

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



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 specific item or 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.
- 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) 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 material, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council.
- 5) 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.
- 6) 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 June 24, 2021 at approx. 11:00 a.m.

Meeting # 275

OPEN MEETING AGENDA

Recognition of Traditional Lands

- | | | |
|----------------|--|--------------------------|
| <i>4 mins</i> | 1.0 AGENDA APPROVAL | |
| <i>1 min</i> | 1.1 Declaration re. Conflict of Interest | |
| | 2.0 APPROVAL OF MINUTES | |
| <i>4 mins</i> | 2.1 Draft minutes of the May 12, 2021 Open Council Meeting (<i>see attached</i>) | |
| <i>2 mins</i> | 3.0 BUSINESS ARISING FROM THE MINUTES | |
| | 4.0 ITEMS FOR REVIEW AND APPROVAL | |
| <i>7 mins</i> | 4.1 Canadian Architectural Licensing Authorities (CALA) – Amended Terms of Reference for Canadian Architectural Certification Board (CACB) National Standing Committee and International Relations Committee (IRC) (<i>see attached</i>) | Executive Director |
| <i>10mins</i> | 4.2 Canadian Architectural Licensing Authorities (CALA) – Approval to move forward with incorporation as a legal entity (<i>see attached</i>) | Executive Director |
| <i>15 mins</i> | 4.3 Interns Committee – Funding Request re. Research on Challenges (<i>see attached</i>) | Councillor Abu-Bakare |
| <i>15 mins</i> | 4.4 Interns Committee – Request for Resource Allocation for Mentorship Survey (<i>see attached</i>) | Councillor Abu-Bakare |
| <i>15 mins</i> | 4.5 Conference 2021 Update and Recommendations for 2022 Conference (<i>see attached</i>) | Vice President King |
| <i>15 mins</i> | 4.6 Governance Committee – Proposed Revision to OAA Committee Composition (<i>see attached</i>) | Governance Committee |
| | 5.0 ITEMS FOR DISCUSSION | |
| <i>10 mins</i> | 5.1 Toronto 2030 District Update and consideration of OAA's involvement (<i>see attached</i>) | Vice President Schuhmann |
| | 6.0 EXECUTIVE COMMITTEE REPORTS | |
| | 6.1 Report from the President | |
| <i>3 mins</i> | 6.1.a Activities for the months of March-June (<i>see attached</i>) | President |
| <i>3 mins</i> | 6.1.b Report from Executive Director (<i>see attached</i>) | Executive Director |
| <i>5 mins</i> | 6.1.c OAA Technology Program Review Working Group – Update (<i>see attached</i>) | President |
| <i>5 mins</i> | 6.1.d Equity, Diversity & Inclusion and Truth & Reconciliation Report Working Group Update (<i>see attached</i>) | President |
| | 6.2 Report from the Senior Vice President and Treasurer | |
| <i>7 mins</i> | 6.2.a Financial Statements for 6 months ended May 31, 2021 (<i>see attached</i>) | SVP & Treasurer |
| | 6.3 Report from Vice President Strategic | |
| <i>7 mins</i> | 6.3.a Report from Vice President Strategic (<i>see attached</i>) | Vice President Schuhmann |

Open Council Agenda

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|--------------------------------------|---|-----------------------------------|
| 7 mins | 6.4 Report from Vice President Communications
6.4.a Report from the Communications Committee (<i>see attached</i>) | Vice President King |
| 7 mins | 6.5 Report from Vice President Regulatory
6.5.a Activities Report from the Registrar (<i>see attached</i>) | Vice President Hastings Registrar |
| 7 mins | 6.6 Report from Vice President Practice
6.6.a Report from Vice President Practice (<i>see attached</i>) | Vice President Vilardi |
| 8 mins | 6.6.b OAA Standard Contracts Update (<i>see attached</i>) | |
| 4 mins | 6.6.c OAA/OGCA Joint Best Practices Committee – May 27, 2021 Meeting (<i>see attached</i>) | |
| 7 mins | 6.7 Report from Vice President Education
6.7.a Comprehensive Education Committee Update (<i>see attached</i>) | Vice President Krickhan |
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7.0 ITEMS FOR INFORMATION | | |
| nil | 7.1 Ontario Association for Applied Architectural Sciences (OAAAS) - Update (<i>see attached</i>) | OAAAS Executive Director |
| nil | 7.2 Canadian Architectural Licensing Authorities (CALA) – Update on June 4, 2021 Regulators Meeting (<i>see attached</i>) | President |
| nil | 7.3 Canadian Architectural Certification Board (CACB) – Semi-Annual Report (<i>see attached</i>) | Executive Director |
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8.0 OTHER BUSINESS | | |
|
9.0 DATE OF NEXT MEETING | | |
| | 9.1 The next regular meeting of Council is Thursday September 23, 2021 at 9:30 a.m. via Zoom. | |
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10.0 ADJOURNMENT | | |

Ontario Association of Architects

Meeting #274 Open

MINUTES

May 12, 2021

The two hundred and seventy fourth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Wednesday May 12, 2021 via Zoom.

Present:	Susan Speigel	President
	Agata Mancini	Senior Vice President & Treasurer
	Paul Hastings	Vice President Regulatory (<i>part attendance</i>)
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education (<i>part attendance</i>)
	Kathleen Kurtin	Immediate Past President
	Kristiana Schuhmann	Vice President Strategic
	Settimo Vilardi	Vice President Practice (<i>part attendance</i>)
	Farida Abu-Bakare	Councillor
	J. William Birdsell	Councillor
	Heather Breeze	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jeffrey Laberge	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services

Regrets: None

The President called the meeting to order at 1:00 p.m.

The President noted a video titled *Sisters and Brothers* directed by Kent Monkman would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9193. The President noted that the following items would be added to the agenda:

- 8.1 Open letter to Council re. Recent Demographics Survey of the Membership
- 8.2 Discussion and approval of Members of Council who are Participating in Webinars/Conference as a Speaker/Panelist (*oral*)

It was moved by Longlade and seconded by Schuhmann that the agenda for the May 12, 2021 open meeting be approved as amended.

-- CARRIED

APPROVAL OF MINUTES

9194. *Reference Material Reviewed:* Draft minutes of the January 21, 2021 Open Council meeting.

The draft minutes of the January 21, 2021 Open Council meeting were reviewed.

A member of Council suggested that an additional note be added in the minutes that the Equity, Diversity, Inclusivity|Truth and Reconciliation Review Working Group Terms of Reference was amended to change the reference to a 'champion of women' to a 'champion of gender'.

It was moved by Laberge and seconded by Mintz that the minutes of the March 4, 2021 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9195. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9196. Honorary Member Nominations (*oral*)

Doyle reported on the nominations for Honorary membership.

It was moved by Schuhmann and seconded by Mancini that Council approve the nomination of Michael Copas for election to Honorary Membership within the OAA at the Annual General Meeting on June 16, 2021.

-- CARRIED (11 in favour, 3 opposed, 4 abstentions)

It was moved by Mintz and seconded by Erskine that Council approve the nomination of Wayne Medford for election to Honorary Membership within the OAA at the Annual General Meeting on June 16, 2021.

-- CARRIED (17 in favour, 1 opposed)

It was moved by King and seconded by Paquette that Council approve the nomination of Marta O'Brien for election to Honorary Membership within the OAA at the Annual General Meeting on June 16, 2021.

-- CARRIED (17 in favour, 1 abstention)

9197. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 30, 2021 re. Broadly Experienced Foreign Architect (BEFA) – Adoption of On-line Interview Process and attached supporting documentation. **(APPENDIX 'A')**

Doyle reported that following the success of the on-line interview pilot program the Canadian Architectural Certification Board (CACB) National Standing Committee is recommending that the on-line interview be implemented going forward as part of the BEFA Program.

A Council member questioned as to whether there is a limit to the number of candidates who may partake in the program annually.

Doyle clarified that the limit is based on the resources currently available to be able to conduct the program.

It was moved by Mancini and seconded by Laberge that Council approve the National Canadian Architectural Certification Board (CACB) Standing Committee's recommendation to proceed with the online interview process as an option under the Broadly Experienced Foreign Architect Program.

-- CARRIED

Council broke for lunch at 12 noon and resumed at 1:00 p.m.

The President noted that a report from the Vice President Regulatory would be considered next on the agenda.

9198. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated May 4, 2021 re. Governance Considerations for Future Executive Committee Candidacy.
(APPENDIX 'B')

The Vice President Regulatory reported that due to the increased focus on governance throughout many organizations, it is recommended that Council consider a review of requirements for to the election of the Executive Committee.

A Council member enquired as to whether there are currently any similar requirements instituted by other organizations.

It was suggested by a member of Council that further research be conducted, looking at other organizations as to what they have implemented and its effectiveness.

There was a suggestion from a Council member that the requirements be expanded to include all Councillors.

A member of Council noted that last year the Governance Committee had implemented a new process whereby existing Council members will complete a competencies matrix with the purpose to identify where certain specific competencies have been fulfilled and there there may be gaps. During the nominations for election, the membership is then advised of where there is a need on Council with respect to core competencies.

A Council member suggested that there is need to revamp the current Executive Committee nomination and election process.

It was noted by a member of Council that AIBC is undergoing major changes as the architects act will be sunset and the architectural professional will all under the guides of the new Professional Governance Act. It was suggested that this discussion with respect to requirements should be sent to the Governance Committee to review and provide recommendations to Council.

Some concern was expressed by a member of Council that putting in place additional eligibility requirements will create further accessibility issues and restrictions on members participating in Council

It was suggested by Mills that the Governance Committee may be requested to review, as opposed to making a request for a specific change. The Committee could research and determine if there is relevance to the OAA in terms of what it happening in other jurisdictions and current trend surrounding this particular issue.

It was moved by Hastings and seconded by Thomson that Council direct the Governance Committee to research, review and recommend appropriate threshold requirements for Executive Committee candidacy in order to address the increased scrutiny of governance requirements.

-- CARRIED (15 in favour, 1 opposed)

9199. *Reference Material Reviewed:* Memorandum from the Governance Committee dated May 3, 2021 re. Consistency in Committee Composition . **(APPENDIX 'C')**

The Immediate Past President reported on past requests for changes in committee composition. The Governance Committee considered consistency in committee composition, recognizing variations for some such as regulatory committees.

A Council member expressed some concern with a Vice President always holding the position of Chair for each Committee.

Some clarification was requested as to where the committees may also allow for a student representative.

Doyle noted that this template wording was intended to be used within the existing terms of reference for each committee with the wording be applied to the majority of committees with certain exceptions in the regulatory area. There was some discussion with respect to the appropriateness of incorporating student associates in all committees.

A Council member suggested that the composition should not always require that a Vice President be Chair as there are many well-qualified members to serve in that role.

A member of Council enquired as to whether there will be provisions in the language where a committee always has interns on it and where the number needs to be specified.

The Immediate Past President suggested that the reference to the position of Chair may be amended from the recommendation and to remove the mandatory requirement for a Vice President, however, there should be a requirement where there is a Council member tasked with reporting back to Council.

A Council member suggested that the Council liaison be incorporated since the Chair does not need to be a Vice President.

It was suggested by a member of Council that the wording be structured more broadly so that should another professionals fall under direct regulation by the OAA, it is already included in the committee composition and that it would not need to be revisited.

The following motion was made, but then tabled as the Council felt that further work on the wording was needed.

It was moved by Kurtin and seconded by Paquette that Council approve the recommendation of the Governance Committee regarding the approach to OAA committee composition such that the following format/wording be used to articulate the composition of individual committees within their approved terms of reference:

The Committee will be comprised of XX individuals one of which will be the Vice President of XYZ who will serve as the Chair. In addition to the Chair there will be XX additional members, XX of which will be members of Council. Efforts will be made to have representation on the Committee by a Licensed Technologist OAA and an Intern Architect. The composition of the Committee will be consistent with and reflect the OAA's policy statement regarding equity, diversity and inclusion, noting however that this may not be applicable to committees where composition is dictated by law.

-- MOTION TABLED

Action: The Governance Committee was directed to revisit the motion based on the conversation amongst Council and report back to the June meeting.

9200. *Reference Material Reviewed:* Memorandum from the Governance Committee dated May 3, 2021 re. OAA membership with the Institute of Corporate Directors (ICD). **(APPENDIX 'D')**

The Immediate Past President reported that the ICD offers governance training, workshops, an annual meeting and conference included with the membership. Pro-Demnity Insurance Company is a member and advised that it was useful for its organization.

It was moved by Kurtin and seconded by Mancini that the Ontario Association of Architects (OAA) join the Institute of Corporate Directors at the annual membership cost of approximately \$3,000 to be drawn from the Policy Contingency Budget; and, that the full Council as well as the Executive Director and Registrar be registered under that membership

-- CARRIED (16 in favour, 1 abstention)

9201. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 3, 2021 re. Request for Letter of Support for Alexandra Bridge and supporting background information. **(APPENDIX 'E')**

The President reported on the action of the Alexandra Bridge Coalition to save the Alexandra Bridge from demolition.

A member of Council noted that the bridge has not been abandoned but shut down for repairs adding that it is an actively travelled route. The architectural merits of the bridge were cited by many members of Council.

A Council member noted that the bridge runs by several major tourist attractions and is used with frequency.

It was suggested by a member of Council that a request for heritage designation be made to retain its elements.

Vilardi left the meeting at 1:52 p.m.

It was moved by Paquette and seconded by Erskine that Council lend its support to save the Alexandra Bridge by signing on to the letter addressed to the Prime Minister authored by the Alexandra Bridge Coalition.

-- CARRIED (14 in favour, 1 opposed, 1 abstention)

ITEMS FOR DISCUSSION

9202. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 30, 2021 re. Deputation from Member re. Consideration to Change the name of the *Architects Act* and the OAA and supporting background information. **(APPENDIX 'F')**

The President reported that for a deputation, Council may receive the report and determine whether any further action is required.

It was suggested by a member of Council that the material be considered under the OAA's Regulatory service area for further review. It was noted as well that the deputation included a recommendation to revise the member search on the Website to "Find a Member" as opposed to Licensed Technologist OAA or Architect.

It was suggested by a member of Council that further discussion should be tabled until Regulatory has completed its review of the recommendations in the deputation.

Some concern was expressed by a member of Council since it would involve changing the name of the Act that governs the profession, that this involves many layers which requires careful review.

It was noted by a Council member that the word 'architecture' is already contained in the OAA's mandate.

A Council member suggested that a review may be timely as part of the OAA's efforts to be inclusive.

Mills indicated that the process would need to be considered in respect to the level of involvement of the membership.

Doyle noted that review would need to include consideration of Council's priorities and resources available to the OAA as well as government. The Act is under the purview of the Attorney General.

It was moved by King and seconded by Mancini that the Deputation to Council from member, Jeremiah Gammond date March 13, 2021 be received.

-- CARRIED (14 approved, 2 opposed)

It was moved by Mancini and seconded by McKendrick that the first item within the deputation be reviewed by the Registrar within the context of modernizing the *Architects Act*.

-- CARRIED (9 in favour, 6 abstentions)

EXECUTIVE COMMITTEE REPORTS

9203. *Reference Material Reviewed:* Activities for the months of March-May. **(APPENDIX 'G')**

The President reported that there were a few items missing from the President's schedule. An updated schedule will be included in the June Council package.

The report was noted for information.

The President reported that the next item for Council's review is the update from the Governance Committee.

9204. *Reference Material Reviewed:* Memorandum from the Governance Committee dated May 3, 2021 re. Update on OAA Governance Committee. **(APPENDIX 'H')**

The Immediate Past President reported that the operational review is almost complete and there will be a presentation to the Project Team in the coming week along with the final report in June.

It was noted by the Immediate Past President that research into the size and composition of Councils as well as honorariums is ongoing with a target date for presentation to Council by the fall.

The Committee discussed the idea of new Councillor mentors for next year. The Executive Director recently met with the new Councillors to check in and answer any questions or comments they had several weeks ago as a post-orientation follow up. The Committee will be reviewing the Council Competency Matrix followed by issuing a call to the members seeking specific qualities to enhance the Council composition.

The report was noted for information.

9205. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 5, 2021 re. Update on Activities of the Executive Director. **(APPENDIX 'I')**

Doyle reported that she and the President are registered as observers for the upcoming AIBC AGM at the end of the month.

Doyle noted that she met with the firm Cloud Permit, which implement e-permitting in many municipalities to discuss categorization of designers whom are currently seen as one category.

The report was noted for information.

9206. *Reference Material Reviewed:* Memorandum from the Joint OAA/ARIDO Task Group dated May 3, 2021 re. Update on Activities of the Joint OAA/ARIDO Task Group. **(APPENDIX 'J')**

The report was noted for information.

9207. *Reference Material Reviewed:* Memorandum from the OAA Technology Program Review Working Group dated May 3, 2021 re. Update from the OAA Technology Program Review Working Group. **(APPENDIX 'K')**

The President reported.

The report was noted for information.

9208. *Reference Material Reviewed:* Memorandum from the Equity, Diversity, Inclusion | Truth & Reconciliation Working Group dated May 4, 2021 re. Equity, Diversity, Inclusion | Truth & Reconciliation Working Group Update. **(APPENDIX 'L')**

The President presented the update and reported that the Working Group is working on parsing the recommendations and creating a chart outlining recommendations which may overlap.

The report was noted for information.

9209. *Reference Material Reviewed:* Memorandum from the Senior Vice President and Treasurer, Agata Mancini dated April 30, 2021 re. Unaudited Financial Statements for the Three Months Ended February 28, 2021 and attached supporting documentation. **(APPENDIX 'M')**

The Senior Vice President and Treasurer reported.

The report was noted for information.

9210. *Reference Material Reviewed:* Memorandum from the Senior Vice President and Treasurer and Interlocking Director, Pro-Demnity Insurance Company, Agata Mancini dated May 3, 2021 re. Pro-Demnity Insurance Company (Pro-Demnity) – 2020 Summarized Financial Statements and attached supporting documentation. **(APPENDIX 'N')**

The Senior Vice President and Treasurer reported.

The report was noted for information.

9211. *Reference Material Reviewed:* Memorandum from the Senior Vice President and Treasurer and Interlocking Director, Pro-Demnity Insurance Company, Agata Mancini dated April 30, 2021 re. Pro-Demnity Insurance Company (Pro-Demnity) – Annual Appointment of the Auditor and Actuary and attached background information. **(APPENDIX 'O')**

The Senior Vice President and Treasurer reported.

A member of Council requested some clarification when Pro-Demnity intends to seek out a new auditor and actuary as matter of good governance.

The Senior Vice President and Treasurer responded that Pro-Demnity has had the discussion and the intention is to issue an RFP in the next several years.

A Council member enquired as to whether Pro-Demnity has plans in place to switch their banking institution.

The Senior Vice President and Treasurer responded that they will be discussing the issue further at the next Board meeting.

It was moved by Mancini and seconded by Vilardi that Council approve and direct the President to vote in the affirmative the reappointment of the actuary and auditor for Pro-Demnity Insurance Company for 2021 at the upcoming meeting of the Shareholder on June 23, 2021.

-- CARRIED

The President noted that the next two items to be discussed are those that fall under 8.1 and 8.2 in *Other Business*.

9212. *Reference Material Reviewed:* Correspondence from member and Past Councillor, David C. Rich dated March 22, 2021. **(APPENDIX 'P')**

A member of Council noted that the matter of the demographics survey was discussed and decided upon last year where it was commented that the OAA needs to further understand the make up of the members in order to address challenges and barriers related to equity, diversity and inclusion.

It was noted by a Council member that the main purpose of the survey was to determine if the population and make up of Ontario is reflected in the members of the OAA, adding that should it not, there is then a need to identify why.

Some concern was expressed by a member of Council that the survey questions were somewhat offensive, adding that a low response would have been expected because of the personal nature of the questions. It was suggested that the LGIC's be sent a copy of the survey.

Doyle noted that the results of the Demographics survey have been forwarded on to the Equity, Diversity, Inclusion | Truth & Reconciliation Working Group to further analyze. The rate of response was good and the feedback was generally positive. The full report will come forward to the June Council meeting.

It was noted by a Council member that the options allow for minority groups to be seen, adding that the results can have a positive effect on groups where recognition and attention is being asked.

A member of Council reminded that the survey was created by a equity consultant and was voluntary. It was also administered by a third party professional survey consultant. The data was in aggregate and therefore anonymous. It is important to further analyze the results to help guide the Working Group through the next steps. It was reminded again that Council approved the survey, as well, it was addressed at the last AGM and Society Visits in the fall where support was received from the membership.

It was suggested by a Council member that the purpose of the information contained in the survey was to facilitate the creation of policies and decision-making based on knowledge of the membership.

A member of Council suggested that the results of the survey will not be accurate due to the large number of options to select in each question as well as presenting the respondents with the option of 'prefer not to answer'.

A member of Council indicated that they recognize that some questions may be uncomfortable, however, the purpose is to identify the make-up of the membership and consider the changes which are needed.

It was moved by Mancini and seconded by Abu-Bakare that the letter from member and past Councillor David Rich dated March 22, 2021 be received and forwarded to the Equity, Diversity and Inclusion |Truth and Reconciliation Working Group for further consideration.

-- CARRIED (14 in favour, 1 opposed, 1 abstention)

9213. Discussion and approval of Members of Council who are Participating in Webinars/Conference as a Speaker/Panelist (*oral*)

Doyle reported that there is a policy in place which requires that a member of Council or past staff who wishes to present at Conference, is required to have advance approval of Council, particularly where they are being remunerated. For the 2021 Conference, there is no additional remuneration for the speakers as would be the case historically, however, they are receiving a complementary Conference package.

Confirmation of Council's registration and the schedule will be shared with them in the next short while.

9214. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated April 29, 2021 re. Update on activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'Q')**

The Vice President Strategic reported that the Large Firms Working Group determined that it will not be taking on future meetings at this time due in coordination with the OAA, but rather operating status quo on their own.

It was noted by the Vice President Strategic that the Policy Advocacy Coordination Team (PACT) is planning to finalize discussion on the MZO Consultation shortly and report back to the June Council meeting. A member of Council noted for information that a Practice Tip was issued noting potential liability under the MZO.

The Vice President Strategic noted that the annual Queen's Park picks is underway and on schedule for October. Staff is reaching out to MPP's regarding architecture in their respective ridings.

The recent Long Term Care Roundtable was attended by members with work experience in that area. Steps are underway to formulate a response to government for Council in June. A correction was noted in the report that the proposed funding for a compendium of LTC design guidelines which would be facilitated through the University of Toronto is to be requested to be drawn from policy contingency at the June meeting.

The report was noted for information.

9215. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated April 30, 2021 re. Sustainable Built Environments Committee (SBEC) Update. **(APPENDIX 'R')**

The Vice President Strategic reported that the TEUI calculator free tool has been launched to the membership.

It was noted by the Vice President Strategic that the Toronto 2030 District has become incorporated and that OAA representative Sharp will report to the June Council meeting on the options for the OAA's continued involvement.

A member of Council noted for information that a Practice Tip was issued noting potential liability under the MZO.

The report was noted for information.

9216. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 30, 2021 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'S')**

The report was noted for information.

9217. *Reference Material Reviewed:* Memorandum from the Communications Committee dated April 29, 2021 re. Communications Committee Update and attached background information. **(APPENDIX 'T')**

The Vice President Communications reported. A correction was noted on page two of the report that a meeting of the Committee was held April 20 instead of March.

It was noted by the Vice President Communications that the Committee and staff are working to resolve the last few Website deficiencies. The 2021 Service Awards winners have been announced. The SHIFT Challenge jury chose five selections and work is underway to update the information including a press release and recorded interviews to be shared at Conference.

A Council member enquired as to the approach to address broken links on the Website.

Missio responded that an email to communications through him would address those issues. It was noted that there will be an announcement in the next edition of OAA News, advising the membership of updates made to the Website.

The report was noted for information.

9218. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated April 30, 2021 re. Activities under the Registrar February 19, 2021 – April 28, 2021 and attached background information. **(APPENDIX 'U')**

The report was noted for information.

9219. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated May 3, 2021 re. Report from Vice President Practice. **(APPENDIX 'V')**

The Vice President Practice reported that the COVID page on the Website continues to be updated as new information comes available. A list of what is deemed essential construction was recently posted.

It was noted by the Vice President Practice that a meeting was held with the Ministry of Municipal Affairs and Housing (MMAH) regarding the Building Code and COVID where it was confirmed that architects are part of construction related to the activities/services group.

The Vice President Practice noted that the review of Document 600 is near completion. Practice is undertaking a review of the suite of contracts to assess their validity. Review of the CCDC2 supplementary conditions is currently being reviewed by the Ontario General Contractors Association (OGCA).

The Vice President Practice indicated that discussion regarding the CSA Standards is complete with the information rolling out to the members in the next short while.

The Vice President Practice noted that the Practice Resources Committee (PRC) is currently updating the OBC matrices. Municipalities have been making unusual request to members and as a results a check in

consistencies is ongoing. The Sub-Committee on Building Codes and Regulations (SCOBCAR) has identified issues regarding the Building Code and climate stability where the standards referred are outdated.

The report was noted for information.

9220. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated May 3, 2021 re. Update from Vice President Education and attached supporting documentation. **(APPENDIX 'W')**

Doyle reported that an announcement will be going out to the members on May 13 regarding the new mandatory Equity, Diversity and Inclusivity learning and the availability of the courses. Starting in June webinars will be offered on a weekly basis until next year. This includes the EDI courses as well as the regular stream of webinars. The 'Fundamentals of Starting an Architectural Practice' course is now available on-line through the University of Toronto.

A Council member reported that an educator's guide to teaching architecture from elementary to high school level has been finalized and will be sent to the Ministry for its on-line portal as well as a place in the OAA website. There is an effort to insert the program directly into the curriculum however, a consultant would be required to facilitate this initiative.

The report was noted for information.

9221. *Reference Material Reviewed:* Memorandum from the Immediate Past President, Kathleen Kurtin dated May 3, 2021 re. Update from OAA Building Committee. **(APPENDIX 'X')**

A member of Council reported that the Committee Chair, Sheena Sharp is working with the contractors to resolve the remaining deficiencies. Humidification of the building was addressed at the last meeting.

The report was noted for information.

ITEMS FOR INFORMATION

9222. *Reference Material Reviewed:* Ontario Association for Applied Architectural Sciences (OAAAS) Report to Council dated May 2021. **(APPENDIX 'Y')**

The report was noted for information.

OTHER BUSINESS

9223 The two items were discussed in minutes numbers 9212 and 9213.

DATE OF NEXT MEETING

9224.. The next regular meeting of Council is Thursday June 24, 2021 at 9:30 a.m. via Zoom.

ADJOURNMENT

9225. **It was moved by Chen and seconded by Longlade that the meeting be adjourned at 4:12 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

DRAFT

Memorandum

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kristi Doyle, Executive Director

Date: June 7, 2021

Subject: **Canadian Architectural Certification Board (CACB) National Standing Committee and International Relations Committee (IRC) – Amended Terms of Reference**

Objective: To consider approval of the amended Terms of Reference for the CACB National Standing Committee and International Relations Committee.

The attached report was presented to the each of the member jurisdictions of CALA for consideration along with revised terms of reference for the CACB National Standing Committee and IRC on June 4, 2021.

The goals and objectives behind this national exercise to update and refresh the terms of reference for both of these standing committees is explained accordingly.

OAA President Susan Spiegel, Immediate Past President Kathleen Kurtin and Senior Vice President & Treasurer Agata Mancini along with myself and the Registrar attended the June 4 CALA meeting and recommend Council's approval of the revised terms of reference.

Action: Council is asked to consider the following motions: *It was moved by... and seconded by... that Council approve the Terms of Reference for the Canadian Architectural Certification Board (CACB) National Standing Committee dated May 18, 2021.*

It was moved by...and seconded by...that Council approve the Terms of Reference for the International Relations Committee (IRC) dated May 18, 2021. Terms of Reference for the Canadian Architectural Certification Board (CACB) dated May 18, 2021.

.

Attachments: CACB National Standing Committee – Terms of Reference
International Relations Committee (IRC) – Terms of Reference

Terms of Reference:

Canadian Architectural Certification Board (CACB) Standing Committee

This document is endorsed by the following Canadian Architectural Licensing Authorities (CALA):

- Architectural Institute of British Columbia (AIBC)
- Alberta Association of Architects (AAA)
- Northwest Territories Association of Architects (NWTAA)
- Saskatchewan Association of Architects (SAA)
- Manitoba Association of Architects (MAA)
- Ontario Association of Architects (OAA)
- Ordre des architectes du Québec (OAQ)
- Architects' Association of New Brunswick / Association des architectes du Nouveau-Brunswick (AANB)
- Nova Scotia Association of Architects (NSAA)
- Architects Association of Prince Edward Island (AAPEI)
- Architects Licensing Board of Newfoundland and Labrador (ALBNL)

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- 4 Process for Dealing with Special Projects
- 5 Final Provisions

1 **Mandate**

The mandate of the Committee, as established by the Canadian Architectural Licensing Authorities (CALA), is to liaise with the CACB and provide ongoing oversight and maintenance of the Conditions for Licensure as approved by CALA, the National Competency Standard, Education Standard and Conditions for Accreditation and the Broadly Experienced Foreign Architect (BEFA) program.

2 **Committee Composition**

The CACB Standing Committee shall be comprised of four architects and three CALA Administrators who have demonstrated knowledge and awareness of the conditions and requirements needed to practice architecture in Canada. Cross country representation on the Committee is desirable to adequately address national and regional concerns and priorities.

It is therefore recommended that the four architects and the three administrators appointed by CALA provide some form of regional, gender and ethnic diversity among the following regions:

- Atlantic (AANB, AAPEI, NLAA, NSAA)
- Québec
- Ontario
- West (AIBC, AAA, MAA, SAA, NWTAA)

Upon approval from CALA, the Committee may add additional members and consultants as required for specific tasks.

2.1 **Nomination Process and Duration of Appointment**

Architects who are interested in being considered as potential Committee members shall respond to an Expression of Interest to serve on the Committee and shall be chosen by CALA upon recommendation by the selection committee. The selection committee shall be comprised of three members: the current Committee Chair, one CALA Administrator on the Committee, and one retiring member of the Committee.

The Committee will take into consideration regional representation, gender and ethnic diversity and related experience when considering potential Committee members. Following candidate review, the Committee will make a recommendation at the fall meeting of CALA for approval relative to appointment. The new candidate term will commence on January 1 of the following year.

Unless otherwise determined by CALA, the duration and mandate of the Architects on the CACB Standing Committee shall be for a period of four years, renewable by CALA for a maximum of two terms upon recommendation from the committee. Should a committee member resign or not be able to complete their term, a replacement will be found through the selection committee process as outlined above and the new member shall serve out the remainder of the mandate.

The three CALA administrators who serve on the Committee shall be selected by way of the CALA administrators' network.

To strike a balance between succession planning and continuity, beginning on July 1, 2021, one architect will be replaced or reappointed annually.

2.2 Committee Chair

The Committee members must select the Chair of the Committee from the architect members of the Committee. The term of the Chair is two years and may be renewed as per the requirements of Item 2.1 above. When required, the Committee Chair has the authority to create working groups from amongst Committee members.

2.3 Meetings

The Committee will meet a minimum of two times per year. Those meetings can be held by electronic media, or in person. An Agenda shall be prepared by the Chair and Minutes will always be recorded.

Committee recommendations must be considered and approved by every CALA jurisdiction.

3 Responsibilities

The work of the Committee can be categorized as follows:

3.1 Administrative

1. Review and make recommendations on the annual CACB operating budget.
2. Monitor the operation of CACB and potential issues in the delivery of its services.
3. Review and make recommendations to CALA on the development or revision of any criteria or procedures regarding both certification of academic qualifications and accreditation of professional programs in architecture offered by Canadian universities.
4. Recommend to CALA the nomination of three from the profession, who have served on the Council or Board of a regulatory body in Canada, for appointment to the CACB Board of Directors in accordance with the parameters set out in the Terms of Reference and / or Bylaws.
5. Recommend to CALA the nomination of three individuals, who are registered / licensed architects in architectural practice, and whose names have been vetted with the CCUSA, for appointment to the CACB Board of Directors in accordance with the parameters set out in the Terms of Reference and / or Bylaws.
6. Review policy changes and directives as agreed to by (CALA) and / or recommendation for change from the CACB Board of Directors.
7. With the assistance of the CALA jurisdictions, maintain a list of volunteers for use by the CACB in the delivery of its programs.
8. Any other tasks as directed by CALA.

3.2 Licensing Related Items

1. Review, revise, and recommend to CALA for approval:
 1. The Canadian Architectural Educational Standard.
 2. National Competency Standard
 3. Conditions and Procedures for Accreditation
 4. Conditions for Licensure
 5. Student Performance Criteria
 6. Recommendations for enhancements to the BEFA program.
2. Assist follow-up with CACB regarding the implementation of the outcomes of CACB Validation Conferences.
3. Any other tasks as directed by CALA.

3.3 Communications and Reporting Responsibilities

With respect to CALA communications and reporting, the Committee will:

- Provide written reports to CALA semi-annually.
- Provide written recommendations for CALA approval.
- Provide written updates to CALA on specific items as required.
- Prepare the annual operating budget which shall:
 - Be established on or before September 1st of each year.
 - Identify fixed operating costs, which include committee meetings (conference calls and in person).
 - Note any external resources such as consultants, and incidental expenses.

An annual base budget for the general operations of the Committee shall be established each year, together with separate and distinct budgets that might be required, as and where significant initiatives / files need to be addressed, during that same period. Where appropriate, efforts will be made to seek external funding.

The Chair of the Committee will make a recommendation to the members of CALA with respect to approval of the budget. This recommendation will include the annual per capita funding amount to be provided by each CALA member. To facilitate the budgeting process of CALA members, information concerning the proposed levy will be provided no later than September 30th of each year.

- Communicate CALA decisions to CACB and CCUSA.
- Identify issues of concern with respect to the business and operation of the CACB and be the point of contact for members of CALA to express specific concerns relative to the ongoing business and operation of the CACB. If issues or concerns are identified, the Committee will discuss these concerns with the CACB and seek resolution as necessary and report such resolution to the members of CALA.

With respect to CACB communications and reporting, the Committee will:

- Receive minutes of CACB board meetings for information.
- Advise, on behalf of CALA, semi-annual reporting criteria.
- Relay report received from CACB to members of CALA in a timely manner.
- Receive and relay CALA decisions to CACB.
- Receive and relay any comments or concerns raised by CALA to the CACB.
- Facilitate input on, and approval of, specific CACB matters.
- Invite, on behalf of CALA, a representative(s) of the CACB to the semi-annual national meetings for the purposes of answering questions related to the former written report.
- Any other matters as directed by CALA.

With respect to CCUSA communications and reporting, the Committee will:

- Liaise with CCUSA on the appointment of three board members (refer to process identified below regarding appointment of members to the Board).
- Consult with CCUSA on the development, maintenance and approval of the Members Funding Agreement as required.
- Identify and / or develop, in conjunction with CCUSA, policies and directives which affect the operation or mandate of the CACB, as deemed necessary.

3.4 Process for Appointment of Directors to the CACB Board

The Committee will facilitate the appointment of three individuals who are registered/licensed architects or a retired member in good standing with a CALA jurisdiction who will serve as representatives of CALA, in accordance with the Bylaws.

The Committee will facilitate, jointly with CCUSA, the appointment of three individuals who are registered / licensed architects representing practitioners, to serve as joint appointees of CALA and CCUSA, in accordance with the Bylaws.

The Committee will ensure that the composition of the CACB board respects linguistic, gender, ethnic and regional equality.

The following process will be followed by the Committee to facilitate the appointments described above:

1. In the spring of each year, the Committee will review those members of the Board whose terms will expire in the fall of that same year.
2. When a CALA appointed member's term is expiring, the Committee shall notify the members of CALA of such vacancy and request that interest from their respective membership be solicited. The Committee will advise from what region representation would be most appropriate and other requirements. All expressions of interest shall be vetted and endorsed by the CALA member prior to forwarding them to the Committee.
3. The Committee will compile all Expressions of Interest and review these in the context of the criteria for appointment as outlined in the Bylaw.
4. Based on its review, the Committee will make a recommendation to CALA for approval.
5. When a joint CALA / CCUSA nomination is required, the Committee will liaise with CCUSA to coordinate a recommendation based on the interest received via CALA and CCUSA.

Based on its review, the Committee will make a recommendation to CALA for approval.

The Committee is responsible to collect and compile the responses from CALA and inform the CACB.

3.5 Process for Review and Approval of the Annual CACB Budget

The Committee shall receive from the CACB, on or before August 1st of each year, a copy of the draft budget for the CACB for review.

The Committee shall review the draft budget in cooperation with the Executive Director and Treasurer of the CACB. Based on that review, and subject to any amendments identified by the Committee, the Chair of the Committee will make a recommendation to the members of CALA with respect to approval of the budget. This recommendation will include the CALA funding to be provided in that calendar year. To facilitate the budgeting process of CALA members, information concerning the proposed levy will be provided no later than September 30th of each year.

3.6 CALA Representation at the CACB Annual General Meeting

CALA will determine its representative to the annual general meeting of the CACB and advise CACB accordingly.

4 Process for Dealing with Special Projects

The Committee or members of CALA may present a written request to CALA for consideration of a special project. Approval of the request rests with CALA.

5 Final Provisions

The Terms of Reference shall be reviewed by the Committee every three years and any recommended modifications are to be presented to CALA for approval.

The Terms of Reference take effect as of July 1, 2021. They replace and supersede all previous versions.

Terms of Reference:

International Relations Committee (IRC)

This document is endorsed by the following Canadian Architectural Licensing Authorities (CALA):

- Architectural Institute of British Columbia (AIBC)
- Alberta Association of Architects (AAA)
- Northwest Territories Association of Architects (NWTAA)
- Saskatchewan Association of Architects (SAA)
- Manitoba Association of Architects (MAA)
- Ontario Association of Architects (OAA)
- Ordre des architectes du Québec (OAQ)
- Architects' Association of New Brunswick / Association des architectes du Nouveau-Brunswick (AANB)
- Nova Scotia Association of Architects (NSAA)
- Architects Association of Prince Edward Island (AAPEI)
- Architects Licensing Board of Newfoundland and Labrador (ALBNL)

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1 Introduction

The International Relations Committee (IRC) was established on October 16, 2008 to formalize the Canadian Architectural Licensing Authorities' (CALA) coordination and cooperation on matters related to the recognition of international registration / licensing and mobility agreements.

The Committee recognizes the role of each individual regulator in approving direction and / or agreements that impact their regulatory responsibility in their province / territory. The Committee does not have the authority to bind the individual CALA jurisdictions.

2 Mandate

The mandate of the Committee, as established by CALA, is:

- To represent CALA in all discussions and initiatives related to international relations, specifically mutual recognition of registration / licensing as well as professional mobility arrangements and agreements with jurisdictions outside of Canada based on specific directions given by CALA.
- To facilitate the adoption, implementation, modification, and maintenance of international mutual recognition agreements (MRAs).

3 Committee Composition

The IRC shall be comprised of four (4) architects who have demonstrated knowledge and awareness of the conditions and requirements to practice architecture in Canada and other regions or countries in North America, Europe, and Asia-Pacific.

Cross-country representation on the Committee is desirable to adequately address national and regional concerns and priorities. It is therefore recommended, that the four architects appointed by CALA provide some form of regional, gender and ethnic diversity among the following regions:

- Atlantic (AANB, AAPEI, NLAA, NSAA)
- Québec
- Ontario
- West (AIBC, AAA, MAA, SAA, NWTAA)

Upon approval from CALA, the Committee may add additional members and consultants as required based on their knowledge and for specific tasks.

3.1 CALA Secretariats

Administrators from CALA appointed secretariats shall assist the Committee in its mandate. If an administrator from a host secretariat is no longer able to assist the Committee, the administrator from another jurisdiction shall be invited to act in this capacity and to provide time and resources needed.

On behalf of CALA, three jurisdictions act as “Secretariats” perform the duties of Secretariat for each of the existing MRAs. In conjunction with the committee, the Secretariats also ensure the efficient operation of each of the Monitoring Committees.

The profession is currently signatory for the following MRAs:

- APEC MRA (Australia/New Zealand) – Hosted by the AIBC
- CALA / NCARB MRA – Hosted by the OAA
- Tri-National MRA (Mexico / USA / Canada) – Hosted by the OAA
- CALA / Architects’ Council of Europe (ACE) – Hosted by the OAQ

3.2 Nomination Process and Duration of Appointment

Potential Committee members shall respond to an Expression of Interest to serve on the Committee and shall be chosen by CALA upon recommendation by the selection committee. The selection committee shall be comprised of three members: the current Committee Chair, one CALA Secretariat Administrator and one retiring member of the Committee.

The Committee will take into consideration regional representation, gender and ethnic diversity and related experience when considering potential Committee members. Following candidate review, the Committee will make a recommendation at the fall meeting of CALA for approval relative to appointment. The new candidate term will commence on January 1 of the following year.

Unless otherwise determined by CALA, the duration and mandate on the Committee shall be for a period of four years and renewable by CALA for a maximum of two terms upon recommendation from the committee. Should a committee member resign or not be able to complete their term, a replacement will be found through the selection committee process as outlined above and the new member shall serve out the remainder of the mandate.

To strike a balance between succession planning and continuity, beginning on July 1, 2021, one architect will be replaced or reappointed annually.

3.3 Committee Chair

The Committee members must select the Chair of the Committee. The term of the Chair is two years and may be renewed as per the requirements of Item 3.2 above. When required, the Committee Chair has the authority to create working groups from amongst the Committee members.

3.4 Meetings

The Committee will meet a minimum of two times per year. Those meetings can be held by electronic media, or in person. An Agenda shall be prepared by the Chair and Minutes will always be recorded.

Committee recommendations must be considered and, if deemed acceptable, approved by every CALA jurisdiction.

4 Responsibilities

The Committee shall:

- Communicate and, where necessary, meet on behalf of CALA with representatives from jurisdictions with which mutual recognition or professional mobility discussions are in existence or are being considered. Prior to communication and / or attendance at meetings, the Committee will review the status of each existing file and report to CALA on issues which need to be addressed and recommend an approach for dealing with those files. The Committee will take direction from CALA after that reporting has occurred.
- Provide CALA with its review, analysis, and recommendations of all international files where a Canadian position is being discussed and / or sought relative to registration / licensing and mutual recognition.
- Ensure the regulatory mandates of all member jurisdictions are in the forefront of all discussions.

4.1 Communications and Reporting Responsibilities

The Committee shall:

- Inform CALA of its work and progress of discussions on the various international files on a regular basis.
- Submit written semi-annual reports to CALA which will include:
 - A status and progress report on each file.
 - Identify current and potential issues to be considered by CALA and provide recommendations for resolution.
 - Analysis and recommendations on proposals being presented.
 - Request direction from CALA where a formal position is required.

4.2 Process for Review and Approval of the Annual Budget

The operating budget shall:

- Be established on or before September 1st of each year.
- Identify fixed operating costs, which include committee meetings (conference calls and in person).
- Note any external resources such as consultants, and incidental expenses.

The bulk of the budget will be based on individual file budgets (a budget will be established for each active file and costs). Where appropriate, efforts will be made to seek external funding.

The Chair of the Committee will make a recommendation to the members of CALA with respect to approval of the budget. This recommendation will include the CALA funding amount to be provided for the upcoming year. To facilitate the budgeting process of CALA members, information concerning the proposed levy will be provided no later than September 30th of each year.

5 Process for Dealing with Special Projects

The Committee or members of CALA may present a written request to CALA for consideration of a special project. Approval of the request rests with CALA.

6 Final Provisions

The Terms of Reference shall be reviewed by the Committee every three years and any recommended modifications are to be presented to CALA for approval.

The Terms of Reference take effect as of July 1, 2021. They replace and supersede all previous versions.

FINAL DRAFT-2021-MAY-18

Memorandum

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kristi Doyle, Executive Director

Date: June 7, 2021

Subject: **Canadian Architectural Licensing Authorities (CALA) –
Incorporations By-law and Articles of Incorporation**

Objective: To provide Council's approval to move ahead with the CALA incorporation and approval in principle the draft By-law and Articles of Incorporation.

The attached report was presented to the each of the member jurisdictions of CALA for consideration with respect to the proposed by-law and articles of incorporation for CALA on June 4, 2021. It is detailed and provides the background to the decision to move forward with this national incorporation, as well as the key principles for the nationally incorporated entity.

The draft bylaws and articles of incorporation are attached for Council's review. It is noted that the bylaws have been drafted by legal counsel, and with the input of other counsel, as well as the group of national CALA Administrator's across the country. I am currently conducting a final review from the perspective of the OAA to ensure that each of the regulators' interests are taken into account, as well as some level of flexibility to ensure that each regulator continues with the autonomy.

I will be prepared to speak to any issues that might be of concern to the OAA at the June 24 meeting, as well as the results of my own discussions with OAA legal counsel.

Action: Council is asked to consider the following motion: *It was moved by... and seconded by... that Council approve the incorporation of the Canadian Architectural Licensing Authorities, of which the OAA is a member; and that Council approve in principle the proposed By-law and Articles of Incorporation for the Canadian Architectural Licensing Authorities (CALA) subject to minor amendments that might be required to address specific comments from the individual CALA regulators.*

Attachments: Memorandum from General Counsel/AIBC, Thomas Lutes to CALA dated May 18, 2021 re. CALA Draft Incorporation Bylaws and Draft Articles of Incorporation



CANADIAN ARCHITECTURAL LICENSING AUTHORITIES
REGROUPEMENT DES ORDRES D'ARCHITECTES DU CANADA

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA | ALBERTA ASSOCIATION OF ARCHITECTS | NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS
SASKATCHEWAN ASSOCIATION OF ARCHITECTS | MANITOBA ASSOCIATION OF ARCHITECTS | ONTARIO ASSOCIATION OF ARCHITECTS | ORDRE DES ARCHITECTES DU QUÉBEC
ARCHITECTS' ASSOCIATION OF NEW BRUNSWICK/ASSOCIATION DES ARCHITECTES DU NOUVEAU-BRUNSWICK | NOVA SCOTIA ASSOCIATION OF ARCHITECTS
ARCHITECTS' ASSOCIATION OF PRINCE EDWARD ISLAND | ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

Memorandum

Date: May 18, 2021 (for June 4, 2021 Regulators Meeting)

To: CALA/ROAC Administrators, Regulators and CALA Incorporation Task Force

From: Thomas Lutes, General Counsel/AIBC

Re: **UPDATE: CALA Draft Incorporation Bylaws (the "Draft Bylaws") and Draft Articles of Incorporation ("Draft Articles")**

1.0 Background

- 1.1 This memorandum summarizes the status of the incorporation documents developed to date. Several drafts of the articles of incorporation ("Draft Articles") and proposed bylaws ("Draft Bylaws") have been developed and reviewed by staff, external and internal counsel, volunteers, and administrators.
- 1.2 The following memo has been prepared for the June 4, 2021, Regulators' meeting. After reviewing this memo with an opportunity to ask questions for clarification, the Regulators will be asked to approve-in-principle or indicate general support for the key incorporation elements.
- 1.3 If the Regulators approve the key incorporation elements and provide direction to move forward, it is proposed that the latest Draft Articles and Draft Bylaws be distributed to all regulators for review at the council and staff level. More information on a proposed timeline is found at Paragraph 5.1 below.

2.0 CALA Incorporation Reminders

- 2.1 Given the amount of background material and reporting that have arisen since the CALA Incorporation file gained momentum, the following reminders may provide useful context:
 - 2.1.1 Direction from CALA to proceed with the steps leading to incorporation was provided in October 2019. A series of background memoranda beginning in early 2019 outlined the history, advantages, and related issues related to moving the CALA structure from relatively informal to federal incorporation. These documents are available for review upon request as background through the CALA Administrator.
 - 2.1.2 The statute under which federal incorporation of CALA would occur is the *Canada Not-for-Profit Incorporation Act* (the "*NFP Act*"). Other national professional organizations such as Engineers Canada and the Federation of Canadian Law Societies are incorporated under the

NFP Act. CALA itself was never federally incorporated, although the CACB does operate under the *NFP Act*.

- 2.1.3 In order to incorporate, the key steps are the filing of articles of incorporation (a fairly short document), corporate name choice and reservation, office location, identifying first directors, filing fee payment, and the filing of bylaws within one year of incorporation. Given the critical importance of bylaws, it was decided in the early stage that incorporation would not proceed until the regulators were satisfied with both the articles and the bylaws.
- 2.1.4 Key principles were developed by the CALA Incorporation Task Force as guiding direction for the ongoing incorporation work. These are excerpted below from the April 19, 2019, memo from Darryl Condon, AIBC Past-President, and John Stephenson, OAA Past-President, to CALA Presidents and EDs/CEOs:

Flexibility and efficiency: Preservation of the relatively informal, flexible and streamlined nature of meetings, between-meeting collaboration, and decisions;

Equality of “Voice”: Preservation of the current model’s respect for all regulators, regardless of region, membership size or statutory framework;

Autonomy and Decision-Making: Preservation of CALA’s respect for the independence of each regulator, including the individual laws, regulations and architectural culture within each jurisdiction and the ability for individual regulators to opt out of specific initiatives as needed;

Architectural “Voice”: Ensuring that within the necessarily more formal and bureaucratic structure of an incorporated entity, the participation, contributions, and decision-making role of architects and other registrants is respected, and where appropriate enhanced, while providing greater clarity regarding how and when the organization can speak on behalf of the profession. A continued, prominent role for board/council representatives (president or otherwise) should be maintained while encouraging increased continuity;

Preserving Working Structure: While informal, the CALA “Terms of Reference for Cooperation ...” (revised May 2017) and related “CALA Equalization Policy” provide tested and respected structures. To the extent possible under an incorporated model, these terms should be duly considered and honoured; and

Funding and Administrative Support: Preservation or appropriate updating of funding and support processes currently in place.

- 2.2 Input received through 2020 has confirmed preference for the name **Regulatory Organizations of Architecture in Canada / Regroupement des Ordres d’Architectes du Canada**, with the abbreviation working in both languages of “ROAC”. As of April 2021, the name was available. As a reminder, the CALA acronym was already registered and unavailable. Support for B.C. as the initial head office for the organization was provided in June 2020, with the knowledge that the location of the head office can be changed by special resolution.

- 2.3 In March 2021, updated Draft Articles and Draft Bylaws were reviewed by the Administrators and a number of amendments proposed. The primary areas of discussion were: (1) clarity between the role of 'members' (the individuals nominally representing each regulator) and 'directors' (individuals providing core decision-making and direction); (2) the preferred qualifications for members and directors; (3) confirming the primary authority of the board of directions; and (4) enhancing and clarifying the 'opt out' model for certain matters that helps ensure regulator independence. Changes have been made to the latest Draft Bylaws in each of these areas.

3.0 Draft Articles

- 3.1 This short document is a statutory requirement with limited range for variation. It establishes the minimum and maximum number of directors; statement of purpose of the organization; the location of the registered office; description of the classes of members that may be established by the corporation; and distribution of property upon liquidation.
- 3.2 The Draft Articles establish the name ROAC and establish a single member class (consisting in the Draft Bylaws of the 11 current CALA members). A draft list of general purposes, excerpted below, focuses on the public interest and CALA's current policy focus:
- (a) to represent the provincial and territorial regulators of the profession of architecture in Canada as authorized by such regulators in the public interest;
 - (b) to promote excellence in the regulation of the profession of architecture in Canada and to maintain an architectural voice as part of effective regulation in the public interest;
 - (c) to work collectively with member regulators to develop and promulgate nationally-recognized standards and programs which meet regulatory responsibilities as well as the needs of the public and the architectural profession;
 - (d) to protect the public interest by establishing standards that enable professional mobility, nationally and internationally;
 - (e) to enhance the strength and diversity of the architectural profession in the public interest through appropriate recognition of qualifications;
 - (e) [Alternative wording]: to create opportunities for the diversification of the architectural profession as a reflection of the diversity of Canada in the public interest
 - (f) to conduct, commission, fund and support research into issues related to the regulation of the profession of architecture to inform, support or facilitate the foregoing purposes; and
 - (g) to do all such other things as are incidental and ancillary to the attainment of the foregoing purposes and the exercise of the powers of the Corporation.

4.0 Draft Bylaws

- 4.1 As previous memoranda have set out, the bylaws establish most of the governance and administrative fundamentals for the proposed federal CALA entity. There has been general agreement that despite the bylaws needing approval by the members and formal filing within 12 months of incorporation, they should be prepared and agreed to by CALA regulators prior to any formal incorporation steps. This section identifies the key areas of discussion and revision over the past months, in an effort to align a new incorporated CALA with the principles articulated above and the statutory requirements.

The Roles of ‘Members’ and ‘Directors’

- 4.2 One area where statutory incorporation differs from the current CALA model is that governance of a not-for-profit is shared at two levels: the membership and the board of directors. In the bylaws, the drafters have tried to focus the role of the member on the bare statutory obligations that must be fulfilled by law (summarized just below). As a reminder, “member” and “director” in not-for-profits are different concepts. Members have the primary functions of electing the directors, appointing a public accountant (mandatory under the *NFP Act*) and making broad or overarching decisions at members meetings, such as amending the articles of incorporation or bylaws and reviewing financial statements. Members may only meet once per year to transact necessary business.
- 4.3 Directors “manage or supervise the management” of the organization’s activities. Directors’ decisions include establishing policies, rules and related requirements to manage the regular affairs of the organization, making banking arrangements, and appointing officers. Similar to the role of the Regulators Meetings today, the directors would also make certain decisions and recommendations for referral back to the individual regulators, such as funding initiatives, and any hiring decisions and recommendations for other national initiatives. As noted below, the Draft Bylaws allow for consensus-decision making as a default, and the ability for any regulator to opt out of specific initiatives requiring funding outside of the general budget.

Members

- 4.4 The drafters have followed the recommendation that a single “membership class” be created, consisting of each of the current Canadian architectural regulators. An option to add a member(s) is in place in the bylaws if, for example, Yukon were to establish a regulator body and seek application for membership. The Draft Bylaws require that a single individual be appointed by each regulator to act as the ‘member representative’ for the purposes of making the narrow range of membership decisions described below.
- 4.5 Various drafts have considered what qualifications would serve this role best, including allowing each regulator to determine ‘the member rep’ without restriction, or limiting the representative to a current or past councilor or senior staffer. On balance, given the limited statutory role of the member as contrasted with the more expansive director role, the current recommendation is that the regulators appoint their CEO/ED as member rep. This approach frees up councilors for board or committee work, and because of the employment relationship between CEO/ED and regulator, ensures that the member representatives are fully accountable to their respective council in relation to CALA matters. (An alternative recommendation is to make the qualification for members that of either the CEO/ED or a councilor and leave the decision to individual regulators. Note, however, that a member cannot also

serve as a director, so this alternate approach would mean two councilors from each regulator would be required to populate their portion of the CALA roster.)

- 4.6 The bylaws set out the requirements for members' meetings, which include the required annual meeting (see draft bylaw 3.2 reproduced below) and special meetings that can be requisitioned by the members if required. As with directors' meetings, members' meetings can be held electronically. Provision is also made for absentee voting by member representatives unable to attend. Again, appointing a CEO/ED as member representative should allow for more efficient meetings during which the minimal necessary business of the organization could be conducted electronically.

Annual General Meetings

- 3.2 Subject to the Act, the first annual general meeting of the Corporation will be held not more than 18 months after the date of incorporation. Thereafter, an annual general meeting will be held at least once in every calendar year and not more than 15 months after the holding of the preceding annual general meeting, but no later than 6 months after the end of the Corporation's preceding financial year.

Board of Directors (the "Board") Structure

- 4.7 In the Draft Bylaws, the Board consists of one individual nominated by each regulator who must be either a current or past member of the regulator's council. It would be up to each regulator to decide how to nominate its director position. For example, a regulator could choose to limit the position to a current board or council person, or to a current councilor who is an architect. Others might consider appointing a public (lay) councilor.
- 4.8 Because members must elect the Board under the statute, the Draft Bylaws establish a simple process by which each regulator nominates its individual, and the members vote on a 'nominated slate' or list of qualified nominees from across the country. This helps ensure individual regulator autonomy within the not-for-profit structure.
- 4.9 The Draft Bylaws do make allowance (at 6.10 and 6.11) for the unlikely event of a member organization objecting to a slate of nominees by providing for a secret ballot process. If a nominee from a regulator does not receive approval by more than half the member votes cast, the regulator would be required to nominate another qualified individual. While unlikely to be invoked, this process is seen as a reasonable mechanism to address concerns about an individual nominee while maintaining each regulator's authority to determine who its director nominee will be.

Board Decision-Making, Meetings, Officers, and Administrator

- 4.10 This area of the Draft Bylaws is a relatively straightforward governance piece, but there are several aspects worth noting:
- The duties and officers' expectations (draft bylaw 7.2) confirms the obligation of individuals acting as directors as having a fiduciary duty to the national entity. This can be a challenging dual role if an individual is also sitting on a regulatory council with fiduciary obligations to the provincial/territorial entity; Board policy development and regular reminders to and perhaps training for nominees and directors are recommended;

- Board meetings are held based on the Board's wishes and could replicate existing Regulators Meeting timing if appropriate. The Draft Bylaws allow the Board to invite others as non-voting advisors or guests, affording the opportunity to replicate involvement of administrators and guests, such as the RAIC and CACB contingent. The bylaw also allows each director to invite a person from the director's regulatory body to attend in addition to or as a non-voting substitute for the director.
- Provision is made for electronic meetings or e-participation for directors, and for consensus decision-making as the default process for deliberations. It is important to remember that this more formal Board structure does not change the essential purpose and decision-making model and authority for the federal corporation. There are certain mandated board decisions, largely related to legal requirements in the *NFP Act*, but the core role of the Regulators Meetings is intact: To deliberate and make sensible recommendations or provide information to the individual councils that make up CALA. There is no capacity for an incorporated CALA to usurp the provincial/territorial legal authority and mandates of individual regulators to regulate architecture in the public interest. For example, while the annual operating budget passed by the Board requires financial participation by all member organizations, the updated Draft Bylaws specifically allow a member regulator to opt out of funding initiatives without penalty. A portion of the draft bylaw related to the 'opt out' provision is below:

2.11 Contribution for Initiatives and Opt-Out Mechanism

In addition to the budget for operations of the Corporation, the Board may, from time to time, also present a budget for one or more initiatives of the Corporation, including but not limited to costs for each committee and special projects. Any Member who is unable or unwilling to participate in a particular Initiative must declare their intention to "opt out" prior to the Board Resolution in relation to a budget for Initiatives. Any Member so declaring will neither be required to contribute to that Initiative nor directly receive the benefits or results of that Initiative.

...

- The Board appoints a Chair, Vice-Chair and Treasurer, and may establish other officer positions. To replicate the current model, the Board has authority to appoint and remove an Administrator and to delegate responsibilities as it sees fit. The Draft Bylaws do not currently stipulate a rotating process or other mechanism for officers. Board policy in relation these roles can be developed, and the bylaws could be amended later if there is a need to embed more specific officer requirements.

Committees

- 4.11 The Draft Bylaws establish five standing committees, with the Board having authority to create additional standing or special committees. Board-approved Terms of Reference are required for all standing and special committees. The Draft Bylaws attempt to retain the role of administrators and the administrators' meetings leading to current "Regulators Meetings" by establishing an Administrators Committee as one of the five standing committees.

5.0 Next Steps

- 5.1 Assuming general approval-in-principle of the incorporation structure outlined above, Draft Bylaws would be distributed to the Regulators in June for review, comments, and questions. If no issues are outstanding, the ROAC could be incorporated by September 2021. This schedule can be extended if more time for review and consultation is needed.

Suggested Next Steps:

- General approval in-principle of the incorporated structure by the Regulators – June 4, 2021
- Distribution of Draft Articles and Draft Bylaws to Regulators – June 11, 2021
- Feedback provided by Regulators – by July 13, 2021
- Final Draft prepared by counsel, in conjunction with CALA Incorporation Task Force – August 6, 2021
- Regulators Approval – by August 31, 2021
- Incorporated -- by September 30, 2021
- Member Representatives and Directors in place – Fall CALA (now ROAC) meetings

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**BYLAWS OF
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (ROAC) /
REGROUPEMENT DES ORDRES D'ARCHITECTES DU CANADA (ROAC)**

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CANADA NOT-FOR-PROFIT CORPORATIONS ACT
BYLAWS OF
REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA (ROAC) /
REGROUPEMENT DES ORDRES D'ARCHITECTES DU CANADA (ROAC)

PART 1. INTERPRETATION

1.1 Definitions

In the Bylaws and the Articles of the Corporation, unless the context otherwise requires:

- (a) **"Act"** means the *Canada Not-for-profit Corporations Act*, S.C. 2009, c. 23, as amended from time to time, and includes the regulations made under the Act, and includes every statute or regulation that may be substituted therefor and, in the case of a substitution, any references in the Bylaws to provisions of the Act or regulations thereunder will be read as references to the substituted provisions therefor in the new statute, statutes, or regulations, as the case may be;
- (b) **"Administrator"** means the Person appointed by the Board to manage and administer the operations of the Corporation under the Board's supervision;
- ~~(b)~~(c) **"Articles"** means original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- ~~(c)~~(d) **"Audit and Finance Committee"** means the standing committee of the Corporation with that name as described in these Bylaws;
- ~~(d)~~(e) **"Board"** means the Directors acting as authorized by the Act, the Articles and the Bylaws in managing or supervising the management of the affairs of the Corporation and exercising the powers of the Corporation;
- ~~(e)~~(f) **"Board Resolution"** means:
 - (i) a resolution passed at a duly constituted meeting of the Board by more than half of the votes cast by those Directors who, being entitled to do so, vote in person or by Electronic Means at such meeting; or
 - (ii) a resolution that has been submitted to all Directors and consented to in writing by all the Directors who would have been entitled to vote on the resolution in person at a meeting of the Board;
- ~~(f)~~(g) **"Bylaws"** means this Bylaw and all other Bylaws of the Corporation from time to time in force and effect;

Commented [DC1]: The Board has the option/authority to appoint an administrator for operational assistance. No CEO or ED was embedded in these bylaws, but that authority could be extended as the organization evolves.

~~(g)~~(h) **"Chair"** means the Director duly elected and currently serving as chair of the Corporation in accordance with the Bylaws;

~~(h)~~(i) **"Corporation"** means "Regulatory Organizations of Architecture in Canada (ROAC) / Regroupement des Ordres d'Architectes du Canada (ROAC)";

~~(i)~~(j) **"Corporations Canada"** means the federal agency responsible for the administration of the Act;

~~(j)~~(k) **"Director of Corporations Canada"** means the director of Corporations Canada as appointed in accordance with the Act;

~~(k)~~(l) **"Directors"** means those Persons who have become directors of the Corporation in accordance with the Bylaws and have not ceased to be directors;

~~(l)~~(m) **"Electronic Means"** means a telephonic, electronic or other communication facility that, in accordance with the Act, permits all participants to communicate adequately with each other;

~~(m)~~(n) **"Income Tax Act"** means the *Income Tax Act*, R.S.C. 1985 (5th Supp.), c.1 as amended from time to time;

~~(n)~~(o) **"Initial Members"** means the following Regulatory Bodies:

- (i) Alberta Association of Architects,
- (ii) Architects' Association of New Brunswick / Association des architectes du Nouveau-Brunswick,
- (iii) Architects Association of Prince Edward Island,
- (iv) Architects Licensing Board of Newfoundland and Labrador,
- (v) Architectural Institute of British Columbia,
- (vi) Manitoba Association of Architects,
- (vii) Northwest Territories Association of Architects,
- (viii) Nova Scotia Association of Architects,
- (ix) Ontario Association of Architects,
- (x) Ordre des architectes du Québec (OAQ), and
- (xi) Saskatchewan Association of Architects.

(p) **"Initiative"** means a decision or program determined by the Board to be supportable outside of the annual operating budget for the Organization;

~~(e)~~(g) **"Meeting of Members"** means the annual general meeting of the Corporation and any special general meetings of the Corporation;

~~(p)~~(r) **"Members"** means the Initial Members and any additional Regulatory Bodies that have subsequently become members of the Corporation in accordance with the Bylaws provided, in every case, that such Regulatory Body has not ceased to be a member;

~~(e)~~(s) **"Ordinary Resolution"** means:

- (i) a resolution passed by more than half of the votes cast by those Members who, being entitled to do so, vote in person or, if provided for by the Corporation, by Electronic Means at a Meeting of Members; or
- (ii) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a Meeting of Members, and a resolution so consented to is deemed to be an Ordinary Resolution passed at a Meeting of Members;

~~(r)~~(t) **"Organization"** means an association, corporation, partnership, society or other entity;

~~(s)~~(u) **"Person"** means an individual;

~~(t)~~(v) **"Proposal"** means a notice in writing of a matter that a Member proposes to raise at an annual general meeting;

~~(u)~~(w) **"Public Accountant"** means a Person or Organization with the qualifications described in section 180 of the Act who is appointed in accordance with the Bylaws;

~~(v)~~(x) **"Registered Address"** of a Member or Director means the address of that Person as recorded in the Corporation's register of Members or register of Directors, as may be applicable;

~~(w)~~(y) **"Registered Office"** means the address of the Corporation as filed from time to time with Corporations Canada;

~~(x)~~(z) **"Regulatory Body"** means a [Canadian](#) provincial and/or territorial regulatory body established by statute and vested with authority to regulate the profession of architecture within its respective jurisdiction;

~~(y)~~(aa) **"Special Resolution"** means:

- (i) a resolution passed by a majority of not less than two thirds (2/3) of the votes cast by those Members who, being entitled to do so, vote in person

Commented [DC2]: As outlined in the Bylaws, each regulator will appoint a representative. The role of the member (representative) in the ROAC is primarily to address bare statutory requirements related to Board composition, Bylaw amendments, auditor appointment, etc. Primary month-to-month decision-making rests with the Board of Directors.

Commented [DC3]: A "proposal" is effectively a 'notice of motion', such as moving to conduct the election of the Board of Directors. The legislation provides several limits on the kinds of proposals that are permitted and circumscribes the process for doing so. In practice, an ROAC proposal would essentially become the notices of motion for the business necessarily conducted at an annual meeting.

or, if determined by the Corporation, by Electronic Means at a Meeting of Members;

1. of which the period of notice required by the Bylaws has been given, and which notice includes the text of the resolution, or
 2. if every Member entitled to attend and vote at the meeting waives notice of the meeting, at a Meeting of Members of which less than the required period of notice has been given, or
- (ii) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a Meeting of Members, and a resolution so consented to is deemed to be a Special Resolution passed at a Meeting of Members;

~~(z)~~(bb) "Treasurer" means the Director duly elected and currently serving as treasurer of the Corporation in accordance with the Bylaws; and

~~(aa)~~(cc) "Vice-Chair" means the Director duly elected and currently serving as vice-chair of the Corporation in accordance with the Bylaws.

1.2 **Canada Not-for-profit Corporations Act Definitions**

The definitions in the Act on the date the Bylaws become effective apply to the Bylaws and in the event of any contradiction between the definitions in the Bylaws and those in the Act, the definitions in the Act will prevail to the extent of the contradiction.

1.3 **Rules of Interpretation**

In the Bylaws:

- (a) words importing the plural form include the singular and vice-versa;
- (b) words importing the masculine gender include the feminine and neuter gender and vice-versa; and
- (c) the invalidity or unenforceability of any provision of the Bylaws will not affect the validity or enforceability of any other provision of the Bylaws.

PART 2. MEMBERSHIP

2.1 **Admission to Membership**

Membership in the Corporation will be composed of and restricted to the Initial Members and to any additional Regulatory Bodies that are subsequently established and become Members in accordance with these Bylaws.

2.2 Classes of Membership

In accordance with the Articles, there is a single class of membership in the Corporation and all Members belong to this class and have the same rights of membership.

2.3 Initial Members

Each of the Initial Members is automatically a Member from the date of incorporation, -and will continue as a Member until ceasing in accordance with these Bylaws.

2.4 Application for Membership

A Regulatory Body that is not an Initial Member may apply to the Corporation to become a Member and on approval of such application will be a Member.

An application for membership must include notice of the Regulatory Body's designated representative and acknowledgement, in such form and manner approved by the Board, that the Regulatory Body accepts the rights and obligations of membership.

The Board must, by Board Resolution, accept a complete application for membership from a Regulatory Body which complies with the requirements of this section this Bylaw 2.4, but may postpone an incomplete or non-compliant application for membership by a Regulatory Body until all application requirements are satisfied. The Board must refuse an application from any Person or Organization that is not a Regulatory Body.

2.5 Member's Designated Representative

Each Initial Member, and each Regulatory Body subsequently admitted as a Member, must be represented in its capacity as Member by:-

~~1) an elected or appointed member of the council or board of the applicable Regulatory Body~~

~~2) the Chief Executive Officer, Executive Director or equivalent senior staff employee of the Regulatory Body's council as the Regulatory Body council may determine.~~

~~as determined by the respective council or board.~~

Such Person is the designated representative of the respective Regulatory Body and is authorized to exercise the rights of membership on behalf of the Jurisdiction.

Each Member must confirm the name and contact information for its designated representative, by notice in writing delivered to the Corporation and signed by the president or chair of the council or board of the respective Regulatory Body.

A Member may alter its designated representative at any time by providing notice in writing to the Corporation with the name and contact information for the new representative, who must be eligible in accordance with the provisions of this Bylaw 2.5 this section. The appointment of a new representative is deemed to revoke the appointment of the previous representative.

Commented [DC4]: There is no hierarchy of membership or weighted votes - consistent with current CALA culture and practice.

Commented [DRAFTING 5]: For further discussion: This means that a completed application by a true Regulatory Body results in membership. The content of the application form therefore becomes important.

Commented [MS6]: TML: Board has no discretion if an application is complete. We should establish membership criteria (e.g., what constitutes a "complete application") here unless this is addressed elsewhere. Is it enough that the applicant simply meets the definition of Regulatory Body in these bylaws? **MS 6: Application and Review**

MV: This might be a topic of discussion for CALA – they need to understand the implications of this.

MB: What constitutes a complete application is at least partially defined in the second paragraph – notice of rep and acknowledgement of compliance. If we wish to define further I would suggest either stating here: "in such form as is approved by the Board", or otherwise prescribing the application process and form in a policy document – not in the bylaws.

Commented [DRAFTING 7]: Retains full authority/discretion of CALA members to determine membership representative.

Commented [TL 8R7]: Per April Admin Meeting discussion and recommendation: Add option for, or replace with Senior Staff - easier to address any concerns about 'member authority' if member representative is an employee of council. Concern: Is this how each Regulatory Body manages CEO/Registrar - as a council employee?

Commented [TL 9R7]: Note: The regulators can rescind and replace member reps at any time. This might be sufficient to allay concerns about member reps acting out of synch.

Commented [DC10]: After various options, it is recommended that the largely statutory function of the member representative be left with the operational heads of each regulator. Accountability to respective councils is ensured, and the focus of councillors and others in relation to the ROAC can remain with Board and committee work. A regulator can revoke and replace its representative through its council.

Commented [DRAFTING 11]: Note for clarity: Each regulator is a member, represented by a current councillor. This is distinct from director positions described later where there is more latitude for qualifications (former councillors or senior staff can be nominated if the regulator so chooses).

Commented [TL 12R11]: Note May 2021 addition of employee option. For resolution by Regulators.

2.6 Membership not Transferable

Membership is not transferable by a Member to any other Person, Organization or Regulatory Body.

2.7 Compliance with Articles, Bylaws and Policies

Every Member will:

- (a) comply with the Articles, Bylaws and the policies of the Corporation adopted by the Directors from time to time; and
- (b) not hinder the purposes of the Corporation.

2.8 Annual Contribution of Members

It is an obligation of membership that each Member will annually contribute an amount of funds determined in accordance with this [Bylaw 2.8 section](#) to facilitate the operations of the Corporation in pursuit of its purposes. [This obligation for funding of operations is separate from funding requests for initiatives- as set out in Bylaw 2.11.](#)

Each year prior to the annual general meeting, the Board will, by Board Resolution:

- (a) approve an operating budget for the Corporation for the coming fiscal period taking into consideration the [anticipated activities and initiatives as well as](#) operating costs of the Corporation during that period;
- (b) determine the contribution payable by each Member required to cover all budgeted [operating](#) costs and expenses, plus reasonable contingencies in accordance with generally accepted accounting principles, with the contribution of each Member determined on the basis of the contribution formula established by the Board and in effect from time to time; and
- (c) determine the date by which all such contributions are payable by Members, which date must be after the annual general meeting.

The Corporation will provide a list of all the annual contributions determined by the Board, along with the approved annual operating budget for the coming year, to all Members for review prior [to the annual general meeting.](#)

[The Members may, by Special Resolution at the annual general meeting, overturn or revise the annual operating budget and may require the Board to revise the annual operating budget, or to recalculate the amount of Member contributions required to fund such revised budget.](#)

2.9 Special Assessments

In exceptional circumstances, the Board may, by Board Resolution, propose a special assessment to be contributed by the Members over and above the annual contribution amount. Any proposed special assessment must:

Commented [DC13]: This limiting provision is supplemental to the existing limits on authority of members in the NFP Act, and of course the limits as between the CEO/ED and their respective regulators.

Commented [DC14]: Draft Bylaw 2.11 envisions the 'opt out' mechanism for non-standard budgetary items.

Commented [DRAFTING 15]: The use of the general concept 'contribution formula' allows the existing Equalization Policy and the Committee and Admin Cost per capita process to be adopted by the Board. However, the proposed budget approval by every regulator practice is not part of this bylaw.

These or other concepts could instead be specifically embedded in the bylaws by name or with specific detail. For further discussion and CALA member input.

Commented [TL 16R15]: Note edits to 2.8 and addition of 2.11 per to separate operational budget from initiative funding, where opt out provisions apply.

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- (a) include a description of the circumstances necessitating a special assessment and its proposed use;
- (b) include a proposed payment date, or payment schedule if applicable; and
- (c) be approved by Ordinary Resolution.

2.10 Standing of Members

All Members are deemed to be in good standing except a Member that has failed to pay any amount owing to the Corporation, as determined with these Bylaws, when the same is due and payable as determined by the Board, and such Member is not in good standing until all outstanding amounts are paid in full.

2.11 Contribution for Initiatives and Opt-Out Mechanism

In addition to the budget for operations of the Corporation, the Board may, from time to time, present a budget to the Members for one or more Initiatives of the Corporation, including but not limited to costs for committees and special projects. Any Member unable or unwilling to participate in a particular Initiative must declare their intention to opt out prior to the Board Resolution in relation to a budget for Initiatives. Any Member so declaring will neither be required to contribute to that Initiative nor directly receive the benefits or results of that Initiative.

In the event one or more Members chooses to opt out of a budget for Initiatives, the Board must adjust the budget to reflect the reduction in contributions and present the new budget to the remaining, participating Members.

Non-contribution to an Initiative will not affect the standing or rights of a Member except that any Member who fails to pay any amount owing for an Initiative will be subject to the provisions of 10, 2.12, 2.13, 2.14 and 2.15.

Commented [DC17]: This bylaw provides an opt out mechanism for Initiatives, without penalty.

2.12 Withdrawal from Membership

A Member may voluntarily withdraw from membership in the Corporation by providing notice in writing to the Registered Office, and such withdrawal will be effective as of the date such notice is received at the Registered Office or such later date as specified on the notice of withdrawal. [Any amounts due to the Corporation by a Member who withdraws continue to be a debt owing to the Corporation.](#)

2.13 Expulsion of Members

A Member may be expelled by a Special Resolution for:

- (a) non-payment of amounts due and owing to the Corporation for not less than 90 days; or
- (b) hindering or undermining the objectives, or acting contrary to the best interests of the Corporation.

Commented [DRAFTING 18]: Note that Special Resolution is defined as a Member vote, not Directors' vote.

Notice of a Special Resolution to expel a Member will be accompanied by a brief statement of reasons for the proposed expulsion. The Member who is the subject of the proposed expulsion will be provided an opportunity to respond to the statement of reasons at or before the time the Special Resolution is considered by the Members.

Expulsion will be effective as of the date such Special Resolution is approved, or such later date as may be specified in the resolution.

2.14 Cessation of Membership

A Regulatory Body will cease to be a Member:

- (a) upon the effective date of its withdrawal from membership in accordance with Bylaw 2.12;
- (b) upon the date which is 180 days after the Member has ceased to be in good standing for non-payment of amounts due and payable to the Corporation; or
- (c) upon its expulsion in accordance with [section-Bylaw 2.423](#).

2.15 Termination of Member's Rights

The rights of a Member, including any rights in the property of the Corporation, cease on the occurrence of any of the events described in [section-Bylaw 2.13](#). Cessation of membership for any reason does not relieve such Jurisdiction from its obligation to pay all amounts due and payable to the Corporation as of the date of cessation.

All memberships in the Corporation, and the rights of all Members, terminate on the dissolution or liquidation of the Corporation.

PART 3. MEETINGS OF MEMBERS

3.1 Time and Place of Meeting of Members

Subject to the Act and the Bylaws, each Meeting of Members will be held at a place in Canada that the Directors determine.

3.2 Annual General Meetings

Subject to the Act, the first annual general meeting of the Corporation will be held not more than 18 months after the date of incorporation. Thereafter, an annual general meeting will be held at least once in every calendar year and not more than 15 months after the holding of the preceding annual general meeting, but no later than 6 months after the end of the Corporation's preceding financial year.

3.3 Special General Meeting

Every Meeting of Members other than the annual general meeting is a special general meeting.

3.4 Calling of Special General Meeting

The Board may, whenever it thinks fit, convene a special general meeting. The Board will call a special general meeting on the written requisition of one or more Members.

3.5 Notice of Meeting of Members

Subject to the Act, the Corporation will give notice of a Meeting of Members to each Member entitled to vote at the meeting by one or more of the following means:

- (a) by personal delivery or by courier or mail addressed to the Member's Registered Address at least 21 days and not more than 60 days before the day on which the Meeting of Members is to be held; or
- (b) where the Member has provided an electronic mail address or facsimile number to the Corporation, by electronic mail to that address or facsimile to that number, as the case may be, at least 21 days and not more than 35 days before the day on which the Meeting of Members is to be held.

However, the Corporation will provide notice as set out in [paragraphsubsection \(a\) of this Bylaw 3.5](#) if a Member requests that the notice be given by non-electronic means.

3.6 Contents of Notice

Notice of a Meeting of Members will state the day and the hour of the meeting, and will specify the address at which the meeting will be held, except that in the case of a Meeting of Members conducted entirely by Electronic Means, the notice need not specify an address but will provide instructions on how Members may participate in the meeting.

Notice of a Meeting of Members will:

- (a) specify the business to be transacted at the meeting in sufficient detail to permit a Member to form a reasoned judgment on the business;
- (b) include the text of any Special Resolution to be considered at the meeting; and
- (c) include a copy of the financial reporting described in section 172(1) of the Act.

3.7 Entitlement to Notice of Meeting of Members

Notices of a Meeting of Members will be given to:

- (a) every Jurisdiction shown on the register of members as a Member at:
 - (i) the close of business on the day immediately preceding the day on which the notice is given; or
 - (ii) the close of business on such day as may be fixed by the Directors in accordance with the Act;

- (b) each Director; and
- (c) the Public Accountant, if any is appointed.

No other Person or Organization is entitled to receive notice of a Meeting of Members.

3.8 Waiver or Reduction of Notice Period

Members entitled to notice of a Meeting of Members may waive or reduce the notice period for a particular Meeting of Members in writing. The attendance of a Member at a Meeting of Members will constitute waiver of notice of the meeting, except where such Member attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

3.9 Omission of Notice

The accidental omission to give notice of a Meeting of Members to, or the non-receipt of notice by, any Member entitled to receive notice does not invalidate proceedings at that meeting.

PART 4. PROCEEDINGS AT MEETINGS OF MEMBERS

4.1 Attendance at Meetings of Members

The following Persons are entitled to attend any Meeting of Members:

- (a) each Member, [via its duly designated representative](#);
- (b) each Director; and
- (c) the Public Accountant.

No other Person is entitled to attend a Meeting of Members. ~~However:~~

- (d) the Board may invite a Person or Persons to attend a Meeting of Members as non-voting advisors, observers or guests; and
- (e) a Member may invite not more than three (3) additional representatives to attend as non-participating observers to the meeting.

4.2 Special Business

Special business is:

- (a) all business that is transacted at a special general meeting; and
- (b) all business that is transacted at an annual general meeting, except:
 - (i) consideration of the financial statements;
 - (ii) [presentation of reports for the Board or committees](#);

Commented [DC19]: Public accountant (i.e. Auditor) is entitled to attend any members' meeting, which implies they must be notified of each members meeting. In reality unlikely to attend meetings other than the AGM to speak to the F/S.

Commented [DC20]: Note again that Members Meetings, unlike Board meetings, are primarily transactional in relation to statutory requirements. The Board meetings are akin to the current "Regulators Meetings" in terms of decision-making, recommendations, issues for national discussion, etc.

~~(ii)~~(iii) consideration of the Public Accountant's report;

~~(iii)~~(iv) the election of Directors; and

~~(iv)~~(v) re-appointment of the incumbent Public Accountant.

Commented [DC21]: These are the five business elements at an annual meeting.

4.3 Quorum

A quorum for a Meeting of Members is ~~five (5) Members~~ a majority of Members in good standing on the date of the meeting, represented by their designated representatives, or duly appointed substitute. To be counted for quorum purposes, the Member must be in good standing.

No business, other than the adjournment of the meeting, will be conducted at a Meeting of Members if a quorum is not present at the opening of the meeting, provided that if quorum is present at the opening of a meeting, the Members present may proceed with the business of the meeting even if quorum is not present throughout the meeting.

4.4 Lack of Quorum

If within 30 minutes from the time appointed for a Meeting of Members a quorum is not present, the meeting, if convened on the requisition of Members, will be terminated; but in any other case it will stand adjourned to the next week, on the same day of the week, at the same time and by Electronic Means arranged by the Corporation and provided promptly to all Members, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the Members present will constitute a quorum.

4.5 Participation in a Meeting by Electronic Means

The Board may determine that any Meeting of Members may, in accordance with the Act, be held entirely, or in part, by Electronic Means.

Any Person entitled to, or invited by the Board to attend a Meeting of Members may, in accordance with the Act, participate in the meeting by Electronic Means if the Corporation makes available such a communication facility.

4.6 Arrangement and Notice of Electronic Means

For every Meeting of Members where the Board has determined to allow participation by Electronic Means, the Corporation must:

- (a) arrange for the provision of Electronic Means for use at the meeting, which Electronic Means must permit communication and voting in accordance with the Act;
- (b) notify all parties entitled to attend the Meeting of Members of the availability (or requirement, as the case may be) of participating by Electronic Means, with instructions to enable them to do so; and

(c) permit:

- (i) any Member to attend, participate and vote, in accordance with the Act, by the arranged Electronic Means; and
- (ii) any other Person that is entitled or invited to attend the Meeting of Members to attend and participate by the arranged Electronic Means.

Any Person participating in a Meeting of Members by Electronic Means is deemed for all purposes to be present at such meeting.

4.7 Chair

The Chair will, subject to a Board Resolution appointing another Person, preside as chairperson at all Meetings of Members; but if at any Meeting of Members the Chair and such alternate Person appointed by a Board Resolution, if any, is not present within 15 minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Directors present may choose one of their number to preside as chairperson at that meeting.

4.8 Alternate Chair

If a Person presiding as chairperson of a Meeting of Members wishes to step down as chairperson for part of that meeting, ~~he or she that Person~~ may designate an alternate to preside as chairperson during such portion, and upon such designated alternate receiving the consent of a majority of the Members present at such meeting, ~~he or she the designated alternate~~ may preside as chairperson.

4.9 Adjournment

A Meeting of Members may be adjourned from time to time and from place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

4.10 Notice of Adjournment

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than 31 days, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

PART 5. DECISION-MAKING BY MEMBERS

5.1 Ordinary Resolution Sufficient

Any issue at a Meeting of Members which is not required by the Bylaws or the Act to be decided by a Special Resolution will be decided by an Ordinary Resolution.

5.2 Entitlement to Vote

Each Member in good standing is entitled to one (1) vote on each matter for determination at a Meeting of Members. No other Person or Organization is entitled to a vote on a matter for decision by the Members.

5.3 Voting Method

Voting at a Meeting of Members will be by one or more of the following methods, at the discretion of the Board:

- (a) show of hands;
- (b) voice vote;
- (c) roll-call vote; and
- (d) ballot vote (whether at the meeting, or in advance, and whether by paper or by Electronic Means),

provided that, at the request of any Member entitled to vote at the meeting, a secret vote by ballot will be required.

5.4 Electronic Voting

If the Corporation has determined to hold a Meeting of Members in such a manner as to facilitate participation, either wholly or in part, by Electronic Means, any Member participating in the meeting by Electronic Means and entitled to vote at the meeting may vote using the Electronic Means arranged provided by the Corporation, which Electronic Means meets the following criteria:

- (a) the identity of the voter can be authenticated;
- (b) the votes can be gathered in a manner that permits their subsequent verification; and
- (c) the tallied votes can be presented anonymously, in such a way as to be impossible to identify how an individual Member voted.

Commented [DRAFTING 22]: Consider whether appropriate for 'show of hands' or public vote option. - More efficient.

5.5 Absentee Voting by Members

If the designated representative of a Member is unable to attend a Meeting of Members, that Member may, by notice in writing provided to the Corporation prior to the call to order of the meeting and signed by either:

- (a) the designated representative; or
- (b) the president/chair of the council or board of the respective Member,

appoint another member of the respective council or board, or a senior staff person from the Regulatory Body to stand as in place of the designated representative and exercise the rights of membership on behalf of the Member at that meeting.

5.6 Resolution in Writing

Subject to the Act, an Ordinary Resolution or a Special Resolution that has been submitted to the Members and consented to in writing (including electronic signatures) by all of the Members entitled to vote on the resolution in person at a Meeting of Members is valid and effective as a resolution as if it had been passed at a duly called and constituted Meeting of Members. Such a resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. A copy of every resolution in writing will be filed with minutes of the proceedings of the Members and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

5.7 Member Proposals

A Member entitled to vote at an annual general meeting may submit, in accordance with the Act, a Proposal to the Corporation and may, subject to the Act, discuss at the annual general meeting any matter with respect to which a Proposal has been submitted.

5.8 Notice of Proposal

If a Proposal is received by the Corporation in accordance with the provisions of the Act, the Corporation will include the Proposal in the notice of the annual general meeting.

PART 6. BOARD OF DIRECTORS

6.1 Management of Property and Affairs

Subject to the Act, the Articles and the Bylaws, the Board will manage or supervise the management of the activities and affairs of the Corporation.

Commented [DC23]: The Board remains the true governance centre for the organization.

6.2 Composition of Board

The Board will be composed of no fewer than ~~three (3)~~ seven (7) and no more than thirteen (13) Directors, each of whom are eligible in accordance with Bylaw section 6.4, consisting of no more than one (1) Person from each of the Regulatory Bodies that are Members, as respectively nominated by such Member.

Except as provided for in the Act and these Bylaws, each Director will be elected by the Members in accordance with the Act. During any period where the Corporation is a soliciting corporation under the Act, at least two (2) of the Directors must not be officers or employees of the Corporation or its affiliates.

6.3 Invalidity of Acts

No act or proceeding of the Board is invalid by reason only of there being less than the required number of Directors in office.

6.4 Qualifications of Directors

A Person may not be nominated, elected, appointed or otherwise serve or continue to serve as a Director during any period he or she:

- (a) is less than 18 years of age; or
- (b) has been declared incapable by a court in Canada or in another country; ~~or~~
- (c) has the status of a bankrupt; ~~or~~
- (d) is serving as a Member representative; or
- ~~(e)~~ (e) in the event the Person is a registrant with a Regulatory Body, is removed from the register or suspended or deemed by that entity to not be in good standing;

In addition to the foregoing, ~~the~~ Person may not be nominated, elected, appointed or otherwise serve or continue to serve as a Director unless he or she is:

- ~~(d)~~ (f) a current member of the council or board of a Regulatory Body that is a Member; or
- ~~(e)~~ a past member of the council or board of a Regulatory Body that is a Member; ~~or~~
- ~~(f)~~ (g) a current senior staff person of a Regulatory Body that is a Member.

6.5 Nomination of Candidates for Election

Prior to an election, a Member is entitled to nominate one (1) Person, qualified in accordance with ~~section Bylaw~~ 6.4 (a "Nominee"), to stand for election as a Director, in accordance with such nomination policies and procedures and may be established by the Board and in effect from time to time.

There can be only one Nominee from each Member serving as Director at any given time. Therefore, notwithstanding the foregoing, a Member may only nominate where there is a current or pending vacancy on the Board for a Nominee from that Member. If there is no such vacancy in a Nominee's position, then that Member may not nominate in that election.

A list of qualified Nominees for election shall be provided to all Members in advance of the annual general meeting.

6.6 Election of Directors

Directors will normally be elected by Ordinary Resolution at each annual general meeting at which an election of Directors is required and will take office commencing at the close of such meeting. Directors may be elected on a staggered basis, as recommended by the Board.

Commented [DC24]: To avoid conflicts and ensure clarity of roles, an individual cannot be both a member (representative) and a director. This could happen if the operational head of a Regulator is a former councillor, or the Regulator provides for the CEO/ED to sit on council.

Commented [DRAFTING 25]: This does not prevent an individual regulator from further restricting directorship to, for example, a current councillor only, or to a current councillor who is also an Architect. Regulators will make their own decisions. As long as one of the criteria is met, the nomination would be valid.

Commented [DRAFTING 26]: This is the voting 'slate' per 6.9 below.

6.7 Term of Office

The term of office of Directors will normally be three (3) years. However the Board may by Board Resolution determine that one or more Directors' positions to be elected will have a term of less than three (3) years, the length of such term to be set out in the resolution.

For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected and will be deemed to expire at the close of the annual general meeting held in the last year of the Director's term.

6.8 Consecutive Terms

A Director may be elected for consecutive terms, without limit.

6.9 Election by Slate

In elections where the number of candidates is equal to or less than the number of vacant positions for Directors, the nominated candidates may be elected as a slate by Ordinary Resolution.

6.10 Election by Secret Ballot

Where any three (3) Members give notice of objection to election by slate, election will be by secret ballot conducted by Electronic Means or by a combination of paper ballots and Electronic Means. The following rules will apply to any election by ballot:

- (a) ballots will be provided or otherwise made accessible to all Members participating in the meeting, and only to those Members;
- (b) each ballot will include the name of each qualified Nominee, the Member who nominated such Nominee, and the number of vacancies to be filled;
- (c) ballots will be counted following the close of voting by scrutineers appointed by the Chair (or, in the event the Chair is standing for re-election, by another sitting Director not currently standing for re-election); and
- (d) a Nominee receiving approval by more than half of the votes cast is deemed to be elected by Ordinary Resolution and will become a Director at the conclusion of the meeting.

6.11 Non-Election of Nominee

Where a nominee does not receive approval by more than half of the votes cast in an election, that nominee is not elected. In such case, the Member who nominated the non-elected nominee will, as soon as possible after the election concludes, nominate a qualified Person (other than the most recent non-elected nominee) to stand for election, and once nominated the Board will convene a separate by-election for the position to be conducted by Electronic Means without delay.

Commented [MS27]: TML: Fine in principle, but if the director is a councilor, those terms are often shorter. As long as member-regulators understand the replacement process.

MV: Agreed – this appears to be the same as representation at the CALA table.

MB: The vacancy provision below would come into play if needed. But also keep in mind that as a past-councillor is permitted to be appointed to the board, a regulator could appoint a councilor, who subsequently terms out on their council, but is still eligible (and wanted) to serve on the board of ROAC.

Commented [DC28]: It is recognized that sitting councilors' terms may be less than three years. Two options to allow continued participation have been built in: the Board can reduce the term for any position; and, former councilors are eligible.

Commented [DC29]: This is the expected course for elections, so that the vote at the member meeting is essentially to appoint those directors nominated by the Regulators.

6.12 Removal of Director and Election of Replacement

The Members may remove a Director before the expiration of such Director's term of office by Ordinary Resolution passed at a special general meeting and may at that same meeting elect by Ordinary Resolution a qualified replacement Director nominated by the applicable Member to serve for the remainder of the removed Director's term.

If a vacancy created by the removal of a Director is not filled at the special general meeting at which the Director was removed then, subject to the Act, the remaining Directors may fill the vacancy in accordance with [section-Bylaw 6.13](#).

6.13 Filling Vacancy Among Directors

Subject to the Act and [section-Bylaw 6.11](#), the remaining Directors may fill any vacancy or vacancies arising on the Board by Board Resolution, provided that they seek a nomination from the relevant Member and no more than one (1) Director from each Member may serve on the Board at one time.

A Person appointed to fill a vacancy must be qualified in accordance with [section-Bylaw 6.4](#) and will hold office for the remainder of the term vacated by his or her predecessor.

6.14 Ceasing to be a Director

A Person will cease to be a Director:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the Chair or to the Registered Office and the effective date of the resignation stated therein;
- (b) upon ceasing to be qualified pursuant to [section-Bylaw 6.4](#); ~~or~~
- (c) upon his or her removal [pursuant to Bylaw 6.12](#); ~~or~~
- (d) upon his or her death.

Commented [DC30]: A vacancy occurs where a person elected to a position leaves before their term is expired. This procedure, prescribed by the Act, allows the board to fill it (with the nomination from the appropriate regulator) without disturbing the election cycle, and without needing to call a members meeting. It is similar to council vacancy provisions in various professional legislation, including the BC Architects Act, where a vacancy is filled by the council, not by returning to the voters.

PART 7. POWERS AND RESPONSIBILITIES OF THE BOARD

7.1 Powers of Board

The Board may exercise all such powers and do all such acts and things as the Corporation may exercise and do, and which are not by the Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members, but nevertheless subject to the provisions of:

- (a) all laws affecting the Corporation; and
- (b) the Articles and the Bylaws.

7.2 Duties of Directors

Pursuant to the Act, every Director will:

- (a) ~~act honestly and in good faith with a view to the best interests of the Corporation;~~
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
- (c) act in accordance with the Act and the regulations thereunder; and
- (d) ~~subject to sub-sections 7.2(a) through 7.2(c) paragraphs (a) through (c) of this Bylaw 7.2,~~ act in accordance with these Bylaws.

Commented [DRAFTING 31]: This will require discussion and likely Board policy. Those serving as directors will be fiduciaries for their regulatory body (if current councilors) concurrently with fiduciary obligations for ROAC. That the purposes of the organization, notably the public interest, are aligned in large part with provincial/territorial regulators should help minimize confusion and true conflicts between these duties. In addition, most substantive decisions are by necessity directed back to the individual Regulators' councils for approval.

7.3 Policies and Procedures

The Board may establish such rules, regulations, policies or procedures relating to the affairs of the Society as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the Act, the Constitution or these Bylaws.

7.4 Remuneration of Directors and Officers and Reimbursement of Expenses

A Director is not entitled to receive and will not receive any remuneration for acting as a Director. However, a Director may be reimbursed for any expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Corporation, provided that all claims for reimbursement are in accordance with policies established by the Board and in effect from time to time.

PART 8. PROCEEDINGS OF THE BOARD

8.1 First Board Meeting

After issuance of the certificate of incorporation, a meeting of the Board will be held at which the Directors may:

- (a) appoint officers;
- (b) appoint a Public Accountant to hold office until the first annual general meeting;
- ~~(c) — issue memberships;~~
- ~~(d)(c)~~ make banking arrangements; and
- ~~(e)(d)~~ transact any other business.

8.2 Calling of Meetings

Meetings of the Board may be held at any place and time determined by the Board.

The Chair may at any time call a meeting of the Board. The Chair will call a meeting of the Board on the request of any two (2) Directors.

8.3 Notice

Notice of a meeting of the Board must specify any matters referred to in section 138(2) of the Act that is to be dealt with in the meeting.

At least two (2) days' notice of every meeting of the Board will be sent to each Director, provided that an error or accidental omission to give notice of a meeting of the Board to, or the non-receipt of notice by, any Director does not invalidate proceedings at that meeting.

However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting were determined or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the secretary of the Corporation.

For the purposes of the first meeting of the Board held immediately following the appointment or election of a Director or Directors at a Meeting of Members, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

8.4 Attendance at Board Meetings

Every Director is entitled to attend each meeting of the Board. No other Person or Organization is entitled to attend a meeting of the Board, but the Board may invite any Person or Persons to attend one or more meetings of the Board as non-voting advisors or guests.

Furthermore, any Director may invite one (1) Person from the Member's Regulatory Body to attend a meeting of the Board, either in addition to the Director, or as a non-voting substitute for the Director. In either case, the invitee is a non-voting participant, attends the meeting at the pleasure of the voting Directors, may speak or report as necessary, and is not entitled to attend any in-camera Board meeting or portion thereof.

Commented [DC32]: Review to ensure this reasonably replicates the flexibility of attendance at current Regulators Meetings.

8.5 Quorum

A majority of the number of Directors currently in office will constitute a quorum for a meeting of the Board, and, despite any vacancy among the Directors, a quorum of directors may exercise all the powers of the Board.

8.6 Director Conflict of Interest

A Director who has, or may have, an interest in a proposed contract or transaction with the Corporation will be counted in the quorum at a meeting of the Board at which the proposed contract or transaction is considered but is not entitled to vote on the proposed contract or transaction unless permitted by the Act and will absent themselves from any meeting (or portion thereof) at which the proposed contract or transaction is discussed, unless requested by the Board to remain for a time prior to the vote to provide relevant information.

8.7 Chair of Meetings

The Chair will, subject to a Board Resolution appointing another Person, preside at all meetings of the Board. If at any Board meeting the Chair and such alternate Person appointed by Board Resolution, if any, is not present within 15 minutes after the time appointed for the meeting, or requests that he or she not chair that meeting, the Directors present may choose one of their number to chair that meeting.

8.8 Alternate Chair

If the Person presiding as chair of a meeting of the Board wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chair.

8.9 Electronic Participation

One or more Directors [or other participants](#) may, in accordance with the Act, and if all of the Directors consent, participate in a meeting of Directors or of a committee of Directors by Electronic Means. A [Director Person](#) so participating in a meeting is deemed to be present at that meeting.

8.10 Consensus Decisions

Subject to the restrictions in the Act, ~~where appropriate~~ the Board will strive to reach decisions at meetings of the Board by consensus. Consensus refers to [any action](#) where a decision, issue or other matter for determination by the Board is proposed and discussed, and no objection is raised by any Director present at the meeting physically or by Electronic Means and entitled to vote. In such case, the chairperson will ask if there is consensus, and if there is no dissent raised, the decision is deemed to be made by consensus.

Where after a reasonable and appropriate amount of discussion it appears that consensus is not likely to be reached, the chairperson will direct that the matter will be determined by Board Resolution determined by majority vote. The chairperson may call for a motion to table the matter, refer the matter to committee or postpone to the next meeting of the Board for further discussion. Such motion must be made, seconded and approved by majority vote and not by consensus.

Where an objection or dissent to consensus is raised by any Director, for any reason, the chairperson may, in his or her discretion, facilitate reasonable further discussion to reach consensus, or direct that the decision will proceed by Board Resolution determined by majority vote.

8.11 Board Resolutions

Unless the Act, the Articles or the Bylaws require otherwise, every issue for determination by the Board (whether at a meeting or otherwise) will be decided by a Board Resolution.

Commented [DC33]: Formal consensus decision-making is very unusual in this kind of federal organization. The long-standing tradition is majority rule. We have embedded this process as the default "aspirational ideal" rather than as a required process followed without exception. There needs to be some mechanism for a vote where it is necessary that a Board make a decision.

8.12 Procedure for Voting

Voting where all participating Directors are present in person will be by show of hands or voice vote recorded by the secretary of the meeting except that, at the request of any one Director, a secret vote by written ballot will be required.

Where one or more Directors is participating by Electronic Means, voting will be by Electronic Means, in accordance with the Act, or by a combination of Electronic Means and roll-call vote.

8.13 Resolution in Writing

A Board Resolution in writing, signed (including electronic signatures) by all the Directors entitled to vote on that resolution at a meeting of Directors or of a committee of Directors, is as valid and effectual as if it had been passed at a duly called and constituted meeting of the Board. Such Board Resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. Such resolution will be filed with the minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

PART 9. OFFICERS

9.1 Composition of Officers

The officers of the Corporation are the Chair, Vice-Chair and Treasurer, together with such other offices, if any, as the Board may create in its discretion. The Persons serving in the offices of Chair, Vice-Chair and Treasurer must be Directors.

The Board may, by Board Resolution, create and remove such other offices of the Corporation as it deems necessary and determine the duties, responsibilities and term, if any, of all officers.

9.2 Election of Officers

At the first meeting of the Board and at each meeting of the Board immediately following an annual general meeting, the Board will elect the officers. Officers will hold office until the first meeting of the Board held after the next following annual general meeting.

9.3 Removal and Replacement of Officers

A Person may be removed as an officer by Board Resolution.

Should the Chair or any other officer for any reason not be able to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay. A vacancy in an officer position may be filled by Board Resolution.

9.4 Duties of Chair

The Chair will supervise the other officers and the Board of Directors generally in the execution of their duties and will normally preside at all meetings of the Corporation and of the Board.

Commented [DC34]: If the organization prefers a Chair that moves depending on meeting location, this could be built in. Alternatively, a Chair is appointed annually and the Chair can designate an alternate for the purposes of local meeting management or other reasons.

9.5 Duties of Vice-Chair

The Vice-Chair will assist the Chair in the performance of his or her duties and will, in the absence of the Chair, perform those duties. The Vice-Chair will also perform such additional duties as may be assigned by the Board or determined by Board Resolution.

9.6 Duties of Treasurer

The ~~treasurer~~ Treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the Act and the *Income Tax Act*; and
- (b) the rendering of financial statements to the Directors, Members and others, when required.

9.7 Recording Secretary

The chairperson at a meeting of the Board will appoint a Person to act as recording secretary to record the minutes at that meeting.

9.8 Combination of Offices

With the exception of Chair, two offices may be held by one Director or Person, as applicable.

~~9.9~~ PART 10. ADMINISTRATOR

~~9.10~~ 10.1 Appointment of Administrator

The Board may, by Board Resolution, appoint a Person as Administrator and determine the role and responsibilities of the Administrator. Where the Board delegates management of the affairs of the Corporation to the Administrator, the Board must supervise the Administrator in the conduct of such management duties.

Formatted: Heading 1

Commented [DC35]: Board is authorized to hire and supervise an operational administrator.

~~9.11~~ 10.2 Removal of ~~Managing Director~~ Administrator

The Board may, by Board Resolution, remove a Person as Administrator.

~~part 10.~~ PART 11. COMMITTEES

~~10.11~~ 11.1 Standing Committees

The following standing committees are required and shall operate under the supervision of the Board:

- (a) the National Standing Committee on the Canadian Architectural Certification Board (CACB);
- (b) the Committee for the Examination for Architects in Canada (CExAC);

- (c) the International Relations Committee;
- (d) the Finance and Audit Committee; and
- (e) the Administrators Committee.

These standing committees may not be removed except by amendment of these Bylaws. The mandate, authority, powers and composition of each of the foregoing standing committees will be further set out in terms of reference approved by the Board from time to time.

Commented [DC36]: This standing committee, and presumably the Terms of Reference that will be crafted in relation to it, is intended to replicate the Administrators Meetings (Table).

40.211.2 Additional Standing and Special Committees

The Board may, from time to time, create such additional standing and special committees as it deems necessary, provided that such committee will include at least one Director. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution.

The Board may, in accordance with the Act, delegate its powers to the committees, which may be in whole or in part composed of Directors as it thinks fit.

40.311.3 Special Committees

Unless specifically designated as a standing committee, any special committee so created must be created for a specified time period only. Upon completion of the earlier of the specified time period or the task for which it was appointed, a special committee will automatically be dissolved.

40.411.4 Terms of Reference and Rules

In the event the Board decides to create a committee, it must establish terms of reference for such committee. All committees, whether standing or special, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the terms of reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

40.511.5 Meetings

The members of a committee may meet and adjourn as they ~~see fit. think proper and may~~ Unless other committee meeting rules are approved by the Board, Meetings of the committees will be governed by the rules set out in the Bylaws governing proceedings of the Board, with the necessary changes ~~having been~~ made to ensure that the language makes sense in the context.

40.611.6 Dissolution of Committees

A committee may be dissolved by Board Resolution.

part 11.PART 12. INDEMNIFICATION

11.112.1 Indemnification of Directors and Officers

Subject to the provisions of the Act and the Bylaws, the Corporation will indemnify and hold harmless every present or former Director or officer of the Corporation against all costs, charges and expenses reasonably incurred in connection with any claim, action, suit or proceeding to which that Person may be made a party by reason of being or having been a Director or officer of the Corporation.

11.212.2 Advancement of Expenses

To the extent permitted by the Act, all costs, charges and expenses incurred by a Director or officer with respect to any claim, action, suit or proceeding may be advanced by the Corporation prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the recipient to repay such amount unless it is ultimately determined that the recipient is entitled to indemnification hereunder.

11.312.3 Exception to Indemnification

The Corporation may not indemnify a present or former Director or officer if that Person

- (a) failed to act honestly and in good faith with a view to the best interests of the Corporation;
- (a) acted outside of the scope of his or her duties as a Director or officer, respectively, unless such Director or officer reasonably believed that he or she was acting within the scope of his or her duties; or
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, had no reasonable grounds for believing that the conduct was lawful.

11.412.4 Approval of Court and Term of Indemnification

Notwithstanding the foregoing, the Corporation may apply to the court for approval to indemnify or advance funds to a Person referred to in [Bylaw](#) 12.3.

11.512.5 Indemnification not Invalidated by Non-Compliance

The failure of a Director or officer of the Corporation to comply with the provisions of the Act, or of the Articles or the Bylaws, will not invalidate any indemnity to which he or she is entitled under the Act and this part.

11.612.6 Purchase of Insurance

The Corporation may purchase and maintain insurance for the benefit of any or all Directors, officers, and other individuals who act at the Corporation's request, against personal liability

incurred by any such Person as a Director, officer, or individual who acts at the Corporation's request.

~~part 12.~~PART 13. EXECUTION OF INSTRUMENTS

~~12.1~~13.1 No Seal

The Corporation will not use a seal for the execution of documents.

~~12.2~~13.2 Execution of Instruments

Contracts, documents or instruments in writing requiring the signature of the Corporation may be signed as follows:

- (a) by the Chair, together with the Vice-Chair or the Treasurer;
- (b) by the Chair, together with another Director; or
- (c) in the absence or inability of the Chair, by any two (2) Directors,

and all contracts, documents and instruments in writing so signed will be binding upon the Corporation without any further authorization or formality.

The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, including without limitation the [Managing Director/Administrator](#), on behalf of the Corporation either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

~~part 13.~~PART 14. FINANCIAL MATTERS

~~13.1~~14.1 Financial Powers of the Board

The Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Corporation. The Board will also have the power to enter into contracts on behalf of the Corporation in furtherance of the purposes of the Corporation.

~~13.2~~14.2 Signing Officers

The Board may, from time to time by Board Resolution, appoint signing officers who are authorized to sign cheques and banking documents on behalf of the Society.

~~13.3~~14.3 Investment Powers and Standard of Care

The Board may invest the property of the Corporation in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Corporation.

Commented [DRAFTING 37]: These and other bylaw sections reinforce the importance of regulators nominating qualified directors. The qualification proposed of current or former councilor at least provides for some governance experience.

~~13.4~~14.4 **Investment Advice**

The Directors may obtain advice with respect to the investment of the property of the Corporation and may rely on such advice if a prudent investor would rely upon the advice under comparable circumstances.

~~13.5~~14.5 **Delegation of Investment Authority to Agent**

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Corporation's property that a prudent investor might delegate in accordance with ordinary business practice.

~~13.6~~14.6 **Borrowing Powers of Directors**

In order to carry out the purposes of the Corporation, the Board may, on behalf of and in the name of the Corporation:

- (a) borrow money on the credit of the Corporation;
- (b) issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation;
- (c) give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and
- (d) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any obligation of the Corporation.

~~part 14.~~PART 15. **PUBLIC ACCOUNTANT**

14.115.1 **Appointment of Public Accountant**

The Members will, by Ordinary Resolution at each annual general meeting, appoint a Public Accountant to hold office until the close of the next annual general meeting.

14.215.2 **First Public Accountant**

The Directors may, by Board Resolution, appoint a Public Accountant prior to the first annual general meeting of the Corporation, and the Public Accountant so appointed will hold office until the first annual general meeting of the Corporation.

14.315.3 **Failure to Appoint**

If no appointment is made at an annual general meeting, the incumbent Public Accountant is deemed to continue in office until a successor is appointed by Ordinary Resolution.

14.415.4 **Notice of Appointment and Removal**

A Public Accountant will be promptly informed in writing of his, her or its appointment or removal.

Commented [DRAFTING 38]: Requirement under the legislation – cost implications should be considered by administrators.

14.515.5 Removal and Replacement of Public Accountant

The Members may, by Ordinary Resolution at a special general meeting, remove a Public Accountant from office, except where such Public Accountant is appointed by the court in accordance with the Act.

A vacancy created by the removal of the Corporation's Public Accountant may be filled by Ordinary Resolution at the special general meeting at which the prior Public Accountant was removed, provided that, if not so filled at that meeting, the vacancy will be filled by Board Resolution following the meeting.

14.615.6 Ceasing to Hold Office

A Public Accountant will cease to hold office:

- (a) upon the date which is the later of the date of delivering his, her or its resignation in writing to the Registered Office and the effective date of the resignation stated thereon;
- (b) upon his or her death or, in the case of an Organization, dissolution;
- (c) upon his, her or its removal in accordance with [section-Bylaw 15.5](#); or
- (d) upon the date a replacement Public Accountant is appointed in accordance with the Act and the Bylaws.

14.715.7 Filling Vacancy

Where a vacancy in the office of Public Accountant occurs for a reason other than removal in accordance with [section-Bylaw 15.5](#), a replacement Public Accountant will be appointed without delay by Board Resolution to fill the vacancy, and such replacement Public Accountant will hold office until the close of the next annual general meeting.

14.815.8 Replacement to Request Statement from Incumbent

The Corporation will not appoint a Public Accountant to replace a prior Public Accountant who has resigned, been removed or whose term has expired or is about to expire, and no Public Accountant will accept or consent to an appointment in such circumstances, until the proposed Public Accountant has requested from the previous Public Accountant a written statement of the circumstances and reasons, in the previous Public Accountant's opinion, for his, her or its replacement.

Subject to the Act, if a written statement is not received from the previous Public Accountant within 15 days of the request by the proposed Public Accountant, the Corporation may appoint the proposed Public Accountant and the proposed Public Accountant may accept the appointment as Public Accountant to the Corporation.

14.915.9 Attendance at Meetings of Members

The Public Accountant for the Corporation is entitled to attend any Meeting of Members at the expense of the Corporation and to speak on matters related to his, her or its duties as Public Accountant.

If requested by a Member or Director in accordance with the Act, the Public Accountant will attend a Meeting of Members at the expense of the Corporation and answer questions relating to his, her or its duties.

14.1015.10 Review of Financial Statements

The Public Accountant will conduct an annual audit engagement in accordance with the Act.

Commented [DRAFTING 39]: As with appointment, cost implications.

14.1115.11 Report to Members

After conducting the review required by [section-Bylaw 15.10](#), the Public Accountant will report to the Members in the manner required by the Act.

part 15.PART 16. NOTICE

15.116.1 Method of Giving Notice

Except as otherwise provided in the Act or the Bylaws, a notice may be given to a Member, a Director or the Public Accountant by any one or more of the following methods:

- (a) by personal delivery; or
- (b) by courier or prepaid mail addressed to such Member or Director's Registered Address; or
- (c) by telephone; or
- (d) where the Member, Director or Public Accountant, as the case may be, has provided an email address or facsimile number to the Corporation and has consented in writing to receive notices by one of these methods, by electronic mail or facsimile, as the case may be.

15.216.2 When Notice Deemed to have been Received

A notice sent by courier or prepaid mail or delivered personally will be deemed to have been received at the time it would be delivered in the ordinary course of mail.

In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Jurisdiction post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received.

Any notice delivered by electronic mail will be deemed to have been received on the day following the day on which it was sent to the electronic mail address that the Member has designated for the purpose of receiving notices.

~~15.3~~16.3 Days to be Counted in Notice

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

~~part 16.~~PART 17. MISCELLANEOUS

~~16.1~~17.1 Examination of Records

The documents and records of the Corporation, including the books of account, the minutes of Meetings of Members and meetings of the Board will be open to the examination of the Directors at reasonable times and the Corporation will provide extracts or copies to Directors free of charge.

A Member or creditor of the Corporation may, in accordance with the Act and upon reasonable notice to the Corporation, examine the following documents and records of the Corporation during the Corporation's normal business hours.

- (a) the Articles and the Bylaws, including any amendments thereto;
- (b) the minutes of all Meetings of Members and the minutes of any committees of Members;
- (c) the resolutions of Members and any committees of Members;
- (d) the debt obligation register, if any;
- (e) the register of directors;
- (f) the register of officers; and
- (g) in the case of a Member only, the register of Members,

but no Member or creditor is entitled or has the right to examine any other document or record of the Corporation.

A Member or creditor of the Corporation may, on providing reasonable notice to the Corporation and upon payment of a reasonable fee, request copies or extracts of any of the documents or records which a Member or creditor, as the case may be, is entitled to examine and the Corporation will provide such extracts or copies, provided that the Corporation is entitled to redact such extracts or copies to the extent necessary to protect personal information and comply with applicable privacy laws.

17.2 Rules Governing Notice, Board Resolutions and Ordinary Resolutions

The rules governing when notice is deemed to have been given set out in the Bylaws will apply to determine when a Board Resolution will be deemed to have been submitted to all of the Directors and when an Ordinary Resolution will be deemed to have been submitted to all of the Members, in each case with the necessary changes having been made to ensure that the language makes sense in the context.

17.3 Right to become Member of other Corporation

The Corporation will have the right to subscribe to, become a member of, and cooperate with any other society, corporation or association whose purposes or objectives are in whole or in part similar to the Corporation's purposes.

PART 18. BYLAWS

18.1 Special Resolution to Alter Articles or Bylaws

The Articles or the Bylaws, or both of them, may be amended, added to or repealed by Special Resolution.

18.2 Amendment and Repeal of Bylaws by Membership

The Members may amend, add to or repeal the Bylaws by ~~Special Ordinary Resolution~~. ~~However, any Bylaws referred to in section 197(1) of the Act shall not be amended, added to or repealed except by Special Resolution. A~~

~~A~~ Member entitled to vote at an annual general meeting may, in accordance with ~~section~~ Bylaw 5.7, make a proposal to make, amend or repeal a Bylaw.

18.3 Amendment and Repeal of Bylaws by Board

Subject to the Act, the Articles and the Bylaws, the Board may make, amend or repeal any Bylaws to regulate the activities or affairs of the Corporation. Any such Bylaw, amendment or repeal shall be effective from the date of the resolution of Directors until the next Meeting of Members, where it may be confirmed, rejected or amended by the Members by Ordinary Resolution.

If the Bylaw, amendment or repeal is confirmed or confirmed as amended by the Members it remains effective in the form in which it was confirmed. The Bylaw, amendment or repeal ceases to have effect if it is not submitted to the Members at the next Meeting of Members or if it is rejected by the Members at the meeting.

Notwithstanding the foregoing, the Board may not make, amend or repeal any Bylaws where the enactment, amendment or repeal is restricted by section 197(1) of the Act.

Commented [DC40]: Some concern raised whether this is too broad. However, it may be useful in relation to any questions arising as to the authority of the ROAC to enter MRAs or similar relationships. Other 'regulatory' organizations such as CNAR or CLEAR may be appropriate.

Commented [DC41]: Normally only 'reserved' Bylaws require special resolution to amend. A special resolution is proposed for all bylaw changes.

Commented [DC42]: This provides flexibility so that bylaws that are not 'restricted' by the Act can be amended at the Board level without the need to call a special members meeting. Restricted bylaws reserved for member meeting votes include changing the corporate name, adding new classes of members, changing the purposes of the organization, etc.

17.418.4 Changes to be Filed

The Corporation will file any amendment or addition to the Bylaws, including any repealed provision of the Bylaws, with the Director of Corporations Canada within 12 months of the date the Special Resolution authorizing the alteration was passed.

The Corporation will promptly file any amendment or addition to the Articles, including the repeal of any provision of the Articles, with the Director of Corporations Canada in the prescribed form.

17.518.5 Effective Date

Any amendment, addition to or repeal of the Bylaws is effective as of the later of:

- (a) the date when the Special Resolution authorizing the alteration was passed; or
- (b) such later date that may be set out in writing in the Special Resolution authorizing the alteration.

Any amendment, addition to or repeal of the Articles is effective as of the date set out in the certificate of amendment issued by the Director of Corporations Canada.

CANADA NOT-FOR-PROFIT CORPORATIONS ACT

ARTICLES OF INCORPORATION

1. NAME

The name of the Corporation is "Regulatory Organizations of Architecture in Canada (ROAC) / Regroupement des Ordres d'Architectes du Canada (ROAC)".

Commented [DC1]: This is the basic document that must be filed, along with a list of the first directors and other information, when seeking to incorporate.

Commented [DRAFTING 2]: Preferred choice of name per June meetings. Name remains available.

2. REGISTERED OFFICE

The Corporation is to be situated in the province of British Columbia.

Commented [DRAFTING 3]: Per June meeting – can be changed to other jurisdiction by special resolution of members ("members" consist of the 11 regulators).

3. MINIMUM AND MAXIMUM NUMBERS OF DIRECTORS

The minimum number of directors is seven ~~three~~ (7). The maximum number of directors is thirteen (13).

Commented [DRAFTING 4]: Three is the statutory minimum – 13 reflects all possible Canadian provincial/territorial jurisdictions.

4. STATEMENT OF PURPOSES

The purposes of the Corporation are:

Commented [DRAFTING 5]: Revised per June revisions – also amendable by members' special resolution.

- (a) to represent the provincial and territorial regulators of the profession of architecture in Canada as authorized by such regulators in the public interest;
- (b) to promote excellence in the regulation of the profession of architecture in Canada and to maintain an architectural voice as part of effective regulation in the public interest;
- (c) to work collectively with member regulators organizations to develop and promulgate nationally-recognized standards and programs which meet regulatory responsibilities as well as the needs of the public and the architectural profession
- (d) in the public interest, to promote professional mobility, nationally and internationally;
- (d) to protect the public interest by establishing standards that enable professional mobility, nationally and internationally;
- (e) and in the public interest, to enhance the strength and diversity of the architectural profession through appropriate recognition of qualifications;
- (e) [Alternate Wording]: to create opportunities for the diversification of the architectural profession as a reflection of the diversity of Canada in the public interest

Commented [DC6]: Two versions of this proposed "purpose" were considered but not concluded - for feedback.

- (f) to conduct, commission, fund and support research into issues related to the regulation of the profession of architecture to inform, support or facilitate the foregoing purposes; and
- (g) to do all such other things as are incidental and ancillary to the attainment of the foregoing purposes and the exercise of the powers of the Corporation.

5. RESTRICTIONS ON ACTIVITIES

There are no restrictions on the activities of the Corporation.

6. AUTHORIZED CLASSES OF MEMBERSHIP

The Corporation is authorized to establish one (1) class of members. Each such member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.

7. DISTRIBUTION OF PROPERTY ON DISSOLUTION

Upon the winding-up or dissolution of the Corporation, the funds and property remaining after the payment of all costs, charges and expenses properly incurred in the winding-up or dissolution, including the remuneration of the liquidator, and after payment to employees of the Corporation of any arrears of salaries or wages, and after payment of any debts of the Corporation, will be distributed to such "qualified donees" as defined by the *Income Tax Act*, as are designated by the Board. Any of such funds or property remaining which had originally been received for specific purposes will, wherever possible, be distributed to "qualified donees" carrying on work of a similar nature to such specific purposes.

8. ADDITIONAL PROVISIONS

The following additional provisions will apply to the Corporation:

I. No Member Benefit

The activities of the Corporation will be carried on without purpose of gain for its members and any income, profits or other accretions to the Corporation will not be distributed to members, but will be used in promoting the purposes of the Corporation.

Memorandum

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Councillor Farida Abu-Bakare, Interns Committee Chair

Heather Breeze, Intern Architect on Council

Date: June 10, 2021

Subject: Community Engagement and Consultation for Intern Architects

Objective: To direct OAA Council to consider and approve the hiring of an architecture graduate research assistant for the purpose of identifying key issues facing interns.

In 2020, Council approved a request for funding submitted by the Interns Committee to conduct a survey related to changing the title of Intern Architect. A memo requesting a vote on the title change was brought to Council May 12, 2021 and summarily withdrawn due to a lack of expressed support; members who voiced opposition felt that a title change was an insufficient response to the larger issues facing Intern Architects.

Responding to the feedback received by Council, the Interns Committee has determined that further work, particularly community engagement, is required to better determine the most pressing issues and challenges facing Intern Architects in order to inform future actions, including the potential priority benefits of a title change.

Within the Interns Committee, and in keeping with the OAA's goals of increased inclusion, equity, and diversity, we are seeking to better understand the challenges and barriers specific to Interns. We aim to identify opportunities to better serve the OAA's priorities, such as encouraging licensure and increasing member engagement. Relying on surveys alone excludes deeper forms of

engagement. Intern Architects represent a unique constituency within the OAA community that is in itself incredibly diverse, and direct engagement and consultation with Interns is a crucial component of this work.

In order to pursue holistic community consultation and engagement, the Interns Committee believe that it would be beneficial to hire an architectural graduate to complete a body of identified research, similar to that which was done for the Truth & Reconciliation Working Group. We have attached an identified broad scope of work that would benefit from a single coordinating individual who would be hired on contract basis by the OAA. This will provide efficient project management and ease coordination. The work will take place over approximately three months from July to September of 2021, with a workload in the range of 10-15 hours per week. The compensation for the graduate should be commensurate with that which was attributed to the Truth & Reconciliation project.

As Chair of the Interns Committee, I will provide direction and oversight to the architectural graduate. I will firstly coordinate with OAA administration to identify the current workload of staff and based on the scope of work of the graduate, identify what would need to be shared with the individual by staff and work with the graduate to finalize overall goals, action, and methodology. The graduate will perform the bulk of the communications and organizational work, with regular check-ins to the Interns Committee, culminating in the creation of a packet of information to be presented to council in the fall.

Potential tools for engagement will include roundtables with specific intern architect sub-groups which are under-represented or have unique issues/challenges, community engagement events with the local architecture societies across Ontario, (to ensure geographic representation), and possible further surveying. In an effort to reduce resources and amplify current OAA initiatives, engagement for this project will be woven where possible into currently planned events such as OAA President's visits to local societies. The different levels of engagement and consultation will provide a more robust understanding of issues and priorities.

To ensure this engagement is informed by up-to-date information, the initial work done by the graduate will be the analysis and summation of current data on file, including but not limited to the Interns roundtable feedback from fall 2020, the 2019 membership survey, the Equity, Diversity and Inclusion (EDI) survey, and the OAA records. This initial analysis will help formulate the topics of consultation and areas that require further exploration, or deeper analysis of work already begin on issues such as the intern title change or barriers to licensure within the IAP. The hire will handle such data with the sensitivity required and any information shared with Council, Interns Committee or the membership should be anonymized prior to sharing.

The results will be used to help identify short-, medium- and long-term projects that will improve the internship process. It will also provide clear tasks and priorities for the Interns Committee and other related committees and staff. It is important that as part of the process those being asked to provide data and information feel they are being kept informed of the work. Disclosure of the planned consultation process, the number of sessions held, and summary of the results with the membership are important deliverables.

Because this consultation is occurring through a variety of vehicles and will require coordination within the OAA staff and also with external groups, we are requesting from Council to fund a graduate to conduct this work, prepare and communicate results from this consultation and engagement process for Intern Architects.

Action: Council to approve the hiring of an architectural graduate research assistant whose scope of work will include administration and organization of research for the Interns Committee over the course of the next three months.

Attachments: (1) Community Engagement and Consultation for Intern Architects: Overall Goals & Actions

Community Engagement and Consultation for Intern Architects - Overall Goals & Actions

Prepared by the Interns Committee for the June 24 2021 Council Meeting, in support of the memo put forth by the Interns Committee

Dated 10 June 2021

ACTION	GOAL	TASK BY ARCH. GRADUATE
Research and analysis of existing documents	Compiles existing research efforts (surveys, roundtables, existing data) into a clear, cohesive, and concise document/presentation that summarizes work already done; this creates a foundation and starting place for work going forward	<ul style="list-style-type: none"> - Review documents (EDI survey, November 2020 interns roundtable, etc) - Pull out relevant information - Form a starting point for further work
Identify challenges facing interns	Identifies the specific areas/ways in which interns are treated inequitably; and how/where/when this has been exacerbated through the pandemic	<ul style="list-style-type: none"> - Form a starting point from current work - Possibly conduct initial questionnaire
Liaison with Ontario's local architectural societies	Begin/continue conversations with interns and gauge feedback and interest in particular issues with the goal of narrowing a scope of focus for Interns Committee in title change; this could piggy-back of existing events such as the Presidents' local society visits	<ul style="list-style-type: none"> - AG to develop a template email in conjunction with SC to send to all societies inviting them and their interns to a round table on the issue
Conducting of roundtables and/or focus groups	Engaging directly with interns about data/issues raised thus far; could happen on a focused and smaller basis to get more direct feedback	<ul style="list-style-type: none"> - AG & SC to organize 1 hour discussions/roundtables - AG to prepare a summary of feedback for each roundtable and put together in package
Complete an "environmental scan" of other professions	Identifying context and comparable issues faced by the equivalent "intern" status in other professions	<ul style="list-style-type: none"> - AG to conduct research and prepare graphics re: the path to fill licensure/comparable titles and credentials in other professions - May require direct communication with administration/other staff in similar professional societies and organizations
Preparing of presentation package for council	Visually and clearly communicate to council the main issues facing interns, and next steps for action	<ul style="list-style-type: none"> - AG to summarize all work done - Complete a visually attractive 10-15 page presentation package to be sent to councillors for the September meeting

Memorandum

FOR COUNCIL MEETING
June 24, 2021
(open)
ITEM: 4.4

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Farida Abu-Bakare, Councillor and Chair, Interns Committee

Date: June 11, 2021

Subject: Mentorship Review

Objective: Promote mentorship between Architects and Intern
Architects/Student Associates

Background: Mentorship is a critical component of the Internship in Architecture Program (IAP) in Canada. Every Intern Architect and Student Associate looking to log their hours is required to have both a supervising architect and a mentor.

The OAA currently provides some resources for Intern Architects and Student Associates to find employment and therefore their supervisor architects (for example, the classifieds section on the OAA website). However, beyond the Mentor volunteer contact list maintained by the OAA, there are currently few resources or systems to assist Intern Architects and Student Associates in finding a mentor. This was reflected in the feedback received at the recently held "Meet the OAA" with students attending from all schools of architecture in Ontario where uncertainty about where and how to find a mentor was a top concern.

Few details are available on the health of the mentorship process and what issues mentors and mentees are facing.

Work Done to Date: Over the last few years, the OAA has increased its focus on mentorship, underlining its critical importance in a successful Internship experience.

For the last two years, the OAA bOAAg has featured “Amazing Mentorship Stories”, a series of posts highlighting the importance of mentoring through real life examples of successful mentee-mentor relationships.

In 2020, the Interns Committee hosted the virtual “Meet the OAA” event attended by Interns Architects, Student Associates and students of architecture across Ontario. Segments within the presentation were dedicated to mentorship. A recording of the event remains on the website for information.

In 2020, a [Mentorship Guide](#) was published, a multi-year effort that culminated in a document that provides guidance and resources to current mentors and mentees.

In 2020 inclusion of a [FAQ: Paths to Licensure](#) page was created on the website based on questions arising from the Meet the OAA event.

For Conference 2021, a live ConEd session panel discussion dedicated to mentorship was successfully created and well attended.

In the “[Find or Become a Mentor](#)” section of the new OAA website launched in 2020, the OAA currently provides the opportunity for interested mentors to submit their names and contact information to OAA IAP administrators. No other information is required on the website. It also mentions that any Intern Architect or Student Associate requiring assistance finding a mentor should contact the IAP administrators. There are no details on how the matching program works.

Next Step: Acknowledging the work done to date, we believe it is opportune and necessary to conduct a review of the current mentorship support systems at the OAA. This should be done to ensure the goals of the mentorship requirement are being fulfilled as set out in the IAP Manual sections “1. The Process & 1.2 Getting Started” and that this is not presenting a possible obstacle to licensure.

As an initial step, we would like to undertake a survey of current Intern Architects, Student Associates, and Mentors to better understand their perspective of the mentorship experience and any obstacles and challenges they might be facing.

This could also be used as an opportunity to further promote the 2020 Mentorship Guide and inform possible future actions to make the most of the mentorship requirement.

The survey will require sixteen (8-16) hours of one (1) OAA internal staff using Survey Monkey (or any similar free software) to upload, publish, collect and summarize results of questions prepared by the Mentorship Subcommittee members. The timing and availability of staff to do this work would depend on current workloads and coordination with the Executive Director. Appendix A contains the proposed questions.

The OAA has an ongoing obligation to ensure that only those qualified become licensed to practice architecture in Ontario (*Architects Act* s.2(3)1). The fundamental purpose of the Internship in Architecture Program (IAP) is to ensure Intern Architects and Student Associates are provided with sufficient “hands-on” architectural experience to meet the standards of practical skill and level of competence required to engage in the practice of architecture in Canada. A critical component of the IAP is the Mentor/Mentee relationship which can significantly contribute to the efficacy of the program. The Interns Committee is proposing that data gathering and targeted initiatives would further support the intent of the mentorship goals as noted in the IAP Manual.

Action: Council to consider and approve approximately 8 – 16 hours of OAA staff time to conduct the survey and to collect & summarize survey results for the Interns Committee.

Attachments: Appendix A: Proposed Mentorship Survey Questions

Mentorship Survey proposed questions:

1. Are you a Mentor or Mentee?

- Mentor
- Mentee

If architect or retired is the answer to question 1 then the following questions are applicable only:

a) How long have you been licensed?

- 0-5 years
- 5-10 years
- 10-15 years
- 15+ years

b) How many years it took you to complete the IAP and obtain your OAA Licence?

- Please specify:

c) After obtaining your OAA Licence, how many years it took you before applying for a Certificate of Practice?

- 0-5 years
- 5-10 years
- 10-15 years
- 15+ years
- I didn't apply for a Certificate of Practice yet

d) Since obtaining your OAA Licence, how many Intern Architects or a Student Associates have you mentored so far?

- Please specify:

- e) Thinking about your own internship experience, what is your current relationship with your IAP Mentor?
- We no longer communicate
 - We occasionally communicate but not regarding my career
 - We often communicate but not regarding my career
 - We occasionally communicate regarding my career
 - We often communicate regarding my career
 - I did not have an IAP Mentor
- f) Regarding people you have mentored under the IAP, has/have they kept in touch with you post the IAP?
- Yes
 - No
 - A few of them
 - A lot of them
- g) Would you welcome more involvement from your mentor to assist in your career's development post licensure?
- Yes
 - No
 - I don't know
- h) What are the areas that you feel you still need to gain exposure/experience in to get more confident about your career/profession? Please select all that apply
- Business management (i.e. Marketing, joint ventures, etc.)
 - Finance management (i.e. Payroll, Taxes, capital and expenditures management, etc.)
 - Contracts management (i.e. Tendering, Insurance, Risk mitigation, etc.)
 - Career growth (i.e. Employment, Certificates, CoEd, etc.)

- Social growth (interests in Common, integration, emotional support, etc.)

i) How much did Mentees add to your knowledge bucket?

- Nothing to mention
- Some non-architectural related experience
- Some architectural related experience
- Some mixed type experiences
- Significant experience of both types

j) How many hours per month do you dedicate for mentoring?

- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 5+ hours

k) How many Mentees are you currently mentoring at the same time?

- 1 Mentee
- 2 Mentees
- 3 Mentees
- 4+ Mentees

l) How many Mentees are you willing to mentor at the same time?

- 1 Mentee
- 2 Mentees
- 3 Mentees
- 4+ Mentees

m) How often do you meet with your mentee to discuss their internship?

- Only to sign their hours
- Once every couple of months
- Once a month
- More often than once a month

If Intern Architect or Student Associate is the answer to question 1 then the following questions are applicable only:

I. How long have you been an intern architect?

- 0-2 years
- 2-4 years
- 4-6 years
- 6+ years

II. How did you meet your current or past Mentor(s)?

- Through my place of work supervisor
- Through my place of work colleagues
- Through my family relations
- Through School admins office
- Through OAA admins office
- Other, please specify:

III. How hard was it to find a mentor?

- Very easy
- Easy
- Hard
- Very hard

IV. How long did it take you to find a mentor?

- 1-3 weeks
- 3-6 weeks
- 6-9 weeks
- 10+ weeks

V. What were you looking for in your Mentor? Were there specific aspects qualities such as architectural speciality, shared background, etc. that you were looking for?

- Please specify:

VI. If your answer was “Yes” to the previous question, have you found what you were looking for?

- Yes
- No
- Not Applicable

VII. How many times have you met your mentor (virtually or in-person) in every CERB submission?

- 1 time
- 2 times
- 3 times
- 4+ times

VIII. Have you finished all your experience hours required in the IAP? If so, are you still in touch with your Mentor?

- Yes
- No
- Not applicable

IX. How much did the Mentor(s) add to your knowledge bucket?

- Nothing to mention

- Some non-architectural related experience
- Some architectural related experience
- Some mixed type experiences
- Significant experience of both types

X. How many hours per month you will need from your Mentor?

- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 5+ hours

2. If we could only improve one thing in the mentorship process, what would your top priority be?

- Please specify in less than 200 characters

Memorandum

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
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Settimo Vilardi	

From: Jennifer King, Vice President Communications

Date: June 10, 2021

Subject: **2021 OAA Virtual Conference Week and Planning for Conference 2022**

Objective: To update Council on the 2021 OAA Virtual Conference Week.
To receive Council support for a hybrid conference in 2022, including in-person and virtual components.

2021 Virtual Conference Week

The OAA's first Virtual Conference Week ran from May 17 to May 21, as the cornerstone event for a year of digital Conference-related activities (which kicked off with a Keynote Event, featuring Jesse Wentz, in late April). Further Conference-related events are being planned for the duration of the year, from the Annual General Meeting (AGM) in June to other virtual tours and talks related to the SHIFT2021 Resiliency/Architecture Challenge in the fall.

The Virtual Conference Week itself represented the core of the OAA's Conference activities, bringing together specially curated Continuing Education sessions, public celebrations (like the Recognition Event), a digital trade show, adapted Lunch and Learns, and a Plenary that was focused on the economic sense behind zero-carbon projects, aimed at both the architecture profession and those from the banking, real estate, and government sectors.

Ultimately, the event itself was well-received, receiving kudos for increasing the accessibility of the traditional in-person event and for the technology that served as its platform. (There were few technical difficulties, though some members noted sporadic connectivity issues on their end—they were advised their ConEd points would not be adversely impacted by a quick exit/return.

More than 1000 people registered. **To see some of the comments, learn more about the attendance at individual events, and get a better sense of how members interacted with the Virtual Conference Week, see Appendix One—Conference Report, prepared by the OAA’s planners, MCC.** Many events compared quite favourably to traditional in-person Conference sessions, especially those held outside of Toronto.

Three events—the Plenary, Recognition, and the special launch for the SHIFT 2021 Challenge selections—were streamed live to the public via the OAA’s YouTube channel. They continue to be posted and will be indefinitely shared as evergreen resources. (The Plenary is also embedded in the OAA’s oaa.on.ca/climate page.)

The Continuing Education sessions were a deviation from traditional years where there is a call for presenters. This time, in order to offer compelling content that differed in approach from the OAA’s biweekly Webinar Series, the sessions were all curated based on discussions between MCC’s Sheri Moore and the Conference Task Group—comprising the VPs Communication and Education, the SVP/Treasurer, and the Conference Manager, with frequent participation by the OAA President). After selecting topics, individual experts were sought and often combined into moderated panels.

These sessions from Conference were also recorded and made available ‘on-demand’ through the #OAAConf Platform to registrants until June 16. The vast majority of these sessions are now being uploaded to the OAA’s publicly available YouTube channel for members, Intern Architects, Student Associates, and the wider public to view. Since these on-demand sessions are not live, they are not interactive and therefore count as Unstructured Learning hours under the mandatory program.

Under the OAA’s Continuing Education program, Structured Learning must include an interactive or test component. Members need to self-report on their transcripts any unstructured hours gained after Conference by watching the ‘on-demand’ sessions they did not see live.

The Conference Task Group has since been debriefed with the MCC team. Feedback continues to be reviewed from an attendee survey issued last month. The theme, “Cultivate Inclusivity,” drew both support and challenging responses—again, see the Appendix for more.

While numbers continue to be finalized, as reported at the May Council meeting, there is a deficit expected.

Planning for 2022 OAA Annual Conference

Building on the success of this year’s events, there is consensus among the above-noted Task Group that a hybrid model will be best for next year, with some events digital, others hosted in Toronto venues on hold from the cancelled 2020 Conference, and others simultaneously in both formats.

While there is optimism the pandemic and restrictions will be reduced or eliminated by next May, and there is an appetite among some members for in-person gatherings, it remains to be seen if large indoor crowds will be permitted

or people's comfort. Even more importantly, it would be unwise to lose some of the many benefits afforded by going virtual. These include:

- increased accessibility through a lower price point and less time commitment;
- more flexibility to attend live or on-demand, and to be able to sit in on sessions between work and family commitments;
- increased transparency and accessibility for the general public who could attend several events for free, including those celebrating friends or family;
- overall reduced environmental footprint; and
- access to international speakers and experts.

As the OAA Webinar series is expected to continue, the Conference's ConEd program would again be curated rather than having a Call for Presenters.

For 2021, ensuring timely planning and decision-making within tight timelines was only possible due to the establishment of the Conference Task Group comprising the VP Education, VP Communications, and the Senior Vice President & Treasurer. (The President was also involved in some of the Task Group meetings.) While both the Communications Committee and the Comprehensive Education Committee were also involved in aspects—and would continue to be consulted in terms of upfront input into the programs—this structure allowed for quick discussions/meetings and decision-making, as the Task Group worked directly with staff. It is proposed this structure continue. We have been very mindful as well to have the Task Group stick to higher-level policy decisions and programming, and leave the details to the consultant and staff.

The biggest pain point for Conference organizing this year was a lack of planning and development time—the Task Group and OAA Staff continually found themselves making very quick reactions and changes with constrained timelines. To continue and evolve success, more time will be needed rather than 2021's truncated deadline. As such, final decision around next year's conference need to be made in the early fall. With Council support, the Task Group is prepared to create a Conference program for review at the September meeting.

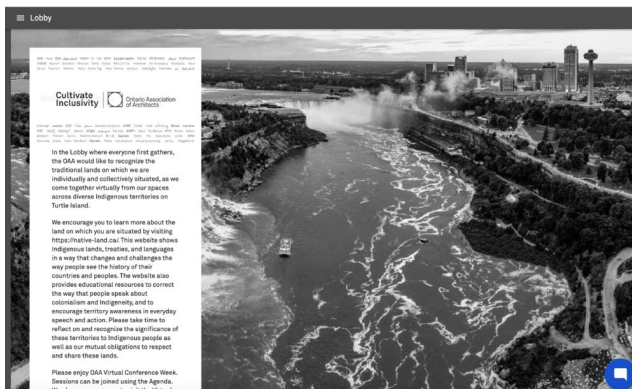
Of course, the Executive Director will continue to monitor the situation in Ontario, both with respect to health and safety guidelines and best practices as well as to contract deadlines with venues, etc.

Action: Council to approve the hybrid approach for 2022, with the Conference Task Group to come back with a final Conference program for the September meeting.

Attachments: Conference Report.pdf

Monday, May 17, 2021	Tuesday, May 18, 2021	Wednesday, May 19, 2021	Thursday, May 20, 2021	Friday, May 21, 2021
CE1. Global Perspectives on Cold Climate Sustainable Design sponsored by Enbridge Gas 9:00 to 10:30 AM	CE3. Many Voices in Harmony: Indigenous Storytelling through Architecture and the Allied Arts 9:00 to 10:30 AM	SP4. The Value of Zero: Investing in Carbon-free Design sponsored by Brampton Brick 9:00 to 10:30 AM Open to Public	CE6. Design Recovery: Strategic Resilience for the Next Normal 9:00 to 10:30 AM	CE8. Disconnected: A Collaboration Session Discussing Remote Teams & Clients 9:00 to 10:30 AM
Visit the Conference Lounge				
LL1. Roof Decks Unit Paving Slabs - Construction Best Practices hosted by Unilock Ltd. 10:45 to 11:45 AM	LL3. Enhanced Curing of Concrete Block Using Carbon Dioxide hosted by Brampton Brick Ltd 10:45 to 11:45 AM	LL5. Congratulations! You're the Successor of an Architectural Practice – Optimizing Your Insurance sponsored by Hub International 10:45 to 11:45 AM	LL8. Achieving Energy Efficiency and Sustainability with Skylights hosted by Artistic Skylight 10:45 to 11:45 AM	SP7. Wellness Session Experience Groove 10:45 to 11:30 AM
Visit the Conference Lounge				Visit the Conference Lounge
SP1. Mentorship Panel 12:00 to 1:00 PM	T1. Niagara Falls Entertainment Centre 12:00 to 1:00 PM	LL6. Understanding the role of the Licensed Technologist OAA in the Practice of Architecture hosted by OAAAS 12:00 to 1:00 PM	T2. Element5 Cross-Laminated Timber (CLT) & Glulam Fabrication Facility 12:00 to 1:00 PM	LL10. Building Envelop Fundamentals: Designing with Insulated Metal Panels hosted by Norbec 12:00 to 1:00 PM
Visit the Conference Lounge				
LL2. Modern Masonry hosted by Thames Valley Brick 1:30 to 2:30 PM	CE4. Architects: Stop Worrying About Dew Point! A Conversation with Christine Williamson, Building Science Fight Club sponsored by Canada Masonry Design Group 1:30 to 3:00 PM	LL7. kreitmaker idea space hosted by Kreitmaker Inc 1:30 to 2:30 PM	CE7. Connected Conversations: Thinking Differently About Design 1:30 to 3:00 PM	T3. Ravine Vineyard Estate Winery, St. David's sponsored by Exterior Technologies 1:30 to 2:30 PM
Visit the Conference Lounge	Visit the Conference Lounge	Visit the Conference Lounge	Visit the Conference Lounge	
CE2 Managing Risk – What is covered by Professional Liability Insurance (and what is not) sponsored by: Pro-Demnity Insurance Company 2:45 to 4:15 PM		CE5. Inclusive Design / Exclusive Design: Creating Public Spaces for All 2:45 to 4:15 PM		
	LL4. Maintaining Sustainability and Growing Your Firm hosted by Shimmerman Penn LLP 3:15 to 4:15 PM		LL9. Non-combustible Cladding vs. Combustible Claddings hosted by Exterior Technologies Group 3:15 to 4:15 PM	
Visit the Conference Lounge				
SP2. Wellness Session Vocal-Ease 4:30 to 5:30 PM	SP3. Recognition Event 4:30 to 5:30 PM Open to the Public	SP5. Newly Licensed 4:30 to 5:30 PM	SP6. SHIFT Awards & Presentations 4:30 to 5:30 PM Open to the Public	

Conference Overview | Technical Review | Platform



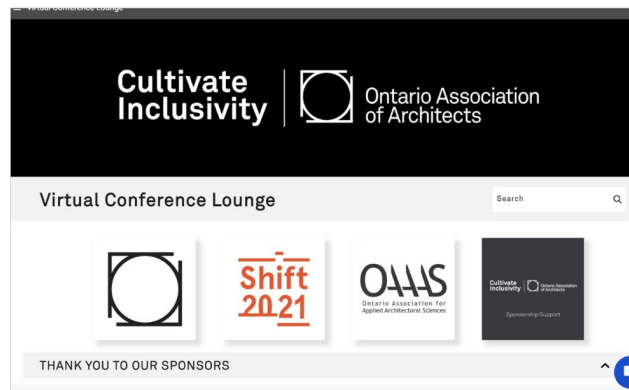
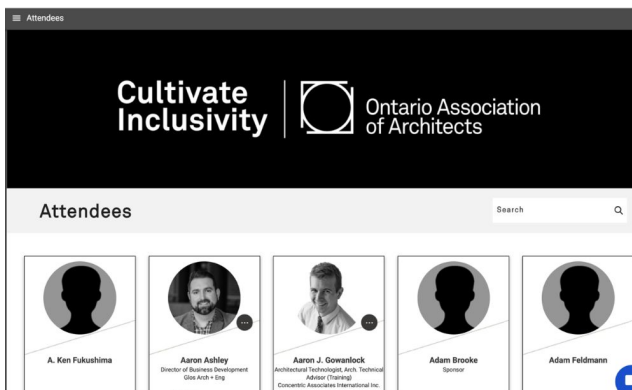
Love going to the conference online.

This is a great way to accommodate working mothers, giving them a chance to attend the conference while caring for children. Would love if attending the conference virtually will be available in future years.

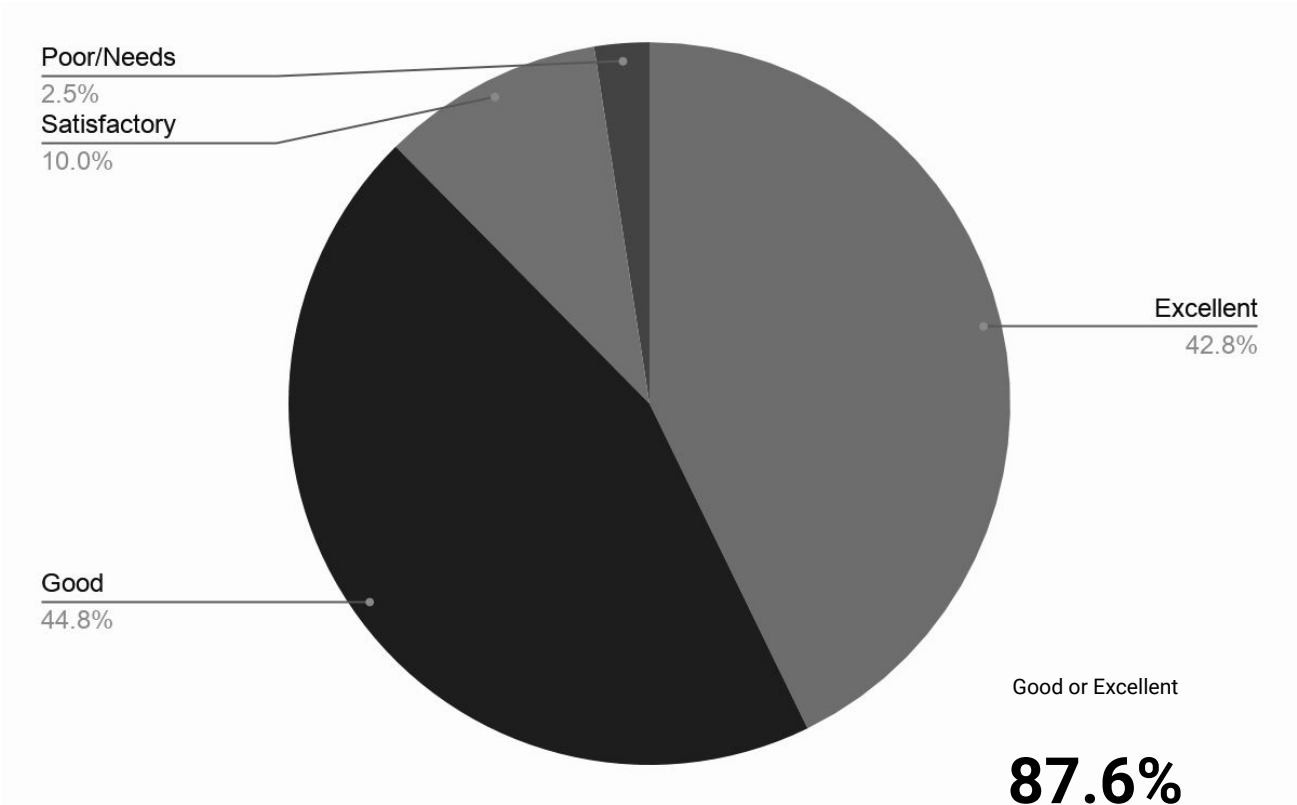
Easy to access and navigate. We'll set up. Making the best of a difficult situation.

I hope this platform is used for the OAA conferences in the future.

Good graphics, great interface, an almost seamless integration in the technology (also easy to navigate).



Conference Overview | Technical Review | Platform



Platform Feedback

All Platform-related Survey Findings
Average Rating

Sign-in process	4.3/5
Total Respondents: 1513	
Visual quality	4.3/5
Total Respondents: 1527	
Audio quality	4.2/5
Total Respondents: 1527	
In-app features	4.1/5
Total Respondents: 748	
Closed captioning quality	4.3/5
Total Respondents: 557	

Conference Overview | Attendee Feedback & Engagement

Total Registered

1056

Total Logged In

872

Percentage Logged In (Attendance Data by Subgroup)

86% 72% 31% 60% 50% 56% 67%

General
Attendee

Sponsor

Speaker

SHIFT Selectee

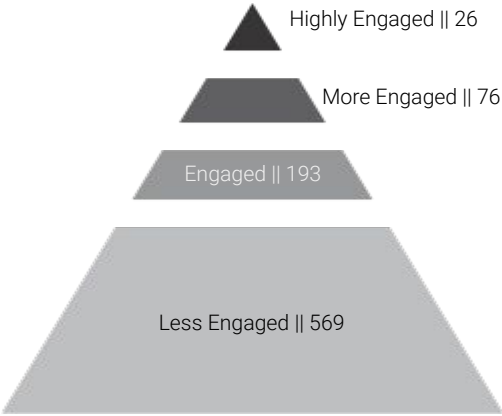
Media

ProDemnity
Board Member

Council

NO SHOW RATE: **17.4%**

Note: The average no-show percentage of virtual events is 35%. This is slightly higher than in-person events.
(source: Markletic Logo)



Attendee Engagement

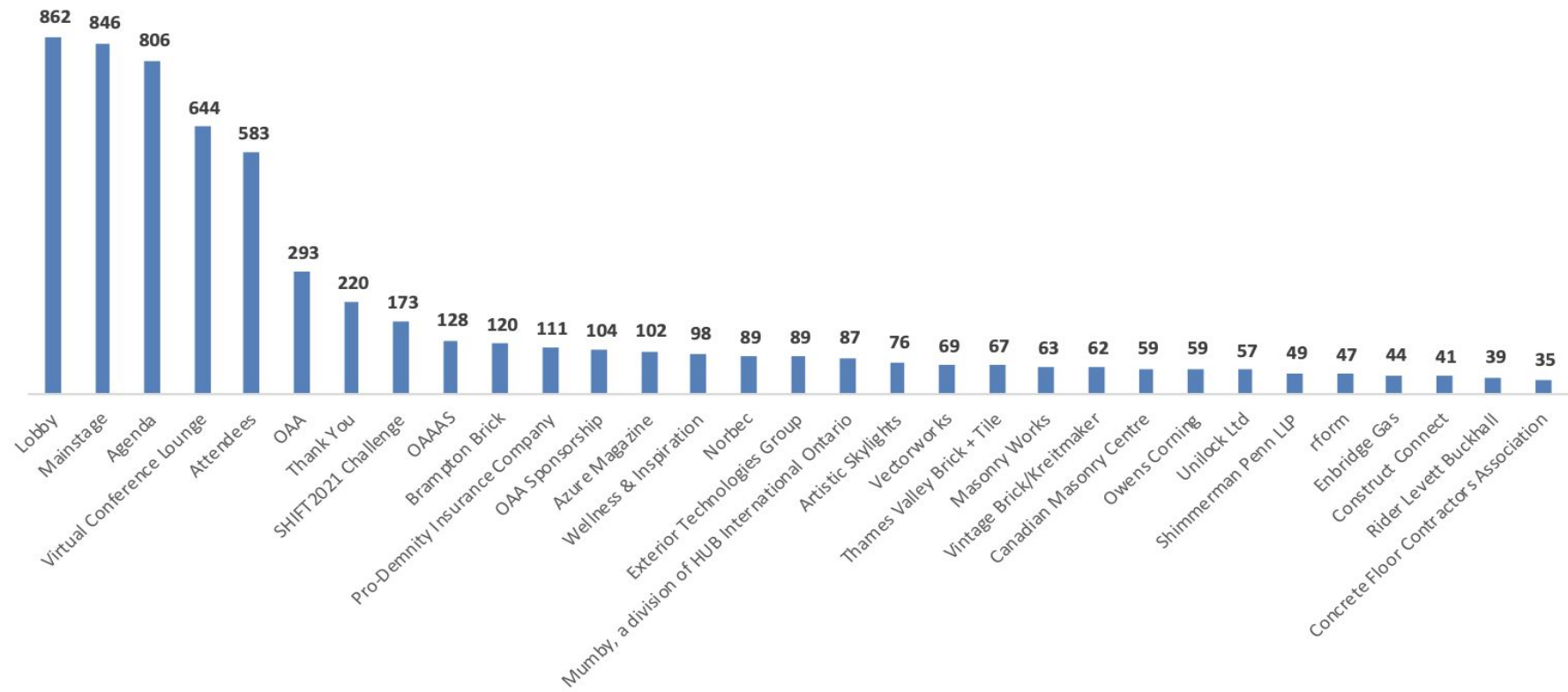
Timing was great. Music was great.

I prefer a real in person conference, but this, as a back-up or for small mini series information sessions, was very good.

Online sessions were reasonably well done although I prefer in-person sessions for continuing education. Low cost for structured points this year was a welcome bonus.

A larger presentation area would be better. It would be nice if future conferences could be offered online as well as in person when Covid ends.

Conference Overview | Attendee Feedback & Engagement



Page Loads

Theme Review | Attendee Feedback & Engagement

87.57%

Had Theme Awareness

CoEd sessions were great, overall theme was great. Encourage attendees to enter profile photo and info,

The conference was too left wing/ woke/ politically correct. More about positioning the OAA politically than caring about architecture.

Stick to the practice and governance arena and leave out social engineering. The OAA and the relevant ACT is established for the protection of the public and should be focused on this rather than thought management. The latter is appropriate for a political forum not a professional conference.

This was a great theme and I would love to see more on this theming in future. The other thing, which was weaved throughout this conference was sustainability. I would enjoy a conference themed around design solutions and practices that are in harmony with the earth/nature. I also think involving more artists - whether visual or performance - would be lovely. Another theme (which is similar to this) would be Wellness oriented, looking in more detail at putting Wellness at the forefront of our lives - including our economy.

This was a great theme, really loved it. Need something as bold again.

Make the conference about architecture, not left wing political posturing. The keynote speaker made some pretty radical statements " we don't need to be invited to the table, we own the table"- The OAA is launching itself down a slippery slope as a lot of people live in Canada and this country is for everyone.

Preliminary Survey Feedback || Based on 177 (about 20%) || Deadline to respond is **June 6**

Overall Conference Review | Attendee Feedback & Engagement

87%

Rate Overall Experience as
Good or Excellent

Great experience!

I found the ConEd sessions to be an effective use of time.

Honestly this was the first conference I've been to that I can say I fully enjoyed each lecture. Very good grips of diverse and knowledgeable speakers

Frankly, past in-person conferences are an inefficient use of time and financial resources. Let's stick with this format going forward.

More concurrent sessions at varying levels. I found many sessions too basic but likely useful for younger or intern architects.

Content Review | Attendee Feedback & Engagement

4.1/5

Online Registration Process

3.8/5

Lead-up Announcements

4.3/5

One stream /
No Concurrent Sessions

CoEd sessions were great, overall theme was great. Encourage attendees to enter profile photo and info,

The conference was too left wing/ woke/ politically correct. More about positioning the OAA politically than caring about architecture.

At first I thought it was odd not to have any choices of seminars, but in the end, having attended most of the seminars, I found the content to be fairly balanced, and would meet the needs of practicing architects.

This was one area where a virtual Conference was far better than an in-person conference

I wish I had the agenda in advance of the conference.

Could not stand that there was such a limited number of sessions this year, was a waste of time.

I liked being able to attend everything that I interested in.

Sessions are ill organized, topics are fluffy, no use to the profession: I am sure you will hear more about this. A waste of time!

Preliminary Survey Feedback || Based on 177 (about 20%) || Deadline to respond is **June 6**

Content Review | Attendee Feedback & Engagement

4.3/5

CE Sessions
Based on 172 Responses

4.2/5

Plenary
Based on 136 Responses

4.1/5

Tours
Based on 107 Responses

4/5

Sponsored Sessions
Based on 109 Responses

4.1/5

Mentorship Panel
Based on 93 Responses

4/5

Recognition Event
Based on 64 Responses

4/5

SHIFT
Based on 63 Responses

3.8/5

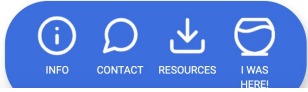
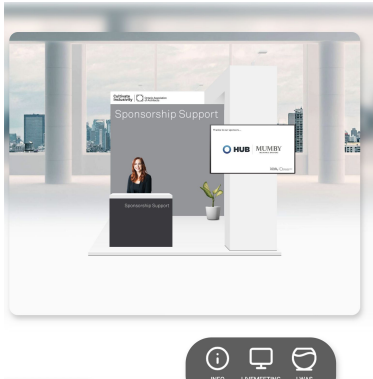
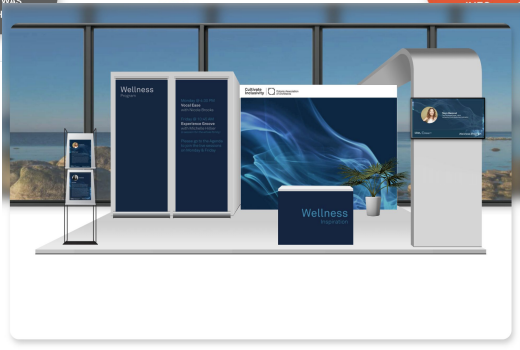
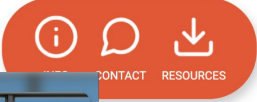
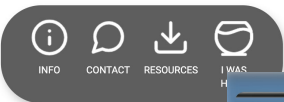
Wellness
Based on 65 Responses

4/5

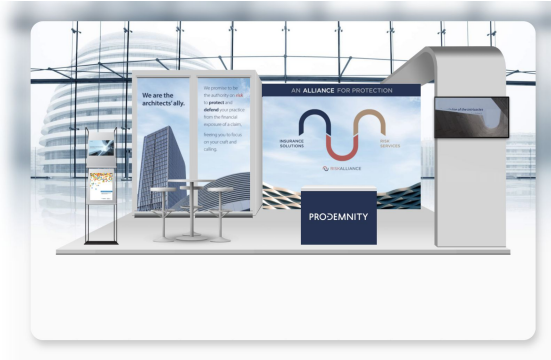
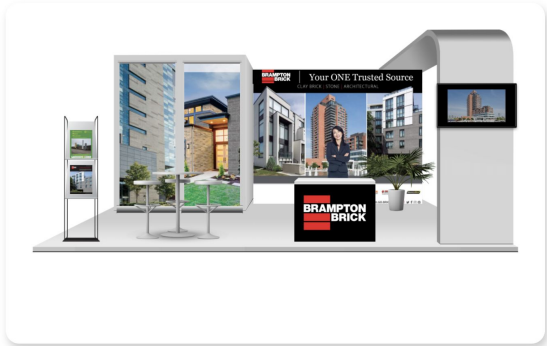
Newly Licensed
Based on 43 Responses

Preliminary Survey Feedback || Based on 177 (about 20%) || Deadline to respond is **June 6**

Virtual Conference Lounge | OAA Related Booths



Virtual Conference Lounge | Sponsor Booths



SPONSOR COMMITMENTS

\$75,500

Not Including
Pro-Demnity & OGCA

Virtual Conference Lounge | Attendee Feedback & Engagement

942

Total Visits

20/22

Sponsors Built Booths

3.4/5

Rate Overall Experience

Once again it lacked interactive live one on one conversation but overall you did your best

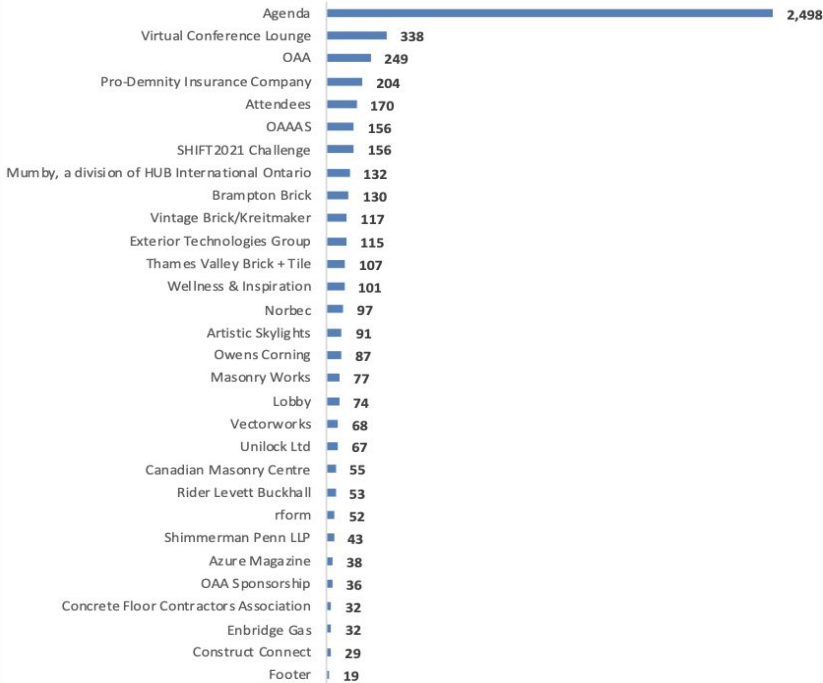
Liked having access to the materials from the sponsors at your fingertips.

Fantastic - left messages for friends at the OAAAS, spoke to Bruce and Iliana at ProDemnity - great experience.

I did not find this component engaging nor of interest. I miss the face to face.

Really seemed weird to do this. Would prefer breakout sessions that we could sign up to and interact.

Unique Clicks by Attendee and Button



Presenter Overview | Close to 70 People Presented during Conference.

Does not include sponsored sessions, SHIFT Selectees or Recognition presentations..

Please note this is based on anecdotal information and conversation. No survey was completed by speakers. Data expresses minimum percentages not actual.



Presenter Demographics

60%

Female
Ontario Population is
50.7% Female

47%

BIPOC
Ontario Population is
28.3% BIPOC

17%

Indigenous
Ontario Population is
2.4% Indigenous

13%

Disabled or
Disability Advocate
Ontario Pop. is 15% Disabled

6.7%

LGBTQ+
Ontario Population is
3% LGBTQ+

More diversity of speakers would be appreciated

I very appreciated this speaker line-up.

I think celebrating different perspectives is long overdue and was thought provoking. The most powerful image was the perception of disability slide with the wheelchair and glasses. The indigenous perspective was educational for me.

CE Overview | Based on Data from Platform & Feedback from Guests

Global Perspectives on Cold Climate Sustainable Design

Monday, May 17 9:00 AM - 10:30 AM



Marie-France Stendahl



Andy Thomson

Sponsored by:



462 Attended | 53% of Logins Attended

Managing Risk – What is Covered by Professional Liability Insurance (and what is not)

Monday, May 17 2:45 PM - 4:15 PM



Bruce Palmer



John Hackett



Rosemarie Hurst



Ilana Araplis

Sponsored by:



497 Attended | 57% of Logins Attended

Many Voices in Harmony: Indigenous Storytelling through Architecture and the Allied Arts

Tuesday, May 18 9:00 AM - 10:30 AM



Matthew Hickey



Rebecca Baird



Danny Roy



Eladia Smoke



492 Attended | 56% of Logins Attended

@BuildingScienceFightClub Comes to Conference!

Architects: Stop Worrying About Dew Point!

Tuesday, May 18 1:30 PM - 3:00 PM



Christine Williamson
M. Arch., Assoc. AIA

Sponsored by:



490 Attended | 56% of Logins Attended

Inclusive Design / Exclusive Design: Creating Public Spaces for All

Wednesday, May 19 2:45 PM - 4:15 PM



Khatereh (Khat)
Baharikhoo



Michael McClelland



Jamilla Mohamud



Jenny Hiseler



Cara Cheliew



475 Attended | 54% of Logins Attended

Design Recovery: Strategic Resilience for the Next Normal

Thursday, May 20 9:00 AM - 10:30 AM



Fan Zhang



Richard Hammond



Ceara Copps-
Edwards



John Stephenson



Michael Szabo



491 Attended | 56% of Logins Attended

Connected Conversations: Thinking Differently About Design

Thursday, May 20 1:30 PM - 3:00 PM



Annie Boivin



Wanda Dalia Costa



Mark Fairbanks



Stefan Novakovic



HIGHEST OVERALL AVERAGE SCORE

462 Attended | 53% of Logins Attended

Disconnected: A Collaboration Session Discussing Remote Teams & Clients

Friday, May 21 9:00 AM - 10:30 AM



Alexandra Samuel



Meg Graham



Tobias Fellows

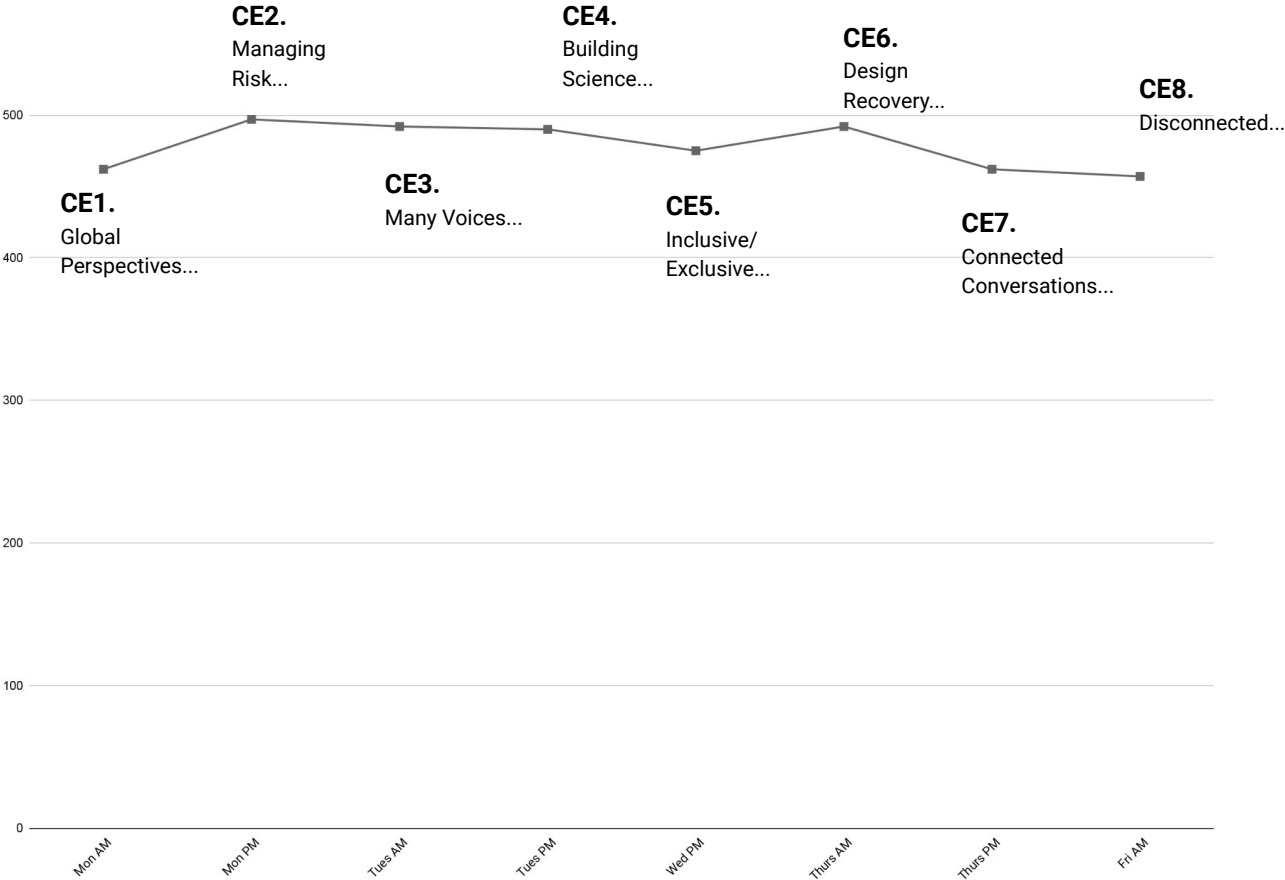


Tammy Gaber



457 Attended | 52% of Logins Attended

CE Overview | Attendance Patterns By Session



Session Attendance
Ranged Between
53% & 57%
for Logins
(43-47% of all registrants)

Continuing Education Sessions | CE Committee Topic: EU architect on sustainable (PH?) design in cold climates

Global Perspectives on Cold Climate Sustainable Design | Monday, May 17, 2021 - 9:00 to 10:30 AM

sponsored by: Enbridge Gas

Global Perspectives on Cold Climate Sustainable Design

📅 Monday, May 17 ⌚ 9:00 AM - 10:30 AM

Survey Results & Data:

Survey Responses 222 / 462 Attended | 53% of Logins Attended | Scoring Good or Excellent

85.3%

Displayed competency
in the topic presented

77.6%

Expressed ideas clearly
and effectively

68.6%

Demonstrated
effective teaching/
communication
techniques

68.6%

Created an engaging
environment for learning



Marie-France Stendahl



Andy Thomson

Sponsored by:



Very interested in material and demonstrated in depth knowledge

Excellent considering she was presenting from Sweden!

...one of the worst ConEd sessions I have ever "attended". Language might have been part of the problem...

Thought-provoking examples with real-world challenges of providing energy-efficient design in remote locations

Continuing Education Sessions | CE Committee Topic: Q&A Contracts & Liability Clauses

Managing Risk – What is covered by Professional Liability Insurance (and what is not)

Monday, May 17, 2021 - 2:45 to 4:15 PM

sponsored by: Pro-Demnity Insurance Company

Survey Results & Data:

Survey Responses 172 / 497 Attended | 57% of Logins Attended | Scoring Good or Excellent

96.5%

Displayed competency
in the topic presented

94.8%

Expressed ideas clearly
and effectively

91.9%

Demonstrated
effective teaching/
communication
techniques

86.0%

Created an engaging
environment for learning

Managing Risk – What is Covered by Professional Liability Insurance (and what is not)

Monday, May 17

2:45 PM - 4:15 PM



Bruce Palmer



John Hackett



Rosemarie Hurst



Ilana Arapis

Sponsored by:

PRODEMUNITY



Best pro-demnity session ever!

I liked the interactive nature of the online presentation with the various presenters

The issue with RFPs and client revised Architect/Client agreements was not addressed in this presentation. Architects need a clear direction from OAA on this important issue that could be the source of many claims in the future.

Continuing Education Sessions | *CE Committee Topic: Panel of Indigenous Architects*

Many Voices in Harmony: Indigenous Storytelling through Architecture and the Allied Arts

Tuesday, May 18, 2021 - 9:00 to 10:30 AM

Many Voices in Harmony: Indigenous Storytelling through Architecture and the Allied Arts

Tuesday, May 18 9:00 AM - 10:30 AM

Survey Results & Data:

Survey Responses 194 / 492 Attended | 56% of Logins Attended | Scoring Good or Excellent

91.2%

Displayed competency
in the topic presented

89.6%

Expressed ideas clearly
and effectively

88.6%

Demonstrated
effective teaching/
communication
techniques

89.1%

Created an engaging
environment for learning



Matthew Hickey



Rebecca Baird



Danny Roy



Eladia Smoke



Human beings no more important than a drop of rain? Really? This type of thinking leads to genocide in the name of "sustainability".. Maybe the guy has his categories confused. I really did not learn much from this session though I liked the artist and her wonderful work.

Excellent and informative presentation.

great presentation, humbling and inspiring

fabulous! and timely.

keep the conversation going .. kudos to organizer for assembling accomplished and happily symbiotic group of individuals

Continuing Education Sessions | CE Committee Topic: Building Science Fight Club - Christine Williamson

Architects: Stop Worrying About Dew Point!

A Conversation with Christine Williamson, Building Science Fight Club | Tuesday, May 18, 2021 - 1:30 to 3:00 PM

sponsored by: Canada Masonry Design Group

Survey Results & Data:

Survey Responses 197 / 490 Attended | 56% of Logins Attended | Scoring Good or Excellent

94.9%

Displayed competency
in the topic presented

91.4%

Expressed ideas clearly
and effectively

91.9%

Demonstrated
effective teaching/
communication
techniques

92.9%

Created an engaging
environment for learning

@BuildingScienceFightClub Comes to Conference!

Architects: Stop Worrying About Dew Point!

Tuesday, May 18

1:30 PM - 3:00 PM



Christine Williamson
M. Arch., Assoc. AIA

Sponsored by:



Best technical session I have ever seen.

I think Christine's title was misleading. the presentation was Building Science for Dummies!!! She is excellent and knows her stuff

Extremely engaging presentation on a very un-engaging topic. Critical technical information explained in very easy to follow AND entertaining presentation. Hats off to Cristine, we need more of you around !!!

Continuing Education Sessions | CE Committee Topic: Hostile Design

Inclusive Design / Exclusive Design: Creating Public Spaces for All

Wednesday, May 19, 2021 - 2:45 to 4:15 PM

Inclusive Design / Exclusive Design: Creating Public Spaces for All

📅 Wednesday, May 19

🕒 2:45 PM - 4:15 PM

Survey Results & Data:

Survey Responses 141 / 475 Attended | 54% of Logins Attended | Scoring Good or Excellent

89.3%

Displayed competency
in the topic presented

86.4%

Expressed ideas clearly
and effectively

82.1%

Demonstrated
effective teaching/
communication
techniques

74.8%

Created an engaging
environment for learning



Khaterah (Khat)
Baharikhoo



Michael McClelland



Jamilla Mohamud



Jenny Hiseler



Cara Chelley



I really appreciated Michael's comments from ERA and I appreciated that this was an inclusive panel. It was very thought provoking.

I liked that the talk opened with a slideshow of examples of defensive space.

panel discussion was excellent

important conversation, yet frustratingly opaque to the definition, distillation and isolation of actionables - - beware the law of unintended consequences.

I found this session to be trite and sanctimonious. The Conference Committee could have made a better choice.

Continuing Education Sessions | CE Committee Topic: Panel of Disabled Architects

Design Recovery: Strategic Resilience for the Next Normal |

Thursday, May 20, 2021 - 9:00 to 10:30 AM

Design Recovery: Strategic Resilience for the Next Normal

📅 Thursday, May 20

🕒 9:00 AM - 10:30 AM

Survey Results & Data:

Survey Responses 141 / 491 Attended | 56% of Logins Attended | Scoring Good or Excellent

93.3%

Displayed competency
in the topic presented

91.4%

Expressed ideas clearly
and effectively

89.6%

Demonstrated
effective teaching/
communication
techniques

85.9%

Created an engaging
environment for learning



Fan Zhang



Richard Hammond



Ceara Copps -
Edwards



John Stephenson



Michael Szabo



I found this presentation surprisingly interesting. The comments made were thought provoking. It is exactly the right discussion for our COVID situation. Well done!

John ran the presentation with thought, respect and serenity. I was a great start to a larger conversation that the profession should continue. The comments about the impact to women has only just begun. Please create a larger conversation on these issues.

This was just a conversation, not really a learning session. No new ideas or concepts presented. Nothing to get you thinking.

Continuing Education Sessions | CE Committee Topic: Panel of Disabled Architects

Connected Conversations: Thinking Differently About Design | Thursday, May 20, 2021 - 1:30 to 3:00 PM

Connected Conversations: Thinking Differently About Design

📅 Thursday, May 20 ⌚ 1:30 PM - 3:00 PM

Survey Results & Data:

Survey Responses 136 / 462 Attended | 53% of Logins Attended | Scoring Good or Excellent

94.9%

Displayed competency
in the topic presented

94.9%

Expressed ideas clearly
and effectively

94.1%

Demonstrated
effective teaching/
communication
techniques

94.1%

Created an engaging
environment for learning



Annie Boivin



Wanda Dalla Costa



Mark Fairbanks



Stefan Novakovic



Another amazing discussion and subject. I have to say having three panelists like this, showing such diversity and life experiences to discuss inclusivity and accessibility was very interesting. Also, the OAA Conference this year has been VERY good. This is the first year I can say I have been fully engaged in the subjects of each lecture and discussion.

Quality of the discourse and articulation of concepts, sources of deterministic thinking and consequences was superlative. Performance and focused engagement of moderator set a bar for this role.

I thought all the panelists did a fabulous job

Best informative and inspiring session in this conference. Exceeded expectations in every respect.

Continuing Education Sessions | CE Committee Topic: Remote Team/Client

Disconnected: A Collaboration Session Discussing Remote Teams & Clients

Friday, May 21, 2021- 9:00 to 10:30 AM

Disconnected: A Collaboration Session Discussing Remote Teams & Clients

📅 Friday, May 21

🕒 9:00 AM - 10:30 AM

Survey Results & Data:

Survey Responses 136 / 462 Attended | 53% of Logins Attended | Scoring Good or Excellent

91.6%

Displayed competency
in the topic presented

84%

Expressed ideas clearly
and effectively

85.4%

Demonstrated
effective teaching/
communication
techniques

77.9%

Created an engaging
environment for learning



Alexandra Samuel



Meg Graham



Tobias Fellows



Tammy Gaber



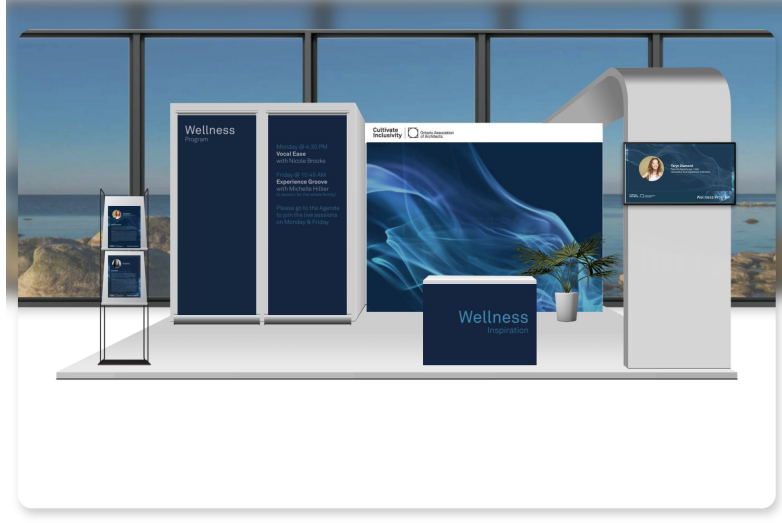
By far the most thought provoking discussion so far and nice to see people who had different perspectives on the same issue. Would have been nice to have seen the inclusion of employees rather than just employers. Perhaps there can be a follow up as this discussion could have gone on all day.

Was hoping for graphic/real examples of how office spaces have been transformed. Maybe still evolving. A great, and extremely important, topic for further discussion. Hope to see more in the future.

Session was actually the most engaging of all topics discussed so far this week.....most relevant

Special Event | Wellness Sessions

Event Name	Attendance	Survey Results
Vocal-Ease Monday, May 17, 2021	124	80% Enjoyed the experience 75% Wanted it in the Future
Experience Groove Friday, May 21, 2021	168	
Mobility Snack In Booth All Week	101 (took action at booth) View video/download content	



Wellness Sessions:

Vocalization & Breathing for
Better Well-being

📅 Mon, May 17 ⌚ 4:30 PM - 5:30 PM



Nicole Brooks

Movement Session

📅 Fri, May 21 ⌚ 10:45 AM - 11:45 AM



Michelle Hillier



Survey Results & Data:

Using Vocal-Ease as a sample. Please note N/A was removed from the calculations.

Expressed ideas clearly and effectively: 87.5% of respondents rated 4 or 5

Demonstrated effective teaching/communication techniques: 81.25% of respondents rated 4 or 5

Created an environment that promoted self wellness: 87.5% of respondents rated 4 or 5

Provided techniques to take away: 87.5% of respondents rated 4 or 5

Plenary

The Value of Zero: Investing in Carbon-Free Design

Wednesday, May 19, 2021 - 9:00 to 10:30 AM

Survey Results & Data:

Survey Responses 141 / 523 Attended | 23.9% of Logins Attended | 146+ on YouTube |
Scoring Good or Excellent

93.8%

Displayed competency
in the topic presented

89.4%

Expressed ideas clearly
and effectively

89.4%

Demonstrated
effective teaching/
communication
techniques

84.3%

Created an engaging
environment for learning

92%

Linda
Average Score

94%

Jamie
Average Score

91%

Joanne
Average Score

89%

Lisa
Average Score

94%

Tom
Average Score

The Value of Zero: Investing in Carbon-free Design

📅 Wednesday, May 19

🕒 9:00 AM - 10:30 AM



Jamie Gray-Donald



Tom Rand



Lisa King



Joanne McCallum



Linda Nazareth

Sponsored by:



Great presentations and speakers, best session so far by a mile!

Overall good presentation but I found the overall topic a bit difficult to follow.

I missed watching this in person, but it was thought-provoking

I think architects should examine the root ideas behind climate change because it seems we are just reacting to other people's politics

Great topic; require education for future integrated Design capabilities. It will take time, but it is good to get started , may be some courses added in schools

371

Attended the Session

Mentorship Panel

Monday, May 17

12:00 PM - 1:00 PM



Naama Blonder



Andrea Katz



Paul Dowsett



Neo Mahfouz



Marcus Parisi



Heather Breeze

Special Event | Newly Licensed Architects

Survey Results & Data:

129

Attended the Session

100%

rated the event
good or excellent

71.43%

would like to see it again

Congratulations.

Newly Licensed Architects &
Newly Licensed Technologists OAA



Although not newly licensed, it was a great opportunity to speak with [OAA leadership] to share some of my concerns. Unfortunately, had to leave the chat room early but I did say that I would be happy to discuss my concerns and suggestions with them after the conference.

Overall great event - just like going live - especially appreciated the new architect's social!

Special Event | OAA Recognition Event

246

Attended the Session

293+

Views on YouTube

Cultivate
Inclusivity



Recognition Event

Special Event | SHIFT

210

Attended the Session.

186+

Views on YouTube

156

Visits to SHIFT Challenge Booth

Shift
2021 Resiliency
Architecture
Challenge



Tour Program |

Format: Pre-recorded Presentation with Live Q&A

T1. Niagara Falls Entertainment Centre
guided by Guela Solow (ARK inc.)

Attended by 371

**T2. Element5 Cross-Laminated Timber (CLT) and Glulam
Fabrication Facility**
guided by Chris Latour (Element5)

Attended by 391

T3. Ravine Vineyard Estate Winery, St. David's
guided by Jane Burgess (Stevens Burgess Architects) &
Paul Harber (Ravine Vineyard Estate Winery)
sponsored by ETG Exterior Technologies Group

Attended by 332

Will be nice when we can do the tours in person. But in some cases (like the Niagara Falls Ent. Centre), seeing the presentation slideshow was something almost more insightful than a tour of the finished product.



Lunch & Learns | Sponsored Sessions

Format: 45 minutes pre-recorded with 15 minutes live Q&A

Roof Decks Unit Paving Slabs - Construction Best Practices hosted by Unilock Ltd.	401
Modern Masonry hosted by Thames Valley Brick	425
Enhanced Curing of Concrete Block Using Carbon Dioxide hosted by Brampton Brick Ltd	413
Maintaining Sustainability and Growing Your Firm hosted by Shimmerman Penn LLP	403
Congratulations! You're the Successor of an Architectural Practice – Optimizing Your Insurance hosted by HUB International	397
Understanding the role of the Licensed Technologist OAA in the Practice of Architecture hosted by OAAAS	353
kreitmaker idea space hosted by Kreitmaker Inc	392
Achieving Energy Efficiency and Sustainability with Skylights hosted by Artistic Skylight	406
Non-combustible Cladding vs. Combustible Claddings hosted by ETG Exterior Technologies Group	401
Building Envelope Fundamentals: Designing with Insulated Metal Panels hosted by Norbec	371

Memorandum

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Governance Committee

Kathleen Kurtin, Chair	Michelle Longlade
Jeffrey Laberge	Elaine Mintz
Susan Spiegel	

Date: June 15, 2021

Subject: Governance Committee Report & Proposed Revision to OAA Committee Composition

Objective: To provide Council with and update on recent activities of the Governance Committee

On June 14, 2021, the OAA's Governance Committee met and discussed the following topics:

1. Revised wording of previously proposed motion to Council re: revision to OAA Committee Composition. The following is the clarified wording for Council's consideration:

"The Committee will be comprised of XX individuals one of which will be the Vice President and/or another member of Council. Either may serve as the Chair. In addition to the architects, efforts will be made to have representation on the Committee by other categories of licensed members, as well as an intern architect.

Where a seat on the Committee has been reserved for additional categories of licensed members (other than architects) that seat

will be considered to be filled when occupied by a member of Council that holds that membership status.”

2. The Governance Committee received an update on the progress of the Operational Review. The Committee will receive the final report and recommendations from the Committee on June 30.
3. The aggregate data from the Council self-assessment competency survey reviewed was reviewed. Comparison analysis to last year's data to be presented at next committee meeting to assess where gaps may exist and which can be highlighted for the upcoming elections.
4. The Executive Director presented a mark-up of the OAA Bylaws to update gender pronouns “he/she” to “they”. Also, a housekeeping change was made to amend the title for of ‘Manager Finance and Administration’ to Manager Finance. A copy is attached for Council's information.
5. The Committee reviewed and accepted the new Membership Social Media Guidelines. Doyle will discuss the communication of the new guidelines to the membership with the Communications staff. A copy is attached for Council's information.

Action: Council is asked to consider the following motion:

It was moved and seconded that Council accept the proposed update wording to the OAA Committee Composition and which is to be incorporated into the individual committee terms of reference as follows:

“The Committee will be comprised of (insert No.) individuals one of which will be the Vice President and/or another member of Council. Either may serve as the Chair. In addition to the architects, efforts will be made to have representation on the Committee by other categories of licensed members, as well as an intern architect. Where a seat on the Committee has been reserved for additional categories of licensed members (other than architects) that seat will be considered to be filled when occupied by a member of Council that holds that membership status.”

Attachments: OAA Bylaws, Membership Social Media Guidelines.

BY-LAWS
under the Architects Act

~~singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa.~~

By-laws relating to the administrative and domestic affairs of the Ontario Association of Architects.

BE IT ENACTED as By-laws of the Ontario Association of Architects (hereinafter called the "Association") as follows:

INTERPRETATION

1. In this By-law and all other by-laws of the Association hereafter passed, unless the context otherwise requires:

- (a) "Act" means the Architects Act;
- (b) "by-laws" means this By-law and all other by-laws which may be passed under the provisions of Section 8 of the Act;
- (c) "Council" means the Council of the Association;
- (e) "Executive Director" means the Executive Director of the Association;
- (f) "The Manager, Finance ~~and Administration~~" means the Manager, Finance **and Administration** of the Association;
- (g) "proxy" means a completed and executed proxy in Form 1 or Form 2;
- (h) "regulations" means the regulations passed under Section 7 of the Act;
- (i) expressions used herein, unless the contrary intention appears, have the same meanings as in the Act and the regulations;
- (j) wherever reference is made to any statute, regulation or section thereof, such reference shall be deemed to extend and apply to any amendment or to any re-enactment of such statute, regulation or section as the case may be;
- (k) words which imply gender shall be referred to in the plural as they or them, or their importing

SEAL

2. The Seal of the Association in use on the day this by-law comes into force, which contains the words "ONTARIO ASSOCIATION OF ARCHITECTS" shall continue to be the official seal of the Association and shall be kept in the custody of the Executive Director at the head office of the Association.

DUTIES OF OFFICERS

3. The President

It shall be the duty of the President:

- (a) to perform all duties usual to the office of the President;
- (b) to preside at all meetings of the members of the Association, the Council and the Executive Committee;
- (c) to be the official representative and spokesman for the Association;
- (d) to serve as an ex-officio member of all additional or special committees other than the committees established by the regulations and attend such meetings as may from time to time be required;
- (e) to instruct the Executive Director with respect to the calling of meetings of the members of the Association, the Council and the Executive Committee; and
- (f) to receive policy direction from the Council and report to the Council.

4. Vice-Presidents

- 1. It shall be the duty of the Vice-Presidents to perform such duties as the Council from time to time may require.

5. Senior Vice-President and Treasurer

It shall be the duty of the Senior Vice-President and

Treasurer:

(a) to supervise and report to the Council on the financial affairs of the Association at such times and in such manner as the Council may require; and

(b) to perform all of the duties of the President in ~~his or her~~their absence.

6. Terms of Office

The term of office of the President, the Senior Vice-President and Treasurer and the Vice-Presidents shall commence on the day following their election and shall end on the day of election of their respective successors.

DUTIES OF MEMBERS OF THE COUNCIL

7. Each member of the Council shall comply with the provisions of the Act, the regulations and the by-laws and shall exercise the powers and discharge the duties of ~~his or her~~their office honestly and in good faith and shall exercise the same degree of care, diligence and skill that a reasonable and prudent person would exercise in comparable circumstances in furtherance of the objects of the Association in order that the public interest may be served and protected. Each member of the Council shall:

- (a) familiarize ~~himself or herself~~themselves with the Act, the regulations and the by-laws and with such other records and documents as may be necessary as background knowledge for the purpose of performing the duties of ~~his or her~~their office;
- (b) attend every meeting of the Council and take part in the discussions and decisions taken at its meetings unless unavoidably detained by illness, urgent prior commitment or other emergency;
- (c) serve on the committees which the Council may appoint under the provisions of the Act;
- (d) be present at and participate in the annual or other general meetings of the members of the Association;
- (e) provide liaison personally or as an alternate to at least one committee or task force, the meetings

of which ~~he~~they shall attend unless unavoidably detained by illness, urgent prior commitment or other emergency;

- (f) provide guidance to such committee or task force and its Chair whenever necessary and, if requested, prepare a written report for the next meeting of the Council as to the activities, concerns and intentions of the committee or task force;
- (g) take an active role in the affairs of the societies in the electoral district within which ~~he~~they have an address of record, including appearances at society meetings as a representative of the Council;
- (h) perform such duties as may be requested by the Council with respect to liaison with other organizations and to act as a representative on joint committees and task forces and at other functions in the electoral district within which ~~he~~they havehas an address of record;
- (i) disclose any interest ~~he~~they may have, other than as a member of the Council, in any matter coming before the Council, a committee or task force and thereafter withdraw from its meeting and not vote nor be counted in the quorum in respect of such matter;
- (j) ensure that confidential matters coming to ~~his or her~~their attention as a member of the Council are not disclosed by ~~him or her~~them except as required for the performance of ~~his or her~~their duties or as may be directed by the Council and preserve secrecy with respect to all matters that come to ~~his or her~~their knowledge in the course of ~~his or her~~their duties in accordance with the Act;
- (k) devote whatever time is reasonably necessary to properly perform ~~his or her~~their duties as a member of the Council;
- (l) perform such other duties as from time to time may be agreed upon between ~~him or her~~them and the Council.

MEETINGS OF THE COUNCIL

8. There shall be not less than four (4) meetings of the Council in each year.

9. Meetings of the Council may be called by the Council, the Executive Committee, the President, or in ~~his or her~~their absence, the Senior Vice-President and Treasurer.

10. Meetings of the Council may be held at such place or places as the Council may from time to time determine.

11. A special meeting of the Council may be called by the Executive Director if ~~he is~~they are directed to do so in writing, signed by at least four (4) members of the Council other than the President or the Senior Vice-President and Treasurer.

12. Notice of the meetings of the Council shall be given by the Executive Director on the direction of the President, the Senior Vice-President and Treasurer or the Executive Committee and shall be delivered, mailed, telephoned or sent by other form of communication to each member of the Council not less than one (1) day before the meeting is to take place. Notice of any special meeting will be given not less than five (5) days before the meeting is to take place but no formal notice of any meeting shall be necessary if all members of the Council agree to accept shorter notice or waive notice entirely. The statutory declaration of the President, the Senior Vice-President and Treasurer or the Executive Director that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice.

13. The order of business at meetings of the Council shall be such as the Council may establish from time to time.

14. Questions arising at any meetings of the Council shall be decided by a majority of votes. In case of an equality of votes, the Chair, in addition to ~~his or her~~their original vote, shall have a second or casting vote.

15. No question or matter that has been decided by a majority of votes at a meeting of the Council in a calendar year shall be reviewed or re-examined at any subsequent meeting of the Council in the same calendar year unless at least two-thirds of the members of the Council present at that subsequent meeting agree to do so.

16. All Council meetings shall be open to the public except for the in-camera portion of any ~~council~~Council meeting.

Matters to be considered in-camera include:

1. Issues related to Association personnel
2. Litigation or matters in anticipation of litigation
3. Negotiations with a government, other association or governing body for architects or other professionals
4. Financial and personal matters where Council believes the need for privacy outweighs the public interest in disclosure
5. Any other matter identified by the Executive Committee and agreed to by Council.

17. The transactions of the Council or of any committee are valid notwithstanding the disqualification of any member thereof through any defect or irregularity in ~~his or her~~their election or appointment. No error or omission in giving notice for a meeting of the Council shall invalidate such meeting and any member of the Council may at any time waive notice of any such meeting and may ratify or approve any or all of the proceedings taken or had thereat.

MEETINGS OF MEMBERS OF THE ASSOCIATION

18. An annual meeting of the members of the Association shall be called by the Council and held no more than fifteen (15) months after the holding of the last preceding annual meeting and may be held at such place and at such times as shall be determined by the Council for the purpose of laying before the members the reports of the Council and the annual report of the Association in order to inform members of matters relating to the affairs of the Association.

19. Other general meetings of the members of the Association may be called by the Council or by any fifty (50) members of the Association out of whom not more than five (5) are Licensed Technologists OAA, who may sign a requisition for that purpose addressed to the Executive Director and shall be held at such place and at such times as shall be determined by the Council.

20. Preliminary notice of the annual meeting shall be given in the official publication on the Association Website and by e-mail at least ten (10) weeks before the date fixed for the meeting.

21. Within thirty (30) days of the publication of the

preliminary notice of the annual meeting, notice in writing by mail or e-mail shall be given to the Executive Director of any motions to be made at the meeting which shall be signed by at least ten (10) members not more than two (2) of whom are Licensed Technologists OAA in good standing in the Association.

22. Formal notice of the annual meeting shall be given by the Executive Director to each member of the Association by sending the notice of such meeting by posting it on the Association website and by e-mail at least twenty-one (21) days before the date fixed for the holding of the meeting and shall include notice of motions to be made at the meeting and the date by which proxies must be deposited with the Executive Director.

23. Any motions that are to be made at the annual meeting shall be:

- (a) worded in the affirmative;
- (b) contain only one proposition; and
- (c) contain no unnecessary provisions.

24. Any resolution duly passed at the annual meeting or a general meeting called pursuant to a requisition signed by fifty (50) members in good standing, not more than five (5) of whom are Licensed Technologists OAA, in the Association must be considered by the Council within three (3) months of the meeting but is not binding on the Council.

25. Notice of the time, place and purpose of a general meeting of the members of the Association other than the annual meeting, shall be given by the Executive Director on the direction of the Council, to each member of the Association by sending the notice of such meeting by e-mail and by posting it on the Association Website at least twenty-one (21) days before the time fixed for the holding of the meeting.

26. Notice of any general meeting called by the Council or by requisition signed by fifty (50) members who are in good standing, not more than five (5) of whom are Licensed Technologists OAA, in the Association, shall indicate the purpose of and the matters to be brought before the meeting.

27. All notices required to be given to the members

of the Association shall be deemed to have been regularly given if posted to the Association Website and delivered by e-mail at ~~his or her~~^{their} e-mail address of record. A statutory declaration by the Executive Director or by any person acting on behalf of ~~him or her~~^{them} shall be conclusive evidence of the delivery of notices of meetings of members or the publication thereof on the Association Website containing such notice.

28. The order of business at the annual meeting of the members of the Association shall be:

- (a) the adoption of minutes of the previous meeting;
- (b) business arising out of the minutes;
- (c) considering reports of the Council and the annual report of the Association;
- (d) receipt of the auditor's report;
- (e) appointment of auditors and fixing their remuneration or authorizing the Council to fix their remuneration for the ensuing year;
- (f) confirmation of by-laws passed by the Council since the last annual meeting of members of the Association;
- (g) such other general business, if any, as may properly come before the meeting.

The validity of actions taken at annual meetings of members of the Association shall not be affected by reason of failure to adhere to the order of business set out in this section.

29. The order of business at other general meetings of the members of the Association shall be determined by the Council, or if not so determined by the Council, then by the Chair of the meeting.

30. Fifty (50) members in good standing, not more than five (5) of whom are Licensed Technologists OAA of the Association constitute a quorum at an annual or general meeting.

31. Every member who is in good standing in the Association is entitled to one vote either in person or by proxy at any annual or general meeting.

32. Members in good standing, persons whose interests are related to those of the Association as defined by the regulations, and guests as identified by the Council, may participate in any annual or general meeting.

GENERAL PROVISIONS AS TO MEETINGS

33. In the absence of proof to the contrary, minutes of any meeting of the members of the Association or the Council, purporting to be signed by the President, the Senior Vice-President and Treasurer or the Executive Director, or in the case of a committee, by the Chair of the committee, shall be deemed to be a correct record of the proceedings at the meeting.

34. The President or in ~~his or her~~their absence, the Senior Vice-President and Treasurer, shall preside at the annual or general meetings of the members of the Association.

35. Subject to the discretion of the Chair presiding at the annual or general meeting of the members of the Association, discussion of any particular motion will be governed by the following rules:

- (a) one address by the mover of five minutes duration and a seconder of two minutes duration in submitting the motion;
- (b) one address by any member of the Association of two minutes duration for or against the motion; and
- (c) a reply by the mover of three minutes duration.

36. The procedure at all meetings of the Association shall be governed by the rules laid down in "Roberts, Rules of Order", (most recent edition) except as otherwise set out in the by-laws, provided that no action of the Association shall be invalid by reason only of an inadvertent failure to adhere to such rules.

37. Meetings of the Council and committees may be held, except in a proceeding in respect of a licence, certificate of practice or temporary licence, by means of conference call or other communication means by means of which all persons participating in the meeting can communicate simultaneously and instantaneously.

38. The Council or any committee other than the

Academic Requirements Committee, the Experience Requirements Committee, the Registration Committee, the Complaints Committee or the Discipline Committee, may take action by signed resolution of all the members of the Council or committee, as the case may be.

39. Council may submit any matter relating to the affairs of the Association to the members to be voted upon at an annual or general meeting either by ballot or by show of hands in order to secure the approval of or an expression of opinion from the members and may submit such matters to the members to be voted upon by a letter ballot.

PROXIES

40.(1) Every member in good standing in the Association may by means of a proxy (Form 1), appoint another member in good standing in the Association to attend and act at a meeting of the members of the Association in the manner and to the extent and with the powers conferred by the proxy.

(2) The Council may by resolution, fix a time not exceeding forty-eight (48) hours excluding Saturdays, Sundays and holidays, preceding any meeting or adjourned meeting of members of the Association, before which time proxies to be used at that meeting must be deposited with or faxed to the Executive Director and any period of time so fixed shall be specified in the notice calling the meeting.

(3) A member may revoke a proxy by depositing or faxing an instrument in writing executed by ~~him or her~~them personally:

- (a) at the offices of the Association at any time up to and including the last business day preceding the day of the meeting or any adjournment thereof, at which the proxy is to be used; or
- (b) with the Chair of the meeting on the day of the meeting or any adjournment thereof.

(4) A member who is appointed a proxy holder shall attend in person at the meeting in respect of which the proxy is given and comply with the directions of the member who appointed him or her.

(5) A direction given by a member who appoints a

proxy holder shall specify on the form of proxy (Form 1):

- (a) how the proxy holder is to vote in respect of each matter or group of related matters identified in the notice calling the meeting; or
- (b) that the proxy holder may vote on any matter or group of related matters specified in the notice calling the meeting or other matters that may properly come before the meeting in accordance with his or her discretion.

(6) A proxy holder has the same rights as the member who appointed ~~him or her~~ them to speak at a meeting in respect of any matter and to vote by way of ballot, if any, at the meeting and except where a proxy holder has conflicting instructions from more than one member to vote at such a meeting in respect of any matter by means of a show of hands.

(7) A member is in good standing in the Association for the purposes of this section where:

- (a) the member is not in default of payment of any fee prescribed by the by-laws or any fee, levy, or costs imposed under the Act or the regulations;
- (b) the member's professional conduct or competence is not the subject of proceedings before the Discipline Committee; and
- (c) the member's licence is not under suspension.

COMMITTEES

41. In addition to the committees prescribed by the Act, the Council may also from time to time appoint such other additional or special committees as it considers desirable to assist it in the management of the affairs of the Association, such as but not limited to:

- (a) Communications Committee;
- (b) Practice Committee;
- (d) Public Interest Review Committee; and
- (e) Continuing Education Committee;

42. The Council shall appoint at its pleasure the members of the committees under this By-law who shall be members of the Association or intern architects, and each committee shall perform such duties as the Council may from time to time prescribe.

43. The President shall be an ex-officio member of all committees appointed under this by-law.

44. Subject to the provisions of the Act, the regulations and the by-laws, each committee shall determine the manner in which meetings of the committee shall be convened and the procedure at such meetings.

REMUNERATION OF MEMBERS OF THE COUNCIL AND COMMITTEES

45. The Council may authorize or provide for:

- (a) payment of reasonable travelling and other expenses properly incurred by members of the Council and committees;
- (b) payment of reasonable travelling and other expenses of any member of the Association appointed by the Council to act on behalf of the Association as a representative of the Association or performing tasks on behalf of the Association upon the direction of the Council or the Executive Director;
- (c) payment of remuneration to the President, Senior Vice-President and Treasurer and members of committees.

OFFICIALS AND EMPLOYEES

46. The Executive Director, the Registrar, the Deputy Registrars, and such other officials as may be appointed by the Council under subsection 3(8) of the Act, shall, in addition to their duties under the Act or the regulations, have such duties as the Council may determine from time to time.

47. The Council may employ or may authorize the Executive Director to employ such other persons as may be considered desirable or necessary to carry out the general operations of the Association and the conduct of its affairs.

48. The Association may enter into contracts of employment with any official appointed by the Council which may provide for such remuneration and terms and conditions of employment and other matters as may be approved by the Council and may enter into such contracts of employment with other employees of the Association.

49. The Executive Director shall:

- (a) perform all duties usual to the office of the secretary of a corporation;
- (b) be the custodian of the Seal of the Association and of all books, papers, records, correspondence, contracts and other documents belonging to the Association;
- (c) subject to the direction of the Council, supervise and manage the Association's lands and buildings;
- (d) attend all meetings of the members of the Association, the Council and the Executive Committee, and record the proceedings at such meetings and enter the same in a book kept for that purpose;
- (e) keep or cause to be kept full and accurate books of accounts and accounting records for all financial and other transactions;
- (f) control the receipts and disbursements of the Association's funds and the safekeeping of its securities;
- (g) deposit or cause to be deposited the monies of the Association in an account or accounts in the Association's name in a chartered bank or trust company;
- (h) periodically report to Council on the financial affairs of the general activities of the Association;
- (i) report directly to Council and work with the President to implement the decisions and directions of the Council in accordance with the mission and mandate of the Association; and
- (j) perform such other duties as the Council may determine from time to time.

50. The Executive Director, the Registrar and the Senior Vice-President and Treasurer and other employees and signing officers of the Association may be bonded under fidelity bonds of guarantee companies in such amounts as may be approved and determined by the Council from time to time. The cost of all such bonds shall be paid by the Association.

BANKING AND FINANCE

51. All monies received by or on behalf of the Association shall be deposited in the name of the Association in one or more chartered banks or trust companies designated by the Council.

52. All payments from the funds of the Association shall be made by cheque or negotiable instrument drawn on one or more of the Association's accounts. All cheques or negotiable instruments not exceeding \$5,000.00 shall be signed in the name of the Association by either the Executive Director or the Registrar. All cheques or negotiable instruments exceeding \$5,000.00 but not exceeding \$20,000.00 shall be signed in the name of the Association by the Executive Director, and the Registrar or in the absence of one of them, by the Manager, Finance ~~and Administration~~. All cheques or negotiable instruments exceeding \$20,000.00 shall be signed in the name of the Association by either the Executive Director or the Registrar and, in addition, by an officer of the Association.

APPLICATION OF FUNDS AND ADMINISTRATION OF PROPERTY

53. The Council may approve, or may authorize or provide for the application of funds of the Association in payment of, all expenses properly incurred in the conduct of the affairs of the Association, including, without limiting the generality of the foregoing:

- (a) payment of all expenses incurred in connection with the duties imposed on the Association under the Act and in pursuance of the objects of the Association, including expenses in connection with applications for licences, certificates of practice, certificates of practice issued under the Act, and temporary licences, the maintaining of registers by the Registrar, meetings and hearings under the Act and appeals therefrom and proceedings with respect to offences or violations

under the Act; and

- (b) payment of remuneration of officials and employees of the Association and payment of all other expenses including the cost of maintenance of premises incurred in the operation of the offices of the Association.

- (c) payment, authorized by Council, for the making of grants that:
 - (i) advances the knowledge of architectural education; or
 - (ii) maintains or improves the standards of practice in architecture; or
 - (iii) that supports and encourages public information and interest in the role of architecture in society.

54. Funds of the Association not immediately required may be invested and reinvested in any investments that may from time to time be authorized investments for joint stock insurance companies and cash mutual insurance corporations under the *Corporations Act*.

55. All shares and securities owned by the Association shall be registered in the name of the Association and shall be lodged with a chartered bank or trust company or in a safety deposit box subject to access only by the President, the Senior Vice-President and Treasurer, the Executive Director, the Registrar or such other person as may be specifically authorized by the Council.

56. Without in any way derogating from the powers otherwise conferred upon the Council, the Council is expressly empowered from time to time to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, moveable or immovable, real or personal, or any interest therein owned by the Association, for such consideration and upon such terms and conditions as the Council may deem advisable.

57. Deeds, transfers, contracts and other instruments requiring the signature of the Association, shall be signed by the President or the Senior Vice-President and Treasurer and the Executive Director, or in the absence of the Executive Director, by an elected member of the Council and the Seal of the Association

shall be affixed to such instruments as may be required.

58. The Council may from time to time:

- (a) borrow money upon the credit of the Association by obtaining loans or advances or by way of overdraft or otherwise;
- (b) sell or pledge any securities owned by the Association, including bonds, debentures or debenture stock, for such sums or on such terms and at such prices as they may deem expedient;
- (c) assign, transfer, convey, hypothecate, mortgage, pledge, charge or give security in any manner, upon all or any of the real or personal, moveable or immovable property, rights, powers, choses in action, or other assets, present or future of the Association; to secure any such securities or other securities of the Association, or any money borrowed or to be borrowed or any obligations or liabilities as aforesaid or otherwise of the Association heretofore, now or hereafter made or incurred directly or indirectly or otherwise.

59. Any or all of the powers set forth in sections 56, 57 and 60 may from time to time be delegated by the Council to the Executive Director, or in ~~his or her~~ their absence to the Registrar.

60. The provisions of Sections 60 and 61 shall remain in force and be binding upon the Association as regards any person acting on the faith thereof until such person has received written notification from the Association and that such provisions have been repealed or replaced.

FINANCIAL YEAR

61. The financial year of the Association shall end on the 30th day of November in each year.

FINANCIAL STATEMENTS

62. The Council shall lay before each annual meeting of the members a financial statement for the previous financial year of the Association, made up of a balance sheet as at the end of such financial year and statements of revenue and expenses and statements of changes in the financial position of the Association for such financial year together with the report of the

Association's auditor on the financial statement. The financial statement with a summary of the auditor's report shall be published in the Association's Annual Report for the financial year.

AUDITORS

63. The members at each annual meeting shall appoint an auditor who shall be chartered professional accountants to hold office until the next annual meeting and if an appointment is not so made, the auditor in office shall continue in office until a successor is appointed.

64. The remuneration of the auditor or auditors shall be fixed by the members at the annual meeting or by the Council if they are authorized to do so by the members at the annual meeting.

SOCIETIES

65. The societies in existence when this by-law comes into force are continued as societies of the Association with areas constituted by their present boundaries until the Council shall determine otherwise and the constitution and/or by-laws of each such society in effect at the date when this by-law comes into force shall continue in effect until rescinded or amended in accordance with the provisions for rescission or amendment contained in such constitution or by-laws.

66. Any five (5) members of the Association residing in one locality may with the approval of the Council, form a society of the Association with 'offices' at such place as they may select, provided that the territory of a new society does not encroach upon the territory of an existing society. Should any question of encroachment between the territories of two societies arise, the same shall be settled by the Council.

67. The Council may establish from time to time standard rules and procedures governing the operation of societies and the conduct of their affairs.

68. Subject to the provisions of the Act, the by-laws and any standard rules of procedures established under Section 70, each society may fix dues for its members and may pass by-laws governing its operations and respecting the conduct of its affairs including provisions for amendment of such by-laws. A copy of all such by-laws and amendments thereto shall be filed with the

Executive Director.

69. A by-law passed by a society and any amendments thereto is not effective until it has been filed with the OAA.

70. Each calendar year, every society shall file a report of its activities for the year, which shall include a financial reporting as well as the number of members and affiliates of the society, with the Executive Director on the date prescribed by the OAA.

71. The Societies may provide for the admission of persons who are not members of the Association who shall be designated as affiliates of the society, but no person who is not a member of the Association, other than one intern architect, may be an officer of a Society.

72. No officer, member or affiliate of a society, nor any society shall have any power or authority as such to contract in the name of the Association nor to assume any obligations on behalf of the Association and the Association shall have no liability with respect to any debts or obligations assumed or incurred by any society.

73. The Council may from time to time declare any society inactive and suspend its operation or dissolve any society and provide for the transfer of the members and assets of any such society to another society or societies.

74. If a society shall be dissolved or ceases to exist for any other reason, or is declared inactive by the Council, all assets of that society, unless otherwise directed by the Council shall vest in the Association and shall be delivered over by the governing body of the society to the Senior Vice-President and Treasurer of the Association forthwith on demand.

75. The Council may periodically authorize the making of grants to societies in such amounts and for activities that:

- (i) advance the knowledge of architectural education; or
- (ii) maintain or improve the standards of practice in architecture; or
- (iii) that support and encourage public information and interest in the role of architecture in society; or
- (iv) such purposes as it considers appropriate.

GROUP INSURANCE PLANS

76. The Association may from time to time establish group insurance plans, other than for professional liability, in which members of the Association may participate on a voluntary basis.

SCHOLARSHIPS, BURSARIES AND PRIZES

77. Such scholarships, bursaries and prizes may be awarded from time to time as are authorized by the Council.

FEES

78. The fees and levies set out in Schedule "A" to this by-law are payable by applicants for licences, certificates of practice, certificates of practice issued under the Act and temporary licences and by members and holders, associates, intern architects, student associates and retired members in the circumstances, at the times and in the amounts specified.

PREMIUMS AND DEDUCTIBLES

79. The premiums, levies and deductibles set out in Schedule B to this By-law are payable to Pro-Demnity Insurance Company by holders of certificates of practice and members of the Association in the circumstances, and at the time specified.

INDEMNIFICATION

80. Every present and former member of the Council and every present and former officer, member or employee of the Association, and ~~his or her~~their heirs, executors and administrators, and estate and effects respectively, shall be indemnified and saved harmless out of the funds of the Association, from and against,

- a) all costs, charges and expenses whatsoever that ~~he~~they sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against ~~him or her~~them, for or in respect of any deed, matter or thing whatsoever, made, done or permitted by ~~him or her~~them, in or about the execution of the duties of ~~his or her~~

~~their~~ office, employment or appointment; and

- b) all other costs, charges and expenses that ~~he~~they sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by ~~his or her~~their own willful neglect or default.

81. Every by-law passed by the Council shall be signed by the President or the Senior Vice-President and Treasurer and the Executive Director and shall bear the seal of the Association.

82. The Executive Director shall incorporate all past and future amendments to the by-laws into a Consolidated By-Law, which Consolidated By-Law shall contain the date of last amendment on its face.

83. The Executive Director may from time to time update the Consolidated By-Law by updating references to other legislation and by updating gender references to include ~~both all non-gender~~s references. No such change shall be substantive or change the meaning of the provisions. The Executive Director shall report any such updates to the Council and post them on the website of the Association.

PASSED BY THE COUNCIL OF THE ONTARIO ASSOCIATION OF ARCHITECTS AND SEALED WITH THE SEAL OF THE ASSOCIATION THIS 19th DAY OF January, 2017.



Executive Director



President

OAA Social Media Guidelines

The ubiquity and utility of social media cannot be overstated. As work increasingly shifts to the virtual domain, these platforms offer invaluable tools to network, communicate ideas and information, market services, and build a brand. Used effectively and appropriately, social media can offer tremendous benefits to the profession, both enhancing individual practices and promoting a broader appreciation of architecture among the public at large.

With that in mind, members of the OAA have an obligation under Regulation 27 of the Architects Act to maintain standards of professional conduct and practice. The Regulation also requires them to act in a manner that would not be considered disgraceful, dishonourable, or unprofessional when engaging in conduct relevant to the practice of architecture. Members need to be mindful any comment or posting on social media must comply with these requirements. Additionally, Intern Architects and Student Associates on the path to licensure have an ongoing responsibility to remain of good character. Rooted in these requirements is the notion that each member's conduct can serve to either enhance or undermine public trust in the architecture profession.

These guidelines highlight key areas where social media and professional responsibilities intersect. The goal is to provide direction on social media use that will ultimately serve to enrich the profession's reputation that engenders deeper trust from the public.

NOTE: These guidelines are not exhaustive. A legal professional should be consulted for specific advice in any particular situation.

Professional obligations

Members should familiarize themselves with their professional obligations and keep those obligations front and centre when using social media.

I. Maintain the dignity of the profession

- Communicate clearly, respectfully, and in an unbiased, neutral tone. Choose your words carefully and avoid any disparaging, antagonizing, or inflammatory language.
- Create safe, welcoming, and inclusive spaces online. Harassment, discrimination, racism, and sexism have no place in the architecture profession.
- Respect and uphold client confidentiality.
- Avoid false, misleading, or exaggerated claims.
- Exercise caution when communicating with potential clients through any social media platforms, and refrain from providing any design advice online without an express contract.

II. Abide by laws

It is important for members to gain a general understanding of the legal responsibilities when using social media. Inappropriate use could trigger other legal claims, such as a privacy or human rights complaint, criminal charges under hate speech laws, or a libel law suit. Consider the following:

- Reflect on your own social media usage and consider the purpose and intent of what you are posting. Pause and ask yourself whether your peers would think a post is clear, helpful, and professional.
- If you are an employer, create a social media policy for your office. Provide training to staff on its content and the implications for breaching it.
- If you are an employee, ensure you are familiar with any policies that apply to your social media usage.
- Take strong and swift measures to address and remove any posts or comments you receive online that are hateful, discriminatory, or abusive. Each member of the profession has an obligation to create an inclusive and respectful working environment, which extends to the online environment as well.
- Carefully consider the use of disclaimers to understand when and where they could be helpful.
- Make sure that you are giving proper credit for authorship. (See Regulatory Notice R.5, Credit for Authorship - Misrepresentation of a Practice.)
- Ensure you are not infringing on any copyrights, and seek out the necessary permissions when posting articles online.
- Be mindful “re-tweeting,” sharing, or forwarding messages authored by others may amount to unprofessional behavior if the content of the message violates the standards of the profession.
- Seek out legal advice when you are unsure or unclear about your obligations.

III. A note about ‘off-duty’ conduct

When it comes to social media activity, the line between the professional and personal has become more difficult to distinguish. Personal posts that are made publicly and are easily identifiable may still invite professional risk if the posts can be seen to likely diminish the trust and confidence placed by the public in the profession. Assume that all content on the internet is public and accessible to all.

An August 2020 decision of the U.K. Architects Registration Board found an architect guilty of unacceptable professional conduct resulting from anti-Semitic comments on a public Facebook profile. There is also a growing number of professional misconduct rulings in other professions throughout Canada, and the courts have upheld these decisions, arguing it is “entirely legitimate for a professional regulator to impose requirements relating to civility, respectful communication, confidentiality, advertising, and other matters that impact freedom of expression.”

Unprofessional or unlawful behaviour online could be found to constitute professional misconduct, which may attract a regulatory response in the form of a complaint, investigation or, in more serious cases, prosecution through the OAA's disciplinary process. All allegations of professional misconduct are considered in due course by the OAA, having regard to the entire context. Personal posts are not immune to regulatory scrutiny when those posts could be seen to erode public confidence in the profession.

It is also important to remember that social media platforms are constantly evolving. You should be proactive in considering how professional expectations apply in any given set of circumstances.



Memorandum

FOR COUNCIL MEETING
June 24, 2021
(open)
ITEM: 5.1

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Sheena Sharp, Board Member, Toronto 2030 District

Date: June 3, 2021

Subject: **Toronto 2030 District**

Objective: To update Council about the Toronto 2030 District

The OAA began investigating the possibility of a 2030 District in Ontario after making the 2030 targets part of OAA policy. To set up a District, there is a threshold of building owners that must join. This was accomplished in 2015, and so the Toronto 2030 District was established in partnership with Sustainable Buildings Canada. It was always the vision of the District and its founders, that it would eventually become an independent entity. In March, 2021, the District incorporated as a not-for-profit corporation. Since that time, they have had their first Board meeting to discuss governance issues.

The Board would like to acknowledge the OAA as a founder of the Toronto 2030 District with recognition as such on their website. The incorporation of the District is a long time coming, and a very positive development. SBEC joins VP Strategic in congratulating the Toronto 2030 District team for achieving this milestone.

A letter from the Toronto 2030 District Executive Director, Peter Halsall is attached for Council's information.

Action: None. For information only.

Attachments: Letter from Toronto 2030 District Executive Director



June 8, 2021

Ontario Association of Architects (OAA)
111 Moatfield Drive
Toronto, ON M3B
oaamail@oaa.on.ca

Re: Toronto 2030 District

To the OAA Council,

The 2030 Districts are a network of community initiatives across North America committed to achieving the Architecture 2030 Challenge and Paris Climate Agreement targets. The goal was to become a collaboration platform for property owners and managers, government, businesses, and community stakeholders to provide a business model for urban sustainability through sharing resources.

When the Toronto 2030 District was started seven years ago by the Ontario Association of Architects (OAA) and Sustainable Buildings Canada (SBC), it was the first District formed outside of the United States.

I am pleased to inform you that in October 2020, the Toronto 2030 District incorporated as its own non-profit entity. In May 2021, the Executive Committee became our first Board of Directors, and we held our inaugural Directors' Meeting (please see the attached memo for more information). Through our Advisory Committee, we continue to attract many participants in the building sector who are coming to together to support our efforts for a low-carbon future.

We are currently undertaking a major project entitled 'Pathways to a Net-zero Carbon District'. It is being achieved through a combination of significant volunteer time and recently obtained funding support from the IESO. It is exciting to be part of such a brilliant team of innovative and ambitious experts. We are inspired by our preliminary findings related to the energy sources that will be viable options for supplying buildings for a net-zero District.

We have appreciated the OAA's continued support and patience in our path to achieving our goals over the years. We would like to recognize your seminal contribution by listing the OAA as a Founder on our website and in communications that describe our history. We hope we have your continued support and look forward to sharing our progress with you.

Yours Truly,

A handwritten signature in dark ink, appearing to read "P. Halsall".

Peter Halsall, P. Eng., M.A.Sc.
Executive Director, Toronto 2030 District

t. 416.358.8162
peter@purposebuilding.ca

ATTACHMENTS

1. Memo: Toronto 2030 District 1st Directors' Meeting Key Takeaways

Memo

DATE: June 8, 2021

TO: The Ontario Association of Architects (OAA) Council

FROM: Peter Halsall, Executive Director, Toronto 2030 District

SUBJECT: Toronto 2030 District First Directors' Meeting

This is a summary of the inaugural Directors' Meeting of the Toronto 2030 District held on May 4, 2021. It follows incorporation in October 2020 and appointing the Executive Committee as the first Board of Directors.

Attendees:

- Peter Halsall, Purpose Building Inc
- Peter Love, Love Energy Consultants Inc
- Sheena Sharp, Cool Earth Architecture / Ontario Association of Architects (OAA)
- Julia McNally, Independent Electricity System Operator (IESO)
- Leona Savoie, Hullmark / Sustainable Buildings Canada (SBC)
- Geneva Starr, Purpose Building Inc

Key takeaways:

a) Memberships

- The by-laws allow for two member classes: Class A (voting class) and Class B (non-voting class), we will start with only Class A members
- The organization will not at this time try to manage a large membership – instead it will focus on creating momentum around its work and building partnerships
- Organizations who have committed to the District's Mission will be recognized as our "Partners" but are not members.
- Start with 5 members as individuals - Peter Love, Sheena Sharp, Leona Savoie, Peter Halsall and Julia McNally
- There will be no membership dues at this time

b) Directors

- The by-laws allow for Min. 5 and max. 10 Directors
- The starting Board will be 5 Directors
- The Board appointed the following officers:
 - Chairperson - Peter Love
 - Vice-chair - Sheena Sharp
 - Secretary - Leona Savoie
 - Executive Director/ Treasurer - Peter Halsall
 - At-large – Julia McNally
- Directors will represent themselves as individuals and not their organizations
- Directors will have rolling terms: two Directors with 3-year terms; two Directors with 2-year terms and one Director with a 1-year term

c) Other Business

- An Advisory Board will be selected of representatives from Partners and maintained and developed through invite only
- The District proposes that OAA and SBC be recognized as Founders going forward

President's Log

Date	Event/Meeting	Location	Attendees	Time
March 11	OAA Technology Program Review Working Group	Virtual meeting	w/committee members	1-3pm
March 15	Pre Operational Review meeting	Virtual meeting	w/smaller committee members	11-12am
March 15	Governance Committee	Virtual meeting	w/smaller Committee members	5-7pm
March 16	Pre-Meet re. Large Firms Meeting	Virtual meeting	w/K.Schuhmann, L.Abelman, A.Tracey, S.Trotta	10-10:30am
March 16	OAA Reconciliation Environmental scan	Virtual meeting	w/C.Brook,D.Kastelein, N.Krickhan	3-4pm
March 16	Governance Committee	Virtual meeting	w/smaller Committee members	5:30-6:30pm
March 17	Communication: Jury Awards	Virtual meeting	w/E.Missio, T.King	11-12am
March 18	HR Discussion	Virtual meeting	w/smaller committee members	10-11am
March 18	Governance Committee	Virtual meeting	w/smaller committee members	5:30-7pm
March 19	Operational Review meeting	Virtual meeting	w/smaller committee members	10-12am
March 22	Conference update	Virtual meeting	w/conference group	2:30-3:00pm
March 22	PGR Large Firms Meeting	Virtual meeting	w/L.Ableman, K.Schuhmann, A. Tracey, S.Trotta	2:30-3:00pm
March 23	Governance Committee	Virtual meeting	w/committee members	2-5pm
March 24	Review of PAS Portfolio	Virtual meeting	w/S.Vilardi,K.Doyle,M.Audet	10-11am
March 24	SCS Knowledge Hub: How to Launch a Podcast	Virtual meeting	w/J.King, E.Missio	12-1pm
March 24	OAA Large Firms Meeting	Virtual meeting	w/ Large firms, L.Ableman, K.Schuhmann, A. Tracey, S.Trotta	2:00-3:30pm
March 25	OAA Technology Program review	Virtual meeting	w/committee members	9:00-11:00am
March 25	OAA Certificate Signing	Virtual meeting	w/OAA, K.Wray	3:00-4:00pm
March 26	OAA Retreat Follow up	Virtual meeting	w/K.Doyle, G.MacMac	12-1:00pm
March 29	Strengthening the Regulations Working Group	Virtual meeting	w/Working Group members	12:30-2pm
March 30	Executive Committee/Pro-Demnity Joint Meeting	Virtual meeting	w/Executive Committee/Pro-Demnity	12-3pm
March 30	Ryerson Job Shadow Prep	Virtual meeting	w/Ryerson Students Masterclass	3-4pm
March 31	Communications Activities Review	Virtual meeting	w/J.King, Communications,K.Doyle	10-11am
March 31	OAA Project Team	Virtual meeting	w/K.Kurtin, Consultants	2-3:00pm

March 31	Many Voices in Harmony' Discussion	Virtual meeting	w/A.Mancini,J.King,N.Krickhan, Staff	3-4pm
March 31	Operations Review Interview	Virtual meeting	w/G.Vergillo	4:30-6:00pm
April 1	OAA/ARIDO Direct Regulation Model	Virtual meeting	w/MMAH, ARIDO, K.Doyle	10-11am
April 1	Ryerson Job Shadow Event prep	Virtual meeting	w/students	12-1pm
April 1	PACT Meeting	Virtual meeting	w/committee members	1-4pm
April 6	Regulatory Portfolio Review	Virtual meeting	w/P.Hastings,K.Doyle,C.Mills	11am-12noon
April 6	Ryerson Job Shadow Event - prep	Virtual meeting	w/students	1-2pm
April 7	Education Portfolio Review	Virtual meeting	w/N.Krickhan,K.Doyle,E.Savitsky	11am-12noon
April 7	MMAH Admin Authority & OBOA Counter Proposal Discussion	Virtual meeting	w/S.Vilardi,K.Kurtin,K.Schuhmann,K.D	2-3pm
April 8	Pro-Demnity Board Meeting	Virtual meeting	w/Pro-Demnity Board w/member participants,	8:30am-12:30pm
April 8	OAA Member Rndtable- Designing LTC Facilities	Virtual meeting	K.Schuhmann, N.Krickhan, A.Tracey, S.Trotta	1-4pm
April 8	Ryerson Job Shadow Event	Virtual meeting	w/Executive Committee	4:30-5:30pm
April 9	Conference Bi-weekly Update	Virtual meeting	w/A.Mancini,J.King,N.Krickhan, Staff	10:30-11:30am
April 9	Will Johnston CBO	Virtual meeting	w/Kristi	11:30-12:30pm
April 9	Strategic Portfolio Review	Virtual meeting	w/K.Schuhmann,A.Tracey,K.Doyle	3-4pm
April 14	CEC Committee	Virtual meeting	w/Education Committee	1-4pm
April 19	CALA-CExAC Update	Virtual meeting	w/CALA	1-3pm
April 19	Retreat Wrap-up with Consultant	Virtual meeting	w/Priority Planning Session consultant	5:30-6:30pm
April 20	Communications Committee	Virtual meeting	w/committee members	9:30am-12:30pm
April 20	OAAAS REVIEW	Virtual meeting	w/K.Doyle	3:00-4:00PM
April 20	Keynote - Preparation	Virtual meeting	w/Communications	4-5pm
April 20	Sustainable Finance Summit	Virtual meeting		12:30-2:45pm
April 20	Operational Review Interview	Virtual meeting	w/consultant	5:30-6:30pm
April 21	Keynote - Introduction and attendance	Virtual meeting	w/members, keynote	12:30-2:30pm
April 21	Winterstations	Virtual meeting		7-9pm
April 22	Discission re: Stratfegic Portfolio SBEC/Stranded Items	Virtual meeting	w/K.Schuhmann, K.Doyle, A.Tracey	10-11am
April 22	OAA Technology Program Review Working Group	Virtual meeting	w/Working Group members	2-4pm

April 23	Governance Committee	Virtual meeting	w/committee members	10am-1pm
April 23	Biweekly Conference Update	Virtual meeting	w/committee members	3:30-4:30pm
April 27	EDI Rountable & Truth & Reconiliation Report & Recomm	Virtual meeting	w/Working Group members	11am-12noon
April 28	Executive Committee	Virtual meeting	w/Executive Committee	10:30am-12noon
April 28	Healthcare LTC Discussion	Virtual meeting		12 noon-1pm
April 29	Operational Review Interview #2	Virtual meeting	w/consultant	2-3pm
April 30	Meet the Chief Planners Virtual Event	Virtual meeting	w/A.Tracey	9:45-11:30am

May 6	Operational Review Meeting	Virtual meeting	w/consultant	9:30-10:30am
May 6	PACT Meeting	Virtual meeting	w/committee members	1-3pm
May 7	Communications - General Review of Items	Virtual meeting	w/E.Missio	12:15-12:45pm
May 7	Legal counsel meet re AATO Letter	Virtual meeting	w/legal counsel, K.Doyle	11am-12 noon
May 8	Legal counsel re: Gina	Virtual meeting	w/legal counsel, K.Doyle	9-10:00
May 11	OAA Project Team Meeting #2	Virtual meeting		1:30-3pm
May 11	Pre-Council meet up	Virtual meeting	w/Council	6-8pm
May 12	Council meeting	Virtual meeting	w/Council, staff	9:30am-3:30pm
13-May	Pre Recording	Virtual meeting	w/A.Mancini, E.Missio	9:30am-3:30pm
May 14	Governance Pre-op Meeting	Virtual meeting	w/K.Kurtin, M.Longlade, K.Doyle, Consultant, R.Sirman	10-11am
May 14	Governance Committee	Virtual meeting	w/committee members	11:30am-2:30pm
May 14	Pre-recorded SHIFT & Recognition Event Speeches	Virtual meeting	w/E.Missio, MCC	2-3pm
May 17-21	Conference Week	Virtual meeting	w/Council, members, staff	
May 19	Introduction to Plenary Session	Virtual meeting	w/Council, members, staff	9-9:30am
May 19	Newly Licensed Celebration & Social	Virtual meeting	w/newly licenced members	4:30-5pm
May 20	Conference - Meet the Sponsors	Virtual meeting	w/2021 Conference sponsors	2-3pm
	Full Week nonstop attendance at Conference	Virtual meeting	w/2021 Conference	9-5 x4. 5 days
May 25	Operational REview Discussion	Virtual meeting	w/Sirman, Lafamme	1-2pm
May 25	OAA Technology Program Review Working Group	Virtual meeting	w/committee members	2-4pm
May 26	EDI Roundtable & Truth & Reconciliation Working Group	Virtual meeting	w/Working Group members	1-4pm
May 27	OAA/OGCA Best Practices Committee	Virtual meeting	w/Committee members/OGCA	2-4pm
May 28	Conference De-brief	Virtual meeting	w/E.Missio, M.Pruden	1-3pm
May 28	OALA Awards	Virtual meeting		6-8:30pm

June 1	Professional Fees Strategies	Virtual meeting	w/P.Hastings, S.Vilardi, J.McCallum, K.Doyle	1-2pm
June 1	Pe-CALA Discussion Meeting	Virtual meeting	w/A.Mancini, K.Kurtin, K.Doyle, C.Mills	3-4pm
June 2	OAA/OAAAS/AATO Meeting	Virtual meeting	w/K.Doyle, OAAAS & AATO Reps	1-2pm
June 2	OAA Certificate Signing	Virtual meeting	w/K.Doyle, OAAAS & AATO Reps	1-2pm

June 3	Institute of Corporate Directors Conference	Virtual meeting		9am-12 noon
June 4	Meeting w/Executive Director	Virtual meeting	w/K.Doyle	11am-12 noon
June 4	CALA Regulators Meeting	Virtual meeting	w/CALA	1-4pm
June 7	Meeting re AGM Notes	Virtual meeting	w/C.Mykytyshyn	2:30-3pm
June 8	Recorded Greeting for Laurentian University	Virtual meeting	w/E.Missio, C.Mykytyshyn	11-11:30am
June 9	Executive Committee	Virtual meeting	w/Executive Committee	11am-12 noon
June 9	CEC Committee	Virtual meeting	w/N.Krickhan, K.Doyle	1:00-4:00pm
June 10	AGM Pre-recording Session#1	Virtual meeting	w/MCC, E.Missio, C.Mykytyshyn	1:30-2pm
June 10	AGM Pre-recording Session#2	Virtual meeting	w/MCC, E.Missio, C.Mykytyshyn	2:15-4:30pm
June 11	Special Meeting of Council	Virtual meeting	w/Council	11-11:30am
June 14	Governance Committee	Virtual meeting	w/Committee members	10am-1pm
June 14	Technical Huddle	Virtual meeting	w/MCC, E.Missio, C.Mykytyshyn	2-2:30pm
June 15	OLA Awards - Jury Deliberations	Virtual meeting	w/Jury members	10am-12 noon
June 15	PACT Meeting	Virtual meeting	w/Committee members	1-3pm
June 15	AGM Pre-recording Session - delete	Virtual meeting	w/MCC, E.Missio, C.Mykytyshyn	2:15-3pm
June 16	OAA AGM	Virtual meeting	w/Council, membership	1:30-4:15pm
June 18	Pro-Demnity Board Meeting and AGM - Run through	Virtual meeting	w/Pro-Demnity Board - partial	11:00-12:00
June 18	OAA Technology Program Review Working Group	Virtual meeting	w/Working Group	12-1pm
June 22	Society Chair Check-in	Virtual meeting	w/Working Group	10-12pm
June 23	Pro-Demnity Board Meeting and AGM	Virtual meeting	w/Pro-Demnity Board	8:30am-5:30pm
June 23	Pre-Council Meet up	Virtual meeting	w/Council	6-8pm
June 24	Council Meeting	Virtual meeting	w/Council	9:30am-4pm

Memorandum

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Kristi Doyle, Executive Director

Date: June 16, 2021

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.

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

Internal and Administration

This report is relatively short given that only 4 weeks have passed since the last meeting of Council.

I have spent a considerable amount of time over the last month preparing for the OAA's Annual General Meeting which took place on June 16, 2021.

Two new hires have taken place since the last Council meeting. Camelia Bostan has joined in the Office of the Registrar as Administrator Licence in anticipation of Kim Wray's retirement in September. A new Architectural Graduate, Lindsay Wu will join staff on June 21 to begin a one-year contract. Current Architectural Graduate, Vani Gopalkrishna will be leaving on July 8. We also welcomed back Chantelle Ng, Administrator Digital Communications & Social Media on June 7 from a one-year maternity leave.

OAA Activities/Policy and Industry Relations

I attended a meeting of the Board of Directors of the Construction & Design Alliance of Ontario on May 17.

On May 13, I attended a Zoom meeting with representatives of Cloudpermit which provides e-permitting services/software application for over 41 municipalities in Ontario. The purpose of the meeting was to receive a demonstration of the platform, and also to discuss concerns regarding some of the language they are using, as well as the categories and definitions being used to describe designers and licensed professionals. The meeting was positive and I will be sharing information with the Practice Advisors, as well as providing some new language to help clarify the roles and responsibilities of professionals. I will be discussing that language with the Registrar before responding further to Cloudpermit.

On June 2, I attended a meeting with the President and Past President of the Association of Architectural Technologists Ontario, and the President and Executive Director of the Ontario Association for Applied Architectural Sciences along with OAA President Speigel. The purpose of the meeting was to discuss the OAA's intent to change the title of our Licensed Technologist OAA members. We will be meeting again on July 15 to further discussions regarding collaborative communications.

A meeting with the Team Leads was held on May 31.

The OAA's mandatory EDI learning series for members began on June 10. In furthering the OAA's internal goals and objectives around Equity, Diversity & Inclusion I have asked that all staff participate in at least one of these webinars.

National Initiatives

On June 3 and 4 I attending the semi-annual meetings of Canadian Architectural Licensing Authorities. Additional information on the meetings is contained elsewhere in the package.

Action: For information only. No action is required.

Attachments: None

Memorandum

FOR COUNCIL MEETING
June 24, 2021
(open)
ITEM: 6.1.c

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: OAA Technology Program Review Working Group

Susan Speigel, President
Kathleen Kurtin, Immediate Past President
Jennifer King, Vice President Communications
Gord Erskine, Councillor
Elaine Mintz, LGIC
Rick Mateljan, OAAAS President

Date: June 11, 2021

Subject: Update from the OAA Technology Program Review Working Group

Objective: To provide Council with an update on the activities of the OAA Technology Program Review Working Group

The terms of reference for the newly formed Working Group (WG) were approved by Council at its January 21 meeting. The WG's inaugural meeting was held on March 11. Four meetings have been held to date. It was agreed that the issues before the committee would be set into three groups: consideration of scope of practice; full integration of the Technologist Program into OAA; and title change. A fourth item has been set aside for the moment as it was seen as a longer term issue – i.e. updating of the *Architects Act* to reflect technologist licensed by the OAA.

Scope of Practice Proposal

The first three meetings of the WG have been focused on the proposal from OAAAS to increase the scope of practice.

The latest meeting of the WG was held on May 25 where detailed discussion occurred relating to increased scope and the academic requirements for technologists. The Working Group has also reviewed an abridged summary of the

proposal for expanding scope of practice, and the group agreed that the proposal continues to need to be assessed against the following criteria:

- From the OAA's perspective as a self regulatory body, what is the public interest argument to increase the scope of practice?
- Do the existing education, experience, examination requirements support the proposed increase in scope?
- Is there a risk to the public interest with the proposed increase in scope?
- What are the related impacts on the proposed change, specifically related to building complexity and existing regulation?

Over the course of the last month or so, and as it was agreed by the WG, the Registrar, the Deputy Registrar and Executive Director continue to research, review, and develop a written response to the first bullet point noted above. It has been noted that it is important for this to be done in an objective manner and that is underpinned by the principles for regulation in the public interest. This review has included consideration of procedures and practices of expanding scopes of practice within other professions/regulatory bodies. It was agreed that a flowchart for assessing a proposal for expanded scope of practice would be helpful and will be made available for review at the next WG meeting on June 18. A draft of this written response to bullet one will be presented to the WG for the June 18 meeting.

Title Change

As a reminder, Council has approved in principle the proposal to move ahead with the title change "Licensed Architectural Technologist OAA". Implementation and communication issues need to be addressed. In the interim, the Association of Architectural Technologists Ontario (AATO) has written to the OAA and OAAAS requesting a meeting to discuss this matter. On June 2, a meeting was held that included the President and Executive Director of both OAA and OAAAS, along with the President and Immediate Past President of AATO. The WG will be discussing the outcome of that meeting on June 18.

Integration of Technology Program into the OAA

The WG has tasked OAA Executive Director Doyle, and OAAAS Executive Director Neil with developing a one-page proposal for the next meeting on June 18 to fully strategize on how to integrate the Program into the OAA, and ultimately sunset the OAAAS.

As noted above, the next meeting of the WG is set for June 18. The WG continues on schedule to present a final report and recommendations to the Council in the fall.

Action: For information only.

Attachments: None

Memorandum

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Equity, Diversity, Inclusion | Truth & Reconciliation Working Group

Susan Speigel, President
Kathleen Kurtin, Immediate Past President
Gaganjot Singh, Lieutenant Governor in Council Appointee
Farida Abu-Bakare, Councillor

Date: June 11, 2021

Subject: **Equity, Diversity, Inclusion | Truth & Reconciliation Working Group Update**

Objective: To update Council on the activities of the Equity, Diversity, Inclusion | Truth & Reconciliation Working Group and work done to date.

At the May 26 meeting, the Working Group reviewed the recommendations from the Equity, Diversity and Inclusion and the Truth & Reconciliation Roundtables collated in a Google doc, and are in the process of determining next actions based on timelines, the OAA Mandate, existing actions at the OAA that work to address parts of the recommendations, overlapping recommendations, and how to plan for the future of these recommendations by way of program maintenance and measurements for progress/success. The Working Group will continue reviewing this Google doc at the next meeting to ensure that the next steps for each recommendation are determined/defined.

During the meeting, the Working Group reviewed various Equity, Diversity and Inclusion (EDI) policy statements issued by other regulators and/or associations and determined that statements with demonstratable actions are more effective in proving a commitment to EDI. To that end, the Working Group and OAA staff are in the early planning stages of developing a section for the website that will serve as a landing page for EDI Resources, along with sections that will highlight EDI programs, education and initiatives at OAA and beyond.

Communications and OAA Staff will map out a location for the EDI webpage on the OAA website. Additionally, a mock-up design will be developed for the webpage based on the current initiatives and programs offered, using the recommendations from the EDI Roundtable to guide the process.

The Working Group also noted that the comments and feedback from the demographic survey were generally positive and agreed that the results should be shared with Council and the members.

In order to disseminate both the Survey results and the final Report from the EDI roundtables held in late 2020, a special OAA News Bulletin is being scheduled for the last week of June. This bulletin will also outline a number of actions that have already been undertaken by the OAA to address EDI matters such as changes to gender references on our applications, pronoun references have been updated, outdated prefixes have been dropped from our correspondence, etc.

At the next meeting of the Working Group scheduled for June 29, the group plans to finalize the review of the recommendations from both reports and will begin developing its full report and recommendations for Council in the fall.

Action: For information. No action required.

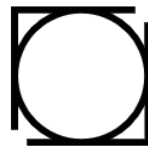
Attachments: Results of OAA's First Demographic Survey

Demographics Survey 2021

for Ontario Association of Architects

March 31, 2021

STRATCOM
STRATEGIC COMMUNICATIONS



Ontario Association
of Architects

Angela Lee
Armand Cousineau
Prathit Patel

Toronto | Vancouver | Ottawa | Edmonton | Saskatoon | London | Brighton

Methodology & Reporting

- These results are from an online survey completed by members of OAA. Stratcom programmed the survey and provided OAA an open link that was distributed to members. The survey was open from March 1st to 15th, 2021 resulting in 1,323 completes.
- The survey had a response rate of approximately 20% and the margin of error for a sample of this size is +/- 2.1%, 19 times out of 20.
- Some charts and tables might not total 100 due to rounding.
- All figures are percent (%) unless indicated otherwise.
- All research conducted by Stratcom.



SUMMARY

- A plurality of members (24%) have been a part of the Ontario Association of Architects for at least 26 years. About half (49%) have been members for ten years or less.
- Almost half (46%) of the membership are between 31 to 50 years of age.
- The majority (62%) do not have daily care-giving responsibilities. Just less than one-third (30%) have child care responsibilities, 6% elder care responsibilities and 2% are caring for a person with a disability.
- Four percent self-identify as a person with a disability.
- Just over half of the membership is male (54%) and 44% identify as female.
- 83% identify as straight/heterosexual.
- The majority (64%) identify as White/Caucasian. The next most common racial identity is East or Southeast Asian (12%), followed by Middle Eastern (9%), South Asian (5%), Black (4%) and Latino/Latina/Latinx (3%).
- The most common mother tongue among OAA members is English (60%) followed by European languages (8%) and Chinese (6%).

SUMMARY

- The plurality of members identify as Canadian (29%). Other top mentions for ethnic or cultural identity are English (12%), Scottish (10%), Irish (7%), German (7%) and Chinese (7%).
- About one-quarter (26%) of members do not identify with any religious or spiritual affiliation and a further 13% identify as Atheist. The most common religious affiliations are Christian (38%), Muslim (6%) and Jewish (3%).
- The majority of members (64%) describe their workplace as an architectural practice. Sole practitioners comprise 13% of the survey sample, followed by 7% currently not working, government workplaces (4%), institutional or corporate (4%), and 3% working in academia.
- Two-thirds (67%) agree they feel included at their current or more recent workplace (7% disagree).
 - This sense of inclusion decreases with age, ranging from 75% among those 30 and under, down to 59% of members over 60 years of age.
 - Members with English mother tongue are more likely to agree they feel included (71%) than those with mother tongues other than English (61%).

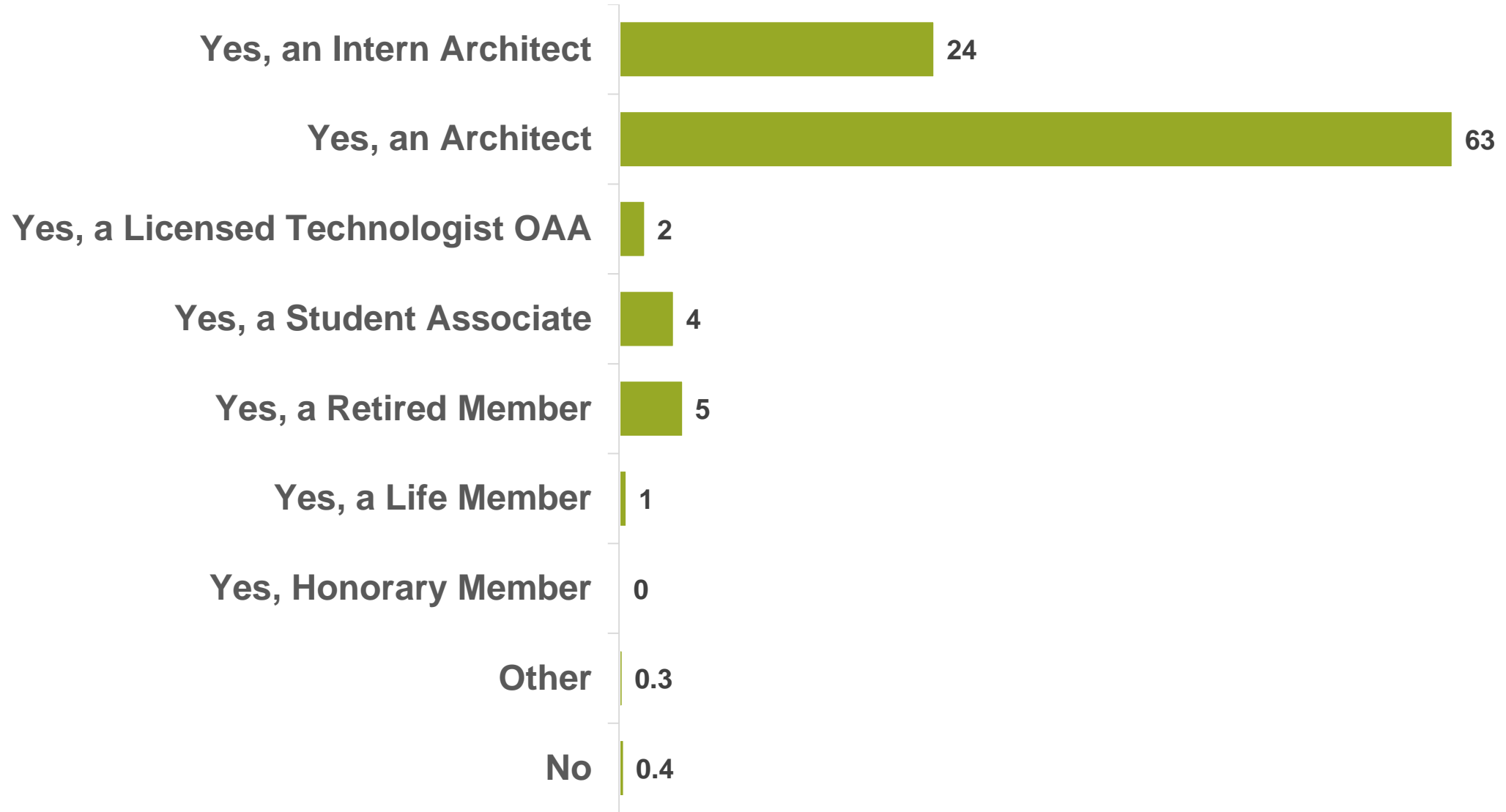
SUMMARY

- Approximately two-thirds (65%) also agree they feel supported at their current or most recent workplace (8% disagree).
 - Similar to the question on inclusion, agreement with the statement of feeling supported decreases with age, from 74% of members 30 years old and younger, down to 57% of members over 60.
- Almost one-in-five (19%) agree that they experience barriers to advancement in the current or most recent workplace (46% disagree).
 - Women are more likely to agree they experience barriers to advancement (26%) than men (13%).
 - Intern architects are more likely to experience barriers (28%) than architects (17%).
 - Members of the LGBTQ2+ community are slightly more likely to experience barriers to advancement (25%).
- About one-in-ten (11%) agree that they experience discrimination in their current or most recent workplace (62% disagree).
 - Women are almost three times more likely to experience discrimination in their workplace (16%) than men (6%).

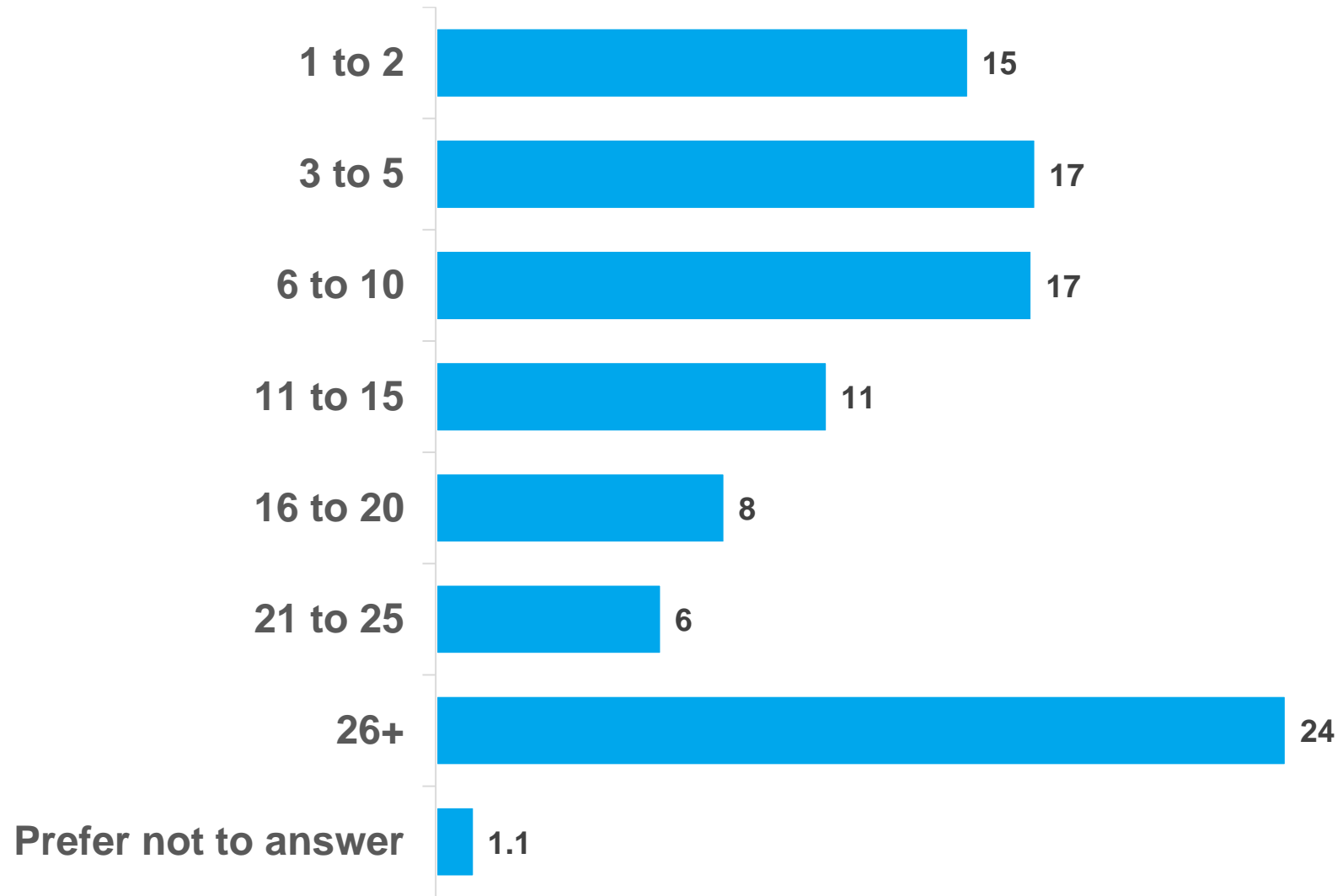
SUMMARY

- Over three-quarters (76%) agree they are supportive of the collection of demographic data (5% disagree).
- A strong majority (72%) also agree the questions asked in the survey used appropriate terminology (5% disagree).
- A majority (62%) agree the questions in the survey are relevant to the OAA's mission of serving the public interest through the regulation, support, promotion and appreciation of architecture.
- A final open ended question in the survey asked for input on additional information the OAA should consider as part of the long-term data collection strategy. The plurality did not have any comments. The most common responses were related to 'a database of different employers and what it is like to work there / hiring practices / anonymous accounts' (8%), 'financial information / salary information' (8%), 'education levels / experience' (7%), and 'discrimination or harassment / accounts of discrimination, harassment or racism' (6%).

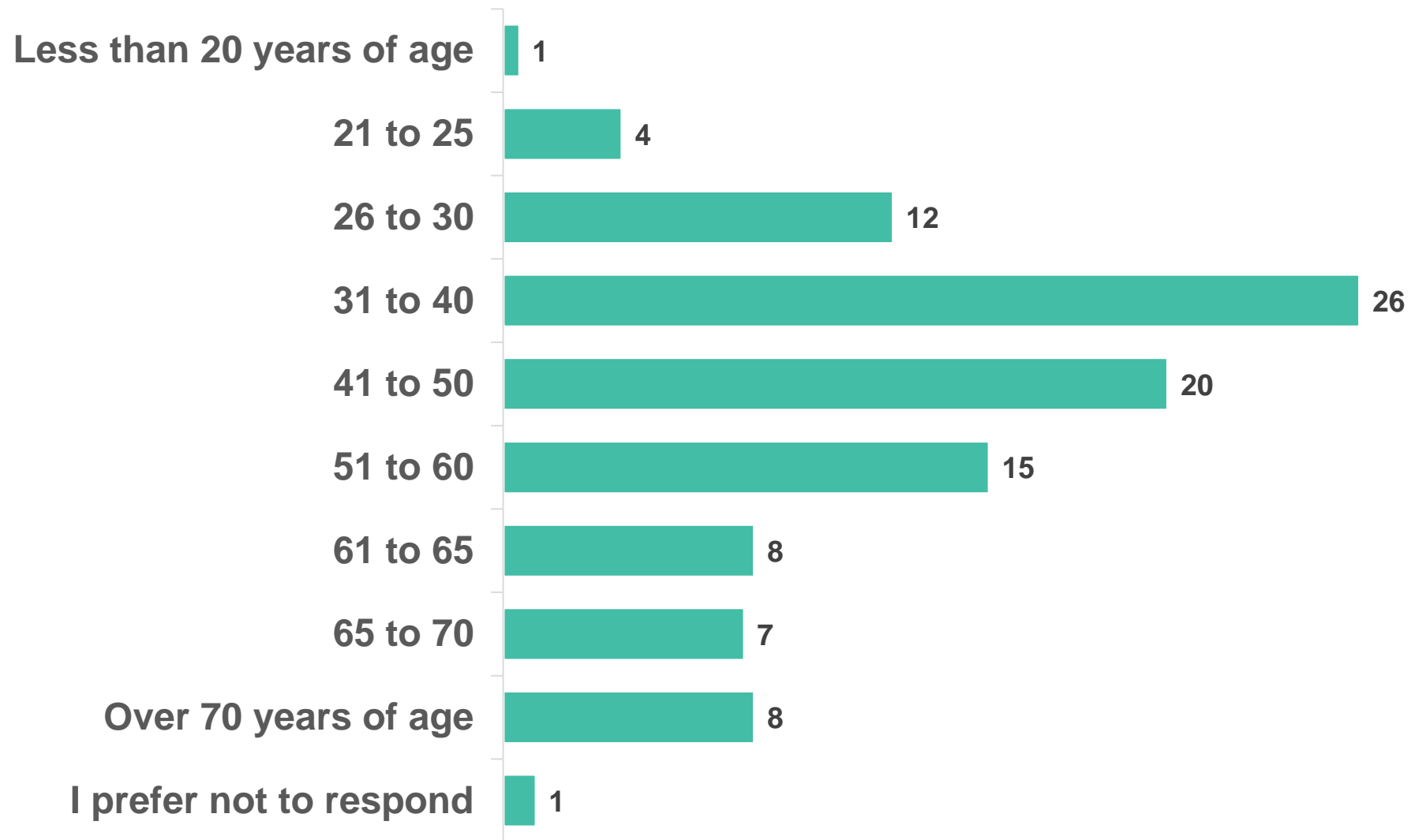
Membership details



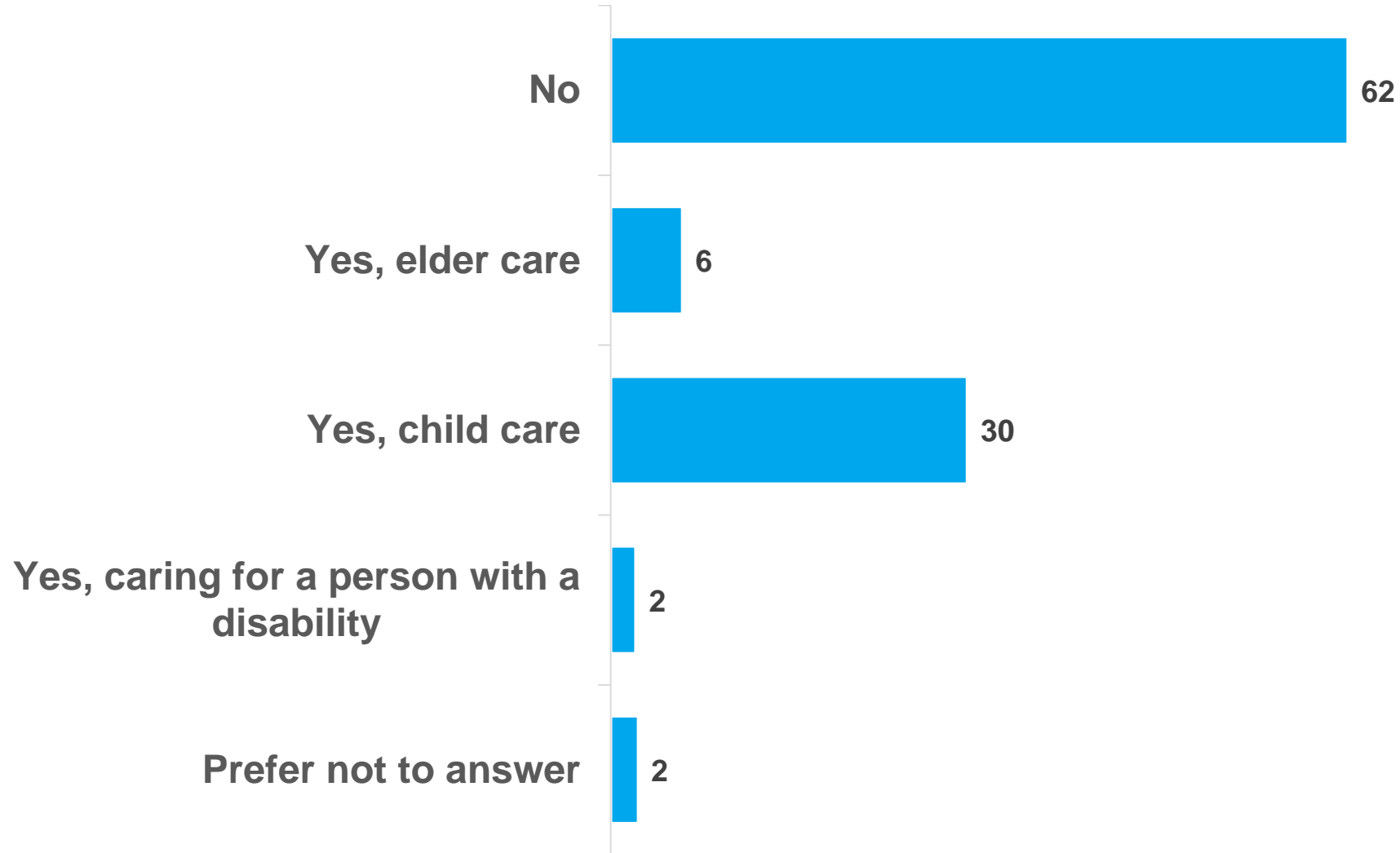
Years as member of OAA



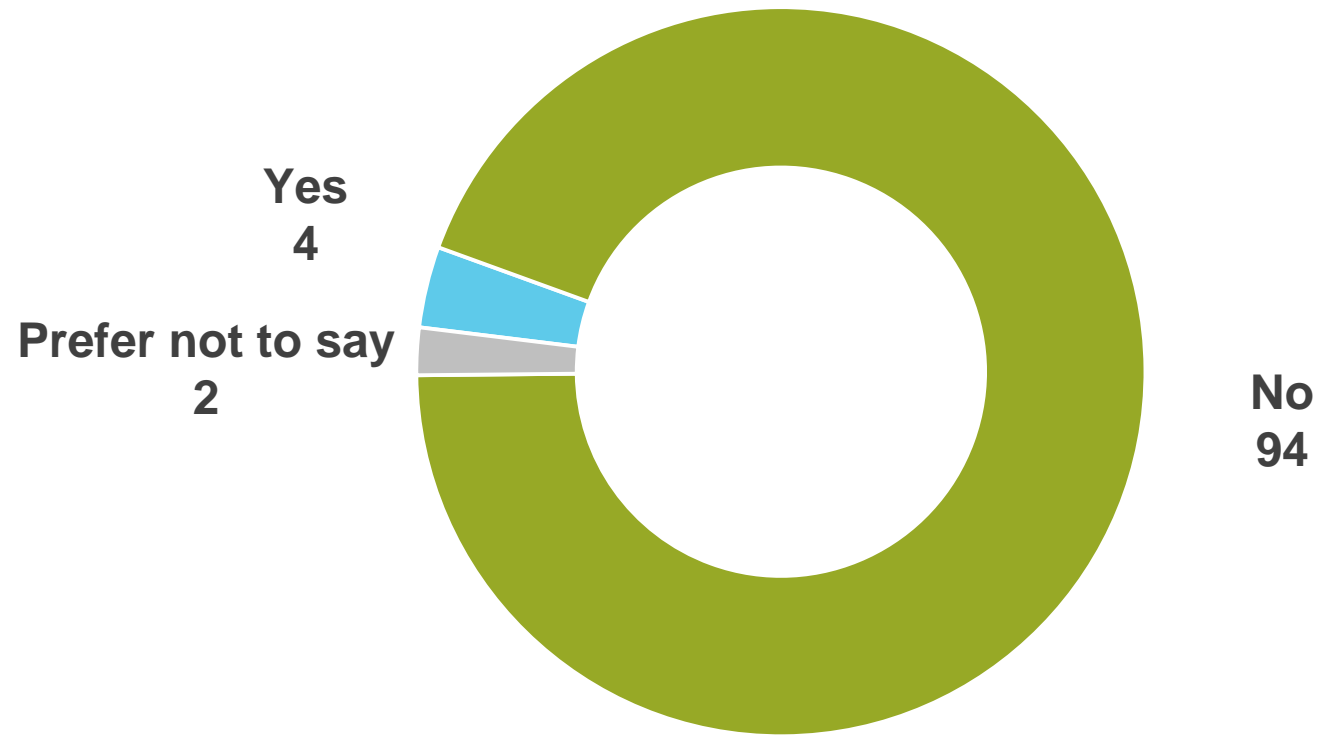
Age of members



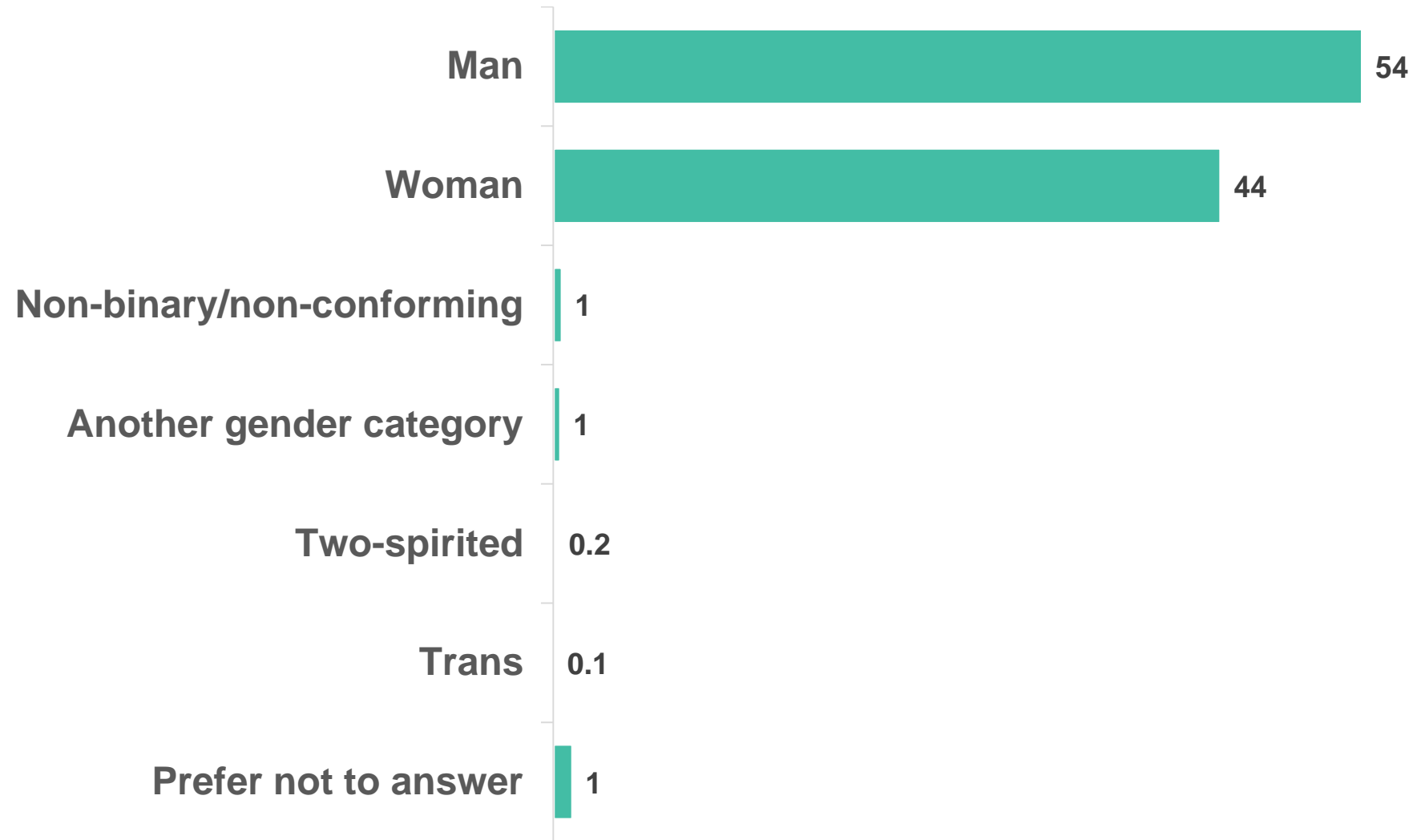
Daily care-giving responsibilities



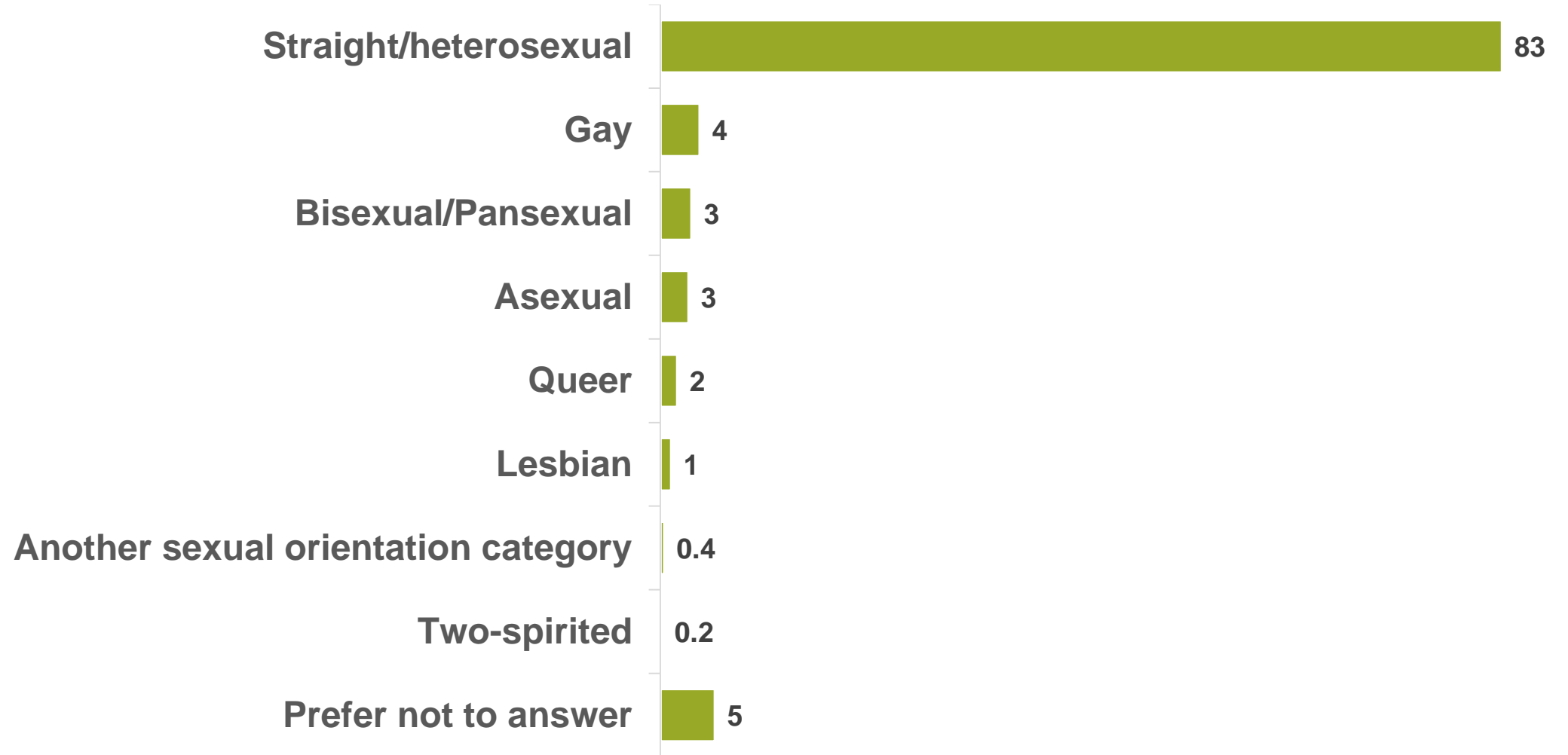
Do you self-identify as a person with a disability?



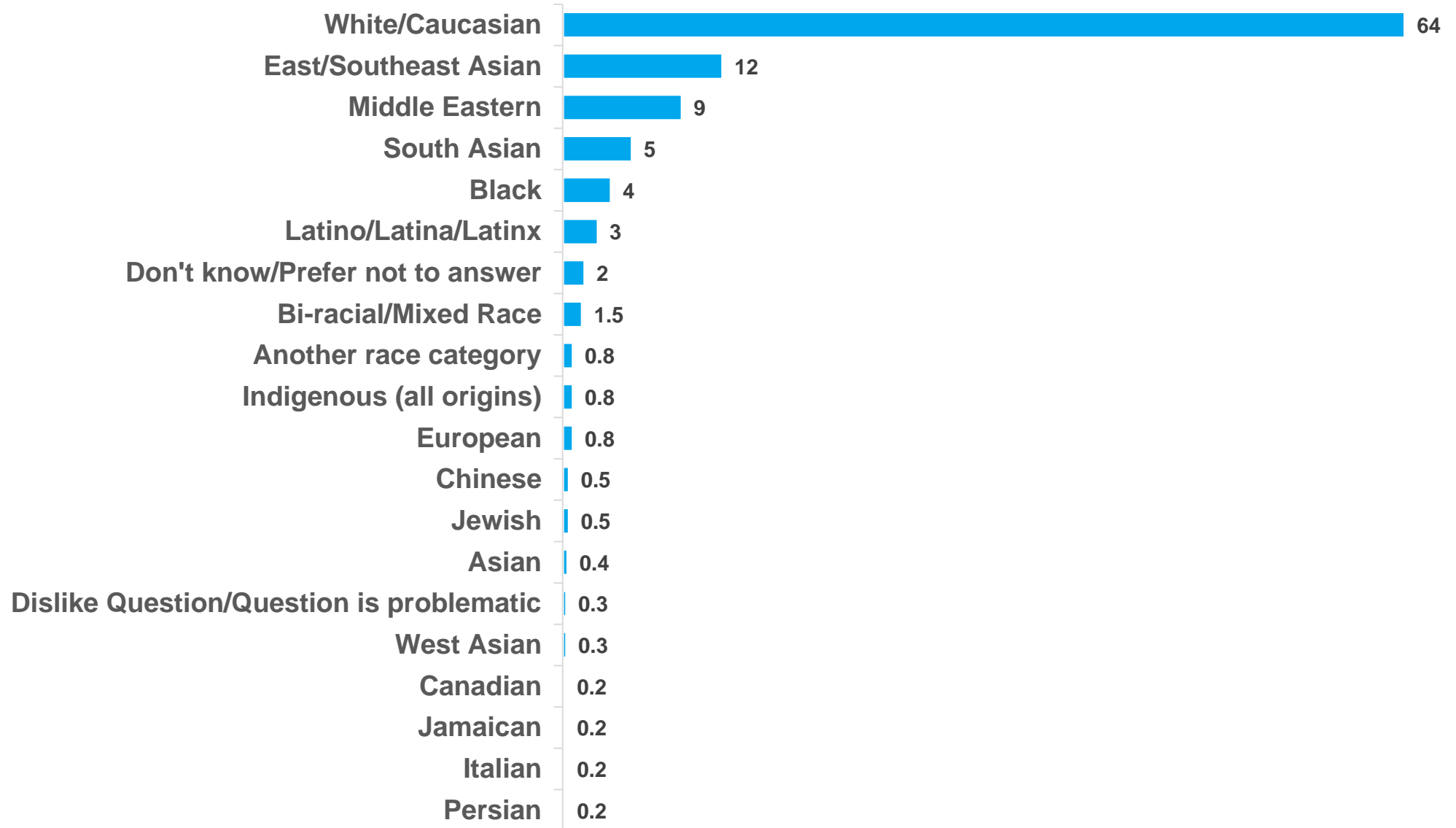
Gender



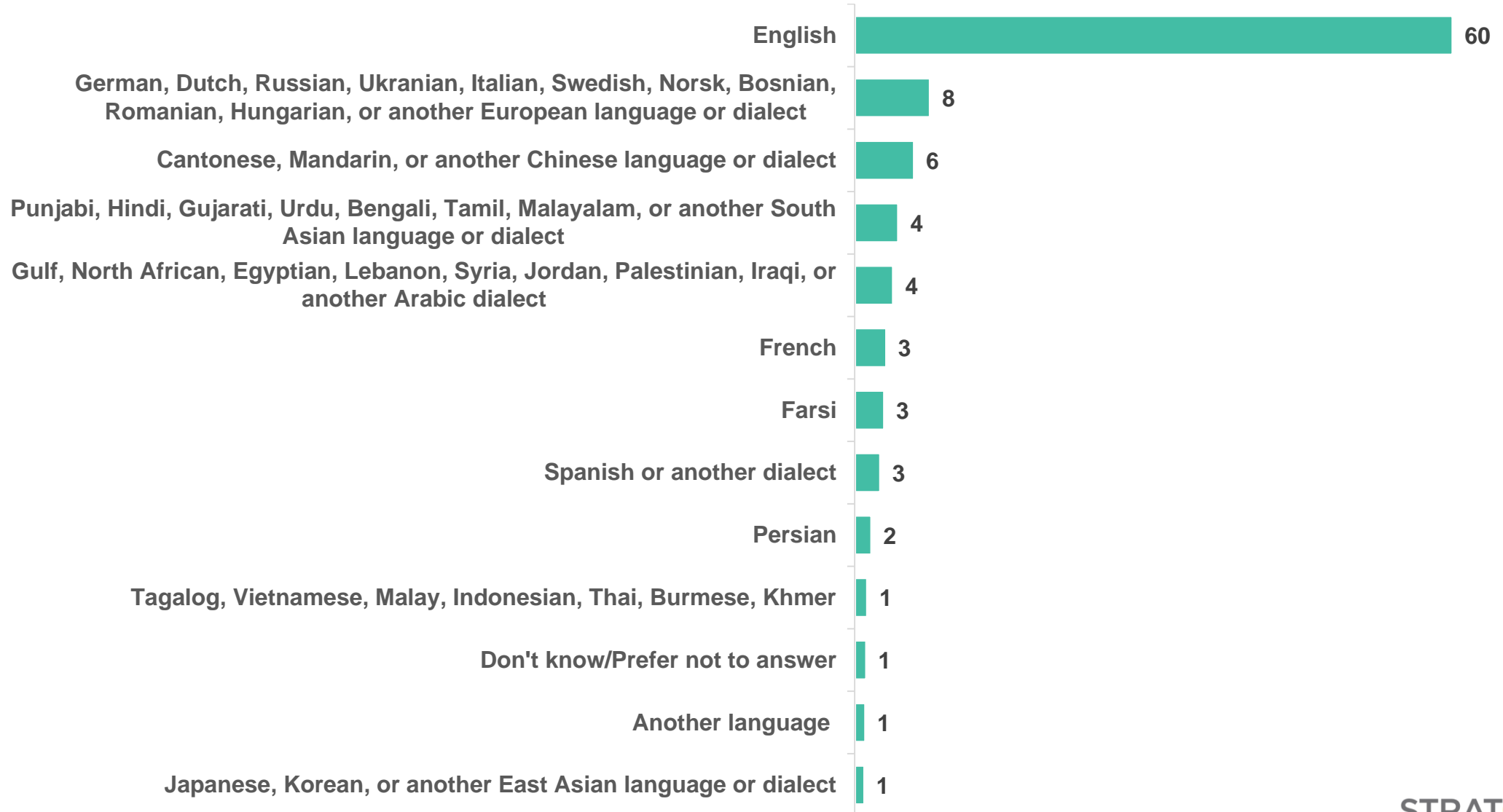
Sexual orientation



Race

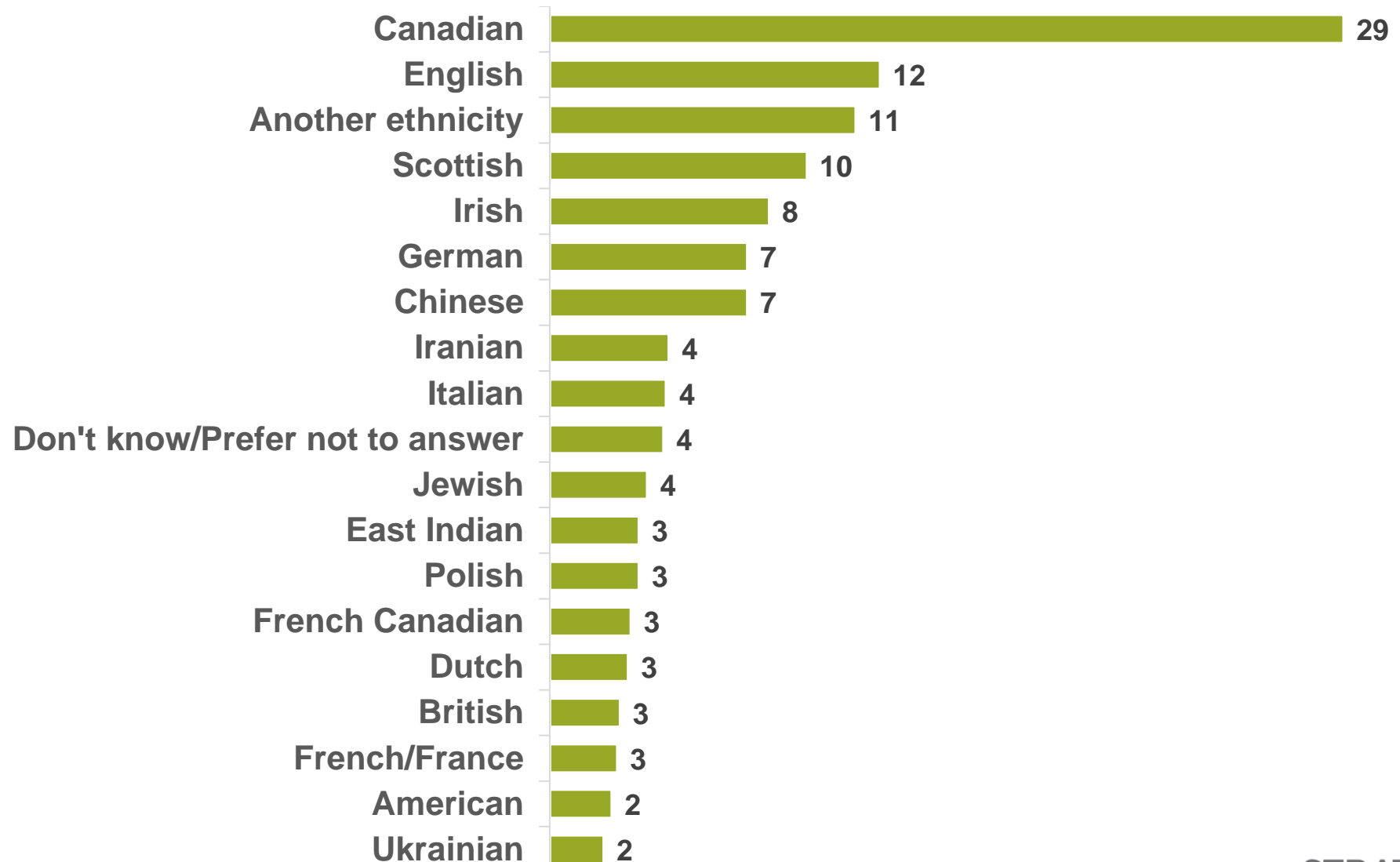


Mother tongue (all above 1%)

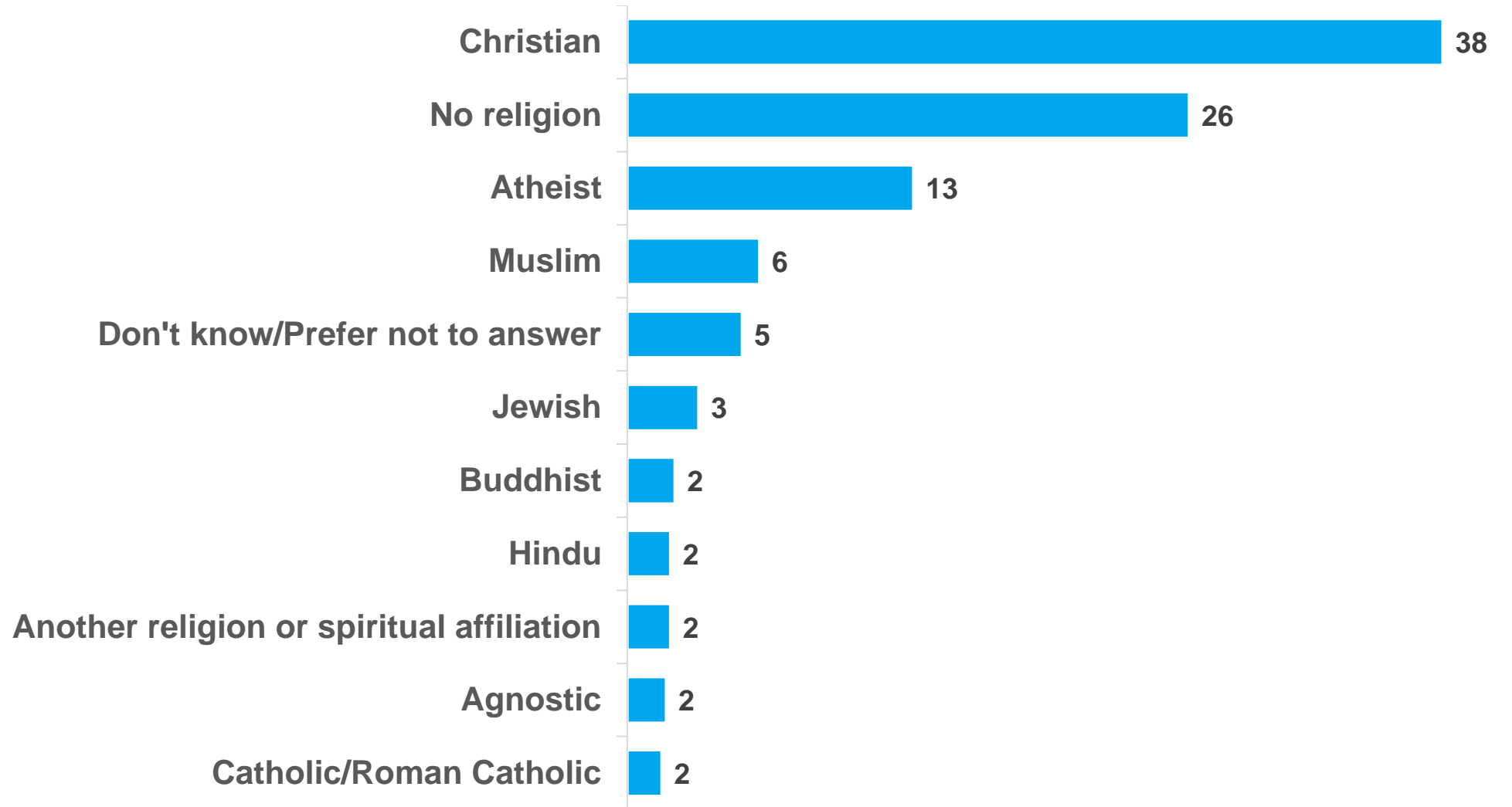


Ethnic or cultural origin(s)

(all above 2%) (Open ended coded responses)



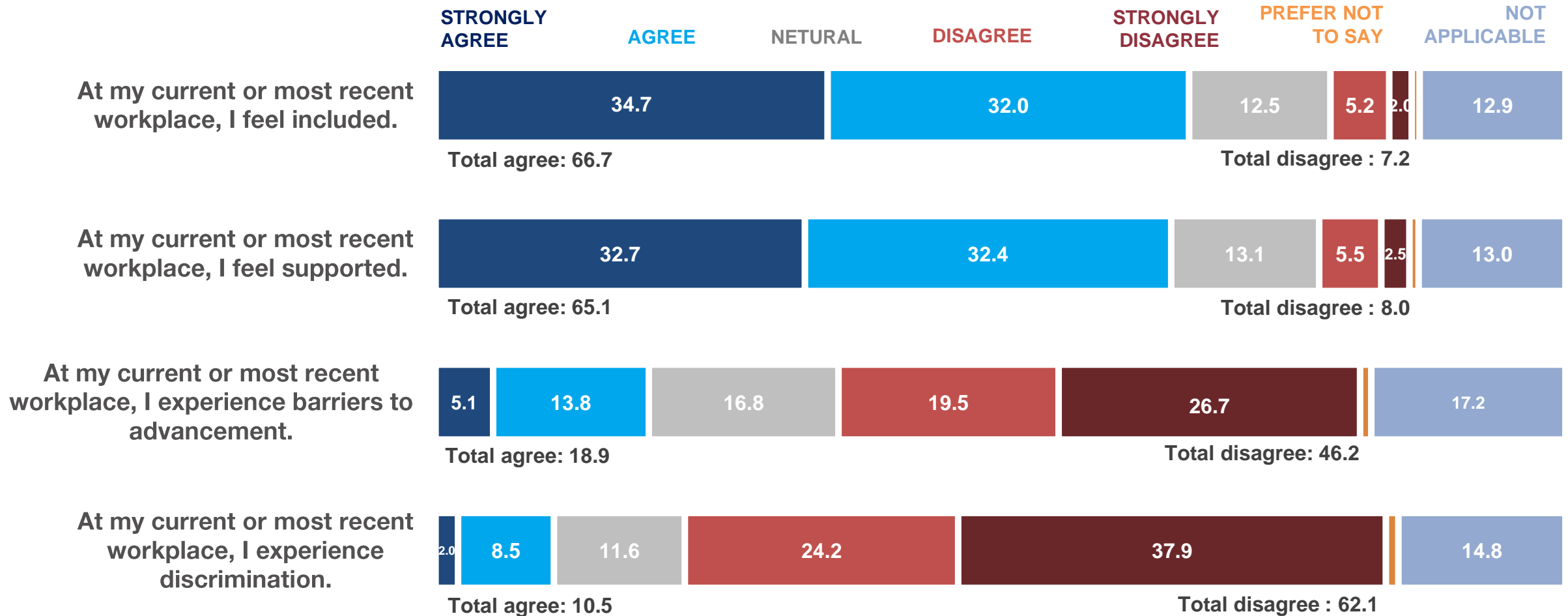
Religion and/or spiritual affiliation



Workplace



Personal experiences within the workplace in the last year



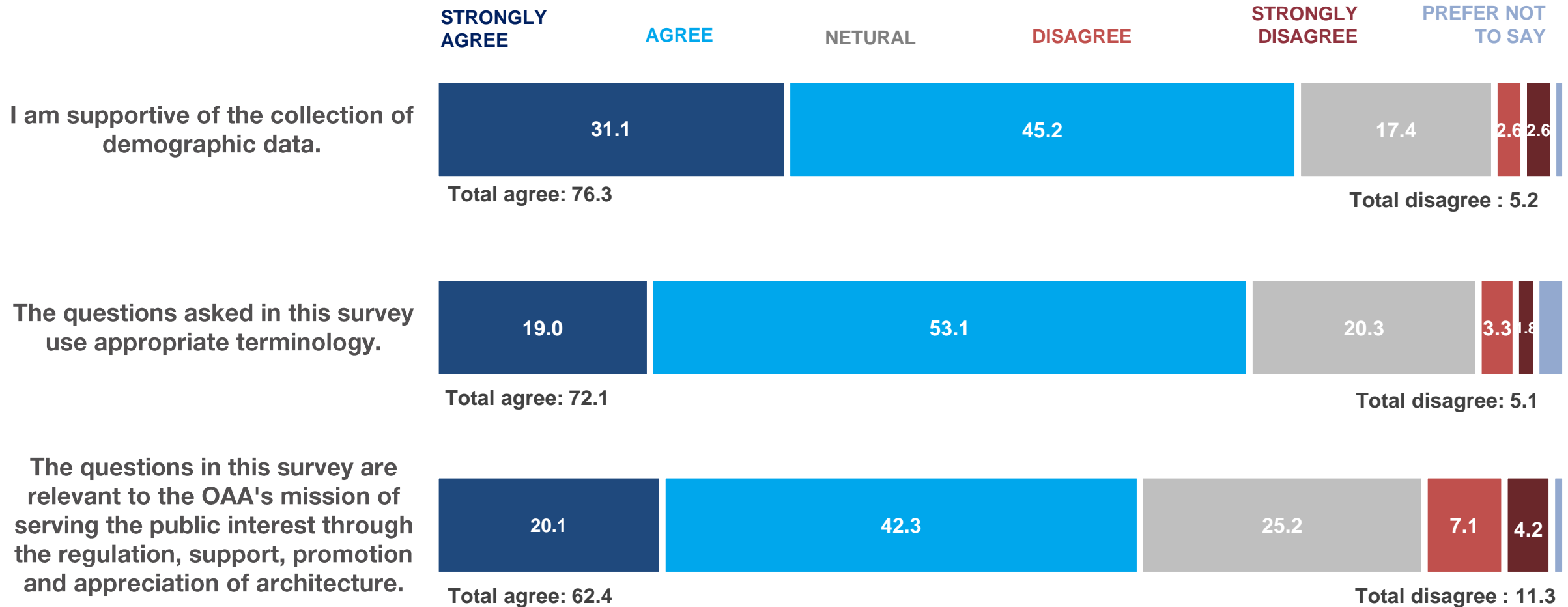
Crosstabs: Personal experiences within the workplace in the last year

% Total agree	Total Sample	Intern Architect	Architect	30 and under	31 – 40	41 – 50	51 – 60	Over 60	Male	Female
<i>Count</i>	1323	317	639	210	342	266	194	298	711	586
At my current or most recent workplace, I feel included.	66.7	65.9	68.5	75.2	69.0	67.7	67.0	58.7	66.8	68.1
At my current or most recent workplace, I feel supported.	65.1	64.4	67.0	73.8	65.8	66.5	67.5	57.0	65.7	65.9
At my current or most recent workplace, I experience barriers to advancement.	18.9	28.1	17.4	21.4	25.7	20.3	13.4	12.1	12.5	26.3
At my current or most recent workplace, I experience discrimination.	10.4	13.6	9.8	10.0	14.3	13.9	5.2	7.0	5.6	15.7

Crosstabs: Personal experiences within the workplace in the last year

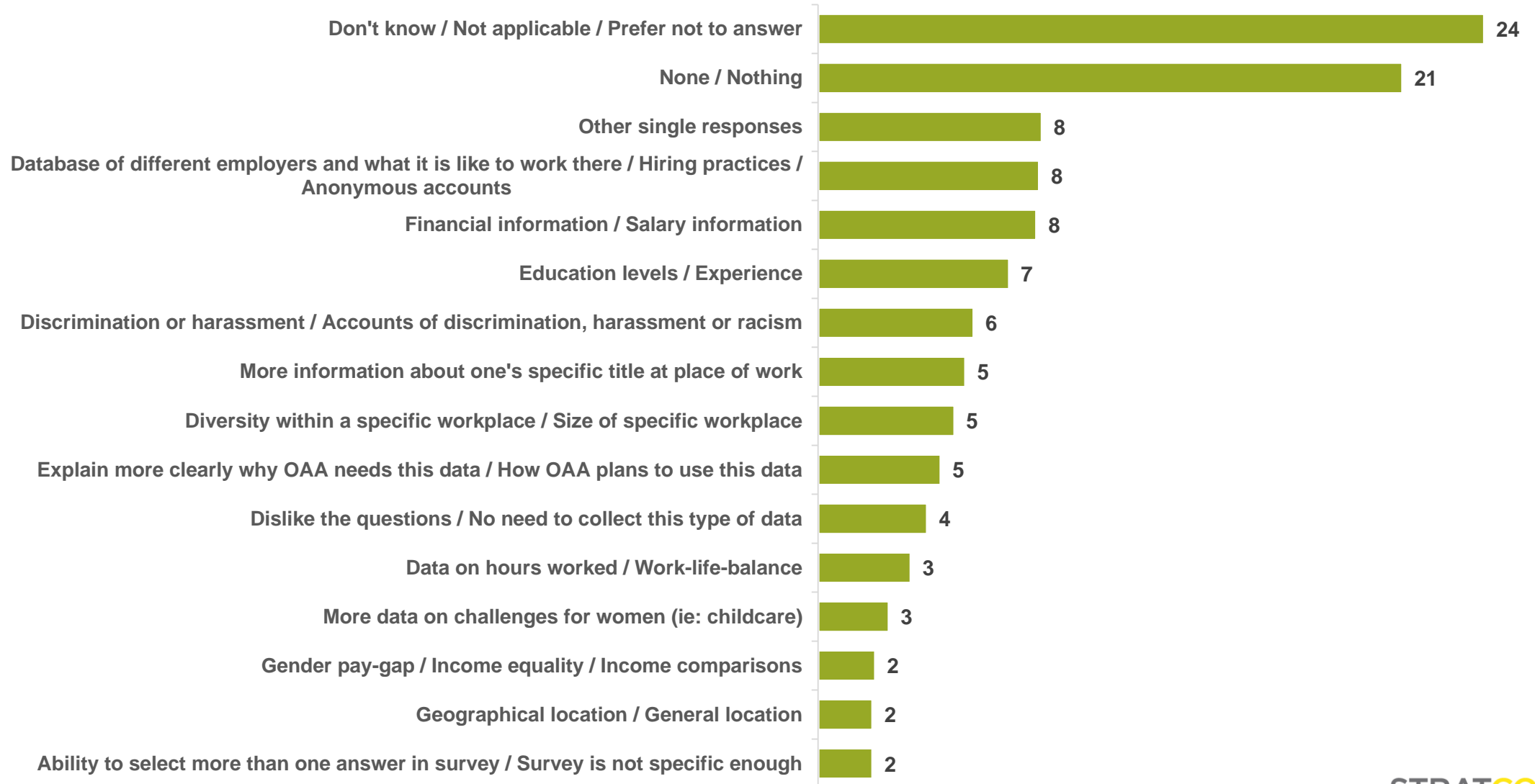
% Total agree	Total Sample	English mother tongue	Other mother tongue	LGBTQ2+	Architectural practice	Sole practitioner	Other workplace
<i>Count</i>	1323	795	512	159	842	165	300
At my current or most recent workplace, I feel included.	66.7	71.4	60.9	67.3	75.8	38.8	58.7
At my current or most recent workplace, I feel supported.	65.1	68.4	61.5	64.8	73.6	37.0	59.0
At my current or most recent workplace, I experience barriers to advancement.	18.9	14.7	25.4	24.5	17.1	10.9	26.7
At my current or most recent workplace, I experience discrimination.	10.4	8.4	13.3	17.0	9.1	6.1	16.0

Opinion on content of this survey



Additional comments on data collection strategy

(Coded open ended responses)



Memorandum

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Donald Chen
Barry Cline	Gordon Erskine
Jennifer King	Paul Hastings
Natasha Krickhan	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Elaine Mintz	Heather Breeze
Kristiana Schuhmann	Lara Mckendrick
Gaganjot Singh	Susan Spiegel
Andrew Thomson	Settimo Vilardi
Deo Paquette	

From: Agata Mancini, Senior Vice President and Treasurer

Date: June 10, 2021

Subject: Unaudited Financial Statements for the Six Months Ended May 31, 2021

Objective: To provide the six months (Quarter 2 of FY-2021) financial statements for Council information.

Attached for your information are Financial Statements (FS) including:

1. Balance Sheet
2. Statement of Cash Flows
3. Statement of Revenue and Expenses (comparing 2021 expenditures to 2020, and showing 2021 approved budget figures by category)
4. Committee Statement expenses (shows 2021 committee budget vs. actual spending).
5. Statement of Members Equity (current restricted and unrestricted reserve amounts).

Policy Contingency

Although Council has approved only one new initiative be drawn from the Policy Contingency in this calendar year (Institute of Corporate Directors Membership), there are initiatives that were approved in 2020 that crossed over into 2021, and were not paid until after the 2020 books were closed. Those items will be allocated against the 2021 policy contingency as follows:

Policy Contingency-December 1, 2020	\$290,000
Approved:	
Initiative to Address EDI – Consultant /Survey Consultant	50,000 (2020)
License CSA Standards - Practice Tool	<u>30,000 (2020)</u>
Institute of Corporate Directors Membership	<u>3,000 (May</u>
<u>2021)</u>	
Total funds allocated as at May 31	3,000
Council Policy Development funds expended in 2021	\$83,000

Additional ITEMS of NOTE for May 31, 2021:

Fees received to date are \$6,266,566 representing approximately 97% of the annual budgeted dues revenue. It also signifies 6% more fees collected this year over same time last year.

Continuing education revenue is tracking above the budget projection and given that there is still six months of bi-weekly webinars to place, we anticipate excess revenue in that area.

General society funding is up slightly which represents the OAA's per capita contribution to the societies based on the number of members that joined individual societies. This is a positive sign.

It is also noted that Directors & Officers insurance has increased by approximately \$10,000. This is due to increased premiums in most areas of insurance, and also an additional excess insurance that was added to increase coverage for discipline claims up to \$5 million.

There is an increase in the area of computer operations which is attributable to continued upgrades to certain IT infrastructure, and software to ensure remote capabilities are up to date and functioning.

It is noted that CALA expenses are over budget at 6 months. This is due to additional programming invoices for CALA that were deferred from 2020 due to COVID. In particular, the second installment for each of the CALA members' contribution to the national architecture policy was invoiced and paid in 2021 representing \$34,000.

Conference revenue is up by \$111K as compared to this time last year, however there was no Conference in 2020. Conference expense is up by \$112K for the

same reason. In terms of the final financial position relative to conference, there are still invoices to be paid and a deficit of up to \$100,000 may be realized.

Moving of the OAA's mortgage on the 111 Moatfield Drive office building from Scotiabank to CIBC is on course and has reached an advanced stage. This will result in a net savings of approximately \$200,000 over 5-year term of the mortgage.

Finally, of note the OAA's utility bills are under \$900 for the year to date. This is a significant decrease from last year, however greatly due to the building not being occupied. The decrease as well is due to the input to the grid from the solar panels as well as energy efficient improvements made to the building.

Action: No action required of Council. For Council information only.

Attachments: Financial Statements for six months ended May 31, 2021

ONTARIO ASSOCIATION OF ARCHITECTS**Balance Sheet**

Six Months Ended May 31, 2021

Six Months Ended May 31, 2021

	2021	
ASSETS		
CURRENT		
Petty Cash	500	
Cash-CIBC	219,175	
Cash-Premier Investment Account (PIA)	7,975,182	8,194,857
Accounts Receivable	-252,324	
Long Term Member Accounts Receivable	7,769	
NSF Cheques	3,139	
HST - Input Tax Credits	24,507	
HST Receivable	83,965	(132,944)
Prepaid Expenses	273,921	
Inventory	17,521	291,593
Total Current		8,353,506
LONG TERM		
Land	470,000	
Furniture & Equipment	549,481	
Computer Equipment	786,887	
Website Development	445,262	
Building - 111 Moatfield Drive	10,875,414	
Building Additions	2,089,478	
Total Property & Equipment		15,216,522
Accumulated Depreciation - Furniture & Equipment	-193,796	
Accumulated Depreciation - Computer	-510,361	
Accumulated Depreciation - Website Development	-259,184	
Accumulated Depreciation - Building	-1,677,973	
Accumulated Depreciation - Building Additions	-1,259,493	
Total Accumulated Depreciation		(3,900,807)
Net Fixed Assets		11,315,715
Investment in Pro-Demnity	31,081,920	31,081,920
Total Assets		50,751,141
LIABILITIES		
CURRENT		
Accounts Payable	-69,300	
Refund Clearing	7,835	
CExAC Payable	237,150	
CExAC Operating Fund	116,059	
RBC-LTD Clearing	-4,318	
Stale Dated Refund	214	
HST Payable	-162,022	125,618
Deferred Revenue - Fees	509,983	509,983
Mortgage Payable - Current	113,164	113,164
Total Current		748,765
LONG TERM		
Mortgage Payable - Long Term	4,175,554	
Total Long Term Liabilities		4,175,554
Total Liabilities		4,924,319
EQUITY		
Members' Equity	40,772,493	
Major Capital Reserve Fund (Internally Restricted)	813,574	
Operating Reserve Fund (Internally Restricted)	848,127	
Legal Reserve Fund (Internally Restricted)	62,500	
Surplus/(Deficit)	3,330,128	
Members Equity Closing		45,826,822
Total Liabilities & Equity		50,751,141

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Cash Flows

Six Months Ended May 31, 2021

Operating Activities:

Excess (deficiency) of revenue over expenses	3,330,128
--	-----------

Add items not involving cash:

Amortization of property and equipment	1,028,651
--	-----------

Loss on Disposal of property and equipment	
--	--

Income from investment in Pro-Demnity Insurance Company	(2,429,381)
---	-------------

Net change in non-cash working capital items:

Accounts receivable	482,255
---------------------	---------

Inventories	(720)
-------------	-------

Prepaid expenses	145,822
------------------	---------

Accounts payable and accrued liabilities	(1,124,727)
--	-------------

Deferred revenue	28,968
------------------	--------

Major Capital Reserve Fund (Internally Restricted)	813,574
--	---------

Operating Reserve Fund (Internally Restricted)	848,127
--	---------

Legal Reserve Fund (Internally Restricted)	62,500
--	--------

Cash flows from operating activities	3,185,195
---	------------------

Financing Activities:

Mortgage Payable - Current	(113,164)
----------------------------	-----------

Cash flows from financing activities	(113,164)
---	------------------

Investing activities:

Short-term deposits	3,890,342
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Purchase of property and equipment	(699,021)
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Cash flows from investing activities	3,191,322
---	------------------

Net increase/(decrease) in cash during the year	6,263,353
--	------------------

Cash, beginning of year	469,384
-------------------------	---------

Cash, end of period	6,732,738
----------------------------	------------------

Statement of Revenue and Expenses
Six Months Ended May 31, 2021

	2020			2021										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
REVENUE														
Fees	5,904,445		98.6%	6,266,566		97.2%	6,478,106		93.1%	6,478,106		93.1%		0
Classifieds Revenue	7,500		0.1%	5,325		0.1%	20,000		0.3%	20,000		0.3%		0
Conference Revenue	0		0.0%	111,450		1.7%	155,000		2.2%	155,000		2.2%		0
Continuing Education:														
Admission Course Revenue	2,450		0.0%	0		0.0%	15,750		0.2%	15,750		0.2%		0
Continuing Education Revenue	11,457		0.2%	30,573		0.5%	43,250		0.6%	43,250		0.6%		0
Fundamentals of Architectural Practice	22,869			2,077		0.0%	37,800		0.5%	37,800		0.5%		0
Documents, Job Signs & Other Revenue	6,473		0.1%	8,282		0.1%	15,000		0.2%	15,000		0.2%		0
ExAC Jurisdiction Exam Fee	0		0.0%	0		0.0%	79,000		1.1%	79,000		1.1%		0
Interest Earned	29,009		0.5%	18,278		0.3%	86,000		1.2%	86,000		1.2%		0
Pro-Demnity:	0			0										
PCS Transfer	0		0.0%	0		0.0%	5,500		0.1%	5,500		0.1%		0
Recovery of Discipline Charges	4,000		0.1%	3,250		0.1%	22,500		0.3%	22,500		0.3%		0
Total Revenue	5,988,204		100.0%	6,445,801		100.0%	6,957,906		100.0%	6,957,906		100.0%		0
EXPENDITURES														
Council & Executive	451,784		15.3%	469,085		15.1%	1,089,116		15.7%	1,089,116		15.7%		0
AGM (Annual General Meeting)	0			1,962			14,150			14,150				0
Committees & Task Groups:														
OAA Governance Committee	1,719			31,135			88,909			88,909				0
Budget Committee	0			0			1,141			1,141				0
Construction Design Alliance Ontario (CDAO)	0			0			5,370			5,370				0
Joint OAA/Arido Task Group	7			0			5,683			5,683				0
Joint OAA/Pro-Dem Working Group	313			0			0			0				0
Miscellaneous Committee Expense	2,109			0			3,000			3,000				0
OAA/OGCA Best Practices Committee	98			0			1,471			1,471				0
Policy Advocacy Coordination Team (PACT)	13,753			25,165			59,555			59,555				0
Sustainable Built Environment Committee	0			4,425			7,660			7,660				0
Council & Executive	116,040			92,515			243,669			243,669				0
Legal:														
Legal General	4,507			18,737			25,000			25,000				0
Liaison With Gov't & Other Organizations	593			0			3,000			3,000				0
National:														
Canadian Architectural Certification Board (CACB)	8,320			21,777			55,000			55,000				0
CALA Meetings	-3,339			41,497			31,080			31,080				0
International Relations Committee	9,346			345			5,000			5,000				0
RAIC Festival	0			0			18,250			18,250				0
OAAAS	74,184			13,130			75,300			75,300				0
Society Chairs Workshop	241			0			8,360			8,360				0
Salaries & Benefits Council & Exec	223,893			218,397			437,518			437,518				0
Regulatory:	563,762		19.0%	551,680		17.7%	1,283,851		18.5%	1,283,851		18.5%		0
Committees:														
Complaints Committee	7,527			14,856			32,061			32,061				0
Discipline Committee	301			11,907			20,298			20,298				0
Experience Requirements	3,612			5,011			36,469			36,469				0
Fees Mediation Committee	0			0			3,180			3,180				0
Public Interest Review Committee (PIRC)	0			0			4,289			4,289				0
Registration Committee	665			1,988			4,517			4,517				0
The Interns' Committee	927			2,105			6,609			6,609				0
Exam for Architects in Canada (ExAC):														
ExAC Exam Administration	-1,981			114			42,850			42,850				0
Legal:														
Act Enforcement	20,378			22,677			60,000			60,000				0
Appeals	10,375			4,767			60,000			60,000				0
Discipline Hearings	68,213			40,107			125,000			125,000				0
Fees Mediation	0			0			2,500			2,500				0
General	4,003			4,831			30,000			30,000				0
Registration Hearings	21,893			25,972			20,000			20,000				0
Salaries & Benefits - Registrar	427,850			417,348			836,078			836,078				0
Practice Advisory:	192,745		6.5%	185,798		6.0%	398,761		5.7%	398,761		5.7%		0
Legal-Practice	0			0			5,000			5,000				0
Committees:														
Engineers, Architects, Building Officials (EABO)	0			0			3,597			3,597				0
Practice Resource Committee	2,551			311			10,300			10,300				0
Subcommittee on Building Codes & Regs (SCOBCAR)	38			0			8,274			8,274				0
Salaries & Benefits - PA	190,156			185,488			371,590			371,590				0
Communications:	393,680		13.3%	414,772		13.3%	930,339		13.4%	930,339		13.4%		0
Committees:														
Awards Steering Committee	223			2,965			0			0				0
Communications Committee	1,764			0			13,311			13,311				0
Community Outreach Program	0			0			1,046			1,046				0
Cyber Security Insurance	4,334			4,400			4,400			4,400				0
French Translation Costs	0			0			5,000			5,000				0
Honors & Awards	-8,566			2,474			88,644			88,644				0
Media Relations Program	0			0			60,000			60,000				0
Miscellaneous	1,654			0			1,000			1,000				0
P.R. Sponsorship Opportunities	7,700			16,348			55,000			55,000				0
Scholarships and Awards (Trust Fund)	27,300			25,500			25,700			25,700				0
Societies:														
Society Liaison Travel	647			358			10,000			10,000				0
Society Funding	64,970			68,565			65,000			65,000				0
Special Program Funding	31,000			57,500			80,000			80,000				0
Society Chairs Meeting - Conference	278			0			8,360			8,360				0
Tradeshows and Ongoing Outreach Activities	0			5,000			32,500			32,500				0
University Funding	10,000			5,000			25,000			25,000				0
Web Maintenance/Hosting	28,484			8,264			17,860			17,860				0
Salaries & Benefits - Communications	223,893			218,397			437,518			437,518				0
Conference:	290,083		9.8%	399,776		12.8%	607,818		8.7%	607,818		8.7%		0
Conference	205,740			317,503			443,000			443,000				0
Salaries & Benefits - Conference	84,343			82,273			164,818			164,818				0
Continuing Education:	101,975		3.4%	130,283		4.2%	420,943		6.0%	420,943		6.0%		0
Comprehensive ConEd Committee	1,116			0			26,715			26,715				0
Continuing Education:														
Admission Course	7,238			10,036			51,820			51,820				0
Continuing Education	1,120			32,012			22,000			22,000				0
Fundamentals of Architectural Practice	3,557			1,475			146,600			146,600				0
Salaries & Benefits - ConEd	88,944			86,760			173,808			173,808				0
Practice Consultation Service:	0		0.0%	737		0.0%	11,000		0.2%	11,000		0.2%		0
Salaries & Benefits - PCS	0			737			11,000			11,000				0
Administration:	429,528		14.5%	487,901		15.7%	852,557		12.3%	852,557		12.3%		0
Audit Fees	0			12,200			28,458			28,458				0
Audit Committee	22			0			177			177				0
Bank Charges:														
Bank Charges	1,325			1,705			3,000			3,000				0
Fees Processing Charges (Formerly Credit Card)	5,083			6,343			10,000			10,000				0
Visa Service Charges	1,931			750			500			500				0
Computer Operations	23,748			77,716			51,000			51,000				0
Documents, Job Signs & Other	5,790			9,119			20,000			20,000				0
General Expenses	5,803			930			10,000			10,000				

Statement of Revenue and Expenses
Six Months Ended May 31, 2021

	2020			2021										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
Insurance:														
AD&D	0			0			2,200			2,200			0	
Errors & Omissions	8,548			9,390			8,548			8,548			0	
Directors & Officers	20,475			30,338			20,475			20,475			0	
Mailing Costs:														
Postage & Delivery	6,693			8,155			20,000			20,000			0	
Member Mailings	7,031			0			7,000			7,000			0	
Printing & Office Supplies	11,747			17,799			25,000			25,000			0	
Subscriptions & Memberships	20,578			5,816			24,034			24,034			0	
Telephone & Communication:														
Internet Access & Hosting	9,405			9,917			19,291			19,291			0	
Telephone	6,481			5,620			18,408			18,408			0	
Video Conferencing	433			4,896			7,500			7,500			0	
Uncollectible Accounts	0			0			1,600			1,600			0	
Salaries & Benefits - Admin	294,435			287,207			575,366			575,366			0	
Building:		178,377	6.0%		152,707	4.9%		412,137	5.9%		412,137	5.9%		0
Building Committee	3,638			800			41,000			41,000			0	
Commercial Insurance	25,355			27,909			26,838			26,838			0	
Heat, Light & Water	10,728			880			15,000			15,000			0	
Maintenance & Security	22,645			29,858			100,000			100,000			0	
Mortgage Interest & Fees	97,079			86,692			189,299			189,299			0	
Property Taxes	18,932.08			6,568.58			40,000			40,000			0	
Council Policy Development:		19,769	0.7%		16,069	0.5%		337,655	4.9%		337,655	4.9%		0
Council Policy Development Contingency	0			0			290,000			290,000			0	
Prior Years' Development:														
Appeal - OMB Re: City of Toronto By-law	10,209			0			47,655			47,655			0	
Logo Redesign Project	-440			0			0			0			0	
QBS Documents Review and Update	10,000			0			0			0			0	
Initiative to Address EDI – Consultant/Survey Consultant	0			16,069.38			0			0			0	
Depreciation	0	339,966	11.5%	0	306,865	9.8%		613,729	8.8%		613,729	8.8%		0
Computer	64,430			69,394			138,788			138,788			0	
Building	137,078			137,078			274,156			274,156			0	
Building Additions	74,465			42,554			85,107			85,107			0	
Furniture & Equipment	32,875			27,434			54,869			54,869			0	
Web	31,119			30,405			60,810			60,810			0	
Reserves		0	0.0%		0	0.0%								
Legal Reserve	0			0										
Major Capital	0			0										
Operating Reserve	0			0										
Expenditures before Extraordinary & YE Items		2,961,669			3,115,673			6,344,177			6,344,177			0
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		3,026,535			3,330,128			613,729			613,729			0
Total Expenditures		2,961,669			3,115,673			6,957,906			6,957,906			0
TOTAL REVENUE		5,988,204			6,445,801			6,957,906			6,957,906			0
TOTAL EXPENDITURES		2,961,669	100.0%		3,115,673	100.0%		6,957,906	100.0%		6,957,906	100.0%		0
SURPLUS(+)/DEFICIT(-)		3,026,536			3,330,128			0			0			0

ONTARIO ASSOCIATION OF ARCHITECTS

Committee Statement

Six Months Ended May 31, 2021

2021			
	BUDGET	BUD PROJECTION	ACTUAL
Business	53,001	53,001	1,145
Audit Committee	177	177	0
Budget Committee	1,141	1,141	0
Building Committee	41,000	41,000	800
HR Committee	0	0	0
International Relations Committee	5,000	5,000	345
Joint OAA/Arido Task Group	5,683	5,683	0
Joint OAA/Pro-Dem Working Group	0	0	0
Strategic			
Government Relations	5,370	5,370	0
Construction Design Alliance Ontario (CDAO)	5,370	5,370	0
Housing Affordability Task Group	0	0	0
Demographics	67,215	67,215	29,590
Policy Advocacy Coordination Team (PACT)	59,555	59,555	25,165
Sustainable Built Environment Committee	7,660	7,660	4,425
Communications	40,026	40,026	2,965
Awards Steering Committee	0	0	2,965
Communications Committee	13,311	13,311	0
Comprehensive ConEd Committee	26,715	26,715	0
Conference Committee	0	0	0
Regulatory	107,423	107,423	35,865
ACT/Reg Amendments Review	0	0	0
Complaints Committee	32,061	32,061	14,856
Discipline Committee	20,298	20,298	11,907
Elections Task Group	0	0	0
Experience Requirements	36,469	36,469	5,011
Fees Mediation Committee	3,180	3,180	0
Public Interest Review Committee (PIRC)	4,289	4,289	0
Registration Committee	4,517	4,517	1,988
The Interns' Committee	6,609	6,609	2,105
Practice	23,642	23,642	311
Engineers, Architects, Building Officials (EABO)	3,597	3,597	0
OAA/OGCA Best Practices Committee	1,471	1,471	0
Practice Resource Committee	10,300	10,300	311
Subcommittee on Building Codes & Regs (SCOBCAR)	8,274	8,274	0
	296,677	296,677	69,876

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Members Equity

Six Months Ended May 31, 2021

Members Equity Year to Date (YTD)

Total Members Equity

Less: Current YTD Surplus from P&L

Less: Allocated Reserves (Restricted)

Legal Reserve

Major Capital Reserve

Operating Reserve

Less: Pro-Demnity Insurance

Less: Property & Equipment

YTD Unrestricted Members Equity Available for Allocation

Future Reserve Allocation

2021 Projected YE Reserve Allocation (Restricted)

Legal Reserve

Major Capital Reserve

Operating Reserve

Remaining Unrestricted Members Equity 2021 YE

Detail	Total
	45,826,822
	3,330,128
	1,724,201
62,500	
813,574	
848,127	
	31,081,920
	7,026,997
	2,663,576
	60,000
10,000	
25,000	
25,000	
	2,603,576

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 2021 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

FOR COUNCIL MEETING
June 24, 2021
(open)
ITEM: 6.3.a

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Kristiana Schuhmann, Vice President, Strategic

Date: June 9, 2021

Subject: **Update on activities under the Vice President, Strategic portfolio**

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

Highlights:

[Activities Report – VP Strategic](#)

[PACT Meetings](#)

[SBEC Meetings](#)

[CDAO](#)

Activities Report – VP Strategic

- CDAO Forum Meeting: June 21, 2021
- OAA Annual General Meeting: June 16, 2021
- OAA PACT Meeting: June 15, 2021
- OAA SBEC Meeting: June 10, 2021
- OAA Executive Committee Meeting: June 9, 2021
- OAA Newly Licenced Member Celebration: May 19, 2021
- OAA/OAGC Best Practices Committee: May 27, 2021
- Update meeting with OAA Policy & Government Relations Staff: May 24, June 7, 2021 and June 21, 2021

PACT Meetings

PACT last met on May 6, 2021 and will meet again on June 15, 2021. During this period, the Committee has been focused on:

- The long-term care file. Since the meeting, long-term care has remained a predominant focus since the last Council meeting. This is covered elsewhere in the Council package.
- The 2021 Queen's Park Picks. At the time that this memo was drafted, 28 MPPs had submitted nominations for event. Nominations will close at the end of the month and PACT will select a shortlist in July.
- The future of the Large Firms Group. PACT determined the group is best served by being independent of the OAA as a regulator. An email from OAA President was issued to the group.

SBEC Meetings

SBEC met last on April 29, 2021 and will meet again on June 10, 2021. May was a productive month for the Committee:

- In spring of 2021, the Toronto 2030 District incorporated. A separate memo about this is included for Council's information.
- TEUI.ca officially launched on May 6, 2021 by way of a publication in OAA News. Since that time, traffic to the site has been quite high. Between May 6 and June 2, there were 1153 visits to the site, including 901 unique page views.
- In recognition of its one-year anniversary, Workforce 2030 held a virtual event. OAA representative, Mae Shaban, and staff were in attendance. See attachment included with this memo.
- The Conference plenary session, The Value of Zero: Investing in Carbon-free Design, took place on May 17, 2021. 523 people attended the session live within the Conference platform. Based on participant survey data, 93.8% found the speakers displayed competency in the topic. More than 89% felt that the speakers expressed ideas clearly and effectively.
- One of the SBEC-associated webinars ([First Principles to Deep Energy Retrofits in Old Buildings](#)) was recently completed, with two more occurring later in the year.

- SBEC discussed [Architects Declare](#) and [COP 26](#) and determined that they are best suited to be communicated directly to the membership as opposed to the OAA becoming a signatory.
- SBEC recently learned that, at their June 28th meeting, the Toronto Housing and Planning Committee will be reviewing Version 4 of the Toronto Green Standard. SBEC has drafted a letter of support for Version 4 which is attached for Council's information and review.

CDAO

CDAO will have held multiple meetings by the time of the Council meeting including a joint IO-CDAO meeting on June 14 and a CDAO Forum meeting on June 21. Oral updates can be provided at the time of the Council meeting if needed. A presentation by the Canadian Infrastructure Bank has also been scheduled for July 13.

The Ryerson Study entitled *The Impact of Pre-Project Investment and Quality of Documents on Project Delivery Efficiencies* has stalled, and CDAO has dismissed the researchers. CDAO intends to retain an independent professional editor to finalize the report.

Action: No action required

Attachments: Workforce 2030 Coalition One Year Together Review
Draft letter of support for Toronto Green Standard



WORKFORCE 2030 Coalition

One Year Together Review

JUNE 2021





ABOUT THE WORKFORCE 2030 COALITION:

Workforce 2030 is Canada's first and only coalition fast-tracking the workforce needed for low-carbon buildings. Launched in 2020 in Ontario, the coalition brings together over 60 organizations: employers, associations, unions, non-profit organizations, and education providers that train, employ, organize, and advocate for tens of thousands of building sector workers.

Foundational Partners:



Funders:



For information contact:



Akua Schatz | Vice-President, Market Engagement and Advocacy |
Canada Green Building Council | **CaGBC**
Email: aschatz@cagbc.org
www.cagbc.org



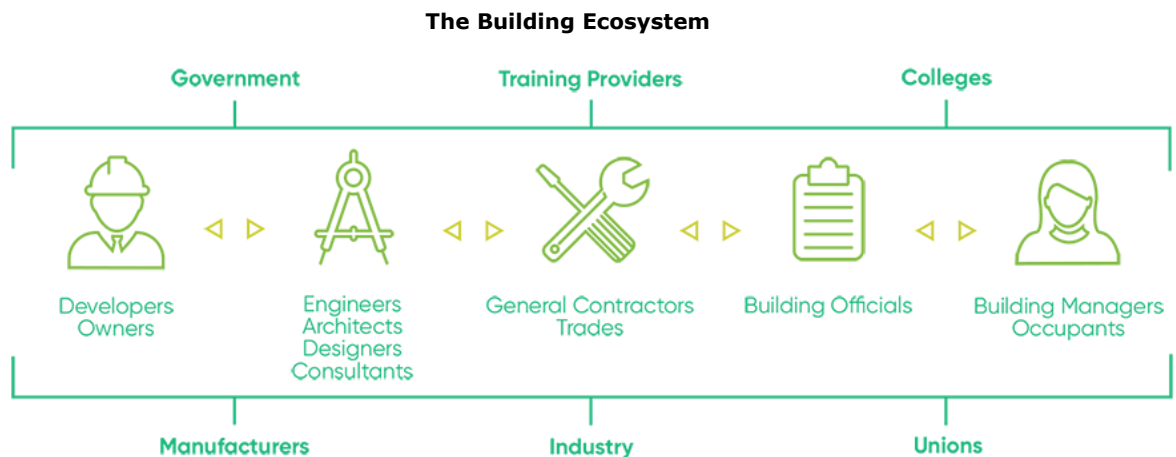


1. Why We Started

As Canada transitions towards a low-carbon future, the building sector must change. Reducing carbon emissions requires high-performance buildings and retrofits delivered at unprecedented speed and scale. Success is dependent on the workforce's capacity to design, build, renovate, and operate low-carbon buildings. Employers, educators, and workers must effectively collaborate to strengthen skills and recruit more people to the building sector.

The building sector is facing a massive labour shortage; over 100,000 new construction workers are needed in the next 10 years just to keep pace with current forecasted demand and retirements in Ontario, according to BuildForce Canada. The Canada Green Building Council (CaGBC) market research shows that reducing emissions in this critical decade for climate action will require triple the current number of design and construction professionals working on low-carbon buildings and retrofits, upwards of 600,000 workers engaged in low-carbon building projects.

In response, Workforce 2030 launched in July of 2020. The coalition set out to champion skills training, inclusive recruitment, catalyze government investment, progressive policies and business practices needed to advance low-carbon building. With unprecedented mobilization and collaboration among employers, educators, and workers, the coalition could effectively accelerate the needed workforce capacity.





2. How We're Growing

Workforce 2030 engaged over 150 stakeholders from industry and professional associations, educators, unions, non-profit organizations, and companies to develop the coalition. By the end of May 2021 over 60 organizations had joined the coalition as partners or supporters.



6 projects, proposals, and areas of collaborative work

Advocacy for Workforce Capacity, Rapid Upskilling for Green Building, Workforce Capacity for Mass Timber, Workforce Readiness Roadmaps, Building Canada's Retrofit Workforce, Climate Action through Green Building

39% Employers

2% Government

6% Unions

11% Non-profits

11% Educators

31% Associations* *includes industry, trade, professional associations

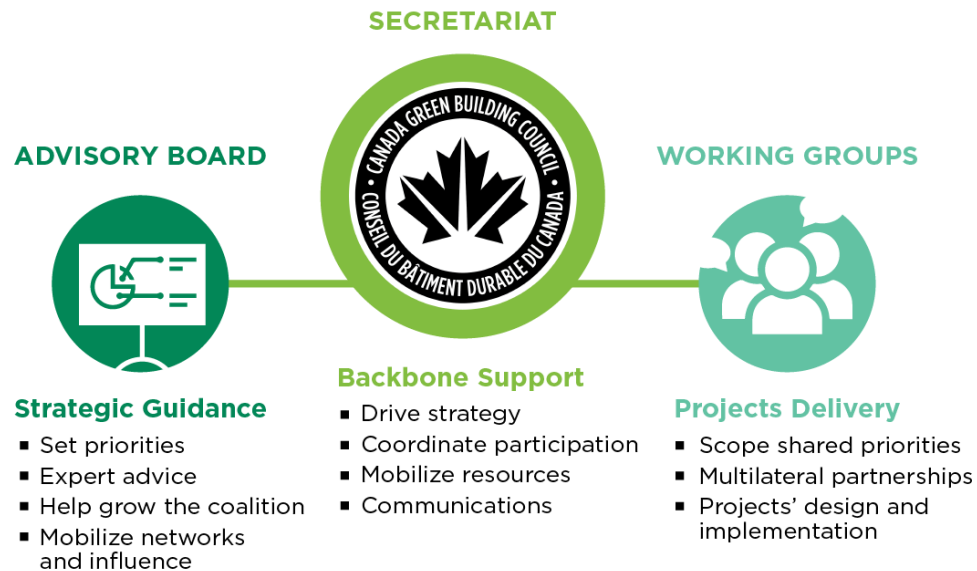
Our governance and operational structure was adapted from the [Constellation Model of Collaborative Social Change](#). CaGBC acted as the Backbone Organization, and an Advisory Board of representatives from the 15 foundational partners guided the strategy. Working Groups drove action by mobilizing coalition participants around shared interests and opportunities. The first Working Groups assembled in the fall of 2020 on priority areas including advocacy for workforce development policy and supports, workforce capacity for mass timber, equity and inclusion in recruitment and





training, and industry partnerships to build forward-looking roadmaps and targeted action plans for workforce development. Working groups evolved into partnerships for project design and delivery.

Workforce 2030 Operational Structure





2.1 Main Coalition Projects and Areas of Work

2.1.1 Advocacy for Workforce Capacity

In Ontario, the coalition prioritized engagement with the Min. of Labour, Training and Skills Development. We put forth workforce recommendations that prioritized support for underrepresented groups, especially women and racialized youth, and transitioning workers from sectors hardest hit by the pandemic into in-demand green building work.

Key recommendations for the Government of Ontario

Invest in worker upskilling and re-employment for energy efficient building retrofits and low-carbon new construction and support rapid skills training for displaced workers' transition to green building jobs.

- ⇒ Fund training centers and colleges to update and deliver curricula related to high-performance construction, building operations and strategies for energy reduction and conservation.
- ⇒ Subsidize vocational and professional training for incumbent building sector workers and new entrants to build skills for working on energy efficiency building retrofits and new low-carbon construction.

Nationally, coalition advocacy focused on the importance of intentionally connecting workforce and climate priorities across programs and policies, in close cooperation with provincial and territorial governments, and leveraging the building sector for creating good jobs and reducing emissions.

Over the last year, the government committed to unprecedented investments in training and reducing emissions from the built environment through building retrofits, creating opportunity to realize the coalition's goal of a robust, low-carbon skilled workforce.

Lead organizations: Efficiency Canada and Canada Green Building Council

Working Group Participants: Toronto Region Board of Trade, Colleges Ontario, Passive House Canada, HRAI, OGCA, NAIMA Canada, OSPE, RESCON, Insulators Local 95, TAF

Funders: Catherine Donnelly Foundation, Ivey Foundation, TAF





2.1.2 Rapid Upskilling for Green Building

The impacts of COVID-19 have been widespread, but lower-skilled workers from marginalized communities were hardest hit by the pandemic, especially those just entering the workforce or employed in hospitality, retail, and manufacturing sectors. Workforce 2030 set out to mobilize the rapid upskilling of these workers to fill the roles that are most in need in the building sector and create opportunity for those who need it most.

Over the next two years, the Rapid Upskilling for Green Building project will focus on transitioning COVID-impacted workers into green building work such as energy retrofits and new low-carbon construction.



Coalition partners will recruit more than 500 workers in the GTHA, prioritizing groups underrepresented in the building sector, especially women and racialized youth, into pre-apprenticeship training programs upgraded with basic climate literacy content, as well as foundational knowledge and essential skills for building and operating low-carbon buildings. Trainees will be equipped to access pathways towards resilient employment, with the support of coalition industry and union partners.

Lead Organization: Canada Green Building Council

Project Partners: Mohawk College, Building Up, Toronto Community Benefits Network, Labour Education Centre, BOMA Toronto, The Daniels Corporation

Funder: Government of Canada - Future Skills Centre



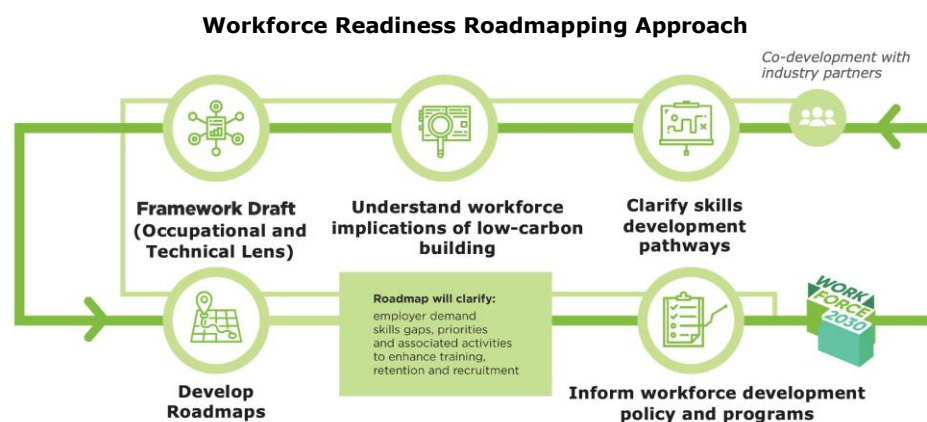


2.2.3 Workforce Readiness Roadmaps

Changes to how we design, build, and operate buildings will impact the work of millions of people across dozens of occupations and create new roles. We have increased clarity on the technical requirements to achieve low-carbon building performance, but now need action to augment skills, innovate work processes and grow the capacity of new and incumbent workers. Low-carbon workforce development roadmaps that dive into specific occupations and technologies are a necessary tool to guide this action and enable industry and education providers to be ready for this rapid transformation.

Such roadmaps must be developed with key organizations representing specific occupations in real estate and construction - professional associations and unions that represent workers, so that industry can take ownership of subsequent action plans. By aggregating and centralizing information, we can ensure that it is widely available to government, industry, academia, and research organizations as well as workers looking to navigate skill development opportunities.

Coalition partners have begun sketching out this roadmapping process, beginning with architecture, engineering and carpentry occupations, and technologies with highest carbon reduction impact and that are rapidly altering workforce demand: electrification of heating, insulation and air tightness and mass timber construction.



Participants: Carpenters District Council of Ontario, HRAI, RESCON, NAIMA Canada, Canadian Wood Council, OSPE, Ryerson University, Athabasca University





Thank you to all Coalition Partners, Funders and Supporters

Andra Martens Design Studio
BEIC
BOMA Toronto
Building Up
Canada Green Building Council
Canadian Apprenticeship Forum
Canadian Council for Aboriginal Business (CCAB)
Canadian Institute of Energy Training (CIET)
Capex Advisory
Capreit
Carpenters District Council of Ontario
Catherine Donnelly Foundation
City of Vaughan
Colleges Ontario
ECO Canada
Efficiency Canada
Element5
Endeavour Centre
EverGreen Energy Corp
Fanshawe College
Fenestration Association of BC
Fourth Pig Green & Natural Construction
Future Skills Centre
Geosource Energy Inc.
Great Gulf
Greening Homes Ltd.
Heat and Frost Insulators & Allied Workers Local 95
Heating, Refrigeration and Air Conditioning Institute (HRAI)
IBEW Local 353
Ivey Foundation
JJ McNeil Commercial

Labour Education Centre
Magna Green Group Canada
Meadow Consulting Inc.
Mohawk College
Morphe Contracting Inc.
MOSS SUND architects
NAIMA Canada
Nerva Energy Group Inc.
Ontario Association of Architects (OAA)
Ontario Building Officials Association (OBOA)
Ontario General Contractors Association (OGCA)
Ontario Society of Professional Engineers (OSPE)
Ottawa Climate Action Fund (LC3)
Passive Buildings Canada
Passive House Canada
Pomerleau
Pretium Engineering Inc.
Residential Construction Council of Ontario (RESCON)
RoCo Industries Inc.
SRS Consulting Engineers Inc.
STL Lighting Group
SvN Architects+Planners
The Atmospheric Fund (TAF)
The Daniels Corporation
Toronto and York Region Labour Council
Toronto Community Benefits Network
Toronto Environmental Alliance
Toronto Region Board of Trade
Toronto Workforce Funders Collaborative
Vitesse Re-Skilling Canada
Walsh Canada
WSP





"Being a part of this coalition means being an active participant in shaping our collective future. Understanding the impacts of the current climate trajectory and our ability to affect this critical turning point, it all begins with education."

- Ontario Association of Architects

"Colleges are pleased to be working with business leaders to ensure Ontario has the highly qualified workforce it needs to facilitate the transition to a low-carbon economy. College-trained tradespersons and a variety of other college graduates are indispensable to the implementation of the green economy."

- Colleges Ontario

"Zero-emission building in Canada is poised for rapid adoption. To ensure this rapid transformation happens as seamlessly as possible, it is important we have an adequately trained workforce. That's why we're part of Workforce 2030."

- Passive House Canada

"We joined the Workforce 2030 Coalition to accelerate the development of young talent that will be designing and building infrastructure, using new technologies and methodologies. This is the only way we can hope to achieve our carbon emission reduction goals in the building sector."

- Ontario Society of Professional Engineers

"If Canada is going to achieve our 2030 goals, we need to reduce emissions from buildings. So many organizations in our industry are running in parallel to each other - this coalition links us all together to create real momentum. It's time to play a better game."

- NAIMA Canada

"CaGBC has convened a network of partners that are passionate about connecting the work that most needs to get done with the people that need it most. As an organization, our mission is to support that type of connection, and through this forum we are able to make it a reality."

- BuildingUP



Established in 1889, the Ontario Association of Architects (OAA) is the self-regulating body for the province's architecture profession. It governs the practice of architecture and administers the Architects Act in order to serve and protect the public interest.

City of Toronto Planning and Housing Committee
Toronto City Hall
100 Queen Street West
Toronto, ON M5G 1P5

June 11, 2021

Re: Letter of Support for Toronto Green Standard Version 4

Chair Bailao and members of the Committee:

On behalf of the Ontario Association of Architects (OAA), I am writing to express our support for Version 4 of the Toronto Green Standard. I urge the Committee to support the adoption of Version 4 and to continue to utilize the Green Standard as a guide for sustainable site and building design. We have heard from members that the existence of the Toronto Green Standard and the projected escalation of minimum tier requirements is the most persuasive tool available to practicing architects to argue for the development of sustainable buildings in Toronto.

Based on estimates from various sources, our country's built environment is responsible for approximately one third of greenhouse gas emissions annually. And in Toronto, building-related emissions account for a far higher amount of the city's total emissions. Toronto is the first municipality in Ontario to implement a step code and is uniquely positioned to demonstrate leadership in energy efficiency standards by advancing to Version 4 of the Toronto Green Standard.

The OAA has demonstrated our own commitment to a zero net carbon future through the retrofit of our building. When faced with aging systems inside the building, the Association had to decide between rebuilding, relocating, or retrofitting. The OAA HQ Renew + Refresh project aims to achieve a low-energy building standard to meet the 2030 challenge, including a 70% energy use reduction that was achieved upon the reopening of the building in May 2019 and a 100% reduction by 2030.

With respect to our industry's capacity to meet energy efficiency standards, the OAA has supported the development of an energy benchmarking tool that enables architects to check an energy model against the current Toronto Green Standard. And the Association has recently launched its [TEUI Calculator](#) that calculates total energy use intensity of any building by entering simple utility bill data.

Objective, tiered performance metrics for buildings help all stakeholders understand energy use in buildings and can help everyone do their part to achieve the 2030 targets. Our membership is prepared to meet the highest tier of the Toronto Green Standard and some already have as demonstrated by the [OAA Design Excellence](#) award recipients.

We have long been committed to working with government and other stakeholders to protect and improve environmental quality for all Ontarians and we look forward to continued collaboration with the City of Toronto.

Sincerely,

SS Sig Block

Memorandum

To: OAA Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Communications Committee

Jennifer King	Farida Abu-Bakare
Bill Birdsell	Carl Knipfel
Joël León	Elaine Mintz
Arezo Talebzadeh	

Date: June 15, 2021

Subject: Communications Committee Update

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

Highlights

[OAA Website](#)

[E-Communications](#)

[Awards](#)

[Social Media](#)

On June 1, the OAA Communications Committee gathered for its usual updates, reports, and further planning, along with a desire to examine the current OAA Awards programs—specifically, Service Awards and Design Excellence—to see whether any processes or requirements could be further improved. This was prompted by the fact the biennial awards have now been in place for almost two cycles, along with a requests from members to consider updates to certain aspects of the program, including guidance on how new awards could be created.

The discussion resulted in the need for an additional meeting, scheduled for June 17, in which to further refine the Committee's suggestions to Council with respect

to some changes intended to improve the award program's clarity, transparency, fairness, and inclusion. The goal is to present Council with a memo at its September meeting with the hopes of proceeding with some of the changes in advance of the call for submissions later this fall.

The next regularly scheduled Communications Committee meeting is set for late August and will focus specifically on reviewing submissions for the Special Project Funding (SPF) program aimed at the Local Architectural Societies as well as the Public Awareness Sponsorship program. Additionally, further updates are expected regarding the OAA's exploration of video and podcasting opportunities.

OAA Website

There continues to be good progress on the Website deficiencies with all items in progress or now complete.

OAA Directory

The issues with the OAA Directory have been resolved and is now working as expected. Therefore, since May 12, Member/Practice Discipline history is currently displayed on the public and member site. Currently when you search for members or practices, it will indicate if the listed practice or member has discipline history. If there is discipline, a PDF of any discipline decision is displayed on the search details page.

It is also important to note the title "OAA Directory" itself. Originally, this feature was named "Find an Architect," but has been changed on the home page to "Find an OAA Member" to reflect the fact it also includes Licensed Technologists OAA. On the actual page, it now reads "OAA Directory" to reflect the fact that Intern Architects, Student Associates, and others who are not licensed members are also included.

Site-Wide Search Enhancements

A new version of the website's Content Management System (CMS) was launched on April 28 on the public website, which improved overall search effectiveness. The site wide search now finds content **from all modules** found on the Website, including News, Events, and Government Relations, etc. In early May, these search upgrades were also implemented on the Member site. These upgrades have greatly improved the search effectiveness and have made it much easier for users to find information and resources. Refinements must continue on the capabilities of the Practice Advisory Knowledge Base regarding tagging to ensure those resources can be found more efficiently.

Over the last several months, website updates included Conference Program updates, the launch of the TEUI tool, and the CSA standards resources page on the member site. Staff is currently working on implementing some recommendations made by the Interns Committee and will work on updating documents/templates on the Practice Advisory Knowledge Base related to the Management of the Project procedures. In addition, over the summer, staff will work on updating the OAA Awards Gallery page on the Website to show a complete listing of past and current winners.

Web Updates (May – June 2021)

- Conference updates and revisions;
- OAA Directory enhancement/upgrades;
- Webinar Series updates (including prep for mandatory EDI sessions); and
- SHIFT Website/Awards updates
- TEUI banner updates and reporting
- CSA standards updates

Upcoming Priorities

- Practice Advisory Knowledge Base – Management of the Project updates
- Intern Committee recommended Web updates
- Updates to Awards Gallery/Archive
- Accessibility training

OAA Awards

As mentioned, the majority of the Committee's June meeting focused on how the OAA Awards program could be adjusted to improve clarity, fairness, transparency, and inclusion. Given the extensive work done by a consultant and a previous OAA Steering Committee, the current goal is to slightly refine or improve, rather than substantially change, any aspect of the awards program.

In looking at the current program, some issues were flagged by those present at the meeting, including apparent overlap of some award objectives and misleading names. Questions arose concerning timing of awards, nomination processes, jury roles and responsibilities, and the value of future awards, as well as how to navigate the conditions and obligations of an endowment/gift. While a memo is still being formulated for the September meeting, discussions included extended eligibility periods to better reflect the new biennial cycle, clearer criteria for Design Excellence projects, jury composition, and the potential for further merging and streamlining awards.

E-communications

In addition to the regular biweekly editions of the *OAA News* newsletter and the bimonthly *Practice Advisory*, numerous other “special bulletin” emails have been sent out since the last Council report. These include:

- an announcement regarding the OAA's launch of the TEUI site;
- information about the new mandatory Equity, Diversity, and Inclusion component of the Continuing Education program;
- the AGM agenda and related participatory information;
- additional emails regarding the Virtual Conference Week;
- an announcement regarding the new CSA Standards Access program;

--a call for applicants for the OAA's full-time career opportunity regarding a sustainability-focused Practice Advisor; and

--an RFP Alert.

At the time this report is being drafted, there are plans to issue special bulletins in the weeks to come regarding the Indigenous Architecture Environmental Scan, the results of the demographic survey and equity, diversity, and inclusion roundtables, as well as a reminder of the one-year countdown for the Continuing Education cycle, which will offer links to register for various OAA opportunities, free and paid.

Social Media

Chantelle Ng has returned to OAA staff after a little more than a year of parental leave. Golnaz Shekari will remain on for much of the summer as a transition period. Comms is taking this opportunity to re-explore how it engages with its every-growing social media audiences, and developing in-house content calendars and scheduling/analytics options. This includes making **Instagram** a branded account, which would allow inclusion of clickable links, etc.

All social channels showed growth, especially Instagram, as per usual. On Instagram and **Facebook**, posts and stories were used to share updates on Conference events and takeaways, Council meeting updates, Annual General Meeting, OAA Webinars, and career/volunteer opportunities, as well as striving for daily content on equity, diversity, and inclusion, along with congregate living, as directed by Council last year.

Twitter was used to inform followers about Conference events, council meeting updates, Annual General Meeting, career/volunteer opportunities, and COVID-19 updates. Many events were retweeted from sources such as the City of Toronto, Toronto Society of Architects, RAIC, *Canadian Architect*, *Building*, and *Architect*. In addition, Twitter was used to share information on equity, diversity, and inclusion, as well as congregate living.

LinkedIn was used to share practice- and public-facing items. Since the OAA's use of this channel is growing, statistics will begin to be reflected in these Council reports.

The OAA's **YouTube** channel also continues to generate traffic, especially as the Keynote session (for a limited time), the Recognition event, the SHIFT2021 Resiliency/Architecture Challenge, and the Plenary were all publicly posted. This year's AGM will similarly be available on-demand through these means. Further, there are currently discussions on also making some of the Virtual Conference Week ConEd and Lunch & Learn sessions available this way, enabling members to earn Unstructured Learning. (For more information on the Conference, see the separate memo from the VP Communications.)

The **Social Media Content Amplification Activity Appendix** is an overview of where content has been shared, alongside audience data for reach, engagement, and impressions. Please note it focuses specifically on the two areas requested by Council—congregate living and Equity, Diversity, and Inclusion—and covers the period since February.



Followers: 6,559 (**up 163 from last month**)
Average Post Audience: 2,049



Followers: 7,616 (**up 7 from last month**)
Total Likes: 8,791 (210 up from 8,581)



Followers: 2,315 (**up 10 from last month**)
Total Likes: 1,970 (5 up from 1,965)



Followers: 8,412



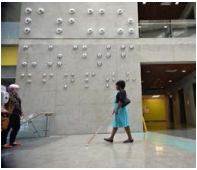



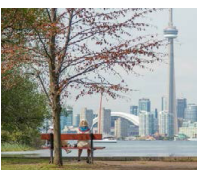


Action: For information only.

Attachments: OAA Content Activity Chart June 2021.pdf













OAA Content Amplification Activity (Feb 23 - June 15, 2021)

Title:	Posted on:	Title:	Image	Source:	Multi-platform strategy: Published on OAA Platform			Membership / Public Engagement #'s					
					Instagram	Twitter	Facebook	Instagram		Facebook		Twitter	
								Reach	Likes	Reach	Likes	Impression	Likes
Equity, Diversity, & Inclusion	June. 10	TSA Exchange: Inclusion in Construction		TSA	✓	✓	✓	920	40	129	1	334	0
	June. 10	TSA IDEAS Forum: Queer Space		TSA	✓	✓	✓	910	32	217	3	664	8
	June. 3	"Understanding & Minimizing Unconscious Bias in the Hiring Process."		OAA	✓	✓	✓	591	10	113	1	1,054	4
	June. 3	BEAT National		BEAT National	✓	✓	✓	576	17	108	1	556	2
Congregate Living	May. 24	Design Recovery: Strategic Resilience for the Next Normal		OAA	✓	✓	✓	657	18	106	0	453	4
	May. 24	Disconnected: A Collaboration Session Discussing Remote Teams & Clients		OAA	✓	✓	✓	756	27	97	0	592	8
	May. 23	Inclusive Design/Exclusive Design: Creating Public Spaces for All		OAA	✓	✓	✓	673	34	88	0	396	4
Equity, Diversity, & Inclusion	May 22	Many Voices in Harmony: Indigenous Storytelling through Architecture and the Allied Arts		OAA	✓	✓	✓	571	24	107	0	428	2

					Multi-platform strategy: Published on OAA Platform									Membership / Public Engagement #'s			
									Instagram		Facebook		Twitter				
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes			
Equity, Diversity, & Inclusion	April. 16	Book of the week: "Voices of the Land: Indigenous Design and Planning from the Prairies" by the Indigenous Design and Planning		OAA	✓		✓	✓	712	29	1	1	480	1			
Congregate Living	April. 16	'Total rethink' of long-term-care home design needed in the wake of COVID-19, experts urge		The Toronto Star	✓		✓	✓	615	42	2	0	572	1			
Equity, Diversity, & Inclusion	April 15.	Spotlight on Universal Design: Q&A with Stanis Smith		Canadian Architect	✓		✓	✓	1,023	36	2	1	1,378	2			
Equity, Diversity, & Inclusion	April. 14	Linguistic diversity in Canadian workplaces		CCDI	✓		✓	✓	1,047	19	2	0	483	3			
	April. 11	Podcast of the week: "Covid Diaries: Space is a Privilege with Rosa Sheng, FAIA" by the Design Voice Podcast		OAA	✓		✓	✓	943	11	1	1	614	2			
	April. 9	Pandemic an opportunity to enhance inclusion, says Skills Ontario manager of diversity and inclusion		Canadian Architect	✓		✓	✓	604	8	2	0	439	2			
	April. 6	Unhoused, Unwelcome? Public Space and the Stigma of Homelessness		Canadian Architect	✓		✓	✓	1,031	84	7	3	439	7			
	April 1.	Book of the week: "In Search of African American Space: Redressing Racism" by Jeffrey Hogrefe, Scott Ruff, Carrie Eastman, and Ashley Simone		OAA	✓		✓	✓	759	9	1	1	623	5			
Congregate Living	April 1.	Long-term care centre designed for 'home-style' model		ConstructConnect	✓		✓	✓	918	14	1	0	746	1			

					Multi-platform strategy: Published on OAA Platform									
									Membership / Public Engagement #'s					
									Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	March. 31	"Architecture is Vital to Native Culture": Sam Olbekson on IndigenousDesign and Social Justice		ArchDaily	✓		✓	✓	1,012	18	2	0	866	5
	March. 26	Podcast of the week: "Julia Gamolina on Breaking the Architect's Mold" by Design and the City		OAA	✓		✓	✓	974	22	4	4	891	2
	March. 21	Book of the week: "The Ward" edited by John Lorinc, Michael McClelland, Ellen Scheinberg and Tatum Taylor		OAA	✓		✓	✓	912	28	3	0	721	2
Congregate Living	March. 19	Looking Back, Moving Forward: How Public Health Shaped Toronto		Azure Magazine	✓		✓	✓	1,010	24	6	1	1,894	3
	March. 18	Housing for the Elderly: Examples of Independent and Community Living		ArchDaily	✓		✓	✓	929	48	6	1	856	4
Equity, Diversity, & Inclusion	March. 17	Social Design and Restorative Justice: Architect Deanna Van Buren teaches us how to re-design with values		Architect	✓		✓	✓	1,117	16	1	0	490	0
	March. 16	Building Community: The Women of Sasaki Designing More Sustainable and Inclusive Futures		ArchDaily	✓		✓	✓	1,034	37	1	0	584	2
Congregate Living	March. 14	Podcast of the week: Toronto's Shelter Disaster by Spacing Radio		OAA	✓		✓	✓	924	16	1	1	1,236	5
Equity, Diversity, & Inclusion	March 11.	Editorial: Acting on Equity		Canadian Architect	✓		✓	✓	814	46	5	2	552	2
	March. 10	Engaging Black People and Power		Canadian Urban Institute	✓		✓	✓	826	21	2	0	658	6

					Multi-platform strategy: Published on OAA Platform									
									Membership / Public Engagement #'s					
					Platform				Instagram		Facebook		Twitter	
Title:	Posted on:	Title:	Image	Source:	Instagram	OAA.chat	Twitter	Facebook	Reach	Likes	Engage	Likes	Impression	Likes
Equity, Diversity, & Inclusion	March 7.	Book of the week: "Now You Know" by Sound Advice		OAA	✓		✓	✓	902	12	0	0	759	1
Congregate Living	March 5.	How architecture in long-term care homes can help prevent infection and improve quality of life		CBC Radio	✓		✓	✓	943	18	1	0	763	3
Equity, Diversity, & Inclusion	March 4.	Urban renewal has displaced Black communities in Canada in the past. Can getting involved early in the planning stop it from happening		The Toronto Star	✓		✓	✓	1,024	28	2	1	946	1
Congregate Living	March 4.	From Climate Crisis to How Will We Live Together: 2020's Most Relevant Topics in Architecture		ArchDaily	✓		✓	✓	1,306	23	3	0	745	3
Equity, Diversity, & Inclusion	March. 3	From the Ground Up: Addressing Systemic Racism in Canada's Architecture Schools		Canadian Architect	✓		✓	✓	1,048	32	2	1	683	0
	Feb. 28	Check out the podcast of the week: "Pathways To Equity With Shalini Agrawal" by Design Voice Podcast		OAA	✓		✓	✓	834	15	1	1	946	1
Congregate Living	Feb. 26	No need to demolish heritage foundry buildings, architects and activists say		The Globe and Mail	✓		✓	✓	789	73	2	0	1,000	7
Equity, Diversity, & Inclusion	Feb. 25	BCIT mass timber housing project to pay homage to Indigenous culture		Construct Connect	✓		✓	✓	804	43	7	2	1,301	4
	Feb. 24	A Seat at the Table		cfpdp	✓		✓	✓	978	16	2	1	665	5
	Feb. 23	Celebration of Black History Month		MSOA	✓		✓	✓	1,038	36	11	1	476	3

Memorandum

FOR COUNCIL MEETING
June 24, 2021
(open)
ITEM: 6.5.a

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Paul Hastings Vice President Regulatory, Christie Mills Registrar

Date: June 11, 2021

Subject: Activities Under the Registrar April 29, 2021–June 9, 2021

Objective: Statistical Update

Experience Requirements Committee (ERC): One (1) ERC interview was undertaken during this period. There are five or more pending interviews; dates to be determined upon confirmation from applicants. These will be fully remote interviews via Zoom hosted by Arbitration Place. Depending on provincial health regulations the interviews may return to a hybrid model in the fall of 2021.

Complaints Committee: 6 complaints are currently before the Complaints Committee.

Public Interest Review Committee (PIRC): PIRC met May 13, 2021 to review 219 cases for non-compliance with the 2018-2020 Continuing Education Cycle requirements.

Discipline Committee: The OAA held one Discipline hearing during this period and there are 3 ongoing discipline matters. Outstanding hearings will move forward using the virtual platform if it is agreeable to all parties. Written hearings for 10 instances of non-compliance with the OAA's mandatory continuing education program 2016-2018 cycle are scheduled for June 17, 2021.

Registration Committee: There were no Registration Committee hearings during this period.

Act Enforcement: Since the last report 18 new matters were reported to the Registrar for investigation related to misuse of the term “Architect” or “Architecture” or otherwise holding out.

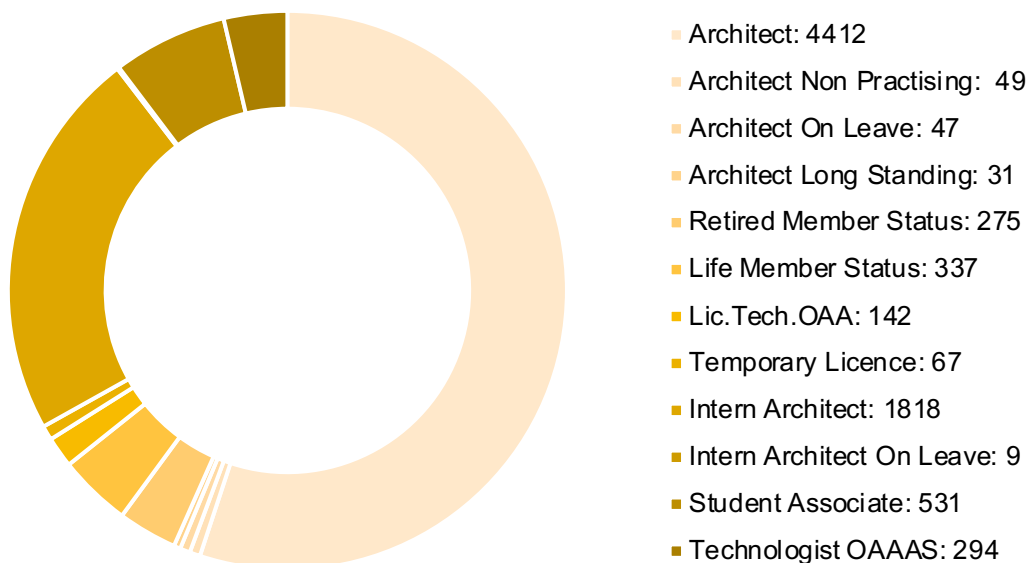
Injunction: There are no injunctions in process related to holding out and unauthorized practice.

Action: None. For Information Only.

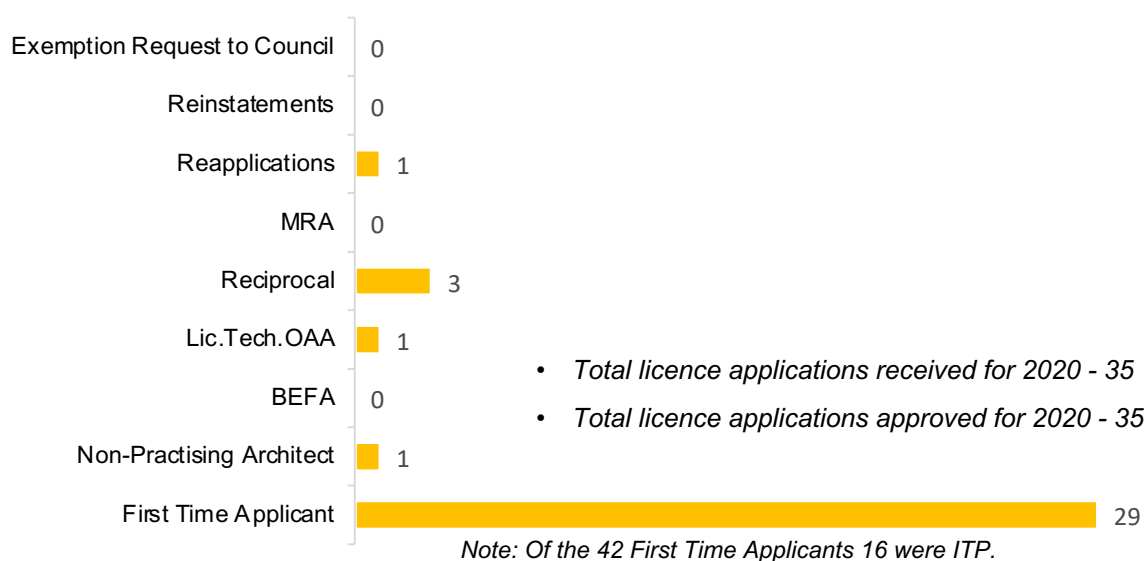
Attachments: Appendix: Activities Under the Registrar Statistics

OAA Community as of June 9, 2021

OAA Individual Status Distribution



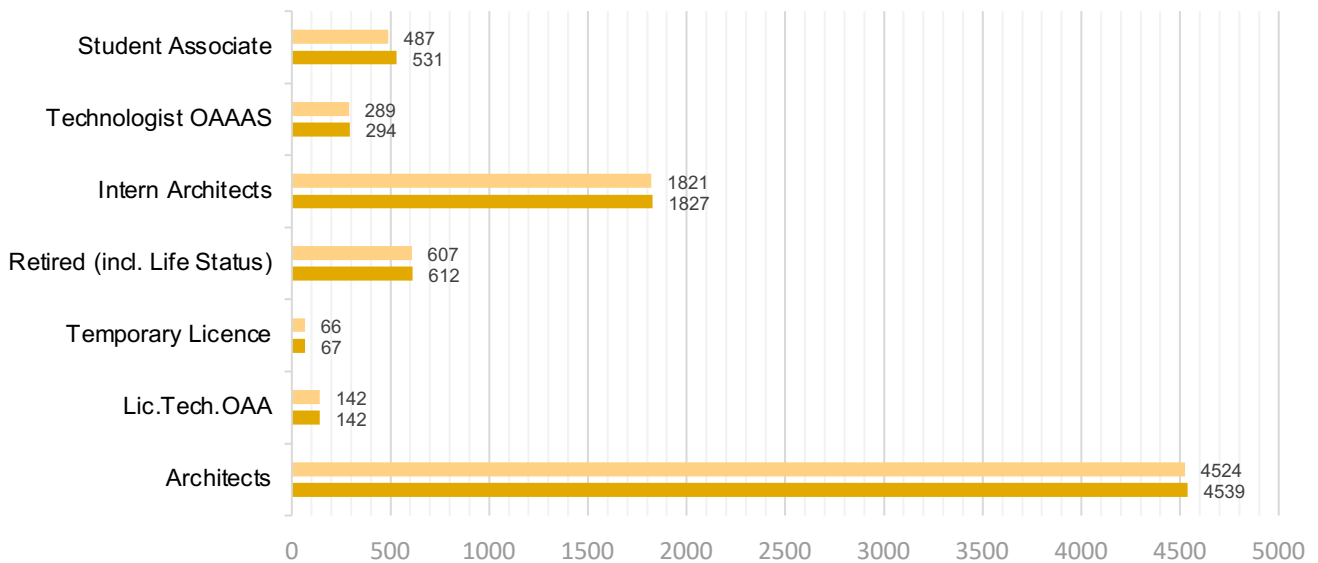
Licence Application Approval Distribution for period Apr 29, 2021 – June 9, 2021



Applications for July 2nd = 20 reviewed, approved and waiting to process July5, 2021

Growth in Individual Status for period Apr 29, 2021 – June 9, 2021

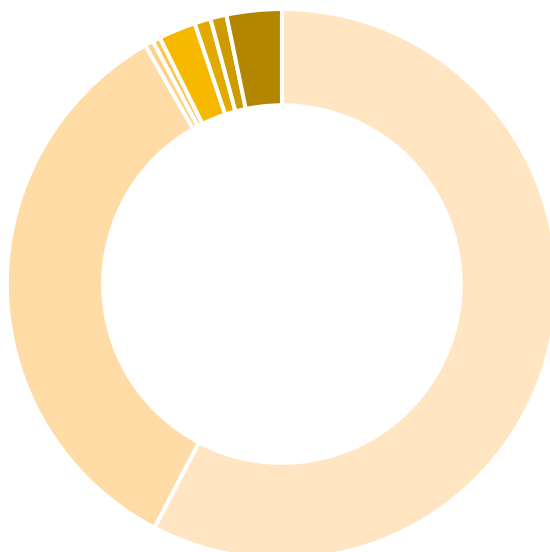
2021 April 2021 June



- Total Intern Architect Applications Received for the period - 40
- Total Student Associate Applications Received for the period - 44

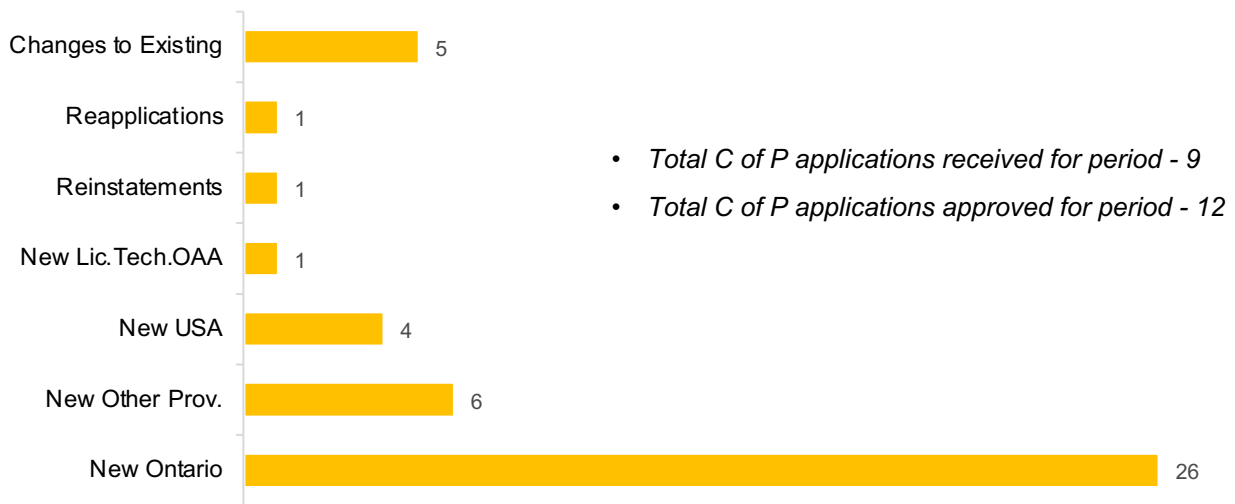
Certificate of Practice as of June 9, 2021

OAA Certificate of Practice Distribution

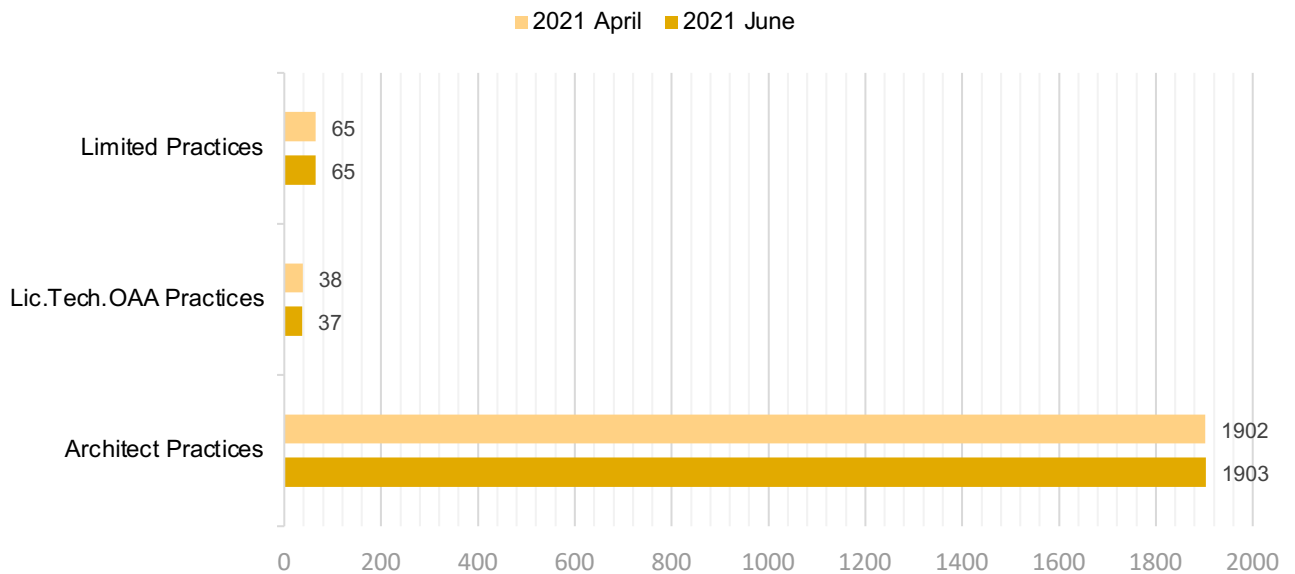


- Architect Corporation: 1157
- Architect Sole Proprietor: 683
- Architect Partnership of Corp: 10
- Architect Partnership of Members: 9
- Architect Partnership: 44
- Lic.Tech.OAA Corporation: 19
- Lic.Tech.OAA Sole Proprietor: 19
- Limited Practice: 65

Practice Application Approval Distribution period Apr 29, 2021 – June 9, 2021



Growth in Certificate of Practice period Apr 29, 2021 – June 9, 2021



Memorandum

FOR COUNCIL MEETING
June 24, 2021
(open)
ITEM: 6.6.a

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Settimo Vilardi, Vice President Practice

Date: June 16, 2021

Subject: Report from Vice President Practice

Objective: To update Council on activities of the Practice Portfolio

Activities Report – Vice President Practice

- OAA PRC Meetings: May 26, 2021
- OAA SCOB CAR Meeting: May 27, 2021
- OAA PACT Meeting: June 15, 2021
- OAA Virtual Conference: Week of May 17, 2021
- CSA Group – Demo of Platform: May 20, 2021
- OAA Educational Content Working Group - FRAP Review: April 21, 2021
- Pro-Demnity Board Meeting: June 23, 2021
- CGRN Subcommittee: May 17, 2021
- OAA/OGCA Best Practice Committee: May 27, 2021
- Professional Fees & Discussions re. Various Strategies: June 1, 2021
- OAA Executive Committee Meeting: June 9, 2021
- OAA AGM: June 16, 2021
- Pro-Demnity AGM: June 23, 2021

Activities Report – COVID-19 Webpage:

Latest updates to [webpage](#) reflect the announcement of the [Government to move into Step One of the Roadmap to Reopen on June 11](#). In the latest Practice Advisory e-newsletter, PAS included a short [article](#) on the unprecedented price

escalations and material shortages and the obvious ripple effect felt by the industry.

Activities Report – Practice Advisory Services (Key Items)

OAA Hotline: PAS received about 755 calls since beginning of 2021 (225 between April 19, 2021 to June 11, 2021). (Note: This may include multiple calls about the same topic). This does not include email correspondence.

Update on Requests for Proposals (RFPs) monitoring:
Approximately 13 RFPs have been reviewed since January 2021. 1 RFP alert has been issued since Council last met (between January 1st, 2021 to June 11, 2021) with a total of 2 RFP alert since January 2021.

Update to OAA Contracts - OAA 600-2021:
The review of the new OAA 600 contract by legal counsel and select client groups is ongoing. A final version is aimed to be issued to Council in September. Changes to the content reflect the round tables that were held and member feedback. There has been a focus on reducing the perceived need for clients to write supplementary conditions.

In order to create a consistency of experience across the family of OAA contracts and guides, the organization of the content is being standardized.

In parallel with work on the content, PAS and OAA Communications are working on a reformatting the interior and covers of OAA 600, 800, and 900 series contracts and guides to match the new visual identity.

Update OAA-OGCA Supplementary Conditions:
A final draft of the joint OAA OGCA Supplementary Conditions for CCDC 2-2020 was sent to OGCA for their review. At the OAA/OGCA meeting of late May 2021, OGCA presented their comments for OAA's review. OAA is consulting with legal counsel and organizing a follow-up meeting with OGCA before the end of June. Once agreed upon, it will be submitted to Council for endorsement.

CSA Subscription – Update:
The OAA announced it has [secured access to critical CSA standards](#) for Ontario's practices and licensed members through the CSA OnDemand program on June 1. In 2020, Council supported spending \$30,000 on this new program. It has been almost a year since access to the "Top Ten" CSA standards ended when CSA decommissioned its previous hardware and software delivery system. For more than a year, the OAA negotiated a revised and expanded agreement with CSA, which was rolled out June 1. Under the new agreement, all those who register will be eligible for free read-only access to a collection of every standard currently referenced in either the OBC or NBC, including previous versions of the standards, and to both English and French versions where they are available. As amendments to the building codes make reference to new standards or to new versions of existing standards, they will be added to the subscription. Registered users can also purchase any full CSA standard in the collection at a discount.

Building Code Transformation Services Proposal (Administrative Authority - refer to attachments):

The OAA is part of a group that has ongoing concerns about the MMAH proposal to create an Administrative Authority. A letter was sent to MMAH on May 18, 2021. MMAH also issued a response on May 21, 2021. VP Practice and OAA staff continue to monitor the situation.

Professional Fees & Discussion re. Various Strategies (Follow-up to December 2020 Council Meeting):

At the meeting of June 1 that included the President, Executive Director, ProDemnity Rep, Deputy Registrar and Manager - PAS, a decision was made to focus on two specific items for the present time as it relates to the professional fees file. 1) Look further at the RIBA fees calculator, and any other like tools from the perspective of whether there may be an opportunity to cooperate/borrow/ or develop something similar for Ontario architects. 2) Continue to focus on an education module relative to professional fees including how to develop your fee, how to manage fees throughout the project, how to assess and price risk, how to value your services to price appropriately, etc. This will also include review of existing content or continue to consider how best to add the content to our Fundamentals of Running an Architectural Practice.

Other Projects and Initiatives under the Practice Portfolio

Practice Advisory e-newsletter – [Issue 12](#): The latest e-newsletter was published on June 3, 2021 and featured the [new Index to OAA Contracts and Guides](#), the CSA Standards Access Program, Durability and Maintenance, COVID-19, and Supply Chain issues etc

Deliverable to OAA-OGCA Joint Committee on the topic of Interference Drawings: The OAA-OGCA Joint Committee met on May 27. OGCA took the notes that had been prepared following consultation with Practice Resource Committee and key member of the Executive. At the meeting, they presented a draft definition and discussion occurred. VP Practice will be discussing this at the upcoming PRC meeting at the end of June and report back to the key Executive Committee member prior to sending notes back to OGCA later this summer.

Practice Resource Committee (PRC): The Committee completed its review and update of OBC Data Matrices including the addition of a one that could be used for Site Plan Approval submissions and are available on the OAA website. Committee members are progressing in creating web content although this has been a slow process. To assist, the Chair, PAS and some veteran committee members are in the process of creating a framework & schedule to assist members with specific milestones in an effort to provide greater structure and accountability to ensure success. Many members have expressed issues with Municipalities making unreasonable requests and therefore PRC is assembling these examples to find the best forum to address them, hopefully in the revamped OBOA/OAA joint committee or through targeted meetings between Regional Societies and the Municipal Building Departments. The committee has been discussing the relationship between gaps in qualified staffing and its relationship to BIM. This has further expanded into discussions regarding the use of BIM and if it is required for all project types and scales. Due to several alerts and direct member correspondence being issued by the OGCA and other local Construction Associations the Committee discussed whether the OAA should issue a formal statement to their members with warnings regarding the Extraordinary Market Conditions as it relates to significant cost increases and price variability for various materials i.e. steel, wood, etc. due to shortages

caused by the global pandemic. Finally, the Committee has been discussing succession planning as it relates to the sudden retirement or death of the member that holds the Certificate of Practice and whether the OAA can assist in managing the process including potential regulation adjustments or Executor's roster.

Subcommittee on Building Codes and Regulations (SCOBCAR): As previously reported the Chair invited committee members to bring topical subject forward for discussion with a request on topics that focus/support the OAA Strategic Priorities. The priorities items currently be discussed include Fixture Positioning Harmonization between OBC & NBC, OBC/NBC Referenced Standards Review with a specific focus on CSA Standards, SB-10 Supplementary Standard Review, and Complexity of certain building code provisions.

Inconsistencies in OBC vs. *Architects Act* re. Firewall Use/Design Expert Review: The OAA is seeking additional input on this item from legal counsel and a Code Consultant. The file is residing currently in the Office of the Registrar and Executive Director. Two independent opinions were received and will be reported on by the Office of the Registrar and/or VP Regulatory.

New Index to OAA Contracts and Guides on website: A [new Index to the OAA Contracts and Guides](#) has been added in the Documents & Publications digital catalogue on the OAA Website. Members can review the index to determine at a glance which are the latest contracts and guides as well as which others are still current. The use of standard documents allows the parties to concentrate on project-specific issues without having to worry about boilerplate sections. The OAA standard contracts balance the needs of the parties to the contract.

Supporting Committees and departments at OAA: PAS provides feedback on interdepartmental projects.

Website update: PAS continues to work with Communications on updating the library of Practice documents and web content. With the launch of the new CSA Program, PAS has worked closely with Communication in developing content for a member-side webpage and a public-side page (located under Resources)

Action: None required.

Attachments: Letter sent to MMAH on May 18, 2021 and response from MMAH dated May 21, 2021.



Association
of Registered
Interior Designers
of Ontario



Ontario Association
of Architects



ONTARIO
SOCIETY OF
PROFESSIONAL
ENGINEERS



18 May, 2021

Mansoor Mahmood, Director
Building and Development Branch
Ministry of Municipal Affairs and Housing

Delivered via email to mansoor.mahmood@ontario.ca

Dear Mr. Mahmood,

We are writing in follow up to the stakeholder discussions held related to the Building Code Transformation Services proposal.

As primary stakeholders we appreciate the opportunity to remain engaged in discussions with the Ministry directly following the fall 2019 initial consultations. The sessions allowed for preliminary information on the model to be presented and more importantly, it provided the industry with the opportunity to give feedback and insights specific to key components of the model.

We have met separately following the last session to discuss and assess various components of the proposed model. As the associations whose members represent the various user groups for Building Code Services, this model has the potential to impact those users and the public they serve, which we believe should be considered carefully.

While we understand the stakeholder consultations are considered complete, we continue to have questions and concerns regarding several elements of the proposal, and while much work has been done by the Ministry to date, it is clear that there is still work ahead in the form of additional discussions and considerations needed to develop the best approach. While the Ministry believes the establishment of an Administrative Authority is a viable option, we are not convinced the proposal as presented in its entirety is the best approach forward.

The expertise we bring to the table in our respective fields can assist you with identifying the best solutions to address the various issues which currently exist. As stakeholder associations, we deploy strategies and best practices related to running efficient, accountable organizations.

We strongly recommend the Ministry take additional time to consider all viable options and consult further with industry partners before it moves forward. We continue to be a resource to government and would like to regroup with the Ministry to further the discussions.

We look forward to hearing from you.

Sincerely,

Association of Architectural Technologists of Ontario (AATO)
Association of Registered Interior Designers of Ontario (ARIDO)
Ontario Association of Architects (OAA)
Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
Ontario Home Builders Association (OHBA)
Ontario Society of Professional Engineers (OSPE)
Residential Construction Council of Ontario (RESCON)

**Ministry of
Municipal Affairs
and Housing**

Building and Development
Branch
777 Bay Street, 16th Floor
Toronto ON M7A 2J3
Telephone: 416 585-6666
www.ontario.ca/buildingcode

**Ministère des
Affaires municipales
et du Logement**

Direction du bâtiment
et de l'aménagement
777, rue Bay, 16^e étage
Toronto ON M7A 2J3
Téléphone : 416 585-6666
www.ontario.ca/buildingcode



May 21, 2021

[sent via email SPortelli@arido.ca]

Dear Sharon Portelli:

I am responding to your email message on behalf of several building industry stakeholders, dated May 18, 2021, in which you enquired about further discussions related to Building Code Services Transformation.

The Fall 2020/Winter 2021 engagement sessions that were held with key building industry stakeholders provided valuable feedback on prioritization of services, as well as specific suggestions for potential improvements to current services.

While formal stakeholder sessions are considered complete, the ministry continues to carefully review the feedback received and would welcome any further insights or considerations that you would like to provide us.

The next steps for services transformation are currently being assessed and no decisions have been made about the creation of a potential administrative authority or the services that could be delivered by one.

Thank you for taking the time to write to us.

Sincerely,

A handwritten signature in black ink, appearing to read "Mansoor Mahmood", with a stylized flourish at the end.

Mansoor Mahmood, Ph.D., P.Eng
Director

Memorandum

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Settimo Vilardi, Vice President Practice

Date: June 17, 2021

Subject: OAA Contract Suite 2021 – Progress Report

Objective: Present to Council the new naming convention, organization and covers for the OAA Contracts as well as the process being used and a draft of the contract table of contents

Summary

The memo presents the first phase of strategic interventions in the update of the OAA Contract Suite. Which includes, but is not limited to:

- New naming convention
- New contract covers that reflect the new naming convention and OAA's new brand identity
- Highlights interventions at the website level which will enhance the understanding of and relationships among the OAA contracts for both the client (public) and for OAA members.

This memo also includes the latest draft version of the OAA 600-2021 Table of Contents which reflects stakeholder feedback from our industry as well as strategic contract design changes that are being explored and worked on.

As such, this memo serves as a preamble for the September Council meeting memo that will request Council to review and approve the updates and revisions to the content of OAA 600–2021, OAA 800–2021, OAA 900–2021 and their associated guides.

Background

Development of a new version of OAA 600 began back in 2017 when it became apparent that updates would be needed as a result of the changes to the *Construction Lien Act* being proposed by the government. The decision to embark on an update was also driven by the desire to understand and address specific, recurring supplementary conditions that were being authored by clients, and/or specific clauses of 600 that were regularly being struck out. There was not enough time to fashion a full update to all the OAA contracts at that time, so instead, OAA 600-2013 and the other OAA contracts were only amended as needed to remain compatible with the *Construction Act*.

This resulted in 3 versions of OAA 600-2013 being current. One for use under the old *Construction Lien Act* during the transition, one for use with the initial *Construction Act*, and one for use with the *Construction Act* including prompt payment and adjudication. There were similar versions of the other OAA contracts for both Architects and for Licensed Technologists OAA.

Preliminary work on a new OAA 600 continued with a member survey, OAA hosted roundtables and development work by OAA staff. The intent was to coordinate the new OAA contracts with the new CCDC 2 contract. The CCDC contract took longer to find acceptance than anticipated and was further delayed because of the impact of COVID-19. This impacted the schedule for OAA 600 which was unable to be completed in 2020.

Prior to 2013, OAA 600 was a single document with separate schedules which contained the task list. Although there were 2 schedules, the task list was not differentiated into basic and additional services for consistency with the RAIC Fee Guide, rather there were MS Word and Excel versions of the same task list.

With the 2013 version, OAA 601 was added as a new format. OAA 600 contained separate task lists differentiated for consistency with the RAIC Fee Guide as an integral part of GC2 (basic services) and GC3 (additional services). OAA 601 did not contain pre-defined task lists. Architects were expected to add their own custom task lists as part of GC13 Other Terms of Contract. Other than a few sentences relating to the task lists, the 2 contracts were identical.

While this created the flexibility for members to craft their own task lists, it meant that the task lists were found in different places in the 2 formats.

With the 2021 version of OAA 600, through discussions with PAS staff, legal counsel and the Practice Resource Committee, we believe we have improved on the situation and provided even more flexibility. There were requests from both members and clients for contracts that were geared more for custom residential, design-build, non-construction projects (feasibility studies, master planning,

condition assessments) and others. There were also complaints that there were too many contracts.

To address these issues, we have consolidated OAA 600 and 601 back into a single format, but have moved the task lists from being integral to GC2 and GC3 into 2 schedules referenced from GC2 and GC3.

Doing so has reduced the number of base contracts, has placed both pre-defined and custom task lists in the same place in the contracts – Schedule 1 and Schedule 2, has retained the option for members to create their own custom task lists, has opened the format so that the task lists can be updated as needed without reissuing the entire contract, allows the task lists to be used with the short form contracts as well, and provides for the OAA to develop over time, targeted yet pre-defined task lists suitable for various types of projects being requested.

It is noted that RAIC Document 6, 2018 has also adopted the concept of multiple external pre-defined task lists.

OAA Contract Suite – Website and New Index to OAA Contracts and Guides (refer to attachment)

As an initial intervention to assist the public and members to more easily navigate the different contract versions was the creation of the [Index to OAA Contracts and Guides](#). The new tool was launch in May 2021 via OAA News and Practice Advisory e-newsletter as well as part of the virtual booth at the OAA conference in June. This allows users to review, at a glance, the different contracts and guides available. It will be an important document when we start sun setting the older versions of the contracts and guides.

Another key strategic intervention - when relates to the “bigger picture” of the OAA Contract Suite revamp - is how they are accessed on the website. Aiming to create an experience that assists both clients and members to have access to the latest contract. For example, PAS is working with Communications to organize the order the contracts are displayed in [Documents and Publications](#). As we prepare for the launch of the new OAA Contract Suite and Guides for 2021, the team is also looking at creating a landing page to present the OAA contracts and the available versions of each. This will be a great opportunity to intersect the topic of fees and also RFP review program.

Preliminary discussions between PAS and Communication staff has occurred about the opportunity to develop a “selection tool” that could be used by the clients and OAA members. (example: [AIA Contract Documents landing page](#)) But this will require further consideration and research in the next couple of months to see if this a viable/useful approach to help educate both the clients and members.

It should be noted that the update of the contracts will result in updating references within other OAA documents. Also, the communication strategy for the launch will be discussed this summer as well as further education on contract literacy should be considered to support the launch of the new suite.

OAA Contract Suite – Key Updates to the Format and Naming Convention (refer to attachment)

One goal was to present the OAA contracts as a coherent suite or family of contracts:

- The naming of the 2013 set of documents was neither consistent nor logically extensible, so a new naming convention was developed.
- The appearance of the 2013 set of documents was inconsistent. The OAA 600 and OAA 900 series had covers. The OAA 800 series did not. This has been addressed and the 2021 family of documents all have covers.
- The organization of the 2013 set of documents was inconsistent. The OAA 600 series was organized into Agreement, Definitions, and General Conditions. The OAA 800 series had no defined headings and the list of scope of work items was a schedule at the end, unlike the OAA 600 series. The OAA 900 series was organized into Agreement and General Conditions. The 2021 family of documents are all organized into Agreement, Definitions, and General Conditions, and where present, the lists of scope of work items are consistently provided as appended schedules.

Process and OAA 600 – 2021 Table of Content – DRAFT (refer to attachment)

In tangent with curating some of the “big picture changes” needed for 2021 OAA contract suite/family issuance, there has been substantive work done on the content of the contracts, particularly at this stage on OAA 600-2021. PAS has been working closely with Pro-Demnity and their risk management group, with two legal firms that specialize in construction and consulted with Practice Resource Committee (PRC) on several occasions. PAS have also reached out to several client groups to get their perspective on the proposed changes to the contract and gain valuable feedback.

PAS has also leveraged RFPs that have been previously reviewed as well as previous Roundtable with the Construction Law group of the Ontario Bar Association.

The aim is to achieve a contract which balances the interests of both client and Architect/Licensed Technologist OAA.

The inclusion of new clauses to address issues that have resulted in significant and unbalanced client authored supplementary conditions has necessarily resulted in OAA 600 becoming longer.

The draft Table of Contents attached to this memo present in red some of the new additions to the Agreement and General Conditions of the contract.

Key Changes between the OAA 600-2013 and OAA 600 -2021 (refer to attachment)

- New cover page, formatting and naming convention
- Updated copyright disclaimer
- Fillable fields of the contracts have been moved to the front or in the schedules
- Extra Services category added to existing Basic and Additional Services categories
- CAD/BIM licence option
- Clearer insurance requirements
- Force Majeure clauses
- Liens by those the architect is responsible for
- Right to Audit clauses
- Signing in counterparts

Next steps (for target presentation at the September 2021 council meeting)

- Finalize DRAFT of OAA 600–2021 and DRAFT guide
- Continue working on the updates to OAA 800 – 2021 and OAA 900 -2021 as well as their guides
- Continue to work on the list of documents impacted by the launch of the new OAA contracts suite and guides
- Work on website landing page
- Start strategizing launch messaging and associated education opportunity with appropriate OAA service areas and portfolios.
- Start preparing for the French Translation and launch of the OAA Contracts and Guides “en français”) – anticipated to start late 2021.

Action: None. For information only unless Council wishes to express any comments or concerns with the above information or approach.

Attachments: Presentation OAA Contract Suite 2021, DRAFT Table of Contents for OAA 600-2021, Index to Contracts version 1

OAA Contracts Suite 2021 Strategic Updates

Council Meeting
June 2021



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Summary

This short presentation is designed to focus on strategic changes to the OAA contract suite/family. This should be reviewed alongside the June Council memo.

This also serves as an introduction to what will be brought forward to Council in September (refer to June 2021 memo).

This is meant to inform Council on progress achieved and key strategic reasons behind the changes to the naming convention as well as covers to the contracts.



What are the issues we need to address (in the context of the Public Interest)

- Make it easier for both public and members to find and pick the right contract for their project
- Align the visual identity and brand as we re-write the contracts
- The contract family/suite has grown over the years. As we make the updates to the content of the contract, this is the right time to look at numbering convention. This will also help with maintenance of the documents
- Future proof the growth of the contract family
- Future proof the translation of the contracts to French
- Anticipate technological changes & needs



Visual Identity + Brand

The Ontario Association of Architects (OAA)'s brand is the **sum of impressions, beliefs, and expectations** people have about our organization, our products, and our services.

It is informed *by how we look, what we say we do, and what we actually do.*



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Visual Identity + Brand

Why it matters...

The main goals of applying the new visual/brand identity are:

- To provide a consistent structure to the OAA's language and design so users (members) do not perceive the OAA as disjointed. We have introduced a framework so that **each service area** can communicate confidently and in unison on behalf of the organization.
- To enable users to easily **distinguish** our products and services from among a multitude of information
- To cultivate **affinity, trust, and user/member loyalty**.

Our updated visual and linguistic standards reflect those of the broader industry. Clean, minimal, and linear graphic elements—paired with a friendly but no-nonsense approach to language—positions the OAA as a trusted authority for the profession.



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Remembering who our audience is

Our audience is both the public (client, client-groups, municipalities, etc) as well as our Members.

The experience of:

- Selecting a Contract
- Negotiating a Contract
- Signing a contract

should translate a level of professionalism and value of our profession as well as align with OAA's Visual Identity and Brand.



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Questions at the basis of this exercise

- How can the public or Member easily find the contracts on the website and understand why it is important?
- How do we want a Member to know how to select the right contract for a project?
- What do we want a client to “feel” when they see an OAA Contract?



Website Proposed updates (Preliminary)

To make it easier for both **public** and **Members** to find and pick the right contract, here are some ideas that are being studied in anticipation for the launch of the new contract suite/family:

- 1) A dedicated landing page for contracts with key information and context that would be accessible for clients and Members
- 2) Study opportunity to have a selection tool or additional information that explains which contract should be used “when” and “how”

Note that the Index to the Contract and Guides is already on the website.



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Website Proposed updates (Preliminary)

In “Documents & Publications”

- Re-order the contracts and guides in a sequential way
- Add an index (similar to PT., Reg. Notices or FAQs) - COMPLETED
- Add a “Which Contract do I need?” or study other approach to help with selection

Other items:

- Coordinate the information between Practice Knowledge Base Tool, Documents and Publications and the Public content
- Explore a new webpage under “Resources” dedicated to Contracts and Fees



Naming Convention

OAA Contract Family has grown over the years.

As we update the contracts, this is the opportunity to:

- review the naming/numbering convention to assist both **public** and **Members** in identifying appropriate contract for the project
- as well as futureproof growth and
- future translation of the contracts to French.



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Naming Convention Current

	Architect	Licensed Technologist OAA
Long Form contract	600	602
Long Form contract (no task lists)	601	603
Short Form contract	800	801
Consultant agreement	900	901



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Naming Convention New

	Architect	Architecte (Français)	Licensed Technologist OAA	Technologue agrée OAO (Français)
Long Form contract	600- A	600- AR	600- LT	600- TA
Short Form contract	800- A	800- AR	800- LT	800- TA
Consultant agreement	900- A	900- AR	900- LT	900- TA

Covers

OAA Contracts

- The naming of the 2013 set of documents was neither consistent nor logically extensible, so a new naming convention was developed.
- The appearance of the 2013 set of documents was inconsistent. The OAA 600 and OAA 900 series had covers. The OAA 800 series did not. This has been addressed and the 2021 family of documents all have covers.



Covers

OAA Contracts

OAA Logo Brand Guidelines

OAA Logo Brand Guidelines Last Modified: August 26, 2023

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Background

03

OAA Report Covers

Cover 3

Font: Arial 80 - 60
Logo
Align left
Use white space effectively

Template in [pg.common/Templates](#)

Report
Title Here



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New Covers Contract

OAA 600 2021 LT

with Amendments to September 30, 2021

Standard Form of Contract for Licensed Technologist OAA's Services

FOR

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New Covers Contract

OAA 800 2021 A

with Amendments to September 30, 2021

Standard Short Form of Contract for Architect's Services

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of Architects

New Covers Contract

OAA 900 2021 LT

with Amendments to September 30, 2021

Standard Form of Contract between Licensed Technologist OAA and Consultant

FOR

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New Cover Guide

OAA 600 **2021 GUIDE** with Amendments to September 30, 2021

Guide to the Standard Form of Contract for
Architect's Services and Licensed Technologist
OAA's Services

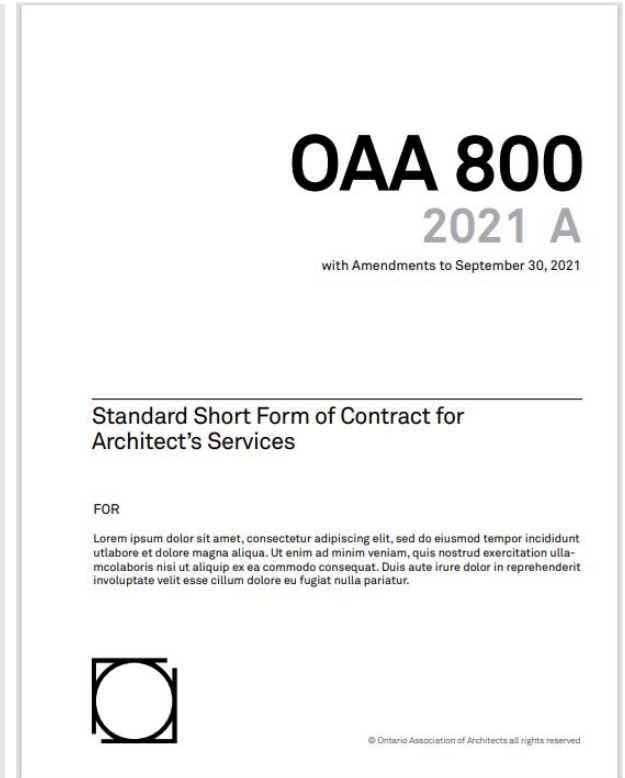
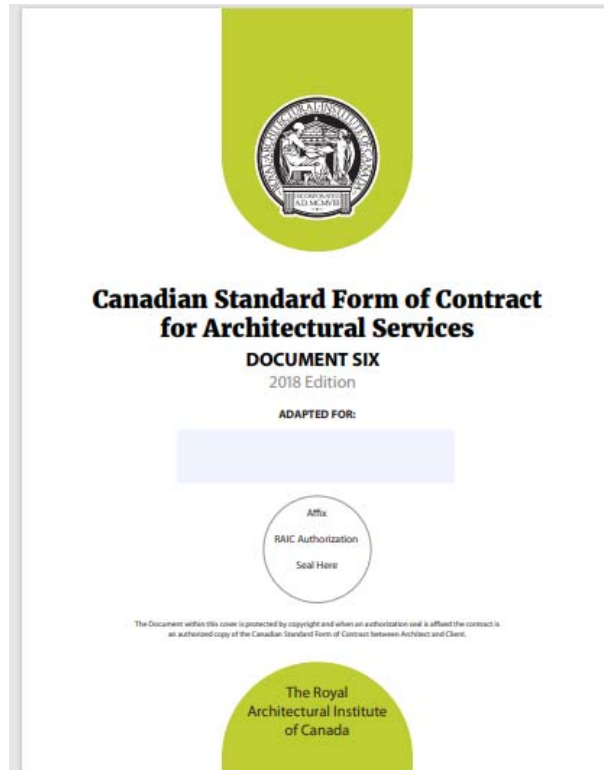
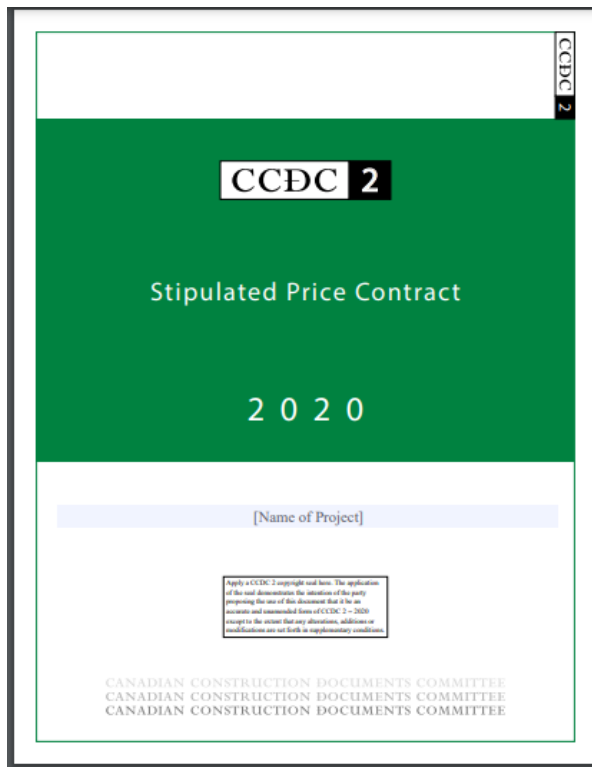


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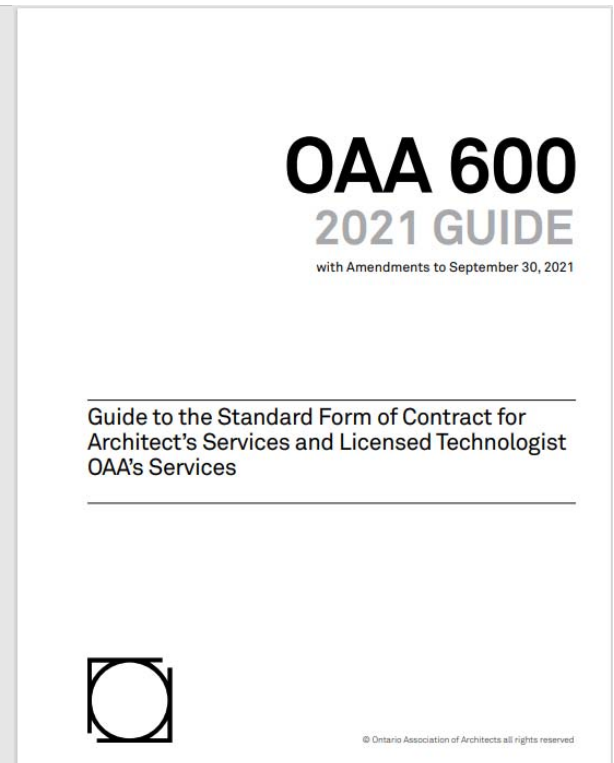
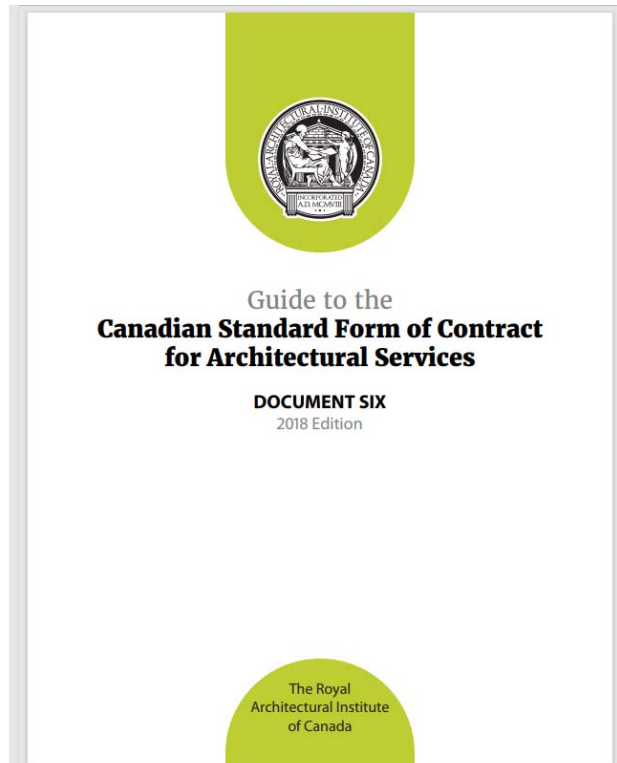
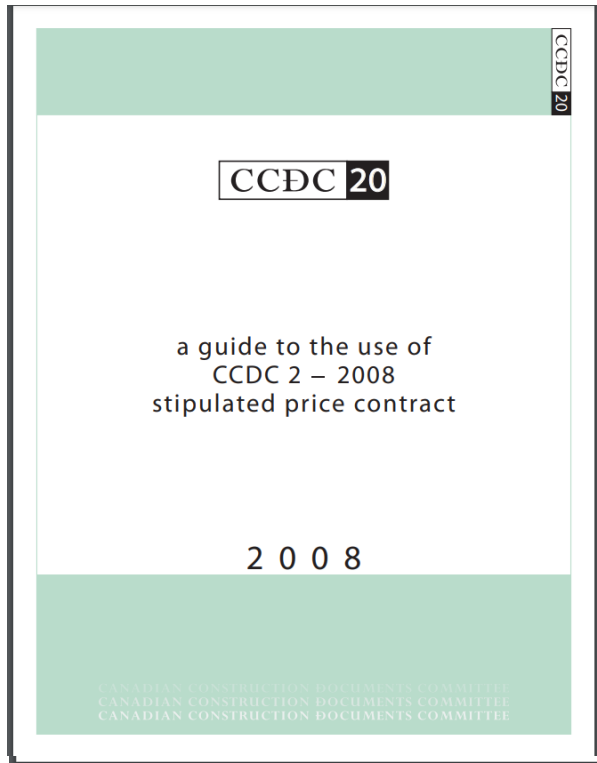
**Ontario Association
of Architects**

Contract Covers Next to precedents

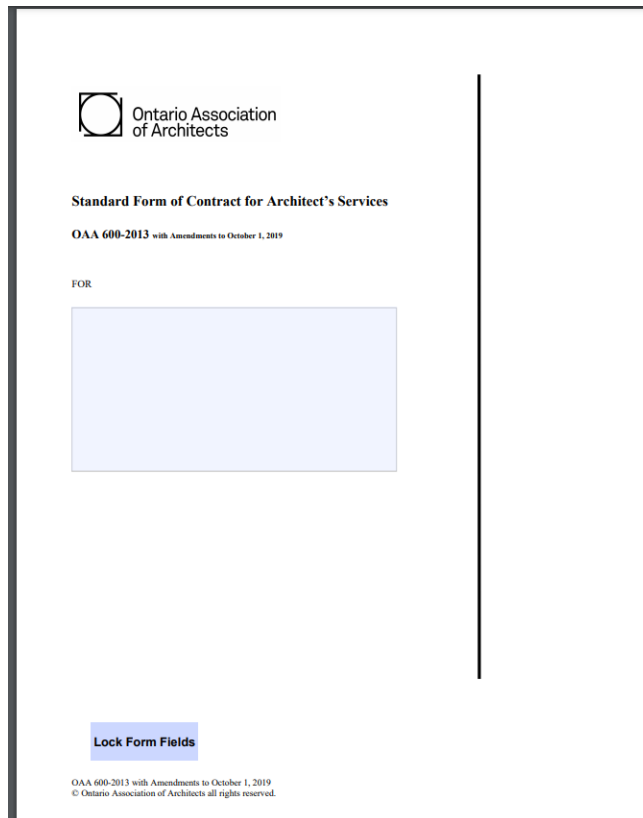


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of Architects

Guide Covers Next to precedents



Contract Covers Old VS New



The cover of the old contract form (OAA 600-2013) features the Ontario Association of Architects logo in the top left corner. Below the logo, the text reads "Standard Form of Contract for Architect's Services" and "OAA 600-2013 with Amendments to October 1, 2019". A large, empty rectangular box is positioned below the text, intended for a signature or stamp. A vertical line runs down the right side of the page. At the bottom left, there is a "Lock Form Fields" button. The footer contains the text "OAA 600-2013 with Amendments to October 1, 2019" and "© Ontario Association of Architects all rights reserved."

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Standard Form of Contract for Architect's Services

OAA 600-2013 with Amendments to October 1, 2019

FOR

Lock Form Fields

OAA 600-2013 with Amendments to October 1, 2019
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The cover of the new contract form (OAA 600 2021 LT) features the title "OAA 600 2021 LT" in large, bold letters, with "with Amendments to September 30, 2021" in smaller text below it. The text "Standard Form of Contract for Licensed Technologist OAA's Services" is centered below a horizontal line. Below this, the word "FOR" is followed by a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur." The Ontario Association of Architects logo is located at the bottom left, and the footer text "© Ontario Association of Architects all rights reserved" is at the bottom right.

OAA 600
2021 LT

with Amendments to September 30, 2021

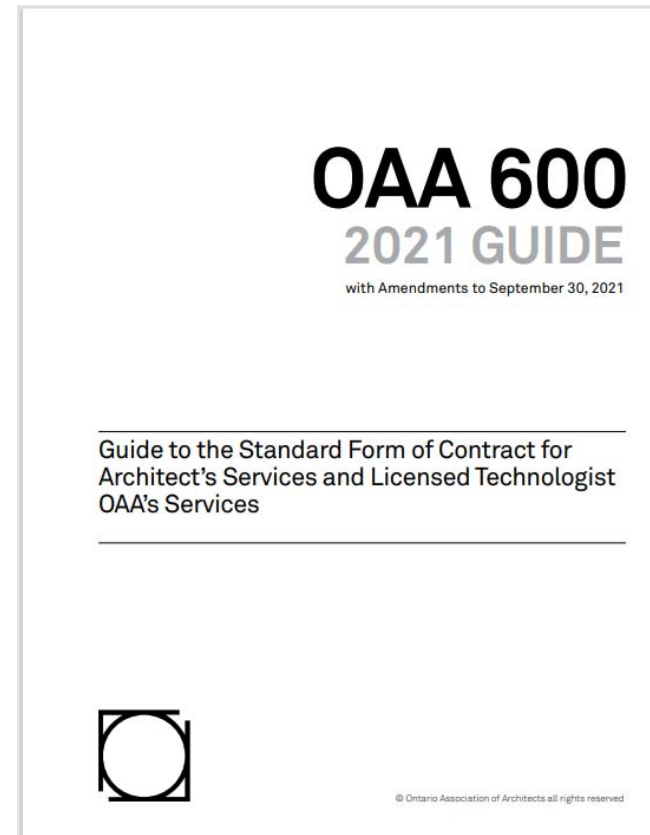
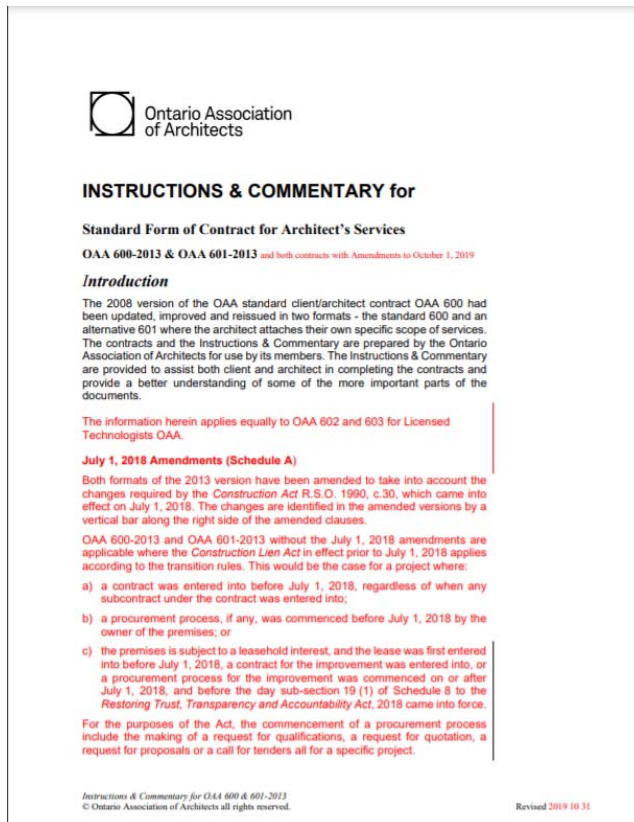
Standard Form of Contract for
Licensed Technologist OAA's Services

FOR

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Guide Covers Old VS New



OAA 600

2021 LT

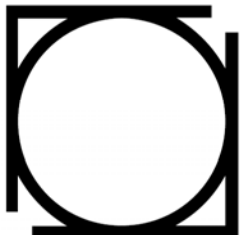
with Amendments to September 30, 2021

DRAFT

Standard Form of Contract for Licensed Technologist OAA's Services

FOR

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Copyright Notice

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This document may be used and reproduced by members of the OAA without charge for as long as the document remains available on the OAA Website. Use of this document to enter into contracts after that date constitutes an infringement of the copyright. Changing this document in any way other than by filling in the editable input boxes constitutes an infringement of the copyright.

The Ontario Association of Architects would like to express its appreciation to the following individuals, participants, and groups whose input and comments were significant in the preparation of this new version of OAA 600:

Participants in the OAA's Roundtable for Construction Law Lawyers,
Participants in the OAA's Roundtable for Procurement Officials,

ADD

ADD

ADD

OAA's Practice Review Committee,
Pro-Demnity Insurance Company

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OAA 600-2021-LT

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Force Majeure	GC13
Liens	GC14
Right to Audit	GC15
Dispute Resolution	GC16
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Other Terms of Contract*	GC18*

* List any documents forming part of this contract in **Article A26** and list any documents attached to this contract in **Schedule 3 - Other Terms of Contract**.

Schedules

Schedule 1– Scope of Basic Services	S1
Schedule 2 – Scope of Additional Services	S2
Schedule 3 – Other Terms of Contract	S3

Appendices

Appendix A – Provision of Editable CAD or BIM Files	AppA
Appendix B – Moral Rights	AppB

Note: Clauses have been renumbered from the 2013 version due to insertions or deletions as a result of the changes made. Future changes will be identified in this contract by a vertical line in the right margin alongside the applicable clause.

Index to OAA Contracts and Guides

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Summary

The OAA supports the use of industry standard documents. The use of standard documents allows the parties to concentrate on project specific issues without having to worry about boilerplate sections. To that end, the OAA developed several standard contracts for use with clients and consultants which balance the needs of the parties. The OAA consulted with and had the contracts reviewed by representatives of various industry groups and by lawyers specializing in construction law who work for clients, architects and consultants..

The suite of OAA Contracts are organized numerically:

- OAA 600 – Long form agreement to be used between an OAA member and a client
- OAA 800 – Short form agreement to be used between an OAA member and a client for use on less complex projects (derived from OAA 600)for use on less complex projects)
- OAA 900 – Agreement between OAA member and Consultants (can be used with OAA 600 and OAA 800)

Each contract comes in variants for Architects and for Licensed Technologists OAA.

There are corresponding usage Guides and Instructions for the contracts which provide background information about how to fill in and use the contracts.

Index

The OAA contracts and guides listed below were current as of the date this index was issued unless noted otherwise. The OAA recommends the use of the recent versions of the standard documents.

Note: OAA contracts are currently being revised for compatibility with CCDC 2-2020, applicable law and to respond to changes in industry practice. Issuance of the new editions is anticipated in 2021.

Contract	Version	Title	Attachments	Language
Most Recent Contracts				
600-2013	A	Standard Form of Contract for Architects Services with Amendments to October 1, 2019	None	English
601-2013	A	Standard Form of Contract for Architects Services with Amendments to October 1, 2019	None	English
602-2013	LT	Standard Form of Contract for Licensed Technologist OAA's Services with Amendments to October 1, 2019	None	English

Contract	Version	Title	Attachments	Language
603-2013	LT	Standard Form of Contract for Licensed Technologist OAA's Services with Amendments to October 1, 2019	None	English
600-2013	GUIDE	Instructions & Commentary for Standard Form of Contract for Architect's Services OAA 600-2013 & OAA 601-2013	None	
800-2011	A	Standard Short Form of Contract for Architects Services with Amendments to October 1, 2019	None	English
801-2011	LT	Standard Short Form of Contract for Licensed Technologist OAA's Services with Amendments to October 1, 2019	None	English
900-2014	A	Standard Form of Contract Between Architect and Consultant with Amendments to October 1, 2019	None	English
901-2014	LT	Standard Form of Contract Between Licensed Technologist OAA and Consultant with Amendments to October 1, 2019	None	English
900-2014	GUIDE	Guide for Standard Contract between Architect and Consultant OAA 900-2014 with Amendments to October 1, 2019	None	English
Other Current Contracts				
600-2013	A	Standard Form of Contract for Architects Services with July 1, 2018 Amendments	None	English
601-2013	A	Standard Form of Contract for Architects Services with July 1, 2018 Amendments	None	English
602-2013	LT	Standard Form of Contract for Licensed Technologist OAA's Services with July 1, 2018 Amendments	None	English

Contract	Version	Title	Attachments	Language
603-2013	LT	Standard Form of Contract for Licensed Technologist OAA's Services with July 1, 2018 Amendments	None	English
800-2011	A	Standard Short Form of Contract for Architects Services with July 1, 2018 Amendments	None	English
801-2011	LT	Standard Short Form of Contract for Licensed Technologist OAA's Services with July 1, 2018 Amendments	None	English
900-2014	A	Standard Form of Contract Between Architect and Consultant with July 1, 2018 Amendments	None	English
901-2014	LT	Standard Form of Contract Between Licensed Technologist OAA and Consultant with July 1, 2018 Amendments	None	English

Notes

1. The contracts and guides listed here are available for use as appropriate.
2. Contracts not listed here are no longer available for use and no one has permission to use them for new work.
3. Copies of obsolete/withdrawn contracts and guides are available for historic reference only. Contact Practice Advisory Services.

The OAA does not provide legal, insurance or accounting advice. Readers are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards.

Memorandum

FOR COUNCIL MEETING
June 24, 2021
(open)
ITEM: 6.6.c

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Kathleen Kurtin	Jeffrey Laberge
Michelle Longlade	Agata Mancini
Lara J. McKendrick	Elaine Mintz
Deo M. Paquette	Kristiana Schuhmann
Gaganjot Singh	Andrew Thomson
Settimo Vilardi	

From: Settimo Vilardi, Vice President Practice

Date: June 9, 2021

Subject: **OAA/Ontario General Contractors Association (OGCA) Best Practice Committee – Report on May 27, 2021 Meeting**

Objective: To provide an update on the latest meeting of the Committee

The OAA/OGCA Best Practices Committee met via Zoom on May 27, 2021. Among the issues of mutual interest discussed were an industry survey to collect information from the field regarding the implementation of the new *Construction Act*, amendments to the Joint OAA/OGCA Supplementary Conditions to CCDC2, and review of a definition an interference drawing as a best practices document. Also considered were the current extraordinary market conditions in the industry as a result of the pandemic along with consideration to release a joint communique to the members.

The draft notes from that meeting are attached for information.

Action: For information only.

Attachments: Draft Meeting Notes OAA/OGCA Best Practices Committee Meeting – May 27/21

OAA Meeting Notes

Committee Name: OAA/OGCA Best Practices Committee

Date: May 27, 2021

Time: 2:00 pm – 4:00 pm

Attendees:

OAA

Susan Speigel, President

Kristiana Schuhmann, Vice President Strategic

Settimo Vilardi, Vice President Practice

Kristi Doyle, Executive Director

Mélisa Audet, Manager Practice Advisory Services

Tina Carfa, Executive Assistant, Executive Services

OGCA

Giovanni Cautillo, President

Joel Melloul, Chairman

Raymond Mollica, Immediate Past Chairman

Lewis Cowan, Second Vice Chairman

Jim Field, Director

Frank Perricone, CCA Representative

Wayne Upiter, Aecon Buildings

Brian Arnold, First Vice Chairman

Mary Wademan, Office Manager

Item No.	Item Title or Description	Responsibility	Due Date
	Welcome		
	President Speigel welcomed all to the meeting.		
1.0	Confirmation of Agenda Vilardi requested that discussion with respect to a joint communique to address extraordinary market conditions be added to the agenda. The agenda was approved as amended.	Committee	Complete
2.0	Items for Review and Discussion		
2.1	Review of Notes – November 19, 2020 The notes were reviewed and it was agreed that the notes stand as circulated.	Committee	Complete

3.1	Review of Reference Materials		
3.1	<p>Finalization of OAA/OGCA Supplementary General Conditions to CCDC2</p> <p>Cautillo reported that OAA Practice Advisory Services (PAS) had submitted comments and feedback with respect to the updated supplementary conditions followed by a review by OGCA legal counsel's review and feedback had been shared the day prior.</p> <p>Field enquired as to whether CCA would be involved in this process.</p> <p>Doyle responded that it would not be involved as this is an exercise specific to Ontario and represented the position of OAA and OGCA.</p> <p>It was agreed that further review of the comments be tabled until OAA has the opportunity to review the new information and consult with its legal counsel. A meeting of the organizations along with their respective legal counsel to be scheduled in the next several weeks with the aim to finalize the document.</p> <p>Action: OAA to schedule a date within 2-3 weeks to include legal counsel to finalize amendments to the Supplementary Conditions to CCDC 2.</p>	OAA	Mid-June
3.2	<p>Interference Drawing Best Practice Document</p> <p>Cautillo reported that OGCA has shared the first draft of a proposed definition for consideration. Input from Audet and the OAA was incorporated as well into the draft definition.</p> <p>Schuhmann enquired as to whether this was specific to the drawings/information provided by contractors or the trades?</p> <p>Cowan responded that it is submitted by general contractors unless specified otherwise.</p> <p>Vilardi suggested that the definition may be too vague, needing a more finite review which defines the level of effort being exported to the general contractor to put into documents. An architect would request that the owner remove impediments from the contract in advance.</p>		Fall 2021

	<p>Field suggested including a cash allowance for destructive investigation.</p> <p>Cowan suggested that the purpose is to provide a baseline definition of what construction is required to provide.</p> <p>Arnold suggested that the definition serve as the beginning of a general understanding of what interference drawing are, however, was open to ideas of different levels.</p> <p>Doyle questioned as to whether the contracting community would find this useful, i.e. broadly stated. It was suggested that the definition be reviewed by the OAA Practice Resource Committee to consider if this is the baseline or if more levels of complexity are necessary.</p> <p>Mollica suggested that it is important to focus on the serviceability of ceiling spaces, adding that it should be added into the definition.</p> <p>There was some concern expressed by Perricone in adding specifics to the definition, suggesting that it was a coordination rather than serviceability issue. It is part of the expectation that the owner will need to factor into the cost either as the part of forensics or during the construction phase.</p> <p>Schuhmann enquired as to whether there has been an environmental scan performed to determine what others are doing. With respect to the prime consultant it was suggested that the word "submission" be clarified and amended to be more specific.</p> <p>It was noted by Melloul that in the industry, there are a number of contractors who lack the high tech capabilities.</p> <p>Uputer agreed that there is a need to be adaptable to the existing building regime. There is some added difficulty if a building is occupied. There is a lessened probability of claims coming in from sub-contractors if there is more information present at the beginning.</p> <p>Audet suggested that the definition be inserted in the context of a separate one-page document for designers and contractors when meeting with the client.</p>		
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	<p>Cautillo suggested that a joint statement be issued to move the definition forward and include the requirement for the owners to include a cash allowance line item.</p> <p>It was suggested by Audet that a strategy be incorporated to include risk management and adaptability.</p> <p>Doyle noted that the optimal means to reach out to clients is through a common ground/best practices.</p> <p>Action: Vilardi to bring the definition forward for review through the OAA Practice Resources Committee. Feedback to be reported at the next Joint meeting.</p>	OAA	
3.3	<p>Construction Act Update</p> <p>Doyle reported that several ambiguities have arisen from the new <i>Construction Act</i> since its implementation. The CDAO recently suggested a survey to each of the organization's members be circulated for feedback. Further to the survey, the next step would be a submission to the government.</p> <p>It was noted by Cautillo that the CDAO has retained a third party consultant to facilitate the administration of the survey. An RFQ has gone out to this effect.</p> <p>Perricone requested some clarification with respect to the procurement of a project i.e. if the project is procured prior to July 1/18 would the work fall under the old Act. He requested confirmation as to whether the OAA issued a statement regarding the application of the new vs. old Act.</p> <p>Doyle indicated that she would investigate and respond back to OGCA.</p> <p>Action: OAA to review notices to the membership with respect to advise on the <i>Construction Act</i> and contracts and report back to OGCA</p>	OAA	Fall 2021
4.0	New Business		
4.1	<p>General Update from the OAA</p> <p>Doyle reported that the OAA held its annual Conference virtually last week.</p> <p>Schuhmann reported on the government relations front that following the report from the Commission regarding LTC, the OAA will be submitting a report with</p>		

	<p>recommendations to the MMAH. The OAA is currently still investigating the use of MZO's.</p> <p>Speigel reported that the OAA met with the CBO of the City of Toronto where service and regulatory requirements related to permits are being adjusted based on the concept of right touch regulation. The expectation is that the approval process time will be shortened.</p> <p>It was noted by Speigel that the Equity, Diversity & Inclusivity Working Group are working on recommendations stemming from two roundtables held with members around EDI issues.</p> <p>Vilardi reported that Document 600 is under review and the OAA is working toward issuing a new amended document which will also align with the new CCDC2. Practice Tip on the issue of professional coordination was recently issued.</p> <p>It was noted by Vilardi that the OAA has approved a contract to obtain all CSA standards in a complete package at no cost to the membership. This initiative meets the mandate for public safety.</p> <p>Cautillo noted that the OGCA is now endorsing One Ontario whose overall goal is to facilitate a system for e-permits in a short timeline. OGCA is ensuring that the concept moves forward to include e-tendering.</p> <p>Schuhmann noted that the OAA recently received a presentation from the organization and is awaiting a response to several questions.</p> <p>Cautillo reported that as part of the OGCA's EDI initiative, it recently participated in the Toronto Community Benefits Network where demonstrable advancements in the industry have been noted.</p>		
4.2	<p>OGCA update</p> <p>Cautillo noted that the supply chain issue is prevalent, adding that it is not reasonable for contractors to fix a price for a future date. The OGCA is attempting to shorten timelines to award bids, requesting a 30 day closing. Currently sub-contractors are holding pricing no</p>		

	<p>longer than 48 hours and buyers of construction are been asked to move this back to mitigate the risk.</p> <p>Vilardi noted that clients are now being advised of the time spent in reviewing alternate products and there are ongoing discussions with contractors regarding timelines. OAA is planning to issue a statement regarding delays and how to deal with that. Some feedback was requested from OGCA with respect to issuing a joint statement.</p> <p>Field indicated that 30 days is a preferred timeline. Volatility makes it difficult and unreasonable to secure pricing.</p> <p>Cautillo suggested that a letter be sent which addresses:</p> <ul style="list-style-type: none"> • COVID Claims; • Validity period/posting of tender awards; and, • Liquidated damages. <p>A draft will be shared for feedback from OAA.</p> <p>Audet noted that the OAA published an article re COVID supply chain impacts on the OAA Website.</p> <p>Cautillo noted that OGCA is in the final phase of providing a BIM study and plans to introduce small businesses means to access tech skills and build a team.</p> <p>Audet noted that the cost is prohibitive in getting involved in BIM, adding that she would like to share with OAA members.</p>	OGCA	
5.0	<p>Next Meeting Date</p> <p>It was agreed that Tina Carfa and Mary Wademan will reach out in next several months to set a fall 2021 meeting date.</p>	OAA/OGCA	



Memorandum

To: Council

Kathleen Kurtin	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
Donald Chen	Barry Cline
Gordon Erskine	Paul Hastings
Jennifer King	Natasha Krickhan
Jeffrey Laberge	Michelle Longlade
Agata Mancini	Lara J. McKendrick
Elaine Mintz	Deo M. Paquette
Kristiana Schuhmann	Gaganjot Singh
Susan Spiegel	Andrew Thomson
Settimo Vilardi	

From: Natasha Krickhan , Vice President Education

Date: June 15, 2021

Subject: Update from Vice President Education

Objective: To provide Council with an update on activities under the OAA's Education portfolio.
To request further input and collaboration moving forward with the Communications Committee on a Public Awareness Campaign as well as with the Strategic and Regulatory Committees and Vice Presidents regarding education initiatives

Comprehensive Education Committee:

The Comprehensive Education Committee (CEC) met on June 9, 2021. Final reports from each of the four subcommittees were received outlining initiatives for consideration. Executive Summaries from the four Sub-committees are attached for reference. The Committee spent considerable time discussing the final draft of the *Architecture Education for Students: An Educator's Guide To Teaching Architectural Concepts*. The near final draft was distributed to Council at the May Council meeting for review. The Committee will be working to finalize the document over the next few weeks, and it has been agreed that it should be reviewed by individuals from the indigenous community before final release. It is the intent to have the document completed by the August 18 CEC meeting.

The Committee also agreed on the following action items:

- Begin work on the OAA's white paper for the May 2022 National Validation Conference.

- Develop a strategy to invite the Schools of Architecture to utilize the OAA building as a forum for gathering and/or a venue for the professional practice courses within the schools.
- Develop a briefing document that would outline and further the idea of a resources dashboard for students.
- Plan another meet n' greet virtual event focussed on students and the schools of architecture, partnering on this initiative with the Interns Committee. The event is to be a collaboration between the Comprehensive Education Committee, Interns Committee, and the Communications Committee.

The Committee strives to best support Council and the OAA's initiatives, and would like to request the following actions items be identified:

- Members of Council and staff be mindful and reach out to the Committee as it acts in an advisory role;
- There is a need for input and more regular contact with other Vice Presidents, Councillors, and staff in cases where an educational item, in particular, related to a Communications strategy so as to effectively provide guidance and input.

Attached for information is the Terms of Reference for the Comprehensive Education Committee.

2021 Continuing Education Webinars Update

Attendance numbers at the biweekly webinars continues to be good, and saw a considerable spike this month with the offering of three webinars at no charge which are focused on indigenous cultural learning. The first session will be held June 17 and over 300 members have registered.

Mandatory ConEd on Equity, Diversity and Inclusion Update

The first of the mandatory EDI learning sessions was launched on June 10 with 315 members attending. The sessions will continue bi-weekly for the next 13 months. In accordance with a discussion with Executive Committee, it was agreed that staff would prepare a briefing for Council at the January 2022 meeting in order to assess the various aspects of the EDI mandatory learning, and consider whether additional mandatory learning should be considered for the next cycle.

Admission Course (AC) Update

The spring session of the Online AC has just concluded with 85 interns completing this mandatory requirement for licensure. A full report on the last 12 month's administration of the AC from U of T is expected shortly, as well as payment of the percentage owed to the OAA based on registration.

Fundamentals of Running an Architectural Practice (FRAP)

Work continue to move OAA's FRAP to the online platform at U of T. An additional module on fees is being developed. This speaks directly to one of Council's directive in relation to more education re. professional fees. At this

point, and based on discussions with U of T in terms of being ready for final delivery, the expected date of launch is January 2022.

Action: Council is requested to consider more contact and communication from the Vice Presidents of the Communications, Strategic and Regulatory Portfolios, facilitated by staff regarding educational initiatives.

Attachments: Comprehensive Education Committee – Terms of Reference
Sub-committee on Post-Secondary Education – Executive Summary
Sub-committee on Educating the General Public – Government – Executive Summary
Sub-committee on Elementary and Secondary Education
Sub-committee on the General Public: Awareness and Education

OAA COMPREHENSIVE EDUCATION COMMITTEE

TERMS OF REFERENCE

MANDATE

The Comprehensive Education Committee (CEC) mandate is to oversee matters related to the entire spectrum of education, of both the public and of architectural practitioners, from primary and secondary education to higher education. For practitioners this will include internship, licensure and the various phases of practice, as well as, mentorship and retirement. The CEC shall provide thoughtful and responsible consideration of the complex and rapid changes in the field of architecture and the broader social context within which it exists - specifically in the field of education, continuing education, and professional development.

RESPONSIBILITIES

The Committee shall:

- i) act in an advisory role to the OAA Council in all education related policy issues.
- ii) coordinate policy issues related to education to ensure comprehensive transfer of knowledge and efficacy.
- iii) coordinate and liaise with the Communication Committee on strategies to inform and disseminate the information from the CEC to the public and members.
- iv) identify gaps within the education initiatives and oversee their implementation to ensure a holistic and comprehensive education strategy.
- v) coordinate, advise and liaise with other OAA Committees, Sub-committees and Task groups, OAA staff, Pro-Demnity Insurance company and other stakeholders in arts and education, such as Municipalities, School Boards, Universities and Schools of Architecture, The Ministry of Education and the Arts Council of Canada.
- vi) oversee the development of educational modules and courses for public education, continuing education, and professional development.

ACCOUNTABILITY

The Comprehensive Education Committee is accountable to Council to operate in accordance with the Act, the regulations and by-laws under the Act and in accordance with the policies and budgetary constraints of the Association established by Council

AUTHORITY

The Comprehensive Education Committee may organize its work in accordance with its own priorities except that it shall give priority to specific requests from Council. The Comprehensive Education Committee may from time to time establish sub-committees or task groups to assist with its work and may recruit members or others with expertise to such committees or task groups. A minimum of one CEC member shall be appointed by the CEC to every one of its sub-committees and task groups. The Comprehensive Education Committee shall operate within the financial and staff resources provided to it by Council.

COMPOSITION & OPERATION

The Comprehensive Education Committee shall be composed of a sufficient number of members of the Association to include a diverse cross-section of membership. Members are appointed by Council for a term of three years, with a maximum of two terms unless extended by Council. A quorum for any meeting is 50% of the current members plus one.

The committee membership shall include three elected members of OAA Council, one of whom shall be the Senior Vice President, who shall serve as the Chair of the Comprehensive Education Committee. One seat on the Committee will be reserved for a Licensed Technologist OAA. One seat on the Committee will be reserved for an Intern for a term of two years, with a maximum of two terms.

TIMEFRAME

- This committee is a Standing Committee of the Ontario Association of Architects.
- The Committee will review its mandate every two years with a view to refreshing it, and/or integrating its work into other activities/committees already in existence; and ensure its mandate aligns with Council priorities and the OAA's Vision, Mission and Mandate.
- The Committee shall report any modifications of its Terms of Reference to OAA Council for approval.
- The Committee meets approximately six times a year and operates on a calendar year basis.
- The Senior Vice President will provide Council with an update on the activities of the Committee at each Council meeting throughout the year.

Date Revised: 2021-06-04

Prepared by: Natasha Krickhan on behalf of Subcommittee members Christopher Johnson and Maria Denegri

Topic: EXECUTIVE SUMMARY OF WORK DONE TO DATE BY THE CONTINUING EDUCATION SUB-COMMITTEE ON POST-SECONDARY EDUCATION

The main focus of this subcommittee last year was to brainstorm on ways to connect students to the profession of architecture in a manner that wasn't abstract.

We discussed many ideas that are captured in the google document located here:

https://docs.google.com/spreadsheets/d/1wgFCzggi6_EhFGN54KtJ9Z_ODAQPoFglebSc5UqJDol/edit#gid=1482830716

We discussed taking inventory of the opportunities/programs that were already available such as the following:

- CONED opportunities through the OAA (these are seen to be very dry and may not encourage students to learn more about the OAA)
- Various design/build studios already offered in Architecture schools (Waterloo – 2B; Tungs studio with Bryan Mackay Lyons'; Pina Petricone's studio initiative at U of T – not implemented due to lack of support/interest from architectural offices; Laurentian's design build studios and weekly seminars/webinars exposing students to practices in Ontario; U of Waterloo's now defunct 4B Helsinki studio where students worked in Finnish design studios for several months on competitions)

WHAT DO WE NEED TO DO TO ACCOMPLISH OUR GOALS?:

We discussed providing free access to student associates (instead of the \$50 registration fee – not including taxes) to access some version of a future virtual conference is possible. Do we need to go to Council to ask for permission?

Note: The conference format for next year has not been decided upon but the general feeling amongst the organizing committee and staff was that some hybrid virtual and 'real' in person conference experience should be pursued for next year and the future.

We also discussed the idea of having workshops where students and architects and consulting engineers meet to discuss and teach students how to co-ordinate a project or at least introduce students. We discussed the OAA facilitating this, however, we did not discuss details of how this would work.

We also discussed reviving the OAA's 'CAUSE' program. While the 'CAUSE' program likely won't be revived and administered by the OAA in future, it is possible to look at the charette design guidelines that were developed as a result of the 'CAUSE' program, update those if needed and work with partners and empower architects and consultants to work with schools of architecture to possibly revive and administer the 'CAUSE' program. Please see the attached Charette Design guidelines that were developed as a result of the 'CAUSE' program.

CEC Sub-Committee	WHAT do we want to say?	WHO do we want to educate?	HOW do we want to educate?	WHERE do we want to say it?	Are there existing relationships the OAA has already developed with organizations/entities that can be leveraged to help us educate various groups (i.e. architectural societies, CDAO)	Are there new organizations/entities that the OAA could reach out to to help educate a specific group?	Other notes
General Public - Post Secondary; comments added on 2021-05-03	<p>Engage the public by asking questions; ask people what architecture means to you? How do we dwell?</p> <p>Ask Kristi Doyle and Sheena Sharp about the CAUSE program and if it's possible to re-institute it.</p> <p>Last year the focus was on the school's of architecture; disconnect between the academic institution and the profession;</p> <p>The only access the architecture school's have to the OAA is through CONED and the annual CONFERENCE; could there be a change to the Conference to focus on construction and ?; could studios be enhanced by providing an on-site education? Means getting students out of classroom and onto a construction site; KK was preparing ACS (Architecture Conference of Schools - Katie was going to write something - follow up with Katie -</p> <p>Direct exposure or correlation to what's being taught in schools and what's occurring on-site; structures, building science; environmental systems; systems integration; (mechanical systems; structural designs; what a student designs at 1:10 in school may be completely)</p> <p>Lunch and Learn's for students - collaborating with suppliers to OAA - since the conference is virtual, and in order to create more awareness about the OAA, make student attendance free for conference - advertise through the schools (create memo for Council to consider making the Virtual conferences free for the schools of architecture in Ontario. The OAA to offer this to the administrators at the schools of architecture for the schools to send an email communication to their students regarding free attendance to conference. OAA to add info about free attendance to virtual conference on it's website.). This would help raise awareness about volunteering opportunities for students with the OAA. (Note that the TSA is free for students).</p> <p>How can we create opportunities for students at the schools to attend site reviews or shadow professionals on-site?</p> <p>(Note: precedent - Pina Petricone - overlooked in terms of students - but couldn't get enough firms to distribution; competitions - procurement;)</p>	<p>Schools of Architecture; Architectural Technology; Syllabus students with the RAIC; Interior Design schools (at colleges)</p>	<p>Try to introduce more hands on, in person experience;</p> <p>CON-ED is so abstract and dry, it scares people away rather than attract them to the profession;</p> <p>Prodemnity is very dry - the idea of being sued and dealing with insurance issues;</p> <p>It is interesting when one thinks about how design training is useful in so many areas; getting students into the communities to help with a design issues;</p> <p>One could become a BIM specialist or another type of consulting (LEED, energy modelling) ; introduce students to large and small firms so they have more exposure to the types of jobs out there for architects - AECOM or STANTEC or IBI offer full service design and have architects as well as engineers (mech, electrical, structural) on staff;</p> <p>Some students are having trouble knowing what types of jobs they can apply for - working in a construction company is a possibility! (However to gain IAP experience one would still need to work under/for or be supervised by an architect)</p>	<p>Go directly to the schools! Don't look inward and advertise or try to educate solely through the OAA website</p>	<p>CDAO? Connect with Contractors and Architects to provide opportunities to visit construction sites possibly with building envelope scientists or other educators to discuss the project's construction; Building Officials and planners (?)</p>	<p>DIAC (Design Industry Advisory Committee)**</p> <p>CASA (Canadian Architecture Student Association)</p> <p>They promote design thinking and have access to funding - fund creative projects</p> <p>Consulting Engineers of Ontario</p> <p>PEO</p>	<p>The main focus of this subcommittee last year was to focus on trying to connect students to the profession of architecture in a way that wasn't abstract. Maria Denegri suggested taking inventory of the opportunities/programs that were already available such as the following:</p> <p>-CONED opportunities through the OAA (these are seen to be very dry and may not encourage students to learn more about the OAA)</p> <p>-TUNGS studio - Bryan Mackay Lyons' design build studio (DalHousie)</p> <p>-Pina Petricone's studio initiative at U of T where she approached Maria Denegri with an idea to pair students with firms to expose students to the profession. There were more students than firms that signed up and the studio did not go ahead because of lack of interest/involvement from architecture firms.</p> <p>-University of Waterloo's 2nd year studio design build (Maria noted a project where students designed a dining table/room and whole meal/event</p> <p>-Laurentian has a few design/build studios or initiatives (Chris mentioned)</p> <p>-weekly seminars/webinars exposing students to practices in Ontario; principles of various offices give lectures every week to architecture students about their offices or projects</p> <p>-U of Waterloo had a 4th year study abroad program in Helsinki, Finland, where students were paired with architecture firms and worked on competitions for a few months in the summer (under professor Fred Thomson's guidance - note that this is now defunct - it occurred in '95,'96)</p>

			<p>NOTE: We are interested in bridging this perceived gap between the profession and academia. We have 5 goals for different ideas for integrating the professional practice course more fulsomely into the architecture curriculum (for example by introducing workshops held at the OAA about some of the resources available at the OAA; and/or by possibly introducing charettes to help students learn about building co-ordination from practitioners and consultants; reviving CAUSE to work with municipalities for a few days or a design charrette within a school's program; having students participate in design competitions with offices); We'd like to develop a memo with more granular specifics and ideas about these goals and bring them back to the committee before we speak with Kristi to get the go-ahead to ask the directors of the schools of architecture if they are interested in collaborating with us; we could also work/collaborate with the different regulators of architecture across Canada to facilitate these workshops/seminars/ etc. for other schools of architecture across Canada</p>		<p>Educating Students who are in highschool (in US 4 year bachelor + 2 year masters: There are 12 schools in Canada: Quebec McGill Universite de Montreal</p> <p>Ryerson is 4 +2 Carlton, Manitoba, Waterloo,Dalhousie (old Tunns), Laurentian is a 4+2 (sometimes Dalhousie and U of T have to redo Carlton has started a 3 year program for people who have decided to start an architecture program for students who have a previous degree UBC - 3 year program (go into architecture with a different - recently started a 4 + 2 for graduate students - going to another school in general - 3 years for a masters CHRISTOPHER TO ASK CASA FOLKS ABOUT THE QUEBEC SCHOOLS</p>		<p>WHAT DO WE WANT TO ACCOMPLISH?</p> <p>Do we just want to educate or give exposure and work opportunities (it may not necessarily be work opportunities) to graduate students about the professions of architecture</p> <p>Being an educator and life in school and the profession - there is very little connection between the two; the aspects of architecture in schools is design - what is celebrated is the design hubris; there are so many aspects to the profession that are second tier; a couple of the profs that teach building envelope and systems are frustrated with this approach; It would be nice in the undergraduate program if we Everything that they are doing in school constitutes 12.5% of the design fee. There is a whole world that they have to learn from scratch; not all schools have to become technical - the schools of architecture are there to do design thinking and how to work through a problem - through their 4 year career as students they develop a visual language; is there an opportunity to enrich that design thinking with a certain technical prowess? If you are proficient in the technical side, you can collaborate with your consultants; if you have no idea or are not able to co-ordinate or integrate structure and building systems then the That's something that Maria is passionate about; Maria highly values design; Christopher notes - how can the OAA facilitate or provide curricular activities to expose students to the profession; Chris notes that critics came and saw students who have shown their design thinking but the co-ordination; WORKSHOPS about design co-ordination; Professional Practice - all students in their program have to take, instead of being one course, one term, maybe it's a 1/2 course each term but over the course of their education; the way the Professional practice course is currently structured it is very condensed and someone from PRODEM comes in and talks about an architect getting sued; the range of opportunities that the profession offers;</p>
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Ontario Association of Architects

Organizing a Design Charrette

A Resource to Successfully Coordinate a Design Charrette in your Community

Ontario Association of Architects
111 Moatfield Drive
Toronto, ON M3B 3L6

This resource is available on the OAA
Web site at www.oaa.on.ca



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SECTION 1 – INTRODUCTION

Does the built environment in your city or town need improving? With a little development, could your community be more profitable, functional, and sustainable? A design charrette may be just what your community needs to help develop creative new ideas to bring new life and purpose to your communities existing built environment as well as ways of implementing them.

The design charrette, a method of urban management, works as a community tool or as the first step in providing the foundation by generating ideas and suggestions to a specific community issue or issues. Suggestions resulting from the charrette are just the first in many steps in developing the ideas into a reality for the community.

This resource is designed to help you and your team before, during and after a charrette. The intention is to follow it as a general guideline. By no means should this guide be used as an instruction manual. Depending on the complexity of the issue and size of the community, each design charrette will vary from community to community, but with the examples, suggestions and tips provided, the same basic principles can apply to events of any length.

Useful examples and “how to’s” have been included in the guide to help you along the way including proposed expense items, suggested itineraries, media releases, equipment and supplies checklist and suggestions on how to solicit funds for the charrette. Use the examples as a guideline, but structure it to fit your own process to relate to your specific situation.

Skim over the pages of the guide to get a sense of the commitment and details you and your team may need to be aware of. Your charrette may need to include all of the planning details listed in the guide or you may only find some of them apply to your situation. After you clearly define what community issue your charrette will be improving on, you will be able to decide how much of the guide applies to your event.

This resource is for anyone who is interested in improving their surroundings and has the experience in leading a team. The end result of will be creative ideas to the issue or issues within their community. This could include anyone from the community in any capacity: municipal governments, universities, local community groups, architects, service clubs, local businesses etc.

SECTION 2 - OVERVIEW

Take a look at your community. What are the issues that require attention and need creative solutions? Understanding your community's issues allows you to effectively recognize its needs and be able to respond with appropriate solutions for improvement. By organizing a design charrette in your community, you may be able to come up with fresh and original ideas for these issues.



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key participant in understanding the issues is the community itself. Community participation in the creation and management of their built environment is crucial to the success of selecting the need of highest priority, the design charrette itself and whether or not the resulting ideas are implemented. You may want to consider holding a community meeting to learn what members feel are the major issues that the community must deal with to help the city or town function as efficiently as possible.

What is this document?

The “Organizing a Design Charrette” document is a free internet-based resource created by the Ontario Association of Architects to assist you and your team in addressing community design issues in your town or city. Coordinating a design charrette, the focus of this document, is one way to address these issues, which can include rejuvenation strategies, solutions to traffic issues, design ideas, environmental issues, homelessness issues, or even development plans.

The basis of the guide is to provide general guidelines, suggestions and tips for the community to carry out the management of a local design charrette. An important part of this guide is to develop your own process.

Benefits of a design charrette

There are several ways in which a community can benefit from coming together over a design event. They will be successful at:

- Identifying issues and needs of the community from simple to complex
- The making of a joint vision contributed by all members of the community
- Creating a strategy to achieve both short and long term goals
- Encouraging an alliance of local groups, organizations, businesses etc. that can contribute to community development
- Creating public awareness of community needs and issues needing prompt attention
- Promotion of urban design
- Achieving community pride for everyone involved as a result of contributing to the built environment in which they live

What is a design charrette?

A design charrette is an intense, short-term design project preceded by long term careful organization and followed with practical action and evaluation. The purpose of the charrette is to generate ideas and suggestions to solve and issue or need within the community. The results of the charrette will then be used as a resource itself when the community proceeds to implement the resulting ideas.

Each design charrette will be specific to the community and the issue. This resource provides enough tips and suggestions to carry you through a five-day intensive event, a two-day event or even a short afternoon charrette. Regardless of the length, the basic



principals of the guide apply to events of any length. Logistics are flexible to meet the needs of the issue, community, time constraints, volunteer availability and funding.

Why does it work?

The design charrette works because it involves the community as a whole helping to identify a variety of community needs and prioritize them. Design charrettes also encourages partnerships between several disciplines, groups and organizations coming together in a hands-on manner working with design techniques of drawing, even model-making, for a real visual approach to the issue. The process also addresses both the physical and natural environment already existing within the issue and takes into consideration the concerns of the citizens.

Is a design charrette the right solution for you?

Before jumping into the planning stages of the charrette, take a moment to decide if a design charrette is the right method for problem solving in your community. Remember charrettes do not take the place of the services of your local professionals or officials, nor is it a way to impose ideas onto the community but rather as a method for consultation. It should be something the community is eager to participate in and seen as a benefit to all.

What is the process?

Prior to the actual design event, your team will have several weeks or months of preparation, the length will depending on the nature of your event. The following is a sample of a process broken down into Getting Started, Preparing for the Event, The Event and Follow up. The following table is an example that can help you determine who on your team should be doing what and when they should be doing it.

	Getting Started <i>Months 1-2</i>	Preparing for the Event <i>Months 2- 4</i>	The Event <i>Length to be determined by the issue</i>	Follow up
Community	-Meet with community to discuss issue (s) -Determine action -Create an organizing team	-Build enthusiasm	-Participate in any public sessions	-Analyse reports and proposals -Ongoing participation
Organizers	-Create organizing team -Decide on course for action -Prepare a proposal for the issue -Make contact with potential sponsors -Secure funding from sponsors -Create community enthusiasm through media	-Select team chairperson, volunteer design team members -Secure venue (s) for the event -Secure equipment rental and supplies -Collect and send information kit to volunteer design team - Create community enthusiasm through media	-Event management - Create community enthusiasm through media	-Analyse proposals -Determine course of action - Maintain momentum
Design Team		-Review information kit	-Commitment throughout event -Topic workshops -Brainstorming sessions -Reports and proposal preparation	



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SECTION 3 – GETTING STARTED

Before diving in and recruiting your design team and soliciting funds, make sure you understand exactly what is involved with this type of project. Be sure that you will be able to acquire local support, funding, develop clear goals and objectives and the community has the desire and the ability to follow up afterwards.

Issue and Mission Statement

Why are you organizing a design charrette? What is the community issue? What do you hope to accomplish? What are your goals and objectives? By creating a mission statement, you can organize all of these factors. The mission statement will also help you to remain on course for the duration of the event and can be a gauge by which to measure your achievements by. For a sample of a mission statement see **SECTION 9.1 APPENDICES**

Who is involved?

An organizing committee should be created right away to help share the workload of the preparations. Members could come from the community who are most likely to make the commitment to bring the project about, and to see the project through. Look for the committee's membership to come from organizations such as (but not limited to) the chamber of commerce, service clubs, local society of architects, local community historians, and representatives from the business community. Once you have a strong and committed group in place, elect a chairperson to ensure responsibilities are delegated and all details are being looked after. The chairperson should begin to lead the development of a task schedule with deadlines and begin dividing them among the committee. For a listing of roles and responsibilities that you may want to consider for the organizing committee refer to **SECTION 9.2 – APPENDICES** in this guide.

Involving the community as much as possible to keep the focus of the event community oriented. Encourage involvement from groups such as universities, schools, colleges, cultural groups, churches, social services, environmental and civic groups and youth and seniors groups.

Budget of Expenses

Charrettes can be designed for a range of budgets, depending on the issue and the community. However, insufficient funds or an unrealistic budget can lead to failure. Before soliciting funds, you and your team need to develop a practical budget. Make a list of expenses that will come up and decide where you could request “gifts-in-kind”, services donated rather than funds. See **SECTION 9.3 – APPENDICES** in this guide for a sample list of expenses to consider.



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Gifts-in-Kind

Some sponsors you will think of approaching would be more suited to donating their services to the event rather than funds. This is just as good as acquiring cash. Such services could include:

- Hotels
- Printers (if needed)
- Consultants
- Property owners
- Colleges
- Advertising (media sponsor)
- Meals
- Transportation
- Accommodations

Sponsorship

Securing sponsors and partners in the community could help with the expenses the project will incur. Good sources to approach are local government, institutional agencies, business associations, industry, chambers of commerce and service clubs (i.e. Lions, Rotary, Knights of Columbus). These sources will have an invested interest in your community and if approached in an appropriate and timely manner (i.e. do they have a specific sponsor request form, do they have deadlines for budget considerations, have they already contributed to any charities or causes this year), they could be very interested in helping to bring about this project. Try to secure funding early in the planning stages. For tips on how to approach sponsors see **SECTION 9.4 – APPENDICES**

Preparing a proposal

To assist in securing funds, a proposal making a case for support could be developed for your potential sponsors. A short document outlining the issue, the goals, objectives, key messages, benefits to the community of hosting a design charrette as well as benefits of sponsoring a charrette could be developed into a proposal format. You may also want to include an event and task timeline, when will the charrette take place, how many days will be scheduled to accomplish the task and what is involved, so the sponsors will know when and how their donation will be used. For an example of what to include in a proposal, refer to **SECTION 9.5 – APPENDICES** in this guide.

When to hold the event

A charrette can be held at anytime of the year, however, it might be better held in the colder months or warmer months, depending on the issue. Your organizing committee will need to take those factors into consideration when a timeline is scheduled. You may want to pair the event with some other community event, such as Architecture Week,



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Environment Week, Earth Day or any community event that draws a large crowd. This can help with community involvement and participation.

Order of Tasks

An event such as a charrette must be carefully organized; making sure no detail is left out. The following is a suggested order of tasks to go by to help ensure all aspects of the charrette have been considered and are done within a reasonable timeframe.

3-6 months before

- Identify your issue
- Recruit an organizing committee from the community and elect chairperson
- Secure sponsorship
- Recruit a design team

1-3 months before

- Secure venue
- Confirm dates of charrette
- Prepare a timetable for tasks to be complete
- Book accommodations
- Make initial contact to media

1 month before

- Book all equipment rentals
- Send out invitations for presentation event
- Organize staff for event
- Confirm catering details
- Confirm accommodation and travel details
- Contact with the media
- Send out information kits

2 weeks before

- Place any ads in print media
- Re-confirm all details

SECTION 4 – PREPARING FOR THE CHARRETTE

Selecting Volunteers for the Design Team

The design team (the team who will actually do the design work during the event) will require some participants from the design industry. This could include professional architects, landscape architects, engineers, interns, municipal planners and developers, design students or even contractors. How many will depend on the issue, budget, time, availability and how detailed the study will be. You may want to recruit members from within the community or those from outside.



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You may want to put the task of recruiting volunteers for the design team near the top of your task schedule. As you will be asking for their time as a volunteer it may be difficult to coordinate with everyone's schedule. Giving them notice several weeks to months in advance will help make sure you have a good range of skilled volunteers.

Once your team is in place and you have every volunteer's commitment, an information kit including details the team needs to be aware of (i.e. historical or background information, maps of the area, photos, statistics, and zoning regulations) could be provided to them weeks in advance of the event. If team members are aware of issue details prior to the event, time spent familiarizing them with specifics will be cut, helping to keep the charrette on schedule. It may also be helpful to include a listing of the design team contacts. For a sample list of items for an information kit see **SECTION 9.6 – APPENDICES**.

****To avoid any confusion of team responsibilities, you may want to consider mapping out what you expect of each volunteer. For example, you may have recruited some local high school students for tasks such as photocopying and refreshment replacement, while the architectural volunteers will be there to design.**

Your resources can come from your community or for a list of resources where professional contacts can be made, refer to **SECTION 7 – RESOURCES** in this guide.

TIP: Remember that your design team will be more successful if it is made up of volunteers from a broad range of backgrounds. However, be aware that this is a volunteer position and you may not be able to acquire someone from every discipline.

Professional skills:

- urban designers
- architects
- engineers
- landscape architects
- contractors

Other beneficial qualities to the team could be volunteers with experience in:

- property development
- community development and planning
- economics and finance
- skills such as management, presentation, (to be able to effectively relay the ideas and results during presentation)
- Computer skills such as Power Point, Internet use, document developing in Microsoft Word (for the development of the report and presentation)
- Technical skills – computer hook-up, digital projector use, etc.

Venues

Your design team will need a venue in which to carry out the tasks necessary to complete the design charrette. You may consider the following venues:

- Hotel conference room



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- Library
- Town hall
- Community Centre
- Local Arena
- Banquet halls
- Schools (art departments in particular)
- Vacant shop fronts

Venues need to be large enough to hold brainstorming sessions, design tasks and perhaps public meetings and presentations. Be sure they are also able to accommodate several computers, have access to photocopiers, Internet access, two or more telephone lines and are equipped with necessities such as nearby washrooms and a kitchenette or refrigerator. The venue may be one of the gift-in-kind items you may be able to negotiate with a sponsor.

Equipment and Services

During the event, the design team will require several services at their disposal in order to efficiently carry out the task. These services could include a sufficient workspace, design equipment and drafting supplies, computer and Internet access and perhaps administrative support. For out of town team members, making arrangements for accommodation and travel should be taken into consideration as well. For a checklist of suggested items refer to the Equipment and Services checklist under **SECTION 9.7 – APPENDICES**.

Media Relations Before, After and During

If you choose to notify the media of the design charrette taking place in your community, compile a list of contacts from local media outlets and find out who is responsible for community issues, community development, interest stories etc, prior to the charrette to build relationships. Contact these people at least a month prior to the event and inform them what will take place and if they feel it will be an interesting assignment for them to follow up on. Reporters will appreciate the “heads up” and it can become an incentive to potential sponsors that their association with the project will be mentioned in the local media.

After making initial contact, keep them updated as news develops with the projects progress. If the municipality is involved with the project, make sure their communications department is updating with statements from their offices as well. Be sure to designate one member from organizing committee as the media spokesperson. This will help to keep all messages consistent.

Media releases

One week before the event, send out a media release to all media outlets in your area giving them the, who, what, where, why, when and how of the scheduled event. During the event it may be useful to keep them updated with daily media releases or just invite



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them to the final presentation at the end of the charrette. This will give them a chance to speak to the team members. For steps on how to write a media release and for a sample release see **SECTION 9.8- APPENDICES**

SECTION 5 – THE CHARRETTE

Itinerary – The components of a charrette-

The length and schedule of timing of each charrette will vary depending on the issue. The components that will fit into a charrette have been outlined below. It will be up to your committee to develop a suitable timetable to accommodate all of the components.

Design Team Update

The charrette will usually always begin with updating the design team with an overview of the task at hand. Initial topics that could be discussed are:

- What's wrong with the current situation?
- What's right with the current situation?
- What are our goals?
- How do we achieve them?

Items that can also be discussed during this time can be similar to the items in the information kit sent to the team prior to the event. After team has been updated, they can begin brainstorming with ideas and suggestions for the final report.

Brainstorming

During the brainstorming portion of the charrette, the team will begin to generate answers to the questions posed during the initial update and overview portion of the charrette. As ideas come up, a designated note-taker can keep track of the ideas and suggestions (and any questions that may arise) on flip chart paper, so the team will have constant access to them during the session.

Design Process

The design process of the event is a more hands-on process. This portion of the charrette allows the team to put their ideas and suggestions to paper and begin work on creative planning and design. This, along with the brainstorming session will likely be the longest sessions of the charrette.

The Report

The development of the report process is very important in ensuring the ideas come across as the best possible ones for the issue. This report will be analysed by the community and organizing committee who will decide if the suggestions will improve their community's situation.



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The report could take on the following format:

- Introduction – Why the charrette was organized and what should now follow
- Overview – Present the facts
- Issues – Discuss the main issue
- Recommendations – What should be done (long and short term goals), what strategies would be best used

The organizing committee may want to proof read the document for items such as spelling, grammar and appropriate format. The final report should consist of a clear strategy (or strategies) to assist the community in laying the groundwork for carrying out a solution to the issue.

Presenting the Report

The final presentation can be a publicized event or press conference with the Mayor and members of the municipal council in attendance, or it may be just the design team meeting with the organizing committee to go over the final proposal. Again, this depends on the complexity of the issue.

If you are holding a public event, a good way to present the report is to have the presentation lead by a skilled public speaker from the design team. An exhibit of photo's and models and a power point presentation can aid the presentation. It might also be helpful to have team members present in order to answer any questions.

TIP: Presentation of the report is not unlike organizing another event altogether. The organizing committee will have to take the following into consideration:

- Venue (is the charrette venue available to be used?)
- Media coverage
- Guest list (sponsors, community at large, municipal reps etc.)
- Several copies of the report available
- Logistical items such as, chairs, tables, screen for presentation, podium, sound system, digital projector, laptop – committee member who is experienced at setting up digital projector, laptop, sound system, etc.
- Refreshments (coffee, tea, juice, pop, snacks appropriate for time of day i.e. breakfast baked goods or afternoon cookies)
- Thanks to the team members.



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SECTION 6– AFTER THE WORK IS DONE

The charrette is finished, and now the community's work will begin.

Follow-up

Follow-up action by the community organizing committee should be taken immediately after the charrette. The method might be as follows:

- Review of report with community leaders – coordinated by the organizing committee
- Implementation meetings or workshops – coordinated by the organizing committee
- Team visit – original team members to come together to discuss community achievement and to offer any suggestions
- Continuing public relations program – maintain relationship with media with updates to keep momentum and community interest

SECTION 7 – PROBLEMS THAT MAY OCCUR

Even the best of organized events will have some problems. Here are a few that may come up during your preparation. Be aware of them in order to deal with them promptly.

- Lack of information
- Lack of interest from organizing committee and design team
- Lack of involvement of key officials and other key community members, groups or organizations.
- Logistical failures
- Lack of adequate lead time
- Design team confusion of responsibilities and roles

SECTION 8 – RESOURCES

- For a listing of architects visit the OAA Web site at www.oaa.on.ca and click on Find an Architect
- For a listing of landscape architects visit the OALA Web site at www.oala.on.ca
- For a listing of interior designers visit the ARIDO Web site at www.arido.on.ca
- For a listing of engineers visit the PEO Web site at www.peo.on.ca

To contact students in the design field:

Schools of Architecture in Ontario:

University of Toronto, *School of Architecture, Landscape and Design – Toronto*

www.ald.utoronto.ca

University of Waterloo, *School of Architecture – Waterloo*

www.fes.uwaterloo.ca/architecture

Carleton University, *School of Architecture – Ottawa* www.arch.carleton.ca



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Ryerson University, *School of Architecture Science – Toronto*
www.ryerson.ca/programs/arch.html

If your charrette is building focused, you may want to consider team members from the colleges in Ontario who provide architectural science programs as college programs are focused more on building technology.

Colleges in Ontario providing Architectural Science programs:

Algonquin College of Applied Arts and Technology – Ottawa www.algonquin.on.ca

Confederation College – *Thunder Bay* www.confederationc.on.ca

Georgian College – *Barrie* www.georgianc.on.ca

George Brown College- *Toronto* www.gbrownc.on.ca

Humber College of Applied Arts and Technology – *Toronto* www.humberc.on.ca

Mohawk College – *Hamilton* www.mohawk.on.ca

Northern College - *Timmins* www.northernc.on.ca

Sheridan College – *Oakville* www.sheridan.on.ca

Sault College of Applied Arts and Technology – *Sault Ste. Marie* www.saultc.on.ca

St. Clair College – *Windsor* www.stclairc.on.ca

SECTION 9 – APPENDICES

9.1 Sample Mission Statement

9.2 Roles and Responsibilities of the Organizing Committee

9.3 Sample list of Expenses to Consider

9.4 Approaching Potential Sponsors

9.5 What to Include in a Proposal

9.6 Sample Information Kit

9.7 Equipment and Services

9.8 What to include in a Media Release/Sample Media Release

9.1 SAMPLE MISSION STATEMENT

Historic Post Office Rejuvenation Project

Anywhere's turn of the century post office, no longer in use, on Main St. was declared a historic landmark over 50 years ago. Sadly, over recent years, the building has begun to deteriorate.

Several restoration solutions have been put forward over the years, however, no follow up action to restore the building or reclaim it as a functioning part of the downtown core has ever been put into place.

It is proposed to organize a local design charrette in the fall to generate sustainable and functional ideas and suggestions to restore the building. A strategy outlining short and long-term goals will be drawn up and ideas of restoration will be created. The design team will take into consideration the restoration of the deteriorating areas of the building and the fact that Anywhere has a need for a new municipal run childcare facility.



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A written report of the design teams work will be available for all community members to view.

9.2 ROLES AND RESPONSIBILITIES OF THE ORGANIZING COMMITTEE

The roles and responsibilities of the organizing committee must include all areas of the event. In addition to making a long-term commitment to the project, all members must take part in the development of such things as:

- Development of a mission statement and defining the issue
- Determining the length of charrette
- Defining the types of volunteers best suited to the issue
- Development of a media strategy
- Development of a sponsor list

It may be helpful to divide the responsibilities of the committee into categories and delegate members to each of the sub-committees. For example, you might divide it up into sponsorship, volunteers, media, logistics, information gathering, event day organization and presentation organization.

Sponsorship

This sub-committee will concentrate on approaching sponsors and securing funds and services for the event

- Create letters to potential sponsors
- Send letters and make initial contact
- Main contact to sponsors to answer questions etc.
- Negotiate services or funds
- Request logos for any printed material
- Ensure logo or sponsor mention is on all materials for recognition
- Ensure all sponsors are on list for thanking during presentation

Volunteers (the design team)

This sub-committee will concentrate on approaching the most appropriate volunteers for the charrette and work with them until the charrette.

- Research where and how to contact the appropriate volunteers
- Make and maintain constant contact with volunteers
- Confirm involvement
- Update volunteers on event development until event day
- Make any travel or accommodation arrangements for volunteers.

Media

This sub-committee will concentrate on making relationships to the media and selling the idea. Media coverage before during and after the event will help to gain and maintain community interest.



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- Make initial contact with the media
- Implement media strategy
- Maintain media communication before during and the event
- Create media releases
- Prepare media kits for presentation (can include background information, mission statement, report from charrette, contact information)

Logistics

This sub-committee will concentrate on acquiring items such as the venue, equipment, catering etc

- Secure venue
- Create list of equipment needed
- Make sure all equipment and services are available to design team
- Communicate to venue to secure items such as tables, chairs, and Internet hook up, care-taking etc.
- Plan for refreshments and meals for design team throughout event

Information gathering

This sub-committee will concentrate on putting together the information package that will be used for the design team and throughout the event.

- Create information kit (see Information Kit in Appendices for items)

Event Day Organizers

This sub-committee will concentrate on the mechanics of the actual event: making sure all team members have arrived, making sure all equipment needed is available and functioning etc. This sub-committee may be a good fit for those members who may not be able to make a long term commitment to the project, but still wish to participate.

- Ensure all members have arrived at venue
- Ensure all equipment is available.
- Remain on hand for anything team may need
- Be able to respond to any emergencies

Presentation organizers

This sub-committee will ensure that all details are taken care of for the final presentation. These details should be taken care of at least one month in advance.

- Book venue
- Create guest list and send invitations or make phone calls
- Arrange for items such as tables, chairs, laptop, digital projector, screen, sound system, and podium to be at the venue.
- Arrange for report to be copied for distribution
- Arrange for refreshments (if needed)
- Make sure team members and sponsors are recognized at presentation



9.3 SAMPLE LIST OF EXPENSES TO CONSIDER

The following expenses are based on an 8-member design team, and a 4-night 5-day charrette:

Transportation (*to and from event*) – \$500 (*local team members only, if you have out of town members, you may have to deal with plane or train tickets or great distance for mileage*)

Transportation (during event) – \$375
(*bus or van to and from site*)

Accommodations - \$2720
(*8 members x 85 per night for 4 nights*)

Venue (*rental*) - \$500

Equipment and services \$2000

(*see Equipment and Services for a list of potential items*)

Catering - \$2000

Report Printing - \$800

Miscellaneous - \$1000

Presentation event \$250
(refreshments)

Total \$10,145

Remember, the more services you are able to gain as sponsorships, the less of the cost of the charrette.

9.4 APPROACHING POTENTIAL SPONSORS

Who to Approach

- Investigate who, in your community, are advocates of architecture and community revitalization. It is best to start with these groups
- Approach the local government, construction companies, service groups and clubs.
- Some items needed for the event such as computers and printers or conference rooms in hotels (for workspace) may be requested as a gift-in-kind sponsorship.

Approach Method

Letter

Be sure to discuss in your letter:

- Issue
- Exactly what you want from them (financial support or service)
- How their sponsorship will be used



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- How will the project benefit the community (and in return their business or organization)

A follow up telephone call should also be placed a week after the letter has been sent out to establish a contact and to ensure that the letter has found its way to the appropriate person.

Telephone

Speaking to the appropriate person one on one will let you develop contact with the organization or business right away. This approach can also be used to answer questions immediately to help them make their decision. They will likely request a formal letter for their records.

Considerations when approaching sponsors

Investigate to find out what other projects the organization or business is currently sponsoring (if any). This shouldn't deter you from approaching them, but it may help in defining what your request will be.

Sponsor Benefits

Potential sponsors will want to know what kind of recognition they will get for their funds or services. This type of project could offer recognition of the organization or business in media releases and including logos on all printed material. They also might be interested in having a representative on the steering or organizing committee.

Include them in the presentation

Make sure you invite sponsors to the final presentation where you can formally thank them for their involvement. Depending on how many sponsors you have, you may invited them to say a few words at the presentation.

9.5 WHAT TO INCLUDE IN A PROPOSAL

When approaching your potential team members and organizing committee, it may be best to contact them by phone initially to gauge their interest. If they are interested, then send a package with further information.

Cover Letter

Attach a covering letter to the proposal reiterating what you had spoken about on the phone. In the letter, clearly state that you are requesting their services as a volunteer for a specific amount of time,

The Issue

Clearly state why you are organizing a design charrette and describe the issue.

Background Information



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Attach a page of background information. Questions like, has the issue been raised before, has anything been done about the issue in the past, how is the issue affecting the community, what is the community's view of the issue and how will a design charrette benefit the community can be dealt with in this section.

Goals/Objectives/Key Messages

Describe what the community or organizers hope to gain from holding a design charrette, what are the goals, objectives and the key messages of the event. Also state who the target audience is for this report, municipal council members, community members, local businesses, etc.

Sponsors or Partners

State what kind of support you have from the community to have this event take place. List sponsors and partners who have already committed or those you plan to approach.

Design Charrette Details

Attach a sheet of specific details about the event. Details could include:

- Itinerary of what is to be expected to happen with a time commitment mentioned.
- Accommodation and travel plans (if needed)
- Event location (where will the work be done, hotel, library etc.)
- Expected team size
- Expected amount of work to be accomplished in what amount of time.
- Expected final report to be submitted
- Will they be expected to speak to media?
- Will the team members be required to bring any of their own equipment?

A brief, but specific, list of what you expect from your team members will help them make an informed decision of whether or not to participate and will help to avoid any confusion of what is expected from the event.

9.6 SAMPLE INFORMATION KIT CONTENTS

The information kit you send to the team members should be a useful tool to help them prepare for the charrette. Try to keep it compact with just the most useful and necessary information. The following are some suggestions you may want to include in the kit.

Maps

- Location and region
- Important places/historic sites
- Parks/forests/lakes
- Roads/bus and train routes

Photos

- to set forth the character of the study area

Statistics

- Population growth or decline in past 10 years
- Projected growth or decline



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Economic Data

- Past and projected commercial and industrial values
- Where and what the jobs are
- Land values
- Tax information

Zoning Regulations, Studies

- Recent studies and reports
- Brochures used to attract industry/tourism
- Growth control measures

Preservation Data

- Historic landmark inventory
- Local history
- Archaeological and pre-history data
- Environmental concerns

Contact Information

- Include a list of design team members with their contact information (be sure to get their permission first). Also include names and contact information for organizing or steering committee if available.

9.7 EQUIPMENT AND SERVICES

You may find the following helpful during the work sessions. Be sure to speak to your team members about other equipment they will need for each specific project.

Equipment

Workspace:

telephones
chairs, stools
computers
tables
drawing boards/tables
power outlets
garbage/recycling bins
screen for projecting power point
digital projectors
photocopier (or access to)
printers (b/w or colour)
screen for projecting power point
large boardroom style table

General Office Supplies:

dictionary
pocket thesaurus
stapler



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calculator with metric conversion
pads of lined 8 1/2"x11" writing pads
dry eraser markers and brush
box fold back binder clips - jumbo
roll of adhesive back velcro tape
post it notes - 1"x 2", 2"x 3", 3"x 3", 3"x 5"
3 telephone message pads
package of file folder labels
package Avery coloured dots (for colour coding)
box small paper clips, 1 box jumbo paper clips, 1 box 'X' paper clips
box fold back binder clips - small
box fold back binder clips -1"
4 highlighter pens
2 boxes of white chalk
4 boxes of office pencils
3 packages of fine mechanical pencil leads
box ball point pens (black)
box ball point pens (red)
2 pairs of scissors
2 boxes of staples
staple remover
bag push pins
2 rolls of double face tape
4 rolls of clear Scotch tape
6 glue sticks
1 bottle rubber cement
4 bottles of correction fluid
elastics

Drawing and Drafting Supplies:

masking tape, 3 regular, 2 thin, 2 white drafting tape
16 Black and grey markers
13 Pastel colour felt markers
28 Coloured markers (miscellaneous)
Coloured pencils (miscellaneous)
box miscellaneous pastels (coloured chalks)
2 large matte knives (snap off blades)
3 small Olfa cutting knives (with snap off blades)
3 x-acto knives with additional blades
3 letraset burnishers
5 mechanical drafting pencils
leads (2 packages each HB and 2H leads, 3 packages H, 1 package each B, 2B leads)
4 lead sharpeners
5 metal erasing shields
9 pink pearl erasers
9 Staedtler Mars white plastic erasers
drawing pens and felt pens:



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- 6 Pentel black roller pens
- 4 Berol felt tip pens
- 5 Bic micro metal point pens
- 5 Bic medium ball point pen - red
- 5 Pilot fine point felt pens - red
- Miscellaneous red, orange, green and blue felt pens
- Miscellaneous black fine, medium and heavy felt pens
- 2 Pilot drawing pens, 5 each - 005, 01, 02, 05, 08 Pilot or Staedtler disposable (pigment) drawing pens

Miscellaneous:

- box of small zip-lock plastic bags
- 4.5 metre tape measure
- 30' or tape measure
- extension cord
- extension cord (long) with 3 outlets
- flashlight and batteries
- electric pencil sharpener
- bag containing: Tylenol (regular), aspirin, Gravol
- first aid kit (with its own case)

Drafting & Administrative:

- Letraline - various sizes and colours
- file folders (letter size)
- 1 roll of velcro dots
- 3 clipboards
- 7 Architect's scales (metric)
- 1 Architect's scale (imperial)
- 3 drafting brushes
- 3 - 30/60 degree triangles
- 2 adjustable triangles
- 1 protractor
- 3 - 45 degree triangles
- 1 drawing template - miscellaneous shapes
- 2 large circle templates
- 1 French curve
- 2 flexible curves
- 1 compass
- 1 magnifier with handle

Portfolio Case:

- 3 rolls of 12" white tracing paper
- 2 sturdy envelopes with closers for the administrative materials
- 3 rolls of 18" tracing paper
- 3 rolls of vellum
- 1 envelope of various Letraset
- roll of cord for hanging banners



Ontario Association of Architects

1 - 24" metal ruler, 1 - 12" metal ruler
4 T-squares
1 rubber cutting mat

Presentation Day equipment:

tables
chairs
laptop
digital projector
screen
sound system
podium

Services

care-taking
catering – breakfast, lunch, dinner, supply of hot and cold beverage, fruit and nibbles
computer support
telephone lines
transportation (to site) – bus or van

9.8 WHAT TO INCLUDE IN A MEDIA RELEASE

A media release is a document aiming to attract the attention of the local media outlets.

Following these guidelines can help to ensure important information is included in your release.

- The words MEDIA RELEASE should be at the top of the release, in uppercase letters
- Indicate the release timing. In most cases, use FOR IMMEDIATE RELEASE, if the information can be released right away. Otherwise, use HOLD FOR RELEASE UNTIL _____ (indicate time and date)
- List the headline. Print in uppercase letters. The headline is what makes the release stand out and is the most important point to get across. Keep it active and descriptive
- List the sub-headline (if applicable)
- Enter the date and location at the beginning of the first paragraph.
- The first paragraph is where you clearly introduce the issue that you are sending the release about. It is the hook that entices the media to read the rest of your release. This is where you can cover the, who, what, when, where, why and how.
- The second paragraph includes more of your story; you can also add a quote from someone from the steering or organizing committee.
- The rest of the release can include less important but supporting information.
- At the end of your release include –30- at the bottom of the page. This indicates the end of the media release. Everything listed about the -30- line is for release to the public.



Ontario Association of Architects

- Include contact information and how the media can get in touch with them for more information. Include a name, title, telephone numbers, and email address. Make sure there is always someone who the media can easily and quickly reach for follow-up.

9.8 SAMPLE MEDIA RELEASE

For Immediate Release

Media contact:
John Smith
Tel: 123-456-7890
Fax: 234-567-8901
e-mail: jsmith@city.on.ca

January 7, 2004

(Headline) Community Leaders and Design Professionals Gather to Restore Post Office

Anywhere, ON – Anywhere's leading community members along with local design professionals will gather next week to tackle the problem of the deteriorating post office on Main Street.

During a weeklong planning session, several community members and design professionals will come together to come up with creative suggestions and solutions to help restore and bring new life into Anywhere's downtown core. As a place to start, they will begin with suggestions on giving the old post office a facelift.

"This is just one of the projects we hope to accomplish as part of the Anywhere's downtown rejuvenation program," says Chamber of Commerce member Jane Jones., "Our hope is to bring back community pride and increase tourism over the coming years".

Several restoration solutions for the post office have been put forward over the years, however, no follow up action has been put into place. With the expertise and aid of several architects and engineers, a creative strategy with long term and short term goals can be realistically put into place for Anywhere to use as a resource in the coming years.

The planning session will take place at the Sheraton Hotel beginning May 11 to May 14. A presentation of the suggestions the team puts forward will be held at the hotel on May 14 from 10 am to 11:30 am. Community members are welcome to attend.

-30-

Date: 2021-06-04

Prepared by: Natasha Krickhan on behalf of Subcommittee members Shane Baptiste, Hadi M. Jafari, Heather Breeze,

Topic: EXECUTIVE SUMMARY OF WORK DONE TO DATE BY THE CONTINUING EDUCATION SUB-COMMITTEE ON EDUCATING THE GENERAL PUBLIC - GOVERNMENT

The subcommittee has met 4 times via zoom since our last CEC meeting and have been in touch over email as well. We would like to update the larger committee on our findings for feedback and direction. Our goal is to have the committee identify which project(s) the committee wishes to pursue.

The last subcommittee meeting occurred on Tuesday May 25th, 2021. The following notes capture some of our discussion. Under the heading “**WHAT DO WE NEED TO ACCOMPLISH TO ACHIEVE OUR GOALS**”

1. **Prepare an in-depth written document with graphics to educate institutional clients about the value of working with an architect.** Note: Kristi Doyle, Executive Director of the OAA and Christie Mills, Registrar have been developing a document which will be distributed through our contacts at EABO regarding when an architect is required for a project as per the Architect’s Act. This is being done to educate building officials about the protected scope for Architects and the grey areas as identified in the legislation. Council has been updated on this initiative earlier this year.
2. **In conjunction with item number 1, restore the table 1.2.2.1, General Review under Division C (page 668,669 of the 1992 OBC – see attached) which identifies who is responsible for different buildings identified in the OBC that was part of the OBC prior to 1997.** Note: The OAA has continually advocated to re-introduce this document into the OBC however has not been successful in doing so to date. The “table” is owned jointly by the OAA and the PEO. It is unlikely that this table will be re-instituted in the OBC in future unless the PEO agree which is not anticipated.
3. **Educate architects about taking on more risk and the pros and cons of taking on more risk and how to correctly adjust fees to reflect the increased exposure to risk.** Note at the June 1st, 2021 meeting with the subcommittee members, Shane Baptiste, Hadi M. Jafari and Heather Breeze, it was decided that this was a business risk and had to do with the business of running a practice, and did not fall under our portfolio of educating the public. We believe that another committee would be better suited to review this item.
4. **Use the OAA’s annual conference as an opportunity to open up dialog, discussion and educate government officials; i.e. municipal Chief building inspectors, I.O., Metrolinx., MMAH (Ministry of Municipal Affairs and Housing) and MAG.** The subcommittee still feels this is an educational opportunity worth reviewing with the larger committee. Perhaps the committee can suggest topics.
5. **Leverage our relationship and the fact that we fall under the jurisdiction of MAG in order to have them negotiate with the MMAH. Have MAG speak with MMAH to remove inappropriate language and undue requirement for risk from RFPs and contracts with architects and teams that involve architects.** Note: MAG have not advocated on our behalf previously and would be loathe to criticize another Minister of the same government. The OAA has had better success working with industry partners in negotiating with MMAH on things like the proposed Administrative Authority (AA) at the provincial level to manage co-ordinating professionals.

We'd likely have better success speaking to critics of the government in order to get traction with MAG (i.e. the Opposition). However this may be damaging to our relationship with MAG.

6. **Get a legal opinion about the Architect's Act and the exceptions identified in the Architect's Act; use some of the examples brought up in meetings between Shane, Hadi, Heather and myself for the opinion.** Our subcommittee is interested in getting a legal opinion to provide clarity on the Architect's act and some of nuances and perhaps contradictions so that we can better inform the public. We have identified examples in the meeting minutes of 2021-05-21. Please refer to the attached DRAFT letter prepared by one of our members.

Additional comments by Hadi M. Jafari sent via email to Natasha Krickhan on 2021-06-03. Note that these are to be presented to the CEC in conjunction with the notes listed above.

- 1- Architects Act is about 31 years old. Industry has gone through tectonic shifts in business models and project delivery methods (e.g. P3-Public-Private Partnership model, IPD-Integrated Project Delivery, etc.). Architects may not be called upon as prime consultants anymore. Hence an urgent need to have the Act up-to-dated.
- 2- Have a trilateral review of the Architects Act, Building Code Act & Professional Engineers Act to re-identify the overlaps of responsibilities and clarify the gray areas.
- 3- Having clarified the gray areas, it's recommended to prepare a few white papers and design samples on these overlapped scopes to be published to the Public, Building Departments, MMAH and be included in OAA website, OBC Appendix A, PEO website & etc.
- 4- Engage with RAIC to shape more targeted education grounds for business advocacy especially on selection of architects and collaboration with other professional bodies e.g. PEO, PMI, OPPI, OBOA, etc.

Date: 2021-06-17

Prepared by: Natasha Krickhan in order to capture the oral report provided by Agata Mancini on behalf of Subcommittee members Christina Facey, Christopher Johnson, and Janet Harrison

Topic: EXECUTIVE SUMMARY OF WORK DONE TO DATE BY THE CONTINUING EDUCATION SUB-COMMITTEE ON ELEMENTARY AND SECONDARY EDUCATION

The subcommittee has been unable to meet since the last Committee meeting. However, the document the committee is working on is almost complete and has been transferred to a different file type to make it easier to format. The OAA logo and other formatting prescribed by staff has been used to format the most recent document.

The lead of the working group (Agata) noted that she's been in communication with the chair (Natasha) about next steps including sharing the document with Indigenous Architects once it's been finalized (note there is a section on Indigenous Architecture in the Document). Matthew Hickey, Wanda Dalla Costa, Kenneth Chakasim, Eladia Smoke (?) are Indigenous Architects that the Committee suggested be consulted with the addition of one Indigenous teacher of elementary and Secondary school children.

Date: 2021-06-17

Prepared by: Natasha Krickhan in order to capture the oral report provided by Agata Mancini to the Committee on 2021-06-09 on behalf of Subcommittee members Jeffrey Laberge and Krystyna Ng.

Topic: EXECUTIVE SUMMARY OF WORK DONE TO DATE BY THE CONTINUING EDUCATION SUB-COMMITTEE ON THE GENERAL PUBLIC: AWARENESS AND EDUCATION

The subcommittee has been unable to meet since the last Committee meeting. This is a very important initiative and requires input from the larger committee as well as other committees such as the communications committee where there is overlap.

POSTSCRIPT: 3 members of this committee, including the President, Susan Spiegel, SVP, Agata Mancini, the author, VP Natasha Krickhan have all been heavily involved over the last few months (since March) in the OAA Annual Conference Planning for 2021 fyi.



**REPORT TO OAA COUNCIL
JUNE 2021**

1. Relationship with Colleges

OAAAS will convene a meeting of college architectural technology programs just as the new academic year begins (September 21). This will be the first meeting of all colleges in several years.

A major agenda item will be the initiative to develop a certification system for Ontario college architectural technology programs. By that date, we expect to have reached agreement with Technology Accreditation Canada (TAC) on the modification to its standards and benchmarks necessary to address the differences between engineering technology programs and architectural technology programs. The meeting with colleges will be the first opportunity to confirm their intention to engage with this process under the agreement we will reach with TAC.

While OAAAS was pleased to present our student awards as part of the recent conference recognition event, there was some concern about the number and quality of this year's entries. This likely resulted from the fact students had fewer opportunities to collaborate during the 2020-21 academic year as all colleges operated primarily electronically. As 2022 will be the 10th Anniversary of our awards, we hope to have a more robust competition.

2. Examination Renewal

OAAAS is continuing to update its examination as part of its normal cycle of activities. In June, a group of licensed members will meet under the guidance of an outside consultant (who also works with OAA on the ExAC) to consider potential new questions, in areas where the current examination is lacking, such as interior design, project management and the building code. While these items were drafted (by a different group of licensees) before the pandemic, this is our first opportunity to vet them for possible inclusion in future exams.

Garry Neil
Executive Director | Registrar
June 15, 2021

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA | ALBERTA ASSOCIATION OF ARCHITECTS | NORTHWEST TERRITORIES ASSOCIATION OF ARCHITECTS
SASKATCHEWAN ASSOCIATION OF ARCHITECTS | MANITOBA ASSOCIATION OF ARCHITECTS | ONTARIO ASSOCIATION OF ARCHITECTS | ORDRE DES ARCHITECTES DU QUÉBEC
ARCHITECTS' ASSOCIATION OF NEW BRUNSWICK/ASSOCIATION DES ARCHITECTES DU NOUVEAU-BRUNSWICK | NOVA SCOTIA ASSOCIATION OF ARCHITECTS
ARCHITECTS' ASSOCIATION OF PRINCE EDWARD ISLAND | ARCHITECTS LICENSING BOARD OF NEWFOUNDLAND AND LABRADOR

CALA | ROAC SEMI-ANNUAL MEETINGS

REGULATORS AGENDA, FINAL

Remote Location | June 4, 2021

DATE | Friday, June 4, 2021
TIME | 10:00am – 1:00pm PST
LOCALE | Zoom Meeting hosted by Michaela Bogart (CALA):
<https://ca01web.zoom.us/j/66980343966?pwd=UVpCMTZmaEg3ZUI0YnR4NjdQNTVvQT09>
CHAIR | Pierre Corriveau, President (OAQ)

ATTENDEES | REGULATORS

AIBC	Ian McDonald, <i>President</i> Stuart Rothnie, <i>Vice-President</i> Mark Vernon, <i>CEO</i> Thomas Lutes, <i>Deputy CEO, General Counsel</i> Jenelyn Torres, <i>Director of Registration</i>	Jean-Pierre Dumont, <i>Directeur des affaires juridique et secrétaire de l'Ordre</i>
NWTAA	Simon Taylor, <i>President</i> Celeste Mackay, <i>Registrar</i> Ben Russo, <i>Executive Director</i>	AANB Malcolm Boyd, <i>National Rep/Registrar</i> Sylvain Lagacé, <i>President</i> Donald Sterritt, <i>Past President</i> Karen Chantler, <i>Executive Director</i>
AAA	Keesa Hutchinson, <i>Council CALA Rep</i> Grant Moore, <i>Registrar</i> Barbara Bruce, <i>Executive Director</i>	AAPEI Lorin Brehaut, <i>President</i> Scott Stewart, <i>Executive Director</i>
SAA	James Youck, <i>Council CALA Representative</i> Whitney Robson, <i>Executive Director</i>	ALBNL Greg Snow, <i>Registrar</i> Jeremy Bryant, <i>NLAA President</i> Lynda Hayward-Kirkland, <i>Executive Director</i>
MAA	Doug Hanna, <i>President</i> Lindsay Oster, <i>Immediate Past-President</i> Judy Pestrak, <i>Executive Director</i>	NSAA Jim Marriot, <i>President</i> Margo Dauphinee, <i>Executive Director</i>
OAA	Susan Spiegel, <i>President</i> Agata Mancini, <i>Senior Vice President & Treasurer</i> Kathleen Kurtin, <i>Immediate Past President</i> Kristi Doyle, <i>Executive Director</i> Christie Mills, <i>Registrar</i>	
OAQ	Pierre Corriveau, <i>President</i> Sébastien-Paul Desparois, <i>Directeur général</i>	

ATTENDEES | COMMITTEES

CACB Dave Edwards, *Chair*
FOA Darryl Condon, *Chair*
CExAC Chris Babits, *Chair*
IRC Peter Streith, *Chair*

ATTENDEES | STAFF

CALA Michaela Bogart, *Administrative Coordinator*

ATTENDEES | EXTERNAL

CACB Nathalie Dion, *President*

CACB Mourad Mohand-Said, *ED*
Charlene Pineda, *Dir. Programs and Operations*

RAIC John Brown, *President*
Mike Brennan, *CEO*
Giovanna Boniface, *VP Corporate Affairs*
Paul Mitchell, *Director of Practice*

AGENDA ITEM		AGENDA TOPIC	PRESENTER
9:50 AM		Meeting room available online <i>Please sign in ahead of time to allow for any unexpected technical difficulties. All participants are asked to have their video turned on and full name/jurisdiction displayed in Zoom. Attendees will be muted upon entry.</i>	
1.0	10:00 AM – 10:10 AM	Welcome 1.1 Adoption of Agenda 1.2 Review of Previous Meeting Notes & Business November 2020	Pierre Corriveau, President OAQ
2.0	10:10 AM – 10:40 AM	Royal Architectural Institute of Canada (RAIC) 2.1 Update from the Office of the President 2.2 Update from the Office of the CEO 2.3 Canadian Handbook of Practice (CHOP)	John Brown, President Mike Brennan, CEO Giovanna Boniface, VP Corporate Affairs Paul Mitchell, Director of Practice
3.0	10:40 AM – 10:55 AM	Future of Architecture Sub-Committee 3.1 Future of Architecture Semi-Annual Report 3.2 <i>Architecture Policy for Canada</i>	Darryl Condon, Chair
4.0	10:55 AM – 11:10 AM	Committee for the Examination of Architects 4.1 CExAC Report to CALA	Chris Babits, Chair
5.0	11:10 AM – 11:25 AM	International Relations Committee 5.1 IRC Report to CALA 5.2 ACE Update	Peter Streith, Chair

AGENDA ITEM		AGENDA TOPIC	PRESENTER
	11:25 AM – 11:30 AM	Break	
6.0	11:30 AM – 11:35 AM	Report from the Administrators Meeting	Kristi Doyle, OAA
7.0	11:35 AM – 12:00 PM	CALA Incorporation Task Force 7.1 Update on Incorporation 7.2 Recommendations and Next Steps	Thomas Lutes, AIBC General Counsel
8.0	12:00 PM – 12:15 PM	CALA Committees Overview 8.1 Proposed Changes to Terms of Reference 8.2 Next Steps	Karen Chantler, AANB Margo Dauphinee, NSAA Jean-Pierre Dumont, OAQ Whitney Robson, SAA
9.0	12:15 PM – 12:30 PM	CACB Standing Committee Semi-Annual Report 9.1 Semi-Annual Report to CALA	Dave Edwards, Chair
10.0	12:30 PM – 12:45 PM	Canadian Architectural Certification Board 10.1 Office of the President 10.2 CACB Report to CALA	Nathalie Dion, President Mourad M.-Said, Executive Director Charlene Pineda, Director of Programs and Operations
11.0	12:45 PM – 1:00 PM	New/Other Business	All
12.0	1:00 PM	Adjournment	Pierre Corriveau, President OAQ

FOR COUNCIL MEETING
June 24, 2021
(open)
ITEM: 7.3



CACB-CCCA Latest Activities

Prepared for the Canadian Architectural Licensing Authorities Meeting
June 4, 2021 (Zoom)

Mourad Mohand-Said B.Arch, M.Sc.A, Hon. MRAIC
May 27, 2021

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1. GOVERNANCE AND OPERATIONS OVERVIEW

Despite the pandemic restrictions, the CACB-CCCA kept its operations and governing duties active and performing through staff working from home with limited office attendance, and Board and committees' virtual meetings and working sessions.

Regular communications were posted on our website and disseminated via newsletters to update our Members and audience about the outbreak impact on scheduled and planned events.

Electronic voting was used several times by the Board in addition to hold virtually its two precedent meetings: June 12, 2020, and November 17-18, 2020.

1.1 THE BOARD

2020-2021 CACB-CCCA Board

The Board welcomed newly elected Directors: Jessie Andjelic, Anna Richter, and Peter Osborne, and thanked those whose terms have ended: Chris Young, Scott Kemp, and Shane Williamson.

Thus, the 2020-2021 Board's Composition consists of:

- Nathalie Dion OAQ, FIRAC, AAPPQ - PRESIDENT
- Lisa Landrum, PhD, M.ArchII, B.Arch, MAA, FRAIC, AIA - VICE-PRESIDENT
- Jeanna South Architect SAA, Planner MCIP, RPP - SECRETARY
- Jennifer Corson NSAA - TREASURER
- Jason Johnson M.Arch
- Carole Nadeau AANB, MRAIC
- Jessie Andjelic, Architect AAA, Founding Partner
- Peter Osborne PARTNER, ARCHITECT, AAA, AIBC, SAA, MAA, OAA, FRAIC, LEED AP
- Anna Richter, OAA, LEED AP, MRAIC
- Erin Kirkland Intern

Next Meeting:

The CACB-CCCA 2021 spring Board meeting will be held virtually via the Zoom platform on June 11-12, 2021.

Climate Commitment

In April 2021, the CACB-CCCA Board signed the Equitable Climate Action Commitment, which formalizes the organization's responsibility to address climate change mitigation (emissions reduction) and adaptation (responding to the impacts we cannot avoid) through timely and ethical climate planning and action.

1.2 PROGRAMS

1.2.1 ACCREDITATION PROGRAM

CACB-CCCA Accreditation is an audit program based on the Conditions and Terms for Accreditation and the Procedures for Accreditation. It typically requires a self-evaluation on the part of the institution, followed by a site visit and review conducted by a team representing the CACB.

In Canada, there are 11 Accredited Programs (University of British Columbia, University of Calgary, Carleton University, Dalhousie University, Université Laval, University of Manitoba, McGill University, Université de Montréal, Ryerson University, University of Toronto, and University of Waterloo) and one Candidacy Program (Laurentian University). <https://cacb.ca/accredited-programs/>

Accreditation Visits

2021 Cycle:

Due to COVID-19, planned in-person visits in 2021 were held virtually according to the newly developed CACB-CCCA Virtual Visits Requirements and Procedures in March 2021:

- Maintenance Accreditation Visit in to M. Arch /Université de Montréal, Montréal, QC; and
- Initial Accreditation Visit to M. Arch / Laurentian University, Sudbury, ON

The accreditation decisions will be rendered at the CACB-CCCA June meeting and will be posted on our website, right after along with their respective accreditation documents

2022 Cycle:

One Maintenance visit is planned in 2022 with the hope the COVID-19 condition by then will allow in-person visit: - Maintenance Accreditation Visit in to M. Arch / Dalhousie University, Halifax, NS.

Template for Architecture Program Report (APR)

The CACB-CCCA has now completed the APR System project. The purpose of the APR template is to reduce the overall cost of the APR preparation and to achieve consistency in reporting across the Programs. The Project consists of a mandatory web-based form to be used both by the Architecture Programs and the Visiting Teams. The end result is a two-stage report that merges the previous APR and VTR documents into a single Accreditation Report (ACR).

Virtual Accreditation Site Visit procedures

In reaction to the urgency of COVID-19, the CACB-CCCA has developed procedures for Virtual Accreditation Site Visits to conduct the 2021 visits.

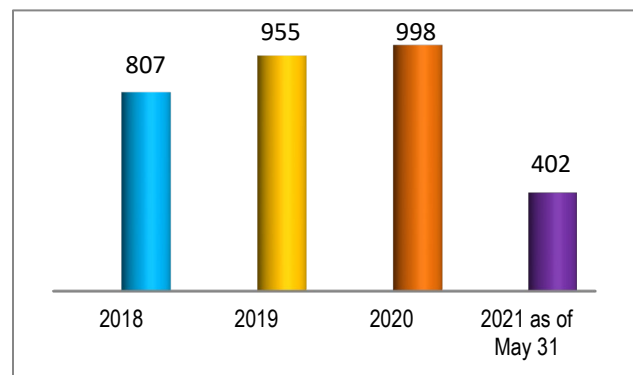
CACB-CCCA Conference

Initially planned in 2020 in Halifax, NS at Nelson Hotel, the conference was postponed twice; to September 24-25, 2021, in Ottawa at the Marriott Hotel, and then to May 27-28, 2022 in the same location with the hope that the pandemic conditions will allow in-person attendance to the conference. <https://cacb.ca/upcoming-cacb-2020-conference/>. The call for issue papers has been updated accordingly and will be released at the end of May 2021.

1.2.2 ACADEMIC CERTIFICATION PROGRAM

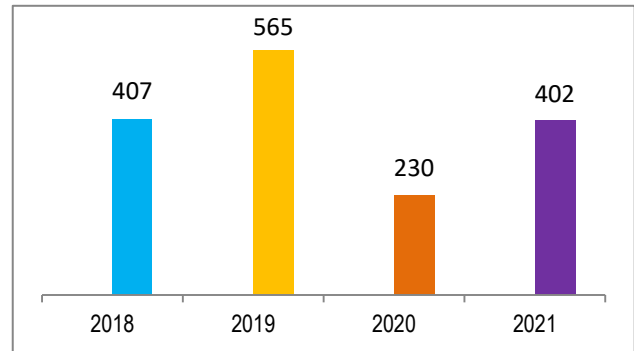
Statistic Highlights Applications Received

2020 figures show that COVID-19 didn't impact the demand for Academic Certification. Surprisingly, a total of 43 more applications were received in comparison to 2019.

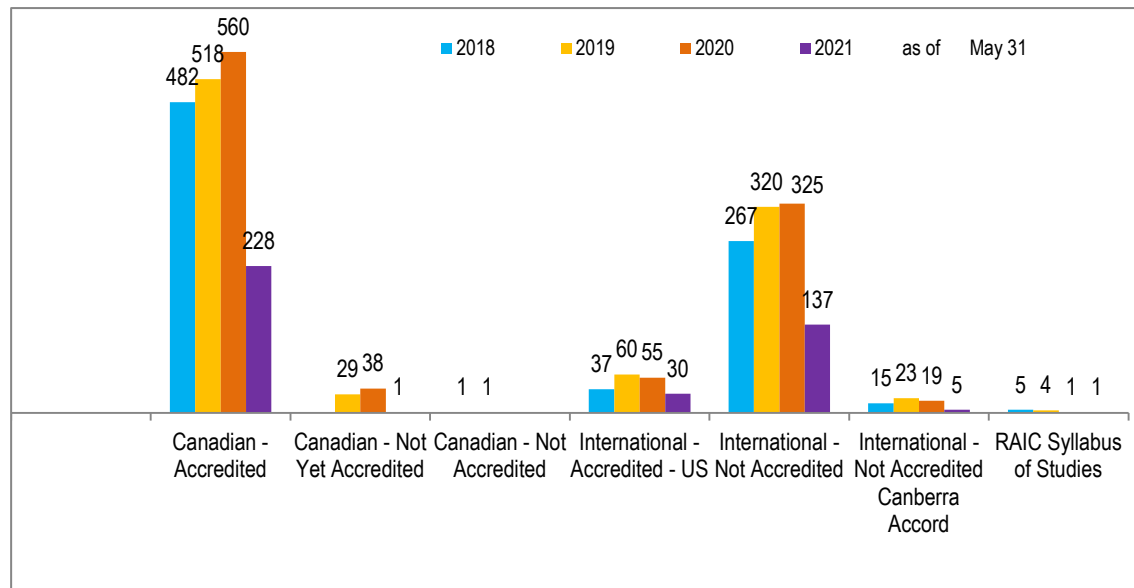


In 2021, as of May 31st, a total of 402 applications have been received. In comparison to the same period of the previous years, this number represents almost the double in 2021 and the same level in 2018 and 2019.

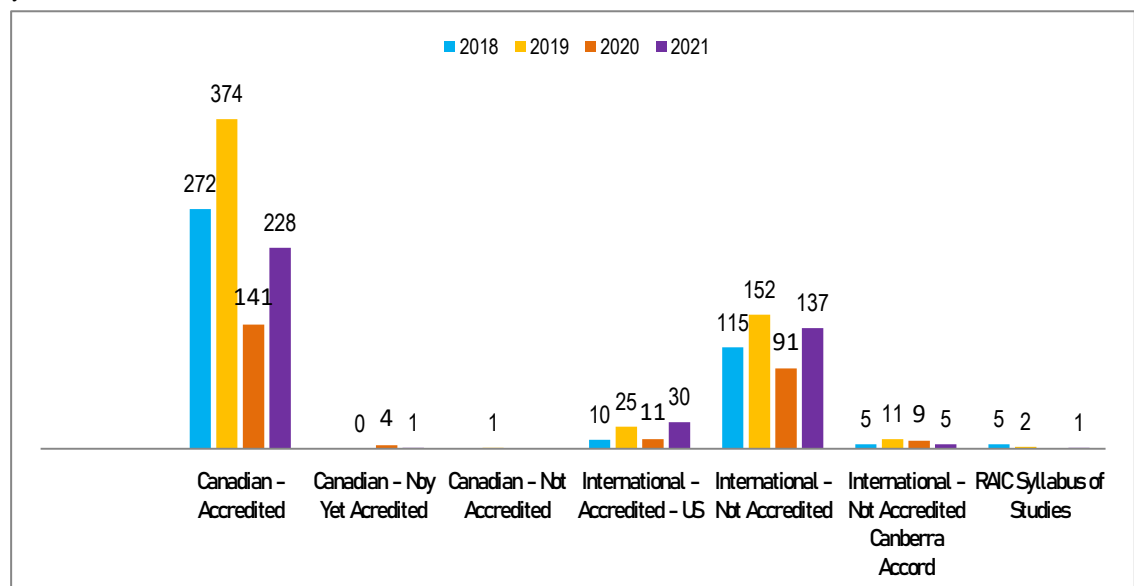
If the trend continues, we should expect similar figure as in 2019 and 2020.



The table below shows the total applications received by modes of certifications



The table below shows the total applications received by modes of certifications as of May 31st of each year.



Country of Origin of Foreign Graduate Applicants

Iran (356), India (194), Egypt (118), and Syria (79) are the Top 4 countries of Origin out of all International Graduates Professional Architectural Degrees applications received between 2015 and 2021. All together (747), they form 41.87% of the total of all the other countries of origin (1784).

The number of Syrian applicants has started increasing with the escalation of the civil war.

Total Applications Received	2015	2016	2017	2018	2019	2020	2021 as of May 31 st
All countries 1784	178	237	258	282	343	344	142
Top three countries of origin Iran: 356 India: 194 Egypt: 118 Syria: 79	Iran: 35 Egypt: 16 India: 10 Syria: 4	Iran: 54 Egypt: 18 India: 17 Syria: 8	Iran: 62 India: 22 Egypt: 16 Syria: 8	Iran: 51 India: 33 Egypt: 22 Syria: 12	Iran: 67 India: 34 Egypt: 24 Syria: 22	Iran: 66 India: 53 Syria: 20 Egypt: 12	India: 25 Iran: 21 Egypt: 10 Syria: 5

ECA (Educational credential assessment) Agency Designation Project

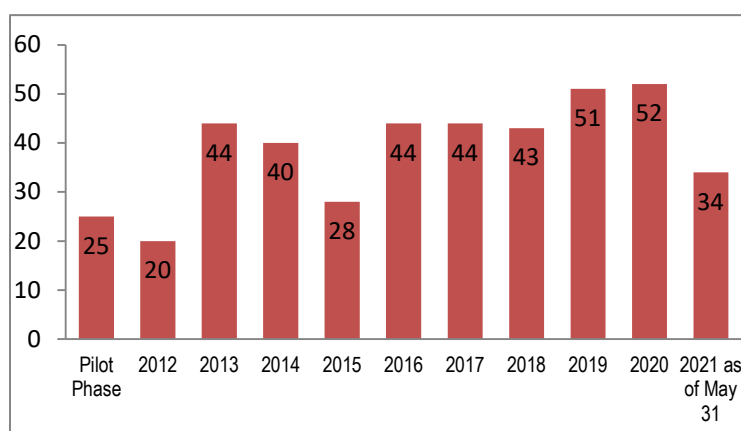
The CACB-CCCA is working with the CALA Standing Committee since more than a year towards getting the CACB recognized by IRCC (Immigration, Refugees and Citizenship Canada) as the sole Education Credential Assessment Agency for graduates in Architecture, within the Immigration Process for individuals looking to settle in Canada. The project is progressing and regular meetings are being scheduled with IRCC team to discuss and monitor the implementation plane which will culminate in signing a Service Agreement effective in targeted spring 2022.

1.2.3 BEFA CERTIFICATION PROGRAM

Statistic Highlights

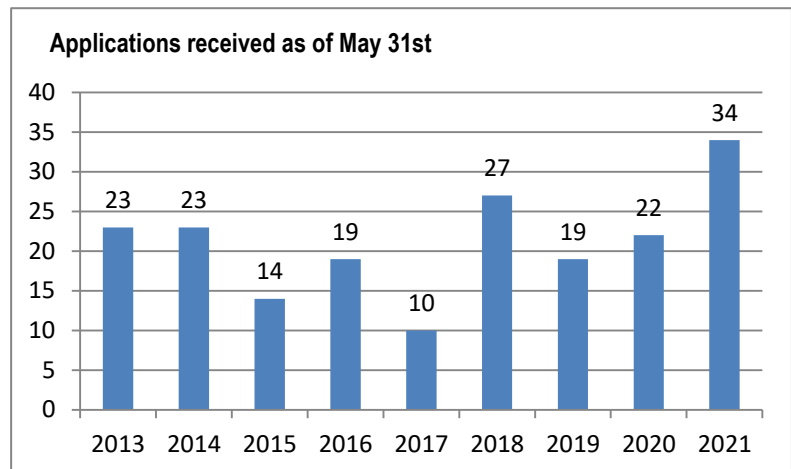
Applications Received

A Grand Total of 425 applications has been received since the implementation of the BEFA Program. Similarly to Academic Certification, COVID-19 outbreak didn't impact the number of new BEFA application. In 2020, we received 1 application more than in 2019.



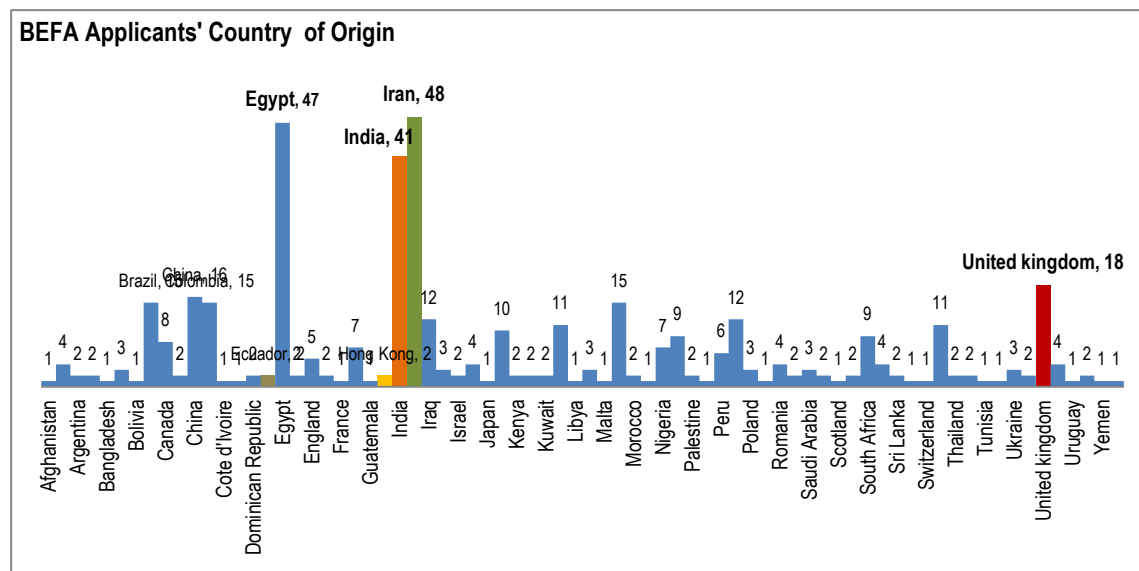
In 2021, as of May 31, we received 34 applications.

In comparison to the same period of the precedent years (May 31st), 2021 figures suggest that by the end of 2021 we will receive the highest number of new application since the implementation of the BEFA Program.



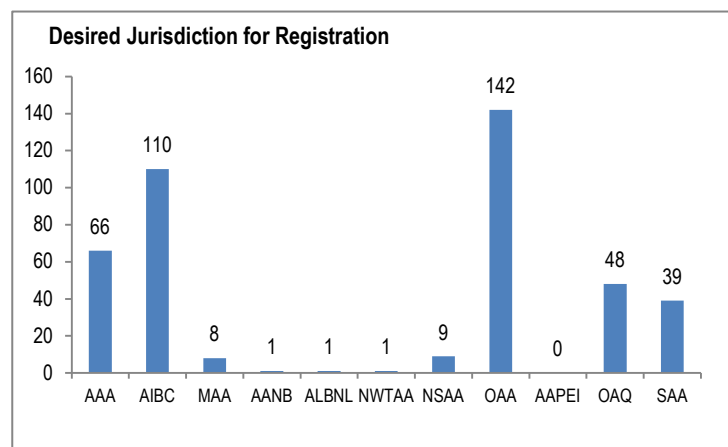
Country of Origin of BEFA Applicants

Egypt, Iran, India, and United Kingdom are the Top 4 Countries of Origin received since the implementation of the BEFA Program:



Jurisdiction to practice

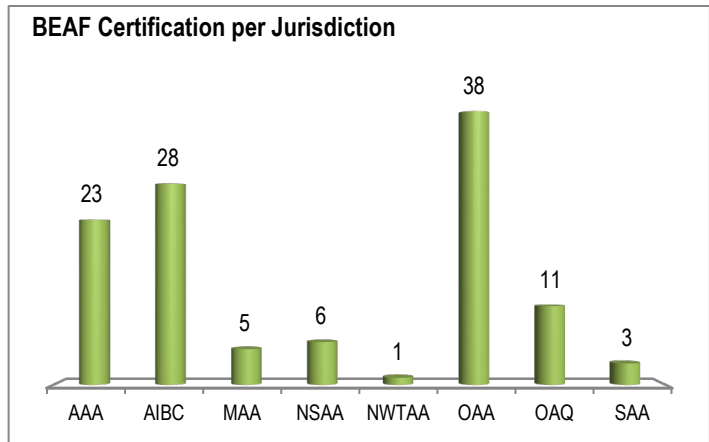
Ontario, British Columbia, Alberta, Québec, and Saskatchewan are the most selected Jurisdiction by the applicants to register with.



Certification

A total of 115 applicants have been granted BEFA Certification as of May 31, 2021 with the following distribution:

- Ontario: 38;
- British Columbia: 28;
- Alberta: 23;
- Québec :11;
- Nova Scotia: 6;
- Manitoba: 5;
- Saskatchewan:3; and
- Northwest Territories: 1



Interview Sessions

Remote Interview Format alternative

The planned in-person interview sessions for 2020 have been postponed to 2021 in reaction to COVID-19 outbreak. The CACB-CCCA and the CALA Standing Committee worked together and developed a remote format for the interviews that mirrors the in-person interview setup and rigour while maintaining the integrity of the BEFA process. The project went through several Mock Interviews and Orientation Sessions before a Pilot session was scheduled and to which 7 applicants have been invited to participate. Out of the 7 participants, 5 were granted full certification and 2 were recommended remedial actions who have recently successfully completed them.

The remote format requires CALA's approval before it gets deployed and used for the other 13 eligible for interview applicants.

2- INTERNATIONAL

2.1- THE CANBERRA ACCORD

The Canberra Accord consists of ten signatories that have substantial equivalent established accreditation systems for architectural education. Within the Accord, the signatories are also expected to facilitate among themselves the mobility of their graduates.

Signatories

- CACB-CCCA (Canadian Architectural Certification Board - Conseil canadien de certification en architecture) – Canada
- NBAA (National Board of Architectural Accreditation) – China
- CAA (Commonwealth Association of Architects)
- HKIA (Hong Kong Institute of Architecture) - Hong-Kong
- IEET (The Institute of Engineering Education Taiwan) - Taiwan
- KAAB (Korea Architectural Accrediting Board) - South Korea
- JABEE (Japan Accreditation Board for Engineering Education) - Japan
- ANPADEH (Acreditadora Nacional de Programas de Arquitectura y Disciplinas del Espacio Habitable) - Mexico
- SACAP (The South African Council for the Architectural Profession)
- NAAB (National Architectural Accrediting Board) – USA

Provisional Members

- UIA/UNESCO validation Council

The 8th General Meetings

Similarly to the Interim meeting, The 8th General Meeting scheduled to take place in Hong-Kong will be held via Zoom platform. It will be held on June 24-25, 2021.

Canberra Accord Implementation

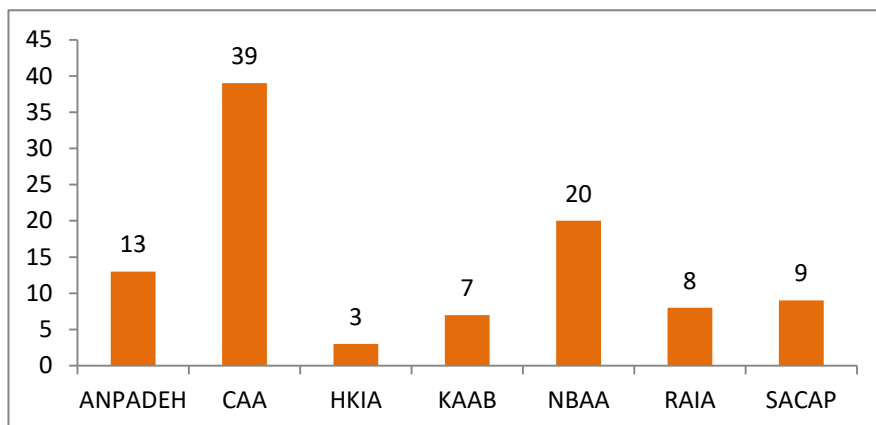
One of the main objectives of the Canberra Accord is to facilitate and encourage graduates mobility across the signatories. The CACB-CCCA has developed an accordingly since 2012 an academic certification procedure for Canberra Accord Graduates.

Statistics Highlights

Since 2012, a total of 99 applications from Canberra Graduates have been processed with the following signatories' distribution:

CAA: 39;

- NBAA: 20;
- ANPADEH: 13
- SACAP: 9;
- RAIA: 7
- KAAB: 7; and
- HKIA: 3



Canberra Accord graduates have expressed interest in registration with the following Regulators distribution:

- AIBC: 39
- OAA: 37
- AAA: 14
- OAQ: 5
- MAA: 1
- NWTAA: 1
- NSAA: 1; and
- SAA: 1

