
SCHEDULE A OAA Bylaws

Fees

Licence

Architect, Non-Practising

On filing of application	\$324.00
On filing of re-application (by a person who previously resigned their membership)	\$177.00
On referral of application to the Experience Requirements Committee	\$295.00
On filing of application to Council for Exemption Pursuant to Section 33 of Regulation 27 R.R.O. 1990	\$530.00
On reinstatement	\$442.00
New Certificate	\$ 29.00

Notes:

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

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

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

Architect	\$984.00
Non-Practising Architect	\$492.00

Notes:

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

Payment received between March 1st and March 31st shall be subject to a late payment penalty of \$177.00

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

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

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

Temporary Licence

On filing of application	\$ 471.00
On issue	\$2,436.00
On renewal	\$2,436.00

Retired Member, Student Associate, Intern Architect

The following annual fees shall be payable:

Retired Member	\$ 73.00
Student Associate	No charge
Intern Architect	\$188.00
Intern Architect with 5+ years Intern status	\$984.00

Note:

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

Every Intern Architect shall pay all fees set out in this Bylaw that are in arrears prior to the date of their reappointment.

Certificate of Practice

Architect – Certificate of Practice

On filing of application	\$295.00
Annual Fees – based on the number of Architects in the practice	
• practice with one Architect	\$502.00
• fee for each additional Architect within the practice add	\$376.00
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On opening of an office other than the registered or principal office	\$118.00

The annual Certificate of Practice Fee shall be payable on the filing of the application and thereafter on the 1st day of March in each year.

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

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

On filing of application	\$ 471.00
On issue	\$4,263.00
On renewal	\$4,263.00
Other – Certificate of Practice	
Change of Name	\$ 295.00
New Certificate	\$ 29.00

Admission Course

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

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

For every 1000 hours or portion thereof	\$ 118.00
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Members and Intern Architects on Leave of Absence

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

Where the leave of absence commences between the first day of January and the last day of February and no annual fee has been paid for the calendar year	\$ 73.00
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For a leave period that starts part of the way through the calendar year, where the full annual fee for the year has already been paid, the fees would be calculated to be consistent with the existing Council Refund Policy where the leave period starts as follows:

Architects, Non-Practising Architects, and Intern Architects Over 5 Years:

January 1 until February 28 – Full membership fee refunded, minus the annual
March 1 until March 31 – $\frac{3}{4}$ of the membership fee, minus the annual leave fee
April 1 until June 30 – $\frac{1}{2}$ of the membership fee, minus the annual leave fee
July 1 until September 30 – $\frac{1}{4}$ of the membership fee, minus the annual leave fee
October 1 until December 31 – no refund, but the annual fee for the next calendar year would be based on the full one-year annual leave period fee minus the annual

Fines for Non-compliance with Continuing Education Requirements

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

Financial Hardship

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

Administration Fees

General Administration	\$ 59.00
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Made by the Council of the Ontario Association of Architects on the 1st day of December, 2023.