



Ontario Association
of Architects

VISION

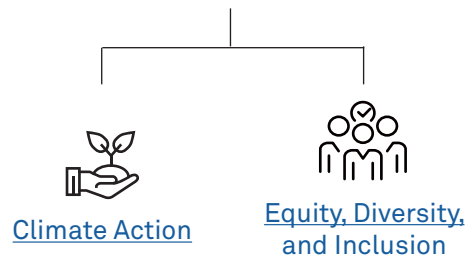
An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

MANDATE

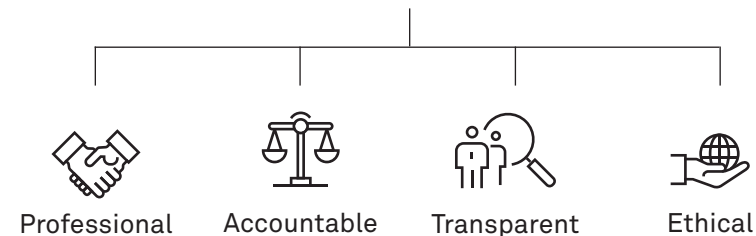
To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects;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



Operational Procedures

Procedure Reference **OAA Council Meetings – Rules and Procedures**

Issue Date **November 29, 2023**

Revision Dates

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 Manual, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council. The following operational procedures outline the rules and procedures for discussion, debate and motions within Council meetings:

- The maximum time for a Councillor's comments in debate on a motion is two minutes.
- 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 Councillor's intention to speak by raising their hand; and
 - b) any Councillor having not spoken to an item/motion shall be given preference on the speakers' list over any Councillor who has already spoken.
- 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. Otherwise all other motions are to be contained within the individual reports to Council, unless a motion for an item that is "*For Discussion*" has yet to be identified.
- 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.
- The meeting will move to a period of informal discussion immediately after a new item has been presented and a main motion on the item is introduced and any questions on the item have been put and answered; ; and
 - a) a period of informal discussion is defined as the opportunity to discuss an item with the 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, Council will be asked to vote on the motion

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



ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of May 21, 2024 at approx. 10:00 a.m.

Meeting # 293

OPEN MEETING AGENDA

Recognition of Traditional Lands

4 mins 1.0 AGENDA APPROVAL

1 min 1.1 Declaration re. Conflict of Interest

2.0 APPROVAL OF MINUTES

4 mins 2.1 Draft minutes of the March 7, 2024 Open Council Meeting (see attached)

2 mins 3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

20 mins 4.1 Public Awareness Sponsorship Funding Requests (see attached) VP McKendrick
It was moved by McKendrick and seconded by... that Council approve funding for Imagining my Sustainable Community in the amount of \$25,000, to be drawn from the 2024 policy contingency budget.

It was moved by McKendrick and seconded by... that Council approve funding for Winter Stations in the amount of \$25,000, to be drawn from the 2024 policy contingency budget.

5 mins 4.2 Updated Continuing Education Program policy (see attached) Deputy Registrar
It was moved by... and seconded by...that Council approve the attached Continuing Education Policy, dated May 21, 2024 and sunset the former associated policies.

It was moved byand seconded by....that Council approve the proposal to change the non-compliance fine to a consistent \$750, and sunset the tiered fee structure.

15 mins 4.3 Continuing Education – Mandatory Learning Hours for 2024-2026 Reporting Cycle (see attached) Deputy Registrar
*It was moved by... and seconded by... that Council continue/sunset the mandatory content requirement for the 2024-2026 Continuing Education Cycle.
(Note - If Council directs continuation of the mandatory content requirement, the following could be appended to the motion):*

And, that Council direct the following in terms of the mandatory content and administration...

15 mins 4.4 Results of 2024 Demographics Survey (see attached) Governance Committee
It was moved by Wilson and seconded by Longlade that the OAA 2024 Demographic Survey – Summary Report be published on the OAA website.

7 mins 4.5 Proposal to Update Site Plan Research and Report (see attached) VP Spiegel
It was moved by Spiegel and seconded by... that Council approve the proposal from Altus Group to conduct a study that quantifies the impact of province-wide site plan delays and that analyzes the economic impact of the architecture industry in Ontario; and, that the upset cost of \$36,000 be funded from the 2024 Council policy contingency.

5.0 ITEMS FOR DISCUSSION

6.0 REPORTS

Open Council Agenda

1 min	6.1	Report from the President – Activities for the months of January-March (<i>see attached</i>)	President
1 min	6.2	Report from the Executive Director (<i>see attached</i>)	Executive Director
1 min	6.3	Report from the Registrar (<i>see attached</i>)	Registrar
	6.4	Report from the Senior Vice President and Treasurer	SVP & Treasurer
1 min		6.4.a Financial Statements for the 3 months ended February 28, 2024 (<i>see attached</i>)	
	6.5	Committee Reports	Committee Chairs
1 min		6.5.a Governance & HR Committee – Update (<i>see attached</i>)	SVP & Treasurer
1 min		6.5.b Policy Advisory Consultation Team (PACT) – Update (<i>see attached</i>)	VP Speigel
1 min		6.5.c Communications and Public Education Committee (CPEC) – Update (<i>see attached</i>)	VP McKendrick
5 mins		6.5.d OAA Building Committee – Update re. Landscape Design Competition (<i>see attached</i>)	VP McKendrick
1 min		6.5.e Practice Resource Committee – Update (<i>see attached</i>)	VP Schuhmann
1 min		6.5.f Interns Committee – Update (<i>see attached</i>)	Councillor Alkasawat

7.0 ITEMS FOR INFORMATION

Nil	7.1	Regulatory Organizations of Architecture in Canada (ROAC) – May 3, 2024 Meeting Agenda (<i>see attached</i>)	
Nil	7.2	Design Industry Advisory Committee (DIAC) – 2023 Update (<i>see attached</i>)	
Nil	7.3	SSHRC Partnership Quality in Canada's Built Environment – Update on Halifax Convention (<i>see attached</i>)	VP Speigel

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

- 9.1 The next regular meeting of Council is Thursday June 20, 2024 at 9:30 a.m. at the OAA Headquarters, Toronto, Ontario.

10.0 ADJOURNMENT

Ontario Association of Architects

Meeting #292 Open

MINUTES

March 7, 2024

The two hundred and ninety second meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday March 4, 2024 at the OAA Headquarters, 111 Moatfield Drive, Toronto and virtually via Zoom.

Settimo Vilardi	President
Ted Wilson	Senior Vice President and Treasurer
Lara McKendrick	Vice President
Kristiana Schuhmann	Vice President
Susan Spiegel	Vice President
Loloa Alkasawat	Councillor
J. William Birdsell	Councillor
Jim Buttici	Lieutenant Governor in Council Appointee
Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee (virtual)
Christina Karney	Councillor
Natasha Krickhan	Councillor
Jenny Lafance	Councillor
Michelle Longlade	Lieutenant Governor in Council Appointee (virtual)
Elaine Mintz	Lieutenant Governor in Council Appointee
Greg Redden	Councillor (virtual)
Anna Richter	Councillor
Ted Watson	Councillor
Thomas Yeung	Councillor (part attendance)
Marek Zawadzki	Councillor
Kristi Doyle	Executive Director
Christie Mills	Registrar
Tina Carfa	Executive Assistant, Executive Services
Erik Missio	Manager, Communications

Regrets: None

Guests: None

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

The President welcomed new member of Council Jenny Lafrance to their first meeting of Council.

The President noted that a land acknowledgement titled *ᐱᓐᓂᓐ (ÎNÎW) River Lot 11∞ Edmonton's Indigenous Art Park*, recommended by Senior Vice President and Treasurer Wilson would be shared with Council as an acknowledgement and recognition of the Indigenous land and its people.

The President welcomed staff, members, and others in attendance at the meeting.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9716. The President reported that no new items would be added to the agenda.

It was moved by Butticci and seconded by Alkasawat that the agenda for the March 7, 2024 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9717. *Reference Material Reviewed:* Draft minutes of the January 18, 2024 Open Council meeting.

The draft minutes of the January 18, 2024 Open Council meeting were reviewed.

It was moved by Birdsell and seconded by Richter that the minutes of the January 18, 2024 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9718. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9719. *Reference Materials Reviewed:* Memorandum from Finance and Audit Committee dated February 28, 2024 re. Audited Financial Statements as at November 30, 2023 and attached supporting documentation. **(APPENDIX 'A')**

The Senior Vice President and Treasurer reported. It was noted that there has been an increase in membership which is reflected in the increase in fees received. A decrease in Conference revenue was a result of lower than expected attendance in Sudbury.

It was noted by the Senior Vice President and Treasurer that reserves continue to build.

It was noted by a member of Council that the OAA's equity in Pro-Demnity is not factored in to the annual surplus. Clarification was requested with respect to extraordinary items.

The Senior Vice President and Treasurer responded that extraordinary costs are associated with the May 2, 2023 Court Order with a current spend of approximately \$147,000 and a projection or contingent liability of up to an additional \$350,000.

It was moved by Wilson and seconded by Butticci that Council approve the 2023 OAA audited financial statements as presented to Council on March 7, 2024

-- CARRIED

9720. Honorary Membership Nomination (*oral*)

Council reviewed the nomination for Honorary Membership for Kevin McIntosh.

It was moved by Spiegel and seconded by Mintz that Council approve the nomination of Kevin McIntosh for election to Honorary Membership within the OAA at the Annual General Meeting on April 11, 2024

-- CARRIED

The President noted that the nomination will go forward to the membership at the AGM on April 11 for approval.

9721. *Reference Materials Reviewed:* Memorandum from Councillor and Chair, Interns Committee, Loloa Alkasawat dated February 26, 2024 re. Interns Committee – Updated Terms of Reference and attached supporting documentation. **(APPENDIX ‘B’)**

Alkasawat reported on the Terms of Reference noting that the amendments were generally housekeeping and consideration of the intern architect selected to attend open Council meetings.

A member of Council noted that the selection of the intern guest is made by the Chair in the Terms of Reference however the Terms of Reference for the Intern guest on Council suggests that it is the committee that makes the appointment. This should be corrected for constancy.

A member of Council noted in the Terms of Reference for the Interns Committee that meetings are to be held during core hours, however, those Committee meetings are held in the evening to accommodate the interns' schedules.

Doyle noted that all the Terms of Reference are based on a template. The current Committee members along with the Chair have collectively agreed to meet after hours.

A Council member suggested that if an individual wishes to join the Committee, it would be of benefit to note flexibility in meeting times and therefore the terms of reference should be amended to reflect this.

It was suggested by a member of Council that the decision can just be made by mutual agreement of the Committee members.

Doyle noted as a general principle committees are to meet during core office hours, and that staff are not expected to accommodate committee meetings outside of that time. The only exception is the Interns Committee. There was a show of hands as to whether the Terms of Reference should be amended to reflect the evening meeting times. Consensus was not reached.

It was moved by Alkasawat and seconded by Mintz that Council approve the updates Terms of Reference for the Interns Committee as presented.

-- CARRIED

9722. *Reference Materials Reviewed:* Memorandum from the OAA Building Committee dated February 26, 2024 re. OAA Presidents' Wall Proposal and attached supporting documentation. **(APPENDIX ‘C’)**

Vice President McKendrick reported.

It was moved by McKendrick and seconded by Yeung that Council approve in principle the design concept and for a new Presidents' Wall to be mounted in the entry-level foyer as recommended by the Building Committee; that Council approve the expenditure of up to \$6,000 from the policy contingency budget to proceed to schematic design which is to include appropriate lighting for the wall; and, that the Building Committee be directed to present a final budget and schematic design to Council at its June 2024 meeting.

-- CARRIED

9723. *Reference Materials Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated March 1, 2024 re. Theme for the 2025 OAA Conference and attached supporting documentation. **(APPENDIX ‘D’)**

Vice President McKendrick reported that there was much discussion among committee members and excellent collaboration on the subject of the theme for the 2025 Conference.

A member of Council noted the significance of the discussion on the theme since it will be held in the nation's capital.

It was moved by McKendrick and seconded by Karney that Council approve the Communication and Public Education Committee's recommendation for Reshaping Communities to be the 2025 OAA Conference theme.

-- CARRIED

9724. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 28, 2024 re. Amendments to Tri-National Mutual Recognition Agreement and attached supporting documentation. **(APPENDIX 'E')**

Doyle reported.

A member of Council suggested that the agreement was unfair in that it is inconsistent with how internationally-trained architects are treated when applying domestically, including the fees and experience requirement. The member cited that under the MRA, only residential and single family homes experience was required to be demonstrated.

Doyle noted that purpose of the Mutual Recognition Agreement (MRA) is to recognize that the countries under the agreement have similar systems of licensure and that there is an acknowledgement that the requirements for licensure are very similar suggesting that the competencies held by the licensees are virtually the same. If the country does not have inter-recognition, it is then difficult to measure. After years of discussions and exploration, the three countries have agreed that the systems are very similar. The submission of a dossier is requested in order to demonstrate specific competencies. It was clarified that new and additional experience is not required. The interview process allows for the individual to orally demonstrate readiness to practice in the host country.

A Council member requested clarification with respect to the requirement for 2 of 5 years experience in the country that they are from.

Doyle responded that this demonstrates that they have post-licensure experience in their home country. This is not an additional experience requirement. Once the dossier is submitted there is an interview to demonstrate their knowledge to practice in Canada.

A Council member enquired as to the reason for the removal of the requirement for markup drawings.

Doyle responded that this was very labour intensive to prepare. The requirement can be covered in the form of an interview.

A member of Council referenced section 6.3.1 in the operational agreement, requesting clarification if assembly occupancy type projects are excluded.

Doyle responded that they are not excluded. Further to residential discussions parameters were set around multi-family residential.

It was moved by Birdsell and seconded by Richter that the Council of the Ontario Association of Architects:

- a) approve the proposed amendments to the Tri-National Mutual Recognition Agreement dated October 7, 2005 as outlined in the Preliminary Agreement: Tri-National Agreement for International Practice dated November 24, 2023;**
- b) approve the proposed Operational Agreement: Tri-National Agreement for International Practice dated November 24, 2023; and,**
- c) direct the OAAs representative to the ROAC Board of Directors to vote in favour of a motion at the May meeting directing ROAC Tri-National Monitoring Committee members Leif Fuchs and**

Kristi Doyle to sign the Documents to officially amend the agreement and implement the operational agreement on behalf of the Regulators who are represented by ROAC
-- CARRIED

Yeung left the meeting at 12:30 p.m.

Council broke for lunch a 12:30 p.m. and resumed at 1:20 p.m.

9725. *Reference Materials Reviewed:* Memorandum from Senior Vice President and Treasurer and Interlocking Director, Pro-Demnity Insurance Company, Ted Wilson dated February 28, 2024 re. Pro-Demnity Insurance Company – Annual Appointment of Auditor and Actuary and attached supporting documentation. **(APPENDIX 'F')**

The Senior Vice President and Treasurer reported.

It was noted by a member of Council that the actuary in the firm is retiring and his partner will be taking on the work.

Doyle noted that it is the same firm as noted in the motion.

It was moved by Wilson and seconded by McKendrick that Council direct the OAA President to vote in the affirmative regarding the recommendation to appoint BDO Canada as the Auditor, and J.S. Cheng as the Actuary for Pro-Demnity Insurance Company at the March 28, 2024 Annual Meeting of the Shareholder.

-- CARRIED

ITEMS FOR DISCUSSION

9726. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9727. *Reference Material Reviewed:* President's Activities for the months of January-March. **(APPENDIX 'G')**

The report was noted for information.

9728. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated February 27, 2024 re. Executive Director Report to Council. **(APPENDIX 'H')**

The report was noted for information.

9729. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council for the period January 1 to February 21, 2024. **(APPENDIX 'I')**

The report was noted for information.

9730. *Reference Material Reviewed:* Memorandum from the Governance Committee dated February 29, 2024 re. Update from OAA Governance Committee. **(APPENDIX 'J')**

The report was noted for information.

9731. *Reference Material Reviewed:* Memorandum from Vice President, Susan Speigel dated February 22, 2024 re. Update on the Policy Advisory Coordination Team's (PACT) work. **(APPENDIX 'K')**

A member of Council requested some clarification with respect to PACT's work plan noting that the National Architecture Policy is on hold.

Doyle responded that the work undertaken by the national group was forwarded to ROAC in November 2023. The initiative, because it is a national plan, will be reviewed again by ROAC in May 2024 where it needs to be considered within the context of ROAC's strategic plan. Should ROAC make a decision not to pursue parts of it, then each provincial/territorial association decides whether it chooses to take the next steps.

The Council member suggested that PACT should continue discussion on the subject.

A member of Council suggested that because it is a national initiative that further action should be pending ROAC's direction on the policy's future.

A Council member enquired as to whether ROAC has a set of bylaws accessible on the web.

Doyle responded that its bylaws are established and will confirm accessibility.

The report was noted for information.

9732. *Reference Material Reviewed:* Memorandum from Communications and Public Education Committee (CPEC) dated February 22, 2024 re. Committee Updates. **(APPENDIX 'L')**

The report was noted for information.

9733. *Reference Material Reviewed:* Memorandum from OAA Building Committee dated February 26, 2024 re. Update from Building Committee. **(APPENDIX 'M')**

Vice President McKendrick reported that the Competition brief is in development with architect, Joe Lobko.

It was noted by the Vice President that outreach to Bayview Glen Independent school which owns a portion of the land on the south side was successful that the school supports the program. The Vice President noted that the technical review team is in place, and the jury selected, chaired by Vice President Spiegel.

It was noted by the Vice President that there is an online webinar info session scheduled for March 20. There will be an opportunity for public engagement at Doors Open Toronto as well as a dedicated link on the website homepage.

A member of Council enquired as to whether there any of the jury members are Indigenous.

The Vice President confirmed that SpruceLab and LGIC Michelle Longlade will both be on the jury.

A member of Council enquired as to whether a full review of accessibility has been undertaken. The Vice President confirmed that it has been thoroughly addressed through robust discussions by the Committee.

Doyle noted that a brief on the Competition will be posted on March 18.

A Council member enquired as to whether the budget will be presented to the competitors and if so what measures are in place should that budget be exceeded.

The Vice President responded that the budget will be outlined in the briefing to the competitors and will be presented with a reserve contingency. Prior to proceeding to make the submission to the jury, the technical advisory team will vet the proposals for cost issues.

Doyle reported that there will be a push to get the briefing ready and announcement made. Council was requested to put the word out to others regarding the Competition. The Competition period will be open from March 20 to May 16.

It was suggested by a member of Council that the interest in the Competition may be gauged by measuring its traffic on social media.

Missio responded that it may be tracked in this manner keeping in mind though that the project must be led by an OAA or OALA member so the target respondents is narrow. There was an article on the Competition in an issue of the Daily Commercial News.

A Council member enquired as to whether a design team could include interns.

The Vice President noted that the project leader must have a Certificate of Practice or be a member of OALA with insurance in place. An intern has the option if they wish to reach out to a landscape firm.

It was noted by a member of Council that the OALA currently does not have info on the Competition on its website.

Missio responded that he will reach out to OALA to suggest the addition to their website. It was noted that they are planning to circulate an e-newsletter to its membership.

The report was noted for information.

9733. *Reference Material Reviewed:* Memorandum from Practice Resource Committee (PRC) dated February 27, 2024 re. Committee Updates. **(APPENDIX 'N')**

A member of Council enquired as to whether PRC is working with Continuing Education (ConEd) team to create a course for mandatory ConEd on the pending changes the Ontario Building Code.

Vice President Schuhmann confirmed that such a request has not been forwarded to the Committee.

Doyle noted that there is continuous monitoring of the ongoing Building Code changes. The OAA also sits on Engineers Architects and Building Officials (EABO) where there has been some discussion regarding Continuing Education after the Code changes are made public. There will be a transition period likely through to January of 2025.

It was noted by Doyle that the Ministry of Municipal Affairs and Housing (MMAH) has budgeted for a road show to introduce the new Code. The Deputy Registrar is also following the code changes closely. There are many ConEd opportunities and it is likely that MMAH will offer free ConEd in an info session.

Vice President Schuhmann noted that PRC is not involved in ConEd but is continuously undertaking updates in the code matrix.

A member of Council enquired as to whether the passing of Bill 157 will be reflected in the Code.

Doyle responded that any legislative changes were discussed last year with MAG and those changes will be handled by MAG. There is specific reference to licence holders as being exempt from the requirement to be a 'qualified individual'. Doyle reminded that the professional design requirements table was removed from the code a number of years ago.

The report was noted for information.

ITEMS FOR INFORMATION

9734. *Reference Material Reviewed:* Memorandum from Vice President, Lara McKendrick dated February 29, 2024 re. OAA Local Society Annual Reports for 2023 and attached supporting documentation. **(APPENDIX 'O')**

The report was noted for information.

OTHER BUSINESS

9735. There was no other business.

DATE OF NEXT MEETING

9736. The next regular meeting of Council is Tuesday May 21, 2024 at 8:30 a.m. at the Marriott on the Falls Hotel, Niagara Falls, Ontario.

ADJOURNMENT

9737. **It was moved by Mintz and seconded by Butticci that the meeting be adjourned at 1:58 p.m.**
-- CARRIED UNANIMOUSLY

President

Date

Memorandum

To: Council

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 4.1

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

From: Communications and Public Education Committee

Lara McKendrick, Chair	Mariella Amodio
Pearl Chan	Kurtis Chen
Jon Hobbs	Carl Knipfel
Elaine Mintz	Brigitte Ng

Date: May 9, 2024

Subject: Recommendations for Public Awareness Sponsorship Funding

Objective: To defer to Council for funding on select high value Public Awareness Sponsorship funding requests.

CPEC held its first hybrid meeting for the year on Friday, March 1. A priority for the meeting was to review submissions to the OAA's key public engagement funding programs: *Public Awareness Sponsorships* and *Special Project Funding* which is one of the Committee's responsibilities as set out in the Committee's Terms of Reference.

External individuals and organizations can apply for the OAA's **Public Awareness Sponsorship** program for assistance in carrying out projects or events promoting Ontario architecture to the public, and the Committee has discretion to allocate up to \$80,000/year to requests not exceeding \$10,000.

As per the funding guidelines, any requests in excess of \$10,000 that the Committee deems valuable must be deferred to Council for consideration.

After discussing the received requests above \$10,000, the Committee recommends Council consider funding two Public Awareness Sponsorship projects:

- Imagining My Sustainable Community (No. 9) - **\$25,000**
- Winter Stations (Winterstationsinc.) - **\$25,000**

A representative from each group has been offered the opportunity to join the Council meeting at the appropriate time to say a few brief words for consideration. **Andrew Davies** will speak about Imagining My Sustainable Community, and **Dakota Wares-Tani** will speak about the Winter Stations project.

Staff will formally notify applicants of the results once Council has made its decision.

It is noted that this funding would be drawn from Council's policy contingency in the 2024 budget which current sits at approximately \$114,000.

Action: Council to consider the following two motions:

It was moved by McKendrick and seconded by... that Council approve funding for **Imagining my Sustainable Community** in the amount of **\$25,000**, to be drawn from the 2024 policy contingency budget.

It was moved by McKendrick and seconded by... that Council approve funding for **Winter Stations** in the amount of **\$25,000**, to be drawn from the 2024 policy contingency budget.

Attachments: Winter Stations FORM – 2024 Public Awareness Sponsorships.pdf

No.9 IMSC FORM – 2024 Public Awareness Sponsorships.pdf

Sponsorship Levels and Benefit Packages for IMSC 2024.pdf

Guidelines and Application Form

Public Awareness Sponsorship Program 2024

Each year, individuals and outside organizations can apply for the OAA's Public Awareness Sponsorship program for assistance in carrying out projects or events promoting Ontario architecture to the public.

The Communications and Public Education Committee (CPEC) measures all applications against four criteria:

- Potential to increase public awareness/appreciation of architecture and the allied arts and sciences;
- Innovation, creativity, and relevance;
- Ability to attract an audience and successfully run event/initiative; and
- Alignment to current OAA Council priorities as reflected in the [OAA's Five-Year Strategic Plan](#)

For 2024, there are **two deadlines** for submission: **Monday, January 29** and **Monday, July 29**. The first deadline has a pot of \$40,000, with any remaining funds added to the second deadline's amount of \$40,000.

1. Please note the Public Awareness Sponsorship program is intended for projects that ***have not yet occurred***. Decisions are shared with applicants in late March and late August, respectively. (Requests of more than \$10,000 must be approved by OAA Council, requiring a longer timeline.)
2. Allow approximately **four to six weeks** of processing and evaluation time from the date of receipt of the completed application and all required documentation.
3. An incomplete application will be not be considered.
4. Applicants must demonstrate a clear need for funding as well as support from other sources.





A. TYPE OF APPLICANT *(please check the appropriate application category)*

- ☐ External Individual ☐ External Organization
☐ OAA Member or other OAA status holder

B. APPLICANT DETAILS *(Use supplementary sheets if necessary)*

1. Name of Applicant: _____
(please indicate the name of the funding recipient as stated on the recipient's bank account)
2. Applicant Address: _____
Street _____ Suite No. _____
City _____ Province/State/Territory _____ Country _____ Postal/Zip Code _____
Tel: () _____ Email: _____
3. Primary Contact: _____
Given Name _____ Surname _____

C. PROJECT DETAILS *(Use supplementary sheets if necessary)*

1. Title of event or project: _____
2. Date of event: _____
3. Location: _____
Street _____ Suite No. _____
City _____ Province/State/Territory _____ Country _____ Postal/Zip Code _____
4. Amount Requested: _____
5. Tell us about your project:



6. How does it promotes architecture to the public?

7. Tell us about yourself or your organization and why this project is important to you.

8. What do you want to achieve? How will you know whether you are successful?

9. Why should the OAA sponsor this project?

10. Who is the audience for this?



11. How did you arrive at the financial figure you are requesting?

12. Please provide a detailed description of all the sponsor benefits to offering financial commitment. If there are various levels, outline the different associated benefits.

13. What else should the Committee know about your project?

If you have pdfs, jpgs, or other files to supplement your application, please attach them.

Name (please print)

Date



Signature









Guidelines and Application Form

Public Awareness Sponsorship Program

Each year, individuals and outside organizations can apply for the OAA's Public Awareness Sponsorship program for assistance in carrying out projects or events promoting Ontario architecture to the public.

The [Communications and Public Education Committee](#) (CPEC) measures all applications against four criteria:

- Potential to increase public awareness/appreciation of architecture and the allied arts and sciences;
- Innovation, creativity, and relevance;
- Ability to attract an audience and successfully run event/initiative; and
- Alignment to current OAA Council priorities as reflected in the [OAA's Five-Year Strategic Plan](#).

For 2023, there are **two deadlines** for submission: **Monday, January 30** and **Monday, July 24**. The first deadline has a pot of \$30,000, with any remaining funds added to the second deadline's amount of \$30,000.

1. Please note the Public Awareness Sponsorship program is intended for projects that ***have not yet occurred***. Decisions are shared with applicants in late March and late August, respectively. (Requests of more than \$10,000 must be approved by [OAA Council](#), requiring a longer timeline.)
2. Allow approximately **four to six weeks** of processing and evaluation time from the date of receipt of the completed application and all required documentation.
3. An incomplete application will be not be considered.
4. Applicants must demonstrate a clear need for funding as well as support from other sources.



Ontario Association
of Architects

111 Moatfield Drive
Toronto, ON M3B 3L6
Canada

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

Application for Funding

Public Awareness Sponsorship

A. TYPE OF APPLICANT *(please check the appropriate application category)*

- ☐ OAA Member or other OAA status holder ☒ External Organization
☐ External Individual

B. APPLICANT DETAILS *(Use supplementary sheets if necessary)*

1. Name of Applicant: No.9 Contemporary Art & the Environment
(please indicate the name of the funding recipient as stated on the recipient's bank account)
2. Applicant Address: 39 Queens Quay
Street Suite No.
Toronto 100
City Province/Territory Postal Code
Tel: () 647 284 4581 Email: adavies@no9.ca
3. Primary Contact: Andrew Davies
Given Name *Family Name*

C. PROJECT DETAILS *(Use supplementary sheets if necessary)*

1. Title of event or project: Imagining My Sustainable Community
2. Date of event: January 1st 2024 to December 31st 2024
3. Location: A variety of Schools in Hamilton, Toronto, Tyendinaga, Kingston and Ottawa
Street Suite No.
City Province/Territory Postal Code
Tel: () _____ Email: _____
4. Tell us in detail about your project:

Imagining My Sustainable Community is a 4-day in class, sustainable design workshop delivered by Architects and Designers to grade 7/8 students in four cities across Ontario. We have existing relationships with the school boards in each of these cities. The Workshop delivers the 9 Pillars of building a sustainable community which have been influenced by the UN sustainable development goals. This is a STEM + ART, hands-on real world program that has students taking on the role of the Architect and designing their sustainable community. Each student gets 1 hour of complete one on one with an Architect or Designer to realize their project in drawing and scale model. A base model is created for the entire class to plug their project into so that students learn the importance of integrated design. At the end of the workshop the students present their ideas to their parents and city councillor.



5. How does it promote architecture to the public?

After 4 days of learning about sustainable Architecture the student have a very good understanding around how Architects work and what they can offer in regards to City building. They also learn that through design we can reduce the amount of carbon that our communities produce. We speak about green building design which is one of our 9 Pillars and how green roofs and orientation to the sun can effect the amount of energy needed to heat and cool homes. In addition to the students that receive our program their parents are also encouraged to participate in the final review of their work. The format of the program is set up like a charrett for an Architectural competition so students learn that if they have an Architectural idea they need to know how to represent that idea in drawing and model and then how to present to a client. In this case it is their local City Councillor.

6. Tell us about yourself or your organization and why this project is important to you.

We are a non-for-profit made up of Architects, Designers and Artists with the mission to empower the next generation to build sustainable communities. We have been delivering this program for 12 years and have reached over 5,000 students mostly in Ontario. We have raised millions of dollars to be able to provide this free to underserved diverse communities. We believe that as Designers we have a responsibility to provide the next generation with the tools so that they can build low carbon communities. Currently this curriculum does not exist at the elementary level and students are suffering from climate anxiety because of this fact. We believe that through design problem solving we can learn how to live a low carbon lifestyle. We want this knowledge to be passed on to those that will be impacted the most. We see this as very important for us and the communities we work and live in.

7. What do you want to achieve? How will you know whether you are successful?

We want to empower youth to build sustainable communities across Ontario. No.9 has partnerships with schoolboards and teachers in each of these cities. No.9 will be working with Queen's University Faculty of Education to create two PD workshops that will be delivered to teachers and Architects over the next 5 years. Our goal is to train 100 teachers and 20 Architects every year to deliver the IMSC program. Once teachers have been taught and provided with the materials and online resources they can continue to deliver the program year after year with volunteer Architects assisting on days 3 and 4 of the program. These days are when the students explore model making and build out a scale model of their ideas. Our expectation is that 20,000 students will be reached by the end of the fifth year. We will know that we have been successful if we make our numbers.

8. Why should the OAA sponsor this project?

OAA has a mission to inform the public about the benefits of Architecture as this supports their members in their work. A more informed population is more likely to engage Architects if they understand the important role that they play in design. Sustainable design is critical for us to mitigate the impacts of climate change. A more educated population will listen to Architects when they propose more sustainable methods of building and working. Architects engaged with their community mentoring youth provides for a meaningful role in building strong healthy communities and combating staff from feeling isolated and unengaged with their community. Some of the students will be learning about the importance of design and architecture for the first time and will be more likely to pursue this as a career once they have been introduced to the profession. This means future members for the OAA.

9. Who is the audience for this?

The audience is youth, their parents, their teachers, principals, local government, School trustees and other local professionals. The program is mostly delivered to grade 7/8 classes and fulfills major curriculum requirements for this level in Ontario. We will be working in 5 communities across Ontario with the majority of them being the most populated cities. We will also be working with the Indigenous community of Tyendinaga where we have existing relationships with educators. A special PD workshop will be developed in consultation with our partners there that reflects their culture and Indigenous ways. There is always a presentation of the students work upon finishing the project. We will continue to connect with media to showcase this program to as many people in these communities as possible.



10. How did you arrive at the financial figure you are requesting?

This is the level that OAA has participated in the past. We pool all of the funds that we secure through sponsorship in order to deliver the program to as many students as possible. What is nice about educating teachers to deliver the program is that once they are taught their compensation from the School Boards will allow them to continue to teach the program year after year where as in the past we could only deliver to select schools due to our limited budget.

11. Please provide a detailed description of all the sponsor benefits to offering financial commitment. If there are various levels, outline the different associated benefits.

EDUCATOR LEVEL AND LEAD PILLAR SPONSOR FOR A PILLAR (50K)

Exclusive naming right as Lead Sponsor of the Green Building Design Pillar

Paragraph on the Pillar information provided to students about SPONSORS' s commitment to the Pillar. (Input from SPONSOR with final content decision by No.9)

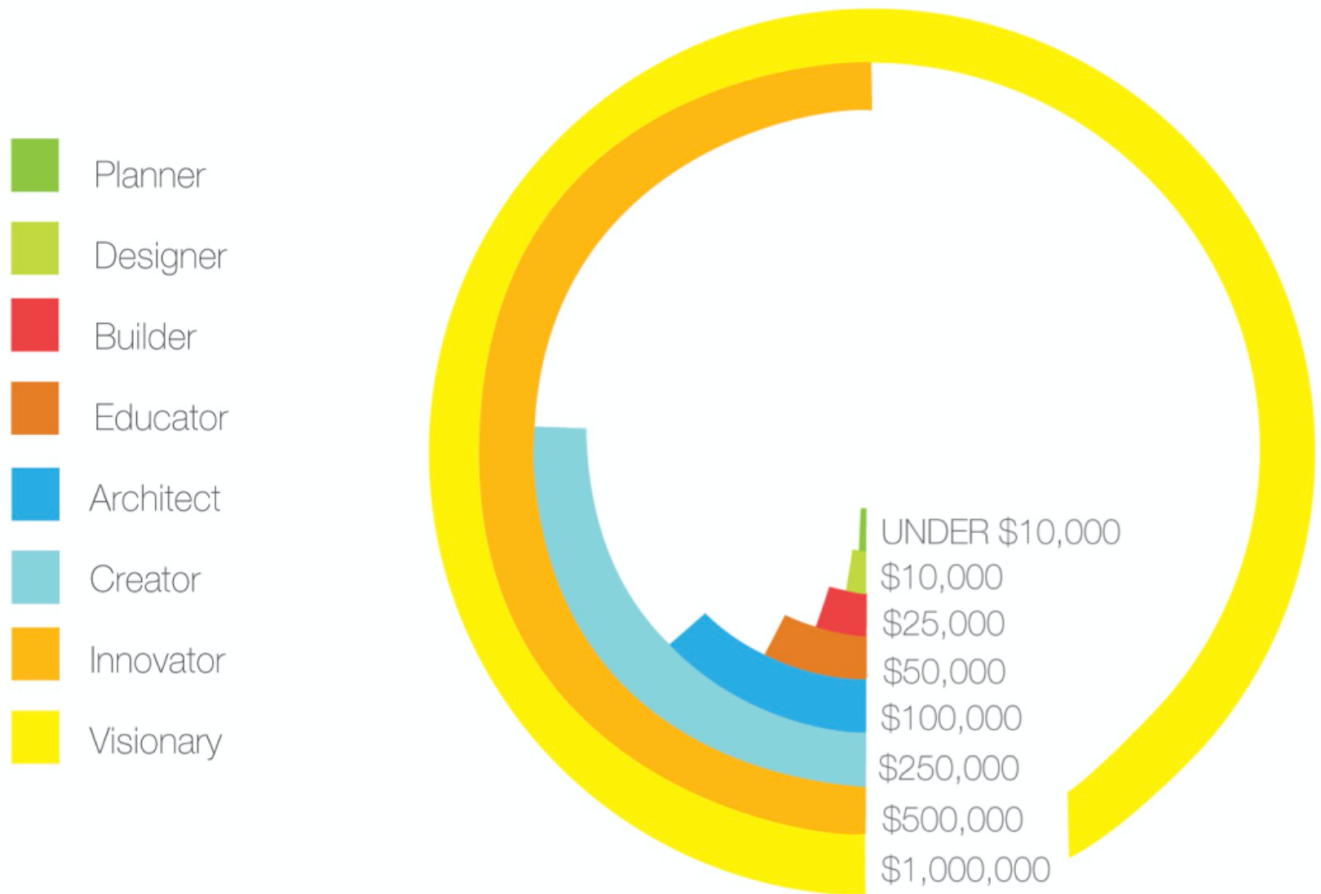
12. What else should the Committee know about your project?

With OAA's support we have the opportunity to engage your members in Ontario's three most populated cities and also reach Indigenous and academic communities. Through this years training of both Teachers and Architect volunteers we will have the ability to scale this very successful program to reach thousands of elementary students. With the teachers trained through our new PD workshop developed by Queen's Faculty of Education Teachers will with the support of volunteer architects will be able to teach the IMSC program year after year in Ontario at very little cost. This will make the program accesible to many more students and will empower them to build sustainable communities. A whole generation of youth in Ontario will learn the importance of Architecture and how it contributes to a sustainable community. The Architects roie has never been more critical then it is today!

If you have pdfs, jpgs, or other files to supplement your application, please attach them.



SPONSORSHIP LEVELS AND BENEFIT PACKAGES FOR NO.9'S IMAGINING MY SUSTAINABLE COMMUNITY PROGRAM 2024



EDUCATOR LEVEL AND LEAD PILLAR SPONSOR FOR A PILLAR (50K)

Exclusive naming right as Lead Sponsor of the Green Building Design Pillar

Paragraph on the Pillar information provided to students about SPONSORS's commitment to the Pillar. (Input from SPONSOR with final content decision by No.9)

Logo recognition as a Lead Pillar Sponsor of selected Pillar on all materials related to the promotion and advertisement of the Imagining My Sustainable Community program 2024. This Logo Recognition includes any in-kind media that No.9 secures for this event through their media partnerships. It includes logo recognition on the IMSC teacher's guide for 2024 and on all signage and material related to this program.

Recognition on No.9's website as Lead Pillar Sponsor of selected Pillar for the Imagining My Sustainable Community program.

The opportunity for SPONSORS employee or member representatives to be trained to deliver the program by No.9 Educators at no additional charge

The opportunity for at least one representative from SPONSOR to participate in the review of the students work as an invited expert guest

Recognition at the Educator Level on any signage associated with the physical review.

When possible, upon request No.9 will provide SPONSOR with images and or video documentation of the program for their non-commercial use.



BUILDER LEVEL FOR GREEN BUILDING DESIGN BENEFITS PROPOSAL (25K)

Logo recognition as a Builder Level Sponsor of Green Building Design (non-exclusive) on all materials related to the promotion and advertisement of the Imagining My Sustainable Community program 2024. This Logo Recognition includes any in-kind media that No.9 secures for this event through their media partnerships. It includes logo recognition on the IMSC teacher's guide for 2024 and on all signage and material related to this program.

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

The opportunity for at least one representative from SPONSOR to participate in the review of the students work as an invited expert guest

Recognition at the Builder Level on any signage associated with the physical review.

Training of Members to volunteer for IMSC program by No.9 Educators at no extra charge.



DESIGNER LEVEL FOR GREEN BUILDING DESIGN BENEFITS PROPOSAL (10K)

Logo recognition as a Designer Level Sponsor of Green Building Design (non-exclusive) on all materials related to the promotion and advertisement of the Imagining My Sustainable Community program 2024. This Logo Recognition includes any in-kind media that No.9 secures for this event through their media partnerships. It includes logo

recognition on the IMSC teacher's guide for 2024 and on all signage and material related to this program.

Recognition on No.9's website as Designer Level Sponsor of Green Building Design for the Imagining My Sustainable Community program.

Recognition at the Designer Level on any signage associated with the physical review.



PLANNER LEVEL FOR GREEN BUILDING DESIGN BENEFITS PROPOSAL (5K)

Logo recognition as a Planner Level Sponsor of Green Building Design (non-exclusive) on all materials related to the promotion and advertisement of the Imagining My Sustainable Community program 2024. This Logo Recognition includes any in-kind media that No.9 secures for this event through their media partnerships. It includes logo recognition on the IMSC teacher's guide for 2024 and on all signage and material related to this program.

Recognition on No.9's website as Planner Level Sponsor of Green Building Design for the Imagining My Sustainable Community program.

These are not set in stone and custom packages can be developed in consultation with No.9

Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 4.2

From: Claire Hepburn, Deputy Registrar

Date: May 9, 2024

Subject: Continuing Education Policy

Objective: To approve the issuance of a new Council Policy regarding the OAA's Continuing Education Program and non-compliance procedures to replace three existing Council Policies and four administrative policies.

Background

Continuing Education ("ConEd") is defined as the maintenance and enhancement of an OAA member's professional knowledge, skills, attitudes and professionalism throughout the individual's career. It is a proactive tool that ensures members maintain ongoing competency and it is an essential component of the commitment they make to the public to practise architecture or provide services competently and ethically. The OAA has an important role to play in supporting the efforts of its members to maintain and enhance that competence. Specifically, as set out at section 2(3)1. of *Architects Act* (the Act), the OAA must maintain standards of knowledge and skill among its members for the purpose of carrying out its principal object of serving and protecting the public interest.

Council will recall their approval of the modernization proposal for the handling of Continuing Education Program non-compliance from the September 21, 2023 Council meeting. Subsequent to this resolution, amendments to the *Architects Act* and regulations are being finalized with the Ministry of the Attorney General (MAG). In alignment with these amendments, review of all ConEd policies was undertaken to ensure harmonization and consistent administration.

As a result of the pending regulatory changes and review of existing OAA documents, the existing Council and administrative policies regarding non-compliance require revisions.

There are currently 7 separate policies that address the OAA's ConEd program. They include:

1. [Continuing Education Non-Compliance Procedure](#)
2. [Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension](#)
3. [Continuing Education – Fines for Non-Compliance](#)
4. Continuing Education Collection of Payments
5. Continuing Education Program – Prorated Maximum Hours
6. Continuing Education Program – Retroactive hours
7. Continuing Education Program Compliance Audit Policy

In an effort to streamline existing processes and increase transparency and consistency in how the ConEd program is administered, the proposed Continuing Education Policy (Policy) has been drafted for Council's consideration and approval (Appendix 1). The Policy combines the above-mentioned existing policies into one concise document.

The Policy, if approved, would result in three changes to how Continuing Education non-compliance has been administered in the past reporting cycles. These changes are aligned with the Council approved direction from last Fall. Each of these three items areas is outlined below.

1. Audits

Beginning in the 2024-26 Reporting Cycle, members would no longer be required to upload proof of successful completion of a learning activity for Structured Learning Hours for learning activities outside the OAA. This has been a source of frustration expressed by members for some time. The OAA uploads all ConEd hours for OAA-administered events, and will continue to do so. Members will still be required to report the hours and the title of the learning activity; however, they will only be required to keep all documents substantiating the member's proof of attendance at Structured Learning Hours for six months after the end of the Reporting Cycle in which they were reported.

During the Reporting Cycle and up to six months thereafter, the Association may require a member to provide documents about the member's completion of the learning hours. The onus will lie with each member to maintain this information during the ConEd cycle.

The Continuing Education Program Compliance Audit Policy, issued February 26, 2008, delegated the task of audits to the former ConEd Committee. Under the proposed Policy, the task of conducting audits would be administered by OAA staff in the Office of the Registrar.

Audit numbers would be included in the Activities under the Registrar report to ensure transparency and oversight of this process.

2. Administrative Suspensions for Non-Compliance

In accordance with the proposed amendment to section 54 of the Regulations, the Policy describes the circumstances under which a member would become administratively

suspended. Depending on the enactment date of the regulation amendments, this change is anticipated to apply to the 2022-24 Reporting Cycle and onward. A member may seek relief or reduction of Learning Hours that the member is required to complete, consistent with the existing Council Policy: *Continuing Education Non-Compliance Procedure*.

Unless a member has been granted relief of any outstanding Learning Hours, a member shall have 90 days after the end of the Reporting Cycle to complete the Learning hours, failing which the Registrar may administratively suspend the member's licence or limited licence in accordance with the steps established in regulation.

3. Non-Compliance Fine

In 2017 the OAA Council established a tiered ConEd non-compliance fine to reduce member non-compliance with the program. The proposal arose from then Public Interest Review Committee in an effort to reduce the time consuming and costly process of moving non-compliance matters through several statutory committees. There is no data to indicate that the fines have reduced the numbers of non-compliance. Given that the above regulatory amendments have eliminated the need to have non-compliance considered by the OAA statutory committees and in the spirit of streamlining the process, it is being proposed for Council's consideration that the non-compliance fine be a single amount of \$750 applied consistently regardless of the number of times a member is non-compliant with the program. This amount is being proposed as the median between the two existing fines of \$500 and \$1000; however, the final fee amount is at the Council's discretion. Once determined, the OAA Bylaws will be amended accordingly.

Operational Impacts

Automated auditing reports would be built into IMIS to ensure randomized selection. A work plan has been developed, which assesses changes to staff workload required to implement the new processes (both audits and administrative suspensions). While additional work will be required at the front end (e.g. developing IMIS, templates, etc.), if adopted, the changes would reduce administrative burdens and would reduce or eliminate the need for contract staff to support end of cycle administration.

Public Interest Rationale

Adopting a policy which streamlines the administration of the ConEd program is proportionate to the risk to the public. Reporting and monitoring will continue to be thorough and consistent with regulatory best practices, while allowing OAA resources to target the core regulatory function of ensuring and enhancing ongoing member competency.

Creating one single policy (rather than 7) enhances transparency, making information more accessible, clear, and user friendly. With rules and standards aligned in one policy, there will be greater consistency and fairness in their application.



Action

It was moved by... and seconded by...that Council approve the attached Continuing Education Policy, dated May 21, 2024 and sunset the former associated policies.

It was moved byand seconded by....that Council approve the proposal to change the non-compliance fine to a consistent \$750, and sunset the tiered fee structure.

Attachments

1. Continuing Education Policy
2. [Continuing Education Non-Compliance Procedure](#)
3. [Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension](#)
4. [Continuing Education – Fines for Non-Compliance](#)
5. Continuing Education Collection of Payments
6. Continuing Education Program – Prorated Maximum Hours
7. Continuing Education Program – Retroactive hours
8. Continuing Education Program Compliance Audit Policy





Council Policy

Policy Name	Continuing Education Policy
Issue Date	May 21, 2024
Revision Dates	N/A

Part 1: Definitions

“Act” means the [Architects Act, R.S.O. 1990, c. A.26](#)

“Association” means the [Ontario Association of Architects](#)

“Continuing Education Competency Framework” means all professional, ethical, and substantive tools and resources to maintain and develop OAA members’ competence and ethical practice, as it relates to the business or practice of architecture, and includes, without limitation:

- a) All competencies required for entry into the profession
- b) Professional and technical knowledge and skills
- c) Leadership and client management skills
- d) Risk management
- e) Administrative, legal, and regulatory knowledge
- f) Professional and ethical conduct
- g) Equity and social justice issues as they relate to the profession and the built environment
- h) Ontario Building Code and National Building Code of Canada
- i) Heritage and restoration
- j) Climate action and sustainability

“Continuing Education Program” means the program for continuing education of members established by Council

“Council” means the Council of the Association

“Education Providers” includes any other professional associations, architectural societies, architectural advocacy groups, educational institutions, architectural firms, or commercial organizations that offer learning activities that accord with the Competency Framework.

“Learning hours” means hours approved by Council for continuing education and shall be reported in accordance with sections 3.9 to 3.14 of this Policy

“Licence holder” means a person who has been granted a licence to engage in the practice of architecture issued under the Act

“Limited licence holder” means a person who has been granted a limited licence to engage in the practice of architecture

under the Act

“Member” means a Licence holder, Limited licence holder, or Licence holder who holds non-practising status

“Non-compliant” means failure to meet the Continuing Education Program requirements by the Reporting Cycle deadline

“Reporting Cycle” means the period of time designated by the Association in which Learning hours must be completed and recorded in the manner established in this Policy

“Regulations” means the regulations made under [Architects Act, R.S.O. 1990, c. A.26](#)

“Structured learning hours” includes activities that are organized educational sessions offered by Education Providers, are a minimum one hour in length, include a live question and answer period and/or assessment, and are supported by evidence of participation at the time the Learning hours are acquired. Activities must constitute the following educational categories: in-person learning, distance education, and teaching.

“Unstructured learning hours” encompasses all learning activities that an OAA member may perform in a professional capacity or other activities that accord with the Competency Framework.

Part 2: Background

2.1 This Policy establishes the rules and procedures for completion of and compliance with the Continuing Education Program and should be read in tandem with the Act and the Regulations. If there is a conflict between the Policy and the provisions of the Act or Regulations, the provisions of the Act and Regulations prevail.

2.2 This Policy shall replace the following OAA Council policies:

- a. Continuing Education Non-Compliance Procedure
- b. Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension
- c. Continuing Education – Fines for Non-Compliance

2.3 This Policy shall replace the following Administrative policies:

- a. Continuing Education Collection of Payments
- b. Continuing Education Program – Prorated Maximum Hours
- c. Continuing Education Program – Retroactive hours
- d. Continuing Education Program Compliance Audit Policy

Part 3: Continuing Education Requirements

Learning hours

3.1 Licence holders must complete 70 Learning hours every Reporting Cycle that shall include:

- a. at least 25 Structured learning hours
- b. the remaining may be Unstructured learning hours
- c. Such further and other learning that Council shall require

3.2 Limited Licence holders must complete 35 Learning hours every Reporting Cycle that shall include:

- a. At least 12 hours of structured learning hours
- b. The remaining may be unstructured learning hours
- c. Such further and other learning that Council shall require



3.3 Those who hold the status of non-practising member must complete 35 Unstructured learning hours every Reporting Cycle.

Carry-Over

3.4 A member may carry over up to 10 Structured learning hours and up to 20 Unstructured learning hours to the next Reporting Cycle. Learning hours may not be carried over more than one Reporting Cycle.

Status Changes

3.5 If a member changes to non-practising status at any point during the Reporting Cycle, the member's required Learning hours will be those set out in section 3.3.

New Members

3.6 If a member joins the Association within the first six months of a Reporting Cycle, the member will be required to complete 100% of the Learning hours set out in section 3.1, 3.2, or 3.3 as applicable.

3.7 If a member joins the Association between six to eighteen months of the Reporting Cycle, the member will be required to complete 50% of the Learning hours set out in section 3.1, 3.2 or 3.3, as applicable.

3.8 If a member joins the Association within the final six months of the Reporting Cycle, the member will not be required to complete any of the learning hours set out in section 3.1 3.2 or 3.3, as applicable.

Form, Format and Manner of Reporting

3.9 Members shall record learning hours in the manner established in this Policy and as further detailed by the Association.

3.9.1 The Association shall record learning hours for all webinars, conference sessions, Council meetings, and Committee meetings administered by the Association, but only if the member attends at least 80% of the learning activity.

3.10 For learning activities not administered by the Association, members shall keep all documents substantiating the member's proof of attendance at Structured Learning hours reported to the Association for six months after the end of the Reporting Cycle in which they were reported. Proof of attendance may only submitted to the Association in accordance with paragraphs 3.13 to 3.15 of this Policy.

3.11 Acceptable proof of attendance includes a certificate, a diploma, a letter of attendance from the provider, and/or an email attendance confirmation and such proof must include: the presentation title, total time, and date of completion; attendee's name; and provider's name and email address.

3.12 Members shall keep a record of Unstructured learning hours, which shall include a description, the length, and date of the Learning Activity for six months after the end of the Reporting Cycle in which they were reported.

Requirement to Provide Information

3.13 During the Reporting Cycle and up to six months thereafter, the Association may require a member to provide documents about the member's completion of the Learning hours.

3.14 The Association shall notify the member in writing of the requirement to provide information under section 3.13 and shall send the member a detailed list of the information to be provided and shall specify a time period of no fewer than ten business days after the notice was sent.

3.15 On request of the member, the Association may, but shall not be required to, extend the time within which the member is required to provide the information.



Part 4: Jurisdiction Declaration

4.1 Members who are licenced in more than one Canadian jurisdiction with an equivalency agreement in place with the Association, may elect, using the prescribed form, to designate an applicable jurisdiction in which to report their Learning hours.

4.2 Members must submit the prescribed form to the Association, designating one primary reporting jurisdiction, no fewer than 60 days before the end of the applicable Reporting Cycle.

Part 5: Non-Compliance Procedure

5.1 Members shall be deemed non-compliant when their transcript fails to reflect completion of the required number of Learning hours as required under Part 3 of this Policy, by 5:00 p.m. ET of the last day of the Reporting Cycle.

5.1.1. Members who have elected to report their Learning hours to another Canadian jurisdiction with equivalency in place with the Association, shall be deemed non-compliant if and when the Association receives notice that the member is non-compliant in the primary reporting jurisdiction. Per subsection 54 (7) of the Regulations, the member's licence shall be suspended at that time.

5.2 All Members who have been deemed non-compliant shall be required to pay a fee of \$750.

5.3 On application of a member using the prescribed form, the Association may, for the previous Reporting Cycle:

5.3.1 exempt the member from the Requirement under section 3.1., 3.2, or 3.3,

5.3.2 reduce the number of Learning hours that the member is required to complete under section 3.1., 3.2, or 3.3, and/or

5.3.3 waive or reduce the non-compliance fee.

5.4 When considering an application under section 5.3, the Association shall have regard to the Association's duty to accommodate in accordance with the Human Rights Code, R.S.O. 1990, c. H.19.

5.5 When refusing an application under section 5.3, the Association shall not be required to provide reasons for refusal and the decision shall be final, with no right of appeal.

5.6 Unless a member has been granted an exemption of any outstanding Learning hours the member is required to complete under this policy, a member shall have 90 days after the end of the Reporting Cycle to complete the Learning hours, failing which the Registrar may administratively suspend the member's licence or limited licence, pursuant to subsection 54 (7) of the Regulations.

5.6.1 A member whose licence is administratively suspended must comply with all of the provisions of the Act and its Regulations which deal with suspensions

5.7 The Registrar shall provide the member with at least 10 days' notice prior to issuing the administrative suspension, and the notice shall include the number and type of Learning hours the member is required to complete.

5.8 Nothing in this policy shall prevent the Registrar from cancelling a licence, limited licence, certificate of practice or temporary licence, in accordance with section 28(3) of the Act.



Part 6: Reinstatement

6.1 Prior to reinstatement, the member shall be required to demonstrate that they have completed all Learning hours for the previous cycle and paid all outstanding fines and fees, in accordance with Schedule A of the Association's Bylaws.





Ontario Association of Architects

Policy Name

**Administration – Continuing Education
Collection of Payments**

Issue Date

April 8, 2014

Revision Date:

Purpose

This policy establishes the policies around the collection of fees/payments as it relates to Continuing Education Activities offered directly by the OAA and guides staff in the administration of the established policies

Background

The OAA's Continuing Education program operates on an honour system such that the OAA relies on its members to fulfill their mandatory ConEd requirements as set out in the Architects Act, and as they deem appropriate within fairly broad criteria including self-reporting for the most part by the individual members.

Procedures

Registration vs payment reconciliation will not be conducted prior to each individual continuing education event. It is assumed that all online registrations are completed by a payment or will be completed by a payment in advance of the event.

Three days prior to each scheduled event ConEd staff will send a reminder to all registrants who have not paid indicating that payment is due immediately and in advance of the session.

After a session is complete, ConEd staff reconciles attendance, registration and payment lists to identify any inconsistencies. ConEd staff will provide the reconciliation list to finance staff and will provide the follows instructions based on the list as marked:

1. Where a member has registered for the session, paid in full, and attended the session, no action is required.
2. Where a member has registered for the session, paid in full, and did not attend the session, no further action is required unless the member is requesting a refund. In that case a full refund may be granted provided the member can substantiate incapacity to attend the session. The decision to grant the refund will be at the discretion of the Administrator Continuing Education based medical and/or other exceptional circumstances that prevented the individual from attending. Workload and/or other last minutes scheduling conflicts are not considered exceptional circumstances. The Administrator will advise finance staff whether to process the refund.
3. Where a member has registered for the session, did not pay, however did attended the session, the outstanding payment will be collected by finance staff as per established procedures.

4. Where a member did not register for the session, however did attend the session and signed in accordingly, the outstanding payment is to be collected by finance staff as per established procedures.

The following table provides a summary of the above:

	Registered	Paid	Attended	Action
Case #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No action is required
Case #2	<input type="checkbox"/>	<input type="checkbox"/>		No action required unless a refund is being requested. Refund will be at the discretion of the Administrator ConEd and direction will be provide to Finance staff accordingly
Case #3	<input type="checkbox"/>		<input type="checkbox"/>	Outstanding payment is collected by finance staff as per established procedures
Case #4			<input type="checkbox"/>	Outstanding payment is collected by finance staff as per established procedures

Non-Payment of Continuing Education by a Member

In the event that a member does not pay an outstanding invoice for Continuing Education, that member will not be permitted to register for future events until the outstanding debt is paid.

ConEd Registration Cancellation Policy

Only cancellations that are submitted in writing (i.e. email) will be considered.

A full refund will be provided if the cancellation is made up to 48 hours prior to the ConEd session.

Cancellation requests received less than 48 hour prior to the event will not be considered, unless the individual can substantiate exceptional circumstances that prevented him/her from attending.

Ontario Association of Architects

Policy Name

Continuing Education Program – Prorated Maximum Hours

Change in member type status- Continuing Education prorated Maximum hours for members.

Issue Date

August 11, 2015

Revision Date

The Maximum hours per cycle that can be reported vary for each OAA member type.

If an Architect status changes to Architect on Leave or Architect Non-Practicing or Architect Non-Practicing on Leave, the maximum hours reported per learning category will be half or a quarter of the full maximum per cycle. This policy also applies to Technologists whose status changes to Licensed Technologist or Licensed Technologist on Leave.

Refer to the below table.

	ARC (Architect)	ARCOL (Architect On Leave)	ARCLS (Architect – Long Standing)	ARCNP (Architect Non-Practising)	ANPOL (Architect Non-Practising On Leave)	LTOAA (Licensed Technologist OAA)	LTOL (Licensed Technologists OAA On Leave)	TECH (Technologist OAAAS)
Max Dist Ed Course (S)	0	0	0	0	0	0	0	0
Max In Person Courses (S)	0	0	0	0	0	0	0	0
Max Presentations (S)	25	13	25	13	7	13	7	6
Max Committee (U)	25	13	25	13	7	13	7	6
Max Council (U)	30	15	30	15	8	15	8	7
Max Dist Ed Courses (U)	0	0	0	0	0	0	0	0
Max In Person Courses (U)	0	0	0	0	0	0	0	0
Max Discussions (U)	25	13	25	13	7	13	7	6
Max Mentor (U)	10	5	10	5	3	5	3	3
Max Presentations (U)	25	13	25	13	7	13	7	6
Max Reading (U)	15	8	15	8	4	8	4	4
Max Research (U)	45	23	45	23	12	23	12	10
Max Tour (U)	15	8	15	8	4	8	4	4
Max Writing (U)	25	13	25	13	7	13	7	6
Structured Required	25	12	25	0	0	12	6	5
Unstructured Required	45	23	45	0	0	23	12	10
Total Hours Required	70	35	70	35	18	35	18	15
Structured CarryOver Max	10	10	10	5	5	5	5	0
Unstructured CarryOver Max	20	20	20	10	10	10	10	0
CarryOver Max	30	30	30	15	15	15	15	0
		half of ARC	the same as ARC	the same as ARCOL	half of ARCNP	half of ARC	half of LTOAA	

Questions regarding this policy should be directed to Manager, Education and Development, Ellen Savitsky at EllenS@oaa.on.ca.

Ontario Association of Architects

Policy Name

Continuing Education Program – Retroactive hours
Newly licensed Member of the OAA- Continuing Education
Learning Activity policy.

Issue Date

August 6, 2015

Revision Date

Architects who are newly licensed members of the Ontario Association of Architects, have the right to report any Continuing Education learning activities completed within a specific time frame.

Any Continuing Education learning activities completed one year prior to date of licensure, can be report to the Continuing Education transcript; provided that such learning activities meet all Continuing Education criteria.

Questions regarding this policy should be directed to Manager, Education and Development, Ellen Savitsky at EllenS@oaa.on.ca.



Ontario Association of Architects

Ontario Association of Architects

Policy Name

Continuing Education Program Compliance Audit Policy

Issue Date

February 26, 2008

Revision Date

June 6, 2013

Revision Date

May 10, 2019

Purpose

The purpose of this policy is to set a framework for the Continuing Education (ConEd) Program compliance audit.

Introduction

OAA members are responsible for self-reporting their learning activities on the web-based OAA ConEd transcript. The audit is conducted to ensure accuracy of reporting as well as members' factual ConEd compliance.

Policy

OAA members' ConEd transcripts are audited every two years on a random basis.

The percentage of audited members is set by the ConEd Committee (1-3% of the membership).

Randomly selected transcripts are reviewed by the ConEd Committee to identify discrepancies in the following areas:

- **Subject Matter.**
Self-reported activities shall address subject matters approved for the current ConEd Cycle;
- **ConEd Hours.**
Hours assigned to self-reported activities shall match their actual length.
- **Attendance.**
Activities reported in the structured learning category shall be substantiated by proof of attendance.
- **General Review.**
Transcripts are also reviewed for anomalies not described above.

In case of inconsistencies, additional information is requested from the audited members. If the documentation received is sufficient and fully clarifies the matter, the case is dismissed. Otherwise, the case is forwarded to the Public Interest Review Committee (PIRC) for further examination and consequently becomes subject to the ConEd Program non-compliance policy.

Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
May 21, 2024
(open)
ITEM: 4.3

From: Claire Hepburn, Deputy Registrar

Date: May 7, 2024

Subject: Mandatory Learning Hours for 2024-2026 Reporting Cycle

Objective: To consider options presented below for the 2024-2026 Continuing Education Reporting Cycle regarding mandatory learning hours.

Background

On January 20, 2022, Council approved a requirement for a content specific area of mandatory learning within the OAA's Continuing Education Program for the July 1, 2022 – 2024 Reporting Cycle.

Under this requirement, members would be responsible for gaining two hours of structured learning focused on addressing the climate crisis, sustainability and/or energy conservation.

The following parameters were established around this mandatory learning component:

- The learning must be completed in the category of structured learning activities;
- The number of hours required will be two (2) structure hours within the 2-year cycle;
- The learning will be self-report, unless the member has undertaken learning that the OAA has offered directly and conducted the registration;
- Staff will implement a system within the Continuing Education transcripts in order to record this learning; and
- Each member has the flexibility to decide how best to fill this mandatory requirement in keeping with the criteria set out by the OAA. Courses offered by outside organizations that meet the criteria do not need to be vetted or approved by the OAA.



As we approach the end of the current reporting cycle, Council is requested to provide direction as to the continuation of the mandatory content requirement. If the desire is to continue with a mandatory requirement, the topic area, as well as the number of hours should be confirmed in order that it can be appropriately communicated to members at the start of the new cycle (July 1, 2024) and operational logistics can be put in place.

If there is no appetite to continue with a mandatory content requirement, it will be sunset as of June 30, 2024, to coincide with the end of this reporting cycle.

Having regard to the OAA staff's experience with mandatory requirements over the last two reporting cycles (mandatory EDI requirement and mandatory climate action requirement), I offer the following observations.

As expected, the additional requirement under the Continuing Education program for the last two cycles has increased the administrative workload for the program. Unfortunately, it may have also attributed to a higher non-compliance rate among members. For example, last cycle, over 800 members were non-compliant, compared to approximately 200 members from previous cycles. As of early May 2024, fewer than two months before the end of cycle, only 2,209 out of 4,968 members have recorded their climate action hours, which is a 56% non-compliance rate.

Right touch regulation recommends regulators only use regulation when necessary, and to keep regulation clear and simple. Based on the volume of questions received by OAA staff regarding the mandatory requirement, there is evidence to suggest the additional requirements cause confusion.

Adult learners value the ability to pick and choose what's important to them, which is why they sometimes feel less engaged with heavily prescriptive and forced learning events.¹

If the direction is, however, to maintain mandatory content, the following options are presented to Council for consideration.

Option One: Maintain the current Mandatory Climate Action Hours

Climate action continues to be a strategic priority for the OAA and will continue to be a lens through which the OAA's work will be viewed to ensure it positively aligns with these principles. We are currently mid-way through the OAA's 5-year strategic plan.

The OAA currently offers 22 webinars, 82 sessions at conference and lists approximately 60 continuing education offerings outside the OAA that qualify for Climate Action hours. Members are also able to select courses that are not listed by the OAA, provided they meet the [Education Requirements Related to Climate Action](#). Under this cycle there was more than adequate opportunities to meet this requirement.

Maintaining the current content requirement, i.e. Climate Action, would create consistency between cycles, as members are already aware of what this requirement/content means, notwithstanding the observations above. Continuing with this approach would not require any additional changes to the functionality of the existing ConEd transcripts, i.e. no additional costs or human resources.

¹ <https://elmllearning.com/blog/who-are-adult-learners/>

Option Two: Introduce a new topic

Consistent with the OAA's strategic plan and regulatory responsibilities to maintain member competency, Council may wish to consider a new topic that is focused on specific competencies. For example, Building Codes.

Significant changes to the *Building Code Act and Building Code* will impact OAA members and will require members to learn about how the changes will impact their practice areas to ensure they maintain ongoing competence.

Currently there are two OAA-administered continuing education offerings; one at conference and another scheduled for fall 2024, both offered by [CodeNext](#).

Discussions with the Ministry of Municipal Affairs and Housing suggests that webinars and learning opportunities will be offered by the province as well.

The OAA will also monitor other offerings by outside providers and list those on the OAA website for member information and consumption.

One draw back with this approach is the availability of opportunities for members to undertake learning on this topic area, however it is anticipated that there will be many opportunities over the next two years to undertake learning as providers are seeing an obvious market for learning in this area. Given the uncertainty of the number of opportunities that might be available, Council may wish to allow members to satisfy the requirement through both structured and unstructured learning. This would allow a member to meet the requirement through structure learning, or self-directed learning, such as online webinars and learning, research, reading materials or listening to podcasts on the topic. The flexibility of unstructured learning would allow members to select the most appropriate learning activity for the needs of their practice area.

This new topic would require additional work to the OAA iMIS database, and therefore there will be some costs associated.

Action

It was moved by... and seconded by... that Council continue/sunset the mandatory content requirement for the 2024-2026 Continuing Education Cycle.

If Council directs continuation of the mandatory content requirement, the following could be appended to the motion:

And, that Council direct the following in terms of the mandatory content and administration...

Attachments

None

Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 4.4

From: Governance Committee

William (Ted) Wilson (Chair)	Settimo Vilardi
Susan Spiegel	Michelle Longlade
Elaine Mintz	

Date: May 8, 2024

Subject: Membership Demographic Survey 2024

Objective: To approve OAA Membership Demographic Survey – Summary Report 2024 for publication

Background

In 2020, OAA Council agreed to implement a long-term data collection strategy through an annual demographics survey of its members and others with Association status. This survey gathers race-based and other equity-relevant data to provide a baseline for measuring progress as the Association works to better ensure equity, diversity, and inclusion (EDI) in the architecture profession, as well as to develop relevant programs and initiatives.

The OAA worked with human rights and equity specialist Nicole Bernhardt to develop the survey questions, ensuring it protects the confidentiality of personal information and respects the dignity of those participating and the survey questions based on guidance set out in the Ontario Anti-Racism Data Standards, the Ontario Human Rights Code, and the federal *Employment Equity Act*. To learn more about the survey, and see results from its first few years, visit the [OAA Website](#).

In 2023, the questions were reviewed by EDI consultant Hollie Turner from [Empowered](#), who recently participated in the Best Practices for Architectural Firms: Summary of Equity, Diversity & Inclusion Roundtable. Minor updates to the questions were made with

a view to ensuring that the terminology remains current, and content is accurate and up-to-date.

Survey Administration

The first edition of the survey was issued to members in March 2021. Subsequent surveys were completed in 2022, 2023 and 2024. Each time, the survey has been issued through a third-party provider, Stratcom, and participation has remained voluntary and confidential. As an incentive to participate, it was agreed that Stratcom would randomly pick one architect and one intern architect to win a complimentary delegation package for the OAA Conference in 2024.

As a reminder, in 2023 Council agreed with the recommendation of the Governance Committee to move the survey administration to a biennial schedule. The next survey will be administered in January 2026.

Response Rate and Summary Report

The most recent survey was open from January 16 to March 4, 2024 resulting in 792 completes. Stratcom assures that the response rate and low margin of error continues to be good with reliable information—this data can be found within the report attached.

The demographics survey summary report, attached to this memo, has been organized such that the results of each question provided, as well as a second page related to each question that compares to previous years' results.

The first few pages of the summary report give a good snapshot of the demographics of the OAA membership. Once again, it is noted that the changes in the membership demographics are very slight. This is not unusual as demographics generally take decades to shift. It will be most interesting to review the last few year's data with similar data collected 10 years from now.

Council should also note that there has been a slight increase in the positive response to the questions regarding inclusivity and support within the workplace. As well as very slight decrease in the incidence of discrimination. This suggests small steps in progress towards equity and inclusion. There was no change however in the answer to the question regarding workplace barriers, sitting at 19%.

As the OAA continues its' focus on equity, inclusion, and diversity under our five-year Strategic Plan, this data will continue to be an important piece of information in the further development of programs and policies.

Along with the initial survey results, it is proposed that this summary report will be made publicly available via the OAA Website and *OAA News* e-newsletter.

Action

Council to consider the following motion for approval.



It was moved by Vilardi and seconded by Longlade that the OAA 2024 Demographic Survey – Summary Report be published on the OAA website.

Attachments

OAA Demographics Survey 2024 – Summary Report.



STRATCOM

Demographics Survey 2024

Ontario Association of Architects

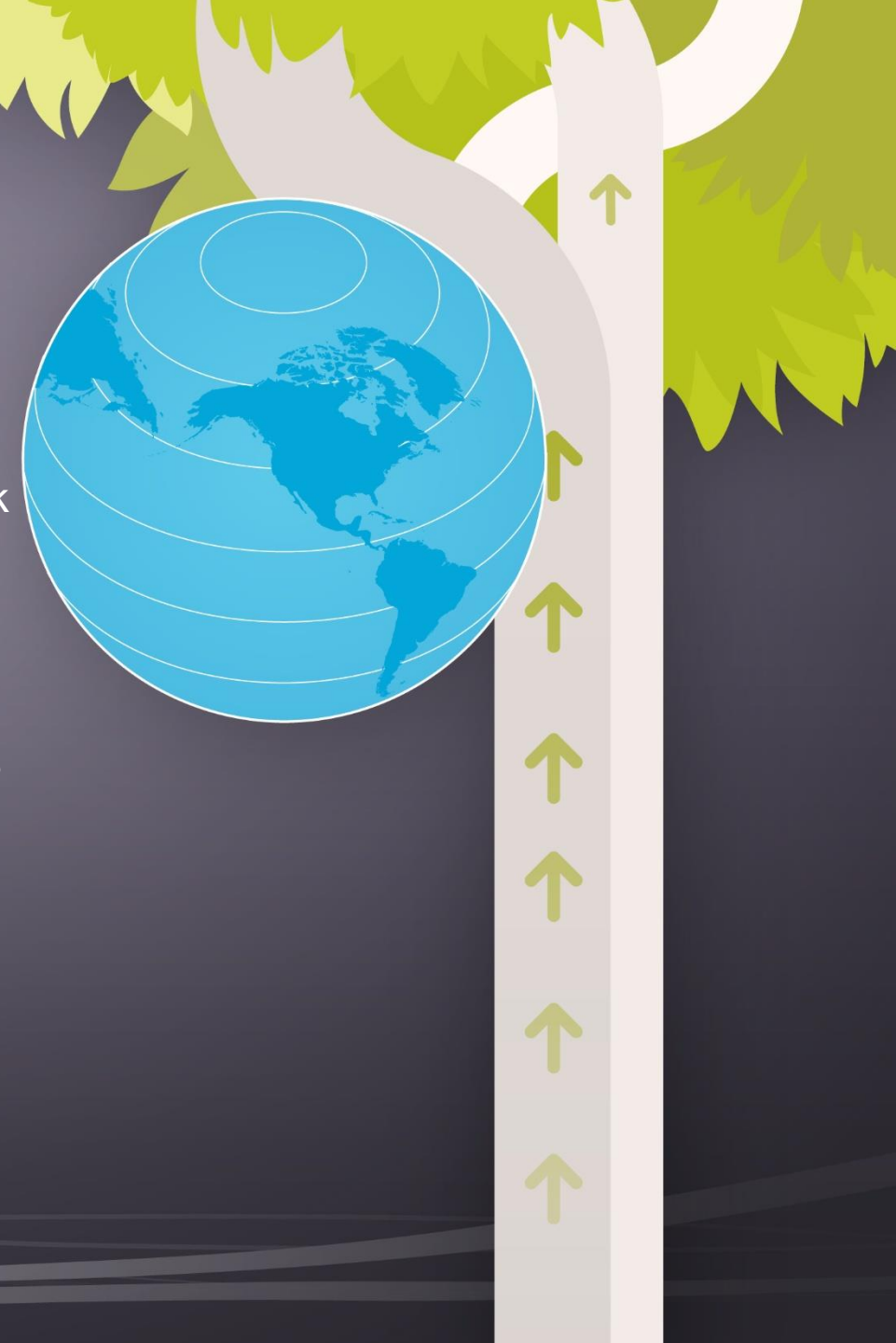
May 9, 2024

Armand Cousineau
Grace Zhang

Vancouver | Saskatoon | Winnipeg | Toronto | Ottawa | London | Brighton

Methodology & Reporting

- These results are from an online survey completed by members of OAA. Stratcom programmed the survey and provided OAA an open link that was distributed to members. The survey was open from January 16th to March 4th, 2024 resulting in 792 completes.
- The final survey data has been statistically weighted to the proportion of Intern Architect and Architect member type (Q1) as per the membership database. This weight was also applied to previous waves of this research.
- The survey had a response rate of approximately 10% and the margin of error for a sample of this size is +/- 3.2%, 19 times out of 20.
- Some charts and tables might not total 100 due to rounding.
- Tracking compares results to 2021 and 2023 waves of this research.
- All figures are percent (%) unless indicated otherwise.
- All research conducted by Stratcom.



Summary Analysis

- A plurality (27%) have been a part of the Ontario Association of Architects for at least 26 years. Half (50%) have been members for ten years or less.
- Almost half (47%) of the membership are between 31 to 50 years of age.
- The majority (62%) do not have daily care-giving responsibilities. Over one-quarter (29%) have child care responsibilities, 6% elder care responsibilities and 4% are caring for a person with a disability.
- Four percent (4%) self-identify as a person with a disability.
- Just over half of the membership is male (56%) and 42% identify as female.
- Seven-in-ten respondents (71%) identify as straight/heterosexual. Note that almost one-in-ten (9%) preferred to not answer this question.
- Two percent (2%) identify as Indigenous.
- The majority (64%) identify as White/Caucasian. The next most common racial identity is East or Southeast Asian (11%), followed by Middle Eastern (7%), South Asian (6%), Black (2%) and Latino/Latina/Latinx (2%).
- The first language for a majority of OAA members is English (64%). French is the second most common (10%), as well as European languages or dialects (12%).

Summary Analysis

- Six percent (6%) of members identify as French-Canadian.
- The plurality of members identify as European (35%). Other top mentions for ethnic or cultural identity are British Isles (30%), North American (26%), Asian – East and Southeast (12%), French Canadian / Québécois (8%), and Middle Eastern (8%).
- One-in-five (20%) members do not identify with any religious or spiritual affiliation and a further 15% identify as Atheist. The most common religious affiliations are Christian (34%), Muslim (6%) and Hindu (4%).
- The majority of members (66%) describe their workplace as an architectural practice. Sole practitioners comprise 11% of the survey sample, followed by government workplaces (6%), institutional or corporate (5%), and Academia (1%). Four percent (4%) are not currently working.
- More than three-quarters (78%) agree they feel included at their current or more recent workplace. Four percent (4%) disagree.
 - Men (80%) are slightly more likely than women (76%) to feel included.
 - Younger members 30 or under (92%) are much more likely to feel included than older members over 60 (69%).

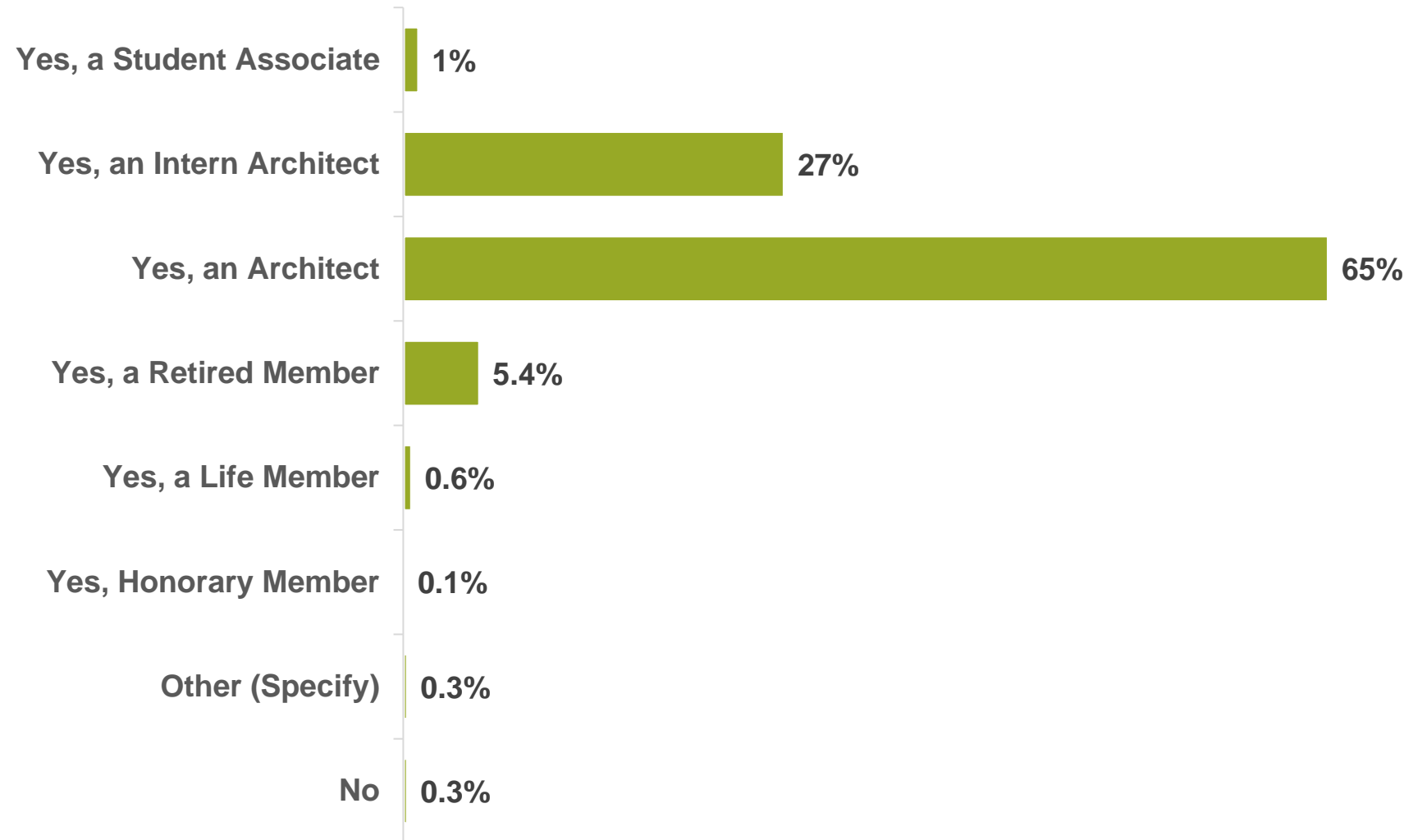
Summary Analysis

- Over seven-in-ten (72%) agree they feel supported at their current or most recent workplace (5% disagree).
 - Younger members 30 or under (79%) are much more likely to feel included than older members over 60 (65%).
 - Men (73%) are slightly more likely than women (70%) to feel included.
- Nineteen percent (19%) agree they experience barriers to advancement in their current or most recent workplace (45% disagree).
 - Women are more likely to experience barriers to advancement (24%) than men (14%).
 - Intern Architects are more likely to experience barriers (26%) than Architects (16%).
 - Those with first language other than English are more likely to experience barriers to advancement (23%) than those with English first language (16%).
- Approximately one-in-ten (9%) agree that they experience discrimination in their current or most recent workplace (67% disagree).
 - Women are twice as likely (12%) as men (6%) to experience discrimination in the workplace.

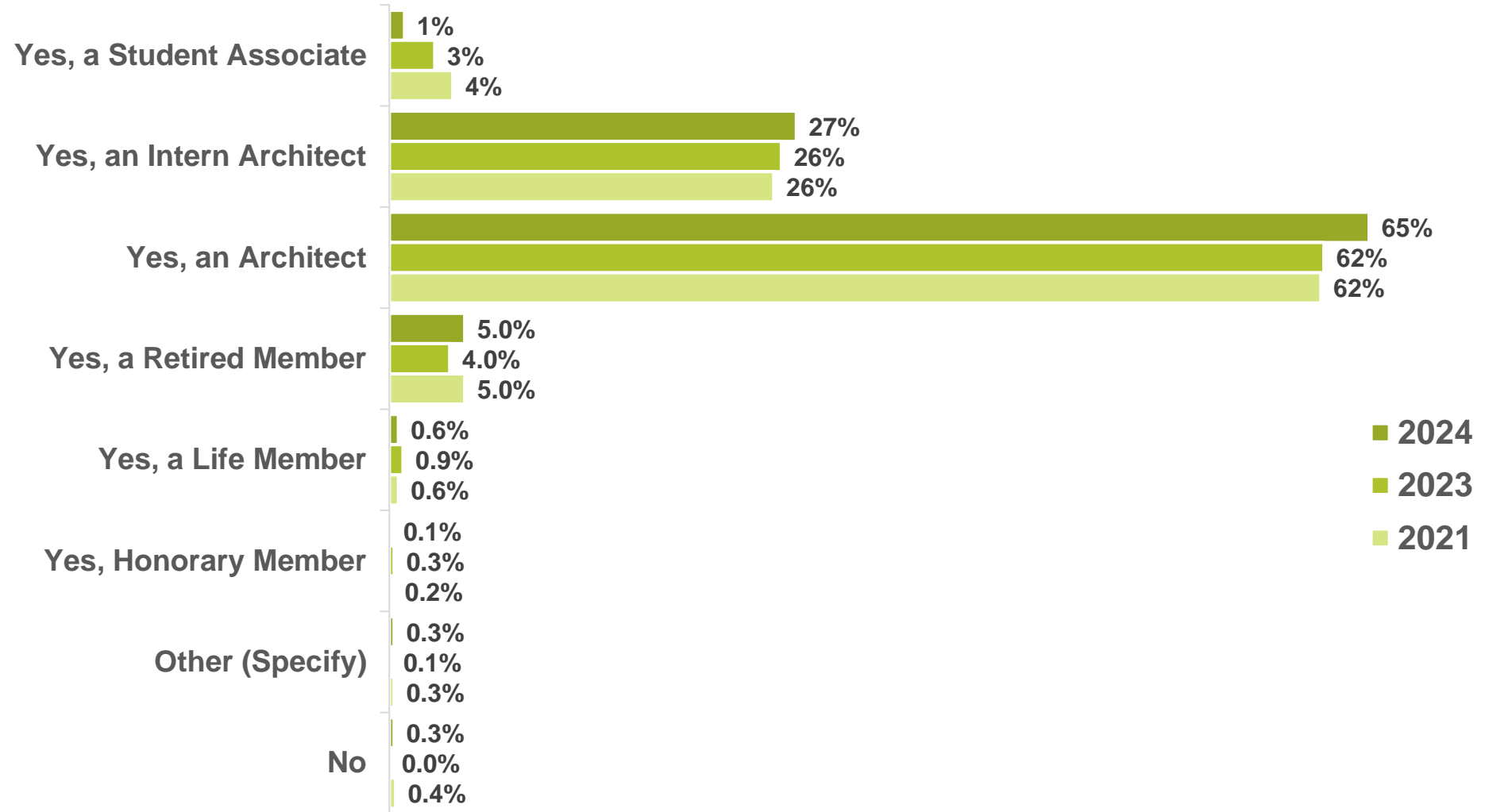
Summary Analysis

- Approximately three-quarters (73%) agree they are supportive of the collection of demographic data (4% disagree).
- Almost three-quarters (73%) agree the questions asked in the survey used appropriate terminology (5% disagree).
- A majority (55%) agree the questions in the survey are relevant to the OAA's mission of serving the public interest through the regulation, support, promotion and appreciation of architecture.
- A final open ended question in the survey asked for input on additional information the OAA should consider as part of the long-term data collection strategy. The vast majority (74%) did not have any comments. The most common responses were related to 'financial information / salary information' (5%), 'education levels/experience' (3%), 'database of different employers and what it is like to work there/hiring practices/anonymous accounts' (3%) and 'explain more clearly why OAA needs this data/how OAA plans to use this data' (3%).

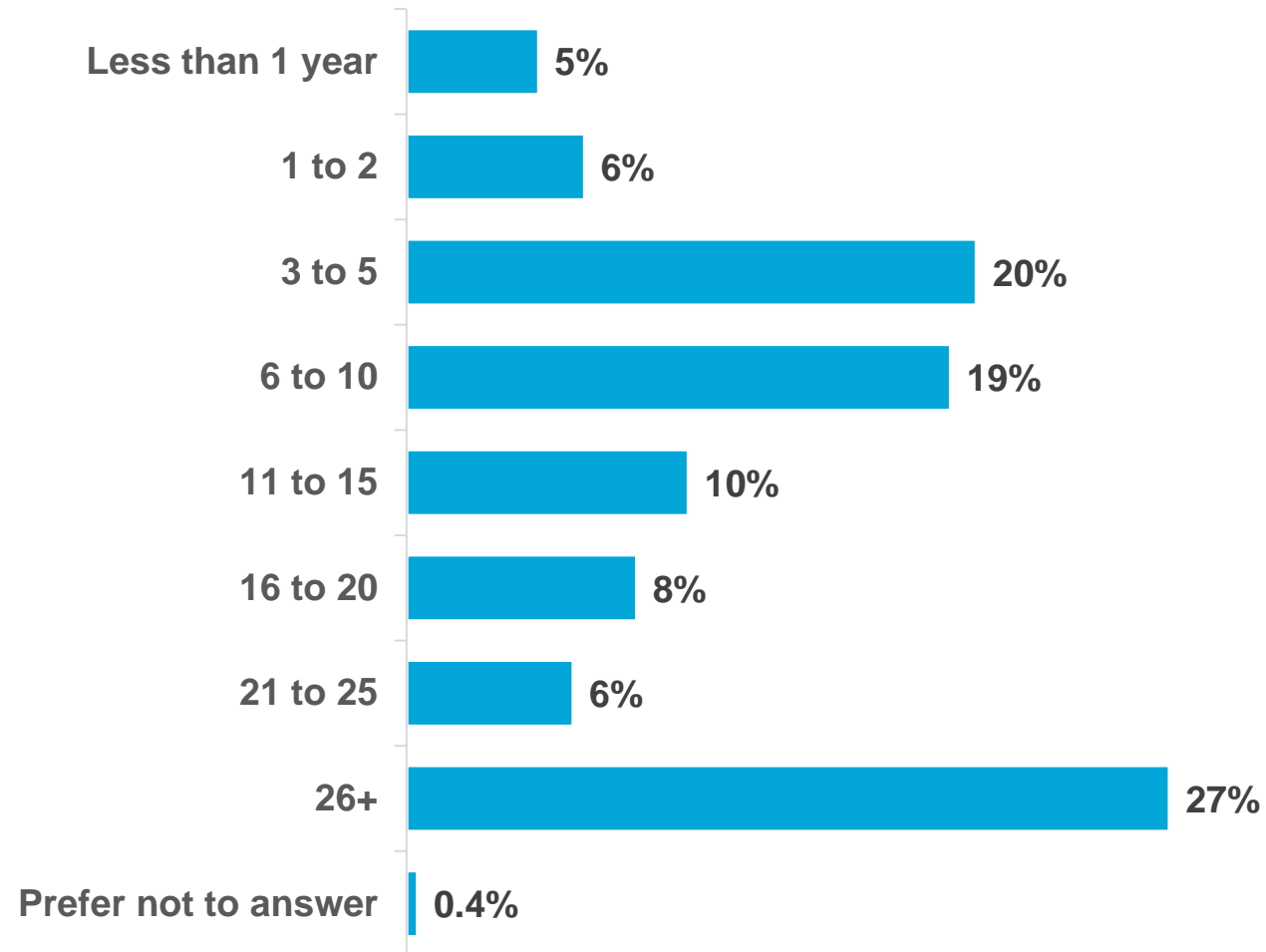
Membership details



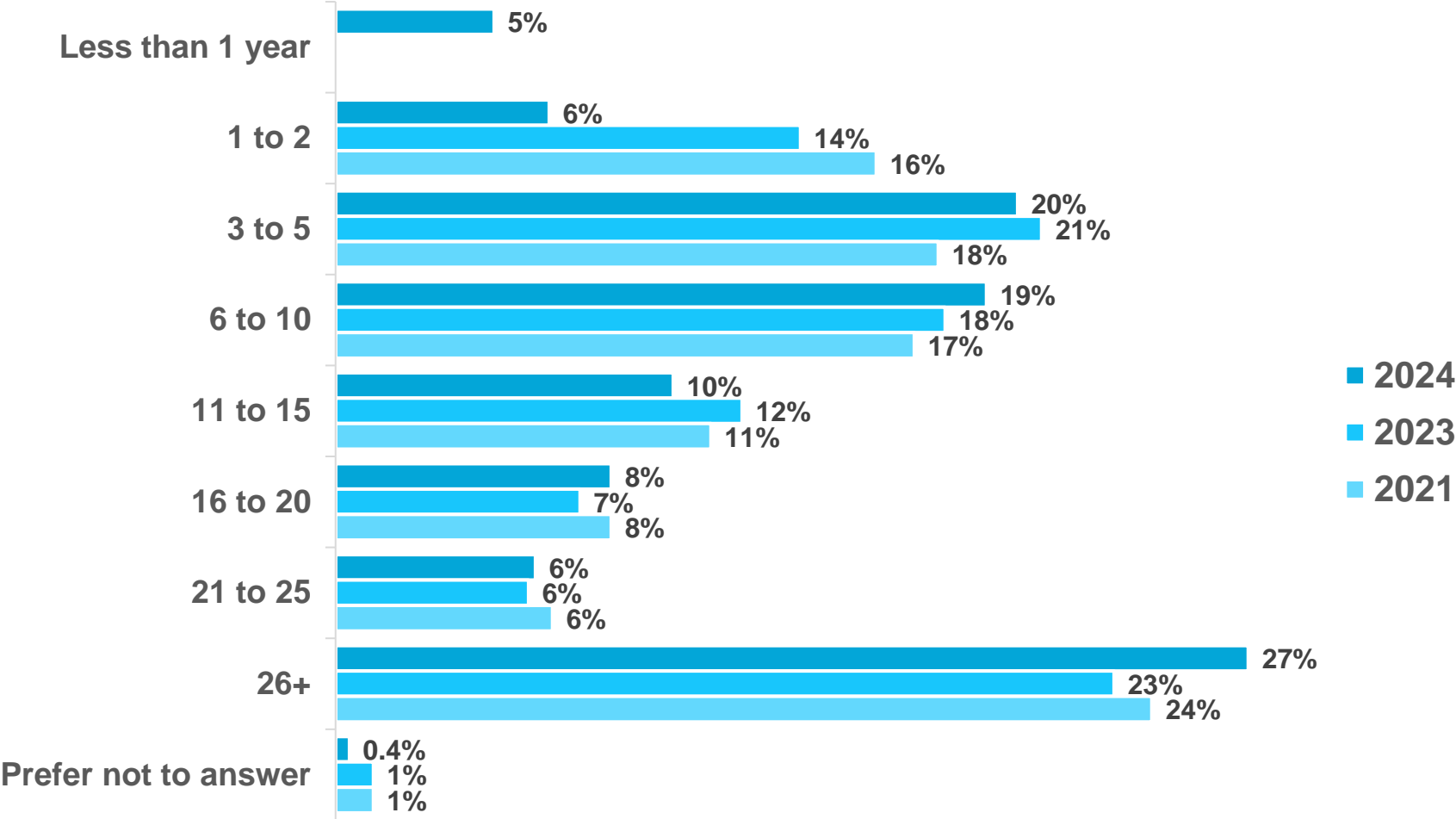
Tracking: Membership details



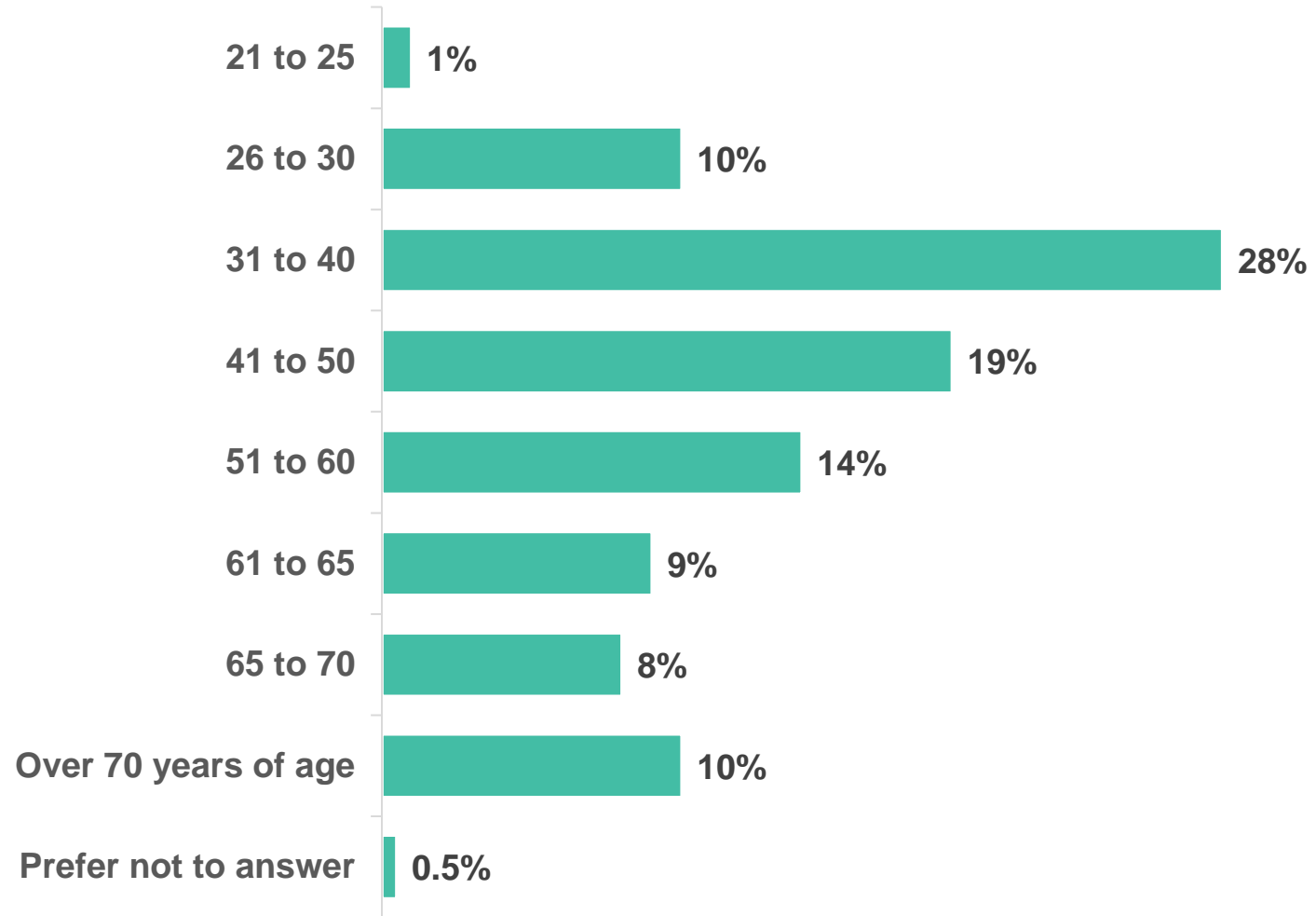
Years as member of OAA



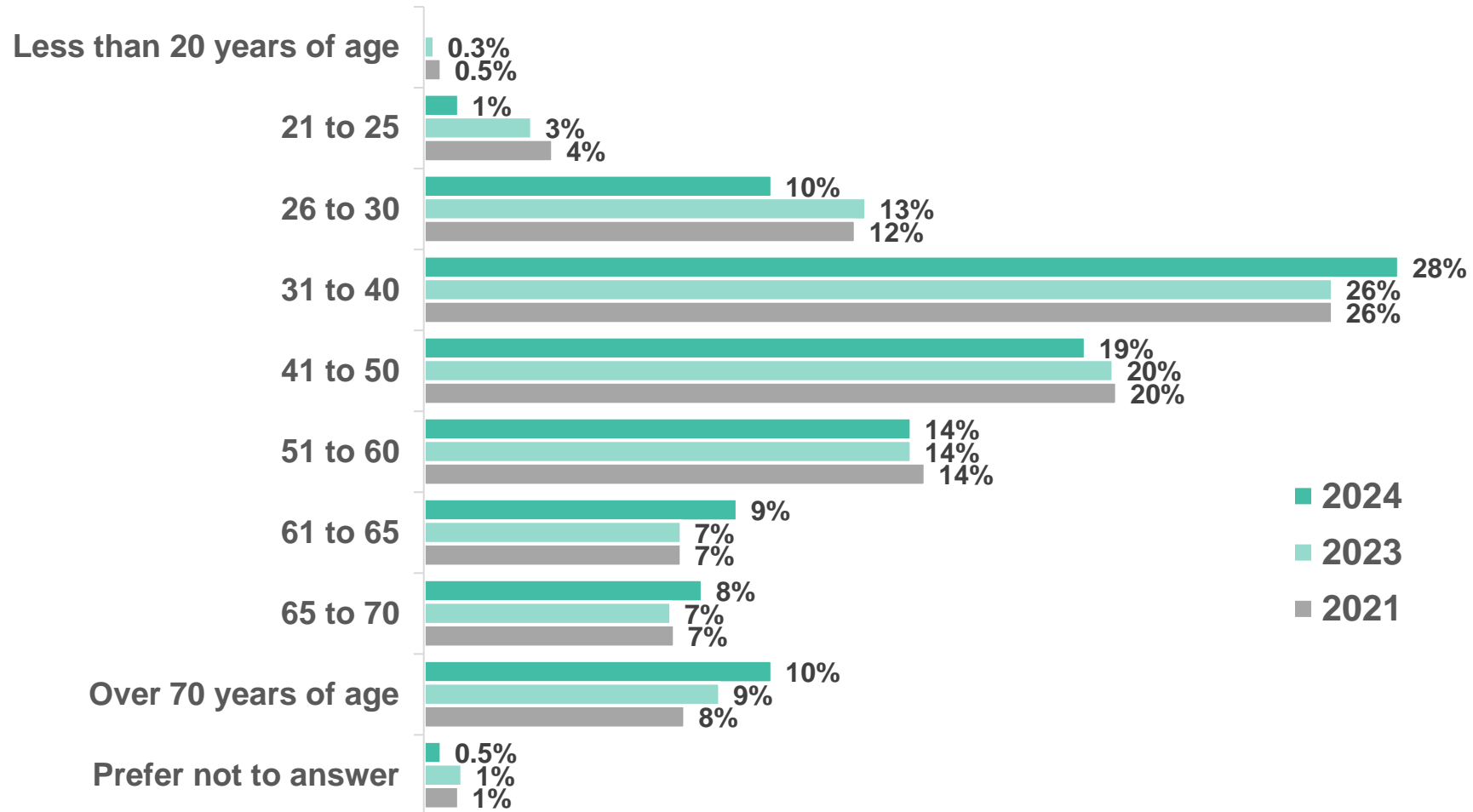
Tracking: Years as member of OAA



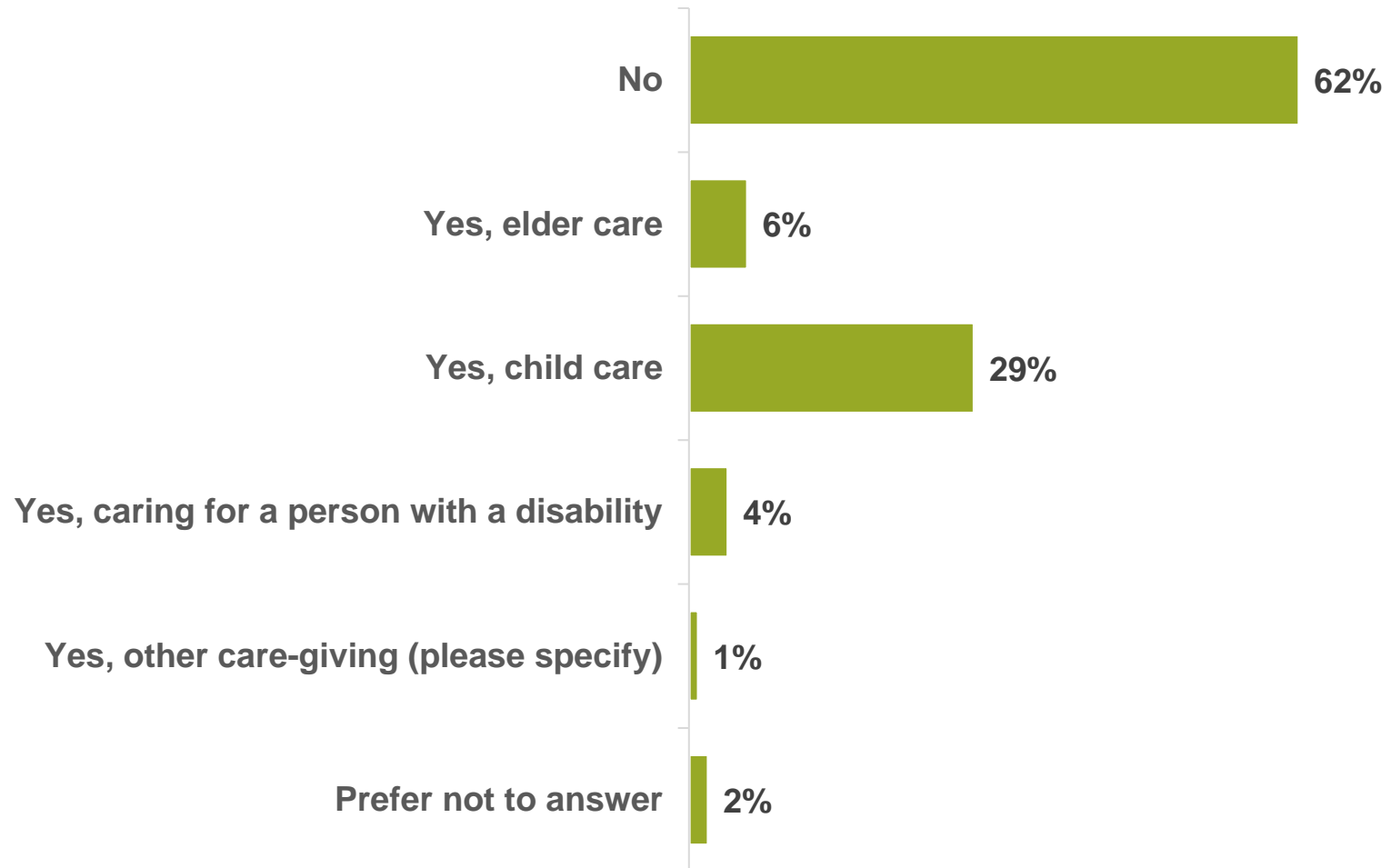
Age of members



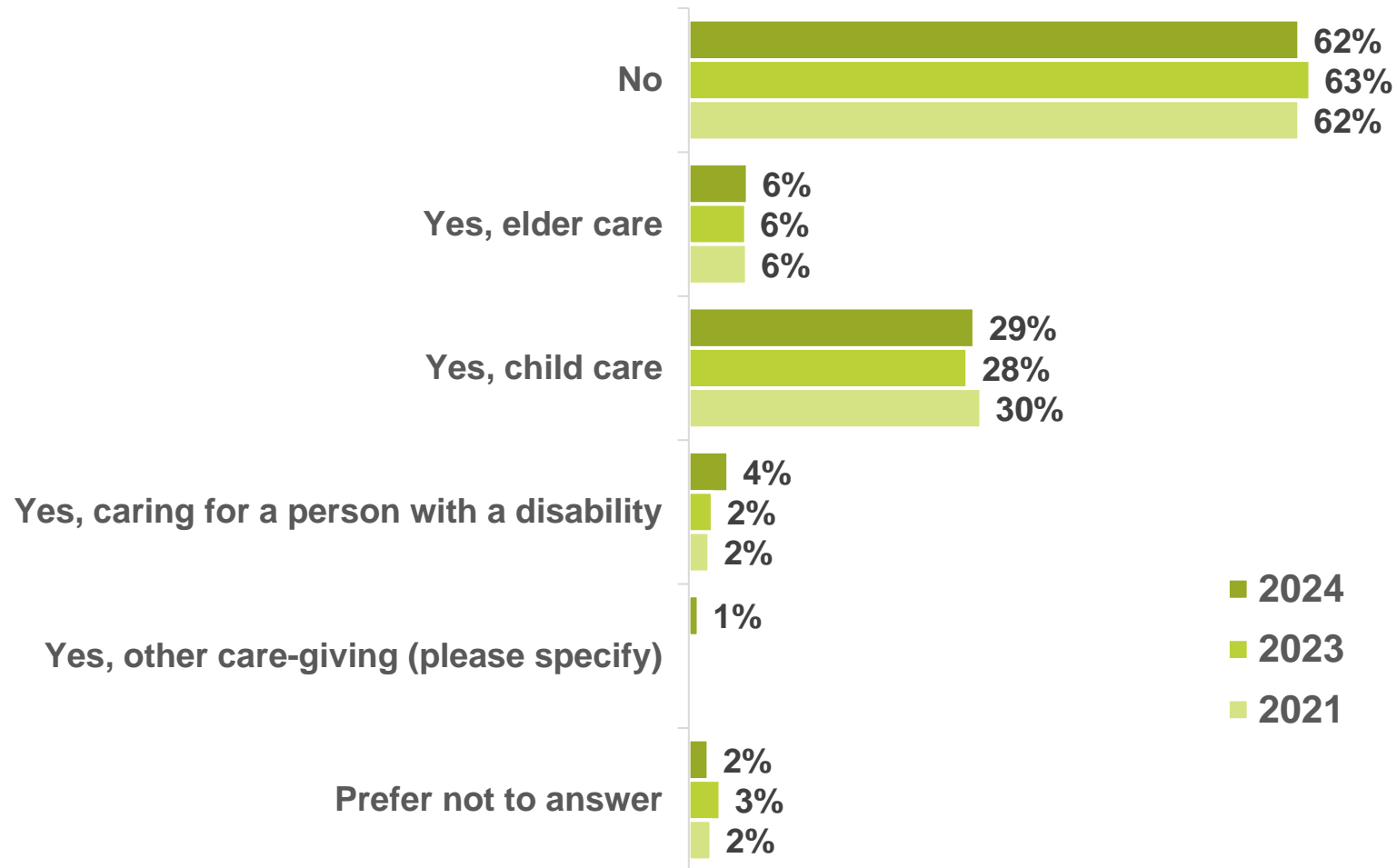
Tracking: Age of members



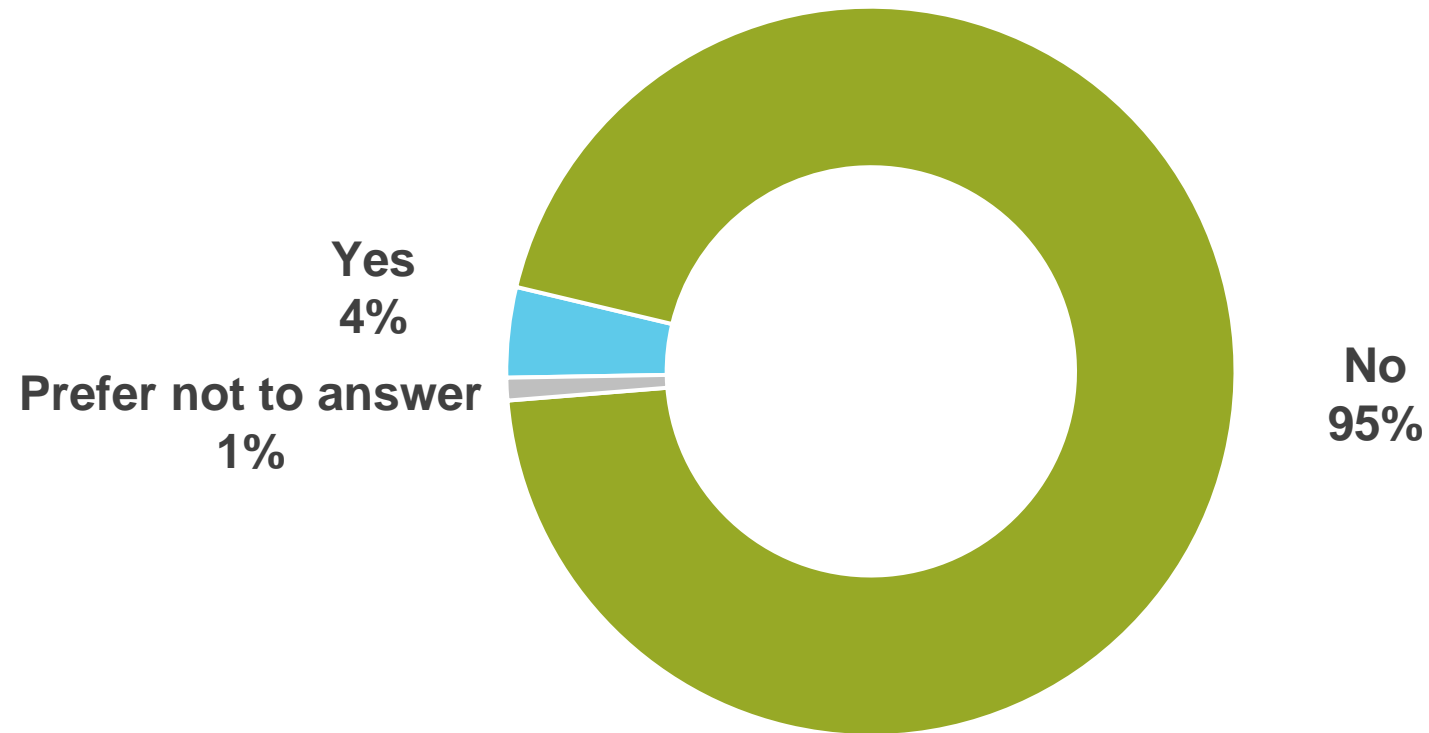
Daily care-giving responsibilities



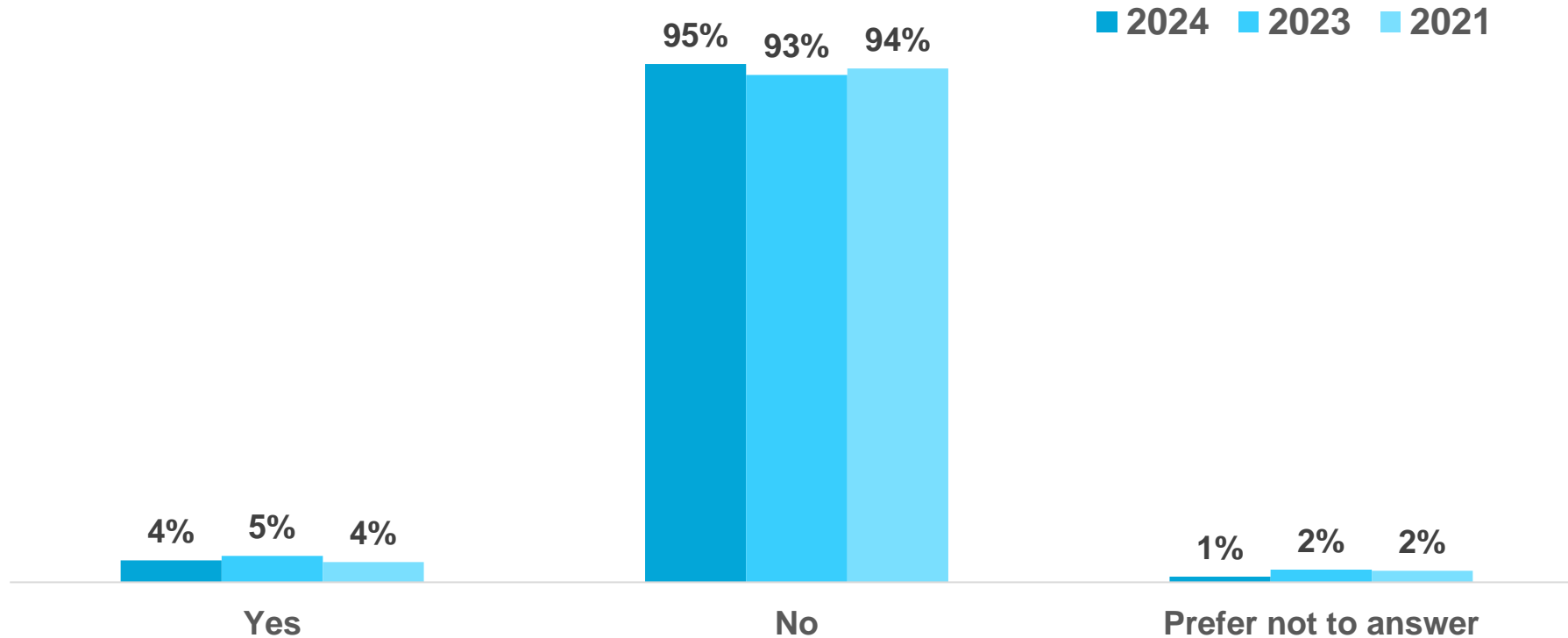
Tracking: Daily care-giving responsibilities



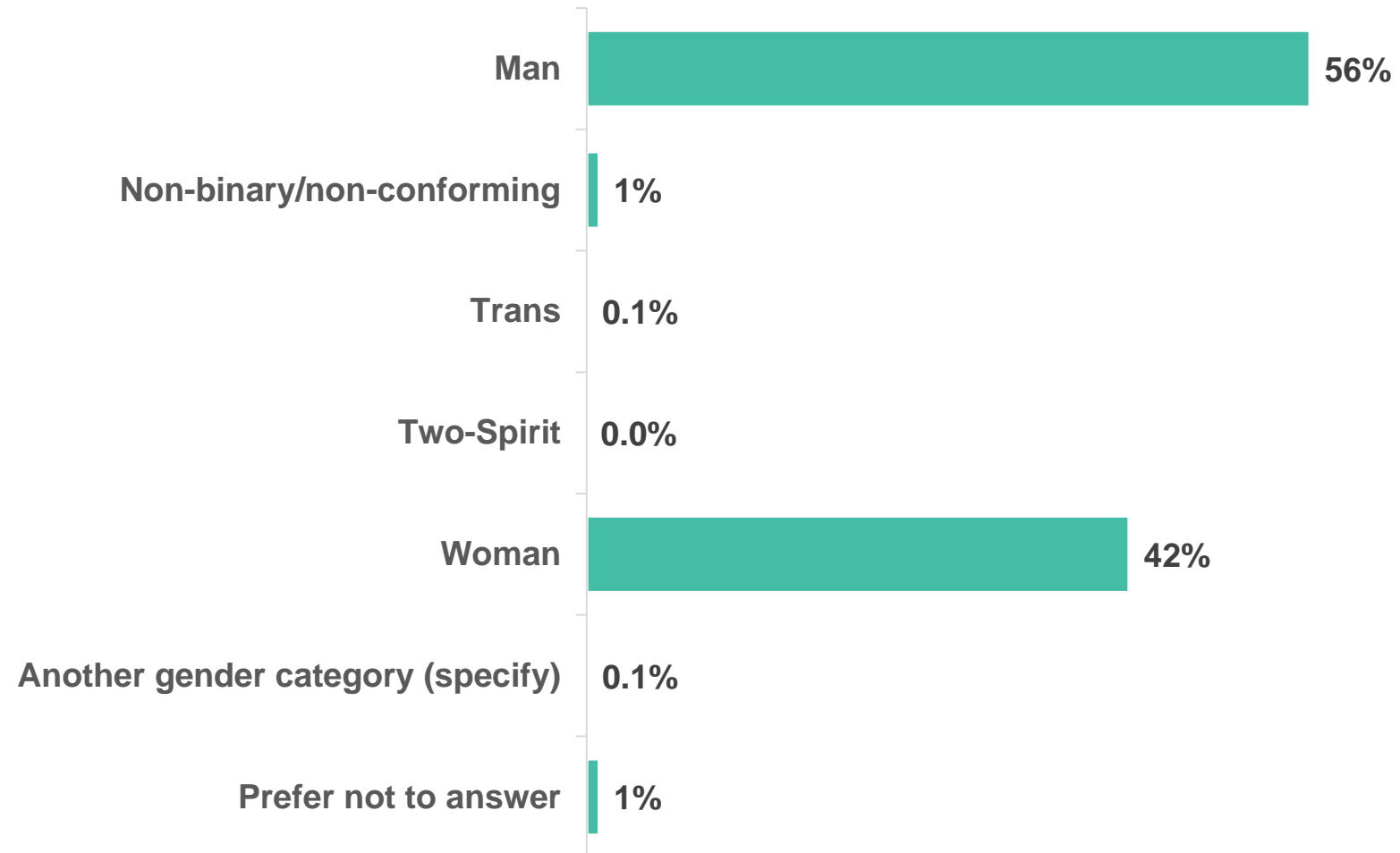
Do you self-identify as a person with a disability?



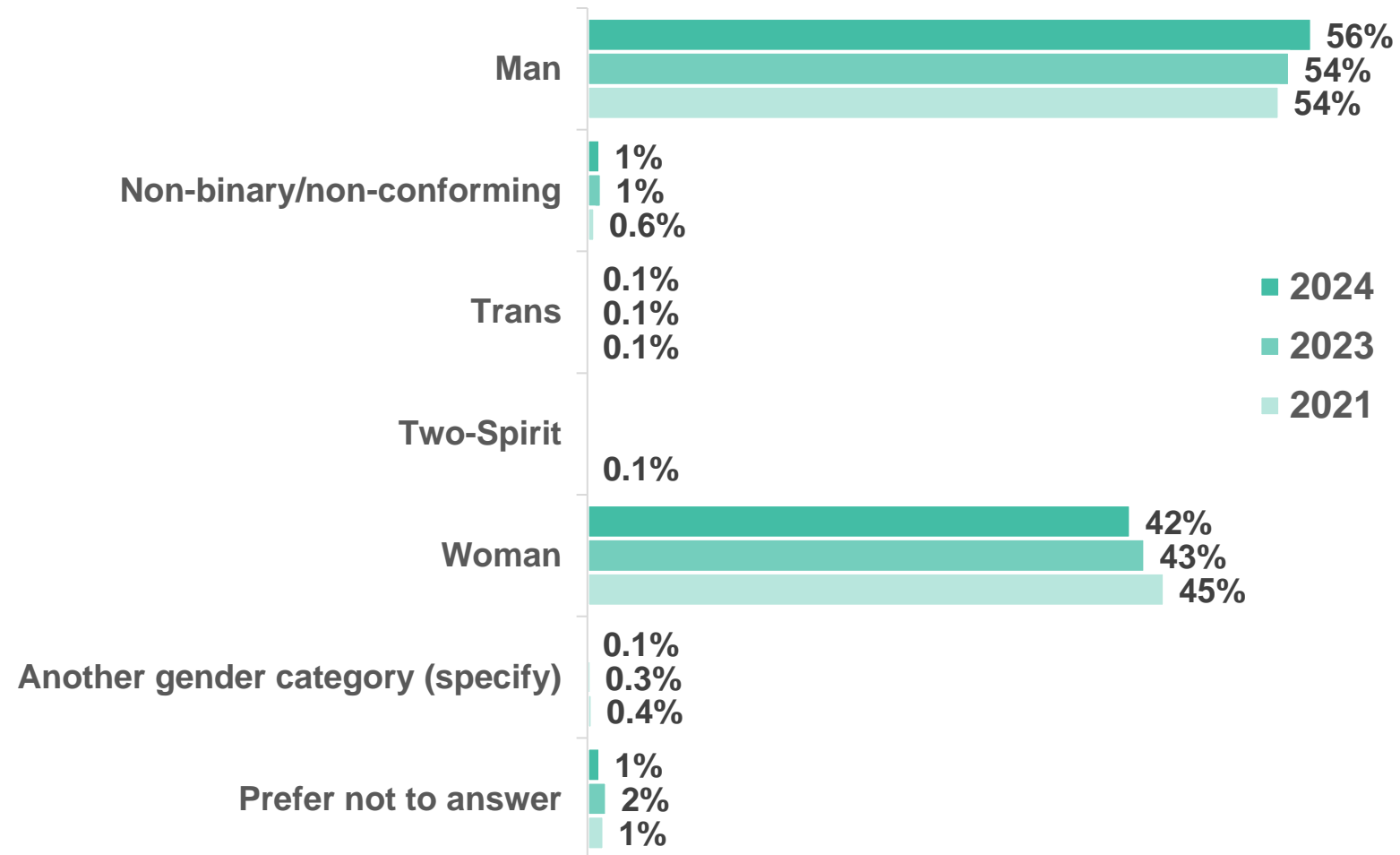
Tracking: Do you self-identify as a person with a disability?



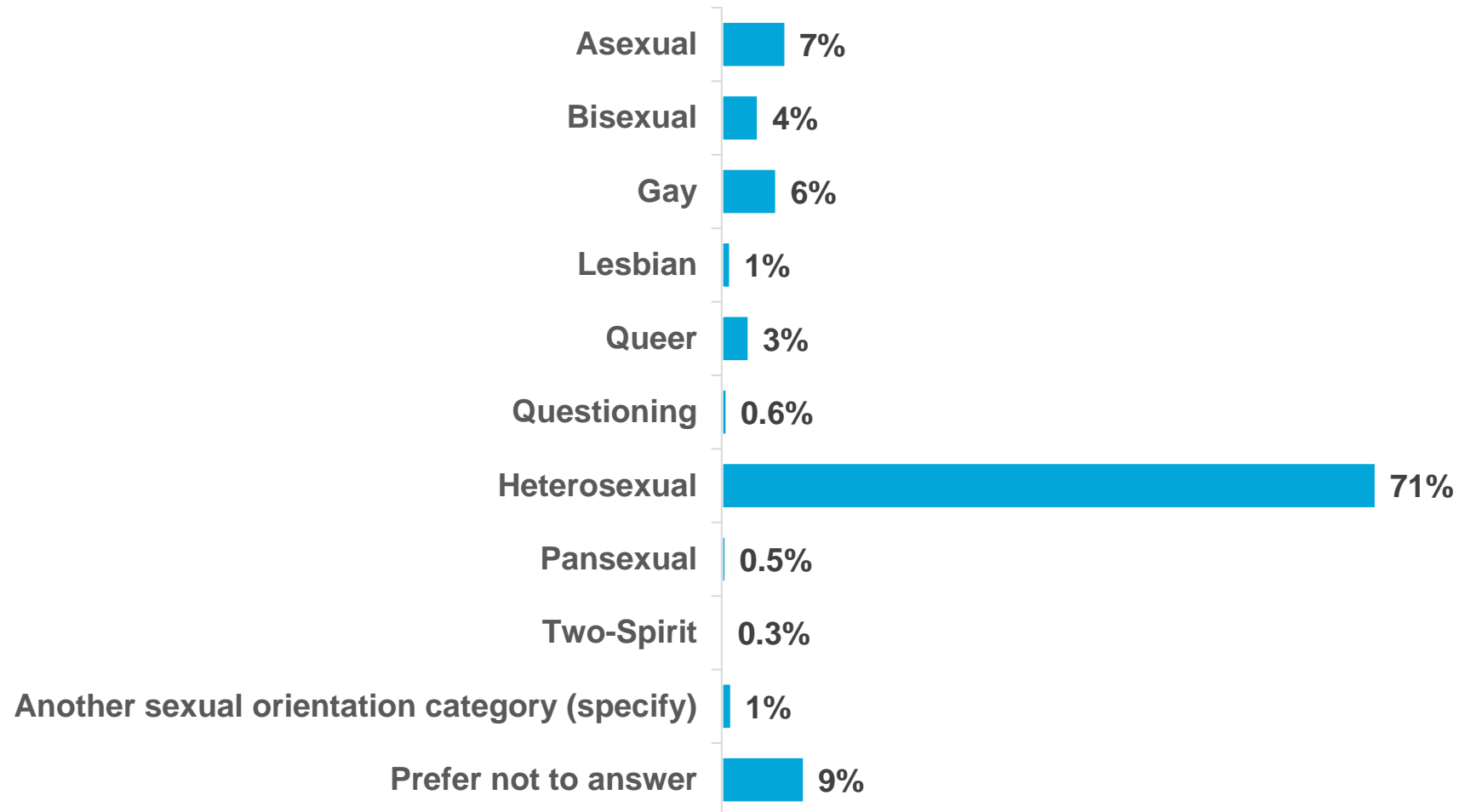
Gender



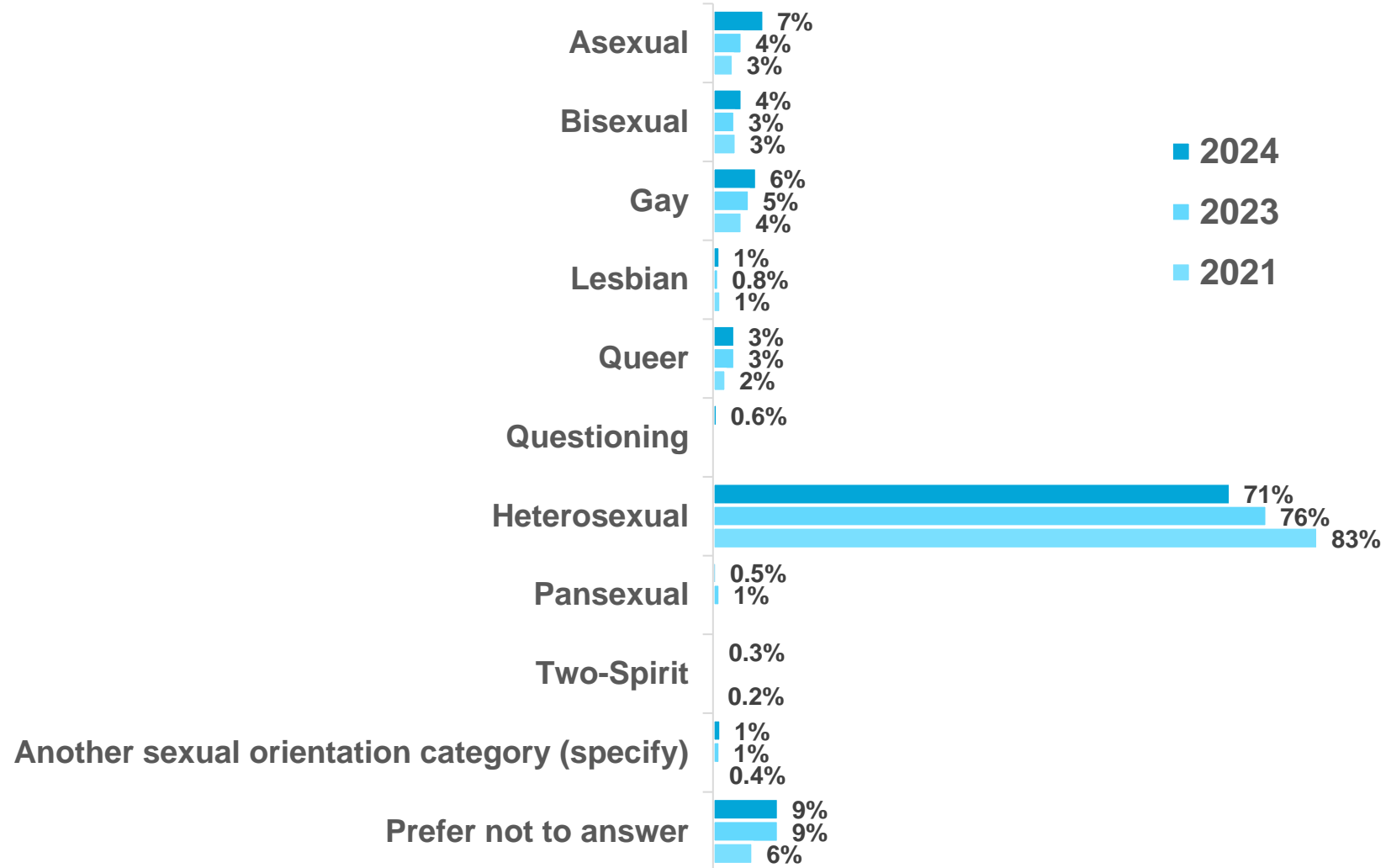
Gender



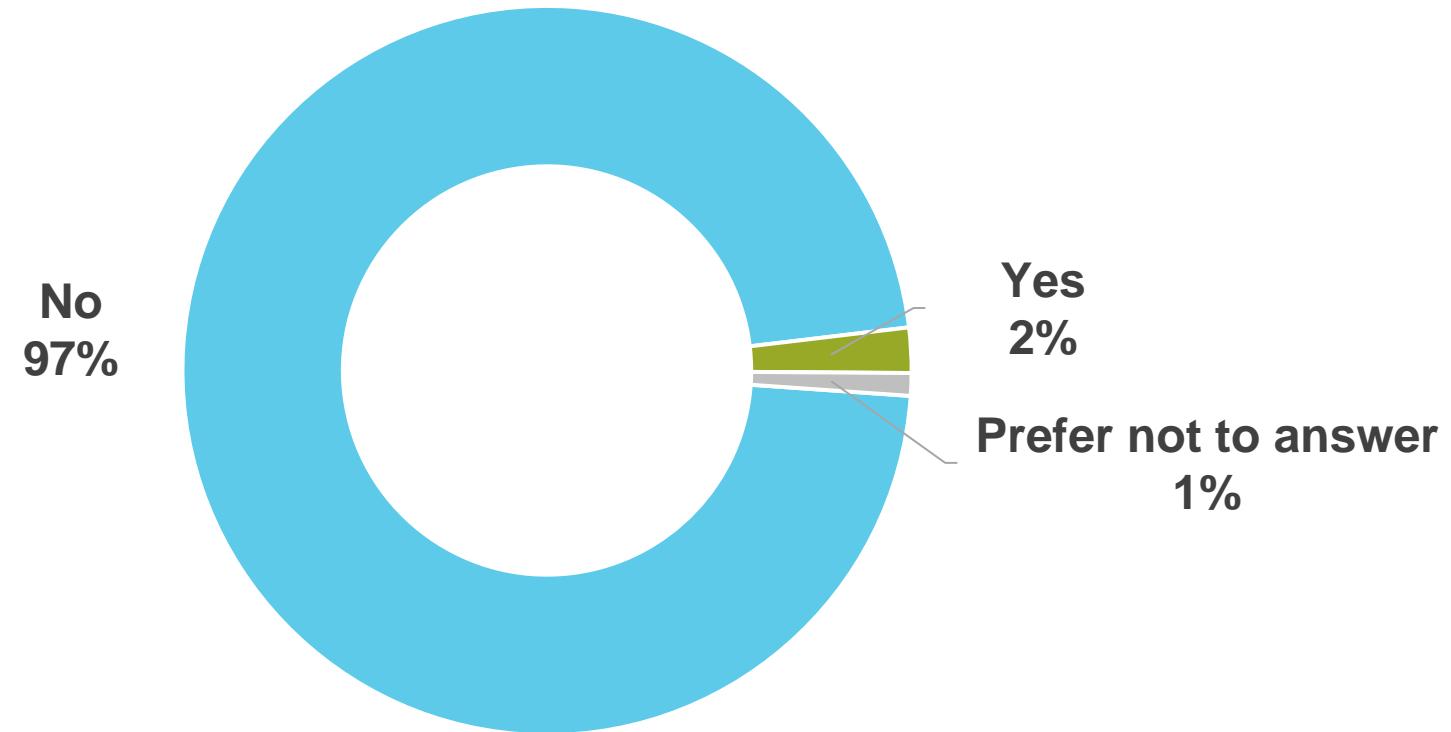
Sexual orientation



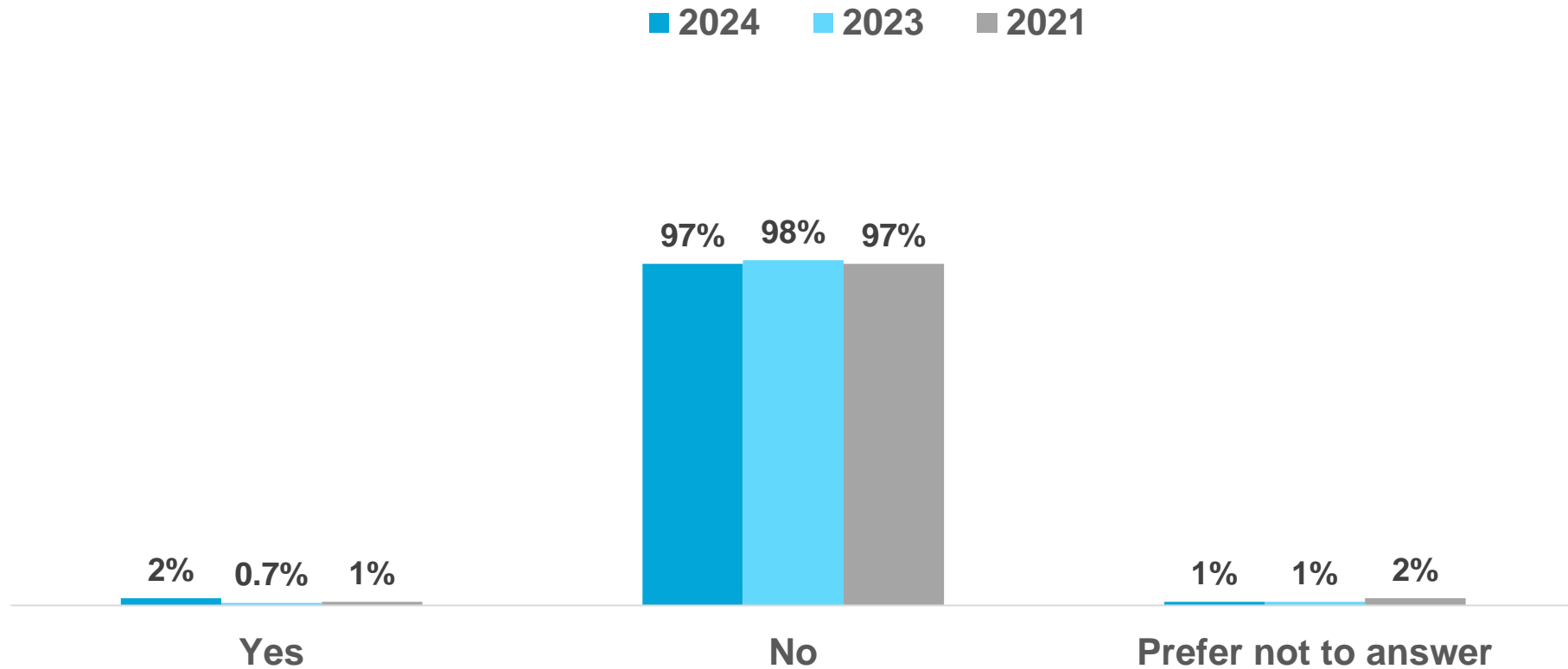
Sexual orientation



Do you identify as Indigenous?

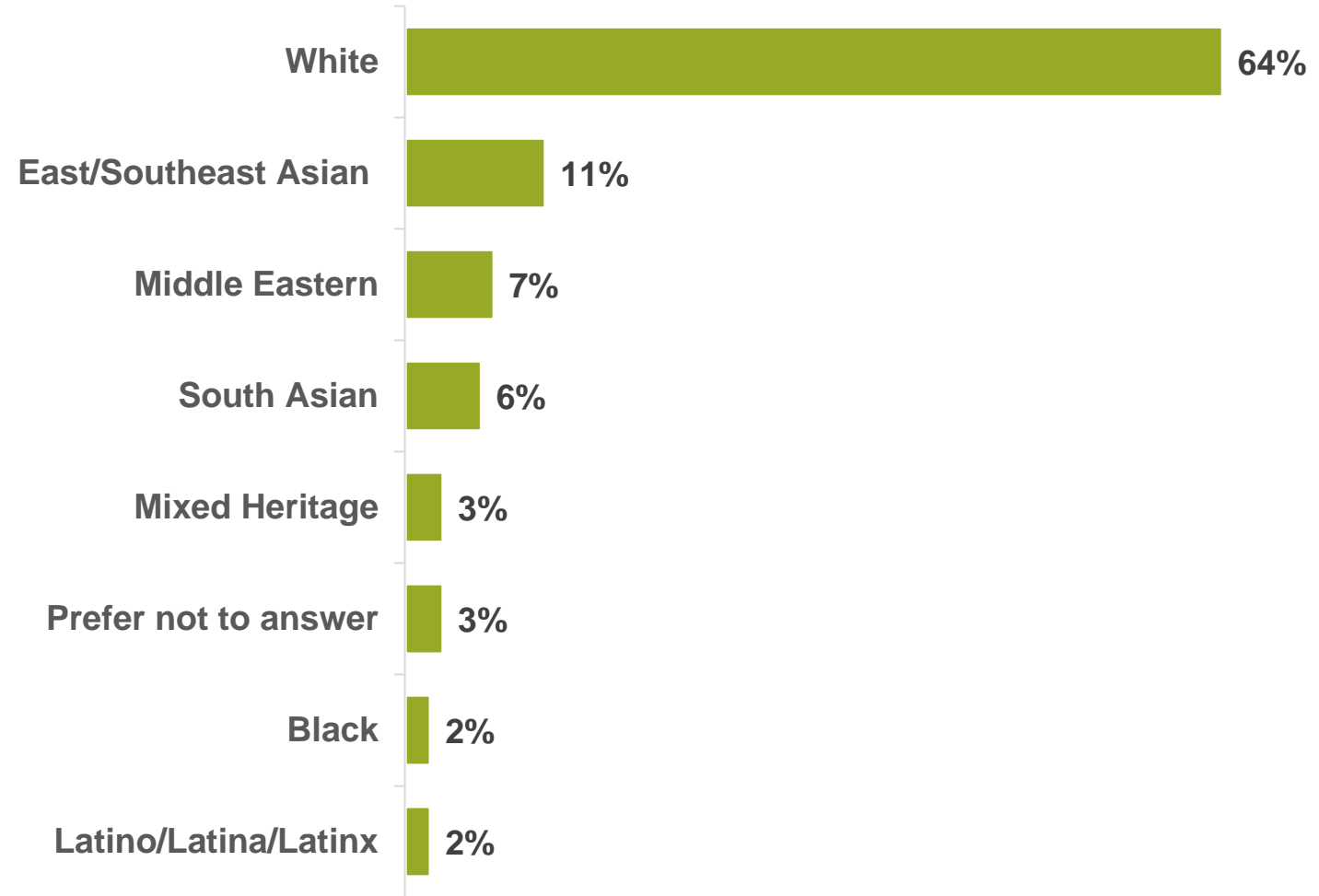


Tracking: Do you identify as Indigenous?



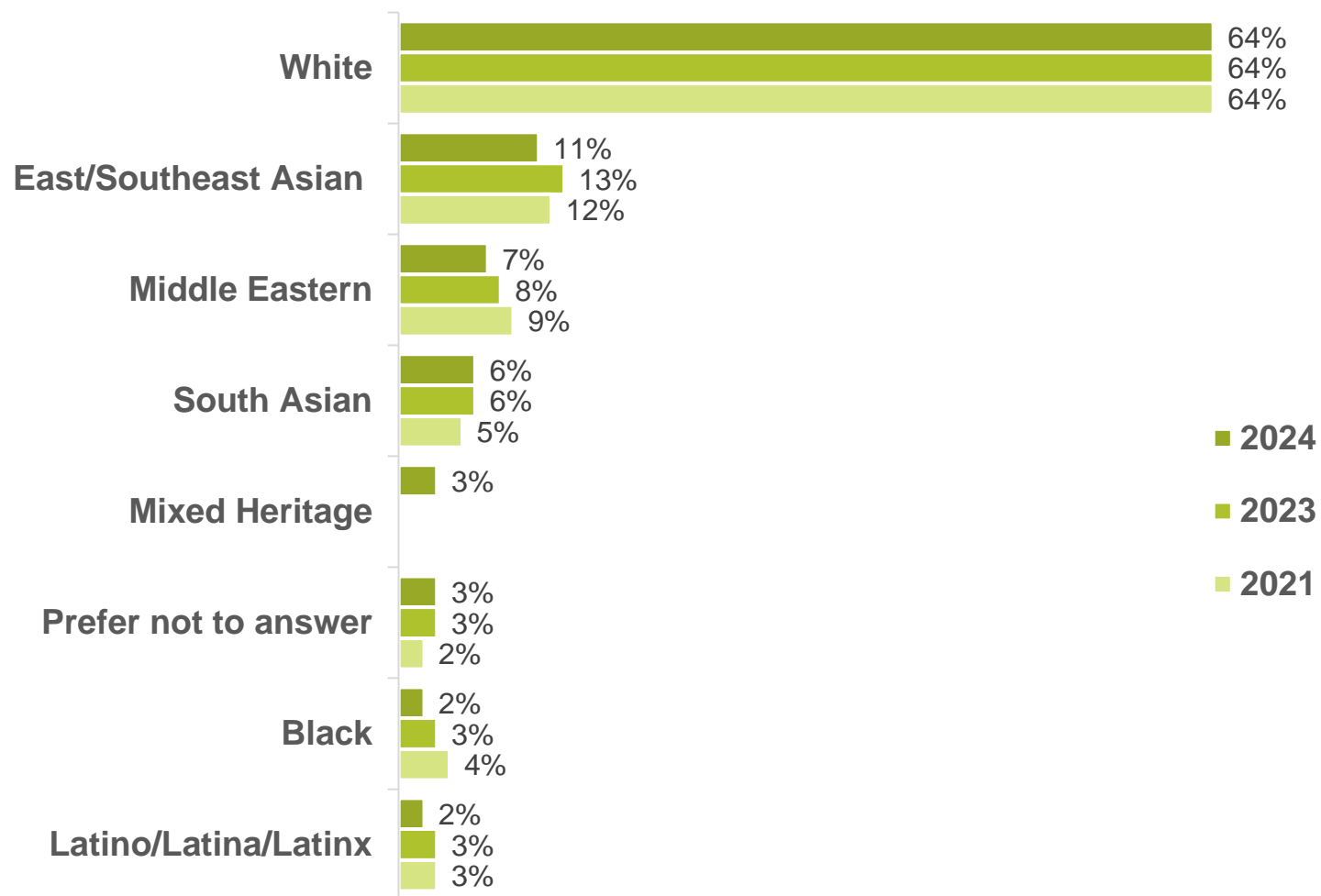
Race

(responses 1% and greater) (including coded 'other' responses)



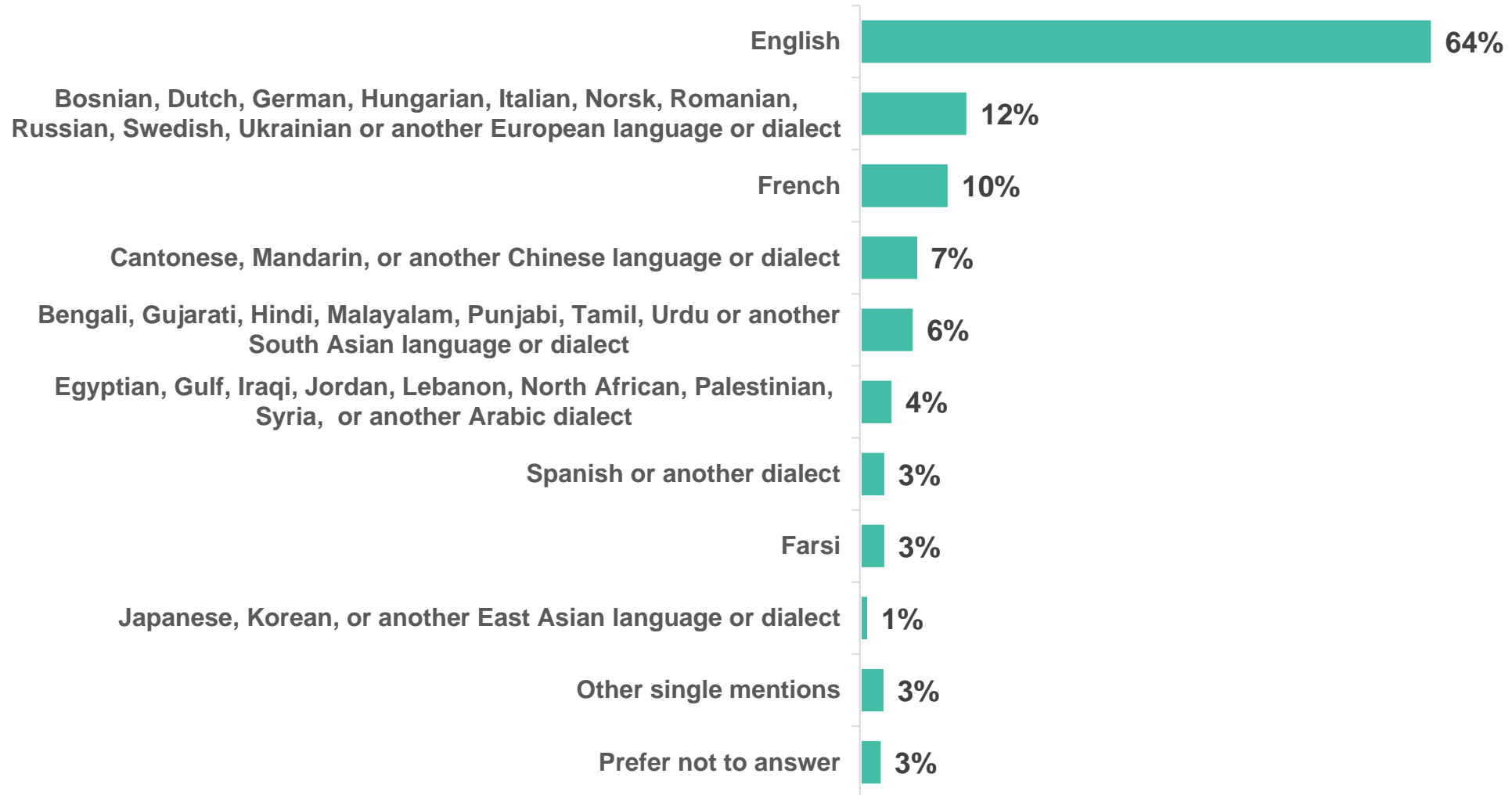
Tracking: Race

(responses 1% and greater) (including coded 'other' responses)



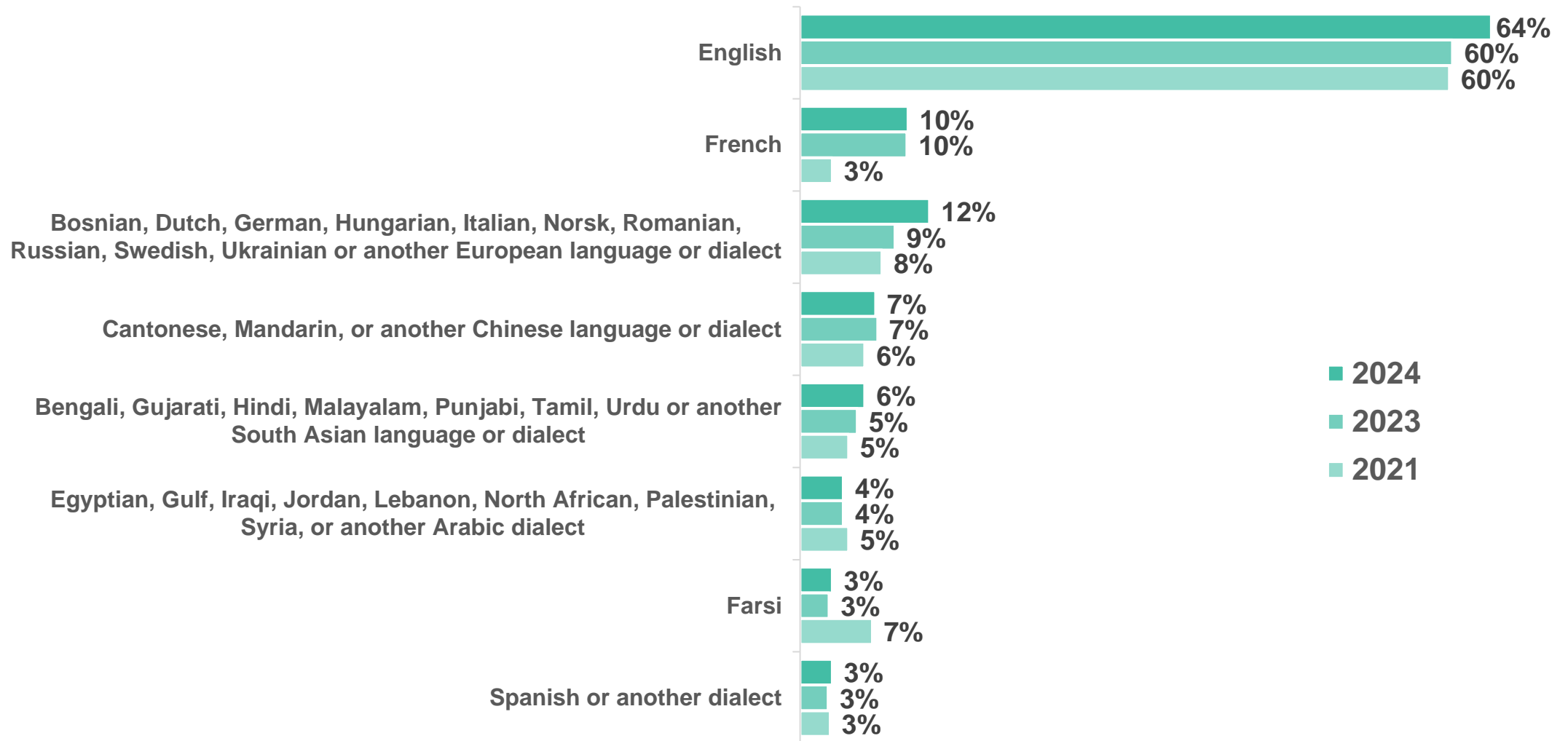
Mother tongue

(responses 1% and greater) (Open-end coded responses)

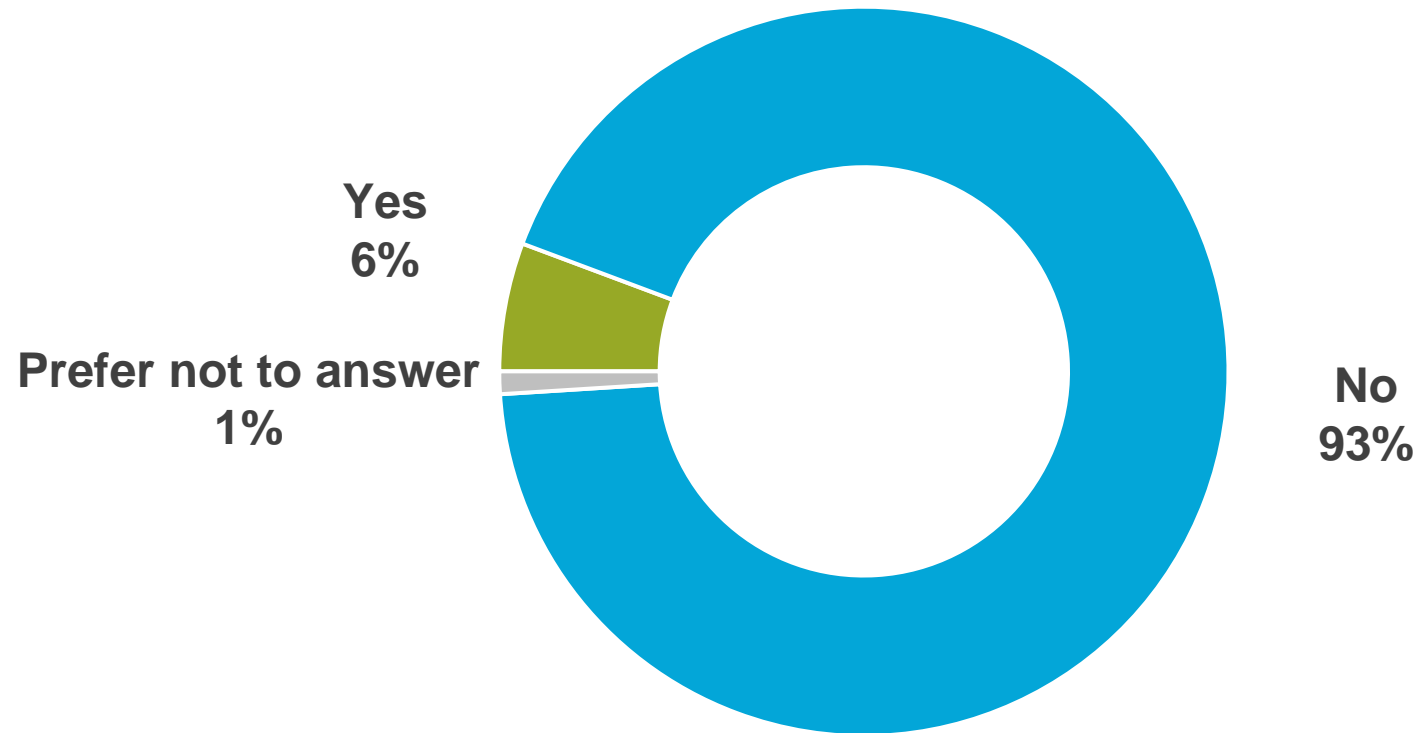


Tracking: Mother tongue

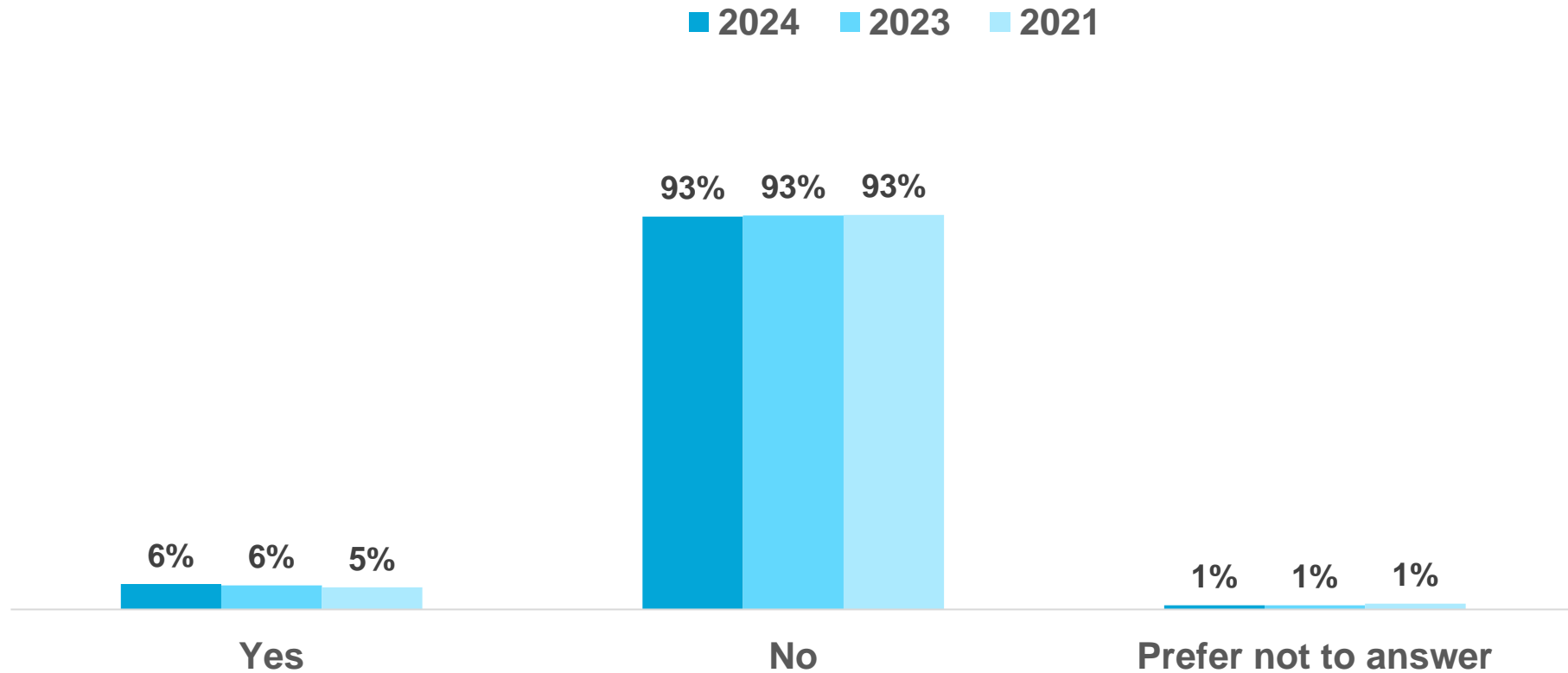
(responses 2% and greater) (Open-end coded responses)



Do you identify as French-Canadian?

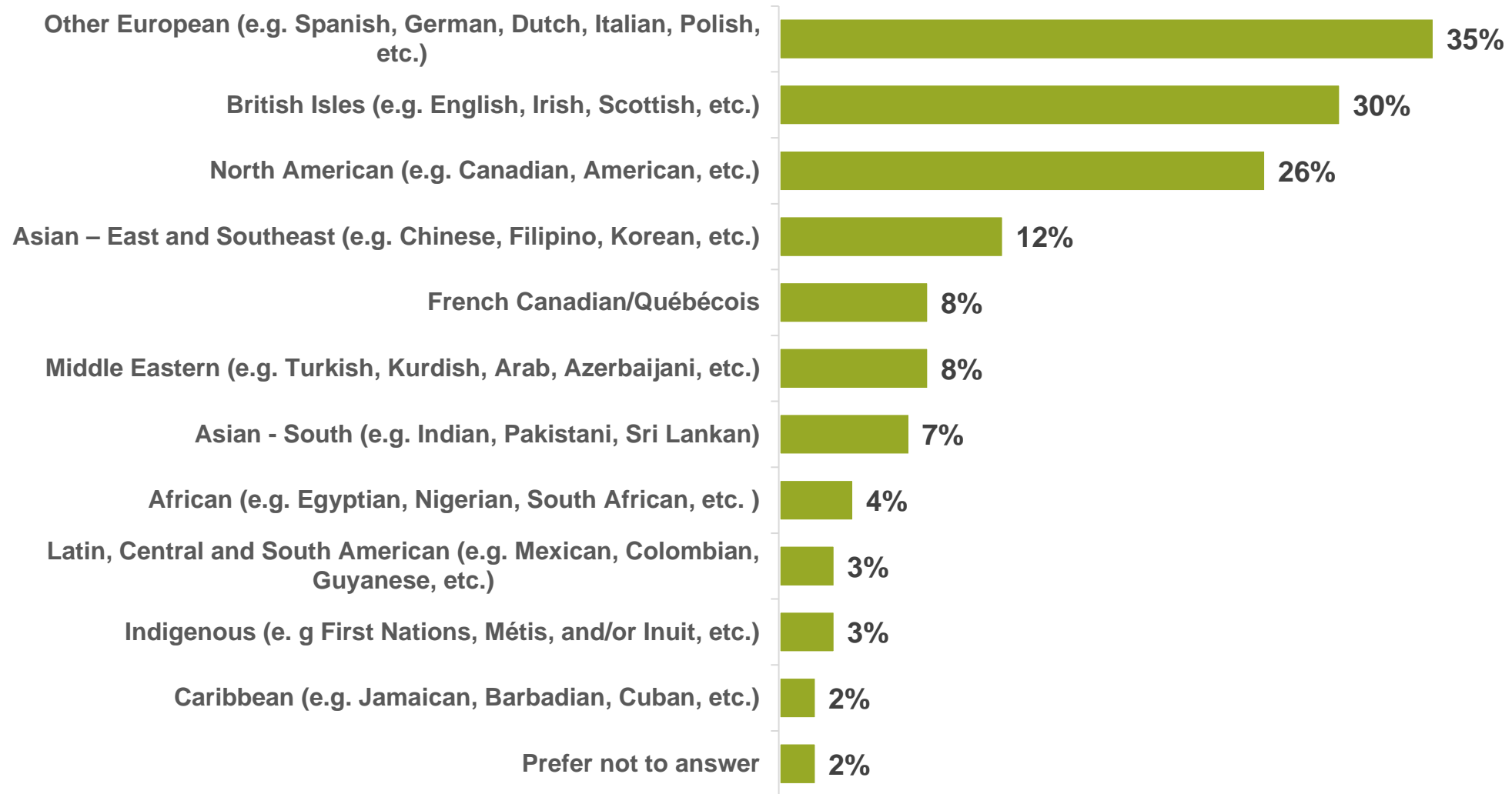


Tracking: Do you identify as French-Canadian?



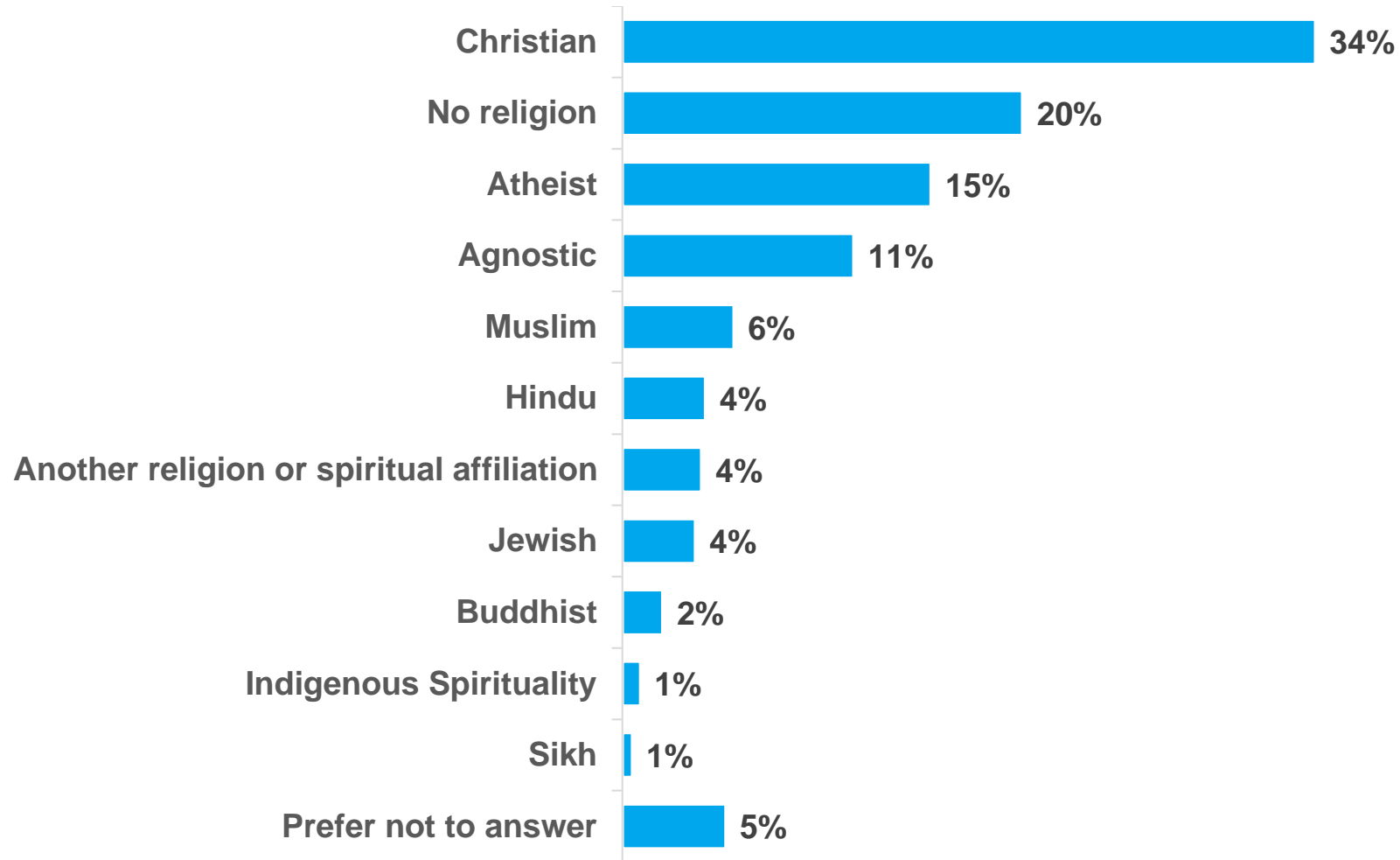
Ethnic or cultural origin(s)

(responses 2% and greater) (Open-end coded responses)



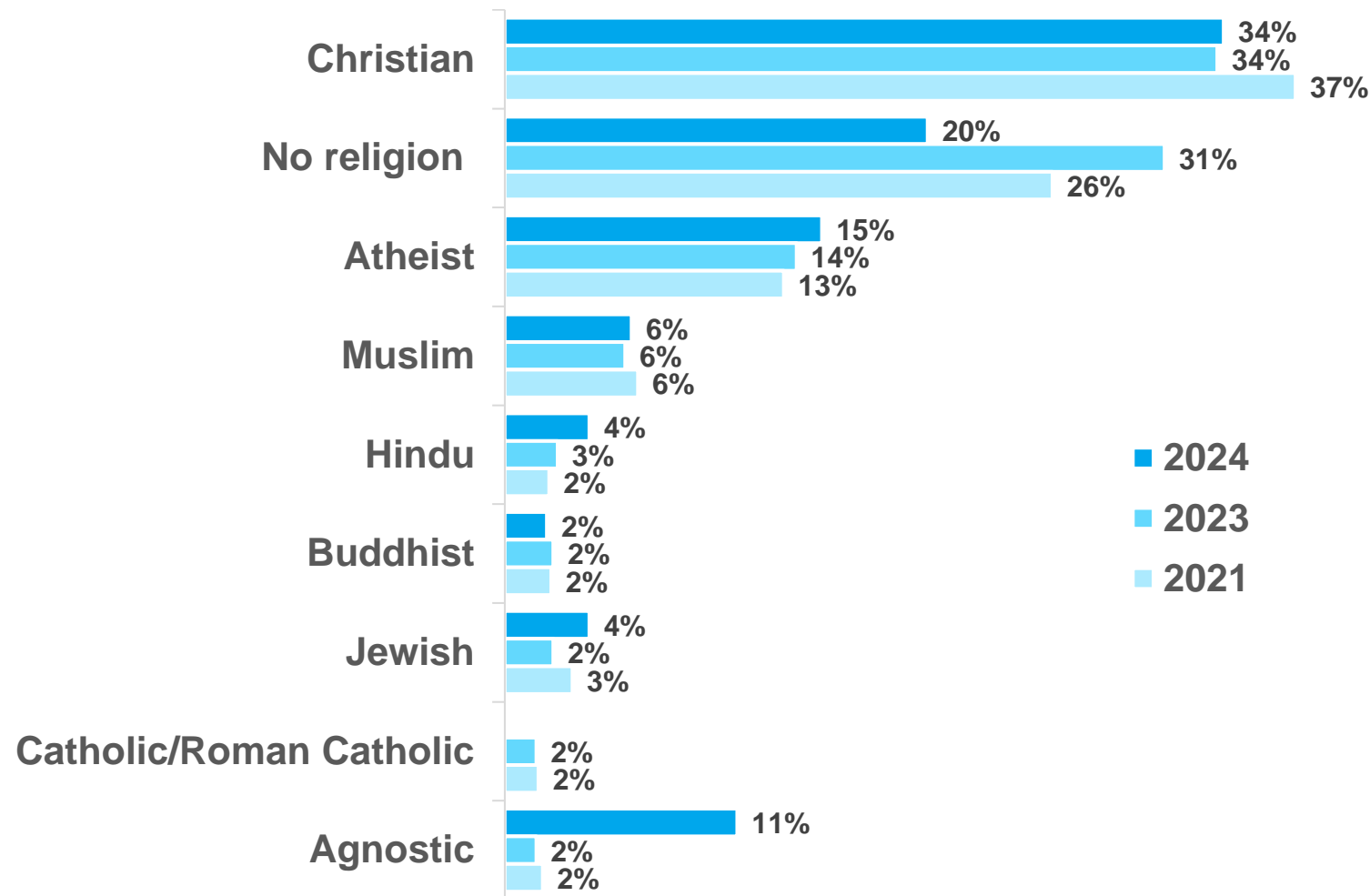
Religion and/or spiritual affiliation

(responses 1% and greater) (including coded 'other' responses)

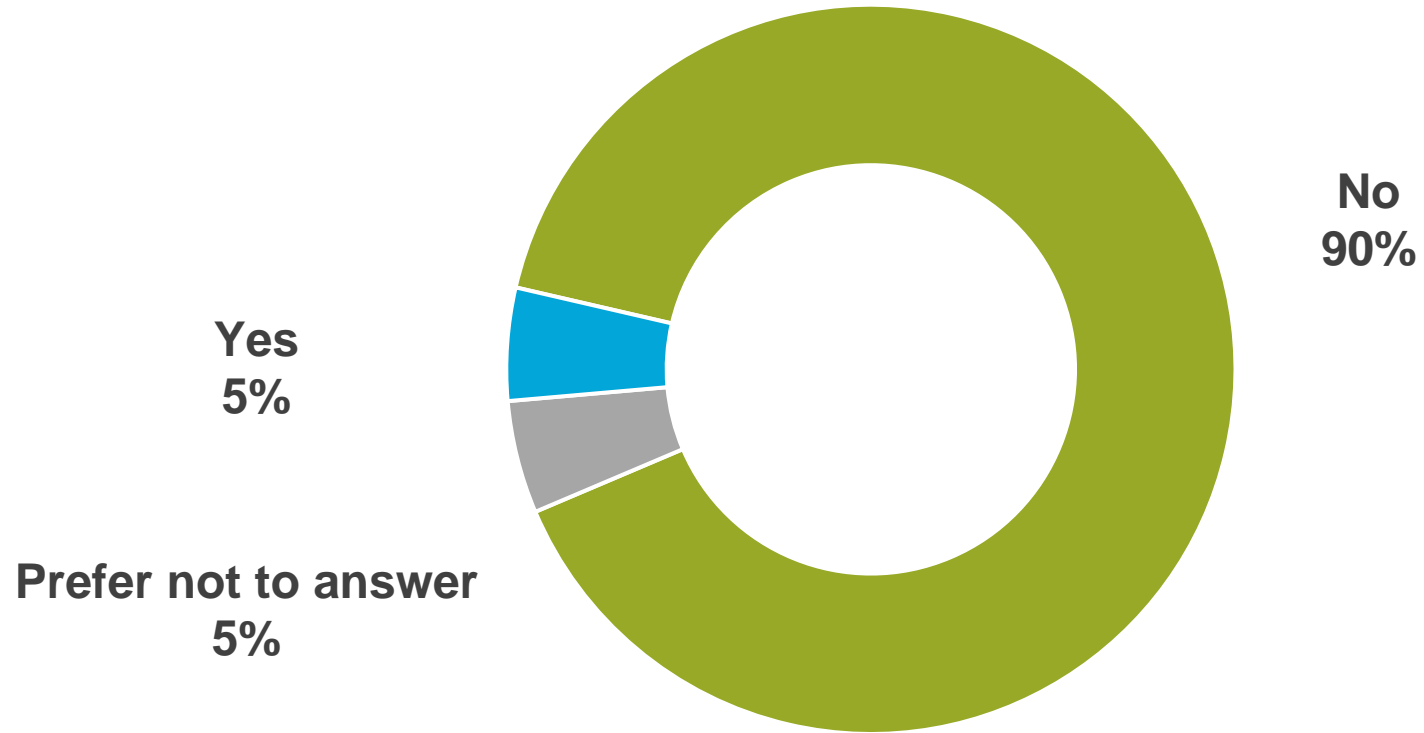


Tracking: Religion and/or spiritual affiliation

(responses 2% and greater) (including coded 'other' responses)

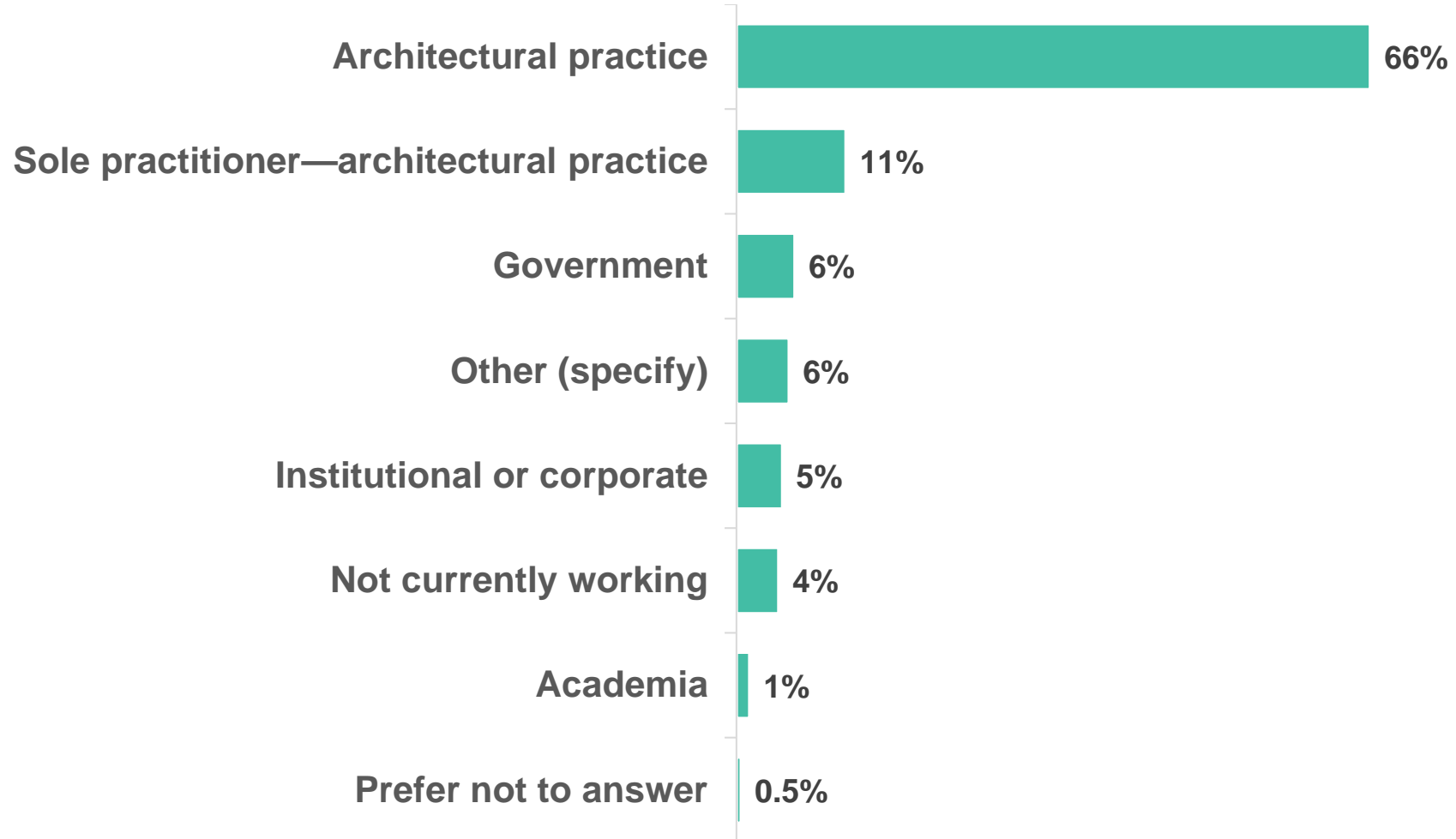


Diverse in a manner that has not been mentioned in a previous question



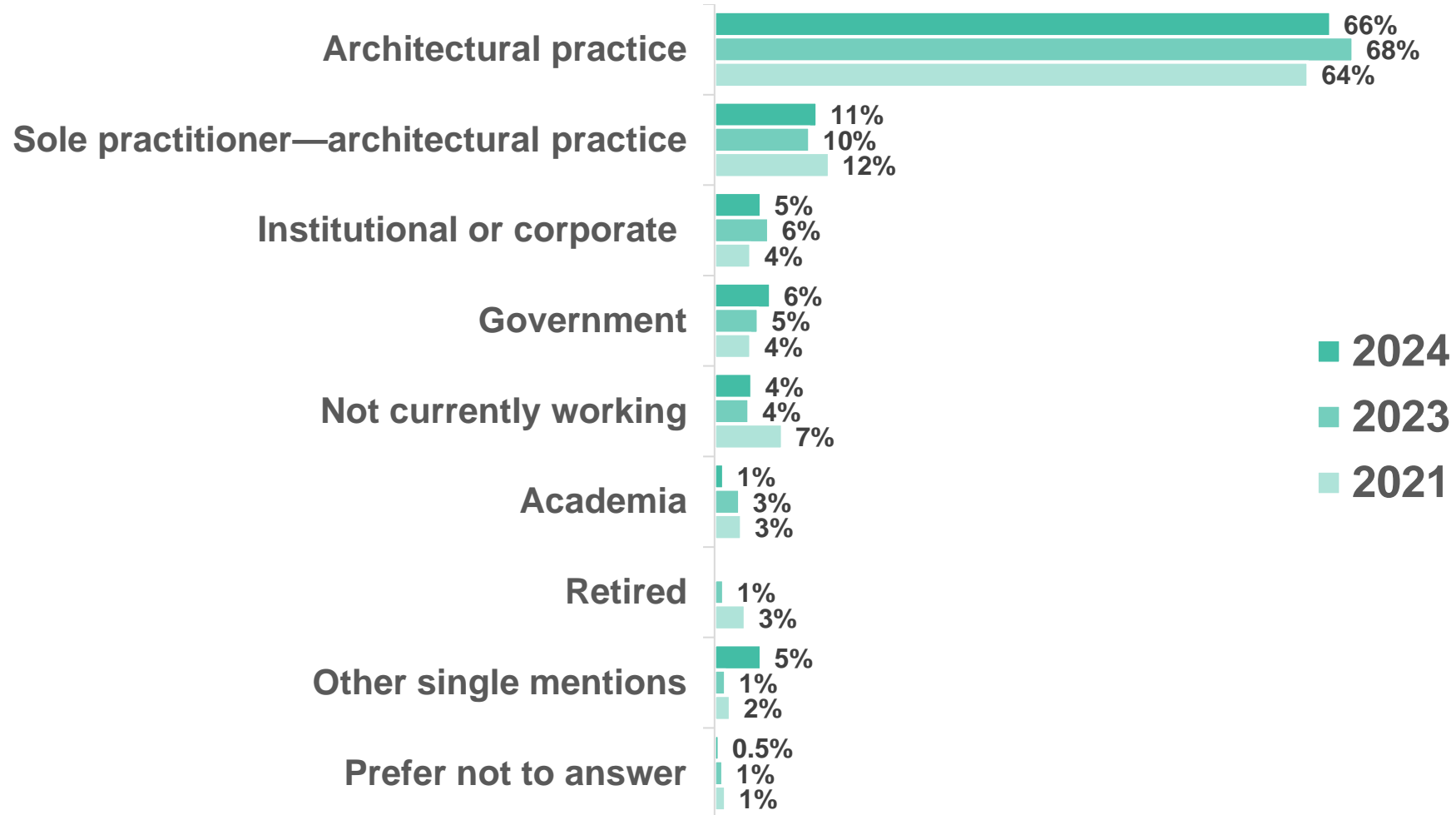
Workplace

(responses 1% and greater) (including coded 'other' responses)

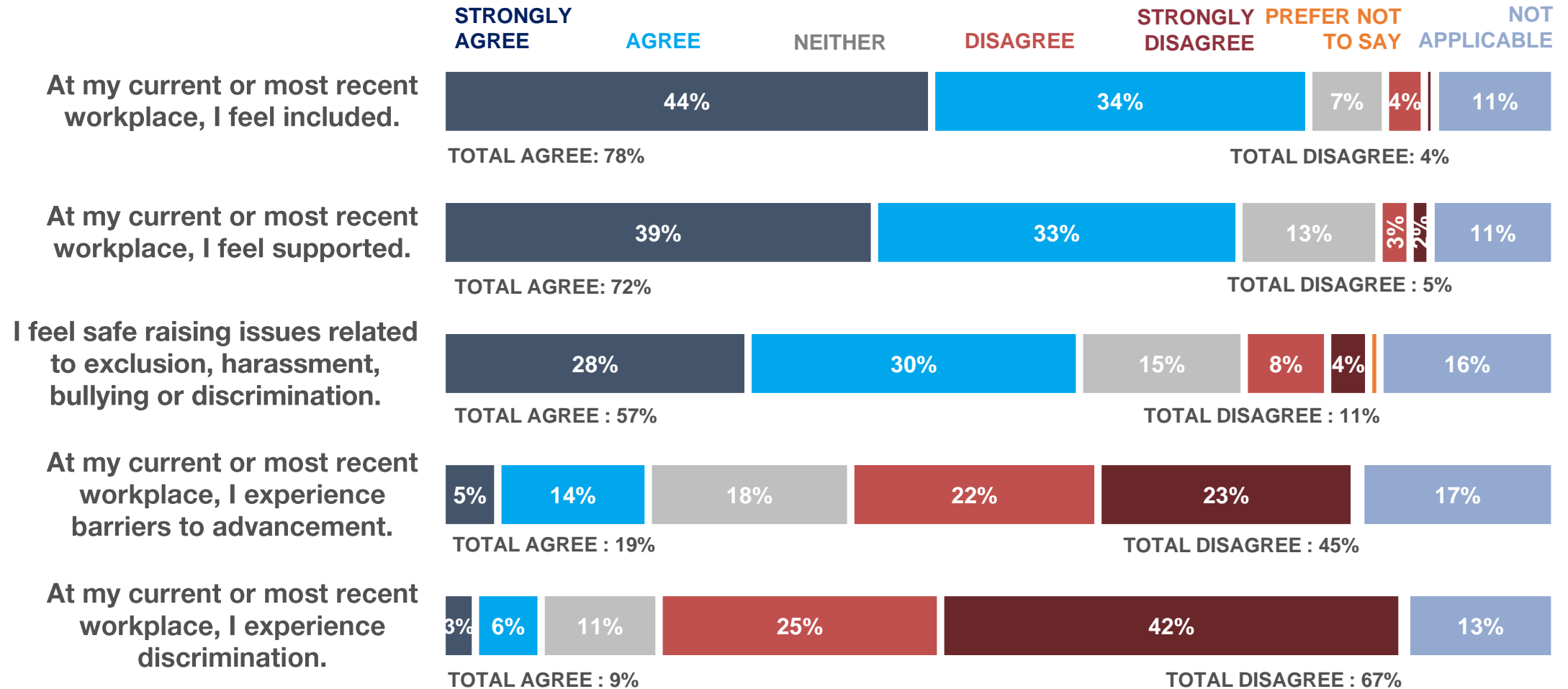


Workplace

(responses 1% and greater) (including coded 'other' responses)

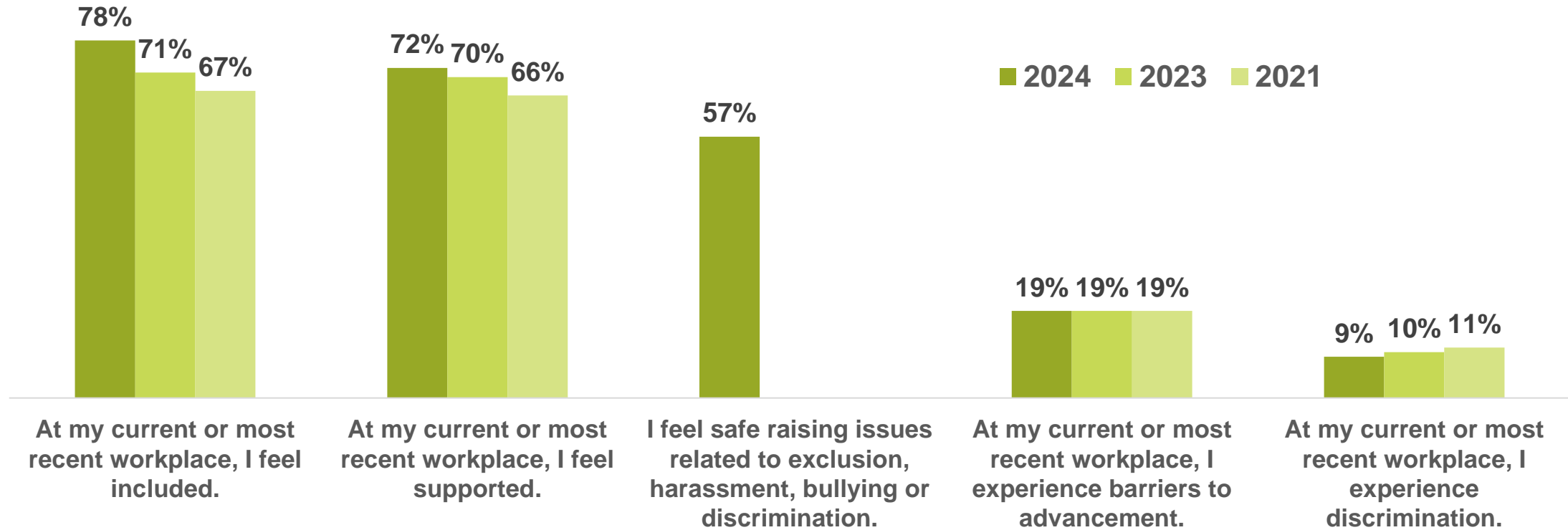


Personal experiences within the workplace in the last year



Tracking: Personal Experiences

(% Total Agree)



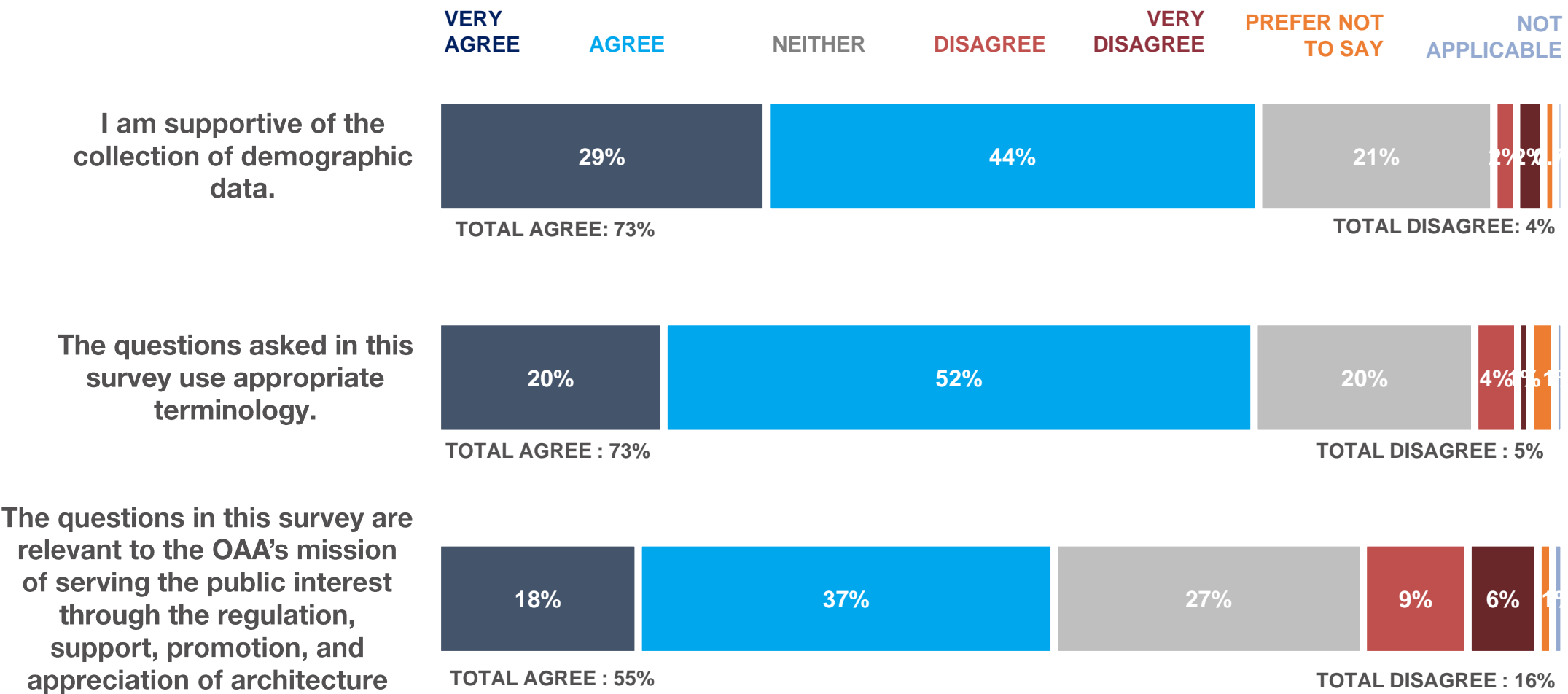
Crosstabs: Personal experiences within the workplace in the last year

% Total agree	Total Sample	Intern Architect	Architect	30 and under	31 – 40	41 – 50	51 – 60	Over 60	Male	Female
Count	792	213	517	92	222	153	107	214	446	329
At my current or most recent workplace, I feel included.	78%	81%	79%	92%	81%	80%	76%	69%	80%	76%
At my current or most recent workplace, I feel supported.	72%	70%	75%	79%	75%	75%	68%	65%	73%	70%
I feel safe raising issues related to exclusion, harassment, bullying or discrimination.	57%	58%	60%	54%	61%	62%	66%	48%	58%	56%
At my current or most recent workplace, I experience barriers to advancement.	19%	26%	16%	22%	23%	17%	20%	12%	14%	24%
At my current or most recent workplace, I experience discrimination.	9%	8%	9%	5%	10%	10%	11%	8%	6%	12%

Crosstabs: Personal experiences within the workplace in the last year

% Total agree	Total Sample	English mother tongue	Other mother tongue	LGBTQ2+	Architectural practice	Sole practitioner	Other workplace
Count	792	500	292	156	712	38	42
At my current or most recent workplace, I feel included.	78%	79%	76%	77%	80%	63%	65%
At my current or most recent workplace, I feel supported.	72%	73%	69%	69%	73%	55%	59%
I feel safe raising issues related to exclusion, harassment, bullying or discrimination.	57%	59%	55%	53%	59%	39%	47%
At my current or most recent workplace, I experience barriers to advancement.	19%	16%	23%	25%	17%	43%	17%
At my current or most recent workplace, I experience discrimination.	9%	8%	11%	11%	8%	26%	13%

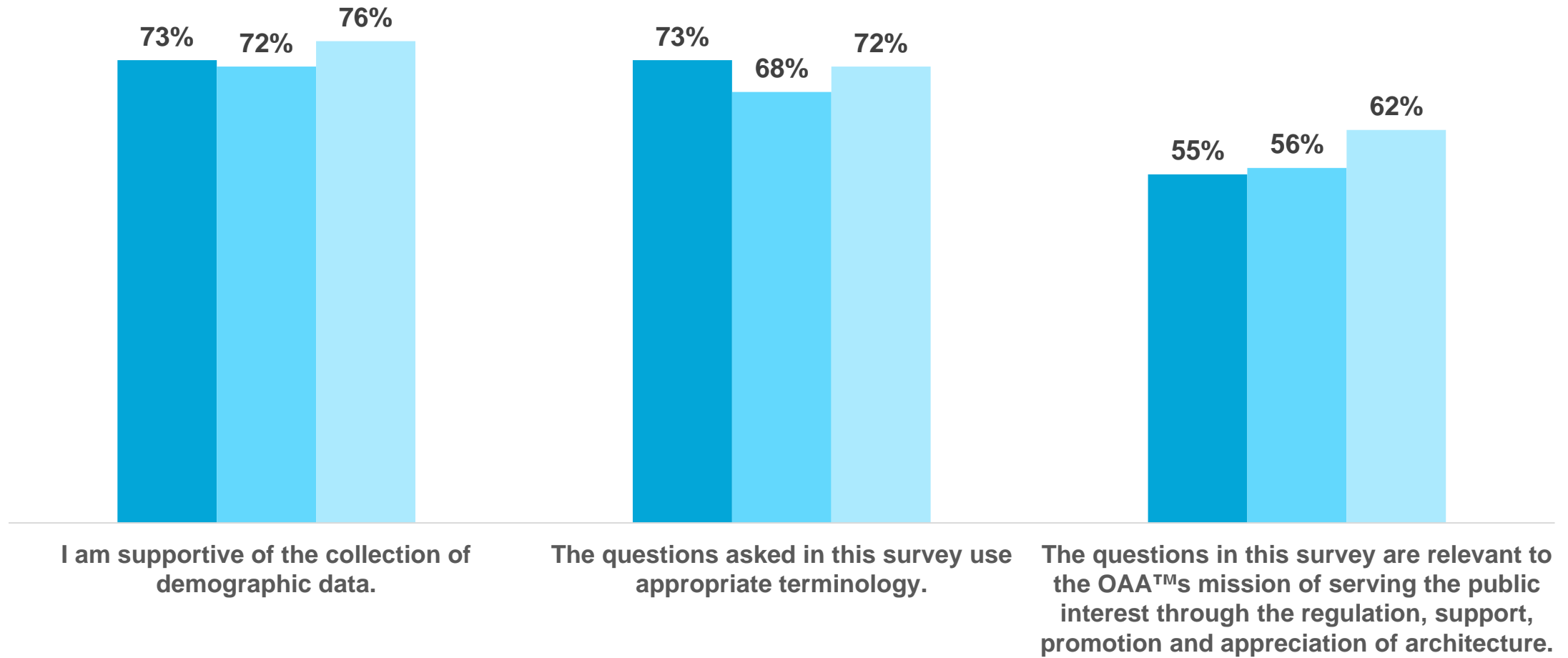
Opinion on the content of this survey



Tracking: Opinion on Survey Content

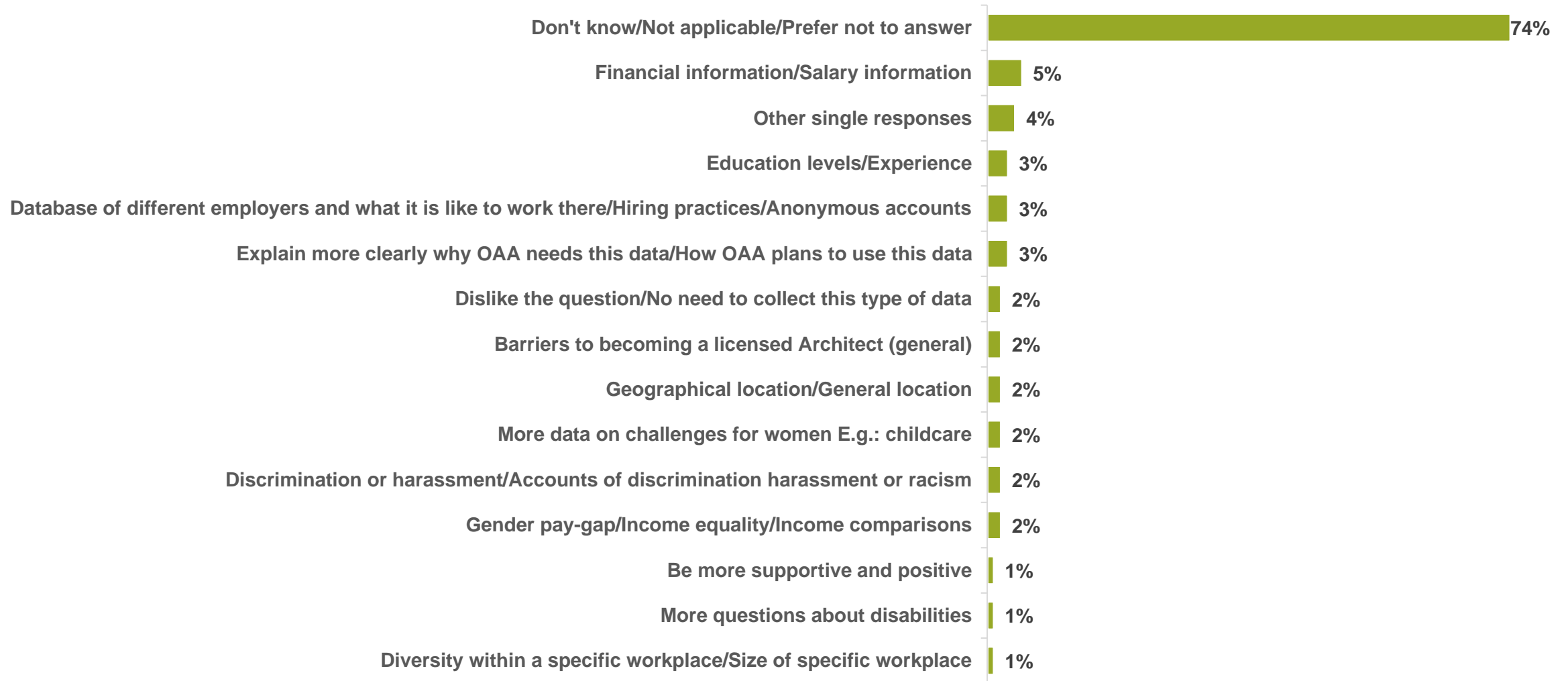
(% Total Agree)

■ 2024 ■ 2023 ■ 2021



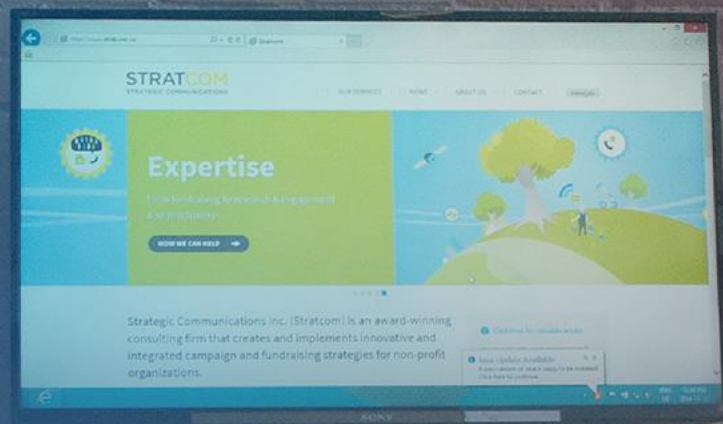
Additional comments on data collection strategy

(Coded open-end responses, 1% and greater)



Armand Cousineau
Director of Research
E: armand.cousineau@stratcom.ca

Grace Zhang
Research and Data Analyst
E: grace.zhang@stratcom.ca



Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 4.5

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

Len Abelman	Toon Dreessen
James Eduful	Ibrahim El-Hajj
Cory Stechyshyn	John Stephenson
Ted Watson	

Date: May 13, 2024

Subject: Request for Council support to fund an update on the Site Plan Approval study conducted in 2018.

Objective: Council to vote on the funding request to support an update on the Site Plan Approval study.

For more than a decade, the OAA has been advancing recommendations to government to fix Ontario's broken Site Plan Approval (SPA) process. In 2013, the Association commissioned Altus to undertake an independent study of SPA. The resulting report, [A Review of the Site Plan Approval Process in Ontario](#), studied a 100-unit condominium building and a 50,000 square-foot office building. It found that, as a result of the inefficient SPA process that these buildings are subject to, significant costs are imposed on end users. In the case of the condominium building, for example, the total cost to all stakeholders, including government, was estimated between \$396,5000 and \$479,800 per month. This report identifies a series of recommendations to reduce the delays and costs associated with the SPA process.

While the report was widely lauded in professional and policy circles at the time of its release, it left an important question unanswered: How much is this all costing the government? Since the project-specific analysis done in 2013 did not address this, the OAA engaged Altus again to provide another independent study. This report, [Site Plan Delay Analysis](#), released in July 2018, quantified the effects of site plan delays and found a staggering provincial cost of at least \$100 million per month Ontario-wide. As we know,

the average time for SPA is six months or more, and the total cost of delays was found to be as much as \$900 million per year in Ontario.

Despite significant legislative changes that have occurred since the 2018 report, including instances where legislation responded to and enacted changes that were recommended in the 2013 report, PACT continues to raise concerns about the broken SPA process. There are numerous accounts that the process is taking *even* longer in the wake of the implementation of various measures to reform SPA.

PACT proposes that an updated study be carried out in order to:

- **Update the analysis of province-wide impacts of site plan delays to quantify the current total and opportunity costs associated with the delays; and,**
- **Update the economic impacts analysis to set out the magnitude and impacts of the architecture industry in Ontario.**

Following a discussion within PACT, OAA staff has approached Altus, as a logical partner, to seek a quote for this project. Please see attached.

The quote is broken down into two parts:

1. **The impact of province-wide site plan delays; and,**
2. **The economic impact analysis of the architecture industry in Ontario.**

The total cost of the project inclusive of Parts 1 and 2, as well as a member survey is \$36,000 (\$15,500 for Part 1, \$5000 for the member survey, and \$15,500 for Part 2).

The Committee is recommending that Council funds both parts; however, Part 1 can be done independently of Part 2 should Council choose to only fund the update on the analysis of province-wide impacts of site plan delays. As we understand, the funding for these studies would be allocated from the Council policy contingency line item in the 2024 budget.

Action

It was moved by Spiegel and seconded by... that Council approve the proposal from Altus Group to conduct a study that quantifies the impact of province-wide site plan delays and that analyzes the economic impact of the architecture industry in Ontario; and, that the upset cost of \$36,000 be funded from the 2024 Council policy contingency.

Attachments

Altus proposed scope of work

May 3, 2024

Ontario Association of Architects
111 Moatfield Drive, Toronto
ON, M3B 3L6
1-800-565-2724, ext 275

C/O Sara Trotta, Manager, Policy and Government Relations

Via email: sarat@oaa.on.ca

Dear Sara Trotta:

Re: OAA - Toronto - Cost of Site Plan Delay
Our File: P- 7200

Further to our meeting last week, we are pleased to present this engagement letter for consulting services.

BACKGROUND

Altus produced two reports in 2018 for the OAA – an update to a 2013 study on the cost of the length of a site plan application process for developments across 15 municipalities in Ontario and an economic benefits analysis of the architectural industry in Canada.

It is our understanding that the OAA would like an update the 2013 and 2018 Site Plan Delay Study, and potentially the economic benefits analysis. This proposal provides a scope for both, with the understanding that the OAA may choose to move ahead with just the site plan delay study.

SCOPE OF WORK

The proposed scope of work for the two items of study are as follows:

Analysis of Province-Wide Impacts of Site Plan Delays

The study on the cost of Site Plan Delays will quantify the total and opportunity costs associated with site plan delays. We will update and build upon the data modelling from the Bousfields/Altus Group 2013 report *A Review of the Site Plan Approval Process in Ontario*, and prepare a study that reviews the following:

- Collection of data on the average length of time it takes an application to go through the Site Plan Approval Process.

May 3, 2024

Page 2

- To enhance this part of the research, Altus Group proposes conducting a survey of OAA members. Altus is proposing to structure the survey and collect and analyze results, while OAA can collect responses.
- Update of sSte Plan application fee rates for various forms of development in CMA's across the Province to understand which municipalities levy site plan fees;
- Update to property taxes paid during average site plan delay period;
- Update to carrying costs of loans incurred during the site plan delay period;
- Update to exposure to construction cost and labour inflation;
- Update to delayed increase in property tax revenue for municipalities;
- Update to additional development charge costs for end users of buildings;
- Update to lost mortgage equity and/or increased rents incurred for first time home buyers.

We will compare these updated costs of site plan delay to the Province-wide data (as broken down by Census Metropolitan Area) on the value of building permits. Building on research relating to which municipalities impose site plan fees, as well as an estimate of the proportion of each asset class that is subject to site plan (and which municipalities have implemented site plan), we will estimate the cumulative costs associated with the site plan process on a Province-wide basis.

We will summarize our findings in a report that provides an overview of our methodology, analysis and conclusions. The economic impact results, in addition to being in a report, will be accompanied by a highly-graphical single-page infographic image.

Economic Benefits Analysis

The economic impact analysis will set out the magnitude and impacts of the architecture industry in Ontario including the magnitude of impacts related to the buildings the industry designs.

Altus Group has considerable experience both in working with preparing industry profiles, analyzing and understanding the construction sector in Canada and in undertaking economic impact studies. We conduct our economic analysis studies using the Statistics Canada Input Output Model of the Canadian Economy – and have considerable experience working with this complex model and working with Statistics Canada staff with respect to this model.

Based on our initial discussion, our proposed workplan for the Economic Benefits Analysis would be to prepare the following:

- The size of the architectural sector in Ontario including:
 - Total number of registered architects and employment at architectural firms;
 - Approximate annual value of the fees generated by Ontario architects;
 - Approximate value of the all construction related to (new build and renovation) buildings designed annually by Ontario architects;
 - Typical annual volume of activity related to land development, construction and capital improvements of buildings, along with on-going maintenance, economic activities around property management, leasing and property transactions, related to the buildings designed annually by Ontario architects.

May 3, 2024

Page 3

- Magnitude of the value added component of the sector's economic contribution – i.e., its share of Gross Domestic Product (GDP);
- Jobs created – directly (first round of job creation directly related to the new construction); and indirectly (due to the economic activity generated by the direct activity – at supplier firms, etc.);
- Jobs and economic activity induced by the direct and indirect rounds of job creation (i.e., jobs created by the spending by those with jobs in the direct and indirect round)
- Wage and salary income generated by the direct and the indirect jobs created;
- Federal and provincial tax revenues, primarily income taxes, sales taxes and indirect taxes, generated by the direct and the indirect rounds of economic activity;
- An array of other benefits to the economy of Ontario.

We will rely on data provided by the OAA initially on the size and activity of its members, and will also incorporate data from Statistics Canada on the industry, a literature review on best practices in assessing the size and importance of the architectural profession and sector in other jurisdictions.

We anticipate meeting with the OAA initially upon project start up to finalize the approach and collect data.

PERSONNEL AND EXPERIENCE

Diana Petramala will be the study director and assisted by Alex Beheshti and other staff at Altus Group as need be. A copy of my CV with related experience is attached.

REPORT AND TIMING

Our findings will be prepared into a narrative report format supported by tables, charts and graphs as needed.

Based on our current work commitments, we will require approximately 16 weeks from the time written authorization to proceed is received to undertake the scope of work and prepare a draft report. A final report will be prepared shortly after receiving your comments on the draft report. If we do not receive any comments from you within 30 days from the date of the draft report then the report will be considered finalized. We do not guarantee timing.

BUDGET

Our professional fees for conducting this assignment will be billed at the applicable hourly rate for the time spent by the staff involved. For reference, current hourly rates are provided in the table below. Our rates do increase from time to time.

Position	Hourly Rate
Vice-President and Chief Economist	\$325
Directors	\$235 - \$300
Consultants	\$160 - \$185
Analysts	\$110 - \$135

May 3, 2024
Page 4

For the scope of work as set out above we estimate fees will be \$36,000, which breaks down as:

- Update to Cost of Site Plan Delay - \$15,500
 - Plus additional survey of members - \$5,000
- Economic Benefits Analysis - \$15,500

This estimate is exclusive of any additional work items requested and is also exclusive of meetings or presentations not explicitly outlined in the workplan, which will be billed at our per diem rates for time spent, including travel and preparation time. The envisioned scope of work includes data collection, analysis and the preparation of a draft report and a final report. The estimated budget accounts for timely delivery of all the required data from the client as set out in the workplan above at the onset of the project. Incorporating any changes or updates to that data will entail additional fees. The estimated budget envisions that there will be minor comments on the draft report. Extra work items include major comments on the draft report, changes in the development plan data after its been initially analysed, and other related requests. Out-of-pocket expenses for mileage, data, long distance charges, photocopying, publications, research materials etc. are extra and will be billed at cost. Applicable taxes are extra.

Please note that our fees are not contingent upon the conclusions reached for the engagement. Also, should you terminate or cancel this contract after work has been commenced by Altus Group but prior to the completion of the work, you will be charged for all work performed by Altus Group to the date of cancellation or termination based upon hourly rates, if fees have been quoted hourly, or, a portion of the fixed fee reflecting the work completed to such date (as determined by Altus Group in its discretion) plus appropriate taxes, expenses and disbursements. Any additional work beyond the scope of this report as defined herein will be carried out at additional fee in accordance with Altus Group's normal hourly charge out rates.

Invoices will be submitted monthly with payment due within 30 days of the invoice date. Interest is charged at a rate of 12% per annum on overdue accounts.

This proposed engagement for consulting services expires on June 30, 2024.

If the terms are satisfactory, please have the authorization section below executed at your earliest convenience.

May 3, 2024
Page 5

We would like to thank you for considering Altus Group for your study, and look forward to working with you.

ALTUS GROUP

Diana Petramala
Director
Altus Group

Jeremy Batson
VP Global Solutions
Altus Group

Michael Baldwin
Head of Global Services
Altus Group

ONTARIO ASSOCIATION OF ARCHITECTS

SIGNATURE

DATE

Please provide information below if different:

Invoice Recipient Name _____
Invoice Recipient Address _____

Invoice Recipient Phone _____
Invoice Recipient Email _____
PO Number _____

Document1

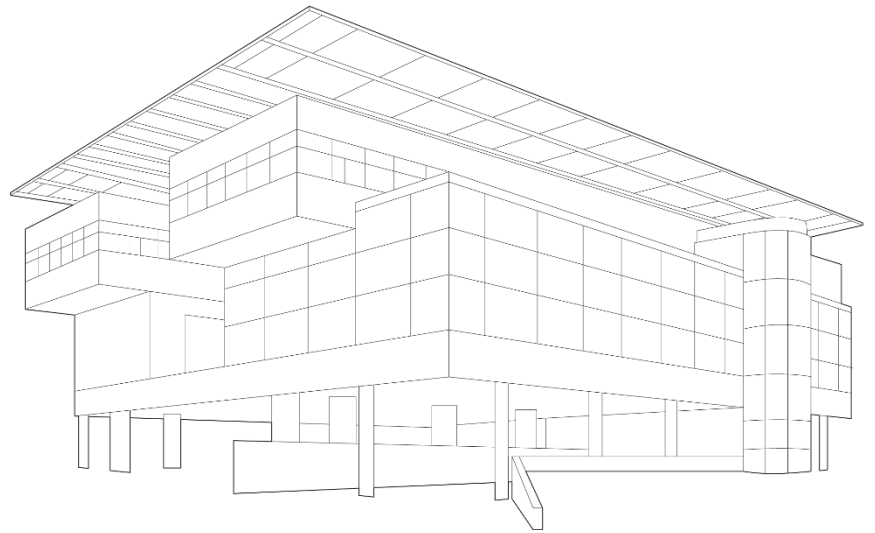
President's Log

Date	Event/Meeting	Location	Attendees	Time
March 8	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
March 15	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
March 19	Virtual Keynote Speaker	Virtual meeting	w/members, attendees	1-2:00 p.m.
March 20	Webinar Info Session re. Landscape Design Competition	Virtual meeting	w/Building Committee, attendees	1-2:00 p.m.
March 22	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
March 25	ARIDO Presentation re. Examination	Virtual meeting	w/Executive Committee, ARIDO	3-4:00 p.m.
March 26	OAA Societies Structure	Virtual meeting	w/R.Durcan, K.Doyle	9-10:00 a.m.
March 29	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
April 5	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
April 5	AGM Rehearsal	Virtual meeting	w/T.Wilson,K.Doyle,S.Moore, E.Missio, T.Carfa	5-6:00 p.m.
April 11	OAA AGM	Virtual meeting	w/Council, members, attendees	1-2:30 p.m.
April 12	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
April 19	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
April 20	PEO AGM	Virtual meeting	w/PEO members	10:00 a.m. - noon
April 24	Pre-ROAC Meeting	Virtual meeting	w/T.Wilson, K.Doyle, C.Mills	3-4:00 p.m.
April 25	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
April 25	OALA AGM	Virtual meeting	w/OALA members, K.Doyle	10:00 a.m. - noon
May 2-3	ROAC National Meeting	Montreal	w/ROAC Admin and Directors	
May 7	OSPE AGM	Virtual meeting	w/OSPE members, K.Doyle	6-8:00 p.m.
May 8	Executive Committee Meeting	Virtual meeting	w/Executive Committee	11:00 a.m. - 12:30 p.m.
May 10	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
May 13	Pro-Demnity Board Meeting	Virtual meeting	w/Pro-Demnity Board	8:30 a.m.-12:30 p.m.
May 14-18	RAIC Conference	Vancouver	w/Conference attendees	
May 20	Pre-Council dinner	Niagara Falls	w/Council	7:00 p.m.-9:00 p.m.
May 31	Council meeting	Niagara Falls	w/Council, staff	8:30 a.m.-2:00 p.m.

Executive Director Report to Council

FOR COUNCIL MEETING
May 21, 2024
(open)
ITEM: 6.2

May 12, 2024



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

Individual OAA Committee work is well underway in furtherance of the OAA Strategic Plan. In particular, the OAA's non-statutory committees have adopted their workplan for the year, and meeting agendas are drafted to reflect the items to be undertaken for the year. As a reminder, the Staff Team Leads will be providing their mid-year service area report at the June meeting as a check in on operational and program achievements for the first half of the year in the context of the Strategic Plan. The OAA's Landscape Design Competition has been a major project this spring in furtherance of the overarching lenses of climate action and equity, diversity and inclusion. The competition closes on May 16. The anonymous submission panels will be on display at the OAA the weekend of Door Open Toronto, further promoting public education and awareness around architecture and the allied arts.

Operational Review

The IT and HR bucket of recommendations are the major remaining foci under the Operational Review 5-year implementation plan. At this point we are approximately 18 months out from completion of that five-year plan.

The Office 365 Project is well underway. We have successfully concluded Phase 1, the Cloud Data and Identity Protection (CDIP), and are currently immersed in the deployment and stabilization process. After rigorous testing, we have completed our pilot deployment, validating the robustness and efficacy of our systems. The next



milestone is the tenant-wide deployment scheduled for the 27th of May, marking a crucial moment in our project timeline.

Simultaneously, we have embarked on the Envisioning Step for Phases 2 (Collaboration tools) and 3 (SharePoint and Intranet), focusing on the integration of collaboration tools and the enhancement of our SharePoint and intranet platforms. The Team leads will be participating in a series of five discovery meetings during this period.

With the HR bucket of recommendations, focus continues on the next phase of the multi-year roadmap which includes the continued review and update of job descriptions and the organizational structural of the OAA. Work on staff retention by focusing on leadership training and succession planning also continues along with focus on the review and updating of specific HR, Council and employment policies. This work is being conducted in consultation with the Governance Committee.

The final recommendation that has not been actioned at this point is the formalization of a Delegation of Authority Policy. This will be considered for action in the second half of 2024.

Administration + Operations



A follow up 'check-in' orientation was held with new Councillors on April 2, providing an opportunity for a review of Council procedures, policies, and two-way dialogue/feedback.



The OAA Demographic Survey for 2024 was concluded in early March and the summary results being presented to the Council at the May 2024 meeting. It is anticipated that the summary will be made available to the membership shortly thereafter.



The OAA conducted its Annual Meeting of Members on April 11 via Zoom. The meeting was well attended and focussed on the necessary business items as well as a few celebratory items, specifically recognition of members of long standing i.e. 50 years of licensure and recognition of past Councillors. The meeting included a question period during which the President responded to members' questions.



Following the passage Bill 157/Schedule A -- amendments to the *Architects Act*, the Registrar and I have worked with legislative counsel at the Ministry of the Attorney General to finalize the required amendments to Regulation 27. As a reminder, the policy intent for the regulation amendments is consistent with the now paused OAA Technology Program. This work is being done in consultation with the Governance Committee. The draft regulation is currently sitting with the government.



Formal training was conducted for the OAA's Complaints Review Councillor on April 2, 2024.



OAA President Settimo Vilardi represented the OAA as the Shareholder at the Annual General Meeting of Pro-Demnity held



virtually on March 28. I and the majority of the members of Council were also in attendance.



My weekly meeting with the OAA staff Team Leads continues, as well as a weekly meeting with OAA President Vilardi. Monthly Team Leads meetings were held on April 15 and May 13.



Staff chats continue every Wednesday, with most meetings featuring a 'peer to peer' learning segment.



The OAA staff conference team has been fully engaged in planning and executing the OAA Annual Conference which is being held the week of May 21 in Niagara Falls. This is a considerable effort on the part of the staff team with many service areas involved. The program is robust and the content rich. We will be conducting the usual member survey following the event with a view to collecting feedback which will be considered during a debrief over the summer. A brainstorming session will also be held for Conference 2025 in Ottawa.

Public Outreach + Education



The OAA Landscape Competition was officially launched on March 20 with over twenty teams registered to compete. The competition closes on May 16. See the Building Committee report contained elsewhere in this package for more information.



The spring meeting of Society Chairs and Councillor Liaisons will be held on May 21 in connection with the annual conference in Niagara Falls. The meeting will take a workshop approach and discuss ideas centered around the evolution of the local societies and how they might function in the future. One of the main points of concern is how to maximize efforts while streamlining administration. There will be discussion related to finances and fees for the local societies as well.



On May 14, I participated in a virtual meeting hosted by Seneca College for students in the graphic design discipline re. *Design for Social Change*. The invite had been directed to the Design Industry Advisory Committee (DIAC), which OAA is a member of via TSA. This was a great public outreach and awareness opportunity with students from Seneca.



With the recent announcement of changes to the Building Code I have been working with subject matter expert and architect Andy Thomson regarding changes to the TEUI calculators that may be required.



National Initiatives



I attended the spring meeting of the Committee for the Examination for Architects in Canada (CExAC) on May 9. I provided the group with a report on the activities of the national ROAC meetings recently held in Montreal. It is noted that the agenda for the CExAC meeting included a discussion regarding the request from the OAA to consider accommodation based on language. The Committee will be following up in writing shortly.



The ROAC spring meetings were held in Montreal from May 1-3. Attending on behalf of the OAA was OAA President Vilardi, Senior Vice President & Treasurer Wilson, Registrar Mills and myself.



Along with two other senior Administrators, I continue to serve on the Administrators Advisory Group to ROAC. Through our collective years of knowledge and experience we assist in guiding the administration of the newly incorporated organization. The fall meetings of ROAC have been scheduled for October 18, 19, and 20 and will be hosted at the OAA Headquarters Building.



During the May 2 meeting, the Board of ROAC approved the report and recommendations of the ExAC Working Group regarding modernization of the ExAC. As part of the work of the national group, the recommendations were placed into three categories for action: *Documentation*, *Process/Policy matters* and *Software/Online Delivery*. The latter included a recommendation to proceed with an RFP to engage a third-party consultant to research, analyse and recommend options re. software applications and online delivery of ExAC in the future.



Along with the ED of OAQ, I am working on a review of the resources required to execute the yearly ExAC administration calendar to ensure efficiency and effectiveness. OAA will begin the development of the 2025 ExAC budget in late summer, ready for ROAC approval at the fall meeting.

Relationship Building



CDAO Procurement Day was held in person on April 3. The day was well received; however, attendance was lower than hoped. The CDAO Board will be conducting a debrief and consider the success of an in-person event vs virtual. It is anticipated that geography and the cost to attend an in-person event might have contributed to the lower attendance. The session included a good summary regarding the recent supreme court decision re. R vs. Sudbury.



The President and I attended the most recent meeting of Engineers, Architects and Building Officials (EABO) on April 4. Along with the Chair of EABO I reported on a recent meeting with MMAH officials regarding our letter to push to solidify a requirement for professional coordination by an architect or engineer within the Building Code. Ministry policy & stakeholder relations staff have taken the information away for further consideration.



As previously reported the Ontario Association of Landscape Architects (OALA) has renewed their efforts in pursuit of legislation that would



recognize a protected scope of practice. I have been corresponding with the Executive Director of OALA and receipt of their proposal is pending. Both the President and I attended their virtual AGM on April 25.



The Executive Committee of Council received a presentation from representatives of the Association of Registered Interior Designers Ontario (ARIDO) on March 25 regarding their proposal for a Canadian-based examination alternative for registered interior designers. A follow up meeting is pending. As a reminder, the OAA and ARIDO have been working in collaboration on a proposal to regulate interior design under the *Architects Act* for a since 2017, on the direction of the Attorney General.



Along with our colleagues at ARIDO and ACEC-ON, we continue to liaison with Infrastructure Ontario with respect to their proposed supplementary conditions to OAA 600 – 2021. The work is being facilitated through OAA Manager of Practice Advisory Services, Melisa Audet and also involved input from Pro-Demnity Insurance Company.



I attended the Ontario Society of Professionals Engineers virtual AGM on May 7. For note the Executive Director and President are often invited to allied organization events and AGM's which we try to attend where possible as it fosters positive relationship building and provides insight to issue of mutual concern and interest.



The next regular joint liaison meeting with the Ontario General Contractors Association will be held on May 29, 2024.



I will be attending the Pro-Demnity Strategic planning session on May 29-31 along with Board members and OAA President Settimo Vilardi. The President and I will be making a short presentation during the session with feedback from OAA senior staff regarding our thoughts on trends affecting the profession and the OAA as an organization.

Looking Ahead

The following is coming up:



Next Executive Committee meeting is June 3, 2024.
Next Council meeting is June 20, 2024.



Door Open Toronto at the OAA Headquarters - May 25 and 26.



Landscape Competition Jury Day is June 6, 2024.
Competition winner announcement event – June 27, 2024 at the OAA Headquarters.



Office of the Registrar Statistical Report

FOR COUNCIL MEETING
May 21, 2024
(open)
ITEM: 6.3

FOR THE PERIOD FEBRUARY 22 TO MAY 6, 2024

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;
- Act Enforcement; and
- Correlated legislative matters.

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 assess and make a recommendation to Council 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.

- One ERC assessment interview was held in this reporting period.

The statutory requirement for confidentiality is established section 43 of the Act. It requires the Registrar and committee members maintain "*secrecy with respect to all matters that come to an individual's knowledge in the course of their duties*". Section



13(6) states that the Registrar shall give notice to the applicant of the ERC decision; though, is not authorized to share the results to anyone else.

There is an exception in s.43 to allow the Registrar to share information “as may be required in connection with the administration of” the Act, regulations and by-laws.

Upon review with legal counsel, there is an argument that data related to successful vs unsuccessful applications may be provided to Council. There is also an argument that the Registrar share general data trends that have arisen from the ERC assessments that may be relevant to the work of Council. Assuming this data can be connected Council’s work in the administration of the Act, the table summary below can be provided on an ongoing basis:

		2024	
	Reason	Result	Deficiency
ERC Recommendations to Council			
ERC Determinations	IAP-D	Does not meet requirements. Remedial action recommended.	<ul style="list-style-type: none">• Diversification,• Lack of minimum required competency in Bidding and Contract Negotiation, Contract Administration and General Review, OBC & Accessibility.

CI: applicant using international experience gained prior to enrolment in IAP

CY: Currency

IAP-D: Internship in Architecture CERB deficiency.

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 of February 22 to May 6, 2024:

Total Inquiries ¹	15
Total Complaints	9
Held in abeyance	0
Preliminary Review Stage	0
Active ²	11
Closed	

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

Not referred (dismissed)	1
Not referred (caution)	0
Referred to Discipline	0
Registrar's Investigations ³	1
Good Character Investigations	1

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.

Currently the Committee is administering the following:

- One (1) case ongoing pending completion of tribunal Order;
- Three(3) cases to be scheduled;
- One (1) ongoing appeal; and
- Five (5) written hearings to be scheduled arising from ConEd non-compliance referrals from last cycle.

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 an 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 number of hearing requests. At the time of drafting this memo, there were:

³ Not yet referred to a committee

- Twenty-nine (29) hearings are in the process of being scheduled; and
- Twelve (12) hearing conducted:
 - An October 6, 2023 hearing was held for an individual who did not meet all of the licence requirements. The Registration Committee directed the Registrar to refuse to issue a licence and certificate of practice.
 - A November 27, 2023 hearing was held for a group of four individuals who did not meet all of the licence requirements. The Registration Committee ordered the Registrar to issue all four licenses subject to terms, conditions and limitations.
 - A February 5, 2024 hearing was held for an individual who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.
 - An April 17, 2024 hearing was held for an individual who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.
 - An April 30, 2024 hearing was held for an individual who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.
 - A May 6, 2024 hearing was held for an individual who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.
 - A May 8, 2024 hearing was held for a group of two individuals who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.

Some of the hearings may proceed as grouped proceedings if agreed upon by the Committee and parties to the hearing. There are OAA staff dedicated to administer these matters 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) is actively working with the Committee.

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 February 22 to May 6, 2024:

Active files/ Ongoing investigations⁴	64
New matters received during reporting period	12
Matters ongoing from last reporting period	52
Resolved by Legal Counsel	0
Resolved by OOTR ⁵	1
Unable to locate	0
No breach found ⁶	1
Injunctions	0

Correlated Legislative Matters

Office of the Fairness Commissioner

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).

The OFC launched its new Risk-Informed Compliance Framework (RICF), which came into effect on April 1, 2022. This framework relies both on the regulator’s historical performance, and a series of forward-looking risk factors that could impact a regulator’s ability to achieve better registration outcomes for applicants.

⁴ Includes ongoing matters from previous reporting period .

⁵ Resolved means the OOTR has contacted the individual in breach and the requested changes have been made.

⁶ Investigations were made and no breach found.

The OAA's RICF for the 2022-2023 period was determined to be in full compliance with no outstanding recommendations. In November 2023, the OFC implemented the second iteration of its RICF for the 2023-2024 period. Under this framework, the OFC assesses each regulator's operations against five risk factors that may impede the regulator's ability to apply fair registration practices for the licensure of domestic and internationally trained applicants; the five risk factors are set out below:

1. Organizational capacity.
2. The overall control that a regulator exerts over its assessment and registration processes.
3. The impact of major changes to registration practices and relations with third-party service providers.
4. The ability of the regulator to comply with newly introduced legislative and / or regulatory obligations.
5. Public policy considerations:
 - a. Addressing labour market shortages.
 - b. The ability to promote inclusion and address anti-racism concerns in registration processes.

For the OAA's 2023/2024 RICF, the OFC has identified three areas of risk that will require actions plans to address these concerns. The three identified risks are as follows:

- *Ensure that the OAA's CER alternative(s) comply with the applicable regulatory criteria and facilitate the timely registration of experienced architects from international jurisdictions.* To this end, the OAA may wish to approach other regulators that have eliminated their CERs, or introduced a full competency-based assessment alternative, to compare their experience and approach. The OFC will also want to monitor the number of internationally experienced architects who are accessing alternatives to the IAP, and the number who are successfully licensed.
- *Continue to disseminate public information on all pathways to licensure available for internationally experienced architects* and ensure that these modalities are easily accessible and understood.
- *Implement a thoughtful implementation plan to reinstate the OAA's Lic. Tec. OAA licensees and ensure that this work is undertaken fairly, efficiently and through a client-focused lens.*

The Office of the Registrar has scheduled its first meeting in mid-June with the assigned OFC Analyst to review progress made on these three items.

FARPACTA Upcoming Amendments

The period of 2022 and 2023 saw many changes to the *Fair Access to Regulated Professions and Compulsory Trades Act* (FAPACTA) that compelled all Ontario regulators to examine and, in many cases, change their registration practices. The FARPACTA continues to evolve with the following items awaiting Act and/or regulation amendment or proclamation:

Third Party Service Providers

On a day to be named by proclamation of the Lieutenant Governor, section 10 of the Act is amended by adding the following subsection:

(3) For the purposes of subsection (2),

(a) in order for a regulated profession to be considered to make assessments of qualifications in a way that is transparent, objective, impartial and fair, it must, at a minimum, meet the requirements prescribed by regulation; and

(b) in order for a regulated profession to be considered to have taken reasonable measures to ensure that a third party makes assessments in a way that is transparent, objective, impartial and fair, it must, at a minimum, meet the requirements prescribed by regulation, including any requirements respecting contracts entered into between the regulated profession and the third party. 2024, c. 3, Sched. 3, s. 1.

With this section above passed into FARPACTA, associated regulations are anticipated that will prescribe requirements relating to assessment of qualifications including specific duties for regulated professions when working with third parties.

Pending FARPACTA Amendments

At the time of writing this report proposed amendments to FARPACTA (Schedule 3 of the Bill 190, *Working for Workers Five Act*, 2024) had received second reading in the Ontario legislature. Schedule 3 proposes the following:

1. Policy re reasonable alternatives to required documentation:

A regulated profession shall have a policy addressing what alternatives to the documentation of qualifications that is normally required will be acceptable. The policy must,

(a) provide that the regulated profession will accept reasonable alternatives to the documentation that is normally required if the required documentation cannot be obtained for reasons beyond an applicant's control;

(b) describe what constitutes a reasonable alternative;

(c) include the timelines within which the regulated profession will process such alternative documentation and inform the applicant of the next steps; and

(d) comply with any requirements set out in the regulations respecting the policy, including respecting how the policy must address the matters described in clauses (a) to (c).

A regulated profession shall submit the policy to the Fairness Commissioner for review. Whenever there is a change in circumstances that may affect the policy, the regulated profession shall update it and submit it to the Fairness Commissioner for review. Before implementing a policy or updated policy, a regulated profession shall, respond to any input from the Fairness Commissioner regarding the policy or updated policy; and if the regulations so provide, obtain the Fairness Commissioner's approval of the policy or updated policy.

2. Plan re Parallel Processing

A regulated profession shall have a plan addressing how it will enable multiple registration processes to take place concurrently. The plan must,

(a) permit applicants who experience a delay in one part of the registration process to proceed with other parts of the registration process wherever possible; and

(b) comply with any requirements set out in the regulations respecting the plan, including respecting how the plan must address the matter described in clause (a).

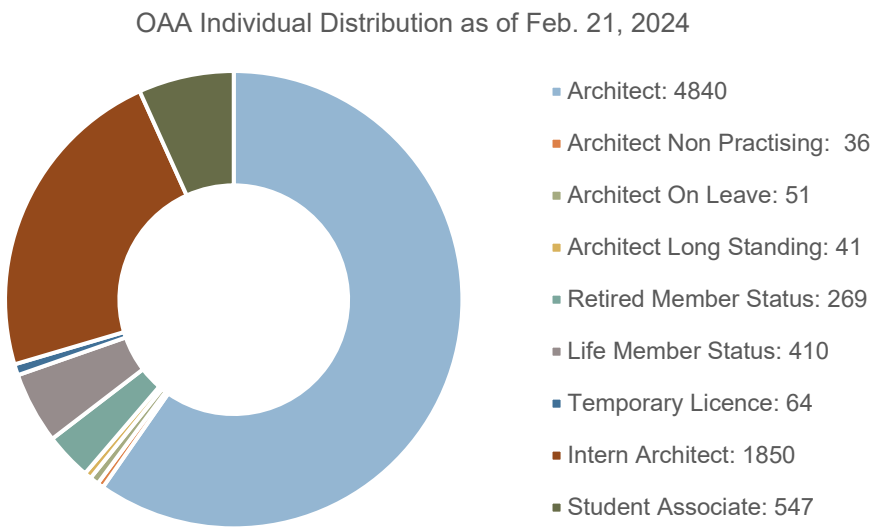
A regulated profession shall submit the plan to the Fairness Commissioner for review. Whenever there is a change in circumstances that may affect the plan, the regulated profession shall update it and submit it to the Fairness Commissioner for review. Before implementing a plan or updated plan, a regulated profession shall, respond to any input from the Fairness Commissioner regarding the plan or updated plan; and if the regulations so provide, obtain the Fairness Commissioner's approval of the plan or updated plan.

The Office of the Registrar, the Policy and Government Relations Manager and the Executive Director will continue to monitor the above developments. Actions arising or required will be reviewed with the Governance Committee. Any required policy or statutory changes required will be overseen by the Governance Committee with recommendations to follow for Council review and approval.

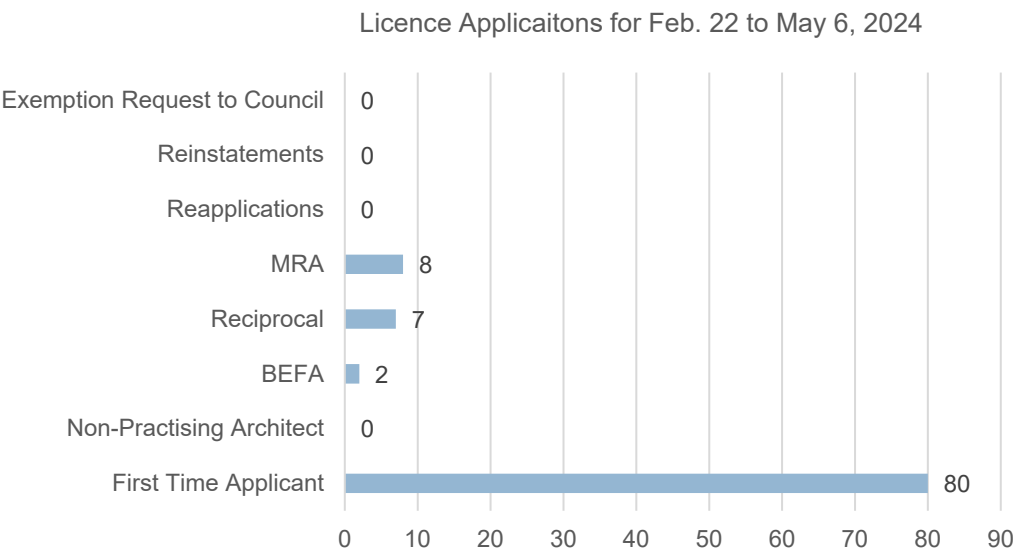
Statistics

Below are the OAA community statistics as of May 6, 2024 indicating current records as well as changes for the period of February 22 to May 6, 2024.

OAA Members and Status Holders

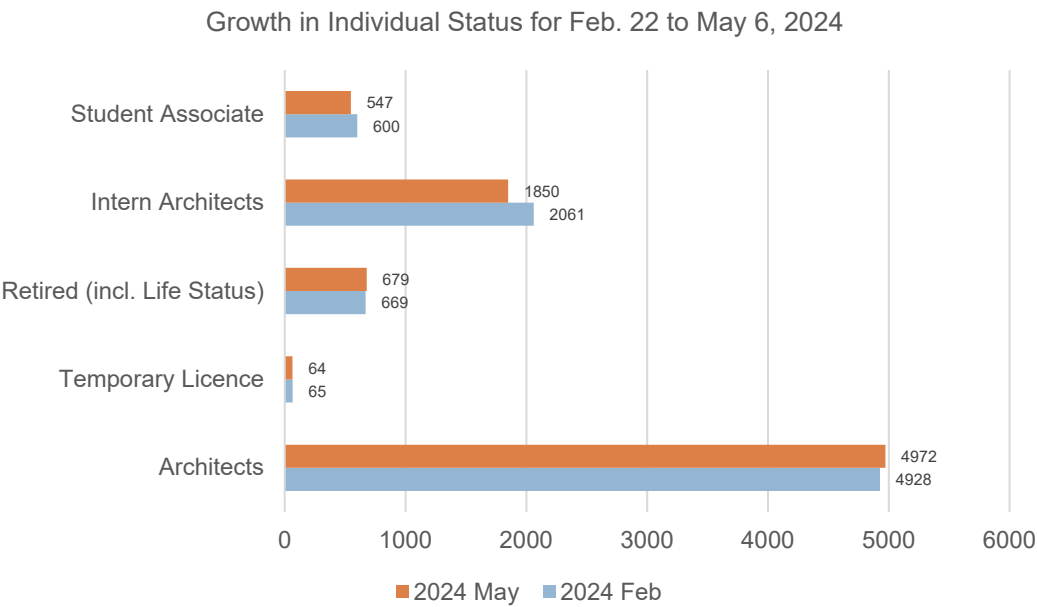


Licence Applications



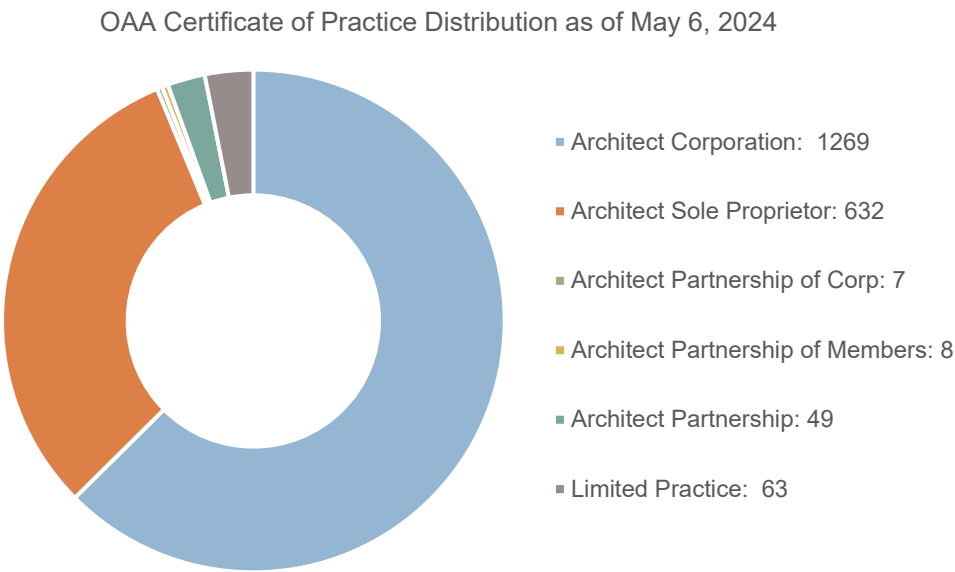
- Total licence applications received for period were 95;
- Total licence applications approved for period were 97; and
- Of the 80 First Time Applicants 25 were internationally educated applicants.

Growth in Individual Status

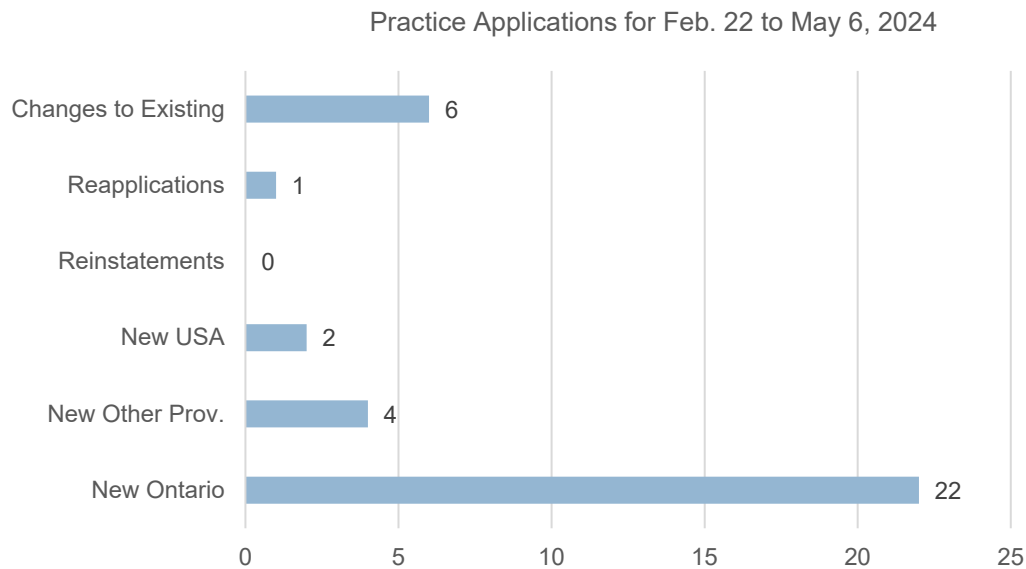


- Total Intern Architect applications received for period was 142;
- Total Student Associate applications received for period was 44;

Certificate of Practice

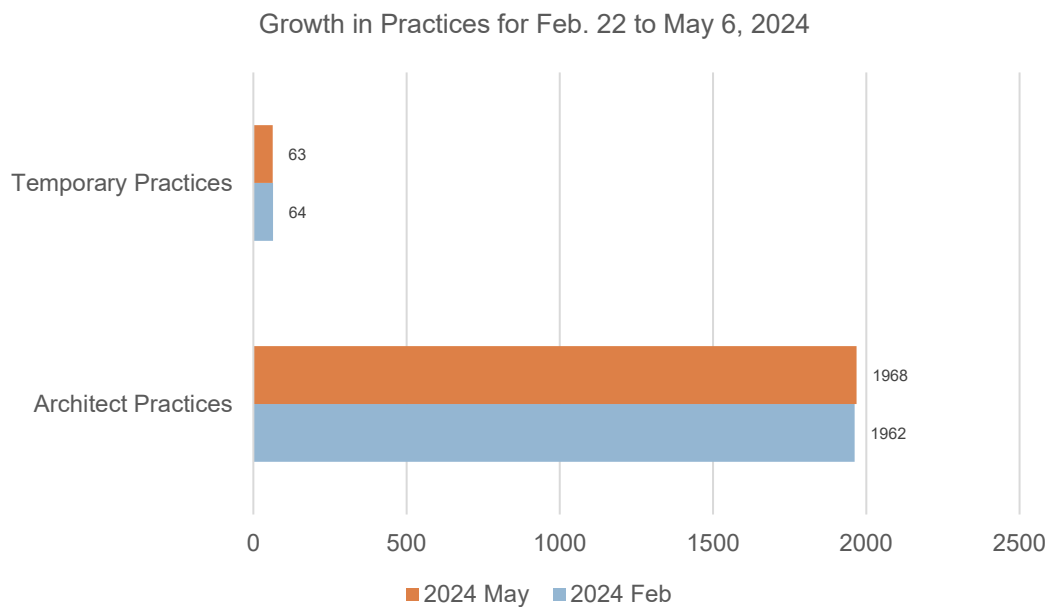


Certificate of Practice Applications



- Total certificate of practice applications received for period were 36
- Total certificate of practice applications approved for period were 37

Growth in Practices



Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 6.4.a

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

Date: May 10, 2024

Subject: Unaudited Financial Statements for the Three Months Ended February 29, 2024

Objective: To provide Council with financial statements and related information regarding Quarter 1 of FY-2024.

As appendices, this memo includes the following financial statements for your information:

1. Balance Sheet;
2. Statement of Cash Flows;
3. Statement of Revenue and Expenses (comparing 2024 expenditures to 2023, and showing 2024 approved budget figures by category);
4. 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 2024 committee budget versus actual spending) with format updated to current committee structure; and
6. Statement of Members' Equity (current restricted and unrestricted reserve amounts).

Policy Contingency

The total 2024 allocation for the Council's Policy Contingency is **\$120,476**.

As of February 29, 2024, Council has approved one new initiative to be drawn from the Policy Contingency this year—**\$6,000** for schematic design for the new Presidents' Wall planned for the OAA Headquarters. Therefore, the remaining amount in Policy Contingency is **\$114,476**.



Additional Items of Note

As of February 29, 2024, here are additional items of which Council should be aware.

Reserves

As per the Three-Year Reserve Plan, the 2024 allocation of **\$1,005,796** to the Major Capital Reserve Fund and **\$800,624** to the Operating Reserve Fund has been transferred and is reflected on the Balance Sheet.

Revenue

Fees received to date are **\$6,229,997**. This figure represents 97% of the budgeted annual fees revenue.

Expenses

Computer operations, year over year, shows an increase of **\$11,784** due to work with consultants on a transition to Microsoft Office 360. This is a major initiative being undertaken in response to the *2021 Operational Review*.

Conference 2024

At this point, Conference registration revenue is lower than anticipated.

During the budgeting process last summer, the budget was established based on historical information relative to attendance in major city centres, as well as the venue arrangements and capacity. With updated budget projects, Conference is forecasting a deficit of approximately **\$296,000**, instead of the **\$7,000** surplus originally budgeted. The majority of the expenses for Conference are related to contracts that carried over from 2020's cancellation, which were based on the format and programming for pre-pandemic Conferences

In response, staff has undertaken two exercises to date: first, making changes where still possible to reduce expenses related to Conference, as well as reviewing this anticipated deficit in the context of the bigger picture for overall OAA expenses for the year.

While there has already been a quick analysis as to why the attendance numbers are lower, a more comprehensive examination of what OAA Conference looks like into the future should be undertaken. It may be unlikely the OAA returns to the format of pre-pandemic events. Senior staff will be facilitating this discussion over the summer months.

Although the forecasted deficit is discouraging, it is important to note the Operational Reserve that the Association has been working toward increasing is indeed in place for situations such as this. There are three quarters before the year's end and historically the OAA generally has a surplus of \$300,000 to 500,000, which would cover the current forecasted deficit for Conference.

As noted, an in-depth look into Conference and its future will take place over the summer. This will allow for discussion of policy changes that can be reflected in the upcoming 2026 and 2027 Conferences, along with thoughtful approaches to the 2025 event.

Action

None. For information only.

Attachments

Financial statements for three months ended February 29, 2024.

ONTARIO ASSOCIATION OF ARCHITECTS
Balance Sheet
 Three Months Ended February 29, 2024

	Three Months Ended February 29, 2024		2023 (3 months)		2023 (12 months)	
ASSETS						
CURRENT						
Petty Cash		1,000		500		500
Cash-CIBC		1,609,282		2,855,182		244,117
Cash-Premier Investment Account (PIA)		5,063,374	6,673,655	3,161,009	6,016,691	624,699
Term Deposits - General		14,000,039	14,000,039	6,030,671	6,030,671	7,000,000
Accounts Receivable		3,253		-158,264		355,285
Long Term Member Accounts Receivable		15,537		7,769		7,769
NSF Cheques		4,081		2,717		2,040
Accrued Interest		305,670		80,838		151,862
HST - Input Tax Credits		70,407		16,262		43,392
HST Receivable		50,303	449,434	0	(50,678)	6,299
Prepaid Expenses		442,785		219,691		397,785
Prepaid Miscellaneous		301		150		150
Inventory		23,645	466,730	14,733	234,575	12,027
Total Current		8,846,016	21,589,859		12,231,259	8,845,925
LONG TERM						
Land		940,000		470,000		470,000
Furniture & Equipment		1,155,971		553,123		577,498
Computer Equipment		3,130,391		1,181,924		1,519,338
Website Development		1,030,830		471,351		515,415
Building - 111 Moatfield Drive		21,878,932		10,929,938		10,939,466
Building Additions		5,305,705		2,453,759		2,638,325
Total Property & Equipment			33,441,829		16,060,095	16,660,043
Accumulated Depreciation - Furniture & Equipment		-654,830		-283,370		-320,914
Accumulated Depreciation - Computer		-1,750,460		-721,944		-841,381
Accumulated Depreciation - Website Development		-884,395		-380,825		-432,729
Accumulated Depreciation - Building		-4,790,070		-2,155,704		-2,360,879
Accumulated Depreciation - Building Additions		-3,284,820		-1,544,701		-1,625,780
Total Accumulated Depreciation			(11,364,575)		(5,086,545)	(5,581,683)
Net Fixed Assets			22,077,254		10,973,550	11,078,359
Investment in Pro-Demnity		96,275,932	96,275,932	33,392,693	33,392,693	48,137,966
Total Assets		0	139,943,045		56,597,502	68,062,250
LIABILITIES						
CURRENT						
Accounts Payable		631,195		23,000		631,195
Refund Clearing		12,364		7,689		5,533
CExAC Payable		1,415,492		1,132,880		0
CExAC Operating Fund		-337,150		-501,415		746,616
RBC-LTD Clearing		-4,768		-2,605		-2,176
Stale Dated Refund		428		214		214
HST Payable		312,295		242,007		5,702
			2,029,855		901,770	1,387,083
Deferred Revenue - Fees		1,273,371		507,715		697,592
Deferred Revenue - ConEd		32,234		8,977		16,117
		0	1,305,605		516,692	713,709
Mortgage Payable - Current		339,203	339,203	145,373	145,373	193,830
Total Current			3,674,663		1,563,834	2,294,622
LONG TERM						
Mortgage Payable - Long Term		7,817,801		4,102,730		3,908,900
Total Long Term Liabilities			7,817,801		4,102,730	3,908,900
Total Liabilities			11,492,464		5,666,565	6,203,523
EQUITY						
Members' Equity		105,029,840		43,894,721		48,199,144
Major Capital Reserve Fund (Internally Restricted)		4,161,949		1,250,226		1,578,076
Operating Reserve Fund (Internally Restricted)		3,516,877		1,148,127		1,358,127
Legal Reserve Fund (Internally Restricted)		571,000		202,500		285,500
Surplus/(Deficit)		15,170,916		4,435,364		10,437,972
Members Equity Closing			128,450,581		50,930,938	61,858,819
Total Liabilities & Equity			139,943,045		56,597,502	68,062,342

Members' Equity:	
Invested in:	
Pro-Demnity Insurance Company	96,275,932
Cumulative Net unrealized gains and losses on available for sale financial assets	
Property & Equipment	13,920,250
Major Capital Reserve (Internally Restricted)	4,161,949
Operating Reserve	3,516,877
Legal Reserve Fund (Internally Restricted)	571,000
Unrestricted (incl current year surplus/deficit)	10,004,573

	33,392,693		48,137,966
	6,725,447	48,137,966	0
	1,250,226		0
	1,148,127		0
	202,500		0
	8,211,945	66,591,762	0
OAA Members' Equity	10,242,119	OAA Members' Equity	10,242,119

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Cash Flows

Three Months Ended February 29, 2024

Operating Activities:

Excess (deficiency) of revenue over expenses	4,732,943
--	-----------

Add items not involving cash:

Amortization of property and equipment	201,208
--	---------

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	683,951
---------------------	---------

Inventories	409
-------------	-----

Prepaid expenses	352,785
------------------	---------

Accounts payable and accrued liabilities	(744,310)
--	-----------

Deferred revenue	(121,814)
------------------	-----------

Major Capital Reserve Fund (Internally Restricted)	1,005,796
--	-----------

Operating Reserve Fund (Internally Restricted)	800,624
--	---------

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

Cash flows from operating activities	6,911,593
---	------------------

Financing Activities:

Mortgage Payable - Current	(48,457)
----------------------------	----------

Cash flows from financing activities	(48,457)
---	-----------------

Investing activities:

Short-term deposits	(39)
---------------------	------

Purchase of property and equipment	(121,744)
------------------------------------	-----------

Cash flows from investing activities	(121,783)
---	------------------

Net increase/(decrease) in cash during the year	6,741,352
--	------------------

Cash, beginning of year	(937,013)
-------------------------	-----------

Cash, end of period	5,804,340
----------------------------	------------------

Statement of Revenue and Expenses
Three Months Ended February 29, 2024

	2023			2024										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
REVENUE														
Fees	5,879,284		99.2%	6,229,977		96.8%	7,642,006		82.4%	7,642,006		85.7%	0	
Classifieds Revenue	4,500		0.1%	4,000		0.1%	25,500		0.3%	25,500		0.3%	0	
Conference Revenue	0		0.0%	111,500		1.7%	1,084,625		11.7%	691,082		7.7%	393,543	
Continuing Education:														
Admission Course Revenue	0		0.0%	0		0.0%	7,000		0.1%	7,000		0.1%	0	
Continuing Education Revenue	11,692		0.2%	48,353		0.8%	45,495		0.5%	85,000		1.0%	-39,505	
Fundamentals of Architectural Practice	0			0		0.0%	8,985		0.1%	8,985		0.1%	0	
Documents, Job Signs & Other Revenue	4,139		0.1%	5,247		0.1%	20,000		0.2%	20,000		0.2%	0	
ExAC Jurisdiction Exam Fee	0		0.0%	0		0.0%	113,000		1.2%	113,000		1.3%	0	
Interest Earned	24,379		0.4%	26,820		0.4%	300,939		3.2%	300,939		3.4%	0	
Misc Fees	0		0.0%	0		0.0%	0		0.0%	0		0.0%	0	
Room Rental Income	0			0		0.0%	0		0.0%	0		0.0%	0	
Pro-Demnity:	0			0										
PCS Transfer	3,439		0.1%	0		0.0%	3,500		0.0%	3,500		0.0%	0	
Awards Income	0			8,600		0.1%	24,000		0.3%	24,000		0.3%	0	
Recovery of Discipline Charges	750		0.0%	1,500		0.0%	0		0.0%	0		0.0%	0	
Total Revenue		5,928,183	100.0%		6,435,997	100.0%		9,275,050	100.0%		8,921,012	100.0%		354,038
EXPENDITURES														
Council & Executive		250,298	16.8%		295,700	17.4%		1,180,848	12.7%		1,180,848	12.9%		0
AGM (Annual General Meeting)	0			0			10,000			10,000			0	
Committees & Task Groups:							0			0				
Governance and HR Committee	0			0			30,000			30,000			0	
Finance and Audit Committee	0			0			0			0			0	
Construction Design Alliance Ontario (CDAO)	948			0			5,904			5,904			0	
Joint OAA/Arido Task Group	0			0			0			0			0	
Miscellaneous Committee Expense	424			1,014			2,000			2,000			0	
OAA/OGCA Best Practices Committee	0			0			2,000			2,000			0	
Policy Advocacy Coordination Team (PACT)	0			43			30,000			30,000			0	
Council & Executive	44,730			62,910			252,201			252,201			0	
Legal:														
Legal General	32,298			9,454			36,190			36,190			0	
Liaison With Gov't & Other Organizations	0			0			2,000			2,000			0	
National:														
Canadian Architectural Certification Board (CACB)	-171			32,812			67,000			67,000			0	
ROAC Meetings	0			800			107,109			107,109			0	
International Relations Committee	0			0			0			0			0	
RAIC Festival	0			0			18,450			18,450			0	
Tri-National Agreement	0			0			0			0			0	
OAAAS	350			0			0			0			0	
Integration Committee OAA Technology Program	0			0			0			0			0	
Salaries & Benefits Council & Exec	171,701			188,650			617,994			617,994			0	
Regulatory:		213,448	14.3%		235,779	13.8%		1,797,296	19.4%		1,797,296	19.6%		0
Committees:														
Complaints Committee	3,738			729			70,425			70,425			0	
Discipline Committee	1,645			0			63,200			63,200			0	
Experience Requirements	600			0			49,280			49,280			0	
Fees Mediation Committee	0			0			0			0			0	
Registration Committee	0			0			155,200			155,200			0	
The Interns' Committee	0			0			15,000			15,000			0	
Exam for Architects in Canada (ExAC):							0			0				
ExAC Exam Administration	7,281			22,828			79,550			79,550			0	
Legal:							0			0				
Legal -Reg Amendments (Names)	0			0			50,000			50,000			0	
Act Enforcement	7,642			6,057			60,000			60,000			0	
Appeals	1,000			0			20,000			20,000			0	
Discipline Hearings	3,959			145			60,000			60,000			0	
Fees Mediation	0			0			0			0			0	
General	2,731			2,920			30,000			30,000			0	
Registration Hearings	0			0			192,000			192,000			0	
Salaries & Benefits - Registrar	184,852			203,099			952,641			952,641			0	
Practice Advisory:		139,463	9.3%		145,383	8.5%	-	813,771	8.8%	-	813,771	8.9%		0
Legal-Practice	1,954			15,260			49,000			49,000			0	
Committees:							0			0			0	
Engineers, Architects, Building Officials (EABO)	0			0			0			0			0	
Practice Resource Committee	0			0			12,786			12,786			0	
Salaries & Benefits - PA	137,509			130,123			751,985			751,985			0	
Communications:		160,176	10.7%		166,121	9.8%		1,078,292	11.6%		1,078,292	11.8%		0
Committees:														
Communications and Public Education Committee	0			0			13,200			13,200			0	
Community Outreach Program	0			0			1,000			1,000			0	
Content Creation/Publications	0			2,415			27,000			27,000			0	
Cyber Security Insurance	7,375			7,745			8,850			8,850			0	
French Translation Costs	0			0			20,000			20,000			0	
Honors & Awards	1,633			0			70,295			70,295			0	
Public Outreach & Education	0			0			25,000			25,000			0	
Miscellaneous	0			0			0			0			0	
P.R. Sponsorship Opportunities	5,300			0			81,440			81,440			0	
Scholarships and Awards (Trust Fund)	58,027			57,582			58,000			58,000			0	
Societies:							0			0			0	
Society Liaison Travel	0			0			0			0				

Statement of Revenue and Expenses
Three Months Ended February 29, 2024

			2023			2024										
			ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
			Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
Video Conferencing			0			0			0			0			0	
Uncollectible Accounts			0			0			500			500			0	
Salaries & Benefits - Admin			135947			149,367			745,707			745,707			0	
Salaries & Benefits			0			903,065			4,130,425.00			4,130,425.00			0	
Building:				98,063	6.6%		102,717	6.0%		398,961	4.3%		398,961	4.4%		0
Building Committee			13,895			14,672			110,500			110,500			0	
Commercial Insurance			36,604			35,425			47,563			47,563			0	
Heat, Light & Water			123			131			2,500			2,500			0	
Maintenance & Security			24,092			23,572			107,517			107,517			0	
Mortgage Interest & Fees			23,350			22,292			89,783			89,783			0	
Property Taxes			0			6,625			41,098			41,098			0	
Council Policy Development:				37,325	2.5%		0	0.0%		120,476	1.3%		120,476	1.3%		6,000
Council Policy Development Contingency			0			0			120,476			114,476			6,000	
Rise for Architecture Project -funding for the first year of the proposal for phase 3 (2023)			0			0			0			0				
Prior Years' Development:			0			0			0			0			0	
Firewall Legal Opinion			20,000			0			0			0			0	
Initiative to Address EDI – Consultant/Survey Consultant			0			0			0			0			0	
Total Energy Use Intensity Calculator (TEUI)			4,875			0			0			0			0	
UofT - Future of LTC			2,450			0			0			0			0	
Consultant re Scope of Practice of the Licensed Technologist OAA			10,000			0			0			0			0	
Presidents Wall			0			0			6,000			6,000			0	
Depreciation				194,865	13.1%		201,208	11.8%		804,832	8.7%		804,832	8.8%		0
Computer			62,002			67,697			270,788			270,788			0	
Building			68,312			68,312			273,248			273,248			0	
Building Additions			35,596			33,260			133,041			133,041			0	
Furniture & Equipment			12,897			13,001			52,004			52,004			0	
Web			16,057			18,938			75,750			75,750			0	
Reserves				0	0.0%		0	0.0%				0				
Legal Reserve											0					
Major Capital																
Operating Reserve																
Expenditures before Extraordinary & YE Items				1,492,819			1,863,650			9,275,050			9,159,939			121,111
Surplus(+)/Deficit(-) Before Extraordinary & YE Items				4,435,364			4,572,347			-1			-238,927			232,927
Extraordinary & Year End Items				0	0.0%		-160,597	-9.4%		0	0.0%		0	0.0%		0
AATO Court Order Costs							-160,597								0	
Total Expenditures				1,492,819			1,703,053			9,275,050			9,159,939			121,111
TOTAL REVENUE				5,928,183			6,435,997			9,275,050			8,921,012			354,038
TOTAL EXPENDITURES				1,492,819	100.0%		1,703,053	100.0%		9,275,050	100.0%		9,159,939	100.0%		121,111
SURPLUS(+)/DEFICIT(-)				4,435,364			4,732,943			0			-238,927			232,927

					2024				Comments					
					BALANCE		APPROVED			ACTUAL-YTD			ANNUAL BUDGET	
										Detail	Total	%	Detail	Total
Council Policy Development:					114,476	6,000					0			120,476
Council Policy Development Contingency											0			
1	Firewall Legal Opinion Invoice #1 Koziembrock Law #5911 Jan 3 2023										0			
2	Long-Term Care research Project Bev Cline Invoice Feb 15 2023										0			
3	TEUI Calculator (carryforward from 2022)										0			
4	Consultant re Scope of Practice of the Licensed Technologist OAA (carryforward from 2022)										0			
5	OAA Roundtable Discussion with Firms re. Equity, Diversity & Inclusion (EDI) Best Practices													
6	Big Think' roundtable session on Grades K-12 architectural education in Ontario													
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										0			
8	schematic design for the new Presidents' Wall planned for the OAA Headquarters				6,000									

ONTARIO ASSOCIATION OF ARCHITECTS
Committee Statement
Three Months Ended February 29, 2024

2024			
	BUDGET	BUD PROJECTION	ACTUAL
Standing Committees	85,986	85,986	43
Governance and HR Committee	30,000	30,000	0
Finance and Audit Committee	0	0	0
Communications & Public Education Committee (CPEC)	13,200	13,200	0
Practice Resource Committee (PRC)	12,786	12,786	0
Policy Advocacy Coordination Team (PACT)	30,000	30,000	43
Statutory Committees	590,306	590,306	729
Executive Committee	252,201	252,201	
Discipline Committee	63,200	63,200	0
Complaints Committee	70,425	70,425	729
Experience Requirements Committee	49,280	49,280	0
Registration Committee	155,200	155,200	0
Fees Mediation Committee	0	0	0
Practice Review Committee (Mandate Fulfilled by PRC see above)	n/a	n/a	n/a
Discretionary Committees	125,500	125,500	14,672
Building Committee	110,500	110,500	14,672
Interns Committee	15,000	15,000	0
OAA Technology Program Integration Committee	0	0	0
Operational (Staff-led) Committees	3,872	3,872	0
Continuing Education Advisory Group	1,936	1,936	
Education Committee	1,936	1,936	0
	805,664	805,664	15,444

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Members Equity
Three Months Ended February 29, 2024

Members Equity Year to Date (YTD)

Total Members Equity	
Less: Current YTD Surplus from P&L	
Less: Allocated Reserves (Restricted)	
Legal Reserve	
Major Capital Reserve	
Operating Reserve	
Less: Pro-Demnity Insurance	
Less: Property & Equipment	
YTD Unrestricted Members Equity Available for Allocation	
Future Reserve Allocation	
2024 Projected YE Reserve Allocation (Restricted)	
Legal Reserve	
Major Capital Reserve	
Operating Reserve	
Remaining Unrestricted Members Equity 2023 YE	

Detail	Total
	128,450,581
	15,170,916
	8,249,826
571,000	
4,161,949	
3,516,877	
	48,137,966
	13,920,250
	42,971,623
	-
	42,971,623

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

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Buttici
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 6.5.a

From: Governance Committee

William (Ted) Wilson (Chair)	Settimo Vilardi
Susan Spiegel	Michelle Longlade
Elaine Mintz	

Date: May 8, 2024

Subject: Update from OAA Governance Committee

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

The Governance Committee met on April 4, 2024, and May 7, 2024.

The following items of note were discussed by the Committee:

Act Modernization

OAA staff noted that once the regulation changes are in place in relation to Schedule 1 of Bill 157 we will once again turn our attention to the larger Act Modernization project. Engagement with the Governance Committee, as previously directed by Council will commence accordingly. See separate memo in camera regarding updates on Limited Licence regulation amendments.

Policy review and development

The Committee received an update from OAA staff on the ongoing review of both Council and OAA HR policies, including the intersection between our policies and legal compliance.

Council Training

The Committee has begun to think about upcoming Council training including that which will be part of the annual planning session. The Committee continues to recognize the importance of ongoing training for Council to meet our legal obligations.

Volunteer Recruitment and Retention

Current as well as new potential strategies for recruitment of members to run for election to OAA Council were reviewed. Current strategies include Regulatory notices, Official Election Notices, social media and Website updates, Speeches at AGM, Conference and other events, a comprehensive Candidate Information Package as well as Council members engaging directly with their peers.

The Committee has agreed to develop an Information Webinar before the election season begins which will be offered to members in August of this year. In addition, there will a focused effort to identify and encourage those individuals that may be retiring from OAA Committee to run for Council. The Committee is also reviewing how other organizations foster interest from within their membership for Council and Committees, including the notion of a more formal nominations process. Further discussion on this will take place at a future Committee meeting.

2024 Membership Demographics Survey

See separate memo and agenda item within this Council package.

HR Multiyear Roadmap

The Committee received staffing updates from the Human Resources Manager. The Human Resources Manager has started to benchmark executive roles with other regulatory bodies and well as implemented a workload analyser for specific service areas within the organization. These efforts are directly tied to the OAA Strategic Plan in terms of futureproofing the Association in relation to staffing and addressing recommendations from the 2021 Operational Review.

Action

For information only.

Attachments

None

Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 6.5.b

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

Len Abelman	Toon Dreessen
James Eduful	Ibrahim El-Hajj
Cory Stechyshyn	John Stephson
Ted Watson	

Date: May 13, 2024

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

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

PACT met last on April 9, 2024 and will meet again on June 4, 2024.

At their most recent meeting, the Committee brainstormed possible discussion questions to ask the Conference plenary and they also reviewed plans for the 2024 Queen's Park Picks.

Their work continues on these and other important issues including:

- Queen's Park Picks: MPPs across the province have been engaged regarding the 2024 Queen's Park Picks (QPP). Unlike in previous years, this year, MPPs are being challenged to identify a housing project in their riding to amplify the Association's focus on housing affordability at Conference and throughout much of the policy work that it carries out.

The period for nominations closes on May 14, 2024 after which time preliminary research on each selection will be carried out. A special meeting of PACT will be organized to identify the 2024 QPP. In addition to political and geographic considerations, PACT will also consider the housing story that each nomination

tells, as well as the ways that nominations pick up on the OAA's guiding themes – EDI and Climate Action.

The QPP event will take place in person on October 22, 2024 from 5:30 pm to 7:00 pm at the Main Legislative Building at Queen's Park.

- Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*: Bill 185, *Cutting Red Tape to Build More Homes Act, 2024* was introduced into the Legislature on April 10, 2024. It has now passed second reading and has been referred to the Standing Committee on Finance and Economic Affairs. At second reading, the Bill was supported by government and the official opposition; it was opposed by Liberals, Greens and Independents (88 ayes; 10 nays)

Policy and Government Relations staff attended two technical briefings on the legislation (one from government and one from the official opposition). A special meeting of PACT was also called to review the legislation.

A submission was prepared and circulated to Council prior to submitting to government on May 10, 2024. The submission is now posted to the GR portal [here](#).

- City of Toronto's Expanding Housing Options in Neighbourhoods Major Streets Study: The OAA issued a letter of support for the City of Toronto's most recent initiative to expand housing options in neighbourhoods. On May 9, 2024, the City's Planning and Housing Committee received a staff report that proposes the expansion of townhouse and small-scale apartment building permissions to major streets in neighbourhoods where they are not currently permitted, and to harmonize zoning by-law permissions across residential zones in the City as-of-right. The letter is posted on the GR portal [here](#).

The Association previously supported the City of Toronto's Multiplex study and issued a [letter of support](#) to the City in April of 2023.

To learn more about the City of Toronto's Expanding Housing Options in Neighbourhoods initiative, [click here](#).

- Updating the Site Plan Approval study: During their April 9 meeting, PACT had an extensive discussion about the need to update the Site Plan Approval study that was commissioned in 2018. The Committee agreed that the numbers from that research continue to be compelling and that in light of numerous legislative changes, especially Bill 23, *More Homes Built Faster Act, 2022* there is need to update the research.

OAA President was engaged by *Daily Commercial News* regarding the 2013 and 2018 Site Plan Approval studies that the OAA commissioned and published [this story](#). This, and other earned media opportunities related to the OAA's site plan research, demonstrates that there remains public interest to gather insights and seek changes to improve the Site Plan Approval process in Ontario.

A request to Council to fund the updated study is included in the Items for Review and Approval section of this Council Package.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 6.5.c

From: Communications and Public Education Committee (CPEC)

Lara McKendrick, Chair	Mariella Amodio
Pearl Chan	Kurtis Chen
Jon Hobbs	Carl Knipfel
Elaine Mintz	Brigitte Ng

Date: May 6, 2024

Subject: Committee Updates

Objective: To provide an update on CPEC items and initiatives since the March Council Meeting.

Background

The Communications & 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 set out in the *Architects Act*: “*To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions, or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences.*”

More specifically, the Committee focuses 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.

CPEC hosted its most recent meeting on April 19, 2024, to hear updates on ongoing projects and to address a number of priority items pertaining to K-12 outreach and education.

Actioning the Public Outreach Plan – K-12 as a Priority Audience

Under the OAA's Public Outreach Plan, K-12 is named as a priority audience for OAA education and outreach efforts. During their April meeting, the Committee reviewed three (3) key tactics (ongoing and proposed) available to the OAA to reach K-12 audiences (students, their parents, and educators). Committee members agreed that there are two primary message themes to be conveyed – an **appreciation of architecture** alongside the importance of **career guidance** for those wishing to pursue the profession.

K-12 Page on the OAA Website

The Committee reviewed the current K-12 webpage while considering:

- Ease of navigation (from other pages on the Website)
- Access to relevant information
- Language and tone
- Breadth and depth of information
- Webpage traffic

The overall conclusion of this discussion was that the page is not performing to the standards of the Committee. They discussed the benefits of conducting a formal review to gather user data to inform any major revisions that would support better performance (on the K-12 page and more broadly across the Website).

The Committee had the following recommendations for staff:

1. Staff begin exploring User Experience testing and report back with options for review and consideration.
2. Staff address “low hanging fruit” on page (explore changing menu heading, cross reference page across website, amend any jargon, and ensure links are pointing to the correct pages).
3. Consider how to work with the Local Societies to create and share classroom presentation materials.

K-12 Big Think 2.0

Council will recall that the first K-12 Big Think took place in July 2023, with the objective to identify organizations offering K-12 architectural education programs and resources in Canada. The hope was to develop a better understanding of available programs and their challenges, and where the OAA might be able to provide support. The groups who attended were primarily those offering *extracurricular* options to youth.

A variety of ideas emerged from the Big Think, however a few were noted by staff as immediate opportunities based on current resources, strategic priorities, and staff capacity. These centred around the OAA's potential role as a connector and information hub, and included:

- Building out the K-12 Webpage on the OAA Website
- Fostering ongoing connections between organizations
- *Planning a second Big Think about the K-12 Curriculum*



An obvious gap emerged over the course of discussions that educators, policymakers, and curriculum writers have a big role to play in advancing K-12 education on architecture. The OAA is in an ideal position to engage these groups in further discussions and open the door to foster greater connections between students, parents, and educators and the extracurricular organizations offering valuable educational programming. Using the framework to deliver the July 11 Big Think session, staff were directed to work with TSA to host a second session in 2024, targeting educators and school officials.

With this direction, staff engaged CPEC members to identify key stakeholders and propose information most needed from them to inform next steps.

Target groups include (with particular effort to engage younger elementary ages):

- Guidance counsellors or others supporting career planning
- Educators
- School board representatives
- Parent Council representatives
- Curriculum writers
- Ministry of Education
- OISE at UofT
- Programming groups

Information sought from these groups includes:

- How is architecture and urban design currently represented in the curriculum?
- Is there room to expand this representation? How? Where does it fit best?
- What are the pain points in including architecture in the classroom?
- What resources are currently available? Where are the gaps?
- What existing connections exist between educators and 3rd party organizations who deliver relevant programming?
- How do students with aptitude/interest in architecture receive guidance?
- What kind of support would be most helpful to expand architectural education for students?

Staff will bring this direction back to discussions with the TSA to determine how best to proceed in engaging target groups.

Chatterhigh

Chatterhigh is “a gamified content engagement platform helping to prepare youth for life after high school.” Founded in 2012, the platform aims to make it fun for students to consider various career paths available to them after high school. Used by educators and guidance counsellors in schools across Canada, the platform relies on content provided by industry organizations that students review in order to answer career-focused questions. Over time, students’ interests and aptitudes become clearer and the program exposes them to content that is more and more suited to those interests and aptitudes, thus helping them narrow down career options.



Chatterhigh approached the OAA in 2023 with interest in engaging us as an industry partner to increase the presence of the architecture profession, which is currently under-represented on the platform. The OAA's tailored content could ensure thousands of students (and counting) cross Ontario are exposed to career information related to architecture.

A representative from Chatterhigh, Mike Sproule, gave a short presentation to the Committee and answered questions related to the platform. The Committee had several follow up questions that were directed back to Mike for response. At their next meeting, CPEC will revisit the topic and determine whether to recommend Chatterhigh as a tactic to pursue in 2024.

Other Updates

Conference

The Keynote event with Vishaan Chakrabarti saw record registration and attendance, with 875 registrants and a top attendance of 727 at one time. The feedback survey showed very positive results, with over 98% of respondents rating the event as "good" or "excellent." The keynote recording is available for a limited time and can be viewed until the end of May on the OAA's Youtube channel at <https://www.youtube.com/watch?v=hCIV7s9knvI>.

OAA Funding Program

All submissions were reviewed and funding allocated in March for the OAA's two streams of funding – the Public Awareness Sponsorships and the Special Project Funding (for Local Societies).

The Committee received two requests in excess of \$10,000 (per) from the Public Awareness Sponsorship Program that they deemed worthy for review by Council. These have been shared for Council's consideration in a separate memo.

Based on feedback from the Public Education and Outreach Audit, anecdotal notes from Committee members, and feedback gathered from a recent Society Chairs meeting, CPEC is scheduled to review and discuss possible amendments to the OAA Funding program at its next meeting on May 31. Any recommendations for improvement will be shared with Council in June.

Action

None. For information only.

Attachments

https://chatterhigh.com/en/about_us

Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 6.5.d

From: Building Committee

Lara McKendrick, Chair
Thomas Yeung, Councillor Sheena Sharp, Member-at-Large

Date: May 9, 2024

Subject: Update from OAA Building Committee

Objective: To provide Council with an update on the activities of the Building Committee, including the status of the OAA Landscape Design Competition. The Building Committee held a meeting on March 1 and on April 9.

Landscape Design Competition

The Committee received an update on the status of the Landscape Design Competition and discussed ongoing activities and next steps in relation to the competition. Professional Advisor Joe Lobko has continued to oversee and manage the competition since the official launch on March 21. His knowledge and guidance have been invaluable.

While the final number of submissions won't be confirmed until the day the competition closes which is May 16, there were 30 interested teams registered to compete within the published deadline. For various reasons, a handful have withdrawn, however, it is anticipated that approximately 21 teams will be submitting.

Jury day will be held on June 6 at the OAA Headquarters building.

Over the course of the last six weeks, staff have been busy promoting the competition among the membership as well as publicly. Along with Lobko, staff are also preparing for Doors Open Toronto, which is being held the weekend of May 25. All submission panels will be on display at the OAA that weekend for the public to view. The OAA Website landing page is being updated to display the five-page summary of the submission from each Team for public consumption. As a reminder, all submission materials are

anonymous. Outreach to our neighbours, Bayview Glen School, has continued and an invite extended to attend Doors Open.

Communications have focused on highlighting the members of the jury as well as the members of the technical advisory team.

The date for the official announcement of the winning team has been set for June 27 at the OAA. Staff and Lobko are working to finalize the details of this evening event. Along with members, VIPs and competing teams will be invited to attend. Registration will be required to gauge the number of attendees. The Building Committee as well as Doyle and Armbrust will be reviewing the anonymous submissions and providing feedback for the jury to consider. This feedback will be presented to the jury on June 6 before they begin their deliberations. The jury chair will present their selection to Council at the June 20 in camera Council meeting.

OAA President's Wall

At the April 9 meeting the Committee reviewed Council's approval of the Presidents' Wall concept and direction to proceed with schematic design. OAA Headquarters Renovation & Refresh Architect David Fujiwara has been engaged to do this work and the Committee met with Fujiwara on April 22 to review the conceptual design and answer questions. The Committee will receive the work in late May and will be prepared to bring forward a final recommendation to Council for its June 20 meeting.

The Committee will meet again on May 14, 2024.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 6.5.e

From: Kristiana Schuhmann, Vice President & PRC Chair

Date: May 9, 2024

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 second meeting of 2024 on Thursday April 25. The meeting was conducted in person. The meeting focused on the following key items:

General Updates:

Members were reminded of the upcoming OAA Conference in May in Niagara Falls.

The Chair provided a brief overview of CDAO's Procurement Day, including the planning and future development of a new procurement guide as well as a presentation on the Supreme Court Ruling (Regina v Greater Sudbury (City)). As discussed at February 22 PRC meeting, OAA continues to monitor and share information on the ruling. (Refer to [Practice Newsletter Issue 28](#)).

Staff provided a brief update on upcoming contract negotiations for the renewal of the [CSA Access Program](#) including additions to the current items in the standards library. The renewal will include access to updates related to the Building Codes.

PRC started discussing the recent launch of the new Ontario Amendments to the National Building Code, which are more than 800 pages in length. As mentioned via [OAA News article](#), a compendium is expected spring/summer, which will be offered both digital and in printed format alongside expected training sessions by MMAH in the upcoming months. Committee members were invited to reflect and comment on the impact of these changes on their practice and clients.



A brief background on Bill 185 [Cutting Red Tape to Build More Homes Act, 2024](#) was also presented by OAA's Policy and Government team (by invitation). Staff continues to monitor developments and investigate how to communicate information to the general membership

Document Development and Maintenance

Building Code Data Matrices Updates: Given the extensive changes expected in the new building code, the data matrices will need to be revised. As per the 2024 Work Plan for the Committee, PRC has been tasked to support with review of the code matrices and code updates. More details to come.

Review of Practice Tips: Staff provided a general update on new Practice Tips that are under way (e.g. federal prompt payment legislation, succession planning/retirement, etc). More details to come.

Other general practice topics/Emerging Issues discussed:

- Follow-up to Pro-Demnity's Policy Changes effective on April 1, 2024 & Staffing Changes
- Brief chat about the Afghan War Memorial Competition
- Follow-up discussion on AI and architectural practices. PRC members were asked to comment on the use of AI in their practices.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

FOR COUNCIL MEETING

May 21, 2024

(open)

ITEM: 6.5.f

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Spiegel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

From: Loloa Alkasawat, Councillor and Chair of the Interns Committee

Date: May 13, 2024

Subject: Interns Committee – Update

Objective: To Update Council on the Interns Committee Activities

The Interns Committee (the Committee) is a discretionary committee of the OAA tasked with performing functions on behalf of Council. The Interns Committee has organized its efforts around its annual work plan as follows:

Mentorship

The final version of the updated Mentorship Guide has been accepted by the Interns Committee and posted to the OAA website. In recognition of the update and to encourage mentorship participation, the Committee has organized outreach at the OAA conference by creating a poster (physical and digital). The poster will feature a QR code that will link to the updated Mentorship Guide and encourage OAA members to dedicate their time to mentoring Intern Architects. The poster will also be featured on digital screens present at the conference. The Committee has worked closely with OAA Communications in this effort.

Ongoing Communications – Building Connections

The Committee has assigned a group to create a list of contacts to start building connections. The plan is to design an email template to send to these various architectural organizations to facilitate a communication bridge that could be mutually beneficial to both organizations. This group will be defining goals and targets to be presented at the next Committee meeting.

Planning for the annual Meet the OAA Event will begin in June.

Instructional Videos

The Committee tentatively plans to develop three new instructional videos which will encompass the licensure process in Ontario, the IAP Manual and the examination process. A group within the Committee is researching examples from other jurisdictions.

Once the Committee has a project work plan for this item it will be presented to Council for review and approval.

Acceptance of Undergraduate Student Experience in the IAP

No action on this item yet, Committee members studying this item to convene shortly.

ExAC Assessment

The Committee reviewed items related to existing accommodation procedures available through the CExAC. It was confirmed that the OAA website now includes information about ExAC accommodation for the [examinations](#). Forthcoming OAA e-news regarding ExAC registration will include a paragraph that highlights the ability for interns to avail themselves to the ExAC accommodation process.

The Committee will be seeking more information regarding the CExAC process of results reviews, scoring and concerns/complaints regarding the ExAC.

Action

None. For information Only.

Attachments



REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA
REGROUPEMENT DES ORDRES D'ARCHITECTES DU CANADA

ROAC SEMI-ANNUAL MEETING BOARD OF DIRECTORS | AGENDA ITEMS

Montreal, Quebec | May 2nd & 3rd, 2024

FOR COUNCIL MEETING
May 21, 2024
(open)
ITEM: 7.1

DATE | Thursday, May 2nd, Friday, May 3rd, 2024
LOCALE | Charles de Bleury, Hilton Garden Inn Centre-Ville, Montréal, Québec
CHAIR | Ian McDonald, ROAC Chair

ATTENDEES | DESIGNATED REPRESENTATIVES & GUESTS

AAA Keesa Hutchinson, Past-President Barbara Bruce, <i>Executive Director</i> Wendy Graden, <i>Executive Officer, Regulatory Affairs</i> Jordan Kuysters, <i>Executive Administrator</i>	NSAA Jim Marriott, Past-President Margo Dauphinee, <i>Executive Director</i>
AANB Sylvain Lagacé, Past-President Karen Chantler, <i>Executive Director</i>	NWTAA Melani Korver, Past-President Marie Chenard, <i>Executive Director</i>
AAPEI Greg Munn, Past-President Scott Stewart, <i>Executive Director</i>	OAA Settimo Vilardi, President Kristi Doyle, <i>Executive Director</i> Christie Mills, <i>Registrar</i> Ted Wilson, <i>SVP & Treasurer</i>
AIBC Ian McDonald, ROAC Chair, Past-President Mark Vernon, <i>CEO</i> Jenelyn Torres, <i>Director of Registration</i> Marguerite Laquinte Francis, <i>AIBC Board Chair</i>	OAQ Laurent Mercure Sébastien-Paul Desparois, <i>Directeur général</i> Jean-Pierre Dumont, <i>Directeur affaires juridiques et secrétaire</i> Karen Mariasine, <i>Adjointe à la direction générale</i>
ALBNL & NLAA Robert Menchenton, Board Chair Lynda Hayward-Kirkland, <i>Executive Director</i> Jeremy Bryant, <i>President</i>	SAA James Youck, Past Councillor Whitney Robson, <i>Executive Director</i>
MAA Jon Trenholm, President Judy Pestrak, <i>Executive Director</i>	

ROAC Staff N/A

COMMITTEE REPRESENTATIVES

CACB Don Sterritt, *Chair*
CExAC Stephen Terauds, *Chair*
IRC Scott Kemp, *Chair*



REGULATORY ORGANIZATIONS
OF ARCHITECTURE IN CANADA
REGROUPEMENT DES ORDRES
D'ARCHITECTES DU CANADA

Montréal, Québec | May 2nd, 2024 | 1:00 PM – 5:00 PM | **AGENDA**

ITEM	TIME		AGENDA TOPIC	PRESENTER
	12:00 PM 1:00 PM	60	Lunch	
	1:00 PM 1:20 PM	20	<u>ROAC AGM – See separate AGM Package for the materials</u> 1.0 Review of 2023 Financial Statements & Auditor Report 2.0 Treasurer Report 3.0 Appointment of 2024 Auditor 4.0 2024 Budgets & Levies (<i>In accordance with Bylaw 2.8</i>) 5.0 Finances – <i>Year to date information</i> 6.0 Re-appointing of Directors (<i>In accordance with Bylaws 6.6 through 6.14</i>)	Chair
1.0	1:20 PM 1:40 PM	20	<u>Board of Directors Meeting</u> 1.1 Call to Order 1.1.1 Confirmation of Quorum 1.1.2 Acknowledgement of Guests (Non-Voting Attendees) 1.1.3 Assignment of Secretarial Duties 1.2 Adoption of the Agenda 1.3 Declaration of Conflict of Interest 1.4 Adoption of the Minutes of October 2023 and January 2024 1.4.1 Minuting of Electronic Vote of March 20, 2024 (<i>See Attached</i>) 1.4.2 Motion on Date Governance Manual comes into effect/implemented	Chair
2.0	1:40 PM 2:00 PM	20	ROAC Chair's Report 2.1 Semi-Annual Report – (<i>See attached</i>) 2.2 Discussion – <i>Q&A</i>	Chair
3.0	2:00 PM 2:15 PM	15	Administrators' Committee 3.1 Report – <i>Brief update on items that are at the Administrators' attention (oral)</i>	Admin Chair
	2:15 PM 2:30 PM	15	BREAK	
4.0	2:30 PM 3:30 PM	60	ROAC & RAIC 4.1 Syllabus Program – Implications on Licensure (<i>Letters attached</i>) 4.2 CHOP 4.2.1 Update 4.2.2 Recommendation from the Administrators' Committee 4.2.3 Next Steps	Barbara Bruce

ITEM	TIME		AGENDA TOPIC	PRESENTER
5.0	3:30 PM	45	Governance	Margo Dauphinee
	4:30 PM		5.1 Governance Manual Presentation	
			5.2 Director Engagement – <i>Discussion, Chair-led</i>	
			5.2 Election of Officers	Chair
			5.2.1 Chair	
			5.2.2 Vice-Chair	
			5.2.3 Treasurer	
			5.3 Committee Appointments (Composition determined in the Terms of Reference)	
			5.3.1 Governance Committee (<i>Terms of Reference on pages 58 to 60 of manual</i>)	
			5.3.2 Finance and Audit Committee (<i>Terms of Reference on pages 61 to 63 of manual</i>)	
6.0	4:30 PM	30	Strategic Plan (see attached)	Sebastien Desparois
	5:00 PM		6.1 Review of Draft RFP (<i>See attached</i>)	
			6.2 Decision on Next Steps – Fall meeting, time commitment.	
			6.3 Identification of Task Force	

BREAK FOR THE DAY – CONTINUED NEXT MORNING

Montreal, Quebec | May 3rd, 2024 | 9:30 AM – 3:00 PM | **AGENDA**

ITEM	TIME		AGENDA TOPIC	PRESENTER
	8:45 AM 9:30 AM	45	Breakfast	
6.0	9:30 AM	15	Strategic Plan (<i>continued</i>)	Chair
	9:45 AM		6.4 RISE – <i>Discussion, Chair-led</i>	
7.0	9:45 AM	60	ExAC Working Group	Kristi Doyle
	10:45 AM		7.1 Update on Modernization and Review Project (<i>see attached</i>)	
8.0	10:45 AM	30	CExAC	Stephen Terauds
	11:15 AM		8.1 Committee Report (<i>see attached</i>)	- <i>Virtual</i>
			8.2 Procedure and Policy Discussion (<i>oral</i>)	
	11:15 AM 12:15 PM	60	Checkout & Lunch	

ITEM	TIME		AGENDA TOPIC	PRESENTER
9.0	12:15 PM	30	National Standing Committee on the CACB	Don Sterritt
	12:45 PM		9.1 Semi-Annual Report to ROAC <i>(see attached)</i>	- Virtual
10.0	12:45 PM	30	International Mobility Committee	Scott Kemp
	1:15 PM		10.1 IMC Report to ROAC <i>(see attached)</i>	- Virtual
			10.2 Proposed motion RE. Tri National	
11.0	1:15 PM	15	Committee Volunteer Appreciation	Chair
	1:30 PM		11.1 Dave Edwards	
12.0	1:30 PM	15	Confirmation of the Fall meeting dates	Chair
	1:45 PM		12.1 Toronto, November	
			12.1.1 Week of November 27 th – 29 th ?	
			12.1.2 Rough Agenda - 2 days or 3?	
			12.2 Confirmation of invited presenters – CACB AGM?	
	1:45 PM	60	<i>Time available for new agenda items</i>	
	2:45 PM		<i>If unused, meeting will end earlier.</i>	
13.0	2:45 PM	15	New/Other Business	
	3:00 PM			
	3:00 PM		Adjournment – Grab & Go coffee and snacks	



DIAC Annual Update 2023

The Design Industry Advisory Committee (DIAC), in its 22nd year, continued to seek to bring an integrated design perspective to industry and public sector initiatives to improve economic, social, and environmental outcomes. The Committee works to enable other industries to utilize the problem-solving skills of our local design workforce to improve business results. In these challenging and volatile times, the work of designers has become even more critical to our economic future and quality of life. As an interdisciplinary design think tank and research group, DIAC's members include professional associations representing architects, landscape architects, industrial, interior, graphic and fashion designers, and urban planners. DIAC was pleased to welcome several new representatives of the association members to its Board in 2023.

Design Sector Study

As subject matter experts, DIAC continued to advise and support the Toronto Workforce Innovation Group (TWIG) to present and promote the [Think Design report](#) as part of the 2023 DesignTO Festival. Among the report's key findings:

- In 2021, 76,144 people worked in Toronto's Design Sector, in a design occupation (66,073), at a design firm (11,466), or both (1,395);
- Five in six designers work in other industries;
- By total employment, among Toronto's industries, the Design sector ranks as roughly one quarter the size of the largest industries (Retail and Manufacturing), but larger than Information and cultural industries, Public administration, Educational services, etc.;
- Toronto is a hub for design. In 2021 Toronto had 21.6% of Canada's design workers; and
- The Design sector is a critical component of Toronto's economy, both in its own right and in the synergistic way that Design enables, promotes and supports other sectors across the city including Finance, Tech/Information, Construction and Manufacturing.

DIAC Committee Projects

Each of DIAC's cross-disciplinary subcommittees does ongoing work to advance DIAC's vision and mission. Over the past year, the committee's projects included:

- Communications – Shared DIAC initiatives on the website and social media;

- Governance – Updated DIAC’s Strategic Plan and began updating By-Laws;
- Membership & Funding – Investigated new membership categories (e.g. Honorary) and other funding opportunities; and
- Research - Focused on new research, related funding, and program opportunities.

Design Impacts Framework - Case Studies

DIAC continued its research into case studies that demonstrate how DIAC’s Design Impacts Framework can be used to promote the beneficial impacts of the five measurable dimensions of good design. DIAC provided designers in all our member organizations a platform to present their projects that demonstrate benefits, especially those projects that feature multidisciplinary design teams. The case studies were promoted on DIAC’s website and social media.

New DIAC Strategic Director

In October, DIAC announced Kevin Stolarick, PhD, had been chosen as DIAC’s new Strategic Director. Kevin brings a wealth of experience in research, management, and organization to the position. He has worked with DIAC on a number of important projects, most recently the Think Design report. Kevin is a tremendous advocate for developing an understanding and appreciation of design both overall, and in its many forms as practices.

DIAC Member Association Outreach

Kevin began meeting with senior representatives of each of DIAC’s member associations, together with that association’s member representatives, to discuss issues of importance to each of the design disciplines, ideas for future projects, and other opportunities for collaboration. In September, DIAC participated in TSA CONNECT: Volunteering, and in October IDC’s Annual Design Symposium.

The Power of Design: How Innovation and Strategic Design Translate to Market Success

In DIAC’s October design panel presentation to the City of Toronto’s Small Business Forum at the Metro Toronto Convention Centre, a multi-disciplinary team of designers spoke to the audience of 150 entrepreneurs. They explained that design is more than simply aesthetics; it is how users interact with products and services to develop an experience that helps them connect and build a relationship with the company. The presenters discussed how great design builds great businesses and what it takes to do so. The panelists also participated in a speed mentoring session with attendees looking to follow-up.

New DIAC project opportunities

Project co-sponsorship was requested from the city to update fashion sector employment figures, including fashion design, in partnership with the city’s Fashion Industry Advisory Panel (FIAP). This project is underway and expected to finish by Q2

2024. Following meetings with DIAC's member associations, Kevin began investigating whether DIAC might undertake the following projects in 2024:

- Common Design Event Calendar for Toronto (Ontario) Design Events;
- Design Foresight Summit – with leadership from the member design organizations, DIAC Board representatives and a few selected others to talk about the future of Design; and
- Applying for funding to create an Ontario-wide Small Business/Enterprise Design Mentorship program.

Ongoing Initiatives

In addition to the above projects, in 2023 DIAC also worked to:

- Promote Toronto as a centre for strategic design;
- Market DIAC's activities, to expand its membership and to attract strategic partners for future research; and,
- Liaise with stakeholders in the design community to ensure that designers continue to collaborate across their disciplines and to play an active role in helping the local SME community to drive innovation and to expand sustainable business practices.

As a small not-for-profit organization, DIAC is grateful for the contributions received from its member organizations, and the co-sponsorship support provided by the City of Toronto, which enables the Committee to undertake its research and program activities for the year. Without this support DIAC's valuable work would not be possible.

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

If you have any questions or would like more detail, please reach out to us at info@diac.on.ca

Quality

in Canada's Built Environment:

Roadmaps to Equity,
Social Value and
Sustainability

May 2024
1 · 2 · (3)

FOR COUNCIL MEETING
May 21, 2024
(open)
ITEM: 7.3

Social Sciences and Humanities Research Council of Canada
(SSHRC) Partnership Grant Project #895-2022-1003
Ethics Number: Projet #2022-2163 - CERAH-2022-015-D

Annual Convention Program: **First versions of** **14 roadmaps to quality** **in Canada's built environment**

The third annual in person convention
of partners and representatives of
stakeholders across Canada

DALHOUSIE UNIVERSITY
Faculty of Architecture and Planning,
School of Architecture



Table of contents

Principles & Objectives of the 3rd annual SSHRC Partnership Convention on Quality	3
Schedule	
Day 1: Wednesday, May 1, 2024	5
Day 2: Thursday, May 2, 2024	7
Day 3: Friday, May 3, 2024	9
Composition of Governance Committees	
Governance Board Composition 2023-2024	10
Steering Committee Composition 2023-2024	11
Graduate Student Committee Composition 2023-2024	11
Dissemination and Outreach Committee Composition 2023-2024.....	12
Room Distribution.....	13
Speakers and Plenary Moderators: Day 1 + Day 2.....	18
Organization Team and Funding	21

Principles & Objectives of the 3rd annual SSHRC Partnership Convention on Quality

In 2023, we invited all partners and participants to the annual convention of the **SSHRC research partnership on Quality** hosted by the University of Calgary to report on positive lived experiences in the built environment. It has now become a major feature of the 14 situated projects across Canada to learn the best ways to collect ‘lived experiences’ of quality. This practice aims to raise our understanding of the actual meaning of quality in the everyday life of non-experts. We cannot help but notice that this practice has yet to become common design protocol in most professional milieux. We need to acknowledge this as an output of our collective project after two years of intersectoral exchanges. **Lived Experience** is about the personal knowledge, perceptions, and feelings within a world within which we live. Our responses reflect these personal and personally significant views, in contrast to researched or more formal descriptions.

In 2024, all partners and participants have been invited to report on one **positive output** based on their own experience of the project after two years. This will be the subject of the first Café-Workshop at the Halifax Convention:

- **What do you consider to be the main positive outputs of our partnership research on quality?**
- **How do you think these two years of work at local and national levels have helped change your understanding and definition of quality in the built environment?**

The built environment is a collective project and, even though designers are a crucial component in the overall process, they cannot consider themselves to be the only responsible, hence the sole reference point of a roadmap to quality. This is where the notion of “partnering” becomes critical to raise the bar of quality for all.

What is a “roadmap to quality” at this stage of our research partnership?

One of the main results of our project, which brings together the viewpoints of citizens, cities, professionals and researchers, has always been to produce at least 14 roadmaps toward greater quality in Canada's built environment. This objective has been inscribed in the very title of the grant proposal from day one, and we have hypothesized that this renewed approach to quality lies at the intersection of equity and sustainability and, as such, this common assumption defines the new social value of built environments.

For Halifax 2024, all 14 teams of partners have been tasked with sharing an initial presentation of their roadmap to raise the bar of quality. Although these are the first outlines, the fact that we have acquired a better understanding of the exemplary situations to be transformed now calls for action-oriented roadmaps rather than simply knowledge-oriented ones.

Each roadmap incorporates its own localized and specific angle of work as starting points toward a form of generalization. Hence, the 14 roadmaps displayed in the exhibition room of the School of Architecture at Dalhousie University are not generic. They embody a series of instructions or “active principles” which are means of reaching a destination.

To move from research to action, we must clarify each of the 14 destinations. These are intimately linked to the problematic qualitative situation that the projects have been exploring for over two years, but the destination may indeed differ from the research question. **These goals should be formulated as transformative projects or ventures to trailblaze a path toward higher quality specific to each situation and scale.** All teams are still struggling with alternating research for new knowledge and transformative action. The title of a roadmap is not the title of a research project.

The 14 roadmaps are therefore different ways of answering the same question:

How can we raise the level of quality – as quickly as possible – given the diversity of built situations?

This third national in-person convention has been entirely rethought by the Steering Committee as a series of **4 Café-Workshops**. These are meant for us to meet, of course, but they are also meant for us to better learn to work together through multiple voices. These workshops are envisioned as spaces in which partners can work together to discuss and answer questions organised around four main themes (outputs, dissemination, roadmaps and national strategy). To enhance the quality of the exchanges, participants are divided in small groups (max. 15) and remain with that same group throughout the 4 Café-workshops. Each of these workshops is mediated by a team of two moderators who ensure that the process is implemented and that participants work on the questions submitted to them. A team of students is in charge of taking notes, recording and reporting on the workshops at the end of each day. We are privileged to welcome a bigger group of students and a new group of young Indigenous partners thanks to the generous support of RAIC+RHF+OAA.

On behalf of the Governance Board and the Steering Committee, I would like to address my warm thanks to the great team of professors and students at **Dalhousie University** for their generous hospitality. No doubt this convention will be a turning point in our journey!

Do not forget to meet also on the www.livingatlasofquality.ca public forum...

Jean-Pierre Chupin, PhD, Professor, Architect MOAQ, MIRAC

Holder of the Canada Research Chair in Architecture, Competitions and Mediations of Excellence at Université de Montréal
Principal Investigator of the SSHRC Research Partnership on Quality in Canada's Built Environment

DAY 1: WEDNESDAY, MAY 1, 2024

8:00 - *Front lawn of the School of Architecture: 5410 Spring Garden Rd, Halifax, NS B3J 1B6*

Outdoor opening Ceremony

Welcomed by **Elder Catherine Martin** and **Elder Albert Marshall** (to be confirmed)

Catherine Martin is a member of the Millbrook First Nation and Dalhousie University's first Director of Indigenous Community Engagement. Nancy's Chair in Women's Studies at Mount Saint Vincent University (2015-17), she received the Order of Canada in 2017.

Intro: Brian Lilley (Dalhousie University)

8:50 - *Plenary: Medjuck Architecture Building – Room B015*

Welcome and land acknowledgement

By **Dr. Jennifer Bain**, Associate vice-president research (Dalhousie University)

Dr. Bain is presented by **Susan Fitzgerald** (Dalhousie University) (Organizing Committee)

9:00 - *Plenary: Medjuck Architecture Building – Room B015*

Work plan for the 3 days of the convention

Susan Fitzgerald (Dalhousie University) (Organizing Committee)

Doramy Ehling (Rick Hansen Foundation)

Samantha Biglieri (Toronto Metropolitan University)

Members of the Steering Committee

9h25 - *Plenary: Medjuck Architecture Building – Room B015*

Rethinking quality through partnership design

Jean-Pierre Chupin (Université de Montréal) (Partnership Director)

Carmela Cucuzzella (Université de Montréal) (Co-chair of the Governance Board)

10:00 - *See table of room distribution*

Café-Workshop #1 on Changing Personal Views on Quality

- Brief presentation of each participant and their own understanding of positive outputs on quality after 2 years of partnership research
- How has my understanding of quality changed since the beginning of the project?
- Summary of main perceptions exchanged by participants

12:00 - *Medjuck Architecture Building – Room 1005*

Networking Lunch

Lunch offered to participants by the partnership

+ Exhibition of 14 Roadmaps to quality in the Built Environment

+ Student Initiative

14:00 - *See table of room distribution*

Café-Workshop #2 on Notable Outputs and Emerging Convergences

- Presentation and comparison of notable outputs between research sites so far (One per research sites)
- Compare those with original objectives and outputs of the research partnership as a whole
- Are there emerging convergences between sites?

16:00 - *Plenary: Medjuck Architecture Building – Room B015*

Summary of main ideas exchanged by participants

16:15 - *Plenary: Medjuck Architecture Building – Room B015*

Launching initiatives for a public debate on the Living Atlas of Quality in the Built Environment in Canada (From podcasts to the Livingatlasofquality.ca)

Danielle Catley (Royal Architectural Institute of Canada)

Laura McBride (Rick Hansen Foundation)

Brian Sinclair (University of Calgary)

Firdous Nizar (Université de Montréal)

Members of the Dissemination and Outreach Committee (DOC)

17:30 - *Medjuck Architecture Building – Room 1005*

Networking Cocktail

SPONSORED BY THE ROYAL ARCHITECTURAL INSTITUTE OF CANADA (RAIC)

Dean Graham Gagnon (Dalhousie University)

PhD, P.Eng., Dean of Architecture and Planning at Dalhousie University,

Professor and Director at the Centre for Water Resources Studies.

Hosts: Susan Fitzgerald + Brian Lilley (Dalhousie University)

DAY 2: THURSDAY, MAY 2, 2024

9:00 - Plenary: Medjuck Architecture Building – Room B015

Indigenous ways of knowing and place making

Presentation of “Two eyed seeing” by Indigenous Elder Albert Marshall (to be confirmed)

Presented by Josie C. Auger (Athabasca University + Steering Committee)

Sharing of experiences with 11 young indigenous and métis guests

Animated by Trishtina Godoy-Contois (Athabasca University + Steering Committee)

York Factory First Nation

Red River Metis

Big River First Nation

Attawapiskat First Nation

Berens River First Nation

Albert Metis Region 5

Coral Harbour Nunavut

10:00 - See table of room distribution

Café-Workshop #3 on Action Goals for Roadmaps to quality in the built environment

- Defining action goals and communication strategy for the roadmaps to quality
- Defining the best methods for these goals (long terms, medium terms, etc., with KPIs)
- Summary of main perceptions exchanged by participants

12:00 - Medjuck Architecture Building – Room 1005

Networking Lunch

Lunch offered to participants by the partnership

+ Exhibition of 14 Roadmaps to quality in the BE

+ Student Initiative

14:00 - See table of room distribution

Café-Workshop #4 on Public debates and National Strategies

- Do we need to redefine the strategic outputs of the research partnership?
- What are the best means for dissemination?
- What are the future national actions that need or could be undertaken by the research partnership in 2024 – 2025?

16:00 - Plenary: Medjuck Architecture Building – Room B015

Summary of main ideas exchanged by participants

16:15 - Plenary: Medjuck Architecture Building – Room B015

Open discussion on the future of a national debate on quality

Susan Speigel (Ontario Association of Architects + Steering Committee),
Miriam MacNeil (Public Services and Procurement Canada + Steering Committee),
Sara Jacobs (University of British Columbia + Steering Committee),
Cara Shan (Athabasca University + Graduate Student Committee)
Moderated by: Mike Brennan (RAIC + Chair of Governance Board)

17:20 - Plenary: Medjuck Architecture Building – Room B015

Closing remarks by Jean-Pierre Chupin (Université de Montréal)
Susan Fitzgerald (Dalhousie University) + Brian Lilley (Dalhousie University) + all Dalhousie University students + Morteza Hazbei (Université de Montréal) + María P. Farfán (Université de Montréal) + Dimitri Weibel (Université de Montréal)

17:30

Hotel dropoff

18:15

Boarding boat tour

Closing and walking ceremony toward boat tour

The boat tour **Collateral Coastlines** will leave from **1751 Lower Water Street**

Please join between 18:00 and 18:15 for boarding.

Students' refreshments courtesy of FBM Architecture (Halifax)

DAY 3: FRIDAY, MAY 3, 2024

8:30 - Medjuck Architecture Building – Room 1208

Annual meeting of Dissemination and Outreach Committee (DOC)

10:00 - Break

10:30 - Medjuck Architecture Building – Room 1208

Annual meeting of Graduate Student Committee (GSC)

12:00 - Medjuck Architecture Building – Room 1208

Annual meeting of Governance Board (GB)

Lunch offered to participants by the partnership

