



Ontario Association
of Architects

VISION

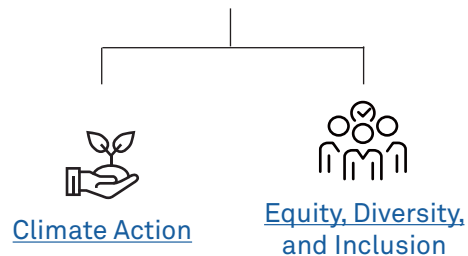
An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

MANDATE

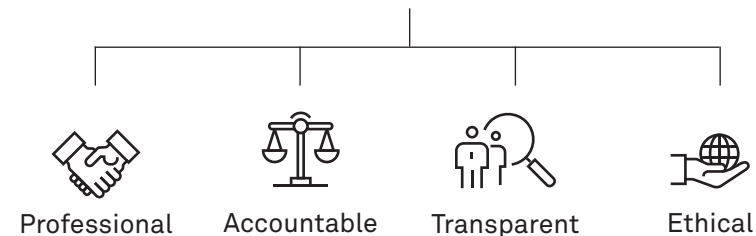
To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects;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

Strategic Plan [2022-2027]

Themes



Values



Strategic Priorities





Regulatory Leadership

Governance and
Operations

Member
Competency

Public Education

Goal Statements	<p>Bring the OAA's regulatory framework into alignment with current legal principles for professional regulators and modernize our legislative and governing documents to ensure the public interest continues to be served and protected.</p>	<p>Enhance our governance and operational practices to ensure an effective, inclusive, resilient, and transparent organization.</p>	<p>Ensure the continued professional competency and currency of OAA licensed members in order that they maintain their leadership role in the built environment accountable to the public interest.</p>	<p>Advance the public's understanding and recognition that architecture is integral to the quality of life and well-being of our society as experienced through a sustainable, resilient, and durable built environment.</p>
Strategic Priorities	<ul style="list-style-type: none">● Actively engage with government, legal counsel, and the Attorney General to advance the modernization of the <i>Architects Act</i> and its Regulation.● Increase transparency, fairness, objectivity, and impartiality of OAA registration and regulatory processes.● Continue to serve the public interest through ongoing enforcement activities and investigation of breaches of the <i>Architects Act</i> and its Regulations.● Continue to invest in programs and activities that contribute to and foster the diversity and perspective of new applicants to the architectural profession.	<ul style="list-style-type: none">● Implement the operational review recommendations, which include clearly defined roles for Council & staff, additional organizational policies and structures, enhanced IT and data management, enhanced risk management, continued investment in equity, diversity, and inclusion, and ensuring a safe workplace.● Review and update Council governance practices to align with best practices of professional regulators.● Develop a futureproofing strategy for OAA internal resources to be agile and resilient.	<ul style="list-style-type: none">● Administer the legislative requirements of mandatory continuing education through the established program framework.● Anticipate and respond to current disruptions and trends in the industry (e.g. different project delivery methods, climate stability, accessibility, and technological advancements) as well as legislative changes (e.g. harmonization of building codes and accessibility) through optional continuing education offerings.● Provide information in a responsive manner to members that is relevant and timely regarding OAA education resources, as well as programs and services existing elsewhere that fall outside the purview of the OAA.	<ul style="list-style-type: none">● Develop and implement an outreach strategy to educate the public about the role of architecture in creating the built environment and its impact on society.● Continue education initiative to foster a greater understanding of the OAA as a unique professional self-regulator.● Leverage and support programs and services offered by other stakeholders in the built environment to further the public appreciation of architecture and the allied arts.● Continue education regarding best practices in project delivery that relate to regulatory responsibilities of OAA members and practices, inclusive of procurement, in order that the public interest may continue to be served and protected.
Metrics	<ul style="list-style-type: none">● A strategy for modernizing the Act and Regulations has been created and implemented.● The OAA's regulatory standards, policies, and procedures are current and consistent with the right-touch regulatory approach.● Regulatory misalignments have been identified and corrected.● The OAA continues to be in compliance with the Office of the Fairness Commissioner and other government oversight bodies.● There is a clearer understanding of the path to licensure and a greater connection with those on the path to licensure.● The OAA's annual Demographics Survey demonstrates a shift towards increased equity, diversity, and inclusion.	<ul style="list-style-type: none">● The 39 Operational Review recommendations are implemented.● Roles and responsibilities of OAA staff, committees, and Council are defined and documented.● The OAA's risk assessment metrics are implemented.● Staff retention remains high.● Participation and representation in Council elections is improved.● Best-practice gaps in governance relative to professional regulatory organization benchmarks have been identified, prioritized, implemented and measured	<ul style="list-style-type: none">● Member competency and ethical practice continues to develop and is responsive relative to the industry and profession.● The content of the OAA's educational offerings is focused on technical and legislative content that is current and relevant.● Access to competency development-based education is diversified and equitable.● Increased member use of the OAA webpages on learning opportunities outside of the OAA.● Increased member use of the OAA webpages with the existing OAA Documents and Resources as well as Practice Advisory Knowledge Base area.	<ul style="list-style-type: none">● Members demonstrate a clear understanding of the role of the OAA as a regulator and of the extent to which it can promote the public appreciation of architecture.● The OAA has developed and implemented a defined program of public education that responds to our mandate and that is sustainable over time.● The number of times government and other partners/stakeholder have invited OAA to engage/inform on built environment issues in the public interest has increased.

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 they choose to relinquish the Chair; and
 - c) in a period of informal discussion the regular rules of debate are suspended; and
 - d) a period of informal discussion ceases when the Chair notes that no additional members wish to speak to the item or when an incidental motion to return to the regular rules of debate passes with a majority; and
 - e) immediately upon leaving a period of informal discussion, the presenter of the item may move an original main motion on the item and the formal rules of debate resume; and



f) if the presenter of the item moves no motion on the item then the item is considered dispensed unless an indication to introduce additional original main motions on the item is on the agenda, in which case each of these motions is presented in turn and debated as per the rules of formal debate.



ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of March 2, 2023 at approx. 11:00 a.m.

Meeting # 286

OPEN MEETING AGENDA

Recognition of Traditional Lands

- | | | |
|----------------|---|-----------------------|
| <i>4 mins</i> | 1.0 AGENDA APPROVAL | |
| <i>1 min</i> | 1.1 Declaration re. Conflict of Interest | |
| | 2.0 APPROVAL OF MINUTES | |
| <i>4 mins</i> | 2.1 Draft minutes of the January 19, 2023 Open Council Meeting (<i>see attached</i>) | |
| <i>2 mins</i> | 3.0 BUSINESS ARISING FROM THE MINUTES | |
| | 4.0 ITEMS FOR REVIEW AND APPROVAL | |
| <i>10 mins</i> | 4.1 Report from the Finance and Audit Committee re. OAA Audit 2022 (<i>see attached</i>) | SVP and Treasurer |
| <i>2 mins</i> | 4.2 Nomination of Honorary Members (oral) | Executive Director |
| <i>2 mins</i> | 4.3 Appointment to Communications and Public Education Committee (CPEC) (<i>oral</i>) | Vice President Karney |
| <i>7 mins</i> | 4.4 OAA Membership in the Canadian National Exhibition Association (CNEA) (<i>see attached</i>) | Executive Director |
| <i>7 mins</i> | 4.5 Interns Committee – Revised Terms of Reference (<i>see attached</i>) | Councillor Abu-Bakare |
| <i>7 mins</i> | 4.6 Roundtable Discussion with Firms re. Equity, Diversity & Inclusion (EDI) Best Practices (<i>see attached</i>) | Executive Director |
| <i>5 mins</i> | 4.7 Council Policy – Duties of Members of Council (<i>see attached</i>) | Executive Director |
| <i>5 mins</i> | 4.8 Council Policy Amendment – Reimbursement for Council, Committees, and Volunteers (<i>see attached</i>) | Executive Director |
| | 5.0 ITEMS FOR DISCUSSION | |
| | 6.0 REPORTS | |
| | 6.1 Report from the President – Activities for the months of January-March (<i>see attached</i>) | President |
| | 6.2 Report from the Executive Director (<i>see attached</i>) | Executive Director |
| | 6.3 Report from the Registrar (<i>see attached</i>) | Registrar |
| | 6.4 Report from the Senior Vice President and Treasurer | SVP & Treasurer |
| | 6.4.a Pro-Demnity Insurance Company – Appointment of the Auditor and Actuary 2023 (<i>see attached</i>) | |
| | 6.5 Committee Reports | Committee Chairs |
| <i>1 min</i> | 6.5.a Communications & Public Education Committee (CPEC) - Update (<i>see attached</i>) | VP Karney |

Open Council Agenda

- | | | |
|-------|---|-----------------------------|
| 1 min | 6.5.b Practice Resource Committee (PRC) – Update (<i>see attached</i>) | VP Schuhmann |
| 1 min | 6.5.c Policy Advisory Consultation Team (PACT) – Update (<i>see attached</i>) | Immediate Past
President |
| 1 min | 6.5.d Building Committee – Update (<i>see attached</i>) | Building Committee |

7.0 ITEMS FOR INFORMATION

- | | | |
|--------|--|--------------|
| | 7.1 Response to Ministry of Municipal Affairs and Housing (MMAH) Discussion Paper
<i>Qualifications Program for Building Practitioners (see attached)</i> | President |
| | 7.2 Society Annual Reports – 2022 (<i>see attached</i>) | |
| 10 min | 7.3 TEUI Calculator Demonstration (<i>oral – virtual presentation</i>) | Andy Thomson |

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

- 9.1 The next regular meeting of Council is Thursday April 27, 2023 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

10.0 ADJOURNMENT

FOR COUNCIL MEETING

March 2, 2023

(open)

ITEM: 2.1

Ontario Association of Architects

Meeting #285 Open

MINUTES

January 19, 2023

The two hundred and eighty fifth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday January 19, 2023 at OAA Headquarters, 111 Moatfield Drive, Toronto and virtually via Zoom.

Present:	Susan Spiegel	President
	Settimo Vilardi	Senior Vice President and Treasurer
	Christina Karney	Vice President Strategic
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education (<i>virtual</i>)
	William (Ted) Wilson	Vice President Practice
	Loloa Alkasawat	Councillor
	Ida Badre	Councillor (<i>virtual</i>)
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee (<i>virtual</i>)
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Clayton Payer	Councillor (<i>virtual</i>)
	Greg Redden	Councillor (<i>virtual</i>)
	Kristiana Schuhmann	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Thomas Yeung	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	Farida Abu-Bakare	Councillor
	J. William Birdsell	Councillor
Guests:	Camelia Boston	Administrator, Licence (<i>part attendance</i>)

The President noted a land acknowledgement video *Indigenous Climate Action: Community-based solutions rooted in decolonization* by Climate Atlas of Canada <https://www.youtube.com/watch?v=YooCa3A9c-0> would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

The President welcomed new members of Council, Loloa Alkasawat, Ida Badre, and Thomas Yeung to their first meeting.

The President welcomed staff in attendance at the meeting.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

AGENDA APPROVAL

9526. The President reported that the no new items will be added to the agenda.

It was moved by McKendrick and seconded by Schuhmann that the agenda for the January 19, 2023 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9527. *Reference Material Reviewed:* Draft minutes of the November 24, 2022 Open Council meeting.

The draft minutes of the November 24, 2022 Open Council meeting were reviewed.

It was moved by Mintz and seconded by Wilson that the minutes of the November 24, 2022 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9528. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9529. Election of Officers (*oral*)

Camelia Bostan, OAA Administrator Licence joined the meeting at 2:00 p.m.

The Registrar conducted the Election of Officers. As no Members-at-Large were present, the Registrar introduced two staff as possible scrutineers Executive Assistant, Executive Services, Tina Carfa and Administrator, Licence, Camelia Bostan for Council's confirmation.

The Scrutineers for the election were confirmed by Council.

Mills reported that all of the positions on Executive Committee were acclaimed as follows:

President	Settimo Vilardi
SVP and Treasurer	Ted Wilson
Vice President	Christina Karney
Vice President	Kristiana Schuhmann

Mills noted that the Chair, Susan Speigel expressed her interest to serve on the Executive Committee.

Ballots were circulated and virtual attendees emailed their vote to the Registrar and receipt was confirmed by the scrutineers.

Mills noted that LGICs are not permitted to vote on this position as outlined in the legislation.

Council voted to approve the appointment of Susan Speigel to serve on the Executive Committee as Immediate Past President.

Mills and Council congratulated the members of Executive for 2023.

Bostan left the meeting at 2:15 p.m.

9530. *Reference Materials Reviewed:* Memorandum from Manager, Education & Development, Ellen Savitsky dated January 10, 2023 re. Report on the process of selecting Continuing Education Sessions for the OAA Conference 2023 and attached supporting documentation. **(APPENDIX 'A')**

The Vice President Education reported.

It was moved by Krickhan and seconded by Schuhmann that Council approve the roster of Continuing Education sessions for the OAA Conference 2023 as presented on January 19, 2023, subject to presenter availability and final arrangements and logistics to be confirmed.

-- CARRIED

9531. *Reference Materials Reviewed:* Memorandum from Vice President Strategic, Christina Karney dated January 13, 2023 re. Appointments to Workforce 2030 and Compass Advisory Boards. **(APPENDIX 'B')**

The Vice President Strategic reported.

It was moved by Karney and seconded by McKendrick that Council sunset the OAA's representation on the Compass Advisory Board and the Workforce 2030 Advisory Board.

-- CARRIED

ITEMS FOR DISCUSSION

9532. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated January 9, 2023 re. *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA) – Canadian Experience Requirement (CER) Prohibition. **(APPENDIX 'C')**

Mills reported that she has prepared the draft exemption request for the OAA's Canadian Experience Requirement (CER) prohibition to the Ministry through the Ontario Fairness Commissioner as directed by Council. She noted that she is now seeking direction from Council to move forward with the proposed submission.

Mills noted that in the event the Ministry rejects the exemption request, Council will need to examine the licensure process that allows international experience as an alternate qualification to domestic experience. The transition deadline is set for December 2023.

It was moved by Karney and seconded by Vilardi that Council approve the draft submission to the Ministry of Labour, Immigration, Training and Skills Development via the Office of the Fairness Commissioner which requests an exemption of the Canadian Experience Requirement under the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA).

-- CARRIED

EXECUTIVE COMMITTEE REPORTS

9533. *Reference Material Reviewed:* President's Activities for the months of November-January. **(APPENDIX 'D')**

The report was noted for information.

9534. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated January 10, 2023 re. Executive Director Report to Council. **(APPENDIX 'E')**

The report was noted for information.

9535. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Settimo Vilardi dated January 12, 2023 re. Unaudited Financial Statements for the Twelve Months Ended November 30, 2022 and attached background documentation. **(APPENDIX 'F')**

The report was noted for information.

9536. *Reference Material Reviewed:* Memorandum from the Governance Committee dated January 13, 2023 re. Update on recent activities of the Governance Committee and attached background documentation. **(APPENDIX 'G')**

The report was noted for information.

9537. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Christina Karney dated January 9, 2023 re. Update on the activities under the Vice President Strategic portfolio and attached background documentation. **(APPENDIX 'H')**

The report was noted for information.

9538. *Reference Material Reviewed:* Memorandum from the Vice President Communications, Jennifer King dated January 3, 2023 re. Communications Update. **(APPENDIX 'I')**

The report was noted for information.

9539. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated January 11, 2023 re. Office of the Registrar Statistical Report to Council and attached background information. **(APPENDIX 'J')**

The report was noted for information.

9540. *Reference Material Reviewed:* Memorandum from Vice President Practice, Ted Wilson dated January 10, 2023 re. Report from Vice President Practice. **(APPENDIX 'K')**

The report was noted for information.

9541. *Reference Material Reviewed:* Memorandum from the Vice President Practice, Ted Wilson dated January 10, 2023 re. Overall Statistics of the PAS Hotline, Practice Advisory E-newsletters and Update on Requests for Proposals (RFPs) Monitoring and attached background information. **(APPENDIX 'L')**

The report was noted for information.

9542. *Reference Material Reviewed:* Memorandum from Vice President Education, Natasha Krickhan dated January 11, 2023 re. Activities and Initiatives of the Comprehensive Education Committee. **(APPENDIX 'M')**

The report was noted for information.

ITEMS FOR INFORMATION

9543. *Reference Material Reviewed:* Memorandum from Manager of Policy and Government Relations dated January 9, 2023 re. Update to Council about the OAA's appeal of the Toronto Citywide Zoning By-law 569-2013. **(APPENDIX 'N')**

The report was noted for information.

OTHER BUSINESS

9544. The President took a few moments to reflect on her past two years on Council as President and thanked Council and staff for their insight and assistance during her term.

DATE OF NEXT MEETING

9545. The next regular meeting of Council is Thursday March 2, 2023 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

The OAA Strategic Plan Review & Council Governance Workshop is scheduled for Thursday February 2, 2023 4:00 p.m. – 6:00 p.m. and Friday February 3, 2023 9:00 a.m. – 4:00 p.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario. It was noted that the session is being conducted in person only.

ADJOURNMENT

9546. **It was moved by Mintz and seconded by Singh that the meeting be adjourned at 2:40 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Gaganjot (Gagan) Singh
William (Ted) Wilson
Marek Zawadzki

Farida Abu-Bakare
Ida Badre
Kimberly Fawcett-Smith
Jennifer King
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
Susan Speigel
Thomas Yeung

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 4.1

From: Finance & Audit Committee

William (Ted) Wilson Lara McKendrick
Gaganjot (Gagan) Singh John Stephenson

Date: March 2, 2023

Subject: Audited Financial Statements as at November 30, 2022

Objective: To provide the 2022 OAA audited financial statements to Council for approval

Attached is a copy of OAA Draft Financial Statements for the fiscal year ended November 30, 2022.

The OAA statements were reviewed by the OAA Audit Committee on February 17, 2023. The OAA's auditors, Grant Thornton LLP, Chartered Accountants indicated that, subject to receipt of the remaining inputs outstanding as of February 17 "the financial statements present fairly, in all material respects, the financial position of Ontario Association of Architects as at November 30, 2022 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations."

Based on this, the Committee is recommending approval of the 2022 Financial Statements on March 2, 2022 by Council.

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

Statement of Operations

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

- Annual membership fees increased by \$435,157, primarily related to a continued increase in membership.
- The Examination for Architects in Canada (ExAC), and Conference revenue increased significantly as both 2021 and 2022 exams were written in 2022 following the pandemic, and the conference was held in person for the first time in two years.
- Salary and benefits reflect an increase of \$145,242 for 2022 primarily related to new hires, which included the overlap of existing and new staff to account for appropriate training.
- The major increases in Direct Program expenses are the Conference costs for 2022 that did not take place in 2021 (offset by increased revenue).

The gross surplus before Pro-Demnity and extraordinary items is \$883,099. The net surplus after Pro-Demnity and extraordinary items is \$1,467,826.

Statement of Financial Position

In 2021, there was a recorded error in the HST Remittances between April and August which resulted CRA then allocating our HST to the wrong account over time. The result was an over payment of \$1.9m. The error was found by the OAA and was reported to CRA. As of December 2022 the funds have been refunded in full with interest. OAA Management has also put in place protocols as well as reorganized the responsibility for this task in order to eliminate future errors and to confirm that CRA is allocating the funds appropriately.

Building Renovation at 111 Moatfield Drive

In fiscal 2017, major building renovations commenced at 111 Moatfield Drive. The work was substantially completed in 2019 with final work completed in 2020. Included in accounts payable and building additions at November 30, 2021 was an estimate of final outstanding costs of \$245,000. Following mediation a final settlement of \$350,000 was negotiated. Management has assessed the value of work completed and the vendor's request for additional payment using the third

party consultant who oversaw the project. The result of this assessment concluded that \$128,000 of the \$350,000 settlement related to capital assets and the project itself and the remainder allocated as an operating expense to bring the matter to a close. .

Total Members' Equity stands at \$46,500,067; of this amount \$33,392,693 is related to OAA's investment in Pro-Demnity. The remainder of members' equity is made up of the three dedicated reserve funds, the increased value of capital assets and the unrestricted accumulated surplus. For your reference on the Statement of Financial Position, the Major Capital Reserve Fund is \$1,250,226, the Operating Reserve is \$1,148,127 and the Legal Reserve is \$202,500 after the 2022 approved contributions are recorded. The use of these funds is restricted by the Association's Reserve Fund Policies.

The amount of \$3,706,089 represents unrestricted members' equity, which can be available as an additional contingency to offset shortfalls resulting from unbudgeted expenditures or unanticipated revenue fluctuations. It is generally accepted that not for profit organizations such as the OAA may accumulate surplus funds for operating purposes up to the equivalent of one year's operating expenses without jeopardizing their not for profit status.

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

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

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

During 2022, the Association recorded the following:

Amounts Receivable	\$252,482
The provincial/territorial jurisdiction exam fees for the current year exam to be received in 2022 have been recorded as accounts receivable.	
Accounts Payable	\$666,789

The CExAC Operating Fund balance at the end of 2022. This amount represents the funds available to cover 2023 CExAC expenses and the approved CExAC reserve.	
Association's Portion of jurisdiction administrative expense funding	\$333,811
OAA's revenue which represents its portion of the 2021 and 2022 year exam fees received in 2022 due to deferral of the 2021 exam.	
Association's ExAC exam administration	\$201,156
OAA's 2021 exam administration costs for venues, invigilators etc.	

Pro-Demnity Insurance Company

Pro-Demnity's surplus of \$584,727 is included as accounted for using the equity method. Additional detail is available in the Pro-Demnity Financial Statements (to follow) and in the OAA Note #6 to Financial Statements.

2023 Auditor Recommendation is Grant Thornton

The Audit Committee discussed the tenure of the current auditor and discussed whether it would be appropriate to issue an RFP to consider other auditing options. After a detailed discussion it was agreed by the Committee that since the OAA does not have any concern with the work and service Grant Thornton provides it does not make immediate sense to proceed with a full RFP process. Instead, in order to ensure due diligence for the auditing process the Committee is relying on a Market Research study on Auditing firms in related industries to confirm fair fees are being charged based on the services provided, which was completed last year. In the meantime the membership will be asked reappoint Grant Thornton for the 2023 audit.

Action: **For Council to approve the 2022 OAA audited financial statements**

Attachments: Ontario Association of Architects 2022 FS - Draft

Ontario Association of Architects

For the year ended November 30, 2022

Report to the Audit Committee
Audit results

February 17, 2023

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Appendices

Appendix A – Draft Management representation letter

Executive summary

Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the financial statements of Ontario Association of Architects (the "Association") for the year ended November 30, 2022. This communication will assist Audit Committee in understanding the results of audit procedures and includes comments on misstatements, significant accounting policies, sensitive estimates, and other matters.

The information in this document is intended solely for the information and use of the Audit Committee. It is not intended to be distributed or used by anyone other than these specified parties.

We were engaged to provide the following deliverables:

Deliverable	Timing
Discussions and communications regarding planning	December 9, 2022
Communication of audit strategy and results	February 17, 2023
Report on the November 30, 2022 financial statements	March 2023
Issuance of report on applying specified procedures on the Committee of the Examination for Architects in Canada for the twelve months ending December 31, 2022	March 2023
Completion of T2 and T1044 tax and information returns	Apr/May 2023

Status of our audit

We have substantially completed our audit of the financial statements of the Association and the results of that audit are included in this report.

We will finalize our report upon resolution of the following items that were outstanding as at February 17, 2023:

- Review of file documentation from BDO Dunwoody relating to Pro-Demnity
- Receipt of signed management representation letter (a draft has been attached in the appendices)
- Approval of the financial statements by the Council
- Procedures regarding subsequent events up to the financial statement approval date

We have successfully executed our audit strategy in accordance with the plan presented to the Audit Committee on December 9, 2022.

Independence

We confirm that there have been no changes to our status with respect to independence since we confirmed our independence to you on December 9, 2022.

Audit risks and results

We highlight our significant findings in respect of significant transactions, accounting practices and other areas of focus.

Significant transactions

Area of focus	Matter	Our response and findings
Building Renovation at 111 Moatfield Drive	<p>In fiscal 2017, major building renovations commenced at 111 Moatfield Drive. The work was substantially completed in 2019 with final work completed in 2020.</p> <p>Included in accounts payable and building additions at December 31, 2021 was an estimate of final outstanding costs of \$245,000. The Association was disputing the final invoice for approved extra work with their contractor. The \$245,000 was the Association's estimated cost of the approved extra work related to the building renovation based on the contract and actual work completed as well as mediation costs. On October 17, 2022 a final settlement of \$350,000 was negotiated.</p> <p>Management has assessed the value of work completed and the vendor's request for additional payment using the third party consultant who oversaw the project. The result of this assessment concluded that \$128,000 of the \$350,000 settlement related to capital assets and the project itself. The balance of the settlement of \$222,000 was a risk management decision to settle the claim without incurring further costs. It is OAA's assessment that this does not directly relate to the work completed so should not be capitalized as an asset. It is also management's position that since there was never a formal delay of claim and support quantifying potential delay costs was never provided, the settlement is not necessarily attributable to the delay of claim. As a result, the \$222,000 has been expensed in the current year.</p> <p>Given that \$245,000 was capitalized in 2021 as an estimate and the final asset costs were determined in 2022 to be \$128,000, capital assets of \$117,000 were written off and expensed in 2022 as part of the final settlement. Total expenses in the current year of \$222,000 has been included in Council, committees, task groups within direct expenses.</p> <p>Note 11 of the financial statements which captures all costs (both capitalized and expensed) incurred related to the renovation project.</p>	<p>We tested a sample of capital asset additions as well as repairs and maintenance expense accounts to ensure items have been appropriately capitalized or expensed under accounting standards for not-for-profit organizations.</p> <p>We reviewed the capital asset continuity and ensured that amortization has not been taken on additions that are not yet ready for use.</p> <p>We reviewed management's estimate of the final costs under dispute, the detailed breakdown of costs under dispute, mediation brief, and settlement agreement. We utilized this support to conclude on management's treatment of the \$350,000 settlement to assess allocation between capital and expense.</p> <p>We ensure that any assets capitalized, or portion of prior year asset accrual written off appropriately met the definition of an asset or expense under accounting standards for not-for-profit organizations.</p> <p>We ensured that disclosures within the financial statements are in compliance with accounting standards for not-for profit organizations.</p> <p>Audit Findings:</p> <p>No issues were noted with the testing performed, and we are in agreement with management's treatment and presentation of these costs in the financial statements.</p> <p>We are in agreement of accounting treatment and allocation of the final settlement amount between capital assets and expenses.</p> <p>A summary of both costs expensed as well as costs capitalized as part of the building initiative has been disclosed in Note 11 of the financial statements.</p>
Interfund transfers	<p>During the year, a transfer of specific amounts from unrestricted members' equity to the following internally restricted funds was proposed. Management anticipates that Council will approve the following transfers:</p> <ul style="list-style-type: none"> • Legal reserve - \$40,000 • Major capital reserve - \$500,491 • Operating reserve - \$100,00 	<p>Once approved, we will review Council meeting minutes to confirm final approval of the amounts transferred during the current fiscal year.</p>

Area of focus	Matter	Our response and findings
HST refund	In prior year, management identified an error in the calculation and payments of HST remittances during 2021. As a result, the Association issued a letter to the CRA dated January 14, 2022 seeking to recover approximately \$1,985,000 in credit owing to the Association related to the over payments. The CRA has to date credited \$1,964,723 to the OAA with one payment still outstanding on the total balance, which is what remains in the HST receivable account at year end.	<p>Audit response:</p> <ul style="list-style-type: none"> Trace HST filed and remitted to the CRA for fiscal 2022 Review management's calculation of corrected HST payable and ITC amounts and conduct a reasonability to ensure amounts are appropriate. Review supporting information submitted to CRA Vouched payments received from CRA to bank statements for amounts received so far <p>Audit findings:</p> <p>No issues were noted with the testing performed. The HST receivable at year end is considered appropriate.</p>
Dissolution of the Ontario Association for Applied Architectural Sciences ("OAAAS")	On June 30, 2022, OAAAS was dissolved and the nominal cash balance remaining prior to dissolution was transferred to OAA.	<p>Audit response:</p> <ul style="list-style-type: none"> Trace details to certificate of dissolution Scan June 30, 2022 OAAAS financial statements Obtain final OAAAS report to the Board Review financial statement disclosure <p>Audit findings:</p> <p>No issues were noted. Details relating to the dissolution were disclosed in Note 8 of the financial statements.</p>

Significant Risks

We identified the following significant risks on which we plan to focus our attention: “Risks” refers to the risk of undetected error in the audited financial statements.

Area of focus	Why there is a risk	Our response and findings
Membership fee revenue	Auditing standards dictate that there is a presumed risk of fraud in revenue for any organization. In our opinion, this assumed risk applies to revenue recognized under membership fees for OAA.	<ul style="list-style-type: none"> • Compare balances to prior year and to budget investigating significant or unusual transactions • Complete annual dues reasonability calculation and compare to actual results • Test member fee reconciliation between general ledger and membership database • Walkthrough of relevant internal controls <p>There were no errors noted as a result of the procedures performed.</p>
Other annual fees and related revenue	Auditing standards dictate that there is a presumed risk of fraud in revenue for any organization. In our opinion, this assumed risk applies to revenue recognized under other annual fees for OAA.	<ul style="list-style-type: none"> • Compare balances to prior year and to budget investigating significant or unusual discrepancies • Test a sample of revenue transactions • Walkthrough of relevant internal controls <p>There were no errors noted as a result of the procedures performed.</p>
Operating expenses and accounts payable	The risk primarily relates to the inherent bias of most not-for-profit organizations to manage actual results against budget	<ul style="list-style-type: none"> • Compare balances to prior year and to budget investigating significant or unusual discrepancies • Trace the last payments for the current year and first payments of the subsequent year and validate that they are recognized in the correct period • Review payments subsequent to year end for unrecorded liabilities • Test of a sample of operating expenses • Test year end accounts payable and accrued liabilities • Walkthrough of relevant internal controls <p>There were no errors noted as a result of the procedures performed.</p>

Area of focus	Why there is a risk	Our response and findings
CExAC transactions	The risk primarily relates to the increased scrutiny and special reporting over the CExAC program.	<ul style="list-style-type: none"> • Review CExAC agreement and ensure transactions recorded in accordance with the agreement • Compare balances to prior year and to budget investigating significant or unusual discrepancies • Test a sample of expenditures • Test a sample of accounts receivable and accounts payable related to CExAC outstanding at year end <p>There were no errors noted as a result of the procedures performed.</p>
Investment in Pro-Demnity Insurance Company	The risk primarily relates to the significant assumptions and estimates involved in determining the value of the investment in Pro-Demnity.	<ul style="list-style-type: none"> • Review of BDO Canada LLP audit files for Pro-Demnity Insurance Company • Confirm and obtain reporting provided by BDO Canada LLP for the audited financial statements of Pro-Demnity Insurance Company. <p>We are in the process of determining a time to complete this detailed review. We will provide an update to both management and the committee should there be any findings from our review of BDO Canada's audit work. Our review will be completed prior to OAA's Council approval of the final financial statements.</p>

Other Areas of Focus

Area of focus	Our response and findings
Fraud and illegal acts	Our audit procedures were performed for the purpose of forming an opinion on the financial statements and although these procedures might bring possible fraudulent or illegal activities to our attention, our audit procedures are less likely to detect material misstatements arising from fraud or other illegal acts because such acts are usually accompanied by acts designed to conceal their existence. In any event, we did not detect any fraudulent or illegal activities, or material misstatements resulting from fraudulent or illegal activities during our audit.
Related party transactions not in the course or normal business	During the course of our audit, we did not note any related party transactions that were not in the normal course of business.
Acceptable Alternative Accounting policies	<p><i>Investment in Pro-Demnity</i></p> <p>The Association's investment in Pro-Demnity has been accounted for using the equity method whereby the initial investment was recorded at cost and is subsequently adjusted to reflect the Association's pro-rata share of post-acquisition earnings and capital transactions of Pro-Demnity. A summary of Pro-Demnity's balance sheet and income statement are disclosed in Note 6 to the financial statements.</p> <p>The Association had the option of preparing consolidated financial statements. Consolidated financial statements would aggregate the financial statements of the Association and Pro-Demnity on a line-by-line basis (i.e. adding together corresponding items of assets, liabilities, revenues and expenses).</p> <p>Both are acceptable policies and produce the same aggregated results.</p>

Adjustments and uncorrected misstatements

Adjustments

Misstatements identified and adjusted in the financial statements by the Association as a result of our audit procedures are as follows:

Description	Debit (Credit)	Balance sheet			Income effect
		Assets	Liabilities	Member equity	Earnings
To correct depreciation		\$ (12,300)	\$ -	\$ -	\$ 12,300
To adjust for exam fees received not deferred		-	196,823	-	(196,823)
To adjust maintenance fund to actual		1,029,252	(1,029,252)	-	-
To correct deferred revenue balance to actual		19,113	(19,113)	-	-
To adjust allocation of final settlement costs on building renovation		28,000	-	-	(28,000)
To record Pro-Demnity Equity pickup		584,727	-	-	(584,727)
Total adjusted misstatements after estimated tax effect		\$ 1,648,792	\$ (851,542)	\$ -	\$ (797,250)

Uncorrected misstatements

Our audit did not identify any unadjusted non-trivial misstatements.

Summary of disclosure matters

While there are no material departures from ASNPO, we would like to note the following immaterial departures in the disclosures to the financial statements:

Presentation of Computer Software and Website Development Costs:

Consistent with the prior year, the Association has recorded capitalized computer software and website development costs as part of property and equipment. ASNPO considers these items to be intangible assets which would be shown as a separate asset category in the statement of financial position. At the balance sheet date, the approximate net book values of computer software and website development costs are \$271,518 and \$107,554, respectively. Given that both asset categories are long term in nature, management does not believe it is a significant departure and has determined adjustment is not necessary. We do not consider this to be a material ASNPO departure.

Other reportable matters

Internal control

The audit is designed to express an opinion on the financial statements. We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. Accordingly, we do not express an opinion on the effectiveness of internal control.

If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to Audit Committee those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

We did not identify any significant deficiencies in internal controls. However, based on the results of our audit, we provide the following comments for consideration:

Segregation of duties

Consistent with observations made in prior years, the Association has made significant efforts to appropriately segregate financial reporting duties where practical. However, during our audit and consistent with prior years, we did note certain roles within the financial reporting function have the ability to override controls. Because a complete segregation of duties is not be practical, the ongoing involvement and development of operating budgets as well as the review of interim financial information by Council and its related committees remains an important aspect of OAA's control environment.

Risk assessment process

As of 2019 fiscal year end the OAA was in the process of drafting a risk assessment document for the identification of business and financial risks to the Association. We recommend that the process be finalized. It is our understanding that under the direction of the Executive Director that this is a living document and has recently been updated. It will continue to evolve and be monitored.

Journal entry review process

The Executive Director does not perform regular review of journal entries (previously performed with the assistance of Finance Manager login). The only review performed is through bank statements and payroll statement.

Association with other documents Annual Reports

We are required to review the contents of the Association's annual report in order to determine whether the financial statements and the independent auditor's report have been accurately reproduced, and to ensure that the other information contained in the annual report is consistent with the financial statements being reported on. Therefore, we request that the Association provide us a copy of its annual report for our review prior to its finalization.

Appendix A – Draft Management representation letter

[DATE]

Grant Thornton
15 Allstate Parkway – Suite 200
Markham, ON L3R 5B4

Dear Sir/Madam:

We are providing this letter in connection with your audit of the financial statements of Ontario Association of Architects ("the Association") as of November 30, 2022, and for the year then ended, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of Ontario Association of Architects in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

We acknowledge that we have fulfilled our responsibilities for the preparation of the financial statements in accordance with Canadian Accounting Standards for Not-For-Profit Organizations and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, as of [DATE], the following representations made to you during your audit.

Financial statements

1. The financial statements referred to above present fairly, in all material respects, the financial position of the Association as at November 30, 2022 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations, as agreed to in the terms of the audit engagement.

Completeness of information

2. We have made available to you all financial records and related data and all minutes of the meetings of directors, and committees of directors, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which

minutes have not yet been prepared have been provided to you. All significant board and committee actions are included in the summaries.

3. We have provided you with unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the Association.
5. There were no restatements made to correct a material misstatement in the prior period financial statements that affect the comparative information.
6. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
7. We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
8. We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.
9. We have identified to you all known related parties and related party transactions, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements guarantees, non-monetary transactions and transactions for no consideration.
10. You provided a non-audit service by assisting us with drafting the financial statements and related notes. In connection with this non-audit service, we confirm that we have made all management decisions and performed all management functions, have the knowledge to evaluate the accuracy and completeness of the financial statements, and accept responsibility for such financial statements.

Fraud and error

11. We have no knowledge of fraud or suspected fraud affecting the Association involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the financial statements.
12. We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, analysts, regulators or others.
13. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
14. We believe that the effects of the uncorrected financial statement misstatements summarized in the accompanying schedule are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Recognition, measurement, and disclosure

15. We believe that the methods, significant assumptions, and data used by us in making accounting estimates and related disclosures are appropriate to achieve recognition, measurement and disclosure that are in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.
16. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the financial statements.
17. All related party transactions have been appropriately measured and disclosed in the financial statements.
18. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
19. All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the financial statements.
20. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
21. All "off-balance sheet" financial instruments have been properly recorded or disclosed in the financial statements.
22. With respect to environmental matters:
 - a) at year end, there were no liabilities or contingencies that have not already been disclosed to you;
 - b) liabilities or contingencies have been recognized, measured, and disclosed, as appropriate, in the financial statements; and
 - c) commitments have been measured and disclosed, as appropriate, in the financial statements.
23. The Association has satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the Association's assets nor has any been pledged as collateral.
24. We have disclosed to you, and the Association has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
25. The Goods and Services Tax (GST) and Harmonized Sales Tax (HST) transactions recorded by the Association are in accordance with the federal and provincial regulations. The GST and HST liability/receivable amounts recorded by the Association are considered complete.
26. There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

Other

27. We have considered whether or not events have occurred, or conditions exist which may cast significant doubt on the Association's ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,

Kristi Doyle
Executive Director

Nancy Muir
Interim Manager, Finance



Financial Statements

Ontario Association of Architects

November 30, 2022

DRAFT

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Independent auditor's report

Grant Thornton LLP
Suite 200
15 Allstate Parkway
Markham, ON
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To the Members of
Ontario Association of Architects

Opinion

We have audited the financial statements of Ontario Association of Architects ("the Organization"), which comprise the statement of financial position as at November 30, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Ontario Association of Architects as at November 30, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report

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

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

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

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

Markham, Canada

DATE

Chartered Professional Accountants
Licensed Public Accountants

Ontario Association of Architects

Statement of Operations

Year ended November 30

2022

2021

Revenue

Annual membership fees	\$ 5,160,445	\$ 4,725,288
Other annual fees and related revenue	2,106,668	2,223,009
Rental and other income from Pro-Demnity Insurance Company (Note 6(b))	-	2,783
Investment income	176,070	39,373
Examination for Architects in Canada (ExAC) fees (Note 7)	333,811	69,522
Conference and annual meeting	628,109	111,420
Admission course fees	9,600	10,813
Continuing education	53,848	46,820
Practice management course	-	2,077
Sale of publications and other	21,075	21,189
Classifieds income	15,483	18,325
	<u>8,505,109</u>	<u>7,270,619</u>

Expenses (Schedule)

Salaries and related benefits	3,391,864	3,246,622
Direct program	2,564,850	1,239,471
Building, office services and operating	1,414,636	1,642,346
Legal fees	250,660	331,661
	<u>7,622,010</u>	<u>6,460,100</u>

Excess of revenue over expenses before other items **883,099** 810,519

Net income from investment in Pro-Demnity Insurance Company (Note 6(a))

584,727 1,726,046

Excess of revenue over expenses

\$ 1,467,826 \$ 2,536,565

Ontario Association of Architects Statement of Changes in Members' Equity

Year ended November 30

	Legal reserve (internally restricted)	Pro-Demnity Insurance Company (internally restricted)	Major capital reserve (internally restricted)	Operating reserve (internally restricted)	Property and equipment	Unrestricted	Total 2022	Total 2021
Balance, beginning of year	\$ 162,500	\$ 32,807,966	\$ 749,735	\$ 1,048,127	\$ 6,996,062	\$ 3,267,851	\$ 45,032,241	\$ 42,495,676
Excess (deficiency) of revenue over expenses	-	584,727	-	-	(694,487)	1,577,586	1,467,826	2,536,565
Invested in property and equipment	-	-	-	-	305,027	(305,027)	-	-
Repayment of long-term debt	-	-	-	-	193,830	(193,830)	-	-
Transfers								
To internally restricted funds	40,000	-	500,491	100,000	-	(640,941)	-	-
Balance, end of year	<u>\$ 202,500</u>	<u>\$ 33,392,693</u>	<u>\$ 1,250,226</u>	<u>\$ 1,148,127</u>	<u>\$ 6,800,432</u>	<u>\$ 3,706,089</u>	<u>\$ 46,500,067</u>	<u>\$ 45,032,241</u>

See accompanying notes and schedule to the financial statements.

Ontario Association of Architects

Statement of Financial Position

November 30

2022

2021

Assets

Current

Cash	\$ 57,311	\$ 52,344
Short-term deposits	7,056,579	4,362,077
Accounts receivable (Note 4)	299,475	2,086,932
Receivable from Committee for the Examination for Architects in Canada (CExAC) (Note 7)	252,482	272,711
Inventories	14,502	18,112
Prepaid expenses	389,848	639,927
	<u>8,070,197</u>	<u>7,432,103</u>

Property and equipment (Note 5)	11,096,992	11,486,452
Investment in Pro-Demnity Insurance Company (Note 6(a))	33,392,693	32,807,966
	<u>\$ 52,559,882</u>	<u>\$ 51,726,521</u>

Liabilities

Current

Accounts payable and accrued liabilities	\$ 265,686	\$ 581,546
Payable to Committee for the Examination for Architects in Canada (CExAC) (Note 7)	666,789	911,487
Deferred revenue (Note 9)	830,780	710,857
Current portion of long-term debt (Note 10)	193,830	193,830
	<u>1,957,085</u>	<u>2,397,720</u>
Current liabilities before callable debt	4,102,730	4,296,560
Callable portion of long-term debt (Note 10)		
	<u>6,059,815</u>	<u>6,694,280</u>

Members' equity

Invested in:

Pro-Demnity Insurance Company (internally restricted)	33,392,693	32,807,966
Major capital reserve (internally restricted)	1,250,226	749,735
Operating reserve (internally restricted)	1,148,127	1,048,127
Legal reserve (internally restricted)	202,500	162,500
Property and equipment	6,800,432	6,996,062
Unrestricted	3,706,089	3,267,851
	<u>46,500,067</u>	<u>45,032,241</u>
	<u>\$ 52,559,882</u>	<u>\$ 51,726,521</u>

On behalf of the Council

_____ Settimo Vilardi, Senior Vice President and Treasurer

_____ Kristi Doyle, Executive Director

Ontario Association of Architects

Statement of Cash Flows

Year ended November 30

2022

2021

Increase (decrease) in cash and cash equivalents

Operating

Excess of revenue over expenses	\$ 1,467,826	\$ 2,536,565
Items not affecting cash		
Amortization of property and equipment	694,487	742,449
Net income from investment in Pro-Demnity Insurance Company	(584,727)	(1,726,046)
	<u>1,577,586</u>	<u>1,552,968</u>
Change in non-cash working capital items		
Accounts receivable	1,787,457	(2,017,448)
Receivable from CExAC	20,229	36,950
Inventories	250,079	(1,174)
Prepaid expenses	3,610	(131,057)
Accounts payable and accrued liabilities	(315,860)	361,598
Payable to CExAC	(244,698)	(38,256)
Deferred revenue	<u>119,923</u>	<u>131,322</u>
	<u>1,620,740</u>	<u>(1,658,065)</u>
	<u>3,198,326</u>	<u>(105,097)</u>

Investing

Purchase of short-term deposits	(11,933,541)	(5,436,123)
Proceeds on disposal of short-term deposits	9,239,039	6,004,430
Purchase of property and equipment	(305,027)	(522,271)
	<u>(2,971,529)</u>	<u>46,036</u>

Financing

Advances from long-term debt	-	4,555,000
Repayment of long-term debt	(193,830)	(4,704,156)
	<u>(193,830)</u>	<u>(149,156)</u>

Net increase (decrease) in cash during the year

4,967 (208,217)

Cash

Beginning of year	<u>52,344</u>	<u>260,561</u>
End of year	<u>\$ 57,311</u>	<u>\$ 52,344</u>

See accompanying notes and schedule to the financial statements.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

1. Purpose of the Ontario Association of Architects

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

2. Role of auditors and the Audit Committee

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

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

3. Summary of significant accounting policies

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

Use of estimates

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

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

Financial instruments

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

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

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

3. Summary of significant accounting policies (continued)

Inventories

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

Property and equipment

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

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

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

Impairment of long-lived assets

Long-lived assets, including property and equipment subject to amortization, are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability is measured by a comparison of the carrying amount to the estimated undiscounted future cash flows expected to be generated by the asset. If the carrying amount of the asset exceeds its estimated future cash flows, an impairment charge is recognized in the amount by which the carrying amount of the asset exceeds the fair value of the asset.

Investment in Pro-Demnity Insurance Company

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

3. Summary of significant accounting policies (continued)

Members' equity

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

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

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

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

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

(c) Invested in operating reserve (internally restricted)

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

(d) Invested in legal reserve (internally restricted)

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

(e) Invested in property and equipment

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

(f) Unrestricted

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

Revenue recognition

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

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

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

3. Summary of significant accounting policies (continued)

Donated services

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

Capital disclosures

The Association's capital comprises members' equity.

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

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

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

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

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

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

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

4. Accounts receivable

	<u>2022</u>	<u>2021</u>
Miscellaneous receivables	\$ 52,454	\$ 101,080
GST/HST	166,183	1,985,852
Accrued interest	80,838	-
	<u>\$ 299,475</u>	<u>\$ 2,086,932</u>

5. Property and equipment

			<u>2022</u>	<u>2021</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 470,000	\$ -	\$ 470,000	\$ 470,000
Building	10,929,938	2,087,392	8,842,546	9,115,794
Building additions	2,453,179	1,509,105	944,074	1,046,369
Furniture and equipment	553,123	270,473	282,650	328,959
Computer equipment	1,110,112	659,943	450,169	410,718
Website and database costs	<u>472,321</u>	<u>364,768</u>	<u>107,553</u>	<u>114,612</u>
	\$ 15,988,673	\$ 4,879,381	\$ 11,096,992	\$ 11,486,452

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

6. Pro-Demnity Insurance Company

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

	<u>2022</u>	<u>2021</u>
Investment in Pro-Demnity, beginning of year	<u>\$ 32,807,966</u>	<u>\$ 31,081,920</u>
Net income of Pro-Demnity for the year ended December 31	<u>4,041,127</u>	<u>1,813,372</u>
Other comprehensive (loss) income for the year ended December 31	<u>(3,456,400)</u>	<u>(87,326)</u>
Comprehensive income	<u>584,727</u>	<u>1,726,046</u>
Investment in Pro-Demnity, end of year	<u>\$ 33,392,693</u>	<u>\$ 32,807,966</u>

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

	<u>2022</u>	<u>2021</u>
Financial position		
Total assets	<u>\$ 157,233,395</u>	<u>\$ 147,327,899</u>
Total liabilities	<u>\$ 118,834,200</u>	<u>\$ 109,513,433</u>
Shareholder's equity	<u>38,399,195</u>	<u>37,814,466</u>
	<u>\$ 157,233,395</u>	<u>\$ 147,327,899</u>
Results of operations		
Net premiums earned and service charges	<u>\$ 23,779,598</u>	<u>\$ 21,666,723</u>
Net claims and claim adjustment expenses incurred	<u>12,893,813</u>	<u>16,783,639</u>
Underwriting income before expenses and premium tax	<u>10,885,785</u>	<u>4,883,084</u>
Operating expenses and premium tax	<u>7,500,158</u>	<u>5,242,041</u>
Net underwriting income (loss)	<u>3,385,627</u>	<u>(358,957)</u>
Net investment income	<u>1,277,072</u>	<u>2,619,910</u>
Other Income	<u>829,976</u>	<u>4,856</u>
Income before income taxes	<u>5,492,675</u>	<u>2,265,809</u>
Income taxes	<u>1,451,548</u>	<u>452,437</u>
Net income for the year	<u>4,041,127</u>	<u>1,813,372</u>
Other comprehensive (loss) income for the year	<u>(3,456,400)</u>	<u>(87,326)</u>
Comprehensive income for the year	<u>\$ 584,727</u>	<u>\$ 1,726,046</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

6. Pro-Demnity Insurance Company (continued)

	<u>2022</u>	<u>2021</u>
Cash flows		
Cash flows from operating activities	\$ 10,916,211	\$ 8,637,132
Cash flows from investing activities	(4,804,063)	(5,298,263)
Cash flows from financing activities	<u>(103,158)</u>	<u>(78,163)</u>
Net increase in cash	<u>\$ 6,008,990</u>	<u>\$ 3,260,706</u>

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

	<u>2022</u>	<u>2021</u>
PCS transfer	\$ -	\$ 2,783

All transactions are recorded at their exchange amount.

7. Examination for Architects in Canada (ExAC)

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

The amounts included in the financial statements are as follows:

	<u>2022</u>	<u>2021</u>
Accounts receivable (jurisdiction exam fees to be received in 2023)	<u>\$ 252,482</u>	<u>\$ 272,711</u>
Accounts payable (represents the CExAC Maintenance Fund Account balance to cover 2023 expenses and approved reserve)	<u>\$ 666,789</u>	<u>\$ 911,487</u>
Association's portion of jurisdictional exam fees (included in ExAC fees revenue for February and November 2022 exams)	<u>\$ 333,811</u>	<u>\$ 69,522</u>
Association's portion of jurisdictional exam fees (included in deferred revenue due to deferral of exam in 2021 to 2022)	<u>\$ -</u>	<u>\$ 63,066</u>
Association's ExAC exam administration (included in Schedule of Expense - direct program expense for February and November 2022 exams)	<u>\$ 201,156</u>	<u>\$ 14,595</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

8. Ontario Association for Applied Architectural Sciences

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

The program recognizes three categories of building designers: Associate OAAAS, Technologist OAAAS, and Licensed Technologist OAA.

On June 30, 2022, OAAAS was dissolved and administration of the OAA Technology Program was integrated into the operation of the OAA. The nominal cash balance remaining prior to dissolution was transferred to OAA on dissolution.

9. Deferred revenue

	<u>2022</u>	<u>2021</u>
Annual membership fees, sponsorships, and Continuing Education fees	\$ 830,780	\$ 647,791
ExAC exam fee revenue	<u>-</u>	<u>63,066</u>
	<u>\$ 830,780</u>	<u>\$ 710,857</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

10. Long-term debt

In June 2021, the Association entered in to a demand, non-revolving, five-year fixed interest rate term loan of \$4,555,000. The loan is secured by a first-priority fixed charge in the amount of \$4,555,000 over the real property at 111 Moatfield Drive, and a general security agreement.

	<u>2022</u>	<u>2021</u>
Demand, non-revolving loan, bearing a five year fixed rate interest at 2.19% per annum, payable in monthly instalments of \$16,152 plus interest, due July 2026.	\$ 4,296,560	\$ 4,490,390
Less current portion	<u>(193,830)</u>	<u>(193,830)</u>
Callable portion	<u>\$ 4,102,730</u>	<u>\$ 4,296,560</u>

The loan is repayable on demand from the lender and therefore must be classified as a current liability. Management does not believe that the demand features of the callable debt will be exercised in the current period. Assuming payment of the callable debt is not demanded, regular principal payments required on all long-term debt are due as follows:

2023	\$ 193,830
2024	193,830
2025	193,830
2026 and thereafter	<u>3,715,070</u>
	<u>\$ 4,296,560</u>

During the year, interest paid on the loan was \$96,042 (2021- \$31,860).

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

11. Building initiative

Included in Council, committees, task groups (Schedule of Expenses) are costs of \$222,000 (2021 - \$Nil) incurred for final costs related to the building initiative. Of this amount, a \$117,000 was related to a reallocation of previously capitalized costs to expenses. Total building renovation costs capitalized was reduced by the \$117,000. All costs capitalized to date on the project have been funded by the major capital reserve fund.

Total cumulative costs are as follows:

	<u>2022</u>	<u>2021</u>
Building renovation costs expensed	\$ 721,579	\$ 499,579
Building renovation costs capitalized	<u>9,191,302</u>	<u>9,308,302</u>
	<u>\$ 9,912,881</u>	<u>\$ 9,807,881</u>

12. Employee future benefits

The Association provides a defined contribution pension plan for voluntary participants. Total employer contributions were \$104,525 (2021 - \$92,262). There are no further funding requirements.

13. Trust funds

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

	<u>2022</u>	<u>2021</u>
Architectural Guild Prize Fund	\$ 2,810	\$ 3,710
Ontario Association of Architects		
Trust Fund Scholarships	16,144	16,061
Plachta Fund	<u>107,474</u>	<u>112,665</u>
	<u>\$ 126,428</u>	<u>\$ 132,436</u>

Income from grants and interest of \$53,062 (2021 - \$37,013) were recognized during the year. Prizes and medals of \$59,070 (2021 - \$24,520) were paid during the year.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2022

14. Financial instruments

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

Credit risk

Credit risk is the risk of financial loss occurring as a result of a counterparty to a financial instrument failing to discharge an obligation or commitment that it has entered into with an organization. The Association's main credit risk relates to its accounts receivable and its receivable from CExAC. The Association provides for its exposure to credit risk by dealing with counterparties it believes to be credit worthy, and by creating an allowance for doubtful accounts when appropriate. As at November 30, 2022, the allowance for doubtful accounts is \$Nil (2021 - \$Nil).

Interest risk

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

Market risk

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

Currency risk

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

Liquidity risk

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

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

Ontario Association of Architects

Schedule of Expenses

Year ended November 30

2022

2021

Salaries and related benefits	\$ 3,391,864	\$ 3,246,622
Direct program		
Conference	932,732	140,871
Council, committees, task groups	786,709	467,969
Communications/public information	183,216	203,752
Media relations program	1,920	27,962
Society funding and other contributions	237,940	141,513
Liaison with Government and other	67,134	85,051
Continuing education	104,816	90,107
Examination for Architects in Canada (Note 7)	201,156	14,595
Admission course	15,542	8,435
Member and practice surveys	4,821	31,548
Uncollectible accounts	28	142
Sale of publications and other	28,836	21,493
Practice consultation service	-	6,033
	<u>2,564,850</u>	<u>1,239,471</u>
Building, office services and operating		
Building		
Interest and fees on long-term debt	98,239	362,425
Other building expenses	170,210	162,208
Amortization of property and equipment		
Computer equipment	192,476	165,699
Building additions	110,490	181,675
Building	273,248	273,248
Website and database costs	68,321	67,667
Furniture and equipment	49,952	54,160
OAAAS (Note 8)	119,593	53,130
Printing and office supplies	56,060	80,045
Computer	107,421	72,594
Insurance	45,461	44,128
Telephone, internet access/hosting	52,076	50,837
Postage	25,015	18,810
Professional fees	30,616	40,525
Fees processing charges	15,458	15,195
	<u>1,414,636</u>	<u>1,642,346</u>
Legal fees		
Prosecutions and injunctions	81,458	74,210
Discipline hearings and appeals	54,600	132,341
General	114,602	125,110
	<u>250,660</u>	<u>331,661</u>
	<u>\$ 7,622,010</u>	<u>\$ 6,460,100</u>

See accompanying notes to the financial statements.

Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	Ida Badre
J. William Birdsell	Kimberly Fawcett-Smith
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Susan Speigel
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 4.4

From: Kristi Doyle, Executive Director

Date: February 16, 2023

Subject: OAA Representation on the Canadian National Exhibition Association (CNEA)

Objective: To consider withdrawal of OAA membership in the CNEA in keeping with the OAA's governance review and commitment to focus on its regulatory mandate.

The CNEA is responsible for the planning and presentation of the annual Canadian National Exhibition at Exhibition Place in Toronto, Ontario. Founded in 1879, the CNE is an 18-day fair that takes place in late summer leading up to, and including, Labour Day.

The OAA's membership on the CNEA pre-dates the *Architects Act, 1984*. Every three years or so, the OAA would appoint an individual to serve as its membership representative. The position is advertised to the members-at-large and Council would consider the applications and appoint a representative for a three-year term. Member interest in this has been low, and reporting back to the OAA sparse.

As additional information, under the *CNEA Act*, the membership of the CNEA is divided into four sections as follows:

1. *The Municipal Section, not to exceed 27 members.*
2. *The Manufacturers and Industry Section, not to exceed 44 members.*
3. *The Agriculture Section, not to exceed 44 members.*
4. *The General and Liberal Arts Section, not to exceed 44 members.*

The OAA's involvement has fallen under the General and Liberal Arts Section which consists of:

(a) representatives, named and appointed annually, from and by such liberal arts and other associations and societies, and in such numbers for each, as may be specified from time to time in the by-laws of the Board; and

(b) not more than five persons appointed annually by the Board from the community at large.

Currently, member David Wang is serving as the OAA representative with his term to end this May which would coincide with CNEA's AGM.

In keeping with outcomes from the Operational Review as well as the Strategic Planning and Governance Review exercise the question has been raised as to whether the OAA's membership in the CNEA is congruent with our mandate as a regulator.

Membership with the CNEA was discussed with Executive Committee at its February 13 meeting and there was consensus that the OAA withdraw its membership given the OAA's primary mandate as a regulator. It is suggested however that perhaps the Toronto Society of Architects may be a better fit in terms of representation and membership in the CNEA. I will be reaching out to them to discuss this opportunity.

Action: **Council is asked to consider the following motion:**
It was moved by xx and seconded by xx that the OAA
withdraw its membership status from the Canadian National
Exhibition Association effective at their next Annual General
Meeting in May, 2023.

Attachments: None

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Gaganjot (Gagan) Singh
William (Ted) Wilson
Marek Zawadzki

Farida Abu-Bakare
Ida Badre
Kimberly Fawcett-Smith
Jennifer King
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
Susan Speigel
Thomas Yeung

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 4.5

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

Date: February 17, 2023

Subject: Updated Terms of Reference and 2023 Annual Work Plan

Objective: Council review and approval of updated Terms of Reference and Annual Work Plan arising from the February Strategic Retreat

Background

During the February 3, 2023 strategic retreat, Council reviewed and updated the Terms of Reference for the Interns Committee. Attached is the final draft for review and approval. Additionally, Council reviewed and drafted the annual 2023 Work Plan for the Interns Committee. The action items of the work plan align with and arise out of the updated terms of reference as well as consideration of the 2022 Interns Research Report.

Action: Council is asked to consider the following motion:
It was moved by _____ and seconded by _____ that Council approve the updated Interns Committee Terms of Reference and 2023 Work Plan.

Attachments: Interns Committee Terms of Reference
Interns Committee 2023 Work Plan

Terms of Reference

The Interns Committee

Approved: June 16, 2016

Review Date: February 3, 2023

Purpose and Authority (Mandate)

This Committee is a Discretionary Committee of the Ontario Association of Architects and thus has no sunset date.

The Interns Committee shall advise Council and OAA staff on internship related matters, and provide thoughtful and responsible consideration of path to licensure matters, consistent with the *Architects Act*, and provide input into how this information is disseminated or communicated.

The Committee Chair and membership are appointed by OAA Council and are accountable to Council. The Committee will operate in accordance with the *Architects Act*, the regulations and by-laws under the Act, and in accordance with the policies and budgetary parameters of the Association as established by Council.

The Committee may make recommendations to Council for consideration and approval, but may not make actions, resolutions or binding commitments without Council approval. The Committee is not authorized to make expenditures or to direct the Staff of the organization, unless delegated such authority through these Council-approved Terms of Reference or by Council resolution.

Responsibilities

The Committee shall organize its work in accordance with its mandate and the OAA's strategic priorities, and shall give priority to specific requests from Council. Should the Committee require additional resources such as external consultants, or wish to alter the Committee composition in order to fulfill its mandate, such requests shall be submitted to Council for approval. The Committee will function as a unit, however individual or groups of committee members may work on specific tasks. That work will be shared with the Committee as a whole for consideration. Consensus in principle is required by the Committee when advancing an item to Council for consideration and/or approval.

The Committee shall operate within the financial and staff resources provided to it by Council.

The Committee shall:

- Recommend content for continuous, inclusive communication between students, interns, architects, the schools of architecture and the OAA;
- Consider and make recommendations regarding internship issues concerning interns and students;
- Consider and recommend ways to encourage best practices for supervisors;
- Review existing resources and recommend ways to improve or update OAA path to licensure resources.

Composition and Term Limits

The Committee is comprised of the following:

- 2 members of Council which will include the Intern Architect on Council;
- 5 Members at large – OAA members who have demonstrated a specific interest in the education and /or mentorship process;
- 5 Interns ;
- 2 Students;
- 5 Representatives of the Ontario Schools of Architecture.

The Committee will be chaired by an OAA Council member as appointed by Council.

Vacancies on the Committee will be advertised to the membership via OAA News and other appropriate outlets. Attempts will be made to ensure a good cross-section of OAA members are engaged as Advisors based on several factors, including experience, practice size, client segment served, and geographic location, as well as ensuring inclusion of diverse, underrepresented voices in the spirit of an equitable profession reflective of Ontario.

Committee members are appointed by Council based on the recommendation of the Committee Chair for a term of up to three years, with the exception of the Intern Architect on Council and Student Associates who serve a one (1) year term. An individual may be appointed for a maximum of two (2) consecutive terms.

Other Duties and Responsibilities

Roles & Responsibilities of Committee Chairs and Committee Members

The Chair and individual committee members will conduct themselves in accordance with the OAA's Policy re: *Roles and Responsibilities of Committee Chairs and Committee Members*. The OAA's Policy re. *Respectful Work Policy for Members of Council* extends to all Committee volunteers.

Work Plan

The committee will review and approve its goals and work plan for the year's activities at its first meeting of the year. The work plan will be provided at the following Council meeting for Council's acceptance.

Reporting

The Committee will report to the Council, in writing through the Committee Chair, at each meeting of the Council. This report will include any recommendation(s) to Council for action on a specific matter. Recommendations will be accompanied by a work plan for the project.

Review

The Committee will review its mandate and Terms of Reference every two years with a view to refreshing and reconfirming its focus and that its mandate continues to align with the OAA's Vision and Mandate and current strategic plan. The Committee shall advance any proposed modifications of its Terms of Reference to OAA Council for approval.

Evaluation

The committee will review its performance and provide a written report on the accomplishment of its goals and work plan for the last Council meeting of the calendar year.



Meetings

The Committee will meet approximately 6 times per year. Meetings will be held in accordance with the OAA's Policy re. *Return to Office and Hybrid Work Options* and within core office hours. The work of the Committee can also be conducted in a spontaneous manner between formal meetings via email, telephone, Zoom, or other means.

Agendas are set by the Chair of the Committee in consultation with Staff and in accordance with the OAA's policy re. *Preparation of Meeting Agendas and Notes*. The committee may invite guests to its meetings as agreed by the Committee.

Quorum shall be a majority of the Committee voting members.

If a member is not able to participate in a meeting, the member should speak with the Chair in advance to provide their perspective. The member may also submit written comments and/or documentation to the Chair through staff in advance of the meeting. The member is accountable for reviewing agendas and documentation for meetings they have missed, and is as accountable for decisions made in those meetings as if they were present.

Committee members who miss three consecutive meetings, without just cause, will be asked to step down from the Committee.

Staff Coordination and Support

OAA staff support to the Committee is provided by:

- Administrator Internship in Architecture Program;
- The Registrar.

Staff will be accountable for scheduling committee meetings, supporting the committee's development of its annual calendar and work plan, and ensuring the committees' reporting to Council, including meeting summary and supporting documentation, are completed on a timely basis.

Staff shall not be assigned work by the Committee or its Chair that is not documented in the Committee's annual work plan or is out of scope with its terms of reference.





Committee Work Plan Worksheet

Annual Committee Work Plan for 2023

Committee: Interns Committee

Committee Responsibility from Terms of Reference	2023 Action required	To be completed by (date):
Update Committee ToRs for approval by Council	Edits from Planning Session to March Council	March 2, 2023
Support Ongoing Communication	Continue public outreach; specifically Meet the OAA Event and TSA sessions.	Completed by December 2023 Meet the OAA Event October 2023
Identify Challenges of the IAP	Review Interns Research Report for IAP challenges Committee to bring forward any new concerns of IAP	Continuous
Supervisor Accountability and Education	Identify and define problem – through survey Review Resources and Communication to Supervising Architects/Professionals Survey resources of other Canadian jurisdictions Identify opportunities to educate, what are the tools to develop accountability/training	Completed by December 2023 or sooner
Audit OAA Internship Resources	Review website available resources for internship; identify deficiencies, challenges, etc.	Completed by December 2023 or sooner

Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	Ida Badre
J. William Birdsell	Kimberly Fawcett-Smith
Christina Karney	Jennifer King
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Gaganjot (Gagan) Singh	Susan Speigel
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 4.6

From: Kristi Doyle, Executive Director

Date: February 17, 2023

Subject: Roundtable Discussion with Firms re. Equity, Diversity & Inclusion (EDI) Best Practices Update

Objective: To approve the work plan for the forthcoming Roundtable Discussion with Firms re. Equity, Diversity & Inclusion (EDI) Best Practices

Recall that in fall 2021, Council approved 40 Recommendations presented by the now-sunset OAA Equity, Diversity, and Inclusion and Truth and Reconciliation Working Group. These 40 items were based on recommendations from the Truth & Reconciliation Working Group's final report as well as from the OAA Roundtables summary report, prepared by NSB Consulting.

As a reminder, the full list of recommendations, as well as the corresponding progress on each, is continually updated on the [OAA Website](#).

To that end, this memorandum addresses the progress on **Recommendation #28**: *Acknowledging the beneficial resource that the initial Equity, Diversity and Inclusion roundtable had with respect to informing specific actions and next steps for OAA, the WG recommends that Council consider developing another roundtable discussion next year encouraging firms to participate in a roundtable discussion on Equity, Diversity and Inclusion at firms/practices.*

This item was noted as an activity underway for 2023 at the council planning session. This is an activity directly related to the OAA's commitment to the lens of EDI under the 5-Year Strategic Plan. In keeping with the 5-Year Strategic Plan

procedures, a workplan was developed for this project. Attached is the proposed project workplan presented to Council for approval.

Council is asked to approve the proposed workplan, with an upset budget limit of \$3,000 which would be for the engagement of a facilitator.

Given the multitude of current project activities and initiatives that are already underway at the OAA in spring and summer 2023, the suggested date for hosting the roundtable is fall 2023.

Action: Council is asked to consider the following motion:

It was moved ... and seconded ... that Council approve the proposed workplan for the OAA Roundtable Discussion with Firms re. Equity, Diversity & Inclusion (EDI) Best Practices planned for fall 2023, with a budget of up to \$3000, and the cost of the proposed roundtable be drawn from the policy contingency budget.

Attachments: Workplan: Roundtable Discussion with Firms re. Equity, Diversity & Inclusion (EDI) Best Practices

Equity, Diversity, and Inclusion Roundtable: Firms/Practices

Project Work Plan

Approved by Council: **March 2, 2023**

Approved Budget: \$3,000

Mandate / Objective (as approved by Council)	<p><i>"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;</i></p> <p><i>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,</i></p> <p><i>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.</i></p> <p><i>-- CARRIED [September 23, 2021]"</i></p>
Terms of Reference (Key Duty)	<p>Recommendation #28 from the EDI Truth & Reconciliation Working Group: <i>"Acknowledging the beneficial resource that the initial Equity, Diversity and Inclusion roundtable had with respect to informing specific actions and next steps for OAA, the WG recommends that Council consider developing another roundtable discussion next year encouraging firms to participate in a roundtable discussion on Equity, Diversity and Inclusion at firms/practices."</i></p> <p>To foster a discussion amongst architectural practice regarding EDI initiatives within their firms</p> <p>To provide an opportunity to share best practices among those firms, and members/practices at large</p> <p>To facilitate a call to action and 'friendly challenge' to firms to adopt EDI initiatives within their firms.</p>
OAA Strategic Priority Alignment	<ol style="list-style-type: none">1. Identify alignment with one of the four OAA Strategic Goals (Regulatory Leadership, Governance and Operations, Member Competency and/or Public Education) Regulatory Leadership2. Identify alignment with supplemental Strategic Priorities associated with Goal. Governance & Operations; Public Education

Climate Action	1. Identify alignment with the OAA's Strategic Plan theme of Climate Action. <i>Hosting a roundtable virtually will lessen the carbon footprint impact of meeting in-person.</i>		
Equity, Diversity and Inclusion Awareness	1. Identify alignment with the OAA's Strategic Plan theme of Equity, Diversity and Inclusion. <i>This firms/practices EDI roundtable is a direct recommendation (#28) from the 40 Recommendations approved by Council in 2021. This is directly related to the Theme of EDI under the OAA Strategic Plan.</i> 2. Have the tasks, activities and recommendations been reviewed to align with equity, diversity and inclusion? <i>This roundtable discussion is to learn about the EDI efforts, programs, and best practices that may exist within Ontario Architecture firms/practices and facilitate communication of those activities and efforts.</i>		
Tasks, Outcomes and Success Measures:	Task/Activities	Outcomes/Success Measures	Due Date
	Develop specific objectives and agenda for the session	Objectives are clear and measureable.	April 27, 2023
	Engage a Facilitator who is trained specifically in EDI to ensure a well-organized session with positive outcomes	Facilitator is on board and session results in positive outcomes and participants feel session was useful	Facilitator identified and onboard by June 2023
	Confirm a date	Session is scheduled in September 2023	Date identified by June 1, 2023
	Issue Invitations to firms to participate in the Roundtable	Good attendance by a cross section of firms	Invitations issued in June/July
	Roundtable Report is produced that facilitates communication of EDI initiatives	Awareness and learning amongst members re. EDI is achieved. Firms aspire to do better	Fall 2023
Budget	It is envisioned that \$3000 will be required to hire a facilitator of this EDI Roundtable discussion.		
Resources	Staff to take the lead on organization of event. OAA's Zoom will provide the virtual platform for the meeting. OAA Communications/staff to lead the creation of event invitation that adheres to OAA brand and communication standards, as well as provide an update via OAA News about possible results of the roundtable discussion. Dissemination of results to be considered by Council after the Roundtable.		
Inter-committee or group collaboration	Communications staff, Coordinator Special Projects, Executive Director. Council to be represented by one or two Councillors.		
Stakeholders	Practices, employed architects and other staff employed by architectural practices.		
Ongoing Maintenance & Evaluation	Currently, this EDI Roundtable is designed as a one-time discussion. Outcome and recommendations for further action would be subject to Council approval.		

Memorandum

To: Council

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Loloa Alkasawat
J. William Birdsell
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Susan Speigel
Thomas Yeung

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 4.7

From: Kristi Doyle, Executive Director

Date: February 14, 2023

Subject: Council Policy – Duties of members of the OAA Council

Objective: To formally approve the draft Council policy *Duties of Members of the OAA Council*.

At Council's annual planning session of February 2-3, 2023, the attached draft policy was presented and discussed in the context of the segment of the session that was focussed on good governance. The Policy had been drafted by the Governance & HR Committee with the assistance of the OAA's strategic planning and governance consultant. .

In keeping with the principles of good governance the policy clarifies the responsibilities of Councillors and Council as a whole. Adoption of this policy falls under one of the main Strategic Priorities of Governance and Operations.

A formal motion to approve this policy is requested.

Action: Council is asked to consider the following motion:
It was moved by xx and seconded by xx that the Council policy "Duties of Members of the OAA Council" be approved as circulated.

Attachments: Council policy – Duties of Members of the OAA Council



Council Policy

Policy Name Duties of members of the OAA Council

Approved by Council:

Overview

Each member of the Council shall comply with the provisions of the Act, the regulations and the by-laws and shall exercise the powers and discharge the duties of their office honestly and in good faith and shall exercise the same degree of care, diligence and skill that a reasonable and prudent person would exercise in comparable circumstances in furtherance of the objects of the Association, in order that the public interest may be served and protected.

Excerpt OAA Bylaws – Section 7

The OAA Council acts collectively and exercises its powers and responsibilities as a group. No individual Councillor has the power to act on their own.

Each member of the Council shall:

- (a) familiarize themselves with the Act, the regulations and the by-laws and with such other records and documents as may be necessary as background knowledge for the purpose of performing the duties of their office;
- (b) understand the difference between governing and managing, and not encroach on Management's area of responsibility;
- (c) declare conflict(s) of interest – real or perceived – and demonstrate an understanding and sensitivity to conflict of interest issues: specifically, disclose any interest they may have, other than as a member of the Council, in any matter coming before the Council, a committee or task force and thereafter withdraw from its meeting and not vote nor be counted in the quorum in respect of such matter;
- (d) respect confidentiality: specifically, ensure that confidential matters coming to their attention as a member of the Council are not disclosed by them except as required for the performance of their duties or as may be directed by the Council and preserve secrecy with respect to all matters that come to their knowledge in the course of their duties in accordance with the Act;
- (e) attend every meeting of the Council and take part in the discussions and decisions taken at its meetings unless unavoidably detained by illness, urgent prior commitment or other emergency;
- (f) serve on the committees which the Council may appoint under the provisions of the Act;
- (g) be present at and participate in the annual or other general meetings of the members of the Association;
- (h) provide liaison personally or as an alternate to at least one committee or task force; attend meetings of the designated committee unless unavoidably detained by illness, urgent prior commitment or other emergency;
- (i) provide guidance to such committee or task force and its Chair whenever necessary and, if requested, prepare a written report for the next meeting of the Council as to the activities, concerns and intentions of the committee or task force;
- (j) take an active role in the affairs of the societies in the electoral district within which they

have an address of record, including appearances at society meetings as a representative of the Council;

- (k) perform such duties as may be requested by the Council with respect to liaison with other organizations and to act as a representative on joint committees and task forces and at other functions in the electoral district within which they have an address of record;
- (l) devote whatever time is reasonably necessary to properly perform their duties as a member of the Council;
- (m) perform such other duties as from time to time may be agreed upon between them and the Council.

DRAFT

Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	Ida Badre
J. William Birdsell	Kimberly Fawcett-Smith
Christina Karney	Jennifer King
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Marek Zawadzki	

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 4.8

From: Kristi Doyle, Executive Director

Date: February 22, 2023

Subject: Council Policy Amendments – *Reimbursement for Councillors, Committee Members, and Volunteers*

Objective: For Council to consider approval of amendments to the Council policy *Reimbursement for Councillors, Committee Members, and Volunteers*

The OAA Council policy *Reimbursement for Councillors, Committee Members, etc.* was established in 2011 and has been updated several times since then to reflect the changing scenarios around reimbursement for OAA/Council-related activities. Amendment to the policy title is being suggested to be clear that this also includes volunteers in terms of the reimbursement rates.

The Audit and Finance Committee has reviewed the current policy (attached) and redlined are the Committee's recommended changes within the document.

As a result of changes in conditions around access to internet and its widespread use of unlimited coverage, it is being recommended that the annual reimbursement of \$300 for internet coverage for the President be replaced by an allowance of \$300 to put towards internet costs or data overage that may be accessed at any time during the presidency.

The Committee is also recommending that section regarding the costs associated with hosting an event in a President hospitality suite be removed. This has become an outdated practice with a shift to a more inclusive 'party' at conference, and noting liability concerns of hosting a private party.

Final minor housekeeping changes include submitting of expenses to the Executive Assistant, Executive Services and clarification that the \$100/day meals & incidentals allowance is inclusive of tax and gratuities.

Action: Council is asked to approve the following motion:

It was moved by Wilson and seconded by Singh that amendments to the Council policy Reimbursement for Councillors, Committee Members, and Volunteers be approved as amended and presented to Council on March 2, 2023.

Attachments: Council policy – *Reimbursement for Councillors, Committee Members, etc. - redlined*

Council Policy

Policy Name	Reimbursement for Councillors, Committee Members, and Volunteers etc.
Issue Date	January 1, 2011
Revision Dates	September 30, 2013 May 6, 2015 August 29, 2016 September 20, 2018 March 2, 2023

I. REIMBURSABLE EXPENSES FOR COUNCILLORS

(including Honoraria for President, Senior Vice President and Treasurer, and Vice Presidents)

ALL COUNCILLORS

1. Councillors are not compensated for their activities related to participation on Council unless specifically stated in this policy.
2. Councillors will be reimbursed in accordance with the rates set out in this policy for substantiated expenses incurred:
 - 1.1. related to participation on and in meetings of the Council;
 - 1.2. where elected to Executive Committee, related to participation in meetings of that Committee;
 - 1.3. related to participation in committees to which they are appointed by the Council;
 - 1.4. related to participation in meetings of the Society(ies) to which they are appointed liaison by the Council;
 - 1.5. when representing the OAA at outside activities at the request of the Council; or in substitution of the President;
 - 1.6. when participating in the OAA AGM and Conference; and
 - 1.7. where expenses are incurred with the prior approval of the Council.
3. Registration fee (only) for OAA functions and events not otherwise addressed by this policy will be waived for Councillors. No other expenses are reimbursed.
4. Registration fee (only) for functions and events held jointly with other organizations will be waived for Councillors provided that the OAA is a major sponsor-proponent of the function or event. No other expenses are reimbursed.
5. Councillors will be reimbursed in accordance with the rates set out in this policy for substantiated expenses in relation to their attendance the OAA AGM and Conference, including hotel accommodation, breakfast, travel, and the full registration package and/or tours. In addition, Councillors will be reimbursed for expenses relative to a guest of their choice (no restrictions) as follows:

- Economy travel to and from the Conference location (travel by train may be arranged at the first class rate, also known as Business Class [not Business Plus]); and
- Registration for all social events and tours (this does not include those programs contained in the roster of Continuing Education sessions).
- Any additional hotel accommodation that may be required is at the personal expense of that individual or the Councillor.

6. In accordance with the motion passed by Council at the December 5, 2014 meeting, each member of Council will be reimbursed in an amount of up to \$1,000 (inclusive of taxes) for the purpose of obtaining a tablet computer of their choice, or upgrading their existing computer technology for the purpose of conducting OAA business and fulfilling the necessary roles and responsibilities of a Council member. This applies to both elected members and LGIC appointees.

This reimbursement will be made available at the start of each Councillor's three-year term and the tablet or upgrade should be purchased within the first year of election or appointment.

If a member of Council is re-elected for a second consecutive three-year term, the above policy will not apply. If however the member of Council is re-elected to a third consecutive three-year term, the member can avail themselves of the policy again.

If in the event a member is elected or appointed for a period of less than three years, for the purpose of this policy, it will be assumed that they have a three-year term and the above conditions will apply (i.e. in the second consecutive term, they will not be permitted to avail themselves of the policy). Notwithstanding the above, the reimbursement will only be available once in a six-year period.

This allocation will not apply to the President in the event they are elected as President in the first year of a three-year term as the President currently has an allocation for a computer during their year in office.

Members of Council will be advised of this policy at the start of their three-year term. Individual members of Council will be responsible for purchasing their own tablet and/or computer upgrade and submitting the necessary receipts to the Executive Assistant, Executive Services Director for reimbursement using the standard OAA expense form.

The follow items will be considered suitable for reimbursement under this policy:

- Tablet/laptop computer of choice;
- Upgrade of existing software being used by Council member;
- Cord, adapter, and/or battery necessary for the hardware that was purchased; and
- Protective case for the hardware purchased.

Items not listed will be reviewed in consultation with the Senior Vice President & Treasurer.

PRESIDENT

In addition to items under "All Councillors:"

1. The President to be paid an Honorarium adjusted by annual inflation factor for their duties as President, plus reimbursement of substantiated expenses and expenses for President and a guest to attend the RAIC Festival or other events approved by the Executive Committee.
2. An amount for "President Expenses" is included in the OAA budget to address miscellaneous expenses incurred



in the discharge of their responsibilities as President where such expenses are not otherwise addressed in the budget.

3. The President may purchase a laptop computer or tablet, up to \$2,000, and may also claim an allowance of \$300 per year related to internet access and/or to cover cellular data overages, due to use of cellular phone hotspots for secure internet access in public locations, obtain Internet services at a cost of up to \$300. This is in addition to the amount included under President's expenses above.
4. Where available, OAA staff will arrange a hospitality suite for the President (and spouse/companion) when attending the OAA AGM and Conference. Related entertainment and hospitality expenses are charged against "President Expenses."
5. The President will be provided with an OAA credit card for use during their term of office. The President will be responsible for using the card only for its intended purpose and obtaining transactional evidence to support all charges.
6. The President will be responsible for submitting receipts to the Executive Assistant, Executive Services on a monthly basis to facilitate payment and avoid late payment charges.
7. The President will return the card to the Manager Finance upon completion of their term.

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VICE PRESIDENTS (including SENIOR VICE PRESIDENT AND TREASURER)

In addition to items under "Councillors:"

1. Vice Presidents are paid an honorarium adjusted by annual inflation factor in respect of fulfilling their additional responsibilities in serving on Executive Committee as set out in Section 45 (c) of the OAA By-laws, Revised 2022.
2. With the prior approval of the Council, Vice Presidents will be reimbursed in accordance with the rates set out in this policy for substantiated expenses related to their attendance at the RAIC Festival, or other events.
3. With the prior approval of the Council, Vice Presidents will be reimbursed in accordance with the rates set out in this policy for substantiated expenses in addition to their own expenses related to hotel accommodation, breakfast, and travel for guests attending the RAIC Festival or other events.

II. REIMBURSABLE EXPENSES FOR MEMBERS OF STATUTORY, STANDING AND DISCRETIONARY COMMITTEES, AND TASK GROUPS

1. Members of Statutory, Standing, and Discretionary Committees, and Task Groups are not compensated for their activities related to participation on these groups.
 - 1.1. Members of Statutory, Standing, and Discretionary Committees, and Task Groups will be reimbursed in accordance with the rates set out in this policy for substantiated expenses related to participation on the groups (see Appendix A).
 - 1.2. Expenses related to attendance at meetings of Statutory, Standing, and Discretionary Committees, and Task Groups will only be reimbursed where a formal meeting notice is issued through the OAA (who will monitor available budget allocation).



III. REIMBURSABLE EXPENSES FOR REPRESENTATIVES TO OTHER ORGANIZATIONS, etc.

Except with the prior approval of the Council, OAA representatives to other organizations, etc are not compensated for their activities, and expenses will not be reimbursed.

APPENDIX A

RATES

Reimbursement is only made for expenses substantiated with appropriate receipts.

1. ACCOMMODATION

- 1.1. OAA staff may make accommodation arrangements where cost of accommodation is to be reimbursed by the OAA under this policy, and will arrange for cost of accommodation (only) and taxes to be invoiced to the OAA. *(If arrangements for direct invoicing to the OAA are not possible, staff will advise of the accommodation cost which will be reimbursed)*

2. MEALS AND INCIDENTAL EXPENSES

- 2.1. Expenses for meals and incidentals (*expenses which are not specifically listed in this policy*) will be reimbursed to a daily maximum of \$100 (including gratuities and taxes).
- 2.2. This maximum includes all applicable taxes and gratuities.

3. TRAVEL

- 3.1. Use of personal vehicles is reimbursed at the same rate as the Federal Government Auto Rate, updated annually.
- 3.2. Reimbursement for air or bus fares is at economy fare. Arrangements are made by OAA staff on request. Travel by train may be arranged at the first class rate, also known as Business Class (not Business Plus).
- 3.3. Taxi and air limousine fares are reimbursed at cost (including gratuities).
- 3.4. Car rental will be reimbursed at cost where cost is equal to or less than cost of alternative transportation available under 1, 2, or 3.
- 3.5. Insurance coverage of \$500,000 is in place for Councillors (only) while travelling on Council business, and includes a weekly indemnity of \$300 in the event of dismemberment.

4. TELEPHONE

- 4.1. Long-distance telephone related to OAA business is reimbursed at cost.
- 4.2. Hotel charges for local calls are reimbursed at cost.



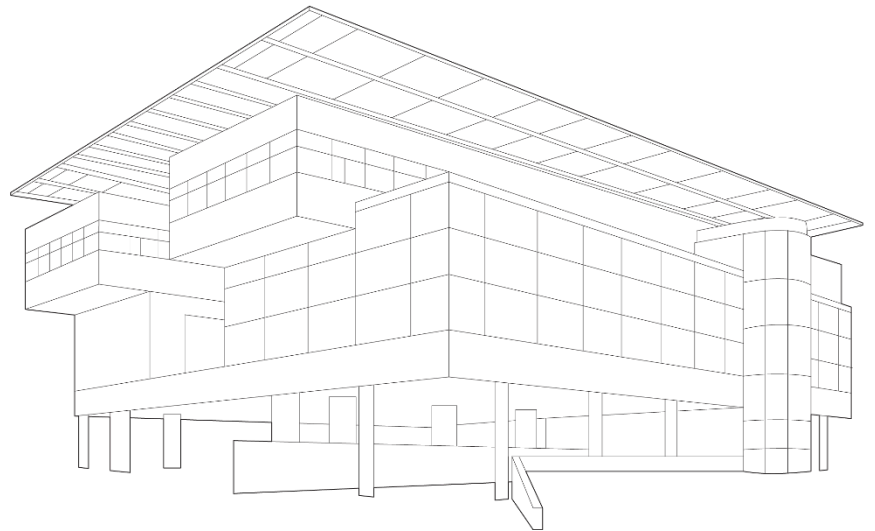
President's Log

Date	Event/Meeting	Location	Attendees	Time
January 23	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	11-11:30 a.m.
January 27	Orientation Meeting	Virtual meeting	w/K.Doyle, T.Carfa	9:30-11:00 a.m.
February 2-3	Strategic Planning/Governance Workshop	Toronto	w/Council, K.Doyle, C.Mills, Team Leads, K.McLaughlin, L.Sexton	
February 10	Meeting w/Executive Director	Virtual meeting	w/K.Doyle	8-9:00 a.m.
February 13	Executive Committee	Virtual meeting	w/Executive Committee	3-4:00 p.m.
February 15	Meeting re. AATO	Virtual meeting	w/legal counsel	5-6:00 p.m.
February 16	OAA SHIFT Jury Day	Toronto	w/Jurors, staff	8:30 a.m. - 4:00 p.m.
February 17	Meet w/Executive Director	Virtual meeting	w/K.Doyle	8-9:00 a.m.
February 17	Finance & Audit Committee meeting	Virtual meeting	w/committee members	2-4:00 p.m.
February 23	Pro-Demnity Board Meeting	Toronto	w/Pro-Demnity Board	9:00 a.m. - 1:00 p.m.
February 24	Meet w/Executive Director	Virtual meeting	w/K.Doyle	8-9:00 a.m.
February 27	EABO Meeting	Virtual meeting	w/EABO members, K.Doyle	2-3:30 p.m.
March 1	Pre-Council meeting	Toronto	w/Council	7-9:00 p.m.
March 2	Council Meeting	Toronto	w/Council, staff	9:30 a.m. - 4:00 p.m.

Executive Director Report to Council

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 6.2

February 21, 2023



PRESENTED BY

Kristi Doyle
Executive Director



Ontario Association
of Architects

Things are moving along well since the beginning of the year and following the Council planning session which was held on February 2 and 3, 2023. The feedback from the session was very positive and the development of specific committee work plans was very helpful in advancing the Strategic Plan and responding to the changes resulting from the governance review.

The Executive Director's Report to Council provides an overview of key **operational matters and milestones as well as updates on progress towards achievement of the OAA's 5-year Strategic Plan**. Specifically this report focusses on items not covered elsewhere in the meeting agenda. Items within this report have been organized and linked in relation to the overarching lenses and strategic priorities of the 5-year plan through the use of the below noted symbols.



climate action, and



equity, diversity, and inclusion.



regulatory leadership,



governance and operations,



member competency, and



public education.

OAA Strategic Plan

OAA Council reconfirmed its commitment to the 5-Year Strategic Plan at the planning session on February 2 and 3, 2023. The staff team presented a summary of the OAA's core activities; achievements in 2022; and, what is underway/planned for 2023. These summary presentations were arranged in the context of the lenses and pillars of the Strategic Plan. With Council's acknowledgement and understanding of the above, the roadmap for activity and initiatives this year is clear. The PPT's are attached to this report for information and to provide a full update on the Strategic Plan for the March Council meeting.

The following are a few additional highlights of progress on the Strategic Plan since the January 21, Council meeting.

Operational Review

The attached PPT's also provide a snapshot of the achievements regarding the Operational Review as we are approaching the mid point of year two of the five-year implementation plan.



Also attached is the list of Operational Review recommendations that are of focus for implementation in Year 2.

Administration + Operations



The OAA welcomes Architect Stephen Taylor in the position of Practice Advisor on February 27. OAA's own Cynthia Mykytyshyn has moved into the role of Public Outreach Specialist.

The annual audit was successfully completed, culminating with the presentation of the audited financial statements to the Finance & Audit Committee on February 17. The Auditors reported an 'unqualified' audit and without issue. The statements will be considered by Council on March 2.

Bi-weekly meetings continue between myself and the team leads, as well as the monthly of the team leads as a whole. There has been continued focus on the operational and committee work plans for the year during those meetings. A full staff meeting continues to be held every Wednesday at 9:30 a.m. via Zoom.

The OAA's Annual Report is currently in design and will be ready for final review and posting to the Website by early April.

Public Outreach + Education



Along with OAA President Vilardi, we will participate in a meeting of Engineers, Architects, & Building Officials (EABO) on February 27.

Staff are actively working with the Executive Director of the Ontario Public Buyers Association (OPBA) to arrange a webinar for their members this spring that will focus on the OAA's new contract suite as well as procurement best practices.

Work on organizing the K-12 'Big Think' roundtable continues in partnership with the Toronto Society of Architects.

I will be attending a meeting of the Board of the Construction and Design Alliance Ontario (CDAO) on February 24. The next full Forum meeting will occur on March 1.

National Initiatives



The work of the national Task Group re. *the Review & Modernization of the Examination for Architects in Canada (EXAC)* continues. Interviews have been conducted for a Consultant to lead this project and, as a result, RMJ Assessment has been engaged. The kick off meeting with the Task Group and Consultant is taking place on February 24, 2023.



The RISE for Architecture – national steering committee work continues. A postcard has been created to announce the release of the research and



recommendations document for a national architecture policy and will be included in an upcoming edition of Canadian Architect. More information will be forthcoming to the members of the Regulatory Organizations of Canada (ROAC) shortly and ideas about their involvement moving forward. A meeting of the Task Group and others that worked on the original project will be held at the OAA on March 31.

ROAC's spring meeting will be held in Montreal on April 21. Attending will be OAA President Vilardi, SVP & Treasurer Wilson, Registrar Christie Mills and myself.

Relationship Building



A virtual check in with the Chairs of the Local Architectural Societies and Councillor Liaisons was held on February 9. A short presentation was made to assist with understanding the roles and responsibilities of the local societies, as well as the Council liaison, and staff. Discussion around the Strategic Plan also formed part of the meeting as well as confirmation that an in person meeting of the Society Chairs would be held in Sudbury in connection with the Annual conference in June.

Looking Ahead

The following events are coming up:



The next virtual check in with the Chairs of the Local Architectural Societies and Council is scheduled for April 13.



The Annual General Meeting of the members will be held virtually on May 3.



The OAA Conference 2023 Keynote Speaker virtual event will be hosted on April 18. Registration for the Conference 2023 in Sudbury this June will open immediately thereafter. As a reminder, the theme is *"Designing for Dignity"*.

Attach: *Power Point from Council Planning session February 2/3 2023*
Operational Review Recommendations Year 2 implementation

Agenda – Thursday February 2, 2023		
Attendees:	21 Council members; 8 Staff (Team leads)	
Today's Goals:	Update on our Themes: Climate Action and EDI Truth & Reconciliation	
Time	Topic	Presenter/facilitator
4:00 PM	Welcome & Introductions	Sett and Kristi
4:10	Review of today's session objectives	Kristi
4:15 – 5:30	Strategic Plan Theme - Climate Action Update:	Susan, Kristi
	<ul style="list-style-type: none"> 2022 in review and what is planned for 2023 Presentation by NRC re. OAA Building monitoring, performance analysis and reporting. Discussion 	NRC Representatives
5:30 – 6:00	Strategic Plan Theme – Equity, Diversity & Inclusion Update	Kathy A., Kristi
	<ul style="list-style-type: none"> 2022 in review and what is planned for 2023 Discussion 	
6:00	Dinner	

Welcome from the President

Land Acknowledgement

For generations, the place we call Ontario has been inhabited by Indigenous peoples and nations who have been stewards of the land.

The OAA Headquarters is located at 111 Moatfield Drive in Toronto.

The Association acknowledges the land on which its Headquarters are built and where its staff and members gather. For millennia, it has been the traditional territory of the Mississaugas of the Credit, as well as the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat.

The OAA honours the rich cultural and natural landscape our buildings and spaces are a part of and the connection to the land Indigenous peoples have valued since time immemorial.

The Association is grateful for Indigenous knowledge that guides us. It commits to building in harmony with the land and creating sustainable spaces for generations to come.


In the spirit of reconciliation, the OAA acknowledges its responsibility to address past and present injustices and provide space for Traditional Knowledge and worldviews to shape the architectural landscape of Turtle Island.




Climate Action

The climate change emergency's far-reaching effects have positioned it as one of the defining global challenges today.

The construction and operation of the built environment has substantial impact on greenhouse gas emissions, so having an educated, skilled architecture profession able to design the built environment, including dwellings and communities, that is resilient and sustainable is paramount for the public interest. The architecture profession is ideally suited to provide new, thoughtful solutions. As its regulator, the OAA maintains a focus in its programming and framework to ensure members have the education and resources needed to incorporate climate-stable design approaches in both new construction and renovation. It also partners with other industry stakeholders to strengthen code requirements and to raise public awareness about architecture's role in lowering environmental impacts.


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Climate Action

Accomplished in 2022...

- Expanded visibility for OAA Headquarters as a model of net-zero design
- Dedicated ConEd session and tours at Conference
- Doors Open: 500+ visitors; guided tours for nearly 100
- Private tours for local, provincial, and international experts and government representatives
- Screens program highlighting green design features
- Next phase of Bird-Friendly film October 2022
- OAA Hydro bills ranged between 35 and 60\$/mos.


 Ottawa Association of Architects
Ordre des architectes de l'Ontario




Climate Action

Accomplished in 2022...

- OAA Conference 2022: *Inspiring Climate Action*
 - Hybrid** program with leading experts from the field
- Introduced ConEd requirement: 2 hours of structured learning focused on climate
- Continued ConEd webinar offerings on climate (17 sessions offered)
- Member discount secured for Passive House Canada courses
- Fall Society Tour – focus on Climate Action discussions


 Ottawa Association of Architects
Ordre des architectes de l'Ontario




Climate Action

Accomplished in 2022...

- OBC/NBC Consultation: SBEC experts helped draft an OAA response
 - Express support for energy step code in the updated Building Code
 - Pushed for more pressure to build responsibly
- Ongoing support for external climate action groups
 - Workforce 2030, Compass Energy Tool
 - Barrie Community Energy Plan
- Ongoing support for No. 9 Imagining My Sustainable Community – program for school children
- OAA Meeting Policy – any meeting less than 2-hours is to be hosted virtually to reduce travel
- Hybrid Meeting Options


 Ottawa Association of Architects
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Climate Action

Accomplished in 2022...


- Revised Climate Action webpage – tool for public and practitioners with numerous **resources**
 - Focus on ease of navigation and ease of use
 - Collection of known funding opportunities to support sustainable projects (new builds and retrofits)
 - Includes Case Studies of exceptional projects (format under review to foreground key metrics and appeal to a broader public audience)


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www.oaa.on.ca

<https://www.oaa.on.ca/knowledge-and-resources/climate-action>





 Ottawa Association of Architects
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Climate Action



Underway for 2023...

- Website populated with Case Studies using new template
- Education and awareness re. TEUI 2.0 – new tutorial
- OAA Building Landscape Design Competition
- More Continuing Education
- Monitoring of OAA Building performance & data collection



Partnership with National Research Council

- 2016 support agreement reached with NRC for the OAA Building renovation and reaching net-zero
- Challenge Function
- Pre-renovation building energy performance assessment
- Post-renovation performance evaluation
- Data collection and monitoring
- Best practices in dissemination of information to stakeholders






Questions & Discussion

5 minute health break






Equity, Diversity & Inclusion (EDI) and Truth & Reconciliation

As a provincial regulating authority, the OAA exists to protect the public interest; which includes ensuring the architecture profession reflects the diversity of the Ontarians it serves. To that end, it is critical both the path to licensure and the environments in which our members practise are equitable and inclusive, and include a diversity of voices and perspectives to strengthen the capacity for architecture and the allied arts to create spaces for the public. This would include taking steps to ensure historically marginalized voices form part of the conversation.



The OAA implements its regulatory framework and general programming in accordance with its obligation to remove barriers on the basis of citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex, pregnancy, family status/marital status, sexual orientation, gender identity, gender expression, and record of offences (in employment) and receipt of public assistance (in housing). It also commits to ongoing reconciliation and partnering with Indigenous communities to collaborate on meaningful projects.

Equity, Diversity & Inclusion

Accomplished in 2022

- 2nd Annual Demographic Survey of members
- EDI & Indigenous Architecture Web pages – amazing resources
- Scholarships – NEW EDI | TRC focus and showcasing the projects on the Web
- Mandatory EDI learning for all licensed members
- Extensive ConEd Programming on EDI
- Additional ConEd Programming on Indigenous Architecture
- Live Closed Captioning introduced for webinars and member meetings

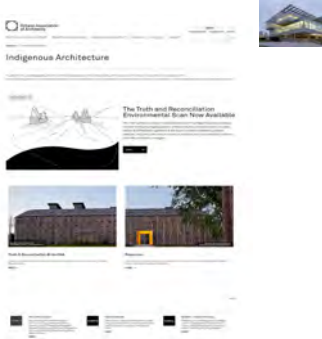
Equity, Diversity & Inclusion

Accomplished in 2022

- OAA Land Acknowledgement Statements created with outside indigenous consultant for use on emails, written documents, meetings, etc.
- OAA HQ video wall augmented with Indigenous content
- Update to OAA Leave & Financial Hardship Policies

The OAA website offer information related to Truth and Reconciliation as Indigenous architecture, focusing on support and education.

<https://www.oaa.on.ca/knowledge-and-resources/indigenous-architecture>



Equity, Diversity & Inclusion

Accomplished in 2022

- Applications updated to use inclusive language
- Accessible OAA templates and forms created
- Above and beyond our regular channels of recruiting staff, we created new partnerships to actively to attract diverse candidates.
- Increased diversity of staff members
- Staff training
- Celebrated Truth and Reconciliation Day, participated in the Gay Pride Parade and identified all gender washrooms at HQ

Equity, Diversity & Inclusion

Underway for 2023...

- Roundtable with Firms – best practices EDI (one of 40 recs)
- Conference 2023 – Indigenous focus + Inclusion theme
- Continue meeting land acknowledgements & videos
- More content and updating of Webpages
- Demographic survey analysis – year 3
- More Staff training
- Accessibility Audit of Building re. Signage
- Improve accessibility of documents – Website

Wrap up Discussion

- Understanding the importance of these themes to all that we do
- Need to be at the forefront of our discussions, activities, decision making
- 3 'take-aways' for this evening:
 - How do we continue to ensure these are front and centre
 - Keep this information fresh in our minds for tomorrow as we look at the strategic goals
 - Complete the 10 minute occupant survey for NRC

Strategic Plan Check-in: Year 1

Objectives for this section of the workshop:

- Refresh re: strategic pillars and objectives
- Understand the core activities of the association related to those strategic objectives
- Highlight the accomplishments of 2022
- Bring forward the activities already approved or planned for 2023 for our afternoon session

Team Leads:

Abhishek Chaudhary, Manager Information Technology
 Ellen Savitsky, Manager Education & Development
 Erik Missio, Manager Communications
 Kathy Armbrust, Manager Human Resources
 Mélisa Audet, Manager Practice Advisory Services
 Nancy Muir, Manager Finance
 Sara Trotta, Manager Policy & Government Relations
 Christie Mills, Registrar



Regulatory Leadership

Bring the OAA's regulatory framework into alignment with current legal principles for professional regulators and modernize our legislative and governing documents to ensure the public interest continues to be served and protected.



Regulatory | Core programs & services

- Licensing
- Certificate of Practice
- Internship in Architecture Program (IAP)
- OAA Technology Program
- Complaints, Discipline, Act Enforcement
- Registrar's Investigations
- Experience Requirements Committee; Registration Committee
- Annual Council Elections
- Regulatory Organizations of Architecture in Canada (ROAC)

2022 | What we have accomplished

On the Regulatory Front:



- Achievement of full compliance -- annual OFC audit
- Development of online Mentor Directory with self-identification options
- Integration of OAA Technology Program and sunset of OAAAS
- Transition to 4th IAP complete
- Responded to ongoing consultation and deadlines re: FARPACTA
- Managed significant changes to OOTR team composition

2022 | What we have accomplished

On the Regulatory Front:



- Updating of policies and procedures for regulatory committees
- Implementation of 'good character' policy & procedures
- Move to right-touch regulatory administrative procedures
- New Elections Candidate Information Package and Elections Regulation Summary
- First draft of Act & Regulation audit document for Act Modernization project

2023 | What is started or already planned

On the Regulatory Front:



- Act, Regulations and Bylaws modernization including regulation of Interior Design under the Act
- Additional training for regulatory committees and functions
- ExAC Comprehensive Review national initiative
- FARPACTA amendments and the resulting new administrative tasks and procedures
- Transition to iMIS-based CERB and ERB for the internship programs

2023 | What is started or already planned

On the Regulatory Front:

- CER prohibition exemption request to the OFC
- Integration of the OAA Technology Program
- Data management transitions and upgraded procedures
- AATO Court Application – response, court dates, member communications

Regulatory | Core programs & services

On the Policy & Government Relations Front:



- Legislative monitoring for regulatory matters affecting the built environment, the profession and/or OAA
- Media monitoring
- Government Consultations
- Official correspondence and submissions to government
- OFC annual audit
- Lobbyist Registration – City of Toronto and Province of Ontario




2022 | What we have accomplished

On the Policy & Government Relations Front:



- Site Plan Approval Reform – Bill 109 and Bill 23
- Response to Bill 23 – Big Think Discussion
- LTC joint research paper with U of T
- Housing affordability advancement
- Building code consultations
- Climate Action webpages overhaul


2023 | What is started or already planned

On the Policy and Government Relations Front:



- Advancement of Long Term Care (LTC), including executive summary
- Housing affordability
- *Employment Standards Act* reform - continue to push
- National ROAC – Addressing national CACB Validation Report
- National Architecture Policy
- Schedule G under the *Condo Act*

Member Competency





Ensure the continued professional competency and currency of OAA licensed members in order that they maintain their leadership role in the built environment accountable to the public interest.

Member Competency | Core programs & services

On the Continuing Education & Development Front:



- 4927 Active ConEd transcripts – member service line/advisory
- 92 open folders re. non-compliance – last ConEd cycle
- Biweekly Webinar Series: 30 sessions per year, serving 5000+ members (10 free of charge/year)
- OAA Conference -- Annual full year for development & planning
- OAA Online Admission Course: 3 session/year, 222 registrants
- Fundamentals of Running an Architectural Practice online – 4/yr

2022 | What we have accomplished

On the Continuing Education & Development Front:



- Moved Fundamentals of Running an Architectural Practice online – sold out first session
- Cycle 2021-2022 – End of Cycle with added layer of complexity due to the EDI requirement
- Cycle 2022-2024 – Implementation of mandatory requirement on Climate Stability
- 36 Webinars (23 complimentary), 8000+ webinar enrolments
- On boarded two new staff and temp for end of cycle
- In-House Development
 - Understanding your role as a licensed professional
 - Four-part webinar series on new OAA Contract Suite 2021

2023 | What is started or already planned

On the Continuing Education & Development Front:



- Establishment of new Continuing Education Advisory Committee – Terms of Reference
- Best of Sudbury 2023 (new for 2023)
- More promotion on LinkedIn for OAA webinar series and member education
- YouTube – Webinar Content upload policies, procedures, implementation
- Sustainability-focused webinars (no cost)

Member Competency | Core programs & services

On the Practice Advisory Services Front:

- Hotline - Answering calls/emails/video conferences
- Creation and maintenance of resources and web content
- Bimonthly *Practice Advisory* e-Newsletters
- Creation or participation in webinars (OAA and External)
- Requests for Proposal: Alerts and Updates
- Administers and maintain other programs: CSA Access Program, Practice Consultation Program, etc.

2022 | What we have accomplished

On the Practice Advisory Services Front:

- Hotline Program: over 2100 calls and emails answered
- Publication of six new *Practice Advisory* E-newsletters
- RFP Alert Program: Review of 22 RFPS
- Renewal of entire Suite of OAA Standards Contracts & four-part webinar series development and overall communications strategy
- Participation in multiple public reviews such as Consultation on Ontario's Building Code, Proposed Changes to the 2020 National Model Codes, CSA B651, etc
- Updates to Key Documents, Publications, and Member Resources
- On-boarded new Project Coordinator
- Upkeep of COVID-19 webpage and its content (sunset at end of 2022)

2023 | What is started or already planned

On the Practice Advisory Services Front:

- Updating of all *Regulatory Notices* and *Practice Tips*
- Formalize program and processes for document maintenance and resources
- OAA 600 2021 Contract – Completion of French version & launch
- Practice Consultation Program – Maintenance updating and restart
- Update of Document 100 (with OGCA)
- Consultation re: IO Supplementary Conditions for new OAA 600
- NBC/OBC Harmonization exercise and other public reviews/consultations
- Adjusting OBC Matrix
- On-boarding new Practice Advisor

Governance & Operations

Enhance our governance and operational practices to ensure an effective, inclusive, resilient, and transparent organization.



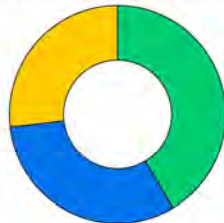
Governance & Operations | Core activities

- 6000+ members and status holders: annual renewals
- 37 Staff, 21 Council – 7 meetings per year + 7 Executive meetings
- Annual General Meeting
- OAA Headquarters maintenance & operations
- 14 active committees with staff support
- Internal and external communications
- Website maintenance & ongoing development
- Document orders, tools & resources
- Member support in all service areas as well as public enquiries
- ExAC administration and finance services

OAA Operational Review
Year 1 Completion Status - 38 Recommendations

Highlights for 2022:

- ☒ Strategic Plan
- ☒ Governance Review
- ☒ Address Harassment & Bullying
- ☒ Address immediate staffing gaps



2022 | What we have accomplished


On the Finance Front

- Implementation of e-deposits – online deposit of cheques with secure scanner
- Increased involvement of managers in budget awareness & tracking
- Implementation of e-transfers
 - additional payment option for members
 - EFT for OAA bill payment

2023 | What is started or already planned

On the Finance Front:


- Address gaps in process documentation as identified in Operational Review
- Implement ratio analysis on financial statements
- Develop budget vs. actual reports for managers
- Further address manual processes – e-cheques, EFT for AP
- Fully document 'key financial processes'
- Document trigger points or indicators to proactively manage finances

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2022 | What we have accomplished

On the Human Resources Front:


- On boarded New Manager Human Resources
- Recruited and filled eight full-time roles
- Greatly improved health and safety measures to prevent and keep staff safe from harassment; including criminal harassment
- Enhanced the orientation and on boarding program
- Wrote and implemented two policies: *Right to Disconnect and Electronic Monitoring.*

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2023 | What is started or already planned

On the Human Resources Front:

- Focus on 'HR Bucket' of Recommendations from Operational Review and the Strategic Plan:
 - Start with improving Learning and Development
 - Workforce planning – look at labour and organizational structure of OAA
 - Policy review and updates
- Continue to fill open roles (three currently pending)
- Continue to work on EDI initiatives

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2022 | What we have accomplished

On the Administration & Operations Front:


- OAA new logo and visual identify implementation completed
- Implemented hybrid working model for OAA operations, staff, and council
- Firewall upgrade + two-factor authentication
- Migration from on-premise to Office 365 for OAA email
- Development of additional online applications
- IMIS database upgrade and development; begun network file clean-up
- Additional bird friendly film in atrium
- Building security upgrade

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2023 | What is started or already planned

On the Administration & Operations Front:


- Continue Focus on 'IT Bucket' of Recommendations
 - Set up SharePoint site – collaboration tools, etc.
 - More IMIS database development
 - Visitor management system implementation
 - OAA Main Server upgrade
 - More Network Directory clean-up
- OAA Building – *Landscape Design Competition; Accessibility review by CNIB; Monitoring and sharing of energy data and building performance; Virtual tour of building for Website; President's Wall*
- Corporate rental package for OAA meeting space (Income, education, exposure, awareness)

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2023 | What is started or already planned

On the Administration & Operations Front:

- Overhaul of OAA e-newsletters re: visual identity, accessibility and efficiency
- Integration of online applications for Licences and Certificates of Practice

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Public Education

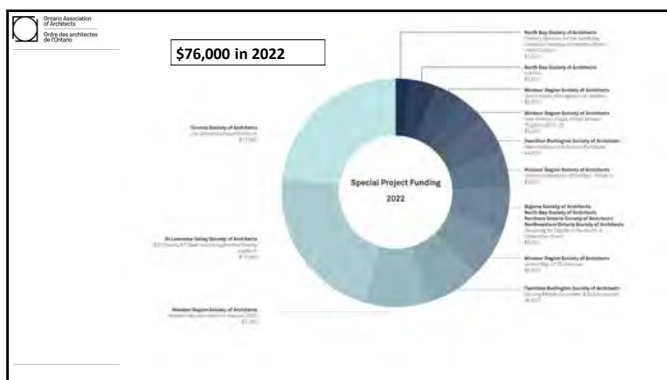
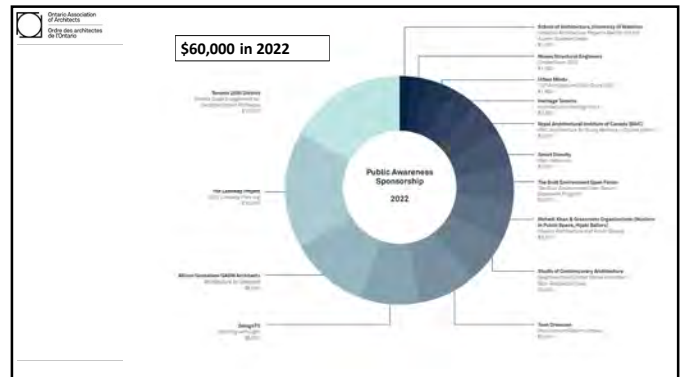


Advance the public's understanding and recognition that architecture is integral to the quality of life and well-being of our society as experienced through a sustainable, resilient, and durable built environment.

Public Education | Core programs & services

On the Communications & Public Education/Outreach front:

- OAA biennial Awards Program: Design Excellence (even years) and OAA SHIFT Program (odd years)
- NOW Lecture (biennial)
- Doors Open Toronto: OAA Headquarters
- Meet the OAA Virtual
- Public Awareness Sponsorship program
- Special Project Funding for Societies
- Annual presentations to Schools of Architecture (Pres, ED, Reg.)
- Annual Society Virtual Meetings (fall)
- Presentations to JVS and IPLAN (bridging programs)



2022 | What we have accomplished

On the Communications and Public Education/Outreach Front:

- Podcasts
- Updated Society Manual
- TEUI disclosure on Design Excellence Awards
- New case study template re. Climate Action
- TEUI 2.0 development (launch in 2023 + tutorial)
- New webpages for design competitions
- Revamp of Contracts webpages
- Access to Architecture: Education dashboard/webpages (including scholarships)

2023 | What is started or already planned



On the Public Education and Outreach Front:

- New Communications & Public Education Committee gets underway
- Develop an outreach strategy as a first step
- Air Podcasts: public outreach for initial season of six podcast episodes
- Big Think around K-12 Education being organized for spring 2023

Public Education | Core programs & services

On the Policy & Government Relations Front:

- Queen's Park Picks and MPP meetings – World Architecture Day (already scheduled Oct 2 in person)
- Legislative & media monitoring
- Construction & Design Alliance Ontario
- EABO and OGCA liaison

2023 | What is started or already planned

On the Policy & Government Relations Front:

- Advancement of National Architecture Policy
- Finish Procurement Guide under CDAO
- Next Procurement Day under CDAO
- Client Education Webinar Spring/Fall 2023, springboard off of release of revised Contract Suite




Building Relationships | Leveraging other organizations

- Becoming Architects Canada – Interns and foreign trained
- Construction & Design Alliance Ontario
- Engineers, Architects, Building Officials
- JVS Toronto – IPlan
- Local Architectural Societies
- Ontario Public Buyers Association
- Pro-Demnity Insurance Company
- Regulatory Authorities of Architect in Canada
- Royal Architectural Institute of Canada

Recommendations slated for Year 2 action

OAA Operational Review Recommendations

Powered

**** Blue Status 'DONE' = rec. addressed in Year 1, however implementation or monitoring required in Year 2**

Develop, Implement & Monitor 5 year Strategic Plan (1 Recommendation)

Name	Year 2 22/23	Status
Develop, Implement & Monitor 5 year strategic plan	Implement & Monitor	Done

Develop Necessary Organizational Capacity to Meet OAA Needs (17 Recs)

Name	Year 2 22/23	Status
Develop & Implement a Plan to fulfil the OAA's Technology & Data Management needs - IT REVIEW BUCKET	Develop	Underway
Consider organizational structure changes	X	Underway
Build Leadership Competencies across the OAA - HR BUCKET	X	Underway
Modernize & Improve the Existing Performance Management Cycle & Processes -- HR BUCKET	X	Not Started
Clarify the Process Associated with Determining & Communicating Salary Increases, Bonuses, Title Changes & Promotions -- HR BUCKET	X	Not Started
Develop & Implement a Process for Updating & Maintaining Practice Documents	X	Underway
Create a Policy Framework to Guide Policy Development & Approval	X	Not Started
Develop a delegation of authority policy - GOVERNANCE REVIEW BUCKET	X	Not Started

Minimizing Risk to the Organization (10 Recommendations)

Name	Year 2 22/23	Status
Develop, Implement and Monitor a Risk Management Framework, Plan & Policy	Implement & Monitor	Underway
Develop a Communications Plan about the OAA for the Public and Members	X	Underway
Track & Report Expenses by Service Areas	Implement & Monitor	Done
Provide Training to Council Members & Staff team leads on Financial Management	X	Not Started
Increase Engagement & Accountability of Managers in Financial Management	X	Done

Define Roles & Accountability (4 Recommendations)

Name	Year 2 22/23	Status
Clarify the role of Council & Modernize OAA's Governance Structure & Practices - Roles clarified and confirmed first by Governance Committee -- Modernization tied to GOVERNANCE REVIEW	Governance Review	Underway
Update Role Descriptions for all staff -- HR BUCKET	X	Not Started
Define Roles, Responsibilities & Accountability Measures - GOVERNANCE REVIEW BUCKET	Define	Underway
Develop Performance Measurement Framework & Measure OAA's performance -- GOVERNANCE REVIEW BUCKET	Develop	Underway

Ensure Safe & Effective Workplace Environment (5 Recommendations)

Name	Year 2 22/23	Status
Acknowledge, Stop & Prevent Workplace Bullying & Harassment - HR BUCKET	X	Done
Change Culture of Expected Overtime	X	Done
Improve Communication Within the Organization & Across Service Areas	X	Underway
Conduct Regular Staff Surveys	X	Done

Invest in DEI at the OAA (1 recommendation)

Name	Year 2 22/23	Status
Invest in DEI at the OAA	X	Underway
Ongoing Demographic Survey to be conducted each year in concert with annual fee renewal process	X	Done

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Gaganjot (Gagan) Singh
William (Ted) Wilson
Marek Zawadzki

Farida Abu-Bakare
Ida Badre
Kimberly Fawcett-Smith
Jennifer King
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
Susan Spiegel
Thomas Yeung

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 6.3

From: Christie Mills, Registrar

Date: February 17, 2023

Subject: Office of the Registrar Statistical Report to Council

Objective: Share the latest record of statutory activities.

The OAA fulfils its mandate to protect and serve the public interest by:

- ensuring those licensed to practise architecture in Ontario are competent to do so;
- determining what professional conduct and competence is required from its members and taking steps to encourage and ensure compliance;
- establishing and overseeing a process for determining when a member has breached their professional obligations, and, if so, setting the consequences; and
- preventing the illegal and unauthorized practice of architecture.

The OAA strives to realize its mandate by adopting a risk-based approach to regulation. This means it looks for solutions proportionate to the risk posed to the public, and will intervene in matters directly relevant to one or more of its regulatory functions.

Action: None. For information only.

Attachments: Office of the Registrar Report

Office of the Registrar Statistical Report

MARCH 2023

PRESENTED BY

Christie Mills



Ontario Association
of Architects

The Registrar's Report to Council provides an overview of key statutory matters and statistics, both ongoing and planned. Items of regulatory importance to the Association include information on the activities of the following:

- The Experience Requirements Committee (ERC);
- The Complaints Committee;
- The Discipline Committee;
- The Registration Committee; and
- Act Enforcement.

The report also provides statistical information regarding:

- OAA membership and OAA status composition;
- Licence applications;
- OAA Certificate of Practice composition;
- Certificate of Practice applications; and
- Growth statistics of the above.

The Association's principal objective is to protect users and potential users of professional architecture services by governing its licensed members, including holders of certificates of practice and temporary licences, so that the public can be confident OAA members are appropriately qualified and meet the requirements at law to practise architecture. As a self-regulated professional organization, the OAA is authorized by the Government of Ontario, under provincial statute to establish, monitor, and enforce standards of practice and performances for its members and practices. For the purpose of carrying out these objectives, the Association relies on statutory committees and processes; the statistics of which are highlighted below.

Experience Requirements Committee (ERC)

Upon referral, the Experience Requirements Committee determines if an applicant has met the experience requirements prescribed by the Regulations forming part of the eligibility requirements for the issuance of an OAA licence.

As per Section 13(3)b of the *Architects Act*, the Registrar, on their own initiative, can (and on the request of an applicant, *shall*) refer an application for the issuance of licence to the ERC for a determination as to whether the applicant has met the experience requirements prescribed by the Regulations for the issuance of licence. Additionally, the Committee will determine as to whether the applicant has met the experience requirements prescribed by the Regulations for the issuance of licence in matters related to [Exemption Requests to Council](#) as set out in Section 33 of the Regulations.

No ERC assessment interviews were held in the period of January 1 to February 15, 2023. Work continues with the committee to create a back up set for second/follow-up interviews and overall resiliency. The ERC panel will also work to identify any gaps in assessment questions to ensure alignment with latest version of the IAP and the ROACⁱ Canadian competency standards for architects.

There are four (4) assessment interviews booked for 2023:

- Three Exemption Requests to Council; and
- One for international experience.

Complaints Committee

As the regulator of the practice of architecture in Ontario, the OAA handles complaints regarding the conduct or actions of a member of the OAA.

The [Architects Act, R.S.O. 1990, c. A.26](#) prescribes the complaints process to ensure the public interest in Ontario is served and protected. A complaint may be made if there is concern a member of the OAA (Architect, Licensed Technologist OAA, a holder of a Certificate of Practice, or holder of a Temporary Licence) has contravened the *Architects Act* or has engaged in professional misconduct as set out in the Regulations (R.R.O. 1990, Reg. 27, s. 42).

Below are the complaints committee statistics for this reporting period:

Total Inquiries ¹	8
Total Complaints	28
Dismissed after preliminary review	0
Held in abeyance	1
Active ²	10
Closed	
Not referred (dismissed)	5
Not referred (caution)	2
Referred to Discipline	1
Registrar's Investigations ³	1
Good Character Investigation	0

Discipline Committee

Discipline decisions are the result of hearings conducted by a tribunal comprising two senior members of the OAA and a Lieutenant Governor in Council Appointee (LGIC) from the Discipline Committee. The Discipline Committee hears allegations of professional misconduct against members of the Association, holders of a Certificate of Practice, or holders of a Temporary Licence.

Allegations may arise through:

¹ Any communication about a member's professional misconduct. This number includes matters that has since been referred to complaints, however, not all complaints began as inquiries.

² Active includes matters in documentary exchange process, in an active investigation or before a panel prior to the parties being notified of the disposition

³ Not yet referred to complaints



- referral of a matter by the Complaints Committee; or
- Council directing the Discipline Committee to conduct a hearing into allegations of professional misconduct in a specific situation.

There are two matters ongoing from 2022. Three new matters have been referred from the Complaints Committee and await scheduling.

Registration Committee

When the Registrar proposes to refuse an application for licence, certificate of practice or temporary licence; proposes to suspend or revoke a certificate of practice or temporary licence; or, proposes to issue a licence, certificate of practice or temporary licence with terms, conditions and limitations, the applicant may request a hearing before the Registration Committee. The Committee hears the matter and makes a determination as to the proposal by the Registrar.

The hearing is held before a panel of three members of the Registration Committee. A Registration hearing is not an appeal and is not a review of the decision made by the Registrar. A hearing is a fresh opportunity for an applicant to present evidence in support of their application. The applicant bears the onus of satisfying the Registration Panel, on reasonable grounds, that they meet the requirements of the Act and the Regulations for the purpose of issuance of a licence or Certificate of Practice.

There are no pending Registration Committee hearings.

Act Enforcement

The Act restricts the practice of architecture to licensed members of the OAA providing professional services through a Certificate of Practice issued by the OAA. The practice of architecture includes:

- the preparation or provision of a design to govern the construction, enlargement, or alteration of a building;
- evaluating, advising on, or reporting on the construction, enlargement, or alteration of a building; or
- the general review of the construction, enlargement, or alteration of a building.

It is an offence for an unlicensed person (including a corporation) to use the term “architect”. It is also an offence to hold oneself out as engaging in the practice of architecture without a licence issued by the OAA.

Misrepresentation of the protected title “architect” and misleading claims or advertising (inadvertently or purposely) could lead the public to conclude they would be receiving architectural services from a licensed and regulated professional.

The OAA’s regulatory mandate includes taking action against those unlawfully providing architectural services. The *Architects Act* and its Regulations outline specific exceptions, but outside of these, the OAA may take legal action. The OAA will investigate when a possible infraction is brought to its attention. If it appears illegal practice has occurred, the OAA may do one or more of the following:

- Send an inquiry letter advising of the concerns, and request specific corrective action. This is a common first step in the case of misrepresentations.

- Request the individual sign an undertaking and covenant agreement, which includes an acknowledgment of the breach of the *Architects Act* and agrees to compliance in the future.
- Pursue financial damages or injunctive relief through the courts.

Below are the act enforcement statistics from January 1 through February 15, 2023:

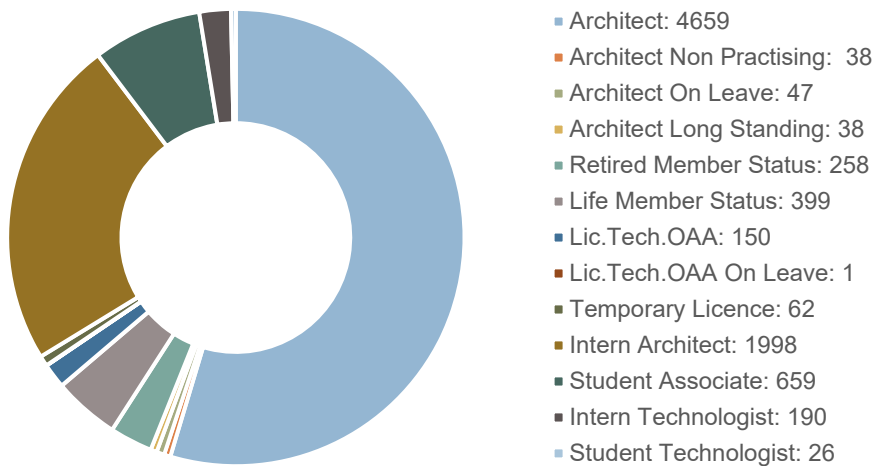
Active files/ Ongoing investigations	49
Resolved by Legal Counsel	0
Unable to locate	0
No breach found	0
Injunctions	1

Statistics

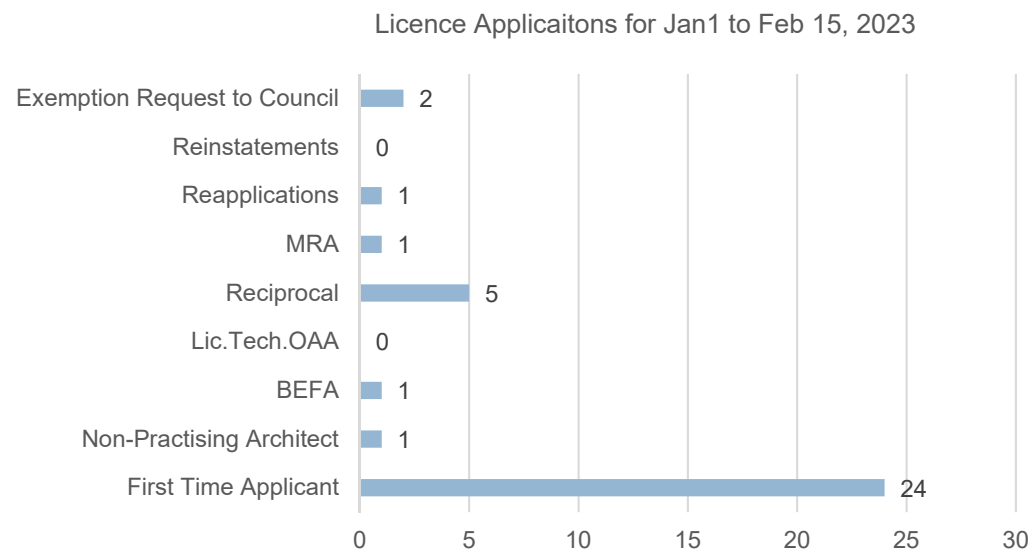
Below are the OAA community statistics as of February 15, 2023 indicating current records as well as changes for the period of January 1 to February 15, 2023.

OAA Members and Status Holders

OAA Individual Distribution as of Feb. 15, 2023

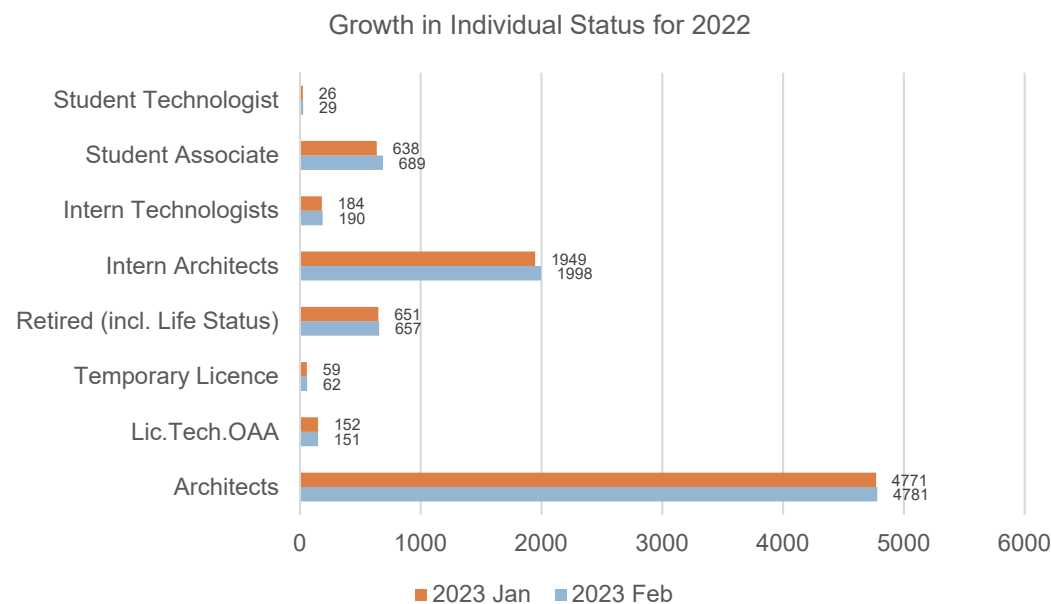


Licence Applications



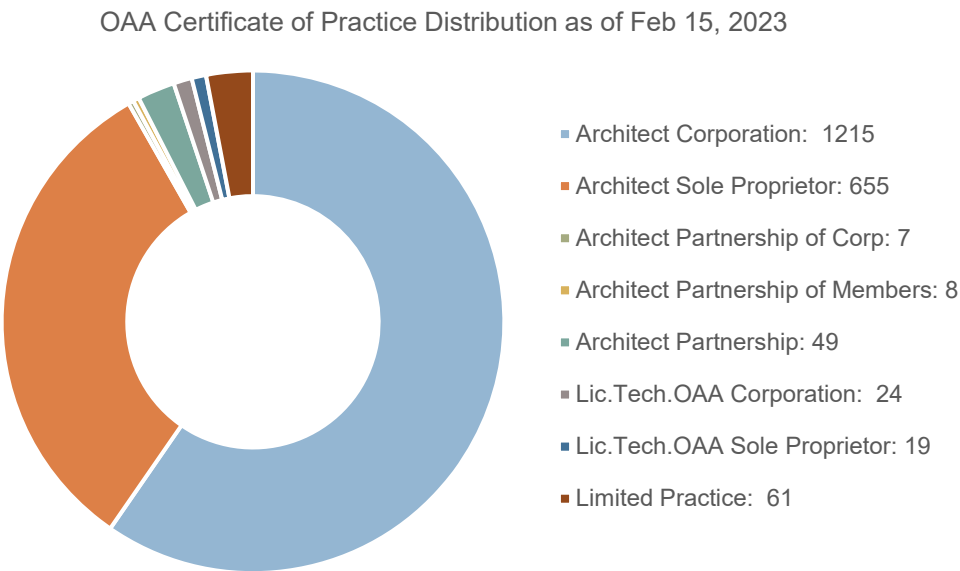
- Total licence applications received for period were 34;
- Total licence applications approved for period were 33; and
- Of the 24 First Time Applicants 6 were internationally educated applicants.

Annual Growth in Individual Status

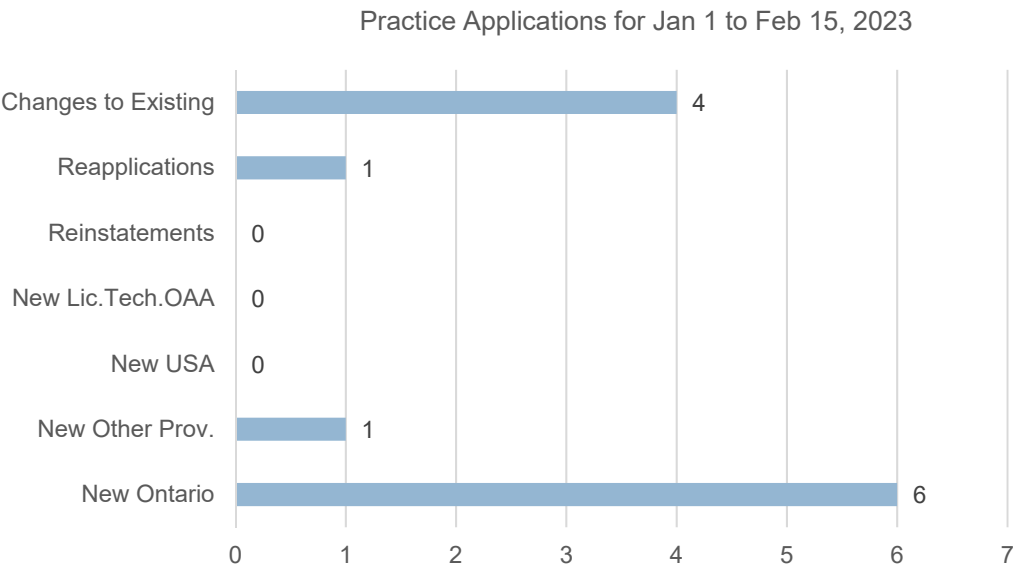


- Total Intern Architect applications received for period was 58;
- Total Student Associate applications received for period was 34;
- Total Intern Technologist applications received for period was 14; and
- Total Student Technologist applications received for period was 8.

Certificate of Practice

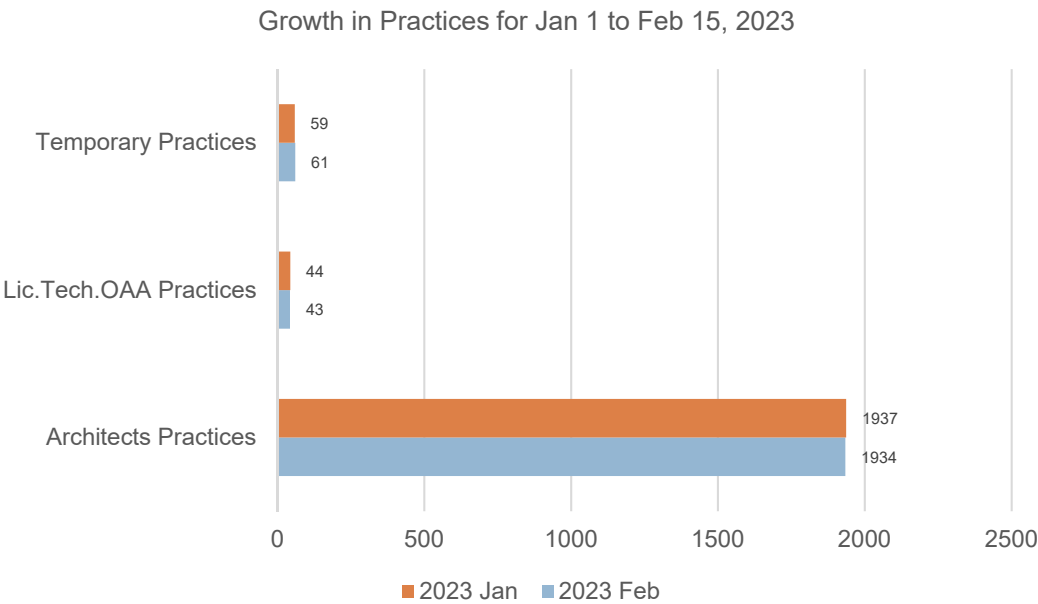


Certificate of Practice Applications



- Total licence applications received for period were 19;
- Total licence applications approved for period were 12; and

Annual Growth in Practices



ⁱ ROAC is the Regulatory Organizations for Architecture in Canada; formally CALA.

Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	Ida Badre
J. William Birdsell	Kimberly Fawcett-Smith
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Marek Zawadzki	

FOR COUNCIL MEETING

March 2, 2023

(open)

ITEM: 6.4.a

From: Ted Wilson, Senior Vice President and Treasurer
Interlocking Director, Pro-Demnity Insurance Company

Date: February 22, 2023

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

Objective: To consider the recommendation of the Board regarding appointment of the Auditors and Actuary for Pro-Demnity Insurance Company for 2023.

The annual meeting of the Shareholder of Pro-Demnity Insurance Company (Pro-Demnity) has been scheduled for March 30, 2023 and will involve various presentations by the Board of Directors to Council as well as the required business motions and a period for questions from the floor. One of the responsibilities of the Board of Directors of Pro-Demnity is to make a recommendation to the Shareholder regarding the appointment of an Auditor and Actuary on an annual basis.

Attached is a copy of a memorandum from Pro-Demnity recommending that Council consider the reappointment of BDO Canada as the Auditor and J.S. Cheng as Actuary for 2023. This item will be before the Shareholder as one of the official items of business for the Annual Meeting. The purpose of presenting this to Council in advance is to provide direction in terms of how the Shareholder will vote on this item at the AGM on March 30.

Action: OAA Council is asked to consider the following motion:
It was moved by Wilson and seconded by ... that Council direct OAA President, Settimo Vilardi to vote in the affirmative



regarding the recommendation to appoint BDO Canada as the Auditor, and J.S. Cheng as the Actuary for Pro-Defnity Insurance Company at the March 30, 2023 Annual Meeting of the Shareholder.

Attachments: Memorandum from Pro-Defnity Insurance Company dated February 23, 2023

Annual Meeting of Shareholder – Appointment of Auditors and Actuary

TO: Kristi Doyle, OAA Executive Director

FROM: Bruce H. Palmer

DATE: February 23, 2023

Please be advised that at the Board meeting of February 23, 2023, it was resolved that the Board recommend to the Shareholder that BDO Canada, and Mr. Joe Cheng of J.S. Cheng & Partners Inc., be re-appointed as Auditors and Actuary, respectively, for Pro-Demnity for the 2023 fiscal year.



Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
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Susan Speigel
Thomas Yeung

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 6.5.a

From: Communications and Public Education Committee

Christina Karney, Chair	Pearl Chan
Kurtis Chen	Christopher Johnson
Carl Knipfel	Elaine Mintz
Brigitte Ng	Dana Seguin

Date: February 14, 2023

Subject: Communications and Public Education Committee Update to Council

Objective: To provide a report on the first meeting of the OAA Communications and Public Education Committee.

The new Communications and Public Education Committee (CPEC) provides oversight and advice for consideration by Council and OAA staff on public education and outreach activities in direct response to the secondary objects of the Association as set out in the *Architects Act*. More specifically, the Committee will focus its efforts to advance the public's understanding and recognition that architecture is integral to the quality of life and well-being of society as experienced through a sustainable, resilient, and durable built environment.

First Meeting

CPEC held its first meeting virtually on Thursday, February 9 with all Committee members, plus three OAA staff in attendance. The meeting touched on introductions, a brief orientation, and setting expectations, with the bulk of the meeting dedicated to reviewing submissions to the OAA's key public engagement funding programs: *Public Awareness Sponsorships* and *Special Project Funding* which is one of the Committee's responsibilities as set out in the Committee's Terms of Reference.

Setting Expectations – 2023 Work Plan

After ensuring Committee members were clear on the Terms of Reference and Orientation Manual, Chair Christina Karney introduced the Work Plan that emerged from the Council planning session on February 3 (appended). The Work Plan is right-sized to current staff capacity, with a focus in the early part of 2023 on a comprehensive audit of existing OAA projects and initiatives that fall under the umbrella of public education and/or outreach. The audit will examine audiences, key messages, tactics, partners, and other aspects of this work, while likewise evaluating these against specific measures of success such as reach, alignment with strategic plan, and required resources. The findings of the audit will inform the OAA public outreach strategy which will benefit from the input and advice of CPEC; the work for this will begin mid-year and will be reviewed annually.

The Work Plan also notes the OAA's K-12 work, specifically consideration of the results of the Big Think Roundtable scheduled for April 2023. The Public Outreach Specialist will attend the Roundtable along with other staff, Council and invited guests. The report culminating from this roundtable session will be advanced to the Committee as appropriate to discuss next steps and position the K-12 work within the broader outreach strategy.

The Plan also indicates the Committee's responsibilities regarding Conference, including determining the 2024 theme in advance of 2023's *Designing for Dignity* Conference this June; this will be discussed at the March CPEC meeting.

Finally, the Work Plan specified the Committee's responsibilities to oversee the OAA funding program; this discussion formed the bulk of the meeting, described below.

Funding Allocations

The **Special Project Funding** (SPF) program is intended for the Local Architecture Societies to carry out special projects or events that 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. It requires submission of an Annual Report in early January each year.

In 2022, it was agreed that the Special Project Funding program would be split into two funding pools – a pool for single projects (\$76,000/year) and another for recurring annual projects that lock in funding for three consecutive years (\$25,000/year).

Additionally, external individuals and organizations can apply for the OAA's **Public Awareness Sponsorship** program for assistance in carrying out projects or events promoting Ontario architecture to the public (\$60,000/year).

Both funding streams are available twice per year (with deadlines in January and July).

Committee Members were asked to disclose any conflicts of interest and recuse themselves from discussions relevant to those Conflicts. Both within the meeting

and collaboratively over email, the Committee decided to allocate funding as follows:

Public Awareness Sponsorships - \$30,000 available for winter

- 1UP Toronto Conference 2023 (Urban Minds) - **\$2000**
 - Website Building and Development (Society of South Asian Architects) - **\$2500**
 - TimberFever 2023 (Moses Structural Engineers) - **\$2500**
 - (CR|PT|C) Agora II: (Un)Common Precedents International Symposium (Azrieli School of Architecture and Urbanism) - **\$5000**
 - Garden Expo (Lawrence Heights Art Centre) - **\$7500**
 - Interior Extroversion: Reimagining Ontario Place from the Inside Out (Quan Thai + DesignTO) - **\$500**
 - The Telegraph Publication (McEwen School of Architecture) - **\$2000**
 - Paradise City: Islamic Garden (Muslims in Public Space) - **\$2500**
 - Architectural Heritage Tours (Heritage Toronto) - **\$5500**
- TOTAL = \$30,000**

Special Project Funding (Single Projects) - \$38,000 available for winter

- Power of Design Coffee Table Book (Hamilton/Burlington Society of Architects) - **\$5000**
 - On discussion of the merits of funding a for-profit print publication, the Committee determined to fund only those costs related to developing and designing the publication—which was determined to have merit—and none related to printing, binding, or distribution.
 - Public and Virtual Lecture (Northern Ontario Society of Architects) - **\$3500**
 - United Way Windsor Essex, On Track to Success Program 2023 (Windsor Region Society of Architects) - **\$6000**
 - Windsor Public Library Education Initiative 2023 (Windsor Region Society of Architects) - **\$1500**
- TOTAL = \$16,000**

Special Project Funding (Recurring Projects) - \$25,000 for year

- College Scholarship (North Bay Society of Architects) - **\$1000**
- University Scholarship (North Bay Society of Architects) - **\$1500**
- Social Media Management (Windsor Region Society of Architects) - **\$6000**
- Ottawa Architecture Week (Ottawa Regional Society of Architects) - **\$10,000**

TOTAL = \$18,500

The Committee then decided to allocate the remaining \$22,000 from single year projects to offer a single installment for select projects submitted to the recurring pool:

- Pride Parade (Toronto Society of Architects) - **\$8500**
- Walking Tours (Toronto Society of Architects) - **\$12,000**

TOTAL = \$16,500

The Committee also acknowledged that the approach to recurring funding will need to be revisited since funding locked in this year will be earmarked in future years, making it impossible for new projects to access funding.

Staff will notify applicants of the results and provide any feedback indicated by the Committee.

Action: None. For information only.

Attachments: CPEC Work Plan – Feb 3 2023.PDF



Annual Committee Work Plan for 2023

Committee: Communications and Public Education

Members:

Committee Responsibility from Terms of Reference	2023 Action required	To be completed by (date):
1. Work with Specialist, Public Outreach to audit and assess the OAA's current public education and outreach initiatives	<ul style="list-style-type: none"> ■ Conduct Audit, assess gaps, audiences, content, effectiveness ■ underline the OAA's unique position ■ Audit and assessment will ultimately inform a formalized public education strategy 	Audit to be completed Mid-year Assessment second half of 2023
2. K-12 project / Big Think Roundtable	<ul style="list-style-type: none"> ■ Report from the roundtable, to be held in April, to be considered in the context of the OAA's overall public education strategy. ■ Project includes other public education resources that might be useful for school aged kids ■ Focus on appreciation of architecture and how to become an architect 	Roundtable to occur April 2021 Align with audit on timing
3 Conferences	<ul style="list-style-type: none"> ■ advice and recommendations for Conference 2024 re. conference theme keynote speaker ■ Consider recommendations for location of Conference 2026 	Conference Theme 2024 – need recommendation for April Council meeting. Conference Keynote for 2024 – December 2023 Recommendation for Conference 2026 location – Fall 2023



4. Review and allocate public awareness funding requests and Society Special Project Funding Requests	<ol style="list-style-type: none">1. Review based on criteria (priority, audience, tactic, measure, public appreciation and awareness)2. Amount of funding is based on approved budget for the year and two intervals established.3. Additional exposure through communications?	Feb/March Meeting and again in August
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Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	Ida Badre
J. William Birdsell	Kimberly Fawcett-Smith
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FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 6.5.b

From: Kristiana Schuhmann, Vice President & PRC Chair

Date: February 16, 2023

Subject: Practice Resource Committee (PRC) - Update

Objective: To update Council on Practice Resource Committee (PRC) activities.

Activities Report – Practice Resource Committee (PRC)

Practice Resource Committee had its first meeting of 2023 on Thursday January 16. The meeting was conducted virtually.

The meeting focused on the following key items:

Onboarding of New Members and Review of the 2023 Committee Workplan

The Chair highlighted key sections of the onboarding manual, regarding roles and responsibilities, attendance, etc. The Committee reviewed and accepted the proposed 2023 workplan for the Committee (see attached) as developed during the Council planning session in February.

General Updates

Members were reminded of the upcoming OAA Conference in June, as well as encouraged to participate in the OAA's Demographic Survey.

Staff provided a brief update on upcoming contract negotiation for the renewal of CSA Access Standards Access Program. PRC was asked for any feedback to be brought forward, including additions to the current list in the standards library. The upcoming harmonization of the building codes was mentioned as a factor to consider during the contract negotiation.

Staff are working on the French version of OAA 600 for launching later this year. The 4-part webinar series will be redone with participation of McMillan, one of the law firms involved in developing the OAA 2021 Contract Suite.

Based on preliminary information, public reviews linked to the harmonization of buildings codes are expected again this year – the Committee may be asked to support the preparation of the OAA submission

Document Development and Maintenance

- 1) Data Code Matrices Updates – (refer to PRC Workplan attached):
Given the extensive changes to the OBC, the Data Matrices have to be reviewed to confirm they are still correct. As per the 2023 workplan for the Committee PRC has been tasked with review the Code Matrices and code updates. This project was briefly discussed. Questions around the usefulness of specific code references were brought forward. The conversation will continue in a more fulsome way in March. Members were asked to consider how the code matrices are used in their own practice as well, as part of the project.
- 2) Continued Production of Documents “Procedures at a Glance - CCA and Procurement: the committee went through the work tracker spreadsheet and current draft articles for review. A brief history of the work started by the earlier CCAC and PARC was also provided. Members signed up to draft additional articles to be presented in upcoming meetings.
- 3) Review of Practice Tips: Staff advised of the efforts related to general updates to practice tips that are under way. PRC is expected to be involved in the review of some of the documents.

Other general practice topics/Emerging Issues discussed:

- User concerns arising from municipalities’ moves towards online permit application submissions.
- Modular Construction and exploring opportunity for an awareness piece or Practice Tip on subject.
- Educating clients on external political risk and possible project impact
- Municipal forms related to compliance with updated OBC requirements for details of flanking sound transmission mitigation.

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

Attachments: PRC – Annual Committee Work Plan 2023.



Committee Workplan Worksheet

Annual Committee Work Plan for 2023

Committee: Practice Resource Committee
“Be nimble & prioritize”

Members:

Committee Responsibility from Terms of Reference	2023 Action required	To be completed by (date):
1 OBC Matrix Review	<ul style="list-style-type: none"> - Committee to participate in revising and updating to reflect OBC change & code harmonization 	End of 2023
2 Address emerging issues	<ul style="list-style-type: none"> - Committee to reflect on current trends, challenges, affairs and opportunities in practice - PAS to bring recurring issues from Hotline to committee as a sounding board - Repetitive topics may become website content or Practice Tips – Committee to assist 	Ongoing – be nimble
3 Document development and maintenance	<ul style="list-style-type: none"> - Practice tips, regulatory notices, peer support docs (existing to be refreshed) Committee to provide input and assist with review. - Continue production of documents “Procedures at a Glance – CCA & Procurement - Create new content (wish list: adjudication, RFP language, CA tips/modular development, AI, go- no go, prompt payment 	End of 2024/ongoing
4. Public consultation – Committee provides review, input and feedback function	<ul style="list-style-type: none"> - CSA standards - OBC and NBC harmonization (push for climate focus & step codes) Committee to mobilize when asked to respond - Construction Act updates 	Ongoing/ depends on Government
5. Input regarding liaison with other organizations	<ul style="list-style-type: none"> - CDAO(committee to consider CA updates) - OGCA (committee to comment on Doc 100 updates) 	Ongoing



- | | | |
|--|---|--|
| | <ul style="list-style-type: none">- Pro-Demnity (provide discussion forum for practice issues that may overlap with liability/risk) | |
|--|---|--|

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
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Susan Spiegel
Thomas Yeung

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 6.5.c

From: Susan Spiegel, Chair, Policy Advisory Coordination Team

Len Abelman
Arnav Garde
Clayton Payer
Daniela Veisman

Toon Dreessen
Christina Karney
John Stephenson

Date: February 14, 2023

Subject: **Update on the Policy Advisory Coordination Team's (PACT) work.**

Objective: To update Council on PACT's ongoing work.

PACT met last on December 2, 2022 and will meet again on February 21, 2023. At their February meeting, the Committee will continue work on numerous files including:

- 2023 PACT Work Plan: During the Strategic Planning retreat, OAA councillors and staff aligned PACT priorities with the Strategic Plan and began to develop a work plan for the Committee. At the February 21 meeting, the plan will be presented to Committee members, and discussion about operationalizing the plan will be facilitated.
- Conference 2023 Plenary: Upon the request of the Conference staff team, PACT will be reviewing preliminary plans for the 2023 conference plenary session. Council may recall that, back in 2021, PACT had suggested a plenary that focused on long-term care, but struggled with identifying clear intersections between it and the 2022 conference theme. Despite that, the Committee spent significant time brainstorming ideas,

many of which have been integrated into the initial planning for the 2023 conference plenary. As such, the proposed plenary is going back to PACT for their review and input again.

- World Architecture Day 2023: Plans are underway to host an in-person event to commemorate World Architecture Day again this year. Taking place on October 2, 2023 from 5:30 to 7:00 p.m. at Queen's Park in Toronto, all of Council is encouraged to attend this annual event. Further details about the event will be shared with Council at subsequent meetings.

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

Attachments: None.

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
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FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 6.5.d

From: OAA Building Committee
Sheena Sharp, Chair and Member at Large
Lara McKendrick, Councillor
Thomas Leung, Councillor

Date: February 22, 2023

Subject: Update from the OAA Building Committee

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

A meeting of the Building Committee was held on February 21, 2023. The following key items were discussed:

OAA Landscape Design Competition:

The Committee will be interviewing candidates for the design competition's Professional Advisor on March 10, 2023. Council will recall that an RFP was issued to OAA and OALA member in late 2022. Once the Advisor is on board work can begin on the details of the two phased design competition, including the jury selection. The Committee will be reporting to the Council on this project at each Council meeting, including budget details. Council approvals will be sought as appropriate.

President's Wall:

As part of the OAA headquarters renovation and refresh project an artwork study was conducted which included an appraisal of the artwork that hung in the building at the time. The final report to Council focussed on recommendations

regarding the curation of the artwork once the renovation was completed. The report also included recommendations regarding the installation of video walls as a means of creating visual displays within the building. At that time it was noted that the President's Wall that hung in the foyer had been taken down, and that Council should consider what would take its place. At the time, Council set the matter aside for consideration at a later date. The matter has now been revisited and the Building Committee will be prepared to make recommendations to Council at a meeting later this spring.

Blower Door Test:

Now that all deficiencies have been addressed post renovation, a final blower door test will be scheduled this spring. The intent is to host this as event that members can attend if they wish to, as was the case for the previous two blower door tests. It is considered a good educational experience for members who may not have experienced a live blow door test. This blower door test will also help to tell the story of the OAA building renovation and the air-tightness of the building.

Updates were also received regarding the following items:

Elevator modernization: The Consultant and Contractor are actively working. The physical work is anticipated to be scheduled during June/July so as to minimize impact on OAA activities. The Building Committee will assist with the review of the final interior finishes, materials and color selection within the quote.

NRC data collection and building monitoring: It was noted that NRC has begun building data collection through a variety of means. This is an important part of monitoring the building's operations and achievement of net-zero. In addition, the availability of data on an ongoing basis will serve as a learning tool for members, as well as public education and awareness.

CNIB Accessibility Audit re. Signage: The CNIB has been engaged to do a audit of the OAA building as it pertains to signage for each of the meeting rooms (and others). The objective is to ensure that accessibility standards and best practices are achieved as it relates to low vision and appropriate signage. The Committee and Council as necessary will consider recommendations from this audit. This audit and resulting actions may also serve as a good learning opportunity for members.

Finally, the Building Committee reviewed its work plan for the year as required under the 5 Year Strategic Plan. The work plan will be formalized and contains items noted above. The major project for the Committee is the Landscape Design Competition. As a reminder, all standing and discretionary committees will prepare a work plan each year.

Action: This report is provided for information only.

Attachments: None

Established in 1889, the Ontario Association of Architects (OAA) is the self-regulating body for the province's architecture profession. It governs the practice of architecture and administers the Architects Act in order to serve and protect the public interest.

Ministry of Municipal Affairs and Housing
Building Services Transformation Branch
College Park
12th Floor, 777 Bay Street
Toronto, Ontario M7A 2J3

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 7.1

February 6, 2023

Re: Future Enhancements to the Qualifications Program for Ontario's Building Practitioners

To Whom It May Concern:

The Ontario Association of Architects (OAA) welcomes the opportunity to respond to the Ministry of Municipal Affairs and Housing (the Ministry) consultation, "Future Enhancements to the Qualifications Program for Ontario's Building Practitioners." As the regulator entrusted with a clear mandate to serve and protect the public interest, the OAA shares a common interest with government to ensure that Building Code knowledge, and how it is assessed, keeps pace with the Code's increasingly complex and sophisticated regulations.

In July 2022, the OAA had the opportunity to meet with Michael Lio and Associates to discuss enhancements to the qualifications program for the province's building practitioners. At that meeting, the OAA shared its longstanding concern over the apparent lack of enforcement of the Building Code Identification Number (BCIN) system. As far as the Association is aware, there has been little focus on monitoring and enforcement measures in regard to BCIN holders for non-compliance. A system with such significant public safety implications ought to have more teeth.

Since its inception, the BCIN system has been characterized as an opportunity to level the playing field and hold accountable those permitted to work in an unregulated area of design. While the OAA applauds government's initiative to review the Qualifications Program with a view to enhancing it, the Association urges you to ensure there is appropriate oversight, monitoring, and focus on the enforcement of the BCIN system in Ontario.

On a related note, the OAA often receives concerns regarding the currency of the qualified designer registry and its maintenance. Again, a system with this importance should be grounded in principles of ongoing maintenance and evaluation.

Along with enforcement measures that the Association believes are required for public safety, the OAA has the following additional comments:



Ontario Association
of Architects

111 Moatfield Drive
Toronto, ON M3B 3L6
Canada

416-449-6898
oaamail@oaa.on.ca
oaa.on.ca

1. “Qualified designers” should be required to have some design training, or the title should be changed to better reflect what these individuals are actually qualified to do. Based on calls received by the OAA’s Practice Advisory Services, there is confusion among the public about the roles and responsibilities of BCIN holders versus other design professionals, including architects. In short, there is nothing to back up the qualifications of BCIN holders in the area of design. At the very least, qualification requirements for BCIN holders should be maintained, but would benefit greatly from being strengthened. The proposal to reduce qualification requirements is concerning and appears to be contrary to the Ministry’s goal of using this program to ensure public safety and the competency of those using and applying the Code on a daily basis.

2. The OAA is not aware of any evidence to support claims about labour shortages with respect to qualified designers. Regardless, reduced qualification requirements should not be used to justify a streamlined or simplified exam.

3. The exam for building practitioners should assess not only the ability to navigate through the Code, but also candidates’ understanding of the Code and ability to apply it.

4. BCIN holders and all building professionals should have a mandate to participate in continuing education to increase their knowledge, proficiency, and skills in their application of the Building Code. This best protects and promotes the public interest.

5. The OAA urges government to reinstate Ministry Building Code Advisors to ensure there is consistent interpretation of the Code across jurisdictions in Ontario.

6. The OAA does not have a position on the format or administration of the Ministry’s examination. However, the Association cautions against changes that would appear to render the exam less credible or lack rigour when the ultimate objective is protecting public safety.

The OAA enjoys a longstanding, collaborative relationship with government, and looks forward to continued work with the Ministry to protect and promote the public interest. If you have any questions or wish to discuss anything further, please do not hesitate to contact me.

Sincerely,



Settimo Vilardi, Architect
M.Arch., OAA, MRAIC, LEED AP BD+C
President

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Gaganjot (Gagan) Singh
William (Ted) Wilson
Marek Zawadzki

Farida Abu-Bakare
Ida Badre
Kimberly Fawcett-Smith
Jennifer King
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
Susan Speigel
Thomas Yeung

FOR COUNCIL MEETING
March 2, 2023
(open)
ITEM: 7.2

From: Christina Karney, Vice President

Date: February 23, 2023

Subject: OAA Local Architectural Society Annual Reports for 2022

Objective: To provide Council with the Local Architectural Society Annual Reports for 2022.

Each year, the OAA's Local Architectural Societies are requested to submit an annual report to the OAA Council as a mechanism for reporting as well as for the purpose of sharing information and activities with the other Societies. The information is also posted on the OAA Website at the bottom of [this page](#).

In order to streamline the process of reporting and to continue the procedure that was implemented in December 2011, each Society is requested to submit an annual report and financial statements by the first deadline of the Special Project Funding (SPF) requests—this year, that date was Monday, January 30.

At this time, the following 10 annual reports from the 14 active Local Architectural Societies have been received:

- Grand Valley Society of Architects (GVSA);
- Hamilton and Burlington Society of Architects (HBSA);
- London Society of Architects (LSA);
- Niagara Society of Architects (NSA);

- North Bay Society of Architects (NBSA);
- Northumberland/Durham Society of Architects (NDSA);
- Northern Ontario Society of Architects (NOSA);
- Northwestern Ontario Society of Architects (NWOSA);
- Ottawa Regional Society of Architects (ORSA);
- St. Lawrence Society of Architects (SLVSA);
- Trent Society of Architects;
- Toronto Society of Architects (TSA); and
- Windsor Region Society of Architects (WRSA).

Algoma Society of Architects stated it had no activity for the past year and, therefore, had no financials to submit.

The received documents are shared here for Council's information, and will be posted on the [OAA Website](#) this month.

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

Attachments: AnnualSocietyReports2022.pdf

GVSA Dinner & Elections
October 26th



Grand Valley Society of Architects

[illegible]

Ana Gascon Marco M.Arch, OAA, RAIC, CPHD
Co-Chair, Grand Valley Society of Architects
grandvalleyarchitects@gmail.com



Hamilton/Burlington
Society of Architects

ANNUAL REPORT

EXECUTIVE COMMITTEE

AGATA MANCINI, Chair

JENNIFER KINNUNEN, Vice Chair

ESTHER LINK, Treasurer

DEVIN BRAUN, Secretary

2022





OVERVIEW OF ACTIVITIES

The Hamilton/Burlington Society of Architects began 2022 with a focus on reconnecting with its members. Since being limited to virtual meetings for several years due to the pandemic, the Society was cognizant of its need to adapt and to be accessible to its membership by providing various ways for people to connect, including in-person and virtual meetings, as well as social and professional events. This awareness of change led to revisiting the time and location of monthly meetings, which had not changed in over a decade, and to redesigning the website as a tool for communication, community engagement and education.

After government restrictions were eased the HBSA resumed its in-person meetings in February 2022, which was welcomed with enthusiasm by our members who had missed the connection with their peers that monthly meetings had provided them in the past. In addition to reaching out to HBSA members and affiliates, the Society placed focus on reconnecting with the Construction Specifications Canada Hamilton / Niagara Chapter (CSC H-N) to discuss a return to regular continuing education events and the revival of the annual charity golf tournament. Throughout the year, several events incorporated continuing education opportunities for members spanning a range of topics, such as the intersection of public art and development, houselessness and the current housing crisis, recent OBC changes, and implications to the approvals process brought on by recent municipal and provincial legislation changes. The HBSA also continues to support the work of our members in the exhibition of "The Power of Design" and by promoting and circulating the "Missing Middle" final documentation, both of which were made possible with the support of OAA special funding.

On October 4th, the HBSA and the GVSA met virtually with OAA President Susan Spiegel, to discuss the OAA's current priorities. The HBSA ended the year with a Holiday Party at the Hamilton Club where members donated over 900 pairs of socks that were distributed to local charities, and where the Society presented The Hamilton Alliance for Tiny Shelters (HATS) with a donation to support the work they are doing for the unhoused in Hamilton.



COMMUNITY ENGAGEMENT

Meeting Venue Expansion

Focused on re-engaging membership, the HBSA created different opportunities for meeting attendance by changing venues, dates and hosting socials. The changes resulted in increased expenses, but were very well received, resulting in some members attending for the first time in many years. It also provided the opportunity for the Society to support different local restaurants, who had been negatively affected by the recent pandemic.

The Power of Design

The photographic exhibit continued at the Cotton Factory in Hamilton until Fall 2022. We continue to support the development of the project as it takes on new forms.

Housing Crisis in Hamilton (and beyond)

Focused research into the local housing crisis resulted in the meaningful support of HATS (Hamilton Alliance for Tiny Shelters).

Homelessness Habitation Discussion Panel

The panel brought together a variety of people together who shared first-hand knowledge and helped to inform the HBSA on 'what is going on' and 'what are we doing' from various operations perspectives, as they engage and support the under-housed population in the Hamilton-area. The speakers addressed this topic from very different directions with a range of experience, including short-term and longer-term solutions to housing-first. HATS and Indwell presented their work and discussed the design solutions needed in the housing crisis.

Hamilton Doors Open

The event returned May 7-8, 2022, and the HBSA was pleased to support them with a \$1,500 donation.

Threshold School of Building – Bayfront Builders Challenge 2022

For the third year, HBSA members participated in the building competition on June 9th. Two teams representing HBSA & YAH participated in the challenge, designing and building garden furniture, which was then auctioned off to local community members. The event helped to raise awareness of the School of Building and their programs to train at-risk youth in the building trades.

Social Events

A social event was organized in August at the Rosedale Lawn Bowling club, bringing established and emerging practitioners together. It even provided the opportunity to review, discuss and provide a design critique to the City regarding a looking at Albion Falls.

Other Charity Work

YAH and HBSA also participated in our annual sock drive collecting over 900 pairs of socks to donate to vulnerable members in our community. In response to the pandemic, our annual golf tournament is being re-organized with Construction Specifications Canada Hamilton-Niagara Chapter and was postponed until 2023.



CONTINUING EDUCATION

The HBSA organized several continuing education opportunities for its members in partnership with various organizations such as the Art Gallery of Hamilton and the City of Hamilton.

2022 OBC Changes Presentation (February 17, 2022)

At the February (zoom) meeting, the HBSA hosted Building Code Consultant Glen Good, to provide a structured learning seminar covering recent and noteworthy changes to the Ontario Building Code, and the impact and interpretations of those changes in practice.

AGH Art Festival (October 17, 2022)

The Alice Street Screening and Panel Discussion was co-sponsored by the HBSA & YAH and hosted at the AGH Tanenbaum Pavilion. "Alice Street," is a film about a rapidly gentrifying city, where the construction of a luxury condominium threatens a local mural forcing the artists and a neighborhood to rally to protect its history, voice, and land. The film's themes were discussed by local professionals from development and arts as they relate to their unique experiences in Hamilton, and to the changing face of design practice here. Following protocols for gathering, we had a great turnout for the event with a diverse background, which sparked some interesting discussions around the role of design in all aspects of life and introduced several community stakeholders to one another who expressed an interest in collaborating together.

City of Hamilton (Bill 109) Site Plan Approval Information Session (December 6th, 2022)

Presented by Ken Coit, Manager of Heritage and Urban Design, Planning Division, City of Hamilton, the information and training session was prepared for the Hamilton-Burlington Society of Architects membership, to review the changes to the Site Plan Approval process for the City in response to Bill 109. The changes came into effect January 1, 2023. The session was offered in-person and via streaming and a recording was made available to members who were unable to attend.



BILL 109 - CHANGES TO DEVELOPMENT APPLICATION PROCESSES

Bill 109 – the More Homes for Everyone Act, 2022

The HBSA participated in several initiatives that helped to advocate for positive working relationships with the City of Hamilton as well as other industry groups, which helped to inform policies that promote the betterment of our built environment as well as the profession of architecture:

City of Hamilton

Design Review Panel for Pier 8

- The City invited members of the HBSA to participate in a special DRP to review concepts for Pier 8, an important site along Hamilton's Bayfront.

Family Friendly Housing Policy Stakeholder Meeting

- HBSA members were invited to comment on the development of a family friendly housing policy and to participate in a community presentation on the topic. The policy is being formed in response to concerns about the proliferation of high end one-bedroom units in the city.

Strategic Plan To Create Affordable Housing Supply In The Secondary Rental Market

- HBSA members participated in stakeholder consultation and City Presentation of results.

Public Works

- In response to the letter the HBSA submitted to the City of Hamilton expressing concern for the proposed lookout design at Albion Falls, a key Landmark in the City, the City worked to define a better process and create dialogue with the HBSA as stakeholders. This resulted in a design review package that was distributed to membership in August.

Development Industry Liaison Group (DILG)

- The most prominent topics of discussion for the group were Bill 109 and changes to Hamilton's current zoning by-law regarding parking reduction. A continuing education session was held with the City of Hamilton's Planning department regarding the implications of Bill 109. (See event details under Continuing Education)

Hamilton Halton Home Builders' Assoc. / West-End Home Builders' Assoc.

- The HBSA collaborated with both groups providing feedback to the City of Hamilton regarding various topics including the City's Construction Management Plan and the approval process of Secondary Dwelling Units. Together with Environment Hamilton, the groups issued a letter to the City of Hamilton with suggestions to streamline the approvals process specifically pertaining to common issues which often caused delay in the approvals process. The HBSA also drafted a general letter of support for Secondary Dwelling Units, which was made available to its members and will be available on the new website for members of the public, outlining the Society's support for the development of secondary dwelling units.



SPECIAL FUNDING

The OAA contributed to several initiatives the Society undertook in 2022, including:

Hamilton/Burlington Society of Architects' Homeless Habitation Symposium (\$2,500)

- Part of 2021 requests, this money was used at the September 2022 panel discussion & the remainder donated to the organizations.

Website Redesign (\$4,000)

- This amount was put towards a complete redesign of the HBSA website to make consistent updating more convenient and accessible. The website is well underway and will soon include a public facing portion for community events and a members-only portion for resources.

Missing Middle Design Charrette documentation (\$6,000)

- This document summarized the extensive information created during the charette held in 2020 and is now available for public viewing on the new website, www.hbsarchitect.ca.

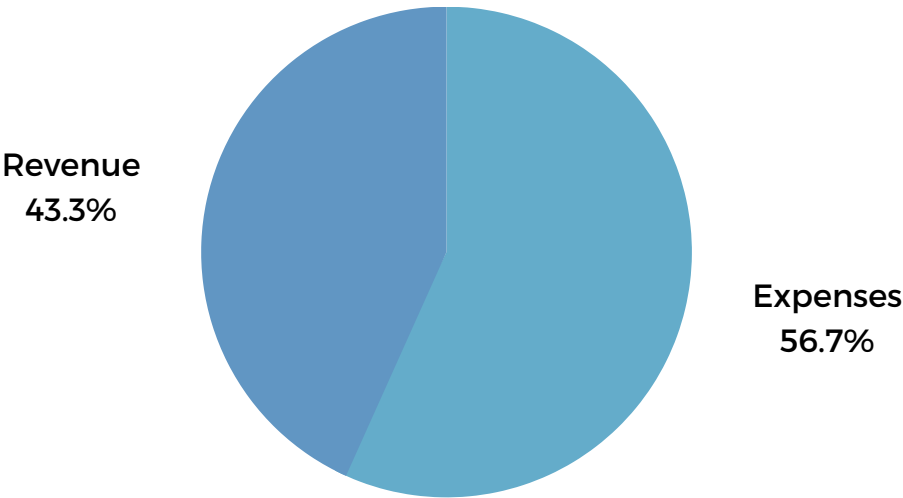




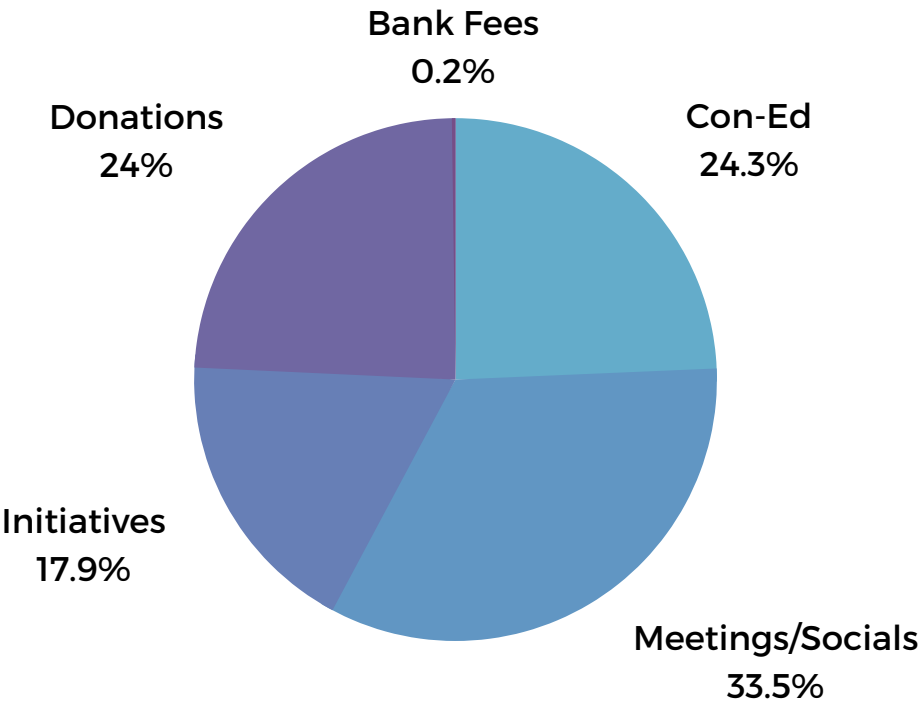
FINANCIAL REPORT

The HBSA accounts saw greater activity with the return to in-person events and meetings. In order to offset the impacts of the pandemic as well as rising inflation the HBSA saw its in-person meeting costs rise significantly over previous years. The HBSA executives have made inquiries for other locations and volunteer firms to host in-person meetings. The society maintains a net positive account in order to support the coming year. The graphs below provide a visual summary of the complete breakdown on the following page.

Revenue & Expenses



Expenses by Category





FINANCIAL BREAKDOWN

January 1 to December 31, 2022

Starting Balance			\$ 25,297.57
	Expense	Revenue	Profit/Loss
HBSA Meetings (in-person)	\$ 4,065.53		(\$ 4,065.53)
HBSA Con-Ed OBC 2022 updates	\$ 1,500.00		(\$ 1,500.00)
HBSA Summer Social (Roselawn bowling)	\$ 917.98		(\$ 917.98)
HBSA Con-Ed Bill 109 Site Plan updates	\$ 156.49		(\$ 156.49)
HBSA Holiday Party	\$ 4,068.15	\$ 500.00	(\$ 3,568.15)
OAA SPA Millennial Housing - report 2+3	\$ 3,150.00	\$ 6,000.00	\$ 2,850.00
OAA SPA Homelessness Habitation Seminar	\$ 1,179.70		(\$ 1,179.70)
HBSA/YAH - TSOB Bayfront Builders	\$ 577.80		(\$ 577.80)
HBSA/YAH - AGH Film Fest	\$ 3,740.70		(\$ 3,740.70)
Donation to Doors Open	\$ 1,500.00		(\$ 1,500.00)
Donation to HATS	\$ 5,000.00		(\$ 5,000.00)
Membership Dues OAA		\$ 9,835.00	\$ 9,835.00
Membership Dues Affiliate Members		\$ 300.00	\$ 300.00
Misc. / Banking Fees	\$ 61.00		(\$ 61.00)
Website / Social Media	\$ 162.31		(\$ 162.31)
Website Rebuild deposit	\$ 960.00	\$ 4,000.00	\$ 3,040.00
	\$ 27,039.66	\$ 20,635.00	-\$ 6,404.66
Ending Balance			\$ 18,892.91

January 30, 2023

The London Society of Architects, through 2022 and similarly to 2021, was slow to emerge from the disruptions of COVID-19, with few actions or engagement of members. The OAA President's Meeting was a notable exception and was a welcomed opportunity for LSA members to re-engage, even with the limitations of a virtual format. Combining the visit with Algoma, London and Northumberland-Durham societies created a great opportunity to share ideas and to promote collaboration among the societies.

LSA continued with planning for a new season of its architecture speaker series, an annual fall and winter series of speakers and films held at Museum London, however pandemic uncertainties continued to prevent scheduling of speakers and venue for 2022. We are on track to restart with a modest film series this spring and a full series of speakers and films this fall. This January we also started discussions with Museum London to explore opportunities to collaborate on exhibits and events to re-engage communities in the region.

LSA is a stakeholder in the City of London building and development initiatives, facilitated by the City through the Building Development Liaison Forum. Most initiatives and the forum were paused through the pandemic but resumed in 2022. Key initiatives that are resuming include rethinking and updating the City's zoning by-law, facilitating climate emergency action in building and development, enabling solutions to housing challenges, and improving site plan approval and building permit application timelines. LSA was slow to pick up the resumed pace of activity at City Hall but will be mobilizing its members to participate in the related committees of these initiatives to help create solutions and to advocate in the public interest.

Prior to the pandemic, LSA was developing a network of intern architects to facilitate assistance and collaboration on the path to licensure. This was curtailed again through 2022, plans are in place to resume in 2023, and to focus also on facilitating opportunities for intern architects to contribute to LSA.

LSA is continuing with creating a new website, to meet current needs of LSA members and the public. In 2022 project terms of reference were defined and a website developer was engaged. This January a call was made to LSA members to assist with defining website details, preparing rollout content, and assisting with launch in 2023.

LSA has periodically hosted casual social events for members as an opportunity to connect. This was paused through the pandemic, including through 2022. LSA will be planning social events through 2023 to bring LSA members back together, starting with an annual general meeting and social in February.

2022 continued as a quiet period for LSA, however we are looking forward to re-engaging with members and the public through 2023.

Sincerely

A handwritten signature in black ink, appearing to read 'W Derhak', with a stylized, flowing script.

Walter Derhak, OAA, MRAIC

Chair, London Society of Architects

London Society of Architects

Balance Sheet

As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Chequing/Savings	
London Society of Architects	19,055.67
Total Chequing/Savings	19,055.67
Total Current Assets	19,055.67
TOTAL ASSETS	19,055.67
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	25,754.01
Retained Earnings	-11,470.14
Net Income	4,771.80
Total Equity	19,055.67
TOTAL LIABILITIES & EQUITY	19,055.67

10:27 AM

01/20/23

Accrual Basis

London Society of Architects
Profit & Loss
November 2021 through October 2022

	Nov '21 - Oct 22
Ordinary Income/Expense	
Income	
OAA - Society Dues Income	6,615.00
Total Income	6,615.00
Expense	
Contract Services	
Accounting Fees	271.20
Total Contract Services	271.20
Maintenance Fee - BMO	72.00
Other Types of Expenses	
Website	1,500.00
Total Other Types of Expenses	1,500.00
Total Expense	1,843.20
Net Ordinary Income	4,771.80
Net Income	4,771.80

Your branch address:

270 DUNDAS STREET
LONDON, ONT N6A1H3

Business Banking



Your Branch

DUNDAS & WELLINGTON
Transit number: 0348

**For questions about your
statement call**
(519) 667-6129

Direct Banking
1-877-262-5907
www.bmo.com

Business Banking statement

For the period ending October 07, 2022

Summary of account

Account	Opening balance (\$)	Total amounts debited (\$)	Total amounts credited (\$)	Closing balance (\$) on Oct 07, 2022
[REDACTED]	19,338.87	6.00	0.00	19,332.87

Transaction details

Date	Description	Amounts debited from your account (\$)	Amounts credited to your account (\$)	Balance (\$)
[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]			
Sep 08	Opening balance			19,338.87
Sep 29	Maintenance Fee, FIXED CHARGE \$6.00	6.00		19,332.87
Oct 07	Closing totals	6.00	0.00	
Number of items processed 1				



Niagara Society of Architects Report: Events and Activities - 2022

The year 2022 was a time of returning things to normal, following the pandemic.

Meetings and Events

April 28: Astley-Gilbert presented a range of material on their current printing capabilities and architectural applications.

May 27: The 2022 big event was a day-long continuing education conference dealing with urban issues, and attended by twenty-eight members of the NSoA. This was entitled “The Face of the City”, at which numerous aspects of Niagara’s cities (both positive and negative), and ongoing changes, were presented and discussed. The City of St.Catharines, the Regional Municipality of Niagara, local developers and Brock University were all participants.

Topics included:

- Concepts of Niagara over time

- The individual building - Exploring human response

- City of St.Catharines’ planning perspectives.

- Views of a local innovative developer

- Urban Tehran

- Popular images of Niagara

- High-rises in Niagara cities.

 - Emilio Raimondo - talking about the Rankin Pt.Dalhousie project

 - Michael Allen - talking about high-rises in Niagara city centres

June 8: A visit to the new Canada Games building was hosted by Emilio Raimondo, who was a key instigator of the project and the local architect.

July 7: Organisational meeting (selection/confirmation of executive committee: Chair: Ian Ellingham, Vice-Chair: Kevin Emrich, Treasurer: Larisa Brodsky, Secretary: John Raimondo.)

November 24th Hunter Kauremszky (one of the 2022 scholarship recipients), spoke on his experiences in the architectural education process

Scholarships:

The scholarship programme was run again, and three applications were received. Two awards were made, both to students attending Ryerson.

It was decided to name the scholarship programme ‘The Michael Zuberec Scholarship’ to commemorate Mike, who passed away on September 28 shortly before his 92nd birthday. The funeral and wake was held on October 11, and was attended by a large number of NSoA members. He was a founder of the Niagara Society of Architects, remained an active participant, took an ongoing interest in the scholarships, and was appreciated by many local architects as a wonderful and insightful mentor.

Walking Tour Project:

In conjunction with the proposed (pre-covid) OAA conference to be held in Niagara Falls, the NSoA received Special Projects Funding to create an architectural walking tour of Niagara Falls. Although the conference was cancelled, the project was developed as an on-line version, and is available on the NSoA website. The development of the 'paper' version was reactivated, and is unfolding with a projected completion date in mid-2023. Of particular notice is that it was decided to create a set of sketches of the various buildings, which is being undertaken by one of our foreign-architect members.

At the current time, some of the sketches have become available:



Toronto Power Generating Station, Niagara Falls.

Eugene Zhilinsky

Media Coverage:

The NSoA continued with ensuring that media coverage was obtained. The passing of members Mike Zuberec and Grant Sauder was covered in the local newspapers.

In addition, StarMetrolandMedia offered an excellent advertising deal, so four half-page ads appeared in the *St. Catharines Standard* over the summer, promoting the role of architects in creating the Niagara built environments.

Website:

The NSoA website has been kept active, with ongoing contributions to the 'Ideas' section and other elements. On a typical day, the system records 25 pageviews for elements in 'Ideas' and 200 to 400 pagviews overall. The site manager reports that the site has more visits than any of the other sites he runs. Some members have reported that they have obtained business from people considering alternative firms from their information on the website.

Other Activities

Discussions and communications between NSoA members, the OAA, and the Niagara Catholic District School Board were conducted about the NCDSB's procurement methods.

Approaches were made to the St. Catharines Performing Arts Centre, about resuming the Architecture + Design film programme, with no resolution.

Contact was made with the St. Catharines Museum at Lock 3 with regard to the continuation of assistance in the curating of their drawing collection, following the passing of Mike Zuberec. Another member of the NSoA volunteered to continue working with them.

Summary of Income and Expenses: Niagara Society of Architects
Income and Expenses: January 1, 2022 to December 31, 2022

Revenue

Membership fees from OAA	\$4,670.00
Educational Events:	<u>240.00</u>
TOTAL REVENUE.....	\$4,910.00

Expenditures

Educational Events (May 27)	\$ 958.22
Scholarships:	2,400.00
Advertising:	1,412.25
Website:	339.00
Membership meetings	288.43
Niagara Falls walking tour sketches	<u>2,500.00</u>
TOTAL EXPENDITURES.....	\$7,897.90
Operating Surplus / Deficit (-):	- \$ 2,987.90



Annual Report to the OAA Council

January 28, 2023

Summary of Society Activities

After several turbulent and challenging years due to the Covid-19 Pandemic, the North Bay Society of Architects sought to undertake some new initiatives in 2022 alongside other ongoing initiatives started in previous years.

First, we once again offered two NBSA Scholarships to local students heading to university or college for architectural studies. More information on these scholarships can be found in the Special Project Funding Report in the following pages.

We also continued to fill a seat on the North Bay Municipal Heritage Committee, and this year, we expanded our support of this committee and their role in recognizing and documenting North Bay's built heritage by becoming the prime sponsor of their annual photo contest. More information on this new sponsorship initiative can be found in the Special Project Funding Report in the following pages.

After receiving some interest from NBSA members, the NBSA organized an informal "Lunch and Learn" education session in collaboration with the City of North Bay Building Department, to help educate members on recent changes the Ontario Building Code, specifically focusing on new requirements for smoke/fire dampers.

Finally, the NBSA sought to undertake a significant new initiative to generate learning opportunities about architecture at the elementary school level. The project, titled "The Climate Change Challenge, The Three Little Pigs vs. the Three Big Climate Change Impacts", is a kit of building materials that students will use to design and build a structure to protect the three little pigs from a particular climate change challenge - wind (storms), water (flooding), or fire. More information on this new initiative can be found in the Special Project Funding Report in the following pages.

Special Project Funding Report

NBSA Scholarships – 2021 unused Special Project Funding

After successfully awarding scholarships in 2019 and 2020, the NBSA did not receive any applications in the 2021 year. As a result, the Special Project Funding we received in 2021 went unspent and was carried over to support the 2022 NBSA Scholarships.

The scholarships were created to support high school students within our society boundary who would be pursuing a career in architecture. In previous years, one scholarship valued at \$1000 was awarded to a student pursuing a degree in architecture, while a second valued at \$500 was awarded to a student pursuing a diploma in architectural technology. For 2022, we decided to increase the values of the scholarships to reflect the continual rise in education and living costs that students and their families face, and at the same time hopefully increase interest in the scholarships. The values of the scholarships were increased to \$1,500 and \$1,000, respectively. The NBSA used \$1,000 from our cash holdings to top-up the \$1,500 SPF that was received in 2021.

We were pleased to receive two applications for the scholarships, both of which showed great promise. As a result, the scholarships were awarded to Russell Scarrow and Anna Kosk-Harja.

Refer to Appendix A for media coverage that was received for the scholarship, as well as photos of Russell and Anna with their scholarship cheques!

Municipal Heritage Committee Photo Contest

The North Bay Municipal Heritage Committee (NBMHC) provides input on architectural and historically significant buildings in the North Bay region under the Ontario Heritage Act. For many years the North Bay Society of Architects (NBSA) has supported initiatives of the Municipal Heritage Committee and has filled a seat on the committee.

Building on this valuable community partnership, the NBSA successfully applied for Special Project Funding to bring new life to a Photography Contest initiative launched by the North Bay Municipal Heritage Committee many years ago. The current contest will accept photo and video submissions from three age groups (youth to 17, 18 to 21 and 21 and older) that reflect on the built and natural environments, and how humans interact with them.

The contest encourages submissions that highlight one or more of the following three areas:

Built Heritage—Photos may include physical features that symbolize the built environment perhaps including traditional materials, including but not limited to, brick, plaster, wood, metal, and stone. Such assets may include but are not limited to, cathedrals, churches, cemeteries, factories, fences, houses, hotels, museums, water towers, culverts, or bridges.

Natural Heritage—Photos may include sites that provide examples of natural evolution or outstanding natural beauty, including but not limited to, rare and/or endangered species

(flora and fauna), waterways, parks, rivers, creeks, or lakes. However, for a photo to be considered for this category, the photo must demonstrate a connection between the natural environment and the history/development of the City of North Bay or how the natural environment has shaped the local community.

Human Heritage—Photos in this area may be symbolized by a historic group, organization, movement, or event or characterized by a historic figure that helped to influence, shape, or define the City of North Bay.

Following the successful Special Project Funding application, the NBSA forwarded the \$1,500 received to become the prime sponsor for the contest. The contest opened for submission on September 15th, 2022, and closes on January 31, 2023. Once the contest closes, the members of the Municipal Heritage Committee, including one NBSA member, will evaluate the submissions and pick the winners. Winning submissions will be included in next year's NBSA Annual Report.

Refer to Appendix B for media coverage that was received for the contest, as well as the contest poster that was distributed in the community.

The Climate Change Challenge: The Three Little Piggies vs. the Three Big Climate Change Impacts

Building a bridge out of popsicle sticks or spaghetti noodles in elementary school and testing its structural limits is a core memory for many. If your bridge failed, you reflected on ways you could have made it stronger. If your bridge exceeded expectations, it was a point of pride. A simple afternoon activity can teach youth the basics of structural design.

The North Bay Society of Architects applied for Special Project Funding to create a similar activity that would engage youth to learn about architecture. Targeting the elementary levels, we proposed assembling “kid kits” / “building-in-a-box kits” that would be distributed to local classrooms interested in teaching their students about architecture.

Following the successful application for funding, the NBSA members worked collaboratively to further develop the project, including a theme for the “kid kits”, an instructional booklet, and a list of materials that will be provided with each kit.

The finalized kid kit project is titled “The Climate Change Challenge, The Three Little Pigs vs. the Three Big Climate Change Impacts”. Children will be provided building materials and will choose one of three climate change impacts that affect architecture and the built environment – wind (storms), water (flooding), or fire. The children will then use the materials provided to design and build a structure to house their little piggies and protect them against the climate change impact they chose.

We have structured the challenge to Grade 6 students to work collectively to tap into their creative side, while educating them on the process we follow, as Architects and professionals in our industry, when involved with the development of a building project.

We are aiming to assemble 100 kits, (1 kit for groups of 3 students) for a total of 300 student participants. Each Kit box will consist of: 1) an Instructional Booklet 2) Kit Box- What's in the Box?- List of Materials and 3) materials to build 3 Little Pig models and 1 structure. Keeping in the theme of the challenge, we are ideally using re-use recycled or newly purchased biodegradable materials.

Following the completion of the project, we are asking teachers to provide photos of the completed structures to the NBSA. Based on the submissions, one classroom will be treated to a pizza party lunch to celebrate their wonderful creations. A selection of the photos submitted will be displayed on the NBSA website.

We are currently working with the school boards to have the project approved for use by teachers, and plan to issue the kits to schools during the current semester (spring 2023).

Refer to Appendix C for the "Instruction Booklet" and "What's in the Box?" material list for the project.

Financial Report

Summary of year ending December 31st, 2022:

North Bay Society of Architects Financial Report Year End December 31st, 2022

REVENUE

OAA Funding		
Architectural Membership Fees	\$ 2,110.00	
Special Projects OAA Funding	\$ 4,500.00	
		\$ 6,610.00
Other Revenue		
Interest Income	\$ -	
GIC Investment Interest	\$ -	
		\$ -
TOTAL REVENUE		\$ 6,610.00

EXPENSES

Special Project Expenses		
Community Special Projects	\$ -	
Student Bursaries	\$ 2,500.00	
		\$ 2,500.00
Marketing & General Expenses		
Web Page-Square Space Domain Name Renewal Fee	\$ 499.57	
OAA President's Dinner	\$ -	
		\$ 499.57
Other Expenses		
Monthly Bank Charges	\$ 17.33	
Bank Charge for NBSA Cheques	\$ 78.49	
		\$ 95.82
TOTAL EXPENSES		\$ 3,095.39
NET INCOME		\$ 3,514.61

		Balance	
Opening Balance January 4, 2022		\$ 19,244.73	\$ 19,244.73
Jan 5/22	NBSA Cheque No. 008- Reimburse Larocque Elder Architects, Architectes Inc. for payments for NBSA Annual 2021 Square Space Google Suite and Business Website invoices, recorded as an expense on 2021 Financial Report.	\$ 404.14	\$ 18,840.59
Feb 01/22	Monthly Bank Charge	\$ 3.75	\$ 18,836.84
Mar 01/22	Monthly Bank Charge	\$ 3.75	\$ 18,833.09
Mar 23/22	Monthly Bank Charge	\$ 3.75	\$ 18,829.34
Mar 23/22	Transfer from RBC	\$ 18,829.34	\$ -
Mar 24/22	Transfer to Caisse Populaire, NBSA cheque No. 13	\$ 18,829.34	\$ 18,829.34
Mar 31/22	Monthly Bank Charge	\$ 0.18	\$ 18,829.16
Apr 30/22	Monthly Bank Charge	\$ -	\$ 18,829.16
May 31/22	Monthly Bank Charge	\$ -	\$ 18,829.16
Jun 16/22	Cheque deposit OAA Membership Cheque No. 039666	\$ 2,035.00	\$ 20,864.16
Jun 16/22	Cheque deposit Mitchell Jensen Architects Inc. Membership Cheque No. 21866	\$ 25.00	\$ 20,889.16
Jun 30/22	Monthly Bank Charge	\$ 0.36	\$ 20,888.80
Jul 18/22	Cheque deposit Critchley Hill Architecture Inc. Membership Cheque No. 1287	\$ 25.00	\$ 20,913.80
Jul 31/22	Monthly Bank Charge	\$ 0.18	\$ 20,913.62
Aug 24/22	NBSA Cheque No. 2- Technologist Student Bursary	\$ 1,000.00	\$ 19,913.62
Aug 24/22	NBSA Cheque No. 3- Architecture Student Bursary	\$ 1,500.00	\$ 18,413.62
Aug 31/22	Monthly Bank Charge	\$ 2.00	\$ 18,411.62
Sep 14/22	NBSA Cheque No. 4- Reimburse Larocque Elder Architects, Architectes Inc. for payments for NBSA Annual 2022 Square Space Google Suite and Business Website invoices.	\$ 434.31	\$ 17,977.31
Sep 27/22	Cheque deposit OAA Special Funding Cheque No. 040154	\$ 4,500.00	\$ 22,477.31
Sep 30/22	Monthly Bank Charge	\$ 1.18	\$ 22,476.13
Oct 11/22	NBSA Cheque No. 1 - Reimburse Nathan Jensen for NBSA Domain Name	\$ 65.26	\$ 22,410.87
Oct 21/22	Bank Charge for NBSA cheques	\$ 78.49	\$ 22,332.38
Oct 31/22	Monthly Bank Charge	\$ 2.00	\$ 22,330.38
Nov 30/22	Monthly Bank Charge	\$ -	\$ 22,330.38
Dec 9/22	Cheque deposit Derrick Chusroskie Membership Cheque No. 01	\$ 25.00	\$ 22,355.38
Dec 31/22	Monthly Bank Charge	\$ 0.18	\$ 22,355.20
Closing Balance December 31, 2022		\$ 22,355.20	\$ 22,355.20

Prepared by NBSA Treasurer Ruth Elder, Architect, OAA MRAIC



The total holdings of the Society at the close of 2022 is \$22,355.20. The increase in balance compared to last year is due to the \$3,000 Special Project Funding received for the “Climate Change Challenge” building kits in 2022 but that’s not yet spent. This funding is intended to be spent by spring of 2023.

Annual Report prepared by:

Nathan Jensen M.Arch OAA MRAIC
Chair, North Bay Society of Architects
chair@nbsa.ca



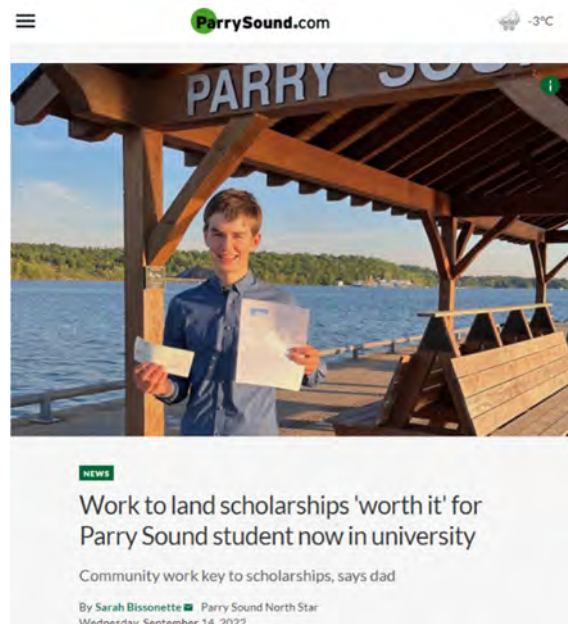
Appendix A

NBSA Scholarship Media Coverage and Photos



BayToday
April 19, 2022

<https://www.baytoday.ca/local-news/the-north-bay-society-of-architects-announces-annual-2500-in-scholarships-for-students-5248151>



Parry Sound North Star
September 14, 2022

<https://www.parrysound.com/news-story/10710610-work-to-land-scholarships-worth-it-for-parry-sound-student-now-in-university/>

2022 Scholarship Winner - Russell Scarrow



2022 Scholarship Winner - Anna Koski-Harja



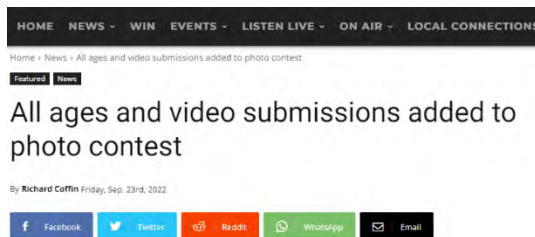
Appendix B

Heritage Committee Photo Contest Media Coverage and Photos



BayToday
September 25, 2022

<https://www.baytoday.ca/local-news/heritage-committee-debuts-revamped-all-ages-photovideo-contest-5852961>



My North Bay Now
September 23, 2022

<https://www.mynorthbaynow.com/90452/news/all-ages-and-video-submissions-added-to-photo-contest/>



NORTH BAY MUNICIPAL HERITAGE COMMITTEE
NOSTALGIA REWIND
PHOTOGRAPHY & VIDEO
CONTEST

////////// CATEGORIES

- **YOUTH: 12 AND UNDER**
- **YOUNG ADULT: 13 - 21**
- **ADULT: 22 AND OLDER**

FIRST PLACE PRIZES
YOUTH: CASH PRIZE OF \$150
YOUNG ADULT: CASH PRIZE OF \$250
ADULT: CASH PRIZE OF \$350

STILL PHOTO, DIGITAL PHOTO, AND DIGITAL VIDEO ENTRIES WILL BE ACCEPTED

CONTEST OPEN SEPT. 15TH 2022	CONTEST CLOSE JAN. 31ST 2023
--	--

Appendix C

The Climate Change Challenge: The Three Little Piggies vs. the Three Big Climate Change Impacts

Following pages include:

- 1) The Climate Change Challenge Instructional Book
- 2) The Climate Change Challenge “What’s in the Box” List of Materials



Illustration by Jean Larocque, Architect

The Climate Change Challenge

*The Three Little Pigs
vs.
the Three Big Climate Change Impacts*



the narrative

Everyone is aware of the fable of the three little pigs. Tasked with building houses to withstand the forces of 'the Big Bad Wolf', each of the three little pigs approached the design, material selection and construction of their houses differently. After huffing and puffing, the Big Bad Wolf easily blew down the poorly planned and constructed straw and stick houses leaving two of the little pigs with no roof over their heads. In contrast, the third little pig's careful planning, design work, building material selection and construction techniques provided him with a house that could sustain all the impacts of the Big Bad Wolf.

the challenge

Today, our buildings and structures, or 'built environment', are faced with a global threat far worse than the Big Bad Wolf – Climate Change.

As Architects, we must be able to design buildings, structures and communities that are resilient and sustainable. Your challenge is to plan, design and construct a shelter for your 'little pigs'. Residing in Northern Ontario, your little pigs must choose to live in one of three landscape settings and your shelter must account for the associated climate change impact:

Water

Your little pig's shelter is nestled on the shores of a lake or riverside susceptible to flooding.



Wind

Your little pig's shelter is situated in an open field that could experience severe windstorms.



Fire

Your little pig's shelter is tucked in the forest at risk of fire.



the tasks and steps

session 1 - 1.5 hours

STEP 1 – Understanding Climate Change Impacts in Your Landscape Setting.

Working in groups of three (3) students, you must discuss where your little pigs are going to build their shelter relative to the climate change impacts of *Water*, *Wind* and *Fire* that we experience in Northern Ontario. Your group must choose one of these three climate change impacts and your planning, design and construction work needs to provide your three Little Pigs with a safe and secure shelter that will protect them from the climate change impact that your group selects.

STEP 2 - Meet your Little Pigs.

Each person in your group must build their own little pig model. Using the materials supplied, follow the instructions provided to construct your little pig, paying careful attention to the scale of the model. Your pig's face and tail can be unique to your model however all of the three little pig models in your group must be painted the colour associated with the climate change impact your group selected in Step 1.

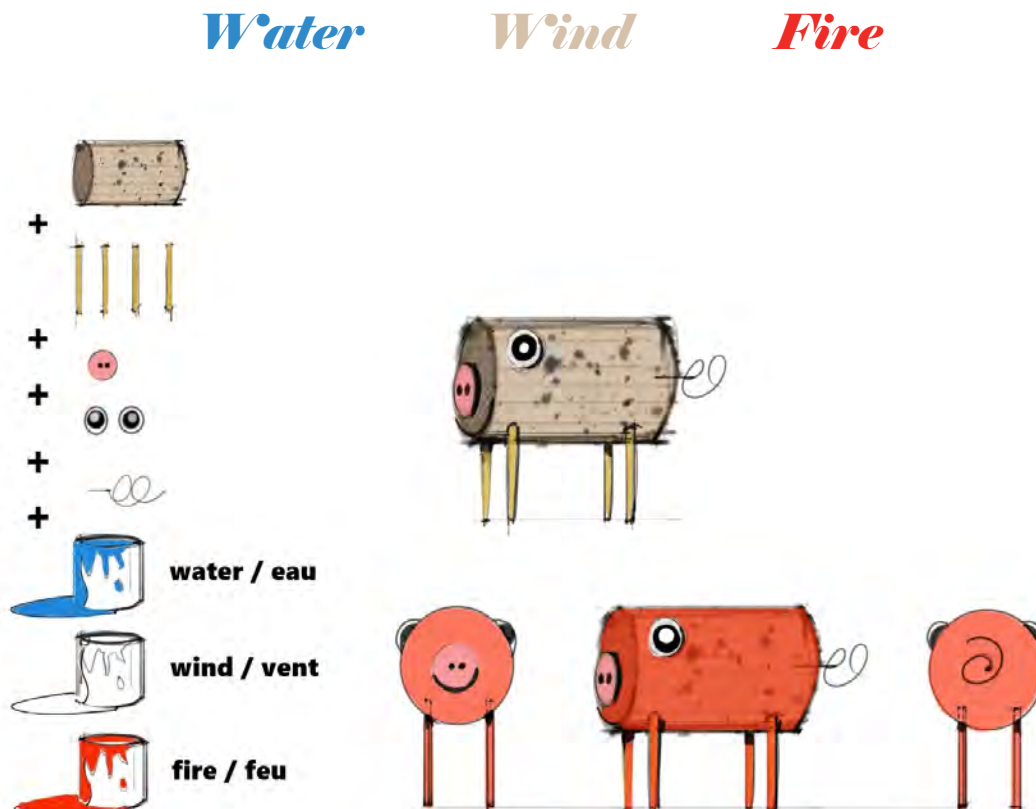


Illustration by Jean Larocque, Architect

STEP 3 - Shelter Design Requirements.

Each group will be provided with a prepared kit of biodegradable construction materials. Using a minimum of five (5) different materials from your building kit, each group must plan, design and construct one shelter to house all of your three little pig models. Your shelter must have walls, a roof, at least one floor level, an opening or door for access into your shelter, and a minimum of two windows and/or skylights for ventilation, natural light and views of your landscape setting.

STEP 4 - Planning Your Shelter.

Planning is an essential step in providing your pigs with a safe, secure and comfortable new shelter. Before starting any design or construction, think about each of the following in order to develop a program describing your little pig's ideal shelter:

1. What are the risks associated with your climate change impact that the design and construction of the shelter must consider?
2. What are the best forms or shapes to withstand your chosen climate change impact of **Water**, **Wind** or **Fire** ?
3. How big should your shelter be? Consider the size of your shelter relative to the scale of your little pig models. Remember that all three of your little pigs must fit comfortably into your shelter.
4. Where is the safest place to locate your pig's shelter? Above ground, on the ground or below the ground? You can use the kit lid and / or box to represent the ground of your specific landscape setting.
5. Where is the best place to have a door or other opening to enter into the shelter?
6. Where should windows and / or skylights be located for ventilation, natural light and views?
7. How do you approach the shelter? Do you design your shelter to have steps, a ladder, a bridge, a tunnel, an opening into the ground or something else?
8. What else is important to your little pigs?

STEP 5 - The Design.

Once your group's planning work is complete, its time to gather all your ideas and put them on paper. Using the 8.5x11 paper provided at the top of your building kit, prepare a floor plan and elevation drawing of what your group would like your shelter to look like.

the tasks and steps

session 2 - 1.5 hours

STEP 1 - The Build.

Using a minimum of five (5) of the biodegradable materials in your kit, build the shelter you planned and designed for your group's three little pigs. Remember that the building kit box and / or lid can be used to represent the ground.

STEP 2 – Learn from your Classmates.

Once your shelter construction is complete, put the names of each of the group members on your work, along with the name of your school, teacher's name and grade.

Walk around the classroom and take a look at the other shelters that have been built. What did classmates who selected the same climate change impact as your group do? How did your peers who chose another climate change impact address their challenge?

Group Submissions and Evaluation:

Participating classrooms are to take a digital photograph of each group's shelter and submit the images, by e-mail, to the North Bay Society of Architects (NBSA).

All photograph submissions will be reviewed and evaluated by Architect, Intern Architect and Licensed Technologist members of the NBSA. Selected shelters will be featured on the NBSA's website to showcase the Climate Change Challenge work of Northern Ontario elementary school students and a winning class will be selected to receive a lunch pizza party sponsored by the NBSA.

special thanks to

- The Ontario Association of Architects (OAA)
- The Ontario Youth Apprenticeship Program (OYAP)
- The NBSA Executive: Nathan Jensen, Jeff DeDecker, Noémie Lavigne and Ruth Elder
- NBSA Volunteer Members: Jean Larocque, Olivier Larocque, Amber Leclair, Eryn MacLellan, Emilie Renaud, Joel Tremblay and Paola Vega

The Climate Change Challenge

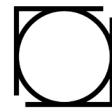
The Three Little Pigs vs. the Three Big Climate Change Impacts

Kit Box - What's in the Box?

Product		Quantity		Product		Quantity	
Kit Box		x 1		Paint Bottle (One Colour)		x 1	
List of Materials		x 1		Paint Brush		x 3	
Little Pig Model Materials in Bag		x 3		Glue Dots		x 100	
8 1/2" x 11" Blank Paper for your Design Drawings		x 15		White Glue Bottle		x 1	
Use a Minimum of 5 Different Materials to build your Shelter							
Irregular Shaped Recycled Cardboard		x 1		Sandpaper		x 1	
Recycled Cardboard Sheet		x 4		Craft Popsicle Sticks		x 100	
Flat Brown Cardboard Sheet		x 2		Wood Dowels		x 4	
Honeycomb Cardboard		x 1		Wood Slats		x 4	
Cardboard tube		x 1		Straws		x 2	
Kraft Cardstock Paper		x 4		Twine		4 ft	
Parchment Paper		x 4		Lobster Claw Claps		x 2	



Northern Ontario Society of Architects



Ontario Association
of Architects

NOSA | Northern Ontario Society of Architects 2022 Activities Report

January 18, 2023

NOSA Chair: Amber Salach

Number of Current Members: Total of 58 Members; comprised of 35 Licensed and 1 Retired Architect, 18 Intern Architects, 4 Licensed Technologists and Student Members

OAA Special Funding: Designing with Dignity Competition

NOSA requested funding for Designing for Dignity in the North: Student Competition – Ongoing

For the first time, Northern Ontario will host the annual conference of the Ontario Association of Architects (OAA). The conference will be held in June 2023 in Greater Sudbury. The theme will be “Designing for Dignity in the North”.

NOSA is collaborating with Algoma Society of Architects (ASA), North Bay Society of Architects (NBSA) and Northwestern Ontario Society of Architects (NWOSA) for this endeavour.

Excerpt from competition invitation:

To engage in this celebration of architecture, Architects from across Northern Ontario have organized a competition reflecting on the theme of the conference.

The Northern Architectural Societies are inviting students from secondary schools across the North to submit a creative work reflecting on the conference theme. No prior experience is required. An openness to interpreting the theme in ways that speak to the local beauty, challenges, and unique aspects of what it is to live in the North are encouraged. As an example, the creative work can be in the form of a drawing, photography, collage, painting, etc. There are no limitations to the creative possibilities. The competition is intended to generate submissions focused on what it means to design with dignity in northern communities, and builds on the core themes of climate action, diversity, equity and inclusivity being championed by the OAA.

This call, focusing on student work is intended to build on the OAA initiative inspiring young, creative minds to consider a career path in design, and quite possibly, architecture. The jury would include representation from across the North, including First Nation communities, the architectural community, related design communities, and other northern community representatives.

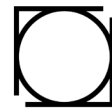
A finalist will be selected from each of the regions represented by the four Northern Societies. Three Honorable Mentions will be selected from the four finalists, each receiving a cash award of \$500. The overall winner of the competition will receive a cash award of \$1000, and a trip to the conference to attend the OAA

Awards ceremony and related conference events, along with one guest. All competition entries will be exhibited at a public venue in Sudbury for the duration of the conference, with media publicity.

Please refer to the appendix for the Invitation as well as the Outline and Information to Participants.



Northern Ontario Society of Architects



Ontario Association
of Architects

McEwen School of Architecture Endowment Fund/Bursary and Student Award

Given the financial status and creditorship of Laurentian University, NOSA did not provide any monetary donation to the NOSA bursary fund. We anticipate being able to recommence our donations in 2023.

Annual OAA President's Joint Visit with TSA

The OAA President's session was held virtually via Zoom on Tuesday, October 18th, 2022 with not only NOSA, but with the Toronto Society of Architects. Approximately 15 NOSA members joined the annual event.

OAA President, Susan Spiegel provided an overview of work that is being carried out by the OAA, and discussion was opened up to provide feedback on OAA initiatives.

The agenda was as noted below:

12:00–12:10 PM	Introductory Remarks
	Welcome and Introductions by Society Chairs
	Recognition of Traditional Lands
	Brief Remarks by OAA President
12:10–12:15 PM	Ice-Breaker: Networking in Breakout Rooms
12:15–12:35 PM	OAA Strategic Plan: Overview and Impact on Societies
12:35–12:50 PM	Climate Action Goals: Update
12:50–12:55 PM	Remarks by Pro-Demnity Insurance Co. President & CEO
12:55–1:15 PM	Discussion of Profession and Practice Trends
1:15–1:30 PM	Open Discussion on Topics of Interest/Concern

Continuing Education - Re-Thinking Risk Presentation by Pro-Demnity

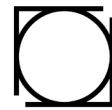
Pro-Demnity Insurance Co. President & CEO, Bruce Palmer virtually presented to approximately 20 NOSA members a lecture entitled "Re-Thinking Risk" on July 13, 2022.

Topics covered:

- Insurance 101
- Re-thinking risk
- What makes good documentation?



Northern Ontario Society of Architects



Ontario Association
of Architects

NOSA Branding

NOSA hired recent MSoA Graduate and Intern Architect, Braeden Martel to design a new Logo. Options have been vetted through and Chair, Amber Salach will be putting the 2 top logos to vote to all NOSA members. Given that the Conference is being held in Sudbury and NOSA will be involved in the events, a new identity was deemed necessary.

Please refer to the appendix for the new NOSA identity options.

OAA Conference 2023 – Sudbury, ON

NOSA Chair, Amber Salach and OAA Councillor and NOSA Liaison, Ted Wilson have been working with OAA to assist with guidance on the agenda, events, locations and building case studies for the conference.

Ted have provided many options to the OAA and insight on the topics above and have been involved in site tours and meetings with the Conference Committee.

NOSA will be requesting funding (outside of the Special Funding Applications) for monies to assist with the Local Society Event that will take place during the conference.

End of NOSA 2022 Annual Report

NORTHERN ONTARIO SOCIETY OF ARCHITECTS
2022 Annual Financial Report

18-Jan-23

Starting Balance \$ 3,150.48

Incoming Revenue

NOSA Membership Dues \$ 5,250.00

Special Funding \$ 5,000.00

Total Incoming Revenue \$ 10,250.00

Expenditures

NOSA OAA Conference Meeting -\$ 344.37

NOSA Branding (Braeden Martel) -\$ 500.00

Service Charges -\$ 75.78

Total Expenditures -\$ 920.15

Ending Balance \$ 12,480.33



Ontario Association
of Architects

Ordre des architectes
de l'Ontario

DESIGNING FOR DIGNITY IN THE NORTH INVITATION TO STUDENT COMPETITION

October 2022

For the first time, Northern Ontario will host the annual conference of the **Ontario Association of Architects (OAA)**. The conference will be held in June 2023 in Greater Sudbury. The theme will be *"Designing for Dignity in the North"*.

To engage in this celebration of architecture, Architects from across Northern Ontario have organized a competition reflecting on the theme of the conference.

The Northern Architectural Societies are inviting students from secondary schools across the North to submit a creative work reflecting on the conference theme. No prior experience is required. An openness to interpreting the theme in ways that speak to the local beauty, challenges, and unique aspects of what it is to live in the North are encouraged. As an example, the creative work can be in the form of a drawing, photography, collage, painting, etc. There are no limitations to the creative possibilities. The competition is intended to generate submissions focused on what it means to design with dignity in northern communities, and builds on the core themes of *climate action, diversity, equity and inclusivity* being championed by the OAA.

This call, focusing on student work is intended to build on the OAA initiative inspiring young, creative minds to consider a career path in design, and quite possibly, architecture. The jury would include representation from across the North, including First Nation communities, the architectural community, related design communities, and other northern community representatives.

A finalist will be selected from each of the regions represented by the four Northern Societies. Three Honorable Mentions will be selected from the four finalists, each receiving a cash award of \$500. The overall winner of the competition will receive a cash award of \$1000, and a trip to the conference to attend the OAA Awards ceremony and related conference events, along with one guest. All competition entries will be exhibited at a public venue in Sudbury for the duration of the conference, with media publicity.

The proposed schedule for the competition is as follows:

January 1 2023	Competition Opens
March 31	Submissions received for jury selections
May 31	Announcement of awards
June 19 - 23	Exhibition of entries, and awards competition at the OAA 2023 Conference
Fall 2023	Online exhibition of selected entries on the OAA website

The format for the competition entries will be a poster, 11 x 17" format, submitted as a PDF to the OAA for jury review and selections. Submission details to follow.

We are very excited to be launching this competition, and we hope you may consider sharing this opportunity with students and teachers in your school. We would also welcome the opportunity to engage with interested teachers about this competition, and would be pleased to develop additional resources to support them should they wish to encourage class participation.

Should you or any teacher have interest and/or questions regarding this competition, please don't hesitate to contact the liaison architect in your region.

Amber Salach, Chair, Northern Ontario Society of Architects
amber@belangersalach.ca
705-675-3383 ext. 223

Thank you for your consideration. We look forward to hearing from you.



Algoma Society
of Architects



Northern Ontario Society of Architects

**Aanii Bienvenue Welcome
to
Designing for Dignity in the North**

**A creative competition
open to Secondary School Students
across Northern Ontario**

**Organized by the
Northwestern Ontario,
Algoma,
Northern Ontario,
and North Bay
Societies of Architects**

**Funded by the
Ontario Association of Architects**

**Detail from *Ocean's Blue*
Lori Mirabelli**



**We wish to first
acknowledge lands
of the Indigenous communities
across Northern Ontario**

**Our deepest respects are offered
Miigwech**

**Elder Arthur Petahtegoose
sharing with
McEwen School of Architecture students
at the learning wiigwam,
Laurentian University, Main Campus,
on the traditional lands of the
Atikameksheng Anishnawbek
acknowledged by the Robinson-Huron Treaty of 1850**



Competition Details:

**Entrants are invited to reflect
on *Designing for Dignity*,
the theme for OAA Conference 2023
being held in Sudbury, June 20 – 23
to celebrate architecture in Northern Ontario**

***Designing for Dignity*
is an opportunity to imagine our world
as it could be.**

**Subjects for submissions,
methods of representation, and media,
are at the discretion of the Entrant.**

**New growth from Nursery Log, 2021
Haute-ville, Sudbury, ON**



Competition Ideas:

Submissions can be any type of subject matter.

Landscape, habitat, plants, creatures.

Rock, water, camp, town, city, building...

Techniques and media can be explored.

Sketching, hand drawing,

Painting, digital/graphic art,

Collage, photography, installations,

A visual interpretation of a performance piece.

All ideas and views are welcomed!

Eastern Hemlock Research – Hand drawing, 2022

Bennett Lake Area, Laurentian University

Year 2 Studio

McEwen School of Architecture

Downtown Sudbury, ON



Competition Schedule:
Opens: February 6, 2023
Closes: March 31, 2023
Jury review: April 2023

**Finalists and Winner
announced at the OAA Conference**

Entry format:
11"x17" poster submitted as a PDF.
File name to include School name
and submission title
to
amber@belangersalach.ca

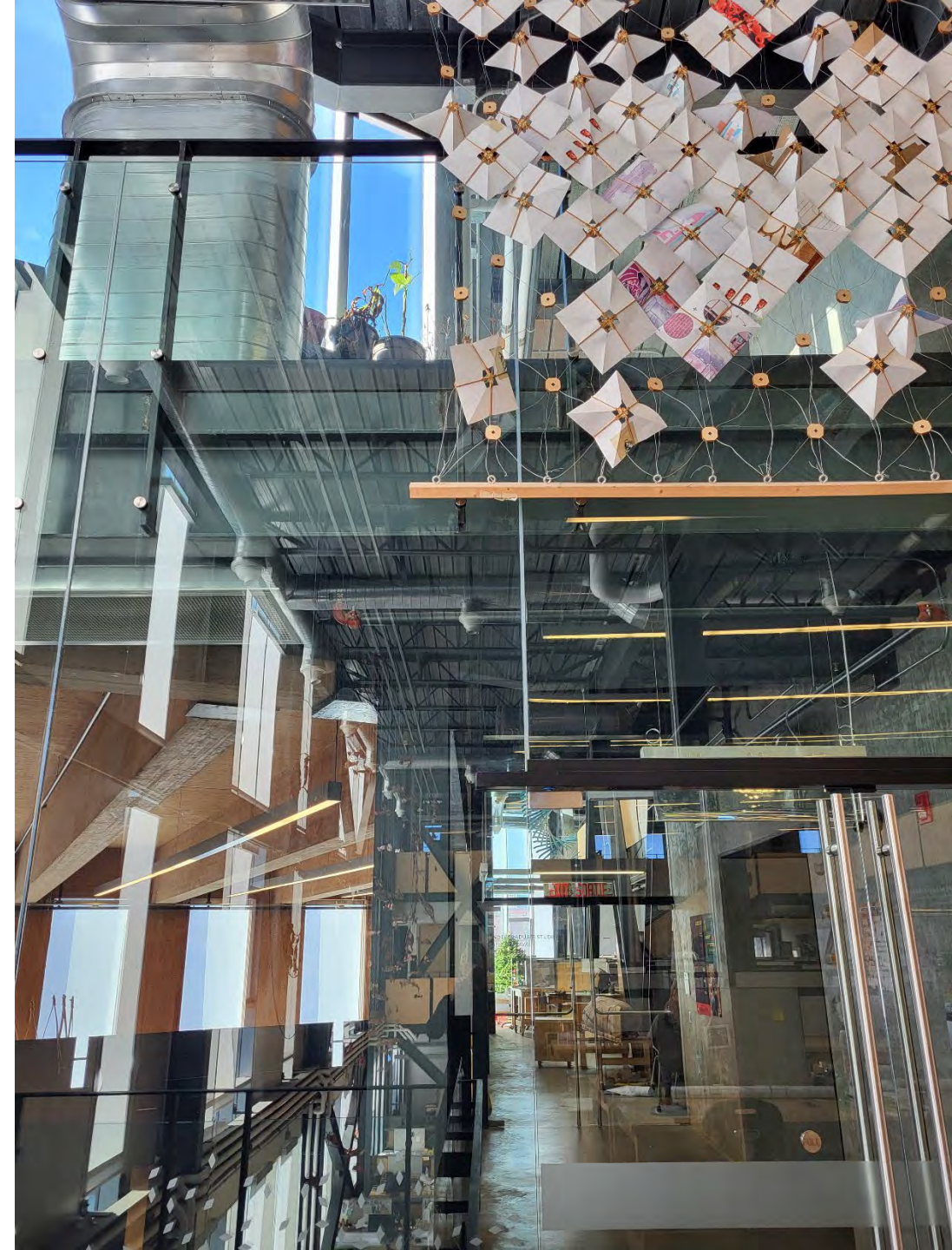
Sudbury Up Here Festival mural
Under ground
Artist: Jarus, 2017
Downtown Sudbury, ON



Designing for Dignity
Offers the opportunity
To show how we can be more
Diverse, Equitable and Inclusive
As community members everywhere.

Designing for Dignity
Views Climate Change as a Challenge
To show how we can design
A more sustainable world
For future generations

Studio Installations, 2022
McEwen School of Architecture
Downtown Sudbury, ON



Designing for Dignity

**Offers the opportunity to show
how we can
Remove barriers of Race,
Ethnicity,
Gender identity,
Sexual orientation,
Physical abilities,
Or Religious Practices
As community members everywhere.**

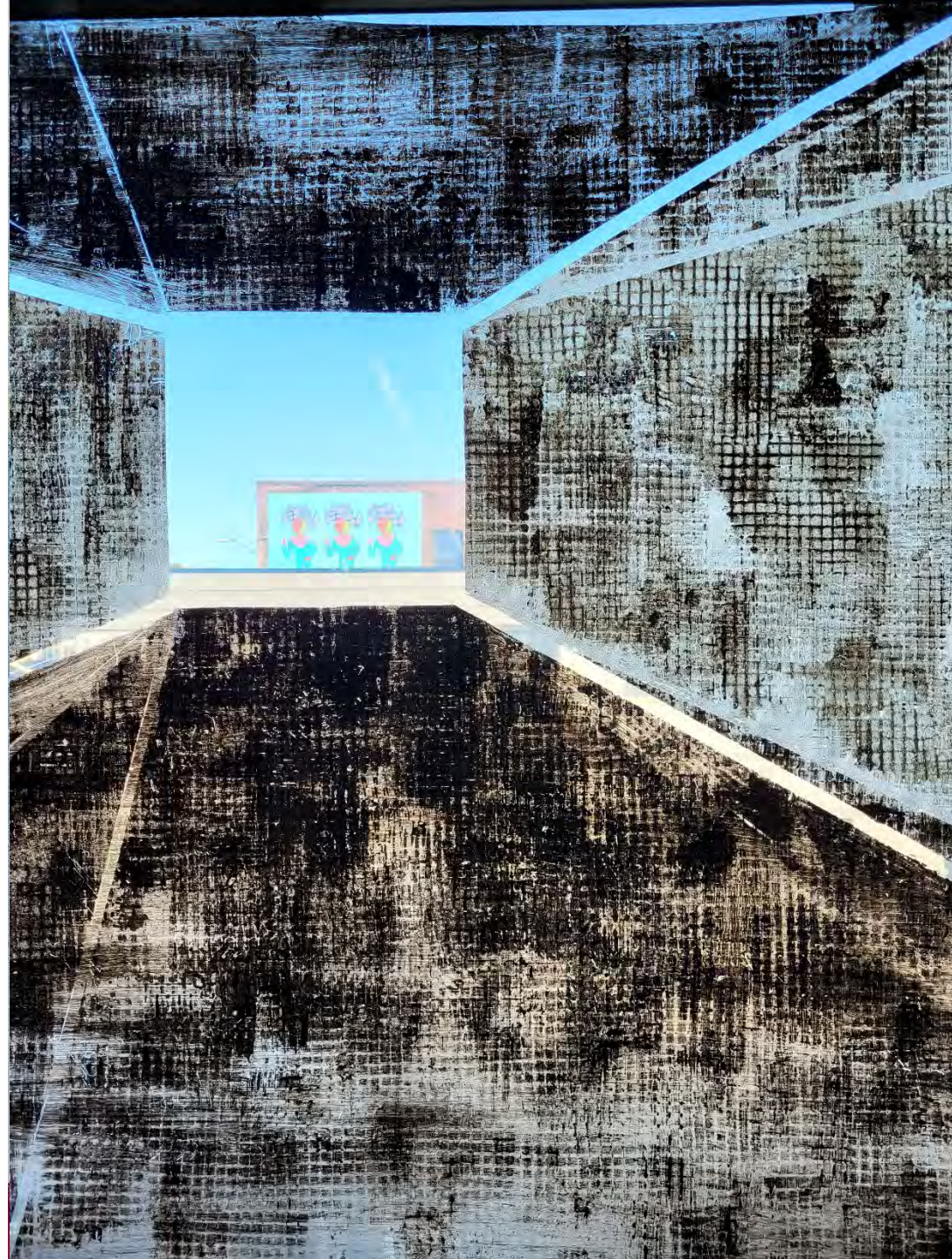
Designing for Dignity

**Offers the opportunity to inspire
Our journey of healing
On the path to reconciliation
With Indigenous communities**

Memory, Sudbury, 2022

Artist: D. Wilson

Haute-ville, Sudbury, ON



Awards

Honorable Mentions (3): \$500

Competition Winner: \$1000*

***plus expenses to the OAA Conference
in Sudbury for the Awards event**

**Creative Presentations
McEwen School of Architecture
Architect: LGA Architectural Partners
Downtown Sudbury, ON**



**Competition entries
will be exhibited
at OAA Conference 2023**

**The conference is expected
to host 200 – 300 Architects,
the Arts community,
creative collaborators,
skilled technologists,
and community leaders**

Place des Arts
Sudbury, 2022

**Architect: Moriyama & Teshima Architects
in joint venture with
Bélanger Salach Architecture
Downtown Sudbury, ON**



**Be respectful
wise
brave
honest
humble
truthful
courageous**

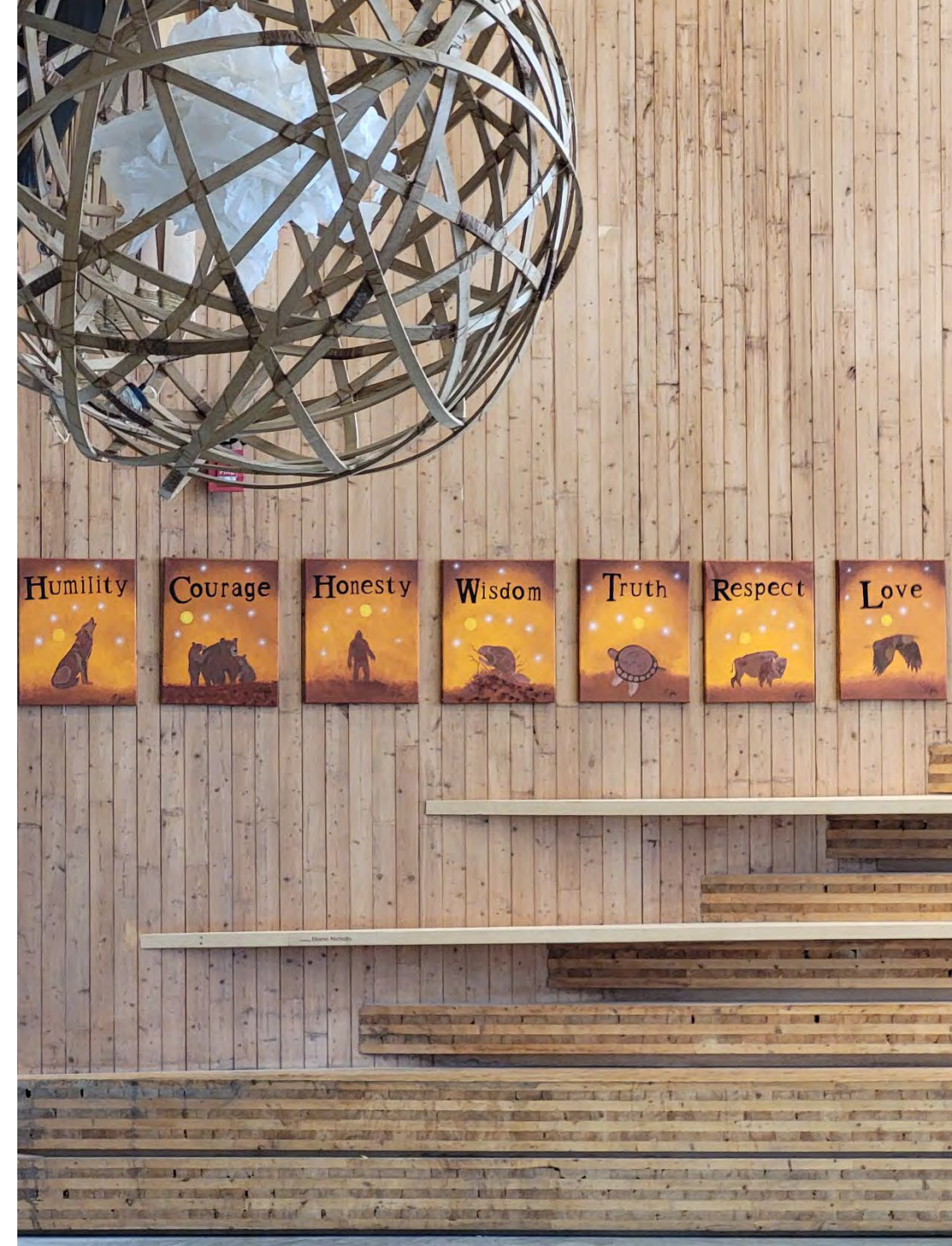
Love

Be your Creative Spirit!

**With acknowledgement of
the Atikameksheng Anishnawbek**

Miigwech

The Seven Grandfather Teachings
Student installation at
The McEwen School of Architecture
Downtown Sudbury, ON



December 2022

Northern Ontario Society of Architects

Branding Presentation

**Branding that
represents a
commitment to
diversity, inclusion, &
collaboration.**

**An approachable mark that
symbolizes the community
work integral to NOSA.**

Branding Options

Craft Monogram



Logo in Black

Logo



Wordmark

**Northern Ontario
Society of Architects**



**Northern Ontario
Society of Architects**

An approachable craft-style logo and workmark emphasizing the unity of the society across the vast geographic area of Northern Ontario, while also providing a welcoming softness imperative to the community connections of NOSA.



The bold logo's weight allows for the use of multiple colours that can be adapted to the specific application that it is used. This is specifically important in the application of the branding in community projects and installations.



Northern Ontario
Society of Architects

The use of green is meant simply as an example.
Following logo selection, fine-tuning of the wordmark will commence.

Modern Geometric



Abstract Monogram



This modern geometric logo establishes a bold mark that can be applied in a wide set of circumstances. The unity of the society is depicted in a tight grouping of the acronym that reveals a forward-pointing arrow which represents the collaborative work towards the betterment of tomorrow.

Modern Geometric



**Northern
Ontario Society
of Architects**

This bold logo requires an equally bold and weighted workmark.

Abstract Monogram

Modern Geometric



Coloured Abstract Monogram

The use of green is meant simply as an example.



**Northern
Ontario Society
of Architects**

Logo 1



Northern Ontario
Society of Architects

Logo 2



Northern
Ontario Society
of Architects

Branding
Application

Logo 1



Monogram with wordmark on tote bag

Logo 1



Monogram with wordmark on tote bag



Logo 2



Monogram with wordmark on tote bag



Monogram with wordmark on tote bag

Modern Geometric logo allows for patterned options.

Monogram with wordmark on paper



Logo 1

Monogram with wordmark on paper



Logo 2









Logo 1



Logo 2



INSURANCE 101

RE-THINKING RISK

GOOD DOCUMENTATION

*Northern Ontario Society of
Architects*

July 13, 2022

Bruce H. Palmer
President and CEO
Pro-Demnity Insurance Company



PRODEMNNITY

WHAT WE STAND FOR

OUR CAUSE

To support the architectural profession to take the risks necessary to design a better world.

We do so by championing the wise, effective, and efficient management of risk.

OUR PURPOSE

To be the trusted ally to protect & defend the architectural profession and their families by strengthening and supporting their resiliency to the risks associated with practice.

OUR AMBITION

To strive each day to be the authority on risk, resulting in financially sustainable practices that unleash the full potential of the profession to improve society and human interaction through better design.

OUR VALUES

We build upon our core values of

Trust,
Accountability,
Collaboration,
Innovation.

OFFERINGS

Insurance Services

- Professional liability insurance for all Certificate of Practice holders and retirees.
- Defence of allegations of error, omissions, etc. arising from practice.

The Past

Risk Education

- Programs and materials to assist architects in understanding, recognizing, and managing risk associated with practice.

The Future

Risk Services

- Individualized guidance and input for individuals and practices with risk related questions.

The Present

PREMIUM PROTECTIONS

Insurance Services

- Professional liability insurance for all Certificate of Practice holders and retirees.
- Defence of allegations of error, omissions, etc. arising from practice.

The Past



Risk Education

- Programs and materials to assist architects in understanding, recognizing, and managing risk associated with practice.

The Future

Risk Services

- Individualized guidance and input for individuals and practices with risk related questions.

The Present

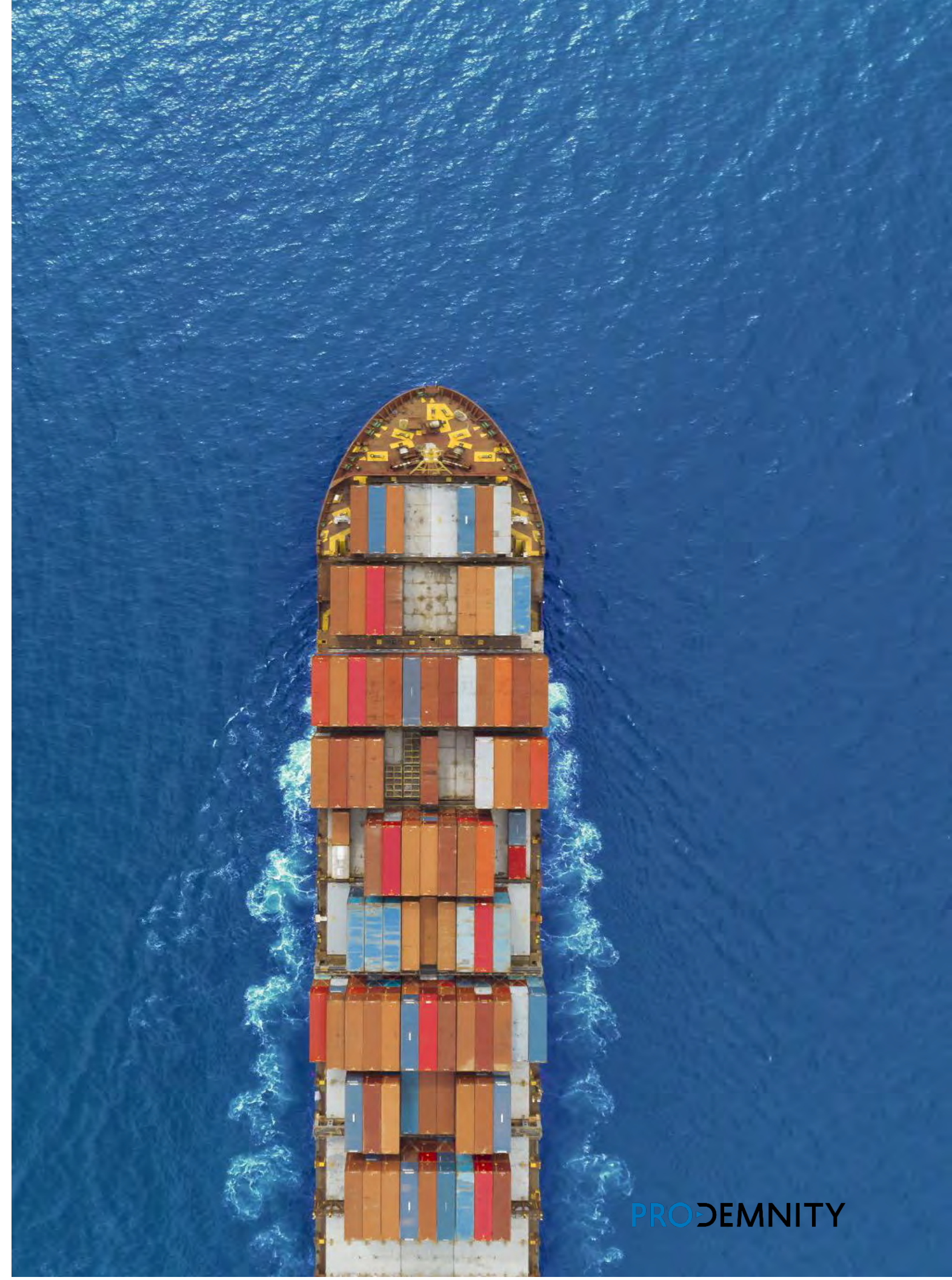
INSURANCE 101

How does insurance work?

Insurance is a **contract** in which an **individual or entity** receives **financial protection or reimbursement** against losses from an **insurance company**.

The company pools clients' risks to make payments more affordable for the insured.

Everyone pays a little, so nobody pays a lot.



INSURANCE 101

Insurance for Architectural Practices

Architectural practices will carry a variety of insurance to protect the business and individuals:

Life, Health, Accident, Disability and Travel Insurance
Property & Casualty
Office Overhead
Commercial General Liability (CGL)
Automobile
Cyber Etc.

And our favourite:

Professional Liability Insurance (*PLI, Errors & Omissions / E&O, Malpractice, Professional Indemnity / PI*)



INSURANCE 101

Professional Liability Insurance

Pro-Demnity defends you against actual and alleged errors and omissions committed during the provision of usual and customary professional architectural services.

- **Provides a defence** to an architect faced with an allegation of error or omission.
- **Pays damages** on behalf of an architect when appropriate

Your CGL policy has a “professional services” exclusion and will not protect you. Your Professional Liability Insurance (PLI) is specifically designed to cover your professional services.

We “have your back” so you can continue to practice and sleep at night!



INSURANCE 101

Coverage V Limits

COVERAGE under an insurance policy describes **what is covered**, and importantly, what is NOT covered under the policy...regardless of the LIMITS purchased by an architect or required by a Client.

LIMITS describe the **maximum amounts** that the insurer will pay in damages on behalf of the Architect

- for one Claim ... the **Per Claim Limit** (sometimes referred to as the policy limit)
- for one Project ... the **Project Limit** (two times the Per Claim Limit)
- In one policy year ... the **Aggregate Limit** (four times the Per Claim Limit)

INSURANCE 101

When Do You Have Liability Exposure?

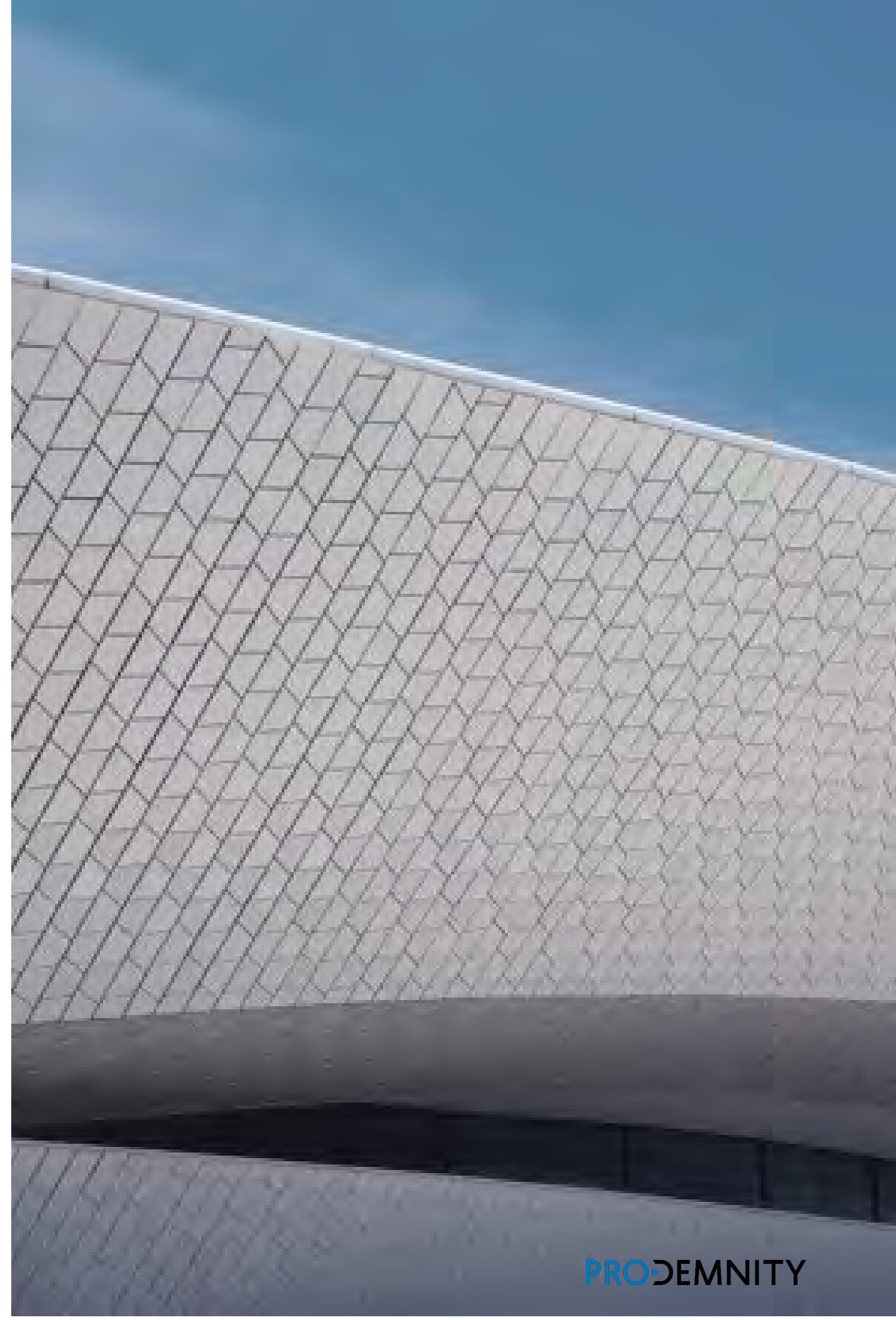
Short Answer: whenever you are a professional architect.

- You are granted special rights and privileges – you can do work that nobody else is legally allowed to do – and in return you are always held to the standards of a Professional.

For any specific project or assignment, there are four periods of exposure:

1. The Design Phase;
2. The Construction Phase;
3. The Limitations Period (two years in Ontario, generally speaking);
4. Forever Thereafter (it should end at “the ultimate limitation” in Ontario of 15 years after the act or omission took place but there are exceptions).

The size of your commission or the cost of the project does not always matter in determining your liability.



INSURANCE 101

Time Matters

“**Occurrence**” policies provide coverage for incidents that occur during its Policy Period, regardless of when the claim is reported.

“**Claims-Made**” policies cover claims that are first reported within the Policy Period, regardless of when the incident (error or omission, for PLI) happened.

Example:

Policy runs from July 12, 2021 to July 13, 2022. Limit per Claim is \$500,000.

Tomorrow it renews from July 14, 2022 to July 13, 2023. Limit per Claim is \$1,000,000.

I commit an error today that causes a million dollar loss this afternoon. My client calls me tomorrow morning to tell me about it. Naturally, I immediately call Pro-Demnity. How much insurance limit is available?

INSURANCE 101

Why do Architects Need Professional Liability Insurance?

1. Because architects make mistakes ... even the really good ones;
2. Because architects have a central role, they are often blamed (and sued) even when they did not make an error or omission;
3. Because you can not be in business without it: PLI is required under the *Architects Act*, to protect the public interest by ensuring funds are available to pay damages; and
4. Because you might not stay in business without it: for many of us, the time and money to defend and pay the costs of a claim would destroy or severely damage our business.

INSURANCE 101

Poll – A common question we receive

Which of the following does my Pro-Demnity professional liability insurance cover?

- A. An exterior wall
- B. A specific type of construction system *i.e., EIFS Systems, Curtain Wall Systems, Mass Timber Framing*
- C. A type of roofing product or waterproofing assembly *i.e., sprayed-on foundation waterproofing*
- D. Aluminum Composite Panels – Fire resistant core
- E. A “new” product that has recently come on the market
- F. All the above.
- G. None of the above.

INSURANCE 101

Poll – Answer

Which of the following does my Pro-Demnity professional liability insurance cover?

- A. An exterior wall
- B. A specific type of construction system *i.e., EIFS Systems, Curtain Wall Systems, Mass Timber Framing*
- C. A type of roofing product or waterproofing assembly *i.e., sprayed-on foundation waterproofing*
- D. Aluminum Composite Panels – Fire resistant core
- E. A “new” product that has recently come on the market
- F. All the above.
- G. None of the above.**

PEOPLE – ARCHITECTS – **are** covered.

“The architect’s liability” (actual or alleged) for damage to things, other people, etc. **are** covered.

- Coverage under a PLI policy applies to the liability of a PERSON
- A professional providing her/his/their professional services to a client

THINGS – walls, roofs, doors, windows, floors, buildings – **are not** covered.

INSURANCE 101

Poll – Answer

The **ARCHITECT** is protected from allegations – or findings – that the architect's negligence in the provision of its **SERVICES** caused damages or losses to others arising from its recommendations or design related to

- an Exterior Wall Assembly
- a Construction System
- a Roofing or Waterproofing system
- a New Product in the market

Failed to perform properly for the use intended...causing damages or losses to someone else (Client, Contractor, Tenant, member of the Public, etc.)

INSURANCE 101

What's Not Covered?

Activities or services provided by the insured that fall outside the “Usual or Customary” services of an Architect

- An individual architect may want to broaden its business activities beyond the “*Usual or Customary*” professional role of an Architect
- Separate insurance arrangements are available from the market for those additional activities

Example: ***DELIVERY of CONSTRUCTION***... *as a Contractor, Builder, Construction Manager, Project Manager, Design Builder etc.*

Fee Disputes Are Not Covered

- Collection of unpaid accounts is a “business risk”. Common Fee Disputes include:
 - with a client over what is / is not covered by your fee
 - with a subconsultant over what is covered by their fee
 - claims for additional fees – by architect and subconsultants

Attempts to collect unpaid fees or be paid for additional services often trigger a CLAIM in response.

INSURANCE 101

Other Coverage Exclusions

Exclusions from coverage that commonly apply to the claims we see include:

- **Delay in provision of your services** Exclusion No. 1 (d)
- **Services not *usual or customary* for holders of certificates of practice** Exclusion No. 1 (f)
- **Allegation of fraud, libel or slander, etc. aka “Deliberate Acts”** Exclusion No. 1 (i)
- **Other insurance is in place – Single Project Policy arranged by client** Exclusion No. 5
- **Waiver of Insurer’s Right of Recovery from others** Exclusion No. 7

Insurance doesn’t cover EVERYTHING! Please review your policy.

RE-THINKING RISK

*Northern Ontario Society of
Architects*

July 13, 2022

Bruce H. Palmer
President and CEO
Pro-Demnity Insurance Company



PRODEMNNITY

RISK IS GOOD

It is necessary to learn about risk and how to **manage, mitigate, reduce, avoid, transfer** – and sometimes - **accept** risk.

RISK AND REWARD

ARE **INTERTWINED**



NOT UNDERSTANDING RISK IS BAD

The key is in *understanding* the risk, and, once you have decided to accept that risk as your own, understanding the consequences of that decision.

As the architects' professional liability insurer, we tend to think of risk as ***Insurable*** and ***Uninsurable***, although there are other ways of considering risk:

- Project managers tend to think of risks in terms of "budget" and/or "schedule".
- For business leaders, there is often a risk/reward trade-off and, often, the bigger the potential reward the greater the acceptable risk.
- Contract negotiators look at risks they can control (and are willing to be accountable for) versus those they cannot control (and are unwilling to be responsible for, especially if someone else is able to control that risk).

In all the above scenarios, there are limits to acceptable risk..

WHAT IS RISK?



Risk is about the possibility of an unplanned, sudden, and unforeseen occurrence.

It might cause physical, financial, reputational, or other types of loss or outcome.

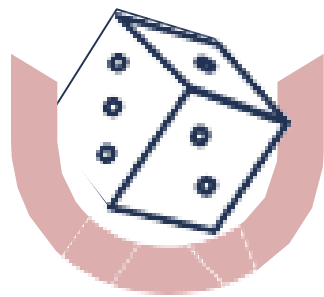
We have created systems and introduced methods to deal with this inherent uncertainty:

- Regular reports allow us to spot deviations and correct them quickly
- We allow tolerances to accommodate variation
- We build in contingencies, we buy insurance, we have back-ups, etc.

Not all risk is the same, and the consequences – and our actions towards them – differ by individual and by circumstance.

WHAT IS RISK?

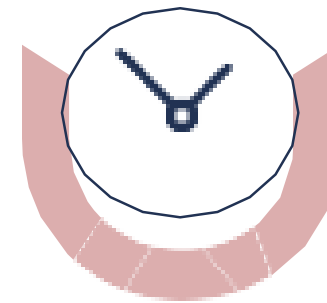
There are three fundamental dimensions to risk:



Probability



Impact



Timing

Probability = Frequency

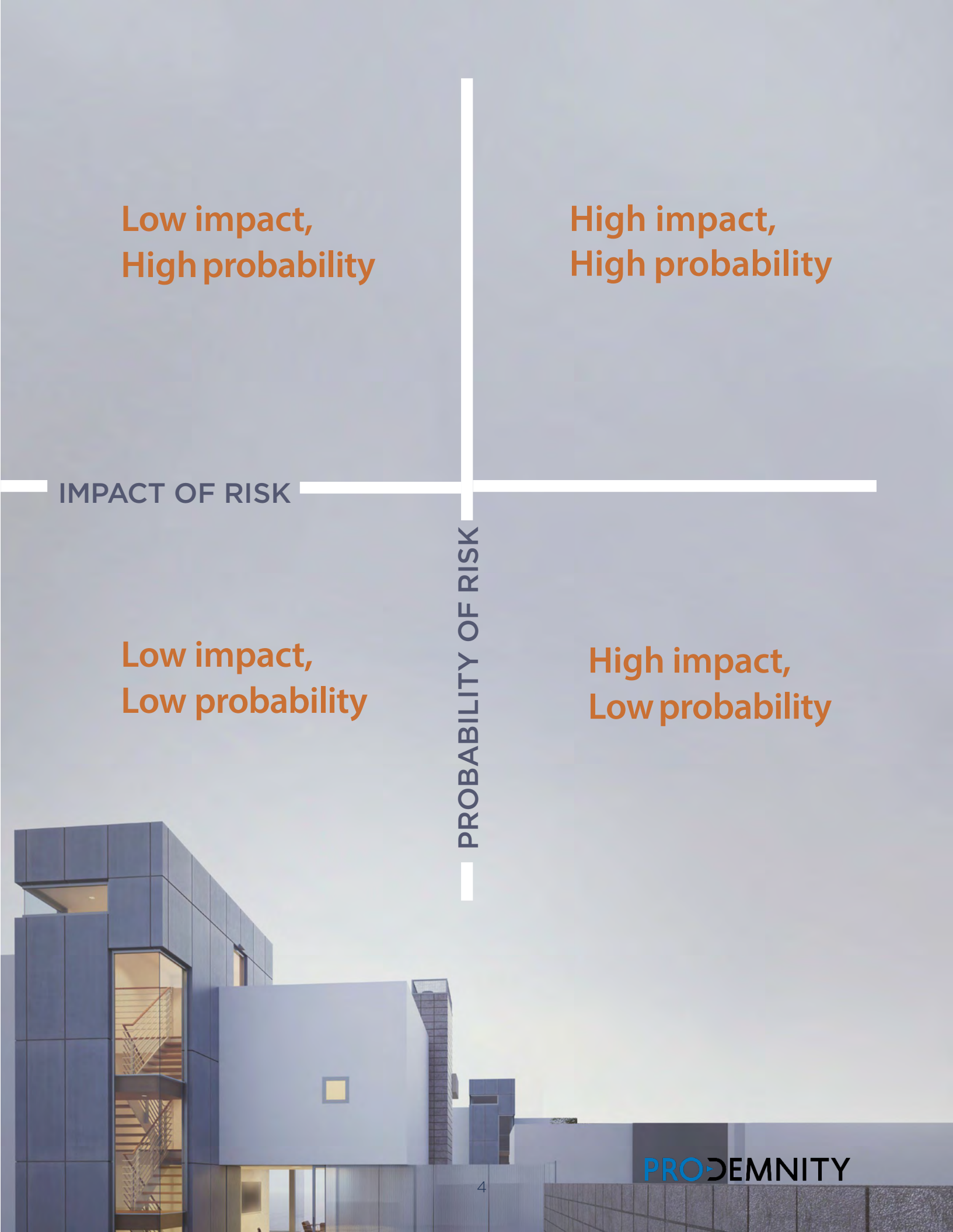
Impact = Severity

Timing often reduces our ability to assess Probability and Impact accurately.

Expected Value of the risk or an event = Frequency \times Severity

UNDERSTANDING RISK

Using **impact** and **probability** as our variables, we can identify four basic risk categories for consideration.

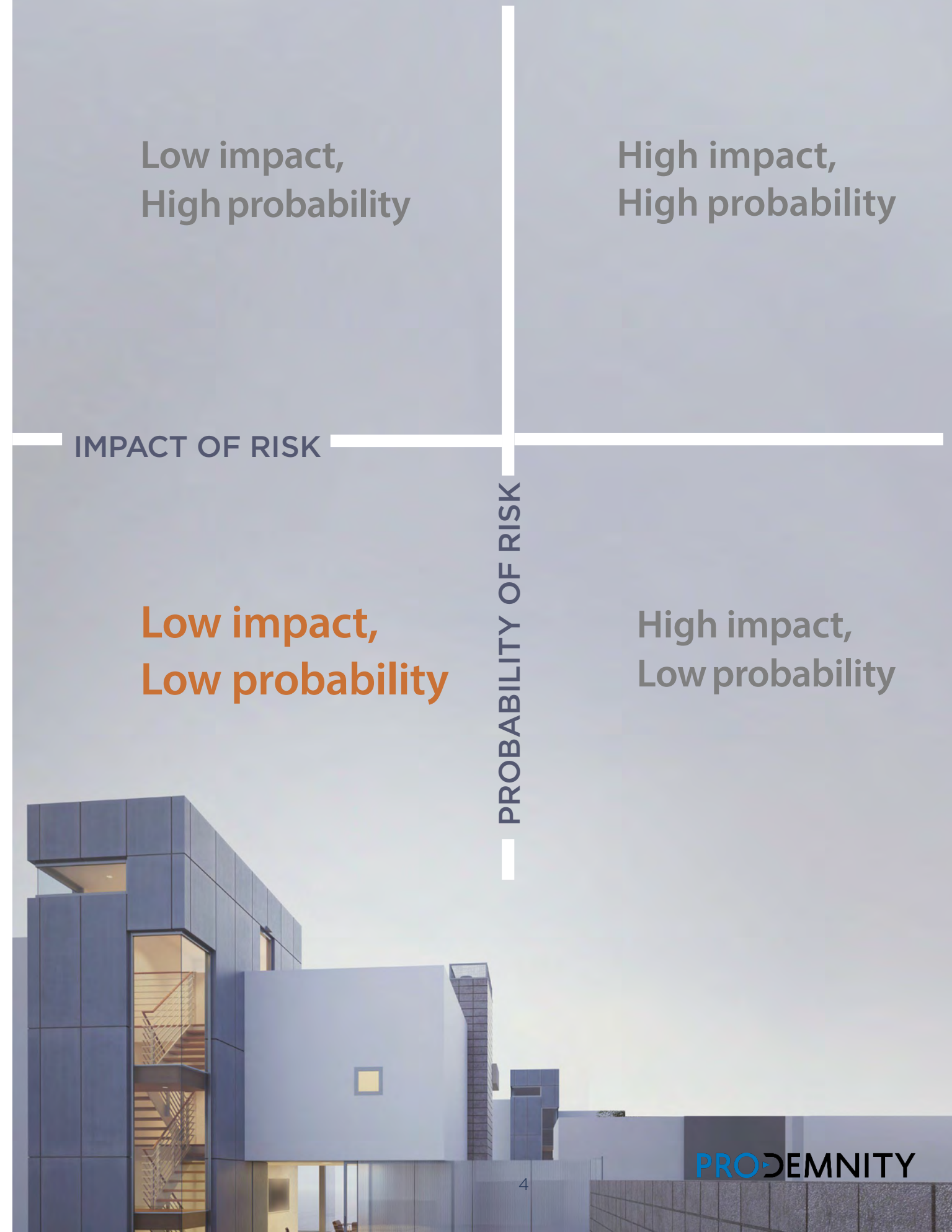


UNDERSTANDING RISK

Examples:

- A partner in the firm breaking their wrist falling off a bicycle.
- Spilling a coffee over your desk and computer (assuming you have been saving your work)

These tend to be trivial things that we deal with as they happen.

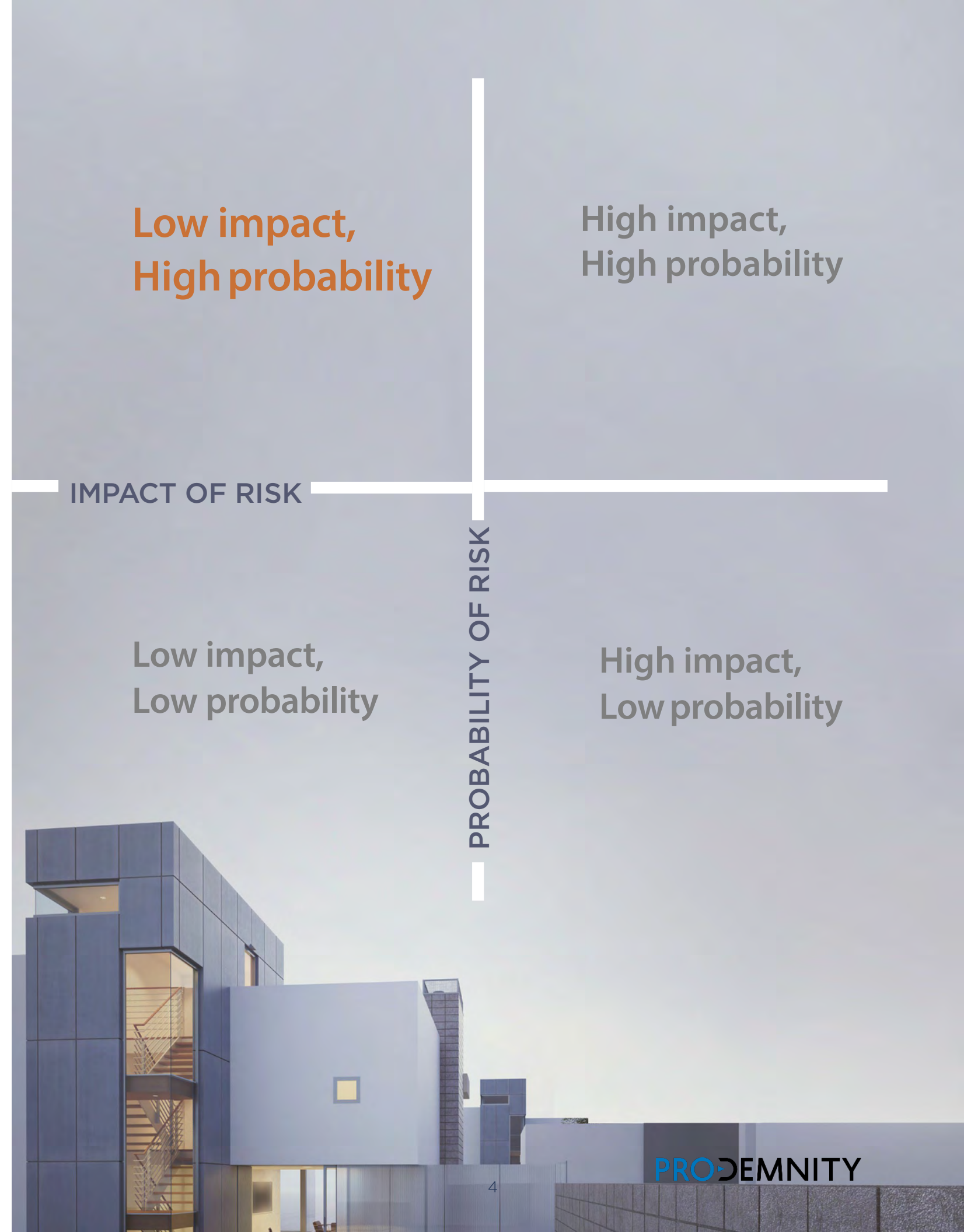


UNDERSTANDING RISK

Examples:

- Routine staffing changes during life of project.
- Some supply delays
- Server/internet unavailability for short periods.
- Talking while “You are on Mute”.
- Someone on the team having COVID-19.

These are business risks that need to be managed as they are very likely to happen.

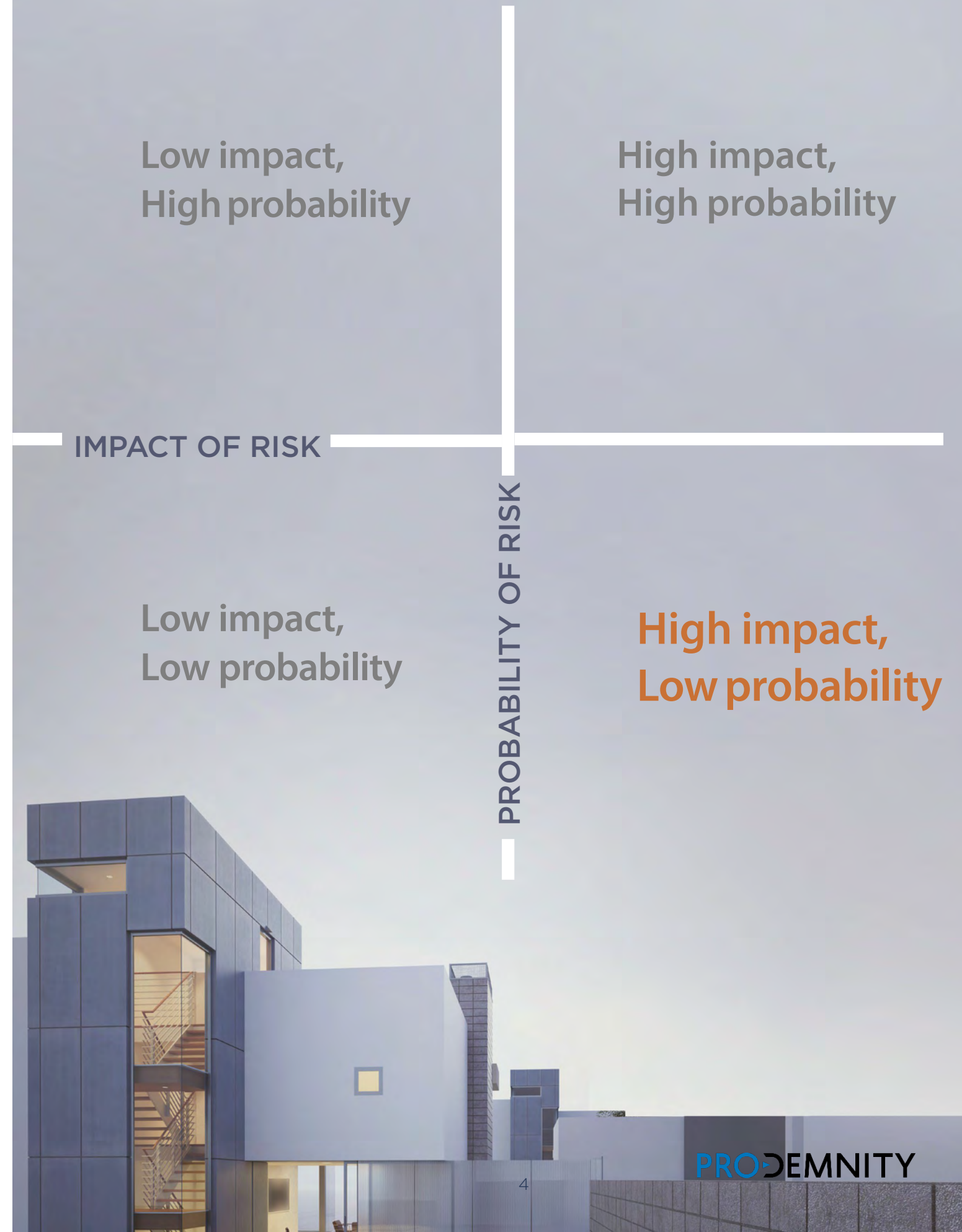


UNDERSTANDING RISK

Examples:

- Ransomware (we hope low probability!)
- Major Change in scope by client.
- A pandemic shutting/restricting the office

These items tend to be the subject of Disaster Recovery Plans that businesses put together.



UNDERSTANDING RISK

Examples:

- Change Orders
- Some supply interruptions

Often, these items are difficult to insure and/or have restrictive covenants and limits.



UNDERSTANDING RISK - QUIZ

Probability represents Frequency, how often an event will happen.

Impact represents Severity, the likely cost of damage caused by an event.

The Expected Value of any event or risk is:

- A) The sum of Frequency + Severity;
- B) The product of Frequency \times Severity;
- C) The difference Severity - Frequency;
- D) The ratio Severity \div Frequency.



IMPACT OF RISK ON ARCHITECTS

Risk is inherent.

Inevitable.

Not always obvious.

But oftentimes identifiable.

Named and Blamed
Financial pressure
Competitive pressure

No written record can result in
a claim against an architect.

Protect your practice.

**Gain insights from
Architects' Claims Stories**



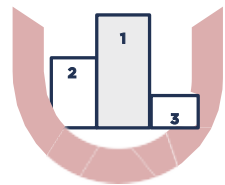
PRODEMUNITY

**Our role is to help you understand the
consequences and implications of the
decisions you make,** and to help you know
when you are making them.

PRODEMUNITY

HOW **RISK** IS CHANGING

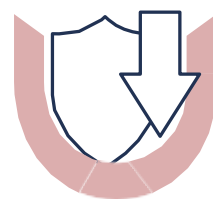
We see increased risk arising on several fronts:



- Increased **competition**
- RFP pressures
- FOMO



- An increasing “cast of characters” who **influence** and/or **control** the actual client
- Rise of **third-party financing arrangements**
- **Governments** and their risk profile
- Creation of **indemnity and liability clauses**



- The **diminishing use of contingencies**

“Everything from underpricing to acceding to unreasonable conditions introduced after the start of negotiations all lead to risky behaviour.”



WHAT **YOU** CAN DO ABOUT IT

AVOID RISKIER SITUATIONS AND...

“We believe it is important that risk-related decisions are informed and deliberate so that you consciously decide your path forward.”



Think about your (or your firm's) risk profile.

What is your **capacity** for risk and what is your **tolerance** for risk?



Understand the basic risk management concepts of **avoid, mitigate, reduce, transfer,** and **accept**. Actively use them in your business, project planning and contract negotiations.



Price the project scope **in accordance with the risks** it presents.

SOME LAST THOUGHTS ON RISK

*Risk is an inherent part of
**architectural business and
practice; it is fundamental
to the profession** and to the
activities in which you are
engaged.*

”

*“They’re actually extremely well-prepared, careful,
intelligent, and thoughtful **athletes***
with high levels of self-awareness
and a deep knowledge of the environment
and of the activity.”*

- Eric Brymer, psychologist

**architects!*



GOOD DOCUMENTATION

*Northern Ontario Society of
Architects*

July 13, 2022

Bruce H. Palmer
President and CEO
Pro-Demnity Insurance Company



PRODEMNNITY

ANYTHING IS A “GOOD” DOCUMENT

HERE ARE 15 OF THE MOST IMPORTANT:

1. Contract between Architect and Client
2. Contracts between Architect and sub-consultants
3. Construction contract between owner and General Contractor, Construction Manager or Builder (where available to the Architect)
4. Insurance policies of sub-consultants
5. Other insurance policies and bonds, where applicable (e.g., Builder's Risk Policy, Performance Bond, etc.)
6. Communication documents such as emails, letters, faxes, etc.
7. Minutes of meetings
8. Bid and tender documents
9. Drawings and specifications
10. Certificates of Substantial Performance, Letters of Assurance, Statements of Completion
11. Field review reports, site review notes, site observations and photographs
12. Supplemental instructions
13. Change Order logs, RFI logs and shop drawing logs
14. Certificates of Payment and Progress Payment support documentation
15. Budget documentation

THANK YOU

QUESTIONS?

PRODEMUNITY.COM



PRODEMUNITY

Northumberland/Durham Society of Architects

Treasurer's Report

December 15, 2022

LAST REPORT DATE

On January 26/22 the Bank balance was reported at \$3,374.68

TREASURER'S REPORT

NEW BUSINESS:

Deposits made after January 22/22 Report:

\$1,840.00 was deposited Mar. 17/22 re 2021 OAA Society Funding

\$1,910.00 was deposited July 29/22 re 2022 OAA Society Funding

Cheques recorded after January 22/22 Report:

No cheques were issued.

Bank Charges:

\$4.50 bank charges were recorded.

Interest Accumulated:

No interest charges have been recorded.

Current Bank Account:

Per latest Bank Statement dated August 26/22, the bank balance is confirmed at \$7,120.18.

Investments:

There are no investments recorded.

Per: Lisa Proctor

On Behalf of David Mills, Treasurer

Attachments (BofNS Statements – 2 pages)

80762
75 KING STREET WEST
OSHAWA ONTARIO L1H 8W7

Your account number:
80762 24019 24

Questions?
Call 1 800 4-SCOTIA
(1 800 472-6842)

For online account access:
www.scotiabank.com

Your Powerchequing account summary

Opening Balance on July 27, 2022	\$5,212.43
Minus total withdrawals	\$2.25
Plus total deposits	\$1,910.00
Closing Balance on August 26, 2022	\$7,120.18

Here's what happened in your account this statement period

Date	Transactions	Amounts withdrawn (\$)	Amounts deposited (\$)	Balance (\$)
Jul 27	Opening Balance			5,212.43
Jul 29	Deposit		1,910.00	7,122.43
Aug 26	Service charge Record Keeping Fees	2.25		7,120.18
Aug 26	Closing Balance			\$7,120.18

Get secure and convenient
access to your account
information with
estatements.
Securely manage your finances
online with access to past and
current statements.
Ready to get started? Go to:
[www.scotiabank.com/
estatements](http://www.scotiabank.com/estatements)

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75 KING STREET WEST
OSHAWA ONTARIO L1H 8W7

Your account number:
80762 24019 24

Questions?
Call 1 800 4-SCOTIA
(1 800 472-6842)

For online account access:
www.scotiabank.com

Your Powerchequing account summary

Opening Balance on February 27, 2022	\$3,374.68
Minus total withdrawals	\$2.25
Plus total deposits	\$1,840.00
Closing Balance on March 26, 2022	\$5,212.43

Here's what happened in your account this statement period

Date	Transactions	Amounts withdrawn (\$)	Amounts deposited (\$)	Balance (\$)
Feb 27	Opening Balance			3,374.68
Mar 17	Deposit		1,840.00	5,214.68
Mar 26	Service charge Record Keeping Fees	2.25		5,212.43
Mar 26	Closing Balance			\$5,212.43

Get secure and convenient
access to your account
information with
statements.

Securely manage your finances
online with access to past and
current statements.

Ready to get started? Go to:
[www.scotiabank.com/
statements](http://www.scotiabank.com/statements)

A message from the 2022 ORSA Executive

Dear members of the society,

I am thrilled to share with you the success of the events we have hosted throughout the year. Our goal has been to provide a diverse range of activities that would appeal to all members of the community, and I am proud to say that we have achieved that goal.

Starting with the Doors Open Ottawa weekend event in the summer, which provided a unique opportunity for the public to explore and appreciate the architecture of our city. This event allowed visitors to step inside some of Ottawa's most iconic buildings and learn about the design and history behind them. It was a great opportunity for people to discover new and exciting places in the city they call home, and we were thrilled to see so many people take advantage of this opportunity.

During October, we celebrated Ottawa Architecture Week in grand style with a diverse range of activities, including a kids' design clinic, an engaging architecture lecture, a double feature film night, a Pecha Kucha event, and a thought-provoking panel discussion. The kid's design clinic was an enormous success, giving children an opportunity to explore their creativity and learn about architecture in a fun and interactive way. The lecture, which was given by a renowned architect, provided a fascinating insight into the latest trends and innovations in the industry. The double feature film night was a unique experience, showcasing two films that had architecture as a central theme, followed by a panel discussion where attendees could ask questions and share their opinions. And the pecha kucha event, a fast-paced, visually rich presentation format, was a great way to share exciting new projects and ideas with the community. The entire week was a great way to raise awareness and appreciation of architecture in our city.

We also had a wonderful summer social event for our architectural interns, providing them with a chance to connect and network with peers in the industry. The event was held at an iconic location and featured delicious food, refreshing drinks and lively conversation. It was a great opportunity for the interns to get to know one another and make connections that will serve them well throughout their careers.

Finally, at our AGM, we were treated to a presentation by Diamond Schmit Architects, showcasing the exciting new design for the Public Library. The design was innovative, and the architects did an excellent job of explaining how the new building will enhance the community and serve the needs of the users. The audience was impressed with the level of thought and care that had gone into the design and it was a great way to end the year on a high note.

Overall, it has been an incredibly successful year for our society, and I want to thank all of you for your support and participation in these events. Your enthusiasm and engagement made each event a memorable one. Here's looking forward to an even more exciting year ahead.

Sincerely, Society Chair.

2022 Annual Report

Executive Committee:

Chair	Christopher Moise, Architect
Vice-Chair	Vacant
Treasurer	Darryl Hood, Architect
Secretary	Paolo Marinelli, Intern Architect
Registrar	Marc Mainville, Intern Architect
Intern Liaison	Vacant
OAA Liaison	Clayton Payer, Architect
RAIC Liaison	<i>Vacant</i>
Carleton University	<i>Vacant</i>

Contributors

Ottawa Architecture Week Team
Christopher Moise
Darryl Hood
Paolo Marinelli
Marc Mainville
Edward Solodukhin
Monique St. Pierre
Lee-Christine Bushey
Yigit Cuhacibasi
Ksenia Eic

Report on Activities:

1.0. Annual General Meeting 2022 (In-person)

This year's Annual General Meeting was held on December 1, 2022 at the Mill Street Pub in Ottawa. We were very impressed by the turn out where more than sixty members heard a summary of the past year's activities and events from the Executive including an update on ORSA's Financials, presented by Treasurer Darryl Hood. ORSA Chair Christopher Moise thanked all for attending and spoke about the exciting activities the Society hosted during the year. 2022 has continued to see our members working remotely, with some slowly returning to offices, and the continuation of on-line meetings but marked by a continued reluctance to return to in-person gathering. This state of living and working over the last year has made it difficult for everyone and ORSA, like so many other societies and volunteer organizations, has tried to step up to the challenge with a renewed sense of purpose.

ORSA is committed to becoming a more relevant and focused society of engaged members with an interested audience through which we promote the values of our profession in our community. ORSA volunteers, including the executive, Committee members and the leaders who organize our events (such as Ottawa Architecture Week), architecture students and interns are who make this organization function and make it great. We are looking forward to a new year of growing involvement and youthful energy through which to inspire our membership to reconnect with each other and their community.

2.0. Golf Tournament

Cancelled due to lack of support.

3.0. Ottawa Architecture Week

Schedule:

Saturday October 1, 2022: **Youth Design Workshop**

Monday October 3, 2022: **Lecture by Adele Weder 'Architecture of Ron Thom'** at the CCDC

Tuesday October 4, 2022: **Movie Night Double Bill - 'Her' & 'High-rise'** at the Bytowne Cinema

Wednesday October 5, 2022: **OAW Talks, powered by Pecha Kucha** at the Ottawa Art Gallery

Thursday October 6, 2022: **Panel Discussion** at the National Arts Centre

4.0. OAA President's Visit 2022

The annual OAA President visit with **Susan Speigel** took place virtually on **August 30, 2022**. This event was shared this year with the Trent Society of Architects and was well attended (approx 60 attended the zoom meeting).

5.0. ORSA Intern's Meeting

ORSA executive held a meeting with local Interns on **August 11, 2022** to discuss issues that matter to them and to look for ways that ORSA can better support them on their road to getting their license. The event was held at Beyond the Pale Restaurant and was attended by over twenty-five members. ORSA sponsored the event in collaboration with **Becoming Architects Canada - bac-dac.ca** and will be looking for additional ways to support and collaborate with them in 2023.

6.0. Women of Architecture

Inactive 2022

7.0. New Website and Communications

The new website continues to improve communication and outreach with **ORSA membership** and the community through our events page, while providing a way to connect to the Executive, Committee Leaders and Membership as a whole.

8.0. 2023 Objectives

Our fundamental objective in 2023 continues to be the **build up of our engagement** of our members, supporters and the public to **raise awareness** of the Society's activities and find **new opportunities to engage** with our community.

Objectives (Volunteering opportunities) for the upcoming year include:

1. **Volunteering opportunities for the upcoming year include:**

- a. **ORSA Executive:** We currently have a couple vacancies and are looking for new volunteers who have a desire to carry the Society forward.
- b. **Ottawa Architecture Week (team members):** Assist with event development - Date TBD (Sept. 25-29 or Oct. 2-6)
 - i. **OAW Planning committee** - Planning starts May 2023
 - ii. **OAW Event coordinators**
 - iii. **OAW Website/Social Media coordinators**
- c. **Events Co-ordinator:** Participation, collaboration, and support for **Socials/Intern gatherings/Doors Open Ottawa/Golf for Charity Tournament/etc.**
- d. **ORSA Website/Social Media Co-ordinator:** Building Volunteer numbers for Committees with Leaders to guide them in our **online communications.**
- e. **Special Projects**
 - i. **Lectures (Partners):**
 1. Carleton Forum Lectures
 2. Urban Forum
 3. Urban Land Institute
 4. Carleton University Symposium - Agora 2 (Un)Common Precedents
 - ii. **City Mapping Project**
 - iii. **ORSA Executive Manual Co-ordinator:** Assist the Executive in documentation for continuity and knowledge transfer.
 - iv. **Supporter Co-ordinator:** ORSA has had a robust group of supporters in the past and we would like to see that return.

2. **Annual Events 2023:**

- a. **ORSA AGM 2023** - TBD (end of may)
 - b. **ORSA summer BBQ Social** (July/August)
 - c. **Fall ORSA Golf Tournament** (August/September)
 - d. **OAW 2023** - TBD (Week of September 25 or October 2)
 - i. **Architecture Day October 2**
 - e. **OAA President's visit 2023** - TBD (Fall)
 - f. **ARIDO Winter Party**
-
- Collaboration and support for **Doors Open Ottawa 2023** - including an in-person celebration event;
 - Support the Architecture Student event - **KOSMIC 2023**;
 - funding for installation space which provides a public outreach component; and
 - funding the documentation to provide for display/event during Ottawa Architecture Week 2023;
 - Development of the **ORSA Executive Manual** for continuity and knowledge transfer;
 - Advocate/promote World Architecture Day (to coincide with **Ottawa Architecture Week 2023**);
 - Increase opportunities to cross-pollinate our advocacy efforts with the **RAIC** locally;
 - Funding/supporting local/online **Continuing Education** sessions for members;
 - Development of the **ORSA Design Excellence Awards** tbd.

9.0. Financial Summary

As will be seen in the financial report, ORSA is well positioned for an exciting year of revitalization, so get involved, it will be an exciting ride.

See financial summary 2022 under separate cover.

2021-2022 FINANCIAL REPORT

May 1, 2021 to April 30, 2022

Category Description	Budget	Actual	Difference
Revenues			
OAA Memberships	\$ 20,000	\$ 23,570	\$ 3,570
Membership Sales			
Firm Memberships	\$ 1,200	\$ 600	\$ (600)
Individual Memberships	\$ 250	\$ -	\$ (250)
Supporters	\$ -	\$ -	\$ -
Events			
Golf Tournament	\$ -	\$ -	\$ -
Special Project Funding			
Ottawa Architecture Week	\$ 10,000	\$ 10,000	\$ -
Local Advocacy (OAA funding)	\$ -	\$ -	\$ -
WOA!	\$ -	\$ -	\$ -
Investment Income	\$ 525	\$ 88	\$ (438)
Total Revenues	\$ 31,975	\$ 34,258	\$ 2,283

Category Description	Budget	Actual	Difference
Expenses			
Administration			
Executive/Board Meetings	\$ 1,000	\$ 222	\$ 778
Mailbox	\$ 300	\$ 278	\$ 22
Misc. (printing, postage, etc)	\$ 100	\$ -	\$ 100
Zoom Account	\$ 225	\$ 225	\$ -
Part Time Admin	\$ -	\$ -	\$ -
Banking			
Quicken software	\$ 40	\$ 43	\$ (3)
Bambora (online CC)	\$ 180	\$ 180	\$ -
Banking fees	\$ 25	\$ -	\$ 25
Merchant Services	\$ -	\$ -	\$ -
Donations			
Partner event sponsorships	\$ 2,500	\$ -	\$ 2,500
Student Awards	\$ 500	\$ -	\$ 500
Charitable Donations (TBD)	\$ 10,000	\$ -	\$ 10,000
Events			
AGM (2020)	\$ -	\$ -	\$ -
Golf Tournament	\$ -	\$ -	\$ -
President's Dinner	\$ -	\$ -	\$ -
Winter Party (ARIDO)	\$ -	\$ -	\$ -
ORSA Mixers	\$ 1,500	\$ -	\$ 1,500
ORSA Workshops	\$ 2,000	\$ -	\$ 2,000
Special Projects			
ORSA Design Excellence Awards	\$ 2,500	\$ -	\$ 2,500
Ottawa Architecture Week	\$ 10,000	\$ 852	\$ 9,148
WOA!	\$ 5,000	\$ -	\$ 5,000
ORSA Executive Handbook	\$ 500	\$ -	\$ 500
Doors Open Ottawa	\$ -	\$ -	\$ -
Website			
Web Development	\$ 5,000	\$ 5,862	\$ (862)
Web Maintenance	\$ 2,500	\$ -	\$ 2,500
Discretionary Funds	\$ 500	\$ -	\$ 500
Total Expenses	\$ 44,370	\$ 7,663	\$ 36,707
NET REVENUE	\$ (12395)	\$ 26,594	\$ 38,989
Balance Beginning of Year		\$ 125,900	
Balance End of Year		\$ 152,494	

Member's Equity May 1, 2021

Chequing Account	\$ 152,494
Term Deposits	\$ 35,000
Total	\$ 187,494

2021/2022 BUDGET (May 1, 2021 to April 30, 2022)

Category Description	Budget 21/22	21/22 Actual	22/23 Budget
Revenues			
OAA Memberships	\$ 20,000	\$ 23,570	\$ 20,000
Membership Sales			
Firm Memberships	\$ 1,200	\$ 600	\$ 1,200
Individual Memberships	\$ 250	\$ -	\$ 650
Supporters	\$ -	\$ -	\$ -
Events			
Golf Tournament	\$ -	\$ -	\$ -
Special Project Funding			
Ottawa Architecture Week	\$ 10,000	\$ 10,000	\$ -
Local Advocacy (OAA funding)	\$ -	\$ -	\$ -
WOA!	\$ -	\$ -	\$ -
Investment Income	\$ 525	\$ 88	\$ 200
Total Revenues	\$ 31,975	\$ 34,258	\$ 22,050

Category Description	Budget 21/22	21/22 Actual	22/23 Budget
Expenses			
Administration			
Executive/Board Meetings	\$ 1,000	\$ 222	\$ 1,200
Mailbox	\$ 300	\$ 278	\$ -
Misc. (printing, postage, etc)	\$ 100	\$ -	\$ 50
Zoom Account	\$ 225	\$ -	\$ 225
Banking			
Quicken software	\$ 40	\$ 43	\$ 45
Bambora (online CC)	\$ 180	\$ 180	\$ 180
Banking fees	\$ 25	\$ -	\$ -
Merchant Services	\$ -	\$ -	\$ -
Donations			
Partner event sponsorships	\$ 2,500	\$ -	\$ 10,000
Student Awards	\$ 500	\$ -	\$ 500
Charitable Donations (TBD)	\$ 10,000	\$ -	\$ 2,500
Events			
AGM (2021 - Virtual)	\$ -	\$ -	\$ 6,000
Golf Tournament	\$ -	\$ -	\$ -
President's Dinner	\$ -	\$ -	\$ -
Winter Party (ARIDO)	\$ -	\$ -	\$ -
ORSA Mixers	\$ 1,500	\$ -	\$ 2,500
ORSA Workshops	\$ 2,000	\$ -	\$ -
Special Projects			
ORSA Design Excellence Awards	\$ 2,500	\$ -	\$ -
Ottawa Architecture Week	\$ 10,000	\$ 852	\$ 15,000
WOA!	\$ 5,000	\$ -	\$ -
ORSA Executive Handbook	\$ 500	\$ -	\$ -
Doors Open Ottawa	\$ -	\$ -	\$ 1,500
Website			
Web Development	\$ 5,000	\$ 5,862	\$ -
Web Maintenance	\$ 2,500	\$ -	\$ 2,500
Discretionary Funds	\$ 500	\$ -	\$ 500
Total Expenses	\$ 44,370	\$ 7,438	\$ 42,700
NET REVENUE	\$ (12,395)	\$ 26,819	\$ (20,650)
Balance Beginning of Year			\$ 152,494
Projected Balance End of Year			\$ 131,844



January 31, 2023

2022 - Annual Report for Publication

St. Lawrence Valley Society of Architects

Co-Chair: Lukas Bergmark

Co-Chair: Chris Howard

Treasurer: Brian Heirlihy

Secretary: Shawn Butler

2022 was a year of many transitions. Covid-19 continued in waves with variants and sub-variants which kept the society in a virtual meeting space. The SLVSA Annual General Meeting, The OAA Conference, and our OAA President's visit were all virtual. We eventually found opportunities to meet in person on outdoor patios over the summer with the start of our monthly pub nights. The monthly pub nights continued in the fall, at which point we moved the gatherings from the patios to inside. And finally, we launched the www.slvsa.org - this is a phase 1 of the website which we continue to update with content and photos. We are excited to use the website to keep in touch with the membership and to connect with the public through the promotion of architecture.

Our Annual General Meeting was pushed to the Spring in the hopes of having an in-person event, but subsequent waves of Covid led us to the decision that it would be best to host it virtually. We had a great turnout to the virtual event. We discussed progress on the website and our hopes for the coming year. We also paid tribute to Ernest Alvin Cromarty, known by most as "Al", who died on April 16, 2022. He is remembered fondly by the local Architecture community and beyond for his numerous and significant contributions. Ray Zaback spoke eloquently about Al's work, influences and evolution from his time with John B. Parkin Associates to starting his own practice in Kingston. Finally, we closed out the meeting with elections. Shawn Butler was nominated and elected to join the SLVSA Executive in the role of Secretary.

The Annual Presidents Dinner was held virtually on October 4. The visit was shared between SLVSA and Hamilton & Burlington Society. President Susan Speigel addressed the membership on the topic of Climate Action Goals, followed by remarks from Pro-Demnity Insurance. Members shared thoughts on the direction the practice of Architecture is taking, and discussed concerns around education for municipalities, the elected officials as well as the building officials.

The slvsa.org website launched in November of 2022. The website is in a bare bones, "phase 1" state. The executive intends to get a few more items activated to improve communications. We



will create a website committee - the details still need to be figured out, but we hope that such a committee could host a workshop with the membership to look at how we take this first phase of the website and improve it to better serve the mandate of the society and the OAA. We have stressed that the website is mutable and can change to suite the needs of the membership while also being of service to the public.

During the summer of 2022, we began hosting monthly outdoor social events and pub nights for the first time since 2019. On average, we had an average turnout of about 10 members. The conversations with some of the more seasoned Architects is invaluable to the interns or those early in their careers. These candid discussions away from the confines of the office are proving to be an informal mentorship for some. We thank all those who have found the time to join us and share stories or wisdom or a lesson learned.

The SLVSA executive is filled with ambition, but short on time. We proposed to launch several initiatives last year, including a speaker series – however the website initiative took up much more time than we expected. We have a few members who have offered their time to help with some projects related to the website. We hope that this will provide the executive the opportunity to focus on serving the membership and the public with new initiatives.

The SLVSA received special project funding of \$17,000 (of the \$25,000 requested) from the OAA to partner with Queen's University to develop a prototype of an augmented reality app. The OAA recommended that the additional \$8,000 be applied for once tangible progress has been made. I [Chris Howard] will continue to work with Queen's on this project which is scheduled to be complete by the fall of 2024.

The executive will expand its methods of communicating and engaging with its membership and the public this year and will lean on the website to do this. We hope to better learn how the membership would like to use the website and how the membership would like to better engage with the public.

We look forward to sharing more exciting news soon.

Respectfully,

Chris Howard, OAA and
Co-Chair, SLVSA
Architect, SZA

Lukas Bergmark, OAA
Co-Chair, SLVSA
Architect, HDR



TORONTO
SOCIETY OF
ARCHITECTS

Annual Report 2022

Toronto Society of Architects

A Local Society of the Ontario Association of Architects

January 30, 2023



A message from the TSA Executive

There is light at the end of the tunnel!

Following what has been a tumultuous couple of years, 2022 brought with it welcomed signs of predictability and routine. And while some might be sighing with relief as many things “return to normal”, we are committed to embracing the new TSA that has emerged from this transformative period—one that is more inclusive and engaging, serving all those within our catchment area, and deeply rooted in our mission to build community together.

Whereas 3 years ago the TSA's digital footprint was limited to our website, semi-regular email bulletins and the occasional social media post, today our Society boasts robust virtual programming that has greatly expanded our reach and accessibility. Nowhere is this more evident than in our lectures which saw an attendance increase of 92% compared to 2021 to reach a record 3,145 viewers—twice the attendance than our best in-person year. Similarly, our on-demand resources have become go-to's for many in our community. Our page dedicated to resources for Internationally Trained Architectural Professionals has quickly climbed to be among the most visited sections of our website, and our virtual tours and online playlists are used by thousands of visitors every year.

While we are still in the very early days of our digital programming, it is clear there is an appetite for more virtual offerings which can be accessed anytime, anywhere. Not everyone can make it to an event downtown after work, but with our growing digital resources and events we hope to better serve all those within our catchment area and beyond.

As excited as we are about digital possibilities, we were also quite thrilled (and admittedly quite relieved) to welcome back many of our in-person initiatives in 2022. Our walking tours were back for a full season of explorations, accompanied by the return of our always popular building tours program, Pride, ADFF and even Doors Open Toronto. We must give a special thank you here to the 5 studios who joined us as part of our Open Studio program—your enthusiasm and willingness to lead despite the uncertainty made for a very special edition of this outreach event. Even TSA CONNECT, our networking event for newcomers, students and emerging professionals, came roaring back with two packed fall sessions.

Perhaps the most anticipated return of all was that of the TSA BASH, our annual year-end party which took special meaning after its long two-year hiatus. This year's celebrations were held at the John Street Roundhouse and included rides in their century-old train turntable. It was an absolute joy to get to see again in-person so many colleagues and friends,

celebrating together three remarkable years of accomplishments, challenges and milestones.

While much of 2022 was spent balancing the return of our in-person events with the continuation of our new virtual offerings, we would be remiss not to highlight some of the new offerings developed over the past 12 months. Following the recommendations developed by our K-12 Outreach Task Group, this year's Gingerbread City included our first ever Kids' Main Street program—a gingerbread making workshop specifically designed for kids. The event was an instant success with parents and kids alike, and we are eager to build on this experience as we continue to expand our K-12 offerings and make architectural education accessible to everyone.

None of this would have been possible without the generous support of dozens of donors and sponsors whose names are contained in this report. We are immensely grateful for their support which has become even more important as we continue to grow our offerings and make them accessible to a broader audience. Their sponsorships, along with an increased focus on revenue generation, will be key if we are to sustain the Society we have grown to be.

Our annual review would be incomplete without addressing some of the changes that have happened within the TSA leadership team and staff.

In our first digital election, Pamela Bruneau was elected as Treasurer of our Society for the 2022-2024 term. We want to take this opportunity to thank our outgoing Treasurer Alana Young for her leadership and dedication, particularly in the face of some of the most challenging times our Society has ever faced. We wouldn't have been able to navigate these turbulent times without your continued support. We also want to extend a big thank you to Charmain Wong, our TSA Administrative Assistant who we said goodbye to after almost two years of contributions. We wish Charmain the best of luck as she pursues the next phase of her career.

As we begin to emerge from a period of uncertainty, reinvention and transformation, we are excited to see what our Society has become and are committed to sustaining the gains we have made over the past three years. We are immensely proud of all that we have achieved, but are even more excited about what is to come and we look forward to working with our members, volunteers, sponsors and allies in shaping this shared vision.

On behalf of the Toronto Society of Architects Executive,

Megan Torza
Chair

Ana-Francisca de la Mora
Vice Chair

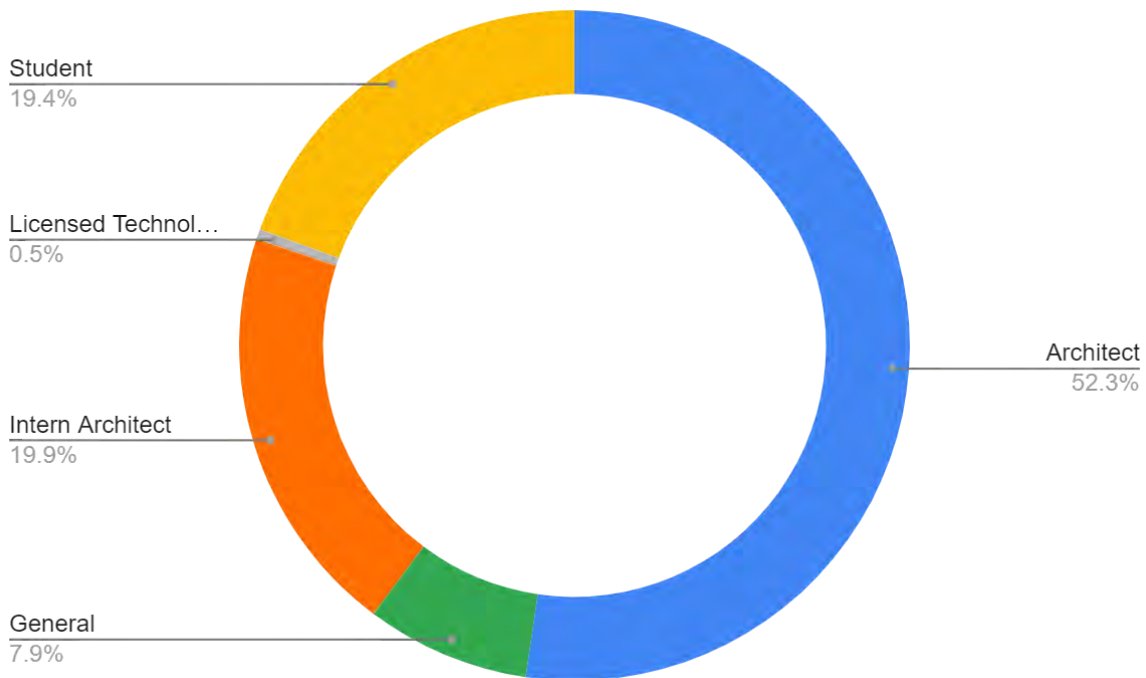
Pamela Bruneau
Treasurer

Varsha Kumar
Secretary

2023 Summary

Membership

Total Membership: 2412



Programming Statistics

Attendance Numbers

Lectures ¹	3,145
Tours ²	11,249
Community Events	3,033
Film Events and Resources ³	2,561
Other Events	1,305

Number of Structured Learning Hours Offered: 14 hours

¹ Lectures include all technical, urban affairs and ideas forums for a total of 14 lectures in 2022

² Tours include Virtual Tours via Instagram Stories, on-demand tours, walking tours and building tours

³ Does not include ADFP Toronto 2022 numbers (waiting for final numbers from partners)

Report on Special Project Funding

In 2022 the TSA was fortunate to receive Special Project Funding from the Ontario Association of Architects for several initiatives and projects. Now more than ever, these funds have been critical for these initiatives and we are grateful for the OAA's support to make them possible. The following section provides an update on these projects.

Architecture Walking Tours

After a brief hiatus in 2020 and shortened season in 2021 due to pandemic restrictions, our architecture walking tours came back in full force in 2022 with tours offered every Saturday and Sunday from the first week of June to the first week of October. In total we offered close to 100 individual tours through five different themes: Towers, Art and The Grange, Entertainment District, Harbourfront and East Bayfront.

The return of a full tour season also allowed us to restart our volunteer tour guide training program and this year we onboarded 5 new tour guides to the team. The training, which includes both classroom style lectures on the architectural history of Toronto and on-the-field training on tour delivery, is an aspect we continue to develop and improve upon. Work is currently underway on a standardized "tour guide manual" to further assist new tour guides as they take on this significant volunteer commitment.

Despite on-going pandemic restrictions that included smaller tour groups and limited opportunity for school groups, our tours welcomed 890 attendees-- an almost full recovery to our pre-pandemic record where in 2019 we reached 1,080 attendees. Since 2020, our in-person walking tours have also been complemented by on-demand virtual tours which have expanded our audience and allowed us to share stories within our catchment area which logistically would not work well as in-person offerings. In 2022 we released 3 different on-demand virtual tours: Art and Architecture on the Spadina Line Part 1, Art and Architecture on the Spadina Line Part 2 and Queer Spaces.

The OAA's sustained financial support was critical to this year's season. The reliable yearly source of funding has allowed the program not only to adapt and offer consistent, safe programming amidst the challenging circumstances this year, but also continue to improve internally in terms of the quality, reach and standards of our tours.

On-Demand Lectures Platform

Early in 2022 the TSA was fortunate to receive Special Project Funding to support our new on-demand learning platform, a digital home for our lectures which will provide members and non-members access to high quality educational opportunities in a format eligible for OAA Structured Learning hours.

While we had hoped to launch the platform in 2022, coordination with the launch of our new website means the platform will not go live until later in 2023. However, all lectures in 2022 were recorded for incorporation into the platform and a host system, Teachable, has been

selected and tested to ensure it meets the requirements for continuing education. The new website has also been designed to host the platform and video hosting systems have been upgraded in preparation for the launch. In the meantime, our past lectures have been made available for unstructured learning in a dedicated section of our current website which has greatly improved accessibility to past content as evidenced by the almost 600 views in 2022.

Calendar of Events

Our 2022 programming included both in-person and virtual opportunities to learn, share and come together around our passion for the built environment and the betterment of the Greater Toronto Area. The following event calendar seeks to capture these events and the people who made it possible.

01.22

2022.01.07 - 2022.10.01

Year of Public Art

Instagram Series

2022.01.18

Elevators

TSA Technical Series

SPEAKER | Martin Ouimet (KJA Consultants Inc.)

2022.01.24

The Housing Affordability Crisis

TSA Urban Affairs Forum as part of the DesignTO Festival

SPEAKERS | Drew Sinclair (SvN Architects + Planners), Frank Clayton (Centre for Urban Research and Land Development, Ryerson University), Salima Rawji (CreateTO)

MODERATOR | Megan Torza (DTAH + TSA)

2022.01.25

Confronting the Housing Crisis

TSA IDEAS Forum in partnership with the DesignTO Festival

SPEAKERS | Daniel Ling (Montgomery Sisam), Diana Chan McNally (Toronto Drop-In Network), Eric Philip (Dixon Hall), Reverend Faith Fowler (Cass Community Social Services), Kellie Chin (Workshop Architecture)

02.22

2022.02.01

Why Buildings Leak

TSA Technical Series

SPEAKER | Christine Williamson (Building Science Fight Club)

2022.02.22

Toronto's Biodiversity Strategy

TSA Technical Series

SPEAKER | Jane Weninger (City of Toronto, Planning Division)

2022.02.22

Art on the Spadina Line (Part 1)

On-Demand Virtual Tour

2022.02.24

TSA CONNECT Series | Session 1

Virtual Structured Networking and Mix and Mingle

FEATURED GUESTS | Chris Burbridge (MJMA), Craig Goodman (CS&P Architects Inc.), Danielle Sernoskie (IBI Group), Jay Zhao (Moriyama & Teshima), Michael Leckman (Diamond Schmitt), Queenie Wong (Zeidler Architecture), Stefanie Lahn (Montgomery Sisam), Stefanie Siu Chong (BDP Quadrangle), Trish Clarke (Brook McIlroy)

03.22

2022.03.08

Annual General Meeting 2022

2022.03.22

Art on the Spadina Line (Part 2)

On-Demand Virtual Tour

2022.03.31

TSA Volunteer Info Session

Virtual Information Session as part of the Spring Call for Volunteers

04.22

2022.04.05

Retrofitting Heritage Masonry Buildings

TSA Technical Series

SPEAKERS | Eric Charron (Diamond Schmitt), Randy Van Straaten (Building Enclosure Labs Inc.)

2022.04.26

Re-Thinking Risk

TSA Technical Series

SPEAKERS | Bruce Palmer (Pro-Demnity), Iliana Arapis (Pro-Demnity)

05.22

2022.05.17

Toronto Accessibility Design Guidelines

TSA Technical Series

SPEAKERS | Haley Rae Dinnall-Atkinson (Human Space), Jesse Klinitz (Human Space), Lorene Casiez (Human Space)

2022.05.26

Toronto Green Standard

TSA Technical Series

SPEAKERS | Lisa King (City of Toronto, City Planning), Shayna Stott (City of Toronto, City Planning)

2022.05.28

Doors Open | Architects Talk: Renewal

SPEAKERS | Graeme Stewart (ERA Architects), Lorraine Johnson, Selina Young (Indigenous Affairs Office, City of Toronto), Tura Cousins Wilson (SOCA), Barbora Vokac Taylor (Moderator)

2022.05.28 - 2022.05.29

Doors Open | Open Studio

Studio open house in partnership with Doors Open Toronto

PARTICIPATING STUDIOS | DTAH, Dubbeldam Architecture + Design, SVN Architects + Planners, TACT Architecture Inc., Taylor Hazell Architects

2022.05.28 - 2022.05.29

Doors Open | Harbourfront: A Story of Renewal Tours

A special free 1-hour architecture walking tour in partnership with Doors Open Toronto offered 7 times during the DOT weekend

TOUR GUIDES | Joël León, Kurtis Chen

06.22

2022.06.04 - 2022.10.02

TSA Walking Tours

TOUR GUIDES | Anwar Kassas, Daniel Barbosa, Daniel Gaito, Dolores Pian, Emiljana Xherrai, Emily Macrae, Eric Gertner, Francis May, Heba Al-Fayez, Hector Tuminan, Hengameh Ataie Kia, Judy Jacobs, Joël León, Kurtis Chen, Pamela Bruneau, Rania Matta, Shermeen Beg, Vikkie Chen

2022.06.07

Can We Turn the Tables on Invasive Plants?

TSA Technical Series

SPEAKER | Jim Dougan (Dougan & Associates)

2022.06.24

Supporting the Success of Your EDI Committee

TSA Technical Series

SPEAKER | Russell Pollard (Framework Leadership)

2022.06.18

Pride Float Community Build

In partnership with the Carpenter's Union, Local 27

2022.06.26

Toronto Pride Parade

In partnership with the Carpenter's Union, Local 27

07.22

2022.07.07

University College Revitalization

TSA Building Tour

TOUR GUIDES | Graeme Stewart (ERA Architects), John Shnier (Kohn Shnier Architects)

2022.07.14

TSA Playlist | July: Water

2022.07.14

Summer Appreciation Party

2022.07.21

Port Lands

TSA Building Tour

TOUR GUIDES | Chris Glaisek (Waterfront Toronto), Don Forbes (Waterfront Toronto), Shannon Baker (Waterfront Toronto)

08.22

2022.08.05

TSA Playlist | August: Kids

2022.08.24

Centennial College: Downsview Campus' Centre for Aerospace and Aviation

TSA Building Tour

TOUR GUIDES | Jamie Milks (Centennial College), Robert Allen (MJMA), Sean Solowski (MJMA), Stephen Phillips (Stantec), Steve Hoffman (Centennial College), Timothy Belanger (MJMA), Tim Roy (Centennial College)

09.22

2022.09.21

TSA CONNECT Series | Session 2

In-Person Structured Networking and Mix and Mingle

FEATURED GUESTS | Afsaneh Asayesh (BAC-DAC), Antonio Gomez-Palacio (CUTA + CIP + TSA), Chris Williams (BAIDA), Dana Seguin (ARIDO + OAA), Daniel Gaito (TSA), Diarmuid Nash (OAA), Gail Borthwick (ULI), Heather Breeze (The Architecture Lobby + OAA), Heather Dubbeldam (BEAT), Ho K. Sung (UC Alumni Association), Jason Dobbin (TSA), Lisa Spensieri (OAA), Michael Otchie (BAIDA), Stephanie Hosein (BEAT), Stephanie Mah (ACO Toronto), Tushar Negi (SOSA), Varsha Kumar (TSA), Vineetha Sivathanan (BEAT)

2022.09.27

TSA Volunteer Info Session

Virtual Information Session as part of the Fall Call for Volunteers

10.22

2022.10.04

Local Elections 2022: Candidates Answer

The TSA reached out to all candidates running for mayoral and council positions within its catchment area with public contact information to share their position on three key topics: affordable housing, climate action, and the quality and maintenance of public spaces. All responses have been organised and posted on the TSA website.

2022.10.13

Meet the OAA & the Local Societies

Virtual Information Session in partnership with the Ontario Association of Architects

SPEAKERS | Christie Mills (OAA), Dana Séguin (OAA), Erik Missio (OAA), Heather Breeze (OAA), Joël León (TSA), Lashmi Ollivierre (OAA), Neo Max (OAA), Pearl Chan (OAA), Vincent Hui (OAA)

2022.10.18

OAA President's Visit

2022.10.24

Ace Hotel

Virtual TSA Building Tour

TOUR GUIDES | Brigitte Shim (Shim-Sutcliffe Architects Inc.), Michael Nyarkoh (Ace Hotel)

11.22

2022.11.01

Glazed and Confused: A Presentation About Windows

TSA Technical Series

SPEAKER | Christine Williamson (Building Science Fight Club)

2022.11.02 - 2022.11.05

Architecture and Design Film Festival (ADFF)

In-Person Film Festival in partnership with ADFF, featuring 15 diverse films and 4 TSA-curated post-screening panel discussions.

LAND ACKNOWLEDGEMENTS | Joël León, Samuel Forrest, Domitillah Antoinette, Kurtis Chen

SPEAKERS | Alex Bozickovic (The Globe and Mail), Eric Mutrie (Azure), Jane Son (CASSON Hardware), Jeffrey Forrest (STACKLAB), Juliette Cook (Ha/f Climate Design + MASS Design Group), Michael McClelland (ERA Architects), Nicolas Koff (Office Ou), Sebastian Bartnicki (Office Ou), Stefan Novakovic (Azure), Stephanie Mah (ACO Toronto + Giaimo), Uros Novakovic (Office Ou)

2022.11.09

Newcomer in Architecture Information Session

Virtual Information Session in partnership with Canadian Architectural Certification Board and the Ontario Association of Architects

SPEAKERS | Charlene Pineda (CACB), Christie Mills (OAA), Claire Hepburn (OAA), Geeta Luchoomun (CACB), Joël León (TSA), Joyce Nyamu (CACB), Ria Soriano (OAA)

MODERATOR | Varsha Kumar (TSA)

2022.11.10

TSA CONNECT Series | Session 3

In-Person Structured Networking and Mix and Mingle

FEATURED GUESTS | Ali Lal Mohammadi (KIRKOR Architects and Planners), Aminesh Nigam (WZMH), Amrinder Gill (DIALOG Design), Arancha González Bernardo (Odami), Bérengère Duval (Larkin Architect Limited), Bojana Ralevic (IBI Group), Camilla Chu (Superkül), Derek Quilliam (+VG Architects), Derek Rudder (David Fujiwara Architect), Hanieh Momeni (BDP Quadrangle), Hector Tuminan (BDP Quadrangle), Juan Carlos Portuese (DIALOG Design), Julia C. Márquez (IBI Group), Joanna Walczak (Superkül), Marcos Dos Santos (GHD), Mina Arjmand (Murphy Partners Seniors Housing Architects), Mohcine Sadiq (Smart Density), Rajesh Kheni (Metrolinx), Rania Matta (Q4A Architects), Sofía Rosemberg (Perkins Eastman), Titka Seddighi (IBI Group)

2022.11.24

TSA Year End BASH 2022

VENUE | John Street Roundhouse (Steam Whistle Brewery)

TOUR GUIDES | Andrew Ashenhurt (Toronto Railway Museum), Brian Morningstar (Toronto Railway Museum), Bruce Taylor (Toronto Railway Museum), Donald Loucks (ERS Architects)

12.22

2022.12.03

TSA Gingerbread City: Kids' Main Street Workshops

Two in-person workshops where children (4-12) created their own gingerbread façades with the help of architects and gingerbread experts. Completed pieces were then collaged into a digital Main Street and showcased on the TSA website.

VOLUNTEERS | Pamela Bruneau, Kurtis Chen, Diane Schunk, Ramy Bakir, Ania Romanowska, Aishwarya Balekundri, Spencer Lu, Salma Bokhari

2022.12.06

Making the Case For Heat Pumps

TSA Technical Series

SPEAKER | Erik Janssen (TRCA)

2022.12.14 - 2023.01.11

TSA Gingerbread City

A popular hybrid community building event with both an in-person display at Maker Bean Café and a virtual showcase on the TSA website of submitted gingerbread creations from our members and other gingerbread lovers.

CONTRIBUTORS | Barbara McLean, Calum Tsang, Joël León, Kurt Kraler, Izen Architecture, Michelle Chan, MOSS SUND Architects & Homes to Zero, Sandra F. Smith Architects, Thomas Guignard.

Financial Report 2022

	2022	2021
Revenue		
Membership Dues	\$ 102,765.00	\$ 94,291.90
OAA Per Capita Funding	\$ 43,715.00	\$ 41,550.00
Ticket Sales	\$ 28,671.65	\$ 4,537.66
OAA Special Project Funding	\$ 23,500.00	\$ 27,000.00
Sponsorships	\$ 55,000.00	\$ 22,700.00
Donations	\$ 975.61	\$100
	\$ 254,627.26	\$ 190,179.56
Expenses		
Scholarships and Awards	\$ 4,500.00	\$ 3,500.00
Insurance	\$ 2,408.40	\$ 2,397.60
Meetings	\$ 3,906.39	\$ 455.90
Rent Expense	\$ 1,966.99	-
Office/General Administrative Costs	\$ 13,399.91	\$ 14,191.49
TSA Programming	\$ 63,104.68	\$ 12,136.68
Programming Contingency Fund	\$ 17,500.00	\$ 17,394.50
Professional & Administrative Fees	\$ 27,298.74	\$ 58,665.25
Payroll Expenses	\$ 126,915.50	\$ 47,791.45
Website	\$ 1,391.46	\$11,197.11
	\$ 262,392.07	\$167,729.98
Excess of Revenue Over Expenses	\$ (7,764.81)	\$ 22,449.58

**Please note that this is a preliminary financial report and subject to confirmation by the TSA's accounting firm during their compilation of our financial statements. A detailed financial statement can be made available upon request.*

People

What we do is only possible thanks to dozens of volunteers who selflessly dedicate countless hours to our Society. The TSA would like to express our enormous gratitude to all those who make our initiatives and programs possible. You are at the very heart of the TSA's work.

Speakers

Brigitte Shim (Shim-Sutcliffe)
Bruce Palmer (Pro-Demnity Insurance)
Charlene Pineda (CACB)
Chris Glaisek (Waterfront Toronto)
Christie Mills (OAA)
Christine Williamson (Building Science Fight Club)
Claire Hepburn (OAA)
Dana Séguin (OAA)
Daniel Ling (Montgomery Sisam)
Diana Chan McNally (Toronto Drop-In Network)
Don Forbes (Waterfront Toronto)
Drew Sinclair (SvN Architects + Planners)
Eric Charron (Diamond Schmitt)
Eric Philip (Dixon Hall)
Erik Janssen (TRCA)
Erik Missio (OAA)
Frank Clayton (Centre for Urban Research and Land Development, Toronto Metropolitan University)
Geeta Luchoomun (CACB)
Graeme Stewart (ERA Architects)
Haley Rae Dinnall-Atkinson (Human Space)
Heather Breeze (OAA)
Iliana Arapis (Pro-Demnity Insurance)
Jamie Milks (Centennial College)
Jane Son (CASSON Hardware)
Jane Weninger (Planning Division, City of Toronto)
Jeffrey Forrest (STACKLAB)
Jesse Klinitz (Human Space)
Jim Dougan (Dougan & Associates)
John Shnier (Kohn Shnier Architects)
Joyce Nyamu (CACB)
Juliette Cook (Ha/f Climate Design, MASS Design Group)
Kellie Chin (Workshop Architecture)
Lashmi Ollivierre (OAA)
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Sebastian Bartnicki (Office Ou)
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Shannon Baker (Waterfront Toronto)
Shayna Stott (City Planning, City of Toronto)
Stephanie Mah (Giaimo, ACO Toronto)
Stephen Phillips (Stantec)
Steve Hoffman (Centennial College)
Tim Roy (Centennial College)
Timothy Belanger (MJMA)
Tura Cousins Wilson (SOCA)
Uros Novakovic (Office Ou)
Vincent Hui (Toronto Metropolitan University)

Moderators

Alex Bozikovic (The Globe and Mail)
Barbora Vokac-Taylor (BVT, TSA)
Eric Mutrie (Azure)
Megan Torza (DTAH, TSA)
Stefan Novakovic (Azure)
Varsha Kumar (IBI Group, TSA)

Featured Guests

Afsaneh Asayesh (BAC-DAC)
Ali Lal Mohammadi (Kirkor Architects and Planners)
Aminesh Nigam (WZMH)
Amrinder Gill (DIALOG Design)
Antonio Gomez-Palacio (TSA)
Arancha González Bernardo (Odami)
Bojana Ralevic (IBI Group)
Bérengère Duval (Larkin Architect)
Camilla Chu (Superkul)
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Chris Williams (BAIDA)
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Danielle Sernoskie (IBI Group)
Derek Quilliam (Plus VG Architects)

Derek Rudder (David Fujiwara Architect)
Diarmuid Nash (OAA, RAIC)
Gail Borthwick (ULI)
Hanieh Momeni (BDP Quadrangle)
Heather Breeze (Arch Lobby, OAA)
Heather Dubbeldam (BEAT)
Hector Tuminan (BDP Quadrangle)
Ho K. Sung (Alumni Association, University of Toronto)
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Juan Carlos Portuese (DIALOG Design)
Julia C. Márquez (IBI Group)
Lisa Spensieri (OAA)
Marcos Dos Santos (GHD)
Michael Leckman (Diamond Schmitt)
Michael Otchie (BAIDA)
Mina Arjmand (Murphy Partners Seniors Housing Architects)
Mohcine Sadiq (Smart Density)
Queenie Wong (Zeidler Architecture)
Rajesh Kheni (Metrolinx)
Rania Matta (Q4A Architects)
Sofia Rosemberg (Perkins & Eastman)
Stefanie Lahn (Montgomery Sisam)
Stefanie Siu Chong (BDP Quadrangle)
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Sofia Rosemberg
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Kurtis Chen, Pride Initiatives

Varsha Kumar, Doors Open, Building Tours

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The TSA would like to express our enormous gratitude to sponsors, partners and collaborating organizations who through their generous support make our initiatives possible. We couldn't do what we do without you!

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Vanessa Fong Architect



2022 Annual Report Highlights Summary | Trent Society of Architects (TRENT)

Key activities of 2022 and initiatives of the Trent Society of Architects include:

Due to the unfortunate events that have happened this past two years, the Society has not been able to meet in person collectively. However, the virtual world has been our friend. Communicating has been helpful to society members for updates from the OAA, webinars for continuous education, and assistance to one another when needed.

In the past year, we have had a small amount of members join the Society with various others interested in joining. That will bring the TSofA over 20 members. Our society engagement has been slow over the year, but still maintaining contact via e-mail involving learning opportunities, and RFP alerts, etc. Our Society held the annual President's Dinner virtually, having members from the Ottawa Society of Architects.

Matthew Philip, Trent Society of Architects Chair, will be retiring his position early this year and has reached out to fellow society members for interests in becoming Chair prior to his transition.

We will continue to provide our members with learning opportunities and potentially organize a few community events once the pandemic is over.

Matthew Z. Philip
Lic. Tech. | OAA | LFA
Chair, Trent Society of Architects

2022 Annual Report

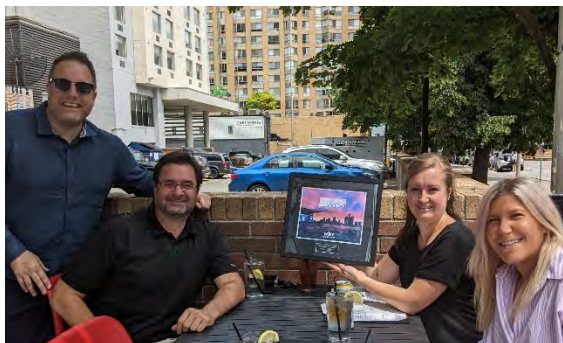
This year 2022 has been filled with meaningful initiatives for the WRSA. We continued our efforts in community engagement, support, and outreach in various new ways, as well as further developed ongoing initiatives.

Community engagement this past year included participation in Open Streets Windsor and the Windsor International Film Festival, as well as hosting public tours.

This year's participation in Open Streets was our 6th year participating in this event. With two tent locations set up at both ends of the route, this event allows us to promote awareness of the field of architecture, and increase our presence and visibility in the community. Our participation allows us to engage with the public in a way that shows our commitment to the community as whole, including buildings, streetscaping, and planning, while also highlighting our desire to help make urban spaces special and memorable.



Our engagement with the community continued with the support of the Windsor International Film Festival (WIFF), thanks to the OAA's Special Project Funding received in January 2022.



This year's 'Spotlight on Architecture' films included topics of sustainability, inclusion/accessibility, historic architecture, and design. This was the first year WIFF returned to usual operations post-Covid, and we are proud to be a support of events in the downtown core.

We are proud that WIFF has recognized the WRSA for our efforts in supporting WIFF and the downtown.

An event hosted by the WRSA this year was public tours of Windsor's Masonic Temple and Capitol Theatre. This event was well-attended by not only member architects, interns, associates, and students, but also members of the public as well with an interest in learning about the architecture and heritage of the city.



As part of our mandate for education and outreach to youth, we participated in various initiatives this year to support this, in part thanks to special funding received from the OAA. This included the United Way's "On Track To Success" program. On Track to Success is a poverty reduction strategy that strives to alleviate barriers for children who are living in low-income families by providing extensive wrap around services, supporting them in their learning and development. OTTS consists of four main program elements, academic, social mentoring, career mentoring and financial assistance of the student. A major component of the program is it strives to connect classroom learning with workplace applications and experiential learning experiences. Our partnership with the United Way allowed the



WRSA to sponsor and mentor a student that is interested in a career in architecture and also expand our own WRSA education initiation.

Thanks for special project funding provided by the OAA, we were also able to provide support for the Bike Windsor-Essex Winter Wheels initiative. This program demonstrates our promotion of sustainable forms of transportation and to encourage density along with alternate forms of development. Furthermore, we also hosted a bike tour of the Walkerville and Ford City areas of Windsor, leading a group of cyclists through neighbourhoods and providing information and guidance on the architecture.

Another initiative in 2022 included the creation of a collection of children's reading materials at a local branch of the Windsor Public Library on the topic of architecture. Through 40 titles, such as *Roberto the Insect Architect*, *The World Is Not a Rectangle*, *The LEGO Architect*, *The Girl's Guide to Building a Fort* and *How Cities Work*, Windsor kids can explore ideas of architecture, design, neighbourhoods and urban planning.

Our outreach to the youth in our community continued with presentations being made to local high school career classes to provide some awareness about the field of architecture and what a career path in architecture may look like. These presentations were held in the spring and fall by the leader of our Education Subcommittee.



Thanks to further special project funding, we were able to further build upon initial research findings on the history of our Society. This additional funding allowed up to hire the same architectural researcher with a special interest in architecture to continue her research into further decades. This research uncovered a large amount of history from the year 1939 until 1960, includes information on local architects of the time, society chairs, local projects, and topics of interest. This information is being presented over the course of 2023 via our social media channels, and we are working on the creation of adding a history page to our website that will include detailed information found to-date.



This past year we have continued an increased presence on social media presence, and have continued to receive comments from many in the community that they recognize and appreciate the information we provide. We look forward to continuing this and all our ongoing initiatives in 2023.

Suzanne Stiers, M.Arch., OAA,
Architect
Chair, Windsor Region Society of Architects