And in the park, there is an S shape planter and more trees.
Civic engagement	My whole project is based around civic engagement with a basketball court tennis court and park. The park includes monkey bar type structure with a slide and rock-climbing area
Alternative energy	The basketball court has a special glass dome on it for winter and solar paneled lights for the night



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Teachers' Testimonies

"The IMSC project was an amazing remote experience that empowered my students to visualize themselves as agents of change within their community. As an educator, I'm always on the lookout for culturally relevant and engaging ways to connect classroom learning to my students' experience. The IMSC was a project that did just that! Through the use of a mentorship model, the IMSC provided the scaffolding for my students to begin their journey as change-makers in their community. During the experience, students in my class reflected on their identities as Hamiltonians, and began to express what it meant to live, work, and play in Hamilton. In addition, lesson material provided by the IMSC allowed my students to explore different careers and professions and imagine how different members of the city economy work together to make Hamilton grow, change, and stay relevant. The best part was how my students engaged in the physical construction of their ideas, shared their ideas with each other and began thinking about how they could take their learning further in the future. Many of my students expressed that they wanted to be designers, engineers, and various other professionals after working through this project. I am thankful for having my students take part in the IMSC and for the work of the mentors, who inspired and engaged my students in their learning! If given the opportunity, I would do it again!"

Sincerely,

Jason Manson

HWDSB -Intermediate

Remote School Educator

"Our virtual classroom experience with No.9 was unforgettable! For students in a remote environment, working in small groups with their hands to build was just what they needed! As an educator who strives to build community and engagement, No.9 created an environment where students collaborated, took risks, and presented their creative works with pride and energy!

The post reflection survey showed student awareness and interest in many of the career path choices that were introduced to them during the program. The Google slideshow that the students created and shared with the architects speaks volumes about their experiences.

I highly recommend this program and hope that it will continue in the HWDSB!"

Susan deJonge

Grade 6 Teacher

HWDSB Remote Learning School, Hamilton

“The 2 weeks that we spent doing IMSC were extremely engaging, motivating, rich learning experiences for both the students and teacher. The 4 mentors that came to our class were very patient and understanding with the students, but at the same time pushed each one to do their best in order to draw out their full potential. The result was a project that the students were very proud of and often surprised at how well they had done. The fact that we were using an actual area in Hamilton that students had been to, and that they were building physical models of, made the whole experience even more authentic and engaging. As a teacher, I was able to connect what we were doing in IMSC to curriculum expectations in Language, Art, Math, and Social Studies. I even heard from some parents about how much their kids liked the program and how some are now thinking about going into careers in architecture, design, or engineering! I highly recommend this experience to any and all teachers!”

Paul Gilchrist

Grade 6 Remote Teacher, Hamilton, ON

“I would like to commend the No. 9 My Sustainable Community Project that my students completed and participated in over the span of a 2 week-period. Students were provided with the opportunity to use their ideas with the guidance of professionals in order to develop a sustainable community in our area. Students were given an immense amount of guidance and support and all of the groups worked with professionals who were highly skilled in their knowledge and ability to inspire the students. I would strongly recommend this program to other teachers and my students had nothing but good things to say about how much they had learned. I believe that this program will also benefit them in inspiring future career paths.”

Barbara Dolanjski

Grade 6 Remote Learning Teacher

**Hamilton-Wentworth District School Board
bdolanjs@hwdsb.on.ca**

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IMSC PROGRAM PARTNERS



Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 4.10

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: October 15, 2021

Subject: **Appointments to the Canadian Architectural Certification Board (CACB)**

Objective: To ratify the recommendation for appointment to the CACB Board of Directors of Rob Bateman and Robert Mellin.

As part of its mandate approved by the architectural regulators, the National CACB Standing Committee is charged with the responsibility of soliciting candidates and making a recommendation to the members of the Canadian Architectural Licensing Authorities (CALA) with respect to appointments to the CACB Board of Directors.

Each CALA member has been requested to present the attached to their respective Councils for consideration and approval.

As a reminder there are nine members of the CACB Board, three appointed by the Regulators; three appointed by the Council of Canadian Universities Schools of Architecture (CCUSA); and three joint appointees each serving a three year term. This year Carole Nadeau (CALA) (NB), Jennifer Carson (NS) (CCUSA-CALA) and Jason Johnston (CCUSA) are leaving the Board. The remaining Board members are: Lisa Landrum, Jessie Andjelic (CCUSA) Jeanna South, Peter Osborne (CALA), Nathalie Dion, Anna Richter (CALA/CCUSA), and Erin Kirkland (CASA).

In reviewing the remaining composition of the board, the national committee sought nominations from the Pacific/Central region in particular, however, all candidates that applied from other regions were considered.

The CACB National Standing Committee solicited input from the CALA jurisdictions in late summer with respect to suitable candidates for consideration to fill upcoming vacancies. The National Committee has considered all indications of interest and is recommending the appointment of Rob Bateman and Robert Mellin as outlined in the attached report.

Action: *It was moved by And seconded by.... That Council approve the recommendation of the National CACB Standing Committee to appoint Rob Bateman to the CACB Board as the CALA representative; and, Robert Mellin to the CACB Board as the joint CALA/CCUSA representative.*

Attachments: Email from Dave Edwards, CACB National Standing Committee
Curriculum vitae – Rob Bateman
Curriculum vitae - Robert Mellin

Tina Carfa

Subject: FW: Nomination for CACB Board
Attachments: rob_bateman_resume_9_8_2021_5_44_49_am.pdf; CALA CCUSA Position R Mellin.pdf

From: Dave Edwards [<mailto:dedwards@mewscorp.ca>]

Sent: October 15, 2021 12:41 PM

To: Barbara Bruce <bbruce@aaa.ab.ca>; Whitney Robson <whitney@saskarchitects.com>; Kristi Doyle <KristiD@oaa.on.ca>; Sebastian Desparios <sdesparios@oaq.com>; Margo Dauphinee <mdauphinee@nsaa.ns.ca>; Lynda Hayward <nlaa@newfoundlandarchitects.com>; Scott Stewart (director@aapei.com) <director@aapei.com>; Celeste MacKay (celeste.mackay@stantec.com) <celeste.mackay@stantec.com>

Cc: karen@aanb.org; Judy Pestrak <judy@mbarchitects.org>; 'Mark Vernon' <mvernon@aibc.ca>; 'Gordon Richards' <grichards@jensenhughes.com>; 'Thérèse LeBlanc' <leblancmtherese@gmail.com>; Don Sterritt <smythdesignsj@nb.aibn.com>

Subject: Nomination for CACB Board

To All Presidents and Executive Directors

Your National Standing Committee on CACB is recommending that Rob Bateman, an Architect in New Brunswick, and a Past Council member of AANB, be ratified as the nominee for appointment as the CALA representative to the CACB Board; and a copy of his resume is attached for your information. In addition, the Standing Committee has agreed with CCUSA that Robert Mellin, a registered Architect in Newfoundland and Labrador also an Post retirement Associate Professor at McGill University be nominated as the joint appointee; a copy of his resume is also attached.

We sincerely regret that notification of these recommendations is coming so late, but we have just resolved the nomination for the joint appointee with CCUSA. And, in view of the fast-approaching date for the CACB's AGM, we must request an indication of support by way of an email response, on or before November 15th; which would enable the new Directors, to participate in the training sessions arranged by CACB. They would be formally appointed at the AGM in late November.

For your information, CCUSA have nominated Tammy Gaber, the new director at Laurentian University.

Dave Edwards
de Lint + Edwards Architects
200 1102 8th Avenue,
Regina, SK
S4R 1C9

Cell: (306) 537-6291
Phone: (306) 359-3077

Rob Bateman

B.COMM, M.ARCH,

AANB, OAQ, LEED AP

Senior Associate, Architect

16 years of experience · Moncton, New Brunswick

Rob is a bilingual architect with considerable project experience in various building construction projects across Atlantic Canada, and New Brunswick, including complex redevelopment and renovation projects within the healthcare, education, and commercial sectors. Drawing on his former career as a professional athlete, Rob is a collaborative and decisive team member who measures success as a group achievement rather than an individual effort.

Rob takes leadership in his project work to meet the unique needs of clients, defining programming requirements and functional space relationships, while leading the preparation of Schematic, Design and Construction Documents. Rob also provides field services during construction, including engineer systems coordination, budget and schedule reviews.

Rob is an advocate for creative design and problem solving to address what we all intuitively know: that the built environment and the spaces we create for ourselves affect the way we feel, learn, heal, interact with others and ultimately shape our communities. This is particularly evident in Healthcare projects where the processes and efficiencies of a high performing workplace converge with the needs of patients, professionals and staff in outcomes that have measurable value.

EDUCATION

B.Comm., Concordia University, Montreal, Quebec, 1998

M.Arch, University of British Columbia, Vancouver, British Columbia, 2004

CERTIFICATIONS & TRAINING

CSA Z317.13-12 Infection Control During the Construction, Renovation and Maintenance in Healthcare Facilities, and Effective Implementation and Practical Applications, Antigonish, Nova Scotia, Canada, 2018

CACB - BEFA Assessor, CACB/Ottawa, Ontario, Canada, 2019

MEMBERSHIPS

Member, Ordre des architectes du Québec

Member, Architects' Association of New Brunswick

Member, Architects Association of Prince Edward Island

PROJECT EXPERIENCE

HEALTHCARE

Petitcodiac Health Centre Programming | Horizon Health Network | Petitcodiac, New Brunswick | CAD 100k | 2016-2016 | Architect

As a subconsultant to the prime, we developed a Statement of Requirements for the end Client in conjunction with the user group where the study ultimately defined the space program, spatial inter-relationships, site implementation including project budget estimate and timeline.

Moncton Hospital Angio Suite Renovation | Horizon Health Network | Moncton, New Brunswick | CAD 500k | 2014-2014 | Project Architect, Project Manager

Angio suite demolition and fit-up to accommodate new equipment. Working as sub-consultant to the prime consultant, Rob was responsible for project design and coordinating the design team from start to finish.

Moncton Hospital XR5 Suite Renovation | Horizon Health Network | Moncton, New Brunswick | CAD 350k | 2014-2015 | Project Architect, Project Manager

As a sub-consultant to the prime consultant, Rob's role as project architect was to coordinate all aspects of the project both internally and the consulting team from inception to final completion and commissioning.

Moncton Hospital SPECT/CT Suite Renovation | Horizon Health Network | Moncton, New Brunswick | CAD 500k | 2015-2016 | Project Architect, Project Manager

Working as a sub-consultant to the prime consultant, Rob's role as Project Architect was to oversee and coordinate all aspects of the project from inception through construction to substantial completion.

Moncton Hospital XR9 Suite Renovation | Horizon Health Network | Moncton, New Brunswick | CAD 350k | 2019 | Architect, Project Manager

Professional architectural services for the renovation of an existing x-ray suite to accept new imaging machine.

Dr. Everett Chalmers Regional Hospital Angio Suite Renovation | Horizon Health Network | Fredericton, New Brunswick | CAD 1.8M | 2019-present | Architect of Record, Project Manager

Design and construction review services for angio suite renovations.

Moncton Hospital Oncology Clinic Addition Feasibility Study* | Horizon Health Network | Moncton, New Brunswick | CAD 50k | 2011-2012 | Project Coordinator

Programming & Predesign undertaking for the client in anticipation of government funding for Capital Project.

Centre de Traitement - Programming* | Réseau de Santé Vitalité | Edmundston, New Brunswick | CAD 20k | 2012-2012 | Project Coordinator

As a subconsultant to the prime, ROB was the project coordinator for the Client in conjunction with the user group for a new addiction services facility where the study ultimately defined the space program, spatial inter-relationships, site implementation including project budget estimate and timeline.

Canadian Blood Services Fit-up* | Canadian Blood Services | Moncton, New Brunswick | CAD 350k | 2009-2010 | Construction Administration

As an intern Architect, Rob was the prime contact and coordinator of the Construction Administration phase of this project to fit up the blood services facilities in an existing retail shell.

Dr. Georges-L.-Dumont Hospital PET/CT Scan Upgrades* | Moncton, New Brunswick | CAD 5.4M | 2009-2012 | Project Coordinator

\$5.4M addition, redesign, and update of PET/CT scan in medical imaging. Complex coordination exercise for very specific equipment requiring construction details for radiation, acoustics, and structure. Based on adjacent services Level IV Infection Control procedures were implemented.

Moncton Hospital Oncology Canopy | Horizon Health Network | Moncton, New Brunswick | CAD 100k | 2019-present | Architect of Record, Project Manager

Design services for new exterior canopy outside the existing oncology building.

Dr. Georges-L.-Dumont Hospital Energy Centre* | Moncton, New Brunswick, Canada | CAD 25.8M | 2010-2012 | Project Coordinator

Design of new Energy Centre housing the Hospital's heating system including three gas fired boilers with room to add an additional boiler when needed; and to provide cooling to the Hospital through a two staged chiller plant with room to add another to meet future demand.

Moncton Hospital Women and Newborn Neonatal Suite | NBDTI | Moncton, New Brunswick | CAD 30M | 2017-present | Architect of Record, Project Manager

Upgrades to Women's/Newborn Suite at Moncton Hospital, including the enhancement of maternal-fetal health services. Project will enhance the quality of care offered to patients, while improving efficiency and overall experience for patients and staff.

Moncton Hospital Family Planning Clinic Renovation | Horizon Health Network | Moncton, New Brunswick | CAD 1.2M | 2015-2016 | Architect of Record, Project Manager

\$1.2M renovation within an existing healthcare facility where operations were maintained and infection control measures were implemented during construction

Moncton Hospital Oncology Clinic Addition | NBDTI | Moncton, NB | CAD 7.3M | 2012-2015 | Project Architect, Pre-Submission Reviewer, Project Manager

Involved in the design for 30 additional treatment stations complete with satellite pharmacy. This was a multi-phased project sophisticated in design. Phase 1 involved the demolition of redundant existing hospital facilities and site preparation in advance of Phase 2, a 19,000 SF single storey addition. Phase 3 involved the fit up of an additional 1,800 SF for clinical trials space.

EDUCATION

École Louis J. Robichaud Upgrades | NBDTI | Shediac, NB | CAD 11.4M | 2021 | Lead Architect, Site Review

Architectural services for the design and contract administration to update and modernize the existing 17,750 SM school.

École Marie-Gaétane Upgrades and Addition | NBDTI | Kedgwick, NB | CAD 7.1M | 2018 | Lead Architect

Architectural services for the design and contract administration to update and modernize the existing school with a combination of interior upgrades and a building addition.

CIVIC SPORTS & RECREATION

Avenir Centre | City of Moncton | Moncton, NB | CAD 107M | 2018 | Architect of Record

As the Architect of Record, picking up the project at the Design Development stage, Rob's role was leading and coordinating the Architectural Design Team all the way through Construction including "Green Globes" requirements and participating in User workshops and Public Presentations.

COMMUNITY INVOLVEMENT

Committee Member, Planning Advisory Committee , Riverview, New Brunswick, Canada



Peter Guo-hua Fu School of Architecture
McGill University
Macdonald-Harrington Building

Telephone: (514) 398-6700

Postal address:
815 Sherbrooke Street West
Montreal, Quebec, Canada H3A 0C2

Fax: (514) 398-7372

September 27, 2021

Please consider nominating me for a vacancy on the CACB Board of Directors. I am a Post-retirement Associate Professor at McGill University, and I am a registered architect in Newfoundland and Labrador. I have participated in several accreditation visits over the years at the School of Architecture at McGill so I am familiar with the process.

Sincerely,

A handwritten signature in black ink that reads "Robert Mellin". The signature is fluid and cursive, with the first name "Robert" and last name "Mellin" clearly distinguishable.

Robert Mellin, C.M., O.N.L., Ph.D., Hon. D. Litt., RCA
Associate Professor (Post-retirement)
Peter Guo-hua Fu School of Architecture
McGill University
MacDonald-Harrington Building
815 Sherbrooke Street West
Montreal, QC H3A 0C2
Canada

robert.mellin@mcgill.ca

Robert Mellin, NLAA, FRAIC, Architect
89 Barnes Road
St. John's, Newfoundland A1C3X5
Canada
709-682-9212

rmellin@nl.rogers.com

Robert Mellin studied architecture at Penn State (B. Arch, M.Sci), McGill (M.Arch), and the University of Pennsylvania (M.Sci, Ph.D.). He has been a registered member of the Newfoundland and Labrador Association of Architects since 1978. He is a Fellow of the Royal Architectural Institute of Canada, and an Associate Professor (Post-retirement) in the School of Architecture, McGill University. In recognition of his architectural design and heritage conservation work, he was elected to membership in the Royal Canadian Academy of Arts in 2002 and he is Past-President of the RCA. He is a Past Chair of the Heritage Foundation of Newfoundland and Labrador. His book on the architecture of Tilting, Fogo Island, (*Tilting: House Launching, Slide Hauling, Potato Trenching, and Other Tales from a Newfoundland Fishing Village*), published by Princeton Architectural Press in New York, won the Winterset Literary Award in 2003. McGill Queen's University Press published his book *Newfoundland Modern: Architecture in the Smallwood Years, 1949-1972* in 2011. Other publications by Robert Mellin are *Syndetic Modernism Vols. I and II*, Piloto University, Bogota, Colombia, and *Winter in Tilting* (Pedlar Press, St. John's, Newfoundland, 2015). He has received a Manning Award and ten Southcott Awards (Newfoundland Historic Trust) for his heritage conservation work in Newfoundland. In 2006 he received the Paul E. Buchanan Award for excellence in fieldwork and interpretation from the Vernacular Architecture Forum (VAF). He was appointed Member of the Order of Canada in 2014 (CM), and Memorial University presented him with an honorary doctorate (D. Litt.) in 2015. He won Lt. Governor's Awards for his architectural design work in 2015 and 2017, and he was appointed Member of the Order of Newfoundland and Labrador in 2018.

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 4.11

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: October 26, 2021

Subject: OAA Policy re. Mandatory COVID-19 Vaccination

Objective: To review and approve the proposed policy re. Mandatory COVID-19 Vaccination.

As an employer, it is the responsibility of the Ontario Association of Architects to ensure a safe and healthy workplace as required by the Occupational Health and Safety Act.

After considerable research, study and discussion it is proposed that the OAA implement a policy requiring mandatory COVID-19 vaccination for all staff, Council, volunteers and visitors attending the OAA Headquarters Building.

The draft policy is attached for Council's approval. This has benefited from the input of the OAA's Manager Human Resources, OAA legal counsel and is supported by the OAA's Governance Committee.

Council is asked to approve the policy.

Action: Council is asked to consider the following motion:

It was moved by.. and seconded by... that Council approve the OAA Policy re. *Mandatory COVID-19 Vaccination* and that it be implemented immediately.

Attachments: DRAFT OAA Policy re. Mandatory COVID-19 Vaccination

OAA Policy Re: COVID-19 Mandatory Vaccination

November 4, 2021

Overview

The Ontario Association of Architects (the "OAA") is committed to providing a safe working environment for all employees. Throughout the pandemic, we have placed our highest priority on the health and safety of our staff through implementation of temporary work from home protocols as well as other specific safety and protective equipment protocols. These protocols have been instrumental in helping to prevent the spread of COVID-19 and we thank each and every employee for stepping up under these extraordinarily trying circumstances. Ensuring your health and safety in the workplace is our duty as your employer.

As we begin to plan for our return to the OAA Headquarters, it is the position of the Ontario Association of Architects that the best way we can continue to protect our workplace, our employees as well as Council and volunteers moving forward is with COVID-19 vaccines. Vaccines have been proven to protect against serious illness from the novel coronavirus, as well as lessen the rates of transmission. Vaccines provide stronger, longer, and better protection against infection from the novel coronavirus than the antibodies a person produces after they've been infected with COVID-19. Vaccination also helps to prevent our health care system from being overwhelmed and is recommended by the Ministry of Health and Chief Medical Officer of Health of Ontario.

The OAA has made the decision to implement a Covid-19 Mandatory Vaccination Policy for OAA employees in an effort to ensure a safe and healthy workplace as required by the Occupational Health and Safety Act and in the ongoing effort to protect our community from COVID-19. This policy also extends to members of the OAA, including Council, as well as visitors if they attend the OAA for an extended length of time.

The OAA would like to thank employees who have already been vaccinated in an effort to keep themselves, their co-workers, their families, and our community safe. For those who are not yet vaccinated, the timing of this policy rollout provides you with time to get the information you need to make an informed decision about COVID-19 vaccines and learn how vaccines can help protect yourself and others in the workplace.

In accordance with this policy, staff should review the following to determine what action they need to take.

You are fully vaccinated:

- If you are fully vaccinated, proof of vaccination status from the Ministry of Health must be sent to OAA Manager Human Resources, Robin Darling no later than November 30, 2021.

You are not presently vaccinated:

- If you are not vaccinated, you are required to receive your first dose of vaccine no later than December 1, 2021 and have received your second dose no later than February 1, 2022.
- Proof of vaccination status from the Ministry of Health must be sent to OAA Manager Human Resources, Robin Darling no later than December 1, 2021 and February 1, 2022 respectfully.

You are unable to vaccinate and/or request accommodation:

- If you are unable to be vaccinated for medical reasons, you must provide written documentation by December 1, 2021 to OAA Manager, Human Resources Robin Darling from either a physician or nurse practitioner that includes the effective time period for the medical reason and the expiry date.
- If you are requesting accommodation under the Ontario Human Rights Code for a bona fide religious objection you must make a written request to Human Resources, no later than December 1, 2021.
- The OAA reserves the right to request further information related to an employee's request for accommodation, and the employee must fulfill their legal duty to cooperate with the accommodation process.

You choose not to be vaccinated/disclose vaccination status:

- Should you elect not to be vaccinated without express approval for the above medical reasons or approved accommodation, or choose to not disclose your vaccination status, you will be placed on unpaid leave of absence effective January 10, 2022.

The following applies to OAA members including council and committee members:

Any member who will be visiting the OAA and remaining on the premises for an extended length of time will be required to provide proof of full vaccination status. This includes council, committee members and volunteers. OAA staff have the right to deny access to the OAA Headquarters, beyond the immediate reception area if an individual fails to show proof of vaccination status.

The following applies to couriers, contractors, vendors and all other visitors:

Contractors, couriers, delivery personnel, and any other individuals who may visit the building from time to time do not need to show proof of vaccination, however they will be permitted in the stairwell and the immediate reception area only. Personal protective equipment must be worn by these individuals at all times and adherence to safety protocols is mandatory. Any of these individuals needing to remain in the building for a period of time or who need to access to the building beyond the reception area, will be required to show proof of vaccination.

Personal Information

Under this policy, all employees are required to disclose to the Manager, Human Resources whether they have been fully vaccinated against COVID-19, and they must provide proof of vaccination. This information is required so that the OAA can make

informed decisions with respect to the health and safety measures that may need to be implemented in the workplace and so that we can ensure compliance with any applicable legislation, regulations, guidelines, and/or public health guidance that may differentiate between vaccinated and unvaccinated individuals. Personal health information will be kept confidential to the greatest extent possible and shall not be disclosed to anyone other than the Manager of Human Resources, unless absolutely necessary to implement health and safety requirements, to administer this policy, or as required by law.

Although employees are free to disclose their vaccination status to others, employees other than the Manager, Human Resources are prohibited from asking one another if they have been vaccinated.

There is zero tolerance for anyone treating any other individual disrespectfully or unprofessionally because they have or have not been vaccinated. All employees are required to treat others with dignity and respect, regardless of their vaccination status. Discrimination against those who cannot be vaccinated for reasons related to protected grounds under the Code is strictly prohibited.

Failure to abide by this policy may result in progressive discipline, up to and including termination of employment. In particular, any falsifications, misrepresentations, or omissions by an employee with respect to their vaccination status for the purposes of the requirements set out above may be grounds for the immediate termination of their employment for cause.

Additional Safety Protocols

Regardless of vaccination status, safety protocols including physical distancing and facial masks while moving around the building will continue to be required, unless advised otherwise.

Policy Review

As with all other policies and procedures, this policy will be reviewed on a regular basis in order to ensure currency and continued relevance.

Memorandum

FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 4.12

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: October 27, 2021

Subject: **Canadian Architectural Certification Board (CACB) Annual Budget 2022**

Objective: To consider approval of the CACB Budget for 2022.

Attached for consideration is the draft 2019 CACB Budget with accompanying notes for consideration. Implementation of the Budget is subject to approval by the provincial regulators in accordance with the CACB by-laws and the funding agreement between Canadian Architectural Licensing Authorities (CALA) members and the Committee of Canadian University Schools of Architecture (CCUSA).

This budget was circulated for consideration to members of CALA on October 27. Attached is also a covering memo from the Chair of CALA's National CACB Standing Committee with some explanatory notes. As indicated, some work has been done over the past couple of years to refine distribution of spending. Recall that the CACB is funded by the members of CALA as well as the Canadian Council of University Schools of Architecture (CCUSA).

I will be prepared to provide additional explanation as to the elements of the budget at the November 4 Council meeting.

Also of note is that the CALA member jurisdiction levy has decreased for 2022. The current draft of the OAA 2022 Budget which Council will be considering at the November 4 meeting already includes the OAA contribution for 2022 however at 2021 levels. As such, the amount noted in the 2022 draft budget can be decreased to approximately \$20,000.

Action: Council is requested to consider approval of the following motion:
THAT Council approve the draft Canadian Architectural Certification Board (CACB) 2022 Budget, dated October 20, 2021.

Attachments: Email from Dave Edwards, Chair, CACB National Standing Committee dated October 27, 2021
2022 CACB Draft Budget and Notes

Tina Carfa

Subject: FW: CACB 2022 Budget
Attachments: CACB-CCCA 2022 Draft Budget-V_Oct.20, 2021.pdf; Notes on the CACB-CCCA _2022 Draft Budget_Rev_Oct 20, 2021.pdf

From: Dave Edwards [<mailto:dedwards@mewscorp.ca>]

Sent: October 27, 2021 8:33 AM

To: Barbara Bruce <bbruce@aaa.ab.ca>; Whitney Robson <whitney@saskarchitects.com>; Kristi Doyle <KristiD@oaa.on.ca>; Sebastian Desparios <sdesparios@oaaq.com>; Margo Dauphinee <mdauphinee@nsaa.ns.ca>; Lynda Hayward <nlaa@newfoundlandarchitects.com>; Scott Stewart (director@aapei.com) <director@aapei.com>; Natasha Bhogal <natashab@nwta.ca>
Cc: Mark Vernon <mvernon@aibc.ca>; Judy Pestrak - Manitoba Association of Architects <judy@mbarchitects.org>; karen@aanb.org; 'Gordon Richards' <grichards@jensenhughes.com>; 'Thérèse LeBlanc' <leblancmtherese@gmail.com>; Don Sterritt <smythdesignsj@nb.aibn.com>

Subject: CACB 2022 Budget

To All Presidents and Executive Directors,

As part of our mandate, the National Standing Committee on CACB reviews the draft budget for CACB and makes recommendation to CALA. The Standing Committee has worked with the CACB to finalize the draft budget (and notes) that are attached and recommends that it be approved by all Regulators, as now presented.

There is a significant drop in the required contributions for 2022, which we can advise is a combination of:

- the anticipated continuing impacts of Covid.
- a reduction in the total contributions for both CALA and CCUSA for 2022, by an amount that is reasonably equal to the additional (unanticipated) surplus that was realized in the accreditation stream at the end of 2020; and
- efforts by the CACB Standing Committee, to recover additional contributions that had been made over several years by CALA (from excess surplus in the certification stream).

As noted in the calculations for the accreditation stream (on both the budgets and Page 6 of the budget notes), a total of \$85,389 that had been paid by CALA as additional contributions to cover the deficits in the BEFA stream over several years, will be 'refunded' - by way of an additional reduction in the CALA contributions for 2022. And while the additional contributions for the BEFA deficits had actually been covered over the years, by a former refund of excess contributions that had been paid by CALA, it was nonetheless CALA funds that were utilized.

It should also be noted that, effective 2022, the CACB will start invoicing on the basis of the same numbers that are used for all other CALA Committees and initiatives (being the number of architects that is annually reported each May to the CExAC), so that the actual cost per architect that will be invoiced the following year, will be able to be identified when the CACB Budget is finalized; in the hope this will assist the regulators with their budgeting process.

While we regret that circulation of the draft CACB Budget has been a bit delayed, the Committee believes that the changes that it was able to influence, will help offset the significant additional costs that the Regulators will face in the coming year, for the attendance of their representatives at the CACB Validation Conference. We request that all Regulators approve the draft 2022 CACB budget, as presented, at their earliest convenience and no later than December 15th 2021.

Dave

Chair
National Standing Committee on CACB

David Edwards
de Lint + Edwards Architects
200 1102 8th Avenue,
Regina, SK
S4R 1C9

Office: (306) 359-3077
Cell: (306) 537-6291

	BUDGET ITEMS	2020 Audited	2021 Budget Approved Mar.4, 2021	2021 Budget Q2	Draft 2022	% Prog	Academic Certification Audited 2020	Academic Certification 2021 Approved Budget	Academic Certification Q2	Academic Certification Draft 2022	% Prog	Accreditation 2020 Audited	Accreditation 2021 Approved Budget	Accreditation Q2	Accreditation Draft 2022	% Prog	BEFA Certification 2020 Audited	BEFA Certification 2021 Approved Budget	BEFA Q2	BEFA Draft 2022
1	Dues: APPLICANTS																			
2	Accredited/Non Domestic (NAAB)	\$9,796	\$5,530	\$4,266	\$7,268	100%	\$9,796	\$5,530	\$4,266	\$7,268										
3	Non-accredited Domestic (Graduates prior to Accreditation)	\$0	\$0	\$0	\$0	100%	\$0	\$0	\$0	\$0										
4	Non-accredited Non-domestic	\$520,506	\$401,625	\$221,697	\$381,291	100%	\$520,506	\$401,625	\$221,697	\$381,291										
5	Non Accredited/Non Domestic (Canberra Accord)	\$22,680	\$18,900	\$11,340	\$17,184	100%	\$22,680	\$18,900	\$11,340	\$17,184										
6	RAIC Syllabus	\$2,620	\$1,260	\$1,260	\$3,222	100%	\$2,520	\$1,260	\$1,260	\$3,222										
7	Eligibility	\$55,094	\$51,912	\$44,445	\$64,890											100%	\$55,094	\$51,912	\$44,445	\$64,890
8	Demonstration of Competency	\$101,805	\$73,645	\$65,148	\$84,975											100%	\$101,805	\$73,645	\$65,148	\$84,975
9	Interview	\$27,192	\$56,650	\$15,862	\$33,990											100%	\$27,192	\$28,325	\$15,862	\$33,990
10	Total Dues	\$739,593	\$581,197	\$364,017	\$592,820		\$555,502	\$427,315	\$238,563	\$408,965							\$184,091	\$153,882	\$125,454	\$183,855
11	GRANTS																			
12	CALA Cash Contribution	\$179,731	\$137,920	\$68,960	\$146,169						100%	\$179,731	\$137,920	\$68,960	\$146,169					
13	CALA Contribution to Reserve Funds	\$2,201	\$0	\$0	\$0						100%	\$2,201	\$0	\$0	\$0					
14	Total CALA Contribution	\$181,932	\$137,920	\$68,960	\$146,169						100%	\$181,932	\$137,920	\$68,960	\$146,169					
15	CCUSA Cash Contribution	\$113,731	\$71,207	\$71,207	\$72,456						100%	\$113,731	\$71,207	\$71,207	\$72,456					
16	CCUSA Contribution to Reserve Funds	\$2,201	\$0	\$0	\$0						100%	\$2,201	\$0	\$0	\$0					
17	Total CCUSA Cash Contribution	\$115,932	\$71,207	\$71,207	\$72,456						100%	\$115,932	\$71,207	\$71,207	\$72,456					
18	Estimated Accreditation Visits Cost	\$66,000	\$66,713	\$66,713	\$73,713						100%	\$66,000	\$66,713	\$66,713	\$73,713					
19	Total CCUSA Contribution	\$181,932	\$137,920	\$137,920	\$146,169						100%	\$181,932	\$137,920	\$137,920	\$146,169					
20	Total Grants	\$363,864	\$275,840	\$206,880	\$292,338							\$363,864	\$275,840	\$206,880	\$292,338					
21	OTHER INCOMES																			
22	Other Academic Certification Services	\$1,573	\$1,500	\$869	\$1,570	100%	\$1,573	\$1,500	\$869	\$1,570						0%				
23	Other BEFA Services (retroactive Deficit Recovery in 2020)	-\$10,626			\$0	0%					0%					100%	-\$10,626			
24	Accreditation Services (Candidacy Application)				\$0	0%					100%					0%				
25	Accreditation Services (Candidacy Status)	\$10,539	\$6,473		\$0	0%					100%	\$10,539	\$6,473	\$6,473	\$0	0%				
26	Interests	\$5,296	\$6,000	\$574	\$6,000	75%	\$3,972	\$4,500	\$430	\$4,500	25%	\$1,324	\$1,500	\$143	\$1,500	0%	\$0	\$0		\$0
27	Other (Investment Income)- BEFA= refund from RAIC in 2021	\$20,861		\$528	\$21,000	75%	\$15,646	\$0	\$528	\$15,750	25%	\$5,215	\$0		\$5,250			\$0	\$6,020	\$0
28	Miscellaneous	\$1,683			\$1,279		\$1,279					\$394					\$10			
29	Total Other Income	\$29,326	\$13,973	\$1,971	\$28,570		\$22,470	\$6,000	\$1,828	\$21,820		\$17,472	\$7,973	\$6,616	\$6,750		-\$10,616	\$0	\$6,020	\$0
30	TOTAL REVENUE	\$1,132,783	\$871,010	\$572,868	\$913,727		\$577,972	\$433,315	\$240,391	\$430,785		\$381,336	\$283,813	\$213,496	\$299,088		\$173,475	\$153,882	\$131,474	\$183,855
31	EXPENSES																			
32	OPERATIONAL EXPENSES																			
33	INTERNET TECHNOLOGY	\$29,557	\$25,000	\$25,713	\$25,000		\$19,506	\$18,750	\$18,249	\$18,750		\$3,202	\$2,500	\$1,364	\$2,500		\$6,849	\$3,750	\$6,100	\$3,750
34	Maintenance	\$11,848	\$25,000	\$10,487	\$25,000	75%	\$8,886	\$18,750	\$7,865	\$18,750	10%	\$1,185	\$2,500	\$1,049	\$2,500	15%	\$1,777	\$3,750	\$1,573	\$3,750
35	Equipment	\$17,709		\$5,146			\$10,620		\$4,347			\$2,017					\$5,072		\$799	
36	Development and Enhancement			\$10,080					\$6,038					\$315					\$3,728	
37	OFFICE	\$138,199	\$135,879	\$100,836	\$151,219		\$78,413	\$75,549	\$57,582	\$85,050		\$29,506	\$30,629	\$22,821	\$33,094		\$30,280	\$29,701	\$20,433	\$33,074
38	Audit	\$7,800	\$7,800	\$6,810	\$7,000	34%	\$2,652	\$2,652	\$2,591	\$2,380	34%	\$2,652	\$2,652	\$2,299	\$2,380	32%	\$2,496	\$2,496	\$1,920	\$2,240
39	Bookkeeping	\$13,388	\$16,995	\$10,816	\$17,250	34%	\$4,552	\$5,778	\$3,677	\$5,865	34%	\$4,552	\$5,778	\$3,677	\$5,865	32%	\$4,284	\$5,438	\$3,461	\$5,520
40	Annual Visa Fee	\$175	\$122	\$170	\$200	34%	\$60	\$41	\$58	\$68	34%	\$60	\$41	\$39	\$58	32%	\$56	\$39	\$54	\$64
41	Bank Charges	\$827	\$836	\$339	\$840	90%	\$714	\$752	\$295	\$756	5%	\$56	\$42	\$21	\$42	5%	\$57	\$42	\$23	\$42
42	Insurance (Commercial General Liability)	\$2,479	\$2,417	\$2,668	\$2,668	60%	\$1,487	\$1,450	\$1,601	\$1,601	25%	\$620	\$604	\$667	\$667	15%	\$372	\$363	\$400	\$400
43	Insurance (Errors and Omissions Liability)	\$12,312	\$12,238	\$13,019	\$13,019	34%	\$4,186	\$4,161	\$4,427	\$4,426	34%	\$4,186	\$4,161	\$4,427	\$4,426	32%	\$3,940	\$3,916	\$4,166	\$4,166
44	Internet Services	\$2,150	\$2,135	\$800	\$2,150	34%	\$731	\$726	\$272	\$731	34%	\$731	\$726	\$272	\$731	32%	\$688	\$683	\$256	\$688
45	Legal Fees	\$1,766		\$2,675			\$883	\$0	\$2,675	\$0		\$883	\$0	\$0	\$0		\$0	\$0	\$0	\$0
46	Membership Fees	\$932	\$920	\$932	\$932	50%	\$466	\$460	\$472	\$466	50%	\$466	\$460	\$460	\$466		\$0	\$0	\$0	\$0
47	Office Supplies	\$6,316	\$4,500	\$5,010	\$6,315	80%	\$4,534	\$3,600	\$3,722	\$5,052	5%	\$578	\$225	\$792	\$316	15%	\$1,204	\$675	\$495	\$947
48	On-line Payment Fees (Beanstream)	\$15,409	\$12,000	\$9,731	\$15,410	60%	\$9,697	\$7,200	\$6,030	\$9,246	0%		\$0		\$0	40%	\$5,712	\$4,800	\$3,701	\$6,164
49	Parking-Taxi	\$965					\$558										\$407			
50	Photocopier	\$4,039	\$5,394	\$2,117	\$4,050	85%	\$3,433	\$4,585	\$1,800	\$3,443	5%	\$202	\$270	\$106	\$203	10%	\$404	\$539	\$212	\$405
51	Postage/Courier	\$661	\$1,963	\$1,175	\$1,992	85%	\$526	\$1,669	\$1,172	\$1,694	5%	\$43	\$98		\$100	10%	\$92	\$196	\$2	\$199
52	Publications, Design and Printing			\$5,374			\$0	\$0	\$5,137	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$237	\$0
53	Rent	\$55,832	\$59,329	\$29,482	\$66,408	60%	\$34,912	\$35,598	\$17,689	\$39,845	25%	\$13,469	\$14,832	\$7,371	\$16,602	15%	\$7,451	\$8,899	\$4,422	\$9,961
54	Storage	\$4,436	\$3,045	\$2,084	\$4,435	95%	\$4,214	\$2,893	\$1,980	\$4,213	5%	\$222	\$104	\$104	\$104	0%	\$0	\$0		\$0
55	Telephone	\$6,550	\$5,226	\$2,996	\$6,550	70%	\$4,482	\$3,658	\$2,084	\$4,585	5%	\$413	\$261	\$149	\$328	25%	\$1,655	\$1,307	\$762	\$1,638
56	Translation	\$1,203		\$3,350			\$0	\$0	\$1,166	\$0		\$48	\$0	\$2,183	\$0		\$1,155	\$0	\$0	\$0
57	Website	\$959	\$959	\$1,288	\$2,000	34%	\$326	\$326	\$734	\$680	34%	\$326	\$326	\$234	\$680	32%	\$307	\$307	\$320	\$640
58	HUMAN RESOURCES	\$475,716	\$483,785	\$252,739	\$592,852		\$272,312	\$259,719	\$152,831	\$312,147		\$113,694	\$149,860	\$51,526	\$186,899		\$89,710	\$74,206	\$48,382	\$93,806
59	MEETINGS	\$17,750	\$6,000	\$5,156	\$66,524		\$999	\$0	-\$213	\$6,520		\$11,258	\$0	-\$633	\$22,394		\$6,488	\$6,000	\$6,002	\$38,610
60	AGM	\$0	\$0	\$0	\$0	50%	\$0	\$0	\$0	\$0	50%	\$0	\$0	\$0	\$0		\$0	\$0		\$0
61	BEFA Interviews	\$5,256	\$6,000	\$6,020	\$38,130	0%	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0	100%	\$5,256	\$6,000	\$6,020	\$38,130
62	Board	\$2,831	\$0	-\$924	\$24,000	23%	\$649	\$0	-\$213	\$5,520	75%	\$2,120	\$0	-\$693	\$18,000	2%	\$57	\$0	-\$18	\$480
63	CALA	\$875	\$0	\$0	\$0	40%	\$350	\$0	\$0	\$0	40%	\$350	\$0	\$0	\$0	20%	\$175	\$0		\$0
64	CCUSA	\$0	\$0	\$0	\$0	5%	\$0	\$0	\$0	\$0	95%	\$0	\$0	\$0	\$0	0%	\$0	\$0		\$0
65	NAAB	\$8,788	\$0	\$60	\$4,394	0%	\$0	\$0	\$0	\$0	100%	\$8,788	\$0	\$60	\$4,394					
66	Other Meetings	\$0	\$0	\$0	\$0			\$0	\$0	\$0			\$0		\$0					
67	ASSESSMENT COMMITTEE (Acad.Certification)	\$1,636	\$500	\$137	\$0	100%	\$1,636	\$500	\$137	\$0										
68	ACAD. CERT. ASSESSMENT TRAINING	\$0	\$0	\$0	\$0	100%	\$0	\$0	\$0	\$0										
69	CACB COMMITTEES AND TASK FORCES	\$0	\$0	\$81	\$0	40%	\$0	\$0	\$32	\$0	40%	\$0	\$0	\$32	\$0	20%	\$0	\$0	\$16	\$0
70	ACCREDITATION SERVICES (Candidacy Application)	\$0		\$0	\$0	100%					100%		\$0							
71	ACCREDITATION SERVICES (Candidacy Status)			\$0	\$0	100%					100%	\$0		\$0						
72	ACCREDITATION TRAINING	\$0	\$0	\$451	\$3,000						100%	\$0	\$0	\$451	\$3,000					
73	ACCREDITATION VISITS ESTIMATED COST	\$66,000	\$66,713	\$66,713	\$73,713						100%	\$66,000	\$66,713	\$66,713	\$73,713					
74	ACCREDITATION VISITING TEAMS	\$1,215	\$22,238	\$22,238	\$24,572						100%	\$1,215	\$22,238		\$24,572					
75	BEFA TRAINING	\$0	\$0	\$0	\$0											100%	\$0	\$0		\$0
76	COMMUNICATION AND MARKETING	\$0	\$0	\$0	\$0											100%	\$0	\$0		\$0

	BUDGET ITEMS	2020 Audited	2021 Budget Approved Mar.4, 2021	2021 Budget Q2	Draft 2022	% Prog	Academic Certification Audited 2020	Academic Certification 2021 Approved Budget	Academic Certification Q2	Academic Certification Draft 2022	% Prog	Accreditation 2020 Audited	Accreditation 2021 Approved Budget	Accreditation Q2	Accreditation Draft 2022	% Prog	BEFA Certification 2020 Audited	BEFA Certification 2021 Approved Budget	BEFA Q2	BEFA Draft 2022
77	AMORTIZATION	\$19,718					\$17,746					\$986					\$986			
78	Sub-Total Operational Expenses	\$749,791	\$740,115	\$451,826	\$936,879		\$390,612	\$354,518	\$228,620	\$421,467		\$225,861	\$271,940	\$142,274	\$346,172		\$133,312	\$113,656	\$80,933	\$169,240
79	CANBERRA ACCORD			\$0																
80	Canberra Accord Secretariat Annual Fees	\$6,588	\$4,101	\$0	\$4,101	5%	\$329	\$201		\$205	95%	\$6,259	\$3,900		\$3,896					
81	Canberra Accord AGM	\$101	\$0	\$3,362	\$18,000	5%	\$5	\$0	\$168	\$900	95%	\$96	\$0	\$3,194	\$17,100					
82	Canberra Accord AGM Hosting	\$0	\$0	\$0	\$0	5%		\$0		\$0	95%		\$0							
83	Canberra Accord Periodic Reviews	\$0	\$0	\$0	\$0	5%	\$0	\$0		\$0	95%	\$0	\$0							
84	Sub-Total Canberra Accord	\$6,689	\$4,101	\$3,362	\$22,101		\$334	\$201	\$168	\$1,105		\$6,355	\$3,900	\$3,194	\$20,996					
85	SPECIFIC PROJECTS			\$0																
86	Strategic Plan Preparation (2022-2025)				\$20,000	34%				\$6,800	34%	\$0			\$6,800	32%				\$6,400
87	Facilitator			\$0																
88	Sub-Total Expenses Specific Projects	\$0	\$0	\$0	\$20,000		\$0	\$0	\$0	\$6,800		\$0	\$0	\$0	\$6,800					\$6,400
89	CONFERENCE			\$0																
90	Conference Preparation (including Conference Committee)	\$11,204	\$0	\$0							100%	\$11,204	\$0							
91		\$0	\$0	\$0							100%	\$0								
92	Total Validation Conference	\$11,204	\$0	\$0								\$11,204	\$0	\$0						
93	Strategic Plan Implementation	\$58,739					\$25,593					\$31,154					\$1,992			
94	TOTAL EXPENSES	\$826,423	\$744,216	\$455,188	\$978,980		\$416,538	\$354,719	\$228,788	\$429,372		\$274,576	\$275,840	\$145,468	\$373,968		\$135,309	\$113,656	\$80,933	\$175,640
95	NET INCOME	\$306,360	\$126,794	\$130,173	-\$65,253		\$161,434	\$78,596	\$11,603	\$1,412		\$106,760	\$7,973	\$68,028	-\$74,880		\$38,166	\$40,226	\$50,541	\$8,215
96																				
		2020 Budget	2021 Budget	2021 Budget Q2	Draft 2022		Academic Certification Audited 2020	Academic Certification 2021 Approved Budget	Academic Certification Jan-Jun 2021 Q2	Academic Certification Draft 2022		Accreditation 2020 Audited	Accreditation 2021 Approved Budget	Accreditation Jan-Jun 2021 Q2	Accreditation Draft 2022		BEFA Certification 2020 Audited	BEFA Certification 2021 Approved Budget	BEFA Jan-Jun 2021 Q2	BEFA Draft 2022

Members Contributions			
	2020 Budget	2021 COVID	2022
Accreditation Program Expenses without Accreditation Visit Costs	\$293,462	\$209,127	\$300,254
Cost for Accreditation Visit (Without Visiting Team Expenses) per year for X programs: [X*(\$xxxx)/6]]	\$66,000	\$66,713	\$73,713
Total Accreditation Program Cost	\$359,462	\$275,840	\$373,967
CALA = 50% of the Total	\$179,731	\$137,920	\$186,984
CALA Contribution per registered architect	\$13.06	\$9.77	\$13.01
CCUSA = 50% of Total Accreditation Program Cost minus Accreditation Visit Costs	\$113,731	\$71,207	\$113,271
Total CCUSA Contribution	\$179,731	\$137,920	\$186,984
Cash Contribution per school	\$10,339	\$6,473	\$9,439
Suggested Members Contrubution Reduction through Reserve Funds Surplus			\$74,830
Strategic Plan Preparation (2022-2025) Expenses covered by the Reserve Funds Surplus			\$6,800
Total Credits			\$81,630
Total Accreditation Program Cost with credits			\$292,337
Members Contributions with suggested reductions			
CALA = 50% of the Total	\$179,731	\$137,920	\$146,169
Retroactive BEFA Deficit coverage by the Reserve Fubds Surplus			\$85,389
Updated CALA Cash Contribution			\$60,780
Reserve Funds= Accreditation Program Expenses without Accreditation Visit Costs x 50% x Cost of living	\$2,201	\$0	\$0
Total CALA Cash Contribution	\$181,932	\$137,920	\$60,780
Registered Architects as of Dec.31 Prev. Year	13763	14117	14367
CALA Contribution per registered architect	\$13.06	\$9.77	\$4.23
CCUSA = 50% of Total Accreditation Program Cost minus Accreditation Visit Costs	\$113,731	\$71,207	\$72,456
Reserve Funds= Accreditation Program Expenses without Accreditation Visit Costs x 50% x Cost of living	\$2,201	\$0	\$0
Total CCUSA Cash Contribution	\$115,932	\$71,207	\$72,456
Cost for Accreditation Visits	\$66,000	\$66,713	\$73,713
Total CCUSA Contribution	\$181,932	\$137,920	\$146,169
Cash Contribution per school	\$10,339	\$6,473	\$6,038

	BUDGET ITEMS	Academic Certification Audited 2020	Academic Certification 2021 Approved Budget	Academic Certification Q2	Academic Certification Draft 2022
1	Dues: APPLICANTS				
2	Accredited/Non Domestic (NAAB)	\$9,796	\$5,530	\$4,266	\$7,268
3	Non-accredited Domestic (Graduates prior to Accreditation)	\$0	\$0	\$0	\$0
4	Non-accredited Non-domestic	\$520,506	\$401,625	\$221,697	\$381,291
5	Non Accredited/Non Domestic (Canberra Accord)	\$22,680	\$18,900	\$11,340	\$17,184
6	RAIC Syllabus	\$2,520	\$1,260	\$1,260	\$3,222
10	Total Dues	\$555,502	\$427,315	\$238,563	\$408,965
21	OTHER INCOMES				
22	Other Academic Certification Services	\$1,573	\$1,500	\$869	\$1,570
26	Interests	\$3,972	\$4,500	\$430	\$4,500
27	Other (Investment Income)- BEFA= refund from RAIC in 2021	\$15,646	\$0	\$528	\$15,750
28	Miscellaneous	\$1,279			
29	Total Other Income	\$22,470	\$6,000	\$1,828	\$21,820
30	TOTAL REVENUE	\$577,972	\$433,315	\$240,391	\$430,785
31	EXPENSES				
32	OPERATIONAL EXPENSES				
33	INTERNET TECHNOLOGY	\$19,506	\$18,750	\$18,249	\$18,750
34	Maintenance	\$8,886	\$18,750	\$7,865	\$18,750
35	Equipment	\$10,620		\$4,347	
36	Development and Enhancement			\$6,038	
37	OFFICE	\$78,413	\$75,549	\$57,582	\$85,050
38	Audit	\$2,652	\$2,652	\$2,591	\$2,380
39	Bookkeeping	\$4,552	\$5,778	\$3,677	\$5,865
40	Annual Visa Fee	\$60	\$41	\$58	\$68
41	Bank Charges	\$714	\$752	\$295	\$756
42	Insurance (Commercial General Liability)	\$1,487	\$1,450	\$1,601	\$1,601
43	Insurance (Errors and Omissions Liability)	\$4,186	\$4,161	\$4,427	\$4,426
44	Internet Services	\$731	\$726	\$272	\$731
45	Legal Fees	\$883	\$0	\$2,675	\$0
46	Membership Fees	\$466	\$460	\$472	\$466
47	Office Supplies	\$4,534	\$3,600	\$3,722	\$5,052
48	On-line Payment Fees (Beanstream)	\$9,697	\$7,200	\$6,030	\$9,246
49	Parking-Taxi	\$558			
50	Photocopier	\$3,433	\$4,585	\$1,800	\$3,443
51	Postage/Courier	\$526	\$1,669	\$1,172	\$1,694
52	Publications, Design and Printing	\$0	\$0	\$5,137	\$0
53	Rent	\$34,912	\$35,598	\$17,689	\$39,845
54	Storage	\$4,214	\$2,893	\$1,980	\$4,213
55	Telephone	\$4,482	\$3,658	\$2,084	\$4,585
56	Translation	\$0	\$0	\$1,166	\$0
57	Website	\$326	\$326	\$734	\$680
58	HUMAN RESOURCES	\$272,312	\$259,719	\$152,831	\$312,147
59	MEETINGS	\$999	\$0	-\$213	\$5,520
60	AGM	\$0	\$0	\$0	\$0
62	Board	\$649	\$0	-\$213	\$5,520
63	CALA	\$350	\$0	\$0	\$0
64	CCUSA	\$0	\$0	\$0	\$0
65	NAAB	\$0	\$0	\$0	\$0
66	Other Meetings		\$0	\$0	\$0
67	ASSESSMENT COMMITTEE (Acad.Certification)	\$1,636	\$500	\$137	\$0
68	ACAD. CERT. ASSESSMENT TRAINING	\$0	\$0	\$0	\$0
69	CACB COMMITTES AND TASK FORCES	\$0	\$0	\$32	\$0
77	AMORTIZATION	\$17,746			
78	Sub-Total Operational Expenses	\$390,612	\$354,518	\$228,620	\$421,467
79	CANBERRA ACCORD				
80	Canberra Accord Secretariat Annual Fees	\$329	\$201		\$205
81	Canberra Accord AGM	\$5	\$0	\$168	\$900
82	Canberra Accord AGM Hosting		\$0		\$0
83	Canberra Accord Periodic Reviews	\$0	\$0		\$0
84	Sub-Total Canberra Accord	\$334	\$201	\$168	\$1,105
85	SPECIFIC PROJECTS				
86	Strategic Plan Preparation (2022-2025)				\$6,800
87	Facilitator				\$0
88	Sub-Total Expenses Specific Projects	\$0	\$0	\$0	\$6,800
93	Strategic Plan Implementation	\$25,593			
94	TOTAL EXPENSES	\$416,538	\$354,719	\$228,788	\$429,372
95	NET INCOME	\$161,434	\$78,596	\$11,603	\$1,412
96					
		Academic Certification Audited 2020	Academic Certification 2021 Approved Budget	Academic Certification Jan-Jun 2021 Q2	Academic Certification Draft 2022

	BUDGET ITEMS	Accreditation 2020 Audited	Accreditation 2021 Approved Budget	Accreditation Q2	Accreditation Draft 2022
11	GRANTS				
12	CALA Cash Contribution	\$179,731	\$137,920	\$68,960	\$146,169
13	CALA Contribution to Reserve Funds	\$2,201	\$0		\$0
14	Total CALA Contribution	\$181,932	\$137,920	\$68,960	\$146,169
15	CCUSA Cash Contribution	\$113,731	\$71,207	\$71,207	\$72,456
16	CCUSA Contribution to Reserve Funds	\$2,201	\$0		\$0
17	Total CCUSA Cash Contribution	\$115,932	\$71,207	\$71,207	\$72,456
18	Estimated Accreditation Visits Cost	\$66,000	\$66,713	\$66,713	\$73,713
19	Total CCUSA Contribution	\$181,932	\$137,920	\$137,920	\$146,169
20	Total Grants	\$363,864	\$275,840	\$206,880	\$292,338
21	OTHER INCOMES				
25	Accreditation Services (Candidacy Status)	\$10,539	\$6,473	\$6,473	\$0
26	Interests	\$1,324	\$1,500	\$143	\$1,500
27	Other (Investment Income)- BEFA= refund from RAIC in 2021	\$5,215	\$0		\$5,250
28	Miscellaneous	\$394			
29	Total Other Income	\$17,472	\$7,973	\$6,616	\$6,750
30	TOTAL REVENUE	\$381,336	\$283,813	\$213,496	\$299,088
31	EXPENSES				
32	OPERATIONAL EXPENSES				
33	INTERNET TECHNOLOGY	\$3,202	\$2,500	\$1,364	\$2,500
34	Maintenance	\$1,185	\$2,500	\$1,049	\$2,500
35	Equipment	\$2,017			
36	Development and Enhancement			\$315	
37	OFFICE	\$29,506	\$30,629	\$22,821	\$33,094
38	Audit	\$2,652	\$2,652	\$2,299	\$2,380
39	Bookkeeping	\$4,552	\$5,778	\$3,677	\$5,865
40	Annual Visa Fee	\$60	\$41	\$58	\$68
41	Bank Charges	\$56	\$42	\$21	\$42
42	Insurance (Commercial General Liability)	\$620	\$604	\$667	\$667
43	Insurance (Errors and Omissions Liability)	\$4,186	\$4,161	\$4,427	\$4,426
44	Internet Services	\$731	\$726	\$272	\$731
45	Legal Fees	\$883	\$0	\$0	\$0
46	Membership Fees	\$466	\$460	\$460	\$466
47	Office Supplies	\$578	\$225	\$792	\$316
48	On-line Payment Fees (Beanstream)		\$0		\$0
49	Parking-Taxi				
50	Photocopier	\$202	\$270	\$106	\$203
51	Postage/Courier	\$43	\$98		\$100
52	Publications, Design and Printing	\$0	\$0	\$0	\$0
53	Rent	\$13,469	\$14,832	\$7,371	\$16,602
54	Storage	\$222	\$152	\$104	\$222
55	Telephone	\$413	\$261	\$149	\$328
56	Translation	\$48	\$0	\$2,183	\$0
57	Website	\$326	\$326	\$234	\$680
58	HUMAN RESOURCES	\$113,694	\$149,860	\$51,526	\$186,899
59	MEETINGS	\$11,258	\$0	-\$633	\$22,394
60	AGM	\$0	\$0		\$0
61	BEFA Interviews	\$0	\$0		\$0
62	Board	\$2,120	\$0	-\$693	\$18,000
63	CALA	\$350	\$0		\$0
64	CCUSA	\$0	\$0		\$0
65	NAAB	\$8,788	\$0	\$60	\$4,394
66	Other Meetings		\$0		\$0
69	CACB COMMITTEES AND TASK FORCES	\$0	\$0	\$32	\$0
70	ACCREDITATION SERVICES (Candidacy Application)		\$0		\$0
71	ACCREDITATION SERVICES (Candidacy Status)	\$0	\$0		\$0
72	ACCREDITATION TRAINING	\$0	\$0	\$451	\$3,000
73	ACCREDITATION VISITS ESTIMATED COST	\$66,000	\$66,713	\$66,713	\$73,713
74	ACCREDITATION VISITING TEAMS	\$1,215	\$22,238		\$24,572
77	AMORTIZATION	\$986			
78	Sub-Total Operational Expenses	\$225,861	\$271,940	\$142,274	\$346,172
79	CANBERRA ACCORD				
80	Canberra Accord Secretariat Annual Fees	\$6,259	\$3,900		\$3,896
81	Canberra Accord AGM	\$96	\$0	\$3,194	\$17,100
82	Canberra Accord AGM Hosting		\$0		
83	Canberra Accord Periodic Reviews	\$0	\$0		
84	Sub-Total Canberra Accord	\$6,355	\$3,900	\$3,194	\$20,996
85	SPECIFIC PROJECTS				
86	Strategic Plan Preparation (2022-2025)	\$0			\$6,800
87	Facilitator				\$0
88	Sub-Total Expenses Specific Projects	\$0	\$0	\$0	\$6,800
89	CONFERENCE				
90	Conference Preparation (including Conference Committee)	\$11,204	\$0		
91		\$0			
92	Total Validation Conference	\$11,204	\$0	\$0	
93	Strategic Plan Implementation	\$31,154			
94	TOTAL EXPENSES	\$274,576	\$275,840	\$145,468	\$373,968
95	NET INCOME	\$106,760	\$7,973	\$68,028	-\$74,880
96					
		Accreditation 2020 Audited	Accreditation 2021 Approved Budget	Accreditation Jan-Jun 2021 Q2	Accreditation Draft 2022

Members Contributions			
	2020 Budget	2021 COVID	2022
Accreditation Program Expenses without Accreditation Visit Costs	\$293,462	\$209,127	\$300,254
Cost for Accreditation Visit (Without Visiting Team Expenses) per year for X programs: [X*(Sxxxx)/6]	\$66,000	\$66,713	\$73,713
Total Accreditation Program Cost	\$359,462	\$275,840	\$373,967
CALA = 50% of the Total	\$179,731	\$137,920	\$186,984
CALA Contribution per registered architect	\$13.06	\$9.77	\$13.01
CCUSA = 50% of Total Accreditation Program Cost minus Accreditation Visit Costs	\$113,731	\$71,207	\$113,271
Total CCUSA Contribution including Accreditation Visits	\$179,731	\$137,920	\$186,984
Cash Contribution per school	\$10,339	\$6,473	\$9,439
Suggested Members Contribution Reduction through Reserve Funds Surplus			\$74,830
Strategic Plan Preparation (2022-2025) Expenses covered by the Reserve Funds Surplus			\$6,800
Total Credits			\$81,630
Total Accreditation Program Cost with credits			\$292,337

Members Contributions with suggeted reductions			
CALA = 50% of the Total	\$179,731	\$137,920	\$146,169
Retroactive BEFA Deficit coverage by the Reserve Fubds Surplus			\$85,389
Updated CALA Cash Contribution			\$60,780
Reserve Funds= Accreditation Program Expenses without Accreditation Visit Costs x 50% x Cost of living	\$2,201	\$0	\$0
Total CALA Cash Contribution	\$181,932	\$137,920	\$60,780
Registered Architects as of Dec.31 Prev.Year	13763	14117	14367
CALA Contribution per registered architect	\$13.06	\$9.77	\$4.23
CCUSA = 50% of Total Accreditation Program Cost minus Accreditation Visit Costs	\$113,731	\$71,207	\$72,456
Reserve Funds= Accreditation Program Expenses without Accreditation Visit Costs x 50% x Cost of living	\$2,201	\$0	\$0
Total CCUSA Cash Contribution	\$115,932	\$71,207	\$72,456
Cost for Accreditation Visits	\$66,000	\$66,713	\$73,713
Total CCUSA Contribution including Accreditation	\$181,932	\$137,920	\$146,169
Cash Contribution per school	\$10,339	\$6,473	\$6,038

	BUDGET ITEMS	BEFA Certification 2020 Audited	BEFA Certification 2021 Approved Budget	BEFA Q2	BEFA Draft 2022
1	Dues: APPLICANTS				
7	Eligibility	\$55,094	\$51,912	\$44,445	\$64,890
8	Demonstration of Competency	\$101,805	\$73,645	\$65,148	\$84,975
9	Interview	\$27,192	\$28,325	\$15,862	\$33,990
10	Total Dues	\$184,091	\$153,882	\$125,454	\$183,855
21	OTHER INCOMES				
22	Other Academic Certification Services				
23	Other BEFA Services (retroactive Deficit Recovery in 2020)	-\$10,626			
24	Accreditation Services (Candidacy Application)				
25	Accreditation Services (Candidacy Status)				
26	Interests	\$0	\$0		\$0
27	Other (Investment Income)- BEFA= refund from RAIC in 2021		\$0	\$6,020	\$0
28	Miscellaneous	\$10			
29	Total Other Income	-\$10,616	\$0	\$6,020	\$0
30	TOTAL REVENUE	\$173,475	\$153,882	\$131,474	\$183,855
31	EXPENSES				
32	OPERATIONAL EXPENSES				
33	INTERNET TECHNOLOGY	\$6,849	\$3,750	\$6,100	\$2,813
34	Maintenance	\$1,777	\$3,750	\$1,573	\$2,813
35	Equipment	\$5,072		\$799	
36	Development and Enhancement			\$3,728	
37	OFFICE	\$30,280	\$29,701	\$20,433	\$33,074
38	Audit	\$2,496	\$2,496	\$1,920	\$2,240
39	Bookkeeping	\$4,284	\$5,438	\$3,461	\$5,520
40	Annual Visa Fee	\$56	\$39	\$54	\$64
41	Bank Charges	\$57	\$42	\$23	\$42
42	Insurance (Commercial General Liability)	\$372	\$363	\$400	\$400
43	Insurance (Errors and Omissions Liability)	\$3,940	\$3,916	\$4,166	\$4,166
44	Internet Services	\$688	\$683	\$256	\$688
45	Legal Fees	\$0	\$0	\$0	\$0
46	Membership Fees	\$0	\$0	\$0	\$0
47	Office Supplies	\$1,204	\$675	\$495	\$947
48	On-line Payment Fees (Beanstream)	\$5,712	\$4,800	\$3,701	\$6,164
49	Parking-Taxi	\$407			
50	Photocopier	\$404	\$539	\$212	\$405
51	Postage/Courier	\$92	\$196	\$2	\$199
52	Publications, Design and Printing	\$0	\$0	\$237	\$0
53	Rent	\$7,451	\$8,899	\$4,422	\$9,961
54	Storage	\$0	\$0		\$0
55	Telephone	\$1,655	\$1,307	\$762	\$1,638
56	Translation	\$1,155	\$0	\$0	\$0
57	Website	\$307	\$307	\$320	\$640
58	HUMAN RESOURCES	\$89,710	\$74,206	\$48,382	\$93,806
59	MEETINGS	\$5,488	\$6,000	\$6,002	\$38,610
60	AGM	\$0	\$0		\$0
61	BEFA Interviews	\$5,256	\$6,000	\$6,020	\$38,130
62	Board	\$57	\$0	-\$18	\$480
63	CALA	\$175	\$0		\$0
64	CCUSA	\$0	\$0		\$0
65	NAAB				
66	Other Meetings				
67	ASSESSMENT COMMITTEE (Acad.Certification)				
68	ACAD. CERT. ASSESSMENT TRAINING				
69	CACB COMMITTEES AND TASK FORCES	\$0	\$0	\$16	\$0
70	ACCREDITATION SERVICES (Candidacy Application)				
71	ACCREDITATION SERVICES (Candidacy Status)				
72	ACCREDITATION TRAINING				
73	ACCREDITATION VISITS ESTIMATED COST				
74	ACCREDITATION VISITING TEAMS				
75	BEFA TRAINING	\$0	\$0		
76	COMMUNICATION AND MARKETING	\$0	\$0		
77	AMORTIZATION	\$986			
78	Sub-Total Operational Expenses	\$133,312	\$113,656	\$80,933	\$168,303
85	SPECIFIC PROJECTS				
86	Strategic Plan Preparation (2022-2025)				\$6,400
87	Facilitator				\$0
88	Sub-Total Expenses Specific Projects				\$6,400
93	Strategic Plan Implementation	\$1,992			
94	TOTAL EXPENSES	\$135,309	\$113,656	\$80,933	\$174,703
95	NET INCOME	\$38,166	\$40,226	\$50,541	\$9,152
96					
		BEFA Certification 2020 Audited	BEFA Certification 2021 Approved Budget	BEFA Jan-Jun 2021 Q2	BEFA Draft 2022



Notes on the 2022 Draft Budget

By Mourad Mohand-Said – September 2, 2021

Update#1: September 23, 2021

Update # 2: October 12, 2021

Update # 3: October 14, 2021

Update # 4: October 20, 2021

2022 DRAFT BUDGET HIGHLIGHTS

Post COVID-19 and Budget Assumptions

Academic Certification and BEFA Certification Programs are self-funded programs, the Accreditation Program is funded equally (50%-50%) by CCUSA and CALA.

The draft 2022 budget's assumptions are based on the premise that the COVID-19 pandemic is getting under control and the world economy is resuming progressively to its normal activities.

The projections are based on the 2020 audited Financial Statements, the adopted 2021 budget and Quarterly Report #2, and the comments received from the Board, the CALA Standing Committee, and CCUSA.

The draft 2022 budget incorporates a significant reduction in the Academic Certification Fees to manage the ongoing surpluses of revenues generated by the Academic Certification Program, while maintaining a reasonable net income level and increasing the accessibility to the program:

- For Non-accredited, Non-domestic applicants, **a reduction of -\$230:**
 - 2021 fee = \$1,606.50
 - 2022 revised fee = **\$1,376.50**
- For Non-accredited, Non-domestic, Canberra Accord, RAIC Syllabus, and Non-accredited Domestic applicants, **a reduction of -\$186:**
 - 2021 fee = \$1,260.00
 - 2022 revised fee = **\$1,074.00**

The difference between the reduced amounts maintains the same ratio difference between the two categories at 78%:

- $\$1260/\$1606.50 = 78\%$
- $\$1074/\$1376.50 = 78\%$

As per the measures proposed by the Board to the CALA Standing Committee to manage the Surplus of the Reserve Funds (June 24, 2021), the draft 2022 budget provides a reduction of **\$74,830** in the members' Contribution to the Accreditation Program.

Additional **\$85,389** will be credited to the CALA's 2022 Cash Contribution, based on the figures provided by the CALA Standing Committee (Sep.30, 2021) about the BEFA Program Deficit, retroactively to the year 2012 (BEFA program inception) in relation to the Board decision to cover the BEFA Program deficit with its Reserve Funds Surplus:

"The CACB confirms that effective June 12, 2020, the motion voted the same day by the Board stating that CACB will cover any BEFA Program's operational deficit through its Reserve Funds surpluses will supersede the BEFA Program Agreement signed on February 25, 2012, between CALA and CACB."

As a result, the projected Members' contribution for 2022 will be:

- CALA: **\$60,780** instead of \$186,984 (includes BEFA Retroactive Deficit Coverage credit);

- CCUSA: **\$146,169** instead of \$186,984 with the following distribution:
 - Allocation for Accreditation Visits (line# 18) = \$73,713
 - Cash contribution (line #15)= **\$72,456** instead of \$113,271

The draft 2022 budget expenses are projected from the approach that in-person meetings and interviews for the BEFA program will resume partially, and by applying cost living increases where required.

The assumptions in the draft 2022 budget are that half of the meetings and interviews will be held in-person and the other virtually:

- Board Meetings: 50% in-person;
- NAAB Meetings: attend only one in-person;
- Other Committees: 100% Virtual Meetings;
- BEFA Interviews: 50% in-person; and
- Academic Assessment Committee maintains virtual Assessment meetings;

Note: Expense lines related to meetings are #57 to 64, and Academic Certification, Assessment Committee #65.

Academic certification Training (expense line #66), and CACB Committees and Task forces (#67) have been adjusted to reflect the following assumptions:

- Board Meetings (line # 60):
 - only one meeting of the CACB Board will be held in-person (November 2022).
 - Projected expenses: \$25,000 (50% of \$50K budgeted in 2019).
 - the rest of the Board meetings will be held virtually.
- BEFA Interviews (line# 59):
 - Projected expenses: \$38,130 (50% of audited 2019 figures; average of 12 interviews between 2013 and 2019).
 - Assumption 6 remote and 6 in-person Interviews.
- NAAB (line #63):
 - Assumption is to attend only one in-person meeting and join the rest by Zoom
 - \$4,395\$ (50% of the 2020 audited figures).
- AGM (#58), CALA (#61), CCUSA (#62), and Other Meetings (#64) will be held virtually: \$0
- Academic Certification Assessment Committee (#65), Academic certification Training (#66), and CACB Committees and Task forces (#67) expenses will remain similar to 2021 as they will be held virtually: \$0
- Canberra Accord expenses (line # 77 and 78) are planned for Secretariat Annual fees and for attending the in-person General Meeting in 2022 for 3 attendees;
- Accreditation Training (#70) Expense was adjusted to accommodate attendance of two non-voting team members for training to the Dalhousie University Maintenance Accreditation Visit, which is planned to be held in-person : \$3,000

Cost of living increase applied to Human Resources, some Office Expenses, Accreditation Visits Estimated Cost, and Accreditation Visiting Teams:

- Applied inflation rate is 1.5%

Note: forecasted rate by the National Bank is 2.9% in 2021 and 2.2% in 2022 (Canada Economic Forecast):

- <https://www.nbc.ca/content/dam/bnc/en/rates-and-analysis/economic-analysis/monthly-economic-monitor.pdf>
- <https://www.rateinflation.com/inflation-rate/canada-historical-inflation-rate/>
- <https://www.rateinflation.com/inflation-rate/canada-inflation-rate>

Internet Technology expense (#32) have been kept similar to 2021 due to maintenance expenses (#33). While it is difficult to anticipate Equipment and Development Expenses (#34 and 35), CACB continues to track and capture expenses specific to each Program;

Office Expenses (# 36) were aligned with the audited 2019 figures and Q2-2021 figures in most of the categories, with 1.5% Cost of living increase for lines #31 and 51, alignment with audited 2020 for line #46, and addition of \$1,000 for line #55 for website enhancement

HR expenses (#56) have been adjusted to reflect the addition of two resources (Executive Assistant and Accreditation Coordinator).

The Human Resources addition supports the 2017-2022 Strategic Plan recommendations (see attached to this document, "CACB-CCCA-Strategy-at-a-glance") about ensuring that the CACB has the necessary infrastructure, people and resources to deliver its mandate. It also aligns with the objective of enhancing the CACB quality and consistency Service Offer:

- Similar to the Academic and BEFA Certification Coordinators' duties, the Accreditation Coordinator will be exclusive to the Accreditation Program operations and coordination. It will support various aspects of the program such as but not limited to:
 - Cyclical Review of accreditation documents;
 - Team Member and Programs Training;
 - Accreditation Visits Preparation and follow-ups; and
 - Liaison and communications with the Programs and Team members.
- The Executive Assistant Position will source and support all administrative programs operations.

Strategic Plan Preparation-2022-2025 (line # 86)

Based on the 2016 exercise, the expenses are estimated to be up to \$20,000. The amount includes the facilitator honorarium and the strategic plan session preparation.

The expense will be covered by the Reserve Funds Surplus and will not be deducted from the member's contribution calculation.

ACADEMIC CERTIFICATION

The Academic Certification Program is self-financed on a fee basis.

➤ REVENUE

• Dues (Applicants):

Reduction in Fees schedule for 2022 is anticipated for:

- Non-accredited Non-domestic : \$1,376.50 (-\$230)
- Non-accredited Non-domestic Canberra Accord : \$1,074 (-\$186)
- Non-accredited Domestic: \$1,074 (-\$186)
- RAIC Syllabus: \$1,074 (-\$186)

International accredited graduate's (NAAB) fees remain unchanged: \$158

Projection of number of applicants is based on the average number of applicants received between 2016 and 2020 and on the payments received, as per audited Financial Statements:

- International accredited-NAAB= 46
- Non-accredited Non-domestic : 277
- Non-accredited Non-domestic Canberra Accord : 16
- Non-accredited Domestic: 0
- RAIC Syllabus Graduates: 3

Total Dues: \$408,965

• Other Income:

- Other Certification Services: Based on 2020, we could expect \$1,570
- Interest from investment: \$4,500 similar to approved 2021 budget
- Investment Income (as per audited 2020 FS): \$15,750 (75% of \$21,000)

Total Other Income: \$21,820

Total Revenue: \$430,785

➤ EXPENSES

- **Operational Expenses** : \$421,467
- **Canberra Accord**: \$1,105 (Canberran Accord Secretariat Annual Fees and General Meeting)
- **Strategic Plan Preparation (2022-2025)**, line #86: \$6,800 : this expense will be covered by the Surplus of the Reserve Funds

Total Expenses: \$429,372

➤ NET INCOME: \$1,412

ACCREDITATION

Funding Principle

Cost of delivery of the Accreditation Program is equally shared (50%-50%). The new approach in determining the contribution of each of the two members is based upon established and estimated costs of actual accreditation visits. Thus, CALA will contribute 50% of the established financial needs and CCUSA will contribute the other 50%, less than the average cost of the Canadian accredited Schools over a 6-year accreditation cycle.

The Members' contribution is determined as follows:

- **Grants**

- CALA Cash Contribution = 50% of Total Accreditation Program Cost (minus expense line for Candidacy Application and Candidacy Status).
- CCUSA Cash Contribution = 50% of Total Accreditation Program Cost (minus expense line for Candidacy Application and Candidacy Status) minus Accreditation Visit Costs.
- Contribution to Reserve Funds:
- Each Member is expected to make a contribution in an amount equal to a factor (Cost of living) to 50% of the Accreditation Program's expenses minus the estimated Accreditation Visits cost.

Total Grants are calculated once the expenses have been determined.

➤ **EXPENSE**

The assumption is that restrictions on travel and in-person meetings will be lifted gradually in 2022

Accreditation Visits Estimated Cost (line #71) and Accreditation Visiting Teams (line #72) were revised to accommodate the Addition of the 12th accredited program in architecture (Laurentian University) and a 1.5% Cost of Living increase was applied.

DAL Maintenance Accreditation Visit will be conducted in-person.

Accreditation Training (line# 70): provision for 2 non-voting members on DAL Visiting Team

- **Operational Expenses:** \$346,172
- **Canberra Accord:** Secretariat Annual Fees+ General Meeting (3 attendees): \$20,996
- **Strategic Plan Preparation (2022-2025),** line #86: \$6,800: this expense will be covered by the Surplus of the Reserve Funds.

Total Expenses: \$373,968

➤ **REVENUE:**

As per the funding principle outlined above and the reduction projected for the members' contribution (\$74,830 and \$6,800 for Strategic Plan Preparation):

- **Total Grants (#20)**

- CALA Contribution (#12) = \$146,169 (instead of \$186,984)
 - o Estimated contribution by registered architects (as per the number of architects collected by CExAC for both the estimate, and the actual invoicing) = **14,367** registered architects.
 - o Contribution per registered architect was $\$146,169 / 14,367 = \text{\$10.17}$ (instead of \$13.01)
 - o In addition to the above reductions, a retroactive credit for BEFA Program Deficit Recovery of **\$85,389** will be applied to the CALA Contribution. Therefore, the CALA Cash Contribution will be reduced by \$85,389, therefore $\$146,169 - \$85,389 = \text{\$60,780}$.
 - o Consequently, the estimated contribution per registered architects will now be: $\$60,780 / 14,367 = \text{\$4.23}$ (instead of \$13.01).

- CCUSA Contribution (#19) = 50% of the total Expenses= **\$146,169** (instead of \$186,984)
 - o Allocation for Accreditation Visits (line# 18) = **\$73,713**
 - o Cash contribution (line #15)= **\$72,456**
 - o Cash contribution per school: = **\$6,038** (instead of \$9,439)
- Contribution to Reserve Funds (#13 and #16): \$0

Total Grants (#20) = \$292,338, instead of \$300,254

• **Other Income:**

- **Interest from investment estimated:** \$1,500
- **Other (Investment Income) estimated:** \$5,250

Total other income: \$6,750

Total Revenue (#30): \$299,088

➤ **NET INCOME:**

A **\$-74,880** deficit is projected and will be absorbed by the surplus of the reserve funds. The amount consists of the equivalent of the total amount of the Reserve Funds Surplus credits and offset granted (\$74,830+\$6,800), minus the projected amount of investment revenues (\$6750): \$81,630-\$6,750 = \$74,880

BEFA CERTIFICATION

The Broadly Experienced Foreign Architects Certification Program is self-financed on a fee basis.

➤ **REVENUE**

- **Dues (Applicants):** No increase in Fees is schedule for 2022.
 - Eligibility: \$1,081.50;
 - Demonstration of Competency: \$2,832.50; and
 - Interview: \$2,266.00

Projection of number of BEFA applicants was based on audited 2020 FS, 2020 Budget and Q2 2021:

- Eligibility: 60
- Demonstration of Competency: 30
- Interview: 15

Total Dues: \$183,855

- **Other Income:** \$0

Total Revenue: \$153,882

➤ **EXPENSES**

- Average number of interviews between 2013 and 2019 = 12 interviews (6 remote and 6 in-person).

Assumptions:

- \$38,130: 50% of audited 2019 figures (12 interviews).
 - 50% remote and 50% in-person 6 Interview Panels.
 - 1.5% Cost of living increase applied where required
- **Operational Expenses : \$169,240**
 - **Strategic Plan Preparation** (2022-2025), line #86: \$6,400: this expense will be covered by the Surplus of the Reserve Funds.

Total Expenses: \$175,640

➤ **NET INCOME: \$8,215**

President's Log

Date	Event/Meeting	Location	Attendees	Time
September 24	Executive Committee/Pro-Demnity Joint meeting	Virtual meeting	w/Executive Committee, Pro-Demnity	12-3pm
September 25	Building Equality in Architecture - Arch in the North	Virtual meeting		11am-1pm
September 28	Algoma/North Bay/Northern/Northwestern Society Visit	Virtual meeting	w/Society Members, J.King, J.Laberge, K.Doyle	1-4pm
September 29	Meeting with Communications Staff	Virtual meeting	w/E.Missio, C.Mykytyshyn	
September 30	Northumberland-Durham & Trent Society Visit	Virtual meeting	w/Society Members, K.Doyle	6-8pm
October 4	World Architecture Day	Virtual meeting		
October 5	Grand Valley Society pre-meeting	Virtual meeting	w/Y.Ip, B.Birdsell, K.Doyle, E.Missio, C.Mykytyshyn	2:30-3pm
October 5	Meet the OAA' rehearsal	Virtual meeting	w/E.Missio, C.Mykytyshyn	5:30-6pm
October 7	ORSA & St. Lawrence Valley Society pre-meeting	Virtual meeting	w/C.Howard, C.Moise, G.Erskine, K.Doyle, E.Missio, C.Mytykyshyn	2-2:30pm
October 7	UofT Event - Dialogue with the Dean	Toronto		6-8pm
October 8	Hamilton/Burlington Society pre-meeting	Virtual meeting	w/C.Karney, K.Doyle, E.Missio, C.Mytykyshyn	3-3:30pm
October 12	Policy/Government Relations Meeting	Virtual meeting	w/K.Schuhmann, A.Tracey, S.Trotta	11am-12pm
October 12	WAD Meeting w/MPP Morrison	Virtual meeting	w/MPP Morrison, K.Schuhmann, A.Tracey, S.Trotta	3-3:30pm
October 12	'Meet the OAA' Webinar	Virtual meeting	w/member participants, H.Breeze, F.Abu-Bakare, staff	6-7pm
October 13	WAD Meeting w/MPP Harden	Virtual meeting	w/MPP Harden, K.Schuhmann, A.Tracey, S.Trotta	10-10:30am
October 13	Governance Committee	Virtual meeting	w/Committee members	3-4pm
October 14	PACT Meeting	Virtual meeting	w/Committee members	10am-12pm
October 15	Claims Data Meeting	Virtual meeting	w/K.Hanratty, S.Vilardi	10-11am
October 15	WAD Meeting w/MPP Ke	Virtual meeting	w/MPP Ke, K.Schuhmann, A.Tracey, S.Trotta	10-10:30am
October 15	WAD Meeting w/MPP Blais	Virtual meeting	w/MPP Blais, K.Schuhmann, A.Tracey, S.Trotta	1:30-2pm
October 18	Governance Committee	Virtual meeting	w/Committee members	11am-1pm
October 18	WAD Meeting w/MPP Arnott	Virtual meeting	w/MPP Arnott, K.Schuhmann, A.Tracey, S.Trotta	2:30-3pm
October 19	CEC Dashboard Discussion	Virtual meeting	w/N.Krickhan	12-1pm
October 19	London & Windsor Societies pre-meeting	Virtual meeting	w/Society chairs, S.Vilardi, K.Doyle, E.Missio	3-3:30pm
October 20	WAD Meeting w/MPP Schreiner	Virtual meeting	w/MPP Schreiner, K.Schuhmann, A.Tracey, S.Trotta	10-10:30am
October 20	Executive Committee	Virtual meeting	w/Executive Committee	11am-12pm
October 20	WAD Meeting w/MPP Wai	Virtual meeting	w/MPP Wai, K.Schuhmann, A.Tracey, S.Trotta	1:30-2pm
October 21	LTC Weekly Progress Meeting	Virtual meeting	w/A.Tracey, S.Trotta, M.Holmes	9-9:30am
October 21	ORSA & St. Lawrence Valley Society Visit	Virtual meeting	w/Society members, G.Erskine, L.McKendrick, K.Doyle, E.Missio	6-8pm
October 22	WAD Meeting w/MPP Collard	Virtual meeting	w/MPP Collard, K.Schuhmann, A.Tracey, S.Trotta	2:30-3pm
October 25	CDAO AGM	Virtual meeting	w/CDAO Members	10am-12pm
October 27	Hamilton/Burlington Society visit	Virtual meeting	w/Society members, A.Mancini, K.Doyle, E.Missio	6:30-9pm
October 28	Niagara Society pre-meeting	Virtual meeting	w/I.Ellingham, B.Birdsell, K.Doyle, E.Missio, C.Mykytyshyn	2:30-3pm
October 29	HR Meeting	Virtual meeting		
October 29	WAD Meeting w/MPP Coe	Virtual meeting	w/MPP Coe, K.Schuhmann, A.Tracey, S.Trotta	10:30-11am
November 2	RIBA Fee Calculator Demo	Virtual meeting	w/RIBA Rep, S.Vilardi, M.Audet, A.Humphries, K.Dovle	11am-12pm
November 3	Pre-Council Meeting	Virtual meeting	w/Council	6-8pm
November 4	Council Meeting	Virtual meeting	w/Council, staff	9:30-4pm

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 6.1.a

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 6.1.b

To: Council

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

From: Kristi Doyle, Executive Director

Date: October 26, 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 September meeting. This report has also been expanded to include an update on specific items pertaining to the Operational Review as approved and directed by Council.

Internal and Administration

Along with the OAA's Manager HR, Robin Darling, and in consultation with the Governance Committee we continue to work on a return to office policy. At the present time the intent is to begin to return operations to the OAA Headquarters in January. This is subject to any new government and health directives, as well as number of COVID cases being reported. The full policy will be shared with Council in December. Council's support of this operational policy will be important. Elsewhere in this agenda package is the draft policy re. COVID-19 Vaccination for Council's approval. This is an important piece of the full plan to return to the OAA offices and will apply to not only staff, but also Council, members, and visitors.

I met with Pro-Demnity President & CEO, Bruce Palmer on October 7. Among items discussed were Pro-Demnity's desire to shift the timing of the Annual General Meeting of the Shareholder, the proposed slate of directors for 2022 (seeking new outside director), as well as return to office policies for our respective organizations and Pro-Demnity space needs into the future.

Regular staff meetings continue on Wednesdays at 9:30 a.m. via Zoom. Weekly and Bi-weekly meetings with each of the services areas also continue via Zoom.

Operational Review Updates

The RFP for a Strategic Planning Consultant was issued and responses received by the deadline of October 27. Members of the Governance Committee along with myself, the Registrar and Vice President Practice will be reviewing the submission, establishing a short list and conducting interviews. Per the RFP, the intent is to have a consultant on board by mid November.

A number of the management team staff, including myself will be attending a three-day virtual training session title *"The Effective Management Course"*. Four will be attending in November, the remainder in February.

In accordance with previous Council direction, and also the recommendation to invest further in EDI for the OAA, planning for the next demographic survey of the membership is underway. Administration of the survey will begin mid-December and continue until end of January 2022. Communication to complete the survey will begin shortly, and the survey itself will be included as a link within the fee renewal process.

Executive Director, Registrar and Deputy Registrar to attend the following CLEAR webinar on January 5, 2022: *Building an Inclusive Regulatory Community – From Policy to Practice*

New Council policy was passed at the September 23, 2021 meeting re. Respectful Work Policy for Members of Council. This will become part of the annual orientation materials for Council, and has been issued to staff for their information.

I will be attending two Grant Thornton CNPO Seminars: *Managing your team in a COVID-impacted operating environment* on December 08, 2021. I also attended a Session on October 21 titled: *Protecting yourself in an increasingly virtual world*.

I met with the Membership services coordinator of the Institute for Corporate Directors (ICD) on October 26 to discuss how OAA can best use the membership we currently have. There is concern that Council may not be accessing the information available. In return, my contact has provided some direct links to specific resources for Non-for-Profits of our size and mandate that I will share with Council. This information addresses specifically governance matters for Council and directors.

The 'call log' function within the OAA's database is being finalized and instructions for staff being drafted. This element of the operational review should be completed in the coming weeks.

Two recommendations stemming from the EDI | Truth & Reconciliation Working group have been referred for further consideration under the Operational Review framework. Specifically, that the OAA explore the use of representational targets on the Council and amongst leadership within the profession; and, that OAA should formalize its equity mandate and build the internal capacity to promote equity-initiatives, track progress in relation to diversity and inclusion, and ensure accountability for inequitable practices within the profession.

Case Management function within the OAA database is in the testing phase which will help to manage complaints and discipline files in a streamlined way and to also reduce risk to the association. In addition, Registrar & Deputy Registrar continue to work with the Office of the Fairness Commissioner to address transparency and fairness around licensing via ERC which includes adding policies and information on ERC on the Website and a decision making matrix for ERC to ensure consistency in decision making.

OAA Activities/Policy and Industry Relations

On October 26 I attended an information session hosted by the Ministry of Labour Training and Skills Development re. proposed amendments to the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006*. Also attending were the OAA's Registrar, Deputy Registrar and Manager Policy & Government Relations. I had provided Council with a 'head up' on this announcement on October 21 and confirmed that staff will be monitoring this file very closely as it may impact our licensing process, if passed. The legislation that is being proposed is considered 'enabling' legislation which will then allow the Ministry to pass regulations that will define the details in a much more granular way. As per the session we attended on October 26, the Ministry plans to conduct immediate and grouped consultation session with regulators and other stakeholders. More information will be provided to Council as it become available and the OAA's involvement and response will be considered accordingly.

I attended the virtual Annual General Meeting of the Ontario Professional Planners Institute (OPPI) on October 6 as well as a number of their annual conference events.

A meeting with the OAA Team Leads will be held on November 22. We will be discussing the draft 'return to office policy'.

I will be participating in a panel discussion at Construct Canada on December 1 alongside my counterparts at ACEC-Ontario and the OGCA. The session will be focused on the findings of the study commissioned by the Construction & Design Alliance Ontario (CDAO) regarding the relationships among project owners' upfront investment in the pre-project stage, the quality of design documents, and construction project performance. It is hoped that the study results will provide an objective framework for a change in the project delivery policies for public infrastructure.

National Initiatives

The next semi-annual meetings of Canadian Architectural Licensing Authorities Administrators and Regulators will be held on November 3 and 5 respectively. The incorporation of CALA is almost complete and each organization has provided the name of their current President to form the necessary 'initial board of directors'. Along with the other CALA ED's I have been named as the OAA member representative at this time.

I will be participating in a meeting of the CHOP National Steering Committee on October 28. The main point of discussion is the finalization of the CHOP licensing agreement, as well as a maintenance agreement.

Action: For information only. No action is required.

Attachments: None

Memorandum

To: Council

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FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 6.3.a

From: Kristiana Schuhmann, Vice President, Strategic

Date: October 22, 2021

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

Objective: To update Council about activities under the Vice President, Strategic portfolio

Highlights:

[Activities Report – Vice President, Strategic](#)

[PACT Updates](#)

[SBEC Updates](#)

[CDAO](#)

Activities Report – Vice President, Strategic

- SBEC meeting: October 28, 2021
- PACT meeting: October 14, 2021
- Policy and Government Relations Touch Base meetings: September 27, 2021, October 12, 2021
- World Architecture Day meetings with MPPs: October 12, 2021, October 13, 2021, October 15, 2021, October 18, 2021, October 20, 2021, October 22, 2021

PACT Updates

PACT met last on October 14, 2021 and will have their final meeting of this year on December 2, 2021. PACT is working on various items, including:

- **World Architecture Day and the 2021 Queen's Park Picks** – Details about this item are included in a separate report from VP, Strategic.
- **Long-term Care Research Project:** Dr. Stephen Verderber, primary researcher on this project, met with PACT to share his new proposed project plan, which includes a two-phase approach to completing this work. This is more consistent with suggestions made by Council in the June meeting. The deliverables of the first phase of the project are a comprehensive literature review about the design of long-term care homes and the submission of research methods to the Ethics Review Board. The research team estimates that this work will take 90 days to complete. The second phase of work includes post-occupancy evaluations, finalization of recommendations, and a white paper about the design of long-term care homes. A short slide deck from Dr. Verderber may be available by the time of the Council meeting.

The proposed contract has been updated to reflect the two phases but has not yet been signed. The financial ask of the OAA remains the same; however, based on this new contract the first 50% of funds would be released during this fiscal year, and the second 50% would be released from the 2022 budget.

- **NRCan-Registered Energy Advisors:** While attempts have been made to seek additional details about this program, Policy and Government Relations (PGR) staff have not been able to locate any further information or anyone at NRCan to answer our questions. Policy and Government Relations staff will continue to push for more information and updates will be available to Council if further details are found.
- **Qualifications-Based Selection:** The OAA sat on a panel about QBS at OSPE's first annual engineering conference. PSPC staff, also on the panel, reported that the federal QBS pilot has demonstrated positive results and that the pilot is continuing.

The Canadian/US QBS research project that the OAA partially funded is moving along. Preliminary findings from it are expected early next year and will be presented to Council once available.

SBEC Updates

SBEC met last on September 14, 2021 and will meet again on October 28, 2021. SBEC is working on various items, including:

- **TEUI Calculator Tutorial Video:** The TEUI Calculator Tutorial Video is live on the [OAA website](#) and will formally launch alongside the launch of the OAA Design Excellence Awards.

- **Continuing Education:** SBEC members are developing proposals for the 2022 continuing education webinar series on various topics related to climate stability. In 2021, the Committee proposed a series of sessions, including two on mass timber that will be hosted on [November 25](#) and [December 16](#).
- **Old Growth Timber:** SBEC has undertaken to compile some information about old growth timber and, based on their findings, is planning to make a recommendation to Council about whether the OAA should take a formal position on this issue.
- **Technical Jury for OAA Design Excellence Awards:** SBEC has once again been asked to participate on the technical jury for the OAA Design Excellence Awards. Members of the Committee will be encouraged to volunteer for this role and will utilize the TEUI calculator app to help verify sustainability metrics included on Awards submissions.

Construction Design Alliance of Ontario (CDAO)

CDAO last met on September 20. The next meeting is on October 25 and will be a joint Forum and AGM meeting.

CDAO had a joint meeting with Metrolinx and Infrastructure Ontario on October 15. Much of the meeting focused on safety, including the mandatory vaccination policy. Metrolinx's Chief Capital Officer presented a (more) progressive contracting model for large transit projects: construction manager at risk, progressive design-build, and the alliance model.

CDAO has released findings from the study of the Impacts of Pre-Project Investment and Quality of Documents on Project Delivery and Efficiencies. The study demonstrates that significant opportunities exist for better collaboration and communication among owners, designers, general contractors, and subcontractors, which will improve design document quality and construction productivity. Furthermore, the results provide a basis for discussion about positive change in project delivery for public and private construction projects in Canada. The study report will be shared with Council once finalized.

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

Attachments: None

Memorandum

To: Council

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FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 6.3.b

From: Kristi Doyle, Executive Director

Date: October 22, 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 findings from the Ontario Lands Tribunal

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.

After a first round of hearings in June 2017, the OAA secured a preliminary win through a March 2018 ruling where the Ontario Municipal Board 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.

After a brief negotiation, it became apparent the OAA and other appellants were seeking greater concessions than were being offered by the City. The joint appellants requested the Ontario Lands Tribunal ("the Tribunal") to reconvene the hearing and to issue a final ruling. These hearings finished in early March and the final decision was released on October 12.

Analysis from our legal counsel determined that in the latest round, the Tribunal:

- made a small amendment to the provision re width of dormers (Par. 141 #1);

- made an amendment to restrictions for a flat or shallow roof (Par. 141 #2); and
- directed the City to prepare a final version of the amendments to be submitted for the final approval of the Tribunal.

While these do not appear to be overly significant changes, it is important to note that they are in addition to changes the City already proposed and presented to the Tribunal. These included:

- Changing map heights
- Changing maximum main wall heights
- Changing the interpretation on dormers
- Changing the height of first floor
- Changing the definitions of basement and first floor

While this final ruling may not go as far as the OAA and other stakeholders would have preferred, it is fair to say that the final version of the zoning by-law will have significant changes from the original, and that these changes can be attributed directly to the OAA's legal challenge.

The hearing decision was communicated via social media and the October 14 edition of the OAA News. The members of the task group have also been given a status update, with many members expressing their thanks.

While the last step of the process is between the City and the Tribunal, OAA legal counsel have requested to see the updated zoning by-law before the City sends it to the Tribunal for approval.

Once the new zoning by-law is seen and/or approved by the Tribunal, a final update will be given to Council. At this point, the task group can presumably be dissolved and removed from the list of committees and task groups.

[Click here](#) to access the ruling from the Tribunal. A story about this decision was also sent out to members and can be found on the OAA website [here](#).

Action: For information only

Attachments: None

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 6.3.c

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Barry Cline	Gordon Erskine
Paul Hastings	Jennifer King
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From: Kristiana Schuhmann, Vice President Strategic

Date: October 22, 2021

Subject: Post-event debrief on World Architecture Day

Objective: To provide Council with a status update on the 6th annual World Architecture Day (and Queen's Park Picks) event

On Monday October 4, the OAA released the 2021 Queen's Park Picks ("QP Picks") in conjunction with World Architecture Day. This is the 6th year of running the program, and there has been continuous growth in the event year-over-year, and 2021 saw a record number of MPPs participating as well as a record number of building submissions. Fully a third of MPPs submitted nominations.

Traditionally the event was a well-attended exhibit at Queen's Park with representatives from the OAA, the broader architectural community, MPPs, and their staff. Each QP Pick was mounted on a large poster board and an architect from the design team, along with the local society chair, were paired to talk about the selection and local architecture. MPPs representing each party (often including the Attorney General) gave commemorative remarks to the attendees. The OAA attended Question Period in the legislature and met with MPPs throughout the afternoon. MPPs often gave commemorative statements on the floor of the legislature.

The event was effective from a public relations and government relations perspective. It also satisfied various communications objectives. Due to pandemic disruption, the decision was made to temporarily move the event to a virtual exhibit hosted at <https://oaa.on.ca/qpp>. This site was developed for 2020, and utilized again in 2021. The portal highlights this year's selections, but also aggregates all 50 selections going back to 2016.

Engagement with the event is at an all time high, with most metrics doubling from 2020.

While trade media such as Canadian Architect have been a continued staple, the QP Picks have generated significant interest throughout mainstream media. More importantly, the media is organic (“earned media”) meaning no placements have been bought nor have we needed to engage any outside consulting services to help facilitate coverage.

The potential news reach has surpassed 40.2 million, representing growth of nearly 8x versus an already very successful 2020 (approximately 5.2 million reach). This has included coverage in print and online media from key sources including CTV News, Yahoo! Canada News, the Toronto Star, Hamilton Spectator, and Guelph Mercury. Syndication throughout parts of the Postmedia and Torstar networks expanded the reach even farther.

For the first time, a QP Pick was featured on live television via [CTV News](#). Also new this year was extensive coverage in various Chinese-language media outlets. 19 stories have been located, and are only partially captured in the outreach reporting due to limitations with the monitoring software.

Social media engagement has also more than doubled from last year, surpassing a potential reach of 620,000 (counting accounts > 500 followers, excluding the OAA accounts). QP Picks have been shared and distributed through Twitter, Instagram and Facebook.

Daily web traffic to the QP Picks page peaked at 250 around the launch, but has continued on at around 40 visits each day.

The return on investment from earned media coverage far surpasses the spend, with Meltwater attributing the equivalent ad value for one CTV News Ottawa story to have been over \$10,000. Believed to be the most successful campaign in recent memory, the Communications department is currently exploring how to augment or expand our media monitoring and reporting services to better capture performance.

MPPs have been enthusiastic about meeting with the OAA, both responding to OAA requests to meet or proactively requesting meetings on their own accord. The OAA takes these opportunities to share information about the OAA, about the event, and about an issue of strategic importance. In 2021, the key issue was identified as responding to the long-term care crisis.

So far the OAA has met with nine MPPs, with three more upcoming. In chronological order, past meetings include:

- **Dr. Sara Singh** (Brampton Centre), Deputy Leader of the Official Opposition and Critic, Long-Term Care
- **Suze Morrison** (Toronto Centre), Opposition Critic, Urban Indigenous Issues; Missing and Murdered Indigenous Women and Girls Response
- **Joel Harden** (Ottawa Centre), Opposition Critic, Accessibility and Persons with Disabilities
- **Vincent Ke** (Don Valley North), Parliamentary Assistant to the Minister of Heritage, Sport, Tourism and Culture Industries (Culture and Sport)
 - **MPP Ke** also made a [statement on the floor of the legislature](#) on October 18 to speak about anti-Asian racism, share his nomination, and recognize the OAA to all MPPs.
- **Stephen Blais (Orléans)**, Liberal Critic, Municipal Affairs and Housing; Transportation and Infrastructure; Government and Consumer Services; Economic Development; Indigenous Relations and Reconciliation
- **The Honourable Ted Arnott** (Wellington—Halton Hills), Speaker of the Legislative Assembly of Ontario
- **Mike Schreiner** (Guelph), Leader, Green Party of Ontario
- **Daisy Wai** (Richmond Hill), Parliamentary Assistant to the Minister for Seniors and Accessibility
- **Lucille Collard** (Ottawa—Vanier), Liberal Critic, Women's Issues; Attorney General; Solicitor General; Children and Youth; Environment, Conservation and Parks

Pending final confirmation are:

- **John Fraser** (Ottawa South), Parliamentary Leader, Ontario Liberal Party (also Liberal Critic, House Leader; Health and Long-term Care; Intergovernmental Affairs; Labour; Seniors Affairs and Accessibility)
- **Lorne Coe** (Whitby), Chief Government Whip
- **Effie J. Triantafilopoulos** (Oakville North—Burlington), Parliamentary Assistant to the Minister of Long-Term Care

Meetings to date were highly positive, as was the reception to the OAA's messaging and issues. Recent meetings have included an invitation to attend an MPP's monthly meeting with constituents, and another MPP offered to table a

private members bill proposing changes to the OBC to improve infection prevention and control. These kinds of offers are a gold standard in government relations work.

With the event now in the later stages (3 weeks after launch), no other major developments are anticipated but any that occur will be reported in via the PACT committee and/or within future VP Strategic reporting to Council.

Action: **For information only.**

Attachments: - Meltwater dashboard
 - Twitter analytics
 - Spreadsheet: tracked media coverage
 - Spreadsheet: tracked social media engagements

What are the key results for the timeframe?

Mentions ⓘ
Compared to last period

36

↑ 800%

Total Potential News Reach ⓘ
Compared to last period

40.2M

↑ 1988%

Sentiment ⓘ
Compared to last period

53

↑

What is the top performing news content?

Highest reach

C

CTV News
CA | Oct 14, 2021, 5:10 PM

Delta Mill honoured with architectural award, aiming to reopen in 2022

was named one of nine outstanding buildings in the province by the **Ontario Association of Architects (OAA)**. "We're very honoured for that,

21.6M Reach Social Echo Positive ○

Most syndicated

T

Toronto Star • Jessica Munro, Local...
CA | Oct 4, 2021, 8:40 PM

Architects tip hat to Delta Mill

in Ontario for World **Architecture** Day this year. The **Ontario Association of Architects (OAA)** celebrated World **Architecture** Day virtually on

5.36M Reach Social Echo Positive ○

Top social echo

C

CTV News
CA | Oct 14, 2021, 5:10 PM

Delta Mill honoured with architectural award, aiming to reopen in 2022

was named one of nine outstanding buildings in the province by the **Ontario Association of Architects (OAA)**. "We're very honoured for that,

21.6M Reach Social Echo Positive ○

How does the earned media break down?

Share of Voice by Search ⓘ

OAA | CA Press

Mentions Trend ⓘ

Click on any datapoint to launch an Event Analysis

OAA | CA Press

Mentions Trend by Source Type ⓘ

All News

What are the top publishers?

Top Publications by Volume ⓘ

Canadian Architect

THE STAR

The Hamilton Spectator

Canadian Consulting Engineer

加国无忧

Construction Canada

Gananoque Reporter

Yahoo! Canada Sports

Top Publications by Reach ⓘ

CTV News

Toronto Star

City News

Yahoo! News Canada

The Hamilton Spectator

Yahoo! Canada Sports

加国无忧

St. Catharines Standard

Oct 2021 • 21 days so far...

TWEET HIGHLIGHTS

Top Tweet earned 11.9K impressions

OAA's Policy Advocacy Coordination Team (PACT) chose nine projects showing the beauty, performance, history & future of Ontario's built environments. To see this year's Queen's Park Picks visit oaa.on.ca/qpp or check back here daily! #OAAQP 2/2 pic.twitter.com/2PG4KGUDYG



2021 QUEEN'S PARK PICKS

7 19

View Tweet activity

View all Tweet activity

Top Follower followed by 13.3K people



Town of Whitby, ON 
@TownofWhitby FOLLOWS YOU

#WhitbyProud | <https://t.co/mRn24Tnlw> Account monitored Mon-Fri 8:30 am to 4:30 pm Terms of use: <https://t.co/7uSwAR7MKG>

View profile

Top mention earned 179 engagements

 **Town of Whitby, ON**
@TownofWhitby · Oct 4

Wow! 🥳 Thrilled to see that @whitbylibrary was selected as one of nine Queen's Park Picks. @oaarchitects chose it as a project that showcased the beauty, performance, history and future of Ontario's built environments! #WhitbyCulture #WhitbyProud oaa.on.ca/Queens-Park-Pi... pic.twitter.com/WF6lfUrNxg



2 10 39

View Tweet

Top media Tweet earned 2,115 impressions

Daily #OAAQP: Nominated by MPP Jill Andrew @JILLSLASTWORD, @Artscape Wychwood Barns by @DTAHToronto in @CityofToronto shows how a derelict streetcar maintenance facility can be transformed into a much-loved community cultural hub. oaa.on.ca/qpp pic.twitter.com/5u8lOAcFR6



4 8

View Tweet activity

View all Tweet activity

OCT 2021 SUMMARY

Tweets	Tweet impressions
48	42.4K
Profile visits	Mentions
1,938	63
New followers	
26	

Source	MPP	Headline	Audience
Inside Ottawa Valley	Clark	Delta's Old Stone Mill one of Queen's Park Picks for outstanding architecture	178,000
Smith Falls Record News	Clark	Delta's Old Stone Mill one of Queen's Park Picks for outstanding architecture	156,176
Home Town TV12	Clark	Delta's Old Stone Mill revealed as one of nine outstanding buildings in Ontario for 2021 World Architecture Day	1,950
Canadian Architect	All	OAA Announces Queen's Park Picks	28,600
Brockville Recorder & Times (Online + Print)	Clark	Architects tip hat to Delta's Old Stone Mill	38,500
Ganonoque Reporter (Print)	Clark	Architects tip hat to Delta's Old Stone Mill	4,720
Yahoo! Canada Sports	Clark	Architects tip hat to Delta Mill	724,000
Yahoo! News Canada	Clark	Architects tip hat to Delta Mill	791,000
Toronto Star	Clark	Architects tip hat to Delta Mill	5,360,000
Hamilton Spectator	Clark	Architects tip hat to Delta Mill	736,000
The Picton County Weekly News	Clark	Architects tip hat to Delta Mill	2,520
The Trentonian	Clark	Architects tip hat to Delta Mill	977
Pem Broke Observer	Clark	Architects tip hat to Delta Mill	17,200
Belleville Intelligencer	Clark	Architects tip hat to Delta Mill	45,300
The Cornwall Standard Freeholder	Clark	Architects tip hat to Delta Mill	74,000
Kingston this Week	Clark	Architects tip hat to Delta Mill	48,500
Napanee Guide	Clark	Architects tip hat to Delta Mill	2,990
The Community Press	Clark	Architects tip hat to Delta Mill	7,570
The Guelph Mercury	Schreiner	Guelph's Heritage Hall honoured by Ontario architects	93,600
Building Magazine	All	The OAA and MPPs Celebrate Ontario Architecture with Queen's Park Picks Online	8,400
Construction Canada	All	Nine projects selected for Queen's Park Picks online exhibit	34,200
CTV News Ottawa	Clark	Delta Mill honoured with architectural award, aiming to reopen in 2022	21,640,000
CTV News Ottawa TV	Clark	Delta Mill honoured with architectural award, aiming to reopen in 2022	431,000
Move Radio	Clark	Delta Mill honoured with architectural award, aiming to reopen in 2022	63,000
iHeartRadio	Clark	Delta Mill honoured with architectural award, aiming to reopen in 2022	1
DCN	All	Ontario MPPs select some 'gems' for OAA Queen's Park Picks	141,000
Superlife	Ke	Translated: Chinese Provincial Assemblyman Ke Wenbin nominates the "Monument of Chinese Railway Workers" and was successfully elected	203,000
Superlife	Ke	Translated: The "Monument of Chinese Railway Workers" was successfully elected as an iconic building in Ontario	203,000
Vanpeople	Ke	Translated: Chinese Provincial Assemblyman Ke Wenbin nominates the "Monument of Chinese Railway Workers" and was successfully elected	1
Canada Life News	Ke	Translated: Ke Wenbin Provincial Councillor nominates the "Monument of Chinese Railway Workers" and was successfully elected as an iconic	1
Easy Canada	Ke	Translated: Provincial Assemblyman Ke Wenbin nominated the "Monument of Chinese Railway Workers" as an iconic building in Ontario	1
Easy Canada	Ke	Translated: Learning from history, the Provincial Councillor Ke Wenbin issued a statement in the provincial assembly-calling for the eradication	1
Canadian Chinese Media News	Ke	Translated: Nominated by Ke Wenbin Provincial Councillor [Railway Chinese Workers Monument] Successfully elected as an iconic building in C	1
Canadian Chinese Media News	Ke	Translated: Railway Chinese Workers' Monument was selected as one of the nine outstanding buildings in Ontario	1
Canadian Chinese Media News	Ke	Translated: Provincial Councillor Ke Wenbin issued a statement in the Provincial Assembly calling for the eradication of racial discrimination ag	1
Canadian City Post	Ke	Translated: Nominated by a Chinese Provincial Assemblyman, "The Monument to Chinese Railway Workers" was elected as an iconic building i	175,000
CC Best Link	Ke	Translated: Chinese Provincial Assemblyman nominates the "Chinese Railway Workers Monument" and was successfully elected as an iconic b	1
51.ca	Ke	Translated: Chinese congressman nominates "Chinese Railway Workers' Monument" as a landmark	648,000
51.ca	Ke	Translated: Lessons from History Chinese Provincial Councillors Call for the Eradication of Racial Discrimination Against Asians	566,000
Canada-Today	Ke	Translated: Chinese Provincial Councillors nominated the "Railway Chinese Workers' Monument" to be selected as an iconic building in Ontari	1
CC Voice	Ke	Translated: Remember the history of Huagong, promote diversity and tolerance	2,000
CanadaTCNnews	Ke	Translated: "The Monument to Chinese Railway Workers" was selected as an iconic building in Ontario	1
CFC News	Ke	Translated: Lessons from History Chinese Provincial Councillors Call for the Eradication of Racial Discrimination Against Asians	1
Today Commercial News	Ke	Translated: Chinese Provincial Assemblyman nominates the "Chinese Railway Workers Monument" and was successfully elected as an iconic b	1,230
Chinese Canadian Voice	Ke	Translated: Remember the history of Huagong, promote diversity and tolerance	3,820
Ontario Legislative Assembly	Ke	[Member Statements]	1
Aurora-Oak Ridges-Richmond Hill NDP	Andrew	MPP celebrates showcase of Wychwood Barns on World Architecture Day	1
TSP NDP	Andrew	Community News Update	1

* entering '1' where reach unknown

32,431,268

Source	Unique Visitors
Building Magazine	9,058
CBC Up North (radio)	205,688
Kawartha 411	143,535
Kawartha Lakes This Week	234,075
Minden Times	3,756
Windsor Star	348,696
Construction Canada	
Canadian Architect	31,027
<i>Sudbury Star</i>	171,879
The Daily Press (Timmins)	7,118
<i>Whig-Standard</i>	23,273
<i>Vulcan Advocate</i>	608
<i>Daily Herald-Tribune</i>	28,155
<i>The Observer (Sarnia)</i>	44,791
<i>Times Journal (Saint Thomas)</i>	34,358
<i>Kingston This Week</i>	48,500
<i>The Intelligencer (Belleville)</i>	10,791
<i>The Grover Examiner (Spruce Grove, Alberta)</i>	17,306
<i>The Paris Star</i>	2,501
<i>The Stony Plain Reporter</i>	2,897
<i>The Ganonque Reporter</i>	1,989
<i>Ontario Farmer</i>	781
Toronto Sun	3,800,000

12,638 * Don't see this story archived / c
[Not a standalone, they just bump](#)

Audience Reach

5,170,782

* *Italicized entries are syndications of the original story across properties on the Postmedia Network*

[Updated 2021-02-24]

an't find it?

[ed B-M via twitter](#)

Date	Account	Method	QP Pick
10/4/2021	Toon Dreessen	RT	All
10/4/2021	Sandra Miller	RT	All
10/4/2021	TimeTravels	Reply	Railroad
10/4/2021	Stephen Blais <u>MPP</u>	QT	Orleans
10/4/2021	TimeTravels	Reply	Railroad
10/4/2021	TimeTravels	QT	Railroad
10/4/2021	Dr. Jill Andrews <u>MPP</u>	QT	Wychwood
10/4/2021	Dr. Jill Andrews <u>MPP</u>	Reply	Wychwood
10/4/2021	Vincent Ke <u>MPP</u>	RT	Railroad
10/4/2021	DCN	Reply	Railroad
10/4/2021	Vincent Ke <u>MPP</u>	RT	Railroad
10/4/2021	TimeTravels	RT	Railroad
10/4/2021	Whitby Public Library	QT	Whitby
10/4/2021	<u>Town of Whitby</u>	Tweet	Whitby
10/4/2021	Vince Pranjivan	Reply	Whitby
10/4/2021	Building Magazine	Tweet	All
10/4/2021	Canadian Design	RT	Whitby
10/4/2021	Souad	RT	Whitby
10/4/2021	Don Michell <u>Mayor</u>	RT	Whitby
10/4/2021	Vince Pranjivan	RT	Whitby
10/4/2021	Lorne Coe <u>MPP</u>	RT	All
10/5/2021	Friends of the Foundry	Tweet	Foundry
10/5/2021	FormBot	RT	All
10/5/2021	Norm Di Pasquale	RT	Foundry
10/5/2021	Toon Dreessen	RT	Foundry
10/5/2021	Toon Dreessen	RT	Whitby
10/5/2021	Toon Dreessen	RT	Wychwood
10/5/2021	Toon Dreessen	RT	Whitby
10/5/2021	Toon Dreessen	RT	All
10/5/2021	Toon Dreessen	RT	Wychwood
10/5/2021	Toon Dreessen	RT	Orleans
10/5/2021	Toon Dreessen	RT	Foundry
10/5/2021	ARIDO	RT	All
10/5/2021	ARIDO	QT	All
10/5/2021	Canadian Design	RT	All
10/5/2021	Jill Andrew <u>MPP</u>	RT	Wychwood
10/5/2021	Davenport & Oakwood	RT	Wychwood
10/5/2021	Vincent Ke <u>MPP</u>	RT	Railroad
10/5/2021	Maleeha Shahid (PC Candidate)	RT	Whitby
10/5/2021	Building Magazine	RT	All
10/5/2021	Canadian Interiors	RT	All
10/5/2021	Brian Thomas Dias	RT	Whitby
10/5/2021	Toronto St. Paul's NDP	QT	Wychwood
10/5/2021	Alex Taranu	RT	Foundry
10/5/2021	Christoper Dube	RT	Foundry
10/5/2021	Toon Dreessen	RT	All

10/5/2021	Gabriele Franke	RT	Foundry
10/6/2021	Guelph Black Heritage Society	Tweet	Heritage
10/6/2021	Guelph Black Heritage Society	RT	Heritage
10/6/2021	Mike Schreiner <u>MPP</u>	RT	Heritage
10/7/2021	Guelph Dance	RT	Heritage
10/7/2021	Michelle Bowman	RT	Heritage
10/7/2021	Lloyd Longfield <u>MP</u>	RT	Heritage
10/7/2021	Mike Schreiner <u>MPP</u>	RT	Heritage
10/7/2021	Guelph Arts Council	RT	Heritage
10/7/2021	Shawn Kerwin	RT	Foundry
10/7/2021	Steve Clark Min/MPP	RT	Delta
10/7/2021	Port Credit Voter	Tweet	Delta
10/8/2021	Davenport & Oakwood	RT	Wychwood
10/10/2021	Peter Wright	RT	All
10/12/2021	Perkins+Will UD	Reply	Whitby
10/12/2021	Whitby Public Library	QT	Whitby
10/14/2021	Lorne Coe <u>MPP</u>	RT	Whitby
10/14/2021	Sheena Sharp	RT	Niagara
10/14/2021	Perkins+Will	RT	Whitby
10/14/2021	Sheena Sharp	RT	Barrymore's
10/14/2021	Turner Consulting Group	RT	Railroad
10/14/2021	Toon Dreessen	RT	Railroad
10/15/2021	Canadian Design	RT	Foundry
10/15/2021	Vincent Ke <u>MPP</u>	RT	Railroad
10/15/2021	Vincent Ke <u>MPP</u>	Tweet	Railroad
10/18/2021	Allan Crawshaw	RT	Heritage
10/18/2021	Maureen Oesch	Reply	Heritage
10/18/2021	Mike Schreiner <u>MPP</u>	RT	Heritage
10/18/2021	Maureen Oesch	RT	Heritage
10/18/2021	Guelph Black Heritage Society	RT	Heritage
10/21/2021	Perkins+Will Ontario	Tweet	Whitby
10/21/2021	DCN	Tweet	All
10/21/2021	Perkins+Will Ontario	RT	All
10/21/2021	Canadian Design	RT	All
10/5/2021	WBCA	<i>Facebook</i>	Wychwood
10/5/2021	WBCA	<i>Facebook</i>	Wychwood
10/5/2021	Delta Matters	<i>Facebook</i>	Delta
10/14/2021	Delta Matters	<i>Facebook</i>	Delta
10/4/2021	Recorder Newsroom	<i>Facebook</i>	Delta
10/14/2021	CTV News Ottawa	<i>Facebook</i>	Delta
10/4/2021	Athens and Area Heritage Museu	<i>Facebook</i>	Delta
10/5/2021	Township of Rideau Lakes	<i>Facebook</i>	Delta
10/15/2021	Vincent Ke <u>MPP</u>	<i>Facebook</i>	Railroad
10/5/2021	Vincent Ke <u>MPP</u>	<i>Facebook</i>	Railroad
10/12/2021	Smith Falls Record News	<i>Facebook</i>	Delta
10/5/2021	Hometown TV12	<i>Facebook</i>	Delta
10/6/2021	Whitby Public Library	<i>Facebook</i>	Whitby

Accounts >500

10/21/2021

5:00 PM

Message	Followers	Other/Notable E
RT: "OAA's PACT chose nine projects..."	2,121	10/4/2021
RT: "OAA's PACT chose nine projects..."	636	10/4/2021
"Rich the hand which holds the stone of memory..."	916	10/4/2021
"What a special surprise!"	7,531	10/4/2021
"A moving & informative feature..."	916	10/4/2021
"It's wonderful to learn about the rich history..."	916	10/8/2021
"Today is World Architecture Day, and I am thrilled..."	17,300	10/18/2021
"Shout-out to the @atthebarns & @Artscape..."	17,300	
RT: "A moving & informative feature..."	3,376	
"This prompted a little google rabbit hole..."	8,510	
RT: "This project, chosen by..."	3,376	
RT: "This project, chosen by..."	916	
"proud to be..."	4,622	
"Wow! Thrilled to see..."	13,200	
"Whitby Proud"	3,151	
"The OAA and MPPs Celebrate Ontario Architecture.."	4,490	
RT: "Wow! Thrilled to see..."	7,457	
RT: "Wow! Thrilled to see..."	849	
RT: "Wow! Thrilled to see..."	3,445	
RT: "Wow! Thrilled to see..."	3,151	
RT: "OAA's PACT chose nine projects..."	4,100	
"Thanks OAA for choosing the #FoundrySite..."	1,115	
RT: "The OAA and MPPs Celebrate Ontario Architecture.."	722	
RT: "Thanks OAA for choosing the #FoundrySite..."	9,650	
RT: "Nominated by @suzemorrison..."	2,122	
RT: "You can see more on the @whitbylibrary..."	2,122	
RT: "To see more about the successful..."	2,122	
RT: "Wow! Thrilled to see..."	2,122	
RT: "The OAA and MPPs Celebrate Ontario Architecture.."	2,122	
RT: "Today is World Architecture Day..."	2,122	
RT: "What a special surprise!"	2,122	
RT: "Thanks OAA for choosing the #FoundrySite..."	2,122	
RT: "OAA's PACT chose nine projects..."	1,220	
RT: "The 2021 Queen's Park Picks by the OAA..."	1,220	
RT (of ARIDO): "The 2021 Queen's Park Picks by the OAA..."	7,457	
RT: "Daily #OAAQP: Nominated by MPP Jill Andrew..."	17,300	
RT: "Daily #OAAQP: Nominated by MPP Jill Andrew..."	1,418	
RT: "Standing solemnly by Toronto's railway corridor..."	3,387	
RT: "Wow! Thrilled to see..."	990	
RT: "The OAA and MPPs Celebrate Ontario Architecture.."	4,493	
RT: "The OAA and MPPs Celebrate Ontario Architecture.."	3,393	
RT: "Wow! Thrilled to see..."	1,343	
"The barns are such an important part of #TOSTPauls"	1,199	
RT: "Nominated by @suzemorrison..."	1,334	
RT: "Thanks OAA for choosing the #FoundrySite..."	6,492	
RT: "You can see the full list..."	2,126	

RT: "Thanks OAA for choosing the #FoundrySite..."	1,096	
"Visit...or the link in our bio..."	1,893	
RT: "You can learn more about Heritage Hall..."	1,893	
RT: "You can learn more about Heritage Hall..."	54,100	
RT: "Visit...or the link in our bio..."	1,059	
RT: "Visit...or the link in our bio..."	493	
RT: "Visit...or the link in our bio..."	8,093	
RT: "Visit...or the link in our bio..."	54,100	
RT: "Visit...or the link in our bio..."	6,467	
RT: "Thanks OAA for choosing the #FoundrySite..."	522	
RT: "Daily #OAAQP: Old Stone Mill in Delta..."	11,500	
"Hope it has better luck..."	1,040	
RT: "Today is World Architecture Day..."	1,424	
RT: "The OAA and MPPs Celebrate Ontario Architecture..."	3,433	
cc: "Daily #OAAQP: Nominated by MPP @lornecoe"	2,460	
"Thank you! <3 We're very excited and proud..."	4,623	
RT: "Daily #OAAQP: Nominated by MPP @lornecoe"	4,107	
RT: "Daily #OAAQP: The now-dormant Toronto Power..."	1,092	
RT: "Daily #OAAQP: Nominated by MPP @lornecoe"	2,217	
RT: "Daily #OAAQP: Nominated by MPP @JoelHardenONDP"	1,092	
RT: "Daily #OAAQP: The Chinese Railroad Workers..."	3,254	
RT: "Daily #OAAQP: The Chinese Railroad Workers..."	2,158	
RT: "Daily #OAAQP: Nominated by MPP @SuzeMorrison..."	7,462	
RT: "Daily #OAAQP: The Chinese Railroad Workers..."	3,388	
Thank you @oaarchitects for the great meeting this morning...	3,388	
RT: "Visit...or the link in our bio..."	5,317	
"Fantastic to know Black history is alive in Guelph..."	2,214	* started following OAA
RT: "Daily #OAAQP: With strong ties to the Underground..."	54,100	
RT: "Daily #OAAQP: With strong ties to the Underground..."	2,214	
RT: "Daily #OAAQP: With strong ties to the Underground..."	1,900	
"In celebration of #WorldArchitectureDay, OAA has..."	2,220	
"Nine projects ranging from a music hall in Ottawa to a..."	8,536	
RT: "Nine projects ranging from a music hall in Ottawa to a..."	2,220	
RT: "Nine projects ranging from a music hall in Ottawa to a..."	7,462	
"NDP MPP Jill Andrew...is thrilled to announce..."	5,569	
"ICYMI: Artscape Wychwood Barns...was selected..."	5,569	
"This is exciting news for our beautiful mill..."	1,924	3 shares, 26 likes
"Thank you to..."	1,924	9 shares, 108 likes
"Ontario's architects agree with MPP Steve Clark..."	11,803	49 shares, 117 likes
"NEW: Delta Mill honoured with architectural award..."	116,730	5 shares, 20 likes
"Delta's Old Stone Mill was revealed as one of nine..."	926	13 shares, 69 likes
"Some well-deserved recognition for our very own..."	3,714	1 share, 27 likes
"Thank you OAA or the great meeting this morning..."	593	
"My nomination is featured among the 2021 QP Picks..."	593	2 likes
"The Delta Mill has been chosen as one of the QP Picks..."	6,228	5 shares, 2 likes
"Delta's Stone Mill revealed as one of nine outstanding..."	3,989	3 shares, 15 likes
"Amazing! Our Central Library was selected..."	3,719	2 shares, 7 likes

621,932

Engagements

AIA National (189,000 followers)	Liked
Marie-France Lalonde <u>MP</u>	Liked
Carrefour (292)	RT/Liked (multiple)
Catherine McKenney <u>Councillor</u> (19,200)	Liked
Jim Watson <u>Mayor</u> (160,000)	Liked
Sandy Shaw <u>MPP</u> (4,614)	Liked
Randy Cuzzetto <u>MPP</u> (9,353)	Liked

Account	Method	Followers
Toronto Railway Museum	RT	5,817
Laurie Scott (MPP/Minister of Infrastructure)	RT	6,978 Started following OAA
Douglas Yardley	Post	815
Chris Glover (MPP)	Post	4,753 Started following OAA
<i>Chris Glover (MPP)</i>	RT	4,754
The Bentway	Reply	5,479 Started following OAA
Gilles Bisson (MPP/Opposition House Leader)	Post	3,393
<i>Gilles Bisson (MPP)</i>	RT	3,394
Canadian Architect	Post	13,000
TSA	Post	3,780
ACO	RT	2,118
Spadina-Fort York NDP	RT	537
Ben Leow	RT	886
Mike Schreiner	Post	53,200
Nicholas Marier	RT	2,461
<i>Nicholas Marier</i>	RT	2,461
<i>Nicholas Marier</i>	RT	2,461
RAIC	RT	5,534
ACO	RT	2,118
Toon Dreesen	RT	1,404
<i>Toon Dreesen</i>	RT	1,404
<i>Toon Dreesen</i>	RT	1,404
<i>Toon Dreesen</i>	RT	1,404
<i>Toon Dreesen</i>	RT	1,404
<i>Toon Dreesen</i>	RT	1,404
<i>Toon Dreesen</i>	RT	1,404
Vincent Georgie	RT	1,287
Irek Kusmierczyk (MP)	Post	3,658
Joel Harden (MPP)	Post	11,100 Started following OAA
Lloyd Hart	RT	452
Meagan Wiper	RT	1,394
WIFF	Post	2,740
Carleton Architecture	Post	920
Downtown Windsor BIA	RT	5,629
Steve Wilson	RT	7,567
Jocelyn Squires	RT	835
<i>Jocelyn Squires</i>	RT	835
CCOC	Post	1,283
Raymond Sullivan	RT	1,239
John Richmond	RT	2,688
Miranda Gray	RT	2,895
Drew Dilkens (Mayor)	Post	9,735
Robert Wright	RT	8,161
Fred Langlois	RT	1,381
Michau van Speyk	RT	3,105
Centretown Buzz	RT	2,181

Veganelle	RT	3,368	
<i>Veganelle</i>	<i>RT</i>	<i>3,368</i>	
Alex Bozikovic	Post (negative)	13,900	
Catherine Boucher	RT	545	
Scott Weir	RT	872	
Lisa Gretzky (MPP)	Post	6,249	Started following OAA
Dunlap Observatory	RT	2,695	
Alex (@Postcardofparis)	Post	594	Started following OAA
Timmins Chamber (of Commerce)	Post	2,434	
Up North (CBC)	RT	7,327	

244,204

Accounts over 500
as of 2020-12-14 10:00am

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 6.4.a

To: OAA Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: Communications Committee

Jennifer King	Farida Abu-Bakare
Bill Birdsell	Carl Knipfel
Joël León	Elaine Mintz
Arezo Talebzadeh	

Date: October 26, 2021

Subject: Communications Committee Update

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

Highlights

[Conference](#)

[OAA Website](#)

[Awards](#)

[E-Communications](#)

[Public Awareness](#)

[Sponsorships &](#)

[Special Project](#)

[Funding](#)

[Social Media](#)

On October 12, the OAA Communications Committee gathered with OAA for their usual updates, reports, and further planning, along with specific tasks to discuss Council's requested direction on the previous memos related to OAA Awards, as well as planning for 2022 Special Project Funding for the Local Societies and Public Awareness Sponsorship programming. Further, OAA Past-President Toon Dreessen joined the group to discuss his experiences with helping develop, and serving twice as jury facilitator, for the SHIFT Challenge.

Additionally, the VP Communications continues to be involved in Conference-related meetings with the SVP, President, VP Education, and staff. These were the result of Council's recent direction to explore how to better amplify the reach of Conference's in-person sessions and better take advantage of virtual technology to ensure more accessibility to the May event.

The VP Communications also met with OAA staff as part of continued discussions regarding the further development of podcast programming. This, like further suggestions for the awards program, is expected to be shared more in-depth with Council as part of the December meeting.

The next regularly scheduled Communications Committee meeting is set for November 16 and will focus specifically on the podcast development as well additional discussion on awards, as well as Conference-related conversation for selecting a keynote speaker.

Conference

At the September Council meeting, the proposed program and schedule of events for the OAA Conference 2022 was approved, but the Conference team was requested to consider further increasing accessibility to the content through a virtual option. With MCC's assistance, OAA staff has pulled together an estimate for costs associated with livestreaming six Continuing Education sessions, two special events (i.e. the Celebration of Excellence and the Plenary), and the Annual General Meeting (AGM) over the three days.

Additionally, eight Sponsored Sessions (formerly "Lunch and Learns"), shown in green below, would be topics presented by sponsors for which individuals attending the Livestreamed Conference could watch and gain Structured Learning hours while the in-person delegates are in the breakout rooms.

As shown in Appendix 1, the expected deficit for this option is \$247,525, which would be subsidized by the OAA's general operating budget.

While this does essentially reflect running a virtual and live OAA Conference concurrently, there are greater efficiencies in this model than a previously suggested "consecutive" option of exploring a standalone virtual conference after the in-person event.

The proposed livestreamed schedule could look along these lines:

	Wednesday	Thursday	Friday
9:00 AM	Plenary Session	ConEd Session	Sponsored Session
9:30 AM	90 Minutes	90 Minutes	60 Minutes
10:00 AM	9:00 to 10:30 AM	9:00 to 10:30 AM	9:00 to 10:00 AM
10:30 AM	Break		Sponsored Session
11:00 AM	Sponsored Session	Sponsored Session	60 Minutes
11:30 AM	60 Minutes	60 Minutes	10:30 to 11:30 AM
12:00 PM	11:00 AM to 12:00	11:00 AM to 12:00	Special Event
12:30 PM	Special Event		90 Minutes
1:00 PM	90 Minutes	ConEd Session	11:30 to 1:00 PM
1:30 PM	12:00 to 1:30 PM	90 Minutes	Sponsored Session
2:00 PM	Sponsored Session	12:30 to 2:00 PM	60 Minutes
2:30 PM	60 Minutes		1:00 to 2:00 PM
3:00 PM	1:30 AM to 2:30 PM	Sponsored Session	Sponsored Session
3:30 PM	ConEd Session	60 Minutes	60 Minutes
4:00 PM	90 Minutes	2:30 to 3:30 PM	2:30 to 3:30 PM
4:30 PM	2:30 PM to 4:00PM		ConEd Session
5:00 PM		ConEd Session	90 Minutes
		90 Minutes	3:30 to 5:00 PM
		4:00 to 5:30 PM	

In Appendix 1, the delegate registration fees for the in-person Conference have been updated based on Council direction to offer daily packages to allow for more individuals to access the content while being mindful of COVID-19 contact tracing. Daily prices would be set at:

- \$367 for licensed members; and
- \$147 for Intern Architects, Technologists OAAAS, and Student Associates.

Virtual access for the livestreamed virtual component will be offered as a full package with a price set at:

- \$350 for licensed members;
- \$25 for OAA Intern Architects and Technologists OAAAS; and
- free for Student Associates.

Given these prices, the deficit could be further reduced if more people register online, additional sponsorship dollars were raised, and/or more people are allowed in the Beanfield Centre by next May due to relaxed pandemic restrictions. For example, if social distancing requirements are changed, the OAA would need 575 registrants to break even.

With the program now worked out, the Communications Committee can focus on the task of selecting some options for the Keynote Presenter, who will speak at a March virtual session to kick off registration. This person will relate to the Council-approved theme of “Inspiring Climate Action.”

OAA Website

Many changes and refinements have continued on the OAA Website over the last several months. The following sections have been launched and are now live on the OAA Website:

- [Indigenous Architecture](#) and [Equity, Diversity, and Inclusion \(EDI\)](#) portals collecting OAA initiatives, publications, and resources;
- [TEUI page](#) to provide further context for calculator tool;
- Launch of Elections candidate module to assist with the management and display of OAA Council candidate information; and
- Addition of the complete library of Council policies to the [Documents and Publications](#) of the Website (being finalized as this report was written)

Work is also underway on the following additions to the Website which will be launched in the coming months:

- A new OAA Contracts page to make it easier for the public and architectural professionals to find the contract they are looking for.
- Design competitions information page;
- A page looking at the OAA’s work with building officials and municipalities from a public interest perspective; and
- Additional pages being planned in concert with Practice Advisory Services and the Office of the Registrar.

Web Updates (September–October 2021)

- 2022 OAA Awards/Call for Entries updates
- Equity, Diversity and Inclusion page launch
- Indigenous Architecture page launch
- Election updates/Candidate module launch
- OAA ConEd Webinar Series updates
- bIOAAg – Queens Park Picks and Sponsored Sessions from Conference
- TEUI/CSA Standards reporting

Upcoming Priorities

- New Contract page updates
- Creation of Design competitions information page
- Accessibility training

OAA Awards

The Committee continues to examine minor adjustments to improve clarity, fairness, transparency, and inclusion, based on the feedback from the last Council meeting. Given the extensive work done by a consultant and a previous OAA Steering Committee, the goal is to slightly refine or improve, rather than substantially change, any aspect of the awards program.

As well, the Committee is now exploring the development of a policy to address the establishment of new OAA Awards in the future when approached by members or outside parties. The goal is to present Council with a memo for consideration at its December meeting.

The SHIFT2021 Resiliency/Architecture Challenge digital book, with editor Adele Weder and *Canadian Architect's* design team, has now been completed and will be shared virtually shortly. A very limited print run will be offered to the five selected teams and jurors. Two moderated SHIFT digital events are scheduled for November to highlight the five ideas in free, public webinars that offer Structured Learning for Licensed Members.

As mentioned, Toon Dreessen shared his insights working on SHIFT to make suggestions related to public outreach and member engagement for the coming SHIFT2023 Challenge. This valuable feedback was shared with the Committee, and will inform further discussion.

For the 2022 OAA Awards program, a [Call for Entries](#) has been shared with the OAA membership and industry media. The coming slate comprises not only Design Excellence (including People's Choice Award, Michael V. and Wanda Plachta Award, and Lieutenant Governor's Award for Design Excellence in Architecture) and Lifetime Design Achievement Award, but also Best Emerging Practice, G. Randy Roberts Service Award, Honour Roll, and Order of da Vinci. The Jury selection process will begin shortly—Councillors have already been sent an email from Communications staff requesting recommendations for potential jurors for the 2022 OAA Awards program. The Communications Committee will then work to finalize the juries in the coming weeks.

E-communications

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

- a Regulatory Notice on the mandatory Equity, Diversity, and Inclusion component of the Continuing Education program;
- a reminder on the end of cycle deadline for the ConEd program;
- an invitation to participate in the Intern Architect survey;
- a press release to media regarding the Queen's Park Picks selections;
- a call for presenters for the OAA 2022 Conference;
- an invitation to participate in the OAA's second Meet the OAA webinar event;
- a call for entries for the 2022 OAA Awards program;
- reminders about the OAA Council elections process; and

- a message from the OAA President regarding the fair and equitable treatment of Intern Architects and Student Associates.

Public Awareness Sponsorship and Special Project Funding

Each year, individuals and outside organizations, associations, and companies submit requests to the OAA Communications Committee for consideration under the Public Awareness Sponsorship program. Similarly, 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.

The Committee has decided on late January and late July deadlines for both programs in 2022; this information will now be communicated. Additionally, minor tweaks will be made to the applications to ensure consistency of the provided information to ensure the candidates can continue to be fairly evaluated. Similarly, the decision has been made to share the available amount of sponsorship to increase transparency and better set expectations.

Social Media

As shown below, all social channels showed growth, especially Instagram, as per usual. On **Instagram** and **Facebook**, posts and stories were used to share individual stories that appeared in *OAA News*, calls for entries and presenters for awards and the Conference, Council election information, the OAA Continuing Education Webinar series, resources related to the National Day for Truth and Reconciliation, and invitations to the free Meet the OAA webinar, as well as striving for content on equity, diversity, and inclusion, along with congregative living.

Twitter was used to inform followers about Council meetings and the election process, career/volunteer opportunities, news, events (like Meet the OAA), and COVID-19 updates. Many events were also retweeted from sources such as the City of Toronto, Toronto Society of Architects, RAIC, *Canadian Architect*, *Building*, and *Architect*. Additionally, it was used to share word about the new Queen's Park Picks, with many MPPs retweeting and sharing information. Communications staff is currently working on a series of tweets related to the OAA's recommendations for long-term care projects.

LinkedIn was used to share practice- and public-facing items, including Meet the OAA, elections, and calls for presenters and awards submissions.

Work is also underway to find new opportunities to share information about the OAA Headquarters, in the context of the ensuring existing buildings can be improved with respect to climate stability, on all channels of social media.

The **Social Media Content Amplification Activity Appendix** provides a brief overview of some of the content that has been shared since the last Council meeting, alongside audience data for reach, engagement, and impressions. To keep it concise, it focuses specifically on major OAA initiatives, as well as congregative living and Equity, Diversity, and Inclusion, over that period.



Followers: 6,759 (**up 50 from last report**)
Average Post Audience: 4888



Followers: 7,719 (**up 42 from last report**)
Total Likes: 7316 (63 up from last report)



Followers: 2,364 (**up 10 from last report**)
Total Likes: 1991 (3 up from 1,988)



Followers: 8,681 (**up 89 from last report**)
Post Impressions: 3700

Action: For information only.

Attachments: Livestream Budget.pdf, OAA Content Activity Chart October 2021.pdf



OAA

CONFERENCE - BUDGET 2022







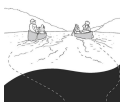

	Detail	#	Amount
Attendees (Conference & Admission Course)			400
REVENUE			
ConEd:			
Pre-Conference Online Only			
Full Conference Package - Member	117.00	500	58,500
Full Conference Package - Student/Intern	87.00	100	8,700
In-person Conference			
1st Day Package - Member	367.00	225	82,575
1st Day Package - Student/Intern	147.00	50	7,350
2nd Day Package - Member	367.00	225	82,575
2nd Day Package - Student/Intern	147.00	50	7,350
3rd Day Package - Member	367.00	225	82,575
3rd Day Package - Student/Intern	147.00	50	7,350
Celebration of Excellence and After Party - Member	110.00	225	24,750
Celebration of Excellence and After Party - Nonmember	110.00		0
Celebration of Excellence and After Party - Student/Intern	40.00	50	2,000
Living Stream Conference Package			
Full Conference Package - Member	350.00	500	175,000
Full Conference Package - Intern	25.00	100	2,500
Full Conference Package - Student	0.00	100	0
Total Registration Revenue			541,225
Sponsorship (Maximum):			
Furniture Lounge Sponsor	20,000.00		
Keynote Speaker	15,000		
President's Reception/Celebration of Excellence	15,000		
Pro-Demnity Insurance Company	15,000		
Give Away	15,000		
Registration Booth	10,000		
WiFi	10,000		
Conference Crew	10,000		
Networking Lunch	9,000		
Décor at Celebration	7,500		
Entertainment at Closing Party	7,500		
Entertainment at Welcome Reception	7,500		
Welcome Reception Stations (4 @ \$6,500)	26,000		
Closing Party Stations (6 at \$6,500)	39,000		
Décor at Networking Lunch	6,500		
Master of Ceremonies at the Celebration of Excellence	6,500		
Lanyard/Neck Wallets	6,500		
Recharge Station	6,500		
Continuing Education Program (8 @ \$5,500 each)	44,000		
Continental Breakfast (2 @ \$5,500)	11,000		
Refreshments at AGM	4,000		
Refreshment Breaks (5 Breaks @ \$4,000)	20,000		
Attendee Relaxation/Charging Station	4,000		
All Day Coffee Break	8,000		
CoE & Closing Party Transportation	2,000		
Tours (5 @ \$2,000)	10,000		
Supporter Level (3 @ \$1,500)	4,500		
Total Sponsorship Opportunities			320,000
Total Sponsorship			300,000
Total Revenue			841,225

OAA			
CONFERENCE - BUDGET 2022			
	Detail	#	Amount
EXPENSES			
Continuing Education - 2.5 Days of ConEd			
Speakers/Presenters: Accommodation			13,005
Honoraria			56,250
Travel			14,165
AV for 3 Days of Continuing Education			50,000
Breakfast, Coffee Breaks (400 ppl x 2.5 days)			48,000
Printing			1,000
Room Rental			94,165
			276,585
PreConference Online ConEd (Speaker fees above)			
Closed Captioning			1,080
Production			3,000
ConEd Webinar Platform (Leveraging Zoom Webinar)			0
			4,080
Keynote Online			
Closed Captioning			360
Production			500
YouTube Live Streaming			800
Speaker Fee			7,000
			8,660
Wednesday			
9:00 a.m. to 10:30 a.m.			
Plenary			
AV			20,000
Décor			2,000
Plenary Speaker(s)			5,000
Plenary Speaker(s) Travel & Accommodation			2,500
			800
			30,300
12:00 pm to 2:00 pm			
Special Lunch Event			
		400	
Boxed Lunch	50.00		20,000
AV			5,000
Décor			2,000
Music			0
Venue Rental (onsite at Convention Centre)			0
			27,000
5:15 pm to 6:00 pm			
Special Evening - OAA HQ			
		200	
Boxed Lunch	50.00		10,000
AV			5,000
Décor			2,000
Music			0
Venue Rental			0
			17,000
Thursday			
6:30 pm to 7:00 pm			
Awards Reception			
		400	
Open Bar - Beer & Wine (2 drinks ea + gratuity)	14.00		5,600
Hors d'oeuvres	30.00		12,000
Décor			4,000
AV			1,500
Exhibit Easels			5,000
			28,100
7:00 pm to 8:00 pm			
Celebration of Excellence			
AV			25,000
Flowers/Décor			2,000
Master of Ceremonies			5,000
MC Travel/Accommodation			500
Theatre Style Chairs			1,300
Venue Rental - Toronto Event Centre			2,000
			35,800
7:30 pm to 11:59 pm			
Archifete			
		400	
Food Stations	88.50		35,400
Passed Hors D'oeuvres	23.60		9,440
Host Bar	45.00		18,000
AV			23,000
Flowers/Décor			2,000
DJ			500
Security			3,463
Labour			3,075
Venue Rental - Toronto Event Centre			17,496
			112,373
Friday			
12:00 pm to 2:00 pm			
Special Event Ballroom A			
		200	
Boxed Lunch	50.00		10,000
AV			12,000
Décor			2,000
Venue Rental			24,000







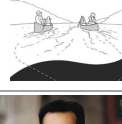

OAA			
CONFERENCE - BUDGET 2022			
	Detail	#	Amount
5:30 pm to 7:00 pm			
Special Event Ballroom B		200	
Boxed Lunch	50.00		10,000
AV			3,000
Décor			2,000
Music			
Venue Rental (onsite at Convention Centre)		0	15,000
Administration			
Council and Staff Travel/Accommodation			30,000
Intern Architects Travel (\$2000 x2)			4,000
Conference App			0
Easels			500
Logo Design			0
Mailings/Postage			100
Miscellaneous Printing			500
Shipping			1,000
Show Services (set up of main rooms; sponsor/staff)			30,000
Office/Registration:			
Phone/Internet/Chairs			2,500
Staff Meals (4 Days)			8,000
Registration Booths			8,000
AV-Computers			3,000
Room Rental			0
Onsite Registration			4,000
Intenet Services			1,500
Beanfield Medical Services			800
Photographer			6,000
Security - Allstream			2,500
Planner			78,450
Sponsorship:			
Charging Station			0
Neck Wallets			200
Printing (Signage, Celebration Program)		*20000	
Speaker Gift			1,000
Conference Crew Tshirts			1,000
Sponsorship Coordinator Fee			60,000
AV			10,000
Furniture for Lounge		*25000	
Room Rental			0
Supplies (registration envelopes, paper, labels etc)			2,000
Covid-safety Contingency Budget			4,000
Tours			10,000
Volunteers (Including Room Rental)			9,000
Live Streaming Costs			
Live Stream AV Equipment			13,500
Live Stream Dedicated AV Crew			15,188
Live Stream AV Labour Broadcast Premium			6,075
Platform LiveX			4,909
Platform (Studio Production)			13,250
Live Event Production Services (Broadcast Support)			9,750
Live Event Production Services (Guest Tech Support)			9,750
Secure Video Storage			3,250
Custom Lobby Design			3,250
Reporting			8,500
Closed Captioning			6,360
Conference Music Fees and General Creative Expenses.			1,200
Pre-event Production			8,250
Event Producer			2,025
Virtual Chat Staff Support			1,350
Technical Support			1,350
Virtual Host			52,500
Currated Booths for Sponsors			19,500
			458,007
Subtotal Expenses			1,036,905
5% Contingency			51,845
Total Expenses			1,088,750
Surplus(+)/Deficit(-)			-247,525

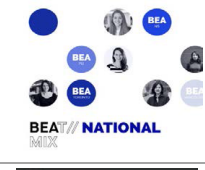
Totals at a Glance		
Food & Beverage-Beanfield	96,000.00	200,000
Food & Beverage-TCC	80,440.00	
Food & Beverage-OAA HQ	10,000.00	
AV	157,000.00	
*New Items		
Room Rental	113,660.95	
Furniture Lounge	*25000	
Print (no Sponsor)	*20000	
	113,660.95	

OAA Content Amplification Activity (September 9 - October 22, 2021)

					Multi-platform strategy: Published on OAA Platform								
Title:	Posted on:	Title:	Image	Source:	Platform			Membership / Public Engagement #'s					
					Instagram	Twitter	Facebook	Instagram		Facebook		Twitter	
								Reach	Likes	Reach	Likes	Impression	Likes
OAA/Architecture News	21-Oct-21	2022 OAA Awards - Call for Entries		OAA	✓	✓	✓	609	13	141		1	161
	04-Oct	2021 Queen's Park Picks		OAA	✓	✓	✓	743	24	1078		34	11867
	23-Sep	These two are Toronto's laneway housing pioneers.		Toronto Life				3240	215	349		7	203
	13-Sep	Book Excerpt: Canadian Architecture—Evolving a Cultural Identity.		Canadian Architect	✓	✓	✓	2484	160	298		7	254
Equity, Diversity, & Inclusion	01-Oct	Society of South Asian Architects, Canada (SOSA)		SOSA	✓			943	57				
	30-Sep	National Day for Truth and Reconciliation		OAA	✓	✓	✓	807	48	127		5	549
	30-Sep	Truth and Reconciliation Environmental Scan Final Report		OAA	✓	✓	✓	581	31	174		1	277
Equity, Diversity, & Inclusion	20-Sep	Seeking Persons with Disabilities for Board Positions.		OAA	✓	✓	✓	61	14	156		1	296

OAA Content Amplification Activity (Feb 23 - September 9, 2021)

					Multi-platform strategy: Published on OAA			Membership / Public Engagement #'s						
					Platform			Instagram		Facebook		Twitter		
Title:	Posted on:	Title:	Image	Source:	Instagram	Twitter	Facebook	Reach	Likes	Reach	Likes	Impression	Likes	
OAA/Architecture News	Sept. 8	OAA Committee Vacancies		OAA	✓	✓	✓	649	16	155	3	145	0	
	25-Aug	2021 OAA Society Tours		OAA	✓	✓	✓	704	22	234	3	298	0	
	04-Aug	Toronto Pools by Bianca Weeko Martin		OAA				1693	107	390	12	408	2	
	02-Jul	Laurentian University's McEwen School of Architecture		The Sudbury Star	✓	✓	✓	2531	180	360	110	1489	9	
Equity, Diversity, & Inclusion	28-Jun	Educating others about the built environment drives Mancini		DCN	✓	✓	✓	1404	55	228	5	Repost	Repost	
	22-Jun	Douglas Cardinal - Architect of the Future		4 Seasons of Reconciliation				2431	115	164	0	439	4	
	21-Jun	#IndigenousPeoplesDay in Canada, part of #NIHM2021		OAA	✓	✓	✓	1029	50	248	5	2063	7	
Equity, Diversity, & Inclusion	17-Jun	David Wang: The Long Echo of Racism		Architect	✓	✓	✓	1054	40	208	3	648	4	

					Multi-platform strategy: Published on OAA Platform								
					Membership / Public Engagement #'s								
								Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	Twitter	Facebook	Reach	Likes	Reach	Likes	Impression	Likes
Equity, Diversity, & Inclusion	June. 10	TSA Exchange: Inclusion in Construction		TSA	✓	✓	✓	920	40	129	1	334	0
	June. 10	TSA IDEAS Forum: Queer Space		TSA	✓	✓	✓	910	32	217	3	664	8
	June. 3	"Understanding & Minimizing Unconscious Bias in the Hiring Process."		OAA	✓	✓	✓	591	10	113	1	1,054	4
	June. 3	BEAT National		BEAT National	✓	✓	✓	576	17	108	1	556	2
Congregate Living	May. 24	Design Recovery: Strategic Resilience for the Next Normal		OAA	✓	✓	✓	657	18	106	0	453	4
	May. 24	Disconnected: A Collaboration Session Discussing Remote Teams & Clients		OAA	✓	✓	✓	756	27	97	0	592	8
	May. 23	Inclusive Design/Exclusive Design: Creating Public Spaces for All		OAA	✓	✓	✓	673	34	88	0	396	4
Equity, Diversity, & Inclusion	May 22	Many Voices in Harmony: Indigenous Storytelling through Architecture and the Allied Arts		OAA	✓	✓	✓	571	24	107	0	428	2

Memorandum

FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 6.5.a

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Andrew Thomson	Settimo Vilardi

From: Paul Hastings Vice President Regulatory, Christie Mills Registrar

Date: October 25, 2021

Subject: Activities Under the Registrar Sept 9, 2021–Oct 20, 2021

Objective: Statistical Update

Experience Requirements Committee (ERC): There were 2 ERC interviews undertaken during this period. There is one more upcoming interview for this year; date planned for December 7, 2021. Interviews are fully remote via Zoom hosted by Arbitration Place. Depending on provincial health regulations the interviews may return to a hybrid model in the fall of 2021.

Complaints Committee: There are 5 active complaints currently being investigated for the Complaints Committee. Additionally, there are 3 ongoing Registrar's investigations.

Public Interest Review Committee (PIRC): No meetings during this period.

Discipline Committee: There are 3 ongoing Discipline matters. Outstanding hearings will move forward using the virtual platform if it is agreeable to all parties.

Registration Committee: There were no Registration Committee hearings during this period.

Act Enforcement: There are currently 30 active matters under investigation related to misuse of the term "Architect" or "Architecture" or otherwise holding out. This brings the total to 101 act enforcement matters thus far for 2021.

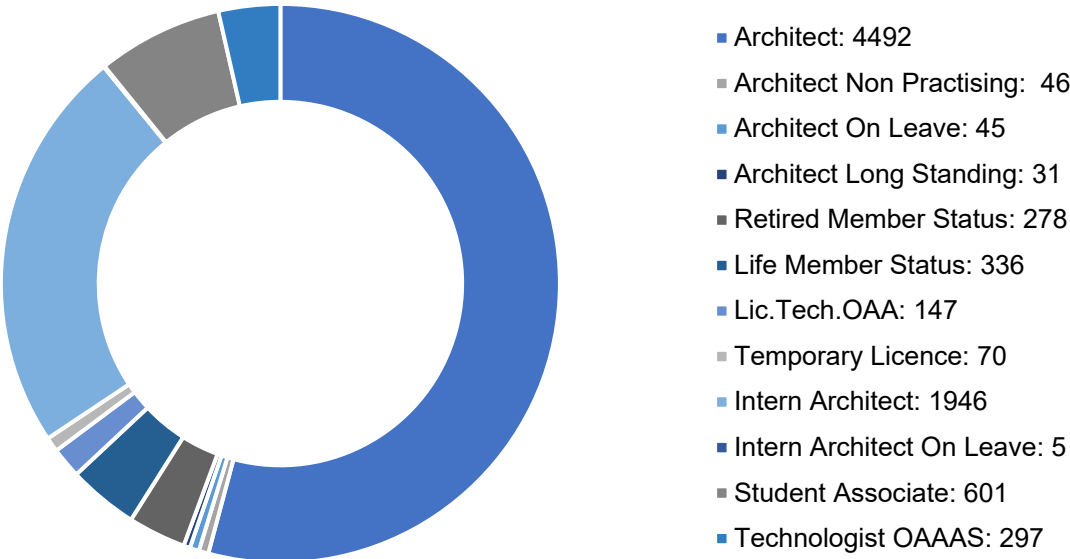
Injunction: There are no injunctions in process related to holding out and unauthorized practice.

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

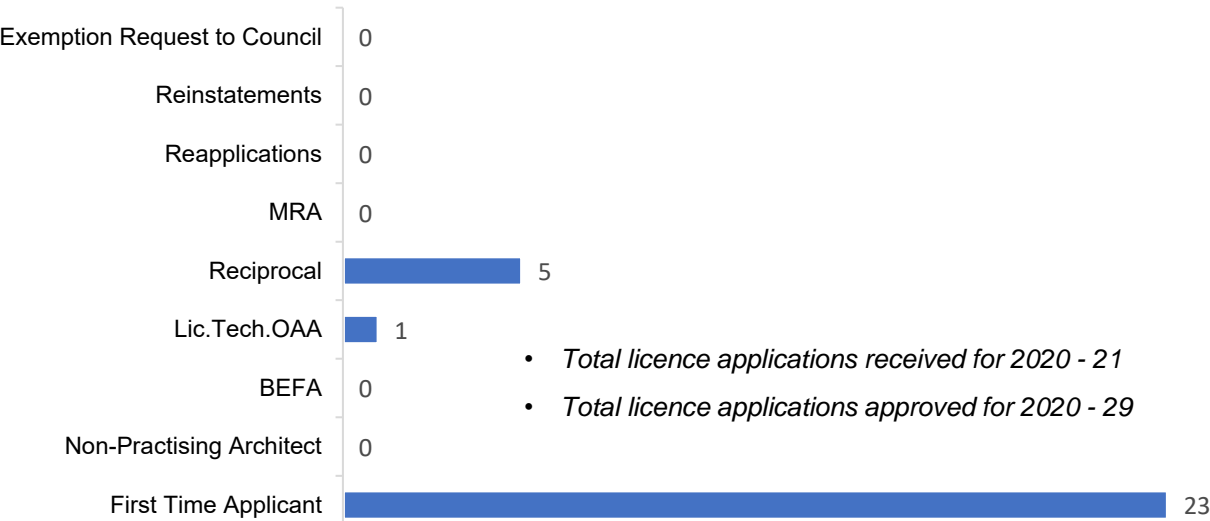
Attachments: Activities Under the Registrar Statistical Report

OAA Community as of October 20, 2021

OAA Individual Status Distribution

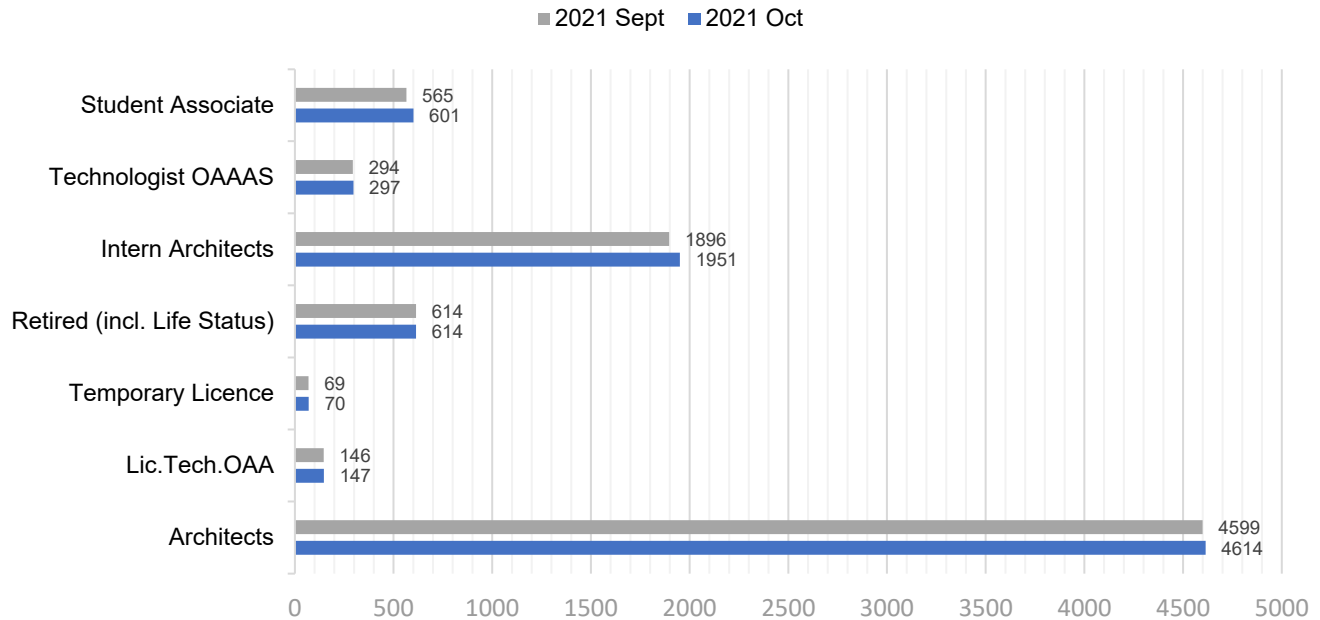


Licence Application Approval Distribution for period Sept 9, 2021 – Oct 20, 2021



Note: Of the 23 First Time Applicants 5 were ITP.

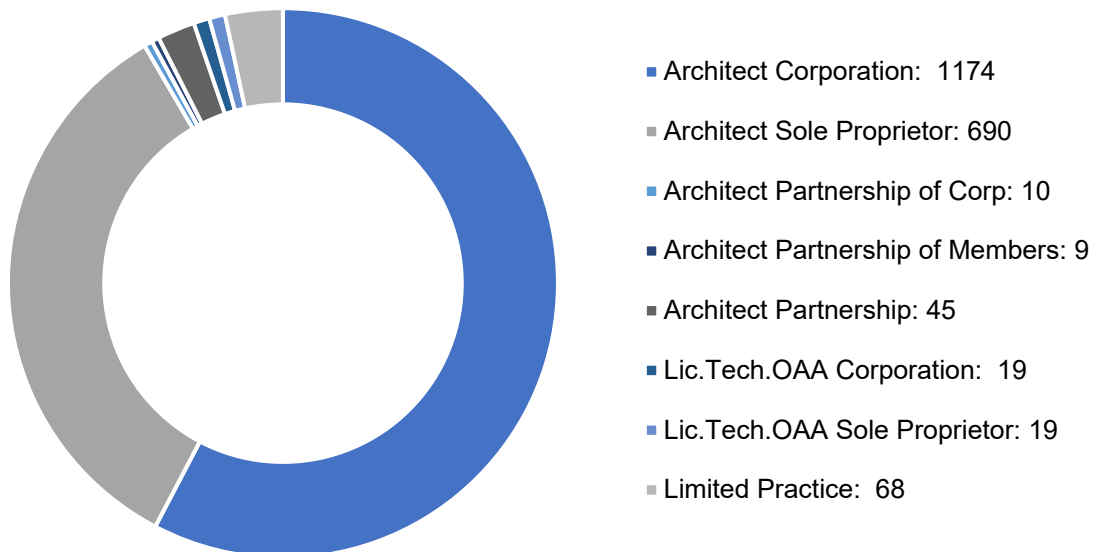
Growth in Individual Status for period Sept 9, 2021 – Oct 20, 2021



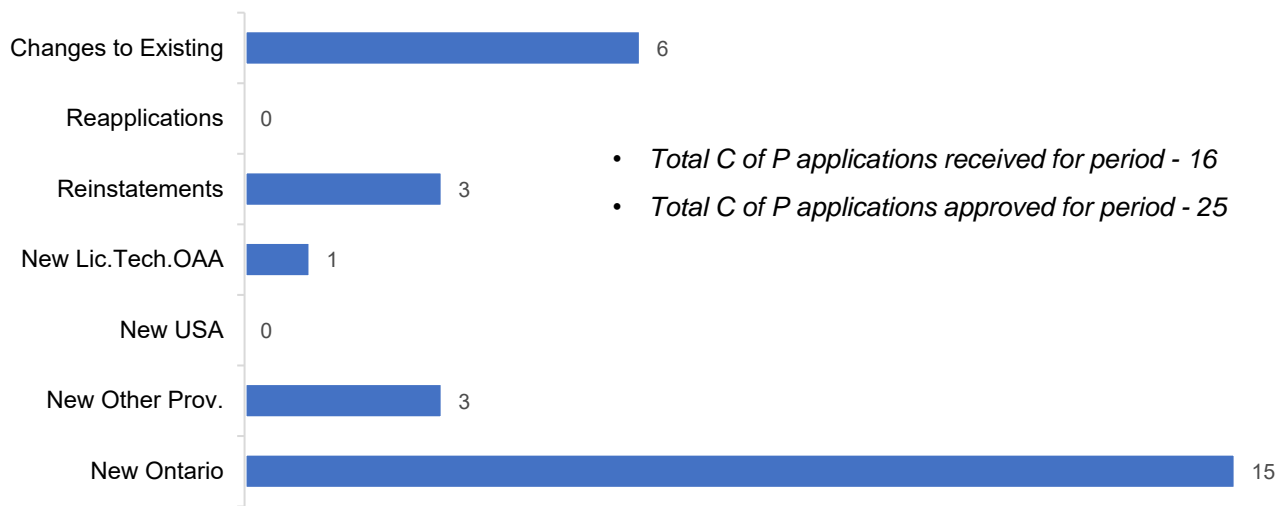
- *Total Intern Architect Applications Received for the period - 89*
- *Total Student Associate Applications Received for the period - 49*

Certificate of Practice as of Oct 20, 2021

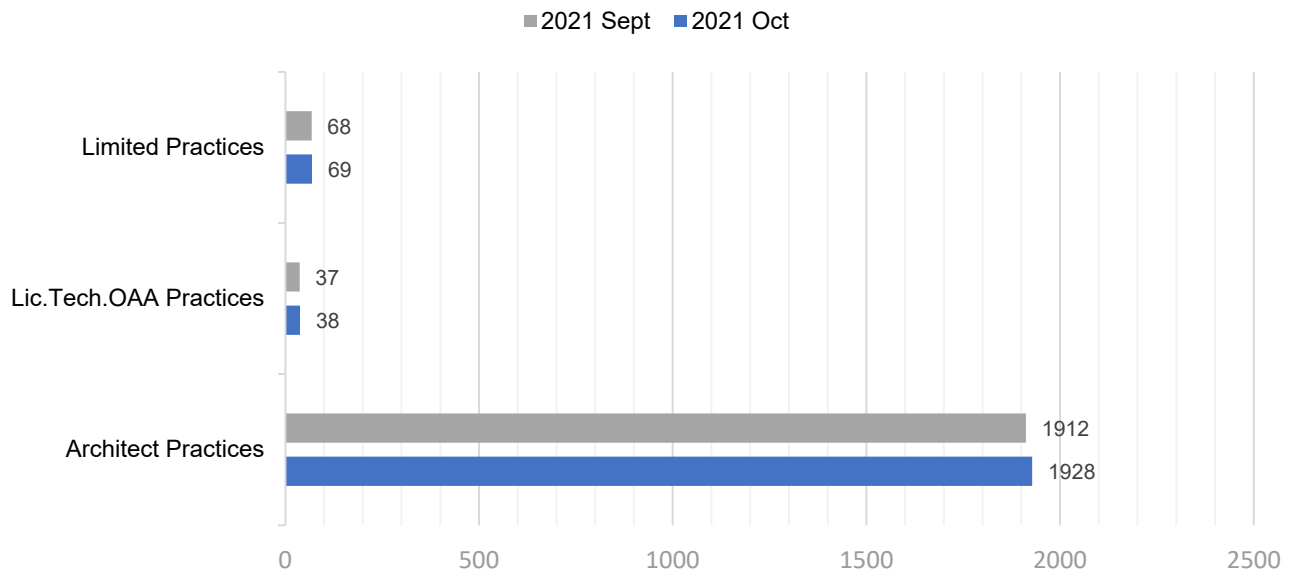
OAA Certificate of Practice Distribution



Practice Application Approval Distribution period Sept 9, 2021 – Oct 20, 2021



Growth in Certificate of Practice period Sept 9, 2021 – Oct 20, 2021



Memorandum

To: Council

Susan Speigel
J. William Birdsell
Barry Cline
Paul Hastings
Natasha Krickhan
Jeffrey Laberge
Agata Mancini
Elaine Mintz
Kristiana Schuhmann
Andrew Thomson

Farida Abu-Bakare
Heather Breeze
Gordon Erskine
Jennifer King
Kathleen Kurtin
Michelle Longlade
Lara J. McKendrick
Deo M. Paquette
Gaganjot Singh
Settimo Vilardi

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 6.5.b

From: Farida Abu-Bakare, Councillor, Interns Committee Chair

Date: November 4, 2021

Subject: Interns Committee Update

Objective: To update Council on the Interns Committee Activities

The Interns Committee has been working on a number of initiatives:

Student Outreach

- coordinating with OAA Communications to create an events calendar on outreach initiatives.
- on October 12 at 6:00 pm, the 'Meet the OAA' event was held. This was a 1½ hour virtual event, attended by 102 individuals covering topics related to the Interns Committee initiatives, the OAA, student associate opportunities, etc. Notifications were sent to the five schools of architecture in Ontario and information was posted within OAA News and on social media. It was a collaborative effort between the Interns Committee, the Comprehensive Education Committee and OAA Communications. The 2021 'Meet the OAA' event will be posted on the OAA website at a later date.

Interns Title

- the Architectural Graduate is working on finalizing the report regarding the challenges/issues faced by interns. Recommendations to follow. The outcome of the report may inform proposed Council action items and serve as a foundation for future work of the Interns Committee.

Mentorship

- upon review and approval from Council, mentorship survey questions were issued to OAA membership on October 18. Survey will close on November 4. Stratcom (survey consultant) will be administering the survey.

Internship Process

- ongoing discussions regarding amending the Financial Hardship policy for interns seeking reprieve from the membership fee increase in response to delays/issues caused by COVID-19 pandemic restrictions.

Pro-Demnity

- ongoing discussions of creating podcasts
- working on creating online learning opportunities related to liability insurance

Action: For information only.

Attachments: None

Memorandum

FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 6.6.a

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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Andrew Thomson	Settimo Vilardi

From: Settimo Vilardi, Vice President Practice

Date: October 21, 2021

Subject: Report from Vice President Practice

Objective: To update Council on activities of the Practice Portfolio

Activities Report – Vice President Practice (since last Council meeting in September)

- OAA Executive Committee/Pro-Demnity Board Joint Meeting: September 24, 2021
- Pro-Demnity Board, Committee & Special Meetings: October 5, 15, and 18
- OAA PRC Meetings: October 14, 2021
- OAA PACT Meeting: October 14, 2021
- OAA Governance Meeting: October 13, 2021
- OAA SCOB CAR Meeting: October 21, 2021
- Society Chairs Meetings: October 19, 2021
- OAA Executive Committee Meeting: October 20, 2021

Activities Report – COVID-19 Webpage:

Latest updates to [webpage](#) reflect the current status of the Province being in Stage 3 of the Roadmap to Reopen.

The latest issue to come to the forefront is Mandatory Vaccination Policies. PAS has been tracking the topic. The applicable law is in flux. The best guidance that can be given to all members is to seek legal advice about their particular circumstances. What is permissible or required may vary by municipality, by health unit and by client (federal, provincial, private sector).

Activities Report – Practice Advisory Services (Key Items)

OAA Hotline: As of October 15, PAS received about 1300 calls since beginning of 2021 (200 between September 1, 2021 to October 15, 2021). (Note: This may include multiple calls about the same topic). This does not include email correspondence.

Update on Requests for Proposals (RFPs) monitoring:

0 RFP alerts have been issued since Council last met in September 2021. The number of requests for RFP review has fallen recently. This may only be a seasonal variation.

Update to OAA Contracts:

At the September Council meeting, the new OAA 600-2021 Contract was endorsed. PAS is working on finalizing a few graphical items and minor content changes (grammar and typographical errors, and moral rights wording) prior to working on the editable format that will be posted on website later this year.

The team is also working on:

- OAA 900–2021: Draft complete and being sent for legal review very soon.
- OAA 800–2021: There was engaging discussion at the PRC meeting on October 14 to discuss what content is necessary to be included. The discussion will help to start the draft based on the OAA 600 copy that was endorsed in September. Pro-Demnity reminded PRC that a guiding principle in the previous version was “if it is established by applicable law, the contract should be silent about it.” The PRC further noted that the document is in wide use and should be retained.

Update OAA-OGCA Supplementary Conditions:

At the September Council meeting, the new OAA-OGCA Supplementary Conditions were endorsed. PAS is working with Communication Service Area and OGCA to coordinate the issuance of the document in next couple of weeks.

PAS has also written a new Practice Tip entitled: PT. 23.11 CCDC 2-2020 Stipulated Price Contract – Overview of the Changes in the 2020 Version and Recommended Supplementary Conditions. This document is part of the communication strategy around the issuance of the set of Supplementary Conditions.

CSA Subscription – Update:

The OAA announced it had [secured access to critical CSA standards](#) for Ontario's practices and licensed members through the CSA OnDemand program on June 1. Practice service area continues to work with OAA Communications to provide reminders to members about the program. There has been significant interest in the program, but relatively few questions asked or problems reported by email or telephone.

Professional Fees & Discussion re. Various Strategies (Follow-up to December 2020 Council Meeting):

VP Practice is finalizing an education module relative to professional fees including how to develop your fee, how to manage fees throughout the project, how to assess and price risk, how to value your services to price appropriately, etc. This will also include review of existing content or continue to consider how best to add the content to our Fundamentals of Running an Architectural Practice.

The draft presentation was brought to Practice Resource Committee (PRC) on October 14 for discussion.

PAS have arranged a demo with RIBA about their tool in November. An update to Council is still planned for later this fall.

Fall Consultation: The Next Edition of Ontario's Building Code (MMAH)

On October 20, the Ministry of Municipal Affairs and Housing (MMAH) launched public consultation on proposed changes for the next edition of Ontario's Building Code, which continues the process of increased harmonization with the National Construction Code.

Currently, proposed code changes are posted on the [Regulatory Registry](#) for comment until December 4, 2021. These include existing technical variations between the provincial and national codes, Ontario-only changes, and low-impact existing technical variations.

The OAA will be sharing this information with the membership via OAA news and Practice Advisory and the Sub-Committee on Building Codes and Regulations (SCOBCAR) will be mobilized to examine these revisions.

Additional proposed changes for the next edition of Ontario's Building Code will be posted for comment in the winter of 2022. These proposals will focus on 2020 National Construction Code changes.

Other Projects and Initiatives under the Practice Portfolio

[Practice Advisory e-newsletter – Issue 14](#): The latest e-newsletter was published on September 24, 2021 and featured information on the revised NAAWS standards, Public Consultation related to Tiny Homes, Excerpt 13 of PT 39.1, etc

Interference Drawings: The OAA-OGCA Joint Committee met on May 27. OGCA took the notes that had been prepared following consultation with Practice

Resource Committee and key members of the Executive. At the meeting, they presented a draft definition and discussion occurred. VP Practice discussed this at the PRC meeting at the end of June and is working on reporting back to the key Executive Committee members prior to sending notes back to OGCA later this September. At this time the PRC committee did not endorse the OGCA definition nor was a revised consensus version of the definition created.

Practice Resource Committee (PRC): The PRC has reviewed a variety of topics at its recent meetings that directly effect members on a day-to-day basis including Procurement/RFP i.e. setting minimal requirements that cannot be met locally resulting in diminishing of local expertise and Recruiting and Maintaining Staffing i.e. Who is the profession attracting? Is the profession a financial rewarding experience? Challenges with finding and keeping intermediate staff. The committee continues to author peer-to-peer content for the website with thorough review and comment by all committee members; new content is intended to be available soon.

Subcommittee on Building Codes and Regulations (SCOBCAR): The committee members continue to assess the currency of the listing of OBC referenced standards focusing on the CSA standards at this time. Initial findings indicate that the naming of standards may be inconsistent between the OBC and CSA and that newer standards exist that are not yet referenced in OBC; although this project is ongoing. Based on the recent announcement of upcoming OBC changes the committee will switch focus for the remainder of the year to review, assess and respond to the proposed revisions.

Supporting Committees and departments at OAA: PAS provides feedback on interdepartmental projects.

Website update: PAS continues to work with Communications on updating the library of Practice documents and web content.

Action: **None Required.**

Attachments: PT. 23.11 CCDC 2-2020 Stipulated Price Contract – Overview of the Changes in the 2020 Version and Recommended Supplementary Conditions

CCDC 2-2020 Stipulated Price Contract

Overview of the Changes in the 2020 Version and Recommended Supplementary Conditions

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Summary

CCDC 2-2020 Stipulated Price Contract became available in December 2020, after a number of years undergoing revision. The document includes a number of significant changes from the 2008 version, as well as some articles that have not changed from the previous version and continue to be of concern to Architects and Licensed Technologists, OAA.

Practices must familiarize themselves with the changes in content and procedures by means of a thorough review of *CCDC 2-2020 Stipulated Price Contract*, *CCDC Master Specification for Division 01 'General Requirements'*, *CCDC 41-2020 CCDC Insurance Requirements*, and the contents of this Practice Tip (PT) and the Ontario Association of Architects (OAA) *Recommended Supplementary Conditions for the Stipulated Price Contract – CCDC 2-2020*. (Refer to links provided under "References" section of this PT.)

Background

The Canadian Construction Documents Committee (CCDC) has completed an intensive review and extended revision process for *CCDC 2*—the standard stipulated price construction contract used extensively on projects across Canada. Revisions reflect changing industry practice in some cases and improvements to existing articles for clarification in other cases.

The OAA supports and endorses the concept of standard industry documents as produced by CCDC and provides input through a representative acting on behalf of the Royal Architectural Institute of Canada (RAIC), which is a CCDC organization member.

The OAA was directly involved in the review process of the *CCDC 2-2020* version and OAA Council endorsed its use on September 29, 2020 subject to the use of the Recommended Supplementary Conditions issued by the OAA.

The OAA *Recommended Supplementary Conditions for the Stipulated Price Contract – CCDC 2-2020* were developed in consultation and agreement with the Ontario General Contractors Association (OGCA) and are in alignment with supplementary conditions that have been established previously in consultation with specific owner groups and industry partners.

The OGCA has issued this same set of Recommended Supplementary Conditions to its members with the advice they were developed in consultation with the OAA.

It is unusual for CCDC contracts to be used without any supplementary conditions. The publishing of these recommendations does not preclude the incorporation of additional items in order to address specific project conditions.

This PT does not attempt to undertake an exhaustive analysis of all the changes from the 2008 version, but highlights the significant content or procedural changes which affect the profession. Therefore, practices should familiarize themselves with the CCDC documents in conjunction with PT.23.11 which identifies the differences through supplementary conditions and procedural cautions.

The suggested wording is not a substitute for involvement of legal counsel. Your client should be advised to discuss the specific wording and requirements of all supplementary conditions with legal counsel.

The explanation for the concerns are listed below and referenced as individual items or in groups where the concern relates to more than one location in the text of the contract. The actual wording of the supplementary conditions appears in the OAA document, [Recommended Supplementary Conditions for the Stipulated Price Contract - CCDC 2-2020](#) included here as part of Attachment A.

Significant Changes From CCDC 2 - 2008 to CCDC 2-2020

Shift From Contract to Specification

Construction Specifications Canada (CSC) and CCDC came to an agreement to place responsibility for Divisions 00 and 01 specifications with CCDC. This allows CCDC to coordinate the contractual requirements with the specification requirements. Prior to this agreement, in order to achieve greater consistency and standardization, the CCDC contracts included some clauses that dealt more with how the contractor was to perform than with what the contract required. Subsequent to this agreement, CCDC has started moving the how clauses out of the contracts and into Division 00. This can first be seen in CCDC 2-2020 and [CCDC Master Specification for Division 01-2020 'General Requirements'](#).

While this is philosophically cleaner, it means all specification Division 01s, whether written by practices or by clients, need to be reviewed and amended for use with CCDC 2-2020. Two versions of Division 01 will need to be maintained until all the CCDC contracts have been updated and reissued. It also means a likely reduction in standardization as boilerplate text from the contract is replaced with user-written specification clauses. The transition will need to be deliberate and considered. It does provide some impetus to review and update specification front ends in their entirety at the same time.

The following references are to clauses from CCDC 2-2008 that have been removed from CCDC 2-2020 and incorporated into CCDC Division 01-2020 and, in one case, Division 00-2020.

DEFINITION

Provide definition moved to Section 01 11 00

PART 3 EXECUTION OF THE WORK

GC 3.9 Documents at the Site – 3.9.1 moved to Section 01 11 00
GC 3.10 Shop Drawings – 3.10.3, 3.10.4, 3.10.5, 3.10.7, and 3.10.11 moved to Section 01 33 00
GC 3.11 Use of the Work – 3.11.1 moved to Section 01 11 00
GC 3.11 Use of the Work – 3.11.2 moved to Section 01 73 00
GC 3.12 Cutting and Remedial Work – 3.12.1, .2, .4 moved to Section 01 73 29
GC 3.13 Cleanup – 3.13.1 moved to Section 01 74 00
GC 3.13 Cleanup – 3.13.3, .3 moved to Section 01 77 00

PART 11 INSURANCE AND CONTRACT SECURITY

GC 11.2 Contract Security – 11.2.1, .2 moved to Section 00 73 63

PART 12 INDEMNIFICATION, WAIVER OF CLAIMS AND WARRANTY

GC 12.3 Warranty – moved to Section 01 78 00

The CCDC issue of specification Divisions 00 and 01 are available for use in an editable format. They should be augmented by additional material from existing office standards, and should be reviewed and incorporated before the material is issued for tender.

Introduction of “Ready-for-Takeover”

Lien legislation is a provincial responsibility and varies across Canada. Not all jurisdictions incorporate the concept of “Substantial Performance” in their legislation. In response to this and to decouple contractual requirements from legislative ones, the concept of “Ready-for-Takeover” has been introduced as a purely contractual milestone.

In Ontario, the legislative requirements in the *Construction Act* are unaffected by Ready-for-Takeover. Certification of Substantial Performance, release of basic holdback, determination of Deemed Completion, and release of finishing holdback requirements remain. Ready-for-Takeover creates additional workload. With CCDC 2-2020 comes the need to define any project-specific parameters for Ready-for-Takeover in the specifications or supplementary conditions; process contractor’s requests for the determination of Ready-for-Takeover; perform related site reviews; and issue declaration of Ready-for-Takeover documentation.

Practices should be sure that fees for the additional services are identified and included in any fee proposals.

The minimum requirements for achieving Ready-for-Takeover are predefined (GC 12.1.1). Altering the list of prerequisites requires a supplementary condition and should be avoided.

One significant change is basing the start of the contractor’s one-year warranty period on Ready-for-Takeover, which potentially occurs later in the project than Substantial Performance did. It is likely to occur closer to Deemed Completion than to Substantial Performance. This may be need to be addressed with equipment manufacturers and other warranty providers as it may mean equipment is in operation longer during the construction period than previously.

Ready-for-Takeover is mentioned in the following locations in CCDC 2-2020: A-1.3, definition of *Contract Time*, *Ready-for-Takeover*, GC 2.2.15, GC 6.5.2, GC 8.3.8, GC 11.1.1, GC 12.1, GC 12.2, GC 12.3.1, GC 13.1.1, and GC 13.2.

Introduction of “Early Occupancy”

Occupancy of a project is expected to follow immediately upon the declaration of Ready-for-Takeover. The Owner may take occupancy of a part or the entirety of the Work prior to Ready-for-Takeover. If early occupancy occurs, the occupied portion shall be deemed to have been taken-over by the Owner. Responsibility for the care of such occupied portion passes from the contractor to the Owner. The warranty period of such occupied portion shall start on the occupancy date. Regardless of early occupancy, the contractor shall always be responsible for achieving Ready-for-Takeover status.

Early occupancy entails additional services for deficiency review of the portions to be occupied early and the administration of warranties for portions of the project rather than the project as a whole. Obtain appropriate fees for the extra services and risk.

Early occupancy is addressed in GC 12.2 EARLY OCCUPANCY BY THE OWNER.

Other Changes to CCDC 2-2020

The information which follows is not exhaustive. It focuses on changes that may be of greatest interest to Architects and Licensed Technologists OAA. Members should review and familiarize themselves with all the changes. The best way to do this may be a side-by-side comparison between CCDC 2–2008 and CCDC 2-2020 contracts.

Note that many of the clauses have been renumbered, even those that have not otherwise been changed. Look first elsewhere in the same general condition for any clauses that are not where expected. Confirm all cross-references from Supplementary Conditions or the specifications and update as needed.

Definitions

A definition has been added for *Payment Legislation* in recognition that prompt payment legislation is in place or being considered by jurisdictions in Canada.

A definition for the new concept of *Ready-for-Takeover* has been introduced.

The definition of *Substantial Performance* has been simplified.

General Conditions

GC 1.1 Contract Documents

- 1.1.5.5 "noted materials and annotations shall govern over graphic indications" has been added to the hierarchy of documents.

GC 2.2 Role of the Consultant

- 2.2.5 Has been simplified. The last sentence of the former 2.2.6 has been deleted.
- 2.2.15 Requires the *Consultant* to review the work to determine both *Substantial Performance of the Work* and *Ready-for-Takeover*.

GC 3.2 Construction by Owner or Other Contractors

- 3.2.2 The requirement for the *Owner* to assume the role of Constructor under the *Occupational Health and Safety Act* has been removed from the contract. Regardless, it may still be a requirement at law and should be addressed appropriately in Supplementary Conditions and specifications. See also GC 9.4.
- 3.2.5 and 3.2.6 Provide further clarification of roles and responsibilities relating to work by the *Owner* or Other Contractors.

The old GC 3.4 Document Review has been deleted. Refer to GC 1.1.3 and 1.1.4.

GC 3.8 Shop Drawings

- 3.8.7 Care should be taken to avoid untimely late submissions of shop drawings putting the *Consultant* in contravention of this clause.

GC 4.1 Cash Allowances

- 4.1.4 and 4.1.5 Incorporate provisions for the redistribution of funds among cash allowances that was in the Recommended Supplementary Conditions for the Stipulated Price Contract – CCDC 2 - 2008.

GC 5.2 Application for Payment

- 5.2.1 Requires that applications for payment be submitted simultaneously by the *Contractor* to both *Owner* and *Consultant*.
- 5.2.6 This clause requires applications for payment to be compliant with any applicable payment legislation, such as the *Construction Act* in Ontario.
- 5.2.7 The requirement for Workplace Safety and Insurance Board (WSIB) certificates and statutory declarations is now located here.

GC 5.3 Payment

GC 5.4 Substantial Performance of the Work and Payment of Holdback

GC 5.5 Final Payment

- 5.3.1 These general conditions have been rewritten to be in compliance with the prompt payment provisions of the *Construction Act* (CA) and similar legislation anticipated in other jurisdictions. They align with the requirement in the CA for the *Owner* to issue notices of non-payment to the *Contractor* among other provisions.

Note: A request for release of holdback is not an application for payment subject to the prompt payment provisions of the CA. The holdback amounts were originally part of the regular applications for payment and have already been determined to be payable for work previously completed. If the prompt payment provisions applied, the holdback would have to be paid by day 28 despite the lien period not having expired and the property still being subject to liens.

- GC 5.6 Deferred Work – This GC has been renamed from "Withholding of Payment" and broadens what work can be considered as deferred.

- GC 6.3 Change Directive
- 6.3.7 This clause clarifies that the itemized costs apply "in as much as it contributes directly to the implementation of the *Change Directive*." Further, the items have been grouped for convenience. Some items have changed and the wording of others has been tweaked.
- GC 7.1 Owner's Right to Perform the Work.
- 7.1.2 This clause was revised to remove the requirement for the *Consultant* to make a determination of the sufficiency of cause; rather, the *Consultant* is to provide details of the contractor's neglect. It is up to the *Owner* (in consultation with their lawyer) to determine if sufficient grounds exist to declare the *Contractor* to be in default.
- GC 8.2 Adjudication – This GC has been added to align with the adjudication requirements of the *Construction Act* and similar anticipated legislation in other jurisdictions.
- GC 9.4 Construction Safety – This GC has been rewritten to define the health and safety responsibilities of the *Contractor* and the *Owner*, which impacts the *Consultant*, Other Contractors, and *Owner's* own forces.
- GC 10.4 Workers' Compensation – Proof of compliance with workers' compensation legislation has been moved to GC 5.2.7.
- GC 11.1 Insurance – This GC has been rewritten to tie the duration of insurance coverage to the *Ready-for-Takeover* date rather than to *Substantial Performance of the Work*.
- GC 12.1 Ready-for Takeover – This is a new GC.
- GC 12.2 Early Occupancy by the Owner – This GC establishes the criteria that apply if the *Owner* wants to take occupancy in whole or in part prior to *Ready-for-Takeover*. *Consultants* should pay attention to the scope of work that will be required of them should the *Client* exercise their right to early occupancy.
- GC 12.3 Warranty
- 12.3.1 The *Contractor's* standard one-year warranty is revised to start with *Ready-for-Takeover* rather than *Substantial Performance of the Work*. *Consultants* should pay particular attention to this until the industry gets used to the change.
- GC 13.1 Indemnification
- 13.1.2.3 and .4 These clauses address issues around consequential damages and third-party indemnification.
- GC 13.2 Waiver of Claims
- 13.2 This GC has been rewritten to replace *Substantial Performance of the Work* with *Ready-for-Takeover*, to adjust some of the stated time frames, and to clarify the distinction between contractual claims and lien claims.

Overview of Recommended Supplementary Conditions to CCDC 2-2020

Negotiation, Mediation and Arbitration (GC 8.2)

The Alternative Dispute Resolution (ADR) (negotiation-mediation-arbitration) amendments relate to the procedure for resolution of construction disputes. The OAA continues to have serious concerns that where the architect is excluded from the arbitration process, they may be unable to defend their position and in effect is tried in absentia.

The Recommended Supplementary Conditions provide that, in the event of arbitration between the *Owner* and contractor, the *Consultant* will receive notification, including any issues that may involve the *Consultant*. At that time, the *Consultant*, after consultation with their insurer and legal counsel, may elect to become a full party to the arbitration.

Indemnification of the Consultant (GC 1.1.2.2./9.2.7.4/9.5.3.4/ and 12.1.1.3)

The requirement for the *Contractor* and/or *Owner* to indemnify the *Consultant* in situations that were caused by the actions of either of the two parties to the *Contract* has been deleted and may be detrimental to the interests of the *Consultant*. The indemnification provisions for the *Consultant* existed in previous versions of the CCDC contract, and the OAA recommends it continue to be included by means of supplementary conditions.

Contractor's Standard of Care (GC 3.4.1/3.14/6.4.5/9.1.1/9.1.2/10.2.5/12.3.2)

To clarify the responsibilities of the *Contractor*, a Supplementary Condition GC 3.14 Performance by Contractor has been added and cross-referenced in the other paragraphs and sub-paragraphs noted above. The standard of care is the test currently utilized by the courts and the addition of this supplementary condition highlights its importance.

Other Concerns (listed in same order as in the *Contract*)

- Article A-6: Article revised to delete "electronic communication" as an acceptable form of communication for *Notices in Writing* and to change the deemed date of receipt of such notices.
- Definitions: Added definition for Submittals that are not included under the new definition for *Shop Drawings*.
- Sub-paragraph 1.1.7.5: Added clarification of the priority of the *Contract Documents* in case of discrepancies.
- Paragraphs 2.2.4/5.3.1.1: Caution—Note the new requirement for *Consultant* to promptly inform *Owner* of the receipt of the *Contractor's* applications for payment.
- Paragraph 2.2.9: Added waiver by *Owner* and *Contractor* to protect *Consultant* against claims arising out of interpretations and findings consistent with intent of the *Contract Documents* and do not show partiality to either party to the *Contract*.
- Paragraph 2.2.10: Caution – *Consultant* should be aware interpretations and findings are to be made in writing within a reasonable time.
- Paragraph 2.2.11: The *Consultant* is required to make findings with regard to claims for a change in *Contract Price* regardless of the size, quantity, or number of claims. Caution—Negotiate the client/architect contract with the necessary provision to be able to obtain fees for making findings on claims where the size, quantity, or number are extensive. (See *Instructions for Completing "The Ontario Association of Architects Standard Form of Contract for Architect's Services, Document 600, 2008."*)
- Paragraph 2.2.14: Added the words "which are provided" to clarify that the *Consultant* will review and take appropriate action upon *Shop Drawings* and *Submittals* that have been provided in accordance with the *Contractor's* obligations as defined in the *Contract Documents*.
- Sub-Paragraphs 2.4.1.1/2.4.1.2: Added sub-paragraphs to emphasize that *Contractor* is responsible for all defective work and cannot rely only on the *Consultant* to identify such items. Also, the *Contractor* must schedule the corrective action so as not to affect the *Owner's* day-to-day operations.
- Paragraph 3.1.3: Added paragraphs to reinforce *Contractor's* responsibility to properly co-ordinate the *Work*.
- Paragraph 3.6.2: Caution: The paragraph now clarifies that information and instructions provided by the *Consultant* to the *Contractor's* appointed representation are deemed to have been received by the *Contractor*. The converse of this is that if instructions are provided to a person other than the appointed representation, the *Contractor* may argue that the instructions were never received. The *Consultant* must be careful that instructions given to others are followed up with written confirmation to the appointed representative to avoid any risks to the *Owner*. Such instructions should be confirmed by means of *Supplemental Instructions*, *Site Visit Reports*, *Minutes of Meeting*, *Proposed Change*, or other written format and copied to the appointed representative.
- Paragraph 3.8.4: Added new paragraph clarifying the *Contractor's* responsibility for safe on-site storage and protection of *Products*.
- Article 3.10: Added "*Submittals*" to the title and throughout the article as the process for handling *Submittals* is similar to *Shop Drawings*.

- Paragraph 3.10.3: Amended to state that the *Contractor* and *Consultant* shall prepare a schedule related to *Shop Drawing* review. The *Consultant* should review the schedule for completeness of all required *Shop Drawings* and *Submittals* and allotted review times for the *Consultant's* review.
- Paragraph 3.10.12: Deleted the reference to causing a delay and added a time period for the *Consultant's* review.
- Article 4.1: Amended Paragraphs 4.1.4 and 4.1.5 to clarify that unexpended funds from one cash allowance can be reallocated to avoid shortfalls in other cash allowances. This avoids mark-ups for overhead and profit on a shortfall while no credit for same is being offered where there are unexpended funds in some cash allowances.
- It is also important to note that the 2008 version has deleted the paragraph defining what nets costs are included under a cash allowance, thereby making it necessary to specifically define the scope of work or costs included in such cash allowance in the *Contract Documents*. If, as an example, it is not defined that freight, installation, and construction equipment, etc. are included, the cost of such items will be treated as a change to the *Contract Price* with overhead and profit mark-ups.
- Paragraph 4.1.7: Amended to clarify the procedure for establishing the schedule of procurement of cash allowance items.
- Paragraph 4.1.8: Added paragraph to confirm the *Owner's* right to obtain competitive bids for cash allowance items.
- Paragraph 5.4.1: Caution—It should be recognized that the requirement for the *Contractor* to deliver to the *Consultant* and *Owner*, within one working day, a comprehensive list of if items to be completed or corrected after considering the *Work* as being substantially performed may be unrealistic due to the scope and status of the *Project*.
- Paragraph 6.5.1: Amended to exclude the payment by the *Owner* to the *Contractor* of any consequential, indirect, or special damages in the case of delays caused by the *Owner* or anyone employed or engaged by them.
- Paragraph 6.5.6: Added to clarify that *Owner* shall be reimbursed by the *Contractor* for all reasonable costs incurred, including *Consultant's* fees for additional services that arise out of a delay caused by the *Contractor*. Caution—If the *Consultant's* fees for additional services become a matter of dispute between the *Contractor* and *Owner*, the *Consultant* must refrain from making a finding due to a conflict of interest.
- Article 6.6 & Paragraph 6.6.5: Amended to allow additional time for *Consultant* to make findings after receipt of detailed account(s) of claim if agreed by the *Owner*, *Contractor*, or *Consultant*. See reference to Paragraph 2.2.11 above for additional background information.
- GC 9.2 & Paragraphs 9.2.6 and 9.2.8: Amended to address the situation where toxic and hazardous substances already exist on the site and have been dealt with in accordance with legal and regulatory requirements, but subsequently threaten health and safety or the environment due to the actions of the *Contractor*.
- CG 12.3: Caution—Practices should clearly specify the scope of work to be covered by an extended warranty, as the warranty may relate only to materials or also include labour for installation of the replacement material plus the making good of the parts of the work affected by the replacement. In addition, the warranty may require more than one warrantor as the material supplier and installer may be two different entities.

Suggested Procedure

1. Familiarize yourself in detail with CCDC 2-2020, especially the changes from the 2008 version, and with the CCDC support documents listed under "References" below.
2. It is a good practice to review the more significant changes with your client prior to using CCDC 2-2020 on their project. While you can appropriately share with your client your understanding and experience with CCDC 2-2020, remember to avoid giving legal advice.
3. Review CCDC Guide documents already issued relating to CCDC 2-2020, as well as those which will be issued in the future as more experience develops in the use of the new contract.

4. It is good practice to keep supplementary conditions to a minimum. Some of your old 'standards' may have been addressed in the development of the 2020 version, or by the OAA Recommended Supplementary Conditions for CCDC 2-2020.
5. Remember that because of the hierarchy of documents it is inappropriate to use supplementary conditions to amend Articles of the Agreement, or Definitions. Supplementary conditions are used to amend the General Conditions of CCDC 2-2020. See CCDC 20 for guidance on drafting amendments to Articles of the Agreement and Definitions.
6. The OAA supports and endorses the concept of standard industry documents as are produced by CCDC. Care is taken to attempt to co-ordinate CCDC and OAA/RAIC documents. For example, the role of the consultant in CCDC 2-2020 parallels the description of the architect's or Licensed Technologist OAA's services during construction in the standard OAA contracts except as noted herein and in the Recommended Supplementary Conditions. Recommend to your clients the use of industry recognized documents.
7. OAA 600-2021, *Standard Form of Contract for Architect's Services* is co-ordinated with CCDC 2-2020. For example, procedures for the use of *Ready-for-Takeover* status are included in OAA 600-2021. Use the latest version of OAA 600-2021, especially when your client intends to employ the CCDC 2-2020 Ready-for-Takeover concept. If using RAIC or other forms of contract which do not address the Ready-for-Takeover concept, include the procedures outlined in OAA 600 to coordinate with the use of the Ready-for-Takeover concept by the client in the owner/contractor contract.
8. Determine if CCDC 2-2020 is going to be utilized as the construction contract prior to finalizing the client/architect contract. If so, carefully review and identify all of the consultant's various defined responsibilities in the new CCDC 2-2020 version and coordinate with the client/architect contract so fair and reasonable fees are established for the CCDC 2 defined services and provisions are made for extra services that arise during construction and could not be previously determined. The defined role of the consultant in the new CCDC 2 version may have increased the level of your services in some areas due to the additions and clarifications, including timeframes established in some articles.

Attachments

Attachment A – *CCDC 2-2020 Stipulated Price Contract – Introduction to Recommended Supplementary Conditions, and OAA Recommended Supplementary Conditions for the Stipulated Price Contract, CCDC 2-2020*

References

[OAA 600-2013 Standard Form of Contract for Architect's Services](#)

[OAA 602-2013 Standard Form of Contract for Licensed Technologist OAA Services](#)

[CCDC 2-2020 Stipulated Price Contract](#)

[CCDC 20-2008 A Guide to the Use of CCDC 2 - 2008 Stipulated Price Contract](#)

[CCDC 41-2020 CCDC Insurance Requirements](#)

[CCDC Master Specification for Division 01 'General Requirements'](#)

CCDC documents can be purchased through [the OAA Website](#) or directly from [CCDC](#)

Commented [AH1]: Provide URLs

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

Memorandum

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 6.7.a

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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: Natasha Krickhan, Vice President Education

Date: October 27, 2021

Subject: Report from Vice President Education

Objective: To update Council on the activities for the period from September to November 2021

The purpose of this memo is to summarize the activities for the period from September to November 2021.

Continuing Education Webinars Series

As of September of 2021, both the Continuing Education webinars' enrollment and the revenue have exceeded the budgeted figures for 2021. The webinars' enrollment has reached 2500+ registrations, generating a revenue of 40K. The webinars are continuing to be offered on biweekly basis. Planning is underway for the next round of Continuing Education Webinars.

Ellen Savitsky, Manager, Education and Development is currently working on the roster of Continuing Education webinars that will be offered in the first half of the year 2022 (January – June schedule).

To ensure diversified and engaging educational content, the Comprehensive Education Committee has reached out to Council members and Executive Committee to seek ideas in terms of potential speakers and topics for the next round of Continuing Education Webinars.

Mandatory Continuing Education on Equity, Diversity and Inclusion

In December 2020, Council approved a recommendation of the Comprehensive Education Committee to introduce the mandatory requirement for a minimum one learning hour of accredited programming focused on Equity, Diversity, and Inclusion (EDI) for the Continuing Education Cycle 2021-2022.

To deliver the mandatory learning on EDI, the OAA 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. The following three webinars are offered on a rotational bi-weekly basis:

1. Understanding and Minimizing Unconscious Bias in the Hiring Process
2. The Business Case for Equity, Diversity, and Inclusion
3. Human Rights in the Workplace

The first mandatory EDI webinar was offered on June 10, 2021. Between June and October, we have offered 10 EDI webinars with the enrollment exceeding 1200+ registrations. Our record shows that many members have chosen to participate in all three EDI webinars. Some members are actually attending the same presentation multiple times. The feedback collected to date is positive, with 60% of attendees rating the content as “Excellent”.

As of October 2021, approximately 25% of the membership is compliant with mandatory requirement for a minimum one learning hour of accredited programming focused on Equity, Diversity, and Inclusion (EDI).

In accordance with a discussion with Executive Committee, it was agreed that staff would prepare a briefing for Council at the December 2021 meeting in order to assess the various aspects of the EDI mandatory learning, and consider whether additional mandatory learning should be considered for the next cycle.

Course “Fundamentals of Running an Architectural Practice”

Work continues to move forward with the development of the online course “Fundamentals of Running an Architectural Practice” on the online platform at U of T. Based on discussions with U of T in terms of being ready for final delivery, the expected date of launch is January 2022.

The School is recruiting for two instructors to facilitate initial offerings of the course in winter 2022. The School will provide training to the instructors with respect to best practices for online teaching as well as the technical skills to use a range of online learning technologies. The School will also provide support to the instructor during the delivery phase of the online course. Related details have been posted on the OAA website to maximize the OAA membership outreach.

Comprehensive Education Committee (CEC) Initiatives

The Comprehensive Education Committee (CEC) met on October 6, 2021. The following activities took place between September and November of 2021.

OAA Conference 2022 – Continuing Education Sessions

The OAA Conference 2022 will be an in-person event held in May 2022 along with some live virtual streaming options in Toronto.

The Vice President Education and the Manager, Education advocated successfully for a stronger virtual component of the Conference in order to reach a wider audience, be more equitable and inclusive and build on the success of the May 2021 virtual conference. During our conference planning sessions, we collaborated with the VP of Communications, VP Finance, President, Executive Director, Manager, Finance, Manager, Communications and the Conference Planner (MCC) to reach consensus and are grateful for the support and hard work of all in order to reach the current Conference hybrid model. About one third of the events will be live-streamed over the 3 days of the Conference with additional sponsored pre-recorded ConEd content (with a virtual Q+A component) on offer. Please refer to the VP Communications report for more information.

Currently, the Comprehensive Education Committee is working on the Continuing Education programming of the Conference. A Call for Presenters has been issued to the membership to submit conference ideas. Additionally, a Google Form was circulated to Council members and Executive Committee to collect any ideas for panels, speakers and what types of topics should be addressed at the Conference. The final roster of proposed Continuing Education Sessions will be presented to Council in December for approval.

"Meet the OAA" Event

The Comprehensive Education Committee collaborated with the Interns Committee and Communications Committee to organize the "Meet the OAA" event. The "Meet the OAA" virtual gathering had taken place on Tuesday, October 12. This online session is an outreach and educational event aimed at students of the architecture schools in Ontario. The session was moderated by Heather Breeze, the Intern on Council and featured OAA Committee members, the Registrar and Deputy Registrar, the President, other Councillors, and staff. Discussion included student membership, the path to licensure (and how to get started with logging your hours), and opportunities to engage with the profession, as well as introduce students to some of the projects currently underway. The event was well attended and sparked good conversations. It is proposed that this joint initiative will continue annually, going forward.

CEC/ Interns Committee Initiative: 2021 CACB Validation Conference

The Comprehensive Education Committee continues to work on the submission to the upcoming CACB Validation Conference which will take place in Ottawa on May 27-28, 2022. A detailed memo "OAA Submission to CACB National Validation Conference 2022" was included in the September Council package to keep Council members informed of the progress. In order to inform the submission paper for the CACB Validation Conference, the Comprehensive Education Committee is collaborating with the Interns Committee on a survey of the membership to collect data.

CEC/PACT Initiative: New Energy Advisors - Green Retrofit Program

On May 17, 2021, Natural Resources Canada launched a call for proposals to create middle-class jobs through the federal government's \$2.6 billion green retrofit program. This call for proposals is a \$10 million commitment to recruit, train, and mentor up to 2,000 new energy advisors across the country to support the Canada Greener Homes Grant. The Comprehensive Education Committee, in collaboration with Policy Advocacy Coordination Team (PACT), is exploring challenges and potential benefits of applying for funding to develop and offer energy advisor training.

VP Education had a meeting with PACT about the Green Energy Initiative. PACT, or more specifically, policy staff, has requested a meeting with NRC to discuss the Green Energy Advisor role and is looking at it from a regulatory perspective to ensure it doesn't infringe on the protected scope of architects.

The CEC will continue to get involved in this discussion, once it is determined that this program does not infringe upon protected scope, to help raise awareness about this program as a possible pathway to enter into the profession.

Architecture Education for Students – "Learn-at-Home" Ontario Portal

The work continues on the development of a webpage / dashboard on the OAA website, which will serve as a single-point resource hub for teachers, parents, and students. The dashboard will feature the document "Architecture Education for Students. An Educator's Guide to Teaching Architectural Concepts. Grades JK to 12". It will also provide links and additional resources to educational materials that could be of use to teachers and parents.

In addition to the webpage / dashboard on the OAA website, for teachers and parents, the CEC has also been working on the development of a webpage / dashboard to educate the general public about architecture and events related to the allied arts. It is hoped that both of these dashboards will be accessed through the "resources" page of the OAA website.

Action: For information only

Attachments: None

Memorandum

To: Council

Susan Speigel
J. William Birdsell
Barry Cline
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Settimo Vilardi

FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 6.8.a

From: Building Committee

Sheena Sharp, Chair
Andrew Thompson
Deo Paquette

Kathleen Kurtin
Gordon Erskine

Date: October 26, 2021

Subject: Update from OAA Building Committee

Objective: To provide Council with an update on activities under the OAA Building Committee

Building Reserve Fund Study

As reported to the September meeting of Council the OAA's Reserve Fund Study is nearing completion. There had been one outstanding item regarding the maintenance and/or replacement of the OAA elevator. This is still under review by Keller and a third party consultant. The Committee will review additional information once that is received and it is anticipated that the final Reserve Fund Study will be ready for Council approval in December. Notwithstanding, an amount has been carried in the 2022 draft budget, to be transferred into the building reserve in anticipation.

Education

Staff will be reaching to the Building Committee shortly to discuss content for an education session and tour regarding the OAA Building Renovation & Refresh to be offered as part of the OAA Conference 2022 – Inspiring Climate Change. Unfortunately, COVID had resulted in the session planned for Conference 2020 being put on hold, as well as a few other education and awareness initiatives. Communications staff are reviewing these opportunities in order to move these ahead in 2022. This is in direct support of Council's overarching goals and objectives around the climate crisis.

Deficiencies

Unfortunately, longstanding deficiencies are still unresolved. The Committee is considering next steps to have these addressed and how best to close out the construction contract.

Clean50 Awards

The attached poster was submitted as part of our entry in the Clean50 awards program.

Action: **For information.**

Attachments: Clean50 Awards Poster

This is an
ALL-ELECTRIC
building.
Its hydro bill for
January was
\$59.70

**The OAA
Headquarters**
**Renew
+
Refresh**

The OAA regulates the architecture profession in Ontario to protect the public interest. Its Toronto headquarters is more than offices and meeting spaces—it's the physical embodiment of architects' skills and aspirations. And as we face a climate change crisis that requires us to reduce the carbon impacts of our existing buildings, those skills and aspirations are badly needed.

So when it came time to repair and renovate the 25-year-old building, originally designed by architect Ruth Cawker, the OAA asked itself: Could a glass building on stilts with steel beams running through insulated walls become an example of how to adapt existing buildings to address climate change? Could it generate more energy than it consumes and still look striking? The answers are yes.

Completed in 2019, the renovation resulted in **Zero Net Carbon operations** and doubled the building's occupant capacity—all while preserving the original design's spirit. The original driver for the project was the need to repair the failing windows, roof, and boiler system. But the OAA decided to go much, much further. Working with architect David Fujiwara, it wanted to meet the targets for the **2030 Challenge**, which calls for every new building and intensive renovation built after 2030 to be Net Zero Carbon on an operating basis, and not use natural gas. The OAA pulled it off, a decade early.

Architects are looking to inspire climate action **now**, and not just plan for the future. Some people think the building industry does not have the technology needed to meet net zero carbon on an operating basis. Others say you can't have a nice-looking "green" building with daylight and views. **Neither is true.** The know-how is there to build all-electric buildings, generate power on site, and use new technologies.

As the OAA Headquarters shows, new and existing building can be resilient and environmentally responsible, without compromising beauty.

The Reno

Geothermal heating/cooling with a closed-loop ground-source exchange

Rooftop solar panels that heat water and generate 100,000 kWh annually

Triple-glazed windows that tint with the sun and minimize glare

Right-sized fans and pumps

High-efficiency LED occupancy-activated lighting

More flexible offices and meeting spaces that shrink/grow as needed

Enhanced interior insulation



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3,5: Steven Evans

FOR COUNCIL MEETING
November 4, 2021
(open)
ITEM: 7.1



**REPORT TO OAA COUNCIL
NOVEMBER 2021**

1. Relationship with Colleges

A meeting of colleges was held electronically on September 21. While a couple were unable to attend due to scheduling conflicts, all were delighted we had taken the initiative to bring them together. Colleges have not had an opportunity to share their experiences in the past couple of years. OAAAS provided an update on our recent developments, and colleges had time to discuss how each is dealing with online vs. in-person learning. All agreed that labs are best done in-person, and most colleges expect to resume this practice in this semester.

There is excitement about the 10th Annual Students Awards to be presented in May 2022, and we expect to have entrants from most colleges. We hope to be able to return to providing cash awards to the students, but it's a challenge to find sponsors, since the OAA itself requires sponsors for Conference activities.

2. Accreditation of College Programs

A major agenda item was our report on the initiative to develop an accreditation system for Ontario college advanced diploma programs in architectural technology. Several colleges are enthusiastic about the proposal and the others support it to varying degrees. All agreed that before final decisions can be made, the estimated costs will need to be established.

It is important to report that **we have failed to reach agreement with Technology Accreditation Canada (TAC)** for it to take on the task of assessing college programs based on standards and benchmarks we would help develop. While we have received no formal notification, it appears TAC has the same challenge as CACB in moving outside its core mandate. TAC was created by the provincial engineering technology associations and is focused on the educational programs that lead to membership in those associations. Consequently, we have begun to consider developing a stand-alone, self-financing system under the OAA Technology Program. CACB has helpfully agreed to assist us in the development of the necessary materials and processes.

As the next step, OAAAS agreed to develop and circulate a survey of colleges to judge the level of interest in having their programs certified and to assist us to develop the

standards and benchmarks. We also agreed to develop a survey of architectural practices with which colleges are connected, to add further information. We expect to report further to the Board and OAA Council in the coming months.

3. Other

The OAAAS Board of Directors has followed with interest the developments in the *OAA Technology Program Review Working Group* and has discussed some of the issues at length. The Board has received regular reports and has contributed some thoughts through the President. **The Board wishes to note the progress made on the proposal to integrate OAAAS into the OAA, but expects this will be implemented fully as part of an overall consensus on all issues referred to the Working Group.**

Finally, our regular work continues. Membership growth remains strong, the next sitting of the examination is scheduled for early December and the Advanced Standing Committee will meet around the same time to interview several candidates who have formally applied.

Garry Neil
Executive Director | Registrar
October 25, 2021