

2022 – 2027 Strategic Plan

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.

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.

THEMES:

Climate Action: *The climate change emergency's far-reaching effects has positioned it as one of the defining challenges facing global society. The construction and operation of the built environment has substantial impact on greenhouse gas emissions, so having an educated, skilled architecture profession able to design the built environment, including dwellings and communities, that is resilient and sustainable is paramount for the public interest. The architecture profession is ideally suited to provide new, thoughtful solutions. As its regulator, the OAA maintains a focus in its programming and framework to ensure members have the education and resources needed to incorporate climate-stable design approaches in both new construction and renovation. It also partners with other industry stakeholders to strengthen code requirements and to raise public awareness about architecture's role in lowering environmental impacts. To see some of the OAA's current resources related to climate stability, [click here](#).*

Diversity, Equity and Inclusion: *As a provincial regulating authority, the OAA exists to protect the public interest; which includes ensuring the architecture profession reflects the diversity of the Ontarians it serves. To that end, it is critical both the path to licensure and the environments in which our members practise are equitable and inclusive, and include a diversity of voices and perspectives to strengthen the capacity for architecture and the allied arts to create spaces for the public. This would include taking steps to ensure historically marginalized voices form part of the conversation. The OAA implements its regulatory framework and general programming in accordance with its obligation to remove barriers on the basis of race, ethnicity, gender identity, sexual orientation, physical abilities, or religious practices. It also commits to ongoing reconciliation and partnering with Indigenous communities to collaborate on meaningful projects. Click on the following links to learn more about some of the Association's initiatives related to [Equity, Diversity, and Inclusion](#) as well as [Indigenous Truth and Reconciliation](#)*

VALUES:

Ethical, Professional, Accountable, Transparent

2022 – 2027 Strategic Plan

Regulatory Leadership	Governance and Operations	Member Competency	Public Education
Goal Statements			
Bring the OAA's regulatory framework into alignment with current legal principles for professional regulators and modernize our legislative and governing documents to ensure the public interest continues to be served and protected.	Enhance our governance and operational practices to ensure an effective, inclusive, resilient, and transparent organization.	Ensure the continued professional competency and currency of OAA licensed members in order that they maintain their leadership role in the built environment accountable to the public interest.	Advance the public's understanding and recognition that architecture is integral to the quality of life and well-being of our society as experienced through a sustainable, resilient, and durable built environment.
Strategic Priorities	Strategic Priorities	Strategic Priorities	Strategic Priorities
<ul style="list-style-type: none"> Actively engage with government, legal counsel, and the Attorney General to advance the modernization of the Architects Act and its Regulation. Increase transparency, fairness, objectivity, and impartiality of OAA registration and regulatory processes. Continue to serve the public interest through ongoing enforcement activities and investigation of breaches of the Architects Act and its Regulations. Continue to invest in programs and activities that contribute to and foster the diversity and perspective of new applicants to the architectural profession. 	<ul style="list-style-type: none"> Implement the operational review recommendations, which include clearly defined roles for Council & staff, additional organizational policies and structures, enhanced IT and data management, enhanced risk management, continued investment in diversity, equity, and inclusion, and ensuring a safe workplace. Review and update Council governance practices to align with best practices of professional regulators. Develop a futureproofing strategy for OAA internal resources to be agile and resilient. 	<ul style="list-style-type: none"> Administer the legislative requirements of mandatory continuing education through the established program framework. Anticipate and respond to current disruptions and trends in the industry (e.g. different project delivery methods, climate stability, accessibility, and technological advancements) as well as legislative changes (e.g. harmonization of building codes and accessibility) through optional continuing education offerings. Provide information in a responsive manner to members that is relevant and timely regarding OAA education resources, as well as programs and services existing elsewhere that fall outside the purview of the OAA. 	<ul style="list-style-type: none"> Develop and implement an outreach strategy to educate the public about the role of architecture in creating the built environment and its impact on society. Continue education initiative to foster a greater understanding of the OAA as a unique professional self-regulator. Leverage and support programs and services offered by other stakeholders in the built environment to further the public appreciation of architecture and the allied arts. Continue education regarding best practices in project delivery that relate to regulatory responsibilities of OAA members and practices, inclusive of procurement, in order that the public interest may continue to be served and protected.

2022 – 2027 Strategic Plan

Metrics	Metrics	Metrics	Metrics
<ul style="list-style-type: none"> • A strategy for modernizing the Act and Regulations has been created and implemented. • The OAA's regulatory standards, policies, and procedures are current and consistent with the right-touch regulatory approach. • Regulatory misalignments have been identified and corrected. • The OAA continues to be in compliance with the Office of the Fairness Commissioner and other government oversight bodies. • There is a clearer understanding of the path to licensure and a greater connection with those on the path to licensure. • The OAA's annual Demographics Survey demonstrates a shift towards increased diversity, equity, and inclusion. 	<ul style="list-style-type: none"> • The 39 Operational Review recommendations are implemented. • Roles and responsibilities of OAA staff, committees, and Council are defined and documented. • The OAA's risk assessment metrics are implemented. • Staff retention remains high. • Participation and representation in Council elections is improved. • Best-practice gaps in governance relative to professional regulatory organization benchmarks have been identified, prioritized, implemented and measured 	<ul style="list-style-type: none"> • Member competency and ethical practice continues to develop and is responsive relative to the industry and profession. • The content of the OAA's educational offerings is focused on technical and legislative content that is current and relevant. • Access to competency development-based education is diversified and equitable. • Increased member use of the OAA webpages on learning opportunities outside of the OAA. • Increased member use of the OAA webpages with the existing OAA Documents and Resources as well as Practice Advisory Knowledge Base area. 	<ul style="list-style-type: none"> • Members demonstrate a clear understanding of the role of the OAA as a regulator and of the extent to which it can promote the public appreciation of architecture. • The OAA has developed and implemented a defined program of public education that responds to our mandate and that is sustainable over time. • The number of times government and other partners/stakeholder have invited OAA to engage/inform on built environment issues in the public interest has increased.

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.



ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of May 10, 2022 at approx. 11:00 a.m.

Meeting # 281

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 March 3, 2022 Open Council Meeting (*see attached*)

4 mins 2.2 Draft minutes of the April 11, 2022 Special Meeting of Council (*see attached*)

2 mins 3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

3 mins 4.1 Appointments to the OAA Technology Program Integration Committee (*oral*) President &
Vice President King

2 mins 4.2 Appointment to Ontario's Design of Public Spaces (DOPS) Standards Development Committee (*oral*) Vice President
Karney

5 mins 4.3 OAA Submission to National Validation Conference Steering Committee (*see attached*) Vice President
Krickhan

7 mins 4.4 Results of OAA's second annual demographic survey (*see attached*) Executive Director

15 mins 4.5 Draft RFP for Consultant to consider Licensed Technologist OAA Scope of Practice Proposal (*see attached*) Executive Director

7 mins 4.6 OAA Technology Program Status Holders (*see attached*) Registrar

7 mins 4.7 Amended Policies for Continuing Education Non-compliance Fines and Procedures (*see attached*) Vice President
Hastings

7 mins 4.8 OAA Conference 2023 Theme (*see attached*) Vice President King

7 mins 4.9 OAA SHIFT 2023 Challenge Theme (*see attached*) Vice President King

5.0 ITEMS FOR DISCUSSION

6.0 EXECUTIVE COMMITTEE REPORTS

6.1 Report from the President

3 mins 6.1.a Activities for the months of March-May (*see attached*) President

3 mins 6.1.b Report from Executive Director (*see attached*) Executive Director

6.2 Report from the Senior Vice President and Treasurer SVP & Treasurer

3 mins 6.2.a Financial Statements for 3 months ended February 28, 2022 (*see attached*)

3 mins 6.2.b Governance Committee Update (*see attached*)

Open Council Agenda

- | | | | |
|--------|-------------|--|---|
| | 6.3 | Report from Vice President Strategic | Vice President
Karney |
| 7 mins | | 6.3.a Report from Vice President Strategic (<i>see attached</i>) | |
| 7 mins | | 6.3.b Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (<i>see attached</i>) | |
| | 6.4 | Report from Vice President Communications | |
| 7 mins | | 6.4.a Report from the Vice President Communications (<i>see attached</i>) | Vice President King |
| | 6.5 | Report from Vice President Regulatory | Vice President
Hastings
Registrar |
| 7 mins | | 6.5.a Activities Report from the Registrar (<i>see attached</i>) | |
| | 6.6 | Report from Vice President Practice | |
| 7 mins | | 6.6.a Report from Vice President Practice (<i>see attached</i>) | Vice President
Paquette |
| 5 mins | | 6.6.b CSA Standards Access Program – Year in Review (<i>see attached</i>) | |
| | 6.7 | Report from Vice President Education | |
| 7 mins | | 6.7.a Report from Vice President Education (<i>see attached</i>) | Vice President
Krickhan |
| | 7.0 | ITEMS FOR INFORMATION | |
| 2 mins | 7.1 | Fair Access to Regulation Professions and Compulsory Trades Act and Bill 27 (<i>see attached</i>) | Registrar |
| 1 min | 7.2 | Regulatory Organizations of Architecture in Canada (ROAC) – April 28, 2022 Meeting Agenda (<i>see attached</i>) | President |
| 1 min | 7.3 | Canadian Architectural Certification Board (CACB) – Semi-annual Report (<i>see attached</i>) | Executive Director |
| 1 min | 7.4 | Design Industry Advisory Committee (DIAC) Update (<i>see attached</i>) | Executive Director |
| | 8.0 | OTHER BUSINESS | |
| | 9.0 | DATE OF NEXT MEETING | |
| | 9.1 | The next regular meeting of Council is Thursday June 23, 2022 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario. | |
| | 10.0 | ADJOURNMENT | |

Ontario Association of Architects

Meeting #280 Open

MINUTES

March 3, 2022

The two hundred and eightieth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday March 3, 2022 via Zoom.

Present:	Susan Spiegel	President
	Settimo Vilardi	Senior Vice President and Treasurer (<i>part attendance</i>)
	Paul Hastings	Vice President Regulatory
	Christina Karney	Vice President Strategic
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education
	Deo Paquette	Vice President Practice
	Farida Abu-Bakare	Councillor
	J. William Birdsell	Councillor
	Yan Ming (Pearl) Chan	Councillor
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Clayton Payer	Councillor
	Greg Redden	Councillor
	Kristiana Schuhmann	Councillor
	Andrew Thomson	Councillor
	William (Ted) Wilson	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services (<i>part attendance</i>)
	Erik Missio	Manager, Communications
Regrets:	Gaganjot Singh	Lieutenant Governor in Council Appointee
Guests:	Mélisa Audet	Manager, Practice Advisory Services
	Kathy McLaughlin	Consultant, McLaughlin & Associates (<i>part attendance</i>)
	Lea Anne Sexton	Consultant, McLaughlin & Associates (<i>part attendance</i>)
	Melanie Walsh	Manager, Finance

The President noted that the OAA Strategic Planning Consultants, Kathy McLaughlin and Lea Anne Sexton will be joining Council at 2:30 p.m. to make a presentation on the five-year Strategic Plan.

The President noted a land acknowledgement video titled *Florent Vollant: I Dream in Innu* <https://www.nfb.ca/film/florent-vollant-i-dream-in-innu/> 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

9378. The President noted that the following item will be added to the agenda:

8.1 Support for Ukraine architects and planners open letter (*oral*)

It was moved by Vilardi and seconded by Mintz that the agenda for the March 3, 2022 open meeting be approved as amended.

-- CARRIED

The President noted that the report from the Audit Committee will be held at 1:00 p.m.

APPROVAL OF MINUTES

9379. *Reference Material Reviewed:* Draft minutes of the January 20, 2022 Open Council meeting.

The draft minutes of the January 20, 2022 Open Council meeting were reviewed.

It was moved by Karney and seconded by Redden that the minutes of the January 20, 2022 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9380. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9381. *Reference Material Reviewed:* Memorandum from the Executive Director, Kristi Doyle dated February 21, 2022 re. Council Appointment to Pro-Demnity Insurance Company (Pro-Demnity) Board of Directors and attached background information. **(APPENDIX 'A')**

Doyle reported, as contained in the report, that there are two vacancies to be filled on the Pro-Demnity Insurance Company (Pro-Demnity) Board of Directors, to be ratified at the Pro-Demnity AGM on March 30.

It was moved by King and seconded by Longlade that that Council approve the appointment of Bill Birdsell and Lara McKendrick to serve on the Pro-Demnity Board of Directors for a two-year term effective immediately, with the intent that they would serve until the 2024 annual meeting of the Shareholder.

-- CARRIED

9382. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 18, 2022 re. Shift of Council Meeting Dates for Fall/Winter 2022. **(APPENDIX 'B')**

Doyle reported that currently there are three Council meetings between September and December which allows little time to share and rollout decisions from the prior meeting. It is recommended that the November and December meetings be amalgamated into a single meeting at the end of November. This also addresses items identified in the Operational Review to look for ways to improve use of resources and gain efficiencies.

It was moved by Schuhmann and seconded by Paquette 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.

-- CARRIED (1 opposed)

9383. Appointments to Discipline Committee (*oral*)

The Vice President Regulatory reported.

It was moved by Hastings and seconded by Birdsell that the following members be appointed effectively immediately for a three-year term ending December 31, 2024:

Jim Anderson	Brad Green
Isabelle Kazanczuk	Laura Rachlin
Adam Thom	Peter Turner

-- CARRIED

9384. Nomination of Honorary Members (*oral*)

Doyle reported that two nominations had been received and that the full nomination packages had been considered earlier in the day in the context of the incamera council meeting.

It was moved by Vilardi and seconded by McKendrick that Council approve the nomination of her Honour Elizabeth Dowdeswell for election to Honorary Membership within the OAA at the Annual General Meeting on May 12, 2022.

-- CARRIED

It was moved by Longlade and seconded by Paquette that Council that Council approve the nomination of Elsa Lam for election to Honorary Membership within the OAA at the Annual General Meeting on May 12, 2022.

-- CARRIED

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

9385. *Reference Material Reviewed:* Memorandum from Vice President Practice, Deo Paquette dated March 1, 2022 re. Sub-committee on Building Codes and Regulations (SCOBAR) – Review of proposed building codes changes by MMAH and attached supporting documentation. **(APPENDIX ‘C’)**

The Vice President Practice reported that the government is in the process discussions and consultations regarding the harmonization of the Ontario Building Code (OBC) with the National Building Code (NBC). The OAA's Sub-Committee on Building Codes and Regulations (SCOBAR) is recommending a two-tiered response given the amount of changes that are involved. The first submission would exclude changes related to energy which is being reviewed in further detail including participation by members of SBEC.

It was noted by the Vice President Practice that the Ministry of Municipal Affairs and Housing (MMAH) has introduced a group G occupancy for farm structures and as result the OAA will be writing to express concerns, suggesting that it should remain in F occupancy to avoid confusion. Also being created is a new undefined building type for sheds.

A Council member noted that a review of the NBC in relation to harmonizations was originally delayed due to the pandemic. The introduction of some sections appears to over complicate the code. Removal of SB 10 and 12 with the replacement of tiered recommendations appears to actually lower the standard around energy requirements and is considered a step backwards.

Vilardi joined the meeting at 1:12 p.m.

A member of Council enquired as to whether there will be a coordinated response to the government with other stakeholders.

The Council member responded that the OAA as a regulator will be making a separate submission. The Council member noted a correction in the draft letter should read "the OAA suggests any of the following in order" i.e. to suggest that there is important to the options suggested.

It was suggested by a Council member that the OAA may wish to submit a broad statement to government which indicates that the OAA does not agree with the recommendations around energy requirements and further request an extension to respond.

A Council member noted that a request for extension has recently been approved by government.

Doyle noted that it has been communicated to government that the number of consultations and content for review is excessive, adding that requests for extension have been repeatedly made. This is not uncommon in an election year, however added that she had never seen it to this extent which has created a considerable workload for staff and the committees involved.

Audet noted that there were a similar number of consultations in fall 2021. A further fall 2022 consultation is expected to take place to deal with administrative aspects of the harmonization.

It was moved by Paquette and seconded by McKendrick that Council approve the first part of a two tier submission to MMAH to address proposed code changes presented in the 2022 Winter Consultation and that staff be directed to finalize the submission and forward on to the Ministry in accordance with the agreed to timelines.

-- CARRIED

9386. *Reference Material Reviewed:* Memorandum from Audit Committee dated February 23, 2022 re. Audited OAA Financial Statements and attached supporting documentation. **(APPENDIX 'D')**

The Senior Vice President and Treasurer reported. It noted that auditor Grant Thornton made a detailed presentation to the Audit Committee. There are no concerns with respect to the audit.

It was moved by Vilardi and seconded by Fawcett-Smith that Council receive and accept the 2021 audited financial statements for the Ontario Association of Architects as circulated.

-- CARRIED

9387. *Reference Material Reviewed:* Report to Council from Ontario Association for Applied Architectural Sciences (OAAAS) Executive Director, Garry Neil dated March 3, 2022. **(APPENDIX 'E')**

The Vice President Communications spoke to the report from the Ontario Association for Applied Architectural Sciences (OAAAS) which included a number of resolutions for Council to consider.

Doyle reported to Council on the work that has been done to date regarding the integration process including the first meetings that occurred between herself and OAAAS Executive Director Garry Neil in December. She added that she also met with the OAAAS Board on February 3. It was noted that there appears to be some concern expressed by the Board in the report and requested some clarification as to what the issues are that are necessitating this concern. Doyle noted as well that she had indicated to the OAAAS Board that she is building the agenda in preparation for the first meeting of the Integration Committee. In addition, there have been ongoing operational meetings between herself, the Registrar and Executive Director and Associate Executive Director of the OAAAS. Doyle suggested that the Vice President Communications who also serves as a member of the OAAAS Board is welcome to attend. We are still on track as well to have the new Integration Committee established following the May meeting of Council.

A Council member requested some clarification with respect to the concerns and issues of the Board, again adding that it is not clear why the Board needs to take on the role of the Committee before it is established.

Mills requested some clarification as to whether the OAAAS Board intends to operate in parallel or will the Committee take over after May.

It was noted by the Vice President Communications that there is a need to confirm that no steps were missed in communication between the OAAAS and OAA during and after the OAA Technology Review Working Group was sunset.

Doyle noted that major policy issues are not being addressed at this point during the integration process, it is operational items.

The Vice President Communications identified the importance of transparency, adding that she would welcome an invite to attend the process meetings.

A member of Council suggested that the Board felt a sense of isolation in not knowing what was decided and there was some concern with a perceived lack of communication. The Board wants to ensure that there are no gaps left open and loss of its valuable functions.

Mills responded that the Integration Committee and its terms of reference were established to ensure that gaps were not missed in the process.

A Council member suggested that there appears to be that there were no gaps identified, adding that the process should continue to move forward without added bureaucracy.

Doyle noted that as the Vice President Communications as eventual Chair of the Integration Committee is welcome to attend all operational meetings.

A Council member noted that a concern of the Board expressed were what appeared to be with respect to staff functions how it fits into the budget.

Doyle responded that there is a meeting scheduled for tomorrow which will include discussion with respect to administration and the future. The Vice President Communications will be able to report back to the Board.

It was moved by Birdsell and seconded by King 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.

-- WITHDRAWN

It was moved by Birdsell and seconded by 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.

-- WITHDRAWN

After the discussion the Mover of the above motions indicated his desire to withdraw the motions as he felt that the concerns of the Board were being adequately addressed.

ITEMS FOR DISCUSSION – this item was dealt with at 2:30 p.m.

9388. Draft Five Year Strategic Plan for OAA (*oral*)

Consultants Kathy McLaughlin and Lea Anne Sexton joined the meeting at 2:35 p.m.

The President welcomed McLaughlin and Sexton to the meeting

McLaughlin presented the five-year strategic plan to Council.

A Council member noted that it appeared that the guiding theme of climate action was not prevalent throughout in the goals and strategic priorities.

McLaughlin responded that climate action may be viewed as not what is done but how it is done and will be interwoven throughout the OAA's goal and priorities.

It was suggested by the Council member that climate action be further highlighted for emphasis.

McLaughlin noted that request will be brought forward to the planning committee for consideration.

Doyle noted that the guiding themes will be woven throughout and brought into the OAA values which in turn govern all that the OAA does.

A Council member suggested that under public education, consideration should be made to include the allied arts aspect of architecture.

It was noted by a member of Council that the OAA is a regulator and it is primarily tasked with protection of the public.

It was suggested by a Council member that under member competency the incorporation of post-secondary may be considered.

McLaughlin responded that it is already captured in the tactical documentation.

A member of Council noted that culture and the elevation of human spirit is expressed in the Vision Mission and Mandate, so that notion of the arts side of architecture is captured here.

An OAA Member-at-large who was in attendance requested some clarification with respect to the guiding themes and whether there is similar weighting with respect to public education on topics such as climate and Equity, Diversity, and Inclusion. The Member also asked if public education included clients group discussions and procurement.

A Council member noted that the committee is committed to working on a climate tool for clients and members and will be reflected in the tactical documents.

Doyle noted under public education and strategic priorities there is a significant amount of work to undertake here. There is a need to define a full public education strategy for the next five years and implement, noting that there can be modifications along the way. She added that education of client groups around specific aspects of procurement as it relates to regulatory matters will be included.

Doyle indicated that in the presentation, there is currently no Council meeting scheduled for April though a call for Council to meet briefly during that time may be arranged in order to approve the final plan, vision and values statements which will then be shared with the membership at the AGM in May.

It was moved by Vilardi and seconded by Mintz that Council approve five-year strategic plan as presented on March 3, 2022; and, direct the Planning Committee to complete the plan for publication, including the Vision Values and Guiding Themes for the AGM on May 12, 2022.

-- CARRIED

McLaughlin noted that there would be a separate incamera discussion with Council on the plan.

All staff and members left the meeting at 3:27 p.m.

McLaughlin and Sexton left the meeting at 4:05 p.m.

Doyle returned to the meeting at 4:10 p.m.

EXECUTIVE COMMITTEE REPORTS

9389. *Reference Material Reviewed:* Activities for the months of January-March. **(APPENDIX 'F')**

The report was noted for information.

9390. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 25, 2022 re. Update on Activities of the Executive Director. **(APPENDIX 'G')**

Doyle noted that her report includes the revised return to office procedures. Staff will be sharing this information with the Committees in the coming week.

The report was noted for information.

9391. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer and Interlocking Director, Pro-Demnity Insurance Company, Settimo Vilardi dated February 22, 2022 re. Pro-Demnity Insurance Company - Annual Appointment of Auditor and Actuary and supporting documentation. **(APPENDIX 'H')**

The Senior Vice President and Treasurer reported.

It was moved by Vilardi and seconded by Paquette 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-Demnity Insurance Company at the March 30, 2022 Annual Meeting of the Shareholder.

-- CARRIED

9392. *Reference Material Reviewed:* Memorandum from the Vice President Strategic, Christina Karney dated February 22, 2022 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'I')**

The Vice President Strategic reported.

The report was noted for information.

9393. *Reference Material Reviewed:* Memorandum from Manager, Policy and Government Relations, Adam Tracey dated February 23, 2022 re. Update on Appeal of Harmonized Zoning By-law and attached background information. **(APPENDIX 'J')**

The report was noted for information.

9394. *Reference Material Reviewed:* Memorandum from the Communications Committee dated February 23, 2022 re. Communications Committee Update and attached background information. **(APPENDIX 'K')**

The Vice President Communications reported.

A member of Council enquired with respect to the process for a society to make a funding application.

Missio responded that the next deadline for submission is July 25. Architectural Graduate, Lindsay Wu is regularly in touch with the Society Chairs to keep them apprised of issues such as funding requests. If there is an enquiry they may contact Wu or himself.

The report was noted for information.

9395. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated February 23, 2022 re. Activities under the Registrar – Jan 1 to Feb 14, 2022 and attached background information. **(APPENDIX 'L')**

The Vice President Regulatory reported.

The report was noted for information.

9396. *Reference Material Reviewed:* Memorandum from Vice President Practice, Deo Paquette dated February 23, 2022 re. Report from Vice President Practice. **(APPENDIX 'M')**

The Vice President Practice reported that the Practice Resource Committee is working on other initiatives including the public consultation on mass timber tall buildings.

It was noted by the Vice President Practice that the orientation for this year's committee was just completed.

The report was noted for information.

9397. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated February 23, 2022 re. Report from Vice President Education. **(APPENDIX 'N')**

The Vice President Education reported.

A Council member suggested that the completion to date for mandatory Continuing Education appeared to be somewhat low.

The Vice President Education responded that she was advised that the rate is typical adding that options for completion will be offered to those who have not fulfilled the EDI requirement at the deadline.

The report was noted for information.

9398. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated February 17, 2022 re. OAA Submission to CACB National Conference 2022 and attached supporting documentation. **(APPENDIX 'O')**

The Vice President Education reported that the Canadian Architectural Certification Board (CACB) administers the student performance criteria for schools of architecture in Canada, which includes specific curriculum regarding the profession of architecture. Comments received in a survey indicated that students and interns felt that they did not receive sufficient exposure to the practice of architecture despite the SPC's. The intent of the OAA issues paper is to bring this forward for consideration at the national validation conference in the fall. The report was noted for information.

ITEMS FOR INFORMATION

9399. *Reference Material Reviewed:* Memorandum from Vice President Communications, Jennifer King dated February 22, 2022 re. OAA Local Society Annual Reports for 2021 and attached supporting documentation. **(APPENDIX 'P')**

The report was noted for information.

9400. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated February 23, 2022 re. Revisions to the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA) and attached background information. **(APPENDIX 'Q')**

The report was noted for information.

OTHER BUSINESS

9401. Support for Ukraine architects and planners open letter (*oral*)

A member of Council reported that 6500 Russian architects and planners have signed an open letter declaring no war. The destruction caused by the war not only has destroyed lives but architecture and historical significant structures.

The Council member noted the Royal Institute of British Architects (RIBA) supports the letter adding that the OAA may wish to support the open letter.

There was a suggestion that as a regulator this form of support may be better suited to the RAIC to convey the position.

Hepburn noted that the law society has a chat site where they share international violations against lawyers, adding that she would share the information with Council.

A Council member suggested that the OAA may be able to make a statement of support for architects around the world as it is relevant.

Council broke at 2:25 p.m. and resumed at 2:30 p.m. to welcome the consultants to the presentation of the five year strategic plan. The presentation is minuted under number 9388 in the minutes. After some discussion it was agreed that the OAA would await the statement made by the RAIC on this matter and then support that statement in order to allow the RAIC to be the national advocacy voice of architecture where a statement such as this is likely better suited.

Staff will respond accordingly and confer with the President on supporting and re-posting the RAIC statement.

DATE OF NEXT MEETING

9402. The next regular meeting of Council is Tuesday May 10, 2022 at 9:00 a.m. at Hotel X, Toronto, Ontario.

ADJOURNMENT

9403. **It was moved by Schuhmann and seconded by McKendrick that the meeting be adjourned at 4:30 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

Ontario Association of Architects

Special Meeting

MINUTES

April 11, 2022

A special meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Monday April 11, 2022 via Zoom.

Present:	Susan Spiegel	President
	Settimo Vilardi	Senior Vice President and Treasurer
	Paul Hastings	Vice President Regulatory
	Christina Karney	Vice President Strategic
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education
	Deo Paquette	Vice President Practice
	Farida Abu-Bakare	Councillor
	Yan Ming (Pearl) Chan	Councillor
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Clayton Payer	Councillor
	Greg Redden	Councillor
	Kristiana Schuhmann	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor
	William (Ted) Wilson	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	J. William Birdsell	Councillor
	Christina Karney	Vice President Strategic

Guests: None

The President noted that the purpose of the special meeting is to approve the OAA's Five-Year Strategic Plan.

The President introduced a land acknowledgement video titled *As I Am* by Nadia Myre https://www.nfb.ca/film/as_i_am/ to 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

9404. The President noted that no further items will be added to the agenda:

It was moved by Schuhmann and seconded by King that the agenda for the April 11, 2022 special meeting of Council be approved as circulated.

-- CARRIED

ITEMS FOR REVIEW AND APPROVAL

9405. *Reference Material Reviewed:* Memorandum from the Governance Committee dated April 6, 2022 re. OAA Five-Year Strategic Plan and attached background information. **(APPENDIX 'A')**

Doyle reported that since the March 3 meeting of Council, minor changes have been incorporated into the plan presented. The Governance Committee met to review and finalize the Strategic Plan and have brought forward their recommendations for consideration.

Doyle indicated that the Governance Committee is recommending that the Value words of the OAA be *Ethical, Professional, Accountable, and Transparent*. The Theme Statements of *Climate Action and Diversity, Equity, and Inclusion* are described in the report now as well and the intent would be to adopt those descriptions going forward. The Mandate of the OAA remains unchanged.

It was noted by Doyle that the Committee is recommending that the Vision be considered further in future as there are changes anticipated over the next year which may have a direct impact on the wording. The Vision will take into account the integration of the Ontario Association for Applied Architectural Sciences (OAAAS), legislation of Interior Design as well as the outcome of a review relating to modernization of the *Architects Act*.

Doyle suggested that the next step in implementing the Plan would be the realignment of committees and a review of their mandates to ensure that the OAA's committees are responding to the plan. A governance review will also be undertaken and more information will be forthcoming on the process.

It was noted by Doyle that the Annual General Meeting on May 12 will include a presentation to the members of the Strategic Plan.

A member of Council noted that there were minor changes and wordsmithing with the assistance of the Communications staff. All changes were redlined for ease of reference. The Strategic Plan is a living document and is flexible to receive and incorporate changes as may be required in future.

A Council member suggested that under the Theme Statement for Climate Action that the wording be amended to include "built environment" as part of what the architectural profession designs as well as buildings and homes.

Some concern was expressed by a member of Council that incorporating "homes" was not suitable given that there are many non-licensed designers designing residential dwellings.

Doyle responded that incorporating the use of the words homes brings awareness to the public that architects and Licensed Technologists OAA do in design homes.

There were suggestions from several members of Council to replace "homes" with "communities" and/or "dwellings".

It was agreed that the wording be amended to read "...The construction and operation of the built environment has substantial impact on greenhouse gas emissions, so having an educated, skilled architecture profession able to design the built environment including communities and dwellings that are resilient and sustainable is paramount for the public interest."

A Council member enquired as to how the metrics are to be measured for each category under the Strategic Plan.

Doyle responded that there is a Strategic Tracker being developed and which will be used to monitor implementation and the metrics of each of the goal statements. Regular reporting on the Strategic

Tracker will be incorporated into each Council meeting hopefully beginning with the June meeting of Council.

It was noted by Doyle that the next step now is to focus on the committees and tools for use in assessing their activities against the plan, as well as work plan templates to assist in determining if the current work and future proposals fit in before a proposal goes to Council. It is expected to be an 6 month transition where the committees would review their projects and mandate to assess where they fit into the Plan along with a budget for each proposal.

It was suggested by a Council member that the use of key performance indicators be incorporated to assist in focusing on certain items.

A Council member suggested that the definition of metrics is an important step with respect to climate, adding that it is recommended that there be a disclosure of benchmarks in the future.

It was moved by Vilardi and seconded by Longlade that Council approve the OAA five-year Strategic Plan as presented to Council on April 11, 2022, including the Theme statements, as amended and Values; and recognizing that the Plan is a living document, a commitment to continue the discussion regarding a refreshed Vision statement for the OAA be made in year two of the plan.

-- CARRIED

DATE OF NEXT MEETING

9406. The next regular meeting of Council is Tuesday May 10, 2022 at 9:00 a.m. at Hotel X, Toronto, Ontario.

ADJOURNMENT

9407. **It was moved by Mintz and seconded by Redden that the meeting be adjourned at 11:45 a.m.**

-- CARRIED UNANIMOUSLY

President

Date

Memorandum

FOR COUNCIL MEETING

May 10, 2022

(open)

ITEM: 4.3

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: Comprehensive Education Committee (CEC)

Natasha Krickhan, Vice President Education

Date: May 4, 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 the September 2021 Council meeting, Council endorsed the proposed topic for the OAA's issue paper submission to the Canadian Architectural Certification Board (CACB) National Conference taking place in October 2022: Assessing Efficacy of Exposure to the Profession During Architecture School in Canada. 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."**

As previously discussed in the September 2021 Council memorandum, the CACB 'develops, implements and maintains programs and standards for certification required for the practice of architecture in Canada.' Every five to seven years, the CACB hosts a national conference aimed to connect the organizations across Canada to discuss topics that pertain to the profession of architecture, and very specifically the education component of licensure. The last conference was held in Saint-Sauveur, QC in 2014, however, due to the ongoing pandemic, CACB has since been postponed numerous times; however,

the next iteration of the conference is slated to take place October 28-29, 2022 in Ottawa, ON.

In advance of each validation conference, the CACB puts out a call to “collateral organizations” across Canada for content ideas and then develops a conference program based upon the responses. The responses ultimately “will feed the dialogue at the CACB Conference in 2022.” In terms of process for conference submission, the CACB provides an issue identification form that must be filled out, which can be used as a standalone document, or used as a cover page for an additional companion paper. The CEC acknowledges that the submission of this form and additional companion paper is, pending Council approval, slated for submission by May 31, 2022.

A reminder that the CACB receives its mandate from the Regulatory Organizations of Architecture in Canada (ROAC) and the Canadian Council of University Schools of Architecture (CCUSA) in order to:

- Certify educational qualifications of individual architectural graduates;
- Accredite professional architecture programs at Canadian universities;
- Certify professional qualifications of broadly experienced foreign architects; and
- Collaborate and conduct research, nationally and internationally, as it relates to architectural accreditation and academic certification.

The CACB has administered the Accreditation Program since 1991 and is the sole organization recognized by the architectural profession in Canada to accredit professional degree programs in architecture offered by Canadian universities. To learn more about the mandate and mission of CACB along with information about accreditation conditions and terms, processes and reporting, and beyond (<https://cacb.ca/>).

The focus of the OAA’s issue identification form and companion paper speaks to this year’s CACB conference theme - ARCHITECTURE CONTINUUM: COLLABORATE, EDUCATE, INTEGRATE wherein “the objective is to bring together the CACB and its collateral organizations to examine ‘how to make the architecture education continuum better integrated for students, educators, interns, and practitioners’ (<https://cacb.ca/cacb-conference-in-may-2022/>).

The issue identification form, and companion paper, relied on anecdotal evidence, but also the data and research found in numerous sources in order to advance this issue, namely: the 2021 OAA Mentorship Survey (and the re-issued survey to Students Associate members in 2022 as a means of increasing survey responses and participation); the 2013 CALA issued Intern and Practice surveys; the white paper by the OAA’s The Interns’ Forum (TIF) “*BEComing an Architect: Sustaining Our Future*,” (2014); as well as analyses around performance criteria

cited in the *CACB Conditions and Terms for Accreditation – 2017 Edition*, and various resources posted for accredited programs and visiting accreditation team members.

The draft companion paper document was shared with members of the Comprehensive Education Committee at the April 13 meeting, and in general, it seemed the Committee is content with the proposed submission. It should be noted that the Committee also provided important notes on the draft at the meeting, and this feedback has since been incorporated into this final draft document.

As a reminder, this issue identification form, and its companion paper, seeks 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. The intention is not to provide an answer or solution to this issue, but rather, by means of identifying this issue, the OAA is requesting a national discussion at the conference with CACB and its collateral organizations on how this issue might be further examined and addressed moving forward.

The CEC is submitting the issue identification form, and companion paper, to the OAA Council for its approval to submit these documents to the CACB for consideration to be included at the CACB National 2022 Conference held in October.

Action: Council is asked to consider the following motions:

It was moved ... and seconded... that the OAA Council approves both the issue identification form and companion paper to be submitted to the CACB's 2022 National Conference open call for Issue Papers.

Attachments: OAA Issue Identification form – CACB 2022 Conference

OAA Issue Paper (companion paper) - CACB 2022 Conference



CANADIAN ARCHITECTURAL
CERTIFICATION BOARD
CONSEIL CANADIEN DE
CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
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>	

Assessing Efficacy of Exposure to the Profession During Architecture School in Canada

CACB Conference 2022:

Ontario Association of Architects - issue companion paper

Issue:

Are Canadian architecture students currently offered adequate exposure to the practice of architecture during architecture school ensuring a reasonable transition from school to internship and/or licensure?

Introduction:

The Ontario Association Architects' (OAA) Comprehensive Education Committee (CEC) has prepared this brief issue paper in response to the call for submissions issued by the National Validation Conference Committee. Consideration of this issue in the context of a more fulsome discussion at the national level is consistent with the OAA's roles and responsibilities to protect the public interest. And in doing so, the expectation is that the profession can confirm that the education received by the future licensed practitioners of the profession of architecture is of the highest quality.

As a member of the architectural regulators in Canada, and with responsibilities for setting the education and competency standards for the profession in Canada, the OAA has a responsibility to respond to these opportunities to provide input into these issues currently being faced by the profession.

Background:

The pathway to becoming an architect in Canada includes three distinct elements – Education, Experience and Examination. *The Canadian Standard of Competency for Architects* identifies which competencies should be gained through that process and generally at what stage of the pathway continuum. Throughout the continuum there are varying degrees of theoretical versus practice learning. It is suggested that both students and the profession would welcome additional hands-on practical experience in regards to the aspects of architecture, particularly beyond concept and schematic design.

The issue for further discussion and study is whether the efficacy of the exposure to the profession and the practice of architecture during architecture school could be enhanced, and thus the students, the profession and the public be better served.

This issue was arguably the focal point of the 2013 CALA Survey of practicing professionals wherein the first question asked *"please indicate how well or poorly the recent graduates (in the last 2-3 years) or interns your firm has hired are prepared for internship in general"* whereby 26% of survey respondents answered "well prepared". The significance of the response to this question is that it sets a benchmark, and nearly a decade later, it would be helpful to re-issue this survey, asking these questions again, to assess and compare the results from 2013.

In addition, the OAA continues to hear anecdotally, from both students and practitioners that interns could be better prepared for the transition from architecture school into the Internship in Architecture Program (IAP) with additional exposure to the profession during architecture school.

In an effort to further substantiate this feedback, the OAA worked with a third-party research firm to issue a voluntary survey to the OAA membership in fall 2021 on the mentorship experience, as well as their exposure to the profession and the practice of architecture during school. Survey results 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.ⁱ While it is appreciated that this may be a probable response, the OAA feels that further exploration and discussion on this topic is warranted.

In the OAA's survey of members, including students, participants were asked to identify how they were exposed to the profession in school. Intern Architect and Student Associate members who participated in the survey answered the question 'what resources do you feel might contribute to educational experiences and exposures?' with responses including - Access to Professional Development Opportunities (31%) and Active Mentorship by a Professional while in school (30%). In addition to the third-party research firm issued survey, as a means of further engaging students' participation, and to further this research on understanding exposure to the profession, the OAA issued a voluntary internal survey to OAA Student Associates in early 2022.ⁱⁱ

Moreover, though this question of exposure to the practice during architecture school is longstanding, the OAA believes it to be both topical and prudent to consider this question in light of the current climate – both literally and figuratively. The world has experienced such significant changes over the past two years; nearly every facet of life, the

environment, education and the practice of architecture has been effected, or will be effected. It would be an appropriate time to discuss and debate this important issue of the efficacy of exposure to practice that students receive while in architecture school, as well as it providing a follow-up to the data and research identified in the 2013 CALA surveys.

Analysis:

As a means of investigating and framing this issue of whether Canadian architecture students are exposed adequately to the profession whilst in architecture school, the OAA considered it prudent to review and identify the ways in which the *CACB Conditions and Terms for Accreditation (2017)*, as well as supporting accreditation resources, articulate exposure to the profession as accreditation criteria.

For example, Section 3.11 - Program Performance Criteria (PPC), PPC 1 Professional Development 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 internship and licensure*” (18).ⁱⁱⁱ Correspondingly, the Student Performance Criteria (SPC) includes *SPC E – Professional Practice, which outlines various ways in which students may have exposure to the practice of architecture whilst in the Program* (22).^{iv} The Five SPCs outlined include: E1. The Architectural Profession; E2. Ethical and Legal Responsibilities; E3. Modes of Practice; E4. Professional Contracts; and E5. Project Management.

In addition to the *CACB Conditions and Terms for Accreditation (2017)*, a “Visiting Team Member Duties and Responsibilities” (2019) resource document shared on the CACB website further demonstrates the ways in which exposure to the practice is assessed by the visiting accreditation team. The document includes some of the following items that the team members are expected to observe during an accreditation visit to a program (abridged list):

- Engages in review of general studies, electives, and related programs;
- Engages in observation of studios, lectures, and seminars;
- Meets with student representatives;
- Meets with alumni and local practitioners;^v

The impetus for citing these primary sources is to illustrate that while students’ exposure to the profession is no doubt a requirement for an architecture school’s accreditation, how might the *efficacy* of this exposure to the profession be measured and/or enhanced?

While programs provide examples of exposures to the profession in architecture school to fulfil CACB accreditation criteria requirements, the question remains, is the efficacy of these exposures measured in order to help ensure a reasonable transition between architecture school and internship and/or licensure? Is it possible that the current method of measuring the exposure to the profession criteria may check a proverbial box and not necessarily assess effectiveness of the exposure itself?

One of the challenges, as was also identified in the OAA's issue paper *"BEComing an Architect: Sustaining Our Future"* (2014 CACB Conference) is around *"striking a balance between fostering creativity and exploration while training for professional competency"* (19).^{vi} This balance between theory and practice is one that is also important to consider in light of our current climate.

It should also be noted, that since the last CACB National Conference in 2014, and the publication of the *CACB Conditions and Terms for Accreditation – 2017 Edition*, the Canadian architectural regulators have allowed for Student Associates to log up to 760 hours of architectural experience toward the Internship in Architecture Program (IAP). While this incentivizes Student Associates to gain augmented practical exposure outside of their Program's PPCs or SPCs, the OAA has heard anecdotally that students may find it easier to locate or access these placements if the initial exposure to practices and practitioners was facilitated by their Program, perhaps through the form of a co-operative education program.

Anecdotally, students have said that a professional practice course or seminar that has been dry or uninspiring, arguably results in students not retaining much of the information. The OAA suggests that exploration of the means in which the SPC are included in the curriculum is worth further consideration.

Again, anecdotally, those that had more practical opportunities to learn about the profession in school felt that they were better prepared for the transition from architecture school to internship and/or licensure and we would welcome further discussion on this. Some examples of more hands-on practical experience might include: a co-operative (co-op) education program; a study abroad; a placement in a professional practice; working on competitions; building a project; and being given an opportunity to tour the OAA headquarters, with a lecture by the Registrar, as a means of exposure to the regulatory and licensing body of the profession.

Summary:

The OAA's preliminary exploration on this topic of the efficacy of students' exposures and experiences with the practice in architecture school in

Canada -- through anecdotal evidence, surveys, and past research such as the 2013 CALA Practice Survey, and revisiting the OAA's 2014 CACB conference issue paper "BEComing an Architect" – revealed that the OAA feels further discussion on this topic is warranted.

While we understand that "the CACB does not specify the structure and content of education programs, nor the forms of evidence used to satisfy the criteria"^{vii} it is our suggestion that the following three elements should be considered in the context of this CACB National Validation Conference:

1. More practical methods and processes of imparting the curriculum related to the practice of architecture should be explored with a view to increasing the students practical exposure to the profession; and,
2. How the effectiveness of students' exposure to the profession and practice of architecture is measured; and
3. If evidence supports that students who have more effective exposure to the practice throughout architecture school (by way of co-ops, for example) are better prepared upon graduation to begin practical training and internship (IAP), should a mandatory co-op term be considered for inclusion as an additional performance criterion?

ⁱ Ontario Association of Architects, OAA Mentorship Member Survey, 2021 (Stratcom issued).

ⁱⁱ Ontario Association of Architects (OAA) Student Associates Survey, 2022 (Internal survey).

ⁱⁱⁱ Canadian Architectural Certification Board (CACB) 2017 – Conditions and Terms for Accreditation. Accessed <https://cacb.ca/conditions-and-terms-for-accreditation/>

^{iv} *Ibid.*

^v Canadian Architectural Certification Board (CACB) 2019. Visiting Team Members Duties and Responsibilities. Accessed <https://cacb.ca/wp-content/uploads/2021/07/Visiting-Team-Members-Duties-and-Responsibilities-2019.pdf>

^{vi} Ontario Association of Architects (2014). "BEComing an Architect: Sustaining Our Future" as presented by The Interns' Forum of the Ontario Association of Architects. CACB Conference, April 7, 2014.

^{vii} Canadian Architectural Certification Board (CACB) 2017 – Conditions and Terms for Accreditation, page 11. Accessed <https://cacb.ca/conditions-and-terms-for-accreditation/>

Memorandum

FOR COUNCIL MEETING

May 10, 2022

(open)

ITEM: 4.4

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: April 27, 2022

Subject: Results of the OAA's Second Annual Demographics Survey

Objective: To update Council on the process and results of the OAA's second annual demographics survey.

As a reminder, at the September 24, 2020 meeting, the OAA Council agreed to implement a long-term data collection strategy through an annual demographics survey of its members that collects race-based and other equity-relevant data to provide a baseline for measuring progress as the Association works to better ensure equity, diversity, and inclusion in the architecture profession, as well as to develop relevant programs and initiatives.

To that end, in creating a long-term data-collection strategy, the OAA worked with human rights and equity specialist Nicole Bernhardt to develop the survey, ensuring it protects the confidentiality of personal information and respects the dignity of those participating and the survey questions based on guidance set out in the Ontario Anti-Racism Data Standards, the Ontario Human Rights Code, and the federal *Employment Equity Act*.

In 2021, research firm Stratcom administered the first demographics survey and the survey was open from March 1 through to March 15, and participation was voluntary and confidential.

The OAA Council received the results of the survey at its June 24, 2021 meeting, and this summary report was subsequently published on the OAA website,

upholding the recommendation that the demographics survey data be made accessible and transparent to the public and to members of the profession.

Whilst the inaugural demographics survey was issued in March 2021, based upon the recommendations of the human rights and equity consultant, the issuance of the demographics survey would be, moving forward, associated with the annual individual fees renewal timeline and process. Like the inaugural demographics survey, the 2nd survey was administered by the research firm Stratcom, and participation remained voluntary and confidential. To note, the 2nd annual demographics survey was open for participation beginning from December 2, 2021 until March 23, 2022, again as part of the fee renewal process. For clarity on the process, the individual renewal notices included a link to participate in the OAA's second annual demographics survey.

The data indicates that the first demographics survey (March 2021) resulted in 1323 "completes" and the second demographics survey (December 2021 – March 2022) in 1004 completes. Stratcom assures us that the margins of error are very good, with low margins of error, and feel they strongly that this is very reliable data. While there were 300+ fewer 'completes' in the second iteration of this demographics survey, Stratcom indicated that the response rate is pretty good and that the margins of error did not change a lot between the two studies (half a percent) and therefore this does not affect comparability. To note, this data can be found within the summary reports themselves.

Given that the second demographics survey was administered less than a year from the first survey, perhaps it is not surprising there is very little difference in the data between the two surveys. One item to note is the survey question "At my current or most recent workplace, I feel included" – about three-quarters (74%) agree they feel included at their current or more recent workplace. This is an increase from the 67% reported in 2021. In 2021, 7 percent disagree, while in the second demographics survey, five percent disagree. As measure of our efforts regarding our EDI initiatives, including mandatory training, this could be seen as a very important measure of success.

I invite all of Council to review this second demographics survey summary report. As we move forward with our continued focus on equity, inclusion, and diversity under our 5 year strategic plan, this data will be an important piece of information in the further development of programs and policies. We are anticipating the issuance of the third annual demographics survey to coincide with the next individual fee renewal cycle (slated for late 2022). Again, the OAA will continue to review and utilize this data as a baseline for measuring progress as the Association works to better ensure equity, diversity, and inclusion in the profession.

As with the first set of survey results, this summary report will be made available to the membership via the Website and OAA news.

Action: **For information. No action required.**

Attachments: Results of the second annual Demographics Survey 2022 –
Summary Report

Results of the first annual Demographics Survey 2021 –
Summary Report

A background image showing several people with their hands raised in the air, suggesting a celebratory or participatory event. The image is slightly blurred and has a warm, golden-hour lighting. The text is overlaid on this image.

STRATCOM

Demographics Survey 2022

Ontario Association of Architects

April 27, 2022

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 December 2nd to March 23rd, 2022 resulting in 1,004 completes.
- The survey had a response rate of approximately 15.5% and the margin of error for a sample of this size is +/- 2.6%, 19 times out of 20.
- Some charts and tables might not total 100 due to rounding.
- All figures are percent (%) unless indicated otherwise.
- All research conducted by Stratcom.



SUMMARY

- A plurality of members (23%) have been a part of the Ontario Association of Architects for at least 26 years. Just under half (46%) have been members for ten years or less.
- Almost half (47%) of the membership are between 31 to 50 years of age.
- The majority (60%) do not have daily care-giving responsibilities. Just less than one-third (32%) have child care responsibilities, 6% elder care responsibilities and 3% are caring for a person with a disability.
- Four percent self-identify as a person with a disability.
- Just over half of the membership is male (56%) and 41% identify as female.
- 83% identify as straight/heterosexual.
- The majority (69%) identify as White/Caucasian. The next most common racial identity is East or Southeast Asian (12%), followed by Middle Eastern (8%), South Asian (5%), Latino/Latina/Latinx (3%) and Black (2%).
 - Of those who identify as Indigenous (1%), 40% identify as First Nations, 20% Métis, and 10% Inuit.
- The most common mother tongue among OAA members is English (63%) followed by European languages/dialects (9%) and Chinese languages/dialects (6%).

SUMMARY

- 5% of members identify as French-Canadian.
- The plurality of members identify as Canadian (27%). Other top mentions for ethnic or cultural identity are English (13%), Irish (9%), Scottish (8%), Italian (7%), Chinese (7%) and German (6%).
- Over one-quarter (28%) of members do not identify with any religious or spiritual affiliation and a further 14% identify as Atheist. The most common religious affiliations are Christian (37%), Muslim (5%) and Jewish (3%).
- The majority of members (68%) describe their workplace as an architectural practice. Sole practitioners comprise 10% of the survey sample, follow government workplaces (6%) and institutional or corporate (5%). Four percent are not currently working.
- About three-quarters (74%) agree they feel included at their current or more recent workplace. This is an increase from the 67% reported in 2021. Five percent disagree.
 - Members with English mother tongue are more likely to agree they feel included (78%) than those with mother tongues other than English (69%).
 - Members of the LGBTQ2+ community are over twice as likely to disagree with this statement (12%).

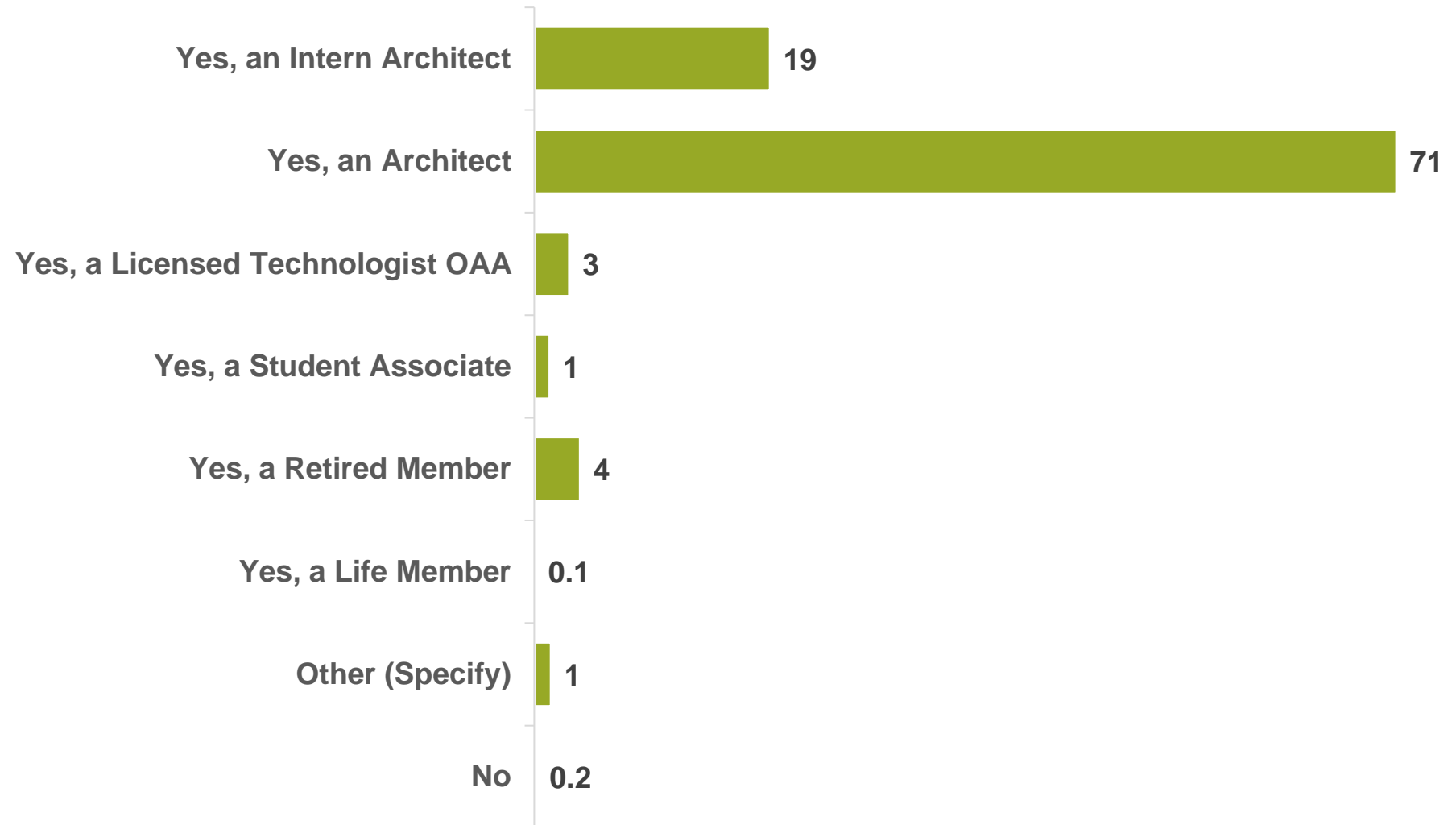
SUMMARY

- Over 7-in-10 (71%) agree they feel supported at their current or most recent workplace (6% disagree).
 - Members of the LGBTQ2+ community are twice as likely to disagree with this statement (12%).
- Fifteen percent (15%) agree they experience barriers to advancement in their current or most recent workplace (53% disagree).
 - Women are twice as likely to agree experience barriers to advancement (20%) than men (10%).
 - Intern architects are more likely to experience barriers (21%) than architects (13%).
 - Members of the LGBTQ2+ community are more likely to experience barriers to advancement (27%).
- About one-in-ten (7%) agree that they experience discrimination in their current or most recent workplace (68% disagree).

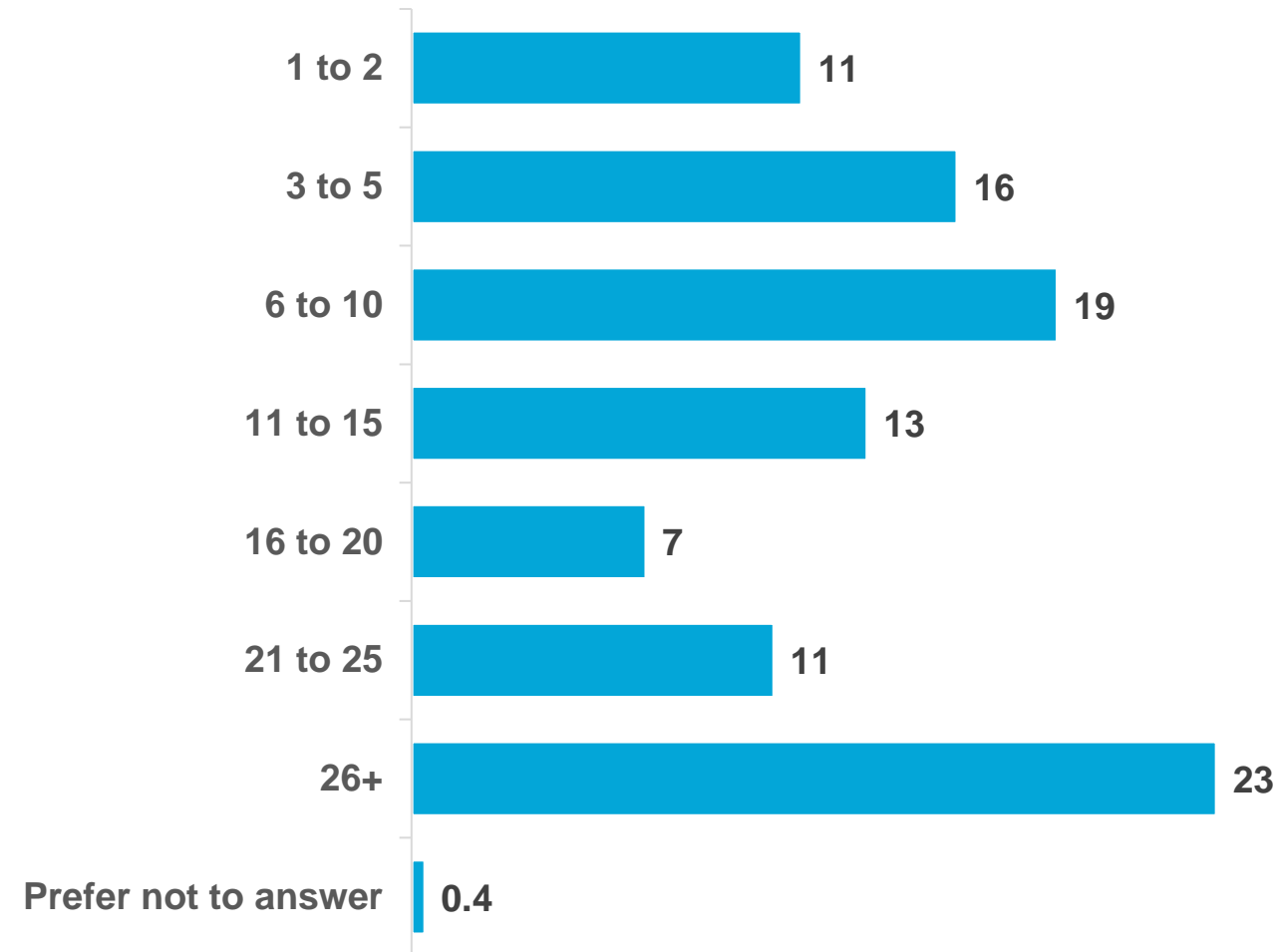
SUMMARY

- Three-quarters (76%) agree they are supportive of the collection of demographic data (6% disagree).
- A strong majority (73%) also agree the questions asked in the survey used appropriate terminology (5% disagree).
- A majority (59%) agree the questions in the survey are relevant to the OAA's mission of serving the public interest through the regulation, support, promotion and appreciation of architecture.
- A final open ended question in the survey asked for input on additional information the OAA should consider as part of the long-term data collection strategy. The plurality did not have any comments. The most common responses were related to 'financial information / salary information' (9%), 'explain more clearly why OAA needs this data/How OAA plans to use this data' (7%), 'education levels/experience' (5%), and 'discrimination or harassment' (5%).

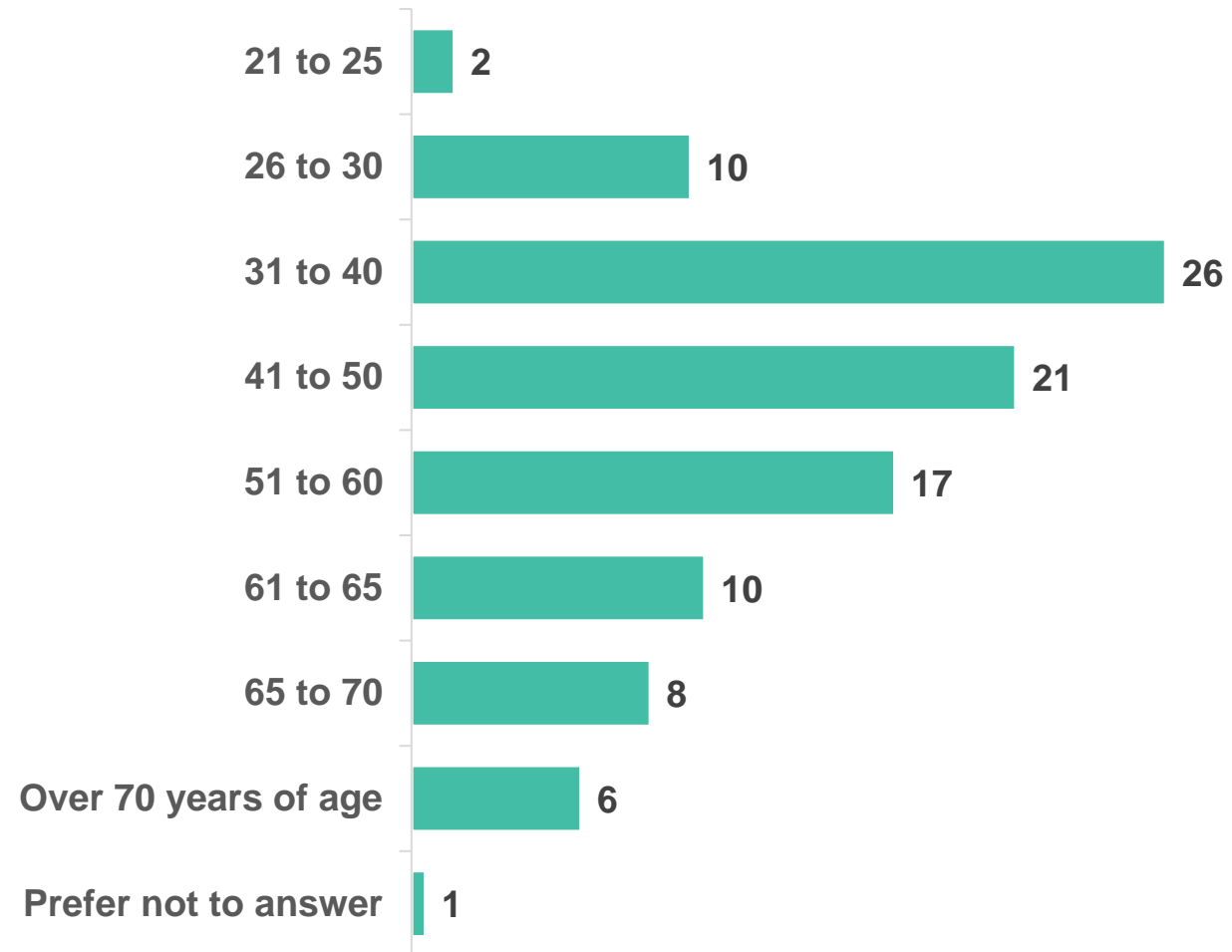
Membership details



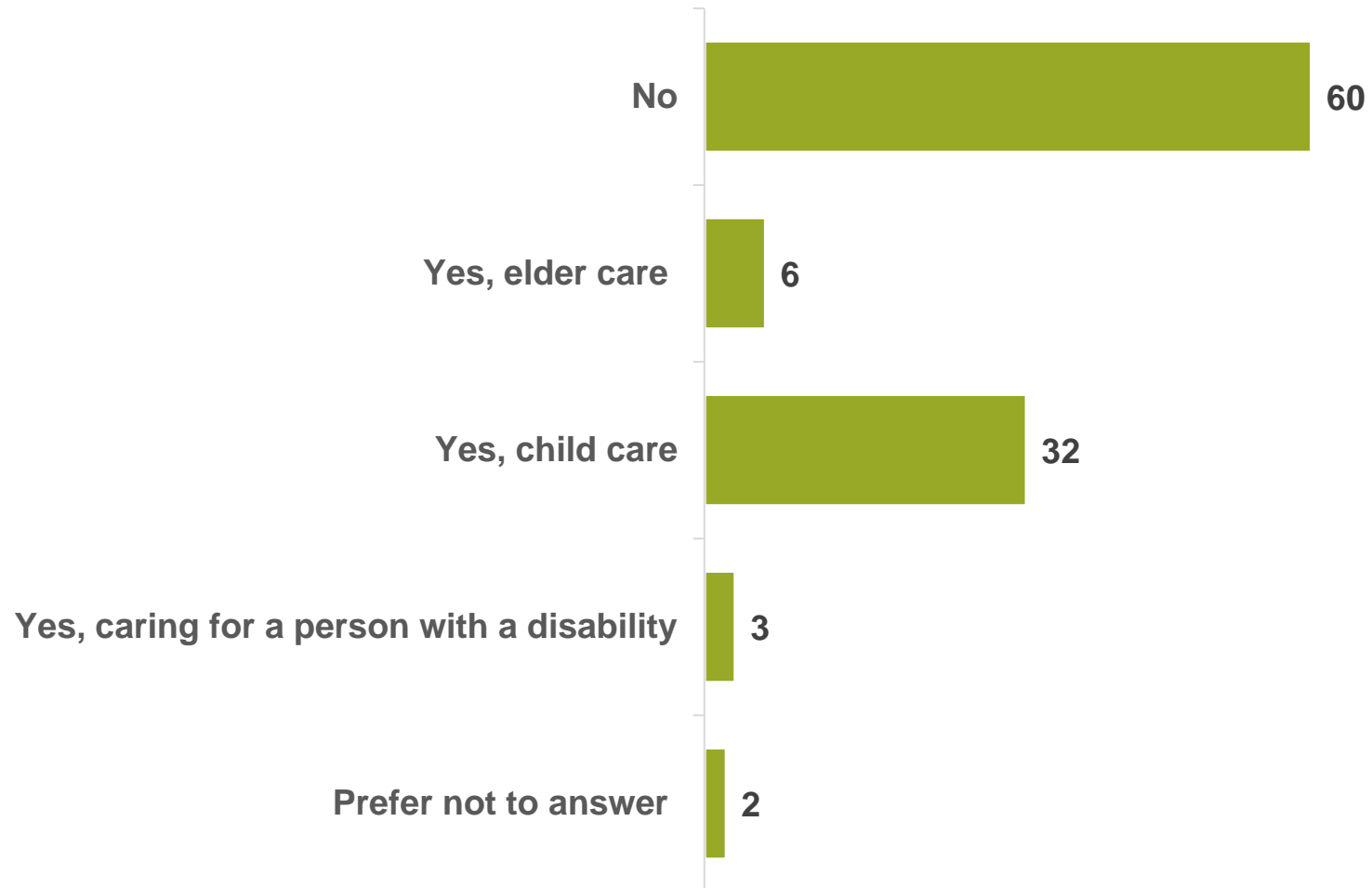
Years as member of OAA



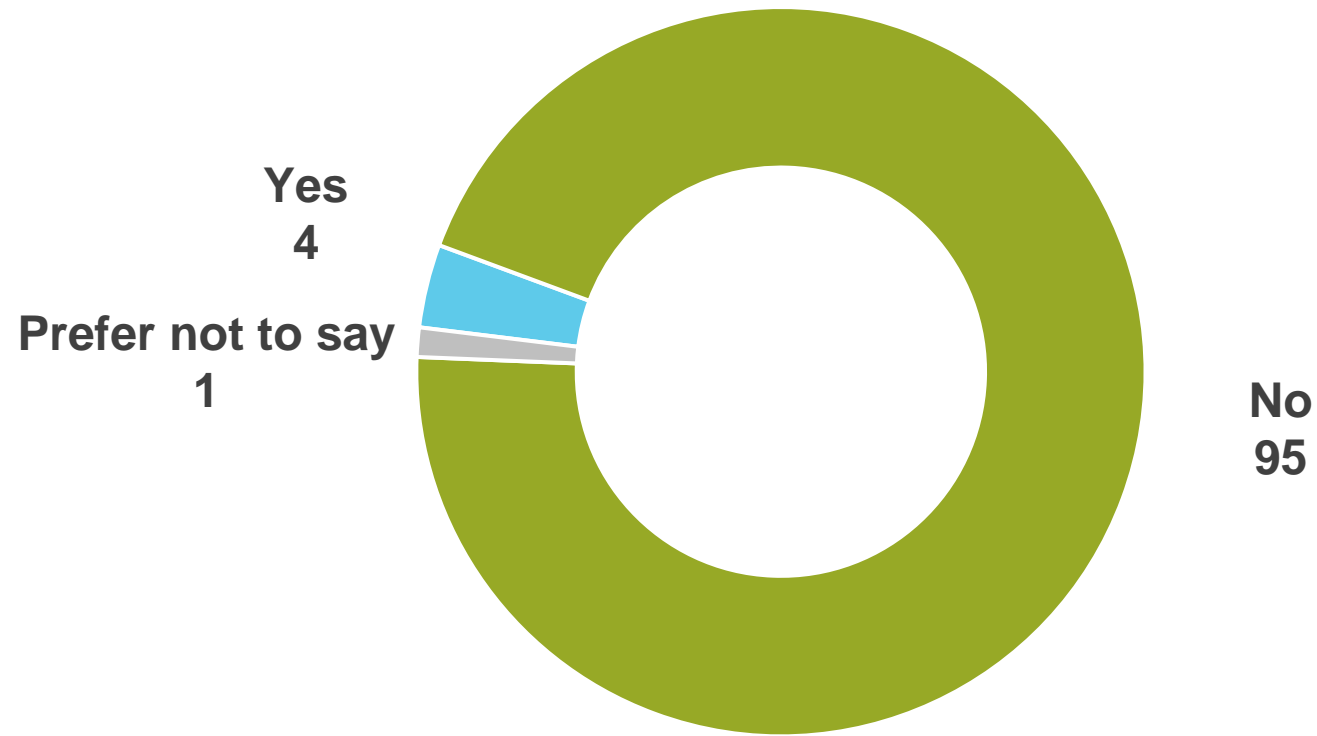
Age of members



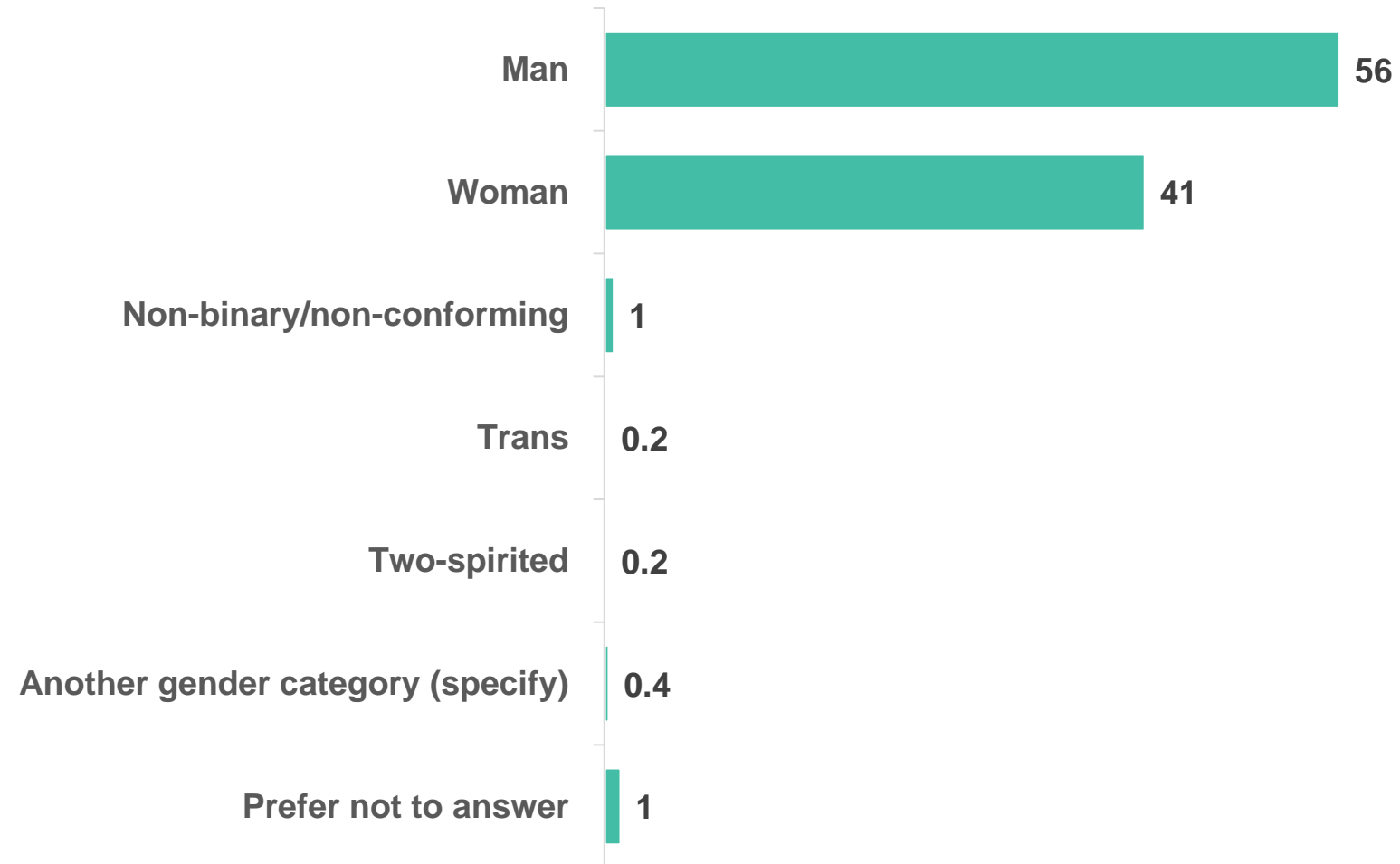
Daily care-giving responsibilities



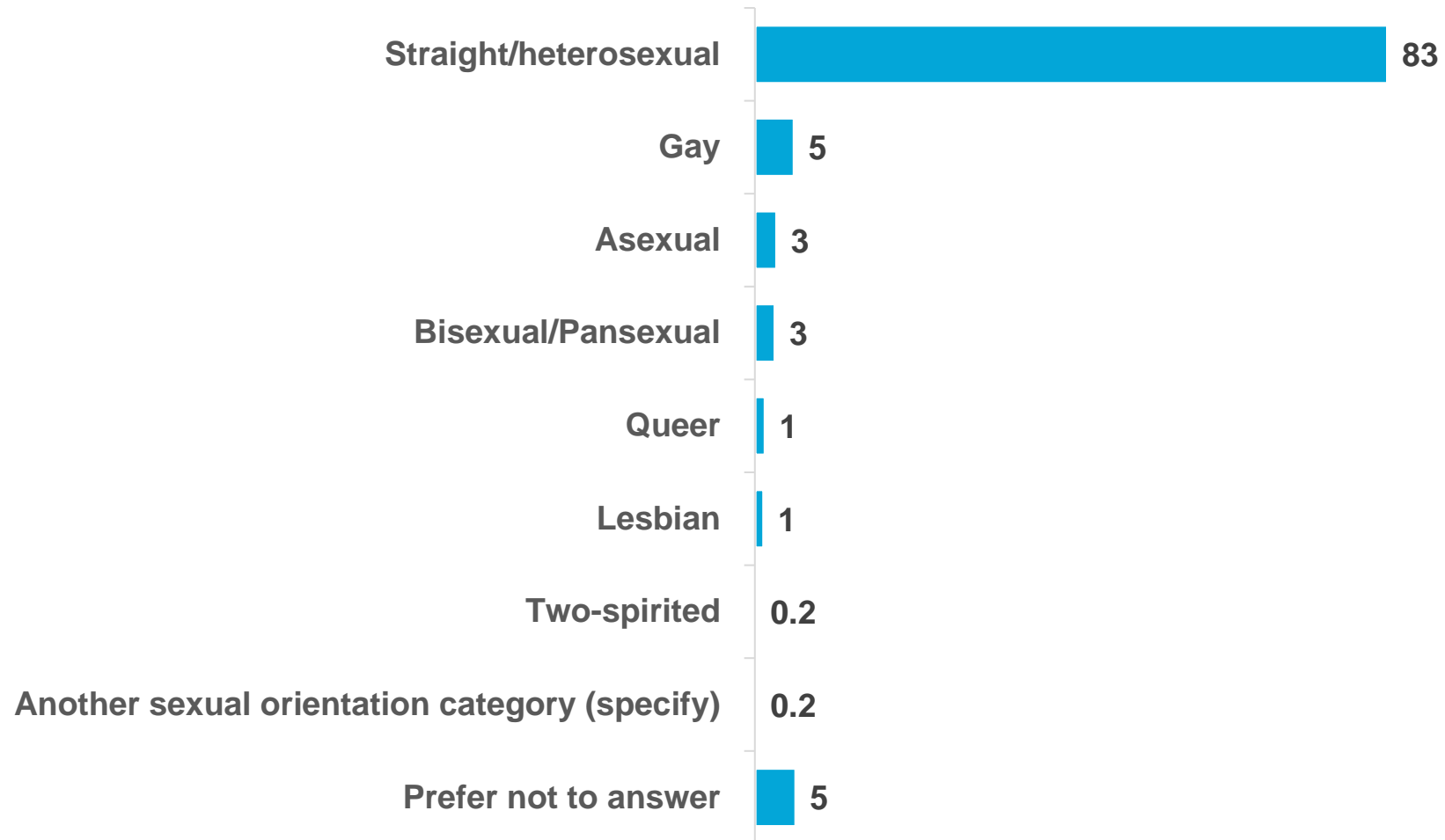
Do you self-identify as a person with a disability?



Gender

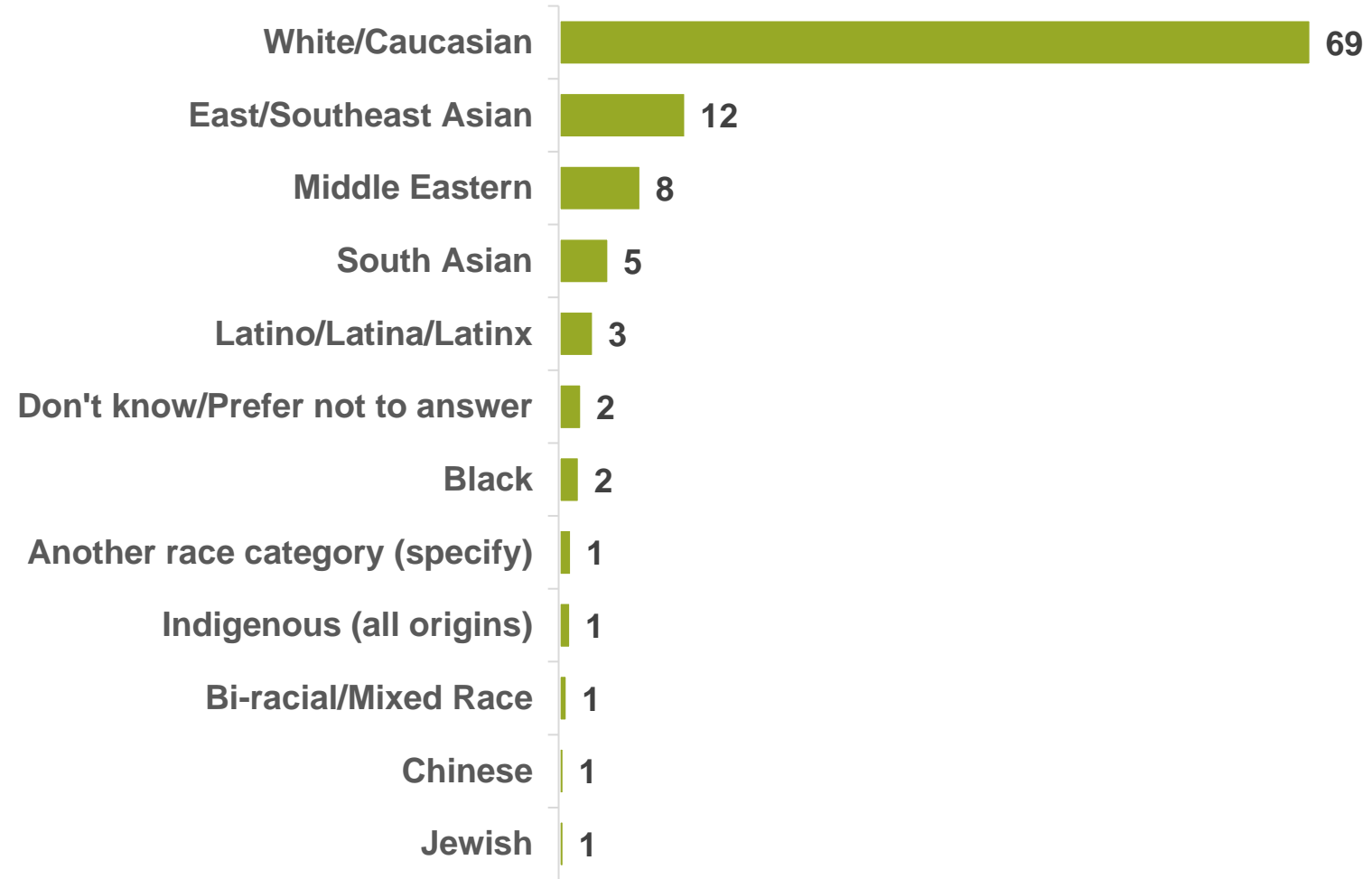


Sexual orientation



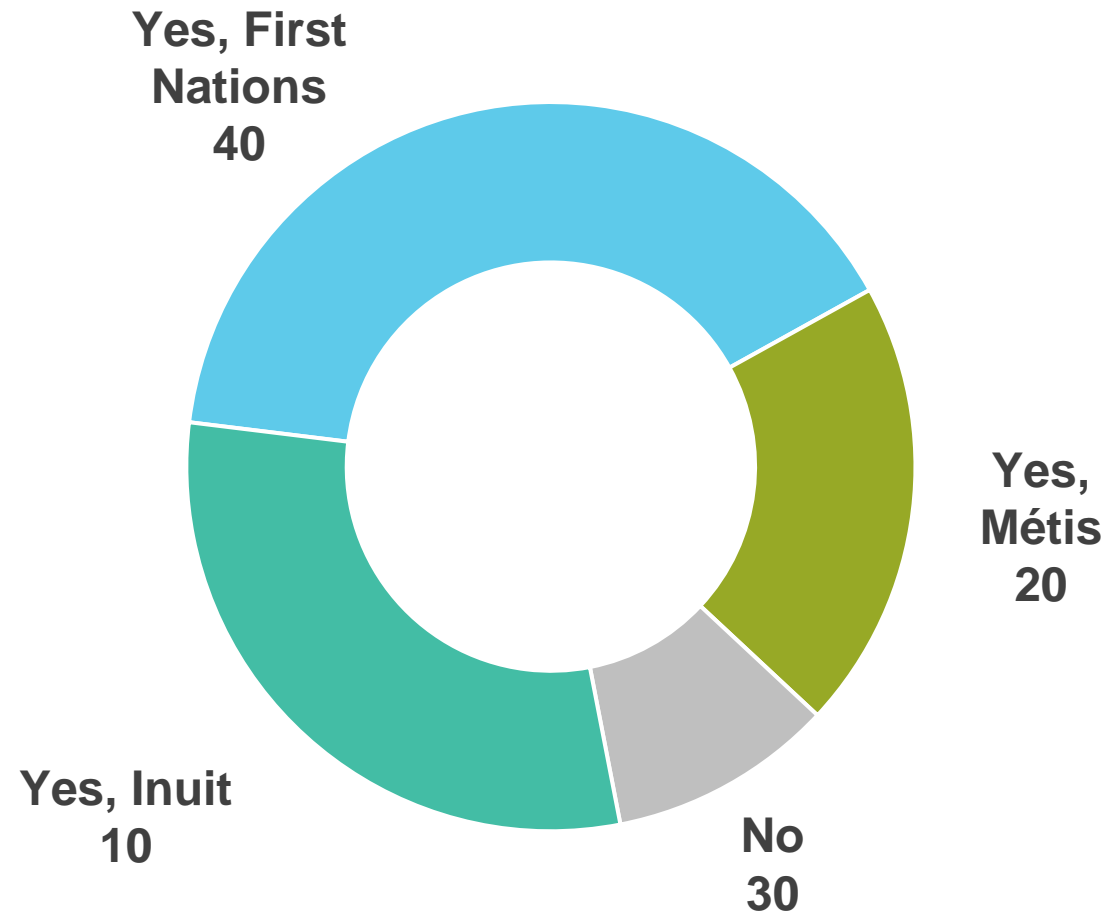
Race

(responses 1% and greater)



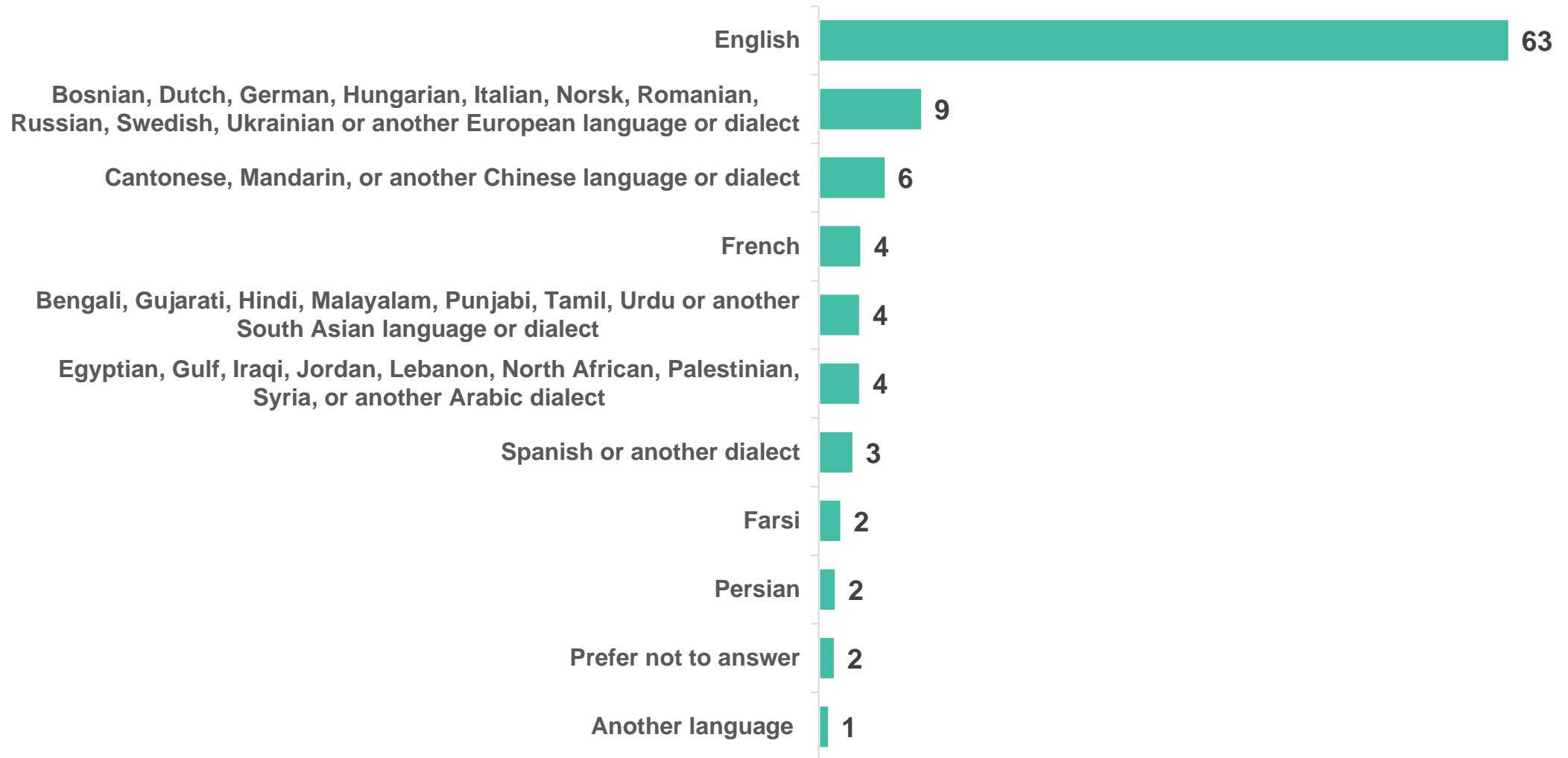
Do you identify as First Nations, Métis, and/or Inuit?

[Indigenous respondents only]

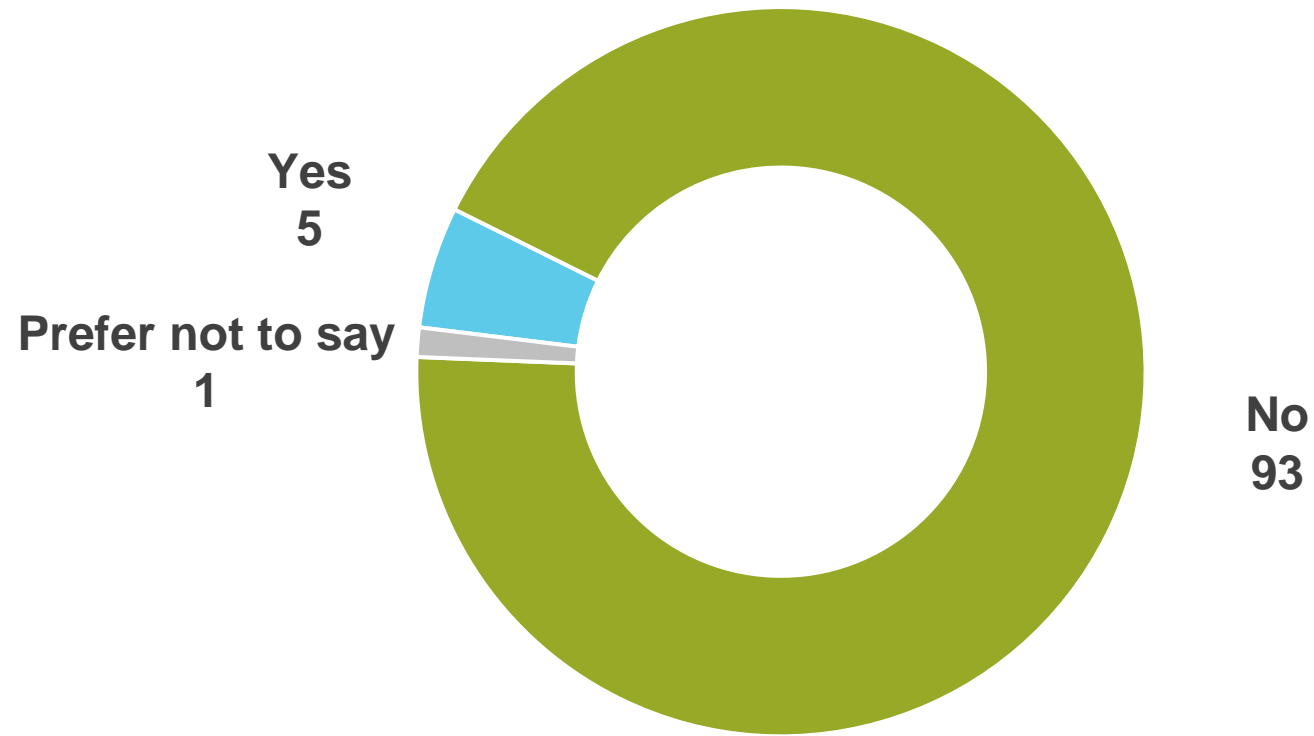


Mother tongue

(responses 1% and greater)

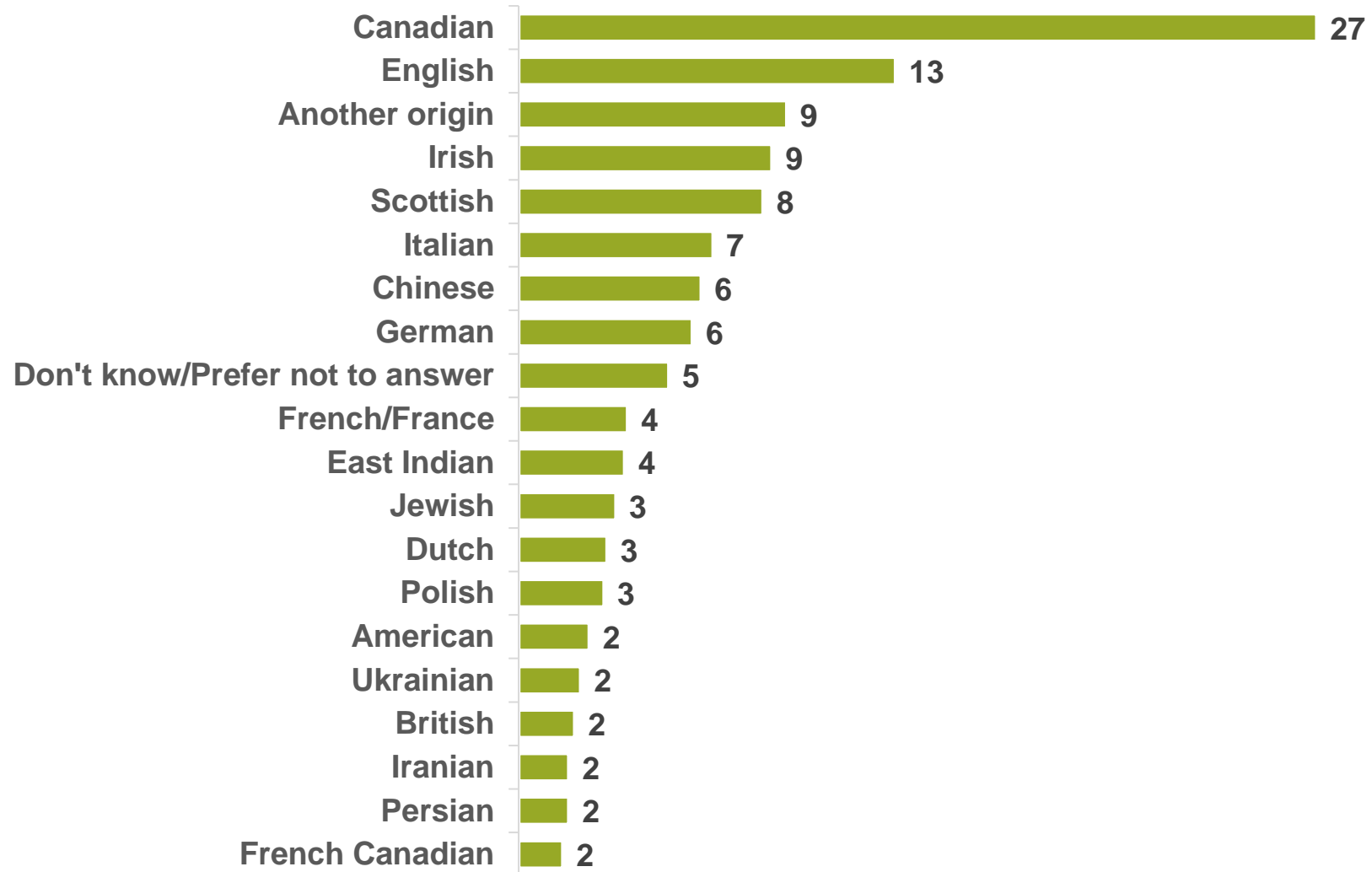


Do you identify as French-Canadian?

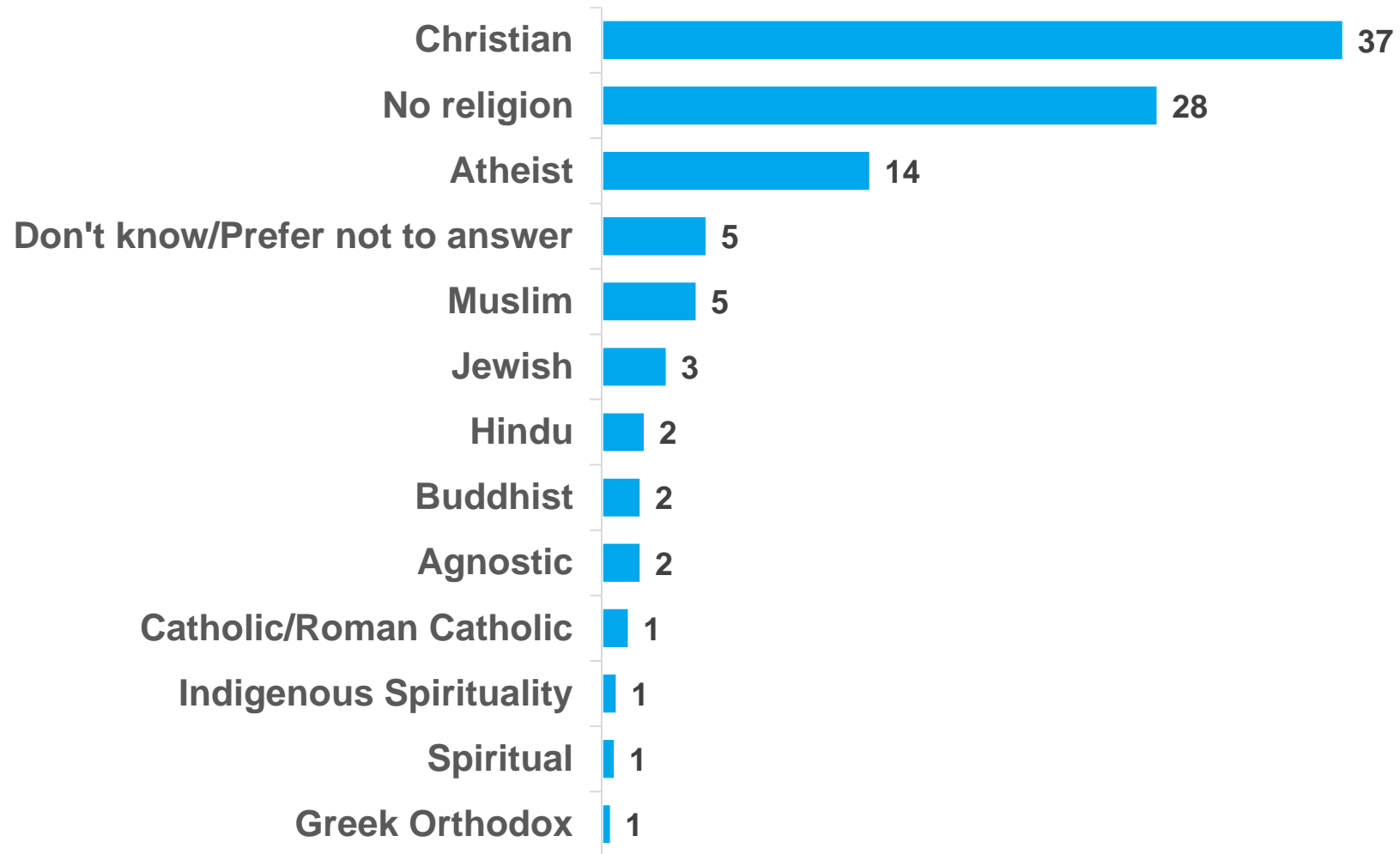


Ethnic or cultural origin(s)

(responses 2% and greater) (Open ended coded responses)



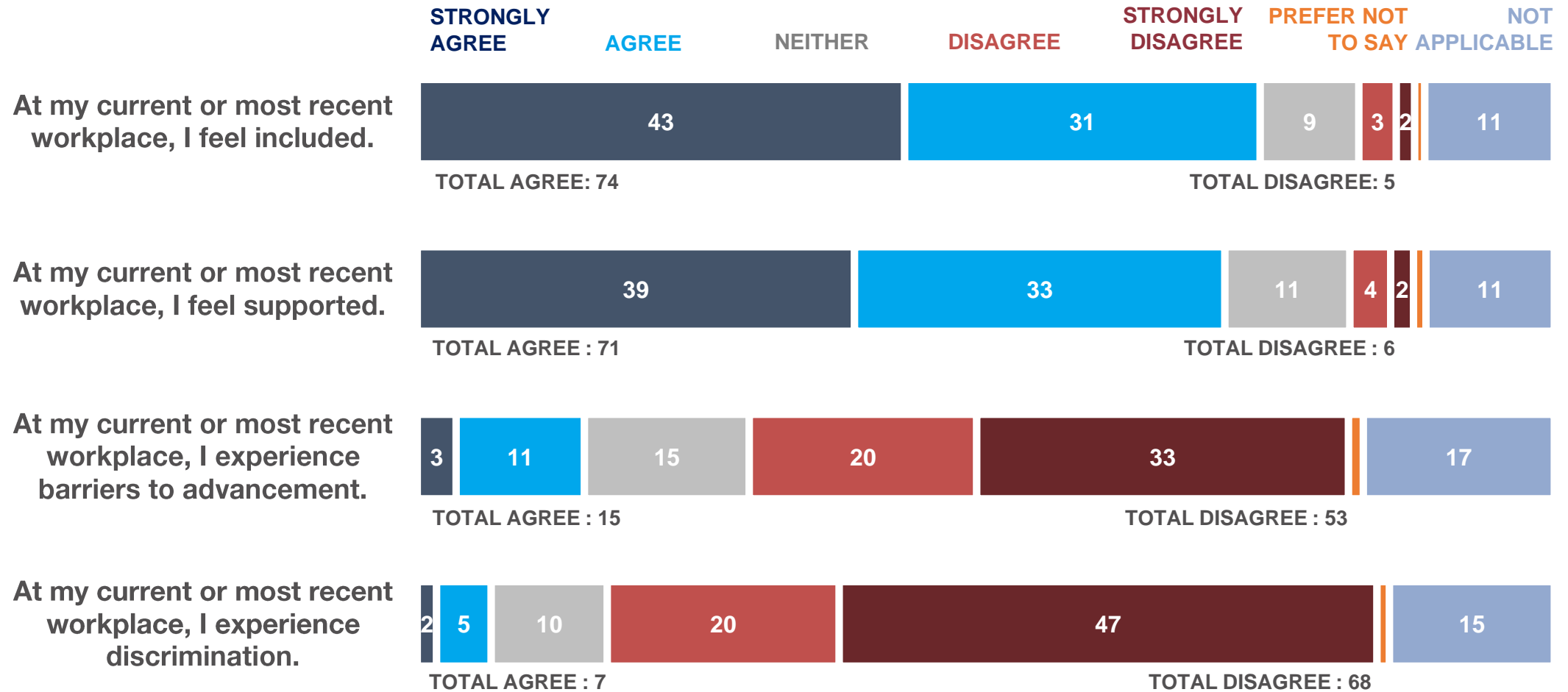
Religion and/or spiritual affiliation



Workplace



Personal experiences within the workplace in the last year



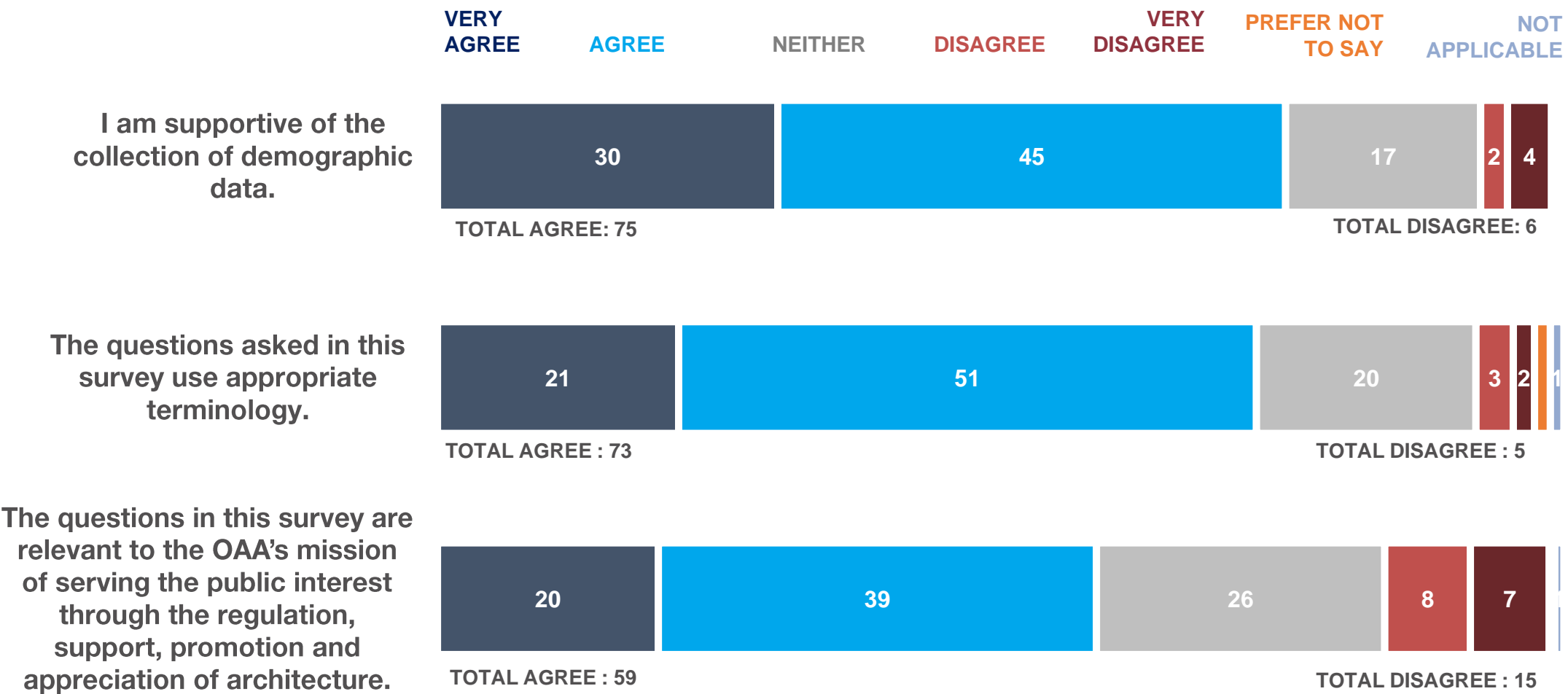
Crosstabs: Personal experiences within the workplace in the last year

% Total agree	Total Sample	Intern Architect	Architect	30 and under	31 – 40	41 – 50	51 – 60	Over 60	Male	Female
Count	1004	195	712	112	263	211	169	244	565	416
At my current or most recent workplace, I feel included.	74	80	75	82	79	76	71	67	75	75
At my current or most recent workplace, I feel supported.	71	75	72	79	76	72	69	64	73	70
At my current or most recent workplace, I experience barriers to advancement.	15	21	13	19	18	16	15	8	10	20
At my current or most recent workplace, I experience discrimination.	7	7	7	5	6	9	7	5	5	8

Crosstabs: Personal experiences within the workplace in the last year

% Total agree	Total Sample	English mother tongue	Other mother tongue	LGBTQ2+	Architectural practice	Sole practitioner	Other workplace
Count	1004	626	367	124	680	101	220
At my current or most recent workplace, I feel included.	74	78	69	73	81	47	66
At my current or most recent workplace, I feel supported.	71	74	67	66	78	45	63
At my current or most recent workplace, I experience barriers to advancement.	15	13	18	27	13	6	25
At my current or most recent workplace, I experience discrimination.	7	6	8	14	5	4	12

Opinion on the content of this survey



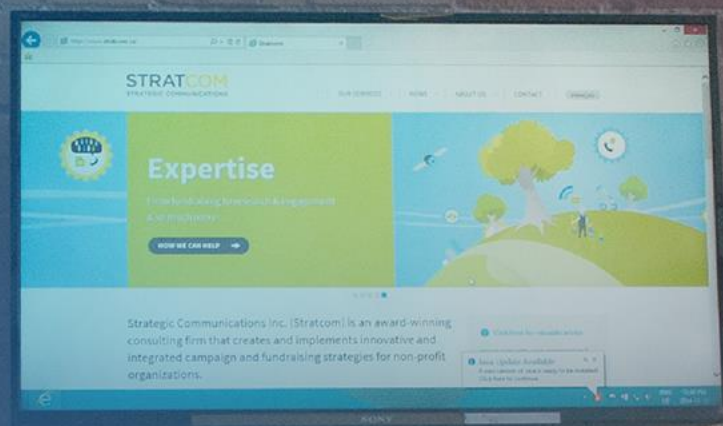
Additional comments on data collection strategy

(Coded open ended responses, 2% and greater)



Armand Cousineau
Director of Research
E: armand.cousineau@stratcom.ca

Prathit Patel
Senior Research and Data Analyst
E: prathit.patel@stratcom.ca

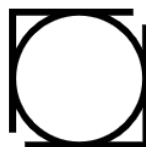


Demographics Survey 2021

for Ontario Association of Architects

March 31, 2021

STRATCOM
STRATEGIC COMMUNICATIONS



Ontario Association
of Architects

Angela Lee
Armand Cousineau
Prathit Patel

Toronto | Vancouver | Ottawa | Edmonton | Saskatoon | London | Brighton

Methodology & Reporting

- These results are from an online survey completed by members of OAA. Stratcom programmed the survey and provided OAA an open link that was distributed to members. The survey was open from March 1st to 15th, 2021 resulting in 1,323 completes.
- The survey had a response rate of approximately 20% and the margin of error for a sample of this size is +/- 2.1%, 19 times out of 20.
- Some charts and tables might not total 100 due to rounding.
- All figures are percent (%) unless indicated otherwise.
- All research conducted by Stratcom.



SUMMARY

- A plurality of members (24%) have been a part of the Ontario Association of Architects for at least 26 years. About half (49%) have been members for ten years or less.
- Almost half (46%) of the membership are between 31 to 50 years of age.
- The majority (62%) do not have daily care-giving responsibilities. Just less than one-third (30%) have child care responsibilities, 6% elder care responsibilities and 2% are caring for a person with a disability.
- Four percent self-identify as a person with a disability.
- Just over half of the membership is male (54%) and 44% identify as female.
- 83% identify as straight/heterosexual.
- The majority (64%) identify as White/Caucasian. The next most common racial identity is East or Southeast Asian (12%), followed by Middle Eastern (9%), South Asian (5%), Black (4%) and Latino/Latina/Latinx (3%).
 - Of those who identify as Indigenous (0.8%), 17% identify as First Nations, 17% Métis, and 0% Inuit.
- The most common mother tongue among OAA members is English (60%) followed by European languages (8%) and Chinese (6%).

SUMMARY

- 5% of members identify as French-Canadian.
- The plurality of members identify as Canadian (29%). Other top mentions for ethnic or cultural identity are English (12%), Scottish (10%), Irish (7%), German (7%) and Chinese (7%).
- About one-quarter (26%) of members do not identify with any religious or spiritual affiliation and a further 13% identify as Atheist. The most common religious affiliations are Christian (38%), Muslim (6%) and Jewish (3%).
- The majority of members (64%) describe their workplace as an architectural practice. Sole practitioners comprise 13% of the survey sample, followed by 7% currently not working, government workplaces (4%), institutional or corporate (4%), and 3% working in academia.
- Two-thirds (67%) agree they feel included at their current or more recent workplace (7% disagree).
 - This sense of inclusion decreases with age, ranging from 75% among those 30 and under, down to 59% of members over 60 years of age.
 - Members with English mother tongue are more likely to agree they feel included (71%) than those with mother tongues other than English (61%).

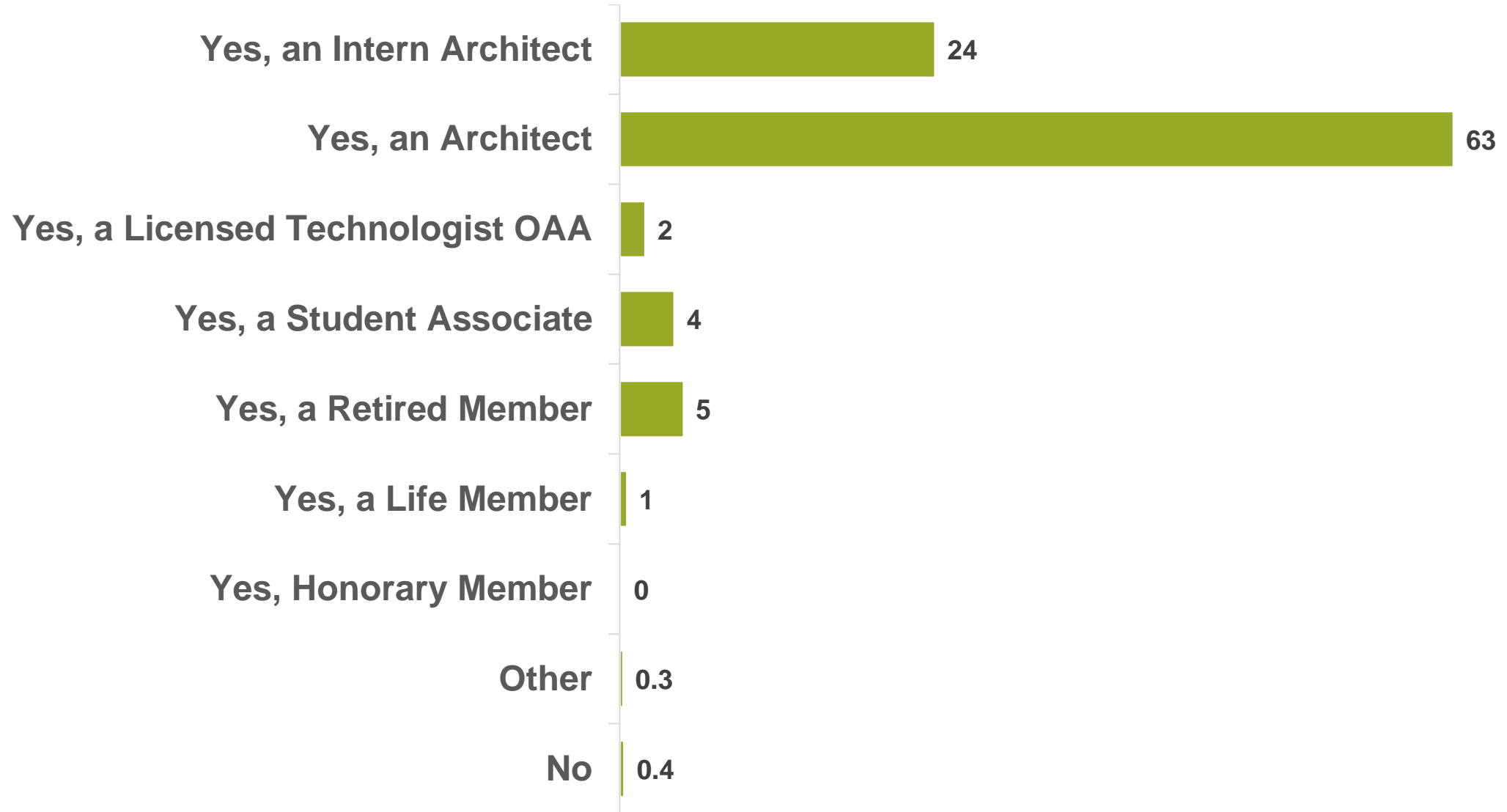
SUMMARY

- Approximately two-thirds (65%) also agree they feel supported at their current or most recent workplace (8% disagree).
 - Similar to the question on inclusion, agreement with the statement of feeling supported decreases with age, from 74% of members 30 years old and younger, down to 57% of members over 60.
- Almost one-in-five (19%) agree that they experience barriers to advancement in the current or most recent workplace (46% disagree).
 - Women are more likely to agree they experience barriers to advancement (26%) than men (13%).
 - Intern architects are more likely to experience barriers (28%) than architects (17%).
 - Members of the LGBTQ2+ community are slightly more likely to experience barriers to advancement (25%).
- About one-in-ten (11%) agree that they experience discrimination in their current or most recent workplace (62% disagree).
 - Women are almost three times more likely to experience discrimination in their workplace (16%) than men (6%).

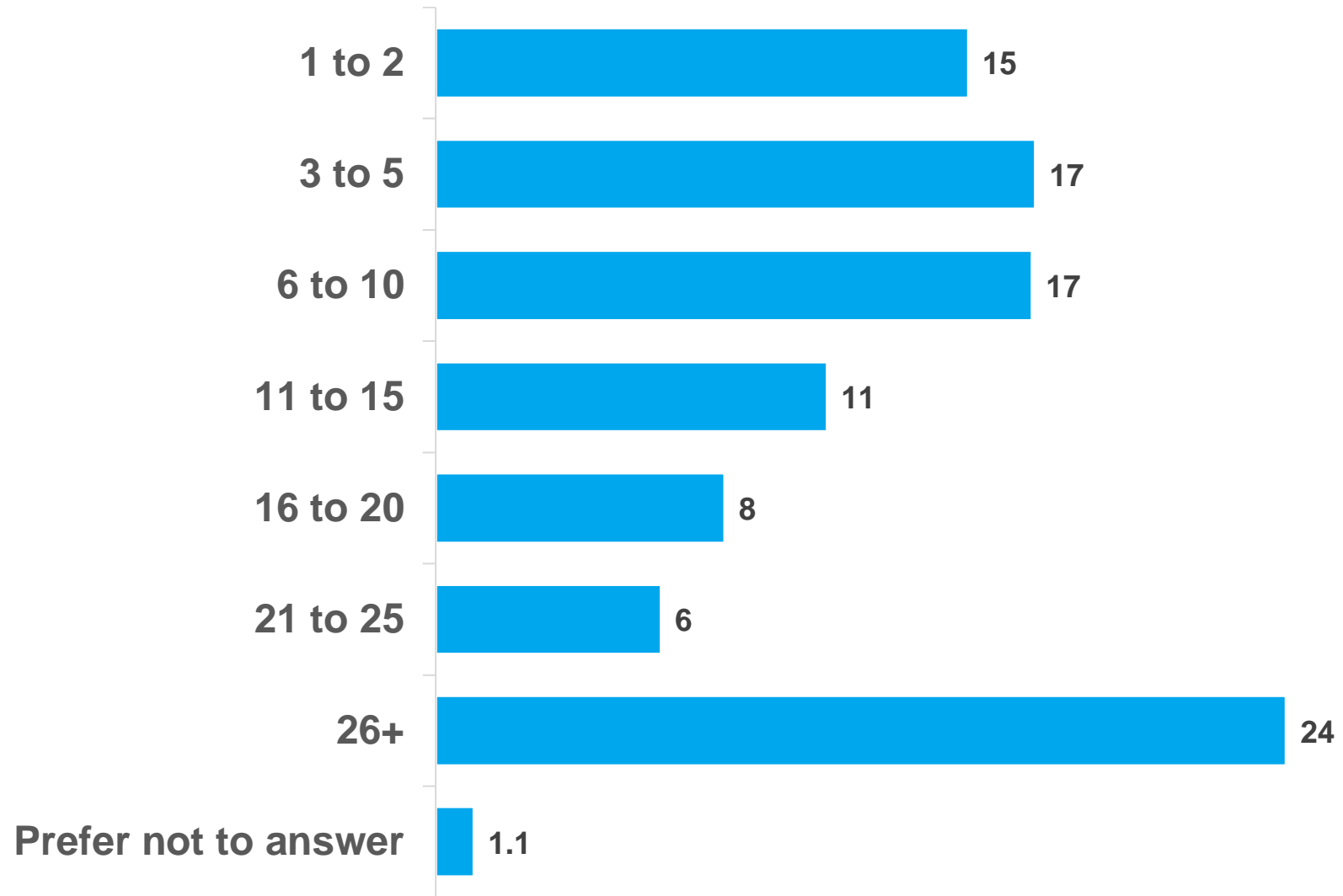
SUMMARY

- Over three-quarters (76%) agree they are supportive of the collection of demographic data (5% disagree).
- A strong majority (72%) also agree they questions asked in the survey used appropriate terminology (5% disagree).
- A majority (62%) agree the questions in the survey are relevant to the OAA's mission of serving the public interest through the regulation, support, promotion and appreciation of architecture.
- A final open ended question in the survey asked for input on additional information the OAA should consider as part of the long-term data collection strategy. The plurality did not have any comments. The most common responses were related to 'a database of different employers and what it is like to work there / hiring practices / anonymous accounts' (8%), 'financial information / salary information' (8%), 'education levels / experience' (7%), and 'discrimination or harassment / accounts of discrimination, harassment or racism' (6%).

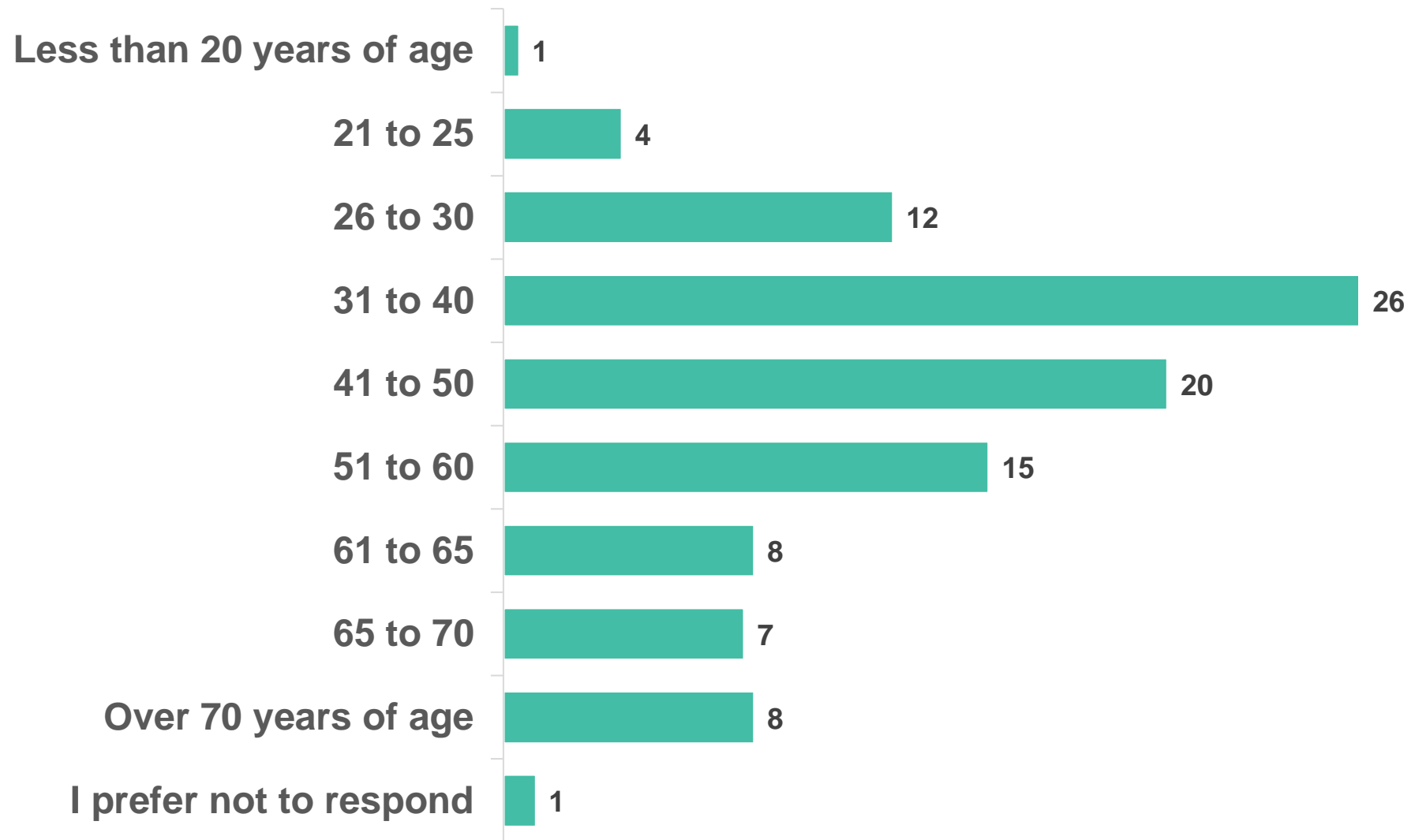
Membership details



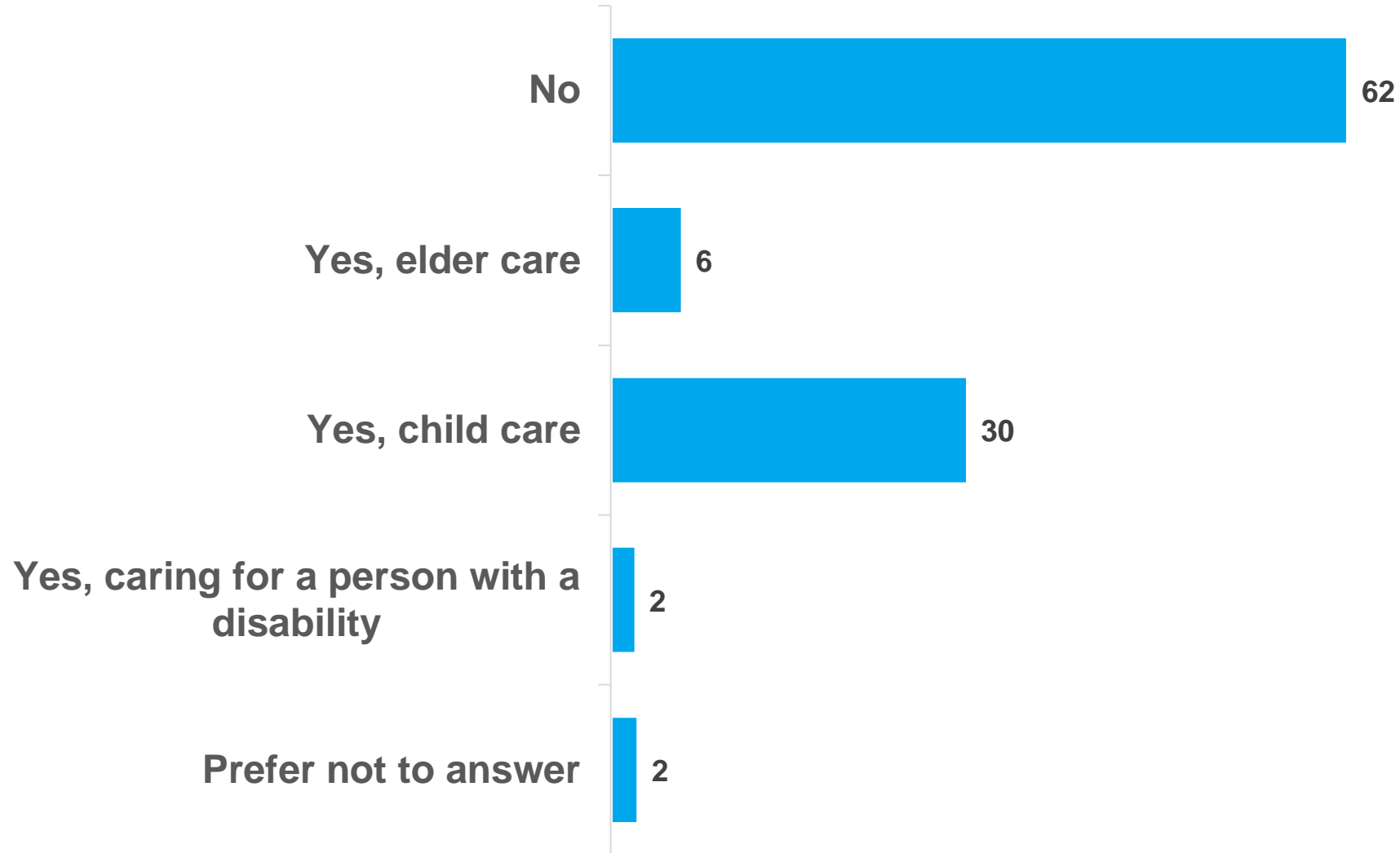
Years as member of OAA



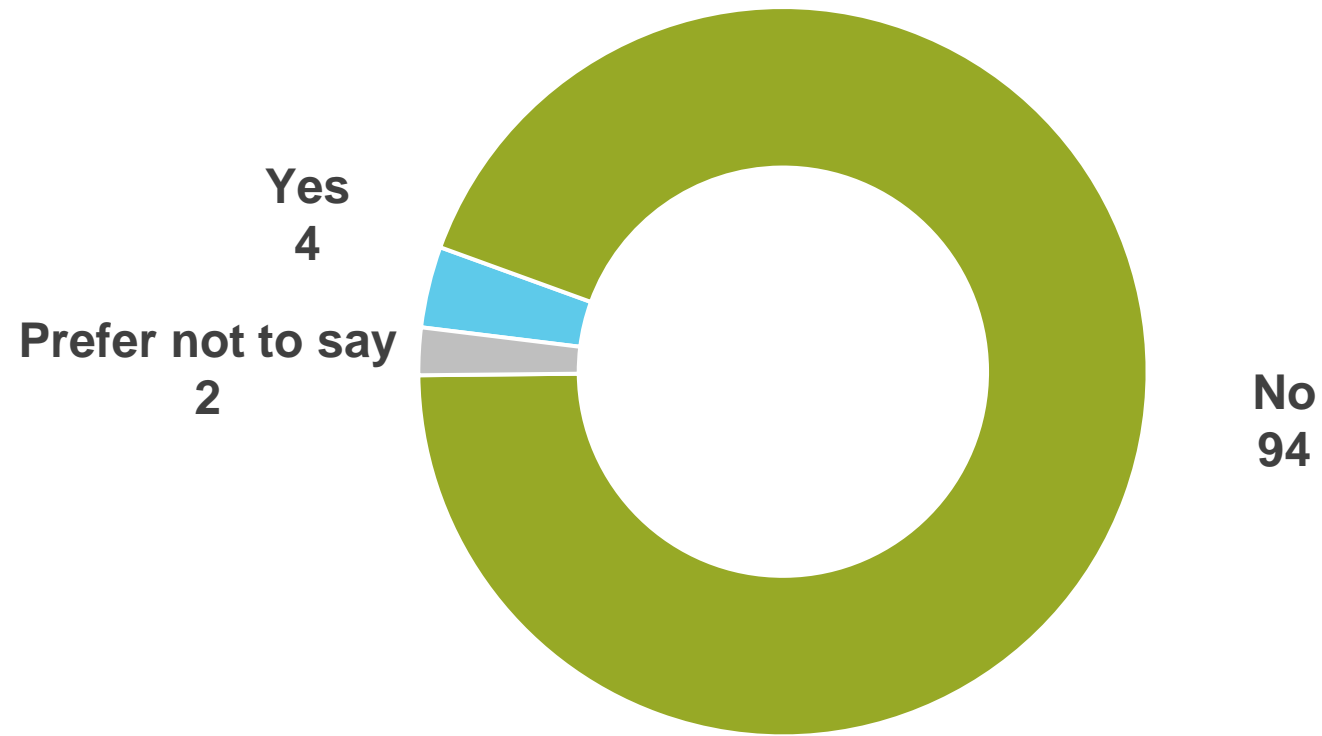
Age of members



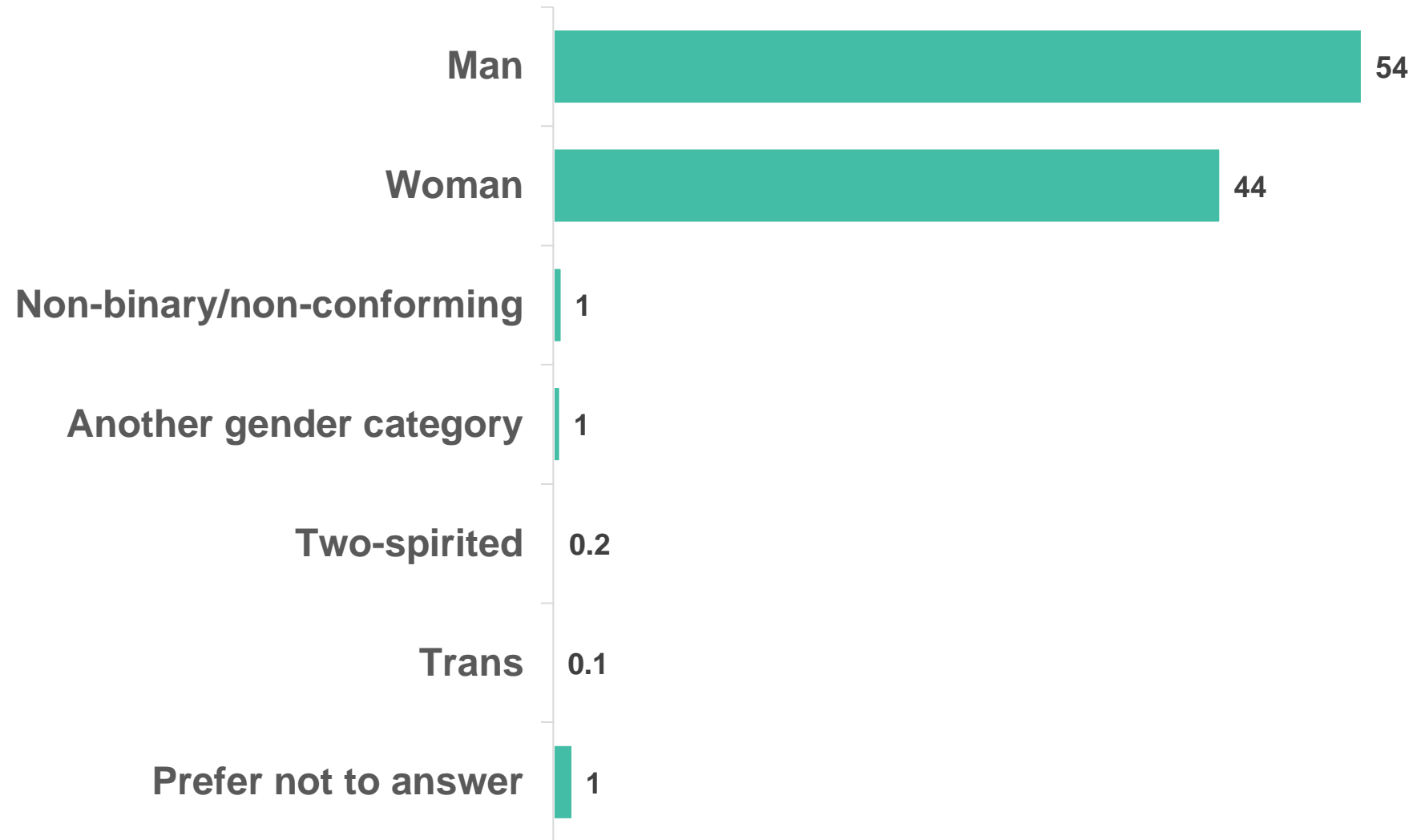
Daily care-giving responsibilities



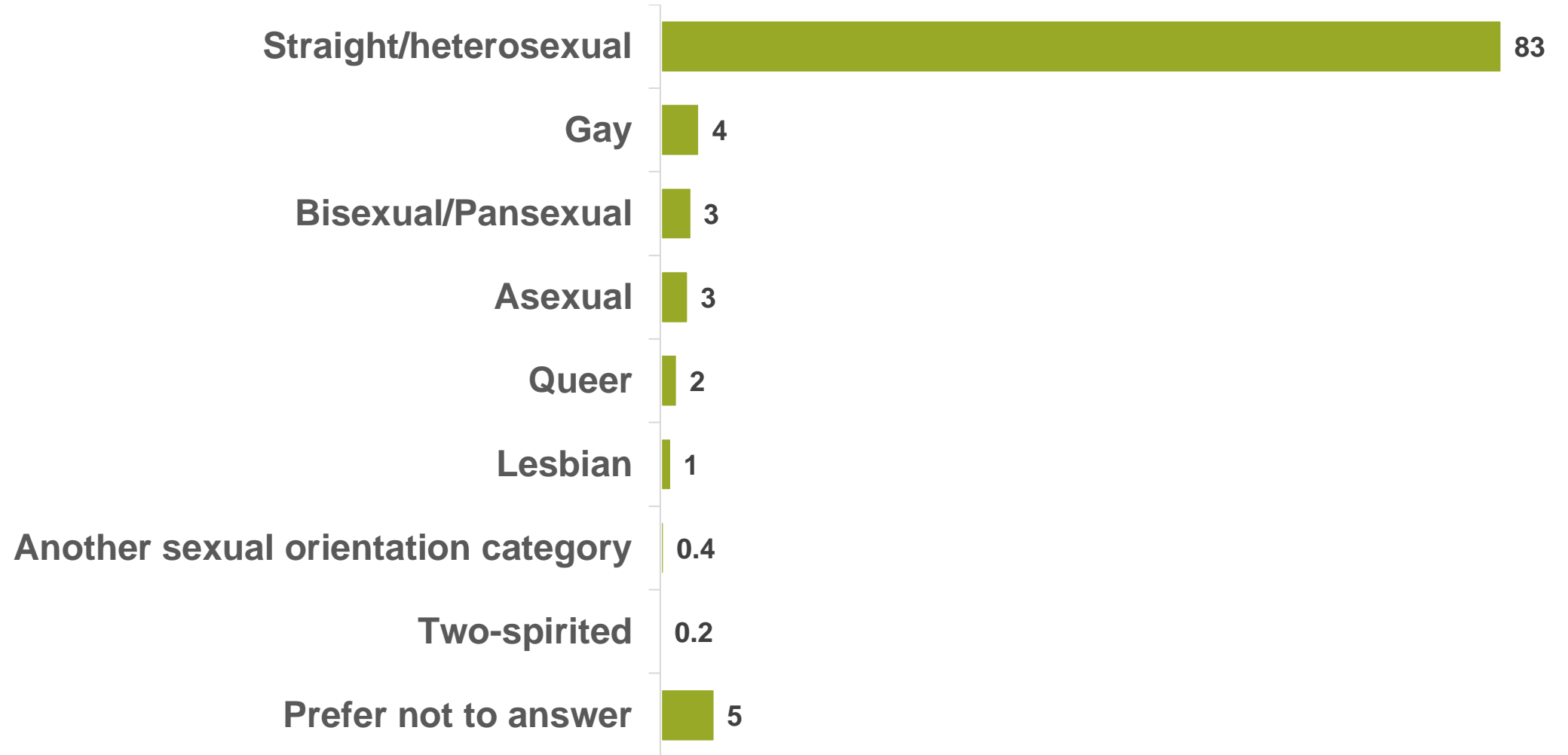
Do you self-identify as a person with a disability?



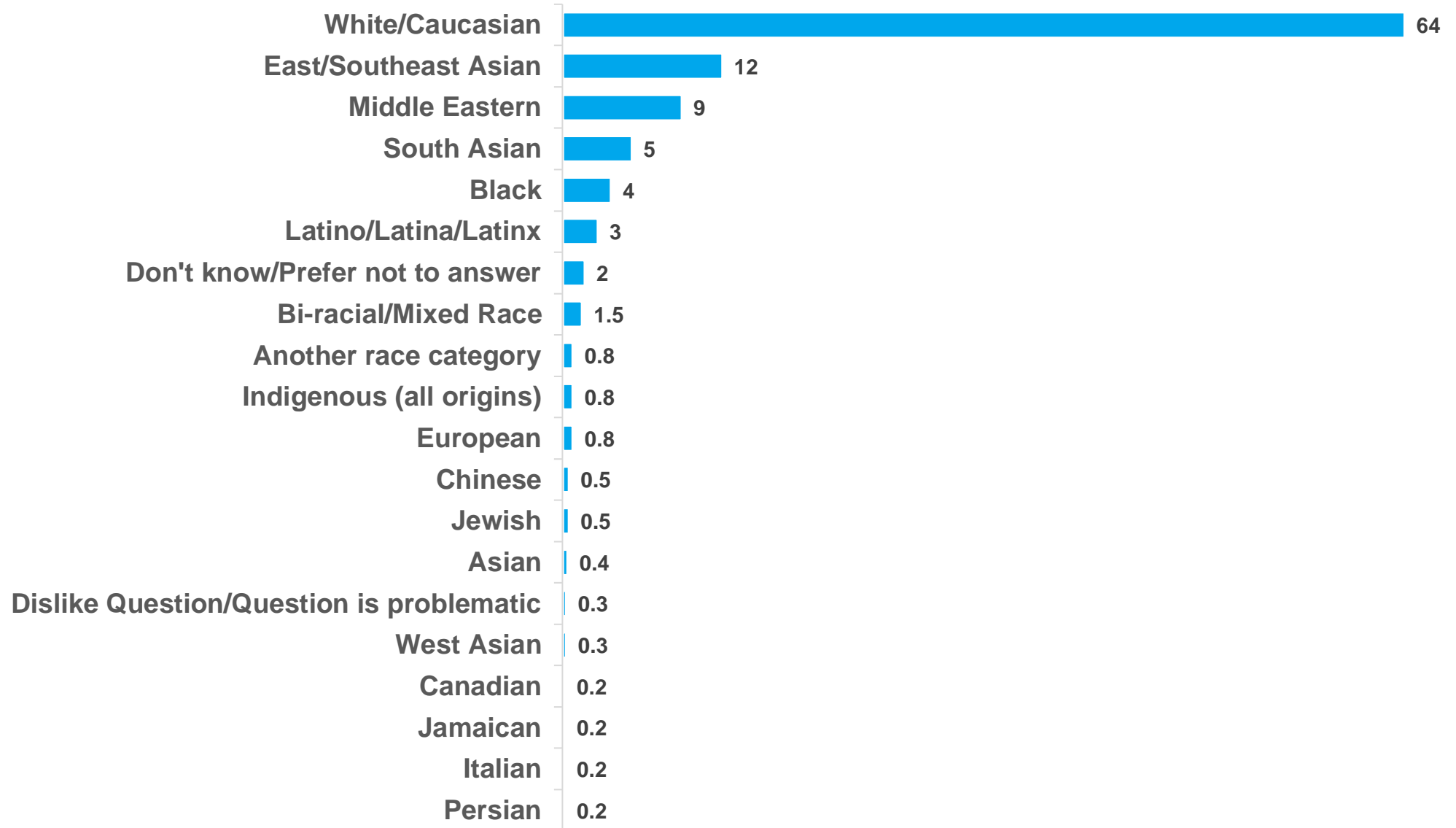
Gender



Sexual orientation

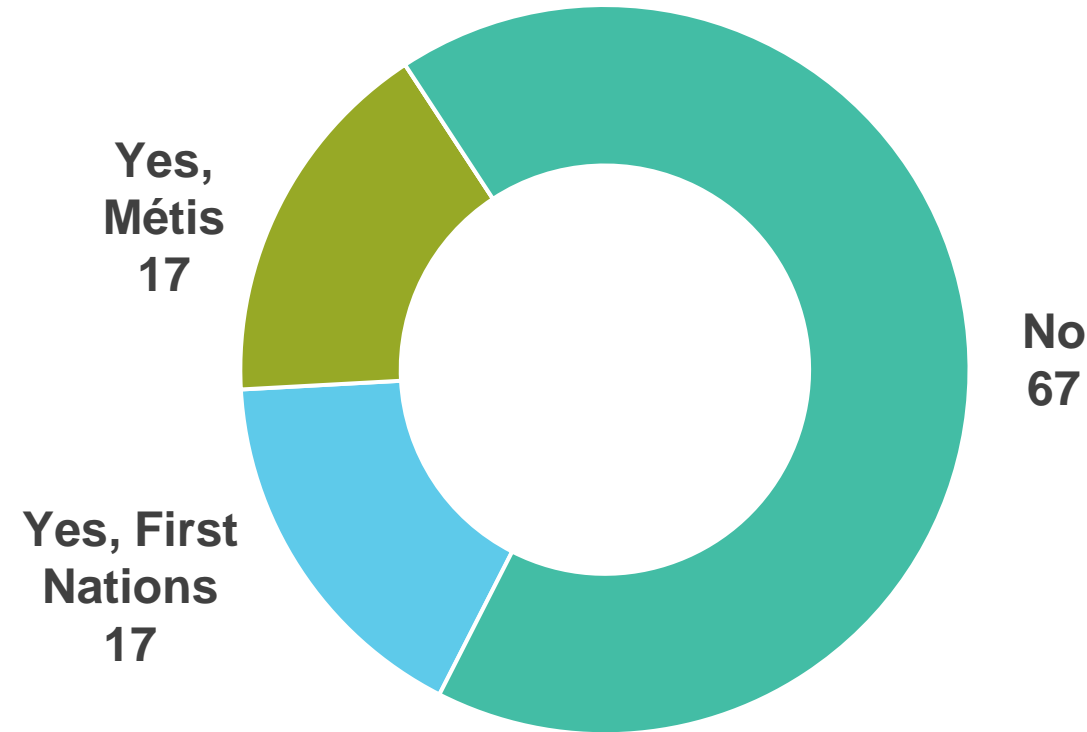


Race

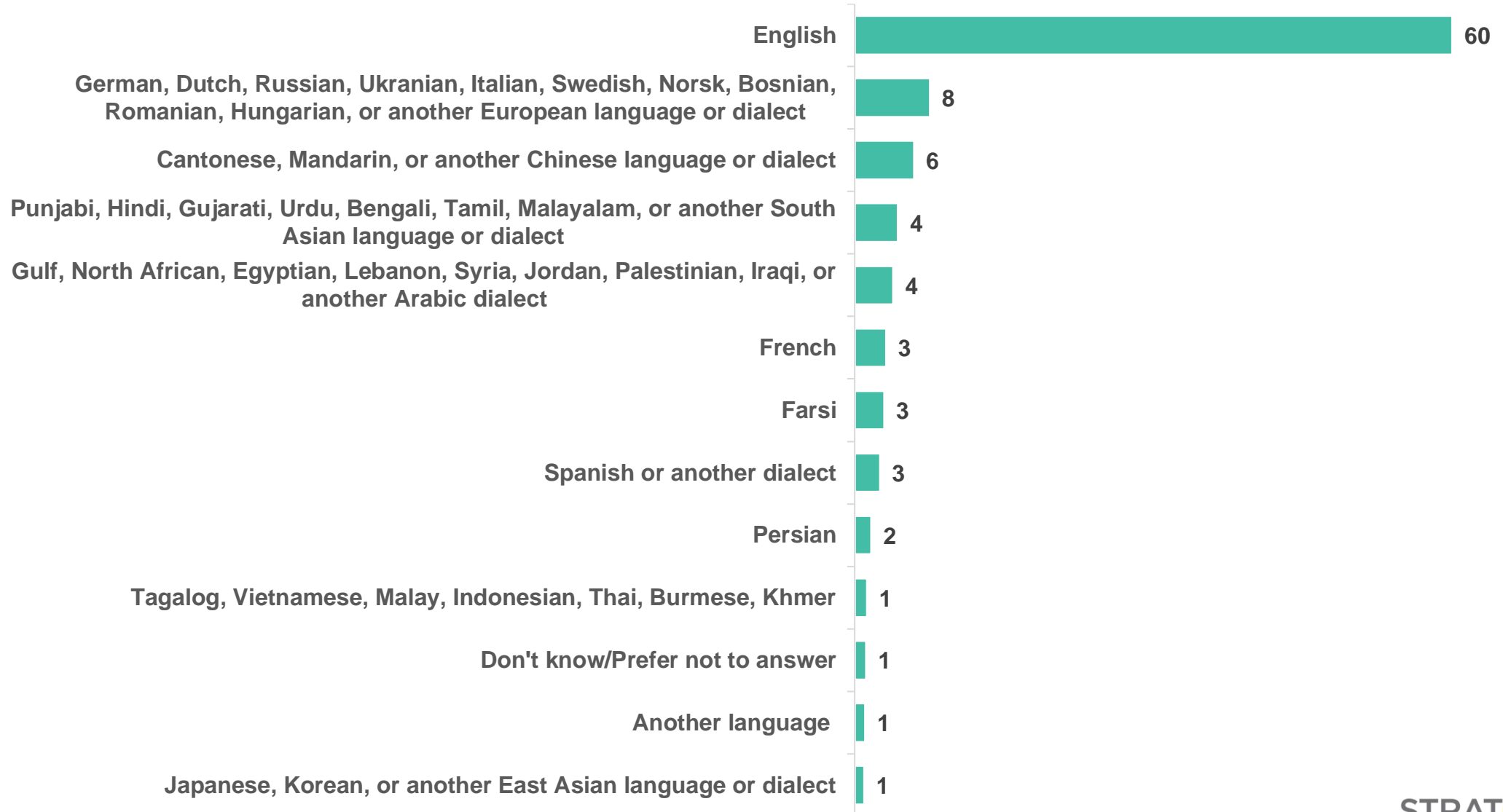


Do you identify as First Nations, Métis, and/or Inuit?

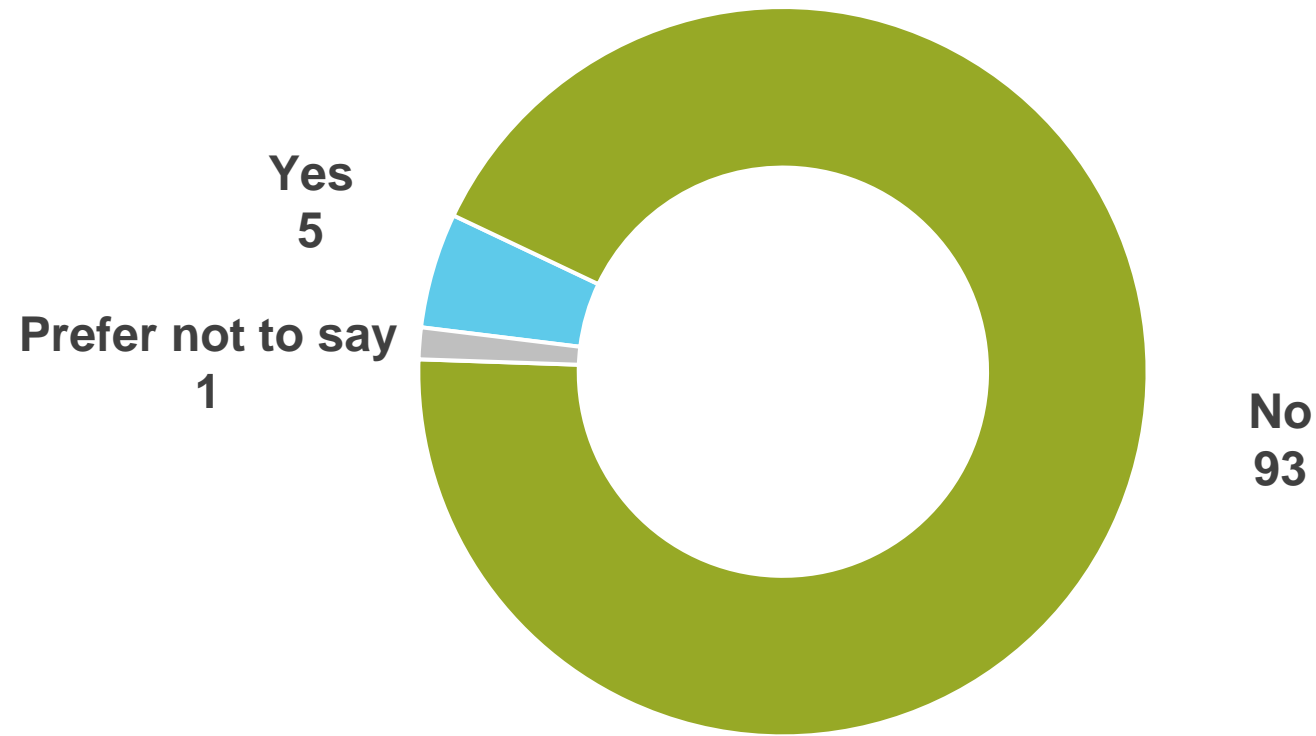
[Indigenous respondents only]



Mother tongue (all above 1%)

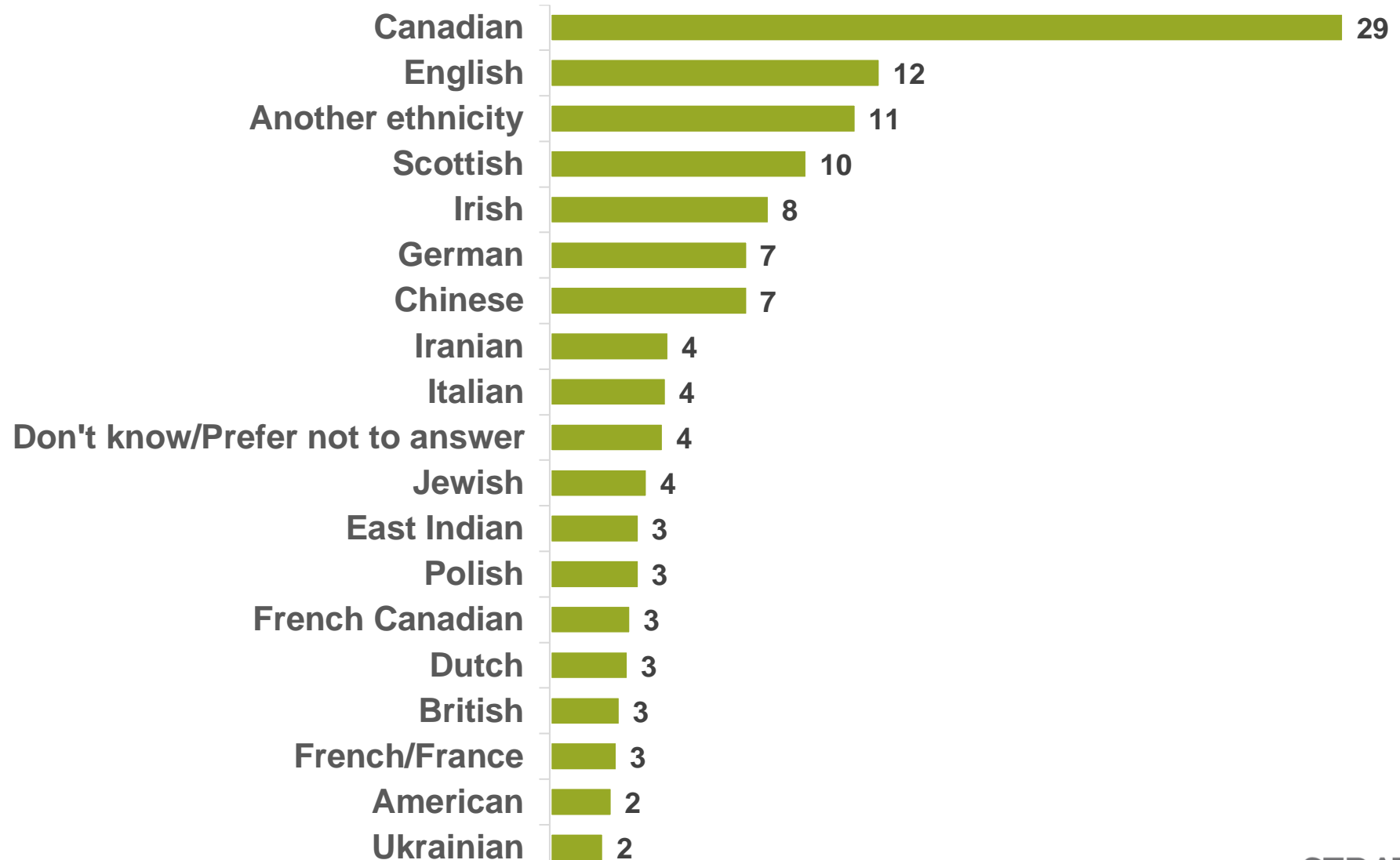


Do you identify as French-Canadian?

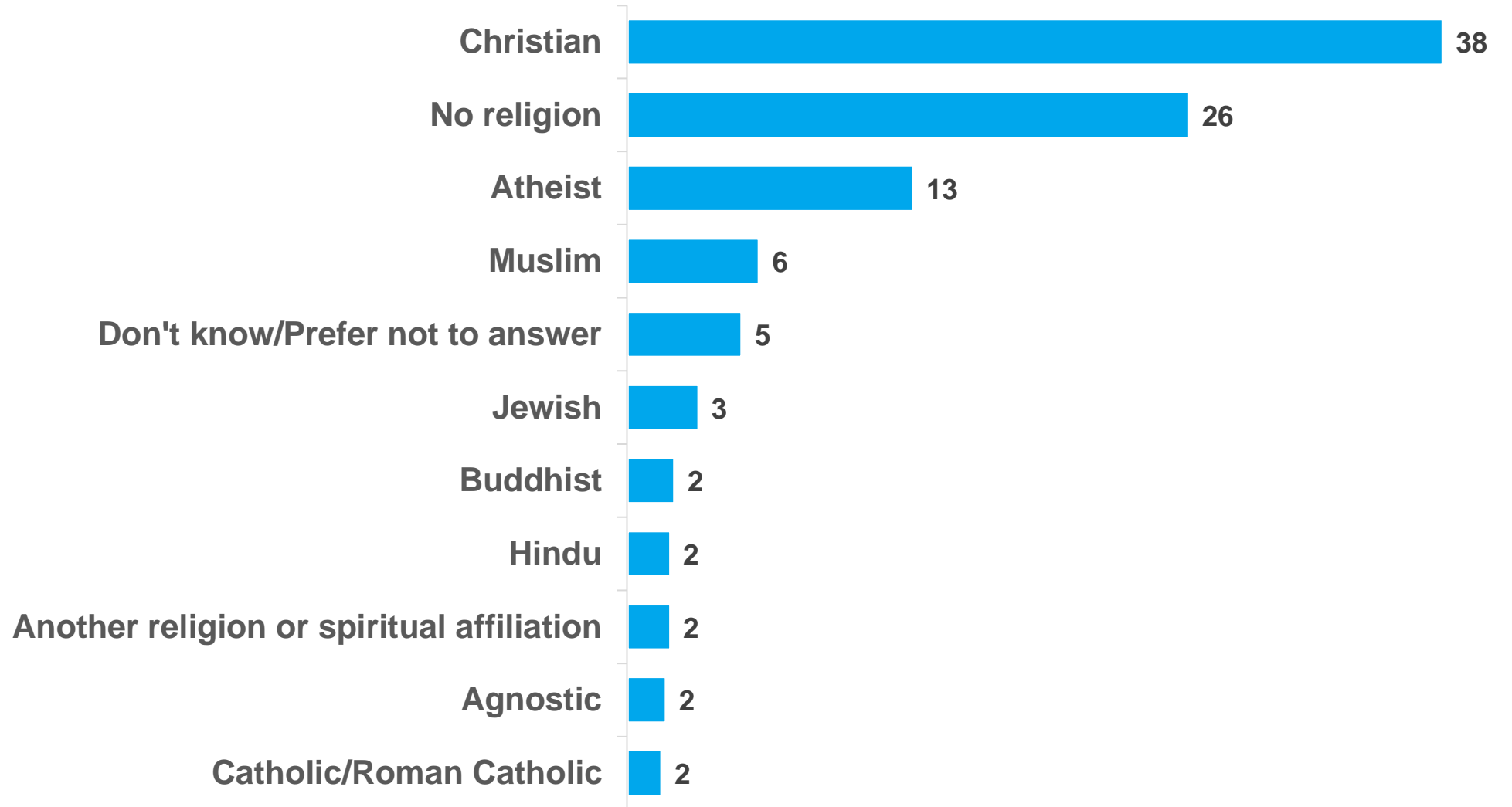


Ethnic or cultural origin(s)

(all above 2%) (Open ended coded responses)



Religion and/or spiritual affiliation



Workplace



Personal experiences within the workplace in the last year

STRONGLY AGREE AGREE NETURAL DISAGREE STRONGLY DISAGREE PREFER NOT TO SAY NOT APPLICABLE

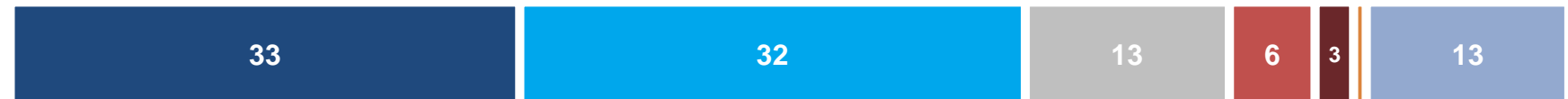
At my current or most recent workplace, I feel included.



Total agree: 67

Total disagree : 7

At my current or most recent workplace, I feel supported.



Total agree: 65

Total disagree : 8

At my current or most recent workplace, I experience barriers to advancement.



Total agree: 19

Total disagree: 46

At my current or most recent workplace, I experience discrimination.



Total agree: 11

Total disagree : 62

Crosstabs: Personal experiences within the workplace in the last year

% Total agree	Total Sample	Intern Architect	Architect	30 and under	31 – 40	41 – 50	51 – 60	Over 60	Male	Female
Count	1323	317	639	210	342	266	194	298	711	586
At my current or most recent workplace, I feel included.	67	66	69	75	69	68	67	59	67	68
At my current or most recent workplace, I feel supported.	65	64	67	74	66	67	68	57	66	66
At my current or most recent workplace, I experience barriers to advancement.	19	28	17	21	26	20	13	12	13	26
At my current or most recent workplace, I experience discrimination.	11	14	10	10	14	14	5	7	6	16

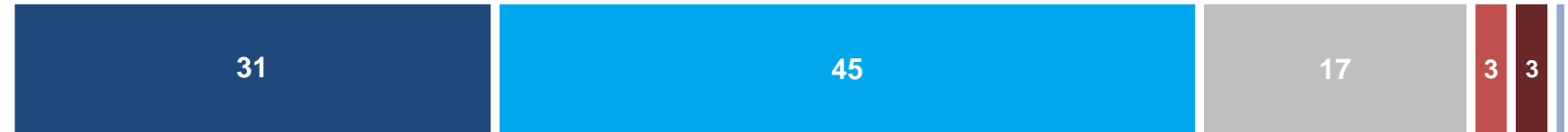
Crosstabs: Personal experiences within the workplace in the last year

% Total agree	Total Sample	English mother tongue	Other mother tongue	LGBTQ2+	Architectural practice	Sole practitioner	Other workplace
Count	1323	795	512	159	842	165	300
At my current or most recent workplace, I feel included.	67	71	61	67	76	39	59
At my current or most recent workplace, I feel supported.	65	68	62	65	74	37	59
At my current or most recent workplace, I experience barriers to advancement.	19	15	25	25	17	11	27
At my current or most recent workplace, I experience discrimination.	11	8	13	17	9	6	16

Opinion on content of this survey

STRONGLY AGREE **AGREE** **NETURAL** **DISAGREE** **STRONGLY DISAGREE** **PREFER NOT TO SAY**

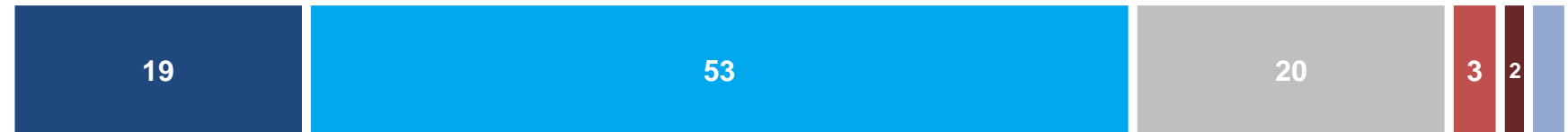
I am supportive of the collection of demographic data.



Total agree: 76

Total disagree : 5

The questions asked in this survey use appropriate terminology.



Total agree: 72

Total disagree: 5

The questions in this survey are relevant to the OAA's mission of serving the public interest through the regulation, support, promotion and appreciation of architecture.

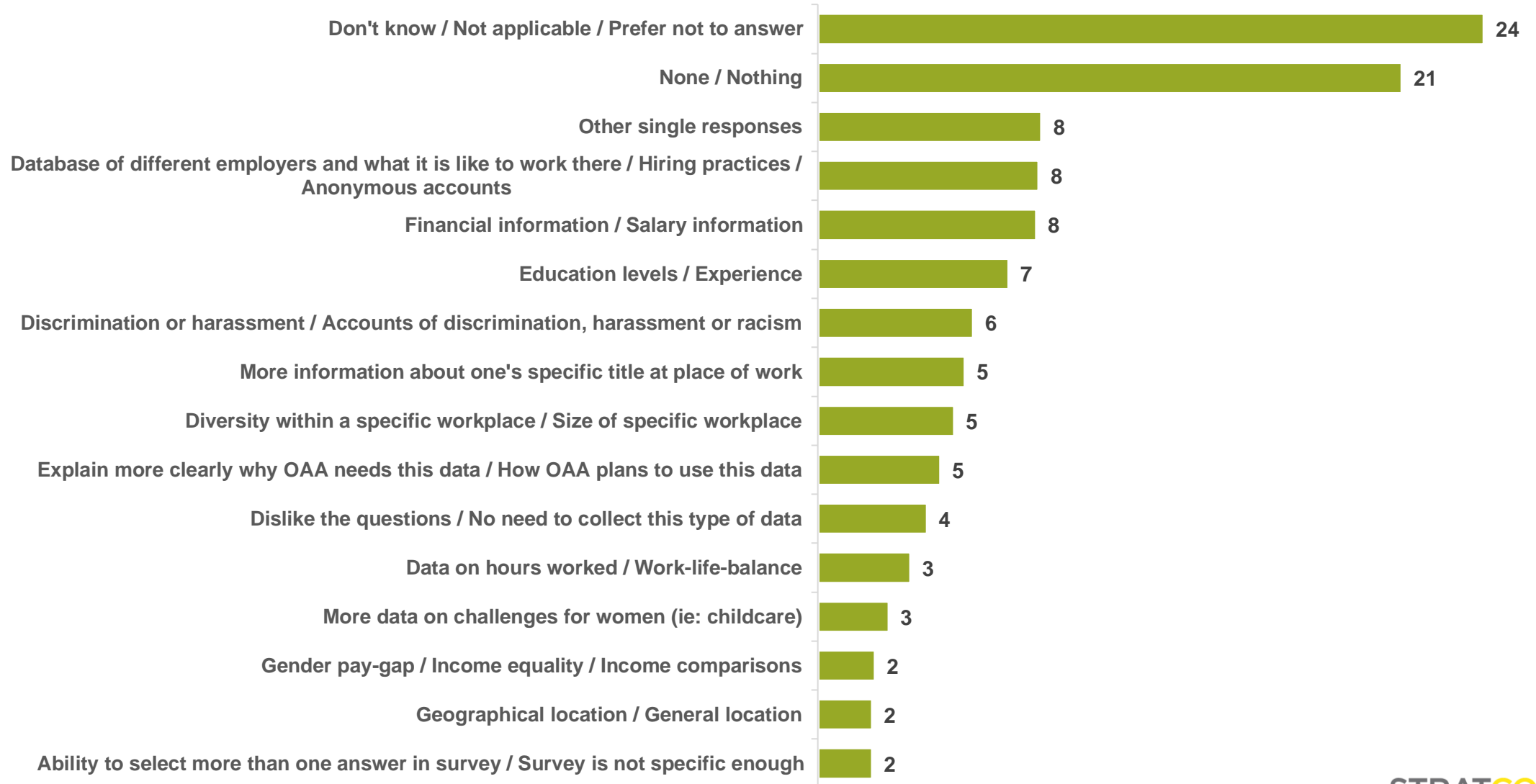


Total agree: 62

Total disagree : 11

Additional comments on data collection strategy

(Coded open ended responses)



Memorandum

FOR COUNCIL MEETING
May 10, 2022
(open)
ITEM: 4.5

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: May 3, 2022

**Subject: RFP for Consultant to consider Licensed Technologist OAA
Scope of Practice Proposal**

Objective: For Council to review and approve the draft RFP for a consultant to address the proposal re. expanded scope of practice for Licensed Technologists OAA.

As a reminder, Council passed the following motion at the January 2022 meeting:

It was moved by Longlade and seconded by Krickhan that Council:

- a) **Receive the legal opinion from outside legal counsel regarding the expansion of Scope of Practice for Licensed Technologist, OAA members;**
- b) **Sunset the OAA Technology Program Working Group effective immediately;**
- c) **Agree to develop an approach/mechanism to review the factors identified in the legal opinion to assess the request for changed/expanded scope of practice through a neutral party/consultant**
- d) **Commit to including some form of appropriate membership consultation on this matter moving forward, and**
- e) **Direct staff to develop options for Council's consideration of items c) and d).**

-- CARRIED (12 in favour, 4 opposed, 2 abstentions)

In response to the direction to staff outlined in item e), the attached draft RFP document has been prepared. The document has been reviewed and received input from the Board of the Ontario Association for Applied Architectural Sciences (OAAAS), as well as the staff of the OAAAS.

I recently attended a meeting of the OAAAS Board to discuss who might be likely or appropriate respondents to this proposal. This a very specific project that will require a specific set of skills, and knowledge – particularly as it relates to the assessment of competencies against practice, regulated professions, as well as academic assessment. A number of ideas were discussed with the members of the OAAAS Board, as well as specific names of individuals, and/or consulting firms. I would welcome ideas regarding potential consultants from OAA Council at this point as well. Following Council's review and approval of the RFP, I will be finalizing a list of those that we can send this to for consideration.

Finally, it is noted that I have estimated the cost of engaging a consultant to conduct this project, which is set at \$50,000. Council will need to approve that funding as part of approval of the RFP. At this point this funding could be drawn from the policy contingency for 2022.

Action: **Council is asked to consider the following motion:**

It was moved by King and seconded by Birdsell that Council approve the *RFP for a Consultant to Assess a Proposal to Expand the Scope of Practice of the Licensed Technologist OAA* as presented to Council on May 10, 2022, including the proposed budget estimate for the project of \$50,000 to be drawn from the Council Policy contingency budget.

Attachments: DRAFT RFP for Consultant to consider Licensed Technologist
OAA Scope of Practice Proposal

REQUEST FOR PROPOSAL (RFP)

Consultant to Assess a Proposal to Expand the Scope of Practice of the Licensed Technologist OAA

May 16, 2022



**Ontario Association
of Architects**

111 Moatfield Drive
Toronto, ON M3B 3L6
Canada

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oaamail@oaa.on.ca
oaa.on.ca

Table of Contents

I. BACKGROUND INFORMATION	3
II. PROJECT DESCRIPTION AND OBJECTIVE	4
III. FINAL DELIVERABLE	4
IV. SCHEDULE AND TIMELINE	5
V. COORDINATION AND REPORTING	5
VI. BUDGET	5
VII. ASSUMPTIONS	5
VII. SUBMISSION DEADLINE AND REQUIREMENTS	5
IX. BASIS FOR AWARD OF CONTRACT	6

DRAFT

Request for Proposal (RFP):

Consultant to Assess a Proposal to Expand the Scope of Practice

The Ontario Association of Architects (OAA) invites proposals from qualified consultants interested in leading the assessment of a proposal made to expand the scope of practice of the Licensed Technologist OAA members of the Ontario Association of Architects, including a recommendations regarding the viability of the scope expansion.

I. Background Information

Founded in 1889, the OAA is a self-regulating, not-for-profit organization that is governed by the Architects Act, a statute of the Government of Ontario. The Association is dedicated to promoting and increasing the knowledge, skill, and proficiency of its members, and administering the Architects Act, to serve and protect the public interest.

The OAA is the founder of the Ontario Association for Applied Architectural Sciences (OAAAS). The OAAAS mandate is to administer the OAA Technology Program which is the certification program through which a qualified technologist working in architecture can achieve licensure as a Licensed Technologist OAA.

A Licensed Technologist OAA (Lic.Tech.OAA) is someone granted a licence by the OAA to practise architecture subject to Terms, Conditions, and Limitations established by an OAA Council Policy Statement. The scope of practice of these licensed individuals includes services which the public can currently provide as well as a spike up into the scope that is restricted to Architects under the *Architects Act*.

In 2020 a proposal was presented to the Council of the OAA to expand the currently defined scope of practice of the Licensed Technologist OAA to include additional areas of service that are currently restricted to architects.

When received in 2020, the OAA Council established a formal Working Group to consider the proposal. The Working Group included representatives of the OAAAS Board of Directors, as well as representatives of the OAA Council. Over the course of 2021, the Working Group held a number of meetings and discussed a variety of approaches to assessing the proposal and the criteria against which such a proposal should be measured. The OAA's Office of the Registrar staff was asked to provide feedback on this matter, and subsequent to receipt of that report it was further agreed that independent legal counsel be engaged to consider the following question:

"As a self-regulating professional body responsible for the practice of architecture in Ontario, what are the best practice processes that the Ontario Association of Architects should follow when considering a request to change an existing scope of practice for a subset of members and what criteria should be met in order to support that change in scope of practice?"

It was subsequently agreed that it would be most appropriate to engage an outside independent consultant to further consider the proposal and make a recommendation to the Council of the OAA.

In keeping with the OAA's procurement policy, an RFP process is being conducted in order to select and engage an appropriate independent consultant to perform the work

related to the assessment of a proposal made to expand the scope of practice of the Licensed Technologist OAA members of the Ontario Association of Architects. The OAA uses a Qualifications-Based Selection process when selecting outside consultants.

II. Project Description and Objective

Project Outline:

The OAA is accepting submissions from qualified consultants to conduct an assessment of the proposal to expand the scope of practice for Licensed Technologists OAA, which will culminate in a recommendation as to the viability and appropriateness of the scope increase.

The consultant will conduct the following work in a fair, equitable and transparent manner and shall include opportunities for structured presentations from identified stakeholders including but not limited to Licensed Technologists OAA and the OAA Technology Program Integration Committee. Further the review will include consultation with the OAA membership at large. The consultant will be expected to coordinate their work two individuals who will be identified as Advisors to the project, providing input from an Architect and/or Licensed Technologist OAA perspective.

The following four criteria are the lenses through which the review, assessment and recommendations should be framed: **public need; competence; risk of harm; and impact on the OAA.**

Specific roles and responsibilities:

- Consultant will be expected to develop a deep understanding of the OAA's mandate as a regulator as well as the details of the OAA Technology Program.
- Consultant will be expected to gain a deep understanding of the restricted scope of practice of both Architects and Licensed Technologists, as well as the details for the OAA Council Policy Statement for the Licensed Technologists, OAA
- Consultant will be expected to do the necessary additional research to understand the regulatory landscape in Ontario and other jurisdictions as it relates to the proposal for expanded scope.
- In addition to the above four criteria, the consultant may also consider competition, impact on overall provision of architectural services, impact on relation to other professions, economic impact, education/accreditation, member's willingness to comply and regulatory environment, however should be given less weight.
- Consultant will form an opinion and make a final recommendation regarding the viability of the expanded scope of practice for Licensed Technologists OAA.
- Present the final report and plan to OAA Council and make any final amendments based on its feedback in March.

III. Final Deliverable

The final deliverables include:

1. A Final Report and Recommendation in response to the proposal re. Expanded Scope of Practice for the Licensed Technologist OAA.
2. The Summary of the various Stakeholder inputs received and associated data.
3. Presentation of the Final Report & Recommendations to OAA Council in November, 2022.

IV. Schedule and Timeline

The proposed project timeline is May 2022 -- October 2022*

- | | |
|-------------------|--|
| • May 16 | RFP released |
| • June 1 | Final deadline for submission of RFP |
| • June 2 – 3 | Review and shortlisting of respondents |
| • Week of June 6 | Scheduling of interviews |
| • Week of June 13 | Fee negotiation and engagement |
| • June 16 | Project commencement |
| • September 26 | First Draft Report |
| • October 24 | Final Draft Report/Recommendations delivered |
| • November 24 | Presentation of Final Report to Council |

**Timeline is subject to change based on external factors, or input from the consultant*

V. Coordination and Reporting

The proponent will be expected to provide, at agreed to intervals, updates via email to the Executive Committee of Council and Executive Director throughout the project until completion. Where required and with adequate notice, the proponent must make themselves available for an update phone call/virtual meeting.

VI. Budget

The OAA has set a total budget of \$50,000 for this project which includes the consulting fees, cost of above noted stakeholder consultation, as well as other ancillary costs.

VII. Assumptions

Acceptance of the selected proponent is contingent on the successful negotiation of the conditions of this agreement, fees, and scope of service.

The OAA reserves the right to accept or reject any or all responses to this RFP, as well as to reissue the RFP.

The OAA is not responsible for any costs incurred by the applicant in preparation of this proposal.

In case of disagreement in the interpretation of the provisions of this RFP, the final decision will rest with the OAA.

All proposal materials submitted for this RFP will remain property of the OAA.

All deliverables resulting from this RFP will remain property of the OAA, and their use thereafter is at the discretion of the OAA.

All information concerning the OAA gathered by potential bidders during the RFP process is confidential and remains the property of the OAA.

VIII. Submission Deadline and Requirements

The proposal should include:

1. Consultant Profile
2. Qualifications and Experience

3. Methodology to be used to conduct this review
4. Process Overview
5. References

The deadline for submissions is **June 1, 2022**.

Please send submissions in electronic format to:

Ontario Association of Architects
c/o Kristi Doyle, Executive Director
Kristid@oaa.on.ca
Subject: Consultant – Expanded Practice Licensed Technologist OAA

For additional information or clarification, please contact:

Kristi Doyle, Executive Director
416-449-6898 ext. 212
Kristid@oaa.on.ca

IX. Basis for Award of Contract

The Qualifications-Based Selection (QBS) method will be used to select the successful applicant. As recommended by the OAA, QBS is a fair and objective process that facilitates the selection of an applicant on the basis of value-based criteria and competence, including consideration of professional qualifications, creativity, and availability, in relation to the scope of work and needs of the client. Following the selection of the applicant on this basis, the scope of service and professional fees are determined. Once agreed upon by the applicant and the client, the contract is awarded.

Applicants will be short-listed based on the recommendations of the OAA's Selection Committee who will apply the QBS method when considering each application. There is no fee solicitation at this point. The list of three to five qualified short-listed applicants will be selected.

The preferred applicant will be identified following an interview with each of those short-listed, along with the recommendation to proceed with scope and fee negotiation. If the negotiations with the preferred applicant fail to achieve agreement in regard to the fee and scope of work, the process will proceed to the next short-listed proponent in order to negotiate the acceptable fee and scope of work. If not successful, the process will continue to repeat until an agreeable contract can be negotiated.

Ontario Association of Architects (OAA)

The OAA is the licensing body and professional association for Ontario's architects. Established under the Architects Act, our principal object is to regulate the practice of architecture "... in order that the public interest may be served and protected." The Association is dedicated to promoting and increasing the knowledge, skill, and proficiency of its members, and administering the Architects Act.

Memorandum

FOR COUNCIL MEETING
May 10, 2022
(open)
ITEM: 4.6

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: Executive Director, Kristi Doyle
Registrar, Christie Mills

Date: May 3, 2022

Subject: OAA Technology Program titles

Objective: Council to review and approve proposed titles for individuals enrolled in the OAA Technology Program

Work is underway to accomplish the November 4, 2021 Council directive regarding the integration of the certification program administered by the Ontario Association for Applied Architectural Sciences (OAAAS)—now referred to as the OAA Technology Program—into the operations of the OAA.

We continue to work with the staff of OAAAS as well as Councillor Jennifer King in this regard, as directed by Council.

In anticipation of the dissolution of the not-for-profit corporation that is the OAAAS, individuals enrolled in the program will need to be acknowledged as now holding status with the Ontario Association of Architects. In the absence of definition within the [Architects Act](#) and its [Regulation](#), the attached Council Policy is being proposed. Enrolled individuals need to be recognized in the OAA governing documents in order to operationalize the administration of the program.

The OAAAS refers to individuals enrolled in the certification program as “student members” and “Technologists OAAAS,” or as having “membership” in the program. However, once this program is being administered by the OAA the term “member” and “membership” can no longer be used in this manner. The

Architects Act (s.5) sets out the definition of “membership” as that exclusive to those who hold a licence issued by the OAA. Similarly, as per the Council Policy regarding [Use of the Designation “OAA”](#), only Architects, Licensed Technologists OAA, and Honorary Members may use this designation. Therefore, as the OAA undertakes its work to integrate the certification program, it will be important to confirm which titles should be used to recognize enrolled individuals.

The attached proposal has been reviewed by Vice President King, OAAAS Executive Director Garry Neil and OAAAS Associate Executive Director Rommy Rodriguez. OAA Executive Director Doyle also discussed with new policy with the Board of the OAAAS during her attendance at their last meeting in late April.

We understand the Vice President King will be prepared to make the motion below at the May 10 Council meeting.

Action: Council is asked to consider the following motion: It was moved by King and seconded by _____ that Council approve the Council Policy Recognizing Status Holders of the OAA Technology Program as presented to Council May 10, 2022 Council meeting.

Attachments: Appendix 1: Council Policy – Recognizing Status Holders of the OAA Technology Program



Council Policy

Policy Name **Recognizing Status Holders of the OAA Technology Program**

Issue Date **May 2022**

Revision Dates

The following Council Policy was approved May 10, 2022:

Council shall recognize the following prescribed classes of persons whose interests are related to those of the Association:

1. Intern Technologist: Once an applicant has been admitted into the OAA Technology Program (the Program), they may use the title Intern Technologist and may continue to use this title provided they remain actively enrolled in the Program and comply with all appropriate rules and regulations.

An Intern Technologist is a person who is of good character, has compiled with the academic requirements of the Program, pays the annual fees prescribed by the OAA Bylaws, and has been appointed as an Intern Technologist by the Registrar.

2. Student Technologist: On application, a student enrolled in a three-year architectural technology program, who has completed two semesters, may be appointed as a Student Technologist in the OAA Technology Program.

A Student Technologist is a person who is of good character, is enrolled in a school accepted by the Program, and who is appointed as a Student Technologist by the Registrar.

Status as a Student Technologist is valid for one year and may be renewed.

Intern Technologists and Student Technologists are entitled to receive general information issued by the Association and to attend the Annual General Meeting (AGM) of the Association, but are not entitled to vote at any meeting.

Memorandum

FOR COUNCIL MEETING
May 10, 2022
(open)
ITEM: 4.7

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: Paul Hastings, VP Regulatory
Claire Hepburn, Deputy Registrar
Christie Mills, Registrar

Date: May 3, 2022

Subject: Updates to two (2) policies on Continuing Education Non-Compliance Processes

Objective: To review and approve the changes to the two attached policies.

Non-compliance with the OAA's Mandatory Continuing Education Program (ConEd) is a serious matter. A failure to complete the requirements set out in section 54 of Regulation 27 under the *Architects Act* (Act) could result in a finding of professional misconduct.

Notwithstanding the seriousness of the matter, the OAA requires a process that is streamlined, efficient, and responsive to the exigencies of Right-Touch regulation, so as to be aligned with the OAA's recently approved 5-year strategic plan.

Changes to the attached policies will reduce the number of members being referred to the Complaints Committee and Discipline Committee, shifting administrative decisions to the Office of the Registrar (OOTR) staff, in accordance with a Council-approved decision matrix. Only those members who are persistently non-compliant and who had not remedied their non-compliance will be prosecuted, ensuring resources are allocated to more serious breaches of the Act, proportionate to the risk posed to the public.

These changes will allow for a significant reduction in the amount of time and resources spent on the handling of these matters.

Currently the process to address member non-compliance can take as long as 12 to 18 months. The proposed revisions target a process that should take between four to six months.

The pre-existing Penalty Matrix has been streamlined, simplified, and integrated into the policy, for ease of reference, transparency, and consistency in decision-making.

Greater clarity around how to address members who identify extenuating circumstances has been added to the policies. It ought to be noted that, in the past, the Association did not have a formal process to administer such requests and did so in an ad hoc manner. As such, the changes introduced herein bring clarity, defensibility, and transparency to an existing process.

Further, changes to the Policy '**Continuing Education – Fines for Non-Compliance**' sets out a process to request for a waiver, reduction, or deferral of the fine. As noted above, an ad hoc process for same already existed. The change herein establishes a clear process to follow.

In sum, the changes accord with the need for the OAA to ensure its processes are updated to align with the requirements of being a modern regulator. The changes improve transparency and objectivity by clarifying previously informal processes. The removal of redundant steps and simplifying the penalty matrix eliminates undue delay, and confirms a process which is procedurally fair.

Further, the changes address gaps in the process which could pose legal and reputational risk; for example, the OAA's duty to accommodate.

Action: To review and approve changes to the attached policies.
Motion: It was moved by _____ and seconded by _____ that Council approve the proposed updates to the two Continuing Education Non Compliance policies as presented on May 10, 2022; and, direct the Office of the Registrar to implement the necessary administrative changes in preparation for the end of the current Continuing Education cycle.

Attachments: Council Policy: Continuing Education – Fines for Non-Compliance;
Council Policy: Continuing Education Non-Compliance Procedure

Council Policy

Policy Name	Continuing Education – Fines for Non-Compliance
Issue Date	January 19, 2017
Revision Dates	May 10, 2022

Background

This policy is established as a result of a report brought forward to OAA Council in January 2017 by the Public Interest Review Committee (PIRC).

It is recognized that the process for dealing with Architects and Licensed Technologists OAA who are non-compliant with the OAA's Continuing Education Program (ConEd) through the OAA's complaints and discipline processes is a time-consuming and costly process.

As a result, this policy establishes that a fine will be assessed against Architects and Licensed Technologists OAA as a first measure for non-compliance with ConEd.

Procedure

1. At the end of each Continuing Education cycle the following files will be assessed for non-compliance with the Program.
 - Fine for the first offence \$ 500
 - Fine for each subsequent offence \$1,000
2. A request for a waiver, reduction, or deferral of the fine (Request) under this policy is available, if the following criteria are met:
 - a. Within ninety (90) days of the date the fine was issued, the recipient of the fine must send a written request to the Registrar which includes:
 - i. The amount of the fine they are requesting be waived, reduced or deferred
 - ii. The reason for the request
 - b. The reasons for the Request must accord with the OAA's duty to accommodate under the Human Rights Code.¹
 - c. The Registrar shall make all decisions related to the Request and the decision of the Registrar is final.
 - d. A written decision on a Request that is properly submitted in accordance with this Policy shall be provided within 45 days of the Request being received by the OAA. Reasons for the decision will only be provided when the request has been denied entirely and when the recipient of the fine submits a written request for reasons.
3. Relief under this policy may be granted a maximum of three times within a ten-year period.



Council Policy

Policy Name	Continuing Education Non-Compliance Procedure
Issue Date	November 2, 2007
Revision Dates	June 5, 2013; November 6, 2014; May 10, 2022

Background

Non-compliance with the OAA's Mandatory Continuing Education Program (ConEd) is a serious matter. A failure to complete the requirements set out in section 54 of Regulation 27 could result in a finding of professional misconduct.¹

All members who are non-compliant with the ConEd requirements will have their names forwarded to the Office of the Registrar (OOTR) for action, and, in more serious matters of non-compliance, prosecution for misconduct. The OAA shall apply a right-touch approach to the administration and application of this policy. To that end, wherever possible, the OAA shall simplify processes, focus on dispositions that promote ongoing member competence and preserve the reputation of the architectural profession, and prosecute for misconduct when necessary.

Process

The following process shall be followed:

1. Once the End of Cycle has passed, or shortly thereafter, the OOTR shall perform a preliminary review of all members who have been non-compliant with the ConEd requirements, having regard to:
 - a. The number of times the member has been non-compliant in previous cycles;
 - b. Whether the member has substantially complied with the ConEd requirements within three months after the deadline;
 - c. Whether the member surrendered their licence, has taken Retired status, or is otherwise no longer entitled to practice architecture; and/or
 - d. Whether the member has identified extenuating circumstances.²

¹ Section 54

- 1) The Council shall establish a program of continuing education for members. O. Reg. 287/99, s. 12.
- 2) The program shall include continuing education activities that may be offered by the Council or by other persons, consisting of courses of study, seminars, workshops, self-directed learning and professional activities approved by the Council. O. Reg. 287/99, s. 12.
- 3) In each two-year period determined by the Council for the purpose of this section, a member of the Association shall spend 70 hours in continuing education activities approved by the Council. O. Reg. 287/99, s. 12.

Non-compliance with any requirements of the Regulation is professional misconduct under Section 42(1) of the Regulation as follows:

42. For the purpose of the Act, "professional misconduct" means,

- 1) Contravention of any provision of the Act, or the regulations.

² Extenuating circumstance will be considered having regard to the OAA's duty to accommodate in accordance with the [Human Rights Code, R.S.O. 1990, c. H.19 Code](#)

2. The OOTR may proceed as follows:
 - a. Dismiss the matter;
 - b. Issue a written administrative caution from the OOTR, which shall remain on their membership record (not published publically);³
 - c. Issue an administrative undertaking, which shall remain on their membership record (not published publically);⁴
 - d. Refer the matter to the Complaints Committee.
3. Only members who are actively entitled to practise architecture will be referred to the Complaints Committee. All non-active members will be required to comply with the administrative and regulatory requirements should they wish to reactivate their status.
4. Referral to the Complaints Committee shall be made when:
 - a. The member is actively entitled to practise architecture;
 - b. The member continues to be substantially non-compliant three months after the prescribed deadline of the preceding Continuing Education cycle and/or the member has been non-compliant for three or more cycles; and
 - c. The OOTR has not resolved the matter on the basis of extenuating circumstances.
5. The Complaints Committee has the discretion to review any written submissions provided by the member, as it relates to extenuating circumstances, and may issue the following dispositions, in accordance with section 30(1) of the Architects Act:
 - a. Dismissal
 - b. Referral to Discipline
6. For matters referred to the Discipline Committee, the disposition of the matter shall be determined in accordance with the penalty matrix set out in Appendix A which includes:
 - a. Dismissal
 - b. Recorded in the OAA Register and publication in an official publication of the Association including the member's name
 - c. Costs
 - d. Suspension
7. The Discipline Committee shall follow the procedures set out in the OAA Discipline Committee Manual for Written Hearings.
8. Nothing in this policy shall fetter the Registrar's discretion to make decisions related to fines for non-compliance, pursuant to the Council Policy "Continuing Education – Fines for Non-Compliance".

³ Unless, it would be unreasonable to do so, written administrative cautions may be issued to members who are first-time non-compliant

⁴ Unless, it would be unreasonable to do so, administrative undertakings may be issued to members who are second-time non-compliant



Appendix A: Penalty Matrix

To ensure consistency, fairness, transparency and impartiality of decision-making by the Discipline Committee, the following steps will be applied to reaching a decision on all written hearings relating to Con Ed non-compliance.

Step One: Consider, is there sufficient evidence to dismiss the matter?

The Discipline Committee may dismiss a complaint if:

- The number of times the member has been non-compliant in previous cycles is fewer than two cycles;
- If the member has complied with the ConEd requirements at the time of the hearing or, if the member has not complied, the ability of the member to demonstrate ongoing competence through other means; and
- Extenuating circumstances that are supported by evidence that demonstrates how these circumstances impacted the member's ability to meet the ConEd Requirements.

Step two: Dispositions when not dismissed

	Recorded in Register and Publication with Name	Costs Order	Suspension
Completed requirements after referral but prior to the Discipline hearing.	YES	YES	NO
Did not complete requirements prior to Discipline hearing.	YES	YES	YES



Written Hearings Rules for the Continuing Education Program Non-Compliance

1. Where the Council by resolution has directed that the Discipline Committee hold a hearing under Section 33(5) of the *Architects Act* to determine allegations of professional misconduct on the part of a member or where the Complaints Committee has referred in whole or in part the subject matter of a written complaint filed with the Registrar to the Discipline Committee with respect to a member's failure to comply with the mandatory program of continuing education of members as prescribed by Section 54 of the Regulation under the *Architects Act*, the hearing shall be conducted as a written hearing, unless the Association or the member satisfies the Tribunal that there is good reason for not holding a written hearing.
2. At least forty-five (45) days prior to the date of the hearing, the Association shall serve on the member all documents that will be submitted to the Tribunal for the purpose of the written hearing.
3. At least thirty (30) days prior to the date of the hearing, the member who is the subject of the proceeding shall serve on the Association all documents that will be submitted to the Tribunal for the purpose of the written hearing.
4. At least twenty (20) days prior to the date of the hearing, the Association shall deliver to the member who is the subject of the proceedings its written submissions to the Tribunal.
5. At least ten (10) days prior to the date of the hearing, the member shall deliver to the Association his or her written submissions to the Tribunal.
6. At least five (5) days prior to the date of the hearing, the Association shall deliver to the member its reply, if any, to the written submissions of the member.
7. Following the service of the documents and delivery of the written submissions, the documents and written submissions shall be filed with the Tribunal.
8. Notwithstanding Rule 7, where a member fails to comply with Rules 3 or 5, the Association shall, following compliance with Rules 2 and 4 file its documents and submissions and such documents and submissions, if any, that have been received from and delivered by the member with the Tribunal.
9. Where a member does not comply with Rules 3 or 5, the Tribunal may proceed with the written hearing on the basis of the Association's documents and submission and without either the member's documents or submission.
10. The documents referred to in Rules 2 and 3 shall include all written or documentary evidence that will be adduced by the party for the purpose of the written hearing including witness statements and reports of expert witnesses.
11. The report of an expert witness shall set out the expert's name, address, qualification and the expert's evidence.
12. No medical evidence will be accepted at the written hearing unless it is corroborated by a report signed by a practitioner as defined in Section 52(1) of



the *Evidence Act*, R.S.O. 1990, c. E.23 and the report is in compliance with Rule 11.



Memorandum

FOR COUNCIL MEETING

May 10, 2022

(open)

ITEM: 4.8

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: Communications Committee

Jennifer King	Farida Abu-Bakare
Bill Birdsell	Carl Knipfel
Joël León	Elaine Mintz
Dana Seguin	Arezo Talebzadeh

Date: April 29, 2022

Subject: Theme for the 2023 OAA Conference

Objective: To provide Council with a recommendation for the theme for next year's OAA Conference, taking place in Sudbury.

The OAA Communications Committee has been tasked with developing the theme for the 2023 OAA Conference, which is being developed for Sudbury. In addition to a distinctive Franco-Ontarian culture and being the long-established territory of the Atikameksheng Anishnawbek, the city is home to Laurentian University's McEwen School of Architecture—the first school of architecture built in Canada in more than 40 years.

Hosting the 2023 OAA Conference in Sudbury offers exciting opportunities, which include the ability to connect with students and to embrace the membership community outside the OAA's traditional programming along the shores of Lake Ontario.

The OAA Conference is an annual event, and includes a variety of Continuing Education courses, tours, awards ceremonies, and other special events. Members of Ontario's architecture profession attend to help fulfil their professional accreditation/education requirements, but events are also often

open to the public. The Conference also serves as a networking opportunity to connect with colleagues and leaders in the design community.

The theme serves as a title for the Conference and an overriding topic that speaks to not only the relevant needs of the profession, but also as inspiration for the plenary and education sessions. It also helps inform the choice of a Keynote Presenter, which the Communications Committee suggests to Council.

At its April 6 meeting, the OAA Communications Committee reviewed recent themes for OAA Conferences (including “Inspiring Climate Action,” “Cultivate Inclusion,” “Shifting Paradigms,” and “Empowering Changes”) along with suggestions from Council and Committee members.

The Committee strongly felt the theme must be something that is grounded in the location of Sudbury and Northern Ontario, as well as the local communities and cultures. At the same time, it was felt the theme needed to speak to wider issues, including current challenges elsewhere in the province and worldwide.

Designing for Dignity

Ontario’s architecture profession has the skills, education, and perspective to shape the built environments in which we all live and thrive, and this extends beyond cities and suburbs. For the first time, the OAA is holding its annual conference in the North—a place of resource extraction and regeneration, of remoteness and richness, of communities and challenges. The setting prompts us to have new conversations as well as learn from and collaborate with local communities about the role the profession must play in providing dignity.

This Conference will acknowledge those who call Sudbury home, from diverse Indigenous groups and Franco-Ontarians to urbanites, students, and those living in isolated areas. Throughout the province and around the world, it will explore how the architecture profession can better accommodate human needs by listening to local communities. It examines the imperative of respecting the land and planning for several generations... while also considering the need for safe housing, healthy spaces, and inspiring projects here and now.

Related to this proposed theme, the Committee strongly suggests the OAA and conference organizers partner with a local Indigenous consultant (or Friendship Centre) to ensure topics—as well as signage, events, etc—properly reflect both local issues and wider perspectives related to First Nations, Indigenous, and Inuit communities. Indeed, additional local representation and perspective being woven into the Conference will give more people the opportunity to engage and help remove any notion the OAA is preaching rather than actively listening in an ongoing conversation.

Action: For Council to approve the Communications Committee's recommendation for the theme for the 2023 OAA Conference.

Attachments: None

Memorandum

FOR COUNCIL MEETING

May 10, 2022

(open)

ITEM: 4.9

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: Communications Committee

Jennifer King	Farida Abu-Bakare
Bill Birdsell	Carl Knipfel
Joël León	Elaine Mintz
Dana Seguin	Arezo Talebzadeh

Date: April 29, 2022

Subject: Theme for the SHIFT 2023 Challenge

Objective: To provide Council with a recommendation for the next iteration of the OAA's SHIFT Challenge awards program, which would be in late spring or early summer with an early January 2023 deadline.

The OAA Communications Committee has been tasked with developing the theme for the SHIFT2023 Challenge for Council's consideration.

The [SHIFT Architecture Challenge](#) is an aspirational, biennial program created to highlight to the public the distinct contribution the architecture profession brings to addressing key societal issues.

Through SHIFT, the OAA challenges the profession to further enhance the public's perception of architecture as a force that acts as a catalyst for positive social change. It invites OAA licensed members, intern architects, architecture students, and their collaborative teams to respond to an identified area of concern using their skills and insights. The program runs biennially, having begun with the **SHIFT2019 Infrastructure/Architecture Challenge** and continued with the **SHIFT2021 Resiliency/Architecture Challenge**.

The SHIFT Architecture Challenge seeks to recognize those in the profession, both emerging and established, whose responses to the theme at hand best embody these qualities. It articulates the importance of architectural thinking as a social determinant that impacts the well-being of people and the planet, it enables the architectural profession to be viewed by the public in a new light, and it reflects the capacity for design thinking to permeate all aspects of life.

At its April 6 meeting, the OAA Communications Committee reviewed the language behind the previous SHIFT themes and also the various suggestions offered by members of Council. The Committee strongly felt the theme must be something that speaks to the current zeitgeist and public interest as the program is geared toward raising public awareness and understanding.

SHIFT2023 Theme: Architecture Assisting Health

As the world strives to emerge from a global pandemic, and Canada reflects on its current approaches to long-term care and other health spaces, architecture's impacts—negative and positive—on human well-being have taken centre stage. From considering indoor environmental effects on our bodies and minds to designing truly inclusive, accessible spaces, what role does the architecture profession play in supporting human health, both here in Ontario and around the world?

The SHIFT2023 Challenge asks the profession to explore the intersection of architecture and human health, and examine how innovative ideas could improve happiness and well-being. At scales ranging from a room to a building to an entire city (or beyond), how can new architectural approaches offer better outcomes?

Should Council approve this theme, it will be the Committee's intent to include a truly multi-disciplinary jury, bringing together architects and leaders from the planning and engineering realms with medical experts (perhaps not only doctors, academics, and scientists, but healthcare workers or first responders).

Action: **For Council to approve the Communications Committee's recommendation for "human health" as the theme for the SHIFT2023 Challenge.**

Attachments: None

President's Log

Date	Event/Meeting	Location	Attendees	Time
March 5	BEA(N) annual celebration of International Women's Day	Virtual meeting	w/participants	11am-1pm
March 7	Ontario Builder Awards, Jury Day	OGCA, Mississau	w/jurors	9am-2:30
March 8	OAA Land Acknowledgement	Virtual meeting	w/jurors, E.Missio	12-12:30
March 9	March Student - Professionals Networking Event	Virtual meeting	w/University of Toronto	5:00-7:45pm
March 21	Governance Committee	Virtual meeting	w/committee members	11am-1:30pm
March 22	OAA Keynote Speaker event	Virtual meeting	w/members	1-2pm
March 3-28	BILD Awards Judging	Virtual meeting		
April 5	Presentation Skills Seminar	Virtual meeting	w/S.Vilardi, staff	10am-12 noon
April 11	Special Meeting of Council	Virtual meeting	w/Council	11am-12 noon
April 11	Public Hearings Bill 109	Virtual meeting	w/stakeholders	4-5pm
April 12	OAA Technology Program Integration Committee	Virtual meeting	w/J.King, K.Doyle, C.Mills	11-11:30am
April 12	AGM Script Review	Virtual meeting	w/K.Doyle, T.Carfa	1:00-2:00pm
April 14	Interview/OAA Technology Prog Integration Com	Virtual meeting	w/J.King, K.Doyle	3:00-3:30pm
April 22	Staff Check-in	Virtual meeting	w/K.Doyle, T.Carfa	11am-12 noon
April 19	HR Meeting to Review Report and Recommendations	Virtual meeting	W/ S. Rudner and C. Noxon	5:00-6:00pm
April 24	BILD Awards Judging	Virtual meeting		4:30-9:30pm
April 25	Pre-meet re. ROAC Board Meeting	Virtual meeting	w/S.Vilardi, K.Doyle, C.Mills	11am-12 noon
April 25	BILD Awards Judging	Virtual meeting		10:00-12:00pm
April 26	CSC Trade Show and Luncheon	MTCC, Toronto	w/attendees	11am-6pm
April 27	Executive Committee	Virtual meeting	w/Executive Committee	11-11:30am
April 28	ROAC Regulators Meeting	Virtual meeting	w/ROAC Authorities	1-4pm
May 6	Pro-Demnity Board Meeting	Virtual meeting	w/Pro-Demnity Board	8:30am-12:30pm
May 9	EABO Meeting	Hotel X, Toronto	w/Council	9:00-11:00am
May 9	pre-Council event	Hotel X, Toronto	w/Council	6:30-9:30pm
May 10	Council Meeting	Hotel X, Toronto	w/Council, staff	9am-3pm

Memorandum

FOR COUNCIL MEETING
May 10, 2022
(open)
ITEM: 6.1.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
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: May 3, 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 March 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 implemented with staff beginning to work from the OAA Headquarters on a regular basis since March 14. Staff are working a minimum of 2 days a week at the building, and the remainder of their time from home. We are maintaining the mandatory vaccination policy at this point as well as masking protocols. We will be considering meetings and other activities at the building after the OAA Conference which is scheduled to take place starting May 10.

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. OAA Vice President King is also involved in those discussions. The transition of all financial matters over to the OAA is complete. As noted under another item in this meeting package, the integration committee will be formed shortly and the first meeting will be planned for early June. OAAAS Executive Director, Garry Neil has confirmed that the

OAAAS will be dissolved by the end of June and that a meeting of the Board and the OAA as the founder will be called shortly after the June Council meeting to finalize that transaction. Other items of note/interest around the integration process include automation of the registration process for Technologist OAAAS exam candidates through the OAA -- The next sitting of the exam will be June 21 at the OAA Headquarters. You will also find a memo elsewhere in this meeting agenda pertaining to a recommendation to adjust the titles of the Technologist OAAAS members and the student associates.

The OAA staff welcomed Kathy Armbrust to the team on May 2 in the position of Manager Human Resources. I will be spending a good part of the time in the next few weeks getting Kathy up to speed and ensure she has adequate training resources.

Our search for our next Architectural Graduate has begun in anticipation of a new 12-month contract starting in June 2022. Current Architectural Graduate, Lindsay Wu will continue on with the OAA until the end of the summer to help with the transition and complete a few specific projects.

Operational Review Update

Develop, Implement & Monitor 5-year strategic plan

I invite Council to review the report of the Governance Committee for an update on the completion and implementation of the OAA's 5-year Strategic Plan.

Other significant items of note pertaining to the recommendations of the Operational review include:

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

Further meetings have been held with the OAA's Administrator IT to assess the priorities and resources required to address the IT bucket of recommendations. We had discussed the issuance of an RFP for a consultant this spring to take on some of that work, however upon further review, and specifically as we transition to Office 365, a number of the elements that had been suggested as improvements for the OAA's IT infrastructure and data management will be addressed. I continue to work with the Administrator to develop a plan to move forward with further integration to Office 365.

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.

HR Bucket of Recommendations:

In March I had noted that an RFP for an HR consultant who would take on the HR bucket of recommendations resulting from the Operational Review was being drafted. The Governance Committee did discuss this briefly at their March 21 meeting and agreed to hold moving forward until the new Manager Human Resources in on board.

Governance Bucket of Recommendations:

As you will read in the report from the Governance Committee (noted above) we are well underway in terms of addressing the key recommendations that had been categorized under the direction of a Governance Review. It is anticipated that much of that work will be completed by the end of 2022. I invite you once again to refer to the Governance Committee memorandum.

Industry Relations and Outreach

I will be participating in a panel discussion hosted by Engineers, Architects, Building Officials (EABO) on May 31 along with my colleagues from Professional Engineers Ontario, Ontario Building Officials Association, and Association of Consulting Engineers Canada – Ontario, as well as others from the industry re. *Digital Seals and Authentication*. One of the key objectives of my participation will be to ensure that there is a clear understanding of the options that are available to our members in terms of their professional seal.

National Initiatives

OAA Registrar, Christie Mills and I attended a meeting of the Administrators Committee of the Regulatory Organizations for Architecture in Canada (ROAC) on April 25, 2022. A copy of the agenda is attached for information. We, along with the President Speigel and Senior Vice President Vilardi, also attended the first official meeting of the Board of Directors of the newly incorporated ROAC on April 28. The agenda for that meeting is contained elsewhere in the Council package. The first AGM for ROAC will be held on November 18, 2022.

Of note during the ROAC Board meeting was the presentation by the Royal Architectural Institute of Canada (RAIC) of their new strategic plan. OAA President Speigel took a moment to congratulate the RAIC on the Plan and emphasize our support for their goals and objectives regarding advocacy for the profession. This has certainly set the stage for clearer identification of roles and responsibilities in terms of the OAA as the regulator and RAIC as the advocacy body.

In the meantime, the Administrators are working on the development of a position description to staff the ROAC and to bring further structure, effectiveness and efficiency. The hiring of a staff person will follow the model currently used in a number of other circumstances in so far as one of the regulators will take on the staff and provide the services to ROAC.

Also on the national front is the recent activity of the Alberta government which has consolidated the legislation of 22 professional regulatory organizations under one umbrella legislation. A copy of the media release issued by the Alberta Association of Architects is attached.

Action: For information only. No action is required.

Attachments: ROAC Administrator's meeting agenda May 2022
AAA Media Release re. new legislation for Alberta Architects and Interior Design



REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA
REGROUPEMENT DES ORDRES D'ARCHITECTES DU CANADA

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

ADMINISTRATORS COMMITTEE AGENDA

SPRING 2022

APRIL 25, 2022

ADMINISTRATORS COMMITTEE MEETING

DATE | April 25, 2022
TIME | 10:00am – 1:00pm PST
LOCALE | <https://ca01web.zoom.us/j/64366169403?pwd=dFFaM3VKRGxEMStBNG9SVGdQZmFCUT09>
CHAIR | Karen Chantler, Executive Director (AANB)

ATTENDEES | ADMINISTRATORS

AIBC Mark Vernon, *CEO*
Thomas Lutes, *Deputy CEO, General Counsel*
Jenelyn Torres, *Director of Registration*

NWTAA Natasha Bhogal, *Executive Director*

AAA Barbara Bruce, *Executive Director*
Grant Moore, *Registrar*
Wendy Graden, *Director of Regulatory Affairs*

SAA Whitney Robson, *Executive Director*

MAA Judy Pestrak, *Executive Director*

OAA Kristi Doyle, *Executive Director*
Christie Mills, *Registrar*

OAQ Sébastien-Paul Desparois, *Directeur général*
Jean-Pierre Dumont, *Directeur des affaires*
juridique et secrétaire de l'Ordre

AANB Karen Chantler, *Executive Director*

AAPEI Scott Stewart, *Executive Director*

ALBNL Lynda Hayward-Kirkland, *Executive Director*

NSAA Margo Dauphinee, *Executive Director*

ATTENDEES | STAFF

ROAC Jocelyn Webster

ROAC ADMINISTRATORS COMMITTEE MEETING AGENDA

AGENDA ITEM		AGENDA TOPIC	PRESENTER
9:50 AM		Meeting room available online	
		<i>Please sign in ahead of time to perform any technical trouble shooting.</i>	
1.0	10:00 AM – 10:10 AM	Welcome 1.1 Adoption of Agenda 1.2 Review of Previous Minutes & Business November 2021 1.3 Review of Action Items from February Administrators Workshop	Chantler (AANB)
2.0	10:10 AM – 11:00 AM	ExAC Administration 2022 2.1 Winter 2022 Administration Update 2.2 Update / Debrief re: November 2022 sitting 2.3 Draft Terms of Reference for Working Group – re. Modernization of the Exam 2.4 Draft RFP for a consultant to address the modernization of the Exam	Doyle (OAA) Dumont (OAQ) Torres (AIBC)
	11:00 AM – 11:10 AM	Break	
3.0	11:10 AM – 11:25 AM	IAP 3.1 Review of draft updated Declaration Form – Student Experience 3.2 Update / poll on transition to new IAP	Chantler (AANB) Mills (OAA) Pestrak (MAA)
4.0	11:25 AM – 11:45 AM	CALA Incorporation 4.1 Incorporation Checklist 4.2 Next Steps	Lutes (AIBC)
5.0	11:45 AM – 12:00 PM	ACE 5.1 Update on Status of Agreement 5.2 Next Steps	Dumont (OAQ)
6.0	12:00 PM – 12:15 PM	ROAC Administration 6.1 Location for November Meetings 6.2 Draft Job Description for ROAC Staff	Vernon (AIBC) Dauphinee (NSAA) Bruce (AAA)

ROAC ADMINISTRATORS COMMITTEE MEETING AGENDA

AGENDA ITEM		AGENDA TOPIC	PRESENTER
6.0	12:15 PM – 12:30 PM	CHOP Update	Bruce (AAA)
		6.1 CHOP Observation Tracker	Chantler (AANB)
			Doyle (OAA)
			Dumont (OAQ)
			Vernon (AIBC)
7.0	12:30 PM – 1:00 PM	Administrators Roundtable	All
9.0	1:00 PM	Adjournment	Chantler (AANB)

MEDIA RELEASE

New Legislation to Govern the Professions of Architecture and Interior Design in Alberta

Edmonton, AB: May 3, 2022 – The Government of Alberta has introduced new legislation to replace the *Architects Act*, the legislation that establishes the Alberta Association of Architects (AAA) as a self-governing professional regulatory organization (PRO).

[Bill 23, the Professional Governance Act](#), consolidates governance of 22 Alberta PROs under a single act. The act will address common core areas, such as governance, registration, professional development and practice with a view to reducing inconsistencies and inefficiencies.

The act gives PROs the authority to write and rewrite their own bylaws, without the red tape that normally accompanies amendments.

“We are pleased to learn that the Government of Alberta is moving forward with new legislation for the PROs,” said Keesa Hutchinson, Architect and President of the AAA. “The provincial government is investing significant resources and effort to create a modern professional governance framework for the Alberta Association of Architects and 21 other Professional Regulatory Organizations. We will add our efforts to build new regulations and schedules that truly safeguard Albertans and the professions.”

Kaycee Madu, minister of Labour and Immigration, introduced Bill 23 to the Legislative Assembly on Monday, May 2, 2022. The provincial government hopes the Bill will pass during the Spring session, which will sit until Thursday June 9, 2022, and that the law will be proclaimed in early 2023.

The AAA must develop new bylaws before proclamation of Bill 23, the Professional Governance Act, in early 2023.



Background

The Alberta Association of Architects (AAA) is a self-governing professional association legislated by the [Architects Act](#). Since 1906 the AAA has served the public and its members by administering the standard of practice for the professions of architecture and interior design in Alberta. The AAA is governed by a Council of Architects and Licensed Interior Designers who have been elected by the Membership.

Learn more about the AAA here: www.aaa.ab.ca

Media Contact

Jenine Cerny
Senior Communications Manager
The Alberta Association of Architects
icerny@aaa.ab.ca



Memorandum

FOR COUNCIL MEETING
May 10, 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

Date: April 19, 2022

Subject: **Unaudited Financial Statements for the Three Months Ended February 28, 2022**

Objective: To provide the three months (Quarter 1 of FY-2022) financial statements for Council information.

Attached for your information are Financial Statements (FS) including:

1. Balance Sheet
2. Statement of Cash Flows
3. Statement of Revenue and Expenses (comparing 2022 expenditures to 2021, and showing 2022 approved budget figures by category)
4. Committee Statement expenses (shows 2022 committee budget vs. actual spending).
5. Statement of Members Equity (current restricted and unrestricted reserve amounts).

Policy Contingency

Although Council has not approved any new initiatives to be drawn from the Policy Contingency in this calendar year), there are initiatives that were approved in 2021 that crossed over into 2022. Those items will be allocated against the 2022 policy contingency as follows:

Policy Contingency-December 1, 2021	\$230,890
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Approved:

Total Energy Use Intensity Calculator (TEUI)	25,000 (2021)
University of Toronto 0 Future of Long Term Care	<u>19,461 (2021)</u>
	44,461

Council Policy Development funds expended in 2021 \$186,429

Additional ITEMS of NOTE for February 28, 2022:

Fees received to date are \$5,826,911 representing over 84% of the budgeted annual fees revenue.

Revenue related to the OAA Continuing Education session is below 2021, however this is due to an increase in complementary sessions regarding Equity, Diversity & Integrity and Trust & Reconciliation.

OAA Governance Committee shows an increase over 2021 due to the Strategic Planning Session.

An increase in Computer Operations was recognized as work to increase cyber security for the OAA which was started in the first quarter.

OAA's Mortgage Interest & Fees reflects a significant decrease related to the move in 2021 from Scotiabank to CIBC.

Action: No action required of Council. For information only.

Attachments: Financial Statements for three months ended February 28, 2022

ONTARIO ASSOCIATION OF ARCHITECTS

Balance Sheet

Three Month Ended February 28, 2022

Three Month Ended February 28, 2022			2022		2021	
ASSETS						
CURRENT						
Petty Cash		500			500	
Cash-CIBC		2,801,374			1,134,733	
Cash-Premier Investment Account (PIA)		6,950,522	9,752,397		7,612,935	8,748,168
Accounts Receivable		-195,202			-379,044	
Long Term Member Accounts Receivable		7,769			7,769	
NSF Cheques		956			1,977	
HST - Input Tax Credits		28,603			19,431	
HST Receivable		1,222,896	1,065,022		83,965	(265,904)
Prepaid Expenses		258,096			508,718	
Inventory		18,019	286,677		16,548	525,418
	Total Current		11,104,096			9,429,683
LONG TERM						
Land		470,000			470,000	
Furniture & Equipment		549,481			549,481	
Computer Equipment		924,410			772,312	
Website Development		414,194			404,522	
Building - 111 Moatfield Drive		10,929,938			10,872,964	
Building Additions		2,200,684			2,086,678	
	Total Property & Equipment		15,488,706			15,155,957
Accumulated Depreciation - Furniture & Equipment		-220,521			-180,078	
Accumulated Depreciation - Computer		-467,467			-475,664	
Accumulated Depreciation - Website Development		-296,446			-243,981	
Accumulated Depreciation - Building		-1,814,144			-1,609,434	
Accumulated Depreciation - Building Additions		-1,398,615			-1,238,216	
	Total Accumulated Depreciation		(4,197,193)			(3,747,374)
	Net Fixed Assets		11,291,513			11,408,583
Investment in Pro-Demnity		32,807,966	32,807,966		31,081,920	31,081,920
	Total Assets		55,203,575		51,920,185	
LIABILITIES						
CURRENT						
Accounts Payable		-15,742			-85,780	
Refund Clearing		4,558			-30	
CExAC Payable		792,569			237,470	
CExAC Operating Fund		-197,367			422,110	
RBC-LTD Clearing		-4,897			-3,536	
Stale Dated Refund		214			214	
HST Payable		292,125			153,001	
			871,459			723,448
Deferred Revenue - Fees		560,043			509,983	
			566,283			509,983
Mortgage Payable - Current		145,373	145,373		145,495	145,495
	Total Current		1,583,115			1,378,926
LONG TERM						
Mortgage Payable - Long Term		4,296,560			4,175,554	
	Total Long Term Liabilities		4,296,560			4,175,554
	Total Liabilities		5,879,675		5,554,480	
EQUITY						
Members' Equity		43,070,065			40,772,493	
Major Capital Reserve Fund (Internally Restricted)		749,735			813,574	
Operating Reserve Fund (Internally Restricted)		1,048,127			848,127	
Legal Reserve Fund (Internally Restricted)		162,500			62,500	
Surplus/(Deficit)		4,293,473			3,869,012	
	Members Equity Closing		49,323,900		46,365,706	
	Total Liabilities & Equity		55,203,575		51,920,186	

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Cash Flows

Three Month Ended February 28, 2022

Operating Activities:

Excess (deficiency) of revenue over expenses	4,293,473
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Add items not involving cash:

Amortization of property and equipment	449,819
--	---------

Loss on Disposal of property and equipment	
--	--

Income from investment in Pro-Demnity Insurance Company	(1,726,046)
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Net change in non-cash working capital items:

Accounts receivable	(1,330,926)
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Inventories	(1,470)
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Prepaid expenses	240,212
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Accounts payable and accrued liabilities	148,011
--	---------

Deferred revenue	56,300
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Major Capital Reserve Fund (Internally Restricted)	749,735
--	---------

Operating Reserve Fund (Internally Restricted)	1,048,127
--	-----------

Legal Reserve Fund (Internally Restricted)	162,500
--	---------

Cash flows from operating activities	4,089,734
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Financing Activities:

Mortgage Payable - Current	(145,373)
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Cash flows from financing activities	(145,373)
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Investing activities:

Short-term deposits	422,000
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Purchase of property and equipment	(332,749)
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Cash flows from investing activities	89,251
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Net increase/(decrease) in cash during the year	4,033,612
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Cash, beginning of year	469,384
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Cash, end of period	4,502,996
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Statement of Revenue and Expenses
Three Month Ended February 28, 2022

	2021			2022										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
REVENUE														
Fees		5,104,301	99.3%		5,826,911	99.5%		6,893,068	85.5%		6,893,068	85.5%		0
Classifieds Revenue		3,575	0.1%		7,608	0.1%		20,000	0.2%		20,000	0.2%		0
Conference Revenue		0	0.0%		-150	0.0%		841,225	10.4%		841,225	10.4%		0
Continuing Education:		0									0			
Admission Course Revenue		0	0.0%		0	0.0%		7,000	0.1%		7,000	0.1%		0
Continuing Education Revenue		22,411	0.4%		12,193	0.2%		50,175	0.6%		50,175	0.6%		0
Fundamentals of Architectural Practice		2,077			0	0.0%		3,125	0.0%		3,125	0.0%		0
Documents, Job Signs & Other Revenue		2,084	0.0%		3,034	0.1%		10,000	0.1%		10,000	0.1%		0
ExAC Jurisdiction Exam Fee		0	0.0%		0	0.0%		158,000	2.0%		158,000	2.0%		0
Interest Earned		3,792	0.1%		1,924	0.0%		48,000	0.6%		48,000	0.6%		0
Misc Fees		0	0.0%		0	0.0%		0	0.0%		0	0.0%		0
Pro-Demnity:		0			0						0			
PCS Transfer		0	0.0%		0	0.0%		5,500	0.1%		5,500	0.1%		0
Awards Income		0			0	0.0%		0	0.0%		0	0.0%		0
Recovery of Discipline Charges		0	0.0%		6,000	0.1%		24,000	0.3%		24,000	0.3%		0
											0			
Total Revenue		5,138,240	100.0%		5,857,519	100.0%		8,060,093	100.0%		8,060,093	100.0%		0
EXPENDITURES														
Council & Executive		149,829	12.0%		223,658	14.3%		1,270,431	15.8%		1,270,431	15.8%		0
AGM (Annual General Meeting)		1,756			0			24,000			24,000			0
Committees & Task Groups:		0									0			
ACT/Reg Amendments Review		0			0			0			0			0
OAA Governance Committee		0			15,375			167,724			167,724			0
Budget Committee		0			0			418			418			0
Construction Design Alliance Ontario (CDAO)		0			42			5,396			5,396			0
HR Committee		0			0						0			0
Joint OAA/Arido Task Group		0			0			2,000			2,000			0
Joint OAA/Pro-Dem Working Group		0			0			0			0			0
Miscellaneous Committee Expense		0			0			3,000			3,000			0
OAA/OGCA Best Practices Committee		0			0			1,530			1,530			0
Policy Advocacy Coordination Team (PACT)		6,222			0			48,751			48,751			0
Sustainable Built Environment Committee		4,425			18			4,317			4,317			0
Council & Executive		14,328			16,363			266,040			266,040			0
Legal:		0									0			
Action against Association & Members		0			0			0			0			0
Legal General		725			6,382			35,000			35,000			0
Liaison With Gov't & Other Organizations		0			6,500			1,000			1,000			0
National:		0									0			
Canadian Architectural Certification Board (CACB)		0			17,996			65,000			65,000			0
CALA Meetings		0			43,562			67,080			67,080			0
International Relations Committee		0			5,530			3,000			3,000			0
RAIC Festival		0			0			0			0			0
Tri-National Agreement		0			0			0			0			0
OAAAS		13,130			0			70,800			70,800			0
Society Chairs Workshop		0			0			8,360			8,360			0
Salaries & Benefits Council & Exec		109,244			111,889			497,014			497,014			0
Regulatory:		266,325	21.2%		246,010	15.7%		1,464,223	18.2%		1,464,223	18.2%		0
Committees:		0									0			
Complaints Committee		0			6,105			75,265			75,265			0
Discipline Committee		9,261			1,981			62,530			62,530			0
Elections Task Group		0			0			0			0			0
Experience Requirements		0			340			30,814			30,814			0
Fees Mediation Committee		0			0			1,000			1,000			0
Public Interest Review Committee (PIRC)		0			0			5,000			5,000			0
Registration Committee		0			0			25,437			25,437			0
The Interns' Committee		0			0			9,902			9,902			0
Exam for Architects in Canada (ExAC):		0									0			
ExAC Exam Administration		0			10,596			62,002			62,002			0
Legal:		0									0			
Act Enforcement		0			3,966			55,000			55,000			0
Appeals		9,893			0			30,000			30,000			0
Discipline Hearings		0			8,756			90,000			90,000			0
Fees Mediation		24,485			0			2,500			2,500			0
General		0			450			50,000			50,000			0
Registration Hearings		13,925			0			15,000			15,000			0
Salaries & Benefits - Registrar		208,761			213,816			949,774			949,774			0
Practice Advisory:		92,782	7.4%		96,349	6.2%		428,042	5.3%		428,042	5.3%		0
Legal-Practice		0			1,320			53,200			53,200			0
Committees:		0									0			
Engineers, Architects, Building Officials (EABO)		0			0			1,500			1,500			0
Practice Resource Committee		0			0			10,400			10,400			0
Subcommittee on Building Codes & Regs (SCOBCAR)		0			0			5,500			5,500			0
Practice Advisory Service Task Group		0			0						0			0
Small Practice Information Forum (SPIF)		0			0			0			0			0
Salaries & Benefits - PA		92,782			95,029			357,442			357,442			0
Communications:		159,718	12.7%		125,173	8.0%		1,116,975	13.9%		1,116,975	13.9%		0
Committees:		0									0			
Awards Steering Committee		0			0						0			0
Communications Committee		0			0			7,808			7,808			0
Community Outreach Program		0			0			6,000			6,000			0
Content Creation/Publications		0			0			0			0			0
Cyber Security Insurance		4,400			5,821			4,620			4,620			0
French Translation Costs		0			0			20,000			20,000			0
Honors & Awards		1,821			-4,291			92,181			92,181			0
Media Relations Program		0			0			50,000			50,000			0
Miscellaneous		0			2,500			1,000			1,000			0
Perspectives (Income & Expenses)		0			0			0			0			0
P.R. Sponsorship Opportunities		1,200			0			65,000			65,000			0
Scholarships and Awards (Trust Fund)		25,500			0			50,700			50,700			0
Societies:		0									0			
Society Liaison Travel		358			1,620			10,000			10,000			0
Society Funding		0			0			69,000			69,000			0
Special Program Funding		0			0			80,000			80,000			0
Society Chairs Meeting - Conference		0			0			8,283			8,283			0
Tradeshows and Ongoing Outreach Activities		5,000			0			36,300			36,300			0
University Funding		0			0			25,000			25,000			0
Web Maintenance/Hosting		12,195			7,633			29,388			29,388			0
Salaries & Benefits - Communications		109,244			111,889			561,694			561,694			0
Conference:		63,266	5.0%		493,937	31.6%		1,275,981	15.8%		1,275,981	15.8%		0
Conference Committee		0			0			0			0			0
Conference		22,113			451,787			1,088,750			1,088,750			0
Salaries & Benefits - Conference		41,154			42,150			187,231			187,231			0
Continuing Education:		62,893	5.0%		62,749	4.0%		305,703	3.8%		305,703	3.8%		0
Comprehensive ConEd Committee		0			0			12,259			12,259			0
Continuing Education:		0									0			

Statement of Revenue and Expenses
Three Month Ended February 28, 2022

	2021			2022										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
Admission Course		1,395			5,000			26,000			26,000			0
Continuing Education		16,625			6,875			30,000			30,000			0
Fundamentals of Architectural Practice		1,475			6,425			40,000			40,000			0
Salaries & Benefits - ConEd		43,398			44,449			197,444			197,444			0
Practice Consultation Service:														
Salaries & Benefits - PCS		0	0.0%		0	0.0%		11,000	0.1%		11,000	0.1%		0
Administration:		215,049	17.2%		230,547	14.7%		1,033,134	12.8%		1,033,134	12.8%		0
HR Administration					0			65,000			65,000			
Audit Fees		-5,750			-11,325			28,700			28,700			0
Audit Committee		0			0			148			148			0
Bank Charges:		0									0			
Bank Charges		772			447			3,000			3,000			0
Fees Processing Charges (Formerly Credit Card)		-3,924			-2,663			8,000			8,000			0
Visa Service Charges		525			752			300			300			
Computer Operations		11,421			27,271			70,000			70,000			0
Documents, Job Signs & Other		2,761			1,718			20,000			20,000			0
General Expenses		265			76			6,000			6,000			0
Insurance:		0									0			
AD&D		0			0			2,200			2,200			0
Errors & Omissions		9,390			9,390			9,860			9,860			0
Directors & Officers		30,338			30,250			30,974			30,974			0
Mailing Costs:		0									0			
Postage & Delivery		3,259			4,131			20,000			20,000			0
Member Mailings		0			0			7,000			7,000			0
Printing & Office Supplies		7,936			4,006			20,000			20,000			0
Subscriptions & Memberships		3,171			8,985			43,554			43,554			0
Telephone & Communication:		0												
Internet Access & Hosting		5,012			5,211						0			0
Telephone		2,870			1,824			19,000			19,000			0
Video Conferencing		3,338			3,332			24,190			24,190			0
Uncollectible Accounts		0			0			1,600			1,600			0
Salaries & Benefits - Admin		143,663			147,142			653,608			653,608			0
Building:		90,502	7.2%		85,623	5.5%		293,597	3.6%		293,597	3.6%		0
Building Committee		0			0			51,000			51,000			0
Commercial Insurance		27,909			32,568			30,000			30,000			0
Heat, Light & Water		137			66			10,000			10,000			0
Maintenance & Security		8,943			22,116			83,555			83,555			0
Mortgage Interest & Fees		46,944			24,407			96,042			96,042			0
Property Taxes		6,569			6,466			23,000			23,000			0
Council Policy Development:		0	0.0%		0	0.0%		230,890	2.9%		230,890	2.9%		0
Council Policy Development Contingency		0			0			186,429			186,429			0
Comprehensive Member/Practice Survey		0			0			0			0			0
Prior Years' Development:		0			0						0			
Appeal - OMB Re: City of Toronto By-law		0			0			0			0			0
Canadian Handbook of Practice License Agreement		0			0			0			0			0
Consultant-Architectural Artifacts Display		0			0			0			0			0
Housing Affordability Task Group		0			0			0			0			0
Impacts-Upfront Inv on Delivering Efficiencies of Public Proje		0			0			0			0			0
Logo Redesign Project		0			0			0			0			0
Venice Biennale		0			0			0			0			0
QBS Documents Review and Update		0			0			0			0			0
Website Redesign		0			0			0			0			0
Initiative to Address EDI – Consultant/Survey Consultant		0			0			0			0			0
License CSA Standards - Practice Tool		0			0			0			0			0
Institute of Corporate Directors Membership 3,000		0			0			0			0			
Architectural Grad - Intern Cmtee Research		0			0			0			0			
Intern Cmtee Survey		0			0			0			0			
Total Energy Use Intensity Calculator (TEUI)		0			0			25,000			25,000			
UofT - Future of LTC		0			0			19,461			19,461			
Best Practice for Scope of Practice Changes		0									0			
Depreciation		0.00	153,432	12.2%		0	0.0%		630,117	7.8%		630,117	7.8%	0
Computer		34,697			0			165,041			165,041			0
Building		68,539			0			271,885			271,885			0
Building Additions		21,277			0			75,119			75,119			0
Furniture & Equipment		13,717			0			52,588			52,588			0
Web		15,202			0			65,484			65,484			0
Reserves		0	0.0%		0	0.0%					0			
Legal Reserve											0			
Major Capital		0									0			
Operating Reserve											0			
Expenditures before Extraordinary & YE Items		1,253,796			1,564,046			7,429,976			7,429,976			0
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		3,884,444			4,293,473			630,117			630,117			0
Extraordinary & Year End Items		0	0.0%		0	0.0%		0	0.0%		0	0.0%		0
Building Renovation: Utility Bills Jan-March'18					0						0			0
Insurance Claim/Renovation Portion		0			0						0			0
Loss on Disposal-F&E		0			0						0			0
Lease & Moving Costs-Renovation		0			0						0			0
Return on investment in Pro-Demrity		0			0						0			0
Total Expenditures		1,253,796			1,564,046			8,060,093			8,060,093			0
TOTAL REVENUE		5,138,240			5,857,519			8,060,093			8,060,093			0
TOTAL EXPENDITURES		1,253,796	100.0%		1,564,046	100.0%		8,060,093	100.0%		8,060,093	100.0%		0
SURPLUS(+)/DEFICIT(-)		3,884,444			4,293,473			0			0			0

ONTARIO ASSOCIATION OF ARCHITECTS
Committee Statement
Three Month Ended February 28, 2022

2022			
	BUDGET	BUD PROJECTION	ACTUAL
Business	56,566	56,566	5,530
Audit Committee	148	148	0
Budget Committee	418	418	0
Building Committee	51,000	51,000	0
HR Committee	0	0	0
International Relations Committee	3,000	3,000	5,530
Joint OAA/Arido Task Group	2,000	2,000	0
Joint OAA/Pro-Dem Working Group	0	0	0
Strategic			
Government Relations	5,396	5,396	42
Construction Design Alliance Ontario (CDAO)	5,396	5,396	42
Housing Affordability Task Group	0	0	0
Demographics	53,068	53,068	18
Policy Advocacy Coordination Team (PACT)	48,751	48,751	0
Sustainable Built Environment Committee	4,317	4,317	18
Communications	20,068	20,068	0
Awards Steering Committee	0	0	0
Communications Committee	7,808	7,808	0
Comprehensive ConEd Committee	12,259	12,259	0
Conference Committee	0	0	0
Regulatory	209,947	209,947	8,426
ACT/Reg Amendments Review	0	0	0
Complaints Committee	75,265	75,265	6,105
Discipline Committee	62,530	62,530	1,981
Elections Task Group	0	0	0
Experience Requirements	30,814	30,814	340
Fees Mediation Committee	1,000	1,000	0
Public Interest Review Committee (PIRC)	5,000	5,000	0
Registration Committee	25,437	25,437	0
The Interns' Committee	9,902	9,902	0
Practice	18,930	18,930	0
Engineers, Architects, Building Officials (EABO)	1,500	1,500	0
OAA/OGCA Best Practices Committee	1,530	1,530	0
Practice Resource Committee	10,400	10,400	0
Subcommittee on Building Codes & Regs (SCOBCAR)	5,500	5,500	0
	363,975	363,975	14,016

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Members Equity

Three Month Ended February 28, 2022

Members Equity Year to Date (YTD)

	Detail	Total
Total Members Equity		49,323,900
Less: Current YTD Surplus from P&L		4,293,473
Less: Allocated Reserves (Restricted)		1,960,362
Legal Reserve	162,500	
Major Capital Reserve	749,735	
Operating Reserve	1,048,127	
Less: Pro-Demnity Insurance		32,807,966
Less: Property & Equipment		6,849,580
YTD Unrestricted Members Equity Available for Allocation		3,412,519
Future Reserve Allocation		
2022 Projected YE Reserve Allocation (Restricted)		294,000
Legal Reserve	40,000	
Major Capital Reserve	154,000	
Operating Reserve	100,000	
Remaining Unrestricted Members Equity 2021 YE		3,118,519

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

The Budget Committee provides recommended amounts to transfer to Restricted Reserves during the budgeting process in the fall.

Major Capital Reserve Fund

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

History:

In 2014 the Building Reserve Policy was formalized and issued "to provide a source of sustained funding for Capital Maintenance and Repair as well as Capital Improvements that cannot be otherwise funded in a single budget year through the OAA's existing annual operating budget for repair and maintenance of the building."

In 2012 for Budget 2013 Council approved an increase to the Building Reserve of \$50,000 bringing the annual contribution to \$170,000.

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

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

Operating Reserve

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

History:

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

Legal Reserve

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

History:

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

Memorandum

FOR COUNCIL MEETING

To: Council

May 10, 2022

(open)

ITEM: 6.2.b

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: OAA Governance Committee

Settimo Vilardi, Senior Vice President & Chair
Susan Speigel, President
Elaine Mintz, LGIC
Michelle Longlade, LGIC
Ted Wilson, Councillor

Date: May 4, 2022

Subject: Update from OAA Governance Committee

Objective: To provide an update from the OAA Governance Committee.

As Council is aware the bulk of the Governance Committee's time, since last November, has been spent focussing on the OAA's 5-year strategic planning exercise. The 5-year Plan, now approved by Council will be featured on the OAA Website shortly and a brief presentation made at the Annual General Meeting on May 12. Strategic Planning consultant, Kathy McLaughlin will be part of that presentation, virtually.

The Governance Committee last met as a group on Monday March 21, 2022 for a regular meeting. A portion of that meeting agenda was spent putting the final tweaks on the Strategic Plan in anticipation of presentation to Council and approval at the April 11 special meeting of Council.

Of note during that meeting as well was a review of a second proposal from Kathy McLaughlin to move into a second scope of work around Governance. As Council is aware, one of the recommendations stemming from the Operational Review was that a Governance Review should be conducted. Within the general

recommendations from the consultant there were individual tangential recommendations as follows:

1. Clarify the role of Council & Modernize OAA's Governance Structure & Practices
2. Define Roles, Responsibilities & Accountability Measures
3. Develop Performance Measurement Framework & Measure OAA's performance
4. Improve the triaging of new projects/initiatives (*also addressed through strategic planning exercise*)

The Governance Committee fully agreed that it was a logical and an effective step for McLaughlin to continue to work with the OAA to implement the strategic plan and conduct the governance review. Her engagement does not have any further budget implications since the Governance Committee Budget for 2022, as approved by Council, included funding for various consultants to be engaged to further the work needed to address the recommendations of the Operational Review. Further details of the governance review work, and a date for a governance workshop/training for all members of Council (in the fall) will be shared shortly.

Under the direction of the Executive Director, staff continue to work on the implementation of the strategic plan from an operational perspective which includes the completion of the strategic trackers for each goal area, the development and implementation of a standard work plan that will need to be used to assess and present any new ideas to Council as well as the triage mechanism to assess the alignment of new and/or existing projects with the strategic plan.

The Committee also discussed the issuance of an HR consultant to address the recommendations from the Operational Review that would fall into the 'HR bucket', however it was agreed to hold on that item until after the new Manager, Human Resources has been on boarded.

Finally, the Committee reviewed the past practice of the competency self-assessment survey for Council members each year. This was a short survey administered to Council in the spring from the past two years. After reviewing the results and acknowledging the difficulty of trying to gauge whether certain competencies were present on Council, the Committee has agreed to place that on hold for the present time.

Action: No action required.

Attachments: None

Memorandum

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	

FOR COUNCIL MEETING

May 10, 2022

(open)

ITEM: 6.3.a

From: Christina Karney, Vice President, Strategic

Date: April 29, 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

- Council Executive meeting: April 27, 2022
- PACT drop-in meeting: April 24, 25, 2022
- Special meeting of Council: April 11, 2022
- SBEC meeting: March 25, 2022
- PACT meeting: March 10, 2022

- Council meeting: March 3, 2022

PACT Updates

As PACT was unable to schedule a regular meeting, a virtual drop in for committee members was held on April 24 and 25. The next full meeting of PACT will be held on June 16, 2022, where the Committee will examine how its work contributes to the OAA's strategic plan. In the meantime, PACT continues to work on various items including:

- Long-term Care – With the assistance of experts who participated in the 2021 roundtable on the design of long-term care homes, the OAA responded to the consultation on the proposed CSA Standard Z8004, Operation and Infection Prevention and Control of Long-term Care Homes (New Standard). The Association expressed that it is generally supportive of the proposed standard and PACT is considering whether a follow up to the Ministry of Long-term Care is necessary to urge the Ministry to follow the standard and to caution that adequate planning and budgeting is required to compliment this.
- Housing Affordability – At the last PACT meeting, the Committee focused on an extensive review of the [Housing Affordability Task Force](#) recommendations. The OAA was then honoured to receive an invitation to deliver an oral deputation to the Standing Committee on the Legislative Assembly regarding Bill 109, *More Homes for Everyone Act, 2022*. President Spiegel and Manager of Policy and Government Relations, Adam Tracey, [presented to the Standing Committee](#) on April 11, 2022. A [written submission](#) was also made to compliment the oral deputation. The legislation was subsequently passed without amendments on April 14, 2022.
- Illegal Homebuilding – PACT reviewed a Ministry of Government and Consumer Services consultation on [Illegal Building and Related Improvements to Protect Buyers of New Homes](#). While PACT opted not to pursue individual responses to each of the 61 questions, the OAA will put in a high-level submission focusing our comments on the public interest.
- World Architecture Day – With the news that Queen's Park is once again open for public events, PACT intends to resume World Architecture Day as an in-person reception at Queen's Park. Due to the scheduling flexibility, MPP meetings will continue as virtual conversations however. PGR staff are making necessary adjustments to the planning process on account of election-related disruption.

SBEC Updates

SBEC met last on March 25, 2022 and will meet next on May 16, 2022. At that meeting, the Committee will discuss how its work contributes to the OAA's strategic plan. In the meantime, SBEC continues to work on various items including:

- Continuing Education – SBEC was consulted to assist Continuing Education to develop a description of the new requirement for two structured hours of continuing professional development in the area of sustainability. The Committee has suggested creating a labelling system so that members can easily identify approved sustainability learning modules on the OAA website.
- Mass Timber – With the passage of Bill 109, *More Homes for Everyone Act, 2022*, the Ontario Building Code has been amended to, among other things, allow for 12-storey encapsulated mass timber construction in Ontario. As such, Practice Advisory Services have requested the assistance of SBEC to identify learning opportunities that may help equip members to respond to this new regulation.

Construction Design Alliance of Ontario (CDAO) Updates

The report from the CDAO study on the impacts of pre-project investment and quality of documents on project delivery efficiencies is now finalized and publicly available. To read the complete report, [click here](#) or see attached. This report has been advertised to the broader membership.

CDAO met on April 27 where an updated *CDAO strategies* document was reviewed. The meeting also focused on an industry-led consultation on updates to the *Construction Act*. PGR staff are working with the Practice Advisory Services to consider updates related to the architectural profession.

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

Attachments: See links within document.

Memorandum

FOR COUNCIL MEETING

To: Council

May 10, 2022

(open)

ITEM: 6.3.b

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: Adam Tracey, Manager, Policy & Government Relations

Date: April 29, 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)

Following the last update on February 23, OAA members affiliated with the appeal had time to review the City's position. These members expressed no major concerns but wordsmithed two clauses in a manner they felt helped clarify the intent. There is no indication as to whether the City will consider or adopt the suggested revisions.

The OAA continues to await notification that the City of Toronto has tabled its final proposal for the zoning by-law, and that the Ontario Land Tribunal has accepted it. As mentioned in the previous Council memo, unfortunately no deadline was prescribed in the Tribunal's October 12, 2021 ruling.

Action: No action required.

Attachments: None

Memorandum

FOR COUNCIL MEETING

May 10, 2022

(open)

ITEM: 6.4.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: Communications Committee

Jennifer King	Farida Abu-Bakare
Bill Birdsell	Carl Knipfel
Joël León	Elaine Mintz
Dana Seguin	Arezo Talebzadeh

Date: April 29, 2022

Subject: Communications Committee Update

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

Highlights

[Sponsorship](#)

[Land Acknowledgement](#)

[Conference](#)

[OAA Website](#)

[Awards](#)

[E-Communications](#)

[Podcasts](#)

[Social Media](#)

The OAA Communications Committee gathered virtually on Wednesday, April 6 for a meeting focused mainly on developing ideas for themes for the 2023 Conference planned for Sudbury and for the third biennial SHIFT Challenge program. (SHIFT conversations also explored how to better share selected ideas with the general public beyond the architecture profession.) For both these

topics, consensus formed around two distinct themes, which are being shared with Council in separate memos seeking approval.

Other topics included the podcasting program, with an update provided in this report, as well as other topics including continued discussion about recurring Special Project Funding projects that had been grandfathered into the Communications budget. Planned discussion regarding the Service Awards Program changes was postponed until the Committee's next meeting (scheduled for May 31 and enabling in-person participation for the first time in well over two years) due to both time constraints and the fact it would be more logical to consider any changes in the context of the OAA's five-year strategic plan, which is being shared at the Conference.

Public Awareness Sponsorship

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 for the late January deadline. The Committee deliberated to find consensus and chose the recipients and the amounts. As these individuals were still being contacted at the time of the last Council meeting, the specifics were withheld. However, the following information can now be shared:

- [1Up's Architecture Office Tours](#);
- [Architecture for Everyone program](#) for high-school students in Ajax, Ont.;
- [Heritage Toronto's](#) "Capturing Toronto's Architecture" walking tour;
- [the Laneway Project's](#) Laneway Park-ing;
- [Muslims in Public Spaces'](#) Architecture and Public Spaces;
- Moses Structural Engineers' [TimberFever](#) Design-Build Competition;
- Built Environment Open Forum's "Writing Architecture" forthcoming webinar series; and
- [Waterloo Architecture's](#) Projects Review and Alumni Speaker Series.

Another round of funding possibilities closes with a July 25 deadline, coinciding with the final 2022 submission date for Special Project Funding from the Societies.

Land Acknowledgement

Earlier this year, the VP Communications, the OAA President, and Communications staff sought assistance from Creative Fire, an Indigenous-owned national communications, engagement, and research agency with offices in Saskatchewan and Southwestern Ontario. Working with Creative Fire and its local Toronto partners, the goal was to develop a land acknowledgement message for the website, as well as for in-person and virtual events.

The background information found in Appendix A is modular and can be used in various formats depending on the event. It has already been used as the basis for spoken acknowledgements in OAA events, including the March Keynote, and will also be shortly appearing in various forms on the OAA Website and at the OAA Headquarters itself, on the video walls.

Conference

At the time this report was being written, final tasks were being completed as the OAA Conference fast approached. In consultation with the OAA President and the Vice Presidents Communication and Education, staff worked to secure television personality Andrea Bain and digital communications thought leader and presenter Amber Mac for the [Recognition Lunch](#) and [Celebration of Excellence](#) respectively. The latter will be also livestreamed on YouTube in addition to the Conference's virtual platform.

The virtual [Keynote](#) in March, which featured Dr. Katharine Hayhoe, was a tremendous success with several hundred attending and positive feedback. That event is now up for free on-demand viewing on the OAA's YouTube channel.

Communications staff have also been involved with planning for the [daily OAA Headquarters case studies](#) (on-site tours for structured Continuing Education), the [LAUNCH! party](#) (which will include both original architect Ruth Cawker and, from the Renew+Refresh team, architect David Fujiwara and Building Committee Chair Sheena Sharp), as well as the [Plenary](#) event, which takes places on Wednesday, May 11 to kick off Conference.

As of April 29, sponsorship revenue is \$236,735. Registration numbers are 357 (in-person) as well as 479 (virtual).

OAA Website

Changes and refinements continue on the OAA Website. Recently, its Conference modules were customized to allow the ability for staff to enter separate virtual programming. A technical troubleshooting on March 22 with OAA staff and Enginss resulted in needed refinements to the Classifieds module and webform, both of which have greatly improved functionality.

As mentioned in previous reports to Council, the work continues on the new OAA Contracts Suite page, being developed in concert with Practice Advisory Services (PAS).

Work continues as well with the Office of the Registrar regarding 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). This last component is currently in development with Engineers. An online database on the member side of the site would allow would-be mentors to list themselves (including information related to both practice and identity with respect to equity, diversity, and inclusion), and for would-be mentees to search for specific individuals.

Updates continue as well regarding the integration of the OAA Technology Program, with information for those currently known as Technologists OAAAS and Students OAAAS.

Web Updates (March-May 2022)

- 2022 OAA Awards Announcements/People's Choice voting module
- Conference Program and sponsorship updates
- OAAAS Program Guide updates
- Annual fee renewal updates
- Internship in Architecture Program (IAP) and mentorship updates
- bIOAAg: Design Excellence finalists, winners and Service Awards profiles

Upcoming Priorities

- New Contract page updates
- Mentorship Directory
- Creation of design competitions information page
- New pages/resources related to public interest and educational outreach

OAA Awards

Over the last several months, OAA staff has been in contact with the 2022 Award winners and finalists to complete various administrative tasks to prepare for the book publication, Celebration of Excellence and Recognition Lunch events. These tasks included awards and certificate production, image sourcing, content development and script writing.

The OAA once again enabled online public voting for the People's Choice Award, supplementing internal outreach efforts with paid ads on Instagram and Facebook. More than 1700 individuals participated in the voting, with the winner to be revealed at the Celebration of Excellence at Conference.

Staff finalized the biennial *Awards* coffee-table book, which can be picked up at Conference locations and will also be made available online after the Conference.

Pending further decisions out of the strategic plan, the Communications Committee may also continue to explore the viability of public plaques for the award program. Further, as mentioned, 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. Once the theme for the 2023 edition is cemented, an outreach and communications plan will begin.

E-communications

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

- Emails and press releases regarding first the OAA Design Excellence Finalists and then the Design Excellence and Service Award winners;
- Email to Student Associates about opportunities at Conference, OAA resources, and the Architectural Graduate position being open for June 2022;
- Information for Intern Architects regarding winning Conference registration;
- Reminders about renewals for both individuals and practices;
- Registration information for the Licensed Technologist OAA exam;
- Six editions of the *Conference Bulletin* newsletter;
- Regulatory Notices regarding how to participate in the Annual General Meeting (AGM);
- Information for Intern Architects registered for the ExAC; and
- Ongoing 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 (specifically those who have not met this goal), as well as various resources on the website for opportunities for earning structured and unstructured hours.

Podcasts

An RFP was issued with respect to finding a producer/consultant for the OAA’s planned inaugural podcast season earlier this year. 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 both the general public as well as the OAA membership—the podcast is designed to be accessible.

The RFP received 10 submissions. Several members of the Communications Committee met with the five preferred candidates (virtually) last month. From there, three are now offering additional information to clarify their services. Council will be informed of the Committee’s next steps for the June meeting.

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*, as well as 2022 OAA Awards Finalist and Winners/Service Awards, 2022 OAA Conference (Archifete, LAUNCH! Party, Plenary, etc). There was also a paid campaign to encourage the public to vote in the People's Choice Awards program.

Twitter was used to inform followers about news, events, 2022 OAA Awards Finalist and Winners/Service Awards (campaign), 2022 OAA Conference (Archifete, LAUNCH! Party, Plenary, etc). Many events were also retweeted from sources such as the Toronto Society of Architects, RAIC, Rise for Architecture, *Canadian Architect*, *Building*, and *Architect*.

LinkedIn was used to share practice- and public-facing items, including academic surveys, *Practice Advisory* newsletters, and Conference events.



Followers: 7,051 (**up 187 from last report**)
Average Post Audience: 6,067



Followers: 7,831 (**up 55 from last report**)
Total Likes: 7,419 (30 up from last report)



Followers: 2,418 (**up 25 from last report**)
Total Likes: 2,024



Followers: 9,414 (**up 414 from last report**)
Post Impressions: 7,200

Action: For information only.

Attachments: Appendix 1.pdf

ONTARIO ASSOCIATION OF ARCHITECTS

LAND ACKNOWLEDGEMENTS

Written acknowledgment

We wish to acknowledge the land on which our Headquarters are built and where our staff and members gather. For millennia, it has been the traditional territory of the Mississaugas of the Credit, as well as the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat.

Optional additions

[Connected to the land] We honour the rich cultural and natural landscape our buildings and spaces are a part of, and the connection to the land Indigenous peoples have valued since time immemorial.

[Sustainability] We are grateful for Indigenous Knowledge that guides us and commit to building in harmony with the land and creating sustainable spaces for generations to come.

[Reconciliation] We acknowledge our responsibility to address past and present injustices and provide space for Indigenous knowledge and worldviews to shape the architectural landscape of Turtle Island.

Long form

We wish to acknowledge the land on which our Headquarters are built and where our staff and members gather. For millennia, it has been the traditional territory of the Mississaugas of the Credit, as well as the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat.

We honour the rich cultural and natural landscape our buildings and spaces are a part of and the connection to the land Indigenous peoples have valued since time immemorial. We are grateful for Indigenous Knowledge that guides us and commit to building in harmony with the land and creating sustainable spaces for generations to come. In the spirit of reconciliation, we acknowledge our responsibility to address past and present injustices and provide space for Traditional Knowledge and worldviews to shape the architectural landscape of Turtle Island.



Example for virtual meeting/ offsite (ON wide)

We/I will begin [name of event] by acknowledging the land on which we are meeting/calling in from today. For millennia, the place we call Ontario has been inhabited by Indigenous peoples and nations, who have been stewards of the land and are deeply connected to its rich cultural and natural landscape. We/I would like to invite you in a moment of reflection to acknowledge our shared responsibility to address past and present injustices and provide space for Indigenous knowledge and worldviews to shape the architectural landscape of Turtle Island.

Pronunciation guide



Anishnabeg	Ah-nish-naw-bek
Chippewa	Chip-ah-wah
Haudenosaunee	Hoodt-en-oh-show-nee
Wendat	When-daht
Ojibwe	Oh-jeeb-way

ONTARIO ASSOCIATION OF ARCHITECTS

LAND ACKNOWLEDGMENT – BACKGROUND

March 2022



CREATIVE FIRE

A MEMBER OF THE DES NEDHE GROUP



In your backyard

North York's newest recreation centre and library will be called **Ethennonhawahstihnen'** (pronounced Etta-nonna-wasti-nuh) – a Wendat word for “**where they had a good, beautiful life**”.

The name was announced on February 23, 2022 and is a collaboration with the Wendat Nation.



A walk in your neighbourhood

If you go through the intersection of Leslie and York Mills, you are passing by the site of a Haudenosaunee village and ossuary dating back to 1300 CE. The settlement was uncovered by chance in 1997, and archeologists believe its location was chosen because of the proximity to the East Don River.

Walk the Huron-Wendat Trail (which runs along the Finch Hydro Corridor), and you are passing by the area where a Wendat village with longhouses and underground sweat lodges dating back to around 1450 CE was first unearthed in 1952.

Drive by Bathurst and Finch, and you will pass an area where pipe bowls and stems, as well as beaver, red fox, woodchuck, turtle and fish bones, estimated to date back to 1550 CE, were discovered in 1973.

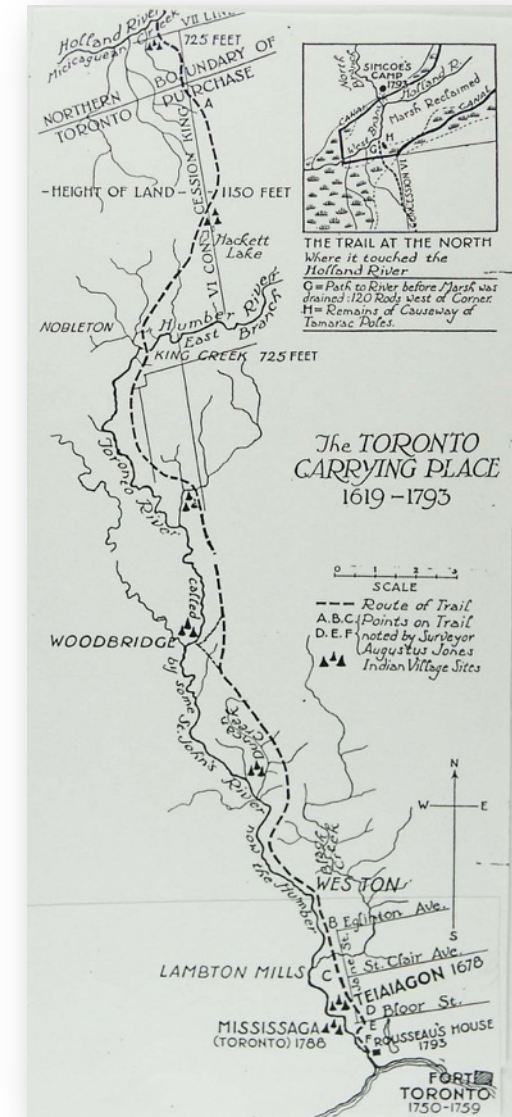


NATION AND COMMUNITY PROFILES



Whose land?

- Land acknowledgements for the city of Toronto (or “tkaronto” – a Wendat word for “where the trees are standing in the water”) include recognitions of the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat.
- The land we now call Toronto is considered to be on the traditional territories of these Indigenous nations and communities – they have all called this area home at various points in history.
- The Carrying Place trail, which connected Lakes Simcoe and Ontario, was used by Indigenous communities as far back as 12,000 years, including the Wendat, Onondawahgah (Seneca) and later, the Mississauga First Nations.



Map of the Toronto Carrying Place
(Bradford West Gwillimbury Public Library)



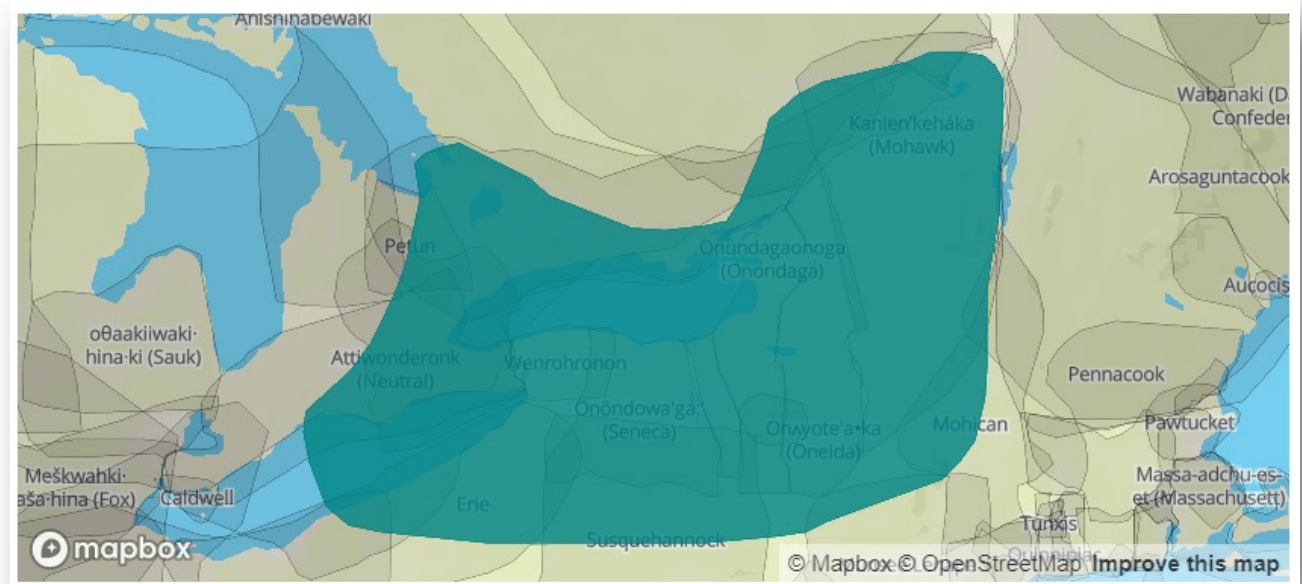
In brief: Wendat

- Known as “Wendat” and the territory as “Wendake” (“Huron” was a nickname given to them by the French)
- Traditional territory spans from the St. Lawrence Valley to the Great Lakes
- Archaeological evidence that the Wendat’s ancestors lived in the Toronto area for many generations before European contact
- Stayed in one place for 10-15 years until they needed better agricultural land
- Population decreased significantly in the early 17th century due to disease.
- Dispersed by 1650 after several conflicts with the Haudenosaunee, with some going to Quebec (Huron-Wendat Nation) and some to the United States.



In brief: Haudenosaunee

- The Haudenosaunee Confederacy (“People of the long house”) is made up of six nations: Mohawk, Oneida, Onondaga, Cayuga, Seneca and Tuscarora.
- Also known as “Six Nations” or, in an outdated name given by the French, “Iroquois”.
- Although their home region was south of Lake Ontario (Finger Lakes region of New York state), the Haudenosaunee covered most of southern Ontario after the 1660s.



Traditional Haudenosaunee territory (Native-land.ca)



In brief: Chippewa

- The Chippewa are part of a larger Indigenous group (Anishinabeg); in Canada, it is more common to use the word Ojibwe to indicate nationality.
- Several groups of Ojibwe/Chippewa migrated from the Great Lakes region between 1680 and 1800 – some into Southern Ontario, some into the US Midwest displacing the Dakota, some into Northern Ontario and into the Canadian Prairies and British Columbia.
- By the late 1700s, the Chippewa peoples were primarily concentrated near Lake Simcoe, the Bruce Peninsula and the Thames River valley.

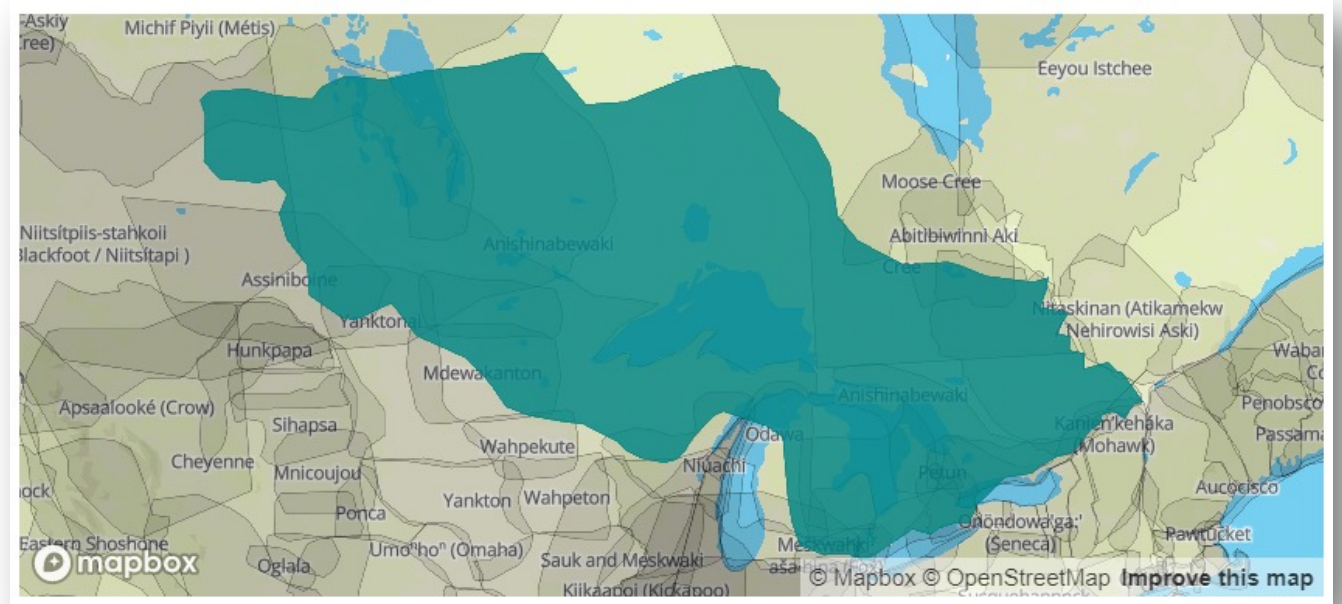


Map including Chippewa tribes ([Anishinabek Nation](#))



In brief: Anishinabeg

- According to oral tradition, the Anishinabeg migrated from the East Coast into the northern Great Lakes region around 1400 CE.
- Those who settled in the Greater Toronto area include those who identify as Ojibwe, Chippewa and Mississauga.
- Involved in several treaties covering millions of acres of land across Turtle Island, including the Treaty of Niagara, the 1850 Robinson Treaties, the Manitoulin Island Treaties, Numbered Treaties 1-5 and 9, and the 1923 Williams Treaties.

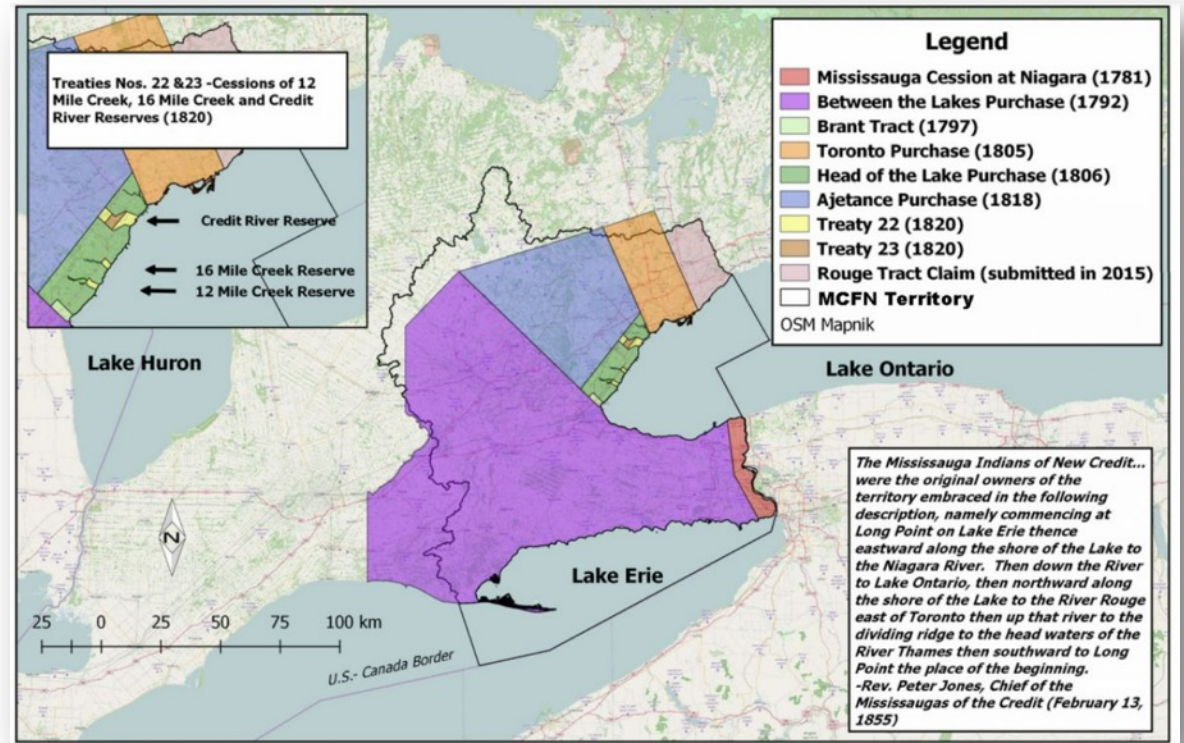


Traditional Anishinabeg territory (Native-land.ca)



In brief: Mississaugas of the Credit

- Part of the Ojibwe (Anishinabeg) Nation who settled in the area of Canada West around 1634/1635, from Lake Erie to the headwaters of the Thames, Grand, Humber and Rouge Rivers.
- Drove the Haudenosaunee back to south of Lake Ontario by 1700.
- Their territory included 3.9 million acres of land, water and resources.
- By 1830, white settlers outnumbered the Mississaugas by more than 100:1.



Treaty territory of the [Mississaugas of the Credit First Nation](#)



MARCI CHO



CREATIVE FIRE

Member of Des Nedhe Group

Memorandum

FOR COUNCIL MEETING
May 10, 2022
(open)
ITEM: 6.5.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: Paul Hastings, Vice President Regulatory
Christie Mills, Registrar

Date: May 3, 2022

Subject: Activities Under the Registrar – Feb 15 to Apr 26, 2022

Objective: Statistical Update

Experience Requirements Committee (ERC): There were no ERC assessment interviews during this period. Work has begun to update current assessment questions as well as create a back up set for second/follow-up interviews and overall resiliency. The ERC panel will also work to identify any gaps in assessment questions to ensure alignment with latest version of the IAP and the ROAC¹ (formally CALA) Canadian competency standards for architects.

Complaints Committee: There are currently five active complaints, two in the preliminary review stage, and eight inquiries in receipt. One complaint is being held in abeyance in respect of concurrent litigation. 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 two active Discipline matters; one hearing is scheduled for July 2022. There are 28 non-compliance matters related to the

2018-2020 ConEd cycle which will be administered via the OAA written hearing process.

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

Act Enforcement: There are currently thirty-six active matters under investigation related to misuse of the term “Architect” or “Architecture” or otherwise holding out. Four 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.

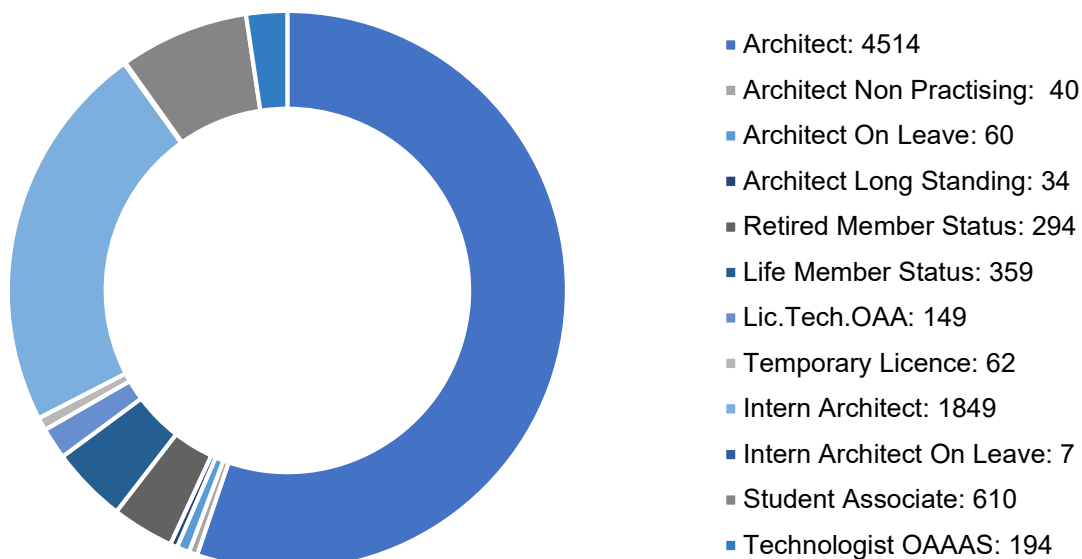
Action: **None. For Information Only.**

Attachments: Activities Under the Registrar Statistical Report

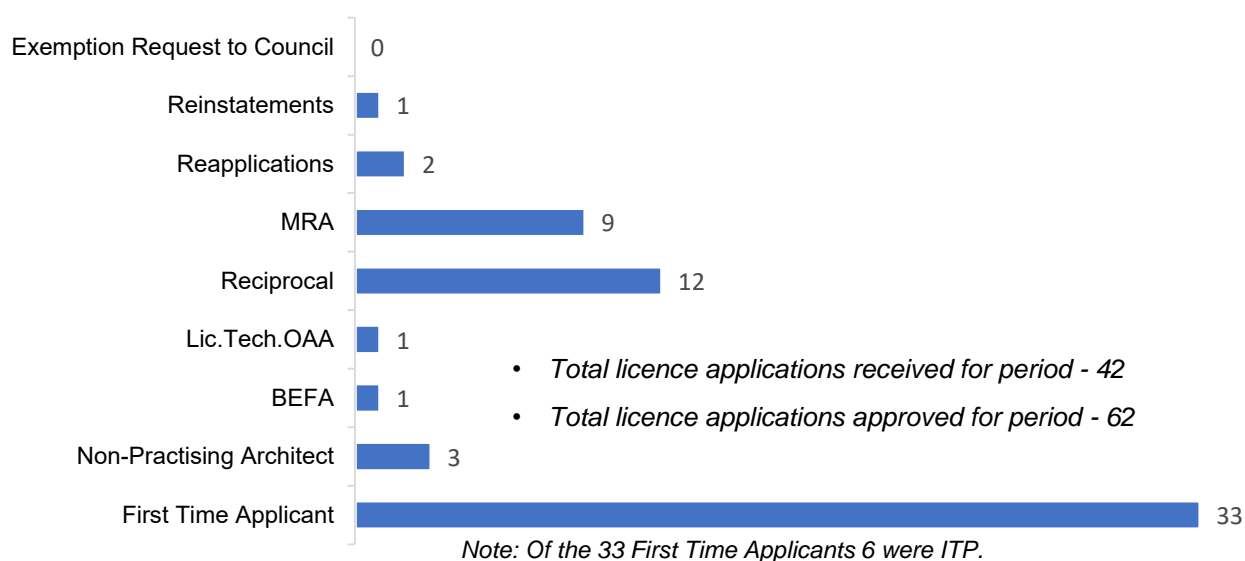
ⁱ ROAC is the Regulatory Organizations for Architecture in Canada; formally CALA.

OAA Community as of April 26, 2022

OAA Individual Status Distribution

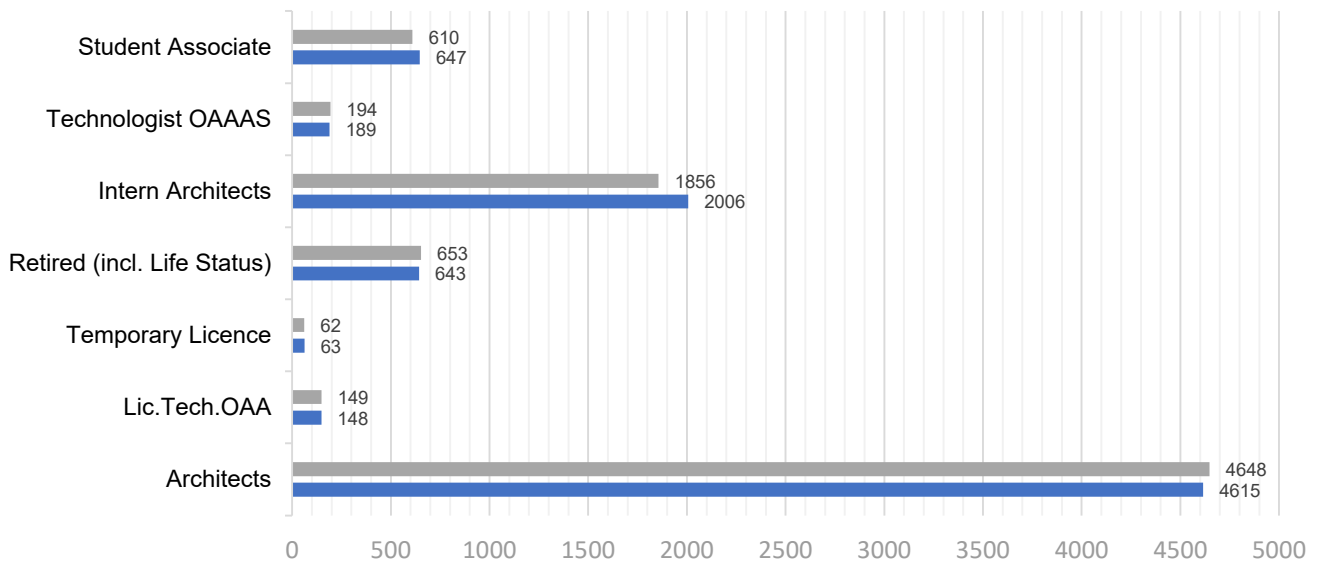


Licence Application Approval Distribution for period Feb 15 – Apr 26, 2022



Growth in Individual Status for period Feb 15 – Apr 26, 2022

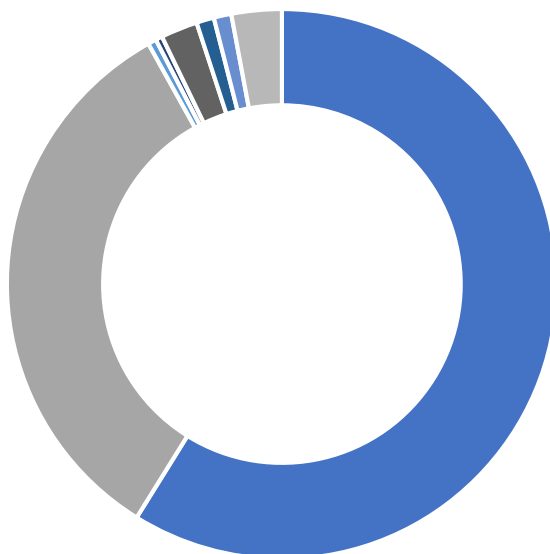
■ 2022 Apr ■ 2022 Feb



- *Total Intern Architect Applications Received for the period - 135*
- *Total Student Associate Applications Received for the period - 43*

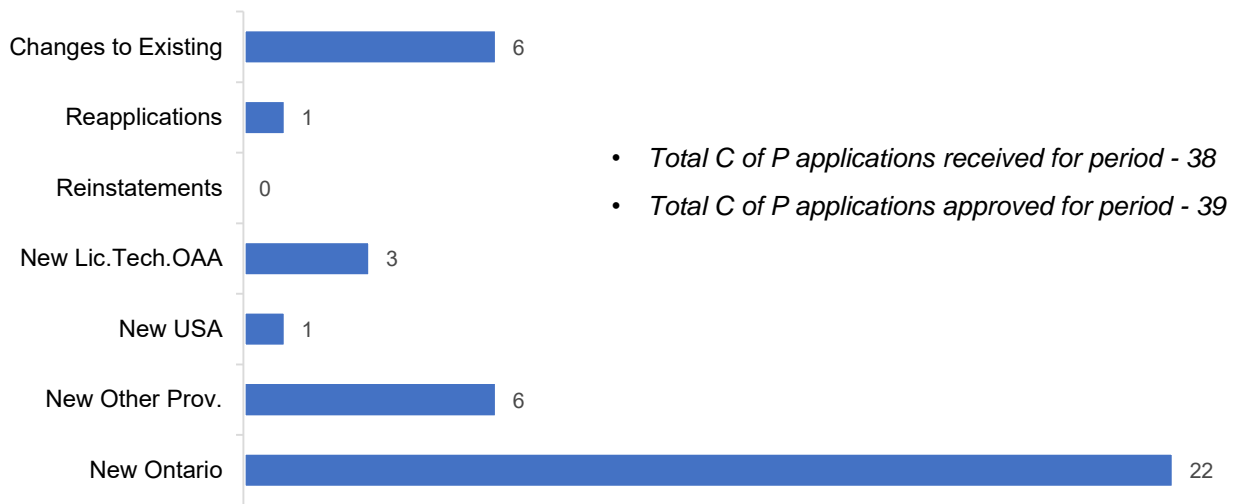
Certificate of Practice as of April 26, 2022

OAA Certificate of Practice Distribution



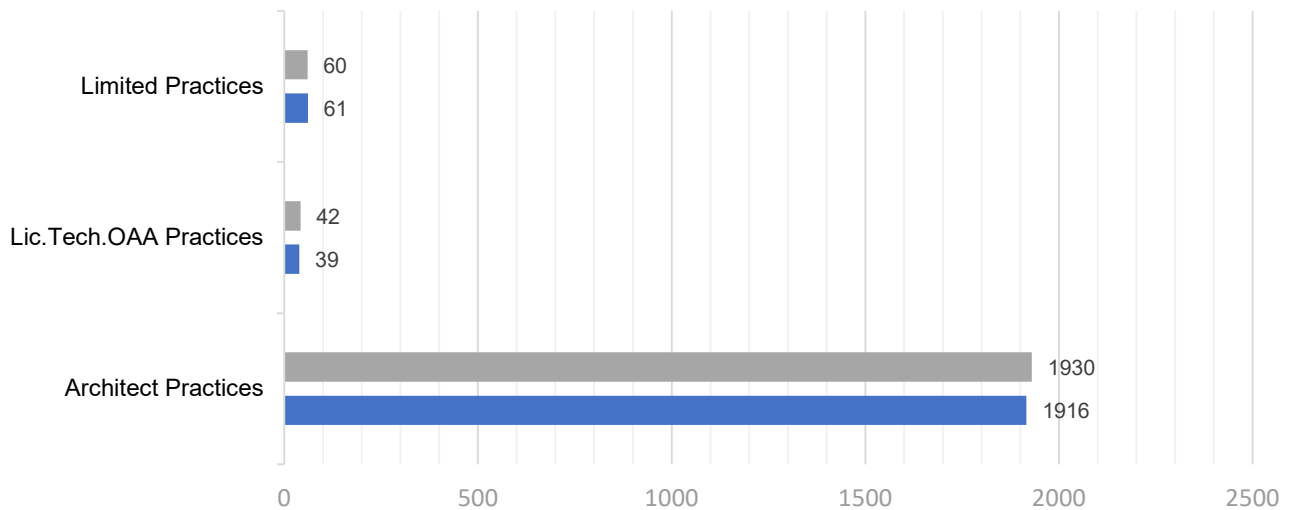
- Architect Corporation: 1196
- Architect Sole Proprietor: 672
- Architect Partnership of Corp: 10
- Architect Partnership of Members: 8
- Architect Partnership: 44
- Lic.Tech.OAA Corporation: 21
- Lic.Tech.OAA Sole Proprietor: 21
- Limited Practice: 60

Practice Application Approval Distribution period Feb 15 – Apr 26, 2022



Growth in Certificate of Practice period Feb 15 – Apr 26, 2022

■ 2022 Apr ■ 2022 Feb



Memorandum

FOR COUNCIL MEETING
May 10, 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

May 10, 2022

(open)

ITEM: 6.6.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
Deo Paquette	Clayton Payer
Greg Redden	Kristiana Schuhmann
Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadski	

From: Deo Paquette, Vice President Practice

Date: April 29, 2022

Subject: **CSA Standards Access Program: 2021–2022 Overview (Pilot Year)**

Objective: To provide Council a brief overview of the OAA's CSA Standards Access Program for 2021-2022

Background and Report

On June 1, 2021, the OAA launched a one-year pilot of the new CSA Standards Access Program. The VP Practice presented the idea to Council on September 24, 2020. OAA Council approved it with the following motion:

It was moved by Gammond and seconded by Mancini that Council approve the recommendation to proceed with the Package 3 option as outlined in the memorandum to Council from the Vice President Practice dated September 14, 2020 to allow access to the full suite of CSA Standards in English and French to OAA members at a cost of \$30,000 annually; and, that direction be given to Communications to ensure that an appropriate message is shared with the membership. -- CARRIED

CSA Standards are an important reference tool for Architects and Licensed Technologists OAA to ensure design and construction meet building code requirements. In upholding its mandate to serve the public interest, the OAA provides access to the pertinent standards to ensure prohibitive standards costs are not a barrier to members.

The new program resulted in all those licensed by the OAA having special access to any CSA standards referenced in the National Building Code (NBC) or the Ontario Building Code (OBC) in both French and English. OAA licensed members who create a CSA account have one year of viewing access to the collection through the [CSA OnDemand platform](#).

The report attached (Refer to Attachment 1) serves to provide an overview of the pilot program and provides:

- Insight on how the program is administered and managed;
- Statistics on number of users, frequently accessed standards, and so forth as well a brief analysis on cost and the communication strategy used during first year; and
- Lessons learned and goals for the upcoming year

Update on Status of the Negotiation of the 2022-2023 Contract

The current contract with CSA will end on May 31, 2022. The OAA has been working with CSA to establish a new agreement for 2022–2023, which would be effective on June 1, 2022 for a one-year term.

During the current negotiation phase for the new contract, members were made aware via communication in *OAA News* as well as updates on the dedicated public/member pages on the OAA Website. CSA also has an automated message to members who have signed up for the program, advising of the pending end of the 2021–2022 contract and pending renewal.

At the time of writing this memo, the OAA Executive Director and Practice Advisory Services were reviewing the terms of the new contract, expected to be signed in early May. Upon signature of the contract, the OAA communications team will work on updating the website content, launch communications to members, and coordinate messaging at the OAA Conference to that effect, reflecting a similar approach to last year's communication strategy (refer to Attachment 1 for additional details of last year's approach).

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

Attachments: Overview Report - 2021-2022 CSA Standards Access Program

2021-2022 CSA Standards Access Program

Report date: 2022-05-02



Ontario Association
of Architects

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Toronto, ON M3B 3L6
Canada

416-449-6898
oaamail@oaa.on.ca
oaa.on.ca

Index

1.0 Introduction/Background on the Program 1

2.0 Administration of the Program 2

3.0 Overview of Statistics and Analysis 4

4.0 Entering the Second year: Lessons Learned and Looking Ahead..... 7



1.0 Introduction/Background on the Program

CSA Standards are an important reference tool for Architects and Licensed Technologists OAA to ensure design and construction meet building code requirements. In upholding its mandate to serve the public interest, the OAA provides access to the pertinent standards to ensure prohibitive standards costs are not a barrier for members.

The [CSA Standards Access Program](#) builds on an annual “Top Ten” CSA Standards pilot program launched by the OAA in 2015. After CSA Group decided in 2018 to decommission its old platform, the OAA began discussing the opportunity for a new agreement on behalf of the membership in March 2020, just before the former agreement was set to expire.

On September 24, 2020, the VP Practice presented a memo to Council to present the initiative. Council approved it with the following motion:

It was moved by Gammond and seconded by Mancini that Council approve the recommendation to proceed with the Package 3 option as outlined in the memorandum to Council from the Vice President Practice dated September 14, 2020 to allow access to the full suite of CSA Standards in English and French to OAA members at a cost of \$30,000 annually; and, that direction be given to Communications to ensure that an appropriate message is shared with the membership. -- CARRIED

After negotiations, the new viewing access agreement launched June 1, 2021. This resulted in all those licensed by the OAA having special access to any CSA standards referenced in the National Building Code of Canada (NBC) or the Ontario Building Code (OBC) in both French and English. OAA licensed members who create a CSA account will have one year of *viewing access*¹ to the collection through the [CSA OnDemand platform](#). Under the negotiated contract for the 2021-2022 period, OAA members wishing to purchase full access to any of the NBC/OBC Standards Collection will receive a 10 per cent discount.

This report offers an overview of the pilot year of the new program and provides:

- Insight on how the program is administered and managed;
- Statistics on number of users, frequently accessed standards, and so forth;
- brief analysis on cost and the communication strategy used during the first year; and
- Lessons learned and goals for the upcoming year.

¹ “Viewing Access” allows members **read-only** access to all available CSA Standards via the CSA Group’s online platform, CSA OnDemand. This means users can view content online within the platform only. Users are not able to download, print, bookmark, highlight, annotate, or perform keyword searches. It is worth noting that “full access” would allow users those actions for the purchased standards.



2.0 Administration of the Program

The administration of the program currently falls under the Practice Portfolio. [Practice Advisory Services \(PAS\)](#) are the staff support team for this resource, with the assistance of the Communications team.

The pilot year of the standards access program required effort in three main areas:

- 1) Negotiation of the agreement between CSA and the OAA;
- 2) Communication Strategy (creation of the webpages—public and member side—and supportive messaging to promote the program to members); and
- 3) Maintenance of the program, dealing with questions from members, updates to web content, preparing messaging to members to promote use of the program, review of statistics provided by CSA, etc.

Negotiation of the agreement

- Back in 2018, CSA Group advised it was updating its platform and would not be renewing the current agreement it had with the OAA, which included full access to only 10 CSA Standards.
- Over the course of the conversation with CSA, it was identified that the platform had been designed for companies where employees shared a common email domain, rather than an entity such as the OAA where the members have individual email accounts on various domains. This resulted in the need to create a common element. The use of a secure coupon code to grant access for OAA-licensed members was conceived.
- Some assumptions were also made in the context of the pilot year of this program, which formed the basis of the agreement for the 2021–2022 term:
 - More than 2000 individual user licenses (each primary account holder being able to add up to nine additional users to their subscription account);
 - Viewing access to all CSA Standards listed in the OBC and NBC;
 - Standards provided in both English and French (where available); and
 - Members could upgrade the account by purchasing a full access subscription to the OAA Collection with a 10 per cent discount
- The cost to the OAA for this pilot program was \$30,000 + tax.

Communication strategy – Pilot year

It was identified early on that the program would require two program-specific landing pages on the OAA Website. One was on the public side (under the '[Resources](#)' banner of the website), and the other was on the [member side](#). The latter includes the coupon needed for licensed member to use and activate the subscription, as well as an FAQ and supplementary information.

As the program was being launched on June 1, 2021, it was mentioned in the [President's Address at the AGM](#) that month, and PAS also included some messaging about the program in its virtual booth that was offered as part of the online platform for the OAA Conference.

Over the last 10 months, PAS has continually collaborated with Communications to ensure constant messaging. Information about the program appeared in various forms of correspondence, including specific, dedicated emails to members, as well as *OAA News* and *Practice Advisory* e-newsletters, Social Media.

Between the dates of May 12, 2021 and March 25, 2022, a total of 19 email communications were sent to 8,183 recipients on the membership distribution list in addition to six posts to social media.



The distribution list for email communication consists of Architects, Licensed Technologists OAA, Intern Architects, Student Associates, Life Members, Retired Members, Technologists OAAAS, Non-Practicing Architects and Honorary Members.

Maintenance of the program: Addressing questions from members, committees, and other specific requests

- There were not many questions from members, but most related to difficulty in understanding how to register. This seemed to have particularly affected members that had existing accounts with CSA where they purchase single standards for their own use.
- Both the OAA Practice Resource Committee (PRC) and Subcommittee on Building Codes & Regulations (SCOBCAR) were made aware of the program and encouraged to share the news of this new reference to other licensed members as well as within their own practices.
- Over the course of the year, some members noticed some expected standards to be missing or inaccessible—CSA promptly addressed any such issues.
- One member asked that OAA consider the addition of the CSA A460:19 Bird-friendly building design standard as an addition in the future. The member advised this specific standard forms the basis of nearly all Ontario municipalities' site-planning guidelines for bird-friendly design, and therefore would be referenced by all members in the course of their preparation for Site Plan and Development Plan Agreements. The member highlighted that membership (and indirectly the public) would be greatly benefit from its addition to the collection.



3.0 Overview of Statistics and Analysis

Program Registration in the Pilot Year 2021-2022

Number of members that have created an account (i.e. main account) between May 1, 2021 and March 1, 2022	631 member organizations (i.e. practices) registered
Number of secondary accounts in existence between May 1, 2021 and March 1, 2022	822 users entitled with access across all OAA accounts; 83 primary accounts have registered at least one additional secondary user to their subscription ² .
Number of OAA members that used the member discount to purchase the full access to NBC Collection	No organizations have decided to upgrade to the full access collection at this time.

Analysis about Registration:

- Over the course of the pilot year, 17 per cent of the total membership (i.e. 822 registrants out of 4,777 current licensed members) took advantage of the program.
- However, as data from respondents to the [2020 Practice Consultation Survey](#) suggests, small practices with fewer employees (42 per cent sole proprietorships and 35 per cent corporations with a single owner) make up the majority of architectural practices in the province. Given the likelihood that perhaps only one person in a regular-sized practice would sign up for access, it may be useful to review the data from a practice-based standpoint. In comparing the number of main accounts created (631), versus the amount of registered practices in Ontario (1955), the uptake of the program is approximately 32 per cent.

Based on these numbers for the pilot year, and taking into account statistics about the make-up of practices as presented in the 2020 OAA Practice Survey Overview, the following conclusions can be drawn:

- It may be more appropriate to consider reviewing initial assumptions about number of users (vis-à-vis firm sizes and the number of employees likely to require access to standards). The tier chosen for the 2021–2022 contract was predicated on the majority of the total membership signing on to the program. However, the data suggests it may be more realistic to expect practices may, on average, require one or two staff to register. In investigating the value proposition and review of the tiered pricing options, the number of practices should be the base unit of measure.
- The list of non-NBC/OBC CSA standards that would be beneficial to be included in the collection to reflect member needs should be reviewed.
- It may be beneficial to review statistics quarterly to see clearer performance metrics for the program.
- Opportunities to build relationship with CSA in areas such as education and development should be explored.

² Each primary account holder has the ability to add up to nine additional users to their subscription account (per the 2021–2022 contract).



Communication strategy for the pilot year

A communication strategy was key to promote this new program and ensure people were aware of and used this new resource. PAS, in collaboration with the Communications team, worked to roll out a communication plan. The membership were apprised of the pending new resource ahead of the contractual start date of June 1, 2022. A robust schedule of publications flowed between May 2021 through March 2022. As previously stated, a variety of approaches were applied to cross-promote the program on multiple platforms.

Website

The new landing pages on the website (one for public side, one for member side) served as the main portals of information for the members.

Public Side provides:

- Brief and general introduction of the CSA Standards and program to readers;
- A link to the member portal, taking licensed individuals interested in participating to the OAA Website for member login and registration; and
- Additional information via a web link to the CSA Group On-Demand portal, where readers may learn more about the CSA Group and its standards.

Member side provides a more detailed information on the background of the program and specific features are explained, including but not limited to:

- Duration of viewing access;
- Standards purchasing option for registered users seeking to upgrade to full access at a 10 per cent discount;
- Who can enrol (i.e. eligibility for the program);
- A coupon needed for licensed members to use in activating their subscription;
- Step-by-step details on how to register, aiding readers in navigating the platform;
- Links to the quick user guide and CSA Group Support for troubleshooting; and
- A listing of 30 Frequently Asked Questions (FAQ) categories developed by PAS (General & Access, Registration, Usage).

Email correspondence sent between May 2021 and March 2022 included:

- 4 Special News Bulletins to an average distribution list of over 4,600 persons;
- 11 News items in *OAA News*, reaching on average distribution list of over 8,030 persons; and
- 4 News items in *Practice Advisory*, reaching on average distribution list of over 8,000 persons.

Social media posts

- Given that the program was geared toward registered members and not the general public, promotion via social media outlets was not the main focus.
- There were six posts made over the OAA social media platforms from June 2021 to November 2021.

Messaging at OAA Conference (virtual event) in May 2021

- It should also be noted the program was mentioned in the President's address at the OAA Conference 2021 and content was added in the virtual booth prior to the June 1 2021 launch.



Analysis on the Communication Strategy:

- Staff time was invested during the pilot year to create communication resources to support the launch of the program.
- Negotiation with CSA for the new contract for 2022–2023 included discussion of creating a webinar and coordinating information at the upcoming 2022 OAA conference.

Collection of Standards of the Pilot Year

The program includes both the CSA standards (French/English) listed in the National Building Code (refer to NBC Division B, Part 1, Table 1.3.1.2.) and Ontario Building Code ((refer to OBC Division B, Part 1, Table 1.3.1.2). This amounts to approximately 125 active standards (where available, French translated copies of the standard are provided). It also included A500-16 (this standard is not in the NBC) as well as previous versions of standards that are withdrawn. It was requested by PRC/SCOBCAR when they were asked for comment.

Having access to both the OBC- and the NBC-referenced standards benefits firms that do work in Ontario, other provinces, and for federal projects.

Based on statistics provided by the CSA, between the review period of May 2021 and March 2022, OAA members accessed more than 200 versions of standards (including both French and English, active and withdrawn versions) in excess of 1,500 times.

Some of the most viewed standards include:

Code/Standard	Code/ Standard Name	Times Accessed
B651-18	Accessible design for the built environment	160
CSA O325:21	Construction sheathing (Adopted NIST PS 2-18, with Canadian deviations)	92
CSA S478:19	Durability in buildings	44
CSA S413:21	Parking structures	32

Cost of the pilot year program:

- At the time of negotiating the pilot year program, individual firms seeking to purchase the same standards would have had to pay \$20,000 + applicable taxes.
- Members accessing the CSA Standards program do so free of charge as the cost of the program is covered by the OAA. Comparatively, at the cost of \$30,000, the OAA's program is providing *viewing access* at approximately \$6 per member.

Analysis on cost of the program:

- CSA data for the May 2021 to March 2022 period shows the retail price of standards accessed by members in the program ranged from \$85 to approximately \$600.
- Expanding on the above data we may extrapolate, based on unique member views of standards, outright purchase of the documents would be in excess of \$30,000.
- The data further indicates the retail value of the activity generated by the 822 registered OAA members would have far exceeded the \$30,000 outlay.



4.0 Entering the Second year: Lessons Learned and Looking Ahead

This short report gave the opportunity to review statistics and reflect on lessons learned as well as identify new opportunities to enhance the program while remaining cognizant of staff time and other resources.

At the time of writing the report, the negotiations for extending the contract for another year have almost been concluded and are expected to be finalized the week of May 2, 2022. As we move from a pilot program to a second year, we will be entering a phase of increasing uptake, monitoring usage, and upkeep of the program.

PAS staff will continue to identify baseline metrics to measure success of the program, examining whether there is an increase or decrease in members signing on. Opportunities to promote the program in different ways (e.g. webinars) will also be identified, along with ways to use the program to create awareness on governance of standards and their importance.



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	

FOR COUNCIL MEETING

May 10, 2022

(open)

ITEM: 6.7.a

From: Natasha Krickhan, Vice President Education

Date: May 3, 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

February 22nd, 2022; 2:30pm - 4:30pm (not reported in the March report)
Additional session with VPs and Team Leads re: Strategic Plan

February 24nd, 2022; 2:30pm - 3:00pm (not reported in the March report)
Catch up with the Executive Director and the Manager, Education and Development

March 3rd, 2022; 9:30am - 4:30pm
March Council Meeting

March 30, 2022; 2:00pm - 3:00pm
Pro-demnity Meeting of the Shareholder

April 07, 2022; 11:00am - 12:00pm
Catch-up with the Manager, Education and Development

April 11, 2022; 11:00am - 12:00pm
Special meeting of Council; final review and approval of OAA's Five-Year Strategic Plan

April 13, 2022; 1:00pm - 4:00pm
Comprehensive Education Continuum (CEC) Meeting

April 14, 2022; 1:00pm - 3:00pm
OAA Executive/Pro-Demnity Chairs Joint Meeting

April 27, 2022; 11:00am - 12:00pm
OAA Executive Committee Meeting

Education and Development Portfolio Update

1. Mandatory Continuing Education on Equity, Diversity and Inclusion

As of April 21, 2022, approximately 60% 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. Apr 28, 2022 Minimizing Unconscious Bias in the Hiring Process
2. May 19, 2022 Human Rights in the Workplace
3. May 24, 2022 The Business Case for Equity, Diversity, and Inclusion
4. Jun 07, 2022 Human Rights in the Workplace
5. Jun 16, 2022 Minimizing Unconscious Bias in the Hiring Process
6. Jun 21, 2022 The Business Case for Equity, Diversity, and Inclusion

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

2. Continuing Education Webinars Series

Work continues on the development of the following webinars which will be offered to the membership in July – December of 2022. Attention is being given to align the topics to respond to the OAA Strategic Plan.

- 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
- OBC Alternative Solutions

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. The online course is scheduled to be launched on in the Fall 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. A separate memo is submitted to Council which includes the draft paper for review and approval. .

2. Architecture Education for Students

The work continues on the development of the K-12 Education Guide. We are currently in the process of engaging a consultant to finalize the document. A separate memo will be submitted to Council in June to update on the progress. It is expected the Council will need to consider allocating additional funding to complete this document. A more detailed work plan and ongoing resources that will be required to maintain this document will also be included.

3. 2023 Conference in Sudbury – CEC Appointees to the Conference Working Group.

Based on their verbal expression of interest at the April 13th meeting, the committee chair makes the following suggestions for appointments from the Comprehensive Education Committee to the 2023 Conference working group: Christopher Johnson (student at Laurentian University in Sudbury) and Pearl Chan (Intern Architect on Council).

Note that OAA staff (Manager of Education and Development and the Co-ordinator of Development) have noted to the CEC members and chair that there

may be unique challenges and opportunities regarding the 2023 Sudbury Conference and special attention should be made during the organizing to create a one-of-a-kind event that will attract architects to Sudbury to participate in the “live” portion of the conference. There was suggestion of eliminating the “virtual” component of the conference and while the Chair is sympathetic, other options for creating a unique event should be pursued as the “virtual” conference was advocated for by the CEC in part to address equity and access issues for members including students, interns and members who do not live in Toronto.

4. Special CEC Activities to occur between May-December 2022

The following events are among those planned for the remainder of the year:

- **“Meet the OAA”** (to be organized with the Interns Committee and the Communications Committee.) Intended Audience: Architecture students and Student Associates at the 5 schools of Architecture in Ontario. Proposed Date: Fall 2022
- **“Welcome to the IAP”** (to be organized by the Comprehensive Education Committee). Intended Audience: Intern Architects and Student Associates. Proposed Date: early/mid Summer 2022
- **Doors Open** – 4 volunteers from the CEC will assist the Executive Director and staff during Doors Open at the OAA Headquarters

Action: No Action required.

Attachments: None

Memorandum

FOR COUNCIL MEETING

May 10, 2022

(open)

ITEM: 7.1

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: May 3, 2022

Subject: **Revisions to the *Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA)***

Objective: To update Council on the developments under FARPACTA

Background

The Fairness Commissioner assesses the registration practices of [regulated professions and trades](#) in Ontario 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 processes.

New legislative changes to the FARPACTA are complete and will require consideration by OAA Council.

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).

The Regulation has now been filed and may be viewed at [O. Reg. 261/22: GENERAL \(ontario.ca\)](#). It will be consolidated with the [Act](#) in the coming days. The MLTSD and OFC held another technical briefing with the regulated professions and compulsory trades April 20, 2022 (Appendix 1).

Summary of statutory amendments:

1 Canadian Experience Definition and Exemption

Regulated professions in Ontario are prohibited from requiring Canadian experience as a qualification for registration. Regulators have until December 2, 2023 (per section 10.2 of FARPACTA) to implement this change. "Canadian experience" means any work experience or experiential training obtained in Canada.

Currently, the Regulation under the Ontario *Architects Act* sets out the following:

- 31.** *For the purposes of clause 13 (1) (d) of the Act, the following are the academic and experience requirements for the issuance of a licence to a person:*
- 1. The person must hold a degree in architecture from a post-secondary institution or must have successfully completed the Royal Architectural Institute of Canada Syllabus.*
 - 2. The person must hold a Certificate of Certification issued by the Canadian Architectural Certification Board.*
 - 3. The person must have completed the admission course offered by the Association.*
 - 4. The person must have successfully completed one of the following:*
 - i. The Examination for Architects in Canada published by the Association.*
 - ii. The Architect Registration Examination of the National Council of Architectural Registration Boards.*
 - iii. Any combination of the components of the Examination for Architects in Canada published by the Association and of the Architect Registration Examination of the National Council of Architectural Registration Boards that, considered as a whole, is equivalent to one of those examinations, as approved by the Council.*
 - 5. The person must have completed a total of 3,720 hours of experience that meets the requirements of the Intern Architect Program published by the Association. The experience must include,*
 - i. at least 940 hours of experience in Ontario under the personal supervision and direction of a person licensed to engage in the practice of architecture in Ontario, which must be completed within the three years before the date on which the person applies for the licence, and*
 - ii. at least 2,780 additional hours of experience under the personal supervision and direction of a person authorized to engage in the practice of architecture. O. Reg. 430/97, s. 1; O. Reg. 337/08, s. 1; O. Reg. 150/11, s. 1.*
- 32.** *Revoked: O. Reg. 430/97, s. 1.*
- 33.** *The Council may, where it is of the opinion that the applicant's qualifications, knowledge and experience so merit, grant an exemption from all or part of the academic and experience requirements set out in this Regulation. R.R.O. 1990, Reg. 27, s. 33.*

This FARPACTA amendment is specific to s.31(5)i above (highlighted) – all other requirements remain unaffected.

As recently clarified by the OFC and the MLTSD, a regulated profession may continue to accept Canadian experience to satisfy an experience-related qualification for registration if it also accepts international experience as an alternative to Canadian experience.

By our review, OAA Council may make regulations respecting any matter ancillary to the provisions of the *Architects Act* with regard to the issuing, suspension and revocation of licences, certificates of practice and temporary licences, and the requirements and qualifications therefor. Meaning that any change considered to the requirements for the issuance of licence should be grounded in the regulations to *Architects Act*. If Council decides to move forward to amend its registration requirements related to Canadian experience – *without changing the existing statute* – it would need to do so by leveraging s.33 of Regulations noted above, namely via the exemption provision.

Alternatively, actual regulation change could be considered in order to embed the option as required by FARPACTA. If there is urgency to this approach, we could address this with the Ministry of the Attorney General to see if it is possible in the immediate future, otherwise Council may want to consider this within the larger context of Act modernization and develop an interim solution until then.

Contextual Considerations:

- i. Currently the OAA accepts approved international experience toward the required 2780 hours on the condition the applicant attends an Experience Requirements Committee (ERC) assessment interview upon application for licence.
- ii. A process that already exists and is available to OAA applicants is the Exemption Request to Council. Wherein an applicant could request to be exempt from the currency requirement and specifically the requirement for local experience. This request also triggers the requirement to attend an ERC assessment interview.

The Office of the Registrar has requested that the OFC confirm if there are any criteria or guidelines against which the OAA will be assessed to determine if our existing processes will meet the criteria under the Regulations. We are awaiting response.

We acknowledge the importance of local/Canadian experience but in the potential absence of an OFC granted exemption, Council will need to consider other options for an applicant to acquire competency relative to the provincial context as set out in the FARPACTA amendment.

The issue of potential impact on reciprocity agreements was raised in the most recent meeting with the MLTSD and the OFC. As expressed by the Manager of the Inter-Jurisdictional Relations Unit at MLTSD, licence for licence reciprocity agreements are based on accepting registration decisions of the reciprocal jurisdiction, so these Ontario changes should have no impact. As this matter develops the Executive Director and Registrar have been regularly updating ROAC to ascertain any the national reciprocity implications.

Exemption from the Prohibition

A regulated profession may apply for an exemption from the prohibition on the grounds of public health and safety. An application for an exemption from the prohibition must include:

- Reasons why the exemption is necessary for the purposes of public health and safety;
- Whether an equivalent regulator in other Canadian jurisdictions has eliminated Canadian experience requirements; and
- Relevant law, facts, or supporting documentation.

In reviewing an application for an exemption, for the purpose of making a recommendation to the Minister, the Fairness Commissioner may consider any other relevant information.

2 Language Proficiency Tests

Regulated professions must accept tests enumerated in the Regulation, which are the tests currently used by Immigration, Refugees and Citizenship Canada for skilled immigration. A regulated profession may also use other tests or methods to demonstrate language proficiency as long as they also accept the tests enumerated in the Regulation.

Test results are deemed to be valid until the applicant receives a registration decision or, where an internal review or appeal occurs, receives an internal review or appeal decision. This requirement applies to applications received after July 1, 2023.

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 may have to review the acceptability of the current language proficiency test regime for the Syllabus program.

3a Decision-Making Timeframes

A regulated profession must comply with the prescribed time limits for at least 90 per cent of the applications received from international applicants each calendar year. This requirement applies to applications received after July 1, 2023.

New to this section is the ability of regulators to apply for an exemption to the maximum time limits for international applicants.

Regulated professions are required to report their compliance with the prescribed timelines through the Fair Registration Practices (FRP) report.

3b Reporting on Decision-Making Timeframes

Regulated professions are also required to report, through FRP reports, on their ability to register international applicants within one year after the earlier of:

- receiving a complete application for registration; and

- the date any third party that assesses the individual's qualifications on behalf of the regulated profession receives everything it requires.

This may require regulated professions to enter into info-sharing agreements with third parties to collect required information. If a regulated profession is unable to meet the one-year standard, it must report on steps being taken to meet the standard.

Regulated professions must post their FRP reports on their websites within 60 days of filing the report with the Fairness Commissioner.

The reporting requirement applies to applications received after July 1, 2023.

As we understand it, the required decision making timeframes (3a) can be accomplished by the OAA with respect to qualified applicants once a complete application for licence has been received. The administrative burden still needs to be better understood with respect to data tracking and reporting.

The one-year timeframe inclusive of third party processes reporting requirement (3b) will require info-sharing agreements with the CACB – the administrative burden and potential costs are not yet known. 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

A regulated profession must file an emergency registration plan with the Fairness Commissioner by July 2, 2023 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 continuity of registration processes an emergency;
- 2) a communication plan to inform applicants and the public of registration processes during an emergency;
- 3) date the plan was last updated, and date of the next planned update; and
- 4) where considered by the regulated profession to be appropriate:
 - a. measures to grant temporary registration during an emergency;
 - b. measures to expedite the renewal of registration and renewal of temporary registration during an emergency.

We do not foresee an issue with this requirement beyond the administrative burden. It will be up to the OAA to define what constitutes an emergency requiring a plan to maintain registration processes.

Appendix to the FARPACTA amendments

FARPACTA was recently again amended to introduce statutory maximum time limits for labour mobility applicants. It is anticipated that the statutory time limits for labour mobility applicants will be proclaimed sometime in 2023.

Without knowing more, it is difficult to comment if this will have any impact on the OAA's current practices. However, with a well established Canadian reciprocity agreement we do not foresee an issue.

OFC Next Steps

The OFC is finalizing processes to operationalize the amendments to *FARPACTA* and its Regulation. The new Regulations come into effect on July 1, 2022.

As noted above we are waiting for response from the OFC to determine if the OAA existing processes satisfy the FARPACTA amendments. Until this is known Council will not be in a position to determine if any exemptions to the amendments should be sought. In the interim, OAA staff will study the administrative and operational necessities as required.

Action: **None. For information Only.**

Attachments: Appendix 1: O. Reg. 261/22: General - Fair Access to Regulated Professions and Compulsory Trades Act, 2006 - Technical Briefing –Regulated Professions

O. Reg. 261/22: General *Fair Access to Regulated Professions and Compulsory Trades Act, 2006*

Technical Briefing – Regulated Professions

April 20, 2022

Agenda

Item	Presenter
Welcome and Introductions	Yvonne Ferrer, Director Global Talent and Settlement Services Division Ministry of Labour, Training and Skills Development Irwin Glasberg, Fairness Commissioner Office of the Fairness Commissioner of Ontario
Overview of the O. Reg. 261/22 , under the <i>Fair Access to Regulated Professions and Compulsory Trades Act, 2006</i> (FARPACTA)	Jessica Tsang, Manager Global Talent and Settlement Services Division Ministry of Labour, Training and Skills Development
Questions and Comments	

Context

Engagement

- **Spring/Summer 2021**
Roundtable stakeholder discussions held by Ministry of Labour, Training and Skills Development (MLTSD) and the Fairness Commissioner
- **January 17-21, 2022**
Consultations on regulatory proposals with regulated professions and other stakeholders
- **February 8-March 9, 2022**
Proposals posted on Ontario's Regulatory Registry for comment

Legislation & Regulation

- **December 2, 2021**
FARPACTA amended through the *Working For Workers Act, 2021*
- **April 4, 2022**
[O. Reg. 261/22](#) filed under FARPACTA

Language proficiency testing

**Definition of
“English or French
language proficiency
testing requirement”**

A requirement imposed by a regulated profession for demonstration of English or French language proficiency at a level satisfactory to the regulated profession through completion of an examination, test or other assessment as a qualification for registration.

Acceptable tests

Regulated professions must accept the tests enumerated in the Regulation, which are the tests currently used by Immigration, Refugees and Citizenship Canada for skilled immigration. The Regulation does not prescribe a passing score for these tests, which is up to each regulated profession to determine.

A regulated profession may also use other tests or methods to demonstrate language proficiency as long as they accept the tests enumerated in the Regulation.

Validity

Test results are deemed to be valid until the applicant receives a registration decision or, where an internal review or appeal occurs, receives an internal review or appeal decision.

Commencement

The above requirements apply to applications received after July 1, 2023.

Canadian experience

Prohibition of Canadian experience requirements

Regulated professions are prohibited from requiring Canadian experience as a qualification for registration, as of December 2, 2021 (per Section 10.2 of FARPACTA).

Definition of “Canadian experience”

“Canadian experience” means any work experience or experiential training obtained in Canada (not itself prohibited).

The CPAO is exempted from the prohibition in s. 10.2 in respect of its Public Accounting Licence (exemption proposed for the Public Accounting License as a secondary license).

International experience alternatives

A regulated profession may continue to accept Canadian experience to satisfy an experience-related qualification for registration if it also accepts international experience as an alternative to Canadian experience.

Canadian experience, cont'd

Applying for an exemption from the prohibition on Canadian experience requirements

A regulated profession may apply for an exemption from the prohibition on the grounds of public health and safety.

An application for an exemption from the prohibition must include:

- reasons why the exemption is necessary for the purposes of public health and safety,
- whether an equivalent regulator in other Canadian jurisdictions has eliminated Canadian experience requirements, and
- relevant law, facts, or supporting documentation.

In reviewing an application for an exemption, for the purpose of making a recommendation to the Minister, the Fairness Commissioner may consider any other relevant information.

Decision-making timelines

90% standard

A regulated profession must comply with the prescribed time limits for at least 90 per cent of the applications received from internationally trained individuals each calendar year.

Acknowledgement of receipt of an application

A regulated profession must provide a written acknowledgment within ten (10) business days of receiving an application for registration.

The written acknowledgment must identify whether the application includes everything required by the regulated profession for the application.

Decision regarding an application

A regulated profession must make a decision within six (6) months of receiving a complete application for registration, and provide the applicant with:

- a written communication of the registration decision;
- written reasons respecting the decision (unless the decision is to grant unconditional registration); and
- information respecting the applicant's rights to any internal review or appeal, including any applicable procedures and deadlines.

Decision-making timelines, cont'd

Communication of internal review decision

A regulated profession must provide the applicant with a written communication of the decision and written reasons respecting the decision within 10 business days after making an internal review or appeal decision.

Commencement

The above requirements apply to applications received after July 1, 2023.

Exemptions

NEW

FARPACTA was amended through the *Working for Workers Act, 2022* to include regulation-making authority to create a process whereby regulators may apply for an exemption to the maximum time limits for internationally trained individuals (in force April 11, 2022).

MLTSD is planning consultations to inform the development of this and other regulations and will be reaching out to regulators and oversight ministries in order to schedule these consultations in the coming months.

Reporting on decision-making timelines

Reporting on compliance with timelines

Regulated professions are required to report their compliance with the prescribed timelines through the Fair Registration Practices (FRP) report.

Reporting one-year standard

Regulated professions are also required to report, through their FRP reports, on their ability to register internationally trained individuals within one year after the earlier of:

- receiving a complete application for registration; and
- the date any third party that assesses the individual's qualifications on behalf of the regulated profession receives everything it requires.

This may require regulated professions to enter into info-sharing agreements with third parties to collect the required information.

If a regulated profession has been unable to meet the one-year standard, it must report on the steps being taken to meet that standard.

Reporting on decision-making timelines, cont'd

Public posting

Regulated professions must post their FRP reports on their websites within 60 days of filing the report with the Fairness Commissioner.

Commencement

The above requirements apply to applications received from internationally trained individuals after July 1, 2023.

Regulated professions will be required to report on their compliance with decision-making timelines and the one-year standard for the period of July-December 2023 in the 2023 FRP report to be filed in March 2024.

Emergency registration plans

Filing an emergency plan

A regulated profession must file an emergency registration plan with the Fairness Commissioner by July 2, 2023.

Updating an emergency plan

A regulated profession must update the plan whenever there is a change in circumstances that may affect the plan and at least once every five years, and must file the updated plan with the Fairness Commissioner within 30 days after the update.

Contents of plans

The plan must include:

- the date of the plan's last update, and the date of the next planned update;
- measures to maintain continuity of the regulated profession's registration practices during an emergency;
- where considered by the regulated profession to be appropriate:
 - measures to grant temporary registration during an emergency;
 - measures to expedite the renewal of registration and renewal of temporary registration during an emergency; and
- a plan for maintaining communication with applicants and the public with respect to registration practices during an emergency.

Next Steps

- The Office of the Fairness Commissioner is finalizing processes to operationalize the amendments to FARPACTA and O. Reg. 261/22.
- Consistent with Ontario's Regulatory Policy, the Regulation comes into effect on July 1, 2022, with unique commencement dates for language proficiency testing and time limits for registration. Emergency registration plans must be filed with the Fairness Commissioner by July 2, 2023.
- MLTSD is planning consultations to inform the development of regulations related to exemptions from time limits for registration and will be reaching out to regulated professions and oversight ministries in the coming months to schedule these consultations.

Appendix: Domestic Labour Mobility Time Limits

Working for Workers Act, 2022

FARPACTA was recently amended by the *Working for Workers, Act 2022* (which received Royal Assent on April 11, 2022) to introduce statutory maximum time limits for labour mobility applicants.

Commencement

It is anticipated that the statutory time limits for labour mobility applicants will be proclaimed sometime in 2023.

Exemptions

The amendments include regulation-making authority to create a process whereby regulators may apply for an exemption to statutory maximum time limit for domestic labour mobility applicants.

The ministry is planning consultations to inform the development of this and other regulations and will be reaching out to regulators and oversight ministries in order to schedule these consultations in the coming months.

It is anticipated that an exemption process will be in place before the time limits come into effect in order to provide a period of transition for regulators to seek an exemption as necessary.



REGULATORY ORGANIZATIONS OF ARCHITECTURE IN CANADA
REGROUPEMENT DES ORDRES D'ARCHITECTES DU CANADA

FOR COUNCIL MEETING
May 10, 2022
(open)
ITEM: 7.2

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

ROAC SEMI-ANNUAL MEETINGS BOARD OF DIRECTORS AGENDA

Remote Location | April 28, 2022

DATE | Thursday, April 28, 2022
TIME | 10:00am – 1:00pm PST
LOCALE | [Zoom Meeting](#)
CHAIR | Ian McDonald, ROAC Chair

ATTENDEES | DIRECTORS & GUESTS

AIBC Ian McDonald, *Past-President*
Mark Vernon, *CEO*
Thomas Lutes, *Deputy CEO, General Counsel*
Jenelyn Torres, *Director of Registration*

NWTAA Simon Taylor, *President*
Celeste Mackay, *Registrar*
Natasha Bhogal, *Executive Director*

AAA Keesa Hutchinson, *President*
Barbara Bruce, *Executive Director*
Grant Moore, *Registrar*

SAA James Youck, *Former Councilor*
Whitney Robson, *Executive Director*

MAA Martin Duhoux, *President*
Doug Hanna, *Past-President*
Judy Pestrak, *Executive Director*

OAA Susan Spiegel, *President*
Kristi Doyle, *Executive Director*
Christie Mills, *Registrar*
Settimo Vilardi, *VP Practice*

OAQ Pierre Corriveau, *President*
Sébastien-Paul Desparois, *Directeur général*
Jean-Pierre Dumont, *Directeur des affaires*
juridique et secrétaire de l'Ordre

AANB Sylvain Lagace, *President*
Malcolm Boyd, *Registrar*
Karen Chantler, *Executive Director*

AAPEI William Saul, *President*
Scott Stewart, *Executive Director*

ALBNL Robert A. Menchenton, *Board Chair*
Jeremy Bryant, *President*
Lynda Hayward-Kirkland, *Executive Director*

NSAA Jim Marriot, *President*
Margo Dauphinee, *Executive Director*

ATTENDEES | COMMITTEES

CACB Dave Edwards, *Chair*
FOA Darryl Condon, *Chair*
CExAC Isabelle Beauchamp, *Chair*
IRC Peter Streith, *Chair*

ATTENDEES | EXTERNAL

CACB Nathalie Dion, *President*
Mourad Mohand-Said, *Executive Director*
Charlene Pineda, *Dir. Programs and Operations*

RAIC Mike Brennan, *CEO*
Jason Robbins, *President-Elect*
John Brown, *President*

AGENDA ITEM		AGENDA TOPIC	PRESENTER
	9:50 AM	Meeting room available online <i>Please sign in ahead of time to allow for any unexpected technical difficulties. All participants are asked to have their video turned on and full name/jurisdiction displayed in Zoom. Attendees will be muted upon entry.</i>	
1.0	10:00 AM – 10:10 AM	Welcome 1.1 Adoption of Agenda 1.2 Review of Previous Meeting Minutes & Business November 2021	Ian McDonald, Chair
2.0	10:10 AM – 10:35 AM	Royal Architectural Institute of Canada (RAIC) 2.1 Update from the Office of the President 2.2 Update from the Office of the CEO	John Brown, President Jason Robbins, President-Elect Mike Brennan, CEO
3.0	10:35 AM – 10:55 AM	CALA Incorporation Task Force 3.1 Update on Incorporation 3.2 AGM Date 3.3 Implementation	Thomas Lutes, AIBC General Counsel
4.0	10:55 AM – 11:20 AM	Future of Architecture Sub-Committee 4.1 Future of Architecture Report to CALA 4.2 <i>Architecture Policy for Canada</i> 4.3 MAA Update regarding Funding of Future of Architecture	Darryl Condon, Chair Martin Duhoux, MAA
5.0	11:20 AM – 11:40 AM	International Relations Committee 5.1 IRC Report to CALA	Peter Streith, Chair
	11:40 AM – 11:45 AM	Break	
6.0	11:45 AM – 12:05 PM	Committee for the Examination of Architects 6.1 CExAC Report to CALA 6.2 Proposal to Establish Working Group to Modernize the Exam	Isabelle Beauchamp, Chair Kristi Doyle, OAA Jean-Pierre Dumont, OAA Jenelyn Torres, AIBC

AGENDA ITEM		AGENDA TOPIC	PRESENTER
7.0	12:00 – 12:15 PM	Report from the Administrators Committee Meeting	Kristi Doyle, OAA
8.0	12:15 PM – 12:35 PM	CACB Standing Committee Semi-Annual Report 8.1 Semi-Annual Report to CALA 8.2 CACB Validation Conference	Dave Edwards, Chair
9.0	12:35 PM – 12:50 PM	Canadian Architectural Certification Board 9.1 Office of the President 9.2 CACB Report to CALA	Nathalie Dion, President Mourad M.-Said, Executive Director Charlene Pineda, Director of Programs and Operations
10.0	12:50 PM – 1:00 PM	New/Other Business	All
11.0	1:00 PM	Adjournment	Ian McDonald, Chair

FOR COUNCIL MEETING
May 10, 2022
(open)
ITEM: 7.3



CACB-CCCA Latest Activities

Prepared for the Regulatory Organizations of Architecture in Canada (ROAC) meeting.

April 28, 2022 (Zoom)

Mourad Mohand-Said B.Arch, M.Sc.A, Hon. MRAIC

April 20, 2022

Table of Contents

1. GOVERNANCE AND OPERATIONAL INITIATIVES	2
2. PROGRAMS STATISTICAL HIGHLIGHTS	5
3. INTERNATIONAL ACTIVITIES	10

1. GOVERNANCE AND OPERATIONAL INITIATIVES

The Board Meetings: New Sequence

The CACB-CCCA Board established at its meeting on March 18, 2022, a new Board meetings sequence by adding two additional meetings to the existing June and November meetings schedule; one in March and one in September. It was determined that only the November meetings will be held in-person, while the remaining meetings will be held virtually. Exceptionally, the 2022 June Board meeting will be an in-person meeting to accommodate the planned Strategic Plan working session.

The 2022 Board Meetings Schedule is as follows: March 18, 2022 (virtual), June 10, 2022 (in-person), September 22, 2022 (virtual), and November 18, 2022 (virtual).

CACB-CCCA Directors Nominating Committee

Continuity and consistency are important to ensure a Board's composition that complies with the CACB-CCCA Mission, Mandates, and By-Law.

To improve and strengthen the Nomination Process of the newly appointed Directors to its Board, the CACB-CCCA has recently embarked upon the initiative of developing the Terms of Reference for the Nominating Committee within a Task Force comprised of members from the ROAC Standing Committee and the CCUSA. The Nominating Committee receives the Directors Call for Nomination from the CACB-CCCA and is in charge of selecting the slate of newly appointed Directors names for the election at the Members' AGM.

The CACB-CCCA believes that with clear Terms of Reference and Procedures, the slate of names will be received in a timely manner and will reflect the By-law and the TORs requirements.

2022-2025 Strategic Plan Preparation

The CACB-CCCA will hold on June 9, 2022, a working session with its Board for its three-year (2022-2025) Strategic Plan. In the meantime, the consultant has started the Environmental Scan and Perception Audit. Key Stakeholders and CACB-CCCA Members (ROAC and CCUSA) have also been invited to participate in the Strategic Planning Process.

CACB-CCCA Conference

Initially planned in 2020, the CACB-CCCA [Conference](#) will finally be held in 2022, on October 28-29 (Travel dates: October 27 and 30) at the Marriott Hotel in Ottawa, ON.

Updated Call for Issue Papers with a deadline for May 31, 2022 was released via a special edition of the CACB-CCCA newsletter on March 15, 2022.

The conference theme is **Architecture Continuum: Collaborate, Educate, Integrate** which brings together the CACB and its collateral organizations to examine "*how to make the architecture education continuum better integrated for students, educators, interns, and practitioners?*"

BEFA Assessor Training Program

The CACB-CCCA is developing a BEFA Operational Training Program for New BEFA Assessors, incorporating the lessons learned through the Remote Interview and the feedback received from the ROAC Standing Committee. The New BEFA Assessor Training Program will be delivered in a hybrid model

of in-person and virtual, to train the newly appointed BEFA assessors and may be used as refresher training for existing BEFA assessors. The New BEFA Assessor Training Program is nearing the final stage of development and CACB-CCCA hopes that ROAC approval will be forthcoming and the BEFA Assessor Training Program can effectively be implemented in 2023.

Call for BEFA Assessors: More BEFA Assessors Needed!

The combination of COVID-19 impact on the in-person interview format, the increased number of applicants, the limit of file assignments per assessor, and the assessors' decreased availabilities has caused a backlog in the BEFA Program timeline and delayed the process.

Currently:

- 5 applicants are awaiting assignment of a National and Regional assessor; and
- 6 applicants are awaiting assignment to a Chair (none available until Fall 2022)

To limit and prevent further backlogs, the CACB-CCCA has issued through the ROAC Standing Committee in March 2021, a renewed call for Nomination for thirty (30) additional Assessors in which the needs per jurisdiction were identified in terms of the number, the diversity and the gender balance required. 16 new assessors have been received so far and we continue to work with the ROAC Standing Committee towards meeting the call for Nomination target.

Hybrid Accreditation Visit Model

Based on the 2021 experience, the CACB-CCCA Board has tasked the Training Committee to develop, by Fall 2022, a hybrid model for the Accreditation Visits that will integrate virtual and in-person procedures to achieve cost-effectiveness and alignment with the audit approach.

Accreditation Training Program

The CACB-CCCA is currently updating the current Training Program as the new Hybrid Accreditation Visit Model is being developed. The CACB-CCCA will launch in 2023 a series of Training Sessions for both the University Programs and the Visiting Team Members.

Web-based platform for Annual Reports (AR)

Similarly to the completed ACR (Accreditation Report) project. An Annual Report web-based platform will be also developed and will integrate both Annual Report's narrative and statistical sections.

Recognition of the CACB-CCA as a designated Educational Credential Assessment (ECA) Organization.

The CACB-CCCA is pursuing the recognition by Immigration Refugee and Citizenship Canada (IRCC) as the designated Educational Credential Assessment (ECA) Organization for Architects, for the Express Entry Immigration Program. We are currently in the stage of developing the online application website and portal platform with the target to sign the Service Agreement by early 2023.

New version (2020) of the Canadian Education Standard (CES)

The new CES (2020 version) is in the very early stages of IT infrastructure development and is not yet ready for implementation. The target for implementation is 2023 with a transition phase during 2022.

Reserve Funds Surplus Management

In its efforts to manage the surplus of its Reserve Funds, the CACB-CCCA has put in place measures, in consultation with the Standing Committee and CCUSA members, to decrease the surplus by:

- reducing the total Members Cash Contribution to the Accreditation Program by \$74,830
- retroactively paying back to ROAC the BEFA Program Deficit coverage in the amount of \$85,389;
- reducing Academic Certification Fees by approximately 16%
- paying for Delegates' hotel, meal and incidental expenses for the CACB-CCCA Conference, estimated to approximately to \$85,000.

The CACB-CCCA continues working with the Standing Committees on other set of measures to reduce the surplus and to ensure compliance with the CRA recommendations and best practices

Climate Commitment

In April 2021, the CACB-CCCA Board signed the Equitable Climate Action Commitment, which formalizes the organization's responsibility to address climate change mitigation (emissions reduction) and adaptation through climate planning and action. As its first operational action, CACB-CCCA has started Climate Smart training with a target for Climate Smart certification by end of 2022 or early 2023.

2. PROGRAMS STATISTICAL HIGHLIGHTS

ACCREDITATION PROGRAM

Accredited Programs

With the newly accredited Laurentian University M. Arch Program, which was granted in June 2021 a three-year term of Initial Accreditation, Canada now counts 12 Accredited Programs.

<https://cacb.ca/accredited-programs/>

Accreditation Visits

- 2022 Cycle:

One Maintenance visit was planned in 2022 and it was conducted virtually to M. Arch / Dalhousie University, Halifax, NS. DAL was the first visit that integrated the newly developed web based platform for the Architecture Program Report (APR) submission.

- 2023 Cycle:

No visits are scheduled in 2023 because of the Maintenance Accreditation Cycle Terms. [The next Accreditation Visits](#) will be carried out in 2024. The CACB will use this opportunity to test its updated Training Program in development by organizing virtual training sessions for the Programs and the Visiting Team Members.

ACADEMIC CERTIFICATION PROGRAM

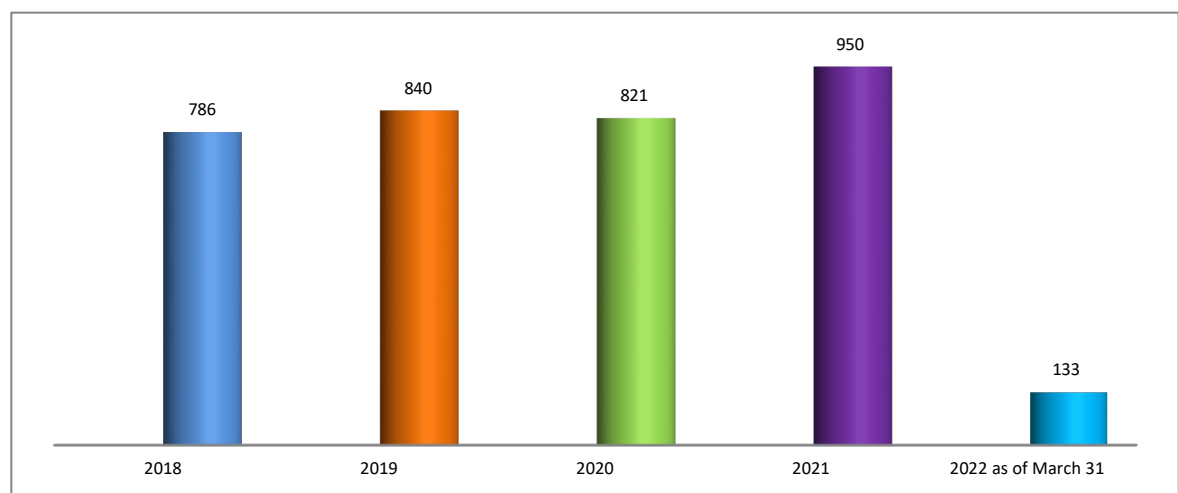
Statistic Highlights

Applications Received

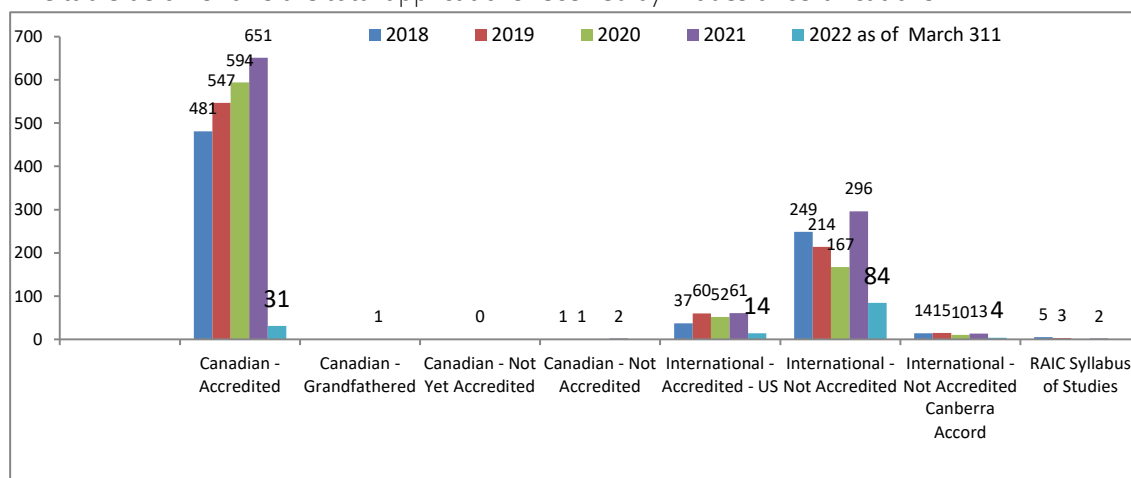
Total Number of applications received between 2018 and 2021 show that the total number of applications for Academic Certification remained steady despite COVID-19.

In 2022, as of March 31st, a total of 133 applications have been received.

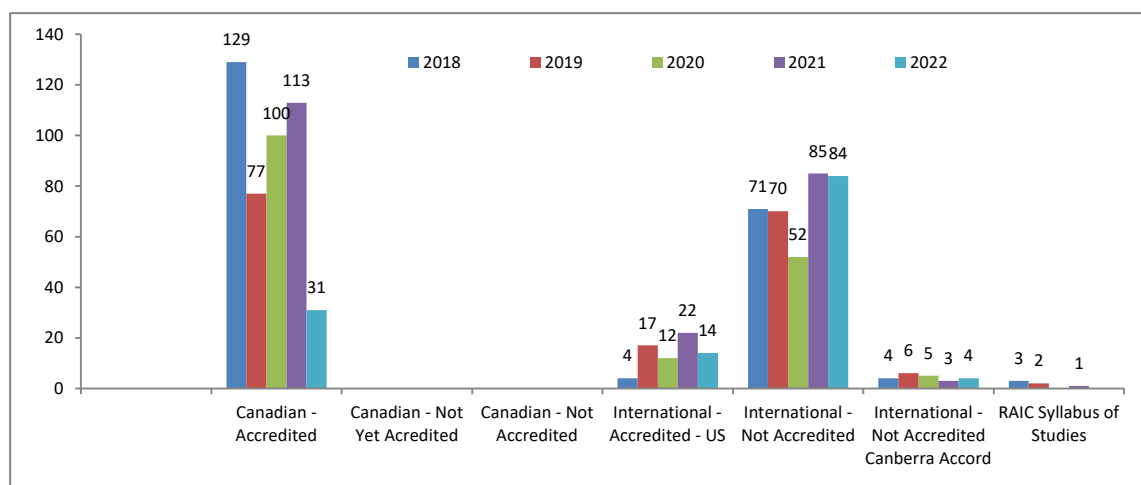
91 applications less than in 2021 were received from Canadian Accredited graduates while the number of International not- accredited is similar to 2021 figures (see table per modes of certification).



The table below shows the total applications received by modes of certifications

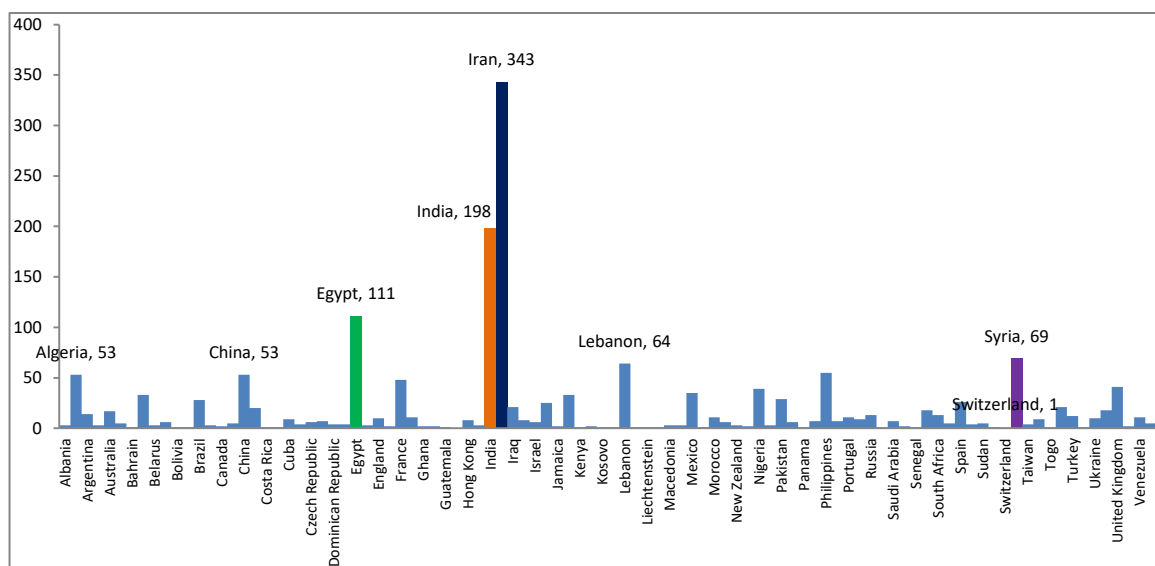


The table below shows the total applications received by modes of certifications as of March 31st



Country of Origin of Foreign Graduate Applicants

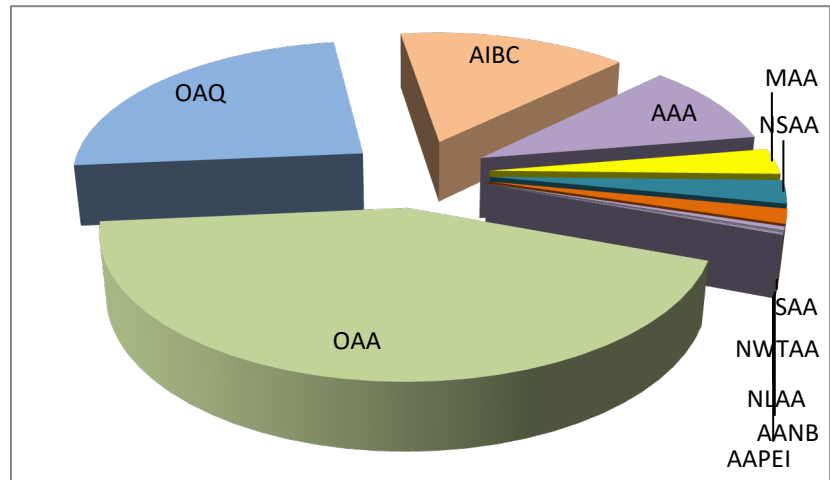
Iran (343), India (198), Egypt (111), and Syria (69) are the Top 4 countries of Origin



Application received by desired jurisdiction (All graduates)

Between 2018 and as of March 31, 2020, a total of 3476 applications for certification have been received with the following desired jurisdiction distribution:

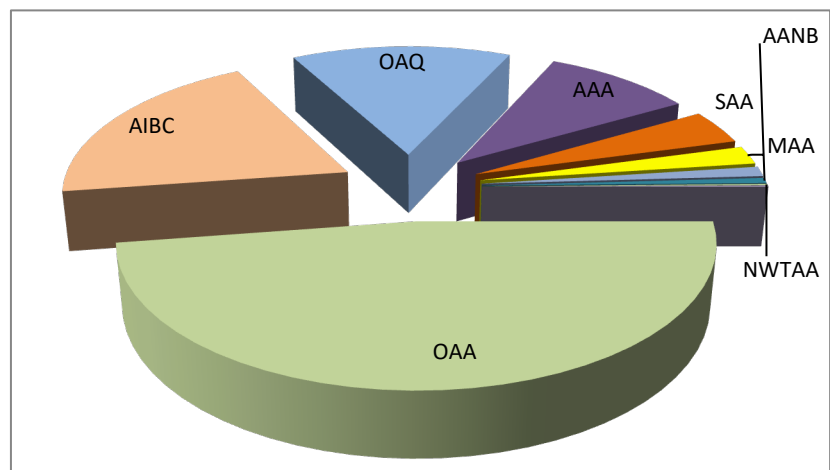
OAA:	1495	43.01%
OAQ:	838	24.11%
AIBC:	521	14.99%
AAA:	337	9.70%
MAA:	105	3.02%
NSAA:	94	2.70%
SAA:	59	1.70%
AANB:	15	0.43%
NWTAA:	5	0.14%
NLAA:	4	0.12%
AAPEI:	3	0.09%



Applications received by desired jurisdiction (International graduates)

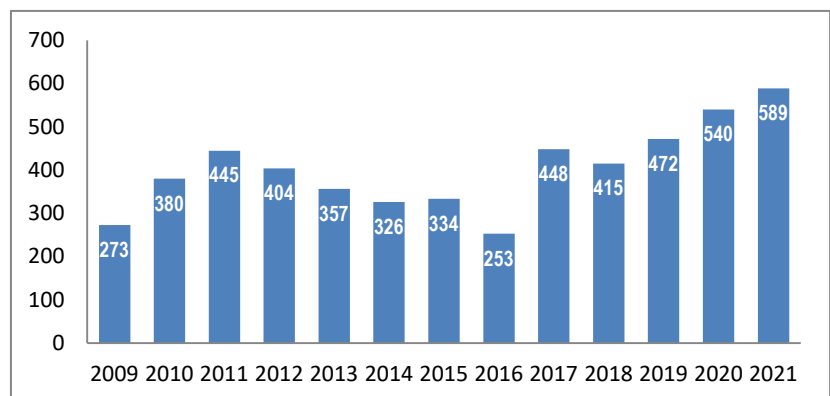
Between 2018 and as of March 31, 2020, a total of 1290 applications for certification have been received from International graduates with the following desired jurisdiction distribution:

OAA:	615	47.67%
AIBC:	252	19.53%
OAQ:	188	14.57%
AAA:	127	9.84%
SAA:	53	4.11%
MAA:	28	2.17%
NSAA:	15	1.16%
AANB:	8	0.62%
NWTAA:	2	0.16%
AAPEI:	2	0.16%
NLAA:	0	0.00%



Automatic Certification

Since 2009 until December 31, 2021, 5236 Automatic certifications have been granted to graduates of Canadian Accredited Program with a yearly average of 403 automatic certifications per year.



BROADLY EXPERIENCED FOREIGN ARCHITECTS (BEFA) CERTIFICATION PROGRAM

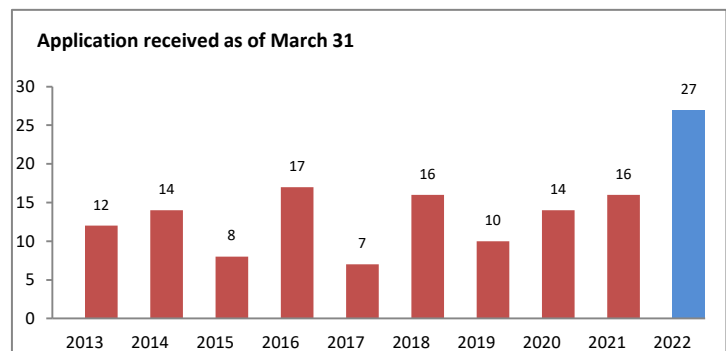
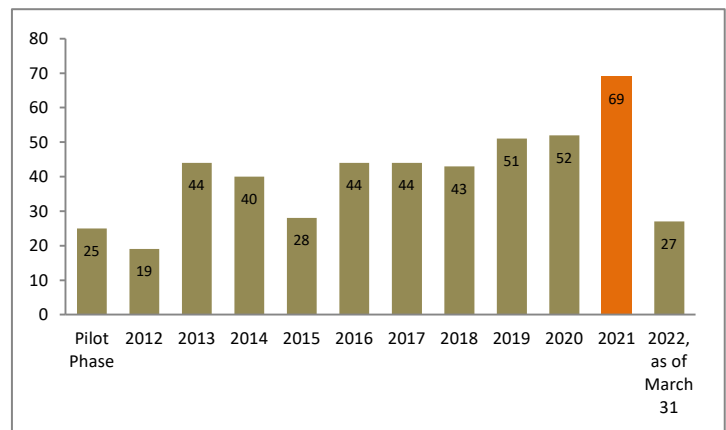
Statistic Highlights

Applications Received

A Grand Total of 486 applications has been received since the implementation of the BEFA Program in 2012.

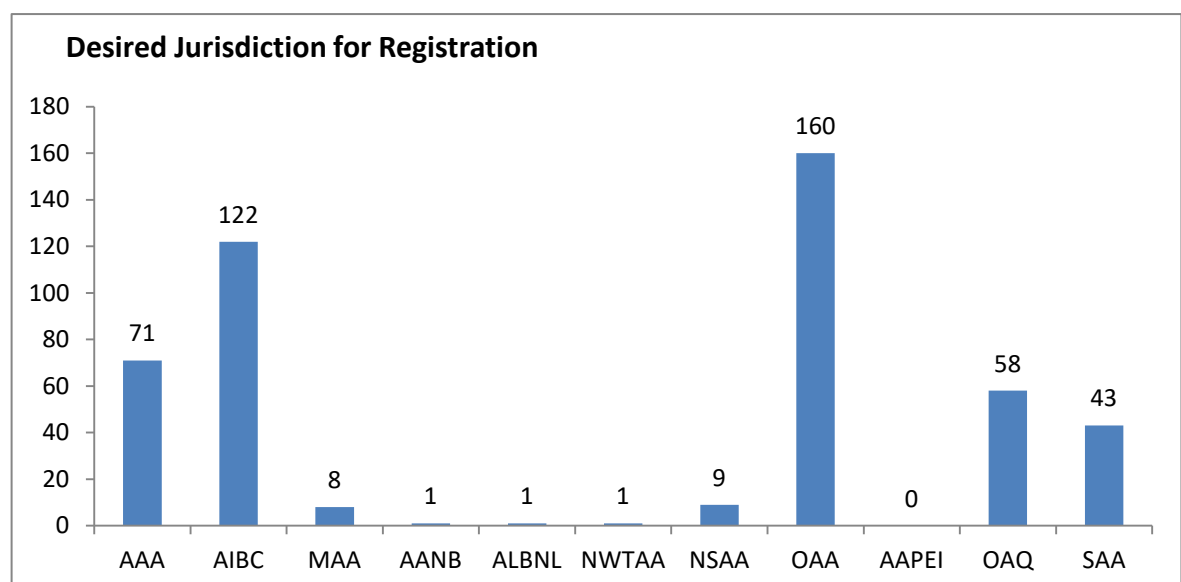
2019, 2020, and 2021 figures show that COVID-19 outbreak didn't impact the number of new BEFA application. In 2021, we received the highest number (69) of new applications since 2012 application more than in 2019. In 2022, as of the end of March, 27 new applications were received.

March 31st figures confirm that in 2022 the number of new applications will be higher than in 2021 and will break another record by reaching more than 100 new applications by December 31, 2022.



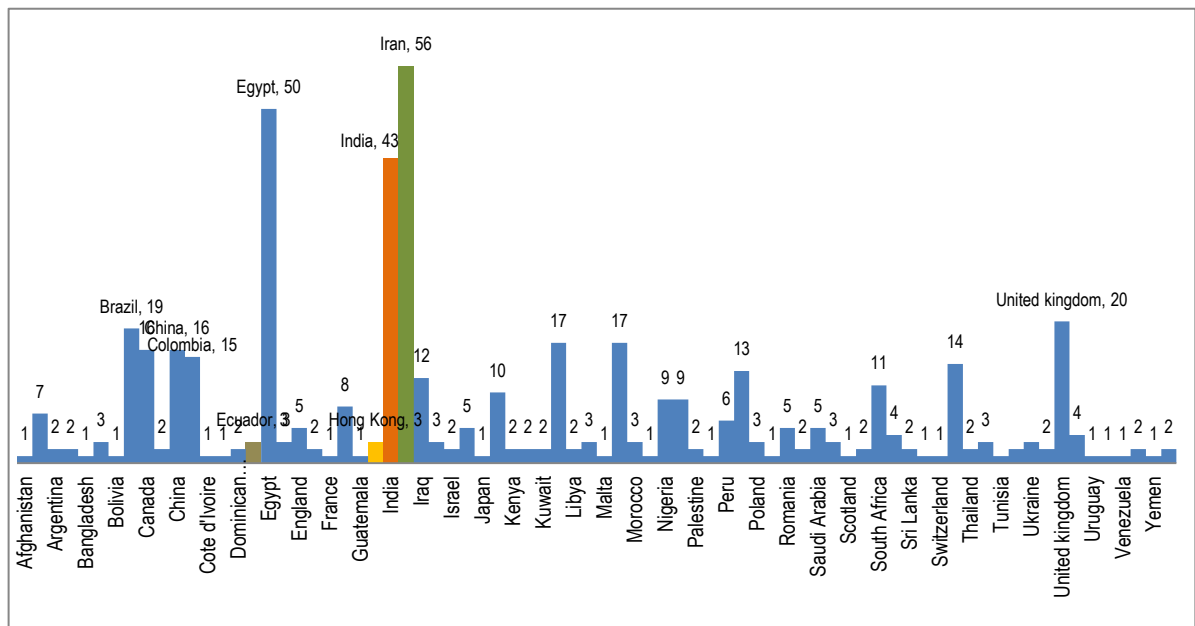
Application received by desired jurisdiction

Ontario, British Columbia, Alberta, Québec, and Saskatchewan are the most selected Jurisdiction by the applicants to register with.



Country of Origin of BEFA Applicants

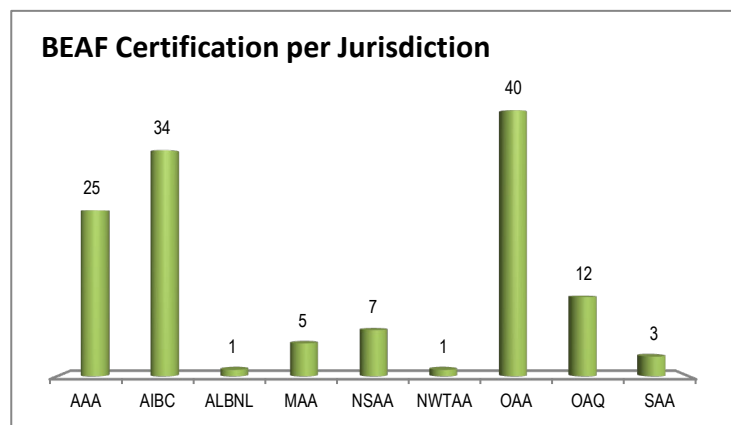
Egypt, Iran, India, and United Kingdom are the Top 4 Countries of Origin received since the implementation of the BEFA Program:



Certification

A total of 128 applicants have been granted BEFA Certification as of March 31, 2022 with the following distribution:

- Ontario: 40;
- British Columbia: 34;
- Alberta: 25;
- Québec :12;
- Nova Scotia: 7;
- Manitoba: 5;
- Saskatchewan:3;
- Northwest Territories: 1; and
- Newfoundland and Labrador: 1



BEFA Interviews

Since last years, all the interviews have been handled remotely via the newly developed Remote Interview Format

- 2021 Cycle: 22 interviews
- 2022, as of March 31: 4 interviews

3. INTERNATIONAL ACTIVITIES

THE CANBERRA ACCORD

The CACB-CCCA is one of the ten (10) signatories of [the Canberra Accord](#). The latter consists of accrediting organizations that have substantial equivalent established accreditation systems for architectural education.

The Interim General Meeting

Following the 8th General Meeting held virtually on June 24-25, 2021, the signatories are preparing for the virtual Interim General Meeting scheduled on May 26-27, 2022.

Effective January 1, 2022, SACAP took over the Canberra Accord Secretariat role from NAAB for four years. HKIA (Hong Kong Institute of Architecture) is the current Chair of the Canberra Accord for the next two years: 2021-2023.

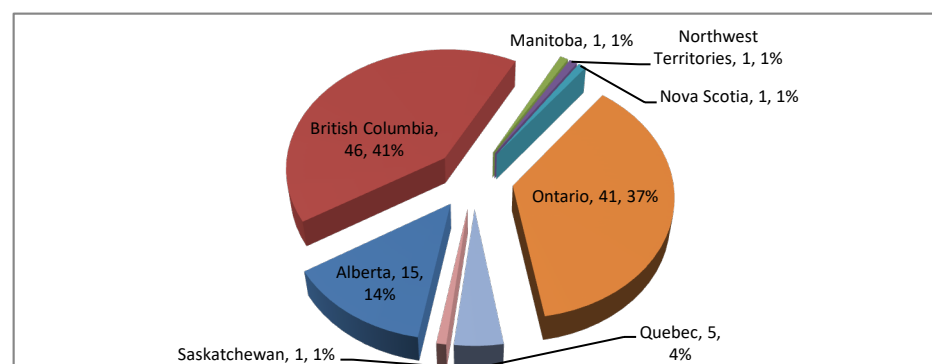
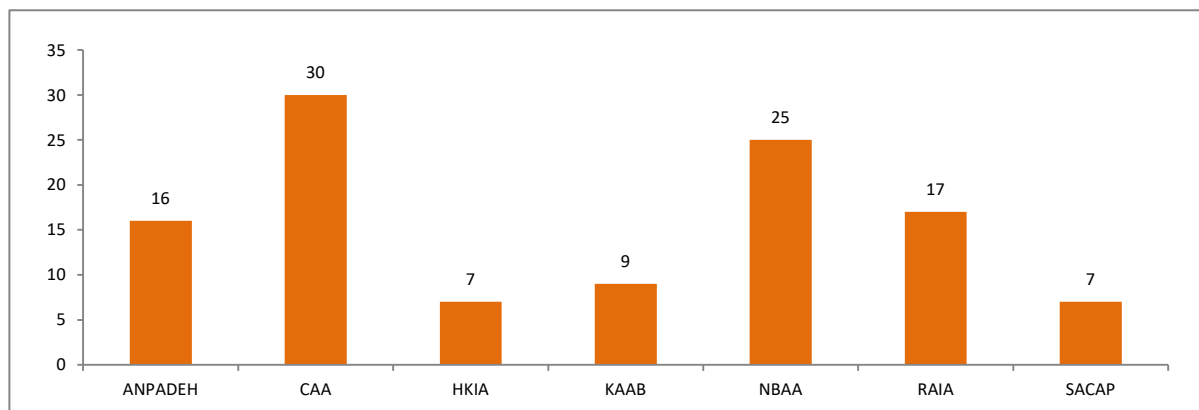
At the interim meeting, the signatories will discuss two foundational components of the Canberra Accord through the work results of the Implementation Task Force, chaired by the CACB-CCCA, and the Comparative Analysis task Force, chaired by the NAAB.

Statistics Highlights

Under the graduates' mobility requirements, the CACB-CCCA has received since 2012, a total of 111 applications from Canberra Graduates with the following signatories' distribution:

CAA: 39; NBAA: 20; ANPADEH: 13; SACAP: 9; RAIA: 7; KAAB: 7; and HKIA: 3.

British Columbia, Ontario, Alberta, and Québec are the most sought jurisdiction to register by the applicants





FOR COUNCIL MEETING
May 10, 2022
(open)
ITEM: 7.4

Kristi Doyle,
Executive Director
Ontario Association of Architects
111 Moatfield Drive
North York, ON M3B 3L6

Re: DIAC 2022 Membership Invoice

March 21, 2022

Dear Kristi,

It is our privilege to collaborate with the design associations representing architects, landscape architects, planners and urban designers, industrial, interior, graphic and fashion designers in Ontario. We sincerely appreciate your association's ongoing support for the Design Industry Advisory Committee (DIAC). Your membership invoice for 2022 is attached, at the same rate as last year.

In 2021, DIAC celebrated 20 years of collaborative design research. The past year has been a busy one for DIAC and we recently shared with you an update on our recent activities, also attached.

As you know, DIAC is Canada's only non-profit, cross-disciplinary design research group. DIAC was established by the City of Toronto in 2001. Its research and program activities promote the strategic value of design and the contribution of designers from all disciplines to achieving economic, social and environmental wellbeing for Toronto, Ontario and Canada.

As always, DIAC will acknowledge its members on its website, in written materials and any spoken remarks over the coming year. We look forward to continuing to work together with you in 2022.

Regards,

A handwritten signature in black ink, appearing to read 'Arlene Gould', written in a cursive style.

Arlene Gould
Strategic Director
Design Industry Advisory Committee

Winter Update 2021

DIAC Celebrates 20th Anniversary Milestone

In 2021, the Design Industry Advisory Committee (DIAC) celebrated 20 years of collaborative design research. Since DIAC was established by the City of Toronto in 2001, it has been our privilege to collaborate with the design associations representing architects, landscape architects, planners and urban designers, industrial, interior, graphic and fashion designers in Ontario. The research and program activities of DIAC have demonstrated the value of design to business, government and social enterprises across many different sectors.

Featured Projects

This past year has been a busy one for DIAC. In response to the pandemic, we launched a Call for Projects to understand what designers were working on to help us adapt to profound changes in our work environment and in our daily lives. We have been sharing these stories on [our website](#).

Design Impacts Framework

In 2021, DIAC launched its [Design Impacts Framework](#) which identifies five positive and measurable impacts of design in Placemaking projects. DIAC revisited three successful Placemaking projects in Toronto: Artscape Wychwood Barns, Sugar Beach and The Bentway, to demonstrate how specific design interventions can contribute to positive economic, social and environmental outcomes. In the next phase of this project DIAC will apply the Design Impacts Framework to other areas of design such as interior space, buildings, communications and products.

Information Graphics in the Pandemic

In March, 2021 DIAC collaborated with the Registered Graphic Designers (RGD) on a webinar: [Information Graphics in the Pandemic: Are We Getting a Clear Picture?](#) We have all been bombarded with data since the emergence of COVID-19. DIAC invited three knowledgeable panelists to share their perspective on how we are tracking and visually representing this data.

Toronto Design Sector Study

Over the past year, DIAC has worked with the Toronto Workforce Innovation Group (TWIG) and the City of Toronto to update the profile of the Toronto Design Industry. TWIG is a non-profit, independent research organization partially funded by the Ontario Government and is devoted to finding and promoting solutions to employment-related problems in the Toronto Region. DIAC acted as subject matter experts for the new study on the Design Industry which looks at long-term trends, occupational issues, potential for employment growth, labour market issues, job opportunities and inclusion. The research will be published in early 2022.

CaféTO Winterization Design Charrette

In October, 2021 DIAC collaborated with the City of Toronto to organize a half-day, virtual design charrette to explore design opportunities and other innovations that can extend safe outdoor dining and entertainment activities into the colder months. With the help of our design association members, DIAC engaged a cross-disciplinary team of designers to work with the restaurant owners, representatives of the Business Improvement Areas (BIAs) and City staff at this event. DIAC is summarizing the recommendations emerging from the charrette in a report to be shared with the City, BIAs, restaurant owners and other stakeholders in the industry.

The Design Industry Advisory Committee (DIAC) is a cross-disciplinary design research group established by the City of Toronto in 2001. The activities of DIAC promote the strategic value of design and the contribution of designers from all disciplines to achieving economic, social and environmental prosperity.