



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:

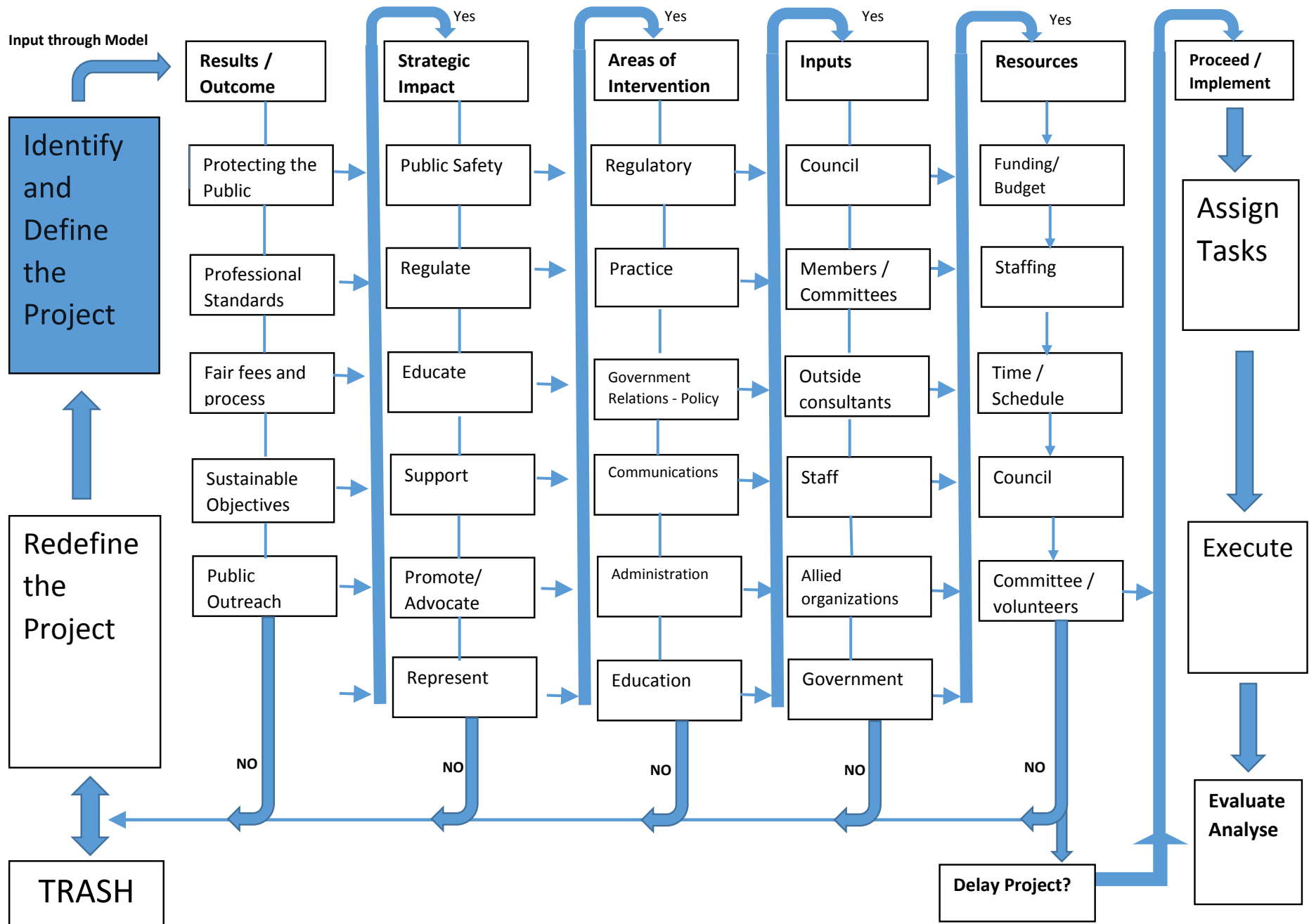
To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.

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

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 January 23, 2020 at approx. 11:00 a.m.

Meeting # 265

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 December 13, 2019 Open Council Meeting (*see attached*)

3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

- | | | |
|-----|--|--------------------------------------|
| 4.1 | Election of Officers (<i>oral</i>) | Registrar |
| 4.2 | Ontario Association for Applied Architectural Sciences (OAAAS) – Annual Presentation and Review of Motions for Upcoming Founder's Meeting (<i>see attached – presentation at 1:30pm</i>) | OAAAS President & Executive Director |
| 4.3 | Appointment to Complaints Committee (<i>oral</i>) | Registrar |
| 4.4 | Appointment to Practice Resource Committee (<i>oral</i>) | President |
| 4.5 | Canadian Architectural Licensing Authorities (CALA) – Canadian Standard of Competency for Architects – Revised (<i>see attached</i>) | Executive Director |
| 4.6 | Canadian Architectural Licensing Authorities (CALA) – Canadian Education Standard (CES) for Architects – Revised (<i>see attached</i>) | Executive Director |

EXECUTIVE COMMITTEE REPORTS

- | | | |
|-----|---|---------------------------|
| 5.1 | Report from the President | President |
| | 5.1.a Activities for the months of December-January (<i>see attached</i>) | Executive Director |
| | 5.1.b Report from Executive Director (<i>see attached</i>) | |
| | 5.1.c Building Committee Update (<i>see attached</i>) | OAA Building Committee |
| | 5.1.d Governance Committee Update (<i>oral</i>) | |
| | 5.1.e OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update (<i>oral</i>) | |
| 5.2 | Report from the Senior Vice President and Treasurer | SVP and Treasurer |
| | 5.2.a Comprehensive Education Committee Update (<i>oral</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>oral</i>) | |
| 5.4 | Report from Vice President Communications | Vice President Azadeh |
| | 5.4.a Report from the Communications Committee (<i>see attached</i>) | |
| 5.5 | Report from Vice President Regulatory | Vice President Regulatory |

Open Council Agenda

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

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|-----|---|-------------------------|
| 5.6 | Report from Vice President Practice | Vice President Practice |
| | 5.6.a Report from Vice President Practice (<i>see attached</i>) | |
| | 5.6.b Update re. Practice Advisory Services Activities (<i>see attached</i>) | |
| | 5.6.c Report from the Sustainable Built Environment Committee and Update on 2030 Toronto District (<i>see attached</i>) | President |

6.0 ITEMS FOR DISCUSSION

- | | | |
|-----|---|-----------|
| 6.1 | Proposed Actions to Address Climate Change Crisis (<i>oral</i>) | President |
|-----|---|-----------|

7.0 ITEMS FOR INFORMATION

- | | | |
|-----|---|---------------------------------|
| 7.1 | 2019 Annual Society Visits Report (<i>see attached</i>) | President |
| 7.2 | Society Annual Reports 2019 (<i>see attached</i>) | Vice President Azadeh |
| 7.3 | Society Updates (<i>oral</i>) | OAA Council Society
Liaisons |

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

- | | |
|-----|---|
| 9.1 | The next regular meeting of Council is Thursday March 5, 2020 at 9:30 a.m. at the OAA, 111 Moatfield Drive, Toronto, Ontario. |
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The annual Council Priority Setting Session is scheduled for Thursday, February 6, 2019 afternoon/evening and Friday, February 7, 2019 at the OAA, 111 Moatfield Drive, Toronto.

10.0 ADJOURNMENT

Ontario Association of Architects

Meeting #264 Open

MINUTES

December 13, 2019

The two hundred and sixty fourth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Friday December 13, 2019 at the OAA Headquarters, Toronto, Ontario.

Present:	Kathleen Kurtin Walter Derhak Mélisa Audet Amir Azadeh J. Gordon Erskine David Sin John Stephenson J. William Birdsell Donald Chen Barry Cline Jeremiah Gammond Jeffrey Laberge Agata Mancini Elaine Mintz Sarah Murray David C. Rich Susan Spiegel Alberto Temprano Nedra Brown Kristi Doyle Christie Mills Tina Carfa	President Senior Vice President and Treasurer Vice President Regulatory Vice President Communications Vice President Strategic Vice President, Practice Immediate Past President Councillor Lieutenant Governor in Council Appointee Councillor Councillor Councillor Councillor Lieutenant Governor in Council Appointee Councillor Councillor Councillor Councillor Registrar Executive Director Deputy Registrar Executive Assistant, Executive Services
Regrets:	Magid Youssef	Councillor
Guests:	Donald Ardiel Paul Hastings Natasha Krickhan Milda Miskinyte Andrew Thomson Settimo Vilardi Alec Milne	Incoming Councillor Incoming Councillor Incoming Councillor Incoming Councillor Incoming Councillor Incoming Councillor Principal, Framework Partners Inc. (<i>part attendance</i>)

The President called the meeting to order at 12:45pm.

Alec Milne joined the meeting at 12:45pm.

Incoming Council members, Ardiel, Hastings, Krickhan, Miskinyte, Thomson, and Vilardi were extended a welcome to the meeting by the President. It was noted that these incoming members would be attending the meeting as observers.

The Immediate Past President 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.

No conflicts of interest were declared.

AGENDA APPROVAL

8842. The President noted that no items would be added to the agenda:

It was moved by Birdsell and seconded by Audet that the agenda be approved as circulated.

-- CARRIED

The President introduced Alec Milne of Framework Partners Inc. to the meeting to report on the findings of the 2019 Member Survey.

8843. 2019 Member Survey (*oral*)

Milne reported on the results of the member survey.

It was noted by Milne that general member satisfaction was up 25% since the last survey in 2011. Members are generally thought leaders and seek a relationship with the OAA. With respect to age distribution, most of the respondents are in mid part their careers. Early adopters of new ideas/concepts are somewhat on the low side of the spectrum.

Doyle noted that the Practice survey will be going out on January 14 and the results only reflect the survey of individual members and interns.

Milne suggested that for best results and tracking capability that there be more frequent surveys but shorter in length.

Doyle noted that further details will be available in February for analysis at the Priority Planning Session. It was suggested that the information be shared with other committees and the members at large. A full report will be provided to the members.

The President thanked Milne for the presentation.

Milne left the meeting at 1:35pm.

Doyle indicated that both survey results will be key in assisting Council with policy direction and programming into the future. It was suggested by a member of Council that the Association of Registered Interior Designers of Ontario (ARIDO) may benefit from a similar survey before finalizing the regulation of interior design under the *Architects Act*.

APPROVAL OF MINUTES

8844. *Reference Material Reviewed:* Draft minutes of the November 7, 2019 Open Council meeting.

The draft minutes of the November 7, 2019 Open Council meeting were reviewed.

A member of Council noted that under minute number 8828, fifth paragraph from the bottom the sentence be changed to read "...noting that the mentorship stories were launched on the OAA BIOAaG" which substitutes "mentorship" from "SHIFT".

LGIC Mintz noted that she was present for both the in camera and open meeting and as such, her name be added to the attendees' list.

It was moved by Mintz and seconded by Rich that the minutes of the November 7, 2019 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8845. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

8846. Appointments to Complaints Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Audet and seconded by Mancini that the following individuals be appointed to the Complaints Committee effective January 1, 2020:

Three-year term

**Stewart N. Adams
Isabelle Massicotte**

**Donata Delano
Reza Sadeghi**

One-year term

Jose M. Castel-Branco

-- CARRIED

8847. Appointments to Discipline Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Audet and seconded by Mancini that Eddie Edmundson be appointed and Rick Bruynson be reappointed to the Discipline Committee each for a three-year term effective January 1, 2020.

-- CARRIED

8848. Appointments to Experience Requirements Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Audet and seconded by Mancini that Giuseppe Iozzo be appointed; and, Monica Aggarwal and Suzanne Graham be reappointed to the Experience Requirements Committee each for a three-year term effective January 1, 2020.

-- CARRIED

8849. Appointment to Registration Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Audet and seconded by Mancini that Brigitte Ng be appointed to the Registration Committee for a three-year term effective January 1, 2020.

-- CARRIED

8849. Appointments to the Practice Resource Committee (*oral*)

The Vice President Practice reported.

It was moved by Sin and seconded by Laberge that David Colussi and Wendy Yu be appointed for a three-year term; and, Sara Jordao be appointed for a two-year term to the Practice Resource Committee effective January 1, 2020.

-- CARRIED

8850. Appointments to the Sub-Committee on Building Codes and Regulations (SCOBCAR) (*oral*)

The Vice President Practice reported.

It was moved by Sin and seconded by Laberge that Kelly Yang Jin be appointed and George Christoff be reappointed to the Sub-committee on Building Codes and Regulations each for a three-year term effective January 1, 2020.

-- CARRIED

8851. Appointments to the Sustainable Built Environment Committee (SBEC) (*oral*)

The President reported.

It was moved by Sin and seconded by Laberge that the following individuals be appointed to the Sustainable Built Environment Committee for a three-year term effective January 1, 2020:

**Mae Shaban Erik Skouris
Geoff Turnbull**

-- CARRIED

8852. Appointment to the Policy Advocacy Coordination Team (PACT) (*oral*)

The Vice President Strategic reported.

It was moved by Erskine and seconded by Birdsell that Toon Dreessen be appointed to the Practice Advocacy Coordination Team for a three-year term effective January 1, 2020.

-- CARRIED

8853. Appointments to the Communications Committee (*oral*)

The Vice President Communications reported.

It was moved by Azadeh and seconded by Stephenson that Carl Knipfel and Arezoo Talebzadeh be appointed; and, Joel Leon be reappointed to the Communications Committee each for a three-year term effective January 1, 2020.

-- CARRIED

8854. Appointments to the Interns Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Audet and seconded by Azadeh that Saman Solemiani-Deilamani be appointed and Diane Schunk reappointed to the Interns Committee each for a three-year term effective January 1, 2020.

-- CARRIED

8855. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Walter Derhak, President, Kathleen Kurtin, and Councillors, Agata Mancini, Jeffrey Laberge, and Susan Speigel dated December 4, 2019 re. Report on the process of selecting Continuing Education sessions for the OAA Conference 2020 and attached background information. **(APPENDIX 'A')**

The President reported that of the 125 proposals, 72 were selected based on the criteria outlined in the report.

It was moved by Mancini and seconded by Erskine that the roster of Continuing Education sessions for the 2020 OAA Conference be approved as circulated.

-- CARRIED

8856. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated December 3, 2019 re. Conference 2020 Update and attached background information. **(APPENDIX 'B')**

The Vice President Communications reported.

It was moved by Azadeh and seconded by Stephenson that the roster of tours for the 2019 OAA Conference be approved as circulated.

-- CARRIED

EXECUTIVE COMMITTEE REPORTS

8857. *Reference Material Reviewed:* Activities for the Months of November-December. **(APPENDIX 'C')**

The President reported that the society visits are now complete, adding that she would like to consider changes to the tour of societies in order to make better use of time and resources.

The report was noted for information.

8858. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated December 2, 2019 re. Update on Activities of the Executive Director. **(APPENDIX 'D')**

Doyle reported that Pro-Demnity Insurance Company (ProDem) is putting a call out for a member-at-large on the Board. It has been requested that Council solicit candidates it may deem appropriate for the position where possible.

It was noted by Doyle that the Manager, Finance, Melanie Walsh is in the process of updating the OAA insurances. She and Walsh also met with the new CIBC account manager recently to review all of the existing

Doyle noted that the QBS renewal RFP was circulated in the last OAA News. No responses have been received and therefore there may be a need to reconsider it in the New Year.

A member of Council asked if there would be additional follow up to the submission that the OAA made to the Ministry of Municipal Affairs and Housing regarding transformation of building code services in Ontario. It was noted that the societies are encouraged to reach out to the Ministry with their concerns as well.

Doyle noted that a request has gone out to arrange a meeting with the Minister.

The report was noted for information.

8859. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated December 3, 2019 re. Update from the OAA Building Committee. **(APPENDIX 'E')**

Doyle reminded that the project budget tracker was reviewed at the last meeting of Council which included construction and soft costs. It was confirmed that the project is approximately \$1.68 million over the original budget as established. Changes to the scope of work which included building department initiated, client initiated, unforeseen conditions, etc. were contributing factors. Doyle noted that the majority of the total project costs have been paid with approximately \$698,290 outstanding. Some of the work remaining includes solar panels, outside repairs, blinds, and bird-friendly measures. There is approximately \$100,000 to go toward sprucing up the building in repairs to be ready for the grand reopening in the Spring. In order to address the outstanding amount an additional \$361,000 in funding is required outside of the approved financing and capital reserve. It was suggested that this could be covered by transferring 2019 surplus into reserves.

Doyle noted that there is a need to implement a capital maintenance plan going forward. Council is being asked to consider a transfer of up to \$400,000 to capital reserve in January, pending the final amount.

It was moved by Stephenson and seconded by Derhak that Council approve the transfer of up to \$400,000 from the anticipated 2019 surplus to the capital reserve.

-- CARRIED

8860. *Reference Material Reviewed:* Memorandum from the Governance Committee dated December 5, 2019 re. Update to Council on meeting of Governance Committee. **(APPENDIX 'F')**

It was reported by the President that a Council knowledge skills matrix will be circulated to Council in the New Year. The purpose is to identify strengths and weaknesses which, in turn, will determine the type of individual to encourage to run for Council.

The President noted that the search for a new Registrar will commence in January.

The report was noted for information.

8861. OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update (oral)

Doyle reported that the meeting with the Attorney General has been postponed due to the Attorney General himself cancelling the meeting. Work is ongoing with ARIDO to create a briefing note to accompany the comprehensive package which will focus on the provincial government's five pillars. The meeting will be rescheduled in the new year.

The update was noted for information.

8862. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated December 4, 2019 re. Update from the Comprehensive Education Committee. **(APPENDIX G')**

The Senior Vice President and Treasurer reported that the Committee recently held its inaugural meeting. It was a positive meeting with diverse views. The themes and an agenda was introduced with the day wrapping up with a workshop.

It was noted by the Senior Vice President and Treasurer that the Committee look at all levels of education from primary through to university as well as professional programs. The Committee will continue to look at prior efforts, resources on hand and shoring up educational interests. The next meeting is scheduled for January.

The report was noted for information.

8863. *Reference Material Reviewed:* Memorandum from the Vice President Strategic, Gordon Erskine dated December 1, 2019 re. Update on the Activities under the Vice President Strategic Portfolio and attached background information. **(APPENDIX 'H')**

The Vice President Strategic reported.

The report was noted for information.

8864. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated December 2, 2019 re. Update on Appeal of Harmonized Zoning By-law and attached background information. **(APPENDIX 'I')**

Doyle reported that a request for additional funding for the appeal was sent to Council via e-mail earlier due to an impending deadline. A motion to ratify the decision is being requested.

Following the request for funding, notice has been since received that a member of the Board is retiring; now pushing forward the case to March.

It was moved by Erskine and seconded by Mancini that Council ratify the decision to allocate an additional \$21,000 to the appeal of the Harmonized Zoning By-law to be drawn from 2020 policy contingency.

-- CARRIED

8865. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated November 29, 2019 re. Communications Committee Update. **(APPENDIX 'J')**

The Vice President Communications reported that the recent SHIFT event in Toronto was well attended.

It was noted by the Vice President Communications that there has been some discussion regarding the inclusion of a volunteer appreciation event for Conference as well as the incorporation of a VIP Lounge.

The Vice President Communications note that the Website is progressing adding that some delays in iMIS integration as well as additional consultation has moved the completion forward to April 8.

It was indicated by the Vice President Communications that the logo refresh remains on target with an anticipated launch date of Spring 2020.

The report was noted for information.

8866. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated December 3, 2019 re. Vice President Regulatory – December 2019 Report and attached background information. **(APPENDIX 'K')**

The Vice President Regulatory reported that the Interns Committee last met November 28. Included in the report are presentations from this year's Royal Architectural Institute of Canada (RAIC) Festival attendees.

It was noted by the Vice President Regulatory that this marks the second year that mentorship stories have been published on the BIOOAg, adding that the mentorship sub-committee is in the process of finalizing the mentorship guidebook. The student outreach sub-committee is arranging a student/practitioner event to be held at Waterloo.

The report was noted for information.

8867. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated November 27, 2019 re. Activities under the Registrar – October 23, 2019 through November 27, 2019. **(APPENDIX 'L')**

The Vice President Regulatory reported that member growth of 229 occurred over this past reporting period, as well, 67 new interns joined.

The Vice President Regulatory expressed her thanks to Council and staff for being a part of her time on Council.

The report was noted for information.

8868. *Reference Material Reviewed:* Memorandum from Vice President Practice, David Sin dated November 29, 2019 re. Practice Resource Committee (PRC) and Practice Advisory Services (PAS) Update and attached background information. **(APPENDIX 'M')**

The Vice President Practice reported that work with respect to the Coordinating Professional Sub-Committee has slowed due to a few fundamental issues.

It was noted by a member of Council that the Professional Engineers of Ontario's (PEO's) concerns have been identified with respect to their interest and that on behalf of the public. They have disagreed to the term Prime Consultant based on commercial reasons.

The report was noted for information.

8869. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated November 29, 2019 re. Sustainable Built Environment Committee (SBEC) Update and attached background information. **(APPENDIX 'N')**

The President reported.

The report was noted for information.

8870. *Reference Material Reviewed:* Memorandum from Vice President Practice, David Sin dated November 29, 2019 re. Proposed Changes to the National Building Code and attached background information. **(APPENDIX 'O')**

The Vice President Practice reported that SCOBCAR has submitted its feedback with respect to changes to the National Building Code proposed. The draft submission is attached.

It was moved by Sin and seconded by Birdsell that the recommended response as prepared by the Sub-Committee on Building Codes and Regulations (SCOBCAR) to the National Codes consultation be approved and staff be directed to submit the responses on behalf of the OAA.

-- CARRIED

ITEMS FOR DISCUSSION

8871. OAA/PEO Joint Sub-Committee re. Coordinating Licensed Professional Updated Guideline (*oral*)

The item was discussed under minute number 8868.

ITEMS FOR INFORMATION

8872. Reconciliation Workshop Update (*oral*)

The Immediate Past President reported that he has finalized a list of volunteers for the Workshop. A request has been made for volunteers from Comprehensive Education Committee, PACT, and the Vice President Regulatory.

It was noted by the Immediate Past President that a conference call of the group will be arranged for January.

The update was noted for information.

8873. *Reference Material Reviewed:* Canadian Architectural Certification Board (CACB) Report re Latest Activities dated October 27, 2019. **(APPENDIX 'P')**

The report was noted for information.

8874. Society Updates (*oral*)

There have been no further updates since the last meeting of Council.

OTHER BUSINESS

8875. There was no other business.

DATE OF NEXT MEETING

8876. The next regular meeting of Council is Thursday January 23, 2020 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

The President thanked outgoing Councillors Audet, Derhak, Sin, Stephenson, Temprano, and Youssef on behalf of Council for hard their work and support during their tenure on Council and spoke in detail about each one's accomplishments. Each outgoing member present spoke, reflecting on their time on Council.

ADJOURNMENT

8877. It was moved by Mintz and seconded by Audet that the meeting be adjourned at 3:10 p.m.
-- CARRIED UNANIMOUSLY

President

Date



Ontario Association of Architects

FOR COUNCIL MEETING January 23, 2020 (open) ITEM: 4.2
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Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Kristi Doyle, Executive Director

Date: January 10, 2020

**Subject: Ontario Association for Applied Architectural Sciences (OAAAS)
Annual Meeting of the Founder**

Objective:

To receive the annual presentation from the Executive Director and President of the OAAAS, the official Technology Program of the Ontario Association of Architects.

To consider a recommendation with respect to the following items that are required to be dealt with at the Annual Meeting of the Founder of the OAAAS.

- Approval of Election of Board of Directors
- Appointment of the President of OAAAS
- Appointment of the Treasurer of OAAAS
- Appointment of the Executive Director/Registrar of OAAAS
- Appointment of the Secretary of OAAAS
- Approval of Financial Statements
- Appointment of the Accountants for OAAAS

Background:

The President of the OAAAS will be attending the January 23 Council meeting (the Executive Director of OAAAS to attend electronically) to provide an annual update on the activities of OAAAS. In addition, the resolutions to be considered at the Annual Meeting of the Founder will be considered. The OAA is the sole founder of OAAAS.

In accordance with By-law No. 1 of the OAAAS, an annual meeting of the Founder of the Association must be held each year. The annual meeting of the Founder for 2020 will be held on February 6, 2020. The purpose of the Annual Meeting is to deal with those items listed above under 'Objective'.

It is also the responsibility of the Founder to vote on the resolutions that will be brought forward at the OAAAS Annual Meeting on February 9 which are outlined in the attached resolutions from the Board. It is requested that Council review the motions contained under the 'Action' item below that reflect those items that must be dealt with in the course of the AGM (see attached draft agenda). With approval from Council these motions will be brought forward as resolutions at the AGM and will proceed in the affirmative, subject to Council's approval.

It is noted that the audited Financial Statements for the OAAAS for 2019 are being finalized and will be distributed at the meeting on January 23.

It is also necessary for the Council to appoint an individual to act on behalf of the OAA at the Annual Meeting of the Founder and execute the resolutions based on the recommendations of the OAA Council as noted above. It is suggested that the 2020 OAA President be given that direction.

Action:

Council is asked to consider approval of the following motions with respect to resolutions that will be considered by the Founders of OAAAS on February 6, 2020 as recommended by the OAAAS Board of Directors.

Minutes of AGM February 7, 2019

It was moved by and seconded by that the minutes of the Annual General Meeting (Founder's Meeting) held on February 7, 2019 be approved.

Election of the OAAAS Board of Directors

It was moved by ... and seconded by ... that the proposed slate be appointed to the OAAAS Board of Directors.

Two-year term expiring in 2022:

Christina Facey, Lic.Tech.OAA

Francis Guanlao, Lic.Tech.OAA

(OAA Council Representative – *to be determined*)

The term of the following Directors expires in 2021:

Jamie Kuhl, Lic.Tech.OAA

Rick Mateljan, Lic.Tech.OAA

Jeremiah Gammond, Lic.Tech.OAA (OAA Council representative)

John Romanov, OAA (OAA representative)

Nicola Russo, Lic.Tech.OAA (OAA representative)

Acceptance of Nomination For President

It was moved by.... and seconded by..... that Rick Mateljan be elected President of the OAAAS to serve until the 2021 AGM.

Acceptance of Nomination for Treasurer

It was moved by..... and seconded by..... that John Romanov be appointed Treasurer of the OAAAS to serve until the 2021 AGM.

Acceptance of Nomination for Secretary

It was moved by.... and seconded by..... that Garry Neil be appointed Secretary for the OAAAS to serve until the 2021 AGM.

Acceptance of Nomination for Executive Director/Registrar

It was moved by..... and seconded by..... that Garry Neil be appointed OAAAS Executive Director/Registrar of the OAAAS to serve until the 2021 AGM.

Acceptance of 2019 Financial Reports

It was moved by..... and seconded by..... that the Financial Statements and Review Engagement for the fiscal year 2019 prepared by BDO Dunwoody LLP be approved.

Acceptance of Appointment of Accountant

It was moved by.... and seconded by..... that BDO Dunwoody LLP be appointed as accountants to complete a Review Engagement of OAAAS for the 2019 fiscal year for a fee not to exceed \$6,000.



ANNUAL GENERAL MEETING 9 / FOUNDER'S ANNUAL MEETING 9

**February 6, 2020
OAA Conference Room**

AGENDA

- | | | |
|------|--|---------------|
| 1.0 | Minutes of AGM 8 (Founder's Annual Meeting 8) – February 7, 2019 | |
| 2.0 | Registrar's Report | Garry Neil |
| 3.0 | Election of Board of Directors | Rick Mateljan |
| 4.0 | Appointment of President | Rick Mateljan |
| 5.0 | Appointment of Treasurer | Rick Mateljan |
| 6.0 | Appointment of Executive Director Registrar | Rick Mateljan |
| 7.0 | Appointment of Secretary | Rick Mateljan |
| 8.0 | Approval of Financial Statements | Garry Neil |
| 10.0 | Appointment of Accountants | Garry Neil |

OAAAS AGM AND FOUNDER'S MEETING PROPOSED MOTIONS

1.0 MINUTES OF AGM 8 (FOUNDER'S ANNUAL MEETING 8) – FEBRUARY 7, 2019

The motion will read,

Be it resolved that the minutes of the (Annual General Meeting) (Founder's Annual Meeting) held on February 7, 2019 be approved.

2.0 REGISTRAR'S REPORT

At November 30, 2019, there were 172 Technologist OAAAS members and 134 Licensed Technologists OAA. This report is for information only.

4.0 RECOMMENDATION FOR ELECTION OF BOARD OF DIRECTORS

Two-year term expiring in 2022:

Christina Facey, Lic.Tech.OAA

Francis Guanlao, Lic.Tech.OAA

Two-year term expiring in 2022:

_____, (OAA Council Representative)

The term of the following directors expires in 2021:

Jamie Kuhl, Lic.Tech.OAA

Rick Mateljan, Lic.Tech.OAA

Jeremiah Gammond, Lic.Tech.OAA (OAA Council representative)

John Romanov, OAA (OAA representative)

Nicola Russo, Lic.Tech.OAA (OAA representative)

5.0 RECOMMENDATION FOR ELECTION AS PRESIDENT

The motion will read,

Be it resolved that Rick Mateljan be elected President to serve until the 2021 AGM

6.0 RECOMMENDATION FOR ELECTION AS TREASURER

The motion will read,

Be it resolved that John Romanov, OAA be elected Treasurer to serve until the 2021 AGM.

7.0 RECOMMENDATION FOR APPOINTMENT AS EXECUTIVE DIRECTOR|REGISTRAR

The motion will read,

Be it resolved that Garry Neil be appointed OAAAS Executive Director | Registrar to serve until the 2021 AGM.

8.0 RECOMMENDATION FOR APPOINTMENT AS SECRETARY

The motion will read,

Be it resolved that Garry Neil be appointed Secretary to serve until the 2021 AGM.

9.0 RECOMMENDATION FOR APPROVAL OF FINANCIAL REPORTS

The motion will read,

Be it resolved that the Financial Statements and Review Engagement for the fiscal year 2019 prepared by BDO Dunwoody LLP be approved.

10.0 RECOMMENDATION FOR APPOINTMENT OF ACCOUNTANTS

The motion will read,

Be it resolved that BDO Dunwoody LLP be appointed as accountants to complete a Review Engagement of OAAAS for the 2020 fiscal year for a fee not to exceed \$6,000.



FOUNDER'S ANNUAL GENERAL MEETING # 8

MINUTES

Thursday, February 7 2019

The Founder's Annual Meeting took place at the OAA Offices, 1 Duncan Mill Drive, Toronto in conjunction with the Ontario Association for Applied Architectural Sciences Board Meeting 19-01 and Annual General Meeting # 8.

Present: Katherine Kurtin, OAA President

Also Present:	Jamie Kuhl	Board Member (Chair)
	Francis Guanlao	Board Member
	Jeremiah Gammond	Board Member
	Garry Neil	Executive Director Registrar
	Rommy Rodriguez	Associate Director
Teleconference:	Rick Mateljan	President
	Christina Facey	Board Member

Jamie Kuhl called the meeting to order at 2:10 p.m. She welcomed OAA President Katherine Kurtin to the meeting and introduced everyone.

1.0 MINUTES OF FOUNDER'S ANNUAL MEETING 7 – MAY 25, 2018

It was moved that the minutes of the Founder's Annual Meeting held on May 25, 2018 be approved. CARRIED

2.0 REGISTRAR'S REPORT

Garry Neil reported that at November 30, 2018, there were 164 Technologist OAAAS members and 126 Licensed Technologists OAA. There was some discussion about the ongoing steps that OAAAS is taking to recruit members and the challenges of marketing the program when there is no statutory requirement to join.

3.0 BY-LAW AMENDMENT

It was moved that OAAAS By-law #2 be amended to read as follows. CARRIED

Article 2.2

- a) At least four Directors shall be members of the OAA at the time of their election, with at least two of those Directors being members of the OAA Council;
- b) Delete (*Representative of OACETT*)
- c) At least four Directors shall be members of the OAAAS at the time of their election, with at least two of those Directors being Licensed Technologists OAA at the time of their election. Each Director shall be elected for a two-year term, with two Directors being elected each year.

Article 7.2.2

A Designated Member of the Association is either a Licensed Technologist OAA who applies to become a Designated Member, or an individual who has been admitted into membership as a Technologist OAAAS. (*OAAAS now has one classification only.*)

4.0 RECOMMENDATION FOR ELECTION OF BOARD OF DIRECTORS

It was moved that the following be elected to the OAAAS Board of Directors. CARRIED

Two-year term expiring in 2021:

Jamie Kuhl, Lic.Tech.OAA

Rick Mateljan, Lic.Tech.OAA

Jeremiah Gammond, Lic.Tech.OAA, OAA Council

Magid Youssef, OAA Council

OAA (Vacant)

OAA (Vacant)

Note: The term of the following Directors expires in 2020:

Christina Facey, Lic.Tech.OAA

Francis Guanlao, Lic.Tech.OAA

5.0 RECOMMENDATION FOR ELECTION AS PRESIDENT

It was moved that Rick Mateljan be elected President to serve until the 2020 AGM. CARRIED

6.0 RECOMMENDATION FOR ELECTION AS TREASURER

It was noted that the OAA is currently calling for expressions of interest from architects interested in serving on the OAAAS Board of Directors. OAA Council will fill the two vacant Board positions at its March meeting and will select the Treasurer at that time.

7.0 RECOMMENDATION FOR APPOINTMENT AS EXECUTIVE DIRECTOR| REGISTRAR

It was moved that Garry Neil be appointed OAAAS Executive Director| Registrar to serve until the 2020 AGM. CARRIED

8.0 RECOMMENDATION FOR APPOINTMENT AS SECRETARY

It was moved that Garry Neil be appointed Secretary to serve until the 2020 AGM. CARRIED

9.0 RECOMMENDATION FOR APPROVAL OF FINANCIAL REPORTS

It was moved that the Financial Report and Review Engagement for the fiscal year 2018 prepared by BDO Dunwoody LLP be approved. CARRIED

10.0 RECOMMENDATION FOR APPOINTMENT OF ACCOUNTANTS

It was moved that BDO Dunwoody LLP be appointed as accountants to complete a Review Engagement of OAAAS for the 2019 fiscal year for a fee not to exceed \$6,000. CARRIED

The meeting adjourned at 2:40 p.m.



Financial Report Year-end 2019 + 2020 Budget

OAAAS accounts for 2019 are presently under review by BDO Dunwoody LLP. The 2019 Financial Statements and Review Engagement Report will be available by the end of January.

	2019 Budget	November 30 Actuals + Adj.	Comments	2020 Budget
INCOME				
OAAAS Income:				
Application Fees	\$ 9,000	\$ 3,900	Student vs others	\$ 9,000
Dues	49,000	54,241	Good retention	50,000
Examination	4,000	2,000	Difficult to predict	4,000
Advanced Standing	1,800	600	3-4 pending	2,400
Sub-Total Member	\$ 63,800	\$ 60,741		\$ 65,400
Sponsorships/Other	8,000	8,029		12,000
OAA Contribution	64,400	70,458		67,200
Total Income	\$ 136,200	\$ 139,228		\$ 144,600
EXPENSES				
Executive Director	\$ 54,000	\$ 54,000		\$ 57,000
Administrator	43,200	43,200		45,600
Marketing Promotion	5,000	501	New member #s	4,000
Office	3,000	2,627		3,000
Meetings	10,000	4,955		5,000
Professional Fees	13,000	11,672		12,000
Exam Renewal		12,941	See promotion	10,000
Awards	8,000	9,332	Québec City	8,000
Total Expenses	\$ 136,200	\$ 139,228		\$ 144,600

Notes: Application fees/dues are from members going through the certification process.
Lic.Tech.OAAs pay dues and fees to OAA that exceed the OAA contribution.
As this is first OAAAS exam renewal process, it was difficult to budget.



Ontario Association of Architects

FOR COUNCIL MEETING
January 23, 2020
(open)
ITEM: 4.5

Memorandum

To: **Council**
Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi
Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Kristi Doyle, Executive Director

Date: January 15, 2020

Subject: **Canadian Standard of Competency for Architects**

Objective:

To consider approval of the revised Canadian Standard of Competency for Architects.

Background:

The attached document was presented to the members of the Canadian Architectural Licensing Authorities (CALA) at their October 2019 meeting in Toronto. Attending that meeting on behalf of the OAA was 'then' Senior Vice President and Treasurer Walter Derhak, OAA Registrar Nedra Brown as well as myself. The meeting was chaired by President Kathleen Kurtin, also representing the OAA.

The Canadian Standard for Competency represents the minimum competencies required for licensure as an architect in Canada, and reflects the aspects of knowledge and practice that must be addressed through the education, examination and experience (EEE) requirements that have been established by the architectural regulators. This document was first established in 2012 in the context of the newly established Broadly Experienced Foreign Architect (BEFA) program as the key baseline assessment tool.

Over the past number of years, the document has been under review as part of a regular updating process. A redlined-version was presented to the members of CALA in the spring of 2019 and each jurisdiction was asked to review and comment on the proposed changes. It was noted that a number of changes were housekeeping in nature, including feedback from the review of the BEFA program itself, however substantive changes were also made in response to the proposal put forward by the OAA following our extensive review of the internship in architecture program.

Following the spring 2019 meeting a working group consisting of the Vice President Regulatory, the Senior Vice President and Treasurer, the President along with myself, the Registrar, and

.../2

Deputy Registrar was established to review the document on behalf of the OAA. That working group's comments were forwarded to the national committee for consideration in the fall. I have reviewed the proposed final draft of the competency standard against the OAA working group's feedback from the fall. The majority of the OAA's suggestions have not been incorporated into the document at this time. A few items have. I have requested some additional feedback from the national committee as to the rationale or reason for not addressing those items suggested. I will suggest that in one or two cases our suggestions may have been premature, for example, including prompt payment and adjudication, while now law in Ontario is not necessarily covered in other jurisdictions, or updated nationally yet.

I have attached the previous redlined document as well with the OAA's feedback/comments so that if you wish to compare, you may do so. If you scroll over the yellow comment bubbles in the document, you will see the actual content of the comments made. Council will need to determine whether those items are of critical importance to providing the OAA's approval.

As a living document that will be reviewed on an ongoing basis, items not addressed in this iteration may be held for further discussion in the future. Other members of CALA have provided their approval on that basis, noting that not all their feedback had been incorporated.

Action:

Council to consider approval of the attached Canadian Standard of Competency for Architects, subject to further direction as to whether any of the above comments made by the OAA need to be addressed in the final version prior to approval.

Attach: Canadian Standard of Competency for Architects, October 2019

Redlined version of the Canadian Standard for Competency for Architects with the OAA's comments.

Canadian Standard of Competency for Architects

Full Version

DRAFT

October 2019

Required Form of Comprehension
(See last page for details)

1	PROGRAMMING			
	1.1	Prepare an architectural functional program		3
		1.1.1	Assemble and organize components and information related to an architectural functional program	
		1.1.2	Apply the components and information required to prepare an architectural functional program for a client	
	1.2	Incorporate principles of sustainable development within an architectural program		3
		1.2.1	Identify design issues that maximize the benefits of existing environmental conditions	
		1.2.2	Apply the principles of sustainable development	
	1.3	Evaluate the architectural program		5
		1.3.1	Evaluate the feasibility of the program with respect to project constraints and opportunities	
		1.3.2	Evaluate the feasibility of the program relative to the site	
		1.3.3	Evaluate the project and construction cost, and budget implications of the program	
1.3.4		Evaluate the program against stated client objectives		
2	SITE AND ENVIRONMENTAL ANALYSIS			
	2.1	Propose solutions to the siting of a building in relation to its environment		5
		2.1.1	Propose grading and storm water management solutions	
		2.1.2	Evaluate the siting of the building in relation to energy consumption and sustainability	
		2.1.3	Propose solutions for the siting of the building in relation to access and circulation	
		2.1.4	Evaluate the siting of the building in relation to the data derived from engineering, geotechnical and environmental reports, land surveys and land title searches	
		2.1.5	Evaluate the siting of a building in relation to zoning and other regulatory requirements	
3	SCHEMATIC DESIGN			
	3.1	Define schematic design principles and approaches		2
		3.1.1	Understand the history of architecture – globally and locally	
		3.1.2	Understand the theory of architecture – historic and current	
		3.1.3	Understand the evolution of aesthetic design	
		3.1.4	Understand the evolution of environmental theory and practice	
		3.1.5	Understand the process of community consultation	
	3.2	Analyze design principles and solutions in relation to context		4
		3.2.1	Explain social consequences – positive and negative	
		3.2.2	Explain contextual/ environmental/ community influences	
	3.3	Evaluate aesthetics of design solutions		5
		3.3.1	Evaluate massing/form and proportion/scale	
		3.3.2	Evaluate materials in relation to selection criteria	
		3.3.3	Evaluate aesthetic rigour and coherence	
		3.3.4	Evaluate siting in relation to its impact to the aesthetic of the design solution	
	3.4	Utilize conceptual and representational skills to imagine and communicate design concepts and solutions		3
		3.4.1	Convey design concept using 3D visualization	
		3.4.2	Prepare graphic representations to illustrate the design concept and solution	
		3.4.3	Prepare a physical model to validate the design concept and solution	
	3.5	Assess technical aspects of the schematic design solutions		5
		3.5.1	Assess information required for schematic design	
3.5.2		Assess the impact of factors such as human behaviour, historic precedent and design theory on schematic design		
3.5.3		Assess engineering services required for the schematic design of the project		
3.5.4		Assess the scheduling implications for construction		

	3.6	Produce schematic design solutions for a project		6
		3.6.1	Create a schematic design solution that complies with building codes, specialist codes, zoning and other regulatory requirements	
		3.6.2	Develop design concepts that integrate programming requirements that establish spatial relationships	
		3.6.3	Create a schematic design solution that integrates consultant input	
		3.6.4	Evaluate design solution alternatives	
		3.6.5	Create a building site solution for a specific site, given existing physical factors and design criteria	
		3.6.6	Prepare documentation required for the client's approval	
	3.7	Consider the principles of energy efficiency and environmental impacts		5
		3.7.1	Evaluate passive and active design solutions	
		3.7.2	Evaluate strategies for compliance with applicable energy objectives	
4	ENGINEERING SYSTEMS INTEGRATION			
	4.1	Understand structural systems and their influence on design		2
		4.1.1	Outline the general principles of the structural design approach	
		4.1.2	Outline the code and regulatory requirements related to structure	
		4.1.3	Illustrate the implications of design decisions on the selection of systems, materials, technology and construction detail	
		4.1.4	Describe the influence of site and environmental characteristics on the selection, design and construction of structural systems	
		4.1.5	Illustrate the principles of primary and lateral forces and their effect on the building design	
		4.1.6	Understand soil mechanics and its influences on foundation design	
	4.2	Understand mechanical systems (passive and active) and their influence on sustainability and design		2
		4.2.1	Summarize factors affecting selection of mechanical systems	
		4.2.2	Explain code requirements relative to passive and active mechanical systems	
		4.2.3	Understand the environmental and sustainability impact of the mechanical system design	
		4.2.4	Explain the influence of the mechanical system on the overall design	
	4.3	Understand electrical systems (lighting, power supply and distribution, fire alarm systems, security and communication systems) and their influence on sustainability and design		2
		4.3.1	Rationalize the selection of lighting systems and its influence on the design in relation to the environment and sustainability	
		4.3.2	Explain the influence of power supply and distribution systems on the design in relation to the environment and sustainability	
		4.3.3	Explain the impact of fire alarm, security and communication systems on design	
	4.4	Understand civil engineering systems (water management – supply, drainage and infrastructure) and their influence on sustainability and design		2
		4.4.1	Explain the impact of the civil engineering system on sustainability, and site and building design	
		4.4.2	Explain the interface with municipal systems and approval process, service agreements (where applicable), etc.	
	4.5	Analyze the choice of engineering system options relative to a project		4
		4.5.1	Analyze the advantages and limitations of the choice of structural systems	
		4.5.2	Analyze the advantages and limitations of the choice of mechanical systems	
		4.5.3	Analyze the impact of the choice of structural, mechanical and lighting systems on the building and site design	
5	BUILDING COST ANALYSIS			
	5.1	Understand factors influencing cost		2
		5.1.1	Outline factors influencing project budget and financing	
		5.1.2	Summarize cost implications of alternate design solutions	
		5.1.3	Illustrate the cost implications of scheduling of construction	
	5.2	Understand methods of estimating costs (range of options)		2
		5.2.1	Understand methods of estimating costs at various stages of a project (schematic design, design development, contract documents)	

	5.3	Apply cost estimating methods to a project	3
	5.3.1	Organize resources available to prepare a cost estimate	
	5.3.2	Apply cost estimating methods to different building types and/or delivery models	
	5.3.3	Apply preferred methods of cost estimation (unit price, elemental, divisional, assembly, etc.)	
	5.4	Develop cost planning/ cost control methodology	6
	5.4.1	Develop client's budget in conjunction with the program and the conditions for completing the project	
	5.4.2	Produce recommendations for the client following a value analysis	
	5.5	Understand principles of life cycle costs	2
	5.5.1	Understand principles of life cycle costs relative to a project	
	6	CODE RESEARCH	
	6.1	Understand the scope and application of the national and local building codes to the design, construction and occupancy of a building	2
	6.1.1	Understand which parts of the code(s) apply to specific building projects	
	6.1.2	Understand the use of reference standards within the code	
	6.1.3	Understand the use of Division B Appendices within the code and/or its local equivalent	
	6.2	Apply code requirements to the design process	3
	6.2.1	Apply building classification and construction requirements for a proposed building	
	6.2.2	Apply fire safety requirements for a proposed building	
	6.2.3	Apply floor area safety requirements for a proposed building	
	6.2.4	Apply barrier free requirements for a proposed building	
	6.3	Apply code requirements to construction documents	3
	6.3.1	Apply code requirements for fire safety	
	6.3.2	Apply code requirements for sound separations	
	6.3.3	Apply code requirements for safety in floor areas	
	6.3.4	Apply code requirements for exits	
	6.3.5	Apply code requirements for health	
	6.3.6	Apply code requirements for barrier-free design	
	6.4	Demonstrate awareness of alternate solution provisions in national and local building codes	1
	6.4.1	Have awareness of code objectives and their application	
	6.4.2	Have awareness of acceptable application of an alternative solution in building design	
	6.4.3	Have awareness of functional statements associated with a code requirement	
	6.4.4	Have awareness of documents and information required to file an alternative solution	
	6.5	Apply energy-related code requirements to a project	3
	6.5.1	Apply energy-related code requirements to the design process for a project	
	6.5.2	Apply energy-related code requirements to the construction documents for a project	
7	DESIGN DEVELOPMENT		
	7.1	Assess factors influencing design development	5
	7.1.1	Assess information required for design development given specific conditions	
	7.1.2	Assess building construction system choices made for a particular design	
	7.1.3	Assess material choices made for a particular design	
	7.1.4	Propose engineering services required for the design development of a given project	
	7.1.5	Develop schedules and outline specifications for materials, finishes, fixed equipment and fixtures	
	7.1.6	Assess issues related to indoor quality and energy conservation and compare alternative solutions relating to these issues	
	7.2	Assess engineering systems and regulatory factors	5
	7.2.1	Assess the implications of mechanical, electrical and structural systems on design	
	7.2.2	Assess the implications of building codes on design	
	7.3	Develop a solution that responds to the factors influencing the design	6
	7.3.1	Develop detailed design solutions in response to project criteria	

	7.4	Evaluate alternatives in finalizing a detailed solution	5
	7.4.1	Evaluate aesthetic assumptions as they apply to detailed solutions	
	7.4.2	Evaluate emotional, psychological and spatial implications of a detailed solution	
	7.4.3	Evaluate final form and function	
	7.4.4	Evaluate solutions in relation to contextual, social, environmental and other criteria/constraints	
	7.5	Evaluate detailed solutions with regards to client/user group program needs	5
	7.5.1	Evaluate spatial implications of detailed solutions	
	7.5.2	Evaluate spatial inter-relationships of detailed solutions	
	7.6	Develop design documentation (for review and approval of the proposed solution)	6
	7.6.1	Develop appropriate documentation for client approval	
	7.6.2	Develop appropriate documentation for authorities' approval	
	7.6.3	Produce communication methodology with clients and user groups	
	7.7	Incorporate principles of energy efficiency and environmental concepts	3
	7.7.1	Apply the principle to exterior wall assemblies	
	7.7.2	Evaluate the building in relation to various sustainability programs	
8	CONSTRUCTION DOCUMENTS		
	8.1	Understand components of construction documents	2
	8.1.1	Explain components of project manual (bidding requirements, contract forms, contract conditions and specifications)	
	8.1.2	Explain components of working drawings	
	8.1.3	Explain hierarchy of importance among various components of construction documents	
	8.2	Understand construction materials, their properties and influence on design and documentation	2
	8.2.1	Understand appropriate use of materials for a given project	
	8.2.2	Understand structural properties of materials (wood, metal, concrete, masonry)	
	8.2.3	Understand the properties of different types of assembly materials (wood, metal, concrete, masonry)	
	8.2.4	Understand the properties of main types of insulating materials	
	8.2.5	Understand the properties of main types of air, vapour and water barriers	
	8.2.6	Understand the properties of main types of finishing materials	
	8.2.7	Understand the impact of materials and processes on health and environment	
	8.3	Create assemblies with consideration to their properties and influence on design and documentation	6
	8.3.1	Develop acoustic assemblies using sound-rating requirements	
	8.3.2	Create fire-resistant building and fire stop assemblies	
	8.4	Create a building envelope (design and detailing)	6
	8.4.1	Select and assemble the components of a building envelope	
	8.4.2	Design assemblies in relation to thermal resistance, moisture control and air tightness	
	8.4.3	Design approach to glazing systems	
	8.4.4	Apply building code requirements to non-combustible cladding and insulation	
	8.5	Apply the principles of a project manual and its technical specifications	3
	8.5.1	Develop a coordinated and complete project manual, including technical specifications	
	8.5.2	Select bidding requirements and general conditions applicable to the project (contract forms, contract conditions, etc.)	
	8.5.3	Apply principles related to writing an appropriate specification	
	8.6	Coordinate construction documents	4
	8.6.1	Review, modify and coordinate architectural construction documents (products, material assemblies) to standards and codes	
	8.6.2	Review, modify and coordinate architectural construction documents for compliance with project criteria (cost, timing, durability, aesthetics, performance, sustainability and environmental conditions)	
	8.6.3	Coordinate architectural documents with sub-consultant documents (structural, mechanical, electrical, etc.)	

9	PROCUREMENT AND CONTRACT AWARD		
	9.1	Summarize methods of realizing construction projects/ forms of project delivery	2
	9.1.1	Summarize common forms of project delivery	
	9.2	Summarize major types of construction contracts, including purpose and obligations	2
	9.2.1	Compare different type of construction contracts	
	9.2.2	Explain the purposes of common CCDC contracts as they relate to project delivery methods	
	9.2.3	Describe the responsibilities of parties to, or referenced in, a construction contract (owner/client, contractor, consultant, etc.)	
	9.3	Evaluate bids submitted by contractors	5
	9.3.1	Clarify the architect's responsibility to the client in making recommendations	
	9.3.2	Evaluate submitted tenders for technical compliance	
	9.3.3	Explain bid and performance bonds and their role in the tendering process	
	9.3.4	Prepare required post-tender addenda and contract award documents	
	9.4	Apply process for considering and awarding construction contracts	3
	9.4.1	Compare responsibilities of each party involved in the tendering process	
	9.4.2	Clarify the role of local construction associations in the tendering process	
	9.4.3	Prepare documentation required during the tendering process (addenda, clarifications, etc.)	
	9.4.4	Apply the process of awarding a construction contract	
10	CONSTRUCTION PHASE		
	10.1	Analyze the role of architects and others in the administration of the construction contract (office and site)	4
	10.1.1	Clarify the roles and responsibilities of the architect and others in the administration of the construction contract	
	10.1.2	Select mechanisms to resolve differences in interpretation, disputes and conflicts arising from the contract documents	
	10.1.3	Identify steps to assemble evidence in preparation for arbitration or court proceedings	
	10.1.4	Clarify contracts and professional obligations related to the observation of construction	
	10.2	Administer construction phase office tasks	4
	10.2.1	Administer tasks required in the construction phase (from initial construction meeting, through construction and close out, until end of warranty period)	
	10.2.2	Analyze documentation required from the contractor prior to commencement of construction	
	10.2.3	Administer tasks involved in processing payment for work	
	10.2.4	Administer tasks involved in review of shop drawings and submittals	
	10.2.5	Administer the terms of the contract related to deficiencies, take-over procedures, commissioning, indemnification and warranty	
	10.3	Administer construction phase site tasks	4
	10.3.1	Administer tasks related to the construction phase on site (from initial construction meeting, through construction and close out, until end of the warranty period)	
	10.3.2	Select procedures for monitoring construction progress	
	10.3.3	Administer tasks related to field review	
	10.3.4	Administer tasks related to contract closeout, takeover and occupancy	
	10.3.5	Administer tasks related to hazardous materials	
	10.3.6	Understand the responsibilities of the contractor and the architect relative to site safety	
	10.4	Administer appropriate forms and documents	5
	10.4.1	Prepare certificates for payment	
	10.4.2	Select and prepare contemplated/proposed changes, change directives and changes orders	
	10.4.3	Prepare other relevant forms or reports (field review, final, review, etc.)	
	10.4.4	Evaluate claims of substantial performance/completion	
	10.4.5	Appraise professional obligations relating to lien and other related legislation	
	10.4.6	Assess professional obligations related to letters of assurance/schedules (if applicable)	

11	MANAGEMENT OF THE PROJECT		
	11.1	Apply the principles of managing an architectural project	3
		11.1.1 Implement a project management process	
		11.1.2 Organize role(s) of the individuals involved in a project	
		11.1.3 Organize the contents of a project file	
	11.2	Develop and implement work plans	6
		11.2.1 Create and implement the main components of a work plan	
		11.2.2 Organize essential elements of effective team management (communications, objectives, etc.)	
		11.2.3 Create quality assurance process and quality control processes for a project	
12	PROFESSIONALISM AND PROFESSIONAL PRACTICE		
	12.1	Consider external relationships in practice management	5
		12.1.1 Assess management of consultants, personnel and teams	
		12.1.2 Establish fees for services relative to a project	
		12.1.3 Evaluate consultant service agreements	
		12.1.4 Demonstrate negotiation and dispute resolution skills	
	12.2	Consider internal aspects of practice management	5
		12.2.1 Understand the business of (legal structure options for) architectural practice in relevant jurisdiction(s)	
		12.2.2 Understand finance, accounting and legal requirements for successful professional practice	
		12.2.3 Understand financial forecasting and planning for professional firm success	
		12.2.4 Assess risk management, insurance and professional business ethics	
		12.2.5 Evaluate human resource and administration planning	
		12.2.6 Apply human resource management – fair workplace, human rights, diversity and equity	
		12.2.7 Apply strategic management of information technology	
		12.2.8 Describe organizational management	
		12.2.9 Describe office administration	
	12.3	Understand the role of a self-governing profession in contemporary Canadian society	2
		12.3.1 Understand relevant Architects Act, and related documents	
		12.3.2 Understand the implications and obligations of a self-governing profession	
		12.3.3 Understand the legal, professional and ethical obligations of an architect as a member of a self-governing profession, including competency and conduct requirements	

This document should be read
in conjunction with
*Definitions of Competencies and
Forms of Comprehension*

Forms of Comprehension (Blooms Levels)

- 1 Remember
- 2 Understand
- 3 Apply
- 4 Analyze
- 5 Evaluate
- 6 Create




Refer to
Forms of Comprehension
for description of each level

Canadian Standard of Competency for Architects

BEFA Edition



Redlined Edition April 14 2019

Required Form of Comprehension
(See last page for details)



1	PROGRAMMING	
1.1	Preparation of Prepare an architectural functional program	3
1.1.1	Assemble and organize components and information related to an architectural functional program	
1.1.2	Apply the components and information required to prepare an architectural functional program for a client	
1.2	Incorporate principles of sustainable development within an architectural program	3
1.2.1	Identify design issues to that maximize the benefits of existing environmental conditions	
1.2.2	Apply the principles of sustainable development	
1.3	Evaluate the architectural program	5
1.3.1	Evaluate the feasibility of the program with respect to project constraints and opportunities	
1.3.2	Evaluate the responsiveness of the program relative to the site components. Evaluate the feasibility of the program relative to the site	
1.3.3	Evaluate the  and budget implications of the program	
1.3.4	Evaluate the program against stated client objectives	
2	SITE AND ENVIRONMENTAL ANALYSIS	
2.1	Propose solutions to the siting of a building in relation to its environment 	5
2.1.1	Propose grading and storm water management solutions	
2.1.2	Evaluate the siting of the building in relation to energy consumption and sustainability	
2.1.3	Evaluate the siting of the building in relation to sustainability (combine with 2.1.2)	
2.1.3	Propose solutions for the siting of a the building in relation to access and circulation	
2.1.4	Evaluate the siting of the building in relation to the data derived from engineering, geotechnical and environmental reports, land surveys and land title searches	
2.1.5	Evaluate the siting of a building in relation to zoning and other requirements	
3	SCHEMATIC DESIGN	
3.1	Define schematic design principles and approaches	2
3.1.1	Understand the history of architecture – globally and locally	
3.1.2	Understand the theory of architecture – historic and current	
3.1.3	Understand the evolution of aesthetic design	
3.1.4	Understand the evolution of environmental theory and practice	
3.2	Analyze the design principles and solutions in relation to context	4
3.2.1	Explain social consequences – positive and negative	
3.2.2	Explain contextual/ environmental influences	
3.3	Evaluate aesthetics of design solutions	5
3.3.1	Propose  Evaluate massing/form and proportion/scale	
3.3.2	Propose Evaluate materials against selection criteria	
3.3.3	Evaluate aesthetic rigour and coherence	
3.3.4	Evaluate materials selection criteria Evaluate the impact of siting in relation to the aesthetic of the design solution	
3.4	Utilize conceptual and representational skills to imagine and communicate design concepts and solutions	5
3.4.1	Prepare three-dimensional visualisation Convey design concept using 3D visualization	
3.4.2	Prepare graphic representations to illustrate the design concept and solution	
3.4.3	Prepare a physical model to validate the design concept and solution	
3.5	Assess technical aspects of the schematic design solutions	5
3.5.1	Assess information required for schematic design given specific conditions	
3.5.2	Assess the impact of factors such as human behaviour, historic precedent and design theory on schematic design	
3.5.3	Assess engineering services required for the schematic design of a the project program, clients and context	

	3.5.4	Assess the scheduling implications for construction	
	3.5.5	Evaluate the building code implications for schematic design (covered in 6.2.4)	
	3.5.6	Access the impact of universal accessibility as it relates to building and site design (covered in 2.1.4)	
	3.5.7	Access the principles of sustainable design as they relate to schematic design (covered in 2.1.3)	
	3.5.8	Access the scheduling implications for construction (covered in 5.1.3)	
	3.6	Produce schematic design solutions for a project	6
	3.6.1	Create a schematic design solution in accordance that complies with building codes, specialist codes, zoning and other regulatory requirements	
	3.6.2	Develop design concepts that integrate programming requirements that establish spatial relationships	
	3.6.3	Create a schematic design solution that integrates engineering/ consultant input	
	3.6.4	Create a range of design solutions in relation to site and environmental analysis Evaluate design solution alternatives	
	3.6.5	Evaluate alternatives	
	3.6.5	Create a building site solution given for a specific site, given existing physical factors and design criteria	
	3.6.6	Prepare documentation required for the client's approval	
	3.7	Consider principles of energy efficiency and environmental impacts	5
	3.7.1	Evaluate passive and active design solutions	
	3.7.2	Evaluate strategies for energy compliance	
4	ENGINEERING SYSTEMS COORDINATION		
	4.1	Understand structural systems and their influence on design	2
	4.1.1	Explain Outline the general structural principles of the structural design approach	
	4.1.2	Outline the code and regulatory requirements related to structure	
	4.1.3	Illustrate the implications of design decisions on the selection of systems, materials, technology and construction detail	
	4.1.4	Describe the influence of site and environmental characteristics on the selection, design and construction of structural systems	
	4.1.5	Explain the impact of sprinkler systems on structural designs	
	4.1.5	Illustrate the principles of primary and lateral forces and their effect on the building design	
	4.2	Understand mechanical systems (active and passive and active) and their influence on sustainability and design	2
	4.2.1	Summarize all factors affecting selection of mechanical systems	
	4.2.2	Explain code requirements relative to active and passive and active mechanical systems	
	4.2.3	Describe the environmental characteristics impacts of the selection of mechanical systems	
	4.2.4	Understand the sustainability impact of the environmental control systems	
	4.2.5	Understand the environmental and sustainability impacts of the mechanical system design	
	4.2.6	Explain the influence of the mechanical system on the overall design	
	4.3	Understand electrical systems (lighting, power supply and distribution, fire alarm systems, security and communication systems) and their influence on sustainability and design	2
	4.3.1	Rationalize the selection of lighting systems and it's their influence on the design in relation to the environment and sustainability	
	4.3.2	Explain the influence of power supply and distribution systems on the design in relation to the environment and sustainability	
	4.3.3	Explain the impact of fire alarm, security and communication systems on design	
	4.3.4	Rationalize the selection of power and lighting systems as they relate to sustainable design (incorporate in 4.3.1 and 4.3.2)	
	4.3.5	Describe the impact of the choice of lighting and power systems on the environment (incorporate in 4.3.1 and 4.3.2)	
	4.4	Understand civil engineering systems (water management – supply, drainage and infrastructure) and their influence on sustainability and design	2
	4.4.1	Explain the impact of the civil engineering system on sustainability, and site and building design	
	4.4.2	Explain the interface with municipal systems and approval process, service agreements (where applicable), etc.	
	4.5	Analyze the choice of engineering system options relative to a project	4

	4.5.1	Analyze the advantages and limitations of the choice of structural systems	
	4.5.2	Analyze the advantages and limitations of the choice of mechanical systems	
	4.5.3	Analyze the impact of the choice of structural, mechanical and lighting systems on the building and site design	
	4.5.4	Analyze the soil mechanics and its influences on foundation design	
5	BUILDING COST ANALYSIS		
	5.1	Understand factors influencing cost	2
	5.1.1	Outline factors influencing project budget and financing	
	5.1.2	Summarize cost implications of alternate design solutions	
	5.1.3	Illustrate the cost implications of scheduling of construction	
	5.2	Understand methods of estimating costs (range of options)	2
	5.2.1	Understand methods of estimating costs at preliminary various stages of a project (schematic design, design development, contract documents)	
	5.2.2	Understand methods of estimating costs at implementation stages of a project (design development/contract documents)	
	5.3	Apply cost estimating methods to a project	3
	5.3.1	Organize resources available to prepare a cost estimate	
	5.3.2	Apply cost estimating to different building types and/or delivery methods	
	5.3.3	Apply preferred methods of cost estimation within given solutions (unit price, life-cycle costing costs , elemental costing costs , etc.)	
	5.4	Develop cost planning/ cost control methodology	6
	5.4.1	Develop client's budget in conjunction with the program and the conditions for completing the project	
	5.4.2	Produce recommendations for the client following a value analysis	
	5.5	Understand life cycle costing principles	2
	5.5.1	Understand life cycle costing principles relative to the project	
6	CODE RESEARCH – NATIONAL AND LOCAL BUILDING CODES		
	6.1	Understand the scope and application of the national and local building codes to the design construction and occupancy of a building	2
	6.1.1	Understand which parts of the code(s) apply to specific building projects	
	6.1.2	Understand the use of reference standards within the code	
	6.1.3	Understand the use of Division B Appendices within the code and/or its local equivalent	
	6.2	Apply code requirements to the design process	3
	6.2.1	Apply building classification and construction requirements for a proposed building	
	6.2.2	Apply fire safety requirements for a proposed building	
	6.2.3	Apply floor area safety requirements for a proposed building	
	6.2.4	Apply barrier free requirements for a proposed building	
	6.3	Apply code requirements to construction documents	3
	6.3.1	Apply code requirements for fire safety	
	6.3.2	Apply code requirements for sound separations	
	6.3.3	Apply code requirements for safety in floor areas	
	6.3.4	Apply code requirements for exits	
	6.3.5	Apply code requirements for health	
	6.3.6	Apply code requirements for barrier-free design	
	6.4	Demonstrate awareness of alternate solution provisions in national and local building codes	1
	6.4.1	Have awareness of code objectives and their application	
	6.4.2	Have awareness of proper application of an alternative solution in building design	
	6.4.3	Have awareness of functional statements associated with a code requirement	
	6.4.4	Have awareness of documents and information required to file an alternative design solution	
	6.5	Apply energy-related code requirements to a project	3
	6.5.1	Apply energy-related code requirements to the design process for a project	
	6.5.2	Apply energy-related code requirements to the construction documents for a project	

7	DESIGN DEVELOPMENT			
7.1	Assess aspects factors influencing design development			5
7.1.1	Assess information required for design development given specific conditions			
7.1.2	Assess building construction system choices made for a particular design			
7.1.3	Assess material choices made for a particular design			
7.1.4	Propose engineering services required for the design development of a given project			
7.1.5	Develop schedules and outline specifications for materials, finishes, fixed equipment and fixtures			
7.1.6	Assess issues related to indoor quality and energy conservation and compare alternative solutions relating to these issues			
7.2	Assess engineering systems and regulatory factors			5
7.2.1	Assess the implications of mechanical, electrical and structural systems on design			
7.2.2	Assess the implications of building codes on design			
7.3	Develop a solution that responds to the factors influencing the design			6
7.3.1	Develop detailed design solutions in response to project criteria			
7.4	Evaluate alternatives in finalizing a detailed solution			5
7.4.1	Evaluate aesthetic assumptions as they apply to detailed solutions			
7.4.2	Evaluate emotional, psychological and spatial implications of the a detailed solution			
7.4.3	Evaluate final form and function			
7.4.4	Evaluate solutions against contextual, social, environmental and other criteria/constraints			
7.5	Evaluate detailed solutions with regards to client/user group program programme needs			5
7.5.1	Evaluate spatial implications of detailed solutions			
7.5.2	Evaluate spatial inter-relationships of detailed solutions			
7.6	Develop design documentation (for review and approval of the proposed solution)			6
7.6.1	Develop appropriate documentation for client approval			
7.6.2	Develop appropriate documentation for authorities' approval			
7.6.3	Produce communication methodology with clients and user groups			
7.7	Incorporate principles of energy efficiency and environmental concepts			3
7.7.1	Apply the principles to exterior wall assemblies			
7.7.2	Evaluate the building against various sustainability programs			
8	CONSTRUCTION DOCUMENTS			
8.1	Understand components of construction documents			2
8.1.1	Explain components of project manual (bidding building requirements, contract forms, contract conditions and specifications)			
8.1.2	Explain components of working drawings			
8.1.3	Explain hierarchy of importance among various components of construction documents			
	Analyze engineering systems and their influence on design and documentation			4
8.2.1	Analyze the implications of proposed structural systems			
8.2.2	Analyze the implications of proposed mechanical systems (plumbing, heating, ventilation, air conditioning, fire protection, conveyance systems)			
8.2.3	Analyze the soil mechanics and its influences on foundation design			
	Understand construction materials, their properties and influence on design and documentation			2
8.2.1	Understand analyze appropriate use of materials for a given project			
8.2.2	Understand analyze structural properties of materials (wood, metal, concrete, masonry)			
8.2.3	Understand the properties of different types of assembly materials (wood, metal, concrete, masonry)			
8.2.4	Understand the properties of main types of insulating materials			
8.2.5	Understand the properties of main types of air, vapour and water barriers			
8.2.6	Understand the properties of main types of finishing materials			
8.2.7	Understand the impact of materials and processes on health and environment			
8.3	Create material assemblies with consideration to their properties and influence on design and documentation			6
8.3.1	Develop acoustic assemblies using sound-rating requirements			

	8.3.2	Create fire-resistant building and fire stop assemblies	
8.4	Create a building envelope (design and detailing)		6
	8.4.1	Select and assemble the components of a building envelope	
	8.4.2	Design material assemblies in relation to thermal resistance, moisture control and air tightness	
	8.4.3	Design approach to glazing systems	
	8.4.4	Apply building code requirements to non-combustible cladding and insulation	
8.5	Apply the principles of the project manual and its technical specifications		3
	8.5.1	Understand the relationship between the Master Format and the National Master Format Apply rules related to writing a good specification	
	8.5.2	Select divisions of the NMS that are common or specific to each of the disciplines Select general conditions applicable to the project (bidding requirements, contract forms, contract conditions, etc.)	
	8.5.3	Classify construction elements and select their corresponding division of the Master Format	
	8.5.4	Select components of a typical Master Format specification section	
	8.5.5	Apply rules related to writing a good specification	
	8.5.6	Select general conditions applicable to the project (bidding requirements, contract forms etc)	
8.6	Coordinate construction documents		4
	8.6.1	Review, modify and coordinate architectural construction documents (products, material assemblies) to standards and codes	
	8.6.2	Review, modify and coordinate architectural construction documents for compliance with project criteria (cost, timing, durability, aesthetics, performance, sustainability and environmental conditions)	
	8.6.3	Coordinate architectural documents against sub-consultant documents (structural, mechanical, electrical, etc.)	
9	BIDDING PROCUREMENT AND CONTRACT NEGOTIATIONS AWARD		
9.1	Summarize methods of realizing construction projects/ forms of project delivery		2
	9.1.1	Summarize common forms of project delivery (Construction management, Design-Build, P3, Design-Bid-Build etc)	
9.2	Summarize major types of construction contracts, including purpose and obligations		2
	9.2.1	Compare different type of construction contracts	
	9.2.2	Explain the purposes of common CCDC contracts as they relate to project delivery methods	
	9.2.3	Describe the responsibilities of parties to, or referenced in, a construction contract (owner/client, contractor, consultant, etc.)	
9.3	Evaluate bids submitted by contractors		5
	9.3.1	Clarify the architect's responsibility in making recommendations	
	9.3.2	Evaluate submitted tenders	
	9.3.3	Explain bid and performance bonds and their role in the tendering process	
	9.3.4	Prepare required post-tender addenda and contract award documents	
9.4	Apply process for considering and awarding construction contracts		3
	9.4.1	Compare responsibilities of each party involved in the tendering process	
	9.4.2	Clarify the role of local construction associations and bid depositories in the tendering process	
	9.4.3	Apply the process for awarding a construction contract Prepare documentation required during the tendering process (addenda, clarifications, etc.)	
	9.4.4	Apply the stages of a standard tendering process Apply the process of awarding a construction contract	
	9.4.5	Prepare documents for each phase of the tendering process	
10	CONSTRUCTION PHASE		
10.1	Analyze the role of architects and others in the administration of the construction contract (office and site)		4
	10.1.1	Clarify the roles and responsibilities of the architect and others in the administration (office and site) of the construction contract	
	10.1.2	Select mechanisms to resolve differences in interpretation, disputes and conflicts arising from the contract documents	
	10.1.3	Identify steps to assemble evidence in preparation for arbitration or court proceedings	
	10.1.4	Clarify contracts and professional obligations related to the observation of construction	
10	Administer construction phase office tasks		4

	10.2.1	Administer tasks required in the construction phase (from initial construction meeting, through construction and close out, until end of warranty period)	
	10.2.2	Analyze documentation required from the contractor prior to commencement of construction	
	10.2.3	Select documents required to make changes to the construction contract	
	10.2.3	Administer tasks involved in processing payment for work	
	10.2.4	Administer tasks involved in review of shop drawings and submittals	
	10.2.5	Administer the terms of the contract related to deficiencies, take-over procedures, commissioning, indemnification and warranty	
	10.3	Administer construction phase site tasks	4
	10.3.1	Administer tasks related to the construction phase on site (from the initial construction meeting, through construction and close out, until end of the warranty period)	
	10.3.2	Select procedures for monitoring construction progress	
	10.3.3	Administer tasks related to field review	
	10.3.4	Administer tasks related to take-over procedures	
	10.3.5	Administer tasks related to hazardous materials and toxic substances	
	10.4	Administer appropriate forms and documents	5
	10.4.1	Prepare certificates for payment	
	10.4.2	Select and prepare contemplated/proposed changes, change directives and changes orders	
	10.4.3	Prepare other relevant forms or reports (field review, final, review, etc.)	
	10.4.4	Evaluate claims of substantial performance/completion	
	10.4.5	Appraise professional obligations relating to construction/builders lien and other related legislation	
	10.4.6	Assess professional obligations related to letters of assurance/schedules (if applicable)	
11	MANAGEMENT OF THE PROJECT 		
	11.1	Apply the principles of managing an architectural project	3
	11.1.1	Implement a project management process	
	11.1.2	Organize role(s) of the individuals involved in a project	
	11.1.3	Organize the contents of a project file	
	11.2	Develop and implement work plans	6
	11.2.1	Create and implement the main components of a work plan	
	11.2.2	Organize essential elements of effective team management (communications, objectives, etc.)	
	11.2.3	Create quality assurance processes for a project	
12	PROFESSIONALISM AND PROFESSIONAL PRACTICE		
	12.1	Consider external relationships in practice management	5
	12.1.1	Assess management of consultants, personnel and teams	
	12.1.2	Evaluate Fees Establish design fees relative to a project	
	12.1.3	Evaluate consultant service agreements	
	12.1.4	Demonstrate contract negotiation and dispute resolution skills	
	12.2	Consider internal aspects of practice management	5
	12.2.1	Understand the business of (legal structure options for) architectural practice in relevant jurisdiction(s)	
	12.2.2	Understand finance, accounting and legal requirements for successful professional practice	
	12.2.3	Understand financial forecasting and planning for professional firm success	
	12.2.4	Assess risk management, insurance and professional business ethics	
	12.2.5	Evaluate human resource and administration planning	
	12.2.6	Apply human resource management – fair workplace, human rights, diversity and equity	
	12.2.7	Apply strategic management of information technology	
	12.2.8	Describe organizational management	
	12.2.9	Describe office administration	
	12.3	Understand the role of a self-governing profession in contemporary Canadian society	2
	12.3.1	Understand relevant Architects Act By-laws, code of ethics and related documents	
	12.3.2	Understand the implications and obligations of a self-governing profession	

		12.3.3	Understand the legal, professional and ethical obligations of an architect as a member of a self-governing profession, including competency and conduct requirements	
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This document should be read
in conjunction with
Definitions of Competencies and
Forms of Comprehension

Forms of Comprehension (Blooms Levels)	
0	No knowledge
1	Remember
2	Understand
3	Apply
4	Analyze
5	Evaluate
6	Create
Refer to <i>Forms of Comprehension</i> for description of each level	

DRAFT



Ontario Association of Architects

FOR COUNCIL MEETING
January 23, 2020
(open)
ITEM: 4.6

Memorandum

To: **Council**
Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi
Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Kristi Doyle, Executive Director

Date: January 15, 2020

Subject: **Canadian Education Standard for Architects**

Objective:

To consider approval of the revised Canadian Education Standard (CES) for architects.

Background:

The attached document was presented to the members of the Canadian Architectural Licensing Authorities (CALA) at their October 2019 meeting in Toronto. Attending that meeting on behalf of the OAA was 'then' Senior Vice President and Treasurer Walter Derhak, OAA Registrar Nedra Brown as well as myself. The meeting was chaired by President Kathleen Kurtin, also representing the OAA.

The CES document sets out the standards for accreditation of the Canadian University Schools of Architecture, and the certification of degrees and diplomas from institutions that are not accredited by CALA. The document sets out the Student Performance Criteria and Program Performance Criteria as well as the hours-based Curriculum Standards for certification. The CES is subject to approval by 11 architectural regulators that make up CALA and is administered on behalf of the regulators through the Canadian Architectural Certification Board (CACB).

CALA's national CACB Standing Committee is charged with regular review of the document and recommending changes based on various inputs including the architectural regulators, other national committees, validation conferences, and/or appropriate housekeeping updates or modernizations of the document.

I am happy to provide additional history on the evolution and updating of the document at the Council meeting as desired.

.../2

Action:

Subject to any further comments or direction, Council to asked to consider the following motion:

It was moved by... and seconded by... that the Council of the Ontario Association of Architects approve the Canadian Education Standard for Architects, revised October 31, 2019.

Attach: Canadian Education Standard for Architects, October 31, 2019

The Canadian Education Standard for Architects

This document is endorsed by the following regulatory authorities
(*Canadian Architectural Licensing Authorities*):

- 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

TABLE OF CONTENTS

- 1 Introduction and Principles
- 2 Certification of Educational Qualifications
- 3 Satisfying the Canadian Education Standard (CES)
 - 3.1 Accredited Professional Degree
 - 3.2 Degree or Diploma Not Accredited by CACB
 - 3.3 Diploma from RAIC Syllabus Program
- 4 Types of Professional Degree Programs
- 5 Curriculum Standards for Certification of Non-Accredited Degrees
 - 5.1 Design
 - 5.2 Culture and Communications
 - 5.3 Technical Knowledge
 - 5.4 Professional Practice
 - 5.5 General Education
 - 5.6 Electives

APPENDIX A Performance Criteria for Accredited Canadian University Schools of Architecture

1 Introduction and Principles

The Canadian Educational Standard for Architects (CES) is the academic qualification requirement established by the Canadian Architectural Licensing Authorities (CALA) for candidates seeking to practice architecture in Canada.

The CES is empowered by the *Conditions for Licensure for Architects in Canada* that has been developed and adopted collectively by CALA. That document endorses a variety of pathways to licensure that allows broad but comprehensive access to the profession for candidates from diverse circumstances, and includes nationally recognized standards of competence that establish consistent criteria that candidates must meet regardless of their chosen path to licensure.

The CES has two components – one for institutions and one for individuals. It establishes Student Performance Criteria and Program Performance Criteria for Canadian university schools of architecture accredited by an organization recognized by CALA (see Section 3.1) and hours-based Curriculum Standards for candidates with degrees or diplomas in architecture from institutions that are not accredited by an organization recognized by CALA (see Sections 3.2, 3.3 and 5).

The roadmap to licensure in Canada includes four primary pathways. Three of these (defined in Section 3) involve recognition of architectural education based on broad areas of study that meet certain professional and general education requirements as detailed in Section 5. Though the format of each pathway is quite different, all three produce candidates with similar levels of academic achievement.

The CES has been developed in accordance with both the core principles of the UNESCO/UIA Charter for Architectural Education and the relevant sections of the UIA Accord on Recommended International Standards on Professionalism in Architectural Practice.

2 Certification of Educational Qualifications

The Canadian Architectural Certification Board (CACB) was established by CALA's predecessor (Councils of the Canadian Architectural Licensing Authorities) in 1976. It was granted authority to act on its behalf and to assess the educational qualifications of individuals holding a professional degree or diploma in architecture. CALA continues to endorse the CACB in this role.

Candidates must have their academic qualifications certified as having met the educational components of the requirement for entry to the profession by the CACB prior to, or as a part of, the application process for registration or licensure with any of the Canadian Architectural Licensing Authorities.

3 Satisfying the Canadian Educational Standard

The three ways that the Canadian Education Standard for Architects can be satisfied academically for admission to provincial and territorial architectural associations in Canada are described as follows:

3.1 Accredited Professional Degree

Candidates may be granted CACB Academic Certification that their education meets the educational standards for entry to the profession following graduation from:

- A professional program of architectural education in Canada that has been accredited by the CACB (Detailed requirements, standards and procedures for the evaluation of architecture programs seeking or maintaining accreditation are described in the CACB documents *Conditions and Terms for Accreditation* and *Procedures for Accreditation of Professional Degree Programs in Architecture*);
- A professional program in the United States that has been accredited by the National Architectural Accrediting Board (NAAB); or
- Professional programs accredited by other bodies recognized by the Regulators.

Conditional Certification may be granted to graduates of programs of architectural education in Canada that are granted Candidacy Status by CACB during the institution's accreditation process. In the event that such school of architecture programs do not achieve accreditation within the required timeframe, graduates of those programs may be required to undertake additional courses.

3.2 Degree or Diploma Not Accredited by the CACB

Candidates with a valid degree or diploma in architecture that is accepted as a requirement for registration or licensure in its country of origin, but is not accredited by the CACB or the NAAB, may apply for CACB Academic Certification to determine whether their education, or the degree program, meets the curriculum standards described in this document. This involves a detailed evaluation of the individual's academic record, which is outlined in the CACB's *Conditions and Procedures for the Certification of Educational Qualifications*. Graduates from programs at Canadian schools of architecture whose degrees were granted prior to the implementation of the Accreditation System in Canada fall into this category. These programs include:

- University of British Columbia
- University of Calgary
- University of Manitoba
- Carleton University
- Technical University of Nova Scotia (now Dalhousie University)
- Université Laval
- McGill University
- Université de Montréal
- University of Toronto
- University of Waterloo

3.3 Diploma from the Royal Architectural Institute of Canada Syllabus Program

Candidates, who have received a Graduate Diploma in Architecture from the RAIC Syllabus of Studies, may be granted CACB Academic Certification following a review of the requisite courses and guided studies against the curriculum standards described in Section 5 of this document. Though graduates of the Syllabus program are assessed against the CES, it is intended that the program is substantially based on the Student Performance Criteria and Program Performance Criteria that exist for CACB-accredited Canadian university schools of architecture. These can be found in Appendix A of this document.

4 Types of Professional Degree Programs

The most common types of professional degree programs generally recognized by the Regulators include:

- Bachelor of Architecture Program – requiring a minimum of five years of study (or 4 years following CEGEP in Quebec), or
- Master of Architecture Program – requiring a minimum of three years of study following an unrelated bachelor's degree, or two years following a four-year, related pre-professional degree; it does not preclude variations approved by the Regulators.

5 Curriculum Standards for Certification of Non-Accredited Degrees

The Curriculum Standards identify the required components of a professional architectural degree program and their specific requirements in terms of content and duration.

Academic credits in four architectural subject areas must be achieved to meet the curriculum standard. These include:

- Design
- Culture and Communications
- Technical Knowledge
- Professional Practice

In addition, academic credits for studies with other than architectural content, are required to impart general knowledge and develop the students' intellectual capacity to undertake professional studies and allow them to complete minors or develop areas of concentration that are outside of architectural studies. Non-architectural-specific studies enable students to appreciate their professional studies in the broader context of the natural, cultural and social world. These studies are categorized as:

- Electives
- General Education

A professional degree program must include a total of **160 semester hours** in accordance with semester hour equivalents as outlined in the CACB's Conditions and Procedures for the Certification of Educational Qualifications. A semester hour is equivalent to 1 hour of CACB approved lectures or 2 hours of CACB approved laboratory/studio instruction per week for the duration of the semester or term. For programs that operate on a quarter system, 1.5 quarter hours are equivalent to one semester hour.

The requirements related to each of the professional, general and elective areas are as follows:

5.1 Design

Design is defined as analysis, synthesis, judgment and communication which architects use to understand, bring together, assess and express ideas which lead to a built project.

At least **40 semester hours** of credit must be completed in courses related to:

- Basic design theories, methods, and precedents to the conception, configuration, and design of buildings, spaces, building elements, and tectonic components.
- Small buildings (residential, single use)
- A complex building (multi use and advanced program)
- Site design
- Urban design/context
- Details (material components, assemblies and and/or architectural elements)
- Use of a range of techniques for two-dimensional and three-dimensional representation, computational design, modeling, simulation, and fabrication.

At least **10 semester hours** of credit must be completed in courses related to:

Complex Building Design based on a concept, a building program, and a site which broadly integrates contextual factors, structural and environmental systems, building envelopes and assemblies, regulatory requirements, and environmental stewardship.

5.2 Culture and Communications

At least **12 semester hours** of credit must be completed in courses related to:

History of architecture and urban design regarding with consideration of cultural, political, ecological, and technological factors that have influenced their development.

At least **6 semester hours** of credit must be completed in courses related to:

Diverse needs, values, behavioral norms, and social/spatial patterns that characterize different global cultures and individuals and the implications of diversity on the societal roles and responsibilities of architects.

At least **6 semester hours** of credit must be completed in courses related to:

The broader ecologies that inform the design of buildings and their systems and of the interactions among these ecologies and design decisions.

5.3 Technical Knowledge

At least **4 semester hours** of credit must be completed in courses related to:

Applicable building codes, regulations, and standards for a given building and site, including universal design standards and the principles that inform the design and selection of life-safety systems.

At least **4 semester hours** of credit must be completed in courses related to:

Basic principles used in the appropriate selection and application of architectural materials as it relates to fundamental performance, aesthetics, durability, energy, resources, and environmental impact.

At least **6 semester hours** of credit must be completed in courses related to:

Principles of structural behavior in withstanding gravitational, seismic, and lateral forces, including the selection and application of appropriate structural systems.

At least **4 semester hours** of credit must be completed in courses related to:

Basic principles used in the design of building envelope systems and associated assemblies relative to fundamental performance, aesthetics, durability, energy, material resources, and environmental impact.

At least **6 semester hours** of credit must be completed in courses related to:

Basic principles that inform the design of passive and active environmental modification and building service systems, the issues involved in the coordination of these systems in a building, energy use and appropriate tools for performance assessment, and the codes and regulations that govern their application in buildings.

5.4 Professional Practice

At least **6 semester hours** of credit must be completed in courses related to:

- Organization of the profession, the Architects Act(s) and its regulations, the role of regulatory bodies, the paths to licensure including internship, and the reciprocal rights and responsibilities of interns and employers.
- Ethical issues involved in the formation of professional judgment; the architect's legal responsibility under the laws, codes, regulations, and contracts common to the practice of architecture; intellectual property rights; and the role of advocacy in relation to environmental, social, and cultural issues.
- Basic principles and types of practice organization, including financial management, business planning, entrepreneurship, marketing, negotiation, project management, and risk mitigation, as well as an understanding of trends that affect the practice.
- Various contracts common to the practice of architecture.
- Relationships among key stakeholders in the design process; the methods for selecting consultants and assembling teams; building economics and cost control strategies; the development of work plans and project schedules; and project delivery methods.

5.5 General Education

A total of at least **32 semester hours** of credit must be completed in general education subject areas. Specifically, at least 14 semester hours must be completed in:

- Language Composition (a minimum of 2 semester hours)
- Humanities or Social Sciences (a minimum of 6 semester hours)
- Mathematics or Natural Sciences (a minimum of 6 semester hours)

The remaining 18 semester hours may be taken in any of the general subject areas listed above. These courses may be included either as an admission requirement or as part of the professional degree curriculum.

Definitions of the general education subject areas are as follows:

Language Composition is defined as written communication that explains, interprets, analyses or presents and supports a point of view, utilizing the principles and conventions of standard language.

Humanities are defined as the academic disciplines that study the human condition through the recognition, comprehension, analysis and interpretation of various forms of art and literature. (Studio and performing art courses are not acceptable in this subject but may be acceptable as electives.)

Social Sciences are defined as the study of the social life of human groups and individuals through the analysis of economic, historical, political, psychological and sociological aspects of society

Mathematics is defined as the study of the measurement, relationships and properties of quantities and sets, using numbers and symbols. It has numerous branches, including arithmetic, algebra, geometry and calculus.

Natural Science is defined as the study of the physical universe and is divided into two general areas: biological science and physical science.

5.6 Electives

At least **24 semester hours** of credit must be completed in:

- Architectural subjects (beyond the minimum requirements of each professional studies subject areas)
- Specialized elective subjects outside of the professional program.

Appendix A

Performance Criteria for Accredited Canadian University Schools of Architecture

Program Performance Criteria (PPCs) and Student Performance Criteria (SPCs) have been developed by the Regulators and CACB as conditions for accreditation for Canadian University Schools of Architecture. These are contained in the CACB *Terms and Conditions for Accreditation*, and include a roster of six PPCs and twenty-four SPCs intended to foster an integrated approach to learning. They are defined as follows; their order is not intended to imply weight or importance.

Program Performance Criteria

PPC 1. Professional Development

The Program must demonstrate its approach to engaging with the profession and exposing students to a breadth of professional opportunities and career paths, including the transition to internship and licensure.

PPC 2. Design Education

The Program must demonstrate how it situates and values education and training in design at the core of the curriculum, including the ways in which the design curriculum weaves together the social, technical, and professional streams of the curriculum.

PPC 3. Global Perspectives and Environmental Stewardship

The Program must demonstrate how it embraces the diverse contexts that define contemporary architecture, including local, global, and environmental interests.

PPC 4. Collaboration, Leadership, and Community Engagement

The Program must demonstrate how it supports and fosters effective individual and team dynamics, a spirit of collaboration and inclusion, community engagement, and diverse approaches to leadership.

PPC 5. Technical Knowledge

The Program must describe how it engages fundamental and emerging technical aspects of building construction.

PPC 6. Breadth of Education

The Program must demonstrate how it provides an opportunity for students to participate in general studies and elective studies in the pursuit of a broad understanding of human knowledge and a deeper study of topics within the discipline of architecture.

Student Performance Criteria

A. DESIGN

A1. Design Theories, Precedents, and Methods

The student must demonstrate an ability to articulate a design process grounded in theory and practice, an understanding of design principles and methods, and the critical analysis of architectural precedents.

A2. Design Skills

The student must demonstrate an ability to apply design theories, methods, and precedents to the conception, configuration, and design of buildings, spaces, building elements, and tectonic components.

A3. Design Tools

The student must demonstrate an ability to use the broad range of design tools available to the architectural discipline, including a range of techniques for two-dimensional and three-dimensional representation, computational design, modeling, simulation, and fabrication.

A4. Program Analysis

The student must demonstrate an ability to analyze and respond to a complex program for an architectural project that accounts for client and user needs, appropriate precedents, space and equipment requirements, the relevant laws, and site selection and design assessment criteria.

A5. Site Context and Design

The student must demonstrate an ability to analyze and respond to local site characteristics, including urban, non-urban, and regulatory contexts; topography; ecological systems; climate; and building orientation in the development of an architectural design project.

A6. Urban Design

The student must demonstrate an ability to analyze and respond to the larger urban context where architecture is situated; its developmental patterning and spatial morphologies; the infrastructural, environmental, and ecological systems; to understand the regulatory instruments that govern this context; the broader implications of architectural design decisions on the evolution of cities; and the impact of urbanism on design.

A7. Detail Design

The student must demonstrate an ability to assess, as an integral part of design, the appropriate combinations of materials, components, and assemblies in the development of detailed architectural elements through drawing, modeling, and/or full-scale prototypes.

A8. Design Documentation

The student must demonstrate an ability to document and present the outcome of a design project using the broad range of architectural media, including documentation for the purposes of construction, drawings, and specifications.

B. CULTURE, COMMUNICATIONS, AND CRITICAL THINKING

B1. Critical Thinking and Communication

The student must demonstrate an ability to raise clear and precise questions; record, assess, and comparatively evaluate information; synthesize research findings and test potential alternative outcomes against relevant criteria and standards; reach well-supported conclusions related to a specific project or assignment; and write, speak, and use visual media effectively to appropriately communicate on subject matter related to the architectural discipline within the profession and with the general public.

B2. Architectural History

The student must have an understanding of the history of architecture and urban design in regard to cultural, political, ecological, and technological factors that have influenced their development.

B3. Architectural Theory

The student must have an understanding of conceptual and theoretical frameworks and how they have shaped architecture and urban design.

B4. Cultural Diversity and Global Perspectives

The student must have an understanding of the diverse needs, values, behavioural norms, and social/spatial patterns that characterize different global cultures and individuals and the implications of diversity on the societal roles and responsibilities of architects.

B5. Ecological Systems

The student must have an understanding of the broader ecologies that inform the design of buildings and their systems and of the interactions among these ecologies and design decisions.

C. TECHNICAL KNOWLEDGE

C1. Regulatory Systems

The student must have an understanding of the applicable building codes, regulations, and standards for a given building and site, including universal design standards and the principles that inform the design and selection of life-safety systems.

C2. Materials

The student must have an understanding of the basic principles used in the appropriate selection and application of architectural materials as it relates to fundamental performance, aesthetics, durability, energy, resources, and environmental impact.

C3. Structural Systems

The student must have an understanding of the principles of structural behavior in withstanding gravitational, seismic, and lateral forces, including the selection and application of appropriate structural systems.

C4. Envelope Systems

The student must have an understanding of the basic principles used in the design of building envelope systems and associated assemblies relative to fundamental performance, aesthetics, durability, energy, material resources, and environmental impact.

C5. Environmental Systems

The student must have an understanding of the basic principles that inform the design of passive and active environmental modification and building service systems, the issues involved in the coordination of these systems in a building, energy use and appropriate tools for performance assessment, and the codes and regulations that govern their application in buildings.

D. COMPREHENSIVE DESIGN

D1. Comprehensive Design

The student must demonstrate an ability to produce an architectural design based on a concept, a building program, and a site which broadly integrates contextual factors, structural and environmental systems, building envelopes and assemblies, regulatory requirements, and environmental stewardship.

E. PROFESSIONAL PRACTICE

E1. The Architectural Profession

The student must have an understanding of the organization of the profession, the Architects Act(s) and its regulations, the role of regulatory bodies, the paths to licensure including internship, and the reciprocal rights and responsibilities of interns and employers.

E2. Ethical and Legal Responsibilities

The student must have an understanding of the ethical issues involved in the formation of professional judgment; the architect's legal responsibility under the laws, codes, regulations, and contracts common to the practice of architecture; intellectual property rights; and the role of advocacy in relation to environmental, social, and cultural issues.

E3. Modes of Practice

The student must have an understanding of the basic principles and types of practice organization, including financial management, business planning, entrepreneurship, marketing, negotiation, project management, and risk mitigation, as well as an understanding of trends that affect the practice.

E4. Professional Contracts

The student must have an understanding of the various contracts common to the practice of architecture.

E5. Project Management

The student must have an understanding of the relationships among key stakeholders in the design process; the methods for selecting consultants and assembling teams; building economics and cost control strategies; the development of work plans and project schedules; and project delivery methods.

<p>FOR COUNCIL MEETING January 23, 2020 (open) ITEM: 5.1.a</p>
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President's Log

Date	Event/Meeting	Location	Attendees	Time
December 16	Meeting with CUI President	Toronto	M.Rowe, K.Doyle	11:30am-1:30pm
January 8	Executive Committee Meeting	via phone	w/Executive Committee	10-11am
January 10	Education Committee Meeting	via phone	w/Committee, K.Doyle	12-12:30pm
January 16	Interview w/CBC re MMAH Consultation & City of Toronto Report	via phone	w/staff	2-2:30pm
January 22	Pre-Council Dinner	Toronto	w/Council	6:30-9pm
January 23	Council Meeting	Toronto	w/Council, staff	9:30am-4pm



Ontario Association of Architects

FOR COUNCIL MEETING
January 23, 2020
(open)
ITEM: 5.1.b

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Kristi Doyle, Executive Director

Date: January 15, 2020

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 December meeting.

Internal and Administration

The OAA's annual financial audit is well underway and accordingly, OAA Finance staff have been extremely busy preparing for the auditors which includes closing of the OAA's books. Melanie Walsh, Manager Finance has transitioned smoothly into the audit process and is working with Darling, Ortega and myself to ensure all is in order.

I have also been working with our Administrator Human Resources, Robin Darling to ensure a smooth transition to the new fiscal and calendar year re. payroll, benefits and premiums, etc.

As we are in the annual membership renewal period and collection of dues, Executive Assistant Tina Carfa and I are processing a higher volume of requests under the OAA Leave and Financial Hardship Policies at this time. This is usual at this time of year.

OAA Maintenance Technician, John Thomas and I continue to be involved in the commissioning of the new and updated building systems. There is still a fair amount of time being spent in this regard along with working through the deficiencies, as well as some additional work that was identified as outside of the scope of the original project.

Under the coordination of OAA Manager Continuing Education, Ellen Savitsky, we have begun communication to members regarding the end of the Continuing Education Cycle – June 30,

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2020. As a reminder, all licensed members must fulfil AND report their continuing education requirements by the deadline. Council will recall as well that this will be the second cycle in which fines for non-compliance will be applied: \$500 for first time non-compliance, \$1,000 for two or more cycles of non-compliance. These fines will be automatically applied after the deadline and do not replace the disciplinary process that members will also be subject to for non-compliance with the program.

As part of the annual renewal of the various OAA insurances, an appraisal of the OAA Building as renovated is underway. Our broker has engaged an individual to conduct the appraisal at their cost. A site visit was conducted on January 13.

OAA Activities/Policy and Industry Relations

The OAA Survey of Practices was launched on January 14 and will close on February 4. Depending on the response rate, it may be 'left open' a week longer, however consultant Alec Milne will be prepared to speak about preliminary results at the February 7 Council planning session. He will make a full presentation with respect to the membership survey results as well.

In accordance with requirements under the OAA Trust Fund, a meeting of the Education Committee was held on January 10 via conference call. The Education Committee is responsible for reviewing and approving (or making changes as appropriate) the procedures for disbursement of the awards and scholarships held under the OAA Trust. Over the past year the committee has been discussing the criteria for the award of the OAA scholarships and the Architectural Guild Medal through the schools of architecture. Since inception the awards have been given based on highest academic standing. After detailed discussion, the Education Committee has made changes to the procedures such that the scholarships will be awarded for exceptional leadership through design excellence combined with innovative approaches to sustainability in an assignment or project. For the 2020 academic year, the scholarships are to be awarded to students who have best demonstrated design excellence involving exemplary responses to the climate crisis.

Bruce Palmer, CEO & President of Pro-Demnity Insurance Company and I had our regular monthly meeting via telephone January 9.

I will be meeting with Mary Rowe, the new Executive Director of the Canadian Urban Institute in the coming week to discuss areas of mutual interest between our associations.

Along with Manager Practice Advisory Services Mélisa Audet, and Practice Advisor Allen, Humphries, I met with Eric Lee of the Canadian Construction Documents Committee (CCDC). Lee had requested the meeting to provide an update on the release of the new CCDC 2 document. The meeting also included a discussion regarding the OAA/OGCA joint supplementary conditions to CCDC 2. We have advised that with the release of the new CCDC 2, it is likely that the OAA and OGCA will update and reissue those supplementary conditions.

On January 28 the first skype call among the society chairs will be held. As a result of the Society Chairs workshop last fall it was agreed that the OAA would set up bi-monthly calls for the Chairs in order facilitate more interaction and sharing of information between the societies.

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I am working with Communications staff to develop a standard format and template for OAA Committee meeting notes and agendas (may be some specifics that need to apply to regulatory committee for legal reasons). This should be ready in the coming weeks. This will also include standard procedures that can be applied for the development of agendas, timing, review and approval, etc.

National Initiatives

I have continued to participate on the National Canadian Handbook of Practice (CHOP) Renewal Steering Committee. The most recent meeting of the Steering Committee was held via conference call on January 15, 2020. Currently, the schedule for completion of the English content is set for February 28. As a result of the Steering Committee meeting, however, it is suggested that the timing may be pushed out further by a few weeks in order to allow for the architectural regulators to receive a copy of the final content (38 Chapters) prior to going to 'print'. This was a request of the Administrators that sit on the Steering Committee, including myself. While the CHOP itself is a Royal Architectural Institute of Canada (RAIC) document, the architectural licensing authorities rely on it to articulate specific regulatory requirements for architects, and it is certainly viewed as a standard of practice in Canada. The members of CALA, including the OAA, will be listed as endorsing the document and therefore it was felt that the member jurisdictions of CALA should see the final content. The French translation of the document will not begin until the spring and therefore the release of both documents concurrently cannot likely occur until the fall. An RFP for the website development has been issued.

Action: No action required.



Ontario Association of Architects

FOR COUNCIL MEETING January 23, 2020 (open) ITEM: 5.1.c
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Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From:

OAA Building Committee
Sheena Sharp, Chair
Kathleen Kurtin, President
John Stephenson, Past President
Gordon Erskine, Vice President Strategic
Walter Derhak, Member
Toon Dreessen, Member

Date: January 14, 2020

Subject: Update from OAA Building Committee

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

Background:

Executive Director Kristi Doyle and OAA Maintenance Technician John Thomas met with Committee Chair Sharp on Friday January 10 to do a complete review and status update of all outstanding deficiencies. Progress has been made, however work continues on addressing the remaining deficiencies. Through that discussion a list of items to be addressed that were either outside of the scope of original work, or that should be dealt with prior to the grand re-opening on May 29 has also been identified. It was agreed that those items would be handled by Doyle and Thomas directly. The actual work may be done in house by Thomas, or an outside contractor will be sourced, depending on the nature or the work.

Installation of the solar panels is complete and the process of 'tie in' with Toronto Hydro and the grid has begun.

The repair of leaks around the third floor windows has been completed and to date, the areas repaired have not experienced further leaks. There have been two very heavy rainfalls since the repair was completed with positive results. There has however been one additional area identified that was not part of the area repaired which is leaking. The contractor will be reengaged to repair that additional area.

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As reported previously, a Blower Door test was conducted in late October. The final report has been received and will be posted to the Website and shared with members. It is noted that the test was undertaken when a part of the building wall was open for leak investigations as noted above. While this was not an ideal situation, the timing for the test could not be changed. As a result, the test was very useful in identifying individual deficiencies, however the results on the whole were not as positive as hoped.

Deficiencies including issues with the north wall and overhangs have been resolved. Other deficiencies such as missing vents and the plenum in the mechanical room are being addressed. There are a few other issues relative to the columns in the parking area and the terrace doors that still require more work.

As noted, this information will be provided to members, along with the Report. The test has been useful in promoting the importance of the envelope to our members and assisting in the control of the envelope design.

An 'onsite' Continuing Education session will be offered during the Conference as part of the roster of sessions available. It will involve a shuttle to the OAA building, a tour, and learning component. In addition, the plenary session at Conference will include the building as part of a larger presentation and discussion around the climate crisis. An additional outside speaker is being sought for this session. More details to follow.

With the renovation almost complete, the focus of the Building Committee moving into 2020 will need to be revisited as well as the composition of the Committee. It is suggested that this could be done as a function of the appointment of Councillors to the individual committees which is now underway, as well as, Council's priorities and planning discussion.

Action:

The report is provided for information



Ontario Association of Architects

FOR COUNCIL MEETING
January 23, 2020
(open)
ITEM: 5.3.a

Memorandum

To:

Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Speigel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From:

Gordon Erskine, Vice President, Strategic

PACT Committee Members

Gord Erskine (Chair)
Toon Dreessen
Kristiana Schuhmann

Len Abelman
Kathleen Kurtin

Date:

January 14, 2020

Subject:

Update on the activities under the Vice President, Strategic portfolio.

Objective:

To provide Council with an update under the Vice President, Strategic portfolio.

Background:

Policy Advocacy Coordination Team (PACT):

PACT met last on November 26, 2019. The Committee's first meeting of 2020 is tentatively scheduled for January 28.

World Architecture Day

For the first time, the OAA's World Architecture Day celebration took place as an evening reception. It was well attended by OAA members, building representatives and Members of Provincial Parliament alike. With over 20 MPPs at the event as well as more represented by their staff, the 2019 event was a success. Speakers included, MPP Lindsay Park, Parliamentary Assistant to the Attorney General, MPP Gurratan Singh, Opposition Critic of the Attorney General, and MPP Mike Schreiner, Leader of the Green Party of Ontario. Although only one MPP meeting took place on the afternoon of the event (with Mike Schreiner), PGR staff is currently in the process of securing meetings with key MPPs and Ministers (including the Attorney General, Municipal Affairs and Housing, and Red Tape Reduction) in early 2020. We anticipate most won't be able to be scheduled until after MPPs return to the legislature on February 18.

City of Toronto Digital Modernization Strategy

A letter was issued to City of Toronto staff from the OAA President regarding the City's proposed digital modernization strategy. The letter recommends that as the City undergoes this modernization process, it remains focused on the recommendations issued by the IPCO. See attached.

City of Sudbury Procurement

A letter was issued to Sudbury Mayor Brian Biggar flagging a procurement where professional fees account for 30 per cent of the selection criteria, and advocating for the City to utilize the Quality-Based Selection (QBS) model.

Meetings

City of Toronto Broader Construction Association Consultation Group (BCACG)

Meetings for the BCACG have yet to be scheduled for 2020.

Construction and Design Alliance of Ontario (CDAO)

The CDAO Forum meeting was on January 13. CDAO reviewed its priorities and committed to submitting a written deputation to the Standing Committee on Finance and Economic Affairs focusing on procurement (and QBS).

An Infrastructure Ontario-CDAO meeting was scheduled for January 20 but is in the process of being rescheduled.

On December 24, CDAO received an update from Professor Yuan regarding the Ryerson study on *Quality of Documents* indicating that the "TTC has agreed to participate and IO has also given the green light". Dr. Yuan recognized some major challenges but felt optimistic going into 2020.

Ministry of Heritage, Sport, Tourism and Culture Industries Meeting

The OAA Manager of Policy and Government Relations attended an informational meeting with the Ministry on January 13. Ministry staff shared information on proposed changes to regulations associated with the *Ontario Heritage Act* (these were triggered by the province's *More Homes, More Choice Act*—formerly Bill 108).

IO Vendor Performance Program Updates

The OAA Managers of Policy and Government Relations and Practice Advisory Services attended an informational meeting with IO on January 14. A draft of the program is due to be delivered to the OAA and other stakeholders on January 20 with the program going live on February 1. Any subsequent materials will be circulated provided they arrive in time for the Council meeting.

A meeting on *Schedule Management – P3 civil projects vs P3 social projects* has been scheduled for February 6.

Action: No action required.

Attachments:

- OAA submission on the City of Toronto Digital Modernization Strategy (Dec 19)
- OAA letter to Sudbury Mayor Brian Bigger advocating for QBS (Dec 12)



Ontario Association of Architects

December 19, 2019

[Sent via email to digitalfeedback@toronto.ca]

Smart City TO Public Consultation
100 Queen Street West
Toronto, Ontario, M5H 2N2

Dear City Staff,

The Ontario Association of Architects (OAA) supports the City of Toronto taking steps toward a sustainable digital future. Building on feedback from our membership as well as rulings and recommendations from the Information and Privacy Commissioner of Ontario (IPCO), the OAA has met previously with city officials to discuss strategies that would make the building approval process better for both applicants (architects) and their clients (the public).

For a number of years, our membership has flagged the City's practice of posting unredacted copyrighted materials such as architectural drawings online as not only enabling or even promoting the theft of an architect's intellectual property, but also putting the public at risk.

While some of our members would prefer to move back to what the IPCO characterizes as "the days of attending at the municipal clerk's office to obtain a copy of a record", the OAA accepts the IPCO's findings that posting elements of a planning application online has become a public expectation and serves a relevant purpose. While not interested in trying to prevent a municipality from sharing relevant data or the public from accessing it for legitimate purposes, the OAA remains focused on recommendations issued by the IPCO.

One such recommendation surrounds the IPCO requirement for *data minimization*. Indeed, a pivotal comment from the IPCO is that "the municipality does not have the authority" to collect information that is "useful but not necessary". The OAA asserts that the City of Toronto is woefully and openly in contravention of this requirement. The IPCO also challenges the City to consider whether there is "a requirement to publish the information" and "[w]ill the information be needed by a member of the public to use the record for its intended purpose".

In particular, the OAA flags requirements for detailed floor plans when these are not one of the elements pertinent to the variance being sought. In its report, the IPCO cites the privacy risk associated with disclosure for "an individual who has been the victim of a stalker, or has an abusive ex-spouse who may be looking for him or her". Detailed floor plans showing the exact locations of bedrooms, bathrooms and other elements of the house should only be requested when explicitly required to consider

that specific element of the variance. Failure to minimize the information requested may put members of the public at risk.

While safety concerns are paramount, there are also significant concerns relating to the theft of intellectual property. Requiring full submissions irrespective of what variances are being sought also enables members of the public and of the design and construction community to steal an architect's intellectual property. Indeed, our members report that such practices are common. They also report the theft and illicit reproduction of their architectural seals, which puts the public at risk. The OAA is taking active steps to reduce or prevent this type of fraud by requiring its members to transition to a secure digital identity for seal applications.

The OAA asks the City to fully commit to data minimization and hold as an overarching rule to not contravene the IPCO by asking for, or requiring, information that is "useful but not necessary". If a minor variance is being sought for a yard setback, then the information and drawings required should only relate to the specific exterior section of the property requiring a variance. Similarly, if the minor variance is related to the height of an exterior main wall, then the information and drawings required should only relate to that exterior main wall.

Even in instances where elements such as a floor plan may be required, the IPCO rules in Privacy Complaint MC13-67 that "while municipalities move towards greater transparency by embracing the principles of Open Government, they must still ensure that personal privacy is protected." In this vein, the IPCO proposes "technological measures that obscure the contents of minor variance applications, or the personal information in such applications". Some applicants report success with submitting a greyed-out floor plan that doesn't show the functional layout and locations of things such as bedrooms, bathrooms, etc. Other applicants report that Committees of Adjustment have refused such applications. This shows a disregard for the IPCO as well as a lack of consistency and predictability within the City.

The IPCO also spends significant time talking about the need for municipalities to enable technological measures. The OAA has asked previously that the City, at a minimum, implements a click-through user agreement clearly indicating that the information (particularly architectural drawings or submissions) is copyrighted and cannot be used for any purpose other than for the consideration of the variance being requested. While this will not stop the theft of intellectual property, it will demonstrate that the City is a partner against theft as opposed to an enabler or promoter of it.

If the City wishes to take more active measures to prevent the theft of intellectual property, it could move to a mandatory registration system as outlined by the IPCO. In this instance, only people who register and have an account verified could be permitted to access the system and actions like document downloads could be tracked and disclosed as required when there are invasions of privacy or future litigation around the theft of intellectual property. Anonymous access would be

eliminated and users could be made aware that their actions on the system are being recorded.

Finally, the OAA would like to point the City to its own best practices as demonstrated by Toronto Building. On their webpage entitled [Request Building Records](#), the first paragraph references requirements under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), citing specific exemptions for personal information and “records, the disclosure of which could reasonably be expected to endanger the security of a building.”

Disclosure is restricted to “wholly residential buildings” and even in that instance, building owners, managers or permit applicants have the ability to object to disclosure if they feel there may be a security risk. There are fees associated with records disclosure, as well as time-based limitations on when records can be disclosed. The [application form](#) forces an individual to date, sign and submit a formal declaration. It also contains a section entitled *Information for Applicant* stressing, among other things, that “plans are subject to the provisions of the *Copyright Act*.”

It would appear that Toronto Building has put significant thought into how to do a reasonable, justified disclosure that allows access to the public while still respecting requirements under MFIPPA, protecting the privacy and security of building owners/occupants and discouraging the theft of intellectual property. The City, specifically City Planning, is encouraged to take inspiration from within its own ranks in reforming how disclosure is performed on planning approvals.

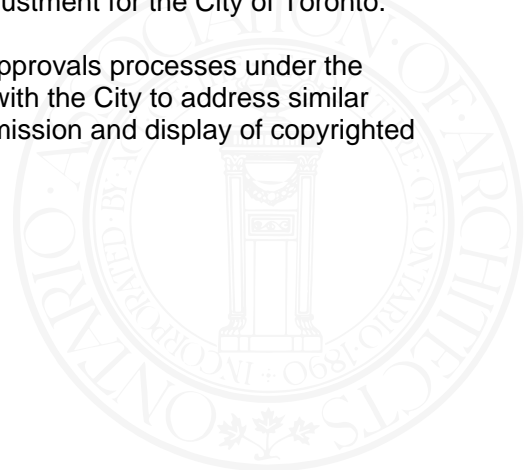
The OAA would be happy to work with your office to reform disclosure processes around planning approvals. For your convenience, the IPCO report, *Transparency, Privacy and the Internet: Municipal Balancing Acts*, is attached as well as a December 2018 letter the Association sent to its members and Michael Mizzi, the Director, Zoning and Secretary-Treasurer Committee of Adjustment for the City of Toronto.

While the discussion herein pertains primarily to approvals processes under the *Planning Act*, the OAA would be pleased to work with the City to address similar concerns with other processes relating to the submission and display of copyrighted architectural documents.

Sincerely,



Kathleen Kurtin, Architect
OAA, FRAIC
President





Ontario Association of Architects

December 12, 2019

Mayor Brian Bigger
City of Greater Sudbury
Tom Davies Square
PO Box 5000, Stn A
Sudbury ON P3A 5P3

Via E-mail: mayor@greatersudbury.ca

Re: Request for Proposal Contract CA019-180 Consultant for Architectural and Engineering Services Library Main Branch and Art Gallery of Sudbury

Mayor Bigger,

The Ontario Association of Architects (OAA) has recently been made aware of the City of Greater Sudbury's Request for Proposal (RFP) for architectural and engineering services for a new main library branch and art gallery. This is certainly an exciting endeavour for the City and one of significant public impact. However, I am writing to share concerns that have been raised by some of our members regarding the RFP and, more specifically, the procurement and selection criteria it sets out.

In an article in the [Sudbury Star](#), it was noted that the City staff responsible for the project reported the RFP would be "Best in Class." However, "best in class" simply is not possible when hiring an architect based on lowest price. Under this type of procurement, architects are encouraged to focus on how to minimize fees in order to 'win' an assignment rather than how to add maximum value to the project.

I understand that the City's RFP for consultant services stipulates that professional fees will account for 30 per cent of the selection criteria. It has been further noted that the mechanics of the scoring used for this procurement will in fact award the highest number of points to the lowest bid, with all others scoring significantly less.

It is very unfortunate that the RFP is really a price-based process. Ultimately, it narrows the City's options to identify the most suitable firm to bring its project to fruition. I have heard from at least one major architectural practice that it will not be responding, and I believe other well-qualified firms will also follow suit due to procurement processes that erroneously focus on lowest price rather than design excellence or best value for the client.

The OAA is among dozens of professional associations throughout Canada representing hundreds of thousands of members who support the use of Quality-Based Selection (QBS) as the competitive procurement model. The Federation of Canadian Municipalities (FCM) identifies QBS as the best practice for selecting an architect. In a jointly published *InfraGuide* document, "[Selecting a Professional Consultant](#)," FCM and the Government of Canada argue that the "[lowest bid] approach is not appropriate for professional consulting services."

QBS is a competitive procurement process that facilitates the selection of an architect on the basis of qualifications, experience, competence and other factors related to the particular assignment. The approach does not preclude the consideration of price, but simply places the subject of fees in a more meaningful context by bringing that discussion in *after* the scope of work has been jointly established. If an agreement on price cannot be secured, then the client is free to move on to the next highest ranked proponent.

.../2

I appreciate that it is often the perception that the public interest is best served when low price is a determining factor in the selection process, particularly for publicly funded projects. Too often, the lowest price is mistaken for 'best value.' According to the FCM, "best value for a client is most likely achieved when the focus is on finding the most effective, long-term solution to a problem, not the cheapest design." QBS ensures that architects can provide the best possible design solutions that meet the needs of the client while also ensuring the safety and well-being of the public.

Thinking specifically of excellent examples of high-quality architecture in Sudbury, both Science North and the Vale Living with Lakes Centre at Laurentian University immediately come to mind. It is my understanding neither of these projects employed a price-based RFP process to select the architects—in fact, one explicitly used a QBS model.

I am excited to note that the OAA will be holding its 2023 Annual Conference in Sudbury. Our decision to do so was certainly in part due to distinct and exciting architecture in the area, including the new McEwen School of Architecture at Laurentian University, which has been noted as an exemplary, award-winning building.

In order to achieve excellent, high-quality buildings and infrastructure, I recommend the City of Greater Sudbury reconsider the procurement and selection project set out in its RFP—especially in light of the stated objectives for this civic landmark. On behalf of the OAA and Ontario's architecture profession, I urge the City to adopt the best practice recommended by the FCM—Quality-Based Selection—not only for this project, but for all its procurement of consulting services.

As you may know, the OAA is the licensing body and professional association for Ontario architects. Established under the *Architects Act* to regulate the practice of architecture in the public interest, the OAA is dedicated to promoting and increasing the knowledge, skill and proficiency of its members to serve and protect the public. This is achieved by a number of means, including the publication of information, tools and resources that support clients in the procurement of architectural services.

If the OAA can be of further assistance in this matter, please do not hesitate to contact me directly. I would be happy to discuss the QBS model further at your convenience.

Sincerely,



Kathleen Kurtin, Architect
OAA, FRAIC
President





Ontario Association of Architects

FOR COUNCIL MEETING

January 23, 2020

(open)

ITEM: 5.4.a

Memorandum

To: **Council**
Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi
Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Chair, Communications Committee
Amir Azadeh

Committee Members
Jeremiah Gammond
Carl Knipfel
Agata Mancini
Jennifer King
Joël León
Arezoo Talebzadeh

Date: January 8, 2020

Subject: **Communications Committee Update**

Objective: To provide an update on current and ongoing communications-related activities.

Background: The 2019 OAA Communications Committee did not convene since its meeting on Tuesday, November 19, 2019, prior to the December 13 Council meeting. As such, this short report serves as an update on the progress of programs and services to year end. (After the December Council meeting, the Committee's two new members—Arezoo Talebzadeh and Carl Knipfel—and reappointed member—Joel Leon—were alerted of their appointments.)

1. Priority Projects

WEBSITE REVIEW

Development and planning has continued on the OAA Website project throughout the last couple of months. On December 5, OAA Staff met with Enginess and discussed a strategy for content migration/development as we work toward an April 2020 launch. Enginess also shared recommendations and tips on some effective Website launch approaches which will be considered when OAA staff finalizes the website launch plan. The draft of the Website Style Guide was received from Sputnik on December 14. This guide will be the main tool for OAA Communications staff to build and finalize content pages and sections. On January 2, Enginess also provided links to a user guide for the new Website's content management system (CMS), Advantage CSP, as well as to the 'staging site.' Access to the guide and staging site has provided an overview of the CMS and is allowing staff to gain familiarity of how the back end works. Training will also be provided in the coming months.

OAA Communications staff has now initiated weekly Website development meetings to finalize content, layout and imagery/graphics as we prepare for the Website launch.

Refer to Appendix A for the December OAA Website Report, which tracks completed and projected work on the project.

OAA HQ RENEW + REFRESH

An article for the Website, focusing on blower door tests and the OAA HQ Results will be posted in early January.

A *Canadian Architect* article planned for winter 2020 will highlight the project and include photography by Steven Evans. The building will be shot again in early spring in preparation for the official opening. Site photography, including 360-degree cameras, continues until the building project is complete. This should be finalized with the installation of the PV panels over the terrace.

Content will continue to be developed, as will information and visuals as the project proceeds toward its official opening in May 2020. This will coincide with Toronto Doors Open and the 2020 OAA Conference.

NEW OAA LOGO

The New OAA Visual Identity Program is on target to be launched in early 2020 in conjunction with the OAA Website. Updating and implementation of the logo continues with the ordering of office stationery and supplies. The OAA Style Guide is being revised and reviewed by Communications staff to ensure consistency in formatting and writing for all OAA content. This will be used in conjunction with the OAA Visual Identity Guideline and launched simultaneously with the OAA Website.

SHIFT Challenge and Design Excellence Awards

Early planning for the SHIFT2021 Architecture Challenge has begun, with a conference call taking place with the task group's Toon Dreessen and VP Communications Amir Azadeh. The first major task is to develop a theme for the program during the months of January and February to ensure early awareness by the schools. The topics currently being explored and refined include how architectural thinking can be used to strengthen concepts of community or identity (through supporting people, places, prosperity and potential) as well as the climate crisis.

In other SHIFT news, one of the selections—multi-tach—was a featured component of a seminar sponsored by the OAA at the Buildings Show/Construct Canada, which also featured Ryerson's Cherise Burda and SvN's John van Nostrand (the latter of whom co-authored the OAA-commissioned housing affordability report). There is also some exploration of the seven SHIFT selections being presented in poster form at the upcoming Architect@Work show in Toronto.

Regarding the 2020 OAA Awards program, the 2020 OAA Awards juries were announced in the January 8 edition of OAA News. Submission review day will take place on January 15 to review submissions for completeness and eligibility. Jury day will take place at OAA Headquarters on February 11.

bIOAAg
<p>In December, the eight Queen's Park Picks were shared (and also spread through social media). "Campaigns" are now being considered for February and March, while social media call-outs will remind members of their ability to post items themselves to share with the larger Ontario architecture community.</p>
PUBLIC AWARENESS AND MEDIA RELATIONS
<p>The OAA issued a series of localized press releases regarding the Queen's Park Picks and the World Architecture Day event where representatives of the Association interacted with MPPs (i.e. press releases shared with Hamilton media outlets focused on the three Hamilton-area QPPs). In addition to <i>Construction Canada</i>, <i>Building</i>, and <i>Canadian Architect</i>, the story was covered by Guelph-area outlets.</p> <p>The OAA was also present at the International Architectural Roundtable, which kicked off the Buildings Show/Construct Canada. OAA President Kathleen Kurtin also contributed an article regarding digital identities and seals to the OBOA Journal.</p> <p>The deadline for the OAA Public Awareness Sponsorship and Local Society Special Project Funding requests will be closing toward the end of the month, with the former having a deadline of Monday, January 28 for its first round. (Any funds not given out for this stage will roll over to the summer.)</p>

2. Web Updates (December 2019)

UPDATES	DEVELOPMENT	UPCOMING PRIORITIES: In progress
<ul style="list-style-type: none"> • ConEd Countdown • Member and Practice applications • Contract documents • Architectural Societies • OAA Elections • OAA member survey • Practice Advisory e-newsletter 	<ul style="list-style-type: none"> • Website Redesign Project – consultation, content development and design • iMIS integration 	<ul style="list-style-type: none"> • Redesign completion • Content development • CMS development • Web Style Guide review • Website demo/beta testing • Graphic Standard review • User Acceptance Training • Accessibility standards

3. Social Media Update

INSTAGRAM	TWITTER	FACEBOOK
Followers: 3350 (+84)	Followers: 7105 (+48) Total Likes: 6410 (+75)	Followers: 1907 (+54) Total Likes: 1645 (+44)
<p>Insta Stories were used to share information about bIOAAg articles, special events, tagged stories from followers which would be of interest to members and the general public ie: OAA-sponsored events, special events, etc. On average, each story was seen by over 300 followers. Throughout December, Queen's Park Picks were shared through the OAA IG feed and 2020 OAA Awards – Call for Submissions was shared on Insta story.</p>	<p>The OAA tweeted about several events and awards programs, as well as news items. Throughout December, there was a specific focus on sharing Queen's Park Picks from World Architecture Day, OAA sponsored events – Construct Canada, OAA Headquarters articles and the 2020 OAA Awards.</p>	<p>Facebook was used to encourage followers to read about the Queen's Park Pick on the bIOAAg.</p>

OAA Website Audit and Redesign STATUS REPORT

Monthly Status Executive Summary: OAA Audit, Redesign Planning and Implementation

Reporting Period : Month of Dec 2019

Client Stakeholders :Tamara King

Project Manager : Prerana Shrestha

Contract # : 2018-0022

Current Status

	Green	Yellow	Red	Details
Schedule				
Budget				
Scope				

Schedule

Projected Milestones	Date	Percentage Complete	Notes
Project Kickoff	June 26, 2018	100%	
Planning	June 29, 2018	99%	
Planning Sign off	April 10, 2019	99%	
Development	Spring 2019	96%	
Development End	Winter 2019	96%	
QA	Winter 2019	97%	
Content Population	Winter 2019-Spring 2020	0%	
UAT	Spring 2020	0%	
		0%	
Launch	Mar-Apr-2020		Projected as of November, 2019. Timeline was pushed due to extended planning and execution time for Knowledge Base, Bloaag, iMIS

Work Completed

Work Completed December 2019

Design: Sputnik provided the interim style guide to Staff team 12 -14.-2019

Development:

* Development team worked with iMIS team to clean up discrepancies in the Member Directory Search filter dropdown data and labels. Latest updates have been implemented and development team is unit testing for accuracy. Upon validation, team to review with client stakeholders.

* HTML for the login has been sent to Denis and Angel to style iMIS login page as the main site.

* Alert/Information Information display was implemted for Member Directory page when users look for Intern or students.

*Knowledge Base section was updated with:

-- Each filter with OR logic and AND logic between each filter

-- Short VS Long view

-- Sort by relevance, alpha, publish date

* Nedra had advised on some more codes to be displayed on the site for Member directory, iMIS has proposed a solution, Nedra to speak with team and advise.

Content Planning: OAA Staff team worked with the various teams to continue on content planning. Enginess met with OAA Staff team to review the content migration process and schedule on 12-05-2019.

* Some CMS reference documents and staging links were provided to Staff Team to get acquainted to the

Projected Work Scheduled Month of January 2020

BA Support:

* Support the Development and Quality Assurance (QA) and Testing team on any questions.

* Support OAA Staff on any questions.

Development:

* Wrap up any outstanding bug fixes on any identified issues by QA team.

Quality Assurance and Testing:

* Regression test the site

Content Migration:

* Start on script for content migration and migrate content

Project Management:

* Monitor project progress and communicate to OAA Staff team.

* Setup for Staff CMS training. Coordinate on User Acceptance testing and content entry.

OAA Website Audit and Redesign STATUS REPORT

system. This is pre-training.

Quality Assurance and Testing: Team started QA and testing on 12-17-2019.

Enginess

Projected Work Scheduled Month of September 2019

ID	Action	Owner	Impact/Notes	Due Date	Resolution Date	at

Risks / Issues

ID	Action	Owner	Impact/Notes	Due Date	Resolution Date	at
1	Any new asks and or chage requests may cause delays and project timeline to extend further and may also have budget implications due to the	Project Team	Delays in project impacting development and eventually launch which may affect budget.			



Ontario Association of Architects

FOR COUNCIL MEETING
January 23, 2020
(open)
ITEM: 5.5.a

Memorandum

To:

Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi

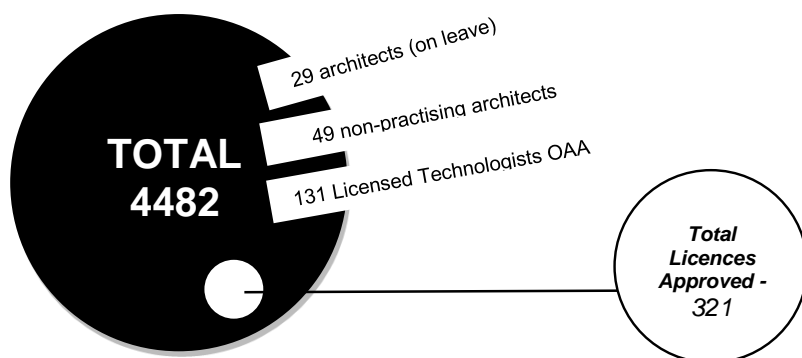
Amir Azadeh
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Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Nedra Brown, Registrar

Date: January 9, 2020

Subject: Activities under the Registrar – 2019 Summary

1. Membership as of December 31, 2019

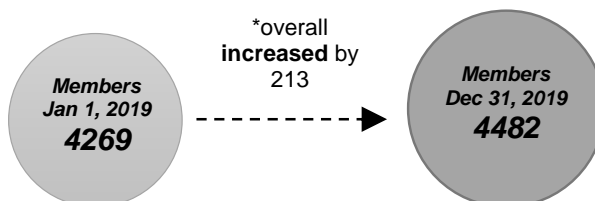


Licence Applications Rec'd – 366

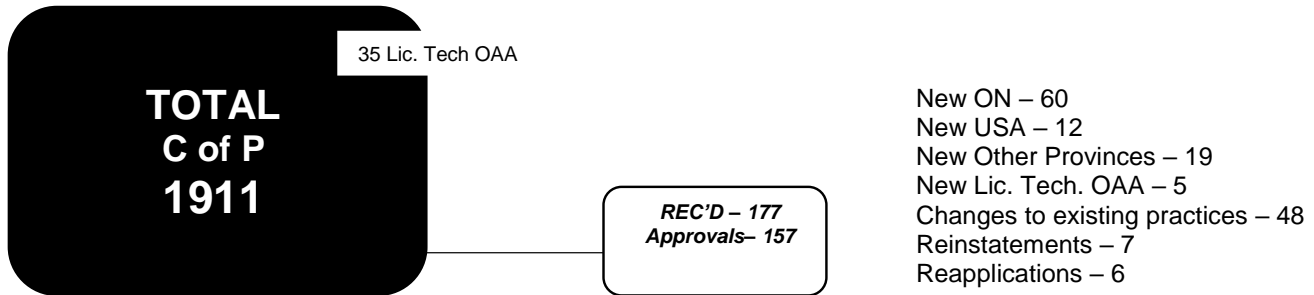
Total Licences Approved – 321

- First Time Applicants (FTA) – 189
 - FTA ITP – 51
- BEFA - 12
- Licensed Technologist OAA – 6
- Reciprocal – 59
- Mutual Recognition Agreement – 21
- Reapplications – 10
- Reinstatements – 10
- Non-Practising Architect – 13
- Exemption Request to Council - 1

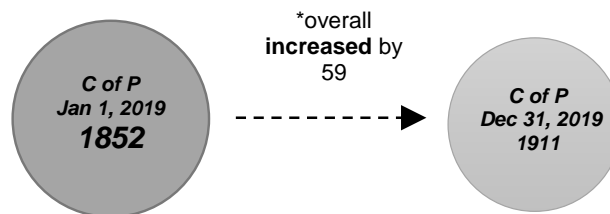
Membership Growth Summary



2. Certificate of Practice as of December 31, 2019



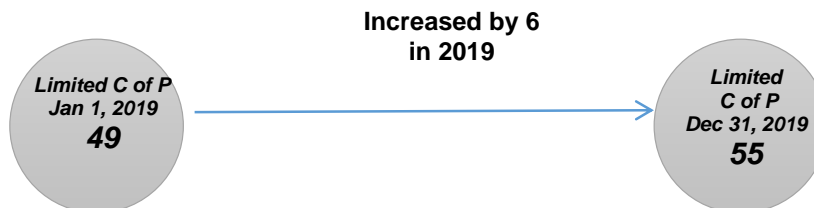
Certificate of Practice Growth Summary



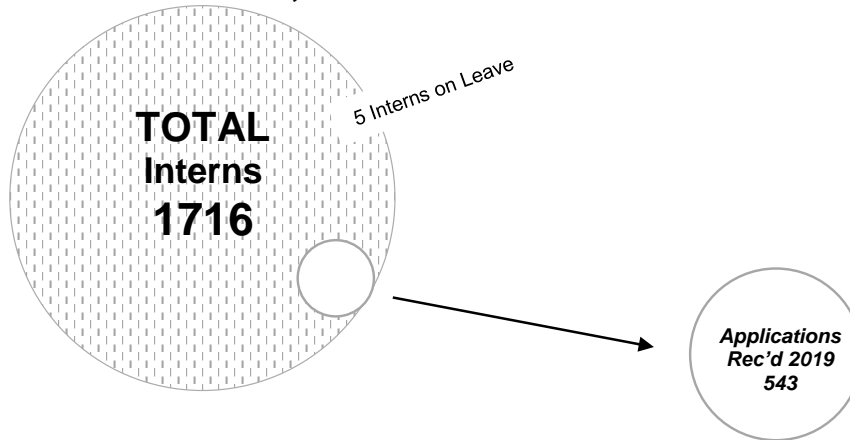
3. Temporary Licence Growth Summary



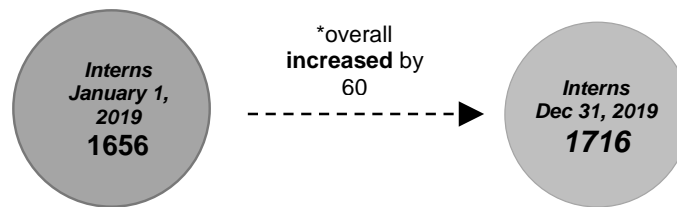
Limited Certificate of Practice Growth Summary



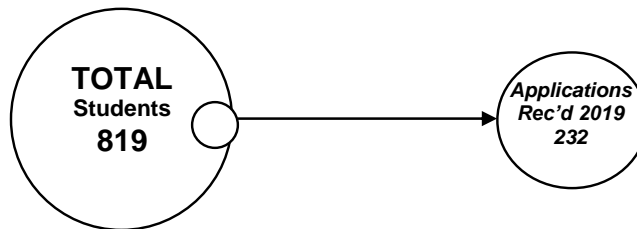
4. Interns as of December 31, 2019



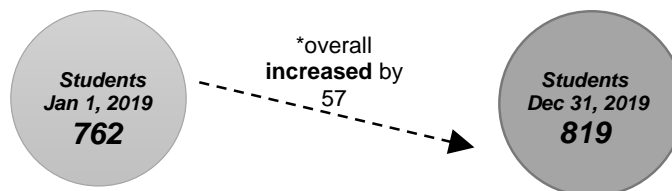
Intern Growth Summary



5. Students as of December 31, 2019

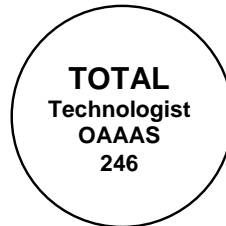


Student Growth Summary



OAAAS

Technologist OAAAS



Name change: The title for Associates OAAAS were changed to Technologists OAAAS. There is no longer an Associate OAAAS status.

Exemption Requests to Council

In 2019 there were 5 requests for information and assistance with process and/or applications for Exemption Requests to Council with 2 that proceeded.

Experience Requirements Committee (ERC)

The ERC held 6 meetings in 2019; the Committee interviewed a total of 7 applicants.

7 Applicants were referred for interview for foreign experience while not enrolled in the Intern Architect Program (IAP);
2 Applicants made an Exemption Request to Council; and,
5 Applicants were interviewed for foreign experience.

The Experience Requirements Committee recommended to the Registrar that 3 applicants be licensed and that 4 applicants meet additional requirements.

Complaints Committee

The Complaints Committee dealt with 58 complaints in 2019.

6 complaints matters were referred to the Discipline Committee.

47 complaints were not referred to the Discipline Committee and/or the Committee took other action not inconsistent with our governing legislation which included issuing 14 Letters of Caution and/or Undertakings

5 Cases have been carried over to 2020.

Public Interest Review Committee (PIRC)

No meetings were held in 2019.

Discipline Committee

The Discipline Committee held 2 Hearings and 1 pre-trial conference.

There are 2 Hearings scheduled and 15 matters to be scheduled including written hearings for 10 instances non-compliance with the OAA's mandatory continuing education program 2016-2018 cycle.

There was one appeal from a decision of the Discipline Committee to Divisional Court. The matter was heard and the court dismissed 4 out of 5 allegations and returned one allegation to the Discipline Committee Tribunal for a determination. The case is cited as Saplys v. Ontario Association of Architects, 2019 ONSC 1679.

There is an additional appeal from a decision of the Discipline Committee to Divisional Court.

Registration Committee

The Registration Committee held 2 Hearings. The Registration Committee found the individuals eligible for registration upon completion of specific activities. The one individual is appealing the decision.

Act Enforcement

90 matters were reported to the Registrar for investigation by members and the public related to misuse of the term "Architect" or "Architecture" or otherwise holding out:

23 letters from Legal Counsel were sent and the matters have been resolved;

14 letters from Legal Counsel were sent and the matters are ongoing;

10 letters from the Office of the Registrar were sent and the matters have been resolved;

18 investigations are ongoing; and

25 were investigated and found not to be in contravention of the legislation.

Injunction

There is one injunction in process related to holding out and unauthorized practice.

Public Speaking

The Registrar and Deputy Registrar alternated in teaching the Professionalism section of the "Starting an Architectural Practice Course".

The Deputy Registrar taught the on-line Admission Course Professionalism component and participated in live online discussions with students as part of the course 3 times (once in each semester).

The Registrar taught the professionalism portion of Admission Course at the Annual Conference in May and the Saturday program offered as part of the Fall Saturday series for Admission Course (in person learning) in November.

The OAA President, Kathleen Kurtin, and the Registrar spoke to the professionalism class of the Carleton University Azrieli School of Architecture and Urbanism who visited the OAA and met with President Kurtin for a tour and discussion about the OAA building Renew and Refresh Project.

The Registrar and Deputy Registrar spoke to the professionalism class at the Daniels School of Architecture at the University of Toronto.

The Registrar spoke to the professionalism course at the Laurentian University McEwen School of Architecture and the professionalism class at the University of Waterloo School of Architecture.

The Registrar accompanied by either the Administrator Internship in Architecture Program (IAP), Administrative Assistant IAP, or the Administrator Licence, spoke to each cohort of the IPLAN bridging program for internationally trained professionals in the field of architecture.

The Registrar and the Associate Director OAAAS spoke to the Community Outreach and Workforce Development bridging program at the Humber Institute of Technology & Advanced Learning



Ontario Association of Architects

FOR COUNCIL MEETING
January 23, 2020
(open)
ITEM: 5.6.a

Memorandum

To: **Council**
Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
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Milda Miskinyte
David C. Rich
Andrew Thomson

From: Vice President Practice

Date: January 9, 2020

Subject: Practice Resource Committee (PRC) Sub-Committee on Building Codes and Regulation (SCOBCAR)

Objective: To update Council on activities of PRC, SCOBCAR

Background:

1.0 Activities of PRC and SCOBCAR

There have not been any meetings for PRC and SCOBCAR since the last Council meeting. Meetings will resume in the new year.

2.0 Review of Project Management Service Providers and Architecture

At the December Council Meeting (in camera), a report was presented by the outgoing Vice President Practice regarding project management along with recommendations to address issues and concerns that have been raised by members and Council over the past few number of years. These were discussed by Council at the December meeting. As a result, Council passed a motion to receive the report and recommendations and provide direction to staff to work with the new Vice President Practice to consider further direction regarding those recommendations and implementation. The Manager Practice Advisory Services will commence those discussions once the new Vice President has been identified. The recommendations will need to be considered further in 2020 in terms of implementation and other Council priorities and objectives.

ACTION:

For information only.



Ontario Association of Architects

FOR COUNCIL MEETING January 23, 2020 (open) ITEM: 5.6.b
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Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
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Paul Hastings
Jeffrey Laberge
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Sarah Murray
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Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Vice President Practice

Date: January 9, 2020

Subject: Overall Statistics of the Practice Advisory Services (PAS) Hotline and Update on Requests for Proposals (RFPs) monitoring

Objective: To update Council on activities of the PAS Hotline and Requests for Proposals

Background:

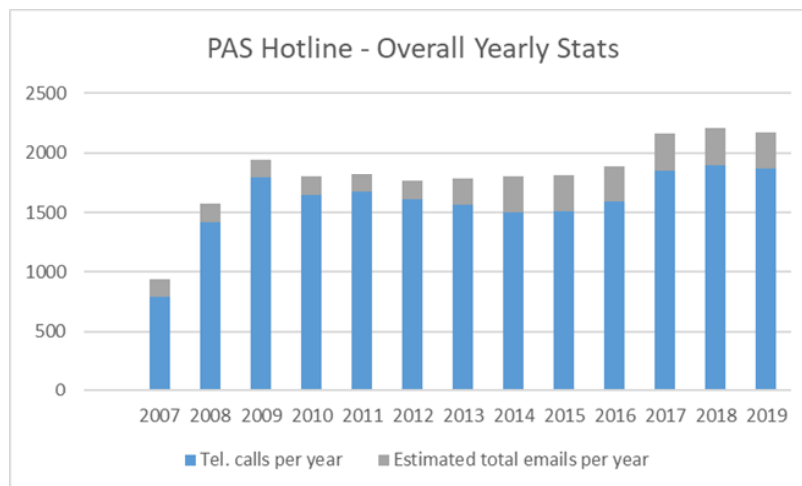
PAS Hotline

The PAS Hotline service addresses questions related to a wide range of issues pertaining to the architectural profession. The service is utilized by: architects and employees, clients, building officials, lawyers, contractors, consultants and other construction related entities to obtain assistance.

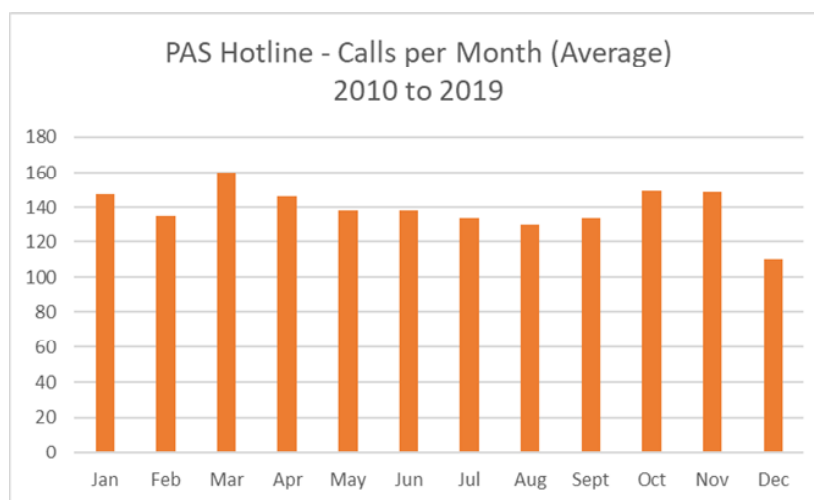
The following report presents *Total Calls per year* since 2007 as well as *Monthly averages* since 2007, showing a consistent growth in the popularity of this service to membership and public at large.

This overview offers:

- 2017 marked the year that Hotline reached over 2000 calls/emails per year
- The PAS Hotline busiest months currently are January, March, October and November.
- The PAS Hotline slowest months currently are July, August and September, corresponding to summer holiday as well as December.



Note: Partial data only for 2007



Year	Tel. calls per year	Combined total calls + emails (rounded)**	Average Combined (calls+emails) /month**
2007*	788	940	80
2008	1,422	1,570	130
2009	1,785	1,940	160
2010	1,645	1,800	150
2011	1,669	1,820	150
2012	1,605	1,760	150
2013	1,562	1,780	150
2014	1,502	1,800	150
2015	1,506	1,810	150
2016	1,587	1,890	160
2017	1,855	2,160	180
2018	1,897	2,200	180
2019	1,867	2,170	180

** The number of emails are estimated

* Partial data only for 2007

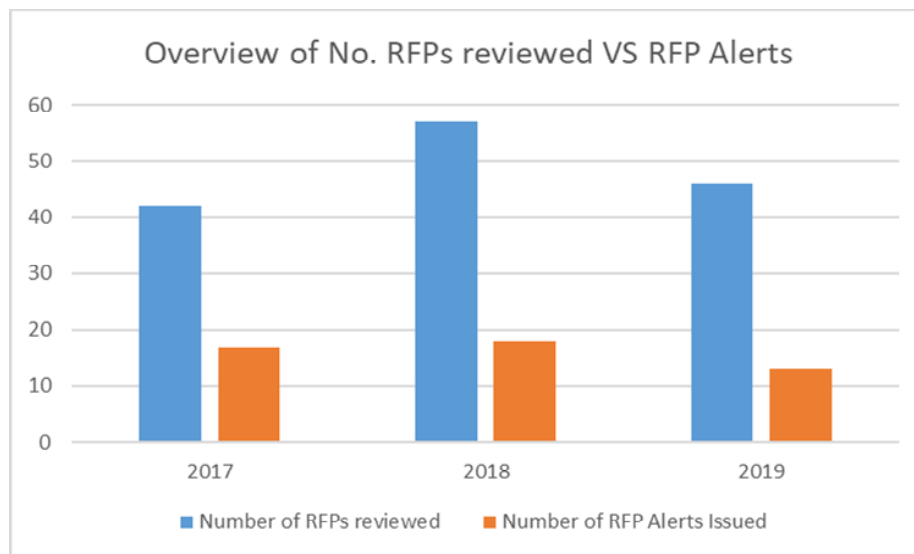
RFP Monitoring

RFP Alerts are issued by the OAA to highlight any comments, cautions or advice related to Request for Proposals (RFPs).

The following report presents overview of the last 3 years.

Some observations:

- The PAS team has noticed the alerts are resulting in greater awareness and willingness by the creators of the RFPs to having a discussion to review OAA's concerns about content of the documents.
- The reduction in the number of Alerts issued in 2019 can be attributed to PAS being short-staffed and not having the resources to review as many RFPs rather than a reduction in the number of RFPs worthy of an Alert.
- The introduction of Practice tip 39.1 *Best Practices for Review of RFP Language and Supplementary Conditions OAA 600 and other Client-Architect Contracts* in May 2019 would have also resulted in empowering members with key items to look for. We may continue to see a reduction of RFP reviews from PAS as well as alerts with this new tool.



Year	Number of RFPs reviewed	Number of RFP Alerts Issued
2017	42	17
2018	57	18
2019	46	13

ACTION:

No Action – For information only

ATTACHMENTS:

Update on Requests for Proposals (RFPs) monitoring (attached)

	Dates Issued/Closed	Client/Owner/ Procurement Authority	Action/Comments
2020			
	Close Jan 31/2020	UofT/Brampton Robotics Lab Building RFP#2018-19-73A	Requested by Member
	Close Jan 13/2020	Southwest Middlesex Child Care Facility RFQ	Response to Member Jan 06/2020
2019			
1	N/A	North York General Hospital (Plexxus) - SC's	Requested by Client
2	Close Jan 21/19	OECM - Master Agreement - RFP#2019-352	Requested by Member
3	Close Jan 15/20	Sudbury - RFP 19-180 - Main Branch Library & Art Gallery	Ongoing discussions with Sudbury lawyer
4	N/A	Region of Durham - Consulting	Requested by Client
5	N/A	Francochat - SC's to OAA 600	Requested by Client
6	Close Dec 17/19	NCC- RFP Rideau Hall Stage 2 - Support Buildings	RFP Alert Dec 16/19 & further discussions with Client
7	Close Nov 22/19	Simcoe County - RFPQ#2019-040 for Architectural Services	Requested by Member
8	Close Oct 31/19	Mettko Construction- RFP New Fire & Emerg Services City of Welland	Requested by Member - OAA sent comments to Member
9	Close Nov 20/19	Brock University - RFP for Dining Hall Renovations	RFP Alert Nov 14/19
10	N/A	Queen's University - VOR Contract	Client reviewing OAA comments
11	Close Dec 5/19	City of Brampton - RFP 2019-56 New Transit Facility	Brampton to revise RFP by Dec 3/19
12	Close Nov 21/19	City of Cornwall - RFP 19-P15 - Art's Centre	OAA comments sent to City
13	Close Nov 7/19	St Lawrence College - RFP for Brockville Health Centre	Client agreed to revert to OAA 600
14	N/A	City of Brampton - RFP 2019-51 - Revisions to OAA 600	City to issue addendum
15	N/A	FRANCOchat - Supplementary Conditions to Doc 600, 2013	Discussions with OAA/Francochat - addendum issued
16	Close Nov 21/19	City of Toronto Notice of Intended Procurement (NOIP)	Reviewed with Client - Addendum issued
17	N/A	Region of Durham - Lakewoods ELCC agreement	Requested by Member
18	Close Oct 10, 2019	U of Ottawa - RFP 2019-40225 - Exterior Envelope	Too late to issue alert - sent review to Member & Client
19	Close Sept 18, 2019	City of Brampton, Addition & Reno, RFP Balmoral Rec Centre	Discussions initiated w/Brampton
20	Close Sept 19, 2019	Second City Arch/Eng Services, RFP One York Street	Discussions initiated w/Second City
21	Close Sept 11, 2019	Lanark County, DB Social Housing, RFP LC-2019-007	Requested by Member, under review
22	N/A	Federal PSPC - RFI Solicitation EP008-19369/A - Project Planning and Advisory Services and Project Execution Services	Requested by Members, under review
23	Close Sept 5, 2019	City of Cornwall, Arts & Cultural Centre, RFP#19-P12	RFP Alert Aug 30/19
24	Close Aug 19th, 2019	City of Cornwall, Administration Building, RFP 19-P05	RFP Alert Aug 9/19
25	Close Aug 7th, 2019	North Bay Community & Recreation Centre, RFP 2019-62	Requested by Member
26	Close July 25th, 2019	St Catherine, RFP_P19_187, Carlisle Parking Garage	Requested by Client
27	Close July 22nd, 2019	Carlton University, RFP#28-06-19, New Student Residence	Requested by member, issues reviewed with Member
28	Close July 8, 2019	UHN, Tunnel Design Competition, RFSQ 2019-028	Requested by member
29	Close July 10, 2019	City of Brampton, Fire Station 214, RFP 2019-028	RFP Alert Jul 5/19, no RFP response, Client revising RFP
30	Close June 25/19	City of Mississauga, Burnhamthorpe Community Centre	Requested by Member, comments sent Client, no response
31	N/A	Northumberland County, Generic SC's	Requested by Client - Reviewed w/ Client
32	Close June 17/19	City of Guelph Washroom Replacement, Ref 19.097	RFP Alert Jun 10/19 - Talked to Client
33	Close May 23/19	Providence Manor Kingston, RFP#2019-MQ-067 Agreement	Reviewed agreement w/ Member
34	Close May 3/19	FRANCOchat, Ottawa Area, RFQ (5 Schools)	RFP Alert Apr 23/19 - Talked to Client - revised SC's
35	N/A	GrowLegally Confidentiality Document	Requested by Member
36	Close Apr 2/19	Mohawk College RFP M12-05-19 E Wing Renos	Requested by Member - Talked to Client - Revising RFP
37	Close Apr 3/19	Chatham Kent - New Fleet Garage (R19-220)	Member Request - Client agreed to delete free design
38	Close Mar 20/19	City of Greater Sudbury RFP - Frobisher Depot	RFP Alert March 14, 2019 - Talked to Client
39	Close Mar 11/19	University of Guelph McNaughton Building	Requested by Member - Talked to Client - Revising RFP

Yellow indicates RFP Alerts issued

Blue indicates where we have engaged with the client

	Dates Issued/Closed	Client/Owner/ Procurement Authority	Action/Comments
40	Close Mar 11/19	Town of Georgina Civic Centre RFP	Requested by Member
41	Close April 16, 19	St Mary's RFP-DEV-01-2019 Fire Station	RFP Alert March 1, 2019 - Talked to Client
42	Close Mar 6, 2019	City of Thunder Bay, New SNEMS Ambulance Base	RFP Alert Feb 26, 2019 - Talked to Client
43	Close Jan 24/19	Brock University RFP DB18-11 Residence 8 Redevel	RFP Alert Jan 21/19 - Talked to Client
44	N/A	University of Guelph - Ridgeway - SC's (after award)	Requested by Member - Talked w/ Client - revising SC's
45	Close Jan 18/19	City of Cambridge RFP#2018-97 Forbes Park Washrooms	RFP Alert Jan 15/19 - Talked to Client
46	Close Jan 9/19	Centennial College RFP - Compliance	RFP Alert Dec 20/19 - Talked to Client

Year	RFPs and Supplementary Conditions Reviewed	Number of Alerts Issued
2019	46	13
2018	57	18
2017	42	16



Ontario Association of Architects

FOR COUNCIL MEETING
January 23, 2020
(open)
ITEM: 5.6.c

Memorandum

To:

Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Speigel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From:

Kathleen Kurtin, President, Chair, Sustainable Built Environment Committee

SBEC Committee Members:

Katie Kurtin (Chair)
Terri Boake
Paul Dowsett
Danny Harvey
Mae Shaban
Erik Skouris
Geoff Turnbull

Cheryl Atkinson
Eric Charron
Mariana Esponda
Joy Henderson
Sheena Sharp
Andy Thomson
Ted Wilson

Date:

January 6, 2019

Subject:

Sustainable Built Environment Committee (SBEC) Update

Objective:

To provide Council with an update on the Committee's activities.

Background: SBEC met last on December 3, 2019. At that meeting, the Committee discussed the Toronto 2030 District. It was brought to their attention that CUI is moving to national programs only and, as such, Toronto 2030 District no longer fits within their mandate. The Committee has suggested that RAIC may be a good partner for Toronto and other Canadian 2030 Districts moving forward.

In addition to this, the group reviewed a Deep Energy Retrofit Tip Sheet draft and discussed the opportunity of presenting it at the OAA's 2020 Conference. Since the Committee met, conference submissions have been reviewed and SBEC looks forward to presenting this exciting presentation at Conference this year.

At the President's advisement, SBEC is considering opportunities for the OAA to expand its reach and further demonstrate its leadership on the climate crisis. The Committee is compiling recommendations and will present it to Council ahead of the February planning session.

SBEC welcomes Mae Shaban, Erik Skouris and Geoff Turnbull to the Committee.

Action: No action required.

Summary of Society Visits 2019

Introduction

The 2019 annual visit to each of the OAA's Local Architectural Societies began on a particularly positive note in Sault Ste. Marie on August 20 and signalled the renewal of the Algoma Society of Architects. OAA President Kathleen Kurtin, along with Executive Director Kristi Doyle and the OAA Councillor Liaisons to the local Society, continued to visit each of the 14 Societies through the fall months. The final visit took place on the evening of November 28 in Cambridge with the Grand Valley Society of Architects. Sincere appreciation is extended to all Society Chairs and their members for organizing and attending these visits.

During this year's visits, President Kurtin began with a brief overview of the Council's key priorities for the year, which were identified earlier in the year as part of the Council's planning session:

- The Education Continuum—Comprehensive Education Committee;
- Membership Engagement; and
- Inclusivity and Equity throughout the Profession.

President Kurtin stressed, however, that the majority of the Society meetings would be focused on open discussion and conversation with local members on issues that are of most interest to the group—local initiatives and issues, bigger-picture challenges and opportunities for the profession, feedback on OAA programs and services, etc. In advance of the visits, Society Chairs were also asked to identify any topics that the group specifically wanted to discuss.

This following represents a general summary of the items presented and issues discussed.

The Education Continuum – Comprehensive Education Committee

The President reported that as a result of Council's planning session early in 2019, a high priority has been placed on education—the entire spectrum of education. While many of the pieces of the education puzzle are currently available or in development, Council had noted that these are scattered in many different places, such as the OAA's Continuing Education program, Practice Advisory Service tools and resources, Pro-Demnity Programs, Society Workshops, RAIC programs, and university and community college programs. Now, the gaps need to be identified as well.

The President confirmed that in order to address this broad issue, the OAA's existing Continuing Education Committee has been re-introduced as the Comprehensive Education Committee. The revamped Committee has an expanded mandate to oversee recommendations covering the whole spectrum of education from primary and secondary education to higher education, followed by internship, licensure, and the various phases of practice, and finally concluding with retirement.

The new Comprehensive Education Committee has been organized in such a way to 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.

President Kurtin noted that this initiative has been communicated to members over the course of the year in a number of ways, and confirmed that the Committee work is now underway. The Committee will be developing strategies and content to carry this priority forward.

The President further stressed the need for interns, architects, and practitioners to ensure they continue to develop their financial literacy. This includes everything from managing their time and the cost of their education to what is an appropriate salary, as well as how to price architectural services, bid on projects, bill clients, and prepare for retirement.

Also discussed with local members was the importance of attracting the best students to the profession, and also ensuring a public that understands and appreciates architecture (as they will no doubt also be clients in the future). A number of different tactics were discussed in various meetings in terms of how the Local Society could engage with the public and also the Schools of Architecture, where logistically possible.

Membership Engagement

The President delivered a clear and urgent message to members regarding the importance of getting involved with the OAA, noting that opportunities are available each year on Council as well as Committees, task groups, and roundtable discussions. These are fabulous opportunities to share expertise and learn in depth about other aspects of the profession, regulation, the Association's structure, as well as the many programs and services.

Getting involved is a chance to gain a wealth of information, as well as to give back to and influence the future of the profession. Equally important, however, is the responsibility of the members to get involved in order to support and preserve the profession's status as self-governing. Those members who own and run architectural practices were urged to make sure they are promoting the culture of volunteering for members and the profession.

In addition, the President noted that the OAA holds periodic roundtables that members are encouraged to participate in. The roundtables are an important avenue for the OAA to gather feedback and input from members. As part of its mandate to promote architecture for the good of the public, the OAA and Council rely on members working in specific, focused areas of practice in order to collect front-line feedback. Recent roundtables focused on Reconciliation as well as the *Planning Act* and site plan approval.

The President further noted that Council is looking for ways to engage with members who run for Council unsuccessfully. Acknowledging their commitment and effort, this would also involve encouraging their participation on a Committee, task force, or roundtable that complements their expertise.

The Fall 2019 Society Chairs workshop was focused on promoting member participation in the Societies and looking at ways to work with each Society uniquely and directly to promote their development. This would better enable members to advance matters of public interest such as climate change action, design excellence, and housing affordability.

Focus is also being placed on promoting mentorship for the Internship in Architecture Program (IAP) to members and employers.

Inclusivity and Equity throughout the Profession

President Kurtin noted that one of the primary reasons she ran for Council five years ago, and the principal motivation for putting her name forward for President, was to promote inclusivity and equity throughout the profession. She stressed that inclusivity and equity should be considered in decision being made by Council and reflected back into priorities of education and membership engagement. She urged all members to do the same in their own professional lives and practices.

By focusing in the next year on these three priorities—education continuum, membership engagement, and inclusivity/equity—the President wrapped up with her strong view that significant improvements for the profession can be made through these priorities, which will in turn benefit and protect the public.

The following topics were discussed during individual visits as a result of questions raised by members and as part of the open discussion and dialogue:

- Update on the regulation of the practice of Interior Design under the *Architects Act*;
- Introduction of the new *Construction Act*, prompt payment and adjudication—implications for the process and education/information issued by the OAA;
- Recent changes to the Internship in Architecture Program (including acceptance of student hours) as a result of feedback and the previous OAA Survey of Members;
- MMAH's proposal regarding streamlining and transforming building code services in Ontario and the potential impact on the profession—Society letters to support the OAA position;
- Rising cost of professional liability insurance and Pro-Demnity premiums;
- The OAA's Building Renew & Refresh project and meeting the 2030 Challenge as well as the importance of considering embodied energy;
- Further initiatives and activities to address the climate change emergency;
- Updating of the OAA's Quality Based Selection (QBS) documents and further advocacy; and
- Revisions to CCDC 2 and Tarion registration.

The following brief updates and reminders were discussed with members.

OAA Conference 2020 – Toronto

The President reminded Societies that the OAA's 2020 Annual Conference will be held at the Beanfield Centre and Hotel X in Toronto from May 27 to 29. The theme of the 2020 OAA Annual Conference is "*Shifting Paradigms*." An exciting roster of Continuing Education and tours will be featured along with the grand reopening of the OAA Headquarters Building.

Council Election and Committee Vacancies

As the nomination process, campaigning, and voting for OAA Council rolled out over the fall months, the President reviewed the pertinent dates with members and reiterated the importance of getting involved. Concern was expressed by the President regarding the level of apathy among members voting in the annual Council elections. Kurtin reminded of the responsibility placed upon members of a self-regulating profession to govern the profession in the public interest, which

includes voting in Council elections. The OAA provides candidate bios, candidate statements, and the opportunity to ask candidates questions online.

Members were also reminded that the annual call for volunteers for Committees was underway, with the President noting that it was another great way to get involved and give back to the profession, while also helping to shape the future.

2019 Survey of Members & Practices

To further the discussion around membership engagement, members were urged to participate in the OAA Survey of Members, which was launched in September and available for response until November 1. Participation in the survey is vital to its success; it helps Council understand the demographics of the profession and trends, as well as allows collection of valuable feedback from members so that programs and services can be appropriately developed.

A Survey of Practices will be launched in early January.

Architecture Policy for Canada

As discussed during the previous year's visits, members were reminded that the OAA has been participating with the other provincial architectural regulators, RAIC, and the university Schools of Architecture on the development of an Architecture Policy for Canada.

The intent is for an architectural policy that will define and reinforce value of architecture as a creative cultural and social industry. The policy is focused on what excellence really means in the built environment and how it benefits society. Once established, an Architecture Policy for Canada will help inform and guide the process of procurement and commissioning public projects at all levels of government to leverage architectural opportunities for desirable social outcomes.

The project is now in Phase 2, which is a Canada-wide consultation with the profession, students, and the public. It was noted that Local Societies will be contacted shortly with information as to how they can host a session to help further this important initiative.

At the close of each meeting, the President thanked all in attendance and encouraged members once again to get involved with the OAA, Local Societies, and community initiatives.

This above summarizes the content of the 2019 annual visits to the OAA's Local Societies and highlights the key areas of discussion. It does not necessarily reflect the exact detailed discussions in some Societies.



Ontario Association of Architects

FOR COUNCIL MEETING
January 23, 2020
(open)
ITEM: 7.2

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
Settimo Vilardi

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Amir Azadeh, Vice President Communications

Date: January 13, 2020

Subject: 2019 OAA Local Society Annual Reports

Objective: To provide Council an update on Local Society Annual Reports for 2019.

Background:

Each year, the OAA's local architectural societies are requested to submit an annual report to the OAA Council as a mechanism for reporting and also for the purpose of sharing information and activities with the other societies. The information will be made available through the updated Societies Portal on the OAA Website.

In order to streamline the process of reporting and to continue the procedure that was implemented in December 2011, we requested that each society submit an annual report and financial statements by the deadline of January 10, 2020. At this time, 10 annual reports from the 13 active local architectural societies have been received. Of those, one of the reports is pending their financial statements.

Staff will continue working with Local Societies in order to receive all outstanding information.

Action: For information only.

Attachments: Appendix 1 – Societies' Annual Reports, Financial Statements and Summary

Appendix 1 – Societies' Annual Reports, Financial Statements and Summary

Society	Annual Report	Separate Financial Report
Algoma Society of Architects (ASA)	NR	NR
Grand Valley Society of Architects (GVSA)	[✓]	[✓]
Hamilton/Burlington Society of Architects (HBSA)	[✓]	[✓]
London Society of Architects (LSA)	[✓]	[✓]
Niagara Society of Architects (NSA)	[...]	[...]
North Bay Society of Architects (NBSA)	[...]	[...]
Northwestern Society of Architects (NWOSA)	[✓]	[✓]
Northern Ontario Society of Architects (NOSA)	[✓]	[✓]
Northumberland Durham Society of Architects (NDSA)	[✓]	[✓]
Ottawa Regional Society of Architects (ORSA)	[...]	[...]
St. Lawrence Valley Society of Architects (SLVSA)	[✓]	[✓]
Toronto Society of Architects (TSA)	[✓]	[✓]
Trent Society of Architects (TRENT)	[✓]	[...]
Windsor Region Society of Architects (WRSA)	[✓]	[✓]



Hamilton/Burlington
Society of Architects

OVERVIEW OF HBSA ACTIVITIES FOR 2019

The HBSA continues to play an important role in our community, providing important commentary and insight into architectural issues facing our city.

In 2019 at our annual meeting we had a transition into a new executive by way of nomination and vote. After many years of service, Graham McNally stepped down as chair to be replaced by former Co-Vice Chair, Christina Karney. Paula Hamilton shifted from Secretary to Vice-Chair. Esther Link replaced John Grguric as Treasurer, and new HBSA member Cecilia Nin became secretary.

While 2019 has had fewer large signature events than 2018, we have been active through smaller community initiatives, planning for upcoming events in 2020, HBSA annual events such as the President's Dinner and the Golf Tournament. We also offered our members several opportunities to obtain continuing education through seminars and workshops and were active in new areas of advocacy.

SPECIAL FUNDING

- *Power of Design* – An exhibition to illuminate the historic and evolving role and meaning of power stations in Hamilton. The photographic & historic research are complete, and a pop-up show took place at the Westinghouse in November 2019. A full exhibition will take place in mid 2020.
- *Millennial Housing* – The task force for the housing charrette, now officially named “The Missing Middle: Millennial Housing in 2020”, has been meeting bimonthly to plan the charrette. The core of this event will be a two-day charrette, hosted by the Carnegie Gallery, in which five teams prepare a proposal for a housing intervention for millennial homeowners on one of five local sites. The event will be opened with a keynote address from the Globe and Mail's Alex Bozikovic on the evening of Thursday January 30, 2020. The charrette will take place on Friday, January 31. At the end of the two-day exercise teams will have the opportunity to present their ideas to the general public. Teams will then be given a period of approximately five weeks to refine their work which will then be exhibited in the Carnegie Gallery starting March 12. See the attached prospectus for additional information.
- *YAH you Can* – YAH You Can @ SuperCrawl (Sept 13 - 15): YAH with the HBSA hosted a booth at the SuperCrawl with many interactive stations including LEGO, photographic installations and video from local architects. The program is based on the monthly engagement events YAH hosts at Hamilton's monthly James Street North Art Crawl. Expanded programming engaged community partner groups and members of the public and featured the Shift Expose, an advanced look at the Power of Design and featured many local firms as an extension of “My



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Society of Architects

Local Architect". While the initiative did not receive OAA funding, it was run successfully at a smaller scale and contributed to the local society and design community having a positive presence within the community.

Advocacy:

- *SPA Letter*: A key initiative that came from the HBSA's involvement with the DILG was a letter regarding issues with the SPA Process addressed to both the Mayor of Hamilton and of Burlington, and the General Manager of Planning and Economic Development. Following this letter, members met to discuss their experiences and created a chart identifying specific problematic areas. HBSA Executive and our DILG Liaison met with the City of Hamilton's General Manager and Key City Staff to improve the process on December 13th for a productive conversation which will be followed by a official letter on the City responding to the HBSA's suggestions.
- The HBSA continued to contribute to the development of policy at the City of Hamilton as members of the Open for Business Committee and the Development Industry Liaison Group.
- Participated in the Climate Strike at Gore park, September 27, 2019

Events - Community Engagement & Continuing Education

- Members of the HBSA participated in the *Threshold School of Building Furniture Building competition*. Two teams from HBSA-YAH participated in the Bayfront Builders` Challenge, HBSA sponsored a table at the TSOB fundraising dinner, and the HBSA team won the competition for the second year in a row.
- The HBSA Sponsored the *Doors Open* and encouraged participation and attendance of members.
- "*YAH You Can*", an event at the monthly art crawl that gave the public an opportunity to sketch ideas for their City on postcards
- *SymposYAH #6 Hamilton Development Renaissance* invited members of the community to engage in pressing questions that relate to the changes happening in the City – both good, bad and challenging (see poster for details)
- *SymposYAH #7 Better Details* invited architects, builders, engineers and community members to engage in an evening looking at specific detailing challenges in existing buildings with the help of building science professionals (see poster for details)
- *AGH Film & SymposYAH8* hosted a film at the annual film festival. Members selected the film *City Dreamers* as it features changing urban environment and four trailblazing women architects who have been working, observing and thinking about the transformations shaping the cities of today and tomorrow for over 70 years. *City Dreamers* is above all inspired by what has united these four women throughout their careers: the "dream" of a fundamentally human and inclusive city.
- *Prodemy offered free Continuing Ed Session* to respond to questions like: What is most likely to draw your practice into a professional liability claim? How does "what tends to go wrong", "who complains" and "who else is implicated" vary with building type? What can you do to lower your



Hamilton/Burlington
Society of Architects

risks? A recent review for Pro-Demnity Insurance Company has revealed interesting patterns among the claims made against Ontario Architects. The “Claims Experience Workbook” (published jointly by the OAA and Pro-Demnity in 2017) highlights numerous strategies that architects can take to manage their risks.

YAH Events

- YAH hosted two Social events to build community among young professionals in architecture and adjacent professions (technologists, makers, interior designers etc).
- YAH hosted two community films at the Bayfront; YAH hosted two design films open to the community at the Waterfront Discovery Centre theatre - made possible by support from the OAA community outreach funding

Annual Events

- The Annual *Golf Tournament* in partnership with the Hamilton Niagara Chapter of Construction Specifications Canada raised \$7,500 for three local charities: Big Brothers and Big Sisters of Burlington and Hamilton, Threshold School of building ; and Restoration Second Stage Homes
- The President’s Dinner took the place of our November meeting to address the key areas of focus for 2019 (Comprehensive Education, Membership Engagement and Equity) . At this event Trevor Garwood Jones was recognized for his life-long contributions to the profession. The City of Hamilton also presented their annual awards for exemplary submissions and conformance to the Building Code & Response for Inspections. Finally, new architects were announced, and their tickets were sponsored by YAH (Young Architects of Hamilton)
- The Christmas Dinner invited members to socialize and engage across firm and demographic boundaries to celebrate the end of the year. Cheques were presented to the charities named to receive funds raised at the Annual Golf Tournament

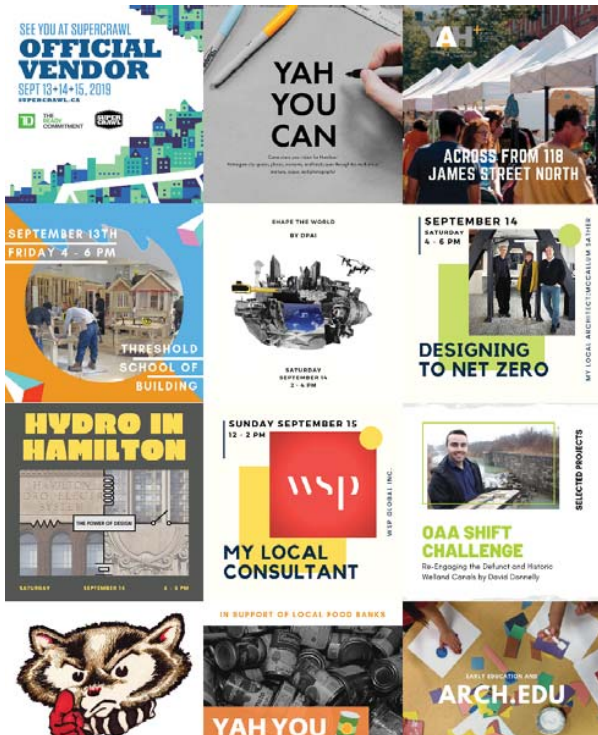


Hamilton/Burlington
Society of Architects

PHOTOS FROM EVENTS



Threshold School of Building - Bench Building Charity Competition



Supercrawl Poster



YAH you Can @ Supercrawl



Hamilton/Burlington
Society of Architects

PHOTOS FROM EVENTS



Film Festival (Sponsorship) Postcard

Sympos 
YAH⁸ 
Young Architects of
Hamilton

Art Gallery of Hamilton
October 24, 2019

6:30 PM Doors Open
7:00 PM Screening
8:30 PM Panel Discussion*

City Dreamers is a film about our changing urban environment and four trailblazing women architects who have been working, observing and thinking about the transformations shaping the cities of today and tomorrow for over 70 years. City Dreamers is above all inspired by what has united these four women throughout their careers: the “dream” of a fundamentally human and inclusive city.

Phyllis LAMBERT Denise SCOTT BROWN

Cornelia HAHN OBERLANDER Blanche LEMCO VAN GINKEL






City Dreamers
A film by JOSEPH HILLEL



Hamilton/Burlington
Society of Architects





architects
interior designers
technologists
interns

Young Architects of
Hamilton

EVENT DETAILS:
FEB. 5, 2019
6:00-9:00 PM
COMOTION ON KING
HAMILTON, ON
3 HRS CON-ED
TICKETS: \$20

SYMPOSYAH #6
PANEL DISCUSSION
HAMILTON'S DEVELOPMENT RENAISSANCE

- + RAISE THE HAMMER
- + KPMB ARCHITECTS + MAYOR OF HAMILTON
- + OMAR GANDHI ARCHITECT INC.
- + SUPERKÜL + GOOD SHEPHERD
- + BEASLEY NEIGHBOURHOOD ASSOCIATION
- + ROQUE LAND DEVELOPMENT
- + JUDY MARSALES REAL ESTATE



Hamilton/Burlington
Society of Architects

PHOTOS FROM EVENTS



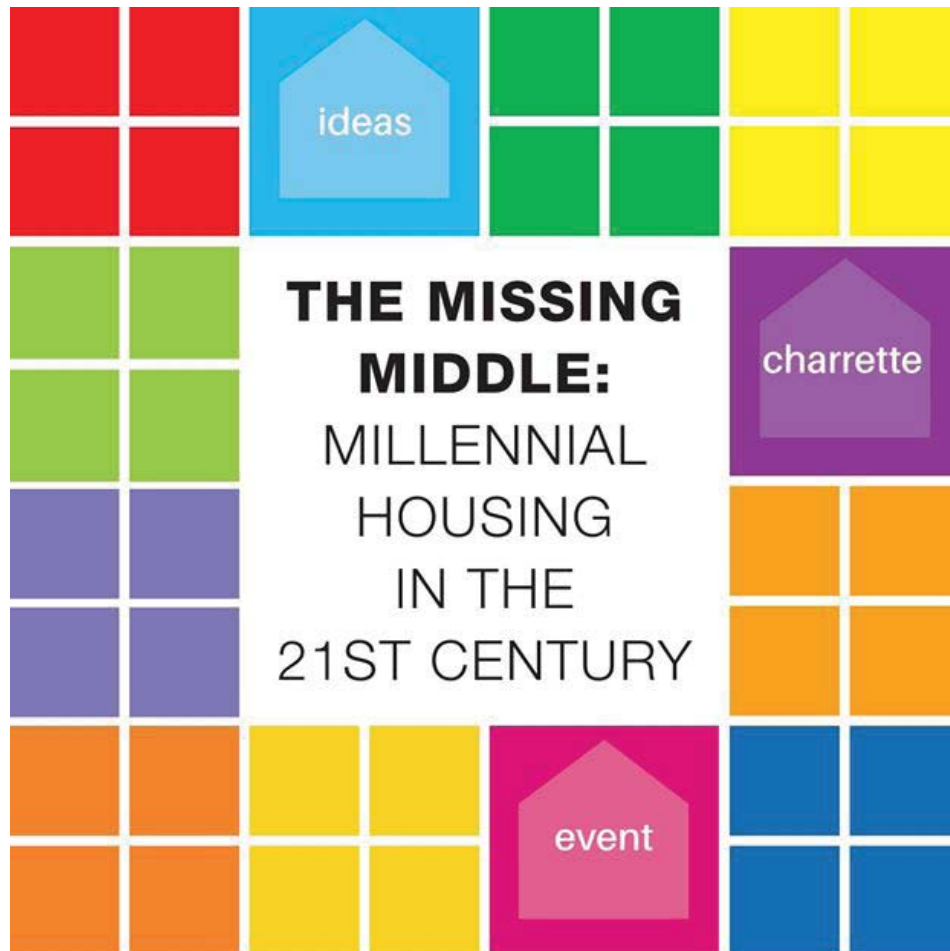
HBSA Participation at the Climate Strike at Gore Park





Hamilton/Burlington
Society of Architects

PHOTOS FROM EVENTS



Keynote Address

Alex Bozickovic,
Globe and Mail
Architecture Critic

Thurs, January 30, 7:30pm
Dundas Town Hall
Public Welcome
Reception to follow at
The Carnegie Gallery

All-Day Design Charette

Fri, January 31, 9am-5pm
Carnegie Gallery,
TBA & Lower Level
Public welcome to observe

4 teams of local architects,
artists and millennials
brainstorm housing designs
for first-time Millennial
buyers on underutilized
sites in Hamilton/Burlington

Exhibition of Designs, March 6-22, Carnegie Gallery TBA
Opening reception, Fri, March 6, 7-9:30pm





The Missing Middle: Millennial Housing in the 21st Century

Participant Prospectus

October 26, 2019

Invitation

On behalf of the HBSA we would like to invite your firm to participate in an exciting event to help address one of the major economic and social issues of our time: housing affordability for the Middle Class. Over a period of two days, five diverse teams led by personnel from local architecture firms will work to devise novel solutions to the current housing affordability crisis.

Problem Statement

In the years following World War II, North American society faced a pressing issue. Veterans were returning home to start families in huge numbers without enough housing stock to support them. Fortunately several factors converged to remedy this situation:

- Recognizing that providing citizens with access to affordable housing was an essential way to build a stable middle class. Governments stepped in to fund building and mortgage programs.
- The widespread adoption of the car meant that families could move outside of urban centers and still have access to all of the necessities and amenities of modern life.
- Modern construction methods allowed developers to mass produce housing similar to the way Henry Ford had revolutionized the production of the car a generation earlier.

In less than a decade, an entire generation had access to a 'starter home', an investment that would provide the personal financial stability required to start a family. The model of North American home ownership was born, giving millions of people the stepping stone they needed into the burgeoning middle class.

Three generations later, a new crisis is emerging. The millennial generation, those who should be taking the reins of the middle class, are finding it increasingly difficult to afford home ownership and the economic and social stability that it provides. In addition to this there are numerous complicating factors to the question of housing the early 21st century:

- the make-up of a "typical" household is far less homogeneous than it was in the 1950s meaning that a one-size fits all solution is no longer feasible

- desirable land is in far shorter supply than it was 70 years ago, having already been used for suburban development or (in the case of the Ontario Green Belt), turned back over to conservation uses
- modern zoning bylaws, while generally beneficial, often restrict creative solutions in terms of densification and can have the unintended consequence of driving up real estate values

If we are to maintain the desirable and economically necessary tradition of middle-class homeownership, then, we have to ask ourselves *what are the next set of key innovations that can make a starter home accessible to a new generation and what, in fact, does a starter home look like in 2020?*

Goals

The goals of this event are to draw on the experience of a diverse range of professionals in the service of:

- Identifying new models of home ownership that reflect the needs, desires and financial means of the millennial generation
- Identifying opportunities for new housing typologies within a variety of urban and suburban conditions
- Producing ideas which can be translated into actionable goals for urban design professionals and political leaders

Event Summary

The event will be opened with a public keynote address from the Globe and Mail's Alex Bozickovic and reception. The core of this event will be a two-day charrette, hosted by the Carnegie Gallery, in which five teams prepare a proposal for a housing intervention for millennial homeowners on one of five local sites. Members of the public will be welcome to observe charrette activities throughout the duration of the event. At the end of the two-day exercise, teams will have an opportunity to present their ideas to each other and the public. Teams will then have a period of approximately five weeks to refine their work which will be exhibited in the Carnegie Gallery in March. During the Exhibition, teams will present their ideas to the general public at an evening program and panel.

Intervention

Each team will be assigned a site from the Hamilton/Burlington area which represents a typical urban or suburban condition. The conditions chosen are:

- Urban Infill
- Laneway (residential) infill

- Main St Revitalization
- Suburban Commercial
- Rural Infill

Each team will propose a creative multi-unit residential intervention aimed at providing a stepping stone into the housing market for first-time millennial homeowners. Teams should be looking to find innovative answers to the following questions:

- How will this proposal offer an affordable alternative to existing housing stock?
- How does it make use of existing land and improve upon its urban context?
- How does it address the demographic shifts in household composition (ie - going beyond the needs of the nuclear family)?
- What opportunities are being exploited on or around the site to make it an attractive place for millennials to call home?

Team Composition

Each of the charrette teams will be led by two people from local architecture firms. Each participating firm is asked to assign two people to take part in the charrette event:

- a principal or senior architect
- a staff architect or designer

In the spirit of fostering ties among the architectural community, each firm participant will be on a separate team. Once firms have provided the names of their participants, the committee will select random pairs of principal and staff architects to lead each team. The committee will then assign each team one of the pre-selected sites and provide prepared background information.

Once the team leaders have been paired up they are free to invite up to four professionals from related design fields to join their team. Team leaders may use their own discretion as to who will best contribute to their proposal, but each team must have:

- A member who is part of the millennial generation (and ideally one who does not yet own a home)
- A professional member of the arts community

Team leaders are also encouraged to enlist people with experience in the fields of urban design, multi-unit residential design, real estate and development.

The HBSA will also invite several urban planners and real estate professionals to act as a 'floating' resource for expertise and advice, available to all teams throughout the course of the event.

To help cover costs of production, each team will receive a stipend of \$2500 to be distributed at the team leader's discretion.

Deliverables

For the final exhibition at the Carnegie Gallery, each team will be expected to distill their proposal to a series (4) 24" x 36" boards plus a proposal summary to fit on an 8.5" x 11" sheet. The boards should include:

- Site Plan
- Floor Plans
- Elevations
- Perspective Views
- Proforma Summary/Site and development data

Presentation stands up to 24" x 24" will also be available for any teams who wish to produce a model or models of their proposal.

As the intent is to disseminate these proposals online and through a physical publication, we request that all presented materials be made available in digital format prior to the closing of the exhibition.

Event Schedule

Thursday, Jan 30, 2020 (evening) - Team Briefings, Keynote Address, Opening Reception

Friday, Jan 31, 2020 (10:00am - 4:00pm) - Charrette

Saturday, Feb 1, 2020 (10:00am - 2:00pm) - Charrette

(3:00pm - 5:00pm) - Team presentations

Friday, March 6, 2020 (7-9:30pm) Exhibition Opening & Reception

Thursday, March 12, 2020 (evening) - Team Public Presentations & Panel

Sunday, March 22, 2020 - Exhibition closes

RSVP

Please reply to this invitation at hbsahousingcharrette@gmail.com by November 4, 2019. If your firm would like to participate we ask that you provide the names of the two staff members who will be participating.

Thank you for your interest. We look forward to a fruitful exploration of ideas!

HBSA - Financial Summary

January to December 31, 2019

Starting Balance	\$ 26,017.58
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[illegible]

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London Society of Architects Annual Report

London Society of Architects has been focusing on engaging members through our speaker series and social events (building tours, mixers and a Heart & Stroke Big Bike fund raiser event).

We host two lecture series a year for members and the public, held at Museum London. The events are well attended. The 2019 series included:

- Screening of the "REM, a Tomas Koolhaas Film"
- Lecture by Ron Koudys of Ron Koudys Landscape Architects
- Screening of "Diller Scofidio + Renfro - Reimagining Lincoln Center and the High Line"
- Lecture by Omar Gandhi of Omar Gandhi Architect
- Screening of the documentary "BIG Time"
- Screening of the documentary "Having a Cigarette with Alvaro Siza"

For our 2020 spring series, our next event will be a lecture by Alex Josephson of PARTISANS.

We are aiming to refresh our website to have a mobile format and to improve communicating events and news.

We have been organizing ConEd opportunities for our members. In 2019 we hosted the Pro-Demnity Loss Prevention Event, which was well attended. Further, we repost to LSA members announcements of relevant ConEd opportunities by other associations. We have been collaborating with WRSA and GVSA by sharing event announcements.

We have been working with the City of London through our participation on the Building Development Liaison Forum, a quarterly review of City of London initiatives by stakeholders in the design and construction field. In 2020 LSA will be collaborating with the City of London to develop a Bird Friendly Building Guideline, and an illustrated City-Wide Urban Design Guideline. LSA members continue to participate as members of the City of London Urban Design Peer Review Panel.

Walter Derhak
Principal, OAA MRAIC
(519) 673-1190 ext.123
C 226-268-9810
wderhak@nicholsonsheffield.ca
nicholsonsheffield.ca
358 Talbot Street, London, Ontario N6A 2R6

London Society of Architects
Balance Sheet
As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Chequing/Savings	
London Society of Architects	6,219.38
Total Chequing/Savings	6,219.38
Total Current Assets	6,219.38
TOTAL ASSETS	6,219.38
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	25,754.01
Retained Earnings	-17,908.53
Net Income	-1,626.10
Total Equity	6,219.38
TOTAL LIABILITIES & EQUITY	6,219.38

London Society of Architects
Profit & Loss
November 2018 through October 2019

	Nov '18 - Oct 19
Ordinary Income/Expense	
Income	
OAA - Society Dues Income	6,035.00
Total Income	6,035.00
Expense	
LSA - Receptions	2,929.34
Operations	
Website & Internet	489.29
Total Operations	489.29
Maintenance Fee - BMO	87.00
Other Types of Expenses	
Lectures	1,833.90
Lunch Expenses - Meetings	1,726.07
Advertising Expenses	595.50
Total Other Types of Expenses	4,155.47
Total Expense	7,661.10
Net Ordinary Income	-1,626.10
Net Income	-1,626.10

12:05 PM

01/06/20

Accrual Basis

London Society of Architects
Trial Balance
As of October 31, 2019

	Oct 31, 19	
	Debit	Credit
London Society of Architects	6,219.38	
Accounts Payable	0.00	
Opening Balance Equity		25,754.01
Retained Earnings	17,908.53	
OAA - Society Dues Income		6,035.00
LSA - Receptions	2,929.34	
Operations:Website & Internet	489.29	
Maintenance Fee - BMO	87.00	
Other Types of Expenses:Lectures	1,833.90	
Other Types of Expenses:Lunch Expenses - Meetings	1,726.07	
Other Types of Expenses:Advertising Expenses	595.50	
TOTAL	31,789.01	31,789.01

Northumberland/Durham Society of Architects

Treasurer's Report

January 2, 2020

LAST REPORT DATE

On December 11/18 the Bank balance was reported at \$11,872.34.

TREASURER'S REPORT

NEW BUSINESS:

Deposits made after December 11/18 Report:

\$1,690.00 was deposited June 26/19 OAA Society Funding.

Cheques recorded after December 11/18 Report:

Cheque #086 - \$586.41 dated Feb. 20/19 to J.R. Freethy Architect for reimbursement for Chantrelle Bistro re Sept. 18/18 NDSA/Trent Joint Society Meeting.

Cheque #087 - \$450.00 dated March 6/19 to Loyalist College of Applied Arts & Technology re Third Year Architecture Show Award (Note: this cheque was cancelled & replaced by Cheq. #089).

Cheque #088 - \$250.00 dated March 6/19 to Loyalist College of Applied Arts & Technology re 2018 Student Awards Program

Cheque #089 - \$450.00 dated May 17/19 to Loyalist College of Applied Arts & Technology to replace Cheque #087 which was not received.

Bank Charges:

\$4.50 bank charges were recorded from November 28/18 – June 26/19.

Interest Accumulated:

No interest has been recorded.

Current Bank Account:

Per latest Bank Statement dated June 26/19, the bank balance is confirmed at \$12,271.43.

Investments:

There are no investments recorded.



Per: Lisa Proctor
On Behalf of David Mills, Treasurer

Attachments (BoFNS Statements – 2 pages)



Northern Ontario Society of Architects

NOSA | Northern Ontario Society of Architects 2019 Activities Report

January 6, 2019

NOSA Chair: Amber Salach

Number of Current Members: 29 Members

Student Members: 10 from the McEwen School of Architecture

Membership includes: Licensed Architects, Intern Architects, Student Associates and Retired Architects.

In 2019 NOSA continued to focus on engagement and promotion of our local society initiatives. It was an eventful year for NOSA. We stepped back from our usual involvement with designing and constructing architectural installations for a local Sudbury Cultural Festival, UpHere and focused our efforts within our membership. Our executive team reached out to our members and to the community through continuing education, lectures, advocacy and practice discourse.

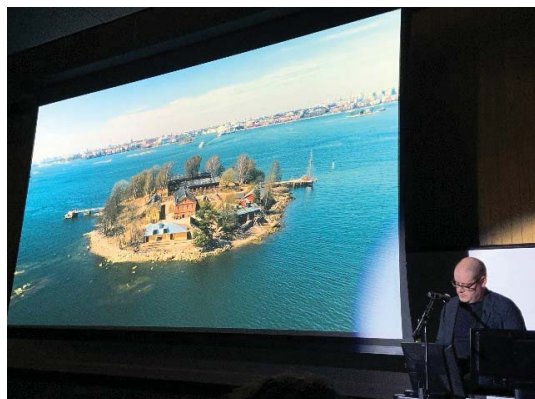
Public Lectures as part of the McEwen School of Architecture Lecture Series: OAA Special Funding

- Key sponsor and organizer of one public lecture with the McEwen School of Architecture Lecture Series.
 - o NOSA hosted architect, Anssi Lassila founder and director of OOPEAA Office for Peripheral Architecture from Helsinki, Finland on October 1st, 2019.

Anssi Lassila - Architect, Founder and director of OOPEAA - Office for Peripheral Architecture.

Anssi Lassila is the founder and director of Office for Peripheral Architecture in Helsinki, Finland. Lassila's architecture displays his interest in combining a sculptural form with traditional materials and innovative techniques. His work explores a wide range of projects on varying scales from churches and daycare centers, an art museum, office buildings, housing, private houses, town planning, and renovations to historically valuable landmarks. His office has received numerous international design awards for their buildings, specifically recognizing excellence in wood design.

Attendance at the event qualified for 2 Hours of OAA Structured Learning.





Northern Ontario Society of Architects

NOSA 2019 Spring Social Event

On June 5th, 2019 NOSA hosted a social event to gather together and discuss two NOSA events; the first bi-annual architectural building tours and a potential outreach event (has not occurred yet) focused on building design culture with local ICI clients.

NOSA Social

The Social will present an opportunity for discussion regarding two upcoming NOSA events. The first of a bi-annual Architectural Building Tour uniting local architects with the public, as well as an Outreach event focused on Building a Design Culture with local ICI clientele. Feedback regarding both events is encouraged and greatly appreciated.

Drinks and food will be provided.
Please RSVP by Friday May 31st.

5PM - 7PM
June 5th, 2019
La Fromagerie
80 Elgin Street

DVA



Northern Ontario Society of Architects

McEwen School of Architecture Endowment Fund/Bursary and Student Award

In 2014, NOSA approved a motion to contribute towards the newly opened McEwen School of Architecture at Laurentian University. An agreement was signed with LU and NOSA provided \$9,000 that was put towards a student bursary fund. In 2015, it was agreed upon to continue to contribute to this bursary, by providing LU an additional \$1000 per year moving forward. We have pledged this amount for the next four years.

This year the endowment was valued at \$400.00 and the Northern Ontario Architects Award for the 2018-2019 academic year was given to MSOA student, Holly Sutton.

ENDOWMENT SUMMARY 8011171 Opening Balance: \$11,151.73

New Contributions: \$1000.00

Closing Balance: \$12,151.73

AWARD SUMMARY Opening balance: \$6.07

Interest (4%): \$406.07

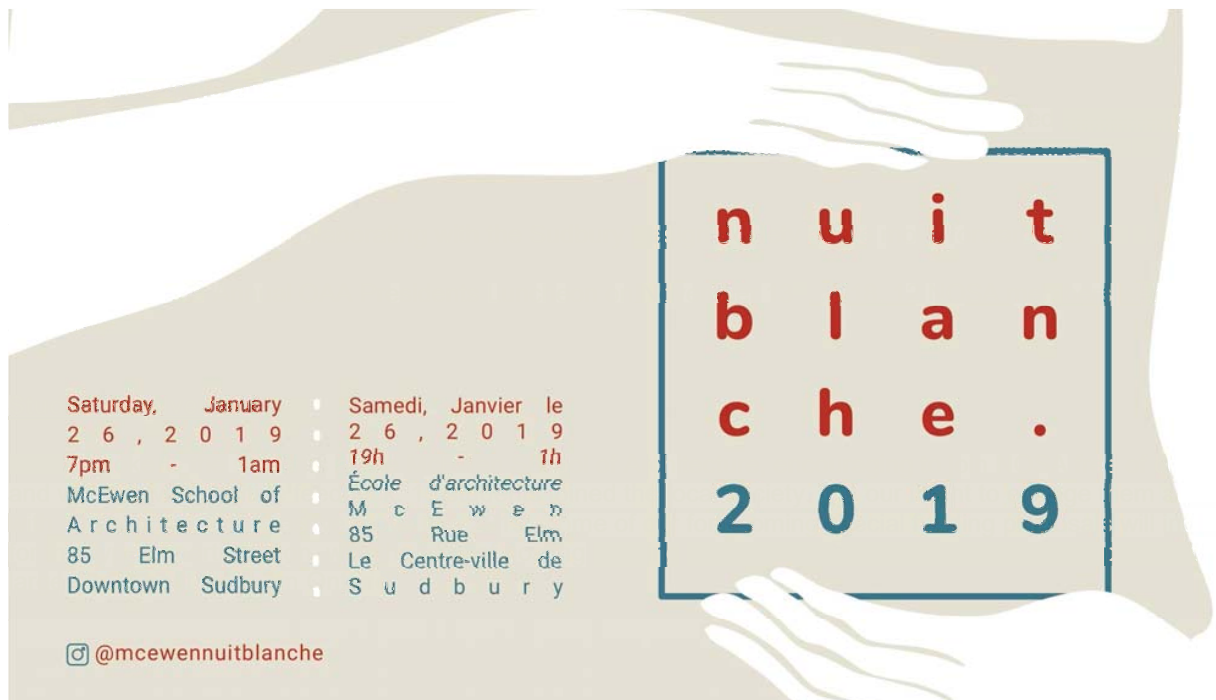
Additional contributions: \$0.00

NOSA Scholarship awarded 2018-2019: (\$400.00)

Closing balance: \$6.07

Nuit Blanche at the McEwen School of Architecture

NOSA monetarily sponsored an evening of architectural installations called Nuit Blanche at the McEwen School of Architecture. An event put on by the architecture students for the community at large. We helped to promote the event to our members, and many attended the event. NOSA sponsored \$2500.00 for the event.





Northern Ontario Society of Architects

Membership Continuing Education

In 2019 NOSA organized and promoted a few continuing education seminars in Sudbury, where members came together as a group for these sessions at the McEwen School of Architecture.

On November 13, 2019 NOSA hosted a Pro-Demnity Loss Prevention Event.

The Program focused on:

What is most likely to draw your practice into a professional liability claim? How does “what tends to go wrong”, “who complains” and “who else is implicated” vary with building type? What can you do to lower your risks? A recent review for Pro-Demnity Insurance Company has revealed interesting patterns among the claims made against Ontario Architects. The “Claims Experience Workbook” (published jointly by the OAA and Pro-Demnity in 2017) highlights numerous strategies that architects can take to manage their risks.

This Workshop will be “hands-on”. Using a life-like scenario inspired by the claims history, you will use the Workbook during the session. As a result, you should leave better-prepared to apply the Workbook, and related resources, to a current project in your office.

The event was well attended with 11 architects in attendance. Attendance at the event qualified for 3 Hours of OAA Structured Learning.





Northern Ontario Society of Architects

Monthly Meetings and Get Togethers

Ongoing dialogue is important to keep up the momentum within NOSA. A group of committed members get together once a month to work on our priorities, steps moving forward and most recently have worked on the Special Funding Applications and the Local Society Chairs Workshop. We are also engaged in collaborating with the Sudbury Design Society as we move forward into 2020.

Annual OAA President's Luncheon

On October 17th, 2019 NOSA hosted OAA President Kathleen Kurtin and OAA Executive Director Kristi Doyle at the McEwen School of Architecture. 12 NOSA members were in attendance.

The discussion included the following topics:

- 2019 priorities (The Education Continuum; Membership Engagement; and Inclusivity & Equity Throughout the Profession)
- Interest in the OAA Elections
- Construction (Lien) Act
- OAA Conference in Sudbury 2023
- Ongoing work with the Architecture Policy for Canada

MMAH - Transforming and modernizing the delivery of Ontario's Building Code Services

On November 22, 2019 NOSA submitted a letter to the Ministry of Municipal Housing and Affairs, Building Services Transformation Branch to communicate from all of our members concern with the proposed transformation of how Building Code Services may be transformed.

See attached letter.

NOSA 2019 Fall Architecture Tour

"What I've learned is that architects listen, listen and listen."

~ comment from a Fall Architecture Tour attendee

On October 5th, 2019 NOSA hosted its first public architecture tour in Sudbury ON. The event had two primary objectives. The first was to provide members of the general public an opportunity to meet and speak to the architects that had designed significant buildings in their community and, in doing so, remove the mystery of the design process and who is involved. The second objective was to identify design excellence within our community and to articulate this in a public forum.

Accordingly, NOSA invited local architects to lead a tour through a building that they had designed. The event was promoted through social media and local event listings. The itinerary included four buildings, on three different sites, each designed by a different architect and firm, as follows:

- Chris Perry, Architect OAA, Perry + Perry Architects --- All Nations Church
- Louis Bélanger, Architect OAA, YBSA --- Paroisse Ste-Anne Des Pin
- Jeff Laberge, Architect OAA, J.L. Richards --- Adanac Skill Lodge
- Angele Dymtruk, Architect OAA, 3rd Line Studio --- Adanac Ski Patrol + Rental Facility

To further encourage dialogue between the profession and the public (and reduce our carbon footprint) guests were invited to travel between sites on a chartered bus. Twenty-six people participated in the tour, encompassing a range of ages, backgrounds and vocations. NOSA received very positive feedback from both participants and our members.



Northern Ontario Society of Architects

Having an architect lead the tour was an incredibly valuable asset. They provided rich and diverse perspectives on their respective buildings and this allowed for a depth and breadth of conversation that would not have been possible otherwise. The question and answer periods were often as long as the actual 'tour', further demonstrating the level of engagement and interest of those in attendance.

NOSA hosted a social event at a local downtown pub after the tour.

All Nations Church



Paroisse Ste-Anne Des Pins



Adanac Ski Lodge and Ski Patrol/Rental Facility





Northern Ontario Society of Architects

Tribute Email to recognize the passing of local architect, Oryst Sawchuk

As many of you know, *Oryst Sawchuk passed away on May 2, 2019*. If you didn't know, I am sending this email out to NOSA members to inform you. Oryst was a well-known architect in Sudbury for many many years.

I thought his article written by his friend was fitting to send.



By Narasim Katary

His long-time friend, Narasim Katary, wrote a touching tribute to his character and his contributions for this edition of The Soapbox. (Supplied)

The crossing over of Oryst Sawchuk leaves a large void in the social fabric of Sudbury. The multi-talented, multi-contributor was a Community Builder in the truest sense of the expression. This is a good time to recapitulate his contributions in order to appreciate the dimensions of the void he has left behind. Sawchuk was a professional architect by training. In addition, he was also an artist, a musician, a businessperson, and a contributor to community advancement through his indefatigable volunteer work with the Sudbury Chamber of Commerce, the Art Gallery of Sudbury, and the Sudbury Arts Council. His lasting legacy to the City of Greater Sudbury and beyond includes the following major achievements.

As an architect, he designed several landmark buildings and some are considered by his peers as making a statement to both reflect and project the built form of Sudbury in a creative fashion.

Three signature buildings that have influenced the physical form are worth mentioning. They are: the Grace Hartman Amphitheatre, the Sudbury Transit Centre, and the Lo-Ellen Park Secondary School. It hardly needs mentioning that the Greek-style Amphitheatre inspired a group of young people to start the longest running bilingual music festival, the Northern Lights Festival Boreal a few years later. ...

End of NOSA 2019 Annual Report

NORTHERN ONTARIO SOCIETY OF ARCHITECTS
2019 Annual Financial Report

17-Dec-19

Starting Balance \$ 6,096.32

Incoming Revenue

NOSA Membership Dues \$ 3,540.00

OAA Sepcial Project Funding:

Building Tours \$ 1,400.00

Public Lectures \$ 2,550.00

Total Incoming Revenue \$ 7,490.00

Expenditures

ANSSI LASSILA Lecture (Public Lecture) -\$ 4,579.02

OAA Presidents Luncheon (Regency) -\$ 446.35

Barcode Lecture - Oscars Grill -\$ 75.26

Luncheons -\$ 1,714.18

Sookram Bus Lines for Building Tour -\$ 285.00

Bus Tour - Peddlers Bill -\$ 117.23

LU MSOA NOSA Award Endowment Fund -\$ 1,000.00

Nuit Blanche McEwen School of Arch. Event -\$ 1,500.00

Service Charges -\$ 171.62

Total Expenditures -\$ 9,888.66

Ending Balance \$ 3,697.66



Northern Ontario Society of Architects

Building Services Transformation Branch
777 Bay Street, 16th floor
Toronto, ON
M5G 2E5
Canada

[Sent via email]

To Whom It May Concern,

Please accept the Northern Ontario Society of Architects' response to the MMAH consultation on *Transforming and modernizing the delivery of Ontario's Building Code services*.

As members of the Ontario Association of Architects, we appreciate the Ministry seeking ways to continually improve the building sector. While many initiatives were discussed in this consultation, we want to respond specifically to the Ministry's plan to interfere with the practice of architecture.

NOSA has recently learned that the Ministry is proposing to implement a Certified Professional Model, similar to that of British Columbia. As architects we have signed a solemn declaration to adhere to all applicable laws and by-laws including the *Building Code Act* and the Ontario Building Code. Ontario architects also agree to the Act and the Code when we fill out the required permit forms for the Authority Having Jurisdiction, in effect duplicating our commitment to be bound.

The regulations governing the practice of architecture requirements are well known by all architects, and we all take our professional obligations very seriously. Not doing so could result in a situation where we are held guilty of professional misconduct and subsequently have our licenses revoked. Knowing this, why does the Ministry want to create extra layers of approvals that add significant levels of red tape and bureaucracy to a process that already exists, and already works?

The Elliot Lake Commission recommended formalizing a Prime Consultant / Coordinating Professional on building projects. I encourage the Ministry to work with the OAA and the Professional Engineers of Ontario to finalize this important public protection piece.

We cannot support the addition of more red tape that only encumbers the profession without adding any public protection beyond what already exists.

Sincerely,

Amber Salach, B.A.S., M.Arch., OAA., MRAIC
Chair
Northern Ontario Society of Architects

December 30, 2019

Ontario Association of Architects

RE: Northwestern Ontario Society of Architects – 2019 Year in Review

We are pleased to provide our 2019 overview of activities and undertakings as follow;

- There was only one local society meeting held in 2019 for the president's visit.
- The secretary/treasurer resigned from her role in February 2019.
 - We thank Vikki Drapeau for her time as secretary/treasurer for NWOSA
- NWOSA members maintained their involvement in several community and OAA committees such as City of Thunder Bay "Clean Green Beautiful", City of Thunder Bay "Doors Open", OAAAS and OAA Practice Resource Committee.
- The Magnus Theatre "Parkette Design" is a work in progress to enhance a significant heritage district in Thunder Bay. Discussions with the city took place regarding incorporation of the WWII Commemorative walk that may inform further direction for the project.
- Discussions continue with our web administrator to revamp the website and make it mobile compatible.
- NWOSA will undertake a dialogue with both Confederation College and Laurentian University to pursue the development of future relationships with the society.
- NWOSA will approach local representatives of PPM firms to find a constructive way to engage with them. Colliers Project Leaders, CBRE and BGIS have a local presence.
- The NWOSA sponsored film festival has confirmed the Urban Abbey as a venue and the Honorable Patty Hajdu, Minister of Health, as an interested member of the panel discussion.
- Elections were held in November of this year for chair, with Cory Stechyshyn being acclaimed for a three-year term. Jeramiah Gammond expressed interest in the secretary/treasurer position commencing in January/2020.

Continued /

RE: Northwestern Ontario Society of Architects – 2019 Year in Review
continued

Following is an account statement for the year 2019 showing the starting and closing balance on the account.

Transaction Date	Description	Debit	Credit	Balance
	Balance Forward			\$9,330.52
Jan 31, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$9,324.52
Feb 28, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$9,318.52
Mar 29, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$9,312.52
Apr 30, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$9,306.52
May 31, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$9,300.52
Jun 3, 2019	859 FORT WILLIAM RD		\$2,020.00	\$11,320.52
Jun 28, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$11,314.52
Jun 28, 2019	ABM 01 ITMS AT 1.25	\$1.25		\$11,313.27
Jun 28, 2019	CHQ 1 @ \$0.20	\$0.20		\$11,313.07
Jul 31, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$11,307.07
Aug 30, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$11,301.07
Sep 6, 2019	BR.0022 (Presidents Tour Lunch)	\$591.00		\$10,710.07
Sep 30, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$10,704.07
Sep 30, 2019	BRANCH 01 ITMS AT 1.25	\$1.25		\$10,702.82
Oct 31, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$10,696.82
Nov 29, 2019	MAINTENANCE FEE \$6.00	\$6.00		\$10,690.82

The account balance as of December 30, 2019 is \$10,690.82

Per Brad Green, OAA (*outgoing chair*)



Cory Stechyshyn, OAA
Incoming Chair, NWOSA

January 9, 2020

Summary of Annual Report for Publication

St. Lawrence Valley Society of Architects
SLVSA

The membership continues to seek out avenues to fulfil our mandate for the promotion of architecture to the public in partnership with other initiatives. Our most successful event of the year was a Linseed Oil Paint workshop. It covered the preservation and restoration of old wood windows for heritage buildings. This event was followed by a second session due to popularity. Attendance included members of our local society, staff from Parks Canada and the City of Kingston. Below are photos from the second event where participants had the opportunity to test the linseed oil paint products.





Jointly with the Northumberland Durham Society, SLVSA continues to provide funding for the Societies of Architects Prize to the top design by a graduating Architectural Technology Diploma student at Loyalist College.

We also continue to support the local Belleville Film Festival, sponsoring the screening of architecturally themed films. This “community-oriented documentary film festival” is to take place in March of 2020.

The society AGM brought about interesting conversations surrounding site plan control which we hope to further in 2020.

The OAA President’s Dinner was held on September 17th with just under 20 members on hand to welcome the new OAA President Kathleen Kurtin and Executive Director Kristi Doyle.

The structured learning opportunities provided for the membership were successful and enjoyed by those who attended. We will continue to seek further learning opportunities that can be attended by both the local society and community. Through these events and regular discussion groups we hope to continue the promotion of architecture in the St. Lawrence Valley region.

Respectfully,

Sam Laffin, OAA
Co-Chair, SLVSA
Partner, Lot 9 Architects

and

Kristin James, OAA
Co-Chair, SLVSA
Partner, Lot 9 Architects

Date	Item ID	Description	Debit	Credit	Balance	Total
Assets						15,540.26
Cash						
2019.12.31		[No cash on hand]				
Bank account(s)						435.19 3%
2018.12.31		Scotiabank account 25296 02004 25		435.19		
Guaranteed invesment certificate(s)						15,105.07 97%
2019.11.09	ILC3HF	2019.11.09 - 2020.01.09		5,024.75		
2019.11.12	1LC7KY	2019.11.22 - 2020.02.12		5,048.59		
2019.12.23	1LP1TR	2019.12.23 - 2020.02.24		5,031.73		
Revenue						4,048.28
OAA funding						3,840.00 95%
2019.06.11		OAA Chapter contribution		3,840.00		
Direct dues						146.90 4%
2019.05.13		New member fee		73.45		
2019.05.13		New member fee		73.45		
Other sources						61.38 2%
		Interest on term deposits		61.38		

Date	Item ID	Description	Debit	Credit	Balance	Total
Expenses						1,955.37
Bank charges					1,955.37	100%
2019.01.31		monthly fees	4.95			
2019.01.31		record keeping fees	2.50			
2019.02.28		monthly fees	4.95			
2019.02.28		record keeping fees	2.50			
2019.03.31		monthly fees	4.95			
2019.03.31		record keeping fees	2.50			
2019.04.30		monthly fees	4.95			
2019.04.30		record keeping fees	2.50			
2019.05.31		monthly fees	4.95			
2019.05.31		record keeping fees	2.50			
2019.06.30		monthly fees	4.95			
2019.06.30		record keeping fees	2.50			
2019.07.31		record keeping fees	2.50			
2019.08.31		record keeping fees	2.50			
2019.09.30		record keeping fees	2.50			
2019.10.01	240	Lot 9 Architects re: SLVSA President's Dinner 2019	1,880.82			
2019.10.31		monthly fees	4.95			
2019.10.31		record keeping fees	2.50			
2019.11.30		monthly fees	4.95			
2019.11.30		record keeping fees	2.50			
2019.12.31		monthly fees	4.95			
2019.12.31		record keeping fees	2.50			
Donations					250.00	13%
2019.05.07	237	Loyalist College (donation)	250.00			
Chapter events					1,658.28	85%
2019.06.13	239	Kristen James re: SLVSA AGM meeting 2019.04.25	1,658.28			
Other						

Date	Item ID	Description	Debit	Credit	Balance	Total
Bank account transactions					Balance	435.19
2019.01.01		Opening balance		311.94	311.94	
2019.01.31		monthly fees	4.95		306.99	
2019.01.31		record keeping fees	2.50		304.49	
2019.02.28		monthly fees	4.95		299.54	
2019.02.28		record keeping fees	2.50		297.04	
2019.03.31		monthly fees	4.95		292.09	
2019.03.31		record keeping fees	2.50		289.59	
2019.04.30		monthly fees	4.95		284.64	
2019.04.30		record keeping fees	2.50		282.14	
2019.05.07	237	Loyalist College (donation)	250.00		32.14	
2019.05.13		New member fee		73.45	105.59	
2019.05.13		New member fee		73.45	179.04	
2019.05.31		monthly fees	4.95		174.09	
2019.05.31		record keeping fees	2.50		171.59	
2019.06.11		OAA Chapter contribution		3,840.00	4,011.59	
2019.06.13	239	Kristen James re: SLVSA AGM meeting 2019.04.25	1,658.28		2,353.31	
2019.06.30		monthly fees	4.95		2,348.36	
2019.06.30		record keeping fees	2.50		2,345.86	
2019.07.31		record keeping fees	2.50		2,343.36	
2019.08.31		record keeping fees	2.50		2,340.86	
2019.09.30		record keeping fees	2.50		2,338.36	
2019.10.01	240	Lot 9 Architects re: SLVSA President's Dinner 2019	1,880.82		457.54	
2019.10.31		monthly fees	4.95		452.59	
2019.10.31		record keeping fees	2.50		450.09	
2019.11.30		monthly fees	4.95		445.14	
2019.11.30		record keeping fees	2.50		442.64	
2019.12.31		monthly fees	4.95		437.69	
2019.12.31		record keeping fees	2.50		435.19	
					435.19	



2019 Annual Report Highlights Summary | Trent Society of Architects (TRENT)

Key activities of 2019 and initiatives of the Trent Society of Architects include:

We have had a few lunch n learns that accompanied various members of the society. One lunch n learn included a 3-hour session with the Canadian Wood Council that included a brief introduction to WoodWORKS, light wood frame (LWF) midrise construction and OBC requirements (1-6 storeys), mass and tall timber construction. Also, 2018 award winning projects from Ontario, etc. Presentation material included many project images (under construction and completed) from Europe, US and local Canadian jurisdictions.

In the past year, we have had four new members join our Society, one of which is most recent. Two of our long-standing members, Ken Trevelyan and Chris Tworkowski are (still) transitioning into retirement. Our society engagement has grown slightly over the year, mainly with constant communication via e-mail involving new ideas, future society engagement, learning opportunities, and RFP alerts.

Our Society held the annual President's Dinner in Peterborough, having members from the Northumberland Durham Society of Architects. During this dinner, the society elected a new Chair as the current chair decided to step down. The new chair has various ideas to help branch out the Trent Society by introducing Trent's own Facebook page (in the draft stages), and soon to be its own LinkedIn page. This will help the community engage the society and vice-versa in the hopes the community will join and introduce different ideas to the world of architecture in their eyes.

Lastly, the Trent Society provided a letter voting against the transformation of the Ontario Building code services held in November 2019. The society was strongly opposed on this matter and felt it was necessary to make our voices heard.

We will continue to provide our members with learning opportunities, we will be working together to discuss new community involved ideas, potentially organize a few community events, design a new TRENT logo, and finalize the Facebook and LinkedIn pages.

Matthew Z. Philip
Lic. Tech. | OAA
Chair, Trent Society of Architects



TORONTO
SOCIETY OF
ARCHITECTS

Annual Report 2019

Toronto Society of Architects

A Local Society of the Ontario Association of Architects



A message from the TSA Executive

The last 12 months have marked one of the busiest years for the TSA in recent memory as our Society continues to grow both in terms of membership and programming.

In terms of membership, it was another year of continuous growth for our Society as we welcomed just over 100 new members, a 7% increase compared to the previous year, for a total of 1636 members. The biggest percentage increase came from new student members - a result from both the introduction of a free student membership category as well our increased outreach efforts to the GTA's schools of architecture and architecture technology.

When it comes to activities, 2019 marked our most ambitious and diverse programming offering to date with the continuation and expansion of popular long-standing initiatives including our tours program and lectures series and the introduction of brand new offerings such as our first ever float as part of Toronto's Pride Parade and Toronto's very own Architecture and Design Film Festival. It is worth highlighting that both of these new initiatives were made possible thanks to the generous support of the Ontario Association of Architects through Special Project Funding and their success as pilot projects in 2019 means they will be permanently incorporated as staple events on the TSA's calendar.

Our tours program continues to be among our most popular initiatives, with over 1100 attendees joining us for a walk through the city. This year marked the 10th anniversary of this initiative and saw the introduction of new tours including our first two tours outside of the downtown core (North York City Centre and Art and Architecture on the Spadina Line). Critical to the success of this program has been the financial support of the OAA, which has allowed us to increase our marketing efforts and provided the funds required for the creation of new tour content.

Advocacy played a leading role in 2019 as the TSA mobilized in response to the Ontario government's announcement of a new Expression of Interest seeking development concepts for Ontario Place. A highlight of these efforts was our Ontario Place Charrette, an all day event that

brought together members of the public and design professionals to engage in the conversation about the future of Ontario Place.

2019 also marks an important year in terms of our Society's governance, as our membership approved the first update to our by-laws in 31 years. Last updated in 1987, revising our by-laws was a long overdue project necessary to ensure our governance structure and procedures reflected the realities, ambitions and values of the TSA. These reforms are vital for the long term sustainability of our Society and will have an impact far beyond this year's programming, shaping our membership and guiding our initiatives for years to come.

Of course, none of this would be possible without the work of our tireless volunteers who commit thousands of hours to advance the work of the TSA. It is in recognition of this vital work that we have implemented two important changes in 2019 that seek to reinforce the importance and celebrate the work of our volunteers: the establishment of an annual volunteer appreciation event and the introduction of a minimum one year volunteering requirement to anyone seeking to serve in the TSA Executive.

Speaking of volunteers, we would be remiss not to mention the work done for succession planning at the TSA, part of our efforts to ensure the long-term success, viability and relevance of our Society. This year saw the introduction of our new one-year training program for new TSA Executive, providing dedicated TSA volunteers a path to leadership positions within our Society. While still in its early days, we are excited about the mentorship possibilities of our new governance model and the increased volunteering opportunities it provides to our members.

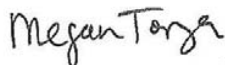
An update on the last 12 months would not be complete without thanking our programming partners and financial supporters that made our programming and activities possible. 2019 saw our most successful fundraising campaign yet, allowing us to further expand our programming and continue our efforts to promote public appreciation of architecture within the Greater Toronto Area. It is thanks to their financial support that we are able to maintain such a robust programming offering, much of it free of charge to the public.

We are immensely proud of what we have accomplished as a Society during the past 12 months and excited to build upon this success to make 2020 an even better year.

On behalf of the Toronto Society of Architects Executive,



Maria Denegri
Chair



Megan Torza
Vice Chair

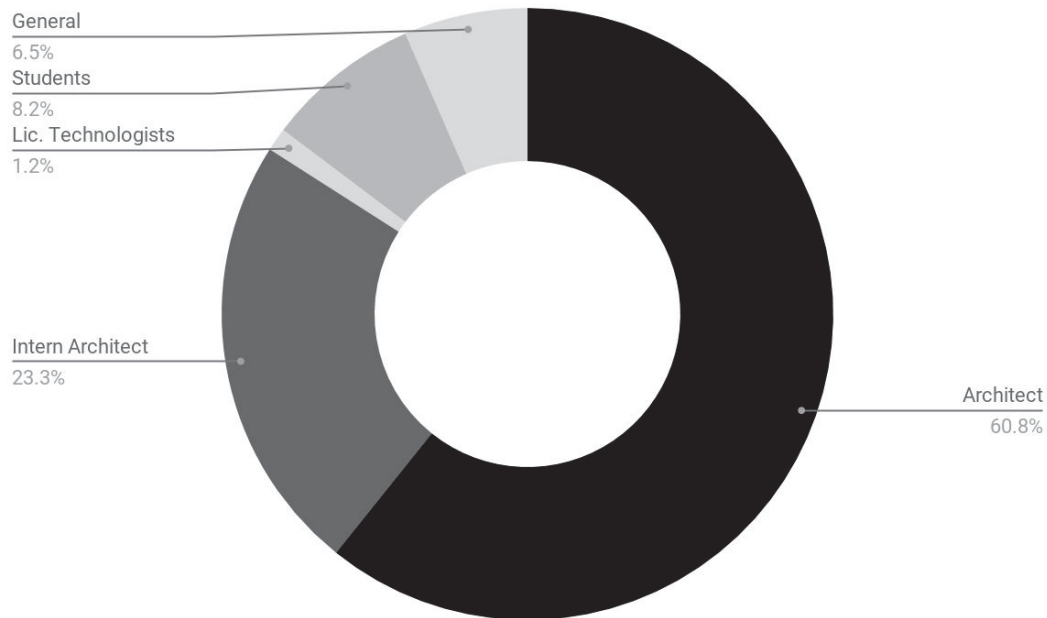


Alana Young
Treasurer

2019 Summary

Membership

Total Membership: 1636



Programming Statistics

Attendance Numbers

Lectures ¹	1990
Tours ²	1136
Open Studio Program	5,072
Film Festival	2,200
TDSB Workshop	350
Social Events	600

Number of Structured Learning Hours Offered: 27.5 hours

¹ Lectures include all technical, urban affairs and ideas forums for a total of 14 lectures in 2019

² Tours include public walking tours, private walking tours (including school groups) and building tours

Report on Special Project Funding

In 2019 the TSA was fortunate to receive Special Project Funding from the Ontario Association of Architects for several projects to further our work promoting public appreciation of architecture. These funds were critical for these initiatives and we are grateful for the OAA's support to make them possible. The following section aims to provide an update on these projects.

Architecture Walking Tours

The TSA was fortunate to once again receive Special Project Funding from the OAA for our architecture tours program - an initiative that celebrated its 10th anniversary in 2019. Our tours are among our largest public outreach programs with most of the attendees being members of the public with an interest to know more about Toronto's built environment.

In 2019 we had over 1000 attendees join us on a tour. While most of our attendees came from our public tours program happening every Saturday, Sunday and Holiday Monday from the first weekend in June to the first weekend in October, this year also saw a significant increase in private tour requests including tours for student groups.

The OAA's sustained funding throughout the years has allowed us to develop multi-year planning for this initiative, helping us grow the reach of our tours and develop new content to ensure they remain relevant. It is thanks to this funding that the TSA is also able to afford providing free tours to middle school and high school students from across the Greater Toronto Area and beyond with our furthest tour group visiting us from Windsor, Ontario.

New this year were four new tours exploring diverse themes of Toronto's built environment including our first tours outside of downtown Toronto. The four tours - Waterfront, Old meets New, North York City Centre, and Art & Architecture on the Spadina Line - have proved popular with both design professionals and the public alike. For 2020 we are looking at introducing a number of new tours to ensure our tours remain relevant and encourage repeat attendees.

Pride Parade

This year, for the first time ever and thanks to the generous support of the OAA, the TSA was able to participate in Toronto's Pride Parade, one of the largest civic events in Canada. Held yearly since 1981, Toronto's Pride parade was born as a march seeking to give a voice to the LGBTQ2 community in its fight for equal rights and the end of discrimination. Today, Pride has become a celebration of our city's diversity, recognizing the advances in these goals over the past several decades, while reminding us that much work still needs to be done in our goal to achieve equity and inclusivity across society.

Joined by 100 TSA members, family and friends - including several members of the OAA Council and OAA Staff - the TSA's Pride Parade contingent proudly represented our Society's and profession's commitment to diversity and inclusivity. The parade was also a unique opportunity for creativity and community building as TSA volunteers worked collaboratively over several weekends prior to the parade to build our float which proved a popular installation and photo spot for parade attendees and participants alike! All of the TSA Pride participants also received a complementary custom-designed Pride t-shirt proudly displaying the TSA and OAA logo.

Following this year's success, the TSA Executive voted to make our participation in the Pride Parade a permanent TSA initiative and we are already in the works planning our 2020 contingent.

Architecture and Design Film Festival

Over the last 20 years, film nights have been a frequent feature of the Toronto Society of Architects' public programming. While the format of the film nights has varied widely year to year from one-time movie nights to highly curated months-long film series, what has connected them is the unique opportunity they present to reach out to new audiences – the vast majority outside of the design and construction industry – and connect them to urban and architectural themes through movies and videos. For 2019, the TSA's ambition was to establish Toronto's first architecture and design film festival bringing discussions of the built environment to a new audience.

Shortly after receiving Special Project Funding from the OAA for this initiative, we were approached by the Architecture and Design Film Festival, a New York based organization that was looking to launch an architecture festival in Toronto. Instead of competing, the TSA and ADFF decided to join forces to establish Toronto's first architecture and design film festival. This partnership allowed for a more ambitious programming, doubling the number of days of the festival and including a highly curated panel series to compliment the film selection.

ADFF Toronto took place from November 14-17 at the TIFF Bell Lightbox. For this inaugural year, the TSA organized eight unique post-screening panel discussions and Q&A's bringing together over 30 subject-matter experts, film creators and architects to speak on the issues highlighted in each film. Topics discussed included everything from prison design to the housing crisis. A complete list of our panels can be found on the TSA website. In addition to the panel discussions, TSA volunteers provided the main logistical support throughout the event. In all, over 2000 people attended this year's festival.

Calendar of Events

2019 marked our most ambitious and diverse programming offer to date. The following event calendar seeks to capture these events and those who made it possible.

01.19

2019.01.18

TSA and ARIDO Mix & Mingle 2019

In partnership with ARIDO Greater Toronto Area Local Chapter

Sponsors | LRI, Haworth

2019.01.24

Watershed to Waterfront

IDEAS Forum

In partnership with DesignTO

Speakers | Antonio Lennert, Aziza Chaouni, IBI Group, Ilana Altman (The Bentway), James Roche (DTAH), Lisa Hirmer, Polymetis, Victoria Piersig, Yvonne Battista (DTAH)

2019.01.25

DesignTO Talks: Studio Swine

Special Talk

In partnership with DesignTO

Speakers | Alexander Groves, Azuza Murakami

02.19

2019.02.19

Ontario Place: Building On Our Legacy

Urban Affairs Forum

In partnership with the Architectural Conservancy of Ontario Toronto Branch

Speakers | Carolyn King (Mocassin Identifier Project), George Baird (Baird Sampson Neuert), Michael McClelland (ERA), Philip Hastings (Gow Hastings Architects)

Moderator | Annabel Vaughan (ERA)

Volunteer | Sanjana Patel

Sponsor| LRI

2019.02.20

2019 Annual General Meeting

Volunteers | Amit Patel, Avinash Davidson, Prinyanka Patel, Varsha Kumar

03.19

2019.03.21

Path to Licensure: A talk w/ the Canadian Architectural Certification Board

Speakers | Carolina Celis and Céleste Burnie (CACB)

Sponsor | Architect@Work Canada

2019.03.30

Reimagining Ontario Place: Design Charrette

Jury Members | Alex Bovikovic (The Globe and Mail), Alissa North (John H. Daniels Faculty of Architecture, Landscape and Design), Antonio Gomez-Palacio (DIALOG), David Sisam (Montgomery Sisam Architects), Michael McClelland (ERA)

Volunteers | Alice Kim, Jameela Bhagat, Jennifer Wieskopf, Loay Hammami, Ozlem Betkas, Rachel Kim, Sanjana Patel, Snehal Patil, Ryan Falkenberg

04.19

2019.04.03

Experience the Sound. Feel the Silence: An overview of acoustics from design through construction.

Technical Lecture

As part of ARCHITECT@WORK Canada

Speakers | Kiroshi Kuroiwa and Steve Titus (Aercoustics)

Sponsor | LRI

2019.04.04

Keys to Branding Consistency and Efficiency for Architecture Firms

Technical Lecture

as part of ARCHITECT@WORK Canada

Speakers | Cristina Kelly and Monika Meyer (Entro)

Sponsor | LRI

2019.04.30

Augmented & Virtual Reality for Architects: A Primer

Technical Lecture

Speaker | Erik Peterson (Origami XR)

Sponsor | LRI, IBI Group

05.19

2019.05.16

TSA CONNECT 2019

In partnership with the Toronto Architecture Club

Featured Guests | Ali Jabbari, Farida Abu-Bakare (HOK), Hasan Wahab (Greater Toronto Airport Authority), Janice Quieta (ERA), Juan Carlos Portuese (DIALOG), Lorna Day (City of Toronto), Marina Socolova (NEUF Architect(e)s), Natalia Bakaeva (Interspatial), Neo Mahfrouz (IBI Group), Pauline Dolovich (Reich+Petch), Sara Voussoughi, Sohrab Ebrahim (IBI Group), Sonia Ramundi (Williamson Williamson Inc.), Stephanie Hosein (Omar Gandhi Architect Inc.)

Volunteers | Loay Hammami, Ryan Falkenberg

2019.05.25

The Next 20 Years: How Architecture and Design Could Shape Our City

Special Lecture

in partnership with Doors Open Toronto

Speakers | Andrea Mantin (Brook McIlroy), David Bowick (Blackwell Engineering), Donald Chong (HDR), Michelle Ashurov, Robert M. Wright (Centre For Landscape Research (CLR), John H. Daniels Faculty of Architecture, Landscape and Design), Tom Bessai (Denegri Bessai Studio)

Moderator | Elsa Lam (Canadian Architect)

2019.05.25 - 2019.05.26

Open Studio

In partnership with Doors Open Toronto

Participating Studios | Anya Moryoussel Architect, Brook McIlroy, Cumulus Architects Inc., Diamond Schmitt, dkstudio, DTAH, Dubbeldam Architecture + Design, Hariri Pontarini Architects, IBI Group, Kohn Partnership Architects, Kohn Shnier Architects, LGA Architectural Partners, PARTISANS, RAW, Studio Lau, SvN, Sweeny & Co Architects, Syllable Design, TACT Architecture, Taylor Hazell Architects

Volunteers | Alice Kim, Felicity Scherk, Helga Packeviciute, Jameela Bhagat, Jocelyn Squires, Loay Hammami, Prachi Powale, Rachel Kim, Snehal Patil, Tess Hoover

2019.05.25 - 2019.05.26

Building the Waterfront: East Bayfront Walking Tour

A special 1 hour architecture walking tour offered 8 times during the DOT weekend
in partnership with Doors Open Toronto

Tour Guides | Hector Tuminen, Joël León, Pamela Bruneau, Ulysses Valiente

06.19

2019.06

TSA Walking Tours

2 hour guided architecture walking tours offered every Saturday/Sunday and holiday Monday from early June to early October under seven themes: Art and Performance, Towers, Waterfront, University Avenue, Art & Architecture on the Spadina Line, New Meets Old, North York City Centre.

Tour Guides | Afshin Ashari, Brittany Lee, Daniel Gaito, Daniela Cojocariu, Derek McCallum, Emad Ghattas, Eric Gertner, Eric Mutrie, Felicity Scherk, Francis Maw, Hector Tuminen, Joël León, Judy Jacobs, Kurtis Chen, Pamela Bruneau, Ulysses Valiente, Varsha Kumar

Sponsor | Ontario Association of Architects

2019.06.06

Myhal Centre for engineering Innovation & Entrepreneurship

Building Tour

Tour Guides | Robert (Bob) Davies (Montgomery Sisam Architects), Shannon Wiley (Montgomery Sisam Architects)

2019.06.23

Toronto Pride Parade

Volunteers | Abhishek Ambekar, Afsah Ali, Cezzane Ilagan, Derek McCallum, Jennifer Wieskopf, Jasmine Frolick, Jocelyn Squires, Kfir Gluzberg, Kurtis Chen, Loay Hammami, Mark Clennon, Rana Mahran, Reem Abdelaal, Ryan Falkenberg, Talayeh Hamidya, Tom Bessai, Sarah Garland

Sponsor | Ontario Association of Architects

2019.06.27

Housing Affordability and the Missing Middle

Urban Affairs Forum

Speakers | ANDrew Batay-Csorba (Batay-Csorba Architects), Annabel Vaughan (ERA), Drew Sinclair (SvN), Gil Meslin (Artscape), Councillor Gord Perks (Ward Parkdale-High Park), Helena Grdadolnik (Workshop Architecture)

Moderator | Mauricio Quirós Pacheco (John H. Daniels Faculty of Architecture, Landscape, and Design)

07.19

2019.07

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Sponsor | Ontario Association of Architects

2019.07.11

King Portland Centre

Building Tour

Tour Guide | Michael Conway (Hariri Pontarini Architects)

08.19

2019.08

TSA Walking Tours

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Tour Guides | Afshin Ashari, Brittany Lee, Daniel Gaito, Daniela Cojocariu, Derek McCallum, Emad Ghattas, Eric Gertner, Eric Mutrie, Felicity Scherk, Francis Maw, Hector Tuminen, Joël León, Judy Jacobs, Kurtis Chen, Pamela Bruneau, Ulysses Valiente, Varsha Kumar

Sponsor | Ontario Association of Architects

2019.08.21

80 Atlantic

Building Tour

Tour Guides | Richard Witt (Quadrangle), Michelle Xuereb (Quadrangle), Wayne McMillan (Quadrangle)

2019.08.23

Volunteer Appreciation Night

09.19

2019.09

TSA Walking Tours

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Sponsor | Ontario Association of Architects

2019.09.27

Building Leadership: Communication Style and Body Language

Technical Lecture

In partnership with Building Equality in Architecture Toronto

Speaker | Mark Bowden (TRUTHPLANE)

Sponsor | LRI, IBI Group

10.19

2019.10

TSA Walking Tours

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Tour Guides | Afshin Ashari, Brittany Lee, Daniel Gaito, Daniela Cojocariu, Derek McCallum, Emad Ghattas, Eric Gertner, Eric Mutrie, Felicity Scherk, Francis Maw, Hector Tuminen, Joël León, Judy Jacobs, Kurtis Chen, Pamela Bruneau, Ulysses Valiente, Varsha Kumar

Sponsor | Ontario Association of Architects

2019.10.17

Building Leadership: Identifying & Developing your Workstyle

Technical Lecture

In partnership with Building Equality in Architecture Toronto

Speaker | Vanessa Judelman (Mosaic People Development)

11.19

2019.11.05

Mass Timber: The Journey from Forest to Building

Technical Lecture

In partnership with Forests Ontario

Speakers | David Bowick (Blackwell Engineering), Monique Koski (EACOM Timber Corporation), Scott Jackson (Forests Ontario)

2019.11.06

SHIFT 2019 | 11 Ideas on Infrastructure

IDEAS Forum

in partnership with the Ontario Association of Architects,

Speakers | Aidan Mitchelmore, Connie Lei, David Donnelly (Thier+Curran Architects Inc.), Jaegap Chung (Studio JCI Inc.), J. Alejandro López, Kelly Buffey & Aaron Finbow (Atelier Kastelic Buffey Inc.), Martin Tite (grc architects inc.), Naama Blonder (Smart Density), Ryan Ollson (Cornerstone Architecture Inc.), Sophie Mackey (McEwen School of Architecture, Laurentian University), Zachary Colbert (Carleton University Azrieli School of Architecture and Urbanism)

2019.11.16 - 2019.11.18

Architecture and Design Film Festival: Toronto

In partnership with ADFP

Speakers | Phyllis Lambert, Jane Wolff (University of Toronto), Shirley Blumberg (KPMB Architects), Joseph Hillel (Director, City Dreamers), Jutta Brendemuhl (Goethe-Institut, Toronto), Helen Kerr (KerrSmith Design), Lee Fletcher (Fig40), Elsa Lam (Canadian Architect), Brigitte Shim (Shim-Sutcliffe Architects), Joseph Clement (Director, Integral Man), Esther Shipman (Culture Viewfinder), Nigel Smith (KerrSmith Design), Diti Katona (Concrete), Udo Schliemann (Entro), Peter Sobchak (Canadian Interiors + Building Magazine), Dr. Jennifer Kilty (University of Ottawa), Rachel Fayter (University of Ottawa), Edward Chan (Zeidler Architecture), Ian Chodikoff, John van Nostrand (SvN), Alex Bozickovic (Globe and Mail), Stefan Novakovic (Azure Magazine), Heather Dubbeldam (Dubbeldam Architecture + Design), Anita Matusevics (Wonder Incorporated), Katja Aga Sasche Thom (AGATHOM Co.), Monica Contreras (George Brown College), Daniel Teramura (Moriyama & Teshima Architects), Roberto Chiotti (Larkin Architect), Stephen Teeple (Teeple Architects)

Event Volunteers | Errol Knight, Vikkie Chen, Aislin MacDonald, Frida Vokshi, Namita Rijoy, Min Chen, Camila Lima, Emmanuella Ofori, Anna Davydova

Organizing Committee | Charles Lau, Anna Kao, Ralph Holmes, Peter Sobchak, Grace Lau

2019.11.21

OAA President's Visit 2019

12.19

2019.12.06

TSA BASH 2019

Venue | Artscape Wychwood Barns

Tour Guides | Joe Lobko (DTAH), Megan Torza (DTAH), Udo Schliemann (Entro)

Event Volunteers | Aislin MacDonald, Avinash Davidson, Bindya Lad, Camila Lima, Ella Ofori, Errol Knight, Felicity Scherk, Michella Van Eyk, Mónica Chavarria, Thuy Nguyen

Photobooth Volunteers | Courtney Klein, Mónica Chavarria, Vikkie Chen, Vineetha Sivathanan, Ryan Falkenberg

Venue Sponsor | DTAH Architects

Bar Sponsor | Blackwell

Event Sponsors | Artscape, Entro, Kirkor Architects and Planners, LRI

Event Patrons | Adamson Associates Architects, Astley Gilbert, Brian Ballantyne Specifications, Carpenters Union, Dialog, Diamond Schmitt Architects, Entuitive, Integral Group, Moriyama & Teshima Architects, Quadrangle, RAW, Revelateur, RJC Engineers, Severn Woods Fine Homes

Event Partners | Architect@Work Canada, Brook McIlroy, B&V Construction, Castconnex, Caplan's Appliances, Engineering Link, Grounded Engineering, HH Angus, IBI Group, INSPAR Electrical Engineers, italDESIGN, MontgomerySisam Architects, Mulvey & Banani International Inc., People's Pint Brewing Company, PLANT, Snyder Architects, SvN Architects + Planners, Taylor_Smyth architects, Turner Fleischer, VFA, +VG Architects, Zeidler

Donor | Lam & Associates Ltd.

Financial Report 2019

	2019	
Revenue		
Membership Dues	\$ 79,715.00	
OAA Per Capita Funding	\$ 26,790.00	
Ticket Sales	\$ 24,588.00	
OAA Special Project Funding	\$ 21,030.00	
Sponsorships	\$ 47,300.00	
	\$ 199,423.00	
Expenses		
Scholarships	\$ 6,250.00	
Insurance	\$ 2,394.00	
Meetings	\$ 3,398.00	
Office/General Administrative Costs	\$ 5,588.00	
TSA Programming	\$ 86,414.00	
Programming Contingency Fund	\$ 19,942.00	
Professional & Administrative Fees	\$ 71,616.00	
Website	\$ 966.00	
	\$ 196,568.00	
Excess of Revenue Over Expenses	\$ 2,855.00	

** a detailed financial statement can be made available upon request*



2019 Annual Report

The WRSA is proud of their efforts this year to have once again played an important role in our community, providing outreach, community involvement, important commentary and insights into architectural issues facing our community. We have once again, been successful, in maintaining and expanding on our three primary mandates of outreach, activism and awareness.

Our activism this year continued to focus primarily on the new Mega Hospital being planned for our region and specifically the site selection process. Through the last number of years our Society has: developed a sub-committee to specifically study the process and site in order to provide opinion to the municipality and provincial government, prepared a detailed report forwarded to various levels of the provincial and municipal governments, and formed a registered delegation at our Municipal Council meeting presenting its findings, answering questions and provided a strong opinion against locating the Mega Hospital in a rural, greenfield farm land site. Our Society, along with the OAA, continued this year to provide support and commentary to the Local Planning Appeal Tribunal (LPAT) Hearing. Although the ruling by the Tribunal was not the decision we were looking for our Society continues to promote a downtown, urban site and will continue to collaborate with our local community partners and municipal government to provide the best possible solution in an effort to protect the public safety.

Community awareness this year was highlighted by several key initiatives, the largest and most recognizable was our support of the Windsor International Film Festival (WIFF); now officially Canada's largest volunteer-run film festival. Our society directly supported four films related to architecture and planning and were proud to be the "Official Downtown Windsor Champion" once again supporting the WIFF's permanent office and downtown screening venues. Other notable events included our Society's financial support and public endorsement of the Our Lady of Assumption Church Restoration Project. This building is significant piece of Windsor's cultural and architectural heritage which opened in 1845 and is the oldest parish in Canada, west of Montreal.

Our outreach this year focused mainly on our membership and its direction connection to the community. We inaugurated our first ever "WRSA Recognition Awards" program intended to honour individuals i.e. architects, owners, allied professionals, community members and or students that have made a valuable or significant architectural / cultural contribution to the local community. We presented three awards this year in the categories of "Design Excellence" for a Built Project, "Professional Recognition" to a prominent retired or deceased local member and "Cultural Recognition" to a member of the public that has made significant contributions to architecture. We intend on making this a bi-yearly event.

WRSA was very proud to culminate our year with a local presentation of the "RISE for Architecture" initiative supporting the creation of a National Architecture Policy. This was the first presentation and workshop undertaken with non-architect participants in Canada. Past OAA Presidents John Stephenson and Toon Dreeseen travelled to Windsor and led the session with a wide variety of non-architect attendees including: City Councillors, School Board Trustees, Community Housing Officials, School Board Administration, City Planning and Building Department Officials, our Member of Parliament (MP) and local Architects; we felt it was an extremely beneficial and important event.

Settimo Vilardi, M.Arch, OAA, MRAIC, LEED AP BD + C, Architect
Chair, Windsor Region Society of Architects

Financial Summary
Year: 2019



Date	Method of Payment	Description	Account Balance	OAA Funding	Member Dues	Bank Charges	Donations/Gifts	Meetings	Office	Sponsorship	Value of HST Included	Notes
1/Jan/18		Opening Balance	\$10,195.39									
8/Jan/19	direct deposit	Eventbrite membership dues	\$10,420.43		\$225.04							2019 Membership Dues
31/Jan/19	pre-authorized	Bank of Montreal	\$10,414.43			\$6.00						Plan Fee
31/Jan/19	debit	Vito's Pizzeria	\$8,876.47					\$1,537.96				Meeting with City of Windsor re: Second Units and Permits
28/Feb/19	pre-authorized	Bank of Montreal	\$8,870.47			\$6.00						Plan Fee
27/Mar/19	etransfer	Valentino Mancini	\$8,910.47		\$40.00							2019 Membership Dues
27/Mar/19	debit	Mezzo Ristorante	\$7,421.55					\$1,488.92				Meeting with City Council (Rino, Chris, Jim, Ed)
28/Mar/19	etransfer	Greg Atkinson	\$7,461.55		\$40.00							2019 Membership Dues
29/Mar/19	pre-authorized	Bank of Montreal	\$7,455.55			\$6.00						Plan Fee
2/Apr/19	direct deposit	Eventbrite	\$7,545.55		\$90.00							Meal cost paid by 3 members; for City meeting
2/Apr/19	direct deposit	Eventbrite	\$7,852.12		\$306.57							Membership Dues & Meeting Meals
8/Apr/19	etransfer	Kyle Revait	\$7,917.12		\$65.00							2019 Membership Dues
30/Apr/19	pre-authorized	Bank of Montreal	\$7,911.12			\$6.00						Plan Fee
2/May/19	direct deposit	Eventbrite	\$7,940.26		\$29.14							2019 Membership Dues
31/May/19	pre-authorized	Bank of Montreal	\$7,934.26			\$6.00						Plan Fee
4/Jun/19	etransfer	Cowlick Studios	\$7,312.76						\$621.50		\$71.50	Website Hosting, Maintenance, and Updates
18/Jun/19	etransfer	Windsor Construction Association	\$7,112.76							\$200.00		WCA Charity Golf Tournament sponsorship
26/Jun/19	debit	Vito's Pizzeria	\$7,051.03					\$61.73				Executive Meeting
28/Jun/19	pre-authorized	Bank of Montreal	\$7,045.03			\$6.00						Plan Fee
15/Jul/19	cheque #28	Suzanne Stiers	\$6,920.05				\$124.98					Reimbursal for purchase of Book Gifts for City Council
16/Jul/19	debit	F&B Walkerville	\$5,756.66					\$1,163.39				General Membership Meeting
18/Jul/19	etransfer	Maged Basiliou	\$5,776.66					-\$20.00				member's meal payment
23/Jul/19	direct deposit	Eventbrite	\$5,834.97					-\$58.31				member's meal payment
24/Jul/19	debit	Vito's Pizzeria	\$5,732.30					\$102.67				Executive Meeting with WIFF
31/Jul/19	pre-authorized	Bank of Montreal	\$5,726.30			\$6.00						Plan Fee
2/Aug/19	direct deposit	Eventbrite	\$5,984.86		\$258.56							2019 Membership Dues
30/Aug/19	pre-authorized	Bank of Montreal	\$5,978.86			\$6.00						Plan Fee
30/Aug/19	cheque #30	Suzanne Stiers	\$5,478.86				\$500.00					(Reimb) Support of Assumption Church Restoration Project
4/Sep/19	direct deposit	Eventbrite	\$5,653.68		\$174.82							2019 Membership Dues
30/Sep/19	pre-authorized	Bank of Montreal	\$5,647.68			\$6.00						Plan Fee
4/Oct/19	cheque #31	Brokerlink	\$5,447.88						\$199.80			Open Streets event insurance
7/Oct/19	cheque #29	City of Windsor	\$4,947.88							\$500.00		Sponsorship of Event with Charles Montgomery
22/Oct/19	etransfer	Stephanie Stiers	\$4,972.88		\$25.00							2019 Membership Dues
31/Oct/19	pre-authorized	Bank of Montreal	\$4,966.88			\$6.00						Plan Fee
31/Oct/19	debit	Vito's Pizzeria	\$3,822.02					\$1,144.86				President's Visit Meeting
8/Nov/19	debit	Michael's	\$3,616.43				\$205.59					purchase of 6 award frames
18/Nov/19	deposit	Ontario Association of Architects	\$9,616.43	\$6,000.00								Special Project Funding (January)
18/Nov/19	deposit	Ontario Association of Architects	\$13,851.43	\$1,730.00	\$2,505.00							Per Capita Funding and Membership Fees
18/Nov/19	cash	Frank Perissinotti	\$13,891.43		\$40.00							2019 Membership Dues
18/Nov/19	cash	John Hrovat	\$13,911.43		\$20.00							meal for meeting
18/Nov/19	cash	Evangelos Kalmantis	\$13,931.43		\$20.00							meal for meeting
18/Nov/19	deposit	Veronika Mogyorody	\$13,971.43		\$40.00							2019 Membership Dues
18/Nov/19	deposit	Mark Beens & Shane Mitchell c/o Glos	\$14,107.03		\$135.60						\$15.60	2019 Membership Dues
22/Nov/19	cheque #32	Suzanne Stiers	\$13,869.03				\$238.00					Reimbursal for WIFF Tickets purchased

Prepared by: Suzanne Stiers, M.Arch., OAA, Treasurer
(unaudited)

27/Nov/19	deposit	Bank of Montreal	\$19,869.03	\$6,000.00								Special Project Funding (May)
29/Nov/19	pre-authorized	Bank of Montreal	\$19,863.03			\$6.00						Plan Fee
29/Nov/19	pre-authorized	Bank of Montreal	\$19,861.83			\$1.20						Cheques Fee
3/Dec/19	direct deposit	Eventbrite	\$20,241.83		\$380.00							2019 Membership Dues
6/Dec/19	debit	Picture This Framing	\$19,435.03				\$806.80					Awards Framing
9/Dec/19	debit	Rock Bottom Bar	\$19,016.34					\$418.69				Membership Holiday Party
9/Dec/19	debit	Sandwich Brewing Company	\$18,606.34					\$410.00				Membership Holiday Party
11/Dec/19	cheque #33	St. Clair Centre for the Arts	\$17,609.68					\$996.66				Dinner Cost for RISE! For Architecture event
19/Dec/19	debit	Michael's	\$17,791.55				-\$181.87					return of 5 award frames
31/Dec/19	pre-authorized	Bank of Montreal	\$17,785.55			\$6.00						Plan Fee
		Closing Balance	\$17,785.55	\$13,730.00	\$4,394.73	-\$73.20	-\$1,693.50	-\$7,246.57	-\$821.30	-\$700.00	\$87.10	

Prepared by: Suzanne Stiers, M.Arch., OAA, Treasurer
(unaudited)

GRAND VALLEY SOCIETY OF ARCHITECTS

Subject: 2019 Annual Report

Date: January 13, 2020

1. Society Overview

The Grand Valley Society of architects provides a forum for free discussion of professional matters, a focus in the community for activities involving architects and a centre for educational, community, and social activities for its members.

As a point of contact between the general public and the architectural profession, the GVSA is actively involved in programs which enhance the general level of understanding of architecture and the architectural profession. It also assists the OAA Council in examining matters of interest to the profession throughout Ontario.

2. Society Activities

OAA President's Visit

The Society held its annual visit from the OAA president on November 28th, 2019. As is tradition, the society chose a local building to host the event that featured a recently completed adaptive reuse project at the Idea Exchange Old Post Office in Cambridge, ON. The night included a building tour by the project architect, dinner, and a talk with our President Kathleen Kurtin.

Event Sponsorship

GVSA continues to sponsor events happening in our community that are beneficial to our members and the community at large. Sponsorships were made to a design charette for the Region's civic district, organized by the Kitchener Waterloo Art Gallery. The GVSA also collaborated with RDH Building Science for an event on Mass Timber that featured two guest lecturers.

Mark Buckley, OAA, M.Arch, B.A.S.
Treasurer

GVSA - 2019 Financial Report

Date	Item	debit/credit	OAA Funding	Misc. Donations	Misc. Expenses	Website	OAA President Address	Balance	Notes
								\$25,440.18	
16-Jan-19	Matt Bolen	(\$554.36)			(\$554.36)			\$24,885.82	GVSA Banner Printing
11-Jun-19	OAA Funding	\$8,540.00	\$8,540.00					\$33,425.82	Annual Membership Funding
30-Jul-19	KWAG	(\$5,000.00)		-5000.00				\$28,425.82	KWAG Design Charette
25-Sep-19	Edge Architects	(\$283.86)			(\$283.86)			\$28,141.96	Chair's BBQ
12-Sep-19	Brian Torrens	(\$342.72)				(\$342.72)		\$27,799.24	
07-Nov-19	Monica Braun	(\$501.50)					(\$500.00)	\$27,297.74	Idea Exchange Venue Deposit
07-Nov-19	Bank Fee	(\$1.50)			(\$1.50)			\$27,296.24	
18-Nov-19	Veronica Madonna	(\$400.00)		(\$400.00)				\$26,896.24	Honorarium for Guest Lecture
19-Nov-19	Matt Halladay	(\$68.03)		(\$68.03)				\$26,828.21	Gift for Guest Lecture
28-Nov-19	Cash Float Out	(\$203.00)					(\$203.00)	\$26,625.21	
29-Nov-19	Bank Fee	(\$2.00)			(\$2.00)			\$26,623.21	
02-Dec-19	Gramonica Inc.	(\$1,658.65)					(\$1,658.65)	\$24,964.56	Idea Exchange Venue Fee
18-Dec-19	Square Inc.	\$23.97					\$23.97	\$24,988.53	Ticket Sales
18-Dec-19	Square Inc.	\$23.97					\$23.97	\$25,012.50	Ticket Sales
18-Dec-19	Square Inc.	\$23.97					\$23.97	\$25,036.47	Ticket Sales
18-Dec-19	Square Inc.	\$23.97					\$23.97	\$25,060.44	Ticket Sales
18-Dec-19	Square Inc.	\$47.94					\$47.94	\$25,108.38	Ticket Sales
18-Dec-19	Square Inc.	\$47.94					\$47.94	\$25,156.32	Ticket Sales
18-Dec-19	Square Inc.	\$71.91					\$71.91	\$25,228.23	Ticket Sales
18-Dec-19	Square Inc.	\$71.91					\$71.91	\$25,300.14	Ticket Sales
18-Dec-19	Square Inc.	\$95.88					\$95.88	\$25,396.02	Ticket Sales
18-Dec-19	Square Inc.	\$96.19					\$96.19	\$25,492.21	Ticket Sales
18-Dec-19	Square Inc.	\$96.19					\$96.19	\$25,588.40	Ticket Sales
18-Dec-19	Square Inc.	\$119.85					\$119.85	\$25,708.25	Ticket Sales
18-Dec-19	Square Inc.	\$265.20					\$265.20	\$25,973.45	Ticket Sales
23-Dec-19	Cash Float In	\$355.00					\$355.00	\$26,328.45	Ticket Sales
23-Dec-19	OAA Funding	\$2,500.00	\$2,500.00					\$28,828.45	KWAG Design Charette Funding