

Ontario Association of Architects
2015 Admission Course

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Registrar
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2015

Welcome to the
Admission Course

Office of the Registrar

My name is Nedra Brown. I am the Registrar of the Ontario Association of Architects (OAA)

You are here today because you want to become licensed. The admission Course is one of the mandatory requirements for licence.

I am here today because I want you to appreciate the great privilege that it is to be a member of a self-regulating profession.

During the next 3 days you will have access to a lot of very practical information that can help make you a more informed and better prepared Intern and ultimately, an Architect.

What is a Registrar

The *Architects Act*, R.S.O. 1990, c. A 26 makes me responsible for:

- Licensing
- Certificates of Practice
- Enforcement against holding out (calling yourself an Architect when you are not one)
- Complaints
- Discipline
- Enforcement of the mandatory professional development program

Office of the Registrar

The Office of the Registrar is the regulatory side of the OAA. We are responsible for the IAP, Licence, Practices, Complaints, Discipline and anything else related to the Architects Act.

I have an office with 5 staff. They have all worked at the OAA for a long time.

IAP Administrator Lashmi Olivierre
 IAP Administrative Assistant Stella Ellia
 Administrator Licence Kim Wray
 Administrator Certificates of Practice Gail Hanselman
 Administrative Assistance Complaints Kshamalee Wirekoon

These are the people who will help you when you have an issue. Call when you have a question.

Office of the Registrar

Don't wait until the last minute.

Some interns wait until it is too late to call.

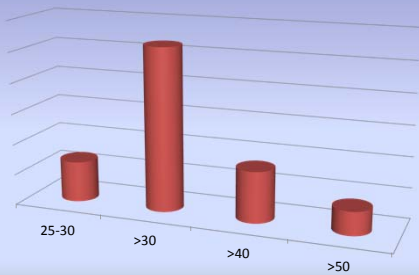
If you have questions about eligible experience, leave of absence, work outside the country counting as experience, currency, fees, etc... call the OAA

IAP

There are 1409 Interns in Ontario.

There are 41 new Interns who have registered in the first four months of 2015.

Interns by Age



Licence

There are 3713 Architects and
1705 Certificates of Practice
in Ontario
as of April 2015.

OAA

The Ontario Association of Architects was founded in 1889 and was Incorporated by Act of the Ontario Legislature in 1900.

The most recent version of the *Architects Act*, R.S.O. 1990, c.A.26, was first adopted in 1984.

Ontario Association of Architects
Architects Act, R.S.O. 1990 c. A. 26

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. R.S.O. 1990, c. A.26, s. 2 (2).

OAA

The OAA will be your association.

The Ontario Association of Architects is the mandatory professional organization that you have to belong to if you want to be an Architect in Ontario.

OAA

There are 26 staff at the OAA led by the Executive Director Kristi Doyle.

15 Council members are Architects who are elected by their peers and 5 are members of the public appointed by the Lieutenant Governor. Members of the Public sit on councils and boards to make sure the public interest is protected.

Who is responsible for the OAA?

15 Council members are Architects who are elected by their peers and 5 are members of the public appointed by the Lieutenant Governor. Members of the Public sit on councils and boards to make sure the public interest is protected.

OAA

Only self-regulating professionals (architects, doctors, lawyers, accountants etc...) have the privilege of running their own professions.

Self-regulating means that architects are trusted to be able to protect the public.

OAA

The OAA protects the public by governing architects and ensuring that we maintain the professional standards set out in the Act (*Architects Act*, R.S.O. 1990 c. A. 26), the Regulations (*Architects Act Regulations*, R.R.O. 1990 Reg. 27) which some people call "reg 27", the OAA By-Laws, OAA Policies and procedures.

OAA Council Elections

There are 20 Councilors.
15 Members of Council are Architects who volunteer.
Council Members are elected for three year terms.
5 Council seats are open each year.
Elections are held electronically each November.
There are 5 members of the public who are appointed to serve on Council.
Council's job is to protect the public and set policy to govern the profession in Ontario.

OAA Council

Council

3. (1) The Council of the Association is continued and shall be the governing body and board of directors of the Association and shall manage and administer its affairs. R.S.O. 1990, c. A.26, s. 3 (1).

Composition of Council

(2) The Council shall be composed of,

(a) not fewer than twelve and not more than twenty persons who are members of the Association and who are elected by the members of the Association as provided by the regulations;

(b) not fewer than three and not more than five persons who are not members of the governing body of a self-regulating licensing body under any other Act or licensed under this Act and who are appointed by the Lieutenant Governor in Council; and

(c) the immediate past president of the Council, if he or she is not an elected member of the Council. R.S.O. 1990, c. A.26, s. 3 (2).

Idem

(3) No person shall be elected or appointed to the Council unless he or she is a Canadian citizen resident in Ontario. R.S.O. 1990, c. A.26, s. 3 (3).

Public Representation

<http://www.appointments.gc.ca/lstOrgs.asp?type=1&lang=eng>

<http://www.pas.gov.on.ca/scripts/en/Home.asp>

These links will take you to the Federal and Provincial government resources for the public appointment process.

What else does the OAA do?

The Association offers you resources.
Visit the website, volunteer, and get involved.

When you have a question call and get the answer.
Don't wait until you are in trouble with the association.

416-449-6898 or www.oaa.on.ca

Executive Director

The OAA has an Executive Director, Kristi Doyle.
She is responsible for staff and the daily operations of the association.

Ms. Doyle is also responsible for ensuring that Council policies are enforced and Architects are represented in public policy and related professional discussions that impact the practice of architecture; i.e building code changes.

In total there are 26 staff at the OAA.

Policy, Communications and ConEd

Policy works with other related industries and industry issues to ensure Architects are represented at the table.

There is a Communications department responsible for awards and the website as well as the e-bulletin.

There is a Continuing Education Department that puts on the educational portion of this conference.

Practice Advisors

There are two architects who work as Practice Advisors, Brian Aitken and Charles Greenberg.

The Practice Advisors are available to help answer architect's (not Intern's) practice related questions over the phone during regular business hours.

Three E's and AC

The Admission Course is one of the legislated requirements for being licensed as an Architect in Ontario, along with a professional degree in architecture (M. Arch.), completion of the required mandatory experience including the 940 hours of currency, and passing your exams.

Where are the requirements set out and who made up these rules?

Architects made up these rules and worked with the government to make it law so that you could have the privilege of being a part of a self-regulating profession.

Architects Act, R.S.O. 1990 c. A. 26, the Regulations R.R.O. 1990 Reg. 27, and the By-Laws and policies of the OAA

The Three E's

Education

Certified by CACB

Experience

IAP Manual, Appendix B, the CERB, reviewed and approved.

Examination

ExAC

From Intern- Architect/ IAP

Once you have completed your professional degree (M. Arch) you can have your education certified by CACB.

CACB certification makes you eligible to apply for the IAP.

You can only record experience while registered in the IAP.

From Intern- Architect/ IAP

You must have a minimum of 2800 hours of approved experience before you can write ExAC.

ExAC is held in November of each year. Registration takes place June 1 to July 15.

Experience must be submitted every 6 months or every 900 - 1000 hours.

From Intern to Architect IAP

You can only submit experience that is gained while enrolled in the IAP.

If you are working outside Ontario and want to be licensed here, contact the Office of the Registrar about how to make sure your experience will continue to be eligible.

Currency of Experience

Don't forget the 940 hours of currency on a project located in Ontario, under the personal supervision and direction of an Architect licensed in Ontario within 3 years of applying for your licence.

You apply for Licence March 1, 2016...you must have a minimum of 940 hours of experience under the personal supervision and direction of an Architect, who is an OAA Member, on projects physically located in Ontario between March 1, 2013 and March 1, 2016.

Canadian Mobility

The CERB and IAP are nationally agreed upon standards that make it possible to transfer experience from one province to another if you move.

These standards are negotiated and agreed upon by all 11 licensing jurisdictions in Canada.

An Architect licensed in one Canadian jurisdiction is eligible to make application for licence in all Canadian jurisdictions.

When can I call myself an Architect?

You can only call yourself an Architect when you are licensed by the OAA.

You can use your academic designations, B.Arch., M.Arch.

You cannot use the designation OAA until you are licensed.

You can use Intern Architect when you are working for the Holder of a Certificate of Practice and it is on a signature line on firm letterhead or on a firm business card.

What kind of work can I do?

Before you are licensed you can do work in Ontario that is within the public domain as long as you have a BCIN number from the Ministry of Municipal Affairs and Housing in Ontario.

All design and construction falls within the practice of architecture but the *Architects Act* specifically exempts certain types of work and places it in the public domain.

Architects Act, R.S.O. 1990, c. a.26, s.11(3)

Public Domain

(a) the preparation or provision of a design for the construction, enlargement or alteration of a building,

(i) that is not more than three storeys and not more than 600 square metres in gross area as constructed, enlarged or altered, and

(ii) that is used or intended for one or more of residential occupancy, business occupancy, personal services occupancy, mercantile occupancy or industrial occupancy;

Public Domain

(b) the preparation or provision of a design for the construction, enlargement or alteration of a building that is not more than three storeys and that is used or intended for residential occupancy and,

(i) that contains one dwelling unit or two attached dwelling units each of which is constructed directly on grade, or

(ii) that is not more than 600 square metres in building area as constructed, enlarged or altered and contains three or more attached dwelling units, each of which is constructed directly on grade, with no dwelling unit constructed above another dwelling unit;

Public Domain

(c) the preparation or provision of a design for the construction, enlargement or alteration of a building used directly in the extraction, processing or storage of ore from a mine;

(d) the preparation or provision, under the personal supervision and direction of a member of the Association or the holder of a temporary licence, of a design for the construction, enlargement or alteration of a building;

Public Domain

(e) the preparation or provision of a design for interior space for a building, including finishes, fixed or loose furnishings, equipment, fixtures and partitioning of space, and related exterior elements such as signs, finishes and glazed openings used for display purposes, that does not affect or is not likely to affect,

- (i) the structural integrity,
- (ii) a fire safety system or fire separation,
- (iii) a main entrance or public corridor on a floor,
- (iv) an exit to a public thoroughfare or to the exterior,
- (v) the construction or location of an exterior wall, or
- (vi) the usable floor space through the addition of a mezzanine, infill or other similar element, of the building;

Public Domain

(f) the preparation or provision of a design for alterations within a dwelling unit that will not affect or are not likely to affect fire separations, firewalls, the strength or safety of the building or the safety of persons in the building;

(g) the doing of an act that is within the practice of architecture but that is exempt from the application of this Act when performed or provided by a member of a class of persons prescribed by the regulations for the purpose of the exemption, if the act is done by a person who is a member of the class. R.S.O. 1990, c. A.26, s. 11 (3).

What you cannot do

Call yourself an Architect even if you were licensed in another jurisdiction unless it is for the purpose of finding employment and then you would say Architect (Peru) or Architect Licensed in France.

You cannot call yourself an Architect on a business card, on linked-in, in a foreign language newspaper published in Ontario or anywhere else in Canada.

You cannot tell the public you are an Architect.

The public is everyone else except you.

What do I have to do to be licensed?

The requirements for Licence are set out in our governing legislation.

Architects Act, R.S.O. 1990 c. A. 26

Specifically section 13 Issuance of Licence

What do I have to do to be licensed?

13. (1) The Registrar shall issue a licence to a natural person who applies therefor in accordance with the regulations and,
(a) is of good character;
(b) is not less than eighteen years of age;
(c) is a citizen of Canada or has the status of a permanent resident of Canada or is a member of an organization of architects that is recognized by the Council and that has objects, standards of practice and requirements for membership similar to those of the Association;
(d) has complied with the academic and experience requirements specified in the regulations for the issuance of the licence or is exempted therefrom by the Council; and
(e) has passed such examinations and completed such courses of study as the Council may set or approve in accordance with the regulations or is exempted therefrom by the Council.

Good Character

Good character means at a minimum that you do not lie (includes holding yourself out as an Architect).

I can refuse to license you if I think you will not be of good character.

The Practice of Architecture

The practice of architecture in Ontario is part of a 2 tier licensing system for architects.

First you must be licensed. Once you are licensed you can call yourself "Architect".

To offer services yourself you must be the Holder of a Certificate of Practice. Only Certificates of Practice can offer services to the public. The public means everyone but you.

Practice of Architecture

11. (1) No person shall engage in the practice of architecture or hold himself, herself or itself out as engaging in the practice of architecture unless,

- (a) the person is licensed under this Act;
- (b) the person is the holder of a certificate of practice or the person is doing so as a member of a partnership that holds a certificate of practice; or
- (c) the person is the holder of a temporary licence under this Act. R.S.O. 1990, c. A.26, s. 11 (1); 2010, c. 16, Sched. 2, s. 1 (4).

Who may provide service to public

(2) No person shall provide to a member of the public a service that is part of the practice of architecture except under and in accordance with a certificate of practice or a temporary licence. R.S.O. 1990, c. A.26, s. 11 (2).

Licence

You can apply for licence once you have completed the experience, passed the exams and attended this course.

Read the application instructions that come with the application. Every section must be completed and the fees must be paid.

In Canada the word is Licence. The noun has a "c" and the verb has an "s".

Experience Requirements Committee (ERC)

When you use foreign experience gained while not in the IAP as part of the experience hours that qualify you for licence.

OR

When you only have work in one occupancy type.

OR

When there is a lack of diversification in the work done or project types; i.e. drive-thrus or interiors.

ERC

The Experience Requirements Committee is made up of volunteer Architects from across the Province who travel in to meet with you and help assess whether or not you have the experience any other intern would have at the end of his/her experience/internship.

Employment

You cannot continue a design business after you are licensed even if you only offer services to architectural practices. **Architectural services can only be offered through a Certificate of Practice.**

Architectural services means all work related to the design, construction and alteration of a building. Once you are licensed, BCIN's and the Exemptions no longer apply to you.

Practices

In Ontario Architects need a Certificate of Practice to offer architectural services.

Mandatory Professional Indemnity/Insurance through a captive provider – Pro Demnity
<http://prodemnity.com/>

One Architect to Personally Supervise and Direct who lives within 160 km of the office.

A telephone that is answered.

Exception

When you work for the government or an employer who has hired you to work on buildings that they own (hospitals, transit, universities or banks), those entities do not need a Certificate of Practice.

Other rules

Currency is required for your licence (3 years) and for your Certificate of Practice (5 years).

Names

To register a business name that uses the word "Architect" and related words, you need a letter of permission from my office.

The OAA Council has a policy on names that is in the Guidelines for Certificates of Practice which is included in the applications on the website.

An architect's seal

- You can apply for a seal once you apply for a Certificate of Practice.
- Once you have a seal you must seal all designs you submit for permit.
- You cannot seal a design you did not create yourself or personally supervise and direct the production of.
- If you have met the requirements for Licence and work for the holder of a Certificate of Practice, or a government employer and your boss says you need a seal, you may apply for a seal when you apply for licence with written confirmation from your employer.

What's next

Now you are licensed, you have a practice, you are becoming the architect you wanted to be. What common mistakes should you avoid?

Read the [Practice Tips and Regulatory Notices](#) found on the website.

Complaints

The OAA must accept and investigate every written complaint.

The Complaints Committee is made up of volunteer Architects and an LGIC member of Council who investigate the complaints.

Complaints can (1) refer a matter to Discipline; (2) not refer a matter to Discipline; or (3) other action allowed by the legislation.

Complaints and Fees Mediation

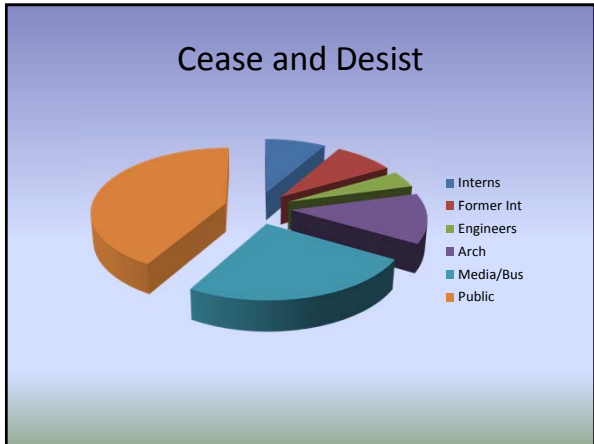
There were over 100 complaints that were dealt with in 2014, most of them related to Architects who did not meet the mandatory continuing education requirement

Complaints

Interns are not part of the formal Complaints process.

The Registrar makes a determination when a complaint is received about an Intern. An Intern who is doing something wrong may lose her or his status as an Intern.

Interns may receive Cease and Desist letters, or may be the subject of formal legal prosecutions or injunction proceedings.



Complaints

Can a Complaint against an Architect be anonymous?

Yes, where a building official or other party wants to file an anonymous complaint it comes to the Registrar who asks the Public Interest Review Committee (PIRC) to meet. PIRC is made up of members of Council who assess whether or not the issue presented merits investigation. When it does they send it to Complaints.

Discipline

The Discipline Committee is made up of volunteer architects and LGICs.

Hearings are held with a Tribunal if a matter has been referred.

The Tribunal process is a formal legal process that includes lawyers and court reporters.

The penalties may be serious and at worse a member can lose her or his licence and practice permanently.

Discipline

Architects disciplining architects is a privilege. The Discipline Committee protects the best architects by ensuring that those who may mistakes are held responsible.

The public depends on you to use your expertise to ensure the best services are provided and you hold each other accountable.

There is a snitch clause in the legislation... s. 49(3) of the Regulations, R.R.O. 1990, Reg. 27

Self-Regulation

Self-regulation is not just Discipline. It includes setting educational standards, ensuring resources are available for members and making information available to the public.

Self-regulation is a great privilege that is accorded Architects by the Government of Ontario.

To OAA's governing ministry is the Ministry of the Attorney General

Public Inquiries

On October 15, 2014 Justice Paul R. Belanger released the Report of the Elliot Lake Commission of Inquiry which was established on July 19, 2012. Its mandate was to inquire into and report on events surrounding the collapse on June 23, 2012, of the Algo Centre Mall in Elliot Lake, the deaths of Lucie Aylwin and Doloris Perizzolo and the injuries to other individuals as well as the emergency management and response.

<http://www.elliottlakeinquiry.ca>

Professional Associations

There are generally two kinds of professional associations:

(1) mandatory or captive; and (2) voluntary.

Mandatory Associations
Protect the public
Regulate in the public interest
Integrated / unified
OAA

Voluntary Associations
Networking, professional development
The local Societies (Hamilton Burlington Society of Architects)

Mandatory Associations

– Mandatory associations are:

- governed by legislation
- able to draft and approve own by-laws
- able to elect leadership
- discipline members
- soft services/advocacy
 - Model Contracts
 - Educational programs
 - Practice advisors
 - Practice review tools

Get involved

The OAA depends on the service of members.

Volunteer for committees when you are licensed.
Share your expertise.

Run for Council.

You are the future of this association.

Questions

I will be here for the next three days. I can answer some questions now or you can approach me during breaks.

You can reach me at the OAA via e-mail at nedrab@oaa.on.ca or by phone at 416-449-6898 ext 227

OAA Admission Course

Thank you
