



Council Policy

Policy Name	Appointments to Council Vacancies
Issue Date	June 25, 2026
Revision Dates	N/A

Purpose

When a vacancy occurs on Council and Council retains quorum, the *Architects Act* requires it to appoint a Councillor to hold office for the unexpired portion of the vacated term. This policy sets out the process Council uses to determine the appointment.

The Governance Committee will review all submissions and bring forward a suggested shortlist informed by an OAA Council Competency Rubric. Council will consider the Committee's recommendations but retains authority to make the appointment.

Regulatory Authority: *Architects Act*, Section 3

Vacancies

(10) Where one or more vacancies occur in the membership of the Council, the members remaining in office constitute the Council so long as their number is not fewer than a quorum.

Filling of vacancy

(11) A vacancy on the Council caused by the death, resignation, removal, or incapacity to act of an elected member of the Council shall be filled by a member of the Association,

(a) where a quorum of the Council remains in office, appointed by the majority of the Council, and the member so appointed shall be deemed to be an elected member of the Council; or

(b) where no quorum of the Council remains in office, elected in accordance with the regulations,

and the member so appointed or elected shall hold office for the unexpired portion of the term of office of the member whose office he or she is elected or appointed to fill.

Same

(11.1) A vacancy on the Council caused by the failure in an election under clause (2) (a) to fill a seat on the Council shall be filled by a member of the Association in accordance with the procedure set out in clause (11) (a) or (b), as the case may be, and, in the case of a member of the Council appointed in accordance with the procedure set out in clause (11) (a), the member shall be deemed to be an elected member of the Council.

Process

When a vacancy occurs on Council and quorum is maintained, the Office of the Registrar shall provide notice to members of the profession that a Councilor is required to fill the vacancy. The Office of the Registrar is responsible for the indication of interest form, and the timing and collection of all submissions. The notice shall include (but is not limited to) deadlines and information relevant to the appointment and submissions.

The OAA Council Competency Rubric will be refreshed every five years alongside the Strategic Plan and may be updated as needed to ensure the competencies remain inclusive of the OAA's foundational goals and governance themes. Its purpose is to articulate the knowledge, skills, and judgment that contribute to a well-rounded and effective Council.

The Office of the Registrar shall provide the Governance Committee with all indication of interest submissions and a summary of the candidates' self-assessed competencies against the current OAA Council Competency Rubric. The Office of the Registrar will also provide the Governance Committee with the most recent Council Competency self-assessment results to assist with deliberations.

The Governance Committee shall review all indications of interest provided by the Office of the Registrar. The Governance Committee shall determine if interviews are required. The Governance Committee shall focus on:

- individual experience and competencies; and
- Council competency alignment.

The Governance Committee shall provide its recommended shortlist of candidates and rationale to Council, including but not limited to:

- general information on candidate submissions, including the number of submissions received;
- rationale for each recommended candidate;
- reference to the Council competency analysis; and
- number of candidates recommended.

Council will consider the recommendations of the Governance Committee and determine the candidate to appoint.

Procedure: Governance Committee - Review and Recommendation Process for Council Vacancies

The following details the procedure for the Governance Committee to review indications of interest for Council vacancies, consider the findings of the Council competencies self-assessment, identify a shortlist, and prepare recommendations to Council. Key to the process is the addition of a Council competency self-assessment. Prior to the Governance Committee's preliminary review of all indications of interest, a review of the results of the Council competency self-assessment will be undertaken to develop a list of preferred attributes for the vacant seat(s). This list will assist with the in-Committee discussions and recommendations to Council.

Step 1: Council Competency Review

1. Have all Councillors complete the self-assessment to identify their strengths against agreed governance competencies in the OAA Council Competency Rubric:
 - Strategic Leadership and Council Effectiveness;
 - Strategic Oversight of Change;
 - Governance;



- Public Interest and Regulatory Mandate;
 - Professional Experience;
 - Practice Size Experience;
 - Risk Oversight and Regulatory Awareness;
 - Technology and Future-of-Practice Oversight;
 - Teaching, Mentorship, and Knowledge Transfer; and
 - Finance Oversight.
2. Convene the Governance Committee meeting to review the results of the Council self-assessments.
 3. Consolidate the findings to support the development of a list of preferred candidate attributes.

Step 2: Receive Indications of Interest

1. The Office of the Registrar confirms all candidate materials (e.g. indication of interest form, competency self-assessment) have been collected and are complete.
2. The Office of the Registrar confirms candidates meet the requirements of the regulations:
 - Canadian Citizen residing in Ontario;
 - address of record within the respective electoral district; and
 - member in good standing with the Association.
3. The Office of the Registrar ensures the materials are circulated to Governance Committee members in advance of their review meeting to allow sufficient time for individual consideration.

Step 3: Preliminary Review

1. Prior to their meeting, Governance Committee members review all indications of interest.
2. The committee members assess the candidates, using the list of preferred attributes.
3. Committee members may make preliminary notes to guide discussion.

Step 4: In-Committee Discussion

1. The Governance Committee meeting is convened to discuss all candidates.
2. Each candidate is discussed in turn, referencing the list of preferred attributes.
3. Any questions or points for consideration are clarified, ensuring all candidates are treated fairly and objectively.

Step 5: Consensus Poll

1. Committee members are polled to determine which candidates have substantive support for further consideration.
2. The shortlist of candidates on which to focus for detailed discussion is identified.
3. The outcome of the poll is documented for transparency and record-keeping.



Step 6: Shortlist Deliberation

1. There is focused discussion on the shortlisted candidates.
2. Candidates are compared against the list of preferred attributes, with their relative strengths and suitability for the Council vacancy discussed.
3. Consensus is determined on shortlisted candidates to recommend to Council.

Step 7: Recommendation to Council

1. A recommended shortlist memo is prepared for Council, which includes:
 - rationale for each recommended candidate;
 - reference to the Council competency review and list of preferred attributes
 - number of candidates recommended;
 - number of indications of interest submissions received; and
 - information on where to access all indications of interest submissions.
2. The memo to Council is submitted for final decision-making, noting all candidates were reviewed during the preliminary process.

Step 8: Communication

1. Council is informed that all indications of interest were considered, and that the shortlist was generated through a structured, rubric-based process.
2. Public communication (if required) should highlight the fairness, transparency, and rigor of the process, without disclosing confidential candidate information.

