



Ontario Association
of Architects

VISION

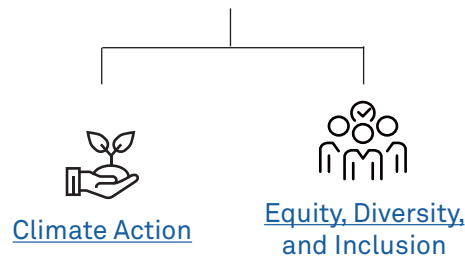
An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

MANDATE

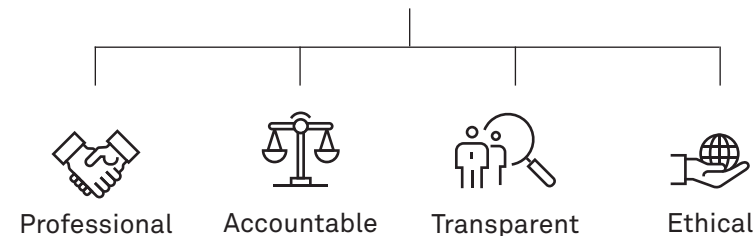
To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects; 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 June 20, 2023 at approx. 11:00 a.m.

Meeting # 288

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 April 27, 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>15 mins</i> | 4.1 Report from OAA Building Committee re. OAA Landscape Design Competition (<i>see attached</i>) | Councillor
McKendrick and
Yeung |
| <i>7 mins</i> | 4.2 Amendments to OAA Bylaws, Revised 2022 and Schedule A (<i>see attached</i>)
It was moved by... and seconded by... that Council approve the amended OAA Bylaws, Revised 2022 and Schedule A as presented to Council, June 20, 2023 | Executive Director |
| | 5.0 ITEMS FOR DISCUSSION | |
| <i>5 mins</i> | 5.1 Update re. <i>Fair Access to Regulated Professions and Compulsory Trades Act</i> and Bill 27 (<i>see attached</i>) | Registrar |
| | 6.0 REPORTS | |
| | 6.1 Report from the President – Activities for the months of April-June (<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 |
| <i>1 min</i> | 6.4 Financial Statements for the 6 months ending May 31, 2023 (<i>see attached</i>) | SVP & Treasurer |
| | 6.5 Committee Reports | Committee Chairs |
| <i>1 min</i> | 6.5.a Communications & Public Education Committee – Update (<i>see attached</i>) | VP Karney |
| <i>1 min</i> | 6.5.b Governance & HR Committee – Update (<i>see attached</i>) | SVP & Treasurer |
| <i>1 min</i> | 6.5.c Practice Resource Committee (PRC) – Update (<i>see attached</i>) | VP Schuhmann |
| <i>1 min</i> | 6.5.d Policy Advisory Consultation Team (PACT) – Update (<i>see attached</i>) | Immediate Past
President |
| <i>1 min</i> | 6.5.e Interns Committee Report (<i>see attached</i>) | Councillor Abu-
Bakare |
| | 7.0 ITEMS FOR INFORMATION | |
| <i>1 min</i> | 7.1 OAA Service Area Semi-Annual Updates | |
| | 7.1.a Communications - (<i>see attached</i>) | |
| | 7.1.b Continuing Education (<i>see attached</i>) | |

Open Council Agenda

7.1.c Finance (*see attached*)

7.1.d Human Resources (*see attached*)

7.1.e Information Technology (*see attached*)

7.1.f Policy and Government Relations (*see attached*)

7.1.g Practice Advisory Services (*see attached*)

- 7.2 Correspondence from Regulatory Organizations of Architecture in Canada (ROAC) to Minister of Natural Resources re. Third Party Verification for Incentive Programs (*see attached*)

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

- 9.1 The next regular meeting of Council is Thursday, September 21, 2023 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

10.0 ADJOURNMENT

Ontario Association of Architects

Meeting #287 Open

MINUTES

April 27, 2023

The two hundred and eighty seventh meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday April 27, 2023 at OAA Headquarters, 111 Moatfield Drive, Toronto and virtually via Zoom.

Present:	Settimo Vilardi	President
	Ted Wilson	Senior Vice President and Treasurer
	Susan Spiegel	Immediate Past President
	Christina Karney	Vice President
	Kristiana Schuhmann	Vice President
	Farida Abu-Bakare	Councillor (<i>virtual</i>)
	Loloa Alkasawat	Councillor
	Ida Badre	Councillor (<i>virtual</i>)
	J. William Birdsell	Councillor
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Natasha Krickhan	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee (<i>virtual</i>)
	Lara McKendrick	Councillor (<i>virtual</i>)
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Clayton Payer	Councillor
	Greg Redden	Councillor (<i>virtual</i>)
	Thomas Yeung	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications (<i>virtual</i>)

Regrets: None

Guests: None

The President called the meeting to order at 1:20 p.m.

The President noted a land acknowledgement video *Indigenous Canada – A Story to Tell* <https://www.youtube.com/watch?v=OzpKdPEBLfQ> would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

The President welcomed staff in attendance at the meeting.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

Councillor Redden declared a conflict of interest for discussion relating to the appointment of a Chair to the Experience Requirements Committee.

AGENDA APPROVAL

9573. The President reported that the following item will be added to the agenda:
8.1 Canadian Architectural Certification Board (CACB) – Amended 2023 Budget

It was moved by Speigel and seconded by Mintz that the agenda for the April 27, 2023 open meeting be approved as amended.

-- CARRIED

APPROVAL OF MINUTES

9574. *Reference Material Reviewed:* Draft minutes of the March 2, 2023 Open Council meeting.

The draft minutes of the March 2, 2023 Open Council meeting were reviewed.

It was moved by Karney and seconded by Birdsell that the minutes of the March 2, 2023 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9575. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9576. Appointment of Chair of Experience Requirements Committee & Assignment of Council Liaison
(oral)

Councillor Redden left the meeting at 1:24 p.m.

Mills reported.

It was moved by Karney and seconded by Schuhmann that Council approve the appointment of OAA member Michelle Grant as Chair to the Experience Requirements Committee

-- CARRIED

Councillor Redden returned to the meeting at 1:26 p.m.

9577. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 11, 2023 re. Membership Demographic Survey 2023 and attached supporting documentation.

(APPENDIX 'A')

The President referred to Doyle's report noting that a few suggestions have been made including the recommendation that the survey be uncoupled from the fees invoice due to feedback that this complicates the process. This year when a separate bulletin was sent to remind of the survey the response rate grew dramatically. It is also being recommended that consideration be given to the frequency of the survey and that it might be changed due to the lower participation and no notable changes in the results.

Doyle reported that suggestions and observations are being given on the operational aspect of the survey. Further, it is being suggested that the language and terms used within the survey also be reviewed prior to the next administration to ensure currency.

It was noted by Doyle that Council may wish to consider engaging the original survey consultant, Nicole Bernhart who is an EDI specialist to assist in the review.

A Council member suggested that a review of the questions at this time is unnecessary as the survey is relatively new.

A member of Council suggested that it be viewed less as a survey and more of a touchpoint of where the membership is at it might illicit more responses.

Doyle noted that while the term survey is being used, it is communicated as a yearly check in on demographics adding, however, that it has become complicated when coupled to the fee renewal. Doyle suggested that alternatively, regular notices in the OAA News be placed to remind the membership to provide its feedback. The survey would still be done around renewal time, at the beginning of the year, however not embedded as part of the invoices process.

A member of Council enquired if it would be an option to include a one page of demographics annually coupled with a more extensive survey every three years.

Doyle responded that the next full member and practice surveys are scheduled for 2025 in following with the five-year Strategic Plan.

It was noted by a Council member that there are cases where the annual fee is paid by an administrative person for the member which would mean the survey would not be completed by those individuals and therefore, decoupling from the invoice would be appropriate.

A Council member suggested that there be some communication with members regarding the use of the information received, such that it will be taken into account by Council. The latest report will be posted to the website along with the first two administration reports following the Council meeting.

Doyle responded and reminded that there will be an EDI roundtable for practices in the fall which will draw its agenda and content, in part, from the information provided by the survey.

A member of Council enquired as to what the OAA can do to assist someone who is unhappy in their workplace.

It was noted by a Council member that the OAA provides resources such as mandatory ConEd and shared messaging.

A member of Council noted that having the information from the survey brings awareness to EDI and therefore collection of the information is important.

It was moved by King and seconded by Spiegel that Council direct a review of the membership demographic survey and corresponding results by staff and designated Council members with a view to considering:

- i) **Whether the questions posed in the survey remain current and appropriate given feedback received to date as well as any changes around EDI language and protocols;**
- ii) **Whether the survey should continue to be administered on a yearly basis, or change to a different interval of time;**
- iii) **Whether any trends can be identified based on data gathered to date; and**
- iv) **Whether consideration be given to engaging an outside consultant to assist with this exercise, as appropriate.**

-- CARRIED UNANIMOUSLY

9578. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 17, 2023 re. Engineers, Architects and Building Officials (EABO) – Required Occupancy Documents and attached supporting documentation. **(APPENDIX ‘B’)**

The President reported that the checklist was developed through EABO and subsequently reviewed by the Practice Resource Committee (PRC) and Practice Advisory Services (PAS) staff. The list is detailed and captures significant information.

A member of Council noted on page 2 of the checklist that the headers need to continue through.

A member requested clarification as to how the form is to be implemented as well as ownership. The President responded that the intent is to have a list available for the building department to use as a check list to verify documents viewed and/or received.

Doyle noted that this would be seen as an industry-wide best practice document belonging to EABO and endorsed by the members organizations of EABO. She added however that organizations such as the Ontario Building Officials Association (OBOA) cannot enforce its use. As it becomes more widely accepted it may be incorporated throughout.

It was noted by a Council member that the fire safety plan is the responsibility of the owner and not the consultant.

It was suggested by a Council member that it could be amended to read 'owners and/or consultants'.

A Council member noted that septic is approved by the Ministry of Health and should belong in a separate section.

The President noted it is more of a checklist to show completion. Feedback from Council will be brought to EABO with Council approval subject to the above amendments/clarifications.

It was moved by Birdsell and seconded by Krickhan that Council approve the Engineers, Architects and Building Officials (EABO) checklist for Required Occupancy Documents subject to satisfactory clarification as to responsibility for individual items as approved by Council; and, that the final document be shared as an approved industry standard with the membership
-- CARRIED UNANIMOUSLY

9579. *Reference Materials Reviewed:* Memorandum from the Governance Committee dated April 10, 2023 re. Draft Terms of Reference – OAA Continuing Education Advisory Committee and attached supporting documentation. **(APPENDIX 'C')**

Doyle reported.

A Council member suggested that in light of the demographics survey, the ConEd Advisory Committee should look at and review its results to identify ConEd offerings as required.

It was moved that the mandate is focused with clear in the Terms of Reference for the Committee. The Committee would be tasked with reviewing EDI webinar proposals should Council identify that as a priority in terms of the ConEd program.

It was moved by Wilson and seconded by Speigel that Council approve the terms of reference for the OAA Continuing Education Advisory Committee as presented to Council on April 27, 2023.
-- CARRIED UNANIMOUSLY

9580. *Reference Materials Reviewed:* Memorandum from Senior Vice President and Treasurer, Ted Wilson dated April 14, 2023 re. Council Policy Amendments – *Reimbursement for Councillors, Committee Members, and Volunteers* and attached supporting documentation. **(APPENDIX 'D')**

The Senior Vice President and Treasurer reported.

A member of Council enquired as to whether there would be any concern with respect to costs depending on the number of past Councillors in a given year.

The Senior Vice President and Treasurer responded that costs will vary depending on the location of the conference and place of residence.

A Council member enquired as to why this policy only applies to Councillors and not to Long Standing Members.

It was noted by a Council member that the policy only outlines reimbursement specific to Councillors, Committee members and volunteers.

Doyle noted that the number of Long Standing members appears to be increasing each year.

It was moved by Mintz and seconded by Karney that amendments to the Council policy Reimbursement for Councillors, Committee Members, and Volunteers be approved as amended and presented to Council on April 27, 2023
-- CARRIED UNANIMOUSLY

9581. *Reference Materials Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated April 11, 2023 re. CPEC Update and Theme for the 2024 OAA Conference and attached supporting documentation. **(APPENDIX 'E')**

Vice President Karney reported.

It was suggested by a member of Council that the Committee may wish to create a central reservoir to place articles and ideas related to this theme into a central gathering place of information for future review in a similar fashion to the use of Evernote by Policy and Government Relations staff. This would allow planning to start now.

A Council member suggested that a survey of the members be conducted to gauge the effect that the theme of the Conference has on their decision to attend. If the feedback is negative then consideration could be made to just name it "The Conference".

Doyle noted that collection of ideas and articles can and will start now. Ideas can be sent to her, and will be centralized moving forward. Work on the 2024 Conference commences immediately following the end of the current year's Conference.

It was noted by Vice President Karney that there was immediate consensus within CPEC on the theme for the 2024 Conference.

A member of Council enquired as to whether envelope design will be included as part of the theme.

Vice President Karney responded that the theme was made to be more overarching so as to include many aspects of practice and the profession including the envelope.

It was suggested by a Council member that a list of past conferences be made available to view. Staff noted that this information is available on the OAA website as past conference details, themes and programming is archived accordingly.

It was moved by Karney and seconded by Alkasawat that Council approve the Communication and Public Education Committee's recommendation for Housing: Pushing the Envelope to be the 2024 OAA Conference theme.
-- CARRIED UNANIMOUSLY

ITEMS FOR DISCUSSION

9582. *Reference Materials Reviewed:* Memorandum from Registrar, Christie Mills dated April 17, 2023 re. *Fair Access to Regulated Professions and Compulsory Trades Act (FARPACT)* and attached background information. **(APPENDIX 'F')**

Mills reported that an exemption from the legislation regarding Canadian Experience was submitted by the OAA in January. There is some concern since December of this year is the deadline, given that a response has not been received. It is expected that by the fall that the government is to make a determination as to alternatives that would be acceptable.

It was noted by Mills that the government is continuing to make amendments monthly to share with the stakeholders followed by further amendments.

The report was noted for information.

9583. *Reference Materials Reviewed:* Memorandum from Immediate Past President, Susan Spiegel and Councillor, Natasha Krickhan dated April 14, 2023 re. K-12 Big Think – understanding the state of architecture education for elementary and secondary school students. **(APPENDIX 'G')**

The Immediate Past President reported that the Big Think roundtable is scheduled for July. One of the goals of this roundtable is to arrive at a recommendation regarding a third party willing to move the K-12 guide ahead, as appropriate. Spiegel reminded as well that the OAA is not in a position to write curriculum.

The report was noted for information.

EXECUTIVE COMMITTEE REPORTS

9584. *Reference Material Reviewed:* President's Activities for the months of March-April. **(APPENDIX 'H')**

The report was noted for information.

9585. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated April 27, 2023 re. Executive Director Report to Council. **(APPENDIX 'I')**

The report was noted for information.

9586. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated April 13, 2023 re. Office of the Registrar Statistical Report to Council and attached background information. **(APPENDIX 'J')**

The report was noted for information.

9587 *Reference Material Reviewed:* Memorandum from Senior Vice President & Treasurer, Ted Wilson dated April 27, 2023 re. Unaudited Financial Statements for the Three Months Ended February 28, 2023 and attached supporting documentation. **(APPENDIX 'K')**

The report was noted for information.

9588 *Reference Material Reviewed:* Memorandum from the Governance Committee dated April 17, 2023 re. Update from OAA Governance Committee. **(APPENDIX 'L')**

The report was noted for information.

9589. *Reference Material Reviewed:* Memorandum from Vice President, Kristiana Schuhmann dated March 31, 2023 re. Practice Resource Committee (PRC) – Update. **(APPENDIX ‘M’)**

The report was noted for information.

9590. *Reference Material Reviewed:* Memorandum from Immediate Past President, Susan Speigel dated April 12, 2023 re. Update on the Policy Advisory Coordination Team’s (PACT) work. **(APPENDIX ‘N’)**

The report was noted for information.

9591. *Reference Material Reviewed:* Memorandum from OAA Building Committee dated April 16, 2023 re. Update re. OAA Landscape Design Competition. **(APPENDIX ‘O’)**

The report was noted for information.

ITEMS FOR INFORMATION

9591. *Reference Material Reviewed:* Regulatory Organizations of Architecture in Canada (ROAC) Agenda dated April 21, 2023. **(APPENDIX ‘P’)**

The report was noted for information.

9592. *Reference Material Reviewed:* Report from the Canadian Architectural Certification Board (CACB) from Executive Director, Mourad Mohand-Said dated April 3, 2023 re. CACB-CCCA Latest Activities. **(APPENDIX ‘Q’)**

The report was noted for information.

OTHER BUSINESS

9593. *Reference Material Reviewed:* Email correspondence to Council dated April 26, 2023 re. message from Chair of the Canadian Architectural Certification Board (CACB) National Standing Committee, Dave Edwards and Amended CACB-CCCA Budget for 2023. **(APPENDIX ‘R’)**

The President reported that the revised budget and per capita funding request is being presented as a result of the national meeting of ROAC the week prior. The President recalled that the OAA, as well as all the other architectural regulators, had included an amount in their 2023 budget which was equal to that which was required in 2022. This amount that reflected operations during COVID, which was substantially less than year’s prior. This amount was not adequate for 2023 given that in person and other operations and administration has resumed.

Doyle noted that the amount being requested now, which is approximately \$12 per architect, matches up with the pre-pandemic amount usually charged to each regulator. ROAC has made a request to the National Standing Committee to review the budgeting process with the CACB to ensure this does not occur in future.

When asked, it was clarified that the per capita amount relates to the accreditation process functions of the CACB only.

It was noted by Doyle that the OAA budget projection for this line item will be changed from \$31,000 to \$60,000 which in turn will have an effect on the surplus at the end of 2023. Funds may be drawn from unrestricted reserves or the contingency. It was noted by Doyle that the BEFA program is building funds which will be reviewed as well to reassess the cost of application to that program for foreign trained individuals.

It was suggested by some Council members that CACB provide more detail in future on its budget as well as more time. The process will need to be better refined with greater clarity in future and that the process be revamped to ensure it is not submitted late.

It was moved by Wilson and seconded by Krickhan that Council approve the amended 2023 Budget for the Canadian Architectural Certification Board (CACB) which reflects the revised per capita funding amount of \$12.71 per architect; that the OAA's annual operating budget be adjusted accordingly to reflect the OAA's per capita funding requirement for 2023; and, that the OAA support the direction that the National Standing Committee work with the CACB to review the budget for 2024 in detail and to develop a process going forward to reduce the surplus in one stream and the deficit in the other.

-- CARRIED UNANIMOUSLY

A video outlining the BEFA program was shared with Council.

DATE OF NEXT MEETING

9594. The next regular meeting of Council is Tuesday June 20, 2023 at 9:00 a.m. at the Northern Water Centre Sudbury, Ontario.

ADJOURNMENT

9595. **It was moved by Mintz and seconded by Karney that the meeting be adjourned at 3:00 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

Farida Abu-Bakare
Ida Badre
Kimberly Fawcett-Smith
Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Susan Spiegel
Thomas Yeung

FOR COUNCIL MEETING
June 20, 2023
(open)
ITEM: 4.1

From: Building Committee

Sheena Sharp, Chair
Lara McKendrick, Councillor
Thomas Leung, Councillor

Date: June 7, 2023

Subject: OAA Landscape Design Competition

Objective: To request direction from Council with respect to the establishment of a budget for the Landscape Design Competition

Further to Council's direction, the Building Committee has investigated a Landscape Design Competition in relation to the renewal of the OAA Headquarters land and site. Based on the initial proposal advanced by the Committee, there was agreement that an RFP would be issued and a professional advisor be hired to design and oversee the competition. Both the Council and the Committee identified that the construction budget is difficult to determine and likely the most important unknown of the competition and project.

As reported to Council in March, an interim step was identified based on the interview process for the professional advisor. The Committee agreed to work with Architect Joe Lobko (who was one of the individuals interviewed for the professional advisor position) to conduct a half-day workshop. The intent was to:

- a) review the existing site conditions at the OAA HQ;
- b) imagine at least two scenarios for revitalization i.e. replace and repair or reimagine the ground plane; and,
- c) compile these ideas into sketches with a brief scope of work description to enable an initial cost estimation for the work involved.



As a result of that process, Lobko has prepared the attached Report which includes two budgets, one being a "State of good repair" and the other, a budget that would address the understood goals of the OAA in a complete and comprehensive manner.

Those understood goals are to address: **repair; sustainability; equity, diversity and inclusion; and indigenous reconciliation while maintaining accessibility.** In addition, the proposed competition scope increases the functional programming at grade.

The costs contained in the attached Lobko Report were established by a cost consultant familiar with the current costs of site improvements.

The Building Committee is requesting direction on the following questions:

1. **Scope:** What type of finished product is desired?

The total base cost as outlined in the Committee's summary budget i.e. state of good repair, is \$490,000. The OAA's reserve fund study suggests a cost of \$287,000 in relation to site repair and maintenance, which is lower than the state of good repair costing but does not include escalation or contributions from the building maintenance fund.

If the maximum scope is desired, as described in the attached Report/competition scope, the total construction cost is \$2.5 million.

The Committee feels however, it is also possible to meet the OAA goals, without all of the proposed features. To give a sense of what could be included, the Committee has pulled out the cost of various features in the attached spreadsheet. If the OAA were to conduct a competition it could do so without requiring all the suggested features. A cost envelope could be created that could include them however, or other features as suggested by the competition entrant. With this approach, a \$2 million competition budget would likely provide reasonable scope.

2. **Procurement:** What would Council want to achieve through the procurement process?

The Committee can procure the desired scope through a sole source method, an RFP or a competition.

Sole source: This is appropriate if repair alone is the goal as the element of design skill is minimal. This may even be accomplished through a landscape contractor.

RFP: This is appropriate if the Council wants the desired scope but at a reduced procurement cost. Recommended budget would be \$285,000.

Competition: This would be appropriate if the Committee wants to use the project to build community and public/industry awareness. Recommended budget would be \$285,000 + \$108,000 = \$393,000.

3. **Timing:** What would be the appropriate time to do this?



The timing of the project should align with the availability of funds - \$287,000 is dedicated to landscape repair based on the reserve fund study. The Capital/Building Reserve is currently sitting at \$1,250,226. The current schedule of allocation to this reserve based on the 30 year Reserve Fund Study does not take into consideration the amounts outlined which are over an above the \$287,000. This may mean that if the competition is chosen, the OAA would wait several years to do it to allow for adequate allocation into the capital reserve.

Council is requested to review *Section 6: Recommendations* on page 14 of Lobko's Report which also provides a good articulation of the summary of actions being suggested above.

Action

Council is being requested to provide further direction on next steps in the Landscape Design Competition, specifically:

- **Desired Scope; Procurement Method; and, Timing**

Motion to be determined.

Attachments

OAA Headquarters – Landscape Cost Summary as prepared by the Building Committee

[Final Report from Joe Lobko, Architect](#)

OAA Headquarters landscape - summary of costs

State of good repair

base costs for state of good repair	\$309,879.00
contingency 20%	\$61,975.80
Contractor GC & fee 20%	\$74,370.96
total base cost	\$446,225.76
soft costs 10%	\$44,622.58
TOTAL	\$490,848.34

Additional upgrades

upgrade to permeable pavers etc	\$341,000.00
art component	\$100,000.00
stormwater retention system	\$100,000.00
additional work at entrance area for above	\$101,819.00
planting upgrades	\$79,200.00
sum of additional costs	\$722,019.00
contingency 20%	\$144,403.80
Contractor GC & fee 20%	\$173,284.56
total additional cost	\$1,039,707.36
total for upgrades	\$1,485,933.12
soft costs 15%	\$289,823.83
TOTAL	\$1,775,756.95

Competition costs

costs to date	\$7,500.00
Professional Advisor	\$40,000.00
Technical Advisory Team	\$18,000.00
Jury	\$12,500.00
Competition Prize	\$30,000.00
Total competition costs	\$108,000.00



Report to the Ontario Association of Architects Building Committee OAA Headquarters Site Renewal Project

June 8, 2023 - Update



Joe Lobko Architect Inc.



Joe Lobko Architect Inc.

May 27, 2023 original draft

June 8, 2023 update *

Ontario Association of Architects,
111 Moatfield Drive,
Toronto, Ontario
M3B 3L6

To: Kristi Doyle, Executive Director

Re: Report on Site Renewal and Landscape Design Competition for the OAA HQ Site

Dear Kristi:

The following is a report on the proposed Landscape Design Competition for the OAA HQ site intended to assist the OAA Building Committee as well as the OAA Council in their further consideration of this initiative.

This report is intended to primarily address two key aspects of a potential site revitalization project: a range of cost to implement the project as well as the outline and cost of a suggested approach to a design competition.

This report is organized under the following headings:

1 Introduction and Overview

2 Existing Conditions (including legal easement conditions).

3 Approach to Site Revitalization – State of Good Repair vs Comprehensive Site Renewal.

4 Initial Project Budget Estimates.

5 Design Competition Process (including draft schedule).

6 Design Competition Budget.

7 Recommendations for Next Steps

*Appendix Cost Estimate for State of Good Repair
 Cost Estimate for Comprehensive Site Renewal*

I look forward to meeting with you and the OAA Building Committee to review the contents of this report, amend as necessary and to provide further clarification and assistance as needed to advance the project's objectives.

Yours sincerely,

Joe Lobko, Joe Lobko Architect Inc.

OAA, FRAIC

(asterisk denotes update from original draft throughout)*

Introduction and Overview

“The landscape design competition will further the goals of the Renew + Refresh retrofit, and this benchmark for design will be used as a tool to support the OAA’s strategic priority to educate and engage the public under its new 5-Year Strategic Plan. More specifically, the project explores how buildings, and their site contexts can and must be designed sustainably, with consideration to Indigenous communities on whose traditional land the building is situated.

This project offers an opportunity to profile the OAA, it’s net-zero headquarters, the commitment to climate action and Truth and Reconciliation, and the important role of architectural professionals in designing for climate resilience and inclusivity.”

(Excerpt from Request for Proposals Professional Advisor for OAA Landscape Design Competition November 2022)

This excerpt helped inform an overall framework for the report to follow. This report is meant to assist in establishing an initial budget framework within which both the site revitalization and a potential design competition process intended to define the vision for renewal can be achieved.

This report was informed by the work and assistance of the following:

- Jim Melvin, Landscape Architect, PMA Founding Principal
- Tom Ingersoll, Ingersoll & Associates Inc. – Cost Consultants
- OAA Building Committee – Sheena Sharp, Lara McKendrick, Thomas Yeung
- OAA staff including Kristi Doyle and John Thomas
- Joe Lobko, JLA Architect Inc. – Potential Professional Advisor for the Competition and responsible for the overall coordination of the workshop noted below as well as the contents of this report.

An on-site design workshop was held on April 11, 2023, including most of those listed above (Kristi part-time, Lara and Thomas were not able to join). That workshop and site walkabout helped inform this report including an understanding of existing conditions and the potential of site renewal.

Joe Lobko followed up that workshop with a series of diagrams and high-level scope of work descriptions that serve as the basis of the cost estimates provided by Tom Ingersoll.



Existing Conditions

“As Professional Advisor, assist the OAA team in using the opportunity of this design competition process and site to demonstrate (and effectively communicate) best practices in relation to the range of relevant critical issues to be addressed: sustainable site design for a typical suburban work environment currently characterized by heavy car use and extensive impervious surfaces, how best to consider and integrate indigenous design considerations within an overall context of accessibility and inclusivity essential to a provincial body such as the OAA, how best to improve the overall ecology of a site within a historic ravine context.”

(Excerpt from Proposal for Services for Professional Advisor for OAA Landscape Design Competition – JLA Architects Inc. January 2023)

2.1 Property Configuration

The original survey of the property indicates that the overall property is divided into two blocks – A & B. Block A is owned by the OAA. Block B, which includes primary vehicular access to the property, is owned by the adjacent school and the OAA has a right of access over this property, is responsible for maintenance of the entry drive and surrounding landscape but does not have authority over its future design.

A critical aspect of site renewal will involve early discussions* with the neighbouring school to determine the scope of site renewal that best demonstrates the potential of this site, while also respecting the objectives and priorities for the school. It should be noted that the original master plan imagined Block B becoming a new entry drive into a potential redevelopment site now occupied by the school sports field to the west. This highlights the critical importance of this neighbourly relationship and the overall potential of site renewal which may* be impacted by the future aspirations of the landowner of Block B.

2.2 Current Entry Experience

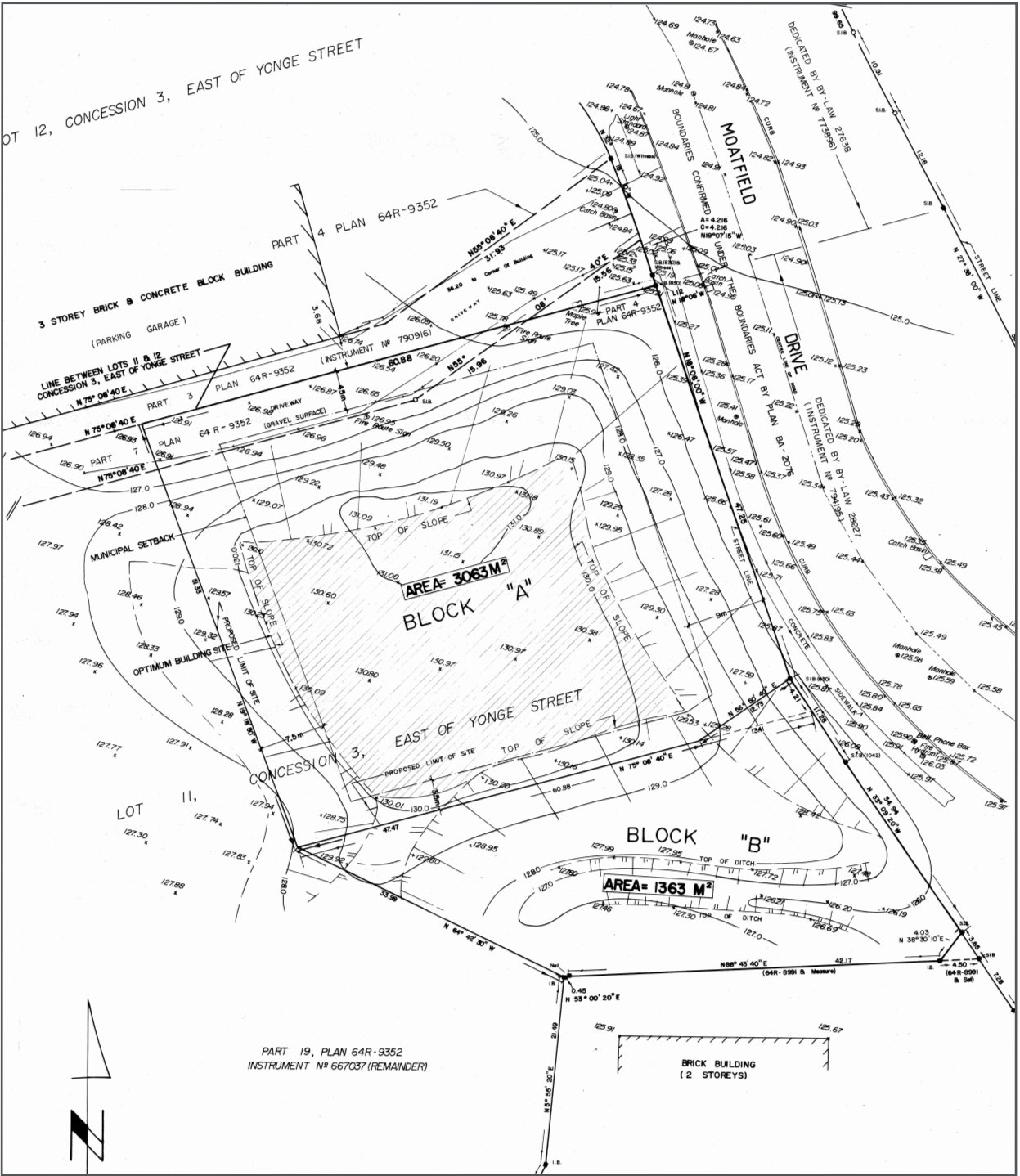
As can be seen from the photos of existing conditions included, the current entry experience into this building is far less than exemplary and certainly not up to the aspirations assumed in the OAA call for proposals for a Professional Advisor to manage a design competition intended to deliver upon site renewal.

2.3 Current Approach to Storm Water Management

Based on a review of the existing storm water design, all on site rainwater is immediately directed towards the existing municipal storm water infrastructure in Moatfield Drive rather than being managed on site. This represents a major challenge going forward if the OAA means what it says about sustainability and would be a significant aspect of a potential design competition and future expenditure. How can we best manage storm water events on site rather than continuing to contribute to the current overburdening of the existing public infrastructure system?*

2.4 Current Approach to Landscape

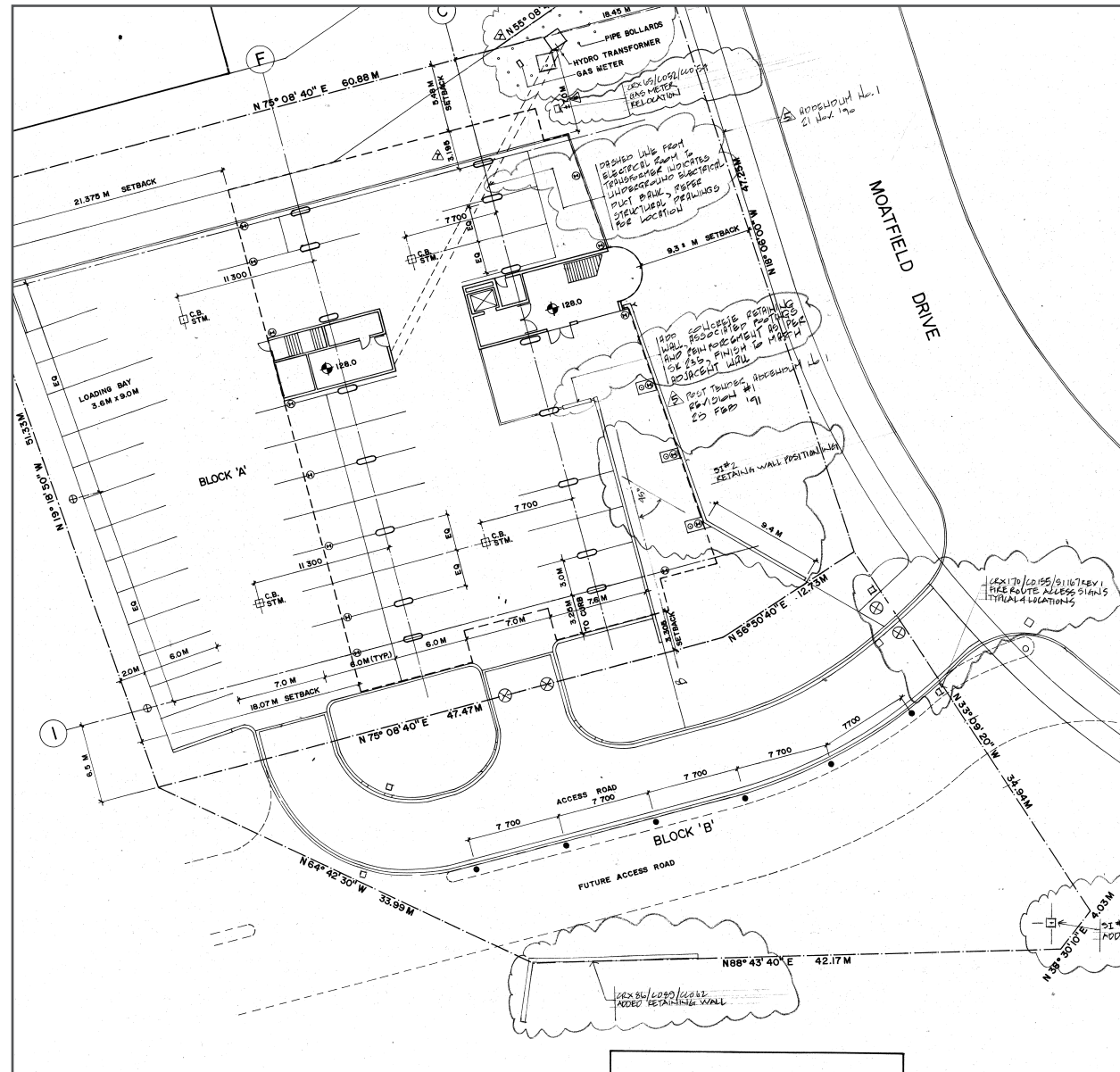
Landscape design was not prioritized during the original OAA HQ project, but this initiative would provide an opportunity to remedy that critical need. A design competition would certainly provide the OAA with a range of ideas about how best to address this current deficiency while also achieving the goals outlined in the recent OAA call for proposals and better fit this special place within its historic ravine context.



Original Survey Plan -
Block A owned by the OAA,
Block B owned by the neighbouring School with OAA right of access

Existing Conditions

Ground Plane Layout Diagram
Ruth Cawker Architect - 1990 - 1992



3 Site Revitalization
State of Good Repair vs Comprehensive Site Renewal

To assist the OAA Building Committee and OAA Council with its further considerations, the group assembled concluded that it would be useful to broadly outline the scope of work potentially related to two alternative approaches to site revitalization: 'State of Good Repair and Comprehensive Site Renewal'.

3.1 State of Good Repair

The State of Good Repair scope of work and initial budget for implementation as described on the attached diagram assumes a basic replacement of existing materials and conditions for a site now 30+ years in existence. This is meant to indicate the minimum investment potentially needed to restore existing site conditions, as they currently exist. Existing landscape elements have reached, (or are near),* their end of life.

3.2 Comprehensive Site Renewal

This scope of work as illustrated in the conceptual diagram attached imagines a much more comprehensive site revitalization that would include storm water management on site during a major weather event, an extensive landscape treatment appropriate to the historic ravine context providing an ecological contribution, as well as a design effort intended to create a much more welcoming environment, reflective of its context and the role of this facility as the Provincial Headquarters of the Ontario Association of Architects, representing the aspirations of that body.

Please note that the ideas and visualizations illustrated are intended to provide a 'demonstration plan' intended to inform a potential budget for comprehensive site revitalization rather than a suggestion for a final design solution.

4 Initial Project Budget Estimates

Tom Ingersoll has developed two initial project budget estimates for potential site renewal related to the two approaches described. Given the preliminary nature of these concepts and estimations, the numbers below have been 'rounded' from the detailed inputs provided by Ingersoll & Assoc. given the very preliminary nature of the scope of work described. The overall conclusions of these estimations as follows:

1 State of Good Repair

Table with 2 columns: Item, Amount. Rows: Construction Cost Estimate* (\$450,000), Soft Costs (20%)* (\$ 90,000), Overall Total* (\$540,000).

2 Comprehensive Site Renewal

Table with 2 columns: Item, Amount. Rows: Construction Cost Estimate (\$2,450,000), Soft Costs (20%) (\$490,000), Overall Total (\$ 2,940,000).

The estimates noted above are based on the diagrams illustrated on the following pages and general assumptions regarding a range of allowances for the potential scope of work and project ambition desired. (See appendix for detailed estimates from Ingersoll & Assoc.)

It is critical that a budget target be established for the work to be completed, should a design competition be initiated to ensure that those engaged in the process have a context within which to work which defines OAA priorities and ambition for the project. This identified and approved budget for implementation will also allow provide the technical review team and jury, yet to be identified, a financial framework within which to consider their review and deliberations of submissions received. It should be noted that the budget estimate for Comprehensive Site Renewal is based upon an afternoon design workshop and initial budget estimations for a potential scope of work – i.e the numbers are preliminary and high order of magnitude. The estimate currently identified can be reduced to some extent while still reflecting a project worthy of a design competition process, however the final budget identified for site revitalization may impact the viability of a design competition process. Might a \$2,000,000 project budget plus \$400,000 in soft costs be possible and still support a design competition process, for example?



Removals plus State of Good Repair Budget Concept - April 21, 2023

- ① Remove existing asphalt below limited height zone below building above. Regrade including new base materials, improvement of existing slope conditions and raising of all existing catch basins.
- ② As above except in a zone not limited in height and access. This work to be executed to ensure protection of existing geothermal field.
- ③ Existing stone paver to remain and protected.
- ④ Remove existing primarily coniferous old growth and replace with an intensive new more diverse planting plan reflecting the ravine landscape, but restricted to this existing landscape zone. Remove existing chain link fence along the south perimeter and repair landscape zone as necessary.
- ⑤ Replace and/or repair existing areas of sod groundcover, with optional replacement with less maintenance intensive extensive ground cover.
- ⑥ Provide tree protection as well as arborist review and recommended maintenance to preserve and protect portions of the existing landscape in good health.
- ⑦ Remove existing concrete foundation piers and repair landscape.
- ⑧ Remove, protect and reinstall recently installed exterior light fixtures.
- ⑨ Remove and replace existing paving material.



Competition Budget Concept - April 21, 2023

- ① High quality (stone?) paver similar to existing pedestrian entry w roll curb edges at entry drive
- ② Grow-Through pavers w roll curb edges and turf infill
- ③ Existing stone paver to remain - extend north as shown
- ④ Existing stone pavers to be removed and reinstalled
- ⑤ Intensive planting zone to reflect native ravine ecology
- ⑥ Walkway (fine grain limestone) to accommodate student movements around rather than through the OAA site.
- ⑦ Terraced garden with masonry retaining walls, intensive low maintenance planting (water friendly), including landscape stair to street
- ⑧ Arbour structure intended to provide for plant/vine growth as well as shade protection. Cantilevered steel suspension structure supported from double steel columns at the south edge of parking shown with cable tension structure supporting cantilevered beam in turn supporting trellis members in wood
- ⑨ Arbour structure with full height screen to parking area beyond to enhance entry experience. Steel wood structure secured to inside face of existing concrete retaining wall.
- ⑩ Dashed line indicates approximate area of removal and replacement of this portion of the existing storm water system to include an oil grit separator, porous pipe distribution to potential water plant terraced gardens and ravine landscape zone as shown, new man-hole(s), and area drain(s). Volume of discharge to city storm system limited with new connection so major storm capacity retention to be provided through combination of large and small pipe retention for a major storm event to be included in the work.
- ⑪ Public Art Budget dedicated to entire building soffit surface area.

5 Design Competition Process

“The two-stage process briefly outlined in the RFP suggests a Stage 1 ‘Ideas Competition’ resulting in a “... shortlist of competitors drawn from a broad pool of lower demand applications”, followed by Stage 2 where “... shortlisted competitors are [then] engaged in a formal design process ...and a jury selects a winner...”

The assumptions and implications resulting from these statements should be reviewed...Both stages as described represent considerable work and effort and quite distinct competition processes.

The 2-stage approach raises questions related to the extent of work likely to be submitted in Stage 1 (regardless of ‘lower demand applications’ wording) and the need to appropriately review and adjudicate (with the jury) the substantial amount of work I would anticipate being submitted at this stage, in relation to the extent of additional effort expected in Stage 2, and to be reviewed and adjudicated again at this stage...this approach is quite resource intensive overall. Is this the best and most effective way to achieve OAA objectives?”

(Excerpt from Proposal for Services for Professional Advisor – JLA Architect Inc.)

I am recommending a one stage rather than two stage design competition process as follows:

- 5.1 An anonymous one stage competition process open to OAA and OALA members with a clear scope of work and program ambition identified. This will open the opportunity to all eligible professionals in the province, an intention reflective of the goal of engaging our profession and the public through this process.
- 5.2 The engagement of a Technical Advisory Team to assist in the delivery of the competition process, including input into the design brief to be distributed and a review of submissions to assist the jury in their deliberations. The Technical Advisory Team to include a Landscape Architect, Civil Engineer, Cost Consultant, and others as the process unfolds. (Transportation,Arborist, Surveyor)

- 5.3 The development of a design brief based upon further consultation within the OAA membership (possibly coupled with continuing education events based on the design issues on this site with wider relevance) as well as input from the Technical Advisory Team to be engaged, as well as key OAA staff and OAA Building Committee members.
- 5.4 The identification of a jury with sufficient skill and diversity of perspective to work together to adjudicate the submissions and identify a vision for site renewal.
- 5.5 Issuing a call for submissions sometime in the Fall of 2023 with the hope of completing an approximate 8-week design competition process in the latter part of this year, or early next.*
- 5.6 Management of the Design Competition Process in Coordination with OAA Staff. To work with key OAA staff and OAA Building Committee Members to ensure an efficient and effective delivery of the competition process. This may involve further discussions about the best way in which OAA staff may help to support the process going forward to minimize overall costs.
- 5.7 Design Competition Evolution and Best Practices. To use this opportunity to exemplify best practices with respect to design competition management and encourage potential clients to see the value of this approach as a way of bringing vision to a particular and special site.
- 5.8 Potential Exhibition and Presentations An exhibition of all submissions received, including a public presentation by the Jury of the adjudication process and the team behind the selected vision would be a wonderful way in which to present the site renewal vision that will result to the public at large. A celebration of site renewal intended to reflect the aspirations of our profession.

6 Design Competition Budget

In addition to the costs noted above I would suggest the following budget estimates be considered to support a design competition process as an addition to a traditional consultant procurement process:

Costs to Date	\$ 7,500	(Approximate cost of work to date)
Professional Advisor	\$ 40,000	(To assist in the process to achieve a vision)
Technical Advisory Team	\$ 40,000	(Landscape Architect, Civil Engineer, Cost Consultant)
Jury	\$ 12,500	(assumes 5 people at \$2500 each)
Competition Prize Awards	\$ 50,000	
Subtotal	\$ 150,000	
Contingency	\$ 30,000	
Total	\$ 180,000	

This budget assumes that OAA staff are available to assist in managing the process, helping to facilitate communications with competitors as well as public communications around the process.

The Professional Advisor and Technical Advisory team would provide technical assistance but depend upon OAA staff for much of the project management of the process involved, as well as overall direction. Should OAA staff not be available to assist in managing communications and other matters during the competition process additional costs would apply.

6 Recommendations for Next Steps

The following are suggestions with respect to next steps in this process:

- 1 Confirm a preferred approach to site revitalization – State of Good Repair vs Comprehensive Site Renewal (of some form) as well as desired timing of the work*.**
- 2 Confirm a Project Budget for implementation within the range identified above.**
- 3 Confirm a process to implement the site renewal including a budget for a design competition if that is the preferred process going forward. This would include specifics about the nature of the design competition process preferred – one versus two stage and any other details.**
- 4 Once an approach to achieving a desired Site Renewal Vision has been broadly identified, organize a meeting with the neighbouring landowner (Part B) to describe the OAA ambition for the project, obtain feedback, and come to agreement on a way forward that meets the interests of both landowners.***



Ontario 401 Express

Havenbrook
Park

North York
Medical Group

Toronto Robotics Society

Bayview Glen School

BVG upper &
prep school

Ontario Association Of Architects

Don River

Volleyball court
Temporarily closed

Don River

[illegible]

Memorandum

FOR COUNCIL MEETING
June 20, 2023
(open)
ITEM: 4.2

To: Council

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

From: Executive Director, Kristi Doyle

Date: May 30, 2023

Subject: Amendments to OAA Bylaws, Revised 2022 and Schedule A

Objective: To amend the OAA Bylaws, Revised 2022 and Schedule A in response to the recent Court Order.

Background

Amendments to the OAA Bylaws and Schedule A are required as a result of the recent Court Order. While the OAA addresses the necessary legislative amendments to recognize Limited Licences and issues classes of licence thereunder, it would be appropriate for the OAA to update its Bylaws in compliance with the Order.

When the necessary legislative amendments are achieved, the Bylaws can be further updated. The modification to the Bylaws removes the reference to Licensed Technologist OAA as well as the OAA Technology Program.

The current Bylaws and Schedule A are attached for reference. Both documents have incorporated redlining to highlight where the amendments are being made.

The amendments are effective upon approval by Council, however are subject to ratification by the Council at the next Annual General Meeting of Members.

Action: Council is asked to consider the following motion:

**It was moved by _____ and seconded
by _____ that Council approve the amended OAA
Bylaws, Revised 2022 and Schedule A as presented to
Council, June 20, 2023.**

Attachments: OAA Bylaws, Revised 2022 (redlined)
OAA Schedule A (redlined)

Bylaws Under the Architects Act

By-laws relating to the administrative and domestic affairs of the Ontario Association of Architects.

BE IT ENACTED as By-laws of the Ontario Association of Architects (hereinafter called the "Association") as follows:

INTERPRETATION

1. In this By-law and all other by-laws of the Association hereafter passed, unless the context otherwise requires:
 - (a) "Act" means the Architects Act;
 - (b) "by-laws" means this By-law and all other by-laws which may be passed under the provisions of Section 8 of the Act;
 - (c) "Council" means the Council of the Association;
 - (d) "Executive Director" means the Executive Director of the Association;
 - (e) "The Manager, Finance" means the Manager, Finance of the Association;
 - (f) "proxy" means a completed and executed proxy in Form 1 or Form 2;
 - (g) "regulations" means the regulations passed under Section 7 of the Act;
 - (h) expressions used herein, unless the contrary intention appears, have the same meanings as in the Act and the regulations;
 - (i) wherever reference is made to any statute, regulation or section thereof, such reference shall be deemed to extend and apply to any amendment or to any re-enactment of such statute, regulation or section as the case may be;
 - (j) words which imply gender shall be referred to in the plural as they or them, or their

SEAL

2. The Seal of the Association in use on the day this by-law comes into force, which contains the words "ONTARIO ASSOCIATION OF ARCHITECTS" shall continue to be the official seal of the Association and shall be kept in the custody of the Executive Director at the head office of the Association.

DUTIES OF OFFICERS

3. The President

It shall be the duty of the President:

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

4. Vice-Presidents

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

5. Senior Vice-President and Treasurer

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

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

6. Terms of Office

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



DUTIES OF MEMBERS OF THE COUNCIL

7. 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. 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) 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;
 - (c) serve on the committees which the Council may appoint under the provisions of the Act;
 - (d) be present at and participate in the annual or other general meetings of the members of the Association;
 - (e) provide liaison personally or as an alternate to at least one committee or task force, the meetings of which they shall attend unless unavoidably detained by illness, urgent prior commitment or other emergency;
 - (f) 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;
 - (g) 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;
 - (h) 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;
 - (i) 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;

- (j) 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;
- (k) devote whatever time is reasonably necessary to properly perform their duties as a member of the Council;
- (l) perform such other duties as from time to time may be agreed upon between them and the Council.

MEETINGS OF THE COUNCIL

- 8. There shall be not less than four (4) meetings of the Council in each year.
- 9. Meetings of the Council may be called by the Council, the Executive Committee, the President, or in their absence, the Senior Vice-President and Treasurer.
- 10. Meetings of the Council may be held at such place or places as the Council may from time to time determine.
- 11. A special meeting of the Council may be called by the Executive Director if they are directed to do so in writing, signed by at least four (4) members of the Council other than the President or the Senior Vice-President and Treasurer.
- 12. Notice of the meetings of the Council shall be given by the Executive Director on the direction of the President, the Senior Vice-President and Treasurer or the Executive Committee and shall be delivered, mailed, telephoned or sent by other form of communication to each member of the Council not less than one (1) day before the meeting is to take place. Notice of any special meeting will be given not less than five (5) days before the meeting is to take place but no formal notice of any meeting shall be necessary if all members of the Council agree to accept shorter notice or waive notice entirely. The statutory declaration of the President, the Senior Vice-President and Treasurer or the Executive Director that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice
- 13. The order of business at meetings of the Council shall be such as the Council may establish from time to time.



14. Questions arising at any meetings of the Council shall be decided by a majority of votes. In case of an equality of votes, the Chair, in addition to their original vote, shall have a second or casting vote.
15. No question or matter that has been decided by a majority of votes at a meeting of the Council in a calendar year shall be reviewed or re-examined at any subsequent meeting of the Council in the same calendar year unless at least two-thirds of the members of the Council present at that subsequent meeting agree to do so.
16. All Council meetings shall be open to the public except for the in-camera portion of any Council meeting. Matters to be considered in-camera include:
 - 1) Issues related to Association personnel
 - 2) Litigation or matters in anticipation of litigation
 - 3) Negotiations with a government, other association or governing body for architects or other professionals
 - 4) Financial and personal matters where Council believes the need for privacy outweighs the public interest in disclosure
 - 5) Any other matter identified by the Executive Committee and agreed to by Council.
17. The transactions of the Council or of any committee are valid notwithstanding the disqualification of any member thereof through any defect or irregularity in their election or appointment. No error or omission in giving notice for a meeting of the Council shall invalidate such meeting and any member of the Council may at any time waive notice of any such meeting and may ratify or approve any or all of the proceedings taken or had thereat.
18. Questions arising at any meetings of the Council shall be decided by a majority of votes. In case of an equality of votes, the Chair, in addition to their original vote, shall have a second or casting vote.
19. Preliminary notice of the annual meeting shall be given in the official publication on the Association Website and by e-mail at least ten (10) weeks before the date fixed for the meeting.
20. Within thirty (30) days of the publication of the preliminary notice of the annual meeting, notice in writing by mail or e-mail shall be given to the Executive Director of any motions to be made at the meeting which shall be signed by at least ten (10) members ~~not more than two (2) of whom are Licensed Technologists OAA~~ in good standing in the Association.
21. Formal notice of the annual meeting shall be given by the Executive Director to each member of the Association by sending the notice of such meeting by posting it on the Association website and by e-mail at least twenty-one (21) days before the date fixed for the holding of the meeting and shall include notice of motions to be made at the meeting and the date by which proxies must be deposited with the Executive Director.
22. Any motions that are to be made at the annual meeting shall be:
 - (a) worded in the affirmative;
 - (b) contain only one proposition; and
 - (c) contain no unnecessary provisions.
23. Any resolution duly passed at the annual meeting or a general meeting called pursuant to a requisition signed by fifty (50) members in good standing, ~~not more than five (5) of whom are Licensed Technologists OAA~~, in the Association must be considered by the Council within three (3) months of the meeting but is not binding on the Council.
24. Notice of the time, place and purpose of a general meeting of the members of the Association other than the annual meeting, shall be given by the Executive Director on the direction of the Council, to each member of the Association by sending the notice of such meeting by e-mail and by posting it on the Association Website at least twenty-one (21) days before the time fixed for the holding of the meeting.
25. Notice of any general meeting called by the Council or by requisition signed by fifty (50) members who are in good standing, ~~not more than five (5) of whom are Licensed Technologists OAA~~, in the Association, shall

MEETINGS OF MEMBERS OF THE ASSOCIATION

18. An annual meeting of the members of the Association shall be called by the Council and held no more than fifteen (15) months after the holding of the last preceding annual meeting and may be held at such place and at such times as shall be determined by the Council for the purpose of laying before the members the reports of the Council and the annual report of the Association in order to inform members of matters relating to the affairs of the Association.
19. Other general meetings of the members of the Association may be called by the Council or by any fifty (50) members of the Association ~~out of whom not more than five (5) are Licensed Technologists OAA~~, who



indicate the purpose of and the matters to be brought before the meeting.

27. All notices required to be given to the members of the Association shall be deemed to have been regularly given if posted to the Association Website and delivered by e-mail at their e-mail address of record. A statutory declaration by the Executive Director or by any person acting on behalf of them shall be conclusive evidence of the delivery of notices of meetings of members or the publication thereof on the Association Website containing such notice.
28. The order of business at the annual meeting of the members of the Association shall be:
 - (a) the adoption of minutes of the previous meeting;
 - (b) business arising out of the minutes;
 - (c) considering reports of the Council and the annual report of the Association;
 - (d) receipt of the auditor's report;
 - (e) appointment of auditors and fixing their remuneration or authorizing the Council to fix their remuneration for the ensuing year;
 - (f) confirmation of by-laws passed by the Council since the last annual meeting of members of the Association; and
 - (g) such other general business, if any, as may properly come before the meeting.

The validity of actions taken at annual meetings of members of the Association shall not be affected by reason of failure to adhere to the order of business set out in this section.

29. The order of business at other general meetings of the members of the Association shall be determined by the Council, or if not so determined by the Council, then by the Chair of the meeting.
30. Fifty (50) members in good standing, ~~not more than five (5) of whom are Licensed Technologists OAA~~ of the Association constitute a quorum at an annual or general meeting.
31. Every member who is in good standing in the Association is entitled to one vote either in person or by proxy at any annual or general meeting.
32. Members in good standing, persons whose interests are related to those of the Association as defined by the regulations, and guests as identified by the Council, may participate in any annual or general meeting.

GENERAL PROVISIONS AS TO MEETINGS

33. In the absence of proof to the contrary, minutes of any meeting of the members of the Association or the Council, purporting to be signed by the President, the Senior Vice-President and Treasurer or the Executive Director, or in the case of a committee, by the Chair of the committee, shall be deemed to be a correct record of the proceedings at the meeting.
34. The President or in their absence, the Senior Vice-President and Treasurer, shall preside at the annual or general meetings of the members of the Association.
35. Subject to the discretion of the Chair presiding at the annual or general meeting of the members of the Association, discussion of any particular motion will be governed by the following rules:
 - (a) one address by the mover of five minutes duration and a seconder of two minutes duration in submitting the motion;
 - (b) one address by any member of the Association of two minutes duration for or against the motion; and
 - (c) a reply by the mover of three minutes duration.
36. The procedure at all meetings of the Association shall be governed by the rules laid down in "Roberts, Rules of Order", (most recent edition) except as otherwise set out in the by-laws, provided that no action of the Association shall be invalid by reason only of an inadvertent failure to adhere to such rules.
37. Meetings of the Council and committees may be held, except in a proceeding in respect of a licence, certificate of practice or temporary licence, by means of conference call or other communication means by means of which all persons participating in the meeting can communicate simultaneously and instantaneously.
38. The Council or any committee other than the Academic Requirements Committee, the Experience Requirements Committee, the Registration Committee, the Complaints Committee or the Discipline Committee, may take action by signed resolution of all the members of the Council or committee, as the case may be.
39. Council may submit any matter relating to the affairs of the Association to the members to be voted upon at an annual or general meeting either by ballot or by show of hands in order to secure the approval of or an expression of opinion from the members and may submit such matters to the members to be voted upon by a letter ballot.



PROXIES

40. (1) Every member in good standing in the Association may by means of a proxy (Form 1), appoint another member in good standing in the Association to attend and act at a meeting of the members of the Association in the manner and to the extent and with the powers conferred by the proxy.

(2) The Council may by resolution, fix a time not exceeding forty-eight (48) hours excluding Saturdays, Sundays and holidays, preceding any meeting or adjourned meeting of members of the Association, before which time proxies to be used at that meeting must be deposited with or faxed to the Executive Director and any period of time so fixed shall be specified in the notice calling the meeting.

(3) A member may revoke a proxy by depositing or faxing an instrument in writing executed by them personally:

- (a) at the offices of the Association at any time up to and including the last business day preceding the day of the meeting or any adjournment thereof, at which the proxy is to be used; or
- (b) with the Chair of the meeting on the day of the meeting or any adjournment thereof.

(4) A member who is appointed a proxy holder shall attend in person at the meeting in respect of which the proxy is given and comply with the directions of the member who appointed them.

(5) A direction given by a member who appoints a proxy holder shall specify on the form of proxy (Form 1):

- (a) how the proxy holder is to vote in respect of each matter or group of related matters identified in the notice calling the meeting; or
- (b) that the proxy holder may vote on any matter or group of related matters specified in the notice calling the meeting or other matters that may properly come before the meeting in accordance with his or her discretion.

(6) A proxy holder has the same rights as the member who appointed them to speak at a meeting in respect of any matter and to vote by way of ballot, if any, at the meeting and except where a proxy holder has conflicting instructions from more than one member to vote at such a meeting in respect of any matter by means of a show of hands.

(7) A member is in good standing in the Association for the purposes of this section where:

- (a) the member is not in default of payment of any fee prescribed by the by-laws or any fee, levy, or costs imposed under the Act or the regulations;
- (b) the member's professional conduct or competence is not the subject of proceedings before the Discipline Committee; and
- (c) the member's licence is not under suspension.

COMMITTEES

41. In addition to the committees prescribed by the Act, the Council may also from time to time appoint such other additional or special committees as it considers desirable to assist it in the management of the affairs of the Association, such as but not limited to:

- (a) Communications and Public Education Committee;
- (b) Finance and Audit Committee;
- (c) Governance and HR Committee;
- (d) Policy Advisory Coordination Team; and,
- (e) Practice Resource Committee;

42. The Council shall appoint at its pleasure the members of the committees under this By-law who shall be members of the Association, intern architects or intern technologists and each committee shall perform such duties as the Council may from time to time prescribe.

43. The President shall be an ex-officio member of all committees appointed under this by-law.

44. Subject to the provisions of the Act, the regulations and the by-laws, each committee shall determine the manner in which meetings of the committee shall be convened and the procedure at such meetings.

REMUNERATION OF MEMBERS OF THE COUNCIL AND COMMITTEES

45. The Council may authorize or provide for:

- (a) payment of reasonable travelling and other expenses properly incurred by members of the Council and committees;
- (b) payment of reasonable travelling and other expenses of any member of the Association appointed by the Council to act on behalf of the Association as a representative of the Association or performing tasks on behalf of the Association upon the direction of the Council or the Executive Director;



- (c) payment of remuneration to the President, Senior Vice-President and Treasurer and members of committees.

OFFICIALS AND EMPLOYEES

- 46. The Executive Director, the Registrar, the Deputy Registrars, and such other officials as may be appointed by the Council under subsection 3(8) of the Act, shall, in addition to their duties under the Act or the regulations, have such duties as the Council may determine from time to time.
- 47. The Council may employ or may authorize the Executive Director to employ such other persons as may be considered desirable or necessary to carry out the general operations of the Association and the conduct of its affairs.
- 48. The Association may enter into contracts of employment with any official appointed by the Council which may provide for such remuneration and terms and conditions of employment and other matters as may be approved by the Council and may enter into such contracts of employment with other employees of the Association.
- 49. The Executive Director shall:
 - (a) perform all duties usual to the office of the secretary of a corporation;
 - (b) be the custodian of the Seal of the Association and of all books, papers, records, correspondence, contracts and other documents belonging to the Association;
 - (c) subject to the direction of the Council, supervise and manage the Association's lands and buildings;
 - (d) attend all meetings of the members of the Association, the Council and the Executive Committee, and record the proceedings at such meetings and enter the same in a book kept for that purpose;
 - (e) keep or cause to be kept full and accurate books of accounts and accounting records for all financial and other transactions;
 - (f) control the receipts and disbursements of the Association's funds and the safekeeping of its securities;
 - (g) deposit or cause to be deposited the monies of the Association in an account or accounts in the Association's name in a chartered bank or trust company;

- (h) periodically report to Council on the financial affairs of the general activities of the Association;
- (i) report directly to Council and work with the President to implement the decisions and directions of the Council in accordance with the mission and mandate of the Association; and
- (j) perform such other duties as the Council may determine from time to time.

- 50. The Executive Director, the Registrar and the Senior Vice-President and Treasurer and other employees and signing officers of the Association may be bonded under fidelity bonds of guarantee companies in such amounts as may be approved and determined by the Council from time to time. The cost of all such bonds shall be paid by the Association.

BANKING AND FINANCE

- 51. All monies received by or on behalf of the Association shall be deposited in the name of the Association in one or more chartered banks or trust companies designated by the Council.
- 52. All payments from the funds of the Association shall be made by cheque or negotiable instrument drawn on one or more of the Association's accounts. All cheques or negotiable instruments not exceeding \$5,000.00 shall be signed in the name of the Association by either the Executive Director or the Registrar. All cheques or negotiable instruments exceeding \$5,000.00 but not exceeding \$20,000.00 shall be signed in the name of the Association by the Executive Director, and the Registrar or in the absence of one of them, by the Manager, Finance. All cheques or negotiable instruments exceeding \$20,000.00 shall be signed in the name of the Association by either the Executive Director or the Registrar and, in addition, by an officer of the Association.

APPLICATION OF FUNDS AND ADMINISTRATION OF PROPERTY

- 53. The Council may approve, or may authorize or provide for the application of funds of the Association in payment of, all expenses properly incurred in the conduct of the affairs of the Association, including, without limiting the generality of the foregoing:
 - (a) payment of all expenses incurred in connection with the duties imposed on the Association under the Act and in pursuance of the objects of the Association, including expenses in connection with applications for licences, certificates of practice,



certificates of practice issued under the Act, and temporary licences, the maintaining of registers by the Registrar, meetings and hearings under the Act and appeals therefrom and proceedings with respect to offences or violations under the Act; and

- (b) payment of remuneration of officials and employees of the Association and payment of all other expenses including the cost of maintenance of premises incurred in the operation of the offices of the Association.
- (c) payment, authorized by Council, for the making of grants that:
 - i. advances the knowledge of architectural education; or
 - ii. maintains or improves the standards of practice in architecture; or
 - iii. that supports and encourages public information and interest in the role of architecture in society.

54. Funds of the Association not immediately required may be invested and reinvested in any investments that may from time to time be authorized investments for joint stock insurance companies and cash mutual insurance corporations under the *Corporations Act*.

55. All shares and securities owned by the Association shall be registered in the name of the Association and shall be lodged with a chartered bank or trust company or in a safety deposit box subject to access only by the President, the Senior Vice-President and Treasurer, the Executive Director, the Registrar or such other person as may be specifically authorized by the Council.

56. Without in any way derogating from the powers otherwise conferred upon the Council, the Council is expressly empowered from time to time to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, moveable or immoveable, real or personal, or any interest therein owned by the Association, for such consideration and upon such terms and conditions as the Council may deem advisable.

57. Deeds, transfers, contracts and other instruments requiring the signature of the Association, shall be signed by the President or the Senior Vice-President and Treasurer and the Executive Director, or in the absence of the Executive Director, by an elected member of the Council and the Seal of the Association shall be affixed to such instruments as may be required.

58. The Council may from time to time:

- (a) borrow money upon the credit of the Association by obtaining loans or advances or by way of overdraft or otherwise;
- (b) sell or pledge any securities owned by the Association, including bonds, debentures or debenture stock, for such sums or on such terms and at such prices as they may deem expedient;
- (c) assign, transfer, convey, hypothecate, mortgage, pledge, charge or give security in any manner, upon all or any of the real or personal, moveable or immoveable property, rights, powers, choses in action, or other assets, present or future of the Association; to secure any such securities or other securities of the Association, or any money borrowed or to be borrowed or any obligations or liabilities as aforesaid or otherwise of the Association heretofore, now or hereafter made or incurred directly or indirectly or otherwise.

59. Any or all of the powers set forth in sections 56, 57 and 60 may from time to time be delegated by the Council to the Executive Director, or in their absence to the Registrar.

60. The provisions of Sections 60 and 61 shall remain in force and be binding upon the Association as regards any person acting on the faith thereof until such person has received written notification from the Association and that such provisions have been repealed or replaced.

FINANCIAL YEAR

61. The financial year of the Association shall end on the 30th day of November in each year.

FINANCIAL STATEMENTS

62. The Council shall lay before each annual meeting of the members a financial statement for the previous financial year of the Association, made up of a balance sheet as at the end of such financial year and statements of revenue and expenses and statements of changes in the financial position of the Association for such financial year together with the report of the Association's auditor on the financial statement. The financial statement with a summary of the auditor's report shall be published in the Association's Annual Report for the financial year.



AUDITORS

63. The members at each annual meeting shall appoint an auditor who shall be chartered professional accountants to hold office until the next annual meeting and if an appointment is not so made, the auditor in office shall continue in office until a successor is appointed.
64. The remuneration of the auditor or auditors shall be fixed by the members at the annual meeting or by the Council if they are authorized to do so by the members at the annual meeting.

SOCIETIES

65. The societies in existence when this by-law comes into force are continued as societies of the Association with areas constituted by their present boundaries until the Council shall determine otherwise and the constitution and/or by-laws of each such society in effect at the date when this by-law comes into force shall continue in effect until rescinded or amended in accordance with the provisions for rescission or amendment contained in such constitution or by-laws.
66. Any five (5) members of the Association residing in one locality may with the approval of the Council, form a society of the Association with 'offices' at such place as they may select, provided that the territory of a new society does not encroach upon the territory of an existing society. Should any question of encroachment between the territories of two societies arise, the same shall be settled by the Council.
67. The Council may establish from time to time standard rules and procedures governing the operation of societies and the conduct of their affairs.
68. Subject to the provisions of the Act, the by-laws and any standard rules of procedures established under Section 70, each society may fix dues for its members and may pass by-laws governing its operations and respecting the conduct of its affairs including provisions for amendment of such by-laws. A copy of all such by-laws and amendments thereto shall be filed with the Executive Director.
69. A by-law passed by a society and any amendments thereto is not effective until it has been filed with the OAA.
70. Each calendar year, every society shall file a report of its activities for the year, which shall include a financial reporting as well as the number of members and affiliates of the society, with the Executive Director on the date prescribed by the OAA.

71. The Societies may provide for the admission of persons who are not members of the Association who shall be designated as affiliates of the society, but no person who is not a member of the Association, other than one intern architect, may be an officer of a Society.
72. No officer, member or affiliate of a society, nor any society shall have any power or authority as such to contract in the name of the Association nor to assume any obligations on behalf of the Association and the Association shall have no liability with respect to any debts or obligations assumed or incurred by any society.
73. The Council may from time to time declare any society inactive and suspend its operation or dissolve any society and provide for the transfer of the members and assets of any such society to another society or societies.
74. If a society shall be dissolved or ceases to exist for any other reason, or is declared inactive by the Council, all assets of that society, unless otherwise directed by the Council shall vest in the Association and shall be delivered over by the governing body of the society to the Senior Vice-President and Treasurer of the Association forthwith on demand.
75. The Council may periodically authorize the making of grants to societies in such amounts and for activities that:
 - (a) advance the knowledge of architectural education; or
 - (b) maintain or improve the standards of practice in architecture; or
 - (c) that support and encourage public information and interest in the role of architecture in society;
 - (d) such purposes as it considers appropriate.

GROUP INSURANCE PLANS

76. The Association may from time to time establish group insurance plans, other than for professional liability, in which members of the Association may participate on a voluntary basis.

SCHOLARSHIPS, BURSARIES AND PRIZES

77. Such scholarships, bursaries and prizes may be awarded from time to time as are authorized by the Council.



FEES

78. The fees and levies set out in Schedule "A" to this by-law are payable by applicants for licences, certificates of practice, certificates of practice issued under the Act and temporary licences and by members and holders, associates, intern architects, student associates, retired members, and intern technologists in the circumstances, at the times and in the amounts specified.

PREMIUMS AND DEDUCTIBLES

79. The premiums, levies and deductibles set out in Schedule B to this By-law are payable to Pro-Demnity Insurance Company by holders of certificates of practice and members of the Association in the circumstances, and at the time specified.

INDEMNIFICATION

80. Every present and former member of the Council and every present and former officer, member or employee of the Association, and their heirs, executors and administrators, and estate and effects respectively, shall be indemnified and saved harmless out of the funds of the Association, from and against,

- (a) all costs, charges and expenses whatsoever that they sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted against them, for or in respect of any deed, matter or thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office, employment or appointment; and
- (b) all other costs, charges and expenses that they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

81. Every by-law passed by the Council shall be signed by the President or the Senior Vice-President and Treasurer and the Executive Director and shall bear the seal of the Association.

82. The Executive Director shall incorporate all past and future amendments to the by-laws into a Consolidated By-Law, which Consolidated By-Law shall contain the date of last amendment on its face.

83. The Executive Director may from time to time update the Consolidated By-Law by updating references to other legislation and by updating gender references to

include all gender.. No such change shall be substantive or change the meaning of the provisions. The Executive Director shall report any such updates to the Council and post them on the website of the Association.

PASSED BY THE COUNCIL OF THE ONTARIO ASSOCIATION OF ARCHITECTS AND SEALED WITH THE SEAL OF THE ASSOCIATION THIS 24th DAY OF November, 2022.



Executive Director



President





SCHEDULE A OAA By-laws Fees

Licence

Architect, ~~Licensed Technologist OAA~~, Non-Practising

On filing of application	\$312.00
On filing of re-application (by a person who previously resigned their membership)	\$170.00
On referral of application to the Experience Requirements Committee	\$283.00
On filing of application to Council for Exemption Pursuant to Section 33 of Regulation 27 R.R.O. 1990	\$510.00
On reinstatement	\$425.00
New Certificate	\$ 28.00

Notes:

The Reinstatement fee is payable by every person whose Licence was previously cancelled, whether or not the person is, on the date of the application, a member of another provincial association of architects in Canada or licensed as an architect with any state licensing board in the United States of America.

The applicant for Reapplication/Reinstatement of a Licence must pay, in addition to the Reapplication/Reinstatement fee set out, all fees, premiums, levies and deductibles in arrears, on the date of cancellation and the annual fees prescribed by the By-laws for the two years before the date of application, except that no payment is required for the first year after the date of resignation.

The following annual Licence fees shall be payable on the 2nd day of January each year:

Architect	\$946.00
Licensed Technologist OAA	\$665.00-
Non-Practising Architect	\$473.00

Notes:

Persons who become members after July 1st in each year shall pay one-half of the applicable annual fee.

Payment received between March 1st and March 31st shall be subject to a late payment penalty of \$170.00

If payment of the annual fee and late payment penalty fee is not received by March 31st the Licence shall be cancelled on April 1st.

The applicant for re-application of a Licence must pay, in addition to the re-application fee set out, all fees, premiums, levies and deductibles in arrears, on the date of resignation.

Every applicant for a Licence shall pay all fees set out in this By-law that are in arrears on the date of the application.

Temporary Licence

On filing of application	\$ 453.00
On issue	\$2,342.00
On renewal	\$2,342.00

Retired Member, Student Associate, Intern Architect

The following annual fees shall be payable:

Retired Member	\$ 70.00
Student Associate	No charge
Intern Architect	\$180.00
Intern Architect with 5+ years Intern status	\$946.00

Note:

Persons who are appointed as Intern Architects after July 1st in each year shall pay one-half of the applicable annual fee.

Every Intern Architect shall pay all fees set out in this By-law that are in arrears prior to the date of his or her re-appointment.

Certificate of Practice

Architect – Certificate of Practice

On filing of application	\$283.00
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Annual Fees – based on the number of Architects ~~and Licensed Technologists OAA~~ in the practice

- practice with one Architect \$482.00
- fee for each additional Architect within the practice add \$362.00
- ~~fee for each additional Licensed Technologist OAA within the practice add \$241.00~~

Licensed Technologist OAA – Certificate of Practice

On filing of application	\$283.00
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~~Annual Fees – based on the number of Licensed Technologists OAA and Architects in the practice~~

- ~~practice with one Licensed Technologist OAA \$342.00~~
- ~~fee for each additional Licensed Technologist OAA within the practice or Architect \$241.00~~

On opening of an office other than the registered or principal office	\$113.00
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The annual Certificate of Practice Fee shall be payable on the filing of the application and thereafter on the 1st day of March in each year.

If payment of the annual fee is not received by May 1 the Certificate of Practice shall be cancelled on May 2. Applications for Certificates of Practice filed after August 1st in each year shall pay one-half of the annual fee.

Temporary Certificate of Practice Issued Under the *Architects Act*, R.S.O. 1990, c. A. 26, s. 23

On filing of application	\$ 453.00
On issue	\$4,099.00
On renewal	\$4,099.00

Other – Certificate of Practice

Change of Name	\$ 283.00
New Certificate	\$ 28.00

OAA Technology Program

For annual enrollment	\$ 180.00
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Admission Course

On application to attend the Admission Course	\$ 354.00
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Canadian Experience Record Book – Late Submission

The following Late Submission Charges apply to experience records which are not submitted within eight weeks of the date of the last entry:

For every 1000 hours or portion thereof	\$ 113.00
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Members and Intern Architects on Leave of Absence

The following fees are payable by members and Intern Architects who have been granted a leave of absence:

Where the leave of absence commences between the first day of January and the last day of February and no annual fee has been paid for the calendar year	\$ 70.00
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For a leave period that starts part of the way through the calendar year, where the full annual fee for the year has already been paid, the fees would be calculated to be consistent with the existing Council Refund Policy where the leave period starts as follows:

Architects, ~~Licensed Technologists OAA~~, Non-Practising Architects and Intern Architects Over 5 Years:

January 1 until February 28 – Full membership fee refunded minus the annual

March 1 until March 31 – $\frac{3}{4}$ of the membership fee minus the annual leave fee

April 1 until June 30 – $\frac{1}{2}$ of the membership fee minus the annual leave fee

July 1 until September 30 – $\frac{1}{4}$ of the membership fee minus the annual leave fee

October 1 until December 31 – no refund but the annual fee for the next calendar year would be based on the full one-year annual leave period fee minus the annual

Fines for Non-compliance with Continuing Education Requirements

Fine for first-time non-compliance in a Cycle	\$ 500.00
Fine for subsequent non-compliance in a Cycle	\$1,000.00

Financial Hardship

The fees set out in this by-law may be waived, reduced or deferred in whole or in part by the Executive Director in accordance with the terms of the Association's Financial Hardship policy.

Administration Fees

General Administration	\$ 57.00
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Made by the Council of the Ontario Association of Architects on the ~~24th 20th~~ day of ~~November~~
~~2022~~ June 2023

Formatted: Superscript

Memorandum

FOR COUNCIL MEETING
June 20, 2023
(open)
ITEM: 5.1

To: Council

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

From: Registrar, Christie Mills

Date: June 6, 2023

Subject: ***Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA).***

Objective: Update Council on Canadian Experience Requirement prohibition exemption request and next steps.

Background

The Fairness Commissioner assesses the registration practices of [regulated professions and trades](#) in Ontario to make sure they are transparent, objective, impartial and fair for anyone applying to practise their profession in Ontario.

The Office of the Fairness Commissioner (OFC) supports the Fairness Commissioner in acting on the mandate set out in the [Fair Access to Regulated Professions and Compulsory Trades Act, 2006](#) (FARPACTA) and the *Regulated Health Professions Act, 1991* (RHPA). In doing so, the OFC assesses every element of the registration processes.

[Bill 27, Working for Workers Act, 2021](#), received Royal Assent on December 2, 2021. Included in this Bill is Schedule 3, which amends the FARPACTA in various ways (outlined in Council Memo January 20, 2022).

The Regulation has now been filed and may be viewed at [O. Reg. 261/22: GENERAL \(ontario.ca\)](#).

Summary of Canadian Experience Requirement (CER) prohibition amendments:



Canadian Experience Definition and Exemption

Regulated professions in Ontario are prohibited from requiring Canadian experience as a qualification for registration. Regulators have until December 2, 2023 (per section 10.2 of FARPACTA) to implement this change. "Canadian experience" means any work experience or experiential training obtained in Canada.

On January 26, 2023, the OAA submitted the Canadian experience prohibition exemption request to the OFC. There was one subsequent request for statistical clarification.

March 2023 Briefing re CER

On March 27, 2023, the MLITSD and the OFC had another briefing with Ontario's regulated professions and compulsory trades. On March 20, 2023, the government introduced additional proposed amendments through the *Working for Workers Act, 2023*.

- (a) an amendment providing that Canadian experience may be accepted in satisfaction of qualification for registration only if alternatives to such experience are also accepted.

Alternatives to Canadian experience

(1.1) A regulated profession may accept Canadian experience in satisfaction of a qualification for registration only if it also accepts alternatives to Canadian experience that meet the criteria prescribed by the regulations.

Intent of this proposal is to clarify that a regulated profession may accept Canadian experience in satisfaction of a qualification for registration only if it also accepts an alternative to Canadian experience and allow for the making of regulations setting out criteria that those alternatives must meet.

Next Steps for government:

- Develop criteria that alternatives to Canadian experience requirements must meet in regulation.
- It is anticipated that the regulation would be developed by Fall 2023.
- If the regulation is approved, the Fairness Commissioner would have the authority to issue a compliance order to a regulated profession if the alternative to Canadian Experience does not meet the standard

OFC Response to the OAA Request for Exemption from the CER Prohibition.

On June 5, 2023, the OFC delivered its determination with respect to the OAA's request for exemption from the CER prohibition. The request has not been granted and the reasons have been set out in the attached communique. It has been noted that, at the time of the decision, the OAA was the only professional regulator in the province to submit an exemption request to the OFC as it relates to the FARPACTA CER prohibition.

Although disappointing the result is not surprising within the Ontario political landscape and the OFC's focus on alternatives for internationally trained applicants.

During a press conference on May 23, 2023 hosted by the Honourable Monte McNaughton, Minister of Labour, Immigration, Trade and Skills Development, it was announced that Professional Engineers of Ontario (PEO) have opted to no longer require Canadian experience for internationally-trained engineers on their path to licensure in Ontario. The first of all the regulators to move forward with this work, PEO was celebrated at the press conference and in the media for this move.

Although the work is not yet completed to remove the Canadian experience requirements from the regulations in the *Professional Engineers Act*, the media coverage of the announcement suggests that PEO has proactively removed a so-called barrier to licensure. During his press conference, Minister McNaughton noted that, "...whether you represent architects or land surveyors, my expectation is for every regulator to be proactive and not wait until December 2..." to remove their Canadian experience requirements for foreign trained professionals. In consideration of the Minister's comments, OAA staff will reach out to the Land Surveyors to learn more about the alternatives that they are proposing, and to seek opportunities to align with them and/or develop similar alternatives.

The suite of *Working for Workers* legislation that government has been rolling out since 2021 is intended to make Ontario the best place to live, work, and raise a family. Since the original legislation was introduced two years ago, it has brought with it protections for workers including enhanced rights to disconnect from work, abolishment of non-compete contracts, and the removal of barriers for foreign-trained workers in Ontario, including Canadian experience requirement.

The overarching rationale for the OFC's denial of the OAA request was grounded in the fact that there are already architects licenced in Ontario in the absence of direct Ontario experience; namely:

1. The Commissioners comments regarding OAA licensure in the absence of local experience *"... the Association, and other Canadian regulators, will accept candidates from other jurisdictions notwithstanding that the physical landscape and climate, to which they are exposed, varies in different parts of the country. Similarly, under the various mutual recognition agreements to which the OAA is a party, qualified architects from other jurisdictions can become licensed in Ontario without the need to complete the IAP program. Thus, there are a group of domestically and internationally trained architects who are successfully practicing in Ontario, under the OAA's oversight, who have not been required to obtain pre-licensure, local experience. This situation undercuts the Association's argument that applicants must obtain experience in Ontario, or even Canada, for the purposes of protecting public health and safety."*

Also of interest is the Commissioner's narrow definition of public health and safety. The Commissioner states: *"I, therefore, define "public health and safety" in section 10.2 of FARPACTA as the steps necessary to protect the public against physical and/or psychological harm, as opposed to broader concepts of financial, economic, legal, or security-related issues."*

Looking Ahead

Notwithstanding Council's earlier desire to seek an exemption from the CER prohibition in FARPACTA, Council will need to establish if evidence of Canadian competency is necessary within the context of what is already required for licensure. Namely, whether an applicant should demonstrate competency beyond that established by the national examinations and the OAA Admission Course. The topics/contents of these two requirements are appended to this memo.

If Council determines that evidence of Canadian competency remains required beyond that assessed by the examination and Admission Course it will be incumbent upon the OAA to establish an OFC acceptable alternative to 940 hours of pre-licensure experience in Ontario.

The OFC and the Ministry of Labour, Immigration, Training and Skills Development have mandated, through FARPACTA, the need to establish alternative methods to evaluate Canadian competency. The [OFC guidelines](#) set out the following

Almost all regulators have developed a mechanism for accepting alternatives to their CERs. Some utilize these pathways much more often than others. These alternatives may be grouped into seven broad categories:

1. *Competency-based assessments.*
2. *Other approaches to assess knowledge and skills (e.g., through knowledge-based and/or clinical examinations).*
3. *Self-paced learning (e.g., online courses that often focus on the Canadian work context).*
4. *Mutual recognition agreements.*
5. *Bridging programs to fill experiential gaps.*
6. *Provisional or conditional licensing.*
7. *Post-registration quality assurance and/or continuing professional development programs.*

OAA staff have asked the OFC to share their specific criteria for an acceptable alternative to avoid expending resources investigating an option that will ultimately be rejected by the OFC and the MLITSD. The criteria are being studied by the Global Talent and Settlement Services Division (GTSSD) of Ministry of Labour, Immigration, Training and Skills Development (MLITSD) with the intent to have criteria defined this coming Fall of 2023.

The focus of discussions to date with the OFC have been the acceptability of the OAA's exemption request to Council that utilizes the Experience Requirements Committee (ERC) to assess experience related competency. If this model could be used, or a variation of it, to satisfy the CER alternative it would allow the OAA to build upon existing infrastructure and expertise. This has been put to the OFC and we are awaiting a

response. Should an ERC assessment be a viable alternative, OAA staff anticipate that the OFC will require operational changes be made to ensure greater awareness and transparency coupled with a streamlining of the process itself to make sure it complies with the stricter timelines to satisfy the Regulations under FARPACTA.

Alternatively, Council may want to consider if online courses as noted in the OFC categories above would be an option. Potential resources related to Canadian specific practice knowledge are noted below.

Existing Resources and Examples

The following may be items of interest to Council as it relates to assessing and ensuring Canadian competency. We are mindful that the OFC may not be satisfied with an ERC process as noted above and Council will need to contemplate other alternatives to the 940 hours of Ontario experience.

Resources

1. Arising out of the pending Canada-Europe mutual recognition agreement is an online four module pre-licence course requirement for individuals applying for licence from Europe to Canada. This course is accessed via the ROAC website [Training Portal](#). The four modules are as follows: [An Overview of the Practice of Architecture in Canada](#); [An In-Depth Look at the Profession](#); [Building Regulations](#); and [The Design and Construction Processes](#). These online learning courses were specifically developed and geared towards internationally trained applicants and architects who want to become licensed in Canada.
2. The OAA's Fundamentals of Running an Architectural Practice (FRAP) course that has the following learning objectives:
 - recognize the fundamental legal and regulatory requirements of licensure, insurance, and contracts;
 - discuss how to create and articulate the value of architectural services, fees, and expertise through marketing and communications strategy;
 - explain the function and importance of business models, operational structures, fees calculation, and resourcing; and
 - identify organizational and project leadership strategies, tools, and techniques
3. In or around 2002 the OAA launched a "currency test" program in relation to assessing competency in the absence of local experience. This program ran for a short period of time but the associated archived resources would need to be examined to determine why this was sunset and if it is a viable program to re-launch and administer.

Conceivably, if there was a Council supported distinct Canadian practice course, the requirements for licence could be updated to consider 3720 hours of experience that meet the parameters of the IAP, examinations, OAA Admissions Course *plus* this new course for all applicants.

Examples from other Ontario Regulators

As noted above, the PEO recently announced the removal of their Canadian experience requirement. In lieu of this requirement they are transitioning to the online [competency assessment](#) platform. This is a pre-existing assessment program created and established by the engineers and geoscientists of British Columbia.

The Ontario College of Teachers have no specific Canadian experience requirement but instead perform assessments. Evaluators review transcripts and practicum/teaching to determine if similar enough to the Ontario accredited program. If applicants are missing factors, they get a licence with terms and conditions to take a few courses or do some practicum. If it is deemed substantially different the applicant is denied and they have to do a whole teacher education program (BEd).

LSO is holding the position that their current [exemption process](#) is compliant with FARPACTA – notwithstanding the fact that candidates from only common law jurisdictions are eligible to apply. The Director of Licensing and Accreditation may approve an exemption from the requirement to complete the experiential training program. LSO is making operational changes about how applications are prioritized to meet the deadlines.

The College of Opticians does not have a Canadian experience requirement. The practical experience that applicants are required to demonstrate can be completed anywhere.

The College of Nurses of Ontario (CNO) does not require Canadian experience of its applicants. CNO accepts recent practice from any jurisdiction where the applicant is currently registered. Additionally, on June 8, 2023, CNO's Council approved the drafting of new regulation to remove the education equivalency requirement of applicants and incorporate a requirement for completion of a new course.

CTCMPAO (Chinese Medicine and Acupuncture) has never had a requirement for Canadian experience, so have not had to make any changes in this regard. Therefore, the CTCMPAO does not have examples of alternative proposals to share.

College of Physiotherapists of Ontario has no Canadian experience requirement to register as a physiotherapist in Ontario.

The CRTO (Respiratory Therapists) does not have any additional criteria for registration, other than a graduate from a Canadian accredited educational facility. If there has not been any recent work experience (or registration with a Canadian body), these applicants would go to the Registration Committee. Any other applicants would be put through our Internationally Educated Health Professionals stream (including those from the U.S).

AOLS (Land Surveyors) "We would have no chance of making a realistic argument about health and safety. We tried to argue the need to broaden the exceptions allowed but were unsuccessful. As a result, we are struggling to address this. We have a minimum 18-month articling period that usually takes candidates 3 years to complete to gain 15 essential areas of knowledge. We have a project underway trying to determine how to approach this. At this point I am guessing we will be looking at a combination of

international experience, additional assignments, courses and exams and potentially a limited license of some sort.” *From September 2022 conversation.*

CDTO (Dental Technologists) does not have a Canadian Experience requirement.

HRPA (Human Resource Professionals) does not have a Canadian Experience requirement.

Pre-licensure Requirements of other Canadian Architectural Jurisdictions

The following highlights jurisdictions which require applicants to complete requirements beyond that currently mandated by the OAA. This information is shared to alert Council to possible alternatives to assess Canadian competency. Only jurisdictions with different requirements from the OAA are included.

AIBC

- IAP minimum time frame is 3 years.
- 940 hours local experience *or* an ERC assessment.
- Interns are required to attend four mandatory, one-day, AIBC professional development (PD) courses; Architects and the Law; Ethics, Act & Bylaws; BC Building Code; and Contract Administration.
- Oral Review.

AAA

- Interns are required to complete an Architects Act course prior to licence and newly licensed a Building Envelope Course.
- Oral Review.

NSAA

- Pre-licensure Interview.

AAPEI

- Interns are required to complete 50% of mandatory CE program.

ALBNL

- Interns are required to complete 50% of mandatory CE program.

Next Steps

The content above regarding Resources, Other Regulators, and ROAC Distinctions is provided as supportive material for Council's information. The OAA staff await a response from the OFC and the MLITSD about the acceptability of the OAA's current exemption request to Council as a viable alternative to the CER. Until such feedback has been received, deliberation on another alternative may not be efficacious. OAA staff has communicated to both the OFC and the MLITSD to request feedback.

Action

None. For information only.

Attachments

OFC – OAA Exemption Request Decision.
OAA Admission Course Outline and Objectives
ExAC Objectives



Exemption Request Number CER 01-2023

Ontario Association of Architects

REASONS FOR DECISION

NATURE OF APPLICATION:

This decision relates to an application brought by the Ontario Association of Architects (“the Association” or “the OAA”) for an exemption from the prohibition against requiring that a person’s experience be Canadian experience as a qualification for registration under subsection 10.2(1) of the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006* (“FARPACTA”).

If granted, this exemption would allow the Association to require that certain applicants complete a 940-hour Ontario experience requirement to become licensed to practice architecture in Ontario.

This is the first application of its kind that a regulated profession has filed with the Office of the Fairness Commissioner (“the OFC”). This exemption process is also unique to the Province of Ontario.

After considering all the information that the Association provided, along with other relevant information, my decision is that this exemption should not be permitted. My reasons for this decision are outlined below.

ANALYSIS:

I will structure my analysis of the issues raised in this application under the following eight headings.

- 1. FARPACTA prohibits the Association from requiring that a person’s experience be Canadian experience, as a qualification for a licensure, unless the Minister grants an exemption for the purposes of public health and safety.**

The first step in this analysis will be to review the relevant statutory provisions. At the outset, the Association falls within the list of regulated professions to which FARPACTA applies.¹

¹ FARPACTA, Schedule 1, s. 1.

Subsection 10.2(1) of FARPACTA prohibits regulated professions, including the Association, from requiring that a person's experience be "Canadian experience" as a qualification for registration unless the Minister grants an exemption:

A regulated profession shall not require as a qualification for registration that a person's experience be Canadian experience unless an exemption from the prohibition is granted by the Minister for the purposes of public health and safety in accordance with the regulations.

The term "Canadian experience" is, in turn, defined as "any work experience or experiential training obtained in Canada".² The term "registration" means "the granting of membership, with or without conditions, in a regulated profession whether by registration, licensure, admission, enrolment or other means without regard to the terminology used by the regulated profession".³

When taken together, these provisions mean that the Association shall not require that a person obtain work experience or experiential training in Canada, as a condition for obtaining a licence to practice architecture, unless the Minister grants an exemption.

The application process for an exemption is prescribed in section 3 of O. Reg. 261/21 made under FARPACTA. Subsection 3(3) of the regulation states that, in reviewing a regulated profession's application for an exemption for the purpose of making a recommendation to the Minister, the Fairness Commissioner shall consider any information provided in the application and may consider any other relevant information.

Under subsection 3(6) of the regulation, the Minister must then determine whether to grant the exemption and, if so, what conditions, if any, should apply to the exemption.

However, pursuant to section 4(2) of FARPACTA, the Minister may also delegate any duty conferred or imposed on the Minister under section 10.2 of the Act to the Fairness Commissioner, who shall be presumed conclusively to act in accordance with the delegation.

On May 19, 2023, the Minister exercised this authority and delegated his duty under subsection 10.2(5) to make a determination whether to grant an exemption under section 10.2, to myself as the Fairness Commissioner.

2. Based on the submissions provided, it appears that the Ontario Association of Architects is seeking an exemption to allow it to continue to require that the majority of applicants obtain 940 hours of Ontario experience to qualify for a licence to practice architecture.

² O. Reg. 261/22, s. 1.

³ FARPACTA, s. 2.

The OAA is the regulatory body with responsibility for the architectural profession in Ontario. The Association's principal object is to regulate the practice of architecture and govern its members in accordance with the *Architects Act, 1990* and applicable regulations and by-laws, to serve and protect the public interest.⁴

Among other functions, it establishes standards of knowledge, skill, qualifications, and practice for architects in Ontario.⁵ These requirements apply to both domestically and internationally trained architects. The latter term encompasses architects who have obtained their education and/or experiential training abroad, and/or who have then become licensed in these or other jurisdictions.

Under the *Architects Act*, applicants for a licence are required to comply with the academic and experience requirements specified in the regulations, unless exempted by the Council of the Association.⁶ These obligations are set out in section 31 of R.R.O. 1990, Reg. 27 and include a 940-hour Ontario experience requirement:

5. The person must have completed a total of 3,720 hours of experience that meets the requirements of the Intern Architect Program published by the Association. The experience must include:
 - i. at least 940-hours of experience in Ontario under the personal supervision and direction of a person licensed to engage in the practice of architecture in Ontario, which must be completed within the three years before the date on which the person applies for the licence, and
 - ii. at least 2,780 additional hours of experience under the personal supervision and direction of a person authorized to engage in the practice of architecture.⁷

[Emphasis added.]

In its submissions, the OAA indicates that architectural experience must be obtained under the personal supervision and direction of a registered/licensed architect that the Regulatory Organizations of Architecture in Canada (ROAC) must approve, either in an architectural practice or other eligible architectural employment situation, as defined by the national Internship in Architecture Program.

In addition, the Association must approve the nature of architectural experience that the applicant has obtained. The applicant must also demonstrate proficiency in 17 separate competency areas, which are divided into three separate categories. These

⁴ Architects Act, s. 2(2).

⁵ Architects Act, s. 2(3).

⁶ Architects Act, ss. 1, 13(1)(d).

⁷ O. Reg. 27, s. 31(5).

competencies cover many different areas of architectural practice and are set out more fully in Appendix A of these reasons.

In my view, the 940-hour Ontario experience requirement, which states that an applicant must demonstrate practical skills and engage in experiential learning in Canada, falls within the definition of “Canadian work experience” for the purposes of FARPACTA.

3. The Association’s Council can grant an exemption to the 940-hour Ontario experience requirement in certain circumstances.

Section 33 of R.R.O. 1990, Reg. 27 under the *Architects Act* allows the Council to grant exemptions from all or part of the academic and experience requirements:

The Council may, where it is of the opinion that the applicant’s qualifications, knowledge and experience so merit, grant an exemption from all or part of the academic and experience requirements set out in this Regulation.

In practice, applicants can apply to the OAA’s Experience Requirements Committee (ERC) to seek an exemption from the 940-hour Ontario experience requirement. Under this process, the applicant is subject to an assessment and an interview with committee members. If the ERC concludes that the applicant possesses sufficient qualifications, knowledge and experience, it can recommend that the Council grant an exemption from all or part of the 940-hour experience requirements.

Over the last three years, candidates filed 14 applications with the ERC relating to exemption requests for experiential requirements. Of this figure, Council approved six applications, five were conditionally approved and three were rejected.

The modest number of application requests may be explained, in part, by the high evidentiary onus that applicants must fulfill to obtain an exemption. According to the OAA’s policy:

All individuals must complete the experience requirements as set out in the Canadian Experience Record Book or demonstrate to the satisfaction of Council that there are exceptional circumstances that make it impossible or unreasonable to meet the experience requirements set out in the Regulation; and further, by demonstrating to the satisfaction of Council that the applicant’s qualifications, knowledge and experience merit an exemption from the experience requirement.

[Emphasis added]

4. The Association has established several registration pathways for internationally educated or licensed architects, but the Internship in Architecture Program is the predominant one.

The main pathway through which applicants to the architectural profession in Ontario are licensed is via the Internship in Architecture Program (IAP). Approximately 76% of internationally trained architects follow this route. Individuals who apply through the IAP must comply with the 940-hour Ontario experience requirement unless they receive an exemption from the OAA's Council.

In addition to the IAP, the Association has created three alternative licensure pathways for internationally educated or licensed architects. These routes depend on the applicant's level of education and experience, and whether they have been previously licensed in another jurisdiction outside of Ontario.

These pathways are (a) the Broadly Experienced Foreign Trained Architect program (BEFA), (b) the Royal Architectural Institute of Canada (RAIC) syllabus program and (c) mutual recognition agreements (MRAs) and treaties with other jurisdictions. The first two of these programs specify their own Canadian experience requirements but at least two of the MRAs do not.

I have provided brief descriptions of these alternative programs, along with some associated statistical information, in Appendix B of these reasons.

I should also note that, under the mutual recognition agreement pathway, an applicant who is licensed in certain jurisdictions can obtain licensure in Ontario without the need to demonstrate local experience.

5. The Association has requested an exemption from the prohibition against retaining a Canadian experience requirement and asserts that the exemption is necessary for the purposes of public health and safety.

On January 26, 2023, the Association submitted a request for a Canadian experience exemption and provided information to support its application. In response to follow-up questions from the OFC, on March 23, 2023, the OAA provided additional information to our office in what it characterized as a resubmission.

In response to previous requests from the Office of the Fairness Commissioner, the OAA also submitted responses to questions of relevance to this application, dated August 19 and September 14, 2022, respectively. In formulating my decision, I have considered the submissions provided by the Association in their entirety.

I would like to thank OAA officials for the detailed nature of the responses that they have offered in response to our questions.

Given that the IAP is the main pathway for licensing internationally trained applicants in the province, the Association has quite appropriately directed its submissions to this program

The OAA asserts that an exemption is necessary for the purposes of public health and safety. It submits that the fundamental and explicit purpose of the legislated requirements for a licence, inclusive of the 940-hour Ontario experience requirement, is to safeguard and serve the health and welfare of the people of Ontario.

In support of its request for an exemption, the Association has stated, among other things, that:

- The pathway to become an architect in Ontario can take an average of five to six years, from the completion of the applicant's academic degree requirements. Many international jurisdictions have established radically different licensing frameworks and that the title of "architect" can mean very different things in different countries.
- Architecture is an incredibly complex profession, requiring extensive, direct work experience covering specific areas that cannot be acquired through an academic setting. While there is similarity globally in the content of architectural education, the practice of architecture and the scope of practice of the architect differs significantly in Canada from those practicing architecture in many other parts of the world.
- The complexity and level of risk to the public distinguishes the architecture profession in Ontario from the compulsory trades and other regulators named in Schedule 1 of FARPACTA. Regardless of the number of stakeholders and professionals involved in the design of the built environment, the architect is ultimately responsible for confirming to authorities having jurisdiction that the structure under construction is permitted and safe for public use.
- Any measure requiring the OAA to narrow the standards of licensure could pose serious risks to public health and safety. While there may be risks in all professions, the risks within the architectural sector are expressly tied to physical safety, both in the short and long-term. The Association believes that any changes to the licensing process must be made in accordance with the careful study of available evidence and consideration of prevailing licensing standards.
- The province has an interest in ensuring that buildings do not collapse or wreak damage on people and property.⁸ In the OAA's view, it is difficult to imagine

⁸ The OAA cited *The Canadian Law of Architecture and Engineering*, Third Edition (Beverley M. McLachlin and Arthur Grant, LexisNexis, page 7).

assigning this level of responsibility to individuals who have no practical experience in Ontario.

- Given the wide range of climactic conditions experienced in Ontario, contemporary buildings are extremely expensive. In cases where they fail to function as intended, or demonstrate defects, there are also legal and financial implications that can be significant. Many buildings have defects not immediately apparent until they are put into service. A lack of familiarity with Canadian practice standards and processes increases the potential for hazard, uncertainty, and risk for owners and the public.
- The OAA has long recognized the importance of offering alternative means to allow registrants to display their competencies. It has also instituted a process through which applicants can apply for exemptions from the Ontario experience requirement.
- All Canadian regulators of architecture have determined the need for maintaining a period of defined Canadian or jurisdictional specific work experience as the only opportunity for applicants to gain hands-on experience and to obtain knowledge through direct exposure to the many facets of an architectural process in their respective jurisdictions.

In response to a question posed by our office on whether an internationally trained architect could obtain the 940 hours of Ontario experience after being provisionally licensed in the province, the Association indicated that there is currently no provisional licensure scheme available for this purpose and that creating such a licence class would require an amendment to the *Architects Act*.

The OAA further points out that changes to the Ontario experience requirement could have ramifications on the mobility of architects who have been licensed in Ontario, both domestically and internationally. Since this consideration does not relate squarely to public health and safety, I will not consider it further in my analysis.

6. To consider the OAA's arguments, it will first be necessary to define the term "public health and safety" for the purposes of section 10.2 of FARPACTA.

To ascertain the meaning of "public health and safety", it is necessary to apply the modern principle of statutory interpretation. This holds that the words of a statute are to be read in their entire context, in their grammatical and ordinary sense harmoniously with the scheme of the Act, the object of the Act, and the intention of the legislature. (Rizzo & Rizzo Shoes Ltd, Re, [1998] 1 SCR 27 at para 21).

In the administrative law context, a decision-maker must also interpret legislative

provisions "consistent with the text, context and purpose, applying its particular insight into the statutory scheme at issue".⁹

I will now address each of these components.

Object of the Act:

The purpose of FARPACTA, which is set out in section 1 of the Act, is "to help ensure that regulated professions and individuals applying for registration by regulated professions are governed by registration practices that are transparent, objective, impartial and fair".

In addition, s. 64(1) of *the Legislation Act, 2006* requires that "an Act shall be interpreted as being remedial and shall be given such fair, large and liberal interpretation as best ensures the attainment of its objects".

Scheme of the Act and Intention of the Legislature:

The scheme of the Act and intention of the legislature indicate that the Canadian experience requirement prohibition in subsection 10.2(1) was introduced in furtherance of FARPACTA's object of ensuring that the registration processes that regulated professions employ are fair and transparent.

The Hansard reports, which documented the passage of this legislative amendment, indicated that the Canadian experience requirement prohibition would serve to eliminate a significant (or "number one" or "impossible") barrier to newcomers. Existing Canadian experience requirements have resulted in 290,000+ jobs being left unfilled, costing billions in lost revenue, while 75% of internationally educated immigrants are not working in the field in which they are trained.

Their underutilized skills could be put to a greater use to contribute to the province's economy, increasing Ontario's GDP by \$12 to \$20 billion annually. In Third Reading, MPP Anand said that a regulator's Canadian experience requirement should be eliminated unless it is necessary for public health and safety, adding that "public health and safety is paramount and that's what we have to protect first".

Opposition critics submitted that the elimination of the Canadian experience requirement did not go far enough. In other words, the scope of such provisions should be further narrowed. (Hansard Transcript 2021-Nov-01 at 1599; Hansard Transcript 2021-Nov-02 at 1629-1630, 1640, 1739; Hansard Transcript 2021-Nov-25 at 940, 1181, and 1639).

Both the tenor of this legislative history, coupled with FARPACTA's fairness-affirming

⁹ Canada (Minister of Citizenship and Immigration) v. Vavilov, 2019 SCC 65 at paras. 120-21.

purpose, favour an interpretation that cloaks the Canadian experience requirement prohibition with a fair, large and liberal interpretation. The corollary to this purposive analysis is that the public health and safety exemption -- being a limit on the legislation's remedial purpose -- should be interpreted narrowly. (See for example *Hills v Canada (AG)*, [1988] 1 SCR 513 at para 96; *R v Kuldip*, [1990] 3 SCR 618 at 639).

Grammatical and Ordinary Meaning of "Public Health and Safety"

The grammatical and ordinary meaning of the term "public health and safety" similarly supports a narrow scope of the exemption. "Ordinary meaning" is not synonymous with dictionary or literal meaning but rather depends on the context, such as the purpose, scheme, and intention of the legislature, as well as the meaning of the term in other legislation, in the common law, and according to applicable maxims of interpretation. (*R. v Clark*, 2005 SCC 2 at para 44).

Based on a review of analogous provincial legislation, there do not appear to be any statutes that both use the term "public health and safety" and address subject matter broadly analogous to that contained in FARPACTA.

The term does, however, appear in a number of regulatory statutes. These include s. 57(4) of the *Freedom of Information and Protection of Privacy Act*; O. Reg. 520/95 under the *Environmental Assessment Act*; s. 10(1)(b) of O. Reg. 631/98 under the *Highway Traffic Act*; s. 10 of O. Reg. 468/18 under the *Cannabis Licence Act, 2018*; s. 1(a) of the *Cannabis Control Act, 2017*; s. 18(1)(a)(ii) of O. Reg. 308/12 under the *Mining Act*; and s. 34(5)(a) of the *Building Code Act, 1992*, among others.

Although these provisions deal with different subjects and the term "public health and safety" is not defined in any of them, cases in the mining, freedom of information, building code, criminal, and occupational health and safety contexts all refer to "public health and safety" (or slight variations thereof) as matters concerning the prevention of physical and/or psychological harm to members of the public.¹⁰

In the context of FARPACTA, this statute applies to more than a dozen regulated professions characterized by different mandates and public interests to protect. On this basis, the legislature had the choice to define the public health and safety exemption in narrow terms or to particularize the full scope of these interests.

More specifically, if the legislative goal was to allow the Minister to interpret the

¹⁰ *Simopoulos, Re*, 2013 ONCA 702 at para 7; *R v Marshall Minerals Corp et al*, 2017 CarswellOnt 15765 at para 4; *R v Lemieux*, 2009 ONCJ 676 at para 74; *Baum v British Columbia (Director of Adult Forensic Psychiatric Services)*, 2021 BCCA 300 at para 42; *Order MO-3755 (2019)*, IPCO at para 31; *Yukon (Occupational Health and Safety Director) v Yukon*, [2010] YJ No 42 (Terr Ct) at paras 18 and 21.

exemption liberally, the statute could have included, in the definition of public health and safety, a comprehensive list of harms pertaining to physical, psychological, financial, economic, legal and/or security issues. The legislature chose not to adopt this approach.

In undertaking my analysis, I have taken into account the absence of such criteria, the focused way in which “public health and safety” has been interpreted in other regulatory statutes, and the application of the rules of statutory interpretation in the FARPACTA context, which dictate that the term be narrowly defined.

Based on these considerations, I believe that it is reasonable to limit the application of this exemption to more commonly articulated concerns about protecting the public from physical or mental harm.

I, therefore, define “public health and safety” in section 10.2 of FARPACTA as the steps necessary to protect the public against physical and/or psychological harm, as opposed to broader concepts of financial, economic, legal, or security-related issues.

7. One must then consider whether the broad scheme of the *Architects Act* focuses on public health and safety for the purposes of subsection 10.2(1) of FARPACTA.

In its submissions, the OAA indicates that the *Architects Act* is designed for public safety and to prevent incompetent persons from preparing plans for such buildings as churches, schools, hospitals, and theatres where the public may gather.

To support this proposition, the Association quotes from Morrison C.J.S.C., who made the following comments about the British Columbia Architects Act in *R. v. Dominion Construction Co.* that: “...the paramount object of the Legislature was to safeguard the public who resort to public buildings, such as theatres, churches, hotels, etc. (The Canadian Law of Architecture and Engineering, Third Edition, Beverley M. McLachlin and Arthur Grant, LexisNexis, page 14).

It has also referred to two Manitoba cases to support the position that the Manitoba version of the Architects Act is designed to ensure the safety of the public and ought to be upheld (*Pestak v. Denoon*, [2000] M.J. No.112 at paras. 21-22, 144 Man. R. (2d) 1 (Man. Q.B.); *Manitoba Association of Architects v Winnipeg (City)*, [2005] M.J. No 317 at para. 32, 198 Man. R. (2d) 35 (Man. Q.B.))

Based on my review of these submissions, in the context of the relevant interpretive rules, I find that an important object of the *Architects Act*, and the OAA’s mandate, is to protect the safety of the public from faulty architectural structures. Thus, I find that the broad scheme of the *Architects Act* relates to public health and safety for the purposes of subsection 10.2(1) of FARPACTA.

However, this does not mean that every requirement specified under the *Architects Act*, or the programming developed by the OAA, is necessary for the purposes of public health and safety. It is, therefore, necessary to focus specifically on the 940-hour Ontario experience requirement, which I will address in the next section.

8. The Association has not provided sufficient evidence to establish that the completion of the Canadian experiential component of the Internship in Architecture Program is necessary for the purposes of public health and safety.

As noted previously, the object of FARPACTA is “to help ensure that regulated professions and individuals applying for registration by regulated professions are governed by registration practices that are transparent, objective, impartial and fair”.

On the basis that the retention of Canadian experience requirements can serve as a barrier to registration, the prohibition articulated in subsection 10.2(1) is consistent with, and furthers, this legislative purpose.

As stated in the OFC’s guideline entitled “*Applying for an Exemption from the Prohibition against Retaining a Canadian Experience Requirement*”:

This type of provision typically requires that internationally trained applicants (ITIs) obtain Canadian work experience as a condition of registration. Requirements such as these can represent the “last mile” in the registration journeys of these candidates.

Canadian experience is not always easy to come by and some candidates simply give up because they cannot obtain it.

This type of Canadian experience requirement can be relied upon excessively and inhibit the development of equivalent assessment measures. As such, it is important for a regulated profession to demonstrate that any exemption requested is necessary to protect public health and safety”.

Equivalent assessment measures are those that adequately gauge an applicant’s competencies but not in ways that impose unnecessary experiential requirements on them.

Under subsection 10.2(2) of FARPACTA, a regulated profession that seeks a Canadian experience exemption is required to establish that the exemption is necessary for the purposes of public health and safety. In my view, the word “necessary” means that the exemption must be essential or imperative, not simply “desirable to have” or a feature that would “enhance” public health and safety.

On this basis, the OAA bears the onus of establishing, through the provision of

evidence, that there exists a direct connection between the knowledge and skills that a candidate would typically acquire during the 940-hours of local experience within the Internship in Architecture Program (“the IAP”) and the candidate’s ability to protect public health and safety

I must, therefore, canvass, the degree to which this 940-hour Canadian experiential requirement prescribed in the IAP would reasonably provide interns with the competencies to address the topic of public health and safety.

In its submissions, the OAA has, for the most part, addressed public health and safety considerations at a high level. While it has pointed to the obvious risk of building collapse, it has also referred to such concepts and themes as building integrity, the importance of the building envelope and the need to effectively address climate change. The Association also points to the legal and financial implications that can arise where buildings do not function as intended.

In my view, however, the Association has failed to sufficiently particularize these latter concepts nor sought to reconcile them with more concrete public health and safety considerations.

In addition, the OAA has not provided specific information to link the experiential requirements outlined in the IAP with the skillsets necessary to protect public health and safety. This step is critical since the evidentiary nexus in subsections 10.2(1) and (2) of FARPACTA requires that the regulated profession connect the nature of the Canadian experience requirement to the achievement of positive public health and safety outcomes.

As I indicated previously in this decision, the curriculum prescribed for architect interns under the IAP is quite diverse in nature. It canvasses 17 discrete experiential requirements, as well as 108 “typical required internship activities” for these items. These cover a broad range of professional and business-related activities.

Significantly, the titles of only four of the required 108 internship activities mention such topics as to safety requirements, plans or strategies. While it could well be that other listed activities also canvass public health and safety issues, the OAA has neither supplied this information nor effectively linked the IAP’s core curriculum with a graduating intern’s ability to protect public health and safety, which is the key evidentiary requirement to seek an exemption from the prohibition against requiring Canadian experience.

The OAA has also indicated that an intern’s experience can vary widely depending on the scope of their firm’s practice. Thus, the ability of the profession, and supervising architects, to offer applicants a common experience in understanding public health and safety issues, is inherently challenging.

Based on a review of the IAP's curriculum, and following a consideration of the OAA's submissions, I conclude that the OAA has not established that its IAP Canadian experience requirement comprehensively addresses the topic of public health and safety. Instead, this topic only constitutes one component of a broader learning scheme which touches upon many different aspects of an architect's practice.

If the Association wished to highlight the protection of public health and safety as a more central theme for its Canadian experience requirement, it could have created more specific materials for this purpose and required that supervising architects and interns alike place greater emphasis on this topic, including through periodic knowledge testing.

The Association has also pointed out that all Canadian regulators of architecture have accepted the need for maintaining a period of defined Canadian or jurisdictional-specific work experience as the only way for applicants to gain hands-on experience through direct exposure to the many facets of an architectural process in their respective jurisdictions.

It should be noted, however, that while many Canadian jurisdictions require that applicants demonstrate local experience, others (e.g., Manitoba and Québec) accept a broader base of Canadian experience.

As well, under the Reciprocity Agreement for Architects Licensed in Canada, Canadian regulators of architecture provide certificate-to-certificate recognition for architects in good standing who are licensed in other Canadian jurisdictions, without requiring additional local experience.

This means that the Association, and other Canadian regulators, will accept candidates from other jurisdictions notwithstanding that the physical landscape and climate, to which they are exposed, varies in different parts of the country.

Similarly, under the various mutual recognition agreements to which the OAA is a party, qualified architects from other jurisdictions can become licensed in Ontario without the need to complete the IAP program.

Thus, there are a group of domestically and internationally trained architects who are successfully practicing in Ontario, under the OAA's oversight, who have not been required to obtain pre-licensure, local experience. This situation undercuts the Association's argument that applicants must obtain experience in Ontario, or even Canada, for the purposes of protecting public health and safety.

I will now summarize my reasons for decision. I have concluded that the OAA has not provided sufficient evidence to establish that the completion of the 940-hour experiential component of the Internship in Architecture Program will reasonably equip an applicant

with the competencies necessary to address public health and safety issues in the practice of architecture. Based on the scheme of FARPACTA, therefore, I find that this experiential component is not necessary for the purposes of public health and safety.

My decision, therefore, is that the exemption that the OAA has requested should not be granted.

I also find that the OAA has not provided sufficient evidence to establish that an applicant's work experience must be obtained in Canada for the purposes of public health and safety. The OAA does not require all applicants to meet the 940-hour Ontario experiential requirement to obtain a licence, which suggests that other types of experience should be sufficient to meet its needs

In its submissions, the Association has indicated that changes to its licensing process must be made in accordance with the careful study of available evidence and consideration of prevailing licensing standards.

To address the absence of an exemption, and based on the OFC's experience, the OAA could supplement or replace its existing array of alternative pathways in a variety of ways. Our office would be pleased to further discuss this topic with the Association.

DECISION:

My decision is that the exemption requested by the Ontario Association of Architects should not be granted based on the reasons that I have outlined.



Irwin Glasberg

Fairness Commissioner

June 5, 2023

Appendix A
Experiential Categories under
the Internship in Architecture Program

The IAP curriculum canvasses a total of 17 architectural experience requirements, grouped into three categories as follows:

Category A -- Design and Construction Documents:

- This category covers programming, site and environmental analysis, schematic design, engineering systems integration, building cost analysis, code research, envelope detailing, design development, construction documents, specifications and materials research, document checking and coordination and energy literacy/sustainability.

Category B - Construction Administration:

- This category covers procurement and contract award, construction phase – office and the construction phase – site.

Category C – Management:

- This category covers management of the project and business practice management.

Appendix B

Alternative Pathways to Licensure for Internationally Trained and/or Licensed Architects

The BEFA program is administered nationally by the Regulatory Organizations of Architecture in Canada (ROAC). It assesses the experience of internationally trained architects against the Canadian Standard of Competency for Architects (CSCA).

Certification under the program consists of an online demonstration of competency and an interview with an assessment panel comprised of Canadian architects. Successful BEFA applicants are granted a BEFA Certification, which represents recognition of compliance with the CSCA.

This program includes a six-month Canadian architectural experience component, which is comparable to the length of the 940-hour Ontario experience requirement for the IAP.

The RAIC syllabus program, developed in collaboration with Athabasca University, is national in scope. The program offers an alternative registration pathway through a direct, self-paced program of academic studies, design studios, and practical experience. Successful graduates obtain a RAIC Professional Diploma in Architecture.

The graduate then applies to the Canadian Architectural Certification Board (CACB) for certification of academic credentials. This program requires that participants possess seven years of architectural experience plus six months of relevant work experience in the jurisdiction in which they wish to practice.

The OAA has also negotiated MRAs with Australia, New Zealand, Mexico and the United States. These are formal agreements between architectural regulators in different international jurisdictions to mutually recognize the architectural credentials and qualifications of their registrants, and to provide a pathway for them to obtain registration between them. Over the last 10 years, approximately 22% of successful internationally trained applicants were registered through this modality.

At least two of the MRAs to which the OAA is a party, involving Mutual Recognition Agreements between Canada and the USA and the Tri-national Agreement between Canada, United States and Mexico do not appear to require international applicants to obtain local experience in advance of licensure.

What follows, for information purposes, are some statistics on the avenues that internationally trained applicants have pursued to obtain licensure in Ontario. These statistics were derived from information that the Association provided to our office.

Over the last 10-years, the OAA licensed 2,525 applicants. Of this figure, 1,858 (74%) of these individuals had academic origins in Canada or the United States, while 647 (26%) were educated in other jurisdictions. For the Canadian-U.S. group, 503 (20%) took advantage of MRAs or reciprocity agreements.

Of the 2,525 total, 1,904 (76%) came through the IAP, whereas 621 (24%) were licensed through, in descending order, MRAs, the BEFA and the RAIC Syllabus Program. Eighteen additional individuals, or (0.7%), secured licensure through the OAA's exemption process.

OAA Admission Course Lectures	Summary of CERB Experience Line Item	Credit Hours
Planning and Development Approvals Learning Objectives: 1. Explain the purpose of planning in the practice of architecture 2. Describe the legal framework and instruments in planning in Ontario	A6: Code Research	3.0
The Building Code Act and the Building Permit Application Process Learning Objectives: 1. Describe the legislation governing building structures in Ontario 2. Recognize key terms in the Building Code Act 3. Explain the Building Permit Application Process 4. Submit a complete building permit application	A6: Code Research	3.0
Ontario Building Code Compliance Data: Concepts and Code Analysis Learning Objectives: 1. Describe the framework of the Ontario Building Code 2. Demonstrate how to navigate through the Ontario Building Code	A6: Code Research	6.0
Bid Theory and Bid Practice Learning Objectives: 1. Identify the principles of tendering 2. Interpret the elements of contract law 3. Describe the issues that arise on a bid review committee 4. Describe the principles of non-compliance	B11: Bidding and Contract Negotiation	3.0
Construction Act Learning Objectives: 1. Describe the basic principles of the Construction Act 2. Identify the essential lien basics of an ongoing project	B12: Construction Phase – Office	3.0
Contract Administration and General Review Learning Objectives (share with CA Site section): 1. Describe the general process of Construction Contract Administration (CCA) & General Review 2. Identify key participants in CCA & General Review and what their roles are 3. Determine the different procedures for different methods of project delivery 4. Establish the different meetings and deliverables 5. Categorize the paperwork and procedures required 6. Describe the different types of reviews 7. Apply close-out procedures	B12: Construction Phase – Office	1.5
Contract Administration and General Review Learning Objectives (share with CA Office section): 1. Describe the general process of Construction Contract Administration (CCA) & General Review 2. Identify key participants in CCA & General Review and what their roles are 3. Determine the different procedures for different methods of project delivery 4. Establish the different meetings and deliverables 5. Categorize the paperwork and procedures required 6. Describe the different types of reviews 7. Apply close-out procedures	B13: Construction Phase - Site	1.5
Legal Aspects: Professional Liability and Architects Contracts Learning Objectives: 1. Identify the elements of the judicial process and the court systems. 2. Describe the most frequently used methods for alternate dispute resolution. 3. Distinguish key basic concepts of contract law. 4. List the stages of a lawsuit in the context of professional liability.	C15: Office Management	3.0

<ol style="list-style-type: none"> 5. Outline the risk management measures in the context of professional liability. 6. Describe the importance of contracts in the practice of architecture. 7. Define the roles and relationships between architects, owners, consultants, and contractors. 8. Identify an architect's responsibilities as reflected in OAA standard contracts. 9. Explain how the administration of architect contracts relates to the practice of architecture. 10. Differentiate Standard Vs. Non-Standard Contracts. 11. Prepare Standard Contracts OAA 600 & OAA 900. 		
<p>Professional Responsibility, Ethics and Membership in a Self-Regulating Profession</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Recognize the rationale behind the OAA Admission Course 2. Describe the legal instruments and regulations for the practice of architecture 3. Explain professionalism and professional obligations 4. Outline the structure and functions of the Ontario Association of Architects (OAA) 5. Explain an OAA member's professional responsibilities 	C15: Office Management	3.0



Examination for Architects in Canada
Examen des architectes du Canada



GENERAL AND SPECIFIC OBJECTIVES 2023

LICENSING AUTHORITIES WHICH RECOGNIZE THE ExAC ARE:

- Alberta Association of Architects [AAA]
- Architectural Institute of British Columbia [AIBC]
- Architect's Association of New Brunswick [AANB]
- Architects Association of Prince Edward Island [AAPEI]
- Architects Licensing Board of Newfoundland & Labrador [ALBNL]
- Manitoba Association of Architects [MAA]
- Newfoundland and Labrador Association of Architects [NLAA]
- Nova Scotia Association of Architects [NSAA]
- Ontario Association of Architects [OAA]
- Ordre des architectes du Québec [OAQ]
- Saskatchewan Association of Architects [SAA]
- The Northwest Territories Association of Architects [NWTAA]

THEME PROGRAMMING

- general objective **1.1** Understand the process involved in developing an architectural program
- specific objectives **1.1.1** Identify the components of an architectural program.
- 1.1.2** Describe the process involved in developing an architectural program.
- 1.2** Analyze an architectural program
- 1.2.1** Analyze an architectural program from the point of view of project constraints and opportunities.
- 1.2.2** Analyse the program from the point of view of the site components.
- 1.2.3** Analyse the program from the point of view of the proposed budget.
- 1.2.4** Analyse the program from the point of view of the client's objectives.
- 1.2.5** Analyse the program from the point of view of the spatial requirements.
- 1.2.6** Analyse the program from the point of view of sustainable design principles.

THEME SITE AND ENVIRONMENTAL ANALYSIS

- general objective **2.1** Understand the principles related to the siting of a project
- specific objectives **2.1.1** Explain the physical, cultural and regulatory factors associated with site planning.
- 2.1.2** Explain urban design issues and planning processes that influence the design of a building on a specific site.
- 2.1.3** Identify strategies for addressing with environmental issues during the evaluation of a site.
- 2.2** Apply the principles of site design
- 2.2.1** Given a specific site, selected physical factors and design criteria, determine the site design options.
- 2.2.2** Apply the principles of grading and storm water management to site design.
- 2.2.3** Describe the relationship between the energy performance of a building, its placement on the site and the site design.
- 2.2.4** Describe impacts of universal accessibility on site design.
- 2.3** Analyze data relevant to the site for a project
- 2.3.1** Explain data obtained from environmental and engineering reports.
- 2.3.2** Explain data obtained from a land surveyor's drawing and a topographical map.
- 2.3.3** Compare site design solutions based on specific criteria.

THEME COORDINATING ENGINEERING SYSTEMS (STRUCTURAL, MECHANICAL, ELECTRICAL, CIVIL)

general objective 3.1 Understand engineering systems

- specific objectives
- 3.1.1 Explain the principles and properties of the structural system (foundations, superstructure).
 - 3.1.2 Explain the principles and properties of the mechanical system (plumbing, heating, ventilation, air conditioning, fire protection).
 - 3.1.3 Explain the principles and properties of the electrical system (lighting, electricity supply and distribution, fire alarm system, security and communications systems).
 - 3.1.4 Explain the principles and properties of the civil engineering system (drainage, water supply, infrastructure).
- 3.2 Analyze engineering systems and their impacts on the project
- 3.2.1 Analyze the advantages and limitations of structural systems.
 - 3.2.2 Analyze the advantages and limitations of the mechanical systems.
 - 3.2.3 Analyze the advantages and limitations of electrical systems.
 - 3.2.4 Analyze the advantages and limitations of civil engineering systems.
 - 3.2.5 Analyze the impact of the integration of the engineering systems on building performance.
- 3.3 Coordinate engineering systems documentation
- 3.3.1 Describe ways to coordinate with the consultants.
 - 3.3.2 Identify the key stages at which coordination should occur.
 - 3.3.3 Coordinate the engineering systems documentation with the architectural documentation.

THEME COST MANAGEMENT

general objective 4.1 Understand the factors influencing cost

- specific objectives
- 4.1.1 Identify the factors influencing cost.
 - 4.1.2 Explain how these factors influence cost.
- 4.2 Evaluate cost
- 4.2.1 Evaluate the project cost in relation to the program and the conditions for budget for completing the project.
 - 4.2.2 Provide recommendations to a client on following a value analysis.
- 4.3 Compare the various cost estimating methods
- 4.3.1 Differentiate between cost estimating methods.
- 4.4 Apply estimating methods within the framework of a project
- 4.4.1 Identify the resources available for the preparation of a cost estimate.
 - 4.4.2 Differentiate between construction costs, project costs and overall costs.
 - 4.4.3 Apply the appropriate estimating method to a specific situation.

THEME NATIONAL BUILDING CODE OF CANADA

- general objective 5.1 Understand the scope and application of the National Building Code of Canada to the design, construction and occupancy of buildings
- specific objectives
- 5.1.1 Identify the parts of the Code apply to various building types.
 - 5.1.2 Explain the Division B appendices and notes in Volume 1 and 2 of the Code.
 - 5.1.3 Determine the scope and application of the standards which are referenced in the Code.
- 5.2 Apply the minimum standards of the National Building Code to a building governed by part 3 of Division B
- 5.2.1 Apply the classification and construction requirements to a building projet.
 - 5.2.2 Interpret the Code requirements concerning fire safety.
 - 5.2.3 Interpret the Code requirements concerning floor area safety.
 - 5.2.4 Interpret the Code requirements concerning barrier-free design.
 - 5.2.5 Interpret the Code requirements concerning sound transmission.
 - 5.2.6 Interpret the Code requirements concerning exits.
 - 5.2.7 Interpret the Code requirements concerning health.
- 5.3 Apply the minimum standards of the National Building Code to a building governed by Part 9 of Division B which is in the construction documents phase
- 5.3.1 Apply prescriptive Code requirements concerning structural design.
 - 5.3.2 Apply prescriptive Code requirements concerning safety.
 - 5.3.3 Apply prescriptive Code requirements concerning health.
 - 5.3.4 Apply prescriptive Code requirements concerning envelope design.
- 5.4 Understand the requirements for achieving design compliance using alternative solutions, as set out in Division A and in subsection 1.1.2 of Division B of the National Building Code
- 5.4.1 Identify the proper application of an alternative solution in a building design.
 - 5.4.2 Identify Code objectives and their application.
 - 5.4.3 Identify the functional statements associated with a Code requirement.
 - 5.4.4 Identify the documents and information required to file an alternative design solution.
- 5.5 Apply the principles of the National Energy Code of Canada for Buildings (NECB)
- 5.5.1 Apply the NECB requirements to the design process for a project.
 - 5.5.2 Apply the NECB requirements to the construction documents for a project.

THEME SCHEMATIC DESIGN

general objective **6.1** Understand aspects of schematic design

- specific objectives
- 6.1.1 Identify the information required for schematic design, phase.
 - 6.1.2 Determine the engineering services required at the schematic design phase.
 - 6.1.3 Identify the documentation required to obtain the client's approval of the schematic design.
 - 6.1.4 Explain the scope of the analysis of the building Code and of universal accessibility at the schematic design phase.
 - 6.1.5 Explain the principles of sustainable design as they relate to schematic design.

THEME DESIGN DEVELOPMENT

general objective **7.1** Understand aspects of design development

- specific objectives
- 7.1.1 Identify the information required at the design development phase.
 - 7.1.2 Determine the engineering services required at the design development phase.
 - 7.1.3 Identify the documentation required to obtain the client's approval of the design development.
 - 7.1.4 Describe the impact of the analysis of the building Code and of universal accessibility at the design development phase.
 - 7.1.5 Describe the impact of sustainable design at the design development phase.

THEME FINAL PROJECT

general objective **8.1** Be knowledgeable about construction materials and their properties

- specific objectives
- 8.1.1 Choose the appropriate materials for a project.
 - 8.1.2 Identify the properties of load-bearing materials (metal, wood, concrete, masonry).
 - 8.1.3 Identify the properties of the main types of insulating materials.
 - 8.1.4 Identify the properties of the main types of air, vapour, water, barriers.
 - 8.1.5 Identify the properties of the main types of finishing materials.
 - 8.1.6 Identify the properties of fire resistance materials.
 - 8.1.7 Identify the impact of materials and processes on health and the environment.
 - 8.2 Understand construction principles and systems in order to be able to choose the most appropriate construction methods**
 - 8.2.1 Explain the principles of soil mechanics.
 - 8.2.2 Describe foundation systems as they relate to soil types and conditions.
 - 8.2.3 Explain the design principles for the building envelope and the functions of its components.
 - 8.2.4 Explain the principles of acoustical design for a building.
 - 8.2.5 Choose construction methods that are appropriate to specific criteria (cost, timing, durability, performance) and environmental conditions.

general objective 8.3 Evaluate assemblies and details

specific objectives 8.3.1 Evaluate an acoustical assembly.

8.3.2 Evaluate a firestop assembly.

8.3.3 Evaluate a building envelope in relation to its thermal resistance.

8.3.4 Evaluate a building envelope in relation to moisture control.

8.3.5 Evaluate a building envelope in relation to its weathertightness.

8.3.6 Evaluate a building envelope in relation to its durability.

8.3.7 Evaluate a wood frame structural assembly.

8.3.8 Evaluate a building envelope in relation to its life cycle.

8.4 Understand the components of the construction documents

8.4.1 Describe the contents of the project manual.

8.4.2 Describe the role of the project manual.

8.4.3 Describe the role of the working drawings.

8.4.4 List the main components of the working drawings.

8.4.5 Explain how the construction documents are related to each other.

8.4.6 Explain the different methods of specifying.

8.5 Understand the principles of specification writing

8.5.1 Explain the connection between the MasterFormat and the National Master Specification (NMS).

8.5.2 Distinguish which divisions of the NMS are common or specific to each of the disciplines (architectural, structural, mechanical, electrical, etc.)

8.5.3 Assign a construction element to the appropriate division of the MasterFormat.

8.5.4 Describe the components of a typical MasterFormat specification section.

8.5.5 List the maxims which govern the writing of a good specification.

8.6 Evaluate the components of the construction documents

8.6.1 Verify that products, materials and assemblies conform to standards and codes.

8.6.2 Check that the architectural documents are coordinated and complete.

THEME BIDDING AND CONTRACT NEGOTIATIONS

general objective 9.1 Compare the different types of construction project delivery

specific objectives 9.1.1 Differentiate between the types of project delivery.

9.2 Understand the types of construction contract

9.2.1 Identify the different types of construction contract.

9.2.2 Explain the purpose of the CCDC construction documents.

9.2.3 Describe the responsibilities of the parties to a construction contract.

- general objective **9.3 Understand the procedures for the awarding of a construction contract**
- specific objectives **9.3.1** Describe the responsibilities of each party involved in the bidding process.
- 9.3.2** Describe the role of local construction associations and bid depositories in the bidding process.
- 9.3.3** Describe the methods for awarding a construction contract.
- 9.3.4** Describe the phases of a typical bidding process.
- 9.3.5** Describe the documentation required for each phase of the bidding process.
- 9.4 Evaluate the bids submitted by the contractors**
- 9.4.1** Assess the conformity of the bid submissions.
- 9.4.2** Describe the architect's responsibility in making recommendations.

THEME CONSTRUCTION PHASE — OFFICE

- general objective **10.1 Understand the roles of the architect and other participants in the administration of the construction contract**
- specific objectives **10.1.1** Explain the roles and responsibilities of the architect.
- 10.1.2** Explain the roles and responsibilities of the client/owner.
- 10.1.3** Explain the roles and responsibilities of the contractor.
- 10.2 Understand the office-function tasks associated with the construction phase**
- 10.2.1** Explain the tasks associated with the construction phase (from the initial meeting, before, during and at the end of the work, until the end of the warranty period).
- 10.2.2** Describe the documentation required of the contractor prior to the commencement of construction.
- 10.2.3** Describe the type of documentation required to effect changes to the construction contract.
- 10.2.4** Explain the tasks associated with payment for the work.
- 10.2.5** Explain the tasks associated with the review of shop drawings, other documents and submittals.
- 10.2.6** Explain the terms and conditions of a contract concerned with deficiencies, take-over procedures, commissioning, indemnification and warranty.
- 10.3 Demonstrate the use of administration forms appropriate to different aspects of construction**
- 10.3.1** Complete a certificate for payment.
- 10.3.2** Complete a change request.
- 10.3.3** Complete relevant forms and reports (field review, substantial completion, etc.).

THEME CONSTRUCTION PHASE — SITE

- general objective **11.1 Understand the roles of the architect and the other participants in the administration of a construction contract**
- specific objectives **11.1.1** Explain the roles and responsibilities of the architect.
- 11.1.2** Explain the roles and responsibilities of the client/owner.
- 11.1.3** Explain the roles and responsibilities of the contractor.
- 11.1.4** Explain the roles and responsibilities of the architect with respect to inspection and testing firms.

general objective **11.2 Understand the field functions associated with the construction phase**

- specific objectives
- 11.2.1 Explain the field functions associated with the construction phase (from the initial construction meeting, through construction and close-out, until the end of the warranty period).
 - 11.2.2 Explain the procedures for monitoring construction progress.
 - 11.2.3 Explain the terms of the construction contract concerned with field review.
 - 11.2.4 Explain the terms of the construction contract concerned with the takeover procedures.
 - 11.2.5 Explain the terms of the construction contract concerned with issues of hazardous materials and toxic substances.

THEME MANAGEMENT OF THE PROJECT AND BUSINESS/PRACTICE MANAGEMENT

general objective **12.1 Understand the principles of project management and the delivery of professional services**

- specific objectives
- 12.1.1 Explain the project management process.
 - 12.1.2 Describe the role of the individuals involved in a project (project manager, in-house and external resources).
 - 12.1.3 Describe the contents of a project file.
 - 12.1.4 Explain the main components of a work plan.
 - 12.1.5 Explain the essential elements of effective team management (communications, objectives, etc.).
 - 12.1.6 Describe the quality assurance process for a project.
 - 12.1.7 Explain the methods used to calculate the architect's fees.

THEME SUSTAINABLE DESIGN LITERACY

general objective **13.1 Analyze the impacts of climate change on design**

- specific objectives
- 13.1.1 Apply predictive climate data to the design process.
 - 13.1.2 Analyze climate change risks impacting design (resilience).

13.2 Apply the principles of life cycle analysis

- 13.2.1 Explain lifecycle analysis process.
- 13.2.2 Modify an assembly to improve the results of the lifecycle analysis of a building.
- 13.2.3 Choose building materials which minimize embodied carbon.
- 13.2.4 Explain how operational carbon can be minimized.

13.3 Apply sustainable architectural design strategies

- 13.3.1 Apply strategies to address occupant wellness concerns.
- 13.3.2 Describe green building rating system concepts.
- 13.3.3 Describe renewable and low energy systems used in the design of buildings.
- 13.3.4 Apply results of a whole building energy analysis to the design process.



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Committee for the ExAC
March 2023



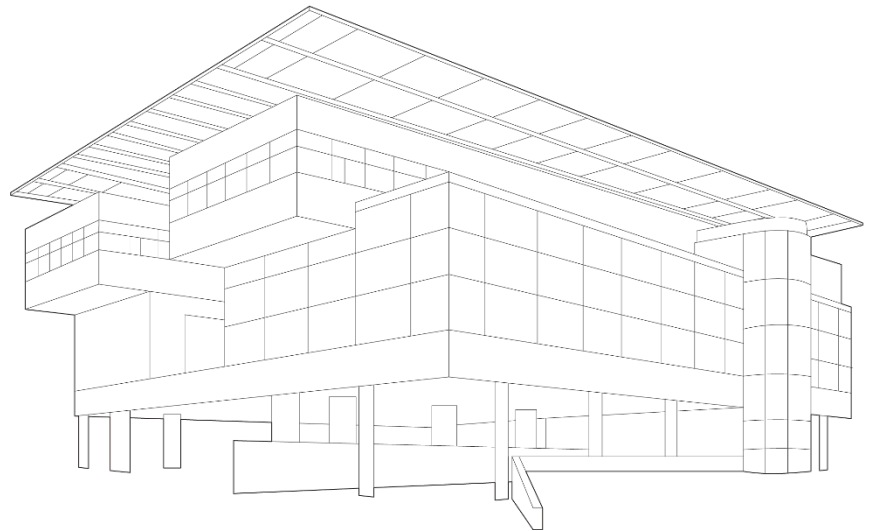
President's Log

Date	Event/Meeting	Location	Attendees	Time
April 28	President/Executive Director Meeting - Weekly	Virtual meeting	w/K.Doyle	8-9:00 a.m.
April 28	AGM Rehearsal	Virtual meeting	w/T.Wilson,K.Doyle,E.Missio,T.Carfa, S.Moore	12 noon - 1p.m.
May 2	Special Meeting of Council - Review & Preparation	Virtual meeting	w/K.Schuhmann, C.Mills	9-10:00 a.m.
May 3	OAA AGM	Virtual meeting	w/Membership	1-2:30 p.m.
May 4	AATO v. OAA - Court Action Next Step	Virtual meeting	w/K.Schuhmann, J.King, C.Mills	1:40 - 3 p.m.
May 5, 12, 26	President/Executive Director Meeting - Weekly	Virtual meeting	w/K.Doyle	8-9 a.m.
May 11	AATO v. OAA - Court Action Next Step	Virtual meeting	w/K.Schuhmann, T. Wilson	8:30 - 9:30 a.m.
May 11	Pro-Demnity Board Meeting	Toronto	w/Pro-Demnity Board	9:00 a.m. - 1:00 p.m.
May 11	Various Meetings & Signing C of P's/Licenses	Toronto	w/K.Doyle	2 - 6 p.m.
May 15	OAA Updated Act & Reg	Virtual meeting	w/K.Doyle, C.Mills, R. Durcan	9 - 10 a.m.
May 15	MMAH Consultations: Proposed Changes to Help Protect Tenants	Virtual meeting	w/K.Doyle, S.Trotta	1-2 p.m.
May 15	Special Meeting of Council	Virtual meeting	w/Council, staff	4-6:30 p.m.
May 17	Executive Committee/Pro-Demnity Joint Meeting	Virtual meeting	w/Executive Committee, Pro-Demnity	12 noon - 3 p.m.
May 16-23	Venice Biennale	Venice		
May 24	OAA/OGCA Joint Liaison Meeting	Virtual meeting	w/K.Schuhmann, K.Doyle,M.Audet, OGCA reps	10:00 a.m. - 12 noon
May 26	Governance Committee Meeting	Virtual meeting	w/Committee members	10:00 a.m. - 1 p.m.
May 31	Registration Committee Discussion	Virtual meeting	w/D.Paquette, M.Zawadzki	9:30 - 10:30 a.m.
June 2, 9, 16	President/Executive Director Meeting - Weekly	Virtual meeting	w/K.Doyle	8 - 9:00 a.m.
June 7	Executive Committee	Virtual meeting	w/Executive Committee	11:00 a.m. - 12:30 p.m.
June 9	ROAC - FOA Letter Discussion	Virtual meeting	ROAC	2 - 3:30 p.m.
June 15	Pre-Council Meeting to Review Agenda's	Virtual meeting	w/T.Wilson, K.Doyle	11 - 12 noon
June 19	Pre-Council Dinner	Sudbury	w/Council, staff	6:30 p.m. - 9:00 p.m.
June 20	Council Meeting	Sudbury	w/Council, staff	9:00 a.m.- 2:00 p.m

Executive Director Report to Council

FOR COUNCIL MEETING
June 20, 2023
(open)
ITEM: 6.2

June 20, 2023



PRESENTED BY

Kristi Doyle
Executive Director



Ontario Association
of Architects

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

As we reach the 6-month mark in the calendar year, activities are moving along well toward the goals and objectives of the 5-year Strategic Plan. The Committee and operational work plans established at the outset of the year have been instrumental in keeping activities on track. The work plans have also served as an excellent triage tool in considering new activities and ideas that arise.

Climate Action and EDI continue to be at the forefront of discussions and decision-making.

In this Council package, each of the Managers have provided a semi-annual Report with respect the operational activities in their service area. This includes a brief update on day-to-day activities as well as any special projects. This ongoing tracking and reporting of activities against the Strategic Plan, coupled with the committee and operational work plans, will easily facilitate reporting to Council at year-end.

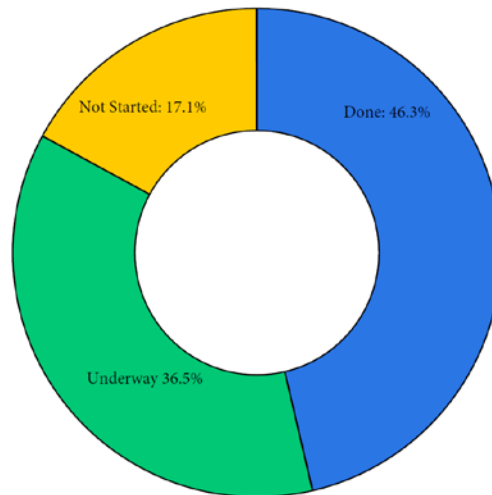
Operational Review

The following graphic represents a visual update on the status of completion of the recommendations stemming from the Operational Review. The percentage of completion reported on April 27 was 36.6%. As at June 12, the percentage of completion is 46.3%. Much of the focus of the remainder of recommendations is in the realm of HR and IT. Within those two buckets, there are action and implementation strategies that span a number of years, thus completion will not be



likely be realized until Year 4/5 of the plan. We will be reaching the end of Year 2 of a five-year implementation plan in October 2023.

OAA Operational Review - Completion Status Update June 12, 2023



Administration + Operations



The OAA welcomed Policy Analyst, Elizabeth Walsh and Database Analyst, Perna Kohok to staff since the last Council meeting. At this point staffing gaps identified during the operational review have been filled.



Council is asked to refer to the semi-annual reports provided by OAA Managers under item 7.0 of the Open Council package. These provide a snapshot of administration and operations including HR, Finance and Information Technology as well as specific OAA programs and services for the first 6 months of the year.



Full Staff meetings continue on Wednesday each week. Regular 'peer to peer' learning continues to be featured during these meetings. These short learning sessions serve as an excellent opportunity for sharing and communicating across OAA service areas, as well as providing staff the opportunity to practice presentation skills and public speaking.



The OAA's Annual General Meeting of Members was held virtually on April 3, 2023.



Since May 10, a considerable amount of my time as well as that of the Registrar and other staff has been spent addressing the outcomes from the AATO Court application and Court Order.



Monthly Team Leads meetings were held on May 1 and June 12.



All staff received training on Gender and Sexual Diversity Compliance and Best Practices as well as the Principles of Accessible Writing and Design, which included accessible templates.





An internal Accessibility Standards Audit was completed. Corrective actions of non-compliance are in process of being implemented.



Final touches are being added to the Total Energy Usage Intensity (TEUI)/Total Energy Demand Intensity (TEDI) 2.0 tool, which was presented to Council in March in beta format. This second version of the TEUI calculator will be available through the OAA website this summer and a webinar is planned for September 2023, at no cost to members. Additional communication to members on the availability of this tool will be implemented, particularly as it relates to the upcoming submissions for the Design Excellence Awards.



The draft Reports prepared by the National Research Council (NRC) re. *Energy Monitoring of Ontario Association of Architects Headquarters Building and Occupancy evaluations – Ontario Association of Architects (OAA) case study* are now complete and were reviewed by the Building Committee on June 1. A few minor edits are underway and once finalized both reports will be shared with Council as well as the membership. Results from both Reports are very positive as the OAA results have placed the OAA close to net zero performance almost immediately, and the occupant satisfaction has increased based on pre- and post-renovation feedback.

Public Outreach + Education



The annual meeting of Society Chairs and Councillor Liaisons will take place on June 20 in Sudbury. This meeting will be conducted in a workshop with the following objective:

To strengthen collaborations between the OAA and the Local Societies by exploring how the societies can deepen their contributions to the Strategic priorities of Public Education and Member Competency. The meeting invites active participation from the Societies in developing a "resource toolkit" to support Local Societies in effectively addressing the needs of the communities and members they serve.



I will be attending a meeting of the Board of the Construction and Design Alliance Ontario (CDAO) on May 23. The next full Forum meeting will occur on June 14. OAA Manager Policy & Government Relations, Sara Trotta will also attend. A meeting of the members of CDAO for the purposes of reviewing a draft submission to government regarding ongoing issues with the implementation of the new *Construction Act* will be held June 19. OAA PAS and PGR staff will be attending.



The OAA/TSA K-12 Big Think roundtable discussion has been set for July 13 and will be conducted as a virtual event to maximize attendance. A pre-discussion survey has been conducted, and the agenda is being finalized with the working group. Per the terms of reference for this initiative, a report will be prepared and forwarded to the OAA's Communications & Public Outreach Committee for consideration in the context of the OAA



comprehensive outreach and education strategy as identified in the 5 year strategic plan.

National Initiatives



The *Review & Modernization of the Examination for Architects in Canada (EXAC)* project continues. The comprehensive survey of examinees, question writers, and the architectural regulators was issued and completed in May. The project continues on track with a final report anticipated at the end of September.

Relationship Building



I met with ARIDO Executive Director, Sharon Portelli on May 9, 2023 for a regular check in and update.



I meet with the staff responsible for stakeholder relations at Infrastructure Ontario (IO) on June 6. This was a check in meeting following our discussion on April 24. IO will be engaging a new PMSP in late 2024 that will be responsible for delivery of government's real estate projects, generally those not procured through the P3 Model.

I also meet with IO staff on May 8 to discuss their progress towards using the OAA's new Document 600-2021. IO has agreed to move to the new document as their base form of agreement on architectural projects; however, they will be issuing a set of vendor specific supplementary conditions (SC). The OAA will be receiving their draft SC shortly. The intent will be for the OAA to review those SC and identify regulatory, as well as liability and risk impacts (in cooperation with Pro-Demnity). It is noted that these will be recognized as IO authored SC and will not be endorsed by the OAA.



OAA Executive Committee met with representatives of the Pro-Demnity Board of Directors on May 17 for the regular semi-annual meeting. This continues to be an excellent means of ensuring ongoing communication and collaboration between Pro-Demnity and the Shareholder – both from the perspective of staff connections and board/Council members.



The semi-annual liaison meeting between the OAA and representatives of the Ontario General Contractors Association was held on May 24. Attending on behalf of the OAA was President Vilardi, PAS Manager Melisa Audet and Executive Director Doyle.

Looking Ahead

The following is coming up:



Work will be done of the summer months in relation to EDI initiative and projects:

- Planning and preparation for the EDI Best Practices – Firm Roundtable this fall. This is the final recommendation of 40



recommendations stemming from the Truth & Reconciliation/EDI Working

- OAA Membership Demographic Survey – As directed by Council in April a 3-year analysis will be done with view to updating questions/terminology as necessary. Consideration will also be given to the frequency of the survey. A report will be presented to Council by the end of the year

Office of the Registrar Statistical Report

FOR COUNCIL MEETING
June 20, 2023
(open)
ITEM: 6.3

JUNE 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.

There were three (3) ERC assessment interviews held in the period of January 1 to June 6, 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 ROAC' Canadian competency standards for architects.



There is one (1) assessment interview booked for September.

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, 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	21
Total Complaints	38
Held in abeyance	6
Preliminary Review Stage	41
Active ²	24
Closed	
Not referred (dismissed)	2
Not referred (caution)	2
Referred to Discipline	1
Registrar's Investigations ³	1
Good Character Investigation	6
2021-2022 ConEd Non-Compliance Matters ⁴	
Referred to Discipline	5
Received Caution	148
Resolved	78

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

⁴ 2021-2022 ConEd non-compliance is in its final stages. There were initially 800+ members who were non-complaint for the cycle. Through the updated ConEd non-compliance policy, the OOTR addressed the majority of matters via the actions available via policy procedures.



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:

- 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

- One (1) case ongoing
- Three (3) cases to be scheduled, and
- One (1) ongoing appeal.

Registration Committee

When the Registrar proposes to refuse (Notice of Proposal (NoP)) 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.

The Registration Committee is currently experiencing a large influx of potential hearings arising from Ontario Superior Court of Justice Court Order. At the time of drafting this memo, there were thirty-five (35) applications being processed that will result in corresponding NoPs. There are OAA staff dedicated to this influx and OAA legal counsel is prepared as required. There will also be a dedicated staff Hearings Officer to coordinate and support the Registration Committee. The Committee's independent legal counsel (ILC) was alerted of the high volume and confirmed their availability.

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 June 6, 2023:

Active files/ Ongoing investigations	181
Resolved by Legal Counsel	2
Resolved by OOTR	128
Unable to locate	6
No breach found	3
Injunctions	1

Internship in Architecture Program

In addition to the regular day to day administration of the program and associated statistics below, the OAA staff have been undertaking the following since January:

- Working on developing/testing a new online CERB within the IMIS platform (incorporating new features for document upload of student declaration form, employment declaration form, mentor declaration form, etc.)
- Updated the student associate and intern architect applications (incorporating the ability to upload CACB certification)



- Request updates to the University of Toronto (School of Continuing Studies) platform to accommodate the difference individuals who may register for the Admission Course (i.e. BEFA, Architect, Intern Architect, taking course for personal reasons, etc.)
- Update and de-clutter the student associate, intern architect and IAP pages of the OAA website so that information is easier to find and understandable
- OAA mentorship directory is operational.
- Review between 90 to 140 online CERBs and between 10 to 20 pdf CERBs each month. There has been an influx of submissions since the month of May as a result of ExAC. ExAC Registration deadline to submit the experience is June 30.

OAA Technology Program (paused)

The following is an account of the year-to-date staff activities related to the now paused OAA Technology Program. Prior to the Court Order the OAA staff were actively finalizing the transition of the Program.

Website and iMIS

Staff updated the Intern Technologist and Student Technologist pages on the website in January to provide more information on the program and give interns quick access to relevant forms and resources. Work well underway to create and update individual files and iMIS profiles for each program participant. A correlated large amount of work was undertaken to source and organize participant files and data inclusive of direct outreach to address any outstanding matters.

Experience Record Book (ERB)

The Experience Record Book has been updated to hold more information for the review process. A Guide to the OAA Technology Program Experience Record Book was created and made available on the website. Staff was working with Visual Antidote to develop an online Experience Record Book submission portal like that used for the IAP. Staff worked with Visual Antidote to develop an online application system for the Program however it was not launched due to the pause on accepting new applications.

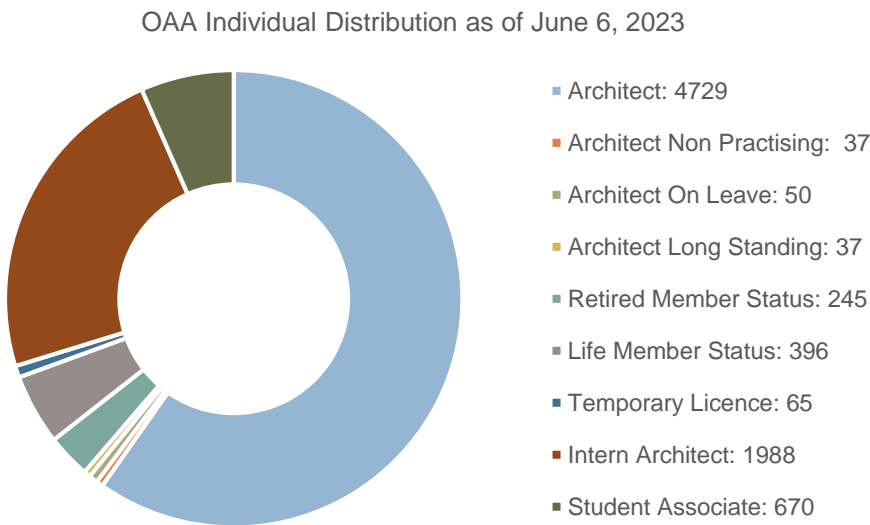
Court Application and Order Ramifications

On February 13, 2023, the OAA paused accepting any new applications for the Program. A Regulatory Notice was sent out to Intern Technologists and Student Technologists on May 17th regarding the Court Order. The administration of the program was paused until the Act and Regulation permit the limited licence class to be issued. The OAA voided the status of individuals enrolled in the program: 172 intern technologists and 13 student technologists. Finance is working on refunds for all affected individuals: Annual Fee, Exam credit, Late submission charges. Details on how to withdraw from the Admission Course have been sent to those who had registered.

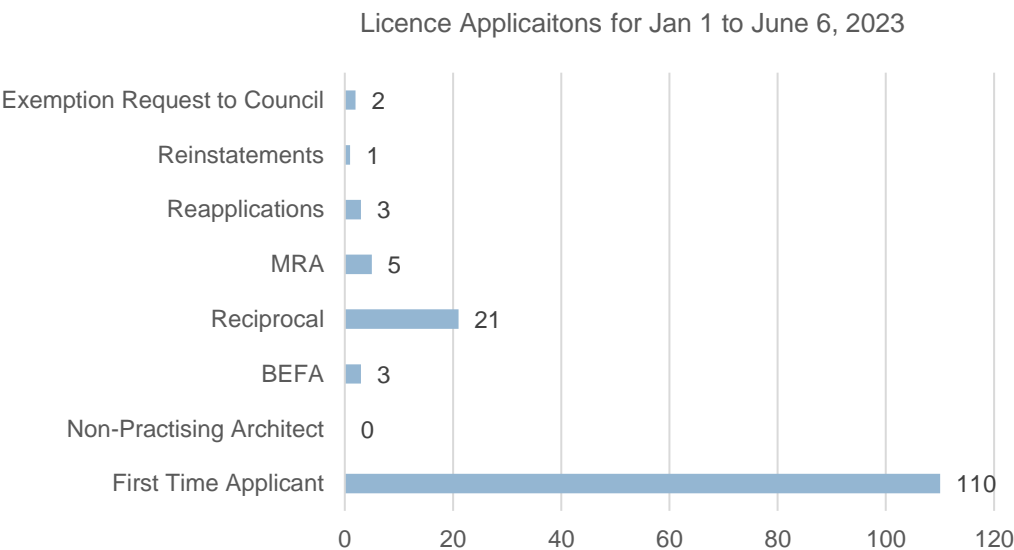
Statistics

Below are the OAA community statistics as of June 6, 2023 indicating current records as well as changes for the period of January 1 to June 6, 2023.

OAA Members and Status Holders



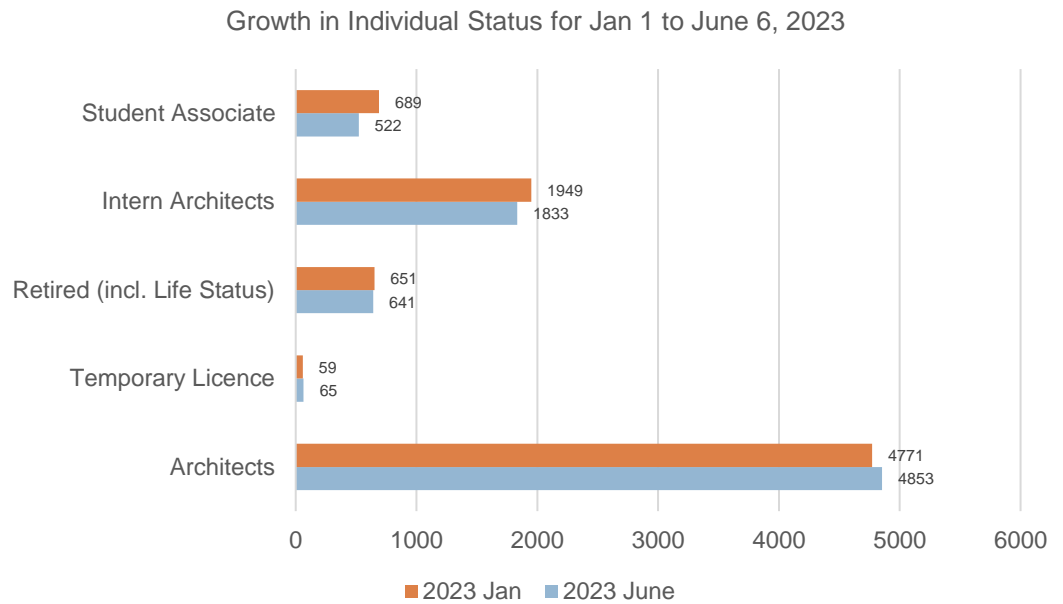
Licence Applications



- Total licence applications received for period were 167;
- Total licence applications approved for period were 146; and

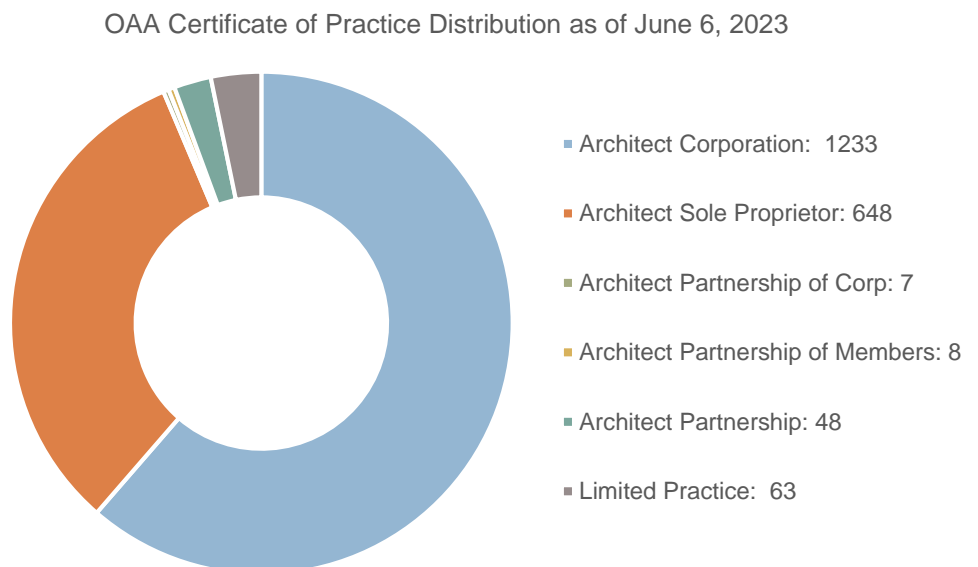
- Of the 110 First Time Applicants 49 were internationally educated applicants.

Growth in Individual Status

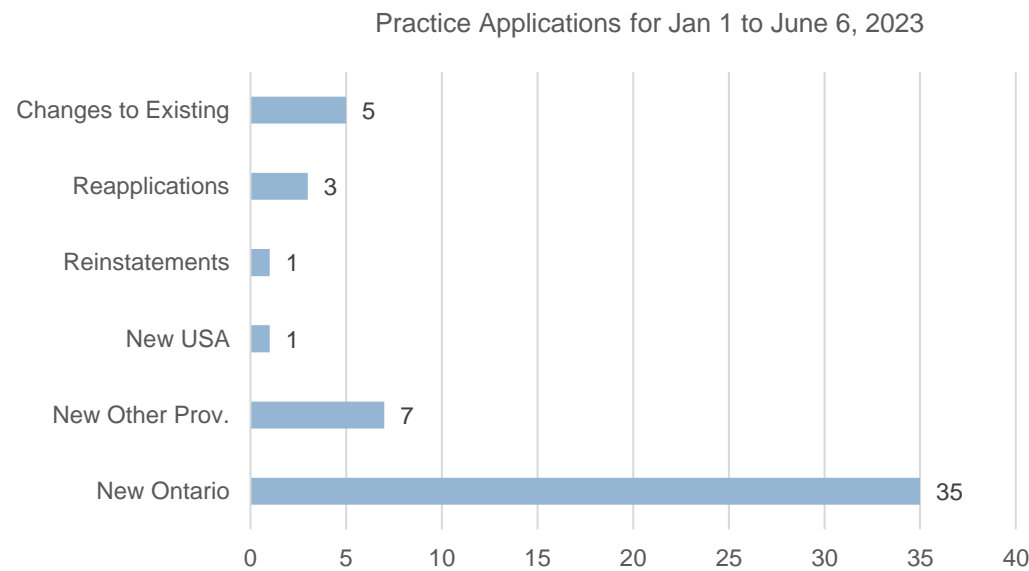


- Total Intern Architect applications received for period was 213;
- Total Student Associate applications received for period was 53;

Certificate of Practice

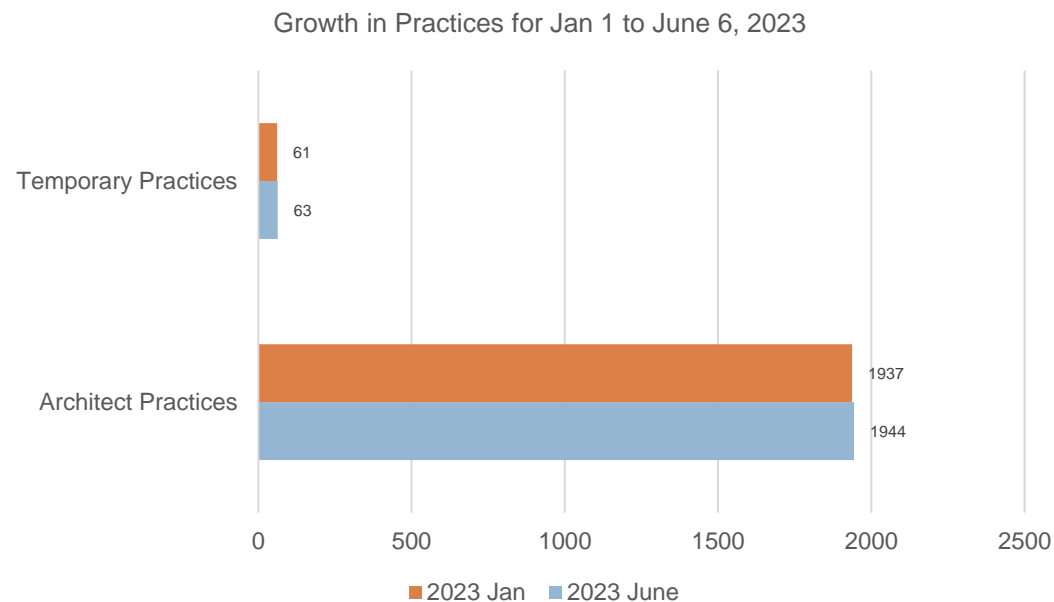


Certificate of Practice Applications



- Total certificate of practice applications received for period were 80
- Total certificate of practice applications approved for period were 65

Growth in Practices



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

Memorandum

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 6.4

To: Council

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

From: William (Ted) Wilson, Senior Vice President and Treasurer

Date: June 20, 2023

Subject: Unaudited Financial Statements for the Six Months Ended May 31, 2023

Objective: To provide the six months (Quarter 2 of FY-2023) financial statements for Council information.

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

1. Balance Sheet
2. Statement of Cash Flows
3. Statement of Revenue and Expenses (comparing 2023 expenditures to 2022, and showing 2023 approved budget figures by category)
4. New – Contingency Approved vs Spent (tracking approved expenditures to be charged to Council Policy Development Contingency and available balance for the year)
5. Committee Statement expenses (shows 2023 committee budget vs. actual spending) with format updated to current committee structure
6. Statement of Members Equity (current restricted and unrestricted reserve amounts).

Policy Contingency

Initiatives From Prior Year to be allocated against 2023 policy contingency:

- Consultant re Scope of Practice of the Licensed Technologist OAA – final installment \$10,000
- TEUI Calculator (continued from 2022) –final installment \$4,875
- UTC – Future of Long Term Care \$2,450
- Firewall Legal Opinion - \$20,000

Council has approved several new initiatives to be drawn from the Policy Contingency this year.

- OAA Roundtable Discussion with Firms re. Equity, Diversity & Inclusion (EDI) Best Practices - \$3,000
- Big Think' roundtable session on Grades K-12 architectural education in Ontario - \$3,000
- Rise for Architecture – National Architecture Policy Project – funding for Phase 3 (2023) based on a per architect allocation of \$8.60 50% of which will be allocated to the policy contingency- estimated (updated) at \$20,619 ($\$8.60/2 \times 4795$)

**Total Allocated from Policy Contingency as of May 31, 2023 \$63,944.
Remaining amount in Policy Contingency \$45,406.**

Additional ITEMS of NOTE for May 31, 2023:

Revenue:

Fees received to date are \$7,075,861, representing 95% of the budgeted annual fees revenue.

Interest Earned is higher than prior year due to both higher value of investments and higher rates of return on these investments.

Expenses:

Legal General has been adjusted regarding Court Order costs and now reflects only costs arising from normal operations. It is in a credit position due to a refund from Chubb Insurance regarding prior year costs that were paid by OAA and should have been paid by Chubb. A preliminary financial impact analysis as a result of the AATO Court Application and resulting Court Order has been conducted. This is reflected as an extraordinary expense on the 2023 Operating Budget. It is anticipated that this will be an ongoing process over the next few months.

Insurance – year over year overall increase was approximately 12%. Cyber insurance had the largest increase, 27%, caused by a combination of general market increase and revenue-based increase.

Council will note that a line item has been added regarding the outcome of the Court Order. This is reflected as an Extraordinary Expense for the year, which can be allocated against Unrestricted Members Equity.

Action

None. For information only.

Attachments

Financial Statements for three months ended May 31, 2023

ONTARIO ASSOCIATION OF ARCHITECTS
Balance Sheet
Six Months Ended May 31, 2023

Six Months Ended May 31, 2023

	2023 (6 months)		2022 (6 months)	
ASSETS				
CURRENT				
Petty Cash	500		500	
Cash-CIBC	5,718		-1,174	
Cash-Premier Investment Account (PIA)	5,130,253	5,136,471	9,186,221	9,185,547
Term Deposits - General	6,030,671	6,030,671	0	0
Accounts Receivable	-432,732		-372,882	
Long Term Member Accounts Receivable	7,982		7,769	
NSF Cheques	2,040		2,240	
Accrued Interest	80,838		0	
HST - Input Tax Credits	34,500		37,474	
HST Receivable	0	(307,475)	1,222,896	897,497
Prepaid Expenses	219,691		217,449	
Prepaid Miscellaneous	150		10,563	
Inventory	15,116	234,957	18,529	246,540
Total Current		11,094,625		10,329,585
LONG TERM				
Land	470,000		470,000	
Furniture & Equipment	553,123		551,480	
Computer Equipment	1,278,966		940,921	
Website Development	504,626		420,392	
Building - 111 Moatfield Drive	10,929,938		10,929,938	
Building Additions	2,458,431		2,211,114	
Total Property & Equipment		16,195,083		15,523,844
Accumulated Depreciation - Furniture & Equipment	-296,268		-246,815	
Accumulated Depreciation - Computer	-783,946		-549,987	
Accumulated Depreciation - Website Development	-396,882		-329,188	
Accumulated Depreciation - Building	-2,224,017		-1,950,086	
Accumulated Depreciation - Building Additions	-1,580,297		-1,436,174	
Total Accumulated Depreciation		(5,281,410)		(4,512,251)
Net Fixed Assets		10,913,674		11,011,593
Investment in Pro-Demnity	33,392,693	33,392,693	32,807,966	32,807,966
Total Assets		55,400,991		54,149,143
LIABILITIES				
CURRENT				
Accounts Payable	0		-56,389	
Refund Clearing	7,004		25,547	
CExAC Payable	885,233		838,777	
CExAC Operating Fund	-645,483		-367,963	
RBC-LTD Clearing	-3,968		1,162	
Stale Dated Refund	214		214	
HST Payable	40,758		25,346	
		283,757		466,693
Deferred Revenue - Fees	507,715		560,043	
Deferred Revenue - ConEd	9,016		6,240	
		516,731		566,283
Mortgage Payable - Current	96,915	96,915	113,068	113,068
Total Current		897,403		1,146,044
LONG TERM				
Mortgage Payable - Long Term	4,102,730		4,296,560	
Total Long Term Liabilities		4,102,730		4,296,560
Total Liabilities		5,000,133		5,442,604
EQUITY				
Members' Equity	43,894,721		43,070,065	
Major Capital Reserve Fund (Internally Restricted)	1,250,226		749,735	
Operating Reserve Fund (Internally Restricted)	1,148,127		1,048,127	
Legal Reserve Fund (Internally Restricted)	202,500		162,500	
Surplus/(Deficit)	3,905,285		3,676,112	
Members Equity Closing		50,400,858		48,706,539
Total Liabilities & Equity		55,400,991		54,149,143

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Cash Flows

Six Months Ended May 31, 2023

Operating Activities:

Excess (deficiency) of revenue over expenses	3,905,285
--	-----------

Add items not involving cash:

Amortization of property and equipment	389,729
--	---------

Loss on Disposal of property and equipment	
--	--

Income from investment in Pro-Demnity Insurance Company	0
---	---

Net change in non-cash working capital items:

Accounts receivable	857,614
---------------------	---------

Inventories	(614)
-------------	-------

Prepaid expenses	170,007
------------------	---------

Accounts payable and accrued liabilities	(651,394)
--	-----------

Deferred revenue	(314,049)
------------------	-----------

Major Capital Reserve Fund (Internally Restricted)	0
--	---

Operating Reserve Fund (Internally Restricted)	0
--	---

Legal Reserve Fund (Internally Restricted)	0
--	---

Cash flows from operating activities	4,356,578
---	------------------

Financing Activities:

Mortgage Payable - Current	(96,915)
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Cash flows from financing activities	(96,915)
---	-----------------

Investing activities:

Short-term deposits	0
---------------------	---

Purchase of property and equipment	(206,410)
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Cash flows from investing activities	(206,410)
---	------------------

Net increase/(decrease) in cash during the year	4,053,252
--	------------------

Cash, beginning of year	1,083,219
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Cash, end of period	5,136,471
----------------------------	------------------

Statement of Revenue and Expenses
Six Months Ended May 31, 2023

	2022			2023											
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE		
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	
REVENUE															
Fees		6,883,298	93.4%		7,075,861	95.1%		7,413,907	88.0%		7,413,907	88.0%		0	
Classifieds Revenue		12,608	0.2%		10,500	0.1%		22,000	0.3%		22,000	0.3%		0	
Conference Revenue		399,620	5.4%		226,995	3.1%		614,665	7.3%		614,665	7.3%		0	
Continuing Education:		0									0				
Admission Course Revenue		0	0.0%		0	0.0%		7,000	0.1%		7,000	0.1%		0	
Continuing Education Revenue		38,019	0.5%		20,187	0.3%		50,175	0.6%		50,175	0.6%		0	
Fundamentals of Architectural Practice		0			0	0.0%		8,985	0.1%		8,985	0.1%		0	
Documents, Job Signs & Other Revenue		7,321	0.1%		11,648	0.2%		20,000	0.2%		20,000	0.2%		0	
ExAC Jurisdiction Exam Fee		0	0.0%		0	0.0%		70,000	0.8%		70,000	0.8%		0	
Interest Earned		15,862	0.2%		87,912	1.2%		187,600	2.2%		187,600	2.2%		0	
Misc Fees		0	0.0%		0	0.0%		0	0.0%		0	0.0%		0	
Pro-Deminty:		0			0						0				
PCS Transfer		0	0.0%		3,439	0.0%		5,500	0.1%		5,500	0.1%		0	
Awards Income		0			0	0.0%		0	0.0%		0	0.0%		0	
Recovery of Discipline Charges		12,000	0.2%		750	0.0%		24,000	0.3%		24,000	0.3%		0	
											0				
Total Revenue		7,368,728	100.0%		7,437,292	100.0%		8,423,832	100.0%		0	8,423,832	100.0%		0
											0				
EXPENDITURES															
Council & Executive															
		471,166	12.8%		608,033	17.2%		1,413,176	16.8%		1,407,643	15.6%		5,533	
Attendance-Selected Conference		0			4,160			0			4,160			-4,160	
AGM (Annual General Meeting)		2,453			0			30,713			15,000			15,713	
Committees & Task Groups:		0									0				
Governance and HR Committee		46,975			0			36,291			26,000			10,291	
Finance and Audit Committee		0			0			1,839			1,839			0	
Construction Design Alliance Ontario (CDAO)		42			948			6,186			6,186			0	
Joint OAA/Arido Task Group		0			0			10,956			5,000			5,956	
Miscellaneous Committee Expense		217			1,168			1,000			1,000			0	
OAA/OGCA Best Practices Committee		0			0			3,003			3,003			0	
Policy Advocacy Coordination Team (PACT)		11,194			2,975			61,689			61,689			0	
Council & Executive		22,253			149,623			279,095			279,095			0	
Legal:		0									0				
Legal General		23,814			-7,579			35,000			35,000			0	
Liaison With Gov't & Other Organizations		6,500			1,995			1,000			1,000			0	
National:		0									0				
Canadian Architectural Certification Board (CACB)		27,585			-171			30,000			61,000			-31,000	
ROAC Meetings		43,562			49,722			59,680			70,341			-10,661	
International Relations Committee		8,734			7,672			5,000			7,672			-2,672	
RAIC Festival		698			0			17,000			0			17,000	
Tri-National Agreement		0			0			0			0			0	
OAAAS		25,822			388			0			0			0	
Integration Committee OAA Technology Program		0			0			5,067			0			5,067	
Salaries & Benefits Council & Exec		251,273			396,622			829,659			829,659			0	
Regulatory:		588,480	15.9%		603,600	17.1%		829,659.48	1,436,580	17.1%		1,436,580	15.9%		0
Committees:											0				
Complaints Committee		10,474			8,928			64,850			64,850			0	
Discipline Committee		9,310			7,305			66,382			66,382			0	
Experience Requirements		340			2,936			42,158			42,158			0	
Fees Mediation Committee		0			0			5,000			5,000			0	
Registration Committee		1,773			0			24,200			24,200			0	
The Interns' Committee		0			0			11,236			11,236			0	
Exam for Architects in Canada (ExAC):		0						0			0				
ExAC Exam Administration		57,563			41,151			79,550			79,550			0	
Legal:		0									0				
Legal -Req Amendments (Names)								50,000			50,000			0	
Act Enforcement		11,800			46,275			55,000			55,000			0	
Appeals		0			3,625			40,000			40,000			0	
Discipline Hearings		13,886			47,861			75,000			75,000			0	
Fees Mediation		0			0			0			0			0	
General		3,162			17,805			20,000			20,000			0	
Registration Hearings		0			715			10,000			10,000			0	
Salaries & Benefits - Registrar		480,172			427,000			893,204			893,204			0	
Practice Advisory:		214,730	5.8%		321,694	9.1%		-	742,325	8.8%		742,325	8.2%		0
Legal-Practice		1,320			2,629			57,750			57,750			0	
Committees:		0			0						0			0	
Engineers, Architects, Building Officials (EABO)		0			0						0			0	
Practice Resource Committee		0			1,425			20,133			20,133			0	
Salaries & Benefits - PA		213,410			317,639			664,442			664,442			0	
Communications:		459,807	12.5%		430,126	12.2%		1,022,110	12.1%		994,110	11.0%		28,000	
Committees:											0				
Communications Committee		0			0			15,968			15,968			0	
Community Outreach Program		0			0			930			930			0	
Content Creation/Publications		35,970			0			36,000			36,000			0	
Cyber Security Insurance		5,821			7,375			6,000			6,000			0	
French Translation Costs		0			0			20,000			20,000			0	
Honors & Awards		2,705			10,548			75,639			75,639			0	
Media Relations Program		166			0			50,000			50,000			0	
Miscellaneous		5,000			0			2,000			2,000			0	
P.R. Sponsorship Opportunities		31,200			35,300			65,000			65,000			0	
Scholarships and Awards (Trust Fund)		53,000			58,027			81,000			53,000			28,000	
Societies:		0									0			0	
Society Liaison Travel		1,620			0			0			0			0	
Society Funding		0			64,935			73,000			73,000			0	
Special Program Funding		48,500			55,000			113,000			113,000			0	
Society Chairs Meeting - Conference		0			0			10,958			10,958			0	
Tradeshows and Ongoing Outreach Activities		0			22			9,300			9,300			0	
University Funding		5,000			0			25,000			25,000			0	
Web Maintenance/Hosting		19,553			13,803			51,088			51,088			0	
Salaries & Benefits - Communications		251,273			185,116			387,227			387,227			0	
Conference:	</														

Statement of Revenue and Expenses
Six Months Ended May 31, 2023

	2022			2023											
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE		
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	
Computer Operations	45,701			55,915			150,126			150,126			0		
Documents, Job Signs & Other	7,245			7,755			22,000			22,000			0		
General Expenses	43,098			-149			6,000			6,000			0		
Insurance:	0			0			0			0					
AD&D	0			1,281			2,200			2,200			0		
Errors & Omissions	9,390			10,150			9,500			9,500			0		
Directors & Officers	30,250			33,275			31,000			31,000			0		
Mailing Costs:										0					
Postage & Delivery	9,116			10,468			20,000			20,000			0		
Member Mailings	1,758			0			4,500			4,500			0		
Printing & Office Supplies	9,524			11,367			22,000			22,000			0		
Subscriptions & Memberships	37,754			39,471			58,106			58,106			0		
Telephone & Communication:							0			0					
Internet Access & Hosting	14,769			8,394			19,000			19,000			0		
Telephone	5,537			12,731			27,440			27,440			0		
Video Conferencing	9,838			0			0			0			0		
Uncollectible Accounts	0			0			500			500			0		
Salaries & Benefits - Admin	330,441			314,032			656,896			656,896			0		
Building:		145,630	3.9%		180,272	5.1%		357,272	4.2%		357,272	4.0%		0	
Building Committee	6,376			15,880			105,000			105,000			0		
Commercial Insurance	32,568			43,239			33,000			33,000			0		
Heat, Light & Water	533			855			2,500			2,500			0		
Maintenance & Security	44,027			59,199			74,760			74,760			0		
Mortgage Interest & Fees	42,728			48,543			94,012			94,012			0		
Property Taxes	19,398			12,556			48,000			48,000			0		
Council Policy Development:		4,821	0.1%		37,325	1.1%		109,349	1.3%		109,349	1.2%		0	
Council Policy Development Contingency	0			0			109,349			109,349			0		
Rise for Architecture Project -funding for the first year of the proposal for phase 3 (2023)	0			0			0			0			0		
Prior Years' Development:	0			0			0			0			0		
Firewall Legal Opinion				20,000			0			0			0		
Initiative to Address EDI – Consultant/Survey Consultant	0			0			0			0			0		
Total Energy Use Intensity Calculator (TEUI)	0			4,875			0			0			0		
UofT - Future of LTC	0			2,450			0			0			0		
Consultant re Scope of Practice of the Licensed Technologist OAA	0			10,000						0			0		
Depreciation		315,059	8.5%		389,729	11.0%		779,458	9.3%		0	779,458	8.6%		0
Computer	82,521			124,003			248,007			248,007			0		
Building	135,942			136,624			273,248			273,248			0		
Building Additions	37,560			71,193			142,385			142,385			0		
Furniture & Equipment	26,294			25,794			51,588			51,588			0		
Web	32,742			32,115			64,230			64,230			0		
Reserves		0	0.0%		0	0.0%				0					
Legal Reserve										0					
Major Capital	0									0					
Operating Reserve										0					
Expenditures before Extraordinary & YE Items		3,692,616			3,472,006			8,423,832			8,390,299			33,533	
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		3,676,112			3,965,286			-1			33,533			-33,533	
Extraordinary & Year End Items			0	0.0%		60,001	1.7%		0	0.0%					
AATO Court Order Costs					60,001						638,825			-638,825	
Total Expenditures		3,692,616			3,532,007			8,423,832			9,029,124			-605,292	
TOTAL REVENUE		7,368,728			7,437,292			8,423,832			8,423,832			0	
TOTAL EXPENDITURES		3,692,616	100.0%		3,532,007	100.0%		8,423,832	100.0%		9,029,124	100.0%		-605,292	
SURPLUS(+)/DEFICIT(-)		3,676,112			3,905,285			0			-605,292			605,292	
			100.0%			100.0%			100.0%			100.0%			

					2023				YTD %
		BALANCE	APPROVED	ACTUAL-YTD			ANNUAL BUDGET		
				Detail	Total	%	Detail	Total	
Council Policy Development:		45,406	63,944		37,325			109,349	34.1%
	Council Policy Development Contingency				0			109,349	
1	Firewall Legal Opinion Invoice #1 Koziebrock Law #5911 Jan 3 2023			20,000	20,000				
2	Long-Term Care research Project Bev Cline Invoice Feb 15 2023				2,450				
3	TEUI Calculator (carryforward from 2022)	0		4,875	4,875				
4	Consultant re Scope of Practice of the Licensed Technologist OAA (carryforward from 2022)			10,000	10,000				
5	OAA Roundtable Discussion with Firms re. Equity, Diversity & Inclusion (EDI) Best Practices			3,000					
6	Big Think' roundtable session on Grades K-12 architectural education in Ontario			3,000					
7	Rise for Architecture Project -funding for the first year of the proposal for phase 3 (2023) be based on a per architect allocation of \$8.60			20,619	0				
Nancy, note that Council has approved funding for Phase 3 of the project at an amount of \$8.60 per architect. This is approximately double that which was set in the 2023 budget, therefore the other half of the funding is to be allocated to the policy contingency for 2023. Also of note under #6 of the recommendations that there may be a request for funding in the development of the Policy which will be allocated to Policy contingency. There is no amount defined currently.									

ONTARIO ASSOCIATION OF ARCHITECTS

Committee Statement

Six Months Ended May 31, 2023

2023			
	BUDGET	BUD PROJECTION	ACTUAL
Standing Committees	135,918	125,627	4,400
Governance and HR Committee	36,291	26,000	0
Finance and Audit Committee	1,839	1,839	0
Communications & Public Education Committee (CPEC)	15,968	15,968	0
Practice Resource Committee (PRC)	20,133	20,133	1,425
Policy Advocacy Coordination Team (PACT)	61,689	61,689	2,975
Statutory Committees	481,685	481,685	19,170
Executive Committee	279,095	279,095	
Discipline Committee	66,382	66,382	7,305
Complaints Committee	64,850	64,850	8,928
Experience Requirements Committee	42,158	42,158	2,936
Registration Committee	24,200	24,200	0
Fees Mediation Committee	5,000	5,000	0
Practice Review Committee (Mandate Fulfilled by PRC see above)	n/a	n/a	n/a
Discretionary Committees	121,303	116,236	15,880
Building Committee	105,000	105,000	15,880
Interns Committee	11,236	11,236	0
OAA Technology Program Integration Committee	5,067	0	0
Operational (Staff-led) Committees	0	0	0
Continuing Education Advisory Group	0	0	
Education Committee	0	0	0
	738,906	723,548	39,450

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Members Equity

Six Months Ended May 31, 2023

Members Equity Year to Date (YTD)

	Detail	Total
Total Members Equity		50,400,858
Less: Current YTD Surplus from P&L		3,905,285
Less: Allocated Reserves (Restricted)		2,600,853
Legal Reserve	202,500	
Major Capital Reserve	1,250,226	
Operating Reserve	1,148,127	
Less: Pro-Demnity Insurance		33,392,693
Less: Property & Equipment		6,714,028
YTD Unrestricted Members Equity Available for Allocation		3,788,000
Future Reserve Allocation		
2023 Projected YE Reserve Allocation (Restricted)		297,850
Legal Reserve	40,000	
Major Capital Reserve	157,850	
Operating Reserve	100,000	
Remaining Unrestricted Members Equity 2023 YE		3,490,150

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

The Budget Committee provides recommended amounts to transfer to Restricted Reserves during the budgeting process in the fall.

Major Capital Reserve Fund

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

In 2014 the Building Reserve Policy was formalized and issued "to provide a source of sustained funding for Capital Maintenance and Repair as well as Capital Improvements that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget for repair and maintenance of the building."

In 2012 for Budget 2013 Council approved an increase to the Building Reserve of \$50,000 bringing the annual contribution to \$170,000.

For Budget 2011 Council approved an increase to the annual contribution to the building reserve from \$40,000 to \$120,000. Council on October 12, 2006 approved the creation of a reserve fund to provide for future repairs to the building. Budget 2007 represented \$40,000 in order to establish the reserve.

Operating Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

In 2014 the Operating Reserve Policy was issued to "ensure the stability of the mission, programs, employment, and ongoing operations of the organization in the event of a sudden or unexpected negative change in revenue that would affect the provision of services to members."

Legal Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

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

Memorandum

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 6.5.a

To: Council

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

From: Communications and Public Education Committee (CPEC)

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

Date: June 20, 2023**Subject:** CPEC Update to Council**Objective:** To provide a report on the recent meeting of the OAA Communications and Public Education Committee.

The 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.

AATO Court Order

CPEC began its June meeting addressing the immediate impacts of the recent court order regarding former Licensed Technologists OAA. Unfortunately, the order required that one of the Committee's former members, Dana Seguin, step down from her position on CPEC. The Committee agreed Dana was a tremendous asset and will be missed at the meetings moving forward.



The ensuing discussion touched on important considerations for CPEC concerning the unique role of architects, as well as attracting future members, and how the Committee can infuse these into the forthcoming Public Outreach and Education Plan.

Project Updates

Staff then provided progress updates on various projects relevant to CPEC that will also figure in the forthcoming Public Outreach and Education Audit. These include:

- **OAA Podcast** has recorded five episodes with the sixth scheduled to be recorded at the OAA Conference Plenary session. The launch has been delayed due to recorded content related to Licensed Technologists OAA, which will need to be assessed and possibly removed.
- **OAA Conference** – the keynote presentation was a success and the theme *Housing: Pushing the Envelope* for 2024 was approved and will be announced at the 2023 Conference. CPEC is considering the extent of their role in Conference and exploring how best to support the goals of the event.
- The **K-12 Big Think** is scheduled for July 11 and will invite over 25 representatives from architectural education providers across Ontario and beyond. The results of the K-12 Big Think will be summarized in the Public Outreach and Education Audit for the Committee to consider in the outreach plan.
- **Industry Education** – OAA Staff have engaged the Ontario Public Buyers Association (OPBA) and the Ontario Building Officials Association (OBOA) to provide OAA authored content and presentations to their respective memberships to improve understanding of the role of architects.
- The **OAA Headquarters Video Tour** will begin production this summer, with four expert speakers signed on to be featured: Antoni Paleshi (mechanical), Deborah Gottesman (lighting), David Fujiwara (Project Architect), and Sheena Sharp (OAA Building Committee Chair).
- **Doors Open**, which happened May 27 and 28, was a tremendous success, with 582 guests visiting the headquarters to learn more about the [OAA's Renew + Refresh project](#). Architects David Fujiwara and Sheena Sharp provided guided tours throughout the day to curious and captivated audiences. Doors Open will be a key public outreach tool moving forward.

OAA Awards Jury – Call for Recommendations

Under the Committee Terms of Reference, CPEC may “provide specific advice and recommendations to Council in relation to the OAA’s Awards program including keynote and/or emcee for Design Excellence Awards or SHIFT; and **appropriate jury members.**” CPEC members and Council members may submit names to OAA Staff for consideration. The Committee was asked to consider and submit Jurors, who will be selected in the fall.

Public Outreach and Education Audit

The Public Outreach and Education Audit is nearly complete. The audit will include information gathered from staff and external resources to help create a fulsome picture of

current OAA public outreach and education activities, as well as to assess gaps, target audiences, content, and effectiveness.

CPEC will use the information gathered and presented in the audit to provide input and direction on the proposed outreach strategy to educate the public about the role of architects in creating the built environment, and its impact on society, including through the objectives and lenses of the Strategic Plan including EDI, Climate Action, and Truth & Reconciliation. CPEC will also provide input and direction to ensure the development and implementation of mechanisms to assess the OAA's Public Education and Outreach Strategy.

The planning process is set to begin later this summer.

Action

None. For information only.

Attachments

Ontario Public Buyers Association (OPBA) *Caveat Emptor* Monthly E-News, "Working Together to Promote Balanced, Transparent Procurement Processes in Architecture". May 23, 2023 [available at: <https://mediaedgedigital.com/supplierinsights/opba/working-together-to-promote-balanced-transparent-procurement-processes-in-architecture>]



Memorandum

FOR COUNCIL MEETING
June 20, 2023
(open)
ITEM: 6.5.b

To: Council

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

From: Governance Committee

Ted Wilson, Chair SVP & Treasurer	Susan Speigel, Immediate Past President
Settimo Vilardi, President	Elaine Mintz, LGIC Appointee
Michelle Longlade, LGIC Appointee	

Date: June 20, 2023

Subject: Update from OAA Governance Committee

Objective: To provide Council with an update regarding recent activities of the Governance Committee.

The Governance Committee last met on May 26, 2023.

The following items of note were discussed by the Committee:

Hybrid Work Policy: This policy replaces one part of the Return to Work Policy, which was put in place when staff returned to the office in March 2022. This replaces the staff portion of the Return to Work policy and that the council/volunteer portion is outstanding. The new policy removes outdated requirements regarding Covid. Moreover, it clarifies expectations around remote work e.g. the legal requirement to perform remote work within the province of Ontario.

The policy was approved.

Multi-year Roadmap for Workforce Planning: The Committee reviewed a Roadmap with the goal future proof the staff structure to support the vision and mandate of the OAA as well as the strategic plan. Topics included workforce planning and succession planning. The Roadmap will be reviewed on an ongoing basis.

Legislated Accessibility (AODA) Training for Volunteers/Council: The OAA is required to provide AODA training for volunteers. This training is much shorter than the training that employees are required to take. Training will be added to New Council Orientation. All current Council members, should review the attached form which included a link to the required training. If council members have already taken the training, they do not need to take it again. Once the training is completed, the attached form should be submitted to Kathy Armbrust, Human Resources Manager at KathyA@oaa.on.ca.

Renewal of ICD Memberships: Based on low participation, it was agreed that the group ICD membership would move to individual memberships. The Committee will determine another training and development option for council to participate in. The alternative training option could be done as part of the Annual Planning Session.

Act Modernization Project: Kristi Doyle, the Executive Director presented updates to the status of Project including the priority items.

Staffing Updates: The Committee received HR and staffing updates from OAA Manager Human Resources, Kathy Armbrust.

Action

Most of the memo is for information purposes, however, council is to fill out the attached form and provide it KathyA@oaa.on.ca.

Attachments

AODA Training for Volunteers





AODA Training for Volunteers

The Ontario Association of Architects (OAA) is committed to diversity, equity, and inclusion by fostering a welcoming professional culture that reflects the diverse public that we serve. The OAA is committed to providing barrier-free and accessible practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Accommodations are available upon request for volunteers. Please make these known in advance of the event and we will accommodate you.

The OAA has a process in place for receiving and responding to feedback and will ensure that those processes are provided in accessible formats and with communication supports upon request. Please see contact details below.

Volunteers are required to complete AODA training:

[Volunteering and Accessibility \(moresettlement.org\)](https://moresettlement.org)

I acknowledge that I have completed the AODA training.

Name: _____

Signature: _____

Date: _____

Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	Ida Badre
J. William Birdsell	Kimberly Fawcett-Smith
Christina Karney	Natasha Krickhan
Michelle Longlade	Lara McKendrick
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Marek Zawadzki	

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 6.5.c

From: Kristiana Schuhmann, Vice President & PRC Chair

Date: June 12, 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 third meeting of the year on May 18, 2023. This virtual meeting focused on the following key items:

General Updates

CSA Access Program: Staff provided a brief update on ongoing contract negotiations for the renewal of CSA Standards Access Program. The 2023-2024 contract has been signed, took effect June 1st. The coupon code will be updated on the member-side website shortly with a communication plan being rolled out in support of the program. The website landing page now has updated FAQs in addition to two new user guides: one for new subscriptions and another for renewals. Discussions have begun with Con-Ed about webinar sessions to showcase the CSA Access Program and its support content and to further inform members on how to navigate the CSA platform.

Document Development and Maintenance

1. OBC Data Matrices Updates – (refer to PRC Workplan): Given the extensive changes to the OBC, the data matrices have to be reviewed to confirm they are still correct. As per the 2023 work plan, PRC has been tasked with review of the text version of the matrices and code updates. At this meeting, the committee members assigned to review Part 3, 9, 10 and 11 provided a status update to the Chair. Over the summer, comments and feedback provided by PRC will be reviewed. The project may require additional expertise (e.g. code consultants). Further updates regarding the timeline to be provided in the fall.



2. Continued Production of Documents: Procedures at a Glance - CCA and Procurement phases: The committee reviewed the work tracker spreadsheet and continued the discussion of current draft articles with topics such as scope creep, re-use of BIM models, QA/QC, value engineering, etc. At the time of this report, five articles have been finalised and are pending upload to the website. Topics covered include code compliance, bid closing and negotiation as well as before and during bidding.

Other general practice topics/Emerging Issues discussed:

- The committee also discussed various certifications being requested by lenders such as CMHC, the impact of the increasing popularity of IDP project delivery and the need for guidance for the profession, and the delay in the adoption of the CSA standard on durability.

Action

None. For information only.

Attachments

None.



Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

Farida Abu-Bakare
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Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Susan Speigel
Thomas Yeung

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 6.5.d

From: Susan Speigel, Chair, Policy Advisory Coordination Team (PACT)

Len Abelman
Arnav Garde
Clayton Payer
Daniela Veisman

Toon Dreessen
Christina Karney
John Stephenson

Date: June 12, 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 May 25, 2023. The next meeting will take place mid-September, with the date to be confirmed. The Committee continues to work on many issues including:

- World Architecture Day 2023: Nominations for the 2023 Queen's Park Picks closed on June 1, 2023. 42 MPPs participated this year, including some who have not previously participated. The Committee will meet over the summer to select the nine QP Picks for 2023 and work is underway to deliver an in-person World Architecture Day celebration at Queen's Park on October 2, 2023.

World Architecture Day continues to grow and expand. The event garners significant local and province-wide media attention, with over 50 million media impressions over the last two years of the event. It is a great opportunity to foster the public appreciation of architecture, and to enhance awareness about the role of architecture in promoting the public interest.

- Legislative Monitoring: Further to the introduction of Bill 97: *Helping Homebuyers, Protecting Tenants Act, 2023*, OAA staff attended a consultation hosted by Ministry of Municipal Affairs and Housing staff to discuss the proposal to have evictions for the purpose of renovations to be accompanied by a report from a



“qualified professional”. OAA staff indicated that once a draft form of the report is developed by government, the Association can review it and make recommendations about how to proceed.

Bill 97 passed on June 5, 2023 and it is anticipated that Ministry staff will engage stakeholders to consult on the regulations that this legislation requires over the summer months.

- Conference 2024 Plenary Session Planning: PACT plans to host a roundtable discussion in the fall to support the development of the Conference 2024 plenary discussion. The Committee can lend its expertise in the area of housing as well as the intelligence that it has gathered on housing issues through various research undertakings to the plenary planning.

In addition to the engagement of appropriate OAA staff, the Committee would like to include key subject-matter experts at this roundtable discussion.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Michelle Longlade
Elaine Mintz
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Kristiana Schuhmann
William (Ted) Wilson
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Farida Abu-Bakare
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Thomas Yeung

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 6.5.e

From: Farida Abu-Bakare, Chair

Date: June 12, 2023

Subject: Interns Committee Update

Objective: To Update Council on the Interns Committee Activities

The Interns Committee is organizing its work around the Council approved work plan for the Committee as follows.

Audit OAA Internship Resources

The Chair of the Committee, acting upon advice from the Committee members, oversaw a review of the intern architect and student associate pages of the website. Direction was provided and carried out by the Communications team to bring better organization, prioritization and clarity to the online information and resources.

Collaboration with External Stakeholders

The Committee met with the Executive Director to better understand the role of the ROAC supported new advocacy group called Becoming Architects Canada ([BAC-DAC](#)) and how cross collaboration may be undertaken. This is an organization formed by a group of architects and intern architects dedicated to support and advocate for individuals on the path to licensure. BAC-DAC will be able to undertake activities aligned with advocacy/support that often fall outside a regulator's jurisdiction or resources. BAC-DAC offers career support, networking, resume writing, events, courses/lectures, etc.

Mentorship Directory

The new searchable mentorship directory is now live after having been recommended via the Truth and Reconciliation Workgroup and developed with input from the Interns Committee.

Instructional Video re. IAP

Discussions have started regarding the development of instructional videos pertaining to the licensing requirements in Ontario and the internship in architecture program.

The Committee has reviewed the info graphic video about the BEFA application process, <https://befa-aeve.ca/demonstration-of-competency> and will research similar possibilities.

Meet the OAA event

Summer meetings are being organized to discuss the annual 1½ hour virtual event held in the Fall which covers topics related to the pathways to licensure, how to join the OAA, involvement on OAA Committees, local societies, BEAT, BAIDA, architecture conservancies, etc. Other topics include CACB process, RAIC Syllabus, TSA membership, Interns Committee initiatives, etc.

Typically a collaborative effort between the Interns Committee, the TSA and OAA Communications.

Action: For information only.

Attachments: None

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

June 20, 2023

(open)

ITEM: 7.1.a

From: Erik Missio, Communications Manager

Date: June 2, 2023

Subject: Mid-Year Operational Plan Update: Communications

Objective: To provide Council with an update regarding activities undertaken in relation to the Operational Plan by the Communications service area.

This memo provides a semi-annual update on activities within the Association's Communications service area, as well as progress made in relation to operational priorities for 2023, as discussed with Council at the February planning session.

Update on Regular Programs and Services

Website

The OAA Website is the Association's virtual headquarters and a living document—as such, several updates are made on a daily basis by OAA staff. Regularly, dozens of posts occur every workday, whether the addition of third-party Continuing Education (ConEd) [learning opportunities](#), [events of interest](#) to the profession, [news](#) in the media, or updates to documents in the [Practice Advisory Knowledge Base](#) or [Documents & Publications](#) database. Further, there is a continual refresh of content on the site—whether updated wording to reflect changes in programming or policies or new information for the public.

Based on website analytics from January 1 to May 31, 2023, the top five pages on the publicly accessible site (not including the home page) are:

5. Intern Architect landing page
4. Conference landing page
3. Careers and Opportunities landing page

2. OAA Directory
1. Employment Opportunities

For the member-accessible side, the five most accessed pages are:

5. Continuing Education Program landing page
4. Practice Advisory Knowledge Base: Management of the Project: Code Data Matrix Tools- Multi-tab Excel Workbook
3. Intern Architect landing page
2. Mentor Directory
1. CSA Standards Access Program

To reflect the Strategic Plan's themes of [Equity, Diversity, and Inclusion](#) (including [Truth & Reconciliation](#)) and [Climate Action](#), OAA staff tag relevant news, events, and learning opportunities to ensure they appear in those discrete sections.

OAA staff receive direct feedback to facilitate edits or changes through the website's [Digital Suggestion Box](#) and also are engaged almost daily with the site's consultant, Enginess, to troubleshoot problems or make enhancements to navigation and searching.

E-communications

During the first five months of 2023, there have been 12 editions of the biweekly *OAA News* e-newsletter, each with eight to 12 news stories and additional links to the website. In this timeframe, there have also been eight *Conference Bulletin* emails to promote the *Designing for Dignity* event in Sudbury, as well as three *Practice Advisories*, developed with the PAS team.

More than a dozen special e-bulletins have also been sent to either all those with OAA status or select groups to share timely information on awards, ConEd programming, reminders to renew membership in Local Architectural Societies, participation in the virtual Annual General Meeting (AGM) or Keynote, or Demographic Survey. Communications also sent fees-related emails regarding individual and practice renewals and *Regulatory Notices* sharing information on the impacts of the AATO Court Order. Further, after an opinion piece was posted by CBC on a person's experiences as a foreign-trained architect, an email was shared from the President clarifying the path to licensure in Ontario and offering further resources.

All these stories are also shared on the OAA Website and on social media.

On a related note, Communications also sends press releases to media on certain items, including government consultations, Council executive elections, and award winners.

Social Media

The OAA continues to use Instagram, Twitter, and Facebook to share the vast majority of the information found in its e-newsletters and website. LinkedIn is also used for issues related to Continuing Education opportunities as well as occasional paid advertising campaigns. YouTube is employed for sharing of all videos—the AGM, the Keynote (for a temporary period), and special events related to Conference.

As shown below, most audiences are holding steady or growing. Twitter remaining constant is still positive, as that social media platform has experienced general losses.



Followers: 7,577 (up 240 from November 2022)
Average Post Audience: 2,768



Followers: 7,906 (up five from November 2022)
Impressions: 17,400



Followers: 2,588 (down 22 from November 2022)
Average post reach: 1,537



Followers: 13,513 (up 5,465 from November 2022)
Post Impressions: 18,154

Events and Public Outreach

This year's Doors Open event at the OAA Headquarters was a tremendous success, with more than 580 visitors coming to the building to learn about the OAA, the architecture profession, and the built environment's role in climate action. Members of the public were also excited to see examples of projects and architectural thinking by taking home copies of SHIFT and Design Excellence books.

In the first half of 2023, the OAA also supported numerous events by sponsoring the work of third parties and the Local Architectural Societies via Public Awareness Sponsorships and Special Project Funding. For more information, see recent memos from the Communications and Public Education Committee (CPEC). The Committee was also instrumental in making decisions for this and next year's Conferences.

Through Communications, the OAA Immediate Past-President and Executive Director authored online articles for the Ontario Building Officials Association (OBOA) and the Ontario Public Buyers Association (OPBA) to share procurement or regulatory information with those industry stakeholders. The President was also interviewed by *Daily Commercial News*.



Podcasting

Throughout late 2022 and into early 2023, five episodes of *Architecturally Speaking*, the Association's planned public-facing podcast were recorded and produced. In the spring, work began on the recording of teaser and trailers, as well as a preliminary launch plan to post the episodes.

The AATO Court Order rendered some of the pre-recorded material outdated and incorrect, unfortunately, and a new intro needed to be handled. The plan is now to record the Conference plenary as a special episode and then to launch five episodes shortly afterward, along with both member- and public-facing communications.

Depending on the success gauged by these initial five episodes, there will be further consideration of a future season.

Awards

The first half of 2023 has been focused on the SHIFT2023 Health Architecture Challenge. Submissions were due in January, an in-person Jury Day event was held in February, and the winners were announced in April. A special event at Conference will honour the five jury-selected teams as well as give them a chance to share their concepts. Already, video packages have been recorded in concert with Conference planners, MCC.

In February, a special Service Awards Jury also convened to choose the recipient of the G. Randy Roberts Service Award, selecting Ian Ellingham. In addition to press releases and a bIOAAg post, Ellingham will also be celebrated in Sudbury as part of Conference, as well as the Honorary Members from 2022 and 2023.

A SHIFT book was published with the group behind Canadian Architect, and will be made available at the Conference and also shared online. Staff have also been ordering awards and pins, and working with the honourees to ensure their presence in Sudbury.

Preliminary discussions are also being explored about the potential for other SHIFT-related events, virtual or in-person, in the late fall.

Update on Progress Toward Special Operational Activities or Projects

This section explores the ongoing status of specific items mentioned during Council's strategic planning session in February.

Regulatory Information on the Website

This year, there has been concerted effort on the refinement of information on the OAA Website, particularly from a regulatory nature, working specifically with the Office of the Registrar. This includes increasing transparency and ensuring information is current on OAA Website with respect to licensing (impacts of the AATO court order, work with the Office of the Fairness Commissioner [OFC], the addition of pages regarding the Registration Committee, etc.).

The impact of the aforementioned court order alone necessitated widespread changes to the site, from refinement of language on OAA membership to removal of dozens of pages related to the now-paused OAA Technology Program and former Licensed Technologist OAA member type. It also meant the creation of a continually updated FAQ page for those affected by these changes.

The Communications team takes direction from Registrar and Executive Director related to additions and changes to other practice-related sections, working closely with Practice Advisory Services.

To facilitate requests of the Interns Committee, Communications worked with the Registrar to launch a Mentor Directory only accessible to those with Association status. It allows members to share their willingness to serve as mentors and for mentees to search using a variety of criteria, including demographics related to EDI. Additionally, there have been several updates to Intern Architect and Student Associate pages for clearer navigability.

Redesigning Email Communications

This year, Communications has begun the process to redesign all of the OAA's email communications, ensuring accessibility, visual consistency with the Association's identity, and that these communiques meet the needs of the membership with respect to information and organization.

Staff is now surveying the membership regarding readership habits, wants, and needs. Communications will be reviewing not only this feedback, but also the current email creation processes (including content generation, review, and dissemination) to determine where further improvements can be made. There is also exploration on how past e-newsletters should be archived, and the ramifications of Canadian anti-spam legislation on ensuring all members are receiving important regulatory information.

Social Media

In light of the goals and themes of the Strategic Plan, Communications is reviewing and refining its approach to social media, considering both member and public audiences. Using insights gleaned from the public outreach audit conducted by CPEC, as well as examining current audience demographics and general categories of content being shared, the goal is to develop evergreen regulatory, public-facing, and member-facing content. OAA staff is also exploring use of scheduling and analytics software for socials, along with best practices with respect to accessibility.

Continued Evolution of OAA Awards

Next year, the OAA Awards program is focused on both Service Awards and Design Excellence. In line with the strategic plan and Council direction, Communications will launch a new Service Award (replacing the now-sunset Order of da Vinci and G. Randy Roberts Service Award), following an awareness-raising campaign of its criteria. It will also be seeking to raise excitement for the Best Emerging Practice and Lifetime Design Achievement awards, as well as focus on climate-related criteria for Design Excellence. The goal is to better align the awards' entry form with a new case study submission form.

for the OAA Website. These case studies will strengthen the link between climate action and design excellence.

New opportunities for public engagement with both Design Excellence and SHIFT will also be explored.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

Farida Abu-Bakare
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Natasha Krickhan
Lara McKendrick
Deo Paquette
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Susan Spiegel
Thomas Yeung

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 7.1.b

Date: May 15, 2023

Subject: Semi-annual Update – Continuing Education Service Area

Objective: To provide a semi-annual update on the activities under the Continuing Education service area.

To provide a semi-annual update on the activities under the Continuing Education service area, as well as report on progress made in relation operational priorities for 2023, as discussed with Council at the February planning session

Cycle 2022-2024. Mandatory Continuing Education on Climate Action

In January 2022, OAA Council approved a new mandatory requirement for the 2022–2024 Continuing Education Cycle. As of May 2023, which is 12 months into the Continuing Education Cycle, approximately 10% of the membership is compliant with the mandatory requirement on Climate Action. Further communications is being planned to raise further awareness with members of this mandatory component.

Continuing Education Webinars Series

From January to May of 2023, there were more than 2,500 enrollments, which is a slightly higher rate than for the same period last year. The following topics have been covered in the Webinar Series from January to May of 2023:

1. 10 Important Features of a Wind-Resilient Building.
2. Adopting a Regenerative Design Process.
3. Architects, Copyrights and Moral Rights.

4. Cx 201 – What are the biggest challenges in commissioning?
5. Design in an Uncertain Climate
6. Designing Climate-Sensitive Public Spaces for All
7. Introduction to Passive House Standard and Passive House Canada
8. Introduction to GBI & Green Globes for New Construction
9. Lessons Learned from Mass Timber Rapid Housing Projects
10. Mass Timber Construction at CNL: Environmental Impact Study
11. Parametric Energy Modelling – Empowering Design Decisions
12. Part 1: OAA Contract Suite – 2021: Overview of the OAA Contracts
13. Part 2: OAA Contract Suite – 2021: The New OAA 600
14. Part 3: OAA Contract Suite – 2021: The New OAA 800
15. Part 4: OAA Contract Suite – 2021: The New OAA 900
16. Understanding Risk - A pathway to resilience
17. Understanding your Role as a Licensed Professional

The Continuing Education Webinar Series continues to evolve to respond to the needs of the OAA membership. The following are the latest developments.

- Closed Captioning in French
- LinkedIn Outreach
- Continuing Education Webinars on YouTube (As a pilot, the recording of the Contract Suite of seminars developed and delivered by OAA PAS will be posted

Call for Webinar Proposals. The call for proposals for the fall 2023 was issued earlier this year. The Continuing Education Advisory Group has reviewed the submissions received and development of the Fall schedule of offerings is being finalized based on the Committee's feedback.

Online Course “Fundamentals of Running an Architectural Practice”

In partnership with the University of Toronto, the OAA's *Fundamental's of Running and Architectural Practice* was offered online four times between September 2022 and June 2023. The course is eligible for 31 structured learning hours under the OAA Continuing Education Program. A total of 124 individual have taken the course online.

In April, planning and scheduling of the course sessions for the 2023-2024 academic year, which will run from September 1, 2023 to August 31, 2024 was completed. The online course will be offered three times during that period.

For the 2023-2024 academic year, the OAA negotiated larger class sizes, increasing the limit from 25 to 60 attendees. This summer, the annual course content review and update will take place. The Continuing Education staff is developing a roster of substitute subject matter experts, who will be engaged in

teaching the course in cases when the assigned SME is either not available to lead a webinar.

Admission Course

The OAA Admission Course is a mandatory requirement for licensure for all intern architects in Ontario. The course is offered in partnership with the University of Toronto, School of Continuing Studies.

From September 2022 to May 2023, the Online Admission Course was offered three times, and enrolments for this reporting period totalled 284. For comparison purposes, this is an increase of 56 registrations over the 228 total from the previous academic year.

In April 2023, the planning and scheduling of the course sessions for the 2023-2024 academic year, which will run from September 1, 2023 to August 31, 2024 was completed. The online course will be offered three times. For the 2023-2024 academic year, the OAA negotiated larger class sizes, increasing the limit from 100 interns to 150. In the summer, the annual course content review and update, will take place. The Continuing Education staff is also in the process of developing a roster of substitute subject matter experts for the Online Admission Course.

OAA Conference 2023 in Sudbury

The Continuing Education staff worked closely with Northern Ontario Society of Architects, to develop a Conference program that is unique and reflective of Sudbury – the Town, the People, the Place. Special features within the ConEd offerings include: experiential case studies; six international speakers; and, a 'Meet the Speakers' webpage.

OAA Conference 2024 in Niagara Falls

The Continuing Education staff is in the process of developing the materials and online submission forms for the Conference Call for Presenters. The Call will be launched in June 2023, immediately after the Conference in Sudbury.

Webinars Speakers Handbook. The Continuing Education staff is in the process of developing a Webinars Speakers Handbook. This document will serve as an information booklet for potential continuing education presenters as well as a point of reference to the existing speakers, engaged in the delivery of

Action: **None. For information only**

Attachments: None

Memorandum

To: Council

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

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 7.1.c

From: Nancy Muir, Manager Finance

Date: June 6, 2023

Subject: Mid-year Operational Plan update

Objective: To provide an update regarding the activities undertaken in relation to the Operational Plan for the Finance service area

This report is intended to provide a semi-annual update on the activities under the Finance service area, as well as report on progress made in relation to operational priorities for 2023, as discussed with Council at the February planning session.

Update on Program(s)/Services

Annual Audit:

The OAA's obligations in relation to our annual audit have been fulfilled:

- Annual audit was completed within the prescribed timeframe and audited financial statements approved by Council at the March meeting.
- Obligation to provide the annual audited statements to the membership was fulfilled with the publication of the Annual Report on the OAA website on March 15, 2023
- The 2023 SVP & Treasurer presented those statements during the AGM of May 3, 2023. There were no questions raised from the membership.

Annual renewals:

- As at April 30 2023 98% of individual dues and 88% of Certificate of Practice Fees were collected.
- This represents 84% of our annual revenue.

Accounts Payable:

- On average the OAA staff process 160 invoices per month.

Annual Budget Development:

- 2024 Budget templates created and sent to Team Leads and others by end of May, to be completed and returned to Finance by end of June
- Draft Budget to be compiled, reviewed by Executive Director and sent for review to Finance & Audit Committee by end of July
- Finance & Audit Committee meeting to review draft budget week of August 21
- Final Draft Budget complete by end of August
- Draft Budget presented to Council at September 21 Council meeting
- Final Budget to be approved at November Council meeting

Update on Progress towards special operational activities or projects

The following items related to recommendations stemming from the 2021 Operational Review which were allocated to the 'finance bucket'. The achievement of these items have been reflected in the five year implementation plan for the Operational Review,

- Documentation has been created regarding trigger point re funds transfers to/from general bank account/Investments
- Formal procedure has been implemented to ensure Executive Director reviews and signs off on Bank Reconciliation on a quarterly basis
- Formal tracking of government remittances has been established to ensure timely completion and remittance (Federal Tax, EI, CPP, EHT, HST, WSIB)
- Budget timeline has been documented and reviewed with SVP
- Budget versus actual templates have been developed for use with each Team Lead and also to facilitate Budget Preparation

Action

None. For information only.

Attachments

None

Memorandum

To: Council

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

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 7.1.d

From: Kathy Armbrust, Manager, Human Resources

Date: June 20, 2023

Subject: Mid-year Operational Plan update

Objective: To provide an update regarding the activities undertaken in relation to the Operational Plan for the Human Resources service area

This report is intended to provide a semi-annual update on the activities under the **Human Resources service area**, as well as report on progress made in relation operational priorities for 2023, as discussed with Council at the February planning session.

Update on Program(s)/Services

Improve Learning and Development:

- Staff led Peer-to-Peer training was implemented on a variety of topics ranging from an overview of Public and Government Relations to OAA branding.
- Customized training to support staff with specific needs has been implemented e.g. email etiquette, accessible design, functions of regulatory bodies.

Workforce planning - look at labour & organizational structure of OAA:

- A multi-year road map was presented to the Governance Committee and will become an ongoing agenda item.
 - The goal is to future proof the staff structure.

- Immediate priorities have been identified and are in process of being implemented e.g. the role of the Manager, Education and Development has been restructured.

Policy review and updates:

- An updated Hybrid Work Policy for staff has been created and implemented
- Other policies still need to be reviewed and created.

Recruitment:

- The following roles have been filled:
 - Administrative Assistant, Internship in Architecture Program
 - Practice Advisor
 - Architectural Graduate 2023
 - Public Outreach Specialist
 - Communication Specialist
 - Office Assistant
 - Policy Analyst
 - Database Analyst
- We are fully staffed at the moment!

Action

None. For information only.

Attachments

None

Memorandum

FOR COUNCIL MEETING
June 20, 2023
(open)
ITEM: 7.1.e

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
Susan Spiegel	William (Ted) Wilson
Thomas Yeung	Marek Zawadzki

From: Information Technology Manager, Abhishek Chaudhary

Date: May 31, 2023

Subject: Information Technology Service Area – Semi-annual Update

Objective: To provide a semi-annual update on the activities under the Information Technology service area, as well as report on progress made in relation operational priorities for 2023, as discussed with Council at the February planning session.

Background

The following items are in direct relation to recommendations stemming from the 2021 Operational Review and which were allocated to the 'IT bucket'. The progress and/or achievement of these items have been reflected in the five-year implementation plan for the Operational Review.

- Set up SharePoint site – collaboration tools, etc.
 - The migration to SharePoint responds to the recommendations in the operational review and from staff, council and volunteer feedback.
 - *"A priority should be given to advancing and even completing the digital transformation by migrating OAA's data and applications to the cloud."*

- Operational Review, Ontario
Association of Architects, June 2021
Page 64

- The project will be split into multiple phases with each phase focusing on certain applications and tools along with staff training.
- Phase 1 will include setting up of SharePoint site and office online tools that will allow for seamless collaboration experience for staff.



- Ongoing IMIS database development
 - Migration from Code3 based CERB to iMIS based CERB is ongoing and finishing soon
 - Ongoing analysis of all challenges on the path of migration to iMIS cloud. These include:

Service Area	Identified Issues for management State	Suggested solution	% Complete
Finance / Accounting	Update / replace custom gateway	Use of Bambora gateway plus convenience fees.	0%
	Train, orient staff on new processes and procedures	Use of iMIS Desktop	0%
Billing and Renewals	Practice Renewals	Custom workflow with procedures, TaskCentre processes	0%
	Individual Renewals	Custom workflow with procedures, TaskCentre processes	0%
Applications	Student	Updated to use new technology, requires additional conversion work.	75%
	Intern	Updated to use new technology, requires additional conversion work.	75%

	Individual Lic	Updated to use new technology, requires additional conversion work.	0%
	CofP	Updated to use new technology, requires additional conversion work.	0%
ConEd Management	Member-facing Interface	Uses custom pages and stored procedures, Angular pages in test.	25%
	Staff-facing Components	Uses custom pages and processes.	0%
CERB	API conversion	Under active development, will require some API updates.	75%
Case Management	API conversion	Upgrade to EMS edition of Case Management	75%
	Adaptation	Review reporting options using new technology	25%
Conference Registration	API Conversion	Upgrade to EMS edition of conference registration	75%
	Adaptation	Review reporting options using new technology	25%

- Visitor management system implementation
 - The visitor management system is being designed as a solution to address multiple issues.
 - Streamlines sign in process at reception for staff and visitors
 - In case of an emergency, it can initiate evacuation process in which all occupants will receive text advising them of the emergency. Since all the data is stored on the cloud, it will also provide the fire wardens with the list of all occupants for a headcount.
 - During OAA events it can be used to generate a list of all attendees, that can be uploaded to iMIS using iDMS and auto assign Con-Ed hours.
 - Hardware is installed and thoroughly tested
 - Ongoing software configuration to meet business needs
- OAA Main Server upgrade
 - Server upgrade is complete
 - Ongoing fine tuning and debugging
 - Planning to shift from roaming profiles to local profiles for staff laptops

Action: No action required. For information only.

Attachments: None.

Memorandum

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 7.1.f

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	Ida Badre
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William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

From: Sara Trotta, Manager, Policy and Government Relations**Date:** June 12, 2023**Subject:** Mid-Year Operational Plan Update: Policy and Government Relations**Objective:** To provide Council with an update regarding activities undertaken in relation to the Operational Plan by the Policy and Government Relations service area.

This memo provides a semi-annual update on activities within the Association's Policy and Government Relations (PGR) service area, in relation to operational priorities for 2023, as discussed with Council at the February planning session.

- **Case Study Template:** PGR staff continue to work alongside Communications staff and the web development team to finalize and publish the case study template that will be available on the Climate Action page of the OAA website. Once published, plans are in place to promote this new tool via regular member communications including OAA News, and the OAA's social media platforms.

PGR and Communications staff will work collaboratively to manage new case study submissions, including (where necessary) the engagement of the Climate Action Advisory Group to review the submissions.

- **Consultations on Building Code Harmonization:** PGR staff work collaboratively with Practice Advisory Services to respond to the ongoing consultations on the harmonization of the Ontario Building Code with its National Code counterparts. In particular, PGR staff provide support for policy considerations and engage with the Climate Action Advisory Group for their input on elements of the consultations pertaining to Climate. Since the start of 2023, three consultations have occurred including two that PGR, with the support of the Climate Action Advisory Group, led.



- **Long-term Care Research:** Further to the long-term care (LTC) research that the OAA co-sponsored with Jacobs Canada, the final white paper that Dr. Stephen Verderber wrote was summarized into a backgrounder and executive summary. See attached. Notwithstanding that government appears to have other priorities related to LTC at the moment, PGR staff will send the summary documents to the Ministers of Long-term Care and Municipal Affairs and Housing to signal that the OAA and its members stand ready to work alongside government to rewrite the LTC Design Guidelines. Furthermore, the backgrounder and executive summary will be posted on the OAA website as resources for members and others working in the LTC space.
- **Legislative Amendments:** Although no longer active files at the PACT table, PGR staff continue to advance recommendations to government tied to desired legislative amendments that will promote the public interest. In particular, PGR staff have had meetings with Ministerial staff to discuss:
 - The removal of the exemptions for architects in the *Employment Standards Act*: Since 2016, the OAA has been pursuing these changes and remains steadfast in its recommendation. At that time, the Association was pleased to respond to government's *Changing Workplaces Review*, and encouraged to learn that professional exemptions were being reviewed. Moreover, the OAA was honoured to be selected as an exemplary regulator and consulted more closely about this review. The OAA undertook to survey its membership about their views on the professional exemptions. It was found that, although there was some dissent amongst the members, 96% of those surveyed support the removal of professional exemptions for architects.

PGR staff continues to meet regularly with Ministerial staff to explore opportunities to advance this key policy recommendation.

- Rewording of Schedule G in the *Condominium Act*: With government's strong focus on building 1.5 million new homes in the next decade, there is increased interest in the conversion of rental buildings and office towers to condominiums and, with it, a renewed focus on the need to update Schedule G of the *Condominium Act*. As the Schedule is currently written, it appears to contemplate new builds only and requires that architects sign off to assure that the building is constructed according to the specifications of the *Condominium Act*. Schedule G must be signed off on in order for condominiums to be incorporated.

However, in the case of building conversions, architects are unable to certify that parts of the building not visible are constructed to specifications laid out in the legislation. As such, PGR staff continue to seek opportunities to meet with Ministerial staff to advance the position that an adjustment in the wording of Schedule G is required to account for building conversions.

- **Issue-specific Briefing Notes:** PGR staff have undertaken the creation of backgrounders on various issues that the Association is advancing. The purpose of these is to ensure consistency in messaging and equip all OAA staff and spokespeople with the tools that they need to speak about various issues that the Association is advancing. These backgrounders are living documents that can be updated as needed.

Backgrounders that have been developed cover topics including:

- *Employment Standards Act*
- Energy step codes
- Equity, diversity and inclusion
- Housing Affordability
- QBS
- Site plan approval

Plans are underway to develop additional backgrounders to cover topics including:

- Building code harmonization
- Long term care

Action

None. For information only.

Attachments

LTC research backgrounder and executive summary



Backgrounder: *Reimagining Long-Term Care Architecture in Post-Pandemic Ontario—And Beyond*

Updated March 02, 2023

Call to Action: Urgent Need to Rewrite LTC Design Guidelines in Ontario

Statistics from the most recent Canadian Census of Population highlight the demographic realities and undisputed challenges facing the long-term care of Ontario's older adults. In 2021, according to Statistics Canada, 2,637,710 (18.5%) of the province's population was 65 years of age or older. By 2029, the entire Baby Boomer cohort will reach that milestone. Ontarians are living longer and will have more health issues—consequently, more of us will look to live in long-term care (LTC) homes.

With its disproportionately high mortality rate in LTC homes, the COVID-19 pandemic tragically sounded the alarm for making built environment improvements in these spaces, underscoring the urgent and critical need for a rewriting of design standards and guidelines for LTC homes in the province.

Key Takeaways

A recent study from University of Toronto's (U of T) Centre for Design + Health Innovation, entitled "*Reimagining Long-Term Care Architecture in Post-Pandemic Ontario—And Beyond*," explores how the built environment can better support LTC communities.

Sponsored by the Ontario Association of Architects (OAA) and Jacobs Canada, the study was authored by Dr. Stephen Verderber of U of T's John H. Daniels Faculty of Architecture, Landscape and Design. It clearly demonstrates:

1. There is an urgent need to update and rewrite the minimum design standards for LTC homes in Ontario. The built environment must be considered as important a parameter of care as any other medical intervention.
2. The state-of-the-art international LTC design trends have clearly moved far beyond the minimum design standards currently in place in Ontario. In fact, the state-of-the-art in design for aging is not reflected in the most recent minimum design manual for LTC homes in Ontario.
3. Current minimum design standards for LTC homes in Ontario are architecturally obsolete. This means that updated operational standards will be ineffective if the residence itself is functionally obsolescent and of unsuitable design quality.



Ontarians are living longer and will have more health issues – consequently, more of us will look to live in long-term care (LTC) homes.



There is an urgent need to update and rewrite the minimum design standards for LTC homes in Ontario.



Finding Solutions: Working Together

In 2021, the Ontario government committed an unprecedented \$1.75 billion over five years to strengthen and modernize the LTC network in Ontario. According to Dr. Verderber, “This financial commitment has the potential to bring about a paradigmatic shift in the province’s long-term care homes.”



The provincial government committed \$1.75 billion over five years to strengthen and modernize LTC in Ontario.

The report, “*Reimagining Long-Term Care Architecture in Post-Pandemic Ontario—And Beyond*,” provides:

- **50 actionable evidence-based and data-driven design considerations** for procurement, site selection, and architectural and landscape design to help improve Ontario’s long-term care homes; and
- **25 international exemplary case studies** that model design excellence in LTC residential facilities.

As to next steps, the Ontario Association of Architects believes there is an unparalleled opportunity for all stakeholders to work together to update and modernize LTC standards and design guidelines.



The OAA believes there is an unparalleled opportunity to update and modernize LTC standards and design guidelines.

“A rush to refurbish and build new LTC homes will mean a missed opportunity to fix the problems exposed in LTC homes during the pandemic,” says OAA President Settimo Vilardi. “The Association and the architecture profession stand ready to work with all levels of government in advancing design recommendations and finding solutions to transform the quality of long-term care homes for Ontarians.”

To read the study: <https://www.daniels.utoronto.ca/reimagining-long-term-care-architecture-post-pandemic-ontario-and-beyond>

To find out more about the OAA’s submissions regarding LTC homes: <https://oaa.on.ca/knowledge-and-resources/government-relations/government-relations-detail/OAA-Makes-a-Submission-on-the-Fixing-Long-term-Care-Act>

About the Ontario Association of Architects

The Ontario Association of Architects (OAA) regulates and governs the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*. It develops and uphold standards of skill, knowledge, qualification, practice, and professional ethics among those in the architecture profession and works to promote the appreciation of architecture within the broader society. To learn more, visit www.oaa.on.ca.



Reimagining Long-Term Care Architecture in Post-Pandemic Ontario—And Beyond

Updated March 02, 2023

Executive Summary

The COVID-19 pandemic, with its ongoing waves, tragically brought to light the vulnerabilities of Ontario's long-term care home (LTC) system.

By March 2021, a year after the onset of the pandemic, statistics showed that 55% of deaths from the virus had occurred in LTC homes. The need to address the disproportionately high mortality rate in the province's 627 LTC homes became a flashpoint for discussion among all levels of government, the long-term care sector and its suppliers, and the public.

Driven in large part by the need to respond to COVID-19, the provincial government committed an unprecedented \$1.75 billion over five years to strengthen and modernize LTC in Ontario in 2021. This financial commitment has the potential to bring about a paradigmatic shift in LTC. It has also focused attention on the urgent need for actionable built environment solutions as to how the planned investment can be most thoughtfully and meaningfully implemented for retrofitting existing LTC homes and the building of new facilities.

To assist in the discussions, the Ontario Association of Architects (OAA) and Jacobs Canada sponsored the timely study, "Reimagining Long-Term Care Architecture in Post-Pandemic Ontario—And Beyond," which explores how the built environment can better support LTC communities.

Undertaken by the University of Toronto's (U of T) Centre for Design + Health Innovation, and authored by Dr. Stephen Verderber of U of T's John H. Daniels Faculty of Architecture, Landscape, and Design, the study included:

- a comprehensive literature review;
- an analysis of case studies of recently built international LTC residential care facilities; and
- an articulation of site planning, architectural, and landscape design considerations.



55% of deaths from the COVID-19 virus occurred in LTC homes.



The provincial government committed \$1.75 billion over five years to strengthen and modernize LTC in Ontario.

Significant Findings

The study sounded the alarm for the need to make built environment improvements in LTC homes, underscoring the urgent and critical need for a rewriting of design standards and guidelines in the province.

The study clearly demonstrates:

1. There is an urgent need to update and rewrite the minimum design standards for LTC homes in Ontario; the built environment must be considered as important a parameter of care as any other medical intervention.
2. State-of-the-art international LTC design trends have clearly moved far beyond the minimum standards currently in place in Ontario. In fact, the state-of-the-art in design for aging is not reflected in the most recent minimum design manual for LTC homes in the province.
3. Current minimum design standards for LTC homes in Ontario are architecturally obsolete. This means updated operational standards will be ineffective if the residence itself is functionally obsolescent and of unsuitable design quality.



There is an urgent need to update and rewrite the minimum design standards for LTC homes in Ontario.

Design Solutions

According to the study, the COVID-19 pandemic underscores that meeting the minimum design standards for LTC homes not only is insufficient now, but also was *never* adequate. As such, the study points to built environment design solutions that the author hopes will be taken into consideration by both the government and the LTC sector.

These include:

- **50 actionable evidence-based and data-driven design considerations** for procurement, site selection, and architectural and landscape design to help improve Ontario's long-term care homes; and
- **25 international exemplary case studies** that model design excellence in LTC residential facilities. The case studies focus on architectural, landscape design, site planning innovations, ecological conservation and sustainability best practices, as well as the applicability and relevance of each case study to the Canadian context.



Meeting the minimum design standards for LTC homes not only is insufficient now, but also was *never* adequate.

Looking Ahead

The OAA encourages the government to view the study as a roadmap to review and update LTC design standards and guidelines in the province.



Appendix A: Reimagining Long-Term Care Architecture in Post-Pandemic Ontario—And Beyond

The nine superordinate themes are aimed at improving the architectural and landscape design quality of long-term care (LTC) environments.

Recent and Future Design Trends in LTC Homes

The “Reimagining Long-Term Care Architecture in Post-Pandemic Ontario—And Beyond” study undertook a literature review that resulted in 272 citations that refer to the LTC physical built environment. The literature was published between 2005 and the end of 2021—this was a period during which the field of environment and aging rapidly expanded.

Based on the literature review, the study presents nine superordinate themes. Inspired by the *Ontario Long-Term Care Home Bill of Rights* and its 27 core provisos, the themes are aimed at improving the architectural and landscape design quality of LTC environments.

The nine superordinate themes and their respective subsections are:

1. Community-Based Aging in Place

- 1a. Immediate Neighborhood and Urban Environment
- 1b. Aging in Place in One’s Existing Home
- 1c. Multigenerational Dwelling Strategies

2. Residential Units and Residentialism

- 2a. Design Considerations and Case Studies
- 2b. Sense of Place and Well-Being
- 2c. Prefab Modular Opportunities in LTC Residential Environments
- 2d. Personal Space and Cultural Factors

3. Nature, Landscape, Biophilia and the Aged

- 3a. Biophilia and Related Theories
- 3b. Design Considerations and Case Studies
- 3c. Therapeutic Gardens
- 3d. Dementia and Nature Engagement

4. Dementia Special Care Units—SCUs

- 4a. Cultural Factors and Dementia SCUs
- 4b. Immediate Living Spaces
- 4c. Influence of the Built Environment
- 4d. Design Innovations and Case Studies

5. Facility Closure and Resident Relocation

- 5a. Cultural Factors in Relocation
- 5b. Voluntary Relocation
- 5c. Involuntary Relocation—Adverse Outcomes
- 5d. Improving the Relocation Process

6. The Expanding Role of Family Engagement

- 6a. Family Engagement—Case Studies
- 6b. Family Engagement—Facility Design

7. Infection Control, Well-Being, and COVID-19

7a. Safety and Infection Control

7b. Lighting, Noise, and Indoor Air Quality

7c. COVID-19

8. Ecological and Cost-Effective Facility Procurement

8a. Sustainable-Resilient Strategies

9. Recent Design Trends and Prognostications

9a. The Green House Model

9b. The Future



Appendix B: Reimagining Long-Term Care Architecture in Post-Pandemic Ontario—And Beyond

The study provides 25 international exemplary case studies that model design excellence in long-term care (LTC) residential facilities.

International LTC Home Case Studies: Design Excellence

The study provides 25 international exemplary case studies that model design excellence in LTC residential facilities. Eighteen of the case studies are in cold-weather climates.

The intent of the international case studies is to explore what these examples might mean for the LTC home sector in Ontario. The case studies focus on:

- architectural and landscape design, site planning innovations, and ecological conservation and sustainability best practices;
- engagement with nature and its therapeutic potential—natural daylight, views, gardening activities, or merely sitting quietly in a courtyard, patio, or roof terrace; and
- applicability and relevance of each case study to the Canadian context.

To read all the case studies, [click here](#).



Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
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Marek Zawadzki	

FOR COUNCIL MEETING

June 20, 2023

(open)

ITEM: 7.1.g

From: Mélisa Audet, Manager, Practice Advisory Services (PAS)

Date: June 13, 2023

Subject: OAA Service Area Semi-Annual Updates - Practice Advisory Services.

Objective: To provide Council with an update regarding activities undertaken in relation to the Operational Plan by the Practice Advisory Services area.

Report – Practice Advisory Services (January 1, 2023 to May 31, 2023)

This memo provides a semi-annual update on activities within the Association's Practice Advisory Services (PAS) area, as well as progress made in relation to operational priorities for 2023, as discussed with Council at the February planning session.

Updates - Main Program and Services supporting Member Competency

Practice Hotline – January 1 to May 31, 2023

The Practice Hotline remains an important service to assist staff in mapping industry trends, feeding into the creation of tools, and in bringing forward topics to the Continuing Education team. PAS received just over 1000 calls/emails between January 1, 2023 and May 31, 2023. (Note: This may include multiple calls about the same topic).

Calls are primarily coming from licensed members (~83% +), most of the remaining are 5% clients, 3% Building Officials and 2% Intern Architects.

Emails are primarily coming from licensed members (~65% +), the remaining identified sources are 6% clients, 6% building officials. 20% fall under the "Other category" which includes emails re-directed to other service areas at the OAA.

Other observations for the first 5 months of 2023:

- The top 2 topics (all users) were related to Act and Regulations (about 18% of the calls and 20% of the emails) and General Practice (about 15% of the calls and 14% of the emails). Questions related about contracts also tracked high in email correspondence.

Practice Advisory E-newsletter (Bi-monthly) - January, March and May Editions

Each e-newsletter was emailed to almost 8000 individuals (which includes architects, interns, etc) and the open rate for the first 3 editions of the year remains close to 70%, which aligns with what was observed in 2022. The Communication-led survey launched in OAA News of July 8 should provide great feedback on how to continue to improve this important member-focused communication tool.

RFP Reviews

Key observations since January 1, 2023:

- 12 RFPs, were brought forward by members and 1 received by a client group. At the time of writing this memo, 2 meetings were to occur with client groups to discuss upcoming projects. The majority of the RFPs originated from municipalities or colleges.
- No RFP Alerts have been issued this year. Though this may be attributed to the strategy employed by the team to proactively address issues within RFPs, either before being tendered or prior to its closing, there remains the issue of the time span between when RFPs are brought to PAS' attention and the closing date of the RFPs often being too short. This impacts the ability of PAS to review and contact the issuer prior to closing.
- It is worth noting that recurring issues flagged in RFPs and client discussions were integrated in a balanced way into the OAA 2021 suite of contracts launched in fall 2022.
- Due to COVID, the development of the next appendices [for PT 39.1 Best Practices for Review of RFP Language and Supplementary Conditions to OAA 600 and Other Client-Architect Contracts](#) and a possible webinar on go no go tools for practices when reviewing RFPs have been paused. The PAS team will be reviewing these in the fall and possibly add them to the 2024 work plan.

CSA Standards Access Program

Earlier this year, PAS successfully renegotiated a 2023-2024 1 year contract, effective as of June 1, 2023. Minor edits were done to the standards in the [OAA – NBC/OBC Standards Collection](#).

Following feedback from Practice Resource Committee (PRC) and receipt of some additional guides from CSA in anticipation of the new contract, the program's [landing page \(member side\)](#) was refreshed with some layout adjustments, additional FAQs, etc. PAS continues to find creative ways to promote the program's use, building on the robust communication efforts from last year as well as exploring opportunities with Continuing

Education team. Discussion started on a possible webinar in the fall to educate members on how to best leverage the platform.

The number of users seems to be remaining steady but is likely to see an increase as the messaging about the new contract is released to the membership in the upcoming weeks. As at the end of May, there were 650 members registered. Of note, each of these may represent up to an additional 9 users. Since the start of the program, approximately 1,150 members have registered, resulting in over 1,700 users having gained access to the standards.

PAS continues to monitor the program renewal rate, which currently stands 60%. Registration is permitted on a rolling basis throughout the year. As a result, there tends to be a lag in individual member renewals from one contract year to the next.

At the time of writing the memo, the 2 most accessed standards were:

- CSA/ASC B651 Accessible design for the built environment
- ASME A17.1-2019/CSA B44:19 Safety code for elevators and escalators
Binational standard with ASME A171

Creation/Participation in OAA Webinars

- Tie into member competency: PAS continues to work closely with the Continuing Education team to highlight topics discussed at Practice Resource Committee and via conversations/emails received on the Practice Hotline.
- For the third year in a row, PAS worked with the Office of the Registrar to present [Understanding your role as a licensed professional](#) earlier this year. Discussions are also occurring about converting the OAA Contract Webinars to YouTube videos.
- PAS also offers assistance in the Fundamental of Running a Practice course as well as the OAA Admission course. This may include being a subject matter expert, reviewing list of resources for the attendees, etc.

Document Maintenance Program & Updates to Practice Tips

As reported at February Planning Session, PAS is working on implementing new processes to more effectively respond to legislative changes, identify gaps in best practices tools, as well as strategies for identifying needs and coordinating with other service areas which affects the documents maintained by PAS. As such, PAS is working on improving tracking tools for better reactivity to items such as legislative changes. The first group of documents being reviewed are the Practice Tips. This work will continue for the rest of the year, with the intent of creating some messaging about the “refreshed” PTs in upcoming Practice Advisory E-newsletters.

Practice Consultation Program: Updates

Working alongside the Executive Director, the Registrar, Communications and IT, PAS continues to work on refreshing components of the program such as updating the questionnaire, tracking tools, website content, integration with IMIS, etc.

Update on Progress Toward Special Operational Activities or Projects

2021 OAA Contract Suite: OAA 600 French Translation and Other Updates

- Progress on OAO 600-2021 AR: The French version of OAA 600 contract and the GUIDE is progressing. At the time of writing this memo, the translated forms were being texted for imminent upload to the website.
- Contract Suite Webinars – Spring 2023: Earlier this year, PAS presented the 4 part webinar series on the OAA 2021 Contract Suite for the second time. The team continues to receive great feedback about these well attended sessions (averaging 200+ attendees for each webinar).
- Sunsetting Previous Contracts: As announced in OAA News and during the webinars, all previous contract versions were removed from the website in June 2023. This is also reflected in the [Index to OAA Contracts and Guides](#).
- Client Group Presentation in Fall 2023: With the issuance of the OAA 2021 contracts, PAS is investigating opportunities for outreach to client groups (including procurement groups and lawyers) to promote the OAA contracts and identify educational opportunities to hopefully elevate the understanding of the *Architects Act* and Regulations, copyright as it pertains to the work of OAA licensed members, and what PLI is, etc. These are often issues that are problematic in RFPs.

Public Reviews

With the assistance of advisory groups and OAA's Policy team, the following public review submissions were completed:

- [Public Review of CSA Z252 Volumetric Modular Construction](#): On February 17, 2023, the OAA submitted selective comments in response to this review. On 2nd June, the OAA received a thank you note appreciative of the effort.
- [CBHCC Consultation on Changes to the National Building Code and National Plumbing Code – Winter 2023](#): On April 25, 2023, the OAA submitted a response to the Canadian Board for Harmonized Construction Codes.

PAS also supported some of the Policy-focused submissions related to harmonization of the building codes.

OBC Matrix Updates

Refer to Chair of PRC memo entitled "Practice Resource Committee (PRC) – Update" dated June 12, 2023.

Onboarding of the New Practice Advisor

In February 2023, the team welcomed architect Stephen Taylor as a new Practice Advisor.

Action

None. For information only.

Attachments

None.

The Honourable Jonathan Wilkinson
Minister of Natural Resources
Government of Canada
HonJonathan.Wilkinson@nrcan-rncan.gc.ca

FOR COUNCIL MEETING
June 20, 2023
(open)
ITEM: 7.2

May 9th, 2023

Minister,

It has come to our attention that a growing number of federal incentive programs including equipment subsidies available through the National Research Council Canada (NRC) and mortgage qualification through the Canadian Mortgage and Housing Corporation (CMHC) require verification by specified third party entities.

While this requirement for verification (for compliance benchmarks such as Net Zero Carbon, Net Zero Energy Ready, Zero Operational Emissions, whether proprietary or otherwise demonstrable with calculations) does not in negate the legislated requirement for design services to be provide by a licensed professional (i.e. an architect or engineer), it does create unnecessary duplication and complexity to a design project, as well as results in an extended timeframe for design and increases the cost to the public.

Energy modeling and envelope design are core competencies of both architects and engineers, who are recognized as 'qualified professionals' under the Building Codes. Given our understanding of the verification process, this requirement can efficiently and effectively be addressed by recognizing that an attestation from a qualified profession is sufficient for these purposes.

Recognizing this option has added benefit to the public, in that licensed professionals are subject to ongoing demonstration of competency and currency through continuing education as well as requirements for professional liability insurance.

We ask that you make the change to recognize attestations from qualified professionals to be sufficient for federal incentive programs and remove their requirement to seek third party verification.

We look forward to receiving your response.

Sincerely,



Ian Ross McDonald Architect AIBC AAA

Chair, ROAC

cc All ROAC Directors and Administrators
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