

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 they choose 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.



VONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of March 3, 2022 at approx. 11:00 a.m.

Meeting # 280

OPEN MEETING AGENDA

Recognition of Traditional Lands

- | | | |
|---------|--|--------------------------------|
| 4 mins | 1.0 AGENDA APPROVAL | |
| 1 min | 1.1 Declaration re. Conflict of Interest | |
| | 2.0 APPROVAL OF MINUTES | |
| 4 mins | 2.1 Draft minutes of the January 20, 2022 Open Council Meeting (<i>see attached</i>) | |
| 2 mins | 3.0 BUSINESS ARISING FROM THE MINUTES | |
| | 4.0 ITEMS FOR REVIEW AND APPROVAL | |
| 3 mins | 4.1 Appointment of Interlocking Directors to the Pro-Demnity Board of Directors (<i>see attached</i>) | Executive Director |
| 10 mins | 4.2 Report from the Audit Committee re. OAA Audit 2021 (<i>see attached</i>) | SVP and Treasurer |
| 5 mins | 4.3 Shift in Fall Council meeting dates (<i>see attached</i>) | President & Executive Director |
| 7 mins | 4.4 OAA Submission re. MMAH Code Consultation (<i>TBD</i>) | Vice President Paquette |
| 2 mins | 4.5 Appointment to Discipline Committee (<i>oral</i>) | Vice President Hastings |
| 2 mins | 4.6 Nomination of Honorary Member (<i>oral</i>) | Executive Director |
| 7 mins | 4.7 Ontario Association for Applied Architectural Sciences (OAAAS) – Board Report and Request for Consideration of Motions (<i>see attached</i>) | OAAAS Executive Director |
| | 5.0 ITEMS FOR DISCUSSION | |
| 60 mins | 5.1 Draft Five Year Strategic Plan for OAA (<i>consultant presentation @ 2:30 pm</i>) | Consultant |
| | 6.0 EXECUTIVE COMMITTEE REPORTS | |
| | 6.1 Report from the President | |
| 3 mins | 6.1.a Activities for the months of January-March (<i>see attached</i>) | President |
| 3 mins | 6.1.b Report from Executive Director (<i>see attached</i>) | Executive Director |
| | 6.2 Report from the Senior Vice President and Treasurer | SVP & Treasurer |
| 2 mins | 6.2.a Pro-Demnity Insurance Company – Appointment of Auditor and Actuary (<i>see attached</i>) | |
| | 6.3 Report from Vice President Strategic | |
| 7 mins | 6.3.a Report from Vice President Strategic (<i>see attached</i>) | Vice President Karney |

Open Council Agenda

- 7 mins 6.3.b Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (*see attached*)
- 6.4 Report from Vice President Communications
- 7 mins 6.4.a Report from the Vice President Communications (*see attached*) Vice President King
- 6.5 Report from Vice President Regulatory Vice President Hastings
- 7 mins 6.5.a Activities Report from the Registrar (*see attached*) Registrar
- 6.6 Report from Vice President Practice
- 7 mins 6.6.a Report from Vice President Practice (*see attached*) Vice President Paquette
- 6.7 Report from Vice President Education
- 7 mins 6.7.a Report from Vice President Education (*see attached*) Vice President Krickhan
- 7 mins 6.7.b Update on development of submission to CACB National Validation Conference and results of member surveys (*see attached*)
- 7.0 ITEMS FOR INFORMATION**
- 2 mins 7.1 Society Annual Reports 2021 (*see attached*) Vice President King
- 2 mins 7.2 Fair Access to Regulation Professions and Compulsory Trades Act and Bill 27 (*see attached*) Registrar
- 8.0 OTHER BUSINESS**
- 9.0 DATE OF NEXT MEETING**
- 9.1 The next regular meeting of Council is Tuesday May 10, 2022 at 9:00 a.m. at the Hotel X, Riverdale Park Room, Toronto.
- 10.0 ADJOURNMENT**

Ontario Association of Architects

Meeting #279 Open

MINUTES

January 20, 2022

The two hundred and seventy ninth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday January 20, 2022 via Zoom.

Present:	Susan Spiegel	President
	Paul Hastings	Vice President Regulatory
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education
	Kristiana Schuhmann	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	Farida Abu-Bakare	Councillor
	J. William Birdsell	Councillor
	Yan Ming (Pearl) Chan	Councillor
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Christina Karney	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Clayton Payer	Councillor
	Greg Redden	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor
	William (Ted) Wilson	Councillor
	Marek Zawadski	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	None	
Guests:	Mélisa Audet	Manager, Practice Advisory Services
	Camelia Bostan	Administrator, Licence
	Melanie Walsh	Manager, Finance

New Council members, Chan, Karney, Redden, Wilson, and Zawadski and Lieutenant Governor in Council Appointee (LGIC) Fawcett-Smith were extended a welcome to the meeting by the President.

The President noted a land acknowledgement video from the Métis Nation of Ontario as recommended by Lieutenant Governor in Council appointee, Michelle Longlade 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

9353. The President noted that the following item would to be added to the agenda:

8.1 Administration of the 2022 Examination for Architects in Canada (ExAC)

It was moved by Longlade and seconded by Mintz that the agenda for the January 20, 2022 open meeting be approved as amended.

-- CARRIED

APPROVAL OF MINUTES

9354. *Reference Material Reviewed:* Draft minutes of the December 10, 2021 Open Council meeting.

The draft minutes of the December 10, 2021 Open Council meeting were reviewed.

It was moved by Vilardi and seconded by Mintz that the minutes of the December 10, 2021 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9355. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9356. Election of Officers (*oral*)

Camelia Bostan, OAA Administrator Licence joined the meeting at 11:20 a.m.

The Registrar conducted the Election of Officers. As no Members-at-Large were present, the Registrar introduced two staff as possible scrutineers Executive Assistant, Executive Services, Tina Carfa and Administrator, Licence, Camelia Bostan for Council's confirmation.

The Scrutineers for the election were confirmed by Council.

Mills reported that Susan Speigel has been acclaimed to serve as President for 2022 and Settimo Vilardi acclaimed to serve as Senior Vice President and Treasurer for 2022.

Mills asked Council to confirm the number of Vice Presidents for 2022.

It was suggested by a member of Council that the Executive is too large and to reduce the number of Vice President for 2022 to four.

A Council member suggested that five Vice Presidents is suitable to facilitate the distribution of the workload, adding that it enhances the diversity with respect to feedback and discussion among Executive. The current structure was not seen as being cumbersome.

Council voted to approve the number of Vice Presidents for 2022.

Mills announced that the majority of Council voted for five Vice Presidents for 2022.

Mills announced that the following members of Council were acclaimed to serve as Vice Presidents for 2022: Paul Hastings, Christina Karney, Jennifer King, Natasha Krickhan, and Deo Paquette.

Mills and Council congratulated the members of Executive for 2022.

Doyle noted that in the following week the Vice President will be assigned their portfolios based on interest and best fit, followed by assignment of the committees under each one's portfolio.

It was noted by Doyle that following the Strategic Planning Exercise and implementation of the Plan over the next few months could result in some adjustments to the portfolios and committee mandates.

9357. *Reference Material Reviewed:* Memorandum from the Executive Director, Kristi Doyle dated January 11, 2022 re. Process for Council Nominations to the Pro-Demnity Insurance Company (Pro-Demnity) Board of Directors and attached background information. **(APPENDIX 'A')**

Doyle reported that Past President, Kathleen Kurtin's term on Council ended in 2021 and that the interlocking directors are generally members of the Council. It is being recommended however that Kurtin continue to serve as Director until the March 3 Council meeting, at which time a new Board member will be appointed. It will allow for Kurtin to complete her work on the Nominations Committee and attend the February Board meeting.

Newly elected to the position of SVP and Treasurer, current Board member Settimo Vilardi will now move into the role ex-officio which will leave an additional vacancy on the Board.

It was suggested by Doyle that Council members interested in serving on the Pro-Demnity Board submit their indications of interest to Carfa along with a statement prior to the March Council meeting. The appointment of the two new interlocking directors will occur at the March Council meeting.

It was moved by Vilardi and seconded by Mintz that Kathleen Kurtin continued to serve as Interlocking Director on the Pro-Demnity Insurance Company Board of Directors up to the March 3, 2022 Council meeting where at such time a new Interlocking Director be appointed.

-- CARRIED

9358. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 14, 2022 re. Proposed Amendment to OAA By-laws – Schedule A and attached background information. **(APPENDIX 'B')**

Doyle reported that with the integration of the OAA Technology Program into the OAA, responsibility for collecting the fees for Technologists OAAAS resides with the OAA.

A member of Council requested some clarification with the implementation of a separate heading for the Technologists in the Schedule A.

Doyle responded that the amendment is procedural and is a fee for enrolment in the technology program. This type of member is currently not named in the legislation and therefore this approach facilitates the proper collection of the fee.

It was noted by Doyle that further consideration will be made in the next year with respect to the Technologist OAAAS' title with the dissolution of the Ontario Association for Applied Architectural Sciences (OAAAS) as well as the amount of the fee among many other policy and procedural matters.

It was moved by Longlade and seconded by Vilardi that Schedule A to the OAA By-laws be approved as circulated reflecting fees for enrollment in the OAA Technology Program.

-- CARRIED

The President reported that the reappointment to the 2030 Workforce Coalition would be reported next on the agenda.

9359. Appointment of OAA Representative to 2030 Workforce Coalition (*oral*)

The Vice President Strategic reported that the current member on the coalition, Mae Shaban is being recommended for reappointment by the Sustainable Built Environments Committee (SBEC).

It was moved by Schuhmann and seconded by King that Mae Shaban be reappointed for a consecutive one-year term as the OAA Representative to the Workforce 2030 coalition.

-- CARRIED

Bostan left the meeting at 12 noon.

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

9360. *Reference Material Reviewed:* Memorandum from Comprehensive Education Committee dated January 13, 2022 re. Report on the Call for Presenters for the OAA Conference 2022 and attached supporting documentation. **(APPENDIX 'C')**

The Vice President Education Reported on the proposed sessions being offered for the Conference. Included are the breakout sessions set to accommodate 40-50 per room in the proposal. Work is underway to finalize larger room sessions of up to 400 attendees.

A member of Council requested some clarification as to the content of submissions under the Call for Presenters that were not selected by the Committee.

The Vice President Education responded that the decisions varied such that some were more geared to product exposure and sales and alternatively were offered a sponsorship opportunities and others were off topic from the theme.

It was moved by Longlade and seconded by Krickhan that the roster of Continuing Education sessions for the 2022 OAA Conference be approved as circulated.

-- CARRIED

9361. *Reference Material Reviewed:* Memorandum from Communications Committee dated January 12, 2022 re. Proposed Tour Roster 2022 and attached supporting documentation. **(APPENDIX 'D')**

The Vice President Communications reported on the proposed tours for the 2022 Conference.

A member of Council enquired as to the source of the proposals.

The Vice President Communications responded that some were recommended by the conference organizer, MCC while others came from the host society, Toronto Society of Architects. There was also a public 'call for tours' issued by the OAA in the fall.

It was moved by Redden and seconded by King that the roster of Tours for the 2022 OAA Conference be approved as circulated.

-- CARRIED

9362. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle and Manager Education and Development, Ellen Savitsky dated January 20, 2022 re. Requirement for Mandatory learning under the OAA's Continuing Education Program and attached supporting documentation. **(APPENDIX 'E')**

Doyle reported that further to feedback from societies, and looking at the overarching lens of priorities of Council it is suggested that climate stability would be the most appropriate topic to constitute the mandatory education component of the next cycle. There will be a requirement of 2 hours on the topic for that cycle. Additional details were noted in the memorandum to Council.

It was moved by Krickhan and seconded by Redden that Council approve the direction that each member will be required to complete two hours of structured learning during the next Continuing Education cycle which begins July 1, 2022 that is focused on addressing the climate crisis,

sustainability and/or energy conservation; and, that staff be directed to develop the appropriate communications to members to be delivered at the appropriate time.

-- CARRIED (3 opposed)

9363. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 12, 2022 re. Barrie Community Energy and Greenhouse Gas Reduction Plan and attached supporting documentation. **(APPENDIX 'F')**

Councillor Thomson reported that the OAA was invited to participate as a stakeholder of the Advisory Group and that he had fulfilled that role over the last 18 months.

Doyle noted that clarification would be required with respect to sending information obtained through the TEUI calculation from buildings for the OAA awards program, adding that it may be added in subject to mutual agreement by the designer/owner.

Councillor Thomson noted that there is no commitment by the OAA for a specific time commitment and members have the option to provide technical information if they wish. If Council agrees to participate, it is suggested that the OAA logo be used in communications. It was also suggested that the City be permitted to make use of the TEUI calculator.

A member of Council enquired as to whether there is an opportunity for mayors of other municipalities to speak with each other on this issue, noting that the report was very informative and should prove to be quite useful.

Councillor Thomson confirmed that there are annual meetings of the mayors to facilitate this type sharing of information and therefore it is certainly possible.

A Council member enquired as to whether this information could be shared at Conference.

Councillor Thomson responded that there would be an interest in sharing the plan at this year's Conference.

It was moved by Thomson and seconded by McKendrick that Council receive the Barrie Community Energy and Greenhouse Gas Reduction Plan; and, approve support for the Plan as well as continuation of OAA involvement in an advisory role; and that the OAA logo be included.

-- CARRIED (1 opposed, 1 abstention)

ITEMS FOR DISCUSSION

9364. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9365. *Reference Material Reviewed:* Activities for the months of December-January. **(APPENDIX 'G')**

The report was noted for information.

9365. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 10, 2022 re. Update on Activities of the Executive Director. **(APPENDIX 'H')**

The report was noted for information.

9366. Governance Committee Update *(oral)*

The President reported that the Committee is working on a robust, detailed program for the Strategic Planning Session in advance for Council's review. The key is to put in practice our strategic goals and objectives rather than staying in the realm of concept.

A Council member enquired as to whether Council will be checking that it is on course going forward to ensure that the plan is being followed.

It was noted by a member of Council that the consultants appeared to possess a complete understanding of the role of the regulator and that the final plan will have recommendations around evaluation of the progress made around the strategic plan over the next five years.

9367. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle and Manager Finance, Melanie Walsh dated January 11, 2021 re. Unaudited Financial Statements for the Twelve Months Ended November 30, 2021 and supporting documentation. **(APPENDIX 'I')**

Doyle reported that as part of the year end process, finance is reconciling and closing the books, adding that a surplus is being anticipated about outlined in the memo. Based on that surplus, staff is recommending allocation to the various OAA reserves accordingly.

It was noted by Doyle that there is currently no pay down option on the headquarter building's mortgage for the current 5 year term. Doyle reminded that the OAA moved the mortgage over to CIBC from Scotia as there was an opportunity for a considerably reduced interest rate. Part of the agreement was that there be no pay downs for the initial term.

Doyle noted that an RFP will be sent out shortly for the OAA's annual auditing services, adding that the current auditor has been with the OAA for a few years and that the RFP is an exercise in due diligence.

A member of Council enquired as to how the reserve allocations were calculated.

Walsh responded that Council has established a policy for each of the reserve funds. The amounts suggested were at the recommendation of Walsh and Doyle to maximize efforts to reach the full amount suggested for each reserve. In addition, the Building Reserve Fund Study is taken into consideration. There is attention given to increasing the legal reserve since it is relatively new.

It was suggested by a Council member that the thresholds be reported for the next meeting of Council.

A Council member requested some clarification with respect to the line item on the reserve not being reported in the budget.

Walsh responded that according to accounting standards it is not appropriate to include an allocation for reserves in the annual operating budget.

A Council member enquired as to how the funds from the building reserve to be accounted going forward.

Doyle responded that the building reserve fund study is now the guide and the Building Committee will liaise with the Budget Committee to ensure that the funds needed are incorporated in the capital budget.

It was suggested by a member of Council that a reserve fund be created titled 'fee stabilization fund' to assist members as a substitute for increases in the annual fees.

Doyle responded that there is a Financial Hardship Policy in place to assist members where required and that both that policy and the Leave Policy are being actively used by members each year.

Doyle noted that the financial statements are not yet finalized noting that any additional surplus remaining will allocate to unrestricted reserves and any decrease in what is being anticipated will be taken from the recommended allocation, proportionately.

It was moved by Hastings and seconded by Wilson that Council approve the allocation of the 2021 anticipated surplus as follows:

Operating Reserve Fund	\$200,000
Major Capital Reserve Fund	\$500,000
Legal Reserve	\$100,000

-- CARRIED (1 opposed)

9368. *Reference Material Reviewed:* Memorandum from the Vice President Strategic, Kristiana Schuhmann dated January 6, 2022 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'J')**

The Vice President Strategic reported that in addition to the information contained in the report, the agreement with the University of Toronto's Long Term Care (LTC) Facilities Study is in the process of being finalized.

The report was noted for information.

9369. *Reference Material Reviewed:* Memorandum from the Communications Committee dated January 12, 2022 re. Communications Committee Update and attached background information. **(APPENDIX 'K')**

The Vice President Communications reported.

The report was noted for information.

9370. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated January 10, 2022 re. Activities under the Registrar – Annual 2021 Review and attached background information. **(APPENDIX 'L')**

The Vice President Regulatory reported.

It was noted by a Council member that the growth in architects appeared to be somewhat lower than usual.

Mills responded that December is typically a transition period and it is not an anomaly.

A Council member suggested that the lack of growth may be due in part to the pandemic.

The report was noted for information.

9371. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated January 12, 2022 re. Report from Vice President Practice. **(APPENDIX 'M')**

The Vice President Practice reported and expressed his appreciation to the work undertaken by Practice Advisory Services (PAS) in the past year.

A member of Council requested some clarification as to whether there will be a return to RFP alert notifications noted that they seem to have decreased.

The Vice President Practice responded that in some cases PAS receives the RFP from the member only days before it closed and therefore the period of opportunity has already passed adding that the process is detailed and time consuming.

Audet noted that RFP alerts is generally a reactive program. Some research is underway to look at the program from a proactive perspective such as through education with a focus on the clients by way of municipalities, schools, etc.

A Council member enquired as to any strategies around professional fees that might tie into the report.

The Vice President Practice responded that one strategy is to look at information and data gathered by OAA or Pro-Demnity and using the website as a clearing house for information pertaining to fees, and how to best calculate them based on examples.

It was noted by the Vice President Practice that there have been discussions with respect to managing and pricing risk. Royal Institute of British Architects (RIBA) have created a tool to calculate fees and also acts as a database to share among firms.

The report was noted for information.

9372. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated January 11, 2022 re. Overall Statistics of the PAS Hotline, Practice Advisory E-newsletters and Update on Requests for Proposals (RFPs) monitoring and attached supporting documentation. **(APPENDIX 'N')**

The Vice President Practice reported that in addition to the report, there has been a 10% increase in member compliance with the mandatory education component of the current cycle. It was noted a productive meeting was held with Indigenous architects recently on the K-Grade 12 resource guide.

The report was noted for information.

9373. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated January 12, 2022 re. Report from Vice President Education. **(APPENDIX 'O')**

The Vice President Education reported that revenue from webinars is 20% higher than budgeted. Currently, 30% are compliant with the mandatory education requirement for this cycle.

It was noted by the Vice President Education that the Comprehensive Education Committee is continuing to review funding for the Green Retrofit Program to develop and offer energy advisor training.

The report was noted for information.

ITEMS FOR INFORMATION

9374. *Reference Material Reviewed:* Memorandum from President, Susan Speigel and Executive Director, Kristi Doyle dated January 12, 2022 re. Report on Annual Society Meetings Fall 2021 – Building Our Partnership: Societies and the OAA. **(APPENDIX 'P')**

The President reported that virtual meetings with Societies have been completed with very positive feedback. The community outreach was generally limited to the topic of climate stability and ways to support one another from a regulatory and advocacy perspective. Ideas stemming from the discussions include implementing courses, peer-to-peer interactions, live pages and tools for architects to use with clients. A good example to use would be the OAA building's performance, as well as the life cycle energy costs and payback.

A Council member noted the use of Passiv house and promoting the use of it. It was recommended that cross-country collaborations be held where members can share best practices. It was suggested that establishing a chat for members would facilitate the initiative.

It was suggested by a member of Council that the Ontario Building Code adopt the integration of requirements to address climate crisis issues. It was suggested that LEED set the bar to establish the basis for other programs.

The report was noted for information.

OTHER BUSINESS

9375. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 18, 2022 re. Next Administration of ExAC – Examination for Architects in Canada and attached background information. **(APPENDIX 'Q')**

Doyle reported that the next national administration of ExAC is currently scheduled for February 28/March 1. A national discussion was held with respect to whether to proceed with the exam given the current restrictions due to the pandemic. Each jurisdiction will be making its own determination whether to proceed or defer.

It was indicated by Doyle that Council may wish to consider the option of waiting to receive feedback from the government on the lifting of restrictions then proceed to hold the exam at the end of February or defer to May. Doyle confirmed that that some provinces are proceeding in February unless they are shut down.

A member of Council enquired as to whether, in spite of a lift in restrictions, some accommodation would be made for those members who still do not have a level of comfort in writing the exam in person.

Doyle responded that members will have the option to postpone their exam until the next administration in November.

The Council member suggested that the dates for the exam should be scheduled in the future at a period where there is a low time for transmission of the virus.

It was noted by a Council member that they received feedback from interns who are anticipating that a decision is rendered as early as possible to allow time for them to make plans. Some clarification was requested where in the case where the Toronto location be shut down that an alternate site may be used.

It was suggested by Doyle that the Province be treated uniformly, adding that there would be complications in moving interns to different locations.

A Council member suggested that a decision await the government's announcement. This would allow for 3-4 weeks to ensure protocols and rules as met with respect to COVID requirements.

Doyle noted that should the exam proceed, the next step would be to source out invigilators and staff who are comfortable with the in person environment.

It was suggested by a member of Council that the regulators may wish to consider shifting to an on-line format for future administrations of the exam.

Doyle responded that there are issues to be addressed with respect to an on-line format noting the lack of French proctoring, and that the format of the current exam is was not designed for the online format. Having said that there is work underway at the national level to determine the best approach to an online exam for the future.

It was moved by Birdsell and seconded by Schuhmann that the next sitting of the Examination for Architects in Canada (ExAC) scheduled for February 28/March 1, 2022 proceed.

-- CARRIED (5 opposed)

DATE OF NEXT MEETING

9376. The next regular meeting of Council is Thursday March 3, 2022 at 9:30 a.m. via Zoom.

The Strategic Planning Session is scheduled over three days: Thursday February 3, 2022 from 3-6 p.m., Friday February 4, 2022 from 12:30-4:30 p.m., and Thursday February 10, 2022 from 3-6 p.m. via Zoom

ADJOURNMENT

9377. **It was moved by Vilardi and seconded by Redden that the meeting be adjourned at 2:52 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

Memorandum

FOR COUNCIL MEETING

March 3, 2022

(open)

ITEM: 4.1

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Kristi Doyle, Executive Director

Date: February 21, 2022

Subject: Council appointment to Pro-Demnity Insurance Company (Pro-Demnity) Board of Directors

Objective: To consider the appointment of two Councillors to the Pro-Demnity Board of Directors effective immediately.

1. As you are aware, the OAA Council has three interlocking directors on the Board of Pro-Demnity. One member is by virtue of office and that is the Senior Vice President & Treasurer, currently held by Settimo Vilardi. In addition to the SVP, the Council selects two other members of Council to sit on the Board. As additional background the OAA's three interlocking directors for 2021 were Agata Mancini, SVP & Treasurer; Kathleen Kurtin, Immediate Past President; and, Settimo Vilardi, VP Practice.
2. The appointments to the Board of Directors are officially made each year at the annual meeting of the Shareholder (i.e. the Council of the OAA). This year's meeting is scheduled for March 30. At that time, Pro-Demnity's Nominations Committee puts forward a final slate of proposed Directors for Council to vote on.
3. Past President, Kathleen Kurtin's term as an interlocking director was extended by Council at its January 20 meeting and will end effective March 3. The second vacancy is a result of Vilardi's election to the position of SVP and Treasurer and moves into the role as ex-officio on

the Pro-Demnity Board. Hence there is a need to identify two new Councillor appointments to the Board, which will be included in the Slate of Directors and approved at the March 30 annual meeting of the shareholder.

4. As Council is aware, notice to was sent to all of Council with a request for expressions of interest to be considered for these two seats on the Board. Statements of interest were received from Bill Birdsell, Lara McKendrick and Clayton Payer. Each Councillor's statement is attached for reference
5. At the request of the Pro-Demnity Board, and agreed to by Council a number of years ago, the Council appointments are for two years, however can be revisited each year.

Action: Council is asked to consider the following motion:

It was moved by... and seconded by...that Council approve the appointment of _____ and _____ to I to serve on the Pro-Demnity Board of Directors for a two-year term effective immediately with the intent that they would serve until June 2024.

Attachments: Expression of Interest – Bill Birdsell
Expression of Interest – Lara McKendrick
Expression of Interest – Clayton Payer

Expression of interest to serve as a Council Interlocking Director on the Pro-Demnity Board

Dear Fellow Councillors

Our insurance company is going through many challenges and it is much more expensive for Architects to maintain an adequate level of coverage than it was just a few years ago.

As many of you may know, I've spent a good deal of time familiarizing myself with Pro-Demnity, its issues and concerns. I have filled the role of an interlocking director previously when I was Senior Vice President. I also served as a past Chair of the Board. This experience has given me insight into the opportunities and pitfalls facing the company as it meets the future.

Please vote to appoint me as the Council Interlocking Director on the Pro-Demnity Board so I may represent you with an effective voice.

Thank you very much for considering me for this very important role.

Bill Birdsell, OAA, FRAIC

Lara McKendrick - **Expression of Interest**
Pro-Demnity Interlocking Directorship, 2 year term

Dear fellow councillors,

I am writing to express my interest in serving as an interlocking director on the board of Pro-Demnity and ask for your consideration.

What can I bring to this role?

I have been a registered architect, in good standing, since 2003 and a holder of a Certificate of Practice since 2011. As such, I know what it means to carry the responsibility of project authorship; the risks that must be weighed and the decisions taken that either reduce or increase risk. I also understand there are risks that other parties try to force upon us as architects.

Going into my second year as a member of council, I have a strong understanding of the role of council and the OAA. As a member of council and committees, I benefited from governance training provided by the OAA last year and am an ICD member. This year will be my second year serving on the complaints committee and the budget committee. Through service on the complaints committee I have gained insight into the varied nature of complaints and where various risks lie. It will be my first year on the building committee.

I have a sound understanding of investment strategies and the risks associated with different investing approaches. I can read and understand a balance sheet, an income statement, and I am comfortable making decisions that affect the financial health of a corporation.

The two years (2022 and 2023) left in my term as a councillor coincides with the 2 year term of service of this interlocking directorship. I know the genesis and history of Pro-Demnity and firmly believe Ontario architects are very fortunate to be "self-insured" through Pro-Demnity.

My understanding of the role of OAA Councillors on the Pro-Demnity Board.

It is important that the direction of Pro-Demnity reflects and supports the current values and strategic goals of the OAA and its membership including those related to the climate emergency, inclusivity, diversity and equality and the changing landscape of practice.

The members of council who sit on the Board are there as representatives of the shareholder, and indirectly as a representative of all the registered architects in the province. They ensure that the best interests of the shareholder are maintained by board decisions and direction. It is also the responsibility of the interlocking directors to report back to OAA council to inform them about the health, status, and direction of Pro-Demnity.

Thank you for your consideration. I look forward to the opportunity to serve on this board.

-Lara

2022.02.22

Expression of interest in serving on the Pro-Demnity Board as an interlocking Director

Hello

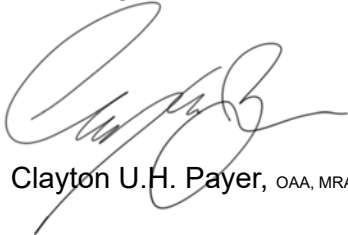
I am pleased to put forward my expression of interest for the position of interlocking Director of the Pro-Demnity Board. While Pro-Dem is a wholly owned subsidiary of the OAA, it's independent board of directors act in an arms length capacity to the association. In my capacity as an OAA Council member I hope to bridge the knowledge gap between both management boards.

Over my 12 year career outside of University, I've had the opportunity to experience various architectural practices which view risk in vastly different ways. This broad experience of risk will provide the board with an insight into how various practices view their professional risk and by extension, their relationship with Pro-Demnity. As a recent recipient of my certificate of practice, I have a keen interest in understanding the broad scope of risk in the practice architecture and how risk evolves over time. Since my first exposure to Pro-Demnity in my early university years, I have noticed a huge leap forward in the breadth and depth of available knowledge to the architectural profession. What was once cryptic insurance jargon, Pro-Demnity has built a broad set of online educational tools to identify and understand risk in the profession and how architects interests are protected.

As an architect who has worked on a myriad of unconventional projects, better understanding how risk applies to these projects would be both beneficial personally and professionally as I expand an architectural practice and mentor staff. Additionally, understanding how Pro-Demnity is working with Schools of Architecture would assist with my relationship with university educators and bolster risk education to future architects.

Thank you for your time and consideration,

Best Regards



Clayton U.H. Payer, OAA, MRAIC

Memorandum

FOR COUNCIL MEETING
March 3, 2022
(open)
ITEM: 4.2

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Audit Committee

Settimo Vilardi, Senior Vice President & Treasurer
Kimberly Fawcett-Smith, LGIC
John Stephenson, Member at large

Date: February 23, 2022

Subject: Audited OAA Financial Statements

Objective: To provide the 2021 OAA audited financial statements to Council for approval.

Attached is a copy of OAA Draft Financial Statements for the fiscal year ended November 30, 2021.

The OAA statements were reviewed by the OAA Audit Committee on February 23, 2021. The OAA's auditors, Grant Thornton LLP, Chartered Accountants indicated that, subject to receipt of the remaining inputs outstanding as of February 15 "the financial statements present fairly, in all material respects, the financial position of Ontario Association of Architects as at November 30, 2021 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations."

Based on this, the Committee is recommending approval of the 2021 Financial Statements on March 3, 2021 by Council.

Significant changes in the financial statements over the previous year are identified below for your reference.

Statement of Operations

Specific revenue items and expenditures are summarized on the Statement of Operations on page 3 of the Financial Statements. A more detailed breakdown of expenditures is summarized on the Schedule of Expenses, page 19. One item of note is that the salaries and benefits are separated in the audited financial statements.

- Annual membership fees increased by \$125,194 primarily related to a continued increase in membership.
- Other annual fees and related revenue increased by \$187,886 primarily related to an increase in Certificate of Practice fees.
- The Examination for Architects in Canada (ExAC), and Conference and annual meeting revenue increased significantly due to the fact that the 2020 ExAC writing and 2020 Conference was cancelled due to the Global Pandemic and therefore revenue was deferred to 2021 when the exams were actually administered.
- A decrease in Practice management course of \$32,725 is related to the completion date for the FRAP being pushed to 2022 due to the complexity and depth of the project.
- Sales of publications and other revenue increased by \$14,235 as the OAA reopened the sale of documents in 2021.
- Salary and benefits reflect an increase of \$369,918 for 2021 primarily related to new hires, which included the overlap of existing and new staff to account for appropriate training.
- The major increases in Direct Program expenses are the Conference costs for 2021 that did not take place in 2020 (offset by increased revenue).
- Building, office services and operating reflects an increase of \$169,820. This is in relation to a \$200k penalty the OAA incurred for moving the mortgage to

CIBC. This fee will be offset over the next 5 years with savings in interest rates.

- Legal fees represent an increase of \$113,302 primarily related to a \$40k increase in discipline costs this year, \$49k increase for General Legal and \$38k increase for Practice Legal. In order to complete the refresh of the OAA's standard architectural contract document, legal was engaged.

The gross surplus before Pro-Demnity and extraordinary items is \$810,519. The net surplus after a Pro-Demnity and extraordinary items is \$2,536,565.

Statement of Financial Position

In 2021, there was a recorded error in the HST Remittances between April and August which resulted in an over payment of \$1.9m to CRA. The error was found by the OAA and has since been reported to CRA. CRA has accepted the adjusting entries for 2021 as of late February and the OAA is now waiting on official documentation that the refund is being issued back. At this time there is no concern from OAA Management or the Auditors that the overpaid funds will not be returned. OAA Management has also put in place protocols as well as reorganized the responsibility for this task in order to eliminate future errors.

Total Members' Equity stands at \$45,032,241; of this amount \$32,807,966 is related to OAA's investment in Pro-Demnity. The remainder of members' equity is made up of the three dedicated reserve funds, the increased value of capital assets and the unrestricted accumulated surplus. For your reference on the Statement of Financial Position, the Major Capital Reserve Fund is \$749,735, the Operating Reserve is \$1,048,127 and the Legal Reserve is \$162,500. The use of these funds is restricted by the Association's Reserve Fund Policies.

The amount of \$3,267,851 represents unrestricted members' equity, which can be available as an additional contingency to offset shortfalls resulting from unbudgeted expenditures or unanticipated revenue fluctuations. It is generally accepted that not for profit organizations such as the OAA may accumulate surplus funds for operating purposes up to the equivalent of one year's operating expenses without jeopardizing their not for profit status.

Total Members' Equity reflects the cumulative results of the years of operation of the OAA. At the end of each fiscal year, the net surplus or deficit is added to the Members' Equity account via journal entry. This entry takes into consideration such items as depreciation on building, computers and equipment, as well as accruals for that year and prior year expenses.

Examination for Architects in Canada (“ExAC”) Note 8

Since 2009, the Association has been a party to an agreement with the other provincial/territorial regulators regarding the ongoing administration and maintenance of the ExAC which also sets out the establishment of the Committee for the Examination for Architects in Canada (CExAC). The agreement stipulates how revenues from registration fees are to be allocated. The OAA was appointed to provide administration of the examination including finances through that agreement.

During 2021, the Association recorded the following:

Amounts Receivable	\$272,711
The provincial/territorial jurisdiction exam fees for the current year exam to be received in 2022 have been recorded as accounts receivable.	
Accounts Payable	\$911,487
The CExAC Operating Fund balance at the end of 2021. This amount represents the funds available to cover 2022 CExAC expenses and the approved CExAC reserve.	
Association’s Portion of jurisdiction administrative expense funding	\$69,522
OAA’s revenue which represents its portion of the 2020 year exam fees received in 2021 due to deferral of exam.	
Association’s Portion of jurisdiction administrative expense funding	\$63,066
OAA’s revenue which represents its portion of the current year exam fees (included in the deferred revenue due to deferral of exam to 2022)	
Association’s ExAC exam administration	\$14,595
OAA’s 2021 exam administration costs for venues, invigilators etc.	

Pro-Demnity Insurance Company

Pro-Demnity’s surplus of \$1,726,046 represented by an increase of the surplus for the year ended December 31, 2021. Additional detail is available in the Pro-Demnity Financial Statements (to follow) and in the OAA Note #6 to Financial Statements.

2023 Auditor Recommendation is Grant Thornton

The Audit Committee discussed the tenure of the current auditor and discuss whether it would be appropriate to issue an RFP to consider other auditing options. After a detailed discussion it was agreed by the Committee that since

the OAA does not have any concern with the work and service Grant Thornton provides it does not make immediate sense to proceed with a full RFP process. Instead, in order to ensure due diligence for the auditing process the Committee has recommended that the Manager, Finance conducts a Market Research study on Auditing firms in related industries to confirm fair fees are being charged based on the services provided. The Committee will be prepared to present those finding later in the spring. In the meantime the membership will be asked reappoint Grant Thornton for the 2022 audit.

Action: **For Council to approve the 2021 OAA audited financial statements.**

Attachments: Ontario Association of Architects 2021 FS draft 2022.02.25

Financial Statements

Ontario Association of Architects

November 30, 2021

DRAFT

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Independent auditor's report

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To the Members of
Ontario Association of Architects

Opinion

We have audited the financial statements of Ontario Association of Architects ("the Organization"), which comprise the statement of financial position as at November 30, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Ontario Association of Architects as at November 30, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report

that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Organization and the organizations it controls to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Ontario Association of Architects

Statement of Operations

Year ended November 30

2021

2020

Revenue

Annual membership fees	\$ 4,725,288	\$ 4,600,094
Other annual fees and related revenue	2,223,009	2,035,123
Rental and other income from Pro-Demnity Insurance Company (Note 6(b))	2,783	7,896
Investment income	39,373	65,651
Examination for Architects in Canada (ExAC) fees (Note 7)	69,522	-
Conference and annual meeting	111,420	-
Admission course fees	10,813	7,570
Continuing education	46,820	40,292
Practice management course	2,077	34,802
Sale of publications and other	21,189	6,954
Classifieds income	18,325	13,283
	<u>7,270,619</u>	<u>6,811,665</u>

Expenses (Schedule)

Salaries and related benefits	3,246,622	2,876,704
Direct program	1,239,471	1,071,420
Building, office services and operating	1,642,346	1,472,526
Legal fees	331,661	218,359
	<u>6,460,100</u>	<u>5,639,009</u>

Excess of revenue over expenses before other items **810,519** 1,172,656

Net income (loss) from investment in Pro-Demnity Insurance Company (Note 6(a)) **1,726,046** 2,429,381

Excess of revenue over expenses **\$ 2,536,565** \$ 3,602,037

Ontario Association of Architects

Statement of Changes in Members' Equity

Year ended November 30

	Legal reserve (internally restricted)	Pro-Demnity Insurance Company (internally restricted)	Major capital reserve (internally restricted)	Operating reserve (internally restricted)	Property and equipment	Unrestricted	Total 2021	Total 2020
Balance, beginning of year	\$ 62,500	\$ 31,081,920	\$ 519,735	\$ 848,127	\$ 7,067,084	\$ 2,916,310	\$ 42,495,676	\$ 38,893,639
Excess (deficiency) of revenue over expenses	-	1,726,046	-	-	(742,449)	1,552,968	2,536,565	3,602,037
Invested in property and equipment	-	-	-	-	522,271	(522,271)	-	-
Advances from long-term debt	-	-	-	-	(4,555,000)	4,555,000	-	-
Repayment of long-term debt	-	-	-	-	4,704,156	(4,704,156)	-	-
Transfers								
To internally restricted funds	100,000	-	500,000	200,000	-	(800,000)	-	-
From internally restricted funds	-	-	(270,000)	-	-	270,000	-	-
Balance, end of year	\$ 162,500	\$ 32,807,966	\$ 749,735	\$ 1,048,127	\$ 6,996,062	\$ 3,267,851	\$ 45,032,241	\$ 42,495,676

See accompanying notes and schedule to the financial statements.

Ontario Association of Architects

Statement of Financial Position

November 30

2021

2020

Assets

Current

Cash	\$ 52,344	\$ 260,561
Short-term deposits	4,362,077	4,930,384
Accounts receivable (Note 4)	2,086,932	69,484
Receivable from Committee for the Examination for Architects in Canada (CExAC) (Note 7)	272,711	309,661
Inventories	18,112	16,938
Prepaid expenses	639,927	508,870
	<u>7,432,103</u>	<u>6,095,898</u>
Property and equipment (Note 5)	11,486,452	11,706,630
Investment in Pro-Demnity Insurance Company (Note 6(a))	<u>32,807,966</u>	<u>31,081,920</u>
	<u>\$ 51,726,521</u>	<u>\$ 48,884,448</u>

Liabilities

Current

Accounts payable and accrued liabilities	\$ 581,546	\$ 219,948
Payable to Committee for the Examination for Architects in Canada (CExAC) (Note 7)	911,487	949,743
Deferred revenue (Note 9)	710,857	579,535
Current portion of long-term debt (Note 10)	<u>193,830</u>	<u>193,992</u>
Current liabilities before callable debt	2,397,720	1,943,218
Callable portion of long-term debt (Note 10)	<u>4,296,560</u>	<u>-</u>
Long-term debt (Note 10)	<u>-</u>	<u>4,445,554</u>
	<u>6,694,280</u>	<u>6,388,772</u>

Members' equity

Invested in:

Pro-Demnity Insurance Company (internally restricted)	32,807,966	31,081,920
Major capital reserve (internally restricted)	749,735	519,735
Operating reserve (internally restricted)	1,048,127	848,127
Legal reserve (internally restricted)	162,500	62,500
Property and equipment	6,996,062	7,067,084
Unrestricted	<u>3,267,851</u>	<u>2,916,310</u>
	<u>45,032,241</u>	<u>42,495,676</u>
	<u>\$ 51,726,521</u>	<u>\$ 48,884,448</u>

On behalf of the Council

Settimo Vilardi, Senior Vice President and Treasurer

Kristi Doyle, Executive Director

See accompanying notes and schedule to the financial statements.

Ontario Association of Architects

Statement of Cash Flows

Year ended November 30

2021

2020

Increase (decrease) in cash and cash equivalents

Operating

Excess of revenue over expenses	\$ 2,536,565	\$ 3,602,037
Items not affecting cash		
Amortization of property and equipment	742,449	721,785
Net income from investment in Pro-Demnity Insurance Company	(1,726,046)	(2,429,381)
	<u>1,552,968</u>	<u>1,894,441</u>
Change in non-cash working capital items		
Accounts receivable	(2,017,448)	16,464
Receivable from CExAC	36,950	(46,298)
Inventories	(1,174)	(137)
Prepaid expenses	(131,057)	(88,976)
Accounts payable and accrued liabilities	361,598	(247,306)
Payable to CExAC	(38,256)	166,652
Deferred revenue	<u>131,322</u>	<u>98,520</u>
	<u>(1,658,065)</u>	<u>(101,081)</u>
	<u>(105,097)</u>	<u>1,793,360</u>

Investing

Purchase of short-term deposits	(5,436,123)	(6,921,196)
Proceeds on disposal of short-term deposits	6,004,430	5,881,154
Purchase of property and equipment	<u>(522,271)</u>	<u>(783,945)</u>
	<u>46,036</u>	<u>(1,823,987)</u>

Financing

Advances from long-term debt	4,555,000	-
Repayment of long-term debt	<u>(4,704,156)</u>	<u>(193,988)</u>
	<u>(149,156)</u>	<u>(193,988)</u>

Net decrease in cash during the year (208,217) (224,615)

Cash

Beginning of year	<u>260,561</u>	<u>485,176</u>
End of year	<u>\$ 52,344</u>	<u>\$ 260,561</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

1. Purpose of the Ontario Association of Architects

Ontario Association of Architects (the "Association" or "OAA") regulates the practice of architecture and governs its members in accordance with the Architects Act. The Association is a non-profit organization under the Income Tax Act and is therefore not subject to either federal or provincial income taxes.

2. Role of auditors and the Audit Committee

The external auditors have been appointed by the members pursuant to the Architects Act. Their responsibility is to conduct an independent and objective audit of the financial statements in accordance with Canadian auditing standards and report thereon to the members. The independent auditor's report outlines the scope of their audit and their opinion.

The principal responsibilities of the Audit Committee are to see that accounting policies and internal controls are established and followed, and that the Association issues financial statements that are balanced and present a reasonable assessment of its financial position.

3. Summary of significant accounting policies

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), the more significant of which are outlined below:

Use of estimates

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

The investment in Pro-Demnity Insurance Company ("Pro-Demnity") and net income from OAA's investment in Pro-Demnity Insurance Company are subject to significant management estimate as a result of Pro-Demnity's provision for unpaid claims. There are several sources of uncertainty that are considered by Pro-Demnity in estimating the amount that will ultimately be paid on these claims. Changes in the estimate of the provision can be caused by receipt of additional claim information, changes in judicial interpretation of contracts, or significant changes in the severity or frequency of claims from historical trends.

Financial instruments

The Association's financial instruments comprise cash, short-term deposits, accounts receivable, receivable from CExAC, accounts payable, payable to CExAC and long-term debt.

Financial assets and financial liabilities are initially recognized at their fair value.

The Association subsequently measures all financial assets and financial liabilities at amortized cost. The carrying value of cash, short-term deposits, accounts receivable, and accounts payable approximate fair value due to their short-term nature.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

3. Summary of significant accounting policies (continued)

Inventories

Inventories are recorded at the lower of cost and net realizable value and are relieved on a first-in, first-out basis.

Property and equipment

Property and equipment are recorded at cost. Contributed property and equipment are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over the estimated useful lives of the assets at the following rates:

Building	40 years
Building additions	10-20 years
Furniture and equipment	10 years
Computer equipment	5 years
Website and database costs	5 years

All costs related to the building review and improvements were expensed until such time that the renovation plan was formally approved. Costs subsequently incurred related to direct construction or development costs, such as materials and labour, are capitalized.

Impairment of long-lived assets

Long-lived assets, including property and equipment subject to amortization, are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability is measured by a comparison of the carrying amount to the estimated undiscounted future cash flows expected to be generated by the asset. If the carrying amount of the asset exceeds its estimated future cash flows, an impairment charge is recognized in the amount by which the carrying amount of the asset exceeds the fair value of the asset.

Investment in Pro-Demnity Insurance Company

The investment in Pro-Demnity, a wholly-owned subsidiary, is accounted for using the equity method whereby the initial investment is recorded at cost and is subsequently adjusted to reflect the Association's pro-rata share of post-acquisition earnings and capital transactions of Pro-Demnity. Details of Pro-Demnity are disclosed in Note 6.

Investment in Ontario Association for Applied Architectural Sciences (OAAAS)

The investment in OAAAS, a wholly-owned subsidiary, is not consolidated. Details of OAAAS are disclosed in Note 8.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

3. Summary of significant accounting policies (continued)

Members' equity

The Association's Council can internally restrict members' equity to be held for specific purposes. These internally restricted amounts are not available for other purposes without the approval of Council. Members' equity comprises:

(a) Invested in Pro-Demnity Insurance Company (internally restricted)

Members' equity in Pro-Demnity represents the Association's investment in Pro-Demnity accounted for using the equity method.

(b) Invested in major capital reserve (internally restricted)

The major capital reserve represents amounts internally restricted by Council for major capital maintenance, repair or replacement that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget.

(c) Invested in operating reserve (internally restricted)

The operating reserve represents amounts internally restricted by Council to ensure the stability of ongoing operations of the organization.

(d) Invested in legal reserve (internally restricted)

The legal reserve fund represents amounts internally restricted by Council to provide a source of sustained funding for the legal costs related to Discipline and Act Enforcement that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget.

(e) Invested in property and equipment

Members' equity invested in property and equipment represents the net book value of property and equipment less any indebtedness thereon.

(f) Unrestricted

Unrestricted members' equity represents the net resources of the Association not internally restricted or related to the Association's net investment in its property and equipment.

Revenue recognition

Annual membership fees and other annual fees are recognized as revenue over the period to which they relate. Deferred revenue represents annual membership fees, sponsorships, continuing education and exam fees received in advance.

Conference and annual meeting, rental revenues, admission course fees and classifieds income are recognized as income when the service is provided. Continuing education, Examination for Architects in Canada (ExAC) fees, and practice management course fees are recognized at the time that the course and exam, respectively, are delivered. Publication sales are recognized when the goods have been delivered.

Investment income is recorded as revenue in the year it is earned.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

3. Summary of significant accounting policies (continued)

Donated services

The work of the Association benefits from the voluntary services of many members. Since their services are not normally purchased by the Association and because of the difficulty of determining their fair value, donated services are not recognized in these statements.

Capital disclosures

The Association's capital comprises members' equity.

The Council's objective is to maintain an unrestricted balance sufficient to meet both the annual working capital requirements and the annual maintenance of the property and equipment. The annual budget is prepared by the Association's staff and reviewed by the Senior Vice President and Treasurer, and Budget Committee. The Senior Vice President and Treasurer, and Budget Committee present the budget to Council for approval. Monthly financial results are monitored by the Senior Vice President and Treasurer, and reported to Council quarterly.

Pro-Demnity was created by the Association for the purpose of being an insurer dedicated to the underwriting of architects' liability coverages. The Association is the sole shareholder. Council reviews the financial results of Pro-Demnity to ensure it is meeting its objective. Pro-Demnity provides the Association with an annual budget and strategy. Financial results are provided by Pro-Demnity and reviewed by Council on a quarterly basis. In addition, three Council members of the Association are members of the Board of Directors of Pro-Demnity.

The purpose of the operating reserve is to ensure the stability of the mission, programs, employment, and ongoing operations of the Association in the event of a sudden or unexpected negative change in revenue that would affect the provision of services to members.

The operating reserve is intended to provide an internal source of funds for situations such as a sudden unforeseen increase in expenses, one-time unbudgeted expense, unanticipated loss in funding, or uninsured loss and gaps in cash flow resulting from the uneven receipt of revenue relative to expenses within the budget year. The operating reserve may also be used for one-time, nonrecurring expenses that would build long-term capacity, such as staff development or education, research and development, or investment in infrastructure. It is to be stressed that such development is expected to be extraordinary and not be a source of continuing education or planned development.

The purpose of the major capital reserve is 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.

The purpose of the legal reserve fund is to provide an internal source of sustained funding for the legal costs related to Discipline and Act Enforcement that cannot be otherwise funded in a single budget year through OAA's existing annual operating budget for meeting the Association's requirements to govern the profession in order that the public interest be protected. The reserve is not intended to provide funding for insurable losses, nor for operating expenses but is strictly reserved for legal expenses that cannot otherwise be funded.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

4. Accounts receivable

	<u>2021</u>	<u>2020</u>
Miscellaneous receivables, net of prepaid fees	\$ 101,080	\$ (36,653)
GST/HST	1,985,852	84,602
Accrued interest	<u>-</u>	<u>21,535</u>
	<u>\$ 2,086,932</u>	<u>\$ 69,484</u>

5. Property and equipment

			<u>2021</u>	<u>2020</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 470,000	\$ -	\$ 470,000	\$ 470,000
Building	10,929,938	1,814,144	9,115,794	9,332,068
Building additions	2,444,984	1,398,615	1,046,369	1,018,864
Furniture and equipment	549,481	220,522	328,959	383,120
Computer equipment	878,185	467,467	410,718	326,835
Website and database costs	<u>411,058</u>	<u>296,446</u>	<u>114,612</u>	<u>175,743</u>
	\$ 15,683,646	\$ 4,197,194	\$ 11,486,452	\$ 11,706,630

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

6. Pro-Demnity Insurance Company

- (a) The Association's wholly-owned subsidiary, Pro-Demnity, has not been consolidated in these financial statements but accounted for using the equity method (Note 3). The Association's investment in Pro-Demnity is as follows:

	<u>2021</u>	<u>2020</u>
Investment in Pro-Demnity, beginning of year	<u>\$ 31,081,920</u>	<u>\$ 28,652,539</u>
Net income of Pro-Demnity for the year ended December 31	<u>1,813,372</u>	<u>1,456,881</u>
Other comprehensive (loss) income for the year ended December 31	<u>(87,326)</u>	<u>972,500</u>
Comprehensive income	<u>1,726,046</u>	<u>2,429,381</u>
Investment in Pro-Demnity, end of year	<u>\$ 32,807,966</u>	<u>\$ 31,081,920</u>

A financial summary of Pro-Demnity as at December 31 (its fiscal year end) is as follows:

	<u>2021</u>	<u>2020</u>
Financial position		
Total assets	<u>\$ 147,327,899</u>	<u>\$ 133,963,867</u>
Total liabilities	<u>\$ 109,513,433</u>	<u>\$ 97,875,447</u>
Shareholder's equity	<u>37,814,466</u>	<u>36,088,420</u>
	<u>\$ 147,327,899</u>	<u>\$ 133,963,867</u>
Results of operations		
Net premiums earned and service charges	<u>\$ 22,946,235</u>	<u>\$ 20,267,564</u>
Net claims and claim adjustment expenses incurred	<u>16,783,639</u>	<u>13,940,853</u>
Underwriting income before expenses and premium tax	<u>6,162,596</u>	<u>6,326,711</u>
Operating expenses and premium tax	<u>6,516,697</u>	<u>6,892,596</u>
Net underwriting loss	<u>(354,101)</u>	<u>(565,885)</u>
Net investment income	<u>2,619,910</u>	<u>2,526,455</u>
Income before income taxes	<u>2,265,809</u>	<u>1,960,570</u>
Income taxes	<u>452,437</u>	<u>503,689</u>
Net income for the year	<u>1,813,372</u>	<u>1,456,881</u>
Other comprehensive (loss) income for the year	<u>(87,326)</u>	<u>972,500</u>
Comprehensive income for the year	<u>\$ 1,726,046</u>	<u>\$ 2,429,381</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

6. Pro-Demnity Insurance Company (continued)

Cash flows

Cash flows from operating activities	\$ 8,637,132	\$ 3,881,001
Cash flows from investing activities	(5,298,263)	(5,646,883)
Cash flows from financing activities	(78,163)	(84,936)
Net increase (decrease) in cash	<u>\$ 3,260,706</u>	<u>\$ (1,850,818)</u>

(b) Rental and other income from Pro-Demnity comprises:

	<u>2021</u>	<u>2020</u>
PCS transfer	\$ 2,783	\$ 7,896

All transactions are recorded at their exchange amount.

7. Examination for Architects in Canada (ExAC)

The Association has entered into an agreement with the ten other provincial and territorial associations to manage the ExAC examination process and the associated Committee for the Examination for Architects in Canada (CExAC). The agreement outlines how revenues are to be allocated and how costs, primarily related to the development of the exam, are to be recovered. The Association has been appointed to act as the administrator of the program.

The amounts included in the financial statements are as follows:

	<u>2021</u>	<u>2020</u>
Accounts receivable (jurisdiction exam fees to be received in 2022)	<u>\$ 272,711</u>	<u>\$ 309,661</u>
Accounts payable (represents the CExAC Maintenance Fund Account balance to cover remaining 2021 expenses due to deferral of the exam, 2022 expenses and approved reserve)	<u>\$ 911,487</u>	<u>\$ 949,743</u>
Association's portion of jurisdictional exam fees (included in ExAC fees revenue)	<u>\$ 69,522</u>	<u>\$ -</u>
Association's portion of jurisdictional exam fees (included in deferred revenue due to deferral of exam in 2021 to 2022)	<u>\$ 63,066</u>	<u>\$ 69,552</u>
Association's ExAC exam administration (included in Schedule of Expense - direct program expense)	<u>\$ 14,595</u>	<u>\$ 10,631</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

8. Ontario Association for Applied Architectural Sciences

In 2011, the Association assumed 100% control of Ontario Association for Applied Architectural Sciences (OAAAS). OAAAS recognizes technologists in the building discipline. OAAAS offers a program that allows qualified individual technologists who are focused in building design to advance their professional status. Ultimately, through licensure by the Association, qualified members will be able to perform certain architectural services. A Licensed Technologist OAA will have the legal right to design larger restaurants, taller houses and taller low-rise apartment buildings.

The program recognizes three categories of building designers: Associate OAAAS, Technologist OAAAS, and Licensed Technologist OAA. The OAAAS serves as a forum for establishing the education, experience and examination requirements for all three levels.

During the year, it was determined that OAA 2020 contribution and membership revenue were not recorded accurately for the year ended November 30, 2020. As a result, the 2020 amounts presented below have been restated. A financial summary of OAAAS as at November 30 (its fiscal year end) is as follows.

	<u>2021</u>	<u>2020</u> (Restated)
Financial position		
Total assets	<u>\$ 50,769</u>	<u>\$ 46,510</u>
Total liabilities	<u>\$ 15,323</u>	<u>\$ 11,064</u>
Net assets	<u>\$ 35,446</u>	<u>\$ 35,446</u>
	<u>\$ 50,769</u>	<u>\$ 46,510</u>
Results of operations		
Total revenue	<u>\$ 71,187</u>	<u>\$ 73,623</u>
Total expenses	<u>119,654</u>	<u>118,274</u>
Deficiency of revenue over expenses before undernoted:	<u>(48,467)</u>	<u>(44,651)</u>
OAA contributions	<u>48,467</u>	<u>44,651</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>
Cash flows		
Cash flows provided by (used in) operating activities	<u>\$ 7,544</u>	<u>\$ 21,776</u>

At year end, OAAAS has \$8,467 (2020 - \$13,130) receivable from the Association.

9. Deferred revenue

	<u>2021</u>	<u>2020</u>
Annual membership fees, sponsorships, and		
Continuing Education fees	<u>\$ 647,791</u>	<u>\$ 509,983</u>
ExAC exam fee revenue	<u>63,066</u>	<u>69,552</u>
	<u>\$ 710,857</u>	<u>\$ 579,535</u>

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

10. Long-term debt

In June 2021, the Association discharged the non-revolving, fixed interest rate term loan of \$4,849,7000 entered in October 2019 resulting in an early termination penalty of \$208,946. Interest paid on this loan during the year was \$91,005 (2020 - \$196,326).

In June 2021, the Association entered in to a demand, non-revolving, five-year fixed interest rate term loan of \$4,555,000. The loan is secured by a first-priority fixed charge in the amount of \$4,555,000 over the real property at 111 Moatfield Drive, and a general security agreement.

	<u>2021</u>	<u>2020</u>
Demand, non-revolving loan, bearing a five year fixed rate interest at 2.19% per annum, payable in monthly instalments of \$16,152 plus interest, due July 2026.	\$ 4,490,390	\$ -
Term loan bearing interest at 4.06% per annum, payable in monthly instalments of \$16,166 plus interest, and due October 2024.	-	4,639,546
Less current portion	<u>(193,830)</u>	<u>(193,992)</u>
Callable portion	<u>4,296,560</u>	-
Long-term portion	<u>\$ -</u>	<u>\$ 4,445,554</u>

The loan is repayable on demand from the lender and therefore must be classified as a current liability. Management does not believe that the demand features of the callable debt will be exercised in the current period. Assuming payment of the callable debt is not demanded, regular principal payments required on all long-term debt are due as follows:

2022	\$ 193,830
2023	193,830
2024	193,830
2025 and thereafter	<u>3,908,900</u>
	<u>\$ 4,490,390</u>

During the year, interest paid on the loan was \$31,860.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

11. Building initiative

Included in Council, committees, task groups (Schedule of Expenses) are costs of \$Nil (2020 - \$Nil) incurred related to the building initiative. In addition, \$266,154 (2020 - \$561,841) of costs have been capitalized as part of building. All costs capitalized to date on the project have been funded by the major capital reserve fund. Building renovations costs expensed in the current year \$Nil (2020 - \$Nil).

The Association is in the process of negotiating final costs of the building renovation for certain costs under dispute with the project contractor. The final outcome is not determinable at this time.

Total cumulative costs are as follows:

	<u>2021</u>	<u>2020</u>
Building renovation costs expensed	\$ 499,579	\$ 499,579
Building renovation costs capitalized	<u>9,308,302</u>	<u>9,042,148</u>
	<u>\$ 9,807,881</u>	<u>\$ 9,541,727</u>

12. Employee future benefits

The Association provides a defined contribution pension plan for voluntary participants. Total employer contributions were \$92,262 (2020 - \$121,738). There are no further funding requirements.

13. Trust funds

The Association holds in trust the following funds, which have not been included in these financial statements:

	<u>2021</u>	<u>2020</u>
Architectural Guild Prize Fund	\$ 3,710	\$ 514
Ontario Association of Architects		
Trust Fund Scholarships	16,075	16,061
DaVinci Trust Fund	-	1,171
Plachta Fund	<u>115,352</u>	<u>106,054</u>
	<u>\$ 135,137</u>	<u>\$ 123,800</u>

Income from grants and interest of \$37,026 (2020 - \$31,975) were recognized during the year. Prizes and medals of \$24,520 (2020 - \$29,619) were paid during the year.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

14. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below.

Credit risk

Credit risk is the risk of financial loss occurring as a result of a counterparty to a financial instrument failing to discharge an obligation or commitment that it has entered into with an organization. The Association's main credit risk relates to its accounts receivable and its receivable from CExAC. The Association provides for its exposure to credit risk by dealing with counterparties it believes to be credit worthy, and by creating an allowance for doubtful accounts when appropriate. As at November 30, 2021, the allowance for doubtful accounts is \$Nil (2020 - \$Nil).

Interest risk

Interest rate price risk is the risk that the fair value of a fixed interest bearing financial instrument will fluctuate due to changes in market interest rates. Interest rate cash flow risk is the risk that the cash flows of the Association will fluctuate due to changes in market interest rates on variable interest bearing financial instruments. The Association is subject to interest rate price risk on its short-term deposits, and its fixed interest rate long-term debt. It is management's opinion that the Association is not exposed to significant interest rate risks arising from its financial instruments.

Market risk

The Association is exposed to certain market risks which cause the fair value of investments to fluctuate. To protect against this risk, management has developed an investment policy which requires investments to meet specific requirements. As a result, it is management's opinion that the Association is not exposed to significant market risk arising from financial instruments.

Currency risk

Currency risk is the risk to the Association's earnings that arises from fluctuations of foreign exchange rates and the degree of volatility of these rates. It is management's opinion that the Association is not exposed to significant currency risk arising from its financial instruments as the number of foreign exchange transactions is limited.

Liquidity risk

Liquidity risk is the risk that the Association will encounter difficulty in raising funds to meet commitments associated with its financial liabilities. The Association is exposed to liquidity risk mainly in respect to its current liabilities and long-term debt.

The Association manages its liquidity risk by forecasting cash flows from operations, investing and financing activities to ensure that it has sufficient funds available to meet current and foreseeable financial obligations. As a result, it is management's opinion that the Association is not exposed to significant liquidity risk arising from its financial instruments.

Ontario Association of Architects

Notes to Financial Statements

November 30, 2021

15. Impact of COVID-19

On March 11, 2020, the World Health Organization declared a global pandemic as a result of the spread of COVID-19. Since that time, the pandemic has severely impacted local economies around the globe. In many countries, including Canada and the U.S., organizations were forced to cease or limit operations for indefinite periods of time. Measures taken to contain the spread of COVID-19, including travel bans, quarantines, physical distancing, and closures of non-essential services have triggered significant disruptions to organizations worldwide, resulting in widespread economic slowdown. Governments and central banks have responded with monetary and fiscal interventions in an attempt to stabilize economic conditions.

Effective March 17, 2020, the Association temporarily closed the offices and all staff have been working remotely since that time. Services continue to be provided on a remote basis. In person events, including the annual conference, exams and professional development have been cancelled or provided through a virtual platform. Related expenses have also declined and management has taken action to reduce expenditures.

The duration and impact of the pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position of the Association for future periods.

Ontario Association of Architects

Schedule of Expenses

Year ended November 30

2021

2020

Salaries and related benefits	\$ 3,246,622	\$ 2,876,704
Direct program		
Conference	140,871	211,270
Council, committees, task groups	467,969	314,104
Communications/public information	203,752	174,605
Media relations program	27,962	40,281
Society funding and other contributions	141,513	164,636
Liaison with Government and other	85,051	84,993
Continuing education	90,107	24,909
Examination for Architects in Canada (Note 7)	14,595	10,631
Admission course	8,435	8,700
Member and practice surveys	31,548	7,450
Uncollectible accounts	142	165
Sale of publications and other	21,493	18,300
Practice consultation service	6,033	11,376
	1,239,471	1,071,420
Building, office services and operating		
Building		
Interest and fees on long-term debt	362,425	193,231
Other building expenses	162,208	146,478
Amortization of property and equipment		
Computer equipment	165,699	143,455
Building additions	181,675	163,779
Building	273,248	289,718
Website and database costs	67,667	56,793
Furniture and equipment	54,160	68,040
OAAAS (Note 8)	53,130	74,184
Printing and office supplies	80,045	71,612
Computer	72,594	127,827
Insurance	44,128	35,794
Telephone, internet access/hosting	50,837	43,101
Postage	18,810	24,553
Professional fees	40,525	25,250
Fees processing charges	15,195	8,711
	1,642,346	1,472,526
Legal fees		
Prosecutions and injunctions	74,210	75,030
Discipline hearings and appeals	132,341	103,861
General	125,110	39,468
	331,661	218,359
	\$ 6,460,100	\$ 5,639,009

Memorandum

FOR COUNCIL MEETING

March 3, 2022

(open)

ITEM: 4.3

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Kristi Doyle, Executive Director

Date: February 18, 2022

Subject: Shift of Council Meeting Dates for Fall/Winter 2022

Objective: To consider proposed amendments to the Council meeting dates for fall/winter 2022.

In 2021, the OAA undertook an operational review, prompted as part of a refresh strategy to ensure that the OAA was optimizing its resources in an efficient and effective manner.

Upon reviewing the schedule of Council meetings, the fall meeting dates were highlighted as an area where efficiencies could be realized, noting the tight timeline between meetings which required a quick turnaround in agendas and related reports, and implementation of Council decisions.

Historically, the November meeting of Council was originally dedicated to review and approval of the next year's Budget. Over the past number of years with the establishment of the Budget Committee and preliminary review of the Budget at the September meeting of Council, the need to have a meeting dedicated just for the budget approval has not been necessary for some time. It is being recommended that the November 3 and December 9 meetings be replaced with a single meeting on Thursday November 24. This would create a number of efficiencies and free up resources that are spent preparing three full Council packages in essentially three months, conducting the meetings and deploying the results. This will also lessen the number of meetings for Council members. This

change will also still allow adequate time to approve the final Budget prior to the fiscal year end.

Finally, with a late November date, if Council wishes to have a seasonal celebration, the timing is appropriate.

Action: Council is asked to consider the following motion:

It was moved by... and seconded by...that Council approve the elimination of the November 3, 2022 and December 9, 2022 Council meetings; and, that a meeting of Council be scheduled for November 24, 2022.

Attachments: None

ITEM 4.4
To Be
Distributed

FOR COUNCIL MEETING
March 3, 2022
(open)
ITEM: 4.7



March 3, 2022

**OAAAS BOARD OF DIRECTORS
REPORT TO OAA COUNCIL**

WORKING GROUP ON THE LICENSED TECHNOLOGIST OAA

1. As the originator of the proposals, the OAAAS Board requests that OAA Council release to it the opinion of the external lawyer (Katrina Haymond, Field Law) and the final report and recommendations of the Working Group, which were considered in-camera. The release of these documents would empower the OAAAS Board to make informed decisions and would resolve any concern for how members of the Working Group and/or Council may have shared information with others.
2. **This OAAAS Board motion was carried unanimously:**
Be it Resolved that OAAAS welcomes the decision of OAA Council to establish a third-party process to assess the proposed changes to the Lic.Tech.OAA Scope of Practice based on all criteria identified in the legal opinion, subject to the following:
 - a) That the process be transparent and include an opportunity for structured presentations from interested parties.
 - b) That OAAAS be involved in the development of the process, the schedule and deadline, precise scope of the inquiry, and the selection of the third-party/panel, including the appointment of one panel member, if a panel process is agreed.
3. The OAAAS Board reminds Council that its proposals to amend the *Council Policy Statement on the Licensed Technologist OAA* include matters other than SOP, including ownership of firms, voting rights and title. We expect these items will be considered in the near future.

INTEGRATION OF THE TECHNOLOGY PROGRAM INTO OAA

4. The OAAAS Board continues to support the initiative to integrate the Technology Program fully into the OAA. It also remains committed to ensuring that:
 - the unique nature of the Program is recognized and fully empowered to grow and develop following integration; and
 - the particular needs of Licensed Technologist OAA members and those going through the qualification process continue to be met.
5. **This OAAAS Board motion was carried unanimously:**

Be it Resolved that, in order to ensure the objectives for the integration process are achieved, OAAAS recommends that OAA Council continue the term of this Board of Directors, and authorize it to temporarily carry out the functions of the Integration Committee, until there is agreement on all major issues concerning integration. It further recommends that one of its members be invited to attend each meeting of the informal staff integration committee that is making decisions on some issues.

6. This motion was passed unanimously:

Be it Resolved that OAAAS urges OAA Council to ensure that OAAAS is adequately staffed until the integration process is complete and, following integration, that technologists have a designated staff contact at OAA. OAAAS highlights this is not a budgetary issue, as total fees received from technology members and other sources remain sufficient to cover all costs of the program, even if a designated staff position is created. The Board notes that a designated staff person is essential to ensure:

- a) The unique needs of technologist members continue to be met, including through the qualification process, assessment of eligibility, special session at the Admission Course, Advanced Standing Program, examination, continuing education, etc.
- b) The OAA Technology Program can continue to grow and develop through robust recruiting; vibrant marketing and promotion; work with colleges, including on the certification of college programs; liaison with external entities; and other relevant initiatives.

Respectfully submitted,
OAAAS Board of Directors

President

Richard Mateljan, Lic.Tech.OAA
SMDA Design Ltd., Oakville

Christine Braun, Lic.Tech.OAA
BGIS, Thunder Bay

Treasurer

John Romanov, OAA
Romanov Romanov Architects, Toronto

Christina Facey, Lic.Tech.OAA,
KPMB Architects, Toronto

Jean Audette, Lic.Tech.OAA
Mitchell Jensen Architects, North Bay

Francis Guanlao, Lic.Tech.OAA
RAW Design Inc., Toronto

Bill Birdsell, OAA,
OAA Council
Birdsell J William Architect, Guelph

Jennifer King, Lic.Tech.OAA,
OAA Council
Approach Design, Thunder Bay

Dana Séguin, Lic.Tech.OAA
OCAD University, Manager, Campus
Planning & Projects, Toronto

President's Log

Date	Event/Meeting	Location	Attendees	Time
January 25	Conference Curated Session Discussion	Virtual meeting	w/Conference Team	1:30-3pm
January 26	Committee apt Discussion	Virtual meeting	w/Kristi/Sett	10:00-11:00am
January 27	Executive Committee Orientation	Virtual meeting	w/Executive Committee	12:30 -1:30pm
February 1	EABO meeting	Virtual meeting	w/Kristi and EABO committee	9:00-10:45
February 2	pre-meeting with BEA(N) organizer	Virtual meeting	w/S. Bassett, E.Missio	2-2:30pm
February 3	Strategic Planning Session	Virtual meeting	w/Council, staff, Strategic Planner	3-6pm
February 4	Strategic Planning Session	Virtual meeting	w/Council, staff, Strategic Planner	12:30-4:30pm
February 8	Strategic Planning Session	Virtual meeting	w/Council, staff, Strategic Planner	10:30-11:30am
February 8	Conference Big Room Session Description	Virtual meeting	w/Conference Team	1:30-3pm
February 10	Strategic Planning	Virtual meeting	w/CStrategic Planner	2:45
February 15	Scaling up New Mobility in Canadian Cities Seminar	Virtual meeting	w/Council, staff, Strategic Planner	1:30-3pm
February 16	Executive Committee	Virtual meeting	w/Executive Committee	11am-12 noon
February 16	Meeting w/Indigenous Communications Consultant	Virtual meeting	w/Consultant, E.Missio	2-2:45pm
February 17	OAA Awards Jury Day	Virtual meeting	w/Jury Members, staff	9:30am-3pm
February 22	Pro-Demnity Board Meeting	Virtual meeting	w/Pro-Demnity Board	8:30am-12:30pm
February 22	Strategic Planning Session	Virtual meeting	w/Council, staff, Strategic Planner	2:30-4:30pm
February 25	MMAH Consultation re. Next Edition of OBC	Virtual meeting	w/D.Paquette, M.Audet, Stakeholders	10:30am-12 noon
March 2	Pre-Council meeting	Virtual meeting	w/Council	6:30-8pm
March 3	Council Meeting	Virtual meeting	w/Council, staff	9:30am-4pm

March 3, 2022

(open)

ITEM: 6.1.b

Memorandum

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Kristi Doyle, Executive Director

Date: February 25, 2022

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 January meeting. This report has also been expanded to include an update on specific items pertaining to the Operational Review as approved and directed by Council.

Internal and Administration

The OAA's Return to Office Plan has been finalized and distributed to OAA staff. I have included a copy of the plan, which was already seen and received by Council late last year. The key changes to the Plan are around date of implementation, which is March 14 and the transition period. The Plan is mainly operational in context, however does address the operational interface with OAA Committees, Council, and members. If Council has any questions about the Plan, the transition period, and/or future state, please let me know. The OAA will be maintaining its COVID-19 Mandatory Vaccination Policy, as approved by Council as well as other health and safety protocols for the foreseeable future.

The integration of the OAA Technology Program continues and includes regular meetings between myself, the OAA Registrar and the Executive Director and Associate Executive Director of the OAAAS. The OAA transition of all financial matters should be complete around the end of March, after which the OAA will assume the payment of expenses in accordance with the OAAAS 2022 approved

budget. In our discussions with the OAAAS Executive Director, it is anticipated that the OAAAS would dissolve with the final meeting of the Board as well as Founder around mid-June. After that point, the new OAA Technology Program Integration Committee will begin its work. We are still on track to have that Committee appointed at the May 10 meeting of OAA Council. I hope to receive the OAAAS nominees shortly, and a call for the two additional architect representatives has been issued to the members. I attended the meeting of the OAAAS Board on February 3 and spoke briefly about some of these matters and based on some solid feedback from the Board have begun building the first agenda of items for the new Committee. The next regular meeting with OAAAS Administrators will be held on March 4.

Operational Review Update

Develop, Implement & Monitor 5-year strategic plan

In terms of the implementation of the recommendation stemming from the Operational Review, the development of the OAA 5-year strategic plan has been the focus since the January Council meeting. Much of my time has been spent on this exercise, working with the Consultant, Council, the Planning Committee as well as the Staff Team. As noted on the open agenda, the final draft of the plan will be presented to Council for review and approval. I have attached for Council's information the project management timelines and tasks. I know that everyone had been interested in how individual recommendations were being tracked.

I have also attached the full set of recommendations from the Operational Review as reminder, and for new Councillors who may not have seen the full list. I will be providing more detailed updates on the individual recommendations to the Governance Committee.

Significant items to be addressed shortly include:

Comprehensive Review of OAA's Technology & Data Management Needs at organizational level:

RFP for consultant pending release this spring.

A 12-18 month schedule has been established as well for the updates and work to be done within the OAA database, much of which will also speak directly to the recommendations of the operational review.

Enhancements to performance management process and evaluations:

RFP for consultant pending release this spring. To be discussed and developed in concert with the Governance Committee.

Fill anticipated staffing gaps:

We will be advertising for an additional Practice Advisor later this spring, further to some discussion with the Governance Committee. I fully anticipate that once the Strategic Plan is complete, including the work/project plans, we may be looking to address staffing or consultant needs to fulfill some of the more robust goals and objectives.

National Initiatives

OAA Registrar, Christie Mills and I attended the winter Workshop of the CALA Administrators on February 14 and 15. Among key items discussed was the establishment of a national task group to consider where modernization may be needed around the Canadian licensing exam, along with virtual / online options for the future. Also discussed was the administration of the newly incorporated Regulatory Organizations of Architecture in Canada (ROAC). I have attached the news release announcing the formalization of ROAC, previously known as CALA.

Action: For information only. No action is required.

Attachments: OAA Return to OAA Plan
OAA Operational Review – Strategic Plan timeline and full set of recommendations
Regulatory Organizations of Architecture in Canada (ROAC) News Release



Policy

Policy Name	Return to OAA Headquarters
Issue Date	December 21, 2021
Revision Dates	February 21, 2022

Transition Period

Timing

March 14, 2022 – Staff begins to return to work onsite at OAA Headquarters.

March 21, 2022 - The OAA will be open to drop in for public/members and deliveries.

This plan is contingent on the Province of Ontario continuing to lift public health and workplace safety measures, as well as directives issued by health officials that might suggest further lockdowns or work from home initiatives be enforced. Attention is also being paid to the number of COVID cases being reported as well as the number of hospitalizations. Until decided otherwise, all existing safety protocols currently established for the OAA will be in force including mandatory vaccination, social distancing and face coverings. High-frequency cleaning of all surfaces, the café, meeting rooms and washrooms will also be in place as well as contact tracing.

Transition stage

March to May will reflect the period of transition that will bring us to full implementation of a new modern Office/Remote Work Policy for the OAA which includes all operations as well as committee and volunteer activities.

During the transition time, attempts will be made such that approximately half of the entire staff will be onsite at one time to reduce the effect and outcomes if someone becomes infected with, or exposed to, COVID-19. The organization and composition of staff that are on site each day will be decided in consultation with the Executive Director, Manager Human Resources, and the individual service area Managers. A draft rotation plan will be developed by March 14, 2022. The rotation plan for the transition, as well as the future state, will require staff to be present at the office at least two days per week. Staff are welcome to spend more time working out of the office as desired.

Council meetings may be held onsite at the OAA beginning June 24, 2022 (the May meeting will be held onsite at the OAA Conference), however is subject to the agreement of the Council and as long as indoor capacity limits allow for such meetings. Committee meetings will continue to be virtual until the initial transition period is complete.

Exposure: If any staff member is directly exposed to COVID-19 or tests positive once this plan is in motion, those staff that have had contact with that person will need to be tested and/or work remotely for a period of 5 days. This is a moderate to high concern as it could have a considerable impact on well-being of staff, and OAA operations, should someone contract COVID as a result of office exposure, or related OAA activities. As part of the OAA's safety protocols, additional information will be distributed regarding assessment of signs and symptoms of illness.

Mental health and time for making arrangements: The OAA considers the mental health of its employees of paramount importance. This transition period is established to take mental health into consideration as well as current home life circumstances that have resulted due to COVID-19. Flexibility will be considered in the context of the transition period to address these matters, and allow time to move fully into the future state.

Mandatory vaccination policy: In fulfilling its obligations as an employer to ensure the safety workplace possible, the OAA has implemented a mandatory vaccination policy for all staff, Council, volunteers, and visitors. Notwithstanding government or public health directives, the OAA will maintain a mandatory vaccination policy for the foreseeable future.

Workstations: Individual staff members will return to their assigned work spaces. As long as social distancing is possible, current work stations will remain as is. For those in U-shaped workstations who are concerned about the ability to maintain social distances, additional barrier systems will be offered. Any staff that are concerned about their workstation are encouraged to address those concerns immediately with their supervisor or the Manager, Human Resources. In addition, individual staff members will be responsible for re-deploying their workstation, and/or liaising with the Administrator IT in terms of making sure their station is set up. As OAA operations continue to evolve over time, changes to this policy may be made including consideration of how the use of workstations are maximized in the most effective and efficient manner, which may include a move to shared or transient workspaces.

Office hours: The transition period and future state continue to be based on the OAA's current policy around working hours for staff. Staff will be required to work seven hours per day, generally between 8:00 a.m. and 5:00 p.m. Flexibility will be built into this plan, however, if a staff member is choosing an option noted below that allows commuting to the office during non-rush-hour times. Time spent commuting is not considered as part of the usual 7-hour work day. This plan does not anticipate any further changes to the OAA's hours of operation as an organization. In general, day to day hours of operations will continue to be 8:30 a.m. to 4:30 p.m. Summer office hours will also continue to be observed.

The Future State

A modern hybrid approach reflecting in-office/working-from-home options

The OAA staff and volunteers have demonstrated that working from home can be highly effective in carrying out the day to day operations and functions of the OAA.

The recent OAA Operational Review revealed that most staff would appreciate options to work from home two to three days per week. Some Committee members and Council have also expressed their satisfaction with virtual meetings as they reduce the time commitment by eliminating travel and increase accessibility for members in locations outside of Toronto.

Establishing a hybrid model that will allow staff to work in-office as well as at home will contribute to increased staff morale, flexibility for staff in life/work balance, reducing traffic congestion, reducing commuter stress, and reducing lost productivity sitting in traffic. This "Future State" model speaks directly to the OAA and Council's goals and objectives regarding climate stability, accessibility, inclusion, and accommodation.

The approach outlined has been designed with all these factors in mind as well as foundational principles that acknowledge the trust the OAA has in its employees and empowers them to take responsibility for their individual positions, while at the same time being a part of a team effort to support this new approach. Throughout the pandemic, it has become more apparent than ever that the OAA's staff is its greatest asset, along with its volunteers. This model recognizes both of those communities and offers flexibility, acknowledging the varied and individual circumstances of everyone.

The options outlined below represent the future state as of Spring 2022. The OAA's safety protocols will continue to be observed as required, which may continue the need for social distancing and face masks well into the future state. It is anticipated that there will be no restriction on the number of staff at the office at one time following the transition period. However, provincial guidance will continue to be referenced if there are restrictions on the number of individuals permitted for indoor gatherings, as well as the likelihood of transition in our own setting.



As referenced above, the transition and future state offer flexibility and options. Some Councillors and members, as well as staff, would prefer to be at the OAA Headquarters in order to conduct business. This is included in the options below.

Options available to Council and Committees

Committees: Committees as a whole and/or individual members of the committee will have the opportunity to attend meetings virtually on an ongoing basis once the transition period has successfully ended. If meetings are two hours or less in length, virtual meetings will be used regardless.

Notice will be sent to each committee by staff with information regarding these options as well as a poll to determine the preference of committee members in terms of virtual versus in person meetings. Based on that information and discussion with the Chair a decision will be made to hold the meeting(s) in person, virtual, or in a hybrid manner. There will be a need to create guidelines for etiquette when dealing with hybrid meetings.

Council meetings: It is anticipated that Council meetings will be held in person at the OAA Headquarters beginning in June 2022. Council will confirm that they are prepared to host the June 24 meeting at the Headquarters. There will be a virtual option offered to Councillors who wish to attend remotely.

If a Committee /Council is meeting in person or using a hybrid approach, the appropriate staff support will be required to be in attendance onsite at the OAA Headquarters. Staff wishing to view a Council meeting will be permitted to do so virtually.

Options available to staff in the future state of operations

Option 1: Full-time in-office during regular business hours: Any staff member who wishes to return full-time to the office may do so. Safety protocols will need to be observed until otherwise decided.

Option 2: In office during regular business hours (two to three days), work from home for remainder of the regular work week: The number of days in the office, as well as which days those are, will be decided in consultation with the Manager and approval of the Executive Director.

Option 3: Combination of work from home/in office on a daily basis: This option is to allow for daily onsite work, but includes some time spent working at home in order to take into consideration traffic/travel time. For example:

1. Begin working at home 8:00 a.m. – 10:00 a.m. (2 hours).
 2. Travel to OAA between 10 and 11 a.m. (1 hour 'off the clock')
 3. Work 11 a.m. to 4:30 p.m. with 30-minute lunch.
- Total work hours = 7.

Option 4: Combination of Options 2 and 3: Work from home for two days and three days in the office with flex time for travel as demonstrated under Option 3 above.

Some services areas and/or positions are more difficult to work from home. Once OAA staff enter this future state, working from home is likely not an option and therefore Option 1 will be observed. Examples include:

- Reception;
- Building Maintenance; and
- Office Assistant/meeting set up, etc.

Manager responsibilities

Individual Managers will be responsible for:

- developing the schedule for in office/work from home for individuals under their supervision;
- ensuring staff accountability and work is being performed;



- obtaining approval of the work plan for their service area by the Manager, Human Resources and Executive Director;
- monitoring hours worked by staff under their supervision in accordance with the OAA's policies re. 'Office Hours' and 'Overtime' and raising any concerns with the Manager, Human Resources; and,
- regularly evaluating the effectiveness of the plan and reporting such to the Manager, Human Resources and Executive Director.

Staff responsibilities

Individual staff members will be responsible for:

- immediately advising their direct supervisor and the Manager, Human Resources if they have been exposed to someone that has tested positive for COVID-19 or have tested positive themselves;
- accommodating others in terms of collaborative work projects, as well as Committee and internal meeting schedules (i.e. if staff training, meeting requiring all staff in person -- staff will need to be prepared to respond to a request to be in the office – as much notice as possible will be given in these circumstances);
- adhering to the arrangements and schedule agreed to with their Manager (exceptions will be made under exceptional circumstances, including inclement weather);
- coming to the office when conditions at home (e.g. no power, Internet outage) do not allow work at home in any given day;
- attending mandatory staff functions on site when requested;
- undertaking training for conducting Zoom meetings within the OAA meeting rooms to accommodate hybrid meetings;
- accepting feedback from their supervisor as to any concerns or issues arising from a hybrid model;
- understanding the implementation of a hybrid model is a pilot project subject to change or being discontinued; and
- acknowledging that Options 2 thru 4 are not required as a condition of employment and, as such, staff will be responsible for their working conditions at home; and,
- Responsible for monitoring themselves for signs and symptoms of illness and responding accordingly.

Large, public gatherings at the OAA: The first large gathering/event, outside of Committee/Council meetings, will be held at the OAA in early May 2022. This will likely be the OAA Headquarters' re-opening and coincide with the OAA Conference in Toronto.

Equipment for remote work and expenses: Each staff member that chooses to continue working remotely in accordance with the above options, will be reimbursed up to \$250 each year to cover costs associated with equipment and supplies required for their home working conditions. Staff choosing to work from home will be responsible for all other home office needs including internet.

Any equipment that staff have taken home during the pandemic will be recalled to the OAA Headquarters in order to ensure that staff have the equipment they need to work when in the office, as required. A date will be identified accordingly to facilitate a transition of equipment and home office set up. This does not include equipment that a staff member wishes to take 'back & forth' with them between a home office and the OAA.

Pilot Project

This Future State will be considered a pilot program subject to ongoing evaluation and will be reviewed following one year of operation. The above options can be changed at the discretion of the Executive Director and Manager Human Resources, in consultation with the OAA Governance Committee. Implementation of these options does not constitute formal or legal changes in the contractual engagement of any staff member. If issues arise with this plan, they will need to be addressed immediately, and/or options may be removed with reasonable notice.



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Develop 5 year Strategic Plan

Name	Status	Date	Timeline - Start	Timeline - End	Cost
Draft RFP to hire a strategic planning consultant	Done	2021-08-19			
Review of RFP by Governance Committee	Done	2021-09-01			
Issue RFP in October 2021	Done	2021-09-25			
Review consultant submissions and selection October-November 2021	Done	2021-10-16	2021-10-16	2021-10-23	
Engage consultant December 2021	Done	2021-12-01			30000
Issuance and Acceptance of Strategic Plan at March Council meeting	Done	2022-03-04	2022-03-04	2022-03-04	
Member, staff, council consultation process	Done		2021-12-07	2021-12-31	
Development of pre-session materials by consultant	Done		2022-01-01	2022-01-22	
Ongoing meetings of Planning Committee and Governance Committee	Done		2021-12-01	2022-03-04	
February Planning Session	Done	2022-02-03	2022-02-03	2022-02-10	
Revision period	Done	2022-02-04			
Presentation to March 3 council meeting	Working on it	2022-03-03			
Staff to work on completed priorities based on current projects and programs	Working on it		2022-02-23	2022-03-18	
Continued Work on Values and Vision statement	Not started		2022-02-23	2022-03-18	
Presentation to May 12 AGM	Not started	2022-05-12			
		2021-08-19 to 2022-05-12	2021-10-16	2022-03-18	30000

Implement 5 year Strategic Plan

Name	Status	Date	Timeline - Start	Timeline - End	Cost
Begin Implementation of Plan based on Consultant Recs	Not started	2022-04-01			
Communications Plan to Staff, Members, Public and Committees	Not started	2022-03-18			
Define the Monitoring approach	Not started	2022-04-14			
		2022-03-18 to 2022-04-14			0

Monitor 5 year Strategic Plan

Name	Status	Date	Timeline - Start	Timeline - End	Cost
Establish the Monitoring Plan with Consultant advice	Not started	2022-04-15			
Define the intervals for Monitoring	Not started				
Reporting to occur based on these intervals	Not started				
		2022-04-15			0

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Name	Year 1 - 21/22	Year 2 22/23	Year 3 23/24	Year 4 24/25	Year 5 25/26	Priority	Owner	Status
Develop, Implement & Monitor 5 year strategic plan	Develop & Implemen	Implement & Monitor	Implement & Monitor	Implement & Monitor	Implement & Monitor	High		In full Process

Define Roles & Accountability (4 Recommendations)								
Name	Year 1 - 21/22	Year 2 22/23	Year 3 23/24	Year 4 24/25	Year 5 25/26	Priority	Owner	Status
Clarify the role of Council & Modernize OAA's Governance Structure & Practices - Roles clarified and confirmed first by Governance Committee -- Modernization tied to GOVERNANCE REVIEW	Role Clarification	Governance Review				High	Kristi Doyle	Planned
Update Role Descriptions for all staff -- HR BUCKET		X	X			Medium		Planned
Define Roles, Responsibilities & Accountability Measures - GOVERNANCE REVIEW BUCKET		Define	Update	Update	Measure	Medium		Planned
Develop Performance Measurement Framework & Measure OAA's performance -- HR BUCKET - GOVERNANCE REVIEW BUCKET		Develop	Measure	Measure	Measure	Medium		Planned

Name	Year 1 - 21/22	Year 2 22/23	Year 3 23/24	Year 4 24/25	Year 5 25/26	Priority	Owner	Status
Develop, Implement and Monitor a Risk Management Framework, Plan & Policy		Implement & Monitor	Implement & Monitor	Implement & Monitor	Implement & Monitor	High		Already Ongoing
Create Succession & Transition Plan for the ED			X	X	ED transition year	Medium		Planned
Create Succession Plan for Practice Advisors	X					Medium		Working on it
Develop a Communications Plan about the OAA for the Public and Members	X	X	X	X	X	Medium		Ongoing
Add Financial Policies & Controls to Further minimize risk to the Organization	X					Medium		Planned
Fully Document Key Financial Processes	X					Low		Planned
Establish Trigger Points or indicators to Proactively Manage the OAA's Finances	X					Low		Planned
Track & Report Expenses by Service Areas	X	Implement & Monitor				Medium		Already Ongoing
Provide Training to Council Members & Staff team leads on Financial Management	X	X	X			Medium		Planned
Increase Engagement & Accountability of Managers in Financial Management	X	X	X			Low		Already Ongoing

Name	Year 1 - 21/22	Year 2 22/23	Year 3 23/24	Year 4 24/25	Year 5 25/26	Priority	Owner	Status
Acknowledge, Stop & Prevent Workplace Bullying & Harassment - HR BUCKET	X	X	X	X	X	High		Already Ongoing
Change Culture of Expected Overtime	X	X	X	X	X	Medium		Already Ongoing
Improve Communication Within the Organization & Across Service Areas	X	X	X	X	X	Medium		Already Ongoing
Conduct Regular Staff Surveys	X	X	X	X	X	Low		Done
Prepare for post pandemic work place	X	X				High		Working on it

[illegible]

Media Release

For Immediate Release

February 11, 2022

Canada's Architecture Regulators Incorporate to Better Serve the Public and the Profession

Regulatory Organizations of Architecture in Canada (ROAC) incorporated by members of the former Canadian Architectural Licensing Authorities (CALA)

The members of the former Canadian Architectural Licensing Authorities (CALA) / Regroupement des Ordres d'Architectes du Canada (ROAC) have incorporated as a new not-for-profit group, the **Regulatory Organizations of Architecture in Canada/Regroupement des Ordres d'Architectes du Canada (ROAC)**.

As a unified body, ROAC includes the 11 provincial and territorial bodies responsible for regulating the practice of architecture. To serve the public interest, these regulators set qualifications and practice standards for entry into the profession, issuing registration and licences to those meeting them.

ROAC will continue the former CALA's work on a national level. This includes the Examination for Architects in Canada (ExAC) and the Internship in Architecture Program (IAP), as well as serving as the conduit between the regulators and the Canadian Architectural Certification Board (CACB).

Headquartered in Vancouver, ROAC seeks to enhance the strength and diversity of the profession in the public interest, and to ensure modern, appropriate recognition of qualifications are maintained. The national body will continue developing nationally recognized standards and programs to meet regulatory responsibilities as well as the needs of the public and the architectural profession. This includes improving professional mobility throughout Canada and internationally using tools such as Mutual Recognition Agreements to honour architectural credentials and qualifications, and provide a path for obtaining registration across participating jurisdictions.

ROAC membership, from west to east, comprises:

- [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 \(AAPEI\)](#); and
- [Architects Licensing Board of Newfoundland and Labrador \(ALBNL\)](#).

These regulatory bodies made the decision to incorporate as ROAC to more effectively continue the longstanding work historically conducted by CALA. Ian McDonald, Architect AIBC, AAA, OAA, has been named the group's inaugural chair.

"Several principles established by the CALA Incorporation Task Force were important for us to preserve," he explains. "These include flexibility and efficiency, equality of voice, autonomy and decision-making, architectural voice, preserving working structure, and funding and administrative support. The principles were designed to ensure what was working well with CALA remains true in ROAC."

Under the new not-for-profit's governance structure, each member organization appoints a director to represent their jurisdiction on the ROAC Board of Directors. These directors will meet regularly to oversee the organization's activities, while member meetings with the broader regulatory bodies will happen at least annually.

"The primary goal of the new ROAC and all of its member organizations is to protect the public interest," says McDonald. "Working together under this new official structure allows us to enhance and strengthen the standards, programs, and opportunities within the architecture profession across Canada, while preserving the tradition of provincial and territorial regulatory autonomy."

Further Information

For more information about Regulatory Organizations of Architecture in Canada/ Regroupement des Ordres d'Architectes du Canada (ROAC), you can visit [ROAC.ca](https://roac.ca) or email info@roac.ca.

Memorandum

FOR COUNCIL MEETING

March 3, 2022

(open)

ITEM: 6.2.a

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Settimo Vilardi, Senior Vice President and Treasurer
Interlocking Director, Pro-Demnity Insurance Company

Date: February 22, 2022

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

Objective: To consider the recommendation of the Board regarding appointment of the Auditors and Actuary for Pro-Demnity Insurance Company for 2022.

The annual meeting of the Shareholder of Pro-Demnity Insurance Company (Pro-Demnity) has been scheduled for March 30, 2022 and will involve various presentations by the Board of Directors to Council as well as the required business motions and a period for questions from the floor. One of the responsibilities of the Board of Directors of Pro-Demnity is to make a recommendation to the Shareholder regarding the appointment of an Auditor and Actuary on an annual basis.

Attached is a copy of a memorandum from Pro-Demnity recommending that Council consider the reappointment of BDO Canada as the Auditor and J.S. Cheng as Actuary for 2022. This item will be before the Shareholder as one of the official items of business for the Annual Meeting. The purpose of presenting this to Council in advance is to provide direction in terms of how the Shareholder will vote on this item at the AGM on March 30.

Action: OAA Council is asked to consider the following motion:
It was moved by Vilardi and seconded by ... that Council direct OAA President, Susan Speigel to vote in the affirmative

regarding the recommendation to appoint BDO Canada as the Auditor, and J.S. Cheng as the Actuary for Pro-Defnity Insurance Company at the March 30, 2022 Annual Meeting of the Shareholder.

Attachments: Memorandum from Pro-Defnity Insurance Company dated February 22, 2022

Annual Meeting of Shareholder – Appointment of Auditors and Actuary

TO: Kristi Doyle, OAA Executive Director

FROM: Bruce H. Palmer

DATE: February 22, 2022

Please be advised that at the Board meeting of February 22, 2022, it was resolved that the Board recommend to the Shareholder that BDO Canada, and Mr. Joe Cheng of J.S. Cheng & Partners Inc., be re-appointed as Auditors and Actuary, respectively, for Pro-Demnity for the 2022 fiscal year.



Memorandum

FOR COUNCIL MEETING
March 3, 2022
(open)
ITEM: 6.3.a

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Christina Karney, Vice President Strategic

Date: February 22, 2022

Subject: **Update on the activities under the Vice President Strategic portfolio**

Objective: To update Council on the activities under the Vice President Strategic Portfolio.

Highlights

[Activities Report – Vice President, Strategic](#)

[PACT Updates](#)

[SBEC Updates](#)

[Construction Design Alliance of Ontario \(CDAO\) Updates](#)

Activities Report – Vice President, Strategic

- Executive Committee Meeting: February 16, 2022
- Strategic Planning Sessions: February 3, 4, 10, 2022
- New Councillor Orientation: January 11, 2022

PACT Updates

PACT met last on December 2, 2021. Per the recommendation of OAA Executive Director, scheduling of PACT meeting dates has been held until the Association's Strategic Planning process is complete. However, PACT continued working on various items including:

- Long-term Care – The contract for the University of Toronto long-term care project that the OAA has agreed to partially fund is now finalized. Deliverables for this project are expected to arrive throughout 2022.

A consultation about new CSA standards for long-term care home design is currently underway. The long-term care roundtable participants will be engaged to support PACT as they formulate a response to the consultation. This draft standard has also been shared with the University of Toronto researchers.

- Housing Affordability – The provincial Housing Affordability Task Force report, including 55 recommendations, was released on February 8, 2022. In response to this, the OAA put out a press release to commend the report and to highlight that some of its recommendations were integrated throughout. See press release attached. Various trade publications including, [Canadian Architect](#) and [Daily Commercial News](#) picked up the release. PGR staff are nearly complete in cross-referencing each recommendation against any historical positions of the OAA. This information will help PACT to review each of the recommendations and determine whether to support/oppose any of them to government.
- Pre-Budget Consultation – In response to government's request for feedback on the pre-budget consultation, the OAA submitted focused recommendations pertaining to the climate emergency and site plan approval. See submissions attached. PGR Staff will review the budget (anticipated release in March) for anything related to the Association's pre-budget recommendations.
- FARPACTA – Following the passage of Bill 27, *Working for Workers Act, 2021*, PGR staff have supported the Registrar's office on highly resource intensive submissions, consultations and meetings—information on which is contained elsewhere in the Council package.
- *Employment Standards Act* – Per Council's direction (December 2021), PGR staff continued the push to have architectural exemptions removed from the *Employment Standards Act* regulations. A representative from the Ministry of Labour, Training and Skills Development agreed such a

change is in line with the spirit of the *Working for Workers Act* and expressed interest, although they believe it is unlikely to fit within the legislative calendar prior to the election.

- Building Code Consultation – PACT may assist the Practice Resource Committee (PRC) in their review of a MMAH Consultation: *Proposed Interim Amendments to the 2012 Building Code related to Housing Supply and Firefighter Safety*. These changes concern phased occupancy of super-tall buildings, modular construction, and a notification program for truss and lightweight construction.

SBEC Updates

SBEC met last on December 15, 2021. Per the recommendation of OAA Executive Director, scheduling of SBEC meeting dates has been held until the Association's Strategic Planning process is complete. However, SBEC continued working on various items including:

- Technical Jury for the Design Excellence Awards – SBEC members took part in the technical jurying of this year's OAA Design Excellence Awards. Leveraging the TEUI calculator, members were able to verify the validity of the sustainability data that submitters provided along with their Awards submissions.
- Building Code Consultation – SBEC members are supporting SCOBCAR's review of *Proposed Changes for the Next Edition of Ontario's Building Code (Winter Consultation)*. Many of the proposed changes contemplate new energy efficiency measures and other SBEC-related areas of expertise, such as mass timber construction. One SBEC member was seconded to SCOBCAR to support the consultation. All of SBEC will have the opportunity to review SCOBCAR's suggested comments before their submission is sent to the Ministry.

Construction Design Alliance of Ontario (CDAO) Updates

CDAO last met on February 9 and received updates on two major initiatives: RFP procurement best practices, and *Construction Act* impact research. CDAO intends to revive Procurement Day (or a similar activity) once the best practices document is ready. CDAO also received the final report *Impacts of Pre-Project Investment & Quality of Documents on Project Delivery Efficiencies*.

The OAA flagged the Housing Affordability Task Force report, and inquired whether CDAO would be preparing a response. The CDAO Board is exploring

the development of a joint response to government about this report and PGR staff expect to be involved in the drafting.

A member of CDAO shared that they are embarking on a 30-month project *Leveraging Public Sector Procurement Policies to Expand Opportunities for Woman in Engineering*. The OAA will monitor this project for any applicable lessons as it relates to architecture and our ongoing Equity, Diversity and Inclusion (EDI) efforts. See attached for more information.

Action: **None. For information only.**

Attachments: 1. OAA Press Release on Housing Affordability Task Force Report;
2. Pre-Budget Submission on Climate Emergency;
3. Pre-Budget Submission on Site Plan Approval.
4. OSPE Project Brief.

Media Release

For Immediate Release

February 09, 2022

OAA Applauds Publication of Province's Housing Affordability Task Force Report

Toronto, ON –The Ontario Association of Architects (OAA) commends the provincial government's Housing Affordability Task Force for issuing a [substantive set of recommendations](#) intended to improve the housing affordability crisis in Ontario.

The OAA regulates the architecture profession to protect the public interest. For more than a decade, it has advocated for thoughtful changes to the planning approval process that would increase housing supply, and deliver it to market much faster.

For years, Ontario architects have reported a broken Site Plan Approval process that unnecessarily adds significant delays to getting much-needed housing built. The Task Force appropriately flags negative repercussions to the economy, public services, and environment. However, the OAA adds to this list of consequences several other factors, from an annual cumulative cost to the province of as much as a billion dollars to projects abandoned before ever moving beyond the planning phase. There is also the matter of falling international competitiveness. According to the World Bank Group, Canada ranks 172 out of 186 countries for the number of days required to obtain a construction permit.

In that spirit, the OAA is pleased to see many of its recommendations incorporated into this report, and will study the report in closer detail over the coming days to issue a more in-depth response.

The architecture profession remains open to working with other stakeholders to ensure quality housing remains accessible to Ontarians. The links below offer further resources on this important topic:

- [A Review of the Site Plan Approval Process in Ontario \(2013\)](#);
- [Understanding the forces driving the shelter availability issue \(2017\)](#);
- [Site Plan Delay Analysis \(2018\)](#); and
- [Housing Affordability in Growing Urban Areas \(2019\)](#).

Further Information

OAA President Susan Speigel, and other representatives of OAA Council, may be available for phone or email interviews. Additional information and high-resolution photos may also be available.



For more information or interview requests, please contact:
Erik Missio, Communications Manager
416-449-6898, ext. 241
erikm@oaa.on.ca

Adam Tracey, Manager, Policy and Government Relations
416-449-6898, ext. 230
adamt@oaa.on.ca

About the Ontario Association of Architects

The Ontario Association of Architects is a self-regulating organization under the *Architects Act*, a statute of the Government of Ontario. It is dedicated to promoting and increasing the knowledge, skill, and proficiency of its members, and administering the Act, in order that the public interest may be served and protected. For more information, visit www.oaa.on.ca.



Address the Climate Emergency – Pre-budget Issue Submission Paper

Updated January 26, 2022

The Ontario Association of Architects urges the Ontario government to consider the OAA's recommendations to help address the climate emergency.

It is estimated that one-third of greenhouse gas emissions in Canada can be attributed to buildings; in major urban centres, that number is much higher. The City of Toronto, for example, estimates 55 per cent of greenhouse gas emissions in the city comes from buildings. To achieve the targets set out in the Made-in-Ontario Environment Plan, the impact of both new and existing buildings need to be taken into account.

Implement an Energy Step Code in the Ontario Building Code

The OAA recommends the inclusion of an energy step code in the Ontario Building Code. The OAA has supported the implementation of step codes in the City of Toronto, Town of Whitby, and a number of municipalities developing or exploring similar policies. In these instances, project proponents can opt to go beyond Step 1 in exchange for various development incentives. Objective, tiered performance metrics enable everyone to understand energy use in buildings and can help achieve the 2030 targets. Ontario would benefit from adopting this as a provincial approach.

Incentivize Deep Energy Retrofits

The OAA recommends the government incentivize deep energy retrofits of existing Part 3 buildings. According to Efficiency Canada, there is "no pathway" to achieving GHG commitments that does not include retrofitting Canada's millions of residential and commercial buildings. Despite this somber fact, they estimate it will take "142 years to retrofit all low-rise residential buildings and 71 years to retrofit all commercial floor area" at the current pace. Deep energy retrofits need to be prioritized as energy efficiency standards for new construction alone are insufficient to meet Ontario's targets.

Support Intensification in Urban Centres

The OAA recommends the government encourage permissive zoning, allowing multiplexes to be built throughout Ontario. It should focus on expanding housing options within existing neighbourhoods and communities—not on expanding urban sprawl. Architects remain extremely concerned about the environmental impacts associated with driving people outside of their existing communities. A 2018 study for the Neptis Foundation, "[Planning the Next GGH](#)", found that municipalities in and around the Greenbelt have adequate space for expansion without proposing further growth into valuable undeveloped land vital for its biodiversity, waterways, food security, and recreational and cultural value to the province and its people. Growth can generally be accomplished through an increase in development density within already-serviced lands.



Site Plan Approval – Pre-Budget Submission Paper

Updated January 26, 2022

The OAA urges the Ontario government to consider our urgent recommendations to help fix the broken Site Plan Approval process.

This could save Ontario in excess of \$1 billion annually, will bring units to market faster, and will help to address the housing affordability crisis.

Site Plan Approval Process Increases Costs for All

The OAA has been pushing for changes to the Site Plan Approval for almost a decade, commissioning two reports to quantify the economic impact of the delays resulting from the current inefficient process. Findings include monthly costs of \$193,000 per 100-unit condominium to the applicant, \$159,900 to \$241,600 to municipalities and existing communities, and \$443 to end users. These costs are ultimately borne by homeowners, businesses, industry, and the government itself. Although the reports have received widespread support from others in the industry, no changes have been made.

Restoring Ontario's Competitiveness Act, 2019

The government proposed changes in *Restoring Ontario's Competitiveness Act, 2019*, but Schedule 10 was removed and no further measures were introduced. The need for aggressive reforms to Site Plan Approval remains as dire as ever. While the OAA has not yet seen the draft or final report, it was gratifying to hear the Housing Affordability Task Force may have adopted some of the Association's recommendations on Site Plan Approval.

Failing to Act is Not Without Consequence

Failing to act is not without consequence, both in terms of affordability and competition. The World Bank's [*Doing Business 2020*](#) report ranks Canada 64th on "ease of dealing with construction permits"—a ranking synonymous with the province since Ontario data was used to generate it. This places us far behind most G7 and G12 nations, including the United States (ranked 24th). Of the 186 countries with a recorded period for days it takes to obtain a construction permit, Canada ranks 172nd. Critically, Site Plan Approval accounts for 73 per cent of that time (180 days) and more than 50 per cent of the total cost. The reality is that Ontario is slower and takes more steps, yet achieves no better building quality.

In order to fix the Site Plan Approval process, the government should:

- **Restore Section 41 exclusions of the *Planning Act*** so planners refocus on technical issues related to public realm;
- **Adopt permissive zoning** to allow as-of-right multiplexes within existing neighbourhoods;
- **Set and enforce a realistic but competitive time frame** for Site Plan Approval;
- **Implement adjudication** for minor issues to avoid all cases going to a full hearing before the Ontario Land Tribunal;
- **Increase accountability to the public** by giving municipalities the statutory authority, through the *Planning Act* and *City of Toronto Act*, to require architectural recognition as a condition of Site Plan Approval.





Leveraging Public Sector Procurement Policies to Expand Opportunities for Women in Engineering

Funded by: Women and Gender Equality Canada

This 30-month project will support a feminist response and recovery from the current impacts of COVID-19 through systemic change. The Ontario Society of Professional Engineers will achieve this by developing and promoting inclusive language for public sector procurement of engineering services, thereby fundamentally expanding career opportunities for women and other underrepresented groups in engineering and the attractiveness of an engineering career to young people from these groups.

At the end of the project, the organization will have contributed to addressing systemic barriers by advancing inclusive policies and practices, supporting positive distribution of resources, developing networks and collaborations and changing norms and attitudes to support women's equality.

What's it all about?

The project will compile and analyze procurement policies and practices, develop model language for inclusion in procurement policies for engineering services, obtain endorsement and support from key stakeholders, advocate to municipal and provincial public sector entities to urge adoption of inclusive criteria in procurement for engineering services, advocate to industry associations, and promote the model language through social media and trade publications.

Research Objective

Develop and promote inclusive language for public sector procurement of engineering services, thereby fundamentally expanding the career opportunities for women in engineering and the attractiveness of engineering to young women who are selecting their careers.

ABOUT OSPE

The Ontario Society of Professional Engineers (OSPE) is the voice of the engineering profession in Ontario. We represent the entire engineering community, including professional engineers, engineering graduates and students who work or will work in several of the most strategic and influential sectors of Ontario's economy.

OSPE elevates the profile of the profession by advocating to government, offering valued member services and providing opportunities for ongoing learning, networking and community building.

Memorandum

FOR COUNCIL MEETING
March 3, 2022
(open)
ITEM: 6.3.b

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Adam Tracey, Manager, Policy & Government Relations

Date: February 23, 2022

Subject: Update on Appeal of Harmonized Zoning By-law

Objective: To provide Council with an update on the OAA appeal of City of Toronto Zoning By-law 569-2013 (associated with the former Harmonized Zoning By-law Task Group)

As part of the Ontario Land Tribunal decision issued on October 12, 2021, the City of Toronto was instructed to make a number of amendments to its zoning bylaw 569-2013 and return a final draft back to the Tribunal for approval. Unfortunately, no deadline was prescribed in the decision.

Following repeated inquiries from our legal counsel, the City's solicitor provided the following update on January 25:

- The City takes the position that the Tribunal erred with Order #2, and will ask it be deleted. Order #2 stated that any front or rear main wall height on a flat roof building above 7.2m or 2.5m below the max allowable height, whichever is greater, shall be set back a minimum of 1.4m.
- The City still does not have a final version of the amendments to be submitted for the final approval of the Tribunal.

The OAA is reviewing the implications of the City's position on Order #2, and has requested to see a draft of the revised zoning by-law before it is tabled with the Tribunal for final approval.

Action: No action required.

Attachments: Prior OAA Council Memo (October 22, 2021)

Memorandum

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Heather Breeze
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

FOR COUNCIL MEETING

November 4, 2021

(open)

ITEM: 6.3.b

From: Kristi Doyle, Executive Director

Date: October 22, 2021

Subject: Update on Appeal of Harmonized Zoning By-law

Objective: To provide Council with an update on the Harmonized Zoning By-law Task Group and findings from the Ontario Lands Tribunal

The OAA's appeal of City of Toronto Zoning By-law 569-2013 (the harmonized zoning by-law) began in 2013, started by members who specialize in residential projects in Toronto.

After a first round of hearings in June 2017, the OAA secured a preliminary win through a March 2018 ruling where the Ontario Municipal Board determined that the City of Toronto's decrease to heights was not consistent with the Official Plan and that the character of neighbourhoods could not be maintained. The Board suggested that all parties try to come to an agreed solution. At the time, the City had suggested a 1m increase, while appellants had suggested 1.8m. A number of periphery issues were also identified.

After a brief negotiation, it became apparent the OAA and other appellants were seeking greater concessions than were being offered by the City. The joint appellants requested the Ontario Lands Tribunal ("the Tribunal") to reconvene the hearing and to issue a final ruling. These hearings finished in early March and the final decision was released on October 12.

Analysis from our legal counsel determined that in the latest round, the Tribunal:

- made a small amendment to the provision re width of dormers (Par. 141 #1);

- made an amendment to restrictions for a flat or shallow roof (Par. 141 #2); and
- directed the City to prepare a final version of the amendments to be submitted for the final approval of the Tribunal.

While these do not appear to be overly significant changes, it is important to note that they are in addition to changes the City already proposed and presented to the Tribunal. These included:

- Changing map heights
- Changing maximum main wall heights
- Changing the interpretation on dormers
- Changing the height of first floor
- Changing the definitions of basement and first floor

While this final ruling may not go as far as the OAA and other stakeholders would have preferred, it is fair to say that the final version of the zoning by-law will have significant changes from the original, and that these changes can be attributed directly to the OAA's legal challenge.

The hearing decision was communicated via social media and the October 14 edition of the OAA News. The members of the task group have also been given a status update, with many members expressing their thanks.

While the last step of the process is between the City and the Tribunal, OAA legal counsel have requested to see the updated zoning by-law before the City sends it to the Tribunal for approval.

Once the new zoning by-law is seen and/or approved by the Tribunal, a final update will be given to Council. At this point, the task group can presumably be dissolved and removed from the list of committees and task groups.

[Click here](#) to access the ruling from the Tribunal. A story about this decision was also sent out to members and can be found on the OAA website [here](#).

Action: For information only

Attachments: None

Memorandum

FOR COUNCIL MEETING

March 3, 2022

(open)

ITEM: 6.4.a

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Communications Committee

Jennifer King	Bill Birdsell
Carl Knipfel	Joël León
Elaine Mintz	Dana Seguin
Arezo Talebzadeh	

Date: February 23, 2021

Subject: Communications Committee Update

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

Highlights

[Conference](#)

[OAA Website](#)

[Awards](#)

[E-Communications](#)

[Podcasts](#)

[Social Media](#)

The OAA Communications Committee gathered virtually on Tuesday, February 15 for a meeting focused specifically on the OAA's **Special Project Funding (SPF)** and **Public Awareness Sponsorship** programs.

Intended for the Local Architecture Societies, SPFs are awarded to carry out special projects or events (i.e. not continuous initiatives) that cannot be covered by their current assets, and further the OAA's objective to establish classes, schools, exhibitions, or lectures in, and promote public appreciation of, architecture and the allied arts and sciences. It requires submission of an Annual

Report in early January each year. For this initial submission date, three Societies participated, with the results shown below:



The Sponsorship program is open to members and non-members alike, with the OAA Communications Committee measuring all applications against four criteria:

- potential to increase public awareness/appreciation of architecture and the allied arts and sciences;
- innovation, creativity, and relevance;
- ability to attract an audience and successfully run event/initiative; and
- alignment to current OAA Council priorities that focus on the People, the Profession, and the Planet through a lens of equity, diversity, and inclusion.

This year, 12 submissions were made. The Committee deliberated to find consensus and chose the recipients and the amounts. As these individuals are still being contacted, the specifics will be shared in the report presented at the May Council meeting.

The Committee's next meeting, scheduled for early April, will continue the discussion on recurring SPF requests and also examine a variety of items related to the OAA's awards program.

Conference

Work continues on the OAA Conference, which will be held at Toronto's Beanfield Centre in May, with virtual packages available (with prerecorded and livestreamed sessions) for those who wish to attend online.

Following Council's direction at its December meeting, OAA staff secured Katherine Hayhoe as the keynote speaker, with the virtual event planned for March 22 (earning 1.0 Structured Learning). Registration opens after the Keynote's conclusion.

Staff continue to secure participants for the Plenary and develop content related to the Conference for the OAA Website.

Preliminary information about the keynote has already been shared via OAA News, and a regular Conference Bulletin will keep members apprised of further developments, Conference Continuing Education offerings, and special events while also spotlighting sponsors.

The Conference's sponsorship sales campaign began in early November 2021. To date, commitments are \$199,445 and payments received are \$122,040, against an aggressive budget of \$320,000.

OAA Website

Changes and refinements continue on the OAA Website over the last month, with more planned for the first-quarter of 2022.

Work continues on the new OAA Contracts Suite page, being developed in concert with Practice Advisory Services (PAS), to make it easier for the public and architectural professionals to find the contract they are looking for. This complements future work related to fees, design competitions, and other information pages related to finding and working with members of the architecture profession.

In preparation for the Continuing Education program's end of cycle, a countdown has been added to the OAA Website, and changes have been made to various resources, including an overhauling of the [FAQ](#) pages.

Discussions have begun with the website developer and the Office of the Registrar regarding new features to the site, including a database for Act enforcement, a searchable database for recent discipline/complaints, and a directory of those wishing to be mentors for the Internship in Architecture Program (IAP).

Work is commencing on the Conference program (including Sponsorship updates), as well as with respect to the integration of the OAA Technology Program, including the Technologists OAAAS.

Web Updates (January–February 2022)

- 2022 OAA Awards / Jury updates
- Annual fee renewal updates
- Internship in Architecture Program (IAP) and mentorship updates
- OAA ConEd Webinar Series updates
- bOAAg: Sponsored Sessions from Conference

Upcoming Priorities

- Conference program updates: Special events, Continuing Education, Sponsorship
- New Contract page updates
- Creation of design competitions information page
- New pages/resources related to public interest and educational outreach
- Accessibility training

OAA Awards

More than 85 submissions were received for the 2022 Design Excellence Awards; there were also nominees for every single Service Award category. These comprise Honour Roll, G. Randy Roberts Service Award, Order of Da Vinci, Lifetime Design Achievement, and Best Emerging Practice.

On Thursday, February 17, the two [juries](#) convened to make their selections, joined by staff and two facilitators: retired architect Jon Hobbs and York University director of planning and renovations, Patrick Saavedra. The ultimate choices have now been made and the list of finalists will be shared with the OAA membership and beyond in March. (As energy use metrics are a mandatory requirement, and given the importance of climate stability and wider environmental sustainability, a special two-person jury from SBEC was also instrumental in the selection process.)

Winners will be named in the lead up to Conference, which will include a special Celebration of Excellence event. OAA staff had been in contact with the Lieutenant Governor's office to confirm if Her Honour the Honourable Elizabeth Dowdeswell would be attending. Unfortunately, she is not able to be at the event in person, but she will be sending video greetings.

Work also continues between staff and IQ Media, the publishers of *Canadian Architect*, with respect to the biennial *Awards* coffee-table book, which will be made available at Conference.

The Communications Committee will also continue to explore the viability of public plaques for the award program. Further, it will review the success of the SHIFT program, taking into account suggestions made by past jury facilitator

(and part of the initial Working Group), Toon Dreessen. A theme for the 2023 program will need to be developed shortly.

E-communications

In addition to the regular biweekly editions of the *OAA News* enewsletter and the bimonthly *Practice Advisory*, numerous other “special bulletin” emails have been sent out since the last Council report. These include:

- Email to technologists about the renewal process moving forward with the dissolution of OAAAS;
- Email to Student Associates about participating in surveys;
- Reminders about renewals for both individuals and practices;
- Information for Intern Architects registered for the ExAC; and
- The second and third of a series of monthly Regulatory Notices reminding members of the impending end to the Continuing Education cycle in June, focusing on the Equity, Diversity, and Inclusion requirement.

Podcasts

An RFP (following quality-based selection process) was issued with respect to finding a producer/consultant for the OAA’s planned inaugural podcast season. It seeks assistance with the technical production (recording, editing, uploading, disseminating, SEO, etc), as well as collaborating with OAA staff and Committee members on developing and launching a pilot season that will be six 30-minute episodes focusing on evergreen topics to maintain relevance over time. The intended audience is the OAA membership, as well as others in the design/construction sphere including the general public.

The RFP received 10 submissions. Several members of the Communications Committee are currently reviewing the selections and, at the time this report is being written, are scheduled to meet to discuss next steps.

Social Media

As shown below, all social channels showed growth, even during such a short period.

On **Instagram** and **Facebook**, posts and stories were used to share individual stories that appeared in *OAA News*, new OAA scholarships, nomination for honorary membership, TSA events, Ontario Building Code, OAAAS and the OAA Continuing Education Webinar series, as well as striving for content on equity, diversity, and inclusion, along with congregate living.

Twitter was used to inform followers about news, events, OAA related news such as conference, scholarships, ConEd webinar series, holiday hours and COVID-19 updates. Many events were also retweeted from sources such as the Toronto Society of Architects, RAIC, *Canadian Architect*, *Building*, and *Architect*.

LinkedIn was used to share practice- and public-facing items, including housing affordability.



Followers: 6,864 (**up 58 from last report**)
Average Post Audience: 6,067



Followers: 7,776 (**up 26 from last report**)
Total Likes: 7,389 (12 up from last report)



Followers: 2,393 (**up 12 from last report**)
Total Likes: 2,006



Followers: 9,000 (**up 122 from last report**)
Post Impressions: 2,800

Action: For information only.

Attachments: None



Memorandum

FOR COUNCIL MEETING
March 3, 2022
(open)
ITEM: 6.5.a

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek C. Zawadzki	

From: Paul Hastings Vice President Regulatory, Christie Mills Registrar

Date: February 23, 2022

Subject: Activities Under the Registrar – Jan 1 to Feb 14, 2022

Objective: Statistical Update

Experience Requirements Committee (ERC): There were no ERC assessment interviews during this period. There is now more information on the OAA website related to the function and process of the [Experience Requirements Committee](#) – this will assist in greater transparency for members and the public as well as satisfy an outstanding request with the Office of the Fairness Commission. Early in 2022 the Committee will also be working to update current assessment questions as well as create a back up set for second/follow-up interviews and overall resiliency.

Complaints Committee: There are currently two active complaints and two in the preliminary review stage. One complaint is being held in abeyance in respect of concurrent litigation. There were five 2018-2020 ConEd non-compliance matters that have been referred to Discipline from the Complaints Committee. Training and rollout of the recently approved updated Complaints Committee is underway. Work is progressing with the new Coordinator, Investigations to leverage a database case management feature recently launched in iMIS. This forms part of the overall operational review recommendations related to better OAA data management.

Public Interest Review Committee (PIRC): No meetings during this period.

Discipline Committee: There are four ongoing Discipline matters; one case is pending a Tribunal determination and should be disposed of shortly. The next scheduled hearing is for April 2022.

Registration Committee: There were no Registration Committee hearings during this time period.

Act Enforcement: There are currently thirty-nine active matters under investigation related to misuse of the term “Architect” or “Architecture” or otherwise holding out. Two Registrar’s Investigations are ongoing. For 2022 the Deputy Registrar and Coordinator Investigations will be creating a new feature on the website that allows the public and members to have a searchable resource that lists members of the public who the OAA has enforced against for contraventions of the *Architects Act*.

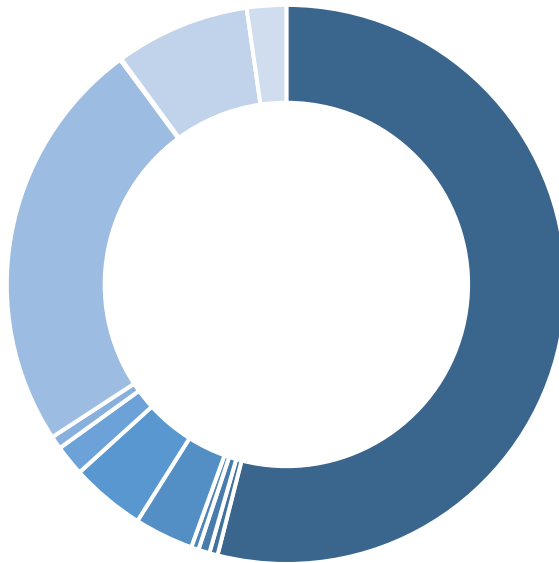
Injunction: There are no injunctions in process related to holding out and unauthorized practice.

Action: **None. For Information Only.**

Attachments: Activities Under the Registrar Statistical Report

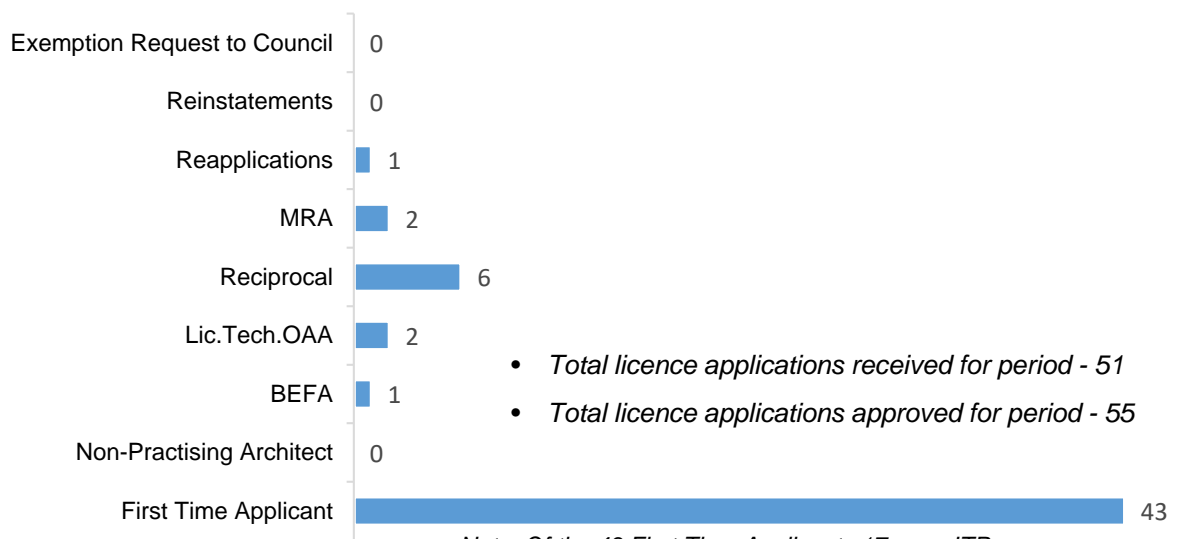
OAA Community as of February 14, 2022

OAA Individual Status Distribution



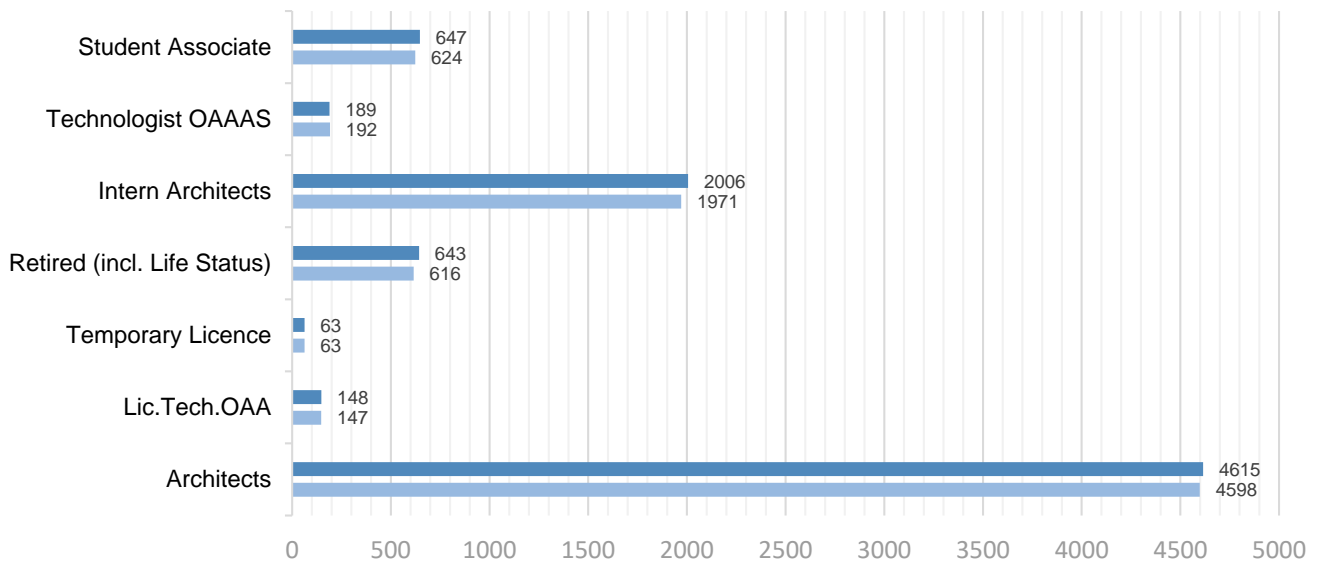
- Architect: 4485
- Architect Non Practising: 40
- Architect On Leave: 54
- Architect Long Standing: 36
- Retired Member Status: 284
- Life Member Status: 359
- Lic.Tech.OAA: 148
- Temporary Licence: 63
- Intern Architect: 2000
- Intern Architect On Leave: 6
- Student Associate: 647
- Technologist OAAAS: 189

Licence Application Approval Distribution for period Jan 1 – Feb 14, 2022



Growth in Individual Status for period Jan 1 – Feb 14, 2022

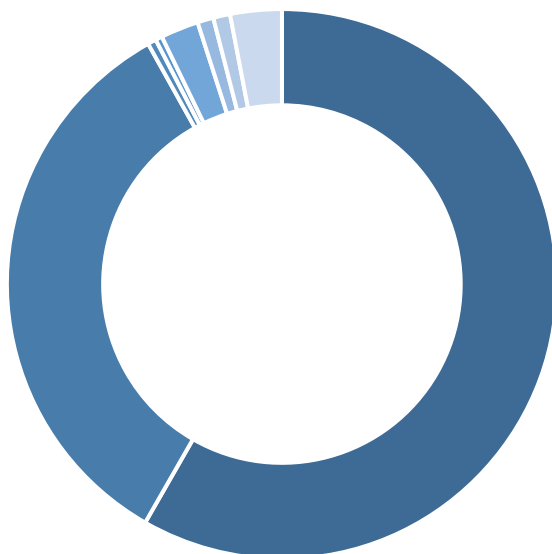
■ 2022 Feb ■ 2022 Jan



- *Total Intern Architect Applications Received for the period - 70*
- *Total Student Associate Applications Received for the period - 43*

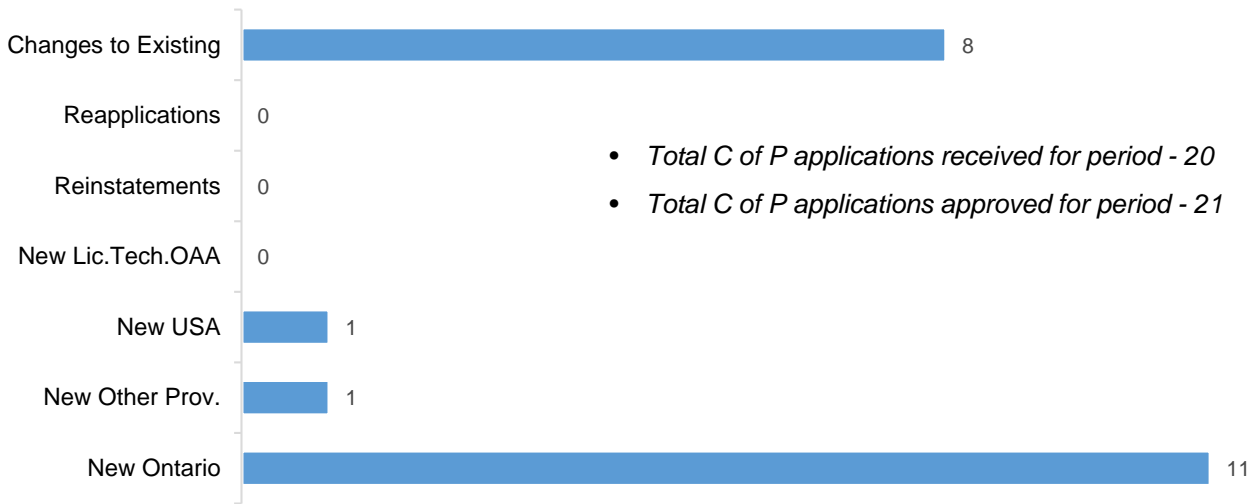
Certificate of Practice as of February 14, 2022

OAA Certificate of Practice Distribution



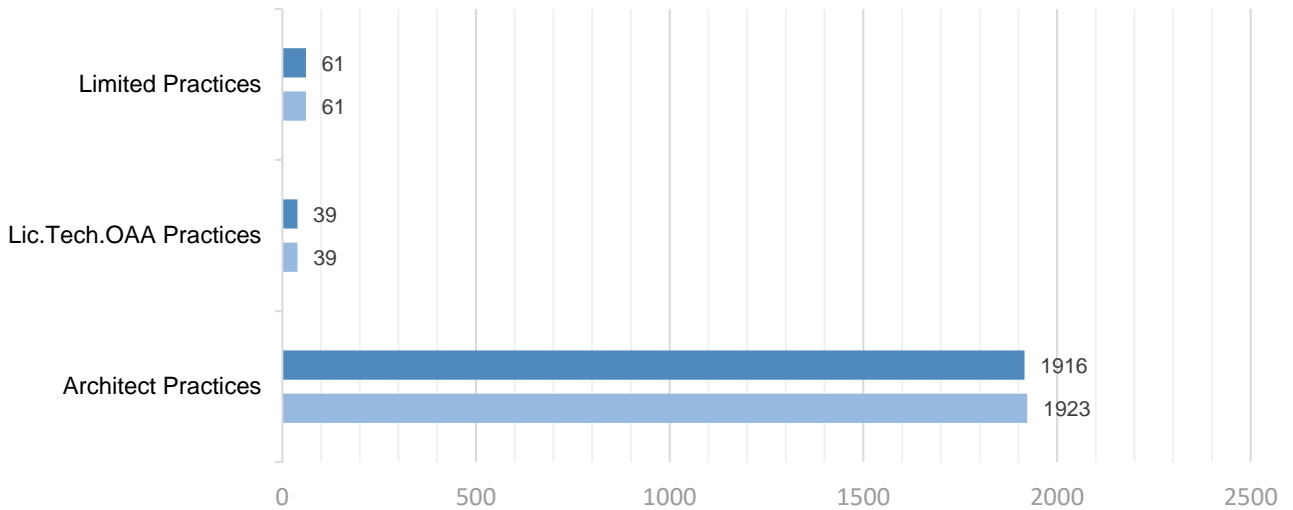
- Architect Corporation: 1175
- Architect Sole Proprietor: 678
- Architect Partnership of Corp: 10
- Architect Partnership of Members: 8
- Architect Partnership: 45
- Lic.Tech.OAA Corporation: 19
- Lic.Tech.OAA Sole Proprietor: 20
- Limited Practice: 61

Practice Application Approval Distribution period Jan 1 – Feb 14, 2022



Growth in Certificate of Practice period Jan 1 – Feb 14, 2022

■ 2022 Feb ■ 2022 Jan



Memorandum

FOR COUNCIL MEETING

March 3, 2022

(open)

ITEM: 6.6.a

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Deo Paquette, Vice President Practice

Date: February 23, 2022

Subject: Report from Vice President Practice

Objective: To update Council on activities of the Practice Portfolio.

Activities Report – Vice President Practice (since last Council meeting in January 2022)

- Practice Portfolio Onboarding: January 31, 2022
- OAA Council Strategic Planning Session: February 3-4 and 10, 2022
- SCOB CAR - MMAH 2022 Winter Consultation Orientation: February 8, 2022
- SCOB CAR - MMAH 2022 Winter Consultation Working Meetings 1 and 2: February 14 and 17, 2022
- OAA Executive Meeting: February 16, 2022

Activities Report – COVID-19 Webpage:

Latest updates to the [webpage](#) reflect the current status of the Province which is gradually easing public health measures on February 17, 2022.

The OAA continues to monitor the situation and refresh the content on the COVID-19 webpage as the situation evolves.

Activities Report – Practice Advisory Services (Key Items)

OAA Hotline: PAS received about 150 calls between January 1, 2022 and February 11, 2022. (Note: This may include multiple calls about the same topic). This number does not include email correspondence.

Update on Requests for Proposals (RFPs) monitoring:

Since the start of 2022, we have received 4 full RFP's, of which 3 were reviewed. No RFP Alerts have been issued for the period. The number of requests for full RFP review remains lower than pre-COVID-19. Many requests come in too close to the closing date, leaving insufficient time to review the RFP or engage with the issuing authority; however, PAS has received an increasing number of requests to review specific clauses rather than full RFPs. PAS's ability to respond to RFP review requests has been reduced by other staff commitments and the unfilled staff position.

Update to OAA Contracts:

OAA 600-2021: PAS is working on the fillable PDF format that will be posted on website very soon.

OAA 900-2021: A draft is complete and currently being reviewed by Pro-Demnity. An initial meeting with legal occurred on the week of November 22 to review comments as it pertains to this flow-through subconsultant contract. PAS plans a second meeting to address additional comments with legal and PRC upon receipt of comments from Pro-Demnity. It is targeted to go to Council for endorsement in late spring.

OAA 800-2021: A draft of the contract is being reviewed to eliminate unnecessary wording. Much of the wording is being moved to the guide so it is available if needed for a supplementary condition. The guide, based on the OAA 600 Guide is in progress. PAS is working on securing legal review for this portion of the project. Initial discussion about revised outline has also occurred with Pro-Demnity.

New Contract Landing page: As previously reported, PAS is working with the Communications group to create a new Contract Landing page and related webpages to support the launch of the new OAA 2021 Contract Suite.

CSA Subscription – Update:

The OAA announced it had [secured access to critical CSA standards](#) for Ontario's practices and licensed members through the CSA OnDemand program on June 1, 2021. Practice Advisory Services continue to work with OAA Communications to provide reminders to members about the program. December 1st was the half-year mark of the new program's existence. PAS will provide more detailed statistics at the May 2022 Council meeting.

Other Projects and Initiatives under the Practice Portfolio

Practice Advisory e-newsletter – Issue 16: The latest e-newsletter was published on January 14, 2022. The issue included the latest COVID-19 update, Excess

Soil Regulations (O.Reg. 406/19), RAIC Fee Guide (digital version) now free, etc. [The publication is linked here.](#) The publication also included a short article on End User License Agreements (EULA). [See full article here.](#) This awareness piece was the result of a conversation between OAA President, the Registrar and PAS that highlighted recent news that some Ontario firms had been audited as it pertains to licensing agreement between the practice and a software company.

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.

Committee Updates

Practice Resource Committee (PRC): PRC will be starting its series of annual meetings in the upcoming weeks where it will continue to author peer-to-peer content for the website with thorough review and comment by all committee members as well as continue discussing current topics affecting the public and practices.

Subcommittee on Building Codes and Regulations (SCOBCAR): The Ministry of Municipal Affairs and Housing (MMAH) has opened public consultations on proposed changes for the Ontario Building Code to harmonize it with the 2020 National Construction Codes. This is the second phase of consultations. In the fall, [the OAA also participated in the first round](#), with the Ministry now reviewing feedback and planning follow-up technical discussions. A third phase is planned for the spring to address outstanding Ontario-specific changes and other issues raised in the consultations. The suggested changes are posted on the [Environmental Registry of Ontario](#) for comment until Sunday, March 13. The committee, with the help of SBEC members, has starting to work on the review of the 825 proposed code changes through both individual committee member review and then group consensus meetings. The committee is also considering participating to a consultation that proposes an interim change to the 2012 Building Code to exempt sheds from building code requirements (see Registry [here](#)). The MMAH is proposing that they increase the area of the structure (shed) 10m² to 15m² footprint.

Action: **None. For Information Only.**

Attachments: None.

Memorandum

FOR COUNCIL MEETING

March 3, 2022

(open)

ITEM: 6.7.a

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Natasha Krickhan, Vice President Education

Date: February 23, 2022

Subject: Report from Vice President Education

Objective: To update Council about activities under the Vice President Education portfolio

Highlights

[Activities Report – Vice President, Education](#)

[Education and Development Portfolio Update](#)

[Comprehensive Education Committee Update](#)

Activities Report – Vice President, Education

January 20th, 2022; 9:30am - 4:30pm
January Council Meeting

January 25th, 2022; 1:30pm - 3:00pm
OAA Conference Curated Sessions - Meeting with MCC

January 27th, 2022; 12:30pm - 1:30pm
Executive Committee Meeting

February 03, 2022; 3:00pm - 6:00pm
OAA Strategic Planning Session - day 1

February 04, 2022; 12:30pm - 4:30pm
OAA Strategic Planning Session - day 2

February 08, 2022; 1:30pm - 3:00pm
OAA Conference Curated Sessions - Meeting with MCC

February 10th, 2022; 3:00pm - 6:00pm
OAA Strategic Planning Session - day 3

February 23, 2022; 1:00 pm – 3:30 pm
Comprehensive Education Committee meeting

Education and Development Portfolio Update

1. Continuing Education Webinars Series

In collaboration with Practice Advisory Services, work continues on the development of the following webinars which will be offered to the membership in June – December of 2022.

- Structure of the OAA Contracts & how they fit in the construction industry
- Standard Form of Contract for Architect's Services - OAA 600
- Standard Short Form of Contract for Architect's Services - OAA 800
- Standard Contract between Architect and Consultant - OAA 900
- The role of Tarion and Home Construction Regulatory Authority
- Succession Planning and Business Continuity

2. Mandatory Continuing Education on Equity, Diversity and Inclusion

As of February of 2022, approximately 40% of the membership is compliant with the mandatory requirement for a minimum one learning hour of accredited programming focused on Equity, Diversity, and Inclusion (EDI). To assist members to comply with the mandatory requirement, the following six EDI webinars will be offered before the end of the cycle.

- | | |
|-------------|---|
| 1. March 15 | Minimizing Unconscious Bias in the Hiring Process |
| 2. March 31 | Human Rights in the Workplace |
| 3. April 14 | The Business Case for Diversity |
| 4. April 28 | Minimizing Unconscious Bias in the Hiring Process |
| 5. June 7 | Human Rights in the Workplace |
| 6. June 21 | The Business Case for Diversity |

Those who do not meet the EDI requirement by the end of the cycle, will be provided with an opportunity to comply by attending one of the following EDI webinars that are scheduled outside of the current cycle.

- | | |
|------------|---|
| 1. July 12 | Minimizing Unconscious Bias in the Hiring Process |
| 2. July 28 | Human Rights in the Workplace |

- 3. August 11 The Business Case for Diversity
- 4. August 25 Minimizing Unconscious Bias in the Hiring Process

3. Course “Fundamentals of Running an Architectural Practice”

Work continues to move forward with the development of the online course “Fundamentals of Running an Architectural Practice” on the online platform at University of Toronto, School of Continuing Studies. The content development has now been completed. Work is underway to incorporate content into the online platform. It is anticipated that the online course will be available in the second half of 2022.

Comprehensive Education Committee (CEC) Update

1. CACB Validation Conference 2022

The CEC continues to work on the submission to the next CACB Validation Conference. The deadline for submission for Issue papers is May 31, 2022. In order to inform the submission paper for the CACB Validation Conference, the CEC collaborated with the Interns Committee on a survey of the membership. The collected data is currently being reviewed by both Committees. A separate memo is submitted to Council providing more details on the paper.

2. Architecture Education for Students

The work continues on the development of the K-12 Education Guide. The document is being edited to reflect the recommendations received during consultations with various experts and stakeholders. In parallel, we are exploring avenues to advance the document to School Boards and the Ministry of Education. Having the K-12 Education Guide endorsed by these institutions will make significant impact on the launch and future of the document. Moreover, there are plans to develop a public outreach program in cooperation with media and educational broadcasters.

The K-12 Education Guide will be featured on the OAA website along with additional resources to educational materials that could be of use to teachers and parents. This dashboard will serve as a single-point resource hub for teachers, parents, and students. In addition to the webpage / dashboard on the OAA website, for teachers and parents, the CEC has also been working on the development of a webpage / dashboard to educate the general public about architecture and events related to the allied arts. It is hoped that both of these dashboards will be accessed through the “resources” page of the OAA website.

Action: **For information only**

Attachments: None

Memorandum

FOR COUNCIL MEETING

March 3, 2022

(open)

ITEM: 6.7.b

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
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Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Comprehensive Education Committee (CEC)

Natasha Krickhan, Vice President Education

Date: February 17, 2022

Subject: OAA Submission to CACB National Conference 2022

Objective: To update Council on the OAA issue paper submission for consideration at the Canadian Architectural Certification Board (CACB) National Conference 2022

As a reminder, at meeting in September 2022, Council endorsed the proposed topic for the OAA's issue paper submission to the CACB National Conference in 2022. With this year's conference theme being ARCHITECTURE CONTINUUM: COLLABORATE, EDUCATE, INTEGRATE, the CEC's subcommittee has identified that the OAA's issue paper submission will focus on the proposed question "**are architecture students currently offered adequate exposure to the practice of architecture ensuring a reasonable transition from school to practice.**"

Initially, the final draft of the issue paper was set to be shared with Council for approval prior to submission to the CACB National Conference at the January 2022 Council meeting; however, the CACB National Conference has been postponed from May to October of this year. This postponement has resulted in an altered timeline, and the deadline for issue paper submission is now May 2022. The CEC will share the final draft of this issue paper with Council and will seek approval at the May 2022 OAA Council meeting. With approval, the

intention is to submit the OAA's issue paper in accordance with the May 31, 2022 conference deadline.

Over the past few months, the CEC's CACB National Conference issue paper working group has had numerous productive meetings. The mentorship survey of membership, administered by Stratcom in fall 2021, revealed that licensed and retired members who participated in the survey almost unanimously (95%) agree that students would benefit from additional exposure to the profession while pursuing their architecture degree. Unfortunately, the response from student members to this survey was low and therefore; in an attempt to directly connect with current architecture students, the OAA re-issued the survey to Student Associate members asking for further illumination on the current experiences of, and/or exposures to, the profession of at their schools of architecture. A copy of the survey responses is attached for information.

In addition to these two surveys, this issue paper will also utilize data from a national survey of Intern Architects conducted by CALA (Canadian Architectural Licensing Authorities) in 2013. This issue about architecture students and their exposure to the practice is seemingly addressed and this survey acts as an additional support as to why it is important to suggest that there be a national discussion about this matter at the CACB National Conference.

The issue paper aims to include a brief review of the Student Performance Criteria (SPC) and the Program Performance Criteria (PPC) set forth in the *CACB's Conditions and Terms for Accreditation* for the schools of architecture in Canada. The SPC and PPC identify professional practice, and professional development, respectively, as required criteria for program accreditation. The first PPC, for example, states, "The Program must demonstrate its approach to engaging with the profession and exposing students to a breadth of professional opportunities and career paths, including the transition to internships and licensure." While it is apparent that schools of architecture are required to provide exposure to the profession, this issue paper asks whether or not the efficacy or 'breadth' of these exposures to the profession in architecture school are measured, rather than merely checking a required box.

Seeking to initiate a discussion on this topic as to whether architecture students are currently offered adequate exposure to the practice of architecture, ensuring a reasonable transition from school to practice, it is recognized that the issue paper cannot, and will not, provide an answer or solution, but rather a request to have a national discussion and how the issue might be addressed moving forward.

The CEC will submit a final issue paper draft to Council for approval at the May meeting.

Action: **None**

Attachments: Excerpt from OAA Mentorship Membership Survey 2021

OAA Student Associate Survey 2022

Issue Identification Form – CACB Conference



STRATCOM

Ontario Association of Architects

Mentorship Member Survey 2021

November 18, 2021

Armand Cousineau
Prathit Patel

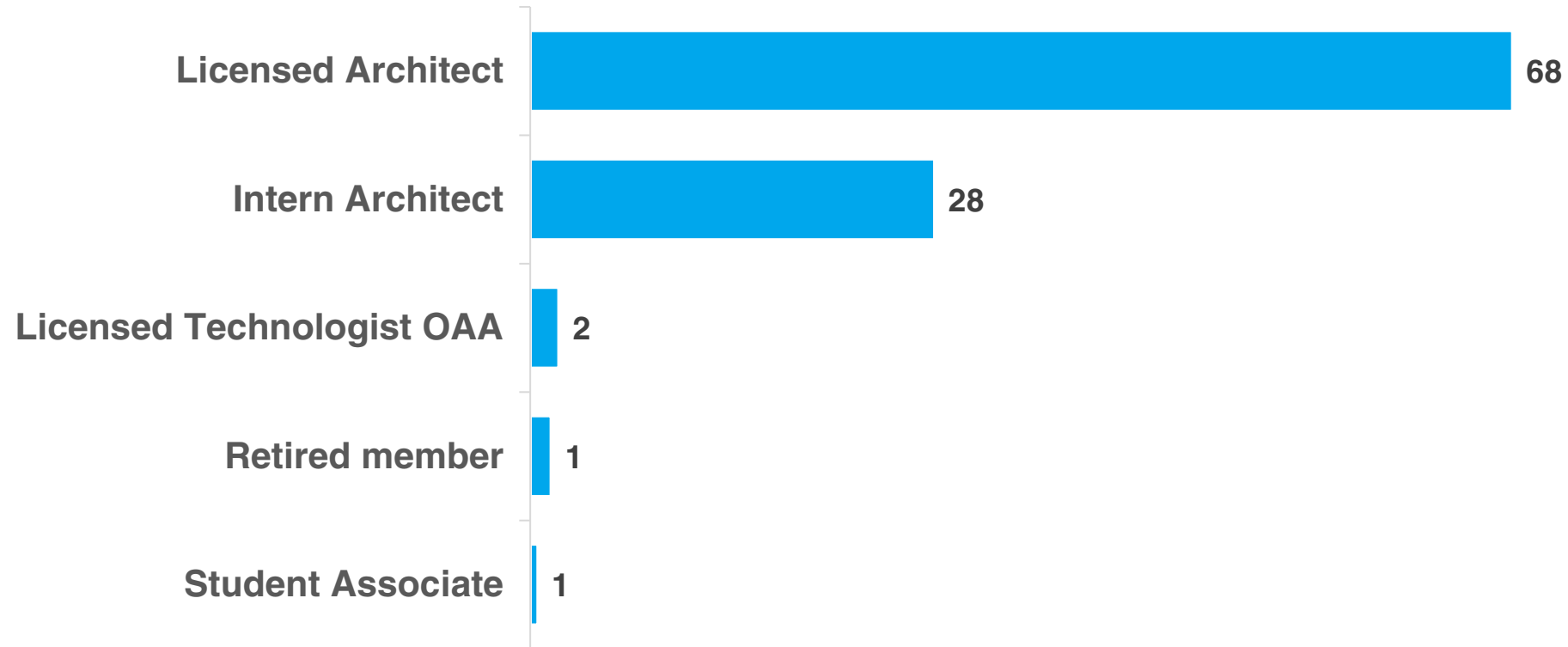
Vancouver | Edmonton | Toronto | Ottawa | Montreal | London | Brighton

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 October 18th to November 5th, 2021, resulting in 500 completes.
- The final survey data has been statistically weighted to ensure the relative proportions of member types match their distribution in the membership database.
- The margin of error for a sample of this size is +/- 4.0%, 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.

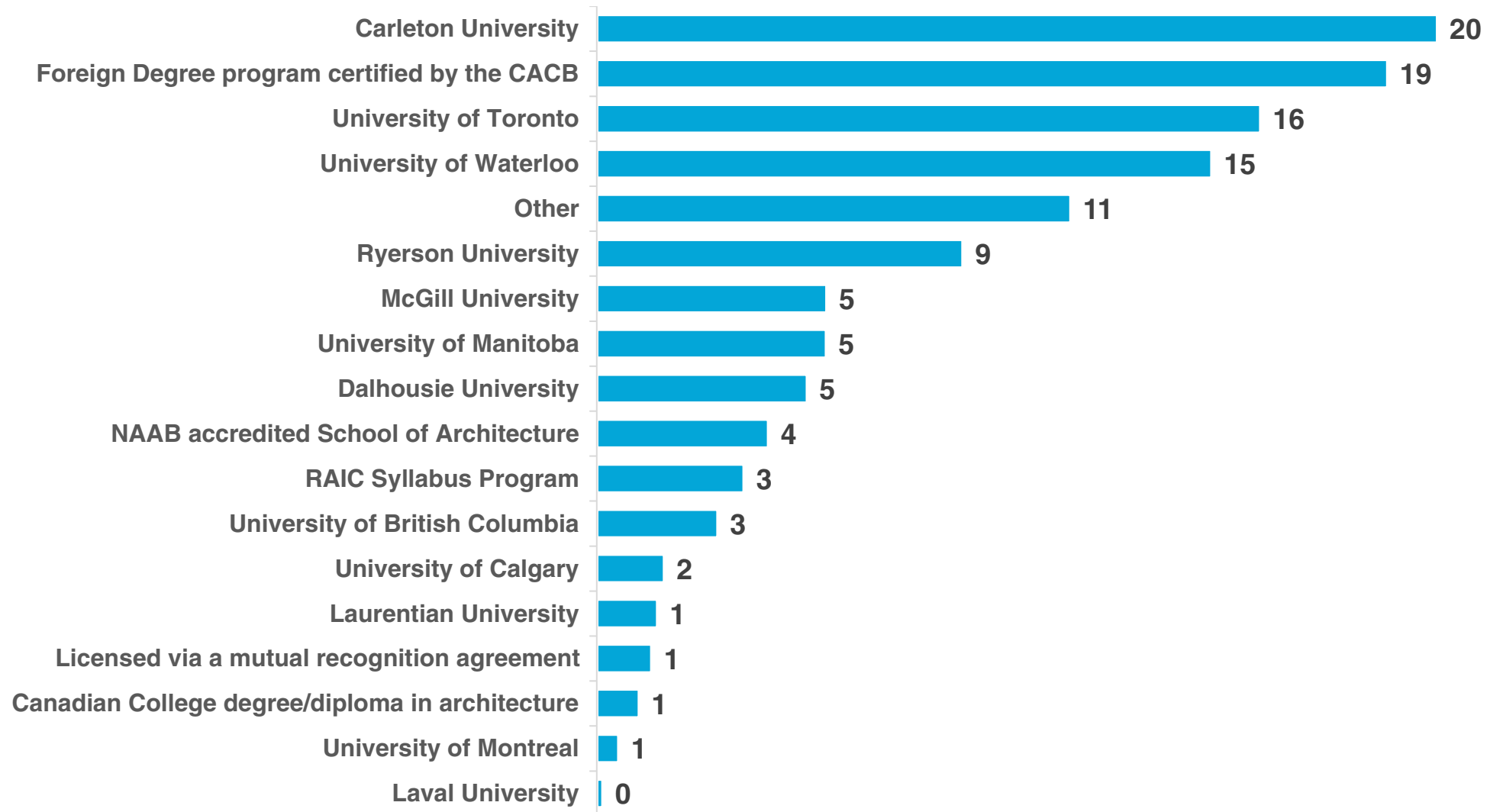


Sample composition

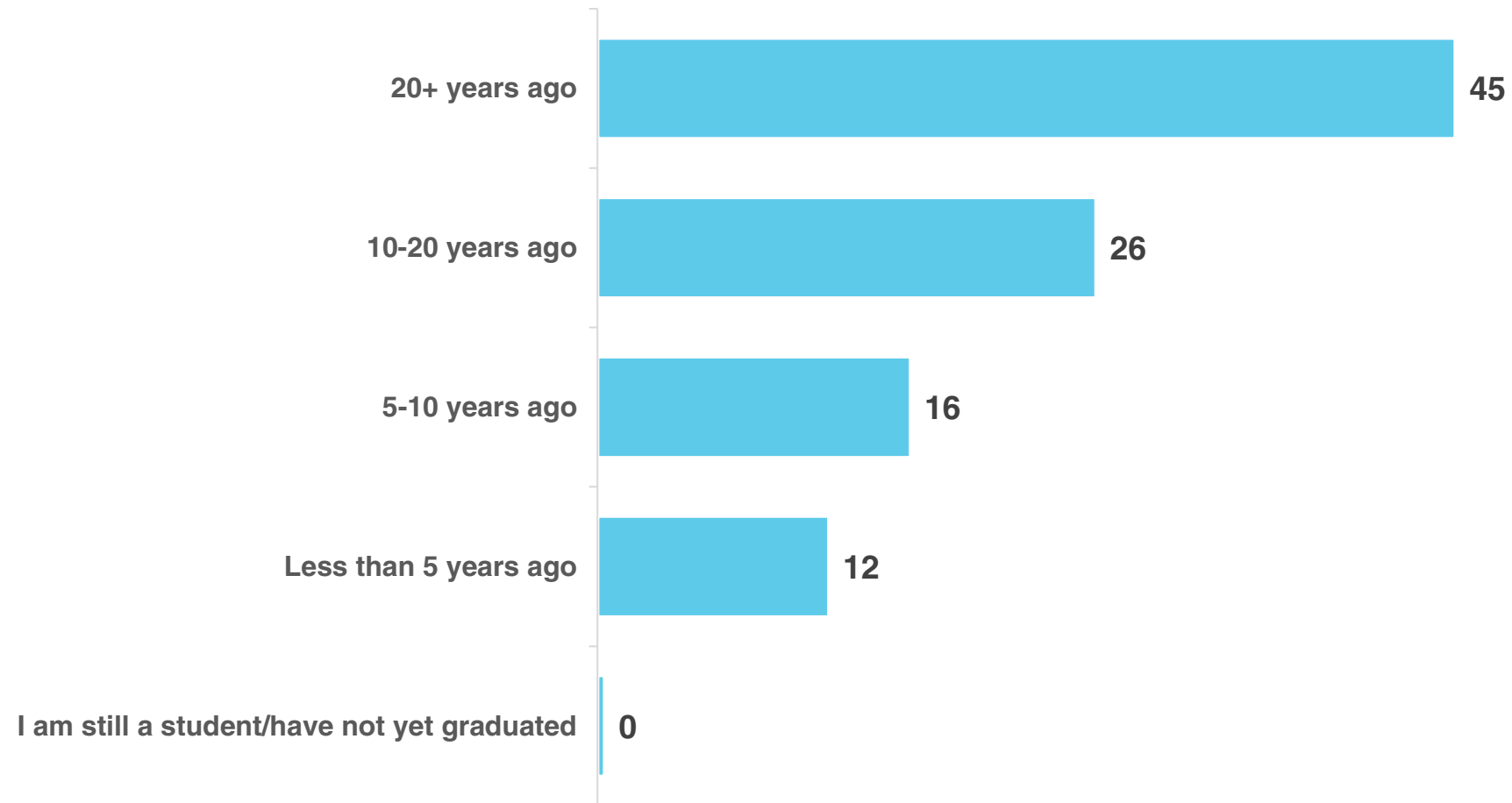


Establishing

Post-secondary institution or program attended for architecture

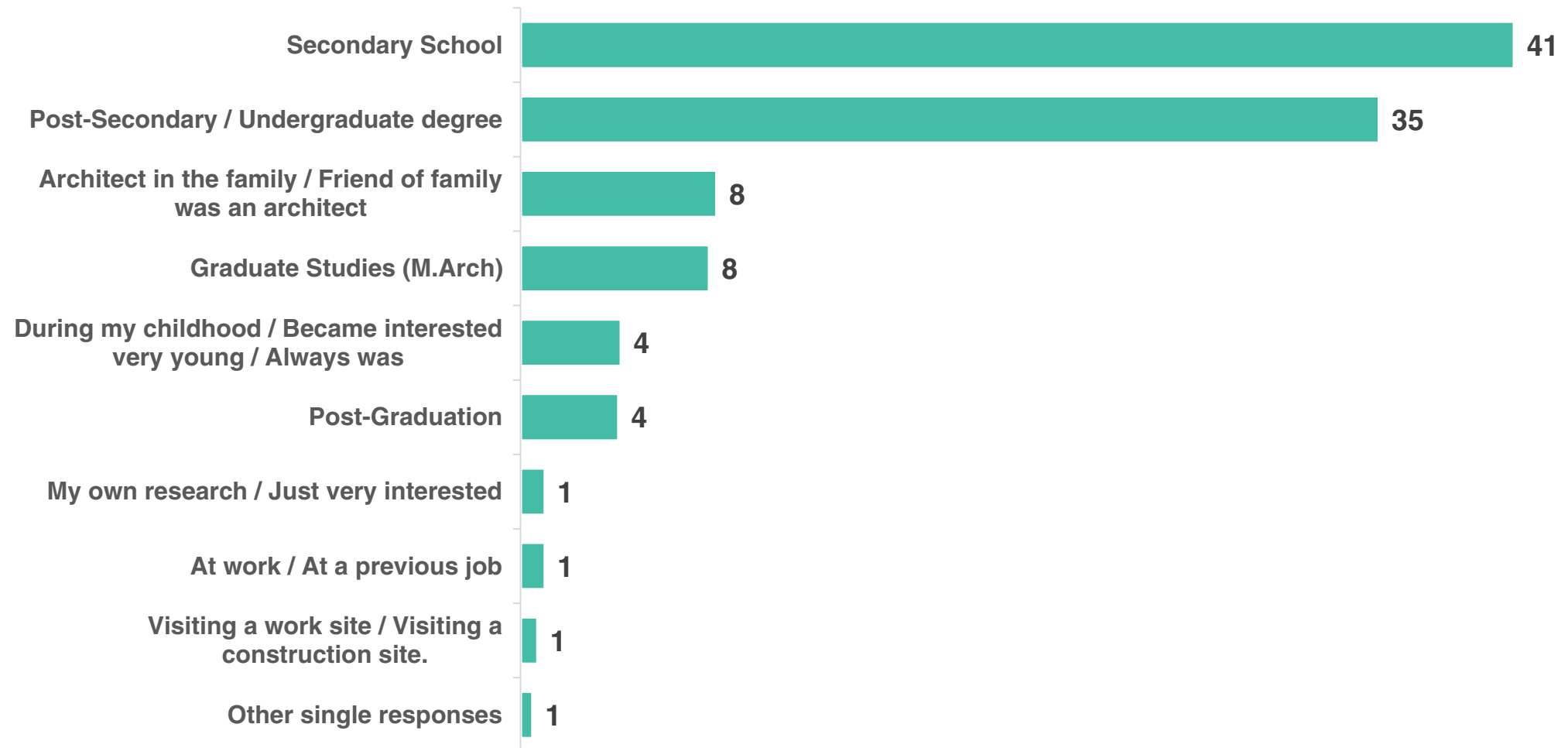


When graduated from post-secondary institution or program in architecture

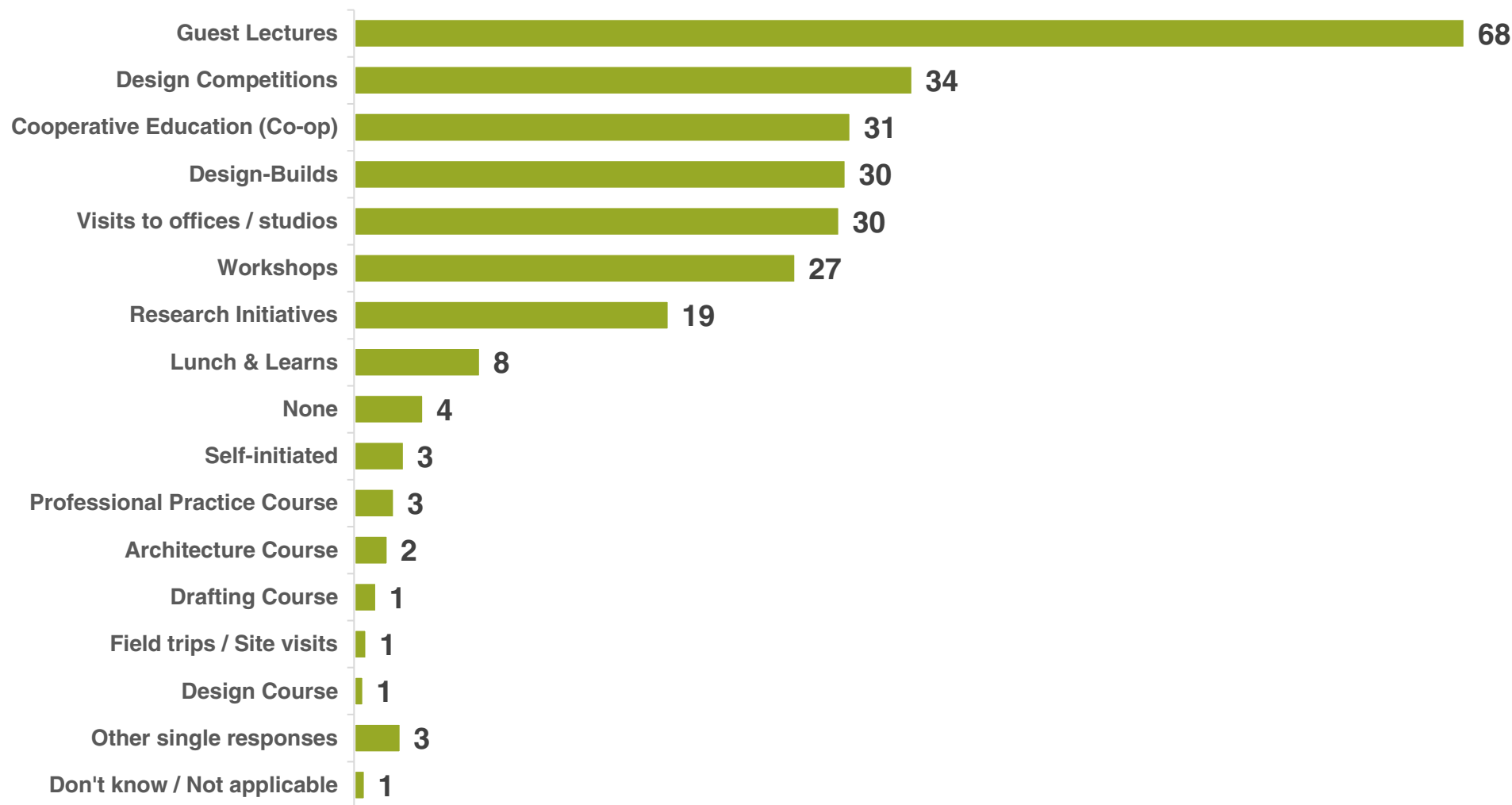


Experience: Profession of Architecture (Before Graduation)

First exposure to architecture

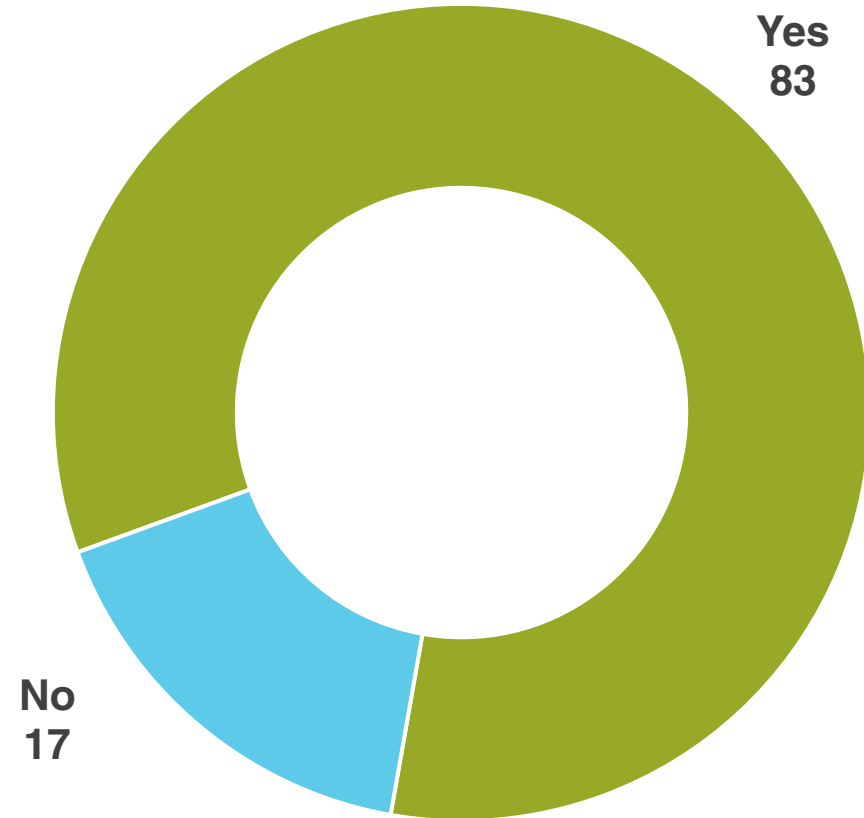


Experience provided by post-secondary institution to gain better understanding of architecture profession

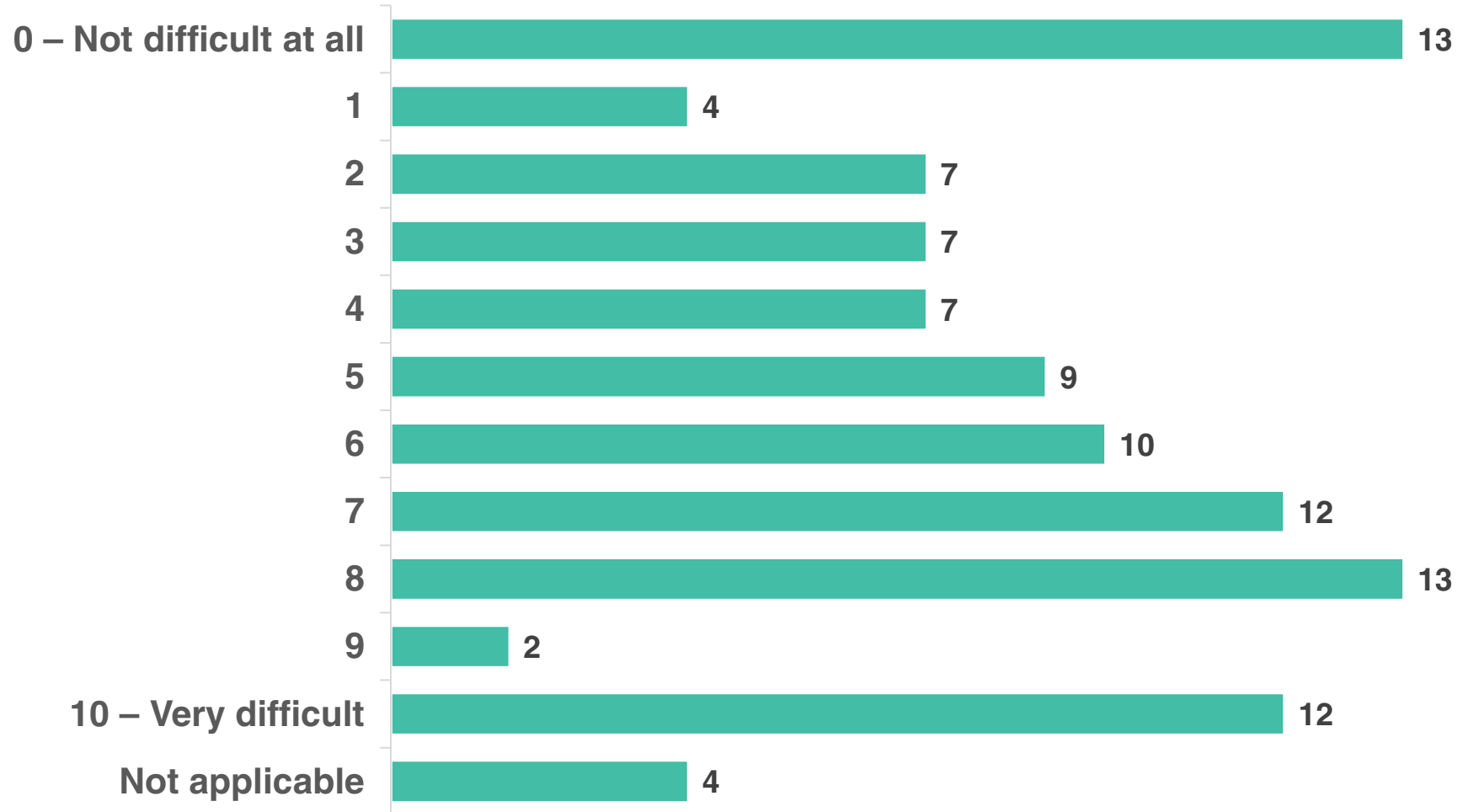


Experience: Profession of Architecture (Post-Graduation)

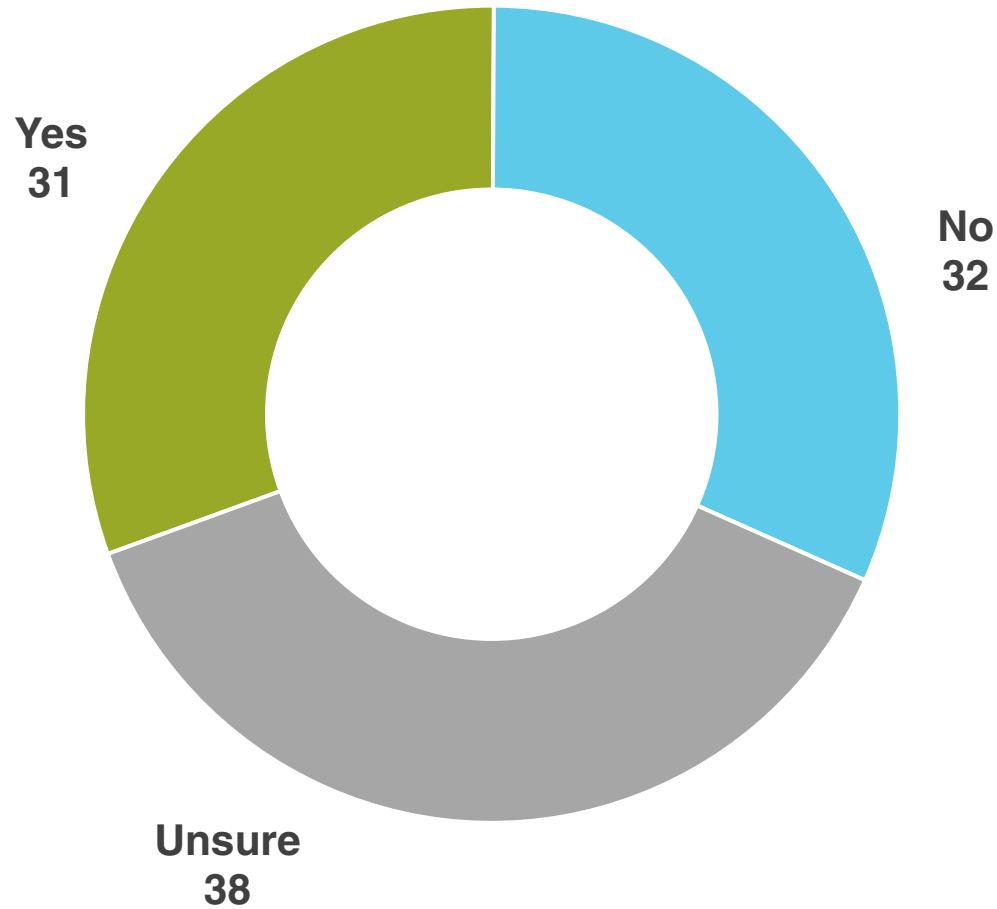
Currently working in architecture



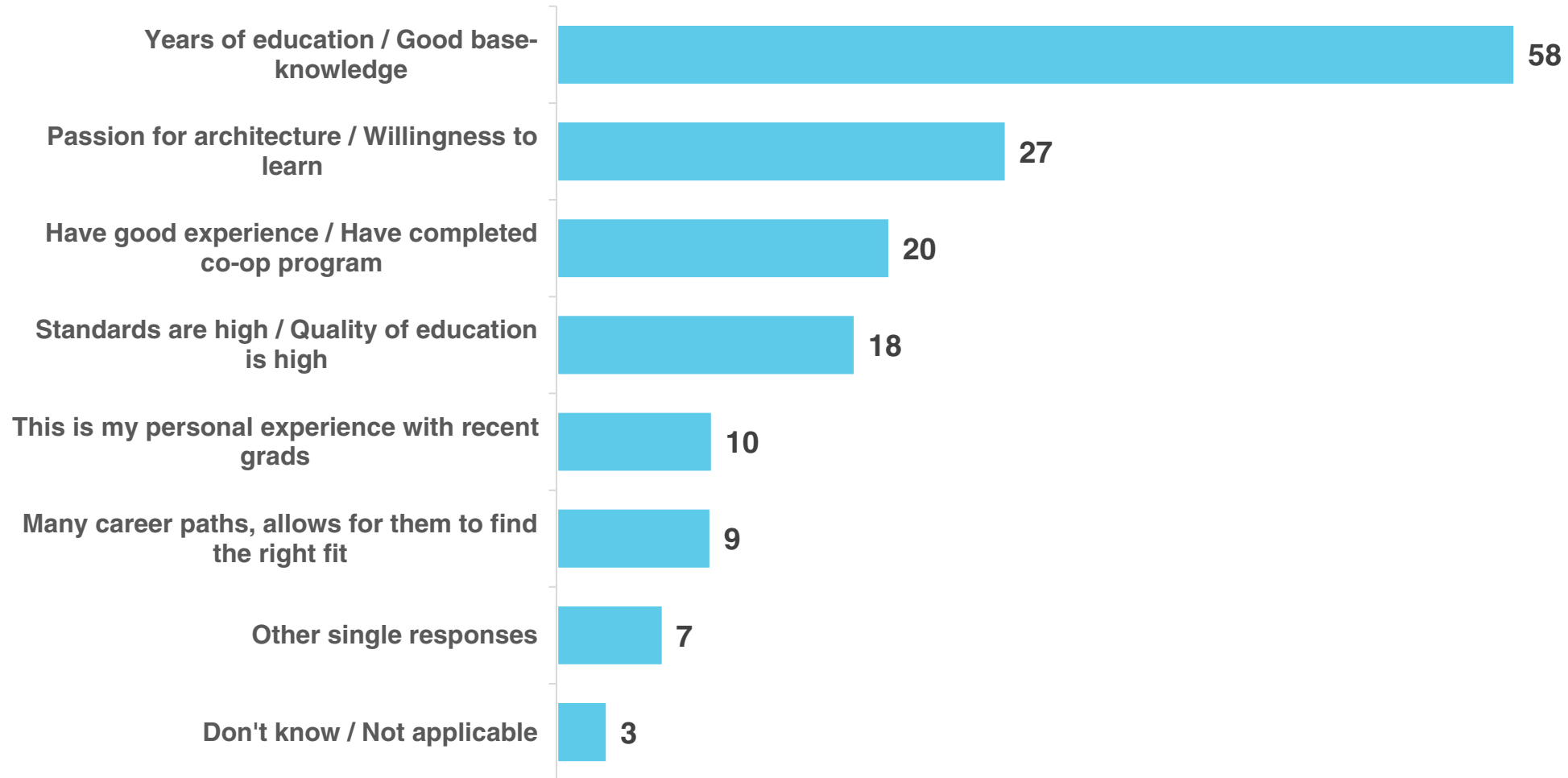
Difficulty in transitioning from school to working in architecture



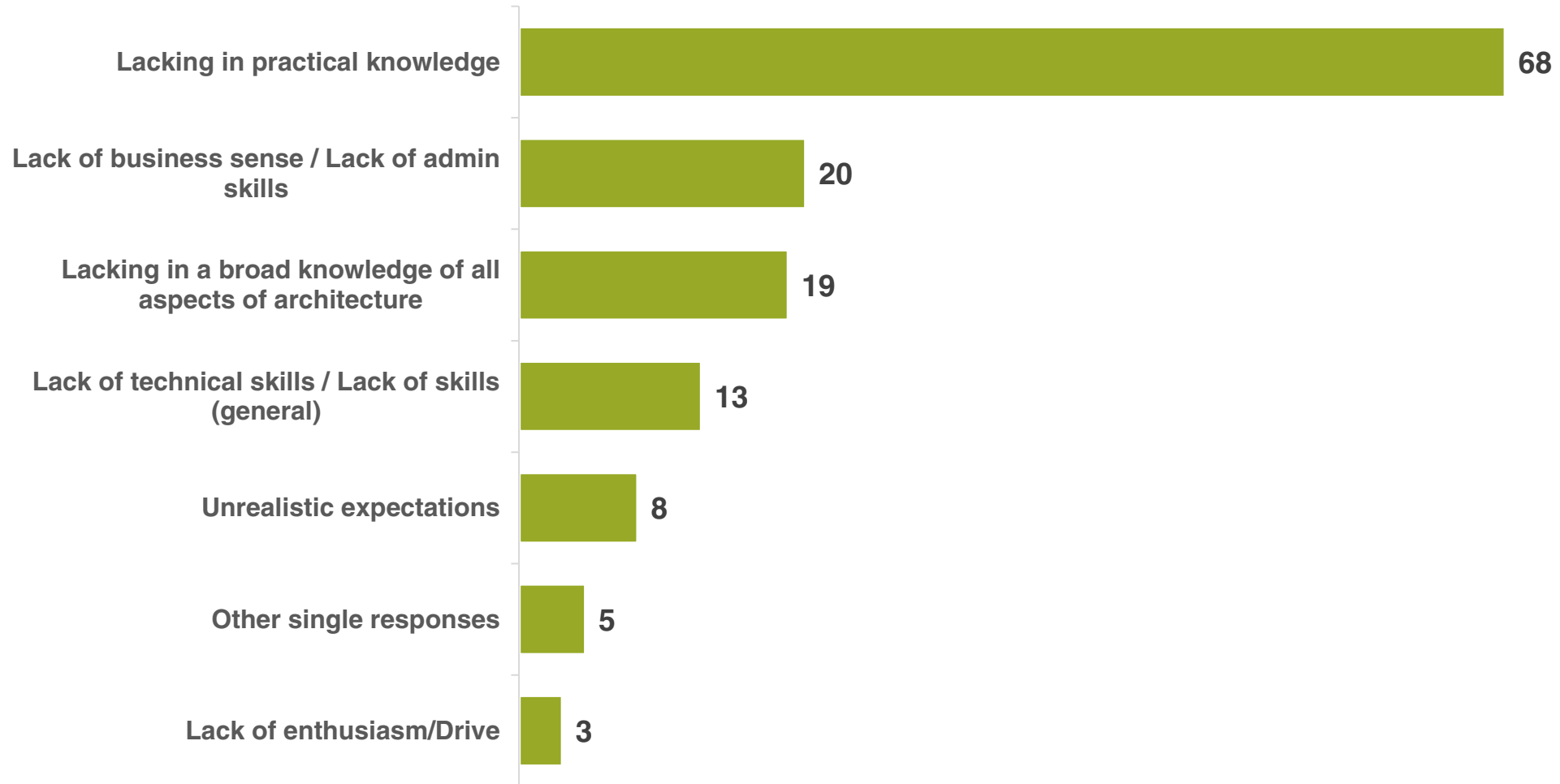
Are recent graduates sufficiently prepared to begin their internship?



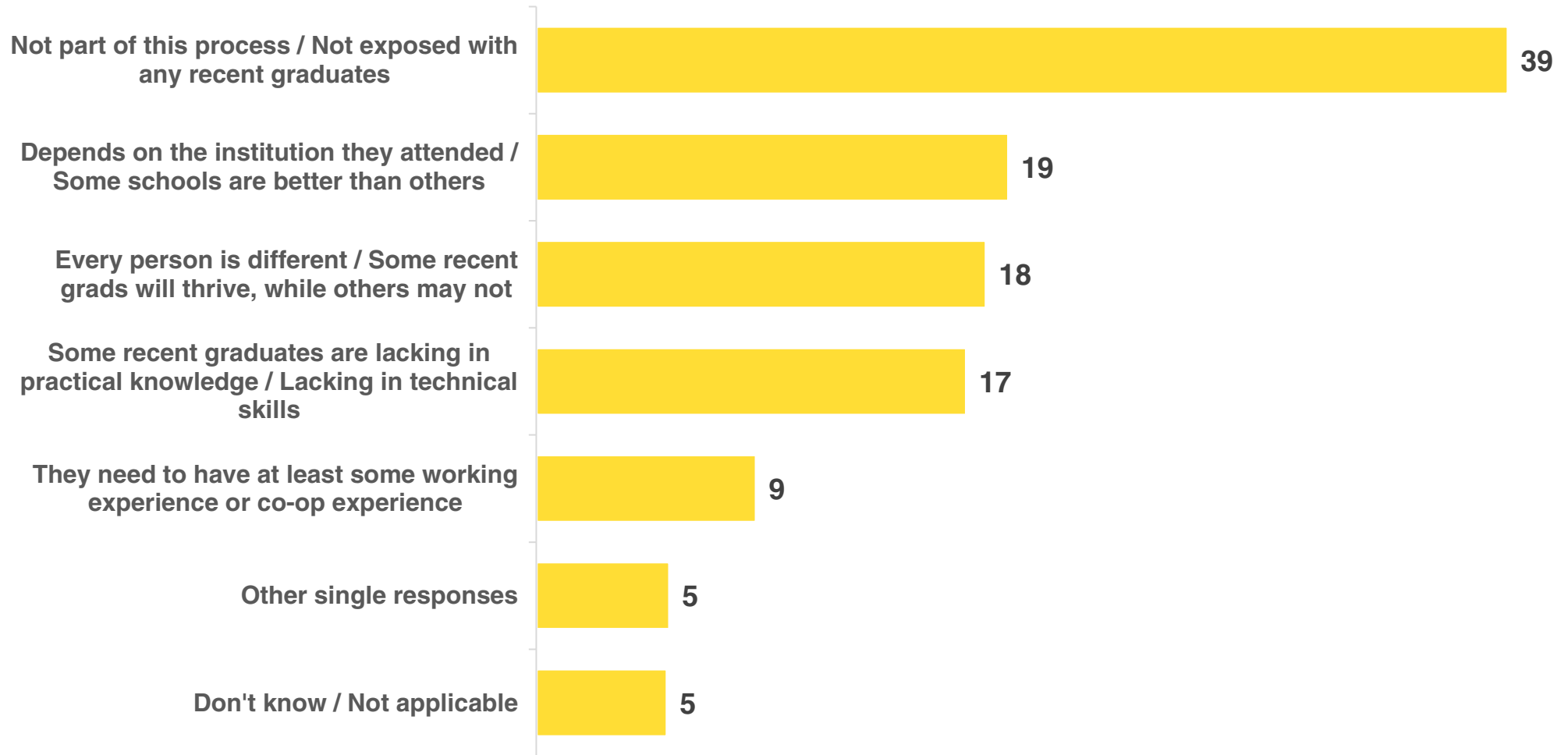
Why recent graduates are sufficiently prepared



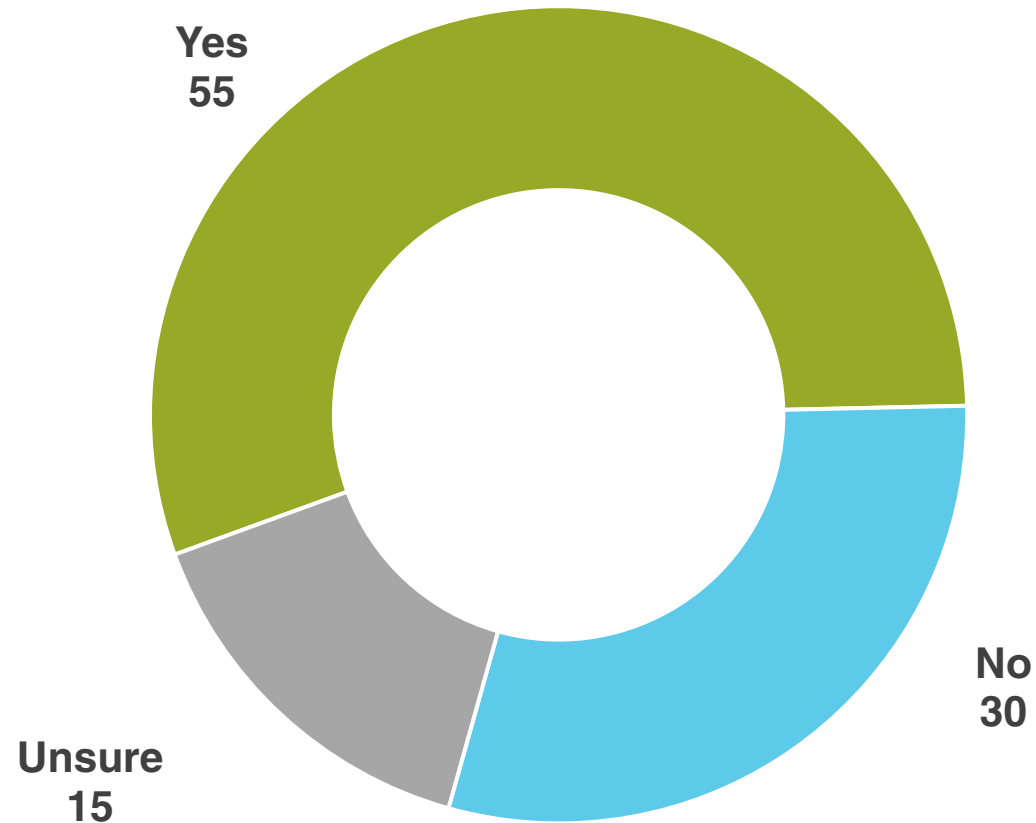
Why recent graduates are not sufficiently prepared



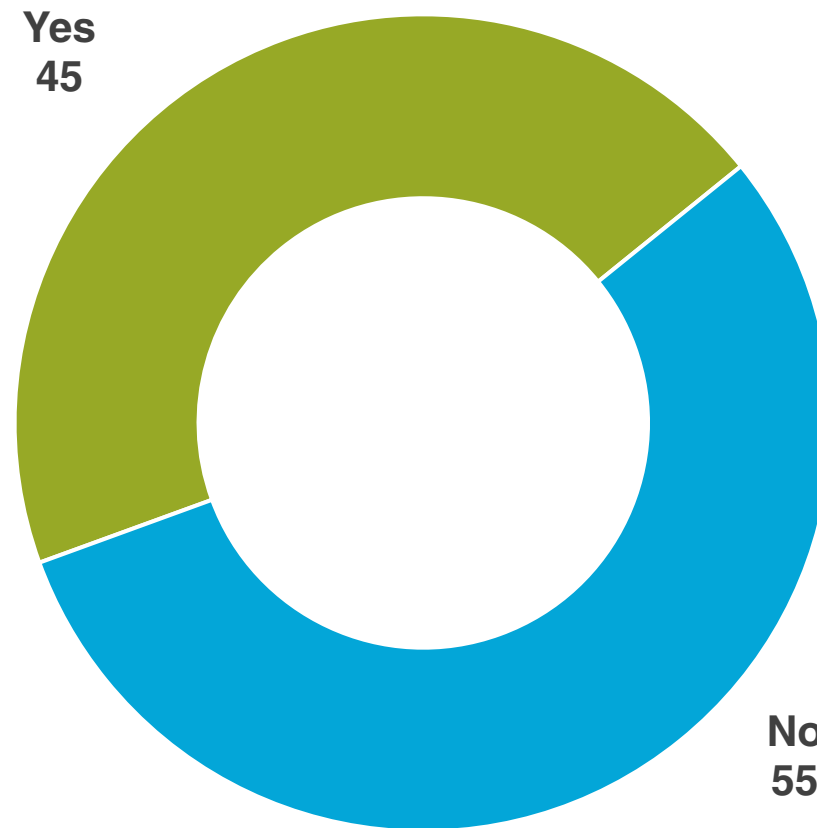
Why unsure if recent graduates are sufficiently prepared



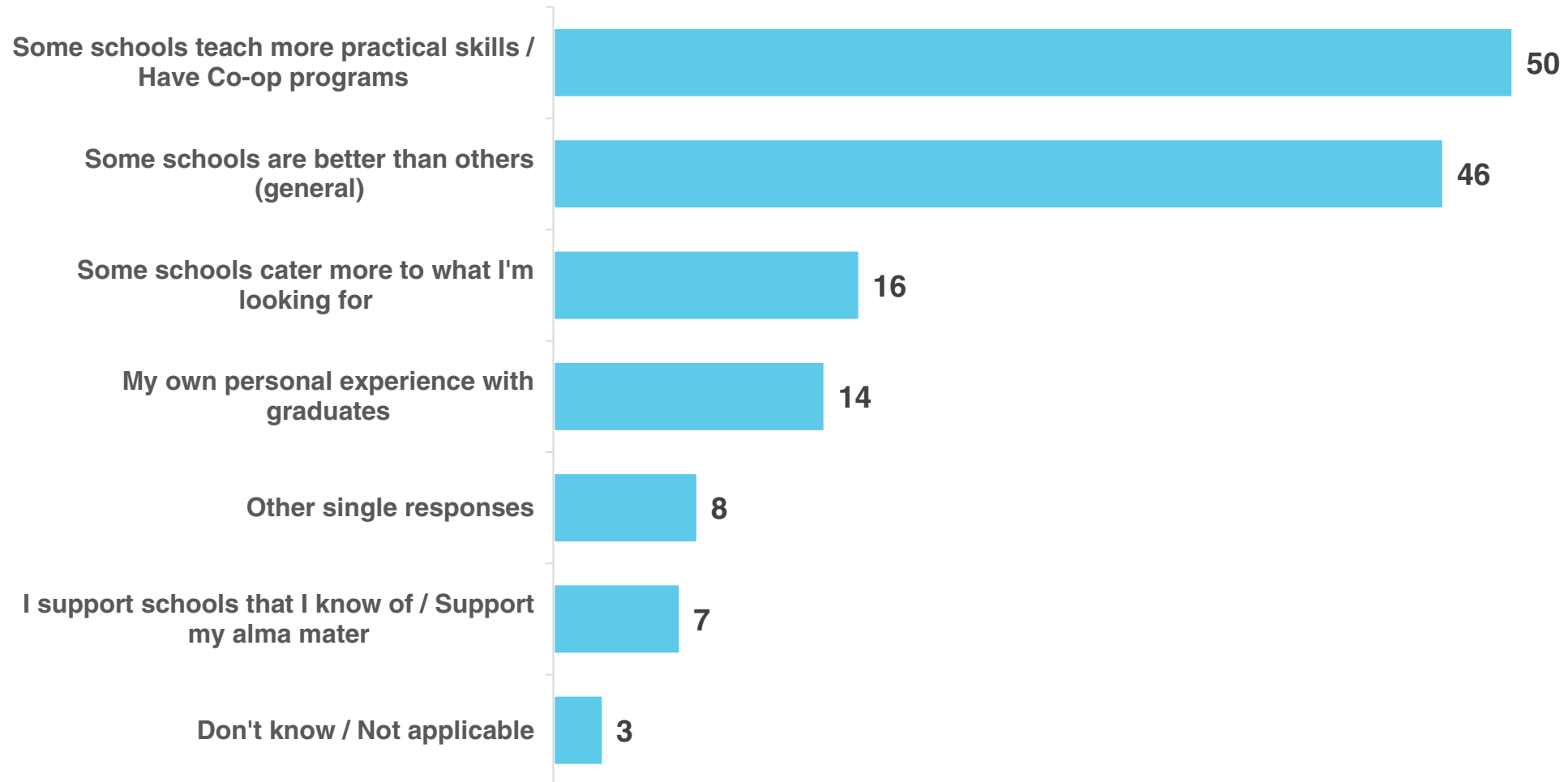
Responsible for hiring staff?



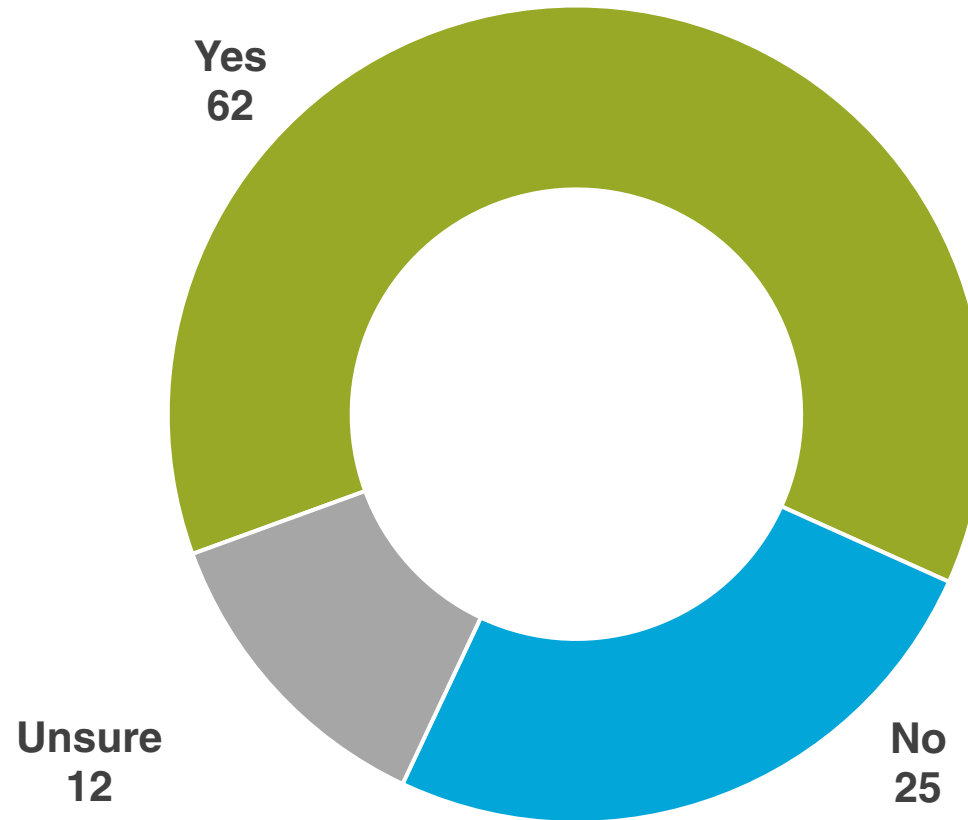
Hiring criteria: Does the school students graduate from matter?



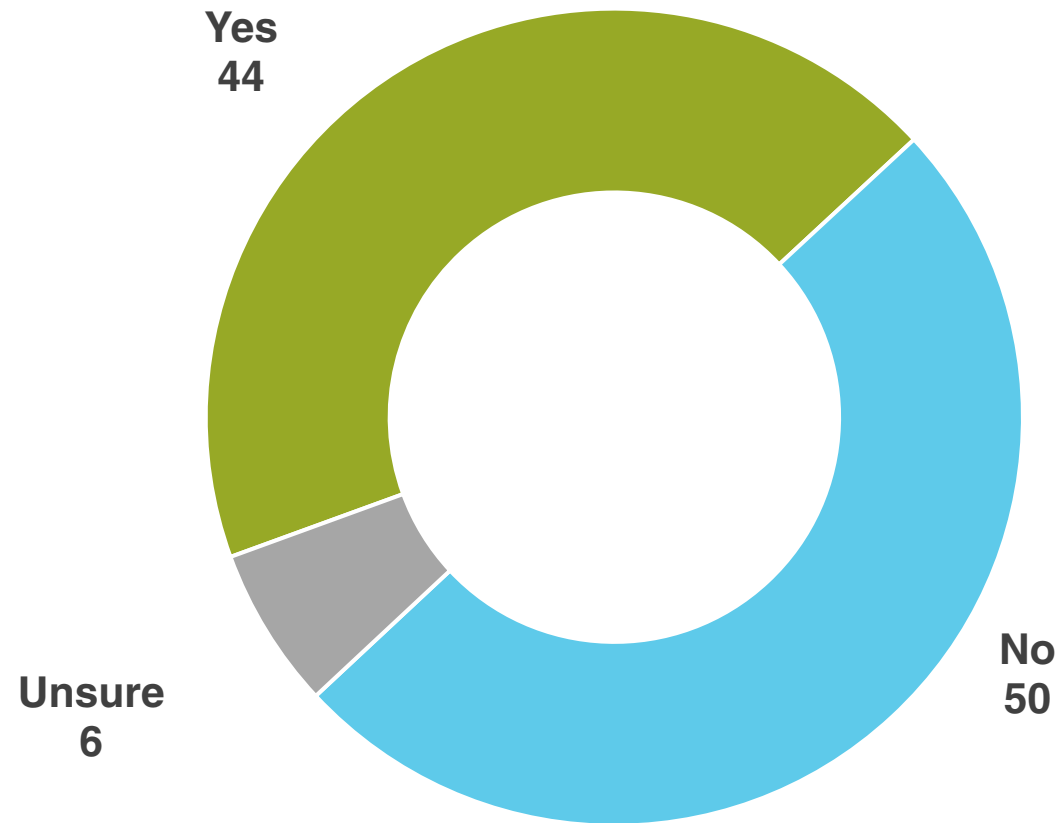
Why schools are used as part of hiring criteria



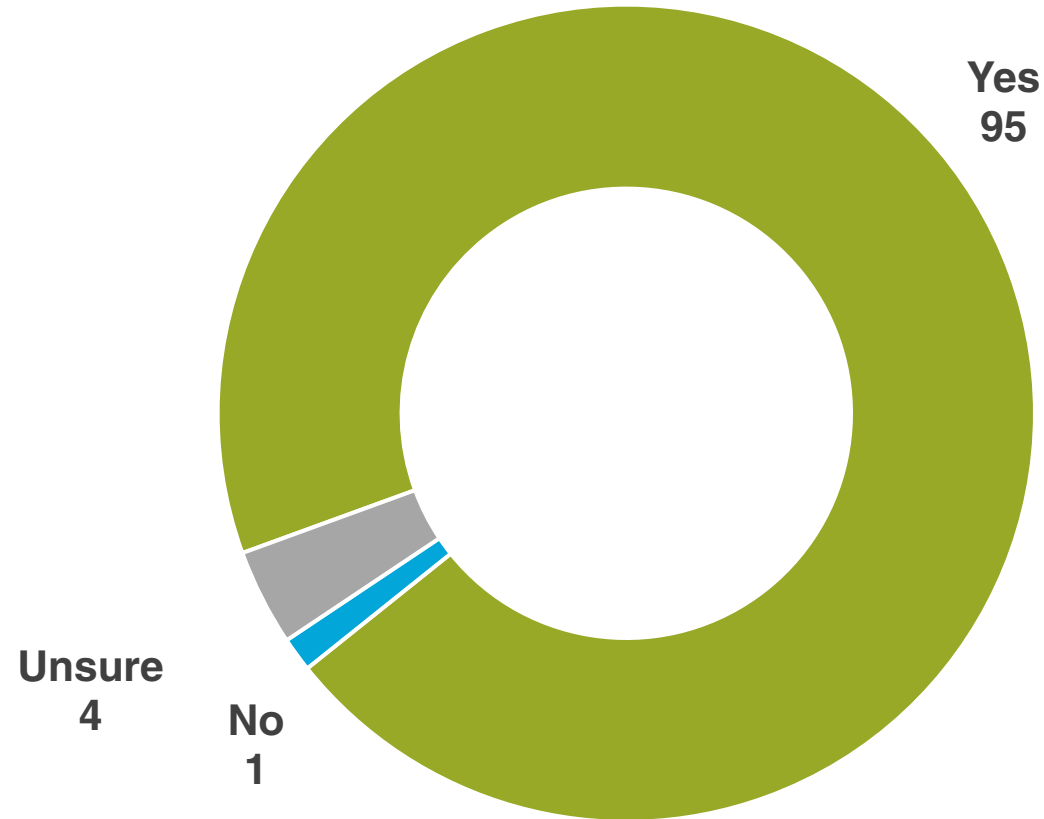
Awareness that OAA Student Associates in accredited program can submit hours to be credited to IAP & require Mentor



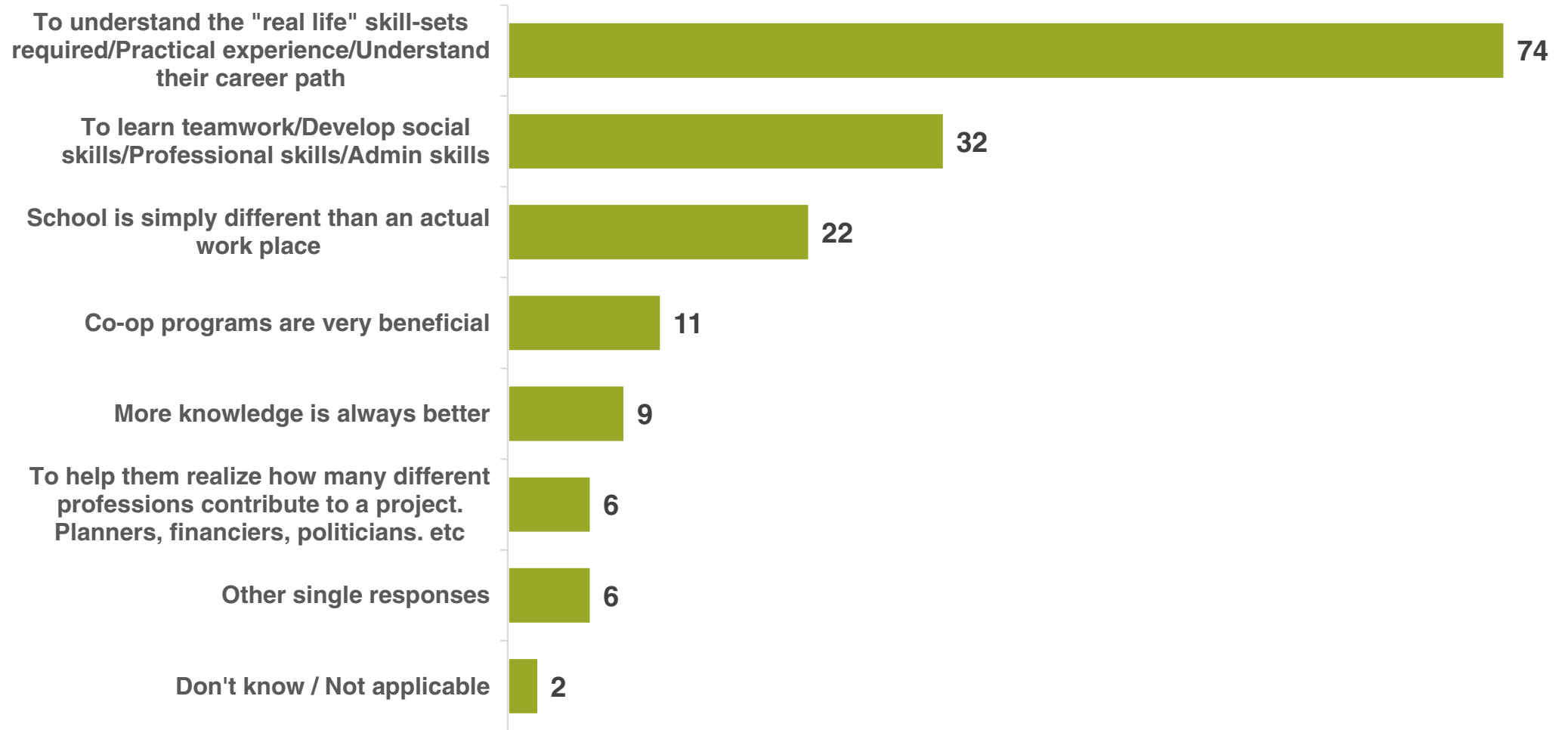
Was exposure to architecture while in school adequate?



Would students benefit from additional exposure to architecture?

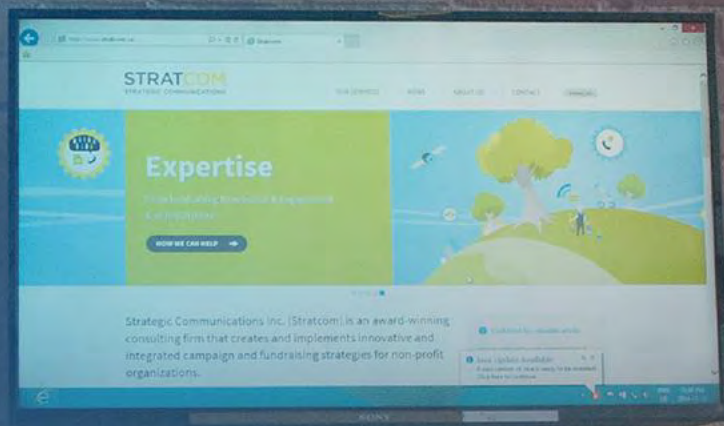


Why students would benefit from additional exposure to architecture



Resources to contribute to educational experience and exposure





Armand Cousineau

Director of Research

P: 1.866.537.6199 x62

E: armand.cousineau@stratcom.ca

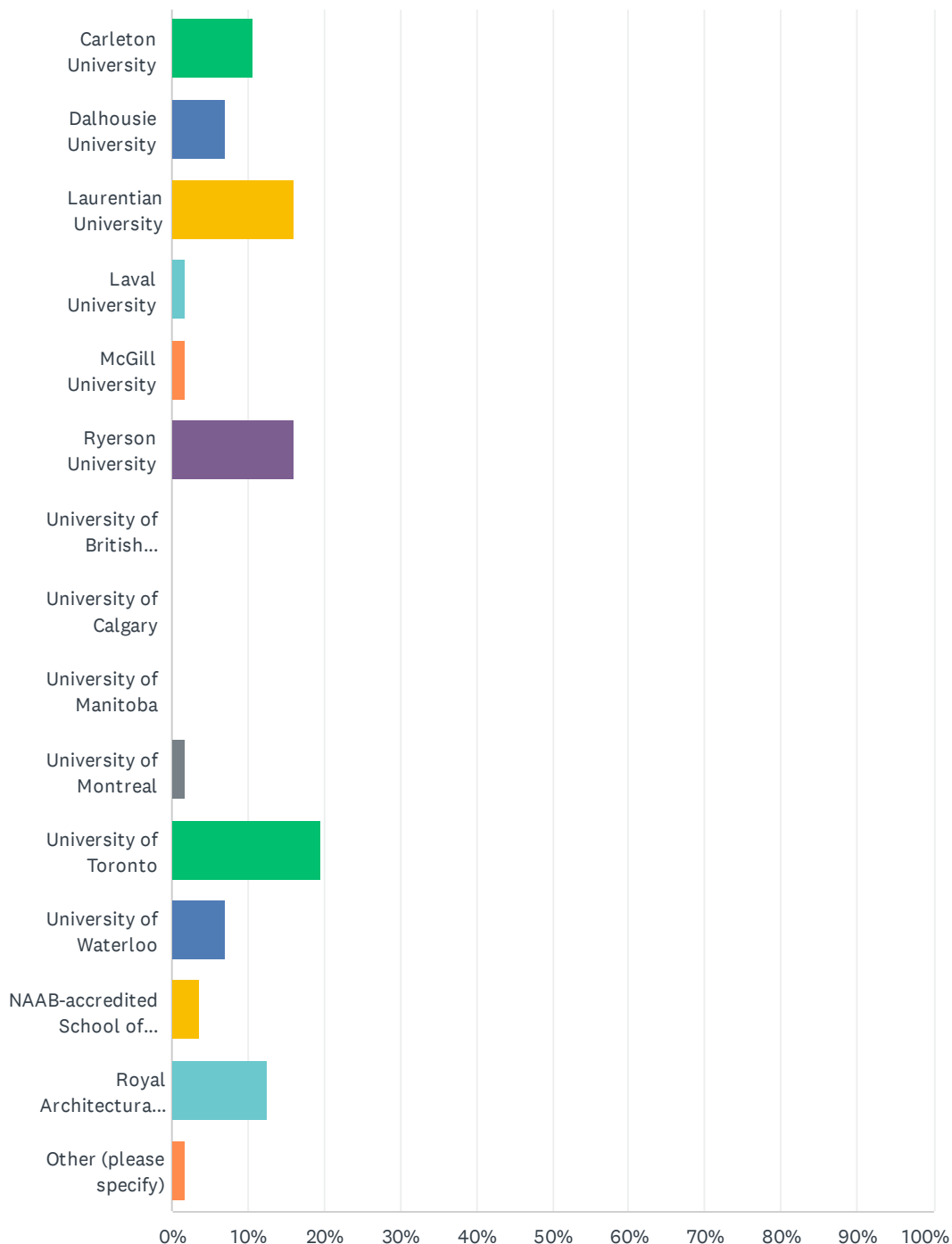
Prathit Patel

Senior Research and Data Analyst

E: prathit.patel@stratcom.ca

Q1 Which post-secondary institution or program do you attend to study architecture? (Check ONE)

Answered: 56 Skipped: 1



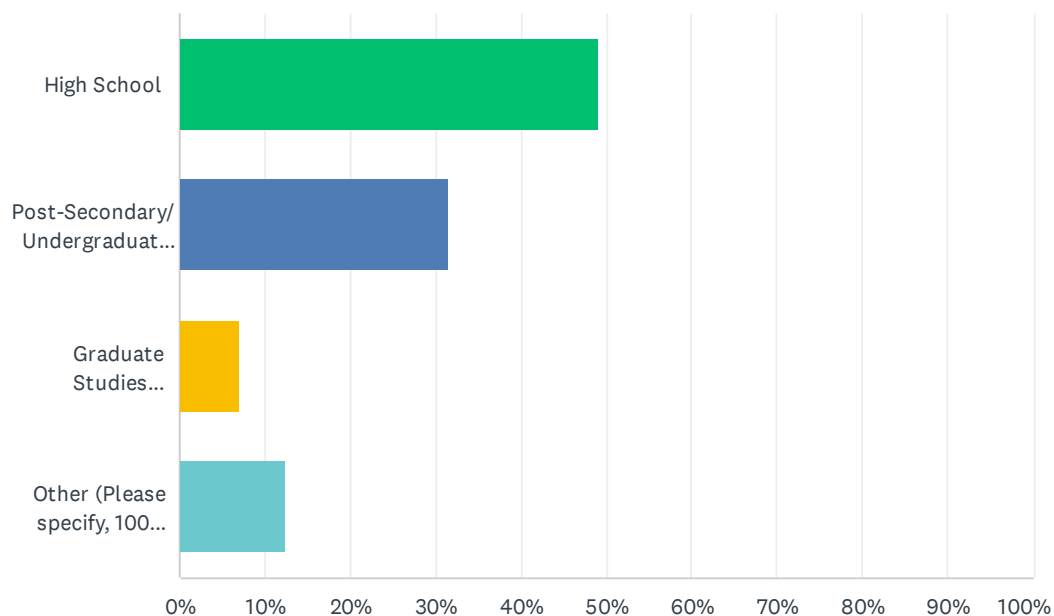
Ontario Association of Architects (OAA) Student Associates Survey 2022

ANSWER CHOICES	RESPONSES	
Carleton University	10.71%	6
Dalhousie University	7.14%	4
Laurentian University	16.07%	9
Laval University	1.79%	1
McGill University	1.79%	1
Ryerson University	16.07%	9
University of British Columbia	0.00%	0
University of Calgary	0.00%	0
University of Manitoba	0.00%	0
University of Montreal	1.79%	1
University of Toronto	19.64%	11
University of Waterloo	7.14%	4
NAAB-accredited School of Architecture	3.57%	2
Royal Architectural Institute of Canada (RAIC) Syllabus Program	12.50%	7
Other (please specify)	1.79%	1
TOTAL		56

#	OTHER (PLEASE SPECIFY)	DATE
1	Yale University	2/1/2022 11:48 AM

Q2 Where/when did you first gain exposure to the profession of architecture? Exposure to the profession of architecture could vary from person to person and includes anything that gave you insight into what it would be like to be an architect. (This might include visiting and/or working in an architectural office/studio, hearing an architect speak about their practice and projects, gaining practical experience drawing details and building them, and being exposed to or involved with coordinating architectural designs with engineers etc.)

Answered: 57 Skipped: 0



ANSWER CHOICES		RESPONSES	
High School		49.12%	28
Post-Secondary/Undergraduate degree		31.58%	18
Graduate Studies (M.Arch)		7.02%	4
Other (Please specify, 100 characters max)		12.28%	7
TOTAL			57

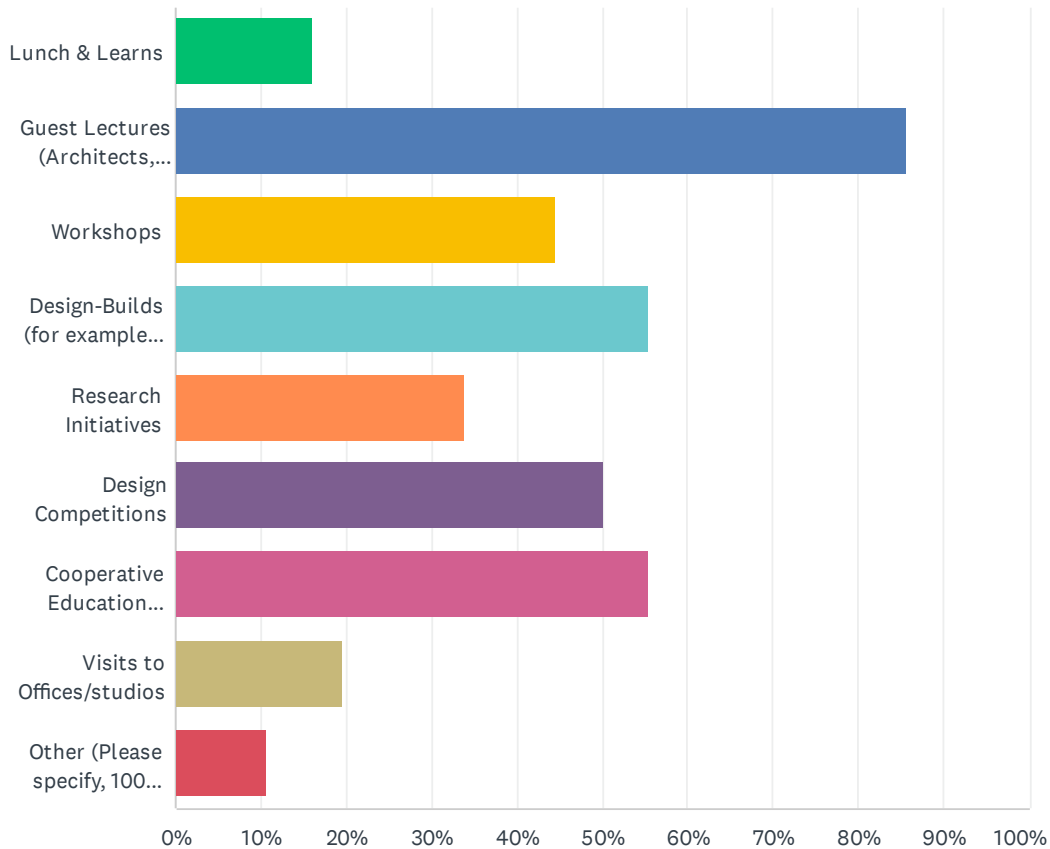
#	OTHER (PLEASE SPECIFY, 100 CHARACTERS MAX)	DATE
1	Carleton Forum Lecture Series	2/1/2022 1:41 PM
2	At the time I was in high school I was visiting an architecture firm with my work.	2/1/2022 12:44 PM
3	Elementary School	2/1/2022 11:48 AM
4	Travelling with the military	2/1/2022 10:10 AM

Ontario Association of Architects (OAA) Student Associates Survey 2022

5	Community College (Facility Planning course within an Industrial Business Diploma	1/26/2022 6:34 AM
6	Family friend was an architect	1/25/2022 10:28 PM
7	My father was a draftsman and while working at a heritage building the idea came to me to pursue architecture.	1/25/2022 2:22 PM

Q3 What type of experience does your post-secondary institution provide you in order to gain a better understanding of the profession of architecture? Check all that apply

Answered: 56 Skipped: 1



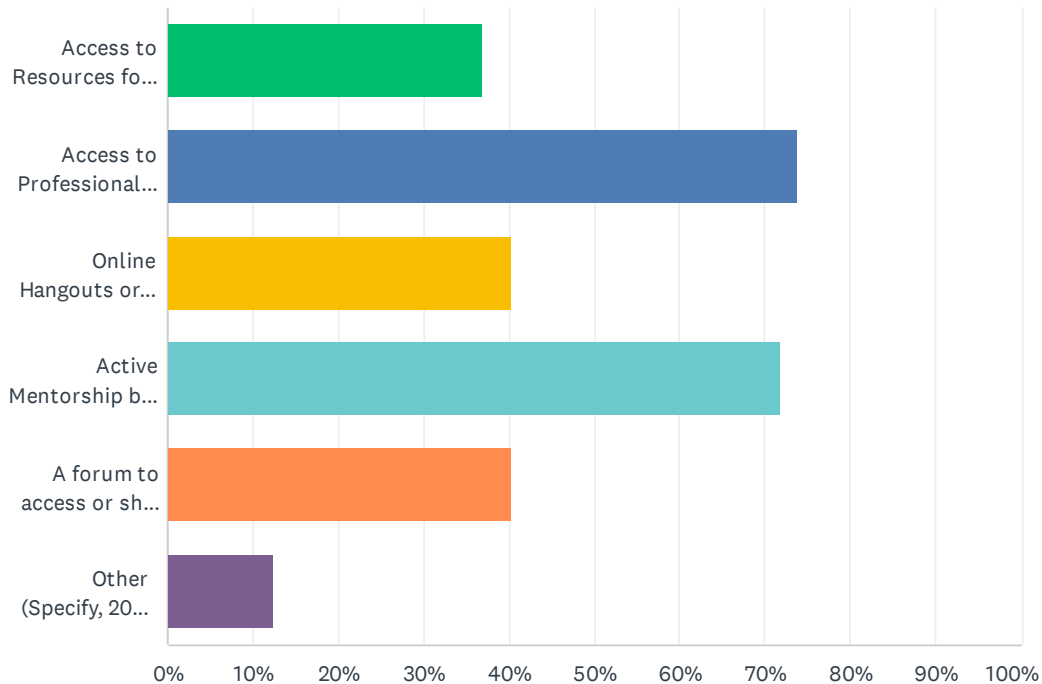
ANSWER CHOICES	RESPONSES	
Lunch & Learns	16.07%	9
Guest Lectures (Architects, Engineers, Building Envelope Consultants, etc.)	85.71%	48
Workshops	44.64%	25
Design-Builds (for example, providing opportunities to design and build an object, building, detail, piece of furniture from concept to completion)	55.36%	31
Research Initiatives	33.93%	19
Design Competitions	50.00%	28
Cooperative Education (Co-op)	55.36%	31
Visits to Offices/studios	19.64%	11
Other (Please specify, 100 characters max)	10.71%	6
Total Respondents: 56		

Ontario Association of Architects (OAA) Student Associates Survey 2022

#	OTHER (PLEASE SPECIFY, 100 CHARACTERS MAX)	DATE
1	Direct contacts with real Architects, was hired by one of my professors to work in his office.	2/1/2022 11:06 AM
2	Job Shadowing Opportunities	1/26/2022 9:42 PM
3	Syllabus Students work under an architect after part 2	1/26/2022 8:29 AM
4	As a student of the RAIC syllabus, I am working in the field full time	1/26/2022 7:49 AM
5	Opportunity for full time employment in an architecture office while studying with the guidance of an OAA mentor while in IAP	1/25/2022 2:29 PM
6	Working term (not co-op)	1/25/2022 2:17 PM

Q4 What resources do you feel might contribute to your educational experience and exposure to the practice of architecture? Check all that apply

Answered: 57 Skipped: 0



ANSWER CHOICES	RESPONSES	
Access to Resources for Online Learning	36.84%	21
Access to Professional Development Opportunities	73.68%	42
Online Hangouts or Networking	40.35%	23
Active Mentorship by a professional while in School	71.93%	41
A forum to access or share experiences about time in school and/or the profession.	40.35%	23
Other (Specify, 200 characters max)	12.28%	7
Total Respondents: 57		

#	OTHER (SPECIFY, 200 CHARACTERS MAX)	DATE
1	Co-op program	2/4/2022 1:21 PM
2	More "hands-on" practical experience. More opportunities to work with artisan builders or even average tradesman.	2/1/2022 11:06 AM
3	Hiring events or specific hiring opportunities for students at entry level experience	2/1/2022 10:37 AM
4	Architects who could act as mentors for students who are transitioning from school to the workplace.	2/1/2022 10:15 AM

Ontario Association of Architects (OAA) Student Associates Survey 2022

5	co-ops or internship programs with partnered firms for students whose school does not help gain work experience.	1/25/2022 7:08 PM
6	more interaction with current architects, not only via presentations but also workshops, mentorship or charettes	1/25/2022 4:43 PM
7	job placement opportunities by oaa	1/25/2022 2:26 PM

Q5 Are there any other comments you would like to make regarding this survey?

Answered: 28 Skipped: 29

#	RESPONSES	DATE
1	The idea of having mentorships and networking sessions are very fun!!	2/1/2022 9:15 PM
2	When you don't have experience it is challenging to be placed in a position that requires experience.	2/1/2022 2:46 PM
3	Would be good if Architecture School was more about the education. What is it about right now? Is the focus on simply getting through a term or getting through a studio for the purposes of meeting certification requirements? Can it be something more than that?	2/1/2022 1:41 PM
4	N/A	2/1/2022 12:44 PM
5	N/A	2/1/2022 12:39 PM
6	No	2/1/2022 12:28 PM
7	No!	2/1/2022 11:51 AM
8	No	2/1/2022 11:48 AM
9	n/a	2/1/2022 11:36 AM
10	No	2/1/2022 11:21 AM
11	After studying in the USA for my graduate degree I have noticed that to be licensed through NCARB you can log all your hours if you are still a student. This seems like a great help to those who want to get licensed. Also, you are able to take the exams once you are graduated even if you have not finished your hours. This is a great way to avoid writing the exams when life has already become to hectic.	2/1/2022 11:06 AM
12	Why is a Master's degree mandatory for licensure? They don't teach much about the industry anyway, an equivalent should be recognized in numerous years of work experience	2/1/2022 10:37 AM
13	-	2/1/2022 10:15 AM
14	-	2/1/2022 10:06 AM
15	No comments on the survey.	1/26/2022 9:08 AM
16	Syllabus students can feel separated from other schools of architecture	1/26/2022 8:29 AM
17	No	1/25/2022 10:28 PM
18	I think it would be amazing if you could provide workshops at schools to share what the OAA is and how to develop a career in architecture.	1/25/2022 7:08 PM
19	Nope	1/25/2022 5:22 PM
20	I appreciate that you are asking for feedback.	1/25/2022 4:43 PM
21	More activities for student associate program	1/25/2022 3:00 PM
22	No	1/25/2022 2:29 PM
23	N/A	1/25/2022 2:26 PM
24	n/a	1/25/2022 2:26 PM
25	N/A	1/25/2022 2:24 PM
26	NCARB allows students to begin collecting hours as an Intern while still in school. I do not really understand why this is not common thing and why Ontario (OAA) does not allow this.	1/25/2022 2:22 PM

Ontario Association of Architects (OAA) Student Associates Survey 2022

27	N/A	1/25/2022 2:17 PM
28	No	1/25/2022 8:58 AM



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www.cacb-ccca.ca

CACB CONFERENCE

ISSUE IDENTIFICATION FORM

Name:.....

Email:.....

Title:.....

Organization:.....

This form should be used to identify Issues within the Architecture Continuum which will feed the dialogue at the CACB Conference in 2022. This form can be a standalone document or used as a cover page for an additional companion paper.

Name of Issue <i>In 5 or 6 words, "label" the issue</i>	
Issue Description <i>In a paragraph or two, describe the issue more fully.</i>	
Context <i>Provide details of the background that give rise to this issue</i>	
Relevance <i>In a few sentences, state why this issue is important and should be discussed at the 2022 Conference</i>	

Memorandum

FOR COUNCIL MEETING
March 3, 2022
(open)
ITEM: 7.1

To: Council

Susan Spiegel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Jennifer King, Vice President Communications

Date: February 22, 2022

Subject: OAA Local Society Annual Reports for 2021

Objective: To provide Council with the Local Society Annual Reports for 2021.

Each year, the OAA's Local Architectural Societies are requested to submit an annual report to the OAA Council as a mechanism for reporting as well as for the purpose of sharing information and activities with the other Societies. The information is also posted on the OAA Website at the bottom of [this page](#).

In order to streamline the process of reporting and to continue the procedure that was implemented in December 2011, each Society is requested to submit an annual report and financial statements by the first deadline of the Special Project Funding (SPF) requests—this year, that date was Monday, January 24.

At this time, the following 10 annual reports from the 14 active Local Architectural Societies have been received:

- Hamilton and Burlington Society of Architects (HBSA);
- North Bay Society of Architects (NBSA);
- Northumberland/Durham Society of Architects (NDSA);
- Northern Ontario Society of Architects (NOSA);
- Niagara Society of Architects (NSA);
- Northwestern Ontario Society of Architects (NWOSA);
- Ottawa Regional Society of Architects (ORSA);
- St. Lawrence Society of Architects (SLVSA);

- Toronto Society of Architects (TSA); and
- Windsor Region Society of Architects (WRSA).

Algoma Society of Architects stated it had no activity for the past year, and therefore no financials to submit. The Architecture Graduate will continue working with the other three Societies—Grand Valley Society of Architects (GVSA), London Society of Architects (LSA), and Trent Society of Architects—in order to receive all outstanding information.

The received documents are shared here for Council's information, and will be posted on the OAA Website this month. The remainder will be appendices to the Communications Committee report for the next Council meeting.

Action: **None. For information only.**

Attachments: Annual Reports 2021_Final.pdf

Annual Reports 2021

Hamilton and Burlington Society of Architects (HBSA)

North Bay Society of Architects (NBSA)

Northumberland/Durham Society of Architects (NDSA)

Northern Ontario Society of Architects (NOSA)

Niagara Society of Architects (NSA)

Northwestern Ontario Society of Architects (NWOSA)

Ottawa Regional Society of Architects (ORSA)

St. Lawrence Society of Architects (SLVSA)

Toronto Society of Architects (TSA)

Windsor Region Society of Architects (WRSA)



Ontario Association
of Architects



Hamilton/Burlington
Society of Architects

HAMILTON/BURLINGTON SOCIETY OF ARCHITECTS 2021 ANNUAL REPORT

2020-2021 EXECUTIVE

CHAIR:	CHRISTINA KARNEY
VICE-CHAIR:	PAULA HAMILTON
TREASURER:	ESTHER LINK
SECRETARY:	CECILIA NIN



Hamilton/Burlington
Society of Architects

OVERVIEW OF HBSA ACTIVITIES FOR 2021

The HBSA continued several initiatives started in 2021 due to delays and disruption caused by Covid – 19. While the HBSA housing charrette took place in 2020, efforts were made to compile work from "The Missing Middle: Millennial Housing in the 21st Century" to publish or show-case at a culminated event (TBD). "The Power of Design" was show-cased in the Cotton Factory for one of our first in-person events of the year. All meetings were had virtually on zoom, except for our Christmas Party which was hosted at the Hamilton Club. In accordance with government policy, in-person meetings were cancelled starting in March. On October 27th, the HBSA met virtually with OAA President Susan Spiegel, to discuss the OAA's current priorities.

COMMUNITY ENGAGEMENT

The photographic exhibit, "The Power of Design" ([LINK TO FACEBOOK PAGE](#)) developed with support of the HBSA, documenting the diverse urban design of electrical substations throughout the City of Hamilton was mounted at the Museum of Steam and Technology in early March. Again, due to the pandemic, a formal opening reception was not possible. The exhibit ran until late December, however, due to limitations to visitors to the museum through the year, the show did not receive the anticipated exposure. It is our hope that the exhibit can be formally reopened again. The photographs are currently mounted at the Cotton Factory in Hamilton.

Due to the reduced expense of our meetings and fewer events due to the pandemic, the HBSA used some of their surplus to give back to the community. The HBSA selected the following charities to support for 2021:

- Big Brothers & Big Sisters: \$2,500
- Threshold School of Building: \$5,000
- Restoration Second Stage Home: 2,500

YAH and HBSA also participated in our annual sock drive where we collected over 1,000 pairs of socks to donate to vulnerable members in our community.

Film Festival – Mau Screening

The HBSA & YAH co-Sponsored an AGH Film Festival screening this season for a private showing of the film MAU (Bruce Mau Documentary 2021) at the AGH Tanenbaum Pavilion on October 28 at 7pm. Following protocols for gathering, we had a great turnout for the event with a diverse background which sparked some interesting discussions around the role of design in all aspects of life.

CONTINUING EDUCATION

Due to the pandemic, our annual golf tournament organized with the Construction Specifications Canada Hamilton-Niagara Chapter was cancelled.



Hamilton/Burlington
Society of Architects

ADVOCACY

The HBSA participated in several initiatives that helped to advocate for positive working relationships with the City of Hamilton and to inform policy that benefit the betterment of our built environment as well as the profession of architecture:

HBA Waste Design Guidelines

This was a fantastic collaboration between the WE HBA and the Hamilton Burlington Society of Architects. WE HBA was grateful for the opportunity to work together on these policies with the representatives of several architectural firms including:

- Rick Lintack with Lintack Architects Incorporated-
- Paula Hamilton, Devin Braun, and Graham McNally with Toms + McNally Design
- Holland Young with Invizij Architects Inc.
- Kyle Slote and Bill Curran with Thier + Curran Architects Inc.

Paula Hamilton, Vice Chair of the Hamilton Burlington Society of Architects was instrumental in coordinating the work between the two organizations and currently sits on their board acting as a liaison.

Albion Falls – Design Review

The HBSA submitted a letter to the City of Hamilton requesting background and expressing some concern for the proposed design for a lookout at Albion Falls, a key Landmark in the City. City Representatives attended our meeting on May 20th to receive feedback and define process to better consider design options for current and future projects.

DRP Pier 8 – Design Committee

Building on dialogue with the City for the Albion Falls, the City of Hamilton invited members of the HBSA to participate in a special DRP to review concepts for Pier 8, an important site along Hamilton's Bayfront.

SPECIAL FUNDING

The OAA contributed \$2,500 to the Hamilton/Burlington Society of Architects' Homeless Habitation Symposium and \$2,500 to the Power of Design Exhibit as part of our 2021 requests.

Attached are notices and photographs from "The Missing Middle: Millennial Housing in the 21st Century" and "The Power of Design".

The financial report can be found at the end of this document.

(no subject)

1 message

14168373576@mms.fido.ca <14168373576@mms.fido.ca>

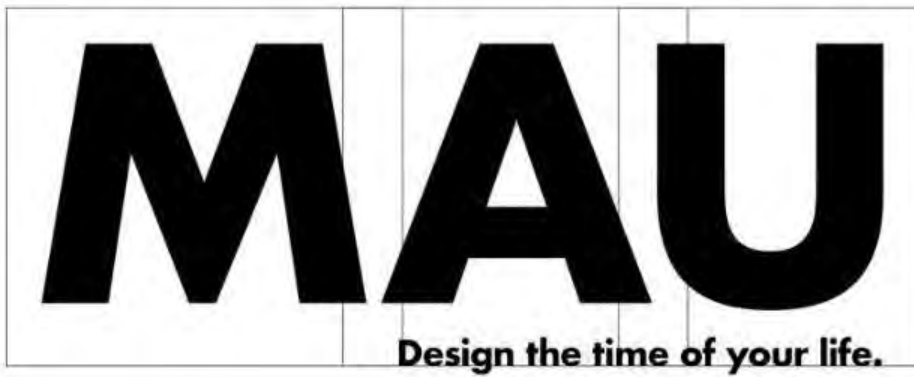
Sun, Jan 23, 2022 at 6:08 PM

To: estherlink@gmail.com

This message is brought to you by
Fido







PRIVATE SCREENING

OCTOBER 28TH
AGH PAVILION
7:00 PM



HBSA - Financial Summary

January to December 31, 2021 (Jan. 23/22)

Starting Balance	\$ 29,814.99
------------------	--------------

	Expense	Revenue	Profit/Loss
HBSA Meetings (zoom only, except Holiday Party)	\$ 2,335.45		(\$ 2,335.45)
OAA SPA Power of Design – Exhibit September 16-	\$ 2,503.09	\$ 2,500.00	(\$ 3.09)
OAA SPA Millennial Housing - report documentation 1/2	\$ 1,750.00		(\$ 1,750.00)
OAA SPA Homelessness Habitation Seminar		\$ 2,500.00	\$ 2,500.00
HBSA/YAH - AGH Film Fest sponsorship (Mau)	\$ 2,584.88		(\$ 2,584.88)
YAH Event Summary - Pumpkin King social	\$ 30.00		(\$ 30.00)
Donation to Threshold School of Building (safety clothing)	\$ 5,000.00		(\$ 5,000.00)
Donation to Big Brother & Sisters Hamilton/Halton	\$ 2,500.00		(\$ 2,500.00)
Donation to Restoration Second Stage Homes	\$ 2,500.00		(\$ 2,500.00)
Hamilton Hive Membership (YAH)			\$ -
Membership Dues OAA		\$ 9,595.00	\$ 9,595.00
Membership Dues Affiliate Members		\$ 130.00	\$ 130.00
Misc. / Banking Fees	\$ 41.00		(\$ 41.00)
Website / Social Media			\$ -
Website Rebuild deposit			\$ -
	\$ 19,244.42	\$ 14,725.00	-\$ 4,519.42

Ending Balance	\$ 25,295.57
----------------	--------------



Annual Report to the OAA Council

January 22, 2022

Summary of Society Activities

After a turbulent and challenging year in 2020, the impacts of the Covid-19 pandemic continued to limit the NBSA and our plans throughout the 2021 year.

The event we first planned to launch in 2020 with the North Bay Food Bank was once again cancelled in 2021. We are hopeful 2022 will provide an opportunity to proceed with the fundraising event.

NBSA meetings were also limited again this year, with most communications occurring via email this year. Members continued to be focused on navigating their businesses through this challenging time.

We did, however, continue to support the Dionne Quints Heritage Board – a local non-profit responsible for the historic Dionne Quintuplets birth home – with fundraising ideas and other miscellaneous support.

Our society was also pleased to once again receive special purpose funding from the OAA this year. A summary of the application and use of funds is outlined on the next page as part of the Special Project Funding Report.

Special Project Funding Report

Following the success of our society's NBSA Scholarship process in 2019 and 2020, we were excited to once again pursue Special Project funding to support this great initiative. The scholarships were created to support high school students within our society boundary who would be pursuing a career in architecture. One scholarship valued at \$1000 is awarded to a student pursuing a degree in architecture, while a second valued at \$500 is awarded to a student pursuing a diploma in architectural technology.

The members of our society worked together to develop the framework, eligibility criteria, and evaluation system for the scholarships. We issued the scholarship documents to every high school within our society boundary, and posted information on our website, and also issued a media release which garnered some coverage.

Unfortunately, for the first time since it's inception, the scholarships did not receive any applicants in the 2020 year. We suspect it's possible that remote-learning and challenging teaching conditions may have limited the distribution of the scholarship opportunity to students, as past years' success has surely relied on the close relationship between guidance councillors and students to identify those who may be interested.

Given that the special funding went unused in 2021, we do not intent to apply in 2022 for funding to support the scholarships. Instead, we will use the funds from last year to support this years scholarship, and we hope to be able to support two local students this year as they embark on their architecture journey!

Refer to Appendix A for media coverage that was received for the scholarship.



Financial Report

Summary of year ending December 31st, 2021:

North Bay Society of Architects		
Financial Report Year End December 31st, 2021		
REVENUE		
OAA Funding		
Architectural Membership Fees	\$	2,155.00
Special Project OAA Funding	\$	1,500.00
		\$ 3,655.00
Other Revenue		
Interest Income	\$	-
GIC Investment Interest	\$	28.20
		\$ 28.20
TOTAL REVENUE	\$	3,683.20
EXPENSES		
Special Project Expenses		
Community Special Projects	\$	-
Student Bursaries	\$	-
		\$ -
Marketing & General Expenses		
Web Page-Square Space Renewal Fee	\$	404.14
OAA President's Dinner	\$	-
		\$ 404.14
Other Expenses		
Bank Charges	\$	45.00
		\$ 45.00
TOTAL EXPENSES	\$	449.14
NET INCOME	\$	3,234.06
Opening Balance January 4, 2021	\$	13,561.53
Jan 04/21 Monthly Bank Charge	-\$	3.75
Feb 01/21 Monthly Bank Charge	-\$	3.75
Mar 01/21 Monthly Bank Charge	-\$	3.75
Apr 01/21 Monthly Bank Charge	-\$	3.75
May 03/21 Monthly Bank Charge	-\$	3.75
May 12/21 Credit Memo- Non Redeemable GIC Maturing March 02 2021	\$	2,073.20
May 26/21 Mobile cheque deposit #7498 OAA Cheque # 038249	\$	1,500.00
May 26/21 Mobile cheque deposit #7685 OAA Cheque # 038336	\$	2,155.00
June 01/21 Monthly Bank Charge	-\$	3.75
Jul 02/21 Monthly Bank Charge	-\$	3.75
Aug 02/21 Monthly Bank Charge	-\$	3.75
Sep 01/21 Monthly Bank Charge	-\$	3.75
Oct 01/21 Monthly Bank Charge	-\$	3.75
Nov 01/21 Monthly Bank Charge	-\$	3.75
Dec 01/21 Monthly Bank Charge	-\$	3.75
Closing Balance January 4, 2022	\$	19,244.73
Bank Statement Exclusions		
Jan 5/22 NBSA Cheque No. 008- Reimburse Larocque Elder Architects, Architectes Inc. for payments for NBSA Annual Square Space Google Suite June 27/21 and Business Website July 12/21 invoices.	\$	404.14

Prepared by NBSA Treasurer Ruth Elder, Architect, OAA MRAIC

The total holdings of the Society at the close of 2020 is \$19,244.73.

Report prepared by:

Nathan Jensen MARCH OAA MRAIC
Chair, North Bay Society of Architects
chair@nbsa.ca



Appendix A - 2021 Special Funding News Coverage and Photos

BayTodayt, June 2, 2021

<https://www.baytoday.ca/more-local/north-bay-society-of-architects-has-1500-in-scholarships-for-students-available-3837909>

6/3/2021

North Bay Society of Architects has \$1,500 in scholarships for students available - North Bay News

BAYTODAY.ca

North Bay Society of Architects has \$1,500 in scholarships for students available

about 23 hours ago By: BayToday Staff



(left to right): Andrew Bruce-Payne (NBSA Vice-Chair), Nathan Jensen (NBSA Chair), Hannah Davis (Recipient), Daniel Bear-Laliberte (Recipient), Ruth Elder (NBSA Treasurer), and Jeff DeDecker (NBSA Secretary).

The North Bay Society of Architects (NBSA) has launched its annual \$1,500 in scholarships for students in North Bay and the surrounding area.

The NBSA's scholarship program, which was initiated in 2019, consists of two scholarships for prospective post-secondary architecture students. The first scholarship is valued at \$1,000 and is designated for one student pursuing a university

<https://www.baytoday.ca/more-local/north-bay-society-of-architects-has-1500-in-scholarships-for-students-available-3837909>

1/3



NORTH BAY SOCIETY OF ARCHITECTS
NBSA.CA
CHAIR@NBSA.CA

Northumberland/Durham Society of Architects

Treasurer's Report

January 26, 2022

LAST REPORT DATE

On October 1/21 the Bank balance was reported at \$3,374.68

TREASURER'S REPORT

NEW BUSINESS:

Deposits made after October 1/21 Report:

\$0.00 was deposited re OAA Society Funding.

Cheques recorded after October 1/21 Report:

No cheques were issued.

Bank Charges:

No bank charges were recorded.

Interest Accumulated:

No interest has been recorded.

Current Bank Account:

Per latest Bank Statement dated December 24/21, the bank balance is confirmed at \$3,374.68.

Investments:

There are no investments recorded.

Per: Lisa Proctor
On Behalf of David Mills, Treasurer

Attachments (BofNS Statement – 1 page)

80762
75 KING STREET WEST
OSHAWA ONTARIO L1H 8W7

SBSAV10300_1570743_001 E D 80762 25848
**NORTHUMBERLAND-DURHAM SOCIETY
OF ARCHITECTS
C/O DAVID MILLS
215 SIMCOE ST N, 2ND FLR
OSHAWA ON
L1G 4T1**




Your account number:

Questions?
**Call 1 800 4-SCOTIA
(1 800 472-6842)**

For online account access:
www.scotiabank.com

Your Powerchequing account summary

	Opening Balance on November 27, 2021	\$3,374.68
	Minus total withdrawals	\$0.00
	Plus total deposits	\$0.00
	Closing Balance on December 24, 2021	\$3,374.68

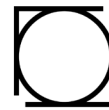
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Northern Ontario Society of Architects



Ontario Association
of Architects

NOSA | Northern Ontario Society of Architects 2021 Activities Report

January 16, 2022

NOSA Chair: Amber Salach

Number of Current Members: Total of 47 Members; comprised of 30 Licensed and Retired Architects, 8 Intern Architects, 2 Licensed Technologists and Student Members

Typical years focused on engagement and promotion of our local society initiatives, however in an effort to be as impactful as possible this past year, NOSA concentrated our efforts on our Special Funding Request, where we successfully collaborated on the design and build of a Mobile Outreach Station.

OAA Special Funding: Design and Construction of a Mobile Outreach Station

NOSA was the recipient of \$7,500 of Special Funding from the OAA.

The total cost for the mobile outreach station, including a number of donations was \$12,155.44

Members of NOSA came together in effort to assist those experiencing homelessness in Sudbury.

Our core team engaged with the Sudbury Action Centre for Youth (SACY) over several months to collaborate on the creation of mobile outreach station. The station was conceived as an outdoor shelter for the staff of SACY to assist homeless and at-risk youth within the community during the winter months. The station provides a space out of the environmental elements to assist the staff in their outreach efforts. Given COVID, space within the Action Centre has been limited, essentially leaving youth in need of harm reduction services “out in the cold”.

The site of the SACY building is located in a highly visible section of Sudbury’s downtown core, but constrained in several areas, requiring the creativity and ingenuity of the architectural community to solve several programmatic and physical barriers. The station will be parked and utilized the majority of time at the SACY building, but its mobility is key to the function of the outreach goals.

Our team designed and built a mobile outreach station that can be towed by the vehicle that SACY owns to various sites across Sudbury.

We conceived of a station that achieves the following:

- A portable space that allows SACY to extend their current programs.
- An outreach/portable meeting space
- A portable space for needle collection
- As a vestibule/waiting space during the winter months at the SACY site
- A space to create positive attention for community outreach work.

The initial program elements included the following:

- Warm waiting/drop-in space
- Safe Socialization
- Preparation and distribution of coffee and snacks
- Storage of supplies for distribution
- Needle collection



Northern Ontario Society of Architects



Ontario Association
of Architects

Further information was provided by SACY in the chart below.

Category	Musts	Would be Nice	
Feasibility	Under 2500 lbs		
Feasibility	Easy to setup with 1-2 people		Self-deployment
Indoor Occupancy	2		4
Outdoor Sheltered Occupancy	8-12		12-20
Power	Conduit or feed for power supply (full coffee machine to be used in unit, extension cord slot for example)		
Power	Capable of attaching a generator directly to the unit		
Setup			Privacy screened in outdoor area
Setup			Built in seating
Setup			Awning that could capture heat (if we have outdoor space heaters in the winter, something that can hold some heat for outdoor attendees)
Setup			Mounting space for things like heating units
Setup			Built in tables
Setup			Service Window
Storage	Indoor space to place to place supplies, coffee machine, after setting up		Indoor space to store supplies during transport

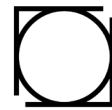
The project has been an excellent opportunity for the architectural community to directly affect an outcome within the built environment for vulnerable members of our community. We will be monitoring the usage of the mobile outreach station and look forward to observing its use and positive impact.

Special Thanks to our key team NOSA members for this project:

- Mike Ladyk, Architect
- Amber Salach, Architect
- Taylor Kreps, Intern Architect
- Matt Lerch, Intern Architect
- Justen Waldick, Intern Architect
- Braeden Martel, Architectural Student
- Grace Wilson, Architectural Student
- Angele Dymtruk, Architect
- Eric Lalonde, Intern Architect
- Chis Baziw, Intern Architect
- Taylor Dixon, Architectural Student
- Matthew Schultze, Carpenter



Northern Ontario Society of Architects



Ontario Association
of Architects

Thank you to our community donors:

- Sudbury Truck and Trailer
- Evans Home Building Centre
- Kelly Lake Lumber
- Sandro Steel
- Barrydowne Paint and Wallpaper
- Canadian Hardware Consultants
- Northern Corrugated
- Overhead Doors

Please refer to the appendix for images of the design work, shop drawings and construction work.

McEwen School of Architecture Endowment Fund/Bursary and Student Award

Given the financial status and creditorship of Laurentian University, NOSA did not provide any monetary donation to the NOSA bursary fund. We anticipate being able to recommence our donations in 2022 or 2023.

Annual OAA President's Visit

The OAA President's session was held virtually via Zoom on September 28th, 2021, with not only NOSA, but with the North Bay and Algoma Society of Architects. Approximately 15 NOSA members joined the annual event.

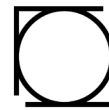
The discussion was titled: "Building Our Partnership - A Dialogue between the Societies and the OAA"

The agenda was as noted below:

- 1.0 Welcome and Introductions by the Society Chairs
- 2.0 Brief Remarks by OAA President, Susan Spiegel
- 3.0 Quick overview of the relationship between OAA and local architectural societies and respective mandates, by Executive Director, Kristi Doyle
- 4.0 Climate Stability | Climate Crisis – Working together to advance collective goals and objectives.
 - 4.1 Open discussion – What do local society members feel are the priorities around climate stability?
 - What challenges do smaller firms in the North encounter when aiming to achieve a sustainability approach within their firm?
 - Additional Tools and Resources, or Education?
 - 4.2 What are the societies, or local members/firms working on to address this?
 - Are there examples of what other firms are doing to respond to the Climate Crisis by advocating for and designing Net Zero, Passive House and High Performance Building?
 - How can the societies create dialogue and real action plans with municipalities on Climate Change?



Northern Ontario Society of Architects



Ontario Association
of Architects

4.3 What are the OAA's priorities and what is the OAA's Sustainable Built Environment Committee (SBEC) focused on?

4.4 What do members feel the OAA should be doing regarding Climate Stability within our mandate?

- Are there tools/resources for architects to design with a sustainable approach without having to rely on technology or additional funding, or sub-consultants.
- What type of tools or resources would assist in having productive discussion with Owners and Facility Personnel to speak to the merits of sustainable design?
- What additional education is needed?
- Policy discussions with government and other stakeholders?

4.5 Ways which we can collaborate or partner to advance this goal?

5.0 Open Discussion on topics of interest/concern to the Societies

It was a very productive session in terms of conversation amongst the various members and OAA staff, which was great to see. The topics garnered brainstorming, debate and positive discussion towards dialogue on our roles as architects within the realm of Climate Stability. We look forward to what the OAA staff and President can bring forward as a summary of this session and next steps.

End of NOSA 2021 Annual Report

NORTHERN ONTARIO SOCIETY OF ARCHITECTS
2021 Annual Financial Report

20-Jan-22

Starting Balance \$ 3,458.42

Incoming Revenue

NOSA Membership Dues \$ 4,365.00

Special Funding \$ 7,500.00

Total Incoming Revenue \$ 11,865.00

Expenditures

SACY Trailer Expenses -\$ 12,155.44

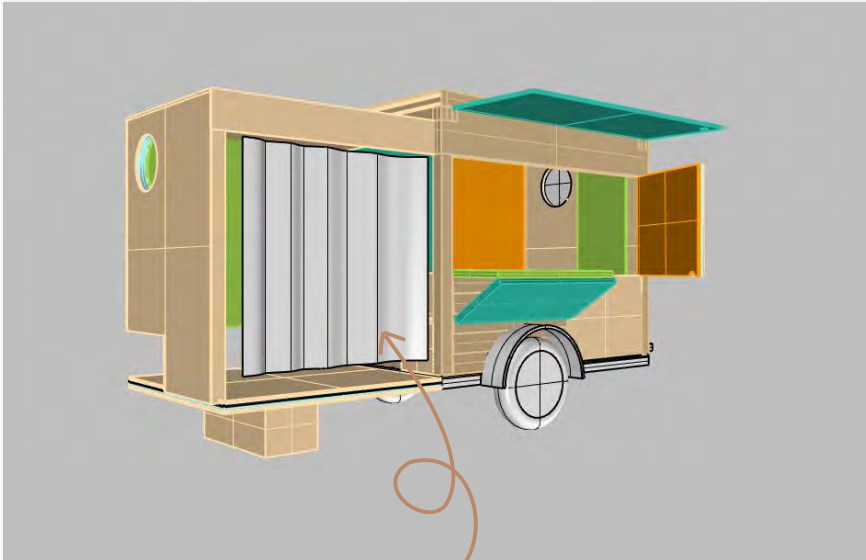
Service Charges -\$ 17.50

Total Expenditures -\$ 12,172.94

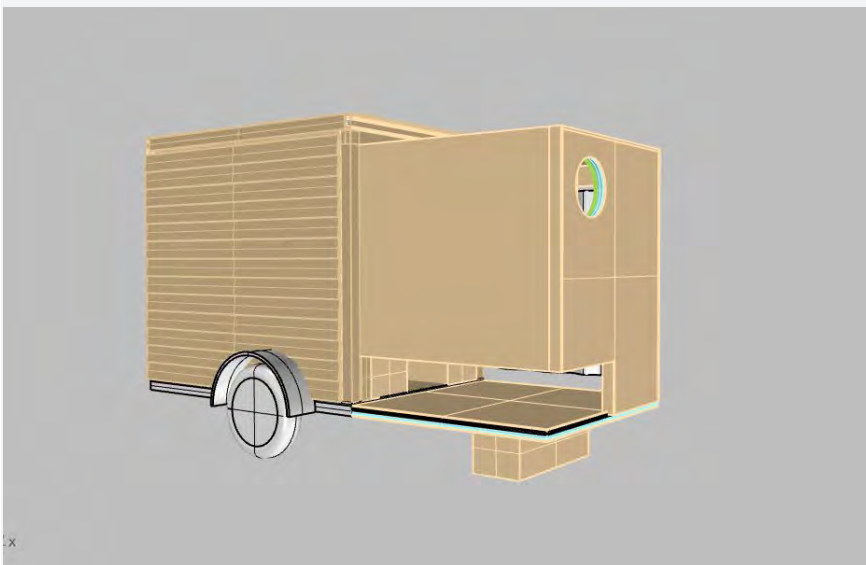
Ending Balance \$ 3,150.48

OAA Special Funding: Design and Construction of a Mobile Outreach Station

Preliminary Design Drawings



Front 1:1 Consultation Area



Back Window and Private Enclosure for 1:1

MATERIALS



CEDAR PLANK CLADDING



CORK



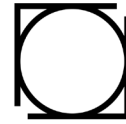
BIRCH PLYWOOD



LINEN



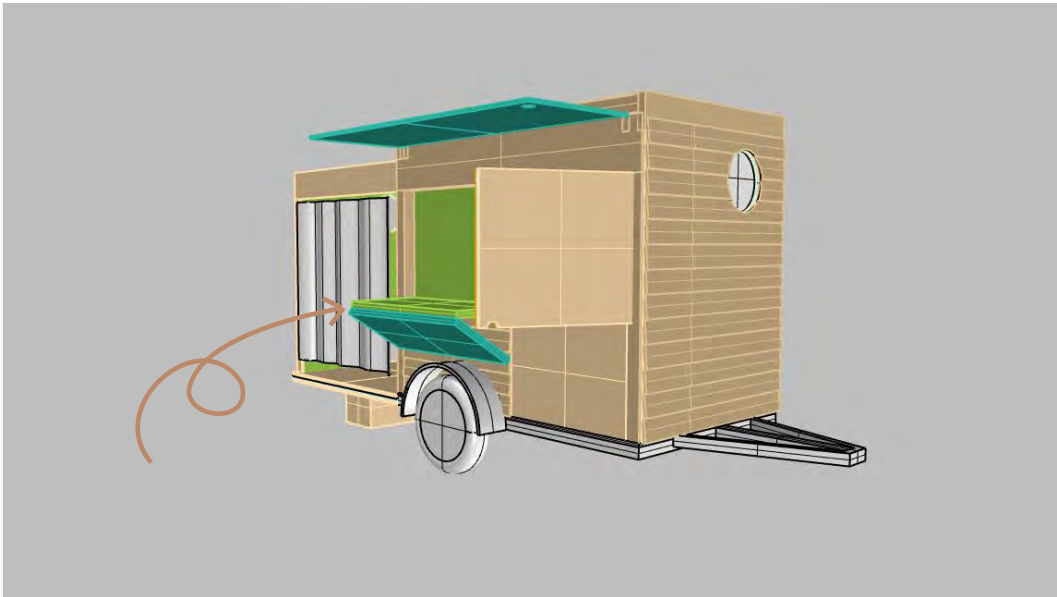
thern Ontario Society of Architects



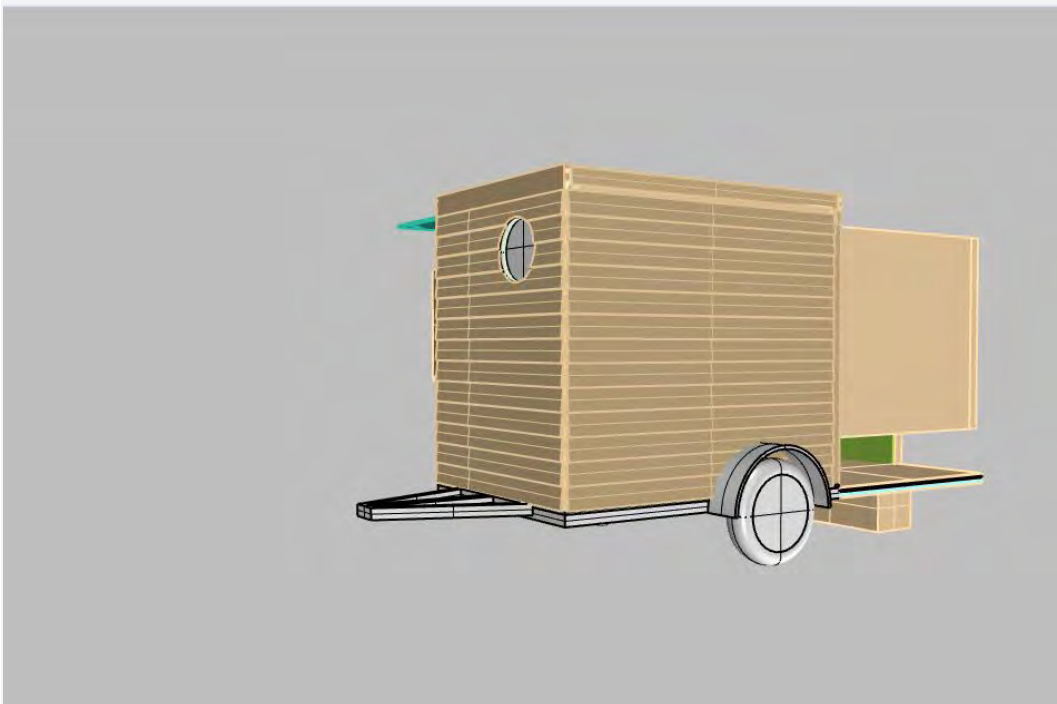
Ontario Association
of Architects

OAA Special Funding: Design and Construction of a Mobile Outreach Station

Preliminary Design Drawings



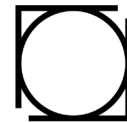
Front Public service counter and main entrance



Back Viewing window at fixed corner



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Ontario Association
of Architects

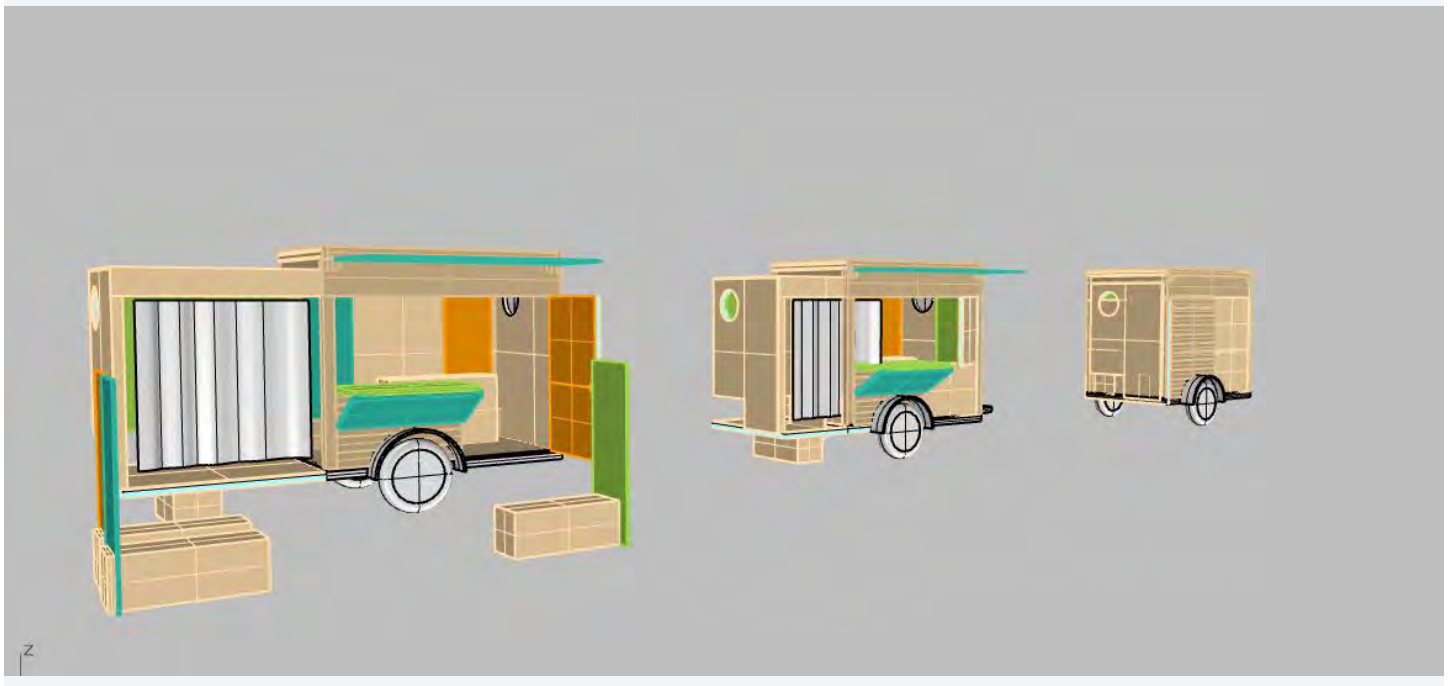
OAA Special Funding: Design and Construction of a Mobile Outreach Station

Preliminary Design Drawings



SETUP

Multiple configurations and outreach possibilities





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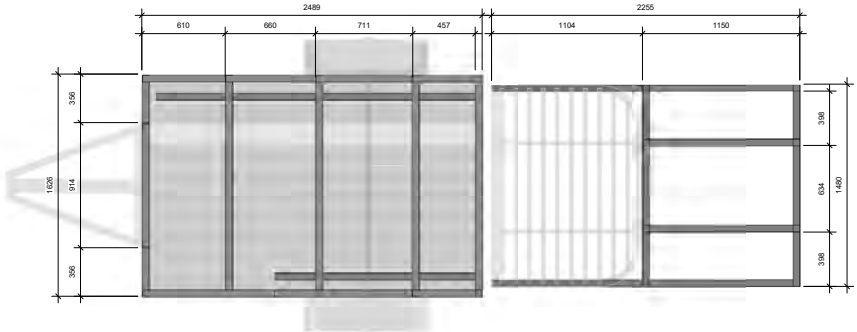


Ontario Association
of Architects

OAA Special Funding: Design and Construction of a Mobile Outreach Station
Steel Fabrication Shop Drawings

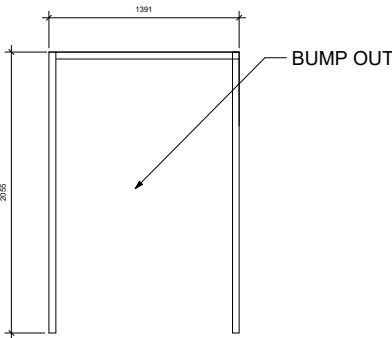


PERSPECTIVE DRAWING

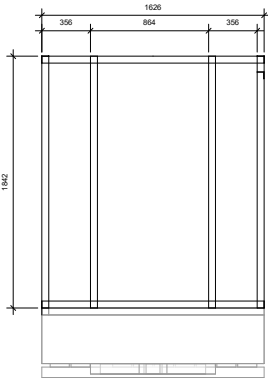


BUMP OUT

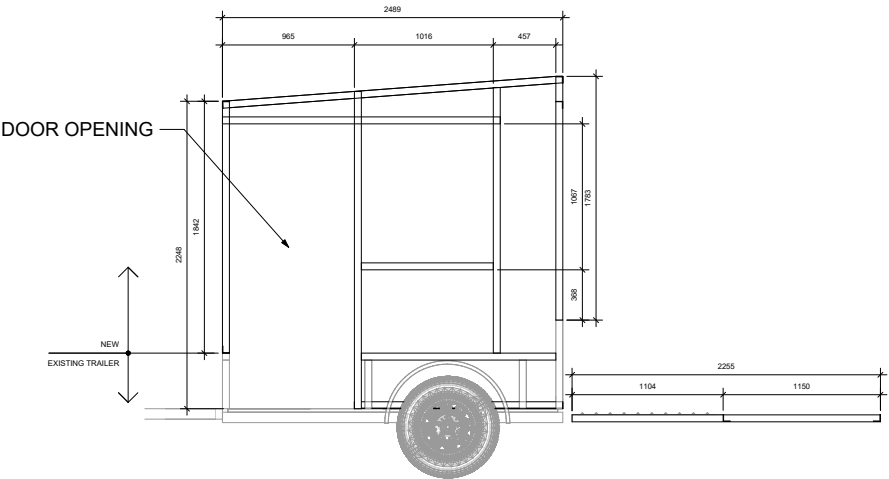
PLAN
1 : 20



BUMP OUT

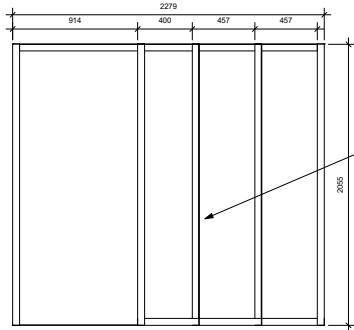


WEST ELEVATION(FRONT)
1 : 20



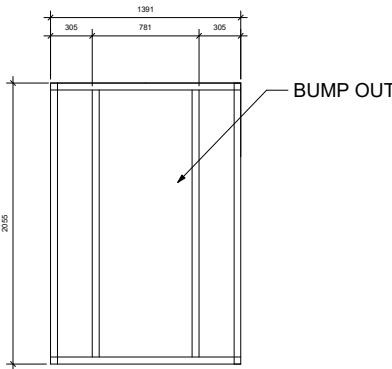
DOOR OPENING

NEW
EXISTING TRAILER

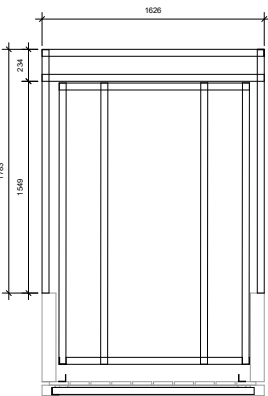


BUMP OUT

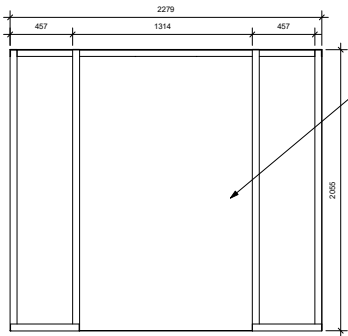
SOUTH ELEVATION
1 : 20



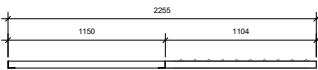
BUMP OUT



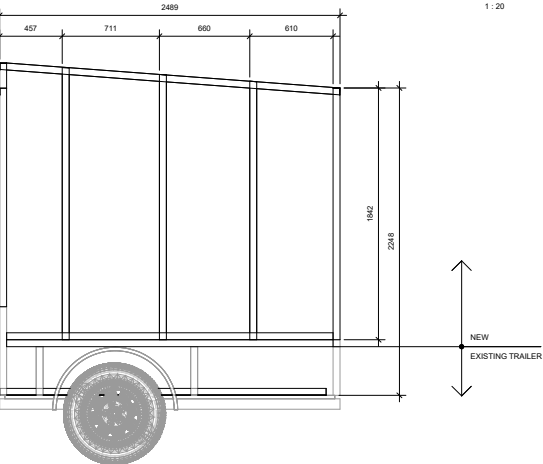
EAST ELEVATION(BACK)
1 : 20



BUMP OUT



NORTH ELEVATION
1 : 20



NEW
EXISTING TRAILER

SACY TRAILER

3RD LINE STUDIO

289 CEDAR STREET
SUDBURY, ON P3B 1M8
T 705.674.2300

Project No:

Scale: 1 : 20

METAL FRAMING

2021-08-25

A-1.0



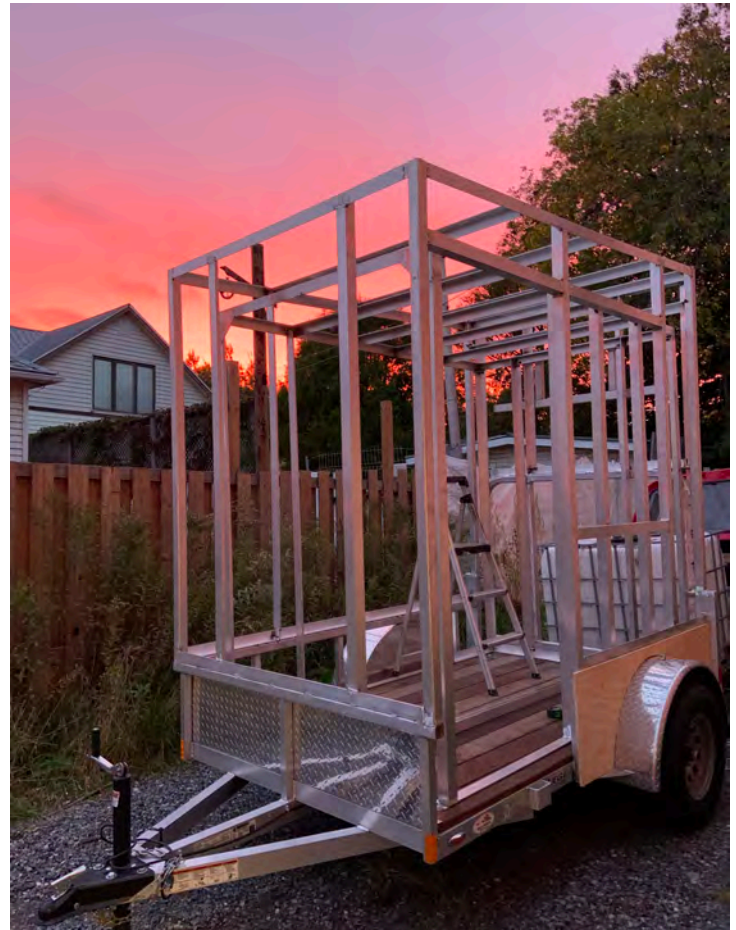
thern Ontario Society of Architects



Ontario Association
of Architects

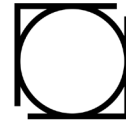
OAA Special Funding: Design and Construction of a Mobile Outreach Station

Construction Photos - Steel Frame





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Ontario Association
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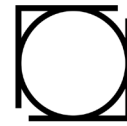
OAA Special Funding: Design and Construction of a Mobile Outreach Station

Construction Photos - Corrugated Metal Cladding





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OAA Special Funding: Design and Construction of a Mobile Outreach Station

Assembly Photos





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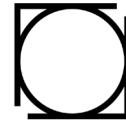
OAA Special Funding: Design and Construction of a Mobile Outreach Station

Assembly Photos





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OAA Special Funding: Design and Construction of a Mobile Outreach Station

Completed Station





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OAA Special Funding: Design and Construction of a Mobile Outreach Station

Completed Station



Niagara Society of Architects: Report for the Year 2021

As might be expected the activities of the Niagara Society of Architects (NSoA) have been minimal through 2021, due to the viral situation. The executive has been planning a variety of initiatives for when things open up again.

Online meetings were held as follows:

- February 24: Professor Dean Hawkes, former Chair of the School of Architecture at Cardiff University, spoke on 'Living with the Seasons'
- November 25: OAA President's session

In person meetings were held as follows:

- November 17: Don Cormier, who firm hosts the NSoA website spoke on websites and web marketing.

Other activities:

- Continuing with the Niagara Falls Walking Tour project, using NSoA website. This is being done prior to the printing of material for distribution through hotels, restaurants and other tourist venues - after things open up.
- Exploration of further marketing initiatives, and receipt of proposal from a local media firm.
- For 2021 two student scholarships were awarded, rather than the usual one, and the amount of each was increased to \$1,200, as it had remained at \$1,000 for a number of years.
- Discussions among NSoA members about co-ordinating a design charette, based on one of a number of possible sites. A meeting was held with the owners of one possible site, which was encouraging. This initiative would take place when things reopen, so discussions were suspended until there is more certainty about possible timing.
- Media coverage has been limited, but the local newspapers (Standard/Review/Tribune) printed material on January 19 (half of page 3) resulting from a telephone interview with the NSoA chair.
- The usual events were suspended, but will be resumed when possible. These include a presence at the Grape and Wine Festival, and sponsorship of the Architecture+Design film series at the St.Catharines Performing Arts Centre.

Income and Expenses

Revenue

Memberships through OAA:	\$4,575
--------------------------	---------

Expenses

- Student scholarships:	
2 at \$1,200:	\$2,400
- Ad at Niagara Rotary TV auction:	
	250.
- Meeting costs	197
- Website maintenance	339
	<u>\$3,186</u>

Operating Surplus:	\$1,389
--------------------	---------

January 3, 2021

Northwestern Ontario Society of Architects – 2021 Year in Review

We are pleased to provide our 2021 overview of activities and undertakings for the Northwestern Ontario Society of Architect, including our year-end accounting.

2021 continued to be a year of change due to the ongoing effects of the COVID-19 pandemic, requiring our society to continue with virtual meetings and prevented any public event planning.

- Our society held two virtual society meetings and a special meeting to review proposed changes to the City of Thunder Bay's Official Plan, in addition to the yearly OAA presidents tour held virtually with other northern Ontario societies.
- As local Chair, I continued to participate in several virtual OAA Society Chair meetings throughout the year, engaging with the various societies throughout the province. These meetings are continuing into 2022 and provide the opportunity to share thoughts, ideas and continue to discuss issues and challenges impacting the profession. The minutes of these meetings are shared with the local society members to keep them engaged and abreast of issues and discussion being shared amongst the OAA and provincial societies.
- Unfortunately, I was un-available for this year's OAA presidents virtual tour this past September 28th due to travel across the province, but local members did participate in the discussion on climate stability and the sustainable built environment and steps or measures different firms or organizations are taking to address these issues.
- In June of this past year our society held a virtual meeting with various city of Thunder Bay managers, including Planning, Building, Engineering, Plumbing, Parks and Realty Services for discussion and updates on the various services and how they may impact our profession and ongoing projects within the city of Thunder Bay.
- Subsequent to this meeting, another virtual meeting was held with City Planning for an overview of proposed changes to the Official Plan to receive our members feedback. This feedback was provided and will be part of further discussion to be held with the city and local development community later in January of 2022.

Our 2021 financial information and list of members from 2021 are attached to the end of this report.

- *There remains a reserve from past OAA Special Funds as we continue to discuss and explore alternative options for completing the Special Events that had been previously planned. We are in discussion with a local film group about an opportunity to sponsor their next local film festival, discussing how it can have an architectural focus.*

This concludes our year in review for 2021.

A handwritten signature in black ink, appearing to read "Cory Stechyshyn", is written over a horizontal line.

Cory Stechyshyn, OAA
Chair, NWOSA

Northwestern Ontario Society of Architects

2021 ANNUAL REPORT - FINANCIALS

	Expense Details	Debits	Credits	Note
2021.01.01	2021 Starting Balance		\$10,446.77	
2020.05.07	OAA Member Fees (3-Jun-2021) OAA		\$2,525.00	22 members/ 1 intern
	Additional Member Fees (27-Jul-2021)		\$65.00	1 member
	Affiliate Member Fees (17-Nov-2021)		\$40.00	1 Affiliate
MEETINGS				
	2021 Virtual Meetings - No expenses	\$0.00		
	Subtotal Meetings	\$0.00		
SPONSORSHIPS				
	2021 No Sponsorships this Year	\$0.00		
	Subtotal Sponsorships	\$0.00		
EXPENSES				
	2021 Firedog Communications (website)			past due charges
	Subtotal Expenses	\$0.00		
BANK FEES				
	January	\$6.00		
	February	\$6.00		
	March	\$6.00		
	April	\$6.00		
	May	\$6.00		
	June	\$6.20		fee plus chq deposit
	July	\$6.00		
	August	\$6.00		
	September	\$6.00		
	October	\$6.00		
	November	\$6.20		fee plus chq deposit
	December	\$6.00		
	Subtotal Bank Fees	\$72.40		
<hr/>				
Total Expenses as of 2021.01.03		\$72.40		
Total Deposits as of 2021.01.03			\$13,076.77	
Bank balance	2021.01.03			\$13,004.37
<hr/>				
	Funds on reserve for Public Art Element		\$6,000.00	
	Funds on reserve for Film Festival		\$3,000.00	
<hr/>				
Remaining balance				\$4,004.37

Prepared by: Cory Stechyshyn, OAA - Society Chair (2021.01.10)

Firedog Communications

32 Court St S
Thunder Bay ON P7B 2W5
+1 8077674443
finance@firedogpr.com
HST (ON) Registration No.:
813679875RT0001



INVOICE

BILL TO
NWOSA

INVOICE # 11232382B
DATE 05/26/2021
DUE DATE 06/25/2021
TERMS Net 30

DATE	ACTIVITY	QTY	TAX	RATE	AMOUNT
05/26/2021	Contract Services Website hosting for NWOSA May 2019 - 2020	1	H	299.99	299.99
05/26/2021	Contract Services Website hosting for NWOSA May 2020 -2021	1	H	299.99	299.99
05/26/2021	Billable Invoices Domain name registration 2020 and 2021	1	H	100.00	100.00

SUBTOTAL	699.98
HST (ON) @ 13%	91.00
TOTAL	790.98
BALANCE DUE	\$790.98

TAX SUMMARY

RATE	TAX	NET
HST (ON) @ 13%	91.00	699.98

A message from the 2021/22 ORSA Executive

COVID-19 was a blow to everyone this past year and ORSA, like so many other societies and volunteer organizations, has tried to step up to the challenge with a renewed sense of purpose, a call to action rather than a reason to wallow.

When the pandemic first hit everything, including all events ORSA usually offers, came to a halt. The AGM came late in the summer and the entire executive had decided to step back which left a void and no-one to carry the organization forward. In this void, a new team stepped forward presenting a new strategic plan with which to garnish new support with the hopes of a valuable energy the society had seemed to be losing as the year waned and the isolation of the pandemic lengthened.

By the time of the OAA President's visit in mid-November ORSA had a new Executive with a big job ahead, to bring a society back from the brink of abandonment and irrelevancy. What was a surprise was to hear that there were many architecture societies across the province that were facing similar challenges amplified by the state of existing brought on during the current health crisis.

Armed with a new strategic plan the Executive has already begun to make strides towards its goals of improved communication with its membership and providing an outline of objectives for its membership to get involved with. A short form outline of this strategic plan is included in this report.

A web developer has already been engaged and we expect the new site to be launched by the end of Q1 2021 to align with the first online version of Ottawa Architecture Week. Our social media is slowly growing traction with 15% of our first year goals and plans are underway to reach out to local firms and schools of architecture and technology to raise awareness to re-connect with our membership and spread the word about how people can get involved in our local architecture community.

ORSA is committed to becoming a more relevant and focused society of engaged members and interested audience through which we promote the values of our profession in our community. ORSA volunteers, including the executive, board members and the leaders who organize our events (such as Ottawa Architecture Week, Women of Architecture, the Official Plan Committee and the Golf Tournament) are who make this organization function and make it great. We are looking forward to a year of new growth and youthful energy through which to inspire our membership to get more involved and reconnect with each other and their community. As can be seen in the financial report, ORSA is well positioned for an exciting year of revitalization, so hold on, it will be an exciting ride.

2021 Annual Report

Executive Committee:

Chair	Christopher Moise, Architect
Vice-Chair	Tamara Khou, Architect
Treasurer	Darryl Hood, Architect
Secretary	Paolo Marinelli, Intern Architect
Registrar	Marc Mainville, Intern Architect
Intern Liaison	Jason Vandenberg, Intern Architect
OAA Liaison	Gord Erskine, Architect
RAIC Liaison	<i>Vacant</i>
Carleton University	<i>Vacant</i>

Contributors

Ottawa Architecture Week	Women of Architecture	Official Plan Committee
Camille Baello	Camille Baello	Shannon Bassett
Alexandra Blanchet	Alexandra Blanchet	Toon Dreessen
Roberto Campos	Zeynep Ekim	Gord Erskine
Darryl Hood	Carolyn Gillespie	Tobias Fellows
Tamara Khou	Enid Huang	Janis Hamacher
Paolo Marinelli	Tamara Khou	Jennifer Heaney
Mitch Vanderborn	Monique St. Pierre	Marc Mainville
Edward Solodukhin		Ali Navidbakhsh
Monique St. Pierre		Monique St. Pierre
		Alberto Temprano
		Martin Tite
		Ralph Wiesbrock

Report on Activities:

1.0. Annual General Meeting 2021 (Virtual)

The virtual Annual General Meeting was held on December 20, 2021 over Zoom. Although limited, attending members heard a summary of the past year's activities and events from the Executive including an update on ORSA Financials, presented by Treasurer Darryl Hood. ORSA Chair Christopher Moise thanked all for attending and spoke about the limited activities of the Society during the pandemic. 2021 has continued to see our members working remotely, with some slowly returning to offices, and the continuation of on-line meetings but marked by a general lack of in-person gathering. This state of living and working over the last year has made it difficult for everyone and ORSA, like so many other societies and volunteer organizations, has tried to step up to the challenge with a renewed sense of purpose, a call to action rather than a reason to stay dormant.

When the pandemic first hit in 2020, all the events ORSA usually offers, came to a halt. The AGM came late in the summer 2020 and the entire executive had decided to step back at that time, which left a

void and no-one to carry the organization forward. In this void, a new team stepped forward presenting a concise strategic plan with which to garnish support, hoping to provide fresh energy into the society.

Armed with a new strategic plan the Executive quickly focused on delivering on improving communication with its membership by providing a new website (this was completed and launched in spring 2021.)

ORSA is committed to becoming a more relevant and focused society of engaged members with an interested audience through which we promote the values of our profession in our community. ORSA volunteers, including the executive, Committee members and the leaders who organize our events (such as Ottawa Architecture Week), architecture students and interns are who make this organization function and make it great. We are looking forward to a new year of growing involvement and youthful energy through which to inspire our membership to reconnect with each other and their community.

With this in mind, ORSA has reconnected with Doors Open Ottawa which we believe is an ideal way to accomplish this. Please join me in welcoming Amy Kudrinko, who is the City coordinator for DOO and has come to talk with us about this exciting annual event and discuss how Architects can get more involved.

2.0. 2020/21 Strategic Plan

In the aftermath of this situation, a small but eager team formed around a simple yet concise Strategic Plan through which to garnish new support and interest in the Society. This is an outlined short version of what it entails:

3.0. Golf Tournament

Cancelled due to COVID-19

4.0. Ottawa Architecture Week

Cancelled due to COVID-19

5.0. OAA President's Visit 2021

The annual OAA President visit with **Susan Speigel** took place virtually on **October 21, 2021**. This event was shared this year with the St. Laurence Valley Society of Architects and was well attended (approx 40 attended the zoom meeting).

6.0. Official Plan Committee

City of Ottawa New Official Plan adopted by City Council November 2021

7.0. ORSA Intern's Meeting

ORSA executive held a meeting with local Interns on **November 25, 2021** to discuss issues that matter to them and to look for ways that ORSA can better support them on their road to getting their license. ORSA made a connection with the group **Becoming Architects Canada** - bac-dac.ca and will be looking for additional ways to support and collaborate with them in 2022.

8.0. Women of Architecture

Inactive 2020

9.0. New Website and Communications

The new website is already improving communication and outreach with **ORSA membership** and the community through our events page, while providing a way to connect to the Executive, Committee Leaders and Membership as a whole.

10.0. 2022 Objectives

Our fundamental objective in 2022 is to **build up our engagement** of our members, supporters and the public to **raise awareness** of the Society's activities and find **new opportunities to engage** with our community.

Objectives (Volunteering opportunities) for the upcoming year include:

- Building Volunteer numbers for Committees with Leaders to guide them in our **online communications** (website/social channels);
- Virtual and (hopefully) in-person networking **events**;
- Collaboration and support for **Doors Open Ottawa 2022** - including an in-person celebration event;
- Support the Architecture Student event - **KOSMIC 2022**;
 - funding for installation space which provides a public outreach component; and
 - funding the documentation to provide for display/event during Ottawa Architecture Week 2022;
- Development of the **ORSA Executive Manual** for continuity and knowledge transfer;
- Advocate/promote World Architecture Day (to coincide with **Ottawa Architecture Week 2022**);
- Increase opportunities to cross-pollinate our advocacy efforts with the **RAIC** locally;
- Funding/supporting local/online **Continuing Education** sessions for members;
- Development of the **ORSA Design Excellence Awards** tbd.

11.0. Financial Summary

As will be seen in the financial report, ORSA is well positioned for an exciting year of revitalization, so get involved, it will be an exciting ride.

See financial summary 2021 under separate cover.

2021 FINANCIAL REPORT

May 1, 2020 to April 30, 2021

Category Description	Budget	Actual	Difference
Revenues			
OAA Memberships	\$ 21,000	\$ 22,715	\$ 1,715
Membership Sales			
Firm Memberships	\$ 1,000	\$ 600	\$ (400)
Individual Memberships	\$ 500	\$ -	\$ (500)
Supporters	\$ -	\$ -	\$ -
Events			
Golf Tournament	\$ -	\$ -	\$ -
Special Project Funding			
Ottawa Architecture Week	\$ 15,000	\$ 5,000	\$ (10,000)
Local Advocacy (OAA funding)	\$ -	\$ 3,582	\$ 3,582 *
WOA!	\$ -	\$ 5,000	\$ 5,000
Investment Income	\$ 140	\$ 525	\$ 385
Total Revenues	\$ 37,640	\$ 37,422	\$ (218)

Category Description	Budget	Actual	Difference
Expenses			
Administration			
Executive/Board Meetings	\$ 1,200	\$ -	\$ 1,200
Mailbox	\$ 300	\$ 271	\$ 29
Misc. (printing, postage, etc)	\$ 100	\$ -	\$ 100
Part Time Admin	\$ -	\$ -	\$ -
Banking			
Quicken software	\$ 40	\$ -	\$ 40
Bambora (online CC)	\$ 200	\$ 180	\$ 20
Banking fees	\$ 25	\$ 2	\$ 24
Merchant Services	\$ -	\$ -	\$ -
Donations			
Children's Hospital	\$ -	\$ -	\$ -
Partner event sponsorships	\$ 2,500	\$ -	\$ 2,500
Student Awards	\$ 500	\$ -	\$ 500
Charitable Donations (TBD)	\$ 10,000	\$ -	\$ 10,000
Events			
AGM (2020)	\$ -	\$ 225	\$ (225) **
Golf Tournament	\$ -	\$ -	\$ -
President's Dinner	\$ 2,000	\$ -	\$ 2,000
Winter Party (ARIDO)	\$ 4,000	\$ -	\$ 4,000
ORSA Mixers	\$ 1,500	\$ -	\$ 1,500
ORSA Workshops	\$ 2,000	\$ -	\$ 2,000
Special Projects			
ORSA Design Excellence Awards	\$ 2,500	\$ -	\$ 2,500
Ottawa Architecture Week	\$ 15,000	\$ 612	\$ 14,388
WOA!	\$ 3,500	\$ 278	\$ 3,222
Official Plan	\$ 1,500	\$ -	\$ 1,500
Website			
Web Development	\$ 50,000	\$ 11,230	\$ 38,770
Web Maintenance	\$ 1,000	\$ 283	\$ 717
Discretionary Funds	\$ 1,000	\$ 10	\$ 990
Total Expenses	\$ 98,865	\$ 13,091	\$ 85,774
NET REVENUE	\$ (61,225)	\$ 24,331	\$ 85,556
Balance Beginning of Year		\$ 101,569	
Balance End of Year		\$ 125,900	

Member's Equity May 1, 2021

Chequing Account	\$ 125,900
Term Deposits	\$ 35,000
Total	<u>\$ 160,900</u>

* Includes \$1,081.53 returned from Architects 150 Special Project

** 1 year Zoom membership starting in December 2020

2021/2022 BUDGET (May 1, 2021 to April 30, 2022)

Category Description	Budget 2021	2021 Actual	2022 Budget
Revenues			
OAA Memberships	\$ 21,000	\$ 22,715	\$ 20,000
Membership Sales			
Firm Memberships	\$ 1,000	\$ 600	\$ 1,200
Individual Memberships	\$ 500	\$ -	\$ 250
Supporters	\$ -	\$ -	\$ -
Events			
Golf Tournament	\$ -	\$ -	\$ -
Special Project Funding			
Ottawa Architecture Week	\$ 15,000	\$ 5,000	\$ 10,000
Local Advocacy (OAA funding)	\$ -	\$ 3,582	\$ -
WOA!	\$ -	\$ 5,000	\$ -
Investment Income	\$ 140	\$ 525	\$ 525
Total Revenues	\$ 37,640	\$ 37,422	\$ 31,975

Category Description	Budget 2021	2021 Actual	2022 Budget
Expenses			
Administration			
Executive/Board Meetings	\$ 1,200	\$ -	\$ 1,000
Mailbox	\$ 300	\$ 271	\$ 300
Misc. (printing, postage, etc)	\$ 100	\$ -	\$ 100
Zoom Account	\$ 100	\$ -	\$ 225
Part Time Admin	\$ -	\$ -	\$ -
Banking			
Quicken software	\$ 40	\$ -	\$ 40
Bambora (online CC)	\$ 200	\$ 180	\$ 180
Banking fees	\$ 25	\$ 2	\$ 25
Merchant Services	\$ -	\$ -	\$ -
Donations			
Partner event sponsorships	\$ 2,500	\$ -	\$ 2,500
Student Awards	\$ 500	\$ -	\$ 500
Charitable Donations (TBD)	\$ 10,000	\$ -	\$ 10,000
Events			
AGM (2020 - Virtual)	\$ -	\$ 225	\$ -
Golf Tournament	\$ -	\$ -	\$ -
President's Dinner	\$ 2,000	\$ -	\$ -
Winter Party (ARIDO)	\$ 4,000	\$ -	\$ -
ORSA Mixers	\$ 1,500	\$ -	\$ 1,500
ORSA Workshops	\$ 2,000	\$ -	\$ 2,000
Special Projects			
ORSA Design Excellence Awards	\$ 2,500	\$ -	\$ 2,500
Ottawa Architecture Week	\$ 15,000	\$ 612	\$ 10,000
WOA!	\$ 3,500	\$ 278	\$ 5,000
ORSA Executive Handbook	\$ -	\$ -	\$ 500
Doors Open Ottawa	\$ -	\$ -	\$ -
Official Plan	\$ 1,500	\$ -	\$ -
Website			
Web Development	\$ 50,000	\$ 11,230	\$ 5,000
Web Maintenance	\$ 1,000	\$ 283	\$ 2,500
Discretionary Funds	\$ 1,000	\$ 10	\$ 500
Total Expenses	\$ 98,965	\$ 13,091	\$ 44,370
NET REVENUE	\$ (61,325)	\$ 24,331	\$ (12,395)
Balance Beginning of Year			\$ 125,900
Projected Balance End of Year			\$ 113,505



January 31, 2022

Summary of Annual Report for Publication

St. Lawrence Valley Society of Architects
SLVSA

The membership continues to seek out avenues to fulfil our mandate through the promotion of architecture to the public in partnership with other initiatives. The Covid -19 pandemic continues to frustrate opportunities to meet in person. Virtual society meetings, elections, and talks and con-ed courses have been the “new normal” to use a phrase of our times. As a result, the executive has looked to improve it’s online support to foster better relationships with its membership and the public a like.

The Annual Presidents Dinner was held virtually on October 21. The visit was shared between SLVSA and ORSA. President Susan Speigel addressed the membership by asking how the OAA can better support it’s members. There was enthusiastic participation from novice and veteran members which pushed the scheduled 2 hr zoom meeting over by at least 30 minutes.

Initiatives: SLVSA received \$10,000 in the summer of 2015 to create a website. Past executive teams have made strong efforts to get the SLVSA website in place. The complexity of the website, its purpose, content and differing views placed the website development on hold.

The pandemic has created new urgency to communicate with the membership through online media. The executive team spent much time looking at the website research from the past executives and spoke with several of the contributors to better understand some of the challenges that were faced with the initial attempts.

The executive focused on the core role a website would play in supporting the SLVSA membership to find common ground. Consensus was reached on a simplified “Phase 1” of the website which we hope to launch Spring 2022. Subsequent phases and complexities can be debated and added as the need arises but will not delay progress that has been made to date.

SLVSA executive is finalizing a calendar of talks for the first and second quarter of the year. We will send you the schedule once finalized. The format will be virtual. We hope in person gatherings can be held this spring. We look forward to resuming our pub nights and a lecture series as we emerge from the lock downs.

We are in the process of forming a committee to help develop an App. for Historic walking Tours in Kingston – this would complement existing city of Kingston walking tours, but with some “smart” enhancements.



We've put a call out for initiatives that in the hopes of getting funding from the OAA, the feedback is coming in and we hope to get some committees in place to help generate concise proposals for the OAA's consideration.

The membership finds the flexibility of the online structured learning opportunities offered by OAA to be an effective way to learn and get continuing education credits. We look forward to additional content and new opportunities to learn.

The executive will expand its methods of communicating and engaging with its membership and the public this year: email, twitter, Instagram, YouTube, and the website. We will let you know when we are ready to launch these initiatives. We hope to better learn how the membership and the public like to get their information, and which information they value most.

We look forward to sharing more exciting news soon.

Respectfully,

Chris Howard, OAA	and	Lukas Bergmark, OAA
Co-Chair, SLVSA		Co-Chair, SLVSA
Architect, SZA		Architect, HDR



TORONTO
SOCIETY OF
ARCHITECTS

Annual Report 2021

Toronto Society of Architects

A Local Society of the Ontario Association of Architects



A message from the TSA Executive

2021 was a challenging year.

With continued pandemic restrictions, limits to social gatherings, and the fatigue that comes from months of constant adaptation and uncertainty, the past 12 months have been trying not only for our Society, but for all our members, their families and co-workers. People are tired as we try to balance personal and professional responsibilities with ever-changing rules and new variant waves.

Yet despite this challenging context, as we look back to what we have achieved in 2021, we can't help but be in awe of the work accomplished by our tireless volunteers and staff. In a year marked by unpredictability, we are proud that our Society has been a constant source for connection, community and the sharing of ideas.

For a second year in a row, social gathering restrictions meant virtual programs were at the heart of our Society's activities. From virtual tours to online lectures, digital networking events to webcam discussions, our members and volunteers continued to engage even when staying apart. While the novelty of these digital offerings might be waning, their popularity certainly isn't. Our lectures alone saw a 49% increase in audience, and our Year of Public Art Instagram series has been our most popular and well received social media initiative to date.

It is clear that digital programming has made the TSA more accessible, engaging with audiences far beyond our traditional catchment area and allowing us to better serve our members outside the city core. While we certainly look forward to seeing everyone in person soon, we are excited to continue to grow our digital programs and the new opportunities they offer.

While virtual was the norm, we did see the return of some in-person programming in 2021 — albeit adapted to this new pandemic context. In August, our TSA tour guides were back on the streets, with smaller groups and new voice amplifying devices, sharing the stories behind our city's architecture and landscapes. The early fall saw the return of our much anticipated Volunteer Appreciation Party and a scaled-back edition of the Architecture and Design Film Festival. Even Gingerbread City tested the in-person waters with a month-long window display on Bloor Street during the holiday season. These forays back to in-person were a reminder of the support required to make these initiatives happen, and balancing these programs with our new digital offerings will be a central challenge in our upcoming year.

2021 also saw a lot of behind-the-scenes work as task groups, committees and the TSA Executive set the stage for new areas of work for our Society and looked towards planning for our long-term sustainability. Most notably, the work done throughout the summer and fall by the Climate Action Task Group and the K-12 Outreach Task Group will play a significant role in shaping our initiatives for years to come as we look to expand our work in these two key areas. As for the TSA Executive, many discussions have been had about the future of our Society, including what will be required to sustain our growth as our reach and programming continue to expand. Succession planning, staffing and fundraising are all areas that will require significant attention as we look towards the TSA's future.

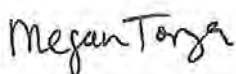
Speaking of growth, we would be remiss not to mention the continued growth we have seen in membership numbers. In 2021, we welcomed 143 new members (a 7.6% growth compared to 2020) with the largest growth being in the intern architect membership. We are incredibly grateful to our membership for their continued support and commitment.

Unfortunately, while growth characterised both our programming and membership in 2021, when it comes to fundraising, we are still far below our pre-pandemic numbers. While this year saw a considerable improvement over 2020 fundraising numbers, the cancellation for a second year in a row of the TSA BASH had a significant impact on sponsorships. Looking to move away from depending on a single event for fundraising, 2021 saw the roll-out of our new sponsorship program with opportunities for support and recognition throughout the year. While still in its early days, we hope this model provides a more sustainable fundraising scheme that provides even better recognition to our generous supporters.

We cannot end this year-in-review without mentioning our TSA staff. This year we said goodbye to many familiar faces, including Francis May, Sarah Garland and Marta O'Brien. Our tours coordinator for a decade, we were honoured to be able to successfully nominate and elect Marta as an Honorary Member of the OAA in recognition for her work advancing public appreciation of architecture. We are deeply thankful for all the work Francis, Sarah and Marta have done for our Society, and wish them the best in their future endeavours.

Uncertainty and change were constant themes in 2021, and we are proud of what we have been able to deliver despite the ever-changing circumstances. As we look towards another year of unknowns, we are confident that our members, staff and volunteers will be able to navigate whatever 2022 throws at us.

On behalf of the Toronto Society of Architects Executive,



Megan Torza
Chair



Ana-Francisca de la Mora
Vice Chair

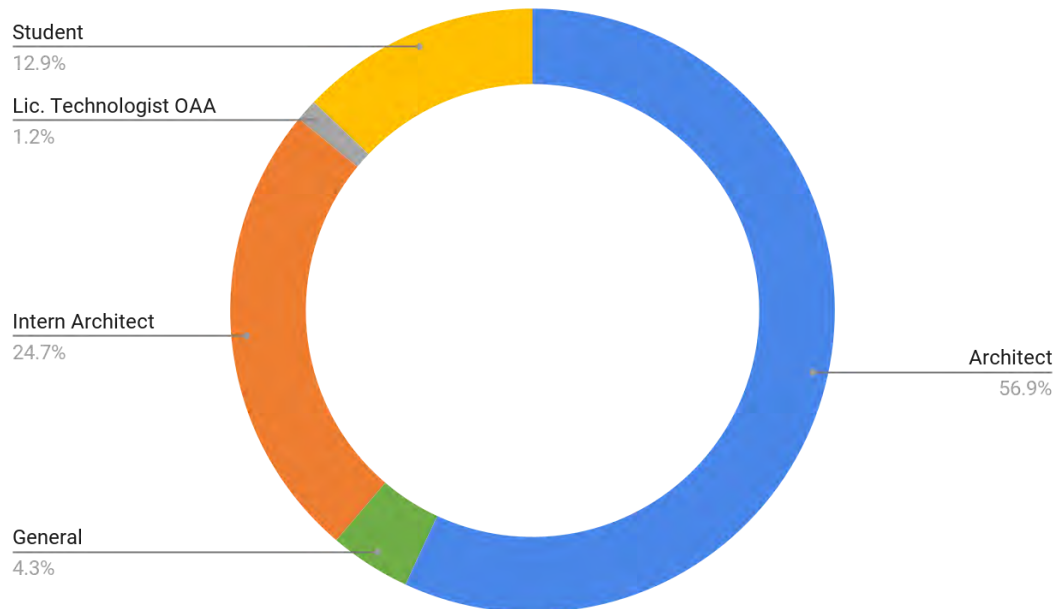


Alana Young
Treasurer

2021 Summary

Membership

Total Membership: 2028



Programming Statistics

Attendance Numbers:

Lectures ¹	1642
Tours ²	4352
TSA Connect	184
Film Events	3206
Online Exhibitions	1444

Number of Structured Learning Hours Offered: 13.5 hours

¹ Lectures include all technical, urban affairs and ideas forums for a total of 12 lectures in 2021

² Tours include Virtual Tours via Instagram Stories and Home Tours via Instagram Live.

Report on Special Project Funding

In 2021 the TSA was fortunate to receive Special Project Funding from the Ontario Association of Architects for several projects to further our work promoting public appreciation of architecture. More than ever, these funds were critical for these initiatives and we are grateful for the OAA's support to make them possible. The following section provides an update on these projects.

Architecture Walking Tours

This year, we were excited to welcome back our walking tours program for the first time since the beginning of the pandemic. Following provincial regulations, we prioritized the safety of our participants and volunteers, establishing protocols and putting funds towards equipment that was needed to ensure a safe experience for all. Walking tours were limited to outdoor locations, and the use of portable loudspeakers allowed everyone to hear our tour guides while also remaining physically distanced. We also introduced smaller tour groups, screening protocols, and contactless check in procedures.

Following the extensive behind-the-scenes development work that had taken place in 2020 due to the pandemic, we continued to push improved quality and standards on our tours programming this year. Existing tours were revised to ensure compliance with public health measures, but also continued relevance, updated content and accessibility. Development was also underway for new tours to diversify our offerings and provide new opportunities to explore our city.

Despite smaller tour sizes and a late start to the season, just over 300 people joined us on a walking tour this season and for the first time ever every single scheduled tour had attendees.

The OAA's sustained financial support was critical to this year's season. The reliable yearly source of funding has allowed the program not only to adapt and offer consistent, safe programming amidst the challenging circumstances this year, but also continue to improve internally in terms of the quality, reach and standards of our tours.

TSA Database

Early in 2021, the TSA embarked on a new digital project called the TSA Database - a virtual archive documenting the Greater Toronto Area's modern and contemporary architecture from the 1950s to today. This ambitious project will form part of our new website set to launch by mid 2022, and complements our existing award-winning guide map and our walking tours. For the initial launch, we have identified 152 buildings of significance that will form part of the database, with additional buildings and landscapes to be added at a later date.

Despite the ambitious nature and scale of this project, we are happy to report that as of December 2021, 91 projects are complete and ready to launch as part of the database, with

35 additional projects partially complete or awaiting material and only 19 projects having no material. For these last 19 projects, we are currently working with three different photographers to have these projects documented so that they are ready for the 2022 launch. Work is also underway in curating image selection and identifying any possible gaps so that we are able to launch the project by mid 2022.

The OAA's financial support has been critical for the database, allowing us to coordinate photoshoots of buildings that have not been documented and purchase archival images from a wide variety of archives including the University of Toronto Archive, the City of Toronto Archives, the Canadian Architectural Archives and the Arthur Erickson Foundation.

PPE

In the summer of 2021, our Society began preparations for the eventual and gradual return to in-person programming. Part of this work included purchasing personal protective equipment and other tools to help us deliver our programs in compliance to the latest government requirements. With the generous support of the OAA, we have been able to purchase personal voice amplification devices for all our tour guides, as well as larger voice amplification equipment which can be used for outdoor events. In addition we have been able to purchase sanitizer as required and provide masks when needed.

Part of the funding that remains will be for a large order of Health Canada compliant masks for all our volunteers in 2022. With the rise of the new Omicron variant delaying our return to in-person programming, we have decided it would be better to wait to ensure whatever masks are purchased fall in line with the latest health guidelines.

Calendar of Events

2021 was our first all-digital year, with most of our programming delivered through virtual platforms. It also saw the return of some of our in-person programming - albeit modified to suit this new pandemic context. The following event calendar seeks to capture these events and the people who made it possible.

01.21

2021.01.01

TSA Playlist | June: Outdoors

2021.01.12

Towards a National Architecture Policy for Canada

Info Session and Workshop in partnership with Architectural Conservancy of Ontario Toronto

SPEAKERS | Toon Dreessen (Rise for Architecture), John Stephenson (Rise for Architecture)

MODERATORS & NOTETAKERS | Toon Dreessen, John Stephenson, Stephanie Mah (ACO Toronto), Pauline Walters (ACO Toronto), Catherine Nasmith (ACO Toronto), Megan Torza (TSA)

2021.01.26

Does Canada Need a National Architecture Policy?

TSA Urban Affairs Forum as part of the DesignTO Festival

SPEAKERS | Deborah Wang (DesignTO), Catherine Nasmith (ACO Toronto), Kristy Shortall (Northcrest Development, ULI Toronto), Toon Dreessen (Architects DCA, Rise for Architecture)

MODERATOR | Megan Torza (DTAH, TSA)

2020.01.28

Community Care

TSA IDEAS Forum in partnership with DesignTO

SPEAKERS | Jennifer Chan, Steve Hilditch (Hilditch Architect Inc.), Tiffany Shaw-Collinge, Graeme Stewart (ERA Architects), Ya'el Santopinto (ERA Architects), Herb Sweeney (Michael Van Valkenburgh Associates)

02.21

2021.02.01

TSA Playlist | February: Black History Month

2021.02.09

Enhancing Passive Systems for Thermal Resilience

TSA Technical Series

SPEAKERS | Ted Kesik (Daniels Faculty of Architecture, Landscape and Design, University of Toronto), Aylin Ozkan (Daniels Faculty of Architecture, Landscape and Design, University of Toronto)

03.21

2021.03.1

TSA Playlist | March: Home

2021.03.4

Annual General Meeting 2021

2021.03.16

Engagement as a Decision Support Tool

TSA Technical Series

SPEAKER | Nicole Swerhun (Swerhun Inc.)

2021.03.23

Meeting the 2030 Challenge: One Step at a Time (Part 2: Air)

Special Lecture

SPEAKERS | Sandra Dedesko (Harvard University), Jelena Madzarevic (EllisDon), Andy Thomson (Thomson Architecture)

MODERATOR | Bomani Khemet (Daniels Faculty of Architecture, Landscape and Design, University of Toronto)

ORGANIZERS | Jing Li, Juliette Cook (Daniels Ontario Building Envelope Council Student Chapter)

2021.03.25

TSA CONNECT Series | Session 1

Virtual Structured Networking and Mix and Mingle

SPEAKERS | Tura Cousins Wilson (SOCA Studio), Andrea Katz (IBI Group), Jennifer King (Approach Design), Justin Spec (Brook McIlroy), Jonathan King (BNKC Architects), Golara Jalalpour (DIALOG)

VOLUNTEER | Diane Schunk

04.21

2021.04.01

TSA Playlist | April: Earth Day

2021.04.06

Enclosure Design and the Toronto Green Standard

TSA Technical Series

FEATURED GUESTS | Amy Montgomery (RDH Building Science Inc.), Kelsey Saunders (RDH Building Science Inc.), Erica Barnes (RDH Building Science Inc.)

2021.04.28

TSA CONNECT Series | Session 2

Virtual Structured Networking and Mix and Mingle

FEATURED GUESTS | Julia C. Márquez (IBI Group), Naama Blonder (Smart Density), Ali Lal Mohammadi (Kirkor Architects), Rania Matta (Q4 Architects), Rosa Rahnamafard (IBI Group), Supreet Barhay (WZMH)

05.21

2021.05.01

TSA Playlist | May: Urban Parks

2021.05.26

TSA CONNECT Series | Session 3

Virtual Structured Networking and Mix and Mingle

FEATURED GUESTS | Court Sin (Forrec), Deborah Wang (DesignTO), Terry Sin (Norm Li), Orest Boszko (Boszko and Verity), Scott Norsworthy, Sofia Rosemberg (Parsons)

06.21

2021.06.01

TSA Playlist | June: Queer Space

2021.06.01

Mitigating Bias in Hiring

TSA Technical Series

SPEAKER | Neil Sainani, Mark Peters (Canadian Centre for Diversity and Inclusion)

2020.06.03

Queer Space

TSA IDEAS Forum

FEATURED GUESTS | Elle Flanders (Public Studio), Tamira Sawatzky (Public Studio), Paniz Moayeri, Paul Dowsett (Sustainable), Stanislav Jurkovic (uoai), Claude Cormier (Claude Cormier et Associés)

MODERATOR | Evan Pavka (Azure Magazine)

2020.06.11

TSA Exchange: Inclusion in Construction

TSA Internal Community Forum

SPEAKERS | Laura Alexim (Turner Fleischer), Nicole Monaco (Chandos Construction), Chris Campbell (The Carpenter's Union of Ontario)

MODERATOR | Russell Pollard (Framework Leadership)

07.21

2021.07.01

TSA Playlist | July: Indigenous Land

2021.07.20

John's Apartment

TSA Home Tour

TOUR GUIDE | John Shnier (Kohn Shnier Architects)

2021.07.31

Virtual Tour | Guild Park

08.21

2021.08.07 - 2021.10.24

TSA Walking Tours

TOUR GUIDES | Alistair Grierson, Anwar Kassas, Daniel Gaito, Daria Forsiuk, Emad Ghattas, Eric Gertner, Felicity Scherk, Francis May, Hector Tuminan, Hengameh Ataie Kia, Judy Jacobs, Kurtis Chen, Pamela Bruneau, Ulysses Valiente, Joël León Danis

09.21

2021.09.01

TSA Playlist | September: Student Showcase

CONTRIBUTORS | Ali Fard, Anna Leung, Astrid Astudillo, Batoul Faour, Christopher Law + Melody Ekbatani + Mudabber Chughtai, Eric Wang, Professor David Correa + University of Waterloo students, Gemma Robinson + Xavier Fox + Juliano Sisera, Eric Wang + Mark Bennett, Herman Borrego, Hong Ahn, Izzy Mink + Sebastien Lewis, Jamie Harris + Lucy Baird + Sheetza McGarry, Professor Jay Pooley + students, Jikyung Jeon + Maulshree Gupta + Wendy Yuan, Professor John Shnier + University of Toronto students, Nassim Sani, Sofia Karavelis, Valerie Marshall, Xiaoyu (Alice) Miao

2020.09.21

TSA Home Tour: Katie's Live-Work Space

TOUR GUIDE | Katie Kurtin (Kathleen Kurtin Architects)

10.21

2021.10.01 - 2022.10.01

Year of Public Art Instagram Series Launch

Instagram Series

2021.10.05

TSA Technical Series | Building a Resilient Practice

TSA Technical Series

SPEAKER | Johanna Hoffmann (Oomph Group)

2021.10.21

Volunteer Appreciation Night

2021.10.27

Newcomer in Architecture Info Session

Information Session with CACB and OAA

SPEAKERS | Lashmi Ollivierre (OAA), Claire Hepburn (OAA), Charlene Pineda (CACB), Hyang-Suk Noh (CACB), Jacinthe Goulet (CACB), Joël León Danis (TSA)

MODERATOR | Varsha Kumar (TSA)

11.21

2021.11.02

TSA CONNECT Series | Session 4

Virtual Structured Networking and Mix and Mingle in collaboration with Twenty + Change

FEATURED GUESTS | Anne-Marie Armstrong (AAmp Studio), David Grant-Rubash (PHAEDRUS Studio), James Chavel (Suulin Architects, Inc.), Joey Giaimo (Giaimo), Shane Laptiste (Studio of Contemporary Architecture), Stephanie Davidson (Davidson Rafailidis)

2021.11.03 - 2021.11.07

Architecture and Design Film Festival 2020 Online

Hybrid in-person and virtual Film Festival in partnership with ADFE, featuring 4 curated on-demand films with post-screening talks.

INTRODUCTIONS | Cameron Turvey (Diamond Schmitt)

LAND ACKNOWLEDGEMENTS | Joël León Danis, Samuel Forrest, Tanvi Kundliwal

2021.11.18

Members Town Hall: Climate Action in the Profession

OAA President's Visit

2019.11.30

Working with a Quantity Surveyor

TSA Technical Series

SPEAKERS | Stew Kyle (A.W. Hooker)

12.21

2021.12.01

TSA Playlist | Year of Public Art

2021.12.16 - 2022.01.17

2021 Gingerbread City

Hybrid virtual and physical showcase of gingerbread creations from our members and other gingerbread lovers, building upon the local Annual East End Architects Gingerbread Competition organised by MOSS SUND since 2017. Physical display hosted at the storefront of the Maker Bean Café (Bloor and Dufferin).

CONTRIBUTORS | Audrey Fung + Danielle Charlton + Grace Yang + Jasmeen Bains, Capsicum, Charmain Wong, GEC Architecture, Elsa Lam + James Mallinson with family, Jocelyn Squires, Joël León Danis, Kurt Kraler, Michelle Chan, MOSS SUND Architects, Pamela + David Bruneau, Sandra F. Smith Architects, The Sweet Group: Quance, Tossell & Barnes, Thomas Guignard

Financial Report 2021

	2021	2020
Revenue		
Membership Dues	\$ 94,291.90	\$ 88,915.00
OAA Per Capita Funding	\$ 41,550.00	\$ 38,825.00
Ticket Sales	\$ 4,537.66	\$ 1,947.35
OAA Special Project Funding	\$ 27,000.00	\$ 21,000.00
Sponsorships	\$ 22,700.00	\$10,000.00
Donations	\$100	-
	\$ 190,179.56	\$ 160,687.35
Expenses		
Scholarships and Awards	\$ 3,500.00	\$ 3,250.00
Insurance	\$ 2,397.60	\$ 2,394.36
Meetings	\$ 455.90	\$ 2,395.87
Office/General Administrative Costs	\$ 14,191.49	\$ 5,758.77
TSA Programming	\$ 12,136.68	\$ 11,211.03
Programming Contingency Fund	\$ 17,394.50	\$ 21,000.00
Professional & Administrative Fees	\$ 58,665.25	\$ 80,705.36
Payroll Expenses	\$ 47,791.45	-
Website	\$11,197.11	\$ 840.69
	\$167,729.98	\$ 127,556.08
Excess of Revenue Over Expenses	\$ 22,449.58	\$ 33,131.27

**Please note that this is a preliminary financial report and subject to confirmation by the TSA's accounting firm during their compilation of our financial statements. A detailed financial statement can be made available upon request.*

People

What we do is only possible thanks to dozens of volunteers who selflessly dedicate countless hours to our Society. The TSA would like to express our enormous gratitude to all those who make our initiatives and programs possible. You are at the very heart of the TSA's work.

Speakers

Amy Montgomery (RDH Building Science Inc.)
Andy Thomson (Thomson Architecture)
Aylin Ozkan (Daniels, University of Toronto)
Catherine Nasmith (Catherine Nasmith Architect, ACO Toronto)
Chris Campbell (The Carpenter's Union of Ontario)
Claude Cormier (Claude Cormier et Associés)
Deborah Wang (DesignTO)
Elle Flanders (Public Studio)
Erica Barnes (RDH Building Science Inc.)
Graeme Stewart (ERA Architects)
Herb Sweeney (Michael Van Valkenburgh Associates)
Jelena Madzarevic (EllisDon)
Jennifer Chan
Johanna Hoffmann (Oomph Group)
John Stephenson (Rise for Architecture)
Kelsey Saunders (RDH Building Science Inc.)
Kristy Shortall (Northcrest Development, ULI Toronto)
Laura Alexim (Turner Fleischer)
Nicole Monaco (Chandos Construction)
Nicole Swerhun (Swerhun Inc.)
Paniz Moayeri
Paul Dowsett (Sustainable)
Sandra Dedesko (Harvard University)
Stanislav Jurkovic (uoai)
Steve Hilditch (Hilditch Architect Inc.)
Stew Kyle (A.W. Hooker)
Tamira Sawatzky (Public Studio)
Ted Kesik (Daniels)
Tiffany Shaw-Collinge
Toon Dreessen (Architects DCA, Rise for Architecture)
Ya'el Santopinto (ERA Architects)

Moderators

Bomani Khemet (Daniels, University of Toronto)
Evan Pavka (Azure)
Megan Torza (DTAH, TSA)
Russell Pollard (Framework Leadership)

Featured Guests

Ali Lal Mohammadi (Kirkor Architects)
Andrea Katz (IBI Group)
Anne-Marie Armstrong (AAmp Studio)
Court Sin (Forrec)
David Grant-Rubash (PHAEDRUS Studio)
Deborah Wang (DesignTO)
Golara Jalalpour (DIALOG)
James Chavel (Suulin Architects, Inc.)
Jennifer King (Approach Design)
Joey Giaimo (Giaimo)
Jonathan King (BNKC Architects)
Julia C. Márquez (IBI Group)
Justin Spec (Brook McIlroy)
Naama Blonder (Smart Density)
Orest Boszko (Boszko and Verity)
Rania Matta (Q4 Architects)
Rosa Rahnamafard (IBI Group)
Scott Norsworthy
Shane Laptiste (Studio of Contemporary Architecture)
Sofia Rosenberg (Parsons)
Stephanie Davidson (Davidson Rafailidis)
Supreet Barhay (WZMH)
Terry Sin (Norm Li)
Tura Cousins Wilson (SOCA Studio)

Home Tour Guides

John Shnier (Kohn Shnier Architects)
Katie Kurtin (Kathleen Kurtin Architect)

Tour Guides

Guides

Alistair Grierson
Anwar Kassas
Daniel Gaito
Daria Forsiuk
Emad Ghattas
Eric Gertner
Felicity Scherk
Francis May
Hector Tuminan
Hengameh Ataie Kia
Judy Jacobs
Kurtis Chen
Pamela Bruneau
Ulysses Valiente

Virtual Tour Content Contributors

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John Mason, Friends of Guild Park
Guildwood Village Community Organization
Heba Al-fayez, Virtual Tours Researcher

Year of Public Art Content Contributors

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ERA Architects
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Sean Martindale
STEPS Public Art
Sarah Hall

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Kongats Architects
KPMB Architects
Lett Architects
LGA Architectural Partners
MAD Architects
MJMA
Montgomery Sisam Architects
Moriyama & Teshima Architects
Ontario Association of Architects
Oleson Worland Architects
Patkau Architects

Perkins + Will
Phillip H. Carter Architect
RDHA
Saucier + Perrotte Architects
Shim-Sutcliffe Architects
Studio Libeskind
Sweeny & Co
Taylor Hazell Architects
Teeple Architects
WZMH Architects
ZAS Architects
Zeidler

Gingerbread Makers

Audrey Fung + Danielle Charlton + Grace Yang + Jasmeen Bains
Capsicum
Charmain Wong
GEC Architecture
Elsa Lam + James Mallinson with family
Jocelyn Squires
Joël León Danis
Kurt Kraler
Michelle Chan
MOSS SUND Architects
Pamela + David Bruneau
Sandra F. Smith Architects
The Sweet Group: Quance, Tossell & Barnes
Thomas Guignard

Administrative Volunteers

Ryan Falkenberg

Initiatives Organizing Committees and Task Groups

Climate Action

Cindy MacCormack
Gail Borthwick
Jeffrey Mitchell (Diamond Schmitt)
Juliette Cook
Kayla Furlone (Turner Fleischer)
Olivia Keung (Moriyama and Teshima)
Peter Duckworth-Pilkington (ZAS Architects)
Ted Kesik (Daniels Faculty of Architecture, Landscape and Design, University of Toronto)

Film

Alireza Partovi
Ciro Diaz
Daniel Bartosa
Domitillah Antoinée
Ingrid Garcia
Michelle Chan
Mitali Dembla
Otto Ojo
Ralph Holmes
Samuel Forrest
Stefan Fernandes
Susan Tang
Tanvi Kundliwal

K-12 Outreach

Barb McLean (City of Toronto)
Elaine Chau
Hanaa Ali (Powers Brown)
Justin Loucks
Lyn Northey
Mary Ellen Lynch (Lynch and Comisso Architects)
Melissa Verge (Montgomery Sisam)
Refah Nanziba
Ronni Rosenberg
Sahana Dharmaraj (KPMB)
Sandra Iskandar (Sandra Iskandar Design)
Tyler Loewen (KPMB)
Pamela Bruneau
Jason Dobbin

Pride

Kurtis Chen
Eric Wang
Janice Miyagi
Kfir Gluzberg
Samantha Bite

Volunteers

Diane Schunk
Jing Li

Executive

Officers

Megan Torza, Chair, Urban Affairs & IDEAS Forums

Ana-Francisca de la Mora, Vice Chair, Technical Lectures & TSA CONNECT

Alana Young, Treasurer, Doors Open & Building Tours

Maria Denegri, Past Chair

Executive Board Members

Barbora Vokac-Taylor, Doors Open & Building Tours

Jason Dobbin, K-12

Kevin McIntosh, TSA CONNECT

Kurtis Chen, Pride Initiatives

Pamela Bruneau, Walking Tours, K-12 & Gingerbread City

Varsha Kumar, Doors Open & Building Tours

Initiative Co-leads

Ralph Holmes, Film

Advisory Board

Antonio Gomez-Palacio

David Sisam

Heather Dubbeldam

Joe Lobko

Meg Graham

Richard Witt

Support and Administration

Joël León Danis, Programming Director

Sarah Garland, Administrator

Charmain Wong, Administrator

Anthony Lombardo, Financial Coordinator

Marta O' Brien, Tours Coordinator

Sponsors

The TSA would like to express our enormous gratitude to sponsors, partners and collaborating organizations who through their generous support make our initiatives possible. We couldn't do what we do without you!

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DUBBELDAM Inc.
Lebel & Bouliane Inc.

2021 Annual Report

This year 2021, as with the year prior, has been filled with changes and adaptations for the WRSA. We continued our efforts in community engagement, support, and outreach in various new ways, as well as further developed ongoing initiatives.

Our outreach to the youth in our community was a major focus this year in a variety of ways. We began with presentations being made to local high school career classes to provide some awareness about the field of architecture and what a career path in architecture may look like. These presentations were held in the spring and fall by the leader of our Education Subcommittee. Furthermore, our outreach to youth continued with the support of 20 backpacks going to underprivileged youth through the United Way's "Backpacks for Success" program, helping to increase classroom participation, attendance and student morale.



Our community awareness this year was highlighted primarily by our continued support of the Windsor International Film Festival (WIFF), thanks to the OAA's Special Project Funding received in January 2021. This year, we were extremely fortunate to have played a very large part in the first-ever "WIFF Under The Stars at Charles Clark Square". This special event was held in the downtown core in the open-air



Charles Clark Square, offering community screenings of 19 films to the public at no cost. This fully accessible and inclusive festival featured a wide-range of films, including topics of sustainability, equity, diversity, Indigenous life, architecture, alternative transportation, and design. WRSA was featured throughout the festival as the Lead Sponsor, and hosted the films "Motherload" (a film promoting the use of cycling as a mode of transportation), and "Price of Desire" (a film featuring architect Eileen Gray and her relationship with Le Corbusier). With the WRSA featured in this festival in July, and also promoted as a downtown champion of WIFF at the Under The Stars drive-in event held in September, we are proud to have been part of such a major event in the core of the city.

Our support of the historic Assumption Church continued in 2021 as the church continued with their restoration efforts of the monument, as well as their application to Parks Canada to be designated a National Heritage Site. Our team worked closely to develop an architectural report which detailed the church's elements inside and out contributing to its significance. This report was submitted to Parks Canada, and we look forward to hearing further in hopes this important landmark will be approved for designation. This church's history is rich with Indigenous ties, dating back nearly 300 years. In the meantime, it has been announced that the church has since been removed from the National Trust's list of the top 10 endangered historical sites in Canada. Upon the church's closure in 2014, the site was added to the endangered list due to much needed extensive repairs. The ongoing restoration work has since progressed significantly allowing it to be removed from the list.

Another outreach initiative we took part in in 2021 was the Ride Don't Hide initiative hosted by the Canadian Mental Health Association. With Covid-19 restrictions, we felt this was an important initiative for the WRSa to support to the importance of mental health for everyone. The WRSa was a community sponsor of this event, and hosted our own riding team, raising over \$2000 in funds that went directly back to the community.



Thanks for special project funding provided by the OAA, we were also able to provide support for the Bike Windsor-Essex Winter Wheels initiative. This program demonstrates our promotion of sustainable forms of transportation and to encourage density along with alternate forms of development. Furthermore, we also hosted a bike tour of the Walkerville and Ford City areas of Windsor, leading a group of cyclists through neighbourhoods and providing information and guidance on the architecture.



We also held a self-guided Jane's Walk of the Downtown Core, recognizing eight architectural gems and urban spaces, including some buildings that have remaining under constant use, others that have been recently given a new life, and others that currently sit vacant and are awaiting their new potential. We believe it is events like these that provide mentorship and guidance in the interests of the profession and demonstrate respect for the natural and cultural environments of the people and places that are influenced by architecture, and by promoting infill development and walkable communities.



The WRSA took part in another community engagement event, Open Streets Windsor. This was our 5th year participating in this event. With two tent locations set up at both ends of the route, this event allows us to promote awareness of the field of architecture, and increase our presence and visibility in the community. Our participation allows us to engage with the public in a way that shows our commitment to the community as whole, including buildings, streetscaping, and planning, while also highlighting our desire to help make urban spaces special and memorable.



Thanks to further special project funding as it relates to Indigenous communities, we have also founded a new subcommittee titled 'Reconciliation X Design'. Though this group is in its initial stages, some short-term and long-term initiatives have been identified, the initial goal has been identified as to shift the culture of our profession and build trust and credibility with both Indigenous & non-Indigenous counterparts. This mandate is outlined around the premises of awareness, accountability, and appreciation. We look forward to moving forward with this initiative in only the most careful and thoughtful manner.

Thanks to further special project funding, we embarked a project to identify the history of the founding of our society. Prior to this initiative, we knew only of the founding year (100 years ago, 1921). Thanks to this funding, we were able to hire a historical researcher with special interest in architecture who was able to uncover a wealth of history on our society. With the time available, our researcher uncovered our history running from 1921 to 1937. We have since been publishing this history on all our social media outlets, and also plan on giving this history a permanent home on our website.

Lastly, we have significantly increased our social media presence over this last year, and have received comments from many in the community that they recognize and appreciate the information we provide. We look forward to continuing this and all our ongoing initiatives in 2022.

A handwritten signature in black ink, appearing to read 'S. Stiers'.

Suzanne Stiers, M.Arch., OAA,
Architect
Chair, Windsor Region Society of Architects

Financial Summary

Year: 2021



Date	Method of Payment	Vendor / Name	Account Balance	OAA Funding	Member Dues	Bank Charges	Donations/Gifts	Meetings	Office	Sponsorship	Value of HST Included	Notes
1-Jan-21	Available Fund	Opening Balance	\$5,086.52									
4-Jan-21	cheque	Ontario Association of Architects	\$13,086.52	\$8,000.00								Special Project Funding awarded September 2020
6-Jan-21	direct deposit	Eventbrite	\$13,641.52		\$555.00							Membership dues payout for 2020
9-Jan-21	preauthorized	Bank of Montreal	\$13,635.52			\$6.00						Bank Fee
29-Jan-21	preauthorized	Bank of Montreal	\$13,635.32			\$0.20						Bank Fee
26-Feb-21	preauthorized	Bank of Montreal	\$13,629.32			\$6.00						Bank Fee
15-Mar-21	direct deposit	Bank of Montreal	\$13,669.32		\$40.00							Andrew foot, Associate member fee
15-Mar-21	direct deposit	Bank of Montreal	\$13,709.32		\$40.00							John Lucente, Associate member fee
31-Mar-21	preauthorized	Bank of Montreal	\$13,703.32			\$6.00						Bank Fee
30-Apr-21	preauthorized	Bank of Montreal	\$13,697.32			\$6.00						Bank Fee
4-May-21	etransfer	Bank of Montreal	\$13,414.82						\$282.50			Blab Media social media for May 2021
14-May-21	Cheque	Canadian Mental Health Association	\$12,914.82				\$500.00					Canadian Mental Health Association
14-May-21	etransfer	Speedprint	\$12,293.32						\$621.50			(Speedprint LTD) Cowlick Website Management Services
31-May-21	preauthorized	Bank of Montreal	\$12,287.32			\$6.00						Bank Fee
31-May-21	preauthorized	Bank of Montreal	\$12,285.82			\$1.50						Bank Fee
1-Jun-21	etransfer	Suzanne Stiers (reimbursement)	\$12,263.22						\$22.60			Reimbursement of Zoom Fee
2/Jun/21	etransfer	Blab Media	\$11,980.72						\$282.50			Blab Media social media for June 2021
4-Jun-21	etransfer	Membership fee	\$12,020.72		\$40.00							Membership fee
7-Jun-21	Cheque No. 47	Canadian Mental Health Association	\$11,520.72				\$500.00					Canadian Mental Health Association
15-Jun-21	preauthorized	Skip The Dishes	\$11,495.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
15-Jun-21	preauthorized	Skip The Dishes	\$11,470.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
15-Jun-21	preauthorized	Skip The Dishes	\$11,445.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
15-Jun-21	preauthorized	Skip The Dishes	\$11,420.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
15-Jun-21	preauthorized	Skip The Dishes	\$11,395.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
15-Jun-21	preauthorized	Skip The Dishes	\$11,370.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
15-Jun-21	preauthorized	Skip The Dishes	\$11,345.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
15-Jun-21	preauthorized	Skip The Dishes	\$11,295.72					\$50.00				Meal Gift Card for Virtual Membership Meeting
16-Jun-21	preauthorized	Skip The Dishes	\$11,270.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
16-Jun-21	preauthorized	Skip The Dishes	\$11,245.72					\$25.00				Meal Gift Card for Virtual Membership Meeting
24-Jun-21	Deposit	Ontario Association of Architects	\$31,805.72	\$16,000.00	\$4,560.00							OAA Special Project Funding & Membership Fees
25-Jun-21	Cheque No.48	Bike Windsor Essex	\$28,805.72				\$3,000.00					Winter Wheels Sponsorship 2021-22
28-Jun-21	preauthorized	Thyme To Go Catering	\$28,294.00					\$511.72				Meals Delivered for Virtual Membership Meeting
30-Jun-21	direct deposit	Bank of Montreal	\$28,288.00			\$6.00						Bank Fee
30-Jun-21	direct deposit	Bank of Montreal	\$28,283.80			\$4.20						Bank Fee
30-Jun-21	direct deposit	Bank of Montreal	\$28,283.40			\$0.40						Bank Fee
13-Jul-21	etransfer	Blab Media	\$28,000.90						\$282.50			Blab Media social media for July 2021
16-Jul-21	Cheque no.49	Windsor International Film Festival	\$13,000.90				\$15,000.00					Lead Sponsorship of Under The Stars at Charles Clark Square
23-Jul-21	preauthorized	Allegra Marketing	\$12,889.03						\$111.87			Bike Windsor Essex printing of presentation cheque
26-Jul-21	preauthorized	Tim Hortons for Bike Windsor Essex Event	\$12,795.54						\$93.49			Tim Hortons for Bike Windsor Essex cheque presentation
26-Jul-21	preauthorized	March 21 Cafe	\$12,775.48					\$20.06				March 21st coffee for Exec. walking mtg. downtown
30-Jul-21	direct deposit	Bank of Montreal	\$12,769.48			\$6.00						Bank fee
4-Aug-21	etransfer	Blab Media	\$12,486.98						\$282.50			Blab Media social media for August 2021
4-Aug-21	preauthorized	ReconciliationXDesign Meeting GrandCantina	\$12,241.20					\$245.78				ReconciliationXDesign Kickoff Meeting at Grand Cantina
18-Aug-21	preauthorized	Bank of Montreal	\$12,741.20		\$500.00							CMHA donation that was never received on there end, cheque sent instead.
26-Aug-21	preauthorized	United Way Windsor-Essex	\$12,223.35				\$517.85					United Way Windsor donation

Date	Method of Payment	Vendor / Name	Account Balance	OAA Funding	Member Dues	Bank Charges	Donations/Gifts	Meetings	Office	Sponsorship	Value of HST Included	Notes
31-Aug-21	preauthorized	Bank of Montreal	\$12,217.35			\$6.00						Bank fee
7-Sep-21	etransfer	Blab Media	\$11,934.85					\$282.50				Blab Media social media services for September 2021
29-Sep-21	preauthorized	Bank of Montreal	\$11,928.85			\$6.00						Bank Fee
29-Sep-21	etransfer	WRSA Historical Research	\$9,928.85					\$2,000.00				Stipend to Historical Researcher
15-Oct-21	preauthorized	Open Street Supplies Walmart	\$9,890.50					\$38.35				Walmart - Supplies for Open Streets tents
21-Oct-21	preauthorized	WRSA Membership Meeting Milos	\$9,583.36					\$307.14				Executive Meeting at Milos
29-Oct-21	preauthorized	Bank of Montreal	\$9,577.36			\$6.00						Bank Fee
1-Nov-21	preauthorized	Open Street Insurance	\$9,571.43					\$5.93				Open Streets Insurance
1-Nov-21	preauthorized	Open Street Insurance	\$9,371.63					\$199.80				Open Streets Insurance
15-Nov-21	preauthorized	Yeti Mugs Sportcheck	\$8,738.99					\$632.64				Yeti Mugs Sportcheck 100-year mugs
29-Nov-21	preauthorized	Yeti Mugs Brians Sports	\$6,267.66					\$2,471.33				Yeti Mugs Brians Sports 100-year celebration mugs
29-Nov-21	preauthorized	Dollorama gift wrap supplies for mugs	\$6,260.60					\$7.06				Dollarama gift wrap supplies for mugs
29-Nov-21	preauthorized	Dollorama gift wrap supplies for mugs	\$6,256.36					\$4.24				Dollarama gift wrap supplies for mugs
30-Nov-21	preauthorized	Bank of Montreal	\$6,250.36			\$6.00						Bank fee
7-Dec-21	preauthorized	Wineology	\$4,778.53					\$1,471.83				100-Year Celebration / Holiday Gathering
23-Dec-21	preauthorized	Blab Media	\$4,528.53					\$250.00				Blab Media social media services for November 2021
31-Dec-21	preauthorized	Bank of Montreal	\$4,522.53			\$6.00						Bank Fee
		Closing Balance	\$4,522.53	\$24,000.00	\$5,735.00	-\$78.30	-\$19,517.85	-\$8,723.38	-\$1,979.46	\$0.00	\$0.00	

Memorandum

FOR COUNCIL MEETING
March 3, 2022
(open)
ITEM: 7.2

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
Natasha Krickhan	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Christie Mills, Registrar

Date: February 23, 2022

Subject: Revisions to the *Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA)*

Objective: To update Council

Background

The Fairness Commissioner assesses the registration practices of certain [regulated professions and trades](#) to make sure they are transparent, objective, impartial and fair for anyone applying to practise their profession in Ontario.

The Office of the Fairness Commissioner (OFC) supports the Fairness Commissioner in acting on the mandate set out in the [Fair Access to Regulated Professions and Compulsory Trades Act, 2006](#) (FARPACTA) and the [Regulated Health Professions Act, 1991](#) (RHPA). In doing so, the OFC assesses every element of the registration process.

New legislative changes to the FARPACTA are underway that will require consideration by OAA Council once the Regulations are in place.

Update

[Bill 27, Working for Workers Act, 2021](#), received Royal Assent on December 2, 2021. Included in this Bill is Schedule 3, which amends the FARPACTA in various ways (outlined in Council Memo January 20, 2022).

As part of the Regulation development, the most recent information is a summary of what has been submitted to the [Ontario Regulatory Registry](#) as follows:

Regulatory Proposals under the Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA)

Summary of Proposal: Under FARPACTA, the Ministry is considering four proposals:

1 Canadian Experience Definition and Exemptions

Canadian experience would be defined as: "Any period of work experience or experiential training in Canada".

Unless an exemption is obtained, any requirement for Canadian experience as a qualification for registration with a regulated profession would become void after December 2, 2023.

A regulated profession may continue to accept Canadian experience in satisfaction of an experience-related qualification for registration if it also accepts international experience as a viable alternative to Canadian experience.

A regulated profession may apply for an exemption from the prohibition on Canadian experience requirements in accordance with the prescribed process if it can demonstrate that an exemption is necessary for the purposes of public health and safety.

Comment: Currently the OAA accepts approved foreign experience on the condition the applicant attends an Experience Requirements Committee assessment interview upon application for licence. Council will eventually need to determine if this condition will be extended as a viable alternative to the 940 hours of Ontario experience. Additionally, Council may want to consider potentially leveraging the [Practice of Architecture in Canada](#) course currently being developed by the OAA/ROAC as part of the EU mutual recognition agreement. We acknowledge the importance of local/Canadian experience but may need to consider other options for an applicant to acquire competency relative to the provincial context. As this matter develops the national reciprocity implications will have to be understood; the Executive Director and Registrar are updating ROAC as matters progress.

Upon release of the Regulations and the details contained therein, if Council decides to seek an exemption from this prohibition the OAA will need to demonstrate the public health and safety implications. As a reminder the 940 hours of Ontario experience required via the IAP is not prescriptive; the experience may be acquired in any of the IAP categories.

2 Language Proficiency Tests

Any regulated profession that imposes an English or French proficiency testing requirement for registration would have to accept proof of completion of a language test accepted by IRCC for immigration purposes (with results satisfactory to the regulated profession) in full satisfaction of that language proficiency testing requirement. Regulated professions may also accept (but not require) other tests of their choosing.

Language test results submitted as part of an application for registration must remain valid for at least two years before the date of application. These results will be deemed to remain valid for the duration of the time it takes an applicant to complete the registration process.

Comment: The CACB's academic certification and BEFA program are in line with this requirement. The RAIC Syllabus may not meet this requirement fully, the OFC will have to review the acceptability of the current language proficiency test regime for the Syllabus program.

3 Decision-Making Timeframes

Regulated professions would be required to meet maximum timeframes for specific steps in the registration decision-making process. (Appendix A)

Regulated professions would be required to meet the timeframes for 90 percent of applicants. They would also be required to report to the Fairness Commissioner on their compliance with these timeframes (and any other things the Office of the Fairness Commissioner may require), and these reports would be made available to the public.

Regulated professions would also be required to report on the ability of applicants, who are eligible for unconditional registration, to become registered within one year of receipt an application. That one-year period includes any third-party processes, such as qualification assessments. Regulated professions would be required to submit annual continuous improvement plans to the Fairness Commissioner that show steps to be taken to meet the standard if they are not meeting it.

Comment: As we understand it, the required decision making timeframes can be accomplished by the OAA with respect to qualified applicants once an application for licence has been received. The administrative burden still needs to be better understood once final details are set out in the pending Regulations.

Please note that the item related to a one-year timeframe inclusive of third party processes has been revised to a reporting period to the OFC instead of a

mandated procedural requirement. The challenge with the third party CACB academic certification process is that it is largely applicant driven and as such out of the control of the CACB and the regulator.

The OAA will need to consider if further database development is required to meet the reporting requirements of this FARPACTA section as well as the administrative burden associated with OFC “continuous improvements” as it relates to decision making time-frames.

4 Registration Processes During Emergencies

Every regulated profession would be required to file an emergency registration plan with the OFC within one year of the regulations coming into force and would be required to update their plans whenever there is a change in circumstances that may affect the plan, and in any case at least once every five years.

The plans must include: 1) measures to maintain registration processes in emergencies 2) a communication plan to inform applicants of emergency registration processes 3) date the plan was last updated 4) date of the next planned update 5) measures to issue temporary/short-term registration and expedite the renewal of registration, if appropriate.

Comment: We do not foresee an issue with this requirement beyond the administrative burden. It will be important to understand how “emergency” is defined in the Regulations as this will inform any plan that is developed.

Further Considerations

Most recently the MLTSD and the OFC held a “confidential engagement” session on February 22, 2022 with all provincial regulators to inform them that we should expect further amendments to FARPACTA related specifically to domestically trained applicants and decision making timelines. No details were shared with the group, rather it was a notification that the Ministry was looking at timelines that affect domestic labour mobility related to reciprocal licensing. Without knowing more, it is difficult to comment if this will have any impact on the OAA’s current practices.

Final Thoughts

In parallel with the above, the OFC has finalized its most recent updated compliance requirements for Ontario regulators. On February 2, the OFC shared its latest guide whose purpose was two-fold. First, to provide regulators with information and advice to more fully understand how to comply with their obligations under the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA). Second, to offer a tool to help assess the degree to

which a regulator is achieving such compliance. For 2021, the OAA is in full compliance with the OFC's annual audit and plans to remain so into the future as the OFC moves to its new risk-informed compliance framework. (Appendix B)

Action: **None. For information Only.**

Attachments: **Appendix A:** MLTSD Timeframes – Registry Posting
 Appendix B: OFC Letter and Legal Obligation Guide

Registration Timeframes

1. Within **10 business days** after receiving an application provide a written acknowledgment of receipt of the application.

The written acknowledgment of receipt should include a statement on whether the application includes everything the regulated profession requires for the application.

2. Within **6 months** after receiving an application for registration and everything required for the application, a regulated profession must communicate a decision to the applicant, include written reasons for the decision, and information on the right to internal review or appeal.

3. Within **10 business days** after making an internal review or appeal decision provide the applicant with written communication of the decision made upon the internal review or appeal and written reasons respecting the decision.



FAIRNESS COMMISSIONER

COMMISSAIRE À L'ÉQUITÉ

OFFICE OF THE FAIRNESS COMMISSIONER
BUREAU DU COMMISSAIRE À L'ÉQUITÉ

595 rue Bay St., Suite/Bureau 1201, Toronto ON M7A 2B4

February 2, 2022

Dear Registrars and Chief Executive Officers:

I am writing to provide you with a [link](#) to our office's new *Legislated Obligations and Fair Registration Best Practices Guide for Regulated Professions and Compulsory Trades* (the guide).

In developing this important document, we consulted widely with regulators, representatives from the immigration and settlement communities, and subject matter experts. When we met with regulators in September 2021 to present the guide, there was widespread consensus that it was a useful document. In the intervening time frame, we have made some minor enhancements to the document in response to comments that we received. Given that your organization is already familiar with the contents of the guide, we have determined that it will come into effect on *March 1, 2022*.

The purpose of this guide is two-fold. First, to provide regulators with information and advice to more fully understand how to comply with their obligations under the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA). Second, to offer our staff a tool to help them assess the degree to which a regulator is achieving such compliance. We also considered it essential to supplement these obligations with lists of best practices designed to improve the quality, timeliness, and fairness of registration decisions, and to generally promote excellent client-service.

Owing to some differences between the wording of FARPACTA and Schedule 2 of the *Regulated Health Professions Act*, this guide only applies to the non-health professions and to Skilled Trades Ontario. We



are currently working with the Ontario Ministry of Health to develop a companion document for the health colleges, which will be circulated for comment at a later date.

While the two documents will be different in certain respects, they also exhibit many similarities. Thus, I would also encourage the health regulatory colleges to carefully reflect on the contents of the guide, with particular reference to the embedded best practices, which have wide applicability across the regulatory community. These best practices will now substitute for the database of exemplary practices that our office had previously posted on our web site.

I should also point out that the guide forms one component of our **office's new compliance approach, which features our recently** promulgated risk-informed compliance framework, which can be accessed through this [link](#).

It is our plan to keep the list of our best practices evergreen. We plan to review them regularly to ensure that they remain current. We view this collection as a common resource and invite regulators to assist us to keep these ideas timely, forward looking and relevant.

I wanted to raise one related point. As you know, on December 2, 2021, the *Working for Workers Act* received Royal Assent. This legislation contains a number of provisions designed to modernize FARPACTA and reduce barriers encountered by internationally trained applicants.

These provisions involve establishing maximum time limits for the registration process, reducing the number of language proficiency tests that applicants must take, enabling regulators to maintain the continuity of their registration processes during emergency situations and eliminating the Canadian experience requirement, unless a regulator can make compelling case for its retention.



The government recently completed consultations to develop the necessary regulatory provisions to operationalize the legislation. Once these regulations are finalized, our office will update the guide to incorporate these new requirements.

I would ask that you circulate the guide to your board members, leadership team and staff as appropriate. Your assigned Compliance Analyst would be happy to respond to any questions that you may have about the document.

Finally, I would like to thank everyone who was involved in developing the guide, which I hope that you will find to be helpful as you undertake your important and complex mandates.

Sincerely,

[Original signed by]

Irwin Glasberg
Fairness Commissioner



Legislated Obligations and Fair Registration Best Practices Guide for Regulated Professions and Compulsory Trades

Date: December 2021



FAIRNESS COMMISSIONER
COMMISSAIRE À L'ÉQUITÉ

OFFICE OF THE FAIRNESS COMMISSIONER
BUREAU DU COMMISSAIRE À L'ÉQUITÉ

An agency of the Government of Ontario
Un organisme du gouvernement de l'Ontario

Effective Date: March 1, 2022

Version Number: Version 1.0

Replaces: Registration Practices Assessment Guide: For Regulated Professions and Health Regulatory Colleges (2016) and Registration Practices Indicators and Sources: A Companion to the OFC's Registration Practices Assessment Guide (2016)

Responsible Area: Policy and Program Unit, Office of the Fairness Commissioner

Any questions about this policy or requests for alternate formats can be sent to the Office of the Fairness Commissioner by email at ofc@ontario.ca

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I. Introduction:

In this document, the Office of the Fairness Commissioner (OFC) is offering information and advice to organizations that regulate professions and compulsory trades (hereinafter regulators) to assist them to:

- understand how the OFC will evaluate their compliance with the legal obligations contained in the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006* (or FARPACTA); and
- implement associated best practices in their organizations.

It represents the next iteration of the OFC's efforts, over the last 14 years, to work with regulators to ensure that registration practices are “transparent, objective, impartial and fair”.

Ontario's fair access legislative framework is set out in two provincial statutes, which are broadly similar in nature. These are FARPACTA (which governs the 16 non-health professions and the Ontario College of Trades) and the Health Professions Procedural Code under Schedule 2 of the *Regulated Health Professions Act, 1991* (or RHPA). This statute governs the practices and policies of the 26 self-governing health colleges.

This guide focuses on the provincial regulators that are subject to FARPACTA. A separate one covers the health colleges will be available at a later date.

The purpose of this guide is two-fold:

- to provide regulators with information and advice to more fully understand how to comply with their obligations under FARPACTA; and
- to provide OFC staff with a tool to help them assess the degree to which a regulator is complying with its legal obligations.

This guide replaces and supersedes several earlier OFC documents issued in 2016.¹ It should be read in conjunction with the OFC's modern regulator principles that were issued in April 2021, along with the companion risk-informed compliance framework. These documents, which can be found [here](#), form the basis upon which the OFC will work with regulators to improve registration outcomes for *all* applicants, including internationally trained individuals.

In general terms, the desired outcomes would encompass such objectives as implementing modern and efficient assessment and registration processes, issuing high quality, consistent and empathetic decisions, and a commitment to adopting best practices.

The OFC believes that the key metrics to define a regulator's success relate to the average and maximum time required to issue registration decisions and the percentage of internationally trained applicants who are successfully registered.

As indicated previously, the legal obligations that regulators must meet are set out in FARPACTA. In general terms, these legal obligations may be divided into three broad categories:

1. The general duty to provide registration practices that are transparent, objective, impartial and fair.
2. A list of specific duties that relate to:
 - Providing information to applicants.
 - Making timely decisions with accompanying responses and reasons.
 - Providing applicants with an internal appeal or review process.
 - Specifying the documentation that an applicant must provide to the regulator to assess their qualifications.
 - Ensuring that assessment decisions made by the regulator, or a third-party service provider, are transparent, objective, impartial and fair.

¹ *Registration Practices Assessment Guide: For Regulated Professions and Health Regulatory Colleges* (March 2016) and *Registration Practices: Indicators and Sources: A Companion to the OFC's Registration Practices Assessment Guide* (March 2016).

- Providing training for individuals who make assessment and registration decisions.
 - Offering the right to the applicant to obtain access to relevant records pertaining to the application.
3. A series of review and reporting requirements that the Fairness Commissioner may oblige regulators to undertake based on OFC policy guidelines and/or their specific circumstances. These relate to:
- a. The provision of reports on such matters as:
 - the relevance and necessity of registration requirements, the timeliness of registration decisions, and the reasonableness of fees that are charged to applicants; and
 - accountability frameworks that govern the relationships between a regulator and a third party service provider.
 - b. A regulator's annual or periodic reporting obligations to the OFC.
 - c. The obligations that a regulator must fulfill when it undergoes an audit.

In this guide, the OFC will identify, where appropriate, the steps that it believes regulators should take to fulfill these legal obligations. The object is to provide greater clarity to regulators on how to comply with their legislative requirements.

In tandem with these legal obligations, this document also contains a companion list of fair registration best practices. The OFC believes that these approaches, when implemented, can materially improve the quality, timeliness, and fairness of registration decisions, and generally reflect excellent client-service principles.

The distinction between legal obligations and best practices is an important one. Regulators are required to comply with legal obligations as a matter of law. The failure to do so may attract enforcement consequences. The list of legal obligations may be thought of as the core elements of a fair registration compliance framework. Best practices, on the other hand, represent approaches that regulators can choose to adopt to further improve their service offerings and how they interact with applicants.

In that respect, the guide is designed to motivate regulators to continually reflect on how they can incorporate the overarching principles of transparency, objectivity, impartiality, and fairness into their day-to-day registration practices. By adopting best practices, a regulator can demonstrate leadership in its field and more fully embrace modern, forward-looking and empathetic regulatory processes.

It should also be noted that the selection and implementation of best practices will sometimes differ between regulators based on the nature of their mandates and business processes, and the character of the professions are trades for which they are responsible.

There are several further points to be made about these fair registration practices. First, while the OFC may suggest a certain pathway to achieve a desired result, it recognizes that each regulator is subject to unique circumstances and that there may be different ways to achieve a particular goal. The OFC will, therefore, apply an appropriate level of flexibility and discretion when conducting its assessments of registration practices. As a modern regulator, the OFC will tailor its assessment activities in a proportionate manner to focus on potential risks and opportunities to improve practices.

Second, the OFC recognizes that some regulators will be subject to their own enabling legislation which may provide the regulator with the discretion to develop its own measures and procedures to comply with its legal obligations. These obligations may be the same, or different from, those that apply under FARPACTA.

Third, in this guide, the OFC will refer to certain statutory provisions, or use certain terminology to characterize its advice on how a regulator should approach a particular fair registration obligation or practice. When the OFC utilizes the term “shall” or “must”, this will typically be associated with a legal obligation set out in a statute. These terms are associated with mandatory legal obligations.

When the OFC employs the term “should”, this constitutes the OFC’s advice that a particular approach or activity is desirable. However, such an activity would not be mandatory. Finally, the use of terms such as “may” or “can” would signal that regulators have a wider scope of discretion in terms of acting upon a particular piece of information or advice.

It is the OFC's intention to keep the list of these practices evergreen. We plan to review them regularly to ensure that they remain current, alongside the OFC's list of exemplary/best practices. The OFC views this collection as a common resource and invites regulators to assist us to keep these ideas timely, forward-looking and relevant.

On a related issue, on December 2, 2021, the *Working for Workers Act* received Royal Assent. This legislation contains a number of provisions designed to modernize FARPACTA and reduce barriers encountered by internationally trained applicants. These provisions involve establishing maximum time limits for the registration process, reducing the number of language proficiency tests that applicants must take, enabling regulators to maintain the continuity of their registration processes during emergency situations and eliminating the Canadian experience requirement, unless a regulator can make a compelling case for its retention. To view a copy of the legislation, please follow [this link](#).

The government has signaled that it will immediately begin work to develop the accompanying regulatory provisions to operationalize the legislation. This process will be informed by a series of focused stakeholder consultation sessions. Once these regulations are finalized, the OFC will update these guidelines to address the new obligations that are established.

While the OFC has authored this guide for certain defined purposes, stakeholders have indicated to us that it could also be employed to meet other objectives. For example, the document could also serve as a useful tool to orient new board of director or council members on the key responsibilities outlined in the legislation. It could also be employed as a self-assessment tool.

Please note that this resource has been prepared to assist regulators to understand their obligations under FARPACTA. It is not intended to replace FARPACTA and reference should always be made to the official version of the legislation.

It is the responsibility of regulators to ensure that they comply with the legislation. This resource does not constitute legal advice. The OFC will apply and enforce FARPACTA based on the facts that are identified. This resource does not affect the OFC's enforcement discretion in any way.

II. Organization of this Guide:

This guide is organized into three parts. Part I offers an introduction and Part II explains how regulators can apply this document to develop measures and procedures to meet their legislated obligations. The heart of the document, however, is found in Part III, which outlines the OFC's information and advice with respect to legal obligations that apply to regulators.

To make it easier to follow, Part III is organized around the three categories of legal obligations as set out in FARPACTA: the general duty; specific duties; and reporting requirements.

To provide clarity for users of this guide, we have also linked each specific duty with the corresponding provision in the legislation. The guide then refers to the OFC's information and advice for each specific legislative provision. The document also includes information on how the OFC will assess whether, and to what extent, a regulator has demonstrated compliance with the particular legal obligation. In that respect, the OFC will outline the type of actions and/or documentation that it will consider to formulate its compliance determinations.

To provide further clarity, each legal obligation is accompanied by one or more recommended examples of how regulators can achieve the required outcomes. The OFC also identifies a list of best practices to help regulators achieve the general duties of transparency, objectivity, impartiality and fairness prescribed in the legislation.

The fourth sub-section of Part III identifies the reporting requirements for regulators associated with preparing and filing their Fair Registration Practices Reports. The content of this section identifies:

- the nature of the regulator's specific legal obligations, with links to the relevant sections in the legislation; and
- commentary on how the OFC will ascertain whether the regulator has met these obligations.

Sub-section five articulates the legal obligations that a regulator must fulfill should it become subject to an audit.

It is important to note that regulators are subject to legal consequences for failing to meet their legislative obligations. For example, under section 26 (1) of FARPACTA, if the Fairness Commissioner concludes that a regulated profession has contravened Part III or VI of the legislation (which deal with specific duties, the issuance of reports and cooperation on audits), the commissioner may issue a compliance order to the profession requiring that it do, or refrain from doing, the things specified in the commissioner's order.

III. Legal Obligations under Fair Access Legislation:

According to section 1 of FARPACTA, the purpose of the legislation is to:

“help ensure that regulated professions and individuals applying for registration by regulated professions are governed by registration practices that are transparent, objective, impartial and fair”.

1. Fair Registration Practices: General Duty

This articulated purpose is reinforced in section 6 of the Act, which is described as the general duty requirement. It states that *“a regulated profession has a duty to provide registration practices that are transparent, objective, impartial and fair”*. These principles are broad in nature and not defined further in the legislation.

While the general duty constitutes an overarching legal obligation in its own right, the four nested principles also provide a philosophical underpinning and interpretative framework for applying the more specific duties contained in the legislation.

While the courts in Ontario have not had occasion to interpret these provisions in the context of fair access legislation, the OFC has historically defined these terms in a common sense and straightforward fashion. The discussion below is designed to convey the OFC's current working definitions of these principles. These definitions should be considered as plain language interpretative aids.

Transparency:

To be transparent means that a regulator's instructions and guidelines must be clear, accurate and straightforward. This level of clarity is necessary to enable applicants to

easily follow the required steps in the registration process. Transparency also demands information that can be easily understood with clear milestones to allow applicants to monitor their progress in completing the registration process.

Objectivity:

To be objective means that a regulator's tools, assessment criteria, procedures and training processes are designed to enhance the consistency of decision-making across applicants. Such results should be achieved regardless of the individual rendering the decision, the particular context and/or whether the determination is made by the regulator or a third-party service provider. The decision-making systems should also invest in well-trained and qualified adjudicators to promote sound, valid and reliable decisions.

Impartiality:

To be impartial means that a regulator must make its decisions through a process that is free of bias that, if present, could produce subjective or tainted assessments or decisions. Sources of bias could include actual or perceived conflict of interest, preconceived notions, or a lack of cultural competency. Each regulator is responsible for identifying sources of bias and for taking appropriate steps to ensure impartiality, which would normally include enhanced training and procedures to follow where an issue of bias is suspected.

Fairness:

Fairness must sit at the heart of the registration process for applicants who wish to join a profession, college or compulsory trade. Fairness comprises several dimensions. It is often contextual in nature and not always amenable to precise definition. It can also overlap with the first three principles discussed.

At its core, fairness means that a regulator needs to identify the steps necessary, and the documentation required, for a candidate to complete the registration process. The assessment must be rational and above-board, and not place unnecessary and ill-conceived obstacles in the way of success. Everyone should have the same prospects irrespective of their country of training or background. The process needs to be expedient. And there must be a chance for an arms-length review if the individual disagrees with a decision. Those running the processes should embrace their responsibilities with a spirit of purpose, wisdom and empathy.

2. Fair Registration Practices: Specific Duties

Sections 7 through 12 of FARPACTA set out the specific requirements that regulators must meet to comply with their legislative obligations.

Obligation No.1: The Regulated Profession Shall Provide Information to Applicants about its Registration Practices and Requirements

Section 7 of FARPACTA reads as follows:

A regulated profession shall provide information to individuals applying or intending to apply for registration by the regulated profession and, without limiting the generality of the foregoing, it shall provide:

- (a) information about its registration practices;*
- (b) information about the amount of time that the registration process usually takes;*
- (c) objective requirements for registration by the regulated profession together with a statement of which requirements may be satisfied through alternatives that are acceptable to the regulated profession; and*
- (d) a fee scale related to registrations.*

How the OFC Will Ascertain whether the Regulator Has Met Obligation No.1:

This list of statutory requirements is relatively straightforward. The key issue is whether the regulator is providing the prescribed type of information to applicants. To make its assessment, the OFC will obtain the necessary confirmation from a review of public information sources and discussions with the regulator.

Fair Registration Best Practices Related to Obligation No.1:

What follows are examples of how regulators can further advance the spirit and intent of this obligation to provide for a superior client experience and better outcomes for all applicants.

- The information is organized on the regulator's website in a way that it is easy to find, written in plain language, and is complete and accurate.

- The registration information outlined in section 7 is available in the French language (for some regulators, this will be a requirement already set out in their enabling legislation, and not purely a best practice).
- The information is presented in accessible and, when appropriate, multiple formats that are easy for applicants to retrieve and follow.
- The information lets applicants know whom they may contact if they require further guidance.

Obligation No.2: The Regulated Profession Shall Provide Timely Decisions, Responses and Reasons to Applicants

Section 8 of FARPACTA reads as follows:

A regulated profession shall,

- (a) ensure that it makes registration decisions within a reasonable time;*
- (b) provide written responses to applicants within a reasonable time; and*
- (c) provide written reasons to applicants within a reasonable time in respect of all registration decisions and internal review or appeal decisions.*

How the OFC Will Ascertain whether the Regulator Has Met Obligation No.2:

This provision imposes an obligation on a regulator to ensure that its registration decisions, and other procedural steps in the process, are made within a “reasonable time”. The OFC recognizes that the nature of a regulator’s registration process may, to some extent, be unique and, therefore, the steps and timelines required to complete the required processes may vary.

In general terms, the OFC’s inquiries will focus on a determination of the reasonableness of the relevant time frames and on the discrete elements of the decision-making process.

To assess this issue, the OFC would typically review:

- the regulator's website for information about timelines or service standards relating to making decisions, providing responses to applicants, and offering written reasons which accompany its decisions;
- information obtained from the regulator to identify the measures that it employs to monitor, and ensure adherence to, its articulated timelines or service standards;
- how the regulator justifies the need for the time that it requires to issue decisions and whether the explanation is reasonable;
- whether the regulator takes a client-centred approach in calculating timelines by including the time that an applicant spends in obtaining required services from a third-party service provider;
- the extent to which unnecessary conditions or burdens may be imposed on the processing of applications from internationally trained individuals;
- documentation of any improvement in timeliness of decision-making over the last few cycles;
- comparisons to performance standards and results achieved by regulators that are similarly situated;
- whether a sample of decisions that the regulator issues contains sufficient reasons to allow applicants to understand the rationale for the decision rendered; and
- broad trends in applicant complaints.

Fair Registration Best Practices Related to Obligation No.2:

What follows are examples of how regulators can further advance the spirit and intent of this obligation to provide for a superior client experience and better outcomes for all applicants:

- the regulator informs applicants about potential delays, and estimated dates for providing responses, decisions and reasons when delays are unavoidable;

- the regulator puts formal procedures in place to measure its performance against its own timelines or service standards in relation to the three obligations outlined in section 8;
- the regulator periodically reviews its:
 - service standards and timelines to verify that they remain reasonable;
 - service standards, timelines and registration procedures to ensure that they do not disadvantage one group of applicants as compared to others;
 - registration procedures to identify opportunities to enhance efficiency.
- the regulator benchmarks its timelines against those for regulators that are similarly situated.

Obligation No.3: The Regulated Profession Shall Provide Applicants with an Internal Review of or Appeal from its Registration Decisions

Section 9 of FARPACTA reads as follows:

- (1) A regulated profession shall provide an internal review of or appeal from its registration decisions within a reasonable time.*
- (2) A regulated profession shall provide an applicant for registration an opportunity to make submissions with respect to any internal review or appeal.*
- (3) A regulated profession may specify whether submissions in respect of an internal review or appeal are to be submitted orally, in writing or by electronic means.*
- (4) A regulated profession shall inform an applicant of any rights the applicant may have to request a further review of, or appeal from, the decision.*
- (5) No one who acted as a decision-maker in respect of a registration decision shall act as a decision-maker in an internal review or appeal in respect of that registration decision.*

How the OFC Will Ascertain whether the Regulator Has Met Obligation No.3:

The crux of this section is the requirement that a regulator provide an internal review or appeal mechanism from its registration decisions within a reasonable time, and that the process adheres to the steps for procedural fairness outlined in those provisions.

In order to ascertain whether the regulator has met this obligation, the OFC will examine:

- the steps that the regulator has taken to ensure that it operates a credible internal review or appeal mechanism and to monitor its adherence to the timelines and/or service standards that it has set;
- how the regulator's timelines measure up against those of regulators that are similarly situated;
- the regulator's published materials which identify the opportunities that applicants have to make submissions with respect to internal reviews or appeals;
- how the regulator provides information to applicants about the formats in which submissions can be made (i.e., orally, in writing or by electronic means);
- how the regulator informs applicants about their rights to request a further review of, or appeal from, a decision;
- the regulator's published materials or other documentation to confirm that no-one who acted as a decision-maker in respect of a registration decision also served in the same capacity in an internal review or appeal in the same matter;
- whether the timelines are reasonable in the circumstances; and
- whether the regulator's processes may potentially prejudice one category of applicants compared to another.

Fair Registration Best Practices Related to Obligation No.3:

What follows are examples of how regulators can further advance the spirit and intent of this obligation to provide for a better experience and outcomes for all applicants:

- the regulator puts formal procedures in place to measure its performance against its timelines and/or service standards and publishes the results.
- the regulator also provides information regarding:
 - the specific steps that an applicant must follow to complete the review or appeal process, and the sequencing of those steps;
 - the issues that can or cannot be appealed, where applicable;
 - the grounds upon which an internal review committee will agree to reconsider an initial decision; and
 - precedents regarding the content and format of submissions.
- the regulator safeguards impartiality of its internal review and appeal decisions by:
 - following well-documented procedures;
 - basing its decisions only on relevant criteria and evidence;
 - informing decision-makers involved in internal reviews and appeals about potential sources of bias and the steps that they should take if they feel that they cannot review a case impartially;
 - engaging legal counsel to periodically review the regulator's review and appeals processes.
- If a hearing is required, the regulator provides reasonable accommodation to allow applicants to effectively participate in the process;
- If the regulator charges fees for internal reviews or appeals, those fees do not exceed the actual costs associated with those proceedings.

Obligation No.4: The Regulated Profession Shall Provide Information to Applicants on what Documentation of Qualifications Must Accompany an Application

Section 10 (1) of FARPACTA reads as follows:

A regulated profession shall make information publicly available on what documentation of qualifications must accompany an application and what alternatives to the documentation may be acceptable to the regulated profession if an applicant cannot obtain the required documentation for reasons beyond his or her control.

How the OFC Will Ascertain whether the Regulator Has Met Obligation No.4:

This is also a straightforward requirement. The OFC will seek information from the regulator on how it communicates the information identified in this section to individuals applying, or intending to apply, for membership in the profession or compulsory trade. This inquiry would ordinarily include a review of the regulated profession's website to confirm that the required information is available and easily accessible, and to verify that other publicly available communication materials are provided to applicants.

Fair Registration Best Practices Related to Obligation No.4:

What follows are examples of how regulators can further advance the spirit and intent of this obligation to provide for a better experience and outcomes for all applicants:

- The information that the regulator communicates to prospective applicants should identify:
 - the required *content* of the documents organized in an easy to access format;
 - the required *format* of the documents, including the translation format, if applicable;
 - the required *method* for sending the documents to the regulator;
 - how to contact the regulator to explore other alternative documentation that may be acceptable beyond the examples that have been posted publicly. (This information would be particularly important where the applicant cannot obtain the required documentation for reasons beyond their control).
- The identified information is available in the French language (for some regulators, this may already be a requirement in their enabling legislation, and not purely a best practice).
- The regulator allows the applicant to submit the documentation directly as opposed through intermediaries, with appropriate safeguards.
- The information provided allows the applicant to readily discern who the individual may contact if they require further information.

The OFC strongly encourages regulators to take a fair and generous approach to accepting alternative documents in situations where the applicant will experience significant difficulties in obtaining these materials, and the registration of the applicant would not otherwise compromise the public interest. Regulators should, at all times, seek to facilitate the registration of competent applicants and not place unnecessary barriers in their paths.

Obligation No.5: The Regulated Profession Shall Assess Qualifications of Applicants in a Way that is Transparent, Objective, Impartial, and Fair

Section 10 (2) of FARPACTA reads as follows:

If a regulated profession makes its own assessment of qualifications, it shall do so in a way that is transparent, objective, impartial and fair, and if it relies on a third party to assess qualifications, it shall take reasonable measures to ensure that the third party makes the assessment in a way that is transparent, objective, impartial and fair.

How the OFC Will Ascertain whether the Regulator has Met Obligation No.5:

The assessment of applicant qualifications can often form the most critical part of the registration process. Decisions about qualifications determine whether an individual may enter a profession, how quickly that process can occur and what additional steps, if any, the candidate must take to advance their application.

In assessing the qualification of applicants, many regulators delegate components of this process to third party service providers (“third parties”). Whether it is the regulator or third party that conducts the assessment of qualifications, the legislation requires that the process be conducted in a transparent, objective, impartial and fair manner.

In addition, this provision requires that the regulator take “reasonable measures” to ensure that the third party conducts the assessment in a way that is transparent, objective, impartial and fair. Note that the term “reasonable measures” is neither defined in FARPACTA nor its regulations.

Section 13 (3) (d) of FARPACTA is also relevant to this discussion. This provision specifies that it is the function of the Fairness Commissioner to:

“monitor third parties relied upon by regulated professions to assess the qualifications of individuals applying for registration by a regulated profession to help ensure that their assessments are based on the obligations of regulated professions under the Act”.

While the OFC relies on this provision to obtain information from third parties and to broadly review their work, it will typically look to, and rely upon, regulators to fulfill their obligation under section 10 (2) of the Act to “take reasonable measures to ensure that the third party makes the assessment in a way that is transparent, objective, impartial and fair”.

To explore whether the regulator has met this obligation, the OFC will assess the regulator’s processes for the hallmarks of these attributes. The OFC will also seek information from the regulator about the measures it takes to hold its third party service providers accountable for transparent, objective, impartial and fair assessments and to determine if these measures are reasonable and applied consistently.

For assessment methods undertaken by the regulator, the OFC will review relevant information sources to verify:

- the connection or link between the assessment methods and the registration requirements or specific competencies that they are intended to measure;
- the measures that the regulator takes to ensure that its assessment methods and criteria are methodically and psychometrically sound;
- how the regulator ensures that only qualified assessors make the assessment decisions;
- how the regulator informs applicants about the assessment criteria, methods and results of the assessment;

Where the regulator delegates any part of the assessment function to a third party, the OFC will request relevant materials that identify the measures that the regulator takes to hold its third party service providers accountable for assessments that are transparent, objective, impartial and fair, and to consider whether these measures are reasonable in the circumstances. The OFC will also solicit information on whether the regulator has taken reasonable measures to inform itself about the way the third party undertakes its assessment processes.

While the legislation does not define what constitutes a transparent, objective, impartial or fair assessment, the OFC believes that the adoption of assessment practices listed below embody these four principles. Consequently, the OFC will consider these practices, among others, when determining compliance with this legislative obligation:

- the regulator has established clear and objective criteria for making assessment and registration decisions, which are clearly documented and consistently followed;
- the regulator only insists on reviewing hard to obtain documents where there is a strong, bona-fide rationale or justification to review them and where the public interest would not otherwise be compromised;
- the regulator recognizes international educational credentials unless there is evidence of *substantive differences* between those and Canadian credentials;
- the regulator implements measures to help ensure that its assessments are valid, reliable and free from bias;
- the regulator ensures that all individuals who assess qualifications, or make registration decisions, possess the relevant knowledge and skills, and receive adequate training; and
- the regulator clearly documents its expectations to third party service providers.

The OFC will especially wish to review documentation that links the assessment methods employed with the registration requirements or specific competencies necessary for entry-to-practice. This analysis may include a review of competency frameworks, blueprints and/or related documentation. The OFC would also consider any psychometric review that attests to the validity and reliability of the assessment method.

Similarly, the OFC will explore whether the regulator has established any qualifications for its assessors and, if these exist, whether the regulator selects individuals in accordance with the skills necessary to do the required work. The OFC will also review how often and clearly the regulator communicates with applicants to explain the nature of the assessment process to them.

Finally, the OFC will analyze the measures that the regulator has put into place to hold third parties accountable, and whether these measures are reasonable.

The OFC recognizes that the context within which each third party provides assessment and testing services is unique. Consequently, it will take these considerations into account in determining whether the measures that the regulator has taken are reasonable in the circumstances. The office will consider the following factors:

- the nature of the assessment decisions made by the third party and the extent to which they influence the regulator's overall decision-making process;
- whether these decisions are binding on the regulator or whether the regulator retains the discretion to override them where considerations of fairness so dictate;
- whether the regulator has established service standards that stipulate the average and maximum timeframes for the provision of services by third parties to applicants and the associated reporting protocols where these standards have not been met;
- the extent to which the regulator exerts contractual control over material aspects of the third party's assessment methods or procedures;
- whether there is a contract in place between the regulator and the third party that establishes service standards for the processing of applications and, if so, whether the agreement affords the regulator the necessary authority to rectify non-compliance with these standards where the circumstances so dictate;
- whether there is evidence that the third party's procedures have produced unfair or arbitrary assessments;
- whether the regulator has the capacity to verify how well the third party adheres to the agreed upon service standards; and
- whether the third party is subject to a recognized quality assurance framework.

Fair Registration Best Practices Related to Obligation No.5:

What follows are examples of how regulators can further advance the spirit and intent of this obligation to provide for a better experience and outcomes for all applicants:

- To help applicants better understand the regulator's assessment criteria, the regulator's registration materials for applicants should provide:
 - examples of scenarios and/or illustrations to explain the relevant assessment criteria and how an applicant's qualifications will be assessed against those factors;
 - information to help applicants better understand the potential outcomes of the assessment process;
 - information about the accommodation of special needs, which may include examples of situations where accommodations have been provided in the past; and
 - online self-assessment tools.
- To frame objective assessment decisions, the regulator should:
 - express its assessment criteria in measurable units to minimize subjectivity in assessment decisions; and
 - establish specific scores or grading scales used in the assessment methods that measure competencies or performance.
- The regulator should establish a process to periodically evaluate the educational programs it assesses to ensure that its criteria remain relevant and valid.
- The regulator should document any potential sources of bias, and/or the circumstances that may compromise impartial assessment decisions and educate its assessors about these considerations.
- The regulator should similarly ensure that the process through which an applicant can appeal the assessment of their qualifications is straightforward and not cost prohibitive.
- If there a potential for a delay in scheduling assessment appointments or making assessment decisions, the regulator should establish procedures to inform applicants about these delays and provide estimated scheduling/decision dates.
- With respect to third party service providers, the regulator should ensure that:

- the examination protocols employed by its third party service providers are subject to periodic psychometric testing;
- it considers the periodic re-tendering of third party service assignments as a way to ensure that it is receiving the highest quality services in the most cost effective fashion;
- it regularly reviews, and refreshes, its memoranda of understanding or agreements with its third parties to ensure that the necessary accountability provisions are in place and that the fees charged to applicants are reasonable;
- the agreements that it enters into with third parties address such issues as the protection of personal information and appropriate cyber-security measures;
- in conjunction with its third parties, it establishes robust protocols to communicate with applicants in situations where assessment or examination schedules are disrupted;
- where it requires clinical examinations for registration purposes, its third party is taking reasonable steps to develop virtual, in addition to, paper-based testing options.
- there is a mechanism in place to resolve disputes where the contents of an agreement between a regulator and a pan-Canadian assessment or testing agency may be inconsistent with the provisions of FARPACTA.

Obligation No.6: The Regulated Profession Shall Ensure that Training is Provided to the Individuals Assessing Qualifications and Making Registration, or Internal Review or Appeal Decisions

Section 11 of FARPACTA reads as follows:

A regulated profession shall ensure that individuals assessing qualifications and making registration decisions or internal review, or appeal decisions have received training that includes, where appropriate,

- (a) training on how to hold hearings; and*
- (b) training in any special considerations that may apply in the assessment of applications and the process for applying those considerations.*

How the OFC Will Ascertain whether the Regulator has Met Obligation No. 6

The individuals who make assessment, registration, internal review or appeal decisions are exercising important authorities that will often have significant consequences for applicants. It is important, therefore, that they possess the skills and knowledge necessary to correctly analyse individual situations and to exercise their judgment in a fair and consistent manner.

It is also critical that these decision-makers possess an appropriate level of cultural competency since that they will regularly deal with internationally trained applicants from a broad array of countries and with distinct educational backgrounds and work experiences.

In order to ascertain whether a regulator has met this obligation, the OFC will seek information from the regulator on the training that it provides to decision makers and confirm that the required training topics identified in section 11 of FARPACTA have been appropriately addressed. This inquiry would ordinarily include a review of relevant documentation, including an assessment of orientation and initial training materials for new members undertaking this work and the nature of continuing professional development.

In more particular terms, the OFC will seek confirmation that the following topics have been addressed in the relevant training materials:

- how to assess qualifications, and to issue clear, concise, coherent and easy-to-understand decisions;
- the objectives of fair access legislation and the four guiding principles;
- cultural competency; and
- how to issue impartial and objective decisions in the context of assessment, registration and appeal processes.

Fair Registration Best Practices Related to Obligation No. 6:

What follows are examples of how regulators can further advance the spirit and intent of this obligation to provide for a better experience and outcomes for all applicants:

- the regulator should pair experienced decision-makers with individuals who are new to the role;
- the regulator should provide opportunities to discuss difficult cases, while ensuring that the presiding member(s) retains authority to make the final decision;
- the regulator should ensure that individuals who assume this work understand their role and can exercise their functions independently and, in an objective and arms-length fashion; and
- the regulator should retain a trusted expert, with legal and adjudication expertise, to periodically review its training materials and to provide input on how they could be improved substantively and from the perspective of procedural fairness.

The OFC will shortly begin consultations on creating an inclusion and anti-racism lens to help regulators make culturally competent registration decision. Once this work is completed, this section will be updated.

Obligation No.7: The Regulated Profession Shall Provide Applicants with Access to their Records

Section 12 of FARPACTA reads as follows:

- (1) Upon the written request of an applicant for registration by a regulated profession, the regulated profession shall provide the applicant with access to records held by it that are related to the application.*
- (2) Despite subsection (1), a regulated profession may refuse access to a record if,*
 - (a) the record or any information in the record is subject to a legal privilege that restricts disclosure of the record or the information, as the case may be;*
 - (b) another Act, an Act of Canada or a court order prohibits disclosure of the record or any information in the record in the circumstances;*
 - (c) granting the access could reasonably be expected to lead to the identification of a person who provided information in the record to the regulated profession explicitly or implicitly in confidence, and the*

regulated profession considers it appropriate in the circumstances that the identity of the person be kept confidential; or
(d) granting the access could negatively affect public safety or could undermine the integrity of the registration process.

(3) Despite subsection (2), an applicant has a right of access to that part of a record that can reasonably be severed from the part to which the applicant does not have a right of access by reason of that subsection.

(4) A regulated profession shall establish a process under which requests for access to records will be considered.

(5) A regulated profession may charge the applicant a fee for making records available if it first gives the applicant an estimate of the fee.

(6) The amount of the fee shall not exceed the amount prescribed by the regulations or the amount of reasonable cost recovery, if no amount is prescribed.

(7) A regulated profession may waive the payment of all or any part of the fee that an applicant is required to pay under subsection (5) if, in its opinion, it is fair and equitable to do so.

How the OFC Will Ascertain whether the Regulator has Met its Obligation No.7:

Under this provision, upon written request, a regulator is required to provide access to an applicant of the records regarding this individual's application that the regulator has in its possession. This obligation is subject to certain exceptions.

The object of this section is to ensure that an applicant can review materials relating to their application for registration to ascertain whether it has been processed appropriately and whether to request a reconsideration, review or appeal. This provision constitutes an element of procedural fairness in that it allows applicants to know the case that they must meet in order to seek redress from the decision made (or one that has been delayed).

In order to ascertain whether the regulator has met the obligation set out in section 12 of FARPACTA, the OFC will review the processes that the regulator has put into place to

address these disclosure requirements. The OFC will also seek evidence from the regulator that the fees, if any, that the regulator charges to provide access to records do not exceed the amount of reasonable cost recovery.

Fair Registration Best Practices Related to Obligation No.7:

What follows are examples of how regulators can further advance the spirit and intent of this obligation to provide for a better experience and outcomes for all applicants:

- The regulator informs applicants at the beginning of the registration process of their right to access their records and the circumstances under which access to records will be provided.
- Where appropriate, the regulator provides context around any records that are provided to the applicant and offers the individual a contact person should they have any further questions.
- The regulator provides clear direction to staff that:
 - identifies the specific documents that would typically form part of an applicant's records package;
 - outlines the procedures to apply when addressing an applicant's records request;
 - includes guidelines on the situations where certain documents contained in a records package may be withheld from disclosure;
 - establishes timelines or service standards for providing such access; and
 - makes legal counsel available to staff to address any contentious issues.

3. Review and Reporting Obligations

3.1 Other Compliance Obligations Involving the Provision of a Report

Requirement No.1: The Regulated Profession Shall Undertake a Review of its Registration Practices and File a Report

Section 19 of FARPACTA reads as follows:

(1) Every regulated profession shall undertake a review of its registration practices at times specified by the Fairness Commissioner to ensure that the

registration practices are transparent, objective, impartial and fair and shall file a report on the results with the Fairness Commissioner by the date specified by the Fairness Commissioner.

(2) The review shall include an analysis of,

(a) the extent to which the requirements for registration are necessary for or relevant to the practice of the profession;

(b) the efficiency and timeliness of decision-making; and

(c) the reasonableness of the fees charged by the regulated profession in respect of registrations.

How the OFC Will Ascertain whether the Regulator Has Met Reporting Requirement No.1:

As part of his duties, the Fairness Commissioner may require that a regulator undertake a review of its registration practices to ensure that they are transparent, objective, impartial and fair. While the Fairness Commissioner can specify the scope of this review, the commissioner must, at a minimum, include an analysis of (a) the extent to which the requirements for registration are necessary for, or relevant to, the practice of the profession, (b) the efficiency and timeliness of decision-making and (c) the reasonableness of the fees charged by the regulated profession in respect of registrations.

This provision underscores that regulators must adopt registration practices that are transparent, objective, impartial and fair. In general terms, the Fairness Commissioner will require that such a review be undertaken to address registration issues and/or complaints of a systemic nature or where a regulator has failed to take reasonable steps to address a material and/or longstanding registration matter.

Section 23(1) of the Act also requires that the regulated profession make the report that it submits to the Fairness Commissioner, public.

As mentioned previously, section 19 reports must address, at a minimum, three specific issues, which will now be considered individually.

(a) The extent to which the requirements for registration are necessary for, or relevant to, the practice of the profession

The registration requirements to enter a profession will typically identify the qualifications that an applicant must possess, the documentation that the applicant must provide to validate that these qualifications have been met, attributes of a good character or suitability to practice, and the fees that applicants must pay to engage the process. Qualifications, in turn, would most often include:

- academic credentials;
- evidence of language proficiency;
- practical (workplace) or clinical experience;
- successful completion of registration examinations; and
- other forms of competency assessments.

Some of these requirements may be found in a profession's or trade's governing statute or regulations. In other cases, the regulator may set these out in its bylaws and in its policies.

Regulators establish those requirements to ascertain which applicants for registration are qualified to practice in the profession or trade. To this end, it is important that the requirements are, in the words of the statute, "necessary for or relevant to the practice of the profession".

When reviewing the registration requirements for necessity and relevance, the OFC will consider the following factors:

- the rationale that the regulator has put forward to justify these requirements;
- whether the requirements are reasonable proxies for the individual's capacity or competencies to practice the profession;
- whether the requirements produce unintended or differential impacts on internationally trained applicants or other groups of applicants; and
- whether there are practical alternatives to the requirements or the methods of assessment.

Fair Registration Best Practices Related to Relevancy and Necessity of the Requirements for Registration

What follows are examples of how regulators can further advance the spirit and intent of this requirement to provide for a better experience and outcomes for all applicants:

In assessing whether its registration requirements are necessary to, and relevant for, the practice of a profession, a regulator could undertake a self-assessment of its processes by:

- matching its registration requirements to the competencies necessary to practice the profession;
- linking each current assessment method to the corresponding registration requirement or competency required for entry-to-practice;
- analyzing the results to determine whether there exist any overlaps and/or gaps; and
- assessing whether there are alternate modalities through which these competencies could be demonstrated in a way that preserves the public interest.

(b) The efficiency and timelines of decision-making

A critical component of a fair registration process involves the time that it takes a regulator to make its registration decisions. This feature of timeliness depends on how effectively the regulator can control the various elements of its registration process.

While a regulator can most directly control steps within its ambit (such as the efficiency of its registration committee), in other cases, third party service providers may control inputs into the process. In these scenarios, regulators are responsible for ensuring that the third party undertakes its work in a timely fashion.

In still other cases, it is the applicants who will be responsible for ensuring that they take timely steps to initiate and progress through the registration process expeditiously (e.g., provide the necessary documentation).

When reviewing the efficiency and timeliness of a regulator's decision-making process, the OFC will take into account the following considerations:

- whether the regulator has developed both average and maximum time standards to process the great majority of its caseload (e.g., 90 percent of cases completed within six months);
- whether the regulator regularly measures its performance against these time standards and report the results to its board of directors or council and the public;
- whether the regulator periodically reviews its registration processes to identify gaps, bottlenecks and inefficiencies;
- whether the registration procedures and associated resourcing potentially favour one group of applicants over another (e.g. domestically trained versus internationally trained applicants);
- whether staff or members involved in the registration process are properly trained and can devote the time and energy necessary to superintend this work in a professional and empathic fashion;
- whether staffing levels are appropriate to efficiently process case volumes:
- how the regulator's performance compares with similarly situated regulators.

Fair Registration Best Practices Related to the Timeliness of Decision-Making

What follows are examples of how regulators can further advance the spirit and intent of this requirement to provide for a better experience and outcomes for all applicants:

In assessing whether its decision-making is timely and efficient, a regulator could assess its processes in the following manner:

- identify the registration steps over which the regulator and its third-party service providers exercise control and establish time standards for each of these steps;
- ascertain the average time taken for an applicant to move through each of these steps, considering both mean and median time frames and the treatment of outlier cases;
- determine how these measurements may have changed over time;

- consider whether there are any bottlenecks in the system and whether adequate resources have been allocated to discrete aspects of the registration process and the system as a whole;
- identify opportunities for streamlining registration procedures without compromising service quality;
- compare performance with statistics obtained from similarly situated regulators; and
- provide recommendations to senior management and/or to the regulators board of directors/council.

(c) Reasonableness of the fees charged by the regulated profession in respect of registrations.

Both regulators and thirdparty service providers will typically charge fees for the services that form part of the registration process. The total fees that an applicant will be expected to pay will depend on the number of steps required for registration and the fee schedules that service providers apply.

When assessing whether the fees that a regulator charges are reasonable, the OFC will take into account the following considerations:

- the rationale for setting the fee amounts;
- how the fees relate to the cost of providing the services;
- how the fees charged compare with those administered by regulators that are similarly situated;
- whether the regulator has explored opportunities to downwardly adjust fees and acted upon the findings of these reviews; and
- whether the quantum of fees pose a potential hardship for qualified applicants and whether the regulator has adopted a fee waiver policy to reduce or eliminate these fees in appropriate circumstances.

Fair Registration Best Practices Related to the Reasonableness of Fees

What follows are examples of how regulators can further advance the spirit and intent of this obligation to provide for a better experience and outcomes for all applicants:

- The regulator should conduct periodic reviews of its fee schedule to help ensure that costing assumptions remain valid.
- The regulator should consult with organizations representing applicants and other stakeholders when initially setting fees and periodically adjusting them.
- The regulator could similarly apply an inclusion lens in setting fees by conducting an impact analysis that involves ascertaining the effects of fees on various applicant groups (e.g., domestic versus internationally trained applicants). If these effects are found to be substantial, the regulator could introduce different fee scales or, based on evidence of need, decide to reduce, defer or waive fees for applicants in appropriate circumstances.

Requirement No.2: The Regulated Profession Shall Provide a Report or Information on its Compliance with the Legislation

Section 22 of FARPACTA reads as follows:

(1) The Fairness Commissioner may require that a regulated profession provide the Fairness Commissioner with reports or information relating to the regulated profession's compliance with this Act and the regulations and the regulated profession shall prepare and file the reports with, or provide the information to, the Fairness Commissioner.

(2) Reports and information required under subsection (1) are in addition to the reports required under sections 19, 20 and 21.

How the OFC Will Ascertain whether the Regulator has Met Reporting Requirement No.2:

Whereas section 19 of the Act requires that a regulator undertake a review of its registration practices to ensure that they are transparent, objective, impartial and fair, section 22 (1) focuses on compliance with the provisions of the Act and its regulations. In general terms, the OFC would rely on section 22 (1) where it has identified issues

relating to instances of a regulator's non-compliance with its legal obligations that are serious, pervasive or longstanding in nature.

Corollary Provisions Relating to Sections 19 and 22 of FARPACTA

Sections 23 and 24 of FARPACTA impose additional obligations on regulators when they provide reports to the OFC. Section 23 of the specifies that:

- (1) A regulated profession shall file all reports required to be filed by it under this Act or the regulations with the Fairness Commissioner by the dates specified by the Fairness Commissioner.*
- (2) A regulated profession shall make reports filed under subsection (1) available to the public.*

Section 24 of FARPACTA reads as follows:

- (1) Reports and certificates required by this Part and under the regulations shall be in the form and contain the information specified by the Fairness Commissioner or as may be specified in the regulations.*
- (2) Despite subsection (1), no report or other document prepared and submitted by any person for the purposes of this Act or the regulations shall contain personal information.*

Section 23 (1) requires that regulators file all reports by the deadlines that the Fairness Commissioner specifies. Section 24 is an important transparency provision which, among other things, obliges regulators to make their reports available to the public.

3.2 Annual or Period Reporting Obligations

Reporting Requirement No.1: The Regulated Profession Shall Prepare and File a Fair Registration Practices Report

Section 20 of FARPACTA reads as follows:

A regulated profession shall prepare a fair registration practices report annually or at such other times as the Fairness Commissioner may specify or at such times as may be specified in the regulations.

How the OFC Will Ascertain whether the Regulator has Met its Reporting Requirement No.1:

Historically, the OFC has specified the discrete questions to be responded to in its Fair Registration Practices Report (FRP). To ascertain whether a regulator has met this reporting requirement, the OFC will confirm that the regulator has prepared and submitted the required report and will review the completed document to ensure that it has been prepared thoughtfully and responds fully to the questions that have been posed.

The questions that will form part of the FRP will be refreshed periodically to ensure that they remain relevant and aligned with the OFCs new risk-informed compliance framework and broader system-wide objectives.

Pursuant to section 23 (1) of the Act, the OFC will also verify that the regulator has made this report publicly available by the required date.

3.3 Audits

The authority of the Fairness Commissioner to order regulators to undergo audits is set out in section 21 of FARPACTA as follows:

- (1) Every three years or at such other times as the Fairness Commissioner may specify or at such times as may be specified in the regulations, the Fairness Commissioner shall give notice to a regulated profession that an audit must be conducted in respect of its registration practices and of its compliance with this Act and the regulations.*
- (2) The Fairness Commissioner shall give the notice required by subsection (1) at least 90 days before the audit is to begin and the notice shall state,*
 - (a) that the regulated profession must choose and appoint an auditor from the roster established by the Fairness Commissioner by the date specified in the notice;*
 - (b) that if the regulated profession fails to choose and appoint an auditor by the date specified in the notice that the Fairness Commissioner will choose the auditor;*

- (c) the scope of the audit and the audit standards that shall apply;*
 - (d) the date by which the audit must be completed; and*
 - (e) that the regulated profession is responsible for paying the auditor's fees and expenses.*
- (3) The regulated profession shall, by the date specified in the notice, choose and appoint an auditor from the roster established by the Fairness Commissioner and notify the Fairness Commissioner of its choice.*
- (4) If a regulated profession fails to notify the Fairness Commissioner of the name of the auditor it has chosen and appointed by the date specified in the notice, the Fairness Commissioner shall choose the auditor and notify the regulated profession of his or her choice and the auditor shall be deemed to have been appointed by the regulated profession.*
- (5) The auditor chosen and appointed under subsection (3) or (4) shall begin the audit promptly, shall conduct it in accordance with the scope of the audit and the audit standards set out in the notice under subsection (2) and shall complete the audit by the date set out in the notice.*
- (6) An auditor may collect personal information, directly or indirectly, only for the purpose of an audit required under this section, but an auditor shall not retain any personal information after completing the audit and shall not include any personal information in any draft report or final report submitted in accordance with this section.*
- (7) A regulated profession shall co-operate with the auditor and shall,*
 - (a) produce such records for, and provide such other information to, the auditor regarding its registration practices and any other matters related to compliance by the regulated profession with this Act and the regulations as are reasonably necessary for the auditor to perform his or her duties under this Act, including any reports required from the regulated profession under section 19, 20 or 22 or the regulations; and*
 - (b) provide the auditor with any assistance that is reasonably necessary, including assistance in using any data storage, processing or retrieval device or system, to produce a record in readable form.*
- (8) Despite subsection (7), a regulated profession may refuse access to a record if,*
 - (a) the record or any information in the record is subject to a legal privilege that restricts disclosure of the record or the information; or*

- (b) another Act, an Act of Canada or a court order prohibits disclosure of the record or any information in the record in the circumstances*
- (9) The auditor shall prepare a draft report on the audit and provide a copy of it to the regulated profession, together with a notice that the profession may, within 30 days, make written submissions to the auditor on the draft report.*
- (10) The auditor shall consider the submissions, if any, made by the regulated profession and may make any changes the auditor considers appropriate before finalizing the report.*
- (11) The auditor shall make a final report on the audit and shall file it with the Fairness Commissioner and provide a copy to the regulated profession to which the audit relates.*
- (12) The auditor shall file a certificate with the Fairness Commissioner certifying that the auditor conducted the audit in accordance with this Act and the regulations and that he or she has provided a copy of the auditor's report to the regulated profession.*
- (13) An audit is complete when the auditor has provided a copy of the final report to the regulated profession to which the audit relates and has filed with the Fairness Commissioner the final report and the certificate referred to in subsection (12) and, if the regulated profession made submissions to the auditor on the draft report, a copy of the submissions made by the regulated profession.*
- (14) The Fairness Commissioner shall provide the Minister with a copy of all auditors' reports within a reasonable time after receiving them.*
- (15) The regulated profession shall pay the auditor's fees and expenses.*

The OFC equates the audit function to an independent investigation undertaken by a third party whose credentials the OFC approves. The auditor will be required to produce a report with findings and recommendations. Under the legislation, the cost of the audit is borne by the regulator and the final report must be filed with the minister.

Where the OFC determines that an audit is required, it will typically have acquired a firm understanding of the situations where a regulator has not achieved compliance with the legislation. On this basis, the office will most often employ an audit to undertake a

defined and targeted review of material and persistent deficiencies identified in a regulator's registration processes.

Given the significant nature, cost and intrusiveness of the audit authority, the OFC will apply this tool following a review of all other options and only where the circumstances so warrant.



FAIRNESS COMMISSIONER

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