



Ontario Association  
of Architects

Ontario Association of Architects

# Local Architectural Society Handbook

SEPTEMBER 2016

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## PURPOSE OF THIS MANUAL

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The purpose of this manual is to provide a guiding document for the day-to-day operation of the Ontario Association of Architects' Local Architectural Societies, as well as details regarding the governance of Local Societies and their relationship to the Association.

## GOVERNANCE

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*This section of the Manual deals with the relationship of the Local Architectural Societies and the Ontario Association of Architects, purpose of the Local Societies, as well standard rules of procedures and governing documents that guide the establishment, and operations of the Local Societies. The principle mandate of the OAA is to regulate the practice and profession of architecture in the public interest. While local Societies are a recognized extension of the OAA, their mandate is not regulatory in nature, however their function cannot be inconsistent or contrary to the mandate of the OAA.*

### Relationship of the Local Architectural Societies and the OAA

The Local Architectural Societies are constituent organizations of the Ontario Association of Architects, created by the OAA Council under the by-law making powers provided by the *Architects Act*:

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*"8. (1) 8. providing for the establishment and dissolution and governing the operation of groups of members as societies of the Association and respecting grants by the Association to societies or any of them;"*

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Sections 69 through 78 of By-law No.1 under the *Architects Act* provides for the establishment, dissolution and governance of the operation of Societies as well as limitation on their power and authority by the OAA Council.

#### Council Liaison to Individual Societies

By legislation, authority and responsibility for the conduct of the affairs of the Association are vested in its elected Council. The OAA generally operates in the normally accepted manner of a democratic organization in accordance with the *Architects Act*. The constructive views and concerns of Societies are actively sought and it is the Councillors role to present the collective views of the members within their Electoral District to Council. This does not mean however that the local members are constituents of the members of Council.

Section 6 of By-law No. 1 sets out the Duties of Members of Council, included in these duties is:

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*"to take an active role in the affairs of the societies in the electoral district within which he/she has an address of record, including appearances at Society meetings as a representative of the Council"*

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In order to facilitate the fulfilment of this duty, Councillor Members are appointed as Society Liaisons to specific Societies usually within their Electoral District.

Because, in some cases, one Electoral District may include up to three Societies within its boundaries, and in other cases more than one Councillor is elected from an Electoral District where there is only one Society, Council annually assigns specific Councillors to specific Societies to equitably distribute the Councillor Liaison role. Naturally, wherever possible, the assignment of a Councillor corresponds to the Society within his/her Electoral District.

#### [OAA Staff Society Liaison](#)

The OAA Society Liaison (a member of the OAA staff) facilitates ongoing liaison between the OAA and the individual Societies. The individual provides some level of administrative support to the Local Societies and is also responsible for the updating the Local Societies Portal on the OAA website. Societies are encouraged to keep a strong connection with this individual who will also facilitate the sharing of information from Societies to the OAA, to other Societies and vice versa. Upon request of the Chair the OAA will provide a list of the individual members that fall into the boundaries of a society including those that have not paid annual dues to belong to the society. The purpose for providing the list is to solicit interest in joining the society from those members who are not currently members of that society, and/or informing all individuals in that area of local events, etc. The list can only be used for this purpose and cannot be shared with other group, organizations or individuals.

#### [Committee of Society Chairs Meeting](#)

A meeting of the Society Chairs is held at least once a year and generally occurs in concert with the OAA's Annual Conference in May. Additional meetings may be called by the OAA during the year for a specific purpose or where the collective input from the local Societies is desired by the OAA. Expenses incurred by the Chair and/or his/her representative for these meetings will be reimbursed in accordance with the OAA's financial policy regarding reimbursement of volunteer expenses.

#### [Annual Report](#)

Each Society is required annually to submit a report on their activities for the year to the Council of the OAA. The Report must be accompanied by a report on the Societies finances as well as the use of any Special Project funding received in that given year. The annual report submitted by the Society will be included each in the OAA Annual Report which is issued in April. Notice of the requirement to submit the required report will be issued by the OAA each year in December and will identify the deadline for submission.

## Governing Documents

### *Architects Act, Regulation 27, and By-laws of the Association*

As constituent organizations of the OAA, the Local Societies are bound by the same governing documents as the Association: the *Architects Act*<sup>1</sup>, Regulation 27<sup>2</sup>, and the By-laws of the Association. Their mandate and function cannot be inconsistent with that of the OAA.

### *Society By-laws*

Under section 71 of the OAA by-laws, Societies may:

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*“...pass by-laws governing its operations and respecting the conduct of its affairs including provisions for amendment of such by-laws...”*

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These by-laws cannot conflict with the provisions of the Act, the by-laws and any standard rules of procedures established under the Association’s by-laws,

By-laws and any amendments passed by a Society are not effective until filed with the OAA.

The establishment of individual society by-laws is not mandatory, however it is considered useful in guiding the operation of Societies.

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<sup>1</sup> *Architects Act*

<sup>2</sup> Regulation 27

<sup>3</sup>By-laws of the Association

## Purpose of the Societies

As the local chapters of the OAA, the Societies provide opportunities for dialogue between local architects and the wider architectural community and local society in which they exist.

Societies work to raise the awareness, appreciation and understanding of architecture within their communities, and help further the objectives of the Association in accordance to the *Architects Act*.

The specific initiatives and focus for each Society varies across the province based on the circumstances and interests of the individual Society and its members.

## Objectives of the Association

The objectives of the Association are outlined in subsections 2(2) and 2(3) of the *Architects Act*:

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### *Principal object*

*(2) The principal object of the Association is to regulate the practice of architecture and to govern its members, holders of certificates of practice and holders of temporary licences in accordance with this Act, the regulations and the by-laws in order that the public interest may be served and protected.*

### *Additional objects*

*(3) For the purpose of carrying out its principal object, the Association has the following additional objects:*

- 1. To establish, maintain and develop standards of knowledge and skill among its members.*
  - 2. To establish, maintain and develop standards of qualification and standards of practice for the practice of architecture.*
  - 3. To establish, maintain and develop standards of professional ethics among its members.*
  - 4. To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences.*
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5. To perform such other duties and exercise such other powers as are imposed or conferred on the Association by or under any Act.

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## Establishment

Section 69 of the OAA by-laws stated that:

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*Any five (5) members of the Association residing in one locality may with the approval of the Council, form a society of the Association with a headquarters at such place as they may select, provided that the territory of a new society does not encroach upon the territory of an existing Society. Should any question of encroachment between the territories of two societies arise, the same shall be settled by the Council.*

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## Society Name

A Society shall be known as “**The \_\_\_\_\_ Society of Architects, a Society of the Ontario Association of Architects**”.

The OAA encourage the use of the tag line above to connect the local group back to the OAA. The society is also permitted to use the OAA logo along with their own for identification purposes. The specifications for use of the logo along with the e-files can be obtained from the OAA’s Communications staff.

## Society Boundaries

The catchment areas of the Local Societies are defined as follows:

**Algoma:** Algoma

**Grand Valley:** Brant, Waterloo, Wellington and Grey

**Hamilton / Burlington:** Hamilton-Wentworth and the City of Burlington in the County of Halton

**London:** Middlesex, Huron, Bruce, Oxford, Elgin, Perth and Haldimand-Norfolk

**Northern Ontario:** Manitoulin, Cochrane and Sudbury

**North Bay:** Timiskaming, Nipissing and Parry Sound

**Northumberland Durham:** Northumberland and Durham

**Northwestern Ontario:** Thunder Bay, Rainy River and Kenora

**Niagara:** Niagara

**Ottawa Regional:** Ottawa-Carleton, Renfrew, Lanark, Prescott and Russell

**St. Lawrence Valley:** Hastings, Lennox & Addington, Frontenac, Leeds, Grenville, Dundas, Stormont, Glengarry and Prince Edward

**Trent:** Haliburton, Peterborough and Victoria

**Toronto:** City of Toronto, York, Peel, Halton, Dufferin, Muskoka, Simcoe and all places outside Ontario

**Windsor Region:** Essex, Kent and Lambton

The boundaries of each Society are determined by OAA Council.

Should any question of encroachment between the territories of two Societies arise, the matter will be settled by the OAA Council.

## Membership

### Members of the Society

All members (Architects, Architects (Non-Practising), Licensed Technologists OAA) and Status categories (Intern Architects, Student Associates, Retired Members, Life Members, and Honorary Members) of the OAA are eligible for membership within a Local Society provided they have paid their respective OAA membership dues. Annual Society membership dues also apply to obtain membership in the society.

### Affiliates of the Society

In addition to Members of the Society, Societies may admit any member of the public as Affiliates of the Society. Eligibility requirements and annual dues for Affiliates can be set by the individual society.

## Officers of the Society

### Composition

The affairs of the Society are managed by the Officers of the Society which consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Officers shall form the Executive Committee.

At the discretion of the Society, the Executive Committee can also include the Past Chair of the Society, and other members as the Society may deem necessary. In specific

circumstances the roles of the Officers can be combined, however one individual cannot serve all roles of the Officers of the Society.

### Elections

The procedures for the election of Officers of a Society shall be as follows:

1. Officers shall be nominated by Members of the Society
2. Only Members of the OAA are eligible to hold the position of Officers of the Society, this includes Intern Architects and Hon. Members. The society may however decide to elect others to their Executive Committee to fulfill other roles and responsibilities.
3. Elections are to take place annually at the Society's Annual General Meeting.
4. The term of office is one year or as otherwise determined by the Society, but Officers may run for re-election
5. Where a quorum remains in office, a vacancy can be filled by the remaining Officers; where no such quorum remains, the vacancy must be filled by election
6. Notwithstanding item 2, the majority of the Officers must be licensed architects, licensed technologists OAA, non-practicing architects, life or retired members in any combination of these categories of members.

### Meetings

A majority of Officers constitutes a quorum of the Executive Committee.

Meetings of the Executive Committee may be held at the call of the Chair and all Minutes of such meetings should be duly recorded and confirmed by the membership at a subsequent meeting.

### Duties

#### *Duties of the Chair*

The Chair of each Society is directly responsible for the operation and activities of that Society. It is the Chair's responsibility to ensure, with the assistance of other Society members, that the work of the Society is carried out in good faith and in accordance with the Society Manual, *Architects Act*, Regulation and By-laws. The Chair must be a member of the Ontario Association of Architects i.e. licensed architect, Lic. Tech. OAA, non-practicing architect, life or retired member.

The Chair shall:

- Ensure that the OAA is informed of results of the Officers of the Society election.
- Be familiar with the Society Manual
- Arrange a meeting with the outgoing Officers of the Society to ensure a smooth transition of operations
- Review the Society's financial accounts
- Call and preside at all meetings of the Society
- Call and preside at all meetings of the Officers/Executive Committee of the Society
- Provide the Annual Report to Council of the Society's activities and membership.

- Make contact with leaders of other professions in the community as appropriate
- Attend and participate at Committee of Society Chairs meetings
- Ensure that the Councillor appointed to the Society is kept fully informed of all Society activities

#### *Duties of the Vice-Chair*

In the absence of the Chair, it shall be the duty of the Vice-Chair to assume responsibility and perform the duties of the Chair.

#### *Duties of the Secretary*

The Secretary is the custodian of the Society's records and the recorder of activities. It shall be the duty of the Secretary to:

- Give notice of all meetings of the Society members and affiliates, the Councillor Liaison, and the Society Liaison
- Attend and record meetings of the Society/Executive Committee and of the Society meetings
- Ensure that records and documents are transferred to the next Secretary
- Perform such other duties as normally pertain to the Office of Secretary

#### *Duties of the Treasurer*

The Treasurer is the keeper of the Society's assets and administers the finances of the Society and reports to the Officers of the Society. He/she must be prepared to furnish a clear and concise statement of the Society's financial position at any time.

It shall be the duty of the Treasurer to:

- Pay all accounts as authorized by the Officers of the Society
- Keep a record of all receipts and expenditures
- Prepare the annual statement of accounts and balance sheet of the Society and provide such statements to the OAA by the prescribed deadline
- Ensure that all records are transferred in an orderly fashion to the next Treasurer
- Perform such other duties as normally pertain to the Office of Treasurer

It is understood that the smaller Societies may not have the volunteer resources available to furnish a full complement of officers. At minimum a Society must have an elected Chair and Treasurer.

## Immunity and Indemnification

Collectively the Society Chairs form the Committee of Society Chairs. The *Architects Act* states the following regarding Immunity and indemnification for members of committees of the Association:

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### Immunity and indemnification

51.(1) No action or other proceeding for damages shall be instituted against the Association, a member of the Council, a member of the Association, a member of a committee of the Association, the chair or any other member of the Joint Practice Board or an officer, employee, agent or appointee of the Association for any act done in good faith in the performance or intended performance of a duty or in the exercise or the intended exercise of a power under this Act or the Professional Engineers Act, a regulation or a by-law, or for any neglect or default in the performance or exercise in good faith of such duty or power.

### Same

(2) Every person who is a member of the Council, a member of the Association, a member of a committee of the Association, the chair or other member of the Joint Practice Board or an officer, employee, agent or appointee of the Association, and the person's heirs, executors and administrators, and estate and effects, respectively, may, with the consent of the Council, from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against,

(a) all costs, charges and expenses whatsoever that the person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the person, for or in respect of any act, deed, matter or thing whatsoever, made, done or committed by the person, in the performance or intended performance of a duty or in the exercise or in the intended exercise of a power under this Act or the Professional Engineers Act, a regulation or a by-law, or for any neglect or default in the performance or exercise in good faith of such duty or power or otherwise in or about the execution of such duties; and

(b) all other costs, charges and expenses that the person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the person's own wilful neglect or default.

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## Society Committees

The Officers may appoint such committees as it considers necessary and may nominate the Chair of each such committee.

The Officers shall coordinate the work of all such committees, shall set the terms of reference, and take whatever steps are necessary to facilitate the completion of tasks assigned.

The Officers should take prompt action on recommendations in accordance with the approved terms of reference put forward by committees and should encourage participation by as many members as possible in the work of the committees

## Annual General Meeting

Once a year each Society is required to hold an Annual General Meeting of the Members of the Society.

During the Annual General Meeting the Officers of the Society must present the following reports to the Members of the Society:

- Financial report summarizing the financial activities of the Society during the fiscal year.
- Report on the activities of the Society.

In addition, unless otherwise stated in the Society by-laws. Societies will hold the election of Officers of the Society during this annual meeting.

Notice of the time, date and location of the Annual General Meeting shall be provided to the OAA for information. It is suggested that this meeting be held early in the calendar year, immediately after the annual reporting to the OAA is completed. It is the responsibility of the Chair to provide the results of the annual election of officers to the OAA and appropriate contact information. The contact information for the Chair will reside on the OAA Web site.

## FINANCES

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*This section of the manual covers important information regarding the finances of Local Societies, including sources of income, procedures, and obligations of the Societies.*

### Income

Local Societies receive funding through multiples vehicles, including Society Fees, Per Capita Allocation, and Special Project Funding.

### Society Fees

As stated in Section 71 of the Association's by-laws "subject to the provisions of the Act, the by-laws and any standard rules of procedures established under Section 70, each society may fix dues for its members." Notwithstanding, the annual fee for society membership has been set at a consistent amount across the province for administrative reasons and consistency.

Fees for Society members who are also members of the Association are collected by the OAA on behalf of the Societies during the annual renewal process (December to April). The fees are then forwarded to each Society once the renewal process has come to a close in April of each year. In the case of out of province members, they are permitted to select their society of choice. In addition to this any member can choose to belong to a society that is outside of the area in which their address of record is identified.

After the renewal process is closed members of the Association may still join their Local Society by directly contacting the Society. The Society must directly administer the process of enrolment and collection of fees of all members joining after the renewal process has closed.

Societies may also collect fees from Affiliates of the Society who are not members or status category holders of the OAA. Societies must directly administer the process of enrolment and collection of fees.

### Per Capita Allocation

In addition to the Society Fees, OAA Council provides additional funding to each Society based on the number of members of the Society who are also Members or Status categories of the Association. The total amount allocated to each Society is based on the following sliding scale and is calculated during the annual renewal process.

#### *Sliding Scale for Society Per Capita Allocation*

- \$50 per society member up to 10 (minimum \$500 to any society)
- \$45 per society member 11 to 20
- \$40 per society member 21 to 30
- \$35 per society member 31 to 40
- \$30 per society member 41 to 50
- \$25 per society member 51 to 60
- \$20 per society member over 60

### Reconciliation of Per Capita Allocation

Since the Per Capita Allocation is dependent on the renewal process of the Association, any Member or Status category the Association who joins a Local Society after the renewal period will not be included in the initial Per Capita Allocation for that year.

Societies are invited to submit for a reconciliation of their Per Capita Allocation for the fiscal year by submitting a list of any additional Members and Status category holders of the Association who joined the Society after the renewal period by October of each year.

### Special Project Funding

Each year Local Societies are also invited to apply for Special Project Funding. Special Project Funding is awarded to carry out projects or events which:

- further the objective of the Association: “to establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences”,
- and cannot be covered by current assets of the Society.

The total amount of funding available, as well as the projects approved are decided by Council on an annual basis

### Non-profit status and Harmonized Sales Tax

The OAA is a registered non-profit organization however is not a registered charitable organization. As such the OAA cannot provide tax receipts for donations it receives, financial or in-kind.

The OAA as an incorporated organization and our HST number is registered to the OAA business number covering the activities under that business number only. Activities of the Societies are not deemed activities under our business number.

Information on applying for a business number can be found on the Canada Revenue Agency website:

[http://www.cra-arc.gc.ca/E/pub/gp/rc4081/rc4081-e.html#P241\\_15406](http://www.cra-arc.gc.ca/E/pub/gp/rc4081/rc4081-e.html#P241_15406)

In general, if the total amount of all revenues (before expenses) from the worldwide taxable supplies of all of the organization's activities is \$50,000 or more in any single calendar quarter and in the last four consecutive calendar quarters you have to register for HST.



## Fiscal Year

The Society's Fiscal year runs from the 1<sup>st</sup> day of October to the 30<sup>th</sup> day of September in each year.

## Annual Financial Report

Each Society is required to submit a financial report of its activities as a component of its Annual Report to Council. See previous section regarding Annual Report to OAA.

## Liability of Societies and the Association

A Society may not bind the OAA or represent that it may bind the OAA; the Society may not incur any indebtedness on behalf of the OAA. Section 75 of the OAA by-laws dictates:

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*“No officer, member or affiliate of a society, nor any society shall have any power or authority as such to contract in the name of the Association nor to assume any obligations on behalf of the Association and the Association shall have no liability with respect to any debts or obligations assumed or incurred by any society.*”

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## EVENTS

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*Among the most common activities coordinated by Local Societies are a number of different events for members and affiliates. These events can range from social gatherings, to educational sessions and buildings tours. The following section covers important information to consider when organizing an event.*

### Promotion

As Local Societies of the OAA, Societies can request to have their events posted on the OAA website, as well as publicized through the Association's multiple communication vehicles (including social media (Twitter, Facebook, and Instagram), as well as OAA news).

In order to best utilize the communication vehicles of the Association, Societies should submit the details of their events with at least one month notice. This will ensure sufficient time for website posting and scheduling in the bi-weekly OAA news.

Societies should send event details to the OAA Society Liaison for posting.

### Special Occasion Permit

From time to time a local society may organize an event for its members and/or the public that requires a special occasion permit from the LCBO (liquor license). The Society is required to complete the permit application on their own behalf. The OAA can offer some guidance on how to complete the application and provide a letter confirming that the organization is an official 'society of the Ontario Association of Architects'.

### Insurance

From time to time a local Society may organize an event for its members and/or the public that requires the Society to provide proof of general liability insurance. It is possible for the OAA to obtain a rider on its own insurance policy for local Societies for specific purposes, however the circumstances and cost must be evaluated on a case by case basis. In some cases the Society will need to purchase a special event insurance policy.

## Continuing Education

In fulfillment of the Association's object *"to establish, maintain and develop standards of knowledge and skill among its members"*, Societies can organize and coordinated Continuing Education learning activities for their members.

The Continuing Education program recognizes learning activities that are relevant to the business of architecture and address at least one of the following subject matter:

- Architectural Design
- Building Code (Ontario Building Code and National Building Code)
- Environment and Energy
- Heritage Buildings Restoration
- Legal Issues and Legislation related to Architectural Practice and the Construction Industry
- Practice Management and Project Management
- Risk Management
- Sustainable Design / Green Architecture

Learning activities must also be a minimum one hour in length.

These learning activities can be either Structured or Unstructured.

### Structured Learning

The following requirements must be met for a Continuing Education session to qualify Structured Learning hours:

- the session must be at least one hour in length,
- the learning activity is related to the business of architecture as defined above,
- a certificate or proof of attendance must be provided,
- the session falls under one of the following categories:
- In-Person Learning - lectures, college or university courses, Lunch & Learns
- Distance Education - webinars, online education modules or courses
- Presentations and Teaching - public speaking engagements in a professional capacity for the purpose of informing others
- the learning activity occurred within the current OAA cycle

### Proof of Attendance

The proof of attendance or certificate must contain the following information:

- Name of participant
- Name of lecture
- Total time of lecture
- Date of completion
- Provider's name, logo and contact information

### Unstructured Learning

Unstructured learning does not require proof of attendance, and consists of the following categories:

#### Maximum Hours per Cycle per Category (in hours)

Category	Description	Architect	Non-Practising Architect	Licensed Technologist OAA
<i>Committee Meetings</i>	Attendance at meetings as a member of an organized group the mandate/activities of which relate to the conduct of business or the practice of architecture.	25	13	13
<i>Council Meeting</i>	Attendance at OAA Council meetings.	30	15	15
<i>Discussion Groups</i>	An organized group of individuals who have gathered to discuss a specific topic, matter or issue which is intended to support or advance the practice of architecture by the participants.	25	13	13
<i>Distance Education</i>	Includes college or university courses, lectures, Lunch & Learns, seminars and workshops.	No Maximum		
<i>In-Person Learning</i>		No Maximum		
<i>Mentoring</i>	Syllabus Program mentoring, IAP program mentoring, ITP mentoring, & BEFA mentoring.	10	5	5
<i>Presentations &amp; Teaching</i>	Public speaking engagements in a professional capacity for the purpose of informing others. Teaching preparation time is also eligible for unstructured learning hours.	25	13	13
<i>Professional Writing</i>	A body of writing that has been prepared by the individual which is connected to the practice of architecture and which is shared with others through publication for the purpose of educating or informing others. Publications can be electronic or printed format, and should identify the author.	25	13	13

<i>Reading</i>	Reading of books, periodicals and/or journals related to business of architecture.	15	8	8
<i>Scholarly Research</i>	Research that is conducted by the individual for the purpose of advancing information and knowledge generally of a specific matter related to the business of architecture and which will be used to educate or inform others, for example, through publication.	45	23	23
<i>Tours</i>	An organized and guided tour which will support or advance the practice of architecture by participating.	15	8	8

### Organizing Local Sessions

Local session will from time to time be offered and organized by the OAA for local society members in cooperation with that local society. In addition a local society may organize continuing education session on their own for local members. In order to obtain OAA structured learning hours the society must provide the above noted proof of attendance or certificate. A template is available from the OAA upon request.