



Ontario Association  
of Architects

## VISION

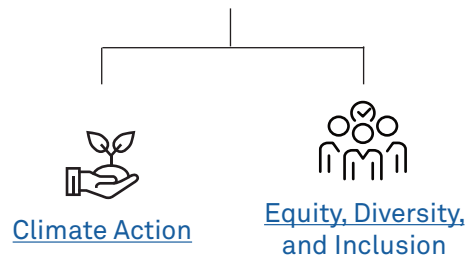
An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

## MANDATE

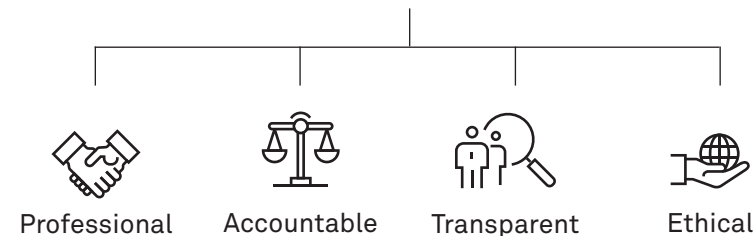
To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects; 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 its legislative and governing documents to ensure the public interest continues to be served and protected.</p>	<p>Enhance the OAA's 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"><li>● Actively engage with government, legal counsel, and the Attorney General to advance the modernization of the <i>Architects Act</i> and its Regulation.</li><li>● Increase transparency, fairness, objectivity, and impartiality of OAA registration and regulatory processes.</li><li>● Continue to serve the public interest through ongoing enforcement activities and investigating breaches of the <i>Architects Act</i> and its Regulations.</li><li>● Continue to invest in programs and activities that contribute to and foster the diversity and perspective of new applicants to the architectural profession.</li></ul>	<ul style="list-style-type: none"><li>● Continue to implement the operational review recommendations, which include clearly defined roles for Council &amp; 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.</li><li>● Monitor OAA governance reforms and continue to update Council governance practices to align with best practices of professional regulators.</li><li>● Continue to develop, implement and monitor the futureproofing strategy for OAA internal resources to be agile and resilient.</li></ul>	<ul style="list-style-type: none"><li>● Administer the legislative requirements of mandatory continuing education through the established program framework.</li><li>● 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 various continuing education offerings.</li><li>● 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.</li></ul>	<ul style="list-style-type: none"><li>● Implement the Council approved Public Outreach Plan to educate the public about the role of architecture in creating the built environment and its impact on society.</li><li>● Continue education initiatives to foster a greater understanding of the OAA as a unique professional self-regulator.</li><li>● Leverage and support programs and services offered by other parties in the built environment to further the public appreciation of architecture and the allied arts.</li><li>● 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.</li></ul>
Metrics	<ul style="list-style-type: none"><li>● A strategy for modernizing the Act and Regulations has been created and implemented.</li><li>● The OAA's regulatory standards, policies, and procedures are current and consistent with the right-touch regulatory approach.</li><li>● The OAA continues to identify and correct regulatory misalignments.</li><li>● The OAA continues to be in compliance with the Office of the Fairness Commissioner and other government oversight bodies.</li><li>● There is a clearer understanding of the path to licensure and a greater connection with those on the path to licensure.</li><li>● The OAA's periodic Demographic Survey demonstrates a shift towards increased equity, diversity, and inclusion.</li></ul>	<ul style="list-style-type: none"><li>● The 39 Operational Review recommendations are implemented.</li><li>● Roles and responsibilities of OAA staff, committees, and Council are defined and documented.</li><li>● The OAA's risk assessment metrics are implemented.</li><li>● Staff retention remains high.</li><li>● Participation and representation in Council elections is improved.</li><li>● Best-practice gaps in governance relative to professional regulatory organization benchmarks have been identified, prioritized, implemented and measured</li></ul>	<ul style="list-style-type: none"><li>● Member competency and ethical practice continues to develop and is responsive relative to the industry and profession.</li><li>● The content of the OAA's educational offerings is focused on technical and legislative content that is current and relevant.</li><li>● Access to competency development-based education is diversified and equitable.</li><li>● Increased member use of the OAA webpages on learning opportunities outside of the OAA.</li><li>● Increased member use of the OAA webpages with the existing OAA Documents and resources as well as Practice Advisory Knowledge Base area.</li></ul>	<ul style="list-style-type: none"><li>● 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.</li><li>● The OAA has developed and implemented a defined program of public education that responds to our mandate and that is sustainable over time.</li><li>● The number of times government and other partners/parties have invited the OAA to engage/inform on built environment issues in the public interest has increased.</li></ul>



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## Operational Procedures

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

Issue Date **November 29, 2023**

Revision Dates

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Meetings of the Council of the Ontario Association of Architects (OAA) are conducted in accordance with Roberts Rules of Order which is included in the Councillor Orientation 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 March 6, 2025 at approx. 11:00 a.m.**

**Meeting # 298**

**OPEN MEETING AGENDA**

**Recognition of Traditional Lands**

- |         |  |                           |
|---------|--|---------------------------|
| 4 mins  | <b>1.0 AGENDA APPROVAL</b>   |                           |
| 1 min   | 1.1 Declaration re. Conflict of Interest   |                           |
|         | <b>2.0 APPROVAL OF MINUTES</b>   |                           |
| 4 mins  | 2.1 Draft minutes of the January 23, 2025 Open Council Meeting ( <i>see attached</i> )   |                           |
| 2 mins  | <b>3.0 BUSINESS ARISING FROM THE MINUTES</b>   |                           |
|         | <b>4.0 ITEMS FOR REVIEW AND APPROVAL</b>   |                           |
| 10 mins | 4.1 Report from the Finance and Audit Committee re. OAA Audit 2024 ( <i>see attached</i> )<br><i>It was moved by McKendrick and seconded by Butticci that Council approve the 2024 OAA audited financial statements as presented to Council on March 6, 2025.</i><br><br><i>It was moved by McKendrick and seconded by Richter that Council approve the reappointment of BDO for a two-year term as presented to Council on March 6, 2025, subject to approval by the membership at the appropriate AGM.</i>   | Finance & Audit Committee |
| 2 mins  | 4.2 Honorary Membership Nomination ( <i>oral</i> )   | Executive Director        |
| 2 mins  | 4.3 Appointment of Interlocking Directors to the Pro-Demnity Board of Directors ( <i>see attached</i> )<br><i>It was moved by... and seconded by...that Council approve the appointment of ..... for a two-year term and ..... for a one-year term to serve as inter-locking Directors on the Pro-Demnity Insurance Company Board of Directors effective March 27, 2025.</i>   | Executive Director        |
| 7 mins  | 4.4 National Council of Architectural Registration Boards (NCARB)/Regulatory Organizations for Architecture in Canada (ROAC) Mutual Recognition Agreement ( <i>see attached</i> )<br><i>It was moved by... and seconded by... that the Council of the Ontario Association of Architects approve the Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada version 25 02 11 V.7, subject to minor adjustments as necessary through the approval process and that by doing so the Ontario Association of Architects agrees to be a Canadian Participant of the MRA.</i><br><br><i>It was moved by... and seconded by... that the Council of the Ontario Association of Architects approve the Interorganizational Acknowledgement document under the MUTUAL RECOGNITION AGREEMENT between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada version 25 02 11 V.7, subject to minor adjustments as necessary through the approval process.</i> | Executive Director        |

## Open Council Agenda

- |        |                                  |  |                          |
|--------|----------------------------------|--|--------------------------|
| 3 mins | 4.5                              | Pro-Defunct Insurance Company – Appointment of Auditor and Actuary ( <i>see attached</i> )<br><i>It was moved by McKendrick and seconded by ... 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-Defunct Insurance Company at the March 27, 2025 Annual Meeting of the Shareholder.</i> | SVP & Treasurer          |
| 5 mins | 4.6                              | 2026 OAA Conference – Theme ( <i>see attached</i> )<br><i>It was moved by Spiegel and seconded by Mintz that Council approve the Communication and Public Education Committee's recommendation that Collaboration Powering Innovation be the 2026 OAA Conference theme.</i>  | VP Spiegel               |
|        | <b>5.0 ITEMS FOR DISCUSSION</b>  |  |                          |
|        | <b>6.0 REPORTS</b>               |  |                          |
| 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                |
| 1 min  | 6.4                              | Report from the Senior Vice President and Treasurer ( <i>oral</i> )  | SVP & Treasurer          |
|        | 6.5                              | Committee Reports  | Committee Chairs         |
| 1 min  |                                  | 6.5.a Communications & Public Education Committee – Update ( <i>see attached</i> )   | VP Spiegel               |
| 1 min  |                                  | 6.5.b Governance & HR Committee - Update ( <i>see attached</i> )   | SVP & Treasurer          |
| 1 min  |                                  | 6.5.c OAA Building Committee- Update and Report re. OAA Landscape Project ( <i>see attached</i> )  | SVP & Treasurer          |
| 1 min  |                                  | 6.5.d Practice Resource Committee (PRC) – Update ( <i>see attached</i> )   | VP Yeung                 |
| 1 min  |                                  | 6.5.e Policy Advisory Consultation Team (PACT) – Update ( <i>see attached</i> )  | Immediate Past President |
|        | <b>7.0 ITEMS FOR INFORMATION</b> |  |                          |
| Nil    | 7.1                              | Society Annual Reports ( <i>see attached</i> )   | VP Spiegel               |
|        | <b>8.0 OTHER BUSINESS</b>        |  |                          |
|        | <b>9.0 DATE OF NEXT MEETING</b>  |  |                          |
|        | 9.1                              | The next regular meeting of Council is Tuesday May 13, 2025 at 8:30 a.m. at the Ontario Room, Westin Ottawa, Ottawa, Ontario.  |                          |
|        | <b>10.0 ADJOURNMENT</b>          |  |                          |

## Ontario Association of Architects

## Meeting #297 Open

## MINUTES

January 23, 2025

The two hundred and ninety seventh meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday January 23, 2025 at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario and virtually via Zoom.

<b>Present:</b>	Settimo Vilardi	President
	Ted Wilson	Senior Vice President and Treasurer
	Lara McKendrick	Vice President
	Kristiana Schuhmann	Vice President
	Susan Speigel	Vice President
	Loloa Alkasawat	Councillor
	Don Ardiel	Councillor
	J. William Birdsell	Councillor
	Jim Buttici	Lieutenant Governor in Council Appointee
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee (virtual)
	Natasha Krickhan	Councillor
	Jenny Lafrance	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor Ted Watson
	Councillor	
	Thomas Yeung	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications
<b>Regrets:</b>	Anna Richter	Councillor

**Guests:** Bilqis Williams, Compliance Analyst, Office of the Fairness Commissioner

The President called the meeting to order at 1:05 p.m.

The President noted that a land acknowledgement titled *Headdress* by J.J.Neepin would be shared with Council as an acknowledgement and recognition of the Indigenous land and its people.

The President welcomed new members of Council, Donald Ardiel and Deo Paquette to their first meeting of Council. Welcomed back by the President for another term on Council were Jenny Lafrance, Susan Speigel and Ted Wilson.

The President congratulated Councillor Thomas Yeung on their nomination for the King Charles III Coronation Medal.

#### DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

#### AGENDA APPROVAL

9856. The President reported no new items would be added to the agenda.

**It was moved by Butticci and seconded by Longlade that the agenda for the January 23, 2025 open meeting be approved as circulated.**

-- CARRIED

### **APPROVAL OF MINUTES**

9857. *Reference Material Reviewed:* Draft minutes of the December 6, 2024 Open Council meeting.

The draft minutes of the December 6, 2024 Open Council meeting were reviewed.

A member of Council suggested on page 9, send paragraph from the bottom that the word "loop" be added after glycol.

**It was moved by Mintz and seconded by Birdsell that the minutes of the December 6, 2024 Open Council meeting be approved as amended.**

-- CARRIED

### **BUSINESS ARISING FROM THE MINUTES**

9858. There was no business arising from the minutes.

### **ITEMS FOR REVIEW AND APPROVAL**

9859. OAA Election of Officers (*oral*)

Camelia Bostan, OAA Administrator Licence joined the meeting at 11:45 a.m.

The Registrar conducted the Election of Officers. The Registrar introduced two staff as scrutineers: Administrator, Licence and Registration, Camelia Bostan and COO, Kathy Armbrust for Council's confirmation.

The scrutineers for the election were confirmed by Council.

Mills reported that the position of President was acclaimed by Ted Wilson and the position of Senior Vice President and Treasurer was acclaimed by Lara McKendrick.

Mills announced that the following members of Council were nominated to stand for election as Vice President: Anna Richter, Susan Speigel, and Thomas Yeung.

The candidates for Vice President each made a brief address to Council. The President read Councillor Richter's statement in their absence.

Mills conducted the election for Vice President.

Ballots were circulated and the virtual attendee emailed their vote to the Executive Assistant, Executive Services and receipt was confirmed by the scrutineers

Mills announced that Speigel and Yeung each received the majority of votes and as such announced that they had been elected to the positions of Vice President.

Mills noted that the Chair, Settimo Vilardi expressed their interest to serve on the Executive Committee.

Ballots were circulated and receipt was confirmed by the scrutineers.

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

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

Mills and Council congratulated the members of Executive for 2025.

Bostan left the meeting at 1:25 p.m.

9860. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 13, 2025 re. 2025 Canadian Architectural Certification Board (CACB) Budget and attached supporting documentation. **(APPENDIX 'A')**

Doyle reported.

**It was moved by Longlade and second by Schuhmann that Council approve the 2025 CACB budget version 3 as presented to Council on January 23, 2025.**

-- CARRIED

9861. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 13, 2025 re. Amendments to OAA Bylaws and Schedule A and attached supporting documentation. **(APPENDIX 'B')**

Doyle reported.

**It was moved by Wilson and seconded by Paquette that the proposed amendments to the OAA Bylaws and Schedule A under the OAA Bylaws be approved as circulated reflecting the inclusion of holders of a Limited Licence and Intern Technologists.**

-- CARRIED

9862. *Reference Materials Reviewed:* Memorandum from Vice President and PRC Chair, Kristiana Schuhmann dated January 6, 2025 re. Minor Updates to Practice Tip PT. 23.6 Design-Build: CCDC 14-2013 and PT. 23.7 Design-Build: CCDC 15-2013 and attached supporting documentation. **(APPENDIX 'C')**

Schuhmann reported.

**It was moved by Schuhmann and seconded by McKendrick that Council to endorse the revised OAA Practice Tip PT. 23.6 Design-Build: CCDC 14-2013 and PT. 23.7 Design-Build: CCDC 15-2013 as presented to Council on January 23, 2025.**

-- CARRIED

## **ITEMS FOR DISCUSSION**

9863. There were no items for discussion.

## **EXECUTIVE COMMITTEE REPORTS**

9864. *Reference Material Reviewed:* President's Activities for the months of December to January. **(APPENDIX 'D')**

The report was noted for information.

9865. Report from the Senior Vice President and Treasurer *(oral)*

The Senior Vice President and Treasurer reported that new OAA auditor, BDO will begin its audit on January 27. The Finance and Audit Committee will meet to review the audit on February 19 in advance of the March Council meeting.

It was noted by the Senior Vice President and Treasurer that this year's Budget is fulfilling its goals with respect to reserves in addition to paying down the mortgage. A fee increase of 2.7% has been applied to invoicing.

The update was noted for information.

9866. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated January 23, 2025 re. Executive Director Report to Council. **(APPENDIX 'E')**

The report was noted for information.

9867. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council – 2024 Year End Review. **(APPENDIX 'F')**

A Councillor enquired regarding the definition of a third-party service provider and in particular the review of experience by the Experience Requirements Committee. With conditions in place in the Fairness Commissioners Office clarification was requested whether this falls within compliance.

The Councillor suggested that clarification be provided as it relates to the Broadly Experienced Foreign Architect (BEFA) program under the CACB and whether it is considered a 'third party service provider' and requested if the Executive Director of CACB provides the required information for OFC reporting.

Mills responded that RIFC is completed annually, which is a survey that confirms the OAA's compliance to the OFC. Part of that process is gathering information and data from the CACB which is done every year.

The report was noted for information.

9868. *Reference Material Reviewed:* Memorandum from Communications and Public Education Committee (CPEC) dated January 10, 2025 re. Communication and Public Education Committee (CPEC) Updates. **(APPENDIX 'G')**

The report was noted for information.

9869. *Reference Material Reviewed:* Memorandum from Governance Committee dated January 13, 2025 re. Update from OAA Governance Committee. **(APPENDIX 'H')**

The report was noted for information.

9870. *Reference Material Reviewed:* Memorandum from OAA Professional Advisor, Joe Lobko dated January 14, 2025 re. OAA HQ Landscape Revitalization - Progress Report 2. **(APPENDIX 'I')**

A member of Council reported with respect to the Building Committee's activities noting there are several mockups for the President's Wall in the building if Council is interested in viewing.

A member of Council requested an update on the Landscape Design Project's accessibility design.

The Councillor referred Council to the detailed report that had been provided by Architect Joe Lobko and responded that the design continues to be a work in progress. The contractor has provided feedback and

the Committee is continuing to work with a professional accessibility consultant to ensure accessibility concerns are addressed.

The report was noted for information.

9871. *Reference Material Reviewed:* Memorandum from Practice Resource Committee (PRC) dated January 13, 2025 re. Practice Resource Committee (PRC) Update. **(APPENDIX 'J')**

The report was noted for information.

9872. *Reference Material Reviewed:* Memorandum from Vice President, Susan Spiegel dated January 9, 2025 re. Update on the Policy Advisory Coordination Team's (PACT) work and attached background information. **(APPENDIX 'K')**

Speigel noted that it is being suggested to the Committee that the Altus report on the site plan approval process be reviewed and further determine how to disseminate the information.

The report was noted for information.

## **ITEMS FOR INFORMATION**

9873. *Reference Material Reviewed:* Memorandum from Communications Manager, Erik Missio dated January 6, 2025 re. June-December 2024 Operational Plan Update: Communications. **(APPENDIX 'L')**

The report was noted for information.

9874. *Reference Material Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn dated January 6, 2025 re. End of Year Update – Continuing Education Service Area. **(APPENDIX 'M')**

The report was noted for information.

9875. *Reference Material Reviewed:* Memorandum from Manager, Finance, Melanie Walsh dated January 6, 2025 re. Year-end Operational Plan Update. **(APPENDIX 'N')**

The report was noted for information.

9876. *Reference Material Reviewed:* Memorandum from Chief Operating Officer, Kathy Armbrust dated January 3, 2025 re. Semi-Annual Update from Operations & Administration. **(APPENDIX 'O')**

The report was noted for information

9877. *Reference Material Reviewed:* Memorandum from Information Technology Manager, Abhishek Chaudhary dated January 2, 2025 re. Information Technology service area – End of the year update. **(APPENDIX 'P')**

The report was noted for information

9878. *Reference Material Reviewed:* Memorandum from Chief Operating Officer, Kathy Armbrust dated January 3, 2025 re. 2024 End of Year Operational Plan Update: Policy and Government Relations. **(APPENDIX 'Q')**

The report was noted for information.

9879. *Reference Material Reviewed:* Memorandum from Manager, Practice Advisory Services (PAS), Mélisa Audet, dated January 14, 2025 re. OAA Service Area Semi-Annual Updates – Practice Advisory Services. **(APPENDIX ‘R’)**

The report was noted for information.

9880. *Reference Material Reviewed:* Memorandum from Manager, Finance, Melanie Walsh, dated January 10, 2025 re. Conference 2025 Update. **(APPENDIX ‘S’)**

A member of Council requested clarification with regards to the logistics between the two venues on the Thursday evening of Conference.

Missio confirmed that they were two separate events and that there will be a shuttle to transport the attendees between each.

The report was noted for information.

### **OTHER BUSINESS**

9881. There was no other business.

### **DATE OF NEXT MEETING**

9882. The next regular meeting of Council is Thursday March 6, 2025 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

### **ADJOURNMENT**

9883. **It was moved by Mintz and seconded by Longlade that the meeting be adjourned at 2:05 p.m.**

**-- CARRIED UNANIMOUSLY**

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President

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Date



# Memorandum

FOR COUNCIL MEETING

March 6, 2025

(open)

ITEM: 4.1

**To: Council**

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

**From:** Finance & Audit Committee

Lara McKendrick	Jim Butticci
Anna Richter	John Stephenson

**Date:** February 25, 2025**Subject:** Audited Financial Statements as at November 30, 2024**Objective:** To provide the 2024 OAA audited financial statements to Council for approval

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Attached is a copy of OAA Draft Financial Statements for the fiscal year ended November 30, 2024.

The draft audited financial statements were reviewed by the Finance & Audit Committee on February 19, 2025. The OAAs auditors, BDO LLP, indicated that, *“non-consolidated financial statements present fairly, in all material respects, the non-consolidated financial position of the Association as at November 30, 2024, and its non-consolidated results of operations and its non-consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations”*

After their review of the audited statements as presented by the Auditors, the Committee is recommending that Council approve the 2024 Audited Financial Statements.

Significant changes in the financial statements over the previous year are identified below for Council's reference.



## Statement of Operations

Specific revenue items and expenditures are summarized on the Statement of Operations on page 6 of the Financial Statements. A more detailed breakdown of expenditure is summarized on the Schedule of Expenses, page 19.

- Annual membership fees increased by \$328,253, primarily related to a continued increase in membership.
- The Examination for Architects in Canada (ExAC) shows a loss in 2023, related to an entry error completed in 2022 and corrected in 2023. Reminder that the correcting entry was not classified as material per Auditing requirements.
- There was an increase in Conference revenue in 2024 mainly due to increase attendance, as 2023 had lower registration numbers.
- Salary and benefits reflect an increase of \$197,740 for 2024 primarily related to organizational and staffing changes as well as hires which were anticipated in relation to recommendations stemming from the Operational Review.
- The major increases in Direct Program expenses are related to the increased expenses for Conference 2024 and work related to the Building Committee and the Landscape Competition.
- The increase in Legal fees is related to the increase in Registration hearings.

The gross surplus before Pro-Demnity and extraordinary items is \$1,230,242. The net surplus after Pro-Demnity and extraordinary items is \$11,622,242.

## Statement of Financial Position

Total Members' Equity stands at \$70,802,556; of this amount \$55,846,966 is related to OAA's investment in Pro-Demnity. The remainder of the members' equity is made up of the three dedicated reserve funds, the increased value of capital assets and the unrestricted accumulated surplus. For your reference on the Statement of Financial Position, the Major Capital Reserve Fund is \$1,576,226, the Operating Reserve is \$2,158,751 and the Legal Reserve is \$285,500 after the 2024 approved contributions were recorded. The use of these funds is restricted by the Association's Reserve Fund Policies.

The amount of \$3,938,263 represents unrestricted members' equity, which can be made available as an additional contingency to offset shortfalls resulting

from unbudgeted expenditures or unanticipated revenue fluctuations. The OAA's combined reserves at year end are 90% of the operating expenses for 2024. It is generally accepted that not-for-profit organizations such as the OAA may accumulate unrestricted surplus funds for operating purposes up to the equivalent of two year's operating expenses without jeopardizing their not-for-profit status. Additional reserve funds may also be held where appropriate policies outlining the function of the funds are in place. The OAA's 3-Year Reserve Plan, along with the existing Reserve Fund Policies, provides adequate reasoning for the funding levels for each Reserve Fund, and are within the lower range of the Canadian Revenue Agency's thresholds. In the first quarter of 2025, \$1,285,336 will be transferred from the unrestricted members' equity to the Major Capital Reserve, and \$800,624 to the Operating Reserve.

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

During BDO's reconciliation process for OAA's investment in Pro-Demnity, they determined that the calculation provided to OAA for the year end investment for 2023 was misstated due to changes in IFRS accounting standards to which Pro-Demnity was required to comply. This has resulted in OAA's investment in Pro-Demnity decreasing by \$2,683,000. This restatement affects Pro-Demnity's investment line, and the total Members Equity as shown on page 7 as well as Note. 6 on page 13. There is no effect to OAA's overall financial position.

### **Reappointment of BDO as Auditors**

As a reminder, this was the OAA's inaugural audit with BDO. Council will recall that the following motion was passed at the September 2024 meeting:

*It was moved by Wilson and seconded by Butticci that Council accept the proposal from BDO Canada LLP for auditing services for fiscal 2024; that BDO Canada be appointed as auditors for fiscal 2024; and, that the Finance and Audit Committee be requested to consider the issuance of an RFP for auditing services for the ensuing 12 months following the completion of the fiscal 2024 audit.*

During the F & A Committee meeting of February 19, the Committee took time to reflect on the 2024 audit experience along with senior staff. It was agreed that the BDO team had been very professional and thorough during the entire audit process. The BDO team took time to understand that OAA as an organization and worked closely with staff to conduct the audit in an effective and efficient manner.

The Finance & Audit Committee recommends that BDO be engaged for the 2025 Audit and that a motion to this effect be brought forward to the AGM in April for approval by the



members. The Committee also had an in-depth discussion regarding the timing of an RFP as suggested by the Council in the above motion and considered a number of factors including:

- BDO professional fees fall in line with general market value,
- The experience was positive and considered to be thorough for both administrative staff and the committee, and
- BDO had committed resources to understanding the OAA as an organization and arranged for staff specifically dedicated to the OAA audit.

With the above in mind, the Finance & Audit Committee recommends that BDO completes a 3-year term, and consideration being given to an RFP For auditing services in 2027.

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**Action:** *It was moved by McKendrick and seconded by Butticci that Council approve the 2024 OAA audited financial statements as presented to Council on March 6, 2025.*

*It was moved by McKendrick and seconded by Richter that Council approve the reappointment of BDO for a two-year term as presented to Council on March 6, 2025, subject to approval by the membership at the appropriate AGM.*

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## Attachments

Ontario Association of Architects 2024 Audited Financial Statements - Draft



**Ontario Association of Architects**  
**Non-consolidated Financial Statements**  
For the year ended November 30, 2024

DRAFT COPY  
FOR DISCUSSION PURPOSES ONLY

**Ontario Association of Architects**  
**Non-consolidated Financial Statements**  
For the year ended November 30, 2024

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## Independent Auditors' Report

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### To the Members of Ontario Association of Architects

We have audited the non-consolidated financial statements of Ontario Association of Architects (the "Association") which comprise of the non-consolidated statement of financial position as at November 30, 2024, and the non-consolidated statements of operations, non-consolidated statement of changes in members' equity and non-consolidated cash flows for the year then ended, and notes to the non-consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying non-consolidated financial statements present fairly, in all material respects, the non-consolidated financial position of the Association as at November 30, 2024, and its non-consolidated results of operations and its non-consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

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

### Other Matter - Restated Comparative Information

We draw attention to Note 2 to the non-consolidated financial statements, which explains that certain comparative information presented for the year ended November 30, 2023 has been restated. The non-consolidated financial statements for the year ended November 30, 2023 (prior to the adjustments that were applied to restate certain comparative information explained in Note 2) were audited by another auditor who expressed an unmodified opinion on those non-consolidated financial statements on March 15, 2024.

### Responsibilities of Management and Those Charged with Governance for the Non-consolidated Financial Statements

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

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

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

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## Independent Auditors' Report (continued)

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### Auditor's Responsibilities for the Audit of the Non-consolidated Financial Statements (Continued)

Our objectives are to obtain reasonable assurance about whether the non-consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these non-consolidated financial statements.

### Auditor's Responsibilities for the Audit of the Non-consolidated Financial Statements

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

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

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

Chartered Professional Accountants, Licensed Public Accountants  
Oakville, Ontario  
REPORT DATE



**Ontario Association of Architects**  
**Non-consolidated Statement of Financial Position**

<b>November 30</b>	<b>2024</b>	<b>2023</b>
		(Restated Note 2)
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 272,916	\$ 244,617
Short-term deposits (Note 3)	8,587,581	7,624,698
Accounts receivable (Note 4)	337,380	299,973
Receivable from Committee for the Examination for Architects in Canada (CExAC) (Note 7)	325,212	271,260
Inventories	12,610	12,027
Prepaid expenses	125,306	397,935
	<b>9,661,005</b>	8,850,510
<b>Capital assets</b> (Note 5)	<b>10,905,751</b>	11,078,359
<b>Invested in Pro-Demnity Insurance Company</b> (Note 6(a))	<b>55,846,966</b>	45,454,966
	<b>\$ 76,413,722</b>	\$ 65,383,835
<b>Liabilities and Members' Equity</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 280,148	\$ 640,466
Payable to Committee for the Examination for Architects in Canada (CExAC) (Note 7)	653,569	746,616
Deferred revenue	768,548	713,709
Demand loan (Note 8)	3,908,901	4,102,730
	<b>5,611,166</b>	6,203,521
<b>Members' equity</b>		
Pro-Demnity Insurance Company	55,846,966	45,454,966
Major capital reserve	1,576,226	1,576,226
Operating reserve	2,158,751	1,358,127
Legal reserve	285,500	285,500
Capital asset	6,996,850	6,975,629
Unrestricted	3,938,263	3,529,866
	<b>70,802,556</b>	59,180,314
	<b>\$ 76,413,722</b>	\$ 65,383,835

Approved on behalf of the Board:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

The accompanying notes and schedule are an integral part of these non-consolidated financial statements.

## Ontario Association of Architects Non-consolidated Statement of Operations

For the year ended November 30	2024	2023
<b>Revenue</b>		
Annual membership fees	\$ 5,524,025	\$ 5,195,772
Other annual fees and related revenue	2,490,874	2,455,807
Conference and annual meeting	721,520	378,442
Investment income	556,948	509,165
Continuing education	159,773	107,750
Net examination for Architects in Canada (ExAC) fees (Note 7)	134,456	(102,394)
Sales of publications and other Classified income	37,592	21,998
Classifieds income	16,624	20,325
Admission course fees	10,681	10,255
Practice management course	8,073	9,015
Rental and other income from Pro-Demnity Insurance Company (Note 6(b))	7,808	8,509
Building rental income	-	4,950
	<b>9,668,374</b>	<b>8,619,594</b>
<b>Expenses (Schedule)</b>		
Salaries and benefits	4,209,948	4,012,208
Direct program	2,801,200	1,806,263
Building, office services and operating	1,505,163	1,374,549
Legal fees	225,590	300,650
	<b>8,741,901</b>	<b>7,493,670</b>
Excess of revenue over expenses before other items	<b>926,473</b>	<b>1,125,924</b>
<b>Other items</b>		
AATO court order costs recovery and (contingency) (Note 9)	303,769	(507,950)
Investment income from Pro-Demnity Insurance Company (Note 6(a))	10,392,000	9,820,000
<b>Excess of revenue over expenditures</b>	<b>\$ 11,622,242</b>	<b>\$ 10,437,974</b>

The accompanying notes and schedule are an integral part of these non-consolidated financial statements.

# Ontario Association of Architects

## Non-consolidated Statement of Changes in Members' Equity

For the year ended November 30

	Legal reserve (internally restricted)	Pro-Demnity Insurance Company (internally restricted) (Note 6)	Major Capital reserve (internally restricted)	Operating reserve (internally restricted)	Capital Assets	Unrestricted	Total 2024	Total 2023
								(Restated Note 2)
<b>Balance, beginning of year as previously stated</b>	\$ 285,500	\$ 48,137,966	\$ 1,576,226	\$ 1,358,127	\$ 6,975,629	\$ 3,529,866	\$ 61,863,314	\$ 51,425,340
<b>Restatement (Note 2)</b>	-	(2,683,000)	-	-	-	-	(2,683,000)	(2,683,000)
<b>Balance, beginning of year, as restated</b>	\$ 285,500	\$ 45,454,966	\$ 1,576,226	\$ 1,358,127	\$ 6,975,629	\$ 3,529,866	\$ 59,180,314	\$ 48,742,340
<b>Excess (deficiency) of revenue over expenses</b>	-	10,392,000	-	-	(699,765)	1,930,007	11,622,242	10,437,974
<b>Purchase of capital assets</b>	-	-	-	-	527,157	(527,157)	-	-
<b>Repayment of demand loan</b>	-	-	-	-	193,829	(193,829)	-	-
<b>Transfer to internally restricted funds (Note 12)</b>	-	-	-	800,624	-	(800,624)	-	-
<b>Balance, end of year</b>	\$ 285,500	\$ 55,846,966	\$ 1,576,226	\$ 2,158,751	\$ 6,996,850	\$ 3,938,263	\$ 70,802,556	\$ 59,180,314

The accompanying notes and schedule are an integral part of these non-consolidated financial statements.

## Ontario Association of Architects Non-consolidated Statement of Cash Flows

For the year ended November 30

2024

2023

### Cash provided by (used in)

#### Operating activities

Excess of revenue over expenses for the year	\$ 11,622,242	\$ 10,437,974
Adjustments to reconcile excess of revenue over expenditures to net cash provided by operating activities		
Amortization	699,765	690,003
Investment income from Pro-Demnity Insurance Company(Note 6(a))	(10,392,000)	(9,820,000)
	<u>1,930,007</u>	<u>1,307,977</u>

#### Changes in non-cash working capital

Accounts receivable	(37,407)	(498)
Receivable from CExAC	(53,952)	(18,778)
Inventories	(583)	(8,087)
Prepaid expenses	272,629	2,475
Accounts payable and accrued liabilities	(360,318)	374,779
Payable to CExAC	(93,047)	79,827
Deferred revenue	54,839	(117,071)
	<u>(217,839)</u>	<u>312,647</u>
	<u>1,712,168</u>	<u>1,620,624</u>

#### Investing activities

Purchase of short-term deposits	(7,962,883)	(7,149,486)
Proceeds on disposal of short-term deposits	7,000,000	6,581,368
Purchase of capital assets	(527,157)	(671,370)
	<u>(1,490,040)</u>	<u>(1,239,488)</u>

#### Financing activity

Repayment of demand loan	(193,829)	(193,830)
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### Increase in cash during the year

28,299      187,306

### Cash, beginning of year

244,617      57,311

### Cash, end of year

\$ 272,916      \$ 244,617

The accompanying notes and schedule are an integral part of these non-consolidated financial statements.

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# Ontario Association of Architects

## Notes to Non-consolidated Financial Statements

November 30, 2024

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### 1. Significant Account Policies

#### Nature of Operations

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

#### Basis of Accounting

The non-consolidated financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

#### Revenue recognition

The Association uses the deferral method for contributions. Annual membership and related fees are recognized as revenue over the applicable period, with deferred revenue representing fees received in advance.

Income from conferences, meetings, and course fees are recognized when services are provided. Fees for continuing education and examinations are recorded at the time of delivery. Publication sales are recognized upon delivery of goods.

Investment income from short-term deposits is recorded in the year earned.

#### Investment in Pro-Demnity Insurance Company

The Association owns 100% of the common shares and controls Pro-Demnity Insurance Company ("Pro-Demnity" or the "Company"), a profit-oriented enterprise. The Association accounts for the investment using the equity method whereby the initial investment is recorded at cost and is subsequently adjusted to reflect the Association's pro-rata share of post-acquisition earnings, changes in accounting policies, and capital transactions of Pro-Demnity. Distributions received from Pro-Demnity would reduce the carrying value of the investment. Details of the investment in Pro-Demnity are disclosed in Note 6.

#### Use of estimates

The preparation of non-consolidated financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the non-consolidated financial statements and the reported amounts of revenue and expenses during the year. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. Actual results could differ from these estimates. These estimates are reviewed periodically and adjustments are made to excess of revenue over expenditures as appropriate in the year they become known.

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

Other items subject to significant management estimates include useful life of capital assets.

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# Ontario Association of Architects

## Notes to Non-consolidated Financial Statements

November 30, 2024

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### 1. Significant Accounting Policies (Continued)

#### Financial instruments held by the Association

Financial Instruments are recorded at fair value at initial recognition.

In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any change in fair value reported in income. All other financial instruments are reported at cost or amortized cost less impairment. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items measured at fair value and charged to the financial instrument for those measured at amortized cost.

Financial assets are tested for impairment when indicators of impairment exist. When a significant change in the expected timing or amount of the future cash flows of the financial asset is identified, the carrying amount of the financial asset is reduced and the amount of the write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement, provided it is not greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously, and the amount of the reversal is recognized in net income.

#### Inventories

Inventories are recorded at the lower of cost and net realizable value and are relieved on a first-in, first-out basis. Net realizable value is defined as the estimated selling price in the ordinary course of business, less estimated costs to sell. Cost consisted of the purchase price.

#### Capital Assets

Capital assets are recorded at cost less amortization. Amortization is recorded on a straight-line basis over the estimated useful lives of the assets at the following rates:

Building	40 years
Building additions	10-20 years
Furniture and equipment	10 years
Computer equipment	3-8 years
Website and database costs	5 years

#### Members' equity

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

(a) Invested in Pro-Demnity Insurance Company

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

(b) Invested in major capital reserve

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

(c) Invested in operating reserve

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

# Ontario Association of Architects

## Notes to Non-consolidated Financial Statements

**November 30, 2024**

### 1. Significant Accounting Policies (Continued)

#### Members' equity (continued)

##### (d) Invested in legal service

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

##### (e) Invested in capital assets

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

##### (f) Unrestricted

Unrestricted members' equity represents the net resources of the Association not internally restricted.

#### Donated services

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

### 2. Restatement of Prior Year's Financial Results

During the year, the Association determined that other comprehensive loss which is a result of the application of a change in accounting policy at Pro-Demnity was not recorded in the year ended November 30, 2022.

The effects of the restatement on the previously reported November 30, 2023 non-consolidated financial statements are summarized as follows:

	Previously Stated	Adjustment	Restated
Investment in Pro-Demnity Insurance Company	\$ 48,137,966	\$ (2,683,000)	\$ 45,454,966
Opening Members' equity	\$ 51,425,340	\$ (2,683,000)	\$ 48,742,340
Excess of revenue of expenditures for the year	10,437,974	-	10,437,974
Closing Members' equity	\$ 10,437,974	\$ (2,683,000)	\$ 59,180,314

## Ontario Association of Architects Notes to Non-consolidated Financial Statements

**November 30, 2024**

### 3. Short-term Deposits

Short-term deposits consist of guaranteed investment certificates with an annual interest rate of 4.55% (2023 - 5.00% to 5.25%) that matures on March 5, 2025 (2023 - July 2, 2024), and a high interest savings account.

### 4. Accounts Receivable

	2024	2023
Accrued interest	\$ 168,208	\$ 151,862
Miscellaneous receivables	108,762	98,420
GST/HST	60,410	49,691
	<b>\$ 337,380</b>	<b>\$ 299,973</b>

### 5. Property and Equipment

	2024		2023	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	\$ 470,000	\$ -	\$ 470,000	\$ 470,000
Building	10,939,466	2,634,366	8,305,100	8,578,586
Building additions	2,671,229	1,759,555	911,674	1,012,545
Furniture and fixtures	492,275	267,150	225,125	256,584
Computer equipment	1,708,998	788,184	920,814	677,957
Website and database costs	375,828	302,790	73,038	82,687
	\$ 16,657,796	\$ 5,752,045	\$ 10,905,751	\$ 11,078,359



# Ontario Association of Architects

## Notes to Non-consolidated Financial Statements

**November 30, 2024**

### 6. Pro-Demnity Insurance Company

Pro-Demnity Insurance Company ("Pro-Demnity") was incorporated under the laws of Ontario August 9, 2002. The Company is an insurer dedicated to the underwriting of architects' liability coverages. The Company is licensed in Ontario and the Company's registered head office is 150 Bloor Street East, Suite 1001, Toronto, Ontario.

- (a) The Association owns 100% of the common shares and controls Pro-Demnity, a profit-oriented enterprise. The Association accounts for the investment using the equity method. Pro-Demnity maintains its books and records, and prepares its stand-alone financial statements, in accordance with IFRS Accounting Standards as issued by the International Accounting Standards Board ("IFRS Accounting Standards"). To determine the December 31 carrying value of the investment in Pro-Demnity and the related investment income for the year then ended, the Association adjusts the reported amounts of Pro-Demnity's financial position and results of operations for differences between IFRS Accounting Standards and ASNPO and, where applicable, other accounting policy differences, so that the policies confirm with those of the Association.

As ASNPO does not include guidance on the accounting for insurance contracts, the Association's accounting policies related to insurance contracts and financial instruments of an insurer (the accounting for which is closely intertwined) are based on the guidance in IFRS Accounting Standards. As such, no adjustments are made by the Association to the reported amounts of Pro-Demnity's financial position and results of operations related to accounting for insurance contracts or financial instruments for purposes of determining the carrying value of the investment in Pro-Demnity, the related investment income recognized by the Association or the Pro-Demnity balances disclosed below.

The Association's investment in Pro-Demnity has not been consolidated in these financial statements, but accounted for using the equity method. The Association's investment in Pro-Demnity is as follows:

	<b>2024</b>	<b>2023</b>
Investment in Pro-Demnity, beginning of year		
as previously stated	<b>\$ 48,137,966</b>	38,317,966
Restatement (Note 2)	<b>(2,683,000)</b>	(2,683,000)
Investment in Pro-Demnity, beginning of year as restated	<b>45,454,966</b>	35,634,966
Comprehensive income	<b>10,392,000</b>	9,820,000
Investment in Pro-Demnity, end of year	<b>\$ 55,846,966</b>	45,454,966

## Ontario Association of Architects Notes to Non-consolidated Financial Statements

**November 30, 2024**

### 6. Pro-Demnity Insurance Company (Continued)

A financial summary of Pro-Demnity's financial position as at December 31 (its fiscal year end) and the results of operations for the year then ended is as follows:

	2024	2023
Financial position		
Total assets	<b>\$ 182,422,000</b>	\$ 165,748,000
Total liabilities	<b>\$ 121,589,000</b>	\$ 115,287,000
Shareholder's equity	<b>60,853,000</b>	50,461,000
	<b>\$ 182,442,000</b>	165,748,000
Results of operations		
Insurance service result before reinsurance contracts held	<b>\$ 29,834,000</b>	\$ 27,269,000
Net expenses from insurance contracts held	<b>(16,837,000)</b>	(14,606,000)
	<b>12,997,000</b>	12,663,000
Insurance service result	<b>12,997,000</b>	12,663,000
Insurance finance expense for insurance contracts	<b>(5,488,000)</b>	(5,293,000)
Reinsurance finance income for insurance contracts held	<b>1,758,000</b>	1,611,000
	<b>3,730,000</b>	(3,682,000)
Net insurance financial result	<b>3,730,000</b>	(3,682,000)
Investment income	<b>5,634,000</b>	5,046,000
Other income	<b>1,334,000</b>	1,206,000
Other operation and administrative expenses	<b>(2,194,000)</b>	(1,942,000)
	<b>4,774,000</b>	4,310,000
Income before tax	<b>14,041,000</b>	13,291,000
Income tax expense	<b>(3,649,000)</b>	(3,471,000)
	<b>\$ 10,392,000</b>	\$ 9,820,000
Comprehensive income for the year	<b>\$ 10,392,000</b>	\$ 9,820,000
Cash flows		
Cash flows from operations	<b>\$ 10,513,000</b>	\$ 14,377,000
Cash flows used in investing activities	<b>(11,440,000)</b>	(9,863,000)
Cash flows used in financing activities	<b>(183,000)</b>	(194,000)
	<b>\$ (1,110,000)</b>	\$ 4,320,000
Net increase (decrease) in cash	<b>\$ (1,110,000)</b>	\$ 4,320,000

# Ontario Association of Architects

## Notes to Non-consolidated Financial Statements

**November 30, 2024**

### 6. Pro-Demnity Insurance Company (Continued)

The Association determined that there were no events relating to, or transactions of, Pro-Demnity that occurred in December 2023 or December 2024 (the intervening periods between Pro-Demnity's fiscal year end and that of the Association) which significantly affect the Association's financial position or results of operations.

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

	<b>2024</b>	<b>2023</b>
Professional Consult Survey (PCS) transfer	\$ 7,808	\$ 8,509

All transactions are recorded at their exchange amount.

### 7. Examination for Architects in Canada (ExAC)

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

The amounts included in the non-consolidated financial statements are as follows:

	<b>2024</b>	<b>2023</b>
Accounts receivable (jurisdiction exam fees to be received in 2025)	\$ 325,212	\$ 271,260
Accounts payable (represents the CExAC Maintenance Fund Account balance to cover 2025 expenses and approved reserve)	\$ 653,569	\$ 746,616
Association's portion of jurisdictional exam fees (included in ExAC fees revenue for the 2024 exam)	\$ 134,456	\$ (102,394)
Association's ExAC exam administration (included in Schedule of expenses - direct program expense for the 2024 exam)	\$ 141,053	\$ 112,007

# Ontario Association of Architects

## Notes to Non-consolidated Financial Statements

**November 30, 2024**

### 8. Demand Loan

	2024	2023
Demand, non-revolving loan, bearing a five year fixed rate, interest at 2.18% per annum payable in monthly installments of \$16,152 plus interest, secured by a first priority fixed charge over the real property at 111 Moatfield Drive, and a general security agreement, due July 2026.	<b>\$ 3,908,901</b>	<b>\$ 4,102,730</b>

The loan is repayable on demand from the lender and therefore must be classified as a current liability. Assuming payment of the callable debt is not demanded, regular principal payments required on all long-term debt are as follows:

2025	\$ 193,830
2026 and thereafter	<u>3,521,241</u>
	<b>\$ 3,908,901</b>

During the year, interest paid on the loan was \$89,594 (2023 - \$93,920). As at November 30, 2024 the Association is in compliance with all of its covenants in relation to the debt.

### 9. AATO Court Order Costs and Contingency

On May 10, 2023, the Ontario Superior Court of Justice issued an Order which ruled that the OAA had no lawful authority to issue Certificates of Practice or licenses based on OAA's "Policy of the Council with respect to the Licensed Technologist OAA", and that any such certificates of Practice or licenses issued under the OAA Technology Program were void. Additionally, the OAA was prohibited from issuing such Certificates of Practice or licenses in the future via Policy. The OAA was required to pay \$35,000 to the Association of Architectural Technologists Ontario (AATO), the organization which advanced the court action.

Following the court ruling, OAA estimated that additional costs could be incurred should individuals who previously held a license as a Licensed Technologist OAA chose to pursue a license through a Registration Hearing as set out in the *Architects Act*. As at November 30, 2023, a contingent liability in the amount of \$325,600 was recorded in accounts payable and accrued liabilities on the Association's non-consolidated statement of financial position. This estimate was based on the number of applicants who had applied for licence and/or Certificate of Practice and subsequently requested a Registration Committee hearing and the legal cost per hearing estimated by OAA's legal counsel. As of November 30, 2024, OAA has only incurred \$21,831 of additional costs. A corresponding expense recovery has been recorded in the non-consolidated statement of operations.

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## Ontario Association of Architects Notes to Non-consolidated Financial Statements

**November 30, 2024**

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### 10. Employee Future Benefits

The Association provides a defined contribution pension plan for voluntary participants. Total employer contributions were \$141,040 (2023 - \$104,125). There are no further funding requirements.

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### 11. Trust Funds

The Association holds in trust the following funds, which have not been included in these non-consolidated statements.

	2024	2023
Architectural Guild Prize Fund	\$ 2,028	\$ 2,485
Ontario Association of Architects Trust		
Fund Scholarships	17,110	16,144
Plachta Fund	125,095	107,244
	<u>\$ 144,233</u>	<u>\$ 125,873</u>

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### 12. Fund transfers

During the year, the Board of Directors approved a transfer of \$800,624 (2023 - \$210,000) to the Operating reserve, \$Nil (2023 - \$326,000) to the major capital reserve and \$Nil (2023 - \$83,000) to the legal reserve from the unrestricted fund.

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### 13. Financial Instruments

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

#### **Credit risk**

Credit risk is the risk of financial loss occurring as a result of a counterparty to a financial instrument failing to discharge an obligation or commitment that it has entered into with an organization. The Association's main credit risk relates to its accounts receivable and its receivable from CExAC. The Association provides for its exposure to credit risk by dealing with counterparties it believes to be credit worthy, and by creating an allowance for doubtful accounts when appropriate. As at November 30, 2024, the allowance for doubtful accounts is \$Nil (2023 - \$Nil).

#### **Interest risk**

Interest rate price risk is the risk that the fair value of a fixed interest bearing financial instrument will fluctuate due to changes in market interest rates. Interest rate cash flow risk is the risk that the cash flows of the Association will fluctuate due to changes in market interest rates on variable interest bearing financial instruments. The Association is subject to interest rate price risk on its short-term deposits, and its fixed interest rate long-term debt. There has been no significant change in the risk exposure from the prior year.

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## Ontario Association of Architects Notes to Non-consolidated Financial Statements

November 30, 2024

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### 13. Financial Instruments (Continued)

#### ***Liquidity risk***

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

The Association manages its liquidity risk by forecasting cash flows from operations, investing and financial activities to ensure that it has sufficient funds available to meet current and foreseeable financial obligations. There has been no significant change in the risk exposure from the prior year.

DRAFT COPY  
FOR DISCUSSION PURPOSES ONLY

## Ontario Association of Architects Non-consolidated Schedule of Expenses

For the year ended November 30	2024	2023
Salaries and benefits	\$ 4,209,948	\$ 4,012,208
Direct program		
Conference	1,071,874	537,110
Council, committees, task groups	762,011	467,805
Communications/public information	276,857	129,267
Society funding and other contributions	275,997	239,227
Liaison with Government and other	188,674	155,275
Examination for Architects in Canada (Note 7)	141,053	112,007
Sale of publications and other	23,766	25,016
Public outreach and education	23,677	30,101
Continuing education	20,980	101,040
Admission course	12,215	9,415
Uncollectible accounts	4,096	-
	<u>2,801,200</u>	<u>1,806,263</u>
Building, office services and operating		
Building		
Other building expenses	201,530	206,996
Interest and fees on long-term debt	89,594	93,920
Amortization of property and equipment		
Building	273,487	273,487
Computer equipment	219,845	181,439
Building additions	133,775	116,675
Furniture and equipment	48,158	50,441
Website and database costs	24,500	67,961
Computer	258,581	164,370
Printing and office supplies	59,490	47,552
Professional fees	55,726	33,910
Insurance	55,625	52,275
Telephone, internet access/hosting	44,111	42,657
Postage	23,107	21,293
Fees processing charges	17,634	11,185
OAAAS	-	10,388
	<u>1,505,163</u>	<u>1,374,549</u>
Legal fees		
General	123,951	91,289
Prosecutions and injunctions	74,726	70,215
Discipline hearings and appeals	26,913	139,146
	<u>225,590</u>	<u>300,650</u>
	<u>\$ 8,741,901</u>	<u>\$ 7,493,670</u>

# Memorandum

**To: Council**

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

**FOR COUNCIL MEETING**

**March 6, 2025**

**(open)**

**ITEM: 4.3**

**From:** Kristi Doyle, Executive Director

**Date:** February 18, 2025

**Subject:** **Council appointment to Pro-Demnity Insurance Company (Pro-Demnity) Board of Directors.**

**Objective:** To consider the appointment of two Councillors to the Pro-Demnity Board of Directors effective at the Pro-Demnity AGM on March 27, 2025.

As you are aware, the OAA Council has three interlocking directors on the Board of Pro-Demnity. One member is by virtue of office and that is the Senior Vice President & Treasurer, currently held by Lara McKendrick. In addition to the SVP & Treasurer, the Council selects two other members of Council to stand for appointment to the Board. The Councillors currently holding those seats are Kristiana Schuhmann and Susan Spiegel. Vice President Spiegel's term on the Board will be completed in March. Councillor Schuhmann has indicated her desire to step away from her seat on the Pro-Demnity Board and as such, a second vacancy exists.

The appointments to the Board of Directors are officially made each year at the annual meeting of the Shareholder (i.e. the Council of the OAA). This year's AGM is scheduled for March 27. At that time, Pro-Demnity's Nominations Committee puts forward a final slate of proposed Directors for Council to vote on. OAA Council's selection of interlocking directors will be added to the slate as well.

A notice was sent to all of Council with a request for expressions of interest to be considered for the two seats on the Board with a deadline of February 17 @ 12 noon. Statements of interest were received from Anna Richter, Susan Spiegel, and Settimo Vilardi. The submissions from all 3 individuals are attached.

The process for the appointment of inter-locking Directors to the Pro-Demnity Board falls under the purview of Council and as such, can determine the eligibility of the submissions.



At the request of the Pro-Demnity Board, and agreed to by Council a number of years ago, the Council appointments are for two years, however can be revisited each year. For purposes of good governance, it is suggested that Council may wish to consider that one of the appointments be for a one-year term and the other for two years, since all attempts are made to stagger the appointments. The staggering of the appointments was interrupted in 2022 with the early departure of a member of Council.

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**Action: It was moved by... and seconded by...that Council approve the appointment of ..... for a two-year term and ..... for a one-year term to serve as inter-locking Directors on the Pro-Demnity Insurance Company Board of Directors effective March 27, 2025.**

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#### **Attachments**

Statement of Interest from:

Anna Richter  
Susan Spiegel  
Settimo Vilardi

**Anna Richter**

OAA COUNCIL 2025 ProDemnity Interlocking Director Statement of Interest

My Fellow Members of Council,

It is my understanding that the Interlocking Director's role of OAA Councillor on the ProDemnity Board is as a liaison, a bridge between the association and its arms length professional liability insurer. As a practitioner for over three decades, involved in projects of various scales, occupancies and locations and at times with diverse and complex teams, I would view the matters of the board with an understanding of members' challenges whilst having an inherent respect and regard for the protection of the public that is the association's mandate. That mandate relies upon the alignment of professional liability insurance coverage.

An OAA member and CofP holder since 1990, I bring experience with diverse clients, as prime consultant on projects in a broad range of scales, uses and contexts. Furthermore, additional experiences that may benefit the Interlocking Director's role include:

- In 2024, completed serving first year on OAA council, a fourth year on Complaints Committee and chairing the Experience Requirements Committee
- 6 years on OAA committees prior to election to Council (Interns & Complaints)
- 3 years as a CACB Director, serving as Executive Secretary, Governance Committee Chair and member, Strategic Planning Subcommittee, Training Committee Chair and Research Committee member
- Developed volunteer engagement with CACB and OAA as well as communities
- TSA member (1985), RAIC member (1990's), and LeedAP (2009)

My understanding of the Association's mandate has evolved through practice, as a member of OAA Council and through my experience on the Complaints Committee. I would be pleased to bring this to the role of OAA Councillor on the ProDemnity Board whilst developing a deeper understanding of ProDemnity, its challenges and framework.

I am prepared to dedicate time and attention to fulfilling the Interlocking Director's role on the ProDemnity board in 2025 and 2026. I would be honoured by your support.

Sincerely,

Anna Richter

Susan Speigel

**Expression of Interest to be elected to the ProDemnity Board** Feb.16, 2025

*What work I hope to complete on the ProDemnity Board if elected:*

- #1      Comment on ProDem Vision, Mission, Mandate it states “we have architects’ backs”**
- #2      The “In camera” Issue**
- #3      Poor Application Form / Lack of transparency / Missing Data Analytics**
- #4      Lack of Transparency in Insurance Equations and higher costs on lower fees!!!**

I have sat on the ProDemnity Board in many roles over the last 6 years. I have watched and admired ProDemnity renew its mandate and organization in a manner I respected. It was their inspirational Operational Review and actions following it that encouraged Kristi Doyle and I to embark on 2 massive reviews of the OAA, our Operational Review and Strategic Plan. Those 2 reviews and the actions that are the consequence of them have refreshed and helped focus our Mission and work at the OAA.

I have an enormous respect for the people on ProDem and their skills sets toward making Prodem substantial in its mission and financial security.

That said, there are concerns I have as an Architect about the power and control that ProDem has on the practice of architecture for the members of the OAA and so I am very pleased that there have been a number of Architects on the board to help steward Prodem in this regard. I have been one of those architects.

To that end, I have 4 pieces of unfinished work with ProDem that are ongoing and in order to complete them, I need to be on the Board to follow through on what I believe to be my responsibilities.

**#1      Comment on ProDem Vision, Mission, Mandate it states “we have architects’ backs”**

And yes, they do, when you have a claim, but for years, we have been ‘begging’ ProDem to review Large Firm’s Risk taking and the ensuing Big Claims. These firms are 10% of architecture firms and make up a large percentage of fees. These large claims require a lot of legal defence expense and staff time and additional insurances required in the insurance world.

If you are one of the 90% of Ontario firms that are small to medium and have few claims and are paying high fees, know that to a certain extent they have been supplementing the Big Risk takers.

Fees are related to expenses and we all pay for these Risk Takers. ProDem finally took the step to meet with, warn and ‘fine’ these firms.

BUT, As a corollary to that strategy, after years of pressuring ProDem, in April, there will finally be a discount in your insurance fees if you have few or no claims. A small win for small to mid-size firms.

This took a lot of work and it is not complete yet

## **#2      The “In camera in camera” Issue**

There is an in-camera, in camera issue that I have been asked to sit in on meetings because I have longevity and knowledge of the issue, I would like to see this issue through to conclusion.

## **#3      Poor Application Form / Lack of transparency / Missing Data Analytics**

The Application for Insurance Form is unnecessarily complex, and instructions are non-transparent. For many years, I, and now, we, have been asking for it to be revised. It will be at least be fully digital and hopefully revised over the next 2 years.

There is valuable DATA collected on the application forms on fees, expenses, construction values and typologies of work that we report on. I/we have been asking for years for ProDem to USE THIS DATA to analyse it to supplement the understanding the practice of architecture in Ontario.

This also will require revising the form so that we could use the data because they have more data on architecture fees and projects than any other in-depth survey could possibly do – AND IT IS MANDATORY INFORMATION and SURVEYS ARE NOT.

I am on this file and want to see it to completion.

## **#4      Lack of Transparency in Insurance Equations and higher costs on lower fees**

I want to continue working on transforming the Application Form to be transparent.

I have been working with Andrea, a Senior ProDem management staff, and have an agreement from her on the problems with fee calculation and Form descriptions. To be a more conscious businessperson, architects need to be informed about how our insurance rates are calculated so we can be making good business decision, NOT gaming the system, as has been levelled as a reason why this has not been done to date.

She has agreed with me and said that she would work with me on making the Equations, the Forms, the explanation document transparent and fair.

I would very much like to be on the Board so that I can push forward and hopefully finish these projects as well as contribute my best to the Prodem Board as a whole.

I hope you will support me in this work by electing me.

Thank you

To: Ontario Association of Architects (OAA) Councilors

RE: Pro-Demnity Interlocking Board Member Position Statement

I would like to put my name forward for the Pro-Demnity Interlocking Board Director position for the upcoming year. My experience with the Pro-Demnity Board spans several years starting back in 2000 when I joined council and was elected as Vice President, Practice and then elected to my first term as an interlocking director. Since then, I have been on the Board continuously either in my capacity as an interlocking board member, ex-officio as Senior Vice President & Treasurer and the last 2 years as President representing the OAA as the sole voting shareholder of the corporation.

Throughout this time on the Board, I have had the opportunity to be involved and track several key items including administrative changes/restructuring, strategic planning sessions, internal financial reporting changes, reinsurance negotiations and modernization initiatives. This work is ongoing with some items intended to come to fruition in the coming year. As such I would like to take all the experience I have gained throughout these last 5 years and continue to apply them as an interlocking board member for OAA representing the interests of both the OAA and its member.

Respectfully Submitted,

Settimo Vilardi, M.Arch, OAA, FRAIC

Immediate Past President

# Memorandum

**To: Council**

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

**FOR COUNCIL MEETING**

**March 6, 2025**

**(open)**

**ITEM: 4.4**

**From:** Kristi Doyle, Executive Director

**Date:** February 20, 2025

**Subject: Updated Mutual Recognition Agreement – Regulatory Organizations of Architecture in Canada and National Council of Architectural Registration Boards.**

**Objective:** To review and approve the updated Mutual Recognition Agreement (MRA) between the Regulatory Organizations of Architecture in Canada (ROAC) and the National Council of Architectural Registration Boards (NCARB).

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The OAA, along with the other Canadian architectural regulators, has been a signatory to the Canada/US Mutual Recognition Agreement for decades. The terms of the MRA are monitored on a regular basis. The last major revision to the MRA was done in 2013 when the Canadian architectural regulators moved to the Examination for Architects in Canada (ExAC). The OAA has been directly involved in the monitoring and renewal of the MRA since its inception.

Oversight of the MRA is through the International Mobility Committee (IMC) of the Regulatory Organizations of Architecture in Canada (ROAC). Attached is a memorandum from the Chair of the IMC to the ROAC members which provides an overview of the most recent review of the MRA, which was over the course of 2024. The memo also explains the key changes that have been made to the MRA and the rationale. I won't reiterate the details within the Chair's memo.

Attached to the Chair's memo is the revised MRA as well as an interorganizational document which provides consensus between the parties in terms of definitions, understanding of paths to licensure, as well as application details. The substantive changes, and the draft MRA were presented to the

ROAC Board at its October 2024 meeting in Toronto. President Wilson, Immediate Past President Vilardi, Registrar Mills, and I attended that meeting. The feedback was very positive, and direction was given to proceed with finalizing the updated MRA and formally circulating it to the ROAC members, i.e., the architectural regulators, for their individual Board approval.

I will point out that during this process, it was agreed that both format and language of the MRA would be updated to reflect a more contemporary agreement. For this reason, the MRA that is currently in place did not undergo a red-lining exercise. If interested, Council can view the [existing MRA](#) on the OAA Website.

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***Action: It was moved by... and seconded by... that the Council of the Ontario Association of Architects approve the Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada version 25 02 11 V.7, subject to minor adjustments as necessary through the approval process and that by doing so the Ontario Association of Architects agrees to be a Canadian Participant of the MRA.***

***It was moved by... and seconded by... that the Council of the Ontario Association of Architects approve the Interorganizational Acknowledgement document under the MUTUAL RECOGNITION AGREEMENT between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada version 25 02 11 V.7, subject to minor adjustments as necessary through the approval process.***

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**Attachments:** Memorandum from IMC Chair, Scott Kemp and appendices -- updated NCARB/ROAC MRA; Interorganizational Acknowledgement

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**TO: ROAC Board of Directors and Administrators**

**FROM:** Scott Kemp, Chair  
International Mobility Committee

**DATE:** February 15, 2025

**SUBJECT: NCARB/ROAC Mutual Recognition Agreement – Final Updated Draft for Approval**

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## **OBJECTIVE**

To request that each ROAC member jurisdiction seek approval of the updated NCARB/ROAC Mutual Recognition Agreement (MRA) 25 02 11 V.7 and accompanying *Interorganizational Acknowledgement*.

## **BACKGROUND & CONTEXT**

ROAC Board and Administrators will recall that a summary document was presented at the October 2024 ROAC meeting which articulated key changes being recommended to the existing NCARB/ROAC MRA. In addition, a first draft of a new MRA which reflected these changes was shared. After the presentation, each ROAC member was requested to review the changes and draft document with a view to providing feedback before the new year. The attached documents have been drafted in collaboration with NCARB to address a few minor issues raised.

As an additional reminder, this summary of new agreement concepts and the first draft was a direct result of a meeting of the International Mobility Committee (IMC) NCARB/ROAC MRA Monitoring Committee held on September 4 and 5 in Toronto at the OAA headquarters building. Attending on behalf of ROAC was IMC member Leif Fuchs, OAA Executive Director Kristi Doyle, OAA Registrar, Christie Mills and OAA Administrator License, Camelia Boston.

The meeting was focussed on a number of items that have been raised over time that the group collectively felt needed updating or modernization. Housekeeping amendments were also reviewed. Key changes included:

- Simplification of eligibility criteria such that they focus on recognition of licensure programs and competencies (eliminating principal place of practice, citizenship)
- Elimination of post licensure experience – 2000 hours
- Participant vs. Signatory jurisdictions – connection to fairness legislation
- Eligibility of those licensed via BEFA
- Fees

The proposed changes reflect a clear focus on competencies as opposed to systems and strict eligibility requirements under the agreement, that are not relevant to competency to practice. The original MRA between Canada and the US, last updated in 2014, had been developed in the spirit of NAFTA, however, it is suggested that the MRA has outlived that legacy. The group also spent much time discussing and understanding matters of fairness and recognizing that the regulatory landscape has evolved over time as well as our growing confidence in each other's qualification and licensing regimes. The proposed changes were



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also reviewed with ROAC's International Mobility Committee, who agreed and felt that this was a good step forward.

Each ROAC member jurisdiction is asked to review the attached draft MRA with a view to providing their approval. It is the expectation that the approval of the ROAC member jurisdiction will confirm their agreement to be recognized as a 'Canadian Participant' of the MRA. As a final step the new MRA be brought forward to the ROAC Board meeting in April 2025 for final approval and direction to proceed as the signatory Party.

In support of the new MRA, also attached is a draft *Interorganizational Acknowledgement* document which provides clarity regarding definitions, the licensing pathways and criteria of each jurisdiction that are in place at the present time, as well as a few administrative items, including fees. Of note, it is being suggested that a ROAC jurisdiction will charge a standard application fee of \$500. If there are questions, or concerns on this front, discussions can continue however should not hold up approval of the MRA.

The ROAC IMC recommends approval of new Mutual Recognition Agreement.

#### **ACTION:**

The Council/Board of each ROAC member jurisdiction is asked to consider the following motions:

*It was moved by... and seconded by... that the Council of the XYZ approve the **Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada** version 25 02 11 V.7, subject to minor adjustments as necessary through the approval process and that by doing so the XYZ agrees to be a Canadian Participant of the MRA.*

*It was moved by... and seconded by... that the Council of the XYZ approve the **Interorganizational Acknowledgement** document under the MUTUAL RECOGNITION AGREEMENT between the National Council of Architectural Registration Boards and the Regulatory Organizations of Architecture in Canada version 25 02 11 V.7, subject to minor adjustments as necessary through the approval process.*

Attached: FINAL DRAFT MRA between NCARB/ROAC 25 02 11 MRA US-CA\_v7  
Interorganizational Acknowledgement under the NCARB/ROAC MRA

**MUTUAL RECOGNITION AGREEMENT**  
between the  
**NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS**  
and the  
**REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA**

Month Day, 2025

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**The National Council of Architectural Registration Boards (“NCARB”)**

representing the architectural licensing boards of the 50 United States,  
the District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and  
the U.S. Virgin Islands.

**AND**

**The Regulatory Organizations of Architecture in Canada (“ROAC”)**

representing the 11 provincial and territorial regulators of the practice of architecture in  
Canada (collectively ROAC and individually, a “**ROAC Jurisdiction**”): Architectural Institute  
of British Columbia; Alberta Association of Architects; Saskatchewan Association of  
Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre  
des Architectes du Québec; Nova Scotia Association of Architects; Architects’ Association  
of New Brunswick/Association des Architectes du Nouveau-Brunswick; Architects  
Licensing Board of Newfoundland & Labrador; Architects Association of Prince Edward  
Island; Northwest Territories Association of Architects.

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*This **Mutual Recognition Agreement (“Agreement”)** has been designed to recognize the  
professional credentials of architects licensed in the United States of America and its territories  
(referred to herein collectively as the “**U.S.**” or “**United States**”) and in the provinces and  
territories of Canada (referred herein collective as “**Canada**”), and to support their mobility by  
creating the opportunity to practice beyond their borders.*

*More specifically, the purpose of this Agreement is to facilitate the registration of an architect  
licensed in a participating U.S. jurisdiction as an architect in a participating Canadian jurisdiction  
and the licensing of an architect in a participating Canadian jurisdiction as an architect in a U.S.  
jurisdiction that has agreed to participate in the Agreement.*

**WHEREAS**, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

**WHEREAS**, the ROAC is the authoritative body that represents the 11 Canadian architectural regulators in their collective work to develop and adopt nationally recognized standards and programs, which meet their regulatory responsibilities and the needs of the architectural profession, and ensure the appropriate recognition of qualifications is maintained throughout Canada;

**WHEREAS**, the NCARB Member Boards are empowered by statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

**WHEREAS**, the ROAC Jurisdictions are empowered by law to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing the requirements for licensure and license renewal to ensure the standards of competency and professional conduct are met;

**WHEREAS**, NCARB and the Committee of Canadian Architectural Councils (CCAC) previously entered into the Inter-Recognition Agreement, which took effect on July 1, 1994; CCAC ceased to exist as an organization, and the former Inter-Recognition Agreement was declared null and void. Subsequently, NCARB and the Canadian Architectural Licensing Authorities (CALA) entered into a Mutual Recognition Agreement, which took effect on January 1, 2014, now set to be replaced by this current document. CALA no longer exists and has been statutorily replaced by ROAC. NCARB and ROAC hereby declare that this Agreement shall supersede all previous agreements entered into by NCARB and ROAC, CCAC, CALA, or any other of ROAC's predecessors.

**WHEREAS**, the standards, protocols, and procedures required for the practice of architecture within the United States and Canada have benefitted from many years of effort by NCARB and ROAC and ROAC's predecessors;

**WHEREAS**, NCARB is the national organization supporting individual state and territory licensing authorities in the United States, and ROAC is the national organization supporting individual provincial and territorial regulators in Canada. Both NCARB and ROAC have the necessary

statutory authority to negotiate mutual recognition agreements for architects with foreign organizations holding similar authority;

**WHEREAS**, while acknowledging the differences between the systems in place in the United States and Canada, there is nonetheless significant and substantial equivalence between the regulatory systems for licensure and the recognition of the rights and obligations of architects licensed to practice in the United States and Canada;

**WHEREAS**, NCARB and ROAC are recognized by the profession as mature and sophisticated organizations to which the utmost full faith and credit should be accorded, and both seek to support reciprocal licensure in their respective member jurisdictions;

**WHEREAS**, any architect actively engaging or seeking to engage in the practice of architecture in the United States or Canada must be licensed with an applicable authority, must comply with all practice requirements of the applicable licensing authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed;

**NOW THEREFORE**, NCARB and ROAC (collectively, the “**Parties**” and each a “**Party**”) agree as follows:

## **1. PARTICIPANTS IN LICENSURE RECIPROCITY**

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure reciprocity in accordance with the terms of this Agreement (each, a “**U.S. Participant**”), and ROAC will be responsible for maintaining a current list of ROAC Jurisdictions that provide licensure reciprocity in accordance with the terms of this Agreement (each, a “**Canadian Participant**,” and together with the U.S. Participants, the “**Participants**”). Following the ratification of this Agreement by NCARB and ROAC, each Party shall provide the other Party with an initial list of Participants, and an updated list each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

## **2. ELIGIBILITY REQUIREMENTS**

1. Architects must be currently licensed and in good standing in a participating jurisdiction of their home country.
2. Architects who have been licensed in their home country by means of another foreign reciprocal licensing agreement are not eligible to benefit from the provisions of this Agreement.

### 3. CONDITIONS

Each Party to this Agreement and each Participant reserves the right to apply additional requirements and fees for certification or licensing as may be necessary before certification or licensing is granted within their respective jurisdictions. Additional requirements shall be consistent with those applied to domestic architects.

Applicants must satisfy the certification and licensure requirements established by NCARB and each of the ROAC Jurisdictions and in place as of the Effective Date to be licensed through this Agreement. Each Party shall promptly notify the other Party in writing of any modifications to the certification or licensure programs by NCARB or each of the ROAC Jurisdictions. Such modifications will not apply to this Agreement unless representatives of each Party agree to do so in writing, which agreement shall not require further approval by NCARB or its Member Boards.

#### **A U.S. Architect to Canadian Participant**

Upon application, Canadian Participants agree to license as an architect in their respective province or territory any U.S. architect who:

1. meets the eligibility requirements listed in Sections 2 and 3A of this Agreement; and
2. is currently licensed in good standing by one or more U.S. Participants, as confirmed by NCARB based on checks of relevant records; and
3. holds a current *NCARB Certificate*; and
4. successfully completes any additional jurisdiction-specific requirements for registration as specified by the applicable Canadian Participant; and
5. pays all applicable fees as imposed by the applicable Canadian Participant.

#### **B Canadian Architect to U.S. Participant**

Upon application, NCARB shall issue an *NCARB Certificate* to any Canadian architect registered by a Canadian Participant meeting the eligibility requirements listed in Section 2 of this Agreement. The architect will be required to obtain a license in a U.S. Participant jurisdiction within 12 months of issuance of the *NCARB Certificate*.

Upon application, a U.S. Participant will license as an architect in its respective jurisdiction any Canadian architect who:

1. meets the eligibility requirements listed in Section 3B of this Agreement; and
2. is currently registered in good standing by one or more Canadian Participants, as confirmed by the applicable Canadian Participant based on checks of relevant records; and
3. holds a current *NCARB Certificate* issued pursuant to this Agreement; and
4. successfully completes any additional jurisdiction-specific requirements for licensure as specified by the U.S. Participant; and
5. pays all applicable fees as imposed by NCARB and the U.S. Participant.

#### 4. LIMITATIONS

1. Nothing in this Agreement limits the ability of a Participant to refuse to license an architect or impose terms, conditions, or restrictions on the architect's license as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant, as applicable, necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with the Participant's applicable laws and regulations.
2. Nothing in this Agreement limits the ability of NCARB to refuse the issuance or withdraw an *NCARB Certificate*, or impose terms, conditions or restrictions on their benefits to an architect as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by NCARB necessary or desirable to protect the public interest, health, safety, or welfare, or otherwise in accordance with NCARB's applicable disciplinary procedures.
3. Nothing in this Agreement limits the ability of any Party or any Participant to seek appropriate verification from an applicant or an applicable Participant of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement. The Parties acknowledge and understand that disclosure of such information sought by a Party or Participant may be subject to applicable law or confidentiality obligations, or both, which may restrict or prevent the disclosure of certain information related to complaints, investigations, and/or disciplinary matters.
4. This Agreement relates only to the licensing of architects and the Parties note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties and the Participants may be unable or unwilling to intervene in or advise on such matters.

#### 5. METHODS OF IMPLEMENTATION

Representatives of the Parties may work together, without further organizational approval, to establish common rules and procedures necessary for the consistent application, administration, implementation, and monitoring of the provisions in the Agreement (collectively "**Methods of Implementation**"). Decisions about the Methods of Implementation shall be reached through consensus of the Parties' authorized representatives. Each Party retains the right to make decisions independently concerning their internal rules and additional requirements, provided such decisions do not conflict with the Agreement or the Methods of Implementation. If a Party determines that a Method of Implementation conflicts with an internal rule or requirement, the Party will promptly notify the other Party in writing, and the Parties will work in good faith to modify the relevant Method of Implementation as needed.

## **6. AMENDMENT**

This Agreement may be amended only with the written consent of NCARB and ROAC. Each Party shall ratify the amended Agreement in accordance with the Party's applicable rules.

## **7. ENTIRE AGREEMENT**

Each Party acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses between the Localities that are the subject matter hereof.

## **8. NO ASSIGNMENT**

No Party can assign its rights under this Agreement without the prior written consent of the other Party.

The Parties agree that a reference to an individual State, Provincial, or Territory Board includes a reference to any entity, board, or regulator that assumes the role and responsibility to regulate an architect registered by that individual State, Provincial, or Territory Board under the relevant legislation, and that a restructure of an individual Board will not be deemed an assignment under this Agreement.

## **9. DISPUTE RESOLUTION**

Should any dispute between ROAC and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within 60 days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

## **10. PERIODIC REVIEW**

The Parties agree to conduct a comprehensive review of the effectiveness and relevance of this Agreement every three years from the Effective Date, or more frequently as necessary or desirable.

Upon notification by NCARB or ROAC of the introduction of modifications to their respective certification or licensure requirements as referenced in Section 3 of this Agreement, the Parties agree to conduct a joint review of the new requirements to determine whether they will be incorporated into the terms of this Agreement or if the terms need to be revised for relevance.

At any time, either Party may request that the terms of the Agreement be revisited.

## **11. WITHDRAWAL**

Any Participant may withdraw from this Agreement with 90-days written notice. NCARB or ROAC shall promptly notify the other Party in writing of all withdrawals.

In the event of withdrawal, all licenses and any *NCARB Certificates* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations



are maintained and all other generally applicable licensure requirements are met by the licensee, or unless licensure is revoked pursuant to the rules of NCARB, ROAC, or the relevant Participant jurisdiction as applicable.

## 12. TERMINATION

NCARB or ROAC may invoke termination of this Agreement with 90-days of written notice to the other Party.

In the event of termination, all licenses and any *NCARB Certificates* granted to architects pursuant to this Agreement shall remain valid as long as all licensure and renewal obligations are maintained and all other generally applicable licensure requirements are met by the licensee, or unless licensure is revoked pursuant to the rules of NCARB, ROAC, or the relevant Participant, as applicable.

## 13. ENTRY INTO FORCE

This Agreement shall come into force (the “**Effective Date**”) **no fewer than 60 days** after such time as (i) the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present; (ii) ROAC satisfies any applicable organizational or ROAC Jurisdiction approval requirements or procedures; and (iii) both NCARB and ROAC sign this Agreement, so long as such conditions are met on or before **XXXXX, 2025**, or as mutually extended by the NCARB Board of Directors and ROAC Board of Directors.

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## SIGNATURES

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**NCARB**

**ROAC**

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President

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Chair

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CEO

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Executive Director

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Witness

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Witness

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Witness

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Witness



## APPENDIX I

**MECHANISMS FOR THE IMPLEMENTATION  
of the  
MUTUAL RECOGNITION AGREEMENT  
between the  
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (“NCARB”)  
and the  
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (“ROAC”)**

Month xx, 2025

**WHEREAS**, NCARB and ROAC have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2025 (the “**Agreement**”), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

### **1. MECHANISMS FOR DIALOGUE AND ADMINISTRATIVE CO-OPERATION**

NCARB and ROAC will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of the Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of the Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ROAC for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party and a mechanism for rescission of participation rights of a noncompliant Party if necessary. NCARB will be responsible for the official list of U.S. Participants, and ROAC will be responsible for the official list of Canadian Participants.

### **2. MECHANISMS FOR APPLICATION**

- 2.1 The point of contact for information for the United States is NCARB and for Canada is ROAC.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 The Parties mutually agree and are authorized by the Agreement to utilize a secure document management system, the selection of which shall be a joint decision. The chosen document management system shall be employed to facilitate efficient communication and the secure exchange of documents and information related to the Agreement.

### 3. APPLICATION PROCESS

#### 3.1 Eligibility

To be eligible to benefit from the Agreement an architect must meet the requirements of Section 2 of the Agreement.

#### 3.2 Application

The applicant must:

3.2.1 File an application and pay the required fees.

3.2.2 Secure the appropriate forms from the relevant Party or Participant to confirm that the applicant's qualifications satisfy the requirements of the Agreement.

#### 3.3 Transmittal of Required Documentation

For purposes of this Section 3.3, "**Required Documentation**" means the specific official documentation necessary for a Party or Participant to be able to confirm that an applicant meets the applicable requirements set forth below.

U.S. Architects to Canadian Participant:

NCARB will transmit to the relevant Canadian Participant the Required Documentation, which must confirm that the architect is licensed by a U.S. Participant (but not through a foreign reciprocal licensing agreement), is in good standing, and holds an *NCARB Certificate*.

Canada Architects to a U.S. Participant:

The relevant Canadian Participant will transmit to NCARB the Required Documentation, which must confirm that the architect is licensed by a Canadian Participant (but not through a foreign reciprocal licensing agreement) and is in good standing.

#### 3.4 Conditions

Upon application, applicants must meet the applicable conditions of Section 3 of the Agreement.

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### SIGNATURES

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NCARB

ROAC

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President

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Chair

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CEO

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Executive Director

**NCARB**

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Witness

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Witness

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Witness

**ROAC**

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Witness

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Witness

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Witness

## INTERORGANIZATIONAL ACKNOWLEDGEMENT

Between the  
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (“NCARB”)  
And the  
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (“ROAC”)

Month Day, Year

**WHEREAS**, NCARB and ROAC executed a Mutual Recognition Agreement on [Month Day, Year] (the “Agreement”), which establishes a framework for reciprocal licensure and supersedes all previous Agreements entered into by NCARB and ROAC or its predecessors;

**WHEREAS**, the Agreement includes Appendix I: Mechanism for the Implementation of the Mutual Recognition Agreement (the “Appendix I”), signed on [Month Day, Year] and outlines the foundational processes for administering and implementing the Agreement;

**WHEREAS**, this Interorganizational Acknowledgment (the “Acknowledgement”) provides additional administrative processes and operational mechanisms to ensure consistent application, monitoring, and implementation of the Agreement;

NOW, THEREFORE, NCARB and ROAC (collectively, the “Parties,” and each, a “Party”), agree as follows:

### 1. CERTIFICATION AND LICENSURE PROGRAMS

For the purposes of the Agreement, the licensure and certification requirements established by NCARB and ROAC, as referenced in Sections 2 and 3 of the Agreement, are detailed below.

#### 1.1 United States

U.S. Architects seeking licensure by a Canadian Participant must hold an active NCARB certificate issued in accordance with the certification requirements detailed in the *NCARB Certification Guidelines*:

##### 1.1.1 Good character

Applicants must demonstrate good character as verified by employers and the U.S. Jurisdiction where the applicant is licensed.

##### 1.1.2 Active license

Applicants must hold an active license in good standing to practice architecture issued by a U.S. jurisdiction.

##### 1.1.3 Education

Applicants must meet the education requirements for NCARB Certification outlined in the *NCARB Education Standards* and the *NCARB Certification Guidelines*. For the purposes of certification, an applicant can satisfy the requirement in one of the following ways:

- a. Accredited Degree: Hold a degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB).
- b. Education Alternative to NCARB Certification: Architects who meet specific requirements without a degree from a program accredited by the NAAB or CACB can complete the

education component by either documenting two times the experience requirement of NCARB's AXP or by submitting an NCARB Certificate portfolio for review.

- c. Education Evaluation Services for Architects (EESA) – NCARB Evaluation Report: Applicants educated outside the U.S. or Canada who meet specific requirements may complete the education component by having their education evaluated by NAAB through the EESA. The applicant must obtain a report stating that the requirements of the *NCARB Education Standard* have been met. If deficiencies are identified, they must be addressed by completing additional coursework.

#### 1.1.4 Experience

Applicants must have completed the Architect Experience Program® (AXP®) or its equivalent at the time of initial licensure by meeting the requirements outlined in the *AXP Guidelines*.

Alternatively, architects who received their initial license from a U.S. jurisdiction prior to January 1, 2011, may be certified by providing documentation demonstrating they have been licensed for at least five consecutive years.

#### 1.1.5. Examination

Applicants must have passed the Architect Registration Examination® (ARE®) or its equivalent at the time of initial licensure. Program policies, processes, and content are detailed in the *ARE 5.0 Guidelines*.

Alternatively, applicants who do not meet the examination requirement identified above may still be certified if their license was based in whole or in part on having passed previous examination equivalents or the examination deficiency arises from causes other than having failed a division of an examination, and the deficiency is, in NCARB's judgment, compensated for by a demonstration of competency in the deficient area.

#### 1.1.5 International Architects

Architects credentialed by an international registration authority who meet specific requirements may be certified through the *International Architect Path* by verifying their architecture education and international license and completing the AXP and the ARE. Program policies and processes are detailed in the *International Architect Path to NCARB Certification Manual*.

### 1.2 Canada

Canadian architects seeking licensure in a U.S. Participant must hold an active license issued in accordance with the requirements outlined in the *ROAC Conditions for Licensure of Architects in Canada* or as otherwise exempted by the Council of the Canadian Participant:

#### 1.2.1 Education

Candidates must have their academic qualifications certified as having met the educational components of the requirement for entry into the profession by CACB prior to, or as part of, the application process for registration/licensure. The academic qualification requirements are defined in the *ROAC Canadian Education Standard for Architects*. For the purposes of licensure, a candidate may satisfy the requirement in one of the following ways:

- a. Accredited Professional Degree: Hold a degree in architecture from a program accredited by the Canadian Architectural Certification Board (CACB) or the National Architectural Accrediting

Board (NAAB), or professional programs accredited by other bodies recognized by ROAC Jurisdictions.

- b. Degree or Diploma Not Accredited: Candidates with a valid degree or diploma in architecture accepted as a requirement for registration or licensure in its country of origin but not accredited by the CACB or the NAAB may apply for CACB Academic Certification to determine whether their education or the degree program, meets the curriculum outlined in the *CACB's Conditions and Procedures for the Certification of Educational Qualifications*.
- c. Syllabus Work/Study Program: Candidates who have received a Graduate Diploma in Architecture from the Royal Architectural Institute of Canada (RAIC) Syllabus of Studies may be granted Academic Certification.

#### 1.2.2 Experience

Completion of the Internship in Architecture Program (IAP) or its equivalent at the time of initial licensure as specified in the *Internship in Architecture Program (IAP) Manual*.

#### 1.2.3 Examination

Completion of the Examination for Architects in Canada (ExAC) as specified in the *ExAC General and Specific Objectives or the Architects Registration Examination (ARE)*.

- 1.2.4 Broadly Experienced Foreign Architect Program (BEFA): Foreign registered/licensed architects who meet specific requirements may apply through the BEFA program to assess equivalencies of their acquired competencies against the *Canadian Standard of Competency for Architects*. The BEFA Certification consists of an online self-assessment and an interview.

#### 1.3 Applicability

All certification and license requirements detailed in this section shall be satisfied in accordance with the most recent version of the applicable guidelines and standards in effect as of the signing of the Agreement. Any future modifications to these guidelines or standards shall not be incorporated into the Agreement unless expressly agreed to in writing by both Parties.

### 2. APPLICATION PROCESS

#### 2.1 Required Documentation

For the purposes of the Appendix I, Section 3 of the Agreement, "Required Documentation" includes, but is not limited to:

- a. Verification from NCARB or the Canadian Participant confirming that the applicant meets the eligibility requirements outlined in Section 2 of the Agreement.
- b. An Attestation of Good Standing, signed by the applicant, affirming the relevant license or registration is free from disciplinary actions and is not under current review by a disciplinary body.

#### 2.2 Consequences of False Statements

False statements or material misrepresentations in the applicant's Attestation of Good Standing may result in disqualification, revocation of license/registration, or certification. Such actions shall be subject to applicable disciplinary processes of NCARB, ROAC, or their respective jurisdictions.

### 3. FEE STRUCTURE

The fee structure for applicants pursuing licensure/registration or certification under this Agreement, as outlined below, shall apply starting on the Effective date. Any subsequent revisions to the fee structure by either Party must be communicated in writing to the other Party prior to implementation.

Participants may impose additional fees consistent with those applied to all applicants as required by the jurisdiction.

#### 3.1. U.S. Architects to a Canadian Participant:

- a. International Transmittal fee: \$475 USD, payable to NCARB
- b. MRA Application fee: \$500 USD, payable to the Canadian Participant

#### 3.2 Canadian Architects to NCARB:

- a. MRA Application fee: \$1345 USD, payable to NCARB
- b. Domestic Transmittal fee: \$475, payable to NCARB

The authorized representatives of NCARB and ROAC have executed this Interorganizational Acknowledgement on Month Day, 2025.

#### Canadian Organization:

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Scott Kemp, Chair of the International Relations Committee  
Regulatory Organizations of Architecture in Canada (ROAC)

Date

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Kristi Doyle, Executive Director  
Regulatory Organizations of Architecture in Canada (ROAC)

Date

#### United States Organization:

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Ken R. Van Tine, President/Chair of the Board  
National Council of Architectural Registration Boards (NCARB)

Date

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Michael J. Armstrong, Chief Executive Officer  
National Council of Architectural Registration Boards (NCARB)

Date

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Witness

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Witness

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Witness

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Witness

DRAFT



March 6, 2025

(open)

ITEM: 4.5

## Memorandum

**To: Council**

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

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

**Date:** February 22, 2024

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

**Objective:** To consider the recommendation of the Board regarding appointment of the Auditor and Actuary for Pro-Demnity Insurance Company for 2025.

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The annual meeting of the Shareholder of Pro-Demnity Insurance Company (Pro-Demnity) has been scheduled for March 27, 2025 and will involve various presentations by the Board of Directors to Council as well as the required business motions and a period for questions from the floor. One of the responsibilities of the Board of Directors of Pro-Demnity is to make a recommendation to the Shareholder regarding the appointment of an Auditor and Actuary on an annual basis.

Attached is a copy of a memorandum from Pro-Demnity recommending that Council consider the reappointment of BDO Canada as the Auditor and J.S. Cheng as Actuary for 2025. This item will be before the Shareholder as one of the official items of business for the Annual Meeting. The purpose of presenting this to Council in advance is to provide direction in terms of how the Shareholder will vote on this item at the AGM on March 27.

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**Action:** *It was moved by McKendrick and seconded by ... 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 27, 2025 Annual Meeting of the Shareholder.*

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**Attachments:** Memorandum from Pro-Demnity Insurance Company dated  
February 21, 2025



## Annual Meeting of Shareholder – Appointment of Auditors and Actuary

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

**FROM:** Bruce H. Palmer

**DATE:** February 21, 2025

Please be advised that at the Board meeting of February 21, 2025, it was resolved that the Board recommend to the Shareholder that BDO Canada LLP, and Benny Chan of J.S. Cheng & Partners Inc., be re-appointed as Auditors and Actuary, respectively, for Pro-Demnity for the 2025 fiscal year.

# Memorandum

FOR COUNCIL MEETING

March 6, 2025

(open)

ITEM: 4.6

**To: Council**

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

**From:** Susan Spiegel, CPEC Chair

Mariella Amodio	Pearl Chan
Kurtis Chen	Jon Hobbs
Carl Knipfel	Elaine Mintz
Brigitte Ng	

**Date:** February 24, 2025**Subject:** Conference Theme: 2026**Objective:** To have Council approve CPEC's recommendation for the theme of the 2026 OAA Conference.

The OAA Communications and Public Education Committee (CPEC) is responsible for putting forth a **theme** for Council's consideration when it comes to the Association's Conference. The Conference theme serves as a title for the event and an overriding topic that speaks to not only the relevant needs of the profession, but also inspires the plenary and education sessions. It also helps inform the choice of a Keynote speaker, which the Committee also helps select. This year, thought was given to what the overarching umbrella concept could be for the 2026 event, which takes place in the Waterloo area.

At its February 14 meeting, CPEC reviewed recent themes for OAA Conferences, as well as discussed excellent feedback and suggestions provided by members of the Grand Valley Society of Architects (GVSA).

The Committee quickly aligned around the subjects of innovation and collaboration (or co-creation) as potential topics; CPEC wanted to acknowledge the setting of the Grand Valley/Waterloo area as a major high-tech hub, but also not solely focus on scientific breakthroughs like artificial intelligence (AI). As in previous years, The Committee took care to ensure the theme did not introduce an overly narrow focus; instead, it wanted to encompass a range of expansive education opportunities.



The goal was landing on a topic that could speak to broader issues (and not be solely practice-driven), as well as have positive implications on the public interest while offering opportunities to continue exploring the OAA's broader priorities and strategic themes.

While the proposed theme is being provided to Council as a series of short paragraphs, the Committee also recognizes the importance of being able to adapt this wording into other formats for certain applications and contexts—in some cases, it would appear in this expanded form, and in others it might be simply the title or a series of bullet points encapsulating the main ideas.

### ***Collaboration Powering Innovation***

*In 2026, the OAA Conference comes to the Waterloo area—home to the world's biggest tech companies, from Apple to Google. Here in Ontario's Silicon Valley, the opportunities and challenges posed by AI, automation, and energy modelling grab the headlines, while meaningful collaboration quietly powers creative decision-making relative to architectural quality, practice, and problem-solving.*

*This year's Conference will explore how collaboration thrives in the Grand Valley, with its mid-sized cities and architectural gems, as well as across the province. The climate crisis, housing shortages, and anxieties around economies and supply chains mean the need for collaboration and innovation has never been more valued.*

*To achieve a resilient, adaptive, and functional built environment, the profession must examine the tools for better co-creating with project team collaborators, clients, citizens, and municipalities. The OAA's flagship event brings experts and delegates to the heart of Canadian tech innovation for three days of experiential local learning, professional development, and celebration.*

Once Council finalizes a theme for the 2026 Conference, OAA staff will begin working with the event planning consultant MCC to develop branding in short order. The goal would be to have the OAA President announce the theme as part of the Closing Keynote at this year's event in Ottawa.

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**Action:** It was moved by Speigel and seconded by Mintz that Council approve the Communication and Public Education Committee's recommendation that *Collaboration Powering Innovation* be the 2026 OAA Conference theme.

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### **Attachments**

None.



## President's Log

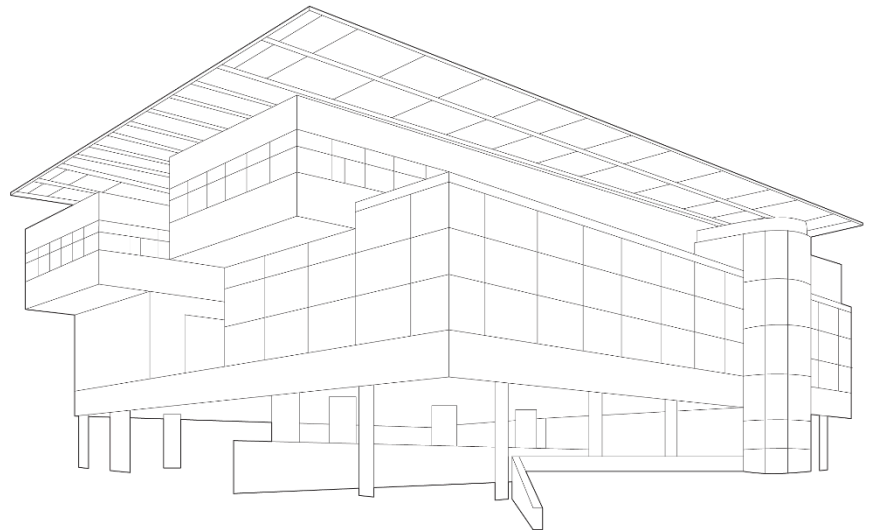
Date	Event/Meeting	Location	Attendees	Time
January 31	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
February 3	Society Chairs Orientation	Virtual meeting	w/Society Chairs, Councillor Liaisons, staff	11:00 a.m. - 12 noon
February 5	Discussion re. Interns Engagement	Virtual meeting	w/L.Alkasawat, Committee members, K.Doyle, C.Mills, L.Olliverre	6-7:00 p.m.
February 7	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
February 14	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
February 18	Governance Committee	Virtual meeting	w/committee members	9:00 a.m. - 1:00 p.m.
February 19	Finance & Audit Committee - Auditors Review	Toronto	w/committee members	10:00 a.m. - 12 noon
February 20	Executive Committee	Virtual meeting	w/Executive Committee	1-2:00 p.m.
February 21	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8-9:00 a.m.
March 5	Pre-Council Dinner	Toronto	w/Council	7-9:30 p.m.
March 6	Council Meeting	Toronto	w/Council, staff	9:30 a.m. - 2:00 p.m.

# Executive Director Report to Council

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FOR COUNCIL MEETING  
March 6, 2025  
(open)  
ITEM: 6.2

March 6, 2025



PRESENTED BY

**Kristi Doyle**  
**Executive Director**



Ontario Association  
of Architects

The Executive Director's Report to Council provides an overview of key **operational and administrative matters 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.

## OAA Strategic Plan



### Regulatory Leadership



### Governance and Operations



### Member Competency



### Public Education

OAA Council reconfirmed its commitment to the 5-year strategic plan at its January 23 annual planning session. Positive feedback regarding the content and format of the session was received from both Council and the staff team leads that were in attendance. Along with the Governance Committee, I welcome any additional feedback from Council with a view to planning for next year.

We are well into our fourth year under 5-year plan. Operational and committee workplans for the year have developed and implementation underway.

Materials that were presented at the January Council meeting and annual planning session form the basis of the OAA's 2024 Annual Report which will be finalized this week and published to the members in advance of the upcoming Annual General Meeting of members.



## Regulatory Leadership

### Limited Licences and OAA Technology Program (OTP)

Launch of the OTP on January 1 has gone well. The team in the Office of the Registrar was well prepared to respond to the applications for Limited Licence and the acceptance of the applications to the OTP.

The Registrar's Report includes a more detailed update on this matter. Roll out of other facets of the Program is continuing. The first sitting of the Licensed Technologist examination has been scheduled for June 24 and registration will open in the latter part of March.

The President has sent a letter to each of the Ontario Colleges that offer Architectural Technology Programs announcing the relaunch of the OTP. Next month's edition of the Ontario Building Officials Journal will feature an article regarding Limited Licences as well as Architects with terms, conditions and limitations.





## **Regulatory Organizations of Architecture in Canada (ROAC)**

Preparations are underway for the next national meetings of ROAC in Montreal on April 24 and 25. President Wilson and Immediate Past President Vilardi will be attending along with the Registrar and me.



## **Governance & Operations**

A few key projects were of considerable focus since the last meeting of Council on the operational front as highlighted below:

### **Annual Audit**

The OAA's annual audit took place with new auditors BDO LLP and was successfully completed during the later part of January and into February. The Finance & Audit Committee met on January 19 and will recommend approval of the OAA's Audited Financial Statements at the March 6 Council meeting. The OAA continues in a solid financial position and a full reporting will be provided to the membership in the context of the April 8 Annual General Meeting.

### **Annual Renewals**

As usual, Finance, OOTR and Administration staff have been focused on the annual fee renewals process, as well as licensing of new members who may have chosen to wait for the start of the renewal period.

### **OAA Headquarters Landscape Project**

Work on the OAA's landscape project continues to move along with the design team and Architect Advisor Joe Lobko. Chief Operating Officer, Kathy Armbrust, and I continue to lead on the staff side in collaboration with the Building Committee. A detailed update on the project will be provided by the Building Committee and Lobko.

### **IT Infrastructure Project**

The OAA's IT infrastructure project is on track and the transition to the Office 365 platform will occur in April. Staff training and preparation for the transition will be the focus during the month of March. The new structure includes OAA Council, Committee and Society specific portals to allow for collaboration and modernization of access and sharing of materials with volunteer members.

In furtherance of our discussions and exploration regarding AI, the Registrar, COO and Manager IT attended a Conference in Toronto hosted by MDR Strategy Group "AI in Regulation". From an organizational perspective, senior staff are working to develop guidelines around the use of AI for staff and operations.





## Member Competency

Scheduling of the next meeting of Engineers, Architects, & Building Officials is underway and is anticipated in March. Since the start of the year, we have received feedback on the updated Building Code Matrices through Practice Advisory Services. We will continue to discuss training opportunities with EABO, specifically with the Ontario Building Officials Association (OBOA). OBOA has specifically reached out to discuss their new Part 2 training in relation to Farm Buildings.



## Public Education

### **OAA Architectural Societies**

The annual orientation session for the local Society Chairs and Councillor Liaisons was held on February 3 via Zoom.

With the intention of continuing the President's annual visit in person, staff have reached out to the Society Chairs in anticipation of setting the 2025 schedule of meetings with each society.

A schedule for the bi-monthly zoom meetings amongst the Society Chairs and Councillor Liaisons has been set for the year. These meetings were originally established at the request of the Society Chairs to facilitate an opportunity for sharing, networking and collaboration.

### **Construction & Design Alliance Ontario (CDAO)**

A meeting with the Board of the CDAO will be held on March 4. A progress report on the development of the Best Practices Procurement Guide is expected. I will be in attendance.



# Office of the Registrar Statistical Report

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FOR THE PERIOD JANUARY 1 TO FEBRUARY 18, 2025

FOR COUNCIL MEETING  
March 6, 2025  
(open)  
ITEM: 6.3

PRESENTED BY

**Christie Mills**

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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.

The report also provides statistical information regarding:

- OAA membership and OAA status composition.
- Licence and limited licence applications.
- OAA certificate of practice composition.
- Certificate of practice applications.
- 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 or limited licence.

As per Section 13(3)b and 13.1(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 or limited 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 or limited licence. Additionally, the Committee will determine as to whether the applicant has met the experience requirements prescribed by the regulations for the issuance of licence or limited licence in matters related to [Exemption Requests to Council](#) as set out in Section 33 of the regulations.

- No assessment interviews were held during the 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, 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.

January 1 to February 18, 2025			
	Reason	Result	Deficiency
ERC Recommendations to Council	none		
ERC Determinations	none		

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 competency of a member or practice of the OAA.

The [Architects Act, R.S.O. 1990, c. A.26](#) prescribes the complaints process to ensure the public interest in Ontario is served and protected. A complaint may be made if there is concern a member of the OAA (Architect, Licensed Technologist, 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 the reporting period:

Total Inquiries <sup>1</sup>	14
Total Complaints	5
Held in abeyance	0
Preliminary Review Stage	11
Closed	
Not referred (dismissed)	0
Not referred (withdrawn)	0
Not referred (caution)	1
Referred to Discipline	1

<sup>1</sup> 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.

Registrar's Investigations <sup>2</sup>	0
Good Character Investigation	0

## Discipline Committee

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

Allegations may arise through:

- 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.

The following are the statistics for the reporting period:

- There are eight (8) matters to be scheduled in 2025.

For 2025, the Office of the Registrar plans a full review of all Discipline Committee policies and procedures in accordance with the Regulatory Leadership goal pillar of the strategic plan.

## Registration Committee

When the Registrar proposes to refuse (Notice of Proposal (NoP)) an application for licence, limited 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, limited 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, limited licence, or certificate of practice.

The [OAA website](#) dedicated to the Registration Committee includes recent requested hearings and the associated hearing dates. This aligns with the expectations of the [Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 \(ontario.ca\)](#) and infuses more transparency on the OAA website. Committee Decisions and Reasons are also posted for any hearings resulting in a decision and order to issue a licence.

On July 5, 2024 the Chair of the Registration Committee ordered that further scheduling of Registration hearings be suspended until the Notice of Motion advanced

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<sup>2</sup> Not yet referred to complaints



by the AATO is resolved. This decision was communicated to all hearing applicants on July 8, 2024.

The Registration Committee statistics for the reporting period are as follows:

- Twenty-five (25) hearings are to be scheduled.

## Act Enforcement

The Act restricts the practice of architecture to 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” or “Licensed Technologist”. It is also an offence to hold oneself out as engaging in the practice of architecture without a licence or limited licence issued by the OAA.

Misrepresentation of a protected title 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 acting 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 for the reporting period:

New matters received for reporting period	11
Active files/ Ongoing investigations	9
Resolved by Legal Counsel	0
Resolved by OOTR for reporting period	0
Unable to locate	0
No breach found	2

Injunctions (ongoing)	0
Injunctions (resolved)	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).

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 since completed several compliance meetings the assigned OFC Analyst to review progress made on these three items. In order to address the identified risk areas:

- Item number one is tracking the potential for a new national CACB/ESDC project.
- Item number two can be considered complete with the updated OAA webpage [International Credentials and Professional Mobility \(oaa.on.ca\)](https://www.oaa.on.ca).
- Item number three can be considered complete with the enactment of the limited licence legislation and regulation amendments for Licensed Technologist.

### **FARPACTA Recent Amendments**

The period of 2022 and 2024 saw many changes to the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA) that compelled all Ontario regulators to examine and, in many cases, change their registration practices. The FARPACTA continues to evolve with the following amendments filed on November 28, 2024.

Of particular interest are regulator requirements for policy review and approval by the Fairness Commissioner.

### **Third Party Service Providers**

Regulated professions that use third-party organizations to assess qualifications must ensure that these assessments are conducted transparently, fairly, and objectively. To do this, they must enter into formal agreements with third-party assessors, outlining key responsibilities and processes. These agreements should specify assessment criteria, minimum passing scores, the frequency of assessments (with at least three opportunities per year where feasible), and timelines for completing each step. Assessors must also have the necessary expertise, and decisions must be communicated in writing within 10 business days, including reasons for negative outcomes and details on competency gaps. Additionally, third parties must have a fair and independent appeal process, notifying applicants within 15 business days whether their appeal will proceed and providing relevant timelines.

Regulated professions are responsible for ensuring applicants receive clear and accurate information about the third-party assessment process, including timelines, assessment criteria, acceptable alternatives for required documentation, fees, and appeal procedures. They must also establish a complaints process for applicants experiencing issues with third-party assessors and make all relevant information easily accessible online. This ensures that applicants understand their rights and the steps involved in the assessment process, promoting fairness and transparency in professional licensing.

For OAA purposes it is reasonable to expect the OFC will consider the CACB and ExAC to be third party service providers to the OAA. The OFC plans to have template memorandums of understanding that may be used by regulators with their TPSPs.

### **Alternative Documentation Policy – Due May 28, 2025**

A regulated profession must have a policy outlining acceptable alternatives to required documentation when applicants cannot obtain it for reasons beyond their control. The

policy must define what constitutes a reasonable alternative, specify processing timelines, and meet any regulatory requirements.

The alternative documentation plan must be submitted to the Fairness Commissioner for review and updated if circumstances change. Before implementation, the profession must respond to any input from the Fairness Commissioner and, if required by regulations, obtain approval or make necessary changes as directed.

### **Parallel Processing Plan – Due May 28, 2025**

The parallel processing expectations require that regulators in Ontario develop a plan addressing how it will enable multiple registration processes to take place concurrently - especially where applicants experience delays. Examples identified to date include:

- permitting applicants to enter the assessment and registration process at any stage, and in any order, that they wish;
- allowing for provisional registration where regulators create alternative registration classes to provide applicants with opportunities to work in their field while completing outstanding requirements for full registration; and
- concurrent completion of work experience and final coursework or examinations.

A regulated profession must submit its parallel processing plan to the Fairness Commissioner for review. If there are any changes that may impact the plan, it must be updated and resubmitted. Before implementing a new or revised plan, the profession must respond to any input from the Fairness Commissioner and, if required by regulations, obtain approval or make any necessary changes as directed.

### **Labour Shortages**

The Office of the Fairness Commissioner recently hosted a webinar to discuss the section 6(2) revision to *The Fair Access to Regulated Professions and Compulsory Trades Act, 2006*(FARPACTA) which specified that a regulated profession has a duty to work in consultation with its responsible minister: *“to ensure, as a matter of public interest, that the people of Ontario have access to adequate numbers of qualified, skilled and competent regulated professionals”*. The webinar set out OFC expectations as follows:

The OFC believes that regulated professions should be prepared to discuss:

- The supply and demand characteristics of their profession or trade(s), including the views of the regulator on whether labour market shortages are likely to arise in the short, medium or longer-term;
- How they are engaging with their boards of directors or governing councils to discuss labour market risks;
- The strategies that they are taking, or propose to take, to help understand and close the supply and demand gap, including how they plan to remove barriers and expedite the registration of qualified applicants;
- Their efforts to reach out to other stakeholders (e.g. post-secondary institutions, employers) to address these complex “ecosystem” issues in a systematic way; and
- The spheres in which they may require assistance to successfully complete these steps.

A large percentage of the design and construction demands in Ontario may not require the services of an Architect or Licensed Technologist. The *Architects Act* provides exceptions

to the requirement for an OAA member practice in section 11(3). These exceptions include single and multi-unit dwellings as well as small non-residential buildings. According to [Statistics Canada](#), the value of Ontario building permits in 2024 was approximately \$59.5 million. Of that total, 21% were specific to single dwelling buildings (which do not require an OAA member) and 37% were specific to multi dwelling buildings (which may not require an OAA member depending on the size of the project).

Within this context, the number of individuals licensed and OAA practices in Ontario steadily increases.

In Ontario, the practice of architecture and the provision of architectural services are distinct. Professional services are not provided by individual OAA members but through entities holding an OAA Certificate of Practice. Within these practices, Architects and Licensed Technologists oversee and take professional responsibility for the work, supervising teams that may include unlicensed individuals contributing to projects. This model enables firms—both large and small—to assemble teams of professionals and subject matter experts, tailoring services to project needs under the direct supervision of qualified professionals. This structure ensures public access to architectural expertise while maintaining regulatory compliance and professional accountability.

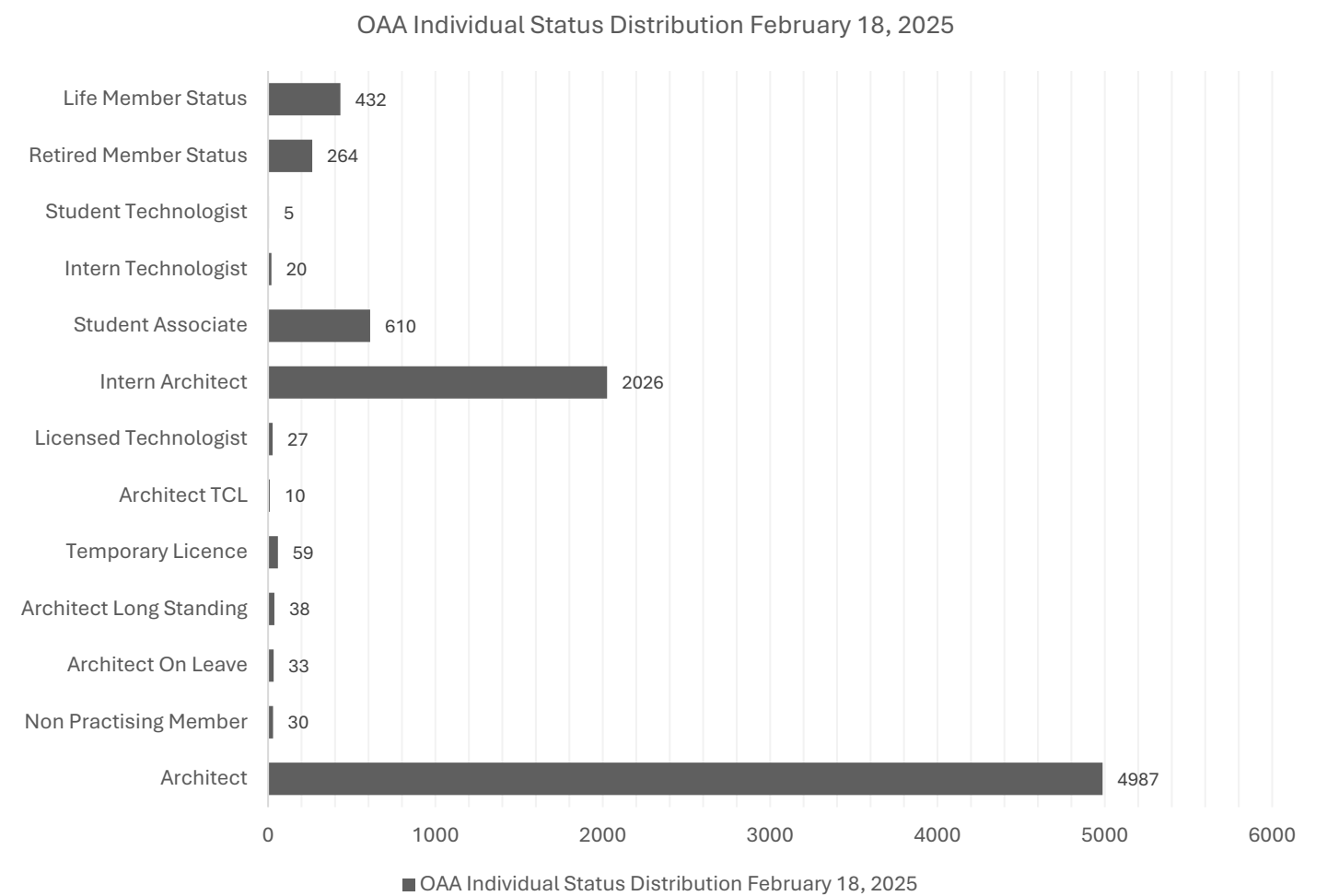
These combined observations support the position that there is not a labour shortage of OAA members/registrants in Ontario.

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.

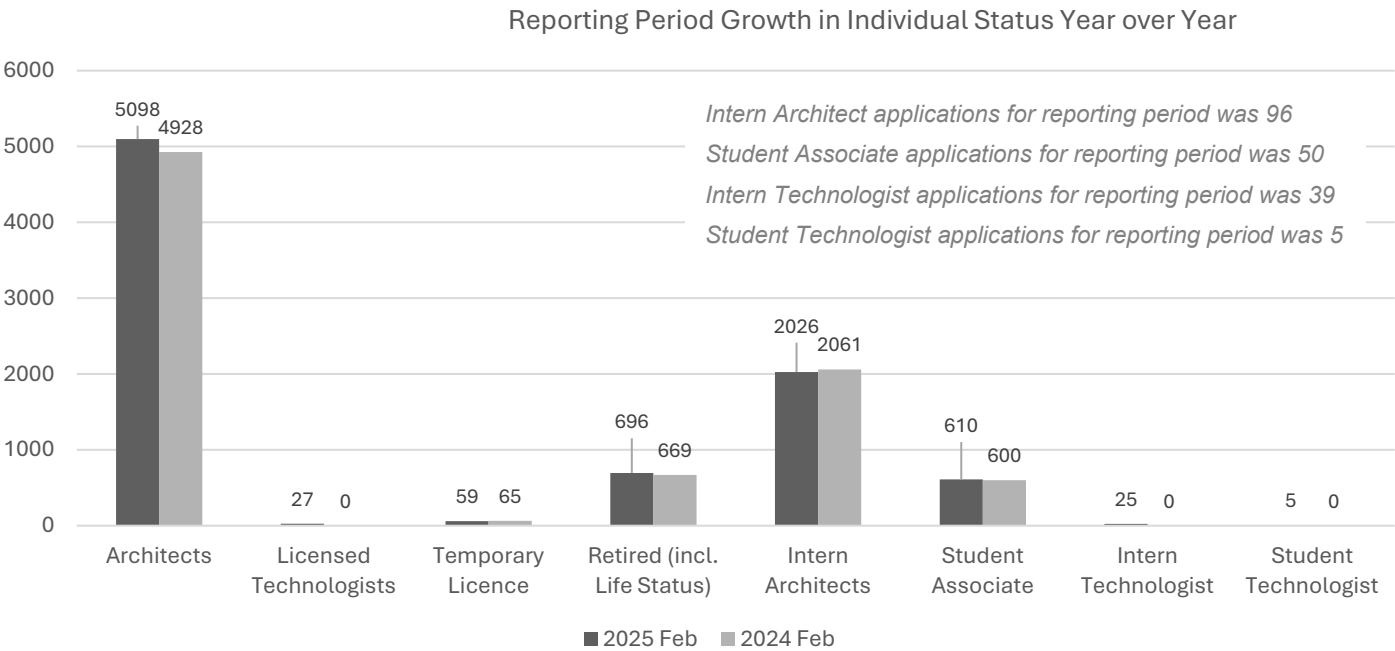
# Office of the Registrar Statistics

Below are the OAA community statistics for the reporting period, indicating current records as well as changes over the year. The OAA community includes members as defined by the *Architects Act* as well as prescribed as classes of persons whose interests are related to those of the Association as defined by the regulations.

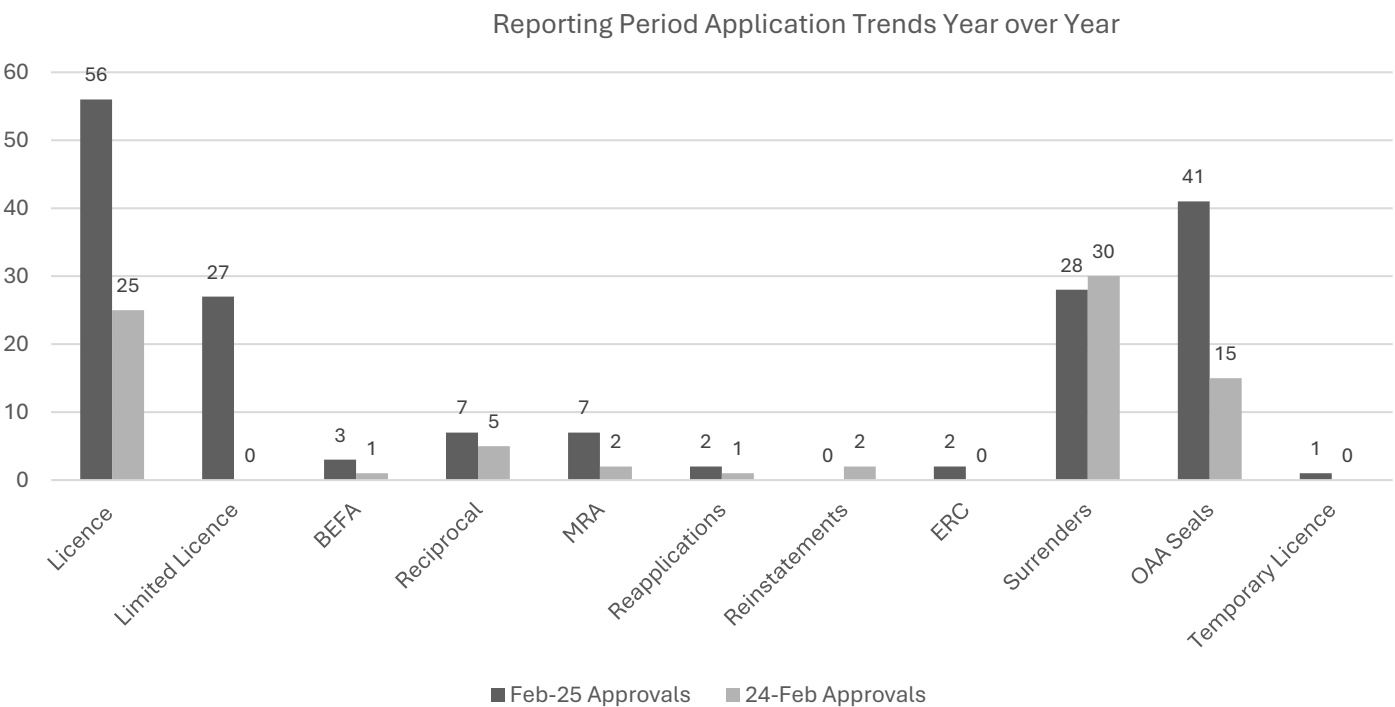
## OAA Members and Status Holders



Growth in Individual Status



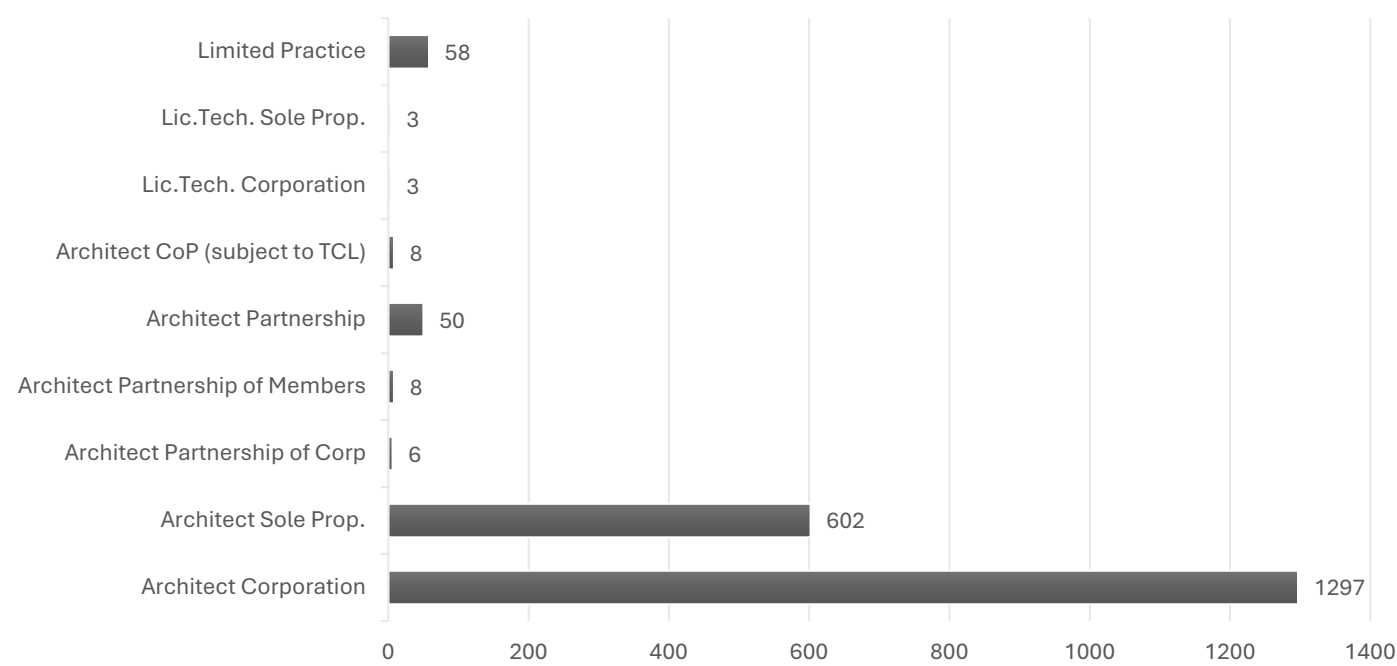
Licence and Limited Licence Applications



- Total licence and limited licence applications received for reporting period was 155 (reporting period 2024 was 54).
- Total licence and limited licene applications approved for reporting period was 105 (reporting period 2024 was 36).
- Of the 56 first time licence applicants, 17 were internationally educated applicants.

# Certificate of Practice

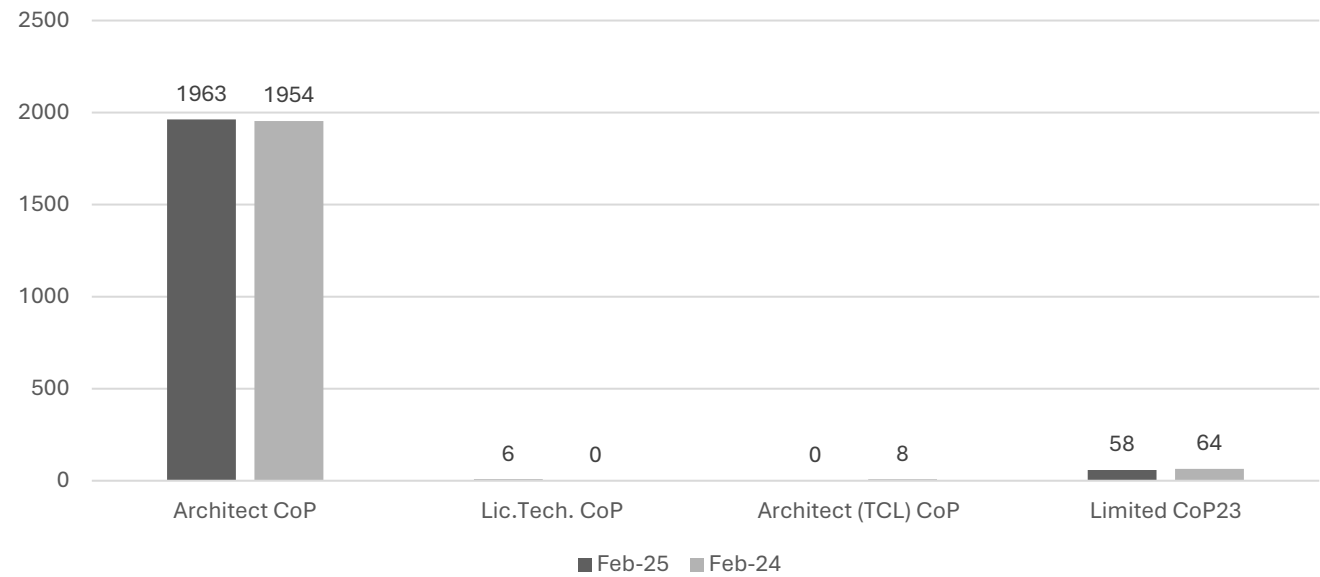
OAA Certificate of Practice Distribution as of Feb. 18, 2025



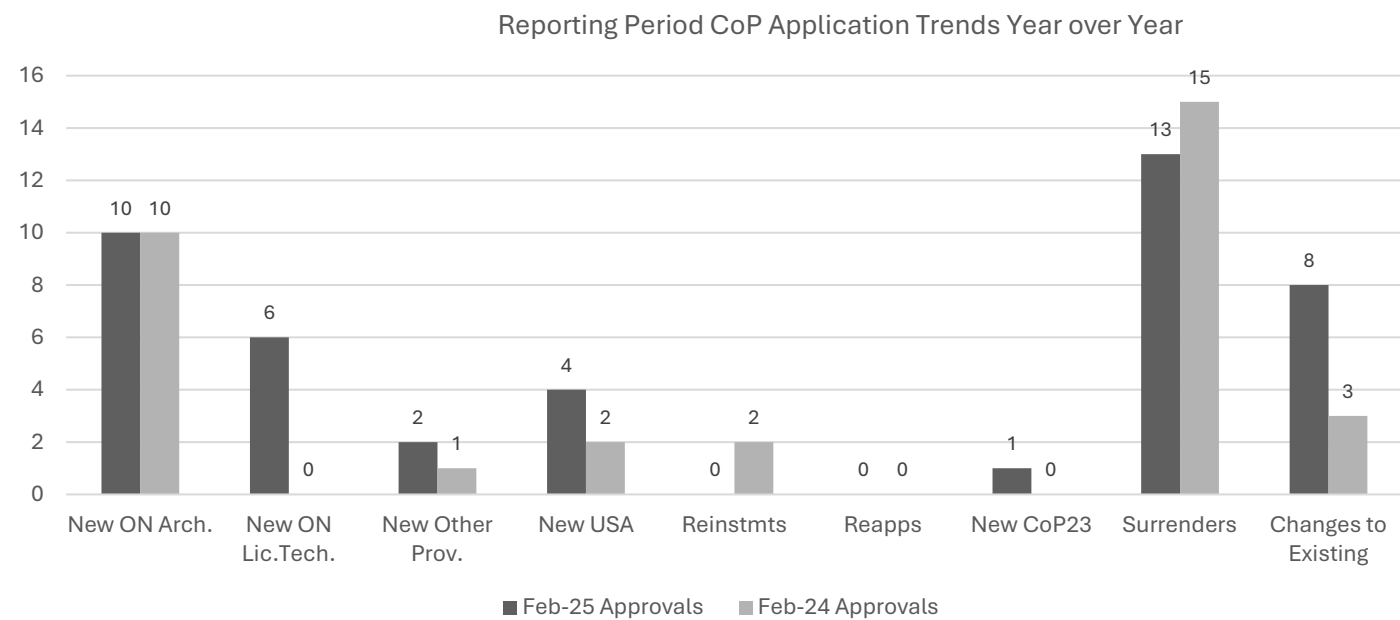
\* TCL refers to “subject to terms, conditions. and limitations”

# Growth in Practices

Reporting Period Growth in Practices Year over Year



# Certificate of Practice Applications



- Total certificate of practice applications received for reporting period was 41 (reporting period 2024 was 24).
- Total certificate of practice applications approved for reporting period was 31 (reporting period 2024 was 18).

## Long Term Trends



# Memorandum

FOR COUNCIL MEETING

March 6, 2025

(open)

ITEM: 6.5.a

**To: Council**

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

**From:** Susan Spiegel, CPEC Chair

Mariella Amodio	Pearl Chan
Kurtis Chen	Jon Hobbs
Carl Knipfel	Elaine Mintz
Brigitte Ng	

**Date:** February 21, 2025**Subject:** Communications & Public Education Committee: General Updates**Objective:** To provide an update on CPEC items and initiatives since the January Council meeting and annual planning session.

The Communications and Public Education Committee (CPEC) met virtually on Friday, February 14 via Zoom. The gathering was the first under its new chair, OAA Vice President **Susan Spiegel**. It also marked the last meeting held with the interim public outreach specialist, **Mariam Tokhy**, as Cynthia Mykytyshyn is returning from parental leave. The Committee thanks Mariam for her support over the last 10 months.

Aside from the new chair, the Committee composition remains the same as last year. However, as this was a kickoff meeting, there was an orientation that included review of CPEC's terms of reference, as well as the **Public Outreach Plan**.

OAA Communications staff joined the meeting for reintroductions and a very quick overview of the various channels the OAA uses, from the website and social media to in-person events and email communications. Regarding social media, it was decided that the **OAA would indefinitely pause its activities on X (formerly Twitter)** in advance of a more fulsome exploration of the Association's social media use.





CPEC developed a theme for Council's consideration with respect to the 2026 Conference in the Waterloo Region (covered under separate memo) as well as focused on the three topics explored in this memo:

- reviewing the workplan for 2025;
- considering submissions for Special Project Funding (SPF) from the Local Architectural Societies; and
- continuing to explore changes to the OAA Website.

An April date was also selected for the next meeting—this is planned as an in-person gathering at the OAA Headquarters to review **Public Awareness Funding** requests.

### Workplan for 2025

CPEC is tasked with supporting the OAA's [Vision, Mandate, and Five-Year Strategic Plan](#) within the parameters outlined in its terms of reference. Using the OAA Public Outreach Plan as a roadmap, the Committee expects to engage in the following work for 2025 (see also the appendix).

### Existing Program Review

This year, the Committee will **review existing, ongoing OAA programming** that has a public outreach element—including career engagement with secondary schools through [ChatterHigh](#), social media, the OAA's [Architecturally Speaking podcast](#), and news/events aggregation on the OAA Website—and decide on performance metrics to gauge success moving forward.

On a related note, CPEC will also decide how to best share the stories of those on the [Honour Roll](#) with the wider public.

### Conference

CPEC worked with OAA staff to **define a concept for the 2026 Conference** in Waterloo (see separate memo). Once this theme is confirmed, the Committee will offer advice and recommendations on securing **a virtual keynote speaker** for next year to kick off registration for the event.

### Website

With the current iteration of the OAA Website now celebrating a half-decade of service, the time is right for a **review of the site and to consider how it may be improved**, especially with respect to navigability and searching.

Already, the Committee is providing feedback to staff to improve the OAA Website's homepage, but the next step is to map out possibilities for user experience (UX) testing and find other ways to enhance the existing digital portal.

## Awards

CPEC will assist in **reviewing the OAA's biennial SHIFT Challenge program**, which is in the midst of its fourth competition. In addition to examining any minor tweaks that need to be made to the program's criteria or processes, the Committee will consider new ways to leverage the SHIFT selections regarding public outreach. Further, existing **policies for juries and conflicts of interest** must be reviewed and possibly updated.

With respect to the **OAA's Design Excellence and Service Award programs**, CPEC will be working with OAA staff to review recommendations and generate shortlist of jurors and jury facilitators, as well as reviewing existing policies to ensure fairness, equity, and transparency.

## Public Awareness Funding

As usual, CPEC members will review semi-annual rounds of applications for **Public Awareness Funding** and allocate budgeted resources using established criteria and processes. This year, the Committee will also review historical data to ensure budget asks should remain consistent in 2026.

## Special Project Funding

CPEC will review **funding applications from the Local Architectural Societies** again in the summer. In concert with feedback from the Society Chairs, it will also explore improvements to the application, evaluation, sponsorship publicity, and reporting processes.

### **Special Project Funding for the Local Architectural Societies**

Special Project Funding is awarded semi-annually to applicants (*i.e.* the Societies) to carry out projects, programs, or events that cannot be covered by current assets. The goal is supporting a Society in furthering the OAA's secondary object to establish exhibitions or lectures in, and promote public appreciation of, architecture.

A Society is only eligible to apply for an SPF if it submits an annual report (with financials) in January of that year. As covered in a separate memo, almost all Societies did indeed send in their reports, which were reviewed by CPEC to gain a further appreciation of all the public outreach work being done across the province.

For the January deadline, **CPEC received a total of 11 projects submitted from seven Societies**. The Committee then reviewed each ask, with many members employing a voluntary scoring rubric that considered:

- overall quality;
- focus on public awareness;
- innovation/creativity/relevance;
- practicality and likelihood of success and expected impact;



- connections to themes like climate action, truth and Reconciliation, and equity/diversity/inclusion; and
- whether the targeted audience was one identified in the outreach plan (*i.e.* K–12, government, client groups, and general public).

**Ultimately, the Committee found consensus in funding all of the Societies and for the vast majority of submissions.**

Society Special Project Funding | February 14, 2025



In addition to the “standard” SPF program, there is a “recurring” stream that enables a Society to secure funding for three consecutive years. **For January, there were four such submissions from four Societies—all received funding.**

Recurring Society Special Project Funding | February 14, 2025



These four join **previously approved recurring SPFs in 2024 and 2023**—Toronto Society of Architects (TSA) walking tours, North Bay Society of Architects (NBSA) scholarships, Ottawa Region Society of Architects (ORSA) Ottawa Architecture Week, and Windsor Region Society of Architects (WRSA) social media and sponsorship of the Windsor International Film Festival.

OAA staff have reached out to the Societies to advise of the coming funds and confirm payee information.

### **OAA Website**

Continuing a conversation begun by previous CPEC Chair Lara McKendrick, OAA Staff shared homepage mockups with the Committee, incorporating feedback and discussions from the previous meeting. **It was noted that the highest website traffic comes from the Employment Opportunities, ConEd, and Path to Licensure pages.**

The Committee discussed the ramifications of using more colour in the website from a branding and wayfinding perspective, but appreciated the original vision of the website's style guidelines. They emphasized the importance of placing key information at the top, next to the large project image. This allows information to be introduced quickly and more accessibly. The overall goal is to have less "scrolling" and make timely content feel more condensed and accessible.

While the Committee was happy with the progress, work continues on the homepage design changes. Once a final is decided upon, staff will work with the website developer to ensure it is accessible and responsive—that is, it looks consistent and performs well equally on desktop, tablet, or phone.

It is important to note this is the first step in a wider approach to considering improvements to the website, which will begin in more earnest in the months to come.

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

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### **Attachments**

CPEC Workplan 2025 FINAL

# 2025 Committee Work Plan Worksheet

Updated February 14, 2025

The Communications and Public Education Committee (CPEC) is tasked with supporting the OAA's [Vision, Mandate, and Five-Year Strategic Plan](#) within the parameters outlined in the Committee's Terms of Reference. Using the OAA Public Outreach Plan as a roadmap, the following Committee work plan is proposed for 2025.

Annual Committee Work Plan for 2025		
Committee: Communications and Public Education Committee (CPEC)		
Members: Chair Susan Speigel, Elaine Mintz, Mariella Amodio, Pearl Chan, Kurtis Chen, Jon Hobbs, Carl Knipfel, Brigitte Ng		
Activity/Initiative	2025 Actions	Due Date
Public Outreach Plan	<ul style="list-style-type: none"><li>Review the Committee Terms of Reference, Strategic Plan, and goals and objectives of the Public Outreach Plan</li><li>Review suggested additional tactics providing strategic advice and recommendations, with consideration to established processes and operational commitments</li></ul>	<ul style="list-style-type: none"><li>Q1</li><li>Q1</li></ul>
Existing Program Review	<ul style="list-style-type: none"><li>For specific elements (i.e. ChatterHigh, social media, podcasts, news/events aggregation), obtain an overview of current analytics and decide on performance metrics to gauge success moving forward</li><li>Consider how to publicly share the Honour Roll</li></ul>	<ul style="list-style-type: none"><li>Q2</li><li>Q2</li></ul>

<b>Conference</b>	<ul style="list-style-type: none"> <li>• Work with staff to define a concept for the 2026 Conference in Waterloo</li> <li>• Advice and recommendations re: keynote speaker 2026</li> </ul>	<ul style="list-style-type: none"> <li>• Q1</li> <li>• Q3</li> </ul>
<b>Website</b>	<ul style="list-style-type: none"> <li>• Provide feedback to staff to improve the OAA Website's homepage</li> <li>• Map out possibilities for UX testing to improve the existing website, particularly with respect to searching, organization, and navigability</li> </ul>	<ul style="list-style-type: none"> <li>• Q1</li> <li>• Q2–Q4</li> </ul>
<b>Awards</b>	<ul style="list-style-type: none"> <li>• Consider ways to leverage the SHIFT selections with regard to public outreach</li> <li>• Post-mortem re: SHIFT—any changes needed to program?</li> <li>• Review existing policies for juries and conflict of interest</li> <li>• Work with OAA staff to review recommendations and generate a shortlist of jurors for OAA Design Excellence Awards</li> <li>• Work with OAA staff to review recommendations and generate a shortlist of jurors for OAA Service Awards</li> </ul>	<ul style="list-style-type: none"> <li>• Q2</li> <li>• Q3</li> <li>• Q3</li> <li>• Q3</li> <li>• Q3</li> </ul>
<b>OAA Public Awareness Funding</b>	<ul style="list-style-type: none"> <li>• Review semi-annual funding applications and allocate funds using established criteria and newly established processes</li> <li>• Review historical data to ensure budget asks should remain consistent in 2026</li> </ul>	<ul style="list-style-type: none"> <li>• Q2 and Q3</li> <li>• Q2</li> </ul>
<b>Society Special Project Funding</b>	<ul style="list-style-type: none"> <li>• Review Society Annual Reports</li> <li>• Review semi-annual funding applications</li> <li>• In concert with feedback from the Society Chairs, explore improvements to the application, evaluation, sponsorship publicity, and reporting process</li> </ul>	<ul style="list-style-type: none"> <li>• Q1</li> <li>• Q1 and Q3</li> <li>• Q3</li> </ul>

# Memorandum

**To:** Council

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

FOR COUNCIL MEETING

March 6, 2025

(open)

ITEM: 6.5.b

**From:** Governance and HR Committee

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

**Date:** February 18, 2025

**Subject:** Update from OAA Governance & HR Committee

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

The Governance Committee met on February 18, 2025. The Terms of Reference and Annual Committee Work Plan were reviewed, with changes red-lined in the attached Terms of Reference for Council's information.

A summary of *What's on the Books for 2025 and 2024 Achievements* from the annual Council Planning Session was reviewed. Committee members noted they received positive feedback from both staff and Council regarding the session.

This memo summarizes the other priority items discussed at the meeting.

## Artificial Intelligence (AI) Brainstorming Session

One of the segments of the Council Planning Session was a brainstorming session regarding AI and the OAA, as well as the architectural profession. Quebec architect Laurent Mercure joined virtually to share how he uses AI in his firm. The objectives of his presentation were to increase the level of awareness and understanding among Council as it relates to AI and to provide feedback on whether or not the OAA has a role in providing information related to the topic.



At this point, the OAA remains at a stage of collecting information. There are discussions occurring among administrators of the Canadian architectural regulators as well as other self-regulating bodies on this topic. OAA senior staff will also continue to seek additional outside training/education on various aspects of AI.

The Committee noted any role or actions that the Association takes on this, or any matter, must be considered in its context as a regulator and within the authority given under the *Architects Act*. It was noted there is pending legislation related to AI that will be monitored and may dictate the role that the OAA takes. The Committee has agreed to maintain this as a recurring item on its agenda and will continue to gather information.

### **OAA Website Staff Directory**

The Committee received a report from senior staff regarding best practices related to staff and department contact information on the OAA Website. For a variety of reasons, including safety concerns, it is a growing trend that staff photos and direct contact information not be displayed on the websites in the format of 'staff directories.'

The Committee agrees with the staff recommendation that the OAA move to a more contemporary model of having departmental—rather than individual—contact information available on the website in relation to programs and services. This move will also increase the number of individuals who receive and can respond to an inquiry.

### **Per Capita Options for Societies**

The Governance Committee continued its discussion regarding the per-capita funding options for the Local Architectural Societies. It is recognized that the Societies vary considerably in their size and scope of activities. To make a recommendation on the question of increased funding, the Committee has requested further information as they continue to consider this matter.

### **Member and Practice Survey**

The last comprehensive Member and Practice Survey was conducted in 2019. As a reminder, Council has committed to undertake the next iteration of these comprehensive surveys in 2025. The survey has served as an important tool over the last two decades in understanding the OAA membership and analyzing trends. The next step will be to conduct an RFP to engage a survey provider mid-year.

### **Workforce Planning and HR Updates**

It was reported that the role of Continuing Education, Administrative Assistant has recently been filled.



## Act Modernization

The Committee reviewed the proposed work plan and timeline for the Act Modernization project. It will continue to be a multi-year process.

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

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## Attachments

2025 Terms of Reference

2025 Work Plan



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## Terms of Reference

### Governance and Human Resources Committee

Approved: November 24, 2022

Review Date: [Feb 18, 2025](#)

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#### Purpose and Authority (Mandate)

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

The Governance & Human Resources Committee shall:

- a) ensure an appropriate level of oversight and participation by the Council in fulfilling its roles and responsibilities for effective governance of the OAA in accordance with the *Architects Act* and in compliance with all applicable legislation;
- b) assist the Council in fulfilling its obligations relating to human resources oversight including organizational effectiveness and performance, workplace culture and safety

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

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

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#### Responsibilities

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

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

The Committee shall:

##### A. Governance Oversight

The Committee will:

1. Ensure that the activities and decisions of the Council are consistent with the objects of the Association as defined in the *Architects Act*.

2. Ensure that Council is functioning in a manner that is consistent with recognized principles of governance at an oversight level and staff is responsible for implementation of day-to-day operations of the Association.
3. Ensure the development and oversee delivery of orientation and onboarding for every new Council member.
4. Oversee the delivery of governance training and ongoing education and development for the Council, its committees and individual councillors.
5. Ensure that the principles of diversity, inclusion, and equity are reflected throughout the Council's and organization's policies and procedures.
6. At least biennially, review the governing documents of the organization to ensure they are consistent with applicable laws and actual or desired organizational practices; and recommend amendments to such governing documents, as necessary, to the Council.
7. Ensure the Council reviews its governance effectiveness annually, including recommending the methodology for reviewing the performance of Council, Committees, Committee Chairs and individual councillors against the terms of reference and best practices.
8. Respond to requests from Council to review specific governance matters and/or current governance issues that are in the forefront of either public and/or government discussions.

~~8.9. Annual Review OAA the Risk Registry.~~

## B. Human Resources Oversight

The Committee will:

1. Provide strategic direction to the Executive Director and ~~Manager Human Resources~~Chief Operating Officer in developing and maintaining a diverse and inclusive organizational culture that will support delivery on the OAA's mandate and strategic goals;
2. With the Executive Director and ~~Chief Operating Officer~~ Manager Human Resources, periodically review the OAA's organizational structure and human resources strategies for attracting, retaining and engaging OAA staff, including compensation, recruitment, performance management, workplace culture and safety;
3. With the Executive Director and ~~Chief Operating Officer~~ Manager Human Resources, annually review the OAA's human resources policies to ensure they are aligned with sound human resources management principles, progressive people strategies and compliant with changes to the law and best practices, and recommend material changes to Council for approval.
4. With the President, recommend the process and oversee the completion of the annual performance review and goal-setting for the Executive Director and report significant outcomes to Council.
5. In cooperation with the Executive Director recommend the process and oversee the completion of the Registrar's performance review on an annual basis and report significant outcomes to Council.
6. Review and recommend financial and other compensation and/or recognition for members of Council and OAA volunteers.

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## Composition and Term Limits

The Committee shall be comprised of between 3-4 elected members of OAA Council, one of which shall be the Senior Vice President & Treasurer.

A minimum of one, and possibly two seats on the Committee will be reserved for an LGIC appointee to the Council.

As with all Committees, the President shall be ex-officio and may attend and participate in all meetings at their option.

The members of the Committee are appointed on an annual basis by the Council.

The Committee Chair will be the member of Council who has been elected as the Senior Vice President & Treasurer.



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## Other Duties and Responsibilities

### Roles & Responsibilities of Committee Chairs and Committee Members

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

### Work Plan

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

### Reporting

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

### Review

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

### Evaluation

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

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## Meetings

The Committee meets a minimum of 4 times a year and operates on a calendar basis. Meetings will be held in accordance with the OAA's Policy re. *Return to Office and Hybrid Work Options* and within core office hours. The work of the Committee can also be conducted in a spontaneous manner between formal meetings via email, telephone, Zoom, or other means.

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

Quorum shall be a majority of the Committee members.

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

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



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## Staff Coordination and Support

OAA staff support to the Committee is provided by:

- Chief Operating Officer ~~Manager, Human Resources~~;
- Executive Director

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

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





Committee Work plan Worksheet

Annual Committee Work Plan for 2025

**Committee:** Governance

**Members:**

Committee Responsibility from Terms of Reference	2025 Action required	To be completed by (date)*:
1 Act Modernization*	<ul style="list-style-type: none"> <li>- Act as the initial sounding board for change</li> <li>- Move forward with workplan as presented by ED &amp; Registrar in Fall 2024</li> </ul>	2025+
2 Policy review and development*	<ul style="list-style-type: none"> <li>- Review new and/or updated policies based annual policy review cycle</li> </ul>	2025+
3 Council training*	<ul style="list-style-type: none"> <li>- Develop list of recommended training for ongoing council learning and development</li> <li>- Identify training for Annual Planning Session</li> <li>- Review Governance Manual (Fall)</li> </ul>	2025+
4. Workforce planning*	<ul style="list-style-type: none"> <li>- Review progress on HR related Operational Recommendations: <ul style="list-style-type: none"> <li>o Staff structure &amp; organization</li> <li>o Succession planning</li> </ul> </li> </ul>	2025+
5. Funding and Governance for Societies*	<ul style="list-style-type: none"> <li>- Develop recommendation for increase in per capita funding</li> <li>- Review specific governance matters related to Societies</li> </ul>	2025+
6. Comprehensive Practice and Member Survey	<ul style="list-style-type: none"> <li>- Update and implement in 2025</li> </ul>	2025

\*These are all multiyear projects in which each year there will be successive progress.

7. Responding to AI	- Review the impacts of AI and determine if the OAA should inform members about their responsibilities as it pertains to AI	2025+
8. Annual Review of OAA Risk Registry	- Review the Risk Registry to be aware of identified risks and the associated risk management plan	2025+

\*These are all multiyear projects in which each year there will be successive progress.

# Memorandum

**To:** Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Butticci	Kimberly Fawcett-Smith
Natasha Krickhan	Jenny Lafrance
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Edward (Ted) Watson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

March 6, 2025

(open)

ITEM: 6.5.c

**From:** Building Committee

Lara McKendrick, Chair, SVP & Treasurer Thomas Yeung, Vice President  
Sheena Sharp, Member-at-Large

**Date:** February 10, 2025

**Subject:** Update from OAA Building Committee

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

The last Building Committee meeting was held on February 10, 2025. As part of its annual work, the Committee reviewed the Terms of Reference, and a few minor housekeeping amendments were made. A copy of the redlined version is attached for Council's information. The Committee also reviewed its 2025 Work Plan, attached for Council's information

## Landscape Project

The Committee received an update from OAA client representative and advisor Joe Lobko. Lobko confirmed that Somerville has been engaged as the Construction Manager. The Committee reviewed the status of the schematic design and final costing. The Committee will be presenting further details in this regard to Council under a separate agenda item.

## OAA Presidents Wall

A mock-up of the nameplates of the Presidents Wall has been displayed within the entrance foyer since January 24, 2025. The Building Committee received and reviewed feedback on the mock-up. As a result, the Committee agreed to final adjustments including the colour of the spacers between the nameplates and lacquer finish. The next steps are to formally engage a contractor and determine a schedule to complete the work.





## Building Performance

As part of the ongoing effort to maintain the net zero performance of the OAA headquarters, the Building Committee will continue to review annual energy usage based on Toronto Hydro data.

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

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## Attachments

2025 Terms of Reference redlined.

2025 Building Committee Work Plan



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## Terms of Reference

### The OAA Building Committee

Approved: June 16, 2016

Review Date: June 1, 2023, [February 10, 2025](#)

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#### Purpose and Authority (Mandate)

This Committee is a Discretionary Committee of the Ontario Association of Architects. There is no specified sunset date.

The OAA Building Committee shall advise Council and OAA staff on matters specific to the OAA Headquarters building and site. The Committee will provide thoughtful and responsible consideration of matters related to renovations, ongoing maintenance as well as the achievement of the OAA's net zero goals and objectives for the building. These considerations will be consistent with the role of a responsible building owner.

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

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

---

#### Responsibilities

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

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

The Committee shall:

- Oversee the Landscape Design Competition for the Site, and provide input and recommendation to Council accordingly.
- Provide advice to the staff and Finance & Audit Committee in relation to the 30 Year Reserve Fund Study, specifically as it relates to the schedule for repair and or replacement of specific elements of the building.
- Consider data collected regarding the ongoing operation of the building as it related to the OAA's net zero goals and objectives.

- Consider recommendations to further the Climate Action goals and objectives of the OAA as it relates to the OAA Headquarters Building.

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## Composition and Term Limits

The Committee is comprised of three individuals as follows:

- 1 architect member of Council or member-at-large ~~to serve as Chair~~;
- 2 architect members of Council; one of which to serve as Chair;

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

Committee members are appointed by ~~Council~~ the Governance Committee on an annual basis.

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## Other Duties and Responsibilities

### Roles & Responsibilities of Committee Chairs and Committee Members

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

### Work Plan

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

### Reporting

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

### Review

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

### Evaluation

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



---

## Meetings

The Committee will meet approximately 4 times per year. Meetings will be held in accordance with the OAA's Policy re. *Hybrid Work Options* and within core office hours. The work of the Committee can also be conducted in a spontaneous manner between formal meetings via email, telephone, Zoom, or other means.

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

Quorum shall be a majority of the Committee members.

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

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

---

## Staff Coordination and Support

OAA staff support to the Committee is provided by:

- Executive Director;
- ~~Human Resources Manager~~Chief Operating Officer.
- Building Operator.

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

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





Committee Work Plan Worksheet

Annual Committee Work Plan for 2025

**Committee:** Building

**Members:**

Committee Responsibility from Terms of Reference	2025 Action required	To be completed by (date):
1 President's Recognition – President's Wall	<ul style="list-style-type: none"><li>- Make final approval, engage supplier, determine the schedule and implement wall.</li></ul>	Implementation to be completed in 2025
2. Landscape Construction Project	<ul style="list-style-type: none"><li>- Engage Construction Manager</li><li>- Get an updated budget and timeline</li><li>- Spring 2025 – Construction underway with the majority of work being completed</li><li>- Spring 2026 – Final elements of construction project completed</li></ul>	2025 & 2026
3 Complete Post Renovation Items	<ul style="list-style-type: none"><li>- Building Permit</li></ul>	2025
4. Net Zero Monitoring	<ul style="list-style-type: none"><li>- Continue to monitor and address any issues</li></ul>	2025 & ongoing
5. Building Maintenance	<ul style="list-style-type: none"><li>- Act as SMEs for Building: review building-related budgets</li></ul>	2025 & ongoing

# Memorandum

FOR COUNCIL MEETING

March 6, 2025

(open)

ITEM: 6.5.d

**To: Council**

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Buttici	Kimberly Fawcett-Smith
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
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Susan Spiegel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung
Marek Zawadzki	

**From:** Thomas Yeung, Vice President & PRC Chair**Date:** February 24, 2025**Subject:** Practice Resource Committee (PRC) - Update.**Objective:** To update Council on Practice Resource Committee (PRC) activities.

## Activities Report – Practice Resource Committee (PRC)

Practice Resource Committee had its first meeting of 2025 on Friday, February 21. The meeting was conducted virtually and focused on the following key items:

### Orientation and Review of the 2025 Annual Committee Work Plan:

The Chair, with the support of staff, reviewed the onboarding manual, including roles and responsibilities, attendance, etc. The Committee reviewed its 2025 Work Plan (see Attachment 1) based on the discussions at the Council Planning session in January.

### General Updates:

Members were briefed on the Council's January Planning session as well as reminded of the upcoming OAA Conference in May and the AGM.

Staff provided a brief update on upcoming contract negotiations for the renewal of the [CSA Access Program](#). PRC was asked to provide feedback about the standards included to be brought forward, including additions to the current items in the standards library.

PRC was encouraged to bring forward ideas of topics for the [Practice Advisory Newsletter](#). The next edition is to be circulated in March 2025.



The Committee was provided some high level updates on the [Practice Consultation Program](#)'s IT related work (i.e. interface is being updated for ease of use and integration with the IMIS database) and overall operations.

Amendments to the *Construction Act*: PAS, with the support of Policy & Government Relations (PGR) service areas, have started working on the amendments to OAA resources, in particular the PT.10.0 series as well as the OAA Contracts & Guides. PRC will be invited to review in upcoming months.

Upcoming new versions of CCDC 5A, 5B, 17 and 30 and anticipated impacts on OAA resources: PAS is monitoring the release of updated CCDC contracts this spring. Practice Tips in the PT.23.0 Series will need to be reviewed and likely updated.

#### Document Development and Maintenance

##### **Resources Impacted by the 2024 OBC** (Refer to Attachment 2):

- As per the 2025 Work Plan, PRC will continue to support the review of the 2024 OBC impacted Practice Tips, including the code data matrices. Refer to the December 2024 Council memo entitled "OAA Document Maintenance - Practice Tips Impacted by OBC 2024" for reference.
- At the February meeting, PRC reviewed the proposed edits to Practice Tip [PT.08 Application for Building, Demolition or Conditional Permits - Architect's Participation in the Permit Process](#) (Version 4.0 now re-titled *Participation in the Permit Process – Application for Building, Demolition or Conditional Permits*).
- Although consensus was provided on the housekeeping items related to changes needed for OBC 2024, the group flagged some additional changes that will need to be addressed/discussed at a subsequent meeting and possibly result in publishing another version of PT.08 later on. Following March Council meeting, the membership will be made aware of the updated resource (version 4.0) via the website, Practice Advisory Newsletter and social media.

**Preliminary discussion on OAA Templates RFP and SofQ:** As per the 2025 Work Plan, PRC will review the following two OAA template resources:

- [Model Procurement Document](#) (Request For Proposal)
- [OAA Model Procurement Document](#) (Statement of Qualifications)

Originally published in 2011, these resources are in need of review. PRC is being asked to consider if there continues to be value and use of these resources and if so, is editing required. This may entail minor updates, or a major overhaul. PAS is also considering these in terms of their 'uptake' via the OAA Website as well as feedback from client groups.

#### Other general practice topics/Emerging Issues discussed:

Tariffs and impacts on practice: Members of PRC shared observations and general concerns, noting some projects going "on hold" due to the uncertainty in the market, anticipating impact on supply chains, and starting of value engineering exercises. Some

members advised that some industry players are working on dealing with the situation proactively and encouraging specification of “made in Canada” products, adjusting procurement strategies, encouraging communication about possible cost overruns, etc.

Use of AI in practices: The PRC and PAS also continue to gather feedback regarding the usage of AI in practice and the impact on practices. This information will help support the larger discussion happening on this topic through Council and the Governance Committee.

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

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### Attachments

- Attachment 1: PRC’s Annual Committee Work Plan for 2025
- Attachment 2: Summary of proposed changes to Practice Tip PT.08 including redline and clean versions of the document





Committee Workplan Worksheet

Annual Committee Work Plan for 2025

**Committee:** Practice Resource Committee

**Members:** Thomas Yeung (VP and Chair), George Bitsakakis, John Ciarmela, Richard Hammond, Changhong Sun, Nevil Wood, Wendy Yu, Heather Asquith, Tamara Hains, Leslie Parker (Pro-Demnity Representative)

Committee Responsibility from Terms of Reference	2025 Action required	To be completed by (date):
1 OBC Matrix Review & Associated Resources (Ontario Building Code 2024)	<ul style="list-style-type: none"> <li>- Committee to participate in revising and updating to reflect OBC change &amp; code harmonization</li> </ul>	Started in 2024. To be continued in 2025
2 Address emerging issues	<ul style="list-style-type: none"> <li>- Committee to reflect on current trends, challenges, affairs and opportunities in practice</li> <li>- PAS to bring recurring issues from Hotline to committee as a sounding board</li> <li>- Repetitive topics may become website content or Practice Tips – Committee to assist</li> </ul>	Ongoing – be nimble
3 Document development and maintenance	<ul style="list-style-type: none"> <li>- Practice tips, regulatory notices, peer support docs (existing to be refreshed) Committee to provide input and assist with review.</li> <li>- Review OAA's RFP and SofQ templates</li> <li>- Create new content (wish list: retirement/succession planning, federal prompt payment, modular construction, AI)</li> </ul>	Ongoing
4. Public consultation – Committee provides review, input and feedback function	<ul style="list-style-type: none"> <li>- CSA standards</li> <li>- OBC and NBC harmonization (push for climate focus &amp; step codes) Committee to mobilize when asked to respond</li> <li>- Construction Act updates</li> </ul>	Ongoing/ depends on Government
5. Input regarding liaison with other organizations	<ul style="list-style-type: none"> <li>- EABO (development/review of forms)</li> <li>- OGCA (committee to comment on Doc 100 updates)</li> <li>- Pro-Demnity (provide discussion forum for practice issues that may overlap with liability/risk)</li> </ul>	Ongoing

## **OBC 2024 – Impacted Practice Tips: Summary of Impacts and Proposed Changes**

### **PT.08 Application for Building, Demolition or Conditional Permits – Architect’s Participation in the Permit Process (version 3.2)**

The OAA’s Practice Tips are accessed via the OAA website and, although written primarily for OAA Licensed members, they are also a resource for clients, lawyers, and other industry professionals. They are meant to be concise and follow a consistent structure and tone.

#### **Summary of proposed changes to version 3.2 (Main Body of the Practice Tip, Attachment OAA Authorization as an Agent Form, Attachment Distribution of Plans Examiner’s Notices)**

- Proposed Updates to Title
  - Remove “architect” – the resource is implicitly targeted at someone involved in permit process
- Edits to the “Summary” and new “Background” sections
  - Provide a synopsis of what the Practice Tip contains at the beginning of the document
  - Replace “architect” and leverage alternatives such as “holder of a certificate of practice”, etc
  - To remain generic, remove the unnecessary “year” of the building code and specific number of the regulation
- Edits to “General” section
  - Adjust the title and new introduction sentence
  - Adjust all subtitles
  - Replace “architect” and leverage alternative such as “holder of a certificate of practice”, etc
  - Adjust Section 2. That addresses the Tarion portion of the application form and introduction of the HCRA
- Edits to “Part B - Additional Items” section
  - New subsection 1
  - Adjust subtitles
- Addition of a “References” section which will align with webpage

#### **Edits to Attachment A - Distribution of Plans Examiner's Notices**

- Update Attachment A to Attachment 1 nomenclature
- Replace the word “architect” with alternative

#### **Edits to Attachment B - Distribution of Plans Examiner’s Notices**

- Update Attachment B to Attachment 2 nomenclature
- Replace the word “architect” with alternative
- Update references to older OAA 600 and 800 contracts to current OAA 2021 Suite
- Introduce a new subtitle for greater clarity

#### **For future updates:**

PRC suggested following items to be reviewed as a next phase:

- 1) Consider re-organizing the content of the document, including a section on risks and mitigations
- 2) Consider additional discussion about “acting as an agent” within the content of the Practice Tip

## **Architect's Participation in the Permit Process – Application for Building, Demolition or Conditional Permits**

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### **Summary**

This Practice Tip highlights key risks and other considerations when supporting a client in the building permit application process, including an overview of key sections of a typical permit application form and external references.

This Practice Tip also contains other information related to the completion of the application form for a building permit, as well as including the following information related to, or of interest to, building departments:

- Owner commitment to have general review undertaken by architects/certificate of practice holders (CoP holders) and/or professional engineers;
- Document submission (including electronic submissions);
- Project Close-out; and
- Partial Services / early termination.

It also provides two attachments:

- Attachment A-1 – “OAA Authorization as an Agent” form; and
- Attachment B-2 – Distribution of Plans Examiner's Notices

### **Background**

Holder/CoP holders/Architects are strongly advised not to be the applicant for a permit for construction or demolition of a building. The Ontario's Building Code Act, 1992 S.O. 1992, Chapter 23 and the 2012 Building Code, O.Reg. 332/12, (as amended) prescribe both responsibilities and liabilities for the applicant. HCoP holders/Architects avoid this exposure to this liability when they do not sign as the applicant.

Professional liability insurance (PLI) policies exclude coverage for some of this liability. Despite the general advice that CoP holders/architects have the owner sign as applicant, there may be circumstances where the CoP holder/architect, in exercising professional judgment, elects to sign the application form as “authorized agent of the owner”. In those situations, steps must be taken to limit liability exposure.

This practice tip also contains other information related to the completion of the application form for a building permit, as well as the following information inter-related to, or of interest to, building departments:

- Owner commitment to have general review undertaken by architects and/or professional engineers
- Document submission
- Project Close-out
- Partial Services/early termination.

### **GeneralPART A - Overview of the “–Application For for A-a Permit To to Construct Or or Demolish” Form**

This section highlights key considerations when assisting clients with applications:

(SeeRefer to Tthe standard “[Application for a Permit to Construct or Demolish](#)” form may be found on thefrom Ministry of Municipal Affairs and Housingweb site);

1. **Section C. Applicant** (Section C of permit application form)

- Division C, Section 1.3.1.2. of the [Ontario 2012-2024](#) Building Code stipulates that an application for a permit under Section 8 shall be made by the owner of the property or the authorized agent of the owner and that it shall be in a form approved by the Minister.

The *Building Code Act*, 1992, under Section 8.(1.1) states:

“(1.1) An application for a permit to construct or demolish a building may be made by a person specified by regulation and the prescribed form of the form approved by the Minister must be used and be accompanied by the documents and information specified by regulation.”

- “Owner” is defined to include the registered owner, a lessee and a mortgagee in possession.
- ~~Ontario Association of Architects (The OAA) legal counsel~~ and Pro-Demnity Insurance Company (Pro-Demnity) continue to ~~advise that it is much preferred that recommend~~ the ~~architect CoP holder~~ **not** be the applicant for an application for a building or demolition permit owing to liability issues. It is ~~recommended that suggested~~ the ~~architect CoP holder~~ arrange for the owner to sign the application.
- ~~Building officials may, in~~ certain circumstances, ~~building officials may~~ issue a conditional permit, in order to allow construction to start in advance of the final permit being issued. The construction under a conditional permit is limited to the scope of the conditional permit. ~~Issuance of a conditional permit may be subject to payment of a deposit used to ensure the site is returned to its original condition should a full permit not be issued or the project otherwise not proceed in a timely manner.~~
- The applicant for a conditional permit, or a person who enters into an agreement respecting a conditional permit, clearly takes on far greater responsibility and exposure to liability than the applicant for a conventional permit, and:
  - Assumes all risks in commencing construction;
  - Is directly responsible for obtaining all necessary approvals; and
  - May be required to remove the building and restore the site if approvals are not obtained, or deadlines not met.
- The ~~CoP holder’s architect’s~~ professional liability insurance limits coverage to the performance of professional services to others rendered in the capacity as a holder of a certificate of practice and specifically excludes the performance of services “not usual or customary” for ~~CoP holders of certificates of practice~~. Pro-Demnity advises ~~that~~ assuming the above responsibilities which are inherent in the role of “applicant” for a conditional permit, would **not** be considered the “usual and customary” services ~~that are~~ covered by the ~~PLI insurance~~ policy. Other aspects involve “guarantees” which are also not insurable.
- For these reasons, ~~CoP holders architects~~ are ~~strongly~~ advised **NEVER never** to be the applicant for a conditional permit, or party to any agreement with a municipality, etc., with respect to a conditional permit. If asked to be the applicant for a conditional building permit, follow the ~~advice recommendation~~ of the OAA ~~and its legal counsel~~, which is to decline. Explain the reasons, using this document to support this position, if appropriate. ~~CoP holders may A~~assist the client by providing ~~the information~~ required ~~for the~~ application ~~information~~ and documentation that ~~is~~are within the scope of ~~their~~ services under the ~~client holder architectural services~~ contract.
- It is, however, recognized that there may be valid reasons for a ~~n architect~~CoP holder, exercising professional judgment, to assume the role of an authorized agent of the owner for the purpose of ~~an~~ application for a building or demolition permit.

- ~~In-On~~ these occasions, the ~~CoP holder-architect~~ is strongly encouraged to enter into an appropriate written contract with the client clearly defining and limiting the ~~CoP holder's-architect's~~ role and responsibility as the agent of the owner, specifically to the application for permit.
- An oral agreement is inappropriate as it could ~~later~~ give rise to a question of interpretation ~~at a later date~~, once difficulties have arisen and when it might be in the interest of the owner or others to allege that the agency was much broader than a simple application for a building or demolition permit.
- If, in exercising professional judgment, the ~~CoP holder-architect~~ elects to sign an application for a building or demolition permit as "authorized agent of the owner", include in the written architectural services contract a provision such as that in the following template, which will avoid interference with the professional liability insurance coverage, ~~in the written client/holder-architect contract~~:

"It is agreed that the architect shall be the authorized agent of the owner in respect of the property on which the construction or demolition will take place, solely and exclusively for the purpose of an application for a permit under Section 8 of the *Building Code Act, 1992*, as amended and Division C, Section 1.3.1.2, of the 2012-Ontario Building Code, O.Reg. 332/42163/24 as amended and shall not be an authorized agent of the owner for any other purpose than as specifically provided for in this agreement. 'Owner'-owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession." (1)

(Note: The statement in the text and in the sample agreement appended to this document, is changed for more clarity and for the expanded definition of "owner".)

Confer with legal counsel and include appropriate provisions in the written ~~client/holder-architectural services~~ contract, and have the contract signed by both parties.

If a determination is made to sign as "authorized agent of the owner" ~~occurs~~ after the ~~CoP holder's architect's~~ contract with the owner has been signed, either add a change to the contract, or, in the alternative, set out a simple letter agreement with this singular provision and ensure that both parties sign and date it before the application is submitted. See Attachment A1, the OAA Authorization of an Agent template form, which ~~accompanies~~ iesing this Practice Tip.

Note that if the client is not the owner as defined in the *Building Code Act*, legal advice may be needed as to an appropriate course of action.

Adding the words "for purpose of application for permit only" after "agent" on the application form where the agent's signature is required will also bring to the attention of the building official (who is not privy to the contract between owner and ~~CoP holder-architect~~) as to the extent of agency. If the building official refuses to accept the thus 'modified' application form, the ~~CoP holder architect~~ will have made the point to the official that the extent of agency is limited.

Finally, provide services ~~in regard~~ ing to agency in accordance with the limited scope as set out in the contractual agreement for "authorized agent of the owner" with the client.

#### **Distribution of Plans Examiner's Notices**

The applicant is normally the primary contact for all correspondence or inquiries by the building department. ~~The-When the owner is the applicant, problem which may arise in this respect is that the plans examiner's notices are sent directly to the Owner-them, and the holder architect must rely on-T~~ ~~the Owner-owner should be advised to forward to the CoP holder in a timely manner any information which is pertinent to the CoP holder's-architect's services. It is suggested that the holder architect request that such notices also be copied to them, or to the "coordinator of the work of all architects and professional engineers", where the coordinator is other than the holder architect.~~

~~Where the building department or other authority having jurisdiction will not forward the plans examiner's notices, comments or other correspondence relating to the permit application to the holder architect, it is~~

**Commented [MA1]:** Some of the original wording under this heading was moved to the attachment.

recommended that the ~~holder~~ architect send to the client a letter based on the following wording at the time the permit application is submitted.

"Please be advised that notices, comments and notifications relating to the rezoning/ site plan agreement/ building permit application will be sent by the municipality/ authority having jurisdiction to the applicant. Since we are not the applicant in this case, it is important that you forward, or require the coordinator of the work of all architects and professional engineers to forward, in a timely manner, all such communications to us so that we may take any necessary action and respond appropriately in order to avoid unnecessary delays to the project."

Note: The wording of the preceding paragraph is to be edited to suit the particular application.

For additional information and suggested amendments to OAA standard contracts, refer to "Attachment A-2, "Distribution of Plans Examiner's Notices" ~~appended which accompanies~~ this Practice Tip.

## 2. **Section F. Tarion Warranty Corporation (Ontario New Home Warranty Program)** ~~(Section F of permit application form)~~.

This section must be completed on permit applications for the construction of a new home as defined by the [Ontario New Home Warranties Plan Act](#).

### 1. "Homehome" means:

- a) a self-contained one-family dwelling, detached or attached to one or more others by common walls,
- b) a building composed of more than one and not more than two self-contained one-family dwellings under one ownership,
- c) a condominium unit that is a residential dwelling, including the common elements in respect of which the unit has an appurtenant common interest as described in the condominium declaration of the condominium corporation, or a condominium dwelling unit, including the common elements,  
or
- d) any other dwelling of a class prescribed by the regulations as a home to which ~~the~~ this Act applies,

and includes any structure or appurtenance used in conjunction therewith, but does not include a dwelling built and sold for occupancy for temporary periods or seasonal purposes;  ~~("logement")~~

Check ~~the~~ "Yes" box ~~should be checked where~~ when the application is for a new home and; ~~the~~ "No" box if ~~for other~~ wise than a new home. If "No" proceed to ~~section~~ Section G.

Where the answer is "Yes" to question (ii), the registration number of the vendor or builder must be provided.

Note: In 2021, the Home Construction Regulatory Authority (HCRA) was designated by the Government of Ontario as the regulatory authority under the New Home Construction Licensing Act, 2017. Historically, Tarion had been both the insurer and the delegated administrative authority that was responsible for licensing home building and vendors in Ontario. For more information and access to the HCRA Directory, consult their website.

## 3. **Section G. Required Schedules** ~~(Section G of permit application form)~~

~~(Refer to Schedule 1: Designer Information)~~

- As stated as Note 2 on the application form itself, HCoP holders ~~Architects~~ should not complete the "Schedule (1:) Designer Information" which accompanies the "Application for a Permit to Construct or Demolish" form approved and issued by the Ministry of Municipal Affairs and Housing (MMAH). Section 1 is for other designers, typically Building Code Identification Number (BCIN) holders.

- MMAH is on record as having reiterated that holders architects are not required to complete this form, and has further set this position out on their Web site.

#### 4. **Section H. Completeness and compliance with applicable law** (Section H of permit application form)

"(iv) The proposed building, construction or demolition will not contravene any applicable law."

Applicable law is defined in the OBC Division 4-A Part A-1, 1.4.1.3., and is very broad as it relates to laws other than those governing the design of the building. In order to assist the Owner-owner in completing the application, the CoP holder-architect may verbally advise the Owner-owner that, to the best of the CoP holder's-architect's knowledge, the design complies with the laws applicable to the design of buildings, leaving it to the owner to attest to those laws that relate to other than the design of buildings.

For additional information on building permit applications, refer to the Ontario Building Officials Association (OBOA) and Large Municipalities Chief Building Officials (LMCBO) documents entitled "Complete Application Best Practice Guide for Chief Building Officials", issued December 30, 2011; FAQ's are part of the for Complete Application. Best Practice Guide, issued December 30, 2011; and Reference Documents.

(See Complete Application Best Practice Guide and FAQs)

#### 5. **Section I. Declaration of Applicant** (Section I of permit application form)

"2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership."

Many owners will not allow an agent to bind the corporation, which further reinforces the validity of the OAA and Pro-Demnity recommendation that the CoP holder-architect should not be the applicant. However, some building departments insist that the person submitting the application in person, or online, is in fact the applicant. Should this be the situation, architects-CoP holders should advise the owner of the need to present the application in person or to be the person logging in and submitting online.

### **Part B - Additional Items Related ~~To~~ to Building Permit Applications**

#### 1.

##### **1. Consult Other OAA Resources**

Refer to Regulatory Notices and Practice Tips on related topics such as general review. Refer also to Professional Requirements for the Built Environment in Ontario on the OAA Website.

##### **24. Standard form "Owner Commitment to have General Review Undertaken by Architects and/or Professional Engineers" by Engineers Architects Building Officials (EABO)**

(See EABO Endorsed Review Commitment Form 2014/09)

While EABO has produced this standard form which was published back in 2014, its appearance may vary with-in different jurisdictions where it has been adapted using the specific jurisdiction's title and format.

The duly-completed "Commitment for General Review" form is required to be completed for all building permit applications where the building required the design and general review of by architects certificate of practice holders and/or professional engineers, as prescribed in both the *Architects Act* and *Professional Engineers Act*, and where the building code requires general review.

Where the *Architects Act* does **not require** the design of the building to be carried out by an CoP holder architect, even though an CoP holder-architect has done the design, building departments should not be requesting the CoP holder-architect to complete the form. In such cases, it is strictly a contractual

relationship between the client and the CoP holder-architect as to the extent of the CoP holder's architect's services.

### 32. Document Submission

All construction design documents submitted as part of an application for a building permit; (e.g. drawings, and specifications, and reports) must be sealed and signed by the responsible professional, regardless of whether they are in electronic or hard copy form. For further information, refer to Regulatory Notice RN.01 OAA Professional Seal. The drawings and specifications should be noted as "Issued for Permit" and not contain any notation that they are not for construction purposes.

#### Electronic Files and Submissions

Some-Increasingly, building departments now require that the building permit application and related's documents be submitted as electronic files online. Verify the requirements of each jurisdiction as early in the project as possible so the required effort can be reflected in the fee proposal. In any event, this should be done prior to the initial application in order not to cause/prevent undue delays in the acceptance and processing of the permits.

Electronic files should contain a notice that the drawings and specifications are copyrighted and cannot be copied, transferred or used for any other purpose than for review for conformance with the Building building Code code and zoning by-laws.

#### Inclusion of an OBC Data Matrix

All building permit applications must include the a Building Code Data Matrix, either as a separate sealed and signed document sealed and signed, or as part of one of the permit drawings. Refer to the latest version of OAA Practice Tip PT.03 Building Code Data Matrix. The data matrix should be based on the matrices included in PT.03 and provide at least the minimum information needed to allow the building department to assess building code compliance.

#### Amendments to an Application or Permit

Where there are revisions to the "Issued for Permit" documents (e.g. due to any-bid addenda, contract negotiations, change orders, change directives, and/or supplemental instructions which-related to Building building Code code requirements), such documents they should be filed with the building department. In the situation where such revisions are not accepted in whole or in part by the authorities having jurisdiction, further revisions may be required or the revision cancelled.

Code-related design elements which-that are not constructed in accordance with the design documents forming the basis for the issuance of a building permit, including authorized amendments, are deficiencies, and They should be noted as such in general review reports, and in-certificates for payment.

### 43. Occupancy and Project Close-Out

For those projects requiring the general review by of a CoP holder-n-architect, site visit reports are required to be forwarded to the Chief Building Official (CBO). CBOs often request that such reports also be sent to the building inspector assigned to the project. This is a reasonable request so the reports get to the inspector in a timely manner.

While some CoP holders-architects send a copy of every report, some building officials only request monthly summaries, which highlight building code related issues. As this may require additional effort, the need for a separate report to the municipality should be determined before the CoP holder's fee is determined.

Prior to granting occupancy, building officials require a final report indicating that the building was built in general conformity with the documents submitted with the permit application and any amendments thereto except for the deficiencies noted. It is preferable this report follow the EABO-recommended format and content.



CoP hHolders Architects should be sure to send the interim reports and the pre-occupancy report at the appropriate time. ~~Forwarding of t~~The final report should be done forwarded once it is written ~~and not rather than~~ delayed until the building department requests it.

Some municipalities ~~are requireing~~ other sign-offs, ~~which that~~ are redundant to the information already included in the standard or other reporting documents; (e.g., fire stopping sign offs, provision of solid waste facilities, compliance with accessibility requirements, etc.).

Some of the building department forms include the confirmation of items ~~which are~~ outside the purview of the CoP holder architect and relate to various other consultants or ~~relate to~~ on-going operation issues ~~which that~~ are the responsibility of the owner.

Review the wording of any forms originating with authorities having jurisdiction or with the client's lenders as they tend to significantly increase the CoP holder's liability because of how they are worded, or may include items which are not part of the usual and customary practice of architecture. Additionally, they may create a conflict of interest.

The only final general review report form endorsed by the OAA is the EABO Final General Review Report form.

In 2023, EABO completed the development of a new customizable, industry-standard form—Required Occupancy Documents Checklist—that helps identify documents a municipality may require prior to granting occupancy. This form was also endorsed by OAA Council.

#### **54. Partial Services / Early Termination**

##### **Partial Services**

In the case where the CoP holder architect is only retained for partial services; (i.e. g. the provision of permit documents or construction documents), the ~~architect~~ CoP holder should notify the Chief Building Official when ~~his/her~~ the CoP holder's services have terminated or been completed and the CoP holder architect is no longer involved with the project. This is the case regardless of whether or not the project requires the general review of an CoP holder architect.

##### **Early Termination**

In the case of termination during any phase-of-service where ~~the an~~ application for permit has been filed, the Chief Building Official should be notified immediately. Notification to the building department where general review is required should trigger action from the authorities requiring that a new CoP holder architect be retained by the owner.

##### **Footnotes:**

~~(1) Statement in text and in sample agreement (appended to this document) is changed for more clarity and for expanded definition of 'owner'.~~

##### **Attachments**

Attachment A-1 – OAA Authorization as an Agent form

Attachment B-2 – Distribution of Plans Examiner's Notices

##### **References**

Ontario Building Code

Building Code Act

OAA Regulatory Notices and Practice Tips

EABO forms such as Required Occupancy Documents Checklist

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

REDLINE

## Participation in the Permit Process - Application for Building, Demolition or Conditional Permits

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### Summary

This Practice Tip highlights key risks and other considerations when supporting a client in the building permit application process, including an overview of key sections of a typical permit application form and external references.

This Practice Tip also contains other information related to the completion of the application form for a building permit, including the following information related to, or of interest to, building departments:

- Owner commitment to have general review undertaken by certificate of practice holders (CoP holders) and/or professional engineers;
- Document submission (including electronic submissions);
- Project close-out; and
- Partial services / early termination.

It also provides two attachments:

- Attachment 1 – “OAA Authorization as an Agent” form; and
- Attachment 2 – Distribution of Plans Examiner’s Notices

### Background

CoP holders are advised **not** to be the applicant for a permit for construction or demolition of a building. Ontario’s *Building Code Act*, 1992 S.O. 1992, Chapter 23 and the Building Code, (as amended) prescribe both responsibilities and liabilities for the applicant. CoP holders avoid exposure to this liability when they do not sign as the applicant.

Professional liability insurance (PLI) policies exclude coverage for some of this liability. Despite the general advice that CoP holders have the owner sign as applicant, there may be circumstances where the CoP holder, in exercising professional judgment, elects to sign the application form as “authorized agent of the owner”. In those situations, steps must be taken to limit liability exposure.

### PART A - Overview of the “Application for a Permit to Construct or Demolish” Form

This section highlights key considerations when assisting clients with applications:

Refer to the standard [“Application for a Permit to Construct or Demolish” form from Ministry of Municipal Affairs and Housing](#):

#### 1. Section C. Applicant

- Division C, Section 1.3.1.2. of the Ontario 2024 Building Code stipulates that an application for a permit under Section 8 shall be made by the owner of the property or the authorized agent of the owner and that it shall be in a form approved by the Minister.

The *Building Code Act*, 1992, under Section 8. states:

“(1.1) An application for a permit to construct or demolish a building may be made by a person specified by regulation and the prescribed form of the form approved by the Minister must be used and be accompanied by the documents and information specified by regulation.”

- “Owner” is defined to include the registered owner, a lessee and a mortgagee in possession.
- The OAA and Pro-Demnity Insurance Company (Pro-Demnity) continue to recommend the CoP holder **not** be the applicant for an application for a building or demolition permit owing to liability issues. It is suggested the CoP holder arrange for the owner to sign the application.
- In certain circumstances, building officials may issue a conditional permit in order to allow construction to start in advance of the final permit being issued. The construction under a conditional permit is limited to the scope of the conditional permit. Issuance of a conditional permit may be subject to payment of a deposit used to ensure the site is returned to its original condition should a full permit not be issued or the project otherwise not proceed in a timely manner.
- The applicant for a conditional permit, or a person who enters into an agreement respecting a conditional permit, clearly takes on far greater responsibility and exposure to liability than the applicant for a conventional permit, and:
  - Assumes all risks in commencing construction;
  - Is directly responsible for obtaining all necessary approvals; and
  - May be required to remove the building and restore the site if approvals are not obtained, or deadlines not met.
- The CoP holder's professional liability insurance limits coverage to the performance of professional services to others rendered in the capacity as a holder of a certificate of practice and specifically excludes the performance of services “not usual or customary” for CoP holders. Pro-Demnity advises assuming the above responsibilities which are inherent in the role of “applicant” for a conditional permit, would **not** be considered the “usual and customary” services covered by the PLI policy. Other aspects involve “guarantees” which are also not insurable.
- For these reasons, CoP holders are advised **never** to be the applicant for a conditional permit, or party to any agreement with a municipality, etc., with respect to a conditional permit. If asked to be the applicant for a conditional building permit, follow the recommendation of the OAA, which is to decline. Explain the reasons, using this document to support this position, if appropriate. CoP holders may assist the client by providing information required for the application and documentation that is within the scope of their services under the architectural services contract.
- It is, however, recognized that there may be valid reasons for a CoP holder, exercising professional judgment, to assume the role of an authorized agent of the owner for the purpose of an application for a building or demolition permit.
- On these occasions, the CoP holder is strongly encouraged to enter into an appropriate written contract with the client clearly defining and limiting the CoP holder's role and responsibility as the agent of the owner, specifically to the application for permit.
- An oral agreement is inappropriate as it could later give rise to a question of interpretation, once difficulties have arisen and when it might be in the interest of the owner or others to allege that the agency was much broader than a simple application for a building or demolition permit.

- If, in exercising professional judgment, the CoP holder elects to sign an application for a building or demolition permit as "authorized agent of the owner", include in the written architectural services contract a provision such as that in the following template, which will avoid interference with the professional liability insurance coverage:

"It is agreed that the architect shall be the authorized agent of the owner in respect of the property on which the construction or demolition will take place, solely and exclusively for the purpose of an application for a permit under Section 8 of the *Building Code Act, 1992*, as amended and Division C, Section 1.3.1.2, of the Ontario Building Code, O.Reg. 163/24 as amended and shall not be an authorized agent of the owner for any other purpose than as specifically provided for in this agreement. **'owner' includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession.**"(1)

(Note: The statement in the text and in the sample agreement appended to this document, is changed for more clarity and for the expanded definition of "owner".)

Confer with legal counsel and include appropriate provisions in the written architectural services contract, and have the contract signed by both parties.

If a determination is made to sign as "authorized agent of the owner" after the CoP holder's contract with the owner has been signed, either add a change to the contract or, in the alternative, set out a simple letter agreement with this singular provision and ensure that both parties sign and date it before the application is submitted. See Attachment 1, OAA Authorization of an Agent template form, which accompanies this Practice Tip.

Note that if the client is not the owner as defined in the *Building Code Act*, legal advice may be needed as to an appropriate course of action.

Adding the words "for purpose of application for permit only" after "agent" on the application form where the agent's signature is required will also bring to the attention of the building official (who is not privy to the contract between owner and CoP holder) as to the extent of agency. If the building official refuses to accept the thus 'modified' application form, the CoP holder will have made the point to the official that the extent of agency is limited.

Finally, provide services regarding agency in accordance with the limited scope as set out in the contractual agreement for "authorized agent of the owner" with the client.

#### **Distribution of Plans Examiner's Notices**

The applicant is normally the primary contact for all correspondence or inquiries by the building department. When the owner is the applicant, the plans examiner's notices are sent directly to the them. The owner should be advised to forward to the CoP holder in a timely manner any information pertinent to the CoP holder's services.

For additional information and suggested amendments to OAA standard contracts, refer to Attachment 2, "Distribution of Plans Examiner's Notices" which accompanies this Practice Tip.

**Commented [MA1]:** Some of the original wording under this heading was moved to the attachment.

## **2. Section F. Tarion Warranty Corporation (Ontario New Home Warranty Program).**

This section must be completed on permit applications for the construction of a new home as defined by the [Ontario New Home Warranties Plan Act](#).

### **1. "home" means:**

- a self-contained one-family dwelling, detached or attached to one or more others by common walls,

- b) a building composed of more than one and not more than two self-contained one-family dwellings under one ownership,
- c) a condominium unit that is a residential dwelling, including the common elements in respect of which the unit has an appurtenant common interest as described in the condominium declaration of the condominium corporation, or
- d) any other dwelling of a class prescribed by the regulations as a home to which this Act applies, and includes any structure or appurtenance used in conjunction therewith, but does not include a dwelling built and sold for occupancy for temporary periods or seasonal purposes; ("logement")

Check the "Yes" box when the application is for a new home and the "No" box if otherwise. If "No" proceed to Section G.

Where the answer is "Yes" to question (ii), the registration number of the vendor or builder must be provided.

Note: In 2021, the Home Construction Regulatory Authority (HCRA) was designated by the Government of Ontario as the regulatory authority under the *New Home Construction Licensing Act, 2017*. Historically, Tarion had been both the insurer and the delegated administrative authority that was responsible for licensing home building and vendors in Ontario. For more information and access to the HCRA Directory, consult its website.

### 3. Section G. Required Schedules

- As stated as Note 2 on the application form itself, CoP holders should not complete the "[Schedule 1: Designer Information](#)" which accompanies the "Application for a Permit to Construct or Demolish" form approved and issued by the Ministry of Municipal Affairs and Housing (MMAH). Section 1 is for other designers, typically Building Code Identification Number (BCIN) holders.

### 4. Section H. Completeness and compliance with applicable law

"iv) The proposed building, construction or demolition will not contravene any applicable law."

Applicable law is defined in the OBC Division A Part 1, 1.4.1.3., and is very broad as it relates to laws other than those governing the design of the building. To assist the owner in completing the application, the CoP holder may verbally advise the owner that, to the best of the CoP holder's knowledge, the design complies with the laws applicable to the design of buildings, leaving it to the owner to attest to those laws that relate to other than the design of buildings.

For additional information on building permit applications, refer to the Ontario Building Officials Association (OBOA) and Large Municipalities Chief Building Officials (LMCBO) documents entitled "[Complete Application Best Practice Guide for Chief Building Officials](#)", issued December 30, 2011; FAQ's are part of the Best Practice Guide and Reference Documents.

### 5. Section I. Declaration of Applicant

"2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership."

Many owners will not allow an agent to bind the corporation, which further reinforces the validity of the OAA and Pro-Demnity recommendation that the CoP holder should not be the applicant. However, some building departments insist that the person submitting the application in person, or online, is in fact the applicant. Should this be the situation, CoP holders should advise the owner of the need to present the application in person or to be the person logging in and submitting online.

## Part B - Additional Items Related to Building Permit Applications.

### 1. Consult Other OAA Resources

Refer to Regulatory Notices and Practice Tips on related topics such as general review. Refer also to Professional Requirements for the Built Environment in Ontario on the OAA Website.

### 2. Standard form ["Owner Commitment to have General Review Undertaken by Architects and/or Professional Engineers"](#) by Engineers Architects Building Officials (EABO)

While EABO has produced this standard form which was published back in 2014, its appearance may vary in different jurisdictions where it has been adapted using the specific jurisdiction's title and format.

The duly completed "Commitment for General Review" form is required to be completed for all building permit applications where the building required the design by certificate of practice holders and/or professional engineers, as prescribed in both the *Architects Act* and *Professional Engineers Act*, and where the building code requires general review.

Where the *Architects Act* does **not require** the design of the building to be carried out by a CoP holder, even though a CoP holder has done the design, building departments should not request the CoP holder to complete the form. In such cases, it is strictly a contractual relationship between the client and the CoP holder as to the extent of the CoP holder's services.

### 3. Document Submission

All design documents submitted as part of an application for a building permit (e.g. drawings, specifications, and reports) must be sealed and signed by the responsible professional, regardless of whether they are in electronic or hard copy form. For further information, refer to Regulatory Notice RN.01 OAA Professional Seal. The drawings and specifications should be noted as "Issued for Permit" and not contain any notation that they are not for construction purposes.

#### Electronic Files and Submissions

Increasingly, building departments require the building permit application and related documents be submitted as electronic files online. Verify the requirements of each jurisdiction as early in the project as possible so the required effort can be reflected in the fee proposal. In any event, this should be done prior to the initial application to prevent undue delays in the acceptance and processing of the permits.

Electronic files should contain a notice that the drawings and specifications are copyrighted and cannot be copied, transferred or used for any other purpose than for review for conformance with the building code and zoning bylaws.

#### Inclusion of an OBC Data Matrix

All building permit applications must include a Building Code Data Matrix, either as a separate sealed and signed document, or as part of one of the permit drawings. Refer to the latest version of OAA Practice Tip PT.03 *Building Code Data Matrix*. The data matrix should be based on the matrices included in PT.03 and provide at least the minimum information needed to allow the building department to assess building code compliance.

#### Amendments to an Application or Permit

Where there are revisions to the "Issued for Permit" documents (e.g. due to bid addenda, contract negotiations, change orders, change directives, and/or supplemental instructions related to building code requirements) they should be filed with the building department. In the situation where such revisions are not accepted in whole or in part by the authorities having jurisdiction, further revisions may be required or the revision cancelled.

Code-related design elements that are not constructed in accordance with the design documents forming the basis for the issuance of a building permit, including authorized amendments, are deficiencies. They should be noted as such in general review reports and certificates for payment.

#### 4. Occupancy and Project Close-Out

For those projects requiring general review by a CoP holder, site visit reports are required to be forwarded to the Chief Building Official (CBO). CBOs often request that such reports also be sent to the building inspector assigned to the project. This is a reasonable request so the reports get to the inspector in a timely manner.

While some CoP holders send a copy of every report, some building officials only request monthly summaries, which highlight building code related issues. As this may require additional effort, the need for a separate report to the municipality should be determined before the CoP holder's fee is determined.

Prior to granting occupancy, building officials require a final report indicating the building was built in general conformity with the documents submitted with the permit application and any amendments thereto except for the deficiencies noted. It is preferable this report follow the EABO-recommended format and content.

CoP holders should be sure to send the interim reports and the pre-occupancy report at the appropriate time. The final report should be forwarded once it is written rather than delayed until the building department requests it.

Some municipalities require other sign-offs, that are redundant to the information already included in the standard or other reporting documents (e.g., fire stopping sign offs, provision of solid waste facilities, compliance with accessibility requirements, etc.).

Some of the building department forms include the confirmation of items outside the purview of the CoP holder and relate to various other consultants or on-going operation issues that are the responsibility of the owner.

Review the wording of any forms originating with authorities having jurisdiction or with the client's lenders as they tend to significantly increase the CoP holder's liability because of how they are worded, or may include items which are not part of the usual and customary practice of architecture. Additionally, they may create a conflict of interest.

The only final general review report form endorsed by the OAA is the [EABO Final General Review Report](#) form.

In 2023, EABO completed the development of a new customizable, industry-standard form—Required Occupancy Documents Checklist—that helps identify documents a municipality may require prior to granting occupancy. This form was also endorsed by OAA Council.

#### 5. Partial Services / Early Termination

##### Partial Services

In the case where the CoP holder is only retained for partial services (e.g. the provision of permit documents or construction documents), the CoP holder should notify the Chief Building Official when the CoP holder's services have terminated or been completed and the CoP holder is no longer involved with the project. This is the case regardless of whether or not the project requires the general review of a CoP holder.

##### Early Termination

In the case of termination during any phase-of-service where an application for permit has been filed, the Chief Building Official should be notified immediately. Notification to the building department where general review is required should trigger action from the authorities requiring that a new CoP holder be retained by the owner.



## Attachments

Attachment 1 – OAA Authorization as an Agent form

Attachment 2 – Distribution of Plans Examiner's Notices

## References

Ontario Building Code

Building Code Act

OAA Regulatory Notices and Practice Tips

EABO forms such as Required Occupancy Documents Checklist

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## Authorization of an Agent

For the purposes of making an “Application for a Permit to Construct or Demolish” in compliance with the 2012-2024 Ontario Building Code

Agreement between:

Owner: \_\_\_\_\_

and

~~Architect~~OAA Certificate of Practice Holder (CoP holder):

\_\_\_\_\_

-

Concerning an Application for a Permit to Construct or Demolish for the following project:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

The owner hereby authorizes the ~~architect~~CoP holder to act as its agent for the purpose of submitting an Application for a Permit to Construct or Demolish for the above referenced project.

It is agreed that the ~~architect~~CoP holder shall be the authorized agent of the owner in respect of the property on which the construction or demolition will take place, solely and exclusively for the purpose of an application for a permit under Section 8 of the *Building Code Act, 1992*, as amended and Division C, Section 1.3.1.2 of the 2012-2024 Ontario Building Code, O.Reg. 332/42163/24 as amended and shall not be an authorized agent of the owner for any other purpose than as specifically provided for in this agreement.

“Owner” includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession. This agreement supersedes any other agreement that may relate to the agency of the ~~architect~~CoP holder respecting an application for a permit to construct or demolish or to any other application made by the ~~architect~~CoP holder on behalf of the owner.

Date of agreement: \_\_\_\_\_

Owner: \_\_\_\_\_

~~Architect~~OAA Certificate of Practice Holder: \_\_\_\_\_

## Authorization of an Agent

For the purposes of making an “Application for a Permit to Construct or Demolish” in compliance with the 2024 Ontario Building Code

Agreement between:

Owner: \_\_\_\_\_

and

OAA Certificate of Practice Holder (CoP holder): \_\_\_\_\_

Concerning an Application for a Permit to Construct or Demolish for the following project:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

The owner hereby authorizes the CoP holder to act as its agent for the purpose of submitting an Application for a Permit to Construct or Demolish for the above referenced project.

It is agreed that the CoP holder shall be the authorized agent of the owner in respect of the property on which the construction or demolition will take place, solely and exclusively for the purpose of an application for a permit under Section 8 of the *Building Code Act, 1992*, as amended and Division C, Section 1.3.1.2 of the 2024 Ontario Building Code, O.Reg. 163/24 as amended and shall not be an authorized agent of the owner for any other purpose than as specifically provided for in this agreement. “Owner” includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession. This agreement supersedes any other agreement that may relate to the agency of the CoP holder respecting an application for a permit to construct or demolish or to any other application made by the CoP holder on behalf of the owner.

Date of agreement: \_\_\_\_\_

Owner: \_\_\_\_\_

OAA Certificate of Practice Holder: \_\_\_\_\_

## Distribution of Plans Examiner's Notices

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### Background

The applicant is normally the primary contact for all correspondence or inquiries by the building department. Some building departments or other authorities will only forward communications and permit set mark-ups to the permit applicant. ~~Where Having~~ the owner or project manager ~~is as~~ the permit applicant, ~~and not rather than~~ the certificate of practice holder (CoP holder)-architect (as ~~is strongly~~ advised in Practice Tip PT.08), ~~this~~ potentially leaves the CoP holder architect uninformed as to ~~the~~ comments and ~~potentially any as well as~~ changes to the documents required by the building departments or other authorities.

Certainly, the CoP holder architect must rely on whoever received the communications and permit set comments from the building department to forward the information to the holder architect in a timely manner.

### Suggested ApproachResponse

~~The standard client/architect~~Architectural services contracts ~~are silent about~~should address how thisthe distribution of plans examiner's comments will occur. It is suggested that the CoP holder request such notices also be copied to them, or to the "coordinator of the work of all architects and professional engineers", where the coordinator is other than the CoP holder.

Where the building department or other authority having jurisdiction will not forward the plans examiner's notices, comments, or other correspondence relating to the permit application to the holder, it is recommended that the holder send to the client a letter based on the following wording at the time the permit application is submitted if it is not already addressed in the contract.

"Please be advised that notices, comments, and notifications relating to the rezoning, site plan agreement, building permit, or other application will be sent by the municipality/ authority having jurisdiction to the applicant. Since we are not the applicant in this case, it is important that you forward, or require the coordinator of the work of all architects and professional engineers to forward, in a timely manner, all such communications to us so that we may take any necessary action and respond appropriately, in order to avoid unnecessary delays to the project."

To put the onus on the client to forward such communications to the holder architect, consider inserting wording into non-standard contracts or using ~~supplementary conditions with OAA documents 600-2021 or and OAA 800-2021 standard contracts that now include appropriate wording in GC02 and GC05 respectively~~series documents, 601, and 800 for Architects and with OAA documents 602, 603, and 801 for Licensed Technologists OAA.

Suggested examples of wording ~~to which may~~ be added to a non-standard contract:

It is the responsibility of the *Client/Owner*, upon receipt of notices, comments, or notifications relating to the rezoning, ~~site plan agreement,~~ building permit, or other similar applications from the municipality or other authority having jurisdiction to forward or require the coordinator of the work of all consultants to forward, in a timely manner, all such communications to the architect practiceCoP holder so that any necessary response may be prepared, or other appropriate action taken. Failure to do so may result in delays to the project and in additional consultant fees.

or

It is the responsibility of the *Client/Owner* to provide the architect CoP holder with a copy of all approved zoning amendments, site plan agreements, and building permit document sets, including all annotations, amendments, and conditions, in a timely manner, upon receipt of same from the authorities having jurisdiction.

Note: The wording of the preceding examples should be edited to suit the particular application. When needed for clarity, replace the word “holder” in these examples with “Architect” or “Licensed Technologist” as appropriate.

In OAA 600, 601, 602, and 603 amend General Condition 4.4.3 by adding “..., and forward in a timely manner all notifications from authorities having jurisdiction to the architect” after the words “development costs”.

GC 4.4.3 would then read “... sign applications for permits as the owner, or if the Client is not the owner arrange for the owner to sign and pay for the building permit and all other permits and development costs, and forward in a timely manner all notifications from authorities having jurisdiction to the architect;”.

In OAA 800, and 801 amend General Condition 2. (2) by adding “..., and communications from authorities having jurisdiction” after the word “responses”.

GC 2.(2) would then read “... timely communication of Client’s decisions or responses, and communications from authorities having jurisdiction during the Project;”.

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## Distribution of Plans Examiner's Notices

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### Background

The applicant is normally the primary contact for all correspondence or inquiries by the building department. Some building departments or other authorities will only forward communications and permit set mark-ups to the permit applicant. Having the owner or project manager as the permit applicant, rather than the certificate of practice holder (CoP holder) (as advised in Practice Tip PT.08), potentially leaves the CoP holder uninformed as to comments and as well as changes to the documents required by the building departments or other authorities.

Certainly, the CoP holder must rely on whoever received the communications and permit set comments from the building department to forward the information to the holder in a timely manner.

### Suggested Approach

Architectural services contracts should address how the distribution of plans examiner's comments will occur. It is suggested that the CoP holder request such notices also be copied to them, or to the "coordinator of the work of all architects and professional engineers", where the coordinator is other than the CoP holder.

Where the building department or other authority having jurisdiction will not forward the plans examiner's notices, comments, or other correspondence relating to the permit application to the holder, it is recommended that the holder send to the client a letter based on the following wording at the time the permit application is submitted if it is not already addressed in the contract.

"Please be advised that notices, comments, and notifications relating to the rezoning, site plan agreement, building permit, or other application will be sent by the municipality/ authority having jurisdiction to the applicant. Since we are not the applicant in this case, it is important that you forward, or require the coordinator of the work of all architects and professional engineers to forward, in a timely manner, all such communications to us so that we may take any necessary action and respond appropriately, in order to avoid unnecessary delays to the project."

To put the onus on the client to forward such communications to the holder, consider inserting wording into non-standard contracts or using OAA 600-2021 or OAA 800-2021 standard contracts that now include appropriate wording in GC02 and GC05 respectively.

Suggested examples of wording which may be added to a non-standard contract:

It is the responsibility of the *Client/Owner*, upon receipt of notices, comments, or notifications relating to the rezoning, site plan agreement, building permit, or other similar applications from the municipality or other authority having jurisdiction to forward or require the coordinator of the work of all consultants to forward, in a timely manner, all such communications to the CoP holder so that any necessary response may be prepared, or other appropriate action taken. Failure to do so may result in delays to the project and in additional consultant fees.

or

It is the responsibility of the *Client/Owner* to provide the CoP holder with a copy of all approved zoning amendments, site plan agreements, and building permit document sets, including all annotations, amendments, and conditions, in a timely manner, upon receipt of same from the authorities having jurisdiction.

|

*Note:* The wording of the preceding examples should be edited to suit the particular application. When needed for clarity, replace the word “holder” in these examples with “Architect” or “Licensed Technologist” as appropriate.

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FINAL DRAFT

# Memorandum

**To: Council**

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

**FOR COUNCIL MEETING**

**March 6, 2025**

**(open)**

**ITEM: 6.5.e**

**From:** Settimo Vilardi, Chair, Policy Advisory Coordination Team (PACT)

Toon Dreesen	Ibrahim El-Hajj
Sara Jordao	Mary Ellen Lynch
Cory Stechyshyn	Ted Watson

**Date:** February 20, 2025

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

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

---

PACT had its first meeting of 2025 on February 11. During that meeting, the Team reviewed the Committee Orientation Package and Terms of Reference. They also finalized the 2025 PACT work plan and discussed the 2024 Altus report on Site Plan Approval.

PACT will meet next on April 1, 2025. Ongoing work of the Committee includes:

- Finalized work plan: PACT has finalized its work plan for 2025. In addition to the ongoing work that the Committee supports to respond to government consultations on important issues including housing affordability, climate action and various other legislative updates, the Team plans to host Big Think discussions in 2025. Topics that the Team discussed warranting Big Thinks include:
  - Building Code changes to allow single egress in small apartment buildings;
  - AI and its impact on the architect profession and/or its impact on the development approval process; and,





- Design innovations to advance housing affordability and housing attainability.

Additionally, PACT is committed to amplifying the findings of the 2024 Site Plan Approval report to government and the public. More details about this are included in the section below.

The 2025 work plan is attached for Council's information. The plan is aligned with the OAA's five year Strategic Plan and particularly helps to advance the "Regulatory Leadership" and "Public Education" pillars.

- Altus Site Plan Approval study: PACT has reviewed the 2024 Site Plan Approval study and has worked with PGR staff to finalize a backgrounder that summarizes the report. Of particular importance, the 2024 report finds that the broken Site Plan Approval process is costing stakeholders approximately \$3.5 billion per year — up from an estimated \$900 million annually in 2018. Moreover, while in 2018 it took an estimated 6 months to review a residential site plan application, the 2024 report estimated that the time has increased to 23 months.

With such astounding findings, plans are in place to distribute the update backgrounder and report to all MPPs following the election. This will serve as preliminary education to the newly elected government about the problem of Site Plan delay and to advance some recommendations to reform this broken process. Additionally, PACT Chair and PGR staff will meet with MPPs over April and May to discuss the findings in more detail.

The backgrounder is attached for Council's information.

- 2025 Queen's Park Picks: Plans are underway for the 2025 Queen's Park Picks event which will be hosted on October 21 in the Main Legislative Building at Queen's Park in Toronto.

Dovetailing off the 2025 Conference theme, this year MPPs will be asked to nominate a community building in their riding for consideration as a Pick.

Stay tuned for more details about the 2025 event.

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

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## Attachments

2025 PACT Work Plan

Updated Site Plan Approval Backgrounder





Committee Workplan Worksheet

Annual Committee Work Plan for 2025

**Committee:** PACT

**Members:** Settimo Vilardi, Toon Dreessen, Ibrahim El-Hajj, Sara Jordao, Mary Ellen Lynch, Cory Stechyshyn, Ted Watson

**Committee Responsibility from Terms of Reference**

**2025 Action required**

**To be completed by (date):**

1. Arrange Big Think(s) for the year

Big Think discussions (concentrated – include SMEs)

Annually (multiple events)

Possible topics for 2025:

- Single egress in small apartment buildings
- SPA 2024 study and connections to housing affordability/attainability
- Other topics as they emerge

Some topics that PACT is interested in exploring include:

- Better procurement practices
- AI and its possible impacts on the profession

Other topics?

- Tariffs → impacts on the profession/industry; ability to spec Canadian only products?
- Economic impact of the architecture profession report
- Building maintenance (Ontario Science Centre)
- Backlogs of school repairs



2. Government consultations	Advancing OAA approved policy positions to government <ul style="list-style-type: none"><li>Review and provide input on draft government submissions</li></ul>	As needed, and based on government schedules and consultations
3. Queen's Park Picks	<ul style="list-style-type: none"><li>Queen's Park Picks selection</li><li>Review and input on policy ask for annual MPP meetings</li><li>Attendance at Queen's Park Picks event on October 21, 2025</li></ul>	Spring/summer for QP selections October: QP event and meetings
4. Updated Site Plan Approval and Economic Impact of the Architecture Profession Reports	<ul style="list-style-type: none"><li>Receive and review reports</li><li>Advance recommendations to Council about how to leverage/advance updated findings</li><li>Distribute backgrounder and updated report to government as educational tool</li><li>Meet with MPPs to discuss findings of report</li><li>Consider other research projects for 2025</li></ul>	February 2025  March 2025  April 2025 April/May 2025  Ongoing
5. Advancement of Policy Priorities for OAA <ul style="list-style-type: none"><li>Housing affordability (including Schedule G of the <i>Condo Act</i>, missing middle, modular housing, LTC)</li><li>Climate action (including municipal initiatives); also embodied carbon and other emerging issues</li><li>Legislative updates (including the <i>Employment Standards Act</i>, <i>Construction Act</i>)</li></ul>	<ul style="list-style-type: none"><li>Provide input on advancement of ongoing policy issues</li></ul>	Ongoing

## Site Plan Approval - Backgrounder

*Updated February 19, 2025*

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**The OAA strongly urges government to fix the broken site plan approval process in Ontario. This can be done by extending the site plan exemption currently applied to developments of up to 10 residential units to include residential developments of up to 30 units, considering initiatives that can support intensification in all municipalities in Ontario, and enforcing the 60-day timeline for approval (or refusal to approve).**

### The Issue

For nearly a decade, the OAA has urged the government to address the flaws in Ontario's Site Plan Approval process, with delegated approval being just one of the necessary reforms. In both 2013 and 2018, the Association commissioned independent research to assess the economic impact of delays on individual projects and the broader effects on the province. Most recently, in 2024, the OAA partnered with Altus Group to produce an updated report on the escalating costs of delays in the Site Plan Approval process.

### Key Facts

- The Ontario government has mandated that municipalities review site plan applications within 60 days (or two months). However, on average, it currently takes 23 months to review a residential site plan application.
- A 2024 study commissioned by the OAA revealed the significant monthly costs of site plan delays for a 100-unit apartment building, with costs ranging from \$230,000 in Thunder Bay to \$299,000 in the St. Catharines-Niagara region.
- Conservative estimates of the annual value of building permits requiring site plan approval across Ontario suggest that the broken Site Plan Approval process is costing stakeholders approximately \$3.5 billion per year — up from an estimated \$900 million annually in 2018.
- According to the government's Housing Affordability Task Force [report](#), Canada is among the slowest OECD countries in approving building projects, with only the Slovak Republic taking longer. In contrast, the UK and the US approve projects three times faster, without compromising quality or safety.
- The OAA continues to emphasize the importance of reforming Site Plan Approval, as this process accounts for 73% of the time and nearly 60% of the costs associated with the overall approval process.

### What Government Can Do

The OAA is encouraged by government initiatives to reform Site Plan Approval, such as the introduction of delegated approval for site plan control to municipal staff and the restoration of the Section 41 design exclusions in the *Planning Act*. However, while government has made significant strides, further action is needed.



The OAA strongly urges government to:

1. Extend the site plan exemption currently applied to developments of up to 10 residential units, as outlined in the Housing Affordability Task Force report and enacted through *Bill 23*, to include residential developments of up to 30 units;
2. Consider the measures taken by the City of Toronto to address density in neighborhoods and to apply these initiatives across all municipalities in the province; and
3. Enforce the 60-day timeline for municipalities to approve applications by requiring that the approval or refusal must be issued in writing on or before the 60th day. By this deadline, a failure to either approve, or refuse to approve (listing all of the reasons for the refusal in writing), will result in the application being deemed approved.

Taken together, these steps will help streamline the approval processes and support the development of much-needed housing across Ontario. The time to act is now. Ontarians deserve access to affordable and attainable housing.



# Memorandum

FOR COUNCIL MEETING

March 6, 2025

(open)

ITEM: 7.1

**To: Council**

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

**From:** Susan Spiegel, Vice President**Date:** February 20, 2025**Subject:** OAA Local Society Annual Reports for 2024**Objective:** To provide Council with the Societies' Annual Reports for the previous year.

Every year, the OAA's [Local Architectural Societies](#) are requested to submit an annual report to the OAA Council via the Communications and Public Education Committee (CPEC). In addition to offering insight into financial status, these reports allow the Societies to share information with each other about their successes and challenges. The information is also posted on the OAA Website at the bottom of [this page](#).

To streamline the process implemented in December 2011, each Society is requested to submit an annual report and financial statements by the first deadline of the Special Project Funding (SPF) requests—this year, that date was Friday, January 31.

At this time, the following 13 annual reports from the 14 active Local Architectural Societies have been received:

- Grand Valley Society of Architects (GVSA);
- Hamilton and Burlington Society of Architects (HBSA);
- London Society of Architects;
- Niagara Society of Architects (NSA);
- North Bay Society of Architects (NBSA);
- Northern Ontario Society of Architects (NOSA);



- Northwestern Ontario Society of Architects (NWSOA);
- Northumberland Durham Society;
- Ottawa Regional Society of Architects (ORSA);
- St. Lawrence Society of Architects (SLVSA);
- Toronto Society of Architects (TSA);
- Trent Society of Architects; and
- Windsor Region Society of Architects (WRSA).

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

The received documents are shared here for Council's information; they will be posted on the OAA Website later this month.

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

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#### **Attachments**

2024 Local Societies Annual Reports Package.pdf

# GVSA

**Grand Valley Society of Architects**

ANNUAL REPORT TO OAA COUNCIL

Jan 17, 2025



## **EXECUTIVE COMMITTEE**

<b>CHAIR</b>	Ana Gascon Marco
<b>VICE-CHAIR</b>	Morgan Wright
<b>TREASURER</b>	Mike Trussell
<b>SECRETARY</b>	Greg Piccini



## OVERVIEW OF ACTIVITIES

This past year, 2024, our society really excelled at connecting with the public, organizing very interesting and educational events which enhanced and deepened the understanding of architecture in our community. We strengthened existing relationships with several local organizations and we were able to extend our reach and connect with new organizations, like the YMCA, with the goal to increase awareness of what good design is.

Most of our board members remained this 2023-2024 calendar year, with a couple of additions in September. Our society has a strong team of volunteers to continue the work that others laid before us.

We have already started preliminary conversations about the 2026 OAA Conference here in Waterloo Region with OAA staff, and we intend to be deeply involved in the shaping of the conference, to bring the local flavour to it.

Below are this year active GVSA committees:

**Communications**, Brian Torrens

**Web & Social Media**, Dobrina Encheva

**Student Liaison**, Morgan Wright

**Equity, Diversity and Inclusion**, Sulaf Alhusaini & Rubina Khan

**Continuing Education**, Yvonne Ip

**Events**, Morgan Wright

**OAA Conference**, David Thompson

**OAA Council Liaison**, Bill Birdsell

## OAA President's Annual Society Visit & Building Tour

Wednesday December 11, 2024

Location

Tom Patterson Theatre, Stratford ON

A time to reconnect, vote in the next GVSA executive, get a behind-the-scenes view of the design process and of the theatre from architects Siamak Hariri and Linsay Hochman of Hariri Pontarini, take in the OAA president's annual address, and enjoy a 4-course buffet-style meal.





## OAA Special Project Funding

With the help of the OAA Special Project Funding we were able to create a promotional video of the GVSA that was filmed at Tom Patterson Theatre, coupled with a tour and the OAA President's Annual Society Visit.

Here's a link to the video (draft version only).

<https://www.youtube.com/watch?v=tFOHiCVNU9o>

## CONTINUING EDUCATION



### **A Net-Zero Mixed-Use Community in the Making: West 5 Talk & Tour**

June 21, 2024

1.5 Structured Hours

s2e Technologies partnered with Sifton and London Hydro to bring the largest Smart Community in North America to London, Ontario.

London's West 5 is the first net-zero mixed-use community in Ontario. It includes the most energy-efficient, high-performance building in Canada and has been praised as one of the most advanced Smart, Net Zero Communities in the world.

Learn about how West 5 came to be and what more will come.





## **Minor Masterpieces: Inside Arthur Erickson's Dyde and Hilborn Houses**

October 21, 2024

2.0 Structured Hours

Location

Kitchener Public Library

Description

In partnership with the Grand Valley Society of Architects (GVSA)

For the 100th anniversary of the birth of Canada's most famous and influential architect, Vancouver architecture critic/curator Trevor Boddy has prepared a special presentation about two of Arthur Erickson's lesser-known but most important house designs—the 1962 Dyde House + Garden outside Edmonton and the 1974 Hilborn House in Cambridge, Ontario.

Boddy will provide an introduction to Arthur Erickson and his key works, followed by a special screening of Award-winning documentary *Arthur Erickson's Dyde House* (55 minutes) which tells the story of an undiscovered piece of history and the architects fighting for its future.



## **Why Arthur Erickson Matters: A Centenary Lecture by Architecture Critic**

**Trevor Boddy FRAIC**

October 22, 2024

2.0 Structured Hours

### Location

University of Waterloo School of Architecture

### Description

A feature lecture on the ideas and designs of Canada's most globally prominent and influential architect, in celebration of the one hundredth anniversary of his birth. With works like Lethbridge and Simon Fraser Universities, Robson Square, UBC Museum of Anthropology, Roy Thomson Hall Toronto, plus Cambridge's Hillborn House and dozens of other sublime residences, Arthur Erickson has no rival as our most lauded architect of the 20th century, being the first Canadian to receive the AIA Gold Medal.

Vancouver architecture critic + curator Trevor Boddy FRAIC analyses these works and others for their generative ideas: a Japanese-inflected integration of garden and house design; a reliance on cadence and compression as devices for choreographing spaces; a critical advocacy for dense and diverse cities; the recurring motif of the 'flying beam;' and most of all, the notion of a new architecture approaching the condition of "the constructed landscape." Boddy concludes with speculations on Erickson's enduring

influence on Vancouver urbanism and the work of such contemporary practices as the Patkaus, Douglas Cardinal, Shim + Sutcliffe and others.

## **Pathway to Licensure & Networking Event**

February 22, 2024

1.0 Structured Hours

Location

Martin Simmons Sweers Architects



This event will include a presentation on the different pathways to becoming a licensed architect in Ontario, including the The Broadly Experienced Foreign Architect (BEFA) Program and the OAA Internship in Architecture Program (IAP). A portion of the event will also include hearing those who have experienced these programs talk a bit about their varied journeys. Light refreshments and time for connecting will cap things off. The GVSA is offering this event in the spirit of facilitating mutual appreciation between architects trained/licensed abroad and their local counterparts relative to their journeys toward the shared goal of licensure and practice in Ontario. The event is planned to be of equal interest to those seeking licensure and those who may support their endeavour.

## ADDITIONAL EVENTS

In addition to all the courses and seminars mentioned above, the GVSA shared with its members information about the following events:

### **CSC Grand Valley Luncheon AIA Seminar**

Wednesday October 16, 2024

### **CSC Grand Valley Connection Cafe & Student Design Challenge Showcase**

Wednesday September 11, 2024

### **2024 City of Kitchener Building Division Annual Workshop**

Part 9 Residential: Thursday November 21, 2024

Part 3 Buildings & Part 9 Non-Residential: Thursday November 28, 2024

### **High Performance meets Boots On the Ground (BOG)**

Wednesday February 14, 2024

This is a networking event, a trade show, and a presenter showcase all rolled into one great evening. Passive Buildings Canada's "Boots on the Ground" events are invite-only ensuring that designers, builders, architects and others



in the high performance design and construction field are the participants to learn and share with each other.

## **Fun with Architecture! Kidspark Architecture Kit**

Initiative by John MacDonald Architect

## **Art, Design & Architecture**

Location: Princess Cinema

April 22, 2024 - 'Peggy Guggenheim: Art Addict'

April 29, 2024 - 'Very Semi-Serious'





## **CSC Grand Valley Luncheon AIA Seminar Noise Control Solutions: Floor/ Ceiling Assemblies *presented by ARCAcoustics***

### **Date**

Wednesday October 16, 2024

### **Time**

11:45 am to 12:00 pm

### **Location**

25 Sheldon Dr, Cambridge ON

### **Registration**

[Register Here](#)

### **Continuing Education**

Eligible for 1.0 Structured Hours

### **Presentation Topic**

Noise Control Solutions: Floor/Ceiling Assemblies

This presentation will address some of the noise related challenges and conditions present in buildings and discuss options and solutions to mitigate noise for multi-family residential buildings.

This presentation is AIA certified where attendees can earn CEU credit.

### **Presenter Bio**

*Mehrzad Salkhordeh, BSc (Mechanical Engineering)*

Mehrzad (a.k.a. Merz) is the CEO of dB Noise Reduction and its affiliate company ARCAcoustics with 26 years of experience in the Noise and Vibration Control industry. He has in-depth knowledge and experience in all aspects of the business from engineering and manufacturing to sales and operations.



## 20<sup>th</sup> ANNUAL INDUSTRY WORKSHOP



HOSTED BY THE CITY OF KITCHENER BUILDING DIVISION

Come and learn more about;  
**2024 Ontario Building Code Changes**  
Fee Changes      Code Interpretations

### Session 1 Part 9 Residential

Attend this session to learn about changes relating to houses, townhouses, stacked townhouses, residential renovations, secondary suites, triplexes, ADUs, etc.

**Thurs., Nov. 21, 2024**  
(full day)

**Highlights:**  
Secondary Suites  
Additional Dwelling Units (ADUs)  
Mechanical Ventilation  
Soil Gas Control  
Stairs and Guards

### Session 2 Part 3 Buildings & Part 9 Non-Residential

Attend this session to learn about changes relating to buildings within the scope of Part 3 as well as Part 9 non-residential buildings.

**Thurs., Nov. 28, 2024**  
(full day)

**Highlights:**  
Mezzanine Exiting & Egress  
Sprinkler, Standpipe, & Fire Alarm Systems  
Interconnected Floor Spaces  
Accessibility  
Encapsulated Mass Timber Construction

[Click here to Register](#)  
Registration closes Fri, Nov. 8, 2024 at 5:00pm  
*Space is limited for in-person attendance*

**Registration Required: In-Person\* / Virtual\*\* Options**  
\*Lunch will be provided for in-person participants  
\*\* Certificate for CPDP will only be provided for in-person participants

**In-person Registration / Networking: 8:30 am – 9:00 am**  
**In-person & Live Virtual Presentation: 9:00 am – 4:00 pm**  
(with 30-minute lunch break around noon)

Kitchener Memorial Auditorium Complex; Subscribers Lounge (2<sup>nd</sup> floor)  
400 East Avenue, Kitchener





## PUBLIC EVENTS SPONSORSHIPS

### Paths to Practice: Co-op Employer Job Fair

October 3rd, 2024



### Paths to Practice: Co-op Employer Job Fair

**Date**

Thursday October 3, 2024

**Time**

3:00 pm to 7:30 pm

**Location**

University of Waterloo School of Architecture

**Registration**

[Register Here](#)

**Description**

Hosted by the University of Waterloo's School of Architecture and the Co-Operative Education Department. This event is an excellent opportunity for employers to network with students across both the Bachelor of Architectural Studies Program and the Master of Architecture Program, helping to expand co-op and hiring applicant pools, while also learning about recent research and successes coming out of the school.

This event is open to past, current or new employers who are interested in hiring Waterloo Architecture students for upcoming term(s).

Please join up to 25 other co-operative employers in participating in the School of Architecture's bi-annual career fair, Paths to Practice. Each employer will be allocated a table and asked to have informal discussions with students regarding upcoming co-operative and career opportunities at their place of employment. Registered employers are asked to participate in the full 2-hours allotted for the job fair portion of the day (3:00-5:00 pm). We also invite our registered guests to join us before and after the event for a series of panel discussions in the morning, and our key-note speaker of the evening. Details on speakers to be confirmed.

## KWAG Culture Talks

October 24, 2024

Culture Talks 2024 continues conversations between artists, architects, designers, city builders, and urbanists, shining a light on exemplary buildings and public art projects, and exploring the future role of artists and architects as cultural placemakers.

Culture Talks are presented in partnership with Perimeter Development Corporation, with support from the Grand Valley Society of Architects.



### **Culture Talks: Art, Architecture and the Public Realm Featuring Scott Weir and Andrew Pruss, Principals of ERA Architects Inc**

**Date**

Thursday October 24, 2024

**Time**

6:30 pm to 8:30 pm

**Location**

The Walper Hotel

**Registration**

[Register Here](#)

**Description**

Culture Talks continues conversations between artists, architects, designers, city builders and urbanists, shining a light on exemplary buildings and public art projects and exploring the future role of artists and architects as cultural placemakers.

ERA is an award-winning architecture and planning firm focused on conservation through reactivation. Working across a lively spectrum of scales and locales, they develop heritage planning approaches that renew and improve the built environment.



## GVSA STUDENT AWARD

April 2024

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### **Architectural Discovery: A Third-Year Student Design Competition and Showcase**

DATE: Friday April 26th, 2024

TIME: Gallery Viewing and Peoples Choice Voting starts at 9:00 am, Reception starts at 6:00 pm, snacks and cash bar available

LOCATION: **Catalyst 137, 137 Glasgow St, Kitchener ON**

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The GVSA is supporting its **fourth annual student awards program** with cash prizes for students in the field of architecture studying at local post-secondary schools. The awards program is intended as a way to strengthen engagement



between the GVSA and the next generation of architects, designers, and technologists within our community.

This year, we introduced a new format that proved to be highly successful. We combined the competition with a live jury, a gallery viewing, and a showcase of the submissions, held at Catalyst 137. Additionally, we incorporated a people's choice voting component.

This award is open to students in their 3rd year enrolled at the following programs:

- . University of Waterloo School of Architecture
- . University of Waterloo Architectural Engineering
- . Conestoga College Architecture - Construction Engineering Technology
- . Conestoga College Architecture - Project and Facility Management

The jury was composed of several local architects which reviewed the projects based on the quality of the Submission Content and the adherence to the Technical Requirements.

Submission were split into four categories:

- Most Creative Architectural Project (\$1,000 Prize)
- Most Technical Architectural Project (\$1,000 Prize)
- Collaborative Achievement Award (\$1,000 Prize)
- People's Choice Award (\$200 Gift Card)

Please see the winners listed below:

## 1. Most Creative Architectural Project (Michael Salib)



Most Technical Award (Sara Wiebe, Sarah Lei, Renée Champion, Mason Lee)

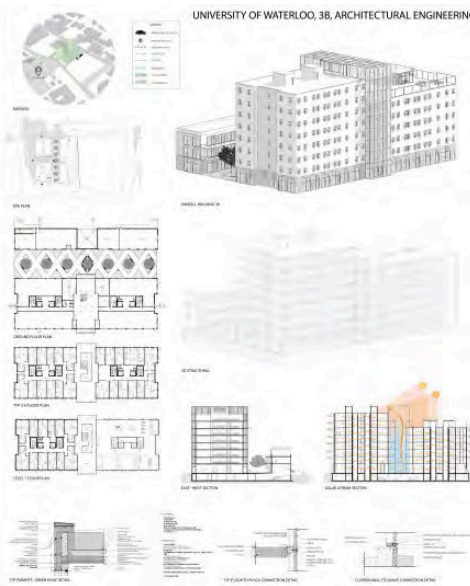




## Collaborative Achievement Award(Natalie Wiersma, Jameson Narain, Addyson Graff, James Lerose)



## People's Choice Award (Adam Coito, Anson Peilu Hu, Daniel Attalla, Matias Dirube Carcasson, Nael Ashraf)



## SOCIAL & NETWORKING EVENTS



### **CSC + GVSA Golf Tournament**

**Date**

Tuesday July 16th

**Location**

Dundee Country Club

**Schedule**

10:30am Registration

12:00pm TEE OFF (Shotgun)

Lunch on Course

4:00pm Reception

5:00pm Dinner

**Registration**

[Register Here](#)

Hey Golf Enthusiasts! Are you ready to swing into action? Our upcoming golf tournament is just around the corner and we need YOUR help to make it a success!



## **Spring Fling 2.0**

March 7, 2024

Come out and socialize, see what members of the Grand Valley Society of Architects are up too. Registration will include 1 drink ticket and a selection of hors d'oeuvres. This event is open to interior designers, technologists and building engineers in the GVSA district. Registration is limited to 80 people.



## MEMBER ENGAGEMENT

February 2024



We are very excited to share with you that the new GVSA is almost complete. We are looking for featured local projects to showcase on our main page!

To participate you need to be a GVSA member and send us the following information:

- Professional Landscape format photo with resolution 300 dpi or higher
- Project Name





**Grand Valley Society of Architects**

- Project Location
- Practice / Architect Name
- Optional: Text description of the project, 50 words

## 2024 FINANCIAL REPORT

Date	Item	debit/credit	OAA & Other Funding	Misc. Donations	Misc. Expenses	Website	OAA President Address	Balance	Notes
								\$39,803.09	
16-Jan-24	Greg Piccini	(\$89.27)			(\$89.27)			\$39,713.82	GVSA Executive Meeting Refreshments Refund
16-Jan-24	e-transfer fees	(\$1.50)			(\$1.50)			\$39,712.32	Bank Fees
29-Jan-24	Passive Buildings Canada	(\$825.00)		(\$825.00)				\$38,887.32	Boots on the Ground Guelph event Silver Sponsorship Donation
21-Feb-24	Reimbursement to M. Wright	(\$142.38)			(\$142.38)			\$38,744.94	GVSA Executive Meeting Refreshments Refund
21-Feb-24	e-transfer fees	(\$1.50)			(\$1.50)			\$38,743.44	Bank Fees
22-Feb-24	Reimbursement to B. Torrens	(\$77.97)			(\$77.97)			\$38,665.47	Square Payments Equipment Refund
21-Feb-24	e-transfer fees	(\$1.50)			(\$1.50)			\$38,663.97	Bank Fees
23-Feb-24	The Walper Hotel	(\$1,500.00)			(\$1,500.00)			\$37,163.97	Deposit for Spring Fling Event
7-Mar-24	KW Art Gallery	(\$3,000.00)		(\$3,000.00)				\$34,163.97	KWAG Culture Talks Lecture Series Sponsorship
8-Mar-24	Payment	\$117.97	\$117.07					\$34,281.94	Spring Fling Non-Member Tickets
20-Mar-24	The Walper Hotel	(\$1,955.79)			(\$1,955.79)			\$32,326.15	Final Payment for Spring Fling Event
1-Apr-24	Reimbursement to B. Torrens	(\$117.61)			(\$117.61)			\$32,208.54	GVSA Executive Meeting Refreshments Refund
1-Apr-24	e-transfer fees	(\$1.50)			(\$1.50)			\$32,207.04	Bank Fees
16-Apr-24	Reimbursement to Y. Ip	(\$623.05)			(\$623.05)			\$31,583.99	Pathways to Licensure Event Expenses Reimbursement
16-Apr-24	e-transfer fees	(\$1.50)			(\$1.50)			\$31,582.49	Bank Fees
19-Apr-24	Reimbursement to Y. Ip	(\$223.71)			(\$223.71)			\$31,358.78	GVSA Executive Meeting Refreshments Refund
19-Apr-24	e-transfer fees	(\$1.50)			(\$1.50)			\$31,357.28	Bank Fees
2-May-24	Reimbursement to M. Wright	(\$1,811.35)			(\$1,811.35)			\$29,545.93	GVSA Student Award Event Expenses Reimbursement
2-May-24	e-transfer fees	(\$1.50)			(\$1.50)			\$29,544.43	Bank Fees
19-Jun-24	Reimbursement to A. Gascon	(\$146.82)			(\$146.82)			\$29,397.61	GVSA Executive Meeting Refreshments Refund
19-Jun-24	e-transfer fees	(\$1.50)			(\$1.50)			\$29,396.11	Bank Fees
19-Jun-24	OAA Membership Dues	\$9,830.00	\$9,830.00					\$39,226.11	OAA Membership Dues
25-Jun-24	Reimbursement to Y. Ip	(\$1,287.64)			(\$1,287.64)			\$37,938.47	West 5 Tour Transportation to Reimbursement
25-Jun-24	e-transfer fees	(\$1.50)			(\$1.50)			\$37,936.97	Bank Fees
28-Jun-24	Donation to Red Raccoon	(\$500.00)		(\$500.00)				\$37,436.97	Red Raccoon Sponsorship
28-Jun-24	e-transfer fees	(\$1.50)			(\$1.50)			\$37,435.47	Bank Fees
21-Jun-24	University of Waterloo	(\$5,000.00)		(\$5,000.00)				\$32,435.47	Pathways to Practice Sponsorship
17-Sep-24	Reimbursement to A. Gascon	(\$163.75)			(\$163.75)			\$32,271.72	GVSA Executive Meeting Refreshments Refund
17-Sep-24	e-transfer fees	(\$1.50)			(\$1.50)			\$32,270.22	Bank Fees
19-Sep-24	Reimbursement to B. Torrens	(\$479.37)				(\$479.37)		\$31,790.85	Annual Wix (website) account fees
19-Sep-24	e-transfer fees	(\$1.50)			(\$1.50)			\$31,789.35	Bank Fees
27-Sep-24	OAA Special Project Funding	\$3,500.00	\$3,500.00					\$35,289.35	Special Project Funding
4-Nov-24	Reimbursement to G Piccini	(\$981.60)			(\$981.60)			\$34,307.75	Guest Speaker Expenses paid with Special Project Funding
4-Nov-24	e-transfer fees	(\$1.50)			(\$1.50)			\$34,306.25	Bank Fees
4-Nov-24	Payment to T. Boddy	(\$1,575.00)			(\$1,575.00)			\$32,731.25	Guest Speaker fees paid with Special Project Funding
4-Nov-24	e-transfer fees	(\$1.50)			(\$1.50)			\$32,729.75	Bank Fees
5-Nov-24	Reimbursement to M. Wright	(\$200.00)			(\$200.00)			\$32,529.75	Student Award Gift Card
5-Nov-24	e-transfer fees	(\$1.50)			(\$1.50)			\$32,528.25	Bank Fees
7-Nov-24	Square payment	\$38.58					\$38.58	\$32,566.83	President's Visit Dinner and Tour
8-Nov-24	Square payment	\$96.00					\$96.00	\$32,662.83	President's Visit Dinner and Tour
12-Nov-24	Square payment	\$38.28					\$38.28	\$32,701.11	President's Visit Dinner and Tour
12-Nov-24	Square payment	\$57.42					\$57.42	\$32,758.53	President's Visit Dinner and Tour

[illegible]

**Ana Gascon Marco** OAA, RAIC, CPHD  
Chair, Grand Valley Society of Architects  
grandvalleyarchitects@gmail.com



Hamilton/Burlington  
Society of Architects

# ANNUAL REPORT

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## EXECUTIVE COMMITTEE

JENNIFER KINNUNEN, Chair

REBECCA BEATTY, Vice Chair

SANDRA ISKANDAR, Vice Chair

ESTHER LINK, Treasurer

DEVIN BRAUN, Secretary

2024







# OVERVIEW OF ACTIVITIES

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2024 was the year to meet members where they are. Based on the results of 2023 testing we returned to hosting meetings at a regular time and location to provide consistency to members. Due to financial pressure we reduced the number of in-person meetings and replaced them with virtual continuing education opportunities. We maintained the hybrid meeting format in order to reach the larger membership and allow members to access community in their homes.

In addition to reaching out to HBSA members and affiliates, the Society placed focus on our relationship with the Construction Specifications Canada Hamilton / Niagara Chapter (CSC H-N) and the annual charity golf tournament. Together we raised \$5400 for Food4Kids, donating \$1800 to the Halton, Hamilton and Niagara branches each.

Throughout the year, several of the Society's events incorporated continuing education opportunities for members spanning a range of topics such as the OBC-NBC harmonization process, steel construction and sustainability.

On November 14th, the HBSA met with OAA President Settimo Vilardi and Kristi Doyle in-person. The OAA provided updates on this years initiatives and participated in an open discussion with members about the status of the industry and future opportunities.

The HBSA ended the year with a Holiday Party at the historic Powerhouse restaurant in Stoney Creek where we kicked off the annual Sock Drive - a collection initiative for warm socks which get donated to local missions and support groups.

Other events included:



# COMMUNITY ENGAGEMENT

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## **CoBALT Connects' Hamilton Winterfest**

Some of your HBSA and YAH members volunteered their time to support the local winterfest design-build. Designing a 6-hole, mini-golf installation, on the theme of 'toys from every decade' that will be enjoyed by the community throughout the month of February 2024.

## **Mohawk College Design Review**

HBSA members attended the final design presentations and served as critics for 2024 Architectural Technology - Design Stream final projects.

## **Hamilton Doors Open**

This local event returned May 4-5, 2024, and the HBSA was pleased to support the Architectural Conservancy of Ontario's annual celebration of our local built heritage with a \$1000 donation.

## **Threshold School of Building - Bayfront Builders Challenge 2024**

Members of the HBSA participated in the Threshold School of Building Garden Furniture Building competition June 8th for the fifth time. One team from HBSA-YAH participated in the challenge, designing and building high-quality, innovative children's play set, which was then auctioned off to local community members. The event helped to raise awareness of the School of Building and their programs to train at-risk youth in the building trades.

## **Golf Tournament**

HBSA and CSC Hamilton-Niagara organized a long time favourite event of industry professionals and sponsored by the HBSA, the summer golf tournament was a hit. There were almost 120 industry professionals who participated in the day and the HBSA fundraised proceeds will be donated to Food4Kids Hamilton, directly benefiting our community's children.

## **Sock Drive**

YAH and HBSA also participated in our annual sock drive where 100 pairs of socks were collected to donate to vulnerable members in our community through local Missions and supportive services.



# CONTINUING EDUCATION

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The HBSA organized several continuing education opportunities for its members in partnership with various organizations such as:

## **CodeNext- Building Code Harmonization**

Rhiannon Todd, from CodeNext, presented an updated projection on potential OBC changes and clarifications, with specifics on the harmonization between the National Building Code and the Ontario Building Code.

## **Hambro - MSR System**

Jay Stillie, from Canam Group Inc., presented a continued education session on the HamBro MSR System (Steel Joist Composite Floor System).

## **Wood Works - Wood Construction & Sustainability**

Hailey Quiquero from the Canadian Wood Council presented on; sustainable forestry, harvesting, and certification, sustainable wood products and construction methods, expanding the use of wood as a renewable alternative building material in the market including emerging building typologies and building code updates. Life cycle analysis methods, data, and advancements were also discussed with case studies of example wood building benefits and impacts.

## **AGH Festival Panel Discussion & Film Screening**

During the fall, HBSA and YAH sponsored the showing of a 3 part short film series produced by the Canadian Centre for Architecture (CCA) *'What Makes a Home'*, *'When We Live Alone'* and *'Where We Grow Old'*. Through the lens of architectural projects in different socio-political contexts, each episode looks at the global scope as well as the local specificities of a particular issue. The series examined the ways in which changing societies, new economic pressures, and increasing population density are affecting the homes of various communities. Following the viewing, a discussion panel was hosted with local professionals as well as one city councillor, Nrinder Nann, on the situation in Hamilton, and what can be done to improve our community. The discussion was also an open platform for viewers to ask questions and connect with the speakers and each other.

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

## City of Hamilton

### **City of Hamilton Vendor Evaluation Program**

Members of the HBSA provided feedback on a proposed new scorecard to Michael Burjaw, a consultant retained by the city to develop a vendor performance evaluation tool to be used by project managers to score architect's performance on city projects. There were many questions and criticisms of the program, but to date, HBSA members have not had further updates on the status of the program.

## Development Industry Liaison Group (DILG)

- The HBSA circulated the 2024 update to Hamilton's Engineered Design Guidelines through DILG distribution.

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

- The HBSA representative attended general meetings and access opportunities for collaboration.





# SPECIAL FUNDING

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The OAA contributed to several initiatives the Society undertook in 2023, including:

## **Power of Design Photography Book (\$5,000 carried forward to 2025)**

- The Power of Design Photography Exhibition, which was funded in previous years, will become a permanent publication that showcases the architecture of hydro-electrical buildings in Hamilton. Our Affiliate member, Francis Fougere, gave an update at the last society meeting, that the documentation phase is advancing well.

## **Hamilton Rental Housing Committee (\$5,500 carried forward to 2025)**

- In late 2023-early 2024, Hamilton Council and staff proposed and supported several Rental Housing Licensing & Management policy mandates and by-laws aimed at reducing renovation evictions and bad-faith tenancy agreements. The intent of this HBSA committee is to investigate the issues that have brought about the rental housing crisis in greater-Hamilton, assess the potential outcomes from these policy initiatives, and draft recommendations for the Municipality as a means to open dialogue with staff and council regarding rental housing problems, and work towards nuanced policy, by-laws and more effective solutions.

## **Art Gallery of Hamilton Arts Festival Sponsorship Event & Panel Discussion (\$4,200)**

- The HBSA & YAH have been co-sponsoring an architectural film screening during the AGH Arts Festival for over 5 years, and as Silver-level sponsors, have organized a post-screening discussion panel, inviting speakers from the community to speak to the themes of the film in relation to issues happening in greater-Hamilton. This special funding helped continue our sponsorship of the AGH event and hosting the discussion panel, which provided structured learning credits for society members in attendance.



# A YEAR IN PICTURES

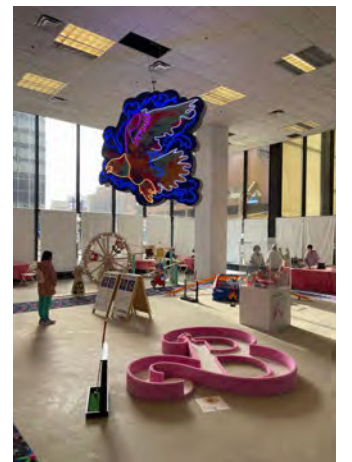
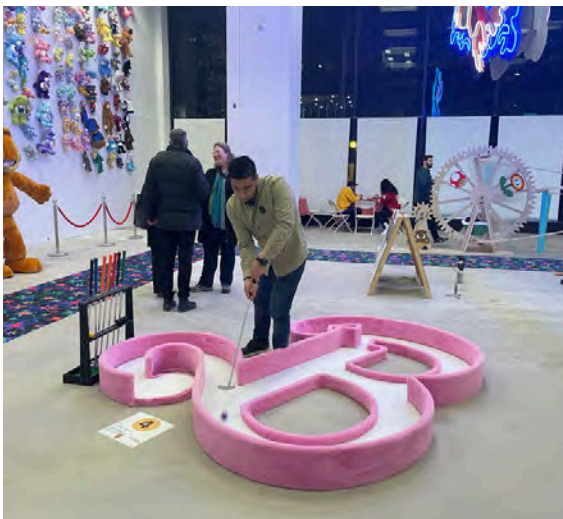






# A YEAR IN PICTURES

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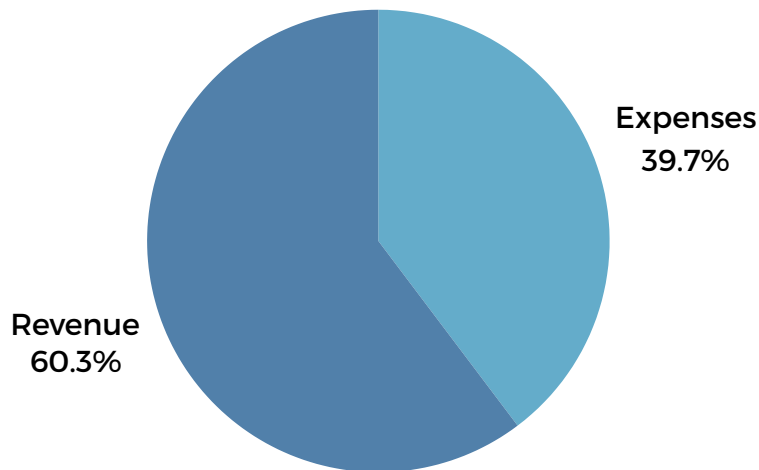


# FINANCIAL REPORT

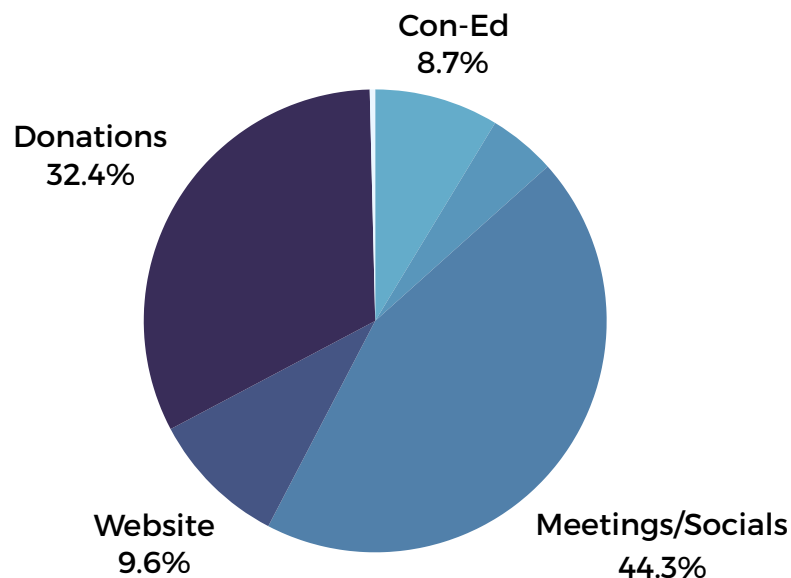
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The HBSA accounts saw steady activity with the return to in-person events and meetings. In order to respond to the lingering effects of the pandemic as well as rising inflation (the HBSA saw its in-person meeting costs rise significantly over previous years) we have moved our in-person venues to more economical locations while still offering virtual participation. The society maintains a net positive account in order to support the coming year.

## Revenue & Expenses



## Expenses by Category





# FINANCIAL BREAKDOWN

January 1 to December 31, 2024

Starting Balance			\$18,096.66
	Expense	Revenue	Profit/Loss
HBSA Meetings (in-person)	\$3,942.12		(\$3,942.12)
HBSA Summer Social (Roselawn bowling)	\$534.64		(\$534.65)
HBSA Holiday Party	\$2,229.41		(\$2,229.41)
CSC-HN & HBSA Golf Tournament (proceeds 2023)		\$2,946.20	\$2,946.20
HBSA/YAH - TSOB Bayfront Builders	\$598.94		(\$598.94)
HBSA/YAH - AGH Film Fest	\$3,108.18		(\$3,108.18)
Donation to Doors Open	\$1,000.00		(\$1,000.00)
Donation to Melanie's Way, Food 4 Kids	\$3,100.00		(\$3,100.00)
Membership Dues OAA		\$9,965.00	\$9,965.00
Membership Dues Affiliate Members		\$1,340.00	\$1,340.00
OAA 2024 Special Funding		\$9,700.00	\$9,700.00
Misc. / Banking Fees	\$46.00		(\$46.00)
Website (Wix /Square Space)	\$19.21		(\$19.21)
Website Management	\$1,200		(\$1,200.00)
	\$15,778.51	\$23,951.20	(\$8,172.69)
Ending Balance			\$ 26,269.35

# ANNUAL REPORT 2024



LONDON  
SOCIETY OF  
ARCHITECTS

**December 31, 2024**

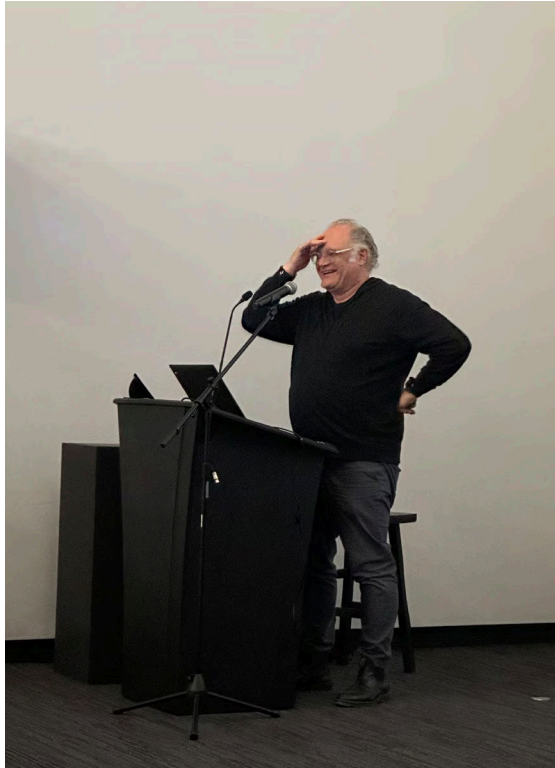
2024 was a big year for the LSA. In 2023, the LSA revived the traditional film and lecture series, which has been the foundation of local outreach and information for the membership and public at large. Building on the momentum of renewal in 2023, but also looking to past successes for inspiration, the LSA revived two additional significant engagement initiatives for 2024.

Early in the year, the **2024 LSA AGM** was held at the River Room at Museum London, March 28, 2024. For improved continuity and multi-year planning, a motion to extend the terms of Executive Committee members to 2 years was approved. Therefore, no election was held, and the Executive Committee remains as follows:

- Chair – Tim Wickens
- Vice-Chair – Mauricio Bernal
- Treasurer – Alison Hannay
- Secretary - Alicia Lesniak
- Intern Liaison – Eleanor Laffling & Scott Townsend
- Municipal Regulatory Liaison – Jim Sheffield & Tom Tillmann
- Community Engagement Coordinators – McMichael Ruth & Hillary Little

An election is planned for the **2025 LSA AGM**, to be held in the Lower-Level Lecture Hall at Museum London, February 27th, 2025 at 4:30pm.





LSA Fall Lecture Series featuring Ralph Giannone of Giannone Petricone Associates.



Richard Ivey Building Tour at Western University hosted by the LSA Intern Liasons.

The **spring Film & Lecture Series** included a screening of the film, *The Promise: Architect BV Doshi* on February 22, 2024; a lecture/workshop by Ian Ellingham titled *The Pursuit of Evidence-Based Design* on March 28, 2024; and a lecture by Cameron MacDonell titled *Haunting the House of God, Illness and Architecture in Walkerville ON*, on May 9, 2024.

Vice-Chair, Mauricio Bernal and I attended the **OAA Conference 2024** in May to meet with the OAA and local society Chairs. This was an opportunity for local societies to learn from each other and find common ground in developing support for members and outreach to the community.

The LSA Intern Liaisons helped organize a **building tour** of the Richard Ivey Building at Western University on May 30, 2024. Mike McLean, Western University Architect, and Doron Meinhard, project architect and partner at Hariri Pontarini co-hosted the tour, providing a unique view into the architectural process from both sides of the client architect relationship.

The **fall Film & Lecture Series** opened with a screening of the film *Virgilio* on September 18, 2024 followed by a lectures, *From the Spoon to the City: A Reflection on Scales in Design* by Ralph Giannone on November 7th, and *War Memorial Children's Hospital Conversion to Supportive Housing: Practical Thermal & Embodied Analysis* by Emma Cubitt of Invisij Architects and Randy Van Straaten of Beli Building Science Labs on December 12, 2024.

Before the December 12, 2024, lecture the LSA hosted OAA president Sam Vilardi and OAA Executive Director Kristi Doyle for the **annual society visit** at Museum London. As always, it was a great opportunity for the OAA and the LSA to share information and discuss the issues of the profession and advocacy in the immediate local context.





*Festival of Architecture debate moderated by Trevor Boddy (right) with Mike Wallace (left) and Mike McLean (centre).*

The LSA was proud to present a very special mini-**Festival of Architecture** on October 17th. For a society of approximately 70 members, this was our most popular event to date with over 100 registered and 98 in attendance. The evening began with a screening and discussion of the film *Arthur Erickson's Dyde House*, and was followed by a lively debate moderated by Trevor Boddy with Mike Wallace of the London Development Institute (LDI), and Mike McLean, architect for Western University. In a discussion open to audience participation, subjects ranged from the importance of regulation, architectural design, and design leadership in the form of architectural positions in institutions and municipal governments, and the constraints of construction cost, approval timelines, and consumer expectations. This event was supported generously by Museum London, the OAA special project fund, and Arriscraft-Canada Brick. We are excited to make a larger, more public facing architectural event a tradition for the LSA and are working on the next one for 2025.

The *Festival of Architecture* resulted in an opportunity for the LSA to continue the discussion at CBC London in an on-air radio interview.

<https://www.cbc.ca/player/play/video/9.6546166>

2024 continued to build on the efforts of 2023 as submissions to the **Member Spotlight** were highlighted on the LSA Instagram page.

<https://www.instagram.com/londonsocietyofarchitects/>

This initiative provides an opportunity for local architects to share their work with the greater public in an easily accessible format.





*Queen's Park Pick for Oxford County: Harvey Woods Lofts, an adaptive reuse affordable housing project by Invisij Architects.*



*Project Team for the Harvey Woods Lofts.*

The LSA represents architects in a region that includes Bruce, Huron, Perth, Middlesex, Oxford, Elgin, and Haldimand-Norfolk counties. I was proud to attend **Queen's Park Picks** October 22, 2024, to support the winning selection from Oxford County, Harvey Woods Lofts, an adaptive reuse affordable housing project by Invisij Architects. It was a well attended event that brought architects, clients and politicians together to celebrate the positive impact architecture can bring to Ontario communities.

The last year the City of London hosted **Nuit Blanche** was 2017. The LSA was instrumental in the success of that event. In 2018 & 2019, the Dundas Place renewal project left Nuit Blanche London without a home, and the following years presented further and greater challenges. The LSA is very pleased to announce that with the support of the OAA special project fund, and a host of other (anticipated) donors, we will be partnering with the City of London to bring Nuit Blanche back to London in the Fall of 2025. Details for dates, partnerships, submissions, judging panel, and support to be announced shortly.

The LSA looks forward to 2025 with ongoing support from our current partners and growing support from new sponsors and community partnerships.

Sincerely,

Tim Wickens, OAA, FRAIC  
Chair, London Society of Architects

2:43 PM	London Society of Architects	
12/02/24	Balance Sheet	
Accrual Basis	As of October 31, 2024	
		Oct 31, 24
ASSETS		
Current Assets		
Chequing/Savings		
London Society of Architects		22,993.78
Total Chequing/Savings		22,993.78
Total Current Assets		22,993.78
TOTAL ASSETS		22,993.78
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity		25,754.01
Retained Earnings		-8,627.11
Net Income		5,866.88
Total Equity		22,993.78
TOTAL LIABILITIES & EQUITY		22,993.78

2:41 PM	London Society of Architects	
12/02/24	Profit & Loss	
Accrual Basis	November 2023 through October 2024	
		Nov '23 - Oct 24
Ordinary Income/Expense		
Income		
OAA - Society Dues Income		19,640.00
Total Income		19,640.00
Expense		
LSA Exhibit Expenses		917.05
LSA - Receptions		4,603.59
Operations		
Website & Internet		216.56
Books, Subscriptions, Reference		200.00
Total Operations		416.56
Maintenance Fee - BMO		72.00
Other Types of Expenses		
Lectures		457.27
Website		219.50
Honourariums		3,000.00
Lunch Expenses - Meetings		3,719.90
Advertising Expenses		367.25
Total Other Types of Expenses		7,763.92
Total Expense		13,773.12
Net Ordinary Income		5,866.88
Net Income		5,866.88



## **ANNUAL REPORT to the OAA Council**

January 12, 2025

### **Summary of Society Activities**

#### **2024: A Year of Progress and Community Engagement**

In 2024, the North Bay Society of Architects (NBSA) made significant strides in advancing both longstanding and new initiatives, all of which received great support by the membership and was well received by the community. We proudly renewed our commitment to education through the continuation of two annual NBSA Bursaries for students residing within the Society's territorial boundaries who are pursuing architectural studies. Additionally, we actively participated in the McEwen School of Architecture's Collab North Summer Camp Program, Archi North, in partnership with two other OAA Societies.

Another highlight was the success of "The Climate Change Challenge," now in its second year. This enhanced bilingual edition of the design competition offered students building kits to creatively address and explore design solutions to respond to the increasing impacts of climate change, delivering another year of outstanding participation and creative projects.

Our collaboration with the North Bay Municipal Heritage Committee remained strong, as we once again agreed to support their bi-annual photo contest as a primary sponsor.

Further insights into these projects can be found below in the Special Project Funding Report.

In late 2024, the NBSA held elections, resulting in a newly elected Executive Committee for 2025. The team comprises both returning members and one new appointee, reflecting a balance of experience and new perspectives.

The Executive expresses sincere gratitude to Architect Andrew Bruce Payne, who graciously took the role of Secretary during a transitional period last year. A dedicated member for over a

decade, Andrew has worn many hats on the Executive. His significant contributions to the Society are greatly appreciated, and we look forward to his continued involvement in future NBSA events.

## **2025 NBSA Executive Committee**

Chair: Jean Philippe Larocque, Architect, B.Arch., OAA, OAQ, MRAIC, LEED AP BD+C, NBSA representative on the North Bay Municipal Heritage Committee.

Vice-Chair: Noémie Lavigne, Intern Architect, M.Arch., B.A.S

Treasurer: Ruth Elder, Architect, B.Arch., OAA, MRAIC

Secretary: Kam Wróblewski, Architect (terms, conditions & limitations), Dipl. Arch. Tech., OAA, MRAIC

Director of Communications: Emilie Renaud, Intern Architect, M.Arch., B.A.S



# Special Project Funding Reports

## NBSA 2024 Bursaries

This year, two \$1,000 bursaries were awarded to college-bound students, Arianne Savard and Jacob Delongchamp.

Arianne Savard, a Grade 12 student at École Secondaire Catholique Algonquin, will be attending College Boréal in September to study Architectural Technology.

<https://collegeboreal.ca/en/programme/architectural-technology/>

Whereas Jacob Delongchamp a grade 12 student at St Joseph Scollard Hall will be attending Durham College of Architectural Technology in September.

<https://durhamcollege.ca/programs/architectural-technology>



Above on the left, is Arianne in front of the Critchley Hill Architecture Studio located at 123 McIntyre West. Both the building and her recent co-op placement have inspired her to pursue a career in design and construction.

To the right is Jacob's self-portrait, featuring the St. Joseph-Scollard Hall heritage landmark at 1000 High Street, a building that symbolizes his formative secondary school years. Filled with both excitement and anticipation for the journey ahead, Jacob proudly mentioned that the bursary will be used to purchase a high-performance laptop to enhance his design work and academic pursuits.

## Collab North - Archi North / Archi Nord 2024

The McEwen School of Architecture Summer Camp Program, Archi North, was a resounding success. The involvement of the North Bay, Algoma, and Northern Ontario Societies of Architects provided a rewarding experience, allowing us to witness young talent in action and have a glimpse of the future generation of architects. In this photo, courtesy of the McEwen School of Architecture, summer camp students are seen collaborating on various studio projects, showcasing their creative abilities and exploring whether this immersive experience aligns with their aspirations as they complete their secondary education and consider their future career paths.

<https://oaa.on.ca/whats-on/news-and-insights/news-and-insights-detail/Second-Annual-ArchiNorth-Camp-Inspires-Future-Architects>



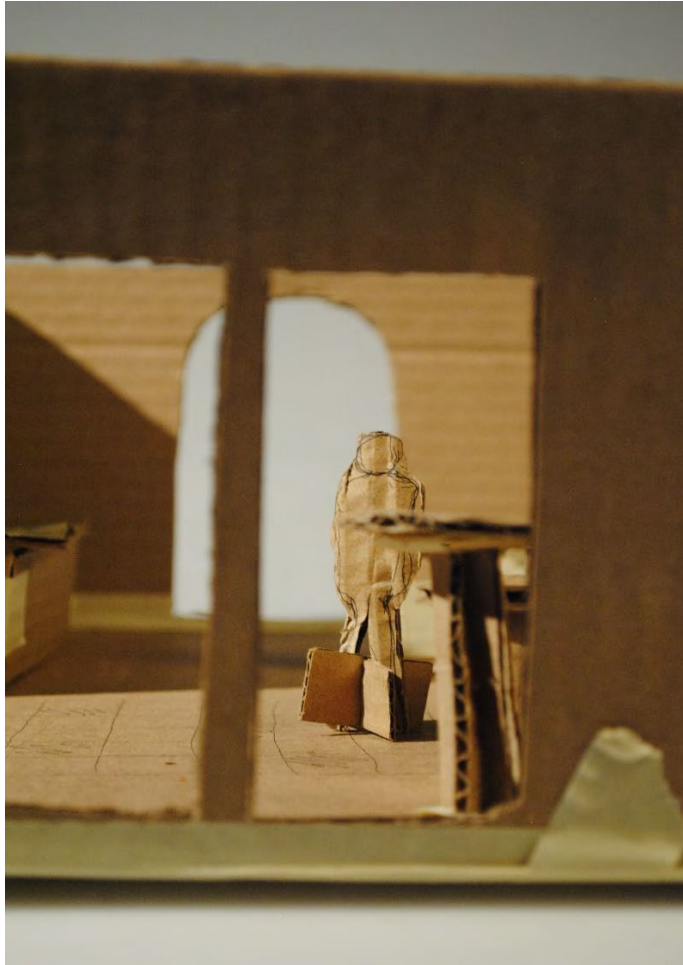


*NOSA Chair Architect Amber Salach ( far left ) and NBSA Chair Jean Philippe Larocque are alongside students from our respective societies, each proudly displaying their certificate of participation.*



*OAA Treasurer and NBSA/OAA Liaison, Ted Wilson, is pictured on the left, proudly observing the success of yet another summer camp graduation event - an initiative championed by professor Louis-Pierre Bélec.*





*NBSA Vice Chair Noémie Lavigne ( far right) was delighted to attend the summer camp celebration, where she presented the NBSA certificate to one of the two students from the Society's geographical region.*

The second annual Archi North Summer Camp, supported by the OAA and three Architectural Societies provided 11 high school students from Northern Ontario with an exceptional and transformative experience. This unique initiative offered an inspiring educational opportunity and a valuable introduction to the architectural profession, serving as an exciting testing ground for these aspiring young designers.

Once again this year, students from across the province and beyond participated in the summer camp, enriching their personal growth and gaining valuable insight into the various programs offered at the McEwen School of Architecture as they consider architecture as a future career path.

## North Bay Municipal Heritage Committee (NBMHC) 2024 / 2025 Photo Contest

The NBSA is delighted to continue its support for the North Bay Municipal Heritage Committee (NBMHC) Photography Contest, which will commemorate North Bay's Centennial in the coming year. This contest invites submissions from three age groups, encouraging photographers—both amateur and professional—to celebrate the city's rich heritage.

Participants are encouraged to capture historical buildings or natural heritage settings that best reflect North Bay's built and natural legacy. The contest themes include Built Heritage, Natural Heritage, and Human Heritage, offering a creative exploration of the city's human interactions with its built and natural environments. As the contest's primary sponsor, the NBSA is contributing \$1,500 to support this initiative. A panel of jurors, including representatives from the Municipal Heritage Committee, the City of North Bay, and the North Bay Society of Architects, will select the winners in late fall 2025. This contest has consistently attracted substantial media attention, and we are confident that this year's edition will once again celebrate and highlight North Bay's rich history and heritage, which continue to inspire and shape our sense of place and community identity.



*Winning entry submission (adult category) by Amber Mc Carthy - 2024 NBHMC photo contest*



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



### **Creativity, Passion and Determination**

The North Bay Society of Architects (NBSA) is delighted with the winners of the 2024 Climate Change Challenge, celebrating the exceptional creativity, innovation, and environmental awareness displayed by all participants. This year's submissions surpassed expectations, highlighting students' abilities to address climate challenges through thoughtful and imaginative architectural solutions. Teams adhered to design criteria to develop three-dimensional shelters

crafted from biodegradable materials, showcasing a thoughtful understanding of climate change impacts and architecture's role in addressing them.

In July, NBSA Treasurer Ruth Elder and Chair Jean Philippe Larocque met with OAA Executive Director Kristi Doyle, Manager of Government Relations Sara Trotta, Manager of Communications Erik Missio, and Public Outreach Specialist Mariam Tokhy to explore strategies for promoting the NBSA Climate Change Challenge and Kid Kits to a broader audience. During this meeting, the OAA suggested scheduling a follow-up session in August to introduce the initiative to the directors of No. 9, an organization renowned for fostering educational empowerment and collaboration. No. 9 connects professionals, educators, and like-minded individuals to inspire students to actively shape their communities' futures, emphasizing sustainability.

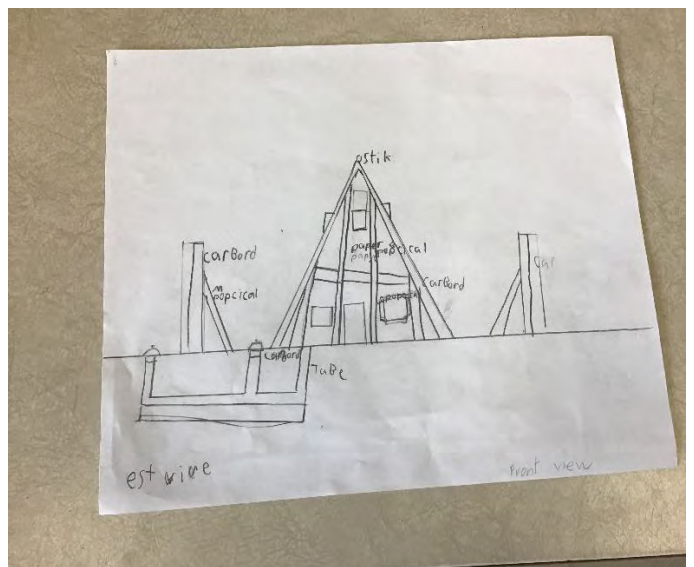
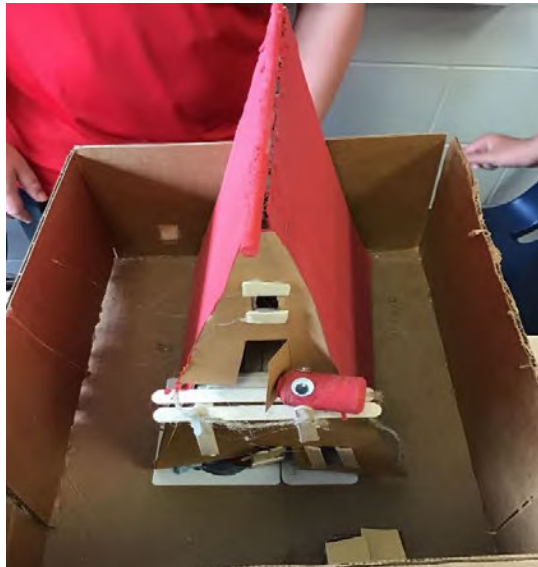
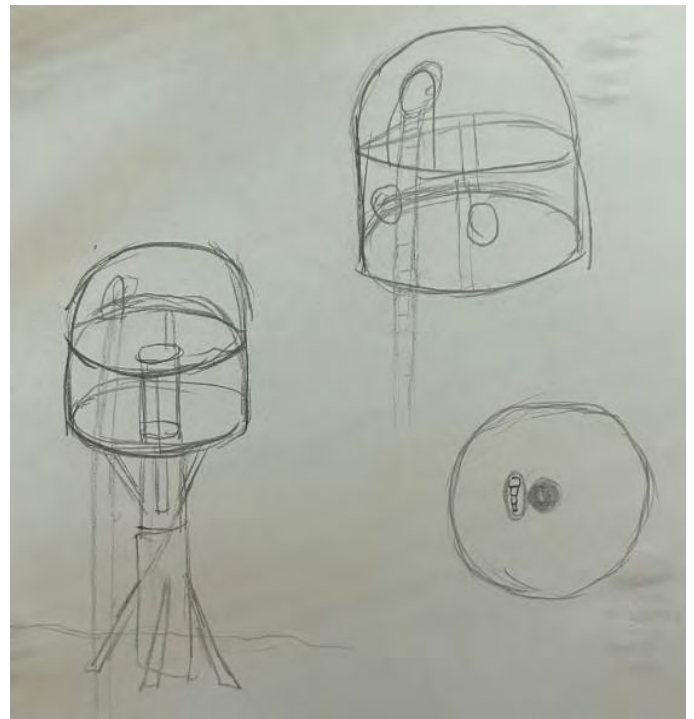
While the meeting was highly informative and revealed many parallels in approach, including material sourcing and volunteer-driven program delivery to enhance student engagement and hands-on experiences, no immediate or concrete outcomes emerged from the OAA-facilitated introduction to No. 9.

Nevertheless, the NBSA took significant steps to advance the initiative by collaborating with the North Bay and Parry Sound District Health Unit. The Health Unit expressed interest in understanding the program's process and, more importantly, its role in supporting the well-being of participating students. This partnership was particularly valuable given the Health Unit's mandate to address eco-anxiety and climate anxiety within the community, especially among young children.

In summary, the discussions reinforced the importance of the NBSA Climate Change Challenge as a forward-thinking educational initiative. It continues to play a critical role in fostering meaningful discussions among teachers, students, and parents about adapting to climate change while emphasizing the need for sustainable planning and solutions. The initiative underscores the potential of education to inspire proactive engagement with environmental challenges, creating a lasting impact on the community.







The images above showcase examples of the winning teams' visualizations and architectural models. The project unfolded through four distinct phases, with student deliverables reflecting a comprehensive design process. These phases included: conducting research on climate impacts specific to their assigned categories of Water, Wind, and Fire; developing creative narratives to articulate their concepts; progressing into site analysis, planning, and sketch development; and culminating in the construction of models that encapsulated their overall design approach and proposed solutions.





### **Elementary (Grade 6) Winners:**

1st Place (Fire): Emmett and Olivia (St. Luke Catholic Elementary) for their Phoenix-inspired shelter, featuring a unique bird-like design with a recessed moat and protective walls.

2nd Place (Fire): The Red Brigade Team (Frankie, Jethro, and Daniel) for their detailed fire shelter that incorporated Ontario Building Code references and an evacuation plan.

3rd Place (Wind): Darcy, Hayden, and Alyss (St. Luke Catholic Elementary) for their double-envelope, multi-layered facade shelter, designed to withstand strong winds.

3rd Place (Water): Danielle, Beulah, Shimona, and Daimon (Mother St. Bride) for their playful, pier-elevated structure with a computer-generated 3D rendering.

### **Secondary School Winners:**

1st Place (Water): Nick, Troy, Bryce, and Lizzy (Northern Secondary) for their comprehensive design, combining detailed drawings, a strong narrative, and a well-crafted model.

2nd Place (Water): Emma, Dominique, and Andrea (E.S.C. Algonquin) for their mangrove-inspired shelter with root systems and an elevated design to address rising water levels.

3rd Place (Fire): Lauren and Kayley (E.S.C. Algonquin) for their earth-integrated bunker with skylight portals to purify the air and provide a secure living environment.

These above projects exemplify the students' dedication to sustainable design and problem-solving in architecture. For additional details and photos of the winning entries, visit the NBSA website for additional pictures.



## Results of the OAA Poll / Update on Society Membership Fees

The discussion around raising membership fees for Architects and Intern Architects has been ongoing since the OAA Convention in Niagara Falls. Despite a province-wide survey, four meetings, and extensive deliberations, no significant consensus has been reached. This is largely due to the unresolved issue of the Per Capita/sliding scale funding formula, which is expected to be addressed by the newly elected OAA Council in 2025. The core challenge for smaller Societies remains the heavy reliance on volunteers, the resulting burnout, and the ongoing difficulty in filling essential Executive roles.

Based on the OAA survey results and specific feedback from the NBSA members, the Executive elected not to impose an increase to the membership fees based on the following points:

1. Membership fees should not increase, as they would have a minimal operational impact given the size of the NBSA. Based on the results of the poll, 46.67% of NBSA members disapproved of an increase, 40% approved of some increase and the remainder skipped that question or were unsure.
2. Whereas 53% of the NBSA members supported a Per Capita/sliding scale funding increase, 13% disapproved, 33% were unsure, and 3 members skipped the question. Increasing the Per Capita allocation to Societies would have a greater impact, especially if the sliding scale accounts for the unique nature and challenges smaller Societies face with fewer members.
3. Annual inflation adjustments to membership fees should only be considered once an equitable funding formula is adopted.

Despite these challenges, the newly elected Executive remains focused on fulfilling its mandate to promote awareness, appreciation, and understanding of architecture within our district and communities. The team is dedicated to fostering dialogue among Architects, Intern Architects, and Student Associates, while strengthening the NBSA's relationship with the OAA and continuing its collaborative efforts with the broader architectural community in the region.

## Financial Report- Summary of year ending December 31st, 2024:

### North Bay Society of Architects Financial Report Year End December 31st, 2024

#### REVENUE

OAA Funding	
Architectural Membership Fees	\$ 1,955.00
Special Funding (Kid Kits)	\$ 4,500.00
Special Funding (Collab Nord)	\$ 1,750.00
Special Funding (Student Bursaries)	\$ 2,500.00
	<u>\$ 10,705.00</u>
Other Revenue	
Interest Income	\$ -
GIC Investment Interest	\$ -
	<u>\$ -</u>

**TOTAL REVENUE** \$ 10,705.00

#### EXPENSES

Special Project Expenses	
Community-Special Projects	\$ 4,428.28
Collab Nord 'Archi Nord'	\$ 1,750.00
Student Bursaries	\$ 2,000.00
	<u>\$ 8,178.28</u>
Marketing & General Expenses	
Web Page-Square Space Domain Name Renewal	\$ 512.79
2024 OAA Dinner Meeting	\$ 1,166.06
2024 NBSA Dinners + Lunches	\$ 851.99
	<u>\$ 2,530.84</u>
Other Expenses	
Annual Bank Charge	\$ 10.00
Monthly Bank Charges (Fee Adjustment)	\$ 2.00
	<u>\$ 8.00</u>

**TOTAL EXPENSES** \$ 10,717.12

**NET INCOME** \$ 12.12

	Withdrawal	Deposit	Chequing Account Balance	Term Account Balance
Jan 01/24	\$ 23,992.91		\$ 23,992.91	-
Jan 17/24 AR- Monthly Statement Fee Adjustment	\$ 2.00		\$ 23,994.91	
Feb 23/24 AP- NBSA Cheque No. 110- Reimburse Larocque Elder Architects, Architectes Inc. (LEA) for NBSA member January 2024 Society dinner	\$ 495.83		\$ 23,499.08	
Apr 03/24 AR- Cheque deposit OAA Special Funding Cheque No. 042494		\$ 8,750.00	\$ 32,249.08	
May 16/24 AR- Cheque Deposit OAA membership Cheque No. 042659		\$ 1,955.00	\$ 34,204.08	
May 23/24 AP- NBSA Cheque No. 111- Reimburse LEA for Kid Kits supplies for NBSA				
	\$ 1,808.65		\$ 32,595.43	
Aug 10/24 AP- NBSA Cheque No. 112- Collab Nord Summer Camp	\$ 1,750.00		\$ 30,845.43	
Aug 07/24 AP- NBSA Cheque No. 113- Technologist Student Bursary	\$ 1,000.00		\$ 29,845.43	
Aug 27/24 AP- NBSA Cheque No. 114- Technologist Student Bursary	\$ 1,000.00		\$ 28,845.43	
Aug 28/24 AP- NBSA Cheque No. 115- Reimburse LEA for Kid Kits Prizes	\$ 240.40		\$ 28,605.03	
Aug 28/24 AP- NBSA Cheque No. 116- Reimburse LEA for payments for NBSA Annual 2023 Square Space Google Suite and Business Website invoices and July NBSA Lunch	\$ 888.95		\$ 27,716.08	
Sep 18/24 AP- NBSA Cheque No. 117- Reimburse LEA for Kid Kits supplies for NBSA	\$ 8.48		\$ 27,727.60	
Sept 18/24 AP- NBSA Cheque No. 118- Reimburse LEA for OAA Dinner Meeting September 2024	\$ 1,166.06		\$ 26,561.54	
Oct 29/24 AP- NBSA Cheque No. 119- AP- LEA Invoice No. 114653 for Kid Kits booklet formatting and graphic work	\$ 2,570.75		\$ 23,990.79	
Oct 29/24 Bank Charges	\$ 10.00		\$ 23,980.79	
<b>Sub Total</b>	<b>\$ 10,717.12</b>	<b>\$ 10,705.00</b>	<b>\$ 23,980.79</b>	<b>-</b>
Dec 13/24 Transfer from Chequing to Non Registered Non Redeemable Term Account	\$ 13,000.00		\$ 10,980.79	\$ 13,000.00
<b>Closing Balance December 31, 2024</b>			<b>\$ 10,980.79</b>	<b>\$ 13,000.00</b>

Prepared by NBSA Treasurer Ruth Elder, Architect, OAA MRAIC

## What's in the works for 2025

### Bursaries

The student **Collegial and University Bursaries**, which have been an important initiative of the NBSA, is in its last year, with the NBSA having successfully received three consecutive years of financial support from the OAA. This funding has been essential in aiding students pursuing architectural studies and will remain in place until the bursary program concludes in 2025.

NBSA is eager to assist in any capacity with the **Archi North / Summer Camp Program** offered by the McEwen School of Architecture. This collaboration, which involves two other Societies and Laurentian University, has proven to be a positive and impactful initiative for the North, both at the provincial and regional levels.

### Climate Action

The NBSA is also excited about the ongoing success of the **Three Little Pigs and the Climate Change Challenge**, which continues to thrive due to the partnership the Society has developed with the three regional school boards and the North Bay Parry Sound District Health Unit. The NBSA is looking to secure the necessary funds to support a third edition of this innovative educational initiative, which challenges students to explore climate change solutions through architecture, encouraging creative problem-solving and hands-on learning.

### Centennial Celebration – 2025 Municipal Heritage and NBSA Photo Contest

Looking ahead, the NBSA is working closely with the North Bay Municipal Heritage Committee preparing for the **2025 Municipal Heritage Committee and NBSA Photo Contest**, which will coincide with North Bay's centennial celebration. This milestone year presents an excellent opportunity to showcase the city's architectural heritage, as the photo contest will highlight historical landmarks and buildings that reflect the rich history of the region. The selection of winning entries will take place in the Fall of 2025, with the contest culminating in an architectural exhibition. This exhibition is intended to be part of a broader Doors Open North Bay event, offering public access to some of the city's most iconic historical sites.

## Architecture Exhibition

The NBSA is exploring the possibility of requesting Special Project Funding from the OAA to support these centennial initiatives, highlighting the significance of preserving and celebrating the built environment and the critical role architects play in these efforts. While the exact theme for the architectural exhibition is still being finalized, it is expected to align with the centennial celebrations.

## What does the future of the NBSA look like

In addition to these exciting initiatives, the newly elected executive is preparing to launch an in-depth survey of the Society's members, followed by an interactive, in-person workshop. This effort aims to identify the NBSA's core needs and aspirations, paving the way for a strategic plan to guide the Society over the next three to five years. The vision is to foster growth and ensure the sustainability of the Society while continuing to provide valuable support to licensed architects, Intern Architects, and potentially affiliates. By setting long-term goals and strengthening engagement within the architectural community, the NBSA seeks to build a resilient and thriving network that can effectively address the challenges of being a relatively small Society amidst a constantly ever-evolving profession.

2024 OAA Annual Report prepared by:

Jean Philippe Larocque OAA, OAAQ, MRAIC, LEED AP+C  
Chair, North Bay Society of Architects  
[chair@nbsa.ca](mailto:chair@nbsa.ca)





# Northumberland/Durham Society of Architects

## Treasurer's Report

May 16, 2024

### LAST REPORT DATE

On Dec. 23/23 the Bank balance was reported at \$ 8,957.93

### TREASURER'S REPORT

#### NEW BUSINESS:

Deposits made after Dec. 23/23 Report:

\$0.00 was deposited re OAA Society Funding.

Cheques recorded after Dec. 23/23 Report:

No cheques were issued.

#### Bank Charges:

No bank charges were recorded.

#### Interest Accumulated:

No interest has been recorded.

#### Current Bank Account:

Per latest Bank Statement dated December 23/23 the bank balance is confirmed at \$ 8,957.93

#### Investments:

There are no investments recorded.

On Behalf of David Mills, Treasurer

Attachments (BoFNS Statement - 4 page)



## Northern Ontario Society of Architects

### 2024 Activities Report

January 15, 2025

#### **NOSA Chair: Amber Salach**

Number of Current Members: Total of 59 Members; comprised of 42 Licensed and Retired Architects, 17 Intern Architects and Student Members

*Refer to the Appendix for the 2024 NOSA Financial Report.*

### **1. McEwen School of Architecture Endowment Fund/Bursary and Student Award**

NOSA topped up the MSoA Architecture Endowment Fund to students at the McEwen School of Architecture. Student awards were presented to students in May 2024 on behalf of NOSA.

- NOSA MSoA Architecture Endowment Fund – \$2000.00



*Photo of one of the recipients of NOSA 2024 MSoA Award.*





## **2. Building Equality in Architecture (BEA(N)) Talk Series**

### **'Design, Build, Deliver – BEA(N) Talk Series on The Architecture of Real-World Projects'**

In collaboration with Northern Ontario Society of Architects (NOSA), hosted the **first event** in our **Building Equality in Architecture (BEA(N)) Talk Series!**

Join us for an insightful discussion that delves into the practical and logistical challenges of taking architectural designs from paper to physical space.


#### **Event Theme:**

In this inaugural talk, we will explore the complexities of transforming architectural visions into built realities. Experts from both architecture and construction administration will discuss:

- The journey from design to construction — and all the crucial steps in between.
- The challenges of turning drawings into built form.
- The essential role of construction administration in ensuring design intentions are realized.
- How architects and contractors collaborate to bridge the gap between concept and execution.

#### **Guest Speakers:**

- **Angele Dmytruk**, Architect, Partner at 3rdLine.Studio
- **Vanessa Vachon**, Professional Quantity Surveyor, Partner at 3rdLine.Studio

 **Date:** Wednesday, November 27th

 **Social Mixer:** 5:30 PM

 **Dinner and Group Discussion:** 6:00 PM

 **Location:** Respect is Burning Kitchen and Bar, 82 Durham St, Sudbury

This is an incredible opportunity to engage with professionals working at the intersection of architecture and construction. Please feel free to forward this invite to your colleagues and don't miss out on this thought-provoking conversation and the chance to rethink the building process!





### **3. Annual OAA President's in Sudbury at Place des Arts**

The OAA President's session was held in person on September 11, 2024 at Place des Arts.

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

The agenda was as noted below:

#### **Introductions and Opening Remarks – Society Chair; President Settimo Vilardi; Executive Director Kristi Doyle**

#### **Quick Update on OAA Demographics and Statistics/Data**

- Profession demographics
- Regulatory Committee statistics

#### **Update on OAA Activities and specific initiatives**

- OAA Strategic Plan – staying the course and the Regulatory Landscape
- Limited Licenses & OAA Technology Program
- OAA Headquarters Landscape Project
- Infrastructure Ontario – industry discussions re. supplementary conditions
- OAA Input into Public Policy in the Public Interest
- The new Building Code, Resources, Tools & Education

#### **Supporting the Local Societies**

- Society Tool Kit
- Results of recent Society Finances Survey

#### **Open Discussion with Members around issues of local concern or interest**

- Discussion among members with respect to issues of local concern and/or interest as well as feedback and
- comment on OAA activities.

#### **Upcoming events and Reminders**

- OAA Conference 2025 – In Ottawa
- Council Nominations & Elections plus Committee Vacancies
- OAA Fall Webinar Schedule



#### 4.0 OAA Special Funding: ArchiNord



### About Archi-North

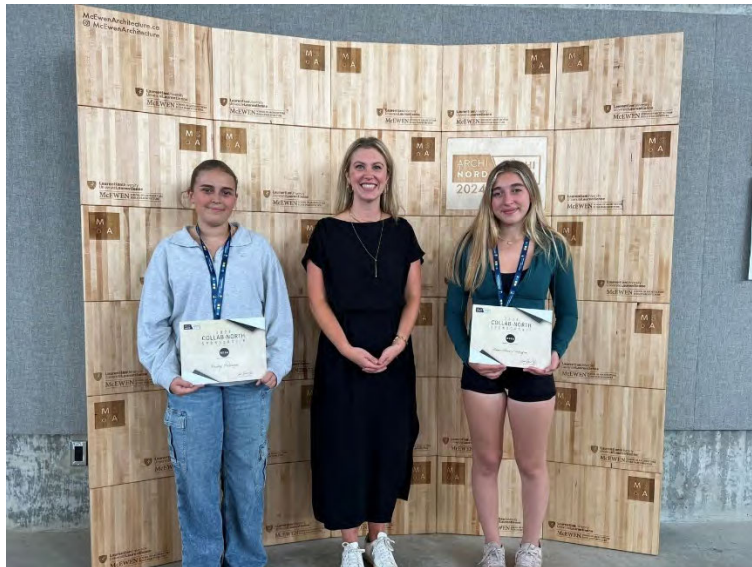
**Archi-North** is a bilingual and tricultural in-person architecture summer camp run by Canada's newest architecture school, the McEwen School of Architecture at Laurentian University.

Open to students who are entering into Grades 11 or 12 in September 2025, **Archi-North** consists of English- or French-language 5-day sessions at the MSoA's award-winning campus. Each week-long session consists of activities and instruction guided by faculty and recent graduates, with the goal of a broad introduction into the architectural process and design thinking in an academic environment.

NOSA was a Key sponsor of the second annual architecture summer camp, Architecture camp at the McEwen School of Architecture.



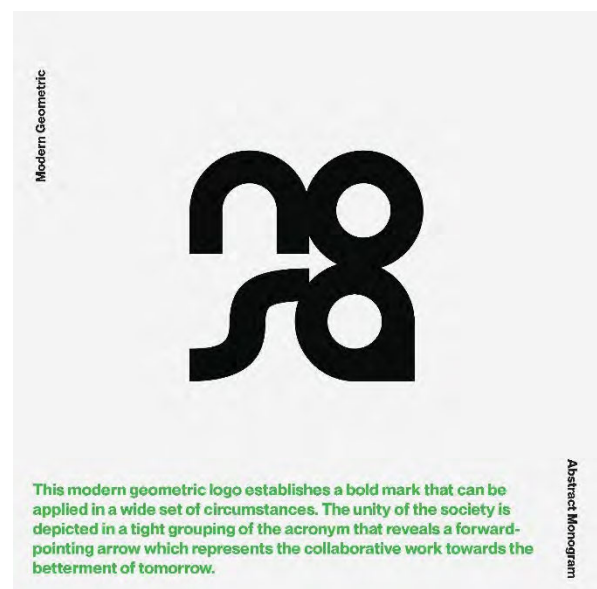
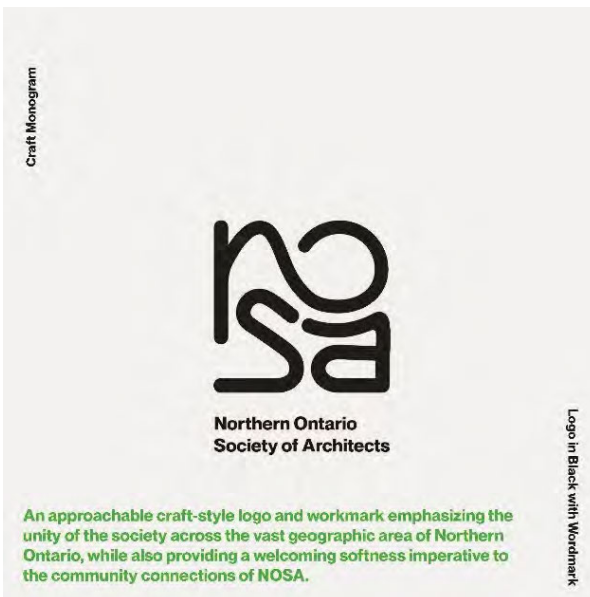




*Refer to the attached ArchiNord 2024 summary and debrief.*

#### 4.0 **NOSA Branding**

NOSA hired recent MSoA Graduate and Intern Architect, Braeden Martel to design a new Logo. Options have been vetted through and Chair, Amber Salach put the 2 top logos to vote to all NOSA members. The logo seen here in the header, is the selected new NOSA logo.





## 5.0 MSoA Student Portfolio Reviews

- 5.1 NOSA held two portfolio reviews for third year architecture students at the McEwen School of Architecture in February and November 2024. Local architects and interns provided feedback to over 30 students on their portfolios and resumes as they apply for their co-op and summer work positions.

Northern Ontario Society of Architects

<b>Who?</b> BAS 3rd year students	<b>What?</b> 15 min. desk crits on your portfolio & CV	<b>When?</b> Thursday November 14 4pm - 7pm Dinner will be provided for those who RSVP'd.	<b>Where?</b> CLT classroom
<b>Qui?</b> Étudiant(e)s de 3e année du BAS	<b>Quoi?</b> Revue de 15 min. sur votre portfolio & CV (en anglais seulement)	<b>Quand?</b> jeudi 14 novembre 16h à 19h Le repas sera offert pour ceux qui se sont inscrits.	<b>Où?</b> Salle de classe CLT

Northern Ontario Society of Architects

### Portfolio Workshop

Get feedback on your professional portfolio & CV from a local architect!

### Atelier de Portfolio

Faites-vous conseiller par un architecte local sur votre portfolio & CV professionnel!

Northern Ontario Society of Architects

<b>Who?</b> BAS 3rd year students	<b>What?</b> 15 min. desk crits on your portfolio & CV	<b>When?</b> Thursday November 14 4pm - 7pm Dinner will be provided for those who RSVP'd.	<b>Where?</b> CLT classroom
<b>Qui?</b> Étudiant(e)s de 3e année du BAS	<b>Quoi?</b> Revue de 15 min. sur votre portfolio & CV (en anglais seulement)	<b>Quand?</b> jeudi 14 novembre 16h à 19h Le repas sera offert pour ceux qui se sont inscrits.	<b>Où?</b> Salle de classe CLT





## **6.0 TEUI – Objective Software Continuing Education Session**

NOSA hosted a continuing education session with Andy Thompson on the OAA's own Building Energy Rating System and Tool, Objective software. 18 NOSA members joined the session and participated in the learning and discussion for understanding and applying software for TEUI in buildings.

### **TEUI 3 NOSA Itinerary**

**Part One: (60 Minutes)** Keynote Overview and Introduction to the reason for the development of the OAA's own Building Energy Rating System and Tool (and its continued development by OpenBuilding.ca), its key values, functions, and the difference between Targeted and Actual Energy functions with a brief overview of the UI and its 50+ user-inputs. Presentation of the Case Study Document (DRAFT) and additional buildings for 2025 publication date.

### **Part Two: Lab Component (30 minutes)**

15-minute Interactive Building Science Demos with Water: A model for Air Leakage, and a Model for Area to Volume and Ventilation Considerations.

15 minutes for Q&A and Break.

### **Part Three: Imagine you are a Building (30 minutes)**

*We are all building science experts insofar as we get dressed every day for different weather and we are loaded with sensors to detect 'comfort' with incredible precision. If only we could translate this knowledge to our design skills, with the help of a tool to quantify these effects. This experiment is designed for both laughs and a visceral translation of the fundamental concepts of Building Science, Human Comfort and survivability.*

**End.**



**Meeting Goals & Summary:** To discuss NOSA 2024 Refresh and NOSA next steps

**Attendees:** Amber Salach, Ted Wilson, Grace Wilson, Liam Callaham, Alex Rickert, Michael Damini, Kristen Beites, Stephanie Cambell, Braeden Martel, Raechel Hamilton

**Distribution:** All in attendance + NOSA Members

**Next Meeting:** TBD

*If the information in this report does not agree with your records or if there are any omissions, please advise this office at once, otherwise, we shall assume the contents of these minutes to be correct.*

1 General Discussion – NOSA Refresh		
NOTES		TYPE
<b>1.1 Priorities   Focus Areas</b>		Information
1.1.1	Reconvene NOSA Quarterly Meetings	
1.1.2	Membership Engagement	
1.1.3	Continuing Education	
1.1.4	Special Projects	
1.1.5	Social Gatherings	
<b>1.2 Recruitment   Potential Roles to be filled.</b>		Action
1.2.1	Ideally NOSA member would step forward and fill the roles as noted below. The intent is to have the roles rotate on an annual basis to avoid individual member capacity concerns/fatigue with volunteer work and to keep the leadership fresh.	
1.2.2	At this time these roles, other than Chair have not been filled. There has been no expression of interest from members to take on a specific role.	
1.2.3	Amber Salach has been the NOSA Chair since 2015.	
1.2.4	<u>Potential “Leadership” Roles:</u>  <b>Chair:</b> Provides leadership, presides over meetings, and represents the organization externally.  <b>Vice-Chair:</b> Assists the chair and may fulfill their duties in their absence. Often oversees specific projects or committees.  <b>Treasurer:</b> Manages finances, budgets, and financial reporting. Responsible for fundraising and managing expenses.  <b>Secretary:</b> Manages correspondence, records minutes during meetings, and maintains organizational documents and records.  <b>Registrar:</b> Manages membership recruitment, engagement, and retention efforts.  <b>Communications:</b> Manages communication with the public, media, and stakeholders. Responsible for promoting the organization’s activities. Manages the communication technology needs, including website maintenance, and social media presence.	





**Community Outreach Coordinator:** Engages with the community, builds partnerships, and represents the organization at community events. Advocates for the organization's interests with government bodies, policymakers, and relevant stakeholders.

**Events Lead:** Floating Role\* plans and organizes events/fundraisers/activities. This role should be encouraged as a multi-seat role, supporting participation in events/spearhead special interests etc. within the body of the society.

## 2 2024 Financial

NOTES		TYPE
<b>2.1 Opening Balance [Bank of Montreal Community Account]</b>		Information
2.1.1 <b>\$9,185.74</b>		
<b>2.2 2024 OAA Annual Local Society Funding</b>		
2.2.1 <b>Total \$5,380</b>		
Per Capita OAA Funding based on 42 members and 17 interns: <b>\$2,225</b>		
Total Membership Fees Collected: <b>\$3,155</b>		
<b>2.3 2024 Special Funding</b>		
2.3.1 ArchiNorth Student Sponsorship: <b>Approved \$1,750</b>		
2.3.2 BEA(North) Talks: <b>Approved \$5,000</b>		
<b>2.4 Current Balance [Bank of Montreal Community Account]</b>		Information
2.4.1 <b>\$ 12,228.65</b> (September 7, 2024)		
<b>2.5 2024 Monies Spent to Date</b>		Information
2.5.1 BEA(North) mentor dinner sponsorship (January 26 <sup>th</sup> ) <b>\$ 300.00</b>		
2.5.2 Dinner for MSoA Portfolio Reviews (February 7 <sup>th</sup> ) <b>\$1,195.70</b>		
2.5.3 BEA(North) mentor event sponsorship (April 24 <sup>th</sup> ) <b>\$ 500.00</b>		
2.5.4 Laurentian University MSoA Student Endowment Fund (June 6 <sup>th</sup> ) <b>\$ 2,000.00</b>		
2.5.5 NOSA Quarterly Meeting – Refresh, Food/Drinks (August 16 <sup>th</sup> ) <b>\$ 341.35</b>		
2.5.6 OAA President Luncheon, held at Place des Arts (Sept. 11, 2024) <b>\$1,067.98</b>		
2.5.7 Taking Stock: Voices of Women in Architecture across Canada Symposium \$2,500 (pending project grant approval)		

## 3 2024 Events to Date

NOTES		TYPE
<b>3.1</b> Laurentian University MSoA Student Portfolio Review (February 7 <sup>th</sup> )		Information
<b>3.2</b> Quarterly Local Society Chair Meeting (April 16 <sup>th</sup> )		
<b>3.3</b> Annual Local Society Chairs Workshop/OAA Conference (May 21 <sup>st</sup> )		
<b>3.4</b> MSoA Convocation – NOSA Award Presentation (June 7 <sup>th</sup> )		



3.5 ArchiNorth Collab North Student Sponsorship Meet and Greet (July 31 <sup>st</sup> )		
3.6 NOSA Quarterly [Refresh] Meeting (August 16 <sup>th</sup> )		
3.7 OAA President Luncheon, held at Place des Arts (Sept. 11, 2024)		
4 Upcoming Dates and Events		
NOTES	TYPE	
4.1 November 14 <sup>th</sup> , 2024 – MSoA 3 <sup>rd</sup> Year Portfolio Reviews	Action	
4.2 November 26 <sup>th</sup> , 2024 – TEUI Workshop	Action	
5 Outreach and Engagement		
NOTES	TYPE	
5.1 NOSA Member Continuing Education Ideas Discussion		
5.1.1 Presentation on the OBC updates; NOSA to coordinate with Erik Missio (OAA) on current preparations of Webinars for OAA Members. Potential to invite AHJ's.	Action	
5.1.2 Pro-Demnity Presentation for ARM. [ARM/r is the Architectural Risk Management Assessment Review].		
5.1.3 Presentation on OAA's TEUI (Total Energy Use Intensity) Evaluation/Calculation tool. To obtain an understand how to use TEUI 2.0 as both a code compliance and submission as well as a design tool and see how others are using this in permit applications.		
5.1.4 CGS DLAC (Development Liaison Advisory Committee) presentation to NOSA members.		
5.1.5 Presentation on Accessibility Regulation updates in Ontario		
5.2 NOSA Member Outreach Ideas Discussion		
5.2.1 NOSA call to members for speakers at the 2025 OAA Conference, for topics in housing relevant to the North.	Action	
5.2.2 Special Funding for January 2026, ideas include: 1. Collaboration with MSoA (Ice Stations, Lectures, Downtown Installation) 2. Wood Works Presentation on CLT 3. Field trip to Sturgeon Falls to tour new CLT Manufacturing plant		
5.3 Community Engagement		
5.3.1 Engage with 'Sudbury Then and Now' Organization for exhibition collaboration of Before and After of Sudbury's Lost Buildings		
5.3.2 Jane's Walk		
5.3.3 Building Tours		
5.3.4 Exhibition or presentations showcasing individual firms work		
5.3.5 Involvement with UpHere Festival		
6 OAA Local Societies – General		
NOTES	TYPE	
6.1 May 2024 Local Society Workshop Recap		
6.1.1 The Society Chairs and Councillor liaisons of the Ontario Association of Architects held their annual meeting on May 21, 2024 at the Marriot on the Falls, Niagara Falls, Ontario. The meeting was held in conjunction with the	Information	



<p>OAA's annual conference. The meeting agenda included a focussed discussion regarding Society finances and fees, as well as a workshop approach to discussions regarding how the societies might function most effectively into the future. The Society Chairs were asked to complete a short survey in advance of attending the meeting to collect information regarding specific pressures the Societies were experiencing as they are currently structured and administered.</p> <p>6.1.2 See attached Society Chairs Meeting Report – Conference May 2024</p>	Information
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7 Next Steps	
NOTES	TYPE
<p><b>7.1 Next Steps</b></p> <p>7.1.1 <b>Recruit Volunteers for the MSoA Third Year Portfolio review on Nov. 26th 2024</b></p> <p>7.1.2 <b>Send out TEUI invite and obtain RSVP's, book location</b></p> <p><b>Continuing Ed and Engagement Sessions:</b></p> <p>7.1.3 Organize a presentation on the OBC updates; NOSA to coordinate with Erik Missio (OAA) on current preparations of Webinars for OAA Members. Potential to invite AHJ's.</p> <p>7.1.4 Pro-Demnity Presentation for ARM. [ARM/r is the Architectural Risk Management Assessment Review].</p> <p>7.1.5 Organize CGS DLAC (Development Liaison Advisory Committee) presentation to NOSA members.</p> <p>7.1.6 Next Meeting: <b>TBD</b></p>	<p>Action</p> <p>Action</p> <p>Action</p>

**End**



# ARCHI NORD

# ARCHI NORTH

## ARCHITECTURE SUMMER CAMP *July* 2024

Curious about a career in architecture? Want to learn more about how the world around you gets designed and built? Interested in a unique pre-university academic experience in Northern Ontario? **Archi-North** is a remarkable opportunity to expand your horizons at Canada's newest school of architecture.

With **English** and **French** sessions available, and instruction from faculty and recent graduates, **Archi-North** offers an introductory experience in architecture, design, drafting and drawing to high school students entering Grades 11 and 12 in September 2024.

Email us at  
**[archicamp@laurentian.ca](mailto:archicamp@laurentian.ca)**  
for more information!  
To register, visit  
**[McEwenArchitecture.ca](http://McEwenArchitecture.ca)**  
› Programs



**Collab-North Scholarships  
available for  
Northern Ontario students!**  
Ask your guidance counsellor  
for details.



**Laurentian University**  
**Université Laurentienne**

**McEWEN** SCHOOL OF ARCHITECTURE  
ÉCOLE D'ARCHITECTURE



**Ontario Association  
of Architects**



Indigenous Student Affairs  
Affaires étudiantes autochtones  
Enji-Naadmaagazwad Eknoomaagzidjig



**Laurentian University**  
**Université Laurentienne**



Northern Ontario Society of Architects

**Algoma Society  
of Architects**



**Université Laurentienne**  
**Laurentian University**

Bureau des affaires francophones  
Office of Francophone Affairs



**INTERFOR**



ENGINEERS - ARCHITECTS - PLANNERS



## TABLE OF CONTENTS // TABLE DES MATIÈRES

<b>1.</b>	<b>How / where did you hear about the Archi-North Summer Camp?</b> <i>Comment / où as-tu entendu parler du camp d'été d'Archi-Nord ?</i>	<b>3</b>
<b>2.</b>	<b>What made you want to try the Archi-North Summer Camp?</b> <i>Qu'est-ce qui t'a donné envie d'essayer le camp d'été d'Archi-Nord ?</i>	<b>4</b>
<b>3.</b>	<b>If you are not from the Greater Sudbury Area, did you do any activities in Sudbury in the evenings after camp hours? If so, which ones?</b> <i>Si tu n'es pas de la région du Grand Sudbury, as-tu fait des activités à Sudbury le soir après les heures du camp ? Si oui, lesquelles ?</i>	<b>5</b>
<b>4.</b>	<b>What kind of design related courses does your high school offer?</b> <i>Quels sont les cours de conception proposés par ton école secondaire ?</i>	<b>6</b>
<b>5.</b>	<b>What made you most nervous about the Archi-North Summer Camp, and what were you most excited to do or try?</b> <i>Qu'est-ce qui te rendait le plus nerveux avant de venir au camp d'été d'Archi-Nord, et qu'est-ce que tu étais le plus excité de faire ou d'essayer ?</i>	<b>6</b>
<b>6.</b>	<b>Before coming to the Archi-North Summer Camp, had you worked with:</b> <i>Avant de venir au camp d'été d'Archi-North, avais-tu déjà travaillé avec :</i>	<b>8</b>
<b>7.</b>	<b>Are you interested in pursuing design related or architectural studies after high school?</b> <i>Souhaites-tu poursuivre des études liées à la conception ou à l'architecture après le secondaire?</i>	<b>8</b>
<b>8.</b>	<b>If so, what programs and colleges/universities are you considering?</b> <i>Si oui, quels sont les programmes et les établissements d'enseignement supérieur que tu envisages ?</i>	<b>9</b>
<b>9.</b>	<b>Are you expecting to prepare a portfolio for your studies or work after high school?</b> <i>As-tu l'intention de préparer un portfolio pour tes études ou pour le marché du travail après l'école secondaire ?</i>	<b>10</b>
<b>10.</b>	<b>Has your experience at Archi-North made you more likely to apply to Laurentian University's McEwen School of Architecture?</b> <i>Ton expérience chez Archi-Nord t'a-t-elle rendu plus enclin à faire une demande d'admission à l'École d'architecture McEwen de l'Université Laurentienne ?</i>	<b>10</b>
<b>11.</b>	<b>What is the most interesting or surprising thing you learned at Archi-North?</b> <i>Quelle est la chose la plus intéressante ou la plus surprenante que tu as apprise à Archi-Nord?</i>	<b>11</b>
<b>12.</b>	<b>What is your favourite space in the McEwen School of Architecture?</b> <i>Quel est ton espace préféré à l'École d'architecture McEwen ?</i>	<b>12</b>
<b>13.</b>	<b>What is the activity you enjoyed the most?</b> <i>Quelle est l'activité que tu as le plus appréciée ?</i>	<b>13</b>
<b>14.</b>	<b>What is the activity you enjoyed the least?</b> <i>Quelle est l'activité que tu as le moins appréciée ?</i>	<b>14</b>
<b>15.</b>	<b>What is your preferred media to express or develop an idea?</b> <i>Quel est ton média préféré pour exprimer ou développer une idée ?</i>	<b>15</b>
<b>16.</b>	<b>What activity would you have liked to have more time to do?</b> <i>Pour quelle activité aurais-tu aimé avoir plus de temps ?</i>	<b>16</b>

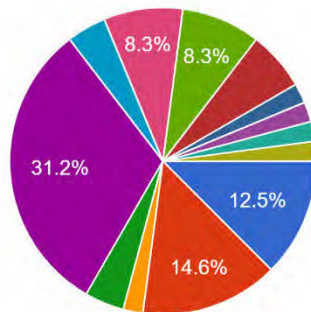
17. **What activity would you like to have done that we did not do?**  
*Quelle est l'activité que tu aurais aimé faire et que nous n'avons pas faite ?.....16*
18. **What is your biggest take away from your week at the Archi-North Summer Camp?**  
*Que retiens-tu le plus de ta semaine au camp d'été d'Archi-Nord ? .....17*
19. **Would you recommend Archi-North to someone who is interested in architecture?**  
*Recommanderais-tu Archi-Nord à quelqu'un qui s'intéresse à l'architecture ? .....18*
20. **Please describe your experience at Archi-North in one sentence.**  
*Décris ton expérience pendant Archi-Nord en une phrase. ....19*
21. **Is there anything else you would like us to know? Write as much as you want!**  
*Y a-t-il autre chose que tu aimerais que nous sachions ? Écris autant que tu le souhaites ! .....20*
22. **More?**  
*Autre chose? .....20*

This survey was completed anonymously by  
 48 of the 52 Archi-North 2024 Session 01 participants.

Please contact **Louis-Pierre Bélec**, Archi-North Coordinator at [lbelec@laurentian.ca](mailto:lbelec@laurentian.ca)  
 should you have any questions about the survey  
**OR** should you wish to use part of this document.

## 1. How / where did you hear about the Archi-North Summer Camp?

*Comment / où as-tu entendu parler du camp d'été d'Archi-Nord ?*



- Poster // Affiche
- School / École
- Guidance councilor // Conseiller-ère e...
- Teacher // Enseignant-e
- Parent
- Friend // Ami-e
- Facebook
- Online

▲ 1/2 ▼

- n/a
- I was told by a parent who I think saw an ad online or email
- My parents told me about it
- My mother told me about this camp.
- My mom who heard about it from the school guidance, I think.
- My mom saw you're post somewhere.
- Online on Instagram
- My dad told me about it as I was and still am curious about architecture
- There was a poster in my school last year, but I didn't go and read it until it was too late, so I made sure to see it this year.
- I heard about it while taking a tour of the architecture school during their open house.
- My mom saw it on Facebook
- My mom is a teacher
- Through my friend who came to the first session
- Sudbury local news website
- My mother saw it on Facebook
- I saw a poster outside the guidance office at my school
- A friend and through school
- I found it was a flyer on a Bristol board outside my guidance office at school.
- I heard about the camp both at school and on the Laurentian website.
- My sister goes to LU, and she got an email about it.
- I saw an advertisement for it on my school's college and university related bulletin board. My physics teacher reminded me of it too.
- My mom told me about it.
- I heard from a google search.
- In school/my tech teacher
- My school's grade 10 group website.
- I found out about the summer camp when I came to the open house in March!
- It was posted by my school.
- My mom's school.
- Instagram



## 2. What made you want to try the Archi-North Summer Camp?

### *Qu'est-ce qui t'a donné envie d'essayer le camp d'été d'Archi-Nord ?*

- I am interested in architecture as a career.
- I found it was affiliated with the energy shsm and since I'm in the energy shsm I thought it was good extra knowledge
- I am interested in architecture and wanted to get some exposure to see what it might be like
- I was interested in a long time but recently became interested in something else too, so I wanted experience before deciding.
- I was thinking about architecture as a career path.
- To see if architecture is in my best fitting.
- I wanted to make sure that I was going in architecture for my future job.
- I wanted to learn more about the architect experience
- My mom and my interest in architecture/art
- Because it is about architecture and a school I was debating about
- I am interested in architecture and want to learn more.
- The fact that I would have a head start if I ever became an architect.
- Because I am thinking of doing architecture after high school.
- I have always been into designing houses and I knew that this is an accredited architecture school that wasn't out of province
- To get a better understanding of architecture to see if I want to take it in university
- I'm interested in studying architecture or something similar and thought this program would be good for learning useful skills
- I want to become an architect
- My tech design class last semester
- I want to experience what it would be like to go to this school
- I was already looking for programs that helped with creating a portfolio for post-secondary school
- I wanted more experience and to try new things to see if I wanted to do it as a profession.
- I like architecture and an excuse to get away from siblings
- I wanted to do architecture since grade 4 and this was my opportunity to try it.
- My dreams of being an architect.
- My desire to become an Architect like my father.
- I wanted to explore architecture to confirm it is the field I want to go into.
- I was curious about architecture.
- Since I'm entering my first year of Laurentian Architectural studies this year, I wanted to have a taste of what it would be like and the basics here.
- I'm interested in becoming an architect in the future.
- I was interested in architecture and thought I would get some more exposure.
- I want to go into architecture
- I would like to become an architect
- To gain experience to know what it would be like to be an architect student and if I would still want to be an architect.
- I want to become an architect in the future
- I'm interested in architecture.
- I wasn't sure what architects did to design buildings and I wanted to see how artistic and creative it was.
- My interest in architecture
- J'aime dessiner et quand j'ai entendu qu'il y avait un camp d'architecture je voulais essayer pour voir si j'aimerais être une architecte
- I wanted to know with more certainty if I wanted to pursue architecture in the future
- Intéresser en construction et dessiner
- L'architecture est un sujet qui m'intéresse beaucoup et qui pourrais m'aider dans ma vie future
- Je voulais confirmer que c'était bien en architecture que je voulais étudier et apprendre plus sur le sujet
- Explorer le travail d'un architect
- J'aimerais poursuivre des études en architecture et aussi j'aimerais

- J'ai un grand intérêt dans l'architecture et je voulais étudier à l'EAM, donc, j'ai venu voir comment la processus était.
- Le Photoshop, sortir de la maison et essayer quelque chose de nouveau
- I knew that it would be a great opportunity for me
- J'ai toujours voulu être architecte, ceci me permet de vérifier mon choix et me donner une base de connaissance et de répondre à une multitude de questions

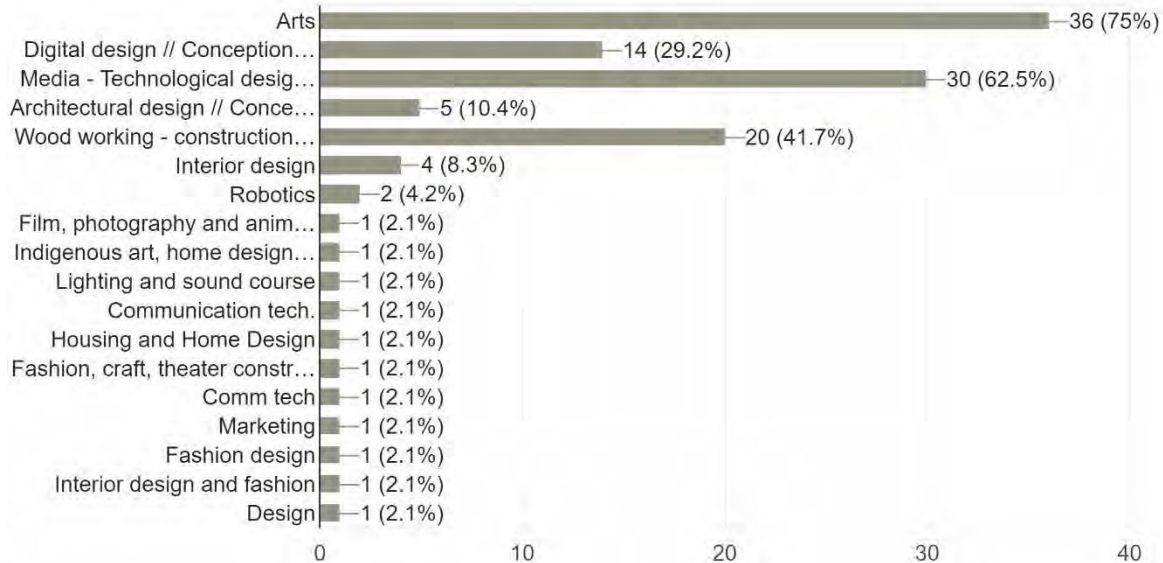
**3. If you are not from the Greater Sudbury Area, did you do any activities in Sudbury in the evenings after camp hours? If so, which ones?**

***Si tu n'es pas de la région du Grand Sudbury, as-tu fait des activités à Sudbury le soir après les heures du camp ? Si oui, lesquelles ?***

- I went go karting, mini putt, and kayaking
- No, just visited family and went shopping.
- Go karting, mini gold, kayaking, paddle boarding
- I didn't do to much but there was a bistro I enjoyed: Magical Bistro
- I visited the Big Nickle
- Swimming at Crowley Lake and going out to eat
- Kayaking, mini gold and go carting
- I went to see the Big Nickel and went to the New Sudbury mall
- I played basketball, mini golf and went go karting
- Sight seeing
- I went kayaking in the lake
- No, other than the Big Nickel
- Mainly just stayed at our VRBO
- No not really, YMCA, Basketball and Costco.
- Yes, we went to the Big Nickel and did a mini road trip around Sudbury
- I went to restaurants in the area with my father. We also took a few tours at Laurentian University since we've been staying at the University of Sudbury residence this week.
- Not particularly, but I have family here, so I didn't really do anything tourist like.
- I went to some restaurants
- Went for supper, to the mall
- I didn't do any activities, but I went on some hikes and visited the Big Nickel
- Rage room, in the Valley.
- I went hiking with my dad.
- Went to the beach
- Oui, je suis allé au Big Nickel et j'ai mangé dans des restaurants
- I went to the movie theatre to watch Twisters
- Je suis aller magasiner
- Non
- Marche le bord de l'eau a Bell Park
- Oui, allez aux Cinema
- Aller a la plage
- J'ai fait des activités a Sudbury le soir, magasiner, au carnaval, au cinéma et manger dans un beau restaurant. J'ai trouver cela amusant
- I am from Sudbury but did lots of shopping everyday
- Le Big Nickel

#### 4. What kind of design related courses does your high school offer?

*Quels sont les cours de conception proposés par ton école secondaire ?*



#### 5. What made you most nervous about the Archi-North Summer Camp, and what were you most excited to do or try?

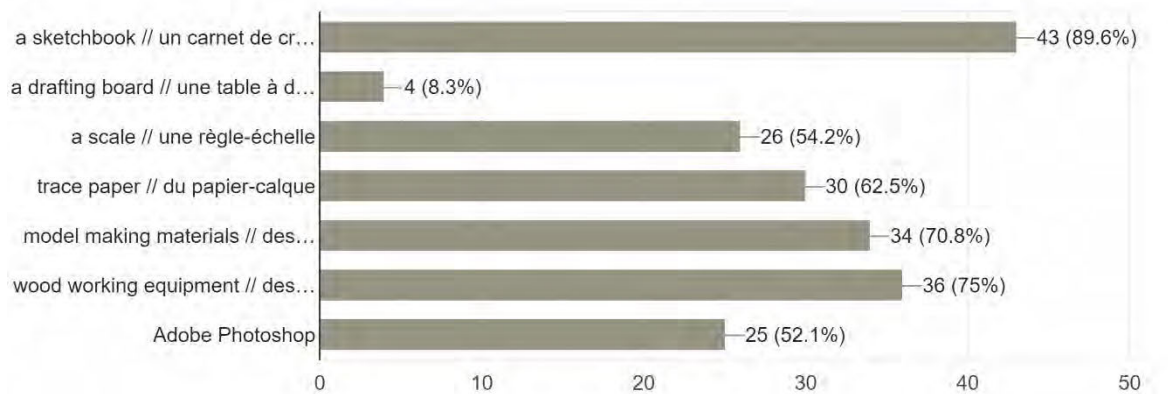
*Qu'est-ce qui te rendait le plus nerveux avant de venir au camp d'été d'Archi-Nord, et qu'est-ce que tu étais le plus excité de faire ou d'essayer ?*

- I was nervous about the people taking the course. Excited about drafting
- I find I can't write too straight, and I knew we would be doing writing (?)
- I was most excited to try making models
- What made me nervous was not knowing what to expect and the new people. I was excited to learn and experience this field.
- I wasn't nervous as much after meeting new friends and it was exciting to do our model projects
- I was nervous about me not liking it, but I was excited to learn what kind of stuff architects do.
- If I was going to meet friends, drafting and drawing
- Nervous about the exhibition. Excited to use certain equipment as well as drawing
- I was nervous about the creativity part and most excited about using a studio to draw
- What made me the most nervous was traveling far from home. What made me most excited was learning more about architecture and design.
- The most nerve-racking part was the drive here, the most exciting part was permission to use a drafting table
- I was most nervous about making isometrics and I was most excited to try making floor plans.
- Mostly not knowing what to expect, I was most excited to see the campus.
- I was nervous that the other students might be more advanced or know more than I did before entering. I was most excited to do the floor plans.

- I was most nervous about being underprepared for the lessons because I thought as we were in a university the lessons might be advanced. I was most excited for the drawing activities and using Photoshop
- I was most nervous about speaking English but excited to learn
- I was most excited to make models and learn to draw floor plans. I wasn't nervous
- Most nervous about meeting new people, I was excited to learn how to make the drafts and use the tools
- I was most nervous about the environment, but everyone ended up super nice :) I was excited to build and just the basics of what architects do.
- Nervous to be far away. Excited to learn in a university environment
- I was nervous to meet people and excited for modeling buildings
- People were different at first, I didn't want to go to the program, but I was excited to try out what an architect does.
- Being away from home and I was most excited to try drafting.
- I was most nervous about not knowing anyone, but I was most excited for drafting.
- I was nervous that I didn't know anyone, and I was excited to get better at drawing.
- The fact that it was located 6-7 hours away from where I live and staying at the U of S residence for the week. I was most excited to come back to the McEwen building, getting to know the area and learning the basics of architecture.
- I was most excited to learn drafting and what architects do everyday.
- At the beginning when we were going the isometric drawings. I was excited about the floor plan.
- I was nervous for meeting people, and I was most excited to make new friends.
- Not knowing anybody and making friends, learning about architecture
- I was most excited to participate in architectural activities, but I was most nervous about what ideas I could come up with it
- I was nervous because I didn't know much about architecture, and I was excited to design my own project.
- Nervous about the location/safety in a downtown area. Excited about architecture stuff.
- I was nervous about meeting new people and making friends. I was excited to design and be creative and draw buildings and seeing how it worked.
- I was nervous about meeting new people, and I was excited to start creating concepts.
- j'étais vraiment exciter d'apprendre à propos de l'architecture mais j'étais nerveuse de rencontrer de nouvelles personnes. Mais, j'ai fait beaucoup d'amis ce qui est genial
- I was nervous about who my classmates were going to be, and I was most excited about learning new things about architecture
- Nerveuse que les autres étudiants m'aimeraient pas, j'étais excité de dessiner et planifier
- J'étais nerveux de ne pas bien m'entendre avec les autres. Mais j'étais excite de faire des maquettes et dessiner
- J'étais stressé de peur de ne pas apprécier et de devoir trouver une autre voit après et j'étais excite de voir à quoi l'école ressemblait et de rencontrer les autres jeunes
- Rencontrer l'équipe et la programme me rendait nerveuse, J'errais excite d'explorer le métier concevoir quelque chose
- Ce qui m'a inquiète le plus c'est que je fréquenterais un camp ou dont je ne s'avait personne. J'etait exciter pour tous
- Ce qui me rendait le plus nerveux etait que je passerai la semaine avec des gens de tout partout que je ne connaissait pas et qui aurais probablement beaucoup plus d'expérience/intérêts dans le domaine d'architecture que moi. Cela étant dit, ce qui me rendait le plus excite était d'apprendre de nouvelle technique pour m'aider plus loin dans l'architecture.
- I didn't know what to expect and I wasn't a big fan of architecture, but it was good, I was excited to try working with wood and photoshop
- I was most nervous about having to do homework if there was some. I was most excited to participate in the drawing part
- Ce qui me rendait nerveuse était tous simplement de ne pas savoir beaucoup sur le cours. Mais, j'etait tres exciter d'apprendre

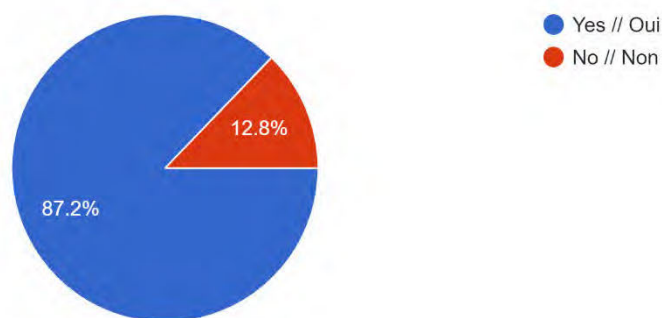
**6. Before coming to the Archi-North Summer Camp, had you worked with:**

*Avant de venir au camp d'été d'Archi-North, avais-tu déjà travaillé avec :*



**7. Are you interested in pursuing design related or architectural studies after high school?**

*Souhaites-tu poursuivre des études liées à la conception ou à l'architecture après le secondaire ?*



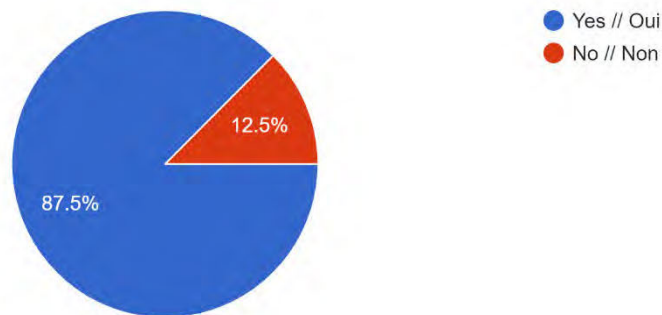
## 8. If so, what programs and colleges/universities are you considering?

*Si oui, quels sont les programmes et les établissements d'enseignement supérieur que tu envisages ?*

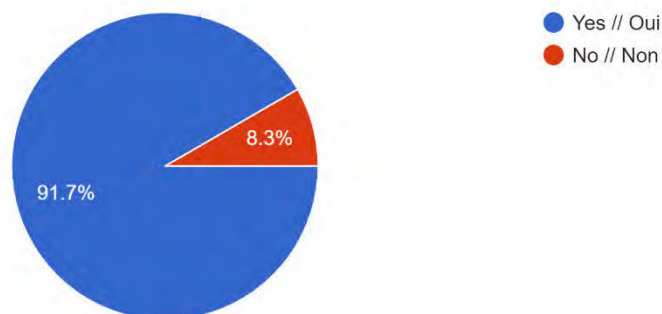
- N/A
- Architectural design.
- I'm not sure what I'm going into, but design related is something I'm looking at
- Yes, U of T, McGill and here
- I am still deciding between two different fields.
- I was considering architecture at this school and Laval. But not I'm not sure architecture is for me
- McGill or Laurentian
- Boreal and Algonquin
- University of Waterloo, TMU in urban planning and design
- Architectural studies at McEwen School of Architecture, Laurentian
- Yes, I plan to pursue architecture, I was considering U of Waterloo, U of Toronto and Laurentian
- I am planning on applying to architectural studies at UFT
- I can't answer that questions as I just got out of grade 9 and haven't had the time to consider all the options
- I am not sure what program yet, but I want to go to McEwen or a university down south
- I have considered UBC and McEwen for architecture
- Architecture at Laurentian, Waterloo, Toronto or Carleton
- I have looked at McEwen, the Toronto School of Arts and the architecture course at Guelf
- I'm considering this school
- Here and Metropolitan
- I want to get into Waterloo for architectural studies
- Urban planning at the university of Waterloo
- Yes, I really want to go to Waterloo, but this school is now an option too.
- Yes, I just aim to get a scholarship for architecture at university
- Yes I am, I am considering going to Waterloo University, McMasters, Western, ...
- I am considering both architecture and engineering at Laurentian, Waterloo and U of T.
- Maybe considering architecture here or at U Calgary
- I am. I applied to U of W, TMU, Carleton and Laurentian. I accepted my offer from Laurentian and will begin learning Fall 2024.
- I'm considering architecture and interior design at U of T, Dalhousie, UBC, OCAD, Sheridan college
- I am considering Waterloo, Western or here
- I am interested in a few universities for architecture.
- Yes, no universities. I will be applying all over Canada.
- Yes, I am thinking about becoming an architect when I graduate. I also may come here for university.
- I am considering applying to the architecture program at McEwen.
- Environmental studies, pilot, applied forensic psychology at STFX, Acadia, UBC, Dalhousie, OCAD, etc...
- Yes, I am, I'm not sure yet, there's only one university in my province so I might go there or somewhere in Ontario but I'm not sure because its far away from where I'm from.
- I'm considering the MSoA or a 2-year program at College Boreal if I am not accepted to the MSoA.
- Oui, j'aimerais bien poursuivre des études en architecture mais je ne suis pas 100% certaine. Il y'a plus de collèges que des universités a Ottawa
- I am un sure
- Programme architecte (intérieur/extérieur) et établissements français

- Architecture à McEwen
- Oui, je suis intéressé à poursuivre mes études en design/architecture, sois ici, à l'EAM ou à une université au Québec.
- L'université de Montréal. Mais, puisque je viens de l'Ontario je regarde a d'autre option comme cette école et Carlton

**9. Are you expecting to prepare a portfolio for your studies or work after high school?**  
*As-tu l'intention de préparer un portfolio pour tes études ou pour le marché du travail après l'école secondaire ?*



**10. Has your experience at Archi-North made you more likely to apply to Laurentian University's McEwen School of Architecture?**  
*Ton expérience chez Archi-Nord t'a-t-elle rendu plus enclin à faire une demande d'admission à l'École d'architecture McEwen de l'Université Laurentienne ?*





## 11. What is the most interesting or surprising thing you learned at Archi-North?

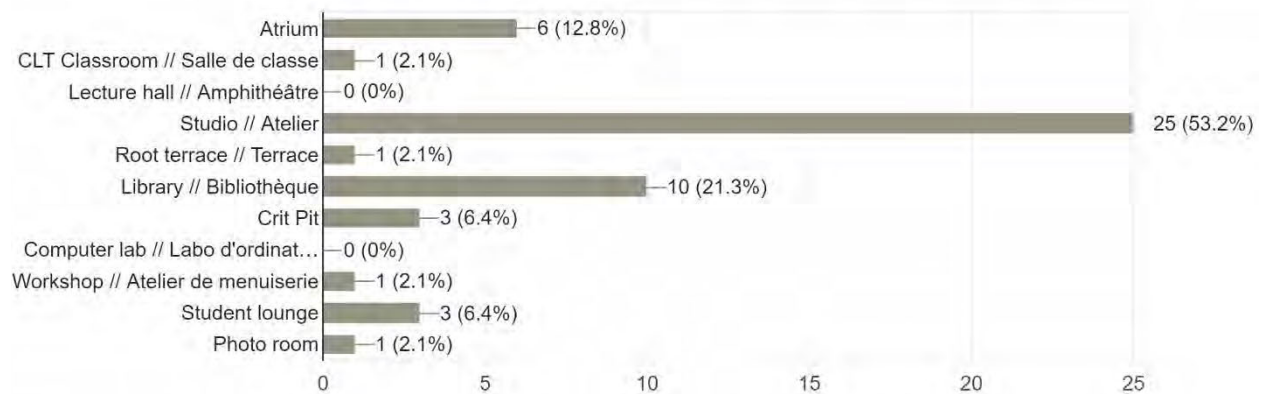
*Quelle est la chose la plus intéressante ou la plus surprenante que tu as apprise à Archi-Nord ?*

- Elevations, nice insight into the design aspect of buildings
- The most interesting thing I learned was just better ways of drawing and mapping things out
- The most interesting thing I learned was how to do elevations
- The most interesting part for me was the design aspect
- Mass timber!!!
- Most buildings aren't made from wood and some countries have mass wood structures
- How to draw the plan.
- McEwen school is a satellite campus of Laurentian
- Everything
- I really enjoyed learning how to use the drawing/drafting equipment!
- I think when we had the lecture about the wood construction and that it was interesting to see how different buildings are made.
- The amount of precision that drafting requires
- The most surprising thing I learned is not having to only submit architectural drawings in your portfolio
- The most interesting thing was all the scale sides and purposes of them. I have one at home but wasn't 100% sure on how to use one.
- The process of becoming an Architect takes about 7 years
- That the portfolios expect more artistic drawings than cityscapes or building plans
- Mass timber
- How to draw 3D with shadows
- How to use a drafting board, how to make a layout and elevation
- Drafting and how building designs look
- How to use a drafting table and make floor plans
- How little people are in an architecture school.
- How difficult drafting is and how simple a floorplan is.
- The most interesting thing I learned here is floor planning and elevations.
- I learned that designing structures is a long process and very time consuming.
- I learned to have an appreciation for how buildings are built and designed.
- How to use Photoshop (we used Photopea but they're nearly identical)
- The most interesting thing I learned was about mass timber construction.
- How difficult drafting is.
- How to draft/floor plan
- That there are different forms of wood supports like glulam.
- I learn how to design a floor plan and elevation.
- Use of wood in building. It's sustainable, recyclable, has lots of strength and durability.
- The most interesting was the outing to the Indigenous Sharing and Learning Center on main campus to learn about indigenous history
- La chose la plus intéressante que j'ai apprise c'est comment dessiner un immeuble/bâtiment en général
- How to draw my plans using tools/materials given
- Tu n'as pas besoin de savoir comment dessiner pour être capable de faire des plans/design
- La chose qui m'a surpris le plus, est la facilité de faire des dessins architecturaux avec ma table à dessin
- Comment faire les plans en architecture et quels symboles utiliser
- Pas de maths
- Que l'architecture a beaucoup d'art et pas beaucoup de physique

- Tous les différentes techniques et stratégies de dessins mon beaucoup intéresser
- All the tools to draw in 3D and the plans
- I think it was how to create a plan for your structure
- Le processus d'exploration/création pour les architectes

## 12. What is your favourite space in the McEwen School of Architecture?

*Quel est ton espace préféré à l'École d'architecture McEwen ?*

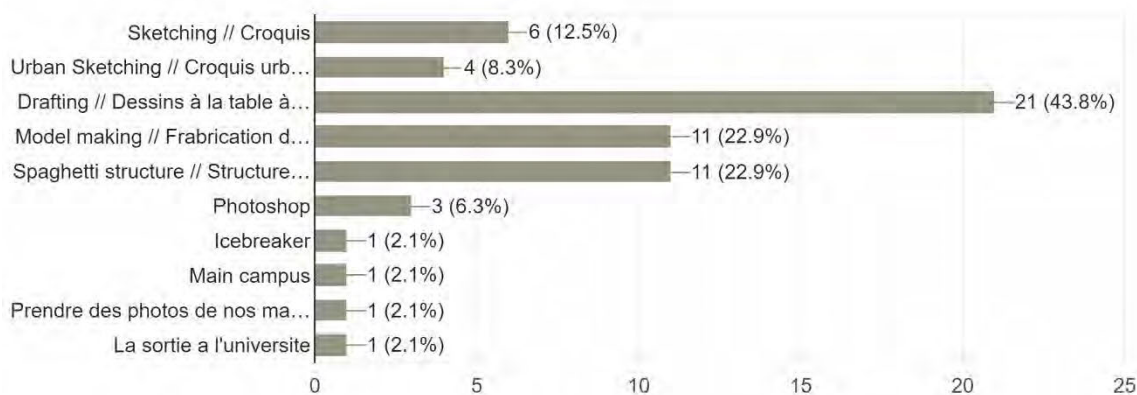


- Atrium because of the steel and mass timber made the space interesting. And the thesis projects
- The library just because it was a nice quiet place to sit and enjoy
- The library was my favourite space because it felt warm and open
- My favourite space is the "crit pit" and the atrium because the windows looking to the street and the light made me feel calm/content
- The studio upstairs that we worked in because you can focus but it's also perfect for collaboration
- The couches and outside, more comfortable and rather fresh air (?)
- Studio because I like drawing with my music on and I find it very relaxing
- Big desks, nicely cooled
- The studio! I think having your own space to work on projects is useful and nice
- It was nice, quite and aesthetic that makes focusing incredibly easy
- It makes me feel like I am really in architecture school
- The studio with all the windows that let light in, also the trains (even though they can be distracting)
- I liked working at a big area while still being able to communicate and get help from others
- I liked the library because it was very bright, warm, welcoming and quiet. I also just like libraries. It was a very nice place to sketch.
- Because it was cozy
- Because of the big windows and exposed supports
- It was warm and is a comfy space
- The workshop since we got to build
- The atrium, it had very cool visuals, especially with all the wood.
- The studio. Lots of light, space and large desks.
- Design studio because it looks amazing and it's a chilly, perfect temperature. Also, the student lounge because of the friends I made in it and the football table.
- My favourite space is the student lounge because it was the perfect place to get to know people.

- I like the studio space because it is very open and feels professional.
- The studio in the library and the undergrad studio because of the natural light.
- The roof terrace because it gives an amazing view of Sudbury.
- My favourite space is the studio because of all the windows and natural light it creates. It's also suspended.
- I like the design studios; I have never seen design studios before here.
- Studios because you get to draw floor plants, etc...
- The student lounge because they have vending machines.
- I like the library because it's a nice and comfortable environment and the studio because I felt like I'm in a professional workspace.
- I really like the studio, I like the big windows, natural light and the view is cool
- You have your own space to work on projects
- Il fait chaud, tranquille et il y avait des échecs sur la table
- I think the Crit Pit is creative, spacious and a good spot to hangout with friends
- Silencieux, propre espace a toi
- Je ressens une énergie créative qui circule que j'aime beaucoup
- L'environnement est favorable à l'entraide et au partage
- Grande fenêtre et vue du train
- Je me sens très "ok" et je me sens plus ouvrier dans l'espace
- Elle te donne l'opportunités d'être plus dans tes propres choses et a mieux concentrer
- It's cool
- I let my creativity run free
- C'est colorer et j'adore le petit salon

### 13. What is the activity you enjoyed the most?

*Quelle est l'activité que tu as le plus appréciée ?*



- Floor plans and axo/isometric drawings as I like the math and technical stuff (scales)
- The physical mock-up of a room. It was my favourite because it is fun to build things in small form
- I enjoyed doing the elevations and making the sketch models
- I enjoyed the sketching we did on Tuesday because I discovered I am not as bad at sketching, and it was the beginning of the process
- The spaghetti tower, its good it was saved for the end since it was funny, and everyone was comfy with each other
- Cardboard box projects

- The spaghetti marshmallow tower because it was a challenge to do, you've got to communicate with others, and I had so much fun making it.
- I enjoyed the spaghetti tower activity the most because it was fun using spaghetti and marshmallows to create a structure.
- Drafting the exterior of our structures, it is just a much-needed chance to let your mind run free.
- Because my friends and I kept laughing
- Sketch model making as you get the thinking part and hands on doing part all in one
- Creating the plans for my building because it requires creativity, thinking and it was fun
- I liked messing around in Photoshop because it was like other art apps I've used before
- I liked drawing the elevations because I enjoyed adding in lots of details
- Crafting the elevation
- Floor plans due to how successful I was at it; all the activities were fun!
- I enjoyed the puzzle building activity the most because I was in charge.
- I enjoyed drafting the most and creating floorplans. I found it very relaxing and fun.
- Modelling with the blocks and cardboard because I had almost infinite ways to express my creativity.
- I enjoyed spending the day at Laurentians' main campus
- I liked everything we did; it was all very fun.
- Because it was super fun.
- I enjoyed doing the floor plans.
- Building the models and testing the towers because it was very hands on compared to the rest of the work we did.
- Elevations also floor plans; I love adding little details.
- Seeing your designs come to life
- J'ai apprécié l'activité où on devait travailler individuellement et dessiner, ce que J'aime faire. Et aussi écouter de la musique
- C'était intéressante
- Pouvoir avancer à notre propre rythme en s'aide et avec l'aide des profs
- Facile et créatif
- C'était très plaisant et m'a fait rire beaucoup
- J'ai aimé voir mon idée prendre vie, et la sortie était intéressant, éducatif et le fun

#### 14. What is the activity you enjoyed the least?

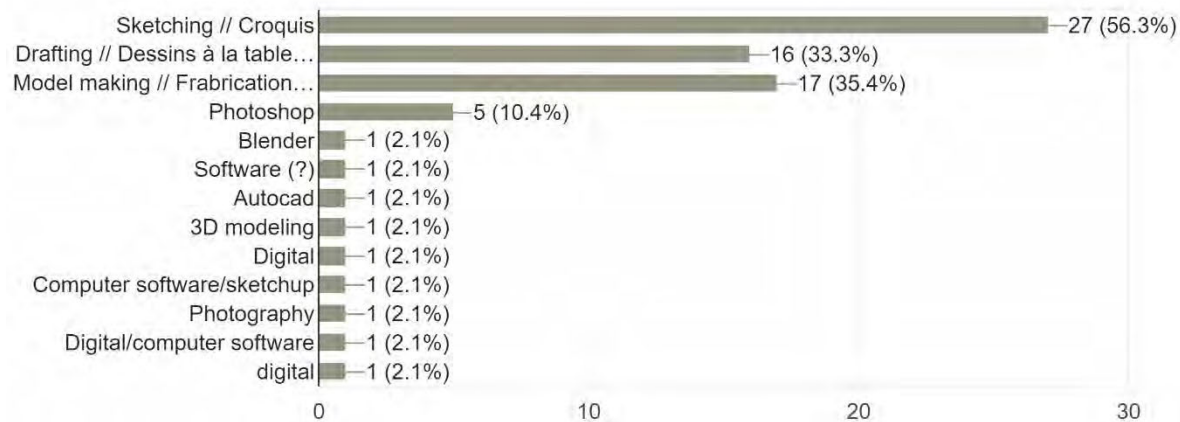
*Quelle est l'activité que tu as le moins appréciée ?*

- I didn't not enjoy any activity but Thursday at least was less enjoyable because I was so tired
- The spaghetti towers were my least favourite
- I didn't like the spaghetti tower activity, it was frustrating
- The coin in a cup, it was awkward but that's expected since its an icebreaker
- Photoshop wasn't my thing
- Photoshop because computers are not really my thing, but I had fun doing it.
- I personally enjoyed all the activities
- I felt my thoughts were never being heard
- Because it's hard and I'm not very good at it
- I didn't like the presentations as much because it was more sitting and listening than doing activities. The mass timber was interesting though
- Ours didn't work
- I don't like using Photoshop
- Drafting for hours, it gets boring
- Drafting elevations just because I suck at it

- Drafting, it took me a second to figure out.
- The wigwam building, mine broke and the wood wasn't cooperating with me.
- I enjoyed the cardboard model activity the least because the stairs took most of my spaces.
- I enjoyed the lectures the least because some of them did not interest me.
- Wasn't as advanced as it couldn't been, people already knew everything he taught.
- Making a model out of spaghetti and marshmallows because I could not stop my teammates.
- I didn't like the budget presentation too much because it was stuff I already knew and was simple.
- The floor plan sketching because it took too long and I didn't know where to put things.
- I enjoyed every activity.
- I least enjoyed all the sketching and drawing because I found it boring as we had too much time.
- Photoshop, for me it was boring
- j'ai tout apprécié
- I was bad at measuring which made my building look out of proportion and I didn't know where to put the rooms
- Un temps stressant
- Tout était vraiment cool !
- Je n'ai rien appris
- Parce qu'on a seulement le diner pour s'étirer mais on n'a pas été capable de faire ceci
- simplement pas interresser
- Sitting for an extended period of time
- J'aurais peut'etre faite introduction avant

## 15. What is your preferred media to express or develop an idea?

*Quel est ton média préféré pour exprimer ou développer une idée ?*

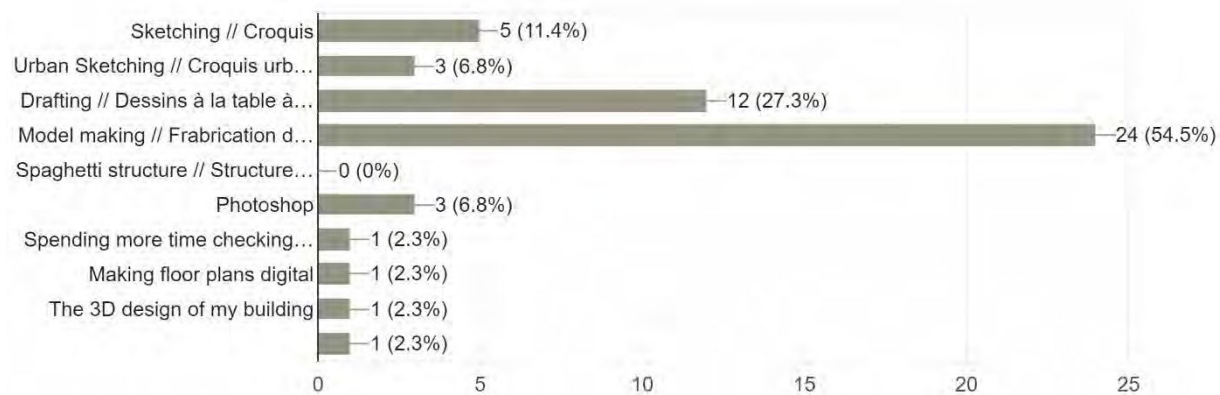


- I like drafting as a rough sketch and software because it is cleaner
- Sketching roughly in my sketchbook since I LOVE the black pens, also the cardboard models are fun
- Drafting and Photoshop, easy to see what you are working with, easy to learn and pickup
- My favourite would be modeling, you can very easily visually see the design
- It is an easy way of presenting on the fly ideas in detail
- I'd say sketching as you don't really need to worry about precision, dimensions and being accurate

- Modeling because I'm visual and hands-on, I can solve more problems when I can see them clearly
- I prefer digital drawing over traditional
- Sketching because you are free
- Drawing/sketching because of how comfortable I am with it.
- Sketching, because it is not expected to be pretty.
- I liked sketching and drafting because I can get my ideas down fast and drafting is very organized.
- I like to start on paper then move to digital to create the final product.
- I liked all of them, especially sketching and modelling. They're the most straightforward and least time consuming.
- My preferred is modelling because I have to do creative with the materials, I have to create something.
- I prefer to sketch my design because I find it easier to do.
- Being able to make it with my own two hands
- Je peux exprimer mes idées plus clairement
- N'a pas besoin d'être parfait
- Ça nous permet de vraiment mettre en place nos idées et des exprime
- Plus de liberté
- Je peux voir mes idées clairement et le voir physiquement
- Libre avec des possibiliter imagination
- I like working with computers

## 16. What activity you would you have liked to have more time to do?

*Pour quelle activité aurais-tu aimé avoir plus de temps ?*



## 17. What activity would you like to have done that we did not do?

*Quelle est l'activité que tu aurais aimé faire et que nous n'avons pas faite ?*

- Not sure
- More of the online models (might be week 2 though)
- I would have liked to do some work with Blender as it is a great tool for creating 3D mock-ups
- Building a clean model of our design rather than only doing sketch models
- I would like to have learned or experienced the aspect of the detailed models
- Not sure, maybe a scavenger hunt.
- Design models with actual wood working
- Unsure
- Seeing how model equipment is used, example the laser cutter.
- Don't know!

- Nothing comes to mind
- Using the laser cutter
- Creating a 3D house on a computer
- I would have liked to go to the art place down the street to see what is there
- Digital rendering
- Creating a proper model with precision
- More building
- 3D modeling, digital
- Make a proper model, even if it's small.
- Use of digital apps to create floorplans (AutoCAD, etc...)
- Wood working and the laser cutting room.
- I think you covered everything well.
- I wish we has created another 3D version of our piece because I think lots of ours changed between when we did that first 3D version and our last floor plan.
- Modeling using more realistic materials (CLT, GLT, fake windows, brick,)
- Maybe do a fieldtrip to an architecturally pleasing building in Sudbury or visit a construction site.
- More computer activities.
- 3D printing.
- Not sure, get a chance to see more of the campus outside.
- I don't know
- Create something out of wood
- Construire une maquette finale
- I don't know, I believe we covered a lot of subjects.
- Photographer nos propres structures
- Faire une maquette plus petit de notre bâtiment au complet
- N/A
- Design extérieur et déco intérieur
- Rien
- J'ai aimé tous les activités
- As much drawing (too much for me)
- Wood working
- Ajouter plus sur les maquettes, de nouvelle maquette/style plus présentation ou de la couleur/matériaux

## 18. What is your biggest take away from your week at the Archi-North Summer Camp?

### *Que retiens-tu le plus de ta semaine au camp d'été d'Archi-Nord ?*

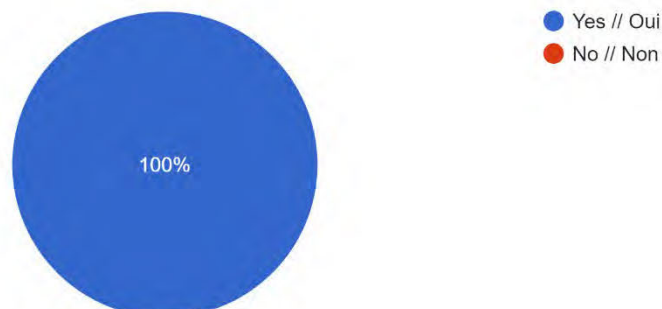
- That architecture is a broad career and had multiple different branches to it
- Architecture is not a quick and easy task it is multilayered and requires hard work
- I learned a lot about architecture as a career and how to draft, make elevations and make different types of drawings.
- Things can always change, and your mistakes and process are important, more knowledge of the basics and what to expect.
- That architecture might not be for me and that's ok!! It was still really fun; I might decide to go for engineering instead
- Loosing our new friends
- Doing the project
- Thinking in the mind of an architect, you are not limited to certain rules, you can be flexible
- To put less pressure on myself and what I create because it's okay for things to not be perfect
- Being able to draw semi-professional drawings and knowing how an architect thinks.
- Don't know!
- Axonometric perspective is easy, and 9-5 workdays can go by fast
- That it takes patience and creativity to finalize your piece and it's best to pay attention to detail.
- That there is a lot to learn but also how much creativity can be put into a project even if it will never be built
- That architecture is a job that requires a lot of problem solving and thinking
- I think I learned the most about how to draw floor plans, elevations and the orthographic sketches



- The fact that I can bring everything that I have done and continue my project at home.
- How to draft
- I want to be in the field of architecture
- That getting into architecture doesn't mean you will have to pursue it
- Very fun week, I would go into engineering instead of designing based off what I enjoyed
- Architecture is a lot more complicated than I thought but its fun
- Architecture takes a lot of work and patience but it's fun!
- How fun architecture is, how every little detail matters. And I want to be an architect.
- My process of making this project.
- My biggest takeaway is that architecture is a tedious but rewarding profession.
- The design process and how it works to create something.
- I got to meet some great instructors and talented individuals, and I learned way more than I thought I would.
- The biggest takeaway is the friends I made and that this strengthened my interest in becoming an architect.
- How interesting architecture is
- I confirmed I want to go into architecture.
- I want to become an architect after this camp.
- Having little time to finish all activities.
- The process it takes to design a building.
- I will not be becoming an architect, but I have more appreciation and knowledge of architecture.
- It made me want to become an architect.
- New drawing techniques
- Tout, car je ne rien sus l'architecture et ce camp m'a bien aidé à comprendre plus sur l'architecture
- I like designing buildings. I should also participate more.
- Que je dois vraiment utiliser des échelles
- La gentillesse de moniteurs/monitrices et comment c'est facile de parler avec eux
- Je retiens toutes les techniques de dessin que j'ai appris comme la perspective à 3 points de fuite et surtout que sais ici que je veux étudier
- Dessin des divers plans
- L'expérience et mes nouvelles connaissances
- Les amitiés qui sont développer durant la semaine
- Drawing is relaxing here and there
- My biggest take away is that I'm away from home for a long time and it takes up more than half your day
- Une idée plus claire de ma future

## 19. Would you recommend Archi·North to someone who is interested in architecture?

*Recommanderais-tu Archi·Nord à quelqu'un qui s'intéresse à l'architecture ?*



## 20. Please describe your experience at Archi-North in one sentence.

### *Décris ton expérience pendant Archi-Nord en une phrase.*

- Fun and great run down of the architecture course
- Easy and fun activities to teach you about architecture
- My experience at Archi-North was great and I learned a lot about architecture.
- My experience was great, and I feel grateful for what I learned and this experience.
- Its a little sneak peak at architectural studies and the amazing friends that come along with it.
- I would describe my experience of Archi-North as super fun and amazing
- 8 hours of your hand on a drafting board
- Stressful but incredibly fun and amusing
- Thank you! I had a lot of fun exploring a passion of mine! :)
- My experience was fun and exciting
- An excellent mental workout
- I learned a lot of new things and I made some good friends who wants to pursue architecture like me.
- Very insightful to the program as well as the thinking and designing process of architecture
- It was very well organized, and the instructors were great and helped you with all activities
- A very good combination of having fun and learning
- We have learned how to do multiple things but also the mindset of architecture.
- Fun and educational
- Extremely fun and I learned a lot
- It was a fun and interesting experience where we learned a lot.
- Very positive environment and you got to learn lots about the profession
- Hard on the shoulder, fun and interesting
- A great opportunity to explore architecture.
- Amazing and influential.
- Fast because even though we were learning new things, it was still one week.
- A great experience where I learned more about myself and my interests.
- Very fun to make new friends while learning about all components of architecture school and being an architect.
- Bountiful knowledge, opportunities and collaboration.
- I enjoyed it so much that the long days felt like seconds.
- I learned lots about architecture and made friends.
- Very fun and creative, great teachers and a lot of nice people.
- Lots of fun learning about architecture and making friends!
- It was very enjoyable, and I would like to come back next year.
- My time at Archi-North was fun and educational
- Nice to new things and experiment.
- It was a fun experience.
- A new experience to remember
- Intéressant, créative, cool, amusant et agréable
- I learned a lot about architecture and got to design my own building for a whole week
- Excitant, plusieurs activité intéressant
- architecture in a nutshell
- Un moyen d'apprendre et de se développer en s'amusant
- Une expérience de plaisir pendant l'apprentissage
- Mon expérience pendant Archi-Nord était une des meilleures parties de mon été jusqu'à date
- Long days but good when I was there, learned a lot
- Fun and interesting
- Super, choyant et amazing

## 21. Is there anything else you would like us to know? Write as much as you want!

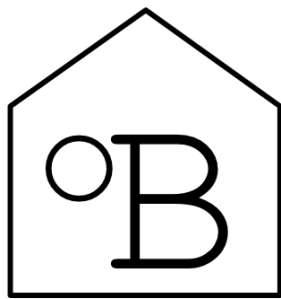
*Y a-t-il autre chose que tu aimerais que nous sachions ? Écris autant que tu le souhaites !*

- Thanks for this experience.
- Oh gosh I don't even know where to start. You guys were so nice and helpful. Thank you for making it a great experience!
- (drawing of the funky little guy)
- Please keep doing this camp. Maybe add an older age group so they could also experience or learn architecture.
- This place surpassed my expectations and if I can, I will do it again.
- I was very scared at the beginning, but the instructors helped so much with everything. The activities were all good and well planned. I made many new friends here. Thank you for taking your own time and helping us!
- The teachers are very nice.
- This summer camp confirmed that I want to be an architect
- Having the concept of our building be more limited. This challenges the students more. Though the open idea concept was good, having certain limitations would have challenged us more and created more throughout pieces.
- Nope
- This was so much fun!
- Thank you, instructors, for being so kind and thanks for the amazing, wholesome and exceptional week!
- Thanks for being such great teachers! It was easy to ask questions and talk to everyone.
- Jonathan and Laura were so great!
- All the employees were so kind and helpful.
- Great week, awesome instructors.
- I really enjoyed this experience and everything it was. I wasn't expecting to have this much fun.
- Thank you for the great week!! I learned lots
- I think this camp would be more fun if the activities were more mixed throughout the days, rather than being so drawing/sketching focused at first. It's nice to have build/experimented with models at the beginning and having more of a balance.
- Keep Gregoire safe!
- Cette université est parfaite, je veux étudier ici. Merci pour tout!
- I really liked the teachers; I think they were very nice and made the experience more enjoyable.
- Ce camp était parfait ! Il n'y a rien à ajouter. Continuez votre magnifique travail!!
- Merci pour la belle experience
- Merci beaucoup pour cette expérience, Je suis tellement excité pour la semaine prochaine

## 22. More?

*Autre chose?*

- Smiley face with sunglasses
- I had a lot of fun! I hope I can come back next year :)
- Has your experience at Archi-North made you more likely to apply-Yes this is a very nice building and it's nice to meet and to be taught by people who have been to this university. They are very nice and knowledgeable people. I will apply here. I liked the things we did, and Friday morning was very helpful.
- Merci! Thank you!



# The TEUI 3 Roadshow

An invitation to host OpenBuilding.ca's In-person TEUI3 Workshops



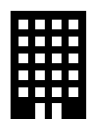
Reconsider your approach to Schematic Design



Integrate Energy & Carbon Targets from the start



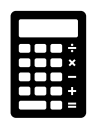
Lower your project's Footprint



Hand-off a better building for Coordination



Verify post-occupancy performance results

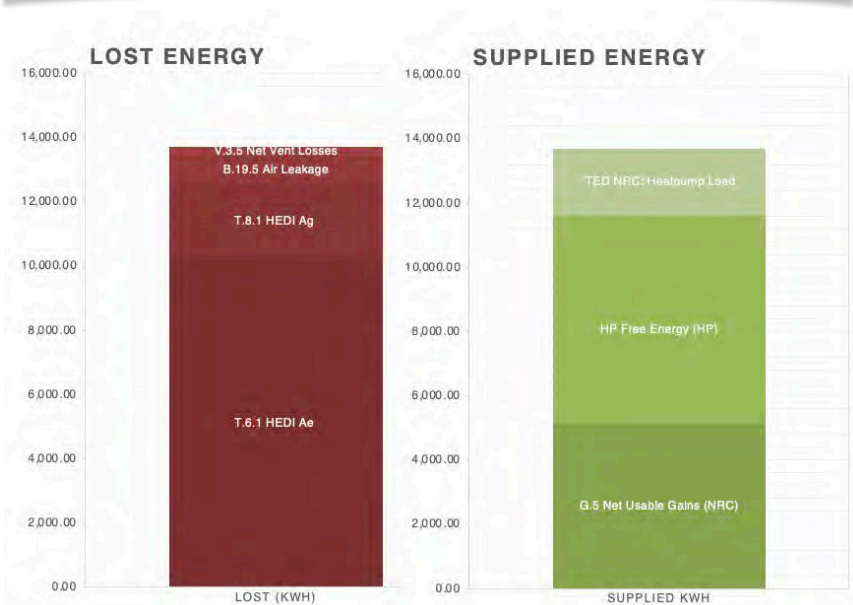


Improve your firm's portfolio and boost your low-carbon and zero-emission design credentials



All while earning #Structured Learning OAA credits in a casual, fun and informative setting.

Ontario Association of Architects Ordre des architectes de l'Ontario				TEUI Calculator BETA v3.015   2024.08.13			
				Build Blue = User Input Cells Black = Calculated Cells			
Key Values		Target		Actual		Reference %	
Lifetime Emissions Intensity kgCO2e/m²		Targeted (Design)		Actual (Utility Bills)		Reference %	
<b>T.1 Lifetime Carbon</b>		<b>4.7</b>		<b>4.7</b>		N/A	
Annual Operational Emissions Intensity kgCO2e/m²		Targeted (Design)		Actual (Utility Bills)			
<b>T.2 Annual Carbon</b>		<b>2.2</b>		<b>2.2</b>		✓ 14.8%	
Total Annual Operational Energy Use Intensity kWh/m²/yr		Targeted (Design)		Actual (Utility Bills)		% Nat. Avg.¹	
<b>T.3 TEUI</b>		<b>55.3</b>		<b>55.5</b>		✓ 27.3%	
B.1 Major Occupancy	C - Residential	L.1 Ontario Location		Midland		C.1 Carbon Tax Rate	
S.1 Reference Standard	OBC SB12 3.1.1.2.6.4	D.1 Reporting Period & Service Life		2035 50 yrs		\$30.00 /MTCO2e	
S.2 Actual (Bills) or Targeted (Design) Use	Targeted Use	B.2 Project Name		Tiny B-Frame Residence		\$ 16.27 /m²CPEk	
S.3 Carbon Benchmarking Standard	Self Reported	S.4 Embodied Carbon Target		125.00 kgCO2e/m²		\$919.39 Embodied	
B.1.1 Occupants per Building	2	B.1.2 Average Daily Activity Level		Normal		117 Walks/Person (Sensible + Latent)	
B.1.3 Average Daily Occupied Hours	12	B.3 Conditioned Area (Net)		245.17 m²			
T.4 TEUI		ACTUAL ENERGY (Utility Bills)	ACTUAL NET EMISSIONS kgCO2e/yr	TARGET ENERGY (Design)	TARGET NET EMISSIONS kgCO2e/yr	EMISSION FACTORS per Reporting Period/FAF	
T.3.1 Total Electricity Use		13,600.00 kWh/yr	13,600.00	13,557.89 kWh/yr	13,557.89	542.32 40.00 gCO2e/kWh	
T.3.2 Total Fossil Gas Use		0.00 m³/yr	0.00	0.00 m³/yr	0.00	0.00 1,921.00 gCO2e/m³	
T.3.3 Total Propane Use		0.00 kg/yr	0.00	0.00 kg/yr	0.00	0.00 2,970.00 gCO2e/kg	
T.3.4 Total Oil Use		0.00 litres/yr	0.00	0.00 litres/yr	0.00	0.00 2,753.00 gCO2e/litre	
T.3.4 Total Wood Use		0.00 m³/yr	0.00	0.00 m³/yr	0.00	0.00 150.00 kgCO2e/m³	
E.2 Operational GHG (kgCO2/yr)			544.00		542.32		
T.3.4 Total Net Energy		48.96 GJ/yr		48.81 GJ/yr		542.32	
T.3.4 Annual Per-capita Energy		6,800.00 kWh Actual	24.48 GJ Actual	6,778.95 kWh Target	24.40 GJ Target		
T.3.5 Primary Energy (Ontario Electricity)		13,557.89 kWh/yr	55.36 kWh/m²/yr	1.0 PER Factor		✓ 28%	



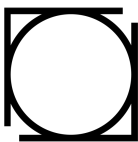
TEUI 3 provides many new features and tools for early stage design, with industry standard methods such as balanced Energy equations (shown above) and Climate-Driven regression analysis combined with load profiles from the current and proposed NBC, NECB, OBC and ASHRAE sources.

Facilitated by the developer of the OAA's next-generation free and open-source TEUI3 calculation tool and framework, Architect and Building Science lecturer, Andy Thomson, M.Arch, OAA.

Societies and/or Schools or private companies will provide the venue for this 2-4hr session, AV equipment and any food/refreshments. Participants will be asked to bring building data for any building they would like to model using TEUI3. The session will include a 1hr Introduction, followed by Q&A and Demonstrations, followed by a review of Case Studies and/or workshop to troubleshoot use of the tool on buildings the participants would like to try modelling in the tool, concluding with drinks/informal peer-to-peer conversations.

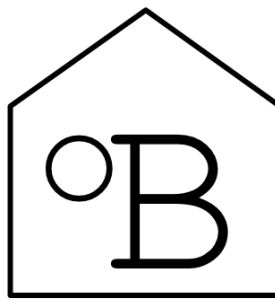
Suggested speaker fee is \$500, with workshop equipment and prizes funded by the OAA's public sponsorship fund.

The TEUI3 tool and Workshops are not-for-profit projects of OpenBuilding.ca with the generous support of the Ontario Association of Architects



Ontario Association of Architects  
Ordre des architectes de l'Ontario

Project Resources Page:  
<https://openbuilding.ca/oaa>  
Contact: [arthomson@gmail.com](mailto:arthomson@gmail.com)



## OpenBuilding.ca TEUI 3 Workshop Itinerary (4parts/4hrs)

### 1. **Introduction** (60 minutes)

Keynote Overview and Introduction to the reason for the development of the TEUI Building Energy Rating System and Tool, it's key values, functions, and the difference between Targeted and Actual Energy functions with an brief overview of the UI and its 50+ user-inputs. Q&A and Break.

### 2. **Lab Component** (30 minutes)

Interactive Building Science Demos with Water: A model for Air Leakage, and a Model for Area to Volume and Ventilation Considerations, including group discussion & prizes.

### 3. **Imagine you are a Building** (60 minutes)

We are all building science experts insofar as we get dressed every day for different weather and we are loaded with sensors to detect 'comfort' with incredible precision. If only we could translate this knowledge to our design skills, with the help of a tool to quantify these effects. This experiment is designed for both laughs and a visceral translation of the fundamental concepts of Building Science, Human Comfort and survivability. Demo will include a play-by play completion of the TEUI 3 tool to review inputs.

The 'User-Experience Stress Test' - A model for;

- Insulation Levels, Walls, Floor, Roof, providing an area and RSI value line by line
- Glazing, Solar Gain, Glare and Shading, we can't turn off the Sun but we can block it's rays
- Airtightness, Wind and Exposure effects, stressing the importance of adhesion of the WRB/AVB
- Ventilation Rate, Free Cooling, RH% and Temperature monitoring with referenced values (Inside/Outside) and Setpoints

followed by:

Free the Volunteer' Participants Race the Clock to determine where in the TEUI3 interface variables can be adjusted to 'release' their colleague from the 'envelope' components and climate impacts.

### 4. **Case Study Review, Group Exercise and 5-minute Presentations** (90 minutes)

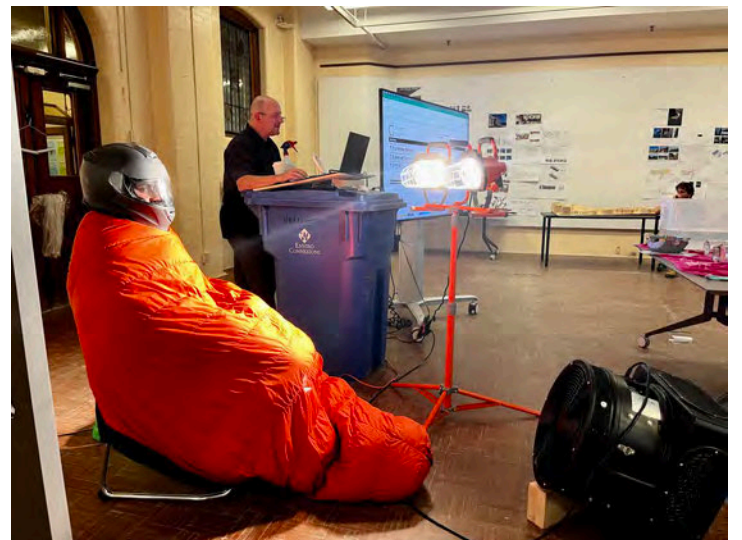
TEUI3 Calibration, Design and Inputs are continually refined by feedback from buildings with real-world utility data. Small groups will be assigned buildings from the **TEUI3 Case Study Guide** document with varying levels of building geometry, envelope thermal values and utility data to attempt to complete a TEUI3 baseline document. Groups will then determine ways the building can reach Net-Zero Ready and finally Net Zero Carbon (operational) status, and what it might take to get to Net Zero Lifetime Carbon (the 2050 target). Participants will pay special attention to input tool-tips and related info-blogs (where available) to complete 'unknown' variables.

Groups will;

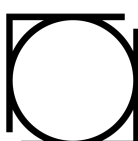
- Determine Case Study Building Baseline from Key Values Sheets (save baseline file!)
- Determine an Operational Energy & Carbon Improvement Scenario to get to Zero Emissions (be prepared to discuss costs/complexity/difficulties)
- Determine what may need to be done to deliver a Zero 'Lifetime Carbon' building

Conclusion: Presentation of Findings (max. 5-minutes each)

### **End, Social/Drinks/Peer Discussions**



*Participant in the TEUI3 Roadshow at McGill University, Fall 2024. Photo credit: Evelyne Bouchard, OAA.*







# 2024 ANNUAL REPORT



Chair

**Kevin  
Emrich**

Treasurer

**Larisa  
Brodsky**

Secretary

**John  
Raimondo**

Prepared by

**Agata  
Mancini**

# 2024 In Review

The members of the Niagara Society of Architects continued to meet for a variety of events throughout the year.

Regular meetings were held at the Dalhousie Yacht Club, which OAA President, Settimo Villardi, and Executive Director, Kristy Doyle, had the opportunity to visit in October as the annual President's dinner returned to an in-person event for the first time since 2019. It was a welcome change and, as always, allowed for some engaging discussions between the membership and the OAA.

Throughout the year, members also met for continuing education opportunities, and thanks to the NSAs annual film series, also had the chance to enjoy six free screenings of architecture and design related films at the First Ontario Performing Arts Centre in St. Catharines.

The society was able to take the virtual Niagara Falls Architectural Walking Tour they had created in 2020 and turn it into a fully coloured guide full of photos and information about the various landmarks in the city. The brochure was distributed to many businesses and organizations throughout the Region.

Though the number of members in the area is small, with very few emerging or new architects or interns, the society ended the year with renewed energy, a larger executive and many ideas about engaging more of its members and creating opportunities to connect with the public.

We look forward to another great year!



# Architecture + Design Film Series

The society hosted its popular *Architecture and Design Film Series* again in 2024, partnering with [The Film House at the First Ontario Performing Arts Centre](#).

The series ran from April to November showing an array of movies highlighting various aspects of not just the architecture industry but design as a whole.



Left: The 2024 flyer created by the NSA to promote the series, which was shared by many local groups and organizations including the Greater Niagara Chamber of Commerce and Culture Days, a national organization supporting a Canada-wide network of arts, culture, and heritage organizers.

# Niagara Falls Architectural Walking Tour

In 2020 the OAA granted the society funding for a Niagara Architectural Walking Tour highlighting some buildings of special interest in Niagara Falls. Due to covid, the tour itself was cancelled, but the society created an online tour on its website. Last year the NSA was able to create a physical brochure of this walk and distributed it among various businesses in the Niagara Region. Below are a few examples of some of the landmarks and information contained in the brochure.



## Toronto Power Generating Station

E.J. Lennox, 1906

The Toronto Power Generating Station in Niagara Falls is one example of high architectural style impacting the built environment beyond the public sphere. It is one of the earliest electrical utility buildings in Canada.

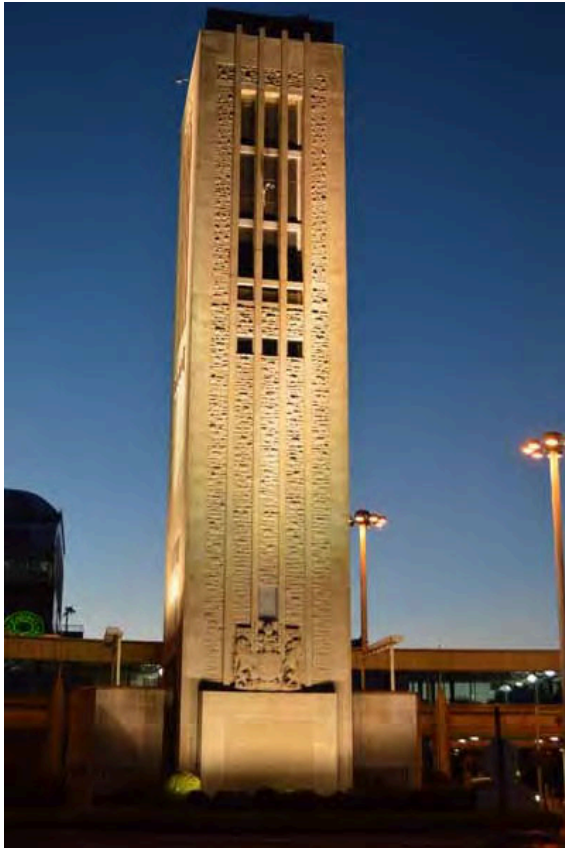


## Mount Carmel Monastery & Spiritual Centre

Architect Unknown, 1894

In complete contrast to nearby Clifton Hill's attractions, and overlooking the falls, is a place of calm reflection and meditation. Mount Carmel offers a number of services to the community, including spiritual guidance, and retreats.

# Niagara Falls Architectural Walking Tour



## Rainbow Bridge Carillon

William Lyon Somerville, 1948

Carillons are surprisingly rare in Canada, although there are many in Europe. Purists count only eleven in Canada played from traditional carillon keyboards. With 55 bells, the Rainbow Bridge Carillon is second largest in Canada.



## St. Mary's Ukrainian Church

Architect Unknown, 1988

Though the formally titled 'Parish of the Nativity of the Blessed Virgin Mary', dates from 1951, the current church was built in 1988, as a reminder of the Ukrainian traditions, and of the significant contributions that people of Ukrainian background have made to Canada.





February 2025

## Northwestern Ontario Society of Architects – 2024 Year End Review

We are pleased to provide our 2024 overview of activities and undertakings for the Northwestern Ontario Society of Architect, including our year-end accounting, attached to this review.

2023 saw some activity from our society members – with only one in-person meeting held in July where good conversation evolved. Following is a brief summary of activities that were undertaken and insight into some of our the goals for 2024.


- As in previous years, the society chair continues to participate in the much welcomed OAA Society Chair meetings throughout the year. Discussion and documents resulting from these meetings are circulated to NWOSA members through regular NWOSA Email Newsletters.
- 2024 only saw two in-person formal meetings that were attended by eight of the same members at each meeting. Some of the highlights of these meetings included;
  - Letter of Support for the Waverley Park Coalition, a group representing a local heritage park that are raising funds to restore a historic fountain and cenotaph. NWOSA are looking to sponsor a public component with previous Special Funding dollars. *(See attachment)*
  - An architectural film event was held during the annual Vox Media Film Festival with NWOSA sponsoring the evening with previous OAA Special Funding for an Architectural Film festival. *(See attachment)*
  - NWOSA have discontinued their website due to lack of volunteers to maintain it and costs required to upgrade and maintain it. We are relying on the OAA website to host information relevant to NWOSA.
  - Members raised an idea to try and assemble a survey of construction costs by building type and size from the various Construction Associations around Ontario. This topic remains active and may require assistance of the other societies and / or the OAA.
  - There was allot of discussion around appropriate Consulting Fees and as well discussion on the concerns with the City of Thunder Bay procurement policies, terms and conditions. This discussion remains active and a meeting with the new City Manager is to be organized.
- The return of the in-person OAA President Tour was welcomed and took place August 29th, 2024 with OAA President Settimo Vilardi and Executive Director Kristi Doyle attending a luncheon at Marina Park in Thunder Bay.
- The Society Chair, being a member of the OAA PACT Team, attended the Queen's Park Picks I Toronto in the fall and was very pleased with the turn-out and conversations that took place. The political attendees spoke highly of the profession and its role in the build-environment.
- NWOSA members corresponded by email throughout the year to continue coordination of ongoing efforts and to discuss opportunities for OAA Special Funding.

...continued.../

- Society member attendance at meetings and involvement throughout the year has been somewhat lacking and continues to put additional time commitments on the society chair to organize meetings, events and to encourage members involvement.
- Some anticipated activity for 2025 include:
  - Participation at the OAA Conference in Ottawa
  - Meeting with local municipal procurement staff to discuss City of Thunder Bays RFP language.
  - Explore opportunities to support the Waverley Park Coalition in enhancing the public heritage features in Thunder Bay's historic Waverley Park.
  - Arrange a survey of Ontario Construction Associations for a sampling of construction costs by building type and size from the various Construction Associations around Ontario.

Our 2024 financial information and list of members from 2024 are attached to the end of this report.

This concludes our year in review for 2024.



---

Cory Stechyshyn, OAA  
Chair, NWOSA

**Thursday, May 30, 2024**

**The Coalition for Waverley Park  
10 Algoma Street, Thunder Bay, ON**

**EMAIL: [waverleypark@tbaytel.net](mailto:waverleypark@tbaytel.net)**

**RE: Waverley Park Fountain and Centopath Restoration and Improvements  
Letter of Support from the Northwestern Ontario Society of Architects**

To Whom it May Concern,

On behalf of the members of the Northwestern Ontario Society of Architects (NWOSA), we are writing to express our support for the ongoing development efforts of the Coalition for Waverley Park.

Waverley Park, designated as parkland in 1871, and said to be the second oldest municipal park in Ontario – brings light to the ongoing effort that the Coalition of Waverley Park and its predecessors have made to maintain public use of the park and to introduce park elements that commemorate important historic events and memories.

Public greenspaces are an important part of the urban fabric of every city and help define a cities commitment to supporting public green space, enhancing the urban environment and supporting the ongoing history and memories that are characteristic of Waverley Park.

We support the Coalitions efforts to improve on the existing park and seek support for the repair and restoration of the historic fountain, removal of the fountains protective fence and upgrades to the cenotaph – as well as ongoing improvements and enhancement to the parks trails an other public elements.

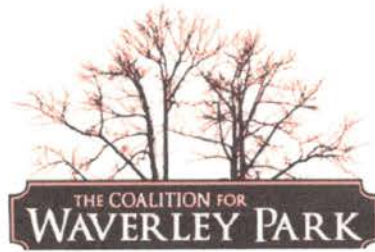
Regards,

A handwritten signature in black ink, appearing to read "Cory Stechyshyn", is written over a horizontal line.

Cory Stechyshyn, OAA

**NWOSA Chair**

E. [cory@i4a.ca](mailto:cory@i4a.ca) | T. (807) 346-2277



## The Story of a Grand Old Park

Thank you for having us in to speak this evening. We are members of the Coalition For Waverley Park, really Friends of Waverley Park. We formed many years ago as a Coalition of groups and organizations that wanted to protect the park and Central School from being privatized for condominiums. Since that time, we have worked closely with the city's Parks and Open Spaces staff to respect, preserve and enhance the park.

We see huge possibilities for Waverley Park as a tourist attraction for Thunder Bay as well as a summer respite for citizens. Waverley Park is one of the Grand Old Parks of the city. While the Marina and our waterfront will always be the main feature of the city, Waverley Park offers a look at the history of the city, architecturally with the Law School and the churches, and historically with the park's story. The park has the potential to draw people from the marina through the downtown business section and then further on to the park for a Magnus Play or to hear music in the park or to learn more about Thunder Bay's designated Historical district....but first the park is in need of a little tender loving care. The Fountain, the centrepiece of the park hasn't been working for over 5 years. We need to get rid of the ugly fence and do some landscaping of the area. The cenotaph needs shoring up, and the brick works around it need leveling. We'd love to see the northwest corner of the park ramped for accessibility.

Let's take a minute and look at the park's history.

Did you know that Waverly Park is said to be the second oldest municipal park in Ontario?

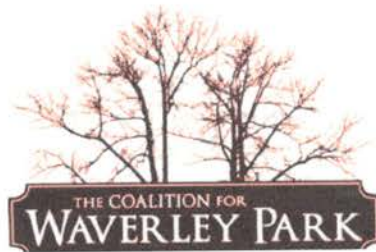
It was the era of fur trading and the opening of the west...the 1870s. A road was needed to carry goods to Fort Gary (now Winnipeg) and Simon Dawson was tasked with the job of building it. Surveyor Hugh Wilson was asked to set the route. Leaving the waterfront, he realized that the hill on Waverley Street was too steep for horses to haul goods up, so he surveyed the road around the park on the north (now Red River Road). He suggested that the land in between Waverley Street and Red River Road be made into a park. In 1871 the land was designated a park to be used for park purposes. The city of Port Arthur wasn't incorporated for another 13 years until 1884.

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### THE COALITION FOR WAVERLEY PARK

10 Algoma Street South, Thunder Bay, ON, P7A 3A7 email: [waverleypark@tbaytel.net](mailto:waverleypark@tbaytel.net) , phone: 807 345-3370





Over the last 150 years there have been various struggles around the use of the park. Both the Thunder Bay Cricket Club in the 1880's and the Waverley Lawn Bowling Club later in around 1918 wanted to have Waverley Park as their permanent home but council and citizens felt the land needed to be available to the entire community and not just for club use.

There were heated debates when some wanted to build Port Arthur's City Hall on the property. In 1912 Frank Darling, a prominent landscape architect, famously said "Let the park be the front door of the city instead of the backyard of the City Hall".

As late as 1995 things once again came to a head, when there was a proposal to privatize the east side of the park (which housed Central School) and create condominiums. As mentioned, this resulted in the creation of The Coalition For Waverley Park (a coalition of citizen groups and individuals) who argued successfully that the land needed to be maintained for public use. As a result, the school was renovated to house Magnus Theatre, Thunder Bay's professional theatre.

The Coalition For Waverley Park now works closely with the City's Parks and Open Spaces department to encourage public use of the park. In 2018 The Coalition raised funds to have the former bandshell removed and a new more period-appropriate bandstand built in the park for a cost of \$300,000. Each summer the Coalition along with the Thunder Bay Musician's Association host music in the park on Monday evenings.

Historian Marlene Stirrett wrote:

"Since then (1871) (Waverley Park) has become one of Thunder Bay's most striking parks, owing to the stubborn will of the Port Arthur people. Through their persistence the land was developed and became a place of restful beauty and a source of pride to all citizens."

One could reasonably argue that PACI and the 5 churches (built in the early 1900s) were built in their locations because of the park. In 1988 Waverley Park and the area around it was designated The Waverley Park Heritage Conservation District.

And what about the park's beautiful old trees? Arthur Harvey donated 100 trees for the new park in 1886. Are these the same cottonwoods we see today?

Did you know that it was the Women's Canadian Club that had the cenotaph erected in Waverley in 1925 to commemorate those who died in the First World War? The Cenotaph was

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#### **THE COALITION FOR WAVERLEY PARK**

10 Algoma Street South, Thunder Bay, ON, P7A 3A7 email: [waverleypark@tbaytel.net](mailto:waverleypark@tbaytel.net) , phone: 807 345-3370



unveiled by John Woodside, a father who lost his three sons in the war. Each November 11th a Remembrance Day ceremony is held in the park.

The idea of having a fountain as a centre piece in the park had been discussed many times over the years. The Hogarth Fountain was designed by a renowned Scottish architect and built in England in 1790 (perhaps the oldest artifact we have here in Thunder Bay). It was purchased by Mrs. Madge Hogarth and donated to the city in 1965 in memory of her husband Major General Donald M Hogarth. At the opening with Mayor Saul Laskin, Mrs. Hogarth said, "I wanted to give something lasting to Port Arthur and something my husband would have approved of. He liked fountains and I looked in many places for the right kind. It had to be lovely and be able to stand temperatures of 40 to 50 degrees below zero." Major General Hogarth was a former MPP for Port Arthur, and among the original developers of the Little Long Lac mine in Geraldton and the Steep Rock mine in Atikokan. The fountain is made of pale Portland stone and weighs nearly 10 tons.

We imagine Mrs. Hogarth thinking of European and Central American cities where the squares and parks feature fountains and where people spend warm summer evenings chatting with neighbours and watching their children play.

The Fountain is the centre piece of Waverley Park and as with all infrastructure, needs to be maintained. In 2018 the fountain stopped working as a fountain. The Coalition For Waverley Park has made two deputations to City Council asking for the Fountain to be repaired and in 2023 has taken the bull by the horns and is actively looking for ways to help pay for the fountains repairs.

Waverley Park is an integral part of the downtown development. Visitors to most cities look for the historical area of the city. It is natural that visitors to the waterfront would go to the business section for lunch and then up to Waverley Park to view the historical buildings and park. If it happens to be a Monday night on a summer evening, they might even catch some music in the Park or perhaps a summer play at Magnus.



*Join us on November 16<sup>th</sup> at 5pm*

Join us for drinks and appetizers, discussions with architects and filmmakers, and 3 incredible film presentations!



Tickets available at:  
**VOXPOPULAR.ca**

Definitely Superior Art Gallery  
115 Cumberland St N

# Northwestern Ontario Society of Architects

## 2024 ANNUAL REPORT - FINANCIALS

CREDITS FOR 20204		Debits	Credits	Note
01-Jan-24	2024 Starting Balance		\$16,012.12	
21-May-24	OAA Member Fees OAA 2024		\$2,030.00	18 members
31-Jul-24	3 Affilitae Member Fees		\$150.00	3 Affiliates
<b>EXPENSE DETAILS 2024</b>				
<b>MEETINGS</b>				
30-May-24	In Person Meeting-1	\$236.87		reimburse Chair
24-Jul-24	In Person Meeting-2	\$191.88		reimburse Chair
29-Aug-24	OAA presidents Tour	\$322.50		reimburse Chair
	<b>Subtotal Meetings</b>	<b>\$751.25</b>		
<b>SPONSORSHIPS</b>				
12-Nov-24	VOX Media Film Festival	\$4,163.00		from account
	<b>Subtotal Sponsorships</b>	<b>\$4,163.00</b>		incl 3,000 OAA Special Funds
<b>EXPENSES</b>				
08-Feb-24	Firedog Communications (website hosting)	\$397.51		website hosting fee (final)
	<b>Subtotal Expenses</b>	<b>\$397.51</b>		
<b>BANK FEES</b>				
\$6/mnth	January	\$6.00		Bank Fee
	February	\$7.50		Bank+Interac Fees
	March	\$6.00		Bank Fee
	April	\$6.00		Bank Fee
	May	\$6.00		Bank Fee
	June	\$6.20		Bank+Deposit Fees
	July	\$6.00		Bank Fee
	August	\$6.00		Bank Fee
	September	\$10.50		Bank+Interac Fees
	October	\$6.00		Bank Fee
	November	\$7.50		Bank+Interac Fees
	December	\$6.00		Bank Fee
	<b>Subtotal Bank Fees</b>	<b>\$79.70</b>		
<b>Total Expenses</b> as of 2024.12.31		<b>\$5,391.46</b>		
<b>Total Credits</b> as of 2024.12.31			<b>\$18,192.12</b>	
<b>Bank balance</b> as of 2024.12.31				<b>\$12,800.66</b>
	Funds on reserve for Public Art Element		\$6,000.00	<i>included</i>
<b>Remaining balance</b>				<b>\$12,800.66</b>
		cross-check	\$12,800.66	



# Annual General Report

## 2024

# Contents

01. Message from the Chair	3
02. Volunteers	4
03. Events	6
04. Finances	10

# 01. Message from the Chair

Dear Members and Friends of the Ottawa Regional Society of Architects,

As we reflect on the past year, I am proud to recognize the remarkable achievements and contributions that have strengthened our architectural community. ORSA has continued to foster dialogue, collaboration, and engagement through a diverse array of events that have enriched our members and the broader Ottawa public.

One of the highlights of the year was Ottawa Architecture Week 2024, themed “Vacanc(IT)Y: Adapting Ottawa for a Complete Community.” This festival delved into the challenges and opportunities presented by vacant spaces within our city, exploring how abandoned buildings and unused lots can be reimagined and repurposed for the benefit of the entire community. The week featured a variety of events, including panel discussions, film screenings, and interactive workshops, all aimed at inspiring innovative solutions for urban revitalization.

Our Intern Meet Mentors events provided invaluable opportunities for emerging architects to connect with seasoned professionals, fostering relationships that will guide their careers. These gatherings underscore our commitment to nurturing the next generation of architectural leaders in Ottawa. The past year was also filled with vibrant social events and thought-provoking lectures, including our Annual General Meeting, where we discussed the future of architecture in Ottawa and the role ORSA plays in shaping it. These moments of connection and reflection remind us of the importance of community and the power of shared knowledge.

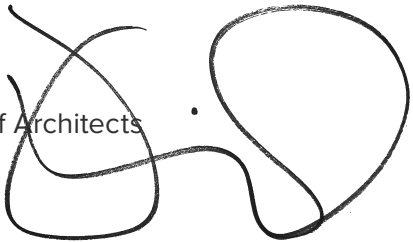
Additionally, our building tours of the new Ādisōke Library and Archives offered members a firsthand look at one of Ottawa’s most anticipated architectural projects. Experiencing this space underscored the profound impact that thoughtful design can have on public engagement, accessibility, and cultural preservation. We are really excited to inform that these tours and all future building tours will provide valuable ‘Structured’ hours towards OAA continuing education.

As we look ahead to another year of growth and innovation, I want to extend my deepest gratitude to our members, partners, and sponsors. Your unwavering support fuels our mission and allows ORSA to continue fostering a thriving architectural community.

On behalf of the ORSA Executive, thank you for your dedication and passion. I look forward to another year of collaboration, inspiration, and architectural excellence.

Warmest regards,

Christopher Moise OAA, FRAIC  
Chair, Ottawa Regional Society of Architects





# 02. Volunteers

## Executive Committee

Chair	Christopher Moise, Architect
Vice-Chair	Vacant
Treasurer	Darryl Hood, Architect
Secretary	Paolo Marinelli, Intern Architect
Registrar	Marc Mainville, Architect

## Committee Chairs

Social Media	Sarah Fox, Intern Architect
OAW	Austin Durbin, Architect
Events	Aman Gupta
Intern Liaison	Vacant
OAA Liaison	Jenny Lafrance, Architect
RAIC Liaison	Vacant
Carleton University	Vacant



## Volunteer Gathering 2024

In July 2024, the Ottawa Regional Society of Architects (ORSA) held a volunteer orientation gathering, which saw an impressive turnout of approximately 30 individuals eager to join and support the society in various roles.

In 2024, ORSA’s signature event, Ottawa Architecture Week (OAW), benefited from a strong pool of dedicated volunteers who contributed to the week-long celebrations. We extend our heartfelt thanks to all the volunteers who made this event possible. Organizing and coordinating the numerous activities during the week requires extensive planning, and to ensure continued success, ORSA has pushed for OAW 2025 to be co-chaired. We are excited to announce that Kristina Moffatt and Kunal Ratshit will serve as our OAW chairs for 2025.

We are currently looking to fill several executive committee chair positions as well as event coordination roles. Anyone interested in volunteering with the society is encouraged to contact us at [orsa@orsa.ca](mailto:orsa@orsa.ca). Executive committee meetings are held biweekly and are open to anyone who wishes to contribute or collaborate with ORSA.

## Contributors to Ottawa Architect Week (OAW)

Abdelmalek Bensetti  
Amelia Kreager  
Ana Brooks  
Bryan Mendez  
Caelan Mitchell  
Eva Onufrak  
Freya Xiao  
Gabriela Matos  
Ilayda Yasar Cuhacibasi  
Ilgin Akgun  
James Odi  
Janis Hamacher  
Jemma Johnson  
Kristina Moffatt  
Kunal Rakshit  
Lee-Christine Bushey  
Muse Weldasamuel  
Purva Patel  
Sara Murad  
Suvriti Bagai  
Saransh Singh  
Michelle Duong  
Yigit Cuhacibasi  
Zeynep Ekim  
Cameron Tiffin

# 03. Events

## 3.1 Annual General Meeting August 2023

The ORSA Annual General Meeting, a hallmark event, took place at the Mill Street Pub on May 28th, 2024. Open to members with complimentary food provisions, the evening began with networking at 5:30 pm, followed by the meeting at 6:30 pm. The meeting featured a detailed report from the Executive Committee on the year’s activities, along with a financial update from the Treasurer. A highlight of the event was a keynote presentation on the Limberlost Place Project by Will Klassen, OAA, from Moriyama Teshima Architects, emphasizing ORSA’s dedication to fostering architectural dialogue within the community.



## 3.2 Outdoor Movie Night with BAC-DAC

On August 22, 2024, BAC-DAC, in collaboration with ORSA, hosted an outdoor movie night at the Plaza Bridge underpass near the canal locks. This event provided a networking opportunity, bringing together students and interns in a creative and relaxed atmosphere.

## 3.3 Ottawa Architecture Week September

OAW serves as our flagship event, featuring five key activities, a series of children’s workshops throughout the weekends, online lectures, sketching tour, and Jane’s Walks, all taking place during the week surrounding International Architecture Day. This year’s theme, «Vacanc(ity: Adapting Ottawa for a Complete Community,» focused on the issue of vacancy in Ottawa, bringing together architects, advocates for the city’s design and development, Carleton University, and RAIC to explore solutions. All events are free and open to the public, encouraging broad community engagement and fostering excitement about the architecture profession.

## 3.4 OAA President’s Visit 2024 November

On November 5th, 2023, ORSA partnered with the OAA to host the Annual President’s Society Visit, an in-person meeting at the Lowertown Brewery. Led by OAA President Settimo Vilardi, local Councillors, and Executive Director Kristi Doyle, the session offered updates on OAA demographics, strategic initiatives, and the future of the regulatory landscape. The OAA also provided insights into their plans for limited licenses, the technology program, and a new HQ landscape project. Society Chairs delivered rapid-fire updates, followed by an open discussion that encouraged networking and sharing among participants.

ORSA Presents:  
**OTTAWA  
ARCHITECTURE  
WEEK 2024**  
SEPT 30 - OCT 04

**MON, SEPT 30**  
Movie Night:  
Mayfair Theatre  
6 - 11pm

**WED, OCT 02**  
Forum Lecture  
Ottawa Art Gallery  
6 - 9pm

**FRI, OCT 04**  
Pecha Kucha  
Ottawa Art Gallery  
6 - 9:30pm

**TUE, OCT 01**  
Panel Discussion  
Library and Archives  
Canada  
6 - 9pm

**THUR, OCT 03**  
Vernissage  
Club SAW  
6 - 11pm

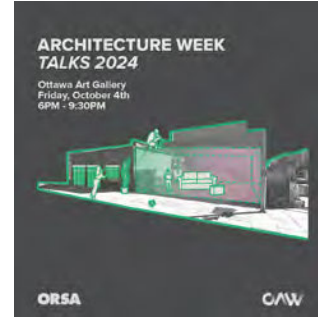
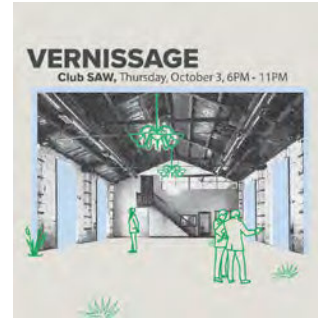
**VACAN  
C(ITY):  
ADAPTING OTTAWA  
FOR A COMPLETE  
COMMUNITY**

Visit the QR code or [oawfest.com](http://oawfest.com)  
for details of all of our events,  
including **webinars, tours**  
and **youth workshops**.

Ontario Association  
of Architects  
Ordre des architectes  
de l'Ontario

**ORSA**







# 04. Finances

## 2023-2024 FINANCIAL REPORT

May 1, 2023 to April 30, 2024

Updated up to April 30, 2024

Category Description	Budget	Actual	Difference
Revenues			
OAA Memberships	\$ 25,000	\$ 26,505	\$ 1,505
Membership Sales			
Firm Memberships	\$ 1,200	\$ 600	\$ (600)
Individual Memberships	\$ 650	\$ -	\$ (650)
Supporters	\$ -	\$ -	\$ -
Events			
Golf Tournament	\$ -	\$ -	\$ -
Special Project Funding			
Ottawa Architecture Week	\$ 10,000	\$ 12,000	\$ 2,000
Local Advocacy (OAA funding)	\$ -	\$ -	\$ -
Investment Income	\$ 200	\$ 1,050	\$ 850
Total Revenues	\$ 37,050	\$ 40,155	\$ 3,105

Category Description	Budget	Actual	Difference
Expenses			
Administration			
Executive/Board Meetings	\$ 2,000	\$1,505.04	\$ 495
Mailbox	\$ 300	\$276.85	\$ 23
Misc. (printing, postage, etc)	\$ 50	\$10.40	\$ 40
Virtual Communication	\$ 225	\$503.77	\$ (279)
Part Time Admin	\$ -	\$ -	\$ -
Banking			
Quicken software	\$ 45	\$ -	\$ 45
Bambora (online CC)	\$ 180	\$ 180	\$ -
Banking fees	\$ -	\$ -	\$ -
Merchant Services	\$ -	\$ -	\$ -
Donations			
Partner event sponsorships	\$ 10,000	\$5,643.86	\$ 4,356
Student Awards	\$ 500	\$ 1,000	\$ (500)
Charitable Donations (TBD)	\$ 2,500	\$0.00	\$ 2,500
Events			
AGM (2023)	\$ 6,000	\$ 4,678	\$ 1,322
Golf Tournament	\$ -	\$ -	\$ -
President's Dinner	\$ -	\$ -	\$ -
Winter Party (ARIDO)	\$ -	\$ -	\$ -
ORSA Mixers	\$ 3,500	\$ -	\$ 3,500
ORSA Workshops	\$ -	\$ -	\$ -
Special Projects			
ORSA Design Excellence Awards	\$ -	\$ -	\$ -
Ottawa Architecture Week	\$ 15,000	\$ 25,759	\$ (10,759)
ORSA Executive Handbook	\$ -	\$ -	\$ -
Doors Open Ottawa	\$ 2,500	\$ 500	\$ 2,000
Website			
Web Development	\$ -	\$ -	\$ -
Web Maintenance	\$ 2,500	\$ 2,987	\$ (487)
Discretionary Funds	\$ 500	\$ -	\$ 500
Total Expenses	\$ 45,800	\$ 43,043	\$ 2,757
NET REVENUE	\$ (8750)	-\$ 2,888	\$ 5,862
Balance Beginning of Year		\$ 152,494	
Balance End of Year		\$ 149,606	
Member's Equity May 1, 2024			
Chequing Account	\$ 149,606		
Term Deposits	\$ 35,000		
Total	\$ 184,606		

2023/2024 BUDGET (May 1, 2023 to April 30, 2024)

Category Description	Budget 23/24	23/24 Actual	24/25 Budget
Revenues			
OAA Memberships	\$ 25,000	\$ 26,505	\$ 24,000
Membership Sales			
Firm Memberships	\$ 1,200	\$ 600	\$ 1,200
Individual Memberships	\$ 650	\$ -	\$ 500
Supporters	\$ -	\$ -	\$ -
Events			
Golf Tournament	\$ -	\$ -	\$ -
Special Project Funding			
Ottawa Architecture Week	\$ 10,000	\$ 12,000	\$ 10,000
Local Advocacy (OAA funding)	\$ -	\$ -	\$ -
Investment Income	\$ 200	\$ 1,050	\$ 1,000
Total Revenues	\$ 37,050	\$ 40,155	\$ 36,700

Category Description	Budget 23/24	23/24 Actual	24/25 Budget
Expenses			
Administration			
Executive/Board Meetings	\$ 2,000	\$ 1,505	\$ 2,000
Mailbox	\$ 300	\$ 277	\$ 300
Misc. (printing, postage, etc)	\$ 50	\$ 10	\$ 15
Virtual Communication	\$ 225	\$503.77	\$ 600
Banking			
Quicken software	\$ 45	\$ -	\$ 45
Bambora (online CC)	\$ 180	\$ 180	\$ 180
Banking fees	\$ -	\$ -	\$ -
Merchant Services	\$ -	\$ -	\$ -
Donations			
Partner event sponsorships	\$ 10,000	\$ 5,644	\$ 10,000
Student Awards	\$ 500	\$ 1,000	\$ 500
Charitable Donations (TBD)	\$ 2,500	\$ -	\$ 2,500
Events			
AGM (2023)	\$ 6,000	\$ 4,678	\$ 6,000
Golf Tournament	\$ -	\$ -	\$ 2,500
President's Dinner	\$ -	\$ -	\$ 1,000
Winter Party (ARIDO)	\$ -	\$ -	\$ -
ORSA Mixers	\$ 2,500	\$ -	\$ 2,500
ORSA Workshops	\$ -	\$ -	\$ -
Special Projects			
ORSA Design Excellence Awards	\$ -	\$ -	\$ -
Ottawa Architecture Week	\$ 15,000	\$ 25,759	\$ 15,000
ORSA Executive Handbook	\$ -	\$ -	\$ -
Doors Open Ottawa	\$ 1,500	\$ 500	\$ 1,000
Website			
Web Development	\$ -	\$ -	\$ -
Web Maintenance	\$ 2,500	\$ 2,987	\$ 750
Discretionary Funds	\$ 500	\$ -	\$ 500
Total Expenses	\$ 43,800	\$ 43,043	\$ 45,390
NET REVENUE	\$ (6,750)	\$ (2,888)	\$ (8,690)
Balance Beginning of Year			\$ 149,606
Projected Balance End of Year			\$ 140,916





January 23, 2025

Summary of 2024 Annual Report for Publication

St. Lawrence Valley Society of Architects  
SLVSA

The executive continues to seek out avenues to fulfil our mandate for the promotion of architecture to the public in partnership with other local groups. We have several planned initiatives for this upcoming year which we will be in collaboration with Queen's University, the City of Kingston, and Urban Sketchers – Kingston. We have also polled our membership to review the location and day of the week that we host our monthly social events (Fig 1.). The changes have proven to be highly successful for our December and January events.

Looking back to 2024: We continued to use our website as an additional means of communication with our membership. We hosted monthly social events where our treasurer and historical architecture expert, Brian Hierlihy shared valuable resources on heritage renovations as well as unintended consequences of incorrect cladding choices. Our monthly gatherings were fairly consistent with an average attendance of about 7-8 people.

Special project funded Initiatives: **Urban Sketching** – Kingston. (Fig. 2, 3,& 4) Using special project funding we provided \$1,700 to offer 2 free sketching classes (15 people per class). The local chapter of Urban Sketchers took care of all the details, and recruited Artists Isabel Santos and Marek Badzynski to teach both an introductory and advanced sketching class. See more about the event here: <https://www.facebook.com/share/p/1EJcm3x2An/>

**ARchitecture** special project funding is progressing well, with \$25,000 received over 2 years and matched by Queen's university for a total of \$50,000. The aim for a working prototype is within reach. The initial goal was to have a working prototype completed by the end of the 2<sup>nd</sup> year; however, the research revealed that there are unforeseen challenges to achieving this goal. While this is in one way a setback, it also highlights that we are developing something useful and interesting that hasn't yet been done with this level of accuracy on this type of platform – a mobile phone. We have a good understanding of how to move the project forward and will be applying for additional funding and grants.

**Local Legacies** special project funding. There is a lot of excitement among some of the more experienced practicing architects to help share the stories of some of the great designers in our

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community. We are hoping to begin posting audio recordings to our website later this spring.

On October 11<sup>th</sup>, 2024 OAA President Settimo Vilardi and Executive Director Kristi Doyle came to the Kingston Yacht Club for our first in person President's Visit since 2019. There were approximately 19 people in attendance plus Lara McKendrick, who attended virtually. The event was successful despite a slight insufficiency of food (apologies to all), a larger buffet will be available next year!

We are in communication with councilors and city planners to begin Urban Affairs - Kingston, a new initiative modelled after a similar TSA initiative. There is a lot of interest from the city as well as the chamber of commerce for SLVSA to host panel discussions on topics related to the built environment and the future of Kingston. In this respect, the city is interested in helping us with public engagement initiatives.

We are excited and buoyed with the opportunities that lie ahead in 2025.

Respectfully,

Chris Howard, OAA  
Co-Chair, SLVSA  
Partner, Christopher Howard Architects Inc.

Lukas Bergmark, OAA  
Co-Chair, SLVSA  
HDR

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Fig 1. June 5, 2024 SLVSA Monthly Social Event



Fig 2. Isabel Santos "Urban Sketching the non-architect way"

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Fig 3. Marek Badzynski "Urban Panoramas"



Fig 4 Urban Panoramas

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# Annual Report

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Trent Society  
of Architects

TRENT



**Michael Gallant:** Chair

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**Lexi Kolt-Wagner:** Vice-Chair

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**Bill Lett:** Treasurer

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**Muriel Barker:** Secretary

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## Overview of Activities

2024 has been a transformative year for the Trent Society of Architects, marked by exciting developments, strengthened connections, and fresh perspectives. Here are some of the key highlights from our activities:

This year, we proudly hosted a memorable President's Dinner in collaboration with the Durham Society of Architects and special guests from the Ontario Association of Architects (OAA). Held at the newly constructed Canadian Canoe Museum, the evening offered a unique blend of culture and community. Guests enjoyed a delicious meal, an opportunity to explore of the museum's beautiful new facility, and a thought-provoking presentation from the OAA. This led to engaging conversations about key policy updates, reflecting our ongoing commitment to advocacy and professional development. This event was the perfect reflection of the commitment of the Trent Society of Architects to staying engaged with provincial developments and advocating for the interests of architects.

Another major milestone this year was the transition in leadership bringing a wave of excitement and fresh perspectives for the year. With the previous chair stepping down, several members embraced new roles within the society. This restructuring has sparked renewed energy and motivation within our leadership team, and we are excited about the opportunities it will bring.

Last but certainly not least, we are delighted to have welcomed several new members into our community. These individuals bring diverse experiences and perspectives, enhancing the richness of our society. Their contributions will undoubtedly strengthen our collective efforts to advance architecture and inspire new ideas for the years ahead.

These accomplishments are a testament to the dedication, creativity, and collaboration of our members. As we look forward to 2025, we are excited to build on this momentum with an array of new events, initiatives, and opportunities for learning and connection.

Sincerely,  
THE TRENT SOCIETY OF ARCHITECTS





2023–2024 Financial Summary

The recently appointed Executive team for the Trent Society of Architects is eagerly looking forward to the opportunities to re-engage with the membership and kick-start more community engagement in the region. With plans in progress for this significant event, the new leadership is keen on utilizing the occasion to advocate for the architectural profession by coming up with new initiatives that may prove worthy of special project funding by the OAA. More details will be available once the Executive regroups and consults the Society members in the coming months.

REVENUE

OAA Funding		
	Architectural Membership Fees	\$1,770.00
	Special Projects OAA Funding	N/A
Other Revenue		
	Interest Income	\$2.19
	GIC Investment Income	N/A
TOTAL REVENUE		\$1,772.19

EXPENSES

Special Project Expenses		
	President’s Diner Durham and Trent Society Gathering	\$2,679.50
	Student Bursaries	N/A
Marketing & General Expenses		
	Web Page–Square Space Domain Name Renewal Fee	N/A
	2022/2023 Executive Lunch	N/A
Other Expenses		
	Bank Charges	\$6.25
TOTAL EXPENSES		\$2,685.75
NET INCOME		–\$913.56

<b>OPENING BALANCE JAN.X 2023</b>				19714.92
	Jan.24'	Interest	\$0.17	\$19,714.75
	Feb. 24'	Interest	\$0.16	\$19,714.91
	Mar. 24'	Interest	\$0.17	\$19,715.08
	April 24'	Interest	\$0.16	\$19,715.24
	May 24'	Interest	\$0.17	\$19,715.41
	June 24'	Interest	\$0.16	\$19,715.57
	July 24'	Interest	\$0.17	\$19,715.74
	July 17, 24'	Deposit I OAA Membership	\$1,770.00	\$21,485.74
	Aug. 24'	Interest	\$0.18	\$21,485.92
	Sept. 24'	Interest	\$0.18	\$21,486.10
	Oct. 19, 24'	Event Space Rental (CCM)	\$1,017.00	\$20,469.10
	Oct. 24, 24'	Event Food / Catering	\$1,116.44	\$19,352.66
	Oct. 21, 24'	Interest	\$0.18	\$19,352.84
	Oct. 31 24'	Banking Fee	\$5.00	\$19,347.84
	Nov. 5, 24'	Event Beverage Costs	\$546.06	\$18,801.78
	Nov. 20, 24'	Interest	\$0.16	\$18,801.94
	Nov 30,24'	Banking Fee	\$1.25	\$18,800.69
	Dec 31, 24'	Interest	\$0.16	\$18,800.85
<b>CLOSING BALANCE DEC. 31, 2024</b>				<b>\$18,800.85</b>

Trent society of Architects

**TRENT**

# Annual Report 2024

**Toronto Society of Architects**  
**A Local Society of the Ontario Association of Architects**

January 17, 2025

## A Message From the 2024 TSA Executive

It seems these days that there is always something happening at the TSA, which is why this annual report is such a welcomed opportunity to take a break from the hustle and bustle of our day-to-day operations and reflect on what has been accomplished over the past year.

If there has been a defining theme over the past decade at the TSA, it is certainly that of growth and 2024 was no exception.

In terms of attendance, our in-person and virtual audiences increased by 21%—from 14,000 in 2023 to over 17,000 in 2024. And these numbers don't include our on-demand users (>4,000), website visitors (>66,000), or the tens of thousands of engaged viewers through our social media channels. Missing in these counts are also the thousands of people that have dropped by one of our booths in conferences and fairs across the city.

All of these people were accommodated in 165 unique events throughout the year, an increase from 151 in 2023. And while many of our programs were recurring favourites, this year also saw the introduction of new initiatives and events including our inaugural Portfolio and Resume Clinic, our first Paper City family program, and our debut booth at this year's Pride Toronto Street Fair.

Similarly, our membership also grew, albeit at a slower rate, going from 2,795 in 2023 to 2,860 by the end of 2024. Much of this growth happened in our student and general membership, reflecting the growing reach of our membership which now includes wider representation of the architecture, design and construction sectors.

As wonderful as it is, all of this growth has also come with some unique challenges. Capacity was a recurring issue in 2024, as we struggled to find space for all those looking to attend TSA events. This problem was particularly acute in our building tours, with some selling out in a matter of hours. Making room for everyone, while maintaining quality and affordability in our programming, will continue to be an area of work in 2025.

While the events themselves are always the main attraction, equally as important is all the work happening behind the scenes to ensure the long term sustainability and success of our Society. In 2024, our Society's financial sustainability was the topic of much conversation amongst our leadership and staff. It was a particularly timely discussion given 2024 has been a year in which many of Toronto's cultural institutions and spaces have shuttered their doors as a result of escalating costs and stagnant revenues.

To ensure our long-term sustainability, our Society has implemented a number of changes to our financial practices, all while keeping true to our long-time commitment to affordability and access. Some of these changes include the investment of the TSA's reserve into secure GICs, as well as the active pursuit of grants to help fund new resources and initiatives. Our sponsorship program was also updated, with its new streamlined process already yielding successes—2024 was our best fundraising year to date; a 50% increase when compared to the previous year.



Perhaps the most significant change—and the one that required the most discussion and consultation—was the decision to raise our membership fees, from \$65 to \$95 for Architects and General Members, and from \$25 to \$45 for Intern Architects. These changes represent the first time since 2019 that fees have increased (and the first time in 20 years in the case of Intern Architect dues). We can't say it was an easy decision, but we are also confident that it was a necessary one to ensure our long-term financial health.

All of these changes will together have a significant impact on our finances, allowing us to better support the programming and resources we offer. Still, further investments will be required if we are to accommodate the ever-growing demand for our programming and resources. To this end, conversations are underway with the Ontario Association of Architects to adjust their Per Capita contribution to Local Societies, a rate that has remained unchanged for over 30 years and that we believe can play a significant role in supporting our activities in alignment with the mandates of the Architects Act.

Speaking of the OAA, one of our proudest achievements in 2024 was the recognition of our tours program as Structured Learning opportunities under the OAA's mandatory continuing education program. This change comes after the TSA's persistent efforts, including an official submission and deputation to OAA Council, to ensure the recognition of onsite learning as a key part of an architect's professional development. It is a reminder of the importance to not only advocate for changes to outside bodies, but also within our profession and organizations.

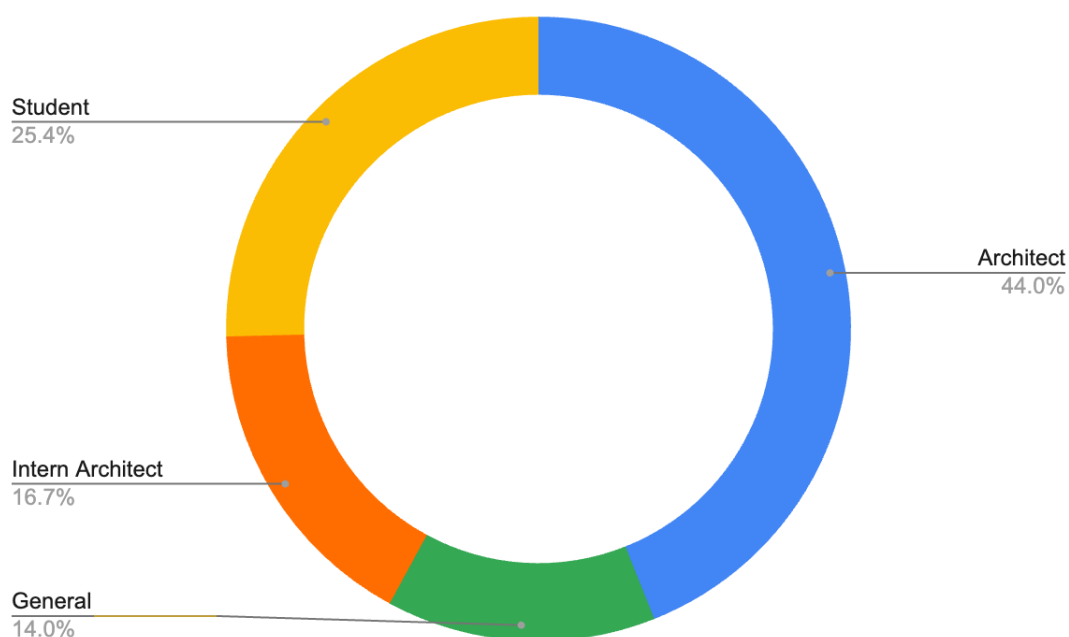
An annual report would be incomplete without giving recognition to all those who made this year's work possible, including 321 volunteers who fulfilled roles in everything from event support to speakers to governance, as well as our small but mighty staff of 3. We also want to say thank you to all the organizations who partnered with us this year and to our generous sponsors whose financial contributions were critical to our success. We are incredibly lucky to have such an amazing community to support what we do, and their names can be found in this report as a token of our appreciation.

As a new year gets started and new events and partnerships begin to form, we look back at 2024 with much pride and gratitude knowing that the work done then has been critical in laying a strong foundation for our Society's future.

## 2024 Summary

### Membership

**Total Membership: 2,860**



### Programming Statistics

Program	Attendance and Viewers			
	In-Person	Virtual (Live)	Virtual (On-Demand)	TOTAL
Lectures <sup>1</sup>	315	2,776	647	3,738
Tours <sup>2</sup>	1,948	-	558	2,506
Community Events	1,235	166	3,016	4,417
Film Events / Resources	2,667	-	-	2,667
Other Events	8,044	95	45	8,184
Total Audience Engaged				21,512

Number of Structured Learning Hours Offered: 18 hours

<sup>1</sup> Includes all technical lectures, urban affairs and ideas forums for a total of 15 lectures in 2024.

<sup>2</sup> Includes all public and private walking tours, building tours, and views of full virtual tours in 2024.

## Report on Special Project Funding

In 2024, the TSA was fortunate to receive Special Project Funding from the Ontario Association of Architects for a number of initiatives and projects, including the 2024 TSA Walking Tours season, our booth at this year's Pride Street Fair, our Short Video Project, and our Milestone Celebration + Intern Architect Engagement Session. Now more than ever, these funds have been critical for these initiatives and we are grateful for the OAA's support to make them possible.

The following section provides an update on these projects.

### Architecture Walking Tours

It was another record-breaking year for this 16 year old initiative as 1,728 attendees joined us in one of 128 tours, exploring 10 different areas and themes in the city and revealing the stories behind its architecture and landscapes. This represents a steady increase from the 1,594 who joined us in 2023 and a continuation of the growth that has made this program one of our most successful public outreach initiatives.

In 2024, we introduced key changes which contributed to increased attendance, including a three-week season extension in the fall and reintroducing our *Art and Architecture on the Spadina Line* Tour. More effort was also put into the marketing of tours for private groups, including conferences, companies, universities and school groups. Of the 24 private tours done in 2024, 10 of these were provided free of cost to youth groups, high schools, universities, and colleges thanks to the OAA's generous support. The OAA's support also made possible a more extensive social media campaign for our public tours, drawing record attendance throughout the season. Finally, with the support of the Toronto Downtown West BIA, the *Entertainment District* tour was free for attendees throughout the 2024 season working as a great introduction for new program attendees.

To ensure the ongoing success of the program, feedback was solicited from all those participated in our tours. Our post-tour feedback survey reported that—for the second year in a row—97% of participants rated the tours perfect or really good, with many stating that their experience was the perfect balance of information and engaging storytelling.

None of this would have been possible without our incredible team of volunteer tour guides whose passion and dedication is vital to this program. The OAA's continued support of this program has also been vital in providing a reliable foundation on which to build this public outreach initiative and making this opportunity available to students from all across Ontario. It cannot be understated the important role this funding plays maintaining the affordability of the initiative and its overall reach and impact.

### Pride Street Fair 2024

In 2024, the TSA was fortunate to receive partial OAA Special Project Funding to support a community-engagement event as part of the Pride Toronto Street Fair. Executed over three

days, our first-ever street fair booth was a unique opportunity to not only exhibit some of our research documenting the evolution of Toronto's 2SLGBTQ+ spaces, but also gather experiences and knowledge from the community. Throughout the festival, we had the privilege to chat with thousands of visitors who dropped by to share with us their memories and stories of Toronto's Queer Spaces—from the first 2SLGBTQ+ space they ever experienced, to the place they met their partner, and beyond. Many also came to mourn spaces lost, and the people and spaces that made a difference in their lives. By the end of three jam-packed days, close to 1,000 memories populated our interactive maps—some of the most comprehensive documentation of Toronto's Queer Spaces ever undertaken.

The work done during the Street Fair has now formed the basis for future research and work, including a collaborative studio and seminar at the University of Waterloo where students assisted in the digitization of memories and used them as a starting point for their research into queers spaces. Our visibility at the fair has also led to new partnerships and relationships, with current talks underway with The 519 to find opportunities to exhibit the findings.

The OAA's support of this initiative was critical in making this meaningful community engagement event possible, especially given Pride Toronto's strict no sponsorship logo policies, which make Pride unattractive to most corporate sponsors. We hope we can continue to count on the OAA's support to do initiatives like these, bridging the gap between the profession and the public and furthering our understanding of Ontario's built environment.

### **Short Videos Project**

Towards the end of 2024, the TSA received funding from the OAA to support a short video project—an initiative that aims to increase public awareness and appreciation of architecture through short but eye-catching social media videos exploring some of Toronto's most exceptional buildings. The videos, short in duration and inspired by Canada's famous Heritage Minutes, are aiming to be accessible, entertaining, and easy to share.

With funding confirmed in late summer, we moved quickly to finalize the list of 8 buildings that will form part of the initial project and coordinated shoots at most locations. Rainy weather along with construction and maintenance issues required multiple visits in order to capture some of the spaces, and others will need to await the spring for final footage to be captured. During the winter, work is underway to develop scripts and begin editing footage, with the goal of releasing the first videos for Spring 2025.

OAA funding has been critical to this project, allowing us to bring key collaborators with the skills necessary to capture professional quality footage. We expect this high-quality video content will also be usable in future initiatives and projects, all aimed at making architecture more accessible to every day Ontarians.

### **Milestone Celebration + Intern Architect Engagement Session**

At the end of 2024, the TSA received financial support from the OAA to host a one-time event for Intern Architects and recently-licensed Architects in the Greater Toronto Area to

celebrate their important professional milestones while also engaging in a conversation of what we can do to better support them on their journeys. This event emerged out of a desire to better understand the needs of these members, an audience that has traditionally been underserved by both TSA and OAA programming.

With funding confirmed, we have been hard at work finalizing details for the event. While we had originally thought about having the event in the late fall, conflicting schedules and discussions with Intern Architects determined that February, once ExAC results are out, would be a better date for this initiative. The date and venue have now been booked and we are looking forward to welcoming attendees on Tuesday, February 25 for what we know will be a very insightful evening. Thanks to the OAA's support, we will be able to keep this event free for Intern Architects and Newly-Licensed professionals, with a cash bar on-site to help offset some of the additional costs. Once marketing materials are completed these will be shared with the OAA and we hope members of the OAA's Intern Committee and Registrar Office will be able to join us for this event.

## Calendar of Events

Our 2024 programming included a mix of both in-person and virtual opportunities to come together, learn, and share our passion for the built environment and the betterment of the Greater Toronto Area. The following event calendar seeks to capture these events and the people who made it possible.

### 01.24

2024.01.23

#### **Architecture of Imagined Spaces**

*TSA Ideas Forum in partnership with the DesignTO Festival*

**SPEAKERS** | Jay Pooley (Jay Pooley Production Design), Luke Caspar Pearson (You+Pea), Sandra Youkhana (You+Pea), Sara M. Grimes (Kids Play Tech Lab, University of Toronto), Weihan Vivian Lee (Daniels Faculty, University of Toronto)

**MODERATOR** | Megan Torza (TSA)

2024.01.23

#### **Shaping Public Spaces - Community Engagement**

*TSA Urban Affairs Forum as part of the DesignTO Festival*

**SPEAKERS** | Daniel Fusca (Parks, Forestry, and Recreation Division, City of Toronto), Eladia Smoke (Smoke Architecture Inc.), Zahra Ebrahim (Monumental)

**MODERATOR** | Elsa Lam (Canadian Architect)

### 02.24

2024.02.06

#### **TSA CONNECT: Career Paths**

*Structured Networking Session and Mix and Mingle*

**FEATURED GUESTS** | Alex Lukachko (Daniels Faculty, University of Toronto), Alexis Cohen (ERA Architects), Brent Whitby (KIRKOR Architects and Planners), Dana Seguin (OCAD University), Dan Briker (dbdbdb), Derek McCallum (Dubbeldam Architecture + Design), Eric Bury (Eventscape), Francesco Martire (large [medium] design office), Jacqueline Tang (Entro), Jocelyn Squires (Gensler), Joel Anderson (People Design Co-op), Katya Marshall (University of Toronto), Leon Lai (Waterfront Toronto), Pauline Dolovich (Reich&Petch), Reza Nik (SHEEEP / Architecture Lobby - Tkaronto), Robert Raynor (TAS), Safoura Zahedi, Sonja Vangjeli (City of Toronto), Sudipto Sengupta (Studio JCI)



2024.02.21

**Integrating Plants Into the Building Envelope**

*TSA Technical Series*

SPEAKERS | Jeremy Wright (ZinCo Canada), Jonas Spring (Ecoman)

## 03.24

2024.03.06

**TDSB Newcomer Annual Skilled Trades Expo**

*Booth at the annual career fair aimed specifically to newcomer highschool students*

2024.03.12

**Proposed Changes to Part 3 of the 2024 OBC**

*TSA Technical Series*

SPEAKER | Rhiannon Todd (CodeNext)

2024.03.19

**Annual General Meeting 2024**

## 04.24

2024.04.16

**Planning, Development and Archaeology in Toronto**

*TSA Technical Series*

SPEAKER | David Robertson (ASI Heritage)

2024.04.23

**Professional Liability Insurance for Architects**

*TSA Technical Series*

SPEAKER | Andrea LaLonde (Pro-Demnity Insurance Company)

## 05.24

2024.05.04

### **Portfolio and Resume Clinic**

*Day of one-on-one portfolio and resume review sessions for emerging professionals*

GUEST PORTFOLIO REVIEWERS | Andrew Geldard (BDP Quadrangle Architects), Andrew Lee (SOM), Bruno Weber (KPMB Architects), Farah Al Amin (DIALOG), Haley Zhou (Diamond Schmitt Architects), Jill Taylor (Taylor Hazell Architects), Jodi Batay-Csorba (Batay-Csorba Architects), John McKenna (gh3\*), Karine Ying-Martin (Gensler), Liana Bresler (SvN Architects + Planners), Natasha Lebel (Lebel & Bouliane), Raymond Chow (gh3\*), Ria Al-Ameen (Giaimo), Sara Jordao (RevelHouse), Stanley Sun (Mason Studio Inc.), Suleman Khan (RAW Design), Vanessa Fong (VFA Architecture + Design), Vaughn Miller (BNKC Architects), Welland Sin (Arcadis), Will Elsworthy (Superkül)

GUEST RESUME REVIEWERS | Adam Vilk (Axis Recruitment), Jon Bray (Student Services, University of Toronto), Shay Gautam (Axis Recruitment), Vered Klein (Vered Klein Recruitment)

2024.05.07

### **Designing Smart Enclosures**

*TSA Technical Series*

SPEAKER | Aaron Waldt (475 High Performance Building Supply)

2024.05.25 - 2024.05.26

### **Doors Open | Open Studio**

*Studio open house as a part of Doors Open Toronto*

PARTICIPATING STUDIOS & SITES | BVT Architect, Carlo Parente Architecture, DTAH Design Workshop Architects, Dubbeldam Architecture + Design, Guido Costantino Projects Inc., HOK, Hariri Pontarini Architects, John H. Daniels Faculty of Architecture, Landscape and Design, Ontario Association of Architects, Project Studio Architects, Q4 Architects Inc., RAW Design, Stephane LeBlanc Architects, SvN Architects & Planners, Taylor Hazell Architects, Toronto Metropolitan University

### **Doors Open | Stories of St. Lawrence Tour**

*1-hour walking tours offered 3 times during the Doors Open weekend*

TOUR GUIDES | Joël León Danis, Vikkie Chen

**Doors Open | Stories of the Church & Wellesley Village Tour**

*1-hour walking tours offered 6 times during the Doors Open weekend*

TOUR GUIDES | Kurtis Chen, Rania Matta

**Doors Open | Architects Talk: Layered City**

*Forum held in partnership with Doors Open Toronto*

SPEAKERS | Alex Bozиков (The Globe and Mail), Jon Johnson (First Story Toronto), Linda Zhang (Studio Pararaum / Para Lab), Mitchell May (Gaiimo)

MODERATOR | Shawn Micallef (Spacing)

2024.05.28

**Values Alignment in Practice**

*TSA Technical Series*

SPEAKERS | Brandon Riddell (People Design Co-op), Marc Soberano (Building Up)

## 06.24

2024.06.01 - 2024.10.27

**TSA Walking Tours**

*Seasonal public walking tours hosted across the City and covering 10 different themes, led by volunteer TSA Tour Guides*

TOUR GUIDES | Afnan Al-Rashid, Barb McLean, Carolyn Fearman, Christiane Böck, Daniel Gaito, Emad Ghattas, Greicy Rodriguez-Sarita, Heba Al-Fayez, Hector Tuminan, Joël León Danis, Jorge Vassalo, Judy Jacobs, (June) Jung Won Lee, Kurtis Chen, Mohcine Sadiq, Pamela Bruneau, Quan Thai, Rania Matta, Vikkie Chen

2024.06.11

**Contract Documents and Specifications**

*TSA Technical Series*

SPEAKERS | Kenny Tam, Kiyoshi Kuroiwa (Construction Specifications Canada, Toronto)

2024.06.11

**The Corleck and Bathurst Quay Common**

*TSA Building Tour*

TOUR GUIDES | Bryan Bowen (City of Toronto), Eileen Costello (Canada Ireland Foundation), Jonathan Kearns (Kearns Mancini Architects Inc.), Robert G. Kearns (Canada Ireland Foundation), William Peat (Canada Ireland Foundation)

2024.06.28 - 2024.06.30

**Pride Toronto Street Fair**

*TSA booth at the Street Fair gathered memories and stories of Toronto's Queer Spaces filling a map of the City*

**Pride Toronto Parade**

*TSA contingent represented the architecture industry in the annual Pride Parade celebrating Toronto's Queer Spaces*

## 07.24

2024.07.10

**Second Annual Advisory Board Meeting**

2024.07.10

**Summer Appreciation Party**

2024.07.31

**OSSTF Headquarters**

*TSA Building Tour*

TOUR GUIDES | Corey Brown, Deya Iskandarova, Emmanuel Awuah, Gord Doherty (Moriyama Teshima Architects), Jonathan Hong, Scott Torrance (FORREC)

## 08.24

2024.08.14

**Maple House at Canary Landing**

*TSA Building Tour*

TOUR GUIDE | Bharti Vithal (architects—Alliance)

## 09.24

2024.09.09

### **Hermant Building Transformation**

*TSA Building Tour (Virtual)*

TOUR GUIDES | Joey Giaimo, Mitchell May (Giaimo)

2024.09.11

### **Roundtable on City of Toronto Procurement and Project Delivery**

*TSA hosted a roundtable discussion with representatives from 16 firms to compile feedback on the current procurement and project management processes to share with KPMG and the City of Toronto*

2024.09.17

### **Accessible by Design**

*TSA Technical Series*

SPEAKER | David Demers (CNIB Access Labs)

2024.09.25

### **Schwartz Reisman Innovation Campus**

*TSA Building Tour*

TOUR GUIDES | Richard Lai, Richard Lam, Wes Wilson (Teeple Architects)

## 10.24

2024.10.01

### **Setting an AI Strategy for Your Practice**

*TSA Technical Series*

SPEAKERS | Anouk Malavoy, Brendan Howe (Techify)

2024.10.09

**TSA CONNECT: Volunteering**

*Structured Networking Session and Mix and Mingle*

FEATURED GUESTS | Afsaneh Asayesh (Becoming Architects Canada), Anna Owusu (BAIDA Canada), JC Elijah Bawuah (Mentoring Initiative for Indigenous and Planners of Colour), Janice Miyagi (TSA), Jennifer Esposito (Building Equality in Architecture Toronto), Joanne Chan (ARIDO Board of Directors), Joe Lobko (City of Toronto Design Review Panel), Katerina Bong (Toronto Preservation Board), Kristi Doyle (Ontario Association of Architects), Olivia Keung (Royal Architectural Institute of Canada), Pamela Bruneau (TSA), Patricia Milne (Architectural Conservancy Ontario - Toronto), Renée Powell-Hines (BAIDA Canada), Robyn Brown (Women's Leadership Initiative), Settimo Vilardi (Ontario Association of Architects), Tatiana Soldatova (Urban Minds), Tejasi Gadkari (Society of South Asian Architects, Canada), Ute Maya-Giambattista (Council for Canadian Urbanism), Veronica Madonna (Ontario Association of Architects), Vivian Lee (Canadian Architectural Certification Board), Zviko Mhakayakora (DesignTO)

2024.10.23 - 2024.10.26

**Architecture and Design Film Festival (ADFF): Toronto**

*Film Festival in partnership with ADFF, featuring 16 diverse films and 3 TSA-curated post-screening panel discussions*

LAND ACKNOWLEDGEMENTS | Domitillah Antoinette, Joël León Danis, Michelle Chan, Ralph Holmes (TSA)

SPEAKERS | Anne-Marie Armstrong (A-AMP Studio), Craig Applegath (DIALOG), David Constable (Kindred Works), Giovanna Borasi (Canadian Centre of Architecture), Janna Levitt (LGA), Kfir Gluzberg (Kilogram Studio), Matthew Hickey (Two Row Architect)

MODERATORS | Elizabeth Pagliacolo (AZURE), Dave LeBlanc (The Globe and Mail), Stefan Novakovic (AZURE)

## 11.24

2024.11.06

**Newcomer in Architecture Information Session**

*Virtual Information Session with the Canadian Architectural Certification Board (CACB), the Ontario Association of Architects (OAA), and the Royal Architectural Institute of Canada (RAIC) Syllabus Program*

SPEAKERS | Claire Hepburn (OAA), France Godard (CACB), Jessica McCormick (RAIC), Joël León Danis (TSA), Lashmi Ollivierre (OAA), Shannon Donovan (CACB), Victoria Kotasova (CACB)

MODERATOR | Varsha Kumar (TSA)



2024.11.12

**Specifying for Success**

*TSA Technical Series*

SPEAKERS | Kiyoshi Kuroiwa, Natasha Brin (Construction Specifications Canada, Toronto Chapter)

2024.11.12

**TSA CONNECT: Newcomers**

*Structured Networking Session and Mix and Mingle*

FEATURED GUESTS | Afaf Naseem (Stantec), Ali Kafaei (A& Architects), Amer Obeid (Arcadis), Arancha Gonzalez-Bernardo (Odami), Bharti Vithal (architects—Alliance), Bojana Ralevic (GHD), Carlos Morell (GBCA Architects), Chioma Onuegbu (CORE Architects), Ehsan Zareian (Q4 Architects Inc.), Eman Abdelsabour (BDP Quadrangle), Haleh Ghodsimaab (MJMA), Kate Myers (Superkül), Leeviana Dsouza (Gensler), Mariella Amodio (SvN Architects + Planners), Miren Etxezarreta-Aranburu (Hariri Pontarini Architects), Pradnya Mahajan (DTAH), Rosie Meza (Adamson Associates Architects), Saachi Padubidri (Arcadis), Sneha Kadam (Q4 Architects Inc.)

2024.11.26

**Navigating Changes to Part 3 of the OBC**

*TSA Technical Series*

SPEAKER | Rhiannon Todd (CodeNext)

2024.11.29

**TSA Year End BASH 2024**

VENUE | The Well Lobby

TOUR GUIDES | Alex Richter (Adamson Associates Architects), Andrea Katz (BDP Quadrangle), Danielle Tsisko (Hariri Pontarini Architects), Dhruv Soni (BDP Quadrangle), Elle Thomas (BDP Quadrangle), Gintaras Valiulis (Adamson Associates Architects), Marcella Au (BDP Quadrangle), Michael Conway (Hariri Pontarini Architects), Ossie Airewele (BDP Quadrangle)

## 12.24

2024.12.03

### **Embedding Smart Buildings Technology**

*TSA Technical Series*

SPEAKERS | Akira Jones, Kelly Henderson (H.H. Angus and Associates Ltd.)

2024.12.07

### **Gingerbread City: Kids' Main Street Workshops**

*Two in-person workshops where children (2-11) created unique gingerbread façades with the help of architects and gingerbread experts, where the completed pieces were then collaged into a digital Main Street and showcased on the TSA website*

2024.12.14

### **Gingerbread City: Meet the Makers**

*A drop-in event where families can see the in-person Gingerbread City exhibit and chat with this year's creators about their submissions*

2024.12.14 - 2025.01.10

### **Gingerbread City**

*A popular hybrid community building event with both an in-person display at Maker Bean Café and a virtual showcase on the TSA website of submitted gingerbread creations from our members and other gingerbread lovers*

CONTRIBUTORS | Andrea Pratt, Boszko & Verity, Elif Efe, Heck Yeah Home, Huggon Family, Joël León Danis, Klassen Family, Kurt Kraler & Francisco-Fernando Granados, Michelle Chan, Montgomery Sisam Architects, Rob Shostak

## Financial Report 2024

	2024	2023
<b>Revenue</b>		
Membership Dues	\$ 116,754.17 <sup>1</sup>	\$ 112,922.95
OAA Per Capita Funding	\$ 33,850.00	\$ 36,390.00
Ticket Sales	\$ 43,865.22	\$ 40,112.05
Grants	\$ 52,900.00 <sup>2</sup>	\$ 20,500.00
Sponsorships	\$ 61,500.01	\$ 47,000.00
Donations	\$ 1,532.65	\$ 589.47
Other Income	\$ 1,292.36	\$ 5,918.51
	<b>\$ 311,694.41</b>	<b>\$ 263,432.98</b>
<b>Expenses</b>		
Scholarships and Awards	\$6,000.00	\$8,000.00
Insurance	\$ 5,487.76	\$1,686.89
Meetings	\$ 3,557.230	\$3,395.95
Rent Expense	\$ 7,433.15	\$8,397.16
Office/General Administrative Costs	\$ 15,642.71	\$18,379.32
TSA Programming	\$ 82,614.94	\$79,817.56
Programming Contingency Fund	0	0
Professional & Administrative Fees	\$ 7,433.15	\$7,421.40
Payroll Expenses	\$ 187,655.83 <sup>3</sup>	\$150,578.85
Website	\$5,000	\$6,305.99
	<b>\$ 320,814.78</b>	<b>\$ 283,983.12</b>
<b>Excess of Revenue Over Expenses</b>	<b>\$ (9,120.37)</b>	<b>\$ (19,957.56)</b>

*\* Please note that this is a preliminary financial report and subject to confirmation by the TSA's accounting firm during their compilation of our financial statements. A detailed financial statement can be made available upon request.*

1. \$24,857.89 from direct join membership income.
2. \$25,000 from TAF grant for future Climate Action Design Guide to be delivered in 2025.
3. Approximately 60% of staff time goes directly into the delivery of TSA Initiatives and Programs.

## People

What we do is only possible thanks to hundreds of volunteers who selflessly dedicate their time to our Society. The TSA would like to express our enormous gratitude to all those who make our initiatives and programs possible. You are at the very heart of the TSA's work.

### Speakers

Aaron Waldt  
Akira Jones  
Alex Bozikovic  
Andrea LaLonde  
Anne-Marie Armstrong  
Anouk Malavoy  
Bharti Vithal  
Brandon Riddell  
Brendan Howe  
Bryan Bowen  
Claire Hepburn  
Corey Brown  
Craig Applegath  
Daniel Fusca  
David Constable  
David Demers  
David Robertson  
Deya Iskandarova  
Eileen Costello  
Eladia Smoke  
Emmanuel Awuah  
France Godard  
Giovanna Borasi  
Gord Doherty  
Janna Levitt  
Jay Pooley  
Jeremy Wright  
Jessica McCormick  
Joey Giaimo  
Jon Johnson  
Jonas Spring  
Jonathan Hong  
Jonathan Kearns  
Joël León Danis  
Kelly Henderson  
Kenny Tam  
Kfir Gluzberg  
Kiyoshi Kuroiwa  
Lashmi Ollivierre

Linda Zhang  
Luke Caspar Pearson  
Marc Soberano  
Matthew Hickey  
Mitchell May  
Natasha Brin  
Rhiannon Todd  
Richard Lai  
Richard Lam  
Robert G. Kearns  
Sandra Youkhana  
Sara M. Grimes  
Scott Torrance  
Shannon Donovan  
Victoria Kotasova  
Weihan Vivian Lee  
Wes Wilson  
William Peat  
Zahra Ebrahim

### Moderators

Dave LeBlanc  
Elizabeth Pagliacolo  
Elsa Lam  
Megan Torza  
Shawn Micallef  
Stefan Novakovic  
Varsha Kumar

### Featured Guests

Adam Vilk  
Afaf Naseem  
Afsaneh Asayesh  
Alex Lukachko  
Alexis Cohen  
Ali Kafei  
Amer Obeid

Andrew Geldard  
Andrew Lee  
Arancha Gonzalez-Bernardo  
Bharti Vithal  
Bojana Ralevic  
Brent Whitby  
Bruno Weber  
Carlos Morell  
Chioma Onuegbu  
Dan Briker  
Dana Seguin  
Derek McCallum  
Ehsan Zareian  
Eman Abdelsabour  
Eric Bury  
Farah Al Amin  
Francesco Martire  
Haleh Ghodsimaab  
Haley Zhou  
JC Elijah Bawuah  
Jacqueline Tang  
Janice Miyagi  
Jennifer Esposito  
Jill Taylor  
Joanne Chan  
Jocelyn Squires  
Jodi Batay-Csorba  
Joe Lobko  
Joel Anderson  
John McKenna  
Jon Bray  
Karine Ying-Martin  
Kate Myers  
Katerina Bong  
Katya Marshall  
Kristi Doyle  
Leeviana Dsouza  
Leon Lai  
Liana Bresler  
Mariella Amodio  
Miren Etxezarreta-Aranburu  
Natasha Lebel  
Olivia Keung  
Pamela Bruneau  
Patricia Milne  
Pauline Dolovich

Pradnya Mahajan  
Raymond Chow  
Renée Powell-Hines  
Reza Nik  
Ria Al-Ameen  
Robert Raynor  
Robyn Brown  
Rosie Meza  
Saachi Padubidri  
Safoura Zahedi  
Sara Jordao  
Settimo Vilardi  
Shay Gautam  
Sneha Kadam  
Sonja Vangjeli  
Stanley Sun  
Sudipto Sengupta  
Suleman Khan  
Tatiana Soldatova  
Tejasi Gadkari  
Ute Maya-Giambattista  
Vanessa Fong  
Vaughn Miller  
Vered Klein  
Veronica Madonna  
Vivian Lee  
Welland Sin  
Will Elsworthy  
Zviko Mhakayakora

### **Tour Guides**

Afnan Al-Rashid  
Barb McLean  
Carolyn Fearman  
Christiane Böck  
Daniel Gaito  
Emad Ghattas  
Greicy Rodriguez-Sarita  
Heba Al-Fayez  
Hector Tuminan  
Jorge Vassalo  
Joël León Danis  
Judy Jacobs  
(June) Jung Won Lee

Kurtis Chen  
Mohcine Sadiq  
Pamela Bruneau  
Quan Thai  
Rania Matta  
Vikkie Chen

Maxwell Mae-Ng  
Rafael Pascual-Leone  
Ryan Falkenberg  
Santiago Orozco  
Shaghayegh Riahi  
Tirzo Alberto Arjona Sonda  
Vikki Mak

### **2024-25 Volunteer Event Support Team**

Brendan McDonald  
Danielle Iwegbu  
Hritik Vijayan  
Javeria Hassan  
Kamran Hemani  
Karina De Leon Garcia  
Kristen D'Penna  
Kyla Tang  
Lamita Hermez  
Ramitha Watareka  
Ryan Falkenberg  
Sharon Kim  
Tirzo Alberto Arjona Sonda

### **Kids' Main Street Volunteers**

Elif Efe  
Evan Kwok  
Katharine Loui  
Niyati Bhatt  
Obii Udemgba  
Preesha Malik  
Sarah Goodman

### **Pride Street Fair Volunteers**

Adria Maynard  
Aindrila Sengupta  
Andrew Caldwell  
Derek McCallum  
Greicy Rodriguez Sarita  
Jorge V S Goz  
(June) Jung Won Lee  
Mariana Kimie da Silva Nito

### **Other Volunteers**

Aida Farokhyar  
Aindrila Sengupta  
Alana O'Halloran  
Anahita Jam  
Andjela Tatarovic  
Andrew Palmer  
Aneesha Jain  
Angela Jill Primavera  
Anna Owusu  
Antonio Vergara  
Astha Shah  
Audrey Sullivan  
Batool Alqasas  
Benjamin Weekes  
Betty Gunawan  
Boer Li  
Bunya Muchaeva  
Caesar Adwan  
Carlos Leon  
Chaitanya Krishna Kumar  
Channa Weerasinghe  
Chrystina Francis  
Dain Bok  
Danna Alonso  
Dharni Avaiya  
Dheeraj Babu  
Doris Huang  
Eloise Cadet  
Emiljana Xherrai  
Emily Pham  
Emmanuella Ofori  
Erika Rezzio Gaitan  
Evan Kwok  
Ezgi Takmaz  
Farzad Zamanifard



Faustine Liu  
Ghazaleh Ershad Langroudi  
Guilherme Batinga e Sousa  
Gurpreet Singh  
Harash Mahbobi  
Heba Elsaay  
Houda Labbaci  
Hritik Vijayan  
Indeera Lokuliyana  
JinSeo Hong  
John Miguel Capili  
Jooyoung Lee  
Julia Bewcyk  
Karen Hsieh  
Kateryna Kuzmenko  
Katharine Loui  
Kristina Andersen  
Kunal Gala  
Lamita Hermez  
Lea Ingcad  
Luchen Guo  
Luis Morales Noboa  
Mahyar Osunloukhar  
Mehakpreet Bhutta  
Melissa Houghton  
Mitali Dembla  
Mohamed Rizwan  
Mohitha Desu  
Monisha Bhaskar  
Muskan Goel  
Nadia Khan  
Nafis Parvin  
Nestor Martin  
Phinn McHugh  
Prakalya Dhanasshekhar  
Priyank Bhatt  
Ramitha Watareka  
Ridhi Shah  
Ritz Cruz  
Robin Castonguay  
Sanya Mathur  
Sara Parra  
Scarlett Wong  
Sebastian Altmid  
Sepehr Tehrani  
Shahzen Davar

Shreya Menon  
Shreya Rikhi  
Sofia Montiel  
Sogol Rabiei  
Sonia Murcia  
Suneha Walia  
Swetha Jayakumar  
Tasneem Saify  
Trey Vyas  
Vaidehi Desai  
Vanessa Hagad  
Vikki Mak  
Yan Xue  
Zeel Patel

### **Gingerbread Makers**

Andrea Pratt  
Boszko & Verity  
Elif Efe  
Heck Yeah Home  
Huggon Family  
Joël León Danis  
Klassen Family  
Kurt Kraler/Francisco-Fernando Granados  
Michelle Chan  
Montgomery Sisam Architects  
Rob Shostak  
The Change Bakers

### **Administrative Volunteers**

Ryan Falkenberg

### **Initiatives Organizing Committees and Task Groups**

#### ***Film***

Alireza Partovi  
Domitillah Antoinette  
Michelle Chan  
Samuel Forrest  
Kurtis Chen

**TSA CONNECT**

Ana-Francisca de la Mora  
Diane Schunk  
Kevin McIntosh  
Laura Salamanca Moreno  
Varsha Kumar

**Technical Lectures Task Group**

Alex Lukachko  
Ana Casas  
Channa Weerasinghe  
Joel Gilbert Anderson  
Sofia Rosemberg  
Ted Kesik

**Design Industry Advisory  
Committee Representatives**

Ralph Holmes  
Anna Kao

**iPLAN Representative**

Varsha Kumar

**Executive**

**Officers**

Ana-Francisca de la Mora  
*Chair*  
*Technical Lectures & TSA CONNECT*

Barbora Vokac Taylor  
*Vice-Chair*

Pamela Bruneau  
*Treasurer*  
*Youth Outreach Initiatives*

Megan Torza  
*Past Chair*  
*Forums*

**Executive Board Members**

Kurtis Chen  
*Technical Lectures & Pride Initiatives*

Varsha Kumar  
*Building Tours, Technical Lectures, &  
Career Development Initiatives*

Kevin McIntosh  
*TSA CONNECT*

Jason Dobbin

**Initiative Co-Leads**

Emad Ghattas  
*Walking Tours*

Heather Breeze  
*Forums*

Heba Al-Fayez  
*Youth Outreach*

Janice Miyagi  
*Pride Initiatives*

Kfir Gluzberg  
*Forums*

Laura Salamanca Moreno  
*Career Development Initiatives*

Ralph Holmes  
*Film*

Ramy Bakir  
*Youth Outreach*

Rania Matta  
*Walking Tours*

### **OAA Council Liaison**

Natasha H. Krickhan

### **Advisory Board**

Antonio Gómez-Palacio  
Christopher McCormack  
David Oleson  
David Sisam  
Douglas Bower  
Heather Dubbeldam  
Joe Lobko  
Lorne Cappe  
Maria Denegri  
Megan Torza  
Meg Graham  
Michael McLelland  
Richard Witt

### **Staff**

Joël León Danis, Executive Director  
Rebecca Pike, Programming Coordinator  
Desirée Armstrong, Administrator

### **Student Placements**

Cherisse Teves  
Monica Salvas  
Nicole Lin

### **Support and Administration**

Maria Belaya, Saldo Accounting  
Vertical CPA

### **Photography and Videography**

Kurtis Chen  
Yianni Tong  
Scott Norsworthy

## Scholarships

Continuing the long standing tradition of supporting the next generation of city builders, the TSA scholarship program provides financial support to students enrolled in architecture and related programs across universities and colleges in our catchment area.

While the format and name of the award might vary between schools, they all share in common a criteria of recognizing a student who demonstrates an active commitment to volunteerism and leadership for the benefit of their fellow students and communities. Listed below are the schools that received support in 2024 and—when available—the name of recipients.

Congratulations to all our 2024 scholarship recipients!

### **University of Toronto**

Bhavika Sharma  
Haseena Nasrin Doost

### **Toronto Metropolitan University**

Florencio IV (Vince) Tameta  
Sabeeh Mobashar

### **Ontario College of Art and Design (OCAD) University**

Kristina Andersen

### **Centennial College**

Chun Hin Lam

### **Sheridan College**

*(tbc)*

### **Humber College**

*(every second year, next award in 2025)*

### **George Brown College**

Mena Leon

## Sponsors

The TSA would like to express our enormous gratitude to sponsors, partners and collaborating organizations who through their generous support make our initiatives possible. We couldn't do what we do without you!

### Program Sponsors

Arcadis  
Blackwell Structural Engineers  
Moriyama Teshima Architects  
Ontario Association of Architects  
Pro-Demnity Insurance Company  
Rockwool Group  
Stantec  
STEIN+REGENCY  
Toronto Downtown West BIA

### Partners

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BDP Quadrangle  
DTAH  
Entro  
Hariri Pontarini Architects

### Production Partners

Make Good Projects

### Supporters

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Perkins&Will  
Revelateur Studio  
Smith + Andersen  
VFA Architecture and Design

### Contributors

Ontario Panelization

### Friends

CCxA

## 2024 Annual Report

This year included a wide variety of initiatives for the WRSA. We continued our efforts in community engagement and outreach, education, and further developed ongoing initiatives, and member engagement.

### Walkable Windsor Lecture with Jeff Speck

The society's most highlighted event of 2024 was "*Towards A More Walkable Windsor with Jeff Speck*". Thanks to Special Project Funding received from the OAA, as well as sponsorships from various community organizations and City Councillors Ward Funds, this event was a success with over



300 individuals in attendance. The WRSA hosted world-renowned urbanist and author Jeff Speck in Windsor for two days, and his visit included a tour of the city, table-talks with local decision-makers, a public lecture, and a walk-and-talk breakfast and city tour. The goal of this event was to help Windsor leaders and residents excited about

changes to their streets and urban design, to make them more walkable, safe, sustainable, and vibrant. Since the event, we have continued to hear from policy-makers, leaders, and the public alike how the lecture had shifted their line of thinking, and had educated them on the importance of placemaking and walkability. This event garnered the attention of local media, and resulted in a larger following on our social media channels.







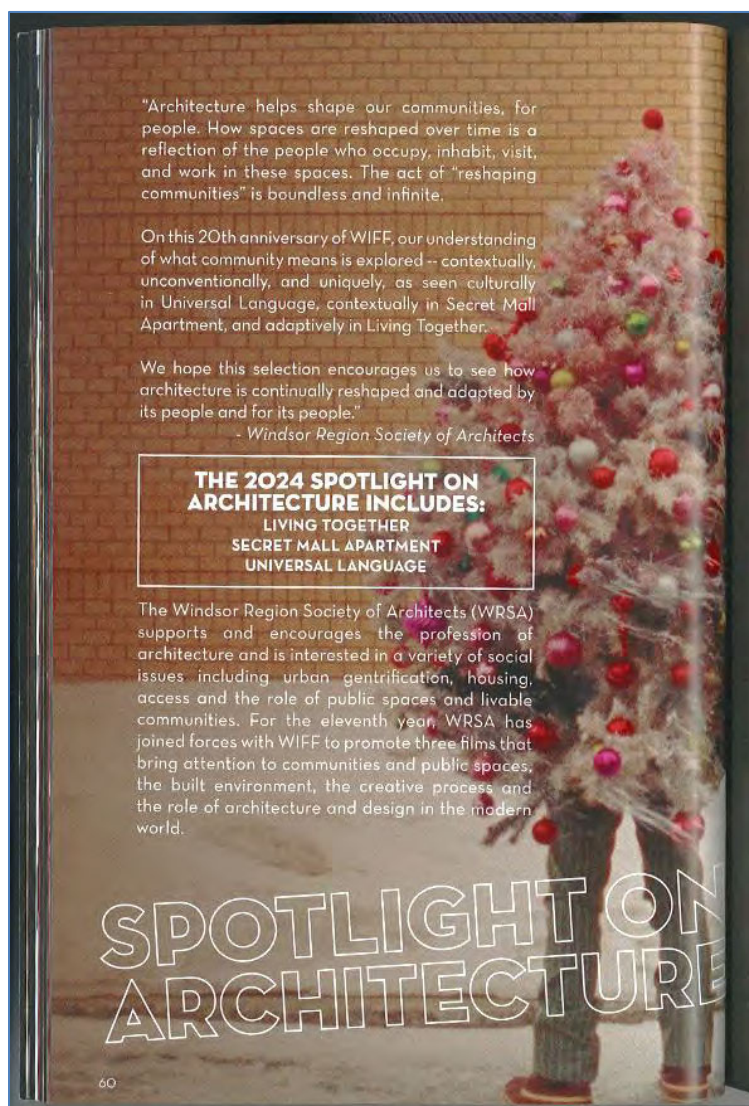
Above: A photo from the public lecture, taken by Jeff Speck.

Below: Social media metrics related to this event.



## Windsor International Film Festival

Our engagement with the community continued with the support of the Windsor International Film Festival (WIFF), thanks to the OAA's recurring Special Project Funding. This year's 'Spotlight on Architecture' films surrounded the theme of "Reshaping Communities", specifically intended to preface the OAA's 2025 Conference theme. This theme spotlight included three films, namely "Secret Mall Apartment", "Living Together", and "Universal Language", with a total of five screenings, which our Executive Committee were able to introduce.



During the WIFF festival, a members event was organized that included screenings of two of the films in the Spotlight on Architecture, with a networking social luncheon in between the films. In order to engage youth and students, several students from the OTTS program interested in the field of architecture, as well as various students currently studying architecture and architectural technology at the local college and university were invited to attend. This provided opportunities for engagement between students and youth, and our current members in the profession.

Left: The full-page Spotlight On Architecture excerpt included in 2024's WIFF Program.



## Windsor-Essex Jane's Walk

A new event we participated in this year was the Windsor-Essex Jane's Walk, and specifically the "Spooky Jane's Walk" which offered a series of spooky, guided walking tours in the month of October, while raising funds for its 2025 spring festival. As the lead sponsor, the WRSA was featured in all event announcements, and one of our members led a downtown tour with the theme







*"Spooky Urbanism: What Scares Us Should Make Us Stronger"*. The thought-provoking walk examined how fear influences perception of urban spaces and how emotions shape interaction with the city, while participants challenge their perceptions and consider how urban design affects the experience of public spaces.

## Social Media

Thanks to continued funding from the OAA, we have been able to continue to build upon our presence on social media. Our social media presence included a wide variety of topics including a continuation of society history, architecture tidbits and quotes, promotion of architects, and event highlights. We continue to see increases in engagement and interaction, and continue to receive comments from many in the community that they recognize and appreciate the information we provide online. We look forward to continuing with this in 2025, as we have found it to be the primary tool to build public awareness of the Society, and to promote topics of design, architecture, equity, diversity, inclusion, accessibility, and sustainability and climate change. Below are some sample post metrics:

	20 days until the 20th An...	2,241
	Spooky Jane's Walk 🎃...	756
	Don't miss the Better Cities Fi...	722
	Windsor International Film...	722

	Did you know that one of Win...	460
	Wishing our members and co...	428
	Do you agree with this state...	305
	Wishing our whole communit...	258

	Join us in exploring how arch...	199
	We love to see the preservati...	197
	As an architect, do you agree...	134
	This past weekend the Jane's...	123

## Prague: Forgotten Places for Community Actions by Yvette Vasourkova

The WRSA was a sponsor in hosting another lecture titled “*Prague: Forgotten Places for Community Actions*” with St. Clair College’s Architectural Technology program. Yvette Vasourkova is an ARCHIP faculty member, and Fulbright Visiting Scholar at Pratt Institute. She presented an insightful and inspiring lecture on how underutilized or vacant urban spaces or structures can be activated and become functioning, useful, and inspiring places for community. Attendees included WRSA members, architecture students, and decision-makers at the city and college, and community members in general.




## Bike Windsor-Essex Winter Wheels Program





Again this year, our promotion of health and wellness involved sponsorship of the Bike Windsor-Essex Winter Wheels program, thanks to special project funding provided by the OAA. This program demonstrates our promotion of sustainable forms of transportation, active living year-round, and to encourage density along with alternate forms of development.

## Better Cities Film Festival – Detroit

The WRSA was a sponsor of the Better Cities Film Festival held in downtown Detroit again this year. This film festival includes a curated selection of the world's most inspiring stories about making better cities, towns, and neighborhoods, with the premise that cities, towns, and neighborhoods should be better places for all: more friendly, walkable, livable, and lovable. Our sponsorship was directed towards the film series entitled "Let's Design Buildings" which included a lineup of short films specifically on architecture. The festival was well-attended, and offered another manner to help strengthen Windsor's unique connection with Detroit.



**Presented by**



## Let's Design Buildings

Short Films on Architecture

**GET YOUR PASS**

**Film Lineup:**

- *In Pursuit of Passive* - Mark Fisher & Eric Daft
- *SON* - Davide Rapp
- *Samuel Plato: Preserving a Legacy* - Elise Masters
- *BLOQS* - Jim Stephenson
- *The White Flats* - Anna Price



## Better Cities Film Festival – Mini Event in Windsor



As a continuation of the Better Cities Film Festival held in Detroit, the WRSA brought a collection of short films to Windsor, in order to provide our society members and the community alike access to a curated collection of the same insightful and inspiring content from the festival. This event also served as a continuation of the Jeff Speck lecture from earlier in the year, with a special film screening of “Walkable USA” featuring Jeff Speck. This event also featured other award-winning shorts “Cycling Without Age”, “Buffalo Unparked”, and “Paris School Streets”, all

intended to emphasize the premise that cities, towns, and neighborhoods should be better places for all: more friendly, walkable, livable, and lovable. The event was well-attended by society members and the community in general.





### United Way's On Track To Success Program



As part of our mandate for education and outreach to youth, we participated in various initiatives this year to support this, in part thanks to special funding received once again from the OAA. This included continued participation in the United Way's "On Track To Success" program. On Track to Success is a poverty reduction strategy that strives to alleviate barriers for children who are living in low-income families by providing extensive wrap around services, supporting them in their learning and development. OTTS consists of four main program elements, academic, social

mentoring, career mentoring and financial assistance of the student. A major component of the program is it strives to connect classroom learning with workplace applications and experiential learning experiences. Our partnership with the United Way allowed the WRSA to sponsor and mentor a student that is interested in a career in architecture and also expand our own WRSA education initiation. Again this year, we had a few OTTS students placed in members' firms for co-op placements.

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We look forward to further developing on the above initiatives, as well as others that are in the early planning stages, in 2025, to further membership and community education and engagement.

A handwritten signature in black ink, reading "Suzanne Stiers". The signature is fluid and cursive.

Suzanne Stiers, M.Arch., OAA  
Architect  
Chair, Windsor Region Society of Architects

Financial Summary

Year: 2024



Date	Method of Payment	Vendor / Name	Account Balance	OAA Funding	Member Dues	Bank Charges	Donations/Gifts	Meetings	Office	Sponsorship	Value of HST Included	Notes
1-Jan-24	Available Funds	Opening Balance	\$21,080.49									
5-Jan-24	deposit	Eventbrite	\$21,561.15		\$480.66							Membership dues collected from 2023 online
22-Jan-24	etransfer	Suzanne Stiers	\$21,548.16						\$12.99			Reimbursal of Eventbrite fee for up to 100 tickets at Prague event
22-Jan-24	etransfer	Blab! Media	\$19,848.16						\$1,700.00			Partial Fee for Social Media Services (6-month)
31-Jan-24	preauthorized	Bank of Montreal	\$19,842.16			\$6.00						Plan Fee
31-Jan-24	debit	Milo's Greek Grill (A&T Taverna)	\$19,624.82					\$217.34			\$21.19	Executive Annual Planning Meeting for 2024
5-Feb-24	etransfer	Blab! Media	\$17,934.82						\$1,690.00		\$390.00	Partial Fee for Social Media Services (6-month)
5-Feb-24	etransfer	Windsor Jazz Concert Series	\$17,434.82							\$500.00		Sponsorship
29-Feb-24	preauthorized	Bank of Montreal	\$17,428.82			\$6.00						Plan Fee
5-Mar-24	cheque #000057	Windsor Public Library Board	\$15,928.82				\$1,500.00					Donation of Children's Architecture Books to 3 more Branches
27-Mar-24	deposit	Ontario Association of Architects	\$37,928.82	\$22,000.00								SPF Funding for Spring 2024
27-Mar-24	deposit	Ontario Association of Architects	\$43,928.82	\$6,000.00								SPF Funding for Fall 2023
27-Mar-24	deposit	Glos Associates	\$44,248.82		\$320.00							Various 2024 Memberships
28-Mar-24	preauthorized	Bank of Montreal	\$44,242.82			\$6.00						Plan Fee
28-Mar-24	etransfer	Bike Windsor-Essex	\$41,242.82							\$3,000.00		Sponsorship of Winter Wheels 2023/24
28-Mar-24	etransfer	Suzanne Stiers	\$41,155.01					\$87.81				Reimbursal of Doors Open Meeting dinner and parking
28-Mar-24	etransfer	Windsor Jane's Walk c/o Sarah Morris	\$40,855.01							\$300.00		Sponsorship of Windsor Jane's Walk
28-Mar-24	preauthorized	Bank of Montreal	\$40,853.51			\$1.50						Etransfer fee
28-Mar-24	preauthorized	Bank of Montreal	\$40,852.91			\$0.60						Cheque fee
30-Apr-24	preauthorized	Bank of Montreal	\$40,846.91			\$6.00						Plan Fee
7-May-24	etransfer	Cowlick Studios	\$40,094.89						\$752.02		\$86.52	Annual Fee for Website Hosting, Domain Name, & Maintenance
16-May-24	etransfer	Suzanne Stiers	\$40,060.90					\$33.99				Eventbrite fee for Jeff Speck Event - reimbursed
31-May-24	preauthorized	Bank of Montreal	\$40,054.90			\$6.00						Plan Fee
31-May-24		Spotvin	\$39,150.90					\$904.00				Graphics Fee for Jeff Speck Event
11-Jun-24	debit	A Dog's Breakfast	\$38,962.42					\$188.48				Lunch for Jeff Speck Event
12-Jun-24	debit	Cucina 360	\$37,962.92					\$999.50				Dinner Meeting for Jeff Speck Event
19-Jun-24	cheque #000060	St. Clair Centre for the Arts	\$36,717.66					\$1,245.26				
28-Jun-24	preauthorized	Bank of Montreal	\$36,711.66			\$6.00						Plan Fee
8-Jul-24	etransfer	Aaron Ashley	\$36,593.01					\$118.65				
8-Jul-24	etransfer	Windsor Construction Association	\$36,293.01							\$300.00		WCA Golf Sponsorships x 2
8-Jul-24	etransfer	Suzanne Stiers	\$36,289.00					\$4.01				Eventbrite fee for Jeff Speck Event - reimbursed
8-Jul-24	etransfer	Suzanne Stiers	\$36,031.63					\$257.37				Hotel for Jeff Speck - reimbursal
8-Jul-24	etransfer	Blab! Media	\$34,231.63						\$1,800.00			Social Media Fees (part 1 of 2) for July to December 2024
8-Jul-24	deposit	Ontario Association of Architects	\$38,806.63		\$4,575.00							Member Dues for 2024
8-Jul-24	withdrawal	Speck Dempsey LLC	\$21,109.71					\$17,696.92				Lecture & City Walk - Honorarium/Fee for Jeck Speck
10-Jul-24	debit	Shoppers Drug Mart	\$21,094.05					\$15.66				Courier Costs to Speck Dempsey
11-Jul-24	cheque #000058	Friends of Willistead	\$20,844.05							\$250.00		Sponsorship in Support of Willistead Manor Restoration
31-Jul-24	preauthorized	Bank of Montreal	\$20,838.05			\$6.00						Plan Fee
31-Jul-24	preauthorized	Bank of Montreal	\$20,833.55			\$4.50						E-transfer Fee
31-Jul-24	preauthorized	Bank of Montreal	\$20,833.35			\$0.20						Cheque fee
14-Aug-24	etransfer	Blab! Media	\$19,073.85						\$1,759.50			Social Media Fees (part 2 of 2) for July to December 2024
20-Aug-24	debit	Cucina 360	\$18,881.67					\$192.18			\$18.78	WIFF Planning Meeting
31-Aug-24	preauthorized	Bank of Montreal	\$18,875.67			\$6.00						Plan Fee
12-Sep-24	etransfer	Windsor Jane's Walk c/o Sarah Morris	\$18,775.67							\$100.00		Sponsorship of Spooky Jane's Walk

Date	Method of Payment	Vendor / Name	Account Balance	OAA Funding	Member Dues	Bank Charges	Donations/Gifts	Meetings	Office	Sponsorship	Value of HST Included	Notes
27-Sep-24	preauthorized	Bank of Montreal	\$18,769.67			\$6.00						Plan Fee
28-Oct-24	debit	Windsor International Film Festival	\$18,513.67							\$256.00		Sponsorship of OTTS Students to attend WIFF
28-Oct-24	debit	Cucina 360	\$17,466.96							\$1,046.71		Sponsorship of OTTS Students to attend WIFF Luncheon w/ members
31-Oct-24	preauthorized	Bank of Montreal	\$17,460.96			\$6.00						Plan Fee
4-Nov-24	preauthorized	Eventbrite	\$17,550.96						-\$90.00			Member payments for meeting meal
12-Nov-24	debit	Republik	\$15,772.20					\$1,778.76				OAA President's Visit Meeting Dinner
15-Nov-24	etransfer	Fly with Ry	\$15,722.20						\$50.00			Purchase of Windsor Photo
19-Nov-24	preauthorized	Eventbrite	\$16,272.20					-\$550.00				Member payments for meeting meal
20-Nov-24	deposit	Ontario Association of Architects	\$21,732.20	\$5,460.00								
20-Nov-24	deposit	City of Windsor	\$25,732.20							-\$4,000.00		City of Windsor Ward Funding in support of Jeff Speck event
29-Nov-24	preauthorized	Bank of Montreal	\$25,726.20			\$6.00						Plan Fee
29-Nov-24	preauthorized	Bank of Montreal	\$25,725.80			\$0.40						Cheque fees
4-Dec-24	debit	The Courier Shoppe	\$25,684.75						\$41.05			Courier fee to ship BCFF cheque
6-Dec-24	cheque #000062	United Way	\$20,684.75							\$5,000.00		On Track To Success sponsorship
10-Dec-24	cheque #000061	First & Main Films	\$17,684.75							\$3,000.00		Better Cities Film Festival Sponsorship
10-Dec-24	debit		\$17,110.31					\$574.44				Member's holiday event
31-Dec-24	preauthorized	Bank of Montreal	\$17,104.31			\$6.00						Plan Fee
		Closing Balance	\$17,104.31	\$33,460.00	\$5,375.66	-\$79.20	-\$1,500.00	-\$23,764.37	-\$7,715.56	-\$9,752.71	\$516.49	