



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:

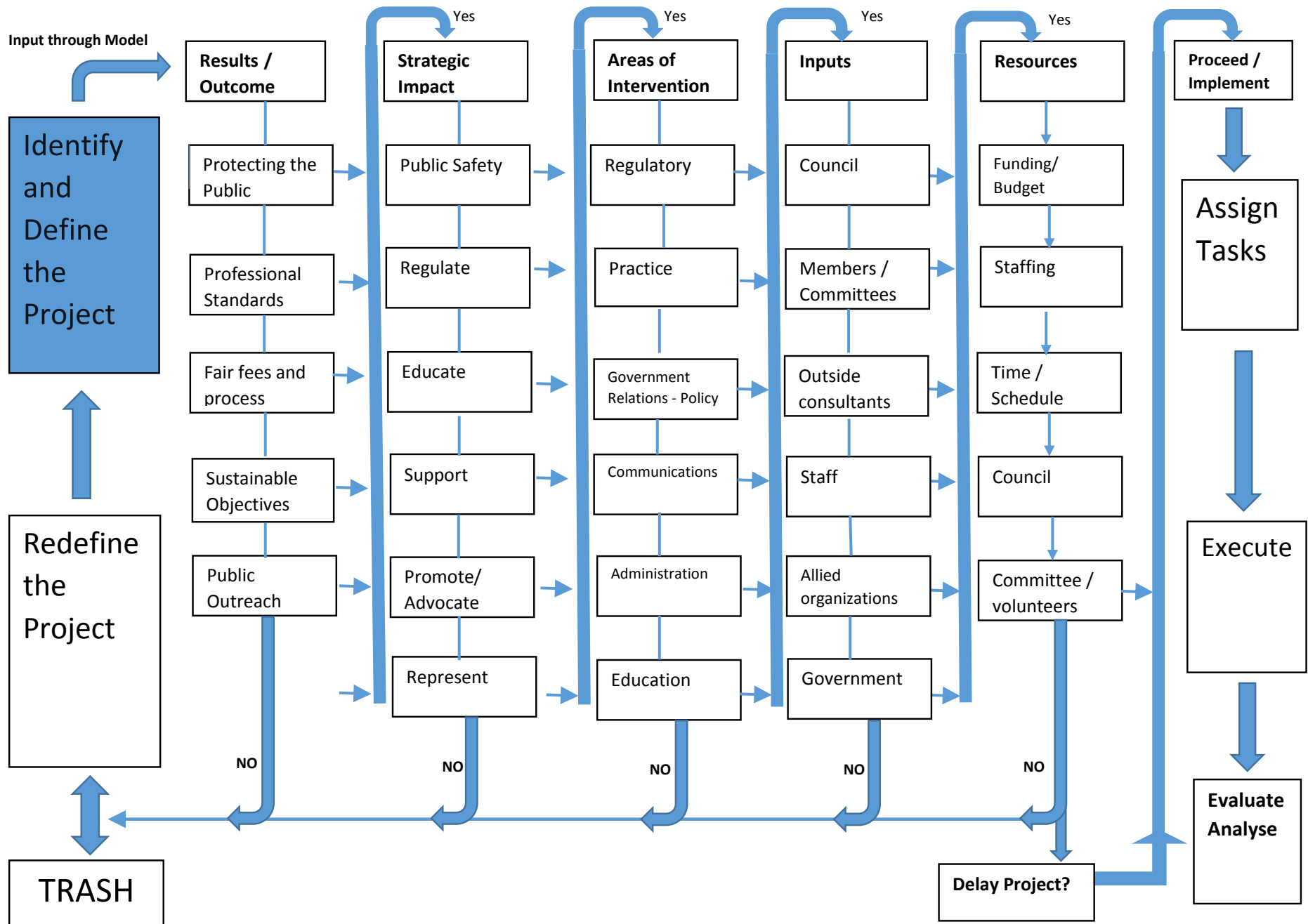
To serve the public interest through the regulation, support, and promotion of the profession of architecture in Ontario.

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 May 27, 2020 at approx. 11:00 a.m.

Meeting # 267

OPEN MEETING AGENDA

Recognition of Traditional Lands

1.0 AGENDA APPROVAL

- 1.1 Declaration re. Conflict of Interest

2.0 APPROVAL OF MINUTES

- 2.1 Draft minutes of the March 5, 2020 Open Council Meeting (*see attached*)

3.0 BUSINESS ARISING FROM THE MINUTES

- 3.1. Council Priorities 2020 (*see attached*) President

4.0 ITEMS FOR REVIEW AND APPROVAL

- 4.1 No. 9 – “Imagining My Sustainable City” – Further Consideration of Sponsorship Request (*see attached*) Vice President Mancini
- 4.2 Request for Proposal – ‘TEUI’ Calculator (*see attached*) Vice President Thomson
- 4.3 Terms of Reference for renewed industry liaison between Architects, Building Officials and Engineers (*see attached*) President
- 4.4 Canadian Architectural Licensing Authorities (CALA) – Canadian Architectural Certification Board (CACB) Revised Funding Agreement (*see attached*) President
- 4.5 Appointment of LGIC to Discipline Committee (*see attached*) Vice President Hastings
- 4.6 Appointment of LGIC to Audit Committee (*see attached*) SVP & Treasurer
- 4.7 Student Associate Status (*see attached*) Councillor Krickhan

EXECUTIVE COMMITTEE REPORTS

- 5.1 Report from the President President
- 5.1.a Activities for the months of March-May (*see attached*)
- 5.1.b Report from Executive Director (*see attached*) Executive Director
- 5.1.c Building Committee Update (*see attached*) OAA Building Committee
- 5.1.d Governance Committee – Update (*see attached*) Governance Committee
- 5.1.e OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update (*see attached*)
- 5.2 Report from the Senior Vice President and Treasurer SVP and Treasurer
- 5.2.a Financial Statements for 4 months ended March 31, 2020 (*see attached*)
- 5.2.b Pro-Demnity Insurance Company 2019 Summarized Financial Statements (*see attached*)
- 5.2.c Pro-Demnity Insurance Company – Reappointment of the Auditor and Actuary (*see attached*)
- 5.3 Report from Vice President Strategic Vice President Thomson
- 5.3.a Report from Vice President Strategic (*see attached*)

Open Council Agenda

- 5.3.b Report from the Sustainable Built Environment Committee (*see attached*)
5.3.c Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (*See attached*)
- 5.4 Report from Vice President Communications Vice President Azadeh
5.4.a Report from the Communications Committee (*see attached*)
- 5.5 Report from Vice President Regulatory Vice President Hastings
5.5.a Report from the Vice President Regulatory (*see attached*)
5.5.b Activities Report from the Registrar (*see attached*)
5.5.c Interns Committee Update (*see attached*) Councillor Krickhan
5.5.d Timing of Hearings (*see attached*)
- 5.6 Report from Vice President Practice Vice President Vilardi
5.6.a Report from Vice President Practice (*see attached*)
5.6.b Report on OAA/OGCA Best Practices Meeting – Feb 27 (*see attached*)
- 5.7 Report from Vice President Education Vice President Mancini
5.7.a Comprehensive Education Committee Update (*see attached*)
- 6.0 ITEMS FOR DISCUSSION**
- 6.1 Updates around COVID 19 – including items needing further action/AGM/Awards Celebration (*oral*) President
- 6.2 Request from Member re. Further Design Advocacy in the Public Interest (*see attached*) President
- 7.0 ITEMS FOR INFORMATION**
- 7.1 Reconciliation Working Group Update (*see attached*) Councillor Krickhan
- 7.2 Ontario Association for Applied Architectural Sciences (OAAAS) Update (*see attached*) OAAAS Executive Director
- 7.3 Society Updates (*oral*) OAA Council Society Liaisons
- 8.0 OTHER BUSINESS**
- 9.0 DATE OF NEXT MEETING**
- 9.1 The next regular meeting of Council is Thursday June 25, 2020 at 9:30 a.m. via conference call.
- 10.0 ADJOURNMENT**

Ontario Association of Architects

Meeting #266 Open

MINUTES

March 5, 2020

The two hundred and sixty sixth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday March 5, 2020 at the OAA Headquarters, Toronto, Ontario.

Present:	Kathleen Kurtin	President
	Susan Speigel	Senior Vice President and Treasurer
	Paul Hastings	Vice President Regulatory
	Andrew Thomson	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	J. William Birdsell	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jeremiah Gammond	Councillor
	Natasha Krickhan	Councillor
	Jeffrey Laberge	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Milda Miskinyte	Councillor
	Sarah Murray	Councillor
	David C. Rich	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	Amir Azadeh	Vice President Communications
	Donald Ardiel	Councillor
	Agata Mancini	Vice President Education
Guests:	Andrew Davies	Executive Director, No. 9: Contemporary Art and the Environment (<i>part attendance</i>)

The President called the meeting to order at 11:30 a.m.

The Vice President Practice 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-Wendat 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

8908. The President noted that no items would be added to the agenda:

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

APPROVAL OF MINUTES

8909. *Reference Material Reviewed:* Draft minutes of the January 23, 2020 Open Council meeting.

The draft minutes of the January 23, 2020 Open Council meeting were reviewed.

It was moved by Gammond and seconded by Thomson that the minutes of the January 23, 2020 Open Council meeting be approved as circulated.
-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8910. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

8911. *Reference Material Reviewed:* Council Priorities Systems Diagram. **(APPENDIX 'A')**

The President noted that a Priority Systems Diagram was circulated to Council at the meeting for reference. At its annual Priority Planning Session, Council looked at a multitude of issues including accessibility, equity, diversity, and sustainability; as a result climate stability has been added as a key priority moving forward.

A member of Council indicated that the goal was to visualize the priorities and avoid an overuse of text. It is expected that the specifics of the priorities may evolve throughout the year however the overarching priorities of Member Engagement, Education, and Climate Stability will remain, will all priorities and activities now being considered through the lens of diversity, equity and inclusivity.

A member of Council enquired as to why the sub-topics under the Stable Climate factor were selected.

A Council member clarified that each item refers to an entire philosophy. They facilitate how to model and predict, ratings tools and then the education portion comes into play. Ultimately, it all falls under carbon accounting.

It was suggested by a member of Council that the systems and the modes in the chart under Stable Climate should be switched citing the example that the greenhouse gas intensity is not a Council priority but a mode.

A Council member suggested that there be further finessing to the document followed by sharing at committee meetings with the committee members in order to inform of projects and initiatives.

Doyle referred to the OAA's Logic Model, suggesting that the work of the committees on the priorities could be done in its context and/or the Logic Model should be reviewed and perhaps updated. There should be some communication to the Committee Chairs with respect to the work they are doing and then tie the priorities into that work.

It was reported by a Council member that the Vice President Strategic has established a chat forum for Executive Committee which will soon be expanded to Council. The intent would be to open it up to OAA members as well in the future as a beta test

The Vice President Strategic reported that it is a forum to allow for conversations on a broad range of topics, adding an offer to present the site to Council at the May meeting. The largest forum would be for OAA members, based on having them subscribe and admitted.

Doyle noted that some committees are already using e-communities including Council and therefore some further investigation into the chat site is warranted, as well as resources that would be required

Walsh joined the meeting at 11:55 a.m.

8912. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Susan Speigel dated February 21, 2020 re. Audited OAA Financial Documents and attached supporting documentation. **(APPENDIX 'B')**

The Senior Vice President and Treasurer reported that the auditors have completed the OAA 2019 audit and reported that the OAA's finances are in order with no material issues identified.

It was noted by the Senior Vice President and Treasurer that there was a transfer of \$500,000 to the capital reserve. Of total member equity, \$28.7 million is invested in Pro-Demnity Insurance Company (ProDem) and \$10.2 million in OAA reserves and equipment.

A member of Council requested some clarification with respect to a report of \$2.8 million in gross surplus.

Walsh responded that because ProDem is a wholly owned subsidiary it is required that they be included in the reporting however are later removed from the gross surplus. It may be noted that quarterly reporting does not list ProDem.

The full set of audited OAA Financial Statements will be posted to the OAA Website along with the Annual Report in April.

It was moved by Birdsell and seconded by Vilardi that Council receive and accept the 2019 audited financial statements for the Ontario Association of Architects as circulated.

-- CARRIED (1 abstention)

8913. Appointment of the Registrar and Deputy Registrar, Ontario Association of Architects (*oral*)

The President reported that as a result of the interviews conducted, the Governance Committee is recommending the appointment of Architect Christie Mills to the position of Registrar.

It was moved by Mintz and seconded by Laberge that Christie Mills be appointed OAA Registrar effective March 6, 2020.

-- CARRIED

It was further reported by the Chair of the Governance Committee that during the interviews for the Registrar's position another strong candidate was identified. It is further recommended that Claire Hepburn be appointed to the position of Deputy Registrar. Hepburn will join the OAA team on March 23.

It was moved by Murray and seconded by Cline that Claire Hepburn be appointed OAA Deputy Registrar effective March 23, 2020.

-- CARRIED

8914. Appointment of Industry Representative to the Sustainable Built Environments Committee (*oral*)

The Vice President Strategic reported.

It was moved by Thomson and seconded by Hastings that Evelyne Bouchard be appointed to serve as an industry representative on the Sustainable Built Environments Committee for a three-year term ending December 31, 2022.

-- CARRIED

8915. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 21, 2020 re. Conference 2021 Title and Theme and Conference 2020 Update.
(APPENDIX 'C')

The President reported that it had been decided for the 2021 Conference that the volunteers be further recognized. They will be permitted access to early registration, identifying badges and complimentary Happy Hour tickets.

Council discussed the title and theme for the 2021 Conference. Several Councillors felt that the title needed more focus and appeared too overarching and encompassing/collaborating with other organizations.

A member of Council noted that the theme is distilled at this point and will later include bullet points.

It was suggested by a Council member that the term 'cultivate' is appropriate and ties in with the green initiative.

It was noted by Walsh the Communications Committee recognized that the paragraph is not explicit however they felt that fewer words would allow speakers and presenters to focus more directly on the theme.

A Council member suggested that the title was succinct and simplifies for potential speakers the type of presentation they will prepare.

Walsh noted that she will change "collaborating with other specialists" to "collaborating with others".

It was suggested by a member of Council that with respect to complimentary tickets for the Happy Hours, there should be an upscale non-alcoholic drink as an option.

It was moved by Birdsell and seconded by Hastings that Council approve the following 2021 Conference Title and Theme:

Cultivate Inclusion

- integrating new, diverse perspectives
- collaborating with others
- meeting emerging challenges

-- CARRIED (1 opposed)

It was moved by Erskine and seconded by Gammond that funding be approved at an amount up to \$1,300 to offer complimentary beverage tickets for VIV's (Very Important Volunteers) at the 2021 Conference Wednesday Happy Hour to be drawn from the Policy Contingency fund.

-- CARRIED

Walsh left the meeting at 12:25 p.m.

Council broke for lunch at 12:25 p.m. and resumed at 1:20 p.m.

8916. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated February 24, 2020 re. Sub-Committee on Building Codes and Regulations (SCOBCAR) Review of proposed changes to the 2015 editions of the National Building, Fire, and Plumbing Codes, and the National Energy Code of Canada for Buildings 2017 and attached supporting documentation. **(APPENDIX 'D')**

The Vice President Practice reported that SCOBCAR reviewed the proposed changes and has provided its feedback and comments for submission. This review was also done in consultation with the Sustainable Built Environments Committee and the Vice President Strategic.

It was moved by Erskine and seconded by Rich that Council approve the submission of comments on changes to the 2015 Edition of the National Building, Fire, and Plumbing Codes and the National Energy Code of Canada for Buildings 2017.

-- CARRIED

8917. *Reference Material Reviewed:* Memorandum from Manager, Education and Development, Ellen Savitsky dated February 13, 2020 re. Online Admission Course – Agreement renewal between the OAA and the University of Toronto, School of Continuing Studies. **(APPENDIX 'E')**

Doyle reported that staff are looking for confirmation from Council to begin discussions with the School of Continuing Education at the University of Toronto regarding renewal of the existing agreement to deliver the OAA's admission course online. \ It is expected that the Registrar and Deputy Registrar will also be involved in the renegotiation process moving forward.

It was suggested by a member of Council that the terms of the agreement including the royalty should be part of the renegotiation discussions. Doyle agreed and indicated that it will be considered. Doyle noted that the school developed the system and administers it. The OAA is responsible for updating the content of the course. The program has performed well since inception.

A member of Council questioned as to how University of Toronto had been selected as the provider. Doyle note that University of Toronto had been chosen as a result of an RFP proposal five years ago.

It was noted by a member of Council that there has been positive feedback in regards to the course as well as the various mediums available to complete the Admission Course.

It was moved by Laberge and seconded by Rich that Council approve the continuation of negotiations with the University of Toronto School of Continuing Studies for the purpose of renewing the contract to continue the online offering of the OAA's Admission Course.

-- CARRIED

8918. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 20, 2020 re. SHIFT Challenge. **(APPENDIX 'F')**

The President reported that it was recommended by the SHFIT working group that the next theme be for the SHIFT program be 'resiliency'.

A member of Council noted that it ties in well with current practice, and sustainability.

It was moved by Birdsell and seconded by Speigel that "Resiliency" be approved as the theme for the 2021 SHIFT Architectural Challenge.

-- CARRIED

EXECUTIVE COMMITTEE REPORTS

8919. *Reference Material Reviewed:* Activities for the Months of January-March. **(APPENDIX 'G')**

The report was noted for information.

8920. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 23, 2020 re. Update on Activities of the Executive Director. **(APPENDIX 'H')**

Doyle reported.

A member of Council requested some further detail with respect to the February 24 meeting with the Ministry of the Attorney General.

A Council member responded that the topic of direct regulation of interior design was discussed with the Ministry's stakeholder relations staff.

The member of Council noted at the prior meeting with the Attorney General, the OAA and ARIDO were advised to frame the proposal against the government's priorities. In addition it was noted that OAA Manager, Policy and Government Relations, Adam Tracey and ARIDO representatives were meeting on this day with policy representatives in the Premier's office regarding the initiative.

A member of Council enquired into the status of the Ontario Association of Landscape Architects' (OALA) undertaking to obtain practice legislation.

Doyle responded that per her recent conversation with the OALA Executive Director, they are continuing their efforts to gain traction with government to move this ahead. They do understand, however, that the OAA continues to have concerns with the draft, which had been originally expressed with their proposed legislation. OALA Executive Director has advised that they will be in contact with the OAA in the near future to arrange a further discussion in order to address our concerns.

The report was noted for information.

8921. Building Committee Update *(oral)*

The President reported that the Committee met last week, noting that the number of deficiencies remaining on the list have been reduced and that actions to address them are ongoing.

The report was noted for information.

8922. *Reference Material Reviewed:* Memorandum from the Governance Committee dated February 18, 2020 re. Council Skills Self-Assessment Tool and attached supporting information. **(APPENDIX 'I')**

The President reported that the proposed self-assessment matrix is not intended to grade or highlight weaknesses but to ensure that the OAA maximizes the strengths of Council.

A member of Council enquired as to what the end goal of the exercise is and if the intention is to source the best-suited Council member.

The President responded that when the call for nominations is issued in the fall, mention will be made to the membership that Council is interested in specific areas of expertise and strengths if there are particular areas lacking within the current Council. The nomination process will run as per the legislation.

The report was noted for information.

8923. OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group (*oral*)

The item was reported under minute number 8920.

8924. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated February 20, 2020 re. Update on the activities under the Vice President Strategic portfolio and attached supporting information. **(APPENDIX 'J')**

The Vice President Strategic reported that work on the development of a privacy policy for members to use in their offices, is underway.

Doyle noted that Brown is in the process on working on the legal aspect of the policy.

The report was noted for information.

8925. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 18, 2020 re. No. 9 – “Imagining My Sustainable City” and attached supporting documentation. **(APPENDIX 'K')**

Davies joined the meeting at 2:05 p.m.

The President welcomed Davies to the meeting.

Davies made a presentation to Council on the past work of the Imagining My Sustainable City (IMSC) program geared toward grade 7 and 8 students, in addition to future plans and initiatives for the program.

It was noted by Davies he worked with the sustainability department of the Toronto District School Board. A total of 70 teachers applied for nine schools.

A member of Council enquired as to whether there has been consideration to expand the program beyond the current two grades.

Davies responded that they can deliver to older students and have offered to grade nine students in the past. There is a capacity issue at this point in terms of volunteers.

A Council member enquired as to whether the program has tracked students over the past 10 years to determine where their education path has led since the program.

It was suggested that this type of tracking would be very difficult and also presented privacy issues. It was noted by Davies that in days 3 and 4 of the program, a call goes out to OAA members to participate in a ½ day workshop with the students.

The President thanked Davies for his presentation.

Davies left the meeting at 2:35 p.m.

A Council member suggested that this initiative falls within the heart of the mandate and therefore should be supported and that support be given in the amount of \$25,000.

A member of Council enquired as to whether the recommendation to support this initiative is supported by Comprehensive Education Committee.

Doyle responded that historically it has been an initiative that has come direct to Council as any request for funding over \$10,000 moves directly to Council.

Some concern was expressed that there may be a conflict of interest with projects stemming out from this initiative.

It was suggested by a Council member that the issue of conflict of interest be addressed with Davies.

Action: Doyle was directed by Council to follow up with Davies in regards to potential conflicts of interest. Additionally, Doyle is directed to enquire with Davies as to whether there is collateral education that can be gained out of this for the OAA.

A Council member suggested that the initiative should be a decision of Council since it is coming out of the policy contingency.

It was moved by Laberge and seconded by Birdsell that Council approve funding of the No. 9 – Imagining My Sustainable City Project for 2020 in the amount of \$25,000 to be drawn from the policy contingency budget, subject to confirmation that there is no conflict of interest.

-- CARRIED (8 in favour, 7 opposed)

8926. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated February 20, 2020 re. Sustainable Built Environments Committee (SBEC) Update and attached background information. **(APPENDIX 'M')**

The Vice President Strategic reported the Committee will have a presentation on energy modelling tools used in Canada at its next meeting.

It was noted by the Vice President Strategic that the requirement to meet a standard EUI was incorporated into the judging of submissions for this year's Design Excellence Awards. There will be a Part 9 Project undertaken in the next short while, led by newly appointed industry representative, Evelyne Bouchard.

The report was noted for information.

8927. Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (*oral*)

There were no further updates to report since the last meeting of Council.

8928. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 21, 2020 re. Communications Committee Update. **(APPENDIX 'N')**

Missio reported that in an effort to move toward digitalization, the 2020 Awards book will be printed in a reduced run.

A Council member requested some clarification with respect to funding allocated for the Society Special Projects initiative.

Missio responded that there are two calls for applications during the year as approved by Council in the amount of \$38,000 for each. The plan is to further communicate and increase outreach to the societies for the next initiative.

Missio reported that content migration is ongoing with an expected launch date for the redesigned Website of late April to early May.

The report was noted for information.

8929. Report from Vice President Regulatory (*oral*)

There were no further updates since the last meeting of Council.

8930. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated February 18, 2020 re. Activities Under the Registrar – January 1, 2020 through February 18, 2020. **(APPENDIX 'O')**

The Vice President Regulatory reported.

The report was noted for information.

8931. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated February 24, 2020 re. Report from Vice President Practice. **(APPENDIX 'P')**

The Vice President Practice reported.

The report was noted for information.

8932. *Reference Material Reviewed:* Memorandum from Vice President Education, Agata Mancini dated February 21, 2020 re. Update from the Comprehensive Education Committee. **(APPENDIX 'Q')**

A member of Council reported that the Committee is continuing progress in its working groups.

It was noted by the Council member that the Committee is preparing a submission requesting that the following issues be addressed at this fall's Canadian Architectural Certification Board (CACB) National Validation Conference:

- Financial literacy
- Technical inclusion in studio work
- Work experience in the office of an architect prior to graduation

The report was noted for information.

ITEMS FOR DISCUSSION

8933. The Interns Committee Update (*oral*)

Councillor Krickhan reported the Committee met last evening where its members assessed the Committee's short and long term goals. The Committee would like to share ideas between other OAA committees and identify areas of overlap.

It was noted by Councillor Krickhan that there was some discussion with respect to the inclusion of student members on Council. Waterloo Director, Dr. Anne Bordeleau will participate as a resource to the Committee as well.

The update was noted for information.

8934. *Reference Material Reviewed:* Memorandum from Past President, John Stephenson and Councillor, Natasha Krickhan dated March 3, 2020 re. Report on OAA Reconciliation Roundtable. **(APPENDIX 'R')**

A member of Council reported that the working group was established by Past President Stephenson and current Councillor, Natasha Krickhan serves as a member on the Working Group.

Krickhan reported that 14 initiatives came out of the 2018 OAA Reconciliation Roundtable and are listed in the report. The Working Group is looking to hold a conference call in the next several weeks to discuss those initiatives and how they may fit in the 2021 Budget.

The report was noted for information.

ITEMS FOR INFORMATION

8935. *Reference Material Reviewed:* Design Industry Advisory Committee (DIAC) – Winter Update 2020. **(APPENDIX 'S')**

The update was noted for information.

8936. Society Updates *(oral)*

A member of Council reported that there have been some setbacks with the Ottawa Regional Society of Architects (ORSA) including a lack of engagement. Participation at the upcoming ORSA AGM has been encouraged. An upcoming call is planned with the two Chairs of the Society to provide some guidance.

A Council member reported that the Windsor Society now has a new Chair as well as co-Chair.

OTHER BUSINESS

8937. LGIC Appointments *(oral)*

A Council member requested an update on the status of the vacancies for an LGIC on Council.

Doyle responded that staff is in regular and direct contact with the offices of the Attorney General to follow up on candidates and when they may be appointed. Our concern about our ability to carry out our regulatory responsibilities has been clearly expressed.

8938. Support for the Profession re. Professional Fees *(oral)*

As a result of a Council discussion regarding ways in which to support clients and the profession in identifying appropriate and reasonable fees the following strategic avenues were identified and will be considered further under the appropriate portfolios, as noted.

Action: Moving forward it was agreed that the following elements would be considered in the strategy around professional fees under current initiatives:

- Quality Based Selection (QBS) – under the Vice President Strategic/PACT portfolio: Updating of the OAA QBS documents and develop better information and marketing tools for QBS that can be rolled out to procurement folks, and to members.
- *Architects Act* and Regulations – under the Vice President Regulatory/Regulatory portfolio: Consider how the legislation might be further strengthened. Education: - under the Vice President Education and Vice President Practice portfolios: Review all information that is already available to members regarding professional fees, specifically how to price services, and ethical consideration – and how to develop more awareness/education. Information already exists in: Practice Tips; CHOP; MBA Kit and excel sheets; RAIC guideline to fees and services; Fundamentals of Starting an Architectural Practice; Admission course.
- Communication – under the Vice President Communications/communication portfolio – consider a BIOAAg series on determining appropriate fees.

DATE OF NEXT MEETING

8939. The next regular meeting of Council is Wednesday May 27, 2020 at 9:30 a.m. at Hotel X, 111 Prince's Blvd., Riverdale Park Room, Toronto, Ontario.

ADJOURNMENT

8940. **It was moved by Erskine and seconded by Mintz that the meeting be adjourned at 4:10 p.m.**
-- CARRIED UNANIMOUSLY

President

Date

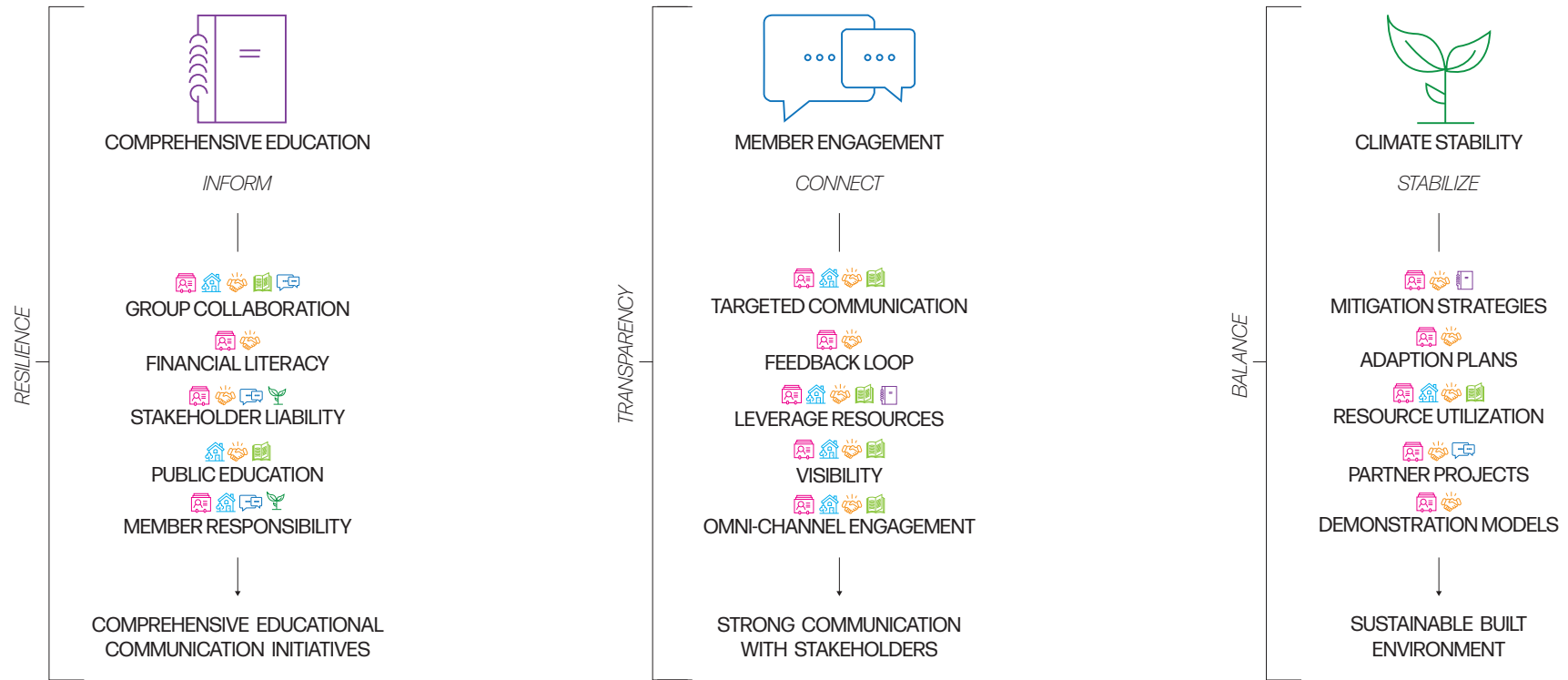
OAA STRATEGIC PRIORITIES 2020

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 3.1

STAKEHOLDERS



INCLUSIVITY
EQUITY
DIVERSITY



TIME FRAMES

SHORT TERM
SUCCESS STORIES

MEDIUM TERM
INFORMATION ROUTE TO BECOMING AN ARCHITECT

LONG TERM
EDUCATION INCLUDING EVERYTHING



Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 4.1

Memorandum

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

From: Agata Mancini, Vice President Education

Date: May 19, 2020

Subject: Imagining My Sustainable Cities Sponsorship request

Objective: To consider additional information from No.9 regarding the Imagining My Sustainable Cities (IMSC) Education program and final approval.

Background:

Recall that Council received a presentation from Andrew Davies of No.9 Art & Contemporary Design at the March 2020 Council meeting. The presentation included a request for financial sponsorship from the OAA for the IMSC educational program. A copy of the memorandum and materials from the March meeting is attached for reference.

After discussion, the following motion was approved:

It was moved by Laberge and seconded by Birdsell that Council approve funding of the No. 9 – Imagining My Sustainable City Project for 2020 in the amount of \$25,000 to be drawn from the policy contingency budget, subject to confirmation that there is no conflict of interest.

-- CARRIED (8 in favour, 7 opposed)

In response to the motion, additional information and clarification was requested regarding the conflict of interest concerns. The timing of that request coincided with the evolving situation around the COVID-19 pandemic and follow up was also done by staff to determine if, in fact, the program was to proceed. In response to social distancing requirements, No.9 has already begun plans to move the program to an online platform which is explained in his email attached.

Following receipt of this information, as Vice President Education (and also a previous volunteer under the program) I reviewed the material along with Senior Vice President & Treasurer Susan Speigel. We both feel that the program continues to be viable, and are excited by the proposal to make the program available online. This of course is subject to Council being satisfied with Davies' explanation regarding conflict of interest. You will note in the description provided that

the online education resource will be available to program partners, which includes the OAA. The would be a great addition to the education resources that the OAA is continuing to build.

Action: The following motion is provided for Council's consideration:

It was moved and seconded that Council approve funding of the No. 9 – Imagining My Sustainable City Project for 2020 in the amount of \$25,000 to be drawn from the policy contingency budget.

From: [Tina Carfa](#)
To: [Tina Carfa](#)
Subject: FW: No.9 Imagining My sustainable design request for sponsorship
Date: Wednesday, May 20, 2020 9:21:29 AM

From: Andrew Davies [andrewmldavies@gmail.com]
Sent: Thursday, April 30, 2020 11:39 AM
To: Kristi Doyle
Subject: Re: presentation

Kristi

Please see the following summary in response to your question about how we will be adapting The IMSC program in response to Covid 19. In a follow up paragraph I have also address the question about our work in Tyendinaga.

As mentioned at the last committee meeting that I presented at No.9 received a grant from the Canada Council Digital Fund to help us digitize the program so that we can take it across the country. The grant does not cover all that we need but helps us to start to digitize the IMSC program.

The initial focus of the digital component was so that students from one city could communicate online with students in another city after they had built out a physical model. This is important in our goal to educate youth to build sustainable communities and drive down carbon emissions across Canada. Initially we were planning to fly to these cities with a team and deliver (2) one week long programs in each city. Due to Covid 19 we see the benefit of taking the entire program online and are working now to make this happen. We have reached out to our sponsors in the past and all have agreed to support us transforming the program to be completely digital. We are now looking to the OAA to join in this support.

Through our agreements with the TDSB and HWDSB we are scheduled to deliver 15 IMSC programs next semester in Toronto and Hamilton. It is unclear when students will be going back to school. If they return to school in the fall No.9 will continue to deliver our IMSC program physically as per our agreement with these boards unless they decide that they would prefer the online version. Regardless of whether we return to the classroom or not No.9 will be developing a completely online version of the IMSC program. This is in response to Covid but will actually help us get the IMSC architectural educational experience to many more students. In the past our barriers have been cost, physical distance and restrictions of access, amount of trained educators and the fact that the program required schools to rearrange their schedule to accommodate the four day design Charrette format of the program. Going online reduces many of these barriers to entry. We see real benefits in going completely online and digital. We also see an opportunity for our program to become permanent curriculum for all grade 9's in Ontario and across Canada which is very exciting and our main long term goal. Recently the outcomes for grade 9 geography in Ontario changed to include economic, social and environmental geographic issues related to topics such as transportation options, energy choices, and urban development with the goal of looking at how communities can be more sustainable. These outcomes completely align with the education that No.9's IMSC program delivers. In addition the IMSC program is an integrated STEAM (Science, Technology, Engineering, Art, Math) based program that all school boards are currently mandated to

deliver in the future.

The way in which the program will be transformed to be delivered online is as follows. Program will be divided up into 40 minute learning sessions that will be delivered online over a semester in accordance with the Ontario requirements. This means it can be delivered online for grade 9 Geography, Art or Careers Studies Courses at any of our partnering school boards. We will be working closely with the TDSB and HWDSB to pilot this in the fall. These 40 minute lessons will be delivered through video tutorials and digital slide presentations that will be loaded up to an IMSC online platform and made accessible to our partners. Students will be taught the 3D modelling software SketchUp (that we explored in our summer camp program) to build out their design ideas.

Online support to students will be provided by No.9 Educators and OAA volunteers to provide feedback on the students architectural designs. We will use software to schedule these reviews and most likely they will use a video conferencing program like zoom to communicate. This will allow our OAA volunteers to provide help when they have time and from their own office. This will allow for more participation from OAA members and we are hoping that the OAA will continue to allow this to count as continuing education hours. OAA members will receive an online training session and will be coached by No.9' educators on how to communicate with students. All sessions between OAA members and students will be recorded and periodically reviewed for quality control.

At the end of the semester the students will load their digital models up onto google earth in the selected site area for a final review. No.9 will organize a final review panel over zoom in which we will continue to invite councillors, trustees and local dignitaries. Upon completion of their review student will be connected with other participating students in other cities to communicate their ideas and design solutions. This will culminate in a require essay paper that students write together that explores how the 9 Pillars were used in each of their projects and how their cities face similar and different sustainability problems. At the end of the program all of the participating students will understand Architectures Important role in building sustainable communities across Canada.

We are looking for the OAA to help us build out this online experience with the goal of reaching as many students as possible and making the curriculum a permanent option for students in Ontario.

Regarding our work in Tyendinaga. No.9 is dedicated to helping address issues of reconciliation with indigenous communities by providing their youth with design education on how to build sustainable communities. We feel this is very important because in the past these communities have had little input into how their communities were built and in most cases the architecture has not reflected their culture or traditional ways.

In order to make real change No.9 is interested in providing help to see development happen. In Tyendinaga an IMSC program was delivered to 15 indigenous youth and this provided the inspiration to develop a new language and cultural centre for the community. In order to develop the project further a local language organization put out an RFP to get a feasibility study done that No.9 was selected to do. We worked in partnership with the OAA Architect Sandra Iskandar who is licensed and has a permit to practice. In collaboration with Sandra a schematic design was developed for the language and cultural centre as part of the Feasibility Study. The Feasibility Study recommends that the community find a registered OAA Architect (preferably an Indigenous Architect) to take on Design Development of this project moving forward. No.9 would like to remain involved as a sub consultant on the project if this

is the wish of the client. A big part of the project is to continue to have youth involved in the design and making of furniture and even in the construction of the building. This is in keeping with No.9's mission to empower youth through design education.

I hope these two summaries help explain how we will be moving forward with the IMSC program given the current situation. We appreciate the support that we have been given by the OAA and believe that with your continued support we can reach thousands of more students with this award winning educational program!

Best
Andrew

Memorandum

To: **Council**
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Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Susan Spiegel
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Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Andrew Thomson

From: Amir Azadeh, Vice President Communications

Date: February 18, 2020

Subject: No 9. – “Imagining My Sustainable City”

Objective: To consider sponsorship for the “Imagining My Sustainable City Program” (IMSC) presented by No.9 Contemporary Art & the Environment.

Background:

In 2012, OAA Council approved financial support/sponsorship for the above-noted project in the amount of \$10,000. In 2013–2015, 2017 and 2018, the OAA was approached to provide financial support for the program; it provided support at the \$25,000 Sponsor Level.

The IMSC program is focused on education of elementary school children related to sustainability and green design. In the past, both the Communications Committee and Council have felt that this program aligns very well with the public education and awareness objectives of the OAA, as well as fills a need to reach school-aged children. The successful program also runs with the help of volunteer OAA members.

The program since inception has expanded outside of the GTA to encompass Kingston and Ottawa. With the growing awareness of climate change, an organization, has agreed to take the program nationwide with initial sights set on Halifax and Winnipeg.

Andrew Davies of No.9, the lead organizer of this project, has sent the attached request to consider funding once again for 2020 at the \$25,000 Builder Level/Green Building Design Pillar status. As the request is for greater than \$10,000, it is being forwarded directly to Council for a decision.

Davies will be in attendance at the March 5 Council meeting to make a brief presentation regarding the program and the request for sponsorship.

If Council wishes to sponsor the program, the funds could be drawn from the Policy Contingency budget for 2020. Council could also consider sponsorship at a different level.

Action: Council to consider financial support of No 9.'s Imagining Sustainable City project for 2020.

Executive Summary

A brief description of the sponsorship opportunities

The OAA has an opportunity to continue its support of No.9's award winning *Imagining My Sustainable Community* (IMSC) program at the Builders Level under the Green Building Design Pillar or they can take the opportunity to move to the Educators level to receive more exposure.

IMSC is a four-day intensive program that brings ecological awareness into Grade 7 and 8 classrooms through an introduction to sustainable urban planning and architecture. Since the programs inception in 2011 the *IMSC* program has reached over 3,500 students in six North American cities with five of these being in Ontario (Toronto, Hamilton, Ottawa, Sarnia and Kingston). In addition to these cities No.9 has delivered the IMSC program to two indigenous communities in Ontario, Wikwemikong on Manitoulin Island and Tyendinaga east of Belleville.

IMSC emphasizing nine pillars that contribute to sustainable city building: Green Open Space, Transportation, Waste Management, Water Management, Green Building Design, Alternative Energy, Agriculture and Food Security, Public Art and Design, and Civic Engagement and Leadership. The students incorporate these pillars into their individual designs as well as the overall goals of the project while learning about their City's past and present approaches to sustainable design.

The purpose of the program is to use the architectural design charrette format to empower youth to lead a revolution in building sustainable communities. Upon completion of the *IMSC* program students have learned how to imagine, represent and voice their ideas on how to build their communities sustainably, encouraging them to be active and engaged citizens. With over 70% of our global carbon emissions being attributed to our urban development, building sustainable communities will have a major impact on global carbon emissions. It is the responsibility of architects and their associations to help educate and empower the next generation so that they can participate in minimize the impact our urban development has on climate change.

The Four Day Process of IMSC

Each class begins by exploring the unique characteristics of the neighbourhood surrounding their school. The students walk through their neighbourhood with No.9's Architectural Educators as well as local architects and planners, who contextualize the project. On the second day the students receive an introduction to architectural design and are challenged to construct a scale model from pre-cut cardboard pieces. The models are used as a tool to introduce students to scale, space, and circulation. Students photograph their model to discover solid and void relationships, scale using the human figure; and how light could enter their model. This 'study' model becomes a tool for launching the student's individual program idea into 3 dimensional spaces. On the third and fourth days, the students build a scale model of their design while working collaboratively to ensure that their designs work together to create a

cohesive vision for their future neighbourhood. Students then present their work to their City Councilor and School Trustee and Superintendent, receiving feedback on how their designs may become implemented. The workshops teach the students about their civic responsibility to their neighbourhood and the city at large.

With the support of the OAA, No.9 has engaged 32 members of the Ontario Association of Architects as volunteers in delivering the IMSC program to communities across Ontario. In the spring and fall of 2020 we will be taking the IMSC program across the country with support from the McConnell Family Foundation and our Sponsors. This means administering pilot programs in Montreal, Winnipeg and Vancouver with the potential of reaching Halifax in 2021. No.9 will also continue to work in Ontario delivering the IMSC program in Toronto to 9 TDSB schools and in Hamilton to 9 HWDSB schools. In 2020 No.9 will continue focusing on using the IMSC program as a form of reconciliation by working with indigenous communities to provide their youth with voice on how their communities are built. The work done in Tyendinaga with the TTO language and cultural Centre has progress to a feasibility report that includes schematic designs inspired by the Hope School students ideas. It is No.9's goal to work with the Focus Forward for Indigenous youth to see the students help to build out this project once it has secured funding.

The goal of *Imagining My Sustainable Community* is to infuse the real world interdisciplinary aspects of the architectural profession with the Grade 7 and 8 core academic curriculum, while giving youth the tools they need to be agents for change in their communities. Collectively, the students' vision for their sustainable community leads to discussions of civic engagement, governance and living a sustainable lifestyle. No.9 hopes to continue expanding IMSC to more schools in the coming years, providing cities with a vision for their future as seen through the eyes of youth.

Why should the OAA Sponsor your event?

Below I have included the OAA's Vision, Mission and Mandate along with the role the Sustainable Built Environment Committee plays. I have highlighted items where the IMSC program aligns with the OAA vision, mission and mandate.

In short the general public and especially youth have little understanding of the role that an architect plays in designing safe and healthy built environments. The IMSC programs provides this information to the students that we work with, their teachers, principals, trustees, parents and invited political guest that attend the final day review of the program. OAA members that participate in our program learn new information around sustainable building and how the reduction of GHG emissions through building design provides for healthy and safe communities. Students and volunteers learn about new levels and standards associated with green building design and the entire program also includes attention to the art and poetics of architecture that elevated the human spirit. By reaching out in the school system and including the architectural design charrette process in elementary school we are promoting the problem solving technics of the profession. We don't expect all students that take the IMSC program to become

architects but some will and the others will be potential informed clients on the value that architecture provides to any development project. Certainly at the end of the IMSC program all those involved have a much better understanding and appreciation of architecture. By supporting the IMSC program the OAA is demonstrating leadership on issues related to sustainable building.

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 By-laws; 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**.

Sustainable Built Environment Committee

Established by Council to serve in an advisory role regarding matters of sustainable design and environmental issues as they relate to the design and building industry. The Committee defines, analyzes, reviews and assesses **areas which the OAA can focus on in order to demonstrate leadership from the architectural profession on this emerging and important area of practice**.

In what ways, will the project or event promote Ontario Architecture and / or Architects

In the past No.9 has showcased the work that has been done by students in public exhibitions in which thousands of members from the public have attended. These are held in civic and community spaces free to the public. The last exhibition was held at Sidewalk Labs Market 307 showroom in 2018. The focus for the IMSC program in 2018 was about developing sustainable projects on Toronto's Waterfront. Upon completion of each workshop a review is held in which Councillors, School Trustees and Parents are invited. At these reviews students speak to the importance of building sustainably and the role that architecture plays in designing sustainable resilient communities. All members of No.9's team have graduated from a recognized architectural program and their participation along with the OAA volunteers involved is always communicated to the audience along with our supporting sponsors.

Because No.9 often selects relevant real world sites under proposal for development the student's models are often requested as a way to engage the public in a discussion on the project. For example, Toronto is currently considering putting a deck park over the GO transit rail lines in downtown Toronto to provide vital green space for an increasingly dense downtown. Upon attending No.9's last review at Ryerson PS the Councillor has asked that the students ideas and model be presented at the next committee meeting about the park in which the Mayor of Toronto will also be in attendance. We feel this is prime example in which the importance of Architectural planning gets associated with real high profile development projects.

Background information

Description of your company's goals, objectives, history, etc.

No.9 is an organization that uses art and design to bring awareness to environmental concerns. We deliver programs in schools and in the public domain designed to encourage the use of creative thinking to resolve environmental issues and to promote a sustainable lifestyle.

We believe that:

- Youth can be changemakers in improving the health of our planet.
- Teaching youth about sustainable communities equips them with the skills to enter a green economy.
- Innovation begins with Imagination.
- Teaching youth practical skills while empowering them to think out-of-the box can lead to innovative change.
- Hands-on education is essential to learning.
- Not only can kids grasp complex ideas, but if we provide them with the proper canvas, they can learn and create amazing things.
- Sustainable living does not need to be boring.
- Art, design, music, architecture and coming together to celebrate are all key elements in a culture of sustainability.

Our goal is to empower youth to lead a revolution in building sustainable communities.

Since incorporation in 2006 as a non-for-profit we have produced over 30 major public art installations and run over 150 4-day architectural workshops all in an effort to get the public to pay attentions to climate change. We are now actively working with the next generation to prepare them for what we will pass on!

Target audience**Profiles of individuals who will be attending the event (age demographic and profession / occupation)**

Our target audience is the general public and in many cases policy makers and constituent representatives of communities. Our review process of the student's work has included invited local architects, planners, landscape architects, educators, councillors, developers, city builders and in some cases mayors. While running the IMSC program in Toronto 19 of the 44 Councillors were able to make the 4th day review of students works. Last review we had the City councillor, the school trustee and 10 students from the Ontario Institute for Studies in Education at the University of Toronto where our program is being positioned as ground breaking in it's delivery of STEM + Art hands-on, real-world, peer to peer learning.

List of benefits**A detailed description of all benefits. Different levels of sponsorship and financial commitment / requirement****Builder Level / Green Building Design Pillar Sponsor Benefits**

Logo Recognition as the exclusive Builder level Sponsor of the Green Building Design Pillar on all materials related to the promotion and advertisement of the Imagining My Sustainable Community Program 2020. This Logo Recognition includes any in-kind media that No.9 secures for this event through their media partnerships. It includes logo recognition on the IMSC teacher's guide for 2020 and on all signage and material related to this program or related to the Green Building Pillar. For the expansion across Canada No.9 will be promoting the IMSC program through mass transit posters in each of the cities that we work in. These will advertise the IMSC program and will showcase our sponsors and supporters. These will be scene in buses and subways.

Logo Recognition on primary onsite signage as Builder Level Sponsor of the Sustainable Building Design Pillar for the IMSC National Expansion program.

Recognition on No.9's website as Builder Level Sponsor of the Sustainable Building Design Pillar for the Imagining My Sustainable Community National Expansion program.

The opportunity for an OAA representative to speak at the public opening or exhibition associated with the IMSC National Expansion program or to have a No.9 representative speak to its members free of charge about the program.

Opportunity for OAA members to participate in the implementation of the program and for the OAA to be recognized for providing this opportunity to them.

No.9 will supply the OAA with suitable images and text for it to inform it's members of this program and No.9 will work with the OAA staff to provide incentive for its members to learn about and to support this initiative through volunteering to impart their knowledge to their local community.

Educators Level / Civic Engagement and Leadership

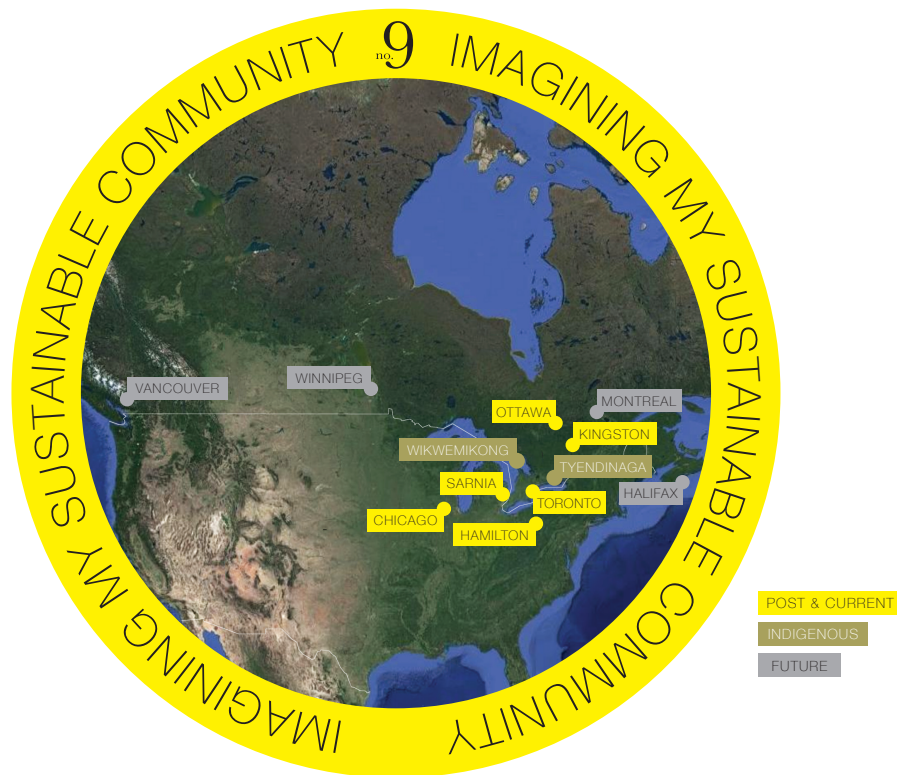
This provides the OAA with an opportunity to increase their involvement with the program through larger sponsorship recognition. This includes being recognized as the lead pillar sponsors of Civic Engagement and Leadership and having the OAA logo on the banner that is presented in the classroom to the students and at Exhibition or events.

I have included a sample of this type of recognition as an attachment

Comments

No.9 has very much appreciated the support from the OAA on the IMSC program. The OAA support has been instrumental in allowing us to expand the program across Ontario and to engage more students and architectural volunteers. We hope that we can continue our progress with your continued support.

Sincerely Andrew Davies, Executive Director



“Cities have the capability of providing something for everybody, only because, and only when, they are created by everybody.” - Jane Jacobs

CREATING A SUSTAINABLE COMMUNITY



We are No.9 – a non-profit using art and design to bring awareness to environmental and community concerns. Through educational school programming, we focus on youth – the generation of the future. We work with students to inspire and encourage creative thinking around city planning, environmental issues and promoting a sustainable lifestyle.

Our name comes from the nine pillars essential to building a sustainable community:

- Water Management
- Alternative Energy
- Green Building Design
- Civic Engagement and Leadership
- Public Art and Design
- Urban Agriculture
- Green Space
- Waste Management
- Transportation

Each of these is critical in building and achieving a sustainable community. They are also the foundation of the *Imagine My Sustainable Community* program.

IMAGINE MY SUSTAINABLE COMMUNITY – A No.9 INITIATIVE

“Creativity is putting your imagination to work, and it’s produced the most extraordinary results in human culture.”

- Ken Robinson

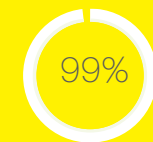
Today’s youth and their ability to imagine is our best hope for a better future. No. 9 wants to tap the unbridled potential that lies in the creative minds of the next generation to find solutions to building more sustainable communities.

Our vision is to empower youth to lead a revolution in creating sustainable communities.

Imagine My Sustainable Community is a revolutionary new program that is engaging and energizing young people in a way never before seen in Canadian public education. It delivers an experiential lesson on how communities work, and inspires and empowers them to create solutions that will improve life in their communities for years to come.



89% of teachers are doing more hands-on activities, and offering more hands-on choices in classrooms (2011 survey of RAFT members)



99% of teachers report students are more engaged and retain more knowledge through hands-on experiences

Community engagement, transportation systems, housing, sustainability, infrastructure, reconciliation – they touch us all, every day of our lives, whether we realize it or not.

If today’s youth can see just how much of a role urban planning and design play in our daily lives, then they can begin to imagine their own sustainable communities. And imagination knows no bounds.

It’s not a lesson – it’s an experience.

“If our expectation is for the creative class of the next generation to drive the new green economy, then we must take on the responsibility of providing that generation with the necessary tools to do so.” – Andrew Davies, Executive Director No.9

EMPOWERING A REVOLUTION

*Today's youth are our future.
They will soon lead the world,
and we want to help them
change it for the better.*

Through our immersive, hands-on educational programs, we empower youth to transform their communities, challenging and inspiring them to lead the revolution of sustainable cities across the country. Cities that are vibrant and human friendly, that are enduring with a resilient local economy and an engaged community.

Imagine My Sustainable Community is a four-day program for Grade 7 and 8 students that brings a unique, real-life approach to environmental awareness. The program is interactive and designed to motivate and engage students in STEM+ART (science, technology, engineering, arts and mathematics).

With an understanding and interest in STEM+ART our future leaders can tackle some of the issues Canada faces today:

Sustainability

- Achieving economic social and environmental balance.
- Reducing greenhouse gases through innovative solutions.



Reconciliation

- Building strong, resilient relationships between Indigenous communities and all Canadians, based on mutual recognition and respect.

Our program addresses existing core subjects, and integrates itself into school curricula. We work within the educational scope and expand on relevant concepts that are key to the growth and prosperity of our communities.

- Science – understanding life systems and interactions in the environment, structural strength, stability and heat.
- Geography – natural resources.
- Visual Art – 2 and 3D design, mixed media drawing, sketching and scale model building.
- Math – number sense and numeration, scale, ratio and measurement.
- Language Arts – writing, oral communication, and media studies.

THE IMPACT ON TEACHERS AND STUDENTS

Imagine My Sustainable Community is designed to energize learning around sustainability and help to build creativity and innovation among young Canadians. No.9 architect educators work together with teachers to empower middle school students to think about sustainable living solutions and strong communities.

Our program:

- Fills a much-needed gap to provide programming that delivers STEM+ART and ecology literacy.
- Satisfies required curriculum in Grade 7 in the areas of science, math, geography, visual art and language art.
- Provides an opportunity for discussion around sustainability and reconciliation
- Provides a hands-on approach that introduces students to today's pressing environmental issues and sustainable practices.
- Inspires students to become the next generation of entrepreneurs, engineers, architects and city planners.
- Nurtures creativity and innovation among students, empowering them to find sustainable living solutions.

Teacher Testimonial

*Imagining My Sustainable City / Gordon A. Brown
Middle School 2012-2013*

“Once more allow us at Gordon A. Brown Middle School to thank you for your patience and diligence in working with the children of 7B. They have experienced a process that will impact them for the rest of their lives. The message of the interdependence and inter-connectedness of life, hence, the responsibility we have for the environment and each other has been registered with each and everyone of the participants. No. 9 delivers!”

- Amah Harris Grade 7 Teacher Gordon A. Brown Middle School

IMAGINING MY SUSTAINABLE COMMUNITY IN ACTION



One of our success stories comes from Hamilton, Ontario, where *Imagine My Sustainable Community* is already at work. We are currently building on students' ideas by creating architectural drawings and display boards along with a master plan that the school can use for fundraising.



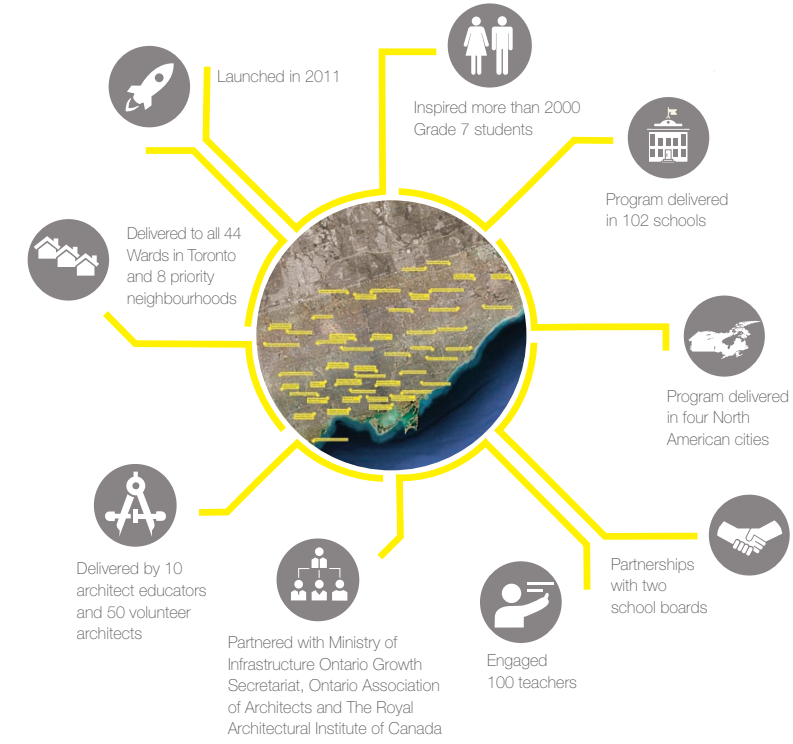
Taking the *Imagine My Sustainable Community* program one step further, we have priced and rendered the students' creations so that they can launch crowd funding campaigns to raise the funds to realize their designs as an integral part of the school community.



Alexis is now watching her 'ring bench' design come to life.

Imagine My Sustainable City has evolved into *Imagine My Sustainable Community*. This shift allows the program to expand its focus and be more inclusive. It provides the opportunity to engage youth in the discussion around Northern and Indigenous communities and takes into account many different ways of living. By using the word community, youth from urban, rural or northern communities can see themselves in this program.

SUCCESS SO FAR



Grade



Students demonstrated a deeper understanding of concepts through hands-on learning compared to those taught by traditional methods (Riskowski, J.L., Todd, C.D., Wee, B., Dark, M., & Harbor, J. (2009). "Exploring the effectiveness of an interdisciplinary water resources engineering module in an eighth grade science course" (PDF). *International Journal of Engineering Education*, 25(1), p.181."

Research shows that hands-on learning is an effective way to teach students science.

Confidence from hands on learning leads to students continuing in that field of study: A 2014 report found that girls who participate in maker programs develop stronger interest and skills in computer science and engineering. By engaging in making, girls can gain the skills, knowledge, confidence, and self-efficacy necessary for a successful career in STEM. (Wittemyer, R., McAllister, B., Faulkner, S., McClard, A., & Gill K. (2014). *MakeHers: Engaging Girls and Women in Technology Through Making, Creating, and Inventing*)

RETURN ON INVESTMENT

Climate change is a multigenerational issue. Giving today’s youth the tools they need to tackle environmental issues is of utmost importance as they enter the labour force. *Imagining My Sustainable Community* does that. It is a tried and proven program that provides youth with the knowledge and understanding to set them up for success. Kids have become engaged and motivated through this intensive experience. The lessons change their lives and stay with them into the future. Teachers have incorporated this important curriculum, and schools have already noticed a remarkable difference in how much students have gained.

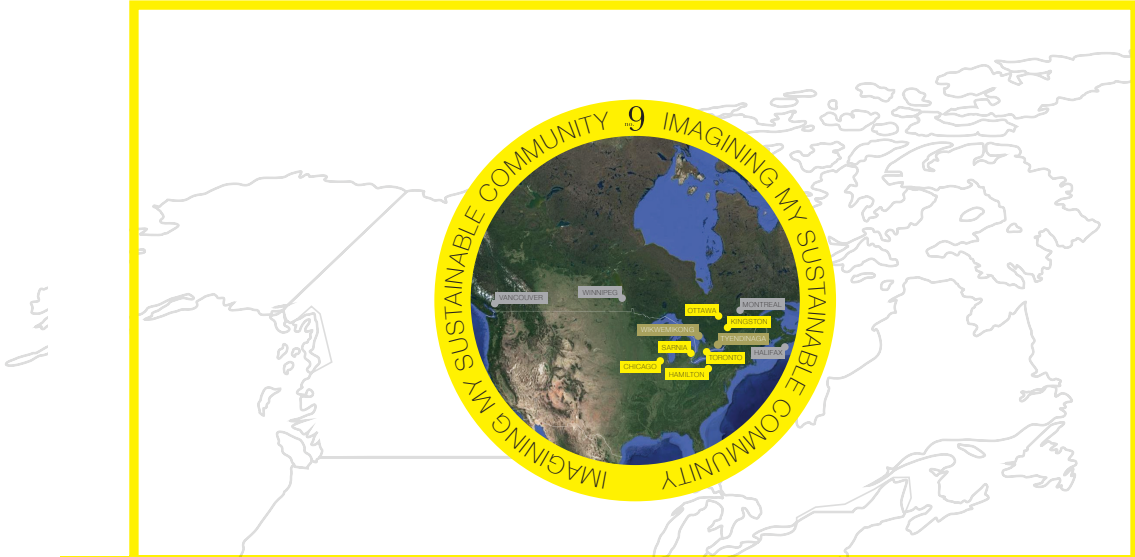
The program’s long-term benefits are immeasurable right now, but as society relies on the next generation to continue the drive for sustainability, we **will** see the results. Already in Europe, where youth are surrounded by ancient structures and taught at a young age the importance preserving history and finding creative solutions to plan for future infrastructure, we see more understanding and appreciation for communities than in youth in North America.

As populations rise and the need grows for innovative and green building solutions, Imagine My Sustainable Community will make a big difference in meeting these demands.

As we expand the program we have plans to introduce more measurable results, including questionnaires that students will complete before and after the course, that we are confident will show improved understanding and engagement in tackling our sustainability challenges.

Already recognized as a valuable asset to the schools that have run the program, it is our long term plan for the *Imagine My Sustainable Community* to become an integral component to Canadian curriculum and taken on by school boards across the country, who employ a STEM+ART specialist to coordinate program delivery.

have developed a reputation for being world leaders in several aspects related to community planning and development, for example: by building innovative green buildings; high density housing and mixed-use buildings and neighbourhoods; amazing cycling paths, routes and highways; world-famous pedestrian-only shopping streets; and excellent parks, recreation areas, and other public spaces.



No.9 RECONCILIATION AND INDIGENOUS ENGAGEMENT

Canada’s Indigenous population is growing faster than any other segment of our population. So much so that in 20 years, one in five people will identify themselves as Indigenous. By engaging Indigenous knowledge leaders to educate young people we begin building a strong, resilient, diverse, and inclusive country. We then have youth - the leaders of tomorrow - who acknowledge and appreciate Indigenous values, and how this can help us live more sustainably.

That’s the philosophy behind *Imagining My Sustainable Community* (IMSC) a No.9 program that encourages positive reconciliation between Indigenous and non-Indigenous communities through educational school programming. IMSC works with students to encourage creative thinking around reconciliation, city planning, environmental issues, sustainability and embraces all of Canada’s communities. *Imagining My Sustainable Community* hinges on partnerships, especially with members of the Indigenous community and Indigenous-led businesses.



Students from Katarokwi Learning Centre with Indigenous Canoe Educators Wayne Bayer, Linda Mathews and Alphonse Trudeau

The program has already been successful in Ontario, where we formed a partnership with Focus Forward for Indigenous Youth, an organization that provides opportunities to Indigenous students to develop hands-on skills by working on community projects from start to finish. Together, No.9 and Focus Forward developed two workshops. One introduced Indigenous students from the Wiikwemikong community to 3D digital model making and the other was a birch bark canoe workshop with the Katarokwi Learning Centre in Kingston. Both of these workshops provided students with valuable skills while also providing opportunity for active, positive reconciliation.

Our goal is to expand the *Imagining My Sustainable Community* program across Canada, and we have already

begun in Manitoba. Meetings in Winnipeg involving Indigenous leadership, the city, and educational organizations have identified a need and an appetite for what our programming offers. Partnerships are being formed with Manitoba First Nations communities and Winnipeg's largest and most diverse school division to create an *Imagining My Sustainable Community* program, which will expand to further divisions in 2019.

While we expand our programming in Manitoba, No.9 will continue to grow our important educational programming across Canada. Most notably, Vancouver has been identified as a potential community to serve.

Our future does not have to be shaped by our history. The Truth and Reconciliation Commission's (TRC) *Call To Action* has encouraged and engaged Canadians from all walks of life to recognize and accept our Indigenous history, and to heal wounds of the past in order to look ahead to more inclusive and prosperous future. Reconciliation is a core consideration in our work.

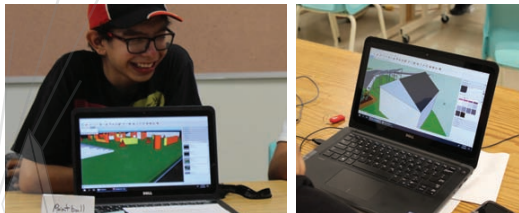
IMAGINING MY SUSTAINABLE COMMUNITIES GOALS

Imagining My Sustainable Community brings students together to practice reconciliation while working towards a shared goal that will benefit the community. It lifts lessons from a traditional classroom/textbook setting into practical real-world experiences - teaching Indigenous culture and traditions, the legacy of residential schools, and the impacts of intergenerational trauma through collaboration and positive action.



Besides advancing the ideals of the TRC, *Imagining My Sustainable Community* also embraces the United Nations Declaration on the Right of Indigenous Peoples (UNDRIP) in a number of areas relating to environment, education, employment, and economic reconciliation. It supports the commitment to recognize and respect Indigenous knowledge, cultures, and traditional practices that contribute to sustainable and equitable development, and proper management of the environment.

Originally, No.9's program was named *Imagining My Sustainable City*. However, in 2017 the decision was made to change the name to *Imagining My Sustainable Community*. This shift allows the program to expand its focus beyond cities and be more inclusive. It provides the opportunity for youth to engage in discussions around Northern, First Nations, and rural communities, which deal with challenges like food security, fresh water delivery, heating, recycling, and service delivery. No.9 has identified the importance and relevance of engaging



Students from the Wiikwemikong Community on Manitoulin Island working with digital 3D model software SketchUp

Indigenous communities and working collaboratively toward sustainable lifestyles. Much can be learned from Indigenous ways, and knowledge-sharing will be an important foundation for creating healthy communities.

Students who participate in *Imagining My Sustainable Community* program could become Canada's future city planners, architects, designers, community leaders, and will take the lessons learned from these projects and incorporate them into future sustainable communities that are resilient, adaptable, and Inclusive.

"We are the future, so it makes sense to work now to sustain ourselves, our lives and the world."

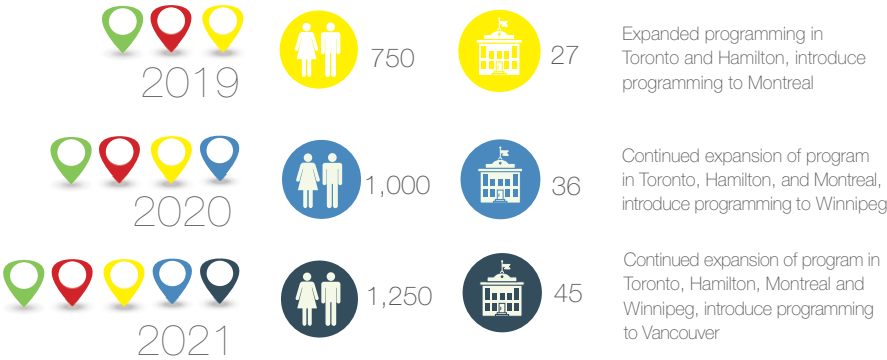
Avery R. Grade 7 Student Donview Middle School

SHAPING CANADA'S FUTURE

Our vision is simple – we want to expand *Imagine My Sustainable Community* to reach more students, inspire innovation, nurture creativity, and create change.

We will continue to build on our successful partnerships and collaborations to grow the program to reach more schools in new and existing markets.

By the end of 2021, *Imagine My Sustainable Community* will have reached another 3,000 students across five cities.



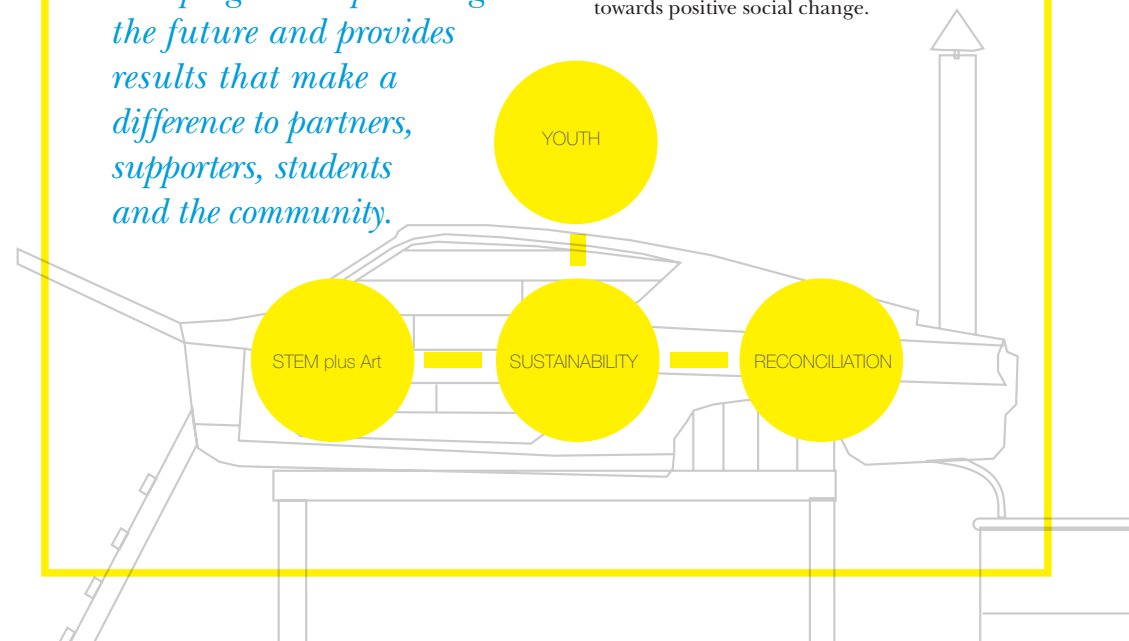
REACHING OUR GOAL

To achieve our vision of having *Imagine My Sustainable Community* in five major Canadian centres by 2021, we have a fundraising goal of \$5 million over three years. This will fund the expansion and delivery of *Imagine Our Sustainable Community*, which will also include an overarching theme of reconciliation to build relationships between the Indigenous population and the rest of Canada.

Supporting *Imagine My Sustainable Community* is a rewarding and inspiring charitable experience. Through strong leadership, hands-on programming and engaging partnerships, we offer a world-class education for youth in sustainable community development. Over the next few years, we will continue to build our partnerships with:

- Teachers who recognize the power of the program as a vehicle for curriculum delivery.
- Students, and future leaders, who learn how to apply their creativity to find innovative, sustainable solutions.
- Architects that are motivated by the thought of inspiring a future generation.
- Business and community leaders that hold similar values and are working towards positive social change.

Our program helps change the future and provides results that make a difference to partners, supporters, students and the community.



“Participating in Imagining My Sustainable City changed my life by showing me that I can change where I live and that I can have an affect on the future.”

- Crystelle S, Grade 7 Student Dr. Marion Hillard



THE ROADMAP TO SUCCESS

We already have an effective program design that can be replicated and adjusted as necessary for other communities. Our step-by-step process will include the following key milestones for launch in each community:

- **Establish partnership with the city public school board.**

We have had great success in forging official partnerships with the Toronto District School Board and Hamilton Wentworth District School Board. With successful programming, unmistakable impacts on Ontario students, and the demand by school boards for STEM+ART and ecological literacy, we are in a strong position to build similar partnerships with school boards in Montreal, Winnipeg and Vancouver.

- **Recruit two part-time architect /educational instructors per city to deliver programming.**

No.9 continues to have significant interest from architects inspired by the program. To date, we have hired more than 10 consultants and worked with more than 50 volunteers in the classroom. These positions are significant to the success of the program as they act as the contact points for program coordination with school boards, and deliver the programs.



- **Train architect/educational instructors.**

Selected architect consultants will be trained by No.9's existing consultants and will be provided with all materials necessary to deliver the program.

- **Recruit a project manager.**

A project manager will oversee the program expansion across the country, meet with schools, school boards and students, and assure quality control and constructive feedback from all stakeholders.

A PASSPORT TO HIGHER EDUCATION



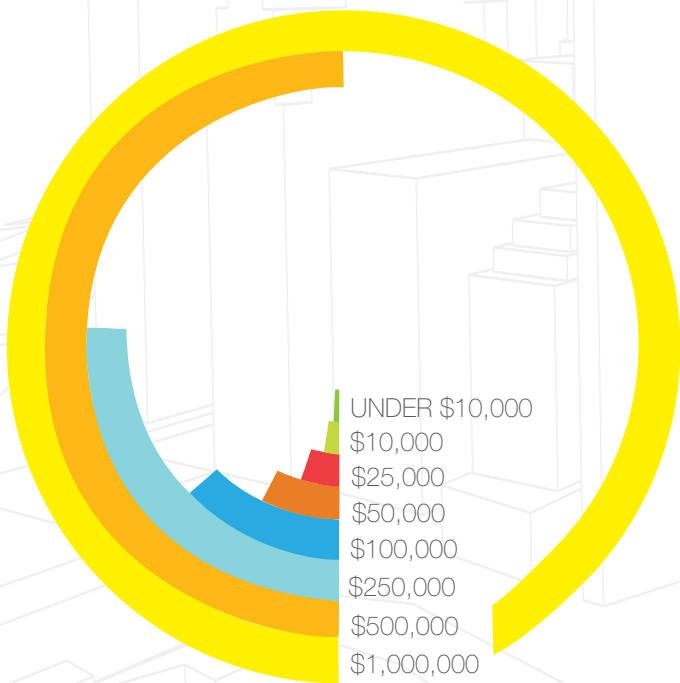
The Passport to Higher Education program is a new add-on digital supplement to the existing *Imagining My Sustainable Community* program. Once students are introduced to green building careers through the *Imagining My Sustainable Community* program they begin to make inquiries as to how they can become involved in these professions later on in life. The digital Passport to Higher Education app provides participating students with the information required to pursue a career in one of the professions introduced to them during the four day design charrette process.

If for example students become inspired and interested in becoming an architect, engineer, landscape architect or city planner the information on what high school courses are required and what post secondary schools provide education in these professions will be provided in the Passport to Higher Education online app. This easy to use and easy to understand resource will allow students to start to plan their future educational goals. Graphically playful this online application will provide guidance to students as they continue to refine their educational goals in the green building sector. The Canadian Government has stated that the green building and tech industry sector will be a major growth area in our future economy. Preparing the next generation with the information on how to engage in this growing sector is critical to its success.

Encouraging students to set goals for post secondary school will increase their odds of graduating and make them more likely to be financially independent and secure.

PARTNERSHIP OPPORTUNITIES

Partners will receive recognition and engagement opportunities based on their level of financial support. As well as overall IMSC program support, partners will have the opportunity to align their support with one of the 9 pillars that best suits their interests. All donors are valuable contributors to the success of the program.



PARTNER LEVELS:

- Planner
- Designer
- Builder
- Educator
- Architect
- Creator
- Innovator
- Visionary



OUR COMMUNITY

BOARD OF DIRECTORS

Throughout the whole process, the No.9 Board of Directors will be actively involved, and the project will be supported by volunteers with specific roles and responsibilities, including:

NATIONAL ADVISORY COUNCIL

A select group of visionary leaders from across Canada is integral in guiding the planning and implementation. They will have expertise and a specific interest in sustainable development, environmental education, Indigenous communities, reconciliation and community building.

YOUTH CIRCLE

Engaging youth in the philanthropic process is essential for building a sustainable community. This unique approach will help engage the next generation of partners and philanthropists. The Youth Cabinet will be empowered in their role, and will participate in material development, solicitations, and stewardship and recognition activities.

CIRCLE

The traditional Cabinet model will be replaced by the Circle, ensuring this initiative is inclusive to all communities. Circle members will act as the primary volunteers, providing support and leadership based on their strengths. Elders, leaders, connectors, solicitors, storytellers, connectors, communicators, and those interested in governance will be sought.



BECOME A PART OF THE REVOLUTION

It takes leadership to build a sustainable community.

No.9 has been successful in securing significant support from key investors, partners, collaborators and funders, without which, our vision would not be possible.

PROGRAM PARTNER



RAIC | IRAC
Architecture Canada



(+) Centre for City Ecologies

Gotham Innovation Greenhouse



IN-KIND



DONORS



McConnell

IMSC Builder Level - Civic Engagement



IMSC Builder Level - Green Building Design

HAMILTON COMMUNITY FOUNDATION



SPONSORS

BOMBARDIER

IMSC Lead Transportation Sponsor



IMSC Lead Alternative Energy Sponsor



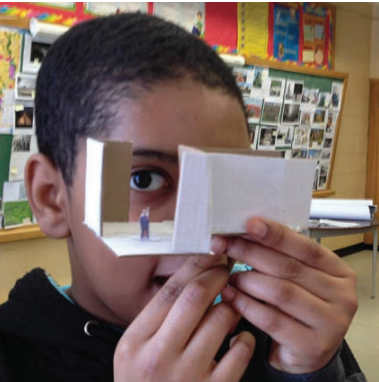
IMSC Designer Level - Green Building Design

Our goal is to continue to build support through additional partners, collaborators and early investors. These like-minded people will be at the forefront of an important, solutions-oriented revolution that empowers our country's future leaders to create positive change. Contact us to become a part of the revolution.

No.9 is undertaking this project so that the next generation will have the knowledge and critical judgment to engage in the building of sustainable communities. If our expectation is for the creative class of the next generation to drive the new green economy, then we must take on the responsibility of providing that generation with the necessary tools to do so. A creative labour force prepared to deal with the environmental challenges of the 21st century will only be realized through a transformation in the education of our youth.

No.9 Contemporary Art & the Environment

39 Queens Quay East, Suite 100 Toronto, ON M5E 0A5



“Children are designed for learning. When we are children, we are devoted to learning about our world and imagining all the other ways that world could be. When we become adults, we put all that we’ve learned and imagined to use. There’s an evolutionary division of labour between children and adults. Children are the R&D department of the human species – the blue-sky guys, the ones who brainstorm. Adults are production and marketing. Children make the discoveries, and we implement them.”

The Philosophical Baby, Alison Gopnik





Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 4.2

Memorandum

To: Council

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

From: Andy Thomson, VP Strategic, Chair, Sustainable Built Environments Committee

SBEC Committee Members:

Andy Thomson (Chair)	Cheryl Atkinson
Terri Boake	Eric Charron
Paul Dowsett	Mariana Esponda
Danny Harvey	Joy Henderson
Katie Kurtin	Mae Shaban
Sheena Sharp	Erik Skouris
Geoff Turnbull	

Date: May 15, 2020

Subject: Sustainable Built Environments Committee (SBEC) request for approval and funding.

Objective: To seek Council's approval to publicize the request for quotes (RFQ) to develop the Total Energy Use Intensity (TEUI) Calculator that SBEC would like to develop and to approve funding to develop the tool.

Background: SBEC is interested in developing a TEUI Calculator – a web-based application for performance evaluation of Part 9 buildings. This tool will help architects produce an energy-use intensity rating for constructed projects of any scale, and notably of Part 9 buildings where is often not required or performed.

Once developed, the TEUI Calculator will be made available as a tool for the membership. There is discussion about rolling it out to the general public.

Based on preliminary market research, it is estimated that this project will cost \$6000. SBEC requests Council's permission to publicize the TEUI Calculator RFQ and to fund the project up to \$6000.

Action: Council to consider approval of the RFQ and funding of the TEUI Calculator project.

Attachments: TEUI Calculator RFQ

REQUEST FOR QUOTATIONS

The Sustainable Built Environment Committee (SBEC) of the Ontario Association of Architects is hereby requesting that OAA Council review and consider a request to fund a project of SBEC called the 'TEUI' Calculator - a web-based app for performance evaluation of existing Part 9 (and Part 3) Buildings. SBEC has authored this request for quotations (RFQ) to solicit responses from digital web app developers, in order for SBEC to subsequently evaluate and fund the web-app project.

The reason for producing such a tool is to serve a need identified by architects to produce an energy-use intensity rating for constructed projects of any scale, but notably for part 9 buildings where an energy model is often not required or performed. This need was further highlighted on review of the most recent OAA awards, which for the first time mandated submission of an EUI rating. For many architects, this was something they were calculating for the first time, and the draft tool that one SBEC member has created at <http://teui.ca> (domain was registered and paid for by SBEC member and is publicly accessible, and will be transferred to the OAA as 'owner' at project completion) was well appreciated and utilized by OAA members in order to benchmark their submissions with.

The purpose of this RFQ is to request quotations for a web-based improvement of this application with an enhanced graphical interface (GUI) and that can produce a one-time, downloadable or otherwise exportable 'report card' in PDF format for building-related energy performance for use **ONLY** by licensed members of the OAA. There would be no storage of the data submitted, and so the OAA would not be in a position where it would require to safeguard user data. There would be no charge for the use of the service. There is a maintenance clause in the RFQ, but the hosting domain site has been registered and prepaid for a 5-year term, at which point the program and domain will expire unless it is renewed (at a cost of less than \$100).

The RFQ requirements are listed below. There is a Graphic Design component of this project that shall be quoted separately. The total request by SBEC is \$6000, and SBEC expects quotations may come in for as little as half of that amount. It should be noted that the Energy Compass tool may also be used/modified to respond to the requirements of this RFQ.

A. TIMELINE

This RFQ is proposed to be issued June 1, 2020. RFQ responses are required by **Friday, June 30 at 12pm (noon)**. The 'Project Start' will be the first week of July.

Questions in the interim can be posted in the comments section of the post located at the following URL and will be visible to all proponents: <http://teui.ca>

Milestones referenced below number 1-8.

1. On the Project Start, The successful respondent will be given access to the website (ftps) hosted by dreamhost.com. The respondent may utilize any server-side resources provided and hosted by Dreamhost.
2. Respondent will be presented with Draft 1 of 3 of the Graphic Design Concept
3. Two weeks after the project start: A functional website with basic charts, a form with default data, ability to enter data dynamically and obtain the calculated results in the form of chart shall be demonstrated to the project team.
4. Respondent will be presented with Draft 2 of 3 of the Graphic Design Concept, integrating elements from 2 & 3.
5. Four weeks after the project starts: A complete website with all the charts, animations, responsive on smaller devices, email and PDF file print functionality and all the other features from the previous milestone shall be presented to the project team.
6. Respondent will be presented with Final Draft 3 of 3 of the Graphic Design Concept.
7. Six weeks after the project starts: integration of basic analytics and bug fixes reported after first and previous milestones.
8. Final tweaking and coordination with graphic designer to occur.
9. Deliverables to be handed off to the SBEC TEUI project team (ART lead w. SBEC member support).

B. RESPONSES

All respondents must address each section noted here from A-G of the RFQ in a PDF, Letter-sized format. Submissions should be limited to 10 pages.

C. ABOUT YOUR FIRM/INDIVIDUAL/THE PROPONENT

Please list in paragraph format a brief Statement of Qualifications, followed by at least three examples that can be demonstrated online that use interfaces/methods similar to those required for this project. Respondents should also provide references for these projects that can be followed up with if respondents are short-listed for consideration. Respondents will be notified and permission requested to followup with references prior to the TEUI team contacting them.

1. URI
2. URI
3. URI

List contact information for references noted above:

1. Contact 1
2. Contact 2
3. Contact 3

D. PROJECT SCOPE

Please refer to scope items and referenced attached documents enumerated below:

1. To design a web app to be run on <https://teui.ca> in which users can calculate TEUI/ TEDI/GHGI in realtime and visualize the data in the form of different charts and graphs as shown in the PDF file: OAA TEUI SPEC
2. An approach that uses D3/Javascript will be given preference.
3. The website when open for the first time will have default values entered in its form and the graph/charts will be showing the default values as mentioned in the file: OAA TEUI SPEC
4. The form will open from the left side by clicking a drawer icon and then user will be able to enter the data. The details of the fields inside the form are mentioned in OAA TEUI SPEC file.
5. The design of the website should take inspiration from Material Design and should be simple, and intuitive.
6. Once the user enters the data in the form and graphs are dynamically re-generated ,the home page should have three buttons: Print and Email - user submitted data will not be saved on the website to avoid the OAA becoming responsible for data safeguards. Clicking on them should generate a PDF file of the visualizations and should either Download or Email to the user, at which point data is transferred to the Architect's ownership.
7. At least 3 rounds of coordination with the graphic designer should be planned for, and close parity between the finished product and the graphic design spec will be expected.

E. RESOURCES FOR THE PROJECT

There are three files we will be using as Project Specifications. First is the OAA TEUI SPEC which has the explanation about the design and implementation of the website. Second is Sections H-J of this document, which acts as a background paper providing with the aims and objectives of the projects. And, the third is an GoogleDocs spreadsheet which provides with the formulae and calculations for the website.

Some samples of the look and feel we are after:

1. URI
2. URI
3. URI

F. DELIVERABLES

1. Functional Website
2. Code Base with Readme file
3. Production Deployment
4. Breakout hourly rate for service, maintenance & ongoing support

G. COST

Total Project Cost to be presented in Canadian Dollars: \$0.00 (format)

Note any/all applicable taxes extra to this cost.

Schedule of Payments:

1. 10% deposit / down payment
2. 25% after 1st report submission in 2 weeks
3. 55% when product is deployed with acceptance testing
4. 10% holdback released on successful, bug-free deployment of the <https://teui.ca> site

H. WHAT IS THE TEUI PROJECT?

The SBEC of the OAA, over the course of the past several years, has discussed at length the necessity for improved benchmarking of building performance in the province.

To these ends, the OAA has directly supported and funded a number of projects, most notably the Energy Compass initiative (<https://energycompass.design/about/>), as a benchmarking tool not dissimilar to BC's Building Pathfinder project here: <http://www.buildingpathfinder.com/>. The Toronto 2030 District is also an OAA-funded initiative that seeks to provide building energy and GHG Intensity ratings at the urban block and district scale: <https://www.toronto2030platform.ca/>

The OAA has recently submitted comments requested by the province on the Climate Action and Environmental Plans, that included (among others) the position to;

- *Create mandatory building energy standards with related monitoring. As a regulator with a mandate from the Province to regulate and govern the practice of architecture in service and protection of the public interest, the OAA is well-positioned to help bring attention to this issue.* ³

To this end, SBEC discussed that while EnergyCompass metrics are essential for the Part 3, larger buildings, there remain millions of square metres of Part 9 and residential buildings in the province that have no formal energy benchmarking standards. To that end, SBEC members agreed that some form of similar energy standard and benchmarking using the standardized metrics of TEUI, TEDI and GHGI should be valuable to both to the profession and the public, as similar standards have been well implemented in British Columbia with the **Step Code** approach. An SBEC member subsequently undertook a side project to test a number of different web-based, open-source methods for calculating TEUI, TEDI and GHGI as is explained in greater detail further on, and presented this to the SBEC in March of 2019.

This SBEC member was encouraged to further develop these ideas and platforms with an eye towards presenting this project to council in the Fall of 2019, for consideration as a formal project of the OAA.

Below is a description of the project to date:

Canada committed to meet the Paris climate targets designed to limit climate change to 1.5°C, but many individuals, professionals, and municipal officials are in the dark about the performance of their own houses, in objective terms. Below is a summary of Canada's international commitments:

CANADA

Summary of pledges and targets



PARIS AGREEMENT	Ratified	Yes
	2030 unconditional target(s)	30% below 2005 by 2030 [7-14% below 1990 by 2030 excl. LULUCF] [20-25% below 2010 by 2030 excl. LULUCF]
	Coverage	Economy wide, incl. LULUCF
	LULUCF	Will use LULUCF accounting based on the reference level approach to meet its target
COPENHAGEN ACCORD	2020 target(s)	17% below 2005 by 2020 [4-7% above 1990 by 2020 excl. LULUCF] [7-10% below 2010 by 2020 excl. LULUCF]
	Condition(s)	None
KYOTO PROTOCOL (KP)	Member of KP CP1 (2008–2012)	Withdrawn
	Member of KP CP2 (2013–2020)	No
	KP CP1 target (below base year)	6% below 1990
	KP CP2 target (below base year)	None
LONG-TERM GOAL(S)	Long-term goal(s)	80% net emission reductions below 2005 levels by 2050

Buildings and construction represent as much as 40% of Canada's total CO₂e, but myriad competing proprietary energy standards has led to a confusing system of often proprietary ratings and performance targets, such as LEED, Passive House, Build Green, Build Smart, R2000, NetZero, Energy Star, BREEAM, Living Buildings Challenge, WELL, Active House, Green Globes, Energuide, NovoClimat, and many more.

The TEUI projects aims to simplify the understanding of objective, measurable performance values by representing energy and greenhouse gas emissions in three simple and absolute terms, as a function of building area over the course of a year. The values are as relevant when applied to a 20 storey office tower as it is to a single family residence, as a measure of energy and carbon intensity is connected to a representative **square metre** of any building.

As the 1. TEUI, 2. TEDI and 3. GHGI ratings have gained traction in engineering and architectural parlance, we have aimed to make this data visually obvious with simple input from a year's worth of energy bills. We feel the first step must be to see and understand the benchmark data, and then to act. The SBEC of the Ontario Association of Architects has been promoting the Provincial and Federal adoption of **mandatory** Energy Ratings using these measures for **all buildings** ³.

But what would such ratings look like?

1. TEUI = TOTAL ENERGY USE INTENSITY

The sum of all energy used by a building on site (i.e. Electricity, natural gas, district heat), minus all renewable energy generated on site, divided by the Floor Area. (NET)

Units: **kWh/m²*yr**

Typical Range: 300 (terrible) to 100 (amazing)

2. TEDI = THERMAL ENERGY DEMAND INTENSITY

The annual heating load per floor area of a building. This is the amount of heat needed to offset the heat loss through the building envelope and condition the ventilation air.

Units: **kWh/m²*yr**

Typical Range: 150 (terrible) to 15 (amazing)

Examples of TEDI ratings below

BC Energy Step Code		Toronto Zero Building Emissions Framework	
Step	TEDI Requirement (kWh/m ² /year)	Tier	TEDI Requirement (kWh/m ² /year)
1	None	1	70
2	45	2	50
3	30	3	30
4	15	4	15

3. GHGI = GREENHOUSE GAS INTENSITY

The sum of all carbon emissions generated by a **building** on site, plus carbon emissions generated off site as a function of energy use by type (i.e. Electrical Generation, Natural Gas, Wood, Oil), minus all carbon offsets generated on or off-site (i.e. Bullfrog 'Green Natural Gas'). // refer to ISO 16745-2:2017 (NET) *Note: Not All Regions Equal. QC = 98% GHG Neutral, ON =90% (58% Nuclear).*

Units: **MT/yr ~ or MT/m²*yr**

Typical Range: 10 MT/yr (terrible) to 1 MT/yr (amazing)

There is at present no public calculator or method to calculate these impacts however, and this is where SBEC sees an opportunity for the OAA to take a leadership role, by providing not only a tool for calculating these impacts, but a certification that a licensed, insured, professional OAA architect is in a unique position to provide as both a service and a certification on their work. All this requires is a method for determining total GCA Areas, and one year's worth of the energy bills from constructed projects.

Establishing and popularizing this method and approach is a first step in benchmarking existing buildings, and the next step is to target future building performance in these same terms, as a reflection of our National and Provincial commitments to taking action on Climate Change. The OAA could furthermore submit these standardized guidelines to municipalities that could in turn adopt these values and measurements as a standard practice at the issuance of Occupancy Permits and Post Occupancy Review and Reporting (12 months after Occupancy).

For municipalities that have declared climate emergencies, the OAA can offer these services to address existing building stock performance, in order to better address standards and targets for future builds. We imagine this project as consisting of 4 parts;

1. Creating a draft web-based calculator (php/Javascript/D3) for generation of TEUI, TEDI and GHGI metrics, together with a secure back-end database (mysql) that tracks OAA user ID and Project numbers together with the recorded results (for validation and auditing purposes).
2. Testing and Validating the metrics and methods using industry accepted methods for area and GHG intensity (ISO, Bullfrog, CPA Canada, NRCan)
3. Creating a graphic, digital certification stamp or document to apply towards a completed building (OAA)
4. Promoting this as a service that architects are uniquely qualified to deliver for all classes of buildings (OAA, Municipalities)

It should be noted that Energy and Water use reporting is already a legal requirement in Ontario as per O.Reg 20/17: REPORTING OF ENERGY CONSUMPTION AND WATER USE for all non-public buildings over 50,000sf in Building Area. (per: <https://www.ontario.ca/laws/regulation/r17020>), although it is mandatory, there is not yet any penalty or fine imposed for non-compliance. Data from this initiative is not readily accessible to the public. The OAA would suggest 'daylighting' this data by making it readily accessible on municipal websites.

The OAA would recommend the expansion of the O.Reg 20/17 to include all buildings, irrespective of area, in public and private sectors, and especially in Post Occupancy review and at the time of a real estate listing for sale. The mandatory disclosure of the energy performance of a given asset, will ultimately preference improved building performance considerations at the time of new construction and renovations as there will be a greater awareness of the value of improved performance in the marketplace.

I. CASE STUDIES:

1. An SBEC member has created a draft calculator at www.teui.ca that lets a user determine the energy performance of any home or building in the units of the most widely used Building Energy energy metric, the TEUI or Total Energy Use Intensity. The units are the amount of all energy sources in Kilowatt Hours (kWh) required as a function of building area in square metres per year: kWh/m²*yr. A user simply fills in the fields using data from your energy bills and the calculator converts all of the units for you.

Conversion references are provided in the footnotes at www.teui.ca.

Below: Slide from OAA Conference Presentation on TEUI calculation as per <https://teui.ca>

TOTAL ENERGY USE INTENSITY KWH/M2/A

[HTTPS://TEUI.CA](https://teui.ca)

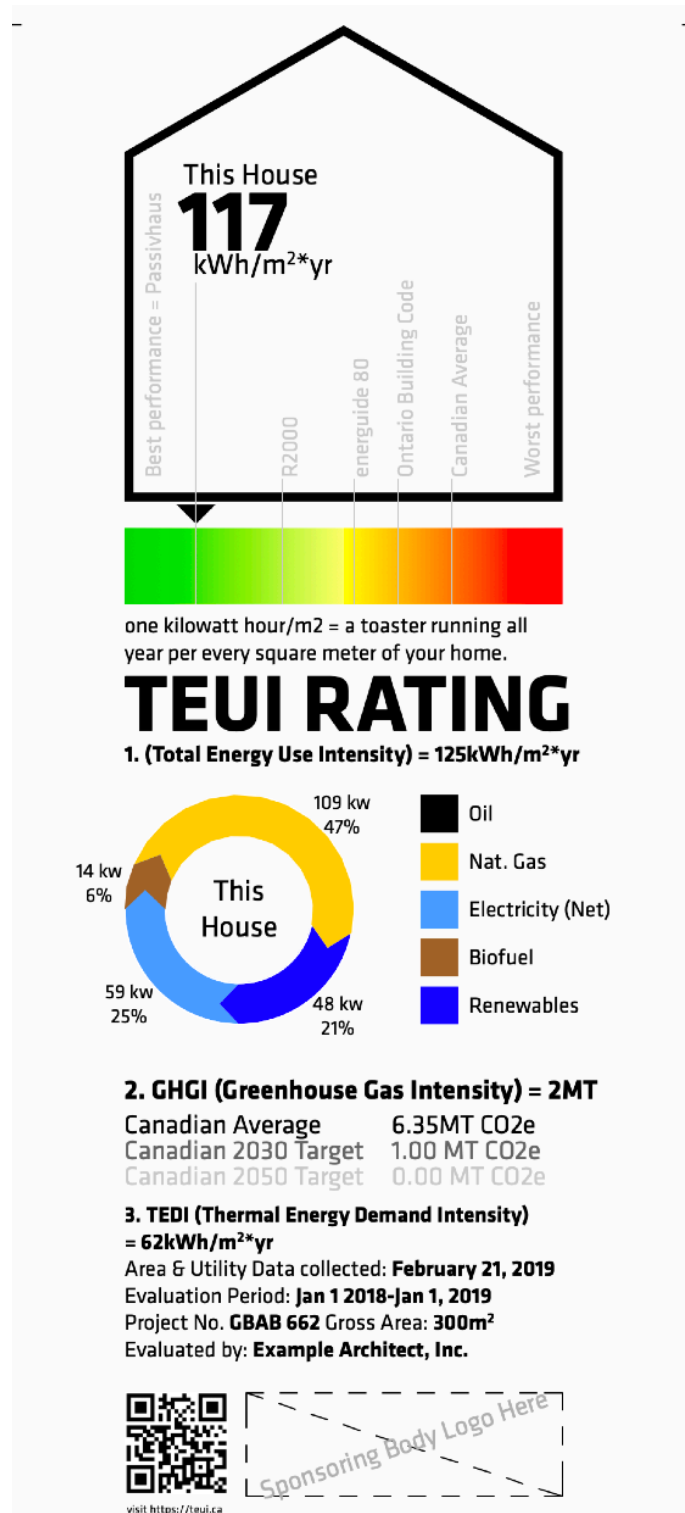
We have made this handy calculator that lets you determine the energy performance of your home or building in the units of the most widely used Building Energy energy metric, the TEUI or Total Energy Use Intensity. The units are the amount of **all energy sources** in Kilowatt Hours (kWh) required as a function of building area in square metres (m²) per year: **kWh/m²yr**. Simply fill in the fields to the best of your knowledge below and the calculator converts all of the units for you. Conversion references are provided in the footnotes below. Happy crunching!



Das Minimalhaus | Stuttgart, Germany, 1996

Step 1: Enter the Sum of your monthly Electricity Bills (kWh/yr)*	Step 2: Enter the sum of your Natural Gas Bills (m³/yr)
1700	0
Step 3: Enter your Wood Consumption (m³/yr)	Step 4: Add any contribution of renewable electricity such as Solar or Wind (kWh/yr)
3	900
<small>*Yes we assume 100% of what you burn will be replanted, super important. This assumes birch as the wood, in a loosely stacked cord, and a combustion efficiency of 70%. 1m³ of wood is equal to about 0.27% of a cord, or roughly 1/4 cord.</small>	<small>Just put in your totals here - the calculator will subtract the good stuff from the bad stuff to lower your total footprint :)</small>
Step 5: Add your House Area (all heated/air conditioned floor area) m²*	Step 6: How Many People Occupy your Building?*
105	4
<small>*If you only have your house area in square feet - just divide that by 10.7639 to get the area in square metres</small>	
The field below shows your Total Energy Use Intensity as a function of your building's area per year in kWh/m²/yr.	
Calculated TEUI in kWh/m ² /yr	
36.19	
<small>The average TEUI for a Home in Canada in 2016 is 200kWh/m²/yr</small>	
The section below calculates your carbon footprint based on Ontario's electricity mix and your non-renewable carbon fuel usage.	
Calculated Household CO ₂ e in Metric Tonnes What If 10 billion people lived like me? (in Gigatons of CO ₂ Emitted)	
0.07 MTC	0.18 GtC
How many years would it take to get to 5°C of warming* If everyone on the Earth lived like me? (this field will show nothing if your home is zero carbon)	
2329.17 y	

2. A Sample Infographic designed by TAI based loosely on the Energuide for Homes stamp:



3. An SBEC member's Open Spreadsheet Method and Full Specification for continued software development, refer to appended PDF document for a larger view:

THE TEUI PROJECT

Canada committed to meet the Paris climate targets, but most individuals (households) are in the dark about the performance of their own house. As the TEUI project is just starting to gain traction in the AEC parlance, we have aimed to make this data visually obvious with simple input from a year's worth of your energy bills. First step is to use, only then to act. This handy calculator that lets you determine the energy performance of your home or building in the units of the most widely used building energy metric, the TEUI or Total Energy Use Intensity. The units are the amount of all energy sources in Kilowatt Hours (kWh) required to heat/cool/heating/cooling in square metres (m²) per year. kWh/m² or TEUI is the ratio to the best of your knowledge before and the calculator converts all of the units for you. Generation references are provided in the footnotes below. Happy calculating!

This project was initiated by the SME of the GAA, Summer 2019. Please feel free to leave comments and feedback in the Text below. Beta testing of this site to begin May 10th, 2019.

THE TEUI PROJECT

Canada committed to meet the Paris climate targets, but most individuals (households) are in the dark about the performance of their own house. As the TEUI project is just starting to gain traction in the AEC parlance, we have aimed to make this data visually obvious with simple input from a year's worth of your energy bills. First step is to use, only then to act. This handy calculator that lets you determine the energy performance of your home or building in the units of the most widely used building energy metric, the TEUI or Total Energy Use Intensity. The units are the amount of all energy sources in Kilowatt Hours (kWh) required to heat/cool/heating/cooling in square metres (m²) per year. kWh/m² or TEUI is the ratio to the best of your knowledge before and the calculator converts all of the units for you. Generation references are provided in the footnotes below. Happy calculating!

This project was initiated by the SME of the GAA, Summer 2019. Please feel free to leave comments and feedback in the Text below. Beta testing of this site to begin May 10th, 2019.

TEUI RATING

one kilowatt hour/m² = a toaster running all day for every square meter of your home.

CO2e FOOTPRINT = 2MT
 Canadian Average 8.35MT CO2e
 Canadian 2030 Target 1.00 MT CO2e
 Canadian 2050 Target 0.40 MT CO2e

Area 6 Utility Data collected: February 21, 2019
 Evaluation Period: Jan 1 2018 to Jan 1, 2019
 Project No. GBA6 662 (Gross Area: 300m²)
 Evaluated by Example Architect, Inc.

TEUI FORM

1. Your email:

2. Your ID:

3. Project Number:

4. What is the total conditioned area of your building?

5. How many occupants?

6. Enter your monthly Electricity use (see kWh):

7. Enter your monthly Gas/Propane use (see kWh):

8. Enter your Heating Oil (used here (liters):

9. Enter your Biofuel/Wood (used here (m³):

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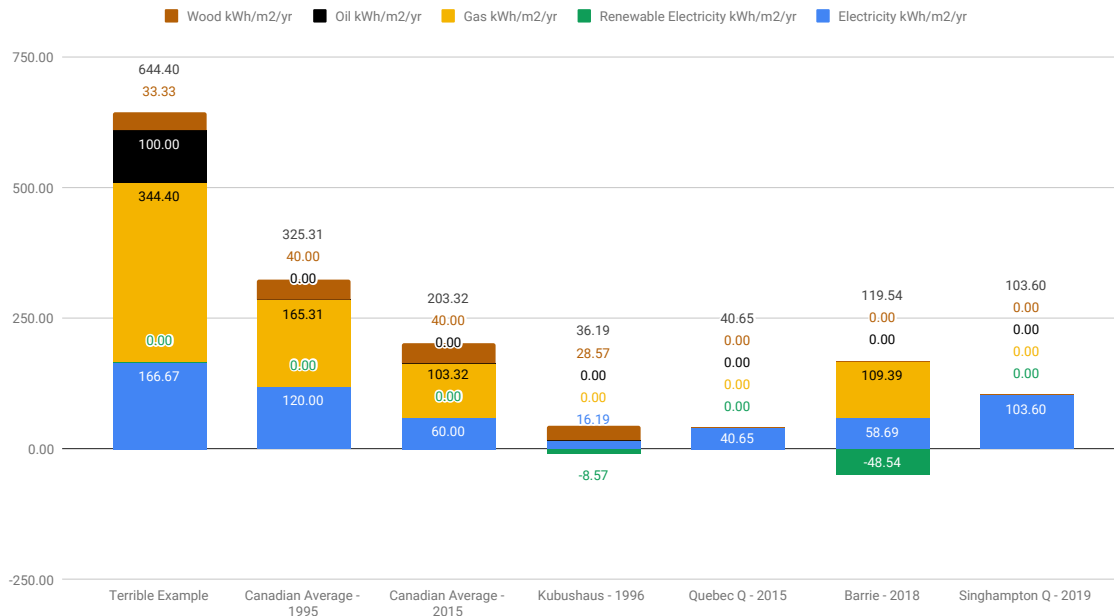
Google Docs Variation of the TEUI Calculator, NET TEUI input fields below:

TEUI for Thomson Education Projects																																				
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Project Number																																				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF					
Project Number	INPUT Annual Electrical Use (kWh)	INPUT Actual On-Site Renewable Electrical Outputs (kWh)	Annual CO ₂ e Forecast (tCO ₂ e)	INPUT CO ₂ e (tCO ₂ e)	Natural Gas CO ₂ e (tCO ₂ e)	Annual CO ₂ e Forecast (tCO ₂ e)	INPUT Renew (kWh)	INPUT DI (tCO ₂ e)	CO ₂ Electricity Grid (tCO ₂ e)	CO ₂ Gas (tCO ₂ e)	CO ₂ Oil (tCO ₂ e)	Total CO ₂ e	INPUT Project Area (m ²)	INPUT Number of Persons Resident	TEUI (kWh/m ² /yr)	On-Site Renewable Electricity (kWh/yr)	Off-Site Renewable Electricity (kWh/yr)	Off-Site Renewable Natural Gas (kWh/yr)	Grid Electricity (kWh/yr)	Grid Natural Gas (kWh/yr)	Grid Oil (kWh/yr)	Gas Wholesale (kWh/yr)	Oil Wholesale (kWh/yr)	Nat (tCO ₂ e/yr)	Including Electricity (tCO ₂ e/yr)	Including Gas (tCO ₂ e/yr)	Bulfinch Natural Gas (tCO ₂ e/yr)	Bulfinch Other (tCO ₂ e/yr)	Bulfinch Renewable Offset (tCO ₂ e/yr)							
1	1880 Northle Example	10,200.00		10,200.00	0.00	10,200.00	23.22	20,200.00	9,599.96	30,000.00	0.00	39.49	800.00	4	9.12	338.87	0.00	0.00	6.60	23.33	83.33	172.22	30.90		10,200.30					-2,940.30	-10,200.30					
2	1906 Chatham Avenue	30,000.00		30,000.00	4,000.00	41,200.48	13.00	10,000.98	0.96	0.00	1.28	10,852.00	0.00	11.72	260.00	3	2.81	325.31	0.00	0.00	6.00	40.00	120.00	168.33	0.00	4,000.30					-2,940.30	-10,200.30				
3	2015 Chatham Avenue	15,000.00		15,000.00	2,000.00	26,800.26	13.00	10,000.98	0.96	0.00	0.88	6.58	0.00	7.18	260.00	3	2.86	263.32	0.00	0.00	6.00	40.00	100.00	133.32	0.00	3,600.30					-2,940.30	-10,200.30				
4	2020 Brite	17,302.87		17,329.88	1,532.67	22,225.93	22,888.92	-2,646.00	0.00	0.00	0.00	0.00	-1.09	-0.01	-1.61	710.15	3	-6.34	-10.29	0.00	-48.54	-178.80	0.00	58.89	108.30	0.00	-411.59					-2,940.30	-10,200.30			
5	1989 Kilmahon	12,900.00	-900.00				3.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.19	-4.57	0.00	0.00	29.57	15.19	0.00	0.00	3.00						-2,940.30	-10,200.30					
6	2027 Institute	600.00	-600.00		0.00	180.27	1,407.98		0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.26	-14.75	0.00	0.00	0.00	19.75	4.29	0.00	19.27						-2,940.30	-10,200.30					
7	2014 Quaker G	12,900.00		12,900.00	0.00	12,900.00	1.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	43.78	3.88	0.00	3.90							-2,940.30	-10,200.30					
8	2019 Longhoughton G	28,800.00		28,800.00	0.00	28,800.00	0.00	0.00	0.00	0.00	1.16	0.00	0.00	1.16	268.00	2	6.02	107.91	0.00	0.00	0.00	107.91	0.00	0.00	3.00						-2,940.30	-10,200.30				
9	20202 Data	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00						-2,940.30	-10,200.30					

The Demonstrator Spreadsheet can be found at this URL: https://docs.google.com/spreadsheets/d/10WEDcHbY-ol8z_Cc4i7pl2BSJ0ErkCnr5WMewINBzR4/edit#gid=1521777170

Google Docs version of the TEUI project showing NET TEUI below:

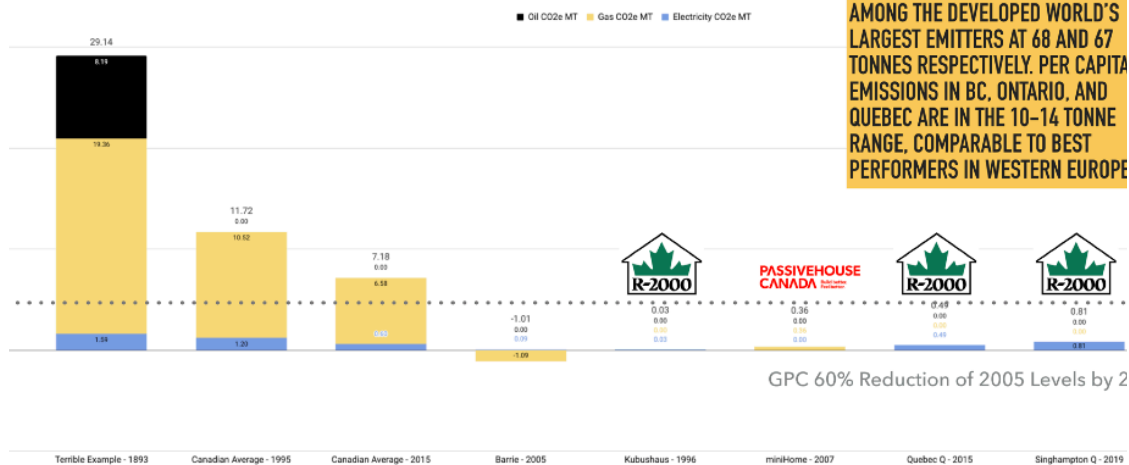
Thomson Architecture Project Performance in NET TEUI (kWh/m²/yr)



Google Docs version of the TEUI project showing GHGI below:

CI: TOTAL PRIMARY CARBON INTENSITY MTCO₂E

1 Architecture | Project Net CO₂e in Metric Tonnes



<https://www.thomson.ca/content/dam/2019/04/02/ghgi-emissions-report>

J. TERMS

Respondents agree to the terms below.

1. Confidentiality, privacy policy
2. Ownership & Copyright (author, but unlimited OAA use) & right to modify by others
- 3.



Ontario Association of Architects

Memorandum

FOR COUNCIL MEETING May 27, 2020 (open) ITEM: 4.3
--

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Speigel
Settimo Vilardi

From: Kathleen Kurtin, President

Date: May 19, 2020

Subject: Terms of Reference for renewed liaison between Architects, Building Officials and Engineers.

Objective: Council to consider approval of the terms of reference for a renewed liaison between Architects, Building Officials and Engineers.

Background:

As background, in 1993 a joint liaison group called 'Engineers, Architects and Building Officials' (EABO) was established and was comprised of Professional Engineers Ontario (PEO), Consulting Engineers Ontario (CEO), Ontario Association of Architects (OAA), and Ontario Building Officials Association (OBOA). The Committee was mandated to deal with issues of mutual concern and interest between the parties. The group worked to find common positions for industry standards/practices on certain elements of the design and construction industry. EABO had been very successful in meeting its mandate over the years, however a need to refresh the industry liaison was recently identified. All parties agreed with this need.

After a 12-month hiatus and recent discussions between our collective Executive Directors and my counterparts at OBOA and CEO, a draft terms of reference for a renewed liaison group has been developed. Copy attached. Through this renewal process it has been decided that CEO would take the lead on representing the engineers (PEO would step aside), and a much closer connection between the individual organizations' Council/Board should be fostered.

Also of note is the proposed inclusion of the City of Toronto. In recent conversations between myself and the Chief Building Official, City of Toronto, his desire to become a partner in this new liaison has been identified. The CBO is currently reviewing the terms of reference as developed and we hope to receive confirmation of their involvement shortly.

.../2

Council is asked to consider approval of the draft terms of reference. A formal name for the renewed liaison has yet to be identified.

Action:

Council is asked to consider the following motion:

It was moved by... and seconded by... that Council approve the draft terms of reference for the renewed liaison between Architects, Building Officials and Engineers as presented to Council on May 27, 2020.

NEW Name

DRAFT V.5 – May 13, 2020

TERMS OF REFERENCE

DRAFT for Internal Review & Approval

BACKGROUND

NEW is a joint liaison group comprised of the Ontario Association of Architects (OAA), the Ontario Building Officials Association (OBOA), Large Municipality Chief Building Officials (LMCBO), Consulting Engineers of Ontario (CEO) {*Other org. -- City of Toronto*} (collectively referred to as “the Constituent Organizations”). The spirit and intent of this liaison group rises out of a previous collaboration, Engineers Architects & Building Officials – EABO, which was originally established by the OAA, OBOA and Professional Engineers Ontario (PEO) in 1993 to deal with issues of mutual concern and interest. CEO participation in EABO commenced later. Over time the EABO has evolved, the constituent organizations themselves have evolved along with the industry and regulatory landscape. The original organizations have collectively agreed that this joint liaison served a very important role, however renewal and reset is required.

MANDATE

The NEW works to find common positions or industry standards/practices related to the execution and delivery of design and construction work related to buildings, industry recognizing the specific roles and responsibilities of each of the Constituent Organizations. NEW will have the direct support of each of the organizations Council/Board through their member representatives. Each of the Constituent Organizations will endorse, support and communicate these common positions, industry recognized standards and best practices to their respective memberships.

SPECIFIC OBJECTIVES

The purpose of NEW is to:

- Liaise on the impact of regulatory and operational process issues related to the design and construction of buildings.
- Develop proactive positions regarding the regulatory and operational processes related to the design and construction of buildings.

- Comment on government initiatives pertaining to statutes, regulations and bylaws governing building sites and the construction and enlargement and alteration of buildings and, through input from the professional and industry associations, to try and formulate joint positions to assist engineers, architects and building officials to better deliver their services for the protection of the public.

GUIDING PRINCIPLES

NEW is committed to:

- Applying a pragmatic problem-solving approach to issues of concern.
- Supporting and promoting the consistent application of, and conformity with, provincial building regulations and professional practice standards.
- Recommending measures which are consistent with the roles of various persons set out in Section 1.1 of the Building Code Act.
- Developing positions by consensus, which means substantial agreement and more than a simple majority, but not necessarily unanimity.
- Advocating for the most practical and simplest of any effective approach to an issue.
- Advocating for the practical and reasonable needs of designers.

IDENTIFICATION OF ISSUES TO BE CONSIDERED AND RESULTING DECISIONS/POSITIONS

Issues, initiatives and priorities to be discussed/undertaken by NEW will have the support of each of the Board/Council of the constituent organizations. The individual members of NEW will have the responsibility to ensure that their Board/Council is updated regularly with respect to the activities and initiatives of NEW. Through that process the members of NEW will provide input into the discussions and recommendations of NEW from their Board accordingly. Once a position or recommendation has been developed by NEW it will be the responsibility of each member organization to obtain their Board's endorsement and appropriate channels of communication.

COMPOSITION

Regular membership in NEW shall be comprised of the senior staff person at each of the Constituent Organizations (or their delegate), plus one additional representative appointed from each of the Constituent Organizations. The

representative shall be appointed from the constituents governing for a two-year term, subject to reappointment by the individual organization at their discretion.

The Chair of the NEW shall be determined by the group as a whole at the first meeting of each calendar year. The Chair may be re-appointed on an annual basis for a maximum of two consecutive terms. The Chair shall alternate between the design and building official representatives. A Vice Chair shall also be appointed by the group. Constituent Organizations shall notify NEW of changes to the regular membership participants as soon as possible after any such change occurs.

MEETINGS

The regular membership of NEW shall endeavor to meet at least three times per year, with additional meetings of working groups as needed.

A quorum for a meeting of the NEW regular membership shall be four, with at least one regular member from each of the Constituent Organizations.

It is intended that the NEW operate in an informal manner, consistent with the Guiding Principles defined above.

The NEW may establish issue specific working groups from time to time to examine, discuss and/or report on specific identified issues. A working group shall consist of at least one but not more than two representatives from each of the Constituent Organizations, as determined by the regular membership, and each working group shall include at least one regular member of NEW. Working groups may include resources from organizations other than the Constituent Organizations, as determined by the working group. Working groups will have fixed tasks, deliverables and deadlines. When the final deliverable of a working group is provided to the regular membership, the working group is deemed to be sunset.

It is understood that any information supplied by a regular member is done in good faith that it is to the best of the members' knowledge, accurate and factual. It is further understood that this information or opinion shall be considered a personal viewpoint and one that does not necessarily reflect an official policy of the relevant Constituent Organization.

As required, relevant official policies and approved documents of the Constituent Organizations shall be communicated in writing to the NEW regular membership for information and use by the NEW.

ADMINISTRATION

The administration for NEW will be carried out by one of the member organizations. The administration includes that associated with setting up meetings including schedule, invites, venue, arranging refreshments (as necessary). The administration function will rotate on a three-year cycle between the member organizations. The

The function of note-taking will reside with the organization that is holding the Chair. That organization will draft and circulate the note from the meeting including any conclusions reached and actions assigned. The expectation is that the notes will be provided within one week of the meeting and will include action items, person responsible, and timeline for completion.

Drafting of the agenda is the role of the combined senior staffs of the constituent organizations and will be reviewed by the Chair prior to the meeting.

BUDGET

Expenses associated with attendance at NEW meetings or participation in NEW activities shall be remitted to the Constituent Organization associated with the member who incurred the expense, and that Constituent Organization shall reimburse any expenses in accordance with the rules and policies of that Constituent Organization. Where NEW agreed to undertake a special project which requires funding, a budget will be developed and must be agreed upon by all member organization and borne equally.

AMENDMENTS TO THIS DOCUMENT

These Terms of Reference can only be amended by the unanimous consent of the Constituent Organizations. Each Constituent Organization may establish its own process for the approval of this document and any amendment thereto.



Ontario Association of Architects

FOR COUNCIL MEETING May 27, 2020 (open) ITEM: 4.4
--

Memorandum

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

From: Kristi Doyle, Executive Director

Date: May 19, 2020

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

Objective: Council is to consider approval of an amendment to the revised CACB funding agreement in order to address the concerns of the Canadian Council of University Schools of Architecture (CCUSA).

Background:

The attached report has been forwarded to the each of the member jurisdictions of CALA for consideration along with revised terms for the CACB funding agreement.

As a reminder, a revised funding agreement for the CACB dated March 15, 2019 based on a report presented by the national CACB Funding Task Force was approved in principle by all CALA members at the April 27, 2019 CALA meeting in Montreal. The agreement was then ratified by each of the provincial/territorial regulators, including OAA Council at its May 22, 2019 meeting as follows:

It was moved by Youssef and seconded by Murray that Council accept the contents of the Funding Review Task Force report dated March 15, 2019 and agree that it be used as a basis for the new funding agreement for the Canadian Architectural Certification Board (CACB) between the Canadian Architectural Licensing Authorities (CALA) and Canadian Council of University Schools of Architecture (CCUSA).
-- CARRIED

As further background, CALA's National CACB Funding Review Task Force was originally given the mandate to review the long standing Funding Agreement between CALA and the CCUSA for the CACB, which had been in serious need of updating. The goal of the review was to better reflect the actual costs of each of the two programs being administered by CACB on behalf of the founding partners, and also equalize the shared costs of accreditation amongst the schools.

Notwithstanding full approval by the members of CALA, the CCUSA was not prepared to approve the final funding agreement based on the Spring 2019 Report of the Task Force. The two key issues in dispute were the term/length of the agreement and the amount allocated per accreditation visit to cover each schools' costs. The Task Force has worked however to negotiate the agreement further as noted in the attached report, and final draft agreement, also attached. The Task Force is recommending approval.

Action:

Council is asked to consider the following motion:

It was moved by... and seconded by... that Council accept the amended funding agreement for the Canadian Architectural Certification Board between CALA and CCUSA dated May 7, 2020.

To: All Presidents and Executive Directors
From: The National Standing Committee on CACB
Date: May 7, 2020
Re: Proposed Accreditation Funding Agreement

As the National Standing Committee on CACB, we are writing to report on the development of the accreditation funding agreement between the two CACB Members – the Regulators (CALA) and CCUSA.

On December 31, 2019, the agreement that had been in place since 2016, expired. The conditions of this agreement were based on the work of a task force that had been established in 2014 to review costs attributable to accreditation, as well as the conditions and procedures for accreditation.

Shortly after that agreement was in place, a second task force was established to expand the review and further improve the accreditation process. As with the first, this task force also included CALA and CCUSA representation. A reduction of the overall cost of accreditation was the objective of this process, which concluded with the release of its report in March 2019.

Though the Regulators accepted the report's findings, CCUSA has not, and developing a new funding agreement that is satisfactory to both Members has been challenging. Ultimately, CCUSA proposed an agreement that they are prepared to sign, which is based on higher accreditation visit costs than that noted in the task force report. Despite concerns about their actions and response to the report, we do recommend acceptance of a close variation of this agreement in order to allow the accreditation program to carry on, while work to address its issues continues.

The main points of the agreement include:

- Acceptance of the March 2019 Funding Review Task Force report, with certain adjustments relative to accreditation visits and their costs.
- CCUSA's Cash Contribution is 50% of total annual expenses, less the annual amount that is carried for Consideration for Accreditation Visit Costs paid directly by each School (calculated on the basis of \$36,000 per Program times the number of accredited programs in that year divided by the six year accreditation cycle, and indexed annually); and
- CALA's Cash Contribution is 50% of total annual expenses.
- Term is 5 years.

Recommendation: that the Regulators approve the funding agreement as proposed (copy attached) and authorise the National Standing Committee on CACB to execute the agreement.

Your committee is requesting your approval by June 5, 2020.

Should you have any questions, please feel free to contact the Standing Committee chair or any of its members.

CACB-CCCA Members' Accreditation Funding Agreement

The intent of this agreement is to update an agreement that was made in 2017, which formalised and documented an informal agreement that has existed between CALA and CCUSA since 1992, when the CACB-CCCA was restructured and the additional mandate of administering the Architectural Accreditation Program system that had been adopted in Canada was implemented.

Based on a six-year term of accreditation and the intended 50%-50% sharing of total costs, the CCCB-CACB Members agree to fund the expenses related to the administration of the accreditation system, effective January 1, 2020 in accordance with the following principles:

- Acceptance of the Funding Review Task Force report dated March 15, 2019, with the following consideration and/or adjustments relative to accreditation visits and their costs:
 - Faculty and student work exhibitions (over and above the evidence that the Visiting Team is required to review), as well as printed copies of their APRs, are not required to be prepared by Schools as part of the accreditation visit process;
 - CACB-CCCA will produce appropriate guidelines, templates, training and protocol for all future visits by the second year of this agreement;
 - Estimated costs for Core Visiting Team expenses are removed from the allocation that is recognized as expenses paid directly by CCUSA;
 - An annual amount equal to \$12,000 (indexed annually against the Canadian inflation rate) is established as total Core Visiting Team expenses, paid directly by CACB-CCCA and identified within its budget as an accreditation visit cost financed by the Members' cash contributions; and
 - A 20% contingency allowance is added to the remaining costs outlined in the estimated base cost for accreditation visits identified, raising the budget allowance that is recognized within the overall CCUSA Consideration for Accreditation Visit Costs to \$36,000, which will be indexed annually according to the posted Canadian inflation rate.
- The formula to be applied over the course of the Agreement, to determine the applicable cash contribution each year, is as follows:
 - CCUSA's Cash Contribution is 50% of total annual expenses, less the annual amount that is carried for Consideration for Accreditation Visit Costs paid directly by each School (calculated on the basis of \$36,000 per Program times the number of accredited programs in that year divided by the six year accreditation cycle, and indexed annually); and
 - CALA's Cash Contribution is 50% of total annual expenses.

The Members further agree that the terms of this funding agreement shall remain in place for a five (5) year period. It will be reviewed in advance of its expiry, for the purposes of determining its relevance and/or appropriate amendments to a succeeding agreement.

_____	_____	_____	_____
CALA	Date	CCUSA	Date
_____	_____	_____	_____
Witness	Date	Witness	Date



Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 4.5

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From: Paul Hastings, VP Regulatory
Christie Mills, Registrar

Date: May 27, 2020

Subject: Discipline Committee
Recommendation for LGIC Appointment

Objective: Council to consider the appointment of LGIC Mr. Gaganjot Singh to the Discipline Committee.

Background: Notwithstanding the reappointment of LGIC Elaine Mintz, to be able to resume scheduling our Discipline Hearings, we require a second appointee who will be able to serve as the public representative on Discipline in the event of a conflict.

Action: Council to consider the appointment of LGIC Mr. Gaganjot Singh to the Discipline Committee.



Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 4.6

Memorandum

To: Council

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

From: Susan Spiegel, Senior Vice President & Treasurer

Date: May 11, 2020

Subject: Appointment of Donald Chen to Audit Committee

Objective: To approve the appointment of Donald Chen, LGIC to the Audit Committee

Background:

Lieutenant Governor in Council appointee Donald Chen joined OAA Council in late 2019. In January, it had been suggested that Mr. Chen would be a welcome addition to the OAA's Audit Committee given his designation as a Chartered Professional Accountant. The terms of reference for the audit committee require there to be one LGIC appointee.

Council appointments for the year were finalized in early February and at that time the 2019 Audit was well underway. As a result, it was agreed that appointment of Mr. Chen would be held until after the 2019 audit was complete. With the audit now fully complete I would like to recommend that Mr. Chen be formally appointed to the Audit Committee effective retroactive to May 11, 2020.

Mr. Chen will replace LGIC appointee Elaine Mintz on the Committee. Elaine has served on the Audit Committee for many years and I would like to extend our special appreciation and thanks for her participation. Elaine will continue her many other duties currently assigned.

Action: Council to approve the appointment of Donald Chen to the Audit Committee effective May 11, 2020 to replace current LGIC appointee Elaine Mintz.



Ontario Association of Architects

FOR COUNCIL MEETING

May 27, 2020

(open)

ITEM: 4.7

Memorandum

To: Council

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

From: Natasha Krickhan, Councillor & Chair, Interns Committee

Date: May 21, 2020

Subject: Student Associate Status

Objective: Council to consider amending definition of Student Associate Status

Background: In spring 2019, subsequent to CALA approval, the OAA adopted a motion to permit Student Associates to log up to 760 hours, gained after completion of 60 credit hours in courses that contribute to the Student Performance Criteria for accreditation and prior to graduation; and, that such pre-graduation hours count towards the required 2800 hours prior to undertaking the Examination for Architects in Canada (ExAC). The parameter "pre-graduation" has created a situation wherein students may lose valuable experience hours post-graduation but before CACB certification. Through meetings and conversation with the Interns Committee it became evident that several recommendations should be made to update the Student Hours eligibility requirements in an effort to eliminate situations where experience is lost. The Interns Committee would like Council to consider the following:

1. Amend the standard/typical "pre-graduation" condition for logging Student Associate hours allowing that Student Associate status be retained until Canadian Architectural Certification Board (CACB) certification has been secured.
2. Confirm that an individual may enrol as a Student Associate any time prior to CACB certification as long as they meet all other eligibility requirements.
3. In response to the global pandemic, allow Student Associate status to be maintained until July 2021 regardless of CACB certification.

Action: Council to review and adopt the above recommendations to the Student Hours eligibility requirements.

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 5.1.a

President's Log

Date	Event/Meeting	Location	Attendees	Time
March 6	Roundtable on Corporate & Publicly-employed Architects	Toronto	Roundtable participants	10am-4pm
March 10	SBEC Meeting	Toronto	w/committee members	9:30-11:30am
March 10	PACT Meeting	Toronto	w/committee members	1-4pm
March 11	Meeting w/MMAH and ARIDO	Toronto	w/MMAC, Office of the Premier, ARIDO	10-11am
March 11-14	Athabasca University Architecture External Review	Edmonton	w/school reps, participants	
March 25	Executive Committee Meeting	Virtual meeting	w/Executive Committee	1-3pm
March 30	Executive Committee Meeting	Virtual meeting	w/Executive Committee	11am-12 noon
April 6	ProDem Board Meeting	Virtual meeting	w/Board members	9:30am-1pm
April 7	Comprehensive Education Committee	Virtual meeting	w/Committee members	1-4pm
April 8	Call re EABO	Virtual meeting	w/CEO, OBOA, K.Doyle	2-3pm
April 8	Meeting w/City of Toronto CBO	Virtual meeting	w/CBO, A.Tracey	3:30-4:30pm
April 9	Executive Committee Meeting	Virtual meeting	w/Executive Committee	1:30-2:30pm
April 16	Council Meeting	Virtual meeting	w/Council	1-3:30pm
April 17	Call re EABO	Virtual meeting	w/CEO, OBOA, K.Doyle	9:10am
April 24	MMAC consult re Emergency Orders re Temp Facilities/ Essential Construction	Virtual meeting	w/MMAH, stakeholders, staff	1-3pm
April 28	Executive Cttee/ProDem Joint Meeting	Virtual meeting	w/Executive Cttee/ProDem Reps	12-3pm
April 29	Logo format/Website Launch Meeting	Virtual meeting	w/A.Azadeh, Communications	1-2:30pm
April 29	Meeting w/City of Toronto CBO	Virtual meeting	w/CBO, K.Doyle	4:30-5pm
April 30	Building Committee Meeting	Virtual meeting	w/committee members	12 noon-1pm
May 5	SBEC Meeting	Virtual meeting	w/committee members	9:30-11:30am
May 5	PACT Meeting	Virtual meeting	w/committee members	1-4pm
May 6	RAIC Virtual Town Hall re By-law Changes	Virtual meeting	w/members, affiliated orgs	4:30-5:30pm
May 13	Executive Committee Meeting	Virtual meeting	w/Executive Committee	11am-1pm
May 14	LGIC Orientation	Virtual meeting	w/G.Singh, K.Doyle, C.Mills	10am-12 noon
May 26	Society Chairs Meeting	Virtual meeting	w/Chairs, Council Liaisons, staff	10am-12 noon
May 26	pre-Council gathering	Virtual meeting	w/Council	6-8pm
May 27	Council Meeting	Virtual meeting	w/Council	9:30am



Ontario Association of Architects

FOR COUNCIL MEETING

May 27, 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
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Speigel
Settimo Vilardi

From: Kristi Doyle, Executive Director

Date: May 19, 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 March meeting.

Internal and Administration

With the closure of the OAA Headquarters on March 17 and all staff (except one) shifting to 'work from home' measures there was much to do in the way of internal administration and organization to make the transition as seamless as possible. The OAA staff team adjusted quickly, having had a practice run last May while awaiting occupancy of our renovated building!

While it has not necessarily been 'business as usual' we have carried on with all functions and activities, just with a varied approach. Virtual meetings have, of course played an important role in this regard both internally, and externally.

In the early weeks of the pandemic, full complement staff meetings were held twice a week. Over the last month we have transitioned to full staff meetings once a week. I continue to meet with each of the service areas on a weekly basis, and the individual teams are meeting a number of times a week on their own.

As we complete 10 weeks of working remotely, and as things have settled somewhat in terms of the status of the pandemic, I am reviewing with staff and Executive Committee a few projects that had been temporarily put on hold with a view to getting those back on track. As was the case for most everyone, much of our activities for the past two months were focused solely on responding to the pandemic as it evolved on a daily basis.

OAA Activities/Policy and Industry Relations

Since the March meeting I have had a number of virtual meetings with Bruce Palmer, CEO & President of Pro-Demnity Insurance Company. These represented our regular monthly meetings and also served to share information and resources relative to COVID 19.

The President and I attended a virtual meeting with our counter parts of the Consulting Engineers Ontario, Ontario Building Officials Association in early April. The purpose was to discuss the renewal of our longstanding liaison – EABO (Engineers, Architects, Building Officials).

Along with Vice President Thomson, I have attended a number of meetings of the Construction & Design Alliance of Ontario (CDAO) subcommittee on economic recovery. Further details are provided in the VP Strategic report elsewhere in the package.

I had a virtual meeting with the President of the Association of Architectural Technologists Ontario (AATO) on May 13. The meeting was a follow up to a short discussion we had during an OAAAS meeting at the OAA Headquarters in March. The AATO does not currently have an Executive Director counterpart.

Orientation with our newest LGIC appointee, Gaganjot Singh was held virtually on May 14, 2020.

The OAA's AGM has been rescheduled for August 6 and will be held virtually. The required preliminary notice will be sent to members via regulatory notice on May 27.

National Initiatives

The Tri-National MRA Monitoring Committee that was to be held on May 9 and 10 in Alberta was cancelled and will be rescheduled at a later date. As a reminder, the OAA serves as the secretariat for both the Tri-National and Canada/US Mutual Recognition Agreements and I sit on that Committee on behalf of the Canadian Architectural Licensing Authorities (CALA).

I attended a virtual meeting of the CHOP Steering Committee on May 4. Attached is a copy of the update report provided regarding the status of the CHOP renewal project.

The semi-annual meeting of CALA that was to be held in early June has been cancelled. The CALA Administrators will be meeting the first week of June via ZOOM to discuss the status of various items that were to be presented at that meeting, and consider options to convene the full CALA group in order to deal with the more urgent issues, while holding others until the fall.

Action: No action required.



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memorandum | note

date : 2020-04-23
to | destinataire: CHOP Steering Committee
from | expéditeur: Donald Ardiel
subject | objet: Update to Steering Committee

1. Website

- 1.1 An initial meeting was held with Jacques Berger of Code 3 (JB) and Vicky Coulombe-Joyce (VC-J), the RAIC's graphic artist. JB is preparing a "next steps" document.

2. Content Development

- 2.1 All chapters except Chapter 5.6 – BIM and all appendices have been sent to Janine Alyson Young (JAY) for copy editing. All but 4 chapters. 6.4. through 6.7 have been returned. All comments in chapters returned from JAY have been resolved except for correcting the formatting of references.
- 2.2 All issues with Chapters 1.1 through 3.10 (557 pages) have been resolved. Completed chapters are to be sent to the proof-reader.
- 2.3 Most of the graphics to support text are complete. VC-J continues to work on the remaining graphics and layout.
- 2.3 Anthony Youssef (AY) and I continue to resolve a myriad of small details for chapters 4.1 through 6.8, such as obtaining permission to reprint graphics and text, receiving correct acknowledgement text, and correcting references. A major remaining task for AY and I is finishing the creation and/or conversion of 2nd Edition checklists into editable templates suitable for downloading.

3 Proof-reading

- 3.1 Professional proof-reader Kate Murphy (KM) of Toronto has agreed provide proof-reading services. KM's rate is \$40/hour with an estimated total fee of \$7,000 to proof-read the 1,000-page document. KM estimates that at a 70% workload, the proof-reading can be completed in six weeks following receipt of all content. The actual page count is currently 1,176. The amount has been increased slightly (see below).

4. Translation

- 4.1 In recent email exchanges, France Jodoin has indicated that she will be able to start work on the CHOP sooner than expected, mid-May but will continue to the end of the year. I prepared an accurate page and word count for her; as of 2020-04-17, 1,176 pages and 312,831 words.
- 4.2 The original cost estimate for translation was \$24,000 based on the assumption that much of the 3rd Edition would be an update of the 2nd Edition and new translation of much content would not be required. This assumption has proved to be invalid and at



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this time, the assumption is that much will require translation. A revised estimate @\$0.26/word is provided (see below).

5 Contracted Resources

- 5.1 Earlier this week concern was expressed by the Steering Committee about the original budget for contracted resources and current projections. The following table shows the original budget for each contracted item, the amount expended, and the projection.

CHOP Contracted Resources

	Original Estimate	Current Expended	Estimated to complete
Language/copy editor	7,000.00	8,470.00	2,500.00
Graphics	20,000.00	0.00	16,500.00
Web site development	60,000.00	849.53	20,000.00
Proof-reader		0.00	8,000.00
Translator	32,000.00	0.00	80,000.00
Web site content loading	7,500.00	0.00	-
Report preparation	3,000.00	0.00	-
Total	129,500.00	9,319.53	127,000.00

- 5.2 The cost of web site development has been substantially reduced as the web site will be open to the public and require no login or authorization mechanism.
- 5.3 Translation has been substantially increased as the 3rd Edition is not merely a minor updating of the 2nd Edition with much new content.
- 5.4 The estimate for language editing has increased, again, due to the increased size of the document.
- 5.5 Website content will be loaded by myself and other RAIC staff and has therefore been removed from the contracted resources line.
- 5.6 At the project's outset proof-reading was assumed to be done by the language/copy editor. This turned out not to be the case and all copy editors contacted reinforced that for such a work, a professional proof-reader was needed.
- 5.7 The Report Preparation staged earlier in the project was not the original scope as planned.

6 Schedule

- 6.1 JAY had indicated that completion of copy editing would take until mid-May. Resolution of each returned chapter takes between ½ and 3 days depending on the length of the chapter and extent of comments. Note that the chapters of Part 6 are the longest with numerous checklists and several are over 100 pages.
- 6.2 Completed chapters will be sent to KM in parts beginning this week. It is anticipated that proof-reading will be completed by mid - late June.



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- 6.3 Insertion of content into the PDF layout in InDesign will commence once proof-read chapters have been returned from KM and any comments resolved. It is anticipated that the complete document will be ready for publication in August.
- 6.4 Resolved proof-read chapters will be sent to France Jodoin (FJ) for translation. As indicated previously, FJ will commence translation in late August or September. She anticipates that translation will not be completed until the end of 2020.

7 Honoraria Payments

- 7.1 Of the 44 subject matter experts, 38 have been asked to send invoices. 22 SMEs have sent invoices and those have been paid. Two SMEs donated their honorarium to the RAIC Foundation for the purposes of supporting RAIC scholarships. Of the eight Editorial Board members, six have submitted invoices and have been paid. Of the \$35,649 committed to honoraria, \$25,135.5 has been paid out.

8 Financial Report

- 8.1 The financial update to March 31, 2020 is attached for review and comment. At this time, we continue to project being within budget without the need for additional funds.

9 Proof-reader Contract

- 9.1 Earlier this week the Steering Committee expressed reservation about proceeding with the proof-reading contract for KM. Given the information provided above, I request that this item move ahead without delay.

Attachments: Updated Financial Report

End

CHOP Financial Report 2020-03-31

Budgeted			Expended		Committed (Agreed and/or Estimated)		Total Expended & Committed		Budget - Expended & Committed	
Project Direct Costs										
<i>Meetings/Travel</i>										
<i>Travel and Accommodations</i>										
	Accommodation	18,593.17								
	Travel	62,882.67	65,278.37		2,000.00		67,278.37			
	Miscellaneous /per diem	3,966.28								
Meeting Facilities Expenses										
	Room Rental	15,319.78								
	Catering	5,863.55	8,753.41				8,753.41			
Subtotal Meetings/Travel	106,625.45	106,625.45	74,031.78	74,031.78	2,000.00	2,000.00	76,031.78	76,031.78	30,593.67	
<i>Resources</i>										
	Honoraria	54,450.00								
	Contracted Resources	129,500.00	24,965.00		11,000.00		35,965.00			
	EIC -Direct Exp.	25,500.00	6,872.03		118,000.00		124,872.03			
			51,558.96				51,558.96			
Subtotal Resource Costs	209,450.00	209,450.00	83,395.99	83,395.99	129,000.00	129,000.00	212,395.99	212,395.99	-2,945.99	
Project Direct Costs Total	316,075.45	316,075.45		157,427.77		131,000.00	288,427.77		27,647.68	27,647.68
Project Indirect Costs										
	Director, Practice Support @ 10%	23,625.00								
	Program Officer @10%	12,150.00	51,558.96				51,558.96			
	Web-based Communications	4,200.00	989.64				989.64			
			0.00				0.00			
Project Indirect Costs Total	39,975.00	39,975.00	52,548.60	52,548.60			52,548.60	52,548.60	-12,573.60	-12,573.60
Total Direct and Indirect Costs		356,050.45		209,976.37			209,976.37			15,074.08
Total Project Expenses										
	Project Direct Costs	316,075.45		157,427.77		131,000.00	288,427.77			27,647.68
	Project Indirect Costs	39,975.00		52,548.60		0.00	52,548.60			-12,573.60
	Project Contract Contingency (5% of contracted amounts)	6,475.00								6,475.00
	Project Contingency @ 7.5% Direct Project Costs	23,705.66								23,705.66
Estimated Total Project Costs	386,231.11	386,231.11		209,976.37		131,000.00	340,976.37			45,254.74

Note: Development Costs include teleconferencing, web communications, out-of-house printing, misc.

Note: With the completion of the Editorial Board meetings, no further group meetings are anticipated. \$2,000 estimated is retained to meet with SMEs and contracted resources.



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memorandum | note

date : 2020-05-22
to | destinataire: CHOP Steering Committee
from | expéditeur: Donald Ardiel
subject | objet: Update to Steering Committee

1. Website

- 1.1 Discussion is ongoing regarding the contract for website design services from Code3.

2. Content Development

- 2.1 A review draft of Chapter 5.6 - Building Information Modeling has been completed and has been sent to the subject matter experts and Editorial Board for review and comment.
- 2.2 Anthony Youssef and I continue to knock down the numerous small tasks such as obtain reprint requests and correctly acknowledging contributors.

3. Copy Editing

- 3.1 Janine Alyson Young (JAY) is has returned all Part Six chapters except Chapter 6.7. Copy editing remaining is limited to miscellaneous pages such as front matter and Chapter 5.6 – Building Information Modelling.

4. Proof-reading

- 4.1 Parts One and Two have been returned from proof-reader Kate Murphy (KM). Part Three has been sent to KM.
- 4.2 Following the return of Parts One and Two from KM, Part One has been reviewed and comments resolved. As well, BIM coordination of Part One is complete.
- 4.3 As blocks of chapters are returned from KM, the process of resolving comments and BIM coordination continues.

4. Layout

- 4.1 Part One chapters have been sent to Vicky Coulombe-Joyce to begin creation of the English language publication files using InDesign. Publication file creation will start the week of May 25.

5. Translation

- 5.1 Part One chapters have been sent to France Jodion to begin French language translation and concordance. France has indicated that translation work will begin the week of June 1.



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6 Schedule

- 6.1 As previously indicated, it is anticipated that the English language PDF document will be completed in August.

End



Ontario Association of Architects

FOR COUNCIL MEETING May 27, 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
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J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
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Milda Miskinyte
David C. Rich
Susan Speigel
Settimo Vilardi

From: OAA Building Committee
Sheena Sharp, Chair
Kathleen Kurtin, President
Andy Thomson, Vice President Strategic
Gordon Erskine, Councillor

Date: May 19, 2020

Subject: Update from OAA Building Committee

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

Background:

A meeting of the Building Committee was held electronically on April 30, 2020.

The following items were reported:

Work continues to complete the remaining few deficiencies, however at the time of the meeting most activity had ceased due to COVID-19 measures. Three key issues remain: final commissioning of the mechanical systems; final commissioning of the solar panels and tie-in to the grid; and installation of the magnetic lock on the terrace doors and fire alarm verification.

The Committee approved a quotation for removal of the old fire-shutters and installation of fire glazing at the ground floor overlooking the parking area, and at the top of the stairwell on the second floor. This work requires a revision to the existing building permit, which again has been slowed due to COVID. This additional work was budgeted for in the 2020 capital budget allocation.

With respect to final costs on the project, it is noted that the numbers are relatively unchanged since that which was reported to Council in January.

The final repair work around the outside of the third floor office windows has been completed and final inspection has taken place. No additional leaks have been detected, however the area will continue to be monitored.

Maintenance contracts for the mechanical and solar panel systems are being sourced at the present time and will be available for the Committee to review at their next meeting.

Further to the OAA's recent article in *Canadian Architect*, Interface, the provider of the new carpeting has indicated their interest in doing a case study on the building. The Committee has agreed that this is a great way to continue to showcase the OAA's renew & refresh project.

The time lapse video and 360 photos of the renovation have now been compiled and editing is being completed. The intent will be to prepare a video to 'tell the story' of the building renovation. Still photos have been available on the Website for some time.

Finally, the Grand re-opening, originally planned for May 29 is currently on hold due to the pandemic and will be discussed at a later date.

Action:

The report is provided for information



Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 5.1.d

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
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Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Speigel
Settimo Vilardi

From: Governance Committee:

Kathleen Kurtin, Chair
David C. Rich
Jeffrey Laberge
Elaine Mintz
Susan Speigel

Date: May 14, 2020

Subject: Updated from OAA Governance Committee activities

Objective: To provide Council with an update on recent activities of Committee including administration of Skills Self-Assessment Tool for Council members.

Background:

The Governance Committee is planning their next meeting for the first week of June, to be held virtually on the Zoom platform.

As reported previously one of the items that had been under discussion and development by the Governance Committee is a skills self-assessment tool. The implementation of this tool is consistent with current trends in the regulatory landscape and recommendations around good governance.

Over the past months, the Committee continued to discuss the value of the Council Skills Self-Assessment Tool; that a matrix to assess skill/knowledge that exist on Council in any given year would help to fill any skill/knowledge gaps that exist. Also, the results will feed into the communication of nominations and selection of LGIC's.

An online version of the self-assessment, via Survey Monkey, has now been forwarded to all Council members and pending completion. Once all members of Council have completed the assessment the results will be tallied in aggregate and will be used to communicate specific needs on Council as it relates to the next elections this coming fall.

Action:

All Council members are asked to take a moment to complete the survey, if they have not already done so.



Ontario Association of Architects

FOR COUNCIL MEETING May 27, 2020 (open) ITEM: 5.1.e
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Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From: Kathleen Kurtin, President

Date: May 19, 2020

Subject: Update on the activities of the Joint OAA/ARIDO Task Group.

Objective: To provide Council with an update on recent activities related to the work of the Joint OAA/ARIDO Task Group and the regulation of interior design under the *Architects Act*.

Background:

As reported at the March Council meeting, a meeting was held with Ministry of the Attorney General's (MAG) stakeholder relations staff for the purposes of reviewing the proposal for the regulation of interior design under the *Architects Act*. The meeting was attended by me and OAA Executive Director Kristi Doyle along with our counterparts from the Association of Registered Interior Designers of Ontario (ARIDO). In response to previous direction from the Attorney General, the presentation included a briefing note which framed the proposal in the context of the provincial government's priorities. The meeting was well received, however, additional feedback from the Ministry is still pending. With the government's obvious focus on the COVID-19 pandemic the delay is somewhat expected.

OAA and ARIDO staff will continue to follow up with MAG staff who had also confirmed that OAA and ARIDO should begin speaking to other Ministries and the Premiers' office to raise further awareness and support.

OAA Manager, Policy and Government Relations, Adam Tracey and ARIDO representatives attended a meeting on March 5 with policy representatives in the Premier's office regarding the proposal for self-regulation.

On March 11, I attended a meeting along with Executive Director Doyle and our ARIDO counterparts at the Ministry of Municipal Affairs and Housing for a high level discussion regarding our joint proposal for the regulation of interior design.

Action:

The report is provided for information

<p>FOR COUNCIL MEETING May 27, 2020 (open) ITEM: 5.2.a</p>
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Memorandum

To: Council

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

From: Susan Speigel, Senior Vice President & Treasurer

Date: May 11, 2020

Subject: Financial Statements for the Four Months Ended March 31, 2020 and COVID 19 Impact Update

Objective: To provide the financial statements for Council information.

Background:

Attached for your information are Financial Statements for Four Months Ended March 31, 2020 including:

1. Balance Sheet
2. Statement of Cash Flows
3. Statement of Revenue and Expenses (comparing 2020 expenditures to 2019, and showing 2020 approved budget figures by category)
4. Committee Statement expenses (shows committee budget vs. actual spending).
5. Statement of Members Equity (current restricted and unrestricted reserve amounts).

As of March 31, 2020 items that have been approved and which reduce the Council Policy Development Contingency include:

Policy Contingency-December 1, 2019	\$112,786
Approved:	
Appeal - OMB Re: City of Toronto By-law	21,000
QBS Documents Review and Update	<u>10,000</u>
Total funds allocated as at March 31	31,000
Council Policy Development Contingency available	<u>\$81,786</u>

ITEMS of NOTE for March 31, 2020:

Fees received to date are \$ 5,862,132, about \$274K above fees received at the same time last year, which is anticipated year to year variance based on increased membership numbers.

Communication Media Relation and P.R. Opportunities currently show a decrease of \$50K due to canceling the Media Relations contract and timing of P.R. Opportunities.

Society Special Program Funding shows a decrease from previous year of \$46K due to timing of approvals. Funding amounts are recognized in Aprils FS.

Honors & Awards expenses currently show a decrease of \$15k due to Conference 2020 being cancelled and the awards program being postponed to a later date.

Mortgage Interest & Fees have increased by \$48k over last year as there was no mortgage payments in 2019.

COVID 19 update

As reported previously to Executive Committee any effects from the COVID 19 pandemic would likely not start registering an impact on the financial statements until after April. Noted below are minimal impacts seen as of April 30. We anticipate to see further decrease in overall operating expenses as staff and committees continue to work online, such as lighting, water usage, postage and printing, travel and meals

As of April 30 current impacts are as follows;

- Conference 2020 was cancelled. Deposits paid for Beanfield Centre and Cerise (F&B provider) have been transferred to the deposits owing for Conference 2022. Remaining deposits for Hotel X (\$48K) and Toronto Event Centre (\$21.5K) are anticipated to be transferred to Conference 2022 or returned to the OAA, depending on discussions. Anticipated overall impact for cancelling Conference 2020 is approximately \$130K, however this will not likely be registered as a loss for the OAA, but rather a decrease in year end surplus.
- As of April we have begun to see decreases in overall expenses for Committees as they continue to use online video conferencing platforms that were either already used by the OAA, such as Skype or newly acquired platforms like Zoom and WebEx.
- As noted in March, the OAA Awards celebration has been postponed, however expenses expected on this front will likely be incurred in late 2020.
- Interest rates in GIC's have currently dropped, however we are taking advantage of a Premier Investment Account that is allowing us to maintain the same interest rate (1.8) as previously budgeted. No anticipated decrease expected for 2020 interest revenue.
- As of April 30, 96% of the membership fees have been collected, therefore there has been no impact on revenue relative to membership dues.
- As of April 30 79% of the certificate of practice fees have been collected. The deadline has been extended to July 31.

Action: For information, no action required.

ONTARIO ASSOCIATION OF ARCHITECTS

Balance Sheet

As At March 31, 2020

		2020	
ASSETS			
CURRENT			
Petty Cash	500		
Cash-CIBC	1,532,353		
Cash-Scotiabank	0	4,180,527	
Cash-Premier Investment Account (PIA)	2,647,674		
Term Deposits - General	3,548,041	3,548,041	
Accounts Receivable	-44,079		
Long Term Member Accounts Receivable	7,769		
NSF Cheques	-1,352		
Fee Validation Project	0		
Accrued Interest	0		
HST - Input Tax Credits	44,189		
HST Receivable	34,102	40,629	
Prepaid Expenses	216,707		
Prepaid Miscellaneous	151		
Inventory	16,146	233,005	
Total Current		8,002,201	
LONG TERM			
Land	470,000		
Furniture & Equipment	549,481		
Computer Equipment	601,353		
Website Development	399,857		
Building - 111 Moatfield Drive	10,863,824		
Building Additions	1,779,919		
Total Property & Equipment		14,664,435	
Accumulated Depreciation - Furniture & Equipment	-164,071		
Accumulated Depreciation - Computer	-426,372		
Accumulated Depreciation - Website Development	-234,223		
Accumulated Depreciation - Building	-1,525,333		
Accumulated Depreciation - Building Additions	-1,202,090		
Total Accumulated Depreciation		(3,552,088)	
Net Fixed Assets		11,112,346	
Investment in Pro-Demnity	28,652,539	28,652,539	
Total Assets		47,767,087	
LIABILITIES			
CURRENT			
Accounts Payable	-24,522		
Refund Clearing	35,203		
CExAC Payable	-516,148		
CExAC Operating Fund	597,886		
Int'l Relations Comm Payable	0		
Fee Validation Project	0		
RBC-LTD Clearing	-1,295		
Energy Benchmarking Tool	0		
Stale Dated Refund	214		
HST Payable	66,278	157,616	
Deferred Revenue - Fees	481,015	481,015	
Mortgage Payable - Current	129,329	129,329	
Total Current		767,961	
LONG TERM			
Mortgage Payable - Long Term	4,639,542	4,639,542	
Total Long Term Liabilities		4,639,542	
Total Liabilities		5,407,503	
EQUITY			
Members' Equity	35,225,321		
Major Capital Reserve Fund (Internally Restricted)	825,074		
Operating Reserve Fund (Internally Restricted)	764,627		
Legal Reserve Fund (Internally Restricted)	52,500		
Surplus/(Deficit)	3,464,925		
Members Equity Closing		40,332,447	
Total Liabilities & Equity		45,739,950	

Members' Equity:	
Invested in:	
Pro-Demnity Insurance Company	28,652,539
Cumulative Net unrealized gains and losses on available for sale financial assets	
Property & Equipment	6,343,475
Major Capital Reserve (Internally Restricted)	825,074
Operating Reserve	764,627
Legal Reserve Fund (Internally Restricted)	52,500
Unrestricted	3,694,232

OAA Members' Equity 11,679,908

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Cash Flows

Four Months Ended March 31, 2020

Operating Activities:

Excess (deficiency) of revenue over expenses 3,464,925

Add items not involving cash:

Amortization of property and equipment 679,932

Loss on Disposal of property and equipment

Income from investment in Pro-Demnity Insurance Company (2,027,137)

Net change in non-cash working capital items:

Accounts receivable 308,682

Inventories 655

Prepaid expenses 203,035

Accounts payable and accrued liabilities (1,092,729)

Deferred revenue 0

Reserves 20,000

Cash flows from operating activities 1,557,363

Financing Activities:

Renovation Drawdowns (64,663)

Cash flows from financing activities (64,663)

Investing activities:

Short-term deposits 342,301

Purchase of property and equipment (146,934)

Cash flows from investing activities 195,368

Net increase/(decrease) in cash during the year 1,688,068

Cash, beginning of year 383,575

Cash, end of period 2,071,643

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Revenue and Expenses
Four Months Ended March 31, 2020

	2019			2020										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
REVENUE														
Fees	5,588,304		92.5%	5,880,328		96.8%	6,236,715		81.2%	6,236,715		81.2%		0
Classifieds Revenue	8,163		0.1%	7,000		0.1%	24,000		0.3%	24,000		0.3%		0
Conference Revenue	389,216		6.4%	121,435		2.0%	1,072,530		14.0%	1,072,530		14.0%		0
Continuing Education:	0			0										
Admission Course Revenue	5,600		0.1%	2,100		0.0%	21,000		0.3%	21,000		0.3%		0
Continuing Education Revenue	1,250		0.0%	0		0.0%	68,400		0.9%	68,400		0.9%		0
Starting An Architectural Practice	10,773			24,759			66,150		0.9%	66,150		0.9%		0
Documents, Job Signs & Other Revenue	6,570		0.1%	6,389		0.1%	20,000		0.3%	20,000		0.3%		0
ExAC Jurisdiction Exam Fee	0		0.0%	0		0.0%	70,000		0.9%	70,000		0.9%		0
Interest Earned	14,645		0.2%	26,798		0.4%	70,000		0.9%	70,000		0.9%		0
Misc Fees	0		0.0%	0		0.0%	0		0.0%	0		0.0%		0
Pro-Demnity:	0			0										
PCS Transfer	0		0.0%	0		0.0%	2,843		0.0%	2,843		0.0%		0
Recovery of Discipline Charges	15,733		0.3%	4,000		0.1%	25,000		0.3%	25,000		0.3%		0
Total Revenue	0	6,040,253	100.0%		6,072,808	100.0%		7,676,638	100.0%		7,676,638	100.0%		0
EXPENDITURES														
Council & Executive		303,533	12.2%		297,732	11.4%		1,099,705	14.3%		1,099,705	14.3%		0
Attendance-Selected Conference	0			0			0			0			0	
AGM (Annual General Meeting)	0			0			35,768			35,768			0	
Committees & Task Groups:	0													
ACT/Reg Amendments Review	0			0			0			0			0	
OAA Governance Committee				1,280			590			590			0	
Budget Committee	0			0			0			0			0	
Construction Design Alliance Ontario (CDAO)	813			0			6,780			6,780			0	
HR Committee	0			0			3,505			3,505			0	
Joint OAA/Arido Task Group	2,658			7			7,988			7,988			0	
Joint OAA/Pro-Dem Working Group	0			313			0			0			0	
Miscellaneous Committee Expense	0			1,736			5,000			5,000			0	
OAA/OGCA Best Practices Committee	-526			98			2,748			2,748			0	
Policy Advocacy Coordination Team (PACT)	10,603			8,668			99,994			99,994			0	
Sustainable Built Environment Committee	2,898			0			8,300			8,300			0	
Council & Executive	92,626			109,077			245,954			245,954			0	
Legal:	0													
Legal General	680			471			25,000			25,000			0	
Liaison With Gov't & Other Organizations	698			522			5,000			5,000			0	
National:	0													
Canadian Architectural Certification Board (CACB)	26,638			0			55,000			55,000			0	
CALA Meetings	25,226			-3,339			83,115			83,115			0	
International Relations Committee	156			9,346			5,415			5,415			0	
RAIC Festival	0			0			18,459			18,459			0	
Tri-National Agreement	0			0			0			0			0	
OAAAS	11,694			34,184			67,200			67,200			0	
Society Chairs Workshop	0			241			8,829			8,829			0	
Salaries & Benefits Council & Exec	129,369			135,129			415,060			415,060			0	
Regulatory:		275,932	11.1%		341,097	13.1%		1,281,384	16.7%		1,281,384	16.7%		0
Committees:	0													
Complaints Committee	7,237			7,192			28,591			28,591			0	
Discipline Committee	0			267			15,584			15,584			0	
Elections Task Group	0			0			0			0			0	
Experience Requirements	8,368			3,612			45,939			45,939			0	
Fees Mediation Committee	0			0			2,974			2,974			0	
Public Interest Review Committee (PIRC)	0			0			4,348			4,348			0	
Registration Committee	0			665			5,373			5,373			0	
The Interns' Committee	212			446			11,433			11,433			0	
Exam for Architects in Canada (ExAC):	0													
ExAC Exam Administration	840			-1,981			42,850			42,850			0	
Legal:	0													
Act Enforcement	3,341			15,620			55,000			55,000			0	
Appeals	1,215			5,295			110,000			110,000			0	
Discipline Hearings	5,150			32,317			125,000			125,000			0	
Fees Mediation	0			0			2,500			2,500			0	
General	2,352			2,346			45,000			45,000			0	
Registration Hearings	0			17,095			5,000			5,000			0	
Salaries & Benefits - Registrar	247,218			258,225			781,792			781,792			0	
Practice Advisory:		115,276	4.6%		115,648	4.4%		491,930	6.4%		491,930	6.4%		0
Legal-Practice	0			0			5,000			5,000			0	
Committees:	0													
Engineers, Architects, Building Officials (EABO)	431			0			3,687			3,687			0	
Practice Resource Committee	4,922			843			36,784			36,784			0	
Subcommittee on Building Codes & Regs (SCOBCAR)	48			38			11,420			11,420			0	
Practice Advisory Service Task Group	0			0			0			0			0	
Small Practice Information Forum (SPIF)	0			0			1,500			1,500			0	
Salaries & Benefits - PA	109,875			114,767			433,539			433,539			0	
Communications:		287,310	11.6%		189,282	7.3%		916,853	11.9%		916,853	11.9%		0
Committees:	0													
Awards Steering Committee	-813			223			0			0			0	
Communications Committee	6,098			1,147			29,470			29,470			0	
Community Outreach Program	0			0			1,046			1,046			0	
Content Creation/Publications	0			0			0			0			0	
Cyber Security Insurance	8,820			4,334			4,400			4,400			0	
French Translation Costs	0			0			5,000			5,000			0	
Honors & Awards	8,885			-6,159			100,849			100,849			0	
Media Relations Program	17,063			0			71,235			71,235			0	
Miscellaneous	608			476			1,000			1,000			0	
Perspectives (Income & Expenses)	0			0			0			0			0	
P.R. Sponsorship Opportunities	39,627			6,500			51,382			51,382			0	
Scholarships and Awards (Trust Fund)	26,840			27,300			28,000			28,000			0	
Societies:	0													
Society Liaison Travel	6,623			647			11,455			11,455			0	
Society Funding	0			0			60,000			60,000			0	
Special Program Funding	45,980			0			80,000			80,000			0	
Society Chairs Meeting - Conference	0			278			11,666			11,666			0	
Trade Shows	0			0			32,538			32,538			0	
University Funding	10,000			5,000			25,000			25,000			0	
Web Maintenance/Hosting	-11,789			14,408			20,023			20,023			0	
Salaries & Benefits - Communications	129,369			135,129			383,789			383,789			0	
Conference:		262,465	10.6%		491,249	18.8%		1,188,120	15.5%		1,188,120	15.5%		0
Conference Committee	0			0			0			0			0	
Conference	213,730			440,344			1,031,762			1,031,762			0	
Salaries & Benefits - Conference	48,735			50,905			156,358			156,358			0	
Continuing Education:		70,959	2.9%		65,592	2.5%		430,078	5.6%		430,078	5.6%		0
ConEd Committee	0			1,116			68,541			68,541			0	

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Revenue and Expenses
Four Months Ended March 31, 2020

	2019			2020											
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE		
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	
Continuing Education:		0													
Admission Course		1,203			7,238			47,500			47,500			0	
Continuing Education		0			0			54,650			54,650			0	
Starting An Architectural Practice		18,363			3,557			74,600			74,600			0	
Salaries & Benefits - ConEd		51,393			53,681			184,787			184,787			0	
Practice Consultation Service:		0	0.0%		0	0.0%		5,686	0.1%		5,686	0.1%		0	
Salaries & Benefits - PCS		0			0			5,686			5,686			0	
Administration:		244,894	9.9%		278,592	10.7%		762,873	9.9%		762,873	9.9%		0	
Audit Fees		-3,500			-3,250			27,000			27,000			0	
Audit Committee		215			22			415			415			0	
Bank Charges:		0													
Bank Charges		682			890			2,200			2,200			0	
Fees Processing Charges (Formerly Credit Card)		-1,051			4,300			10,000			10,000			0	
Visa Service Charges		750			1,931										
Computer Operations		8,264			18,829			38,898			38,898			0	
Documents, Job Signs & Other		6,861			3,105			27,000			27,000			0	
General Expenses		4,208			1,673			12,000			12,000			0	
Insurance:		0													
AD&D		0			0			2,196			2,196			0	
Errors & Omissions		8,548			8,548			8,804			8,804			0	
Directors & Officers		19,500			20,475			20,085			20,085			0	
Mailing Costs:		0													
Postage & Delivery		5,955			3,637			27,000			27,000			0	
Member Mailings		7,275			7,031			9,000			9,000			0	
Printing & Office Supplies		8,057			7,592			35,000			35,000			0	
Subscriptions & Memberships		1,398			19,311			20,407			20,407			0	
Telephone & Communication:		0													
Internet Access & Hosting		4,197			4,197			20,000			20,000			0	
Telephone		3,405			2,596			16,000			16,000			0	
Video Conferencing		0			0			5,000			5,000			0	
Uncollectible Accounts		0			0			0			0			0	
Salaries & Benefits - Admin		170,129			177,704			481,868			481,868			0	
Building:		59,148	2.4%		127,811	4.9%		670,791	8.7%		670,791	8.7%		0	
Building Committee		2,941			2,106			43,391			43,391			0	
Commercial Insurance		16,681			25,355			25,000			25,000			0	
Heat, Light & Water		0			8,199			15,000			15,000			0	
Maintenance & Security		10,916			14,769			150,000			150,000			0	
Mortgage Interest & Fees		16,430			64,760			401,400			401,400			0	
Property Taxes		12,180			12,622			36,000			36,000			0	
Council Policy Development:		69,420	2.8%		20,947	0.8%		149,286	1.9%		149,286	1.9%		10,000	
Council Policy Development Contingency		0						112,786			81,786			31,000	
Comprehensive Member/Practice Survey		0						0			0			0	
Prior Years' Development:															
Appeal - OMB Re: City of Toronto By-law		0			10,209			25,000			46,000			-21,000	
Canadian Handbook of Practice License Agreement		0									0			0	
Consultant-Architectural Artifacts Display		2,710									0			0	
Housing Affordability Task Group		5,182									0			0	
Impacts-Upfront Inv on Delivering Efficiencies of Public Project		0									0			0	
Logo Redesign Project		185			738			11,500			11,500			0	
Venice Biennale		0									0			0	
Website Redesign		61,343									0			0	
Update QSB Update					10,000						10,000			-10,000	
Depreciation		636,463	25.7%		679,932	26.1%		679,932	8.9%		679,932	8.9%		0	
Computer		129,042			128,860			128,860			128,860			0	
Building		253,905			274,156			274,156			274,156			0	
Building Additions		115,550			148,929			158,774			158,774			0	
Furniture & Equipment		68,447			65,750			55,905			55,905			0	
Web		69,519			62,237			62,237			62,237			0	
Expenditures before Extraordinary & YE Items		<u>2,325,400</u>			<u>2,607,883</u>			<u>6,996,706</u>			<u>6,996,706</u>			<u>10,000</u>	
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		<u>3,714,854</u>			<u>3,464,925</u>			<u>679,932</u>			<u>679,932</u>			<u>-10,000</u>	
Extraordinary & Year End Items		153,783	6.2%		0	0.0%		0	0.0%		0	0.0%		0	
Building Renovation: Utility Bills Jan-March'18		0									0			0	
Insurance Claim/Renovation Portion		0			0						0			0	
Loss on Disposal-F&E		0			0						0			0	
Lease & Moving Costs-Renovation		153,783			0						0			0	
Return on investment in Pro-Deminity		0			0						0			0	
Total Expenditures		<u>2,479,182</u>			<u>2,607,883</u>			<u>7,676,638</u>			<u>7,676,638</u>			<u>10,000</u>	
TOTAL REVENUE		<u>6,040,253</u>			<u>6,072,808</u>			<u>7,676,638</u>			<u>7,676,638</u>			<u>0</u>	
TOTAL EXPENDITURES		<u>2,479,182</u>	100.0%		<u>2,607,883</u>	100.0%		<u>7,676,638</u>	100.0%		<u>7,676,638</u>	100.0%		<u>10,000</u>	
SURPLUS(+)/DEFICIT(-)		<u>3,561,071</u>			<u>3,464,925</u>			<u>0</u>			<u>0</u>			<u>-10,000</u>	

ONTARIO ASSOCIATION OF ARCHITECTS

Committee Statement

Four Months Ended March 31, 2020

2020			
	BUDGET	BUD PROJECTION	ACTUAL
Business	60,714	60,714	11,794
Audit Committee	415	415	22
Budget Committee	0	0	0
Building Committee	43,391	43,391	2,106
Education Committee			
HR Committee	3,505	3,505	0
International Relations Committee	5,415	5,415	9,346
Joint OAA/Arido Task Group	7,988	7,988	7
Joint OAA/Pro-Dem Working Group	0	0	313
Trustees			
Strategic	6,780	6,780	0
Government Relations	6,780	6,780	0
Construction Design Alliance Ontario (CDAO)	6,780	6,780	0
Housing Affordability Task Group	0	0	0
Demographics	108,294	108,294	8,668
Policy Advocacy Coordination Team (PACT)	99,994	99,994	8,668
Sustainable Built Environment Committee	8,300	8,300	0
Communications	98,011	98,011	2,486
Awards Steering Committee	0	0	223
Communications Committee	29,470	29,470	1,147
ConEd Committee	68,541	68,541	1,116
Conference Committee	0	0	0
Regulatory	114,242	114,242	12,181
ACT/Reg Amendments Review	0	0	0
Complaints Committee	28,591	28,591	7,192
Discipline Committee	15,584	15,584	267
Elections Task Group	0	0	0
Experience Requirements	45,939	45,939	3,612
Fees Mediation Committee	2,974	2,974	0
Public Interest Review Committee (PIRC)	4,348	4,348	0
Registration Committee	5,373	5,373	665
The Interns' Committee	11,433	11,433	446
Practice	54,639	54,639	979
Engineers, Architects, Building Officials (EABO)	3,687	3,687	0
OAA/OGCA Best Practices Committee	2,748	2,748	98
Practice Resource Committee	36,784	36,784	843
Subcommittee on Building Codes & Regs (SCOBCAR)	11,420	11,420	38
	442,680	442,680	36,108

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Members Equity

Four Months Ended March 31, 2020

Members Equity Year to Date (YTD)

	Detail	Total
Total Members Equity		40,332,447
Less: Current YTD Surplus from P&L		3,464,925
Less: Allocated Reserves (Restricted)		1,642,201
Legal Reserve	52,500	
Major Capital Reserve	825,074	
Operating Reserve	764,627	
Less: Pro-Demnity Insurance		28,652,539
Less: Property & Equipment		6,343,475
YTD Unrestricted Members Equity Available for Allocation		229,307
Future Reserve Allocation		
2020 Projected YE Reserve Allocation (Restricted)		60,000
Legal Reserve	40000	
Major Capital Reserve	10000	
Operating Reserve	10000	
Remaining Unrestricted Members Equity 2020 YE		169,307

Any Surplus or Deficit at Year End is transferred to the Members Equity. Council determines at Year End the portion of Unrestricted Members Equity to be allocated to the restricted reserves.

Major Capital Reserve Fund

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

In 2014 the Building Reserve Policy was formalized and issued "to provide a source of sustained funding for Capital Maintenance and Repair as well as Capital Improvements that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget for repair and maintenance of the building." In 2012 for Budget 2013 Council approved an increase to the Building Reserve of \$50,000 bringing the annual contribution to \$170,000.

For Budget 2011 Council approved an increase to the annual contribution to the building reserve from \$40,000 to \$120,000

Council on October 12, 2006 approved the creation of a reserve fund to provide for future repairs to the building. Budget 2007 represented \$40,000 in order to establish the reserve.

Operating Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

In 2014 the Operating Reserve Policy was issued to "ensure the stability of the mission, programs, employment, and ongoing operations of the organization in the event of a sudden or unexpected negative change in revenue that would affect the provision of services to members."

Legal Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

The legal reserve fund was established in 2017 to set aside funds for years during which unusually high legal costs arise as was the case in 2017.

Proof

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ONTARIO ASSOCIATION OF ARCHITECTS

Balance Sheet

As At April 30, 2020

		2020	
ASSETS			
CURRENT			
Petty Cash	500		
Cash-CIBC	1,390,358		
Cash-Scotiabank	0	5,352,242	
Cash-Premier Investment Account (PIA)	3,961,384		
Term Deposits - General	2,060,350	2,060,350	
Accounts Receivable	-46,881		
Long Term Member Accounts Receivable	7,769		
NSF Cheques	-1,352		
Fee Validation Project	0		
Accrued Interest	0		
HST - Input Tax Credits	32,491		
HST Receivable	34,102	26,128	
Prepaid Expenses	463,456		
Prepaid Miscellaneous	151		
Inventory	16,433	480,041	
Total Current		7,918,761	
LONG TERM			
Land	470,000		
Furniture & Equipment	549,481		
Computer Equipment	674,091		
Website Development	407,760		
Building - 111 Moatfield Drive	10,863,824		
Building Additions	1,827,339		
Total Property & Equipment		14,792,496	
Accumulated Depreciation - Furniture & Equipment	-164,071		
Accumulated Depreciation - Computer	-426,372		
Accumulated Depreciation - Website Development	-234,223		
Accumulated Depreciation - Building	-1,525,333		
Accumulated Depreciation - Building Additions	-1,202,090		
Total Accumulated Depreciation		(3,552,088)	
Net Fixed Assets		11,240,408	
Investment in Pro-Demnity	28,652,539	28,652,539	
Total Assets		47,811,707	
LIABILITIES			
CURRENT			
Accounts Payable	94,916		
Refund Clearing	0		
CExAC Payable	-514,648		
CExAC Operating Fund	1,014,121		
Int'l Relations Comm Payable	0		
Fee Validation Project	0		
RBC-LTD Clearing	-1,346		
Energy Benchmarking Tool	0		
Stale Dated Refund	214		
HST Payable	15,828	609,085	
Deferred Revenue - Fees	481,015	481,015	
Mortgage Payable - Current	113,164	113,164	
Total Current		1,203,264	
LONG TERM			
Mortgage Payable - Long Term	4,639,542	4,639,542	
Total Long Term Liabilities		4,639,542	
Total Liabilities		5,842,806	
EQUITY			
Members' Equity	35,225,321		
Major Capital Reserve Fund (Internally Restricted)	825,074		
Operating Reserve Fund (Internally Restricted)	764,627		
Legal Reserve Fund (Internally Restricted)	52,500		
Surplus/(Deficit)	5,101,379		
Members Equity Closing		41,968,901	
Total Liabilities & Equity		47,811,707	

Members' Equity:	
Invested in:	
Pro-Demnity Insurance Company	28,652,539
Cumulative Net unrealized gains and losses on available for sale financial assets	
Property & Equipment	6,487,702
Major Capital Reserve (Internally Restricted)	825,074
Operating Reserve	764,627
Legal Reserve Fund (Internally Restricted)	52,500
Unrestricted	5,186,459

OAA Members' Equity 13,316,362

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

Five Months Ended April 30, 2020

Operating Activities:

Excess (deficiency) of revenue over expenses	5,101,379
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Add items not involving cash:

Amortization of property and equipment	679,932
Loss on Disposal of property and equipment	
Income from investment in Pro-Demnity Insurance Company	(2,027,137)

Net change in non-cash working capital items:

Accounts receivable	323,183
Inventories	368
Prepaid expenses	(43,714)
Accounts payable and accrued liabilities	(641,260)
Deferred revenue	0
Reserves	20,000

Cash flows from operating activities	3,412,751
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Financing Activities:

Renovation Drawdowns	(80,828)
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Cash flows from financing activities	(80,828)
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Investing activities:

Short-term deposits	1,829,992
Purchase of property and equipment	(274,995)

Cash flows from investing activities	1,554,998
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Net increase/(decrease) in cash during the year	4,886,920
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Cash, beginning of year	383,575
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Cash, end of period	5,270,495
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ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Revenue and Expenses
Five Months Ended April 30, 2020

	2019			2020										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
REVENUE														
Fees	5,847,951		91.2%	5,858,158		98.3%	6,236,715		81.2%	6,236,715		81.2%	0	
Classifieds Revenue	9,163		0.1%	7,500		0.1%	24,000		0.3%	24,000		0.3%	0	
Conference Revenue	496,435		7.7%	7,345		0.1%	1,072,530		14.0%	1,072,530		14.0%	0	
Continuing Education:														
Admission Course Revenue	7,788		0.1%	2,450		0.0%	21,000		0.3%	21,000		0.3%	0	
Continuing Education Revenue	1,250		0.0%	1,375		0.0%	68,400		0.9%	68,400		0.9%	0	
Starting An Architectural Practice	10,773			23,814			66,150		0.9%	66,150		0.9%	0	
Documents, Job Signs & Other Revenue	7,231		0.1%	6,473		0.1%	20,000		0.3%	20,000		0.3%	0	
ExAC Jurisdiction Exam Fee	0		0.0%	0		0.0%	70,000		0.9%	70,000		0.9%	0	
Interest Earned	16,577		0.3%	47,608		0.8%	70,000		0.9%	70,000		0.9%	0	
Misc Fees	0		0.0%	0		0.0%	0		0.0%	0		0.0%	0	
Pro-Demity:	0			0										
PCS Transfer	0		0.0%	0		0.0%	2,843		0.0%	2,843		0.0%	0	
Recovery of Discipline Charges	15,733		0.2%	4,000		0.1%	25,000		0.3%	25,000		0.3%	0	
Total Revenue	0	6,412,899	100.0%	5,958,724	100.0%		7,676,638	100.0%		7,676,638	100.0%		0	
EXPENDITURES														
Council & Executive		393,807	12.9%		394,441	46.0%		1,099,705	14.3%		1,099,705	14.3%		0
Attendance-Selected Conference	0			0			0			0			0	
AGM (Annual General Meeting)	0			0			35,768			35,768			0	
Committees & Task Groups:	0													
ACT/Reg Amendments Review	0			0			0			0			0	
OAA Governance Committee	0			1,719			590			590			0	
Budget Committee	0			0			0			0			0	
Construction Design Alliance Ontario (CDAO)	813			0			6,780			6,780			0	
HR Committee	0			0			3,505			3,505			0	
Joint OAA/Arido Task Group	2,888			7			7,988			7,988			0	
Joint OAA/Pro-Dem Working Group	0			313			0			0			0	
Miscellaneous Committee Expense	-616			2,109			5,000			5,000			0	
OAA/OGCA Best Practices Committee	0			98			2,748			2,748			0	
Policy Advocacy Coordination Team (PACT)	13,337			13,753			99,994			99,994			0	
Sustainable Built Environment Committee	2,898			0			8,300			8,300			0	
Council & Executive	137,857			115,587			245,954			245,954			0	
Legal:	0													
Legal General	3,188			19			25,000			25,000			0	
Liaison With Gov't & Other Organizations	775			593			5,000			5,000			0	
National:	0													
Canadian Architectural Certification Board (CACB)	26,638			8,320			55,000			55,000			0	
CALA Meetings	33,788			-3,339			83,115			83,115			0	
International Relations Committee	156			9,346			5,415			5,415			0	
RAIC Festival	0			0			18,459			18,459			0	
Tri-National Agreement	0			0			0			0			0	
OAAAS	11,694			74,184			67,200			67,200			0	
Society Chairs Workshop	0			241			8,829			8,829			0	
Salaries & Benefits Council & Exec	160,390			171,491			415,060			415,060			0	
Regulatory:		356,377	11.6%		446,402	52.1%		1,281,384	16.7%		1,281,384	16.7%		0
Committees:	0													
Complaints Committee	7,375			7,264			28,591			28,591			0	
Discipline Committee	0			301			15,584			15,584			0	
Elections Task Group	0			0			0			0			0	
Experience Requirements	9,095			3,612			45,939			45,939			0	
Fees Mediation Committee	0			0			2,974			2,974			0	
Public Interest Review Committee (PIRC)	0			0			4,348			4,348			0	
Registration Committee	0			665			5,373			5,373			0	
The Interns' Committee	433			915			11,433			11,433			0	
Exam for Architects in Canada (ExAC):	0													
ExAC Exam Administration	840			-1,981			42,850			42,850			0	
Legal:	0													
Act Enforcement	3,341			16,859			55,000			55,000			0	
Appeals	21,294			7,545			110,000			110,000			0	
Discipline Hearings	5,150			59,879			125,000			125,000			0	
Fees Mediation	0			0			2,500			2,500			0	
General	2,352			3,303			45,000			45,000			0	
Registration Hearings	0			20,330			5,000			5,000			0	
Salaries & Benefits - Registrar	306,499			327,712			781,792			781,792			0	
Practice Advisory:		144,744	4.7%		148,159	17.3%		491,930	6.4%		491,930	6.4%		0
Legal-Practice	1,292			0			5,000			5,000			0	
Committees:	0													
Engineers, Architects, Building Officials (EABO)	431			0			3,687			3,687			0	
Practice Resource Committee	6,751			2,470			36,784			36,784			0	
Subcommittee on Building Codes & Regs (SCOBCAR)	48			38			11,420			11,420			0	
Practice Advisory Service Task Group	0			0			0			0			0	
Small Practice Information Forum (SPIF)	0			0			1,500			1,500			0	
Salaries & Benefits - PA	136,222			145,650			433,539			433,539			0	
Communications:		360,721	11.8%		331,595	38.7%		916,853	11.9%		916,853	11.9%		0
Committees:	0													
Awards Steering Committee	-813			223			0			0			0	
Communications Committee	6,098			1,764			29,470			29,470			0	
Community Outreach Program	0			0			1,046			1,046			0	
Content Creation/Publications	0			0			0			0			0	
Cyber Security Insurance	8,820			4,334			4,400			4,400			0	
French Translation Costs	0			0			5,000			5,000			0	
Honors & Awards	10,686			-8,566			100,849			100,849			0	
Media Relations Program	29,091			-440			71,235			71,235			0	
Miscellaneous	630			36			1,000			1,000			0	
Perspectives (Income & Expenses)	0			0			0			0			0	
P.R. Sponsorship Opportunities	40,827			7,700			51,382			51,382			0	
Scholarships and Awards (Trust Fund)	26,840			27,300			28,000			28,000			0	
Societies:	0													
Society Liaison Travel	7,507			647			11,455			11,455			0	
Society Funding	0			64,970			60,000			60,000			0	
Special Program Funding	45,980			31,000			80,000			80,000			0	
Society Chairs Meeting - Conference	0			278			11,666			11,666			0	
Trade Shows	0			0			32,538			32,538			0	
University Funding	10,000			5,000			25,000			25,000			0	
Web Maintenance/Hosting	14,666			25,859			20,023			20,023			0	
Salaries & Benefits - Communications	160,390			171,491			383,789			383,789			0	
Conference:		464,683	15.2%		270,343	31.5%		1,188,120	15.5%		1,188,120	15.5%		0
Conference Committee	0			0			0			0			0	
Conference	404,262			205,740			1,031,762			1,031,762			0	
Salaries & Benefits - Conference	60,421			64,603			156,358			156,358			0	
Continuing Education:		86,907	2.8%		81,157	9.5%		430,078	5.6%		430,078	5.6%		0
ConEd Committee	0			1,116			68,541			68,541			0	

ONTARIO ASSOCIATION OF ARCHITECTS
Statement of Revenue and Expenses
Five Months Ended April 30, 2020

	2019			2020											
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE		
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	
Continuing Education:		0													
Admission Course		1,203		7,238			47,500			47,500			0		
Continuing Education		0		1,120			54,650			54,650			0		
Starting An Architectural Practice		21,988		3,557			74,600			74,600			0		
Salaries & Benefits - ConEd		63,717		68,127			184,787			184,787			0		
Practice Consultation Service:		0	0.0%		0	0.0%	5,686	0.1%		5,686	0.1%		0	0	
Salaries & Benefits - PCS		0		0			5,686			5,686			0	0	
Administration:		298,663	9.8%	349,430	40.8%		762,873	9.9%		762,873	9.9%		0	0	
Audit Fees	-3,500			0			27,000			27,000			0		
Audit Committee	215			22			415			415			0		
Bank Charges:	0												0		
Bank Charges	908			1,113			2,200			2,200			0		
Fees Processing Charges (Formerly Credit Card)	-1,891			5,292			10,000			10,000			0		
Visa Service Charges	750			1,931									0		
Computer Operations	8,480			19,569			38,898			38,898			0		
Documents, Job Signs & Other	9,321			5,634			27,000			27,000			0		
General Expenses	5,029			2,552			12,000			12,000			0		
Insurance:	0			0									0		
AD&D	0			0			2,196			2,196			0		
Errors & Omissions	8,548			8,548			8,804			8,804			0		
Directors & Officers	19,500			20,475			20,085			20,085			0		
Mailing Costs:	0												0		
Postage & Delivery	6,746			5,700			27,000			27,000			0		
Member Mailings	7,275			7,031			9,000			9,000			0		
Printing & Office Supplies	13,162			11,747			35,000			35,000			0		
Subscriptions & Memberships	1,398			20,563			20,407			20,407			0		
Telephone & Communication:	0												0		
Internet Access & Hosting	5,596			7,479			20,000			20,000			0		
Telephone	6,200			5,951			16,000			16,000			0		
Video Conferencing	0			299			5,000			5,000			0		
Uncollectible Accounts	0			0			0			0			0		
Salaries & Benefits - Admin	210,924			225,523			481,868			481,868			0	0	
Building:		93,771	3.1%	161,195	18.8%		670,791	8.7%		670,791	8.7%		0	0	
Building Committee	7,224			3,638			43,391			43,391			0		
Commercial Insurance	18,654			25,355			25,000			25,000			0		
Heat, Light & Water	70			10,728			15,000			15,000			0		
Maintenance & Security	26,530			21,332			150,000			150,000			0		
Mortgage Interest & Fees	23,024			81,210			401,400			401,400			0		
Property Taxes	18,270			18,932			36,000			36,000			0		
Council Policy Development:		69,420	2.3%	21,827	2.5%		149,286	1.9%		149,286	1.9%		75,000	10,000	
Council Policy Development Contingency	0						112,786			37,786			0		
Comprehensive Member/Practice Survey	0						0			0			0		
Prior Years' Development:	0												0		
Appeal - OMB Re: City of Toronto By-law	0			10,209			25,000			46,000			-21,000		
Canadian Handbook of Practice License Agreement	0									0			0		
Consultant-Architectural Artifacts Display	2,710									0			0		
Housing Affordability Task Group	5,182									0			0		
Impacts-Upfront Inv on Delivering Efficiencies of Public Project	0									0			0		
Logo Redesign Project	185			1,618			11,500			11,500			0		
Venice Biennale	0									0			0		
Website Redesign	61,343									44,000			-44,000		
Update QSB Document				10,000						10,000			-10,000		
Depreciation		636,463	20.8%	679,932	79.3%		679,932	8.9%		679,932	8.9%		0	0	
Computer	129,042			128,860			128,860			128,860			0		
Building	253,905			274,156			274,156			274,156			0		
Building Additions	115,550			148,929			158,774			158,774			0		
Furniture & Equipment	68,447			65,750			55,905			55,905			0		
Web	69,519			62,237			62,237			62,237			0		
Expenditures before Extraordinary & YE Items		2,905,556		2,884,482			6,996,706			6,996,706			10,000		
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		3,507,343		3,074,242			679,932			679,932			-10,000		
Extraordinary & Year End Items		154,283	5.0%	-2,027,137	-236.4%		0	0.0%		0	0.0%		0	0	
Building Renovation: Utility Bills Jan-March'18	0									0			0		
Insurance Claim/Renovation Portion	0			0						0			0		
Loss on Disposal-F&E	0			0						0			0		
Lease & Moving Costs-Renovation	154,283			0						0			0		
Return on investment in Pro-Demnity	0			-2,027,137						0			0		
Total Expenditures		3,059,838		857,345			7,676,638			7,676,638			10,000		
TOTAL REVENUE		6,412,899		5,958,724			7,676,638			7,676,638			0		
TOTAL EXPENDITURES		3,059,838	100.0%	857,345	100.0%		7,676,638	100.0%		7,676,638	100.0%		10,000		
SURPLUS(+)/DEFICIT(-)		3,353,061		5,101,379			0			0			-10,000		

ONTARIO ASSOCIATION OF ARCHITECTS

Committee Statement

Five Months Ended April 30, 2020

2019			
	BUDGET	BUD PROJECTION	ACTUAL
Business	60,714	60,714	13,326
Audit Committee	415	415	22
Budget Committee	0	0	0
Building Committee	43,391	43,391	3,638
Education Committee			
HR Committee	3,505	3,505	0
International Relations Committee	5,415	5,415	9,346
Joint OAA/Arido Task Group	7,988	7,988	7
Joint OAA/Pro-Dem Working Group	0	0	313
Trustees			
Strategic	6,780	6,780	0
Government Relations	6,780	6,780	0
Construction Design Alliance Ontario (CDAO)	6,780	6,780	0
Housing Affordability Task Group	0	0	0
Demographics	108,294	108,294	13,753
Policy Advocacy Coordination Team (PACT)	99,994	99,994	13,753
Sustainable Built Environment Committee	8,300	8,300	0
Communications	98,011	98,011	3,102
Awards Steering Committee	0	0	223
Communications Committee	29,470	29,470	1,764
ConEd Committee	68,541	68,541	1,116
Conference Committee	0	0	0
Regulatory	114,242	114,242	12,757
ACT/Reg Amendments Review	0	0	0
Complaints Committee	28,591	28,591	7,264
Discipline Committee	15,584	15,584	301
Elections Task Group	0	0	0
Experience Requirements	45,939	45,939	3,612
Fees Mediation Committee	2,974	2,974	0
Public Interest Review Committee (PIRC)	4,348	4,348	0
Registration Committee	5,373	5,373	665
The Interns' Committee	11,433	11,433	915
Practice	54,639	54,639	2,607
Engineers, Architects, Building Officials (EABO)	3,687	3,687	0
OAA/OGCA Best Practices Committee	2,748	2,748	98
Practice Resource Committee	36,784	36,784	2,470
Subcommittee on Building Codes & Regs (SCOBCAR)	11,420	11,420	38
	442,680	442,680	45,546

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Members Equity

Five Months Ended April 30, 2020

Members Equity Year to Date (YTD)

	Detail	Total
Total Members Equity		41,968,901
Less: Current YTD Surplus from P&L		5,101,379
Less: Allocated Reserves (Restricted)		1,642,201
Legal Reserve	52,500	
Major Capital Reserve	825,074	
Operating Reserve	764,627	
Less: Pro-Demnity Insurance		28,652,539
Less: Property & Equipment		6,487,702
YTD Unrestricted Members Equity Available for Allocation		85,080
Future Reserve Allocation		
2020 Projected YE Reserve Allocation (Restricted)		60,000
Legal Reserve	40000	
Major Capital Reserve	10000	
Operating Reserve	10000	
Remaining Unrestricted Members Equity 2019 YE		25,080

Any Surplus or Deficit at Year End is transferred to the Members Equity. Council determines at Year End the portion of Unrestricted Members Equity to be allocated to the restricted reserves.

Major Capital Reserve Fund

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

In 2014 the Building Reserve Policy was formalized and issued "to provide a source of sustained funding for Capital Maintenance and Repair as well as Capital Improvements that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget for repair and maintenance of the building." In 2012 for Budget 2013 Council approved an increase to the Building Reserve of \$50,000 bringing the annual contribution to \$170,000.

For Budget 2011 Council approved an increase to the annual contribution to the building reserve from \$40,000 to \$120,000

Council on October 12, 2006 approved the creation of a reserve fund to provide for future repairs to the building. Budget 2007 represented \$40,000 in order to establish the reserve.

Operating Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

In 2014 the Operating Reserve Policy was issued to "ensure the stability of the mission, programs, employment, and ongoing operations of the organization in the event of a sudden or unexpected negative change in revenue that would affect the provision of services to members."

Legal Reserve

Budget 2020 provides for a portion of the projected surplus to be allocated to this reserve.

History:

The legal reserve fund was established in 2017 to set aside funds for years during which unusually high legal costs arise as was the case in 2017.

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From: Susan Spiegel, Senior Vice President & Treasurer
Interlocking Director, Pro-Demnity Insurance Company

Sarah Murray, Interlocking Director, Pro-Demnity Insurance Company
Settimo Vilardi, Interlocking Director, Pro-Demnity Insurance Company

Date: May 14, 2020

Subject: Pro-Demnity Insurance Company – 2019 Summarized Financial Statements

Objective:

To review Pro-Demnity Insurance Company's 2019 Summarized Financial Statements.

Background:

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

This item will be before the Shareholder as one of the official items of business for the Annual General Meeting of the Shareholder which will be held on June 24, 2020. The purpose of presenting this to Council in advance is to allow for review in the event that Council has questions of the Board in relation to these statements. It should be noted that these statements will be posted to the OAA Website in relation to the OAA's Annual Report 2019.

These Financial Statements will be laid before the Shareholder officially at that meeting. At that point they will be considered received by the Shareholder.

Action:

No action required.

**Pro-Demnity Insurance
Company
Summary Financial Statements
For the year ended December 31, 2019**

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

Independent Auditor's Report on Summary Financial Statements

To the Shareholder of Pro-Demnity Insurance Company

Opinion

The summary financial statements, which comprise the summary statement of financial position as at December 31, 2019, and the summary statements of operations and retained earnings, comprehensive income (loss) and accumulated other comprehensive income, and cash flows for the year then ended, and related notes, are derived from the audited financial statements of Pro-Demnity Insurance Company (the "Company") for the year ended December 31, 2019.

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

Summary Financial Statements

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

The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated February 19, 2020.

Responsibilities of Management for the Summary Financial Statements

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

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

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

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Mississauga, Ontario
February 19, 2020

Pro-Demnity Insurance Company Summary Statement of Financial Position

December 31 **2019** 2018

Assets

Cash and cash equivalents	\$ 6,173,314	\$ 3,689,987
Investments (Note 4)	80,748,472	74,196,432
Receivables	7,346,658	6,854,451
Accrued interest	465,575	412,644
Prepaid expenses	146,124	123,481
Reinsurer's share of unearned premiums	7,828,496	6,937,789
Reinsurer's share of provision for unpaid claims	14,199,000	10,936,000
Deferred policy acquisition expenses	459,938	405,782
Income taxes recoverable	-	214,441
Property and equipment (Note 5)	400,576	393,740
Right-of-use assets (Note 6)	549,586	-
Deferred tax asset (Note 8)	610,952	726,121
	\$118,928,691	\$104,890,868

Liabilities and Shareholders' Equity

Liabilities

Payables and accruals	\$ 3,435,900	\$ 1,985,893
Income taxes payable	348,777	-
Unearned premiums	15,831,259	14,026,073
Provision for unpaid claims	65,064,000	57,247,000
Lease liabilities (Note 6)	589,716	-
	85,269,652	73,258,966

Shareholders' equity

Share capital (Note 7)	25,106,500	25,106,500
Contributed surplus	2,051,915	2,051,915
Retained earnings	4,702,735	3,828,544
Accumulated other comprehensive income	1,797,889	644,943
	33,659,039	31,631,902
	\$118,928,691	\$104,890,868

On behalf of the Board:

_____ Director

_____ Director

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

Pro-Demnity Insurance Company

Summary Statement of Operations and Retained Earnings

For the year ended December 31	2019	2018
Direct premiums written	\$ 33,525,642	\$ 29,675,676
Less: Reinsurance ceded	<u>17,530,538</u>	<u>15,386,322</u>
Net premiums written	15,995,104	14,289,354
Increase in net unearned premiums	<u>(914,479)</u>	<u>(707,621)</u>
Net premiums earned	15,080,625	13,581,733
Less: Claims and adjustment expenses	<u>13,904,309</u>	<u>12,462,482</u>
Underwriting income before expenses, commissions and premium tax	1,176,316	1,119,251
Operating expenses (schedule page 32)	5,358,961	4,750,574
Commissions earned	<u>(2,780,301)</u>	<u>(2,412,184)</u>
Premium tax	<u>951,096</u>	<u>841,522</u>
Net underwriting loss	<u>(2,353,440)</u>	<u>(2,060,661)</u>
Net investment income (Note 9)	<u>3,275,323</u>	<u>2,764,301</u>
Income before income taxes	<u>921,883</u>	<u>703,640</u>
Income taxes (recovery) (Note 8)		
Current	348,212	(89,154)
Deferred	<u>(300,520)</u>	<u>148,530</u>
	<u>47,692</u>	<u>59,376</u>
Net income for the year	874,191	644,264
Retained earnings, beginning of year	<u>3,828,544</u>	<u>3,184,280</u>
Retained earnings, end of year	\$ 4,702,735	\$ 3,828,544

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

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

For the year ended December 31	2019	2018
Net income for the year	\$ 874,191	\$ 644,264
Other Comprehensive Income (Loss)		
Unrealized gains (losses) on available for sale assets, net of tax expense of \$584,597 (2018 - tax recovery of \$291,221)	1,621,427	(807,725)
Transfer of realized gains on available for sale assets to statement of operations, net of tax recovery of \$168,908 (2018 - tax recovery of \$90,772)	(468,481)	(251,763)
Total other comprehensive income (loss)	1,152,946	(1,059,488)
Comprehensive income (loss) for the year	\$ 2,027,137	\$ (415,224)
Accumulated other comprehensive income, beginning of year	\$ 644,943	\$ 1,704,431
Total other comprehensive income (loss), for the year	1,152,946	(1,059,488)
Accumulated other comprehensive income, end of year	\$ 1,797,889	\$ 644,943

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

Pro-Demnity Insurance Company Summary Statement of Cash Flows

For the year ended December 31

2019

2018

Cash provided by (used in)

Operating activities

Net income for the year	\$	874,191	\$	644,264
Adjustments for:				
Depreciation of property and equipment and right-of-use asset		185,061		82,346
Amortization of premium/discount on bonds and debentures		548,195		645,430
Interest and dividend income		(1,267,608)		(1,041,397)
Provision for income taxes		47,692		59,376
Realized gain from disposal of investments		(487,973)		(340,671)
		(100,442)		49,348

Changes in working capital and insurance contract related balances

Receivables	(492,207)	(550,201)
Prepaid expenses	(29,915)	(52,076)
Reinsurer's share of unearned premiums	(890,707)	(900,086)
Deferred policy acquisition expenses	(54,156)	(48,231)
Payables and accruals	1,487,994	(755,166)
Unearned premiums	1,805,186	1,607,707
Provision for unpaid claims, net of reinsurer's share	4,554,000	5,318,000
	6,279,753	4,669,295

Cash flows related to interest, dividends and income taxes

Interest and dividends received	1,214,677	1,014,932
Income taxes recovered	630,695	(214,500)
Interest paid	19,620	-

Total cash inflows from operating activities

Investing activities

Purchase of investments	(83,507,891)	(67,455,402)
Proceeds from sale of investments	78,048,576	64,603,089
Purchase of property and equipment	(120,197)	(99,363)

Total cash outflows from investing activities

Financing activity

Repayment of lease liabilities	(81,906)	-
--------------------------------	----------	---

Increase in cash during the year

2,483,327 2,518,051

Cash and cash equivalents, beginning of year

3,689,987 1,171,936

Cash and cash equivalents, end of year

\$ 6,173,314 \$ 3,689,987

Cash and cash equivalents consist of the following:

Cash	\$ 3,173,314	\$ 3,689,987
Guaranteed Investment Certificates (GICs) (Note 4)	3,000,000	-

\$ 6,173,314 \$ 3,689,987

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

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

1. Nature of Operations and Summary of Significant Accounting Policies

Reporting entity

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

These summary financial statements have been authorized for issue by the Board of Directors on February 19, 2020.

Basis of preparation

Management is responsible for the preparation of these summary financial statements. The summary presented includes the Summary Statement of Financial Position, Summary Statement of Operations and Retained Earnings, Summary Statement of Comprehensive Income (Loss) and Accumulated Other Comprehensive Income, Summary Statement of Cash Flows, and selected accounting notes. It does not include all disclosures required under International Financial Reporting Standards. Copies of the December 31, 2019 audited financial statements are available at the Pro-Demnity Insurance Company office.

The audited financial statements were authorized for issue by the Board of Directors on February 19, 2020. The audited financial statements were prepared in accordance with International Financial Reporting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB").

These summary financial statements were prepared under the historical cost convention, as modified by the revaluation of investments. (Note 4)

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

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

Significant accounting policies

Insurance contracts

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

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

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

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

(a) Premiums and unearned premiums

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

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

(b) Reinsurer's share of unearned premiums

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

(c) Deferred policy acquisition expenses

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

(d) Provision for unpaid claims

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

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

(e) Liability adequacy test

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

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

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

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

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

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

(g) Refund of premiums

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

Financial instruments

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

(a) Loans and receivables

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

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

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

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

(b) Held-to-maturity investments

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

(c) Available-for-sale investments

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

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

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

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

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

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

(d) Other financial liabilities

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

Property and equipment

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

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

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

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

Right-of-Use Assets and Lease Liabilities

At inception of a contract, the Company assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. This policy is applied to contracts entered into, or changed, on or after January 1, 2019. All leases are accounted for by recognizing a right-to-use asset and a lease liability except for:

- Leases of low value assets (based on the value of the underlying asset when new); and
- Short-term leases with a lease term of twelve months or less.

a) Nature of leasing activities (in the capacity as lessee)

The Company leases facilities.

Leases of facilities are made for a period of 5 years, with an extension option exercisable by the Company for an additional 5 years after the end of the non-cancellable period. Extension options are included in the lease term when the Company is reasonably expected to exercise that option. The lease payments comprise fixed payments over the lease term.

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

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

Right-of-Use Assets and Lease Liabilities (continued)

b) Recognition and initial measurement

The Company recognizes right-of-use assets and lease liabilities at the lease commencement date.

The right-of-use assets are initially measured at the amount of the lease liabilities, reduced for any lease incentives received, and increased for lease payments made at or before commencement of the lease or initial direct costs incurred.

Lease liabilities are initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the Company's incremental borrowing rate. Generally the Company uses its incremental borrowing rate as the discount rate. Variable lease payments are only included in the measurement of the lease liabilities if they depend on an index or rate (e.g. CPI or inflation). In such cases, the initial measurement of the lease liabilities assumes the variable element will remain unchanged throughout the lease term. Other variable lease payments that are not dependent on an index or rate are expensed in the period to which they relate.

For contracts that both convey a right to the Company to use an identified asset and require services to be provided to the Company by the lessor, the Company has elected to account for the entire contract as a lease, and therefore the Company does not allocate the amount of the contractual payments to, and account separately for, any services provided by the supplier as part of the contract.

c) Subsequent measurement

Right-of-use assets are subsequently measured at cost less any accumulated depreciation and impairment losses, and adjusted for certain remeasurements of the lease liabilities.

Lease liabilities are subsequently increased by the interest cost on the lease liabilities and decreased by lease payments made. Lease liabilities are remeasured when there is a change in future lease payments arising from a change in an index or rate. The revised future lease payments are discounted at the same discount rate that applied on lease commencement. Lease liabilities are also remeasured when there is a change in the assessment of the term of any lease (for example, a change in the Company's assessment of whether a purchase or extension option is reasonably certain to be exercised or a termination option is reasonably certain not to be exercised). The future lease payments over the revised term are discounted at the revised discount rate at the date of reassessment. In both cases, an equivalent adjustment is made to the carrying value of the right-of-use asset.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

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

Impairment of non-financial assets

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

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

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

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

Income taxes

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

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

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

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

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

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

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

Standards, amendments and interpretations not yet adopted

Certain pronouncements were issued by the IASB or the IFRS Interpretations Committee that are mandatory for accounting years beginning after January 1, 2020 or later. The Company has not yet determined the extent of the impact of the following new standards, interpretations and amendments, which have not been applied in these financial statements.

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

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

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

IFRS 17 Insurance Contracts

IFRS 17 *Insurance Contracts* supersedes IFRS 4 *Insurance Contracts*. IFRS 17 establishes the principles for the recognition, measurement, presentation and disclosure of insurance contracts. IFRS 17 requires entities to measure insurance contract liabilities using updated estimates and assumptions that reflect the timing of cash flows and any uncertainty relating to insurance contracts. Additionally, IFRS 17 requires entities to recognize profits as it delivers insurance services. The effective date for IFRS 17 is January 1, 2021, however the IASB has proposed to delay the effective date to January 1, 2022. The Company has not yet determined the impact of adoption, however it is expected to significantly impact the overall summary financial statements.

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

2. Critical Accounting Estimates and Judgments

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

Estimates

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

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

Provision for unpaid claims

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

Judgments

Impairment of available-for-sale investments

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

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

3. Adoption of New Accounting Standards

Accounting standards, interpretations and amendments effective for accounting years beginning on or after January 1, 2019 did not materially affect the Company's summary financial statements other than those described below.

IFRS 16 Leases

On January 1, 2019, the Company adopted IFRS 16 *Leases* (IFRS 16). IFRS 16 provides a single lessee accounting model, requiring the recognition of assets and liabilities for all leases, unless the lease term is 12 months or less, or the underlying asset is of low value. IFRS 16 substantially carries forward the lessor accounting in IAS 17 - *Leases* (IAS 17), with the distinction between operating leases and finance leases being retained.

The Company adopted IFRS 16 using the modified retrospective approach without restatement of comparative figures. The Company elected to apply the practical expedient to not reassess whether a contract is, or contains a lease at the date of initial application. Contracts entered into before the transition date that were not identified as leases under IAS 17 and IFRIC 4 were not reassessed. The definition of a lease under IFRS 16 was applied only to contracts entered into or changed on or after January 1, 2019.

IFRS 16 provides for certain optional practical expedients, including those related to the initial adoption of the standard. The Company applied the following practical expedients when applying IFRS 16 to leases previously classified as operating leases under IAS 17:

- Applied a single discount rate to a portfolio of leases with reasonably similar characteristics;
- Reliance on previous assessments on whether leases are onerous as opposed to preparing an impairment review under IAS 36 as at the date of initial application

(i) Recognition and measurement

As a lessee, the Company previously classified leases as operating or finance leases based on its assessment of whether the lease transferred substantially all of the risks and rewards of ownership. Under IFRS 16, the Company recognizes right-of-use assets and lease liabilities for most leases. However, the Company has elected not to recognize right-of-use assets and lease liabilities for some leases of low value assets based on the value of the underlying asset when new.

On adoption of IFRS 16, the Company recognized right-of-use assets and lease liabilities in relation to leases of facilities which had previously been classified as operating leases.

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

3. Adoption of New Accounting Standards (continued)

(i) Recognition and measurement (continued)

The lease liabilities and right-of-use assets were measured as follows:

- (a) The lease liabilities were measured at the present value of the remaining lease payments, discounted using the Company's incremental borrowing rate as at January 1, 2019. The Company's incremental borrowing rate is the rate at which a similar borrowing could be obtained from an independent creditor under comparable terms and conditions; and
- (b) Right-of-use assets are measured at an amount equal to the lease liabilities, adjusted by the amount of any prepaid or accrued lease payments.

(ii) Impacts on the Company's summary financial statements on January 1, 2019

The following table presents the impact of adopting IFRS 16 on the summary statement of financial position as at January 1, 2019:

	Balance, December 31, 2018	IFRS 16 adjustments	Adjusted balance, January 1, 2019
Right-of-use assets	\$ -	\$ 621,286	\$ 621,286
Prepaid expenses	123,481	(7,271)	116,210
Total assets	\$ 123,481	\$ 614,015	\$ 737,496
Payables and accruals	\$ 1,985,893	\$ (37,987)	\$ 1,947,906
Lease liabilities (i)	-	652,002	652,002
Total liabilities	\$ 1,985,893	\$ 614,015	\$ 2,599,908

- (i) When measuring lease liabilities for leases that were previously operating leases, the Company discounted lease payments using its incremental borrowing rate at January 1, 2019. The weighted average incremental borrowing rate applied to the lease liabilities was 3.45%.

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

3. Adoption of New Accounting Standards (continued)

(iii) Reconciliation of operating lease commitments and aggregate lease liabilities

The following table reconciles the Company's operating lease commitments at December 31, 2018, as previously disclosed in the Company's summary financial statements, to the lease liabilities recognized on initial application of IFRS 16 at January 1, 2019:

	<u>January 1, 2019</u>
Minimum operating lease commitment disclosed as at December 31, 2018	\$ 1,036,375
Less: low value leases not recognized under IFRS 16	(29,115)
Less: non-fixed payments not recognized under IFRS 16	<u>(250,544)</u>
	756,716
Effect of discounting using the incremental borrowing rate on initial application	<u>(104,714)</u>
Lease liabilities recognized at January 1, 2019	<u>\$ 652,002</u>
Of which are:	
Current lease liabilities	\$ 62,286
Non-current lease liabilities	<u>589,716</u>
	<u>\$ 652,002</u>

(iv) Impacts on the Company's summary financial statements for the year ending December 31, 2019

As a result of initially applying IFRS 16, in relation to the leases that were previously classified as operating leases, the Company recognized \$549,586 of right-of-use assets and \$589,716 of lease liabilities as at December 31, 2019.

Also in relation to those leases under IFRS 16, the Company recognized depreciation and interest costs, instead of operating lease expense. During the year ended December 31, 2019, the Company recognized \$71,700 of depreciation expense, \$19,620 of interest costs and \$10,634 of deferred tax expense from these leases.

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

3. Adoption of New Accounting Standards (continued)

IFRIC Interpretation 23 *Uncertainty over Income Tax Treatments* (IFRIC 23)

IFRIC 23 provides guidance on the accounting for current and deferred tax liabilities and assets in circumstances in which there is uncertainty over income tax treatments. The Interpretation requires:

- An entity to contemplate whether uncertain tax treatments should be considered separately, or together as a group, based on which approach provides better predictions of the resolution;
- An entity to determine if it is probable that the tax authorities will accept the uncertain tax treatment; and
- If it is not probable that the uncertain tax treatment will be accepted, measure the tax uncertainty based on the most likely amount or expected value, depending on whichever method better predicts the resolution of the uncertainty.

The adoption of IFRIC 23 did not have a material impact on the Company's summary financial statements.

4. Financial Instrument Classification

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

	Held to maturity	Available- for-sale	Loans and receivables	Other financial liabilities	Total
December 31, 2019					
Cash	\$ -	\$ -	\$ 6,173,314	\$ -	\$ 6,173,314
Investments	47,347,224	33,401,248	-	-	80,748,472
Receivables	-	-	7,346,658	-	7,346,658
Accrued interest	-	-	465,575	-	465,575
Payables and accruals	-	-	-	(3,435,900)	(3,435,900)
	\$ 47,347,224	\$ 33,401,248	\$ 13,985,547	\$ (3,435,900)	\$ 91,298,119
December 31, 2018					
Cash	\$ -	\$ -	\$ 3,689,987	\$ -	\$ 3,689,987
Investments	46,388,050	27,808,382	-	-	74,196,432
Receivables	-	-	6,854,451	-	6,854,451
Accrued interest	-	-	412,644	-	412,644
Payables and accruals	-	-	-	(1,985,893)	(1,985,893)
	\$ 46,388,050	\$ 27,808,382	\$ 10,957,082	\$ (1,985,893)	\$ 83,167,621

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

4. Financial Instrument Classification (continued)

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

Available-for-Sale

	December 31, 2019		December 31, 2018	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Guaranteed investment certificates (GICs)	\$ 1,669,976	\$ 1,669,976	\$ 351,131	\$ 351,131
Bonds				
Government	9,981,692	9,981,692	8,604,232	8,604,232
Asset backed securities	1,407,588	1,407,588	572,436	572,436
Canadian municipal	231,717	231,717	744,752	744,752
Corporate	12,816,881	12,816,881	11,032,492	11,032,492
	<u>24,437,878</u>	<u>24,437,878</u>	<u>20,953,912</u>	<u>20,953,912</u>
Equities				
Equity pooled fund (Canadian)	3,632,388	3,632,388	3,013,733	3,013,733
Equity pooled fund (International)	3,661,006	3,661,006	3,489,606	3,489,606
	<u>7,293,394</u>	<u>7,293,394</u>	<u>6,503,339</u>	<u>6,503,339</u>
Total Available-for-Sale	<u>\$ 33,401,248</u>	<u>\$ 33,401,248</u>	<u>\$ 27,808,382</u>	<u>\$ 27,808,382</u>

Held-to-Maturity

	December 31, 2019		December 31, 2018	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Guaranteed investment certificates (GICs)	\$ 775,000	\$ 775,000	\$ -	\$ -
Bonds				
Government	23,710,758	23,773,997	23,267,324	23,145,629
Corporate	22,861,466	23,029,011	23,120,726	22,785,439
	<u>46,572,224</u>	<u>46,803,008</u>	<u>46,388,050</u>	<u>45,931,068</u>
Total Held-to-Maturity	<u>\$ 47,347,224</u>	<u>\$ 47,578,008</u>	<u>\$ 46,388,050</u>	<u>\$ 45,931,068</u>

	December 31, 2019		December 31, 2018	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Total Investments	<u>\$ 80,748,472</u>	<u>\$ 80,979,256</u>	<u>\$ 74,196,432</u>	<u>\$ 73,739,450</u>

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

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

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

4. Financial Instrument Classification (continued)

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

	Level 1	Level 2	Level 3	Total
December 31, 2019				
GICs	\$ 1,669,976	\$ -	\$ -	\$ 1,669,976
Bonds	-	24,437,878	-	24,437,878
Equity pooled funds	-	7,293,394	-	7,293,394
Total	\$ 1,669,976	\$ 31,731,272	\$ -	\$ 33,401,248

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

Transfers between levels are considered to have occurred at the date of the event or change in circumstances that caused the transfer. There were no transfers between Level 1 and Level 2 for the years ended December 31, 2019 and 2018. There were also no transfers in or out of Level 3.

Included in cash and cash equivalents is \$3,000,000 of retractable GICs. GICs in cash and cash equivalents and investments have interest rates ranging from 0.00% - 1.90% and maturities within 1 year.

Maturity profile of bonds held is as follows:

	Within 1 year	1 to 3 years	3 to 5 years	5 to 7 years	Greater than 7 years	Total
December 31, 2019	\$ 9,476,467	\$ 21,158,164	\$ 21,305,084	\$ 3,536,227	\$ 15,534,160	\$ 71,010,102
Percent of Total	13.35 %	29.79 %	30.00 %	4.98 %	21.88 %	100.00 %
December 31, 2018	\$ 8,397,272	\$ 21,125,266	\$ 23,461,128	\$ 2,087,339	\$ 12,270,750	\$ 67,341,755
Percent of Total	12.47 %	31.37 %	34.84 %	3.10 %	18.22 %	100.00 %

The effective interest rate of the bond portfolio is 3.28% (2018 - 3.19%).

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

5. Property and Equipment

	Property and equipment		
	Furniture and fixtures	Computer hardware	Total
Cost			
Balance at January 1, 2018	\$ 146,248	\$ 838,430	\$ 984,678
Additions	2,366	96,997	99,363
Disposals	(30,371)	(91,926)	(122,297)
Balance on December 31, 2018	118,243	843,501	961,744
Additions	585	119,612	120,197
Balance on December 31, 2019	\$ 118,828	\$ 963,113	\$ 1,081,941
Accumulated depreciation			
Balance at January 1, 2018	\$ 84,617	\$ 523,338	\$ 607,955
Depreciation	7,116	75,230	82,346
Disposals	(30,371)	(91,926)	(122,297)
Balance on December 31, 2018	61,362	506,642	568,004
Depreciation	7,578	105,783	113,361
Balance on December 31, 2019	\$ 68,940	\$ 612,425	\$ 681,365
Net Book Value			
December 31, 2018	\$ 56,881	\$ 336,859	\$ 393,740
December 31, 2019	\$ 49,888	\$ 350,688	\$ 400,576

6. Right-of-Use Assets and Lease Liabilities

Right-of-use assets consist of the following:

	Facilities
Cost	
Balance at January 1, 2019	\$ -
Additions	621,286
Balance at December 31, 2019	\$ 621,286
Accumulated Depreciation	
Balance at January 1, 2019	\$ -
Depreciation for the year	71,700
Balance at December 31, 2019	\$ 71,700
Carrying amount	
At December 31, 2019	\$ 549,586

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

6. Right-of-Use Assets and Lease Liabilities (continued)

Lease liabilities consist of the following:

	<u>Facilities</u>
Balance at January 1, 2019	\$ -
Additions	652,002
Interest expense	19,620
Lease payments	<u>(81,906)</u>
Balance at December 31, 2019	<u>\$ 589,716</u>

Amounts recognized in the summary statement of operations and retained earnings:

	<u>2019</u>	<u>2018</u>
Depreciation of right-of-use assets	\$ 71,700	\$ -
Interest expense on lease liabilities	19,620	-

Amounts recognized in the summary statement of cash flows:

	<u>2019</u>	<u>2018</u>
Total cash outflow for leases	\$ 81,906	\$ -

The following table sets out the contractual maturities, representing undiscounted contractual cash-flows of lease liabilities at December 31, 2019:

No later than 1 year	\$ 84,936
Later than 1 year and not later than 5 years	348,398
Later than 5 years	<u>239,943</u>
	<u>\$ 673,277</u>

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

7. Share Capital

Authorized:

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

Issued:

		2019	2018
50,000	Class A Preference shares	\$ 5,000,000	\$ 5,000,000
65	Preference shares	6,500	6,500
201,000	Common shares	20,100,000	20,100,000
		\$ 25,106,500	\$ 25,106,500

8. Income Taxes

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

	2019	2018
Current tax expense		
Based on current year taxable income (loss)	\$ 348,212	\$ (89,154)
Deferred tax expense (recovery)		
Origination and reversal of temporary differences	\$ 1,363	\$ 18,573
Non deductible claims	(60,341)	(70,477)
Change in deferred tax on other comprehensive income	(415,689)	381,993
Loss carryforwards	177,853	(177,853)
Other	(3,706)	(3,706)
	(300,520)	148,530
Total income tax expense	\$ 47,692	\$ 59,376

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

8. Income Taxes (continued)

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

	2019	2018
Change in unrealized gains (losses) on available-for-sale investments	\$ 584,597	\$ (291,221)
Reclassification of realized gains on available-for-sale investments	(168,908)	(90,772)
Total tax effect of amounts recorded in other comprehensive income	\$ 415,689	\$ (381,993)

Reasons for the difference between tax expense for the year and the expected income taxes based on the statutory tax rate of 26.5% (2018 – 26.5%) are as follows:

	2019	2018
Income before income taxes	\$ 921,883	\$ 703,640
Expected taxes based on the statutory rate	\$ 244,299	\$ 186,465
Non deductible expenses	3,831	3,488
Canadian dividend income not taxable	(191,801)	(148,617)
Under provision (recovery) in prior years	(8,637)	18,040
Total income tax	\$ 47,692	\$ 59,376

The movements in 2019 deferred tax liabilities and assets are:

	Opening balance at Jan 1, 2019	Recognize in net income	Recognize in OCI	Closing balance at Dec 31, 2019
2019				
<i>Deferred tax assets</i>				
Claims liabilities	\$ 613,621	\$ 60,340	\$ -	\$ 673,961
Loss carryforwards	177,853	(177,853)	-	-
Right of Use and lease liability	-	10,634	-	10,634
Deferred tax assets	\$ 791,474	\$ (106,879)	\$ -	\$ 684,595
2019				
<i>Deferred tax liabilities</i>				
Investments	\$ -	\$ (415,689)	\$ 415,689	\$ -
Bond transitional provision	20,483	(3,708)	-	16,775
Plant & equipment	44,870	11,998	-	56,868
Deferred tax liabilities	65,353	(407,399)	415,689	73,643
Net deferred tax asset	\$ 726,121	\$ 300,520	\$ (415,689)	\$ 610,952

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

8. Income Taxes (continued)

The movements in 2018 deferred tax liabilities and assets are:

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

9. Investment Income

	2019	2018
Interest income	\$ 2,282,238	\$ 2,111,575
Dividend income	723,779	560,819
Realized gains on disposal of investments	487,973	340,671
Investment expenses	<u>(218,667)</u>	<u>(248,764)</u>
	<u>\$ 3,275,323</u>	<u>\$ 2,764,301</u>

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

10. Related Party Transactions

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

	2019	2018
Compensation		
Executives' compensation and directors' fees	\$ 1,826,093	\$ 1,515,203

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

	2019	2018
Administrative services and practice consultation service	\$ 3,121	\$ 2,646

11. Capital Management

The Company's objectives with respect to capital management are to maintain a capital base that is structured to exceed regulatory requirements and to best utilize capital allocations. Reinsurance is utilized to protect capital from catastrophic losses as the frequency and severity of these losses are inherently unpredictable. To limit their potential impact, the Company purchases reinsurance, the details of which are outlined in Note 12. For the purpose of capital management, the Company has defined capital as its share capital, contributed surplus and retained earnings.

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

Pro-Demnity Insurance Company

Notes to Summary Financial Statements

December 31, 2019

12. Financial Instrument and Insurance Risk Management

Insurance risk management

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

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

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

The Company follows a policy of underwriting and reinsuring contracts of insurance which limit the liability of the Company to an amount on any one claim of \$250,000 (2018 - \$250,000). In 2019, the reinsurer agreed to pay claims expenses in excess of \$300,000 (2018 - \$300,000) on each claim for claim limits above \$250,000. In addition, the Company has obtained stop loss reinsurance and clash reinsurance against catastrophic events. The stop loss reinsurance attaches when claims liabilities in a specific underwriting year exceed \$18,000,000 (2018 - \$17,000,000) and ceases when claims liabilities reach \$31,000,000 of the ultimate net loss (2018 - \$31,000,000). The clash reinsurance applies to predefined events that cause a multiplicity of claims in excess of \$1,500,000 (2018 - \$1,500,000). The coverage is \$4,000,000 (2018 - \$4,000,000) in excess of a deductible of \$1,500,000 (2018 - \$1,500,000) for claims arising from a predefined event. In 2019, the clash reinsurance includes an interlocking clause that permits spreading the coverage limit over multiple underwriting years. An additional layer of clash reinsurance was obtained for 2019. This additional coverage is \$4,000,000 in excess of a deductible of \$5,500,000 for claims arising from a predefined event.

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

The Company is exposed to pricing risk to the extent that unearned premiums are insufficient to meet the related future policy costs. Evaluation is performed regularly to estimate future claims costs, related expenses, and expected profit in relation to unearned premiums. There was no premium deficiency at December 31, 2019 and 2018.

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

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

12. Financial Instrument and Insurance Risk Management (continued)

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

	Liability claims	
	2019	2018
5% increase in loss ratios		
Gross	\$ 2,273,000	\$ 2,330,000
Net	1,447,000	1,559,000
5% decrease in loss ratios		
Gross	\$ (2,217,000)	\$ (2,329,000)
Net	(1,468,000)	(1,559,000)

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

Credit risk

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

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

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

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

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

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

12. Financial Instrument and Insurance Risk Management (continued)

Market risk

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

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

Currency risk

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

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

Interest rate risk

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

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

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

Pro-Demnity Insurance Company Notes to Summary Financial Statements

December 31, 2019

12. Financial Instrument and Insurance Risk Management (continued)

Interest rate risk (continued)

At December 31, 2019, a 1% move in interest rates, with all other variables held constant, could impact the market value of bonds and asset backed securities held as available-for-sale by approximately \$1,970,000 (2018 - \$1,596,000) and those classified as held-to-maturity by \$1,051,000 (2018 - \$1,047,000). The change would be recognized in other comprehensive income (loss) for the available-for-sale portfolio. A 1% change in the interest rate used to discount the Company's claims liabilities, with all other variables held constant, could have an offsetting impact on claims liabilities of approximately \$ 1,587,000 (2018 - \$1,437,000).

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

Equity risk

Equity risk is the uncertainty associated with the valuation of assets arising from changes in equity markets. The Company is exposed to this risk through its holdings in equity pooled funds within its investment portfolio. At December 31, 2019, a 10% movement in the stock markets with all other variables held constant would have an estimated effect on the fair values of the Company's equities of approximately \$729,000 (2018 - \$650,000).

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

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

Liquidity risk

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

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

The Company does not face a significant liquidity risk with regard to its lease liabilities. Lease liabilities are monitored within the Company's finance function.

The Company has the availability of an operating line of credit in the amount of \$1,500,000 (2018 - \$1,500,000). The line of credit is secured by a first-priority security interest over all assets of the Company. Interest on the line of credit is payable monthly at the prime rate per annum. The Company has not drawn any funds on the facility.

Pro-Demnity Insurance Company Summary Schedule of Operating Expenses

For the year ended December 31	2019	2018
Salaries and benefits	\$ 3,111,181	\$ 2,770,029
Employee acquisition costs	2,934	118,815
Marketing and communications	16,950	3,135
Automobile and travel	110,815	86,348
Bad debts	18,598	458
Directors' remuneration	532,800	577,307
Computer maintenance	30,306	21,075
Insurance	169,213	144,194
Postage and courier	24,719	28,842
Printing and stationary	86,886	98,073
Professional fees	474,380	302,880
Telephone and communications	40,048	31,972
Depreciation of property and equipment	113,361	82,346
Training, membership and general	106,964	79,150
Regulatory assessment	18,712	17,505
Occupancy costs	223,970	236,232
OAA service agreement	3,121	2,646
Practice risk management	274,003	149,567
	\$ 5,358,961	\$ 4,750,574



Ontario Association of Architects

FOR COUNCIL MEETING May 27, 2020 (open) ITEM: 5.2.c
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Memorandum

To: Council

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

From: Susan Spiegel, Senior Vice President & Treasurer
Interlocking Director, Pro-Demnity Insurance Company

Sarah Murray, Interlocking Director, Pro-Demnity Insurance Company
Settimo Vilardi, Interlocking Director, Pro-Demnity Insurance Company

Date: May 13, 2020

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

Objective: To consider the recommendation of the Board regarding appointment of the Auditors and Actuary for Pro-Demnity Insurance Company for 2020.

Background:

The annual meeting of the Shareholder of Pro-Demnity Insurance Company has been scheduled for June 24, 2020 and will involve various presentations by the Board of Directors to Council as well as the required business motions and a period for questions from the floor. One of the responsibilities of the Board of Directors of Pro-Dem is to make a recommendation to the Shareholder regarding the appointment of an Auditor and Actuary on an annual basis.

Attached is a copy of a memorandum from ProDem recommending that Council consider the reappointment of BDO Canada as the Auditor and J.S. Cheng as Actuary for 2020. This item will be before the Shareholder as one of the official items of business for the Annual Meeting. The purpose of presenting this to Council in advance is to provide direction in terms of how the Shareholder will vote on this item at the AGM in June.

Action:

OAA Council as the sole Shareholder of Pro-Demnity Insurance Company to provide direction in terms of the recommendation of the Board of Directors regarding the reappointment of the Auditor and Actuary for Pro-Dem for 2020.

MEMORANDUM

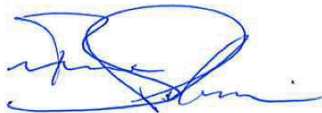
TO: Kristi Doyle,
OAA Executive Director

DATE: February 26, 2020

FROM: Bruce H. Palmer

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

Please be advised that at the Board meeting of February 19, 2020, it was resolved that the Board recommend to the Shareholder that BDO Canada, and Mr. Joe Cheng of J.S. Cheng & Partners Inc., be re-appointed as Auditors and Actuary, respectively, for Pro-Demnity for the 2020 fiscal year.





Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 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
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From: Andy Thomson, Vice President, Strategic

PACT Committee Members

Andy Thomson (Chair)
Toon Dreessen
Kristiana Schuhmann
Settimo Vilardi

Len Abelman
Kathleen Kurtin
Susan Spiegel

Date: May 19, 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 last met on May 5, 2020 and plans to meet next in early June, 2020.

Contract Language: It was reported to the Committee that an internal working group led by the VP Regulatory and the Registrar has been struck to address the issue of unreasonable contract language. The Committee is very concerned about contracts that include, among other things, uninsurable clauses and is encouraged that this working group is taking action. They look forward to hearing progress updates from the Vice President and Registrar.

World Architecture Day Contingency Plans: In light of the current global public health crisis, the Committee has started to discuss contingency plans for this year's event, including a completely virtual event. Plans are still very much in their infancy and further details will be shared as they come together.

Large Firms Roundtable: Further to the February meeting of large firms that the OAA hosted, the group, supported by the OAA, is moving forward with meetings with the City of Toronto's Chief Planner and Chief Building Official. A date for these meetings have not yet been finalized.

Roundtable on Corporate and Publicly-employed Architects: On March 6, the roundtable on corporate and publicly-employed architects was held. Attended by 14 OAA members and chaired by Kathleen Kurtin, OAA President, this roundtable was an opportunity for participants to discuss the constraints and opportunities that members in corporate and public roles face, as well as ways to advance these important roles.

Finance, Infrastructure and a Green New Deal: Although PACT initially discussed this as a potential roundtable topic, they see it better suited for a larger forum and are considering opportunities such as the OAA Conference. PACT will engage the Communications Committee to share their idea and receive feedback about how this event could be expanded.

Quality Based Selection (OAA QBS Kit): Work with the consultant—Cal Harrison of QBS Canada—is underway on the refresh of the OAA QBS documents. Harrison has completed a number of internal interviews and the literature review/environmental scan is similarly nearing completion. The original timeline shifted due to COVID-19 but is still anticipated to be completed by June, 2020.

Quality Based Selection (Public Sector): OAA staff continue collaborating with a large public sector client as they work towards moving to a quality-based selection process for the procurement of architectural and engineering services. A follow-up meeting is being scheduled to finish the review of their procurement and promotional documents.

PIPEDA: Legal counsel drafted a template privacy policy that, once finalized, will be available for members' use. A final draft of the policy will be shared with Council once available.

Member Survey: PACT has undertaken to review the results of the member survey to determine if there are new projects to be undertaken by the Committee. Insights from their review will be shared at the June meeting of Council.

Economic Recovery: PACT has started a discussion about architects "going back to work" as Ontario's economy begins to reopen amid the current public health crisis. The Committee has significant health and safety concerns. The issue has been referred to the VP Practice for further review.

More Homes, More Choice Act (Bill 108): This legislation amended 15 different pieces of other legislation, including the *Planning Act* and the *Ontario Heritage Act*. Section 37 has been replaced with Community Benefit Charges, and PACT is interested in taking a closer look at the revised *Planning Act* to understand how municipalities can no longer provide incentives in the context of energy efficiency measures over and above the base building code levels, ie. LEED, R2000 or Passive House. A notable exception is the City of Toronto's Toronto Green Standard (TGS), as Toronto is governed by its own Act. Demolition by neglect was also discussed at some length, noting it is an important issue from a perspective of heritage preservation, sustainability, and in the context of a national architecture policy. A review of the reforms is currently underway.

Meetings

City of Toronto Broader Construction Association Consultation Group (BCACG)

No meetings of the BCACG are currently scheduled. OAA Staff from Practice Advisory Services and Policy recently participated in a City-led market sounding on engineering and architecture services.

Construction and Design Alliance of Ontario (CDAO)

The CDAO Economic Recovery Working Group continues to meet on roughly a weekly basis, with the next meeting occurring on May 22. So far, multiple briefing notes and letters have been issued including to Ontario Finance Minister Rod Phillips, who is the Chair of Ontario's Jobs and Recovery Committee. Another submission on economic recovery is currently being finalized, including a letter to Prime Minister Trudeau and the OAA has been influential in adding site plan approval, climate stability and health and safety as priorities.

On April 28, CDAO partnered with ReNew Canada to host an interactive online conversation on the vital role infrastructure will play in economic recovery post-COVID-19.

A survey forming an important part of the Ryerson Study on the Impacts of Upfront Investment in Projects will be finalized shortly, and then distributed to respective members of CDAO organizations in hope of getting a broad range of input.

The next meeting of the CDAO Forum will be held on May 19, 2020.

Action: No action required.

Attachments:

- CDAO Letter to Minister Rod Phillips (May 11, 2020)
- CDAO Letter to Minister Rod Phillips (April 22, 2020)
- OAA Letter to Minister McKenna (April 22, 2020)
- (Additional letters in the OAA [GR portal](#))



Construction & Design Alliance of Ontario

May 11, 2020

Honourable Rod Phillips
Minister of Finance
Chair, Jobs and Recovery Committee
Frost Building South, 7th Floor
7 Queen's Park Cres
Toronto, ON M7A 1Y7

Reference: Ontario's Post COVID-19 Economic Recovery - Opening of ICI Construction

Dear Minister Phillips:

We appreciate the work your government has done to methodically open up sectors of the industry, while ensuring the health and safety of Ontarians and workers.

Last year, the Ontario construction industry was responsible for 8% of the province's GDP - a figure that has grown each year. With 466,000 highly skilled employees, the province's economic recovery must include fully mobilizing the construction industry as soon as possible.

The closing of sectors of our industry resulted in 94,000 construction employees losing their livelihoods this April. The continued shutdown of many sites, including institutional, commercial and industrial (ICI) construction leaves most of these workers still waiting to return, and their companies at risk of financial loss and bankruptcy.

To that end, we believe it is time to fully reopen the Ontario construction industry. We also understand reopening all sites will only happen if we can demonstrate that we will contain the COVID-19 spread between our workers and the public.

It is important to recognize that the risk of COVID-19 spread between our workers and the public is extremely low, and we continuously improve our health and safety protocols to further minimize any potential spread within our worksites. New build construction is not public-facing. Only persons working or delivering to the site have access, which allows us to supervise and train all personnel to comply with Ministry of Labour guidelines and site-specific requirements. With a secure perimeter, proper sanitary procedures and established protocols, the risks of transmission on sites are minimized.

This process has been very successful. As of May 8, the WSIB has approved 331 COVID claims, however, not one single claim was observed from the construction rate groups.

The contractors that have remained operational have implemented containment and health practices that far exceed the Ministry of Labour's Guidelines. The industry has worked closely with the Infrastructure Health and Safety Association (IHSA) and the Chief Prevention Officer to establish best practices. This includes procedures for working inside the physical distancing

requirements that provides complete protection for the workers without the need for medical-grade PPE—saving this much-needed resource for frontline healthcare workers.

We have also implemented staggered shifts and other similar measures to ensure the health and safety of workers.

Given the extensive and comprehensive health and safety measures taken by industry and the nature of construction work, we believe that there remains no barrier to opening up the entire construction industry. We are committed to stopping the spread of COVID-19, while kick-starting our economy and bringing our employees back to work.

Sincerely,



Sandro Perruzza
Chair, Construction and Design Alliance of Ontario (CDAO)

CDAO Member Associations

Association of Registered Interior Designers of Ontario www.arido.ca	Concrete Ontario www.mcao.org	Consulting Engineers of Ontario www.ceo.on.ca	Heavy Construction Association of Toronto www.hcat.ca
Mechanical Contractors Association of Ontario www.mcao.org	Ontario Association of Architects www.oaa.on.ca	Ontario Association of Landscape Architects www.oala.ca	Ontario Electrical League www.oel.org
Ontario General Contractors Association www.ogca.ca	Ontario Home Builders' Association www.ohba.ca	Ontario Road Builders' Association www.orba.org	Ontario Sewer & Watermain Construction Association www.oswca.org
Ontario Society of Professional Engineers www.ospe.on.ca	Residential Construction Council of Ontario www.rescon.com	Residential and Civil Construction Alliance of Ontario www.rccao.com	Surety Association of Canada www.suretycanada.com



Construction & Design Alliance of Ontario

Association of Registered
Interior Designers of Ontario
www.arido.ca

Consulting Engineers
of Ontario
www.ceo.on.ca

Heavy Construction Association
of Toronto
www.hcat.ca

Mechanical Contractors
Association of Ontario
www.mcao.org

Ontario Association
of Architects
www.oaa.on.ca

Ontario Association
of Landscape Architects
www.oala.ca

Ontario Electrical League
www.oel.org

Ontario General
Contractors Association
www.ogca.ca

Ontario Home
Builders' Association
www.ohba.ca

Ontario Road
Builders' Association
www.orba.org

Ontario Sewer & Watermain
Construction Association
www.oswca.org

Ontario Society of
Professional Engineers
www.ospe.on.ca

Residential Construction
Council of Ontario
www.rescon.com

Residential and Civil
Construction Alliance
of Ontario
www.rccao.com

Surety Association of Canada
www.suretycanada.com

April 22, 2020

Honourable Rod Phillips
Minister of Finance
Chair, Jobs and Recovery Committee
Frost Bldg S, 7 Queen's Park Cres
Toronto, ON M7A 1Y7

Dear Minister Phillips:

RE: Ontario's Post COVID-19 Economic Recovery – Construction Industry

The members of the Construction and Design Alliance of Ontario (CDAO) would like to provide you and the Jobs and Recovery Committee with specific recommendations for consideration as part of the Province's post COVID-19 economic recovery.

The member organizations of CDAO plan, design, build, operate, and maintain the vast majority of public and private infrastructure in Ontario. Collectively, our member companies employ hundreds of thousands of workers and account for billions of dollars of local economic development and growth.

We would like to commend the Government of Ontario for its leadership to date in addressing the impacts of the COVID-19 pandemic and taking an inter-Ministerial approach to address these efforts. The CDAO appreciates the government's responsiveness to industry concerns, including the recent decision to remove the suspension of limitations impacting the *Construction Act*, restoring standard industry practice for the release of holdback funds.

CDAO would also like to commend this government's commitments to ensuring the Occupational Health and Safety concerns of workers employed in essential workplaces remain to be protected in order that they can continue to provide the much needed services that we rely on a daily basis. As such, CDAO was proud that our member firms worked collaboratively with our government and labour partners to establish and implement the new COVID-19 protocols in the Construction industry.

As the Province continues to address the health and safety of Ontarians and begins to chart the economic path forward, there are seven main recommendations that should be considered for Ontario's construction, design and professional services (broader construction) sector. These include the government providing clarity on its intent on what the economic recovery looks like for Ontario; the need for synergies between the federal, provincial and municipal governments; and the importance of addressing risk management and accommodation in contracts, tenders and project proposals going forward.

The CDAO wishes to be clear about the context in which it offers its proposals for consideration to the Committee. Without question, public health and the health and safety of workers and their workplaces must be paramount. It is our collective opinion that an economic remobilization and recovery is pointless if it comes at the expense of the people it is meant to help.

The CDAO also recognizes that any decision the government makes for remobilizing the provincial economy will be subject to satisfying several fundamental criteria. These include, but are not limited to; a sustained decline and ultimate absence of new infections, continued widespread public testing and contact tracing, a gradual reopening of the broader Ontario economy with timed emphasis on specific sectors, coordination of different sectors, and the support of the public.

Recommendation 1: The Government should develop a comprehensive project investment pipeline document, similar to that of the Infrastructure Ontario P3 Market Forecast, which is informed by existing regulated municipal asset management plans. Such a document would help to ensure proper preparation of market resources to maximize industry's response and to help expedite the funding of prioritized projects.

The existence of municipal asset management plans will facilitate the prioritization of early works. Projects identified in these plans have been previously vetted and planned for at the municipal level. They have helped municipalities to stage projects in a way that meets their demands for efficient growth and prioritize projects based on need. By utilizing these plans to select projects for investment, the province will be able to reduce the application timeline, and by encouraging the federal government to also utilize these criteria, investments can be made expeditiously, without the lag-time experienced in past programs that required the federal application and selection process.

Recommendation 2: The Government should work with industry to establish proper sequencing, scheduling and preparation of market resources (which can be sufficiently marshalled and coordinated to maximize and streamline industry's response to the Province's needs).

A core component of Ontario's recovery from the current pandemic will be the thoughtful, informed and efficient remobilization of key sectors of the provincial economy. Ontario's broader construction sector will be an essential element of the government's economic recovery strategy and our collective transition back to normalcy and prosperity.

As all governments remobilize, we believe that success will be contingent on orderly and deliberate execution. To be successful, reliable and accurate information will be essential. Queen's Park will need to clearly signal its intentions to the market so that businesses have a clear line of sight into, and understanding of, the objectives and expectations the government wishes to achieve.

Having greater clarity will enable the market to be better positioned to adequately prepare and mobilize its resources to efficiently and effectively partner with government on the proper projects in the proper sequence and with the necessary and varying degrees of urgency and intensity depending on specific needs. If the economy is thought of as a system of interconnected pieces, each playing a role to sustain Ontario, then those pieces need to be brought back online in the right order and gradual intensity until the system can ultimately sustain itself.

We propose the restart of the broader construction sector be approached in two phases each with their particular purpose. The first phase is envisioned to address short- and medium-term infrastructure needs and projects.

These structural investments represent the design and construction projects that are already contained in current budgets and programs that can be quickly readied and executed utilizing available funds. The second phase would address longer term needs and emphasize more transformational investments.

What cannot be stressed strongly enough is the importance and disproportionately significant impact of detailed, unambiguous and accurate communication of government intent. Ontario's broader construction sector is a system with different actors providing services that must be properly considered and coordinated in order to support the successful design, execution, and completion of projects.

Only with a clear understanding of the government's intended actions; in particular sectors (ICI and residential), with particular projects, on a particular timeline and varying degrees of urgency can the market sufficiently prepare to meet these expectations all the while maximizing the value of its resources and the return on investment to the public.

Recommendation 3: Applying best practices for coordinating project investment and approvals will assure that the construction and design sectors are operating efficiently and that the investments are being made strategically.

One of the most important components of economic recovery will be the restoration of government investment in public infrastructure. These investments have the dual effect of generating jobs and enhancing prospects for future sustainable growth, both of which will be critical for economic recovery at both the municipal and provincial levels.

Getting projects to market as prudently as possible is important, as these investments will create and immediate economic 'kick-start.' The Government of Ontario has learned valuable lessons in this coordination process over the last decade, coming out of the 2009 federal Infrastructure Stimulus Fund and subsequent federal and provincial infrastructure investment programs. Moving forward, it will be important to apply these lessons to ensure the application process for funding and project selection are familiar and straightforward, as well as to ensure that municipal approvals are streamlined to ensure projects can launch as quickly as possible.

Recommendation 4: A legislated provision for accommodation (time and compensation) should be inserted into all construction and professional services contracts where the effects of COVID-19 might result in failure to perform or delay, including workforce and supply chain considerations. This could be performed under the *Emergency Management and Civil Protection Act*.

Without fair and reasonable contract accommodation provisions, the broader construction industry faces double jeopardy: required to mobilize or carry on notwithstanding the present and lingering effects of an unprecedented pandemic, while potentially faced with contractual penalties, liquidated damages and the ostensible need to mitigate where operational mitigation may not be reasonably achievable.

It will be extremely difficult to assess the impacts of the enhanced health and safety measures, quarantine restrictions and social distancing protocols over the life of a project. These impacts include labour, insurance and bonding and supply chain and project sequencing considerations.

Additionally, such a provision would prevent the necessity for a contractor or professional services provider to carry a significant risk contingency in its bid or proposal to cover the unknown and unqualifiable risks associated with the pandemic.

It will be particularly difficult for proponents to maintain competitiveness during these uncertain times, and we encourage the province to ensure a level playing field for construction contract bids and professional services proposals, which will, in turn, result in the best value for tax dollars.

In order to ensure that reasonable provisions are made to provide fairness to industry in terms of both time and additional cost incurred, it is necessary for there to be a clear statement of policy, supported by a commitment to future contractual, statutory and/or regulatory measures which would address how the Government of Ontario will promptly and expeditiously treat delays, disruptions and other COVID-19 related time and cost impacts on current and future contracts.

Recommendation 5: Following the lead of the provinces of Quebec and British Columbia, reopen the critically time-sensitive and largely sequestered earthworks and site servicing of private land development sites.

This work is very safe, being performed primarily by operators in isolation in heavy equipment and can respect the required physical distancing protocols due to the nature of the work. It is crucial to perform this work early in the construction season, as this work is necessary prior to any structural construction work taking place on new projects.

By loosening these restrictions, the government will be ensuring that private sector investments, and employment in the construction and design sectors, have the capacity to return to pre-crisis levels as quickly as possible upon the reopening of the economy. It allows for the more isolated construction jobs to restart; it provides needed revenue to municipalities; it increases private investment capital into the economy; and, it creates the conditions that will allow for many more construction jobs to be initiated once the industry has been fully reopened.

Recommendation 6: Now is the time to invest in predesign and design activities. As a precursor to development and construction, design plays a critical role in preparing projects for permit and construction. If the government invests in predesign and design activities now, then Ontario can hit the ground running once it is safe to do so.

This will provide opportunities for the construction jobs that will help to quickly rebound our economy once we have emerged from the COVID-19 crisis. This is timely as predesign and design work can be safely done without risk of spreading the disease. There are many projects that were identified before the pandemic hit Canada, which are currently on hold waiting to move forward. Now is the time to move those projects forward, so that the planning, design, and pre-construction work can take place to ensure shovel-ready projects are in place once the current crisis is over.

Recommendation 7: On-Going Development of COVID-19 Health and Safety Protocols and Increased Inspection and Enforcement on active worksites.

CDAO members are proud of the significant investment we make to keep our sites and workers healthy, safe and well. We addressed the sudden introduction of COVID-19 into the province by developing new procedures and standards to ensure all workplace parties remained safe. We collaborated with our labour partners to jointly develop new H&S protocols that were sent to the Chief Prevention Officer and were soon endorsed to become the Standard that was issued by this government on March 29th, 2020.

Once the government is ready to phase in new worksites and our industry is permitted to expand construction related activities, we will ensure that the enhanced processes and procedures are in place to maintain healthy and safe sites. Clear direction, support and ongoing enforcement from the Ministry of Labour Training and Skills Development is required for this to be achieved.

We will continue to meet the high standards of care to limit exposure to our workers, and will continue to invest in the health, safety and wellness of everyone involved.

With the collective weight of our membership-based organizations, the CDAO has a keen understanding of the issues facing the design and construction sectors during the COVID-19 pandemic across the province at both the provincial and municipal levels. Our members hold a wealth of knowledge about how legislative, regulatory, and policy issues could impact the actual design and construction of critical infrastructure across the province, especially as the economic recovery begins. CDAO is working with its members to provide further details on the proposed recommendations contained in this letter and we will follow up shortly with an additional document.

In the meantime, please do not hesitate to contact Saskia Martini-Wong (416-200-2102 or smartiniwong@associationperformance.ca) at the CDAO office if you have any questions.

Sincerely,



Sandro Perruzza
Chair, CDAO &
CEO, Ontario Society of Professional Engineers (OSPE)

CDAO Member Associations Include:

Association of Registered Interior Designers of Ontario www.arido.ca	Consulting Engineers of Ontario www.ceo.on.ca	Heavy Construction Association of Toronto www.hcat.ca	Mechanical Contractors Association of Ontario www.mcao.org	Ontario Association of Architects www.oaa.on.ca
Ontario Association of Landscape Architects www.oala.ca	Ontario Electrical League www.oel.org	Ontario General Contractors Association www.ogca.ca	Ontario Home Builders' Association www.ohba.ca	Ontario Road Builders' Association www.orba.org
Ontario Sewer & Watermain Construction Association www.oswca.org	Ontario Society of Professional Engineers www.ospe.on.ca	Residential Construction Council of Ontario www.rescon.com	Residential and Civil Construction Alliance of Ontario www.rccao.com	Surety Association of Canada www.suretycanada.com

Copy To:

Charles Lammam, Executive Director of Policy and Budget, Office of the Minister of Finance
Patrick Sackville, Director of Policy, Major Projects and Partnerships, Office of the Premier of Ontario
Daniel Gordon, Director, Budget and Fiscal Planning, Office of the Premier of Ontario



Ontario Association of Architects

April 22, 2020

The Honourable Catherine McKenna, MP
Ministry of Infrastructure and Communities
180 Heath Street, Suite 1100
Ottawa, ON K1P 0B6

[sent via email]

Dear Minister,

The Ontario Association of Architects (OAA) is the licensing body and professional association for the province's architects. Established in 1899, it is entrusted with a provincial mandate to regulate the practice of architecture "in order that the public interest may be served and protected." The profession's responsibility to the public interest is incredibly important during this pandemic, and architects stand ready to help.

While the OAA typically focuses on provincial affairs, certain circumstances warrant its engagement at the federal level. The response to COVID-19 is proof of Canada's capacity for collective and cohesive action at multiple levels of government when needed. The current pandemic is a precursor to what we may face with the looming climate crisis. An influx of federal money in response to the economic devastation of COVID-19 should be focused on preparing for, and mitigating the effects of, climate change. A holistic approach at the national level has the potential to lead to resiliency and climate stability. There is a path forward, together.

The OAA wholeheartedly supports the "shovel-ready" initiative you recently announced as a way to reboot the economy. This initiative can also have a positive impact on climate and carbon mitigation and adaptation in the same way that the government ensured funding directed toward the downturn in the oil sector benefited the environment. In Canada, the built environment is among the largest sources of carbon emissions, along with the transportation and energy sectors, and it is the easiest sector to mitigate to align with our national and international commitments.

On behalf of Ontario's architecture profession, I offer you the following suggestions for your consideration.

1. Provide the infrastructure to allow for fully embracing the potential of digital services.

While the government has a Connectivity Strategy and is working to bring high-speed internet to all Canadians, access continues to be inconsistent or unavailable in many parts of the country, and costs vary widely for the service. This makes working remotely a challenge for many businesses as well as municipalities. The government should work toward accelerating its high-speed strategy to bring access to the country. This would help support businesses and municipalities to operate, or continue operating, remotely.

While access would assist many businesses and municipalities, other challenges would still remain. Many municipalities have implemented digitally processed permit

applications, reviews, and issuing permits wherever possible. However, others still require funding and support in embracing digital services, as well as aligning systems and efficiencies. Once construction restarts, simple protocols such as live webcams and real-time mobile video calls will help maintain physical distancing on construction sites.

Building projects require the expertise of not only architects, but also building officials. It is critical that everyone be able to work together safely, maintaining physical distancing practices. By helping municipalities with this transformation, the federal government would help move projects currently stuck in the approval process to be ready so that work may commence as soon as conditions permit.

2. Upgrade all existing building stock to improve resiliency and energy efficiency.

Renovating existing structures takes advantage of embedded carbon while minimizing the need for additional carbon expenditure. Much of our existing building stock predates the climate extremes we are now experiencing as well as the new technologies that have been developed in response.

The government should invest in new projects and infrastructure that meet the highest degree of energy efficiency, increasing resiliency against both energy supply disruptions (such as the recent propane shortage in Quebec) and financial shocks, while working toward reducing carbon emissions. Ontario architects have created buildings that have reduced total operating costs by more than 70 per cent, and greenhouse gas emissions by greater than 90 per cent, at no net increase in capital/construction budgets, as evidenced by projects among our 2020 OAA Design Excellence Award finalists. This has raised the bar for awards competitions. Federally procured projects should set these same net-zero targets as minimum standards moving forward.

Such measures can be driven in the short term by adding criteria to the funding structure of shovel-ready projects. Beyond that, energy and resiliency targets need to be incorporated into the National Building Code and, by extension, provincial building codes. Implementation of a NEC/NBC Energy Step Code is a great move, but it needs to be expanded to establish performance targets and carbon intensity targets to align with 2030 and 2050 international standards. Energy use intensity (EUI) benchmarking and reporting must also be developed for all types of building and sizes.

Finally, the government ran on a plan that would result in the creation of zero-emission homes and retrofitting 1.5 million homes to make them energy efficient. As we reboot the economy, there will be no better time to implement these campaign commitments.

3. Help municipalities complete public construction and infrastructure projects.

With federal dollars already set aside for infrastructure projects, there is a unique opportunity emerging to support provinces and municipalities to complete previously identified public projects that do not have the funding to proceed. Years ago, it was reported that the federal government was having difficulty spending dollars allocated

to kick-start a sluggish economy. The gravity of the current situation means that experience cannot be repeated.

It is within the public's best interest to see these infrastructure projects move forward and be completed. Federal support may prove integral to the completion of active projects, requiring the government to expeditiously push out any of the unspent infrastructure funding.

4. Invest in predesign and design activities now.

As a precursor to development and construction, architecture plays a critical role in preparing projects for permit and construction. If the federal government invests in predesign and design activities across the country now, then Canada can hit the ground running once it is safe to do so. This will provide opportunities for the construction jobs that will help rebound our economy. It is important that work resumes quickly once we have emerged from the COVID-19 crisis.

Fortunately, predesign and design work in particular can be safely done without risk of spreading the disease. There are many projects that were identified before the pandemic hit Canada, which are currently on hold waiting for funding approval to move forward. Now is the time to approve those projects so that the planning, design, and pre-construction work can take place to ensure shovel-ready projects are ready to go once the pandemic is over.

5. Ensure the country is positioned to succeed.

Affordable housing, hospitals, daycares, schools, community centres, libraries, emergency services building, and parks require programming and design studies. Many huge projects are only possible through the completion of small and mid-sized "enabling" projects that are complicated and take time. While there may be a desire to halt some of this work, continuing on with programming and design will ensure that projects are ready when it is safe to begin construction. These projects also engage many small and mid-size practices in communities across Ontario and all of Canada.

In Ontario, the architectural profession has a tremendous impact on the province, enabling 14 per cent of the GDP and supporting nearly one million jobs. In some respects, this makes it easy to overlook the fact that more than 75 per cent of architectural practices are very small businesses with fewer than two architects and less than 20 employees. It is critical to ensure that these smaller businesses are also included in the reboot. Architectural practices of all sizes are ready to contribute to this recharging of our economy.

6. Utilize our COVID-19 response to achieve climate stability.

Solutions to this crisis can help mitigate the next one. As we look to develop an economic response to COVID-19 and beyond, there is an excellent opportunity to expand and create new jobs and business opportunities by promoting research and local manufacturing of the building materials needed for the construction industry as it transitions to greater energy efficiency. Products such as triple-glazed windows, advanced insulation, heat/energy recovery ventilation (HRV/ERV) units, geothermal pumps, ceramic radiant panels, grid-tied battery systems and grid-scale battery

backups, photovoltaic innovations, and heavy timber assemblies can all be developed and manufactured in repurposed industrial buildings across the country. Many of these products are currently imported from abroad, slowing down timelines and impacting efficiencies.

While this would create new jobs and business opportunities, a Canada that invests in new built projects would have the additional benefit of ensuring they are resilient to the intensification of climate events on the horizon. Incentivizing energy-efficient projects, and encouraging the renovation and restoration of the nation's existing building stock, will result in the reduction or elimination of energy costs, impacting long-term operating costs. It will also leave more money in the pockets of owners of public and private buildings, saving the country money and making it a better place in which to live and do business.

Empowering businesses to develop innovative solutions to this public health challenge has invigorated innovation in the country. When this challenge is met, that innovation could be refocused on the longer term challenge of achieving climate stability.

The results of these initiatives would create better, resilient buildings, in a healthier environment, while providing a global competitive advantage for the country. The creation of buildings and industries that address sustainability also offers new jobs for Canadians from across the diverse skill set of people that make up our diverse country. Additionally, ensuring lower operational costs on buildings such as social housing, libraries, and community centres is a good financial strategy for the future.

If you have any questions, wish to discuss any of this further, or would like the architecture profession's perspective on any matters, I am always open to discussion. I would look forward to working with you.

Thank you for your continued leadership,



Kathleen Kurtin, Architect
OAA, FRAIC
President





Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 5.3.b

Memorandum

To:

Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From:

Andy Thomson, VP Strategic, Chair, Sustainable Built Environments Committee

SBEC Committee Members:

Andy Thomson (Chair)
Terri Boake
Paul Dowsett
Danny Harvey
Katie Kurtin
Sheena Sharp
Geoff Turnbull

Cheryl Atkinson
Eric Charron
Mariana Esponda
Joy Henderson
Mae Shaban
Erik Skouris

Date:

May 15, 2020

Subject:

Sustainable Built Environments Committee (SBEC) Update

Objective:

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

Background: SBEC met last on May 5, 2020. At that meeting, Eric Charron delivered his presentation on first principles to deep energy retrofits in old buildings. This presentation will be available to membership and the general public in the coming weeks via the OAA website.

SBEC is planning to move ahead with the development of the TEUI calculator. Their request for Council's support for a Request of Quotes (RFQ) is covered elsewhere in the Council package.

Toronto 2030 District: It was reported that the Toronto 2030 District has applied for funding through an IESO grant program and that the OAA has been named as the administrator of the funds should the application be successful. As administrator, the OAA would be required to volunteer some time including writing memos, receiving funds and writing cheques. The funding has been requested to help the Toronto 2030 District move from a building-by-building approach to a community level. See the IESO funding proposal attached.

Support for NBC/NEC Changes: SBEC recommends that, once the proposed changes to the National Building and Energy Codes are implemented, the OAA issue a letter to congratulate the federal government and encourage further changes. The Committee is particularly

interested in the implementation of the step code requirements and noted that they have been working on objective energy efficiency standards for over 12 years including the development of the 2030 Targets found on the OAA website [here](#).

Publicity Piece on Energy Efficiency Using COMPASS Data: SBEC discussed the possibility of creating a publicity piece on energy efficiency using COMPASS data to demonstrate the role of architects in energy efficiency. This piece could be shared through the OAA website and social media platforms. Further investigation about this is required.

Motion on Standards for Residential Energy Efficiency: SBEC strongly believes that objective standards for residential energy efficiency are fundamental as they offer “apples to apples” comparison by building type and they offer a metric to work towards. As such, the Committee is currently drafting a motion for the introduction of standards. Once finalized, this motion will be shared with Council for review and approval.

Collaboration with Canadian Architect: SBEC has the opportunity to co-author articles with Elsa Lam, editor of *Canadian Architect*, about topics related to climate stability. Due to the ongoing public health crisis this opportunity is at a standstill. Council will be updated as progress is made.

Embodied Carbon Research: SBEC is currently compiling data sets about embodied carbon from around the world. This information will be used to create proxies for Canadian buildings. Once available, the information will be made available to members and the public via the OAA website.

Four Walls: SBEC is currently working on expanding the scope of Four Walls to include more assemblies. Furthermore, the Committee has undertaken research on embodied carbon as part of this expansion of Four Walls and will provide data and information about performance and embodied carbon for the suggested materials in each assembly.

Training Programs: SBEC has been working to bundle training programs for OAA members, by requesting that training outfits prefill forms available at the [Canada-Ontario Job Grant](#) website, which can fund up to \$15,000 per employee. The Committee has identified Passive House, EnerGuide and R2000 as particular focuses and will consider other training programs as well.

Action: No action required.



Ontario Association of Architects

FOR COUNCIL MEETING

May 27, 2020

(open)

ITEM: 5.3.c

Memorandum

To: **Council**

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

From: Kristi Doyle, Executive Director

Date: May 15, 2020

Subject: Update on Appeal of Harmonized Zoning By-law

Objective: To provide Council with an update on the Harmonized Zoning By-Law Task Group and the related OAA appeal to the OMB

Background:

As a result of COVID-19, the Local Planning Appeal Tribunal (LPAT) postponed scheduled in-person hearings pursuant to the Government of Ontario's Emergency Order.

On April 16, LPAT staff informed the OAA and other participants that the Tribunal is considering the possibility to proceed using alternative formats including written, videoconference and teleconference.

The OAA has not heard of any final decision about holding the hearing using an alternative format, nor has a future date been set to conclude the appeal.

Action: No action required.



Ontario Association of Architects

FOR COUNCIL MEETING

May 27, 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
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
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Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From: Chair, Communications Committee
Amir Azadeh

Committee Members
Bill Birdsell
Jennifer King
Joël León
Arezoo Talebzadeh

Jeremiah Gammond
Carl Knipfel
Elaine Mintz

Date: May 10, 2020

Subject: Communications Committee Update

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

Background: The Communications Committee met on Tuesday, May 5, using Zoom to plan further initiatives, discuss important matters, and receive updates on various priorities, programs, and channels. The meeting began with discussion on Conference, as the Committee learned of considerations from cancelling the 2020 edition (including the rolling over of venue deposits to the next time the event take place in Toronto—2022). Planning continues for Niagara Falls (2021) and Sudbury (2023) while remaining mindful of the current situation. A special Committee meeting has been scheduled for November to discuss venues and partners for the 2024 event, which will be held within the Greater Toronto and Hamilton area.

Regarding public awareness sponsorships, the deadline is on Monday July 27. The Special Project Funding (SPF) deadline for Local Architectural Societies would normally be this date as well, but Comms staff will be seeking input as to whether a one-month extension would be helpful given the impact of the pandemic on not only the ability to host events but also to plan other initiatives.

The Communications Committee continues to see value in podcasts and will be putting together a memo for Council for consideration of a budget to ensure access to the right technology for this important tool that can not only engage the membership and showcase the profession's diversity, but also share information, experiences, and educational opportunities.

1. Priority Projects

WEBSITE REVIEW

Over the last several months, virtual meetings with staff departments (including the Office of the Registrar, Practice, Continuing Education, and Policy/Government Relations) have taken place to review page layouts and finalize content requirements as we prepare for the website launch. Beta review and testing is planned to begin in early June.

There will be a virtual launch event/webinar on Tuesday, June 30 around lunchtime. This will include the the VP Communications introducing the new logo and website, as well as the OAA President greeting the membership during this time of pandemic.

OAA HQ RENEW + REFRESH

The *Canadian Architect* article by OAA President Kathleen Kurtin was published in the April issue. Discussions regarding the article and how it can be integrated into an educational module are under development.

The 360-degree photography is now complete and the final video and images were received May 12 from the supplier. This content will be prepared for the new website and available for use in subsequent education modules.

The building 'soft launch' will be integrated into the website launch. An official launch/opening of the building is delayed due to COVID-19.

NEW OAA LOGO

The New OAA Visual Identity Program is on target to be launched at the end of June in conjunction with the OAA Website. The Visual Identity Guideline, together with the OAA Style Guide, continues to be developed as designs and templates are created. These will be reviewed by Communications staff to ensure consistency in formatting and writing for all OAA content.

OAA documents are being updated for the launch of the website. This "phase I" is logo replacement, whereas "phase II" will be a full redesign that follows the new visual identity guidelines. OAA certificates are being redesigned to reflect the new identity and will roll out at the same time as the website.

Staff is also looking at replacing the current logo in newsletters, with more design changes planned later when suitable solutions could be explored. (This include possible directed communications based on audiences and subject matter.) Members of the Communications Committee will also be meeting with members of Comprehensive Education and Interns Committees to explore what a welcome package could look like.

SHIFT Challenge

A webinar event is being planned for late summer to continue to spread awareness about the program and excite the membership about its possibilities. This is expected to bring in some of the previous winners who can share not so much solely their submission, but also the path they took to develop it and how it has grown since.

AWARDS
<p>Since the cancellation of the 2020 Celebration of Excellence due to COVID-19, we have been discussing other options to recognize award-winners. The public announcement of the winners has also been postponed to coordinate timing that would ensure the most media pickup. The Communications Committee discussed various options and felt that a digital event in the fall made the most sense rather than planning and possibly postponing an in-person event at OAA Headquarters or a Conference venue. The idea was that it could take a format similar to the SHIFT PechaKucha. Details will be finalized over the summer months.</p> <p>Executive Council has now also determined that staff will move ahead with informing the winners, but will advise them to keep the information confidential until the official OAA announcement. This way, winners get a morale boost and staff will be able to start coordinating book/award production.</p>
PUBLICATIONS
<p>Work continues on the Awards book with IQ Media (publishers of <i>Canadian Architect</i>), after a delay. The goal is to have both digital and physical copies ready for September, with the latter mailed to winners. As noted previously, the print run is greatly being reduced with respect to pursuing more carbon-stable operations and recognizing the accessible power of digital media.</p> <p>The Annual Report has been developed, with a preliminary draft being reviewed by the VP Comms and then the President. This year's edition moves to a more graphic, succinct format that closely follows the OAA's new visual identity. It will be predominately a digital publication, with hard copies reserved for those requiring it in government channels.</p>

2. Web Updates (March – May 2020)

UPDATES	DEVELOPMENT	UPCOMING PRIORITIES: In progress
<ul style="list-style-type: none"> COVID-19 Updates Shift Website Updates Webinar Series OAA Practice survey Content creation, editing and migration 	<ul style="list-style-type: none"> Website Redesign Project – consultation, content development, image sourcing, layout & design 	<ul style="list-style-type: none"> Redesign completion Content migration and development Continued CMS training Style Guide revisions Website design review Website demo/beta testing Graphic standard review Accessibility training

3. Social Media Update

INSTAGRAM	TWITTER	FACEBOOK
Followers: 3809 (+459)	Followers: 7311 (+378) Total Likes: 6673 (+456)	Followers: 1991 (+84) Total Likes: 1752 (+107)
<p>Insta Stories/Posts were used to share information about important events/deadlines that would be of interest to members, such as 2021 OAA SHIFT, bOAAg stories, COVID-19, Conference cancellation, Zoom meetings, firms creating face visors, OAA Design Excellence Finalist. On average, about 300+ saw each story.</p>	<p>Twitter is still the OAA's most consistently used social media platform. Posts are planned for a minimum of three to five times daily, hitting the high traffic times of 9 am, noon, and 5 pm. As is standard, the OAA tweeted about COVID-19, webinar series, Design Excellence Finalists, launch of 2021 SHIFT Challenge, etc.</p>	<p>Facebook was used to inform followers about COVID-19, OAA CHAT, Design Excellence Finalist (bOAAg), 2021 SHIFT Challenge</p>

In addition to these channels, the OAA is exploring making use of its LinkedIn account.



Ontario Association of Architects

FOR COUNCIL MEETING

May 27, 2020

(open)

ITEM: 5.5.a

Memorandum

To: Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
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Amir Azadeh
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Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From: Paul Hastings, VP Regulatory

Date: May 27, 2020

Subject: Update

Objective: To keep Council apprised of the Vice-President Regulatory's activities

Background:

- Much of the activity has focused on OAA's response to the current pandemic and Executive Committee meetings as required to address the dynamic nature of the COVID-19 crisis.
- A Discipline hearing has been scheduled for June 3rd and will be conducted as a virtual e-Hearing through a third party provider.
- Pending OAA divisional court hearings are being considered for virtual platform.
- Plan to work with Registrar and Deputy Registrar to develop Regulatory Notice related to unregistered offices (Council item from December 2019).
- All service areas of the Office of the Registrar remain fully functional while working remotely during the pandemic.
- It has been noted that applications for Licence and Certificate of Practice may have been impacted by the pandemic relative to the same period last year:
 - only about 50% licence applications received compared to March- April 2019
 - only about 60% practice applications received compared to last year at this time
- Office of the Registrar working closely with Comm.s to transition regulatory website content in preparation for June launch.
- VP Regulatory is getting an update from the Registrar on the current number of Electronic Notarius Seals and Traditional Seals that have been issued as of this date in May 20, 2020 to assist in tracking the change to electronic seals.

Action: For your information only.



Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 5.5.b

Memorandum

To: **Council**
Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
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Natasha Krickhan
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Milda Miskinyte
David C. Rich
Andrew Thomson

From: Paul Hastings, Vice President Regulatory
Christie Mills, Registrar

Date: May 27, 2020

Subject: Activities under the Registrar
February 19, 2020 through May 14, 2020

1.0 Activities under the Registrar; February 19, 2020 - May 14, 2020

Experience Requirements Committee (ERC): No ERC Interviews during this period.

Complaints Committee: 6 complaints are currently before the Complaints Committee.

Public Interest Review Committee (PIRC): No meetings were held to date in 2020.

Discipline Committee: There was one discipline hearing in March and one that was scheduled for June 3rd as a virtual hearing. There are 15 matters to be scheduled including written hearings for 10 instances of non-compliance with the OAA's mandatory continuing education program 2016-2018 cycle.

There are currently 2 appeals in process.

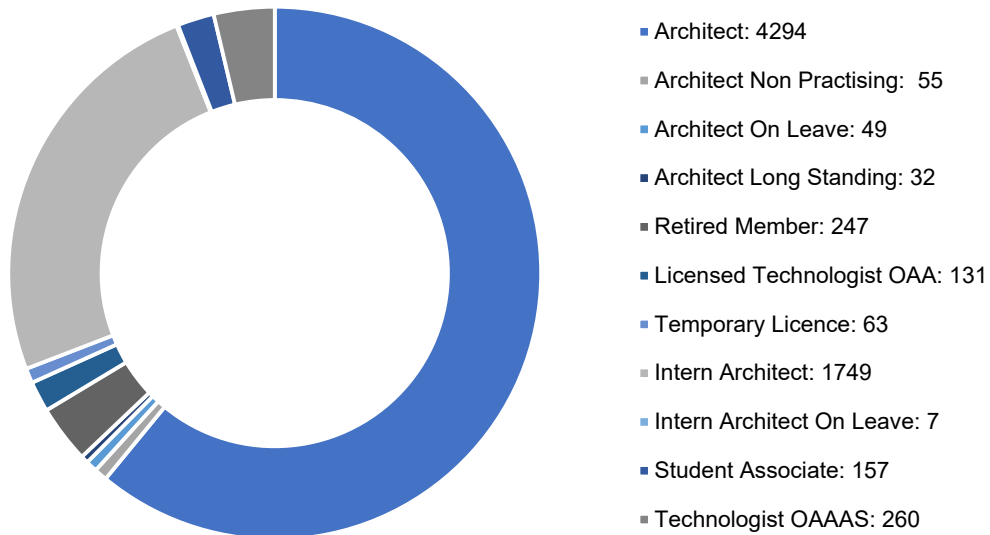
Registration Committee: There is an appeal pending from a decision of the Registration Committee.

Act Enforcement: 16 new matters were reported to the Registrar for investigation related to misuse of the term "Architect" or "Architecture" or otherwise holding out.

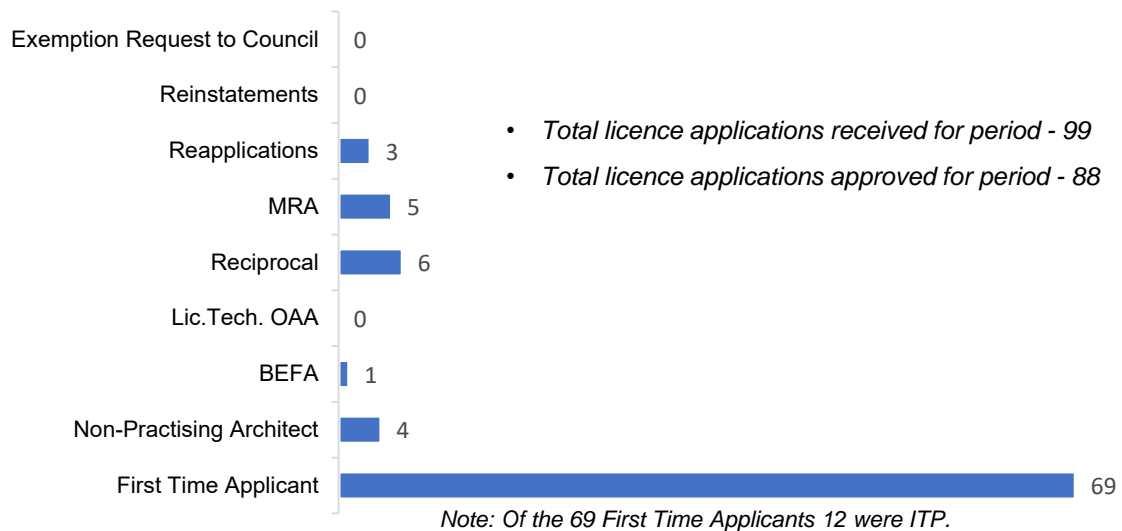
Injunction: There is one injunction in process related to holding out and unauthorized practice.

2.0 Membership as of May 14, 2020

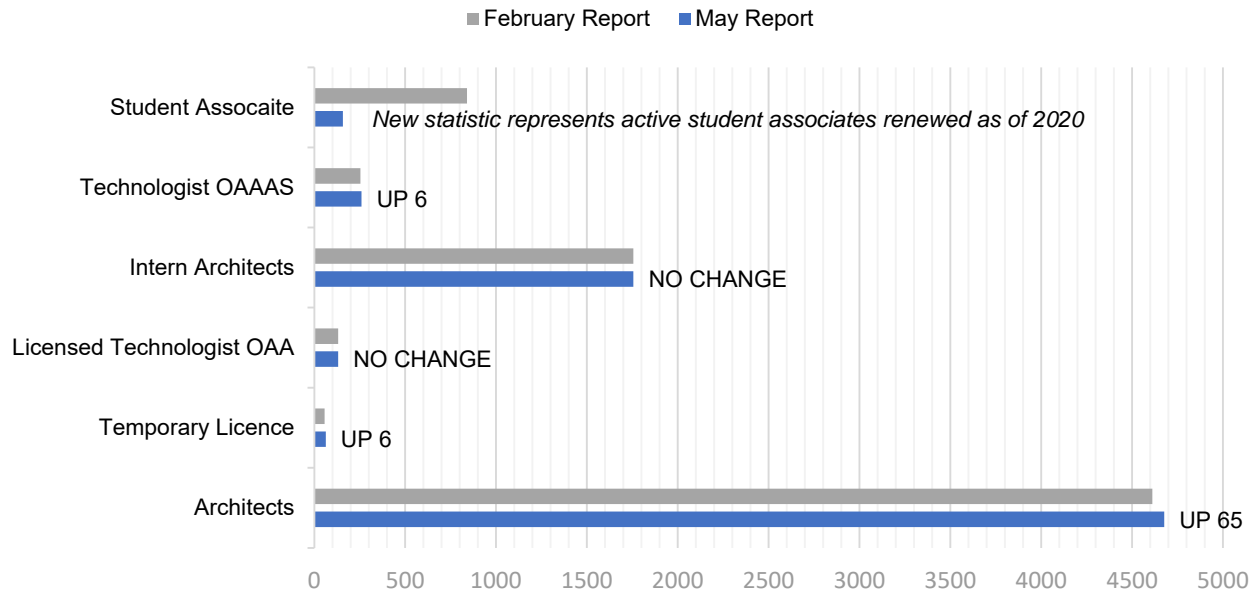
OAA Individual Status Distribution



Licence Application Approval Distribution For Period Feb 19, 2020 – May 14, 2020



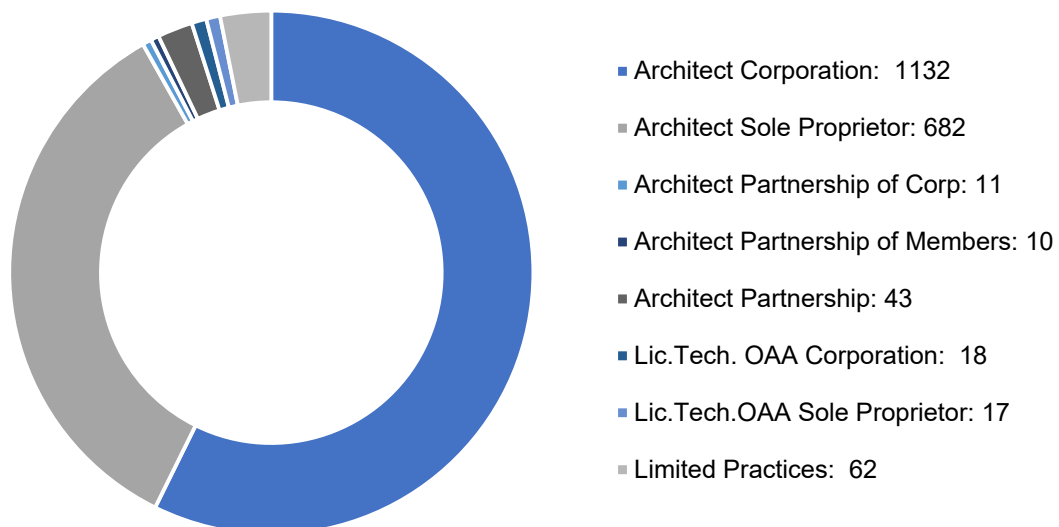
Growth in Individual Status for the Period Feb 19, 2020 – May 14, 2020



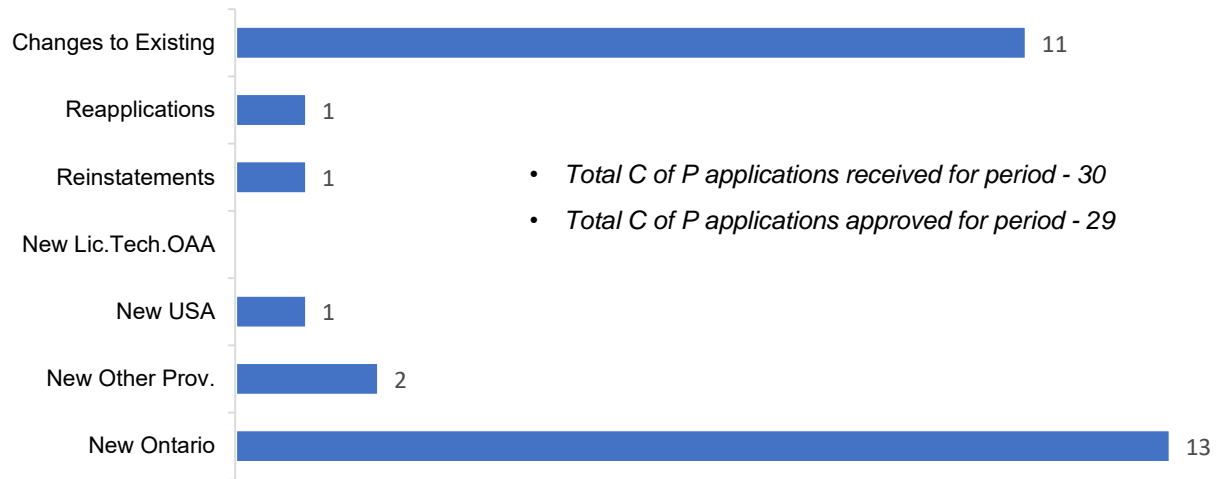
- Total Intern Architect Applications Received for Period - 101
- Total Student Associate Applications Received for Period - 47

3.0 Certificate of Practice as of May 14, 2020

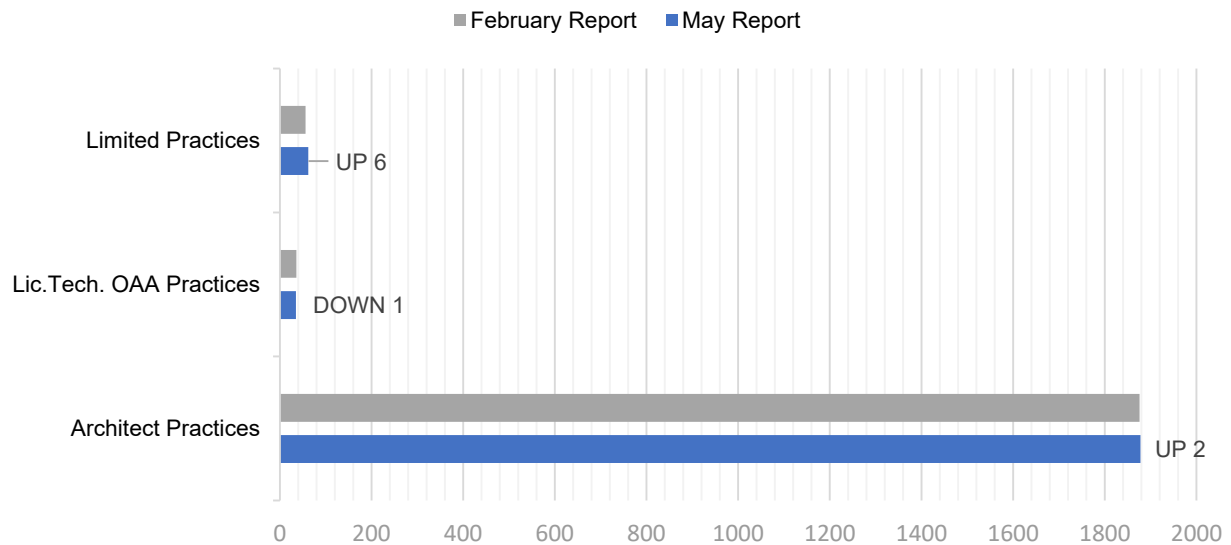
OAA Certificate of Practice Distribution



Practice Application Approval Distribution for Period Feb. 19, 2020 – May 14, 2020



Growth in Certificate of Practice for Period Feb 19, 2020 – May 14, 2020





Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 5.5.c

Memorandum

To: **Council**
Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
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Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From: Natasha H. Krickhan, Councillor & Chair, Interns Committee

Date: May 21, 2020

Subject: Interns Committee Update

Objective: Updating Council on Interns Committee activities

Background: The Interns Committee had its first meeting in early March 2020. As a result of that meeting, Committee members sent me a list of projects and tasks that they would like to work on or that were ongoing from last year. I then formed a subgroup in order to develop a comprehensive list of tasks and projects that could be brought back to the Committee for them to narrow down to a list of 4-5 projects.

In mid to late March 2020 and prior to our second Interns Committee meeting, it became clear that Interns may be at a higher risk of losing their jobs due to the shutdown of non-essential construction sites, a slowing/stop of the permitting process for non-essential work, and impact on the profession as a result of a weakened economy due to COVID-19. This was articulated by a member of the Committee in one of our conference calls to discuss the task list. During the second Interns Committee meeting in early April, this was again articulated by several Intern members of our Committee and there was a lively discussion around this theme.

The Interns Committee reviewed the comprehensive list of tasks/projects and chose several projects to focus on. **The Interns Committee also decided to prioritize communication of important COVID information and resources to support interns and students during the COVID situation.**

The projects that were chosen were aligned with Council priorities for 2020: **EDUCATION, MEMBER ENGAGEMENT AND STABLE CLIMATE; promoting inclusivity, equity and diversity.** The projects fell into 4 categories as listed below:

- Enhance OAA's relationship with students = education + member engagement
- Enhance OAA's relationship with interns = education + member engagement
- Enhance intern's experience of the IAP process = education
- Enhance the mentorship experience = member engagement

The list below indicates the projects that we have been working on or will be working on this year (in no particular order):

1. Outreach in the form of targeted messaging to let Interns know that there are supports in place for them at the OAA (financial hardship policies) – **note that the Executive Director and Registrar sent out a letter to Interns in early May with this info included.** We have heard back from the Interns on our Committee who expressed gratitude about the targeted messaging and its timeliness.
2. Outreach for undergraduate students, M.Arch graduates, and foreign-trained professionals. Targeted messaging with the help of the Communications and Education Vice Presidents and staff to occur in May 2020, July 2020 and September 2020. We would like to follow up with virtual visits to schools of Architecture in the fall of 2020.
3. Intern Architect title review and survey to obtain more focused results about a preferred name (see the attached memo dated May 13, from Ms. Milda Miskinyte, Intern Architect on Council).
4. Joint projects with Pro-Demnity to provide continuing education to Student Associates and Interns to help fill in the knowledge gap between becoming an OAA member (Architect) and being prepared to open a practice (becoming a Certificate of Practice holder).
5. Assisting the Vice President Communications and staff to develop content as it relates to Interns, Student Associates and Foreign trained professionals prior to the new website launch at the end of June 2020.
6. **Bringing a motion to Council to support Student Associates (including new M.Arch graduates) from accredited schools of architecture during the period where they finish school but have not yet received approval from the CACB to become Intern members of the OAA.**

Note that Item no. 6 in the list above came about as a result of discussions with the Interns Committee members when a subgroup met to discuss targeted communications for students and graduates related to Item no. 2. We have worked with the Registrar in order to develop a motion to bring to council.

Action: For Information Only

INTERNS COMMITTEE CHAIR ACTIVITIES

Prepared by: Natasha H. Krickhan, Architect, OAA, LEED AP; Interns Committee Chair

Prepared on: May 21st, 2020

For Period between March 4th, 2020 and May 19th, 2020

Item no.	Meetings and Phone discussions - Topics	Date	Time	Attendees	Action Items	Status
1	Phone call with OAA Registrar, Christie Mills regarding possible Motion to Council (see attached)	19/05/2020	11:35am - 12:01pm	Registrar (Christie Mills)	Motion to Council dated May 20, 2020 - see attached	to be brought forward at the May Council meeting
2	Zoom virtual meeting re: Targeted Communication for Undergraduates and Welcome Package for M.Arch grads	15/5/2020	1:00pm-2:00pm	VP Education Continuum (Agata Mancini); VP Communication (Amir Azadeh); OAA communication staff (Erik Missio and Tamara King); OAA Interns Committee staff (Lashmi Ollivierre and Catherine Reyes); various Interns Committee members	STEP 1: Prepare a simple message and graphic Congratulating students on their achievement to be sent by the end of May. STEP 2: Prepare a second message which has links to the new website and with more detailed info for graduates to be sent in early July.	ongoing
2	Zoom virtual Interns Committee - Meeting no 3	6/5/2020	6:00pm-8:00pm	Interns Committee Members; staff; Registrar (Christie Mills)	Various action items related to projects (refer to the memo coverpage)	for info

3	Phone call with Prodemnity to discuss the possibility of working on Joint projects with the Interns Committee	5/5/2020	4:42pm - 5:44pm	John Hackett, Vice President, Practice Risk Management, Pro-Demnity Insurance Company	Possible projects include audio books of claims stories; podcast with David Croft who wrote the claims stories and possibly Gordon Gryce (former editor of Perspectives) and Allen Humphries (OAA practice advisor); Claims Experience Workbook Webinar with Barbara Ross (Pro-Demnity); Managing an Architectural Practice Webinar with John Hackett (Pro-Demnity);	ongoing; to be pursued by an Interns Sub Committee jointly with Pro-Dem
4	Zoom virtual meeting re: Targeted Communication for OAA Intern members to offer support and information during COVID-19	28/4/2020	3:30pm-4:30pm	OAA President (Katie Kurtin); OAA Executive Director (Kristi Doyle); OAA Registrar (Christie Mills); Intern on Council (Milda Miskinyte); OAA Manager, Education and Development (Ellen Savitsky); OAA Deputy Registrar (Claire Hepburn)	Letter to Interns from OAA Executive Director and OAA Registrar distributed via e-mail.	completed on May 04, 2020
5	Zoom virtual Interns Committee - Meeting no 2	8/4/2020	6:00pm-8:00pm	Interns Committee Members; staff; Registrar (Christie Mills)	Various action items related to projects (refer to the memo coverpage)	for info
	Phone meeting re Interns Sub-Committee	2/4/2020	3:00pm - 4:00pm	Interns Sub-Committee members	Preparation of a task list for the Intern Committee's use	completed
	Phone meeting re Interns Sub-Committee	1/4/2020	2:00pm - 3:00pm	Interns Sub-Committee members	Preparation of a task list for the Intern Committee's use	completed

	Phone meeting re Interns Sub-Committee - task list discussion and COVID-19	31/03/2020	1:00pm - 2:00pm	Interns Committee members: Saman Deilamani ,Intern; Milda Miskinyte, Intern on Council; Hugo Arriojas, Architect; Anna Richter, Architect; Joel Leon Intern and member of the Communications committee	Preparation of a task list for the Intern Committee's use; Discussion regarding COVID-19 as it relates to Interns and students; Question raised: What supports are in place at the OAA to help Interns and students during COVID-19? How can we best communicate with them to let them know of the supports?	completed; questions and comments brought forward at Council meeting on April 16th, 2020
6	Phone meeting re Interns Sub-Committee	14/3/2020	1:00pm - 2:00pm	Saman Deilamani - Interns Committee member	Preparation of a task list for the Intern Committee's use	completed
	Interns Committee - Meeting no 1 at the OAA headquarters	4/3/2020	6:00pm-8:00pm	Interns Committee Members; staff; Registrar (Christie Mills)		for info

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: Intern Title Subcommittee

Date: May 13, 2020

Subject: Intern Title Survey Results

Objective: To inform Council of the results of a survey regarding Intern title

Background: In 2018, the Intern Title Subcommittee was formed under the umbrella of the Intern Committee. The Subcommittee created a 10 question survey that was sent out by the Registrar Nedra Brown to Intern Architects at the OAA via email on November 9, 2018. The survey closed November 19, 2018.

Out of 1713 Intern Architects at the OAA, 601 responses were received (35% response rate). Listed below are some of the main findings of the survey:

- 79% of the respondents indicated that they want the title "Intern Architect" to change.
- 49% of the respondents claim that the title has had an impact on their career.
- 54% of the respondents do not use the term "Intern Architect" when meeting with clients/contractors/others in the industry.
- 70% of the respondents do not use the term "Intern Architect" when interacting with people outside of the industry.
- A clear preference for a new term did not emerge from the responses. "Architectural Associate" and "Graduate Architect" were most preferred, however more investigation is required to come to a consensus.

The Subcommittee is planning another survey to determine if there is a preferred term.

Action: For information only.

Notify others when new results come in for this survey. [Notify others now »](#)

Being called an Intern? Hate it or love it?

SUMMARY

DESIGN SURVEY

PREVIEW & SCORE

COLLECT RESPONSES

ANALYZE RESULTS

PRESENT RESULTS

Survey Design

Being called an Intern? Hate it or love it?

Created on 11/9/2018

10

QUESTIONS

1

PAGES

Survey language: **English**

Theme: **Jungle**

No logo added

No logic added

 EDIT DESIGN

 PREVIEW SURVEY

Responses and Status

TOTAL RESPONSES

601

OVERALL SURVEY STATUS

CLOSED

RESPONSE ALERTS 

You get them, others do **not**.

[Manage Alerts](#)

ANALYZE RESULTS

Collectors

CLOSED

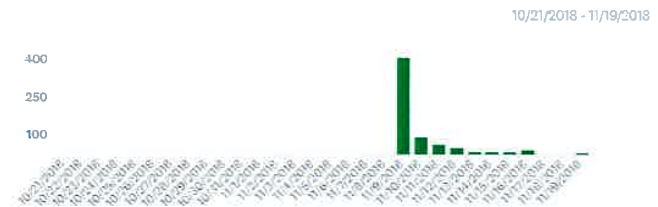
[Web Link 1](#)

Created: 11/9/2018

601

RESPONSES
COLLECTED

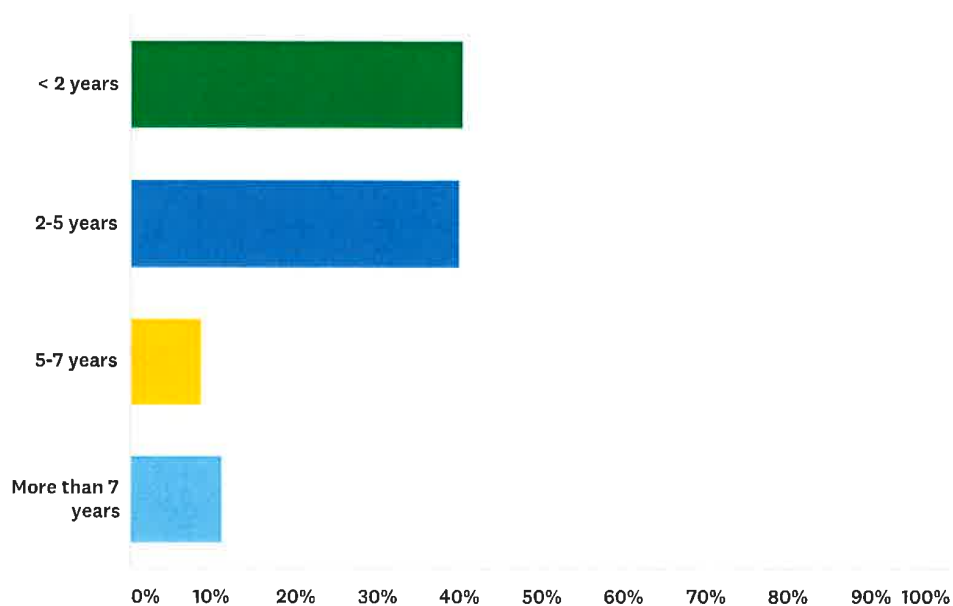
Responses Volume



Did you know?

Q1 How long have you been an Intern?

Answered: 599 Skipped: 2



ANSWER CHOICES

< 2 years

2-5 years

5-7 years

More than 7 years

TOTAL

RESPONSES

40.40%

39.90%

8.68%

11.02%

242

239

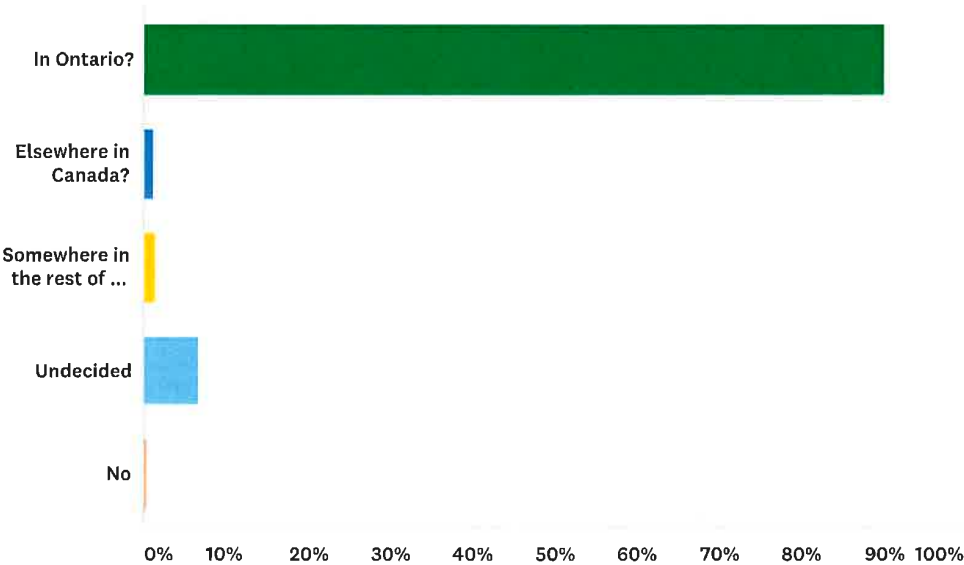
52

66

599

Q2 Do you plan on becoming an Architect?

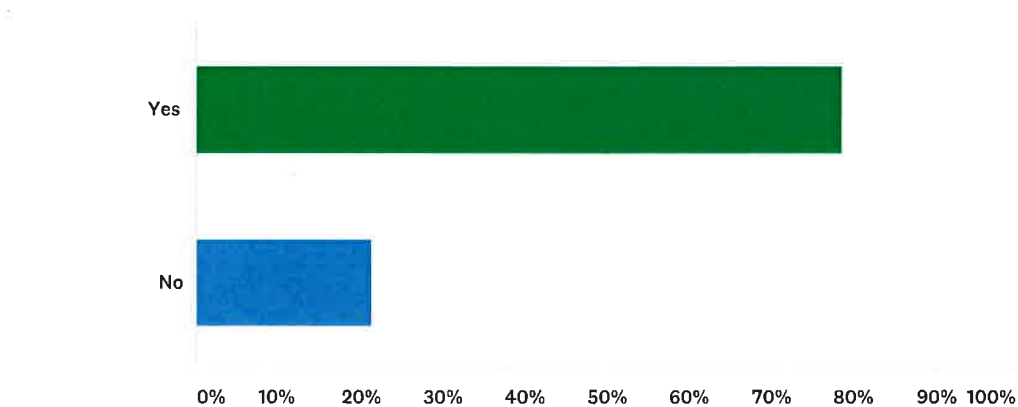
Answered: 598 Skipped: 3



ANSWER CHOICES	RESPONSES	
In Ontario?	90.13%	539
Elsewhere in Canada?	1.34%	8
Somewhere in the rest of the world?	1.51%	9
Undecided	6.69%	40
No	0.33%	2
TOTAL		598

Q3 Do you want the title "Intern Architect" to change?

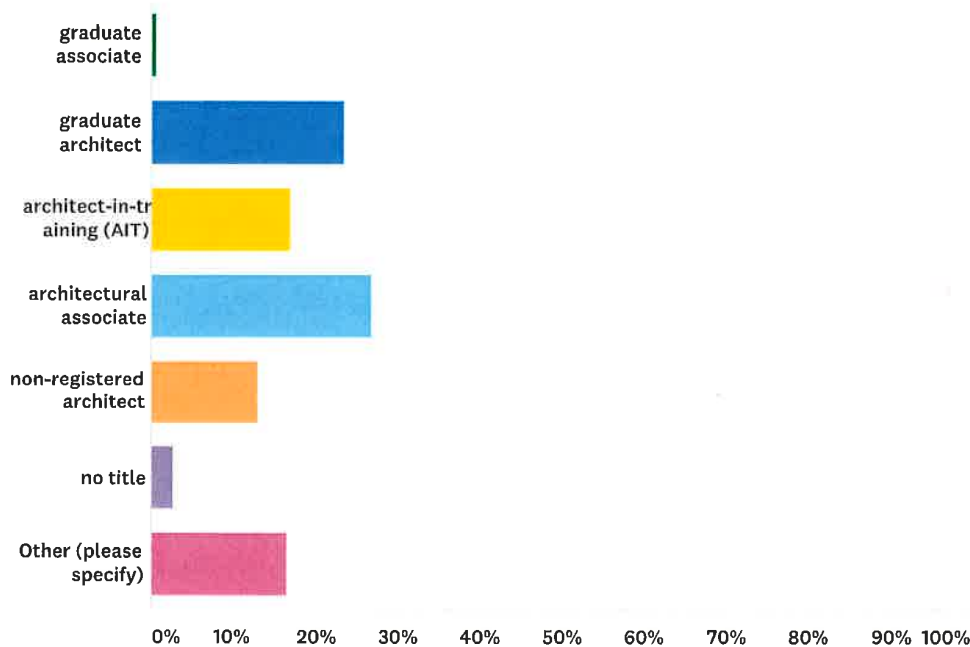
Answered: 599 Skipped: 2



ANSWER CHOICES		RESPONSES	
Yes		78.63%	471
No		21.37%	128
TOTAL			599

Q4 If yes, would you like to see it changed to:

Answered: 561 Skipped: 40



ANSWER CHOICES	RESPONSES	
graduate associate	0.71%	4
graduate architect	23.35%	131
architect-in-training (AIT)	16.93%	95
architectural associate	26.74%	150
non-registered architect	13.01%	73
no title	2.67%	15
Other (please specify)	16.58%	93
TOTAL		561

Title Similar OAA Architectural
Associate Designer Registered Architect Junior
Architect Graduate Intern
Architect Apprentice Architect Associate
Architect Training Licensed Architect Non-
registered Professional

Response	%	Actual Number
Intern Architect	12.90%	12
Junior Architect	10.75%	10
Associate Architect	9.68%	9
Designer	8.60%	8
Licensed Architect	7.53%	7
OAA	6.45%	6
Professional	5.38%	5
Title	5.38%	5
Graduate	5.38%	5
Registered Architect	3.23%	3
Apprentice Architect	3.23%	3
Architectural Associate	3.23%	3
Training	2.15%	2
Similar	2.15%	2
Non-registered	2.15%	2

Q5 What is your title at work?

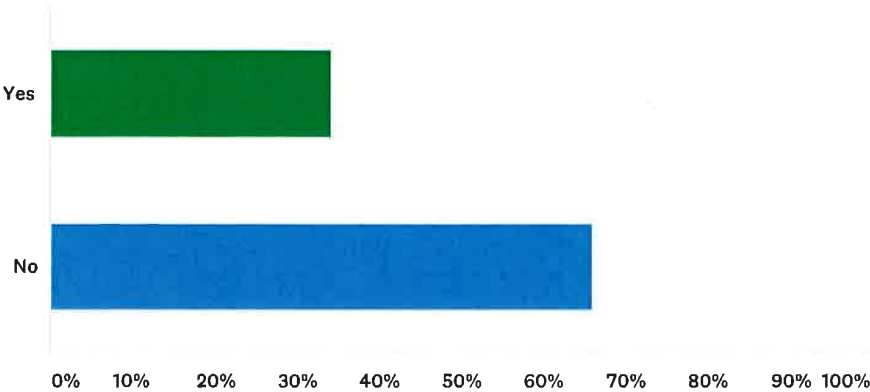
Answered: 588 Skipped: 13

Job Captain Graduate Architect Architectural Staff OAA
Intern Project
Coordinator Professional Associate Architectural
Technologist Project Manager Intermediate
Intern
Architect Designer Assistant Senior Principal Title
e Project Lead Project Architect Architectural Coordinator Junior
Intern Architect

Response	%	Actual Number
Designer	17.69%	104
Project Manager	6.97%	41
Senior	4.25%	25
Associate	4.25%	25
Title	2.38%	14
Project Coordinator	2.21%	13
Project Architect	2.04%	12
Architectural Staff	2.04%	12
Junior Intern Architect	1.70%	10
Job Captain	1.36%	8
Intermediate Intern Architect	1.36%	8
Architectural Technologist	1.36%	8
Assistant	1.19%	7
Professional	1.02%	6
Principal	1.02%	6
OAA Intern	1.02%	6
Project Lead	0.85%	5
Graduate Architect	0.85%	5
Architectural Coordinator	0.34%	2

Q6 Do you prefer your title at work?

Answered: 589 Skipped: 12



ANSWER CHOICES

Yes

No

TOTAL

RESPONSES

34.13%

65.87%

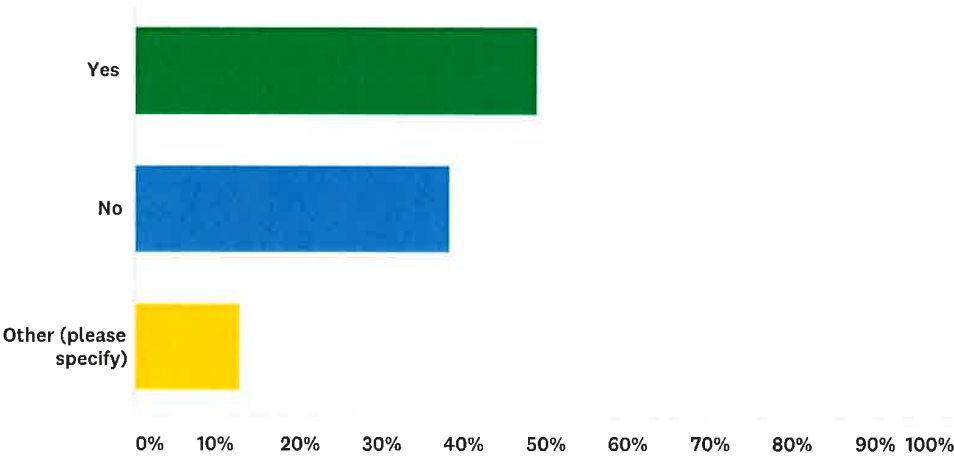
201

388

589

Q7 Has the title Intern Architect had an impact on your career?

Answered: 599 Skipped: 2



ANSWER CHOICES		RESPONSES	
Yes		48.91%	293
No		38.23%	229
Other (please specify)		12.85%	77
TOTAL			599

School Intern
Means Student Misleading Think Course Title Respect Ar
chitect Explain Clients Implies Sounds Profession
Graduate Not Clear Job

Response	%	Actual Number
Architect	32.47%	25
Title	19.48%	15
Clients	16.88%	13
Think	12.99%	10
Sounds	11.69%	9
Student	10.39%	8
Graduate	9.09%	7
School	5.19%	4
Job	5.19%	4
Explain	5.19%	4
Respect	2.60%	2
Implies	2.60%	2
Course	2.60%	2
Profession	2.60%	2
Misleading	2.60%	2
Not Clear	2.60%	2
Intern Means	2.60%	2

Q8 What title do you use when meeting with clients/contractors/others in the industry?

Answered: 583 Skipped: 18

Junior Architect Job Captain Say Think Title Graduate

Architect Designer Student Intern

Architect Firm Project Architect in

Training Associate Architectural Team Avoid

Response	%	Actual Number
Intern Architect	45.80%	267
Designer	22.64%	132
Project	12.69%	74
Title	5.49%	32
Associate	3.26%	19
Say	2.40%	14
Avoid	1.54%	9
Junior Architect	1.54%	9
Student	1.20%	7
Graduate Architect	1.20%	7
Firm	1.03%	6
Think	0.86%	5
Architect in Training	0.86%	5
Job Captain	0.86%	5
Architectural Team	0.51%	3

Q9 What title do you use when meeting with people outside the industry?

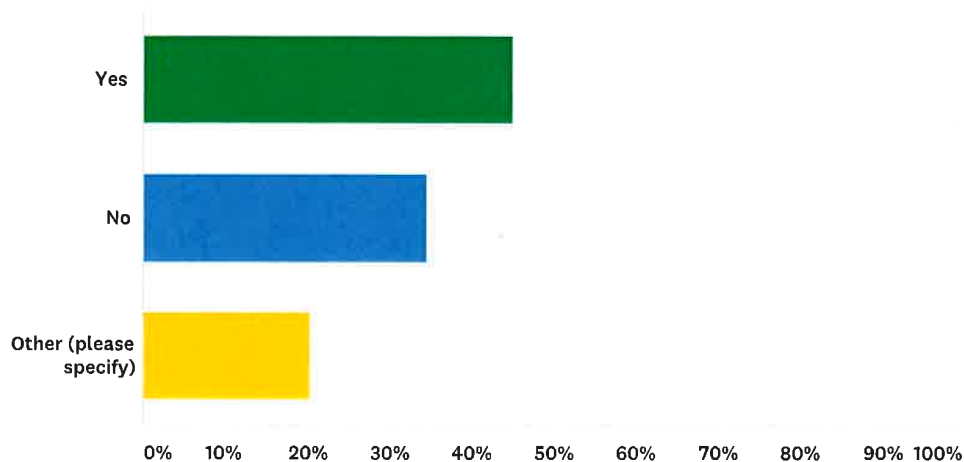
Answered: 585 Skipped: 16

Licensed Architect Project Coordinator Title Non-registered
Architect Architect or
Designer Licensure Architect in
Training Unpaid Architectural
Designer Graduate Architect Intern
Architect Professional Work in
Architecture Director Project Manager Senior
Designer Registered Project Architect Associate Junior
Architect

Response	%	Actual Number
Intern Architect	30.26%	177
Architectural Designer	9.40%	55
Work in Architecture	4.27%	25
Architect in Training	2.91%	17
Project Manager	2.91%	17
Architect or Designer	2.56%	15
Registered	2.22%	13
Title	2.22%	13
Associate	1.88%	11
Licensed Architect	1.71%	10
Junior Architect	1.71%	10
Graduate Architect	1.20%	7
Unpaid	0.85%	5
Professional	0.85%	5
Licensure	0.85%	5
Director	0.85%	5
Non-registered Architect	0.85%	5
Senior Designer	0.68%	4
Project Coordinator	0.68%	4
Project Architect	0.51%	3

Q10 In the United States they have removed the title Intern Architect; there is no specified title. Would you like Ontario to consider something similar?

Answered: 599 Skipped: 2

**ANSWER CHOICES**

Yes

No

Other (please specify)

TOTAL

RESPONSES

45.08%

34.56%

20.37%

270

207

122

599

Specific Title Alternate Title Call Good Idea Change the
Title Non-registered Architect in
Training Engineers Specified
Title Question Graduate
Architect Undecided Architectural Issue
Intern
Architect Recognized Think Licenced Student
S Unsure Doing Level Important New Title Junior
Architect Protected Title Distinguish Word Intern

Response	%	Actual Number
Intern Architect	13.93%	17
Architectural	11.48%	14
Think	10.66%	13
Graduate Architect	9.84%	12
Students	6.56%	8
Specified Title	6.56%	8
Doing	4.92%	6
Architect in Training	4.92%	6
Important	4.10%	5
Change the Title	4.10%	5
Junior Architect	4.10%	5
Call	3.28%	4
Distinguish	3.28%	4
Specific Title	3.28%	4
Word Intern	3.28%	4
Issue	2.46%	3
Undecided	2.46%	3
Recognized	1.64%	2
Question	1.64%	2
Licensed	1.64%	2
Engineers	1.64%	2
Unsure	1.64%	2
Non-registered	1.64%	2
Level	1.64%	2
Good Idea	1.64%	2
New Title	1.64%	2
Alternate Title	1.64%	2
Protected Title	1.64%	2



Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 5.5.d

Memorandum

To: **Council**

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

From: Paul Hastings, Vice President Regulatory
Christie Mills, Registrar

Date: May 19, 2020

Subject: Timing of hearings

Objective: Clarification about hearings and interviews

Background: The Province of Ontario passed an Order in Council, effective retroactive to March 16, under s. 7.1 of the *Emergency Management and Civil Protection Act* that suspends limitation periods and procedural time periods. The Order in Council is available at [here \(PDF\)](#). This Order in Council means that the OAA will work with each of our lawyers to re-arrange Discipline Hearings, court dates for injunctions, Experience Requirement Committee meetings and Registration Hearings.

All the parties effected will be included in the conversation about new dates.

Action: For your information only.



Ontario Association of Architects

FOR COUNCIL MEETING

May 27, 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
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From: Settimo Vilardi
Vice President Practice

Date: May 11, 2020

Subject: Report from Vice President Practice

Objective: To update Council on activities of the Practice Portfolio

Background:

1. Activities Report – Vice President Practice

- COVID-19 Updates - working with PAS and other service groups at OAA to maintain the information on the Covid-19 Webpage and News Bulletins.
- 2-tier Licensing Working Group with VP Education, Office of Registrar, Education Manager and PAS: Meetings held on March 10, April 20 and May 12, 2020.
- Joint OGCA Best Practices Committee meeting February 27, 2020
- PRC meetings April 20 and May 19, 2020
- Ministry of Municipal Affairs and Housing Information session April 24, 2020
- OAA ExAC, Pro-Demnity Joint meeting April 28, 2020
- Pro-Demnity Board & Committee meetings – February 19, March 15, March 23, March 27, April 6, April 29, May 25
- PACT meeting March 10 and May 5, 2020

2. Activities Report – Practice Advisory Services (key items)

- COVID-19 Updates for Practices
Continually Updating Information on the Pandemic and the Profession. The COVID-19 Updates page also links to Pro-Demnity's series of Special Bulletins to help architectural practices understand issues relative to their liability and insurance coverage provisions.

- CCDC documents – Since the OAA office closure due to the pandemic, CCDC documents are not on sale on the website, but a [link](#) to other document outlets has been posted to the website.
- PAS received about 215 calls since Council's March 5 meeting (between March 6 - May 1, 2020) many of which relate to COVID-19. (*Note: This may include multiple calls about the same topic*).
- Update on Requests for Proposals (RFPs) monitoring: Approximately 20 RFPs have been reviewed since January 2020, (8 since the March 5 Council meeting).
- 3 RFP alerts have been issued since Council last met (between March 6 - May 1, 2020) with a total of 5 RFP alerts since January 2020.
- Supporting Committees and departments at OAA: PAS assists in questions relating to IAP hours, providing feedback on interdepartmental projects, etc.
- Practice Advisory: [Issue 5](#) was sent to members on March 24.

3. Other items/projects in progress

- Canadian Construction Document Committee (CCDC 2, Div 01) Update: CCDC2-2020 was endorsed by CCDC in February Release to the public and the cross-country roadshow are delayed due to the pandemic. The OAA is working with the OGCA on appropriate Supplementary Conditions (SCs).
- Update to OAA 600: OAA Document 600-2020 (revised 600-2013) is being rewritten incorporating input from the industry. Contingent on CCDC2-2020 and Division One Supplementary Conditions, release is currently anticipated for September / October and requires Council approval.
- Website update: PAS continues to work with Communications on updating the library of Practice documents and web content for the new website.
- CSA Standards: The renewal of the Standards. – Work in progress
CSA has a new platform and our current deal cannot be implemented on the new platform. Every licensed user would have to have their own login. Up to this point the OAA has had one login for all users. The fee would be per user and may need to be paid by the user. Retail access on the CSA web site to all the CSA standards referenced in the OBC is about \$13,000 per person per year. Recognizing that this is a non-starter even at a potential 50% discount, PAS are looking at options.

Due to the technological changes we will need to have a black-out period starting at the end of May. To access the CSA standards, there needs to be compatibility with CSA's website, and with the new OAA websites.

- Strengthening Two-tier licensing - Working Group: Skype meetings were held on April 20 and May 12, 2020 between VP Practice, VP Education, Manager of Education, Deputy Registrar and PAS to follow-up on Council's request to study how to strengthen the 2 tier licensing. The Two-tier Licensing Working Group is reviewing the process holistically through the lens of Education, Experience, Licensing, Post-Licensing Experience, Certificate of Practice and Continuing Education. The group is acting on the motion from Council of November 7, 2019 Council to develop a detailed proposal

regarding additional requirements to obtain a Certificate of Practice; and, specifically address the following questions:

- What is the problem to be solved;
- How do options align with the Vision, Mission, and Mandate of the OAA; and,
- What is the public interest benefit”

The group plans on sharing an interim report at the June or September Council meeting.

- 2020 Strategic Planning Session (SPS): VP Practice continues working alongside VP Education, VP Strategic, VP Policy, VP Regulatory and SVP on organizing, analyzing and preparing actionable items based on the SPS which was organized under three main pillars 1) Education 2) Membership Engagement and 3) Climate Stability with Equity, Diversity and Inclusivity, an umbrella lens through which we approach all three categories.
- Practice Resource Committee (PRC) Virtual Meeting
PRC met via Zoom for its April 21, 2020 meeting. Some of the key highlights included:
 - General discussion regarding Ontario Building Code (OBC) parameters. It was suggested the OAA should have a position on long-term care homes, group homes for the disabled, assisted living accommodation, hospitals, etc. and that it was in the public interest that shared accommodation no longer be acceptable in the OBC.
 - Progress on articles produced by committee members that will be eventually added to website.
 - Discussion about possible addition to the Covid-19 webpage
- SCOBCAR Committee – Items for discussion
VP Practice and PAS have been planning to organize a SCOBCAR meeting to discuss/review some of the following topics that have been brought forward over the last couple of months:
 - SB12 additional Approved Software for Compliance;
 - Tiny House/Provincial Affordability Act - Should non-code compliant trailers to be used to increase densities and as solutions for affordable housing?
 - Proposing OBC changes for group home setting;
 - Code amendment which reduce the number of times a firewall can be used in a building;
 - Architect vs. BCIN Scope of Work Delineation Discrepancies in OBC.

ACTION:

None required.



Ontario Association of Architects

FOR COUNCIL MEETING May 27, 2020 (open) ITEM: 5.6.b
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Memorandum

To:

Council

Kathleen Kurtin
Donald Ardiel
Donald Chen
Gordon Erskine
Paul Hastings
Jeffrey Laberge
Elaine Mintz
Sarah Murray
Gaganjot Singh
Andrew Thomson

Amir Azadeh
J. William Birdsell
Barry Cline
Jeremiah Gammond
Natasha Krickhan
Agata Mancini
Milda Miskinyte
David C. Rich
Susan Spiegel
Settimo Vilardi

From:

Settimo Vilardi, Vice President Practice

Date:

May 15, 2020

Subject:

OAA/Ontario General Contractors Association (OGCA) Best Practices
Committee – Report on February 27, 2020 Meeting

Objective:

To provide an update on the latest meeting of the Committee.

Background:

The OAA/OGCA Best Practices Committee met at the OAA offices in Toronto on February 27, 2020.

A joint communique regarding the publication of Certificates of Substantial Performance was drafted as a result of the meeting and shared with the membership in the May 14 edition of OAA News.

The draft notes from that meeting are attached for information.

Action:

The report is for information.



Ontario Association of Architects



Publishing Certificates of Substantial Performance (CSPs)

Issued: May 15, 2020

This document is issued jointly by the Ontario Association of Architects (OAA) and the Ontario General Contractors Association (OGCA) and provides information relative to best practice regarding the publication of Certificates of Substantial Performance (CSPs).

The *Construction Act* has changed the definition of a daily industry paper in which substantial performance may be published. The Act specifically refers to the fact that they may be published in a construction trade newspaper as per the regulations.

Under the regulations Section 9 a construction trade newspaper means a daily newspaper and the most important part here for us is either "published or electronic". Currently to our knowledge there are three companies advertising the ability to publish CSPs. This raises some questions.

Most importantly it should be noted that neither of our associations is advocating any one publication as being the sole publisher that should be used, and neither association is in a position to verify that any publisher meets the requirements to be considered a construction trade newspaper, nor does the government maintain a list of acceptable publishers.

The expanding number of publications in which CSPs can now be published makes it more difficult for those searching for the CSP publication in order to anticipate the release of their holdback or be prepared to start an action. If this information is not readily available to those involved in the project, it could be disruptive and have ramifications for the owner and others.

It is our opinion that this can be easily resolved by taking some simple steps when issuing a tender or when contractors issue their purchase orders or contracts to sub trades.

The key is communication. Therefore we are recommending to OAA members that when preparing bid documents the general contractors be required to identify which publisher will be used, or when general contractors are issuing their purchase orders or contracts to sub trades that they identify where they will be publishing their CSPs. This should be included in writing in these documents.

This simple step will ensure clear communication and avoid potential problems down the road between all parties involved in the procurement, consultation, and building process.

Enquiries should be directed to:

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Phone: (416) 449-6898 x 400
PracticeAdvisor@oaa.on.ca
www.oaa.on.ca

Ontario General Contractors Association
180 Attwell Drive, Suite 280
Toronto, Ontario
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Phone: (905) 671-3969
www.ogca.ca

OAA/OGCA Best Practices Committee Meeting Notes

Committee/Initiative: OAA/OGCA Best Practices

Date: February 27, 2020

Time: 11:30am

Location: OAA HQ, 111 Moatfield, Room 205

Attendees:

Kathleen Kurtin, OAA President

Settimo Vilardi, Vice President Practice, OAA (via conference)

Andy Thomson, Vice President Strategic, OAA

John Dawson, OGCA

Jim Blair, OGCA

Kristi Doyle, Executive Director, OAA

Mélisa Audet, Manager Practice Advisory Services, OAA

Clive Thurston, President, OGCA

Item No.	Description	Resp.	Due	Complete
1.0	Confirmation of Agenda			
	OAA President Kathleen Kurtin Chaired the meeting. Attendees introduced themselves and all were welcomed			
	The draft agenda was reviewed. OGCA requested that the matter of reprisal clauses be added to the agenda.			
	Action: Reprisal Clauses to be added (under 4.2)	All		X
2.0	Previous Meeting Notes			
	The notes of the April 24, 2019 meeting were reviewed. No changes were requested.	All		X
	Action: Received			
3.0	Items for Review & Discussion			

3.1	<p>Draft Proposal re Joint OAA/OGCA Bulletin to Members</p> <p>The OGCA indicated that they are receiving calls asking where to publish Certificate of Substantial Performance (CSP) and OGCA working on “Best Practice” document to assist. This recent increase in calls is a result of the changes regarding publication as set out in the new Construction Act.</p> <p>With the introduction of other types of publications, namely electronic and a lack of clear definition as to what constitutes a daily publication there is confusion.</p> <p>OGCA noted that they have received a legal opinion on the interpretation of the requirements in the new Act.</p> <p>In an attempt to bring some clarity, the group brought forward the idea of doing a Joint Bulletin to clarify for the Design/Construction Community.</p> <p>Discussion about the format that would meet requirements of the Construction Act was also discussed. Daily newspaper (electronic or paper) can publish CSP Publication to meet the Act. There are currently 3 platforms being used at present time however people don't know where the contractor is publishing.</p> <p>Some platforms are more cost prohibitive and vary greatly between the 3 (Construction News, Link to Build and DCN) The Act allows competition and the members should choose their source accordingly however the key is to advise where it is being published.</p> <p>Points of consideration for the location of the wording about publication:</p> <ul style="list-style-type: none"> • notice at beginning of project • Tender documents • PO forms that are issued between GC and trades or supplier <p>There was some general discussion as to which rules apply since contracts are signed pre and post the effective date of the new Act. OGCA noted that they had done a simple infographic for the transition and would share it with the rest of the group.</p>			
	<p>Action: OGCA to forward a first draft of a Joint Bulletin to OAA for review and wording will be worked on with OAA Practice Advisory Services (PAS). Final draft will be circulated to OAA/OGCA.</p>	KD/MIA	ASAP	X
	<p>Action: OGCA to send copy of infographic re. Construction Act transition to OAA for information.</p>	OGCA		

3.2	<p>Document Updates – Supplementary General Conditions to CCDC 2</p> <p>It was noted that the OAA had sent proposed updates to the joint OAA/OGCA Supplementary Conditions in anticipation of the release of the new CCDC 2 to the OGCA for review and comments. OGCA has been reviewing what OAA has sent a couple of weeks ago and will get back to Practice Advisory Services (PAS) shortly.</p> <p>It was suggested by OGCA that CCDC is having problems with French translation; Quebec architects have opposed major clause which is creating issues. It was noted that Quebec has no holdback now. Introduction of this creates issues. This was noted for information.</p> <p>OGCA is preparing a presentation in May which OGCA will be hosting for their members. OAA conference will be facilitating a CCDC session in May 2020 in Toronto as well.</p>			
	<p>Action: OGCA to provide feedback to OAA (Practice Advisory Services) on the updated supplementary conditions.</p>	OGCA	March 30	X
3.3	<p>Document 100 – Changes re new Construction Act</p> <p>It was noted that OAA has sent to OGCA proposed changes. OGCA is currently reviewing.</p>			
	<p>Action: OGCA to proposed feedback on revisions to Document 100 in a couple of weeks.</p>	OGCA	March 30	
3.4	<p>Construction Act Update</p> <p>Recent discussions among members of the Construction & Design Alliance as well as others has resulted in a draft proposal to suggest amendments to the new Construction Act. The legal community in particular has suggested that there are major technical items that need to be fixed for adjudication and prompt payment and have been identified by multiple groups. The following specific points were made:</p> <p>OGCA has talked to a variety of different parties:</p> <ul style="list-style-type: none"> • OADAC: they can't do anything because they are regulatory • Ontario Bar Association (OBA): has concerns and have documented about 50 items. They have been in touch with Attorney General but with no success. They have instead touched base with OGCA and had a meeting 2 weeks ago. OGCA highlighted that OBA may need to reduce the quantity of possible issues in the Act. 			

	OGCA requested that the OAA consider supporting and/or joining in the advancement of proposed changes to the Act to government. A draft proposal will be shared. OAA will need to consider its support, and also whether there are changes that affect services that architects provide which should be added.			
	Action: Thurston to send draft document to Doyle. A follow up meeting to be scheduled as appropriate	OGCA/ OAA	March 16	
3.5	Health and Safety Update			
	<p>The OAA advised, further to the last joint meeting, that a number of notices have been provided in eNewsletters to the membership regarding the profession's responsibilities regarding health and safety training. The Safety Pass program also continues to be offered as an option on the Continuing Education webpage of the OAA.</p> <p>OGCA noted that the COR 2020 program is being deployed. Companies that are already "COR Certified" will have the next 12 months to achieve COR 2020.</p> <p>OAA added that Site Safety has been a national discussion as it relates to competency for architects.</p>			
	Action: none			
4.0	New Business			
4.1	<p>Update on OAA Council Priorities for 2020</p> <p>The OAA reported that Council held its annual planning session in early February focusing on the following 3 main themes: Education, Inclusivity/Diversity/Equity, and Membership Engagement. The OAA's recent survey result has provided some very rich data for the OAA and unfortunately also highlighted the issue of bias and harassment, affecting 30% of membership (Female and male). The OAA will be applying this as a lens to all of its work moving forward.</p> <p>The OAA added Climate Stability as a key priority going forward.</p> <p>One of the keys to this priority however is Education -- How would convince a client/developer to adopt certain sustainability measures? It is a myth that green buildings cost more.</p> <p>In fact it can Reduce operating costs once building is up and about. This is a good news story.</p>			

	<p>It was noted that the recent consultation for the national building code calls for the introduction of a stepped code, similar to that in British Columbia.</p> <p>Regulations require us to protect public interest and therefore the industry should work towards mitigating the impact on climate.</p>			
	Action: none			
4.2	<p>OGCA – General Updates</p> <p>Update - Reprisal Clause (Petition)</p> <p>OGCA noted that it has launched a petition to lobby government against reprisal clauses and are asking a wide variety of industry organizations to support and disseminate it to members. The next meeting of a group that is involved in advancing this is March 8. OGCA highlighted that clauses deny opportunity to work. OGCA is working carefully and slowly on an unified plan.</p> <p>Reprisal clauses could be used to stop going to adjudication. This could also result in being put on a no-bid list.</p> <p>Doyle noted that the OAA has received petition information. However, expressed that the OAA is not likely able to participate as suggested as it would be outside our regulatory mandate. OAA suggest looking at online petition such as Change.org and simply asking architects directly to support it.</p> <p>OGCA clarified that the petition has to be done this way to meet rules of parliament (i.e. Hand signed and mailed back to OGCA). Perhaps OAA could make membership aware and OAA members could download from the website (intent, etc).</p> <p>It is about to become an national initiative but presently still in Ontario only. OAA suggested to contact the RAIC and they could possibly issue it to members across Canada</p> <p>It should be noted that this is time sensitive. OAA indicated it would consider it.</p>			
	Action: OAA to review if they can make membership aware of the petition and advise OGCA.	OAA	March 25	
5.0	Items for Information			
5.1	Metrolinx and IO – P3			

	<p>OGCA met with Lori Scott from Ministry of Infrastructure. One party is saying it is a skill/trade issue but major contractors are saying that people simply do not want to bid; the risk and bureaucratic issue are problematic. OGCA is also working with CDAO.</p> <p>Contractors are not interested in P3 projects and bureaucrats are not listening. Government mentioned they could bring in foreign national however this adds an extra layer of costs.</p> <p>GCAC – waiting for information from the Association.</p> <p>It was mentioned that Metrolinx removed completion dates on 5 of their projects. Consortiums are also not bidding</p> <p>IO Real Estate</p> <p>IO Vendor Performance C. Thurston brought up the IO Vendor Performance as it impacts all of us. It was highlighted that it feels like a “bureaucratic piece”. Met with Allen Finley</p> <p>K. Doyle asked if OGCA had compared it with version of 8 years ago. OGCA said they had not done the exercise.</p> <p>OAA was happy to hear about contractor having same reaction to IO. It shows a unified front.</p>			
	Action: none			
5.3	<p>Change of Leadership at OGCA</p> <p>Clive Thurston will be retiring on June 30, 2020. The board has voted and the new candidate should be announced by April 6, 2020. This allows for overlap between Thurston and new president. The retirement party/roast is scheduled on June 12, 2020 at Pearson Convention Centre. Tickets go on sale on April 3rd.</p>			
	Action: none			
6.0	Next Meeting Date			
	To be confirmed. Anticipated in about 6 months at the OGCA office.	OAA/ OGCA		



Ontario Association of Architects

FOR COUNCIL MEETING May 27, 2020 (open) ITEM: 5.7.a
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Memorandum

To: Council

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

From: Comprehensive Education Committee

Agata Mancini, Vice President Education - Committee Chair

Committee Members

Agata Mancini, VP Education	Krystyna Ng
Christina Facey	Maria Denegri
Hadi Jafari	Shane Laptiste
Janet Harrison	Milda Miskinyte
Jeffrey Laberge	Susan Speigel
Kathleen Kurtin, President	Welming Chen

Date: May 6, 2020

Subject: Update from the Comprehensive Education Committee.

Objective: To provide Council with an update on activities of the Comprehensive Education Committee.

Background:

The Comprehensive Education Committee had its last meeting via Skype call on April 7, 2020.

The meeting was held during the COVID-19. It was acknowledged that the pandemic is having a serious impact on Ontario architects, including the ability of OAA members to meet their mandatory Continuing Education (ConEd) requirements.

Agata Mancini, VP Education updated the Committee on the latest developments in terms of Continuing Education that took place due to the COVID-19 spread.

1. 2018-2020 ConEd Cycle Extended to December 31

The current ConEd Cycle has been extended by six months to December 31, 2020. The next ConEd Cycle will be for 18 months, beginning on January 1, 2021 and ending on June 30, 2022. The OAA has lifted the cap on the maximum number of hours that can be carried forward to the next Cycle. These decisions have been coordinated with the other Canadian architectural regulator members of Canadian Architectural Licensing Authorities (CALA)

2. Waiving of Fees for Online Continuing Education Providers

Recognizing COVID-19's impact on members' ability to attend events allowing them to earn ConEd hours, the OAA has eliminated the advertising fee for online learning providers until Dec 31, 2020. The learning opportunities being shared on the OAA Website are not endorsed by the OAA. Nevertheless, all learning opportunities continue to undergo screening to ensure appropriate content.

3. Launch of Self-Study Series for Architects and Licensed Technologists, OAA

In April, the OAA launched a new Self-Study Series for Architects. The series comprises online modules based on some of the foundational material contained in the Admission Course and is intended as a review and refresh opportunity for Architects and Licensed Technologists OAA of some of the key material required for practice. The modules are chosen at an à la carte cost of \$150 each and have many features:

- Web-enabled registration and fee collection;
- Three-month access to interactive modules content;
- Fully online – anytime, anywhere access for anyone;
- No “virtual” classroom time providing for more flexibility;
- No discussion board participation ratings or expectations;
- Self-evaluated learning with no fixed schedule to be online;
- Confidence quizzes to self-assess your knowledge and understanding;
- Automated Grade Reporting Certificate upon successful completion of all quizzes.

The following is a list of modules offered as part of the Self-Study Series:

- Professional Responsibility, Ethics and Membership in a Self-Regulating Profession
- Ontario Building Code Compliance Data: Concepts and Code Analysis
- The Building Code Act and the Building Permit Application Process
- Legal Aspects: Professional Liability & Architects Contracts
- Contract Administration and General Review
- Planning and Development Approvals
- Bid Theory & Bid Practice
- Construction Act

The University of Toronto, School of Continuing Studies is responsible for the registration administration and payment collection. The School will pay an annual royalty of 10% of gross enrollment revenue to the OAA.

4. OAA Continuing Education Webinars

Due to COVID-19, the 2020 OAA Conference has been cancelled. To ensure OAA members have plenty of learning opportunities to comply with the mandatory ConEd Program, the OAA launched a Series of Continuing Education Webinars. The “live” webinars will be offered twice a month as per schedule below:

- April 30: Quality Management Systems and ISO 9001:2015
- May 15: Client Acquisition: Tools for Winning Great Projects
- May 28: Carbon Neutral Buildings: Innovative Strategies
- June 11: Double Duty: Urban Stormwater Management
- June 25: Enclosure Design and TEDI Targets: Toronto Green Standard, Zero Carbon Building, and Passive House
- July 23: Controlling Construction Vibrations in Sensitive Buildings
- August 6: Low-Energy Heritage Building Retrofits: Insulating Safely
- August 20: Re-imagination of 60 Bloor Street: A Deep Retrofit Case Study
- September 10: A Leadership Shift: From Diversity to Inclusion
- September 22: Handling Workplace Discrimination and Harassment
- October 8: Unconscious Bias in the Profession of Architecture
- October 22: Making the Magic Happen with Alternative Solutions
- November 5: SB-10 & OAA PT-36 Ontario's Energy Code Basics
- November 19: The Intent of OBC 5.10.4 Other Fenestration Assemblies
- December 3: Accessibility Design Beyond the Building Codes
- December 17: Construction Act Prompt Payment & Adjudication: It's Here!

The webinars will be priced reasonably, generally on a hard-cost recovery module as an additional service to members. If the uptake is positive, the OAA will continue offering webinars in the next 2021-2022 ConEd Cycle.

5. Course “Fundamentals of Running an Architectural Practice”

The OAA and the University of Toronto, School of Continuing Studies have started preliminary conversations regarding developing an online version of the OAA Continuing Education Course “Fundamentals of Running an Architectural Practice”. The School is working on a proposal which will outline the process, development costs, and project timelines.

Meanwhile, the Committee is exploring different possibilities in organizing comprehensive content review of the following modules to ensure quality and accuracy:

- Architectural Practice in a Contemporary Context
- Developing a Business Model for Your Practice
- Practice Management: IT
- Project Management: Client Agreement
- Project Management: Project Planning

Update from the Post-Secondary Education Working Group.

The Post-Secondary Education working group informed the Committee that due to COVID-19 situation, the CACB Board made a decision to postpone CACB Validation Conference to the fall 2021 (date TBA). The working group is developing the following topics for submission to CACB Conference:

- What if each studio included aspects beyond the design of a project such as costing, methods of procurement?
- What if financial literacy was introduced in the schools as business case studies similar to MBA program?
- What if work experience was included as part of the architectural education, whether it be through a co-op program or summer jobs?
- COVID19. How it impacted Post-Secondary Education?
Lessons Learned: what worked and what didn't work?

Update from the Primary and Secondary Education Working Group.

Due to COVID-19, the Ontario government launched an online platform "Learn at Home". The platform provides supplementary resources for elementary and secondary students to practice math and literacy skills while staying at home <https://www.ontario.ca/page/learn-at-home>

The Committee has discussed the opportunity of connecting with the Ministry to start a conversation on how the OAA can participate in providing learning materials that are suitable for online learning. The goal is to create awareness about the architecture and design among elementary and secondary school students.

Once the connection is established, the OAA will further develop the relationship in order to be involved in the forthcoming Primary and Secondary curriculum updates.

Action: For information only.

From: [Tina Carfa](#)
To: [Tina Carfa](#)
Subject: COVID-19 and OAA Design Advocacy in the Public Interest
Date: Thursday, May 7, 2020 12:16:41 PM

From: Rick MacEwen [<mailto:rmacewen@wmta.ca>]
Sent: May 6, 2020 9:33 AM
To: kkurtin@kurtin.ca
Cc: 'Gord Erskine' <gorderskine@gmail.com>; Kristi Doyle <KristiD@oaa.on.ca>; 'Rick MacEwen' <rmacewen@wmta.ca>
Subject: COVID-19 and OAA Design Advocacy in the Public Interest

I have found the information related to the issues of the COVID-19 pandemic provided by the OAA to be very helpful and would like to commend those efforts. These efforts certainly address the immediate business and professional issues faced by members.

It's time that the OAA turns its attention to serving and protecting the public interest by actively and publicly advocating changes in the way buildings are designed to better ensure the health of vulnerable populations.

As of May 2nd, 59% of the COVID-19 deaths in Ontario have occurred in our long-term care homes – 590 deaths. Canada had the highest death rate in LTC homes of 13 counties studied. To these figures the number of residents and staff who have become infected, but recovered, must be considered. The news reports of locked-down LTC homes, residents isolated from family and over-worked staff are disturbing.

While most of the infection rate is attributable to ineffective infection control procedures used by the operators, the design of these buildings has a significant role. Shared rooms with up to four residents along with shared washrooms create perfect opportunities for the spread of infections. Grouping residents into large clusters of up to 32 for dining and recreation also plays a role.

Architects can find better ways to design these facilities.

For example, private rooms with private washrooms, grouped in smaller clusters, would give staff a better opportunity to minimize the spread of infections. Adding a small vestibule between the corridor and room (with a handwashing sink and supplies dedicated to the resident) allows the ventilation system to be variously configured to either protect a healthy resident or contain the infection of an ill resident.

The design standards that control this type of accommodation are primarily set by the Ministry of Health and Long-Term Care. The Ontario Building Code and Ontario Fire Code also apply, but don't really affect the type of accommodation.

The OAA should publically promote changes to provincial design standards as well as the OBC and OFC to better support the health of vulnerable populations. While I have used the example of LTC homes this should apply to all Ontarians that reside in retirement homes, assisted living facilities, group homes, homeless shelters as well as correctional centres, jails, detention centres, and treatment centres.

The most effective route, rather than pushing individual Ministries to adopt voluntary changes to their design standards, would be to enact changes to the OBC. These changes would limit one resident to a room, require a private washroom, provide for handwashing facilities and require effective ventilation systems.

The push-back will be predictable. There will be increased costs to construct and operate new facilities. Most existing facilities will be non-compliant and many cannot be economically retrofitted. People will lose interest once this pandemic passed.

I ask you to bring this forward to OAA Council for discussion. I know that you and the OAA have a lot of work and challenges these days and do appreciate those efforts. I do believe it's a vital initiative for the OAA to take on and I'd be willing to help out.

Rick MacEwen

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Ontario Association of Architects

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 7.1

Memorandum

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

From: John Stephenson, Past President & Co-Chair OAA De-Colonization Working Group
Natasha Krickhan, Councillor

OAA De-Colonization Working Group Members:
Brian Porter
Cal Brook
Edward Winter
Eladia Smoke
Louis-Pierre Belec

Date: May 20, 2020

Subject: Report on OAA Reconciliation Roundtable

Background:

Prior to COVID-19 and the provincial shutdown which has impacted all our practices and pre-occupied many of us in the intervening weeks and months, the working group had met once virtually for an initial discussion of the long list of potential OAA initiatives. A survey has been designed and issued to all working group members inviting them to assign importance and urgency factors to the various ideas and asking about the potential for collaborations with other organizations doing similar or related work. The results of this survey are pending. As well, we have begun to collect data and examples from other organizations who are considering a decolonization effort within their own organization to inform our own deliberations.

It is hoped that all working group members will have had a chance to respond to the questionnaire by next week and efforts are underway to organize a second virtual meeting within the next two weeks to continue the discussion, with an objective of identifying the highest priority projects to initiate. A subsequent task will be to provide a preliminary estimate of implementation costs.

It is hoped that our working group's final report will be delivered by this summer in time for Council's consideration in the 2021 budget process.

Action: No action required.

FOR COUNCIL MEETING
May 27, 2020
(open)
ITEM: 7.2



May 19, 2020

REPORT TO OAA COUNCIL

As is the case across society, OAAAS is responding to the emergency measures implemented in mid-March. The Board of Directors met electronically on May 6 to discuss these responses and to approve adjusted methods of operations.

1. Administration/Staffing

Both staff members are working exclusively from home and trying to balance their respective part-time schedules to ensure services can continue to be provided on a timely basis.

While roughly 95 percent of members have paid their annual dues and we are working with potential new members, the crisis will reduce our income in the areas of new member applications and examination fees. If the economic slowdown affects jobs in the sector, our dues income is likely also to be affected. OAAAS is not eligible for the Canada Emergency Wage Subsidy since both staff members are independent contractors.

OAAAS is moving to electronic financial operations. Applicants and members will receive PayPal invoices for all payments owing, and OAAAS will waive the administration fee we have applied to cover processing charges. Staff invoices will continue to be authorized by the appropriate officers, but processing and payment will be done electronically.

2. Awards

After some hesitation, OAAAS has decided to move forward with our 2020 student awards. All colleges that select local award winners will file electronic documentation and a provincial adjudication process will take place via Zoom in June. We will decide at a later date how to celebrate the winners, hopefully in collaboration with a possible OAA celebration in the fall.

Unfortunately, we may not be able to provide cash prizes to the winners since our sponsors are declining to participate in light of current financial challenges. OAAAS has made a commitment that if we do receive sponsorships in 2020 we will divide all contributions equitably between the award winners.

3. Examination

There was general agreement that we should move forward to conduct the examination at a suitable time, either in June as originally planned, or in September. If the OAA office is open, it is possible for us to ensure appropriate physical distancing, since we typically have only 4-10 people at any session. If the office is not reopened by that time, all candidates will be invited to write the examination with a proctor. The Board agreed that if we require candidates to arrange a proctor, we will expand the scope of those eligible to take on this role. At present we accept only OAA-licensed professionals to serve as proctors. But, we will expand this list to include individuals with a professional designation such as engineers, accountants and lawyers, and will review, on a case-by-case basis, proposed proctors put forward by candidates.

4. Advanced Standing Program Interviews

OAAAS will conduct ASP interviews via Zoom. We are working with the current applicants to ensure electronic documentation is sufficiently secured and can be accessed only by interview team members.

Garry Neil
Executive Director | Registrar

ACCREDITATION OF COLLEGE ARCHITECTURAL TECHNOLOGIST PROGRAMS

The discussion concerning the possible accreditation of College programs in architectural technology focuses on two main issues. Is accreditation necessary, and if so why? How would an accreditation process be implemented and managed?

The merits of accreditation are:

- i) Harmonization of all College Architectural Technology programs in terms of minimum outcomes, benchmarks and standards, to ensure that graduates to the profession possess the educational background to ensure professional standards of licensure;
- ii) Transparency of College Architectural Technology programs in relation to educational standards required for entry into the OAA Technology Program
- iii) Input of the regulator, the OAA, into the minimum educational standards, in order to protect the public interest; and
- iv) Establishing acceptance criteria for candidates to the OAA Technology Program who are from other provinces or other countries.

The implementation could be in one of two ways. A new entity, perhaps including the colleges and OAAAS, could be created to oversee and process the accreditation system. The colleges would need to cover all costs associated with the development and implementation such an accreditation system. Or, we could work with an existing entity, such as Technology Accreditation Canada (TAC) to provide the infrastructure. While CACB is not an appropriate option, it could assist in the development of the system.

Both the OAA and ARIDO require that candidates for entry into membership be graduates from accredited degree programs, as a minimum educational pathway to licensure. Consequently, it would seem that there is a shortcoming with respect to the academic requirements of technologists seeking OAA licensure.

John Romanov, OAA, AAA, AAIA, RAIC, LEED, CET
Professor and Program Coordinator,
Architecture and Construction Management
Centennial College