
OAA Council Election | Candidate Information Package

Updated August 2023

The Ontario Association of Architects (OAA) is a legislatively established professional body that regulates the profession of architecture in Ontario in service and protection of the public interest. The OAA also actively participates in public discussions about the quality of the built environment. It regularly engages in various public and industry initiatives to further the interests of the people of Ontario and the profession.

The OAA Council governs Association affairs in accordance with the [Architects Act \(the Act\), its Regulations, and the OAA Bylaws](#), and modern principles of good governance. Its work is also guided by the new [Strategic Plan](#), which sets the OAA's direction for the next five years.

The OAA relies on its elected and appointed members of [Council](#) to represent the Association in various public forums. As stewards of the *Architects Act*, Councillors aspire to maintain the confidence of the public, the government, and the architectural profession in the OAA's ability to fulfil its statutory responsibilities.

This is your opportunity to help shape the work of the body responsible for the self-governance of the architectural profession in Ontario. As a regulatory body serving the public interest, the OAA has a challenging and significant mandate. Council's leadership allows it to remain an active and effective regulatory organization.

Nomination Submission Instructions

Nomination forms are emailed to all eligible voters on the first Monday in October (i.e. October 2, 2023). Instructions are found on the forms themselves.

The nomination form must be fully executed and, along with the candidate's statement, submitted by 5:00 pm EDT of the fourth Monday in October—that is, October 23, 2023.

Note that submissions will ONLY be accepted via the electronic nomination platform provided. Submissions will NOT be accepted by mail, courier, in-person, or any other format.

Every reasonable effort has been made to make the nomination process straightforward for prospective candidates. However, nominees are responsible for being aware of the following instructions related to the call for nominations requirements as well as submission instructions, timeframes, and candidate requirements for the respective election year.

Key Dates

October 2, 2023: Call for Nominations, with nomination materials emailed to all eligible voters using the email address of record with the OAA.

October 3, 2023: Ask the Candidates portal opens, allowing eligible voters to submit questions that will be answered by candidates once the nomination period ends and final candidates are confirmed.

October 23, 2023: Call for Nominations closes at 5:00 pm EDT.

October 27, 2023: Candidates announced, with their materials posted to the [OAA Website](#).

November 1, 2023: Governance Information Session is delivered virtually via Zoom at 6:00 pm EDT; the recorded session will also be available to candidates unable to attend the live presentation.

November 13, 2023: Ask the Candidates portal closes.

November 13, 2023: Electronic Vote Notification sent to all eligible voters.

November 27, 2023: Election voting polls close at 5:00 pm EDT. Results announced no later than three days after polls close.

Council Member Obligations

Council members are fiduciaries with legal obligations. A fiduciary is someone who, because of their position, must act primarily for someone else's benefit, rather than their own. As a fiduciary, a Council member must:

- act in the best interests of the public and the organization;
- avoid conflicts of interest;
- act honestly and in good faith;
- place interests of the public and the organization ahead of self-interests; and
- maintain Council confidentiality.

The [OAA Bylaws](#), Section 7, contain information on Councillor Duties, specifically:

“Each member of the Council shall comply with the provisions of the Act, the Regulations, and the OAA Bylaws and shall exercise the powers and discharge the duties of their office and shall exercise the same degree of care, diligence, and skill that a reasonable and prudent person would exercise in comparable circumstances in furtherance of the Objects of the Association in order that the public interest may be served and protected. Each member of the Council shall:

- familiarize themselves with the Act, the Regulations, and the OAA Bylaws, and with such other records and documents as may be necessary as background knowledge for the purpose of performing the duties of their office;
- attend every meeting of the Council and take part in the discussions and decisions taken at its meetings unless unavoidably detained by illness, urgent prior commitment, or other emergency;
- serve on the committees which the Council may appoint under the provisions of the Act;
- be present at and participate in the annual or other general meetings of the members of the Association;
- provide liaison personally or as an alternate to at least one committee or task force, the meetings of which they shall attend unless unavoidably detained by illness, urgent prior commitment, or other emergency;

- take an active role in the affairs of the Societies in the electoral district within which they have an address of record, including appearances at Society meetings as a representative of the Council;
- perform such duties as may be requested by the Council with respect to liaison with other organizations and to act as a representative on joint committees and task forces and at other functions in the electoral district within which they have an address of record;
- disclose any interest they may have, other than as a member of the Council, in any matter coming before the Council, a committee, or task force and thereafter withdraw from its meeting and not vote nor be counted in the quorum in respect of such matter;
- ensure that confidential matters coming to their attention as a member of the Council are not disclosed by them except as required for the performance of their duties or as may be directed by the Council and preserve confidentiality with respect to all matters that come to their knowledge in the course of their duties in accordance with the Act;
- devote whatever time is reasonably necessary to properly perform their duties as a member of the Council;
- perform such other duties as from time to time may be agreed upon between them and the Council.”

Candidates should familiarize themselves with the all section of the OAA Bylaws.

Council Member Time Commitment

Candidates to Council, and elected Councillors, are asked to examine the demands on their time and energy to assess whether they will be, and can remain, contributing members of the Council. It is anticipated that Council members be able to commit to the following Council events to enable efficient and meaningful functioning of the Association, which depends on having a sufficient number of well-prepared and fully participating Council members.

Meetings: There are typically six (6) Council meetings that take place throughout the year; each requires a full-day commitment. Review of materials prepared and distributed in advance requires several hours per month.

Annual Planning Session: Council’s annual planning session takes place over two days, usually in February.

Committee Meetings: Standing and discretionary committee meetings take place approximately every two months, with each lasting approximately two hours. Statutory committees may meet as often as every month.

As governing Council, Councillors are expected and encouraged to attend the annual OAA events.

Candidate Nomination Process

Council Candidate Competencies

The OAA Governance Committee and Council elections require an open and transparent process. In an effort to meet this requirement, the information below has

been prepared to assist potential candidates, so they can consider how their skills, experience, and competencies align with those sought in Council members.

As noted above, the OAA Bylaws provide a comprehensive account of the responsibilities and commitments that elected Council members agree to uphold. Candidates are strongly encouraged to review that document, as well as the following information thoroughly when considering their nomination.

Key Council member attributes include:

- commitment to the Association's public interest mandate;
- understanding of the policy governance role of OAA Council;
- knowledge, skills, and competencies related to fiduciary/governance as well as strategic and critical thinking;
- understanding of the value of volunteerism and the important role that OAA volunteers play in the regulation of the profession; and
- commitment to preparing for and attending Council and committee meetings, planning sessions, and Association signature events.

To ensure good governance, it is important to have a well-rounded Council with a wide variety of competencies. **The current composition of Council includes skills/experience in the following areas:**

- corporate leadership and management;
- organizational change and development;
- self-governance from a provincial mandate perspective;
- financial literacy;
- previous volunteer work on OAA committees;
- finance, accounting, and investment management;
- governance;
- legal/risk assessment experience;
- technological proficiency;
- large practice;
- small practice;
- public projects experience;
- private projects experience;
- corporate projects experience;
- industrial projects experience;
- design expertise; and
- insurance knowledge.

Of primary importance is for Council members to be well-versed in the pillars of professional regulation and the role of the regulator. These include:

- setting the qualifications for entry;
- setting the standards to which applicants for licence must adhere;
- overseeing conduct of licensed members; and,
- supporting the public in its understanding of what to expect from licensed professionals and accessing functions of the regulator.

Council Candidate Eligibility

A candidate's professional conduct history (complaint and/or discipline) does not constitute grounds to refuse Council candidacy. However, being in good standing is an eligibility requirement for the election. This is defined as follows:

- i. the member is not in default of payment of any fee prescribed by the OAA Bylaws, or any fee, levy, or costs imposed under the Act or the regulations;
- ii. the member's professional conduct or competence is not the subject of proceedings before the Discipline Committee; and
- iii. the member's licence is not under suspension.

Legislated conditions that would disqualify a Councillor from sitting on Council are set out in the [Regulations](#). They take effect if a Councillor:

- i. is, by reason of incapacity, unable to act as a member of the Council;
- ii. has been found guilty of professional misconduct or incompetence (a member of Council whose conduct is the subject of a proceeding before the Discipline Committee is disqualified from sitting on the Council pending the decision or order of the Discipline Committee);
- iii. fails to attend three consecutive regular meetings of the Council without cause;
- iv. ceases to be eligible for election to the Council;
- v. ceases to have an address of record within the electoral district for which the member was elected;
- vi. ceases to be a member in good standing in the Association; or
- vii. fails to perform the duties of a member of the Council prescribed by the OAA Bylaws.

Candidate Checklist

Arranged by electoral district, a list of each candidate along with their candidate statement, Q&A responses, and external links will be posted on the [OAA Website](#) for eligible voters to view as part of the election process. It is recommended all prospective candidates consider the following:

- Review [OAA Bylaws, Architects Act, and Regulations](#)
- Review the [OAA Social Media Guidelines](#)
- Submit all required Call for Nomination forms before October 27, including:
 - Online Nomination Form with requisite nominators/seconders;
 - Candidate Statement;
 - Link to Video Statement (optional); and
 - Link to online professional profile (optional)
- Attend or view the governance information session;
- Respond, via the OAA Website, to posted “Ask the Candidates” enquiries by November 1, 2023.