



## **VISION, MISSION & MANDATE**

### **Vision:**

**An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.**

### **Mission:**

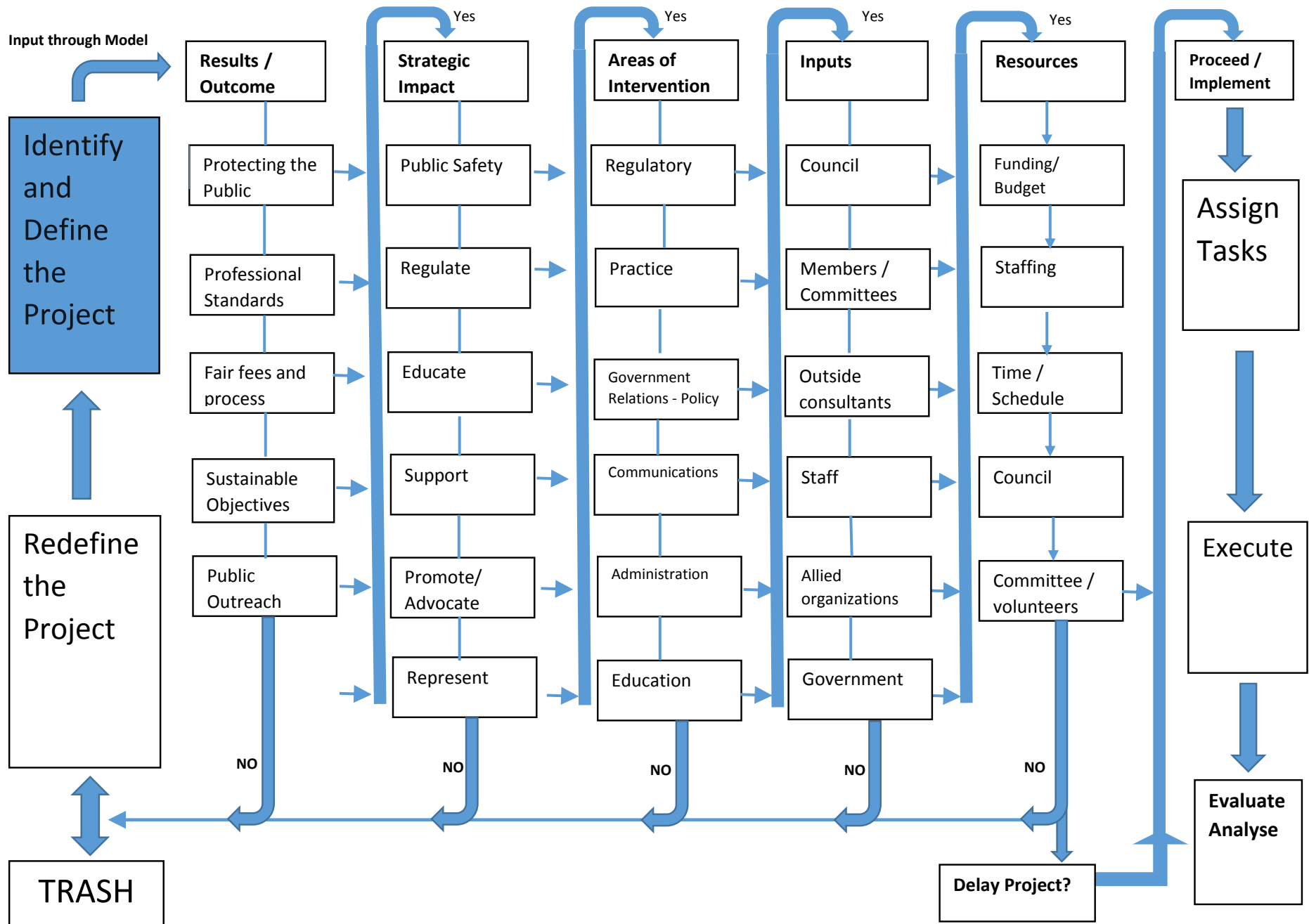
**To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.**

### **Mandate:**

**To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects; and to promote the appreciation of architecture within the broader society.**

***May 2016***

# Ontario Association of Architects – Decision Making Logic Model



# OAA COUNCIL MEETINGS

## RULES AND PROCEDURES

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Meetings of the Council of the Ontario Association of Architects (OAA) are conducted in accordance with Roberts Rules of Order which is included in the Councillor Orientation Binder, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council – see below.

### **Rules and Procedures for Discussion/Debate/Motions within Council Meetings**

- 1) The maximum time for a speech in debate on a motion is two minutes.
- 2) The Chair shall keep a speakers' list of those wishing to speak to a motion; and
  - a) the speakers' list shall be built in the order that the Chair notes a member's intention to speak; and
  - b) any member having not spoken to a motion shall be given preference on the speakers' list over any member who has already spoken to the motion.
- 3) An original main motion may only be introduced at a meeting if it has been added under New Business to the agenda approved for that meeting.
- 4) An item *For Information Only* which no Council member indicates will be the subject of a question or an original main motion is considered to be dispensed upon approval of the agenda for that meeting.
- 5) The meeting will move to a period of informal discussion immediately after a new item has been presented and any questions on the item have been put and answered, but before an original main motion on the item is introduced; and
  - a) a period of informal discussion is defined as the opportunity to discuss an item without there being a motion on the floor; and
  - b) the Chair of the meeting when the item is introduced continues as the Chair during the period of informal discussion unless he or she chooses to relinquish the Chair; and
  - c) in a period of informal discussion the regular rules of debate are suspended; and
  - d) a period of informal discussion ceases when the Chair notes that no additional members wish to speak to the item or when an incidental motion to return to the regular rules of debate passes with a majority; and
  - e) immediately upon leaving a period of informal discussion, the presenter of the item may move an original main motion on the item and the formal rules of debate resume; and
  - f) if the presenter of the item moves no motion on the item then the item is considered dispensed unless an indication to introduce additional original main motions on the item is on the agenda, in which case each of these motions is presented in turn and debated as per the rules of formal debate.

**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Council Meeting of May 22, 2019 at approx. 11:00 a.m.**

**Meeting # 260**

**OPEN MEETING AGENDA**

**Recognition of Traditional Lands**

**1.0 AGENDA APPROVAL**

- 1.1 Declaration re. Conflict of Interest

**2.0 APPROVAL OF MINUTES**

- 2.1 Draft minutes of the March 7, 2019 Open Council Meeting (*see attached*)

**3.0 BUSINESS ARISING FROM THE MINUTES**

**4.0 ITEMS FOR REVIEW AND APPROVAL**

- |     |   |                    |
|-----|---|--------------------|
| 4.1 | Canadian Architectural Licensing Authorities – Revised Funding Agreement for the Canadian Architectural Certification Board ( <i>see attached</i> ) | Executive Director |
| 4.2 | Canadian Architectural Licensing Authorities – Proposed Changes to the Internship in Architecture Program ( <i>see attached</i> )                   | President          |
| 4.3 | OAA Council Priorities 2019 – Terms of Reference for Education Continuum Committee ( <i>see attached</i> )  | President          |

**EXECUTIVE COMMITTEE REPORTS**

- |     |   |                            |
|-----|---|----------------------------|
| 5.1 | Report from the President   | President                  |
|     | 5.1.a Activities for the months of March-May ( <i>see attached</i> )  |                            |
|     | 5.1.b Report from Executive Director ( <i>see attached</i> )  | Executive Director         |
|     | 5.1.c Building Committee Update ( <i>see attached</i> )   | OAA Building Committee     |
|     | 5.1.d OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update ( <i>see attached</i> ) | OAA/ARIDO Joint Task Group |
| 5.2 | Report from the Senior Vice President and Treasurer   | SVP and Treasurer          |
|     | 5.2.a Financial Statements for 4 months ended March 31, 2019 ( <i>see attached</i> )                                      |                            |
|     | 5.2.b Pro-Demnity Insurance Company 2018 Summarized Financial Statements ( <i>see attached</i> )                          |                            |
|     | 5.2.c Pro-Demnity Insurance Company – Reappointment of the Auditor and Actuary ( <i>see attached</i> )                    |                            |
|     | 5.2.d Pro-Demnity Insurance Company By-law 2019-1 ( <i>see attached</i> )   |                            |
| 5.3 | Report from Vice President Strategic  | Vice President Erskine     |
|     | 5.3.a Report from Vice President Strategic ( <i>see attached</i> )  |                            |
|     | 5.3.b Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal ( <i>see attached</i> )           |                            |
| 5.4 | Report from Vice President Communications   | Vice President Azadeh      |
|     | 5.4.a Report from the Communications Committee ( <i>see attached</i> )  |                            |
|     | 5.4.b Report from the Sustainable Built Environment Committee ( <i>see attached</i> )                                     | President                  |
| 5.5 | Report from Vice President Regulatory   | Vice President Audet       |

*Open Council Agenda*

5.5.a Report from the Vice President Regulatory (*see attached*)

5.5.b Activities Report from the Registrar (*see attached*)

5.6 Report from Vice President Practice

Vice President Sin

5.6.a Report from Vice President Practice (*see attached*)

5.6.b Report on OAA/OGCA Best Practices Meeting – April 24 (*see attached*)

**6.0 ITEMS FOR DISCUSSION**

**7.0 ITEMS FOR INFORMATION**

7.1 Letter to Canadian Construction Association (CCA) re. Review of draft CCDC2 – 2019 (*see attached*)

President

7.2 Letter from Canadian Architectural Licensing Authorities (CALA) to McEwen School of Architecture, Laurentian University re Recognition of Graduates (*see attached*)

President

7.3 Ontario Association for Applied Architectural Sciences (OAAAS) Update (*see attached*)

OAAAS Executive  
Director

7.4 Canadian Architectural Certification Board Semi-annual report (*see attached*)

President

7.5 Canadian Architectural Licensing Authorities – Architecture Policy for Canada (*see attached*)

President

7.6 Society Updates (*oral*)

OAA Council Society  
Liaisons

**8.0 OTHER BUSINESS**

**9.0 DATE OF NEXT MEETING**

9.1 The next regular meeting of Council is Wednesday June 19, 2019 at 9:30 a.m. at the OAA, 111 Moatfield Drive, Toronto, Ontario.

**10.0 ADJOURNMENT**

Ontario Association of Architects

Meeting #259 Open

MINUTES

March 7, 2019

The two hundred and fifty ninth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday March 7, 2019 at the OAA' s temporary Headquarters, 1 Duncan Mill Road, Toronto, Ontario.

<b>Present:</b>	Kathleen Kurtin	President
	Walter Derhak	Senior Vice President and Treasurer
	Mélisa Audet	Vice President Regulatory ( <i>part attendance</i> )
	Amir Azadeh	Vice President Communications
	J. Gordon Erskine	Vice President Strategic
	David Sin	Vice President, Practice
	Mazen Alkhaddam	Councillor
	J. William Birdsell	Councillor
	Barry Cline	Councillor
	Jeremiah Gammond	Councillor
	Jeffrey Laberge	Councillor
	Agata Mancini	Councillor
	Wayne Medford	Lieutenant Governor in Council Appointee ( <i>part attendance</i> )
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Robert Sirman	Lieutenant Governor in Council Appointee
	Susan Spiegel	Councillor
	John Stephenson	Immediate Past President
	Alberto Temprano	Councillor
	Magid Youssef	Councillor
	Nedra Brown	Registrar
	Kristi Doyle	Executive Director
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Communications Manager
<b>Regrets:</b>	Sarah Murray	Councillor
	David C. Rich	Councillor

The President called the meeting to order at 1:00 pm

The Senior Vice President and Treasurer recited the following acknowledgement that the Council meeting was being held on indigenous land:

"I would like to begin this open meeting of the OAA Council by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples from the beginning.

As descendants of settlers, we're grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land - for thousands of years.

In particular, we acknowledge that the land on which we are meeting is the traditional territory of the Iroquois/Haudenosaunee, the Métis, and the Huron-Wendy peoples and most recently, the territory of the Mississaugas of the New Credit First Nation. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions made by the Métis, Inuit, and other Indigenous peoples, both in shaping and strengthening this community in particular, and our province and country as a whole.

This territory was the subject of the *Dish With One Spoon Wampum Belt Covenant*, an agreement between the Iroquois Confederacy, the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes. It is also covered by the Upper Canada Treaties, which are agreements to share and care for the land and resources around the Great Lakes. Today, the meeting place of Toronto (from the Haudenosaunee word Tkaronto) is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work in this territory.

As settlers, this recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities

Of special interest to new councillors is that Moatfield is also the location of an ossuary or gravesite near today's Leslie Street and Highway 401 that was rediscovered in 1997 during the expansion of a soccer field. The bones of 90 people were found there and then relocated to a secret location in the general area of the original grave site."

#### **DECLARATION RE CONFLICT OF INTEREST**

The President called for declaration of any conflicts of interest.

They were no conflicts of interest declared.

#### **AGENDA APPROVAL**

8682. The President noted that there were no new items to add to the agenda.

**It was moved by Birdsell and seconded by Alhaddam that the agenda be approved as circulated.**  
-- CARRIED

#### **APPROVAL OF MINUTES**

8683. *Reference Material Reviewed:* Draft minutes of the January 24, 2019 Open Council meeting.

The draft minutes of the January 24, 2019 Open Council meeting were reviewed.

**It was moved by Mintz and seconded by Gammond that the minutes of the January 24, 2019 Open Council meeting be approved as circulated.**  
-- CARRIED

#### **BUSINESS ARISING FROM THE MINUTES**

8684. There was no business arising from the minutes.

#### **ITEMS FOR REVIEW AND APPROVAL**

8685. Honorary Membership Nomination (*oral*)

Doyle reported on the nominations for Honorary Membership.

**It was moved by Birdsell and seconded by Erskine that Council approve the nomination of Lyette Fortin and David Pearson for election as Honorary members of the Ontario Association of Architects at the Annual General Meeting of Members, May 22, 2019 in Quebec City.**  
-- CARRIED

8686. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 22, 2019 re. Council Appointment to Pro-Demnity Insurance Company (ProDem) Board of Directors and attached background information. **(APPENDIX 'A')**

Doyle reported.

Each of the four applicants (Birdsell, Cline, Sin, and Spiegel) made a brief address to Council.

Council voted by ballot on the appointment. None of the candidates received 51% of the vote. The highest number of votes went to Sin and Spiegel. A second vote was held between the two candidates.

It was announced that Spiegel received the majority of votes and therefore would be appointed to serve as interlocking director to the ProDem Board at the next annual meeting of the shareholder.

**It was moved by Birdsell and seconded by Erskine that Council approve the nomination of Susan Spiegel to the Pro-Demnity Insurance Company Board of Directors Nomination Committee for appointment to the Board of Directors as an OAA Council Interlocking Director for a two-year term effective the date of the 2019 Meeting of the Shareholder.**

-- CARRIED

8687. Appointment to the Ontario Association for Applied Architectural Sciences (OAAAS) Board *(oral)*

Councillor Gammond reported.

**It was moved by Stephenson and seconded by Azadeh that John Romanov and Nicola Russo be appointed to the Board of Directors of the Ontario Association of Applied Architectural Sciences for a two-year term effective immediately until the 2021 Meeting of the Founder.**

-- CARRIED

8688. *Reference Material Reviewed:* Council Planning Session February 8, 2019 – Session Outcomes. **(APPENDIX 'B')**

The President reminded that a number of key themes were identified by Council during the February Planning session.

The summary report that had been distributed was reviewed. Council was asked to identify the level of priority for each item with 1, 2 or 3 checkmarks. Once completed the document was collected from each Councillor to be tallied and the results to be reported back to Council.

8689. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 21, 2019 re. Local Architectural Society Special Project Funding Request and attached background information. **(APPENDIX 'C')**

The Vice President Communications reported that all of the proposals were prioritized regardless of which society they came from.

It was noted by the Vice President Communications that some societies submitted multiple requests, which would have consumed almost the complete amount of the budget. A portion of the funding was allotted based on the date of the event which was being sponsored.

A member of Council expressed some concern that the Niagara Society did not receive any funding. Additionally, funding for Toronto seemed more significant.

The Vice President Communications responded that the Committee considered the applications overall and which projects would best serve the mandate of raising public awareness. Additionally where deadline dates were past, funding was not considered.

It was noted by a member of Council that 35% of the funding is already pre-allocated by Council which creates further challenges in judging.

Doyle confirmed that approximately 1/3 of the funding is committed based on recommendations that came forward the previous year from the Communications Committee. The Toronto Society receives \$6,000 for its walking tours, Ottawa Region receives \$14,000 for Architecture Week and the Windsor Film Festival receives \$6,000.

It was suggested by a Council member that the deadline dates be shifted so as to accommodate for accommodate for spring events.

A Council member responded that it is difficult to balance since the budget is approved in November and would be wary to attribute funds so early for the next fiscal year.

It was suggested by a Council member that priorities by the Committee need to be carefully assessed, especially in the case where a society does not receive funding.

A member of Council noted that most important is to consider the quality of the submissions.

It was suggested by the Vice President Communications that examples of successful projects receiveing special funds as well as guidelines should be posted on the Website to help guide societies.

A Council member suggested that pre-approved funding should be incorporated into the annual budget within the policy contingency.

It was noted by a Council member that it is a positive sign of a successful program since there are more applicants than funds available. It is up to the societies to put in its best efforts and have access to applications throughout the year.

A member of Council suggested that further consideration be delayed until May. There are options to use discretionary funds in the future. It is legitimate to ask questions but faith should be placed in the Committee's which has been asked to allocate this funding each year, and their recommendations.

It was suggested by a Council member that the public does not know what architects do and as such, the annual budget for society special projects funding should be increased.

A Council member suggested that the Committee should come back and ask Council if they feel any of the projects are exceptional.

**It was moved by Stephenson and seconded by Erskine that \$45,980 be approved in accordance with the recommendations of the Communications Committee for the allocation of the 2019 society special project funding ; and that the Committee be asked to consider whether there is a need to supplement the society special project funding budget from the policy contingency in June when the second set of applications for special project funding is considered.**

-- CARRIED (1 abstention)

8690. *Reference Material Reviewed:* Memorandum from the Audit Committee dated February 21, 2019 re. Audited OAA Financial Statements and attached supporting documentation. **(APPENDIX 'D')**

The Senior Vice President and Treasurer reported that the auditors have completed the OAA 2018 audit and reported that the OAA's financing are in order with no material issues identified. It was noted however that ProDem showed a loss of \$415,000 which does affect the OAA's overall member's equity.

It was noted by a member of Council that the Audit Committee is recommendn that that the excess capital of approximately \$200,000 be transferred into the major capital reserve.

**It was moved by Stephenson and seconded by Erskine that Council approve the transfer of \$200,000 to the Major Capital Reserve effective November 30, 2018.**

-- CARRIED (1 opposed (Birdsell))

**It was moved by Youssef and seconded by Audet that Council receive and accept the 2018 Audited Financial Statements for the Ontario Association of Architects as circulated.**

-- CARRIED

Council moved into in camera at 2:25 pm and returned to the open meeting at 2:35 pm.

8691. *Reference Material Reviewed:* Memorandum from the Vice President Communications, Amir Azadeh dated February 20, 2019 re. No. 9 – "Imagining My Sustainable City" and attached background information. **(APPENDIX 'F')**

The Vice President Communications reported that this project has been funded at a similar amount for the past four years.

A member of Council enquired as to the reason funding is always derived from the discretionary budget and not simply budgeted for each year.

Doyle responded that sponsorship is not necessarily guaranteed each year of the project, adding that some year's council may not wish to sponsor a program due to specific circumstances.

It was suggested by a member of Council that a business plan be submitted for the project.

A Council member noted that s/he had experienced the program in the past and found it to be beneficial and highly engaging for students and given them exposure to architecture. It has been specific to the school and past recommendations by the students have been implemented.

It was suggested by a Council that it is somewhat difficult to see the benefit for the cost.

Doyle noted that she had attended two past events. Setting aside recognition for the OAA, it is a program that creates a high level of enthusiasm for students and education for school-aged children.

A Council member noted that the program organizers had been encouraged to broaden their reach which they have, adding that future prospects appear positive. It draws cultural awareness of architecture for the younger generation.

It was suggested by a member of Council that the program partners with the school boards to help make it continuous, however in some instances the Board may not be able or willing to entertain the program locally.

A member of Council suggested that measuring the level of success against the impact of the program is difficult to measure.

It was suggested by a member of Council that program organizer be invited to make a presentation to Council.

A Council member indicated that it is a qualitative program which would be difficult to measure through financials. There is also no benefit that the financials would have to the OAA. A presentation would be appropriate.

Medford left the meeting at 3:05 pm.

**It was moved by Stephenson and seconded by Sirman that Council approve funding of the No. 9 – Imagining My Sustainable City Project for 2019 in the amount of \$25,000 to be drawn from the policy contingency budget; that No. 9 be further encouraged to broaden the program; and, that No. 9 be invited to make a presentation to Council at the June meeting.**

-- CARRIED (2 opposed (Alkhaddam, Sin))

8692. *Reference Material Reviewed:* Memorandum from the Vice President Communications, Amir Azadeh dated February 20, 2019 re. The 2020 OAA Annual Conference Theme. **(APPENDIX 'G')**

The Vice President Communications reported on the proposed 2020 title and theme for the OAA Conference in Toronto.

**It was moved by Mancini and seconded by Audet that the 2020 Conference title “Shifting Paradigms” and theme be approved as circulated.**

-- CARRIED

8693. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 25, 2019 re. Toronto 2030 District Sponsorship Request and attached background information. **(APPENDIX 'H')**

Doyle reported that the original request came through a recommendation of the Sustainable Built Environments Committee (SBEC) at the January meeting of Council. At that time, Council made a request for further information on the program including a business plan and list of sponsors.

It was noted by Doyle that she spoke with the Executive Director for the Toronto 2030 District who provided a copy of the organization's Business Plan which also includes the possibility of a membership-based structure in the future.

A member of Council noted that the program is important and demonstrates the OAA's commitment to sustainability.

It was noted by a Council member that the RWDI COMPASS tool is being offered through the 2030 District and the OAA's continuing support of it and the 2030 Challenge is important, adding that Sustainable Buildings Canada has now taken ownership of it.

A Council member noted that the decision to fund the program or not sends a message to the public with respect to sustainability and the 2030 Challenge.

**It was moved by Birdsell and seconded by Alkhaddam that Council approve sponsorship of the Toronto 2030 District in the amount of \$25,000 to be drawn from the policy contingency budget.**

-- CARRIED (5 opposed (Mintz))

## **EXECUTIVE COMMITTEE REPORTS**

8694. *Reference Material Reviewed:* Activities for the Months of January-March. **(APPENDIX 'I')**

The report was noted for information.

8695. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 26, 2019 re. Update on Activities of the Executive Director. **(APPENDIX 'J')**

The report was noted for information.

8696. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated February 24, 2019 re. Update from the OAA Building Committee. **(APPENDIX 'K')**

The report was noted for information.

8697. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated February 27, 2019 re. Update. **(APPENDIX 'L')**

The Vice President Regulatory reported a correction in the memo that she was unable to attend the expert witness training.

It was noted by the Vice President Regulatory that she recently spoke with University of Toronto Council representative, Megan Torza regarding future reporting to Council on the school's activities.

The Vice President Regulatory noted that the Interns Committee met last week where there was some discussion with respect to rebranding the Committee with a more universal theme.

The report was noted for information.

8698. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated February 19, 2019 re. Activities Under the Registrar – January 1, 2019 through February 19, 2019. **(APPENDIX 'M')**

The Vice President Regulatory reported that there is work ongoing to modify the graphics to present the data from an annual perspective.

The report was noted for information.

8699. *Reference Material Reviewed:* Memorandum from Vice President Strategic Gordon Erskine, dated February 27, 2019 re. Update on activities under the Vice President Strategic Portfolio and attached background information. **(APPENDIX 'N')**

The Vice President Strategic reported that the Executive Director for the Residential Construction Council of Ontario (RESCON) recently met with the Minister of Municipal Affairs and Housing (MMAH) regarding the government's plan to harmonize the National Building Code (NBC) with the Ontario Building Code (OBC).

It was noted by the Vice President Strategic that he attended the expert witness training, adding that he felt that it was an excellent training session.

Audet left the meeting at 3:30 pm.

The report was noted for information.

8700. *Reference Material Reviewed:* Memorandum from Vice President Strategic Gordon Erskine, dated February 27, 2019 re. Windsor Mega Hospital and attached background information. **(APPENDIX 'O')**

The Vice President Practice reported that the OAA submitted an application to speak at the Local Planning Appeal Tribunal (LPAT) Case Management session on March 20. . The purpose is to represent the OAA's original submission regarding the placement of the Windsor Mega hospital. It was noted by a member of Council that there was news that the LPAT process is on hold due to a legal challenge regarding who is permitted to present what at hearings.

Doyle noted that Council may wish to determine the level of commitment before a decision is made whether to proceed any further than the case management hearing.

8701. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 22, 2019 re. Communications Committee Update and attached background information. **(APPENDIX 'P')**

The Vice President Communications reported that on April 4 the web consultants will present the final web design concepts. Council is invited to attend in person or via skype.

It was noted by the Vice President Communications 2019 SHIFT jury day was held where seven submissions were selected and four given honorable mentions out of 41 submissions received.

The Vice President Communications indicated that the logo redesign guidelines for use has been finalized. The final report from the Housing Affordability Task Group has been shared through a bIOAAg series where through the month, projects reported a case study examples were shared.

A member of Council enquired as to whether the logo will be launched at the Conference in May.

Doyle responded that discussion is ongoing with Communications and how it will be launched

The report was noted for information.

8702. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Gordon Erskine dated February 13, 2019 re. Sustainable Built Environments Committee (SBEC) Update. **(APPENDIX 'Q')**

The report was noted for information.

8703. *Reference Material Reviewed:* Memorandum from Vice President Practice, David Sin dated February 25, 2019 re. Practice Resource Committee (PRC) and Practice Advisory Services (PAS) Update and attached background information. **(APPENDIX 'R')**

The Vice President Practice expressed his thanks to PAS for their work with respect to the Document 600 Roundtable. There was some discussion around the topic of RFP alerts at the Roundtable.

It was noted by a member of Council that a comprehensive Information Bulleting will be issued in the near future which will help members assess contract language and RFP documents.

It was noted by the Vice President Practice that there have been significant changes made to CCDC2. Concerns have been noted and will be addressed at the next meeting with the Ontario General Contractors Association (OGCA).

A Council member expressed some concern with some municipalities in Ontario who do not permit submission of complete documentation.

The Vice President Practice noted that concern had also been noted with respect to the quality of the documents.

A member of Council suggested that further discussion on the issue with PAS may be warranted.

The report was noted for information.

#### **ITEMS FOR DISCUSSION**

8704. There were no items for discussion.

#### **ITEMS FOR INFORMATION**

8705. *Reference Material Reviewed: 2018 Society Visits Summary (APPENDIX 'S')*

Doyle noted that the 2018 Society Visits were held and summarized for Council's reference.

It was suggested by Doyle that the Council Society Liaisons reach out to their respective societies and spread news of the 'Starting an Architectural Practice' program, specifically the upcoming session in Kitchener.

It was suggested by a Council member that a descriptive paragraph be drafted that may be circulated to the societies and its members.

#### **OTHER BUSINESS**

8706. Doyle announced to Council that registration for the Conference will be available to Council on Monday March 11 in advance of registration going live to the membership on March 19. Program details will be available on the Website tomorrow.

#### **DATE OF NEXT MEETING**

8707. The next regular meeting of Council is Wednesday May 22, 2019 at 9:00 a.m. at the Fairmont Le Château Frontenac, Petit Frontenac Room, Québec City, Québec.

#### **ADJOURNMENT**

8708. **It was moved by Erskine and seconded by Derhak that the meeting be adjourned at 4:00 p.m.**

-- CARRIED UNANIMOUSLY

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President

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Date



Ontario Association of Architects

FOR COUNCIL MEETING

May 22, 2019

(open)

ITEM: 4.1

## Memorandum

**To:**

**Council**

Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef

Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:**

Kristi Doyle, Executive Director

**Date:**

May 10, 2019

**Subject:**

Canadian Architectural Licensing Authorities (CALA) – Revised Funding Agreement for the Canadian Architectural Certification Board (CACB)

**Objective:**

Council is to consider approval of the revised funding agreement.

### Background:

The attached report was presented by the national Funding Review Task Force at the recent meeting of the Canadian Architectural Licensing Authorities (CALA) on April 27, 2019 in Montreal.

The Task Force was originally given the mandate to review the current Funding Agreement between CALA and the Committee of Canadian University Schools of Architecture (CCUSA) and the CACB which had become outdated. The goal of the audit was to better equalize the shared costs of accreditation amongst the schools. The initial work was completed approximately 2 years ago and revised two-year funding agreement was struck as a first step.

The Task Force has continued its work over the last year is proposing a further change which eliminates the previous percentage calculation for funding for the accreditation visits to the Schools of Architecture and replaces it with a tracking of the costs based on accreditation visits by each Program on an ongoing basis and a set amount each year. The report is very comprehensive and provides considerable detail.

This Report was presented to the members of CALA including OAA President Kathleen Kurtin and Senior Vice President & Treasurer Walter Derhak at the CALA meeting on April 27. The President had noted that rate of inflation had not been factored into the amount established for the accreditation visits for the next five years, suggesting that this should be considered.

.../2

**Action:**

Council is asked to consider the following motion:

*It was moved by... and seconded by... that Council accept the contents of the Funding Review Task Force report dated March 15, 2019 and agree to use it as a basis for the new funding agreement for the Canadian Architectural Certification Board between CALA and CCUSA.*



Canadian Architectural Certification Board  
Conseil canadien de certification en architecture

## Report on Accreditation Program Funding

Funding Review Task Force- FRTF

15 March 2019

### TASK FORCE MEMBERS:

Terrance Galvin, Chair	(Director appointed by CCUSA)
Ronald Kellett	(non-Director appointed by CCUSA)
Scott Kemp	(Director appointed by CALA & CCUSA)
Mourad Mohand-Said	(CACB-CCCA Executive Director)
Judy Pestrak	(non-Director appointed by CALA)

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## 1. PREAMBLE

Twenty-eight years after its introduction in Canada (1991), the CACB's Architectural Accreditation Program has seen several improvements and revisions, particularly with respect to its governance and operational documents; the most recent update being the review of the CACB *Conditions and Terms for Accreditation* and the CACB *Procedures for Accreditation*. The Funding Review Task Force (FRTF) would like to build on this momentum with the aim of identifying the most appropriate and most adaptable Funding Formula for the Accreditation Program.

The quality of professional education in architecture is equally crucial to schools of architecture and to the profession. Accreditation is fundamental to assuring that quality. Since 1991, the Regulators (now CALA) and the member schools of CCUSA have equally shared the costs of accreditation through the CACB. Over that period, the scope, expectations and cost of producing an accreditation report and hosting an accreditation team visit have expanded to the extent that there is significant variation among schools. Some Programs incur costs greater than what should be necessary to meet accreditation standards. It is in the interest of CCUSA, CALA and CACB to better define the scope and anticipated cost of accreditation reports and team visits such that each organization can better manage the requirements and expectations appropriate for successful Program reviews.

Through its approach, the Funding Review Task Force (FRTF) seeks to refocus the accreditation exercise on the concept of an audit visit that exclusively considers compliance with the CACB *Conditions for Accreditation*. A key perspective has been consideration of an accreditation report and team visit as a more efficient, limited, focused and streamlined 'audit' of a Program, more in line with the functional requirements of accreditation than has been the practice in recent years. This will help all Programs to make the preparations for the visit as efficient and affordable as possible. Both CACB and CCUSA have undertaken reviews of the scope and cost of compiling accreditation reports and hosting accreditation visits over the past three years. Both organizations have now acquired better information and experience against which to compare scope, effort and costs against CACB requirements.

As an integral part of our review, the FRTF proposes a change in the way the funding of the Accreditation Program is calculated by revisiting the parameters related to the financial contribution of each member. Starting from the principle of equal funding (50% each Member), upon which CALA and the CCUSA have agreed, the proposed approach looks at Member contribution based upon establishing estimated costs of actual accreditation visits. This will determine the contribution of each of the two Members according to the adopted formula of 50% each. Thus, CALA will contribute 50% of the established financial needs and CCUSA will contribute the other 50%, less the average cost of the Canadian accredited Schools over a 6-year accreditation cycle.

This 'New Approach' departs from the percentage calculation previously used by CACB Members and reflected in the CACB Annual Budget. Until now, accreditation visit costs have been designated as 'considerations for expenses' by the CACB and not reported as actual figures. The proposed approach will

track the costs of accreditation visits by each Program on an ongoing basis that will form part of the Program's reporting process to the CACB.

This FRTF report proposes the adoption of the above-mentioned revised Funding Formula. Through this process, the CACB hopes to achieve a streamlined process for accreditation visits at a reduced cost to its Members, as reflected in the 2019 budget (see Appendix C), while setting aside sufficient contingency and reserve funds to continuously monitor and refine the quality of accreditation processes, including the training of accreditation teams. This approach will accrue economies for both Members, allowing CACB resources to be utilized more effectively.

In summary, this report has two intended outcomes: 1) the first is to come to an agreement between Members regarding a consistent approach of calculating accreditation visit costs in relation to 'eligible' items; 2) the second is to agree upon an annual 'estimated' base dollar amount for the total cost of accreditation visits that the CACB can use in its Annual Budget for a number of years, acknowledging that the amount is provisional.

Both of these items require consensus between CACB Members as they represent the fundamental basis of the next CACB Members' Accreditation Funding Agreement. The current Funding Agreement expires on 31 December 2019.

## 2. INTRODUCTION

This Funding Review Task Force (FRTF) committee is comprised of CALA, CCUSA, and joint members, as well as the CACB Executive Director. The committee is charged with the following:

- To develop a viable and robust *CACB Members' Accreditation Funding Agreement* for the next 5 years as a step in the continuing development of the CACB-CCCA Accreditation Program;
- To establish an "estimated" annual contribution by the CCUSA that accurately reflects the expectations of accreditation visit costs per Program

It is the ambition of the FRTF that more explicitly shared expectations and standards will enable similar refinements of scope and anticipated costs within CCUSA member schools such that the total effort and costs attributed to preparation of accreditation reports and team visits can be streamlined to the benefit of both CCUSA and CALA, as well as to the quality of CACB accreditation processes. This report reviews the context, rationale and data that brings the FRTF to this conclusion, proposing a cost sharing allocation that reduces the cost of accreditation to each Program, as well as forms a basis for the Members' future funding formula.

The funding formula developed at the time of the CACB-CCCA's initial mandate related to Accreditation was based upon a working assumption **of a 50%-50% cost sharing between the Regulators (now CALA) and the Canadian Schools (CCUSA)**. The CACB and both Members agree that the working assumption of delivering Accreditation on the basis of 50%-50% cost sharing is still valid and should remain intact going forward.

Historically, CALA's contribution was distributed on a per-Architect basis, initially calculated to be in line with the intended 50%-50% cost sharing model. CCUSA's 50% contribution was further divided to include an annual 25% cash contribution plus *25% consideration for expenses paid directly by the Schools of Architecture* related to the costs of accreditation site visits. The latter 25% reflecting expenses paid directly by each Program has been questioned and discussed during recent years, both by CALA and the CCUSA. This led to the question: What are the actual costs of accreditation? After gathering accreditation visit costs from individual Programs for the first time in 2015-16, and then more precisely in 2017 and 2018, a specific question emerged for the FRTF: **"How can we determine an average cost of an accreditation visit among the various Programs,"** given that Canadian Schools vary greatly in size, budget, enrolment, etc.?

With this question in mind, the role of the FRTF is to "establish a process to determine the costs of visits for accreditation, including appropriate guidelines and protocols for future visits before the current 3-year *CACB-CCCA Members' Accreditation Funding Agreement* expires on 31 December 2019."

### 3. FUNDING REVIEW TASK FORCE APPROACH AND METHOD

In order to achieve a new Funding Formula (leading to a Funding Agreement) that both Members are supportive of, the major strategy of this committee has been to develop a consistent approach regarding the definition of eligible costs for accreditation visits. We have set out to define a provisional amount for an accreditation visit, along with a consistent process to be refined and applied to each Program. This will be done in consultation with each Program as they report back to the CACB.

The intention of this report is to tighten the process and align the parameters of accreditation costs in light of the accreditation visit being an audit. The CACB supports this change to align with restricted budgets and streamlining accreditation costs for each Program. The process will include the CCUSA verifying costs as they get reported back to the CACB.

The method adopted by this committee includes:

- A review of data reported from the Schools who have had accreditation Program visits during 2017 & 2018;
- A comparison of other reporting and figures reported to the CACB through the previous task force;
- A review of the actual 'Annual Budget' of the Accreditation program as developed by the CACB

The FRTF weighed the items above, along with previous CACB Annual Budgets, which have informed the committee's determination of what an ***annual estimated base cost for accreditation visits*** by each Program might be. Determining this has required the triangulation of various data. The committee acknowledges that this approach is a departure from the percentage model utilized by both Members to date; however, we are convinced that having a fixed 'annual estimated base cost' amount towards accreditation visits will be more transparent and equitable for both CACB Members.

Integral to our approach, the FRTF has reviewed and refined what we believe to be 'reasonable' expectations for each of the major cost elements of an accreditation visit. The items are outlined in the current CACB template "*Accreditation Visit Costs*" (including Automatic Certification Costs) that has been in effect for two years of visits in 2017 & 2018. In order to place this template within the context of our report, the committee restated that a CACB accreditation visit is – first and foremost – an audit of the basic fundamentals of a student's architectural education, based upon a set of competencies as reflected in the Student Performance Criteria (SPC) within the *Architecture Program Report (APR)*. This Program audit includes a Program meeting a set of CACB *Conditions* related to the delivery of architectural education within an academic setting.

Establishing precise parameters for accreditation visit costs in line with CACB expectations is intended to assist each Program in meeting requirements for accreditation without costs escalating each cycle. If all parties can agree upon defining what costs are essential to achieve "successful" accreditation, this will in turn contribute to improve the efficiency of the accreditation visit process, as well as improve the quality of the CACB Accreditation Program as a whole.

The sections that follow trace the committee's approach in recommending an *annual estimated base cost for accreditation visits*, to be discussed among CACB Members. This is a crucial component of the next CACB-CCCA Members' Accreditation Funding Agreement to be signed by both Members before 31 December 2019.

#### 4. HISTORY OF CACB-CCCA FUNDED MANDATES

The funding principles for each of the three CACB-CCCA's mandates vary. How expenses are tracked by the CACB for each mandate also varies. The CACB's three funded mandates are:

A) **Academic Certification (1976)**

Academic Certification was the CACB-CCCA's original mandate at its formation in 1976. This program is self-financed; revenues generated through application and processing fees are intended to cover expenses related to this mandate.

B) **Architectural Accreditation (1991)**

The funding formula developed at the time of CACB-CCCA's mandate related to Accreditation was based upon a working assumption of a 50%-50% cost sharing between the Regulators (now CALA) and the Schools (CCUSA). CALA's contribution was distributed on a per-Architect basis, initially calculated to be in line with the intended 50%-50% cost sharing. CCUSA's 50% contribution was further divided into a 25% cash contribution and a 25% 'consideration for expenses' paid directly by the Schools of Architecture during each accreditation visit.

Since accreditation visit costs were paid directly by each School (reflecting the non-cash contribution by CCUSA), the CACB never requested that each Program report an actual dollar amount for the cost of an accreditation visit.

C) **BEFA Certification (2012)**

BEFA Certification became the CACB-CCCA's third mandate in 2012, and similar to Academic Certification, it is intended to be self-financed. Revenues generated through BEFA eligibility, assessment and interview fees are intended to cover expenses related to the mandate. Expenses related to the BEFA program are tracked (and audited) separately by the CACB, based on a specific requirement of, and an agreement with, CACB that any revenue-shortfall in the BEFA program will be paid for by CALA. This has been the practice followed to date.

#### 5. CHANGES INFLUENCING THE ACCREDITATION MANDATE

Initially, the CACB accreditation cycle was every 5 years when there were 10 CACB accredited Schools of Architecture. There are currently 11 accredited Schools, plus one Candidacy status School in Canada, while the accreditation cycle is now every 6 years. These changes have had a financial impact on the total cost of accreditation visits, as well as the consideration of accreditation visits within the CACB Annual Budget.

A previous CACB 'Funding Review Task Force Report' (dated 29 July 2016) recommended that expenses related to Accreditation be tracked separately from those of Certification by the CACB. This recommendation was adopted in 2016 and since then the CACB has tracked all revenue and expenses related to the above three mandates separately. This is reflected in the CACB's financial statements, including the CACB Annual Budget. In other words, the CACB now tracks the Accreditation Program separately in order to determine what its actual revenues and expenses are each year. This marks a further step towards transparency regarding overall Accreditation Program versus those of Academic Certification or BEFA.

As a result of the 2016 FRTF report and the ensuing discussion between the two Members, the current "CACB-CCCA Members' Accreditation Funding Agreement" (Jan. 2017 – Dec. 2019) adjusted the cash contribution by CCUSA from 25% to 27.5% with a 22.5% allocation to expenses directly incurred by Schools to cover the cost of accreditation visits. This funding formula reflected a change in percentage from the original understanding between Members.

## 6. PRINCIPLES AND GOALS FOR MEMBERS' FUNDING AGREEMENT

The CACB appointed the current FRTF to carry forward the mandate of "*Working towards preparing a new Funding Agreement between Members before 01 January 2020,*" as outlined in the current *Members' Accreditation Funding Agreement*. In order to achieve this, several principles and goals have been stated to establish a fair process in determining overall visit costs for accreditation. The following principles are intended to guide our process as well as to frame the discussion between CACB Members:

### Principles:

- Both CACB Members share a commitment to assure the standards and quality of professional architectural education in Canada, through a funding formula based on a 50%-50% cost sharing. This remains unchanged;
- An accreditation visit is an audit of the basic fundamentals of a student's architectural education, based upon a set of competencies as reflected in the Student Performance Criteria (SPCs). It includes a Program meeting a set of *Conditions* related to the delivery of architectural education within an academic setting. While several aspects of an accreditation visit may be useful for other purposes (such as outreach, internal pedagogy, exhibition, etc.), the visit's prime purpose is that of demonstrating that the standards of accreditation are being evidenced ("met") by a Program;
- The CACB Accreditation Program will operate efficiently and fairly. Accreditation standards will be maintained while acknowledging the diverse pedagogies in Canadian Schools of Architecture. Accreditation visits do not "rank" Schools or give preference to one Program over another;
- CACB's overall costs of the Accreditation Program will be transparent to assure various parties of its commitment to the betterment of architectural education;

- Funding of the Accreditation Program will strive for continuous improvement of architectural education and the architectural profession through Accreditation Conferences and other means of dialogue between professionals, regulators, and educators;
- All Programs will share an '*estimated base cost of accreditation visits*' that includes guidelines of acceptable ranges for major cost elements related to Accreditation site visits. The base cost will be established and reviewed at 5-year intervals, in conjunction with the CACB Members' Funding Agreement.
- The Accreditation process will reflect a shared expectation between the CACB and the Program of what an accreditation visit must include. This expectation involves ongoing communication between the CACB and the Program. Preparation for the accreditation visit is supported by the following items:
  - Architecture Program Report (APR) submission and review
  - Training sessions with Schools and with Team Chairs
  - Handbooks for Accreditation
  - Access to the current Conditions and the Procedures
  - Annual Reports (A/R) submission and follow-ups
  - Focused Evaluation (F/E) reports and process
  - Communication with Programs
  - FAQs
  - CACB templates: (including upcoming APR template), AR Narrative Template for the Programs, Team Chair and ED AR Review Template
  - Team Chair APR Review Template
  - Support for Accreditation Visit Preparation
  - Accreditation Training Committee
  - Website content and update for Accreditation Program
  - Dedicated and shared digital work platform for accreditation visits (i.e. Nextcloud)

### Goals:

- To achieve a continuously improved accreditation process for all Architecture Programs within Canada. This is a shared goal by both Members and the CACB;
- To implement ongoing improvement of the Accreditation Program through a variety of initiatives that have been undertaken and tools that have been developed by the CACB during the past 5 years: (i.e. Annual Reporting Templates, Training Program, communication with the Schools, producing handbook and Protocol for accreditation visits, etc.);

- To establish an '*estimated base cost of accreditation visits*' for all Programs to use as a guideline of acceptable ranges for major cost elements related to Accreditation Visits (i.e. Visiting Team Expenses, Team Room Preparation, APR reporting, CACB Reception, Faculty Exhibit, Archiving Student Work, and Miscellaneous costs). Establishing an estimated base cost per Program will help contain the scope of an accreditation visit while remaining consistent with CACB expectations of the accreditation process as an audit.

Rather than working with an estimated percentage towards accreditation visit costs as in the past, the FRTF firmly believes that determining an estimated base cost is an appropriate approach to use moving forward as it will provide transparency within the CCUSA as well as between the CCUSA and CALA. Finally, it will allow CACB Annual Budget planning to become more accurate and consistent from year to year.

## **7. TOTAL COSTS OF OPERATING CACB ACCREDITATION PROGRAM**

There are many components related to the Governance, Administration, and Operations of the Accreditation Program. It is the view of this committee that most Architecture Programs are not fully aware of the many components required to fully operate the CACB Accreditation Program outside of the major on-site accreditation visit. The following areas each have budget lines in the CACB Annual Budget, accounting for overall expenses related to the Accreditation Program:

### Governance of Accreditation Program

- Board meetings
- Committees
- Canberra Accord
- Other Meetings
- Organization of CACB Accreditation Conference (formerly Validation Conference)

### Administration of Accreditation Program

- Accreditation Visits Preparation, coordination and management
- Development of Training Programs
- Development of Operational and Training Tools
- Communications
- Support
- Monitoring and Reporting

### Operations related to Accreditation Program

- Office
- IT
- H/R (CACB staff)

Not taking into account BEFA or Academic Certification, the associated costs for the Accreditation Program related to the above items over a 3-year period are:

\$387,452 in 2017,

\$349,682 (budgeted for) in 2018, (please refer to *Appendix C*)

\$344,213 (budget adopted November 17, 2018) for 2019.

The FRTF notes the trend in decreasing overall costs from 2017-19. For further financial information, please refer to the CACB-CCCA's official Audit for 2017 and the CACB Annual Budget for 2019 (see *Appendices*).

### 7.1 SAMPLE CALCULATION OF CALA & CCUSA CONTRIBUTIONS:

Based on the current funding formula [ $CALA = 50\% + CCUSA = (27.5\% + 22.5\%)$ ], the CACB 2018 Annual Budget called for financial contributions from both Members in the total amount of **\$353,748** (\$349,682 as Accreditation Program Expenses + \$4,066 as the contribution to the Accreditation Program's Reserve Fund). This breaks down as follows (see also *Appendix C*):

#### CALA Contribution: (50% in cash)

50% of \$349,682 (see above)	= \$ 174,841	
+ Reserve Fund Contribution (cash)	= \$ 2,033	
<b>Total for 2018</b>	<b>= \$ 176,874</b>	<b>(A)</b>

#### CCUSA Contribution: (50% = 27.5% in cash + 22.5% as estimate for Acc. Visit Costs)

27.5% of \$349,682	= \$ 96,163	
22.5% of \$349,682 (estimated Visit Costs)	= \$ 78,678	
Sub-Total	= \$ 174,841	
+ Reserve Fund Contribution (cash)	= \$ 2,033	
<b>Total for 2018</b>	<b>= \$ 176,874</b>	<b>(B)</b>

**MEMBERS' TOTAL FOR 2018** = \$ 353,748 (A + B)

#### Therefore:

CCUSA Total cash contribution	= \$98,196 (96,163 + 2,033)
Contribution per Program	= \$ 8,927 (98,196, divided by 11 Schools)

In addition to the cash contribution paid through CCUSA annual invoices of **\$8,927** per Program, an amount of **\$78,678** (\$7,153 per Program) was included in the CACB 2018 Annual Budget as an estimate of costs associated with on-site accreditation visits. The amount of \$7,153 per Program per year is very close to the FRTF recommendation of adopting \$7,000 per Program per year as an estimated cost towards a visit. This leads to a total Program estimate of \$42K (\$7,000 x 6-year cycle) per accreditation cycle.

## 8. AN ESTIMATED BASE COST FOR ACCREDITATION VISITS

The FRTF's approach has examined the elements of cost associated with an accreditation visit, enumerated through several collections of data including figures reported to CACB from six Canadian Programs over the past two cycles of accreditation visits. The three Programs visited in 2017 reported an average accreditation visit cost of \$63,622, while the next three Programs visited in 2018 reported an average accreditation visit cost of \$46,782 (a difference of almost \$20K between the two years). When taking the average reported costs of these six Programs, the total average was \$55,202. The committee has weighed this information carefully and in context, along with the CCUSA commentary that there was a level of ambiguity regarding some of the parameters, including Team Room costs, *APR* allowable costs, etc. We have begun to address this criticism below in providing further definitions around what costs are 'eligible' as well as what costs should be 'excluded' according to the CACB. In this report, numbers associated with each cost element reflect the expectations of the anticipated scope of each to bring a level of clarity that is consistent with an audit.

The following major cost elements are taken from the "*Accreditation Visit Costs*" template filled out by each School. The committee notes that major cost elements including Faculty Exhibit and Archiving of Student Work remain under "Miscellaneous" so that the template remains consistent at the moment. The committee used existing headings and has added text to further define the anticipated scope of each item. Certain costs considered outside of 'eligible' expenses have also been identified in a further attempt at clarity:

- 1.1 Core Visiting Team Expenses (with 5 sub-headings)
- 1.2 Team Room Preparation including Team Work Area (with 5 sub-headings)
- 1.3 Reports (including *APR* preparation) (with 3 sub-headings)
- 1.4 Reception
- 1.5 Miscellaneous (with 5 sub-headings)
  - Additional Food Costs
  - Faculty Exhibition
  - Archiving of Student Work
  - Environmental Services
  - Software acquisition and update

Each category of the "*Accreditation Visit Costs*" template coincides with a list of sub-headings cited below in accordance with *CACB Procedures for Accreditation*. The FRTF has suggested ranges of expenses for each of the five headings that are based upon the reported figures from CCUSA as well as applying the definitions below. Our intent is to establish an overall accreditation visit cost range that further limits 'eligible' expenses for each item. Following the committee's suggested amounts of minimum and maximum ranges per item, guided by an attempt to clarify and streamline each item, the committee estimates that total costs for an accreditation visit ranges between \$35K to \$48K (see ranges below).

### 1.1 Core Visiting Team Expenses *FRTF range: (\$12-13K)*

These costs appear to be quite commensurate for each School, as reported in 2017 and 2018. The five sub-headings from the template should be followed when reporting costs back to the CACB.

### 1.2 Team Room Preparation including Team Work Area *FRTF range: (\$10-13K)*

As defined in section 2.3.2 (CACB *Procedures*), the Team Room Preparation includes a series of items required by the Visiting Team. The following guidelines for anticipated costs include:

- Design of the layout and/or execution of the space, including labor, the Program should claim as 'eligible' expenses. This would include measures for providing privacy or providing lighting for the Team Room;
- Rental of equipment, including computers, furniture, etc. specifically for the accreditation visit;
- Costs related to setting up computer and internet connections for the use of the Visiting Team;
- Support personnel for the Visiting Team, as determined by the Program

Eligible costs include all Furniture / Exhibition Systems rented or purchased or material used to build Furniture / Exhibition Systems specifically for the visit. This excludes any elements built or acquired for long term purpose by the Program, including new equipment and new IT.

### 1.3 Reports (APR preparation) *FRTF range: (\$9-11K)*

An APR provides minimum information as required by the *CACB Conditions for Accreditation*. As defined in 2.2.3 (CACB *Procedures*), the Program is expected to provide the preparation time and oversight of the APR. Under report writing and preparation, anticipated costs include:

- Those related to support staff time
- Scanning, printing, courier/postage, etc.

The above includes paid hours of administrative staff, and hiring of students or other personnel. It *excludes* the time of the Program Director, and of the professors, as well as the hiring of outside consultants (i.e. graphic designers, copy editors, writers, etc.).

### 1.4 Reception *FRTF range: (\$1-3K)*

As defined in 2.3.1 (CACB *Procedures*), the reception is an opportunity for the CACB Visiting Team to meet other community and professional partners or colleagues of the School's Program. Eligible costs should be aligned with University policies at each institution.

### 1.5 Miscellaneous (Category total 3-8K) *FRTF range: (\$0-2K)*

This item includes 'reasonable' costs not fitting into the CACB template categories that a Program deems valid, or essential items related to the accreditation visit not accounted for under other cost elements. Item 1.5.1 allows for 'Additional Food Costs' and Item 1.5.4 covers 'Environmental Services' (such as cleaning or maintenance according to University policies that may vary per institution). Item 1.5.5, 'Software Acquisition and Update,' is also addressed below (and should be included in the Miscellaneous allowance).

**1.5.2 Faculty Exhibit****FRTF range: (\$1-3K)**

As defined in 2.3.4 (CACB *Procedures*), the faculty exhibit is “helpful in assessing the academic context.” The exhibit is an opportunity to display the outside activities of all faculty members. The scope of the Faculty Exhibition should remain inclusive but modest.

**1.5.3 Archiving of Student Work****FRTF range: (\$2-3K)**

Archiving of student work is a required aspect of the accreditation visit as we increasingly move towards digital archiving and presentation of material during on-site visits. Any material required for the Visiting Team assessment constitutes an eligible cost under the Material and Archiving sub-headings.

The CACB acknowledges that **Software Acquisition and Update** (item 1.5.5) required by the preparation of a digital presentation of student works is anticipated. Costs of digital student work outside of the visit or “any elements archived or acquired for long-term purpose” of the Program are to be excluded.

The second part of the current CACB template requests reporting on “Automatic Certification Costs.” Costs relating to “Automatic Certification” appear to be well-documented within all Canadian Programs. Thus far, costs declared by Programs in relation to this item appear modest to nil. Paid hours of administration time and other applicable expenses are anticipated. The committee notes that Automatic Certification reporting by CCUSA was already included in the last Members’ Accreditation Funding Agreement and that this is a good example of an item that has become streamlined for each Program (see section 10 -‘Further Recommendations’).

**9. FRTF MAIN RECOMMENDATION TO THE CACB**

The rationale for the allocation of \$42K per Program is based on a review of previous information, coupled with a clear intention by both Members and the CACB to make a concerted and consistent effort to bring accreditation costs down. The committee conducted a thorough exercise, at some length, in determining reasonable ranges of potential costs for the various aspects of on-site accreditation visits. We have synthesized the data gathered and done calculations in an attempt to be transparent regarding our process of streamlining future on-site accreditation visits, both to reduce the overall CACB budget, as well as to achieve fairness in accrediting individual Programs. Ultimately, this will allow the CACB and its Members to utilize its limited resources more effectively.

This report outlines how the FRTF has come up with the recommendation that follows, more in line with the ‘audit’ function of a visit. To that end, the committee:

- worked with data from CCUSA for 2 cycles of accreditation visits, averaging \$55K per visit;
- weighed and determined the parameters for each of the five headings in the *Accreditation Visit Template*, based upon our own experience of accreditation preparation and/or attending visits, leading to a range of \$35K to \$48K per visit;

- determined a provisional amount to be used as an estimated base cost of an accreditation visit of \$42K per Program that will align with the CACB Members' Funding Agreement model and the CACB Annual Budget.

The committee recommends that working with an estimated base cost of accreditation visits of \$42K per Program during a 6-year cycle is an appropriate guideline that will tighten the process for all Programs moving forward. Adopting \$42,000 per Program visit translates into each Program budgeting \$7,000 per year over a 6-year period. This estimated amount would be used internally by each Program for their own budgeting purposes within each institution.

In summary, the FRTF recommends that:

- each Program use \$7K per year x 6-year accreditation cycle totaling \$42K (\$42,000) per accreditation visit;
- the CACB use \$7K per year x 11 Programs totaling \$77K (\$77,000) per year as the estimated cost of accreditation visits in the CACB Annual Budget

In order to demonstrate our recommendation to CACB Members, below is a comparison for 2018 between the figures used by the CACB under the current percentage method, versus a calculation using the proposed 'New Approach.' With each Program estimating \$7K per year towards a visit, the cost of an accreditation visit (per Program) would equal \$42,000 over a 6-year cycle, while the CCUSA estimated cost of accreditation visits per year would equal \$77,000. This equates to 7K per year x 11 Programs:

CCUSA estimated cost per Program per yr.	\$ 7,000.00	
Cost of an accreditation visit per Program	\$ 42,000.00	(7K x 6-year cycle)
Cost for all 11 accredited schools	\$462,000.00	(42K x 11 Programs)
CCUSA estimated cost per year	\$ 77,000.00	(462K divided by 6 yrs.)

Note in the comparison chart that follows that the CCUSA cash contribution calculated by the current percentage method was \$8,926.92 in 2018, while the proposed New Method would equal \$9,003.18, reflecting an increase of only \$76.26 per Program.

**Comparison Chart : current Funding Model versus New Funding Model****2018 Budget****1-Current Funding Formula [50%+ (27.5%+22.5%)]****Expenses**

Accreditation Program Expenses without consideration for accreditation visit costs at 77.5% [(100%-22.5%)] of the total expenses	\$271,005
Accreditation Program Expenses at 100%	\$349,682
Consideration (estimation) for Accreditation Visit Costs at 22.5% of total of expenses	\$78,678

**Dues**

	CALA 50% Cash	CCUSA		
		27.5% Cash	22.5% Consider. Accr. Visit	
Contribution to offset Accreditation Program Expenses	\$174,841	\$96,163	\$78,678	\$349,682
Contribution to the Reserve Fund for the Accreditation Program	\$2,033	\$2,033		\$4,066
Total	\$176,874	\$98,196	\$78,678	
	\$176,874	\$176,874		\$353,748

Contribution per school (11 schools) including reserve funds	\$8,926.92
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**2-New Approach****Expenses**

Accreditation Program Expenses without Accreditation Visit Costs	\$271,005
Cost for Accreditation Visit per year for 11 programs: (11x \$42,000)/6 years	\$77,000
Total Accreditation Program Expenses	\$348,005

**Dues**

	CALA 50% Cash	CCUSA		
		Cash: 50% less Based cost for Accr. Visits	Based cost for Accr. Visits	
Contribution to offset Accreditation Program Expenses	\$174,002	\$97,002	\$77,000	\$348,004
Contribution to the Reserve Fund for the Accreditation Program	\$2,033	\$2,033		\$4,066
Total	\$176,035	\$99,035	\$77,000	
	\$176,035	\$176,035		\$352,070

Contribution per school (11 schools) including reserve funds	\$9,003.18
Difference between the 2 approaches	\$76.26

In adopting \$42K as the provisional estimated base amount for a full 6-year accreditation visit cycle, the process will continue to be refined and applied as other CCUSA Schools report their actual accreditation visit costs back to the CACB. The committee proposes that the \$42K amount be reviewed at 5-year intervals (noted on p. 9), which would lead to a review during the 2023-24 accreditation cycle. By then, Programs will have reported enough new data to verify actual costs more precisely. As the committee also proposes signing 5-year Members' Funding Agreements in future, this would coincide with the final year of the upcoming Members' Accreditation Funding Agreement (01 Jan. 2020 - 31 Dec. 2024).

## 10. FRTF FURTHER RECOMMENDATIONS TO THE CACB

In addition to the main recommendation, the FRTF also makes the following recommendations as a result of observations and discussion that emerged during the writing of this Accreditation Program Funding Report:

- a) Retain the CACB "Accreditation Visit Costs" template and incorporate the "Automatic Certification Costs" within one template. This may require editing items out of the Miscellaneous section in future and giving them their own heading for greater consistency;
- b) All *APR* reporting should be in alignment with the (upcoming) CACB "*APR* templates." Once these templates are in place, focus should be on *APR* section 2 (Progress Since the Previous Site Visit) and section 3 (Compliance with the Conditions for Accreditation). We suggest that section 1 (Introduction to the Program) and section 4 (Supplemental Information) be provided through digital links. This will vastly reduce each Program's costs for printing, as well as courier costs, for hard copies;
- c) Modify the training sessions and manual for Visiting Team members, as might be required, to ensure that the emphasis on the principals and goals outlined in the report (particularly with respect to the intent of the visits as an 'audit' function) are fully realized;
- d) Take whatever steps necessary to develop and implement an abbreviated training session and manual for Programs relative to the accreditation visits, so that the intent and expectations are more consistently understood;
- e) Consider implementing training sessions for the Schools and the Program Directors, coordinated with CCUSA meetings, if possible;
- f) Consider preparing a statement to be read at the beginning of every on-site accreditation visit that summarizes the principles and goals of the accreditation visit as an audit. We have provided much of the language for that statement in this report.

## APPENDICES

**Appendix A: CACB-CCCA Accreditation Visit Costs Template****ACCREDITATION VISIT AND AUTOMATIC CERTIFICATION COSTS****1-ACCREDITATION VISIT COSTS**

<b>Expenses*</b>		<b>Description/Explanation</b>	<b>Cost</b>
<b>1.1</b>	<b>Core Visiting Team Members : 5 members: 2 Educators, 2 Practitioners, 1 Intern/Student</b>		<b>\$0.00</b>
1.1.1	Travel		\$0
1.1.2	Ground Transportation		\$0
1.1.3	Accommodations		\$0
1.1.4	Hotel Meeting Room		\$0
1.1.5	Meals		\$0
<b>1.2</b>	<b>Team Room Preparation including Team Work Area</b>		<b>\$0.00</b>
1.2.1	Design		\$0
1.2.2	Information Technology		\$0
1.2.3	Execution (labour)		\$0
1.2.4	Material (Digital and/or Hardcopies)		\$0
1.2.5	Furniture/Exhibition System		\$0
<b>1.3</b>	<b>Reports</b>		<b>\$0.00</b>
1.3.1	Document Development (Content, Presentation)		\$0
1.3.2	Printing Scanning (APR, CVs, Student Guide to SPC)		\$0
1.3.3	Courier/Postage		\$0
<b>1.4</b>	<b>Reception (Provide details) : Catering, Food, Drink</b>		<b>\$0.00</b>
<b>1.5</b>	<b>Miscellaneous (Provide details)</b>		<b>\$0.00</b>
1.5.1	Additional Food Costs		\$0
1.5.2	Faculty Exhibit		\$0
1.5.3	Archiving of Student Work		\$0
1.5.4	Environmental Services		\$0
1.5.5	Software Acquisition and Update		\$0
			<b>\$0.00</b>

\*Further clarification may be required in certain cases

**2-AUTOMATIC CERTIFICATION COSTS**

<b>Expenses</b>		<b>Description/explanation</b>	<b>Cost</b>
<b>2</b>	<b>Preparation and Processing of Automatic Certification Files</b>		<b>\$0.00</b>
2.1	Submission of Official Transcripts to CACB		\$0
2.2	Collection of Student waivers		\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$0.00</b>

## **Appendix B: FAQs relating to the Hemplate**

### **FAQ: related to the template**

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#### **Q1: What does the item “Furniture/Exhibition System” include (item 2.5)?**

R1: All Furniture / Exhibition System rented or purchased or material used to build Furniture / Exhibition System specifically for the visit. It excludes any elements built or acquired for long term purpose.

#### **Q2: What is included in the Information Technology costs (Item 2.2)?**

R2: These are costs related to setting up computer and internet connections for the use of the Visiting Team.

#### **Q3: What is included in Document Development (Item 3.1)?**

R3: Paid hours of administrative staff, hired students, or other personnel. It excludes the time of the program director, and of the professors.

#### **Q4: What are the Environmental Services (item 5.4)?**

R4: They refer to additional services required to clean or prepare facilities prior to, during and after the visit.

#### **Q5: What is included in Software Acquisition and Update (item 5.5)?**

R5: Software acquisition and update required by the preparation of a digital presentation of the students work.

#### **Q6: To which expenses do you refer about the Preparation and Processing of Automatic Certification Files?**

R6: Paid hours of administration time and other applicable expenses.

## Appendix C: New Funding Model Chart

### 2018 Budget

#### 1-Current Funding Formula [50%+ (27.5%+22.5%)]

##### Expenses

Accreditation Program Expenses without consideration for accreditation visit costs at 77.5% [(100%-22.5%)] of the total expenses	\$271,005
Accreditation Program Expenses at 100%	\$349,682
Consideration (estimation) for Accreditation Visit Costs at 22.5% of total of expenses	\$78,678

##### Dues

	CALA 50% Cash	CCUSA		
		27.5% Cash	22.5% Consider. Accr.Visit	
Contribution to offset Accreditation Program Expenses	\$174,841	\$96,163	\$78,678	\$349,682
Contribution to the Reserve Fund for the Accreditation Program	\$2,033	\$2,033		\$4,066
	\$176,874	\$98,196	\$78,678	
<b>Total</b>	<b>\$176,874</b>	<b>\$176,874</b>		<b>\$353,748</b>

Contribution per school (11 schools) including reserve funds	<b>\$8,926.92</b>
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#### 2-New Approach

##### Expenses

Accreditation Program Expenses without Accreditation Visit Costs	\$271,005
Cost for Accreditation Visit per year for 11 programs: (11x \$42,000)/6 years	\$77,000
Total Accreditation Program Expenses	\$348,005

##### Dues

	CALA 50% Cash	CCUSA		
		Cash: 50% less Based cost for Accr.Visits	Based cost for Accr. Visits	
Contribution to offset Accreditation Program Expenses	\$174,002	\$97,002	\$77,000	\$348,004
Contribution to the Reserve Fund for the Accreditation Program	\$2,033	\$2,033		\$4,066
	\$176,035	\$99,035	\$77,000	
<b>Total</b>	<b>\$176,035</b>	<b>\$176,035</b>		<b>\$352,070</b>

Contribution per school (11 schools) including reserve funds	<b>\$9,003.18</b>
Difference between the 2 approaches	<b>\$76.26</b>

## Appendix D: Current CACB-CCCA Members' Accreditation Funding Agreement

The intent of this agreement is to formalize and document an informal agreement that has existed between CALA and CCUSA since 1992, when the CACB-CCCA was restructured and the additional mandate of administering the Architectural Accreditation Program system that had been adopted in Canada was implemented.

Based on a 6-year term of accreditation and the intended 50%-50% sharing of total costs, the CACB-CCCA Members agree to fund the expenses related to the administration of the accreditation system, effective January 1, 2017, in accordance with the following formula:

- CALA: Cash Contribution of 50% of total expenses
- CCUSA: Cash Contribution of 27.5% of total expenses + an allocation of 22.5% of total expenses that will be carried in each year's budget as Consideration for Accreditation Visit Costs.

In addition, the CACB-CCCA Members agree:

- That all Canadian Accredited Schools of Architecture will immediately implement all measures that are necessary to provide a complete list of all graduating students to CACB within three months of graduation. This is to allow for the completion of auto certification by CACB for graduating students and to allow entry into internship.
- That the CACB Funding Review Task Force will establish a process to determine costs of visits for accreditation, including appropriate guidelines and protocol for all future visits by the end of the three-year term of this agreement, as had been contemplated in earlier discussions of the CACB Funding Review Task Force.

The Members further agree that the terms of this funding agreement shall remain in place for a three (3) year period, following which it will be reviewed, for the purposes of determining its relevance and/or appropriate amendments.

CALA 


June 21, 2017  
Date

Witness (CALA) 

June 21, 2017  
Date

CCUSA 

May 27, 2017  
Date

Witness (CCUSA) 

May 27, 2017  
Date

## **Appendix E: CACB-CCCA 2017 Financial Statements**

1

### **CANADIAN ARCHITECTURAL CERTIFICATION BOARD**

#### **FINANCIAL STATEMENTS**

DECEMBER 31, 2017

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## INDEPENDENT AUDITOR'S REPORT

To the Members,  
**Canadian Architectural Certification Board:**

We have audited the accompanying financial statements of Canadian Architectural Certification Board, which comprise the statement of financial position as at December 31, 2017, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Canadian Architectural Certification Board as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**OUSELEY HANVEY CLIPSHAM DEEP LLP**

Licensed Public Accountants

Ottawa, Ontario

June 9, 2018

**CANADIAN ARCHITECTURAL CERTIFICATION BOARD****STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
<b>ASSETS</b>		
Cash	\$ 459,252	\$ 276,455
Investments (note 4)	101,014	126,256
Accounts receivable	12,105	-
Prepaid expenses	<u>30,313</u>	<u>30,664</u>
	<u>\$ 602,684</u>	<u>\$ 433,375</u>
<b>LIABILITIES</b>		
Accounts payable	\$ 27,665	\$ 21,353
Government remittances payable	<u>12,679</u>	<u>14,427</u>
	<u>40,344</u>	<u>35,780</u>
<b>NET ASSETS</b>		
BEFA Program	-	(10,637)
Certification Program	449,886	337,947
Accreditation Program (note 6)	<u>112,454</u>	<u>70,285</u>
	<u>562,340</u>	<u>397,595</u>
	<u>\$ 602,684</u>	<u>\$ 433,375</u>

Approved on behalf of the Board:

Chairperson

Treasurer

**CANADIAN ARCHITECTURAL CERTIFICATION BOARD****STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
<b>BEFA PROGRAM</b>		
Balance - beginning of year	\$ (10,637)	\$ (46,376)
Net revenue for the year	<u>10,637</u>	<u>35,739</u>
Balance - end of year	<u>\$ -</u>	<u>\$ (10,637)</u>
<b>CERTIFICATION PROGRAM</b>		
Balance - beginning of year	\$ 337,947	\$ 364,440
Transfer to accreditation program	-	(146,542)
Net revenue for the year	<u>111,939</u>	<u>120,049</u>
Balance - end of year	<u>\$ 449,886</u>	<u>\$ 337,947</u>
<b>ACCREDITATION PROGRAM</b>		
Balance - beginning of year	\$ 70,285	\$ -
Transfer from certification program	-	146,542
Net revenue (expenses) for the year	<u>42,169</u>	<u>(76,257)</u>
Balance - end of year	<u>\$ 112,454</u>	<u>\$ 70,285</u>
<b>TOTAL</b>	<u>\$ 562,340</u>	<u>\$ 397,595</u>

**CANADIAN ARCHITECTURAL CERTIFICATION BOARD****STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>BEFA Program</u>	<u>Certification Program</u>	<u>Accreditation Program</u>	<u>Total 2017</u>	<u>Total 2016</u>
<b>REVENUE</b>					
BEFA candidates	\$ 155,000	\$ -	\$ -	\$ 155,000	\$ 145,500
Certification candidates					
Accredited/non-domestic (NAAB)	-	6,004	-	6,004	5,521
Non-accredited/non-domestic (Canberra Accord)	-	11,340	-	11,340	13,836
RAIC Syllabus	-	2,520	-	2,520	3,780
Non-domestic	-	381,886	-	381,886	369,297
Grants					
CALA	-	-	191,100	191,100	185,211
CCUSA					
Cash	-	-	106,093	106,093	100,980
Consideration for accreditation visits	-	-	85,007	85,007	84,231
CALA payment to BEFA Program	18,578	-	-	18,578	46,376
Interest	-	1,302	403	1,705	1,460
Accreditation services	-	-	9,075	9,075	-
Other certification services	-	1,789	-	1,789	2,218
Miscellaneous	-	910	-	910	329
	<u>173,578</u>	<u>405,751</u>	<u>391,678</u>	<u>971,007</u>	<u>958,739</u>
<b>EXPENSES</b>					
Equipment and database maintenance	2,107	7,892	1,052	11,051	13,677
Certification assessment committee	-	2,861	-	2,861	2,264
Office					
Accounting and bookkeeping	6,143	6,527	6,527	19,197	15,947
Bank charges	101	960	100	1,161	902
Insurance	4,654	4,945	5,037	14,636	14,512
Internet services	673	715	715	2,103	2,894
Membership fees, subscriptions	-	755	755	1,510	1,430
Office supplies	502	1,638	205	2,345	2,149
On-line payment transaction fees	3,826	4,150	-	7,976	8,025
Photocopy	497	4,271	249	5,017	4,363
Postage and courier	127	939	327	1,393	1,417
Publications, design and printing	-	171	-	171	848

**CANADIAN ARCHITECTURAL CERTIFICATION BOARD****STATEMENT OF OPERATIONS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>BEFA Program</u>	<u>Certification Program</u>	<u>Accreditation Program</u>	<u>Total 2017</u>	<u>Total 2016</u>
<b>EXPENSES (CONTINUED)</b>					
Rent	7,724	30,897	12,874	51,495	50,894
Storage	-	2,758	145	2,903	2,848
Telephone	1,838	4,536	716	7,090	6,157
Translation	-	-	-	-	412
Website	308	325	326	959	959
Human resources	69,680	196,610	106,568	372,858	391,880
Meetings	64,358	19,507	56,394	140,259	107,201
Accreditation visits	-	-	85,007	85,007	84,231
Accreditation services	-	-	3,348	3,348	-
CACB committees					
Executive	32	751	1,123	1,906	595
Governance policy	356	709	721	1,786	130
Strategic planning	-	8	26	34	11,435
Finance	15	31	31	77	100
CACB committees for specific projects					
Certification training	-	-	-	-	5,792
Accreditation training	-	-	3,496	3,496	9,659
Funding review	-	-	-	-	4,308
Server upgrade	-	-	-	-	3,313
Research Initiatives	-	12	-	12	-
Canberra Accord	-	1,844	33,099	34,943	5,548
CALA (refund re prior years)	-	-	-	-	96,910
Writing of conditions and procedures	-	-	30,668	30,668	28,408
	<u>162,941</u>	<u>293,812</u>	<u>349,509</u>	<u>806,262</u>	<u>879,208</u>
<b>NET REVENUE FOR THE YEAR</b>	<b>\$ 10,637</b>	<b>\$ 111,939</b>	<b>\$ 42,169</b>	<b>\$ 164,745</b>	<b>\$ 79,531</b>

**CANADIAN ARCHITECTURAL CERTIFICATION BOARD****STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
<b>OPERATING ACTIVITIES</b>		
Net revenue for the year	\$ 164,745	\$ 79,531
Net change in non-cash working capital items		
Accounts receivable	(12,105)	3,913
Prepaid expenses	351	568
Accounts payable	6,312	11,994
Government remittances payable	<u>(1,748)</u>	<u>4,868</u>
	157,555	100,874
<b>INVESTING ACTIVITIES</b>		
Sale (purchase) of investments	<u>25,242</u>	<u>(23,787)</u>
<b>INCREASE IN CASH FOR THE YEAR</b>	182,797	77,087
Cash - beginning of year	<u>276,455</u>	<u>199,368</u>
<b>CASH - END OF YEAR</b>	<u>\$ 459,252</u>	<u>\$ 276,455</u>

## CANADIAN ARCHITECTURAL CERTIFICATION BOARD

### NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017

#### 1. PURPOSE OF THE ORGANIZATION

The Board was constituted for the purposes of certifying the educational qualifications of candidates in accordance with the criteria and procedures contained in the Education Standard approved by CALA and accrediting programs in architecture offered by universities in Canada.

The Board is incorporated under the Canada Not-for-profit Corporations Act and is not subject to income taxes.

#### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

##### a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

##### b) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

##### c) Property and equipment

Property and equipment purchases of nil (2016 - nil) have been expensed during the year.

##### d) Revenue recognition

The Board follows the deferral method of accounting for contributions. Restricted revenue is recognized as revenue in the year in which the related expenditure is incurred. Unrestricted revenue is recognized as revenue when it is received or becomes receivable. Contributed goods and services are recorded at their fair value. Dues received from applicants are recognized as revenue in the year in which they are received. Other revenues are recognized in the year in which they are earned.

\$85,007 (2016 - \$84,231) of contributed accreditation visits has been recognized as revenue in the current year together with the related expenses for the same amount.

##### e) BEFA program net assets

The BEFA program net assets are externally restricted.

##### f) Accreditation program net assets

The accreditation program net assets are externally restricted.

**CANADIAN ARCHITECTURAL CERTIFICATION BOARD****NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017****3. FINANCIAL INSTRUMENTS**

Financial instruments of the Board consist of cash, investments, accounts receivable and accounts payable.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant interest rate, currency, credit, liquidity or market risks arising from its financial instruments and the carrying amount of the financial instruments approximate their fair value.

**4. INVESTMENTS**

The Board has an investment certificate that earns interest at an annual rate of 1.1% and matures April 2018.

**5. COMMITMENT**

The Board has leased premises to September 30, 2020 at approximately \$58,000 per annum.

**6. ACCREDITATION PROGRAM NET ASSETS**

The Board has restricted \$82,115 of the accreditation program net assets for a future conference.

## Appendix F: CACB-CCCA 2019 Annual Budget

	2019 Budget Adopted on November 17, 2018	2019 Budget	% Prog	Academic Certification 2018	Academic Certification 2019	% Prog	Accreditation 2018	Accreditation 2019	% Prog	BEFA Certification 2018	BEFA Certification 2019
1											
2	Accredited/Non Domestic (NAAB)	\$6,045.00	100%	\$6,045	\$6,045						
3	Non-accredited Domestic (Graduates prior to Accreditation)	\$1,260.00	100%	\$1,260	\$1,260						
4	Non-accredited Non-domestic	\$329,332.50	100%	\$281,138	\$329,333						
5	Non Accredited/Non Domestic (Canberra Accord)	\$10,080.00	100%	\$6,300	\$10,080						
6	RAIC Syllabus	\$2,520.00	100%	\$2,520	\$2,520						
7	Eligibility	\$47,250.00	0%						100%	\$31,500	\$47,250
8	Self-Assessment	\$71,500.00	100%						100%	\$99,000	\$71,500
9	Interview	\$33,000.00	0%						100%	\$28,600	\$33,000
10	<b>Total Dues</b>	<b>\$500,988</b>		<b>\$297,263</b>	<b>\$349,238</b>					<b>\$159,100</b>	<b>\$151,750</b>
11	<b>Grants</b>										
12	CALA Cash Contribution	\$167,823				100%	\$174,841	\$167,823			
13	CALA Contribution to Reserve Funds	\$1,951				100%	\$2,033	\$1,951			
14	<b>Total CALA Contribution</b>	<b>\$169,775</b>				100%	<b>\$176,874</b>	<b>\$169,775</b>			
15	CCUSA Cash Contribution	\$92,302				100%	\$96,163	\$92,302			
16	CCUSA Contribution to Reserve Funds	\$1,951				100%	\$2,033	\$1,951			
17	<b>Total CCUSA Cash Contribution</b>	<b>\$94,253</b>				100%	<b>\$98,195</b>	<b>\$94,253</b>			
18	Consideration for Accreditation Visits Cost	\$75,520				100%	\$78,679	\$75,520			
19	<b>Total CCUSA Contribution</b>	<b>\$169,775</b>				100%	<b>\$176,874</b>	<b>\$169,775</b>			
20	CALA Payment for Potential BEFA Deficit	\$0							100%	\$0	\$0
21	<b>Total Grants</b>	<b>\$339,548</b>					<b>\$353,748</b>	<b>\$339,548</b>	<b>\$1</b>	<b>\$0</b>	<b>\$0</b>
22	<b>Other Income</b>										
23	Other Academic Certification Services	\$1,800	100%	\$2,220	\$1,800	0%			0%	\$0	\$0
24	Other BEFA Services		0%			100%			100%		
25	Accreditation Services (Candidates Application)	\$0	0%			100%			0%		
26	Accreditation Services (Candidates Status)	\$8,568	0%			100%		\$8,568	0%		
27	Interests	\$4,000	75%	\$900	\$3,000	25%	\$300	\$1,000	0%		
28	Other		34	\$39		34			32		0
29	<b>Total Other Income</b>	<b>\$14,368</b>		<b>\$3,459</b>	<b>\$4,800</b>		<b>\$300</b>	<b>\$9,568</b>		<b>\$0</b>	<b>\$0</b>
30	<b>TOTAL REVENUE</b>	<b>\$854,904</b>		<b>\$300,722</b>	<b>\$354,038</b>		<b>\$354,048</b>	<b>\$349,117</b>		<b>\$159,100</b>	<b>\$151,750</b>
31	<b>EXPENSES</b>										
32	<b>Operational Expenses</b>										
33	IT Equipment and Maintenance	\$11,673	75%	\$8,625	\$8,755	10%	\$1,150	\$1,167	15%	\$1,725	\$1,751
34	Office	\$120,507		\$60,814	\$67,439		\$26,904	\$26,881		\$25,578	\$26,187
35	Accounting/Bookkeeping	\$19,500	34%	\$5,440	\$6,630	34%	\$5,440	\$6,630	32%	\$5,120	\$6,240
36	Annual Visa Fee	\$123	34%	\$41	\$42	34%	\$41	\$42	32%	\$39	\$39
37	Bank Charges	\$1,058	90%	\$702	\$952	5%	\$39	\$53	5%	\$40	\$53
38	Insurance (Commercial General Liability)	\$2,282	60%	\$1,369	\$1,369	25%	\$571	\$571	15%	\$342	\$342
39	Insurance (Errors and Omissions Liability)	\$12,237	34%	\$4,934	\$4,161	34%	\$4,934	\$4,161	32%	\$4,644	\$3,916
40	Internet Services	\$2,135	34%	\$1,001	\$726	34%	\$1,001	\$726	32%	\$942	\$683
41	Legal Fees			\$0	\$0		\$0	\$0		\$0	\$0
42	Membership Fees	\$920	50%	\$715	\$460	50%	\$715	\$460		\$0	\$0
43	Office Supplies	\$2,900	80%	\$1,309	\$2,320	5%	\$327	\$145	15%	\$546	\$435
44	On-line Payment Fees (Bearstream)	\$9,000		\$4,365	\$5,000		\$0	\$0		\$4,060	\$4,000
45	Photocopier	\$7,200	85%	\$3,825	\$6,120	5%	\$225	\$360	10%	\$450	\$720
46	Postage/Courier	\$1,483	85%	\$877	\$1,260	5%	\$365	\$74	10%	\$219	\$148
47	Publications, Design and Printing			\$0	\$0		\$0	\$0		\$0	\$0
48	Rent	\$51,494	60%	\$30,536	\$30,896	25%	\$12,723	\$12,874	15%	\$7,634	\$7,724
49	Storage	\$2,900	95%	\$2,708	\$2,755	5%	\$143	\$145	0%	\$0	\$0
50	Telephone	\$6,316	70%	\$4,030	\$4,421	5%	\$620	\$316	25%	\$1,573	\$1,579
51	Translation			\$0	\$0		\$0	\$0		\$0	\$0
52	Website	\$960	34%	\$331	\$326	34%	\$331	\$326	32%	\$312	\$307
53	<b>Human Resources</b>	<b>\$400,995</b>	51%	<b>\$201,485</b>	<b>\$204,507</b>	30%	<b>\$118,521</b>	<b>\$120,299</b>	19%	<b>\$75,063</b>	<b>\$76,189</b>
54	<b>Meetings</b>	<b>\$108,050</b>		<b>\$14,026</b>	<b>\$18,125</b>		<b>\$53,478</b>	<b>\$48,325</b>		<b>\$39,897</b>	<b>\$41,600</b>
55	AGM	\$50	50%	\$25	\$25	50%	\$25	\$25		\$0	\$0
56	BEFA Interviews	\$38,500	0%	\$0	\$0		\$0	\$0	100%	\$38,000	\$38,500
57	Board	\$50,000	23%	\$10,546	\$11,500	75%	\$34,388	\$37,500	2%	\$917	\$1,000
58	CALA	\$10,500	40%	\$1,960	\$4,200	40%	\$1,960	\$4,200	20%	\$980	\$2,100
59	CCUSA	\$0	5%	\$0	\$0	95%	\$0	\$0	0%	\$0	\$0
60	NAAB	\$6,000	0%	\$0	\$0	100%	\$16,300	\$6,000			
61	Other Meetings	\$3,000	80%	\$1,495	\$2,400	20%	\$805	\$600			
62	<b>Assessment Committee (Acad.Certification)</b>	<b>\$3,000</b>	100%	<b>\$2,300</b>	<b>\$3,000</b>						
63	<b>Academic Certification Assessment Training</b>	<b>\$2,000</b>	100%	<b>\$2,000</b>	<b>\$2,000</b>						
64	<b>CACB Committees</b>	<b>\$2,000</b>	40%	<b>\$406</b>	<b>\$800</b>	40%	<b>\$406</b>	<b>\$800</b>	20%	<b>\$203</b>	<b>\$400</b>
65	Accreditation Services (Candidates Application)					100%					
66	Accreditation Services (Candidates Status)	\$8,568				100%		\$8,568			
67	Accreditation Training	\$7,500				100%	\$6,000	\$7,500			
68	Accreditation Visits	\$75,520				100%	\$78,679	\$75,520			
69	BEFA Training	\$4,500							100%	\$4,250	\$4,500
70	Communication and Promotion	\$0							100%	\$12,000	
71	<b>Sub-Total Operational Expenses</b>	<b>\$744,314</b>		<b>\$289,656</b>	<b>\$304,626</b>		<b>\$285,137</b>	<b>\$289,061</b>		<b>\$158,716</b>	<b>\$150,627</b>
72	<b>Canberra Accord</b>										
73	Canberra Accord Secretariat Annual Fees	\$3,950	5%	\$155	\$198	95%	\$2,945	\$3,753			
74	Canberra Accord AGM	\$12,000	5%	\$250	\$600	95%	\$4,750	\$11,400			
75	Canberra Accord AGM Hosting		5%	\$0	\$0	95%	\$0	\$0			
76	Canberra Accord Periodic Reviews		5%	\$500	\$0	95%	\$9,500	\$0			
77	<b>Sub-Total Canberra Accord</b>	<b>\$15,950</b>		<b>\$905</b>	<b>\$798</b>		<b>\$17,195</b>	<b>\$15,153</b>			
78	<b>Specific Projects</b>										
79	<b>Validation Conference</b>										
80	Conditions and Procedures Writing Committees		0%			100%					
81	Conference Preparation (including Conference Committee)	\$40,000	0%			100%	\$40,000	\$40,000			
82	<b>Total Validation Conference</b>	<b>\$40,000</b>					<b>\$40,000</b>	<b>\$40,000</b>			
83	<b>TOTAL EXPENSES</b>	<b>\$800,264</b>		<b>\$297,911</b>	<b>\$305,424</b>		<b>\$349,682</b>	<b>\$344,213</b>		<b>\$159,016</b>	<b>\$150,627</b>
84	<b>NET INCOME</b>	<b>\$54,640</b>		<b>\$2,811</b>	<b>\$48,614</b>		<b>\$4,366</b>	<b>\$4,903</b>		<b>\$84</b>	<b>\$1,123</b>
85	<b>2019 Budget</b>			<b>Academic Certification 2018</b>	<b>Academic Certification 2019</b>		<b>Accreditation 2018</b>	<b>Accreditation 2019</b>		<b>BEFA Certification 2018</b>	<b>BEFA Certification 2019</b>

Exp at 77.5%	\$260,125
Exp at 100%	\$325,645
Exp at 22.5%	\$75,520

CALA	\$167,822.58
CCUSA	\$92,302.42
AV	\$75,520
RF	\$1,950.94

	2019	2018	%
Total CALA	\$169,774	\$176,874	-4%
Total CCUSA	\$169,774	\$176,874	-4%
Total Cash CCUSA	\$94,253	\$98,195	-4%
Accrd.Visits	\$75,520	\$78,679	-4%





Ontario Association of Architects

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 4.2

## Memorandum

**To:** **Council**  
Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef  
Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:** Kathleen Kurtin, President

**Date:** May 10, 2019

**Subject:** Canadian Architectural Licensing Authorities – Proposed Amendments to the National Internship in Architecture Program

**Objective:** Council is to consider approval of the recommended amendments to the Internship in Architecture Program (IAP)

### Background:

The attached report was presented by the national Canadian Architectural Certification Board (CACB) standing committee at the recent meeting of the Canadian Architectural Licensing Authorities (CALA) on April 27, 2019 in Montreal.

In 2017, Council established an IAP Working Group to review the Program and consider modifications with respect to conditions for licensure. The working group's recommendations were forwarded for consideration at the national level via the standing committee. The attached red-lined document contains most of the recommendations made by the OAA working group, including the acceptance of a limited number of hours of experience prior to graduation. The national committee is also recommending additional changes relative to new sections on energy literacy and sustainability. One recommendation from the OAA not fully adopted is the recommendation regarding the number of categories where experience hours may be logged. The national committee is recommending that this be contained within each individual jurisdictions Appendix B to the IAP.

Following the April 27 meeting the intent is for all CALA members to take the full set of recommendations back to their Council's for review, comment, and/or approval. It was hoped that all could provide feedback/approval by the end of June. Given the level of priority of this file for the OAA, Council may wish to discuss whether implementation can be fast-tracked by the OAA while approvals from across the country are sought.

.../2

Staff have been asked to consider options for implementation by the OAA as well as any implications should it be done in advance of a full national approval. This information will be shared at the May Council meeting.

**Action:**

Council is asked to consider approval of the recommendations from the CACB national standing committee with respect to the IAP.

# INTERNSHIP IN ARCHITECTURE PROGRAM (IAP)

# 1 THE PROCESS

*The Internship in Architecture Program (IAP) has been established by the **Canadian Architectural Licensing Authorities (CALA)** to continue to maintain a program of architectural registration/licensing in Canada that is both meaningful and effective. The IAP is also intended as a catalyst for improving the profession, by increasing effective communication between Architects and prospective members of the profession. To become registered/licensed in Canada, a person must demonstrate competency and qualifications to provide architectural services to the public.*

Interns must remain in the IAP while experience is being gained and recorded and while examinations are being written to derive maximum benefit from the program.

**Note:** *Credit will be granted only for experience gained **as recognized Students\*\***, or while enrolled as an Intern in the IAP **with your CALA jurisdiction**.*

The objectives of the IAP are:

1. To define and document areas of architectural practice in which professional knowledge and skills must be gained in a structured, supervised and mentored environment;
2. To provide a uniform system for documentation and periodic assessment of internship activities;
3. To provide feedback and guidance to the Intern;
4. To involve the members of the profession in the development and training of future members.

**Note:** *For the purposes of IAP the term **'Intern'** will be used to mean, Intern Architect, Intern of Manitoba or Stagiaire in architecture in Quebec.*

## 1.1 Architectural Registration/Licensure and the IAP

*Regulation of the profession of architecture, including setting standards for education, experience and examinations needed for the registration/licensing of Architects, is the responsibility of each CALA jurisdiction. In all ten provinces, and one territory, self-regulating associations have been established by provincial/territorial government legislation to govern the profession of architecture and to establish registration/licensing requirements.*

There is general agreement among CALA jurisdictions on the standards for admission to the architectural profession in Canada. CALA has adopted Common Admission Standards regarding Education, Architectural Experience and Examination. Such standards facilitate reciprocal registration/licensing across Canada under a reciprocity agreement entered in to by CALA jurisdictions. These standards include:

- Established **education** requirements for admission as an Intern
- Pre-registration/licensing **architectural experience** requirements
- Architectural registration/licensing **examination** requirements.

**\*\*Eligibility for submission as a "Recognized Student" will be considered once a minimum of 60 credit hours within a professional program has been completed.**

## Education Requirements

The CALA jurisdictions have established common education standards as detailed in the **Canadian Architectural Certification Board (CACB) Conditions and Terms for Accreditation** for professional degree programs in architecture and in the **Conditions and Procedures for the Certification of Educational Qualifications** (Canadian Education Standard). The accreditation of professional programs in architecture and the certification of education qualifications of architecture graduates are conducted under the auspices of the CACB in accordance with the standards set by the CALA jurisdictions. If you require further information, contact the CACB. (Refer to **Appendix D**)

## Experience Requirements

Although there is general agreement on the Canadian Experience Standard **for Architects** by CALA, the specific requirements in each jurisdiction may vary slightly. (Refer to **Appendix B** for requirements unique to your CALA jurisdiction.) CALA requires a minimum of 3720 hours (2 years) of recorded architectural experience which must be gained in the specified areas of architectural practice while under the personal supervision and direction of an Architect licensed by a CALA or reciprocal jurisdiction. For International experience refer to **Section 2.2**.

## Examination Requirements

CALA requires Interns to pass either the Examination for Architects in Canada (ExAC) or the United States' National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE) to satisfy its examination requirements.

For more information on the contents of the **ExAC**, eligibility and scheduling procedures, visit [www.exac.ca](http://www.exac.ca).

For information on the contents of the **ARE**, eligibility and scheduling procedures, visit [www.ncarb.org](http://www.ncarb.org) and click on the ARE tab.

**Note:** *Interns should refer to **Appendix B** to ensure they are familiar with the rules in each CALA jurisdiction in relation to acceptance of the EXAC and or ARE.*

## Additional Requirements

Some CALA jurisdictions may have additional requirements before registration/licensing, such as courses, oral examination, interviews, etc. Refer to **Appendix B** for those requirements unique to your jurisdiction or contact the CALA jurisdiction directly. (Refer to **Appendix D**)

## 1.2 Getting Started

### Application Procedures

Each jurisdiction has its own application process and documents. Prospective Interns are encouraged to contact their CALA jurisdiction for specific application details. The process is generally initiated by contacting the CALA jurisdiction of residence to obtain information on registration/licensing. To apply, a candidate must, at minimum, submit the following:

- CACB certificate – for all architecture graduates
- Complete Application to become a recognized Student or Intern an Intern
- Required fees

Upon receipt of the jurisdictional required application information, the applicant is notified of acceptance into the IAP and advised that the IAP Manual and other relevant information and documents are available electronically on the CALA jurisdiction's website.

**Note:** *Employment is not required to be appointed/enrolled in the IAP.*

### Supervising Architect, Mentor, CALA Jurisdiction

The architectural profession has a responsibility to help Interns prepare themselves for architectural practice. One of the ways this is fulfilled is through the roles expected of the Supervising Architect and the Mentor.

~~Both the Supervising Architect and the Mentor are expected to fulfill certain responsibilities to the Intern within their respective roles.~~ Contact your CALA jurisdiction for documentation you can share with your Supervising Architect and Mentor so they may familiarize themselves with their roles and responsibilities responsibility. **Supervising Architects and Mentors who have questions about best practices should contact their CALA jurisdiction.**

### Role of Supervising Architect

The Supervising Architect plays a crucial role in the Intern's career, not only by providing encouragement, direction and constructive advice, but also by facilitating the transition between architectural education and practice and providing the practical architectural experience required for registration/licensure.

The Supervising Architect is the Architect **within the architectural practice or place of employment who personally supervises and directs the Intern daily.** The Architect must be registered/licensed in the jurisdiction in which the Intern is gaining the experience. He/she must be able to assess the quality of work performed and regularly certify the Intern's documented architectural experience prior to submission of each section of the **Canadian Experience Record Book (CERB)** to the CALA jurisdiction.

The Supervising Architect must be familiar with the IAP's objectives and experience requirements, and its documentation processes.

## Role of Mentor

**The retention of a Mentor is integral to the process**, and is required by your CALA jurisdiction, except for the OAQ. (Refer to **Appendix B**)

The Mentor is an Architect or a retired Architect who is **not** employed at the Intern's place of employment and who acts as an independent guide/advocate for the Intern. (Refer to **Appendix B**) The Intern meets the Mentor for regular reviews of experience progress, discussion of career objectives and broader issues related to the profession.

At an absolute minimum, the Mentor **must** meet with the Intern prior to the submission of each section of the CERB, when the Intern has accumulated 900 – 1000 hours (approximately 6 months) of architectural experience, or at each change of employment. This minimum is not ideal, however, and will not help the Intern to obtain the most benefit from the internship process. Regular contact between submissions will offer the greatest opportunity for the Mentor to assist the Intern and exert a positive influence on his/her development as an Architect.

**Note:** As some CALA jurisdictions maintain a list of recognized Mentors, applicants should ensure, in advance of making their selection, that their proposed Mentor is recognized.

## Selecting a Mentor

Interns should select a Mentor who is willing to commit to their professional growth. The Intern-Mentor relationship personifies the architectural profession's historic mentoring system. Mentors are expected to be knowledgeable about the IAP's objectives and experience requirements.

The Intern may select a Mentor by asking the following for a recommendation:

- A personal acquaintance
- An employer, previous employer, or fellow Intern
- The CALA jurisdiction

## Changing a Mentor

A Mentor should be maintained throughout the Program; however, during the architectural experience period, there may be a need to change your Mentor and select a new Mentor. If there is a change the following procedures apply:

- Identify the new Mentor to the CALA jurisdiction
- Have the new Mentor provide a Letter of Confirmation to the CALA jurisdiction. (Refer to **Appendix E – Sample Forms and Letters.**)

## Role of CALA Jurisdictions

The CALA jurisdictions play an important role in the internship process by ensuring that Interns are informed of all the requirements they need to fulfill, by guiding them through each step of the process and certifying work experience and other internship requirements. The CALA jurisdictions:

- Admit qualified individuals to Intern status
- Provide advice to Interns on registration/licensing procedures
- Review the Canadian Experience Record Book (CERB) every 900 – 1000 hours, for acceptance and provide Interns with comments and constructive advice
- Process Interns' eligibility to take either examination, the ExAC or the ARE
- Transmit examination results to Interns
- Provide supplementary education or oral interview (where applicable)
- Issue a registration/licence

### 1.3 Changing Employment

During the architectural experience period, personal circumstances or external factors can result in changes in employment. As an Intern, you must notify your CALA jurisdiction if there is a change of employment. The following procedures generally apply:

- Inform your jurisdiction of your new place of employment
- Identify your new Supervising Architect
- Have the new Supervising Architect provide a Letter of Confirmation to your jurisdiction (Refer to Appendix E – Sample Forms and Letters)
- Complete the section of the CERB to be certified by the previous Supervising Architect and submit to your jurisdiction
- Begin a new CERB section with the new place of employment.

### 1.4 Multiple, Concurrent or Part-time Employment

If engaged as an independent contractor or employed on a part-time basis by one or more than one employer during the same period, you will be considered an employee in each of these circumstances (for the purpose of the IAP only) and will be required to complete a separate CERB section for each employment situation.

**Note:** *It is the Intern's responsibility to verify with the CALA jurisdiction whether experience gained as an independent contractor or on a Part-time basis is acceptable. Pre-approval is generally required. (Refer to **Appendix B**)*

### 1.5 Architecture Canada Syllabus/RAIC Syllabus

It may be possible to enroll in the Internship in Architecture Program while enrolled in the Architecture Canada/RAIC Syllabus Program.

To determine whether your CALA jurisdiction allows for recording of work experience while enrolled as a syllabus student and the terms and conditions for recording such experience, please refer to Appendix **B**.

For most CALA jurisdictions a maximum of **760** hours of work experience may be approved while in Part 2 of the syllabus Program.

## 1.6 Annual Fees and Charges

The fees and charges associated with the registration/licensing process are established annually by each CALA jurisdiction. For information contact the CALA jurisdiction. (Refer to Appendix D for relevant contact information.)

## 1.7 Transfer from/to Other CALA Jurisdictions

### **Documentation**

Interns transferring from/to another CALA jurisdiction must have all documentation signed off prior to leaving the (exiting) jurisdiction and must contact the new CALA jurisdiction (receiving) for the relevant application forms and any additional requirements specific to that receiving jurisdiction (Refer to **Appendix D**)

### **Architectural Experience**

Interns transferring from/to another CALA jurisdiction will not lose any period of previously accepted architectural experience appropriately documented in the CERB, except as may be referenced in Appendix B.

### **Examination\***

CALA jurisdictions continue to accept ExAC results or ARE results for applicants from other jurisdictions.

**Note:** \*Refer to **Section 1.1 Examination Requirement** *and to Appendix B.*

## 2 THE CANADIAN EXPERIENCE STANDARD: ARCHITECTURAL EXPERIENCE REQUIREMENTS

*The fundamental purpose of the pre-registration/licensing employment period is to ensure that the **recognized Student/Intern** is provided with sufficient 'hands-on' architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture in Canada.*

It is the responsibility of the **recognized Student/Intern**, before accepting architectural employment, to ascertain that the employment will provide the required scope of architectural experience. (Refer to **Section 2.2**) There may be variations regarding the acceptability of experience in each CALA jurisdiction. (Refer to **Appendix B**)

### 2.1 Documentation

Professional experience gained prior to graduation can be beneficial to an intern's academic experience and will also encourage an earlier and more meaningful integration of the intern into the profession.

Pre-graduation experience obtained while a registered student in a CACB accredited architectural degree program may be considered as IAP experience. Up to 760 hours may be eligible for acceptance for candidates who meet all other requirements of the IAP except for CACB certification of their academic credentials.

The **recognized Student/Intern** must maintain a record of architectural experience while enrolled in the IAP. All experience must be recorded in the **Canadian Experience Record Book** (CERB). (Refer to **Appendix F**.) Experience will be reviewed and evaluated by the CALA jurisdiction at the end of each 900-1000 hours of architectural experience or at the change of employment. Each Intern will be provided with a record of the review at the end of each review period. (Refer to **Section 3.3**)

**Note:** Credit will be granted only for experience gained *as a recognized Student, or while enrolled as an Intern in the IAP with your CALA jurisdiction.*

### 2.2 Architectural Experience

#### Minimum

The CALA jurisdictions require that Interns gain a **minimum of 3720 hours** of architectural experience recorded in the CERB which is used to chart progress. This experience must be gained under the personal supervision and direction of a Registered/Licensed Architect, approved by your CALA jurisdiction, in either an architectural practice or other eligible architectural employment situation. (Refer to **Section 2.3**)

## Required

### Category A-Design and Construction Documents

(\*May occur during multiple phases of a project)

1. Programming
2. Site Analysis
3. Schematic Design
4. Engineering Systems Coordination\*
5. Building Cost Analysis\*
6. Code Research\*
7. Envelope Detailing
8. Design Development
9. Construction Documents
10. Specifications and Materials Research\*
11. Document Checking and Coordination\*
12. Energy Literacy

### Category B-Construction Administration

13. Procurement and Contract Award ~~Bidding and Contract Negotiation~~
14. Construction Phase-Office
15. Construction Phase-Site

### Category C-Management

16. Project Management
17. Business/Practice Management ~~Office Management~~

The experience area descriptions and required activities are described in detail in **Appendix A**.

**Note:** An Intern enrolled in the *Architectural Experience Program (AXP)* in a state or territory of the United States of America (USA) where *AXP* is mandatory may apply to have that architectural experience credited.

### Fulfillment

The Intern must demonstrate competence in each category, not merely document that certain amounts of time have been spent working in various areas. Upon completion of **3720 hours** of documented and accepted architectural experience within the required categories and experience areas, the Intern will be advised in writing whether the architectural experience requirement has been fulfilled.

Once the required architectural experience in an area of practice is accepted, it will not have to be repeated, subject to the individual CALA jurisdiction requirements. (Refer to **Section 1.7** Transfers and to **Appendix B**)

## Variety

The Intern's architectural experience must satisfy the required hours stated under **Categories categories** A, B and C, which constitutes the core areas of architectural practice. An Intern's experience **must include different types of experience within multiple categories. An intern is not expected to know something about every building type, but to be exposed to enough variety to understand that there will be something to learn for each new project. include a variety of** occupancies (minimum of 2), project types, complexities and sizes. Non-compliance with the requirement to gain experience for a "variety of projects" will be considered by the CALA jurisdiction **only in exceptional circumstances. (Refer to Appendix B).**

## Local Knowledge/Currency

CALA jurisdictions may require the Intern to demonstrate knowledge of local conditions of architectural practice as a requirement for registration/licensure. (Refer to **Appendix B**)

## International

All International architectural experience (outside Canada and the USA) gained by an individual while **NOT** in the IAP or **AXP** will be subject to interview or further review by the CALA jurisdiction. (Refer to **Appendix B**)

All International architectural experience gained **must** be under the personal supervision and direction of an Architect. Proof of the Supervising Architect's registration/licensing status in the jurisdiction where the work experience is gained. Where registration/licensing of architects is not a requirement this may be reviewed on a case-by-case basis by the CALA jurisdiction to which the Intern is reporting. The Supervising Architect in these instances must hold a valid architectural registration/licence in another jurisdiction. The Intern may be required to Provide official documentation confirming the status of the Supervising Architect. (Refer to **Appendix B**)

## Overtime

To recognize overtime architectural experience, the **3720 hours** can be completed in a minimum of 1 ½ calendar years. However, the IAP is a minimum of two (2) year program. No maximum time has been established within which all the architectural experience must be completed. (Refer to **Appendix B**)

## Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, participate as an **observer**. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in his/her comments in the CERB to the CALA jurisdiction where the use of **parallel documents** or participation as an **observer** has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the CALA jurisdiction **only under exceptional circumstances. Contact the CALA jurisdiction for clarification.**

**Note:** *It is recommended and is the Intern's responsibility to verify with his/her CALA jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to **Appendix B**)*

## 2.3 Eligible Architectural Employment Situations

Architectural employment may be acceptable if it is gained and pre-approved by your CALA jurisdiction:

- a) In the employ of an architectural practice in Canada, USA or in an international location, and certified by a Registered/Licensed Architect in the jurisdiction where the experience is being gained and is approved by your CALA jurisdiction, and who is employed by the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**)
- b) In the employ of a government agency, crown corporation, institution, bank, engineering office, developer or corporation having a department or office that deals primarily with architectural design and construction as an 'owner' and is certified by an Architect who is employed in the same entity and who personally supervised and directed the architectural experience. (Refer to **Appendix B**)

**Note:** *Architectural experience gained outside Canada or the USA while under the personal supervision and direction of an Architect may be subject to pre-approval, interview or further review or further review by the CALA jurisdiction. (Refer to **Appendix B**)*

## 3 CANADIAN EXPERIENCE RECORD BOOK (CERB)

*The purpose of the CERB is to provide the Intern with a tool to record the architectural experience, and to enable the CALA jurisdiction to verify and to assess the nature and breath of this experience. The Intern is responsible for maintaining a record of architectural experience in the CERB. This record has several functions. For the Intern, it identifies areas where architectural experience is being gained and areas where deficiencies exist. The Intern can also use the CERB as a tool in discussions with the employer to ensure he/she is getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool. **The emphasis in the IAP is to promote Intern/Supervising Architect/Mentor dialogue.***

**Note:** Credit will be granted only for experience gained *as a recognized Student, or while enrolled as an Intern in the IAP with your CALA jurisdiction.*

### 3.1 Submission for Review

All architectural experience must be recorded in the CERB and signed by the Supervising Architect and Mentor. Interns are required to submit the CERB to the CALA jurisdiction for review upon completion of 900-1000 hours of architectural experience and/or at change of employment. Late submission will be considered as described in **Section 3.2**.

### 3.2 Late Submission of Architectural Experience

All architectural experience submitted for late submission review and assessment must be recorded in the CERB and signed by the Supervising Architect and Mentor. Architectural experience gained as *a recognized Student or an Intern in the IAP* and submitted in excess of 12 months from the date of the last entry will be subject to special review and assessment by the CALA jurisdiction and the Intern may be subject to additional fees and an interview. Late submission of architectural experience may not be accepted by some CALA jurisdictions. (Refer to **Appendix B**)

### 3.3 Instructions for Completion of the CERB

(Refer to **Appendix C** for specific instructions.)

When 900-1000 hours of architectural experience have been completed or at each change of employment, you must submit your signed dated and certified CERB.

Have the Supervising Architect:

- Complete the Comments and Declaration portion
- Sign and date the CERB

Have the Mentor:

- Complete the Mentor Declaration portion
- Sign and date

In summary, the Intern should do the following:

- Submit the CERB section of the CALA jurisdiction **within 8 weeks** of the date of the last entry
- Interns must retain copies of their submission

The CALA jurisdiction will provide a summary or approve a summary of the total hours approved to date on a **Periodic Assessment Form** and may make comments or suggestions it believes will benefit the Intern. These comments should serve to reinforce the advice already given to the Intern by the Supervising architect and Mentor. (Refer to **Appendix B**)

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# Appendix A

## Architectural Experience Area Description and Required Activities

An Intern must acquire **3720 hours** to satisfy the IAP's architectural experience requirements. The following chart lists the required architectural experience categories and activities and the required hours for each

<b>CATEGORY A: Design and Construction Documents</b>		<b>Min. Hours Required</b>
1	Programming	80
2	Site Analysis	80
3	Schematic Design	240
4	Engineering Systems Coordination*	140
5	Building Cost Analysis*	80
6	Code Research*	120
7	Envelope Detailing	80
8	Design Development	320
9	Construction Documents	760
10	Specifications and Material Research*	120
11	Document Checking and Coordination*	100
12	Energy Literacy	80
*May occur in multiple phases of a project		
	<b>Min. Hours</b>	<b>2200</b>
<b>CATEGORY B: Construction Administration</b>		
13	Procurement and Contract Award	120
14	Construction Phase – Office	200
15	Construction Phase – Site	200
	<b>Min. Hours</b>	<b>520</b>
<b>CATEGORY C: Management</b>		
16	Project Management	120
17	Business/Practice Management	120
	<b>Min. Hours</b>	<b>240</b>
<b>Total Hours required Post Graduation in Categories A, B, C:</b>		<b>2960</b>
<b>Remaining Additional Hours</b> (may be gained in experience areas 1-17 and prior to graduation):		<b>760</b>
<b>TOTAL ARCHITECTURAL EXPERIENCE HOURS REQUIRED:</b>		<b>3720</b>

## Category A: Design and Construction Documents

### 1. Programming

Programming is the process of understanding and setting forth in writing the client's requirements for a given project. Steps in this process include establishing goals, considering a budget, collecting, organizing and analyzing data, identifying and developing concepts, and determining needs. Client-Architect agreements presume that the client will furnish the program. Involvement of the Architect, in writing the program will be a service not covered in the traditional agreement for Design and Construction Administration. However, many clients employ the Architect to assist them in preparing a functional program. The project will also be affected by the mortgage lender; public officials involved in health, welfare and safety; future tenants, and, increasingly, the people who will work in the built environment. Their input at the programming stage is essential to maintain an orderly and productive design process.

#### **Required Intern Activities include the following:**

- Participate in conferences with the clients regarding programming, periodic reviews and formal presentations and assist in preparing minutes or reports for future reference.
- Assist with presentations at zoning and variance hearings, and at meetings with the clients and consultants of these projects.
- Assist in preparing the summary and evaluation of data and requirements obtained from all sources.
- Research current literature pertaining to architectural programming.

### 2. Site Analysis

Site analysis includes land planning, urban design and aspects of environmental evaluation. Land planning and urban design are concerned with relationships to surrounding areas and involve consideration of the physical, economic and social impact of proposed land use on the environment, ecology, traffic and population patterns. Governmental agencies frequently require documentation prepared by specialist consultants on the results that construction will have on the site and on the surrounding lands (i.e. environmental impact studies). Decisions relating to site analysis must involve the selection, organization and evaluation of pertinent data that will lead to a resolution of the client's program while conforming to legal requirements.

#### **Required Intern Activities include the following:**

- Assist in analyzing several sites to assess the feasibility of their use for a proposed project.
- Help analyse the feasibility of using a specific site for a project. Assist in the analysis of specific land use and location for a project. Assist in the formulation of the most appropriate land use strategy to achieve a desired environmental impact.
- Research site restrictions such as zoning, easements, utilities, etc. Participate in public hearings about land use issues and prepare reports for future reference.

### 3. Schematic Design

From the client-approved program and budget (mutually accepted), the Architect develops alternative solutions to satisfy the program, massing, site location and orientation, response to environmental factors regulatory and aesthetic requirements. The preferred scheme(s) is presented to the client for approval.

**Required Intern Activities include the following:**

- Participate in the development and preparation of preliminary design concepts to determine the spatial relationships the best satisfy the client's program.
- Participate in the development and coordination of program requirements with the consultants.
- **Participate in development of a project fire and life safety strategy.**
- Assist in the preparation of presentation drawings and models.
- Assist in the analysis and selection of building and engineering systems.
- **Research and evaluate building envelope strategy.**
- Participate in design review and approval meetings with the clients, user groups, authorities having jurisdiction, community.

### 4. Engineering Systems Coordination *(may occur in multiple phases of a project)*

The Architect is usually responsible for the selection, design and coordination of all building system, including the engineering systems. The emphasis of this experience requirement is to develop and understanding, under the direct supervision and control of the Architect, of the integrated engineered systems normally designed by the consultants and provided by product suppliers, manufacturers and fabricators. These traditionally have included structural, mechanical and electrical systems as well as other technical innovations and special requirements, such as telecommunications and computer applications.

Architects must know how engineering systems work, including system benefits and limitation, availability, cost and the space requirements necessary to provide the basis for system design, selection and integration. This knowledge also provides the vital communication links necessary for appropriate interaction with engineering consultants and product suppliers.

**Required Intern Activities include the following:**

- Become familiar with construction methods and performance of different building and engineering systems.
- Understand safety requirements and the selection process for building and engineering systems.
- Assist in research, analysis and selection of building and engineering systems during the schematic design and development phases.
- Help coordinate engineering systems documents provided by the consultants into the construction documents produced by the Architect.
- Review consultants' drawings for conceptual understanding of systems, space requirements and possible conflicts or interference of structure, duct work, plumbing lines, electrical fixtures, etc.
- Assist in reviewing shop drawings, evaluating samples and maintaining records.

- Visit job sites and observe installation and integration of engineering systems, construction details and space requirements.
- Attend systems start up, operation and maintenance meetings required for acceptance and use by the client.
- ~~Obtain and study manufacturers' literature for engineering systems and components.~~
- Become familiar with relevant codes and regulatory standards applicable to various building and engineering systems.
- Check maintenance manuals and warranties submitted by contractors for conformance with contract documents.

## **5. Building Cost Analysis** *(may occur in multiple phases of a project)*

An important responsibility of the Architect is to evaluate the estimated construction cost. Reasonable estimates are crucial to the client. They influence decisions involving basic design, selection of building products and system and construction scheduling. Long-term maintenance, as well as tax impact of material and system selection (value engineering), are additional factors that bear on development of the project. For their own preliminary analysis, most Architects use computations based on area and/or volume. Estimates of construction cost provided later in the design process are frequently made based on labour and material requirements (quantity surveys), a method that requires a more specialized knowledge of construction costs.

### **Required Intern Activities include the following:**

- Calculate the areas and volumes of a project and its characteristic components.
- Make a simplified quantity takeoff of selected materials and prepare comparative cost analysis.
- Assist in the preparation of cost estimates of each stage of a project.
- Review various references and texts utilized in cost estimating.
- Assist in the preparation of cost analyses for current projects, using a variety of indices.
- Conduct a survey of current costs per square or cubic metre of various types of projects, using local costs data.
- Analyze cost for compliance with various sustainability programs
- Assist in project life cycle costing exercises
- Assist/review costing of scope changes during construction
- Assist in presentation of costs analysis to clients
- Review and analyze cost consultant estimates
- Participate in project value engineering exercises

## **6. Code Research** *(may occur in multiple phases of a project)*

Building inspectors as well as officials in zoning, environmental and other agencies relating to the health, welfare and safety of the public, oversee the enforcement of federal, provincial and local regulations related to building construction. The codes promulgated by these various agencies have a direct bearing on the total design process and thorough knowledge of all requirements is essential to the satisfactory completion of any project. **Knowledge of the applicable project codes and regulations is an integral part of the design of every project and the overall practice of architecture.**

**Required Intern Activities include the following:**

- Assist in searching and documenting codes, regulations, etc. for two or more specific projects.
- Study procedures necessary to obtain relief or variances from requirements as they relate to a project.
- Calculate certain variables (i.e. numbers and size of exits, stair dimensions, public toilet rooms, ramps) in satisfaction of code requirements.
- Determine a project's allowable land coverage as well as maximum areas in compliance with zoning and any other related ordinances.

## **7. Envelope Detailing**

The building envelope is the physical separator between the interior and the exterior environments of a building. It serves as the outer shell to help maintain the indoor environment and facilitate its thermal control. The performance and compatibility of materials, fabrication process and details, their connections and interactions are the main factors that determine the effectiveness, energy efficiency and durability of the building enclosure system. Building envelope design is a critical area of architectural practice that draws from all areas of building science. By understanding the importance of the building envelope and its detailing, architects play a key role in designing projects that are well built and operate well.

**Required Intern Activities include the following:**

- Assist in the development of the project building envelope strategy.
- Work in the preparation of building envelope details and wall sections.
- Assist in the preparation of building specifications related to the building envelope.

## **8. Design Development**

Based on the client-approved schematic design and estimate of construction cost, the Architect fixes and details for the client's further approval, the size and character of the entire project, including selection of materials and building and engineering systems.

**Required Intern Activities include the following:**

- Participate in the preparation of detailed design development drawings from schematic design documents.
- Participate in the preparation of detailed design development drawings for the building envelope. (Record under Envelope Detailing).
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updates to project schedule.
- Assist in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures and updating construction costs. (Record under Building Cost Analysis)
- Help coordinate building and engineering systems proposed for the project. (Record under Engineering Systems Coordination)
- Review fire and life safety strategy and select fire separation systems.
- Participate in design review and approval meetings with clients, user groups, authorities having jurisdiction, community, etc.

## **9. Construction Documents** (Not Including Specifications and Material Research)

The working drawings phases of construction documents describe in graphic form, all the essentials of the work to be done, location, size, arrangement and details of the project. Since the successful and timely execution of these documents can be equated closely with an office's financial success, Architects constantly search for more efficient ways to produce construction documents. Regardless of the method of preparation, it is extremely important that the documents be accurate, consistent, complete and understandable. This requires thorough quality control including constant review and cross-checking of all documents. In addition, effective coordination of consultants' drawings is essential to avoid conflicts and interference in the construction of the Architect's designs and documents the integrated result.

### **Required Intern Activities include the following:**

- Work on the preparation of **construction documents. Including but not limited to:**
  - **Site plan**
  - **Fire and life safety plan**
  - **Building plans**
  - **Building elevations**
  - **Building sections**
  - **Exterior wall sections**
  - **Envelope details**
  - **Schedules**
  - **Stair plans, sections and details**
  - **Interior elevations and details**
- **Through work in the preparation of detail drawings, develop technical skills in drafting drawings accuracy, completeness, clarity and understanding by others.**
- Assist in the coordination of all documents produced by the Architect and the consultants.
- Assist in the coordination of all documents produced by the engineering consultants. (Record Under Engineering Systems Coordination)
- Develop a knowledge of professional responsibilities and liabilities arising from the issuance of construction documents. Participate in the mechanics of assembling the finished construction documents.
- Assist the job captain (or equivalent) in routine administrative/control tasks.

## **10. Specifications and Materials Research** *(may occur in multiple phases of a project)*

Well-grounded knowledge of specification-writing principles and procedures is essential to the preparation of sound, enforceable specifications. Unless these skills are properly developed, expert knowledge of materials, contracts and construction procedures cannot be communicated successfully. A fundamental principle of specification writing required the Architect to understand the relationship between drawings and specifications, and to be able to communicate in a logical, orderly sequence, the requirements of the construction process. Many factors must be considered in the selection and evaluation of material or products to be used in a project: appropriateness, durability, aesthetic quality, initial cost, maintenance, etc. To avoid future problems, it is extremely important the Architect recognize the function of each item to be specified. The Architect must carefully assess new materials as well as new or unusual

applications of familiar items, regardless of manufacturer representations, to be certain no hidden deficiencies exist that might create problems for the client and expose the Architect to liability.

**Required Intern Activities include the following:**

- Review construction specifications' organization, purpose and format, and assist in writing specifications.
- Review and analyze bidding forms, lien provisions, supplementary and special conditions and obtain the client's insurance and bonding requirements.
- Research and evaluate data for products to be specified, including information regarding availability, cost, code acceptability and manufacturers' reliability. Attend sales presentations in connection with this research.
- Research industry standards and guidelines for specific classes of products (e.g. curtain walls, aluminum windows) as they affect various manufacturers' items being considered for acceptability on a project.
- Research construction techniques and systems and understand workmanship standards such as poured-in-place concrete, masonry construction.
- Evaluate the potential for using master specifications in a project specification, including procedures needed to adapt individual sections for this use.

**11. Document Checking and Coordination** *(does occur in multiple phases of a project)*

Close coordination between drawings and specifications is required when preparing construction documents. The work of each consultant must be reviewed regularly and checked against the architectural drawings as well as the drawings of other consultants to eliminate conflicts. Before final release for construction purposes, the drawings must be checked and cross-checked for accuracy and compatibility. **The role of the architect as a coordinating professional is a key responsibility. Thorough project document coordination is crucial and has far-reaching significance during construction.**

**Required Intern Activities include the following:**

- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions on the drawings.
- Check drawings prepared by others for relevance and accuracy of dimensions, notes, abbreviations and indications.
- Assist in developing a schedule of lead time required for proper coordination with other disciplines.
- Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts.
- Assist in the final project review for compliance with applicable codes, regulations, etc.

## 12. Energy Literacy

Energy literacy refers to understanding the nature and role of energy in the world, the economic environment and environmental factors that affect decisions about energy use, and an ability to apply this understanding to solve problems and address related requirements.

### Required Intern Activities include the following:

- Exposure to principles, terminology and strategies for energy efficiency and environmental impacts.
- Assist in calculation of credits in various sustainability programs
- Research and apply building code requirements for energy utilization
- *For Part 9 buildings, select most appropriate compliance path; develop typical envelope details to meet the compliance path; review permit/contract documents for adherence to selected compliance path???*

## Category B: Construction Administration

### 13. Procurement and Contract Award ~~Bidding and Contract Negotiation~~

~~The Architect assists in establishing and administering bidding procedures, issuing addenda, evaluating proposed substitutions, reviewing the qualifications of bidders, analyzing bids or negotiated proposals and replying to the client.~~

There are different routes by which the design and construction of a building can be procured. The selected route should follow a strategy which aligns with the long-term objectives of the client's needs. Depending on the project type, procurement can occur in several different phases of the work. There are a variety of methods for procuring the construction service for a building project. Once the procurement type is established, the associated construction contract and related documents are the formal instruments that bind the major parties together in the construction phase. They detail the desired product and the services to be provided in its construction, as well as the consideration to be paid for the product and the services under terms and conditions.

#### Required Intern Activities include the following:

- ~~• Carefully review the bidding/award stages of previous projects. Develop and understanding of problems encountered and how they were resolved.~~
- Assist in the pre-qualification of bidders.
- Assist in the receipt, analysis and evaluation of bids, including any alternative, discounted or unit prices.
- Learn what information and submittals are required prior to issuance of notice of proceed.
- Assist in evaluating product considerations in preparing addenda.
- ~~• Meet with contractors and material suppliers to better understand problems the encounter with bid packages and construction contract documents.~~
- Assist in the preparation and negotiation of construction contracts and become familiar with the conditions of the contract for construction in order to identify the rolls of the Architect, contractor, owner, bonding company and insurer in the administration of the construction phase.

### 14. Construction Phase – Office

During the construction phase there are many related tasks that do not directly involve field observations: processing contractors' applications for payment, preparing change orders, reviewing shop drawings and evaluating samples, adjudicating disputed, etc. The Architect's handling of these matters will usually have a direct impact on the smooth functioning of the work in the field. For example, prompt processing of the contractor's application for payment, including review of any substantiating data that may be required by the contract documents, helps the contractor, and Architect maintain an even flow of funds and avoid delays and charges. Items such a shop drawings, samples and test reports submitted for the Architect's review must be acted upon promptly to expedite the construction process. Changes in the work that may affect the time of construction or modify the cost are accomplished by change of orders. Interpretations necessary for the proper execution of work must be promptly given in writing even when no change order is required.

**Required Intern Activities include the following:**

- Assist in processing applications for payment and preparing certificates for payment.
- Assist in reviewing shop drawings, evaluating samples submitted and maintaining records.
- Assist in interpreting documents and preparing supplemental instructions and requests for information.
- Assist in evaluating requests for changes and preparing change orders.
- Participate in resolution of disputes and interpretation of conflicts relating to the contract documents.
- Become familiar with the legal responsibilities of the clients, contractors and Architects.
- Participate in the review of record documents at project completion.

**15. Construction Phase – Site**

In administering the construction contract, the Architect's function is to determine if the contractor's work generally conforms to the requirements of the contract documents. To evaluate the quality of material and workmanship, the Architect must be thoroughly familiar with all the provisions of the construction contract. Reports on the stage of completion of scheduled activities are collected and compared to the overall project schedule at job site meetings. These meetings facilitate communication between the contract parties and produce a detailed progress record. The Architect must determine through observation the date of substantial completion and receive all data, warranties and releases required by the contract documents prior to final review and final payment. In addition to these construction-related responsibilities, The Architect interprets contract documents when disagreements occur and judges the dispute impartially, even when the owner is involved. Dissatisfaction with the Architect's decision can lead to arbitration or litigation.

**Required Intern Activities include the following:**

- Visit the job site and participate in observation of the work in place and material stored and prepare field reports of such reviews. Review and analyze construction time schedules. Understand the various network methods (e.g. critical path method) potentially available to the contractor.
- By reviewing contract documents and participating in professional development programs, develop an awareness of the contractual obligations related to the observation of construction.
- Attend job-site construction meetings and assist in recording and documenting all actions taken and agreed to at such meetings.
- Participate in the substantial completion review and assist in the deficiency list verification
- Participate in the final acceptance review with the client and other involved parties.

## Category C: Management

### 16. Project Management

The economic and professional health of an architectural practice depends on an orderly, trackable method of project execution. A clearly defined project work plan, the to the efficient management of project tasks, requires participation and input from team members, consultants, client representatives and other key decision-makers (financial experts, developers, lawyers and contractors). The project manager defines consensus goals, and coordinates tasks and scheduling. Team building depends on clear goals and good communication, with attention to decisions that influence the work of multiple team members.

A project file initiated and maintained by the project manager is the comprehensive record of the comprehensive record of the project's life and a useful resource for future endeavours and against claims. The work plan must be congruent with all project-related contractual agreements (which are normally maintained in the project file). Scheduled quality control reviews are identified in the work plan; the project manager may request interim reviews in advance of established submittal dates. It is the project manager's responsibility to measure actual schedule/budget progress against the work plan, assess discrepancies and take the corrective actions necessary to maintain project control. The Project manager also maintains design quality during bidding, contract negotiation and construction phases through administration of the project file, oversees the architectural practice's construction representative and monitors scheduled on-site quality reviews. Finally, the project manager closes out project records and agreements and sets up future post-occupancy evaluation procedures.

**Required Intern Activities include the following: (for a specific project following award of the project to the Architect)**

- Review the architectural practice's project management manual or all relevant forms, checklists and other practice aids if a manual does not exist.
- Understand the procedure for assignment of project management responsibilities and the project manager's role in the acquisition process.
- Participate in the development of a project workplan including identifying goals, client requirements, responsibilities, a first-cut schedule and the project record.
- Review a work plan against all project-related contractual agreements.
- Become familiar with team management including role assignments, team communication methods and frequency and maintaining the project file.
- Review design documentation standards and understand expected levels of documentation at each phase of the project.
- Attend quality reviews at project development milestones identified in the work plan.
- Assist in preparing project status assessments including schedule and scope variances and actions required to maintain project budget control.
- Review the project management file for close-out activities such as contractual fulfillments, final fee for services, invoicing and modifications (e.g. change orders)
- Attend post-occupancy evaluation trips to completed project sites.

## 17. Business/Practice Management ~~Office Management~~

Although architecture is a creative profession, current techniques of practice and the need for professional sustainability require that the architectural practice also operate as a successful business enterprise. Steady income must be generated and expenses carefully budgeted and monitored so that economic stability can be maintained. Accurate records must be kept for tax purposes and for use in future work. Established office requirements and regulations are essential to maintaining a smooth operation; office practice manuals are a typical tool for dissemination of the information. Profitable use of office personnel requires budgeting time and adhering to schedules. The Architect's relationship to the client is established by contractual agreement. A contract establishes the duties and obligations of the parties. For a contract to be enforceable, there must be mutual agreement between competent parties, an acceptable monetary consideration, and it must be for lawful purpose and accomplishable within an estimated time frame.

Effective public relations play an essential role in the creation of the Architect's image. This is important in retaining existing clients, bringing new clients, bringing new clients and work into the architectural practice as well as in attracting superior people for the professional staff. The Architect must participate in marketing activities if the practice is to succeed. On the other hand, the Architect's marketing activities (unlike those of merchants, manufacturers and others in commerce) may be subject to certain professional constraints. The Architect must learn marketing techniques that are effective while practising within the rules of professional conduct in his/her jurisdiction.

### **Required Intern Activities include the following:**

- Review the process of internal accounting and cost control systems for operation of the architectural practice. Participate in allocation of time to all elements involved in a total project from preliminary design through construction.
- Review professional service contracts for their structure, content, determination of responsibility and enforcement procedures.
- Review the compensation structure as related to types of services rendered by the architectural practice.
- Exposure to defining the project parameters and scope of services for consultants.
- Exposure to the preparation and evaluation of Requests for Qualifications and Requests for Proposals for consultants.
- Exposure to the review of fee submissions, negotiations and award of contract to consultants.
- ~~Review current contractual relationships with consultants.~~
- Research legal obligations, limitations and liabilities of professional service contracts.
- Review the architectural practice's professional liability insurance policy and develop an awareness of potential practices and procedures that are not covered by the policy.
- Assist in developing programs to publicize the architectural practice's professional services and its expertise.
- Participate in the architectural practice's program for securing commissions for professional services through assisting in market research, prospect list preparation and information-gathering activities.

- Assist in developing the architectural practice's brochures and advertising as elements of promotions.
- Assist or accompany principals or marketing staff carrying out business development.
- Participate in client request for proposals (RFPs) and presentation of prospective clients and formal selection interviews.
- Participate in the architectural practice's internal budgeting (profit planning) process.

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## Appendix B

### Specific CALA Jurisdictional Requirements

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# Appendix C

## Instructions for Completing the Canadian Experience Record Book (CERB)

The IAP anticipates that Interns gain hands-on experience throughout all phases of architectural services from Design through Construction Administration. The prescribed work experience hours in the CERB therefore cover the range of architectural activities/services expected of a practitioner. The Intern must gain the minimum number of hours supervised/mentored work experience and record/submit them periodically, every 900-1000 hours (approximately every six months, and within 8 weeks of the last entry) to the CALA jurisdiction in which she/he is enrolled/registered as an Intern.

The CALA jurisdiction will review the Intern's submission to ensure the nature as well as the extent of experience gained. In order that this can be accomplished, it is the responsibility of the Intern to clearly explain his/her specific role for each project.

In addition to experience gained in the Architect's office or other eligible architectural employment situation, the IAP expects that Interns gain on-site experience of the construction of buildings, particularly building enclosures, fire separations, exiting, etc. This experience can only be gained through on-site presence during construction. (Refer to **Appendix A**)

The absence of clear and comprehensive information regarding experience gained may delay the review of experience if the reviewers are unable to determine whether the Intern is satisfying the required scope of requirements of the IAP. According, Interns are to:

- a) Provide all requested information on the cover page of the CERB. **In most jurisdictions an online version of this document is available; and some jurisdictions now also provide for an electronic means of submission. Please check with your jurisdiction.**
- b) If manually prepared, record the experience neatly in ink. Any alterations, changes, white-outs, etc. made to the CERB, must be initialed by the Supervising Architect. Any separate pages must be initialed by the Supervising Architect.
- c) If electronically prepared, print a hard copy of the CERB section, and have each page initialed by the Supervising Architect.
- d) The method of recording time shall be in hours with no reference to a maximum number of hours per day for a total of **3720 Hours**.
- e) Use the Summary of Projects (1-10) on the CERB for the ten most significant projects on which you have worked in this period. For additional projects **add new sheets** for the projects and change the numbers to 11, 12, 13...to more accurately describe your experience.
- f) **Project type** ~~is defined as~~ includes new construction, additions, renovations, etc.
- g) **Building Occupancy** ~~includes assembly, institutional, industrial, residential and commercial. Occupancy is defined as assembly, institutional, industrial, residential and commercial.~~



Ontario Association of Architects

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 4.3

## Memorandum

**To: Council**

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
Agata Mancini	Wayne Medford
Elaine Mintz	Sarah Murray
David C. Rich	David Sin
Robert Sirman	Susan Spiegel
John Stephenson	Alberto Temprano
Magid Youssef	

**From:** Kathleen Kurtin, President

**Date:** May 14, 2019

**Subject:** OAA Council Priorities 2019 – Draft Terms of Reference Education Continuum Committee

**Objective:**

To consider approval of the proposed terms of reference for the Education Continuum Committee.

**Background:**

The following is an excerpt from the summary report I had prepared following Council's 2019 Planning session:

***Education Continuum:***

*Because Council has placed such a high priority on education and financial literacy I believe we need to ramp up our approach to education. While many of the pieces of the puzzle are currently available, they are scattered in many different places such as Continuing Education, Practice Resource Committee, ProDem Programs, Society Workshops, RAIC programs and University and Community College programs.*

*I suggest that the current Con-Ed committee be renamed and re-vamped as "the Education Committee" and place it under the SVP portfolio. The Education Committee would have an expanded mandate to oversee recommendations covering the whole spectrum of education, from primary and secondary school to universities, internship, licensure and the various phases of practice, and finally through to retirement. Based on Council's priorities the purview of this Committee might be seen to fall into four buckets:*

- 1. What is an architect, why do I want to be an architect, how do I become an architect, and why do I want to hire an architect?*

2. *What do I need to know to become a good architect through education, internship and mentorship?*
3. *How do I keep current with emerging trends, building sciences and technologies, how do I learn from and share knowledge with my peers, and how do I prepare for transitioning through the various stages of my career?*
4. *Concurrently, how do I develop financial literacy, beginning in university, managing my time and the cost of an education, through to how do I know how much to ask to be paid in a job interview, and what is a fair wage to pay my staff? How do I run a practice, price jobs, bid on projects, bill clients and pay myself and my employees an amount reflective of the complexity and responsibilities of being an architect, and then, how do I prepare for retirement? Financial literacy benefits owners and the public by enabling reduction of project risks and improving project outcomes.*

*In tandem with the Education Committee, I recommend that the Communications Committee be tasked with developing a strategy to inform and disseminate the information from the Education Committee to the various groups in an exciting and engaging manner.*

*Both committees would report to Council regularly.*

Based on Council's positive feedback to the summary notes I have worked with staff to develop a proposed terms of reference for a new revamped Education Committee which would be renamed the Education Continuum Committee.

**Action:**

Council's approval of the draft terms of reference for the Education Continuum Committee is requested.

## **OAA EDUCATION CONTINUUM COMMITTEE**

### **TERMS OF REFERENCE**

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#### **MANDATE**

The Education Continuum Committee mandate is to oversee and respond to matters related to the entire spectrum of education, from primary and secondary education to higher education; followed by internship, licensure and the various phases of practice, and finally concluded with retirement. The Education Continuum Committee shall provide thoughtful and responsible consideration of the complex and rapid changes in the field of architecture - specifically in the field of education, continuing education, and professional development. The Committee will also consider aspects of public education regarding the architectural profession and the contribution of architecture to society.

#### **RESPONSIBILITIES**

The Committee shall:

- i) advise Council and OAA staff on education related policy issues, facilitate education related policy development by Council, and shall respond to requests from Council with respect to education related policy issues.
- ii) act as the central hub for policy issues related to education, identifying those issues to Council.
- iii) monitor and advise on the education related activities of other OAA committees and task groups.
- iv) provide input into initiatives with other organizations, associations and government on education-related matters.
- v) coordinate and liaise with other OAA Committees, sub-committees, task groups and the OAA Pro-Demnity Insurance Company.
- vi) coordinate and liaise with the Communication Committee on strategies to inform and disseminate the information from the Education Continuum Committee.
- vii) participate in the advising, informing and educating of membership and public.
- viii) oversee the development of educational modules and courses.
- ix) identify where education strategies are required to communicate the OAA's existing and new resources/tool and assist with content that is needed to roll that communication out.

## **REPORTING**

The Education Continuum Committee is accountable to Council to operate in accordance with the Act, the regulations and by-laws and in accordance with the policies and annual budget established by Council. The Committee will report to Council at each meeting.

## **AUTHORITY**

The Education Continuum Committee may organise its work in accordance with its own priorities except that it shall give priority to specific requests from Council where practical. The Education Continuum Committee may from time to time establish task groups to assist with its work and may recruit members or others with expertise to act as a resource to such task groups. The Education Continuum Committee shall operate within the financial and staff resources provided to it by Council.

## **COMPOSITION & OPERATION**

The Education Continuum Committee shall be comprised of a sufficient number of members of the Association to represent a cross-section of membership by reflecting the breadth of experience, gender, age, belief, and ethnicities. Members are appointed by Council for a term of three years, with a maximum of two terms unless extended by Council. A quorum for any meeting is 50% of the current members plus one.

The committee membership shall include three elected members of OAA Council, one of which shall be the Senior Vice President & Treasurer, who shall serve as the Chair of the Education Continuum Committee.

One seat on the Committee will be reserved for a Licensed Technologist OAA. One seat on the Committee will be reserved for an Intern for a term of two years.

Staff Resources: Manager, Education & Development  
Administrator, Continuing Education

## **TIMEFRAME**

- This committee is a Standing Committee of the Ontario Association of Architects and thus has no specified sunset.
- The Committee will review its mandate every two years with a view to refreshing it, and ensure its mandate aligns with Council priorities and the OAA's Vision, Mission and Mandate.
- Any modifications to the Terms of Reference are subject to approval of OAA Council.
- The Committee meets approximately six times a year.

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 5.1.a

## President's Log

Date	Event/Meeting	Location	Attendees	Time
March 9	BEAT 5th Annual Seminar	Toronto		10am-12 noon
March 11	Ryerson Accreditation Reception	Toronto		6-7:30pm
March 13	Building Committee Meeting	Toronto	w/Committee Members	1-3pm
March 19	PACT Meeting	Toronto	w/Committee Members	1-4pm
March 20	OAA/ARIDO Joint Task Group	Toronto	w/OAA and ARIDO Reps	2-5pm
March 21	Meeting with OPPI r Bill 70	Toronto	w/OAA and OPPI Reps	10am-12 noon
March 23	Central - Toronto's Urban Issues Conference	Toronto		9:30am-3:30pm
March 27	ARIDO Town Hall	Hamilton	w/W. Derhak, K. Doyle, ARIDO	4-6pm
March 28	OCAD - Project 31	Toronto		6-9pm
April 3	Building Committee Meeting	Toronto	w/Committee Members	1-3pm
April 4	Web Design Concepts Review	Toronto	w/Council, staff, web developers	1:30-3:30pm
April 9	HR Committee	Toronto	w/Committee Members	1-3pm
April 11	OALA Meeting	Toronto	w/OAA and OALA Reps	9:30-10:30am
April 12	ProDem Board Meeting	Toronto	w/ProDem Board members	9:30am-2pm
April 15	OAA/ARIDO Joint Task Group	Toronto	w/OAA and ARIDO Reps	12 noon-2:30pm
April 17	Site Plan Approval Roundtable	Toronto	w/Roundtable participants	8am-4pm
April 24	OAA/OGCA Best Practice Committee	Mississauga	w/OAA and OGCA Reps	11am-2pm
April 26	CALA Dinner	Montreal	w/CALA Members	6:30-9:30pm
April 27	CALA Meeting	Montreal	w/CALA Members	8am-4pm
April 30	PACT Meeting	Toronto	w/Committee Members	1-4pm
May 3	BILD Awards Gala	Vaughan		6-10pm
May 7	Ryerson Innovation Café - Housing Affordability	Toronto	w/D. Sin	8:30-11am
May 8	OLA Library Awards Jury -Deliberations	Toronto	ongoing	
May 8	Executive Committee meeting	via phone	w/Executive Committee	11am- 12 noon
May 21	Society Chairs Meeting	Quebec City	w/Council liaisons,Society Chairs, staff	4-7pm
May 21	Dinner at Conference w/Council, Society Chairs, staff	Quebec City	Council, Society Chairs, Staff	6:30-8:30pm
May 22	Council Meeting	Quebec City	Council	9am-3pm



Ontario Association of Architects

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 5.1.b

## Memorandum

**To:** **Council**  
Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef  
Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:** Kristi Doyle, Executive Director

**Date:** May 14, 2019

**Subject:** Report from Executive Director

**Objective:** To provide Council with an update on activities of the Executive Director not covered elsewhere in the Council agenda.

## Background:

This report outlines specific activities that have occurred which have not been reported elsewhere in the Council package since the March meeting.

## Internal and Administration

Internal and operational focus since the last Council meeting has been on the move back to OAA Headquarters at 111 Moatfield. I have spent a considerable amount of time dealing with logistical aspects of the move; staff management; organization of services being offered remotely, as well as a number of onsite matters as we try to get settled.

Staff meetings were held on March 26 and April 24. Results of the March Council meeting were discussed as well as preparing for the move back to the building was discussed with staff.

Staff celebrated Chuck Greenberg's retirement with a luncheon on April 18.

The advertisement for the vacancy in Practice Advisory Services was issued to members in early April. Interviews are pending given the move and OAA Conference events in the later part of May.

Interviews have been conducted for the Architectural Graduate position. A new Graduate is expected to begin after Conference. Our current Architectural Graduate Courtney Meagher will be leaving us shortly.

## **OAA Activities/Policy and Industry Relations**

I have moved forward with the engagement of a survey consultant to conduct the 2019 Survey of Members and Practices which will be administered in the fall. After receiving a proposal from *Framework Partners* to conduct these comprehensive surveys, and reviewing it with the President and Senior Vice President & Treasurer, we agreed that it was appropriate to sole source for this project. Framework is a survey research firm based out of Calgary and has worked with the OAA a number of times with positive results.

I participated in an Owner's Roundtable discussion on May 13 under the guise of the Construction & Design Alliance of Ontario. The purpose of the Roundtable was to solicit interest in participation by various public owners in our pending industry study re. *Impacts of Upfront Investment in Design & Construction Projects*.

I have sent a letter of congratulations and welcome to new ProDem President & CEO, Bruce Palmer and will be arranging a meeting with him soon.

## **National Initiatives**

OAA Registrar Nedra Brown and I attended a meeting of the Canadian Architectural Licensing Authorities (CALA) Administrators on April 26 in Montreal. The following day we attended the full Regulators meeting along with President Kurtin and Senior Vice President & Treasurer Walter Derhak. A number of items dealt with during that meeting are found elsewhere on the Council agenda.

I continue to be involved in the national Steering Committee which is overseeing the renewal of the Canadian Handbook of Practice. A number of teleconference meetings have been held in the past months, as well as an in-person meeting on March 17 in Montreal.

**Action:** No action required.



Ontario Association of Architects

FOR COUNCIL MEETING

May 22, 2019

(open)

ITEM: 5.1.c

## Memorandum

**To:** **Council**

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
Agata Mancini	Wayne Medford
Elaine Mintz	Sarah Murray
David C. Rich	David Sin
Robert Sirman	Susan Speigel
John Stephenson	Alberto Temprano
Magid Youssef	

**From:** OAA Building Committee  
Sheena Sharp, Chair  
Kathleen Kurtin, President  
John Stephenson, Immediate Past President  
Gordon Erskine, Vice President Strategic  
Toon Dreessen, Member

**Date:** May 13, 2019

**Subject:** Update from OAA Building Committee

**Objective:** To provide Council with an update on the OAA Headquarters Renew + Refresh project.

## Background:

The timing and schedule for relocation back to the Headquarters has been the focus for the Committee since the last Council meeting.

As reported in the last few weeks to Council and the membership at large, the OAA is now in the process of moving back to 111 Moatfield. Unfortunately, an unforeseen issue relative to the required testing of the smoke evacuation system has resulted in a delay in obtaining occupancy. As such staff have been providing the majority of day to day service remotely for the past few weeks.

Once occupancy is achieved staff can fully relocate back to the building and day to day operations can resume onsite. Work on the second floor, which is predominately meeting room space, will continue for another 4 to 6 weeks.

A full report on the final state of completion of the project will be provided to Council at the June meeting as well as final budget numbers. A proposal for the grand re-opening of the building is also anticipated.

**Action:** The report is provided for information.



Ontario Association of Architects

FOR COUNCIL MEETING

May 22, 2019

(open)

ITEM: 5.1.d

## Memorandum

**To: Council**

Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef

Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:** Kathleen Kurtin, President  
John Stephenson, Immediate Past President  
David Sin, Councillor

**Date:** May 13, 2019

**Subject:** Update from OAA/ARIDO Joint Task Force

**Objective:** To provide Council with an update on the activities of the OAA ARIDO Joint Task Force

### Background:

A comprehensive briefing package was forwarded to the Attorney General on April 9 in order to provide the Minister with the full details of the model for the regulation of interior design under the *Architects Act*, as well next steps in the process. We are currently awaiting feedback from the Minister's staff and a date for a meeting.

The most recent meeting of the Task Group was held on April 15. There was focused discussion during the meeting regarding the strategy for engaging in stakeholder relations. One of the key areas of importance for the Attorney General as we move forward is that stakeholder consultation has been adequately and appropriately undertaken.

The Task Group also discussed the results of ARIDO's recent Town Hall and AGM which had been attended by OAA President Kurtin, Senior Vice President & Treasurer Derhak and Executive Director Doyle. The focus of the Town Hall was to provide ARIDO members with an update on the regulation of interior design under the *Architects Act*. There were a fair number of questions from ARIDO members focused mainly on clarifying specific aspects of the model, however the discussion was mostly positive. There were some present who were concerned about the new requirements for Certificate of Practice and related ownership requirements.

.../2

Stakeholder engagement will roll out shortly as well as more detailed discussions about the operational aspects of the model as well as finances.

The next meeting of the Task Group will be held on May 29, 2019. Work on the details of the legislative amendments continues.

**Action:**

The report is provided for information.

<p align="center"> <b>FOR COUNCIL MEETING</b>  <b>May 22, 2019</b>  <b>(open)</b>  <b>ITEM: 5.2.a</b> </p>
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**Memorandum**

**To:**                   **Council**  
Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef

Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:**           Walter Derhak  
Senior Vice President & Treasurer

**Date:**             May 2, 2019

**Subject:**       Financial Statements for the Four Months Ended March 31, 2019

**Objective:**     To provide the financial statements for Council information.

**Background:**

Attached for your information are Financial Statements for Four Months Ended March 31, 2019 including:

1. Balance Sheet
2. Statement of Cash Flows
3. Statement of Revenue and Expenses (comparing 2019 expenditures to 2018, and showing 2019 approved budget figures by category)
4. Committee Statement expenses (shows committee budget vs. actual spending).

As of March 31, 2019 items that have been approved and which reduce the Council Policy Development Contingency include:

Policy Contingency-December 1, 2018	\$175,058
Approved:	
No. 9 – Imagining My Sustainable City Project for 2019	25,000
Toronto 2030 District	<u>25,000</u>
Total funds allocated as at March 31	<u>50,000</u>
Council Policy Development Contingency available	<u>\$125,058</u>

**Items of Note:**

Fees received to date are \$406,614 above fees received at the same time last year.

Conference revenue is down by \$259,819 as is historically the case based on out of town conferences vs. in Toronto.

Depreciation expenses have been posted for the year as opposed to monthly representing what looks like a significant increase.

Budgeted reserves have also been posted for the year.

**Action:** For information, no action required.

# ONTARIO ASSOCIATION OF ARCHITECTS

## Balance Sheet

As At March 31, 2019

		2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Petty Cash	500	
Cash-CIBC	423,928	
Cash-Scotiabank	80,947	505,375
Term Deposits - General	7,268,342	7,268,342
Accounts Receivable	64,133	
Long Term Member Accounts Receivable	8,019	
NSF Cheques	7,065	
Fee Validation Project	0	
Accrued Interest	0	
HST - Input Tax Credits	78,013	
HST Receivable	0	157,229
Prepaid Expenses	74,073	
Inventory	15,851	89,924
<b>Total Current</b>		<b>8,020,871</b>
<b>LONG TERM</b>		
Land	470,000	
Furniture & Equipment	325,425	
Computer Equipment	679,640	
Website Development	192,177	
Building - 111 Moatfield Drive	8,081,798	
Building Additions	1,169,017	
<b>Total Property &amp; Equipment</b>		<b>10,918,057</b>
Accumulated Depreciation - Furniture & Equipment	-118,085	
Accumulated Depreciation - Computer	-473,814	
Accumulated Depreciation - Website Development	-181,527	
Accumulated Depreciation - Building	-1,253,905	
Accumulated Depreciation - Building Additions	-1,021,792	
<b>Total Accumulated Depreciation</b>		<b>(3,049,123)</b>
<b>Net Fixed Assets</b>		<b>7,868,934</b>
Investment in Pro-Demnity	26,625,402	26,625,402
<b>Total Assets</b>		<b>42,515,207</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts Payable	28	
Refund Clearing	1,511	
CExAC Payable	402,062	
CExAC Operating Fund	191,010	
Int'l Relations Comm Payable	0	
Fee Validation Project	0	
RBC-LTD Clearing	101	
Energy Benchmarking Tool	0	
Stale Dated Refund	214	
HST Payable	112,115	707,040
Deferred Revenue - Fees	447,203	
Deferred Revenue - Server Room	8,712	
		463,415
<b>Total Current</b>		<b>2,870,455</b>
<b>LONG TERM</b>		
<b>Total Long Term Liabilities</b>		<b>0</b>
<b>Total Liabilities</b>		<b>2,870,455</b>
<b>EQUITY</b>		
Members' Equity	35,010,923	
Major Capital Reserve Fund (Internally Restricted)	275,632	
Operating Reserve Fund (Internally Restricted)	764,627	
Legal Reserve Fund (Internally Restricted)	52,500	
Surplus/(Deficit)	3,541,071	
<b>Members Equity Closing</b>		<b>39,644,753</b>
<b>Total Liabilities &amp; Equity</b>		<b>42,515,207</b>

**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Statement of Cash Flows**

Four Months Ended March 31, 2019

**Operating Activities:**

Excess (deficiency) of revenue over expenses 3,541,071

**Add items not involving cash:**

Amortization of property and equipment 636,463

Loss on Disposal of property and equipment

Income from investment in Pro-Demnity Insurance Company 0

**Net change in non-cash working capital items:**

Accounts receivable 305,940

Inventories (1,269)

Prepaid expenses 197,064

Accounts payable and accrued liabilities (340,134)

Deferred revenue 0

Reserves 20,000

**Cash flows from operating activities** 4,359,135

**Investing activities:**

Short-term deposits (4,368,342)

Purchase of property and equipment (1,568,992)

**Cash flows from investing activities** (5,937,334)

**Net increase/(decrease) in cash during the year** 121,801

Cash, beginning of year 383,575

**Cash, end of period** 505,376

**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Statement of Revenue and Expenses**  
Four Months Ended March 31, 2019

Bdgt Note	2018						2019							
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
REVENUE														
1.1	Fees	5,181,690	87.5%	5,588,304	92.5%	5,965,012	84.5%	5,965,012	84.5%				0	
1.2	Classifieds Revenue	10,625	0.2%	8,163	0.1%	23,000	0.3%	23,000	0.3%				0	
1.3	Conference Revenue	649,034	11.0%	389,216	6.4%	744,784	10.5%	744,784	10.5%				0	
	Continuing Education:			0										
1.4	Admission Course Revenue	2,275	0.0%	5,600	0.1%	17,500	0.2%	17,500	0.2%				0	
1.5	Continuing Education Revenue	3,000	0.1%	1,250	0.0%	73,400	1.0%	73,400	1.0%				0	
1.6	OAA + 2030 Program	0	0.0%	0	0.0%	0	0.0%	0	0.0%				0	
1.7	Starting An Architectural Practice	37,611		10,773		75,600	1.1%	75,600	1.1%				0	
1.8	Documents, Job Signs & Other Revenue	12,780	0.2%	6,570	0.1%	30,000	0.4%	30,000	0.4%				0	
1.9	ExAC Jurisdiction Exam Fee	0	0.0%	0	0.0%	57,000	0.8%	57,000	0.8%				0	
1.10	Interest Earned	14,029	0.2%	14,645	0.2%	50,000	0.7%	50,000	0.7%				0	
	Misc Fees	0	0.0%	0	0.0%	8,712	0.1%	8,712	0.1%				0	
	Pro-Demnlty:			0										
1.11	Service Agreement	0	0.0%	0	0.0%	0	0.0%	0	0.0%				0	
1.12	PCS Transfer	0	0.0%	0	0.0%	2,552	0.0%	2,552	0.0%				0	
1.13	Rental Income	0	0.0%	0	0.0%	0	0.0%	0	0.0%				0	
1.14	Rental/Catering Revenue	0	0.0%	0	0.0%	0	0.0%	0	0.0%				0	
1.15	Recovery of Discipline Charges	14,250	0.2%	15,733	0.3%	15,000	0.2%	15,000	0.2%				0	
	Total Revenue	5,925,295	100.0%	6,040,253	100.0%	7,062,560	100.0%	7,062,560	100.0%				0	
EXPENDITURES														
	Council & Executive	298,736	16.0%	303,533	12.1%	995,066	13.8%	995,066	13.8%				0	
2.1	Attendance-Selected Conference	0		0		0		0					0	
2.2	AGM (Annual General Meeting)	0		0		38,450		38,450					0	
	Committees & Task Groups:													
2.3	ACT/Reg Amendments Review	0		0		20,000		20,000					0	
2.4	Budget Committee	0		0		466		466					0	
2.5	Construction Design Alliance Ontario (CDAO)	47		813		6,780		6,780					0	
2.6	HR Committee	3,184		0		1,176		1,176					0	
2.7	Joint OAA/Arido Task Group	0		2,658		6,713		6,713					0	
	Joint OAA/Pro-Dem Working Group	0		0		0		0					0	
2.8	Miscellaneous Committee Expense	228		0		5,500		5,500					0	
2.9	OAA/OGCA Best Practices Committee	0		-526		3,762		3,762					0	
2.10	Policy Advocacy Coordination Team (PACT)	3,290		10,603		57,900		57,900					0	
2.11	Sustainable Built Environment Committee	1,062		2,898		9,528		9,528					0	
2.12	Council & Executive	105,541		92,626		267,302		267,302					0	
	Legal:													
2.13	Legal General	2,500		680		25,000		25,000					0	
2.14	Liaison With Gov't & Other Organizations	485		698		8,000		8,000					0	
	National:	0												
2.15	Canadian Architectural Certification Board (CACB)	28,291		26,638		55,000		55,000					0	
2.16	CALA Meetings	-129		25,226		27,930		27,930					0	
2.17	International Relations Committee	0		156		12,132		12,132					0	
2.18	RAIC Festival	1,207		0		15,672		15,672					0	
	Tri-National Agreement	0		0		0		0					0	
2.19	OAAAS	36,803		11,694		64,400		64,400					0	
2.20	Society Chairs Workshop	0		0		7,950		7,950					0	
3.0	Salaries & Benefits Council & Exec	116,228		129,369		361,405		361,405					0	
	Regulatory:	274,707	14.7%	275,932	11.0%	1,076,745	15.0%	1,076,745	14.9%				0	
	Committees:													
4.1	Complaints Committee	3,389		7,237		25,100		25,100					0	
4.2	Discipline Committee	2,000		0		11,443		11,443					0	
	Elections Task Group	0		0		0		0					0	
4.3	Experience Requirements	3,337		8,368		22,804		22,804					0	
4.4	Fees Mediation Committee	0		0		2,815		2,815					0	
4.5	Public Interest Review Committee (PIRC)	0		0		4,011		4,011					0	
4.6	Registration Committee	0		0		4,352		4,352					0	
4.7	The Interns' Committee	630		212		9,138		9,138					0	
	Exam for Architects in Canada (ExAC):													
4.8	CExAC Levy	0		0		0		0					0	
4.9	ExAC Exam Administration	481		840		42,850		42,850					0	
	Legal:													
4.10	Act Enforcement	29,223		3,341		45,000		45,000					0	
4.11	Appeals	0		1,215		150,000		150,000					0	
	Cease & Desist	0		0		0		0					0	
4.12	Discipline Hearings	2,302		5,150		75,000		75,000					0	
4.13	Fees Mediation	0		0		2,500		2,500					0	
4.14	General	55		2,352		20,000		20,000					0	
	Prosecutions & Injunctions	0		0		0		0					0	
4.15	Registration Hearings	0		0		5,000		5,000					0	
3.0	Salaries & Benefits - Registrar	233,291		247,218		656,732		656,732					0	
	Practice Advisory:	110,152	5.9%	115,276	4.6%	413,896	5.8%	413,896	5.7%				0	
5.1	Legal-Practice	5,000		0		5,000		5,000					0	
	Committees:													
5.2	Engineers, Architects, Building Officials (EABO)	1,206		431		4,509		4,509					0	
5.3	PEO/OAA Coordinating Prof Sub-Committee	0		0		0		0					0	
5.4	Practice Resource Committee	6,753		4,922		22,929		22,929					0	
5.5	Subcommittee on Building Codes & Regs (SCOBCAR)	198		48		6,416		6,416					0	
5.6	Small Practice Information Forum (SPIF)	0		0		1,500		1,500					0	
3.0	Salaries & Benefits - PA	96,996		109,875		373,542		373,542					0	
	Communications:	263,085	14.1%	287,310	11.5%	985,760	13.7%	1,035,760	14.3%				-50,000	
	Committees:													
6.1	Awards Steering Committee	123		-813		7,982		7,982					0	
6.2	Communications Committee	1,331		6,098		12,743		12,743					0	
6.3	Content Steering Committee	0		0		0		0					0	
	Perspectives Editorial Committee	0		0		0		0					0	
6.3	Community Outreach Program	0		0		1,015		1,015					0	
6.4	Content Creation/Publications	0		0		0		0					0	
6.5	Cyber Security Insurance	4,320		8,820		4,400		4,400					0	
6.6	French Translation Costs	1,728		0		5,000		5,000					0	
6.7	Honors & Awards	-3,315		8,885		120,924		120,924					0	
6.8	Media Relations Program	36,004		17,063		112,908		112,908					0	
6.9	Miscellaneous	172		608		1,000		1,000					0	
	Perspectives (Income & Expenses)	0		0		0		0					0	
6.10	P.R. Sponsorship Opportunities	16,000		39,627		51,342		101,342					-50,000	
6.11	Scholarships and Awards (Trust Fund)	26,575		26,840		27,000		27,000					0	
	Societies:													
6.12	Society Liaison Travel	52		6,623		11,455		11,455					0	
6.13	Society Funding	0		0		55,000		55,000					0	
6.14	Special Program Funding	60,000		45,980		60,000		60,000					0	
6.15	Society Chairs Meeting - Conference	0		0		15,681		15,681					0	
6.16	Trade Shows	0		0		9,922		9,922					0	
6.17	University Funding	7,000		10,000		25,000		25,000					0	

**ONTARIO ASSOCIATION OF ARCHITECTS**  
**Statement of Revenue and Expenses**  
Four Months Ended March 31, 2019

Bdgt Note		2018			2019										
		ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
		Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
6.19	Web Maintenance/Hosting	-2,297			-11,789			13,981			13,981			0	
3.0	Salaries & Benefits - Communications	115,391			129,369			450,407			450,407			0	
	Conference:		265,456	14.2%		262,465	10.5%		1,075,486	15.0%		1,075,486	14.9%		0
7.1	Conference Committee	203			0			4,902			4,902			0	
7.2	Conference	214,247			213,730			908,761			908,761			0	
3.0	Salaries & Benefits - Conference	51,006			48,735			161,823			161,823			0	
	Continuing Education:		78,335	4.2%		70,959	2.8%		340,607	4.7%		340,607	4.7%		0
8.1	ConEd Committee	0			0			5,852			5,852			0	
	Continuing Education:														
8.2	Admission Course	7,856			1,203			38,500			38,500			0	
8.3	Continuing Education	0			0			44,650			44,650			0	
8.4	OAA + 2030 Program	0			0			0			0			0	
8.5	Starting An Architectural Practice	12,783			18,363			73,600			73,600			0	
3.0	Salaries & Benefits - ConEd	57,696			51,393			178,005			178,005			0	
	Practice Consultation Service:		0	0.0%		0	0.0%		5,104	0.1%		5,104	0.1%		0
9.1	Salaries & Benefits - PCS	0			0			5,104			5,104			0	
	Administration:		241,973	12.9%		244,894	9.8%		804,476	11.2%		804,476	11.1%		0
10.1	Audit Fees	-500			-3,500			26,000			26,000			0	
10.2	Audit Committee	0			215			132			132			0	
	Bank Charges:										0				
10.3	Bank Charges	874			682			2,200			2,200			0	
10.4	Fees Processing Charges (Formerly Credit Card)	2,802			-1,051			7,749			7,749			0	
	Visa Service Charges				750										
10.5	Computer Operations	6,874			8,264			50,000			50,000			0	
10.6	Documents, Job Signs & Other	7,066			6,861			27,000			27,000			0	
10.7	General Expenses	2,842			4,208			8,156			8,156			0	
	Insurance:										0				
10.8	AD&D	2,031			0			2,050			2,050			0	
10.9	Errors & Omissions	8,274			8,548			8,300			8,300			0	
10.10	Directors & Officers	19,200			19,500			19,500			19,500			0	
	Mailing Costs:										0				
10.11	Postage & Delivery	6,464			5,955			26,786			26,786			0	
10.12	Member Mailings	0			7,275			0			0			0	
10.13	Printing & Office Supplies	9,159			8,057			40,901			40,901			0	
10.14	Subscriptions & Memberships	1,922			1,398			14,525			14,525			0	
	Telephone & Communication:										0				
10.15	Internet Access & Hosting	5,700			4,197			32,000			32,000			0	
10.16	Telephone	3,703			3,405			19,000			19,000			0	
10.17	Video Conferencing	0			0			5,040			5,040			0	
3.0	Salaries & Benefits - Admin	165,562			170,129			515,137			515,137			0	
	Building:		81,298	4.3%		59,148	2.4%		434,899	6.0%		434,899	6.0%		0
11.1	Building Committee	105			2,941			64,699			64,699			0	
11.2	Commercial Insurance	21,989			16,681			22,000			22,000			0	
11.3	Heat, Light & Water	21,523			0			10,000			10,000			0	
11.4	Maintenance & Security	25,895			10,916			102,200			102,200			0	
11.5	Mortgage Interest & Fees	0			16,430			200,000			200,000			0	
11.6	Property Taxes	11,785			12,180			36,000			36,000			0	
	Council Policy Development:		279	0.0%		69,420	2.8%		274,058	3.8%		224,058	3.1%		50,000
12.1	Council Policy Development Contingency	0						175,058			125,058			50,000	
12.2	Comprehensive Member/Practice Survey	0						60,000			60,000			0	
	Prior Years' Development:														
	Appeal - OMB Re: City of Toronto By-law	0									0			0	
	Canadian Handbook of Practice License Agreement	0						19,000			19,000			0	
	Consultant-Architectural Artifacts Display	0			2,710						0			0	
	Housing Affordability Task Group	279			5,182						0			0	
	Impacts-Upfront Inv on Delivering Efficiencies of Public Projec	0									0			0	
	Logo Redesign Project				185						0			0	
	MOVE Party	0									0			0	
	RAIC Sponsorship Student Awards-Moriyama	0									0			0	
	Venice Biennale	0						20,000			20,000			0	
	Website Redesign				61,343						0			0	
	Expenditures before Depreciation, Reserves and Extraordinary & YE Items		1,614,021			1,688,936			6,406,097			6,406,097			0
	Surplus(+)/Deficit(-) Before Depreciation, Reserves and Extraordinary & YE Items		4,311,274			4,351,317			656,463			656,463			0
	Depreciation		122,197	6.5%		636,463	25.5%		636,462	8.9%		636,462	8.8%		0
10.7	Computer	41,300			129,042			129,042			129,042			0	
11.3	Building	20,833			253,905			253,905			253,905			0	
11.4	Building Additions	38,517			115,550			115,550			115,550			0	
10.6	Furniture & Equipment	6,655			68,447			68,447			68,447			0	
10.8	Web	14,892			69,519			69,518			69,518			0	
	Reserves		0	0.0%		20,000	0.8%		20,000	0.3%		20,000	0.3%		0
13.3	Legal Reserve	0			10,000			10,000			10,000			0	
13.1	Major Capital Reserve Fund	0			10,000						0			0	
13.2	Operating Reserve	0			0			10,000			10,000			0	
	Extraordinary & Year End Items		134,510	7.2%		153,783	6.2%		127,177	1.8%		157,660	2.2%		-30,483
	Building Renovation: Utility Bills Jan-March'18				0						0			0	
	Insurance Claim/Renovation Portion				0						0			0	
	Loss on Disposal-F&E	0			0						0			0	
	Lease & Moving Costs-Renovation	134,510			153,783			127,177			157,660			-30,483	
	Return on investment in Pro-Demnity	0			0						0			0	
	Total Expenditures		1,870,727			2,499,182			7,189,736			7,220,219			-30,483
	TOTAL REVENUE		5,925,295			6,040,253			7,062,560			7,062,560			0
	TOTAL EXPENDITURES		1,870,727	100.0%		2,499,182	100.0%		7,189,736	100.0%		7,220,219	100.0%		-30,483
	SURPLUS(+)/DEFICIT(-)		4,054,567			3,541,071			-127,176			-157,659			30,483

# ONTARIO ASSOCIATION OF ARCHITECTS

## Committee Statement

One Month Ended December 31, 2017

2018			
	BUDGET	BUD PROJECTION	ACTUAL
<b>Business</b>	<b>85,318</b>	<b>85,318</b>	<b>5,970</b>
Audit Committee	132	132	215
Budget Committee	466	466	0
Building Committee	64,699	64,699	2,941
Education Committee			
HR Committee	1,176	1,176	0
International Relations Committee	12,132	12,132	156
Joint OAA/Arido Task Group	6,713	6,713	2,658
Joint OAA/Pro-Dem Working Group	0	0	0
Trustees			
<b>Strategic</b>			
<b>Government Relations</b>	<b>6,780</b>	<b>6,780</b>	<b>813</b>
Construction Design Alliance Ontario (CDAO)	6,780	6,780	813
Housing Affordability Task Group	0	0	5,182
<b>Demographics</b>	<b>67,428</b>	<b>67,428</b>	<b>13,501</b>
Policy Advocacy Coordination Team (PACT)	57,900	57,900	10,603
Sustainable Built Environment Committee	9,528	9,528	2,898
<b>Communications</b>	<b>31,479</b>	<b>31,479</b>	<b>5,285</b>
Awards Steering Committee	7,982	7,982	-813
Communications Committee	12,743	12,743	6,098
ConEd Committee	5,852	5,852	0
Content Steering Committee	0	0	0
Conference Committee	4,902	4,902	0
Perspectives Editorial Committee	0	0	0
<b>Regulatory</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>
ACT/Reg Amendments Review	20,000	20,000	0
Complaints Committee	25,100	25,100	7,237
Discipline Committee	11,443	11,443	0
Elections Task Group	0	0	0
Experience Requirements	22,804	22,804	8,368
Fees Mediation	#N/A	#N/A	#N/A
Public Interest Review Committee (PIRC)	4,011	4,011	0
Registration Committee	4,352	4,352	0
The Interns' Committee	9,138	9,138	212
<b>Practice</b>	<b>37,616</b>	<b>37,616</b>	<b>4,876</b>
Engineers, Architects, Building Officials (EABO)	4,509	4,509	431
OAA/OGCA Best Practices Committee	3,762	3,762	-526
Practice Resource Committee	22,929	22,929	4,922
Subcommittee on Building Codes & Regs (SCOBCAR)	6,416	6,416	48
	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>

**ONTARIO ASSOCIATION OF ARCHITECTS**
**Prior Year to Actual Analysis**

Four Months Ended March 31, 2019

	2019		2018		2019		VARIANCE	DETAIL
	BUDGET PROJECTION		ACTUAL-YTD		ACTUAL-YTD			
	Detail	Total	Detail	Total	Detail	Total	Detail	Total
<b>REVENUE</b>								
Fees	5,965,012		5,181,690		5,588,304		406,614	\$329K inc member fees, \$75K inc CofP fees
Classifieds Revenue	23,000		10,625		8,163		-2,462	
Conference Revenue	744,784		649,034		389,216		-259,819	Out of town vs TO conference
Continuing Education:								
Admission Course Revenue	17,500		2,275		5,600		3,325	
Continuing Education Revenue	73,400		3,000		1,250		-1,750	
OAA + 2030 Program	0		0		0		0	
Starting An Architectural Practice	75,600		37,611		10,773		-26,838	Late communication re: registration for April session in 2019
Documents, Job Signs & Other Revenue	30,000		12,780		6,570		-6,210	sales increased in 2018 by \$3K; previous years saw a gradual decrease in sales
ExAC Jurisdiction Exam Fee	57,000		0		0		0	
Interest Earned	50,000		14,029		14,645		616	Interest accrual reversing entries awaiting investment maturity in March
Misc Fees	8,712		0		0		0	
Pro-Demnity:								
PCS Transfer	2,552		0		0		0	
Rental/Catering Revenue	0		0		0		0	
Recovery of Discipline Charges	15,000		14,250		15,733		1,483	Revenue varies based on Discipline cases per year
<b>Total Revenue</b>		<b>7,062,560</b>		<b>5,925,295</b>		<b>6,040,253</b>		<b>114,959</b>
<b>EXPENDITURES</b>								
<b>Council &amp; Executive</b>		995,066		298,736		303,533		4,797
Attendance-Selected Conference	0		0		0		0	
AGM (Annual General Meeting)	38,450		0		0		0	
Committees & Task Groups:								
ACT/Reg Amendments Review	20,000		0		0		0	
Budget Committee	466		0		0		0	
Construction Design Alliance Ontario (CDAO)	6,780		47		813		766	
HR Committee	1,176		3,184		0		-3,184	
Joint OAA/Arido Task Group	6,713		0		2,658		2,658	
Joint OAA/Pro-Dem Working Group	0		0		0		0	
Miscellaneous Committee Expense	5,500		228		0		-228	
OAA/OGCA Best Practices Committee	3,762		0		-526		-526	
Policy Advocacy Coordination Team (PACT)	57,900		3,290		10,603		7,313	Inc in travel/accommodation in 2019
Sustainable Built Environment Committee	9,528		1,062		2,898		1,836	
Council & Executive	267,302		105,541		92,626		-12,914	Timing of receipt of expenses
Legal:								
Legal General	25,000		2,500		680		-1,820	
Liaison With Gov't & Other Organizations	8,000		485		698		212	
National:								
Canadian Architectural Certification Board (CACB)	55,000		28,291		26,638		-1,653	
CALA Meetings	27,930		-129		25,226		25,355	Arch Policy Program-Refund Pending
International Relations Committee	12,132		0		156		156	
RAIC Festival	15,672		1,207		0		-1,207	
Tri-National Agreement	0		0		0		0	
OAAAS	64,400		36,803		11,694		-25,108	Funding request for 2019 not received to date
Society Chairs Workshop	7,950		0		0		0	
Salaries & Benefits Council & Exec	361,405		116,228		129,369		13,141	Anticipated Yr over Yr variance
<b>Office of the Registrar:</b>		<b>1,076,430</b>		<b>274,707</b>		<b>275,932</b>		<b>1,225</b>
Committees:								
Complaints Committee	25,100		3,389		7,237		3,847	
Discipline Committee	11,443		2,000		0		-2,000	
Elections Task Group	0		0		0		0	
Experience Requirements	22,804		3,337		8,368		5,031	2019-2 full Cttee meeting to compile ERC questions
Fees Mediation	2,500		0		0		0	
Public Interest Review Committee (PIRC)	4,011		0		0		0	
Registration Committee	4,352		0		0		0	
The Interns' Committee	9,138		630		212		-418	
ExAC:								
CExAC Levy	0		0		0		0	
ExAC Exam Administration	42,850		481		840		359	
Legal:								
Act Enforcement	45,000		29,223		3,341		-25,882	
Appeals	150,000		0		1,215		1,215	
Cease & Desist	0		0		0		0	
Discipline Hearings	75,000		2,302		5,150		2,848	
Fees Mediation	2,500		0		0		0	
General	20,000		55		2,352		2,297	
Prosecutions & Injunctions	0		0		0		0	
Registration Hearings	5,000		0		0		0	
Salaries & Benefits - Registrar	656,732		233,291		247,218		13,927	Anticipated Yr over Yr variance
<b>Practice Advisory:</b>		<b>413,896</b>		<b>110,152</b>		<b>115,276</b>		<b>5,124</b>
Legal-Practice	5,000		5,000		0		-5,000	No legal fees received to date
Committees:								
Engineers, Architects, Building Officials (EABO)	4,509		1,206		431		-775	
PEO/OAA Coordinating Prof Sub-Committee	0		0		0		0	
Practice Resource Committee	22,929		6,753		4,922		-1,831	
Subcommittee on Building Codes & Regs (SCOBCAR)	6,416		198		48		-149	
Small Practice Information Forum (SPIF)	1,500		0		0		0	
Salaries & Benefits - PA	373,542		96,996		109,875		12,879	Anticipated Yr over Yr variance
<b>Communications:</b>		<b>1,035,760</b>		<b>263,085</b>		<b>287,310</b>		<b>24,225</b>
Committees:								
Awards Steering Committee	7,982		123		-813		-937	
Communications Committee	12,743		1,331		6,098		4,767	

**ONTARIO ASSOCIATION OF ARCHITECTS**
**Prior Year to Actual Analysis**

Four Months Ended March 31, 2019

	2019		2018		2019		VARIANCE	DETAIL
	BUDGET PROJECTION		ACTUAL-YTD		ACTUAL-YTD			
	Detail	Total	Detail	Total	Detail	Total	Detail	Total
Content Steering Committee	0		0		0		0	
Perspectives Editorial Committee	0		0		0		0	
Community Outreach Program	1,015		0		0		0	
Content Creation/Publications	0		0		0		0	
Cyber Security Insurance	4,400		4,320		8,820		4,500	
French Translation Costs	5,000		1,728		0		-1,728	
Honors & Awards	120,924		-3,315		8,885		12,200	Timing: 2018-Inc from award submissions exceeded exp
Media Relations Program	112,908		36,004		17,063		-18,941	Slow to submit invs
Miscellaneous	1,000		172		608		436	
Perspectives (Income & Expenses)	0		0		0		0	
P.R. Sponsorship Opportunities	101,342		16,000		39,627		23,627	Timing of receipt and processing of requests
Scholarships and Awards (Trust Fund)	27,000		26,575		26,840		265	
Societies:								
Society Liaison Travel	11,455		52		6,623		6,571	2018 Pres Expenses submitted in 2019
Society Funding	55,000		0		0		0	
Special Program Funding	60,000		60,000		45,980		-14,020	Timing of payment of approved requests
Society Chairs Meeting - Conference	15,681		0		0		0	
Trade Shows	9,922		0		0		0	
University Funding	25,000		7,000		10,000		3,000	
Web Maintenance/Hosting	13,981		-2,297		-11,789		-9,492	Reclass to Web Development Pending
Salaries & Benefits - Communications	450,407		115,391		129,369		13,977	Anticipated Yr over Yr variance
Conference:		1,075,486		265,456		262,465		-2,991
Conference Committee	4,902		203		0		-203	
Conference	908,761		214,247		213,730		-516	
Salaries & Benefits - Conference	161,823		51,006		48,735		-2,272	Anticipated Yr over Yr variance
Continuing Education:		340,607		78,335		70,959		-7,376
Admission Course	38,500		7,856		1,203		-6,654	Annual variances re: presentation of sessions
ConEd Committee	5,852		0		0		0	
Continuing Education:								
Continuing Education	44,650		0		0		0	
OAA + 2030 Program	0		0		0		0	
Starting An Architectural Practice	73,600		12,783		18,363		5,580	Annual variances re: presentation of sessions
Salaries & Benefits - ConEd	178,005		57,696		51,393		-6,303	Anticipated Yr over Yr variance
Practice Consultation Service:		5,104		0		0		0
Salaries & Benefits - PCS	5,104		0		0		0	
Administration:		804,476		241,973		244,894		2,921
Audit Fees	26,000		-500		-3,500		-3,000	
Audit Committee	132		0		215		215	
Bank Charges:								
Bank Charges	2,200		874		682		-192	
Fees Processing Charges (Formerly Credit Card)	7,749		2,802		-1,051		-3,854	
Visa Service Charges	0		0		750		750	
Computer Operations	50,000		6,874		8,264		1,390	
Documents, Job Signs & Other	27,000		7,066		6,861		-205	
General Expenses	8,156		2,842		4,208		1,366	
Insurance:								
AD&D	2,050		2,031		0		-2,031	
Errors & Omissions	8,300		8,274		8,548		274	
Directors & Officers	19,500		19,200		19,500		300	
Mailing Costs:	0		0		0		0	
Postage & Delivery	26,786		6,464		5,955		-508	
Member Mailings	0		0		7,275		7,275	e-mail block electronic mailing costs
Printing & Office Supplies	40,901		9,159		8,057		-1,103	
Subscriptions & Memberships	14,525		1,922		1,398		-523	
Telephone & Communication:								
Internet Access & Hosting	32,000		5,700		4,197		-1,503	
Telephone	19,000		3,703		3,405		-297	
Video Conferencing	5,040		0		0		0	
Salaries & Benefits - Admin	515,137		165,562		170,129		4,567	Anticipated Yr over Yr variance
Building:		434,899		81,298		59,148		-22,150
Building Committee	64,699		105		2,941		2,836	
Commercial Insurance	22,000		21,989		16,681		-5,308	Additional inv paid in April
Heat, Light & Water	10,000		21,523		0		-21,523	2018 contractor issue re: occupancy
Maintenance & Security	102,200		25,895		10,916		-14,980	reduced re: renovations
Mortgage Interest & Fees	200,000		0		16,430		16,430	BA fees since December
Property Taxes	36,000		11,785		12,180		395	
Council Policy Development		224,058		279		69,420		69,141
Council Policy Development Contingency	125,058		0		0		0	
Comprehensive Member/Practice Survey	60,000		0		0		0	
Prior Years' Development:								
Appeal - OMB Re: City of Toronto By-law	0		0		0		0	
Canadian Handbook of Practice License Agreement	19,000		0		0		0	
Consultant-Architectural Artifacts Display	0		0		2,710		2,710	
Housing Affordability Task Group	0		279		5,182		4,903	
Impacts-Upfront Inv on Delivering Efficiencies of Public Projects	0		0		0		0	
Logo Redesign Project	0		0		185		185	
Venice Biennale	20,000		0		0		0	
Website Redesign	0		0		61,343		61,343	New project
Expenditures before Depreciation, Reserves and Extraordinary & YE Items		6,405,782		1,614,021		1,688,936		74,916
Surplus(+)/Deficit(-) Before Depreciation, Reserves and Extraordinary & YE Items		656,778		4,311,274		4,351,317		40,043
Depreciation		636,462		122,197		636,463		514,266
Computer	129,042		41,300		129,042		87,742	annual variances for budgeted purchases
Building	253,905		20,833		253,905		233,072	
Building Additions	115,550		38,517		115,550		77,033	
Furniture & Equipment	68,447		6,655		68,447		61,792	
Web	69,518		14,892		69,519		54,627	
Reserves		20,000		0		20,000		20,000

**ONTARIO ASSOCIATION OF ARCHITECTS**

**Prior Year to Actual Analysis**

Four Months Ended March 31, 2019

	2019		2018		2019			
	BUDGET PROJECTION		ACTUAL-YTD		ACTUAL-YTD		VARIANCE	DETAIL
	Detail	Total	Detail	Total	Detail	Total	Detail	Total
Legal Reserve	10,000		0		10,000		10,000	
Major Capital Reserve Fund	0		0		10,000		10,000	
Operating Reserve	10,000		0		0		0	
<b>Extraordinary &amp; Year End Items</b>		157,660		134,510		153,783		19,273
Building Renovation: Utility Bills Jan-March'18	0		0		0		0	
Insurance Claim/Renovation Portion	0		0		0			
Loss on Disposal-F&E	0		0		0		0	
Lease & Moving Costs-Renovation	157,660		134,510		153,783		19,273	
Return on investment in Pro-Demniity	0		0		0		0	
<b>Total Expenditures</b>		<b>7,219,904</b>		<b>1,870,727</b>		<b>2,499,182</b>		<b>628,455</b>
<b>TOTAL REVENUE</b>		<b>7,062,560</b>		<b>5,925,295</b>		<b>6,040,253</b>		<b>114,959</b>
<b>TOTAL EXPENDITURES</b>		<b>7,219,904</b>		<b>1,870,727</b>		<b>2,499,182</b>		<b>628,455</b>
<b>SURPLUS(+)/DEFICIT(-)</b>		<b>-157,344</b>		<b>4,054,567</b>		<b>3,541,071</b>		<b>-513,496</b>

**ONTARIO ASSOCIATION OF ARCHITECTS**
**Budget to Actual Analysis**

Four Months Ended March 31, 2019

	2019						VARIANCE	
	BUDGET		BUDGET PROJECTION		ACTUAL-YTD		BUDGET TO ACTUAL	
	Detail	Total	Detail	Total	Detail	% of Budget	Total	Total
<b>REVENUE</b>								
Fees	5,965,012		5,965,012		5,588,304	93.7%		-376,708
Classifieds Revenue	23,000		23,000		8,163	35.5%		-14,837
Conference Revenue	744,784		744,784		389,216	52.3%		-355,568
Continuing Education:								
Admission Course Revenue	17,500		17,500		5,600	32.0%		-11,900
Continuing Education Revenue	73,400		73,400		1,250	1.7%		-72,150
OAA + 2030 Program	0		0		0	0.0%		0
Starting An Architectural Practice	75,600		75,600		10,773	14.3%		-64,827
Documents, Job Signs & Other Revenue	30,000		30,000		6,570	21.9%		-23,430
ExAC Jurisdiction Exam Fee	57,000		57,000		0	0.0%		-57,000
Interest Earned	50,000		50,000		14,645	29.3%		-35,355
Misc Fees	8,712		8,712		0			-8,712
Pro-Demnity:								
PCS Transfer	2,552		2,552		0	0.0%		-2,552
Rental/Catering Revenue	0		0		0	0.0%		0
Recovery of Discipline Charges	15,000		15,000		15,733	104.9%		733
<b>Total Revenue</b>		<b>7,062,560</b>		<b>7,062,560</b>		<b>85.5%</b>	<b>6,040,253</b>	<b>-1,022,307</b>
<b>EXPENDITURES</b>								
<b>Council &amp; Executive</b>		<b>995,066</b>		<b>995,066</b>		<b>30.5%</b>	<b>303,533</b>	<b>-691,533</b>
Attendance-Selected Conference	0		0		0	#DIV/0!		0
AGM (Annual General Meeting)	38,450		38,450		0	0.0%		-38,450
Committees & Task Groups:								
ACT/Reg Amendments Review	20,000		20,000		0	0.0%		-20,000
Budget Committee	466		466		0	0.0%		-466
Construction Design Alliance Ontario (CDAO)	6,780		6,780		813	12.0%		-5,967
HR Committee	1,176		1,176		0	0.0%		-1,176
Joint OAA/Arido Task Group	6,713		6,713		2,658	0.0%		-4,055
Joint OAA/Pro-Dem Working Group	0		0		0	0.0%		0
Miscellaneous Committee Expense	5,500		5,500		0	0.0%		-5,500
OAA/OGCA Best Practices Committee	3,762		3,762		-526	0.0%		-4,288
Policy Advocacy Coordination Team (PACT)	57,900		57,900		10,603	18.3%		-47,297
Sustainable Built Environment Committee	9,528		9,528		2,898	30.4%		-6,630
Council & Executive	267,302		267,302		92,626	34.7%		-174,676
Legal:								
Legal General	25,000		25,000		680	2.7%		-24,320
Liaison With Gov't & Other Organizations	8,000		8,000		698	8.7%		-7,302
National:								
Canadian Architectural Certification Board (CACB)	55,000		55,000		26,638	48.4%		-28,362
CALA Meetings	27,930		27,930		25,226	90.3%		-2,704
International Relations Committee	12,132		12,132		156	0.0%		-11,976
RAIC Festival	15,672		15,672		0	0.0%		-15,672
Tri-National Agreement	0		0		0	0.0%		0
OAAAS	64,400		64,400		11,694	18.2%		-52,706
Society Chairs Workshop	7,950		7,950		0	0.0%		-7,950
Salaries & Benefits Council & Exec	361,405		361,405		129,369	35.8%		-232,036
<b>Office of the Registrar:</b>		<b>#N/A</b>		<b>#N/A</b>		<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>
Committees:								
Complaints Committee	25,100		25,100		7,237	28.8%		-17,864
Discipline Committee	11,443		11,443		0	0.0%		-11,443
Elections Task Group	0		0		0	0.0%		0
Experience Requirements	22,804		22,804		8,368	36.7%		-14,436
Fees Mediation	#N/A		#N/A		#N/A	0.0%		#N/A
Public Interest Review Committee (PIRC)	4,011		4,011		0	0.0%		-4,011
Registration Committee	4,352		4,352		0	0.0%		-4,352
The Interns' Committee	9,138		9,138		212	2.3%		-8,926
ExAC:								
CExAC Levy	0		0		0	0.0%		0
ExAC Exam Administration	42,850		42,850		840	2.0%		-42,010
Legal:								
Act Enforcement	45,000		45,000		3,341	7.4%		-41,659
Appeals	150,000		150,000		1,215	0.8%		-148,785
Cease & Desist	0		0		0	0.0%		0
Discipline Hearings	75,000		75,000		5,150	6.9%		-69,850
Fees Mediation	2,500		2,500		0	0.0%		-2,500
General	20,000		20,000		2,352	11.8%		-17,648
Prosecutions & Injunctions	0		0		0	0.0%		0
Registration Hearings	5,000		5,000		0	0.0%		-5,000
Salaries & Benefits - Registrar	656,732		656,732		247,218	37.6%		-409,514
<b>Practice Advisory:</b>		<b>413,896</b>		<b>413,896</b>		<b>27.9%</b>	<b>115,276</b>	<b>-298,620</b>
Legal-Practice	5,000		5,000		0	0.0%		-5,000
Committees:								
Engineers, Architects, Building Officials (EABO)	4,509		4,509		431	9.6%		-4,078
PEO/OAA Coordinating Prof Sub-Committee	0		0		0	#DIV/0!		0
Practice Resource Committee	22,929		22,929		4,922	21.5%		-18,007
Subcommittee on Building Codes & Regs (SCOBCAR)	6,416		6,416		48	0.8%		-6,368
Small Practice Information Forum (SPIF)	1,500		1,500		0	0.0%		-1,500
Salaries & Benefits - PA	373,542		373,542		109,875	29.4%		-263,667
<b>Communications:</b>		<b>985,760</b>		<b>1,035,760</b>		<b>27.7%</b>	<b>287,310</b>	<b>-698,450</b>
Committees:								
Awards Steering Committee	7,982		7,982		-813	-10.2%		-8,795
Communications Committee	12,743		12,743		6,098	47.9%		-6,645
Content Steering Committee	0		0		0	0.0%		0
Perspectives Editorial Committee	0		0		0	0.0%		0
Community Outreach Program	1,015		1,015		0	0.0%		-1,015
Content Creation/Publications	0		0		0	0.0%		0

**ONTARIO ASSOCIATION OF ARCHITECTS**
**Budget to Actual Analysis**

Four Months Ended March 31, 2019

	2019				VARIANCE	
	BUDGET	BUDGET PROJECTION	ACTUAL-YTD		BUDGET TO ACTUAL	
Cyber Security Insurance	4,400	4,400	8,820	0.0%	4,420	
French Translation Costs	5,000	5,000	0	0.0%	-5,000	
Honors & Awards	120,924	120,924	8,885	7.3%	-112,039	
Media Relations Program	112,908	112,908	17,063	15.1%	-95,845	
Miscellaneous	1,000	1,000	608	0.0%	-392	
Perspectives (Income & Expenses)	0	0	0	0.0%	0	
P.R. Sponsorship Opportunities	51,342	101,342	39,627	39.1%	-11,715	
Scholarships and Awards (Trust Fund)	27,000	27,000	26,840	99.4%	-160	
Societies:						
Society Liaison Travel	11,455	11,455	6,623	57.8%	-4,832	
Society Funding	55,000	55,000	0	0.0%	-55,000	
Special Program Funding	60,000	60,000	45,980	76.6%	-14,020	
Society Chairs Meeting - Conference	15,681	15,681	0	0.0%	-15,681	
Trade Shows	9,922	9,922	0	0.0%	-9,922	
University Funding	25,000	25,000	10,000	40.0%	-15,000	
Web Maintenance/Hosting	13,981	13,981	-11,789	-84.3%	-25,770	
Salaries & Benefits - Communications	450,407	450,407	129,369	28.7%	-321,038	
<b>Conference:</b>	1,075,486	1,075,486	24.4%	262,465	-813,021	
Conference Committee	4,902	4,902	0	0.0%	-4,902	
Conference	908,761	908,761	213,730	23.5%	-695,031	
Salaries & Benefits - Conference	161,823	161,823	48,735	30.1%	-113,088	
<b>Continuing Education:</b>	340,607	340,607	20.8%	70,959	-269,648	
Admission Course	38,500	38,500	1,203	3.1%	-37,297	
ConEd Committee	5,852	5,852	0	0.0%	-5,852	
Continuing Education:					0	
Continuing Education	44,650	44,650	0	0.0%	-44,650	
OAA + 2030 Program	0	0	0	0.0%	0	
Starting An Architectural Practice	73,600	73,600	18,363	24.9%	-55,237	
Salaries & Benefits - ConEd	178,005	178,005	51,393	28.9%	-126,612	
<b>Practice Consultation Service:</b>	5,104	5,104	0.0%	0	-5,104	
Salaries & Benefits - PCS	5,104	5,104	0	0.0%	-5,104	
<b>Administration:</b>	804,476	804,476	30.4%	244,894	-559,582	
Audit Fees	26,000	26,000	-3,500	-13.5%	-29,500	
Audit Committee	132	132	215	0.0%	83	
Bank Charges:						
Bank Charges	2,200	2,200	682	31.0%	-1,518	
Fees Processing Charges (Formerly Credit Card)	7,749	7,749	-1,051	-13.6%	-8,800	
Visa Service Charges	0	0	750	0.0%	750	
Computer Operations	50,000	50,000	8,264	16.5%	-41,736	
Documents, Job Signs & Other	27,000	27,000	6,861	25.4%	-20,139	
General Expenses	8,156	8,156	4,208	51.6%	-3,948	
Insurance:					0	
AD&D	2,050	2,050	0	0.0%	-2,050	
Errors & Omissions	8,300	8,300	8,548	103.0%	248	
Directors & Officers	19,500	19,500	19,500	100.0%	0	
Mailing Costs:						
Postage & Delivery	26,786	26,786	5,955	22.2%	-20,831	
Member Mailings	0	0	7,275	0.0%	7,275	
Printing & Office Supplies	40,901	40,901	8,057	19.7%	-32,844	
Subscriptions & Memberships	14,525	14,525	1,398	9.6%	-13,127	
Telephone & Communications:						
Internet Access & Hosting	32,000	32,000	4,197	13.1%	-27,803	
Telephone	19,000	19,000	3,405	17.9%	-15,595	
Video Conferencing	5,040	5,040	0	0.0%	-5,040	
Salaries & Benefits - Admin	515,137	515,137	170,129	33.0%	-345,008	
<b>Building:</b>	434,899	434,899	13.6%	59,148	-375,751	
Building Committee	64,699	64,699	2,941	4.5%	-61,758	
Commercial Insurance	22,000	22,000	16,681	75.8%	-5,319	
Heat, Light & Water	10,000	10,000	0	0.0%	-10,000	
Maintenance & Security	102,200	102,200	10,916	10.7%	-91,284	
Mortgage Interest & Fees	200,000	200,000	16,430	0.0%	-183,570	
Property Taxes	36,000	36,000	12,180	33.8%	-23,820	
<b>Council Policy Development:</b>	274,058	224,058	31.0%	69,420	-204,638	
Council Policy Development Contingency	175,058	125,058	0	0.0%	-175,058	
Comprehensive Member/Practice Survey	60,000	60,000	0	0.0%	-60,000	
Prior Years' Development:						
Appeal - OMB Re: City of Toronto By-law	0	0	0	0.0%	0	
Canadian Handbook of Practice License Agreement	19,000	19,000	0	0.0%	-19,000	
Consultant-Architectural Artifacts Display	0	0	2,710	0.0%	2,710	
Housing Affordability Task Group	0	0	5,182	0.0%	5,182	
Impacts-Upfront Inv on Delivering Efficiencies of Public Projects	0	0	0	0.0%	0	
Logo Redesign Project	0	0	185	0.0%	185	
Venice Biennale	20,000	20,000	0	0.0%	-20,000	
Website Redesign	0	0	61,343	0.0%	61,343	
<b>Expenditures before Depreciation, Reserves and Extraordinary &amp; Year End Items</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>	
<b>Surplus(+)/Deficit(-) Before Depreciation, Reserves and Extraordinary &amp; YE Items</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>	
<b>Depreciation</b>	636,462	636,462	636,463		1	
Computer	129,042	129,042	129,042	100.0%	0	
Building	253,905	253,905	253,905	100.0%	0	
Building Additions	115,550	115,550	115,550	100.0%	0	
Furniture & Equipment	68,447	68,447	68,447	100.0%	0	
Web	69,518	69,518	69,519	100.0%	1	
<b>Reserves</b>	20,000	20,000	100.0%	20,000	0	
Legal Reserve	10,000	10,000	10,000		0	
Major Capital Reserve Fund	0	0	10,000		10,000	

**ONTARIO ASSOCIATION OF ARCHITECTS**
**Budget to Actual Analysis**

Four Months Ended March 31, 2019

	2019				VARIANCE	
	BUDGET	BUDGET PROJECTION	ACTUAL-YTD		BUDGET TO ACTUAL	
Operating Reserve	10,000	10,000	0		-10,000	
<b>Extraordinary &amp; Year End Items</b>	127,177	157,660	153,783		26,606	
Building Renovation: Utility Bills Jan-March'18	0	0	0 0.0%		0	
Insurance Claim/Renovation Portion	0	0	0		0	
Loss on Disposal-F&E	0	0	0 0.0%		0	
Lease & Moving Costs-Renovation	127,177	157,660	153,783 97.5%		26,606	
Return on Investment in Pro-Demnity	0	0	0 0.0%		0	
<b>Total Expenditures</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>		<b>#N/A</b>	
<b>TOTAL REVENUE</b>	<b>7,062,560</b>	<b>7,062,560</b>	<b>6,040,253</b>		<b>-1,022,307</b>	
<b>TOTAL EXPENDITURES</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>		<b>#N/A</b>	
<b>SURPLUS(+)/DEFICIT(-)</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>		<b>#N/A</b>	

## OAA Expenses - Analysis by Mandate

Four Months Ended March 31, 2019

	Revenue	Direct Costs	Distributed Overhead Costs	Total Costs	Percent by Category			
<b>User Fee Supported Programs</b>								
Conference	389,216	262,465	#N/A	#N/A				
Continuing Education	17,623	70,959	#N/A	#N/A				
CExAC	0	840	#N/A	#N/A				
OAAAS		11,694	#N/A	#N/A				
Subtotal	406,839	345,958	#N/A	#N/A	#N/A	User Fee Supported Programs	#N/A	#N/A
<b>License/CofP Fee Supported Programs</b>								
Regulatory Activities (Complaints, Discipline, PIRC, CACB, Registrar)	15,733	#N/A	#N/A	#N/A	#N/A	Regulatory Activities	#N/A	#N/A
PCS	0	0				Advocacy Activities	#N/A	#N/A
Advocacy Activities (Practice Advisory, Communications, Council Committees, Special Committees)		488,664	#N/A	#N/A	#N/A			
Sub-total		#N/A	#N/A	#N/A	#N/A			
Direct Costs Sub-total		#N/A						
<b>Overhead Costs</b>								
Building	0	428,603						
Council & Executive		248,755						
Misc Fees	0							
Administration	29,378	511,902						
Subtotal	29,378	1,189,260						
Total	451,949	#N/A						

### NOTES:

- Regulatory is defines as anything that is required by the act to ensure proper licensing/discipline
- Advocacy is defined as anything that promotes architecture, either to the public, or allows for voluntary improvement of our members
- Items under each category are hard direct costs only
- Overhead: Admin, Building, Council - is assumed to serve all and the costs have been allocated according to hard costs spent.

- User Fee Supported Programs
- Regulatory Activities
- Advocacy Activities

## OAA Expenses - Analysis by Mandate

2019 Budget Projection

	Revenue	Direct Costs	Distributed Overhead Costs	Total Costs	Percent by Category	
<b>User Fee Supported Programs</b>						
Conference	744,784	1,075,486	#N/A	#N/A		
Continuing Education	166,500	340,607	#N/A	#N/A		
CExAC	57,000	42,850	#N/A	#N/A		
OAAAS		64,400	#N/A	#N/A		
Subtotal	968,284	1,523,343	#N/A	#N/A	#N/A	User Fee Supported Programs
<b>License/CofP Fee Supported Programs</b>						Regulatory Activities
Regulatory Activities (Complaints, Discipline, PIRC, CACB, Registrar)	15,000	#N/A	#N/A	#N/A	#N/A	Advocacy Activities
PCS	2,552	5,104				
Advocacy Activities (Practice Advisory, Communications, Council Committees, Special Committees)		1,775,485	#N/A	#N/A	#N/A	
Sub-total	17,552	#N/A	#N/A	#N/A	#N/A	
Direct Costs Sub-total		#N/A				
<b>Overhead Costs</b>						
Building	0	804,354	804,354			
Council & Executive		783,033	783,033			
Misc Fees	8,712		8,712			
Administration	103,000	1,071,483	1,174,483			
Subtotal	111,712	2,658,870	2,770,582			
<b>Total</b>	<b>1,097,548</b>	<b>#N/A</b>				

### NOTES:

- Regulatory is defines as anything that is required by the act to ensure proper licensing/discipline
- Advocacy is defined as anything that promotes architecture, either to the public, or allows for voluntary improvement of our members
- Items under each category are hard direct costs only
- Overhead: Admin, Building, Council - is assumed to serve all and the costs have been allocated according to hard costs spent.

■ User Fee :  
Programs  
■ Regulator  
■ Advocacy

# ONTARIO ASSOCIATION OF ARCHITECTS

## Statement of Fees

Four Months Ended March 31, 2019

		2018			2019				YTD VARIANCE			BUDGET VARIANCE	
		ACTUAL-YTD	%		ACTUAL-YTD	%	ANNUAL BUDGET	%	Detail	Total	%	Detail	Total
		Detail	Total		Detail	Total	Detail	Total	Detail	Total		Detail	Total
<b>REVENUE</b>													
	Fees		5,181,690		5,588,304		5,965,012			406,614			376,708
	<b>Member Fees</b>		3,934,607	76%	4,262,189	76%	4,196,498	70%		329,813	81%		-68,699
1-41000-00	Misc Income to be reconciled	1,820			-991				-2,811	-2,811		991	
1-41000-01	Member-Annual	3,276,216			3,540,286		3,504,968		264,070			-35,318	
1-41000-02	Member-1/2 year Fee	0	3,276,216		3,540,286		65,718	3,570,686	0	264,070		65,718	31,391
1-41000-10	Intern Architect-Annual	458,206			500,297		200,408		42,091			-299,889	
	Intern Architect-1/2 Year Fee	0					2,088		0			2,088	
	Intern Architect-5+ Years	0	458,206		500,297		306,685	509,181	0	42,091		306,685	8,884
1-41000-11	Student-Annual	0			0				0			0	
1-41000-12	Retired Member-Annual	12,222			13,061		14,315		839			1,254	
1-41000-13	Licensed Technologist OAA-Annual	71,994			76,384		76,381		4,391			-3	
	Licensed Technologist OAA-1/2 Year Fee	0			76,384		616		0			616	
1-41000-14	Non-Practising Annual	18,268			20,148		19,715		1,881			-433	
1-41000-19	Leave Fee	3,778			1,548		4,555						
1-41000-20	Society Fee Clearing	91,807			112,467				20,661			-112,467	
1-41000-21	Administration Fee	645			218		1,049		-427			831	
1-41000-22	Miscellaneous	-787			-27				760			27	
1-41000-23	Foreign Exchange	439			-1,202				-1,641			1,202	
	<b>Licence Fees</b>		89,401	2%	92,132	2%	185,556	3%		2,731	1%		93,424
1-41002-01	Licence Application	35,555			39,796		93,804		4,241			54,008	
1-41002-02	Licence Reapplication	153			0		945		-153			945	
1-41002-03	Late Payment Penalty	10,218			7,540		20,939		-2,678			13,399	
1-41002-04	Licensed Technologist Application Fee	1,400			577		1,443		-823			866	
1-41002-10	Temporary Licence - Application Fee	3,256			2,035		3,359		-1,221			1,324	
1-41002-12	Temporary Licence - Annual Fee	38,820			42,184		65,066		3,364			22,882	
	<b>Certificate of Practice Fees</b>		1,155,420	22%	1,230,208	22%	1,479,736	25%		74,788	18%		249,528
1-41004-01	Certificate of Practice - Application Fee	12,456			12,285		26,239		-171			13,954	
1-41004-02	Certificate of Practice - Opening	306			207		525		-99			318	
1-41004-03	Certificate of Practice - Annual	1,056,342			1,132,713		1,320,819		76,371			188,106	
1-41004-04	Certificate of Practice - 1/2 annual fee	7,716					5,585		-7,716			5,585	
1-41004-05	CofP Under Section 23 - Application Fee	3,256			2,035		3,359		-1,221			1,324	
1-41004-07	CofP Under Section 23 - Annual Fee	68,066			73,821		113,868		5,755			40,047	
1-41004-08	CofP Licensed Technologist OAA Annual	7,278			8,360		8,233		1,082	74,001		-127	
	CofP Licensed Technologist OAA Annual - 1/2 Year	0			0		1,108		0			1,108	
	CofP Licensed Technologist OAA Annual - Application	0			788		0		788			-788	
	CofP Change of Name	0					0						
	<b>Miscellaneous Fees</b>		2,262	0%	3,775	0%	103,222	2%		1,512	0%		22,123
1-41006-01	Request to Council Application	0			458		1,889		458			1,431	
1-41006-02	Referral to ERC Fee (ERC Interview Fee)	0			255		525		255			270	
1-41006-03	Reinstatement Fee	375			382		394		7			12	
1-41006-05	Experience Penalty (Late Fees)	1,828			3,114				1,286			-3,114	
	ConEd Non-Compliance Fine	0			0		77,324		0				
1-41006-06	Retroactive Fee	0			1,685		23,090		1,685			21,405	
1-41006-07	Miscellaneous Fees Write-off	59			-2,119				-2,179			2,119	
	<b>Other Fees</b>		0	0%	0	0%	0	0%		0	0%		0
1-41900-01	Mumby Advertising Fee	0			0				0			0	

**CURRENT CASH POSITION****As At March 31, 2019**

Cash	505,375.48	
Investments	7,268,342.47	
Outstanding Revenue to be received	1,022,306.66	
	<b>TOTAL CASH</b>	<b>8,796,024.61</b>

**EXPENSES:**

Budget Projection	6,406,097.00	
Less: Paid to date	1,842,718.75	
	<b>Outstanding</b>	<b>-4,563,378.25</b>

**OTHER CASH REQUIREMENTS:**

CExAC Funds Held by OAA	-593,071.67
Major Capital Reserve	-275,632.33
Operating Reserve	-764,626.51
Legal Reserve	-52,500.00
HST Payments	-500,000.00
Fixed Asset Cash Requirements:	
Furniture & Equipment	-386,539.49
Computer (Computers-Annual Equipment Upgrade, Software update, new meeting room equipment, software consulting)	-45,836.75
Website (Website Reorg, Video Content Clips, Microsite, Misc Dev) Building	-200,020.71

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**-2,818,227.46****Projected Funds Surplus/Deficit (-)**

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**1,414,418.90**

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**Memorandum**

**To: Council**

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
Agata Mancini	Wayne Medford
Elaine Mintz	Sarah Murray
David C. Rich	David Sin
Robert Sirman	Susan Speigel
John Stephenson	Alberto Temprano
Magid Youssef	

**From:** Walter Derhak, Senior Vice President & Treasurer  
Interlocking Director, Pro-Demnity Insurance Company

Sarah Murray, Interlocking Director, Pro-Demnity Insurance Company  
David Sin, Interlocking Director, Pro-Demnity Insurance Company

**Date:** May 2, 2019

**Subject:** Pro-Demnity Insurance Company – 2018 Summarized Financial Statements

**Objective:**

To review Pro-Demnity Insurance Company's 2018 Summarized Financial Statements.

**Background:**

It is the responsibility of the Board of Directors to present annually to its Shareholder, i.e. OAA Council the annual audited Financial Statements for Pro-Demnity Insurance Company.

This item will be before the Shareholder as one of the official items of business for the Annual General Meeting of the Shareholder which will be held on June 18, 2019. The purpose of presenting this to Council in advance is to allow for review in the event that Council has questions of the Board in relation to these statements. It should be noted that these statements have also been posted to the OAA Website in relation to the OAA's Annual Report 2018. These Financial Statements will be laid before the Shareholder officially at that meeting. At that point they will be considered received by the Shareholder.

**Action:**

No action required.

**Pro-Demnity Insurance  
Company  
Summary Financial Statements  
For the year ended December 31, 2018**

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1 City Centre Drive, Suite 1700  
Mississauga ON L5B 1M2 Canada

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## Independent Auditor's Report on Summary Financial Statements

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To the Shareholder of Pro-Demnity Insurance Company

### Opinion

The summary financial statements, which comprise the summary statement of financial position as at December 31, 2018, and the summary statements of operations and retained earnings, comprehensive income (loss) and accumulated other comprehensive income, and cash flows for the year then ended, and related notes, are derived from the audited financial statements of Pro-Demnity Insurance Company (the Company) for the year ended December 31, 2018.

In our opinion, the accompanying summary financial statements are a fair summary of the financial statements, in accordance with the criteria disclosed in Note 1 to the summary financial statements.

### Summary Financial Statements

The summary financial statements do not contain all the disclosures required by International Financial Reporting Standards. Reading the summary financial statements and the auditor's report thereon, therefore, is not a substitute for reading the Company's audited financial statements and the auditor's report thereon.

### The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated February 19, 2019.

### Responsibilities of Management for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements in accordance with the criteria disclosed in Note 1 to the summary financial statements.

### Auditor's Responsibility for the Audit of the Summary Financial Statements

Our responsibility is to express an opinion on whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, *Engagements to Report on Summary Financial Statements*.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants  
Mississauga, Ontario  
February 19, 2019

## Pro-Demnity Insurance Company Summary Statement of Financial Position

**December 31** **2018** 2017

### Assets

Cash	\$ 3,689,987	\$ 1,171,936
Investments (Note 3)	74,196,432	73,090,358
Receivables	6,854,451	6,304,250
Accrued interest	412,644	386,179
Prepaid expenses	123,481	71,405
Reinsurer's share of unearned premiums	6,937,789	6,037,703
Deferred policy acquisition expenses	405,782	357,551
Reinsurer's share of provision for unpaid claims	10,936,000	11,046,000
Income taxes recoverable	214,441	-
Property and equipment (Note 4)	393,740	376,723
Deferred tax asset (Note 6)	726,121	492,658
	<b>\$104,890,868</b>	<b>\$ 99,334,763</b>

### Liabilities and Shareholder's Equity

#### Liabilities

Payables and accruals	\$ 1,985,893	\$ 2,741,059
Income taxes payable	-	89,212
Unearned premiums	14,026,073	12,418,366
Provision for unpaid claims	57,247,000	52,039,000
	<b>73,258,966</b>	<b>67,287,637</b>

#### Shareholder's equity

Share capital (Note 5)	25,106,500	25,106,500
Contributed surplus	2,051,915	2,051,915
Retained earnings	3,828,544	3,184,280
Accumulated other comprehensive income	644,943	1,704,431
	<b>31,631,902</b>	<b>32,047,126</b>
	<b>\$104,890,868</b>	<b>\$ 99,334,763</b>

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes are an integral part of these summary financial statements.

## Pro-Demnity Insurance Company

### Summary Statement of Operations and Retained Earnings

<b>For the year ended December 31</b>	<b>2018</b>	<b>2017</b>
Direct premiums written	\$ 29,675,676	\$ 26,271,336
Less: Reinsurance ceded	<u>15,386,322</u>	<u>13,596,128</u>
Net premiums written	14,289,354	12,675,208
Increase in net unearned premiums	<u>(707,621)</u>	<u>(344,553)</u>
Net premiums earned	13,581,733	12,330,655
Less: Claims and adjustment expenses	<u>12,462,482</u>	<u>10,567,822</u>
Underwriting income before expenses, commissions and premium tax	1,119,251	1,762,833
Operating expenses (schedule page 28)	4,750,574	4,849,322
Commissions earned	<u>(2,412,184)</u>	<u>(2,143,304)</u>
Premium tax	<u>841,522</u>	<u>769,346</u>
Net underwriting loss	<u>(2,060,661)</u>	<u>(1,712,531)</u>
Net investment income (Note 7)	<u>2,764,301</u>	<u>1,784,519</u>
Income before income taxes	<u>703,640</u>	<u>71,988</u>
Income taxes (recovery) (Note 6)		
Current	(89,154)	107,239
Deferred	<u>148,530</u>	<u>(97,064)</u>
	<u>59,376</u>	<u>10,175</u>
<b>Net income for the year</b>	<b>644,264</b>	<b>61,813</b>
<b>Retained earnings, beginning of year</b>	<b><u>3,184,280</u></b>	<b><u>3,122,467</u></b>
<b>Retained earnings, end of year</b>	<b>\$ 3,828,544</b>	<b>\$ 3,184,280</b>

The accompanying notes are an integral part of these summary financial statements.

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**Pro-Demnity Insurance Company**  
**Summary Statement of Comprehensive Income (Loss) and**  
**Accumulated Other Comprehensive Income**

<b>For the year ended December 31</b>	<b>2018</b>	<b>2017</b>
<b>Net income for the year</b>	<b>\$ 644,264</b>	<b>\$ 61,813</b>
<b>Other Comprehensive Income (Loss)</b>		
Unrealized gains (losses) on available for sale assets, net of tax recovery of \$291,221 (2017 - expense of \$147,085)	<b>(807,725)</b>	407,954
Transfer of realized gains on available for sale assets to statement of operations, net of tax expense of \$90,772 (2017 - \$15,913)	<b>(251,763)</b>	(44,137)
<b>Total other comprehensive income (loss)</b>	<b>(1,059,488)</b>	363,817
<b>Comprehensive income (loss) for the year</b>	<b>\$ (415,224)</b>	<b>\$ 425,630</b>
<b>Accumulated other comprehensive income, beginning of year</b>	<b>\$ 1,704,431</b>	<b>\$ 1,340,614</b>
<b>Total other comprehensive income (loss), for the year</b>	<b>(1,059,488)</b>	363,817
<b>Accumulated other comprehensive income, end of year</b>	<b>\$ 644,943</b>	<b>\$ 1,704,431</b>

The accompanying notes are an integral part of these summary financial statements.

## Pro-Demnity Insurance Company Summary Statement of Cash Flows

For the year ended December 31	2018	2017
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Net income for the year	\$ 644,264	\$ 61,813
Adjustments for:		
Depreciation	82,346	96,292
Amortization of premium/discount on bonds and debentures	645,430	813,233
Interest and dividend income	(1,041,397)	(496,682)
Provision for income taxes	59,376	10,175
Realized gain from disposal of investments	(340,671)	(49,367)
Realized loss from disposal of capital assets	-	22,907
	<u>49,348</u>	<u>458,371</u>
Changes in working capital and insurance contract related balances		
Receivables	(550,201)	(709,780)
Prepaid expenses	(52,076)	(34,977)
Reinsurer's share of unearned premiums	(900,086)	(261,222)
Deferred policy acquisition expenses	(48,231)	(18,173)
Payables and accruals	(755,166)	(508,286)
Unearned premiums	1,607,707	605,775
Provision for unpaid claims, net of reinsurer's share	<u>5,318,000</u>	<u>1,374,000</u>
	4,669,295	905,708
Cash flows related to interest, dividends and income taxes		
Interest and dividends received	1,014,932	549,415
Income taxes recovered	<u>(214,500)</u>	<u>327,799</u>
<b>Total cash inflows from operating activities</b>	<u>5,469,727</u>	<u>1,782,922</u>
<b>Investing activities</b>		
Purchase of investments	(67,455,402)	(85,535,989)
Proceeds from sale of investments	64,603,089	78,991,439
Purchase of property and equipment	<u>(99,363)</u>	<u>(293,708)</u>
<b>Total cash outflows from investing activities</b>	<u>(2,951,676)</u>	<u>(6,838,258)</u>
<b>Financing activity</b>		
Issuance of share capital	<u>-</u>	<u>5,000,000</u>
<b>Increase (decrease) in cash during the year</b>	2,518,051	(55,336)
<b>Cash, beginning of year</b>	<u>1,171,936</u>	<u>1,227,272</u>
<b>Cash, end of year</b>	<u>\$ 3,689,987</u>	<u>\$ 1,171,936</u>

The accompanying notes are an integral part of these summary financial statements.

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# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2018**

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### **1. Nature of Operations and Summary of Significant Accounting Policies**

#### ***Reporting entity***

Pro-Demnity Insurance Company (the "Company" or "Pro-Demnity") was incorporated under the laws of Ontario on August 9, 2002. The Company is an insurer dedicated to the underwriting of architects' liability coverages. The Company is licensed in Ontario and the Company's registered office is 200 Yorkland Boulevard, Suite 1200, Toronto, Ontario.

These summary financial statements have been authorized for issue by the Board of Directors on February 19, 2019.

#### ***Basis of preparation***

Management is responsible for the preparation of these summary financial statements. The summary presented includes the Summary Statement of Financial Position, Summary Statement of Operations and Retained Earnings, Summary Statement of Comprehensive Income (Loss) and Accumulated Other Comprehensive Income, Summary Statement of Cash Flows, and selected accounting notes. It does not include all disclosures required under International Financial Reporting Standards. Copies of the December 31, 2018 audited financial statements are available at the Pro-Demnity Insurance Company office.

The audited financial statements were authorized for issue by the Board of Directors on February 20, 2019. The audited financial statements were prepared in accordance with International Financial Reporting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB").

These summary financial statements were prepared under the historical cost convention, as modified by the revaluation of investments. (Note 3)

The Company's summary financial statements are presented in Canadian dollars ("CDN"), which is also the Company's functional currency.

The preparation of summary financial statements in compliance with IFRS requires management to make certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies. The areas involving a higher degree of judgment or complexity, or areas where assumptions and estimates are significant to the summary financial statements are disclosed in Note 2.

#### ***Significant accounting policies***

##### **Insurance contracts**

In accordance with IFRS 17 (formerly IFRS 4) *Insurance Contracts*, the Company has continued to apply the accounting policies it applied in accordance with pre-changeover Canadian GAAP.

Balances arising from insurance contracts primarily include unearned premiums, provision for unpaid claims, reinsurer's share of unearned premiums and provision for unpaid claims, and deferred policy acquisition expenses.

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## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

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**1. Nature of Operations and Summary of Significant Accounting Policies (continued)**

**(a) Premiums and unearned premiums**

Direct premiums written comprise the premiums on contracts incepting in the financial year. Premiums written are exclusive of taxes levied on premiums.

The Company earns premium income evenly over the term of the insurance policy using the pro rata method. The portion of the premium related to the unexpired portion of the policy at the end of the fiscal year is reflected in unearned premiums.

**(b) Reinsurer's share of unearned premiums**

The reinsurer's share of unearned premiums are recognized as an asset using principles consistent with the Company's method for determining the unearned premium liability.

**(c) Deferred policy acquisition expenses**

Acquisition costs are comprised of premium taxes. These costs are deferred and amortized over the terms of the related policies to the extent that they are considered to be recoverable from unearned premiums, after considering the related anticipated claims and expenses.

**(d) Provision for unpaid claims**

Individual loss estimates are provided on each claim reported. In addition, provisions are made for adjustment expenses, changes in reported claims and for claims incurred but not reported, based on past experience and business in force. The estimates are regularly reviewed and updated, and any resulting adjustments are included in net income.

Claim liabilities are carried on a discounted basis to reflect the time value of money. As required by actuarial standards in Canada claims liabilities also include a provision for adverse deviation (PFAD), which represents an additional margin on valuation variable factors, which are claims development, reinsurance recoveries and interest rates used in discounting claims liabilities.

**(e) Liability adequacy test**

At each reporting date the Company performs a liability adequacy test on its insurance liabilities less deferred policy acquisition expenses to ensure the carrying value is adequate, using current estimates of future cash flows, taking into account the relevant investment return. If that assessment shows that the carrying amount of the liabilities is inadequate, any deficiency is recognized as an expense to the statement of operations initially by writing off the deferred policy acquisition expense and subsequently by recognizing additional unearned premiums.

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## **Pro-Demnity Insurance Company**

### **Notes to Summary Financial Statements**

**December 31, 2018**

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#### **1. Nature of Operations and Summary of Significant Accounting Policies (continued)**

##### **(f) Reinsurer's share of provision for unpaid claims**

The Company enters into reinsurance contracts in the normal course of business in order to limit potential losses arising from certain exposures. Reinsurance premiums are accounted for in the same period as the related premiums for the direct insurance business being reinsured. Reinsurance liabilities, comprised of premiums payable for the purchase of reinsurance contracts, are included in payables and accruals and are recognized as an expense on the same basis as revenue on the underlying policies being reinsured.

Expected reinsurance recoveries on unpaid claims are recognized as assets at the same time and using principles consistent with the Company's method for establishing the related liability.

##### **(g) Refund of premiums**

Under the discretion of the Board of Directors the Company may declare a refund to its policyholders based on premiums to the mandatory insurance program required by the Architect's Act and its regulations.

#### **Financial instruments**

The Company classifies its financial instruments into one of the following categories based on the purpose for which the asset was acquired or liability incurred. All transactions related to financial instruments are recorded on a trade date basis. The Company's accounting policy for each category is as follows:

##### **(a) Loans and receivables**

These assets are non-derivative financial assets resulting from the delivery of cash or other assets by a lender to a borrower in return for a promise to repay on a specified date or dates, or on demand. They are initially recognized at fair value plus transaction costs that are directly attributable to their acquisition or issue and subsequently carried at amortized cost, using the effective interest rate method, less any impairment losses.

Impairment provisions are recognized when there is objective evidence (such as significant financial difficulties on the part of the counterparty or default or significant delay in payment) that the Company will be unable to collect all of the amounts due under the terms receivable, the amount of such a provision being the difference between the net carrying amount and the present value of the future expected cash flows associated with the impaired receivable. For amounts due from policyholders and reinsurers, such provisions are recorded in a separate allowance account with the loss being recognized in net income. On confirmation that the amounts receivable will not be collectable, the gross carrying value of the asset is written off against the associated provision.

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## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

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### **1. Nature of Operations and Summary of Significant Accounting Policies (continued)**

#### **(b) Held-to-maturity investments**

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturity that the Company has the positive intention and ability to hold to maturity. These investments are initially recognized at fair value plus transaction costs that are directly attributable to their acquisition. Subsequently they are carried at amortized cost using the effective interest rate method. The Company classifies its debt securities that are backing its claims liabilities as held-to-maturity. This aims to reduce the volatility caused by the fluctuations in carrying values of underlying claims liabilities due to the impact of changes in investment returns on claims discount rates. Interest on debt securities classified as held-to-maturity is calculated using the effective interest method and is included in net income. Where there is a significant or prolonged decline in the fair value of a held-to-maturity financial asset, which constitutes objective evidence of impairment, the full amount of the impairment is recognized in net income.

#### **(c) Available-for-sale investments**

Non-derivative financial assets not included in the above categories are classified as available-for-sale and comprise investments in debt securities and equity pooled funds. These instruments are initially recognized at fair value plus transaction costs that are directly attributable to their acquisition. Subsequently they are carried at fair value, unless they do not have a quoted market price in an active market and fair value is not reliably determinable. When they do not have a quoted market price in an active market and fair value is not reliably determinable, they are carried at cost. Investments in pooled funds are valued at the net asset value provided by the investment fund manager.

Changes in fair value are recognized as a separate component of other comprehensive income (OCI). Where there is a significant or prolonged decline in the fair value of an available-for-sale financial asset, which constitutes objective evidence of impairment, the full amount of the impairment, including any amount previously recognized in other comprehensive income (loss), is recognized in net income.

Purchases and sales of equity pooled funds are recognized on the trade date with any change in fair value between trade date and settlement date being recognized in accumulated other comprehensive income (loss).

On sale, the amount held in accumulated other comprehensive income (loss) associated with that asset is removed from shareholder's equity and recognized in net income. Interest on debt securities classified as available-for-sale is calculated using the effective interest method and is included in net income.

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## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

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### **1. Nature of Operations and Summary of Significant Accounting Policies (continued)**

#### **(d) Other financial liabilities**

Other financial liabilities include all financial liabilities and comprise payables and accruals. These liabilities are initially recognized at fair value net of any transaction costs directly attributable to the issuance of the instrument and subsequently carried at amortized cost using the effective interest rate method, which ensures that any interest expense over the period to repayment is at a constant rate on the balance of the liability carried in the statement of financial position. Interest expense in this context includes initial transaction costs and premiums payable on redemption, as well as any interest or coupon payable while the liability is outstanding.

#### **Property and equipment**

Property and equipment is initially recorded at cost and subsequently measured at cost less accumulated depreciation and accumulated impairment losses. Depreciation is recognized in net income and is provided on a straight-line basis over the estimated useful life of the assets as follows:

Depreciation based on the estimated useful life of the asset is calculated as follows:

Computer hardware	- 20-33% straight-line basis
Furniture and fixtures	- 10% straight-line basis

Depreciation methods, useful lives and residual values are reviewed annually and adjusted if necessary.

#### **Impairment of non-financial assets**

Non-financial assets are subject to impairment tests whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. Where the carrying value of an asset exceeds its recoverable amount, which is the higher of value in use and fair value less costs to sell, the asset is written down accordingly.

For the purpose of assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

Where it is not possible to estimate the recoverable amount of an individual asset, an impairment test is carried out on the asset's cash-generating unit, which is the lowest group of assets to which the asset belongs for which there are separately identifiable cash flows.

Impairment charges are included in net income, except to the extent they reverse gains previously recognized in other comprehensive income (loss).

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## **Pro-Demnity Insurance Company**

### **Notes to Summary Financial Statements**

**December 31, 2018**

---

#### **1. Nature of Operations and Summary of Significant Accounting Policies (continued)**

##### **Income taxes**

Income tax expense comprises current and deferred tax. Current and deferred tax are recognized in net income except to the extent that it relates to items recognized directly in equity or in other comprehensive income (loss).

Current income taxes are recognized for the estimated income taxes payable or receivable on taxable income or loss for the current year and any adjustment to income taxes in respect of previous years. Current income taxes are determined using tax rates and tax laws that have been enacted or substantively enacted by the year end date.

Deferred tax assets and liabilities are recognized where the carrying amount of an asset or liability differs from its tax base, except for taxable temporary differences arising on the initial recognition of goodwill and temporary differences arising on the initial recognition of an asset or liability in a transaction which is not a business combination, and at the time of the transaction affects neither accounting or taxable profit or loss.

Recognition of deferred tax assets for unused tax losses, tax credits and deductible temporary differences is restricted to those instances where it is probable that future taxable profit will be available against which the deferred tax asset can be utilized. Deferred tax assets are reviewed at each reporting date and are reduced to the extent that it is no longer probable that the related tax benefit will be realized.

The amount of the deferred tax asset or liability is measured at the amount expected to be recovered from or paid to the taxation authorities. This amount is determined using tax rates and tax laws that have been enacted or substantively enacted by the year end date and are expected to apply when the liabilities / (assets) are settled / (recovered).

##### **Standards, amendments and interpretations not yet adopted**

Certain pronouncements were issued by the IASB or the IFRS Interpretations Committee that are mandatory for accounting years beginning after January 1, 2019 or later.

The Company has not yet determined the extent of the impact of the following new standards, interpretations and amendments, which have not been applied in these financial statements.

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## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

December 31, 2018

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#### 1. Nature of Operations and Summary of Significant Accounting Policies (continued)

##### Standards, amendments and interpretations not yet adopted (continued)

*IFRS 9 Financial Instruments replaces IAS 39 Financial Instruments: Recognition and Measurement*

In July 2014, the IASB issued the final version of IFRS 9, which reflects all phases of the financial instruments project and replaces IAS 39 – *Financial Instruments: Recognition and Measurement* and all previous versions of IFRS 9. IFRS 9 sets out the requirements for recognizing and measuring financial assets, financial liabilities and some contracts to buy or sell non-financial items. This single, principle-based approach replaces existing rule-based requirements and is intended to improve and simplify the reporting for financial instruments. IFRS 9 is effective for annual periods beginning on or after January 1, 2018. Retrospective application is required with certain exceptions.

In September 2016, the IASB issued amendments to IFRS 4 to address issues arising from the different effective dates of IFRS 9 and the new insurance contracts standard (IFRS 17). The amendments introduced an optional temporary exemption, which permits eligible companies to defer the implementation date of IFRS 9 until annual periods beginning on or after January 1, 2021. The temporary exemption is available to companies whose predominant activity is to issue insurance contracts. The amendments also include an option to apply the “overlay approach” to the presentation of qualifying financial assets, in which an entity would be permitted to remove from profit or loss and present instead in OCI, the impact of measuring financial assets at fair value through profit or loss under IFRS 9 when they would not have been so measured under IAS 39. The Company meets the eligibility criteria of the temporary exemption from IFRS 9 and intends to defer the application of IFRS 9 until the effective date of IFRS 17.

##### *IFRS 16 Leases*

IFRS 16 supersedes IAS 17 Leases, IFRIC 4 Determining whether an Arrangement contains a Lease, SIC-15 Operating Leases – Incentives and SIC-27 Evaluating the Substance of Transactions Involving the Legal Form of a Lease. It eliminates the distinction between operating and finance leases from the perspective of the lessee. All contracts that meet the definition of a lease will be recorded in the statement of financial position with a “right of use” asset and a corresponding liability. The asset is subsequently accounted for as property, plant and equipment or investment property and the liability is unwound using the interest rate inherent in the lease. The accounting requirements from the perspective of the lessor remains largely in line with previous IAS 17 requirements. IFRS 16 is effective for annual periods beginning on or after January 1, 2019. The Company expects to recognize right-of-use assets and lease liabilities for its office lease and certain equipment. See Note 9 for a schedule of lease commitments.

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## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

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### **1. Nature of Operations and Summary of Significant Accounting Policies** (continued)

#### **Standards, amendments and interpretations not yet adopted** (continued)

##### *IFRS 17 Insurance Contracts*

IFRS 17 Insurance Contracts supersedes IFRS 4 Insurance Contracts. IFRS 17 establishes the principles for the recognition, measurement, presentation and disclosure of insurance contracts. IFRS 17 requires entities to measure insurance contract liabilities using updated estimates and assumptions that reflect the timing of cash flows and any uncertainty relating to insurance contracts. Additionally, IFRS 17 requires entities to recognize profits as it delivers insurance services. The effective date for IFRS 17 is January 1, 2021. The Company has not yet determined the impact of adoption, however is expected to significantly impact the overall financial statements.

##### *IFRIC 23 Uncertainty over Income Tax Treatments*

IFRIC 23 Uncertainty over Income Tax Treatments provides guidance on recognition and measurement of uncertain income tax treatments. The effective date for IFRIC 23 is January 1, 2019. The Company is in the process of evaluating the impact of this interpretation.

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### **2. Critical Accounting Estimates and Judgments**

The Company makes estimates and assumptions about the future that affect the reported amounts of assets and liabilities. Estimates and judgments are continually evaluated based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. In the future, actual experience may differ from these estimates and assumptions.

#### **Estimates**

The effect of a change in an accounting estimate is recognized prospectively by including it in net income in the period of the change, if the change affects that period only; or in the period of the change and future periods, if the change affects both.

The estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

# Pro-Demnity Insurance Company

## Notes to Summary Financial Statements

**December 31, 2018**

### 2. Critical Accounting Estimates and Judgments (continued)

#### *Provision for unpaid claims*

The estimation of the provision for unpaid claims and the related reinsurer's share are the Company's most critical accounting estimates. There are several sources of uncertainty that need to be considered by the Company in estimating the amount that will ultimately be paid on these claims. The uncertainty arises because all events affecting the ultimate settlement of claims have not taken place and may not take place for some time. Changes in the estimate of the provision can be caused by receipt of additional claim information, changes in judicial interpretation of contracts, or significant changes in severity or frequency of claims from historical trends. The estimates are based on the Company's historical experience and industry experience.

#### **Judgments**

#### *Impairment of available-for-sale investments*

The Company determines that available-for-sale investments are impaired when there has been a significant or prolonged decline in fair value below cost. The determination of what is significant or prolonged requires judgment. In making this judgment the Company considers among other factors, the normal volatility in market price, the financial health of the investee and industry and sector performance.

### 3. Financial Instrument Classification

The carrying amount of the Company's financial instruments by classification is as follows:

	Held to maturity	Available- for-sale	Loans and receivables	Other financial liabilities	Total
<b>December 31, 2018</b>					
Cash	\$ -	\$ -	\$ 3,689,987	\$ -	\$ 3,689,987
Investments	46,388,050	27,808,382	-	-	74,196,432
Receivables	-	-	6,854,451	-	6,854,451
Accrued interest	-	-	412,644	-	412,644
Payables and accruals	-	-	-	(1,985,893)	(1,985,893)
	<b>\$ 46,388,050</b>	<b>\$ 27,808,382</b>	<b>\$ 10,957,082</b>	<b>\$ (1,985,893)</b>	<b>\$ 83,167,621</b>
<b>December 31, 2017</b>					
Cash	\$ -	\$ -	\$ 1,171,936	\$ -	\$ 1,171,936
Investments	45,402,820	27,687,538	-	-	73,090,358
Receivables	-	-	6,304,250	-	6,304,250
Accrued interest	-	-	386,179	-	386,179
Payables and accruals	-	-	-	(2,741,059)	(2,741,059)
	<b>\$ 45,402,820</b>	<b>\$ 27,687,538</b>	<b>\$ 7,862,365</b>	<b>\$ (2,741,059)</b>	<b>\$ 78,211,664</b>

## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

### 3. Financial Instrument Classification (continued)

The following table provides carrying value and fair value information of investments by type of security and issuer. The maximum exposure to credit risk would be the fair value as shown below.

#### Available-for-Sale

	December 31, 2018		December 31, 2017	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Guaranteed investment certificates (GICs)	\$ 351,131	\$ 351,131	\$ 501,318	\$ 501,318
Bonds issued by				
Government and guaranteed	8,604,232	8,604,232	8,222,638	8,222,638
Asset backed securities	572,436	572,436	278,650	278,650
Canadian municipal	744,752	744,752	889,008	889,008
Corporate	11,032,492	11,032,492	10,457,901	10,457,901
	<u>20,953,912</u>	<u>20,953,912</u>	<u>19,848,197</u>	<u>19,848,197</u>
Equities				
Equity pool fund (Canadian)	3,013,733	3,013,733	3,390,915	3,390,915
Equity pool fund (International)	3,489,606	3,489,606	3,947,108	3,947,108
	<u>6,503,339</u>	<u>6,503,339</u>	<u>7,338,023</u>	<u>7,338,023</u>
Total Available-for-Sale	<u>\$ 27,808,382</u>	<u>\$ 27,808,382</u>	<u>\$ 27,687,538</u>	<u>\$ 27,687,538</u>

#### Held-to-Maturity

	December 31, 2018		December 31, 2017	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Bonds issued by				
Government and guaranteed	\$ 23,267,324	\$ 23,145,629	\$ 22,785,913	\$ 22,653,326
Corporate	23,120,726	22,785,439	22,616,907	22,438,175
Total Held-to-Maturity	<u>\$ 46,388,050</u>	<u>\$ 45,931,068</u>	<u>\$ 45,402,820</u>	<u>\$ 45,091,501</u>

	December 31, 2018		December 31, 2017	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Total Investments	<u>\$ 74,196,432</u>	<u>\$ 73,739,450</u>	<u>\$ 73,090,358</u>	<u>\$ 72,779,039</u>

The following table provides an analysis of investments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which the fair value is observable:

- Level 1 fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities using the last bid price;
- Level 2 fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices); and
- Level 3 fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

### 3. Financial Instrument Classification (continued)

Financial assets recorded at fair value by the level of the fair value hierarchy:

	Level 1	Level 2	Level 3	Total
<b>December 31, 2018</b>				
GICs	\$ 351,131	\$ -	\$ -	\$ 351,131
Bonds	-	20,953,912	-	20,953,912
Equity pool funds	-	6,503,339	-	6,503,339
<b>Total</b>	<b>\$ 351,131</b>	<b>\$ 27,457,251</b>	<b>\$ -</b>	<b>\$ 27,808,382</b>

	Level 1	Level 2	Level 3	Total
<b>December 31, 2017</b>				
GICs	\$ 501,318	\$ -	\$ -	\$ 501,318
Bonds	-	19,848,197	-	19,848,197
Equity pool funds	-	7,338,023	-	7,338,023
<b>Total</b>	<b>\$ 501,318</b>	<b>\$ 27,186,220</b>	<b>\$ -</b>	<b>\$ 27,687,538</b>

Transfers between levels are considered to have occurred at the date of the event or change in circumstances that caused the transfer. There were no transfers between Level 1 and Level 2 for the years ended December 31, 2018 and 2017. There were also no transfers in or out of Level 3.

Maturity profile of bonds held is as follows:

	Within 1 year	1 to 3 years	3 to 5 years	5 to 7 years	Greater than 7 years	Total
<b>December 31, 2018</b>	<b>\$ 8,397,272</b>	<b>\$ 21,125,266</b>	<b>\$ 23,461,128</b>	<b>\$ 2,087,339</b>	<b>\$ 12,270,750</b>	<b>\$ 67,341,755</b>
<b>Percent of Total</b>	<b>12.47 %</b>	<b>31.37 %</b>	<b>34.84 %</b>	<b>3.10 %</b>	<b>18.22 %</b>	<b>100.00 %</b>
<b>December 31, 2017</b>	<b>\$ 9,872,180</b>	<b>\$ 18,663,206</b>	<b>\$ 22,372,903</b>	<b>\$ 2,003,403</b>	<b>\$ 12,339,325</b>	<b>\$ 65,251,017</b>
<b>Percent of Total</b>	<b>15.13 %</b>	<b>28.60 %</b>	<b>34.29 %</b>	<b>3.07 %</b>	<b>18.91 %</b>	<b>100.00 %</b>

The effective interest rate of the bond portfolio is 3.19% (2017 - 3.48%).

## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

### 4. Property and Equipment

	Property and equipment		
	Furniture and fixtures	Computer hardware	Total
<b>Cost</b>			
Balance at January 1, 2017	\$ 145,551	\$ 602,369	\$ 747,920
Additions	57,647	236,061	293,708
Disposals	(56,950)	-	(56,950)
Balance on December 31, 2017	146,248	838,430	984,678
Additions	2,366	96,997	99,363
Disposals	(30,371)	(91,926)	(122,297)
Balance on December 31, 2018	\$ 118,243	\$ 843,501	\$ 961,744
<b>Accumulated depreciation</b>			
Balance at January 1, 2017	\$ 108,789	\$ 436,917	\$ 545,706
Depreciation	9,871	86,421	96,292
Disposals	(34,043)	-	(34,043)
Balance on December 31, 2017	84,617	523,338	607,955
Depreciation	7,116	75,230	82,346
Disposals	(30,371)	(91,926)	(122,297)
Balance on December 31, 2018	\$ 61,362	\$ 506,642	\$ 568,004
<b>Net Book Value</b>			
December 31, 2017	\$ 61,631	\$ 315,092	\$ 376,723
<b>December 31, 2018</b>	<b>\$ 56,881</b>	<b>\$ 336,859</b>	<b>\$ 393,740</b>

## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

**December 31, 2018**

#### 5. Share Capital

Authorized:

100,000	Class A preferred shares having a par value of \$100, redeemable by the Company at par value, non-voting, non-participating, non-cumulative, maximum annual dividend of 6.5%	
100	preferred shares having a par value of \$100, redeemable by the Company at par value, non-voting, non-participating, non-cumulative 6% dividends	
250,000	common shares having a par value of \$100	

Issued:

		2018	2017
50,000	Class A Preference shares	<b>\$ 5,000,000</b>	\$ 5,000,000
65	Preference shares	<b>6,500</b>	6,500
201,000	Common shares	<b>20,100,000</b>	20,100,000
		<b>\$ 25,106,500</b>	\$ 25,106,500

#### 6. Income Taxes

The significant components of tax expense included in net income are composed of:

	2018	2017
Current tax expense		
Based on current year taxable income (loss)	<b>\$ (89,154)</b>	\$ 107,239
Deferred tax expense (recovery)		
Origination and reversal of temporary differences	<b>\$ 18,573</b>	\$ (1,823)
Non deductible claims	<b>(70,477)</b>	(18,192)
Change in deferred tax on other comprehensive income	<b>381,993</b>	(131,172)
Loss carryforwards	<b>(177,853)</b>	57,828
Other	<b>(3,706)</b>	(3,705)
	<b>148,530</b>	(97,064)
Total income tax expense	<b>\$ 59,376</b>	\$ 10,175

## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

### 6. Income Taxes (continued)

The significant components of the tax effect of the amounts recognized in other comprehensive income (loss) are composed of:

	2018	2017
Change in unrealized gains on available-for-sale investments	\$ (291,221)	\$ 147,085
Reclassification of realized gains on available-for-sale investments	(90,772)	(15,913)
Total tax effect of amounts recorded in other comprehensive income	\$ (381,993)	\$ 131,172

Reasons for the difference between tax expense for the year and the expected income taxes based on the statutory tax rate of 26.5% (2017 – 26.5%) are as follows:

	2018	2017
Income before income taxes	\$ 703,640	\$ 71,988
Expected taxes based on the statutory rate	\$ 186,465	\$ 19,077
Non deductible expenses	3,488	4,392
Canadian dividend income not taxable	(148,617)	(13,299)
Under provision (recovery) in prior years	18,040	5
Total income tax	\$ 59,376	\$ 10,175

The movements in 2018 deferred tax liabilities and assets are:

	Opening balance at Jan 1, 2018	Recognize in net income	Recognize in OCI	Closing balance at Dec 31, 2018
<b>2018</b>				
<i>Deferred tax assets</i>				
Claims liabilities	\$ 543,144	\$ 70,477	\$ -	\$ 613,621
Loss carryforwards	-	177,853	-	177,853
Deferred tax assets	\$ 543,144	\$ 248,330	\$ -	\$ 791,474
<b>2018</b>				
<i>Deferred tax liabilities</i>				
Investments	\$ -	\$ 381,993	\$ (381,993)	\$ -
Bond transitional provision	24,189	(3,706)	-	20,483
Plant & equipment	26,297	18,573	-	44,870
Deferred tax liabilities	50,486	396,860	(381,993)	65,353
Net deferred tax	\$ 492,658	\$ (148,530)	\$ 381,993	\$ 726,121

## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

### 6. Income Taxes (continued)

The movements in 2017 deferred tax liabilities and assets are:

	Opening balance at Jan 1, 2017	Recognize in net income	Recognize in OCI	Closing balance at Dec 31, 2017
2017				
<i>Deferred tax assets</i>				
Claims liabilities	\$ 524,952	\$ 18,192	\$ -	\$ 543,144
Loss carryforwards	57,828	(57,828)	-	-
Deferred tax assets	<u>\$ 582,780</u>	<u>\$ (39,636)</u>	<u>\$ -</u>	<u>\$ 543,144</u>
2017				
<i>Deferred tax liabilities</i>				
Investments	\$ -	\$ (131,172)	\$ 131,172	\$ -
Bond transitional provision	27,894	(3,705)	-	24,189
Plant & equipment	28,120	(1,823)	-	26,297
Deferred tax liabilities	<u>56,014</u>	<u>(136,700)</u>	<u>131,172</u>	<u>50,486</u>
Net deferred tax	<u>\$ 526,766</u>	<u>\$ 97,064</u>	<u>\$ (131,172)</u>	<u>\$ 492,658</u>

### 7. Investment Income

	2018	2017
Interest income	\$ 2,111,575	\$ 1,842,302
Dividend income	560,819	50,185
Realized gains on disposal of investments	340,671	49,367
Investment expenses	<u>(248,764)</u>	<u>(157,335)</u>
	<u>\$ 2,764,301</u>	<u>\$ 1,784,519</u>

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## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

**December 31, 2018**

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#### 8. Related Party Transactions

The Company entered into the following transactions with key management personnel, which are defined by IAS 24, Related Party Disclosures, as those persons having authority and responsibility for planning, directing and controlling the activities of the Company, including directors and management:

	<u>2018</u>	<u>2017</u>
Compensation		
Executives' compensation and directors' fees	<b>\$ 1,515,203</b>	\$ 1,522,881

In addition, the Company had the following transactions with its parent company, The Ontario Association of Architects:

	<u>2018</u>	<u>2017</u>
Administrative services and practice consultation service	\$ 2,646	\$ 88,126
Occupancy costs	-	99,957

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#### 9. Commitments

The Company has entered into operating leases for its office premises and certain equipment. The minimum annual lease payments on all leases for the next four years are as follows:

2019	\$ 268,925
2020	272,349
2021	270,775
2022	<u>224,326</u>
	<b><u>\$ 1,036,375</u></b>

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## **Pro-Demnity Insurance Company**

### **Notes to Summary Financial Statements**

**December 31, 2018**

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#### **10. Capital Management**

The Company's objectives with respect to capital management are to maintain a capital base that is structured to exceed regulatory requirements and to best utilize capital allocations. Reinsurance is utilized to protect capital from catastrophic losses as the frequency and severity of these losses are inherently unpredictable. To limit their potential impact, the Company purchases reinsurance, the details of which are outlined in Note 11. For the purpose of capital management, the Company has defined capital as its share capital, contributed surplus and retained earnings.

The regulators measure the financial strength of property and casualty insurers using a minimum capital test (MCT). The regulators require property and casualty companies to comply with capital adequacy requirements. This test compares a company's capital against the risk profile of the organization. The risk-based capital adequacy framework assesses the risk of assets, policy liabilities and other exposures by applying various factors that are dependent on the risks associated with the Company's assets. Additionally, an interest rate risk margin is included in the MCT by assessing the sensitivity of the Company's interest-sensitive assets and liabilities to changes in interest rates. The regulator indicates that the Company should produce a minimum MCT of 150%. During the year, the Company has exceeded this minimum. The regulator has the authority to request more extensive reporting and can place restrictions on the Company's operations if the Company falls below this requirement and deemed necessary.

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## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

December 31, 2018

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#### 11. Financial Instrument and Insurance Risk Management

##### *Insurance risk management*

The principal risk the Company faces under insurance contracts is that the actual claims payments or the timing thereof, differ from expectations. This is influenced by the frequency of claims, severity of claims, actual claims paid and subsequent development of long-term claims. Therefore, the objective of the Company is to ensure that sufficient reserves are available to cover these liabilities.

The Company insures architects in Ontario and as a result the Company is exposed to geographical and industry concentration risk. These risks are mitigated by regular review of the claims reserves as well as risk management strategies and the use of reinsurance arrangements.

The Company writes insurance primarily over a twelve month duration on a claims made basis.

The Company follows a policy of underwriting and reinsuring contracts of insurance which limit the liability of the Company to an amount on any one claim of \$250,000 (2017 - \$250,000). In 2018, the reinsurer agreed to pay claims expenses in excess of \$300,000 (2017 - \$400,000) on each claim for claim limits above \$250,000. In addition, the Company has obtained stop loss reinsurance and clash reinsurance against catastrophic events. The stop loss reinsurance attaches when claims liabilities in a specific underwriting year exceed \$17,000,000 (2017 - \$17,000,000) and ceases when claims liabilities reach \$31,000,000 of the ultimate net loss (2017 - \$31,000,000). The clash reinsurance applies to predefined events that cause a multiplicity of claims in excess of \$1,500,000 (2017 - \$1,500,000). The coverage is \$4,000,000 (2017 - \$4,000,000) in excess of a deductible of \$1,500,000 (2017 - \$1,500,000) for claims arising from a predefined event.

Amounts recoverable from reinsurer are estimated in a manner consistent with the outstanding claims provision and are in accordance with the reinsurance contracts. Although the Company has reinsurance arrangements, it is not relieved of its direct obligations to its policyholders and thus a credit exposure exists with respect to ceded insurance, to the extent that any reinsurer is unable to meet its obligations assumed under such reinsurance agreements.

The Company is exposed to pricing risk to the extent that unearned premiums are insufficient to meet the related future policy costs. Evaluation is performed regularly to estimate future claims costs, related expenses, and expected profit in relation to unearned premiums. There was no premium deficiency at December 31, 2018 and 2017.

The risks associated with insurance contracts are complex and subject to a number of variables which complicate quantitative sensitivity analysis. The Company uses various techniques based on past claims development experience to quantify these sensitivities. This includes indicators such as average claim cost, amount of claims frequency, expected loss ratios and claims development.

## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

### 11. Financial Instrument and Insurance Risk Management (continued)

Results of sensitivity testing based on expected loss ratios are as follows, shown gross and net of reinsurance as impacted on pre-tax income:

	Liability claims	
	2018	2017
5% increase in loss ratios		
Gross	\$ 2,330,000	\$ 2,057,000
Net	1,559,000	1,349,000
5% decrease in loss ratios		
Gross	\$ (2,057,000)	\$ (2,054,000)
Net	(1,349,000)	(1,349,000)

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

#### ***Credit risk***

Credit risk is the risk of financial loss to the Company if a debtor fails to make payments of interest and principal when due. The Company is exposed to this risk relating to its debt holdings in its investment portfolio and the reliance on the reinsurer to make payment when certain loss conditions are met.

The Company's investment policy puts limits on the bond portfolio including portfolio composition limits, issuer type limits, bond quality limits, aggregate issuer limits, and corporate sector limits. Funds are invested in bonds, asset backed securities and debentures of Federal, Provincial or Municipal Government and corporations rated BBB or better. The held-to-maturity investment policy, limits investment in bonds of the various ratings to limits ranging from 80% to 100% of the Company's portfolio. The available-for-sale investment policy, limits investment in bonds of the various ratings to limits ranging from 70% to 85% of the Company's portfolio. All fixed income portfolios are measured for performance on a quarterly basis and monitored by management on a monthly basis.

Reinsurance is placed with Lloyds, a Canadian registered reinsurer. Reinsurance treaties are reviewed annually by management prior to renewal of the reinsurance contract.

Receivables are short-term in nature consisting of a large number of policyholders, and are not subject to material credit risk. Regular review of outstanding receivables is performed to ensure credit worthiness.

There have been no significant changes from the previous year in the exposure to credit risk or policies, procedures and methods used to measure the risk.

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## Pro-Demnity Insurance Company

### Notes to Summary Financial Statements

December 31, 2018

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#### 11. Financial Instrument and Insurance Risk Management (continued)

##### ***Market risk***

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate as a result of market factors. Market factors include three types of risk: currency risk, interest rate risk and equity risk.

The Company's investment policy operates within the guidelines of the Insurance Act. An investment policy is in place and its application is monitored by the Finance and Audit Committee and the Board of Directors. Diversification techniques are utilized to minimize risk.

##### ***Currency risk***

Currency risk relates to the Company operating in different currencies and converting non-Canadian earnings at different points in time at different foreign exchange levels when adverse changes in foreign currency exchange rates occur. The Company is exposed to currency risk through its investment in international equity pool fund.

There have been no significant changes from the previous year in the exposure to currency risk or policies, procedures and methods used to measure the risk.

##### ***Interest rate risk***

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates.

The Company is exposed to this risk through its interest bearing investments (GICs, asset backed securities and bonds).

Historical data and current information is used to profile the ultimate claims settlement pattern by class of insurance, which is then used in a broad sense to develop an investment policy and strategy for its investments held in support of its claims liabilities and classified as held-to-maturity. This allows the Company to effectively manage a portion of its interest rate risk. However, because a significant portion of the Company's assets relate to its capital rather than liabilities, the value of its interest rate based assets exceeds its interest rate based liabilities. As a result the Company is exposed to significant interest rate risk. Generally, the Company's investment income related to its available-for-sale financial investment portfolio will move with interest rates over the medium to long-term with short-term interest rate fluctuations creating unrealized gains or losses in other comprehensive income (loss).

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## Pro-Demnity Insurance Company Notes to Summary Financial Statements

**December 31, 2018**

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### **11. Financial Instrument and Insurance Risk Management (continued)**

At December 31, 2018, a 1% move in interest rates, with all other variables held constant, could impact the market value of bonds and asset backed securities held as available-for-sale by approximately \$1,596,000 (2017 - \$1,572,000) and those classified as held-to-maturity by \$1,047,000 (2017 - \$957,000). The change would be recognized in other comprehensive income (loss) for the available-for-sale portfolio. A 1% change in the interest rate used to discount the Company's claims liabilities, with all other variables held constant, could have an offsetting impact on claims liabilities of approximately \$1,437,000 (2017 - \$1,241,000).

There have been no significant changes from the previous year in the exposure to interest rate risk or policies, procedures and methods used to measure the risk.

#### ***Equity risk***

Equity risk is the uncertainty associated with the valuation of assets arising from changes in equity markets. The Company is exposed to this risk through its holdings in equity pooled funds within its investment portfolio. At December 31, 2018, a 10% movement in the stock markets with all other variables held constant would have an estimated effect on the fair values of the Company's equities of approximately \$650,000 (2017 - \$733,000).

Equity pooled funds are monitored by the Board of Directors and holdings are adjusted to ensure the investment portfolio remains in compliance with the investment policy.

There have been no significant changes from the previous year in the exposure to equity risk or policies, procedures and methods used to measure the risk.

#### ***Liquidity risk***

Liquidity risk is the risk that the Company will not be able to meet all cash outflow obligations as they come due. The Company mitigates this risk by monitoring cash activities and expected outflows. The Company's current liabilities arise as claims are made. The Company does not have material liabilities that can be called unexpectedly at the demand of a lender or client. The Company has no material commitments for capital expenditures and there is no need for such expenditures in the normal course of business. Claim payments are funded by current operating cash flow including investment income.

There have been no significant changes from the previous year in the exposure to liquidity risk or policies, procedures and methods used to measure the risk.

The Company has the availability of an operating line of credit in the amount of \$1,500,000 (2017 - \$1,500,000). The line of credit is secured by a first-priority security interest over all assets of the Company. Interest on the line of credit is payable monthly at the prime rate per annum. The Company has not drawn any funds on the facility.

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## Pro-Demnity Insurance Company

### Summary Schedule of Operating Expenses

For the year ended December 31	2018	2017
Salaries and benefits	\$ 2,770,029	\$ 2,622,483
Employee acquisition costs	118,815	6,978
Advertising	3,135	20,676
Automobile and travel	86,348	97,975
Bad debts	458	11,030
Directors' remuneration	577,307	625,108
Computer maintenance	21,075	19,832
Insurance	144,194	143,701
Postage and courier	28,842	23,117
Printing and stationary	98,073	91,625
Professional fees	302,880	382,693
Telephone and communications	31,972	28,615
Depreciation	82,346	96,292
Training, membership and general	79,150	121,739
Regulatory assessment	17,505	13,439
Occupancy costs	236,232	192,861
OAA service agreement	2,646	91,755
Practice risk management	149,567	236,496
Loss on disposal of asset	-	22,907
	<hr/>	<hr/>
	\$ 4,750,574	\$ 4,849,322

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Ontario Association of Architects

FOR COUNCIL MEETING

May 22, 2019

(open)

ITEM: 5.2.c

## Memorandum

**To: Council**

Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef

Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:** Walter Derhak, Senior Vice President & Treasurer  
Interlocking Director, Pro-Demnity Insurance Company

Sarah Murray, Interlocking Director, Pro-Demnity Insurance Company  
David Sin, Interlocking Director, Pro-Demnity Insurance Company

**Date:** May 2, 2019

**Subject:** Pro-Demnity Insurance Company – Annual Appointment of Auditor and Actuary

**Objective:** To consider the recommendation of the Board regarding appointment of the Auditors and Actuary for Pro-Demnity Insurance Company for 2019.

### Background:

The annual meeting of the Shareholder of Pro-Demnity Insurance Company has been scheduled for June 18, 2019 and will involve various presentations by the Board of Directors to Council as well as the required business motions and a period for questions from the floor. One of the responsibilities of the Board of Directors of Pro-Dem is to make a recommendation to the Shareholder regarding the appointment of an Auditor and Actuary on an annual basis.

Attached is a copy of a memorandum from ProDem recommending that Council consider the reappointment of BDO Canada as the Auditor and J.S. Cheng as Actuary for 2019. This item will be before the Shareholder as one of the official items of business for the Annual Meeting. The purpose of presenting this to Council in advance is to provide direction in terms of how the Shareholder will vote on this item at the AGM in June.

### Action:

OAA Council as the sole Shareholder of Pro-Demnity Insurance Company to provide direction in terms of the recommendation of the Board of Directors regarding the reappointment of the Auditor and Actuary for Pro-Dem for 2019.

**MEMORANDUM**

**TO:** Kristi Doyle,  
OAA Executive Director

**DATE:** March 6, 2019

**FROM:** Byron Treves

**RE:** **Annual Meeting of Shareholder –  
Appointment of Auditors and Actuary**

Please be advised that at the Board meeting of February 19, 2019, it was resolved that the Board recommend to the Shareholder that BDO Canada, and Mr. Joe Cheng of J.S. Cheng & Partners Inc., be re-appointed as Auditors and Actuary, respectively, for Pro-Demnity for the 2019 fiscal year.

B Treves

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 5.2.d

## Memorandum

**To: Council**

Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
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Magid Youssef

Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:** Walter Derhak, Senior Vice President & Treasurer  
Interlocking Director, Pro-Demnity Insurance Company

Sarah Murray, Interlocking Director, Pro-Demnity Insurance Company  
David Sin, Interlocking Director, Pro-Demnity Insurance Company

**Date:** May 2, 2019

**Subject:** Pro-Demnity Insurance Company – By-law 2019

**Objective:**

To approve Pro-Demnity Insurance Company's (ProDem) By-law 2019-1.

**Background:**

The ProDem Board of Directors met on February 19, 2019 where an amendment to By-law No. 2014-1 was approved.

The amended By-law was prepared by ProDem legal counsel and incorporates changes to the quorum of committees and incorporation of the Conflict of Interest Policy into the By-law.

This item will be before the Shareholder as one of the official items of business for the Annual Meeting. The purpose of presenting this to Council in advance is to provide direction in terms of how the Shareholder will vote on this item at the AGM in June.

**Action:**

OAA Council as the sole Shareholder of Pro-Demnity Insurance Company to provide direction in terms of the recommendation of the Board of Directors regarding amendment to the By-law as attached.

**MEMORANDUM**

**TO:** Kristi Doyle,  
OAA Executive Director

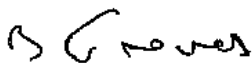
**DATE:** March 25, 2019

**FROM:** Byron Treves

**RE:** **Pro-Demnity By-Law 2019-1 being a By-Law amending By-Law No. 2014-1**

Please find attached By-Law No. 2019-1 being a by-law amending By-Law No. 2014-1, prepared by legal counsel, incorporating the changes respecting the quorum of committees and incorporation of the Conflict of Interest Policy into the By-Law. All other aspects of By-Law No. 2014-1 remain unchanged. The By-Law has been approved by the Board at its meeting of February 19, 2019 to be forwarded to the Shareholder for approval at the next annual meeting.

Also attached is a proposed text of the Shareholder's Resolution to confirm By-Law.



Attchs:

**PROPOSED TEXT FOR RESOLUTION FOR PASSAGE BY  
SHAREHOLDER OF  
PRO-DEMUNITY INSURANCE COMPANY  
(the "Corporation")**

**CONFIRMATION OF BY-LAW NO. 2019-1**

**WHEREAS:**

- A. The Board of Directors of the Corporation passed By-law No. 2019-1 being a by-law amending By-Law No. 2014-1 of the by-laws of the Corporation on February 19, 2019, under which by-law the quorum for each committee of the Corporation was amended to be a majority of committee members, and that a new Section 94 was added into the By-law 2014-1 incorporating the Corporation's Conflict of Interest Policy by reference;
- B. All other provisions of By-Law No. 2014-1 shall be read taking the foregoing amendments into account;
- C. The sole voting Shareholder of the Corporation wishes to confirm By-law No. 2019-1, as required by the Corporations Act (Ontario); and
- D. In all other respects, the provisions of By-Law No. 2014-1 remain unchanged.

**NOW THEREFORE BE IT RESOLVED THAT:**

- 1. By-law No. 2019-1, being a by-law amending By-Law No. 2014-1 of the by-laws of the Corporation is hereby confirmed as a By-law of the Corporation.
- 2. By the confirmation of By-law No. 2019-1, all other provisions of By-Law No. 2014-1 shall be read taking the foregoing amendments into account, and in all other respects, the provisions of By-Law No. 2014-1 are hereby confirmed.

**BY-LAW NO. 2019-1**  
being a by-law amending By-Law No. 2014-1  
of the by-laws of

**PRO-DEMNITY INSURANCE COMPANY**  
(the “Corporation”)

**BE IT ENACTED** as a By-Law of the Corporation as follows:

**1. INTERPRETATION**

- 1.1 **Definitions.** In this By-Law and all other By-Laws and special resolutions of the Corporation, unless the context otherwise requires:
- (a) “**Act**” means the *Corporations Act* (Ontario), and any Act that may be substituted therefor, as from time to time amended;
  - (b) “**Board**” means the board of directors of the Corporation; and
  - (c) “**By-Laws**” means this By-Law and all other By-Laws of the Corporation from time to time in force and effect.
- 1.2 Words and expressions defined in the Act have the same meanings when used herein; the singular includes the plural and vice versa; words importing gender include masculine, feminine and neuter genders; and words importing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

**2. BY-LAW AMENDMENT**

By-Law No. 2014-1 of the Corporation is hereby amended as follows:

- 2.1 Paragraph 33 of By-Law No. 2014-1 is hereby amended to delete the first sentence and replace it with the following:
- “The quorum for each committee of the Corporation shall be a majority of committee members, and each committee shall have the power to regulate its procedures.”
- 2.2 A new Section 94 shall be added into By-Law 2014-1, being:
- “94. **Conflict of Interest Policy**
- The Corporation’s Conflict of Interest Policy appended as exhibit “A” to this By-Law is incorporated into this By-Law by reference and shall remain as the Corporation’s Conflict of Interest Policy until such time as it is amended or repealed by the Board.
- Notwithstanding the foregoing, Section 21 of the Conflict of Interest Policy is hereby amended to delete Section 21 and replace it with the following: “Section 19 and 20 do not apply to the governance of the operations of the Corporation, including but not limited to the Plan Credit, premiums, claims and operating expenditures of the Corporation.”
- 2.3 All other provisions of By-Law No. 2014-1 shall be read taking the foregoing amendments into account.

2.4 In all other respects, the provisions of By-Law No. 2014-1 are hereby confirmed.

**3. EFFECTIVE DATE**

3.1 **Effective Date.** This By-Law shall come into force in accordance with the Act.

**PASSED** by the Directors of the Corporation the 19th day of February, 2019.

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Name:

Title:

---

Name:

Title:

**CONFIRMED** by the sole voting shareholder of the Corporation the \_\_\_\_ day of \_\_\_\_\_, 2019.

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Name:

Title:

---

Name:

Title:



200 Yorkland Boulevard  
Suite 1200  
Toronto, ON M2J 5C1  
Canada  
T 416 386-1770 F 416 449-6412  
[prodemnity.com](http://prodemnity.com)

**PRO-DEMUNITY INSURANCE COMPANY**

**CONFLICT OF INTEREST POLICY FOR  
BOARD MEMBERS, OFFICERS AND COMMITTEE MEMBERS**

**APPROVED BY THE BOARD ON NOVEMBER 23, 2015**

***Revisions approved by the Board 19 June 2018***

**A. POLICY**

**PRO-DEMUNITY INSURANCE COMPANY** (the “Corporation”) strives to promote the highest standards of public trust and integrity in all of its activities and decision-making and to develop procedures to ensure that the fact or perception of conflict of interest is avoided or effectively managed. The members of the Board of Directors (the “Board”) of the Corporation have a fiduciary obligation to act in the best interests of the Corporation in all transactions, decisions, actions, and consultations in which they engage on the Corporation’s behalf. To avoid conflicts of interest, members of the Board must do more than merely act within the law. They must conduct their affairs in such a manner that their performance will at all times bear public scrutiny. The appearance of conflict of interest, as well as the conflict itself, must be avoided or effectively managed.

**B. PURPOSE**

At times, members of the Board’s personal interests and relationships, and relationships with other persons, may give rise to conflicts of interest. The purpose of this Policy is to:

- (a) ensure that financial and non-financial interests do not, and are seen not to, affect appropriate decision-making; and to
- (b) ensure that neither the members of the Board of the Corporation, nor their friends, family members, current or former business associates, partnerships or corporations in which they were or are partners or employees or hold or held a significant interest or persons to whom members of the Board owe an obligation or duty, benefit personally as a result of the member of the Board’s position with the Corporation or act in a way that is detrimental to the Corporation’s interests or the public interest.

This Policy supplements the conflict of interest provisions set forth in Section 26 of the Corporation’s Bylaw and if there is an inconsistency between the terms of this Policy and Section 26 of the Corporation’s Bylaw, the terms of this Policy shall govern. This Policy supersedes and replaces the Conflict of Interest Policy approved by the Board on November 25, 2003, as amended.

### C. APPLICATION

This Policy applies to all members of the Board of the Corporation, officers of the Corporation and to any person appointed to a Committee of the Corporation by the Board (all of which shall be collectively referred to herein as **“members of the Board”**).

### D. DEFINITIONS

In this Policy:

A **“conflict of interest”** is any situation where:

- (a) your personal interests, or
- (b) those of a friend, family member, current or former business associate, partnership or corporation in which you are or were a partner or employee or hold or held a significant interest, or a person to whom you owe an obligation or duty,

could influence or be reasonably apprehended to influence your decisions and impair your ability to:

- (i) act in the Corporation’s best interests, or
- (ii) represent the Corporation fairly, impartially and without bias.

A **“conflict of interest”** exists if the decision could be, or could appear to be influenced. It is not necessary that influence takes place.

**“family member”** means the spouse, spousal equivalent, parent, child, brother, sister, aunt, uncle or cousin and the spouse or spousal equivalent of any such child, parent, brother, sister, aunt, uncle or cousin.

**“officer of the Corporation”** means an individual who is appointed as a corporate officer of the Corporation by Board resolution pursuant to the Corporation’s Bylaw.

**“person”** includes an individual, corporation, partnership, limited partnership, trust, unincorporated organization and any other form of entity or organization.

**“spousal equivalent”** means one of two persons who have lived together for at least one year in a close personal relationship that is of primary importance in both persons’ lives.

**E. GENERAL DUTIES**

1. To the extent reasonably possible, you shall arrange your private interests in a manner that will prevent a conflict of interest from arising.
2. Unless and until authorized to do so by the Board, or by a person the Board designates, you shall not:
  - (a) act on behalf of the Corporation, or deal with the Corporation, in any matter where you are in a conflict of interest or appear to be in a conflict of interest, nor,
  - (b) use your position or office with the Corporation to pursue or advance your personal interests or those of a person described in paragraph (b) of the definition of conflict of interest above.
3. The “appearance of a conflict of interest” occurs when a reasonable observer properly could have a reasonable perception that you are making decisions on behalf of the Corporation to promote your personal interests or those of a person described in paragraph (b) of the definition of conflict of interest above. A “reasonable observer” is a hypothetical individual who has knowledge of the facts which you knew or ought to have known and applies judgment objectively with integrity and due care.
4. You must not:
  - (a) use your relationship with the Corporation to confer a benefit on a person described in paragraph (b) of the definition of conflict of interest above.
  - (b) personally benefit from any activity involving the Corporation except in unique situations, authorized by the Board.
  - (c) indirectly benefit from any activity involving the Corporation except in unique situations, authorized by the Board.

An “**indirect benefit**” is:

- (i) a benefit derived by a friend, family member, current or former business associate, partnership or corporation in which you are or were a partner or employee or hold or held a significant interest; or
- (ii) a benefit which advances or protects your interest although it may not be measurable in money.

5. If you are in any way directly or indirectly interested in a proposed contract or transaction or in a contract or transaction with the Corporation you shall declare your interest at a meeting of the Board. In the case of a proposed contract or transaction, the declaration shall be made at the meeting of the Board at which the question of entering into the contract or transaction is first taken into consideration or, if you are not, at the date of that meeting, interested in the proposed contract or transaction, at the next meeting of the Board held after you become so interested, and, in a case where you become interested in a contract or transaction after it is made, the declaration shall be made at the first meeting of the Board after you become so interested.
6. The agenda for Board meetings is to be reviewed in advance by members of the Board to identify any conflicts of interest and legal counsel's guidance will be obtained where appropriate for review by the Board at the beginning of the Board meeting.
7. Where a member of the Board, on reviewing the agenda prior to a Board meeting, is uncertain of whether there is a conflict of interest, the member of the Board should contact the Corporate Secretary to arrange for legal counsel's opinion to be obtained in order that the member of the Board may evaluate his/her position.
8. Neither you nor your family shall enter into any proposed contract or transaction or contract or transaction with the Corporation, unless:
  - (a) you or they, as the case may be, enter a competitive bid in writing or are able to establish on a reasonable basis that the terms of the contract or transaction will be on fair market value terms; and
  - (b) you have complied with the provisions of this Policy.
9. While a member of the Board, you shall not serve on the Board of, or be employed in any capacity by, any organization or entity with a mandate that conflicts with that of the Corporation.
10. In determining whether a conflict of interest exists, the following matters shall be considered:
  - (a) could the competing interest influence the individual's judgment in fulfilling his or her responsibilities to the Corporation in an impartial, responsible, diligent, and efficient manner?
  - (b) what is the seriousness of the harm that may result from the influence of the competing interest, including harm to the Corporation's reputation and/or public image?

- (c) would a reasonable observer question the ability of the individual to make proper decision(s) in light of the competing interests if informed of all the relevant facts?

11. If you are in doubt about whether you are or may be in a conflict of interest, you must request the advice of the Chair of the Board or a person the Chair designates.
12. If you have any doubt as to whether you are in a position of conflict of interest, you shall disclose the competing or potentially competing interest to the Chair of the Board.
13. If you have reason to believe that another member of the Board has an undisclosed conflict of interest, and you have been unable to resolve the matter by informal discussions with that member of the Board, you should bring the matter to the attention of the Chair of the Board.
14. If the President and CEO has reason to believe that a member of the Board has an undisclosed conflict, the President and CEO shall promptly bring the matter to the attention of the Chair of the Board for further action.
15. The decision of the Chair shall be final.
16. The Chair may, in his or her sole discretion, refer an issue under this Policy to the Board or to the Corporation's legal counsel. Depending on the situation, the Board may defer the issue or matter until a legal opinion is obtained from the Corporation's legal counsel.
17. Based on the decision of the Chair or the Board, as applicable, the member of the Board will make the disclosure provided for above.
18. If at any time, you come to have an actual or appearance of a conflict of interest, you shall promptly declare that conflict to the Chair of the Board in writing, and at the first meeting of the Board after becoming aware of the conflict. If you are absent from that meeting, you shall make all reasonable efforts to ensure that the conflict is brought up and read at that meeting.
19. You must immediately take steps to resolve any conflict or remove the apprehension that it exists by:
  - (a) promptly declaring to the Board any conflict of interest as defined by this Policy and asking that such declaration be recorded in the minutes;
  - (b) excusing yourself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed;

- (c) refraining from all discussions of the matter giving rise to the conflict of interest, at any meeting of the Board, or elsewhere; and
  - (d) refraining from voting on the matter giving rise to the conflict of interest at any meeting.
- 20. Where a conflict of interest does not involve personal benefit, all Directors need not excuse themselves from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed but should not participate in the discussion of the matter as it may influence the other Board members in the decision-making process.
- 21. Sections 19 and 20 do not apply with respect to the **governance of the operations of the Corporation, including but not limited to the Plan Credit, premiums, claims and operating expenditures of the Corporation.**
- 22. A general notice given to the Board by you to the effect that you are to be regarded as interested in any contract or transaction or proposed contract or transaction made with any other corporation, agency, institution, public authority or person, shall be deemed to be a sufficient declaration of interest in relation to a contract or transaction so made, but no such notice is effective until it is given at a meeting of the Board or you take reasonable steps to ensure that it is brought up and read at the next meeting of the Board after it is given.
- 23. You shall not direct or influence the process or outcome of any specific matter, except in accordance with the policies of the Corporation. This Policy does not, however, impact on your duty to ensure the policies of the Corporation are developed, amended, maintained and implemented consistently and in accordance with the best practices of self-governance and with the interests of the public and the architectural profession.
- 24. You shall not use your position at the Corporation to attempt to unfairly or unduly influence the recommendations any member of the staff of the Corporation is to make to the Board or to any Committee of the Board.

**F. CONFIDENTIAL INFORMATION AND GIFTS**

- 25. You shall not use the Corporation's confidential information, for any private advantage, commercial purpose, or other personal gain. You may use the Corporation's confidential information only for the Corporation's purposes and will protect Corporation confidential information from improper disclosure. You may divulge Corporation's confidential information if you are authorized by the Board or by a person designated by the Board to release it and it is to a person who has a lawful right to the information. If you are in doubt about whether Corporation confidential information may be released, you should request advice from the Board or from a person the Board

designates. This confidentiality obligation survives your termination, by resignation or otherwise, as a member of the Board.

26. You may not accept any benefit or gift given as result of your position at the Corporation if that benefit or gift is of greater than nominal value, except that you may accept:
- (a) reimbursement by the Corporation for expenses actually incurred in the service of the Corporation;
  - (b) token gifts such as souvenirs, mementos or commemorative gifts;
  - (c) occasional meals if there is an appropriate Corporation business justification.

**“gift”** includes, but is not limited to, articles of value such as cash, personal loans, offers of travel, accommodation, meals, entertainment, equipment, equities and other securities, the right to receive any of the foregoing, or other special considerations.

**“nominal value”** means small and intrinsic in nature, of an amount that is unlikely to be perceived to influence the exercise of your fiduciary obligations.

27. You shall not accept or grant preferential treatment to any person relating to any benefits offered by the Corporation, including employment or contracting.
28. You shall not make use of Corporation property, including the Corporation’s name or symbols, unless otherwise approved by Bylaw or policies of the Corporation.

#### **G. ANNUAL DISCLOSURE**

29. Members of the Board shall make annual disclosure of all actual and appearances of conflicts of interest, both of a financial and non-financial nature. Such disclosure shall include any situation in which he or she may become involved that could result in an actual or appearance of a conflict of interest. The disclosure shall be in a prescribed form and shall be submitted by members of the Board to the Chair of the Board upon their appointment to the Board and thereafter by the first Board meeting following the Annual Shareholder Meeting of each year. The Chair of the Board shall submit his or her disclosure(s) to the Board.

#### **H. ENFORCEMENT**

30. With respect to any conflicts of interest identified or described in this Policy, the Chair of the Board shall take all appropriate steps to ensure compliance with the letter and spirit of this Policy.

31. If there has been a significant breach of the requirements of this Policy, the Board of Directors is empowered to seek removal of the offending member of the Board from the Board, in accordance with the Bylaw of the Corporation.

I, \_\_\_\_\_ the undersigned hereby agree to be bound by the foregoing terms and conditions.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the City of \_\_\_\_\_ in the Province of \_\_\_\_\_.

Signature \_\_\_\_\_

**APPENDIX**  
**PRO-DEMNITY INSURANCE COMPANY**  
**("the Corporation")**

***CONFLICT OF INTEREST DECLARATION***

**TO:     the Corporation and the Corporation's Board of Directors**

I have read, understand and agree to abide by Section 26 of the By-law of the Corporation and the Conflict of Interest Policy (the "Policy") for the directors, officers and Committee members of the Corporation. The By-law and the Policy require that I declare any actual or potential conflicts of interest relating to myself, my family members and my associated businesses (as described in paragraph (b) of the definition of conflict of interest in the Policy).

**I declare that, to my best knowledge and belief,**

\_\_\_I do not have any actual or potential conflicts of interest, as characterized by the Policy, nor do any of my family members or associated businesses, as those terms are defined in the Policy, at the date set out below.

I understand that if I, or any of my family members or associated businesses shall come to have any actual or potential conflicts of interest at any time while I am a director, officer or Committee member, I am required to declare the interest, in writing, to the Chair of the Board of Directors and at the first meeting of the Board of Directors after I become aware of the conflict. I must take reasonable steps to ensure that any such declaration is brought up and read at the next meeting of the Directors if I am not present.

**OR**

\_\_\_I, or a family member or associated business, do have actual or potential conflict(s) of interest, as characterized by the Policy. These conflict(s) are described on the attached sheet which includes the nature of the conflicting interest.

I also understand that I, my family members, and associated businesses are prohibited from entering into any proposed contract or transaction or contract or transaction with the Corporation unless:

- (a)     The contract or transaction results from a fair bidding process or is on fair market value terms; and
- (b)     I have declared the conflict of interest; and

- (c) I have withdrawn from all Board discussions and deliberations relating to the contract or transaction and refrained from voting on the matter.

***all in accordance with the provisions of section 26 of the By-law and the Policy.***

**DATED this \_\_ day of \_\_\_\_\_, 20 \_\_.**

---

Signature of Director, Officer or Committee  
Member

---

Witness



Ontario Association of Architects

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 5.3.a

## Memorandum

**To:**

**Council**

Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
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Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:**

Gordon Erskine, Vice President Strategic

**Committee Members**

Gord Erskine (Chair)  
Walter Derhak  
Kristiana Schuhmann  
David Sin

Monica Aggarwal  
Kathleen Kurtin  
Sheena Sharp  
John Stephenson

**Date:**

May 10, 2019

**Subject:**

Update on activities under the Vice President Strategic Portfolio

**Objective:**

To provide Council with an update on the activities under the Vice President Strategic portfolio

## Background:

### Policy Advocacy Coordination Team (PACT)

PACT last met March 19 and April 30. At the March 19 meeting, members discussed the upcoming site plan approval (SPA) roundtable (which took place on April 17) and finalized a list of professions they wanted to invite as well as agenda items to include. PACT also discussed quality-based selection (QBS) and asked Doug Kent, Assistant Deputy Minister of Supply Chain Ontario, to provide written confirmation that QBS complies with the Broader Public Service Procurement Directive.

At the April 30 meeting members discussed the OAA's involvement in the study on the impact of upfront investment, document quality and project delivery in partnership with Ryerson University. Policy and Government Relations (PGR) staff informed members about the City of Ottawa offering internal training on architecture to assist in achieving urban design objectives in development review. PACT agreed to write the City of Ottawa to offer their support and offer assistance where the OAA can be of help.

Members also discussed the forthcoming QBS pilot project with Public Services and Procurement Canada (PSPC) in the Ontario Region. Members noted that the OAA needs to have its QBS documents reviewed and updated accordingly. PACT members also discussed the City of Toronto's recent passing of an as-of-right zoning bylaw for secondary suites across the City. PACT also requested that PGR staff inquire about how the OAA can get involved in the City of Toronto's 2020-2030 HousingTO Action Plan.

#### *Urban Design/SPA Roundtable, April 17, 2019*

The OAA hosted a roundtable on April 17 to discuss the OAA's position on SPA, design review panels (DRPs). The roundtable was attended by architects, planners, developers, landscape architects and members of design review panels from municipalities across the province. There was a lively discussion and PACT members and PGR staff are working on next steps arising from the outcomes of the meeting.

PACT members are also in the process of determining future roundtable topics for the year and are looking at follow-ups to the roundtables they have hosted on reconciliation, project management service provision and SPA.

#### *Bill 70: Registered Professional Planners Act, 2019*

The OAA is currently in the process of reaching out to the OPPI to schedule another meeting to finalize the ongoing discussions about the OPPI's proposed legislation. The OAA will continue to argue that architects need to retain the ability to practice urban planning as members of the OAA. Bill 70 has cleared second reading in the legislature and is currently in the committee discussion and debate stage.

#### *Ontario Place*

The OAA wrote a letter to the Honourable Michael Tibollo, Minister of Tourism, Culture and Sport with suggestions about any revitalization of Ontario Place and highlighted the architectural significance of the site.

#### *World Architecture Day*

PGR staff, with the support of the Communication team, are in the process of preparing invites to send to MPPs encouraging them to nominate a building for World Architecture Day (WAD). The WAD run-up is being started earlier this year to have more time to secure nominations, research the chosen buildings and prepare material for the event. PACT members will be deciding on a singular policy ask for WAD and will be finalizing the ask at the June PACT meeting.

### **Meetings**

PGR staff attended a meeting with staff from the Office of the Minister of Tourism, Culture and Sport to discuss the forthcoming provincial tourism strategy. The meeting was productive and the OAA anticipates architecture to be mentioned in the strategy. Potential partnerships on Francophone and Indigenous architecture were also discussed, as well as the potential for a future tourism and architecture roundtable. PGR will continue to cultivate this relationship and work to discuss other topics with the contacts, including a national architecture policy.

PGR staff also met with staff from the Office of the Minister of Economic Development, Job Creation and Trade. The OAA's submission to the Minister of Municipal Affairs and Housing (MMAH) on SPA was discussed and the impacts it has for the provincial economy. It was a positive meeting, and ministry staff noted that they would share this information with staff from the Office of the MMAH.

President Kurtin also met with staff from the Office of the MMAH to discuss the OAA's submission on reforming the SPA process. The meeting was positive and provincial staff seemed attentive to the OAA and its concerns. Ministry staff noted that changes to the *Planning Act* would be coming in three stages, with the first announced on May 2.

**Construction and Design Alliance of Ontario (CDAO)**

The CDAO Forum met on May 13 and discussed its government liaison projects and the Ryerson project. A CDAO member noted that they sent written communication to the Minister's staff in Municipal Affairs and Housing expressing support for the OAA's recommendation to restore the Section 41 (design) exclusions of the *Planning Act*.

**Action:**

No action required

**Attachments:**

None



Ontario Association of Architects

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 5.3.b

## Memorandum

**To:** **Council**  
Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef  
Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:** Kristi Doyle, Executive Director

**Date:** May 10, 2019

**Subject:** Update on Appeal of Harmonized Zoning By-law

**Objective:** To provide Council with an update on the Harmonized Zoning By-law Task Group and the related OAA appeal to the OMB

## Background:

Recall that the OAA, along with similar appellants, entered revisions to the City of Toronto's proposal on November 15, 2018. The City of Toronto agreed to review the proposal and respond. Having heard no response, the OAA asked for repeated updates but none were forthcoming.

On March 20, 2019, legal counsel for the OAA formally wrote to the City asking for an update on the City's progress in responding to the Ontario Municipal Board (OMB) decision issued March 1, 2018.

On March 26, a City Solicitor advised there was no update but that they hoped to provide one in early April.

No such response came and the OAA and other appellants asked the OMB to set a date for a reconvened hearing to consider its proposal. As a result, the Chair agreed and set a hearing date on October 16, 17 and 18, 2019. The City has subsequently agreed to send a letter setting out the City's process on June 14.

Legal counsel is providing an update to our expert witnesses in the event the hearing is contested.

**Action:** For information only

**Attachments:** None



Ontario Association of Architects

**FOR COUNCIL MEETING**

May 22, 2019

(open)

ITEM: 5.4.a

**Memorandum**

**To:**

**Council**

Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef

Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Spiegel  
Alberto Temprano

**From:**

**Chair, Communications Committee**

Amir Azadeh

**Committee Members**

Jeremiah Gammond  
Joël León  
Sadeq M. Sadeq

Jennifer King  
Agata Mancini  
Magid Youssef

**Date:**

May 12, 2019

**Subject:**

**Communications Committee Update**

**Objective:**

To provide an update on current and ongoing communications-related activities.

**Background:** The Communications Committee met on Tuesday, April 30, 2019 at the Westin Prince Hotel, in anticipation of the May Council meeting. Chair and VP Communications Amir Azadeh led the discussion, which included a review of the Terms of Reference to ensure the Committee remained on track and effective. Two-way communication was emphasized with regard to how to transform the sharing of information into true member engagement. Other topics included possibilities for distance collaboration as well as how to best disseminate information from other committees to the membership.

To support the council priorities of membership engagement and diversity/equity, the possibility of using the bOAAg to spotlight and humanize Committee and Council members was discussed at the Communications Committee meeting. Other bOAAg-related topics explored at the gathering included reaching out to societies or external groups (e.g. BEAT) to provide content.

The Committee also discussed how to make the review of Special Project Funding (SPF) submissions and public-awareness sponsorships more efficient as the second deadline will come to pass shortly after Conference. Any tweaks to the program itself would need to wait for the 2020 iteration. Possibilities include increased transparency regarding the available funding as well as clarification on conflicts of interest.

The next meeting is scheduled for Tuesday, June 4 at the OAA Headquarters. In preparation for it, the Committee members have divided themselves into three “mini-groups” for exploring three new potential Communication initiatives in support of the 2019 Council priorities: promoting the Culture of

Volunteerism, Revolutionizing bOAAg and a Podcast Project. These mini-groups have been formed to tap into the momentum built during the Committee meetings, which often dissipates until the next one. Ideally, these mini groups would keep the conversation going digitally, thereby increasing access and flexibility for Committee members to participate in ongoing discussions. Further, the mini-groups will have the opportunity to look into topics in more detail while reporting back to the larger Communications Committee with a summary of their findings. This approach is to optimize the previously lengthy Communication meetings into effective events that run on schedule with a clear focus on making decisions by the Committee.

## 1. 2019 Priority Projects

### WEBSITE REVIEW

The OAA Website Redesign project continues with major progress in the conceptual design phase, planning and discussions around the Practice Advisory Services (PAS) and Member Directory sections of the site and the devising of a strategy for content restructuring and development.

On April 4, Sputnik presented two design concepts for the OAA Website to the Communications Committee, Website Task Group and Councillors who expressed interest in attending. Some Councillors and Task Group members who were unable to attend nevertheless provided feedback digitally.

A summary of the feedback received was the need for refined typography, increased white space between page elements, reduction/removal of certain instances of horizontal rulers, forms and decoration on images. The feedback was utilized to develop two revised concepts: A “green concept,” which used an accent colour to highlight links and interactivity, and a “monochrome concept” that employed a monochrome palette with no colour except imagery. The Website Task Group held a Conference Call on May 1 to review the two options and decide on a final design concept. Overall, the Website Task Group really liked the overall direction of the concepts. They felt the concepts were slick, clean and the designs complemented the new logo and reinforced the brand identity. Ultimately, the monochrome concept was decided as the final choice as the simple and clean design accentuated the beautiful imagery on the Website, which the group felt was very effective.

Sputnik is now in the process of building and refining page layouts for the various sections within the Website, including the events calendar, blog/article pages and homepage layouts. Design development and refinement will continue over the coming weeks.

We have also begun working on a strategy for content development on the OAA Website. Planning and consultation meetings have already taken place with representatives from the Office of the Registrar and the PAS department as we determine how content will be refreshed and restructured. To facilitate this process most effectively, and to ensure inclusivity, the Website Task Group/Executive Committee felt it would be best to take the following approach: invite every Committee to identify someone from their group that can act as a liaison between their particular committee and the Website Task Group.

Then, the Website Task Group would reach out to the liaisons when dealing with content areas that require their expertise/assistance to refresh the content, which would be iterative and on an ongoing basis. Committee Liaisons will be determined over the coming weeks as content development begins in the summer months. The process is expected to begin in June and continue until the end of the year. **(Councillors and Committee Chairs are to discuss with their colleagues if they'd like to appoint a liaison between their particular committee and the Website task group.)**

Refer to Appendix A & B for the March and April OAA Website Audit and Design Reports, which track completed and projected work on the project.

### OAA HQ RENEW + REFRESH

The Artwork Program's three priority projects (i.e. reframing artwork, OAA Presidents' Honour Wall and the atrium's north wall video screens) are moving forward with a revised timeline to ensure priorities with the completion of the building. Williams Carlyle Consulting and OAA staff met with Toon Dreessen and David C. Rich on April 23 to select the images for reframing.

A blower door test was held on April 17. A few OAA members attended the test and presentation.

The Winter edition of the *OAA HQ Renew+Refresh* e-newsletter was published March 20.

Move-back communications were planned and implemented for both the interim phase and full staff move to the building for members and service providers, sharing information over the OAA Website, social media, e-newsletter and e-mail signature lines.

### SHIFT 2019 Infrastructure/Architecture Challenge and Awards Program Updates

The selected SHIFT submissions and Service Award recipients (i.e. G. Randy Roberts Service Award and Honour Roll) will be showcased at the 2019 OAA Conference, taking place on May 22 – 24 in Quebec City. The G. Randy Roberts Service Award will be presented at the AGM while the Honour Roll and the selected SHIFT teams will be recognized at the Recognition Lunch.

On Friday, May 24, there will be a SHIFT Infrastructure/Architecture Challenge presentation where the selected teams will present their ideas in a modified Pecha Kucha series, and show how they responded to the SHIFT Challenge. (This follows in-person meetings and conference calls to refine the presentation, as well a development of plaques and pins.) The special guest moderator is [Robin Mazumder](#), an expert in the psychological impacts of urban design; he also helped kick off during the SHIFT Plenary event at the 2018 Annual OAA Conference in Toronto. The presentation will be followed by the Archifête—a social event where industry leaders and allied professionals are invited to join Ontario architects for a reception where we celebrate our honourees and close Conference 2019.

The SHIFT 2019 publication, showcasing the selected projects will be available at the SHIFT presentation and Archifête. Further, the [Shiftchallenge.ca](#) website has been updated with more information on the selected projects.

### LOGO DESIGN

The new OAA logo remains confidential until the new Website launches in early 2020. During the wait, the consultants at Leo Burnett have been contacted about adding another application to the style guide—letterhead for when the Association jointly releases a memo or communique with another association (e.g. ARIDO, OALA, etc).

Bhole IP Law has finalized its search to ensure the new OAA logo is indeed unique. It is now in the process of preparing a regular trademark application as well as one for an "official mark." This official mark is useful because it covers all goods and services under the identical mark. Essentially, the OAA can stop all future users of a substantially identical logo from using it for the sale of any good or service once the logo is debuted. The benefit of the regular trademark is that it covers confusingly similar designs (which is broader than "substantially identical") and it can be filed prior to OAA actually launching the design. This trademark will be filed in association with goods and services not confined to the primary mandates of the OAA. Since third parties are legislatively prohibited from certain activities in the practice of architecture, a trademark registration that only covered such activities would be redundant. The trademark registration should, on the other hand, prevent others from using similar designs to the OAA logo to convey some sort of endorsement or authorization; it should prevent architects from mistakenly associating third-party providers with the OAA's stamp of approval.

## Additional Priorities

### bIOAAg

The potential of bIOAAg as a contemporary platform for communication to reinforce the Council priorities of Membership Engagement, Education, and Diversity/Equity was discussed at the Committee meeting. This initiative focuses on the currently static bIOAAg and will be exploring possibilities for a collaborative content-sourcing strategy to reformat the bIOAAg into an active platform for communication and discussion. Through collaboration with other organizations (especially ones that have received sponsorship funding from the OAA in the past) and internal OAA committees to source content and promote initiatives aligned with the Association's overall vision and mandate (e.g. BEAT x OAA blog post series or posts by OAA's Interns Committee), the aim is to make the bIOAAg (which currently receives only one or two posts a month outside of staff initiatives) more dynamic without a significant increase in the workload for the OAA staff. Further, the possibility to promote membership engagement and diversity/equality through showcasing members of Committees and past Honour Roll members was discussed as a strategy to humanize the process of self-regulation and promote volunteers as the lifeblood of self-regulation.

Throughout April and into May, the content on the bIOAAg was focused on the SHIFT 2019 Infrastructure/Architecture Challenge. The seven selected SHIFT 2019 projects and the four honourable mentions were shared.

### PUBLIC AWARENESS AND MEDIA RELATIONS

Proof, the OAA's media consultant on the SHIFT Challenge program, has helped accumulate 13,305,750 impressions across 208 pieces of coverage related to the projects selected. In-depth articles on specific submissions, as well as short overviews of the entire SHIFT2019 initiative, have appeared in media sources ranging from CBC Toronto, *Northern Ontario Business* and *Sudbury News to Welland Tribune*, *Newmarket Today*, *Canadian Architect* and Niagara-area radio.

Working with Proof, OAA President Katie Kurtin also authored an article for the *Canadian Architect* website.

The OAA has also been able to increase public awareness about the findings in the report authored by SvN and commissioned by the Association's Housing Affordability Task Group, as the research was featured as part of Ryerson University's Café, which featured author John van Nostrand as a speaker as well as introductory remarks from OAA President Kurtin. This same report will be excerpted as an appendix in the forthcoming Coach House Press book, *A House Divided*.

## 2. OAA Communications

COMMUNICATION PLANS	KEY PROJECTS	KEY ACTIVITIES
<ul style="list-style-type: none"> <li>➤ OAA Building Renew/Refresh</li> <li>➤ Communications plans 2019: SHIFT: Infrastructure/Architecture Challenge</li> <li>Starting a Practice</li> <li>Online CERB</li> <li>Online Admission Course</li> <li>Logo Launch</li> <li>Website Redesign Launch</li> <li>➤ Planning with Policy/GR:               <ul style="list-style-type: none"> <li>Housing affordability</li> <li>OMB appeal hearing</li> <li>Climate Change/ 2030</li> <li>MOL employment standards</li> <li>National architectural policy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Conference 2019</li> <li>➤ OAA HQ Renew + Refresh</li> <li>➤ OAA HQ Art Program</li> <li>➤ Website Review</li> <li>➤ OAA Logo Redesign</li> <li>➤ OAA Logo Implementation Plan</li> <li>➤ SHIFT Infrastructure/Arch Challenge</li> <li>➤ Conference 2020 planning</li> </ul>	<ul style="list-style-type: none"> <li>➤ Planning/strategy</li> <li>➤ Consultation</li> <li>➤ Media relations</li> <li>➤ Media monitoring</li> <li>➤ Writing/editing/proofing</li> <li>➤ Content development: b/OAAg/ Twitter/Instagram/OAA News</li> <li>➤ Design and production</li> <li>➤ Enquiries</li> <li>➤ Website development and maintenance</li> <li>➤ Committee support</li> </ul>

## 3. Web Updates (March–May 2019)

UPDATES	DEVELOPMENT	UPCOMING PRIORITIES: In progress
<ul style="list-style-type: none"> <li>• Admission Course</li> <li>• Starting an Architectural Practice</li> <li>• Council Photography Updates</li> <li>• Committee Updates</li> <li>• Conference 2019 – Sponsorship, Travel, Hotel and Program details</li> <li>• Member/Practice Applications</li> <li>• SHIFT Website, Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Website Redesign Project – Research, Consultation and Audit</li> <li>• SHIFT 2019 Infrastructure/Architecture Challenge Website – Project pages</li> </ul>	<ul style="list-style-type: none"> <li>• Content Modelling of OAA Website</li> <li>• Website Redesign – Design Approval (various phases)</li> <li>• Graphic Standard review</li> <li>• Accessibility standards training</li> </ul>

#### 4. Sponsorship and SPF Updates

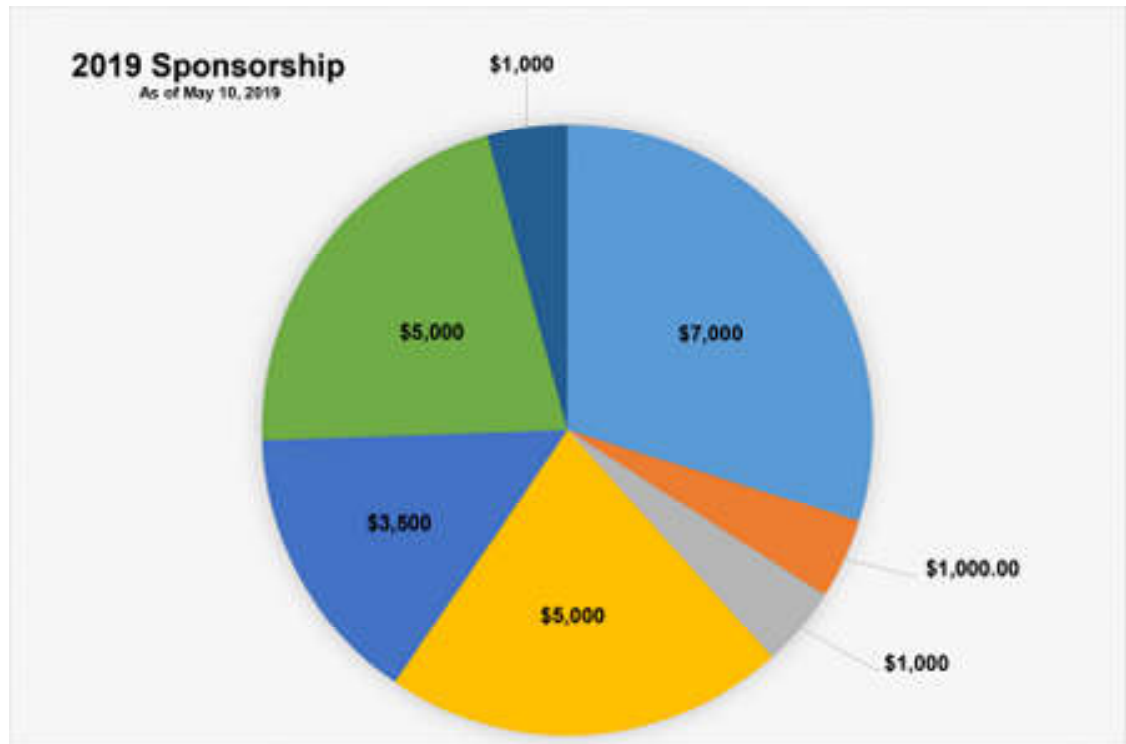
**Current 2019 Budget** (as of May 10, 2019): **\$36,500 – January 28 Deadline**

**Budget Spent** (as of May 10, 2019): **\$23,500 – January 28 Deadline**

■ **Total budget: \$60,000**

**\$30,000 – January 28 Deadline**

**\$30,000 – May 27 Deadline**



■ **2019 Winter Stations Design Competition**

February–March, 2019 | Toronto  
Raw Design, Curio, Ferris +Assoc  
\$7,000

■ **1UPToronto Conference**

February–March, 2019 | Toronto  
Urban Minds & RU A Planner  
\$1,000

■ **Program: Heritage Toronto Tours; Event: Architecture of a Neighbourhood: Downtown Yonge**

May - October, 2019  
Heritage Toronto  
\$3,500

■ **Waterloo Architecture Master Works and Projects Review Exhibitions**

Projects Review - April -June 2019

■ **Beyond Gross: New Planning Tools to Help Revitalize your Local Laneways**

May 7, 2019  
The Laneway Project  
\$1,000

■ **BEAT 2019 Annual Leadership Seminar**

March 9, 2019  
BEAT (Building Equality in Architecture Toronto)  
\$5,000

School of Architecture, University of Waterloo  
\$5,000

■ **Toronto's Urban Issues Conference**

March 23, 2019  
Spacing Magazine/ Azrieli School of Architecture + Urbanism  
\$1,000

## Society Special Project Funding Update

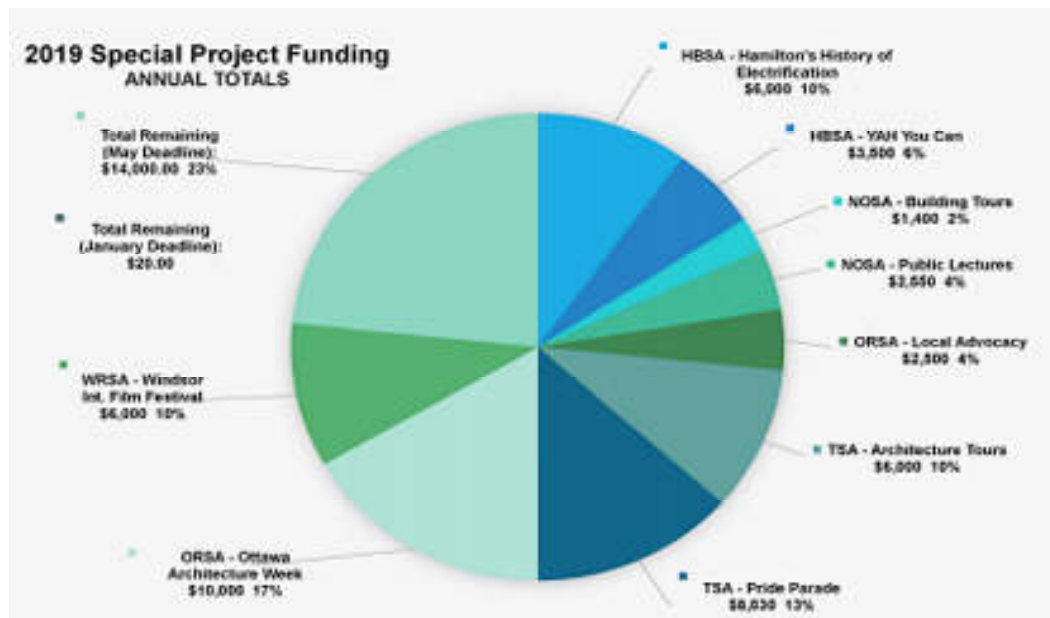
**Total budget:** \$60,000  
\$30,000 – January Deadline  
\$30,000 – May Deadline

### January Deadline

**Budget Spent: \$29,980** \*TSA Architecture Tours (\$6,000) funded annually  
**January Budget Remaining: \$20**


### May Deadline

**Budget Spent: \$16,000** \*ORSA Architecture Week (\$10,000) and WRSA Film Festival (\$6,000) funded annually  
**May Budget Remaining: \$14,000**



 **Hamilton & Burlington Society of Architects – Hamilton's History of Electrification**  
Hamilton | \$6,000


 **Hamilton & Burlington Society of Architects – YAH You Can Event**  
Hamilton | \$3,500

 **Ottawa Society of Architects – Ottawa Architecture Week\***  
Ottawa | \$10,000 | \*funded annually


 **Ottawa Society of Architects – Local Advocacy**  
Ottawa | \$2,500

 **Northern Ontario Society of Architects – Building Tours**  
Sudbury | \$1,400

 **Northern Ontario Society of Architects – Public Lectures**  
Sudbury | \$2,550

 **Toronto Society of Architects - Architecture Tours\***  
Toronto | \$6,000 | \*funded annually

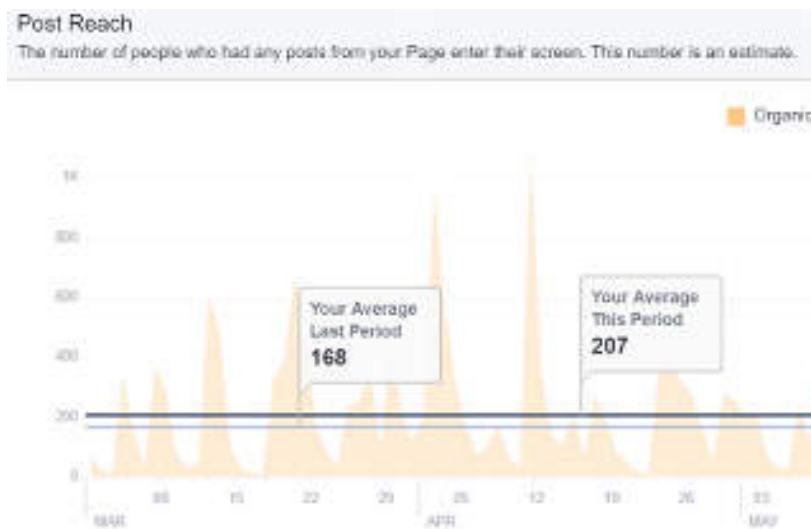
 **Toronto Society of Architects – Pride Parade**  
Toronto | \$8,030

 **Windsor Society of Architects – Windsor International Film Festival\***  
Windsor | \$6,000 | \*funded annually

## 5. Social Media Update

INSTAGRAM	TWITTER	FACEBOOK
Followers: 2857 <b>(+149)</b>	Followers: 6855 <b>(+129)</b> Total Likes: 6084 <b>(+194)</b>	Followers: 1735 <b>(+157)</b> Total Likes: 1543 <b>(+60)</b>
<p>Insta Stories were used to share information about important events/deadlines that would be of interest to members, such as information about the OAA Conference and fee payment reminders. On average, each Instagram story was seen by about 300 followers.</p> <p>Throughout April, Instagram stories were used to encourage followers to check out the posts on bOAAg that focused on the selected SHIFT 2019 projects.</p>	<p>Twitter is the OAA's most consistently used social media platform. Posts are planned for a minimum of three times daily, hitting the high traffic times of 9 am, noon, and 5 pm. As is standard, the OAA tweeted about several events and awards programs that would be of interest to members. It promoted Local Architectural Society events and shared OAA news items.</p>	<p>Facebook was used to promote events that would be of interest to OAA members, such as local events and major architecture/design-related events across Ontario. Facebook was also used to encourage followers to read about the weekly posts to the bOAAg regarding the selected SHIFT 2019 projects in order to reach more viewers and to create consistency across the various social media platforms.</p>

### Facebook Data Graphics:



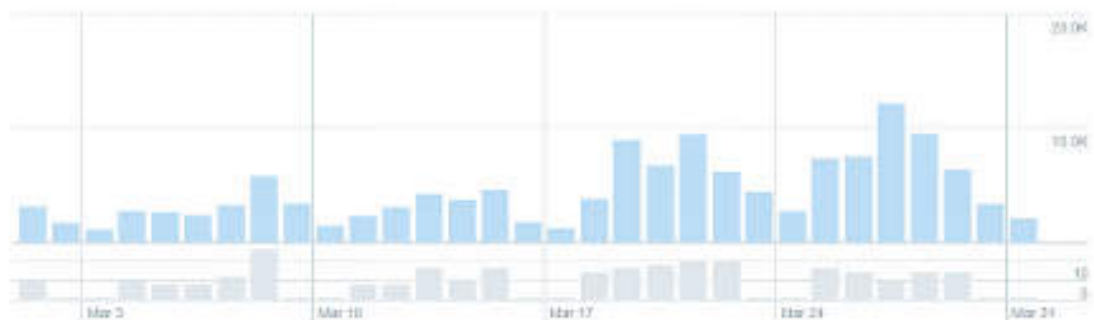
Reach Post Clicks Reactions, Comments

Published	Post	Type	Targeting	Reach	Engagement
05/10/2019 1:04 PM	 Ontario Association of Architects shared a post.			219	10 4
05/08/2019 5:00 PM	 New #OAAg post! Check out the projects selected as Honourable			286	11 5
05/08/2019 12:09 PM	 *Since 2016, a group of educators and practitioners have been			483	13 3
05/06/2019 5:50 PM	 Urban Innovation Café, Innovations In Housing Affordability   Tuesday.			381	6 3
05/02/2019 9:30 AM	 *Grand infrastructure projects require enormous resources to			281	9 4
05/01/2019 2:16 PM	 OAA 2019 Certificate of Practice fees are due! Practices are subject			204	1 0
04/30/2019 5:00 PM	 *The design of buildings will change to consider new spaces of energy			286	5 3
04/29/2019 12:09 PM	 Interested in architecture and design? The Young Architects of			379	15 5
04/26/2019 5:00 PM	 *The 'Story Pod' is a community-supported lending library situated in			288	5 3
04/26/2019 12:25 PM	 Heritage Toronto is celebrating their 25th year of #architecture tours! The			236	13 2

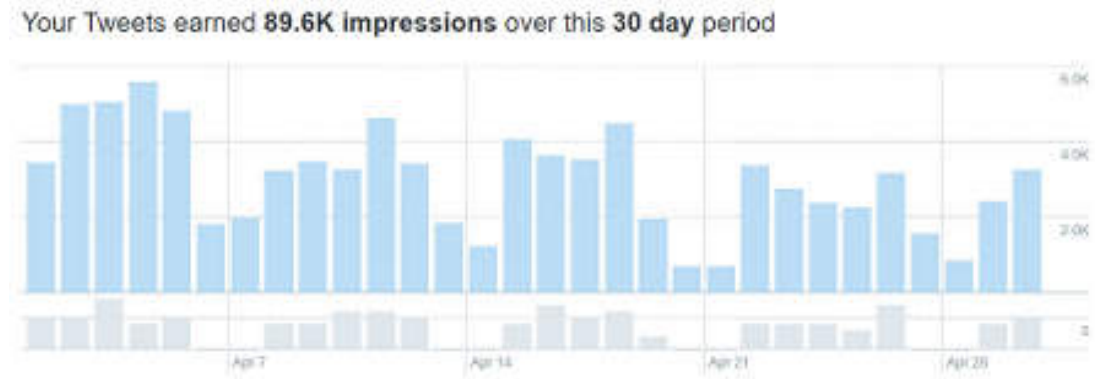
### Twitter Data Graphics:

March Twitter Impressions (total number of times users on Twitter saw a post):

Your Tweets earned **140.4K impressions** over this 31 day period



April Twitter Impressions (total number of times users on Twitter saw a post):



May (1-14) Twitter Impressions (total number of times users on Twitter saw a post):



March 1 – May 14, 2019:

## Engagements

Showing 75 days with daily frequency

Engagement rate

0.8%

May 14  
0.6% engagement rate



Retweets

323

May 14  
5 Retweets



On average, you earned **4 Retweets** per day

Link clicks

501

May 14  
9 link clicks



On average, you earned **7 link clicks** per day

Likes

727

May 14  
4 likes



On average, you earned **10 likes** per day

**Objective:** For information only, no action is required.

## OAA Website Audit and Redesign STATUS REPORT

### Monthly Status Executive Summary: OAA Audit, Redesign Planning and Implementation

Reporting Period : Month of March 2019

Client Stakeholders : Tamara King  
Project Manager : Prerana Shrestha

Contract # : 2018-0022

#### Current Status

	Green	Yellow	Red	Details
Schedule	<div></div>			
Budget		<div></div>		
Scope	<div></div>			

#### Schedule

Projected Milestones	Date	Percentage Complete	Notes
Project Kickoff	June 26, 2018	100%	
Planning	June 29, 2018	90%	
Planning Sign off	April 10, 2019	0%	
Development	Spring 2019	0%	
Development End	Winter 2019	0%	
QA	Winter 2019	0%	
Content Population	Winter 2019-Spring 2020	0%	
UAT	Spring 2020	0%	
Launch	Feb-20	0%	

#### Work Completed

Work Completed	Projected Work Scheduled Next Month April 2019
<p>* Simone continued to make updates to the UX Pattern Library/ Functional Specifications to OAA Team; project team is working on finalizing.</p> <p>* Simone and the OAA staff team met on March 19 to review and walk through the content modelling details. The below templates have been provided to staff team to continue on content modelling:</p> <ul style="list-style-type: none"> <li>-- IA working copy</li> <li>-- Content models_PUBLIC</li> <li>-- Page templates listing</li> <li>-- IA inventory</li> </ul> <p>* Project team, along with members of Council and Communication Committee, met on April 4 to review the two design concepts. Presentation decks were provided to attendees so that feedback can be gathered. Feedback is due on April 9 so that Sputnik team can review and iterate the concepts to move into final approval cycle by third week of April.</p>	<p>* Sputnik team to iterate the design concept and project team to work toward final design approval. Sputnik team will then work toward the final website style guide, which will contain design for each content type.</p> <p>* Enginess and OAA team to finalize planning on the below items:</p> <ul style="list-style-type: none"> <li>-- Member Directory (Discover an Architect) and Practice Services (Management of the Project)</li> </ul> <p>* Team to work toward planning completion by end of Month and prepare for development to begin.</p>

#### Follow Up Items

ID	Action	Owner	Impact/Notes	Due Date	Resolution Date	st

## OAA Website Audit and Redesign STATUS REPORT

Risks / Issues						
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date	pt

## OAA Website Audit and Redesign STATUS REPORT

### Monthly Status Executive Summary: OAA Audit, Redesign Planning and Implementation

Reporting Period : Month of April 2019

Client Stakeholders : Tamara King  
Project Manager : Prerana Shrestha

Contract # : 2018-0022

#### Current Status

	Green	Yellow	Red	Details
Schedule	<div></div>			
Budget		<div></div>		
Scope	<div></div>			

#### Schedule

Projected Milestones	Date	Percentage Complete	Notes
Project Kickoff	June 26, 2018	100%	
Planning	June 29, 2018	95%	
Planning Sign off	April 10, 2019	95%	
Development	Spring 2019	2%	
Development End	Winter 2019	0%	
QA	Winter 2019	0%	
Content Population	Winter 2019-Spring 2020	0%	
UAT	Spring 2020	0%	
Launch	Feb-20	0%	

#### Work Completed

Work Completed	Projected Work Scheduled Month of May 2019
<p><b>Design concepts:</b></p> <ul style="list-style-type: none"> <li>* Project team, along with members of Council and Communication Committee, met on April 4, 2019 to review the two design concepts. Presentation decks were provided to attendees so that feedback can be gathered.</li> <li>* Team received all feedback by April 9. Upon review of the feedback, Sputnik team iterated the concepts to incorporate the feedback received and provided the updated concepts to OAA team on April 23 for final feedback and approvals.</li> </ul> <p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>* Simone continued to make updates to the UX Pattern Library/ Functional Specifications to OAA Team; project team is working on finalizing.</li> <li>* Simone met with OAA stakeholders and plan content strategy for Practice Advisory / Knowledge Base Articles on April 16.</li> </ul>	<p><b>Design:</b></p> <ul style="list-style-type: none"> <li>* Due to the office move, the duration for OAA team to provide final feedback date was extended from April 30 to May 3. Once final feedback was received, Sputnik made the final iterations and sent the concepts for final approval to the team on May 10. Project team is pending final confirmed approval on designs as of May 16, but have received soft sign off. Once official sign off is received, Sputnik team will start on the complete design pattern library for the planned content types.</li> </ul> <p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>* Simone is continuing to work on finalizing this aspect along with Member Directory and Practice Advisory / Knowledge Base Articles.</li> <li>* Team should target completion of all aspects of planning by end of May to avoid delays in project.</li> </ul> <p><b>Development:</b></p> <p>Enginess team has kicked off development with the structured tools as of May 6, as scheduled, and will continue on all signed off items.</p>

## OAA Website Audit and Redesign STATUS REPORT

Enginess						
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date	at
Risks / Issues						
ID	Action	Owner	Impact/Notes	Due Date	Resolution Date	at
1	* Team should target completion of all aspects of planning by end of May to avoid delays in project.	Project Team	Delays in project impacting development and eventually launch which may affect budget.			



Ontario Association of Architects

**FOR COUNCIL MEETING**

May 22, 2019

(open)

ITEM: 5.4.b

**Memorandum**

**To:**

**Council**

Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef

Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:**

Kathleen Kurtin, President  
Ted Wilson, Chair Sustainable Built Environments Committee

**Committee Members**

Cheryl Atkinson  
Eric Anthony Charron  
Mariana Esponda  
Joy Henderson  
Sheena Sharp  
Richard Williams

Terri Boake  
Paul Dowsett  
Dan Harvey  
Kathleen Kurtin  
Andy Thomson  
Ted Wilson (Chair)

**Date:**

May 10, 2019

**Subject:**

Sustainable Built Environments Committee (SBEC) Update

**Objective:**

To provide Council with an update on the Committee's activities

**Background:**

SBEC met on April 24 and began the meeting with a presentation from Shoshanna Saxe, an assistant professor at the University of Toronto. Professor Saxe is looking for data about embedded carbon in construction. Members also discussed finding a new chair as Ted will be stepping down after the June SBEC meeting. Members also discussed upcoming presentations about total energy use intensity (TEUI). SBEC is working on finalizing a poster on its 4-Walls project to be presented at the OAA Conference in Quebec. Additionally, SBEC wrote an article for the Ontario Building Officials Association (OBOA) quarterly journal about the 4-Walls project. A request for funding for the 4-Walls project will likely come in a future memo to Council.

SBEC also met on March 20 and began with a presentation from Veronica Madonna of Moriyama Teshima Architects about their tall timber building, the Arbour, along Queen's Quay in Toronto. Members discussed the harmonizing of building codes across the country and the importance of maintaining Part 11 of the Ontario Building Code (OBC) in any future harmonized code. The committee also discussed the 4-Walls article for the OBOA journal and the poster for

Conference. Members approved a motion to ask OAA Council to support a UIA pledge to phase out carbon emissions from buildings by 2050.

**Action:**

Vote on motion for OAA to support UIA pledge

**Attachments:**

[UIA pledge about eliminating carbon production from buildings by 2050](#)

## Union International d'Architects (UIA) Pledge

The initiative was drafted by Architecture 2030. Toronto is the first 2030 District in Canada, supporting and advocating for Architecture 2030. The OAA is one of the founders of the 2030 District.

Keynotes from the pledge are as follows:

- Failing to act now on climate change will put future generations at risk;
- Urban areas produce 70% of global GHG's; and
- In the next 20 years, the equivalent of 60% of global building area will be built/rebuilt. This represents a massive opportunity for architects as leaders in shaping the built environment to help phase out building carbon content.

(a local note: this is particularly relevant in the GTA with annual projected growth of over 100,000 units per year for the next 25 years - a massive opportunity for renewable resources such as wood from sustainably managed forest area in the Boreal. Using wood in the construction of buildings is one example of a substantial opportunity in Ontario to help reduce CO2 emissions to zero by 2050 (Guelph is looking at doing this by 2035, advocating for broader, more rapid implementation of environmental performance strategies such as Passive House).

Adopting the imperative prompts those who pledge to work with their local communities to help achieve carbon neutral communities by 2050, something the OAA does today through work of committees like SBEC. Support of the pledge will further strengthen this resolve.



Ontario Association of Architects

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 5.5.a

## Memorandum

**To: Council**

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
Agata Mancini	Wayne Medford
Elaine Mintz	Sarah Murray
David C. Rich	David Sin
Robert Sirman	Susan Spiegel
John Stephenson	Alberto Temprano
Magid Youssef	

**From:** Mélisa Audet, Vice-President Regulatory

**Date:** May 3, 2019

**Subject:** Vice-President Regulatory Activities

**Objective:** Keep Council apprised of the Vice-President Regulatory's activities.

### Background:

Here the list of the Vice-President Regulatory activities in March, April and May 2019 (since last Council meeting):

- May 8: Executive Committee Call
- May 7: ERC Meeting
- April 11: OAA Executive Committee/Prodem Meeting (Teleconference)
- April 10: Interns Committee Meeting (2<sup>nd</sup> meeting of 2019)
- April 9: ERC Meeting (OAA Office)
- April 9: Touch Base Executive Director and VP Regulatory (OAA office)
- April 8: Interns Committee – Subcommittee Student Outreach Meeting (Teleconference)
- March 27: Mass Timber Open House hosted by College of Carpenters and Allied Trades (Vaughan, ON)
- March 26: Azure Lecture – New Directions in Design (Georges Brown College)
- March 21: TSA Talk with CACB (OAA Registrar and VP Regulatory)
- March 7: Council Meeting (OAA office)

**Action:** None required, For your information only.



Ontario Association of Architects

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 5.5.b

## Memorandum

**To:** **Council**  
Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
David C. Rich  
Robert Sirman  
John Stephenson  
Magid Youssef

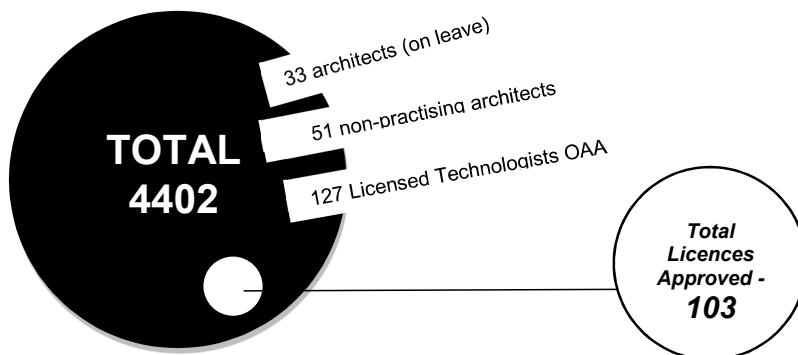
Mazen Alkhaddam  
Amir Azadeh  
Barry Cline  
Gordon Erskine  
Jeffrey Laberge  
Wayne Medford  
Sarah Murray  
David Sin  
Susan Spiegel  
Alberto Temprano

**From:** Mélisa Audet, Vice President Regulatory

**Date:** May 3, 2019

**Subject:** Activities under the Registrar  
February 20, 2019 through May 3, 2019

### 1. Membership as of May 3, 2019



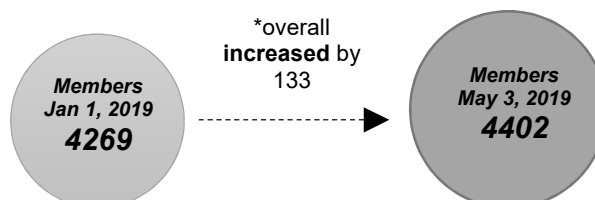
Licence Applications Rec'd – 125

Total Licences Approved – 103

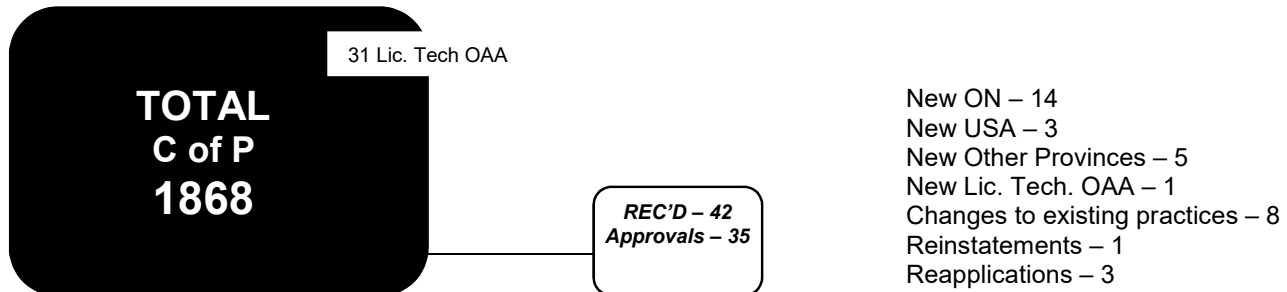
- First Time Applicants (FTA) – 69
  - FTA ITP – 17
- BEFA - 2
- Licenced Technologist OAA – 1
- Reciprocal – 16
- Mutual Recognition Agreement – 4
- Reapplications – 2
- Reinstatements – 3
- Non-Practising Architect – 5
- Exemption Request – 1

Waiting for July 2, 2019 Licensure – 5

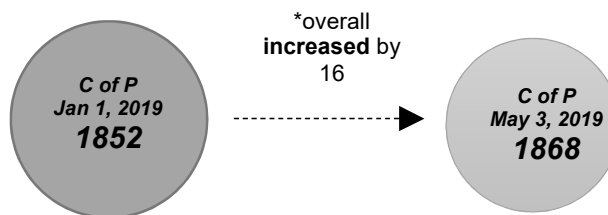
### Membership Growth Summary



## 2. Certificate of Practice as of May 3, 2019



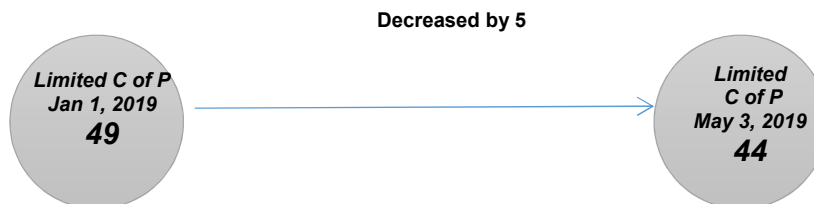
### Certificate of Practice Growth Summary



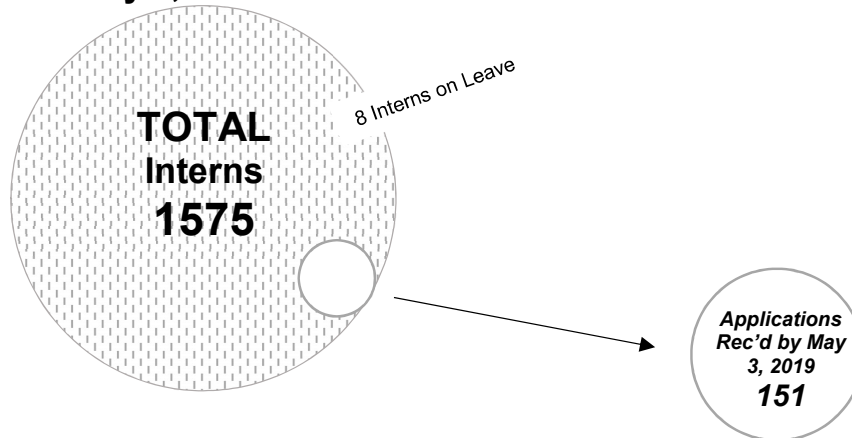
## 3. Temporary Licence Growth Summary



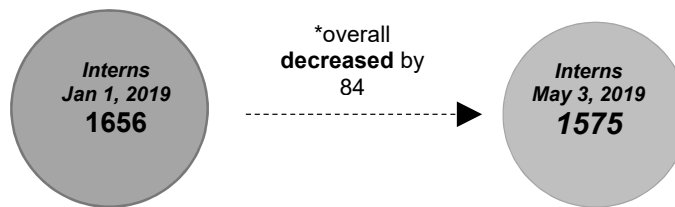
### Limited Certificate of Practice Growth Summary



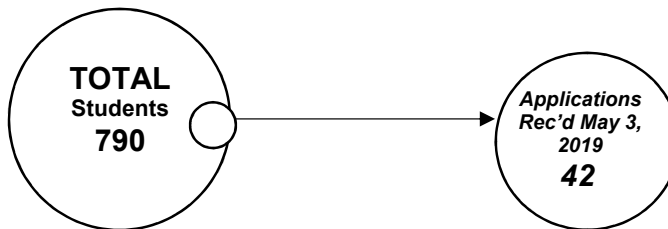
#### 4. Interns as of May 3, 2019



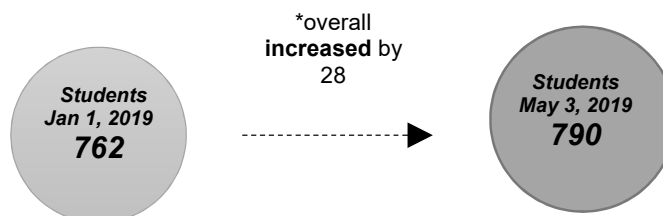
#### Intern Growth Summary



#### 5. Students as of May 3, 2019

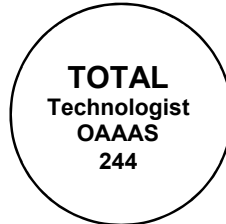


#### Student Growth Summary



## OAAAS

### Technologist OAAAS



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#### **Complaints Committee**

41 complaints are currently before the Complaints Committee.

#### **Discipline Committee**

There are 16 Discipline matters, 10 of which are related to non-compliance with the Mandatory Continuing Education Program.

#### **Registration Hearings**

There are 2 Registration hearings that are pending.

#### **Experience Requirements Committee (ERC)**

There was one meeting for an applicant with International Experience.

#### **Act Enforcement**

28 matters were reported to the Registrar for investigation related to misuse of the term "Architect" or "Architecture" or otherwise holding out.

#### **Injunction**

There is one injunction in process related to holding out and unauthorized practice.



Ontario Association of Architects

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 5.6.a

## Memorandum

**To:** **Council**

Kathleen Kurtin	Mazen Alkhaddam
Mélisa Audet	Amir Azadeh
J. William Birdsell	Barry Cline
Walter Derhak	Gordon Erskine
Jeremiah Gammond	Jeffrey Laberge
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John Stephenson	Alberto Temprano
Magid Youssef	

**From:** David Sin, Vice President Practice  
Chair, Practice Resource Committee

**Date:** May 15, 2019

**Subject:** Practice Resource Committee (PRC) and  
Practice Advisory Services (PAS) Update

**Objective:** To Update Council on activities of the PRC and PAS

**Background:** The items below were discussed at the PRC meetings of March 19, April 16, and May 14, or are being dealt with by PAS.

## Project Management

The project management piece is in development.

## OAA Document 600

A draft of an updated Document 600-2019 is in progress using feedback from the roundtable discussions of September 5, 2018 with members of the Construction Law group of the Ontario Bar Association (OBA) and February 7, 2019 with procurement groups and service providers.

The draft responds to changes in legislation, changes in RAIC Document 6, and anticipated changes to CCDC 2. Currently several parties have refused to endorse the CCDC 2 draft in its current state. CCDC was hoping for endorsement by June 2019. Some CCDC 2 changes are captured in the draft Document 600-2019, and can easily be edited or removed once CCDC 2 is finalized.

To remove confusion over the use of "Additional Services", the term "Extra Services" (those services not anticipated at contract signing) has been added.

### **Professional Engineers of Ontario (PEO)/OAA Coordinating Professional Joint Sub-Committee**

A PEO/OAA meeting is scheduled for June 19, 2019 to review the OAA's recommendation regarding the Coordinating Professional.

### **Best Practices for Review of Request for Proposals (RFPs) and Contracts**

Practice Tip 39.1 - Best Practices for Review of RFP Language and Supplementary Conditions to OAA 600 and Other Client-Architect Contracts has been posted to the Website. Excerpts will be sent out monthly highlighting specific issues (contained in the document and Appendix). It was recommended that the monthly excerpts should be a bulletin independent of the bi-weekly news bulletin. A rewording of the first four pages that could be given to procurement departments is also being prepared.

PRC generally agreed that the membership values RFP alerts. Several members felt strongly that the RFP alerts are the best thing the OAA is doing and they should not stop. Most felt that this is a great value from the OAA both for the information, and because it comes from the OAA lending weight to the message. A brief survey could be sent to members to determine the acceptability of such an increase.

### **Update on Requests for Proposals (RFPs) *(attached)***

### **Engineers, Architects, Building Officials (EABO)**

EABO has not met since February and is looking to meet this fall. PEO no longer wants to hold the secretariat. There may be an opportunity to re-define the mandate as EABO is looking to become a stronger organization by re-working its composition.

### CSA standards

The OAA is awaiting pricing for proposed standards for next year. Once a standard is part of the access agreement, we also get updates, and can view previous versions too.

	PROPOSED STANDARDS FOR NEXT YEAR		
	<u>Standard</u>	<u>Year</u>	<u>Title</u>
1	CAN/CSA C448.2-02	2002	Design and Installation of Earth Energy Systems
2	S478	1995	Guideline on Durability in Buildings
3	B651	2012	Accessible design for the built environment
4	S304.1-14	2014	Design of Masonry Structures, Includes Update No 1 (2015)
5	CAN/CSA-A165.1-04 CAN/CSA-A165 Series-14	2014	Concrete Block Masonry Units (Consists of A165.1, A165.2 and A165.3)
6	S16-14	2014	Design of Steel Structures
7	CSA S136-12	2012	Design for Cold Formed Steel Structures
8	CAN/CSA-A82.1-M87 (R2003)	2003	Burned Clay Brick (Solid Masonry Units Made From Clay or Shale)
9	CAN/CSA-B44-16	2016	Safety code for elevators and escalators
10	A500-16	2016	Building guards

### Communication of Website Content

With two dedicated task members, PRC and PAS are working with Communications to provide input to the web developer on content and information organization, how we search for it, and how to ensure that the information is easily found by users.

### Environmental Sustainability

As climate change and environmental sustainability have become a mainstream focus and are beginning to effect contracts and documents (e.g. CSA S478-19 Durability of Buildings (April 2019) second edition) PRC would like to see the inclusion of environmental stewardship included as part of our mandate in the *Architects Act*.

### Action:

For information only.

		March-May 2019	
	Dates Issued/Closed	Client/Owner/ Procurement Authority	Actions/Comments
1	Close May 27/19	City of Guelph Washroom Replacement, Ref 19.097	Requested by Member
2	Close May 23/19	Providence Manor Kingston, RFP#2019-MQ-067 Agreement	Reviewed agreement w/Member
3	Close May 3/19	Francochat, Ottawa Area, RFQ (5 Schools)	RFP Alert Apr 23/19 - Talked to Client - revised SC's
4	N/A	GrowLegally Confidentiality Document	Requested by Member
5	Close Apr 2/19	Mohawk College RFP M12-05-19 E Wing Renos	Requested by Member - Talked to Client - Revising RFP
6	Close Apr 3/19	Chatham Kent - New Fleet Garage (R19-220)	Member Request - Client agreed to delete free design
7	Close Mar 20/19	City of Greater Sudbury RFP - Frobisher Depot	Requested by Member

	Year	RFPs and Supplementary Conditions Reviewed	Number of Alerts Issued
	2019	14	3
	2018	56	18
	2017	41	16



Ontario Association of Architects

FOR COUNCIL MEETING May 22, 2019 (open) ITEM: 5.6.b
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## Memorandum

**To:**

**Council**

Kathleen Kurtin  
Mélisa Audet  
J. William Birdsell  
Walter Derhak  
Jeremiah Gammond  
Agata Mancini  
Elaine Mintz  
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Wayne Medford  
Sarah Murray  
David Sin  
Susan Speigel  
Alberto Temprano

**From:**

David Sin, Vice President Practice

**Date:**

May 13, 2019

**Subject:**

OAA/Ontario General Contractors Association (OGCA) Best Practices Committee – Report on April 24, 2019 Meeting

**Objective:**

To provide an update on the latest meeting of the Committee.

**Background:**

The OAA/OGCA Best Practices Committee met at the OGCA offices in Toronto on April 24, 2019.

The notes from that meeting are attached for information.

**Action:**

The report is for information.

**Meeting of the OAA/OGCA Best Practices Committee  
Held at OGCA Offices  
180 Attwell Drive, Suite 280, Toronto  
April 24, 2019**

**Meeting Notes**

*OGCA Offices*

*11:00 a.m. – 2:00 p.m.*

**Attendees: OAA**

Kathleen Kurtin – President

David Sin – VP Practice

Gordon Erskine – VP Strategic

Walter Derhak – Senior Vice President & Treasurer

Kristi Doyle, Executive Director

**OGCA**

Clive Thurston, President

John Dawson, Chair

Lewis Cowan, Board Member

Raymondo Mollica, Board Member

OGCA President Clive Thurston Chaired the meeting.

**1.0 Agenda Approval**

There were no changes to the agenda.

**2.0 Review of Meeting notes from last meeting**

There were no changes to the notes of the November 21, 2017 meeting.

**3.0 Safety Pass Program Update**

Clive Thurston reported that the Safety Pass was introduced at the last meeting. The health and safety on sites is becoming more and more challenging. Owners are starting to implement health and safety on sites and the general contractors, as the constructors, have responsibility for ensuring that everyone on the site is safe. This means that everyone on site needs to have the minimal level of training, but in the past, there has been no standardization of that training. The Safety Pass provides that minimum level of training.

OGCA is seeking buy-in from the OAA and its members to provide the safety pass training to their members. Clive added that Metrolinx is now supporting it.

It provides 13 items for basic training, including WHMIS, Personal Protective Equipment, an introduction to Working at Heights, defensive driving and so on. There was a discussion about the training records which are all kept in an electronic format so there are no paper certificates. Everyone must have this training before going on a jobsite. The superintendent has the legal responsibility for everyone on the sites. At Infrastructure Ontario, COR is required for any consultants on their sites.

The OAA has the Safety Pass information on their ConEd page as well as the Working at Heights training information. It was suggested that reminders be sent to OAA members to alert them to this information.

There are three levels of safety training: the first is the initial minimum training which Safety Pass provides, then there is individual certifications in different aspects of safety, i.e. working at heights, PPE, Fall Arrest, etc., and finally there is COR (Certificate of Recognition).

It would be helpful to point out to OAA firms what their liability is to help promote them getting their Safety Pass.

There has long been an issue with consultants walking on job sites without hard hats and boots, but it has largely been ignored. Better results might be seen if those consultants were sent home and not allowed on the site without the proper equipment.

David Frame of OGCA joined the meeting to explain more about Safety Pass. He said it can be found in various forms in other provinces. We use the Manitoba program as the basis of the Ontario program. Ontario legislation was also used for this program.

OAA asked if they could get the statistics for their members who take the Safety Pass. A company can request their own site to keep track of their members who take the program. Everything is electronically recorded and OAA could apply to get their own site. The question was asked if OAA/OGCA should set a deadline for when we will start to enforce a Safety Pass requirement on job sites, perhaps using the terms "in anticipation of" Metrolinx and IO requiring it.

If OGCA started a campaign to alert consultants that they need to be doing this, it might relieve some of the pressure on the supers if OAA can support the requirement for Safety Pass to be taken by the consultants.

Safety Pass is awareness training. OGCA can provide a map to the OAA to explain the process – David Frame to provide. OAA will be able then to provide assurance that they will support the Safety Pass program to their members, perhaps with a joint communique with OGCA, and liability and insurance should be included in the communique.

#### **4.0 Status of CCDC 2 document update**

Clive Thurston thanked the OAA for alerting the OGCA to the proposed amendments to the CCDC 2 Construction Contract. A task force was quickly created between the OAA and OGCA and several joint issues were raised. The information was sent jointly to CCA prior to the CCA meetings in Bermuda. OGCA expected to hear an argument from CCA but there were no issues. Grand Valley Construction Association (GVCA) and British Columbia Construction Association (BCCA) also sent in their issues with the changes.

CCA is currently undergoing a governance review. CCDC has some issues as well, as there is poor communication between CCA, CCDC and flowing down to the members of CCA. CCA is setting up a committee to review all of the changes to the CCDC 2 document but it has not yet been set up. This Committee however would only include the contracting community.

The CCDC is a separate entity. The changes to the CCDC 2 were brought up at meetings in Kelowna but the committee has not yet been formed.

It was discussed that the RAIC should be approached more strongly by the OAA to pursue the changes since the OAA Practice Advisor no longer sits on the CCDC committee.

CCDC is not looking at the changes to the Lien Act at this time. We are still waiting for the results of the joint submission. OGCA will advise the OAA when the committee meets. Owners are the ones who came up with all the changes to the CCDC 2 document, as is obvious from the way things read.

#### **5.0 CDAO - Ryerson Project**

Clive Thurston reported that this had a slow start, and has reached a roadblock because owners will not give the architects and engineers permission to talk to the survey committee. It is necessary to educate the owners to explain what we need and why. The project level people understand what is being sought, but not the top level owners. No images will be used to identify projects, and confidentiality is paramount to protect the owners. A newly revised slide deck will be submitted shortly. The session will be held on May 13 at the OGCA offices.

We need a simpler way to collect the data. It was suggested that a template tool be created to use going forward. The ACEC, CCA and many others are participating in this project, and the participants have been very hands on so far.

## **6.0 Review of Existing OAA/OGCA Supplementary Conditions**

Clive Thurston stated that OAA Practice Advisor Chuck Greenberg has reached out to discuss the current slate of agreed-to SGCs. Most are seen on most contracts. Since the Construction Act came into effect on July 1, 2018, there is a question as to how it applies to the SGCs. With a potential new CCDC 2, although not likely until 2020, how will that affect the current SGCs. Is this a good time to review them or does it make more sense to wait.

The question was asked if the OAA and OGCA agree to the supplementary general conditions, have they ever asked the CCDC to incorporate them into the general contract. If they are added to the general contract, there would be no choice but to use them. If they are not in the contract, you can pick and choose which ones to include. The SGCs are also Ontario specific. It was asked if we could share with other national associations to see if they want to compare and share their agreed-to SGCs. This could be reviewed through the GCAC.

It was discussed and agreed that the review should take place now with regards to the Construction Act and changes should be made. Clive Thurston and Kristi Doyle will look for volunteers to start the review. OAA will use Practice Advisors. One item to make note of is changing fax to email for notice.

## **7.0 New Members to Committee**

This was done at the beginning of the meeting.

## **8.0 Status of Ontario Specific Construction Management Guide**

Clive Thurston apologized for the long delay in providing this document. He advised that there are gaps in the guide from CCA. OGCA heard from Gino Vettoretto of Marant Construction who was then appointed to be the chair of this committee. Colliers and BGIS were both added to the committee. However, it failed to take off. There is an appendix to be created instead of the guide, which will fill in the gaps. The basic information has been done, but a workshop to get this document finished could be held at the end of May.

It would be a working session and the document could be completed at that time. It is important to also let the industry know what Construction Management is, as there is apparently some confusion over what it actually looks like.

Kathleen Kurtin then spoke about what her mandate is as the new President of OAA and Council priorities for 2019. Council is looking to improve the education continuum and OAA membership engagement. She wants inclusivity and equality to become more a part of OAA. OAA will be holding an “unconscious bias” workshop.

There was a discussion about creating a “team” between the architect and the constructors. If the OGCA approaches the OAA when there is an issue with an architect, the OAA should go to the OGCA if a constructor’s actions are in question. An “information sheet” should also be created to tell the architects what the OGCA can do for them.

Clive Thurston then mentioned that the adjudication that is coming in October doesn’t yet have an Adjudicator Nominating Authority (ANA). The government was asked for “seed” money to get started on an ANA, but if there isn’t one in October, the Attorney General becomes the ANA. He added that he has a list of about 20 names of adjudicators who could be appointed by the Attorney General. Possibly the British Arbitration Institute might be the only group to put in a bid for the ANA.

## **9.0 Next Meeting**

The next meeting will be tentatively booked for September 18 as OAA has a meeting on the 19<sup>th</sup>. The meeting would be held at the OAA’s newly renovated offices.

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 7.1

March 21, 2019

Mary Van Buren, President  
Canadian Construction Association  
275 Slater Street, 19<sup>th</sup> floor  
Ottawa, Ontario K1P 5H9

**Reference: Review of draft CCDC2 – 2019**

Dear Mary:

On behalf of the Ontario Association of Architects (OAA) and the Ontario General Contractors Association (OGCA), we are providing comments on the above document. We recognize that our submission and feedback is outside of the usual process for the development of CCDC documents, but CCDC 2 is so significant for the design and construction industry that we felt it necessary to provide feedback directly. The work done by the CCDC committee is always appreciated by our organizations and this is not intended to circumvent that process, but rather add to it.

Our respective memberships comprise over one third of the architectural and construction community in Canada that use the CCDC 2 document. Accordingly, we have attached our thoughts and ideas concerning the updated edition. We are available to discuss this further, as we believe more work must be done before this document can be approved and circulated throughout the industry as the standard contract to be used.

Our associations continue to be strong advocates for the use of standardized documents and have been extremely successful in getting many owners to adopt them. We have also been strong advocates in opposing unnecessary supplementary general conditions and risk transfer that unbalances any reasonable contract. Risk transfer should be reasonable and manageable. This is critical to the successful conclusion of any building project and to protect the public interest as end users.

We understand from the drafters of the new document that attempts have been made to insert what have been commonly used supplementary conditions by owners in many contracts. This is of grave concern to us. We feel that adding these conditions into a recognized contract between the general contractors and the owners is unwarranted, and in many cases, dangerous. Several of the proposals for inclusion in the new CCDC 2 contract have been strenuously opposed by the OGCA and its members in the past, and will continue to be opposed. The OGCA and its members have successfully had them removed, more often than not, once we speak to owners and explain the implications to all parties involved.

If specific owners feel that they require additional language in the contract to address their specific circumstances, they should continue to use the mechanism of supplementary conditions. In our opinion, it is extremely dangerous to incorporate these conditions into an industry-accepted standard document. By doing so, it removes the general contractor's ability to oppose such conditions or to mitigate the implications of them when bidding on a project.

Mary Van Buren, President  
March 21, 2019  
Page 2

We certainly support the continuing evolution of contracts and of contract language, but it must be done in a fair and balanced manner—for the consultants, the contractors and the owners.

Again, we recognize that there is a process for the development of the CCDC documents. However, given the extent and implications of the changes being made to CCDC 2, we felt it was critical to raise these issues directly with you. Please see the attached document, which further articulates our specific concerns.

We respectfully ask that discussions continue on modifying the CCDC2, addressing the concerns and issues expressed by both of our organizations in regard to this proposed document.

Yours sincerely,

ONTARIO GENERAL CONTRACTORS ASSOCIATION



Clive Thurston  
President

ONTARIO ASSOCIATION OF ARCHITECTS



Kristi Doyle  
Executive Director

CC: Eric Lee, Secretary - CCDC  
Council, Ontario Association of Architects  
Ontario General Contractors Association, Board of Directors  
Mike Reinders

Att.

## **OAA and OGCA Joint Comments on the New Draft of the CCDC 2**

### **1. “Ready-for-Takeover”**

The OAA’s and OGCA’s preference is to remove the concept of *Ready-for-Takeover* and revert to the original concept of *Substantial Performance of the Work*.

The concept of a contractually-defined completion milestone (i.e. *Ready-for-Takeover*) is problematic in that it allows parties to easily modify the list of requirements in Division 01 that are necessary to achieve *Ready-for-Takeover*, which could result in the creation of a completion milestone that is extremely hard to achieve or that requires the satisfaction of terms or requirements that are very subjective in nature. For example, a building could be nearly complete and be ready for use by the *Owner* but *Ready-for-Takeover* has still not been achieved because the requirements for *Ready-for-Takeover* under the contract were modified to contain various draconian deliverables. The fact that *Ready-for-Takeover* could not occur for a significant period of time despite the building being ready for use could also create particular problems and costs for the *Contractor* (such as with respect to warranty periods, insurance policies and various ongoing costs the *Contractor* has to absorb).

Conversely, the concept of “substantial performance” (at least under Ontario’s construction lien legislation) is a fairly objective and clearly defined milestone that is reached once a statutorily prescribed financial threshold has been met and the improvement is ready for use, or is being used, for the purposes intended. Therefore, the achievement of “substantial performance” is not subject (at least not easily subject) to abuse or alteration by contract.

As an alternative to removing the concept of *Ready-for-Takeover* and reverting to *Substantial Performance of the Work*, the OAA and OGCA would at least prefer that the CCDC 2 provide the parties with the option of using *Ready-for-Takeover* or *Substantial Performance of the Work*.

### **2. GC 1.1 CONTRACT DOCUMENTS**

The OAA and OGCA’s preference is to revert to the original language of GC 1.1 CONTRACT DOCUMENTS.

With respect to paragraph 1.1.1, the original language is preferable in that its effect was to define the scope of work by the *Contract Documents*. The original language limited the scope of work to what was consistent with or properly inferable from the *Contract Documents*. The new provision could create ambiguity and invite disputes over what the “intent” of the *Contract Documents* is (and, by extension, the scope of work).

With respect to the deletion of the original paragraph 1.1.2 (which clarified that there was no contractual relationship between various other entities), the OAA and OGCA see no reason to remove this paragraph.

With respect to the newly revised paragraph 1.1.2 (formerly paragraph 1.1.3), the OAA and OGCA have similar concerns in that the new language could create ambiguity, particularly regarding what is necessary to “produce the intended result”.

With respect to the new paragraph 1.1.4, the OAA and OGCA prefer the original language that was contained in paragraph 3.4.1. The associations also question what the consequences are if the *Contractor* fails to “promptly report” an error or omission it discovers.

The OAA and OGCA also suggest re-inserting GC 3.4 DOCUMENT REVIEW (although it may be more logical to include this provision in GC 1.1 CONTRACT DOCUMENTS).

### **3. GC 4.1 CASH ALLOWANCES, paragraph 4.1.4**

The OAA and OGCA suggest replacing the last sentence of paragraph 4.1.4 (i.e. “Multiple cash allowances shall not be combined for the purpose of calculating the foregoing.”) with the following:

“Where the costs under a cash allowance exceed the amount of the allowance, unexpended amounts from other cash allowances shall be reallocated at the *Consultant’s* direction to cover the shortfall.”

### **4. GC 4.1 CASH ALLOWANCES, paragraph 4.1.7**

The OGCA and OAA suggest reverting back to the original language in paragraph 4.1.7 as it was a balance and practical provision.

### **5. GC 5.2 APPLICATIONS FOR PAYMENT, paragraph 5.2.7**

The OGCA and OAA note that requiring the submission of a CCDC 9A ‘Statutory Declaration’ under paragraph 5.2.7 may not be feasible under Ontario’s new *Construction Act*, specifically once the prompt payment regime is introduced in October 2019. Specifically, because of the statutory timelines governing payment, the *Contractor* may be in apposition where it is submitting applications for payment to the *Owner* at a time when it has not, or has only just, received the previous progress payment from the *Owner* but is not yet required by statute to pay its subcontractors. The *Contractor* would therefore not be able to truthfully execute the CCDC 9A ‘Statutory Declaration’

The OGCA and OAA recognize that the CCDC 2 is a national document and appreciate that removing this provision may therefore not be appropriate. However, the associations wanted to alert the CCDC to this issue, and suggest that instead of trying to contemplate “payment legislation” throughout the document to address any existing or potential prompt payment legislation, that a supplementary condition document specific to each jurisdiction as appropriate (for example, it would only be applicable in Ontario for the time being) be drafted.

### **6. GC 5.4 PAYMENT OF LIEN HOLDBACK, paragraph 5.4.5**

The OAA and OGCA believe some revisions are required to the new paragraph 5.4.5 to address the concept that is introduced by this paragraph (namely, that the *Contractor* is responsible for

protecting parts of the *Work*, for which holdback was released on a progressive basis, until the issuance of the final certificate). The associations' concern is that the paragraph does not contemplate certain project realities in the industry, such as partial or early occupancy (which, for example, occurs in condominium projects where lower floors are occupied while the project is still being completed). Fundamentally, the associations' concern is that the *Contractor* could be responsible for protecting parts of the *Work* that are turned over to the *Owner* well before the issuance of the final certificate for payment.

**7. GC 6.3 CHANGE DIRECTIVE, paragraph 6.3.7**

The OAA and OGCA believe the previous paragraph 6.3.7 was preferable, as it included items that have since been removed but typically do form part of the cost of performing work attributable to a *Change Directive* (including quality assurance such as independent inspection and testing services as well as safety measures and requirements).

## **OGCA Comments on CCDC2 Draft**

### **Article A-6 RECEIPT OF AND ADDRESSES FOR NOTICES IN WRITING**

The OGCA suggests removing the option of the facsimile from Article A-6.2 consistent with the CCDC proposed modification in Article A-6.4 as this form of communication is seldom used.

### **GC 1.1 CONTRACT DOCUMENTS**

With respect to the suggested deletions of documents within the priority of documents in paragraph 1.1.5, the OGCA prefers the original language as it was. The order of priority of documents is an important part of a legal review of an agreement and should be front and centre within the agreement and not split between the main agreement and an optional specification (Div 01 11 00, Section 1.5).

#### **GC 3.2.2.2**

The removal of this section that required the owner to assume responsibility for health and safety where they bring other contractors on site is not acceptable further we believe it to be in contravention of the laws and exist in Ontario.

Under the health and safety act in Ontario when an owner enters into more than one prime contract on the site they become the construct or and is that's as such are responsible for health and safety.

The OGCA recognize some time ago that this was a problem for owners who do not have the experience or the knowledge to take on that responsibility therefor in an effort to respond to the owners needs we created the following supplementary clause that we recommend to owners they include in their contract under supplementary conditions.

We cannot accept responsibility for the health and safety of contractors who are not under our control and therefore not required to follow our health and safety rules.

We believe this clause has to revert back to the original language however we will accept reference to the language that we have created here in Ontario which has proved successful.

We do not believe that it should be included in the new standard CCDC2 contract but instead as a recommended supplementary general condition that owners can insert allowing contractors to be able to recognize it immediately and address the risk that they will be taking on.

3.6.4 The Owner undertakes to include in its contracts with other contractors and/or in its instructions to its own forces the requirement that the other contractor or own forces, as the case may be, will comply with directions and instructions from the Contractor with respect to occupational health and safety and related matters. The text of such instruction is attached to these Supplementary Conditions and Amendments as Schedule 1.”

**SCHEDULE 1 LANGUAGE FOR THIRD PARTY CONTRACTORS ENTERING A  
PROJECT SITE WHERE THE CONTRACTOR HAS ASSUMED OVERALL  
RESPONSIBILITY – IN CONTRACT – FOR OCCUPATIONAL HEALTH AND SAFETY**

“The (trade or employee) acknowledges that the work it will perform on behalf of the (Owner) requires it to enter a job site which is under the total control of a general contractor which has a contract with the (owner). The (trade or employee) acknowledges that [name of contractor] has assumed overall responsibility for compliance with all aspects of the health and safety legislation of Ontario, including all the responsibilities of the “constructor” under the Occupational Health and Safety Act (Ontario). Further, (trade or employee) acknowledges that [name of contractor] is also responsible to the (owner) to co-ordinate and schedule the activities of our work with the work of the general contractor.

We agree to comply with [name of contractor] directions and instructions with respect to occupational health and safety and coordination. We acknowledge that it will be cause for termination under our contract with the (owner) should (I/we) fail or refuse to accept the direction and instruction of the general contractor with respect to matters of occupational health and safety or matters related to coordination of work.”

**GC 6.3 CHANGE DIRECTIVE, paragraph 6.3.7 and paragraph 6.3.8**

The OGCA thinks the previous paragraph 6.3.7 was preferable, as it included items that have since been removed but typically do form part of the cost of performing work attributable to a Change Directive (including quality assurance such as independent inspection and testing services as well as safety measures and requirements). As well, paragraph 6.3.8 should revert to the 2008 drafting. This paragraph established the principle that the contractor is entitled to reimbursement for all costs incurred related to a change directive (“basket clause”), which are further detailed in the list outlined in 6.3.7. The principle of cost recovery should remain and reimbursement should not be restricted solely to the items included in 6.3.7. For consistency amongst CCDC documents, we suggest to align the Change Directive cost of work definition to be consistent with the recent CCDC 3-2016.

**GC 6.5 DELAYS, paragraph 6.5.2**

The OGCA believes that the Owner should only be entitled to compensation should there be a delay to the Substantial Completion Date caused by the Contractor. Contractor caused delays within the Work could be mitigated through acceleration or sequencing with no effect to the Owner.

The OGCA believes that change proposed will lead to an increased frequency of disputes and litigation. While some owners may insert this clause as a supplementary general condition, it should not be adopted as an accepted standard by the industry. As a supplementary general condition, its presence is highlighted and contractors can price the risk accordingly.

Under GC 6.3.7 item “.17 Safety measures and requirements” has been removed. It is well known that the days of Health & Safety being an overhead cost are long behind us. General contractors of all sizes price safety as a cost of the work. By deleting this item it suggests that a contractor's overhead could cover the cost of health and safety as a result of a change in the work. It is impossible for a contractor to access the safety burden of an undefined scope when they bid a project. There are so many examples that could be provided as to why this is unrealistic and unfair

to the contractor. Furthermore this could also be considered dangerous as contractors would be encouraged to find the most cost effective and not the safest practices to perform the work. This is against what the OGCA and other safety conscious organizations are trying to achieve in Ontario and across Canada.

Under GC 6.3.8 the basket clause explaining the basis to evaluate the cost of the work has been removed. It is important to define the 'spirit' in which changes in the work will be evaluated otherwise we are reliant on every listed item to evaluate the cost of the change. This would lead to confusion for both parties and lead to litigation as contractors and owners battle on what constitutes a cost of the work. It is crucial that both parties and the consultant have some language that can guide their evaluation for those items that might fall outside the normal parameters of a change in the work.

As requested, Glenn Ackerley is reviewing this section and will get back to us with comments.

In the meantime we will formulate these comments to be in line with the format used above in the first part.

### **GC 13.2 INDEMNIFICATION**

13.2.1 (new clause) Without restricting the parties' obligation to indemnify as described in paragraphs 13.2.3 and 13.2.4 the *Owner* and the *Contractor* shall each indemnify and hold harmless the other from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by them or in respect to claims by third parties that arise out of, or are attributable in any respect to their involvement as parties to this *Contract*, provided such claims are:

- .1 caused by:
  - (1) the negligent acts or omissions of the party from whom indemnification is sought or anyone for whose acts or omissions that party is liable, or
  - (2) a failure of the party to the *Contract* from whom indemnification is sought to fulfill its terms or conditions;
- .2 for direct loss and damage; and
- .3 made by *Notice in Writing* within such period as is prescribed by any limitation statute of the province or territory of the *Place of the Work* and insofar as such limitation is applicable to such claims. The parties expressly waive the right to indemnity for claims other than those provided for in this *Contract*.

12.1.1 (old clause) Without restricting the parties' obligation to indemnify as described in paragraphs 12.1.4 and 12.1.5, the *Owner* and the *Contractor* shall each indemnify and hold harmless the other from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by them or in respect to claims by third parties that arise out of, or are attributable in any respect to their involvement as parties to this *Contract*, provided such claims are:

- .1 caused by:
  - (1) the negligent acts or omissions of the party from whom indemnification is sought or anyone for whose acts or omissions that party is liable, or
  - (2) a failure of the party to the *Contract* from whom indemnification is sought to fulfill its terms or conditions; and
- .2 made by *Notice in Writing* within a period of 6 years from the date of *Substantial Performance of the Work* as set out in the certificate of *Substantial Performance of the Work* issued pursuant to paragraph 5.4.2.2 of GC 5.4 – SUBSTANTIAL PERFORMANCE OF THE WORK or within such shorter period as may be prescribed by any limitation statute of the province or territory of the *Place of the Work*. The parties expressly waive the right to indemnity for claims other than those provided for in this *Contract*.

It is hard to see what they have done as they replaced the whole clause vs blacklining it. I put the new and old clauses above. A huge difference is that we are on to indemnify the Owner against third party claims for the whole statute of limitations period, which is 15 years vs the old clause where we were on for 6 years only. This is just a shifting of risk to the GC.

13.1.3 Notwithstanding paragraphs 13.1.1 and 13.1.2, there shall be no limit of liability in respect to claims by third parties.

Under the old contract there was a cap on liability equal to the CONTRACT PRICE or \$2,000,000, but in no event shall the sum be greater than \$20,000,000. There was a carve-out from this cap for third party claims related to bodily injury. Now any third party claims are uncapped. This is more liability for the GC.

13.3.2.3(1)&(2) – We’re concerned about how these notice provisions will be interpreted in practice as 13.3.1 can be read to suggest that all claims need to be notified prior to Ready for Takeover. In practice, where we’ve seen similar supplementary conditions, that is how these clauses have been interpreted.

13.4.2.6 – Note that this reads “claims for damages resulting from substantial defects or deficiencies in the Work which were not known, or reasonably could not have been discovered, prior to the Ready-for-Takeover date.” Should this not be an “AND”?

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA | ALBERTA ASSOCIATION OF ARCHITECTS | NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS  
SASKATCHEWAN ASSOCIATION OF ARCHITECTS | MANITOBA ASSOCIATION OF ARCHITECTS | ONTARIO ASSOCIATION OF ARCHITECTS | ORDRE DES ARCHITECTES DU QUÉBEC  
ARCHITECTS' ASSOCIATION OF NEW BRUNSWICK/ASSOCIATION DES ARCHITECTES DU NOUVEAU-BRUNSWICK | NOVA SCOTIA ASSOCIATION OF ARCHITECTS  
ARCHITECTS' ASSOCIATION OF PRINCE EDWARD ISLAND | ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

March 19<sup>th</sup> 2019

McEwen School of Architecture,  
Laurentian University,  
85 Elm Street,  
Sudbury, ON  
P3C 1T5

Attention: David Fortin  
Director, School of Architecture

Dear David

**McEwen School of Architecture, Laurentian University**

Further to a recent meeting of the Canadian Architectural Licensing Authorities and subsequent approval by the individual boards of each Provincial and Territorial Associations, I am writing to you to confirm that during the accreditation process of your Master of Architecture (M.Arch) Program, under its current Candidacy Status, your M.Arch graduates will be allowed to enroll in the internship in architecture program prior to the M.Arch Program receiving Initial accreditation. Upon successful accreditation of your school, they will be granted full certification.

In the unlikely event that your school does not achieve initial accreditation within the prescribed time frame, the CACB will review the students' degrees for full certification, which may result in a requirement for further course work or study.

If you have questions, please feel free to contact anyone of the National Standing Committee on CACB

Yours Sincerely,



Dave Edwards  
Chair  
National Standing Committee on CACB

Cc All Presidents and Executive Directors  
Provincial and Territorial Associations

FOR COUNCIL MEETING  
May 22, 2019  
(open)  
ITEM: 7.3



May 14 2019

## **REPORT TO OAA COUNCIL**

### **Membership Growth Continues**

We are pleased to report that virtually all our members paid 2019 dues and six new members joined the OAA Technology Program in the first four months of the year. Thus, the steady growth in membership that began more than a year ago should continue into 2020.

### **Examination Renewal**

After some delays, we are now in the process of updating the Licensed Technologist OAA examination. An examination review committee comprised of Directors and other interested members will oversee the process and volunteers have been recruited to attend a two-day exam item writing session on June 14-15. We have contracted Dr. Joanne Reid, the OAA examination consultant, to provide the necessary professional expertise.

The OAA Technology Program expects that this will be an ongoing process, with item writing sessions being held bi-annually. This should enable us to develop a sufficiently large bank of questions that remain both current and robust.

The 2019 budget anticipated work on the examination and thus has a small additional allocation for professional fees and meeting expenses. However, as we are getting seriously into this process, it appears the budget will not be sufficient to cover the full costs of the consultant, the honoraria for the item writers and related travel costs. The full financial impact should be clear by the time we submit our proposed 2020 budget.

### **Discussions with AATO**

As we reported previously, at our initiative, a new dialogue was launched with the Association of Architectural Technologists of Ontario (AATO). The next joint meeting will be held in June. Beyond agreeing that we should collaborate since we are both working to promote province's architectural technologists, there is yet no clear objective for these discussions.

At its meeting in Québec City, our Board of Directors will consider a paper which analyzes the possibility and implications of a graduated series of steps leading to ever

closer collaboration. It is expected that we can report further to the OAA Council meeting in September, after the next OAA Technology Program/AATO meeting and following the Board's consideration of these possibilities.

### **OAA Conference Events**

As always, this is a busy time of year for the OAA Technology Program staff. The student awards have gone well and we have an excellent group of winners. We are preparing for a Lunch 'n Learn as part of the Conference activities and our Board of Directors will have its first regular meeting since the AGM held in February.

Garry Neil  
Executive Director | Registrar

Canadian Architectural Certification Board  
Conseil Canadien de Certification en Architecture



CALA Regulator's Package APR 2019  
Item 5.0 - CACB Board Report

## Latest activities

Report prepared for the Canadian Architectural Licensing Authorities Meeting,  
Montréal, QC, April 27, 2019

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## 1. THE BOARD

### 2018-2019 CACB-CCCA Board

At its fall meeting in Jasper, AB, on November 16-17, 2018, the Board The Board welcomed newly elected Directors: Jennifer Corson, Carole Nadeau and Jason Johnston , and thanked those whose terms have ended: Odile Roy, Terrance Galvin and Rodney Kirkwood. As a result the 2018-2019 Board's Composition consists of:

- Simon Di Vincenzo <sup>OAA, PMP, MRAIC, LEED AP</sup> - PRESIDENT
- Scott M. Kemp <sup>Architect AIBC, FRAIC</sup> - VICE-PRESIDENT
- Jason Johnson <sup>DLR</sup> -SECRETARY
- Chris Young <sup>NSAA, MRAIC</sup> - TREASURER
- Anne Bordeleau <sup>OAQ</sup>
- Luke Andritsos <sup>OAA, AIA, RA (CA), NCARB, LEED AP BD+C, MRAIC</sup>
- Shane Williamson <sup>M.Arch, MRAIC</sup>
- Jen Carole Nadeau <sup>AANB, MRAIC</sup>
- Jennifer Corson <sup>NSAA</sup>
- Patrick Lefebvre

#### Next Meeting :

The CACB-CCCA 2019 spring meeting will be held in Charlottetown, PEI on June 7-8, 2019

## 2. OPERATIONS OVERVIEW

### 2.1 ACCREDITATION PROGRAM

#### 2.1.1 Accredited Professional Programs

In Canada, there are 11 [accredited professional degree-programs](#) in Architecture at the following Universities:

- University of British Columbia;
- University of Calgary;
- Carleton University;
- Dalhousie University;
- Université Laval,
- University of Manitoba;
- McGill University;
- Université de Montréal;
- Ryerson University;
- University of Toronto; and
- University of Waterloo.

#### 2.1.2 Accreditation Visits

Visits are generally held between February and March and the decisions are rendered at the spring meetings of the Board following the visits.

### 2019 Cycle:

This is the first year the 2017 edition of the Conditions and Terms for Accreditation and the Procedures for Accreditation was implemented. The three Maintenance Accreditation Visits were prepared and conducted accordingly. The Accreditation Decisions will be rendered at the Board meeting on June 7-8, 2019.

Program/School	Visit Type	Date	Accreditation Decision
M. Arch / Université Laval, Québec, QC	Maintenance	March 23-27, 2019	NA
M. Arch / Ryerson University, Toronto, ON	Maintenance	March 9-13, 2019	NA
M. Arch / University of Toronto, Toronto, ON	Maintenance	March 16-20, 2019	NA

### 2020 Cycle:

One Maintenance Accreditation Visit is planned for 2020 and one possible Focused Evaluation Visit.

Program/School	Visit Type	Date	Accreditation Decision
M. Arch / Université de Montréal, Montréal, QC	Maintenance	TBD	NA
M. Arch / Carleton University, Ottawa, ON	Focused	TBD	NA

### 2.1.3 Accreditation Training

Next Accreditation Training session is planned for October 2019 in conjunction with RAIC Festival. In the meantime a Pilot Training Session in French will be tested at Université de Montréal as soon as the training material is updated and translated into French.

The Accreditation Training Committee objective is to offer training sessions in both languages and to develop targeted /focused training sessions for CCUSA Members.

### 2.1.4 2020 CACB-CCCA Conference

The Board has appointed the 2020 CACB-CCCA Conference Committee to start planning the upcoming conference as a follow-up to its successful 2014 one. The Conference will be held in Halifax, NS, at the Lord Nelson Hotel, on October 2-4, 2019. Invitations to attendees will be sent soon while the Conference Committee will be finalizing the Conference's Theme and Sub-themes. A first face-to-face meeting was held in Toronto, ON, on April 6-7, 2019 in the presence and coordination of the facilitator. Work Plan and other steps are under development.

## 2.2 ACADEMIC CERTIFICATION PROGRAM

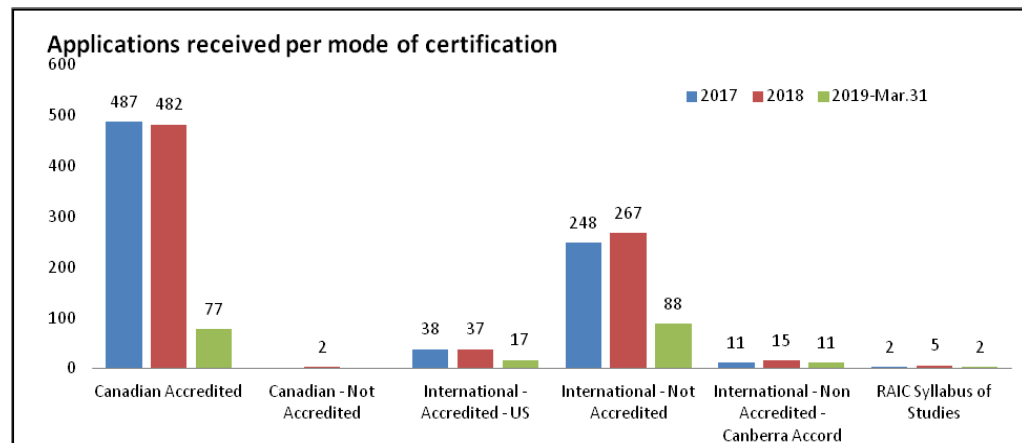
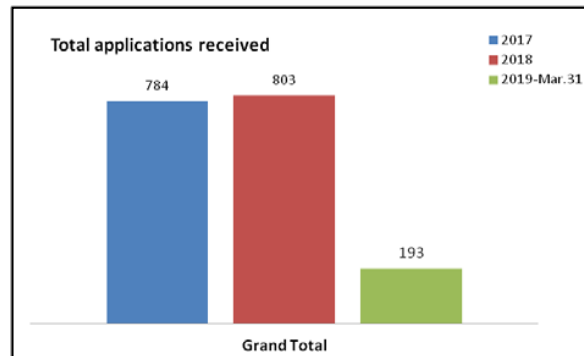
### 2.2.1 Statistic Highlights

#### 2.2.1.1 Applications Received

The total of applications received in 2018 (808) has increased by 2.79% in comparison to 2017 (786).

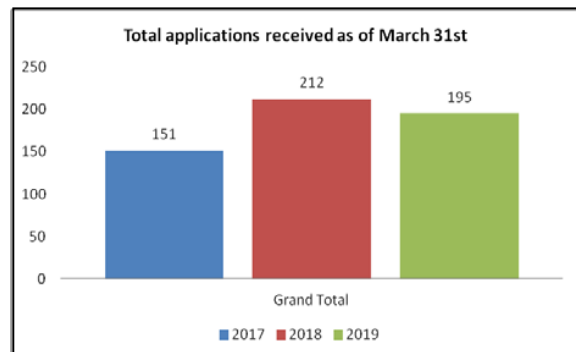
In 2019, as of March 31<sup>st</sup> (25% of the year), we received 195 applications.

This represents 24.13% of 2018 figures.

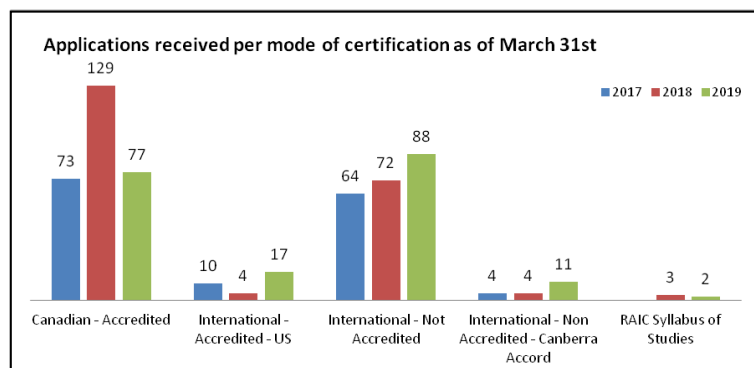


Over the years, applications received from Canadian Accredited mode of certification seem to be stable, while International Not-Accredited mode of certification (including Canberra Accord) tends to slightly increase.

Total number of applications received on March 31<sup>st</sup> of each year, suggests the probability of receiving, by the end of 2019, more applications than in 2018 in regard to international graduates (including Canberra Accord).



Canadian Graduates figures show higher numbers in 2018 than in 2019 because Automatic Certification Process is underway and more graduates lists are anticipated by the end of April.

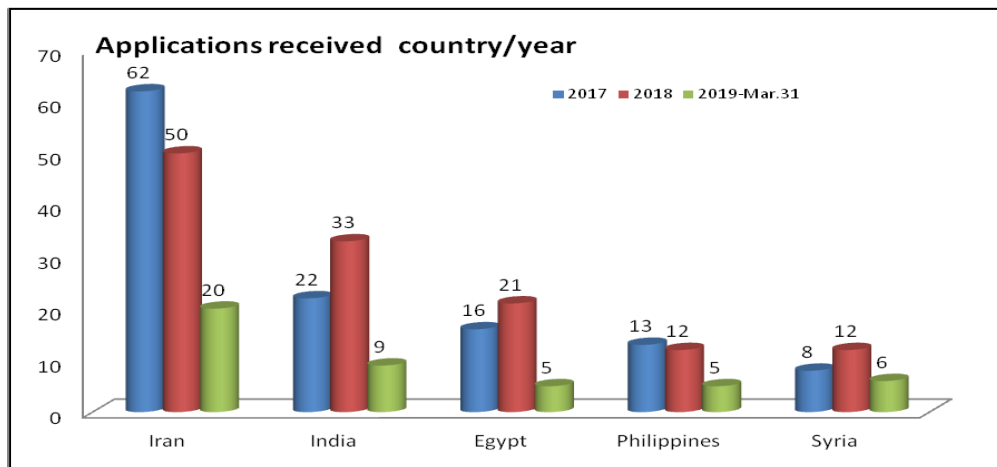
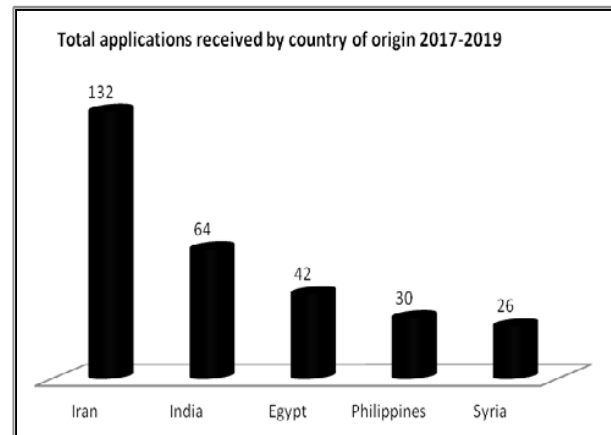


### 2.2.1.2 Country of Origin of Foreign Graduate Applicants

Top five countries of origin of applications received (including Canberra Accord Graduates):

Applications Received	2017	2018	2019 Mar.30
<b>640</b>	<b>259</b>	<b>282</b>	<b>99</b>
Top five countries of origin <b>294</b>	Iran: 62 India: 22 Egypt: 16 The Philippines: 13 Syria:8	Iran: 50 India: 33 Egypt: 21 The Philippines: 12 Syria:12	Iran: 20 India: 9 Syria:6 Egypt: 5 The Philippines: 5

Between 2017 and March 31<sup>st</sup> 2019, 640 applications have been received from International graduates (including Canberra Accord Graduates). Out of this number, Iran, India, Egypt, The Philippines, and Syria occupy the top five positions of the most applicants' Country of Origin received and represent 46% (294) of them.



Since 2016, we noticed a significant increase in applications received from graduates from Syria; 8 in 2017, 12 in 2018 and 6 as of March 31<sup>st</sup>2019.

## 2.2.2 Initiatives

### 2.2.2.1 Canadian Education Standard (CES) Review

The CES is still under review to ensure the requirements for individual Academic Certification are in alignment with the revised Student Performance Criteria for Accreditation of the new edition of the Condition sand Terms for Accreditation (2017 Edition). The CALA Standing Committee on CACB in charge of this review with an active collaboration from CACB.

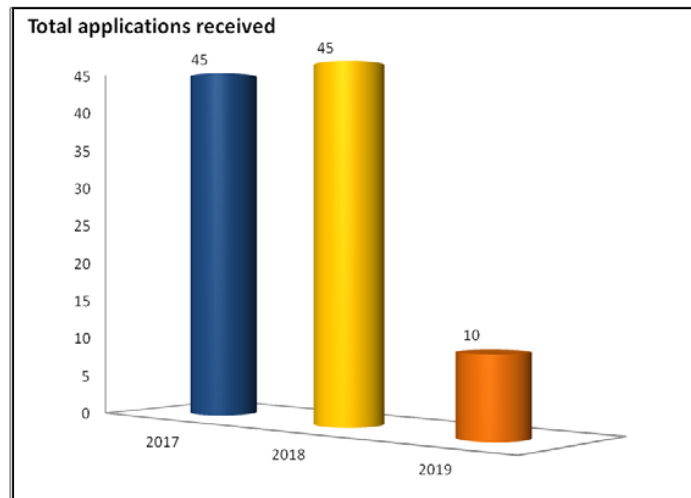
## 2.3 BEFA CERTIFICATION PROGRAM

### 2.3.1 Statistic Highlights

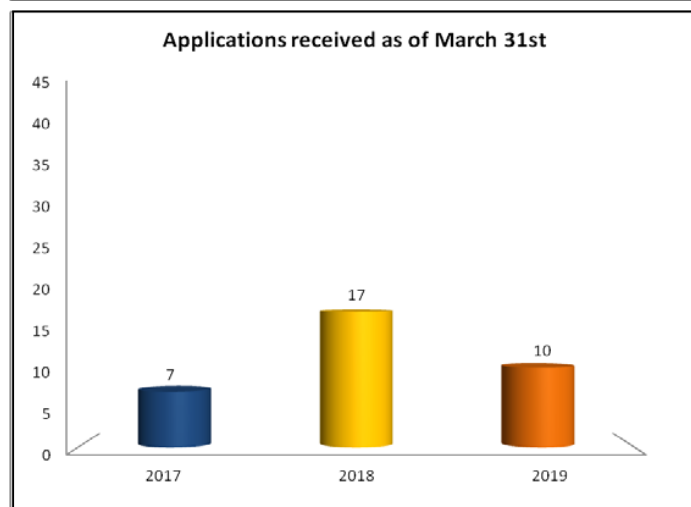
#### 2.3.1.1 Applications Received

As of March 31, a total of 10 new applications have been received at our office.

This represents less than 25% of the total new applications received in 2018 and 2017.



Based on the March 31<sup>st</sup> figures, it is hard to predict the total number of new applications to be received by the end of 2019.



#### 2.3.1.2 Country of Origin of BEFA Applicants

The top three countries of origin of applications received between 2017 and 2019:

Applications Received	2017	2018	2019 March 31
100	45	45	10
Top three countries of origin 47	Iran: 8 Egypt: 5 India: 4	Egypt: 16 Iran: 7 India: 3	Iran: 2 Egypt: 1 India: 1

45% of the 100 new applications received between 2017 and March 31, 2019 are from Egypt: 22, Iran: 17, and India: 8.

### 2.3.1.3 Candidates Certified

A total of 79 candidates have been granted BEFA Certification as of March 31, 2019:

- Alberta: 24.05%
- British Columbia: 22.78%
- Ontario: 27.84%
- Québec :12.65%

BEFA CERTIFICATION	JURISDICTION	CERTIFICATION
	AAA	19
	AIBC	18
	MAA	3
	NWTAA	1
	NSAA	4
	OAA	22
	OAQ	10
	SAA	2
	Total	79

### 2.3.1.4 Interview Sessions

4 Interview Sessions are scheduled for 2019:

- May 25<sup>th</sup>, in Toronto, ON;
- June 1<sup>st</sup>, in Vancouver, BC;
- November 23<sup>rd</sup>, in Vancouver, BC; and
- December 7<sup>th</sup>, in Toronto, ON

## 2.3.2 Initiatives

### 2.3.2.1 BEFA Program Review

BEFA Program has undergone a complete review under the leadership of the CALA Standing Committee and the full collaboration of CACB to identify shortcomings and improvements to be introduced. The results of the review will be being implemented after getting approved by CALA Members.

### 2.3.2.2 BEFA Assessors Training

A training Workshop was organized and hosted by the CALA Standing Committee with the participation of the CACB. The Workshop was held in Toronto, ON, on February 21 and 22, 2019, at Doubletree by Hilton, airport de Toronto.

48 participants have attended the workshop. 19 of them as newly appointed Assessors among whom, 5 (26%) were female.

In addition to receiving training on the operational aspects of the BEFA Program, attendees had the opportunity to observe a live interview.

### 3. INTERNATIONAL

#### 3.1 THE CANBERRA ACCORD

##### 3.1.1 Signatories

The Canberra Accord is made of eight signatories:

- CACB-CCCA (Canadian Architectural Certification Board-Conseil canadien de certification en architecture)-Canada
- NBAA (National Board of Architectural Accreditation) –China
- CAA (Commonwealth Association of Architects)
- HKIA (Hong Kong Institute of Architecture)-Hong-Kong
- KAAB (Korea Architectural Accrediting Board- (South Korea)
- ANPADEH (Acreditadora Nacional de Programas de Arquitectura y Disciplinas del Espacio Habitable)- Mexico
- SACAP (The South African Council for the Architectural Profession)
- NAAB (National Architectural Accrediting Board)-USA

Japan Accreditation Board for Engineering Education (JABEE) sits as Provisional signatory Member.

The Royal Australian Institute of Architecture (RAIA) has suspended its membership with the Accord since 2017.

##### 3.1.1.1 General Meetings.

The Secretariat has just confirmed that the next General Meeting will be held in Bloemfontein, South Africa, on 29-31 August 2019.

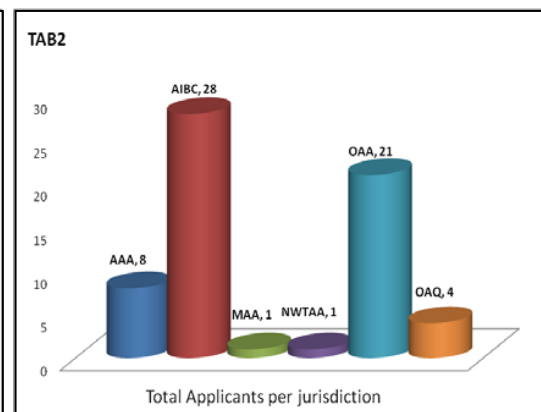
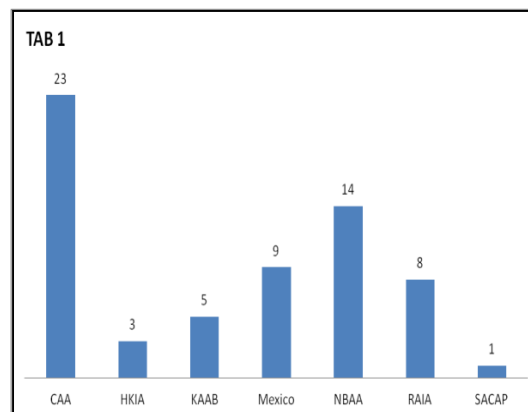
##### 3.1.2 Canberra Accord Implementation

The CACB-CCCA is highly interested in the level of implementation and reciprocity among signatories of the Accord in regard to Students and Graduates Portability as well as to Credential Assessment.

The CACB-CCCA has developed its procedures since 2012 and since then, a total of 63 applications from Canberra Accord Signatories' Graduates have been processed.

Tab1 shows the applications received per signatories between 2012 and as of March 31, 2019 and Tab 2 shows the Jurisdictions sought by the applicants to register in:

AIBC: 28, OAA: 21, AAA: 8, OAQ: 4, MAA: 1, NWTAA: 1.





## An Architecture Policy For Canada

Since 2016, a group of educators and practitioners have been developing a process to advance a national architecture policy for Canada.



By Lisa Landrum — On May 8, 2019



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*The Indian Residential School History and Dialogue Centre at the University of British Columbia, Vancouver, was completed by Alfred Waugh of Formline Architecture in 2018. This project exemplifies Waugh's synthetic approach to cultural sensitivity and environmental responsibility, and demonstrates the transformative potential of collaboration between federal government, First Nations communities, institutional leadership and architects. Photo by Andrew Latreille*

**INTERVIEW WITH** Lisa Landrum, with input from Darryl Condon, John Stephenson, Toon Dreessen

Since 2016, a group of educators and practitioners have been developing a process to advance a national architecture policy for Canada. They are now on-track to begin coast-to-coast consultations on the initiative—a key next step towards creating an official federal policy. Canadian Architect editor Elsa Lam interviewed Lisa Landrum, one of the working group members, to find out more about the initiative.

### What is a national architecture policy?

A national architecture policy is an aspirational document that shows how well-designed environments enhance social, cultural and economic well-being, and provides guidance to politicians, professionals and the public on how to achieve more sustainable, equitable and engaging communities. A national architecture policy empowers people to pursue positive change and sustainable growth. It informs public debate, influences legislation and inspires citizens

to create meaningful and resilient development amid climate change, rapid urbanization, threatened heritage, and other 21st-century challenges.

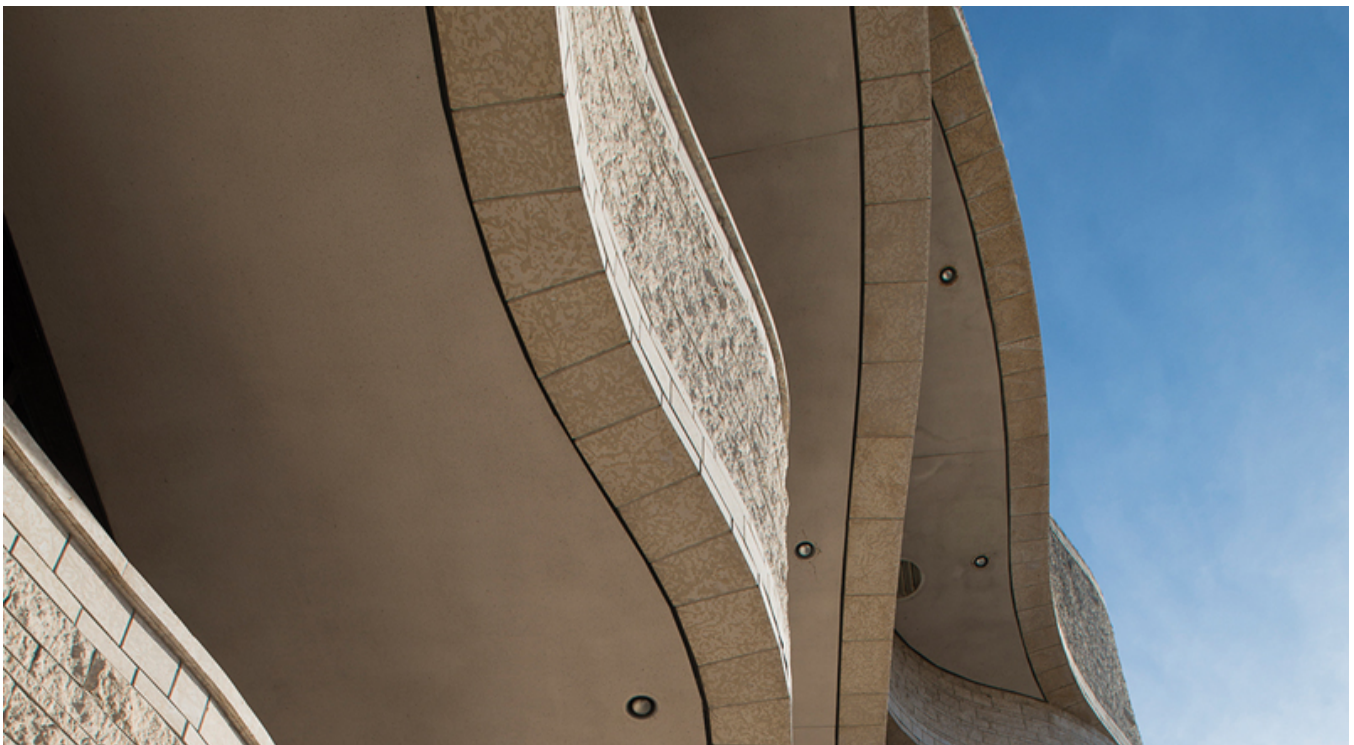
### **When did the initiative to create a national architecture policy for Canada get started?**

In October 2016, the Canadian Architectural Licensing Authorities (CALA) formed a working group to develop a process of engaging the public in a national conversation about the value of architecture. The desire to have this conversation grew from a variety of concerns—such as perceived public indifference toward the built environment, increased specialization, and the relatively low rate of incoming registered architects. CALA invited members of the Canadian Council of University Schools of Architecture (CCUSA) to participate.

In 2017, the conversation of this 10-person working group turned to national architecture policies. We reviewed existing policies of Denmark, Finland, Sweden, the Netherlands, and other European countries. We got excited! We recognized how these policies can serve as catalysts in creating a culture of design excellence by enhancing government support for quality architecture and public appreciation for well-designed environments. We realized that mobilizing an architecture policy for Canada would be an engaging and potentially rewarding way to have a public conversation about the value of architecture.

### **Who is involved at this point?**

This is a joint initiative of CALA, representing the provincial and territorial regulators; CCUSA, representing Canada's 12 university schools of architecture; and the RAIC. With complementary mandates to regulate, educate and advocate, this trio comprises an informed and inspiring voice to effectively move this initiative forward. We are also beginning to involve other participants, including individuals from the RAIC Indigenous Task Force, the Canadian Architecture Students Association, allied design and planning professionals, industry leaders, community activists, and public officials. Soon, everyone will have a chance to become involved through public consultations and a new interactive website to be launched soon.





*The Canadian Museum of History (formerly Museum of Civilization) in Hull, Quebec, sits across from Ottawa's Parliament Hill. Douglas Cardinal's design of this national museum remains an important symbol for contemporary Indigenous design and organic architecture, integrating beauty, balance and harmony. Completed in 1989, the structure was also a forerunner in the profession for using computer-aided design to generate its curvilinear complex forms. Canadian Museum of History, IMG2013-0099-0065-DM*

### **How is a national architecture policy different from the building codes and regulations that are already in place?**

Whereas a building code stipulates minimum enforceable technical standards, an architecture policy sets forth ambitious goals and calls to action with compelling arguments, images and case studies. An architecture policy considers social and cultural benefits that extend well beyond the footprint of individual buildings. It aims to establish a shared, yet open, vision for what constitutes “quality” in the built environment. This is no easy task. To begin, we have prepared a framework for understanding quality architecture in relation to place, people, prosperity and potential. These four themes are intended to orient conversations about architecture’s manifold significance and impact on things like regional identity and cultural vitality; individual and collective well-being; sustainable

urbanism and environmental stewardship; as well as the role of creative research, innovation, education and global partnerships in bolstering architecture's potential.

### **Does Quebec have a provincial policy similar to this already?**

Québec has a roadmap for adopting a policy. In 2018, the Ordre des architectes du Québec (OAQ) published *White Paper for a Quebec Policy on Architecture: Support, Vision, Milestones* ([www.oaq.com/lordre/pqa.html](http://www.oaq.com/lordre/pqa.html)). This document, which results from four years of research and consultations, calls on a range of provincial ministries to form unified strategies that incentivize design excellence and raise awareness of best practices in Quebec. In April of this year, the Minister of Culture and Communications, together with the Minister of Municipal Affairs and Housing, announced that they are beginning to work with the OAQ to develop a Québec Architecture Strategy based on the document.

### **What other countries have architecture policies, and what effects have they had?**

About 30 countries have already adopted or are developing a national architecture policy. In the 1990s, policies proliferated across Scandinavia. Supported by these documents, Denmark, Finland, Norway, Sweden and the Netherlands are now each recognized for distinctive design and for fostering resilient cities and healthy, happy citizens. In the last 15 years, at least 18 more European countries, from Northern Ireland to the Republic of Slovenia, have created similar policies.

In some cases, as in the Netherlands, an architecture policy led directly to the creation of new cultural institutions, local architecture centres, and government funding programs for design competitions and research on the built environment. An architecture policy in New South Wales, Australia, led to the creation of guidelines for better heritage protection. The greatest effect is the cultivation of public understanding about architectural value, which ideally leads to better decisions about the built environment.

### **How would a national architecture policy help Canadian architects in their day-to-day work? How would it benefit the built environment in Canada?**

An architecture policy will not magically make architects' day-to-day work easier or more lucrative, but it would provide a shared framework to talk to clients, consultants, other stakeholders, and to each other about why design matters. It would help foster a more visionary outlook and a greater sense of collective purpose among everyone who contributes to designing, building and preserving the built environment.

An architecture policy can help create buildings and public spaces that are more culturally vibrant and environmentally responsible. Through calls to action and design principles, a policy would guide decision-makers at all levels of government on long-term investments.

### **Would a national architecture policy affect procurement—for instance, in compelling public agencies to shift from lowest-bidder procurement towards a quality-based-selection model?**

While the intent of the policy is not directed at procurement, we anticipate an indirect positive effect on these types of issues. The policy would foster understanding about architectural value in ways that go beyond the lowest-bid as the deciding factor.

Procurement processes are intended to ensure that public goods and services are procured in a competitive, open and transparent environment, delivering the best value to taxpayers. An architecture policy will help politicians and the public understand what “best value” in architecture and architectural services entails in a more holistic manner.

**Would this policy help Canadian architects to work abroad?**

An architecture policy would celebrate Canadian design successes, thereby helping Canadian architects position themselves on the world stage. A policy would lead to more international recognition for Canadian architects and greater global appreciation for Canadian design expertise. The policy may include calls to action that prompt governments to incentivize participation of Canadian architects in international design competitions or subsidize Canadian contributions to international venues where design talent is on display, such as the Venice Biennale.



*KPMB Architects' Manitoba Hydro Place was North America's first large-scale office tower to achieve LEED Platinum certification. It is the third most energy-efficient large-scale building in the world, with a 77% energy reduction over a typical building of its size. Features include six-storey winter gardens that act as "lungs" to pre-treat air entering the building, and 78-foot indoor waterfalls that regulate humidity levels. The building makes use of solar and wind energies harnessed from Winnipeg's unusual abundance of sunshine and gusting south winds. Photo by Gerry Kopelow, courtesy KPMB Architects*

## **What are the other benefits of a national architecture policy? What are its potential pitfalls?**

There are social benefits, such as stronger communities that care for their neighbourhoods because they are more informed and involved in their design. Other benefits may include bolstering local pride; generating tourism; attracting foreign investment; stimulating economies; advancing research; and inspiring the next generation of designers and thought leaders. One of the most important benefits for Canada is that an architecture policy could assist in developing Indigenous design and planning principles and help to advance calls to action established by the Truth and Reconciliation Commission of Canada.

Pitfalls? Architecture, as we know, is political. An architecture policy is inherently political. The initiative will need to be steered in a way that maintains a spirit of listening and openness, aiming always for the public good. Another challenge will entail balancing specificity and generality, and ensuring the policy is not focused only on big city issues. While sustainable urbanism is important, so, too, is the responsible development and dignity of northern and remote communities. Ideally, an architecture policy would be adaptable to Canada's diverse geographies, climates and cultures. The initiative must also resist being a policy contrived narrowly by and for architects. The built environment is created by diverse multi-disciplinary teams working in collaboration. An architecture policy must be informed by a range of disciplines and stakeholders.

## **What is the cost of this undertaking, and who is funding it?**

To date, CALA, CCUSA and RAIC have supported travel and related costs for their working group members, who are from different parts of Canada and volunteering their time, to get together to brainstorm, review existing policies, discuss strategic planning, and draft discussion papers. Upcoming consultation sessions will be aligned with various conferences and events hosted by provincial regulators and the RAIC. We continue to seek other sources of funding to expand the consultation.


## **What are the next steps in this initiative? What is the timeline?**





The immediate next step is to start spreading the word and soliciting feedback. Some provincial architectural associations will include the initiative on their agendas for upcoming meetings and conferences. The first session, hosted by SAA, took place in Regina on May 3rd. The AIBC is hosting consultations in May and June. The Ontario Association of Architects has a plenary session and workshop on the policy in its upcoming conference, May 22-24 in Quebec City. The NSAA is hosting a session on May 30th in Halifax. The RAIC festival in Toronto, from October 26-30, includes a plenary session on the project. Beyond this, we anticipate a series of events at some of the university schools of architecture in the 2019-20 academic year.

The steering committee is currently working with consultants to create a website and organize broader public consultations in the year ahead. Input from these consultations will help refine the tone and tenets of a declaration document calling for an architecture policy for Canada. If all goes well, such a declaration will be shared in October 2020. Concurrent steps will also involve identifying local and regional champions to endorse and advocate for the initiative.

We encourage all members of the profession to get involved by participating in local consultations and welcome the involvement of local design advocacy groups. We hope that everyone with a stake in the built environment will seize this opportunity to have a much-needed discussion about the future of architecture in Canada.

*Lisa Landrum is Associate Dean (Research) in the Faculty of Architecture at the University of Manitoba.*

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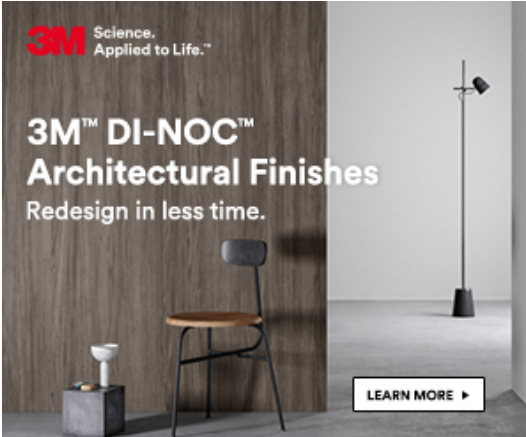
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